

SAN JUAN WATER DISTRICT

Board of Director's Meeting Minutes

July 12, 2017 – 6:00 p.m.

BOARD OF DIRECTORS

Ken Miller	President
Bob Walters	Vice President (Absent)
Ted Costa	Director
Dan Rich	Director (Absent)
Pam Tobin	Director

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

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

OTHER ATTENDEES

Mitch Dion	Self
Sandy Harris	Self

AGENDA ITEMS

- I. Public Forum**
- II. Consent Calendar**
- III. Information Items**
- IV. Directors' Reports**
- V. Committee Meetings**
- VI. Upcoming Events**
- VII. Adjourn**

President Miller called the meeting to order at 6:03 pm.

I. PUBLIC FORUM

There were no public comments.

II. CONSENT CALENDAR

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

1. Minutes of the Board of Directors Meeting, June 28, 2017 (W & R)

Recommendation: Approve draft minutes

2. Payment of Bills and Claims (W & R)

Recommendation: Adopt Resolution No. 17-17

Director Tobin moved to approve Consent Calendar. Director Costa seconded the motion and it carried with 3 Aye Votes. (Directors Rich and Walters absent)

III. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

1.1 Miscellaneous District Issues and Correspondence

Mr. Helliker informed the Board that he and President Miller attended the Fair Oaks Water District board meeting on July 10, 2017. The letter that FOWD sent to the District was discussed and a copy of the letter will be attached to the meeting minutes. Mr. Helliker will prepare a response to the letter and request that FOWD prepare a draft of any changes to the wholesale water supply agreement as requested in 2015.

Mr. Helliker reported that he and Director Tobin attended the committee hearing on conservation legislation. He reviewed the conservation bills and the actions taken by the committee. He explained that stakeholder discussions will be held during the legislative recess in an effort to draft legislation that is agreeable to everyone, otherwise the Senate and Assembly have indicated that this may become a two year process. Director Tobin mentioned that a comment letter will be sent in the next couple of weeks which RWA and ACWA will take the lead on.

Mr. Helliker reported that there will be a Closed Session at the next Board meeting to discuss the WaterFix EIR and Ryan Bezerra will attend that meeting. Mr. Helliker informed the Board that work is still being done on the water quality control plan and the modified flow standard. In addition, he reported that the biological opinions were released last week and they are being reviewed by Reclamation.

Mr. Helliker informed the Board that he will be adding an Operations Manager's Report as a standing agenda item to the Board agendas. Mr. Tony Barela reported that he and Mr. Helliker met with Honeywell Energy Services Group to discuss the evaluation of the District's total energy utilization. Mr. Barela explained that Honeywell's energy program allows sole sourcing for energy projects under Government Code Section 4217 when energy savings exceed project costs.

Mr. Barela informed the Board that Honeywell will evaluate the District's system at no cost to the District and will provide a list of projects that could potentially fall under CA 4217. The list of potential projects would then be brought forward to the Board for consideration. Mr. Helliker mentioned that

Honeywell often places meter replacement and leak detection into the program that could potentially benefit the District.

Mr. Barela reported that he and Greg Zlotnick are gathering information regarding the Solar Facility and are meeting with SMUD and PG&E in order to finalize the analysis that staff is completing at the request of Director Costa.

Mr. Barela informed the Board that he discussed, with SMUD, the option to place additional solar facilities to cover the energy usage for the Bacon pump station. One option would be to purchase solar energy from SMUD at approximately 50% less than current energy costs. Mr. Barela will provide more details at a future meeting. Directors Costa and Tobin voiced concern regarding not owning the solar asset. President Miller suggested that staff look into floating solar on the Hinkle Reservoir.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

No report.

3. LEGAL COUNSEL'S REPORT

3.1. Legal Matters

Mr. Helliker informed the Board that he is having Legal Counsel look into the State Water Resources Control Board possibly taking action to reduce water rights of a couple water agencies, as mentioned by Director Costa. Legal Counsel is checking on this and will report back to the Board.

IV. DIRECTORS' REPORTS

1.1 SGA

No report.

1.2 RWA

Director Tobin reported that RWA meets on July 13, 2017.

1.3 ACWA

1.3.1 Local/Federal Government/Region 4 - Pam Tobin

No report.

1.3.2 JPIA - Bob Walters

No report.

1.3.3 Energy Committee - Ted Costa

Director Costa reported that the Energy Committee is scheduled to meet in the next couple of weeks.

1.4 CVP Water Users Association

No report.

1.5 Other Reports, Correspondence and Comments

There were no other items discussed.

V. COMMITTEE MEETINGS

1. Personnel Committee (6/20/17)

Mr. Helliker informed the Board that the committee meeting minutes will be attached to the original board minutes and the items regarding staffing will be discussed at a future Board meeting.

2. Finance Committee (7/11/17)

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

VI. UPCOMING EVENTS

1. CSDA's Legislative Round-Up
August 31, 2017
Webinar

VII. ADJOURN

The meeting was adjourned at 6:32 p.m.

ATTEST:

KENNETH MILLER, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary



June 29, 2017

Mr. Paul Helliker, General Manager
San Juan Water District
P.O. Box 2157
Granite Bay, CA 95746

Re: Concepts for Consideration and Possible Action

Dear Mr. Helliker:

It is my understanding that San Juan Water District (SJWD) took action on approving the 2017-18 Wholesale Budget last night. The Fair Oaks Water District (FOWD) Board of Directors continues to have concerns relative to wholesale rates included in the recently adopted five year financial plan and related policies that the 2017-18 Wholesale Budget was based on. FOWD staff does not believe that SJWD and FOWD can effectively work together without clear communication however, and therefore would like to list some of the FOWD Board's concerns:

1. The FOWD Board is opposed to the SJWD financial plan requiring wholesale rate increases every year for the next five years.
 - a. Please consider not having a rate increase, or reducing the rate increase, when year-end net cash projections are above financial plan projections; such as 2017-18.
2. The FOWD Board requests that SJWD consider the impacts that the wholesale rate structure has on Member Agencies incentive to pump groundwater.
 - a. Placing a majority of the rate into the fixed cost places a financial disincentive on the pumping of groundwater by Member Agencies; thereby placing future investment in this existing groundwater supply, that benefits both SJWD and FOWD, at risk.
3. The FOWD Board requests that SJWD consider the fact that the current SJWD service area is only projected to use 37,230 AF of water in the 2017-2018 budget year and only complete future wholesale improvements that are required for existing service area water demands;

unless others contribute financially or a business plan is provided that indicates positive return on the investment.

Ultimately the goal of the FOWD Board of Directors is to let go of all past issues and work together on policy and projects that provide positive opportunities for both SJWD and FOWD. In an effort to move forward towards achievement of this goal, the FOWD Board has directed me to work on the following items with you; some of which may have an impact on the current SJWD budget or future SJWD budgets.

1. Work to develop and execute a written agreement for the future payment and use of the FO-40 pipeline that addresses the needs of SJWD, OVWC and FOWD.
 - a. SJWD has done this with the CTP and Pump Back projects.
2. Work on an agreement for SJWD Member Agencies to collaborate on a surface water banking program within the existing SJWD-W service area. This agreement would be consistent with established goals included in the SGA Groundwater Management Plan dated December 2014 and adopted by all SGA Member Agencies. Intended outcome of this agreement would be the ability to bank surface water by collaborating with existing SJWD Member Agencies.
3. Work on completing an analysis of combining all SJWD Member Agencies water supply relative to regional water reliability opportunities that have mutual benefit for SJWD Member Agencies.
4. Work on immediately updating all Wholesale Water Supply Agreements between SJWD and Member Agencies; the FOWD Board requests that SJWD Board make this a top priority of SJWD.
 - a. SJWD and FOWD are Parties to a Wholesale Water Supply Agreement (originally entered into May 14, 2008 and amended January 1, 2011). As a condition of a lawsuit settlement agreement dated October 24, 2012, the Parties agreed to accelerate the five-year review process called for in that agreement and begin discussions regarding potential amendments promptly. It is now June 29, 2017 and both SJWD and FOWD have yet to “promptly” act on updating the agreement.

- b. In an attempt to immediately begin the process of updating of the existing Wholesale Water Supply Agreements, I have attached a document titled “FOWD Recommended Updates to the Current Wholesale Water Supply Agreement Entered Into In 2008”.
- c. Understanding the need for SJWD to have revenue certainty, in addition to the need for Member Agencies to recover groundwater investment costs, amend all Wholesale Water Supply Agreements to “take or pay”.
 - i. This would clearly define water supply under control of SJWD that may be available to others.
 - ii. This would allow SJWD to utilize its uncommitted water supplies, or diversion and treatment plant capacity, to generate financial benefits that could offset future costs of the wholesale agencies water supplies.
 - iii. Provides Member Agencies financial incentive to use surface water purchased; thereby aiding in the protection of SJWD-W surface water rights.

Please respond with comments and a list of projects you agree that we should immediately work on to the benefit of both SJWD and FOWD. I am looking forward to future positive and dynamic discussions, with real world results, that benefit both SJWD and the Member Agencies.

Sincerely,



Tom R. Gray
General Manager
Fair Oaks Water District

c: FOWD Board of Directors

Attachments: “FOWD Recommended Updates to the Current Wholesale Water Supply Agreement Entered Into In 2008”

FOWD Recommended Updates to the Current Wholesale Water Supply Agreement Entered Into In 2008

June 27, 2017

1. Defined responsibility of SJWD as a wholesale water supplier
2. Defined responsibility of Wholesale Customer Agencies (WCA's) relative to water supply
3. Requirement for separate individual agreements between benefiting agencies, that include cost allocations, for all SJWD capital projects "downstream of Hinkle Reservoir"; with additional requirement that agreements be in place prior to the start of project design
4. Legally assured priority to existing pre-1914 water rights for existing SJWD customers over any new customers in an expanded wholesale service area
5. Defined and predictable annual surface water allocations and cost assurances for existing WCA's; thereby allowing for proper planning and investments in supplemental water assets by the existing WCA's
6. Protection from rate increases for SJWD water supplies attributable expansion of the wholesale service area; legal assurance that any and all debt from a wholesale service area expansion will never be paid by existing WCA's
7. Defined "buy-in" requirements for customers of any expansion of wholesale service area - to obtain access to treated surface water supplies through rights, contracts, facilities and infrastructure that have been invested in over decades by the existing SJWD wholesale customers
8. Define normal, shortage and emergency water supply conditions and the related allocation of available surface water supply from SJWD.

FOWD Recommended Updates to the Current Wholesale Water Supply Agreement Entered Into In 2008

June 27, 2017

9. Incorporate language that addresses water transfers and conjunctive use between the WCA's and others outside of the existing SJWD service area.
10. Incorporate language stating that agreement will remain in effect and override any and all mergers, service area amendments, water transfers or agreements with others unless required by law.

**Personnel Committee Meeting
San Juan Water District
June 20, 2017
4:00 p.m.**

Committee Members: Dan Rich, Chair
Ted Costa, Director (Alternate)

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

Topics: Recruitment of HR and Safety Positions (W & R)
Other Personnel Matters
Public Comment

1. Recruitment of HR and Safety Positions (W & R)

Mr. Paul Helliker reminded the committee that they reviewed the matter of staffing needs at the April 18 and May 5 committee meetings, and the Board discussed the matter at the May 24th Board meeting. He provided the committee with an updated staff report and attachments. A copy of the document will be attached to the meeting minutes.

Mr. Helliker informed the committee that attachment 7 is a compilation of data on Safety and Regulatory Compliance Responsibilities of neighboring agencies. In addition, he provided two additional handouts regarding regulatory compliance programs and reporting requirements, which will be attached to the meeting minutes.

Mr. Helliker recommends that the HR position and the Safety and Compliance position be full-time positions since part-time positions would not fill the need at the District or attract the right candidates. He informed the committee that filling the two positions in lieu of filling the Assistant General Manager's position is cost neutral, and confirmed that the impact to CalPERS would be similar to the AGM position. Ms. Silva informed the committee that she performed an analysis and determined that the District could actually pay 100% of the unfunded pension liability by the end of fiscal year 2017-18 and still be in line with the financial plans.

Director Costa commented that the audit report was inaccurate in that it listed Sacramento Suburban Water District as having a full-time HR position. In addition, he voiced concern regarding the education and skills qualifications on the draft job description as well as an error on the document under Minimum Qualifications where it lists knowledge of local, state and federal laws twice. Staff will correct the job description and will confirm the details of SSWD's HR position.

Mr. Helliker commented that a concern that the Board had was succession planning for the General Manager position. He stated that there are no guarantees that an AGM would succeed to the GM position and he recommends that the District give the current Finance Director and Operations Manager an opportunity to perform executive level tasks. He also suggests that when it's time for him to retire that the Board consider hiring the new General Manager up to a year in advance in order to provide a smooth transition. In addition, he pointed out that the District has been without an AGM for over a month and there have not been any significant problems.

The committee discussed staff's recommendation and did not come to a consensus on a recommendation to the Board; therefore, they would like the Board to discuss this matter at a future Board meeting.

2. Other Personnel Matters

There were no other items discussed.

3. Public Comment (W/R)

There was no public comment.

The meeting was adjourned at 4:46 p.m.

STAFF REPORT

To: Personnel Committee
From: Paul Helliker, General Manager
Date: June 17, 2017
Subject: Staff Positions

RECOMMENDED ACTION

Staff recommends that SJWD hire an HR specialist and a Safety/Regulatory Compliance specialist.

BACKGROUND

The Personnel Committee and the Board of Directors have reviewed the job responsibilities and staffing requirements for the human resources and safety/regulatory compliance areas and considered the needs at the District for additional support for these functions. The job descriptions for these two positions are attached (Attachments 1 and 2).

Both would be full-time positions, and have been recommended previously as part of District staffing and human resources audits, the most recent of which was in 2016 (Attachment 3) and in 2005 (excerpts in Attachment 4). A more detailed discussion of the purpose of and need for the safety/regulatory specialist position is included in Attachment 5. This position was discussed with the Board in March 2012, in the context of a presentation by Rick Hydrick about increasing regulatory compliance requirements. At the time, he noted that these responsibilities had reached the level that a full-time position with expertise in the arena was warranted to successfully carry them out.

The Personnel Committee considered potential hiring decisions on April 18 and May 5. At the April 18 meeting, the Committee discussed the option of filling the Assistant General Manager position after Keith Durkin retired on May 12. The Committee raised various issues, which were then discussed further at the Committee meeting on May 5. At the May 5 meeting, the HR and Safety positions were discussed in detail, and the budgetary implications of filling those positions were discussed in the context of either hiring a new Assistant General Manager or assigning the responsibilities of that position to other members of the Executive Team and senior staff. Attachment 6 presents this cost comparison. The Committee requested that the option of filling the HR and Safety positions be forwarded to the Board for discussion and potential approval. The Board of Directors discussed these options on May 24, and raised various issues to be considered by the Personnel Committee, to which the topic was re-referred.

Staff has collected additional information about the manner in which neighboring agencies conduct safety and regulatory compliance activities. That information is included in Attachment 7. Most agencies have at least one full-time employee dedicated to these issues, and with the complexity of SJWD's operations - with a water

treatment plant, field operations, heavy-duty equipment fleet, stormwater management and habitat mitigation programs, etc. – staffing needs are at least as significant.

At the Board meeting, the question was posed of whether or not these responsibilities could be adequately addressed with a part-time employee in each. It is not likely that we will be able to attract knowledgeable and qualified candidates with an offer of part-time employment and benefits. Furthermore, as the audits and responsibility comparisons have shown, San Juan's needs are for full-time staffing for both of these categories of responsibility. Continuing to perform the job responsibilities associated with human resources and safety/regulatory compliance activities by the Finance Director and Operations Manager would prevent them from being able to fully perform the executive management responsibilities in their job descriptions. This would be particularly problematic for the District in the absence of an Assistant General Manager.



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

Human Resources Coordinator Position Description

Status: FLSA Non-Exempt and Confidential in nature

Supervisor: Director of Finance

Effective Date:

Supervision Received and Exercised:

Receives direction from the Director of Finance and may provide technical and functional supervision to assigned technical personnel.

Primary Function

To perform a variety of responsible and professional analytical duties in support of the District's human resources activities including classification and compensation, recruitment and selection, and benefit administration; and to provide advice to managers and staff on a wide variety of human resources topic.

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

- Analyze, interpret, research and compile information for the revision and maintenance of the District's classification plan and allocation of positions; monitor and maintain allocation salary schedule.
- Research and provide advice on organizational structure to improve the efficiency and effectiveness of District operations.
- Design and implement recruitment activities to obtain qualified candidates, including the creation of recruitment timelines, advertisement sources and selection process including application review, supplemental questionnaire development, and test administration; receive, research and respond to candidate questions and appeals.
- Interpret and explain policies, procedures, and regulations to District staff and the public; respond to complaints and requests for information from employees, management, outside agencies and the public.
- Administer a comprehensive benefit plan including health, dental and life insurance, long term disability, and other benefits including protective leave; administer the District's open enrollment process.
- Assist with the development and maintenance of District policies and procedures; represent the District to outside professional organizations; participate on cross functional teams.
- Develop, implement and administer a comprehensive training program, ensuring compliance with state regulations.
- Complete internal and external compensation and benefit studies.
- Advise on grievance processing and dealing with disciplinary matters; interpret provisions of the Personnel Manual with managers and employees; coordinate discipline process.
- Review completed payroll.
- Serve as administrator for employee database.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Develop and implement an employee wellness program to promote a positive and engaged workforce.

- Perform incident investigations.
- Track District performance metrics.
- Manage Supervisory training requirements including ethics, harassment, accident investigation, etc.
- Provide support to the Finance and Customer Service Departments.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- General principles and practices of human resources administration and organization management.
- Pertinent federal, state, and local laws, codes and regulations.
- Practices, methods and procedures utilized in recruitment and selection.
- Principles and practices of recruitment, selection, classification, salary and benefit administration, EEO and employee relations within a public agency
- Advanced methods of statistical research and presentation.
- Principles and practices of project management.
- Principles and practices of supervision, training and performance evaluations.
- Pertinent local, State and Federal laws.
- Applicable safety precautions and procedures.

Ability to:

- Collect, compile, analyze and summarize written and statistical information and data.
- Prepare clear and concise technical and administrative reports.
- Analyze situations carefully and adopt effective courses of action.
- Independently perform professional analytical work in support of human resources programs.
- Identify, research and respond to questions from District departments, outside agencies and the public.
- Prepare and present technical reports.
- Interpret and explain human resources programs and policies.
- Collect, compile and analyze data and develop logical conclusions and sound recommendations.
- Respond appropriately to difficult and sensitive matters.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Research, analyze and make recommendations on accounting processes and procedures.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Effectively operate computers and applicable software.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, social science or closely related field.

Experience:

Three years of increasingly responsible experience performing professional level human resources duties within a public agency.

License or Certificate:

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

Physical Capabilities:

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

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing Hearing				
Standing/Walking				
Climbing/Stooping/Kneeling				
Lifting/Pulling/Pushing				
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				
Describe Working Conditions	100 Percent Indoors			



San Juan Water District

9935 Auburn Folsom Road
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(916) 791-0115
www.sjwd.org

SAFETY/REGULATORY COMPLIANCE COORDINATOR

Position Description

Status: FLSA Non-Exempt and Confidential in nature

Supervisor: Operations Manager

Effective Date:

Supervision Received and Exercised:

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

Primary Function

Develops, monitors, conducts, and administers the District's occupational health and safety and environmental programs in compliance with federal, state, and local safety, health, and environmental regulations, as well as industry standards; develops, implements and administers safety policies, procedures and directives; conducts investigations and evaluates the effectiveness of safety programs, implements new programs and procedures as needed; assists in the administration of the risk management program; acts as the District's Safety Officer; and performs other duties as assigned.

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

- Develops, coordinates, oversees, and participates in the day-to-day operations of District-wide occupational health and safety programs designed to reduce risk, ensure workplace safety, and prevent injury, occupational illness, and damage to property; performs a variety of professional level duties involved in the development, organization, implementation, and coordination of a variety of safety programs, including training, safety, and environmental compliance programs.
- Reviews, develops, and updates District-wide health and safety related policies and procedures for compliance with State and Federal rules and regulations; maintains functional District safety-related manuals and documentation, including preparing and distributing appropriate communications.
- Monitors legislative and regulatory changes at the Federal, State, and local levels, as well as trends and innovations in the field of occupational health and safety; determines applicability of administrative and regulatory requirements; advises assigned supervisor regarding the impact of regulations on District operations; provides updates to District staff on pertinent issues; and acts as liaison between regulatory agencies and District management as necessary.
- Establishes, implements, and coordinates safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other health and safety related training; maintain records and database; prepares and presents reports to District management as needed. Works with District management to develop safety training plans for new employees.
- Recommends new or revised policies and work procedures to improve safety standards and/or comply with regulations; trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.
- Participates in budget preparation and administration for the safety program; prepares cost estimates

for budget recommendations and submit justifications and assists in the administration of various grants.

- Plans, schedules, prioritizes, and assigns safety-related projects, studies, and programs in consultation with assigned supervisor; communicates status of projects, studies, and programs to appropriate personnel, working cooperatively to schedule same in accordance with established priorities.
- Conducts and monitors District facility and site inspections, job hazards analyses and other evaluations to identify hazards and potential risks; conducts or assigns inspections and makes recommendations to assigned supervisor and implements appropriate and approved corrective actions for compliance with Federal, State, and local safety, health, and environmental regulations, as well as industry standards. Conducts audits of corrective action to ensure compliance with regulations and corrective actions.
- Provides technical and functional direction to assigned staff, reviews and controls quality of work safety and compliance.
- Represents the District on safety committees and to outside regulatory agencies; coordinates safety activities between departments and with outside agencies.
- Maintains a library of reference materials on training records and coordinates the acquisition of training materials, including manuals, technical resources, videos, recordings, and self-instruction workbooks.
- Develops, maintains and manages a variety of health and safety program elements, including but not limited to, the District's Injury and Illness Prevention Program, Hearing Conservation Plan, ARC Flash Safety Program and confined space entry program.
- Monitors employee exposure to noise and air contaminants, develops and implements hearing and respirator programs, including respirator fit testing, and enforces the use of safety equipment. Ensures safety equipment is compliant and maintained according to industry and manufacturer standards.
- Conducts a variety of audits and specialized studies, analyzes results and presents findings to management.
- Performs related report preparation and record maintenance for Environmental Protection, Fire Protection, Hazardous Waste Management, and Occupational Safety.
- Coordinates necessary permitting for compliance with environmental and air quality regulations.
- Develops and maintains District hazardous material business plans (HMBP) and petroleum storage tank permitting in compliance with Environmental and local Fire Departments Regulations.
- Coordinates the collection and disposal of hazardous waste in compliance with environmental regulations.
- Coordinates standards and performs inspections related to the District's Spill Prevention Control and Countermeasure (SPCC) plan; reports non-compliance to assigned supervisor; updates the SPCC plan, as needed.
- Maintains and updates the District's Material Safety Data Sheet (MSDS) database.
- Develops and administers contractor safety program, including reviewing contractor health and safety work plans for District projects, serving as the District's subject matter expert, and working with vendors and consultants for matters related to safety compliance, and providing contractors with appropriate hazardous materials communication in compliance with applicable regulations.
- Evaluates construction certificates for insurance and bonding to ensure adequate coverage for District liability.
- Manages and maintains the process, regulatory compliance, and safety programs related to chlorine gas facilities, which includes, but is not limited to, Process Safety Management Program (PSM) and Cal ARP Program 3 Prevention Program.
- Conducts appropriate coordinated trainings with first responders and District personnel.

- Conducts thorough audits, investigations and analysis of accidents, incidents and injuries; develops findings, prepares reports, and makes recommendations to assigned supervisor of corrective actions and preventative measures; assesses incident statistics to determine requirements for new or modified training.
- Assists in the implementation of District health and safety goals, objectives, policies, procedures, and work standards for the Division, including recommending improvements.
- Coordinates necessary safety certification and license obtainment and renewal for District employees.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of:

- Policies, regulations, specifications, and requirements governing industrial safety, environmental compliance, and accident prevention for industrial and office environments.
- Principles and practices of assessments, inspections, and investigations as related to job responsibilities.
- Principles and practices of employee training and instructional methods and techniques.
- Practices of water system operations, wastewater treatment plant operations, and general office activities.
- Rules and regulations pertaining to the handling, storage, and disposal of hazardous and toxic materials.
- Practices, methods, materials, and equipment used in air and noise exposure monitoring.
- Occupational hazards and standard safety procedures.
- Modern office practices, methods, and computer equipment.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Recordkeeping principles and procedures.
- Principles and practices of program development, implementation, review, and evaluation.
- Computer applications related to the work, including word processing, spreadsheet and database applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, schedule, assign, and oversee activities of an efficient and functional occupational health and safety program.
- Communicate safety programs clearly and effectively to all levels of staff.

- Inspect the work of others and maintain established quality control standards.
- Train others in work procedures.
- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Oversee and participate in safety related projects, studies, and programs.
- Meet the requirements to wear respiratory protection or other safety equipment.
- Develop, modify, implement, and coordinate the provision of a variety of safety training pertinent to water and wastewater operations, environmental compliance.
- Investigate and analyze a variety of plant, field, and office operations in order to implement and provide effective training and safety programs for a variety of staff covering a wide spectrum of operations and areas.
- Assemble data and prepare clear and concise reports, correspondence, policies, procedures, safety logs, charts, and other written and automated materials.
- Represent the District in matters related to safety, occupational health, and environmental compliance programs as required including with governmental agencies, professional, regulatory, and legislative organizations.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Make accurate arithmetic, financial, and statistical computations.
- Make effective public presentations.
- Understand written sentences and paragraphs in work-related documents.
- Prepare and administer program and project budgets after approval.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs, including, but not limited to, Microsoft Office (Outlook, Word, Excel, etc.) and Computer Maintenance Management System (CMMS).
- Modify existing policies, strategies, and/or methods to meet unusual conditions.
- Recognize unusual, inefficient, or dangerous operating conditions and take appropriate action when unusual operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Perform work in confined spaces, following required confined space entry procedures.

Education and Experience:

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

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in industrial engineering, safety engineering, occupational health & safety, or closely related field

Experience:

Four (4) years of experience in the areas of workplace safety and employee training, including at least two (2) years of which have involved administration of a comprehensive safety and accident prevention program.

License or Certificate:

- Possession of, or the ability to obtain and maintain, a California Driver’s License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.
- Possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aid certificate is required within one (1) year of employment.
- Certification as a Certified Safety Professional (CSP) and an Associate Risk Manager (ARM) is highly desirable.

Physical Capabilities:

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

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		50 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	80 Percent Indoors, 20 Percent Outdoors in Inclement Weather			



San Juan Water District

Human Resources Audit

Performed by



October 2016

Executive Summary

Bryce Consulting was retained by the San Juan Water District to conduct a comprehensive review of the District's human resources function, identify areas for improvement, and make a recommendation regarding long-term staffing. Areas reviewed during the audit include:

- ◆ Legal and best practice compliance with respect to personnel file maintenance
- ◆ Application of personnel policies
- ◆ Human resources practices including selection, onboarding, off boarding, benefit administration
- ◆ Internal vs external support

In addition to the assessment, the consultant was also tasked with a variety of projects aimed at ensuring the District is legally compliant as well creating streamlined processes. Recommendations for improvement include:

- ◆ Revisions to recruitment and pre-employment process
- ◆ Revisions to onboarding and off boarding process including checklists and flow charts that document process and stakeholder involvement
- ◆ Review and reformat of personnel policies as recommended by ACWA JPIA and District Counsel

Overall, the District lacks the staff and professional human resources expertise to:

- ◆ Perform recruitment and selection
- ◆ Ensure consistent and thorough onboarding and off boarding of staff
- ◆ Perform benefit administration
- ◆ Assist with staff development and training
- ◆ Ensure legal compliance, including personnel file maintenance
- ◆ Maintain the District's classification and compensation plan

Methodology

Audit Scope

The scope of the audit was to assess the effectiveness of the District’s human resources program, identify gaps or concerns with respect to legal compliance and best practices and to recommend a “go forward” plan with respect to future staffing.

Audit Methodology

As stated, audit included a review of human resources practices and procedures as well as documentation.

The methodology included:

- ◆ Meeting with General Manager and Assistant General Manager to gain an understanding of the desired scope of the audit
- ◆ Interviews with management staff to gain an understanding of the level of support provided to management as well as gaps and needs
- ◆ Thorough review of personnel files to ensure legal compliance and best practices are being met
- ◆ Interviews with staff currently assigned human resources tasks to identify areas of concern, confusion, and gaps
- ◆ Discussion with other water districts to gain an understanding of the level of human resources support provided internally

Background

The District currently blends in house resources and external resources for the performance of human resources tasks. The District's Accounting Technician is split between payroll and human resources. More specifically, the position supports human resources with respect to the hiring process by commencing the background check and pre-employment physical with outside parties and meeting with the newly hired employee to have them complete the necessary paperwork on their first day of employment. The position also administers the District's leave programs (worker's compensation, disability, FMLA), and responds to questions from employees with respect to benefits. The General Manager, Assistant General Manager and Director of Finance also support the human resources function as it relates to advising and assisting managers. Lastly, the department managers receive and respond to a significant amount of questions related to human resources posed by their staff.

The District utilizes Bryce Consulting for recruitment activities including the development of job announcements, placement of ads, receipt and screening of applications, development of selection materials, scheduling and facilitation of interviews, maintaining contact with candidates, making offer to selected candidate and conducting reference checks.

The District has never had a full-time position dedicated to Human Resources. In 2004, the District developed a Human Resources Master Plan. Through that process it was recommended that the District consider contracting out human resources activities. At that time, the Finance Manager and Accounting Technician were responsible for benefits and personnel related questions and the department managers handled recruitments for their respective departments. During the 2004 review, it was mentioned that the District was reaching a point where human resources matters might come to the forefront as the District was being faced with turnover, disability leaves, and retirements and was reaching a staffing level where the human resources activities may become more time intensive and complex. It was also recommended that the District put more of an emphasis on human resources as well as safety since those tend to be areas where organizations can face a significant financial liability if not administered correctly.

Additionally, in 2014, the District had a review of the personnel policies by ACWA JPIA where a number of areas of improvement were identified.

Findings

Through the assessment, the consultant identified a number of gaps as outlined below:

1. Selection

- ◆ The District lacks strategic human resources involvement with respect to identifying changes needed to vacant positions prior to recruitment
- ◆ Hiring of temporary and seasonal staff as well as interns is left to the department managers leading to a lack of consistency
- ◆ The pre-employment physical process is cumbersome and disorganized leading to candidate frustration

2. Onboarding/Off boarding

- ◆ The onboarding and off boarding processes are not formalized and administered consistently and managers have too great of a responsibility for the processes including:
 - Orientation to the District
 - Completion of required documents
 - Ordering of uniforms
 - Explanation of District policies, procedures and benefits
 - Initial employee set up (IT)
 - Exit interviews
 - Collection of District property

3. Benefit Administration

- ◆ Lack of exploration and education on District benefits
- ◆ No open enrollment fair to explain benefit options or changes in benefits
- ◆ Lack of knowledge related to protected leaves (worker's compensation, disability, FMLA, return to work)

4. Personnel Policies

- ◆ Lack of consistency with respect to the application of policies and procedures including:
 - Hiring of temporary and seasonal staff

- Application of overtime for treatment plan operators
- Administration of flex day policy
- Awarding of leave and benefits while on protected leave
- ◆ Lack of regular review, revision and updating of policies (laws change annually and there should be a regular review of policies to ensure they are still consistent with law)

5. Staff Development/Training

- ◆ Tracking and scheduling of training is currently assigned to the Operations Manager which is not a best use of this position's time and the function is not getting the dedicated time required to ensure mandatory training is occurring
- ◆ Managers are driving staff development by researching opportunities for staff as they relate to career progression and succession planning with no strategic involvement from human resources
- ◆ Lack of staff time to build and maintain the District's culture and sense of team environment

6. Legal Compliance

- ◆ No dedicated or trained professional to research, understand and implement changes in law including:
 - Payroll law
 - ACA (once the District has 50 employees, it will need to implement ACA which is a complex and cumbersome process). The District currently has 46 employees.
 - Annual changes to California and Federal labor law
 - Ensuring personnel files are maintained consistent with California law

7. Classification and Compensation

- ◆ Lack of staff time and expertise to
 - Review and update job description
 - Maintain the District's salary schedule
 - Conduct compensation surveys

Recommendations

As stated, in 2004, it was recommended that the District put more emphasis on human resources and that the District explore contract services. The only aspect of human resources that the District has contracted out for is recruitment and selection, other than specialized projects such as Succession Planning, leaving a significant gap in the District's overall human resources program. The way in which human resources is being handled, whereby it is somewhat decentralized to department managers, leaves the District with significant gaps. Furthermore, the overall lack of knowledge related to human resources administration and law creates a significant legal exposure to the District. For instance, California has some of the most complex and convoluted leave laws and it is important that they are administered by an individual with in depth knowledge to ensure it is done properly as to not impact the employee's protected leave as well as set the District up for a legal challenge. While the District has not grown significantly since 2004, the fact that the human resources program has not developed further internally is worrisome. The employees are the District's greatest asset and it is important to ensure that employee focused programs and activities are handled appropriately.

It is recommended that the District create a full-time Human Resources Specialist position. The position would be responsible for ensuring that human resources processes and procedures are consolidated and implemented consistently. The audit has shown significant gaps in the program with respect to knowledge and time dedicated to perform the required duties. Sacramento Suburban Water District has approximately 65 employees and a full time Human Resources Specialist that is responsible for maintaining District human resources policies, procedures and systems; administering benefits, worker's compensation and disability programs; maintaining the District's classification plan; maintaining records and tracking compliance; administering the selection process; performing orientation and exit interviews; and working with management and staff on human resources related issues. Citrus Heights Water District has approximately 32 employees and has a position that is split between human resources and support to the Board of Directors; however, the bulk of the time is spent supporting the human resources function including recruitment; benefit administration; tracking and scheduling of training; new employee orientation and exit process; and maintenance of files. The Fair Oaks Water District has approximately 29 positions and has a Human Resources Administrator responsible for investigating challenges to human resources issues such as working conditions, disciplinary action and employee and applicant grievances and appeals; maintaining human resources records; coordinating new hire, leave and termination processes; maintaining job descriptions; and administering benefits, worker's compensation and COBRA. Given that the number of staff is less at Fair Oaks Water District, the Human Resources Administrator also has time to perform payroll and support the Board of Directors.

With the addition of the Human Resources Specialist, it is recommended that the following be assigned to the position:

- ◆ Recruitment, selection, and pre-employment processes as well as onboarding
- ◆ Benefit research and administration including open enrollment
- ◆ Leave management including return to work
- ◆ Training (tracking and scheduling)
- ◆ Policy interpretation and maintenance
- ◆ Termination and off boarding processes
- ◆ Classification and compensation plan maintenance
- ◆ Providing strategic guidance to managers with respect to vacancies, disciplinary action, and professional development
- ◆ Coordinating and tracking the performance evaluation process
- ◆ Tracking and ensuring compliance with labor law (with support from outside Counsel, as necessary)
- ◆ Maintenance of personnel files and related records
- ◆ Employee engagement
- ◆ ACA reporting (if the District reaches 50 employees)
- ◆ Support to Finance and Risk Management staff

In addition to the tasks noted above, the Director of Finance needs a position to review payroll and maintain the employee database for internal control purposes which would be appropriate for the Human Resources Specialist. Attachment A provides a draft job description. In terms of compensation, Bryce collected compensation data from 8 local agencies including Citrus Heights Water District, Carmichael Water District, City of Folsom, City of Roseville, El Dorado Irrigation District, Fair Oaks Water District, Placer County Water Agency and Sacramento Suburban Water District. Based on the labor market mean for this group of agencies, it is recommended that the maximum salary for the Human Resources Specialist be set at \$7,464.

ATTACHMENT A
DRAFT JOB DESCRIPTION

*San Juan Water District
Human Resources Master Plan*



Prepared By



Human Resource Services

241 Lathrop Way
Sacramento, CA 95815
916.263.3600

May 2005

Section III: Vision

The first phase of the study included defining and confirming the vision of the District for the next five years. Although the District has a very clear mission, it was important to identify the vision of the District for the next five years and to receive confirmation from the Board of Directors regarding the vision.

The General Manager and Assistant General Manager participated in a one day workshop focused on confirming the vision of the District. The discussion focused on topics including:

- Goals and objectives of the District.
- Strengths and weaknesses of the District.
- Barriers to success, both internal and external.
- Core values of the District.
- Defining how the District envisions itself as an employer.
- Future goals of both wholesale and retail operations.
- New or expanded services, although the District will maintain its core business.
- Leveraging regional resources.
- Barriers to success, both internal and external to the District, such as legislation, leadership, and retirements of staff.
- District's business plan, financial stability, and organizational structure.

The vision document can be found in Appendix A.

Section IV: Findings

The second phase of the project was to conduct a gap analysis. As mentioned, this phase focused on identifying gaps between where the District is currently and where the District needs to be, as defined through the vision development process. This phase consisted of a review of organization structure, reporting relationships and delegation of authority with emphasis on the District's management team. An overview assessment of the District's administrative systems, service levels, and staffing was conducted including finance, information technology, human resources, risk management, and customer service. In addition, the consultants examined workload and staffing issues, identified opportunities for operational improvements, and succession planning needs. Through this analysis, several areas of concern were identified.

I. General Manager's Office

With respect to the General Manager and Assistant General Manager, it was determined that the span of control for each is too broad, that both positions are overly focused on tactical day-to-day operations of the individual departments, and that the roles and responsibilities of the General Manager and Assistant General Manager need to be clarified.

II. Engineering

Currently the Engineering Department consists of an Engineering Manager, an Engineering Technician, and a Construction Inspector. The function of that department is solely focused on retail engineering, as the Department provides very little support to the wholesale master planning, CIP, or water quality functions. Furthermore, other than the Assistant General Manager, there is no in-house professional engineering staff assigned to the CIP to actively manage the work of outside consultants and contractors.

Additionally, the District is making a significant investment in GIS without clearly defining the benefit. The Engineering Manager currently serves as the District's safety officer and workers' compensation administrator which is not the most appropriate use of the position's time and creates a disconnect between risk management, which is the responsibility of the Finance Manager, and safety.

III. Accounting and Finance

The Accounting and Finance Department consists of a Finance Manager and two Accounting Technicians. One of the Accounting Technician positions has been recently vacated and the other is due to retire in the near future. Currently the Finance Manager is the only degreed accountant on staff creating a lack of back up. As mentioned previously, the Finance Manager is responsible for liability insurance while the Engineering Manager is responsible for safety and workers' compensation accident insurance and claim administration. This has the potential to create a liability for the District. The Finance Department is also responsible for some level of human resources support such as payroll and benefits.

- Operations (Distribution)
 - Succession plan (management and supervisors)
 - Proactive/customer focused
 - Mentor staff
- Administration
 - Appropriate staff/consultant capacity to address core internal services including accounting, human resources, risk management, safety, and technology
 - Appropriate staff for customer service

SAFETY/REGULATORY COMPLIANCE COORDINATOR**Needs Assessment**

May 15, 2017

**Overview:**

Safety and Regulatory Compliance Programs have been assigned to various positions over the years. For example, in 2005, when the District undertook the development of an HR Master Plan, the Engineering Manager was responsible for safety as well as worker's compensation accident insurance and claim administration. The recommendations from the HR Master Plan was to move safety under the Finance Manager; the change was subsequently made after approval of the Master Plan. Currently, Safety and Regulatory Compliance Programs are managed and under the authority of the District's Operations Manager with operational assistance from the Field Services Manager and Water Treatment Plant Superintendent. Given the scope of responsibility assigned to each of these positions, this is not necessarily the best use of the positions and can create either a gap or duplication in effort by having the function divided between multiple positions. In addition to ensuring the safety of District staff, Safety and Regulatory Compliance Programs are required to remain in compliance with:

- U.S. Department of Labor – Occupational Safety and Health Administration (OSHA)
- California Division of Occupational Safety and Health (Cal-OSHA)
- Placer County Health and Human Services – Environmental Health Division
- State of California – California Environmental Protection Agency (EPA)
- State Water Resources Control Board - Division of Drinking Water

The newly proposed Safety/Regulatory Compliance Coordinator (SRCC) would report directly to the Operations Manager and work closely with the Field Services Manager and Water Treatment Plant Superintendent for both the safety and regulatory aspects of the position. By having one position dedicated to the program, the District is more likely to cover all aspects of the program in a more effective and efficient manner and in addition to having program elements assigned to an individual with the expertise to develop, manage and implement regulatory changes. Additionally, by transferring these efforts to the SRCC, the Operations Manager will be freed to accept workload that has been traditionally completed by the Assistant General Manager. This revision to the District's organization would ensure dedicated staff to cover one of the District's most costly exposures if not managed properly, while creating salary savings by not filling the higher paid classification of Assistant General Manager. Following are tasks to be transferred to the proposed SRCC if approved:

Safety Training and Compliance

1. Manage Training/Safety Program
 - a) Assign, track and record training
 - b) Track individual completions & certifications
 - c) Locate and implement contracts with outside training services
 - d) Develop training and compliance budget for safety program
 - e) Present safety matters to the Board of Directors
2. Develop & Maintain Safety/Training Compliance
 - a) Departmental Programs

- b) Component Specific Trainings
 - c) Competent Person Training
3. Develop & Manage Safety Programs
 - a) Injury and Illness Prevention Program (IIPP)
 - b) Lockout/Tagout (LOTO)
 - c) Confined Space Entry & Rescue Program
 - d) Heat Illness and Prevention Plan
 - e) Fire Prevention Plan
 - f) Americans with Disability Act (ADA)
 - g) Health and Safety Committee
 4. Safety Internal Coordination
 - a) Evaluate District operational procedures for compliance
 - b) Audit work activities
 - c) Assign responsibilities and recommend improvements
 - d) Perform investigations related to safety issues
 - e) Perform New Employee Safety Orientations
 5. District Representative
 - a) Coordinate inspections and safety compliance with JPIA & Cal-OSHA representatives
 - b) Represent the District at regional safety meetings
 - c) Coordinate and develop agreements with outside agencies related to safety response.

Regulatory Compliance

1. Manage Regulatory Compliance Program
 - a) Develop, monitor and maintain Regulatory Compliance Programs
 - b) Locate and implement contracts with outside specialty compliance services
 - c) Annually review and update programs in compliance with State, Federal and local laws, rules and regulations
2. Develop & Maintain Regulatory Compliance Programs
 - a) California Accidental Release Prevention (CalARP) Program
 - b) Risk Management Plan (RMP)
 - c) Process Safety Management Program (PSM)
 - d) County Environmental Reporting System (CERS)
 - e) EPA application and Electronic Verification (Hazardous Waste Manifests)
 - f) Hazardous Materials Business Plan (HMBP)
 - g) Spill Prevention Control and Countermeasures (SPCC) Plan
 - h) Material Safety Data Sheet (MSDS) Program
3. Compliance Internal Coordination
 - a) Confer with Department Managers related to department specific regulatory compliance
 - b) Evaluate District operations related to Regulatory Compliance
 - c) Assign responsibilities and recommend improvements
 - d) Perform investigations related to regulatory compliance issues

- e) Perform periodic facility/Department audits
4. District Representative
- a) Coordinate and represent the District during inspections and meetings with Federal, State and Local representatives

Scenario #1: Fill the AGM position - status quo

	Allocation Whsl/Retail	Salary (mid-range)	Benefits	Total Compensation	Wholesale Cost	Retail Cost
AGM - Current Pay	70%-30%	\$ 198,681	\$ 75,295	\$ 273,976	\$ 191,783	\$ 82,193
AGM - Proposed	70%-30%	\$ 170,700	\$ 71,300	\$ 242,000	\$ 169,400	\$ 72,600
			Savings	\$ (31,976)		

Scenario #2: Eliminate AGM, add HR and Safety Positions

	Allocation Whsl/Retail	Salary (mid-range)	Benefits	Total Compensation	Wholesale Cost	Retail Cost
HR Coordinator	50%-50%	\$ 83,200	\$ 44,900	\$ 128,100	\$ 64,050	\$ 64,050
Safety Manager	50%-50%	94,000	46,600	140,600	70,300	70,300
Contract Savings				(10,000)		
Total Cost		\$ 177,200	\$ 91,500	\$ 258,700	\$ 134,350	\$ 134,350
			Total cost increase/(decrease) from current	\$ (15,276)		
			Total cost increase/(decrease) from proposed AGM	\$ 16,700		

Scenario #3: Keep AGM, add HR position

	Allocation Whsl/Retail	Salary (mid-range)	Taxes & Benefits	Total Compensation	Wholesale	Retail
AGM	70%-30%	\$ 170,700	\$ 71,300	\$ 242,000	\$ 169,400	\$ 72,600
HR Coordinator (1)	50%-50%	94,000	46,600	140,600	70,300	70,300
Contract Savings				(10,000)		
Total Cost		\$ 264,700	\$ 117,900	\$ 372,600	\$ 239,700	\$ 142,900
			Total cost increase/(decrease) from current	\$ 98,624	\$ 70,300	\$ 70,300
			Total cost increase/(decrease) from proposed AGM	\$ 130,600		

¹⁾ For this scenario the HR Coordinator salary has been increased to the Safety Manager level to reflect the increased responsibility for the safety program

Assumptions:

Salaries pegged at mid-point of range

AGM range assumed to be between top of Finance Director range and current GM salary

ATTACHMENT 7

Survey of Neighboring Agencies - Safety and Regulatory Compliance Responsibilities 15-Jun-17

Survey Questions:	EID	SSWD	South Tahoe Public Utility District	CHWD	City of Roseville Envtl. Utilities ¹	City of Folsom	Zone 7
Who (position title) is Responsible for managing, developing programs, and tracking Safety training and safety compliance (Confined space, IIPP, etc.)?	Safety-Security Officer	Operations Manager	Human Resources Director who is also considered to be the Safety Officer.	Safety Officer - Assignment within another job position	Safety Officer ² (programs including training requirements) Supervisors (track training completion)	Division supervisors	Safety Techs (x2)
If there is a team of individuals dedicated to the safety program, how many develop programs and track safety program tasks?	Safety-Security Officer, with input from operations management, develops the annual program requirements then supervisor implement	Ops Mngr is Lead; Dept Heads develop training programs and track safety program tasks	HRD/Safety Officer oversees all programs, dept managers and supervisors implement.	Safety Committee—comprised of representative(s) from each Department. Meets once a month.	Safety officer develops and maintains programs following stakeholder review and mgt approval. Supervisors track implementation while Safety keeps records of completed permits, inspections, etc.	Division supervisors	Safety Techs (x2)
Who (position title) is responsible for managing and tracking regulatory compliancy (EPA Verification, Lead Copper Rule, etc.)?	Drinking Water Operations Manager, Drinking Water O&M supervisors, and Permit Technician provides assistance	Production Superintendent, Environmental Compliance Supervisor	These two items are handled by the applicable department manager.	Water Resources Supervisor	Compliance Supervisor, Lab/Industrial Compliance Administrator	WTP/WQ supervisors/Lead workers	The Safety Techs also manage regulatory (minus CEQA) for the District.
If there is a team of individuals dedicated to the regulatory program, how many work specifically on the regulatory compliance tasks?	Drinking Water Operations Manager, Drinking Water O&M supervisors, and Permit Technician provides administrative assistance	Ops Mngr & Production Superintendent (Direction & Review), Environmental Compliance Supervisor, Env Comp Tech & X-Conn Control Specialist (Full Time)	HRD/Safety Officer oversees all OSHA compliance; department managers oversee other regulatory.	Water Resources Division: 3 staff members on a regular basis.	12: 1 Compliance Supervisor, 1 Reg. Compl. Admnr., Lab Techs, 3 Chief Operators, 2 Engineers, & Safety Officer John Parente 6/15/17: EU just hired another Compliance Supervisor, reporting to the Water Quality Compliance Administrator, so you can add 1 to the head count for each of the last 2 questions on your survey for EU.	WTP/WQ supervisors/Lead workers	Safety Techs (x2)
Is there anything else that would be helpful for discussion related to safety and/or reg. compliance?		Keeping abreast of the ever-changing regulation for safety/compliance is a daunting task. Our Environmental Compliance Dept. does a great job with the regulatory side. However, we have no one specifically assigned to oversee safety compliance which seems to be an ever increasing need.	Due to the constantly changing Safety field, and because HR Director is assigned to HR, Risk Management and Safety, in 2016 we hired a Safety Consultant to review all programs, update some policies and conduct a "Needs Assessment" of additional policies that may need revision. The consultant has the expertise that no one else at our District has. It's been a good solution.	JPIA is a good resource for assisting you in managing your safety program—typ. Free of charge for input and training.	Water, Wastewater and Solid Waste only		Total Staff ~110 Persons 2 Water Treatment Plants 3 Risk Management Plans 10 HMBPs The Safety Techs split up the load to manage the programs. They are the single point for Managers to supply materials for reporting and inspections.
Additional Notes	Met with Dana Strahan (EID) and discussed their safety and compliance programs. Safety is handled as listed above through the Safety -Security Officer. Compliance is managed by the Managers/supervisors. There is a Permit Tech. that provides assistance related to drafting programs and disseminating materials.	Spoke to David Amand, Environmental Compliance Supervisor. He oversees all things related to regulatory compliance (Not OSHA Compliance). He writes all letters for review and approval, manages regulatory programs (HMBP, SPCC, NPDES, Etc.), works with DDW, represents the District, on compliance issues and stays current on the regs to remain in compliance. David has one person that works under him.		David M. Gordon: It [Safety Coordinator] is a title within another position. The person is not full time safety. Maybe 20%.	¹ EU has approximately 200 FTEs ² EU uses the term Safety Coordinator, but to be consistent with the other utilities, they function as an administrator, AKA the Safety Officer EU=Environmental Utilities (Water, Wastewater, Solid Waste)		Spoke with Sara, Safety Tech (925) 454-0525 Stated that it's important to have someone manage the program; the paperwork and training tracking is a huge task.

Safety/Regulatory Compliance Coordinator
Safety/Regulatory Compliance Programs

Safety/Regulatory Compliance Title	Report Type (Safety, Regulatory Compliance, etc.)	Department Lead	Departments Involved (Development Only)	Report Update Cycle
California Accidental Release Prevention (CalARP) Program	Regulatory Compliance	Treatment	Treatment	Annual Inspection
County Environmental Reporting System (CERS) & EPA Electronic Verification Review (Hazardous Waste Manifests)	Regulatory Compliance	Treatment/Field Services	Field Services/Treatment	Annual Inspection
Hazardous Materials Business Plan (HMBP)	Regulatory Compliance	Operations	Field Services/Treatment	Annual
NPDES Compliance Reviews	Regulatory Compliance	Field Services	Field Services	Annual
Process Safety Management Program (PSM)	Regulatory Compliance	Treatment	Treatment	Annual
Risk Management Plan (RMP)	Regulatory Compliance	Treatment	Treatment	Annual
Spill Prevention Control and Countermeasures (SPCC) Plan	Regulatory Compliance	Operations	Field Services/Treatment	Annual
AED/CPR/First Aid	Safety Program	Operations	All	Every 3-Years
Americans with Disability Act (ADA)	Safety Program	Operations	Field Services/Treatment	Annual
ARC Flash Compliance Reviews	Safety Program	Treatment/Field Services	Field Services/Treatment	Annual
Confined Space Entry & Rescue Program	Safety Program	Operations	Field Services/Treatment	Annual
Ergonomics Program (Field & Office)	Safety Program	Operations	All	Every 2-Years
Fire Prevention Plan	Safety Program	Operations	Field Services/Treatment	Annual

Safety/Regulatory Compliance Coordinator
Safety/Regulatory Compliance Programs

Safety/Regulatory Compliance Title	Report Type (Safety, Regulatory Compliance, etc.)	Department Lead	Departments Involved (Development Only)	Report Update Cycle
Health and Safety Committee	Safety Program	Operations	Field Services/Treatment	Bi-Monthly
Hearing Conservation Program	Safety Program	Operations	Treatment/Field Services/Conservation	Annual
Heat Illness and Prevention Plan	Safety Program	Operations	Field Services/Treatment	Annual
Injury and Illness Prevention Program (IIPP)	Safety Program	Operations	Field Services/Treatment	Annual
Job Hazard Analyses/Standard Operating Procedures (JHA/SOP)	Safety Program	Treatment/Field Services	All	Annual
Lockout/Tagout (LOTO)	Safety Program	Operations	Field Services/Treatment	Annual
Material Safety Data Sheet (MSDS) Program	Safety Program	Operations	All	Annual
Respiratory Protection Plan (RRP), Medical & Fit Testing	Safety Program	Treatment	Treatment	Annual

Safety/Regulatory Compliance Coordinator
Regulatory Compliance Reports

Report Title	Report Recipient	Report Type (System, Supply, WQ, Cons., etc.)	Department Lead	Departments Involved	Report Cycle
American River Watershed Sanitary Survey	SWRCB-DDW	Water quality report	Treatment	Treatment	Every 5 years
Cal. Environmental Reporting System (Cers)	California Environmental Protection Agency's (CalEPA)	Environmental Compliance	Operations	Field Services/Treatment	Annual
Coliform Report	SWRCB-DDW	Distribution System WQ	Field Services	Field Services	Monthly
Consumer Confidence Report	SWRCB-DDW	Water quality report	Treatment	Treatment, CS	Annual
Disinfectant Residuals Compliance Report	SWRCB-DDW	Distribution System WQ	Field Services	Field Services	Quarterly
Disinfection Byproduct (HAA5/TTHM) Report	SWRCB-DDW	Distribution System WQ	Field Services	Field Services	Quarterly
Disinfection Precursors report	SWRCB-DDW	Water quality report	Treatment	Treatment	Quarterly
Dist. WQ Lab Reports (Bacti (PA), WQ Sample Reports)	SWRCB-DDW	Distribution System WQ	Field Services	Field Services	Weekly
DRINC	SWRCB-DDW	System	Operations	All	Annual
DRINC-conservation	SWRCB	Monthly water use reduction	Customer Service	Customer Service/Treatment	Monthly
EPA Verification Questionnaire	Ca. Dept. of Toxic Substances Control	Environmental Compliance	Operations	Field Services/Treatment	Annual
Filter Turbidity after Backwash	SWRCB-DDW	Water quality report	Treatment	Treatment	Quarterly
Hinkle Monitoring	Division of Safety of Dams	System	Engineering	Engineering/Treatment	Annual
Lead Copper Rule Report	SWRCB-DDW	Distribution System WQ	Field Services	Field Services	Every 3 Yrs
Monthly Turbidity Report	SWRCB-DDW	Water quality report	Treatment	Treatment	Monthly
NPDES Reports	SWRCB	Discharge WQ	Field Services	Field Services	Annual

Safety/Regulatory Compliance Coordinator
Regulatory Compliance Reports

Report Title	Report Recipient	Report Type (System, Supply, WQ, Cons., etc.)	Department Lead	Departments Involved	Report Cycle
Public Health Goal Report	SWRCB-DDW	Water quality report	Field Services	Field Services	Every 3yrs
Quarterly Emergency Generator Report	Air Pollution Control District (APCD)	Air Quality	Treatment	Treatment	Annual

Finance Committee Meeting Minutes
San Juan Water District
July 11, 2017
4:00 p.m.

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

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

Topics: Review and Pay Bills (W & R)
Payroll Processing (W & R)
Other Finance Matters
Public Comment

1. Review and Pay Bills (W & R)

The committee reviewed the presented bills and claims. The reviewed bills and claims were found to be in order. The committee reviewed and approved the General Manager's expenses for reimbursement. President Miller requested that the pending payables include a brief description in future payment registers.

Staff update: the total amount of bills and claims provided for approval for June payables is \$2,120,466.59.

The Finance Committee recommends adoption of Resolution 17-17 via the Board Consent Calendar

2. Payroll Processing (W & R)

Ms. Donna Silva informed the Finance Committee that, at the request of Director Costa, she will be evaluating the outsourcing of payroll. She commented that staff will still need to enter and verify payroll; however, staff would be relieved of the quarterly reporting to the IRS and EDD. She will report back to the committee once her review is complete.

For information only, no action requested.

3. Other Finance Matters (W & R)

In response to Director Costa's question, Ms. Silva explained that Tony Barela and Greg Zlotnick are gathering information regarding the District's Solar Facility. Mr. Helliker explained that they met with PG&E and SMUD, and should be reporting back to the committee in August. Director Costa suggested that Ms. Silva be involved in the reconciliation of the power bills and credits. Director Costa would like to see how much the Solar Facility has saved the District; how much energy has been produced; how much the District would have spent without the Solar Facility; and how much has been paid back by PG&E.

President Miller informed the committee that he attended the Fair Oaks Water District Board meeting along with Mr. Helliker. President Miller voiced concern regarding requests from FOWD which could take a considerable amount of time for staff and/or Legal Counsel to complete. Mr. Helliker will respond to the FOWD letter following the recommendations from the committee.

4. Public Comment

There were no public comments.

The meeting was adjourned at 4:52 p.m.

San Juan Water District

**RESOLUTION 17-17
PAYMENT OF BILLS AND CLAIMS**

WHEREAS, the Finance Committee of the Board of Directors has reviewed the bills and claims in the amount of \$2,120,466.59; and

WHEREAS, the Finance Committee of the Board of Directors has found the bills and claims to be in order.

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

1. The bills and claims attached hereto totaling \$2,120,466.59 are hereby approved.
2. That the depositary be and the same is hereby authorized to pay said bills and claims in the total sum of \$2,120,466.59 of the General Fund Account.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 12th day of July 2017, by the following vote:

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

KENNETH MILLER
President, Board of Directors
San Juan Water District

TERI GRANT
Secretary, Board of Directors

July 2017 Payment Register

Paid in Advance:

<u>Check Date:</u>	<u>Vendor Name - Description:</u>	<u>Type:</u>	<u>Payment No.:</u>	<u>Amount:</u>
06/30/2017	Payroll-June			746,233.14
6/26/2017	Department of Energy-Wholesale Power June Restoration	EFT	404974	3,152.45
6/26/2017	Western Area Power Admin-CVP O&M Program 9th Billing	EFT	404975	8,274.45
	Association of California Water Agencies-Dental, Vision,EAP			
6/27/2017	Premium	EFT	404976	7,695.99
7/6/2017	AFLAC-Voluntary Plan Premium	Check	51465	1,455.81
6/19/2017	Wageworks, Inc.- Employee Flexible Spending Accounts	EFT	404970	290.00
7/1/2017	Assurant Employee Benefits-Life & LTD Premium	Bank Draft	4021040-0-1 07-1-1	9,070.94
Total Paid in Advance				776,172.78

Open Payable's:

** See Attached Open Payable Report

Total Open Payables				991,351.75
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Pending Payables:

<u>Invoice No.:</u>	<u>Vendor Name - Description:</u>	<u>Invoice Amount:</u>	<u>Vendor Total:</u>
0115-13	Myers & Son's- Construction Floc Sed Improvement Project	216,417.84	216,417.84
10000014995094	CalPERS-Lump Sum Payment Unfunded Liability	100,464.00	100,464.00
7000018889 05-31-17	SMUD-electricity	19,532.92	19,532.92
CALCARDJUNE	US Bank - June CalCARD Statements	10,238.11	10,238.11
95293	Streamline-Software Support	2,000.00	2,000.00
NNPB000840617	Department of Energy- Base Resource Allocation Regular -June	1,759.97	1,759.97
9788411294	Verizon - Cell Phones	738.52	738.52
040011718 June	Recology-trash service	640.70	640.70
June	Department of Energy-Restoration <i>estimate</i>	500.00	500.00
10458	Universal Heating & Air Conditioning-Eng Unit Service	485.00	485.00
145987	Dewey Pest Control-Pest Service June	85.00	85.00
70566	Wienhoff Drug Testing-DOT Consortium add employee	70.00	70.00
0007645294-5	PG&E- Cost Ownership Fee	10.00	10.00
			-
			-
			-
			-
Total Pending Payables			352,942.06

REPORTED TO FINANCE COMMITTEE AS PAID AND PAYABLE	2,120,466.59
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Adjustments:

<u>Invoice No.:</u>	<u>Vendor Name - Description:</u>	<u>Invoice Amount:</u>	<u>Vendor Total:</u>
			-
TOTAL PAID AND PAYABLE			2,120,466.59

Signature _____

Signature _____



San Juan Water District, CA

Open Payable Report

As Of 08/01/2017

Summarized by Payable Account

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Payable Account: 999-20200 - Accounts Payable							
Vendor: 01004 2540 Partners LLC							
<u>Ref 5408 Granite Grove</u>	Refund 5408 Granite Grove Way	07/06/2017	28.72	0.00	0.00	0.00	28.72
							Payable Count: (1) 28.72
Vendor: 01041 Afman, Todd R							
<u>410397</u>	Paint, Safety Glasses,Gloves,&Smudgerags	06/09/2017	928.88	0.00	0.00	67.34	996.22
							Payable Count: (1) 996.22
Vendor: 01073 Amarjeet Singh Garcha							
<u>5994</u>	Landscape Maintenance June	06/28/2017	1,500.00	0.00	0.00	0.00	1,500.00
							Payable Count: (1) 1,500.00
Vendor: 01026 American River Ace Hardware, Inc.							
<u>129402</u>	Mulch Mayhem-Tools	05/19/2017	93.06	0.00	0.00	0.00	93.06
<u>129788</u>	New Puller-Tool Box, Anchor Shackle,Fasteners	06/23/2017	46.50	0.00	0.00	0.00	46.50
<u>129850</u>	Sign- No Parking	06/28/2017	8.70	0.00	0.00	0.00	8.70
							Payable Count: (3) 148.26
Vendor: 01898 Association of California Water Agencies / JPIA							
<u>04-01-17 to 06-30-17</u>	Workers Compensation Program	06/30/2017	17,680.90	0.00	0.00	0.00	17,680.90
							Payable Count: (1) 17,680.90
Vendor: 01138 AT&T Mobility II LLC							
<u>991798660X06192017</u>	916 865-7660 GPS Wireless Srvc 05/12/17 -06/11/17	06/19/2017	62.01	0.00	0.00	0.00	62.01
							Payable Count: (1) 62.01
Vendor: 01182 Bartkiewicz, Kronick & Shanahan							
<u>8617 May 2017</u>	Legal Services May	05/31/2017	25,435.39	0.00	0.00	0.00	25,435.39
							Payable Count: (1) 25,435.39
Vendor: 03514 Beckman Coulter, Inc.							
<u>4304819</u>	Particle Counter Calibration Services - Lab	05/16/2017	1,528.00	0.00	0.00	0.00	1,528.00
							Payable Count: (1) 1,528.00
Vendor: 01219 Borges & Mahoney Co							
<u>139090</u>	Lab-PH Probe	06/19/2017	558.70	0.00	28.99	40.51	628.20
<u>139091</u>	Chlorine Sys-Gaskets & O Rings	06/19/2017	1,852.77	0.00	69.99	134.33	2,057.09
							Payable Count: (2) 2,685.29
Vendor: 01232 Brower Mechanical, Inc.							
<u>209507</u>	HVAC Maintenance	05/01/2017	590.00	0.00	0.00	0.00	590.00
							Payable Count: (1) 590.00
Vendor: 03515 Capitol Builders Hardware, Inc.							
<u>11129</u>	Administration Main-ADA Door Installation	06/14/2017	3,583.00	0.00	0.00	0.00	3,583.00
							Payable Count: (1) 3,583.00
Vendor: 03226 Capitol Sand and Gravel Co.							
<u>150803</u>	Inventory Replenishment	06/06/2017	1,060.94	0.00	0.00	76.92	1,137.86
<u>150804</u>	Inventory Replenishment	06/06/2017	977.24	0.00	0.00	70.84	1,048.08
							Payable Count: (2) 2,185.94
Vendor: 03530 Certex USA, Inc.							
<u>10400052-00</u>	Safety-Wire Rope Slings	06/08/2017	1,988.08	0.00	0.00	155.84	2,143.92
<u>10400133-00</u>	Safety-3/8" SS Ferrule	06/08/2017	38.49	0.00	0.00	0.00	38.49
							Payable Count: (2) 2,182.41
Vendor: 03221 Chemtrade Chemicals Corporation							
<u>92128995</u>	Clarion A402P	05/08/2017	3,644.13	0.00	0.00	264.20	3,908.33
<u>92128998</u>	Clarion A402P	05/09/2017	3,721.16	0.00	0.00	269.78	3,990.94
<u>92129003</u>	Clarion A402P	05/17/2017	3,741.60	0.00	0.00	271.27	4,012.87
<u>92129009</u>	Clarion A402P	05/23/2017	3,668.46	0.00	0.00	265.96	3,934.42
<u>92129026</u>	Clarion A402P	05/24/2017	3,670.04	0.00	0.00	266.08	3,936.12
<u>92129036</u>	Clarion A402P	06/02/2017	3,725.88	0.00	0.00	270.12	3,996.00
<u>92129039</u>	Clarion A402P	06/05/2017	3,725.88	0.00	0.00	270.12	3,996.00
<u>92129046</u>	Clarion A402P	06/12/2017	3,675.57	0.00	0.00	266.48	3,942.05
<u>92129051</u>	Clarion A402P	06/15/2017	3,570.24	0.00	0.00	258.84	3,829.08
<u>92133785</u>	Clarion A402P	06/26/2017	3,791.91	0.00	0.00	274.91	4,066.82
<u>92133786</u>	Clarion A402P	06/27/2017	3,802.91	0.00	0.00	275.71	4,078.62
<u>92135941</u>	Clarion A402P	06/30/2017	3,762.04	0.00	0.00	272.75	4,034.79
							Payable Count: (13) 51,764.19

Open Payable Report

As Of 08/01/2017

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<u>92135942</u>	Clarion A402P	06/30/2017	3,765.18	0.00	0.00	272.97	4,038.15
Vendor: 01372	City of Folsom						
<u>000024205-000172418</u>	Meter Service Jun	06/29/2017	34.72	0.00	0.00	0.00	34.72
Payable Count: (1)							34.72
Vendor: 01419	Corrpro Companies, Inc.						
<u>419586</u>	Cathodic Protection Survey	01/23/2017	4,809.95	0.00	0.00	0.00	4,809.95
Payable Count: (1)							4,809.95
Vendor: 02556	Costa, Ted						
<u>Exp Reimb 05-2017</u>	Expense Reimbursement 05-2017	05/31/2017	413.68	0.00	0.00	0.00	413.68
Payable Count: (1)							413.68
Vendor: 03451	D R Horton CA2 Inc						
<u>Ref 5145 Pastor Dr</u>	Refund 5145 Pastor Dr	06/13/2017	71.92	0.00	0.00	0.00	71.92
Payable Count: (1)							71.92
Vendor: 03545	Desjardin, Brad						
<u>Ref 256 American River</u>	Refund 256 American River Canyon Dr	07/07/2017	43.10	0.00	0.00	0.00	43.10
Payable Count: (1)							43.10
Vendor: 01509	Domenichelli & Associates, Inc.						
<u>Mains 1</u>	2016-17 Mains & Service Replacements - WPCP	04/20/2017	2,290.00	0.00	0.00	0.00	2,290.00
Payable Count: (1)							2,290.00
Vendor: 03097	E.S West Coast, LLC.						
<u>73412-0001</u>	Generator Service-110 Horn Court	05/18/2017	2,405.03	0.00	0.00	87.54	2,492.57
<u>73413-0001</u>	Hinkle-Generator Service	05/26/2017	4,011.29	0.00	0.00	185.43	4,196.72
Payable Count: (2)							6,689.29
Vendor: 03523	Eckersall, Scott V.						
<u>20170013</u>	Graphical Information System - Services	06/30/2017	7,894.45	0.00	0.00	0.00	7,894.45
Payable Count: (1)							7,894.45
Vendor: 01589	Eurofins Eaton Analytical, Inc						
<u>L0318321</u>	Various Sites- School Lead	04/19/2017	90.00	0.00	0.00	0.00	90.00
<u>L0326677</u>	Folsom Lake Raw WH Reg Compliance Sampling 05/16	05/16/2017	29.00	0.00	0.00	0.00	29.00
<u>L0327729</u>	Bi-Monthly Coliform Reg Compliance Sampling 06/06	06/06/2017	29.00	0.00	0.00	0.00	29.00
<u>L0328045</u>	Various Addresses 06/06	06/06/2017	195.00	0.00	0.00	0.00	195.00
<u>L0330001</u>	Various Addresses 06/13	06/13/2017	195.00	0.00	0.00	0.00	195.00
<u>L0329413</u>	Oak Ave Main -Engr Reg Compliance Sampling 06/19	06/19/2017	24.00	0.00	0.00	0.00	24.00
<u>L0330591</u>	Various Addresses 06/20	06/20/2017	195.00	0.00	0.00	0.00	195.00
<u>L0330592</u>	Monthly TOC 06/20	06/21/2017	80.00	0.00	0.00	0.00	80.00
<u>L0331726</u>	Various Addresses 06/27	06/27/2017	195.00	0.00	0.00	0.00	195.00
Payable Count: (9)							1,032.00
Vendor: 03537	Farr, John OR Anne						
<u>REF 6016 Princeton Re</u>	Refund 6016 Princeton Reach Way	06/13/2017	148.64	0.00	0.00	0.00	148.64
Payable Count: (1)							148.64
Vendor: 01611	Ferguson Enterprises, Inc						
<u>1275039</u>	Hydrant Meter	06/06/2017	1,850.00	0.00	0.00	134.13	1,984.13
<u>1278688</u>	Inventory Replenishment	06/16/2017	628.08	0.00	0.00	45.54	673.62
<u>1279257</u>	Inventory Replenishment	06/19/2017	693.48	0.00	0.00	50.28	743.76
Payable Count: (3)							3,401.51
Vendor: 01623	FISHER SCIENTIFIC COMPANY LLC						
<u>1671769</u>	Lab-PH Probe	06/14/2017	407.33	0.00	0.00	29.53	436.86
Payable Count: (1)							436.86
Vendor: 01631	Folsom Chevrolet / Geo Inc						
<u>428277</u>	V#13-Oil, Filter, Battery& Inspections	06/23/2017	169.85	0.00	0.00	11.95	181.80
Payable Count: (1)							181.80
Vendor: 01634	Folsom Lake Ford, Inc.						
<u>FOTS799503</u>	V#24-Replaced Right Front Tire	06/09/2017	368.51	0.00	0.00	0.00	368.51
<u>FOTS800050</u>	V#15-Lube, Oil, Filter & Inspections	06/09/2017	72.38	0.00	0.00	0.00	72.38
<u>FOTS800357</u>	V#26-Lube,Oil,Filter& Inspections	06/13/2017	152.81	0.00	0.00	0.00	152.81
<u>FOTS800567</u>	E#35-BIT Inspection	06/13/2017	65.00	0.00	0.00	0.00	65.00
<u>FOTS802336</u>	V#12-Allignment,Inspections,Tires,Lube/Oil	07/03/2017	1,047.43	0.00	0.00	0.00	1,047.43
<u>FOTS802546</u>	V# 28-Lube/Oil,Tires, Inspections,Rear Brakes	07/05/2017	2,503.35	0.00	0.00	0.00	2,503.35
<u>FOTS802891</u>	V#19-Coolant Syst Maint,Lube/Oil,Inspections	07/06/2017	878.96	0.00	0.00	0.00	878.96
Payable Count: (7)							5,088.44
Vendor: 03089	Fulton, Jonathan						
<u>Exp 06-2017</u>	Meal due to OT 6/21/2017	06/28/2017	14.94	0.00	0.00	0.00	14.94
Payable Count: (1)							14.94
Vendor: 01655	G3 Engineering, Inc.						
Payable Count: (1)							7,250.97

Open Payable Report

As Of 08/01/2017

Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<u>2017-5385</u>	Floc/Sed-Seal for Transfer Pump	06/21/2017	6,750.00	0.00	11.59	489.38	7,250.97
Vendor: <u>01659</u>	Gary Webb Trucking						
<u>788917</u>	Sludge Out 169 # yrds 06/01 -06/30/17	06/30/2017	1,647.75	0.00	0.00	0.00	1,647.75
Vendor: <u>01068</u>	Glenn C. Walker						
<u>17721</u>	Baldwin Patrol Srvcs 06/1-06/15/2017	06/16/2017	367.88	0.00	0.00	0.00	367.88
<u>17769</u>	Patrol Services-June	06/20/2017	993.00	0.00	0.00	0.00	993.00
<u>17784</u>	Baldwin-Security 6/16-6/30/17	06/30/2017	346.24	0.00	0.00	0.00	346.24
Vendor: <u>03237</u>	GM Construction & Developers, Inc						
<u>4525</u>	303 Crow Canyon Folsom -Construction Services	06/12/2017	4,635.00	0.00	0.00	0.00	4,635.00
<u>4525-RET</u>	303 Crow Canyon Folsom -Ret Release Cnstrctn Srvcs	06/12/2017	244.00	0.00	0.00	0.00	244.00
<u>4526</u>	8321 & 8301 Hidden Lakes- Construction Services	06/12/2017	5,150.25	0.00	0.00	0.00	5,150.25
<u>4526-RET</u>	8321&8301 Hidden Lakes-Ret Release Cnstrctn Srvcs	06/12/2017	272.00	0.00	0.00	0.00	272.00
<u>4527</u>	6851 Itchy Acres-Construction Services	06/12/2017	5,248.00	0.00	0.00	0.00	5,248.00
<u>4527-RET</u>	6851 ItchyAcres-Ret Release Construction Services	06/12/2017	277.00	0.00	0.00	0.00	277.00
<u>4546</u>	8430 Royall Oaks Dr- Construction Services	06/12/2017	5,059.00	0.00	0.00	0.00	5,059.00
<u>4546-RET</u>	8430 Royall Oaks Dr- Ret Release Cnstrctn Srvcs	06/12/2017	267.00	0.00	0.00	0.00	267.00
<u>4537</u>	100,101&105 Crow Canyon-Construction Services	06/16/2017	8,977.50	0.00	0.00	0.00	8,977.50
<u>4537-RET</u>	100,101&105 Crow Canyon-Ret Release Cnstrctn Srvcs	06/16/2017	473.00	0.00	0.00	0.00	473.00
<u>4538</u>	100&104 Grey Canyon Cir- Construction Services	06/16/2017	5,150.25	0.00	0.00	0.00	5,150.25
<u>4538-RET</u>	100&104 GreyCanyon Cir-Ret Release Cnstrctn Srvcs	06/16/2017	272.00	0.00	0.00	0.00	272.00
<u>4539</u>	331&321 Water View Wy-Construction Services	06/16/2017	5,150.25	0.00	0.00	0.00	5,150.25
<u>4539-RET</u>	331&321 Water View Wy-Ret Release Cnstrctn Srvcs	06/16/2017	272.00	0.00	0.00	0.00	272.00
<u>4540</u>	114 Buck Cir & 120 Horn Ct- Construction Services	06/23/2017	4,342.50	0.00	0.00	0.00	4,342.50
<u>4540-RET</u>	114 Buck Cir&120 Horn Ct- Retention Cnstrctn Srvcs	06/23/2017	229.00	0.00	0.00	0.00	229.00
<u>4541</u>	400 & 404 Crow Canyon- Construction Services	06/23/2017	4,342.50	0.00	0.00	0.00	4,342.50
<u>4541-RET</u>	400&404 Crow Canyon- Retention Construction Srvcs	06/23/2017	229.00	0.00	0.00	0.00	229.00
<u>4542</u>	158RiverRidge&101RockCanyon- Cnstrctn Srvcs	06/23/2017	4,342.50	0.00	0.00	0.00	4,342.50
<u>4542-RET</u>	158RiverRdg&101RockCnyn- Retention Cnstrctn Srvcs	06/23/2017	229.00	0.00	0.00	0.00	229.00
Vendor: <u>01681</u>	Golden State Flow Measurements, Inc.						
<u>I-054474</u>	Command Link w/Wall Charger	06/08/2017	300.00	0.00	0.00	21.75	321.75
<u>I-054571</u>	Auto Gun Sensor Tips	06/19/2017	390.00	0.00	0.00	28.28	418.28
Vendor: <u>03091</u>	Granite Bay Ace Hardware						
<u>18030</u>	V#33-Tools	07/01/2016	-11.60	0.00	0.00	0.00	-11.60
<u>18031</u>	V#33-Tools	07/01/2016	3.24	0.00	0.00	0.00	3.24
<u>19057</u>	V#33-Tools	12/23/2016	-33.84	0.00	0.00	0.00	-33.84
<u>19679</u>	Mulch Mayhem-Tools	05/19/2017	115.79	0.00	0.00	0.00	115.79
<u>19781</u>	Rat/Mouse Traps	06/08/2017	18.32	0.00	0.00	0.00	18.32
<u>19783</u>	V#24-Kneebads,Key Ring,Paint,Hammer	06/08/2017	85.66	0.00	0.00	0.00	85.66
<u>19784</u>	Spraypaint-Orange	06/08/2017	4.82	0.00	0.00	0.00	4.82
<u>19813</u>	Materials & Supplies	06/16/2017	23.12	0.00	0.00	0.00	23.12
<u>19827</u>	Bacon-Supplies	06/20/2017	34.89	0.00	0.00	0.00	34.89
<u>19833</u>	Shop-Spraypaint	06/21/2017	23.12	0.00	0.00	0.00	23.12
<u>19845</u>	Shop-Flare Nut	06/22/2017	2.89	0.00	0.00	0.00	2.89
<u>19868</u>	Small Tools	06/27/2017	38.58	0.00	0.00	0.00	38.58
<u>19871</u>	Valve Box Cover	06/27/2017	33.77	0.00	0.00	0.00	33.77
<u>19912</u>	Small Tools-Drill & Screwdriver	07/05/2017	21.50	0.00	0.00	0.00	21.50
Vendor: <u>01706</u>	Graymont Western US Inc.						
<u>298111 RI</u>	Quicklime 25.35 Tons	06/23/2017	5,805.15	0.00	0.00	0.00	5,805.15
Vendor: <u>01721</u>	Hach Company						
<u>10478746</u>	Lab Supplies	06/01/2017	572.28	0.00	41.67	41.49	655.44
<u>10512321</u>	Lab Supplies	06/23/2017	626.28	0.00	41.67	45.41	713.36
Vendor: <u>01733</u>	Harris Industrial Gases						
<u>01717678</u>	Industrial Gases	06/23/2017	50.95	0.00	0.00	3.69	54.64
Vendor: <u>03502</u>	Helliker, Paul						

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Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
<u>Exp 06-2017</u>	Parking-Variou Meetings	06/30/2017	63.57	0.00	0.00	0.00	63.57
Vendor: 01763 <u>P5995801</u>	Holt of California Backhoe Buckets	06/27/2017	2,637.00	0.00	0.00	191.18	2,828.18
Payable Count: (1)							2,828.18
Vendor: 01768 <u>3617300701</u>	Hopkins Technical Products, Inc. Process Control-Chlorine Sensor	06/21/2017	2,533.90	0.00	24.15	183.71	2,741.76
Payable Count: (1)							2,741.76
Vendor: 01483 <u>7069</u>	Hyde Veith, Denise Mobile Drug Testing Services-01/10/2017	01/17/2017	74.10	0.00	0.00	0.00	74.10
Payable Count: (1)							74.10
Vendor: 01778 <u>3017174938</u>	IDEXX Distribution, Inc Comparator & Irradiated Colilert	06/06/2017	489.57	0.00	11.35	35.49	536.41
Payable Count: (1)							536.41
Vendor: 01796 <u>43982</u>	Insomniac Productions Inc. Tee & Polo Shirts	06/16/2017	3,974.84	0.00	0.00	288.18	4,263.02
Payable Count: (1)							4,263.02
Vendor: 03542 <u>119580</u>	Intermountain Drilling Supply Corp. (IDS) Tools	06/23/2017	1,258.97	0.00	50.00	0.00	1,308.97
Payable Count: (1)							1,308.97
Vendor: 03538 <u>Ref 6120 Carolinda Dr</u>	Jennings, Martin F Refund 6120 Carolinda Dr	06/13/2017	83.28	0.00	0.00	0.00	83.28
Payable Count: (1)							83.28
Vendor: 01857 <u>18264</u>	Jifco, Inc. Baldwin Raw Water Pipe Cement Lined Assy	06/02/2017	35,737.00	0.00	0.00	2,590.93	38,327.93
Payable Count: (1)							38,327.93
Vendor: 01917 <u>113079</u>	Kennedy/Jenks Consultants, Inc. Floc Sed Basin - Construction Services Support May	05/26/2017	3,032.25	0.00	0.00	0.00	3,032.25
Payable Count: (1)							3,032.25
Vendor: 03074 <u>3682</u> <u>3695</u>	Kirby's Pump & Mechanical Inc Solids Process System-Sandblast& Coat Pipe Solids Process-Discharge Pipes #1 & #3	06/08/2017 06/29/2017	1,750.50 2,476.00	0.00 0.00	0.00 0.00	3.83 7.65	1,754.33 2,483.65
Payable Count: (2)							4,237.98
Vendor: 01935 <u>SAC01192780</u>	Konecranes, Inc Vehicle Incident with C/2 Building	06/18/2017	500.00	0.00	0.00	0.00	500.00
Payable Count: (1)							500.00
Vendor: 01938 <u>6092</u> <u>6098</u>	Kyle Yates, Inc. Respirator, Face Piece, & Spectacle Kit Chlorine Sys-Blowout Disc Kit	06/15/2017 06/15/2017	617.94 79.70	0.00 0.00	0.00 0.00	44.81 2.23	662.75 81.93
Payable Count: (2)							744.68
Vendor: 03411 <u>22287208</u> <u>22324824</u> <u>22340298</u> <u>22360686</u>	Labor Ready Southwest, Inc. Temp Week Ending 06/04-R. Applon Temp Week Ending 6/11-R. Applon Temp Week Ending 06/18-R. Applon Temp Week Ending 06/25-R. Applon	06/06/2017 06/13/2017 06/20/2017 06/27/2017	813.76 813.76 1,017.20 1,017.20	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	813.76 813.76 1,017.20 1,017.20
Payable Count: (4)							3,661.92
Vendor: 01959 <u>63300128474</u>	Les Schwab Tire Centers of California Inc V#16-New Tires & Balance	06/15/2017	428.28	0.00	0.00	27.69	455.97
Payable Count: (1)							455.97
Vendor: 02367 <u>339375 06-14-17</u>	McClatchy Newspapers, Inc. Public Notice-Budget 17/18 Public Hearing	06/14/2017	270.91	0.00	0.00	0.00	270.91
Payable Count: (1)							270.91
Vendor: 02024 <u>08664602897 07-01-17</u>	MCI WORLDCOM 916-791-6903 Long Distance	06/30/2017	181.78	0.00	0.00	0.00	181.78
Payable Count: (1)							181.78
Vendor: 02027 <u>33875843</u> <u>35092071</u> <u>33781516</u> <u>35950714</u> <u>35962736</u> <u>36122232</u> <u>36242036</u> <u>36467673</u> <u>37123750</u>	Mcmaster-Carr Supply Company In Plant-Supplies Fuses, Blades and Tape In Plant-Supplies Suction Strainer & PVC Fitting Bin Box & Related Items, Batteries & Glass Tube Fuses Fittings & Pressure Regulator On/Off Valve & Brass Pipe Nipple Fitting & Flared Tube PVC Valve & Fitting	06/08/2017 06/15/2017 06/17/2017 06/21/2017 06/21/2017 06/22/2017 06/23/2017 06/26/2017 06/28/2017	16.72 139.23 978.75 11.84 380.89 176.45 14.88 4.89 18.46	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	6.19 7.08 10.15 6.18 30.88 7.95 6.18 6.18 6.18	1.21 10.09 70.96 0.86 27.62 12.78 1.08 0.35 1.34	24.12 156.40 1,059.86 18.88 439.39 197.18 22.14 11.42 25.98
Payable Count: (9)							1,955.37

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Payable Number	Description	Post Date	Payable Amount	Discount Amount	Shipping Amount	Tax Amount	Net Amount
Vendor: 01472	Mel Dawson, Inc.						
<u>101193</u>	Unleaded Gas June Delivery	06/14/2017	3,601.32	0.00	0.00	0.00	3,601.32
Payable Count: (1)							3,601.32
Vendor: 03544	Morgan, Robert						
<u>Boot Reimb 06-2017</u>	Boot Reimbursement 06-2017	06/22/2017	250.00	0.00	0.00	0.00	250.00
Payable Count: (1)							250.00
Vendor: 02069	Motion Industries						
<u>CA09-610008</u>	Solids Process-Lovejoy Coupling Sludge Pumps	07/05/2017	132.44	0.00	0.00	9.60	142.04
Payable Count: (1)							142.04
Vendor: 02649	MUFG Union Bank, N.A.						
<u>1046027</u>	Bank Fee Srvcs-2012A&B 06/01/17-05/31/18	06/01/2017	1,530.85	0.00	0.00	0.00	1,530.85
<u>6711979201 06-30-17</u>	Refunding Revenue Bonds Series 2012 A&B	06/30/2017	211,650.17	0.00	0.00	0.00	211,650.17
<u>SANJUAN2017 06-30-1</u>	Refunding Bond Service Series 2017	06/30/2017	94,138.28	0.00	0.00	0.00	94,138.28
<u>06711979501 08-01-17</u>	Refunding Revenue Bonds Series 2012 A&B	08/01/2017	42,333.33	0.00	0.00	0.00	42,333.33
<u>SANJUAN2017 08-01-1</u>	Refunding Bond Service -Series 2017	08/01/2017	18,827.66	0.00	0.00	0.00	18,827.66
Payable Count: (5)							368,480.29
Vendor: 02091	Navajo Pipelines, Inc.						
<u>1946-1</u>	Water Main Replacement Project	06/26/2017	77,984.00	0.00	0.00	0.00	77,984.00
<u>1946-1 CM RET</u>	Water Main Replacement Retention	06/26/2017	-3,899.00	0.00	0.00	0.00	-3,899.00
Payable Count: (2)							74,085.00
Vendor: 02093	NDS Solutions, Inc						
<u>2ND2078448</u>	Sample Polo Shirts	06/02/2017	109.92	0.00	11.02	7.98	128.92
<u>2ND2100109</u>	Water Contest Calendars 2017	07/03/2017	1,652.40	0.00	250.24	119.80	2,022.44
Payable Count: (2)							2,151.36
Vendor: 02094	Neff Rental LLC						
<u>87028652-0001</u>	Boom Lift Rental-Flag Pole Replacement	05/19/2017	633.68	0.00	0.00	42.73	676.41
<u>87028510-0001</u>	In Plant-Forklift Rental	06/02/2017	4,410.22	0.00	0.00	280.90	4,691.12
<u>87028512-0001</u>	Arch Flash-Generator Rental	06/02/2017	690.85	0.00	0.00	43.64	734.49
<u>8702031-0001</u>	Rental-Roller Drum & Trailer	06/07/2017	359.78	0.00	0.00	22.98	382.76
<u>87028652-0002</u>	Boom Lift Rental Credit	06/13/2017	-100.00	0.00	0.00	-7.25	-107.25
<u>87028753-0001</u>	Buildings-Boom Lift Rental	06/15/2017	2,617.48	0.00	0.00	167.86	2,785.34
<u>87028510-0002</u>	Forklift Rental & Diesel Fuel	06/16/2017	1,871.12	0.00	0.00	118.59	1,989.71
Payable Count: (7)							11,152.58
Vendor: 02131	Office Depot, Inc.						
<u>932482066001</u>	WTP	06/01/2017	100.23	0.00	0.00	1.62	101.85
<u>932482066002</u>	WTP	06/02/2017	79.98	0.00	0.00	5.80	85.78
<u>932698633001</u>	Field Services	06/02/2017	249.90	0.00	0.00	8.41	258.31
<u>933961904001</u>	WTP & Admin	06/07/2017	178.22	0.00	0.00	12.92	191.14
<u>934194812001</u>	Admin	06/08/2017	59.67	0.00	0.00	4.33	64.00
<u>929163956002</u>	WTP& Field Services	06/12/2017	23.94	0.00	0.00	1.74	25.68
<u>934848849001</u>	Admin, WTP & Field Services	06/12/2017	236.78	0.00	0.00	7.40	244.18
<u>935910127001</u>	Eng, WTP, Customer Service	06/14/2017	281.10	0.00	0.00	20.37	301.47
<u>936234293001</u>	Admin, Eng, & Field Services	06/15/2017	89.56	0.00	0.00	6.51	96.07
<u>93727399001</u>	Admin, WTP& Engineering	06/21/2017	67.12	0.00	0.00	4.87	71.99
<u>937772834001</u>	Finance & Admin	06/23/2017	50.72	0.00	0.00	3.67	54.39
<u>937785456001</u>	Field Services	06/23/2017	201.81	0.00	0.00	14.63	216.44
Payable Count: (12)							1,711.30
Vendor: 03539	Olson, Nanette						
<u>Ref 268 Caples Dr</u>	Refund 268 Caples Drive	06/13/2017	189.20	0.00	0.00	0.00	189.20
Payable Count: (1)							189.20
Vendor: 02150	Pace Supply Corp						
<u>063827741</u>	Chlorine Tablets	04/19/2017	784.00	0.00	0.00	56.84	840.84
<u>063833780</u>	Liquid Chlorine	04/21/2017	1,085.60	0.00	0.00	78.71	1,164.31
<u>063835828</u>	PVC Cement,Primer,& Blue Magic Compound	04/24/2017	261.96	0.00	0.00	18.99	280.95
<u>063834819</u>	Inventory Replenishment	04/25/2017	775.20	0.00	0.00	56.20	831.40
<u>063835828-1</u>	PVC Cement & Blue Magic Compound	04/25/2017	73.08	0.00	0.00	5.30	78.38
<u>063864827</u>	Inventory Replenishment	05/10/2017	218.00	0.00	0.00	15.81	233.81
<u>063874068</u>	Valves	06/06/2017	7,871.00	0.00	0.00	570.65	8,441.65
<u>063763217-4</u>	Inventory Replenishment	06/07/2017	11.50	0.00	0.00	0.83	12.33
<u>063941012</u>	Green Box & Water Lid	06/21/2017	26.00	0.00	0.00	1.89	27.89
<u>063958145</u>	Tools-Blade & PVC Cutter	06/30/2017	130.36	0.00	0.00	9.45	139.81
Payable Count: (10)							12,051.37
Vendor: 03540	Perez, Paul OR Linda						
Payable Count: (1)							76.56

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<u>Ref 7165 Iris Place</u>	Refund 7165 Iris Place	06/14/2017	57.07	0.00	0.00	0.00	57.07
Vendor: 03220	Solenis LLP						
<u>131172152</u>	Nonionic Polymer 3600 lbs	05/07/2017	3,420.00	0.00	0.00	247.95	3,667.95
<u>131180128</u>	Nonionic Polymer Chemical 3600 lbs	06/27/2017	3,420.00	0.00	0.00	247.95	3,667.95
<u>75700023</u>	Nonionic Polymer 1350 lbs	06/27/2017	-1,282.50	0.00	0.00	-92.98	-1,375.48
Vendor: 02514	State Water Resources Control Board - SWRCB						
<u>OP#40984 05-2017</u>	T-2 Renewal-J.Fulton	06/28/2017	60.00	0.00	0.00	0.00	60.00
Vendor: 02049	Stemple, Michael						
<u>Exp Reimb 06-2017</u>	Inventory Meeting-Refreshments	06/30/2017	26.00	0.00	0.00	0.00	26.00
Vendor: 02531	SunPower Corporation, Systems						
<u>M0877-061317</u>	Sun Power O&M Contract	06/13/2017	18,925.73	0.00	0.00	0.00	18,925.73
Vendor: 01411	SureWest Telephone						
<u>916-791-0135/0/06/25</u>	Phone Services 06/25/17 - 07/24/17	06/25/2017	1,609.11	0.00	0.00	0.00	1,609.11
Vendor: 02564	Telstar Instruments						
<u>90455</u>	Chlorine Sys-Emergency Repair	06/14/2017	1,732.50	0.00	0.00	0.00	1,732.50
Vendor: 02463	The New AnswerNet						
<u>054-66291</u>	Answering Services Jun	06/30/2017	277.17	0.00	0.00	0.00	277.17
Vendor: 02651	United Parcel Service Inc						
<u>00003E2E70247</u>	Weekley Srvc Charge& Shipping-05/12-06/14/17	06/17/2017	48.78	0.00	0.00	0.00	48.78
Vendor: 02674	Utility Services Associates, LLC						
<u>125428</u>	Leak Detection Services- Service Area	06/14/2017	3,012.50	0.00	0.00	0.00	3,012.50
Vendor: 03079	Van Dusen, Darren						
<u>Exp Reimb 06-2017</u>	ExpReimb06-2017-Water Use Efficiency Cert Renewal	06/15/2017	50.00	0.00	0.00	0.00	50.00
Vendor: 03284	Vavrinek, Trine, Day & Co, LLP						
<u>0136087-IN</u>	Accounting Services May	05/31/2017	1,190.00	0.00	0.00	0.00	1,190.00
Vendor: 02700	Viking Shred LLC						
<u>5088387</u>	Shredding Services June	06/29/2017	50.00	0.00	0.00	0.00	50.00
Vendor: 01687	W. W. Grainger, Inc.						
<u>9480462986</u>	Ice Machine	06/22/2017	2,038.30	0.00	0.00	147.78	2,186.08
<u>9481049139</u>	Disposable Respirator	06/22/2017	32.72	0.00	0.00	2.37	35.09
<u>9481630359</u>	Ice Machine	06/22/2017	233.32	0.00	0.00	16.92	250.24
<u>9485980768</u>	Douglas BPS	06/27/2017	62.33	0.00	0.00	4.51	66.84
<u>9488330946</u>	Split -Bolt Connector	06/29/2017	8.52	0.00	0.00	0.62	9.14
<u>9489414285</u>	Metal Halide Lamp 250 W	06/30/2017	151.30	0.00	0.00	10.97	162.27
Vendor: 02710	WageWorks, Inc						
<u>INV182847</u>	FSA Admin Fee & AFLAC Flex Compliance Fee - May	06/15/2017	86.00	0.00	0.00	0.00	86.00
Vendor: 03387	WageWorks, Inc						
<u>06-30-17 DEP</u>	Dependent Care	06/30/2017	115.00	0.00	0.00	0.00	115.00
<u>06-30-17 URM</u>	Unreimbursed Medical Deduction	06/30/2017	175.00	0.00	0.00	0.00	175.00
Vendor: 03118	Watersmart Software Inc.						
<u>1647</u>	Utility Dashboard/Cstmr Portal/HWR 4 of 4 Instlmnt	06/30/2017	16,171.25	0.00	0.00	0.00	16,171.25
Vendor: 02752	WIN-911 Software						
<u>136XT237-201797</u>	Annual Maintenance-WIN-911/PRO-BT	06/09/2017	495.00	0.00	0.00	0.00	495.00
Vendor: 03445	Zlotnick, Greg						
<u>Exp Reimb 05-2017 #1</u>	Mileage&Hotel-ACWA&Various meetings 05/01-05/22/17	05/31/2017	1,359.64	0.00	0.00	0.00	1,359.64
<u>Exp Reimb 05-2017 #2</u>	Mileage-Various Meetings 05/24-05/31/17	05/31/2017	34.78	0.00	0.00	0.00	34.78
<u>Exp Reimb 06-2017 #1</u>	Mileage Various Meetings-06/01-06/16/17	06/30/2017	254.88	0.00	0.00	0.00	254.88
<u>Exp Reimb 06-2017 #2</u>	Mileage-Various Meetings 06/20-06/30-17	06/30/2017	107.00	0.00	0.00	0.00	107.00

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			Payable Account 999-20200	Payable Count: (244)	Total:		991,351.75

Payable Account Summary

Account	Count	Amount
999-20200 - Accounts Payable	244	991,351.75
Report Total:	244	991,351.75

Payable Fund Summary

Fund	Count	Amount
999 - INTERCOMPANY	244	991,351.75
Report Total:	244	991,351.75