



**SAN JUAN WATER DISTRICT
BOARD MEETING AGENDA
9935 Auburn Folsom Road
Granite Bay, CA 95746**

**October 22, 2025
6:00 p.m.**

This Board meeting will be conducted both in-person at the District's Boardroom at the address above and via videoconference. When all Board members are in the Boardroom, the District's Board meetings are not required to be broadcast via videoconference and are done so as a convenience to the public; furthermore, if the transmission is interrupted for any reason, the meeting will continue in person as scheduled. Members of the public may participate in Board meetings via videoconference per the instructions below.

To attend via videoconference, please use the following link:

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/245724141>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 245-724-141

Please mute your line.

Whether attending via videoconference or in person, the public is invited to listen, observe, and provide comments during the meeting. The Board President will call for public comment on each agenda item at the appropriate time – if you are attending via videoconference at that time, please unmute your line in order to speak.

*****Important Notice: For any meetings that include a Closed Session, the videoconference will be terminated when the Board adjourns into Closed Session. Members of the public who would like to receive the report out from Closed Session and time of adjournment from Closed Session into Open Session and adjournment of the meeting should provide a valid email address to the District's Board Secretary, Teri Grant, at: tgrant@sjwd.org, before or during the meeting. No other business will be conducted after the Board adjourns from Closed Session into Open Session. Promptly after the meeting, the Secretary will email the written report to all persons timely requesting this information.**

The Board may add an item to the agenda (1) upon a determination by at least three Board members that an emergency situation exists, or (2) upon a determination by at least four Board members (or by three Board members if there are only three Board members present) that the need to take action became apparent after the agenda was posted.

Public comment on items within the jurisdiction of the Board is welcome, subject to reasonable time limitations for each speaker. The order of agenda items may be changed to accommodate those in attendance wishing to address a particular item. Please inform the General Manager if you have such a request.

Documents and materials that are related to an open session agenda item that are provided to the District Board less than 72 hours prior to a regular meeting will be made available for public inspection and copying at the District office during normal District business hours.

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting, please call Teri Grant, Board Secretary, at 916-791-0115, or email Ms. Grant at tgrant@sjwd.org.

Please silence cell phones and refrain from side conversations during the meeting.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PUBLIC FORUM AND COMMENTS

This is the opportunity for members of the public to comment on any item(s) that do not appear on the agenda. During the Public Forum, the Board may ask District staff for clarification, refer the matter to District staff or ask District staff to report back at a future meeting. The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determination to add the matter to the agenda.

V. CONSENT CALENDAR

All items under the Consent Calendar are considered to be routine and will be 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 before the motion to approve the Consent Calendar.

1. Minutes of the Board of Directors Meeting, September 17, 2025 (W & R)
Recommendation: Approve draft minutes

VI. PUBLIC HEARING

1. Ordinance No. 25-01 Amending Ordinances 18000.01 and 18000.03 (R)
Action: Consider a Motion to Waive Second Reading of Ordinance No. 25-01 and adopt Ordinance 25-01 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinances 18000.01 and 18000.03

VII. DISCUSSION AND ACTION ITEMS

1. FY 2025-26 Operations Plan Report Card (W & R)
Review 1st Quarter Progress
2. Retail Rate Analysis Update (R)
Discussion
3. Proposal for Position Reclassifications and Pay Scale Adjustments (W & R)
Discussion and possible action
4. Ad Hoc Committee on Employee Compensation (W & R)
Discussion and possible action
5. Conjunctive Use and Groundwater Banking Activities Update (W & R)
 - 5.1 Discuss practicality of having a standard water contract for banking

VIII. INFORMATION ITEMS

1. General Manager's Report
 - 1.1 General Manager's Monthly Report (W & R)
Staff Report on District Operations
 - 1.2 Miscellaneous District Issues and Correspondence
2. Water Resources Manager's Report
 - 2.1 Hydrology and Operations Update (W & R)
 - 2.2 Miscellaneous District Issues and Correspondence

3. Director of Finance and Human Resources' Report
 - 3.1 Miscellaneous District Issues and Correspondence
4. Director of Operations' Report
 - 4.1 Miscellaneous District Issues and Correspondence
5. Director of Engineering Services' Report
 - 5.1 Miscellaneous District Issues and Correspondence
6. Legal Counsel's Report
 - 6.1 Legal Matters

IX. DIRECTORS' REPORTS

1. Sacramento Groundwater Authority (SGA) – T. Costa
2. Regional Water Authority (RWA) – T. Costa
3. Association of California Water Agencies (ACWA)
 - 3.1 ACWA – P. Tobin
 - 3.2 Joint Powers Insurance Authority (JPIA) – P. Tobin
4. Other Reports, Correspondence, Comments, Ideas and Suggestions

X. FUTURE AGENDA ITEMS

1. Requests by Board Members for Agenda Items
2. Meeting Date Changes and Board Attendance

XI. COMMITTEE MEETINGS

1. Ad Hoc Committee on Employee Compensation – October 6, 2025
2. Finance Committee – October 7, 2025
3. Personnel Committee – October 8, 2025

XII. UPCOMING EVENTS

1. 2025 ACWA Fall Conference
December 2-4, 2025
San Diego, CA

President Costa to call for Closed Session

XIII. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Section 54956.9)
Citrus Heights Water District, et al. vs. San Juan Water District, Case Number: 23WM000064, Sacramento County Superior Court
2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2) (one case)

XIV. OPEN SESSION

1. Report from Closed Session

XV. ADJOURN

UPCOMING MEETING DATES

November 19, 2025

December 17, 2025

December 17, 2025 – Financing Corporation

I declare under penalty of perjury that the foregoing agenda for the October 22, 2025, meeting of the Board of Directors of San Juan Water District was posted by October 17, 2025, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and was freely accessible to the public. The agenda and the board packet is also posted on the District's website at sjwd.org.

Teri Grant, Board Secretary



The Pledge Of Allegiance



I pledge allegiance to the flag
of the United States of America
and to the republic for which it stands,
one nation under God, indivisible,
with liberty and justice for all.

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes
September 17, 2025 – 6:00 p.m.

BOARD OF DIRECTORS

Ted Costa	President
Mike McRae	Vice President
George Machado	Director (after agenda item IV-1)
Pam Tobin	Director
Manuel Zamorano	Director

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

Adam Larsen	General Manager
Donna Silva	Director of Finance
Tony Barela	Director of Operations
Andrew Pierson	Director of Engineering
Devon Barrett	Customer Service Manager
Greg Zlotnick	Water Resources Manager
Mike Spencer	Water Treatment Plant Manager
Chris von Collenberg	Information Technology Manager
Teri Grant	Board Secretary/Administrative Assistant
Ryan Jones	General Counsel

OTHER ATTENDEES

Adam Vasquez	
DD	
Denise Machado	
George Machado	
Meera Deshmane	
Tiffani Larsen	
Tom Gray	Fair Oaks Water District
Alan Parks	MGT Consultant
Patrick Dyer	MGT Consultant
Entela Fallstead	SJWD Employee
Jed Thorne	SJWD Employee
Mark Hargrove	SJWD Employee
Rachel Paulson	SJWD Employee
Sophanra Castanar	SJWD Employee

AGENDA ITEMS

- I. Roll Call**
- II. Public Forum and Comments**
- III. Consent Calendar**
- IV. Discussion and Action Items**
- V. Information Items**
- VI. Directors' Reports**
- VII. Future Agenda Items**
- VIII. Committee Meetings**

IX. Upcoming Events
X. Adjourn

President Costa called for a moment of silence in recognition of the death of Charlie Kirk. In addition, he requested that the Pledge of Allegiance be a standing item on the Board agendas.

I. ROLL CALL

The Board Secretary took a roll call of the Board. The following directors were present in the Boardroom: Ted Costa, Mike McRae, Pam Tobin, and Manuel Zamorano. After Agenda Item IV-1, Director George Machado was present in the Boardroom.

II. PUBLIC FORUM

There were no public comments.

III. CONSENT CALENDAR

All items under the Consent Calendar are considered to be routine and are approved by one motion. There was no separate discussion of these items unless a member of the Board, audience, or staff requested a specific item removed. Consent Calendar item documents are available for review in the Board packet.

1. Minutes of the Board of Directors Meeting, August 14, 2025 (W & R)

Recommendation: Approve draft minutes

2. Minutes of the Board of Directors Special Meeting, August 22, 2025 (W & R)

Recommendation: Approve draft minutes

Director Tobin moved to approve the Consent Calendar. Director Zamorano seconded the motion, and it carried with 4 Aye votes.

IV. DISCUSSION AND ACTION ITEMS

1. Board of Directors Division 1 Vacancy (W & R)

President Costa reported that there is a vacancy for the Division 1 Board seat and confirmed with the Board Secretary that only one application was received which was included in the Board packet. In response to Director Tobin's question, Mr. George Machado confirmed that he would accept the nomination to the Board position.

Director Tobin moved to nominate George Machado to fill the Division 1 Board vacancy. Vice President McRae seconded the motion.

Vice President McRae stated that even though there was only one applicant, Mr. Machado by no means was the Board's last resort and provided George's background which included previous employment with the District which allows him extensive knowledge of how the District works. Mr. Machado thanked the Board and provided more information about himself.

The motion carried with 4 Aye votes.

The Board Secretary administered the oath of office for Director Machado and he took a seat at the dais.

Mr. Tom Gray, Fair Oaks Water District General Manager, congratulated Director Machado and GM Larsen on behalf of the Fair Oaks Water District, and stated that they are looking forward to working with the District.

2. Amendment to Minutes of the Board of Directors Meeting, June 12, 2025 (W & R)

GM Larsen provided a staff report which was included in the Board packet. The Board Secretary informed the Board that Director Tobin requested that the motion in the June 12th Board meeting minutes be revised to reflect the word “study” instead of “schedule”. Therefore, the Board Secretary relistened to the recording and confirmed that Director Tobin did say “study”.

Director Tobin moved to amend the June 12, 2025, Board of Directors meeting minutes to reflect a change on page 9 under agenda item VI-1 pertaining to Director Tobin’s motion related to retail rates. Director Zamorano seconded the motion, and it carried unanimously.

3. Water Services Replacement Project Construction Contract (R)

Mr. Pierson reviewed the staff report which was included in the Board packet. He commended the District’s Senior Engineer, Mark Hargrove, for his work on the design and bid process. Mr. Pierson reported that two projects were identified for service replacements – Hidden Lakes Subdivision 1 & 2 and the Granite Bay Shopping Center. Mr. Pierson informed the Board that the contract should be in place in 2-3 weeks, with the project starting soon after that.

In response to Vice President McRae’s question, Legal Counsel Jones confirmed that the District’s standard contract, which will be used for this project, includes a termination clause, with a 20 or 30-day termination notice period. Legal Counsel Jones informed the Board that should the District cancel a contract, any work that has been performed would need to be paid.

Director Machado moved to authorize the Director of Engineering Services to approve a construction contract with Flowline Contractors, Inc. for the Water Services Replacement Project, Hidden Lakes Subdivisions 1 & 2 and Granite Bay Shopping Center. Director Tobin seconded the motion, and it carried unanimously.

4. Kokila Reservoir Replacement Project – Installment Sale Agreement (R)

Ms. Silva reviewed the staff report which was included in the Board packet. She informed the Board that she received the final loan agreement a few weeks ago; however, upon review of the loan agreement, she noticed that the construction start date was incorrect. Therefore, she requested an updated loan agreement but did not receive it prior to the Board meeting. Ms. Silva informed the Board that she does

have the loan terms, which are included in the staff report, and when she receives the final loan agreement from SRF, she will verify that it includes the exact terms.

In response to Mr. Zlotnick's question, Ms. Silva informed the Board that the SRF loan interest rate is not directly linked to the Federal Reserve interest rate. She explained that the SRF interest rate is linked to the interest rate of the last debt issuance by the State of California in the previous calendar year, and it is 50% of that rate.

Director Tobin moved to adopt Resolution 25-11 authorizing the District to execute an Installment Sale Agreement with the California State Water Resources Control Board to provide funding for the Kokila Reservoir Replacement Project. Director Zamorano seconded the motion, and it carried unanimously.

5. Fees, Charges and Deposits – Results of the User Fee Study Update and Proposed Changes to Schedule of Fees, Charges and Deposits (W & R)

Ms. Silva reviewed the staff report which was included in the Board packet. She explained that there are four studies that the District utilizes to set fees: the Wholesale Financial Plan, the Retail Financial Plan, the Capital Facility Fees Study, and the User Fee Study. In addition, she explained that user fees are charged to individual customers for services that only benefit them. She introduced Mr. Patrick Dyer, the consultant from MGT who performed the District's User Fee Study.

Mr. Dyer introduced his associate, Mr. Alan Parks, and provided a brief background of MGT. Mr. Dyer conducted a brief presentation which was included in the Board packet along with the study.

Director Tobin moved to adopt Resolution 25-14 to update the Schedule of Fees, Charges and Deposits based on the 2025 User Fee Study. Vice President McRae seconded the motion.

In response to Vice President McRae's question regarding duplication of staff costs, Ms. Silva explained that the Retail Rate Study assumes that 100% of retail staff time is used to provide benefit to 100% of retail rate payers; however, when one of the activities covered by the user fees occurs, it takes staff away from doing the projects that benefit the entire retail service area. Therefore, you charge the user fees for that time and it creates cost recovery revenue that increases reserves and puts downward pressure on retail rates.

In response to Vice President McRae's question, GM Larsen explained that the customer is not charged a meter test fee when District staff completes field tests and has determined that the meter may be faulty; however, if the customer insists on a meter test when staff has no reason to believe that the meter is faulty, then the customer would be charged that fee.

In response to Ms. Meera Deshmane's questions, Ms. Silva explained that salary costs are not double charged, the user fee is reimbursing the rate payers that are

not benefiting from the service. Ms. Silva offered to discuss this topic at another time with Ms. Deshmane. In addition, GM Larsen explained that the \$50 and \$60 charge that Fair Oaks Water District and Citrus Heights Water District charge, respectively, for meter testing, is the same service that San Juan offers at no charge.

The motion carried unanimously.

Mr. Gray thanked the Customer Service Manager for his help showing the Fair Oaks Water District staff how to process liens through the property tax rolls.

Mr. Devon Barrett informed that Board that Ordinances 18000.01 and 18000.03 need to be revised to reflect the changes that were just approved for the Schedule of Fees, Charges and Deposits.

Director Tobin moved to waive the First Reading of Ordinance No. 25-01 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinances 18000.01 and 18000.03. President Costa seconded the motion.

In response to Vice President McRae's questions, Mr. Barrett confirmed that before a lien is placed on a customer's account, the property owner is notified twice per bill and twice with a mailed lien notice. Ms. Silva confirmed that staff reach out to the wholesale customers to help avoid the 10% penalty.

The motion carried unanimously.

6. Big Impact on a Small Budget: Grant Strategies for Resource-Strapped Agencies (W & R)

Director Tobin informed the Board that she would like to postpone this item since the video was not received; however, the slides were provided in the Board packet. President Costa tabled this item.

7. Employee Compensation (W & R)

GM Larsen provided a staff report which was included in the Board packet. Director Zamorano suggested that an ad hoc committee be created to review this item. President Costa appointed Directors Zamorano and Machado to the Ad Hoc Committee on Employee Compensation.

8. Board Committees, RWA Board Representatives and SGA Alternate Representative (W & R)

President Costa appointed Director Machado to Chair of the Engineering Committee, and will fill the other positions, which were left vacant when Director Rich resigned, at a later date.

President Costa informed the Board that the SGA alternate position needs to be filled and the information needs to be sent to the Sacramento County Board of Supervisors for ratification, which can take a while. He mentioned that SSWD appointed all of their directors as alternates so that any of them could attend a meeting if needed.

Director Machado moved to designate each director as SGA Alternate Representatives. Director Tobin seconded the motion.

President Costa informed the Board that he will talk to each director then provide a list of Alternate 1 through 4 to the Board Secretary for submission to SGA, and he confirmed that he is still the SGA Representative.

The motion carried unanimously.

President Costa reported that the District notified RWA of changes to representation on the RWA Board in August. The Board Secretary explained that Board policy requires the appointment of representatives to RWA, since they are joint power authorities, to be approved by the Board.

President Costa moved to appoint Director Ted Costa as the Regional Water Authority (RWA) Board Representative, Adam Larsen as the RWA Management Representative and Greg Zlotnick as the RWA Alternate Management Representative. Director Zamorano seconded the motion, and it carried unanimously.

Mr. Gray informed the Board that RWA is holding a reception on September 25 to welcome GM Larsen and other general managers on their promotions.

9. Conjunctive Use and Groundwater Banking Activities Update (W & R)

Mr. Zlotnick reported that the Sacramento Regional Water Bank Program Committee meeting was held today. He informed the Board that they voted to approve, at the request of the groundwater agencies that have previously banked water balances, a starting balance for the groundwater bank that is 47% less than the water that they have accumulated over the years.

Mr. Zlotnick reported that the bigger issue discussed was the possibility of severing, for sequencing purposes, the federal NEPA process that is required to get federal acknowledgment of the groundwater bank. He explained that the District has been engaged with this since that acknowledgement would allow the District to bank CVP water outside of the service area.

Mr. Zlotnick reported that staff has been working with Sacramento Suburban Water District (SSWD) on a backup supply agreement and SSWD is reviewing the agreement.

9.1 Discuss practicality of having a standard water contract for banking

President Costa initiated discussion on the District having a standard water contract for groundwater banking, which could help streamline the process. Director Tobin suggested that the District look to see if other agencies, such as PCWA, have standard contracts which San Juan could use. President Costa requested that this agenda item be on the next meeting agenda for discussion. In response to Mr. Zlotnick's question, President Costa stated

that a standard agreement could be used with any agency in the basin that wants to bank water and has an ASR well.

Mr. Gray addressed the Board and suggested that the Executive Committee, which included San Juan and the wholesale customer agencies, be reinitiated.

V. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

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

A written report for August was included in the Board packet.

1.2 Hydrology and Operations Update (W & R)

GM Larsen reported that Folsom Reservoir is at 47% of capacity, which is slightly below average. He stated that there is no threat of drought at this time, and staff continue to monitor conditions. Mr. Zlotnick pointed out that the water levels for all the reservoirs in California are above average.

GM Larsen informed the Board that he has made some temporary operational changes, which includes moving the Field Services department under the Director of Engineering. He explained that this allows for one staff director and one manager to be located in each building.

GM Larsen reported that there are two positions – the Field Services Manager and the Utility Maintenance Worker – that are open and offer letters have been given to prospective candidates, so the positions should be filled shortly. In addition, he reported that our Customer Service Technician, Megan Anderson, will be moving back to Pennsylvania.

GM Larsen reported that, for his first month, there have been a lot of meetings, including one on one meetings with staff and meetings with general managers and heads of different organizations within the region.

GM Larsen reported that overall, the District is strong operationally and staff has been great during this transition. Vice President McRae thanked staff for working with the new general manager and commented that GM Larsen's success is everybody's success including the customers.

1.3 Miscellaneous District Issues and Correspondence

GM Larsen provided some correspondence in the Board packet from Mr. Greg Zlotnick. Mr. Zlotnick informed the Board that the District signed on with the ACWA letters that were in the packet. Mr. Zlotnick reported that the Governor signed the Proposition 4 legislation, and the State Water Board withdrew its proposal and will re-issue an updated proposal on the Healthy Rivers and Landscape Program early next year, which will delay the program for at least a year.

2. DIRECTOR OF FINANCE AND HUMAN RESOURCES' REPORT

2.1 Miscellaneous District Issues and Correspondence

No report.

3. DIRECTOR OF OPERATIONS' REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela reported that Mr. Jed Thorne was promoted to WTP Chief Operator and Zach Mason was promoted to WTP Operator.

Mr. Barela informed the Board that the south Filter Basin Backwash Hood project was completed this year, and the north Filter Basin work will begin in December and should be completed by May. In addition, he reported that the first annual cleaning of the Hinkle Reservoir cover was completed earlier this year.

Mr. Barela reported that staff has been trying to locate a buyer for the Hinkle Temporary Tanks; however, the cost to dismantle and reassemble the tanks is almost as much as buying new tanks. Therefore, Mr. Barela contacted salvage and demo companies and the cost to remove the tanks is approximately \$25-35,000. In response to Director Tobin's question about keeping the tanks, Mr. Barela explained that they take up a lot of space and they are sitting on top of the Ashland pipeline that goes to Folsom. Director Tobin suggested that the tanks be offered to disadvantaged communities and she stated that she will reach out to some agencies through ACWA.

4. DIRECTOR OF ENGINEERING SERVICES' REPORT

4.1 Miscellaneous District Issues and Correspondence

Mr. Pierson reported that work on the Administration Building Deck has begun and should be completed in about 6 weeks versus the 150-day requirement that was in the contract.

Mr. Pierson reported that construction for Kokila Reservoir Replacement Project has begun. He anticipates that the project will take approximately two years to complete. In addition, he will be scheduling a groundbreaking ceremony for the project and anticipates having Kevin Kiley in attendance. In response to Vice President McRae's question, Mr. Pierson explained that with the reservoir out of service for two years, the Bacon Pump Station, which provides water to the Kokila Reservoir, will be ran at a set pressure. When the Kokila Reservoir is in service, water is pumped to Kokila during off-peak times then water is gravity fed into the distribution system; however, with Kokila Reservoir offline, the water will be delivered via the pump station with no emergency storage during this project.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

No report.

VI. DIRECTORS' REPORTS

1. SACRAMENTO GROUNDWATER AUTHORITY (SGA)

No report.

2. REGIONAL WATER AUTHORITY (RWA)

President Costa reported that RWA met last week and the Executive Director was evaluated and received a 6.5% raise which is comprised of previous increases in the year. In addition, there was an extensive discussion on water banking and water loss.

3. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

3.1 ACWA - Pam Tobin

Director Tobin reviewed a written report which was added to the Board packet. In response to President Costa's question, Director Tobin informed the Board that the number of applications for the 13 ACWA committees is low, so she added three additional committees to her list for submission to ACWA. The Board discussed the committees, and the Board Secretary will finalize the submission form and submit it to ACWA by the September 19th deadline.

3.2 Joint Powers Insurance Authority (JPIA) - Pam Tobin

Director Tobin reviewed a written report which was added to the Board packet.

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

Director Tobin reported that LAFCo meets September 27, 2025.

VII. FUTURE AGENDA ITEMS

1. Requests by Board Members for Agenda Items

Vice President McRae mentioned that the Retail Rate study needs to be placed on a future meeting once GM Larsen and staff are ready to proceed. GM Larsen suggested that a Board workshop be set up to create a Board-supported scope of work.

2. Meeting Date Changes and Board Attendance

Director Machado will not be able to attend the October 15th meeting, so President Costa suggested that the meeting be moved. The Board discussed various dates to move the meeting to.

President Costa moved to reschedule the Regular Board meeting from October 15th to October 22nd. Director Machado seconded the motion, and it carried unanimously.

The Board Secretary pointed out that the November Finance Committee meeting falls on a District Holiday. Vice President McRae suggested moving the meeting to November 12th at 1:00 pm.

GM Larsen suggested that a Personnel Committee meeting be scheduled prior to the October Board meeting. Vice President McRae and Director Tobin agreed to schedule the meeting on October 8th at 2:00 pm. In addition, GM Larsen will get the Ad Hoc Committee on Employee Compensation scheduled with Directors Machado and Zamorano.

VIII. COMMITTEE MEETINGS

1. Finance Committee – September 9, 2025

The committee meeting minutes were included in the Board packet.

IX. UPCOMING EVENTS

1. 2025 ACWA Fall Conference

December 2-4, 2025
San Diego, CA

X. ADJOURN

The meeting was adjourned at 8:32 p.m.

EDWARD J. "TED" COSTA, President
Board of Directors
San Juan Water District

ATTEST: _____
TERI GRANT, Board Secretary

STAFF REPORT

To: Board of Directors

From: Devon Barrett, Customer Service Manager

Date: October 22, 2025

Subject: Adoption of Ordinance No. 25-01 which amends Ordinance 18000.01 and 18000.03 to reflect changes in the Late Fee and Lien Processing Fees

RECOMMENDED ACTION

Waive the second reading and adopt Ordinance No. 25-01, an Ordinance of the Board of Directors of the San Juan Water District, amending Ordinance No. 18000.01 and 18000.03 of the District Code of Ordinances, that would allow staff to charge the Late Payment Charge and Lien Processing Fees in accordance with Resolution 25-14 and the 2025 User Fee Study prepared by MGT.

BACKGROUND

In 2023, the Board of Directors adopted Resolution 23-01, amending Ordinance No. 18000 to implement a Tax Roll Lien process as the District's primary method of collecting delinquent water account balances. This change followed the District's decision to discontinue water shutoffs for nonpayment, which led to an increase in both the number and total value of delinquent accounts. Although the lien process has effectively recovered these balances without interrupting water service, it requires the District to carry unpaid amounts for longer periods before collection.

Since adopting the resolution, Customer Service staff have successfully established and managed the Lien for Delinquent Charges process. Over the past two years, they have evaluated the direct administrative and processing costs involved, which were subsequently provided to MGT for incorporation into the 2025 User Fee Study. This review ensures that the District's cost recovery practices remain fair, transparent, and aligned with actual expenditures.

To further refine its procedures, staff recommend several amendments to Ordinance No. 18000. These include adding language to authorize late fees for unpaid bills, revising outdated provisions related to service disconnection to instead apply a Late-Payment Charge 35 days after billing, and adding a new subsection allowing the recovery of costs associated with issuing and filing liens. All such fees would be charged in accordance with the Board-approved Schedule of Rates, Fees, Charges, and Deposits.

PROCESS

The District must follow a multi-step process to adopt or amend an ordinance. The first step, which happened at the September 17, 2025, meeting of the Board of Directors,

was the introduction of the proposed ordinance. The full title of the ordinance was read and the Board waived reading the full text of the ordinance by motion approved by a majority vote of the Board.

At least 5 days before the ordinance is adopted, the District Secretary published a summary of the ordinance in a newspaper published in both Sacramento and Placer Counties (the Sacramento Bee) which notified the public of the time and place of the public hearing at which adoption of the ordinance will be considered. The full text of the ordinance has been posted at the District office. The summary was published in the Sacramento Bee on October 2, 2025, along with a notice of the October 22nd Board meeting.

Within 15 days after adoption, the District Secretary must publish a summary of the adopted ordinance. This summary must include the names of Board members who voted for or against. The summary must be published once in a newspaper published in Sacramento and Placer counties. The ordinance amendments will take effect on January 1, 2026, to comply with the legislative requirement.

ATTACHMENTS

Attached to this report is Amending Ordinance 25-01 with an attached redline-strikeout as well as a clean version of Ordinance 18000 Issuance and Payment of Water Bills.

ORDINANCE NO. 25-01

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SAN JUAN WATER DISTRICT AMENDING
ORDINANCES NO. 18000**

The Board of Directors of the San Juan Water District ordains as follows:

Section 1. Purpose and Authority. The purpose of this Ordinance is to amend Sections 1.11, 3.2, and 3.5 of Ordinance No. 18000. This Ordinance is adopted pursuant to Government Code section 61060 and other applicable law.

Section 2. Amendments. Ordinance No. 18000 (Issuance and Payment of Water Bills) is hereby amended as set forth in the redline version attached hereto as Exhibit 1, which is incorporated herein by reference.

Section 3. Effective Date. This Ordinance shall take effect on January 1, 2026.

Section 4. Publication. Within 15 days after the date of adoption, the Board Secretary shall cause this Ordinance to be published once in a newspaper of general circulation within the District.

INTRODUCED by the Board of Directors on the 17th day of September 2025.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on the 22nd day of October 2025 by the following vote:

AYES:

NOES:

ABSENT:

EDWARD J. "TED" COSTA
President, Board of Directors

Attest:

TERI GRANT
Board Secretary

Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	18000 - Bills for Water Service	Date Amended	July 17, 2024

18000.01 Bills For Water Service

18000.01.1 Issuance of Bills

Bills for water service or other charges will be mailed or presented in the month following the water meter reading and/or the applicable charges have been determined. Issuance shall be every other month. Final bills for sale of property are exempt from this billing cycle.

18000.01.2 Fixed Base Charge

Billing for water service includes a fixed base charge that primarily funds fixed costs. This typically includes facilities, infrastructure maintenance, debt service, customer service, and other similar needs that have to be paid for regardless of how much water is delivered to Customers. The fixed base charge is due regardless of whether any water is actually used. Customers whose service has been discontinued in accordance with section 18000.03 or has requested that their service be discontinued in accordance with District ordinance section 17000.05 will not be assessed the fixed base charge for months subsequent to discontinuance.

18000.01.3 Consumption Charge

Billing for water service includes a consumption charge that primarily funds the expenses to the District necessary for the purchase and distribution of water to Customers. The consumption charge, as set forth in the District's most current rate study, is assessed for each one-hundred cubic feet (CCF) of water actually consumed.

18000.01.4 Billing Periods

Bills for general water service generally will be rendered bi-monthly by the District. Bills for special water services (temporary water service, construction water, fire hydrant use) may be rendered more frequently. Special meter readings will be made for opening or closing billing purposes.

18000.01.5 Billing on Non-Owner-Occupied Residences

California Government Code section 54347 authorizes public agencies to collect charges from property owners for services to tenants on those properties. Therefore, with the property owner's authorization, evidenced by a signed Landlord/Tenant Agreement from the legal owner of the property, and a deposit that meets the requirements of District ordinance section 15000.01, the District shall provide a bill copy to the service address for water service. However, the property owner shall be responsible to pay any charges not paid by the tenant. The District shall not share any account information with the tenant, other than the outstanding balance, in the absence of a completed Landlord/Tenant Agreement application which imposes primary responsibility to pay the water bill on the tenant.

18000.01.6 Back Billing

If a Customer uses water for which no bills have been issued for more than one billing cycle, and a beginning meter reading is not available, the Customer will be billed the fixed base charge for the period plus a consumption charge calculated from the average water usage over the most recent six billing cycles. This amount, which shall not be less than the base charge if no billing history is available, will be billed to the Customer based on the number of billing cycles the Customer has been occupying or in possession of the premises without paying bills.

18000.01.7 Refunds

If a Customer is erroneously overcharged for service, the District may refund any overage paid by the Customer up to two years.

18000.01.8 Disputed Charges

When a Customer disputes the amount of a bill for any reason, the Customer should contact the District office. If the bill is disputed, to avoid discontinuance of water service, the Customer must deposit at the District office, before the disconnect date, the full amount of the disputed bill or proof of previous payment of the disputed bill with a letter setting forth the basis for the dispute and requesting a review by the Finance Director or General Manager. The Finance Director or General Manager's findings and decisions will be final and binding. If the Customer's complaint concerns the meter, he or she may request that his or her meter be tested pursuant to Section 17000.07.2 Meter Testing of the District's most current water ordinance. Nothing in this section is intended to affect a Customer's rights under Health & Safety Code section 116900 and following and the District's Policy on Discontinuance of Residential Water Service for Nonpayment ("Policy") implementing those rights.

18000.01.9 Bill Adjustment for Leaks

Upon a Customer's submission of a consumption credit form, the District will consider a one-time credit for water consumption resulting from a leak in a Customer's internal water system or when there is significant unexplained usage. Credits are determined by comparing the Customer's water use during the period in which the leak occurred to their historical water use for that same period and splitting the difference (resulting in a credit of 50% of the above average usage at the current volumetric rate). The Customer has the right to accept the credit or save the one-time credit allowance for future use. All Customer requests for a credit will be considered on a case by case basis and the District reserves the right to approve or deny any request.

18000.01.10 Due Date

Each statement issued by the District for such charges shall be due and payable on the date of issuance or other presentation to the Customer.

18000.01.11 Final Payment Date

If payment is not received within 35 days from the bill issuance date, a late fee shall be applied in accordance with the Board-approved Schedule of Rates, Fees, Charges and Deposits. Bills become delinquent and subject to discontinuation of service if not paid within 60 days from the bill issuance date.

18000.02 Payment of Charges

- A. **Payment Responsibility:** The District is required to continue providing water service to each premises or parcel connected to the District water system as long as each such premises or Parcel pays its fair share of the costs of receiving the service and such fair share of costs are chargeable to and run with each premises or parcel receiving District water service. Therefore, payment of all water service rates, fees and charges shall be the responsibility of the owner of record of the subject premises or parcel and payment of all charges is an obligation of ownership of a premises or parcel. As such, any subsequent owner of a remises or parcel is responsible for paying any unpaid or delinquent fees, rates and charges due on a premises or parcel that are in any way connected to District water service as a condition of service being continued to the premises or parcel. A change in ownership does not terminate any outstanding rates, fees and charges due for previous water service to said parcel, whether or not those rates, fees and charges were incurred by the present premises or parcel owner or a previous owner or tenant.
- B. **Crediting of Payment:** Payments shall be credited to a Customer's account when cash, an electronic funds transfer, a check drawn on an account with sufficient funds a money order or a Visa or MasterCard payment has been received by the District at the District business office during regular office hours. Deposit of payment in the mail shall be credited to a Customer's account when received at the District's business office.

- C. Dishonored Payment Charge: A returned item charge as set forth in the District’s current Schedule of Rates, Fees, Charges, and Deposits shall be added to a Customer’s account in each instance where payment has been made to the District that has been returned to the District by the bank upon which it is drawn.
- D. The District offers an average monthly or equalized payment plan to balance water bills that can fluctuate seasonally. The equalized amount is based on the Customer’s average consumption during the current 12-month period. Average monthly or equalized payment plans are reconciled annually and adjusted as needed.
- E. The District offers online bill presentment and payment to Customers who wish to view their bill and/or pay by check or Visa or MasterCard via the internet.
- F. Customers may make payment arrangements with the District. Defaulting on a payment arrangement may lead to disconnection of service.

18000.03 Delinquent Accounts

18000.03.1 For Non-Payment of Charges

Except as otherwise prohibited by law, a delinquent account from a premises within the District will be applied to a new account opened by the same Customer for a different premises, and the District may require payment of the delinquent amount (plus penalties and interest) as a condition of opening the new account, or the District may pursue any other remedy for collection of delinquent accounts provided for in this Code or other District rule, regulation or policy, or applicable state and federal law.

18000.03.2 Late-Payment Charge

A late-payment charge shall be added to each delinquent account ~~upon preparation of an Intent to Disconnect Notice~~when a bill is not paid in full within 35 days of the issuance date. When a late-payment charge is imposed, such charge shall be added to the account as of the ~~date the notice is prepared~~35th day post billing, and such charge shall become part of the amount due at that time. The current late-payment fee amount is set forth in the District’s Schedule of Rates, Fees, Charges, and Deposits. ~~The District may, at its discretion, apply a late-payment charge upon other reasonable notification to Customer for connections where a door hanger cannot be delivered (i.e. connections for irrigation service or for residences or commercial buildings under construction.)~~

18000.03.3 Partial Payment on Delinquent Accounts

A partial payment on a delinquent account may be accepted and credited to a Customer’s account. The partial payment shall not cause removal of the account from an existing delinquent status or preclude assessment of fees and charges for delinquent payment, nor shall the partial payment

preclude the meter/service from being turned off for delinquency or cause duly disconnected service to be restored.

18000.03.4 Discontinuation of Service to Delinquent Accounts

- A. Discontinuation of Service: Continuation of service to a delinquent account will be permitted only as set forth in the Policy, adopted and amended from time to time by the Board of Directors, if financial arrangements have been established in accordance with the Policy.
- B. Requirement of Deposit: If a Customer permits his or her account to become delinquent, the General Manager or his/her designee may require the Customer to make a deposit in accordance with the provisions of Section 15000 of this Code.

18000.03.5 Lien for Delinquent Charges

- 1. To the extent permitted by law, the District may file with the Placer or Sacramento County Recorder a Notice of Lien (whichever is the County in which the property is located), setting forth the legal description of the property, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties and interest, are a lien against the Premises to which the service was provided in accordance with Government Code Section 54354 and Government Code Section 61115. Such liens specifically include collection by the local County Tax Collector on the Property Tax Roll in the same manner as property taxes.
- 2. All outstanding account balances, interest and lien release charges (if applicable) must be paid in full prior to re-establishing service in the owner's name at the same, or different property within the boundaries of the District.
- 3. Current accounts that have incurred a large amount of fines, or the owner that maintains the account has refused to pay any balance owed and the District may be placed in a position of incurring bad debt may have a lien placed against the property being served by the District until the balance associated with those charges is paid in full.
- 4. Prior to the collection of lien for delinquent accounts, the District will adhere to the procedures set forth in Government Code Section 61115.
 - a. Report Filed: The General Manager, or his or her designee, shall prepare and file with the Board of Directors a report that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year.

- b. Notice of Intent to Record a Lien: The General Manager, or his or her designee, shall give notice of the filing of the report and of the time and place for a public hearing by publishing the notice pursuant to Government Code Section 6066 in a newspaper of general circulation, and by mailing the notice to the owner of each affected parcel.
- c. Public Hearing: At the public hearing, the Board of Directors shall hear and consider any objections or protests to the report. At the conclusion of the public hearing, the Board may adopt or revise the charges and penalties.
- d. Determination: The Board of directors shall make its determination on each affected parcel and its determinations shall be final.

4.5. Lien Processing Fees: To recover the direct costs associated with lien proceedings, the District shall assess fees for the issuance of the first lien notice, the issuance of the second lien notice, and the filing of the lien. The amounts of these fees shall be established in the Board-approved Schedule of Rates, Fees, Charges and Deposits.

5.6. Implementation of the Lien: On or before August 10 of each year following these determinations, the General Manager, or his or her designee, shall file with the county auditor a copy of the final report adopted by the Board of Directors. The County Auditor shall enter the amount of the charges and penalties against each of the affected parcels of real property as they appear on the current assessment roll. The County Tax Collector shall include the amount of the charges and penalties on the tax bills for each affected parcel of real property and collect the charges and penalties in the same manner as property taxes.

18000.03.6 Reinstatement of Water Service Under Delinquent Accounts

Water service accounts terminated for non-payment shall be reinstated as provided in the Policy.

18000.04 Termination of Master Meter Accounts

This Section applies to termination of water service through a master meter, or through individually-metered service in a multi-unit residential structure or mobile home park, where the owner or manager, is listed by the District as the Customer of record of the service. Termination and reinstatement of such accounts will be in accordance with the Policy. A Person subject to a master metered account that was not directly billed by the District, who opens an individual service accounts after the termination of a master metered account, shall be subject to all applicable provisions of this Code and all other applicable District rules, regulations, and policies.

Revision History:

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
12/11/19	Ord. 19-01 revisions to comply with SB 998	Lisa Brown, Customer Service Manager
10/25/23	Ord. 23-01 Revision to Lien Processing	Devon Barrett, Customer Service Manager
7/17/24	Adding District's leak adjustment policy	Legal Affairs Committee

Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	18000 - Bills for Water Service	Date Amended	July 17, 2024

18000.01 Bills For Water Service

18000.01.1 Issuance of Bills

Bills for water service or other charges will be mailed or presented in the month following the water meter reading and/or the applicable charges have been determined. Issuance shall be every other month. Final bills for sale of property are exempt from this billing cycle.

18000.01.2 Fixed Base Charge

Billing for water service includes a fixed base charge that primarily funds fixed costs. This typically includes facilities, infrastructure maintenance, debt service, customer service, and other similar needs that have to be paid for regardless of how much water is delivered to Customers. The fixed base charge is due regardless of whether any water is actually used. Customers whose service has been discontinued in accordance with section 18000.03 or has requested that their service be discontinued in accordance with District ordinance section 17000.05 will not be assessed the fixed base charge for months subsequent to discontinuance.

18000.01.3 Consumption Charge

Billing for water service includes a consumption charge that primarily funds the expenses to the District necessary for the purchase and distribution of water to Customers. The consumption charge, as set forth in the District's most current rate study, is assessed for each one-hundred cubic feet (CCF) of water actually consumed.

18000.01.4 Billing Periods

Bills for general water service generally will be rendered bi-monthly by the District. Bills for special water services (temporary water service, construction water, fire hydrant use) may be rendered more frequently. Special meter readings will be made for opening or closing billing purposes.

18000.01.5 Billing on Non-Owner-Occupied Residences

California Government Code section 54347 authorizes public agencies to collect charges from property owners for services to tenants on those properties. Therefore, with the property owner's authorization, evidenced by a signed Landlord/Tenant Agreement from the legal owner of the property, and a deposit that meets the requirements of District ordinance section 15000.01, the District shall provide a bill copy to the service address for water service. However, the property owner shall be responsible to pay any charges not paid by the tenant. The District shall not share any account information with the tenant, other than the outstanding balance, in the absence of a completed Landlord/Tenant Agreement application which imposes primary responsibility to pay the water bill on the tenant.

18000.01.6 Back Billing

If a Customer uses water for which no bills have been issued for more than one billing cycle, and a beginning meter reading is not available, the Customer will be billed the fixed base charge for the period plus a consumption charge calculated from the average water usage over the most recent six billing cycles. This amount, which shall not be less than the base charge if no billing history is available, will be billed to the Customer based on the number of billing cycles the Customer has been occupying or in possession of the premises without paying bills.

18000.01.7 Refunds

If a Customer is erroneously overcharged for service, the District may refund any overage paid by the Customer up to two years.

18000.01.8 Disputed Charges

When a Customer disputes the amount of a bill for any reason, the Customer should contact the District office. If the bill is disputed, to avoid discontinuance of water service, the Customer must deposit at the District office, before the disconnect date, the full amount of the disputed bill or proof of previous payment of the disputed bill with a letter setting forth the basis for the dispute and requesting a review by the Finance Director or General Manager. The Finance Director or General Manager's findings and decisions will be final and binding. If the Customer's complaint concerns the meter, he or she may request that his or her meter be tested pursuant to Section 17000.07.2 Meter Testing of the District's most current water ordinance. Nothing in this section is intended to affect a Customer's rights under Health & Safety Code section 116900 and following and the District's Policy on Discontinuance of Residential Water Service for Nonpayment ("Policy") implementing those rights.

18000.01.9 Bill Adjustment for Leaks

Upon a Customer's submission of a consumption credit form, the District will consider a one-time credit for water consumption resulting from a leak in a Customer's internal water system or when there is significant unexplained usage. Credits are determined by comparing the Customer's water use during the period in which the leak occurred to their historical water use for that same period and splitting the difference (resulting in a credit of 50% of the above average usage at the current volumetric rate). The Customer has the right to accept the credit or save the one-time credit allowance for future use. All Customer requests for a credit will be considered on a case by case basis and the District reserves the right to approve or deny any request.

18000.01.10 Due Date

Each statement issued by the District for such charges shall be due and payable on the date of issuance or other presentation to the Customer.

18000.01.11 Final Payment Date

If payment is not received within 35 days from the bill issuance date, a late fee shall be applied in accordance with the Board-approved Schedule of Rates, Fees, Charges and Deposits. Bills become delinquent and subject to discontinuation of service if not paid within 60 days from the bill issuance date.

18000.02 Payment of Charges

- A. **Payment Responsibility:** The District is required to continue providing water service to each premises or parcel connected to the District water system as long as each such premises or Parcel pays its fair share of the costs of receiving the service and such fair share of costs are chargeable to and run with each premises or parcel receiving District water service. Therefore, payment of all water service rates, fees and charges shall be the responsibility of the owner of record of the subject premises or parcel and payment of all charges is an obligation of ownership of a premises or parcel. As such, any subsequent owner of a remises or parcel is responsible for paying any unpaid or delinquent fees, rates and charges due on a premises or parcel that are in any way connected to District water service as a condition of service being continued to the premises or parcel. A change in ownership does not terminate any outstanding rates, fees and charges due for previous water service to said parcel, whether or not those rates, fees and charges were incurred by the present premises or parcel owner or a previous owner or tenant.
- B. **Crediting of Payment:** Payments shall be credited to a Customer's account when cash, an electronic funds transfer, a check drawn on an account with sufficient funds a money order or a Visa or MasterCard payment has been received by the District at the District business office during regular office hours. Deposit of payment in the mail shall be credited to a Customer's account when received at the District's business office.

- C. Dishonored Payment Charge: A returned item charge as set forth in the District’s current Schedule of Rates, Fees, Charges, and Deposits shall be added to a Customer’s account in each instance where payment has been made to the District that has been returned to the District by the bank upon which it is drawn.
- D. The District offers an average monthly or equalized payment plan to balance water bills that can fluctuate seasonally. The equalized amount is based on the Customer’s average consumption during the current 12-month period. Average monthly or equalized payment plans are reconciled annually and adjusted as needed.
- E. The District offers online bill presentment and payment to Customers who wish to view their bill and/or pay by check or Visa or MasterCard via the internet.
- F. Customers may make payment arrangements with the District. Defaulting on a payment arrangement may lead to disconnection of service.

18000.03 Delinquent Accounts

18000.03.1 For Non-Payment of Charges

Except as otherwise prohibited by law, a delinquent account from a premises within the District will be applied to a new account opened by the same Customer for a different premises, and the District may require payment of the delinquent amount (plus penalties and interest) as a condition of opening the new account, or the District may pursue any other remedy for collection of delinquent accounts provided for in this Code or other District rule, regulation or policy, or applicable state and federal law.

18000.03.2 Late-Payment Charge

A late-payment charge shall be added to each delinquent account when a bill is not paid in full within 35 days of the issuance date. When a late-payment charge is imposed, such charge shall be added to the account as of the 35th day post billing, and such charge shall become part of the amount due at that time. The current late-payment fee amount is set forth in the District’s Schedule of Rates, Fees, Charges, and Deposits.

18000.03.3 Partial Payment on Delinquent Accounts

A partial payment on a delinquent account may be accepted and credited to a Customer’s account. The partial payment shall not cause removal of the account from an existing delinquent status or preclude assessment of fees and charges for delinquent payment, nor shall the partial payment preclude the meter/service from being turned off for delinquency or cause duly disconnected service to be restored.

18000.03.4 Discontinuation of Service to Delinquent Accounts

- A. Discontinuation of Service: Continuation of service to a delinquent account will be permitted only as set forth in the Policy, adopted and amended from time to time by the Board of Directors, if financial arrangements have been established in accordance with the Policy.
- B. Requirement of Deposit: If a Customer permits his or her account to become delinquent, the General Manager or his/her designee may require the Customer to make a deposit in accordance with the provisions of Section 15000 of this Code.

18000.03.5 Lien for Delinquent Charges

- 1. To the extent permitted by law, the District may file with the Placer or Sacramento County Recorder a Notice of Lien (whichever is the County in which the property is located), setting forth the legal description of the property, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties and interest, are a lien against the Premises to which the service was provided in accordance with Government Code Section 54354 and Government Code Section 61115. Such liens specifically include collection by the local County Tax Collector on the Property Tax Roll in the same manner as property taxes.
- 2. All outstanding account balances, interest and lien release charges (if applicable) must be paid in full prior to re-establishing service in the owner's name at the same, or different property within the boundaries of the District.
- 3. Current accounts that have incurred a large amount of fines, or the owner that maintains the account has refused to pay any balance owed and the District may be placed in a position of incurring bad debt may have a lien placed against the property being served by the District until the balance associated with those charges is paid in full.
- 4. Prior to the collection of lien for delinquent accounts, the District will adhere to the procedures set forth in Government Code Section 61115.
 - a. Report Filed: The General Manager, or his or her designee, shall prepare and file with the Board of Directors a report that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year.

- b. Notice of Intent to Record a Lien: The General Manager, or his or her designee, shall give notice of the filing of the report and of the time and place for a public hearing by publishing the notice pursuant to Government Code Section 6066 in a newspaper of general circulation, and by mailing the notice to the owner of each affected parcel.
 - c. Public Hearing: At the public hearing, the Board of Directors shall hear and consider any objections or protests to the report. At the conclusion of the public hearing, the Board may adopt or revise the charges and penalties.
 - d. Determination: The Board of directors shall make its determination on each affected parcel and its determinations shall be final.
5. Lien Processing Fees: To recover the direct costs associated with lien proceedings, the District shall assess fees for the issuance of the first lien notice, the issuance of the second lien notice, and the filing of the lien. The amounts of these fees shall be established in the Board-approved Schedule of Rates, Fees, Charges and Deposits.
6. Implementation of the Lien: On or before August 10 of each year following these determinations, the General Manager, or his or her designee, shall file with the county auditor a copy of the final report adopted by the Board of Directors. The County Auditor shall enter the amount of the charges and penalties against each of the affected parcels of real property as they appear on the current assessment roll. The County Tax Collector shall include the amount of the charges and penalties on the tax bills for each affected parcel of real property and collect the charges and penalties in the same manner as property taxes.

18000.03.6 Reinstatement of Water Service Under Delinquent Accounts

Water service accounts terminated for non-payment shall be reinstated as provided in the Policy.

18000.04 Termination of Master Meter Accounts

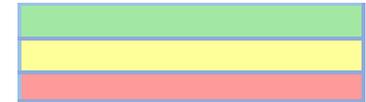
This Section applies to termination of water service through a master meter, or through individually-metered service in a multi-unit residential structure or mobile home park, where the owner or manager, is listed by the District as the Customer of record of the service. Termination and reinstatement of such accounts will be in accordance with the Policy. A Person subject to a master metered account that was not directly billed by the District, who opens an individual service accounts after the termination of a master metered account, shall be subject to all applicable provisions of this Code and all other applicable District rules, regulations, and policies.

Revision History:

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
12/11/19	Ord. 19-01 revisions to comply with SB 998	Lisa Brown, Customer Service Manager
10/25/23	Ord. 23-01 Revision to Lien Processing	Devon Barrett, Customer Service Manager
7/17/24	Adding District's leak adjustment policy	Legal Affairs Committee

Operations Plan Report Card FY 2025-26

On Track
 Delayed
 Issues



ADMINISTRATION/WATER RESOURCES/IT

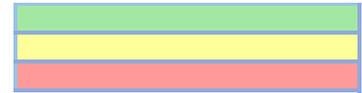
Task - Strategic Plan Goal/Objective	Original Target Date	Updated Target Date	Completion Date	Comments
Water Quality Control Plan – represent District interests and collaborate with regional and statewide partners to ensure the WQCP is reasonable and achievable - A/5	Ongoing	End 2026		
Delta conveyance – engage as necessary to protect District interests as new project developed, permits sought - A/5	Ongoing			
Represent the District’s interests in the implementation of groundwater banking and in the expansion of the regional groundwater bank - A/1,2,4	Ongoing			
Implement “Making Conservation a Way of Life” program (water loss regulations, indoor and outdoor efficiency standards, reporting, etc.) - A/1,5; C/2; D/5	Ongoing			
Seek to develop groundwater partnerships with WCAs and/or SSWD - A/1,2,3,4,7,9	Ongoing			
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer - A/5	Ongoing			
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation - A/All	Post-14 > 2/2026 Pre-14 > 2/2026 Reclamation > 3/2026			
Complete Urban Water Management Plan and related CVPIA Water Management Plan - A/6	UWMP 6/30/2026 WMP 12/31/2026			
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD’s PCWA deliveries - A/All	The 10 th of the following month			
3rd Annual SJWD Employee Kids Day - E/3	7/2025		7/30/2025	
Complete Board Ordinance Updates - C/1	6/2026			
Implement Document Management System - E/4; C/1	6/2026			

CUSTOMER SERVICE

Task - Strategic Plan Goal/Objective	Target Date	Updated Target Date	Completion Date	Comments
Cross train customer service staff to be proficient in customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover - C/3	6/2026			Ongoing
Work with Field Service and Water Efficiency staff to diagnose customer meter problems and repair promptly - C/2,3	6/2026			Ongoing
Work with Field Service staff to update utility billing databases for the meter replacement rollout to ensure accurate customer billing - C/3	6/2026			Ongoing
Successful transition to consolidated meter reading - C/4,5	9/2025		9/2025	

Operations Plan Report Card FY 2025-26

On Track
 Delayed
 Issues



DISTRIBUTION (Field Services)

Task - Strategic Plan Goal/Objective	Target Date	Updated Target Date	Completion Date	Comments
Complete the 2026 CO-OP Maintenance Program - B/2	6/2026			
Complete the 2025 Cross Connection Control Program - B/2	12/2025			
Complete the 2026 Leak Detection Program - B/2	6/2026			
Complete the 2025 Air/Vacuum Relief Valve Program - B/2	12/2025			
Complete the 2026 Dead End Flushing Program - B/2	6/2026			
Complete the 2026 Valve Exercise Program - B/2	6/2026			
Complete the 2026 Hydrant Maintenance Program - B/2	6/2026			
Complete the 2026 District Meter Replacement and Testing Program - B/2	6/2026			
Kokila Reservoir Replacement Project - B/1,3	6/2026			

ENGINEERING SERVICES

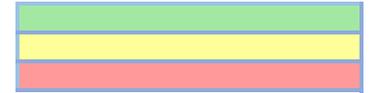
Task - Strategic Plan Goal/Objective	Target Date	Updated Target Date	Completion Date	Comments
Bid and start construction of the Kokila Reservoir Replacement Project - B/3	6/2026			In construction
Complete construction and/or rehabilitation of the second Backwash Hood (construction of the first Backwash Hood completed in FY25/26) - B/3	6/2026			
Complete construction of the Administration Building Electrical Service Upgrade Project - B/3	6/2026			
Complete design and construction of the Service Lines and Air Release Valves Replacement Programs - B/3	6/2026			Service Lines in construction.
Complete design and construction of the Hinkle to Baldwin 72-in Transmission Main Joint Seals - B/3	6/2026			
Complete construction of the Santa Juanita 3-in Pipeline Replacement Project - B/3	6/2026			
Hinkle 2 Property and Environmental Evaluation for proposed 9-million gallon drinking water reservoir south of existing Hinkle Reservoir - B/1	6/2026			

Operations Plan Report Card FY 2025-26

On Track

Delayed

Issues



FINANCE and HUMAN RESOURCES

Task - Strategic Plan Goal/Objective	Target Date	Updated Target Date	Completion Date	Comments
Finalize grant agreement from Environmental Protection Agency for a portion of the Kokila Reservoir Replacement Project - A/7	7/2025		7/2025	
Manage Retail Rate Structure Study - D/1	6/2026			
Implement GASB 101: Compensated Absences Reporting - D/3	12/2025			
Complete funding agreement for State Revolving Loan Funds for Kokila Reservoir Project - D/4	7/2025		10/6/2025	
Conduct User Fee Study and make fee recommendations to Board - D/5	8/2025		9/17/2025	
Conduct Compensation Study - E/3	6/2026			
Review and recommend alternatives to unpaid sleep shift coverage by day operators - E/3	6/2026			
Fill any open positions within six months - E/5	6/2026			
Complete annual performance evaluations by the end of February - E/6	2/2026			

WATER EFFICIENCY

Task - Strategic Plan Goal/Objective	Target Date	Updated Target Date	Completion Date	Comments
Provide 6 educational customer workshops (wholesale) - C/2,7	6/2026			Ongoing
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements - C/1,2,5	6/2026			Ongoing
Conduct a student art calendar contest to be distributed to all wholesale agencies annually - C/2,7	5/2026			On Track
Test and replace inoperable meter reading equipment upon failure and send failed meter information to Field Services for replacement - C/3,5	6/2026			Ongoing
Complete the classification of all CII water accounts using Energy Start categories - C/2,3	6/2026			On Track

WATER TREATMENT

Task - Strategic Plan Goal/Objective	Target Date	Updated Target Date	Completion Date	Comments
Security Clearing of North WTP Fenceline - B/2	6/2026			

STAFF REPORT

To: Board of Directors
From: Adam Larsen
Date: October 22, 2025
Subject: Retail Rate Analysis Update (R)

RECOMMENDED ACTION

That the Board direct staff to schedule a workshop at a mutually convenient date, during which the full Board will define and agree upon the scope of work for the rate consultant's review.

BACKGROUND

At the October 7, 2025, Finance Committee meeting, Director McRae requested that the Retail Rate review be placed on the October 22 Board agenda.

I informed the Committee that my intent was to present this topic to the full Board and, if agreed, to schedule a workshop to discuss the roadmap and scope of work.

SUMMARY

To ensure the retail rate review is aligned with the Board's policy goals and priorities, it is recommended to hold a workshop. That workshop will set the roadmap and scope of work for the rate consultant, thereby helping ensure that the consultant's analysis is relevant, targeted, and efficient.

STAFF REPORT

To: Board of Directors
From: Adam Larsen
Date: October 22, 2025
Subject: Proposal for Position Reclassifications & Pay Scale Adjustments (W & R)

RECOMMENDED ACTION

Staff request a Board motion to approve the proposed reclassification of four existing positions, including associated adjustments to their pay scales. The staff recommendation was reviewed by the Personnel Committee.

BACKGROUND

Staff have identified four positions that can be strategically reclassified to better address operational vulnerabilities, improve internal workflows, and reduce the District's reliance on external consultants, leading to long-term cost savings and increased efficiency.

Proposed Reclassifications:

- 1. Customer Service Technician → Human Resources Specialist**
 - The District currently has three Customer Service Technician positions. Following a recent vacancy, staff recommend reclassifying this open position as a Human Resources Specialist, rather than filling it as a Customer Service Technician.
 - The District currently lacks a dedicated Human Resources professional and frequently relies on outside consultants for HR-related functions. This reclassification would provide in-house expertise and reduce ongoing external costs.
 - Current hourly rate: \$37.11 – \$44.53
 - Proposed hourly rate: \$54.86 – \$65.83
- 2. CMMS/GIS Coordinator → Operational Technology Coordinator**
 - The current CMMS/GIS Coordinator is set to retire at the end of December. Staff recommend reclassifying this position as an Operational Technology Coordinator, which would retain existing CMMS/GIS responsibilities while also supporting integration between the District's operational technology (OT) and information technology (IT) systems.
 - Currently, the District has only one staff member managing these systems and relies heavily on outside consultants.
 - Current hourly rate: \$51.54 – \$61.84
 - Proposed hourly rate: \$55.81 – \$66.97

3. Water Efficiency Technician → Distribution Operator

- The District currently has three existing Water Efficiency Technician positions, staff recommend reclassifying one as a Distribution Operator to address high workloads and reduce reliance on external contractors.
- This change would expand the District's internal capacity to handle operational tasks in-house.
- Current hourly rate: \$39.01 – \$46.81
- Proposed hourly rate: \$40.19 – \$48.22

4. Purchasing Agent → Procurement Specialist

- Staff propose reclassifying the Purchasing Agent position as a Procurement Specialist. This reclassification would maintain existing purchasing responsibilities while expanding the role to include oversight and management of all District contracts.
- A dedicated Procurement Specialist would improve contract compliance and reduce the need for outside legal counsel.
- Current hourly rate: \$41.82 – \$50.18
- Proposed hourly rate: \$47.59 – \$57.11

FINANCIAL CONSIDERATIONS

The estimated total increase in salary costs associated with these four reclassifications for the remainder of the fiscal year (from November 1, 2025, through June 30, 2026) is approximately \$45,000.

While the proposed reclassifications will result in a short-term increase in personnel costs, any budget overages will be covered by available reserves. In the long term, these changes are expected to reduce expenditures by decreasing the District's reliance on external consultants and legal counsel.

Investing in dedicated, in-house expertise will enhance institutional knowledge, increase operational efficiency, and ensure the District is better positioned to manage work internally, providing both cost savings and continuity over time.

STAFF REPORT

To: Board of Directors
From: Adam Larsen
Date: October 22, 2025
Subject: Ad Hoc Committee on Employee Compensation (W & R)

RECOMMENDED ACTION

This item is presented for Board discussion and potential action regarding adjustments to employee compensation. While staff is not making a formal recommendation at this time, the Board may choose to make a motion and take action regarding the proposed salary changes for the positions under review.

BACKGROUND

At the August 14, 2025, Board meeting, Director Zamorano requested that employee compensation be placed on a future agenda for review. The goal was to assess whether current compensation for selected District positions remains competitive and aligned with market benchmarks.

During the Ad Hoc Committee meeting held on October 6, 2025, the committee requested recommendations to bring any staff compensated below market target levels, based on the last compensation study, up to those targets.

PROPOSED ADJUSTMENTS & RECLASSIFICATIONS

1. **Director of Finance and Human Resources**
 - Currently 6% below the market target.
 - Proposed salary: **\$233,000/year**, effective after the General Manager's next salary adjustment, to preserve proper compensation hierarchy.

2. **Water Resources Manager → Director of Water Resources & Strategic Affairs**
 - Currently 10% below market.
 - Proposed reclassification to Director-level position.
 - New salary range: \$183,456 – \$220,147.20/year, aligning with other Directors.

3. **Administrative Assistant – Board Secretary → Clerk of the Board/Executive Assistant**
 - Due to the breadth of responsibilities, direct market comparisons are limited.
 - Proposed reclassification to Clerk of the Board/Executive Assistant.
 - Current hourly range: **\$49.53 – \$59.43**
 - Proposed hourly range: **\$51.54 – \$61.84**

4. Meter Maintenance Technician → Meter Technician I–II–III

- Current position to be restructured into a three-tier classification (similar to Distribution and Treatment Operators).
- Existing range: **\$40.19 – \$48.22/hour**
- Proposed:
 - Meter Technician I: **\$36.38 – \$43.66/hour**
 - Meter Technician II: **\$40.19 – \$48.22/hour**
 - Meter Technician III: **\$44.39 – \$53.27/hour**
- **Note:** This change will not impact the current fiscal year but will support succession planning due to an upcoming retirement.
- Staff also requests to hire for this position as soon as possible due to an upcoming retirement to allow for training of a new employee.

FINANCIAL CONSIDERATIONS

The total estimated increase in salary costs for the remainder of the fiscal year (November 1, 2025, through June 30, 2026) associated with the proposed changes is approximately \$30,000.

Any budgetary overages resulting from these reclassifications will be offset using available reserves.

STAFF REPORT

To: Board of Directors
From: Adam Larsen, General Manager
Date: October 22, 2025
Subject: General Manager’s Monthly Report (September)

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production

Item	September 2025	September 2024	Difference
Monthly Production AF	5,417.03	6,429.85	-18.70%
Daily Average MG	58.78	69.67	-18.53%
Annual Production AF	35,399.47	40,969.98	-15.74%

Water Turbidity

Item	September 2025	August 2025	Difference
Raw Water Turbidity NTU	2.50	2.33	6.80%
Treated Water Turbidity NTU	0.016	.017	-6.25%
Monthly Turbidity Percentage Reduction	99.35%	99.28%	

*Folsom Lake Reservoir Storage Level AF**

Item	2025	2024	Difference
Lake Volume AF	443,151	460,167	-3.84%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

* Total Reservoir Capacity: 977,000 AF

Other Items of Interest:

- None

SYSTEM OPERATIONS

Distribution Operations:

Item	September 2025	August 2025	Difference
Leaks and Repairs	4	7	-3
Mains Flushed	0	44	-44
Valves Exercised	0	0	0
Hydrants Maintenance	0	0	0
Back Flows Tested	64	49	+15
Customer Service Calls	37	37	0

Distribution System Water Quality:

Water Quality Samples Taken	# Failed Samples	Supporting Information
40 Lab 24 In-House	0	

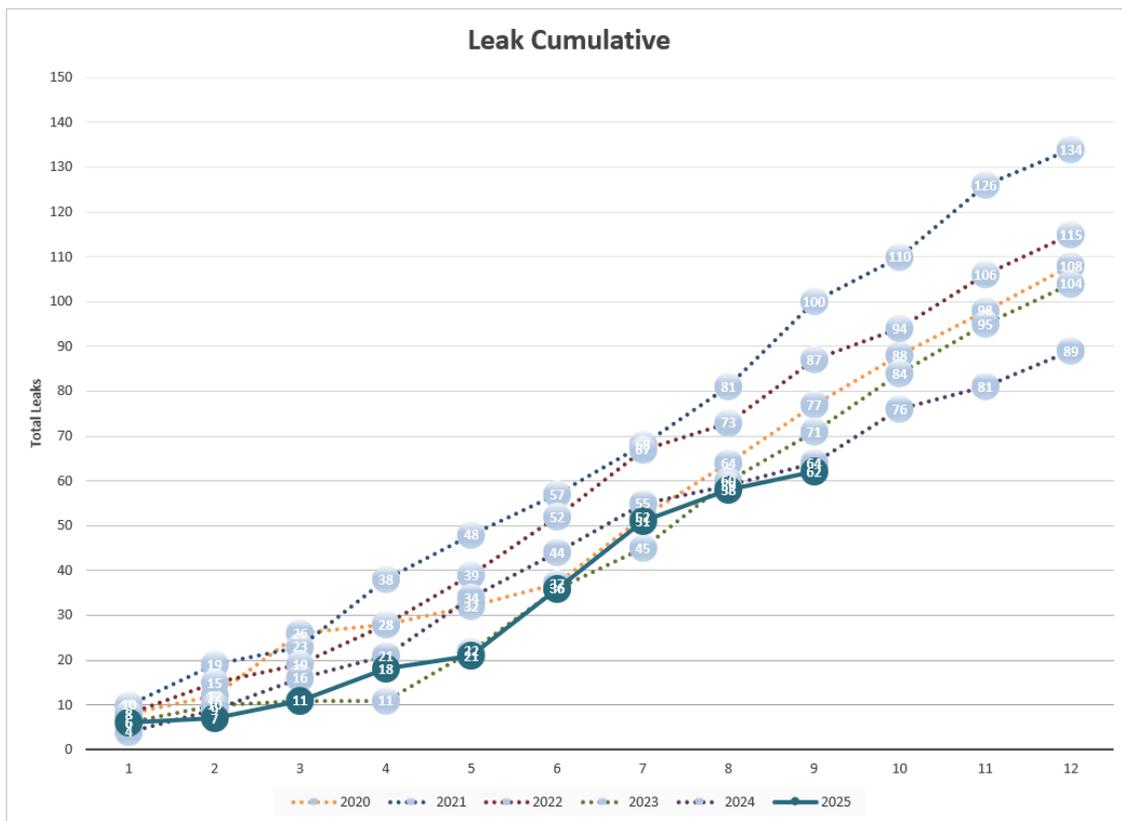


Figure 1: Annual Distribution System Leaks

CUSTOMER SERVICE ACTIVITIES

Billing Information for Month of September

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
4365	586	0	0

Water Efficiency Activities for September

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
3	120	3	29

Other Activities

- None

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

Project Title	Description	Status	Issues / Notes
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	In Construction	Water main installed. Construction on hold.
Greenside Parcel Split (5640 Macargo)	Minor parcel split of 2.0-Ac parcel into 3 lots	In Construction	Contractor to submit deposit for construction.
The Ivy at Granite Bay (formerly Pond View)	Senior Living Community (5620, 5630, 5640, 5650 Douglas Blvd; APNs 048-142-089, -092)	In Planning	Developer to submit improvement plans in 2025.
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	Project on hold
Hawk Estates	6-Lot Minor Subdivision (Dearwester Ln)	In Planning	Anticipate 1 st plan review submittal in 2025
Whitehawk I	24 Lot Subdivision (Douglas, east of Sierra College)	In Design	2nd plan review submitted 11/2024
WellQuest Granite Bay Cottages	16 Senior Housing Units (just east of 9747 Sierra College Blvd)	In Construction	Pre-construction meeting in Sept 2025
Excelsior Oaks	12-Lot Subdivision (Excelsior Ave, west of Peerless Ave)	In Design Review	Initial plan review submitted April 2025

ENGINEERING - CAPITAL PROJECTS

Status Update for Current Retail Projects

Project Title	Description	Status	Issues / Notes
Kokila Reservoir Replacement	Replace existing hypalon lined and covered reservoir with a new concrete tank	In Construction	Notice to Proceed issued August 27, 2025
Canyon Falls Village and "Subway" PRS Replacements	Rehabilitation of existing Pressure Reducing Stations (near the intersections of Canyon Falls Dr and Santa Juanita Ave, and AFR and Park PI)	In Design	Construction in FY 25/26
Service Line Replacement Projects (85/year)	Yearly program to replace 85 services per year as identified in the 2020 Retail Master Plan	In Construction	FY23/24 replacements (ACE Shopping Center) & FY24/25 (Hidden Oaks)
Air Release Valve Replacements (45/year for next 20 years)	Replacement of 45 Air Release Valves per year for the 20 years as identified in the 2020 Retail Master Plan	In Design	Construction of FY23/24 complete. Design complete for FY24/25, to be bid after construction of service replacements
Lakeland Dr Pipeline Replacement	Replacement of approx. 650-lf of 8-in pipe with new 12-in (from Douglas Blvd to W Granite Dr)	In Design	Design in FY24/25, Construction in FY26/27
W Hidden Lakes Dr Pipeline Replacement	Replacement of approx. 950-lf of existing 8-in pipe with new 12-in (from 7960 W Hidden Lakes Dr to Haley Dr)	In Design	Design in FY24/25, Construction in FY26/27
Fuller Dr Pipeline Extension	Installation of approx. 575-lf of new 10-in pipe (Fuller Dr, just east of AFR)	In Design	Design in FY24/25, Construction in FY26/27
Santa Juanita Ave Pipeline Replacement	Replacement of approx. 1,500-lf of existing 3-in pipe with new 8-in (from 8045 Santa Junita Ave to Barton Rd)	In Design	Design in FY24/25, Construction in FY25/26
Administration Building Electrical Panel Upgrade	Replacement of the electrical service at the Administration Building (50/50 split W/R)	In Design	Construction in FY25/26

Status Update for Current Wholesale Projects

Project Title	Description	Status (% Complete)	Issues/ Notes
Backwash Hood Rehabilitation and Rail Track Improvements	Rehabilitate or replace the two oldest Filter Backwash Hoods in the North and South basins, and replacement of the Rail Track.	In Construction	Construction for first Hood complete, second Hood in FY25/26
Administration Building Electrical Panel Upgrade	Replacement of the electrical service at the Administration Building (50/50 split W/R)	In Design	Construction in FY25/26

SAFETY & REGULATORY TRAINING – September 2025

Training Course	Staff
Risk Management Plan	Treatment

FINANCE/BUDGET

See attached



San Juan Water District, CA

Wholesale Operating Income Statement Group Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESAL					
Revenue					
41000 - Water Sales	10,602,100.00	10,602,100.00	0.00	2,097,217.50	8,504,882.50
43000 - Rebate	2,000.00	2,000.00	743.97	743.97	1,256.03
45000 - Other Operating Revenue	40,000.00	40,000.00	385.85	388.43	39,611.57
49000 - Other Non-Operating Revenue	231,000.00	231,000.00	0.00	-46,606.55	277,606.55
49990 - Transfer In	1,628,400.00	1,628,400.00	0.00	0.00	1,628,400.00
Revenue Total:	12,503,500.00	12,503,500.00	1,129.82	2,051,743.35	10,451,756.65
Expense					
51000 - Salaries and Benefits	5,173,300.00	5,173,300.00	328,372.96	1,243,761.60	3,929,538.40
52000 - Debt Service Expense	823,800.00	823,800.00	0.00	41,329.37	782,470.63
53000 - Source of Supply	820,400.00	820,400.00	70,470.99	190,784.34	629,615.66
54000 - Professional Services	919,200.00	919,200.00	4,848.23	94,880.71	824,319.29
55000 - Maintenance	719,200.00	719,200.00	5,108.38	80,456.30	638,743.70
56000 - Utilities	339,000.00	339,000.00	3,030.70	11,421.57	327,578.43
57000 - Materials and Supplies	1,080,000.00	1,080,000.00	75,288.50	367,539.56	712,460.44
58000 - Public Outreach	41,800.00	41,800.00	395.00	6,109.93	35,690.07
59000 - Other Operating Expenses	907,000.00	907,000.00	5,405.95	293,840.33	613,159.67
69000 - Other Non-Operating Expenses	2,500.00	2,500.00	750.00	750.00	1,750.00
Expense Total:	10,826,200.00	10,826,200.00	493,670.71	2,330,873.71	8,495,326.29
Fund: 010 - WHOLESAL Surplus (Deficit):	1,677,300.00	1,677,300.00	-492,540.89	-279,130.36	1,956,430.36
Total Surplus (Deficit):	1,677,300.00	1,677,300.00	-492,540.89	-279,130.36	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESAL	1,677,300.00	1,677,300.00	-492,540.89	-279,130.36	1,956,430.36
Total Surplus (Deficit):	1,677,300.00	1,677,300.00	-492,540.89	-279,130.36	



San Juan Water District, CA

Wholesale Capital Income Statement Group Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,535,900.00	1,535,900.00	637.34	637.34	1,535,262.66
44000 - Connection Fees	75,000.00	75,000.00	4,921.00	50,969.00	24,031.00
49000 - Other Non-Operating Revenue	910,300.00	910,300.00	0.00	-211,559.99	1,121,859.99
Revenue Total:	2,521,200.00	2,521,200.00	5,558.34	-159,953.65	2,681,153.65
Expense					
55000 - Maintenance	730,000.00	730,000.00	0.00	91,945.63	638,054.37
61000 - Capital Outlay	4,113,300.00	4,113,300.00	16,989.82	36,689.45	4,076,610.55
69900 - Transfers Out	1,628,400.00	1,628,400.00	0.00	0.00	1,628,400.00
Expense Total:	6,471,700.00	6,471,700.00	16,989.82	128,635.08	6,343,064.92
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):	-3,950,500.00	-3,950,500.00	-11,431.48	-288,588.73	-3,661,911.27
Total Surplus (Deficit):	-3,950,500.00	-3,950,500.00	-11,431.48	-288,588.73	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
011 - Wholesale Capital Outl...	-3,950,500.00	-3,950,500.00	-11,431.48	-288,588.73	-3,661,911.27
Total Surplus (Deficit):	-3,950,500.00	-3,950,500.00	-11,431.48	-288,588.73	



San Juan Water District, CA

Retail Operating Income Statement Group Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	17,811,200.00	17,811,200.00	1,072,289.32	1,090,758.60	16,720,441.40
45000 - Other Operating Revenue	443,000.00	443,000.00	33,353.56	-2,061.10	445,061.10
49000 - Other Non-Operating Revenue	258,400.00	258,400.00	0.00	-18,130.65	276,530.65
Revenue Total:	18,512,600.00	18,512,600.00	1,105,642.88	1,070,566.85	17,442,033.15
Expense					
41000 - Water Sales	4,000.00	4,000.00	381.99	1,368.53	2,631.47
51000 - Salaries and Benefits	7,571,300.00	7,571,300.00	465,236.52	1,710,524.02	5,860,775.98
52000 - Debt Service Expense	485,400.00	485,400.00	0.00	27,552.92	457,847.08
53000 - Source of Supply	3,542,700.00	3,542,700.00	0.00	702,345.00	2,840,355.00
54000 - Professional Services	1,064,800.00	1,064,800.00	10,749.73	159,069.03	905,730.97
55000 - Maintenance	431,600.00	431,600.00	21,260.29	79,745.53	351,854.47
56000 - Utilities	700,000.00	700,000.00	20,625.29	108,722.31	591,277.69
57000 - Materials and Supplies	393,500.00	393,500.00	25,222.63	73,983.39	319,516.61
58000 - Public Outreach	75,000.00	75,000.00	4,953.75	16,360.69	58,639.31
59000 - Other Operating Expenses	1,118,900.00	1,118,900.00	26,926.10	231,829.36	887,070.64
69000 - Other Non-Operating Expenses	59,000.00	59,000.00	2,250.00	2,250.00	56,750.00
69900 - Transfers Out	1,898,500.00	1,898,500.00	0.00	0.00	1,898,500.00
Expense Total:	17,344,700.00	17,344,700.00	577,606.30	3,113,750.78	14,230,949.22
Fund: 050 - RETAIL Surplus (Deficit):	1,167,900.00	1,167,900.00	528,036.58	-2,043,183.93	3,211,083.93
Total Surplus (Deficit):	1,167,900.00	1,167,900.00	528,036.58	-2,043,183.93	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	1,167,900.00	1,167,900.00	528,036.58	-2,043,183.93	3,211,083.93
Total Surplus (Deficit):	1,167,900.00	1,167,900.00	528,036.58	-2,043,183.93	



San Juan Water District, CA

Retail Capital Income Statement Group Summary

For Fiscal: 2025-2026 Period Ending: 09/30/2025

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,535,900.00	1,535,900.00	637.34	637.34	1,535,262.66
44000 - Connection Fees	100,000.00	100,000.00	7,520.00	8,700.00	91,300.00
49000 - Other Non-Operating Revenue	1,981,200.00	1,981,200.00	0.00	-172,941.73	2,154,141.73
49792 - Proceeds from Issuance of Debt	12,110,000.00	12,110,000.00	0.00	0.00	12,110,000.00
49990 - Transfer In	1,898,500.00	1,898,500.00	0.00	0.00	1,898,500.00
Revenue Total:	17,625,600.00	17,625,600.00	8,157.34	-163,604.39	17,789,204.39
Expense					
54000 - Professional Services	104,000.00	104,000.00	0.00	9,765.00	94,235.00
61000 - Capital Outlay	21,894,300.00	21,894,300.00	128,398.74	416,483.46	21,477,816.54
Expense Total:	21,998,300.00	21,998,300.00	128,398.74	426,248.46	21,572,051.54
Fund: 055 - Retail Capital Outlay Surplus (Deficit):	-4,372,700.00	-4,372,700.00	-120,241.40	-589,852.85	-3,782,847.15
Total Surplus (Deficit):	-4,372,700.00	-4,372,700.00	-120,241.40	-589,852.85	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-4,372,700.00	-4,372,700.00	-120,241.40	-589,852.85	-3,782,847.15
Total Surplus (Deficit):	-4,372,700.00	-4,372,700.00	-120,241.40	-589,852.85	

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
185170	Bacon Pump Station Perimeter Fenc	-7,452.08	0.00	-7,452.08
201117	Backwash Hood Rehabilitation (Two	0.00	7,910.40	-7,910.40
215120	Kokila Reservoir (Replace Hypalon w	0.00	719.41	-719.41
241101	Rehabilitation of 3 Backwash Pump	0.00	16,989.82	-16,989.82
241108	Wholesale Meter Terminal Replacen	0.00	65,635.81	-65,635.81
241109	Wholesale Meter PLC Replacements	0.00	26,309.82	-26,309.82
245106	FY23-24 Service Laterals Planned Rej	0.00	755.75	-755.75
245108	FY23-24 Air/Vacuum Relief Valve Rej	-34,717.55	0.00	-34,717.55
255125	Pump Station Evaluation (All District	0.00	9,765.00	-9,765.00
255133	FY24-25 Air/Vacuum Relief Valve Rej	0.00	1,325.00	-1,325.00
255135	FY24-25 Planned Service Laterals Rej	0.00	3,759.97	-3,759.97
265163	FY 25-26 Failed Svc Lat Repl (incl pav	0.00	368,275.54	-368,275.54
265171	FY25-26 Meter Replacement Program	0.00	25,640.89	-25,640.89
Project Totals:		-42,169.63	527,087.41	-569,257.04

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	-42,169.63	435,141.78	-477,311.41
CIP - Expense	0.00	91,945.63	-91,945.63
Group Totals:	-42,169.63	527,087.41	-569,257.04

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Engineering	-34,717.55	527,087.41	-561,804.96
Field Services	-7,452.08	0.00	-7,452.08
Type Totals:	-42,169.63	527,087.41	-569,257.04

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-700-57120	Maintenance - Facility	0.00	91,945.63	91,945.63
011-700-61145	Capital Outlay - WTP & Impro...	0.00	24,900.22	24,900.22
055-20030	Retentions Payable	42,169.63	0.00	42,169.63
055-700-54120	Professional Services - Other	0.00	9,765.00	9,765.00
055-700-61150	Capital Outlay - Mains/Pipeli...	0.00	374,116.26	374,116.26
055-700-61153	Capital Outlay - Meters and E...	0.00	25,640.89	25,640.89
055-700-61155	Capital Outlay - Reservoirs & ...	0.00	719.41	719.41
GL Account Totals:		42,169.63	527,087.41	569,257.04



Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
Asset					
Type: 1000 - Assets					
10010 - Cash and Investments	3,401,246.77	29,020,798.37	1,443,692.31	26,705,882.12	60,571,619.57
10510 - Accounts Receivable	0.01	0.01	563,879.16	-0.01	563,879.17
11000 - Inventory	9,215.46	0.00	565,716.57	230,544.31	805,476.34
12000 - Prepaid Expense	150,084.29	0.00	2,756.06	0.00	152,840.35
12850 - Lease Receivable	1,359,940.15	0.00	1,359,940.16	0.00	2,719,880.31
14010 - Deferred Outflows	3,354,588.46	0.00	3,341,046.66	0.00	6,695,635.12
17010 - Capital Assets - Work in Progress	439,363.11	0.00	670,229.32	0.00	1,109,592.43
17150 - Capital Assets - Land Non-depreciable	120,712.00	0.00	166,272.00	0.00	286,984.00
17160 - Capital Assets - Improvements Other Than Buildings	1,292,811.55	0.00	316,104.82	0.00	1,608,916.37
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	9,575,450.81	0.00	16,622,628.81
17300 - Capital Assets - Buildings & Improvements	1,336,421.99	0.00	380,889.96	0.00	1,717,311.95
17350 - Capital Assets - Water Treatment Plant & Imp	44,615,682.09	0.00	16,000.00	0.00	44,631,682.09
17400 - Capital Assets - Mains/Pipelines & Improvements	28,130,034.95	0.00	63,795,560.29	0.00	91,925,595.24
17410 - Capital Assets - Meters	17,097.25	0.00	1,782,452.69	0.00	1,799,549.94
17500 - Capital Assets - Reservoirs & Improvements	27,025,881.53	0.00	2,492,421.90	0.00	29,518,303.43
17700 - Capital Assets - Equipment & Furniture	14,058,942.87	0.00	1,238,235.07	0.00	15,297,177.94
17750 - Capital Assets - Vehicles	406,054.38	0.00	1,108,594.75	0.00	1,514,649.13
17800 - Capital Assets - Software	296,006.46	0.00	697,450.61	0.00	993,457.07
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-49,735,481.76	0.00	-35,489,478.61	0.00	-85,224,960.37
Total Type 1000 - Assets:	83,991,975.56	29,020,798.38	54,027,214.53	26,936,426.42	193,976,414.89
Total Asset:	83,991,975.56	29,020,798.38	54,027,214.53	26,936,426.42	193,976,414.89
Liability					
Type: 1000 - Assets					
10510 - Accounts Receivable	0.00	0.00	87,253.67	0.00	87,253.67
Total Type 1000 - Assets:	0.00	0.00	87,253.67	0.00	87,253.67
Type: 2000 - Liabilities					
20010 - Accounts Payable	99,690.42	19,167.82	77,677.79	87,266.84	283,802.87
20100 - Retentions Payable	0.00	98,499.14	0.00	0.01	98,499.15
21200 - Salaries & Benefits Payable	45,862.31	0.00	71,406.81	0.00	117,269.12
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	612,248.72	0.00	788,863.33	0.00	1,401,112.05
21373 - Deferred Inflows of Resources - Leases	1,265,527.53	0.00	1,265,526.72	0.00	2,531,054.25

Balance Sheet

As Of 09/30/2025

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21500 - Premium on Issuance of Bonds Series 2017	851,355.99	0.00	574,569.34	0.00	1,425,925.33
21600 - OPEB Liability	2,020,765.03	0.00	2,700,858.77	0.00	4,721,623.80
21700 - Pension Liability	2,461,549.91	0.00	3,204,251.46	0.00	5,665,801.37
22010 - Deferred Income	0.00	0.00	112,783.43	0.00	112,783.43
22050 - Deferred Inflows	875,497.13	0.00	884,502.17	0.00	1,759,999.30
23000 - Loans Payable	23,733,504.93	0.00	3,646,197.04	0.00	27,379,701.97
24000 - Current Bonds Payables	447,000.00	0.00	298,000.00	0.00	745,000.00
24250 - Bonds Payable 2017 Refunding	12,003,000.00	0.00	8,002,000.00	0.00	20,005,000.00
24300 - Loan - Refunding	3,291,025.42	0.00	1,786,933.88	0.00	5,077,959.30
29010 - Other Payables	24,539.00	0.00	73,616.00	0.00	98,155.00
Total Type 2000 - Liabilities:	47,731,566.40	117,666.96	23,487,186.73	87,266.85	71,423,686.94
Total Liability:	47,731,566.40	117,666.96	23,574,440.40	87,266.85	71,510,940.61
Equity					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	35,605,846.21	0.00	32,531,165.81	0.00	68,137,012.02
30500 - Designated Reserves	21,588.12	29,191,720.15	-166,729.23	24,058,704.07	53,105,283.11
30600 - Restricted Fund Balance	0.00	0.00	0.00	3,380,308.35	3,380,308.35
30700 - Restricted Debt Service Reserve	912,105.19	0.00	131,521.48	0.00	1,043,626.67
Total Type 3000 - Equity:	36,539,539.52	29,191,720.15	32,495,958.06	27,439,012.42	125,666,230.15
Total Total Beginning Equity:	36,539,539.52	29,191,720.15	32,495,958.06	27,439,012.42	125,666,230.15
Total Revenue	2,051,743.35	-159,953.65	1,070,566.85	-163,604.39	2,798,752.16
Total Expense	2,330,873.71	128,635.08	3,113,750.78	426,248.46	5,999,508.03
Revenues Over/Under Expenses	-279,130.36	-288,588.73	-2,043,183.93	-589,852.85	-3,200,755.87
Total Equity and Current Surplus (Deficit):	36,260,409.16	28,903,131.42	30,452,774.13	26,849,159.57	122,465,474.28
Total Liabilities, Equity and Current Surplus (Deficit):	83,991,975.56	29,020,798.38	54,027,214.53	26,936,426.42	193,976,414.89



San Juan Water District, CA

Check Report

By Vendor Name

Date Range: 09/02/2025 - 10/01/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	Void	09/09/2025	Regular	0.00	0.00	61197
	Void	09/16/2025	Regular	0.00	0.00	61205
	Void	09/16/2025	Regular	0.00	0.00	61206
	Void	09/16/2025	Regular	0.00	0.00	61207
	Void	09/16/2025	Regular	0.00	0.00	61208
	Void	09/16/2025	Regular	0.00	0.00	61209
	Void	09/16/2025	Regular	0.00	0.00	61210
	Void	09/16/2025	Regular	0.00	0.00	61211
	Void	09/16/2025	Regular	0.00	0.00	61212
	Void	09/16/2025	Regular	0.00	0.00	61213
	Void	09/16/2025	Regular	0.00	0.00	61214
	Void	09/16/2025	Regular	0.00	0.00	61215
	Void	09/16/2025	Regular	0.00	0.00	61216
	Void	09/16/2025	Regular	0.00	0.00	61217
	Void	09/16/2025	Regular	0.00	0.00	61218
	Void	09/16/2025	Regular	0.00	0.00	61219
	Void	09/16/2025	Regular	0.00	0.00	61220
	Void	09/16/2025	Regular	0.00	0.00	61221
	Void	09/16/2025	Regular	0.00	0.00	61222
	Void	09/16/2025	Regular	0.00	0.00	61223
	Void	09/16/2025	Regular	0.00	0.00	61224
	Void	09/16/2025	Regular	0.00	0.00	61225
	Void	09/16/2025	Regular	0.00	0.00	61226
	Void	09/16/2025	Regular	0.00	0.00	61227
	Void	09/16/2025	Regular	0.00	0.00	61228
	Void	09/16/2025	Regular	0.00	0.00	61229
	Void	09/16/2025	Regular	0.00	0.00	61230
	Void	09/16/2025	Regular	0.00	0.00	61231
	Void	09/16/2025	Regular	0.00	0.00	61232
	Void	09/16/2025	Regular	0.00	0.00	61233
	Void	09/16/2025	Regular	0.00	0.00	61234
	Void	09/16/2025	Regular	0.00	0.00	61245
	Void	09/30/2025	EFT	0.00	0.00	410274
03832	A.E. Media Group, LLC	09/09/2025	EFT	0.00	4,150.00	410234
03845	All Pro Backflow, Inc.	09/02/2025	Regular	0.00	6,550.00	61136
03845	All Pro Backflow, Inc.	09/04/2025	Regular	0.00	-6,550.00	61136
03845	All Pro Backflow, Inc.	09/04/2025	Regular	0.00	6,550.00	61163
03845	All Pro Backflow, Inc.	09/23/2025	Regular	0.00	5,350.00	61255
03406	Alpha Analytical Laboratories Inc.	09/02/2025	Regular	0.00	96.00	61137
03406	Alpha Analytical Laboratories Inc.	09/04/2025	Regular	0.00	-96.00	61137
03406	Alpha Analytical Laboratories Inc.	09/04/2025	Regular	0.00	96.00	61164
03406	Alpha Analytical Laboratories Inc.	09/16/2025	Regular	0.00	523.00	61235
03406	Alpha Analytical Laboratories Inc.	09/23/2025	Regular	0.00	1,800.00	61256
03981	Alpha CM, Inc.	09/04/2025	EFT	0.00	4,110.00	410215
01039	American Family Life Assurance Company of Co	09/25/2025	Bank Draft	0.00	301.50	Q386909-25-20
01039	American Family Life Assurance Company of Co	09/25/2025	Bank Draft	0.00	301.50	Q386909-25-20
01026	American River Ace Hardware, Inc.	09/16/2025	Regular	0.00	64.95	61236
03838	Aria Service Group	09/16/2025	EFT	0.00	3,384.00	410243
01328	Association of California Water Agencies / Joint	09/30/2025	EFT	0.00	7,683.22	410273
03739	Azteca Systems Holdings, LLC	09/04/2025	EFT	0.00	21,000.00	410216
03899	Bennett Engineering Services Inc	09/09/2025	EFT	0.00	1,325.00	410235
03594	Borges & Mahoney, Inc.	09/02/2025	Regular	0.00	14,168.25	61138
03594	Borges & Mahoney, Inc.	09/04/2025	Regular	0.00	-14,168.25	61138
03594	Borges & Mahoney, Inc.	09/04/2025	Regular	0.00	14,168.25	61165

Check Report

Date Range: 09/02/2025 - 10/01/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01234	Bryce Consulting, Inc.	09/04/2025	Regular	0.00	-1,374.80	61139
01234	Bryce Consulting, Inc.	09/02/2025	Regular	0.00	1,374.80	61139
01234	Bryce Consulting, Inc.	09/04/2025	Regular	0.00	1,374.80	61166
01234	Bryce Consulting, Inc.	09/16/2025	Regular	0.00	1,425.00	61237
01242	Bureau of Reclamation-MPR	09/23/2025	EFT	0.00	26,670.00	410262
01283	California Municipal Statistics Inc	09/16/2025	Regular	0.00	1,150.00	61238
03080	California State Disbursement Unit	09/12/2025	Bank Draft	0.00	1,358.76	PAY000000000
03078	CalPERS Health	09/05/2025	Bank Draft	0.00	50,334.11	1002994132
03078	CalPERS Health	09/05/2025	Bank Draft	0.00	58,926.85	1002994132
03078	CalPERS Health	09/05/2025	Bank Draft	0.00	58,926.85	1002994132
03130	CalPERS Retirement	09/05/2025	Bank Draft	0.00	350.00	1002990118
03130	CalPERS Retirement	09/12/2025	Bank Draft	0.00	47,668.92	1003003879
03130	CalPERS Retirement	09/17/2025	Bank Draft	0.00	160.00	1003003956
03226	Capitol Sand & Gravel Co.	09/23/2025	Regular	0.00	4,772.22	61257
03706	Capra Environmental Services, Corp.	09/04/2025	Regular	0.00	-1,310.00	61140
03706	Capra Environmental Services, Corp.	09/02/2025	Regular	0.00	1,310.00	61140
03706	Capra Environmental Services, Corp.	09/04/2025	Regular	0.00	1,310.00	61167
03221	Chemtrade Chemicals Corporation	09/04/2025	EFT	0.00	19,561.32	410217
03221	Chemtrade Chemicals Corporation	09/16/2025	EFT	0.00	19,980.80	410244
01366	Citistreet/CalPERS 457	09/12/2025	Bank Draft	0.00	9,634.37	1003003882
01372	City of Folsom	09/04/2025	Regular	0.00	-41.22	61141
01372	City of Folsom	09/02/2025	Regular	0.00	41.22	61141
01372	City of Folsom	09/04/2025	Regular	0.00	41.22	61168
01372	City of Folsom	09/23/2025	Regular	0.00	48.97	61258
01375	City of Sacramento	09/16/2025	Regular	0.00	500.00	61239
01378	Clark Pest Control of Stockton	09/23/2025	Regular	0.00	2,395.00	61259
04054	Cooperative Personnel Services	09/16/2025	EFT	0.00	707.50	410245
03698	Core & Main LP	09/04/2025	EFT	0.00	2,470.01	410218
03698	Core & Main LP	09/23/2025	EFT	0.00	14,498.13	410263
03890	Datalink Networks, Inc.	09/04/2025	EFT	0.00	7,970.97	410219
03890	Datalink Networks, Inc.	09/09/2025	EFT	0.00	2,308.00	410236
03890	Datalink Networks, Inc.	09/30/2025	EFT	0.00	1,283.59	410275
01521	DataProse, LLC	09/16/2025	EFT	0.00	4,716.17	410246
03424	Davis, Aaron	09/23/2025	Regular	0.00	171.55	61260
02410	DesJardin, Scott	09/04/2025	Regular	0.00	-140.00	61142
02410	DesJardin, Scott	09/02/2025	Regular	0.00	140.00	61142
02410	DesJardin, Scott	09/04/2025	Regular	0.00	140.00	61169
03848	E Source Companies LLC	09/16/2025	EFT	0.00	3,000.00	410247
03163	Economic Development Department	09/15/2025	Bank Draft	0.00	12,186.49	0-262-484-048
03163	Economic Development Department	09/12/2025	Bank Draft	0.00	617.52	0-262-484-048
03775	ECORP Consulting, Inc.	09/04/2025	Regular	0.00	-12,250.80	61143
03775	ECORP Consulting, Inc.	09/02/2025	Regular	0.00	12,250.80	61143
03775	ECORP Consulting, Inc.	09/04/2025	Regular	0.00	12,250.80	61170
03775	ECORP Consulting, Inc.	09/23/2025	Regular	0.00	17,792.35	61261
01574	Endress + Hauser, Inc.	09/09/2025	EFT	0.00	1,306.03	410237
01574	Endress + Hauser, Inc.	09/16/2025	EFT	0.00	11,440.00	410248
01574	Endress + Hauser, Inc.	09/23/2025	EFT	0.00	11,539.55	410264
01575	Engineering Supply Company, Inc	09/09/2025	Regular	0.00	835.00	61190
01609	Federal Express Corporation	09/09/2025	Regular	0.00	92.00	61191
03702	Flowline Contractors, Inc.	09/16/2025	EFT	0.00	38,210.61	410249
03702	Flowline Contractors, Inc.	09/23/2025	EFT	0.00	146,233.00	410265
01630	FM Graphics, Inc.	09/04/2025	Regular	0.00	-944.87	61144
01630	FM Graphics, Inc.	09/02/2025	Regular	0.00	944.87	61144
01630	FM Graphics, Inc.	09/04/2025	Regular	0.00	944.87	61171
01630	FM Graphics, Inc.	09/23/2025	Regular	0.00	209.14	61262
03173	Foley, Jacqueline	09/02/2025	Regular	0.00	279.50	61145
03173	Foley, Jacqueline	09/04/2025	Regular	0.00	-279.50	61145
03173	Foley, Jacqueline	09/04/2025	Regular	0.00	279.50	61172
01644	Franchise Tax Board	09/04/2025	Regular	0.00	-75.00	61146
01644	Franchise Tax Board	09/02/2025	Regular	0.00	75.00	61146
01644	Franchise Tax Board	09/04/2025	Regular	0.00	75.00	61173

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Date Range: 09/02/2025 - 10/01/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01644	Franchise Tax Board	09/16/2025	Regular	0.00	75.00	61240
01644	Franchise Tax Board	09/30/2025	Regular	0.00	75.00	61274
01651	Future Ford, Inc.	09/16/2025	EFT	0.00	2,074.82	410250
03091	Granite Bay Ace Hardware	09/09/2025	Regular	0.00	47.26	61192
02567	Grant, Teri	09/23/2025	Regular	0.00	49.70	61263
01706	Graymont Western US Inc.	09/16/2025	EFT	0.00	8,793.08	410251
01706	Graymont Western US Inc.	09/30/2025	EFT	0.00	8,499.72	410276
01721	Hach Company	09/04/2025	EFT	0.00	292.31	410220
01721	Hach Company	09/16/2025	EFT	0.00	1,767.09	410252
01721	Hach Company	09/23/2025	EFT	0.00	205.65	410266
01733	Harris Industrial Gases	09/02/2025	Regular	0.00	108.05	61147
01733	Harris Industrial Gases	09/04/2025	Regular	0.00	-108.05	61147
01733	Harris Industrial Gases	09/04/2025	Regular	0.00	108.05	61174
01741	HDR Engineering, Inc.	09/09/2025	EFT	0.00	1,325.00	410238
02047	Heasley, Mike	09/02/2025	Regular	0.00	360.00	61148
02047	Heasley, Mike	09/04/2025	Regular	0.00	-360.00	61148
02047	Heasley, Mike	09/04/2025	Regular	0.00	360.00	61175
03810	Hildebrand Consulting, LLC	09/09/2025	Regular	0.00	4,375.00	61193
03810	Hildebrand Consulting, LLC	09/16/2025	Regular	0.00	4,000.00	61241
01778	IDEXX Distribution, Inc.	09/16/2025	EFT	0.00	4,459.04	410253
03164	Internal Revenue Service	09/29/2025	Bank Draft	0.00	-168.84	270564180232
03164	Internal Revenue Service	09/29/2025	Bank Draft	0.00	168.84	270564180232
03164	Internal Revenue Service	09/12/2025	Bank Draft	0.00	67,447.12	270565501991
03164	Internal Revenue Service	09/12/2025	Bank Draft	0.00	2,522.12	270565501991
03520	Johnson, Jeff A	09/02/2025	Regular	0.00	216.47	61149
03520	Johnson, Jeff A	09/04/2025	Regular	0.00	-216.47	61149
03520	Johnson, Jeff A	09/04/2025	Regular	0.00	216.47	61176
01917	Kennedy/Jenks Consultants, Inc.	09/16/2025	EFT	0.00	1,622.40	410254
01959	Les Schwab Tire Centers of California Inc	09/23/2025	Regular	0.00	368.09	61264
03553	Mallory Safety and Supply LLC	09/04/2025	EFT	0.00	932.48	410221
02024	MCI WORLDCOM	09/02/2025	Regular	0.00	53.71	61150
02024	MCI WORLDCOM	09/04/2025	Regular	0.00	-53.71	61150
02024	MCI WORLDCOM	09/04/2025	Regular	0.00	53.71	61177
02024	MCI WORLDCOM	09/23/2025	Regular	0.00	53.71	61265
02027	Mcmaster-Carr Supply Company	09/09/2025	EFT	0.00	359.09	410239
02027	Mcmaster-Carr Supply Company	09/23/2025	EFT	0.00	37.71	410267
01472	Mel Dawson, Inc.	09/16/2025	EFT	0.00	3,115.69	410255
03959	MSLA Landscape Architecture, Inc.	09/02/2025	Regular	0.00	5,600.00	61151
03959	MSLA Landscape Architecture, Inc.	09/04/2025	Regular	0.00	-5,600.00	61151
03959	MSLA Landscape Architecture, Inc.	09/04/2025	Regular	0.00	5,600.00	61178
02093	NDS Solutions, Inc	09/04/2025	Regular	0.00	-1,882.82	61152
02093	NDS Solutions, Inc	09/02/2025	Regular	0.00	1,882.82	61152
02093	NDS Solutions, Inc	09/04/2025	Regular	0.00	1,882.82	61179
02093	NDS Solutions, Inc	09/23/2025	Regular	0.00	2,488.57	61266
02131	ODP Business Solutions, LLC	09/02/2025	Regular	0.00	267.19	61153
02131	ODP Business Solutions, LLC	09/04/2025	Regular	0.00	-267.19	61153
02131	ODP Business Solutions, LLC	09/04/2025	Regular	0.00	267.19	61180
02131	ODP Business Solutions, LLC	09/09/2025	Regular	0.00	241.00	61194
02131	ODP Business Solutions, LLC	09/16/2025	Regular	0.00	211.09	61242
02131	ODP Business Solutions, LLC	09/23/2025	Regular	0.00	266.11	61267
02150	Pace Supply Corp	09/04/2025	Regular	0.00	-21,181.02	61154
02150	Pace Supply Corp	09/02/2025	Regular	0.00	21,181.02	61154
02150	Pace Supply Corp	09/04/2025	Regular	0.00	21,181.02	61181
02150	Pace Supply Corp	09/09/2025	Regular	0.00	1,541.76	61195
02158	Pacific Storage Company	09/04/2025	EFT	0.00	338.81	410222
03919	Pastore, Danielle C	09/16/2025	Regular	0.00	24.92	61243
04037	Pavion Corp.	09/09/2025	EFT	0.00	1,819.67	410240
04037	Pavion Corp.	09/30/2025	EFT	0.00	56.10	410277
02146	PG&E	09/09/2025	Regular	0.00	-11,551.06	61097
02146	PG&E	09/09/2025	Regular	0.00	11,551.06	61196
02146	PG&E	09/16/2025	Regular	0.00	13,400.19	61244

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Date Range: 09/02/2025 - 10/01/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03917	Philips, April R	09/02/2025	Regular	0.00	4.25	61155
03917	Philips, April R	09/04/2025	Regular	0.00	-4.25	61155
03917	Philips, April R	09/04/2025	Regular	0.00	4.25	61182
02205	Placer County Air Pollution Control District	09/09/2025	Regular	0.00	1,774.87	61198
02205	Placer County Air Pollution Control District	09/30/2025	Regular	0.00	452.34	61275
02219	Placer County Tax Collector	09/30/2025	Regular	0.00	79.80	61276
03834	Preferred Alliance, Inc.	09/04/2025	EFT	0.00	60.00	410223
03996	Premier Print & Mail, Inc.	09/30/2025	EFT	0.00	14,296.74	410278
03961	Proso Communications	09/04/2025	Regular	0.00	-8,790.00	61156
03961	Proso Communications	09/02/2025	Regular	0.00	8,790.00	61156
03961	Proso Communications	09/04/2025	Regular	0.00	8,790.00	61183
03961	Proso Communications	09/16/2025	Regular	0.00	8,297.12	61246
03850	Proud, Scott	09/09/2025	Regular	0.00	6,815.00	61199
03543	Quadient Finance USA, Inc. - Postage	09/04/2025	EFT	0.00	1,013.90	410224
03543	Quadient Finance USA, Inc. - Postage	09/23/2025	EFT	0.00	54.63	410268
01736	Quadient Leasing USA, Inc. - Lease	09/04/2025	EFT	0.00	462.81	410225
01736	Quadient Leasing USA, Inc. - Lease	09/23/2025	EFT	0.00	93.92	410269
04065	Radu, Ionut	09/09/2025	Regular	0.00	289.00	61200
02275	Ramos Oil Recyclers Inc	09/09/2025	Regular	0.00	650.16	61201
02283	Recology Auburn Placer	09/16/2025	Regular	0.00	840.50	61247
04056	Regents of the University of California	09/04/2025	Regular	0.00	-800.00	61157
04056	Regents of the University of California	09/02/2025	Regular	0.00	800.00	61157
04056	Regents of the University of California	09/04/2025	Regular	0.00	800.00	61184
02223	Rexel Inc (Platt - Rancho Cordova)	09/16/2025	Regular	0.00	26,309.82	61248
02292	Rexel USA Inc	09/30/2025	EFT	0.00	1,122.92	410279
04068	Roche, Casey & Danielle	09/23/2025	Regular	0.00	1,000.00	61268
02328	Rocklin Windustrial Co	09/04/2025	Regular	0.00	-394.28	61158
02328	Rocklin Windustrial Co	09/02/2025	Regular	0.00	394.28	61158
02328	Rocklin Windustrial Co	09/04/2025	Regular	0.00	394.28	61185
03681	RS Americas, Inc.	09/09/2025	EFT	0.00	621.69	410241
03385	S J Electro Systems Inc	09/04/2025	EFT	0.00	12,161.25	410226
02357	Sacramento Municipal Utility District (SMUD)	09/23/2025	Regular	0.00	31,827.50	61269
02459	Sierra Safety Company	09/23/2025	Regular	0.00	193.35	61270
03822	SIJ Holdings LLC	09/09/2025	EFT	0.00	499.37	410242
03822	SIJ Holdings LLC	09/23/2025	EFT	0.00	492.05	410270
03822	SIJ Holdings LLC	09/30/2025	EFT	0.00	1,371.07	410280
04049	SST Construction LLC	09/16/2025	EFT	0.00	5,045.00	410256
02504	Starr Consulting	09/04/2025	EFT	0.00	2,730.00	410227
02504	Starr Consulting	09/30/2025	EFT	0.00	390.00	410281
01641	Sun Life Assurance Company of Canada	09/12/2025	Bank Draft	0.00	11,648.14	1689202
01411	SureWest Telephone	09/23/2025	Regular	0.00	4,151.59	61271
04007	TAK Broadband CA, LLC	09/04/2025	Regular	0.00	-32,376.70	61159
04007	TAK Broadband CA, LLC	09/02/2025	Regular	0.00	32,376.70	61159
04007	TAK Broadband CA, LLC	09/04/2025	Regular	0.00	32,376.70	61186
02553	TDJE Incorporated	09/09/2025	Regular	0.00	57,619.87	61202
02572	Thatcher Company of California, Inc.	09/16/2025	EFT	0.00	32,100.00	410257
03799	Thirkettle Corporation	09/23/2025	EFT	0.00	887.16	410271
03729	Tree Pro Tree Services, Inc.	09/09/2025	Regular	0.00	1,773.06	61203
03846	U.S. Bancorp Asset Management, Inc.	09/16/2025	EFT	0.00	1,071.54	410258
02281	UBEO West, LLC	09/23/2025	Regular	0.00	97.11	61272
03876	Uline Inc	09/16/2025	EFT	0.00	287.27	410259
02651	UPS Supply Chain Solutions, Inc.	09/16/2025	EFT	0.00	65.96	410260
02667	US Bank Corporate Payments Sys (CalCard)	09/17/2025	Bank Draft	0.00	35,116.23	474-524025-25
02665	US BANK St. Paul	09/04/2025	EFT	0.00	3,000.00	410228
03077	VALIC	09/12/2025	Bank Draft	0.00	3,621.66	436220
03986	Vaneli's Inc.	09/23/2025	EFT	0.00	114.25	410272
02690	Verizon Wireless	09/23/2025	Regular	0.00	3,296.60	61273
02700	Viking Shred LLC	09/04/2025	Regular	0.00	-64.00	61160
02700	Viking Shred LLC	09/02/2025	Regular	0.00	64.00	61160
02700	Viking Shred LLC	09/04/2025	Regular	0.00	64.00	61187
03967	Viramontes, Benjamin J	09/30/2025	Regular	0.00	506.00	61277

Check Report

Date Range: 09/02/2025 - 10/01/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01687	W. W. Grainger, Inc.	09/02/2025	Regular	0.00	1,420.09	61161
01687	W. W. Grainger, Inc.	09/04/2025	Regular	0.00	-1,420.09	61161
01687	W. W. Grainger, Inc.	09/04/2025	Regular	0.00	1,420.09	61188
01687	W. W. Grainger, Inc.	09/09/2025	Regular	0.00	2,029.70	61204
02710	WageWorks, Inc.	09/04/2025	EFT	0.00	116.00	410230
03387	WageWorks, Inc	09/04/2025	EFT	0.00	541.53	410229
03387	WageWorks, Inc	09/16/2025	EFT	0.00	541.53	410261
03387	WageWorks, Inc	09/30/2025	EFT	0.00	541.53	410282
01068	Walker, Glenn C.	09/16/2025	Regular	0.00	53.08	61249
01068	Walker, Glenn C.	09/30/2025	Regular	0.00	1,384.38	61278
01486	WAPA - Department of Energy	09/04/2025	EFT	0.00	1,795.99	410231
01486	WAPA - Department of Energy	09/30/2025	EFT	0.00	2,144.13	410283
03791	Water Systems Consulting, Inc.	09/04/2025	EFT	0.00	8,379.25	410232
03791	Water Systems Consulting, Inc.	09/30/2025	EFT	0.00	1,385.75	410284
02730	Western Area Power Administration	09/04/2025	EFT	0.00	8,400.00	410233
02743	Wienhoff & Associates, Inc.	09/04/2025	Regular	0.00	-243.00	61162
02743	Wienhoff & Associates, Inc.	09/02/2025	Regular	0.00	243.00	61162
02743	Wienhoff & Associates, Inc.	09/04/2025	Regular	0.00	243.00	61189
04069	Young, Cole S	09/30/2025	Regular	0.00	506.00	61279

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	176	107	0.00	447,828.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	60	0.00	-122,543.08
Bank Drafts	18	19	0.00	361,122.14
EFT's	115	70	0.00	491,033.80
	309	256	0.00	1,177,441.39

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	176	107	0.00	447,828.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	60	0.00	-122,543.08
Bank Drafts	18	19	0.00	361,122.14
EFT's	115	70	0.00	491,033.80
	309	256	0.00	1,177,441.39

Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	9/2025	1,177,441.39
			1,177,441.39



San Juan Water District, CA

Vendor History Report

By Vendor Name

Posting Date Range 07/01/2025 - 09/30/2025

Payment Date Range -



Payroll Set: 01-San Juan Water District

Employee Number	Employee Name	Pay Code	# of Payments	Units	Pay Amount
0690	Costa, Ted	Reg - Regular Hours	3	19.00	3,800.00
			0690 - Costa Total:	19.00	3,800.00
1056	McRae, Michael	Reg - Regular Hours	3	16.00	3,200.00
			1056 - McRae Total:	16.00	3,200.00
1003	Rich, Daniel	Reg - Regular Hours	3	10.00	2,000.00
			1003 - Rich Total:	10.00	2,000.00
0650	Tobin, Pamela	Reg - Regular Hours	3	24.00	4,800.00
			0650 - Tobin Total:	24.00	4,800.00
1039	Zamorano, Manuel	Reg - Regular Hours	3	18.00	3,600.00
			1039 - Zamorano Total:	18.00	3,600.00
			Report Total:	87.00	17,400.00



Payroll Set: 01-San Juan Water District

Account	Account Description	Units	Pay Amount
010-010-58110	Director - Stipend	43.50	8,700.00
	010 - WHOLESALE Total:	43.50	8,700.00
050-010-58110	Director - Stipend	43.50	8,700.00
	050 - RETAIL Total:	43.50	8,700.00
	Report Total:	87.00	17,400.00



Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg - Regular Hours	Regular Hours	15	87.00	17,400.00
		Report Total:	87.00	17,400.00

2025/26 Actual Deliveries and Revenue - By Wholesale Customer Agency

July - September 2025								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	5,083.28	\$ 985,026	5,099.74	\$ 985,942	16.46	0.3%	\$ 915	0.1%
Citrus Heights Water District	4,150.50	\$ 862,568	4,047.27	\$ 856,827	(103.23)	-2.5%	\$ (5,740)	-0.7%
Fair Oaks Water District	3,073.34	\$ 630,808	3,002.64	\$ 626,877	(70.70)	-2.3%	\$ (3,932)	-0.6%
Orange Vale Water Co.	1,604.40	\$ 323,082	1,645.71	\$ 325,379	41.31	2.6%	\$ 2,297	0.7%
City of Folsom	443.51	\$ 94,016	449.88	\$ 94,370	6.37	1.4%	\$ 354	0.4%
Granite Bay Golf Course	190.57	\$ 6,737	197.22	\$ 6,972	6.65	3.5%	\$ 235	3.5%
Sac Suburban Water District	-	\$ -	3,596.31	\$ 1,249,969	3,596.31	0.0%	\$ 1,249,969	0.0%
TOTAL	14,545.59	\$ 2,902,237	18,038.77	\$ 4,146,336	3,493.18	24.0%	\$ 1,244,100	42.9%

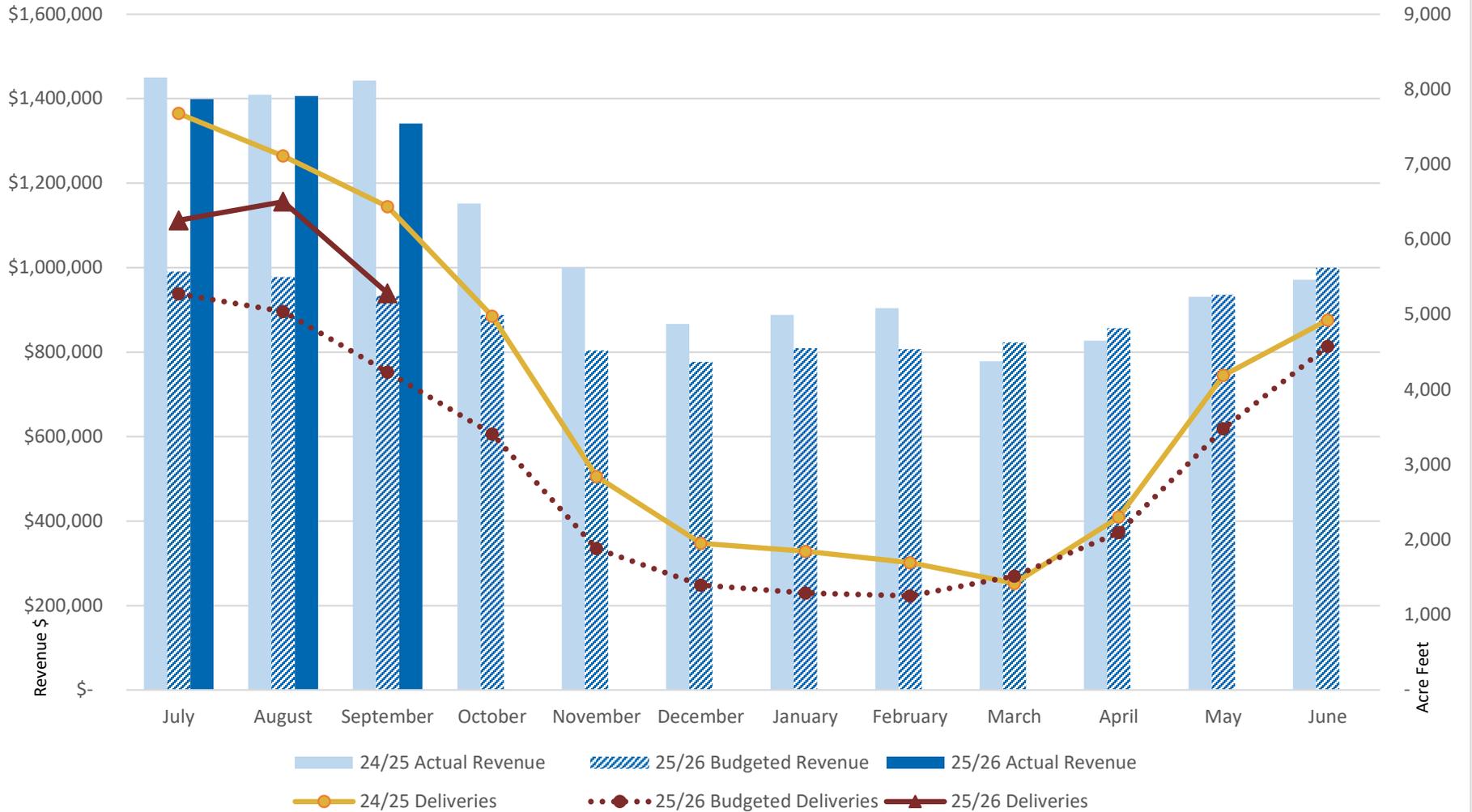
Budgeted Deliveries	14,545.59
Actual Deliveries	18,038.77
Difference	3,493.18
	24.0%

Budgeted Water Sale Revenue	\$ 2,902,237
Actual Water Sale Revenue	\$ 4,146,336
Difference	\$ 1,244,100
	42.9%

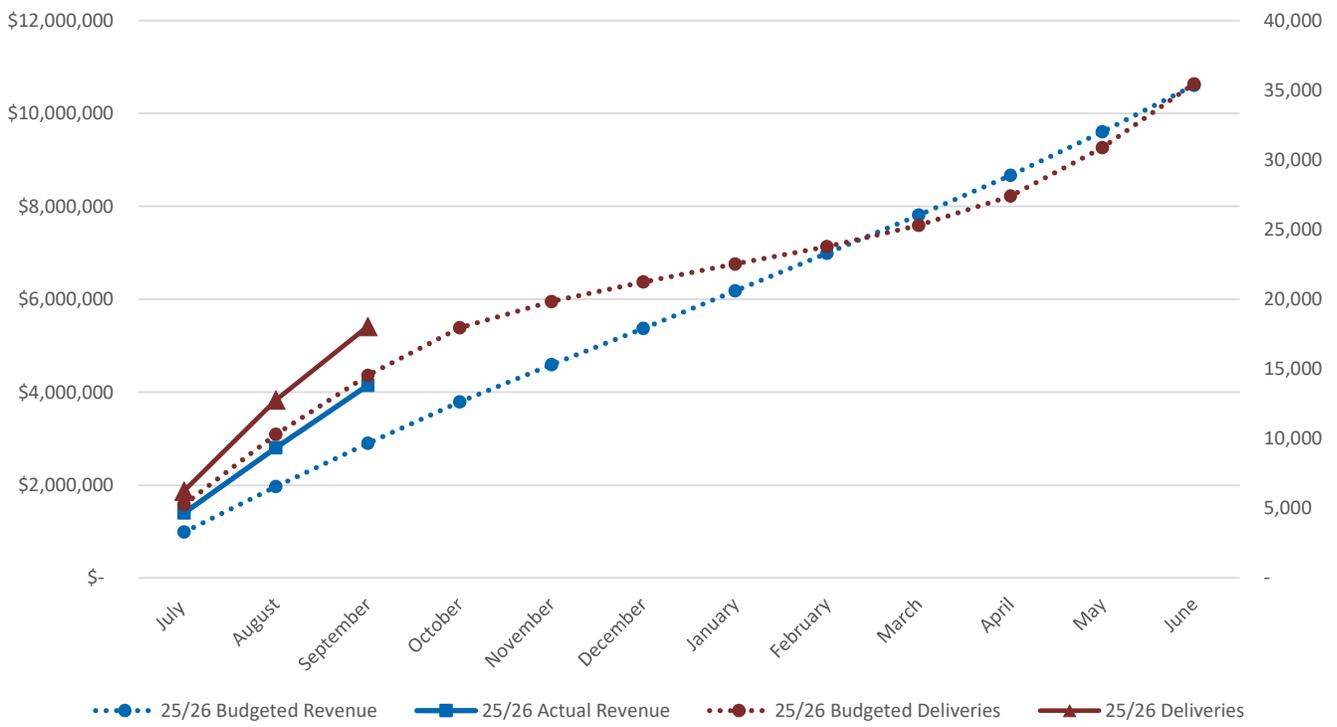
Conclusion:

Total deliveries for July–September 2025 exceeded projections by 24%, while revenue surged 42.9% above budget. This was driven primarily by unbudgeted transfer sales to Sacramento Suburban Water District (SSWD). While Orange Vale, Folsom, and Granite Bay Golf Course showed modest increases, Fair Oaks and Citrus Heights experienced slight declines in deliveries and revenue. Overall, demand remained stable across agencies. Without SSWD’s participation, total deliveries would have been just 0.7% below budget, and revenue would have been nearly on target with a negligible decrease of 0.2%.

Comparison of Fiscal Year 2024/2025 Actuals to 2025/2026 Projections and Actuals of Deliveries and Revenue



Cumulative Water Deliveries and Revenues FY 2025-26





[Back to Agenda](#)

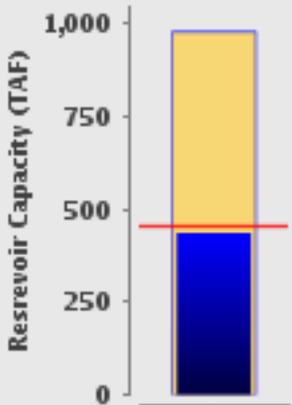
AGENDA ITEM VIII-2.1

CURRENT RESERVOIR CONDITIONS

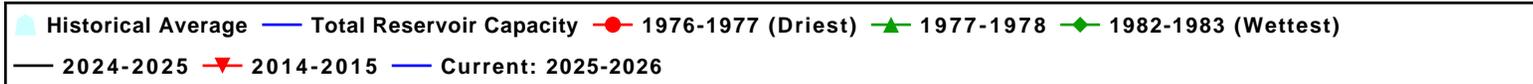
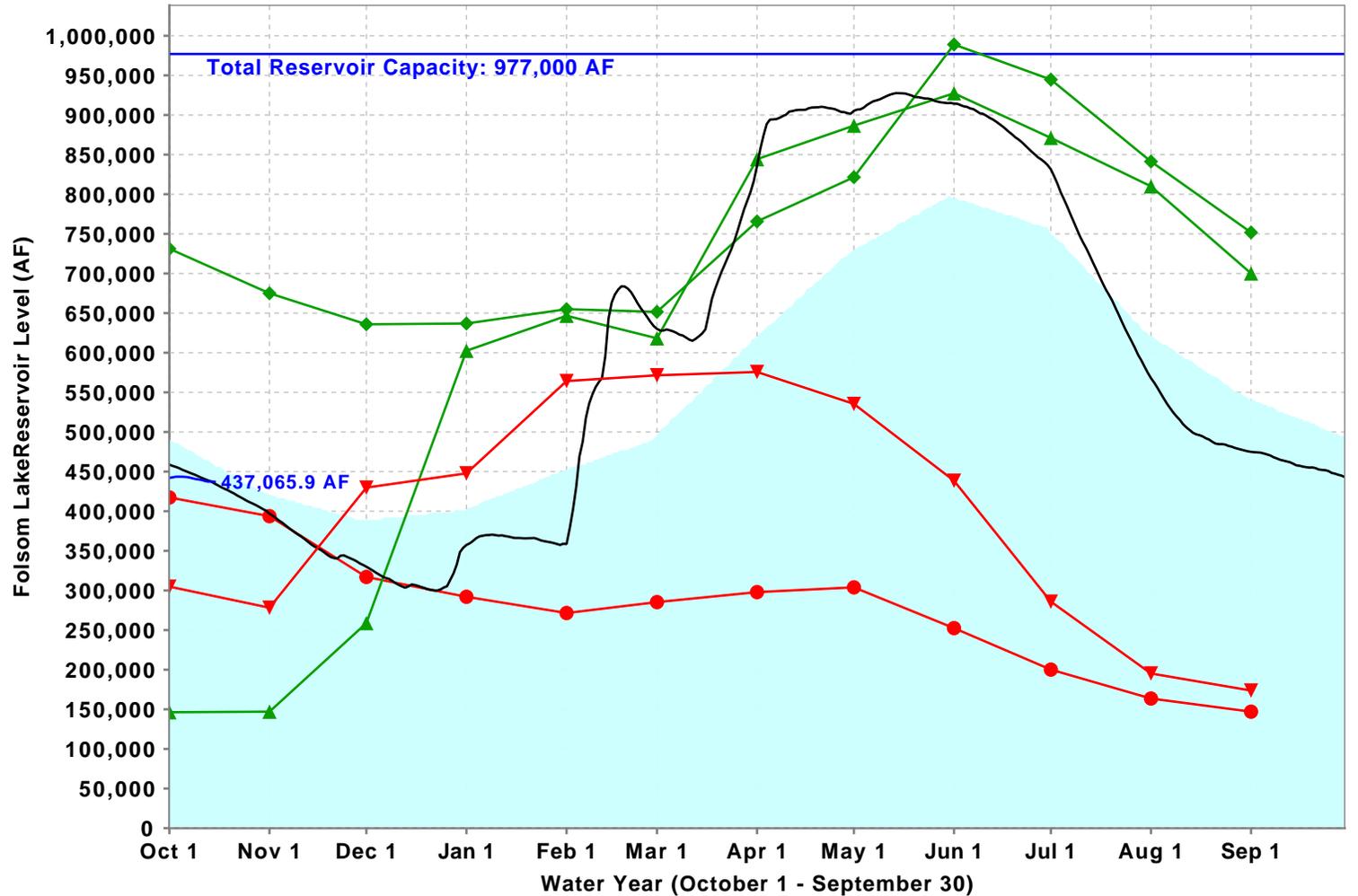


Folsom Lake Conditions

(as of Midnight - October 15, 2025)



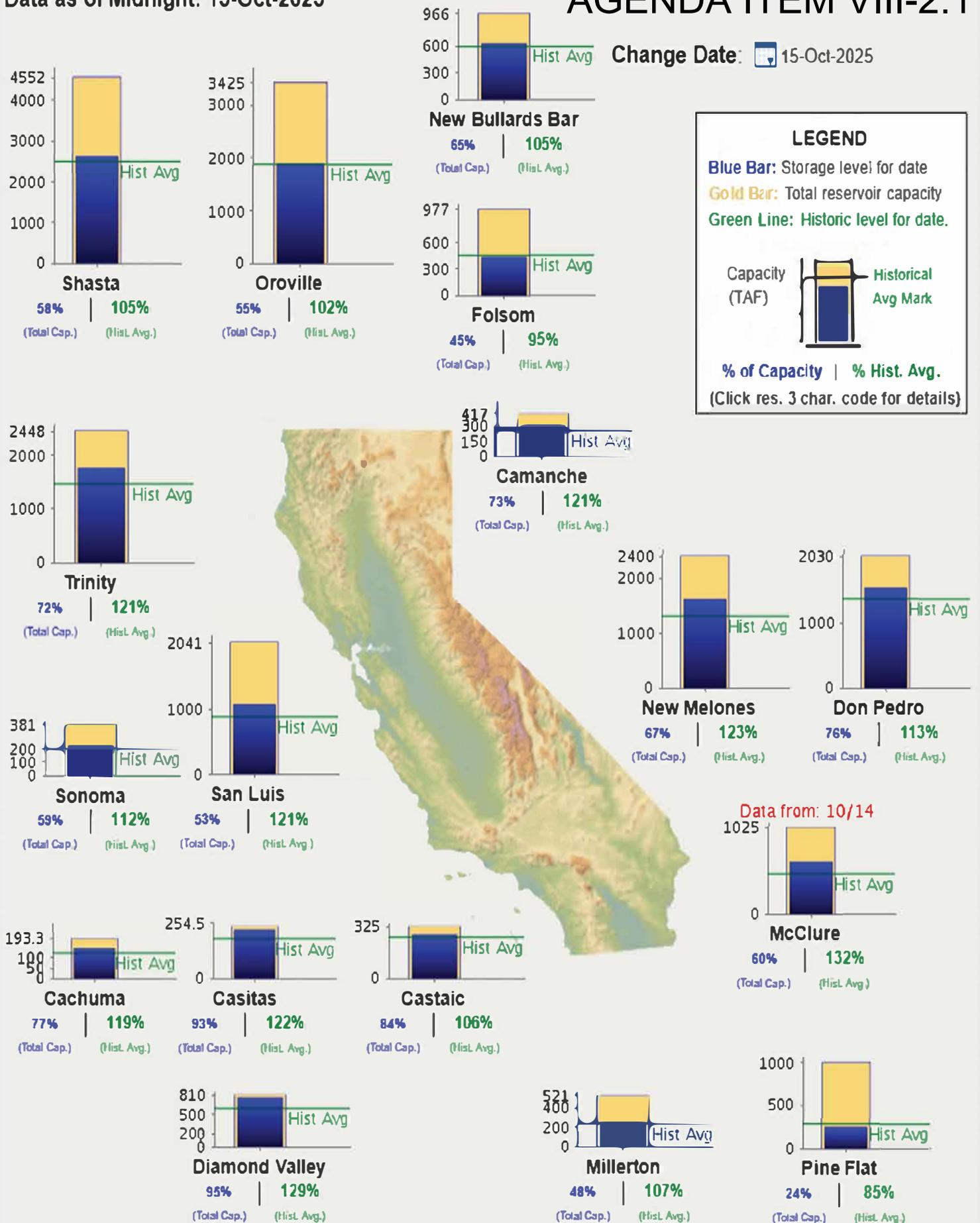
Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight October 15, 2025



AGENDA ITEM VIII-2.1

Data as of Midnight: 15-Oct-2025

Change Date: 15-Oct-2025



[Click to download printable version of current data.](#)

Report Generated: 16-Oct-2025 11:35 AM

The CSI link has been disabled to zoom in, for the lack of historical data.

**Finance Committee Meeting Minutes
San Juan Water District
October 7, 2025
1:00 p.m.**

Committee Members: Mike McRae, Director (Chair)
Manuel Zamorano, Director (Member)

District Staff: Adam Larsen, General Manager
Donna Silva, Director of Finance & Human Resources
Tony Barela, Director of Operations
Andrew Pierson, Director of Engineering
Daniel Griego, Field Services Manager
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Adam Vasquez
Meera Deshmane

1. Review General Manager Reimbursements (W & R)

The Committee reviewed the August credit card charges for the former General Manager and found them to be in order and there was no reimbursement request from the General Manager. Ms. Silva explained that charges for the Urban Water conference, which the former General Manager did not attend, were fully reimbursed between credits for the registration, flight credits and a reimbursement check from the former General Manager.

2. Review Check Register from September 2025 (W & R)

The Committee reviewed the September 2025 check register and found it to be in order.

3. Review of Legal Bills (W & R)

The Committee reviewed the legal bills and found them to be in order for July and August for Stoel Rives. Ms. Silva explained that the July and August invoices for Jones Mayer are in the process of being coded and will be available at the next Committee meeting.

4. Other Finance Matters (W & R)

In response to Ms. Deshmane's question, Director McRae requested that the Retail Rate review be on the October 22nd Board meeting agenda. GM Larsen informed the Committee that he planned to discuss this at the Board meeting to possibly schedule a workshop to discuss the roadmap and scope of work.

Ms. Silva informed the Committee that the auditors will be starting work on October 20th. In addition, she plans to review the FY 2024-25 Budget to Actuals with the Board in November.

5. Public Comment

Ms. Deshmane voiced concern about possible double dipping expenses in the user fees. Ms. Silva offered to meet with her after this meeting to discuss her concerns and show her the information that she had mentioned at the last Board meeting. In addition, Ms. Silva explained that the financial plans are a reasonable estimate of costs based on budget and projections, and the actual numbers will vary. Ms. Silva stated that the study is only updated every five years.

The meeting was adjourned at 1:35 p.m.

**Personnel Committee Meeting Minutes
San Juan Water District
October 8, 2025
2:00 p.m.**

Committee Members: Mike McRae, Chair
Pam Tobin

District Staff: Adam Larsen, General Manager
Chris von Collenberg, Information Technology Manager
Greg Zlotnick, Water Resources Manager
Mike Spencer, Water Treatment Plant Manager
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Adam Vasquez
Anonymous
Bruce P.

Topics: Proposal for Position Reclassifications and Pay Scale Adjustments (W & R)
Proposal for Retirement Transition (W & R)
Other Personnel Matters
Public Comment

1. Proposal for Position Reclassifications and Pay Scale Adjustments (W & R)

GM Larsen provided a written staff report which will be included in the Board packet. He explained that he is not asking for additional staff positions but rather reclassification of some positions.

The committee reviewed the four positions which were listed in the staff report and viewed the organizational chart to better understand where those positions fell within the District. The committee discussed the need for specific training and certifications in certain positions. GM Larsen explained how each position would benefit the District, the transitions that take place and that he is working on a plan on how to measure the success of the reclassified positions.

GM Larsen explained that he was not looking for a recommendation from the committee since this item will be on the Board agenda for discussion by the whole Board.

2. Proposal for Retirement Transition (W & R)

GM Larsen informed the committee that this item did not need to be discussed at this time.

3. Other Personnel Matters

There were no other matters discussed.

4. Public Comment

There were no public comments.

The meeting was adjourned at 2:22 p.m.