

## **SAN JUAN WATER DISTRICT**

### **Board of Director's Special Meeting Minutes**

February 25, 2019 – 6:00 p.m.

#### **BOARD OF DIRECTORS**

Dan Rich	President
Ted Costa	Vice President
Marty Hanneman	Director
Ken Miller	Director
Pam Tobin	Director (via teleconference)

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

Paul Helliker	General Manager (GM)
Donna Silva	Director of Finance
Tony Barela	Operations Manager
Greg Turner	Water Treatment Plant Manager
Rob Watson	Engineering Services Manager
Greg Zlotnick	Water Resources Manager (via teleconference)
Teri Grant	Board Secretary/Administrative Assistant

#### **OTHER ATTENDEES**

Karen Thesing	ACWA JPIA
Shellie Anderson	Bryce Consulting
Mark Hildebrand	Hildebrand Consulting, LLC
Bob Reed	The Reed Group

#### **AGENDA ITEMS**

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

## II. PRESENTATION

### 1. ACWA JPIA Refund Presentation - Tom Cuquet, JPIA Executive Committee and Karen Thesing, JPIA Director of Insurance Services

Karen Thesing, ACWA JPIA Director of Insurance Services, presented a \$66,154 refund check to the SJWD Board of Directors. SJWD participates in the ACWA JPIA Liability, Property, and Workers' Compensation programs. The refund check represents the District's excellent low loss ratio in those programs.

## III. PUBLIC FORUM

There were no public comments.

## IV. CONSENT CALENDAR

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

### 1. Minutes of the Board of Directors Meeting, January 23, 2018 (W & R)

*Recommendation: Approve draft minutes*

### 2. 2018/19 Water Mains and Services Replacement Project (R)

*Recommendation: Award a construction contract to Flowline Contractors, Inc. for the amount of \$1,253,744.00 with a construction contingency of \$125,375.00 (10%) for an authorized total construction budget of \$1,379,119.00*

### 3. Treasurers Report - Quarter Ending December 31, 2018 (W & R)

*Recommendation: Receive & File*

President Rich removed Agenda Item 2 from the Consent Calendar at the request of Director Hanneman.

***Director Hanneman moved to approve Consent Calendar items 1 and 3. Vice President Costa seconded the motion and it carried with the following roll call vote:***

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

***Noes: None***

***Absent: None***

The Board discussed Agenda Item 2, and received input from staff and a member of the Engineering Committee.

***Director Hanneman moved to approve Consent Calendar item 2. President Rich seconded the motion and it carried with the following roll call vote:***

**Ayes:** *Directors Costa, Hanneman, Miller, Rich, and Tobin*  
**Noes:** *None*  
**Absent:** *None*

## V. NEW BUSINESS

### 1. Capital Facility Fees Study Update (W & R)

Ms. Silva provided a written staff report and the Wholesale Capital Facility Study Report, which will be attached to the minutes. Mr. Reed and Mr. Hildebrand conducted a presentation which will be attached to the minutes.

Vice President Costa initiated discussion regarding charging for backflow testing and fire hydrant use.

Mr. Hildebrand reviewed the methodology used for the study. The consultant recommended that the wholesale capital facility fees be updated based on the system buy-in method. He reviewed the District's fixed assets and explained how the fees were calculated. He explained that the updated fee schedule should increase approximately 67% for each connection size. The consultants also recommend that the District adjust the fee amount each year based on changes in the ENR 20-Cities Construction Cost Index, update the fee's calculation every 3 to 5 years, and then revisit/update the Retail Capital Facility Fee upon completion of new Retail Master Plan.

The Board discussed the consultant's recommendations and verified that the wholesale customer agencies received the information. In addition, they discussed the Retail Capital Facility Fee Study and reviewed the number of connections in the wholesale and retail service areas.

***Director Hanneman moved to approve the Wholesale Capital Facility Fees as described in Table 4 of the Wholesale Capital Facility Fee Study Report and adjust the fee schedule on an annual basis based on changes in the ENR 20-Cities Construction Cost Index. Director Miller seconded the motion and it carried with the following roll call vote:***

**Ayes:** *Directors Costa, Hanneman, Miller, Rich, and Tobin*  
**Noes:** *None*  
**Absent:** *None*

### 2. 2019 Compensation Study (W & R)

GM Helliker informed the Board that the 2019 Compensation Study is being worked on in conjunction with Carmichael Water District. The written staff report, along with the data elements and table of agencies, will be attached to the minutes.

Ms. Shellie Anderson, Bryce Consulting, informed the Board that the first step in performing a compensation study is to identify the comparator agencies. She reviewed the table of agencies and explained that the goal of a compensation

study is to assure that the District is consistent and competitive with respect to the agencies that the District would compete with for talent. The Board would like to see the Sacramento Suburban Water District's compensation study; therefore, GM Helliker will obtain a copy of the study for the Board to review.

The Board discussed the table of agencies and would like to remove Zone 7 from the recommended list and add Elk Grove Water District and Sacramento County. In addition, they decided not to add the City of Redding or the City of Santa Barbara, which were added to the table after the Personnel Committee meeting. The Board directed staff to contact JPIA for current salary data that they might have in their system. Ms. Anderson confirmed that she will be conducting a full compensation study.

***Director Hanneman moved to accept the recommended table of agencies (those agencies that are shaded on the table) but remove Zone 7 and add Elk Grove Water District and Sacramento County (at Shellie Anderson's discretion based upon her investigation into those systems), and review JPIA salary data. Vice President Costa seconded the motion and it carried with the following roll call vote:***

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

***Noes: None***

***Absent: None***

Ms. Anderson informed the Board that she will begin the compensation study immediately and expects the study to be complete in 3-4 weeks.

**3. Recognition of Departing RWA Executive Director (W & R)**

President Rich informed the Board that resolution in recognition of departing RWA Executive Director, John Woodling, needs to be considered.

***Director Tobin moved to adopt Resolution 19-01 in recognition of John Woodling. Director Hanneman seconded the motion and it carried with the following roll call vote:***

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

***Noes: None***

***Absent: None***

Director Tobin read the resolution to the Board.

**4. Proposed Legislation (W & R)**

GM Helliker reviewed the RWA legislation information, which will be attached to the meeting minutes. He reviewed the potential water tax legislation. In addition, he mentioned that AB 441 would designate that groundwater replenishment is beneficial use, and he will bring back a support position request once RWA provides more information. GM Helliker highlighted SB 134, which would prohibit the Water Board from enforcing a water loss regulation except as part of water

conservation regulations, and he will bring back a support position request for the Board to consider.

**5. RWA Executive Director Salary (W & R)**

President Rich informed the Board that this item is for discussion and to provide direction to the RWA Representatives, Director Tobin and GM Helliker, with regard to the RWA Executive Director (ED) salary range. GM Helliker reviewed his written report which will be attached to the minutes.

GM Helliker explained that there will be discussions regarding the recruitment of the ED by the RWA Executive Committee which meets February 27<sup>th</sup> and by the RWA Board which meets March 14<sup>th</sup>. He recommends that the range of the RWA ED is based on its member agencies general managers' salaries and at the middle of the range, which would be between \$190,000 and \$210,000. He informed the Board that his recommendation regards base salary only since that information is easily accessible. GM Helliker stated that the RWA representatives would benefit from Board direction.

Director Tobin reviewed her written staff report, which will be attached to the minutes. She voiced concern regarding the timing of discussing the RWA ED's salary and what the District's role in setting the RWA ED salary should be.

President Rich confirmed that the RWA consultant requested input on the salary range within the next few weeks. The Board discussed the RWA ED salary range. The Board directed the RWA representatives to support a range for the new Executive Director in the \$150-210,000 range. In addition, it was recommended that if the qualifications and salary history of the most attractive candidate are such that this range is too low, then the Board would like to discuss this issue before providing support to an increased amount.

**VI. INFORMATION ITEMS**

**1. GENERAL MANAGER'S REPORT**

**1.1 General Manager's Monthly Report (W & R)**

GM Helliker provided the Board with a written report for January which will be attached to the meeting minutes.

**1.2 CSDA Board of Directors Call for Nominations Seat B (W & R)**

GM Helliker reported that the CSDA Board of Directors is calling for nominations for Seat B. There were Board members interested in being nominated.

**1.3 Miscellaneous District Issues and Correspondence**

GM Helliker reported that Folsom Reservoir storage went from 49% to 62% full and 113% of average (125% of the 15-year average). He reported that the accumulated inflow to Folsom to date has been over 1 million acre-feet; therefore, he anticipates that the District should be able to deliver water to

SSWD this year. He reported that precipitation is at 115% of normal and the snow pack is at 141% of average statewide.

GM Helliker informed the Board that Reclamation has provided a 95% of historical use allocation for CVP water, and he expects that percentage to change over the next month. He informed the Board that there should be water to transfer this year, however, there might not be capacity due to pumping constraints. He explained that there is a buyer/seller meeting in March and he will report back after that meeting.

GM Helliker reported that SSWD hired a consultant to look at their water sources and supply needs before they can determine whether to purchase more water from the District.

GM Helliker informed the Board that the wholesale customer agencies are in the process of discussing a shortage supply policy. He also reported that the general managers have a meeting scheduled for March 11<sup>th</sup> regarding the 2x2 Water Management / Re-Organization with SSWD. The next meeting of the 2x2 committee is in the process of being scheduled.

GM Helliker reported that he has been participating on an ACWA committee where they have been discussing annual reporting. The next meeting is scheduled for March 12<sup>th</sup> then there will be an ACWA Water Management Committee shortly thereafter.

GM Helliker informed the Board that the next Public Information Committee meeting is scheduled for March 7<sup>th</sup>. In addition, he informed the Board that the Closed Session on the agenda tonight is not needed at this time. He informed the Board that the March Board meeting will include an update on the Water Quality Control Plan documents, and his performance review.

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

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

Ms. Silva informed the Board that staff and the District's financing team met with representatives from the State Revolving Loan Fund (SRF) and had a conference call with representatives from WIFIA regarding funding for the Hinkle and Kokila Reservoirs and other projects. Staff reported that SRF indicated the projects appear eligible for their program and that SRF provides 100% funding with no deposit/fees required, unlike WIFIA. In addition, she explained that the loan process through SRF can take approximately one year to finalize; therefore, staff will be submitting the application to SRF for the Hinkle Reservoir project this week. She explained that SRF recommended filing separate applications for each project.

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

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

Mr. Barela reported that Harris and Associates, Inc., has been selected to perform the Multi-agency Meter Replacement Study. There are 10 agencies interested in participating in the study and the consultant will be meeting with each individual agency around the week of March 18<sup>th</sup>.

Mr. Barela explained that the scope of work will be determined for each agency at that time. Upon completion of the individual meetings, the budget will be reevaluated and the actual cost per agency will be determined. He will report back to the Board at a later date.

Mr. Barela informed the Board that the chlorine building, which was constructed in 2009, is inspected annually by an outside firm; however, this year Evoqua Water Technologies was brought in to train staff to perform this annual task. He reported that Evoqua, which inspects buildings worldwide, was impressed with the building and informed Mr. Turner that the building comes in a close 2<sup>nd</sup> to the number 1 rated chlorine facility in North America, and is number 1 in the country. Mr. Turner commented that by having staff trained to perform these inspections, the District will save money annually.

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

#### **4.1 Legal Matters**

No report.

## **VII. DIRECTORS' REPORTS**

### **1. SGA**

Director Tobin referred to her written report which will be attached to the minutes.

### **2. RWA**

Director Tobin referred to her written report which will be attached to the minutes.

### **3. ACWA**

#### **3.1 Local/Federal Government/Region 4 - Pam Tobin**

Director Tobin referred to her written report which will be attached to the minutes.

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

Director Tobin referred to her written report which will be attached to the minutes.

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

No report.

**4. CVP WATER USERS ASSOCIATION**

No report.

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

There were no other matters discussed.

**VIII. COMMITTEE MEETINGS**

**1. Legal Affairs Committee – February 8, 2019**

Vice President Costa reported that the committee discussed the notification that the City of Citrus Heights received regarding elections by division, and they discussed the District's website ADA compliance. In addition, he explained his suggestion of having a voluntary fund for the directors to contribute to in order to send flowers for special occasions. The committee meeting minutes will be attached to the original board minutes.

**2. Engineering Committee – February 19, 2019**

President Rich referred to the committee minutes and reported that the Board will receive more information regarding the meter box clearance requirements, and goals for field service levels and the ability to meet those needs with current staffing. The committee meeting minutes will be attached to the original board minutes.

**IX. UPCOMING EVENTS**

**1. 2019 ACWA DC Conference**

February 26-28, 2019  
Washington, DC

**2. 2019 ACWA Legislative Symposium**

March 6, 2019  
Sacramento, CA

**3. 2019 ACWA Spring Conference**

May 7-10, 2019  
Monterey, CA

**4. 2019 Cap To Cap – Metro Chamber**

May 4-8, 2019  
Washington DC

**President Rich announced that there would be no Closed Session.**

**X. 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.

**XI. OPEN SESSION**

There was no Closed Session.

**XII. ADJOURN**

**The meeting was adjourned 8:10 p.m.**

ATTEST:

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DAN RICH, President  
Board of Directors  
San Juan Water District

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TERI GRANT, Board Secretary

## STAFF REPORT

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To: Board of Directors  
From: Rob Watson, Engineering Services Manager  
Date: February 25, 2019  
Subject: 2018/19 Water Mains and Services Replacement Project

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### RECOMMENDED ACTION

Staff recommends a motion to award a construction contract to Flowline Contractors, Inc. for the amount of \$1,253,744.00 with a construction contingency of \$125,375.00 (10%) for an authorized total construction budget of \$1,379,119.00. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

### BACKGROUND

This project involves replacement of three sections of Retail Service Area pipeline totaling approximately 1,065-LF, the replacement of 68 water services, and the installation of 5 new fire hydrants. These projects are detailed below and are scheduled for 2019 construction as part of the Retail CIP:

1. Lou Place (740 LF of 8-inch DIP and 4 services)
2. Edward Court (230 LF of 8-in & 95 LF of 4-in DIP and 3 services)
3. Red Bud Road, Meadow Lark Lane, & Lupin Lane (5 Hydrants and 44 services)
4. Sandstone Court and Auberry Court (17 services)

These pipelines are needed to replace aged and leaking pipelines and services, add full capacity fire hydrants, and are needed to improve efficiency and health and emergency safety within the Retail Service Area. The designs were completed in-house, and the individual projects were bundled together and bid as a single combined project.

### STATUS

Seven contractors attended the pre-bid meeting, however only one (1) Bid for the project was received on February 19<sup>th</sup> and the Bid outcome is summarized as follows:

Bidder	Bid Amount
Flowline Contractors, Inc.	\$1,253,744.00

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

### FINANCIAL CONSIDERATIONS

This combined (bundled) Project is a part of the District's approved Retail CIP. Based on conceptual designs in early 2018, these individual projects were budgeted for in FY 18/19 at a combined total of \$577,900. Project elements needed to be revised during design. Upon design completion in January 2019, the construction cost was estimated to be \$1,107,100. To complete this project now, \$801,219 from the approved FY 18/19 Retail Budget will need to be transferred from the Cavitt Stallman pipeline project to this bundled project. The Cavitt Stallman pipeline project will therefore be delayed.

**STAFF REPORT**

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To: Board of Directors  
 From: Donna Silva, Director of Finance  
 Date: February 25, 2019  
 Subject: Treasurer’s Report – Quarter Ending December 31, 2018

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**RECOMMENDED ACTION**

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

**BACKGROUND**

The purpose of the treasurer’s report is to update the Board and the public on the status of the District’s cash balances and investments, and highlight material changes from one period to another. The scope of this report covers the second quarter of fiscal year 2018-2019, ending December 31, 2018.

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

- 1. Safety
- 2. Liquidity
- 3. Yield

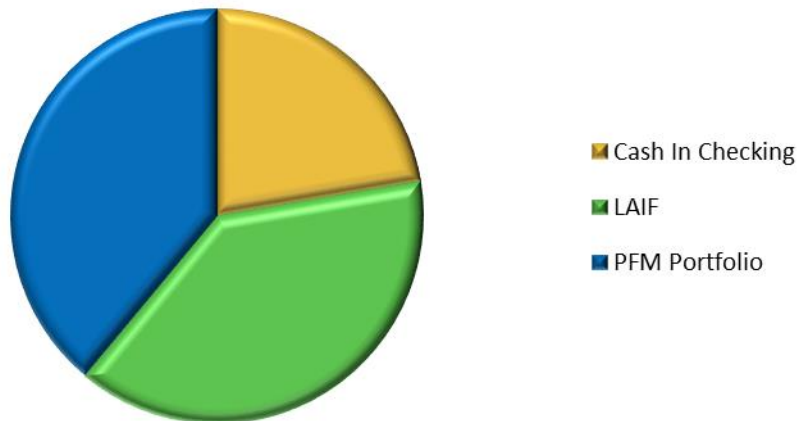
Attached is the quarterly Treasurer’s Report for the three months ended December 31, 2018.

At September 30, 2018, the end of the previous quarter, the value of the District’s total portfolio was \$23.16 million. Since that time, the value of the District’s portfolio increased by \$1 million for an ending balance of \$24.16 million as of December 31, 2018. Cash and short-term investments increased by \$831,832. Medium term investments increased by \$155,887 and long-term investments increased by \$15,279.

The funds are currently held as follows:

Cash at Banking Institutions	\$ 4,520,573
Local Agency Investment Fund (LAIF)	10,514,873
PFM Managed Investment Portfolio	9,128,971
	<u>\$ 24,164,417</u>

### Distribution of Investments - San Juan Water District

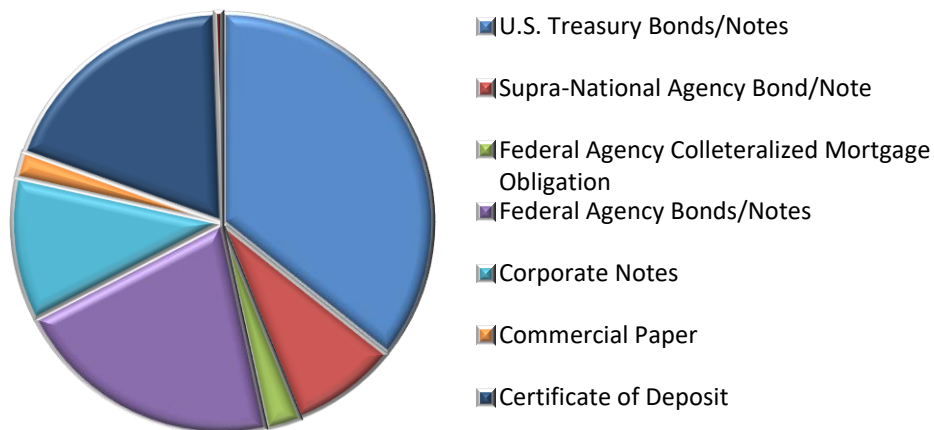


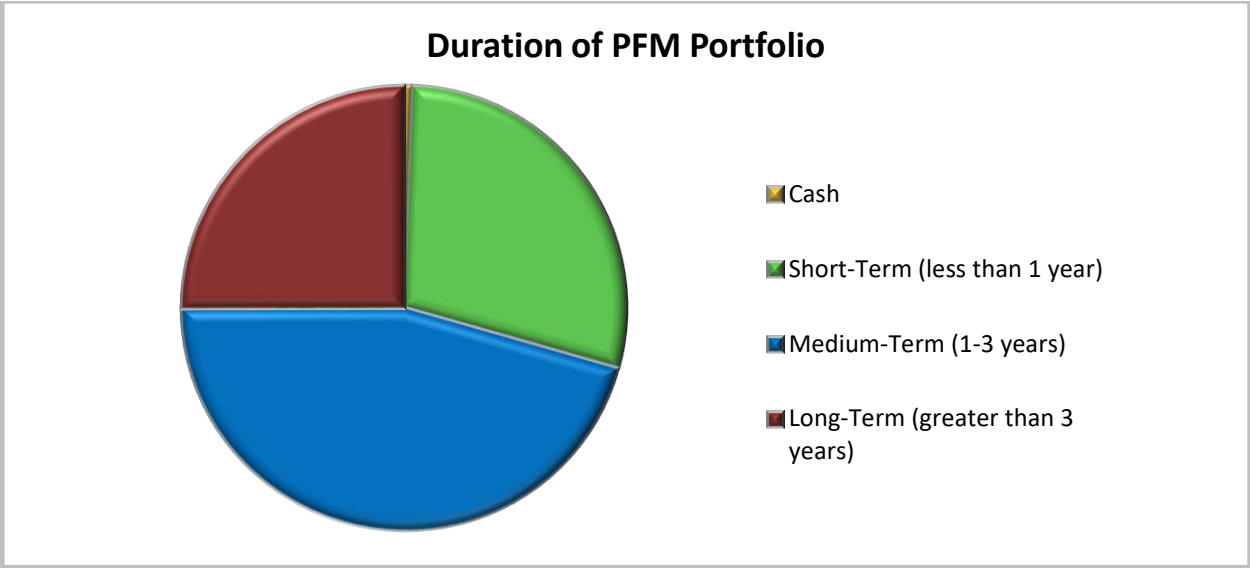
The overall portfolio is diversified with 38% invested in marketable securities (PFM Portfolio), 44% invested in short-term investments that are considered liquid (LAIF) and 19% on deposit with US Bank. Staff, in conjunction with your financial advisors, periodically review the mix of liquid and long-term investments and adjusts the portfolio according to the market conditions and the District’s short term cash needs. Staff made a transfer of \$1,500,000 to LAIF on February 15, 2019.

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

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

### Mix of Investments - PFM Portfolio





In spite of highly volatile quarter in the stock market, and a partial government shut-down, the economy remains in growth mode, with 9.5 years of expansion. The Federal Reserve raised the federal funds target rate to a new range of 2.25% to 2.5% in December, the 4<sup>th</sup> increase in 2018. The future direction of rates has become less clear as the Fed appears to be recalibrating monetary policy by signaling a shift to a more “wait and see” and data-dependent approach. The Fed’s December estimate was for two rate hikes in 2019, but the market expects none. The District’s portfolio managers will continue to strategically position the portfolio, aiming to increase portfolio duration neutral to the benchmark.

The portfolio is performing well and continues to outperform the benchmark (Bank of America Merrill Lynch “BAML” 0-5 year Treasury Index) on a historical basis, in spite of underperforming this past quarter.

Total Returns – period ending December 31, 2018

	Duration (years)	Quarter Ending 12/31/2018	Past Year	Since Inception
San Juan Water District	1.93	1.28%	1.71%	1.32%
BAML 0-5 Year Treasury Index	2.09	1.48%	1.61%	1.05%

**San Juan Water District  
Treasurer's Report  
December 31, 2018**

	Yield %	Par Value	Cost	Current Market Value	Maturity Date
CASH & DEMAND DEPOSITS - US Bank:	na	4,520,573.40	4,520,573.40	4,520,573.40	na
LOCAL AGENCY INVESTMENT FUND (LAIF)	1.111%	10,514,873.35	10,514,873.35	10,514,873.35	na
PFM MONEY MARKET ACCOUNT	na	99,683.88	99,683.88	99,683.88	na
LONG-TERM INVESTMENTS (PFM Investment Portfolio):					
<i>U.S. Treasury Bonds/Notes:</i>					
US Treasury Notes	1.91%	260,000.00	258,750.78	259,412.92	3/31/2019
US Treasury Notes	2.60%	470,000.00	465,942.58	466,475.00	6/30/2019
US Treasury Notes	1.23%	140,000.00	142,324.22	138,014.80	7/31/2020
US Treasury Notes	1.42%	130,000.00	137,261.72	130,182.78	8/15/2020
US Treasury Notes	1.15%	170,000.00	176,189.06	168,233.53	2/28/2021
US Treasury Notes	1.85%	50,000.00	49,005.86	48,765.60	4/30/2021
US Treasury Notes	1.81%	110,000.00	108,225.39	107,172.67	5/31/2021
US Treasury Notes	1.67%	400,000.00	395,671.88	389,718.80	5/31/2021
US Treasury Notes	1.71%	55,000.00	53,768.95	53,141.61	7/31/2021
US Treasury Notes	1.75%	150,000.00	146,947.27	144,996.15	10/31/2021
US Treasury Notes	1.78%	150,000.00	150,591.80	147,328.20	1/31/2022
US Treasury Notes	2.10%	190,000.00	188,226.17	186,437.50	3/31/2022
US Treasury Notes	2.82%	200,000.00	193,437.50	196,250.00	3/31/2022
US Treasury Notes	2.75%	250,000.00	242,626.95	245,312.50	3/31/2022
US Treasury Notes	1.83%	150,000.00	152,044.92	148,218.75	6/30/2022
US Treasury Notes	1.74%	250,000.00	253,095.70	245,879.00	7/31/2022
US Treasury Notes	2.76%	225,000.00	215,815.43	219,058.65	9/30/2022
US Treasury Notes	2.80%	250,000.00	241,660.16	245,566.50	10/31/2022
US Treasury Notes	2.74%	185,000.00	175,027.34	177,737.27	2/28/2023
Subtotal		3,785,000.00	3,746,613.68	3,717,902.23	
<i>Supra-National Agency Bond/Note</i>					
Inter-American Development Bank	1.10%	125,000.00	124,625.00	124,241.13	5/13/2019
Int'l Bank of Reconstruction & Dev Notes	1.60%	100,000.00	100,540.00	99,337.40	10/7/2019
Int'l Bank of Reconstruction & Dev Notes	1.64%	180,000.00	179,568.00	176,701.68	9/12/2020
Inter-American Development Bank	1.81%	175,000.00	176,622.09	173,366.73	11/9/2020
International Finance Corp Note	2.35%	80,000.00	79,764.80	79,474.96	1/25/2021
Int'l Bank of Reconstruction & Dev Notes	2.83%	90,000.00	89,789.40	90,366.03	7/23/2021
Subtotal		750,000.00	750,909.29	743,487.93	
<i>Federal Agency Collateralized Mortgage Obligation</i>					
FHLMC Series KP03 A2	1.10%	20,258.78	20,460.88	20,133.79	7/1/2019
Fannie Mae Series 2015-M13 ASQ2	1.08%	5,356.21	5,409.85	5,323.76	9/1/2019
FNA 2018-M5 A2	2.27%	84,437.93	86,117.50	85,386.33	9/25/2021
FHLMC Multifamily Structured P Pool	2.61%	100,000.00	100,851.56	100,489.53	8/25/2022
Subtotal		210,052.92	212,839.79	211,333.41	
<i>Federal Agency Bonds/Notes:</i>					
Federal Home Loan Bank Agency Notes	1.40%	150,000.00	149,931.00	149,268.60	5/28/2019
FNMA Benchmark Note	0.93%	260,000.00	259,563.20	257,374.26	8/2/2019
FHLB Global Note	0.94%	240,000.00	239,539.20	237,544.08	8/5/2019
FNMA Notes	1.05%	100,000.00	99,844.00	98,934.40	8/28/2019
FJLB Notes	1.38%	135,000.00	134,968.95	133,538.49	11/15/2019
FNMA Notes	1.60%	170,000.00	169,484.90	167,189.05	7/30/2020
Fannie Mae Notes	2.55%	100,000.00	99,851.00	99,918.40	4/13/2021
FNMA Notes	1.32%	60,000.00	59,794.74	58,102.56	8/17/2021
FNMA Notes	1.38%	100,000.00	99,388.00	96,837.60	8/17/2021
FNMA Notes	1.33%	120,000.00	119,514.00	116,205.12	8/17/2021
Fannie Mae Notes	2.98%	260,000.00	258,770.20	263,061.24	9/12/2023
Subtotal		1,695,000.00	1,690,649.19	1,677,973.80	

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...continued	Yield %	Par Value	Cost	Current Market Value	Maturity Date
<i>Corporate Notes:</i>					
Apple Inc Bonds	1.92%	130,000.00	129,936.30	128,871.21	2/7/2020
Cisco Systems Inc Corp Notes	2.81%	155,000.00	152,327.80	152,946.10	2/28/2021
PEPSICO Inc. Corp (Callable) Note	2.01%	55,000.00	54,989.00	53,904.46	4/15/2021
Bank of New Year Mellon Corp	1.99%	175,000.00	178,101.00	172,845.05	4/15/2021
Bank of America Corp Note	2.40%	90,000.00	90,674.10	88,775.91	4/19/2021
Goldman Sachs Group Corp Notes	2.53%	80,000.00	87,671.20	83,047.44	7/27/2021
American Honda Finance Corp Notes	1.84%	130,000.00	129,112.10	124,976.80	9/9/2021
Citigroup Inc Corp (Callable) Note	2.72%	90,000.00	90,614.70	88,544.52	12/8/2021
American Express Credit (Callable) Notes	3.29%	100,000.00	97,840.00	98,019.70	3/3/2022
Subtotal		1,005,000.00	1,011,266.20	991,931.19	
<i>Commercial Paper</i>					
MJFG Bank LTD/NY Comm Paper	1.90%	180,000.00	177,797.80	179,829.90	1/14/2019
Subtotal		180,000.00	177,797.80	179,829.90	
<i>Certificate of Deposit:</i>					
Bank of Nova Scotia Houstand LT CD	1.91%	60,000.00	60,000.00	59,848.92	4/5/2019
Sumitomo Mitsui Bank NY CD	2.05%	80,000.00	80,000.00	79,811.60	5/3/2019
Skandinav Enskilda Banken NY CD	1.85%	215,000.00	214,916.15	213,798.80	8/2/2019
MJFG Bank LTD/NY Cert Depos	2.07%	100,000.00	100,000.00	99,302.30	9/25/2019
Credit Issue New York Cert Depos	2.67%	100,000.00	100,000.00	99,828.90	2/7/2020
Nordea Bank AB NY CD	2.72%	135,000.00	135,000.00	134,917.92	2/20/2020
Bank of Nova Scottia Houston CD	3.10%	150,000.00	149,943.00	150,438.60	6/5/2020
Bank of Montreal Chicago CD	3.23%	160,000.00	160,000.00	159,813.60	8/3/2020
Westpac Banking Corp NY CD	2.05%	195,000.00	195,000.00	192,355.02	8/3/2020
Sumitomo Mitsui Bank NY Cert Depos	3.46%	90,000.00	89,877.60	90,620.73	10/16/2020
Swedbank (New York) Cert Depos	2.30%	180,000.00	180,000.00	176,586.84	11/16/2020
Subtotal		1,465,000.00	1,464,736.75	1,457,323.23	
<i>Asset-Backed Security/Collateralized Mortgage Obligation:</i>					
Harot 2017-4 A3	2.06%	50,000.00	49,992.96	49,505.17	11/21/2021
Subtotal		50,000.00	49,992.96	49,505.17	
<b>TOTAL LONG TERM INVESTMENTS</b>		<b>9,140,052.92</b>	<b>9,104,805.66</b>	<b>9,029,286.86</b>	
<b>TOTAL CASH &amp; INVESTMENTS AT 12/31/2018</b>		<b>24,275,183.55</b>	<b>24,239,936.29</b>	<b>24,164,417.49</b>	

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Director of Finance  
Date: February 25, 2019  
Subject: Wholesale Capital Facility Fee Update

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### RECOMMENDED ACTION

Approve proposed Wholesale Capital Facility Fees as described in Table 4 of the attached Capital Facility Fee Study Report.

### BACKGROUND

In the fall of 2018, the San Juan Water District contracted with The Reed Group, Inc., to conduct a Wholesale and Retail Capital Facility Fee Study. The Reed Group engaged Hildebrand Consulting as a subcontractor for the project. The overall purpose of the study was to review the District's existing Capital Facility Fees and update those fees as appropriate. The last comprehensive capacity fee studies were conducted in 2006 (retail) and 2007 (wholesale). The District has generally adjusted the fees for inflation each year.

After commencement of the fee study, it was concluded that the Wholesale Capital Facility Fees should be updated, but the Retail Capital Facility Fees should not be revisited until the District's completion of the next Retail Water Master Plan (which may identify the need for projects that will have a material impact on the Retail Capital Facility Fees). As such, the report summarizes the analyses and recommendations of the Wholesale Capital Facility Fee update, including the legal requirements and the Study's methodology for calculating the Capital Facilities Fees.

### CURRENT STATUS

The study, attached for review, concludes that a 67% increase in Wholesale Capital Facility Fees is recommended. The increase is largely attributable to the significantly higher wholesale asset value, which is a result of adding \$75 million in assets to the system since the last study.

### ATTACHMENT

San Juan Water district Wholesale Capital Facility Fee Study – Final Report  
January 28, 2019



# San Juan Water District

## Wholesale Capital Facility Fee Study

*Final Report*

January 28, 2019



THE REED GROUP, INC.

with



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**APPENDIX A - GOVERNMENT CODE SECTIONS 66013, 66016, 66022, AND 66023**

**APPENDIX B - WHOLESALE SYSTEM ASSET LIST**

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## 1. INTRODUCTION AND BACKGROUND

In the fall of 2018, the San Juan Water District (District) contracted with The Reed Group, Inc. to conduct a Wholesale Capital Facility Fee Study (Study). The Reed Group has engaged Hildebrand Consulting as a subcontractor for this project. The overall purpose of the study was to review the District's existing Capital Facility Fees and update those fees as appropriate. The last comprehensive capacity fee studies were conducted in 2006 (retail) and 2007 (wholesale). The District has generally adjusted the fees for inflation each year.

Upon review of the District's existing Capital Facility Fees, it was concluded that the Wholesale Capital Facility Fees should be updated, while Retail Capital Facility Fees should not be revisited until the District's completion of the next Retail Water Master Plan (which may identify the need for projects that will have a material impact on the Retail Capital Facility Fees).

As such, this report summarizes the analyses and recommendations of the Wholesale Capital Facility Fee update, including the legal requirements and the Study's methodology for calculating the Capital Facilities Fees.

## 2. ACRONYMS

The acronyms used in this study include:

CCI	Engineering News Record's 20-cities Construction Cost Index
CEC	California Energy Commission
COP	Certificate of Participation
ENR	Engineering News Record
RCNLD	Replacement cost new less depreciation

## 3. CAPITAL FACILITY FEE AUTHORITY

Capital facility fees are the one-time charges paid by new development for capacity in the water system. The District currently charges Capital Facility Fees to both its retail customers and wholesale customers. California state law gives the District broad authority to charge for capital facilities. The limitations of that authority are encompassed by the requirement that charges on new development bear a reasonable relationship to the needs created by, and the benefits accruing to that development. California courts use that reasonableness standard to evaluate the constitutionality of exactions on new development, including capital facilities fees.

Government Code Section 66013 (see **Appendix A**) contains specific requirements related to the imposition of Capital Facility Fees (referred to as capacity charges in the code). In general, Capital Facility Fees must not exceed the estimated reasonable cost of providing service. There are various methods that can be used to calculate Capital Facility Fees. Each method has varying advantages and disadvantages, as well as applicability in a given situation.

## 4. STUDY METHODOLOGY

After considering the District's situation and the applicability of various methods, this Study recommends that the Wholesale Capital Facility Fees continue to be calculated based on the system buy-in methodology. The system buy-in method is based on the average investment in the capital facilities by current customers. Using this approach capital facilities fees are based on a "buy-in" concept that existing users, through service charges and other charges have developed an investment in water system facilities. The charge to new users is designed to recognize the value of the infrastructure that is available to serve additional users. The Capital Facility Fee is calculated by establishing a fixed asset value and dividing this amount by the number of existing service units (equivalent 1" meters). Following this approach new customers buy-in to the water system by paying an amount that represent the average investment made by existing users. At that time, new customers are then on par with existing customers. Responsibility for new capital improvements are then shared equally by all customers (by virtue of the revenue collected from water rates).

The system buy-in fee approach has several advantages applicable to the District, including:

- The buy-in methodology is the methodology that was used to calculate the existing Wholesale Capital Facility Fees.
- The buy-in methodology is a common and generally well accepted methodology for calculating capital facilities fees.
- The buy-in methodology includes only the cost of existing facilities and excludes the cost of future or planned facilities; it therefore does not require a formal capital improvement plan to support the fee calculation.
- The buy-in methodology does not necessarily depend on an assessment of existing capacity availability; it therefore does not require the more detailed capacity analysis required to justify fees based on other methodologies.
- Capital Facility Fees based on the buy-in method are a reimbursement for past capital costs. Therefore, the use (as defined in the Government Code) of the fee is to reimburse the District. Once reimbursed, the District is able to spend fee revenue as it desires (normally on capital projects), and the requirement for detailed accounting of fee revenues is greatly simplified.

## 5. SOURCE DATA

The following data was used for calculating the proposed Capital Facility Fees:

- San Juan Water District Asset Search results as of June 30, 2018, All Assets (see Appendix B)
- Draft Comprehensive Annual Financial Report, for fiscal year ending June 30, 2018
- Engineering New Record -- 20-Cities Construction Cost Index through December 2018
- Meter count (names of respective MS Excel files):

1. San Juan Water District: "Connections by Customer Class and Meter Size"
  2. Citrus Heights Water District: "CHWD Book3"
  3. City of Folsom: "Folsom Ashland Customers"
  4. Fair Oak Water District: "FOWD acct info"
  5. Orange Vale Water Company: "OVWC meter info - Minimal"
- Debt service schedules for:
    1. 2000 California Energy Commission (CEC) Loan
    2. 1993 Certificate of Participation (COP)
    3. 2003 COP (refunding of 1993 COP)
    4. 2003 COP (San Juan Project)
    5. 2009 Bond
    6. 2012 Bond
    7. 2017 Bond (refunding of 2009 Bond)

## 6. CAPITAL FACILITY FEE CALCULATION

The Wholesale Capital Facilities Fees proposed herein were calculated based on the District's fixed asset records, retail customer information provided by each customer agency, historical and future debt financing costs, and existing reserves (see Section 2). Historical fixed asset costs were escalated to current values using the Engineering News Record's 20-cities Construction Cost Index (CCI) and depreciated based on the age and service life of each asset, as reflected in the fixed asset records. Retail water system assets were excluded for the analyses. **Appendix B** provides a comprehensive list of the assets that were included in the analysis.

It should be noted that, while the 2007 Wholesale Capital Facility Fee study considered assets funded by General Obligation bonds, which were repaid with property tax revenues, this current Study does not account for those bond payments or tax revenues because the bonds have been fully repaid and the assets that were purchased with those bonds are fully or nearly fully depreciated at this time.

**Table 1** summarizes the wholesale water system valuation used in capital facilities fee calculations. The first column groups the District's assets into various asset classes based on the nature of the asset. The second column shows the **original cost** of all wholesale system assets within those asset classes based on the data recorded in the District's asset register. The third column shows the **current book value** of the wholesale assets based on recorded depreciation. The fourth column shows the **replacement cost** of those wholesale assets. The replacement cost values were calculated by inflating the original cost of each asset to present day dollars, using the CCI. The final column shows the "replacement cost new less depreciation" (RCNLD) of the District's assets. This value is a combination of the previous two columns by accounting for both the increase in infrastructure costs (due to cost inflation) while also recognizing the depreciation of assets that have been in use for a certain period of time.

**Table 1 - Summary of Wholesale Water System Fixed Assets as of June 2018**

<b>Asset Class</b>	<b>Total Original Cost</b>	<b>Book Value (2)</b>	<b>Replacement Cost (3)</b>	<b>RCNLD</b>
Land	\$98,212	\$98,212	\$1,664,214	\$1,664,214
Intangible	\$1,113,849	\$639,672	\$2,404,112	\$828,729
Reservoirs	\$2,892,078	\$113,029	\$10,909,860	\$147,347
Pipelines	\$29,288,016	\$21,475,268	\$46,828,657	\$27,204,042
Water Treatment Plant	\$35,632,236	\$20,672,494	\$60,664,577	\$26,473,953
Pump Station	\$7,343,656	\$4,596,867	\$11,856,153	\$7,146,784
Vehicles & Equipment	\$13,981,742	\$10,890,545	\$17,139,725	\$13,241,861
Buildings	\$1,296,461	\$167,685	\$3,333,208	\$284,439
Improvements	\$814,106	\$207,829	\$1,364,968	\$322,228
<b>Totals</b>	<b>\$92,460,356</b>	<b>\$58,861,601</b>	<b>\$156,165,475</b>	<b>\$77,313,596</b>

**Footnotes:**

- (1) From District's fixed asset records for the year ended June 30, 2018.
- (2) Book value based on the stated book value from the District's asset register
- (3) Replacement value based on the original value and escalated to 2018 value using ENR 20-cities CCI value of 11,186 for December 2018.

**Table 3** completes the calculation of the Capital Facility Fee for 1" Meter Connections based on the following steps:

1. The wholesale water system valuation (the RCNLD value from Table 1) was reduced by the outstanding principal on all existing debt related to general wholesale water system improvements. This includes the 2003 Certificate of Participation (San Juan Project), the 2017 Bond (which refunded the 2009 Bond), and the 2012 Bond (see Table 2).

**Table 2 - Summary of Past and Existing Debt**

<b>Loan</b>	<b>Wholesale System Responsibility</b>	<b>Outstanding Principal*</b>	<b>Past Interest Expense*</b>
2000 CEC Loan	25.0%	\$0	\$5,221
1993 COP	100.0%	\$0	\$3,512,826
2003 COP (1993 Refunding)	100.0%	\$0	\$1,124,038
2003 COP (San Juan Project)	64.8%	\$7,304,018	\$5,460,750
2009 Bond	64.0%	\$0	\$1,366,400
2017 Refund of 2009 Bond	64.0%	\$16,115,200	\$676,492
2012 Bond	64.8%	\$6,558,772	\$2,440,986
<b>Total:</b>		<b>\$29,977,990</b>	<b>\$14,586,712</b>

\* Wholesale System responsibility only

2. Historical debt interest costs related to wholesale water system improvements, which includes the debts listed above in addition to the 2000 CEC Loan, the 1993 COP, the 2003 COP, and the 2009 Bond (see Table 2).
3. Existing wholesale capital reserves were added to the water system valuation.
4. The adjusted wholesale water system valuation is then divided by the estimated number of 1" equivalent meters derived from customer account data provided by each family member agency. The resulting wholesale capital facilities fee is \$1,186 for a standard 1" water meter (rounded to the nearest dollar).

**Table 3 - Calculation of Capital Facility Fee for 1" Meter Connections**

Replacement Cost New Less Depreciation of Current Assets:	\$77,313,596
Less Outstanding Principal on Long-Term Debt:	-\$29,977,990
Plus past Interest Costs:	\$14,586,712
Plus Existing Wholesale Capital Reserves:	\$8,937,542
<b>Total System Valuation for Capital Facility Fee Calculation:</b>	<b>\$70,859,860</b>
Divided by number of 1" Equivalent Meters:	59,760
<b>Calculated Capital Facility Fee for 1" Meter Connections:</b>	<b>\$1,186</b>

**Table 4** presents the complete wholesale capital facilities fee schedule for various size water meters (both proposed and current). Capital facilities fees should be assessed based on meter size, which reflects the potential demand each new service connections could place on the water system. The increase in cost between meter sizes is based on the meter equivalency schedule, which is an industry-standard factor used to represent the relative capacity associated with different types and sizes of meters. A meter equivalency schedule allows for indexing of each meter size in terms of multiples of the lowest common denominator (in this case a 1" meter). This Study has adopted the same meter equivalency schedule as was used by the 2008 Wholesale Capital Facility Charge study, which is a standard schedule taken from AWWA's M1 manual: *Principles of Water Rates, Fees, and Charges*.

The proposed fees represent a 67% increase over the current fees. This increase is largely attributable to the significantly higher wholesale asset value, which is a result of adding \$75 million in assets to the system since the last study.

**Table 4 - Proposed and Existing Wholesale Capital Facility Fees**

	<u>Proposed</u>	<u>Current</u>
Up to 1" meter	\$1,186	\$709
1.5" meter	\$2,371	\$1,419
2" meter	\$3,794	\$2,270
3" meter	\$7,589	\$4,537
4" meter	\$11,857	\$7,092
6" meter	\$29,643	\$17,726
8" meter	\$42,686	\$25,527
10" meter	\$68,772	\$41,127
12" meter	\$101,973	\$60,982

## 7. ADMINISTRATION AND UPDATES

While not reviewed in detail, we believe that the District already follows required steps for separately accounting for capital facilities fee revenues and expenditures. For reference, Appendix A includes statutory requirements for accounting for capital facilities fees.

It is recommended that the District annually adjust the capital facilities fees for the effects of inflation using the CCI. The capital facilities fees presented in Table 4 have been indexed to a CCI value of 11,186 (December 2018).

It is further recommended that the District formally update the capital facilities fee calculation at least once every three to five years. Capital asset additions, depreciation, interest payments on debt, outstanding principal on debt, capital reserves, and the customer base all evolve over time and periodically updating the calculation will help ensure that new development is paying fair and proportionate share of water system costs.



## APPENDIX A - GOVERNMENT CODE SECTIONS 66013, 66016, 66022, AND 66023

**66013.** (a) Notwithstanding any other provision of law, when a local agency imposes fees for water connections or sewer connections, or imposes capacity charges, those fees or charges shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed, unless a question regarding the amount of the fee or charge imposed in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

(b) As used in this section:

(1) "Sewer connection" means the connection of a structure or project to a public sewer system.

(2) "Water connection" means the connection of a structure or project to a public water system, as defined in subdivision (f) of Section 116275 of the Health and Safety Code.

(3) "Capacity charge" means a charge for facilities in existence at the time a charge is imposed or charges for new facilities to be constructed in the future that are of benefit to the person or property being charged.

(4) "Local agency" means a local agency as defined in Section 66000.

(5) "Fee" means a fee for the physical facilities necessary to make a water connection or sewer connection, including, but not limited to, meters, meter boxes, and pipelines from the structure or project to a water distribution line or sewer main, and that does not exceed the estimated reasonable cost of labor and materials for installation of those facilities.

(c) A local agency receiving payment of a charge as specified in paragraph (3) of subdivision (b) shall deposit it in a separate capital facilities fund with other charges received, and account for the charges in a manner to avoid any commingling with other moneys of the local agency, except for investments, and shall expend those charges solely for the purposes for which the charges were collected.

Any interest income earned from the investment of moneys in the capital facilities fund shall be deposited in that fund.

(d) For a fund established pursuant to subdivision (c), a local agency shall make available to the public, within 180 days after the last day of each fiscal year, the following information for that fiscal year:

(1) A description of the charges deposited in the fund.

(2) The beginning and ending balance of the fund and the interest earned from investment of moneys in the fund.

(3) The amount of charges collected in that fiscal year.

(4) An identification of all of the following:

(A) Each public improvement on which charges were expended and the amount of the expenditure for each improvement, including the percentage of the total cost of the public improvement that was funded with those charges if more than one source of funding was used.

(B) Each public improvement on which charges were expended that was completed during that fiscal year.

(C) Each public improvement that is anticipated to be undertaken in the following fiscal year.

(5) A description of each interfund transfer or loan made from the capital facilities fund. The information provided, in the case of an interfund transfer, shall identify the public improvements on which the transferred moneys are, or will be, expended. The information, in the case of an interfund loan, shall include the date on which the loan will be repaid, and the rate of interest that the fund will receive on the loan.

(e) The information required pursuant to subdivision (d) may be included in the local agency's annual financial report.

(f) The provisions of subdivisions (c) and (d) shall not apply to any of the following:

(1) Moneys received to construct public facilities pursuant to a contract between a local agency and a person or entity, including, but not limited to, a reimbursement agreement pursuant to Section 66003.

(2) Charges that are used to pay existing debt service or which are subject to a contract with a trustee for bondholders that requires a different accounting of the charges, or charges that are used to reimburse the local agency or to

reimburse a person or entity who advanced funds under a reimbursement agreement or contract for facilities in existence at the time the charges are collected.

(3) Charges collected on or before December 31, 1998.

(g) Any judicial action or proceeding to attack, review, set aside, void, or annul the ordinance, resolution, or motion imposing a fee or capacity charge subject to this section shall be brought pursuant to Section 66022.

(h) Fees and charges subject to this section are not subject to the provisions of Chapter 5 (commencing with Section 66000), but are subject to the provisions of Sections 66016, 66022, and 66023.

(i) The provisions of subdivisions(c) and (d) shall only apply to capacity charges levied pursuant to this section.

**66016.** (a) Prior to levying a new fee or service charge, or prior to approving an increase in an existing fee or service charge, a local agency shall hold at least one open and public meeting, at which oral or written presentations can be made, as part of a regularly scheduled meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, and a statement that the data required by this section is available, shall be mailed at least 14 days prior to the meeting to any interested party who files a written request with the local agency for mailed notice of the meeting on new or increased fees or service charges. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The legislative body may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service. At least 10 days prior to the meeting, the local agency shall make available to the public data indicating the amount of cost, or estimated cost, required to provide the service for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including General Fund revenues. Unless there has been voter approval, as prescribed by Section 66013 or 66014, no local agency shall levy a new fee or service charge or increase an existing fee or service charge to an amount which exceeds the estimated amount required to provide the service for which the fee or service charge is levied. If, however, the fees or service charges create revenues in excess of actual cost, those revenues shall be used to reduce the fee or service charge creating the excess.

(b) Any action by a local agency to levy a new fee or service charge or to approve an increase in an existing fee or service charge shall be taken only by ordinance or resolution. The legislative body of a local agency shall not delegate the authority to adopt a new fee or service charge, or to increase a fee or service charge.

(c) Any costs incurred by a local agency in conducting the meeting or meetings required pursuant to subdivision (a) may be recovered from fees charged for the services which were the subject of the meeting.

(d) This section shall apply only to fees and charges as described in Sections 51287, 56383, 57004, 65104, 65456, 65863.7, 65909.5, 66013, 66014, and 66451.2 of this code, Sections 17951, 19132.3, and 19852 of the Health and Safety Code, Section 41901 of the Public Resources Code, and Section 21671.5 of the Public Utilities Code.

(e) Any judicial action or proceeding to attack, review, set aside, void, or annul the ordinance, resolution, or motion levying a fee or service charge subject to this section shall be brought pursuant to Section 66022.

**66022.** (a) Any judicial action or proceeding to attack, review, set aside, void, or annul an ordinance, resolution, or motion adopting a new fee or service charge, or modifying or amending an existing fee or service charge, adopted by a local agency, as defined in Section 66000, shall be commenced within 120 days of the effective date of the ordinance, resolution, or motion.

If an ordinance, resolution, or motion provides for an automatic adjustment in a fee or service charge, and the automatic adjustment results in an increase in the amount of a fee or service charge, any action or proceeding to attack, review, set aside, void, or annul the increase shall be commenced within 120 days of the effective date of the increase.

(b) Any action by a local agency or interested person under this section shall be brought pursuant to Chapter 9 (commencing with Section 860) of Title 10 of Part 2 of the Code of Civil Procedure.

(c) This section shall apply only to fees, capacity charges, and service charges described in and subject to Sections 66013 and 66014.

**66023.** (a) Any person may request an audit in order to determine whether any fee or charge levied by a local agency exceeds the amount reasonably necessary to cover the cost of any product or service provided by the local agency. If a person makes that request, the legislative body of the local agency may retain an independent auditor to conduct an audit to determine whether the fee or charge is reasonable.

(b) Any costs incurred by a local agency in having an audit conducted by an independent auditor pursuant to subdivision (a) may be recovered from the person who requests the audit.

(c) Any audit conducted by an independent auditor to determine whether a fee or charge levied by a local agency exceeds the amount reasonably necessary to cover the cost of providing the product or service shall conform to generally accepted auditing standards.

(d) The procedures specified in this section shall be alternative and in addition to those specified in Section 54985.

(e) The Legislature finds and declares that oversight of local agency fees is a matter of statewide interest and concern. It is, therefore, the intent of the Legislature that this chapter shall supersede all conflicting local laws and shall apply in charter cities.

(f) This section shall not be construed as granting any additional authority to any local agency to levy any fee or charge which is not otherwise authorized by another provision of law, nor shall its provisions be construed as granting authority to any local agency to levy a new fee or charge when other provisions of law specifically prohibit the levy of a fee or charge.

Asset Id	Description	Acquisition Date	Wholesale System Ownership	Class	Expected Useful Life (years)	Original Cost	Book Value	Replacement Cost	RCNLD	
1	00002	District Facilities Land	1/1/1955	100%	Land	99	\$0	\$0	\$0	\$0
2	00020	Pre-1914 Water Rights Acquisition from North Fork Ditch Company	1/1/1955	100%	Intangible	100	\$62,112	\$0	\$1,052,495	\$0
3	00003	47.18 Acres of Land - Baldwin Dam	1/1/1955	100%	Land	99	\$0	\$0	\$0	\$0
4	00001	Intangible Plant Organization Expenses Related to District Set-up	1/1/1955	100%	Land	99	\$98,212	\$98,212	\$1,664,214	\$1,664,214
5	00713	Hinkle Reservoir & Baldwin Reservoir	1/1/1966	100%	Reservoirs	60	\$259,396	\$0	\$2,846,936	\$0
6	00638	Citrus Heights Wholesale Main	1/1/1967	100%	Pipelines	40	\$9,940	\$0	\$103,507	\$0
7	00640	Orange Vale Wholesale Main	1/1/1967	100%	Pipelines	40	\$47,468	\$0	\$494,294	\$0
8	00639	Fair Oaks Wholesale Main	1/1/1967	100%	Pipelines	40	\$265,053	\$0	\$2,760,051	\$0
9	00714	Hinkle to Baldwin Canal Main	1/1/1976	100%	Pipelines	40	\$7,187	\$0	\$33,477	\$0
10	00715	Hinkle to Bacon Main	12/31/1976	100%	Pipelines	40	\$1,312,379	\$0	\$6,113,019	\$0
11	00643	Ashland Folsom Wholesale Main	1/1/1977	100%	Pipelines	40	\$95,057	\$0	\$412,693	\$0
12	00716	Hinkle to Baldwin Canal (Ditch) Main	7/1/1978	100%	Pipelines	40	\$5,819	\$0	\$23,443	\$0
13	00664	Water Treatment Plant Operational Building Improvements	6/30/1980	100%	Water Treatment Plant	40	\$2,233,224	\$0	\$7,715,751	\$0
14	00034	American River Canyon (Horn Court) Pump Station	7/1/1980	100%	Pump Station	30	\$175,127	\$0	\$605,061	\$0
15	00437	Cabinets in Admin Building Vault and Office	6/1/1981	20%	Vehicles & Equipment	15	\$5,749	\$0	\$18,188	\$0
16	00717	Hinkle Reservoir Enlarged, Lined and Covered	7/1/1981	100%	Reservoirs	60	\$2,488,907	\$0	\$7,874,226	\$0
17	00623	Admin Building	1/1/1982	100%	Buildings	50	\$349,016	\$0	\$1,020,475	\$0
18	00624	Admin Building Fixtures	1/1/1982	100%	Buildings	50	\$39,988	\$0	\$116,919	\$0
19	00016	Landscaping - Land Improvements	7/1/1982	100%	Improvements	50	\$16,387	\$0	\$47,913	\$0
20	00632	New Shop Building	12/1/1982	100%	Buildings	50	\$404,668	\$0	\$1,183,194	\$0
21	00683	Water Treatment Plant Modular Filters and Basins	5/1/1983	100%	Water Treatment Plant	40	\$758,457	\$0	\$2,086,182	\$0
22	00681	Water Treatment Plant Filter Basins	5/1/1983	100%	Water Treatment Plant	40	\$3,857,200	\$0	\$10,609,463	\$0
23	00682	Water Treatment Plant Modular Filters	5/1/1983	100%	Water Treatment Plant	40	\$1,078,471	\$0	\$2,966,400	\$0
24	00647	Twinrock/Boulder Creek Utility Plant Wholesale Main	7/1/1983	100%	Pipelines	40	\$13,836	\$0	\$38,057	\$0
25	00669	Water Treatment Plant General Improvements (unidentified)	7/1/1984	100%	Water Treatment Plant	40	\$100,064	\$0	\$269,921	\$0
26	00614	Water Treatment Plant General Improvements (unidentified)	7/1/1984	100%	Water Treatment Plant	40	\$15,157	\$0	\$40,886	\$0
27	00648	Twinrock/Boulder Creek Utility Plant Wholesale Main	7/1/1984	100%	Pipelines	40	\$20,314	\$0	\$54,797	\$0
28	00017	Other Improvements - Land Improvements	1/31/1985	100%	Improvements	50	\$33,522	\$0	\$89,369	\$0
29	00615	Water Treatment Plant General Improvements (unidentified)	7/1/1985	100%	Water Treatment Plant	40	\$15,930	\$478	\$42,469	\$1,275
30	00649	Wholesale Mains (unidentified)	1/1/1986	100%	Pipelines	40	\$15,906	\$721	\$41,418	\$1,878
31	00616	Water Treatment Plant General Improvements (unidentified)	7/1/1986	100%	Water Treatment Plant	40	\$5,033	\$298	\$13,105	\$777
32	00670	Water Treatment Plant General Improvements (unidentified)	7/1/1986	100%	Water Treatment Plant	40	\$23,845	\$1,435	\$62,090	\$3,736
33	00650	Wholesale Mains (unidentified)	7/1/1987	100%	Pipelines	40	\$14,710	\$1,330	\$37,338	\$3,375
34	00704	Water Treatment Plant General Improvements (unidentified)	7/1/1987	100%	Water Treatment Plant	40	\$15,285	\$1,388	\$38,798	\$3,522
35	00651	Parallel Pipeline Wholesale Main	7/1/1988	100%	Pipelines	40	\$657,188	\$79,542	\$1,626,432	\$196,854
36	00652	Wholesale Mains (unidentified)	7/1/1988	100%	Pipelines	40	\$65,254	\$7,904	\$161,493	\$19,561
37	01452	1990 Ford F700 5th Wheel Tractor - Vehicle #26	12/7/1989	50%	Vehicles & Equipment	15	\$23,320	\$0	\$56,513	\$0
38	00625	Admin Building Office Remodel	7/1/1990	100%	Buildings	50	\$238,188	\$43,256	\$562,942	\$102,233
39	00023	Bacon Pump Station Dam Road at Baldwin Dam (1st Lift) Major Upgrade	7/1/1990	100%	Pump Station	30	\$348,091	\$305,862	\$822,691	\$722,886
40	00633	New Shop Building Remodel	7/1/1990	100%	Buildings	50	\$19,240	\$3,495	\$45,473	\$8,259

Asset Id	Description	Acquisition Date	Wholesale System Ownership	Class	Expected Useful Life (years)	Original Cost	Book Value	Replacement Cost	RCNLD	
41	01496	Wisconsin Trailer 2500-16 5th Wheel	12/11/1990	100%	Vehicles & Equipment	15	\$16,236	\$0	\$38,373	\$0
42	00634	New Shop Building Improvements	5/1/1991	100%	Buildings	50	\$67,782	\$14,017	\$156,786	\$32,421
43	00656	Citrus Heights Wholesale Main	7/1/1991	100%	Pipelines	40	\$48,243	\$10,222	\$111,590	\$23,643
44	00671	Water Treatment Plant General Improvements (unidentified)	7/1/1991	100%	Water Treatment Plant	40	\$11,577	\$2,450	\$26,779	\$5,667
45	01455	1991 Ford F800 5-6 Yard Dump Truck - Vehicle #3	9/24/1991	50%	Vehicles & Equipment	15	\$31,288	\$0	\$72,372	\$0
46	00486	Office Furniture in Admin Building	1/1/1992	20%	Vehicles & Equipment	15	\$28,673	\$0	\$64,327	\$0
47	00024	Bacon Pump Station Dam Road at Baldwin Dam (1st Lift) Major Upgrade	7/1/1992	100%	Pump Station	30	\$38,442	\$9,309	\$86,244	\$20,885
48	00658	Twinrock/Boulder Creek Utility Plant Wholesale Main	1/1/1993	100%	Pipelines	40	\$99,747	\$25,664	\$214,117	\$55,090
49	00025	Bacon Pump Station Dam Road at Baldwin Dam (1st Lift) Major Upgrade	1/1/1993	100%	Pump Station	30	\$18,457	\$4,755	\$39,620	\$10,206
50	00618	Water Treatment Plant General Improvements (unidentified)	1/1/1994	100%	Water Treatment Plant	40	\$12,261	\$3,520	\$25,356	\$7,279
51	00026	Bacon Pump Station Dam Road at Baldwin Dam (1st Lift) Major Upgrade	1/1/1994	100%	Pump Station	30	\$38,508	\$11,076	\$79,635	\$22,904
52	00406	Water Treatment Plant General Improvements (unidentified)	6/30/1994	100%	Water Treatment Plant	40	\$12,261	\$3,705	\$25,356	\$7,662
53	00659	Wholesale Mains (unidentified)	1/1/1995	100%	Pipelines	40	\$55,836	\$17,753	\$114,140	\$36,290
54	00708	Water Treatment Plant General Improvements (unidentified)	2/1/1995	100%	Water Treatment Plant	40	\$35,356	\$11,342	\$72,274	\$23,185
55	00672	Water Treatment Plant General Improvements (unidentified)	7/1/1995	100%	Water Treatment Plant	40	\$101,655	\$33,867	\$207,802	\$69,232
56	00706	Water Treatment Plant General Improvements (unidentified)	1/1/1996	100%	Water Treatment Plant	40	\$5,168	\$1,794	\$10,284	\$3,570
57	00619	Water Treatment Plant General Improvements (unidentified)	1/1/1996	100%	Water Treatment Plant	40	\$162,773	\$56,677	\$323,918	\$112,788
58	00523	TAB Trac Filing System in Admin Building Vault	1/1/1996	20%	Vehicles & Equipment	15	\$17,566	\$0	\$34,956	\$0
59	00673	Water Treatment Plant General Improvements (unidentified)	7/1/1996	100%	Water Treatment Plant	40	\$24,937	\$9,057	\$49,625	\$18,023
60	00674	Water Treatment Plant General Improvements (unidentified)	7/1/1996	100%	Water Treatment Plant	40	\$47,468	\$17,256	\$94,461	\$34,340
61	00707	Water Treatment Plant General Improvements (unidentified)	7/1/1996	100%	Water Treatment Plant	40	\$9,909	\$3,605	\$19,719	\$7,174
62	00535	Office Furniture in Admin Building	7/1/1996	20%	Vehicles & Equipment	15	\$7,583	\$0	\$15,090	\$0
63	00709	Water Treatment Plant General Improvements (unidentified)	7/1/1996	100%	Water Treatment Plant	40	\$9,840	\$3,578	\$19,582	\$7,121
64	00544	Office Furniture in Board Room	10/1/1996	20%	Vehicles & Equipment	15	\$6,785	\$0	\$13,502	\$0
65	00620	Water Treatment Plant General Improvements (unidentified)	2/1/1998	20%	Water Treatment Plant	40	\$20,000	\$8,231	\$37,783	\$15,550
66	00675	Water Treatment Plant General Improvements (unidentified)	2/1/1998	100%	Water Treatment Plant	40	\$41,535	\$17,088	\$78,466	\$32,282
67	00661	Wholesale Mains (unidentified)	4/1/1998	100%	Pipelines	40	\$5,614	\$2,340	\$10,606	\$4,420
68	00626	Admin Building Improvements	4/1/1998	100%	Buildings	50	\$11,508	\$4,788	\$21,740	\$9,046
69	00398	Above Ground Fuel Tanks with Pumps	6/1/1998	20%	Improvements	50	\$88,450	\$37,290	\$167,095	\$70,447
70	00012	WEL Garden, Office & Corp Yard Landscaping	6/30/1998	100%	Improvements	50	\$105,707	\$0	\$199,697	\$0
71	00662	Hinkle, Bacon, Santa Juanita to Oak Avenue Cooperative Transmission Pipeline	6/30/1998	100%	Pipelines	40	\$3,184,694	\$1,350,253	\$6,016,371	\$2,550,834
72	01465	2000 Dodge Dakota 1/2T Pick-up SLT Extended Cab - Vehicle #29	1/31/1999	100%	Vehicles & Equipment	15	\$16,518	\$0	\$30,489	\$0
73	00029	Bacon Pump Station Dam Road at Baldwin Dam (1st Lift) Major Upgrade	6/30/2000	100%	Pump Station	30	\$1,883,432	\$912,677	\$3,385,933	\$1,640,762
74	00710	Stainless Steel Filter Basin Tiles	6/30/2000	100%	Water Treatment Plant	40	\$1,266,515	\$613,735	\$2,276,873	\$1,103,341
75	00574	Autodesk Mapguide Server R4-0 & Author	8/26/2000	20%	Vehicles & Equipment	15	\$9,150	\$0	\$16,449	\$0
76	00311	Particle Counter 9703 with Monitor at Water Treatment Plant	8/29/2000	100%	Vehicles & Equipment	15	\$20,133	\$0	\$36,194	\$0
77	00676	Water Treatment Plant Remodel - Office, Dayroom and Kitchen	7/1/2001	100%	Water Treatment Plant	40	\$43,986	\$0	\$77,665	\$0
78	00397	Shop Building Lighting Upgrade	7/1/2001	100%	Buildings	50	\$18,851	\$0	\$33,285	\$0
79	00036	American River Canyon (ARC) Pump Station at Horn Court Upgrade	6/30/2002	100%	Pump Station	30	\$107,492	\$58,606	\$183,874	\$100,251
80	00030	Bacon Pump Station at Douglas and Auburn Folsom Road Upgrade	6/30/2002	100%	Pump Station	30	\$22,921	\$12,492	\$39,208	\$21,368

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81	00014	WEL Garden Deck	7/1/2002	100%	Improvements	50	\$63,360	\$34,544	\$108,382	\$59,090
82	00018	Land Improvements Asphalt Job #2464	9/30/2002	100%	Improvements	50	\$23,855	\$13,185	\$40,806	\$22,554
83	00684	Water Treatment Plant General Improvements (unidentified)	1/31/2003	100%	Water Treatment Plant	40	\$29,193	\$16,433	\$48,773	\$27,455
84	00685	Water Treatment Plant General Improvements (unidentified)	1/31/2003	100%	Water Treatment Plant	40	\$40,870	\$23,016	\$68,282	\$38,454
85	00686	Water Treatment Plant Filter Media Replacement	1/31/2003	100%	Water Treatment Plant	40	\$134,944	\$75,982	\$225,453	\$126,944
86	00687	Water Treatment Plant Filter Media Replacement	1/31/2003	100%	Water Treatment Plant	40	\$5,995	\$3,373	\$10,016	\$5,635
87	00691	Water Treatment Plant Filter Media Replacement	2/28/2003	100%	Water Treatment Plant	40	\$13,434	\$7,598	\$22,444	\$12,694
88	00688	Water Treatment Plant Filter Media Replacement	2/28/2003	100%	Water Treatment Plant	40	\$17,516	\$9,902	\$29,264	\$16,544
89	00690	Water Treatment Plant Filter Media Replacement	2/28/2003	100%	Water Treatment Plant	40	\$94,831	\$53,621	\$158,436	\$89,586
90	00689	Water Treatment Plant Filter Media Replacement	3/11/2003	100%	Water Treatment Plant	40	\$35,032	\$19,845	\$58,529	\$33,156
91	00695	Water Treatment Plant Filter Media Replacement	3/31/2003	100%	Water Treatment Plant	40	\$12,076	\$6,858	\$20,176	\$11,457
92	00693	Water Treatment Plant Filter Media Replacement	3/31/2003	100%	Water Treatment Plant	40	\$46,709	\$26,531	\$78,038	\$44,326
93	00678	Water Treatment Plant Filter Media Replacement	3/31/2003	100%	Water Treatment Plant	40	\$188,192	\$0	\$314,416	\$0
94	00696	Water Treatment Plant Filter Media Replacement	4/29/2003	100%	Water Treatment Plant	40	\$8,990	\$5,131	\$15,020	\$8,573
95	00699	Water Treatment Plant Filter Media Replacement	5/31/2003	100%	Water Treatment Plant	40	\$60,033	\$34,404	\$100,298	\$57,479
96	00700	Water Treatment Plant Filter Media Replacement	6/19/2003	100%	Water Treatment Plant	40	\$53,111	\$30,527	\$88,733	\$51,003
97	01484	Liftmore Crane L-15 T53R9 (mounted on Vehicle #8)	6/30/2004	50%	Vehicles & Equipment	15	\$2,020	\$0	\$3,175	\$0
98	03046	Landscaping - Land Improvements	6/30/2004	100%	Improvements	50	\$16,417	\$0	\$25,805	\$0
99	03045	WEL Garden Furniture and Fixtures	6/30/2004	100%	Improvements	50	\$7,676	\$0	\$12,066	\$0
100	03041	WEL Garden Irrigation, Drainage, and Lighting	6/30/2004	100%	Improvements	50	\$57,584	\$0	\$90,514	\$0
101	03040	WEL Garden Hardscape	6/30/2004	100%	Improvements	50	\$149,464	\$0	\$234,936	\$0
102	01480	2004 Ford F450 with CTEC UT Bed - Vehicle #21	6/30/2004	50%	Vehicles & Equipment	15	\$30,012	\$0	\$47,175	\$0
103	00702	Water Treatment Plant Solids Handling	6/30/2004	100%	Water Treatment Plant	40	\$46,929	\$28,430	\$73,766	\$44,688
104	01481	2002 Chrysler Gem - Vehicle #11	6/30/2004	50%	Vehicles & Equipment	15	\$4,232	\$0	\$6,652	\$0
105	03044	Land Improvements Gate Entry	6/30/2004	100%	Improvements	50	\$10,044	\$5,692	\$15,788	\$8,946
106	03047	Land Improvements	6/30/2004	100%	Improvements	50	\$10,762	\$6,099	\$16,916	\$9,586
107	03042	WEL Garden Landscaping - Land Improvements	6/30/2004	100%	Improvements	50	\$40,267	\$0	\$63,294	\$0
108	03037	Backwash and Solids Handling	6/30/2004	100%	Water Treatment Plant	40	\$3,152,389	\$1,909,683	\$4,955,112	\$3,001,753
109	03073	Access Road from Stoplight to Admin Building	7/31/2004	100%	Improvements	50	\$140,037	\$85,209	\$220,118	\$133,936
110	03054	Multi Mag Meter	8/5/2004	100%	Vehicles & Equipment	15	\$12,055	\$7,345	\$18,949	\$11,546
111	03053	Plants - Land Improvements	8/26/2004	100%	Improvements	50	\$5,789	\$0	\$9,099	\$0
112	03074	Shop Building (GC Wallace Invoices) (Likely purchasing office in Engineering)	9/30/2004	100%	Buildings	50	\$12,398	\$7,605	\$19,488	\$11,954
113	03098	Shop Building Roof Replacement	3/31/2005	100%	Buildings	50	\$14,880	\$9,355	\$22,349	\$14,052
114	03099	Sewer Lift Station on Hinkle Side of District Entrance and 1 Grinder Pump	4/30/2005	100%	Vehicles & Equipment	15	\$12,385	\$7,820	\$18,602	\$11,745
115	03101	2005 Ford F450 with CTEC Bed - Vehicle #8	5/26/2005	50%	Vehicles & Equipment	15	\$37,212	\$0	\$55,891	\$0
116	03097	Overflow Parking Lot Lighting	6/30/2005	100%	Improvements	50	\$10,503	\$6,683	\$15,775	\$10,038
117	03121	Mars Series 500 Test Bench	8/18/2005	20%	Vehicles & Equipment	15	\$18,680	\$0	\$28,057	\$0
118	03124	Spin Doctor Valve Exerciser with ER	8/24/2005	5%	Vehicles & Equipment	15	\$7,000	\$0	\$10,514	\$0
119	03115	Q4G2-3 EIM Actuator	8/29/2005	100%	Water Treatment Plant	40	\$15,745	\$0	\$23,648	\$0
120	03128	Desk, Conference Table, and Chairs in Field Services	10/31/2005	5%	Vehicles & Equipment	15	\$5,568	\$0	\$8,363	\$0

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121	03114	Pump Station Fence and Gates	11/23/2005	100%	Improvements	50	\$5,800	\$0	\$8,711	\$0
122	03122	Caterpillar 420D 4wd Backhoe	12/29/2005	20%	Vehicles & Equipment	15	\$51,794	\$0	\$77,793	\$0
123	03113	Gates, Safety Edges, and Strobes	6/7/2006	100%	Improvements	50	\$9,011	\$0	\$13,006	\$0
124	03120	2007 Ford F350 Pickup with CTEC UT Bed - Vehicle #5	6/30/2006	50%	Vehicles & Equipment	15	\$33,136	\$0	\$47,827	\$0
125	03170	Water Treatment Plan Improvements and Solids Handling Solomon	8/1/2006	100%	Water Treatment Plant	40	\$9,496,282	\$6,353,991	\$13,706,437	\$9,171,019
126	03213	Shoring Box & Accessories	10/30/2006	5%	Vehicles & Equipment	15	\$14,287	\$0	\$20,621	\$0
127	03180	American River Canyon Pump Station Pump, Motor and Control Valves	11/27/2006	100%	Pump Station	30	\$60,323	\$40,965	\$87,067	\$59,127
128	03198	Backwash Hood VFD Replacement	12/31/2006	100%	Vehicles & Equipment	15	\$11,411	\$7,779	\$16,470	\$11,228
129	03181	American River Canyon (ARC) Pump Station New Roof	1/29/2007	100%	Pump Station	30	\$14,775	\$10,108	\$20,741	\$14,190
130	03209	Daewoo/Doosan G25P-3 Forklift Equipment #18	1/31/2007	20%	Vehicles & Equipment	15	\$24,807	\$0	\$34,824	\$0
131	03183	Solid Handling Building Polymer	2/28/2007	100%	Water Treatment Plant	40	\$63,162	\$43,372	\$88,666	\$60,885
132	03236	Crown Point Pump Station (located in Hinkle Pump Station) improvements	6/30/2007	100%	Pump Station	30	\$4,385,825	\$3,055,578	\$6,156,779	\$4,289,392
133	03195	9405 Tonkin Wholesale Mains Solomon #20072	6/30/2007	100%	Pipelines	40	\$22,751	\$15,853	\$31,938	\$22,254
134	03179	Bacon Pump Station Improvements Solomon #20034	6/30/2007	100%	Pump Station	30	\$90,087	\$62,763	\$126,463	\$88,106
135	03246	American River Canyon Pump Station 250 KW GenSet	6/30/2007	100%	Pump Station	30	\$70,038	\$48,798	\$98,319	\$68,502
136	03208	2009 FordF650 with Dump Bed - Vehicle #25	6/30/2007	50%	Vehicles & Equipment	15	\$63,674	\$0	\$89,385	\$0
137	03242	Fuel Tank	6/30/2007	20%	Improvements	50	\$6,406	\$4,464	\$8,993	\$6,266
138	03235	Bacon Pump Station Split from Sierra (P-40) Pressure Zone	6/30/2007	100%	Pump Station	30	\$46,027	\$32,065	\$64,612	\$45,013
139	03250	American River Canyon Pump Station Automatic Transfer Switch	7/25/2007	100%	Pump Station	30	\$9,331	\$6,519	\$13,099	\$9,152
140	03255	Automatic Transfer Switch (originally from Granite Bay Pump Station)	8/31/2007	100%	Vehicles & Equipment	15	\$5,590	\$3,926	\$7,847	\$5,511
141	03272	GSFM Hydrant Meter (Rented to Contractos for Water Measurement)	10/4/2007	5%	Vehicles & Equipment	15	\$6,275	\$0	\$8,809	\$0
142	03268	2008 Ford F450 with CTEC UB Bed - Vehicle #24	1/31/2008	50%	Vehicles & Equipment	15	\$51,292	\$0	\$69,030	\$0
143	03281	Furniture in IT Department	4/30/2008	20%	Vehicles & Equipment	15	\$5,694	\$0	\$7,663	\$0
144	03269	2008 Ford F150 Super Crew Cab - Vehicle #23	4/30/2008	50%	Vehicles & Equipment	15	\$23,132	\$0	\$31,132	\$0
145	03264	Central Valley Project (CVP) 40 Year Water Rights Contract Renewal	6/30/2008	100%	Intangible	100	\$604,084	\$439,327	\$812,989	\$591,256
146	03251	American River Canyon Pump Station Generator Set Electrical and Pad	6/30/2008	100%	Pump Station	30	\$34,780	\$25,294	\$46,808	\$34,041
147	03282	Shared Storage "SAN" for Disaster Recovery	6/30/2008	20%	Vehicles & Equipment	15	\$35,185	\$0	\$47,353	\$0
148	03260	Kokila Reservoir Fence and Gate Installation	6/30/2008	100%	Reservoirs	60	\$30,652	\$26,423	\$41,252	\$35,561
149	03270	2008 Ford F650 with 12' Dump Bed - Vehicle #6	6/30/2008	50%	Vehicles & Equipment	15	\$62,941	\$0	\$84,707	\$0
150	03248	Entry Drive Landscaping Design	6/30/2008	100%	Improvements	50	\$30,363	\$3,035	\$40,863	\$4,085
151	03289	Storm Drain Relocation (24") Solomon #20134	8/31/2008	100%	Water Treatment Plant	40	\$75,761	\$55,487	\$101,961	\$74,676
152	03292	Kokila Bypass Installation Solomon #20141	8/31/2008	100%	Reservoirs	60	\$98,794	\$72,357	\$132,959	\$97,379
153	03295	Chlorine Residual Analyzers	9/1/2008	100%	Vehicles & Equipment	15	\$12,462	\$9,125	\$16,772	\$12,281
154	03303	Shared Storage for Disaster Recovery	9/29/2008	20%	Vehicles & Equipment	15	\$8,132	\$0	\$10,944	\$0
155	03307	Core/Server Switch for Disaster Recovery	9/30/2008	20%	Vehicles & Equipment	15	\$6,734	\$0	\$9,063	\$0
156	03300	2008 Ford F450 with CTEC UT Bed - Vehicle #28	10/14/2008	50%	Vehicles & Equipment	15	\$45,858	\$0	\$61,717	\$0
157	03304	Virtulization Software	10/31/2008	20%	Vehicles & Equipment	15	\$44,988	\$0	\$60,546	\$0
158	03297	New Shop Building HVAC Unit	10/31/2008	100%	Buildings	50	\$7,535	\$1,003	\$10,141	\$1,350
159	03293	Landscape at SJWD Entry	12/31/2008	100%	Improvements	50	\$49,247	\$36,564	\$66,278	\$49,208
160	03313	Fortinet 310B Firewall	5/6/2009	20%	Vehicles & Equipment	15	\$9,089	\$0	\$11,861	\$0

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161	03316	EIM 3PH 460V Actuator	5/20/2009	100%	Vehicles & Equipment	15	\$79,663	\$15,151	\$103,958	\$19,771
162	03314	TopCon Robotic GPT9003A - Engineering	6/30/2009	20%	Vehicles & Equipment	15	\$30,778	\$0	\$40,164	\$0
163	03334	LD-18 Digital Water Leak Detector	7/25/2009	5%	Vehicles & Equipment	15	\$6,515	\$0	\$8,502	\$0
164	03340	Survey Equipment - GRS-1 Precision RTK GGD with GMS in Engineering	7/31/2009	50%	Vehicles & Equipment	15	\$14,983	\$3,120	\$19,552	\$4,072
165	03341	HP Laserjet M5035XS MFP Copy Machine	8/15/2009	50%	Vehicles & Equipment	15	\$7,311	\$0	\$9,541	\$0
166	03330	Admin Building Remodel	8/31/2009	100%	Buildings	50	\$30,229	\$23,056	\$39,448	\$30,088
167	03331	New Shop Building Retail Operation Remodel	8/31/2009	100%	Buildings	50	\$28,194	\$21,505	\$36,792	\$28,064
168	03329	Finance Department Furniture	9/24/2009	20%	Vehicles & Equipment	15	\$9,782	\$2,192	\$12,765	\$2,861
169	03343	Cherryman Desk - Senior Engineer	9/24/2009	100%	Vehicles & Equipment	15	\$5,743	\$1,287	\$7,494	\$1,680
170	03332	2010 Ford F150 Supercab - Vehicle #7	3/30/2010	100%	Vehicles & Equipment	15	\$21,523	\$0	\$27,346	\$0
171	03333	2010 Chevy Colorado Extended Cab- Vehicle #13	4/6/2010	20%	Vehicles & Equipment	15	\$17,959	\$0	\$22,818	\$0
172	03327	Baldwin Dam and Swift River Intertie, Meter and Pressure Reducing Valve	6/30/2010	100%	Vehicles & Equipment	15	\$130,437	\$103,002	\$165,726	\$130,868
173	03369	2011 John Deere 210LJ -E#09	6/30/2011	20%	Vehicles & Equipment	15	\$72,649	\$0	\$89,581	\$0
174	03352	Water Treatment Plant Raw Water Pipelines	6/30/2011	100%	Pipelines	40	\$5,688,399	\$4,654,108	\$7,014,209	\$5,738,853
175	03366	Admin Building Remodel	6/30/2011	50%	Buildings	50	\$5,592	\$4,577	\$6,895	\$5,643
176	03367	2010 F150 Super Crew - Vehicle #15	6/30/2011	50%	Vehicles & Equipment	15	\$26,430	\$0	\$32,590	\$0
177	03350	Water Treatment Plant Re-roof	6/30/2011	100%	Water Treatment Plant	40	\$102,686	\$84,014	\$126,619	\$103,596
178	03351	Wholesale System Hydraulic Modelling Software	6/30/2011	100%	Intangible	100	\$310,962	\$124,367	\$383,439	\$153,354
179	03347	Chlorine Containment Facility Solomon #20065	6/30/2011	100%	Water Treatment Plant	40	\$3,254,936	\$2,663,110	\$4,013,572	\$3,283,808
180	03365	Admin Building Reroofing Solomon #20189	6/30/2011	36%	Buildings	50	\$60,812	\$49,754	\$74,986	\$61,351
181	03362	Wholesale Mag Meters (approximately 35)	6/30/2011	100%	Vehicles & Equipment	15	\$5,576,882	\$4,562,869	\$6,876,700	\$5,626,349
182	03371	CMMS Software	6/30/2011	5%	Intangible	100	\$201,445	\$0	\$248,396	\$0
183	03349	Water Treatment Plant HVAC Replacement Solomon #20188	6/30/2011	100%	Water Treatment Plant	40	\$33,817	\$13,524	\$41,699	\$16,676
184	03373	Generator at Water Treatment Plant (main generator for site)	6/30/2011	100%	Vehicles & Equipment	15	\$628,468	\$514,198	\$774,947	\$634,044
185	03368	2011 F250 Super Cab - Vehicle #12	6/30/2011	50%	Vehicles & Equipment	15	\$29,656	\$0	\$36,568	\$0
186	03360	Redundant Folsom Outlet - USBR Solomon #19950	6/30/2011	100%	Pipelines	40	\$7,427,471	\$6,076,974	\$9,158,611	\$7,493,350
187	03348	Wholesale Raw Water Rehabilitation Solomon #20183	6/30/2011	100%	Water Treatment Plant	40	\$790,086	\$646,429	\$974,233	\$797,094
188	04009	Treated Water and Cooperative Transmission Pipelines	12/31/2011	100%	Pipelines	40	\$5,070,353	\$4,512,614	\$6,252,113	\$5,564,381
189	04010	Fair Oaks 40 Pipeline ARC Replacement #121986	6/30/2012	100%	Pipelines	40	\$886,257	\$797,631	\$1,064,842	\$958,358
190	03387	Admin Building, New Shop, and Water Treatment Plant Cabling Upgrade	6/30/2012	50%	Buildings	50	\$27,450	\$13,724	\$32,981	\$16,489
191	03375	Treated Water Post Chlorine Monitoring Improvement	6/30/2012	100%	Water Treatment Plant	40	\$28,213	\$23,938	\$33,898	\$28,762
192	03380	Redundant Folsom Outlet - USBR Solomon #19950	6/30/2012	100%	Pipelines	40	\$37,446	\$31,772	\$44,992	\$38,174
193	03385	Portable Disinfectant Boost System for Los Lagos Tank and Kokila Reservoir	6/30/2012	5%	Vehicles & Equipment	15	\$5,721	\$0	\$6,874	\$0
194	03382	2012 Chevy Colorado Extra Cab - Vehicle #16	6/30/2012	50%	Vehicles & Equipment	15	\$20,463	\$0	\$24,586	\$0
195	03388	Solar Facility	6/30/2012	100%	Vehicles & Equipment	15	\$5,712,566	\$4,846,990	\$6,863,673	\$5,823,680
196	03383	2012 Ford F150 4X2 Super Cab - Vehicle #19	6/30/2012	50%	Vehicles & Equipment	15	\$25,331	\$0	\$30,435	\$0
197	04011	Fair Oaks 40 Cathodic Protection Project #121987	9/30/2012	100%	Pipelines	40	\$337,804	\$273,621	\$405,873	\$328,757
198	04013	SCADA System - Wholesale Portion	10/31/2012	100%	Vehicles & Equipment	15	\$1,120,150	\$597,413	\$1,345,865	\$717,795
199	04007	Water Treatment Plant Alum Tank Replacement Project#101900	6/30/2013	100%	Water Treatment Plant	40	\$580,512	\$487,630	\$680,062	\$571,252
200	04008	Fair Oaks 40-inch T-Main Rehabilitation Project #081845	6/30/2013	100%	Pipelines	40	\$3,118,700	\$2,869,205	\$3,653,514	\$3,361,233



Asset Id	Description	Acquisition Date	Wholesale System Ownership	Class	Expected Useful Life (years)	Original Cost	Book Value	Replacement Cost	RCNLD	
201	03401	Microsoft Office 2013 Software Licenses	6/30/2013	50%	Intangible	100	\$14,994	\$2,997	\$17,565	\$3,511
202	03399	IT SVC AMAG Security System Software	6/30/2013	50%	Intangible	100	\$7,968	\$0	\$9,334	\$0
203	03400	Streaming Current Monitor - South Basin	6/30/2013	100%	Vehicles & Equipment	15	\$9,995	\$1,998	\$11,709	\$2,341
204	03398	Tyler Incode Application Suite	6/30/2013	50%	Intangible	100	\$50,733	\$10,142	\$59,433	\$11,881
205	03408	Ridgid Pipe Threading Machine	7/1/2013	5%	Vehicles & Equipment	15	\$5,979	\$1,196	\$7,004	\$1,401
206	03406	Streaming Current Monitor - North Basin	10/28/2013	100%	Vehicles & Equipment	15	\$10,005	\$6,109	\$11,721	\$7,157
207	03405	Tyler Incode Application Suite	12/1/2013	50%	Intangible	100	\$25,470	\$6,536	\$29,838	\$7,657
208	03402	New Shop Building HVAC Replacement	7/1/2014	100%	Buildings	50	\$6,800	\$4,284	\$7,755	\$4,886
209	04006	Water Treatment Plant Filtrate Pump Project#151405	10/31/2014	100%	Water Treatment Plant	40	\$7,954	\$5,833	\$9,071	\$6,652
210	04005	Water Treatment Plant Filtrate Pump - Backup Project#151406	12/31/2014	100%	Water Treatment Plant	40	\$7,512	\$5,634	\$8,567	\$6,425
211	04015	Security Camera Purchase and Installation on Water Treatment Plant Gate	12/31/2014	100%	Vehicles & Equipment	15	\$5,466	\$4,099	\$6,233	\$4,675
212	04003	Virtual Servers and Network Rack - Wholesale Portion Project #151407	1/31/2015	100%	Vehicles & Equipment	15	\$27,552	\$20,893	\$30,718	\$23,295
213	04001	Water Treatment Plant Walk-In Security Gate - Project #141049	2/28/2015	100%	Improvements	50	\$9,339	\$8,468	\$10,413	\$9,441
214	04017	Solar Improvement (NEMA) - Project #161102	10/27/2015	100%	Vehicles & Equipment	15	\$106,730	\$97,836	\$118,998	\$109,081
215	04026	Tyler Incode Financial Software - Wholesale share - Part of Project #141999	11/30/2015	100%	Intangible	100	\$63,579	\$53,512	\$70,887	\$59,663
216	04028	VM Ware Host Server for District-wide Virtual Servers - Wholesale share	3/15/2016	100%	Vehicles & Equipment	15	\$5,455	\$4,091	\$5,901	\$4,426
217	04030	Polymer System Improvements - Project #151401	4/21/2016	100%	Water Treatment Plant	40	\$15,794	\$15,057	\$17,085	\$16,288
218	04031	Boardroom Projector - Wholesale share	4/22/2016	100%	Vehicles & Equipment	15	\$2,758	\$2,298	\$2,983	\$2,486
219	04033	2015 Ford Edge Pool Vehicle - wholesale share - Vehicle #32	4/28/2016	100%	Vehicles & Equipment	15	\$33,745	\$30,558	\$36,503	\$33,055
220	04035	Canyon Falls Flow Control Valve Station - Part of Project #161103	5/20/2016	100%	Pipelines	40	\$360,215	\$347,207	\$389,656	\$375,585
221	04036	Fair Oaks 40 Flow Control Valve Station - Part of Project #161103	5/20/2016	100%	Pipelines	40	\$360,215	\$347,207	\$389,656	\$375,585
222	04040	NW and SW Backwash Hood and Pumps Rehabilitation - Project #151402	6/9/2016	100%	Water Treatment Plant	40	\$42,382	\$40,263	\$45,846	\$43,554
223	04048	Barracuda Backup Server 690 Wholesale share	8/19/2016	100%	Vehicles & Equipment	15	\$3,887	\$3,347	\$4,205	\$3,621
224	04061	WTP Pedestrian Access Gate Card Reader Tyler #171103	11/8/2016	100%	Buildings	50	\$8,771	\$8,259	\$9,487	\$8,934
225	04043	2016 Ford F150 Supercab 4X2 V6	11/30/2016	100%	Vehicles & Equipment	15	\$15,068	\$14,189	\$16,299	\$15,348
226	04062	ImageRUNNER Advance C5540i Copier - Wholesale share	12/23/2016	100%	Vehicles & Equipment	15	\$4,757	\$4,519	\$5,146	\$4,888
227	04134	Settled Water Channel Tyler #161100	1/26/2018	100%	Water Treatment Plant	40	\$2,616,033	\$2,594,284	\$2,644,854	\$2,622,865
228	04133	South Sedimentation Basin Sludge Vacuum System Tyler #161100	1/26/2018	100%	Water Treatment Plant	40	\$793,086	\$779,869	\$801,823	\$788,460
229	04132	North Sedimentation Basin Sludge Vacuum System Tyler #161100	1/26/2018	100%	Water Treatment Plant	40	\$793,086	\$779,869	\$801,823	\$788,460
230	04131	South Flocculation System	1/26/2018	100%	Water Treatment Plant	40	\$1,531,727	\$1,513,463	\$1,548,602	\$1,530,137
231	04130	North Flocculation System	1/26/2018	100%	Water Treatment Plant	40	\$1,531,727	\$1,513,463	\$1,548,602	\$1,530,137
232	04121	Microsoft Exchange / AD Software License WholesaleShare)	10/31/2017	100%	Intangible	100	\$6,228	\$5,397	\$6,487	\$5,622
233	04120	SCADA Intregation of Hinkle, Alum and Inplant Pumps Signals Tyler #181140	6/29/2018	100%	Intangible	100	\$7,230	\$7,230	\$7,310	\$7,310
234	04119	HACH Surface Scatter 7 High Range Raw Water Turbidimeter (1 of 1)	8/31/2017	100%	Vehicles & Equipment	15	\$6,294	\$5,769	\$6,556	\$6,010
235	04117	Fortinet Fortigate 500 D (Wholesale Share)	1/6/2018	100%	Vehicles & Equipment	15	\$4,639	\$4,445	\$4,690	\$4,494
236	04115	TopCon Hiper SR Network Rover Kit with GPS/Glonass	6/29/2018	100%	Vehicles & Equipment	15	\$3,103	\$3,103	\$3,137	\$3,137
237	04114	Baldwin Reservoir Overflow Outlet Trash Rack Tyler #181135	4/30/2018	100%	Reservoirs	60	\$14,329	\$14,250	\$14,487	\$14,407
238	04113	Baldwin Reservoir Raw Water Supply Pipeline #171105	9/15/2017	100%	Vehicles & Equipment	15	\$9,000	\$8,325	\$9,375	\$8,672
239	04112	Baldwin Reservoir Raw Water Supply Pipeline #171105	9/15/2017	100%	Pipelines	40	\$54,159	\$53,347	\$56,414	\$55,568
240	04111	Backwash Pump (spare for NE and SE backwash hoods)	3/28/2018	100%	Water Treatment Plant	40	\$14,000	\$13,767	\$14,154	\$13,919
241	04110	EIM Filter Effluent Valve Actuator at Filter #16 (1 of 24)	7/18/2017	100%	Water Treatment Plant	40	\$5,583	\$5,242	\$5,816	\$5,460
<b>Total (Wholesale System only):</b>						<b>\$92,460,356</b>	<b>\$58,861,601</b>	<b>\$156,165,475</b>	<b>\$77,313,596</b>	

# San Juan Water District

## *Proposed Wholesale Capital Facility Fees*

February 25, 2019

*The Reed Group, Inc.  
Hildebrand Consulting, LLC*

# Presentation Outline

- Capital facility fee study
  - Wholesale fees
  - Retail fees
- Methodology and assumptions
- Proposed wholesale capital facility fee schedule
  - Impacts of proposed changes

# Reasons for Study

- Last comprehensive studies were conducted in 2006 (retail) and 2007 (wholesale)
- Periodic updates help ensure equity and appropriate cost recovery
  - Calculations normally updated every 3 to 5 years

# Government Code Section 66013

- Capacity charges (e.g., capital facility fees) shall not exceed the ***estimated reasonable cost*** of providing service.

# System Buy-In Methodology

## PV of Existing Facilities Existing Customer Base (Eq. Mtrs.)

- This method is generally applicable when existing facilities have capacity available to serve new connections

# Incremental Cost Methodology

## PV of Planned Facilities Planned New Develop. (Eq. Mtrs.)

- This method is generally applicable when capacity expansion is required to meet the needs of new development

# Wholesale and Retail Fees

- Current wholesale fees based on system buy-in methodology
- Current retail fees based on combined system buy-in and incremental cost methodologies
  - Incremental cost methodology relied on Retail Master Plan to identify capacity needs



# Interim Recommendation

- Wholesale capital facility fees should be updated based on system buy-in method
- Retail capacity facility fees should be revisited/updated once a new Retail Master Plan is complete

# Data Inputs for Buy-In Method

- Relies primarily on District's fixed asset records, as of June 30, 2018
  - Valued at depreciated replacement cost
- Includes present value of past long-term debt interest costs, as well as reserves for capital projects
- Subtracts out the outstanding principal on long-term debt
- Denominator in fee calculation is the existing customer base, expressed in equivalent meters

# Wholesale Cap. Facil. Fee Calc.

Asset Class	Total Original Cost (1)	Book Value (2)	Replacement Cost (3)	RCNLD
Land	\$98,212	\$98,212	\$1,664,214	\$1,664,214
Intangible	\$1,113,849	\$639,672	\$2,404,112	\$828,729
Reservoirs	\$2,892,078	\$113,029	\$10,909,860	\$147,347
Pipelines	\$29,288,016	\$21,475,268	\$46,828,657	\$27,204,042
Water Treatment Plant	\$35,632,236	\$20,672,494	\$60,664,577	\$26,473,953
Pump Station	\$7,343,656	\$4,596,867	\$11,856,153	\$7,146,784
Vehicles & Equipment	\$13,981,742	\$10,890,545	\$17,139,725	\$13,241,861
Buildings	\$1,296,461	\$167,685	\$3,333,208	\$284,439
Improvements	\$814,106	\$207,829	\$1,364,968	\$322,228
<b>Totals</b>	<b>\$92,460,356</b>	<b>\$58,861,601</b>	<b>\$156,165,475</b>	<b>\$77,313,596</b>
Replacement Cost New Less Depreciation of Current Assets:				\$77,313,596
Less Outstanding Principal on Long-Term Debt:				-\$29,977,990
Plus past Interest Costs:				\$14,586,712
Plus Existing Wholesale Capital Reserves:				\$8,937,542
Total System Valuation for Capital Facility Fee Calculation:				<b>\$70,859,860</b>
Divided by number of 1" Equivalent Meters:				59,760
Calculated Capital Facility Fee for 1" Meter Connections:				\$1,186

## Footnotes:

- (1) From District's fixed asset records for the year ended June 30, 2018.
- (2) Book value based on the stated book value from the District's asset register
- (3) Replacement value based on the original value and escalated to 2018 value using ENR 20-cities CCI value of 11,186 for December 2018.

# Customer Base in Equiv. Meters

	Number of Meters						Total	Meter Equivalency	Equivalent Meters
	San Juan	Citrus Heights	Ashland	Orangevale	Fair Oaks				
1" meter	10,315	18,614	995	5,522	12,929	<b>48,375</b>	1.0	48,375	
1.5" meter	114	573	9	77	608	<b>1,381</b>	2.0	2,762	
2" meter	158	617	55	40	312	<b>1,182</b>	3.2	3,782	
3" meter	25	57	7	3	8	<b>100</b>	6.4	640	
4" meter	4	21	3	21	58	<b>107</b>	10.0	1,070	
6" meter	0	10	2	10	45	<b>67</b>	25.0	1,675	
8" meter	0	10	1	0	23	<b>34</b>	36.0	1,224	
10" meter	0	1	0	0	3	<b>4</b>	58.0	232	
12" meter	0	0	0	0	0	<b>0</b>	86.0	0	
<b>Total</b>	<b>10,616</b>	<b>19,903</b>	<b>1,072</b>	<b>5,673</b>	<b>13,986</b>	<b>51,250</b>		<b>59,760</b>	

Excludes fire service meters

# Proposed Wholesale Capital Facility Fees

	<u>Proposed</u>	<u>Current</u>
Up to 1" meter	\$1,186	\$709
1.5" meter	\$2,371	\$1,419
2" meter	\$3,794	\$2,270
3" meter	\$7,589	\$4,537
4" meter	\$11,857	\$7,092
6" meter	\$29,643	\$17,726
8" meter	\$42,686	\$25,527
10" meter	\$68,772	\$41,127
12" meter	\$101,973	\$60,982

# Recommendation

- Adopt the proposed Wholesale Capital Facility Fee, as presented herein
- Adjust the fee amount each year based on changes in the ENR 20-Cities Construction Cost Index
- Update the fee's calculation every 3 to 5 years
- Revisit/update the Retail Capital Facility Fee upon completion of new Retail Master Plan

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Director of Finance  
Date: February 25, 2019  
Subject: Compensation Study Update and Recommendation for Comparator Agencies

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### RECOMMENDED ACTION

Provide general direction to staff and consultant on selection of comparator agencies for the 2019 Compensation Study.

### BACKGROUND

In accordance with the District Compensation Policy, the District is undergoing a total compensation study this fiscal year. The District has executed a joint contract with the Carmichael Water District and Bryce Consulting. Bryce Consulting will be doing compensation studies for both Districts, which will generate cost savings by each District not having to pay for the same work.

### CURRENT STATUS

The first step in the process is to determine the agencies to compare total compensation against. Factors to consider are whether or not the Districts are in the same labor market, whether or not they provide similar services (have a treatment plant and a distribution system, retail and wholesale water supplier, etc.).

The consultant will be providing a listing of agencies recommended to be used in the study, which will be sent under separate cover as she is still waiting to finalize the list. Items in bold will be those agencies that were included in the last study and those shaded represent the agencies the consultant is recommending for inclusion in this study.

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
- ◆ Auto allowance

**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)



Agency	Operating Budget (millions)	FTE	Connections	Water Treatment	Water Distribution	Miles from San Juan
<b>San Juan Water District</b>	<b>\$9.6 Wholesale \$11.5 Retail \$21.1 Total</b>	<b>47</b>	<b>10,673</b>	<b>Yes (150 mgd) Grade 5</b>	<b>Yes</b>	<b>----</b>
Carmichael Water District	\$7.8	27	11,600	Yes (17 mgd) Grade 4	Yes	19
<b>Citrus Heights Water District</b>	<b>\$12.2</b>	<b>35</b>	<b>19,600</b>	<b>No</b>	<b>Yes</b>	<b>10</b>
City of Fairfield	\$95.7 (GF) \$30 (water fund)	558 (total) 55 (water)	30,711	Yes (70 mgd) Grade 5	Yes	69
<b>City of Folsom</b>	<b>\$87 (total GF) \$12.5 (water fund)</b>	<b>466 53.25 (water/wastewater)</b>	<b>20,648</b>	<b>Yes (50 mgd) Grade 5</b>	<b>Yes</b>	<b>10</b>
<i>City of Redding</i>	<i>\$78 (GF) \$23 (water fund)</i>	<i>777 (total) 30 (water)</i>	<i>29,082</i>	<i>Yes (38 mgd) Grade 5</i>	<i>Yes</i>	<i>161</i>
<b>City of Roseville</b>	<b>\$369 (total GF) \$30.9 (water fund)</b>	<b>1162 48.75 (water)</b>	<b>44,338</b>	<b>Yes (100 mgd) Grade 5</b>	<b>Yes</b>	<b>10</b>
<i>City of Santa Barbara</i>	<i>\$156 (GF) \$49.4 (water fund)</i>	<i>1,035 (total) 76 (water)</i>	<i>26,831</i>	<i>Yes 37 mgd) Grade 5</i>	<i>Yes</i>	<i>431</i>
City of Vacaville	\$92 (total GF) \$13.7 (water fund)	556 (total) 78 (utilities)	28,000	Yes (17 mgd) Grade 4	Yes	59
City of Vallejo	\$106 (GF) \$45.5 (water fund)	580 (total) 42 (water)	38,000	Yes (42 mgd) Grade 5	Yes	84
<b>Dublin San Ramon Services District</b>	<b>\$78.57 \$31.6 (water fund)</b>	<b>121 (total)</b>	<b>23,860</b>	<b>No (Zone 7)</b>	<b>Yes</b>	<b>114</b>
El Dorado Irrigation District	\$51 \$12 (water fund)	220	41,133	Yes (101 mgd) Grade 5	Yes	34
Fair Oaks Water District	\$7.3	30	13,850	No	Yes	14
Placer County Water Agency	\$68 \$40 (water)	226 35(water)	40,000	Yes (80 mgd) Grade 5	Yes	11
Sacramento Suburban Water Agency	\$23	70	46,268	Wells	Yes	20
Sonoma County Water Agency	\$242 \$29 (water)	230	Manage transmission to serve 600,000	No	No	129
South San Joaquin Irrigation District	\$31.6	97	Wholesale	Yes (40 mgd) Grade 5	Wholesale	84
South Tahoe Public Utility District	\$12.9	103	14,000	Wells	Yes	93
Stockton East Water District	\$21.8	37	Wholesale	Yes (40 mgd) Grade 5	Wholesale	74
Zone 7	\$142	126	Wholesale	Yes (56 mgd) Grade 5	No	118

**Bold – Previously surveyed agencies**

**Shaded – Recommended agencies**

# AGENDA ITEM V-3

## RESOLUTION NO. 19-01

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT IN RECOGNITION OF JOHN WOODLING

**WHEREAS**, John Woodling served as the Executive Director of both the Regional Water Authority (RWA) and the Sacramento Groundwater Authority (SGA) from June 30, 2008 until March 1, 2019; and

**WHEREAS**, under John's leadership, RWA developed an award-winning Water Efficiency Program focused on public outreach and school education; and

**WHEREAS**, John developed and led a proactive Regional Advocacy Program which built important partnerships with allied organizations and raised RWA exposure on important water-related legislative issues; and

**WHEREAS**, John's leadership of the American River Basin's Integrated Regional Water Management planning effort helped member agencies secure over \$80,000,000 in grant funds for necessary projects; and

**WHEREAS**, John led the SGA efforts to ensure that an effective Groundwater Sustainability Agreement was formed, covering the entire North American Subbasin.

**NOW, THEREFORE, BE IT RESOLVED** that the San Juan Water District's Board of Directors hereby commends and congratulates John Woodling on his significant accomplishments and distinguished career, and extends appreciation for his many and significant contributions to the water industry and to the people of California served by that industry.

**PASSED AND ADOPTED** by the Board of Directors of the San Juan Water District on the 25<sup>th</sup> day of February 2019, by the following vote:

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

ATTEST

\_\_\_\_\_  
DAN RICH  
President, Board of Directors

\_\_\_\_\_  
TERI GRANT  
Secretary, Board of Directors

# AGENDA ITEM V-4

## Estimates of Annual Safe and Affordable Drinking Water Needs

	Funding need for Safe (O&M)*	Affordable (rate assistance)
Water Board Spring 2017	\$43 million	N/A
ACWA/CMUA Trust proposal	≈\$50 million in on going revenue from a onetime \$1 billion general fund infusion	N/A
Proposed Budget 2018, Proposed Budget 2019, SB 623 (Water Tax)	≈\$150 million total ≈\$130-140 million from water tax ≈\$20 from Agricultural taxes	N/A
SB 844/ SB 845 (Voluntary Water Tax)	≈\$90 million total ≈\$70 million from water tax ≈\$20 from Agricultural taxes	N/A
Public Policy Institute of California	\$30-160 million (\$25-\$80 million for nitrates)	N/A
Water Board AB 401 draft report**	N/A	\$606 million

\*Safe O&M funds are intended to reduce affordability impacts from new projects in communities awarded funds. Funding through a water tax would exacerbate larger affordability challenges.

\*\* The report recommends against a water tax and for a progressive funding source.

# Advocacy Program Bills for Discussion February 20, 2019

Bill	Summary- Discussion- Recommendation	Status
<p><a href="#">AB 382</a> <a href="#">(Mathis)</a></p>	<p>Summary: Would advantage upper watershed health projects in receiving state funds from future bond measures in two ways. First, it would provide preference for a project or program outside of the geographic area covered by an integrated regional water management plan. Second, to the extent it is consistent with bond funding, would require a lower amount of matching funds as a local cost share for projects or programs outside of the geographic area covered by an integrated regional water management plan.</p> <p>Discussion: It appears that the intent of this bill is to drive state bond funds to headwaters projects. The approach would do so by disadvantaging the provision of state bond funds for urban water projects.</p> <p>This bill would clearly impact RWA, and it is likely it would negatively affect state support of projects within RWA. With that said it is possible that other regions of the state would be encouraged to invest more heavily in watersheds that would indirectly improve water supply conditions on the Sacramento, Feather, and American River systems that could benefit RWA members. It is also possible that these investments generally could alleviate pressures on the Delta that could also indirectly benefit RWA members. Those indirect benefits are likely to be small because RWA members only use a small portion of the water that passes through those river systems. On the other hand, there would be a direct negative impact of less bond dollars being available for projects within RWA.</p> <p>It is challenging to oppose a bill that has the intent of directing state dollars to upper watersheds. The approach in this bill however is not a direct path to getting state dollars to upper watersheds. At this point the bill is a work in progress and it is likely to evolve in the legislative process.</p> <p>Recommendation: Watch</p>	<p><a href="#">Referred to Assembly Water, Parks and Wildlife Committee</a></p>
<p><a href="#">AB 405</a> <a href="#">(Rubio, Blanca)</a></p>	<p>Summary: Would exempt chemicals and other agents used to treat water, recycled water, or wastewater from taxes.</p> <p>Discussion: This is one of several tax exemption bills in the legislature this year, and one of a number that would directly benefit RWA members. On its face this would appear to be a bill that RWA should support. However, though it may not appear this is related to the water tax discussion, there have been ideas floated to look that all sources of water system revenue if a water tax is not a viable option. It may be best to wait and see how the water tax discussion comes into focus before weigh in</p>	<p><a href="#">Referred to Assembly Revenue and Taxation Committee</a></p>

# Advocacy Program Bills for Discussion February 20, 2019

	<p>on this bill. Typically speaking tax exemptions have a challenge passing out of Appropriations committee. RWA will likely want to focus its support for AB 533.</p> <p>Recommendation: Watch</p>	
<p><a href="#">AB 417 (Arambula)</a></p>	<p>Summary: Among other things, requires the Secretary of Food And Agriculture Department to no later than July 1, 2022 submit a comprehensive study on the direct and indirect economic impacts on the state's agricultural industry from the implementation of the Sustainable Groundwater Management Act (SGMA). Allows the study to include recommendations to mitigate the economic impacts including the establishment of surface and groundwater markets.</p> <p>Discussion: A study of this nature could have ramifications for the broader implementation of SGMA and specifically on the development or operations of an American basin regional water bank. As it stands it is not clear what all of those ramifications could be, it is possible that they could be positive. This bill is likely to evolve in the Legislative process.</p> <p>Recommendation: Watch</p>	<p><a href="#">Referred to Assembly Agriculture Committee</a></p>
<p><a href="#">AB 441 (Eggman)</a></p>	<p>Summary: This bill would make storing of water underground a beneficial use.</p> <p>Discussion: This bill is identical to AB 1427 (Eggman, 2017) that RWA supported. That bill failed passage on the basis of arguments made by exporting interests that "the bill could potentially allow a senior water right to be created, enlarged, maintained, or all three, upon the assertion that a recharge of groundwater from overlying land occurred. There is no requirement that the action be deliberate or not otherwise a waste of water, such as from flooding a field or leaking from a ditch. A claim to the amount of water in recharge could then be sold or transferred. Perhaps more importantly, the portion of water diverted to recharge would be denied to downstream water users." It is that fear that downstream water users could lose out on water that has held up progress on enhancing groundwater storage.</p> <p>ACWA has been working with Assemblymember Arambula on a more modest approach to encourage more groundwater recharge. That approach would allow for a temporary permit for groundwater recharge, where no other legal users of water may be harmed. The limiting step here is the demonstration of no harm to other legal users of water, and as proposed would be a minor change from existing law.</p>	<p>In Assembly Rules. Has not yet been referred.</p>

# Advocacy Program Bills for Discussion February 20, 2019

	<p>Recommendation: Support. RWA has supported this proposal in the past and taking this position does not preclude RWA from also supporting the pending Arambula bill.</p>	
<p><a href="#">AB 533</a> <a href="#">(Holden)</a></p>	<p>Summary: 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.</p> <p>Discussion: This would expand upon a tax exclusion for turf rebates in AB 2283 (Holden, 2018) that RWA supported last year. AB 2283 would have extend the expiration date of the exemption from gross income of "any amount received as a rebate, voucher, or other financial incentive issued by a local water agency or supplier for participation in a turf removal water conservation program" from 2019 to 2024. To the extent members use a financial incentive program to enhance the ability to meet water conservation requirements those programs could be undermined by taxation on those incentives. This bill would remove that conflict.</p> <p>Metropolitan Water District of Southern California and CalWEP are co-sponsoring this legislation and have been working with the Water Now Alliance. The biggest challenge for this bill will be gaining passage out of Appropriations committee.</p> <p>Recommendation: Support</p>	<p>In Assembly Rules. Has not yet been referred.</p>
<p><a href="#">ACA 3</a> <a href="#">(Mathis)</a></p>	<p>Summary: Would require not less than 2% of general fund to be used first for the payment of principal and interest on bonds. Of the 2% of general fund if there are funds beyond the payments on bonds 60% of those funds are to go to DWR and 40% of those funds are to go to the Water Board.</p> <p>Discussion: This could help offset the continued reliance on local funding for water systems. However, the prospects of success on this approach are limited. Typically speaking the legislature will not want to limit their flexibility in budgeting decisions.</p> <p>Recommendation: Watch</p>	<p>In Assembly Rules. Has not yet been referred.</p>

# Advocacy Program Bills for Discussion February 20, 2019

<p><a href="#">SB 19 (Dodd)</a></p>	<p>Summary: 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.</p> <p>Discussion: Stream gauge information has consequences for water management across the state. For the most basic standpoint the interaction between water supply and flood management is challenged without good stream gauge information. RWA members would benefit from greater statewide stream gauge information.</p> <p>This bill is similar to SB 919 (Dodd, 2018). RWA did not take a position on that bill. ACWA worked to get amendments in SB 919 and ultimately supported that bill. ACWA has taken a support position on this bill as well.</p> <p>It is important to note that the bill does not provide for funding to develop the plan let alone funding for the implementation of the plan. However, support for this bill would be disingenuous if it was not followed with support to at least fund the development of the plan.</p> <p>Recommendation: Support</p>	<p><a href="#">Referred to Senate Natural Resources and Water Committee</a></p>
<p><a href="#">SB 45 (Allen)</a></p>	<p>Summary: Would place on the ballot a bond measure for an unspecified amount to address climate change impacts on wildfire, drought, and flood.</p> <p>Discussion: This bill is clearly a work in progress. ACWA has taken a favor if amended position and established a working group to develop a set of recommendations. RWA will be involved in that ACWA working group.</p> <p>From RWA's perspective there are a couple of important things to bear in mind. Bonds measures such as this are always going to be limited by what the author and legislature believe voters will support. Given that Proposition 3 at nearly \$9 billion failed this past November it seems likely that the Author is going to want a total dollar amount less than that. This means that any request for amendments must have a limited scope and reflect our highest funding priorities. Any request is going to have a much higher chance of success if it ties into a greater statewide benefit and it will be climate change resilient. In the region there are two kinds of project that seem to fit with the author's intentions, the regional water bank, and forest health for water supply, quality, and fire resilience benefit.</p>	<p>Referred to Senate Committees <a href="#">Natural Resources and Water, Environmental Quality, and Governance and Finance</a></p>

# Advocacy Program Bills for Discussion February 20, 2019

	<p>Recommendation: Active watch.</p>	
<p><a href="#">SB 134 (Hertzberg)</a></p>	<p>Summary: Prohibits the Water Board from enforcing a water loss regulation except as part of water conservation regulations.</p> <p>Discussion: This bill is sponsored by CMUA, and will address the double jeopardy issue created by the inclusion of the water loss standards in the water use objective under the water conservation legislation.</p> <p>There has been some discussion of removing the water loss conservation standard from the water use objective. This path will probably not be successful in the legislature and would limit a water agencies options to comply with the water use objective.</p> <p>The biggest challenge with the double jeopardy is that it would require/prioritizes addressing water loss to meet the water use objective. The proponents of the water conservation legislation represented that water agencies would have flexibility to meet the water use objective as they saw fit. Keeping the water loss standard in the water use objective and limiting its enforcement to only through the water use objective would provide the greatest flexibility to comply with the water use objective it also would limit the extent to which water loss could be enforced. In short the approach currently in the bill would provide water agencies with the least cost option to comply with water loss.</p> <p>Recommendation: Support</p>	<p><a href="#">Referred to Senate Natural Resources and Water Committee</a></p>



## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: February 25, 2019  
Subject: Regional Water Authority Executive Director Salary

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### RECOMMENDED ACTION

Direction to Director Tobin and General Manager Helliker

### BACKGROUND

John Woodling, the current Executive Director of the Regional Water Authority, is retiring on March 1. At the January 23 RWA Executive Committee meeting, the committee approved a contract with Roberts Consulting to conduct the search for a successor to Mr. Woodling, at a cost not to exceed \$30,000. The RWA Chair appointed a recruitment committee composed of Executive Committee members, and any other Board members who would replace those on the Executive Committee who would not serve on the recruitment committee, to oversee the recruitment.

The recruitment committee met in a special meeting of the Executive Committee on January 29, to conduct an initial meeting with Roberts Consulting. The discussion included a schedule for the recruitment, the process for and potential content of a brochure and other topics. The discussion also included a request from Roberts Consulting for a salary range for the position, to be used to answer questions from potential candidates. The deadline for applications is March 18.

The RWA Executive Committee has the ability to define the scope of a compensation survey for the Executive Director position, and will discuss this topic at its February 27 meeting. The Committee also makes recommendations to the RWA Board about potential compensation levels, which the Board considers when it makes the decision about compensation. The next RWA Board meeting is on March 14, at which it may consider the salary range for this position.

Attached is the table of information that was used in the 2017 compensation survey. Also attached is a spreadsheet that shows 2017 salary levels and comparisons with member agency salaries for the Santa Ana Watershed Project Authority and the Bay Area Water Supply and Conservation Agency – the two organizations in California most comparable to the Regional Water Authority. Their methodology is to target their General Manager salaries to be at or below the average of the General Manager/Utility Director salaries of their member agencies. I recommend we take the same approach for RWA. The current salary for the RWA Executive Director is \$249,000, while the average salary for the General Managers/Utility Directors of the nine member agencies included in the 2017 survey (of 21 agencies in RWA) is \$201,000 (the range is \$167,000 to \$270,000).

Direction is sought from the San Juan Board about the appropriate methodology to use for defining a salary level for the RWA Executive Director position.

## Attachment

## Executive Director Salary Comparison - RWA

Agency	Maximum Base Salary	with 3%+COLA
<b>RWA</b>	<b>\$ 221,256</b>	<b>\$ 233,872.00</b>
ACWA	\$ 312,804	
ACWA-JPIA	\$ 270,840	
CA Special Dist Assoc	\$ 268,716	
State and Federal Water Contractors	\$ 230,172	
State Water Contractors	\$ 230,976	
<b>Mean</b>	<b>\$ 262,702</b>	
Bay Area Water Supply and Cons Agy	\$ 205,890	
Chino Basin Watermaster	\$ 282,456	
Monterey Peninsula WMD	\$ 204,996	
<b>Mean</b>	<b>\$ 231,114</b>	
Placer Co Transportation Agency	\$ 227,292	
SACOG	\$ 302,364	
SAFCA	\$ 208,080	
<b>Mean</b>	<b>\$ 245,912</b>	
Citrus Heights WO	\$ 177,301	
City of Folsom	\$ 162,445	
City of Roseville	\$ 212,520	
City of Sacramento	\$ 182,000	
El Dorado Irrigation Dist	\$ 211,996	
Fair Oaks WO	\$ 157,111	
PCWA	\$ 243,434	
Sacramento Suburban	\$ 198,194	
San Juan Water District	\$ 177,000	
<b>Mean</b>	<b>\$ 191,333</b>	
Labor Market Mean	\$ 249,516	
Plus 12.5%	\$ 269,242	

Salary comparisons for BAWSCA - 2017 GCC data  
 General Managers/Public Works Directors/Utilities Directors

<b>Agency</b>	<b>2017 Salary</b>
<b>BAWSCA</b>	<b>\$ 207,286</b>
ACWD	\$ 277,367
Brisbane	\$ 217,130
Burlingame	\$ 200,357
Coastside Co WD	\$ 163,761
Daly City	\$ 205,143
East Palo Alto	\$ 169,568
Hayward	\$ 211,640
Hillsborough	\$ 208,049
Menlo Park	\$ 171,519
MPWD	\$ 172,250
Millbrae	\$ 157,438
Milpitas	\$ 233,507
Mountain View	\$ 244,365
North Coast CWD	\$ 153,672
Palo Alto	\$ 291,422
Purissima Hills WD	\$ 146,120
Redwood City	\$ 207,593
San Bruno	\$ 193,651
San Jose	\$ 228,161
Santa Clara	\$ 200,640
<b>Mean</b>	<b>\$ 202,668</b>

Salary Comparison for SAWPA - 2017 GCC data  
 General Managers

<b>SAWPA</b>	<b>\$ 199,101</b>
EMWD	\$ 282,822
IEUA	\$ 300,779
OCWD	\$ 268,147
SBVMWD	\$ 267,156
WMWD	\$ 297,366
<b>Mean</b>	<b>\$ 269,229</b>

# STAFF REPORT

To: Board of Directors  
 From: Paul Helliker, General Manager  
 Date: February 25, 2019  
 Subject: General Manager's Monthly Report (January)

## RECOMMENDED ACTION

For information only, no action requested.

## TREATMENT PLANT OPERATIONS

### *Water Production for January*

Item	2019	2018	Difference
Monthly Production AF	1,991.87	1,181.62	68.6%
Daily Average MG	20.94	12.42	68.6%
Annual Production AF	1,991.87	1,181.62	68.6%

### *Water Turbidity*

Item	January 2019	December 2018	Difference
Raw Water Turbidity NTU	4.02	2.79	44%
Treated Water Turbidity NTU	0.025	0.026	-4%
Monthly Turbidity Percentage Reduction	99.38%	99.06%	

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

Item	2019	2018	Difference
Lake Volume AF	310,502	540,702	-43%

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

### *Other Items of Interest:*

- Complete repair of Breathing Air System Compressor.
- Complete 11-month inspection of Floc/Sed Project.

**SYSTEM OPERATIONS**

*Distribution Operations:*

Item	January 2019	December 2018	Difference
Leaks and Repairs	8	4	+4
Mains Flushed	78	8	+70
Valves Exercised	48	10	+38
Back Flows Tested	265	0	+265
Customer Service Calls	29	31	-2

*Distribution System Water Quality:*

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

*Other Items of Interest:*

- Staff began the annual Backflow testing for the District on 1-23-19

**CUSTOMER SERVICE ACTIVITIES**

*Billing Information for Month of January*

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5498	1015	226	34

*Conservation 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)
4	86	6	N/A

*Other Activities*

- Held interviews for Customer Service Technician I/II position. Offer extended. Applicant going through hiring process. Expected start date early March.
- Regional workgroup formed to work through requirements of SB998 (Discontinuation of residential water service: urban and community water systems). Group meets monthly to discuss how to amend our current billing/collection processes to meet the legislative requirements.

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

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues / Notes</b>
Ali Minor Subdivision	3-Lot Subdivision	In Design Review	Revision to plans being evaluated by developer's engr
Barton Ranch	10-Lot Subdivision	In Construction	Nearing completion
Chula Acres	4-Lot Minor Subdivision	Approved for Construction	
Colina Estates	10-Lot Subdivision	In Construction	Nearing Completion
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
Quarry Ridge Prof. Office Park	Commercial Business (4 parcels to develop four general/medical office buildings)	In Design Review	
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

**ENGINEERING - CAPITAL PROJECTS**

*Status Update for Current Retail Projects*

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues / Notes</b>
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	In Construction Phase (100% Complete)	None. (Punchlist items are now complete.)
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	Design & Bid phases are done.	With BOD approval ready to award const contract.
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	Design & Bid phases are done.	With BOD approval ready to award const contract.
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design	
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 Design (Nearing ready to bid phase)	With BOD approval ready to award const contract.
Sandstone & Auberry to Hill Rd 8" Ext & Serv	Replace pipeline and services	In Design (Nearing ready to bid phase)	With BOD approval ready to award const contract.
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA	In Design	Working with RWA on Grant Funding

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues / Notes</b>
Mooney Tank Building New Roof	Replace the existing aged roof before failure	Design consultant is selected.	Reviewing options to reduce cost
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	
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	
Vactor Solids Handling Station	Design and construct a storage and drying station for managing the vactor truck solids.	In Design	
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*

<b>Project Title</b>	<b>Description</b>	<b>Status (% Complete)</b>	<b>Issues/ Notes</b>
WTP Thickeners Lining	Clean, repair and line the interior walls and floor of the three thickeners to eliminate leakage and protect the concrete and reinforcing from damage	In 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
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
Hinkle Res. Monitoring Level Probes	Installation of level probes into the monitoring wells to provide consistent monitoring data for DSOD reporting		Complete
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.	



**SAFETY & REGULATORY TRAINING – JANUARY 2019**

<b>Training Course</b>	<b>Staff</b>
CPR Academic	FS & WTP
Hands on CPR/AED Certification ( 3 sessions)	All Staff
MSDS Online Mobile	Field Services
Access to Medical Records	Field Services

**FINANCE/BUDGET**

*See attached.*



San Juan Water District, CA

# Wholesale Operating Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 01/31/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - WHOLESALE</b>					
<b>Revenue</b>					
41000 - Water Sales	12,666,300.00	12,666,300.00	1,844,828.00	8,965,036.33	3,701,263.67
43000 - Rebate	1,500.00	1,500.00	0.00	660.52	839.48
45000 - Other Operating Revenue	0.00	0.00	0.00	21,280.53	-21,280.53
49000 - Other Non-Operating Revenue	151,900.00	151,900.00	0.00	63,780.62	88,119.38
<b>Revenue Total:</b>	<b>12,819,700.00</b>	<b>12,819,700.00</b>	<b>1,844,828.00</b>	<b>9,050,758.00</b>	<b>3,768,942.00</b>
<b>Expense</b>					
51000 - Salaries and Benefits	3,514,900.00	3,514,900.00	250,979.02	1,863,552.65	1,651,347.35
52000 - Debt Service Expense	955,000.00	955,000.00	481,847.94	562,270.03	392,729.97
53000 - Source of Supply	2,006,800.00	2,006,800.00	136,847.42	1,119,527.42	887,272.58
54000 - Professional Services	887,400.00	887,400.00	-9,064.85	252,089.70	635,310.30
55000 - Maintenance	450,900.00	450,900.00	16,737.47	201,564.58	249,335.42
56000 - Utilities	90,500.00	90,500.00	790.35	108,415.39	-17,915.39
57000 - Materials and Supplies	478,300.00	478,300.00	14,954.05	286,854.98	191,445.02
58000 - Public Outreach	88,500.00	88,500.00	19,131.63	38,408.98	50,091.02
59000 - Other Operating Expenses	470,300.00	470,300.00	12,465.67	252,473.94	217,826.06
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
<b>Expense Total:</b>	<b>11,722,200.00</b>	<b>11,722,200.00</b>	<b>924,688.70</b>	<b>4,686,631.17</b>	<b>7,035,568.83</b>
<b>Fund: 010 - WHOLESALE Surplus (Deficit):</b>	<b>1,097,500.00</b>	<b>1,097,500.00</b>	<b>920,139.30</b>	<b>4,364,126.83</b>	<b>-3,266,626.83</b>
<b>Total Surplus (Deficit):</b>	<b>1,097,500.00</b>	<b>1,097,500.00</b>	<b>920,139.30</b>	<b>4,364,126.83</b>	

**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	920,139.30	4,364,126.83	-3,266,626.83
<b>Total Surplus (Deficit):</b>	<b>1,097,500.00</b>	<b>1,097,500.00</b>	<b>920,139.30</b>	<b>4,364,126.83</b>	



San Juan Water District, CA

# Wholesale Capital Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 01/31/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 011 - Wholesale Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	332,881.27	349,175.79	745,524.21
44000 - Connection Fees	75,000.00	75,000.00	686.00	112,643.00	-37,643.00
44500 - Capital Contributions - Revenue	2,285,400.00	2,285,400.00	10,925.00	32,775.00	2,252,625.00
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	83,348.64	-18,348.64
49990 - Transfer In	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
<b>Revenue Total:</b>	<b>6,297,000.00</b>	<b>6,297,000.00</b>	<b>344,492.27</b>	<b>577,942.43</b>	<b>5,719,057.57</b>
<b>Expense</b>					
55000 - Maintenance	3,101,000.00	3,101,000.00	0.00	572,667.53	2,528,332.47
61000 - Capital Outlay	1,755,700.00	1,755,700.00	125.08	85,643.12	1,670,056.88
63000 - Contributions to Others	0.00	0.00	0.00	-38,318.00	38,318.00
<b>Expense Total:</b>	<b>4,856,700.00</b>	<b>4,856,700.00</b>	<b>125.08</b>	<b>619,992.65</b>	<b>4,236,707.35</b>
<b>Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):</b>	<b>1,440,300.00</b>	<b>1,440,300.00</b>	<b>344,367.19</b>	<b>-42,050.22</b>	<b>1,482,350.22</b>
<b>Total Surplus (Deficit):</b>	<b>1,440,300.00</b>	<b>1,440,300.00</b>	<b>344,367.19</b>	<b>-42,050.22</b>	

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
011 - Wholesale Capital Outlay	1,440,300.00	1,440,300.00	344,367.19	-42,050.22	1,482,350.22
<b>Total Surplus (Deficit):</b>	<b>1,440,300.00</b>	<b>1,440,300.00</b>	<b>344,367.19</b>	<b>-42,050.22</b>	



San Juan Water District, CA

# Retail Operating Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 01/31/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 050 - RETAIL</b>					
<b>Revenue</b>					
41000 - Water Sales	11,479,700.00	11,479,700.00	942,104.28	5,322,735.48	6,156,964.52
45000 - Other Operating Revenue	379,600.00	379,600.00	20,550.97	182,942.63	196,657.37
49000 - Other Non-Operating Revenue	116,200.00	116,200.00	21,388.00	81,025.37	35,174.63
<b>Revenue Total:</b>	<b>11,975,500.00</b>	<b>11,975,500.00</b>	<b>984,043.25</b>	<b>5,586,703.48</b>	<b>6,388,796.52</b>
<b>Expense</b>					
51000 - Salaries and Benefits	4,720,300.00	4,720,300.00	338,205.14	2,550,201.81	2,170,098.19
52000 - Debt Service Expense	531,000.00	531,000.00	267,960.85	312,684.55	218,315.45
53000 - Source of Supply	3,095,300.00	3,095,300.00	571,006.00	2,155,204.56	940,095.44
54000 - Professional Services	1,213,400.00	1,213,400.00	71,757.18	377,274.83	836,125.17
55000 - Maintenance	345,800.00	345,800.00	12,477.20	141,902.29	203,897.71
56000 - Utilities	246,200.00	246,200.00	10,412.66	195,589.79	50,610.21
57000 - Materials and Supplies	292,800.00	292,800.00	4,496.47	187,434.91	105,365.09
58000 - Public Outreach	65,000.00	65,000.00	0.00	46,672.89	18,327.11
59000 - Other Operating Expenses	577,600.00	577,600.00	20,775.33	289,226.39	288,373.61
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
<b>Expense Total:</b>	<b>11,364,900.00</b>	<b>11,364,900.00</b>	<b>1,297,090.83</b>	<b>6,257,665.52</b>	<b>5,107,234.48</b>
<b>Fund: 050 - RETAIL Surplus (Deficit):</b>	<b>610,600.00</b>	<b>610,600.00</b>	<b>-313,047.58</b>	<b>-670,962.04</b>	<b>1,281,562.04</b>
<b>Total Surplus (Deficit):</b>	<b>610,600.00</b>	<b>610,600.00</b>	<b>-313,047.58</b>	<b>-670,962.04</b>	

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
050 - RETAIL	610,600.00	610,600.00	-313,047.58	-670,962.04	1,281,562.04
<b>Total Surplus (Deficit):</b>	<b>610,600.00</b>	<b>610,600.00</b>	<b>-313,047.58</b>	<b>-670,962.04</b>	



San Juan Water District, CA

# Retail Capital Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 01/31/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 055 - Retail Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	332,881.27	349,175.80	745,524.20
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	52,032.69	12,967.31
49990 - Transfer In	275,300.00	275,300.00	0.00	0.00	275,300.00
<b>Revenue Total:</b>	<b>1,535,000.00</b>	<b>1,535,000.00</b>	<b>332,881.27</b>	<b>452,559.49</b>	<b>1,082,440.51</b>
<b>Expense</b>					
54000 - Professional Services	358,000.00	358,000.00	0.00	0.00	358,000.00
55000 - Maintenance	150,800.00	150,800.00	0.00	106,306.91	44,493.09
61000 - Capital Outlay	5,505,300.00	5,505,300.00	191,211.01	1,710,248.94	3,795,051.06
<b>Expense Total:</b>	<b>6,014,100.00</b>	<b>6,014,100.00</b>	<b>191,211.01</b>	<b>1,816,555.85</b>	<b>4,197,544.15</b>
<b>Fund: 055 - Retail Capital Outlay Surplus (Deficit):</b>	<b>-4,479,100.00</b>	<b>-4,479,100.00</b>	<b>141,670.26</b>	<b>-1,363,996.36</b>	<b>-3,115,103.64</b>
<b>Total Surplus (Deficit):</b>	<b>-4,479,100.00</b>	<b>-4,479,100.00</b>	<b>141,670.26</b>	<b>-1,363,996.36</b>	



**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
055 - Retail Capital Outlay	-4,479,100.00	-4,479,100.00	141,670.26	-1,363,996.36	-3,115,103.64
<b>Total Surplus (Deficit):</b>	<b>-4,479,100.00</b>	<b>-4,479,100.00</b>	<b>141,670.26</b>	<b>-1,363,996.36</b>	

## Summary

## Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
<a href="#">121965</a>	Oak Avenue - American River Canyon I	0.00	5,261.50	-5,261.50
<a href="#">141043</a>	2014 Drought Response - SSWD Antel	0.00	-33,883.00	33,883.00
<a href="#">171107</a>	FO 40 Transmission Pipeline Re-Lining	0.00	543,731.71	-543,731.71
<a href="#">171109</a>	GIS Assessment and Implementation	0.00	27,683.65	-27,683.65
<a href="#">175105</a>	6690-7767 Douglas Boulevard & Assor	0.00	1,283,840.69	-1,283,840.69
<a href="#">175107</a>	5700-5708 & 5640-5682 Main Avenue	0.00	17,206.88	-17,206.88
<a href="#">175109</a>	9151-9219 Oak Avenue Main Replacer	0.00	17,972.75	-17,972.75
<a href="#">175113</a>	7225-7355 Dambacher Drive	0.00	138,604.44	-138,604.44
<a href="#">175117</a>	Bacon Pressure Zone - Olive Ranch PR'	0.00	6,292.00	-6,292.00
<a href="#">175119</a>	Bacon Pressure Zone - Cavitt Stallman	0.00	5,138.72	-5,138.72
<a href="#">181105</a>	Lime System Control & Feeder System	0.00	3,710.00	-3,710.00
<a href="#">181110</a>	Alum Feed Pumps Replacement	0.00	392.53	-392.53
<a href="#">181130</a>	Hinkle Reservoir Monitoring Wells Lev	0.00	24,769.78	-24,769.78
<a href="#">181150</a>	Madison #2 Mag Meter Replacement	0.00	30,479.63	-30,479.63
<a href="#">185115</a>	Lou Place 8" Tray Way to Crown Point	0.00	12.78	-12.78
<a href="#">185135</a>	Upper & Lower GB Pump Stn Low Flov	0.00	16,956.34	-16,956.34
<a href="#">185140</a>	Canyon Falls Village Pressure Reducing	0.00	3,461.65	-3,461.65
<a href="#">185160</a>	Containment Area for Vacuum & Mate	0.00	8,495.00	-8,495.00
<a href="#">185165</a>	Field Services/Engineering Building (Sf	0.00	84,185.20	-84,185.20
<a href="#">185185</a>	Edward Court Mainline - South of Lou	0.00	12.79	-12.79
<a href="#">191260</a>	On-Site Residuals Management Impro	0.00	19,370.26	-19,370.26
<a href="#">191275</a>	Clarifier Wall Lining & Leakage Repairs	0.00	5,465.00	-5,465.00
<a href="#">195205</a>	Electrical Improvements to Field Servi	0.00	2,724.98	-2,724.98
<a href="#">195210</a>	SCADA Radio Replacments North Phas	0.00	1,150.00	-1,150.00
<a href="#">195230</a>	Redbud/Lupin/Meadowlark Svc Replac	0.00	12.78	-12.78
<a href="#">195235</a>	Sandstone & Auberry Court to Hill Roa	0.00	12.78	-12.78
<a href="#">195255</a>	Bacon Pump Station Security Improve	0.00	4,375.00	-4,375.00
<a href="#">195260</a>	Replace Variable Frequency Drives (3 l	0.00	54,243.21	-54,243.21
<a href="#">195270</a>	SCADA Fiber Optic Comm Cabling - Ba	0.00	55.00	-55.00
<b>Project Totals:</b>		<b>0.00</b>	<b>2,271,734.05</b>	<b>-2,271,734.05</b>

## Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	1,761,885.34	-1,761,885.34
CIP - Capital Contribution	0.00	-33,883.00	33,883.00
CIP - Expense	0.00	543,731.71	-543,731.71
<b>Group Totals:</b>	<b>0.00</b>	<b>2,271,734.05</b>	<b>-2,271,734.05</b>

## Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Administration	0.00	-33,883.00	33,883.00
Engineering	0.00	1,691,192.94	-1,691,192.94
Field Services	0.00	11,219.98	-11,219.98
Information Technology	0.00	55.00	-55.00
Water Treatment Plant	0.00	603,149.13	-603,149.13
<b>Type Totals:</b>	<b>0.00</b>	<b>2,271,734.05</b>	<b>-2,271,734.05</b>

## 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	-23,470.82	-23,470.82
011-700-57120	Maintenance - Facility	0.00	572,667.53	572,667.53

## 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	23,472.79	23,472.79
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	6,920.92	6,920.92
011-700-74090	Contributions to Others	0.00	-38,318.00	-38,318.00
055-20030	Retentions Payable	0.00	-23,612.04	-23,612.04
055-700-61135	Capital Outlay - Pump Stations...	0.00	79,091.20	79,091.20
055-700-61140	Capital Outlay - Buildings & Im...	0.00	99,835.98	99,835.98
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	1,493,549.35	1,493,549.35
055-700-61160	Capital Outlay - Equipment and..	0.00	1,150.00	1,150.00
055-700-61180	Capital Outlay - Software	0.00	20,762.73	20,762.73
	<b>GL Account Totals:</b>	<b>0.00</b>	<b>2,271,734.05</b>	<b>2,271,734.05</b>



San Juan Water District, CA

# Balance Sheet

## Account Summary

As Of 01/31/2019

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
<b>Asset</b>					
<b>Type: 1000 - Assets</b>					
10010 - Cash and Investments	5,233,373.37	10,026,743.53	1,587,473.00	5,822,588.48	22,670,178.38
10510 - Accounts Receivable	2,054,540.77	2,294.84	258,937.69	0.06	2,315,773.36
11000 - Inventory	0.00	0.00	185,528.79	0.00	185,528.79
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
<b>Total Type 1000 - Assets:</b>	<b>68,045,277.24</b>	<b>10,029,038.37</b>	<b>33,466,255.68</b>	<b>5,822,588.54</b>	<b>117,363,159.83</b>
<b>Total Asset:</b>	<b>68,045,277.24</b>	<b>10,029,038.37</b>	<b>33,466,255.68</b>	<b>5,822,588.54</b>	<b>117,363,159.83</b>
<b>Liability</b>					
<b>Type: 1000 - Assets</b>					
10510 - Accounts Receivable	0.00	0.00	91,401.79	0.00	91,401.79
<b>Total Type 1000 - Assets:</b>	<b>0.00</b>	<b>0.00</b>	<b>91,401.79</b>	<b>0.00</b>	<b>91,401.79</b>
<b>Type: 2000 - Liabilities</b>					
20010 - Accounts Payable	146,088.99	34,756.42	93,668.90	180,810.07	455,324.38
20100 - Retentions Payable	0.00	23,470.82	0.00	83,849.24	107,320.06
21200 - Salaries & Benefits Payable	32,853.37	0.00	51,729.31	0.00	84,582.68
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
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 01/31/2019**

<b>Account</b>	<b>010 - WHOLESALE</b>	<b>011 - Wholesale Capital Outlay</b>	<b>050 - RETAIL</b>	<b>055 - Retail Capital Outlay</b>	<b>Total</b>
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	46,175.83	0.00	46,175.83
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
<b>Total Type 2000 - Liabilities:</b>	<b>29,260,296.75</b>	<b>58,227.24</b>	<b>20,800,472.87</b>	<b>264,659.31</b>	<b>50,383,656.17</b>
<b>Total Liability:</b>	<b>29,260,296.75</b>	<b>58,227.24</b>	<b>20,891,874.66</b>	<b>264,659.31</b>	<b>50,475,057.96</b>
<b>Equity</b>					
<b>Type: 3000 - Equity</b>					
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
<b>Total Type 3000 - Equity:</b>	<b>34,420,853.66</b>	<b>10,012,861.35</b>	<b>13,245,343.06</b>	<b>6,921,925.59</b>	<b>64,600,983.66</b>
<b>Total Total Beginning Equity:</b>	<b>34,420,853.66</b>	<b>10,012,861.35</b>	<b>13,245,343.06</b>	<b>6,921,925.59</b>	<b>64,600,983.66</b>
Total Revenue	9,050,758.00	577,942.43	5,586,703.48	452,559.49	15,667,963.40
Total Expense	4,686,631.17	619,992.65	6,257,665.52	1,816,555.85	13,380,845.19
<b>Revenues Over/Under Expenses</b>	<b>4,364,126.83</b>	<b>-42,050.22</b>	<b>-670,962.04</b>	<b>-1,363,996.36</b>	<b>2,287,118.21</b>
<b>Total Equity and Current Surplus (Deficit):</b>	<b>38,784,980.49</b>	<b>9,970,811.13</b>	<b>12,574,381.02</b>	<b>5,557,929.23</b>	<b>66,888,101.87</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>68,045,277.24</b>	<b>10,029,038.37</b>	<b>33,466,255.68</b>	<b>5,822,588.54</b>	<b>117,363,159.83</b>



San Juan Water District, CA

# Check Report

By Check Number

Date Range: 01/01/2019 - 01/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
03558	Baba, Gary	01/07/2019	Regular	0.00	-92.28	51662
01644	Franchise Tax Board	01/07/2019	Regular	0.00	535.26	53674
03406	Alpha Analytical Laboratories Inc.	01/09/2019	Regular	0.00	846.00	53675
01073	Amarjeet Singh Garcha	01/09/2019	Regular	0.00	1,500.00	53676
03558	Baba, Gary	01/09/2019	Regular	0.00	92.28	53677
01372	City of Folsom	01/09/2019	Regular	0.00	28.00	53678
02214	County of Placer Engineering & Surveying	01/09/2019	Regular	0.00	1,906.25	53679
01423	County of Sacramento	01/09/2019	Regular	0.00	2,008.00	53680
03376	Del Paso Pipe & Steel Inc.	01/09/2019	Regular	0.00	270.06	53681
03548	Digital Deployment, Inc.	01/09/2019	Regular	0.00	400.00	53682
01630	FM Graphics, Inc.	01/09/2019	Regular	0.00	604.62	53683
01634	Folsom Lake Ford, Inc.	01/09/2019	Regular	0.00	374.06	53684
03089	Fulton, Jonathan	01/09/2019	Regular	0.00	250.00	53685
03091	Granite Bay Ace Hardware	01/09/2019	Regular	0.00	296.12	53686
01710	Greenback Equipment Rentals, Inc.	01/09/2019	Regular	0.00	82.78	53687
01733	Harris Industrial Gases	01/09/2019	Regular	0.00	286.41	53688
03235	HD Supply Construction Supply LTD	01/09/2019	Regular	0.00	160.76	53689
03383	Inferrera Construction Management Group, Inc.	01/09/2019	Regular	0.00	9,357.50	53690
01890	Johnson Petroleum Construction, Inc.	01/09/2019	Regular	0.00	188.75	53691
03669	MFDB Architects, Inc.	01/09/2019	Regular	0.00	8,589.50	53692
02131	Office Depot, Inc.	01/09/2019	Regular	0.00	952.55	53693
02150	Pace Supply Corp	01/09/2019	Regular	0.00	6,639.99	53694
02223	Rexel Inc (Platt - Rancho Cordova)	01/09/2019	Regular	0.00	1,013.23	53695
02328	Rocklin Windustrial Co	01/09/2019	Regular	0.00	167.01	53696
01411	SureWest Telephone	01/09/2019	Regular	0.00	1,617.57	53697
02638	Tyler Technologies, Inc.	01/09/2019	Regular	0.00	275.00	53698
02651	United Parcel Service Inc	01/09/2019	Regular	0.00	190.64	53699
02700	Viking Shred LLC	01/09/2019	Regular	0.00	50.00	53700
01687	W. W. Grainger, Inc.	01/09/2019	Regular	0.00	227.59	53701
01112	ACS (US), Inc.	01/15/2019	Regular	0.00	4,169.15	53711
01041	Afman, Todd R	01/15/2019	Regular	0.00	278.21	53712
03406	Alpha Analytical Laboratories Inc.	01/15/2019	Regular	0.00	175.00	53713
01138	AT&T Mobility II LLC	01/15/2019	Regular	0.00	63.24	53714
03226	Capitol Sand and Gravel Co.	01/15/2019	Regular	0.00	2,680.88	53715
01416	Corix Water Products (US) Inc.	01/15/2019	Regular	0.00	3,005.15	53716
01433	Crusader Fence Co., Inc.	01/15/2019	Regular	0.00	304.61	53717
01644	Franchise Tax Board	01/15/2019	Regular	0.00	265.11	53718
01650	Furniture at Work, Inc	01/15/2019	Regular	0.00	1,476.94	53719
01068	Glenn C. Walker	01/15/2019	Regular	0.00	1,010.40	53720
01681	Golden State Flow Measurements, Inc.	01/15/2019	Regular	0.00	28,127.57	53721
03091	Granite Bay Ace Hardware	01/15/2019	Regular	0.00	51.53	53722
01710	Greenback Equipment Rentals, Inc.	01/15/2019	Regular	0.00	126.59	53723
02024	MCI WORLDCOM	01/15/2019	Regular	0.00	91.73	53724
02150	Pace Supply Corp	01/15/2019	Regular	0.00	380.57	53725
03026	PFM Asset Management	01/15/2019	Regular	0.00	910.36	53726
02283	Recology Auburn Placer	01/15/2019	Regular	0.00	643.47	53727
02223	Rexel Inc (Platt - Rancho Cordova)	01/15/2019	Regular	0.00	555.19	53728
02302	Riebes Auto Parts, LLC	01/15/2019	Regular	0.00	31.24	53729
02328	Rocklin Windustrial Co	01/15/2019	Regular	0.00	242.77	53730
02357	Sacramento Municipal Utility District (SMUD)	01/15/2019	Regular	0.00	9,374.71	53731
02049	Stemple, Michael	01/15/2019	Regular	0.00	300.00	53732
02667	US Bank Corporate Payments Sys (CalCard)	01/15/2019	Regular	0.00	24,865.12	53733
	**Void**	01/15/2019	Regular	0.00	0.00	53734
	**Void**	01/15/2019	Regular	0.00	0.00	53735

Check Report

Date Range: 01/01/2019 - 01/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	**Void**	01/15/2019	Regular	0.00	0.00	53736
	**Void**	01/15/2019	Regular	0.00	0.00	53737
	**Void**	01/15/2019	Regular	0.00	0.00	53738
	**Void**	01/15/2019	Regular	0.00	0.00	53739
	**Void**	01/15/2019	Regular	0.00	0.00	53740
	**Void**	01/15/2019	Regular	0.00	0.00	53741
	**Void**	01/15/2019	Regular	0.00	0.00	53742
	**Void**	01/15/2019	Regular	0.00	0.00	53743
02690	Verizon Wireless	01/15/2019	Regular	0.00	1,242.25	53744
01687	W. W. Grainger, Inc.	01/15/2019	Regular	0.00	274.78	53745
03445	Zlotnick, Greg	01/15/2019	Regular	0.00	89.95	53746
01041	Afman, Todd R	01/22/2019	Regular	0.00	126.90	53747
03406	Alpha Analytical Laboratories Inc.	01/22/2019	Regular	0.00	1,018.00	53748
01241	Bureau of Reclamation CCAO	01/22/2019	Regular	0.00	5,361.00	53749
03649	Caggiano General Engineering, Inc.	01/22/2019	Regular	0.00	236,322.00	53750
01375	City of Sacramento	01/22/2019	Regular	0.00	6,920.38	53751
01378	Clark Pest Control of Stockton	01/22/2019	Regular	0.00	150.00	53752
02214	County of Placer Engineering & Surveying	01/22/2019	Regular	0.00	781.25	53753
01494	Dewey Services Inc.	01/22/2019	Regular	0.00	85.00	53754
01634	Folsom Lake Ford, Inc.	01/22/2019	Regular	0.00	393.81	53755
03091	Granite Bay Ace Hardware	01/22/2019	Regular	0.00	64.60	53756
01733	Harris Industrial Gases	01/22/2019	Regular	0.00	56.79	53757
01763	Holt of California	01/22/2019	Regular	0.00	1,431.76	53758
03682	HydroScience Engineers, Inc.	01/22/2019	Regular	0.00	11,280.00	53759
03383	Inferrera Construction Management Group, Inc.	01/22/2019	Regular	0.00	27,595.00	53760
01814	J. Fletcher Creamer & Son, Inc.	01/22/2019	Regular	0.00	241,363.18	53761
03533	M&C Bliss Enterprises Inc	01/22/2019	Regular	0.00	85.79	53762
02649	MUFG Union Bank, N.A.	01/22/2019	Regular	0.00	1,799,808.79	53763
02150	Pace Supply Corp	01/22/2019	Regular	0.00	511.45	53764
03694	Pro Team Cleaning Inc.	01/22/2019	Regular	0.00	5,833.00	53765
02281	Ray A Morgan Company Inc	01/22/2019	Regular	0.00	237.90	53766
02223	Rexel Inc (Platt - Rancho Cordova)	01/22/2019	Regular	0.00	2,064.15	53767
02293	RFI Enterprises, Inc	01/22/2019	Regular	0.00	51.34	53768
02328	Rocklin Windustrial Co	01/22/2019	Regular	0.00	49.55	53769
02514	State Water Resources Control Board - SWRCB	01/22/2019	Regular	0.00	31,264.00	53770
02580	The Eidam Corporation	01/22/2019	Regular	0.00	11,159.90	53771
02581	The Ferguson Group, LLC	01/22/2019	Regular	0.00	12.99	53772
02463	The New AnswerNet	01/22/2019	Regular	0.00	275.00	53773
02638	Tyler Technologies, Inc.	01/22/2019	Regular	0.00	4,780.00	53774
02743	Wienhoff & Associates, Inc.	01/22/2019	Regular	0.00	70.00	53775
01041	Afman, Todd R	01/28/2019	Regular	0.00	427.98	53777
03406	Alpha Analytical Laboratories Inc.	01/28/2019	Regular	0.00	849.00	53778
03657	Anderson, Chana	01/28/2019	Regular	0.00	1,950.00	53779
03548	Digital Deployment, Inc.	01/28/2019	Regular	0.00	1,200.00	53780
03621	Eletrick Motorsports, Inc.	01/28/2019	Regular	0.00	45.48	53781
01634	Folsom Lake Ford, Inc.	01/28/2019	Regular	0.00	209.46	53782
03091	Granite Bay Ace Hardware	01/28/2019	Regular	0.00	137.61	53783
02150	Pace Supply Corp	01/28/2019	Regular	0.00	795.36	53784
02146	PG&E	01/28/2019	Regular	0.00	10.00	53785
02223	Rexel Inc (Platt - Rancho Cordova)	01/28/2019	Regular	0.00	799.11	53786
02328	Rocklin Windustrial Co	01/28/2019	Regular	0.00	502.57	53787
02700	Viking Shred LLC	01/28/2019	Regular	0.00	50.00	53788
01687	W. W. Grainger, Inc.	01/28/2019	Regular	0.00	1,345.32	53789
01328	Association of California Water Agencies / Joint P	01/07/2019	EFT	0.00	7,533.43	405773
03387	WageWorks, Inc	01/07/2019	EFT	0.00	351.15	405774
01604	Fastenal Company	01/09/2019	EFT	0.00	180.18	405775
01611	Ferguson Enterprises, Inc	01/09/2019	EFT	0.00	556.19	405776
03237	GM Construction & Developers, Inc	01/09/2019	EFT	0.00	27,785.00	405777
01741	HDR Engineering, Inc.	01/09/2019	EFT	0.00	15,839.49	405778
01794	Innovyze, Inc	01/09/2019	EFT	0.00	13,951.25	405779
01917	Kennedy/Jenks Consultants, Inc.	01/09/2019	EFT	0.00	952.50	405780

## Check Report

Date Range: 01/01/2019 - 01/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03628	Lees Automotive Repair Inc.	01/09/2019	EFT	0.00	1,116.97	405781
02027	Mcmaster-Carr Supply Company	01/09/2019	EFT	0.00	196.84	405782
02308	River City Staffing, Inc.	01/09/2019	EFT	0.00	917.20	405783
02572	Thatcher Company of California, Inc.	01/09/2019	EFT	0.00	4,226.40	405784
02674	Utility Services Associates, LLC	01/09/2019	EFT	0.00	2,714.00	405785
02710	WageWorks, Inc	01/09/2019	EFT	0.00	86.00	405786
02730	Western Area Power Administration	01/09/2019	EFT	0.00	2,412.00	405787
03681	Allied Electronics Inc.	01/15/2019	EFT	0.00	1,221.38	405788
01232	Brower Mechanical, Inc.	01/15/2019	EFT	0.00	590.00	405789
01330	CDW Government LLC	01/15/2019	EFT	0.00	1,726.81	405790
01357	Cheyenne Livestock & Products Inc	01/15/2019	EFT	0.00	560.00	405791
01521	DataProse, LLC	01/15/2019	EFT	0.00	9,906.44	405792
01509	Domenichelli & Associates, Inc.	01/15/2019	EFT	0.00	8,495.00	405793
01532	E&M Electric & Machinery, Inc.	01/15/2019	EFT	0.00	26,362.50	405794
01611	Ferguson Enterprises, Inc	01/15/2019	EFT	0.00	1,429.76	405795
01741	HDR Engineering, Inc.	01/15/2019	EFT	0.00	12,263.76	405796
01917	Kennedy/Jenks Consultants, Inc.	01/15/2019	EFT	0.00	4,512.50	405797
03628	Lees Automotive Repair Inc.	01/15/2019	EFT	0.00	1,629.55	405798
02027	Mcmaster-Carr Supply Company	01/15/2019	EFT	0.00	73.48	405799
01472	Mel Dawson, Inc.	01/15/2019	EFT	0.00	3,083.60	405800
02308	River City Staffing, Inc.	01/15/2019	EFT	0.00	756.69	405801
02572	Thatcher Company of California, Inc.	01/15/2019	EFT	0.00	496.74	405802
02162	Tobin, Pamela	01/15/2019	EFT	0.00	19.62	405803
03387	WageWorks, Inc	01/15/2019	EFT	0.00	259.15	405804
03681	Allied Electronics Inc.	01/22/2019	EFT	0.00	58.60	405805
01210	Blackburn Manufacturing Company	01/22/2019	EFT	0.00	301.99	405806
01234	Bryce HR Consulting, Inc.	01/22/2019	EFT	0.00	1,225.00	405807
01486	Department of Energy	01/22/2019	EFT	0.00	740.03	405808
03237	GM Construction & Developers, Inc	01/22/2019	EFT	0.00	6,005.85	405809
01741	HDR Engineering, Inc.	01/22/2019	EFT	0.00	21,254.00	405810
03693	ML Staffing, LLC	01/22/2019	EFT	0.00	270.00	405811
02308	River City Staffing, Inc.	01/22/2019	EFT	0.00	2,017.84	405812
03385	S.J. Electro Systems, Inc	01/22/2019	EFT	0.00	2,870.00	405813
03298	United Rentals (North America), Inc.	01/22/2019	EFT	0.00	91.27	405814
01898	Association of California Water Agencies / JPIA	01/28/2019	EFT	0.00	36,316.00	405815
	**Void**	01/28/2019	EFT	0.00	0.00	405816
01210	Blackburn Manufacturing Company	01/28/2019	EFT	0.00	114.50	405817
01330	CDW Government LLC	01/28/2019	EFT	0.00	111.79	405818
01611	Ferguson Enterprises, Inc	01/28/2019	EFT	0.00	473.60	405819
03237	GM Construction & Developers, Inc	01/28/2019	EFT	0.00	6,029.48	405820
01721	Hach Company	01/28/2019	EFT	0.00	126.26	405821
02275	Ramos Oil Recyclers, Inc.	01/28/2019	EFT	0.00	462.91	405822
02308	River City Staffing, Inc.	01/28/2019	EFT	0.00	917.20	405823
03385	S.J. Electro Systems, Inc	01/28/2019	EFT	0.00	3,710.00	405824
03387	WageWorks, Inc	01/28/2019	EFT	0.00	259.15	405825
02710	WageWorks, Inc	01/28/2019	EFT	0.00	86.00	405826
02730	Western Area Power Administration	01/28/2019	EFT	0.00	2,403.00	405827
01328	Association of California Water Agencies / Joint P	01/28/2019	EFT	0.00	7,533.43	405828
03077	VALIC	01/11/2019	Bank Draft	0.00	4,987.81	0007671872
03077	VALIC	01/25/2019	Bank Draft	0.00	5,087.81	0007683514
01641	Sun Life Assurance Company of Canada	01/06/2019	Bank Draft	0.00	9,893.68	100427103
03078	CalPERS Health	01/07/2019	Bank Draft	0.00	42,291.34	1001237251
03078	CalPERS Health	01/07/2019	Bank Draft	0.00	37,374.75	1001237251
03078	CalPERS Health	01/07/2019	Bank Draft	0.00	42,105.88	1001237251
03130	CalPERS Retirement	01/11/2019	Bank Draft	0.00	34,413.34	1001240744
01366	Citistreet/CalPERS 457	01/11/2019	Bank Draft	0.00	3,724.51	1001240748
03130	CalPERS Retirement	01/25/2019	Bank Draft	0.00	34,476.18	1001248670
01366	Citistreet/CalPERS 457	01/25/2019	Bank Draft	0.00	3,724.51	1001248674
03080	California State Disbursement Unit	01/11/2019	Bank Draft	0.00	750.92	D3MOF3K6657
03080	California State Disbursement Unit	01/25/2019	Bank Draft	0.00	750.92	UAQ08216657
03163	Economic Development Department	01/14/2019	Bank Draft	0.00	11,463.30	1-491-987-264



Check Report

Date Range: 01/01/2019 - 01/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03163	Economic Development Department	01/25/2019	Bank Draft	0.00	10,342.36	1-622-382-400
01039	American Family Life Assurance Company of Colu	01/25/2019	Bank Draft	0.00	691.28	Q3869 1-25-19
01039	American Family Life Assurance Company of Colu	01/25/2019	Bank Draft	0.00	691.28	Q3869 01-25-19
03164	Internal Revenue Service	01/11/2019	Bank Draft	0.00	47,874.84	2709411425242
03164	Internal Revenue Service	01/25/2019	Bank Draft	0.00	47,674.34	2709425446572

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	166	96	0.00	2,517,121.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	-92.28
Bank Drafts	18	18	0.00	338,319.05
EFT's	87	56	0.00	245,583.48
	<b>271</b>	<b>181</b>	<b>0.00</b>	<b>3,100,932.12</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	166	96	0.00	2,517,121.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	-92.28
Bank Drafts	18	18	0.00	338,319.05
EFT's	87	56	0.00	245,583.48
	<b>271</b>	<b>181</b>	<b>0.00</b>	<b>3,100,932.12</b>

### Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	1/2019	3,100,932.12
			<b>3,100,932.12</b>



San Juan Water District, CA

# Vendor History Report

By Vendor Name

Posting Date Range 07/01/2018 - 01/31/2019

Payment Date Range -

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description				Amount			Account Name	Dist Amount					
<b>Vendor Set: 01 - Vendor Set 01</b>													
<b>02556 - Costa, Ted</b>													
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	574.87	010-010-52110		Training - Meetings, Education & Trai	287.44					
					050-010-52110		Training - Meetings, Education & Trai	287.43					
<b>01916 - Miller, Ken</b>													
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	16.90	010-010-52110		Training - Meetings, Education & Trai	15.21					
					050-010-52110		Training - Meetings, Education & Trai	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	13.63	010-010-52110		Training - Meetings, Education & Trai	6.82					
					050-010-52110		Training - Meetings, Education & Trai	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	1,757.98	010-010-52110		Training - Meetings, Education & Trai	878.99					
					050-010-52110		Training - Meetings, Education & Trai	878.99					
<b>03092 - Rich, Dan</b>													
Exp Reimb 09-2018	Mileage Reimb-EE BBQ					53350	10/15/2018	6.00	0.00	0.00	0.00	6.00	6.00
Mileage Reimb-EE BBQ		0.00	0.00	6.00	010-010-52110		Training - Meetings, Education & Trai	3.00					
					050-010-52110		Training - Meetings, Education & Trai	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	9.27	010-010-52110		Training - Meetings, Education & Trai	4.64					
					050-010-52110		Training - Meetings, Education & Trai	4.63					
Exp Reimb 11-2018	ACWA Fall Conference Expense Reimb 11-2018 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	213.43	010-010-52110		Training - Meetings, Education & Trai	106.72					
					050-010-52110		Training - Meetings, Education & Trai	106.71					
<b>02162 - Tobin, Pamela</b>													
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	160.70	010-010-52110		Training - Meetings, Education & Trai	80.35					
					050-010-52110		Training - Meetings, Education & Trai	80.35					
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
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 M€8/31/2018					405608	9/10/2018	38.70	0.00	0.00	0.00	38.70	38.70

**Vendor History Report**

**Posting Date Range 07/01/2018 - 01/31/2019**

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 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-Various Meetings	9/30/2018		405667	10/15/2018	173.33	0.00	0.00	0.00	173.33	173.33	
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-Various Meetings	10/26/2018		405718	11/13/2018	83.93	0.00	0.00	0.00	83.93	83.93	
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	12/10/2018	321.59	0.00	0.00	0.00	321.59	321.59	
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 Various Meetings	12/26/2018		405803	1/15/2019	19.62	0.00	0.00	0.00	19.62	19.62	
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						
<b>Vendors: (4)</b>						<b>Total 01 - Vendor Set 01:</b>	<b>3,495.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,495.70</b>	<b>3,495.70</b>
<b>Vendors: (4)</b>						<b>Report Total:</b>	<b>3,495.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,495.70</b>	<b>3,495.70</b>



Payroll Set: 01-San Juan Water District

<u>Employee Number</u>	<u>Employee Name</u>	<u>Pay Code</u>	<u># of Payments</u>	<u>Units</u>	<u>Pay Amount</u>
<a href="#">0690</a>	Costa,Ted	Reg - Regular Hours	7	29.00	3,625.00
			<b>0690 - Costa Total:</b>	<b>29.00</b>	<b>3,625.00</b>
<a href="#">1028</a>	Hanneman,Martin W	Reg - Regular Hours	7	34.00	4,250.00
			<b>1028 - Hanneman Total:</b>	<b>34.00</b>	<b>4,250.00</b>
<a href="#">0670</a>	Miller,Ken	Reg - Regular Hours	7	26.00	3,250.00
			<b>0670 - Miller Total:</b>	<b>26.00</b>	<b>3,250.00</b>
<a href="#">1003</a>	Rich,Daniel T	Reg - Regular Hours	7	20.00	2,500.00
			<b>1003 - Rich Total:</b>	<b>20.00</b>	<b>2,500.00</b>
<a href="#">0650</a>	Tobin,Pamela	Reg - Regular Hours	7	46.00	5,750.00
			<b>0650 - Tobin Total:</b>	<b>46.00</b>	<b>5,750.00</b>
			<b>Report Total:</b>	<b>155.00</b>	<b>19,375.00</b>



Payroll Set: 01-San Juan Water District

<u>Account</u>	<u>Account Description</u>	<u>Units</u>	<u>Pay Amount</u>
<a href="#">010-010-58110</a>	Director - Stipend	77.50	9,687.50
	<b>010 - WHOLESALE Total:</b>	<b>77.50</b>	<b>9,687.50</b>
<a href="#">050-010-58110</a>	Director - Stipend	77.50	9,687.50
	<b>050 - RETAIL Total:</b>	<b>77.50</b>	<b>9,687.50</b>
	<b>Report Total:</b>	<b>155.00</b>	<b>19,375.00</b>



Payroll Set: 01-San Juan Water District

<u>Pay Code</u>	<u>Description</u>	<u># of Payments</u>	<u>Units</u>	<u>Pay Amount</u>
Reg	Regular Hours	35	155.00	19,375.00
		<b>Report Total:</b>	<b>155.00</b>	<b>19,375.00</b>

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

July 2018 - January 2019								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	7,513.02	\$ 1,783,797	7,456.86	\$ 1,779,240	(56.16)	-0.7%	\$ (4,557)	-0.3%
Citrus Heights Water District	6,780.38	\$ 1,778,957	5,924.72	\$ 1,709,528	(855.66)	<b>-12.6%</b>	\$ (69,429)	-3.9%
Fair Oaks Water District	4,837.29	\$ 1,560,983	3,998.94	\$ 1,492,960	(838.35)	<b>-17.3%</b>	\$ (68,023)	-4.4%
Orange Vale Water Co.	2,483.45	\$ 602,145	2,588.39	\$ 610,660	104.94	4.2%	\$ 8,515	1.4%
City of Folsom	745.54	\$ 176,619	715.03	\$ 174,144	(30.51)	-4.1%	\$ (2,476)	-1.4%
Granite Bay Golf Course	196.63	\$ 8,500	200.90	\$ 8,685	4.27	2.2%	\$ 185	2.2%
Sac Suburban Water District	8,400.00	\$ 1,482,516	9,028.38	\$ 1,603,775	628.38	7.5%	\$ 121,259	8.2%
Water Transfer	3,840.00	\$ 1,536,000	2,808.00	\$ 1,123,200	(1,032.00)	<b>-26.9%</b>	\$ (412,800)	-26.9%
<b>TOTAL</b>	<b>34,796.31</b>	<b>\$ 8,929,517</b>	<b>32,721.22</b>	<b>\$ 8,502,191</b>	<b>(2,075.09)</b>	<b>-6.0%</b>	<b>\$ (427,326)</b>	<b>-4.8%</b>

Budgeted Deliveries	34,796.31
Actual Deliveries	32,721.22
Difference	(2,075.09)
	-6%

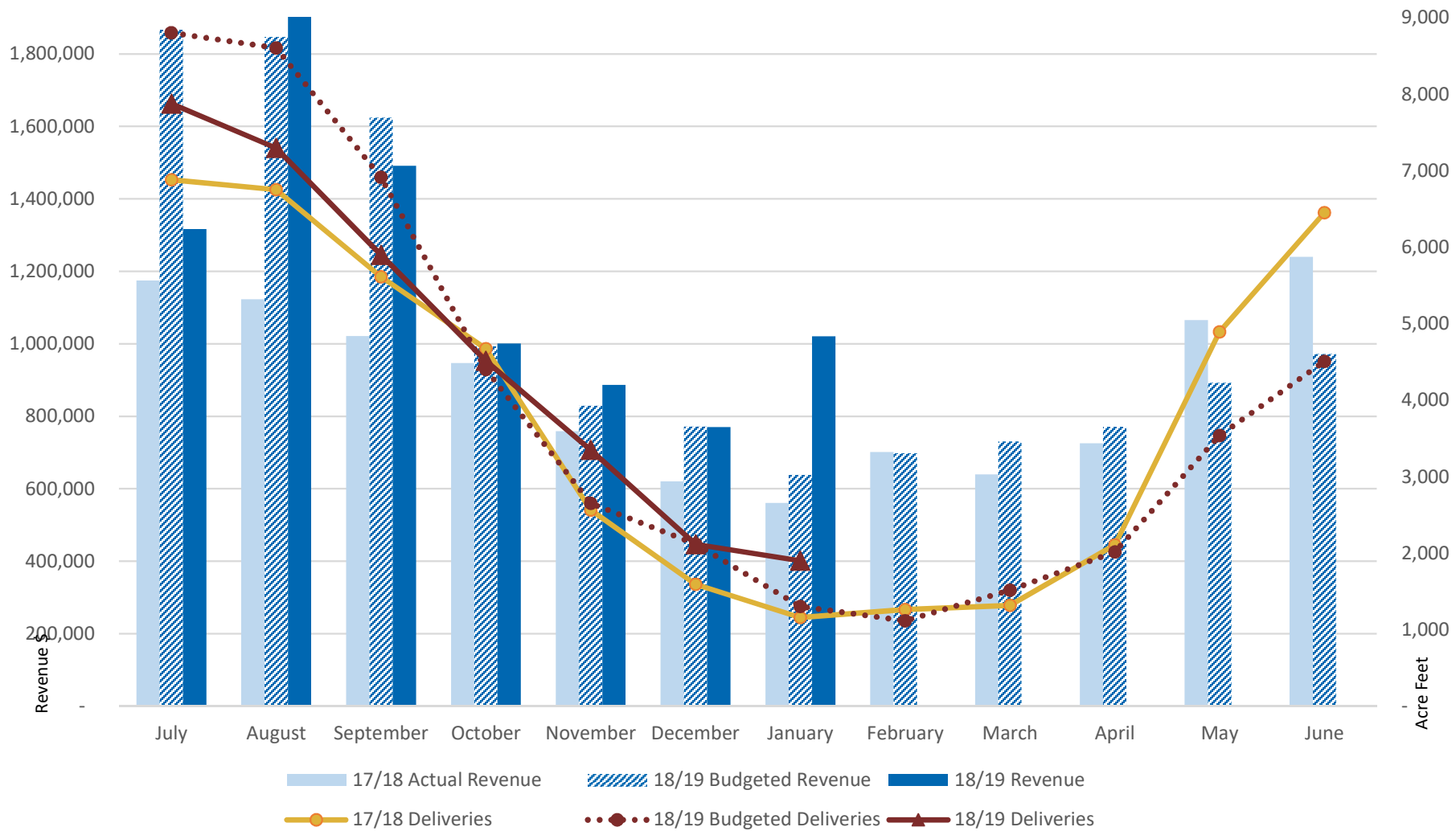
Budgeted Water Sale Revenue	\$8,929,517
Actual Water Sale Revenue	\$8,502,191
Difference	\$ (427,326)
	-4.8%

**Conclusion:**

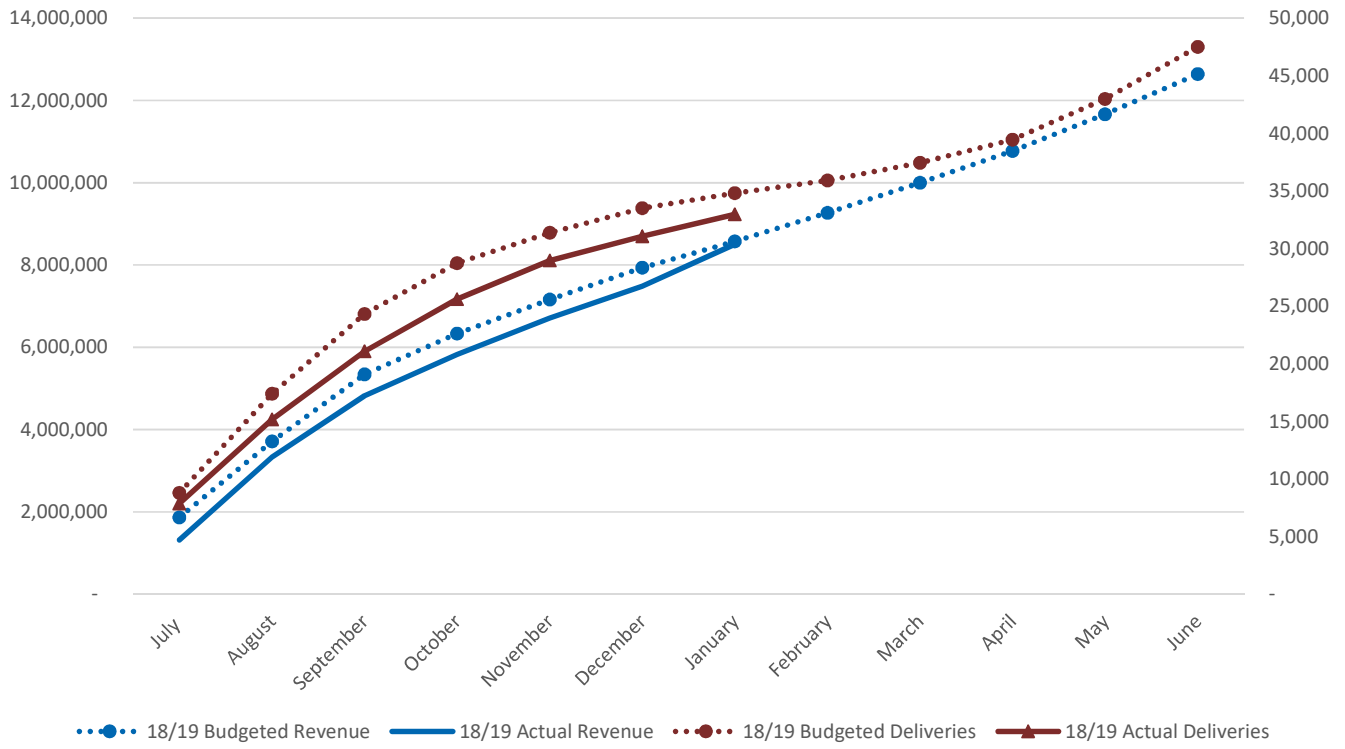
January water deliveries were slightly higher than anticipated in this monthly budget. Less than anticipated deliveries to the wholesale customer agencies were offset by water treated for SSWD, which was not anticipated in the budget. The budget anticipated treating water for SSWD through December. Deliveries and revenues remain slightly under budget but have improved to -6% and -4.8% respectively. But for the decrease in the acre feet transferred, the wholesale agencies and SSWD took 3.4% less than expected in the first seven months of the fiscal year, resulting in revenues which are tracking fairly well with the budget, just .2% under budget. The decrease in revenues from the 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



# AGENDA ITEM VI-1.2



## California Special Districts Association

*Districts Stronger Together*

**DATE:** February 15, 2019

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT B**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

### **Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
Fax: 916.442.7889  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

**Northern Network** Seat B-Greg Orsini, GM, McKinleyville Community Services District\*  
**Sierra Network** Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District \*  
**Bay Area Network** Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District\*  
**Central Network** Seat B-Tim Ruiz, GM, West Niles Community Services District  
**Coastal Network** Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District\*  
**Southern Network** Seat B-Bill Nelson, Director, Orange County Cemetery District

(\* = Incumbent is running for re-election)

#### **AGAIN, THIS YEAR!**

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [Amberp@csda.net](mailto:Amberp@csda.net) by April 17, 2019 in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

**Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax, mail, or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732      (916) 442-7889 fax

amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019***



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

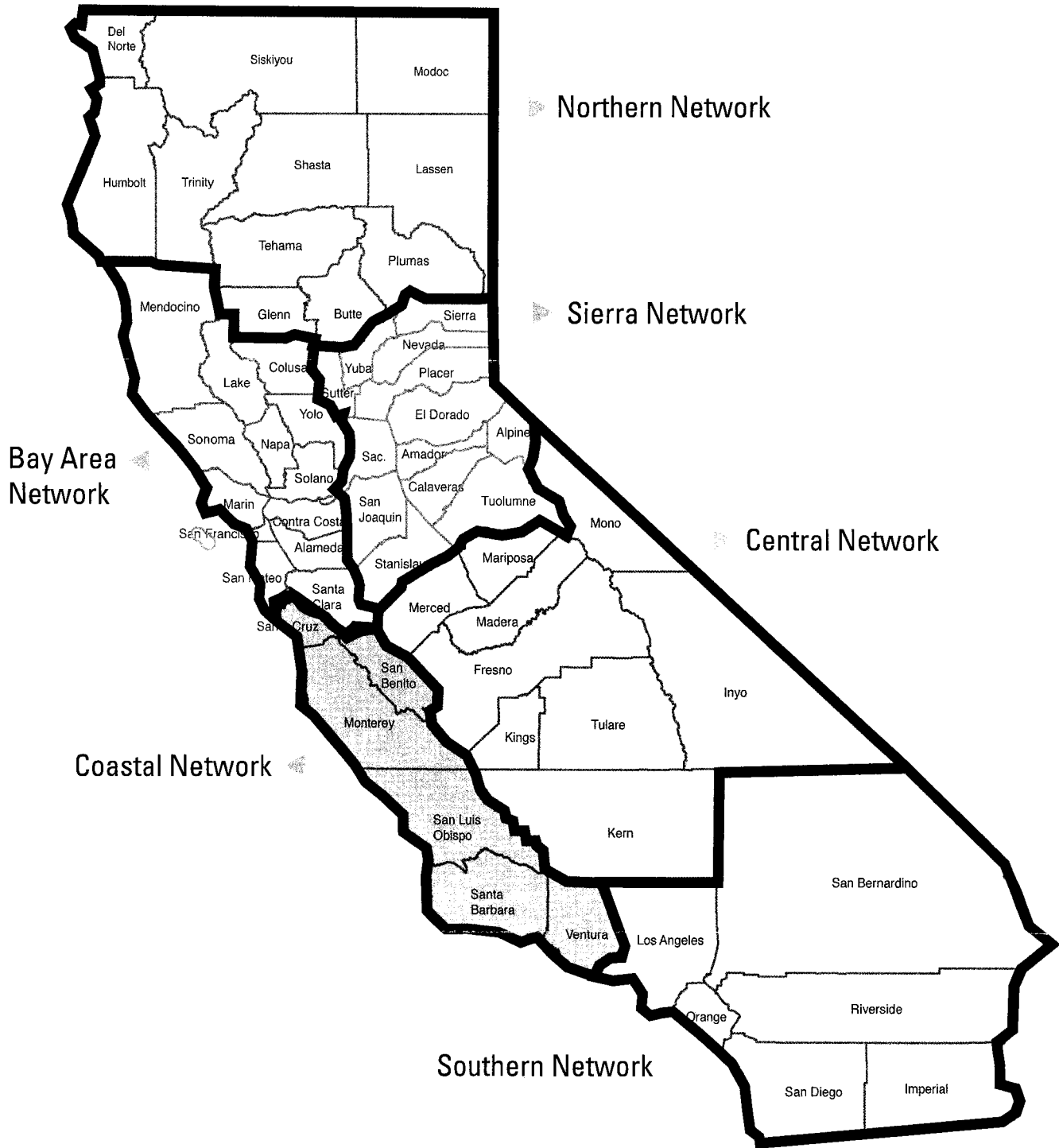
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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



California Special Districts Association  
**DISTRICT NETWORKS**



# AGENDA ITEM VII-1, 2, 3.1 and 3.2

DIRECTOR TOBIN'S REPORT 2/23/2019

## **ACWA Board January 2019**

### Working Group of the Regions

Further discussion on this topic resulted in a work group to explore the possibilities of financially assisting qualifying members that wish to send staff and important selected personnel to conferences and regional events. Many small and rural agencies have budget constraints that prohibit attendance of events. The majority of the board wanted to discover and perhaps identify funding sources, citing broader participation and promote new water professionals into the association. I volunteered to work with this group to consider and identify scholarships, sponsorships, ACWA carry over funds and other funding sources.

### Safety Concerns of ACWA Office Location

The board unanimously agreed to send a letter of intent to lease a newer property at 980-9<sup>th</sup> Street, Sacramento. This does not commit ACWA, but while discovery is ongoing to identify either staying and remodeling and security 24hr security or move to another location that offers 24 parking spaces and 24hr security is being considered. There is an immediate need for security as conditions of drug abuse and homelessness and a lack of police presence is a matter of immediate concern. The board directed the EC committee to bring this forward as soon as possible.

### Executive Directors Report

Many of the topics of Safe Drinking Water for DACS, Headwater/Forest Management, Leadership on Bay Delta Flows & Conveyance, Groundwater Sustainability and Replenishment, Water Storage Projects, Sound Energy Policies, Long-Term Water Use Efficiency, Organizational Stability, Financial Stability, Membership Focus, Communication and Outreach, State and Federal Relations, etc...all covered at the ACWA Workshop that was held the day before this meeting on 1/24/2019 at the Farm Bureau Conference Center.

### Energy & Water Resources Policy Principles

Board adopted a draft of ACWA Energy and Water Resources Policy Principles. This includes Local Control, Cost Effective Energy Supplies, Greenhouse Gas Emissions, Water Energy Nexus recognizing energy use within the water sector, a Diverse Energy Portfolio for ensuring energy reliability, Energy Generation and Storage, Load Shifting with voluntary shifting water agency use to off peak times, the role of Hydropower in CA.'s Energy Portfolio and timely regulator approvals.

2018 Third Quarter Financial Statements that were presented were approved.



Conference location were decided that they would be held in Monterey and Sacramento alternately from one year to the next. Sacramento will host 2022 and 2024 conferences.

Policy Revision AR-6.5, Huell Howser "Best in Blue Award" will be amended the eligibility timeline from a calendar year to a fiscal year. Through the 2019 transition year, an 18 month program eligibility for 2019 applications will be Jan 1, 2018- June 30, 2019 and then will return to a 12 month 1, 2019-June 30, 2020) for 2020 applicants.

#### Council for Past Presidents

The Board passed the recommendation to implement a lasting symbol of recognition in honor of the former EC John P. Fraser. It will provide funding for an outgoing reserved spot for WEF's annual William R. Gianelli Water Leaders Class in the name of John P. Fraser and rename the ACWA's Emissary Award to the John P. Fraser Award.

#### ACWA Safe Drinking Water Solutions for Disadvantaged Communities

The bill that ACWA sponsored legislation bill with co-sponsor CA Municipal Utilities Assoc has to be submitted by Feb 25<sup>th</sup>, 2019. ACWA is proposing a Water Trust, funded with General Fund dollars from the budget surplus. The trust principle (e.g.\$725 M) would be invested to generate net income to a safe drinking water fund to assist with O&M costs at community water systems in these disadvantage communities that don't have safe drinking water. Governor Newsome supports a statewide water tax. His budge includes \$168.5M in Prop 68 funding for technical assistance, grants and loans, \$10M from the General Fund for the State Water Board to address drinking water emergencies in disadvantaged communities and \$10M to provide administrative, technical, operational, or managerial services to water systems.

**AB401 from 2015** requires the SWB to develop a plan for low income water rate assistance program, it includes household that are at or below 200% of the federal poverty guideline. That means some sort of water subsidy for 1/3 of CA households. SWB's Draft Report on AB 401 has comments due by Feb 1<sup>st</sup> and highlight revenue source a combination of a quarter percent personal income tax increase on income above \$1M and with a sales tax on bottled water.

ACWA continues to work with the Water management committee urban water use efficiency subcommittee. SWB is developing standards for leak loss in water conservation regulations. ACWA is working on those regulations and are out ahead of what we know about the problem.

DWR released a public review draft update 2018 to the CA water plan. They received comments by Jan 21, 2019. Not sure what they will do with new comments that they rec'd still needs to be determined.

The Federal Affairs is working on an infrastructure package to move forward. A draft letter is going to be sent to the Region Chairs requesting information on loan programs that have worked and on ones that have not worked so ACWA can use as a tool at the D.C. Conference in February 2019.

- The Federal Outreach Award that will be presented at the DC Conference must have applications submitted by Feb 1, 2019.
- This is an election year for committee appointments.
- The Legislative Symposium is March 6<sup>th</sup> at the Sacramento Convention Center.
- ACWA 2019 Spring Conference is May 7-10, 2019 at the Monterey Conference Center in Monterey..
- ACWA 2019 Fall Conference is Dec 3-6, 2019 at the Manchester Grand Hyatt in San Diego

#### **Region 4**

Region 4 had our board meeting on January 31<sup>st</sup>, 2019. The work plan was updated and upcoming Regional Tours for Region 4 and helping Region 2 were discussed and have a work plan in motion.

#### **JPIA**

- Private Captive Insurance Company – JPIA created a private “captive” insurance company in a long term strategy which will save JPIA members significant money on their insurance needs. It won’t change the risk profile and will not add any additional significant expenses to operating expenses.
- Executive Committee Elections ~will be held on May 6<sup>th</sup>, 2019 at the Spring Conference in Monterey.
- Calif. Wildfires Update ~ JPIA worked with Lloyd’s of London and was able to advance over \$1million to meet the immediate needs and begin the rebuilding process in the Ranch Fire, Thomas Fire, Carr Fire and the Paradise fire which took the brunt of the fire’s damage.

#### **SGA~ Feb 14, 2019**

- Exec. Director Recruitment Process . With the assistance of the Roberts Consulting Group, Inc RWA has the responsibility to recruit and hire staff. Three members of the nine-member Executive Committee are also members of SGA Board of Directors: (Paul Schubert, Pam Tobin and Marcus Yasutake).
- Feb 18, 2019 Brochure Final and Mailed to candidates and advertisement placed

- March 18, 2019 Deadline for submission of resumes
- March 27, 2019 RWA Exec Committee, review of candidates
- Mid-April, 2019 Interviews.

Both RWA & SGA Boards must approve of the recommendation for Executive Committee.

### **Fiscal year 2019-2020 Budget**

A budget subcommittee was appointed: Caryl Sheehan, Marcus Yasutake, Paul Schubert, Pam Tobin

**Interim Exec Dir Appointment:** Rob Swartz was appointed for a period beginning March 1, 2019 or until a new permanent Exec Dir begins work or June 30, 2019, whichever ever comes first. He will be paid \$16,704 per month for the position which is 10% high than Managers of Technical Services Step 6. Exhibit A. He will go back to his former pay scale once the interim is over. (Exec Director Compensation is \$20,711 per month).

- Groundwater Management Program Update ~ The GSP (Groundwater Sustainability Plan) for the North American Subbasin (Nasb) is progressing with completed environmental documents for installing shallow and deep monitoring wells in Placer & Sutter County
- Installed water level monitoring equipment in 6 existing wells and surface water flow measuring equipment at 4 location in Placer and Sutter Counties

The funding Plan is attached. Exhibit C

**PCWA 2x2 meeting Feb 1, 2019** discussed Regulatory and Legislative updates. Local and Regional Water infrastructure updates were provided in the PCWA report and helping PCWA with future water needs was discussed with a timeline of construction and water needs pushing out as far as 5-10 yrs in the future.

### **RWA ~ Special meeting February 15, 2019**

Rob Swartz was offered and accepted the Interim Executive Director position for a period beginning March 1, 2019 until new permanent Exec Dir begins work or June 30<sup>th</sup>, 2019, whichever comes first. The Board approved a pay scale of \$16,704 per month for the position of interim ED. Rob has agreed not to apply for the ED position. Rob will go back to his existing salary of the Manager of Technical Services.

Roberts Consulting Group, Inc is the recruiting consulting firm hired by RWA & SGA. On Feb 18, 2019 they mailed letters inviting potential candidates and placed advertisement. On March 18, 2019 will be the deadline to receive resumes. That gives 4 weeks to do recruitment. On March 27, 2019 the Executive Committee will meet to review leading candidates. And then approx April 15, 2019 the search committee interviews candidates. In that time "skype" interviews will happen, news articles will be pulled, background checks made, information seeking to fill any gaps in the resumes, credit and criminal checks, DMV report and legal discoveries will take place with regards to the candidate pool identified.

The RCG Consulting firm was expressly hired to do the new Executive Director search. Paul's suggestion that the succession planning process was scoped due to the Finance Manger position is probably a misunderstanding on his part. The Finance Manager position is a staff position and the responsibility to plan for succession lies solely with the Exec Director. It would probably also be done with the HR consultant the RWA hired. The Succession Planning Committee which I sat on was always scoped to address the replacement of the ED, hence the participation of Board members and the focus on selection of the executive recruitment firm.

Paul stated that the salary of the RWA ED has increased 42% over the last five years. His opinion is not based in fact. The salary for RWA ED increased 36% from January 1, 2014 to January 1, 2019, from \$182,508 to \$248,526. 7% of this increase was a result of shifting the PERS employee share from an RWA expense to an employee deduction. I believe SJWD handled this shift similarly. Thus the "real" increase was 29% over the five year period. Of that 29%, 9% was from cost of living increases which the board had voted in 2014 to make automatic. So, the net increase in pay for merit was around 20% over five years. This is identical to the step increases that staffs typically accrue for satisfactory performance.

While even this 20% is a significant increase, it has to be viewed in terms of the previous period. In the prior six years from 2008 to 2014, the ED salary increased by 9.5%. As a result, when RWA completed a total compensation survey at the end of 2012, the ED salary was below the bottom of the recommended range. This occurred during the long recession, so there was a concerted effort by the Board in 2014 and beyond to make up for a long period with minimal increases, and to make COLA automatic so as not to fall substantially below the market again. The RWA Board has not identified a need to "save money on the ED position." Not sure where that budget interpretation comes from.

In the last two surveys, RWA has used total compensation rather than salary as a comparator. This can be a significant difference when considering factors like the CalPERS formula. The 3%@60 of SJWD and 2.7%@55 plan of PCWA cost the agencies significantly more than the 2%@55 that RWA provides. The link below is on the RWA website <https://rwah2o.org/wp-content/uploads/2016/06/400.2-Compensation-Policy.pdf>

The larger question should really be what should be the SJWD Board's role in setting RWA salary and when should the input come. In my opinion, having the RWA Board set a salary before even screening candidates is premature and potentially detrimental to the process. The full RWA Board was briefed on the recruitment process and the role of the Board in voting on a contract when a candidate is selected. Paul is the only Board member from whom Mr. Woodling has heard any concern.

I appreciate and value all the input I have been given.

**EXHIBIT A  
SGA POLICY 100.3**

**MONTHLY SALARY SCHEDULE OF SGA POSITIONS**

February 14, 2019

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Manager of Technical Services	\$12,655	\$13,161	\$13,667	\$14,174	\$14,680	\$15,186
Principal Project Manager	\$10,352	\$10,766	\$11,180	\$11,594	\$12,008	\$12,422
Senior Project Manager	\$8,704	\$9,053	\$9,399	\$9,748	\$10,096	\$10,444
Associate Project Manager	\$6,176	\$6,423	\$6,671	\$6,917	\$7,165	\$7,412
Finance & Administrative Services Manager I	\$7,749	\$8,059	\$8,369	\$8,678	\$8,988	\$9,299
Executive Assistant	\$5,186	\$5,394	\$5,601	\$5,809	\$6,016	\$6,224
Project Research Assistant	\$4,641	\$4,825	\$5,011	\$5,197	\$5,383	\$5,568

There is no range for the Executive Director position. The Executive Director's compensation is \$20,711 per month.

Exhibit A will be updated annually based on the November Consumer Price Index and/or when a new salary survey is completed.

## EXHIBIT C

### FUNDING PLAN

#### GROUNDWATER SUSTAINABILITY PLAN DEVELOPMENT

As shown in the table below, the total estimated cost to complete the GSP and associated activities is \$2,046,663. Of that total, \$1,320,261 in funding is made available through Partner in-kind time, past direct Partner contributions, and the DWR grant award. This leaves an unmet direct contribution funding amount of \$726,402.

<b>Total Project Cost</b>		<b>\$2,046,663</b>
<b>Existing Sources of Funding:</b>		
	In-Kind Partner Staff Time	\$258,630
	Direct Partner Contributions Prior to DWR Grant Award	\$67,395
	DWR Grant Award	\$994,276
<b>Direct Contributions Needed to Complete GSP</b>		<b>\$726,402</b>

The Partners have agreed that direct contributions needed to complete the GSP will be prorated to each Partner based on the proportion of the area covered within the Basin of each GSA as shown in the table below.

<b>Partner GSA</b>	<b>Percent Area of Basin</b>	<b>Direct Funding Contribution</b>
SGA	36.2	\$262,682
West Placer	33.4	\$242,980
South Sutter WD	19.4	\$141,021
Sutter County	5.8	\$42,194
RD1001	5.2	\$37,525
<b>Total</b>	<b>100</b>	<b>\$726,402</b>

The direct funding contribution of the Partners will be distributed over three years and is based on an estimate of the tasks being performed in any given year. The annual direct funding contribution of each Partner GSA is shown in the table below. Except as described in the Table Notes for the table below, SGA will be responsible for the hiring and payment of contractors to perform the scope of work associated with the entire GSP development. SGA will invoice the Partner GSAs for contributions when this Agreement becomes effective and in subsequent years on or about July 1 to ensure funding is available to pay contractors while awaiting reimbursement from the DWR grant.

Partner GSA	Year 1	Year 2	Year 3
SGA	\$183,877	\$52,536	\$26,268
West Placer	\$170,086	\$48,596	\$24,298
South Sutter WD	\$98,715	\$28,204	\$14,102
Sutter County	\$29,536	\$8,439	\$4,219
RD1001	\$26,268	\$7,505	\$3,753
<b>Total</b>	<b>\$508,482</b>	<b>\$145,280</b>	<b>\$72,640</b>

**Table Notes:**

- 1) The Year 1 contribution will be effective as of execution of this Agreement.
- 2) The Year 2 contribution will be effective July 1, 2019.
- 3) The Year 3 contribution will be effective July 1, 2020.
- 4) South Sutter WD will contract directly for the completion of Task 3.5, with a budget of \$55,084. This amount will be deducted from their required Year 1 contribution shown above.
- 5) West Placer will contract directly for completion of Task 4.1, with a budget of \$159,992. Of this amount, \$120,000 will be deducted from their Year 1 contribution and the remaining \$39,992 will be deducted from their Year 2 contribution.

Although not anticipated, the Partners have prepared for a contingency budget to manage potential cost overruns in the completion of the tasks needed to complete the GSP. The contingency assumes that the most likely cost overrun would be for contractor drilling of monitoring wells (Tasks 3.1 and 3.2). Assuming 20% for those costs equates to a contingency of approximately \$65,000. The contingency cost would be apportioned based on the area of the respective Partners GSA areas as shown in the table below

Partner GSA	Percent Area of Basin	Contingency Budget
SGA	36.2	\$23,530
West Placer	33.4	\$21,710
South Sutter WD	19.4	\$12,610
Sutter County	5.8	\$3,770
RD1001	5.2	\$3,380
<b>Total</b>	<b>100</b>	<b>\$65,000</b>



**North American Subbasin Groundwater Sustainability Plan Development Activity Status  
February 14, 2019**

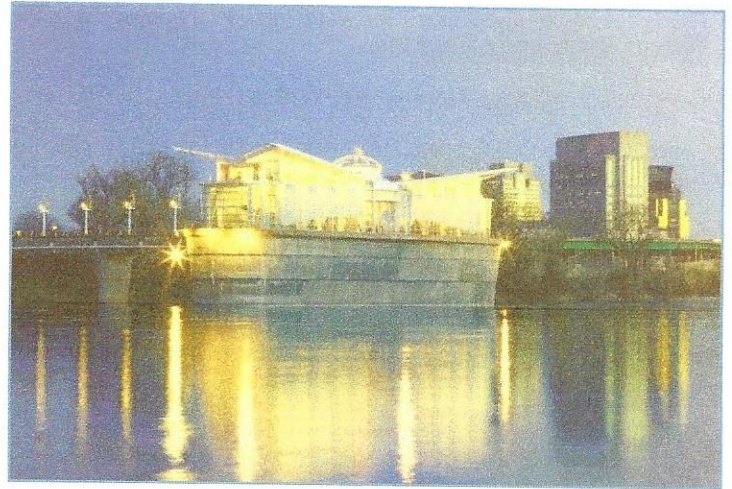
<b>Project Administration</b>	
	<b>Grant Administration</b>
	Submitted modification request to DWR to delete application preparation and add Placer County recharge study as local cost share. Preparing first quarter report and invoice. Getting new DWR grant manager assigned.
<b>Water Data Needs</b>	
	<b>Deep Monitoring Well Construction</b>
	CEQA complete and filed for Placer County and Roseville. Draft bid docs prepared with expected release in late February. Targeting May/June drilling.
	<b>Shallow Monitoring Well Construction</b>
	CEQA complete and filed for Placer and Sutter counties. Encroachment permits complete. Draft bid docs prepared with expected release in late February. Targeting May/June drilling.
	<b>Monitoring Well Transducer Installation</b>
	Installations complete into six existing wells and collecting measurements.
	<b>Water Quality Sampling</b>
	No Activity. Sampling anticipated in Fall 2019.
	<b>Surface Water Inflow/Outflow Monitoring</b>
	Transducers installed at all four locations. A temporary transducer was installed at Raccoon Creek which will be replaced with the permanent transducer soon.
<b>Groundwater Management Tool Needs</b>	
	<b>Regional Data Management System</b>
	Placer County Board approved contract. Kickoff meeting to be scheduled.
	<b>Regional Groundwater Model</b>
	SGA requested that consultant delay data request. SGA meeting with consultant team on March 5 to discuss how to best send out data request.
<b>GSP Development</b>	
	No activity to report.
<b>Public Notification and Communications</b>	
	Initial notification complete. Website complete. West Placer and SGA communications plans complete. Still need South Sutter, RD1001, and Sutter County communications plans.
<b>GSA Coordination</b>	
	<b>Intrabasin GSA Coordination</b>
	No January NASb meeting. February 4 meeting. Need to confirm next meeting for April.
	<b>Interbasin GSA Coordination</b>
	No activity. Need to schedule meetings with Yuba, Sutter, Yolo, and central Sacramento.

## EXECUTIVE DIRECTOR REGIONAL WATER AUTHORITY AND SACRAMENTO GROUNDWATER AUTHORITY

- \* A recognized leader in California water with a high level of credibility and strong contacts throughout the industry.
- \* Able to earn staff trust and facilitate teamwork.
- \* Organized and capable of managing multiple priorities; responsive to the needs of the members.
- \* Flexible, unbiased and possessing a high level of integrity.
- \* Diplomatic and tactful, with a good sense of humor.
- \* Willing to assess risks and take action, with the ability to make difficult decisions.
- \* A good administrator and capable of effective fiscal management.
- \* Able to work in a fast-moving and often changing environment while staying focused on the Authorities' priorities and established policies.
- \* Willing to take on any tasks necessary to success, recognizing the limited resources of the Authorities.
- \* A people person with a collaborative management style.

The Executive Director will be expected to routinely travel throughout the region, the State, and sometimes nationally to meet with constituents, make speaking engagements, attend conferences, and conduct other Authority business.

Please note that an Interim Executive Director has been appointed who will NOT be a candidate for the permanent position.



### COMPENSATION AND BENEFITS

The annual salary is open and negotiable, and will be dependent on the qualifications of the selected candidate. The Executive Director and staff are employees of the Regional Water Authority and receive a comprehensive benefits package that includes:

- \* **CalPERS Retirement** - 2% at 55 formula for qualifying current CalPERS members (classic). For employees new to CalPERS (after 2013) the formula is 2% at 62 (under PEPRA).
- \* **Medical, Dental and Vision Insurance** - Comprehensive medical, dental, and vision insurance for employee and dependents is fully paid by the employer.
- \* **Retirement Health Care** - Retiree health benefits are provided through CalPERS with the amount of employer paid coverage dependent upon length of service to RWA and SGA.
- \* **Holidays, Vacation, and Sick Leave** - The RWA provides eleven paid holidays, two floating holidays, one day per month sick leave, and a generous vacation allowance.
- \* **Deferred Compensation Plan** - Optional employee participation in the CalPERS 457 plan is available.

### HOW TO APPLY

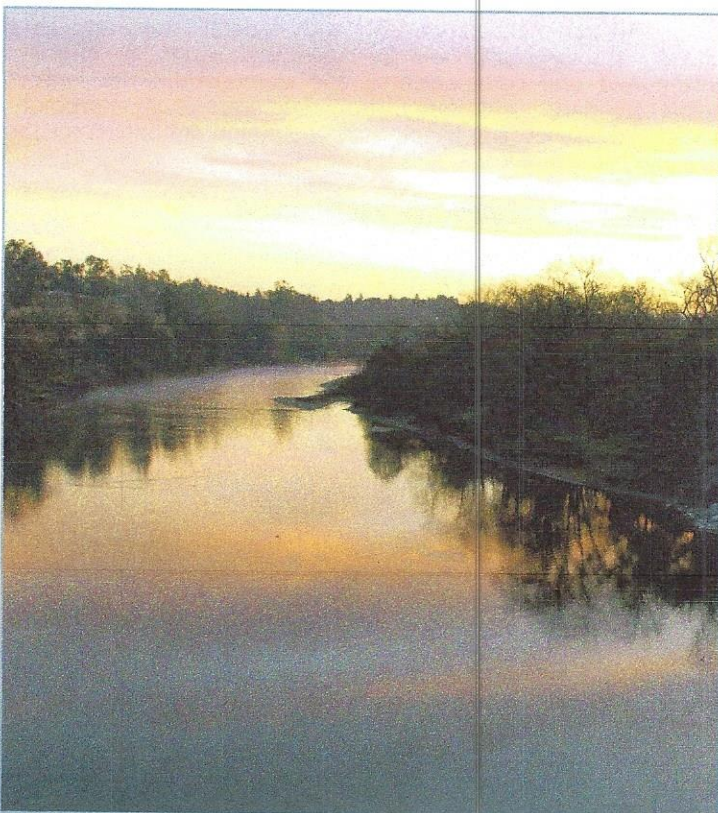
Send resumes (email preferred) by **March 18, 2019** to:

#### **ROBERTS CONSULTING GROUP INC**

PO Box 1127  
Rancho Mirage, CA 92270  
Telephone: 424.522.2251  
Email: robertsrcg@msn.com  
Web: www.robertsrcg.com

*An Equal Opportunity/ADA Employer*

Additional information about RWA and SGA can be found on their websites at [www.rwah2o.org](http://www.rwah2o.org) and [www.sgah2o.org](http://www.sgah2o.org)



# EXECUTIVE DIRECTOR REGIONAL WATER AUTHORITY AND SACRAMENTO GROUNDWATER AUTHORITY

- \* Promotes regional outreach for water resource related activities such as grants and partnerships.
- \* Oversees all groundwater management activities of SGA.
- \* Leads development of the groundwater sustainability plan for the North American Subbasin.
- \* Convenes the Water Caucus of the Sacramento Water Forum Successor Effort.

## Organizational Management

- \* Ensures the efficient and proper management and administration of RWA and SGA.
- \* Plans, leads, organizes, and directs all RWA and SGA activities, under policy and fiscal direction of the Boards of Directors.
- \* Leads, motivates and develops staff so they are passionate, dedicated, and highly effective in carrying out the missions of the Authorities.
- \* Negotiates, manages, and administers consultant contracts, solicitation processes, grant agreements, and project agreements with member and non-member agencies.
- \* Develops, secures Board approval, and assures periodic review of all policies governing operation of the Authorities.
- \* Develops Board agendas, ensures the timely preparation of minutes, and oversees compliance with the Brown Act.

## Fiscal Oversight

- \* Prepares and administers annual budgets and oversees the management of finances for both Authorities.
- \* Assures proper performance of annual audits.
- \* Oversees the efficient and effective expenditure of member funds, and maintains healthy cash flow and adequate reserves.

## Government Relations

- \* Promotes the visibility and credibility of the Authorities through public outreach activities and participation in organizations that are aligned with the mission of the Authorities.
- \* Tracks and develops positions on state and federal legislation and regulatory actions affecting the Authorities and members.
- \* Advocates at the state and federal levels on water policy issues consistent with Board adopted principles.
- \* Develops and maintains relationships with local, state and federal elected officials and administrative personnel.
- \* Builds coalitions of water agencies and others that share the Authorities' interests to affect the outcome of legislation and regulations.

## Board Relations

- \* Builds and maintains working relationships with members of the Boards of Directors of both Authorities and the RWA Executive Committee.



- \* Ensures that the Boards have adequate and timely information to make informed decisions.
- \* Works closely with the Chairperson of each Board to ensure effective and informative meetings.

## THE CANDIDATE

The ideal candidate will be an experienced manager who demonstrates sound leadership and visionary qualities, as well as a collaborative focus and approach. This creative, passionate, and strategic professional will be knowledgeable about California water issues and experienced working with federal, state and local officials. The candidate will be politically astute, an effective written and oral communicator, and demonstrate the highest ethical standards. Sensitivity to understanding all viewpoints, building consensus, and keeping an open mind are critical for the next Executive Director.

## Minimum Training, Experience and Education

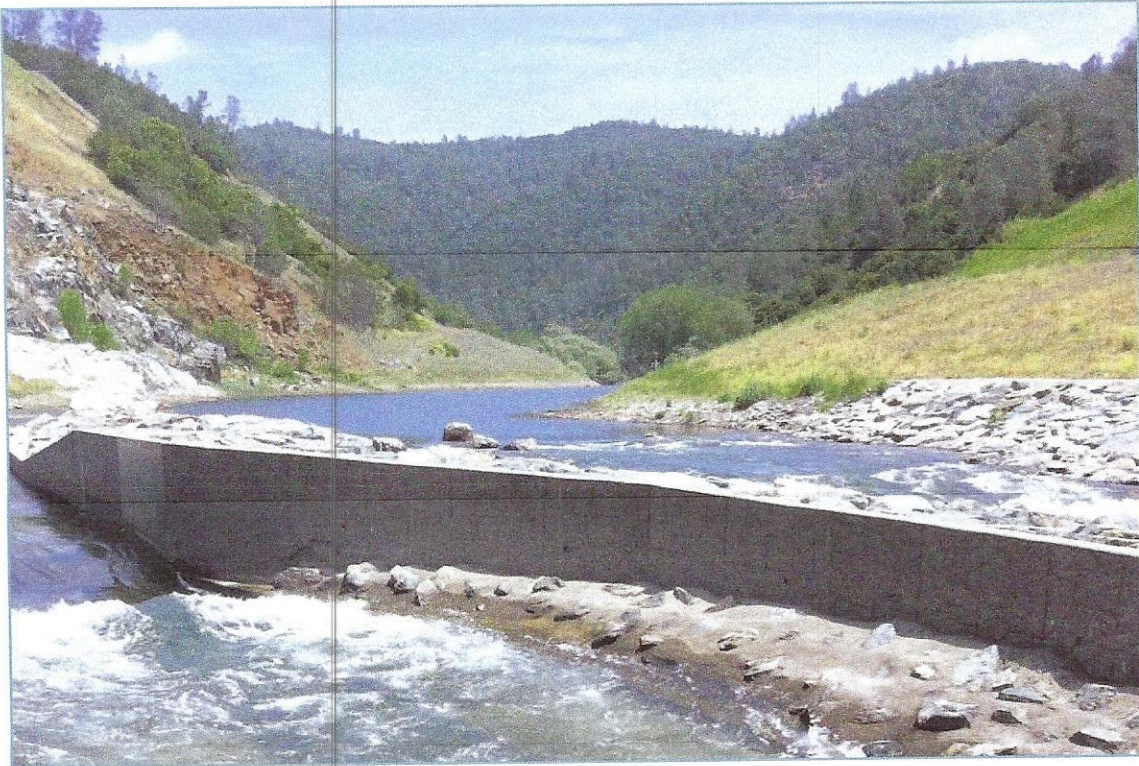
- \* A bachelor's degree from an accredited college or university is required. An advanced degree in a relevant field is desirable.
- \* A strong background in California water is required.
- \* Must have at least ten years in progressively responsible roles, five years of which should be in a senior management role. Experience working with a Board of Directors is highly desirable.

## Competencies and Personal Characteristics

In addition to the requirements above, the ideal candidate will be:

- \* Creative and seek innovative ways to bring people together; a skilled facilitator.
- \* Approachable and able to build strong working relationships with the Boards, members, staff and various consultants.
- \* A strong oral and written communicator who is straightforward, honest, attuned to politics and proactive in anticipating information needs.

**EXECUTIVE DIRECTOR  
REGIONAL WATER AUTHORITY AND  
SACRAMENTO GROUNDWATER AUTHORITY**



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**EXECUTIVE DIRECTOR**

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**REGIONAL WATER AUTHORITY AND  
SACRAMENTO GROUNDWATER AUTHORITY  
(Citrus Heights, CA)**

*This is a unique opportunity for a visionary and strategic professional to lead two affiliated joint powers agencies that are vital to water resources planning and sustainability in the Sacramento Region. The Agencies have evolved to be effective and highly regarded water management organizations in the region and throughout the State, and are poised for continued and expanded success.*

ROBERTS CONSULTING GROUP INC  
**rcg**

# EXECUTIVE DIRECTOR REGIONAL WATER AUTHORITY AND SACRAMENTO GROUNDWATER AUTHORITY



## THE AUTHORITIES

**The Regional Water Authority (RWA)** is a joint powers agency that serves the interests of 21 municipal water suppliers in the Sacramento Region. Collectively, RWA members serve the water needs of two million people in five northern California counties. The organization's primary mission is to help the members protect and enhance the reliability, availability, affordability and quality of water. Inaugurated in June 2001, RWA consolidated several regional associations to provide a unifying force on regional water issues. Each of the water supplier Members appoints two individuals to the RWA Board of Directors, generally one member of their governing body and one from executive level staff. The Board of Directors meets bi-monthly. A nine-member Executive Committee is elected each year in January and meets monthly to review and approve routine business decisions, provide ongoing policy direction, and act as a sounding board for ideas on behalf of the full Board. RWA member agencies are diverse, ranging from less than 2,000 to over 140,000 retail connections, and including cities, counties, special districts, mutual water companies, and investor-owned utilities. In addition to providing drinking water, members have varying responsibilities that include agricultural water delivery, wastewater treatment, recycled water, stormwater management, watershed protection, and electrical power generation. RWA also includes five Associate Members, agencies involved in other aspects of water resources management; and is connecting with water users and water industry partners through an Affiliate class of membership.

**The Sacramento Groundwater Authority (SGA)** is a joint powers agency created to manage the groundwater basin underlying Sacramento County north of the American River. A model for the rest of the state through the Sustainable Groundwater Management Act of 2014, SGA became a Groundwater Sustainability Agency (GSA) in 2015 and is preparing a Groundwater Sustainability Plan with its neighboring GSAs for the North American Subbasin. SGA's formation was inspired by the Sacramento Area Water Forum, a nationally recognized collaborative process to reach consensus among 40 local water purveyors, business leaders, municipalities, and environmental groups to achieve the coequal objectives of preserving the lower American River and providing a reliable water supply to the year 2030. At its inception in 1998, SGA employed what was then a unique form of governance, a joint powers agreement between the cities of Sacramento, Folsom and Citrus Heights and Sacramento County to use their police powers to protect the groundwater basin. In turn, the signatory agencies appoint Board representatives from each of 14 local water purveyors, as well as representatives for self-supplied agricultural and industrial groundwater users.

SGA has developed a progressive groundwater management program that supports a regional conjunctive use program to provide local water supply reliability as well as statewide benefits, leading to recovery of a once overdrafted groundwater basin. SGA actively coordinates with water suppliers; local, state and federal regulatory agencies; and parties remediating groundwater contamination to ensure that water quality is protected and improved to meet future needs.

# EXECUTIVE DIRECTOR REGIONAL WATER AUTHORITY AND SACRAMENTO GROUNDWATER AUTHORITY

The RWA and SGA serve many common constituents and perform numerous complementary functions. Given the nature of this relationship, RWA and SGA have entered into an agreement through which the RWA provides administrative and management services to the SGA, and the offices and staff are shared. The combined annual operating budget is approximately \$2.5 million and there are seven employees.

## THE REGION

The RWA offices are in Citrus Heights, a suburb northeast of the City of Sacramento, near the base of the Sierra Foothills. The Sacramento region is one of the fastest growing areas of California, but still boasts a high quality of life and a lower cost of living than other major California metropolitan areas. The Sacramento region and the neighboring Bay Area and Sierra Nevada provide a wealth of cultural and recreational opportunities.

The City of Sacramento is the capital of the State of California, and the region lies at the heart of California's beginnings during the Gold Rush. The area is a long-established center of commerce and has a diverse and vibrant economy. Government, transportation and agriculture are the largest sectors of employment in the region, and the region has diversified with the rise of information technology, leisure and hospitality, education, health services and construction sectors.

Visitors are drawn to the area by the State Capitol and other historical attractions, as well as its natural amenities. The location at the intersection of four major highways brings additional visitors destined for the San Francisco Bay Area, the Gold Country, the Central Valley and the Sierra Nevada Mountains. Food, wine and craft brewing venues abound in the Farm-to-Fork Capital of the World.

Chief among the area's outdoor recreational opportunities is the American River Parkway which welcomes more than five million visitors annually to this unique wildlife and recreation area, offering opportunities for fishing, boating and rafting, picnic sites, golfing, and guided natural and historic tours. The Parkway is inclusive of the Jedediah Smith Memorial Trail, a 32-mile long trail for bicyclists, hikers and equestrians.

Cultural attractions in the region include the Crocker Art Museum, the California State Railroad Museum, the Sacramento Community Center Theatre, the Music Circus at Wells Fargo Pavilion, Sacramento Ballet, Sacramento Opera, Sacramento Philharmonic Orchestra, the Mondavi Center, Harris Center and numerous other performing arts venues and local art galleries. The Sacramento area is also home to the NBA Sacramento Kings professional basketball team; the Sacramento River Cats, the San Francisco Giant's minor league baseball triple-A affiliate; and the Sacramento Republic professional soccer club.

Educational institutions play a major role in the region and primary among those institutions are the University of California, Davis and California State University, Sacramento, along with a number of local branches of private colleges that are headquartered outside the Sacramento area. The region has one of the strongest community college systems in California. The Los Rios Community College District serves the majority of Sacramento County, as well as portions of four other counties. In addition, there are a large number of vocational schools.

Excellent health care is available to Sacramento area residents. The four largest health care systems are Sutter Health, Kaiser Permanente, UC Davis Medical Center and Mercy Hospital.

## CURRENT PRIORITIES

RWA members span an area from the crest of the Sierra Nevada across the Sacramento Valley and encompass the northern end of the Sacramento-San Joaquin Delta. This presents not only diverse water management challenges, but places them at the center of both controversy and opportunity in California water. They strive to be stewards of the state's water resources, protect their water rights and entitlements, and work collaboratively with other water users in the state.

The RWA Strategic Plan identifies key areas of priority including facilitating regional planning to leverage resources and facilities; implementing regional projects and programs, including acquiring and managing state and federal funding, implementing a regional water efficiency program, and establishing a regional groundwater bank; advocating on behalf of the members on statewide legislative and regulatory issues; and educating and informing members, the public, elected officials and others to further the region's water-related interests.



# EXECUTIVE DIRECTOR REGIONAL WATER AUTHORITY AND SACRAMENTO GROUNDWATER AUTHORITY

\* **Building Relationships** - Member agencies of RWA and SGA have diverse interests and varied expectations, and the Authorities operate within a complex water resources environment in California. Fostering collaboration and facilitating consensus will continue to be a priority for the Executive Director. This will entail regular outreach and proactive communication within the region to the Board of Directors of both Authorities; staff of member agencies; stakeholder groups; elected officials of local jurisdictions; business interests; and local, state and federal representatives. Additionally, the Executive Director will be expected to develop and maintain relationships and explore common interests with water agencies throughout California; organizations including the Northern California Water Association (NCWA), California Municipal Utilities Association (CMUA), California Special Districts Association (CSDA) and others; academic institutions; environmental and environmental justice non-governmental organizations (NGOs) and others. RWA staff and members fill key roles in the leadership of the Association of California Water Agencies (ACWA) and lead on water policy for the Sacramento Metro Chamber through its State Legislative Summit and Cap-to-Cap advocacy programs.

\* **Protecting and Maintaining Local Authority** - The past decade has seen a trend toward increased State oversight and control of water management decisions. The next Executive Director will be expected to effectively advocate on behalf of the members to maintain water rights and access to water supplies; control local decisions on investments in improved reliability and water efficiency; effectively respond to local and regional drought conditions; and ensure that ratepayer dollars are invested locally. Compliance with the Sustainable Groundwater Management Act (SGMA), to ensure continued local control of groundwater resources will be a priority.

\* **Staff Management and Succession** - Current Authority staff members are dedicated, talented and extremely competent in their service to the members, and turnover has been almost non-existent. "Our employees are our greatest asset," is the unquestioned reality of the Authorities. The ability to build rapport with staff and form trusting relationships, provide leadership, and be a mentor with a focus on staff development are important qualities for the next Executive Director. The candidate must also be prepared to plan for the future of the organization as the scope of services grows and some employees near retirement.



\* **Promoting Regional Action** - The Sacramento region, through the work of the Authorities, has improved water supply reliability and drought preparedness, reduced per capita water use, improved groundwater quality and quantity, and benefitted the environment and others in the State through water transfers. Continuing to promote regional actions that leverage facilities and water supplies will be a priority for the next Executive Director. Continuing to promote the coequal objectives of the Sacramento Area Water Forum, to ensure adequate water supplies and the health of the lower American River is a regional priority. The Executive Director will be expected to recruit support and coordinate the activities of member agencies to contribute to regional objectives.

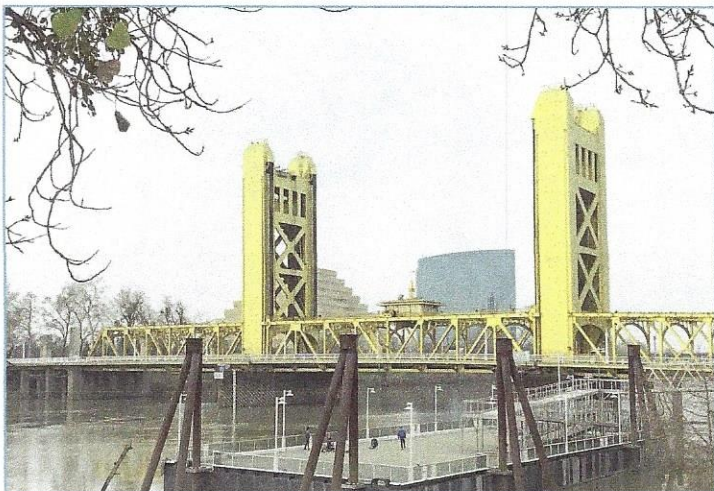
\* **Financial Opportunities** - The Authorities have been tremendously successful in leveraging state and federal funds, acquiring and managing more than \$80 million over the last 15 years to support member agency projects and the programs of the Authorities. The next Executive Director will be expected to continue the trend by proactively targeting grant and bond funds, as well as other outside sources of funding.

## THE POSITION

Reporting to and working in partnership with the two Boards of Directors, the Executive Director is responsible for planning, organizing, directing and reviewing all activities of the Authorities; promoting projects and programs of interest to the members; advocating on behalf of the interests of members; and implementing the policy direction of the Boards of Directors. These responsibilities include, but are not limited to:

### Regional Activities

- \* Represents the Authorities to outside groups and organizations; participates in outside community, professional and industry groups and committees.
- \* Leads development and implementation of regional water programs including water efficiency, regional conjunctive use and the Integrated Regional Water Management Plan.
- \* Represents regional water interests in the media.
- \* Provides an effective forum for regional networking and Board business interaction.



# AGENDA ITEM VIII-1

## DRAFT

### Legal Affairs Committee Meeting February 8, 2019 10:00 a.m.

**Committee Members:** Ted Costa, Chair  
Ken Miller, Director

**District Staff:** Paul Helliker, General Manager  
Greg Zlotnick, Water Resources Specialist  
Teri Grant, Board Secretary/Administrative Assistant  
Josh Horowitz, Legal Counsel

**Topics:** California Voting Rights Act and City of Citrus Heights Action on Elections (W & R)  
Other Legal Affairs Matters  
Public Comment

- 1. California Voting Rights Act and City of Citrus Heights Action on Elections (W & R)**  
Mr. Helliker informed the committee of the recent actions that the City of Citrus Heights took in regard to a letter that they received regarding the California Voting Rights Act. Mr. Horowitz commented that the City of Citrus Heights will be transitioning to elections by division.

The committee discussed the topic and asked the General Manager to do more research on the topic.

- 2. Other Legal Affairs Matters (W & R)**

Director Costa asked if the District's website complied with the Americans with Disabilities Act (ADA) regulations. Mr. Helliker informed the committee that the Board Secretary has been working to make sure that the District's website is in compliance with the ADA regulations and, in addition, the website vendor (Streamline) created the website to be in compliance with the regulations.

Director Costa suggested that the District look into GPS tracking for the District vehicles. Mr. Helliker will research this and report back.

Director Costa inquired if Board members could voluntarily contribute to a special fund that could be used at their discretion for recognition of accomplishments and milestones for board members or employees. Mr. Horowitz commented that the Board could contribute to such a fund. Mr. Helliker will talk to each Board member regarding this.

- 3. Public Comment**

There were no public comments.

The meeting was adjourned at 11:00 a.m.



**Engineering Committee Meeting Minutes  
San Juan Water District  
February 19, 2019  
4:00 p.m.**

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

**District Staff:** Paul Helliker, General Manager  
Tony Barela, Operations Manager  
Rob Watson, Engineering Services Manager  
George Machado, Field Services Manager  
Lisa Brown, Customer Service Manager  
Adam Larsen, Distribution Lead  
Teri Grant, Board Secretary/Administrative Assistant

**Topics:** Field Services Workload and Staffing Evaluation (R)  
CHWD Meter Replacement Program Planning Study (R)  
Meter Box Clearance Requirements (R)  
Other Engineering Matters  
Public Comment

**1. 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 and explained the goals need to be revised for several programs in order to achieve sustainable maintenance in the system. In addition, he reviewed a breakdown of staff time which shows that 56% is allocated to field and maintenance work, 16% to non-operational duties such as training, 14% to management activities, and 14% to time off. He reviewed some deficiencies that were found over the course of the year which will need further staff attention under the flushing, hydrant, and ARV programs.

Mr. Barela reviewed the District's organization chart for the Field Services Department and explained that the staffing levels have not changed since at least 2000 with 14 staff in total. However, he noted that the job duties for several staff have moved from actual field distribution work to CMMS desk work and pump station work. In addition, he explained that backflow testing has doubled since 2010, and safety and regulatory compliance requirements have increased significantly. Director Costa suggested that staff look at the back flow program and fire hydrant usage with regard to possible reimbursement for costs.

Mr. Barela reviewed 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 not cover the District's CMMS/GIS needs. Therefore, staff's recommendation is to add one new Distribution Operator position to the Field Services Department, and create and fill a new CMMS/GIS Coordinator position. The operator position would be 100% retail and the CMMS/GIS position would be 75% retail and 25% wholesale.

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 maximum 2 to 3% rate increase will likely be needed to fund the positions after the next financial plan.

The committee discussed the options and agreed with staff's recommendation but would like the Personnel Committee to review the request. Mr. Helliker informed the committee that the Personnel Committee will be reviewing the information at their meeting on Friday.

*The Engineering Committee recommends that the Personnel Committee review staff's recommendation.*

## **2. CHWD Meter Replacement Program Planning Study (R)**

Mr. Barela conducted a brief presentation and informed the committee that there are 9, possibly 10, agencies interested in participating in a Multi-agency Meter Replacement Study. He explained that the scope of work contains seven phases and that the study is currently scheduled to begin in May 2019 and end in November 2020.

Mr. Barela informed the committee that six proposals were received, with Harris and Associates, Inc., being selected as the consulting firm. He explained that the overall estimated cost for the study will be \$770,715 and that the District's portion will be approximately \$80,000, assuming full participation. He explained that the overall cost could vary depending on how many agencies participate.

Mr. Barela informed the committee that the consultant will be meeting with each individual agency the week of March 18<sup>th</sup>. Upon completion of the individual meetings, the budget will be reevaluated and then brought forward for Board approval.

*For information only; no action requested.*

### **3. Meter Box Clearance Requirements (R)**

Ms. Brown provided the committee with a written staff report which will be attached to the minutes. She explained that the increased enforcement of Ordinance 9000 has created increased customer complaints regarding the 2' clearance area required around customer meters. She commented that other agencies have requirements but do not specify the exact clearance requirement.

The committee discussed the situation and Mr. Helliker suggested that staff return with alternatives to discuss at the next committee meeting.

*For information only; no action requested.*

### **4. Other Engineering Matters**

Mr. Watson provided the committee with a written staff report regarding the 2018/19 Water Mains and Services Replacement Project, which will be attached to the minutes. He explained that seven contractors attended the mandatory pre-bid meeting and that only one bid was received.

Mr. Watson informed the committee that following completion of the design the Engineer's estimate for this retail project was \$1.107 million and the bid came in at \$1.254 million; therefore, based on the proximity of the bid amount to the estimate, the qualifications of the bidding contractor, and the conditions of the bid climate, he recommends awarding the contract to Flowline Contractors, Inc.

Mr. Watson informed the committee that the approved FY 18/19 budget for this project was set at about \$580,000 however there were necessary changes identified during design, and he will work with Ms. Silva to make sure that the financial considerations for this project are covered. Ms. Silva will provide financial information at the Board meeting.

*The Engineering Committee recommends awarding a construction contract to Flowline Contractors, Inc. for the amount of \$1,253,744.00 with a construction contingency of \$125,375.00 (10%) for an authorized total construction budget of \$1,379,119.00*

### **5. Public Comment**

There were no public comments.

The meeting was adjourned at 6:05 p.m.

# STAFF REPORT

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To: Engineering Committee  
From: Tony Barela, Operations Manager  
Date: February 19, 2019  
Subject: Field Services Workload and Staffing Evaluation

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## 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, the defined goals fell short.

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 created, 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 Chief 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 free approximately 1,950 hours of staff time for other maintenance tasks. This additional 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 restructuring of the department and filling two new positions, Distribution Operator II and the CMMS/GIS Coordinator. 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 allow 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



San Juan Water District  
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(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			

# Field Services Workload and Staffing Evaluation

Engineering Committee Meeting, February 19, 2018



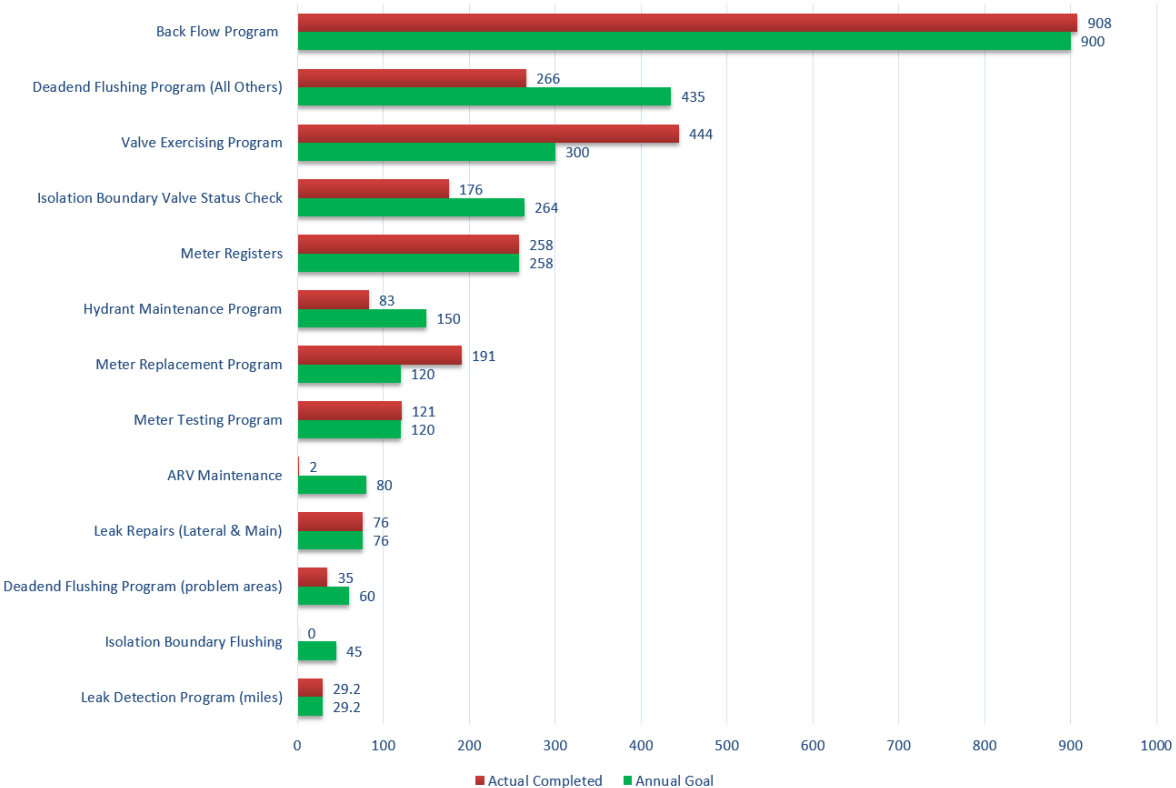


# Program Preventative Maintenance Goals

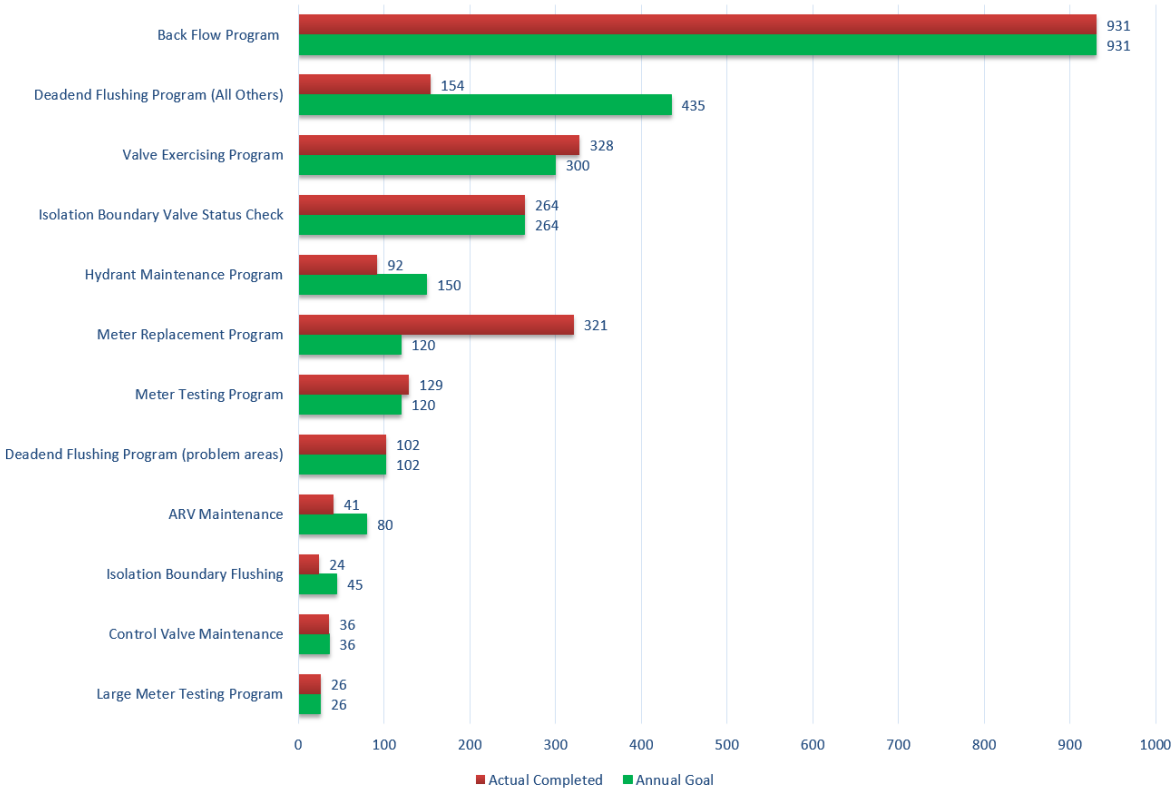
Program	Current Maint. Cycle	AWWA Best Practices Maintenance Period		Desired Maintenance Period
Valve Exercising	10-Year	5-Years	M44: Distribution Valves: Selection, Installation, Field Testing, and Maintenance	5-Years
Hydrant Testing/Maintenance	10-Year	Annually	M17: Installation, Field Testing and Maintenance of Fire Hydrants	5-Years
Air Release Valve Testing/Maint.	10-Year	Annually	M51 Air Release, Air/Vacuum and Combination Valves	5-Years
Backflow Testing	Annually	Annually	Title 22, §64600. Water System Operations and Maintenance	Annually
Flushing	Monthly/Annually	As Needed	Title 22, §64575. Flushing	Monthly/Annually
Meter Replacement/Testing	100-years (1%)			20-Years

# Results

2017 Performance Evaluation

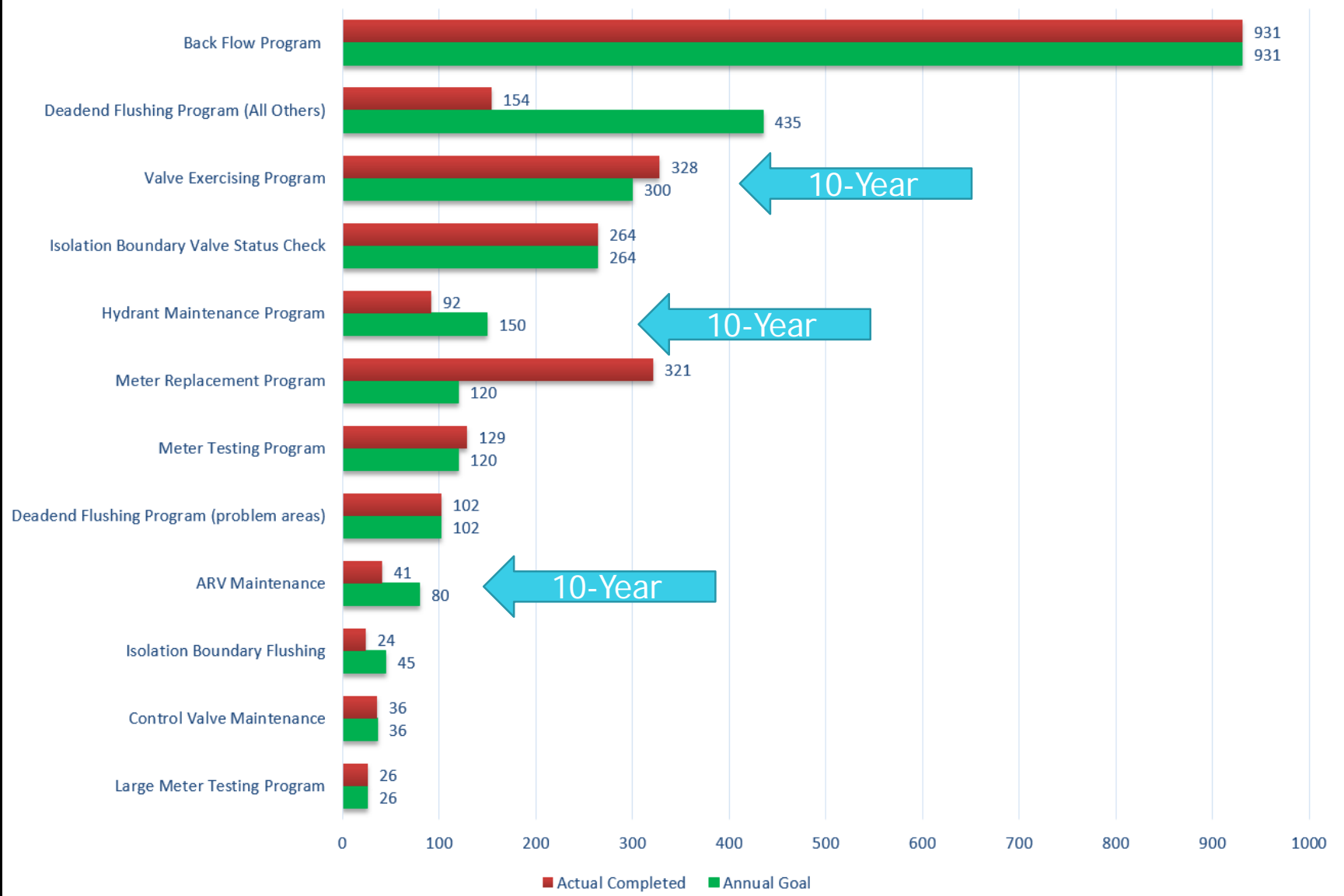


2018 Program Evaluation



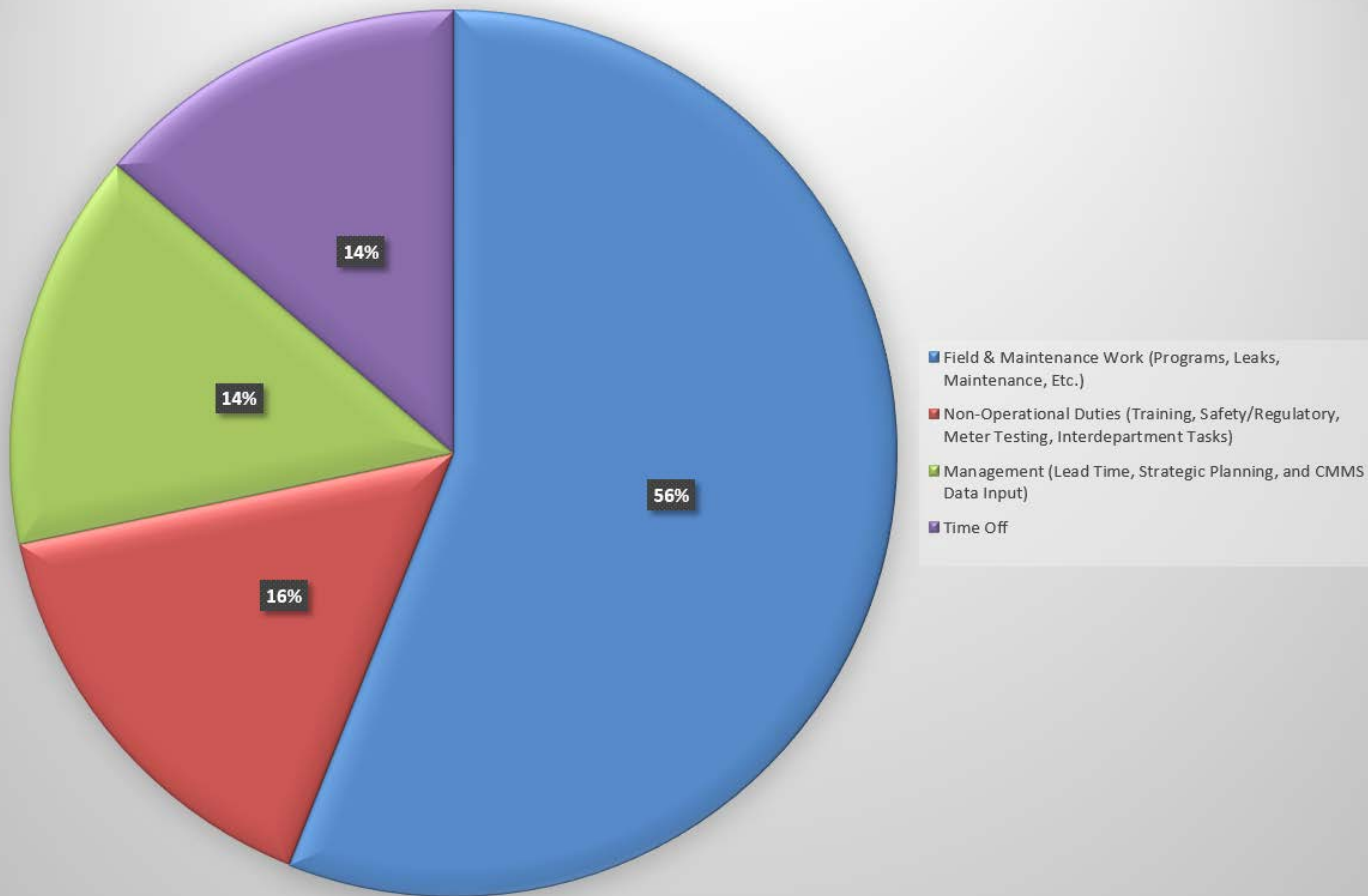
# Results

## 2018 Program Evaluation



# Time Allocation

Field Services 2018 Time Allocation (FS Tracking)



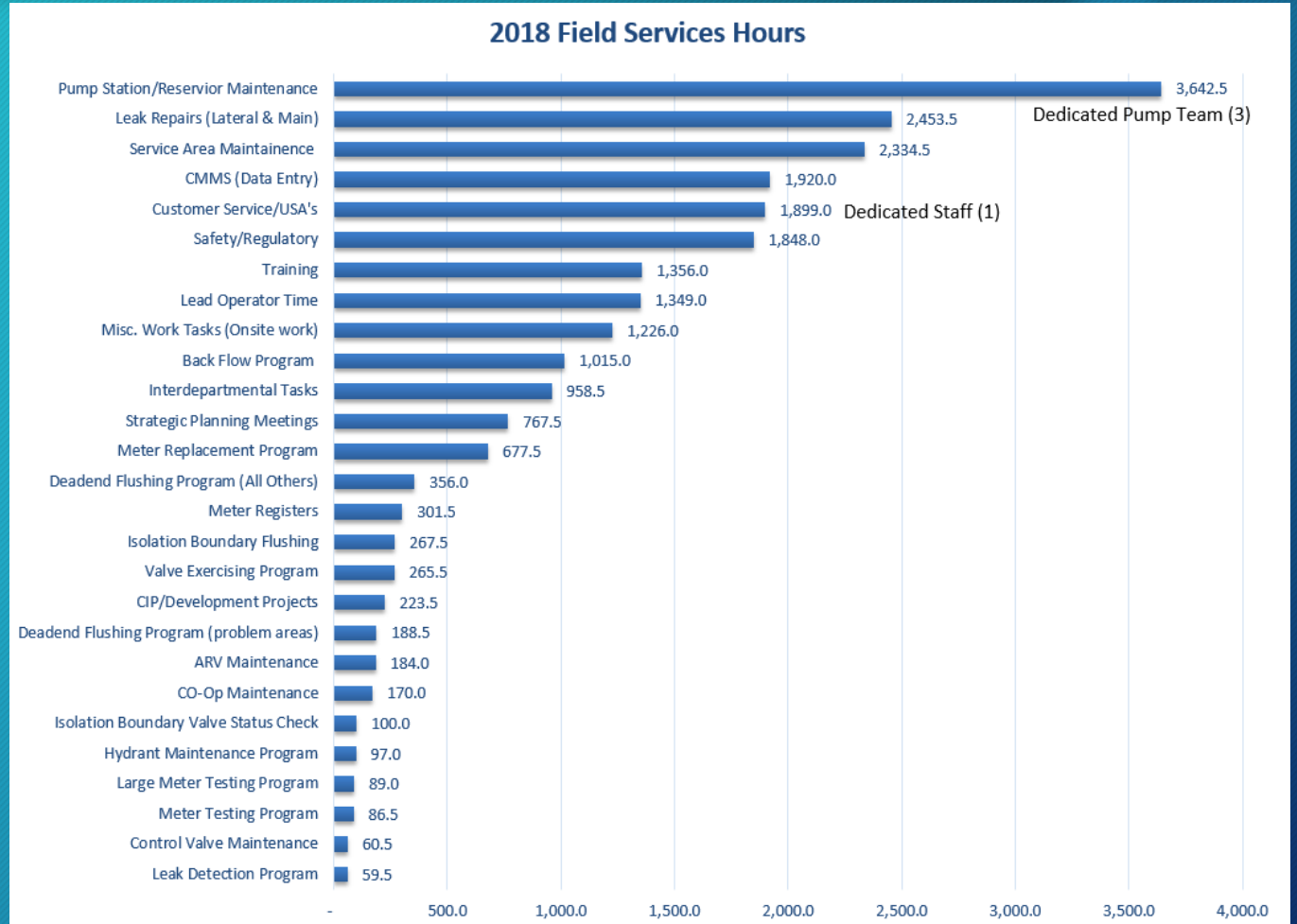
- 56% Field & Maintenance Work
  - Programs, Leaks, Maintenance, Etc.
- 16% Non-Operational Duties
  - Training, Continuing Education, Safety/Regulatory, Meter Testing, Interdepartmental Tasks
- 14% Management
  - Lead Time, Strategic Planning, and CMMS Data Input
- 14% Time Off
  - Sick, Holiday, Vacation, Etc.



# Work Time Evaluation

Year	Number of OT Hours
2018	1256.5
2017	1078.5
2016	1218.75
2015	1721.9

- Backflow Testing
- Water Leak Repairs
- Interdepartmental Efforts
- Shut-Downs for Contractors
- Other Program Goals



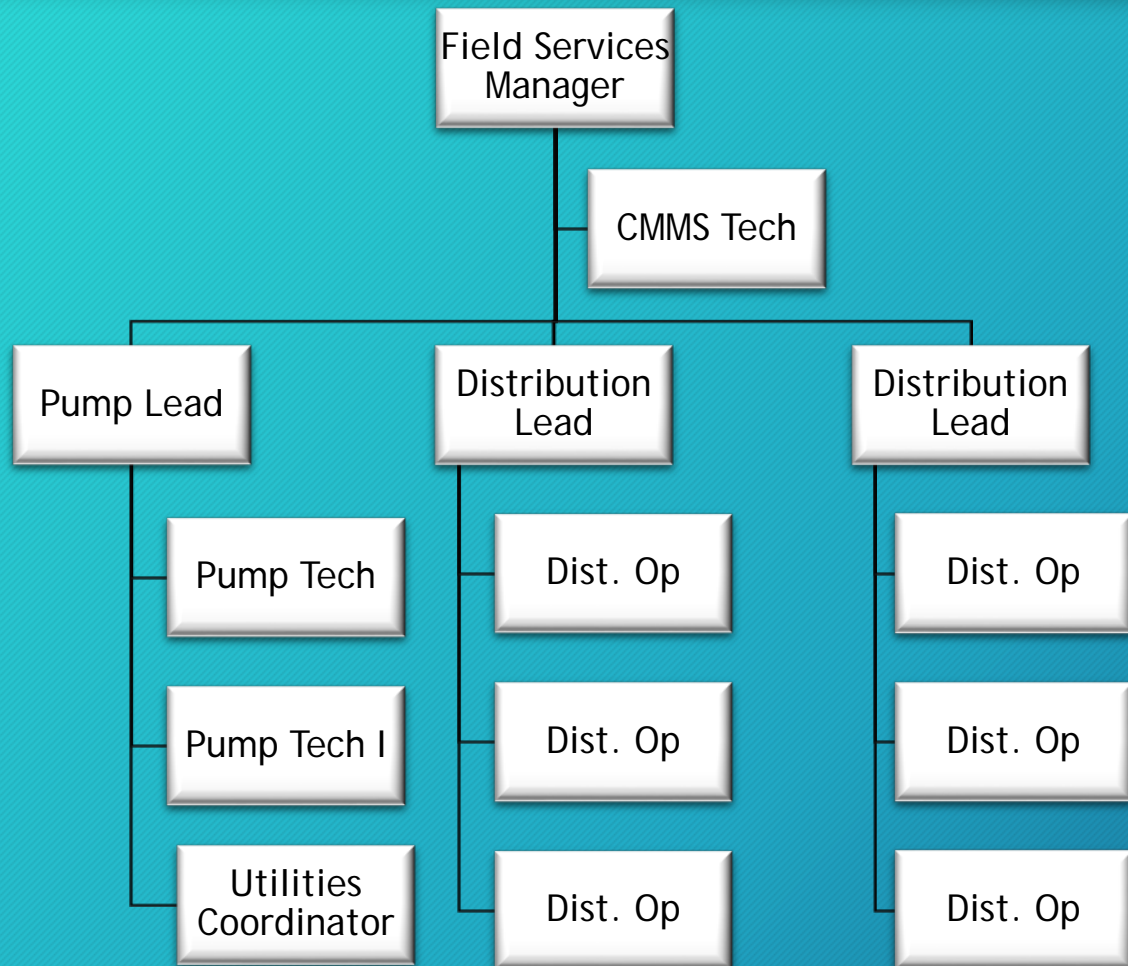
# 2018/19 Maintenance Program Discoveries

- Flushing Program:
  - Finding Missing Dead-ends and/or Dead-ends that need repair.
  - Approx. 29% are broken or missing
- Hydrants:
  - Approx. 10% Hydrants need repairs and/or Improvements
  - Approx. 55% need to be updated to current standards
- ARV:
  - 800 ARVs Total with over 700 without vents and are within the roadway.
  - Approx. 17% of ARVs have failed inspection.
  - Saddle Failures and/or failed valves.
- Service Line Replacement Projects
  - Staff Completes Shut-offs, Flushing and Turning on System



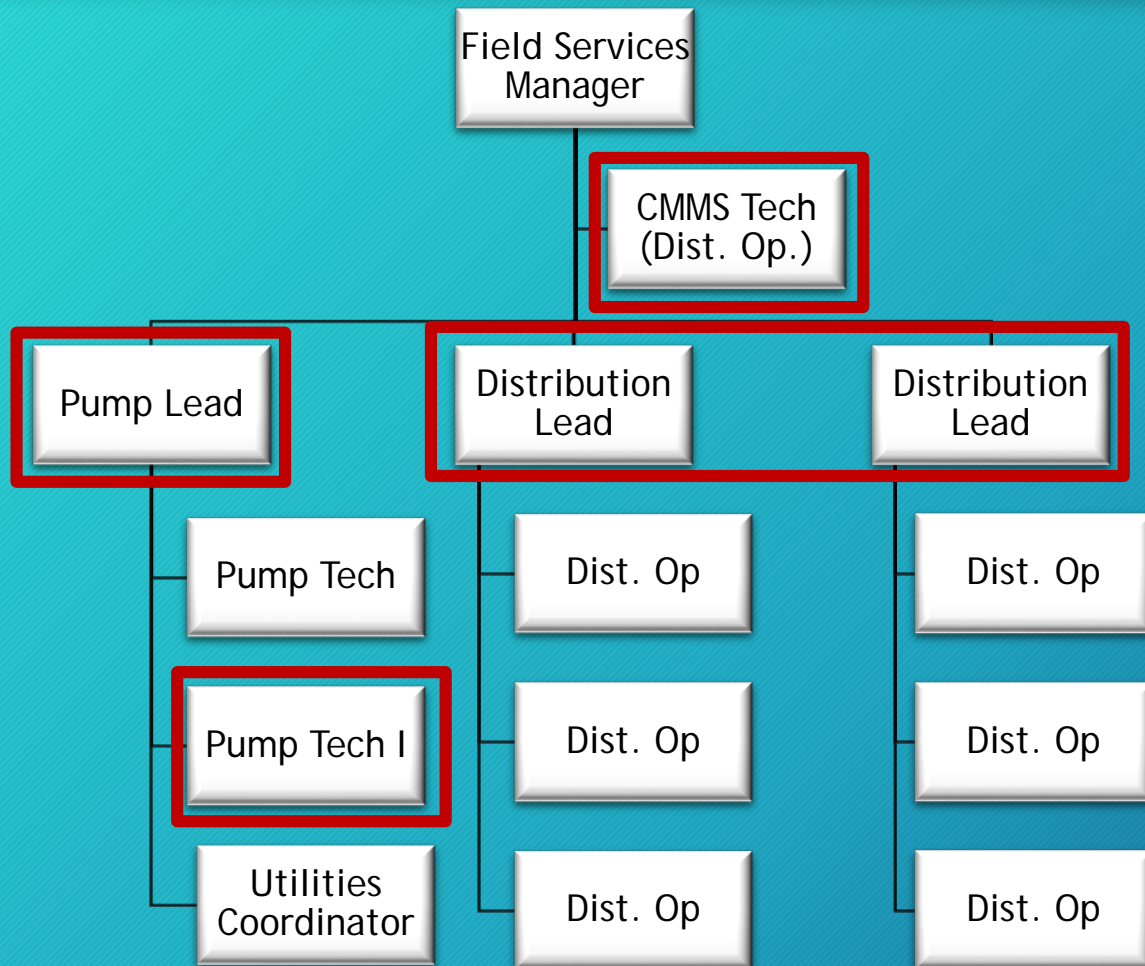


# Current Org Chart



- Org Chart hasn't changed since at least 2000 (14 Staff)
- Pump Stations Moved from WTP to FS in 2005
- Asset Management System (CMMS) Implemented in 2006
- WQ Reporting Moved to FS in 2015
- Backflow Testing In-House 2007
- Increased Safety and Regulatory Compliance

# Org Chart Per Current Operation



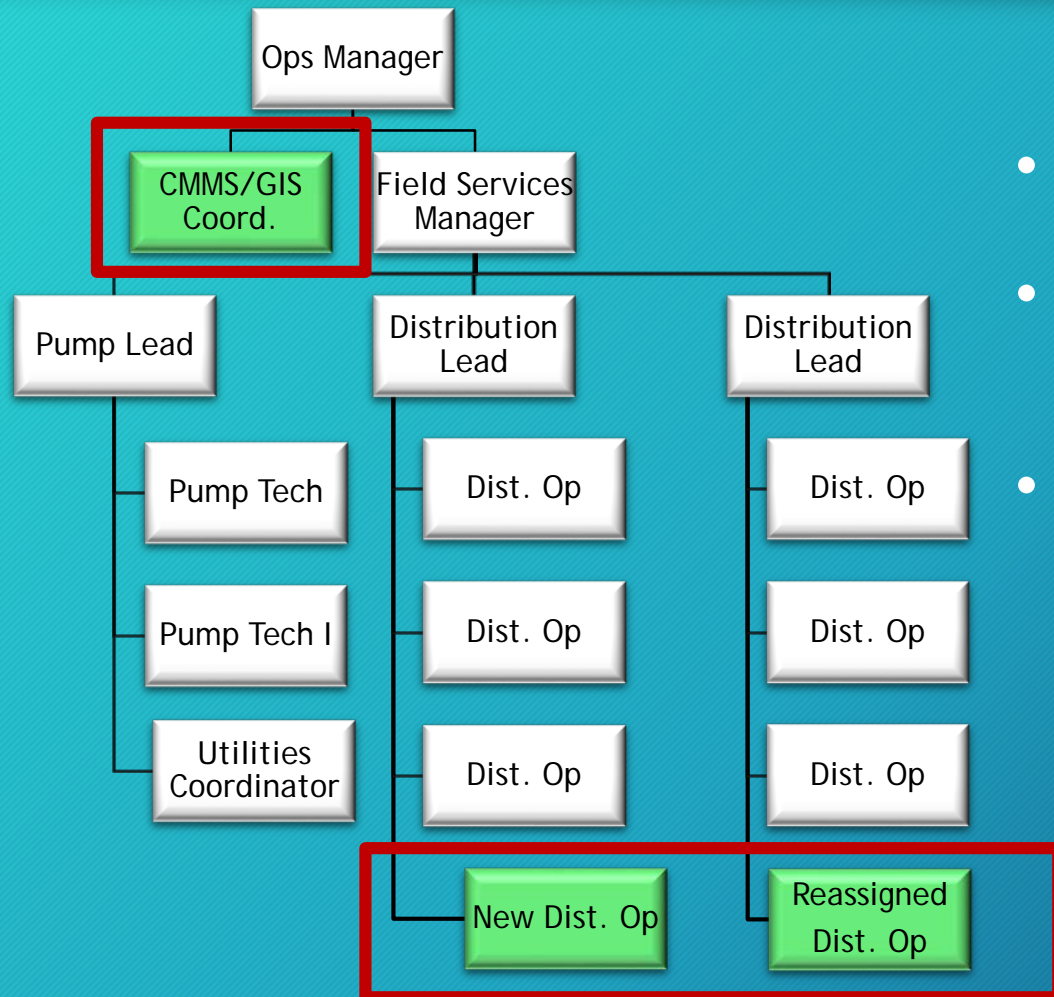
- Pump Lead Also Manages
  - Water Quality Reporting
  - Backflow Testing Program
    - Approx. 450 BFs 2010
    - Approx. 956 BFs 2019
- Distribution Leads 66% Field - 34% Office
- Distribution Operator Reassigned to desk in 2006 with Implementation of CMMS Program
- Pump Tech I Position Reallocated in 2015 for coverage of Pump Station Operations
  - 3 Person On-Call Rotation
- Safety and Regulatory Compliance has increased significantly
- Typical Leak in the Road Requires 6 Operators to Repair

# Option 1 - Contractor Assistance

Task	Desired Goal	Additional In Lieu 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>
<b>Totals:</b>		<b>\$300,000</b>	<b>1,760</b>	<b>3,712</b>

- Achieves 5-Yr Goals
- Shifts 1,950 Hrs of Staff Time for other programs and Maintenance Projects
- Same cost for 2+ Staff Members
- Does not Address CMMS/GIS

# Option 2 - Reorganization & New Positions



- Reassign CMMS Distribution Operator back to Field
- Create/Hire Qualified CMMS/GIS Coordinator Position
- Create/Hire New Distribution Operator II Position

# Option 2 - Benefits of New Positions

- New FS Crew Provides:
  - 4160 Hours Total
  - Field (65%): 2,704 Hours
- Achieve Measured Goals:
  - Valve Exercising (5 Year)
  - ARV Inspection (5 Year)
  - Hydrant Maintenance/Inspection (5 Year)
  - Backflow Testing w/ Contractor Assistance
  - Flushing (Monthly/Annually)
  - Afterhours Response Redundancy
  - Repairing/Upgrading System Deficiencies (850 Hrs)
- CMMS/GIS Position Responsible for:
  - Management of CMMS;
  - Configuring and managing the system and data;
  - Resource management by generating reports and analysis of the data;
  - Training Resource for Users
  - QA/QC for CMMS Operations;
  - GIS Support for:
    - Data Entry;
    - Procedure Development;
    - Complex Analytical Evaluations;
    - Assist Staff in Data Queries and Map Updates



# Proposed Action

- Hire Distribution Operator II
- Reassign Existing CMMS Operator Back to Field
- Hire CMMS/GIS Coordinator

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 Cost:		\$227,850
Other One-Time Costs:		
Truck w/Tools		<u>\$80,000</u>

# Financial Considerations

- Positions Not Included in the Current 5-Year Financial Plan
- Off-Set Three CIP to account for positions.
- Anticipate 2 to 3% Rate Increase Related to the Positions

Project Name	Estimated Project Cost	Current Construction Fiscal Year	Proposed Construction Fiscal Year
Peerless Ave. 8" - South Main Replacement	\$292,000	FY19-20	FY21-22
Skyway Ln. to Mooney Ridge 8"	\$127,000	FY20-21	FY21-22
Sierra College & Douglas 12"	<u>\$174,000</u>	FY19-20	FY21-22 or FY22/23
	\$593,000		

# Conclusions & Recommendations

- Staff Level Insufficient to ensure completion of Goals
- CMMS/GIS Support Required for Success
- Add One (1) New D2 Operator
- Add One (1) CMMS/GIS Coordinator Position
  - Transfer the Operator from the desk to the Field



Questions??



# STAFF REPORT

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To: Board of Directors  
From: Lisa Brown, Customer Service Manager  
Date: February 13, 2019  
Subject: Meter Box Clearance Requirements

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## RECOMMENDED ACTION

For information only.

## 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.