

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes

April 27, 2022 – 6:00 p.m.

Conducted via Videoconference & In-Person

BOARD OF DIRECTORS

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

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

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

OTHER ATTENDEES

Jennifer Farr	Davis Farr, LLP
Tom Gray	Fair Oaks Water District General Manager
Aaron Davis	
Ari Simpo	

AGENDA ITEMS

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

President Miller 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 in-person: Ted Costa, Ken Miller, Dan Rich and Manuel Zamorano. The following director was present via teleconference: Pam Tobin.

II. PUBLIC FORUM

There were no public comments.

III. CONSENT CALENDAR

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

GM Helliker informed the Board that, at the Board's request from the last meeting, some larger items that the committees recommended for Board approval will be reviewed under New or Old Business.

1. Determination of State of Emergency for Remote Meetings (W & R)

Recommendation: Declare making the Legally Required Findings to Authorize the Conduct of Remote "Telephonic" Meetings During the State of Emergency

2. Minutes of the Board of Directors Meeting, March 23, 2022 (W & R)

Recommendation: Approve draft minutes

3. Minutes of the Board of Directors Special Meeting, April 13, 2022 (W & R)

Recommendation: Approve draft minutes

4. Rancho Del Oro Estates Development Project Pipeline Easement Grant to SJWD (R)

Recommendation: Adopt Resolution 22-08 accepting a dedicated waterline easement for a new pipeline installation to supply the Rancho Del Oro Estates development project, and authorize staff to accept and process the documents from the property owner

5. Bacon Pump Facility Generator Replacement Project (R)

Recommendation: For authorization and approval of Contract Amendment No. 3 with EETS, Inc. for Engineering services during the construction of the Bacon Pump Facility Generator Replacement Project

6. Capital Asset Policy Revisions (W & R)

Recommendation: Consider a motion to approve amendments to the Capital Asset Policy for the San Juan Water District

7. Payment to Reduce Unfunded Actuarial Pension Liability (W & R)

Recommendation: Authorize staff to make a payment of \$200,000 from wholesale and retail operations to further reduce the unfunded pension liability

Mr. Tom Gray, Fair Oaks Water District General Manager, inquired about the funds being used for Consent Item 7. Ms. Silva explained that the amount was included in the current year salary and benefits budgets for both wholesale and retail..

Director Costa moved to approve the Consent Calendar. Director Rich seconded the motion and it motion carried with the following roll call vote:

Ayes: Directors Costa, Miller, Rich, Tobin and Zamorano

Noes: None

Abstain: None

IV. NEW BUSINESS

1. Calling for General District Election on November 8, 2022 (W & R)

GM Helliker reviewed a staff report which will be attached to the meeting minutes. The Board discussed the Candidate Statement options and directed staff to limit the wording to 200 words with the candidate paying for the Candidate Statement.

Director Tobin moved to approve Resolution No. 22-09 Calling for General District Election (Sacramento County) and Resolution No. 22-10 Notice of Governing Board Member Election (Placer County), limiting the Candidate Statement to 200 words and requiring the candidate to pay for the Candidate Statement. Director Costa seconded the motion and it motion carried with the following roll call vote:

Ayes: Directors Costa, Miller, Rich, Tobin and Zamorano

Noes: None

Abstain: None

2. Material/Parts Storage Facility Project (R)

GM Helliker reported that this item will be delayed. Mr. Barela informed the Board that the Engineering Committee has requested more information and this item will be brought back to the Board in about a year.

3. Bacon Pump Facility Generator Replacement Project (R)

Mr. Barela provided a staff report which will be attached to the meeting minutes. He explained the Tier 4 requirement that led staff to switch from one large replacement generator (over 1,000 Hp) to two generators under 1,000 Hp. This change will save the District funds since the Tier 4 requirements will not need to be made. The Board discussed the generator and requested Legal Counsel Jones to research the District's ability to require American-made equipment when issuing Requests for Proposals/Bids. At Director Costa's request, staff will report back on the generator that failed a couple years ago and provide the Board an update on that item at a future Board meeting.

Vice President Rich moved to award a construction contract to Lords Electric, Inc. for the construction of the Bacon Pump Facility Generator Replacement Project in the amount of \$1,787,600 with a construction contingency of \$178,760 (10%) for a total authorized budget of \$1,966,360. Director Costa seconded the motion and it motion carried with the following roll call vote:

***Ayes: Directors Costa, Miller, Rich and Zamorano
Noes: None
Abstain: None
Absent: Tobin (connection to the meeting was lost)***

4. Selection and Retention of Independent Audit firm (W & R)

Ms. Silva provided a staff report which will be attached to the meeting minutes. She explained that a Request for Proposals was sent to ten firms for auditing services. In addition, she informed the Board that staff was very pleased with the previous auditors; however, Government Code Section 12410.6(b) requires the District to rotate auditors, or partners within the same audit firm, as least once every six years.

Director Costa moved to authorize staff to engage Davis Farr, LLP to perform the financial audit for the year ending June 30, 2022, with an option to extend for each of the five subsequent fiscal years. Director Tobin seconded the motion and it motion carried with the following roll call vote:

***Ayes: Directors Costa, Miller, Rich, Tobin and Zamorano
Noes: None
Abstain: None***

V. OLD BUSINESS

1. Hinkle Reservoir Liner and Cover Replacement Project (W)

Mr. Pierson provided a staff report which will be attached to the meeting minutes. He explained that there were three bids received and that the lowest bidder Myers and Sons Construction, Inc. requested relief from its bid pursuant to Public Contract Code sections 5101 and 5103 because they discovered an error in the mathematical computation and an error in the transposition of the figures that resulted in Myers' bid being materially different than Myers' intended bid. The Board discussed the large project and confirmed that alternative solutions were looked at.

Vice President Rich moved to award a construction contract for the construction of the Hinkle Reservoir Liner and Cover Replacement Project in the amount of \$20,139,000 with a total authorized budget of \$22,152,900 which includes a 10% contingency. Director Tobin seconded the motion and it motion carried with the following roll call vote:

***Ayes: Directors Costa, Miller, Rich, Tobin and Zamorano
Noes: None
Abstain: None***

2. Hinkle Reservoir Liner and Cover Replacement Project (W)

Mr. Pierson provided a staff report which will be attached to the meeting minutes. He explained that the contingency is being increased to 15% because the construction project may require additional construction management and inspection services.

Vice President Rich moved to award a Professional Services Contract to Inferrera Construction Management Group, Inc. (ICM) for construction management and inspection services for the Hinkle Reservoir Liner and Cover Replacement Project in the amount of \$867,870.00 with a total authorized budget of \$998,051.00 which includes a 15% contingency. Director Tobin seconded the motion and it motion carried with the following roll call vote:

***Ayes: Directors Costa, Miller, Rich, Tobin and Zamorano
Noes: None
Abstain: None***

3. General Manager Employment Agreement (W & R)

President Miller reported that the Negotiating Committee met with the Board in Closed Session and recommended an amendment to the General Manager's contract to include a salary of \$208,000. Vice President Rich stated that the labor negotiators compared the General Manager's salary with similar positions in the region to come to that figure, which reflects the regional median of total compensation.

Director Costa moved to approve an amendment to the General Manager employment agreement to include a salary of \$208,000. President Miller seconded the motion and it motion carried with the following roll call vote:

***Ayes: Directors Costa, Miller, Rich and Zamorano
Noes: Tobin
Abstain: None***

4. 2022 Hydrology and Operations Update (W & R)

GM Helliker informed the Board that the Sacramento Valley is at 39.2 inches of precipitation for this water year which is 82% of average and snowpack for our region is 42% of average. He reviewed data on Folsom Reservoir, which included the current storage level at 103% of historical average, data on releases, temperature information and storage projections.

GM Helliker reviewed the State Water Board's data on the progress towards the Governor's 15% voluntary conservation request. He reviewed a chart that showed conservation targets in the region from agencies taking water from the American and Sacramento rivers.

GM Helliker reviewed the Residential Gallons Per Capita Per Day (R-GPCD) for the region and informed the Board that the data shows that by using the December information, indoor usage can be estimated minus a 3-4% water loss. He explained that the current standard for indoor use is 55 GPCD and nobody in the region meets

that. He stated that the proposal for 2025 is 47 GPCD, and 42 GPCD for 2030, under SB 1157 which is being considered by the legislature. Mr. Zlotnick pointed out that SB 1157 does not take into account an agency's water supply situation or their water rights. Director Costa commented that the District's water rights need to be protected and if it is mandated to reduce to 47 or 42 GPCD then that is a clear taking of the District's water rights and this should be discussed with legal counsel. The Board discussed this topic and would like GM Helliker and Director Zamorano to meet with Senator Hertzberg. In addition, they would like GM Helliker to meet with Assemblymember Cooley to discuss this topic.

5. FY 2021-22 Operations Plan Report Card (W & R)

GM Helliker reviewed the 3rd quarter progress on the FY 2021-22 Operations Plan Report Card. He informed the Board that staff is on track to meet the goals and stated that he anticipates the Board will review and update the Strategic Plan next year.

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 March which will be attached to the meeting minutes.

1.2 Miscellaneous District Issues and Correspondence

No report.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

Ms. Silva reported that the District received a \$33,657 reimbursement check from JPIA's rate stabilization fund.

3. OPERATIONS MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela reported that there is a supply chain issue for some materials that the District uses which is delaying the procurement of materials. He stated that Mr. Adam Larsen will be conducting an analysis of District material and staff will determine which items the District needs to stockpile. In addition, Mr. Barela reported that there has been a significant increase in the cost of chlorine gas from \$750 per ton March 2021 to \$1,400 per ton currently. He informed the Board that staff is budgeting accordingly to address projected increases.

4. ENGINEERING SERVICES MANAGER'S REPORT

4.1 Miscellaneous District Issues and Correspondence

No report.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

No report.

VII. DIRECTORS' REPORTS

1. SACRAMENTO GROUNDWATER AUTHORITY (SGA)

Director Costa reported that SGA meets on May 2nd and there is a workshop scheduled for May 12th.

2. REGIONAL WATER AUTHORITY (RWA)

GM Helliker reported that he attended the RWA Executive Committee meeting this morning since Director Rich and Mr. Zlotnick were unable to attend. He sent the Board some notes from that meeting.

3. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

3.1 ACWA - Pam Tobin

Director Tobin reported that the ACWA Spring Conference starts next week and she reviewed some highlights of the agenda. In addition, she reported that she, as ACWA President, and ACWA Vice President, Cathy Green, attended a reception where they were honored on April 21st.

3.2 Joint Powers Insurance Authority (JPIA) - Pam Tobin

Director Tobin reported that ACWA JPIA meets on May 2nd at the ACWA Spring Conference. In addition, she reported that there are three new regional Board appointments.

3.3 Energy Committee - Ted Costa

Director Costa reported that the committee meets on May 3rd.

4. CVP WATER USERS ASSOCIATION

Director Costa reported that the association meets on the 2nd Tuesday of May.

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

There were no other matters discussed.

VIII. COMMITTEE MEETINGS

1. Engineering Committee – April 25, 2022

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

2. Finance Committee – April 26, 2022

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

IX. UPCOMING EVENTS

1. Cap-to-Cap

April 30 – May 4, 2022
Washington, DC

2. 2022 ACWA Spring Conference

May 3-6, 2022
Sacramento, CA

President Miller addressed the need to cancel the May 25th Board meeting and have a Special Board meeting on May 31, 2022. GM Helliker explained that the original meeting date did not allow enough time to respond to public comments for the water transfer since the comment period ends on May 23rd. The Board agreed with the cancellation of the regular meeting and scheduling a Special Board meeting for May 31, 2022, at 6:00 pm.

GM Helliker announced that there was no need for a Closed Session.

Mr. Gray addressed the Board and highly recommends that the District obtain Cyber insurance if they do not already have it. Director Tobin commented that JPIA is looking at stand-alone coverage which she suggests that the District obtain once that is an option.

GM Helliker informed the Board that the Board Secretary will be out on medical for a few weeks.

X. CLOSED SESSION

- 1. Conference with legal counsel** – existing litigation (Government Code §54956.9(d)(1), (d)(4)) - California Natural Resources Agency v. Raimondo, Eastern District of California case no. 1:20-cv-00426 and Pacific Coast Fed'n of Fishermen's Assn. v. Raimondo, Eastern District of California case no. 1:20-cv-00430.
- 2. Conference with legal counsel** – existing litigation (Government Code §54956.9(d)(1), (d)(4)) - Center for Biological Diversity, et al. v. U.S. Bureau of Reclamation, Eastern District of California case no. 1:20-cv-00706.

XI. OPEN SESSION

There was no reportable action since there was no Closed Session.

XII. ADJOURN

The meeting was adjourned at 7:50 p.m.

ATTEST:

KENNETH MILLER, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

STAFF REPORT

To: Board of Directors
From: Andrew Pierson, P.E.
Engineering Services Manager
Date: April 27, 2022
Subject: Rancho Del Oro Estates Pipeline Easement Grant to SJWD

RECOMMENDATION ACTION

Staff recommends a motion to adopt resolution 22-08 and approve and accept two waterline easements in accordance with District Ordinances for new water distribution pipelines located within the Rancho Del Oro Estates residential development project property. These pipelines will both serve the Rancho Del Oro Estates project as well as improve hydraulic connectivity in the Retail distribution system. This item will be reviewed by the Engineering Committee on April 25, 2022.

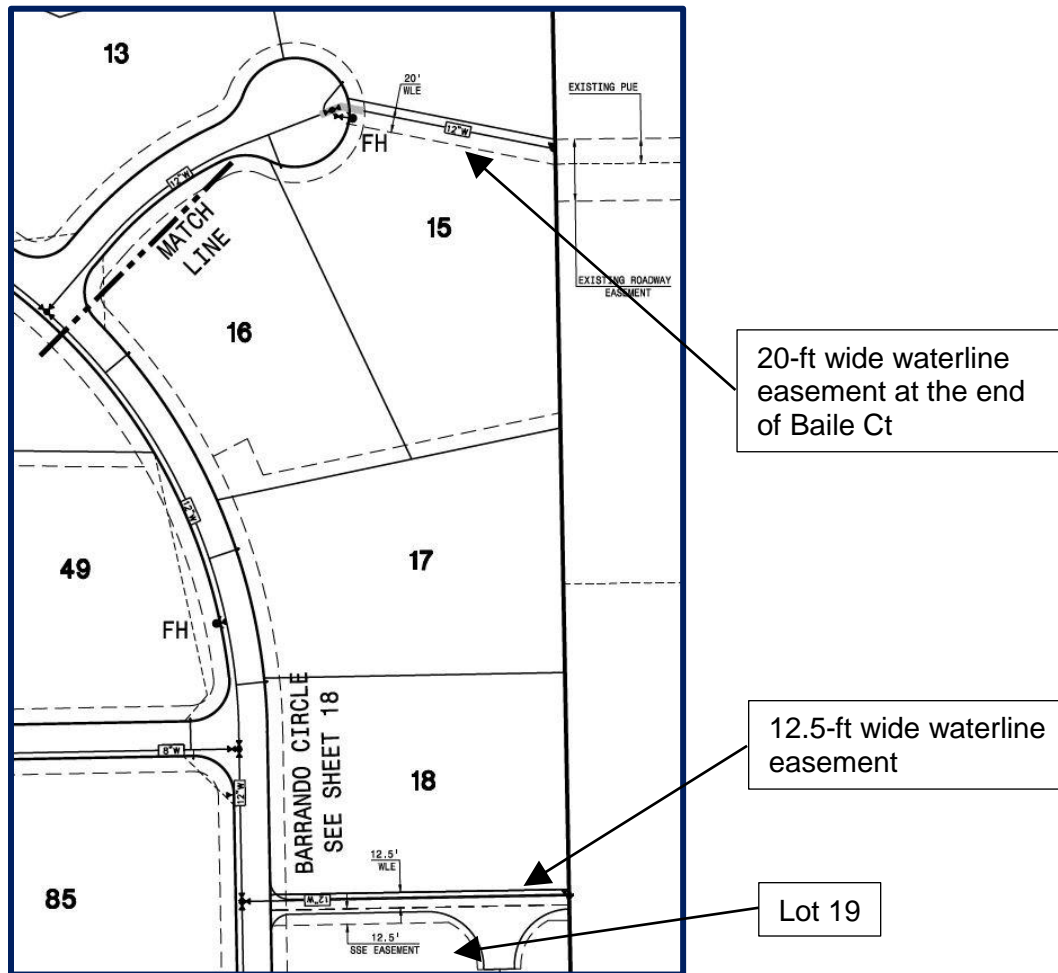
BACKGROUND

Currently under construction, the Rancho Del Oro Estates project is a County-approved 89-lot residential development project located on a 119.4-acre (gross area) parcel on the north side of Olive Ranch Road, generally east of Cavitt Stallman Road and west of Olive Glen Court (APN: 046-090-012-000). The following figure provides an aerial representation of the project location, and easements.



As a condition of project approval, the District required the Developer of the Rancho Del Oro Estates project to provide two waterline easements located on the proposed development property, as well as to install new pipelines within said easements. These easements provide the District the ability to install two future water supply connections that not only serve as a second source of supply to the Rancho Del Oro Estates project, but will also improve hydraulic connectivity and water supply reliability for the surrounding Retail distribution system.

As shown in the figure below, the proposed northern easement is a 20-ft wide waterline easement located at the end of Baile Court, and will provide the District the ability to install a future waterline within an existing 50-ft wide road and public utility easement located east of the project property. The proposed southern easement is a 12.5-ft wide waterline easement located along the northern property line of Lot 19 that will provide the District the opportunity for a future connection when the adjacent property is developed.



STATUS

The improvement plans for the Rancho Del Oro development project have already been approved by both Placer County and the District, and construction of this project has already commenced. As a condition of District approval and acceptance of the Rancho Del Oro project, the acceptance of the requested water pipeline easement is now needed. The attached Exhibits provide the description of the planned easement to be conveyed to the District.

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

BUDGET IMPACT

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

RESOLUTION NO. 22-08

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

WHEREAS, RDO Placer, LLC, (“Owner”) is the record owner of the real property located on the north side of Olive Ranch Road between Cavitt Stallman Road and Olive Glen Court, Granite Bay, California, and designated Placer County Assessor’s Parcel Number 046-090-012-000 (the “Property”);

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

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

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

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

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

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

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on this 27th day of April, 2022 by the following vote:

AYES:
NOES:
ABSENT:

By: _____
KENNETH H. MILLER
President, Board of Directors

ATTEST:

TERI GRANT
Secretary, Board of Directors

AGENDA ITEM III-5

STAFF REPORT

To: Board of Directors
From: Mark Hargrove, Senior Engineer
Date: April 27, 2022
Subject: Bacon Pump Facility Generator Replacement Project, EETS Amendment No. 3

RECOMMENDED ACTION

Staff requests a Board motion to approve Amendment 3 to the professional services contract with EETS, Inc. (EETS) for engineering services related to the construction of the Bacon Pump Facility Generator Replacement Project (Project) in the amount of \$69,820 and authorizing a total amendment budget of \$76,800 (includes 10% contingency), bringing the total approved project budget to \$240,050. This item will be considered by the Engineering Committee on April 25, 2022.

BACKGROUND

The Project consists of the replacement of two existing diesel generators located at the District's Bacon Pump Facility. The existing generators are beyond their useful life and District staff believes it is imperative the generators be replaced as soon as possible to avoid catastrophic failure similar to what occurred with the generator at the Upper Granite Bay Pump Station in 2021. Construction bids were received from Contractors on April 14, 2022.

EETS provided the design and bidding services for the Project and their services will be required during construction to provide submittal review, specialty inspection, as-built drawings, and assist with answering contractor questions. The Project construction contract is discussed under a separate staff report.

FINANCIAL CONSIDERATIONS

The total budget for the project included in FY 2021/2022 and FY 2022/2023 are \$68,000 and \$1,333,000 respectively, totaling approximately \$1.4 million. The low bid amount for construction was approximately \$1.8 million which leaves a budget gap. The Project construction contract is discussed under a separate staff report. District staff is currently re-prioritizing projects to accommodate the additional budget required to complete this project.

AGENDA ITEM III-6

STAFF REPORT

To: Board of Directors
From: Donna Silva, Finance Director
Date: April 27, 2022
Subject: Capital Asset Policy Revisions

RECOMMENDED ACTION

Consider a motion to approve amendments to the Capital Asset Policy for the San Juan Water District. This item will be reviewed by the Finance Committee on April 26, 2022.

BACKGROUND

Capital Assets is a term used to describe assets that are used in operations, above a certain value threshold, and that have initial lives extending beyond a single reporting period (fiscal year). Capitalization is primarily a financial reporting issue. What this means is that the District's primary concern in setting capitalization policy should be the anticipated information needs of the users of the District's external financial reports. Generally Accepted Accounting Principles (GAAP) require the matching of expenses to the period of benefit. Since capital assets provide benefits over their entire life, GAAP require that they be expensed or "depreciated" over the same time period.

There are many policy decisions that should be made and periodically reviewed by the Board of Directors to adequately guide staff in the identification, capitalization and depreciation of capital assets, such as capitalization thresholds, estimated useful lives of asset categories, how to determine the value of donated assets, etc.

The Board first adopted a Capital Asset Policy in October, 2017. The policy was reviewed and amended by the Board in August, 2020. Since that time, the Governmental Accounting Standards Board (GASB) has issued a new pronouncement titled GASB 87: Lease Accounting which requires the capitalization of leases as a financing mechanism and has issued Implementation Guide N0. 2021-1 which changes the accounting for bundled assets. Additionally, staff recommends language clarifying the capitalization threshold for assets that are shared between wholesale and retail.

GASB 87: Lease Accounting

This new pronouncement, effective for fiscal years beginning after June 15, 2021, requires leases to be capitalized on the balance sheet as either an "intangible, right to use" asset (in cases where the District is leasing something) or as a "lease receivable" (in cases where the District is leasing something out to someone else). In either case, the District needs to establish a capitalization threshold. Without a capitalization threshold, the District would be required to capitalize small items such as the postage meter lease, which would be unduly complicated, inefficient and confusing to readers of the District's financial statements. After reviewing all current leases and conferring with the audit firm Richardson and Company, staff recommends a capitalization threshold of \$100,000 for the full term of the lease. This means that the total value of the lease must be \$100,000 or greater for the capitalization requirement to apply. With this threshold the District's cell tower leases will qualify for

capitalization as a “lease receivable”, but leased assets such as the postage meter and phone system will likely not.

Implementation Guide N0. 2021-1 – Bundled Assets

This implementation guide addresses numerous topics, one of which is the accounting treatment of bundled assets. Per the implementation guide:

Capitalization policies adopted by governments include many considerations such as finding an appropriate balance between ensuring that all significant capital assets, collectively, are capitalized and minimizing the cost of recordkeeping for capital assets. A government should capitalize assets whose individual acquisition costs are less than the threshold for an individual asset if those assets in the aggregate are significant. Computers, classroom furniture, and library books are examples of asset types that may not meet a capitalization policy on an individual basis, yet could be significant collectively. In this example, if the \$150,000 aggregate amount (100 computers costing \$1,500 each) is significant, the government should capitalize the computers.

While not specifically addressed in the guide, another important consideration is whether or not the bundled assets will be replaced together. If they are purchased together, but do not have the same estimated useful life, then only the assets with the same lives should be bundled as a group. Staff recommends setting a capitalization threshold of \$100,000 for bundled assets, as well as the specification that bundled assets must have the same useful life and be intended to be replaced as a bundle.

A clear version of the proposed policy, as well as a redline version of the existing policy are attached for review.

Section	FIN-5 Finance	Approval Date	10/11/17
Policy	FIN-5.2 Capital Asset Policy	Latest Revision	8/19/20

FIN-5.2 Capital Asset Policy

5.2.1 Purpose

The purpose of this policy is to establish guidance in identifying, capitalizing, depreciating, and accounting for District capital assets.

5.2.2 Definitions

A capital asset is defined under this Policy as an asset owned by the District that is: 1) acquired for use in District operations, and 2) long-term in nature.

5.2.3 Capital Improvement Program

District infrastructure will be maintained at a level that ensures the delivery of a reliable water supply of the highest quality at reasonable and equitable costs. Long-term capital improvement plans are created with each Master Plan. The capital improvement plan is a planning tool which assists the District in the construction and replacement of capital facilities required to provide water service to current and future customers. The Long Term Capital Improvement Plan is updated each year based on a number of factors including new projects not identified in Master Plan, funding availability, and available staff resources.

5.2.4 Categories

Capital assets shall be segregated into the following categories:

- A. Land (non-depreciable)
- B. Land Improvements with a limited life, such as driveways, walks, fences, landscaping, and parking areas.
- C. Pump Stations and Improvements
- D. Buildings and Improvements (excluding Water Treatment Plant)
- E. Water Treatment Plant and Improvements
- F. Mains/Pipelines and Improvements
- G. Reservoirs and Improvements
- H. Equipment and Furniture, such as large tools, vehicle trailers, tractors, meters, hydrants, computer equipment, furniture, and fixtures
- I. Vehicles, such as cars and trucks
- J. Software
- K. Other Intangibles

5.2.5 Capitalization Thresholds

Capital assets eligible for capitalization, must have:

- A. An estimated useful life of greater than 1 year from the date of acquisition; **and**
- B. A minimum individual asset value of \$5,000. If the asset is shared between Wholesale and Retail, the combined total value must be at least \$5,000 to qualify for capitalization.
- C. Assets cannot be grouped together to meet the minimum \$5,000 value.
- D. A combined total of at least \$100,000 and be a group of like assets (e.g. meters) purchased and intended to be replaced together at the end of their useful lives.
- E. A lease agreement that extends beyond one year (including extensions) and a total lease value of at least \$100,000.

5.2.6 Valuation of Capital Assets

The value assigned to capital assets shall be determined as follows:

- A. Purchased or Constructed Capital Assets
The value is determined using the original cost of the asset, including all reasonably identifiable costs incurred to acquire, construct, and place an asset into service. Studies are not capitalized, unless they can be related to a specific asset.
- B. Donated Capital Assets
The capitalized value of donated assets shall be determined using the fair market value at the time of donation. If the fair market value of the asset is not available or cannot be reasonably determined, an estimated cost may be determined using the best available information. The value of donated intangible assets shall be accounted for separate from donated tangible capital assets.

Fair Market or Appraised Value at date of donation includes

- Installation costs;
- Professional fees of engineers, inspectors, attorneys, consultants, etc.;
- Other normal or necessary costs required to place the asset in its intended location and condition for use.

Leased Assets (Right to Use)

- Value of lease liability;
- Lease prepayments made for future periods;
- Direct ancillary costs necessary to place asset into service (excluding debt issuance costs)

5.2.7 Capitalization of Costs Subsequent to Acquisition

Additional costs incurred after a capital asset is placed in use shall be accounted for as follows:

- A. Additions:
An “Addition” is defined as an expenditure that either significantly extends the useful life or productivity of an existing capital asset or creates a new capital asset. All “Additions” to existing capital assets should be capitalized as long as the asset meets the criteria of section 5.2.5 above.

- B. **Improvements and Replacements:**
 “Improvements and Replacements” are defined as expenditures that involve substituting a similar capital asset, or portion thereof, for an existing one. All “Improvements and Replacements” to existing capital assets should be capitalized as long as the asset meets the criteria of section 5.2.5 above. If the existing asset’s book value is determinable, then the existing asset should be removed from the books at the time the replacement is recorded. If the existing asset is not separately identifiable, then the replacement may be capitalized as the existing asset’s book value is assumed to be negligible. The Director of Finance is authorized to make a determination when this policy does not provide clear direction.
- C. **Rearrangement or Reinstallation:**
 “Rearrangement or Reinstallation” costs are defined as expenditures that involve moving an existing asset to a new location or reinstalling a similar asset in place of an existing asset. All “Rearrangement or Reinstallation” costs should be expensed in the period incurred.
- D. **Repairs and Maintenance:**
 “Repairs and Maintenance” costs are defined as expenditures that involve maintaining the asset in good or ordinary repair. All “Repairs and Maintenance” costs should be expensed in the period incurred.

5.2.8 Depreciation or Amortization of Capital Assets

Capital assets shall be depreciated or amortized on a straight-line basis beginning the first day of the month following acquisition in accordance with the following schedule:

Category	Useful Life in Years
Pump Stations/Pressure Control Stations & Improvements	
Variable Frequency Drives (VFD)	12 to 35
Pumps	15 to 20
Motor Control Centers (MCC)	20
Generators	20 to 25
Pressure/Control Valve Stations	20 to 35
Pump Station Building	30 to 40
Land Improvements	
Paving/Resurfacing	7 to 30
Landscaping	10
Fencing	10 to 35
Cement Work	20
Decking	20 to 35
Equipment & Furniture	
Computer Equipment	5 to 10
Furniture	5 to 10
Other Small Equipment (survey equipment, leak detectors, etc.)	5 to 10
Copy Machines and Plotters	5 to 10

Category	Useful Life in Years
Equipment & Furniture (con't)	
Shop Equipment (welders, pipe threaders, presses, etc.)	5 to 15
SCADA	7 to 10
Trailers, including Vacuum Trailers	10
Tractors, Backhoes, Forklifts	8 to 25
Dump Trucks	20
Meter Endpoints	10
Meters – Water	20 to 25
Hydrants	25 to 70
Sewer Lift Station	25 to 50
Fuel tanks	25 to 50
Building and improvements	
Hot Water Heater	10 to 15
HVAC	10 to 20
Lighting	20
Solar Facility	20 to 35
Network Cabling	25
Roof	25 to 33
Office Buildings	30 to 50
Treatment Plant & improvements	
Filtrate Pumps	10
Chlorine Feed System	10 to 15
ERS Filter Media	15
Alum Feed Pump and Feed System	10 to 20
Backwash Hoods and Pumps	15 to 35
Polymer System	25 to 35
Solids Handling	25 to 35
Alum Tank	25
Sedimentation Basin Sludge Vacuum System	25
Chemical Feed Pump	25
Treatment Plant Building	30 to 50
Flocculation & Sedimentation Basins	35
Filter Basins	35
Treatment Plant Building Improvements (see Building and Improvements)	See Building and Improvements above
Mains/Pipelines	
Wholesale Meters	10 to 20
Cathodic Protection	25
Air Release Valve	25
Pipelines	30 to 75
Mains	30 to 80

Category	Useful Life in Years
Mains/Pipelines (con't)	
Services (HDPE)	40
Valves	50
Category	Useful Life in Years
Reservoirs & improvements	
Reservoir	25 to 50
Tanks	25 to 50
Vehicles (see Equipment for tractors, backhoes, and trailers)	10
Software (including SCADA)	10
Intangible	Varies based on life of asset

Where the useful life is listed by a range, factors such as material type, physical environment of the asset, intensity of expected use and others as may be provided by Project and/or Department Managers will be used to determine placement within the range.

The depreciation period of an asset financed by debt shall not be less than the length of time for the debt.

5.2.9 Physical Inventory of Capital Assets

A physical inventory of the following categories of capital assets shall be performed at least annually:

- A. Machinery and Equipment
- B. Fleet Equipment
- C. Office Furniture and Fixtures
- D. Computer Equipment, Purchases Software and Telephones

The results of the physical inventory shall be reconciled with the District's fixed asset system.

5.2.10 Disposal of Capital Assets

Capital assets that have become obsolete shall be disposed of in a manner that returns the maximum value to the District and its ratepayers.

In most cases the assets are sent to auction; however, the Finance Director determines the best method of disposal.

State law prohibits District employees from purchasing District property (Government Code section 1090).

Revision History:

Revision Date	Description of Changes	Requested By
8/19/20	Numerous changes – see Board staff report dated 8/19/20	Finance Committee
	Add bundled asset purchases and leases, revise useful lives – see Board staff report dated 4/27/2022.	Finance Department

Section	FIN-5 Finance	Approval Date	10/11/17
Policy	FIN-5.2 Capital Asset Policy	Latest Revision	8/19/20

FIN-5.2 Capital Asset Policy

5.2.1 Purpose

The purpose of this policy is to establish guidance in identifying, capitalizing, depreciating, and accounting for District capital assets.

5.2.2 Definitions

A capital asset is defined under this Policy as an asset owned by the District that is: 1) acquired for use in District operations, and 2) long-term in nature.

5.2.3 Capital Improvement Program

District infrastructure will be maintained at a level that ensures the delivery of a reliable water supply of the highest quality at reasonable and equitable costs. Long-term capital improvement plans are created with each Master Plan. The capital improvement plan is a planning tool which assists the District in the construction and replacement of capital facilities required to provide water service to current and future customers. The Long Term Capital Improvement Plan is updated each year based on a number of factors including new projects not identified in Master Plan, funding availability, and available staff resources.

5.2.4 Categories

Capital assets shall be segregated into the following categories:

- A. Land (non-depreciable)
- B. Land Improvements with a limited life, such as driveways, walks, fences, landscaping, and parking areas.
- C. Pump Stations and Improvements
- D. Buildings and Improvements (excluding Water Treatment Plant)
- E. Water Treatment Plant and Improvements
- F. Mains/Pipelines and Improvements
- G. Reservoirs and Improvements
- H. Equipment and Furniture, such as large tools, vehicle trailers, tractors, meters, hydrants, computer equipment, furniture, and fixtures
- I. Vehicles, such as cars and trucks
- J. Software
- K. Other Intangibles

5.2.5 Capitalization Thresholds

Capital assets eligible for capitalization, must have:

- A. An estimated useful life of greater than 1 year from the date of acquisition; **and**
- B. A minimum individual asset value of \$5,000. If the asset is shared between Wholesale and Retail, the combined total value must be at least \$5,000 to qualify for capitalization.
- C. Assets cannot be grouped together to meet the minimum \$5,000 value.
- D. A combined total of at least \$100,000 and be a group of like assets (e.g. meters) purchased and intended to be replaced together at the end of their useful lives.
- D-E. A lease agreement that extends beyond one year (including extensions) and a total lease value of at least \$100,000.

5.2.6 Valuation of Capital Assets

The value assigned to capital assets shall be determined as follows:

- A. Purchased or Constructed Capital Assets
The value is determined using the original cost of the asset, including all reasonably identifiable costs incurred to acquire, construct, and place an asset into service. Studies are not capitalized, unless they can be related to a specific asset.
- B. Donated Capital Assets
The capitalized value of donated assets shall be determined using the fair market value at the time of donation. If the fair market value of the asset is not available or cannot be reasonably determined, an estimated cost may be determined using the best available information. The value of donated intangible assets shall be accounted for separate from donated tangible capital assets.

Fair Market or Appraised Value at date of donation includes;

- Installation costs;
- Professional fees of engineers, inspectors, attorneys, consultants, etc.;
- Other normal or necessary costs required to place the asset in its intended location and condition for use.

Leased Assets (Right to Use)

- Value of lease liability;
- Lease prepayments made for future periods;
- Direct ancillary costs necessary to place asset into service (excluding debt issuance costs)

5.2.7 Capitalization of Costs Subsequent to Acquisition

Additional costs incurred after a capital asset is placed in use shall be accounted for as follows:

- A. Additions:
An “Addition” is defined as an expenditure that either significantly extends the useful life or productivity of an existing capital asset or creates a new capital asset. All “Additions” to existing capital assets should be capitalized as long as the asset meets the criteria of section 5.2.5 above.

- B. Improvements and Replacements:
 “Improvements and Replacements” are defined as expenditures that involve substituting a similar capital asset, or portion thereof, for an existing one. All “Improvements and Replacements” to existing capital assets should be capitalized as long as the asset meets the criteria of section 5.2.5 above. If the existing asset’s book value is determinable, then the existing asset should be removed from the books at the time the replacement is recorded. If the existing asset is not separately identifiable, then the replacement may be capitalized as the existing asset’s book value is assumed to be negligible. The Director of Finance is authorized to make a determination when this policy does not provide clear direction.
- C. Rearrangement or Reinstallation:
 “Rearrangement or Reinstallation” costs are defined as expenditures that involve moving an existing asset to a new location or reinstalling a similar asset in place of an existing asset. All “Rearrangement or Reinstallation” costs should be expensed in the period incurred.
- D. Repairs and Maintenance:
 “Repairs and Maintenance” costs are defined as expenditures that involve maintaining the asset in good or ordinary repair. All “Repairs and Maintenance” costs should be expensed in the period incurred.

5.2.8 Depreciation or Amortization of Capital Assets

Capital assets shall be depreciated or amortized on a straight-line basis beginning the first day of the month following acquisition in accordance with the following schedule:

Category	Useful Life in Years
Pump Stations/Pressure Control Stations & Improvements	
Variable Frequency Drives (VFD)	12 to 35
Pumps	15 to 20
Motor Control Centers (MCC)	20
Generators	20 to 25
Pressure/Control Valve Stations	20 to 35
Pump Station Building	30 to 40
Land Improvements	
Paving/Resurfacing	7 to 30
Landscaping	10
Fencing	10 to 35
Cement Work	20
Decking	20 to 35
Equipment & Furniture	
Computer Equipment	5 to 10
Furniture	5 to 10
Other Small Equipment (survey equipment, leak detectors, etc.)	5 to 10
Copy Machines and Plotters	5 to 10

Category	Useful Life in Years
Equipment & Furniture (con't)	
Shop Equipment (welders, pipe threaders, presses, etc.)	5 to 15
SCADA	7 to 10
Trailers, including Vacuum Trailers	10
Tractors, Backhoes, Forklifts	8 to 25
Dump Trucks	20
Meter Endpoints	1020
Meters – Water	20 to 25
Hydrants	25 to 70
Sewer Lift Station	25 to 50
Fuel tanks	25 to 50
Building and improvements	
Hot Water Heater	10 to 15
HVAC	10 to 20
Lighting	20
Solar Facility	20 to 35
Network Cabling	25
Roof	25 to 33
Office Buildings	30 to 50
Treatment Plant & improvements	
Filtrate Pumps	10
Chlorine Feed System	10 to 15
ERS Filter Media	15
Alum Feed Pump and Feed System	10 to 20
Backwash Hoods and Pumps	15 to 35
Polymer System	25 to 35
Solids Handling	25 to 35
Alum Tank	25
Sedimentation Basin Sludge Vacuum System	25
Chemical Feed Pump	25
Treatment Plant Building	30 to 50
Flocculation & Sedimentation Basins	35
Filter Basins	35
Treatment Plant Building Improvements (see Building and Improvements)	See Building and Improvements above
Mains/Pipelines	
Wholesale Meters	10 to 20
Cathodic Protection	25
Air Release Valve	25
Pipelines	30 to 75
Mains	30 to 80

Category	Useful Life in Years
Mains/Pipelines (con't)	
Services (HDPE)	40
Valves	50
Category	Useful Life in Years
Reservoirs & improvements	
Reservoir	25 to 50
Tanks	25 to 50
Vehicles (see Equipment for tractors, backhoes, and trailers)	10
Software (including SCADA)	10
Intangible	Varies based on life of asset

Where the useful life is listed by a range, factors such as material type, physical environment of the asset, intensity of expected use and others as may be provided by Project and/or Department Managers will be used to determine placement within the range.

The depreciation period of an asset financed by debt shall not be less than the length of time for the debt.

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The results of the physical inventory shall be reconciled with the District's fixed asset system.

5.2.10 Disposal of Capital Assets

Capital assets that have become obsolete shall be disposed of in a manner that returns the maximum value to the District and its ratepayers.

In most cases the assets are sent to auction; however, the Finance Director determines the best method of disposal.

State law prohibits District employees from purchasing District property (Government Code section 1090).

Revision History:

Revision Date	Description of Changes	Requested By
8/19/20	Numerous changes – see Board staff report dated 8/19/20	Finance Committee
	<u>Add bundled asset purchases and leases, revise useful lives – see Board staff report dated 4/27/2022.</u>	<u>Finance Department</u>

AGENDA ITEM III-7

STAFF REPORT

To: Board of Directors
From: Donna Silva, Director of Finance
Date: April 27, 2022
Subject: Payment to Reduce Unfunded Actuarial Pension Liability

RECOMMENDED ACTION

Authorize staff to make a payment of \$200,000 from wholesale and retail reserves to reduce the unfunded pension liability. This item will be reviewed by the Finance Committee on April 26, 2022.

BACKGROUND

The District contracts with CalPERS to provide defined benefit pension benefits to all eligible employees. The District offers pension benefits under three different plans, depending upon employee hire date as follows:

Plan Name	Plan Benefit	Calculated on:	For Employees Hired:	# of Employees in Plan
Misc. First Tier Plan	3% at 60	Highest consecutive 12 months	Prior to February 1, 2009	10
Misc. Second Tier Plan	3% at 60	Highest consecutive 36 months (3 years)	After February 1, 2009	17
PEPRA Misc. Plan	2% at 62	Highest consecutive 36 months (3 years)	On or after January 1, 2013 unless a "classic member"	18

In order to calculate the liability associated with future pension benefits, CalPERS actuaries estimate the future cost of the benefits, making assumptions about interest earnings over time (the "discount rate"), the life span of employees, final compensation, etc. From that number they subtract the total current market value of the pension assets. The difference is either an unfunded liability or a net plan asset.

Unfunded liabilities can be caused in a number of ways, including investment returns below expectations, changes in assumptions on future returns, mortality rates, etc. In order to smooth the effect of the unfunded liability, CalPERS "amortizes" them over a long period of time. This means that entities pay for those liabilities over time, with interest, rather than in the year they are incurred.

Investment gains and losses are spread out (amortized) over 30 years and changes in assumptions are spread out over 20 years. There are currently 17 different gains/losses or assumption changes that are being amortized over a period of 20 to 30 years. The annual payment from each of these 17 bases are combined and result in the annual payment towards the unfunded liability.

At the direction of the Board of Directors, two large voluntary payments were made to reduce the unfunded liability - \$4,112,000 in 2017 and \$2,787,800 in 2018. During the FY 2020-21 budget adoption process, the Board requested regular annual supplemental payments to gradually reduce and/or eliminate the unfunded pension liability. As a result, a supplemental payment of \$200,000 was made in April 2021 and another \$200,000 payment was included in the FY 2021-22 budget.

As of the most recent actuarial valuation reports, the District's pension plan is about 90% funded with an unfunded pension liability of approximately \$4.8 million. This is reflective of pension plan performance through June 30, 2020. The pension fund had a 21.3% return for the year ended June 30, 2021, which will further reduce the District's unfunded liability. The large gain triggered a lowering of the discount rate from 7% to 6.8%, which will also be reflected in the next valuation report, expected to be released in September. Relative to other jurisdictions throughout the State, the District has a very strong funded position. The combined pension plan is approximately 80% funded.

CURRENT STATUS

The current year adopted budget anticipates a payment of \$200,000 and per the mid-year budget review, District finances are sufficient to support this payment. *The remittance of \$200,000 will produce interest savings of approximately \$166,000 over the next 20 years.* Staff will work with CalPERS staff to apply to payment to the amortization base(s) that will produce the maximum savings for the District.

STAFF REPORT

To: Board of Directors
From: Paul Helliker, General Manager
Date: April 27, 2022
Subject: 2022 General Elections

RECOMMENDED ACTION

Staff recommends a motion to approve Resolution No. 22-09 Calling for General District Election (Sacramento County) and to approve Resolution No. 22-10 Notice of Governing Board Member Election (Placer County).

BACKGROUND

The members of the Board of Directors are elected for staggered four year terms. Directors Ken Miller and Pam Tobin were re-elected in November 2020. The seats currently held by Directors Ted Costa, Dan Rich and Manuel Zamorano are up for election on November 8, 2022. The candidate filing for the November election opens July 18, 2022 and closes August 12, 2022.

The Board is required to adopt a resolution for Sacramento and Placer counties which outlines the District's request to be included in the general election. In the past, the Board determined that the candidates will pay for their candidate statement and that a tie vote would be determined by lot. In addition, the Board has limited the candidate statement to 200 words, instead of the 400 word option, which is also allowed. The cost to the candidate is a flat rate, and is less expensive for a 200-word statement than for a 400-word statement. We do not yet know the cost for either option, because it depends on the number of voters to whom the statements are sent (and differs between Sacramento and Placer Counties). We do know that we can only select one option, which will apply to all candidates. Staff recommends that the Board stay with the 200-word option.

San Juan Water District

RESOLUTION CALLING GENERAL ELECTION
RESOLUTION NO. 22-09

WHEREAS, an election will be held within the SAN JUAN WATER DISTRICT that will affect the following county or counties PLACER/SACRAMENTO on November 8, 2022, for the purpose of electing DIRECTORS (3); and

WHEREAS, a General Election will be held within the County of Sacramento on the same day; and

WHEREAS, an election is required to be held within the San Juan Water District on November 8, 2022 for the purpose of electing members of the Board of Directors by and from Divisions 1, 3 and 5, which will affect Sacramento County; and

WHEREAS, Elections Code §10403 requires jurisdictions to file with the Board of Supervisors, and a copy with the Registrar of Voters, a resolution requesting consolidation with a statewide election.

THEREFORE, BE IT RESOLVED, that the SAN JUAN WATER DISTRICT requests the Board of Supervisors of Sacramento County to consolidate the regularly scheduled General Election with the statewide election to be held on November 8, 2022; and

BE IT FURTHER RESOLVED, that the Candidate pays at the Voter Registration and Elections office for the publication of the candidate’s statement, pursuant to Elections Code §13307. The limitation on the number of words that a candidate may use in his or her candidate’s statement is ____ words; and

BE IT FURTHER RESOLVED, that the District agrees to reimburse the Registrar of Voters for actual costs accrued, such costs to be calculated by the method set forth in the County’s current Election Cost Allocation Procedures.

BE IT FURTHER RESOLVED, that the District will use the following method of selecting a winning candidate for Director in case of a tie vote at the November 8, 2022 General Election:

Upon notification of a tie by the Registrar of Voters, the District Secretary will notify the candidates who have received the tie votes and order those candidates or their designated representatives to appear before the Board of Directors for a determination of the winner at the time and place designated by the Board. At the designated time and place, the Board will determine the tie by a drawing of lots conducted by the Board President or his or her designee, and the winner of the drawing shall be declared the winner by the Board. (Elections Code Section 10551, subd. (b).)

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 27th day of April 2022, by the following vote:

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

KENNETH H. MILLER, President, Board of Directors

ATTEST:

TERI GRANT, Board Secretary

NOTICE OF DISTRICT ELECTION

SAN JUAN WATER DISTRICT

Notice is hereby given that a General Election will be held on November 8, 2022, in this district. The offices for which candidates may declare their candidacy are:

Director, three positions, representing each of Divisions 1, 3 and 5.

QUALIFICATIONS: Each candidate must meet the following qualifications for office as specified in the principal act or code under which this district is organized:

CANDIDATE SHALL BE A REGISTERED VOTER RESIDING WITHIN THEIR
RESPECTIVE DIVISION

CODE REFERENCE: GOV. CODE 61040 (b)

Official declarations of candidacy for eligible candidates desiring to file for any of the elective offices may be obtained from the office of the Registrar of Voters at 7000 65th Street, Suite A, Sacramento, CA 95823-2315, on and after July 18, 2022, and must be filed not later than 5:00 p.m. on August 12, 2022. However, if a declaration of candidacy for an incumbent is not filed by August 12, 2022, any person other than the incumbent shall have until 5:00 p.m. on August 17, 2022, to file a declaration of candidacy for such office.

Appointment to each elective office will be made by the supervising authority as prescribed by Elections Code §10515 in the event there are no candidates or an insufficient number of candidates for such office and a petition for an election is not filed within the time prescribed by Elections Code §10515; that is, by 5:00 p.m. on August 17, 2022.

Dated this _____ day of _____, 20 _____.

(Seal)

District Secretary

PUBLICATION OF NOTICE OF ELECTION

Elections Code §12112 requires the publication of a “Notice of Election.” The notice shall contain the date of the General Election, name the offices for which candidates may file, and state the qualifications required by the principal act for each office, as well as other pertinent information.

San Juan Water District

(Name of District)

The Registrar of Voters will publish a combined election notice for all districts scheduled for election on November 8, 2022.

Dated this _____ day of _____, 20 _____.

District Secretary

**NOTICE OF GOVERNING BOARD MEMBER ELECTION AND/OR
NOTICE TO SUBMIT MEASURE(S) TO A VOTE OF THE VOTERS**

Resolution No. 22-10

RESOLUTION OF THE GOVERNING BODY OF THE
San Juan Water District

DECLARING AN ELECTION BE HELD IN ITS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS ELECTION
WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE;
AND
REQUESTING ELECTION SERVICES BY THE COUNTY CLERK.

WHEREAS, this District Governing Body orders an election to be held in its jurisdiction on

November 8, 2022; at which election the issue(s) to be presented to the voters shall be:

NOMINATION OF CANDIDATES FOR THE GOVERNING BODY

1. Said election shall be to fill a vacancy for the following Board Members(s) who resigned and/or whose term(s) expired:

Incumbent's Name	Division Number (if applicable)	Regular/Short Term
Daniel Rich	1	Regular
Edward "Ted" Costa	3	Regular
Manuel Zamorano	5	Regular

2. Said Directors for this District are elected in the following manner:

 At Large.

There are no divisions in the District; all voters within the District vote for all candidates.

 X By Division.

Districts are split into areas; only those voters residing in the area may vote for candidates who run in the area.

 Qualified by Division-Elected at Large.

Directors must qualify to run by living in a specific division, but all voters within the District may vote on all candidates.

 Qualified by Division-Elected at Large.

Directors must be a landowner. Multiple ownerships can designate single owner to cast vote or cast pro rata share.

3. Said District has determined the following election particulars:

- The length of the Candidate Statement shall not exceed words.
(Specify either 200 or 400 words)
- The cost of the Candidate Statement shall be paid by the **Candidate**.
(Specify Candidate or District)

MEASURE(S) TO BE SUBMITTED TO THE VOTERS (IF APPLICABLE)

(If this election is strictly for deciding one or more measures and no candidates are to be elected, please complete #4 through #6 below)

4. Said District does not request that the following measure(s) be decided at this election.
(Specify does or does not)

- Said Governing Board orders the following measure(s) to be put to a vote of the residents of the District:

(See attached wording marked Exhibit(s) _____)

5. Said District has determined the following election particulars:

- In the case of a tie vote, the election shall be determined by **LOT**.
(Specify lot or runoff election)
- The County Clerk is **requested** to provide election services. If the District requests the Placer County Elections Office to provide election services, all applicable costs will be paid for by the District.
(Specify requested or not requested)

6. The District hereby certifies that (please check one):

There have been changes to the District boundary lines since our last election as shown on the attached map and/or legal description.

There have been no District boundary changes since our last election.

BE IT RESOLVED that the Board of Supervisors of the County of Placer is hereby requested to:

1. Consolidate the election with any other applicable election conducted on the same day;
2. Authorize and direct the County Clerk, at Governing Body expense, to provide all necessary election services.

This Resolution shall be considered a Notice of Election and Specification of Election Order if applicable.

PASSED AND ADOPTED by the Governing Body on April 27, 2022.

AYES:

NOES:

ABSENT:

ATTEST: _____
SECRETARY OF THE BOARD

CHAIR OF THE BOARD

(Seal)

AGENDA ITEM IV-2

STAFF REPORT

To: Board of Directors
From: Mark Hargrove, Senior Engineer
Date: April 27, 2022
Subject: Material/Parts Storage Facility Project, Construction Contract

RECOMMENDED ACTION

Staff requests a Board motion to approve a construction contract with Plummerbuilt Inc. (Plummerbuilt) for the amount of \$654,000 with a construction contingency of \$65,400 (10%) for a total authorized budget of \$719,400. The Engineering Committee will review this item on April 25, 2022.

BACKGROUND

This project consists of a material and parts storage building located at the southwest corner of the District's property. The new building will replace the original storage building that was demolished in 2018. Construction will include furnishing and installing a new, prefabricated 2-sided metal building, new building concrete footings, electrical service, and lighting.

CURRENT STATUS

Eight (8) contractors attended the mandatory pre-bid meeting and two (2) bids were received on April 13, 2022. The Bid outcomes are summarized as follows:

Bidder	Bid Amount
Plummerbuilt Inc.	\$654,000
Diede Construction, Inc.	\$777,100

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

FINANCIAL CONSIDERATIONS

The project is included the FY 2022/2023 with a total project budget of \$480,000. District staff is currently re-prioritizing projects to accommodate the additional budget required for this project. District staff will also work with Plummerbuilt to reduce the costs of construction, including but not limited to the removal of items from their scope.

AGENDA ITEM IV-3

STAFF REPORT

To: Board of Directors
From: Mark Hargrove, Senior Engineer
Date: April 27, 2022
Subject: Bacon Pump Facility Generator Replacement Project, Construction Contract

RECOMMENDED ACTION

Staff requests a Board motion to approve a construction contract with Lords Electric, Inc. (Lords) for the amount of \$1,787,600 with a construction contingency of \$178,760 (10%) for a total authorized budget of \$1,966,360. This item will be considered by the Engineering Committee on April 25, 2022.

BACKGROUND

This project consists of the replacement of two existing diesel generators located at the District's Bacon Pump Facility. The existing generators are beyond their useful life and District staff believes it is imperative that the generators be replaced as soon as possible to avoid catastrophic failure similar to what occurred with the generator at the Upper Granite Bay Pump Station in 2021. Construction will include the removal and disposal of the existing generators, demolition of existing slabs, site grading, new concrete foundations, new diesel generators (400 kW and 600 kW), new electrical panels, new conduits and wires, and the relocation of an existing storm drain. The new generation system will be in compliance with all regulatory requirements and is sized to provide emergency system support during a power outage at the site.

CURRENT STATUS

Eleven (11) contractors attended the mandatory pre-bid meeting and three (3) bids were received on April 14, 2022. The Bid outcomes are summarized as follows:

Bidder	Bid Amount
Lords Electric Inc.	\$1,787,600
Telstar Instruments	\$1,904,931
Vintage Paving Co.	\$2,290,500

Lords' bid documents were reviewed and found to be mostly complete and in order. They did not include Notary as required by the bid documents. However, they were able to provide the Notary later when informed it was missing. This was discussed with District counsel, Ryan Jones, and it was decided that the District could accept the bid because they "substantially complied with the bidding requirements, and their minor irregularity was fixed and didn't give them an advantage over other bidders".

FINANCIAL CONSIDERATIONS

The total budget for the project included in FY 2021/2022 and FY 2022/2023 are \$68,000 and \$1,333,000 respectively, totaling approximately \$1.4 million. This leaves a budget gap of approximately \$600,000 for construction alone, not including engineering or inspection services during construction. District staff is currently re-prioritizing projects to accommodate the additional budget required to complete this project.

STAFF REPORT

To: Board of Directors
 From: Donna Silva
 Director of Finance
 Date: April 27, 2022
 Subject: Selection and Retention of Independent Audit Firm

RECOMMENDED ACTION

Consider a motion to authorize staff to engage Davis Farr to perform the audit of Fiscal Year Ending June 30, 2022, with an option to extend for each of the five subsequent fiscal years.

BACKGROUND

Government Code Section 12410.6(b) requires the District to rotate auditors, or partners within the same audit firm, as least once every six years. While staff has been pleased with the quality of the audits performed by Richardson and Company, the contract executed with them in 2017 only allowed for four one year extensions. The last year in the contract was the audit of fiscal year 2020-2021.

On March 2, 2022 staff sent a request for proposals to ten audit firms, posted the Request for Proposals on the District’s website and advertised it through the California State Municipal Finance Officers website. Four proposals were received.

Upon review, staff selected the two firms in the middle of the price range that were most responsive to the proposal, Davis Farr, LLP and Maze and Associates. Both Davis Farr and Maze are highly qualified, reputable audit firms. Davis Farr specializes in auditing California Water and Utility agencies including the Placer County Water Agency, San Diego County Water Authority, Irvine Ranch Water District, Rancho California Water District and others. Maze and Associates also has a division that specializes in Water Districts. However, based on upon favorable pricing and the results of informal meet and greet interviews, staff recommends awarding the contract to Davis Farr, LLP.

FINANCIAL CONSIDERATIONS

The annual audit cost for Fiscal Year 2020-2021 was \$31,100. Davis Farr LLP proposed the following fees for the initial five-year period:

FYE June 30, 2022	\$30,800
FYE June 30, 2023	\$30,980
FYE June 30, 2024	\$31,910
FYE June 30, 2025	\$32,860
FYE June 30, 2026	\$33,850

The annual fee includes the preparation of our annual State Controller's report, a service not provided by the District's prior auditor. Should the District expend federal grant monies in excess of \$750,000, Davis Farr CPA's will perform the required "Single Audit" for a fee not to exceed \$3,500 for the first major program and \$2,000 for any additional program.

Attachment

Matrix of Auditing Services Proposals – March 2022

Auditing Services Proposals - March 2022

Name of Audit Firm	Audit Fees - Excluding Single Audit Fee					5 Year Total	Single Audit	State Controllers Report	Notes
	6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2026				
Badawi & Associates Certified Public Accountants	\$24,795	25,580	26,408	26,408	26,408	\$ 129,599	\$1,670 2022 \$1,847 2023 \$1,770 2024-26	\$1,510 2022 \$1,377 2023 \$1,464 2024-26	Free annual training seminar Try to complete year end tasks during interim
Davis Farr LLP	\$30,800	30,980	31,910	32,860	33,850	\$ 160,400	3,500 (first) 2,000 (additional)	Included in audit fee	
MAZE & Associates	\$30,200	31,100	32,100	33,100	34,100	\$ 160,600	4,100 (first) 2,200 (additional)	\$ 2,000	Try not to change staffing Closing checklist, but work with current workpapers to reduce extra work
Vasquez + Company LLP	\$32,500	33,475	34,479	36,543	37,460	\$ 174,457	Amount not included	Did not include	include in quote Did not include State Controllers Report as a service

AGENDA ITEM V-1

STAFF REPORT

To: Board of Directors
From: Andrew Pierson, Engineering Services Manager
Date: April 27, 2022
Subject: Hinkle Reservoir Liner and Cover Replacement Project – Construction Contract

RECOMMENDED ACTION

Staff requests Board approval of a construction contract with Steve P. Rados, Inc. for the amount of \$20,139,000.00 with a total authorized budget of \$22,152,900.00 which includes a 10% contingency. This item will be reviewed by the Engineering Committee on April 25, 2022.

BACKGROUND

The existing Hinkle Reservoir Cover and Liner was originally installed during the 1979-1980 Hinkle Reservoir improvements construction project. This existing liner and cover has now reached the end of its useful lifespan and must be replaced. This project involves the removal of the existing reservoir cover, and the installation of a new 45-mil CSPE geomembrane liner on the reservoir floor and side slopes, and the installation of a new 60-mil CSPE geomembrane floating cover including hatches and other appurtenances, and structural and equipment improvements to the existing inlet and outlet structures.

CURRENT STATUS

The Project was advertised for bidding on March 8, 2022. Ten (10) prime contractors, two (2) liner and cover installers, one (1) subcontractor, and (4) consultants attended the mandatory pre-bid conference on March 17, 2022. Bids for the project were received on April 19, 2022 and are summarized as follows:

Bidder	Bid Amount
Myers and Sons Construction, LLC	\$17,464,045.00
Steve P. Rados, Inc.	\$20,139,000.00
Syblon Reid	\$20,882,000.00

On April 22, 2022 Myers and Sons Construction, Inc. (Myers) requested relief from its bid pursuant to Public Contract Code sections 5101 and 5103. When preparing their bid, Myers made an error in the mathematical computation and an error in the transposition of the figures that resulted in Myers' bid being materially different than Myers' intended bid. As a result, Staff reviewed Steve P. Rados, Inc.'s (Rados) bid and determined their bid was complete and in order, including license, insurance, and bonds. Rados' also submitted documentation (i.e. outreach) and completed forms with their bid to meet the Drinking Water State Revolving Fund's Disadvantage Business Enterprise (DBE) requirements.

FINANCIAL CONSIDERATIONS

The Project will be included in the District's FY 2022/2023 Wholesale Budget. Construction costs for the Project are expected to be financed through the Drinking Water State Revolving Fund.

AGENDA ITEM V-2

STAFF REPORT

To: Board of Directors
From: Andrew Pierson, Engineering Services Manager
Date: April 27, 2022
Subject: Hinkle Reservoir Liner and Cover Replacement Project – Construction Management/Inspection Contract

RECOMMENDED ACTION

Staff requests Board approval for entering into a Professional Services Agreement with Inferrera Construction Management Group, Inc., to provide construction management and inspection services for the Hinkle Reservoir Liner and Cover Replacement Project in the amount of \$867,870.00 with a total authorized budget of \$998,051.00 which includes a 15% contingency. This item will be reviewed by the Engineering Committee on April 25, 2022.

BACKGROUND

The existing Hinkle Reservoir Cover and Liner was originally installed during the 1979-1980 Hinkle Reservoir improvements construction project. This existing liner and cover has now reached the end of its useful lifespan and must be replaced. The design of the liner and cover replacement was completed in FY 20/21, and construction is scheduled for the winter months of FY 22/23.

CURRENT STATUS

On March 14, 2022 the District requested proposals for construction management and inspection services for the construction of the Hinkle Reservoir Liner and Cover Replacement Project. Five (5) firms submitted proposals on April 12, 2022. A 5-person review panel reviewed and ranked each Technical Proposal on the basis of Project understanding, work plan, originality & innovation, responsiveness to the RFP, and experience and qualifications. The reviewers unanimously ranked Inferrera Construction Management Group, Inc. as the top Technical Proposal. Subsequent to the technical ranking, the Cost Proposals were opened and reviewed. The following table summarizes the proposed costs from each firm.

Consultant	CM/Inspection Services
MCK Americas, Inc. (MCK)	\$758,300.93
Inferrera Construction Management Group, Inc. (ICM)	\$867,870.00
HDR Engineering, Inc. (HDR)	\$885,462.00
Psomas	\$1,193,732.18
Alpha CM, Inc. (Alpha)	\$1,720,264.00

Based on the reviewer's evaluation it was determined that interviews would not be necessary, and that Inferrera Construction Management Group, Inc. is the recommended consultant to complete the project.

FINANCIAL CONSIDERATIONS

The Project will be included in the District's FY 2022/2023 Wholesale Budget. Construction costs for the Project are expected to be financed through the Drinking Water State Revolving Fund, however, funding for this contract will included with the District's FY 22/23 Wholesale Budget.

AGENDA ITEM V-3

**AMENDMENT NO. 6
TO AGREEMENT WITH GENERAL MANAGER BETWEEN
SAN JUAN WATER DISTRICT
AND PAUL HELLIKER**

This Amendment No. 6 to the January 11, 2017 agreement between the San Juan Water District (“District”) and Paul Helliker (“Mr. Helliker”) concerning Mr. Helliker’s employment as General Manager of the District is made effective as of April 27, 2022, in Granite Bay, California.

RECITALS:

A. On January 11, 2017, District and Mr. Helliker entered into an agreement for the District’s employment of Mr. Helliker as General Manager of the District (“Agreement”); and

B. The District and Mr. Helliker have negotiated and agreed to amend the Agreement to increase Mr. Helliker’s salary as approved by the Board of Directors in an open session of a noticed public meeting on April 27, 2022, and as set forth in this Amendment No. 6.

AGREEMENT:

1. Amendment of Section 6 of the Agreement. Subdivision (a) of Section 6 of the Agreement concerning Mr. Helliker’s salary is amended and replaced in full as follows:

a. During the term of this Agreement, Mr. Helliker will be paid a salary in the amount of \$XXX,XXX per year (“Base Salary”). The District will pay Mr. Helliker his Base Salary in accordance with the pay periods established for all District employees. This Base Salary becomes effective as of March 6, 2022.

2. Effect on Agreement. Except as specifically provided herein, the Agreement, and each of its terms and conditions, shall remain in full force and effect and are incorporated in full herein by this reference.

SAN JUAN WATER DISTRICT

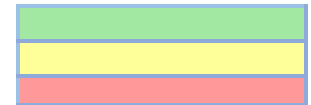
By: _____
Kenneth Miller
President, Board of Directors

MR. HELLIKER:

By: _____
Paul Helliker

Operations Plan Report Card FY 2021-22

On Track
Delayed
Issues



ADMINISTRATION/WATER RESOURCES/IT

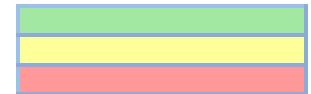
Task	Original Target Date	Updated Target Date	Completion Date	Comments
Water Quality Control Plan – represent District interests and collaborate with regional and statewide partners to ensure the WQCP is reasonable and achievable.	Ongoing			
Delta conveyance – engage as necessary to protect District interests as new project developed, permits sought.	Ongoing			
Represent the District’s interests in the implementation of groundwater banking and in the expansion of the regional groundwater bank	Ongoing			
Monitor and respond to regulatory proposals from the SWRCB and DWR in the “Making Conservation a Way of Life” program (water loss regulations, indoor and outdoor efficiency standards, reporting, etc.); collaborate with ACWA, RWA and others around the state to ensure regulations are reasonable	Ongoing			
Represent the District’s interests in the update of the Water Forum Agreement, including participation in various committees and workgroups	Ongoing			
Develop an agreement with PCWA to provide treatment and conveyance capacity for their West County water supply needs.	Subject to PCWA timeline			
Represent the District’s interests in the preparation and completion of the Sacramento Groundwater Authority’s Groundwater Sustainability Plan	12/2021		12/2021	
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer	6/2022			
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	Pre-14 > 4/1/22 Post-14 > 4/1/22 Reclamation > 3/31/22			
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD’s PCWA deliveries	The 10 th of the following month			
2 nd Annual SJWD Employee Kids Day	7/2022			Tentative
Update District Ordinances	6/2022			
Facilitate Records Inventory Process	6/2022			

CUSTOMER SERVICE

Task	Target Date	Updated Target Date	Completion Date	Comments
Cross train customer service staff to be proficient in customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	Ongoing			
Work with Field Service and Water Efficiency staff to diagnose customer meter problems and repair promptly	Ongoing			

Operations Plan Report Card FY 2021-22

On Track
Delayed
Issues



DISTRIBUTION (Field Services)

Task	Target Date	Updated Target Date	Completion Date	Comments
Complete the 2021-22 CO-OP Maintenance Program	6/2022		4/13/2022	
Complete the 2021-22 Cross Connection Control Program	12/2021		12/14/2021	
Complete the 2021-22 Leak Detection Program	6/2022			
Complete the 2021-22 Air/Vacuum Relief Valve Program	6/2022		12/17/2021	
Complete the 2021-22 Dead End Flushing Program	6/2022		2/24/2022	
Complete the 2021-22 Valve Exercise Program	6/2022			
Complete the 2021-22 Hydrant Maintenance Program	6/2022			
Implement the new District Meter Replacement and Testing Program	6/2022		2/7/2022	

ENGINEERING SERVICES

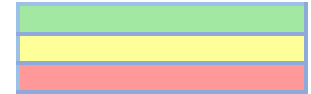
Task	Target Date	Updated Target Date	Completion Date	Comments
Complete the SJWD/PCWA Intertie	12/2021		1/7/2022	Complete
Complete an update of the Wholesale Master Plan	6/2022			Ongoing
Complete the design of the Kokila Reservoir/Tank Project	6/2022			Design underway
Complete construction of the following pipeline and service replacement projects: <ul style="list-style-type: none"> • Cavitt Stallman Pipeline Project • Auburn Folsom Pipeline Project • Woodminster Cir Services Replacement • Margo Dr Services Replacement 	6/2022		1/5/2022	Complete
Complete construction of the Field Services Parts and Materials Shelter	6/2022			Construction Contract Underway

Operations Plan Report Card FY 2021-22

On Track

Delayed

Issues



FINANCE and HUMAN RESOURCES

Task	Target Date	Updated Target Date	Completion Date	Comments
Complete funding agreement for State Revolving Loan Funds for Hinkle Reservoir Project	8/2021	6/2022		waiting on State
Complete funding agreement for State Revolving Loan Funds for Kokila Reservoir Project	12/2021	6/2022		General and financial applications complete. Remaining applications can't be done until design is complete.
Complete funding agreement for State Revolving Loan Funds for Eureka Road Transmission Pipeline Replacement Project	12/2021	6/2022		General and financial applications complete. Remaining applications can't be done until design is complete.
Refinance 2012 Refunding Bonds	12/2021	2/1/2022	2/1/2022	Complete
Complete 5-Year Retail Financial Plan and Rate Study	8/2021		8/2021	Complete
Commence 5-Year Wholesale Financial Plan and Rate Study	6/2022		7/1/2022	Pending completion of Master Plan. Contract is executed, we are on stand by.
Complete revisions to Treatment Plant Shift Operators MOU	12/2021	6/1/2022		
Conduct Compensation Study	6/2022			In progress

WATER EFFICIENCY

Task	Target Date	Updated Target Date	Completion Date	Comments
Rehabilitate outdated sections of the demonstration WEL (Water Efficient Landscape) Garden (wholesale)	6/2022		4/2022	Complete
Provide 4 educational customer workshops (wholesale)	6/2022	9/2022		Workshops span April to September
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	6/2022			On Track
Conduct a student art calendar contest to be distributed to all wholesale agencies	6/2022	5/2022		
Test and replace inoperable radio read units upon failure and send failed meter information to Field Services for replacement.	Ongoing			Changed to ongoing task.
Complete landscape area measurements for SWRCB conservation requirements	6/2022	8/2022		Pending CS becoming fully staffed
Evaluate SWRCB variance process and submit any variance requests that would improve the District's aggregate water budget.	6/2022	8/2022		Pending CS becoming fully staffed

WATER TREATMENT

Task	Target Date	Updated Target Date	Completion Date	Comments
Complete Land Maintenance Project at Baldwin Reservoir to Reduce Fire Danger	6/2022			
Integrate In-plant pumps into SCADA System	5/2022			
Replace Wholesale Meter Network Switches	4/2022		12/3/2021	
Retrofit North Filter Lighting and Circuitry to Energy Efficient LED	12/2021		9/15/2021	

STAFF REPORT

AGENDA ITEM VI-1.1

To: Board of Directors
From: Paul Helliker, General Manager
Date: April 27, 2022
Subject: General Manager's Monthly Report (March)

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production

Item	2022	2021	Difference
Monthly Production AF	2,691.64	1,899.80	41.7%
Daily Average MG	28.29	19.97	41.7%
Annual Production AF	6,681.52	4,892.21	36.6%

Water Turbidity

Item	March 2022	February 2022	Difference
Raw Water Turbidity NTU	1.79	2.18	-18%
Treated Water Turbidity NTU	0.024	0.024	0%
Monthly Turbidity Percentage Reduction	0.00%	98.83%	

*Folsom Lake Reservoir Storage Level AF**

Item	2022	2021	Difference
Lake Volume AF	587,442	360,914	63%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

* Total Reservoir Capacity: 977,000 AF

Other Items of Interest:

- Completed successful 30 day operational testing of running on the temporary tanks in preparation for the Hinkle Liner Replacement Project
- Conducted Utilities Maintenance Worker interviews

SYSTEM OPERATIONS

Distribution Operations:

Item	March 2022	February 2022	Difference
Leaks and Repairs	4	7	-3
Mains Flushed	0	25	-25
Valves Exercised	0	0	0
Hydrants Maintenance	0	0	0
Back Flows Tested	222	385	-163
Customer Service Calls	44	30	+14

Distribution System Water Quality:

Water Quality Samples Taken	# Failed Samples	Supporting Information
50 Lab	0	
17 In-House	0	

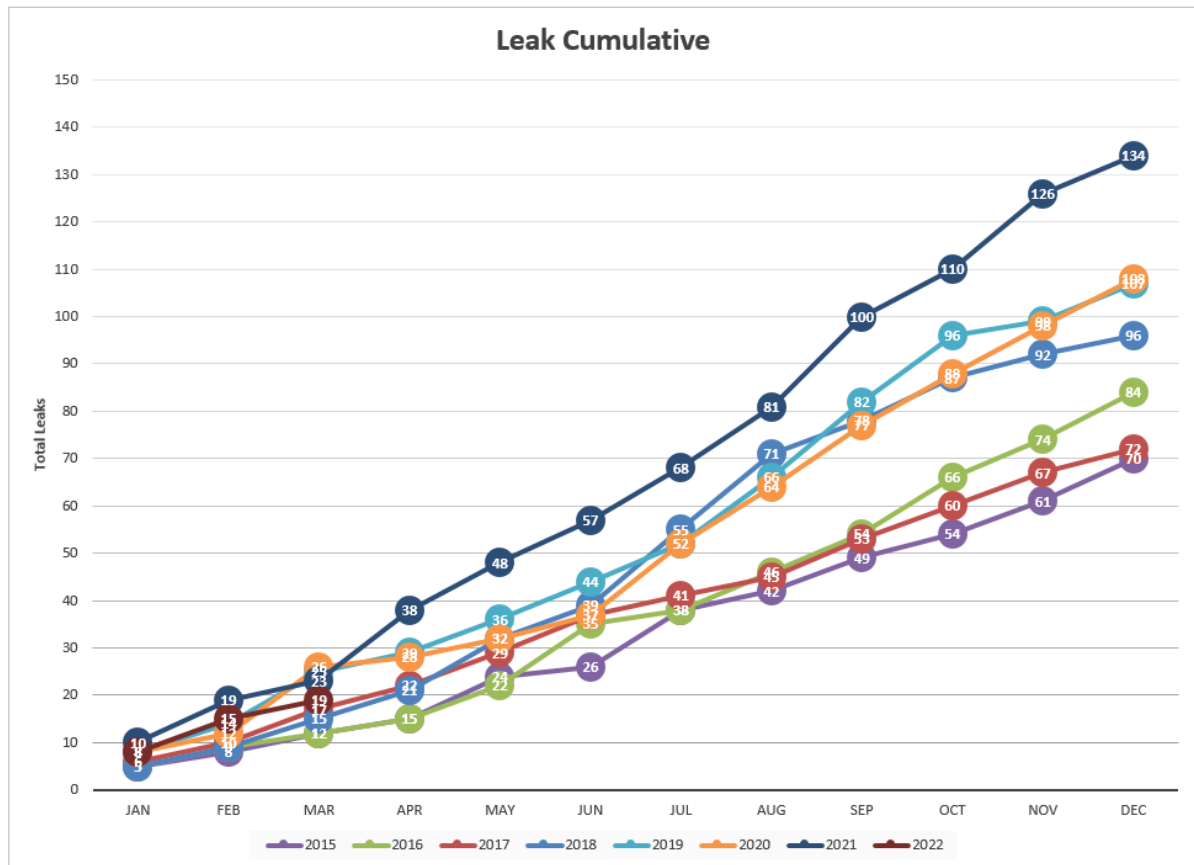


Figure 1: Annual Distribution System Leaks

Other Items of Interest:

- None

CUSTOMER SERVICE ACTIVITIES

Billing Information for Month of March

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5356	573	233	18

Water Efficiency Activities for March

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
8	191	0	27

Other Activities

- None

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

Project Title	Description	Status	Issues / Notes
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	In Construction	Water main installed. Construction in process.
GB Memory Care	Commercial Business (6400 Douglas Blvd)	In Design Review	Planning to begin construction in 2022
Premier Soleil (formerly Granite Bay Townhomes)	52-Lot Subdivision (Douglas, east of Auburn Folsom)	Construction complete	In project close-out
Greenside Parcel Split (5640 Macargo)	Minor parcel split of 2.0-Ac parcel into 3 lots	Approved for Construction	Design approved
Placer County Retirement Residence (3905 Old Auburn)	Commercial Business (145-Unit Multi-story Assisted Living Facility; 3865 Old Auburn Rd)	In Construction	Construction started October 2021
Pond View	Commercial Business (5620 5630 5640 Douglas Blvd)	Approved for Construction	Planning to begin construction in 2022
The Park at Granite Bay	56 lot Subdivision (SCB south of Annabelle)	Approved for Construction	Mass grading done. Planning to begin construction in 2022
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	Project on hold
Ventura of GB	33-Lot High Density Subdivision (6832 Eureka Rd)	In Construction	Initially will only have one source of supply connection, planning for a future 2 nd connection
Whitehawk II	56-Lot Subdivision (Douglas, west of Barton)	In Construction	Construction started January 2022
Rancho Del Oro Estates	89-Lot Subdivision (Olive Ranch Rd, east of Cavitt Stallman)	In Construction	Construction started June 2020
Canyon Terrace Apartments	Apartment Complex (7 new buildings; 1600 Canyon Terrace Lane)	Approved for Construction	Planning to begin construction in 2022
Sierra College Self Storage (8455 Sierra College Blvd)	New 4-building self-storage facility	In Design Review	Comments returned, waiting on resubmittal

ENGINEERING - CAPITAL PROJECTS

Status Update for Current Retail Projects

Project Title	Description	Status	Issues / Notes
Eureka Rd Transmission Main Replacement	Replace approximately 3,925 LF of aged steel transmission pipeline.	In Construction	Construction to start in FY 21/22
SCADA Radio Replacements – North Phase	Replace outdated 900 MHz radios with 173 MHz equipment	In Construction	Radio router issues have now been resolved
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design	Construction in FY 24/25
Cavitt Stallman 12" (Mystery Cr to Oak Pines)	Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln.	Complete	In project close-out
Woodminister Circle & Margo Drive Services Replacements	Replace 26 aged residential services and 2 commercial services	Complete	In project close-out
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA	Complete	In project close-out
Kokila Reservoir Replacement	Replace existing hypalon lined and covered reservoir with a new concrete tank.	In Design	Applying for SRF funding. Construction in FY 23/24
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	East PRS is now completed, doing design for West PRS	Construction in FY 22/23
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	Complete	In project close-out
Upper Granite Bay Pump Station Generator Replacement	Replacing generator at Upper Granite Bay Pump Station	In Construction	Construction in FY 21/22
Bacon Pump Station Generator Replacement	Replacing generators at Bacon Pump Station	In Bid	Construction in FY 22/23
Field Services 3-sided Parts Shelter	Construction of a 3-sided material storage shelter	In Bid	Construction in FY 22/23

Status Update for Current Wholesale Projects

Project Title	Description	Status (% Complete)	Issues/ Notes
WTP Filters Improvements	R&R Filter Materials, nozzles, and resurface spalled filter floor and wall areas	Complete	In project close-out
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner.	In Bid	Applying for SRF funding. Construction in FY 22/23
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
Baldwin Chnl Lining and Solar Field Culvert Replacement Project	Lining the Baldwin Ditch on the main campus to minimize costs for maintenance within the ditch and the replacement of the Solar Field Culvert to provide emergency discharge capacity to Baldwin Reservoir	In Bid	Construction in FY 22/23
Wholesale Master Plan	Update of the 2005/07 Wholesale Master Plan	In Design	Plan scheduled to be completed by June 2022

SAFETY & REGULATORY TRAINING – March 2022

Training Course	Staff
Bloodborne Pathogens	All Staff
Confined Space Entry	WTP Staff
GET/WPS Call	Managers

FINANCE/BUDGET

See attached



San Juan Water District, CA

Wholesale Operating Income Statement

Group Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESALE					
Revenue					
41000 - Water Sales	10,043,600.00	9,802,000.00	0.00	6,883,239.47	2,918,760.53
43000 - Rebate	1,500.00	1,500.00	501.36	1,056.00	444.00
45000 - Other Operating Revenue	29,800.00	29,800.00	1.19	18,666.63	11,133.37
49000 - Other Non-Operating Revenue	109,800.00	109,800.00	532.57	55,946.51	53,853.49
Revenue Total:	10,184,700.00	9,943,100.00	1,035.12	6,958,908.61	2,984,191.39
Expense					
51000 - Salaries and Benefits	4,184,300.00	4,184,300.00	265,165.13	2,536,158.53	1,648,141.47
52000 - Debt Service Expense	756,800.00	756,800.00	0.00	511,678.25	245,121.75
53000 - Source of Supply	912,700.00	912,700.00	93,768.69	268,030.66	644,669.34
54000 - Professional Services	609,400.00	609,400.00	-11,084.27	390,557.66	218,842.34
55000 - Maintenance	555,400.00	555,400.00	12,053.25	303,840.97	251,559.03
56000 - Utilities	179,700.00	179,700.00	0.00	99,078.99	80,621.01
57000 - Materials and Supplies	616,600.00	616,600.00	30,512.41	330,366.64	286,233.36
58000 - Public Outreach	52,400.00	52,400.00	1,000.00	3,640.35	48,759.65
59000 - Other Operating Expenses	478,900.00	478,900.00	5,228.67	315,202.85	163,697.15
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	1,475.00	25.00
69900 - Transfers Out	968,000.00	726,400.00	0.00	0.00	726,400.00
Expense Total:	9,315,700.00	9,074,100.00	396,643.88	4,760,029.90	4,314,070.10
Fund: 010 - WHOLESALE Surplus (Deficit):	869,000.00	869,000.00	-395,608.76	2,198,878.71	-1,329,878.71
Total Surplus (Deficit):	869,000.00	869,000.00	-395,608.76	2,198,878.71	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	869,000.00	869,000.00	-395,608.76	2,198,878.71	-1,329,878.71
Total Surplus (Deficit):	869,000.00	869,000.00	-395,608.76	2,198,878.71	



San Juan Water District, CA

Wholesale Capital Income Statement

Group Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,248,000.00	1,248,000.00	0.00	705,477.77	542,522.23
44000 - Connection Fees	75,000.00	75,000.00	-40,726.00	235,798.10	-160,798.10
49000 - Other Non-Operating Revenue	150,000.00	150,000.00	0.00	-5,776.13	155,776.13
49990 - Transfer In	968,000.00	726,400.00	0.00	0.00	726,400.00
Revenue Total:	2,441,000.00	2,199,400.00	-40,726.00	935,499.74	1,263,900.26
Expense					
55000 - Maintenance	343,200.00	343,200.00	0.00	169,061.16	174,138.84
61000 - Capital Outlay	1,546,800.00	1,683,300.00	10,569.58	387,955.55	1,295,344.45
Expense Total:	1,890,000.00	2,026,500.00	10,569.58	557,016.71	1,469,483.29
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):	551,000.00	172,900.00	-51,295.58	378,483.03	-205,583.03
Total Surplus (Deficit):	551,000.00	172,900.00	-51,295.58	378,483.03	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
011 - Wholesale Capital Outlay	551,000.00	172,900.00	-51,295.58	378,483.03	-205,583.03
Total Surplus (Deficit):	551,000.00	172,900.00	-51,295.58	378,483.03	



San Juan Water District, CA

Retail Operating Income Statement

Group Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	13,816,000.00	13,816,000.00	951,754.12	8,195,903.94	5,620,096.06
44500 - Capital Contributions - Revenue	0.00	0.00	0.00	-0.14	0.14
45000 - Other Operating Revenue	466,500.00	466,500.00	44,956.31	237,092.21	229,407.79
49000 - Other Non-Operating Revenue	154,200.00	154,200.00	532.58	93,636.58	60,563.42
Revenue Total:	14,436,700.00	14,436,700.00	997,243.01	8,526,632.59	5,910,067.41
Expense					
41000 - Water Sales	0.00	0.00	57.64	2,584.07	-2,584.07
51000 - Salaries and Benefits	5,406,500.00	5,406,500.00	347,485.40	3,507,095.60	1,899,404.40
52000 - Debt Service Expense	480,300.00	480,300.00	0.00	284,710.66	195,589.34
53000 - Source of Supply	3,314,300.00	3,265,700.00	0.00	2,290,925.80	974,774.20
54000 - Professional Services	1,499,800.00	1,499,800.00	30,976.98	624,814.78	874,985.22
55000 - Maintenance	349,300.00	349,300.00	12,877.04	192,886.20	156,413.80
56000 - Utilities	416,100.00	416,100.00	0.00	250,390.58	165,709.42
57000 - Materials and Supplies	782,900.00	782,900.00	36,320.38	293,120.59	489,779.41
58000 - Public Outreach	113,000.00	113,000.00	0.00	41,815.86	71,184.14
59000 - Other Operating Expenses	669,700.00	669,700.00	21,551.37	420,414.44	249,285.56
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	1,474.92	25.08
69900 - Transfers Out	757,200.00	803,900.00	0.00	0.00	803,900.00
Expense Total:	13,790,600.00	13,788,700.00	449,268.81	7,910,233.50	5,878,466.50
Fund: 050 - RETAIL Surplus (Deficit):	646,100.00	648,000.00	547,974.20	616,399.09	31,600.91
Total Surplus (Deficit):	646,100.00	648,000.00	547,974.20	616,399.09	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	646,100.00	648,000.00	547,974.20	616,399.09	31,600.91
Total Surplus (Deficit):	646,100.00	648,000.00	547,974.20	616,399.09	



San Juan Water District, CA

Retail Capital Income Statement

Group Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,248,000.00	1,248,000.00	0.00	705,477.98	542,522.02
44000 - Connection Fees	50,000.00	50,000.00	124,041.48	1,361,357.02	-1,311,357.02
49000 - Other Non-Operating Revenue	83,200.00	83,200.00	0.00	-5,243.39	88,443.39
49990 - Transfer In	757,200.00	803,900.00	0.00	0.00	803,900.00
Revenue Total:	2,138,400.00	2,185,100.00	124,041.48	2,061,591.61	123,508.39
Expense					
54000 - Professional Services	210,000.00	210,000.00	0.00	0.00	210,000.00
61000 - Capital Outlay	8,374,300.00	8,374,300.00	93,931.77	2,348,346.54	6,025,953.46
Expense Total:	8,584,300.00	8,584,300.00	93,931.77	2,348,346.54	6,235,953.46
Fund: 055 - Retail Capital Outlay Surplus (Deficit):	-6,445,900.00	-6,399,200.00	30,109.71	-286,754.93	-6,112,445.07
Total Surplus (Deficit):	-6,445,900.00	-6,399,200.00	30,109.71	-286,754.93	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-6,445,900.00	-6,399,200.00	30,109.71	-286,754.93	-6,112,445.07
Total Surplus (Deficit):	-6,445,900.00	-6,399,200.00	30,109.71	-286,754.93	

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
185135	U&L GB Pump Stn Low Flow Pumps wi	-10,273.16	54,676.25	-64,949.41
185180	Cavitt Stallman Main - Mystery Crk & (15,406.50	362,162.60	-346,756.10
191235	Solar Site Access Culvert Replacement	0.00	1,626.79	-1,626.79
191255	WTP Filter Basins Rehab Project	0.00	69,268.01	-69,268.01
191275	Clarifier Wall Lining & Leakage Repairs	0.00	3,176.75	-3,176.75
191280	Hinkle Reservoir Cover	0.00	20,131.25	-20,131.25
195225	Kokila SJWD/PCWA Intertie	16,922.40	443,050.58	-426,128.18
195240	Woodminister 18 Service Replacemen	7,434.56	166,406.00	-158,971.44
195255	Bacon Pump Station Security Improve	5,066.13	0.00	5,066.13
195265	Douglas Booster Pump Station Electric	0.00	357.58	-357.58
201111	Hinkle Reservoir Overflow Channel Lin	0.00	2,701.62	-2,701.62
201144	Hinkle Reservoir Temporary Tanks anc	-52,203.95	47,756.18	-99,960.13
205111	Margo Ln Services Replacements (8 Sh	7,589.84	165,473.30	-157,883.46
205114	AFR 6 inch Main Extension Replaceme	8,130.60	178,585.75	-170,455.15
215105	Eureka Road 18" T-main Design	0.00	125,617.70	-125,617.70
215114	Bacon Pump Station Generator Repla	0.00	64,757.07	-64,757.07
215117	Upper Granite Bay Pump Station Gene	4,812.23	119,511.02	-114,698.79
215120	Kokila Reservoir (Replace Hypalon wit	0.00	189,522.21	-189,522.21
221139	Turbidimeters Replacement (28)	0.00	83,102.73	-83,102.73
225123	Hydrant Replacements FY 2021-2022	0.00	49,712.00	-49,712.00
225133	Field Services 3-Sided Parts Shelter	0.00	23,060.00	-23,060.00
225162	Sierra #1 and #4 VFD Replacement	0.00	41,780.19	-41,780.19
Project Totals:		2,885.15	2,212,435.58	-2,209,550.43

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	2,885.15	2,209,258.83	-2,206,373.68
CIP - Expense	0.00	3,176.75	-3,176.75
Group Totals:	2,885.15	2,212,435.58	-2,209,550.43

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Engineering	2,885.15	1,920,577.86	-1,917,692.71
Field Services	0.00	114,552.19	-114,552.19
Water Treatment Plant	0.00	177,305.53	-177,305.53
Type Totals:	2,885.15	2,212,435.58	-2,209,550.43

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
		0.00	51,160.69	51,160.69
011-20030	Retentions Payable	52,203.95	0.00	52,203.95
011-700-57120	Maintenance - Facility	0.00	3,176.75	3,176.75
011-700-61120	Capital Outlay - Improvements...	0.00	1,626.79	1,626.79
011-700-61145	Capital Outlay - WTP & Improv...	0.00	152,370.74	152,370.74
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	70,589.05	70,589.05
050-20030	Retentions Payable	-7,274.30	0.00	-7,274.30
050-300-50010	Salaries and Wages	0.00	2,154.74	2,154.74
055-20030	Retentions Payable	-47,814.80	0.00	-47,814.80
055-700-61135	Capital Outlay - Pump Stations...	0.00	280,708.64	280,708.64
055-700-61140	Capital Outlay - Buildings & Im...	0.00	23,060.00	23,060.00
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	1,438,065.97	1,438,065.97
055-700-61155	Capital Outlay - Reservoirs & I...	0.00	189,522.21	189,522.21

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
055-700-61155	Capital Outlay - Reservoirs & I...			
	GL Account Totals:	-2,885.15	2,212,435.58	2,209,550.43



San Juan Water District, CA

Balance Sheet

Account Summary

As Of 03/31/2022

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
Asset					
Type: 1000 - Assets					
10010 - Cash and Investments	2,743,202.34	16,846,458.75	3,748,026.66	11,843,104.91	35,180,792.66
10510 - Accounts Receivable	1,176,388.09	0.01	335,029.03	-0.01	1,511,417.12
11000 - Inventory	4,720.31	0.00	194,426.14	0.00	199,146.45
12000 - Prepaid Expense	59,315.36	0.00	8,055.78	0.00	67,371.14
14010 - Deferred Outflows	2,397,243.03	0.00	2,408,775.55	0.00	4,806,018.58
17010 - Capital Assets - Work in Progress	8,687,115.48	0.00	871,592.42	0.00	9,558,707.90
17150 - Capital Assets - Land Non-depreciable	98,212.00	0.00	166,272.00	0.00	264,484.00
17160 - Capital Assets - Improvements Other Than Buildings	824,743.09	0.00	94,608.30	0.00	919,351.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	6,345,246.76	0.00	13,392,424.76
17300 - Capital Assets - Buildings & Improvements	1,279,892.05	0.00	275,982.16	0.00	1,555,874.21
17350 - Capital Assets - Water Treatment Plant & Imp	35,721,515.04	0.00	16,000.00	0.00	35,737,515.04
17400 - Capital Assets - Mains/Pipelines & Improvements	28,195,288.95	0.00	46,485,787.92	0.00	74,681,076.87
17500 - Capital Assets - Reservoirs & Improvements	2,923,447.50	0.00	2,492,421.90	0.00	5,415,869.40
17700 - Capital Assets - Equipment & Furniture	13,701,788.65	0.00	1,120,712.36	0.00	14,822,501.01
17750 - Capital Assets - Vehicles	312,488.26	0.00	680,799.24	0.00	993,287.50
17800 - Capital Assets - Software	252,082.02	0.00	588,798.30	0.00	840,880.32
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-41,462,480.52	0.00	-30,651,966.16	0.00	-72,114,446.68
Total Type 1000 - Assets:	64,628,335.65	16,846,458.76	35,180,568.36	11,843,104.90	128,498,467.67
Total Asset:	64,628,335.65	16,846,458.76	35,180,568.36	11,843,104.90	128,498,467.67
Liability					
Type: 1000 - Assets					
10510 - Accounts Receivable	0.00	0.00	131,073.40	0.00	131,073.40
Total Type 1000 - Assets:	0.00	0.00	131,073.40	0.00	131,073.40
Type: 2000 - Liabilities					
20010 - Accounts Payable	74,175.21	4,869.40	96,845.31	292,776.37	468,666.29
20100 - Retentions Payable	0.00	181,676.39	7,274.30	58,087.97	247,038.66
20150 - Customer Deposits	3,644.96	0.00	0.00	0.00	3,644.96
21200 - Salaries & Benefits Payable	30,837.18	0.00	57,755.62	0.00	88,592.80
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	431,555.36	0.00	550,922.63	0.00	982,477.99
21500 - Premium on Issuance of Bonds Series 2017	1,556,168.70	0.00	868,025.18	0.00	2,424,193.88
21600 - OPEB Liability	1,304,245.49	0.00	1,681,681.61	0.00	2,985,927.10

Balance Sheet

As Of 03/31/2022

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21700 - Pension Liability	1,428,545.00	0.00	1,893,652.00	0.00	3,322,197.00
22010 - Deferred Income	0.00	0.00	314,888.79	0.00	314,888.79
22050 - Deferred Inflows	851,929.18	0.00	1,135,692.82	0.00	1,987,622.00
24200 - 2012 Bonds Payable	5,217,205.00	0.00	2,832,795.00	0.00	8,050,000.00
24250 - Bonds Payable 2017 Refunding	14,588,800.00	0.00	8,206,200.00	0.00	22,795,000.00
Total Type 2000 - Liabilities:	25,487,106.09	186,545.79	17,645,733.25	350,864.34	43,670,249.47
Total Liability:	25,487,106.09	186,545.79	17,776,806.65	350,864.34	43,801,322.87
Equity					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	37,134,927.67	0.00	16,724,765.17	0.00	53,859,692.84
30500 - Designated Reserves	-192,576.82	16,281,429.94	62,597.45	11,778,995.49	27,930,446.06
Total Type 3000 - Equity:	36,942,350.85	16,281,429.94	16,787,362.62	11,778,995.49	81,790,138.90
Total Total Beginning Equity:	36,942,350.85	16,281,429.94	16,787,362.62	11,778,995.49	81,790,138.90
Total Revenue	6,958,908.61	935,499.74	8,526,632.59	2,061,591.61	18,482,632.55
Total Expense	4,760,029.90	557,016.71	7,910,233.50	2,348,346.54	15,575,626.65
Revenues Over/Under Expenses	2,198,878.71	378,483.03	616,399.09	-286,754.93	2,907,005.90
Total Equity and Current Surplus (Deficit):	39,141,229.56	16,659,912.97	17,403,761.71	11,492,240.56	84,697,144.80
Total Liabilities, Equity and Current Surplus (Deficit):	64,628,335.65	16,846,458.76	35,180,568.36	11,843,104.90	128,498,467.67



San Juan Water District, CA

Check Report

By Vendor Name

Date Range: 03/01/2022 - 03/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	Void	03/17/2022	Regular	0.00	0.00	57758
	Void	03/17/2022	Regular	0.00	0.00	57759
	Void	03/17/2022	Regular	0.00	0.00	57765
	Void	03/29/2022	Regular	0.00	0.00	57768
	Void	03/29/2022	Regular	0.00	0.00	57783
03845	All Pro Backflow, Inc.	03/29/2022	Regular	0.00	8,460.00	57766
03681	Allied Electronics Inc.	03/29/2022	EFT	0.00	841.68	407860
03406	Alpha Analytical Laboratories Inc.	03/17/2022	Regular	0.00	680.00	57755
03406	Alpha Analytical Laboratories Inc.	03/29/2022	Regular	0.00	9,658.00	57767
01073	Amarjeet Singh Garcha	03/29/2022	Regular	0.00	1,500.00	57769
01039	American Family Life Assurance Company of Colu	03/31/2022	Bank Draft	0.00	71.38	Q3869 03-31-20
01039	American Family Life Assurance Company of Colu	03/31/2022	Bank Draft	0.00	298.71	Q3869 03-31-20
01039	American Family Life Assurance Company of Colu	03/31/2022	Bank Draft	0.00	370.09	Q3869 03-31-20
01112	Applied Computer Solutions	03/08/2022	EFT	0.00	3,938.32	407840
03838	Aria Service Group	03/29/2022	Regular	0.00	1,382.00	57770
01328	Association of California Water Agencies / Joint P	03/29/2022	EFT	0.00	6,678.12	407861
01027	Association of California Water Agencies	03/29/2022	Regular	0.00	3,000.00	57771
01138	AT&T Mobility II LLC	03/17/2022	Regular	0.00	63.24	57756
01167	Badger Meter, Inc.	03/08/2022	EFT	0.00	5,200.00	407841
03594	Borges & Mahoney, Inc.	03/17/2022	Regular	0.00	17,252.23	57757
01232	Brower Mechanical, Inc.	03/17/2022	EFT	0.00	170.00	407854
01234	Bryce HR Consulting, Inc.	03/08/2022	EFT	0.00	3,519.67	407842
01235	BSK Associates	03/29/2022	EFT	0.00	28.00	407862
01241	Bureau of Reclamation CCAO	03/29/2022	Regular	0.00	7,500.00	57772
01505	California Department of Motor Vehicles - DMV	03/29/2022	Regular	0.00	10.00	57773
03080	California State Disbursement Unit	03/04/2022	Bank Draft	0.00	1,358.76	PAY0000000003
03080	California State Disbursement Unit	03/21/2022	Bank Draft	0.00	1,358.76	PAY0000000003
03078	CalPERS Health	03/04/2022	Bank Draft	0.00	43,716.91	1002059862
03078	CalPERS Health	03/04/2022	Bank Draft	0.00	44,457.95	1002059862
03078	CalPERS Health	03/04/2022	Bank Draft	0.00	428.53	1002059862
03078	CalPERS Health	03/04/2022	Bank Draft	0.00	44,886.48	1002059862
03130	CalPERS Retirement	03/04/2022	Bank Draft	0.00	34,670.05	1002060267
03130	CalPERS Retirement	03/22/2022	Bank Draft	0.00	34,030.92	1002071678
03130	CalPERS Retirement	03/22/2022	Bank Draft	0.00	624.69	1002071679
01330	CDW Government LLC	03/08/2022	EFT	0.00	1,986.48	407843
01330	CDW Government LLC	03/17/2022	EFT	0.00	2,282.50	407855
03221	Chemtrade Chemicals Corporation	03/17/2022	EFT	0.00	11,253.66	407856
03221	Chemtrade Chemicals Corporation	03/29/2022	EFT	0.00	28,219.52	407863
01366	Citistreet/CalPERS 457	03/04/2022	Bank Draft	0.00	5,800.42	1002060270
01366	Citistreet/CalPERS 457	03/22/2022	Bank Draft	0.00	75.00	1002071681
01366	Citistreet/CalPERS 457	03/22/2022	Bank Draft	0.00	5,911.57	1002071681
01372	City of Folsom	03/29/2022	Regular	0.00	31.55	57774
01378	Clark Pest Control of Stockton	03/29/2022	Regular	0.00	340.00	57775
01521	DataProse, LLC	03/29/2022	EFT	0.00	3,632.77	407864
01494	Dewey Services Inc.	03/08/2022	Regular	0.00	110.00	57734
01509	Domenichelli & Associates, Inc.	03/29/2022	EFT	0.00	11,590.00	407865
03848	E Source Companies LLC	03/08/2022	Regular	0.00	5,440.00	57735
03848	E Source Companies LLC	03/29/2022	Regular	0.00	8,760.00	57776
01532	E&M Electric & Machinery, Inc.	03/29/2022	EFT	0.00	21,175.00	407866
03163	Economic Development Department	03/11/2022	Bank Draft	0.00	892.56	0-263-285-344
03163	Economic Development Department	03/11/2022	Bank Draft	0.00	49.43	0-263-285-344
03163	Economic Development Department	03/21/2022	Bank Draft	0.00	8,602.15	0-556-366-432
03163	Economic Development Department	03/07/2022	Bank Draft	0.00	8,555.19	0-762-571-360
03775	ECORP Consulting, Inc.	03/29/2022	Regular	0.00	480.00	57777

Check Report

Date Range: 03/01/2022 - 03/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03776	EETS Inc.	03/29/2022	EFT	0.00	16,252.50	407867
01569	Employee Relations, Inc.	03/29/2022	Regular	0.00	824.00	57778
01611	Ferguson Enterprises, Inc	03/29/2022	EFT	0.00	467.94	407868
03702	Flowline Contractors, Inc.	03/08/2022	EFT	0.00	36,653.00	407844
03702	Flowline Contractors, Inc.	03/29/2022	EFT	0.00	13,377.00	407869
01659	Gary Webb Trucking	03/08/2022	Regular	0.00	425.00	57736
02567	Grant, Teri	03/08/2022	Regular	0.00	138.06	57737
02567	Grant, Teri	03/17/2022	Regular	0.00	150.35	57760
01706	Graymont Western US Inc.	03/29/2022	EFT	0.00	6,778.21	407870
01721	Hach Company	03/29/2022	EFT	0.00	223.08	407871
01733	Harris Industrial Gases	03/17/2022	Regular	0.00	97.54	57761
01741	HDR Engineering, Inc.	03/29/2022	EFT	0.00	6,040.20	407872
01416	ICONIX Waterworks (US) Inc.	03/29/2022	EFT	0.00	123.92	407873
01794	Innovyze, Inc	03/29/2022	EFT	0.00	6,820.00	407874
03164	Internal Revenue Service	03/04/2022	Bank Draft	0.00	48,794.62	2702463317495
03164	Internal Revenue Service	03/11/2022	Bank Draft	0.00	579.72	2702470112536
03164	Internal Revenue Service	03/11/2022	Bank Draft	0.00	3,802.37	2702470112536
03164	Internal Revenue Service	03/21/2022	Bank Draft	0.00	48,217.15	2702480140127
01917	Kennedy/Jenks Consultants, Inc.	03/29/2022	EFT	0.00	9,541.25	407875
03628	Lees Automotive Repair Inc.	03/08/2022	EFT	0.00	1,365.43	407845
03628	Lees Automotive Repair Inc.	03/29/2022	EFT	0.00	1,027.61	407876
01959	Les Schwab Tire Centers of California Inc	03/08/2022	Regular	0.00	573.32	57738
01959	Les Schwab Tire Centers of California Inc	03/29/2022	Regular	0.00	394.07	57779
02024	MCI WORLDCOM	03/08/2022	Regular	0.00	52.20	57739
02024	MCI WORLDCOM	03/17/2022	Regular	0.00	54.16	57762
02027	Mcmaster-Carr Supply Company	03/29/2022	EFT	0.00	66.31	407877
01472	Mel Dawson, Inc.	03/08/2022	EFT	0.00	8,655.66	407846
02463	New AnswerNet Inc.	03/29/2022	EFT	0.00	275.00	407878
02131	Office Depot, Inc.	03/08/2022	Regular	0.00	305.30	57740
02131	Office Depot, Inc.	03/29/2022	Regular	0.00	792.22	57780
02150	Pace Supply Corp	03/08/2022	Regular	0.00	7,714.87	57741
02150	Pace Supply Corp	03/29/2022	Regular	0.00	4,592.33	57781
02158	Pacific Storage Company	03/08/2022	EFT	0.00	75.33	407847
02163	Pape' Machinery, Inc.	03/08/2022	Regular	0.00	566.07	57742
03801	PeopleReady, Inc	03/08/2022	Regular	0.00	504.00	57743
02146	PG&E	03/29/2022	Regular	0.00	4,963.61	57782
02225	Polydyne, Inc	03/29/2022	EFT	0.00	4,276.06	407879
01736	Quadient Leasing USA, Inc. - Lease	03/17/2022	EFT	0.00	462.81	407857
02286	Regional Water Authority	03/08/2022	EFT	0.00	25,000.00	407848
02223	Rexel Inc (Platt - Rancho Cordova)	03/08/2022	Regular	0.00	64.35	57744
02223	Rexel Inc (Platt - Rancho Cordova)	03/29/2022	Regular	0.00	6,080.00	57784
02293	RFI Enterprises, Inc	03/08/2022	Regular	0.00	51.34	57745
02293	RFI Enterprises, Inc	03/29/2022	Regular	0.00	51.34	57785
03828	Richard D. Jones, A Professional Law Corporation	03/08/2022	Regular	0.00	7,157.50	57746
03828	Richard D. Jones, A Professional Law Corporation	03/29/2022	Regular	0.00	2,587.50	57786
02302	Riebes Auto Parts, LLC	03/29/2022	Regular	0.00	176.94	57787
02357	Sacramento Municipal Utility District (SMUD)	03/29/2022	Regular	0.00	12,030.61	57788
02452	Sierra National Construction, Inc.	03/08/2022	Regular	0.00	24,313.22	57747
02466	Silvers HR, LLC	03/08/2022	EFT	0.00	2,000.00	407849
03830	Stoel Rives LLP	03/08/2022	Regular	0.00	24,126.00	57748
03830	Stoel Rives LLP	03/29/2022	Regular	0.00	25,868.00	57789
02334	Strohmaier, Rose	03/29/2022	Regular	0.00	55.71	57790
01641	Sun Life Assurance Company of Canada	03/01/2022	Bank Draft	0.00	9,503.19	720860
01641	Sun Life Assurance Company of Canada	03/03/2022	Bank Draft	0.00	9,502.96	720861
01411	SureWest Telephone	03/29/2022	Regular	0.00	3,528.46	57791
02580	The Eidam Corporation	03/29/2022	Regular	0.00	6,352.47	57792
02581	The Ferguson Group, LLC	03/08/2022	EFT	0.00	12,000.00	407850
03799	Thrikettle Corporation	03/08/2022	Regular	0.00	6,229.08	57749
03799	Thrikettle Corporation	03/29/2022	Regular	0.00	1,233.38	57793
03763	Trucksmart	03/29/2022	Regular	0.00	2,834.55	57794
03644	Tully & Young, Inc.	03/08/2022	Regular	0.00	1,350.00	57750

Check Report

Date Range: 03/01/2022 - 03/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02638	Tyler Technologies, Inc.	03/29/2022	Regular	0.00	240.00	57795
03846	U.S. Bancorp Asset Management, Inc.	03/08/2022	Regular	0.00	983.43	57751
02643	Underground Service Alert of Northern California	03/08/2022	EFT	0.00	972.08	407851
02651	United Parcel Service Inc	03/08/2022	Regular	0.00	105.48	57752
02651	United Parcel Service Inc	03/29/2022	Regular	0.00	162.96	57796
03077	VALIC	03/07/2022	Bank Draft	0.00	2,951.76	217314
03077	VALIC	03/21/2022	Bank Draft	0.00	2,967.43	218802
03079	Van Dusen, Darren	03/17/2022	Regular	0.00	130.00	57763
02690	Verizon Wireless	03/17/2022	Regular	0.00	6,381.63	57764
02700	Viking Shred LLC	03/08/2022	Regular	0.00	60.00	57753
02700	Viking Shred LLC	03/29/2022	Regular	0.00	60.00	57797
01687	W. W. Grainger, Inc.	03/29/2022	Regular	0.00	161.74	57798
02710	WageWorks, Inc	03/29/2022	EFT	0.00	250.00	407880
03387	WageWorks, Inc	03/08/2022	EFT	0.00	318.88	407852
03387	WageWorks, Inc	03/17/2022	EFT	0.00	318.88	407858
01068	Walker, Glenn C.	03/29/2022	Regular	0.00	1,345.76	57799
01486	WAPA - Department of Energy	03/17/2022	EFT	0.00	1,520.69	407859
03791	Water Systems Consulting, Inc.	03/08/2022	EFT	0.00	12,750.00	407853
03791	Water Systems Consulting, Inc.	03/29/2022	EFT	0.00	4,025.00	407881
03831	Water Works Engineers, LLC	03/08/2022	Regular	0.00	13,593.48	57754

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	129	61	0.00	234,129.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	0.00
Bank Drafts	27	27	0.00	362,478.75
EFT's	66	42	0.00	272,152.56
	222	135	0.00	868,760.36

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	129	61	0.00	234,129.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	0.00
Bank Drafts	27	27	0.00	362,478.75
EFT's	66	42	0.00	272,152.56
	222	135	0.00	868,760.36

Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	3/2022	868,760.36
			868,760.36



San Juan Water District, CA

Vendor History Report

By Vendor Name

Posting Date Range 07/01/2021 - 03/31/2022

Payment Date Range -

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					
Vendor Set: 01 - Vendor Set 01											
02556 - Costa, Ted											
Exp Reimb 12-2021	Mileage Reimbursement	12-2021		407782	1/21/2022	459.20	0.00	0.00	0.00	459.20	459.20
Mileage Reimbursement	0.00	0.00	459.20	010-010-52110	Training - Meetings, Education & Trai	229.60				459.20	459.20
				050-010-52110	Training - Meetings, Education & Trai	229.60					
03092 - Rich, Dan											
Exp Reimb 12-2021	Mileage Dec & Expense Reimb	12-2021-ACW.12/31/2021		407787	1/21/2022	1,213.25	0.00	0.00	0.00	1,213.25	1,213.25
Mileage Dec & Expense R	0.00	0.00	1,213.25	010-010-52110	Training - Meetings, Education & Trai	606.62				1,213.25	1,213.25
				050-010-52110	Training - Meetings, Education & Trai	606.63					
02162 - Tobin, Pamela											
Exp Reimb 08-2021	Mileage Reimbursement-Lunch Mtng	Ryan Jc7/31/2021		407538	8/24/2021	41.18	0.00	0.00	0.00	41.18	41.18
Mileage Reimbursement-	0.00	0.00	41.18	010-010-52110	Training - Meetings, Education & Trai	20.59				41.18	41.18
				050-010-52110	Training - Meetings, Education & Trai	20.59					
Exp Reimb 10-2021	Mileage & Exp Reimb-Various Mtngs & Wate	10/31/2021		407688	11/15/2021	108.24	0.00	0.00	0.00	108.24	108.24
Mileage & Exp Reimb-Var	0.00	0.00	108.24	010-010-52110	Training - Meetings, Education & Trai	54.12				108.24	108.24
				050-010-52110	Training - Meetings, Education & Trai	54.12					
Exp Reimb 12-2021	Mileage Reimbursement	12-2021		407788	1/21/2022	6.72	0.00	0.00	0.00	6.72	6.72
Mileage Reimbursement	0.00	0.00	6.72	010-010-52110	Training - Meetings, Education & Trai	3.36				6.72	6.72
				050-010-52110	Training - Meetings, Education & Trai	3.36					
Vendors: (3) Total 01 - Vendor Set 01:						1,828.59	0.00	0.00	0.00	1,828.59	1,828.59
Vendors: (3) Report Total:						1,828.59	0.00	0.00	0.00	1,828.59	1,828.59



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>
0690	Costa, Ted	Reg - Regular Hours	9	58.00	7,250.00
			0690 - Costa Total:	58.00	7,250.00
1028	Hanneman, Martin	Reg - Regular Hours	7	30.00	3,750.00
			1028 - Hanneman Total:	30.00	3,750.00
0670	Miller, Ken	Reg - Regular Hours	8	30.00	3,750.00
			0670 - Miller Total:	30.00	3,750.00
1003	Rich, Daniel	Reg - Regular Hours	8	34.00	4,250.00
			1003 - Rich Total:	34.00	4,250.00
0650	Tobin, Pamela	Reg - Regular Hours	9	90.00	11,250.00
			0650 - Tobin Total:	90.00	11,250.00
1039	Zamorano, Manuel	Reg - Regular Hours	1	1.00	125.00
			1039 - Zamorano Total:	1.00	125.00
			Report Total:	243.00	30,375.00



Payroll Set: 01-San Juan Water District

<u>Account</u>	<u>Account Description</u>	<u>Units</u>	<u>Pay Amount</u>
010-010-58110	Director - Stipend	121.50	15,187.50
	010 - WHOLESALE Total:	121.50	15,187.50
050-010-58110	Director - Stipend	121.50	15,187.50
	050 - RETAIL Total:	121.50	15,187.50
	Report Total:	243.00	30,375.00



Payroll Set: 01-San Juan Water District

<u>Pay Code</u>	<u>Description</u>	<u># of Payments</u>	<u>Units</u>	<u>Pay Amount</u>
Reg - Regular Hours	Regular Hours	42	243.00	30,375.00
		Report Total:	243.00	30,375.00

2020/21 Actual Deliveries and Revenue - By Wholesale Customer Agency

July 2021 - March 2022								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	8,626.51	\$ 2,410,152	8,803.38	\$ 2,424,503	176.87	2.1%	\$ 14,351	0.6%
Citrus Heights Water District	7,085.35	\$ 2,187,854	4,920.82	\$ 2,012,224	(2,164.53)	-30.5%	\$ (175,630)	-8.0%
Fair Oaks Water District	4,852.40	\$ 1,515,723	4,833.46	\$ 1,514,186	(18.94)	-0.4%	\$ (1,537)	-0.1%
Orange Vale Water Co.	2,785.50	\$ 788,916	2,754.04	\$ 786,363	(31.46)	-1.1%	\$ (2,553)	-0.3%
City of Folsom	824.51	\$ 234,596	791.07	\$ 231,883	(33.44)	-4.1%	\$ (2,713)	-1.2%
Granite Bay Golf Course	213.95	\$ 7,563	225.89	\$ 7,985	11.94	5.6%	\$ 422	5.6%
Sac Suburban Water District	-	\$ -	1,944.20	\$ 633,353	1,944.20		\$ 633,353	
TOTAL	24,388.23	\$ 7,144,804	24,272.86	\$ 7,610,497	(115.37)	-0.5%	\$ 465,693	6.5%

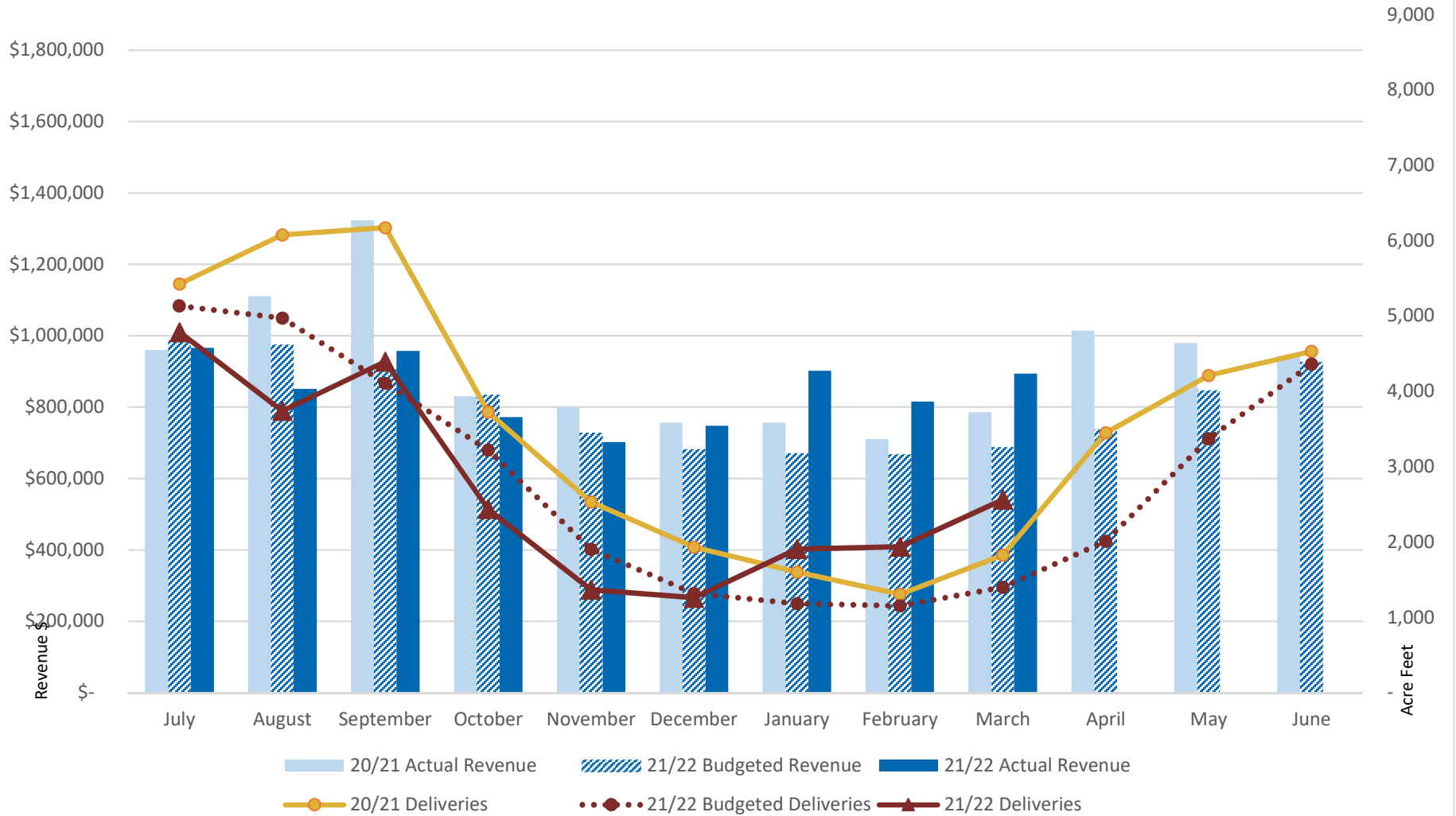
Budgeted Deliveries	24,388.23
Actual Deliveries	24,272.86
Difference	(115.37)
	-0.5%
Budgeted Water Sale Revenue	\$ 7,144,804
Actual Water Sale Revenue	\$ 7,610,497
Difference	\$ 465,693
	6.5%

Conclusion:

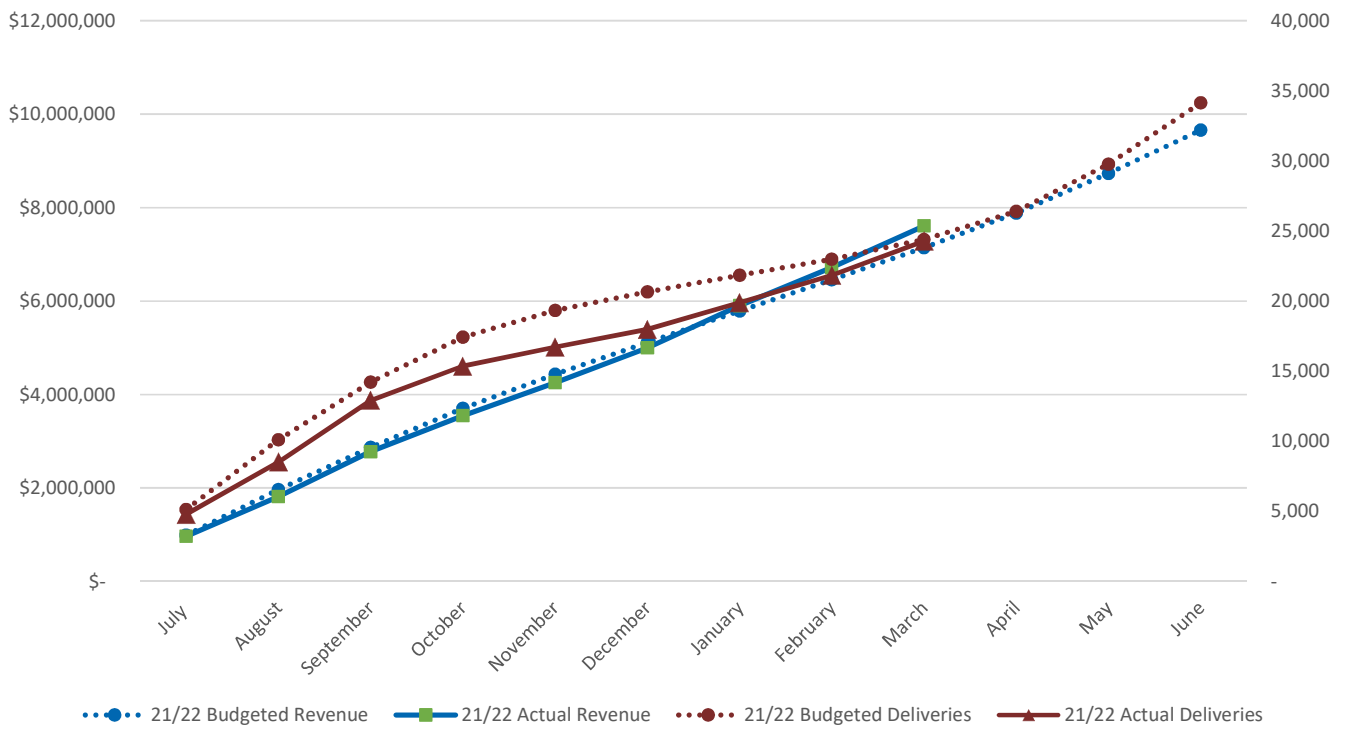
Actual deliveries for the first half of the fiscal year were less than anticipated (with the exception of September). January through March deliveries have been higher than anticipated, leaving total deliveries through March at just a half percent under expectations. As shown in the numbers above, the main drivers of the decline are due to lower demands from the regular wholesale customer agencies, with the exception of SJ Retail. Unbudgeted sales to SSWD have significantly reduced the impact of the demand decreases from the regular customers. Excluding SSWD and CWD, deliveries for July -March are down by 4,476 acre feet, an 16.7% decline from the same period last year. The budget anticipated a 7.5% decline in deliveries.

Because the majority of revenues come from the quarterly service charge, and because of the revenues from the sales to SSWD, revenues are actually 6.5% greater than anticipated in the budget for this time of year.

Comparison of Fiscal Year 2020/2021 Actuals to 2021/2022 Projections and Actuals of Deliveries and Revenue



Cumulative Water Deliveries and Revenues FY 2021-22



AGENDA ITEM VIII-1 DRAFT

Engineering Committee Meeting Minutes San Juan Water District April 25, 2022 1:00 p.m.

Committee Members: Dan Rich, Chair
Manuel Zamorano, Member

District Staff: Paul Helliker, General Manager
Tony Barela, Operations Manager
Andrew Pierson, Engineering Services Manager
Adam Larsen, Field Services Manager
Greg Turner, Water Treatment Plant Manager
Donna Silva, Director of Finance
Teri Grant, Board Secretary/Administrative Assistant

Topics: Rancho Del Oro Estates Development Project Pipeline Easement Grant to SJWD (R)
Hinkle Reservoir Liner and Cover Replacement Project (W)
Hinkle Reservoir Liner and Cover Replacement Project (W)
Material/Parts Storage Facility Project (R)
Bacon Pump Facility Generator Replacement Project (R)
Bacon Pump Facility Generator Replacement Project (R)
Other Engineering Matters
Public Comment

1. **Rancho Del Oro Estates Development Project Pipeline Easement Grant to SJWD (R)**

Mr. Pierson provided the committee with a staff report, which will be attached to the meeting minutes. He explained that the easements provide the District the ability to install two future water supply connections that not only serve as a second source of supply to the Rancho Del Oro Estates project, but will also improve hydraulic connectivity and water supply reliability for the surrounding Retail distribution system.

The Engineering Committee recommends consideration of a motion to Adopt Resolution 22-08 accepting a dedicated waterline easement for a new pipeline installation to supply the Rancho Del Oro Estates development project, and authorize staff to accept and process the documents from the property owner.

2. **Hinkle Reservoir Liner and Cover Replacement Project (W)**

Mr. Pierson provided the committee with a staff report, which will be attached to the meeting minutes. He explained that there were three bids received and that the lowest bidder Myers and Sons Construction, Inc. requested relief from its bid pursuant to Public Contract Code sections 5101 and 5103 because they discovered an error in the mathematical computation and an error in the transposition of the figures that resulted in Myers' bid being materially different than Myers' intended bid. After consulting with legal counsel, staff recommends the contract be awarded to Steve P. Rados, Inc., the next lowest responsive, responsible bidder, in the amount of \$20,139,000.00 with a total authorized budget of \$22,152,900.00 which includes a 10% contingency.

The Engineering Committee recommends consideration of a motion for authorization and approval to award a construction contract to Steve P. Rados, Inc. for the construction of the Hinkle Reservoir Liner and Cover Replacement Project.

3. Hinkle Reservoir Liner and Cover Replacement Project (W)

Mr. Pierson provided the committee with a staff report, which will be attached to the meeting minutes. He informed the committee that five bids were received and a 5-person review panel unanimously ranked Inferrera Construction Management Group, Inc. as the top Technical Proposal. He explained that the contingency is being increased to 15% because the construction project may require additional construction management and inspection services. Therefore, staff recommends the contract be awarded to Inferrera Construction Management Group, Inc., in the amount of \$867,870.00 with a total authorized budget of \$998,051.00 which includes a 15% contingency.

The Engineering Committee recommends consideration of a motion for authorization and approval to award a Professional Services Contract to Inferrera Construction Management Group, Inc. for construction management and inspection services for the Hinkle Reservoir Liner and Cover Replacement Project.

4. Material/Parts Storage Facility Project (R)

Mr. Barela provided the committee with a staff report, which will be attached to the meeting minutes. He explained that this would be a 2-sided steel structure that would protect District equipment and pipe from deterioration from the sun. In addition, he explained that the structure would be placed where the old shop was previously and that it could be moved to a new location when the new Administration building is constructed in the future.

The committee discussed the cost of the building and staff explained that the cost of steel has increased substantially in the last year. Director Rich suggested that the District delay this project to see if the cost of steel will go down. Mr. Larsen voiced concern that there is a safety issue when the hoses fail and additional cost associated with replacing hoses and pipeline that get damaged from the sun. Director Rich requested that staff calculate the cost to replace the hoses, pipes, etc. that the structure would protect so that the committee has a better idea of the potential cost to the District. Ms. Silva suggested that staff look into supply chain issues that might impact ability to procure pipeline. Staff will do a cost analysis and return to the committee with more information.

5. Bacon Pump Facility Generator Replacement Project (R)

Mr. Barela provided the committee with a staff report, which will be attached to the meeting minutes. He explained that the emergency generators are well beyond their useful life and need to be replaced. Ms. Silva commented that even though the bids came in above the estimated amount that was used in the financial plan, staff will budget for this project and will adjust projects so that this falls within the constraints of the financial plan and budget. Staff recommends awarding the contract to Lords Electric in the amount of \$1,787,600 with a construction contingency of \$178,760 (10%) for a total authorized budget of \$1,966,360.

The Engineering Committee recommends consideration of a motion for authorization and approval to award a construction contract to Lords Electric, Inc. for the construction of the Bacon Pump Facility Generator Replacement Project.

6. Bacon Pump Facility Generator Replacement Project (R)

Mr. Barela provided the committee with a staff report, which will be attached to the meeting minutes. He explained that this amendment will allow EETS, Inc. to provide engineering services during construction. Staff recommends approving this amendment in the amount of \$69,820 and authorizing a total amendment budget of \$76,800 (includes 10% contingency), bringing the total approved project budget to \$240,050 which includes past work.

The Engineering Committee recommends consideration of a motion for authorization and approval of Contract Amendment No. 3 with EETS, Inc. for Engineering services during the construction of the Bacon Pump Facility Generator Replacement Project.

7. Other Engineering Matters

Mr. Barela informed the committee that staff is seeing significant lead times for materials such as brass fittings and hydrants (sometimes more than 20 weeks), which is affecting operations. In addition, he reported that there has been a significant increase in the cost of chlorine gas from \$750 per ton last March to \$1,400 per ton currently. He informed the committee that staff is budgeting accordingly to address these increases.

In response to Director Zamorano's question, Mr. Barela explained that there has not been a study regarding electromagnetic pulse (EMP) impacts on the District's facilities or operations; however, the District does have a SCADA recovery plan and emergency operational plans. GM Helliker stated that staff may want to look at the effects of an EMP when reviewing the emergency response plan.

8. Public Comment

There were no public comments.

The meeting was adjourned at 1:48 p.m.

Finance Committee Meeting Minutes
San Juan Water District
April 26, 2022
4:00 p.m.

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

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

1. Review General Manager Reimbursements (W & R)

There was no reimbursement request from the General Manager.

2. Review Check Register from March 2022 (W & R)

The committee reviewed the March 2022 check register and found them to be in order.

3. Review Legal Bills (W & R)

The committee reviewed the legal bills and found them to be in order. This item will be removed as a standing item on the committee meeting agendas per direction from the committee.

4. Supplemental Payment to Further Reduce Unfunded Actuarial Pension Liability (W & R)

Ms. Silva provided the committee with a staff report, which will be attached to the meeting minutes. She explained that it was determined after the mid-year budget review that an additional \$200,000 is available to pay towards the District's unfunded pension liability.

The Finance Committee recommends a motion to authorize staff to make a payment of \$200,000 from wholesale and retail operations to further reduce the unfunded pension liability.

5. Capital Asset Policy Revisions (W & R)

Ms. Silva provided the committee with a staff report, which will be attached to the meeting minutes. She explained that staff recommends setting a capitalization threshold of \$100,000 for bundled assets, as well as the specification that bundled assets must have the same useful life and be intended to be replaced as a bundle. In addition, staff recommends a capitalization threshold of \$100,000 for the full term of a lease which has a total value of \$100,000 or greater.

The Finance Committee recommends a motion to approve amendments to the Capital Asset Policy for the San Juan Water District.

6. Other Finance Matters (W & R)

Ms. Silva informed the committee that she will be bringing a contract for a new auditing firm to the Board this Wednesday.

GM Helliker informed the committee that the next Finance Committee meeting is scheduled for May 24th and will be a joint meeting of the Personnel and Finance committees since the committees consist of the same Board members. He explained that the Compensation Study will be reviewed.

7. Public Comment

There were no public comments.

The meeting was adjourned at 4:30 p.m.