

SAN JUAN WATER DISTRICT BOARD MEETING AGENDA

January 10, 2018
6:00 p.m.
9935 Auburn Folsom Road
Granite Bay, CA 95746

The Board may take action on any item on the agenda, including items listed on the agenda as information items. 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.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Public comment on items within the jurisdiction of the Board is welcome, subject to reasonable time limitations for each speaker. Upon request, agenda items may be moved up to accommodate those in attendance wishing to address that item. Please inform the General Manager. Times on the agenda are estimates, and items may be discussed at a different time than listed.

In compliance with the American's with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Board Secretary at 916-791-6905. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

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

I. PUBLIC FORUM

During the Public Forum, the Board may briefly respond to statements made or questions posed by the public, or 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 determinations to add the matter to the agenda

II. 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 after the motion to approve the Consent Calendar.

1. Board Meeting Schedule Change

Recommendation: Adopt Resolution 18-01 changing the dates for its regular meetings and approving a conforming amendment to the Board Rules

III. NEW BUSINESS

1. RWA Executive Committee Election and Chair/Vice Chair Election

Provide direction to District representatives to RWA

IV. OLD BUSINESS

1. District Staffing

Discuss

V. ADJOURN

I declare under penalty of perjury that the foregoing agenda for January 10, 2018, Workshop of the Board of Directors of San Juan Water District was posted by Friday, January 5, 2018, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and was freely accessible to the public.

Teri Grant
Board Secretary

RESOLUTION NO. 18-01

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN JUAN WATER DISTRICT
CHANGING THE DATES FOR ITS REGULAR MEETINGS
AND APPROVING A CONFORMING AMENDMENT TO THE BOARD RULES**

WHEREAS, pursuant to Government Code sections 54954 and 61044, the District Board of Directors has fixed the time and place of its regular meetings as 6:00 p.m. on the second and fourth Wednesday of each month, and set forth that time and those dates in its Rules of the Board;

WHEREAS, District Board of Directors desires to hold only one regularly-scheduled meeting each month; and

WHEREAS, Rule 3 of the Rules of the Board must be amended to set forth this change in date for regular meetings of the Board.

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

- 1. Regular Board meetings of the District Board of Directors will be held on the fourth Wednesday of each month, except that the November and December regular Board meetings will be held on the second Wednesday of each month. The starting time of District Board meetings remains 6:00 p.m.
- 2. The Board approves the amendment to Rule 3 of the Rules of the Board to memorialize the change in meeting dates as set forth in the copy of the revised Rule 3 attached to and made a part of this Resolution as Exhibit A.
- 3. This resolution shall be effective with the February 2018 regular Board meeting.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 10th day of January 2018, by the following vote:

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

MARTIN HANNEMAN
President, Board of Directors

TERI GRANT
Secretary, Board of Directors

RULE 3 - TIME AND PLACE FOR REGULAR MEETINGS

The regular monthly meeting of the Board of Directors will be held at the District office on the ~~second and~~ fourth Wednesday of each month commencing at 6:00 p.m., with the exception of November and December wherein the meeting will be held on the second Wednesday of each month. The location, day and time for holding regular meetings may be changed by the Board of Directors from time to time by resolution. If a regular meeting falls on a holiday (as listed in Government Code section 6700), the meeting will be held on the day designated by the Board. (See Government Code section 54954(a).)

RULE 4 - QUORUM REQUIREMENTS

Three members of the Board will constitute a quorum for the transaction of business. (See Government Code section 61224.)

RULE 5 - MAJORITY VOTE

Three members of the Board will be required to approve any ordinance, resolution or motion, unless a different voting requirement to approve a particular action is specified under State law. (See Government Code section 61225.)

RULE 6 - WHAT CONSTITUTES AN AFFIRMATIVE VOTE

Unless a Director is not voting because of a conflict of interest, a Director who is present will be deemed to have voted in the affirmative on a matter unless the Director votes against the measure by casting a "no" vote. An "abstain" vote will constitute an "aye" vote. (See *Dry Creek Valley Association, Inc. v. Board of Supervisors* (1977) 67 Cal.App.3d 839.) When calling for the vote on a motion, the President of the Board will normally ask if there is any opposition, since the remaining Directors present will be deemed to have voted in the affirmative unless they are not voting due to a conflict of interest.

RULE 7 - CONFLICTS OF INTEREST

A member of the Board may not make, participate in making or in anyway attempt to use his or her official position to influence a decision of the Board of Directors in which he or she knows or has reason to know that he or she has a financial interest. (Government Code section 87100.) Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by the Fair Political Practices Commission's ["FPPC"] regulations) that is distinguishable from the effect on the public generally, involving dollar amounts set by FPPC regulations from time to time, on: (a) a business entity in which the Director has a direct or indirect investment in the amount specified in FPPC

AGENDA ITEM 5: ELECT 2018 RWA EXECUTIVE COMMITTEE

BACKGROUND:

A copy of the procedures for selection of the Executive Committee of the Board of Directors is attached. The election process involves multiple rounds of balloting to achieve a total of nine members with the following:

- At least two seats on the Executive Committee will be held by members of the Board of Directors who are members of a governing board of a Member of RWA (as defined in Articles 2 and 3(i) of the JPA).
- At least two seats on the Executive Committee will be held by members of the Board of Directors who are members of management staff of a Member of RWA.
- At least one seat on the Executive Committee will be held by a member of the Board of Directors who represents a City or County Member of RWA.
- At least one seat on the Executive Committee will be held by a member of the Board of Directors who represents a Contracting Entity of RWA (as defined in Article 3(d) of the JPA).
- A majority of the seats on the Executive Committee (i.e., five seats on a nine-member Executive Committee) will be held by members of the Board of Directors who represent a Member of RWA.

STAFF RECOMMENDATION:

Action: Elect the Executive Committee of the RWA Board of Directors

AGENDA ITEM 6: ELECT 2017 RWA CHAIR AND VICE-CHAIR

BACKGROUND:

The Chair and Vice-Chair are to be elected by the Board of Directors from the membership of the Executive Committee.

STAFF RECOMMENDATION:

Action: Elect 2018 Chair and Vice-Chair of the RWA Executive Committee and RWA Board of Directors

STAFF REPORT

To: Board of Directors
From: Paul Helliker, General Manager
Date: January 10, 2018
Subject: District Staffing

RECOMMENDED ACTION

Discussion

BACKGROUND

In 2015 and 2016, the Board and District management discussed the need for various new positions. In 2016, the Board authorized hiring an additional treatment plant operator, to address excessive overtime use and shift coverage shortages. In 2017, the Board authorized hiring a safety/regulatory compliance specialist, to address the large and growing suite of regulatory requirements for District operations.

Discussions on this topic have also included the Assistant General Manager position. Keith Durkin retired from the Assistant General Manager (AGM) position on May 12, 2017. The Personnel Committee discussed in April, 2017, and again in May, 2017, whether or not this position needed to be filled. The Board also discussed this topic on May 24, 2017. The Personnel Committee recommended at its May 2017 meeting hiring an HR specialist and a Safety/regulatory specialist for discussion and approval, and not filling the AGM position.

Keith brought some unique expertise to the AGM position, having served as the principal project manager for SJWD projects at Kennedy Jenks Consultants prior to his appointment to the AGM position at SJWD. Keith was a primary author of San Juan's master plans and continued to manage various infrastructure projects as AGM (such as the upgrade of the treatment plant and associated systems, increase of capacity of the plant to 150 MGD, the wholesale water meter project and others.) Keith also provided support to the Board and the General Manager in dealing with external agencies and participating in regional meetings. The majority of Keith's time was spent on internal management – meeting with and advising managers, preparing materials for Board and Committee meetings, mentoring staff, researching and resolving human resources issues, etc.

With respect to external relations and regional activities, the capabilities of the District have greatly improved with the addition of Greg Zlotnick to the team. His knowledge and expertise about water policy issues and his regional and statewide experience have enhanced SJWD's ability to participate effectively on regional forums and on regulatory/legislative issues. Even before I started in March, Keith began reducing his participation in external activities and organizations, and there is currently very little need for additional support from an AGM for these activities, which Greg and I cover,

with Tony Barela and Rob Watson participating in some of the operational collaborations. Attachment 1 is a list of external groups, organizations and activities in which SJWD representatives participate, including a short description of the purpose of the group, who participates and how frequently the group meets.

With respect to infrastructure projects, it would be difficult to replace Keith's experience and knowledge, and finding an experienced engineer who has the ability to take on a senior management role is likely also complicated by the salary differences between public sector positions and comparable positions in the private sector. With the addition of the safety/compliance position, Tony Barela is being freed up to assume more responsibilities for coordination and project support (review of project plans and specifications, customer/contractor relations, etc.), which Keith had previously provided. Other engineering work that Keith performed would be conducted by the SJWD engineering department or by an engineering support contractor.

The other complement of duties that Keith performed, related to Board support, senior management, employee mentoring and human resources issues are currently carried out by the senior management team – Donna Silva, Rob Watson, Tony Barela and me. The addition of the safety/regulatory compliance specialist, the use of outside consulting support for engineering and human resources services when needed and the reorganization of District units (moving Customer Service and Conservation under the Finance Director) has allowed the senior management team to fulfill these responsibilities. This arrangement has also allowed Donna, Rob and Tony to be more actively involved in preparation for and participation in District Board and Committee meetings, developing their skills and experience in this area.

During the discussions on the subject of the AGM position in 2017, the question was raised about succession planning for the GM position. As just noted, the delegation of various responsibilities of the AGM to the senior managers (including participation in regional activities, such as RWA projects or collaboration with sister agencies on joint projects) is providing them the opportunity to develop their skills and experience related to General Manager functions. Additionally, an approach similar to that just being implemented by Sacramento Suburban Water District for succession of the General Manager, which was also used by Humboldt Bay Municipal Water District when I was hired there in 2015, should be considered at the time of my retirement. In both of those cases, the Districts started their recruitments a number of months prior to the retirement date of the General Manager, to allow for an overlap in service by the outgoing and incoming General Managers – 5 months at Humboldt and approximately 7 months at Sac Suburban. I am committed to providing advance notice to the San Juan Board of Directors of my retirement to allow for a minimum of 6 months of such a transition. This would be a more reliable way of guaranteeing a smooth transition than would be employing an Assistant General Manager who may or may not be interested in succeeding the General Manager, who may not be the best candidate at the time for the GM position, or who may decide himself or herself to leave San Juan.

SJWD EXTERNAL ACTIVITIES

Activity	Primary Representative	Alternate	Comments
RWA – Regional Water Authority (Board meets bi-monthly, Exec Comm meets monthly)	Board/GM	Water Resources	Board mtgs, general activities
SGA – Sacramento Groundwater Authority (meets bi-monthly)	Board	Board, GM, Water Resources	Board mtgs, general activities
RWA State Lobbying Subscription Program – one of a subset of RWA agencies participating (monthly meeting, with weekly updates)	Water Resources		
RWA Regional Reliability Study – region-wide assessment of supplies and demands (ongoing 2-year study – meetings monthly)	Operations Mgr	Water Resources	
ARB Integrated Regional Water Management Plan – regional partnership to allocate grant funding (monthly meetings, as part of RWA meetings)	Operations Mgr, Engineering Mgr	Engineering Mgr	
Water Forum Coordinating Committee (monthly meetings)	Counsel		
Water Forum Water Caucus – water agency caucus of the Water Forum entities (quarterly meetings)	GM	Water Resources	John Woodling, Tom Gohring and water agency managers; to discuss Forum issues separate from other caucuses
Water Forum Plenary – composed of all parties participating in Water Forum (quarterly meetings)	GM	Water Resources	Quarterly evening meeting of all caucuses
R3 Federal Lobbying Activities – joint project with Folsom and Roseville to represent interest of direct diverters from Folsom (calls every 3 weeks, trips to Washington 1-2 times per year)	GM	Water Resources	

Activity	Primary Representative	Alternate	Comments
USBR CVAO Joint R3 Meetings – operational meeting with USBR (monthly meetings)	GM	Water Resources	
Long-Term Conservation Requirements – legislation is top priority of water agencies and trade associations (testimony and advocacy as required)	Water Resources	GM	
BDWQCP (Babbitt negotiations) – effort to resolve water quality control plan process in lieu of regulation and litigation (biweekly calls, meetings as necessary)	GM	Water Resources	Andy Fecko & Jim Peifer are regional leads.
Bay Delta Task Force (NCWA activities) – discussions among Sacramento Valley agencies on WaterFix, WQCP, etc. (monthly meetings)	GM	Water Resources	
SWRCB WaterFix Hearings – deliberations on new point of diversion and potential impacts upstream (meetings as necessary, testimony at hearings as scheduled)	GM	Water Resources	
WaterFix Cost Allocations - discussions of cost allocations for WaterFix. Project completed.	GM	Counsel, Water Resources	SJWD is the “regional lead”
DWR/USBR COA Discussions – CVP-wide effort to identify modifications to CVP/SWP operations (monthly meetings)	GM	Water Resources	SJWD is the “regional lead”

Activity	Primary Representative	Alternate	Comments
USBR Reconsultation on BOs – Three workgroups focusing on changes to CVP operations and new Biological Opinions – EIS group, Biological Opinion Group, WIIN Act group. Effort expected to last 2 years. (monthly meetings)	Water Resources	Counsel, GM	SJWD is the “regional lead”
COE Folsom Water Control Manual	Water Resources	Operations Manager	Roseville and Folsom taking the lead
ACWA State Leg. Committee (meet every 3 weeks)	Water Resources		
ACWA Fed. Affairs Committee (meet quarterly)	Board	Water Resources	
Delta Independent Science Board (monitor meetings as necessary)	Water Resources		SJWD is also the “regional lead”
NWRA (National Water Resources Association) – national trade association representing interests before the Bureau of Reclamation (monthly calls, conferences 3 times per year)	Water Resources		Board Alternate

San Juan Water District Management and Operations Issues

1-4-18

Financial

Task	Description	Lead	Support	Target Due Date	Date Complete
CalPERS Unfunded Liability Advanced Payment Options	Evaluate paying off all or a portion of the UL, provide recommendation to the Board, and implement. Complete in conjunction with Financial Plans	Donna/Bob Reed			Planned for FY 17-18 closeout
Energy Contracts and leases	SJWD owns 2 MW of transmission capacity in the California-Oregon Transmission Project. We lease this capacity to SMUD. We pay an annual O&M charge for the COTP. We get preferential power for pumping water from the dam to our WTP, but the reason for this entitlement isn't clear. A "white paper" should be developed clearly outlining our power entitlements, obligations and terms or the lease with SMUD. The paper should include and analysis and recommendation on the best way to optimize the District's ROI.	Greg	Donna Paul	1 st Q 2018	In development
Wholesale Financial Plan and 5-year Rate Plan	Obtain Board approval of WS financial plan and the 5-year rate plan	Donna	Keith	Jan. 2017	01/11/17
Prop 218 Hearing and 5-year Retail Rate Plan	Obtain Board approval of the Retail financial plan and the 5-year rate plan	Donna	Keith	March 2017	04/12/17

Task	Description	Lead	Support	Target Due Date	Date Complete
Retail Fees and Charges	Update the schedule of rates, fees, charges, and deposits. Include provision in schedule for automatic CPI update each January. Obtain Board resolution for changes.	Keith	Lisa	Jan. 2017	01/25/17
Process for Bill Paying	Obtain Board authorization to pay bills "automatically" more than just once per month as long as within budgeted and authorized amounts. Requires ordinance change.	Donna	Keith	April 2017	Completed
Reserve Funds Requirements and Designations	Several designated reserve funds can be eliminated based on financial plan recommendations and to simplify accounting. Requires revision to the District's policy for reserve funds	Donna			Discussed in wholesale and retail financial plans
Mid-year Budget Review	Complete the review of department and overall mid-year budgets and report to the Board. Develop a regular annual schedule for January or February completion	Donna	Department managers	March 2017	04/12/17
2009 Bonds Refinancing	With support from financial advisor, determine when refinancing of 2009 Bonds should occur. With change in Fed. Interest rates, likely to happen soon.	Donna		2 nd Q 2017	Completed

Task	Description	Lead	Support	Target Due Date	Date Complete
Baldwin Reservoir Discharge Piping –Unbudgeted Project	A recent change to SWRCB drinking water discharge permit requirements now regulate how we discharge treated backwash water to Baldwin Reservoir. Need Board approval for this unplanned \$100k+ CIP project.	Keith	Engineering	Jan. 2017	01/11/17
FY17/18 Wholesale and Retail Budgets	It has been a few years since we were able to follow a process to get budgets adopted before the start of the fiscal year beginning July 1. Receive Board adoption for the budgets in June 2017.	Donna		June 2017	Completed

Staffing and Compensation

Task	Description	Lead	Support	Target Due Date	Date Complete
Human Resources Audit – Implement Recommendations	<p>An HR Audit was completed by Shellie Anderson, Bryce Consulting in October 2016. It identified several areas of deficiencies. The main recommendation was the addition of a Human Resources Specialist to handle HR needs and fill the significant gaps found in the audit. The Personnel Committee reviewed the recommendations on 2/16/17 and wants the following follow-up:</p> <ul style="list-style-type: none"> • Cost spent on outsourcing with consulting agency and attorneys • Amount of manager time spent on HR issues • A “housing plan” for new staff • Other alternatives 	Paul	Donna		Considered by the Personnel Committee and Board – further analysis being conducted
<p>Staffing</p> <p>a. Approval to hire WTP Operator</p> <p>b. Approval to hire HR Specialist</p> <p>c. Other staffing issues</p>	<p>a. An additional operator is required at the WTP for day shift and to cover 24-hour shifts as needed. Approved by Board 2/22/17.</p> <p>b. HR Specialist needed as recommended in HR Audit. Board recognizes need, but may not approve filling the position.</p> <p>c. Other staffing needs include PIO and customer service. Board recognizes need, but may not approve filling the positions.</p>	Paul	Donna		Operator approved and hired, safety specialist being recruited now

Task	Description	Lead	Support	Target Due Date	Date Complete
Employee Manual	The employee manual needs a complete overhaul. Some sections require updating to conform to current employment law; some sections need updating to conform to District “practice” or for improved clarity; some sections need to be removed and put into Board policies; and the whole document needs improved formatting. Shellie Anderson has helped initiate the process and the final draft will need legal review and staff review prior to Board approval.	Donna	Paul Josh		Updating policies – compensation policy 9-13-17
AGM Job Description and Salary Range	During the recruitment of the new GM, the Board requested that the job description and salary ranges for the AGM be reviewed by the Personnel Committee and modified if necessary prior to recruitment of the new AGM	Paul			Discussion with Board on January 10, 2018
Incentive Compensation program revisions for specificity and measurability	The employee manual provides for a performance incentive award program. The program has not been funded in the last several budgets, primarily because of budget impacts, but also because the Board is concerned it is not well defined and in the past “everyone” has received incentive compensation when included in the budget. In concept, the Board approves of a program, but wants it better defined, and possibly segregated into two parts; one for non-exempt and another for exempt employees.	Donna			To be considered in 2018-19 budget

Task	Description	Lead	Support	Target Due Date	Date Complete
WTP Relief Operator MOU for 24-hour shift	Operators that work the 24-hour shift get compensation and leave benefits per an MOU because of the “fireman” type shift. When a typical day operator has to substitute cover for a shift operator they aren’t covered under the MOU. A relief operator MOU would handle compensation issues, especially in cases when relief coverage extends for a long period.	Keith	Tony, Greg T.	March 2017	04/10/17

Ordinances, Policies, Contracts

Task	Description	Lead	Support	Target Due Date	Date Complete
District Ordinances	The District ordinances need a complete review and update. The last review was completed in 2008. Some ordinances require updating to conform to current law, some sections need updating for improved clarity, and some sections need to be removed and put into Board policies or the employee manual. Shauna discussed this item with the legal affairs committee in May 2016, but she did not get this task completed.	Paul	Teri, Josh		Ordinances and Policies being reviewed and updated bimonthly

Task	Description	Lead	Support	Target Due Date	Date Complete
Board Policies	All Board policies need to be reviewed and updated. Pertinent items removed from the employee manual and ordinances should be added to the policies. New policies are needed for authority of general manager and compensation policy (compensation studies and benchmarking).	Paul	Teri, Josh		Policies being updated on a bimonthly basis
Agreement with PCWA for Los Lagos Booster Pump Station and all Interties	Transfer of the Los Lagos Tank to SJWD resulted in termination of the agreement for supplying water between agencies through the tank and/or associated pump station that serves PCWA. Some type of general or specific mutual aid agreement is needed. If possible, it should be written to cover all interties including the new Barton Road intertie. Otherwise separate agreements will be needed. The agreements need to address how cost for emergency water is reimbursed, or made up for by supplying water back to the respective agency when convenient.	Tony	Josh	June 2018	Agreements being reviewed by SJWD and PCWA staff
Groundwater substitution water transfer policy and protocols	From time to time the District has (unsuccessfully) attempted to conduct water transfers, including groundwater substitution transfers through partnering with CHWD and FOWD. However the protocols for conducting GW substitution transfers, and policies for implementing and sharing costs and revenue have never been formally developed.	Greg	Paul	2018	Part of transfers plan. Will be pursued in 2018, if transfers are possible.

Task	Description	Lead	Support	Target Due Date	Date Complete
SJWD/USBR property line adjustments	During recent CIP projects at our main facilities, it was discovered that portions of our raw water pipelines, Hinkle Reservoir, and WTP are within parcels owned by USBR. In addition, a portion of the WTP is constructed within a leased/licensed parcel from USBR that expires in approximately 2021. Property line adjustments and lease renewals are required.	Tony		2018	3 of 4 parcels on track for resolution in 2017-18, the 4 th will take a few years
CSD Legal Compliance Checklist	BKS provided a compliance checklist of the principal legal requirements and recommendations relating to the operation of a California special district. The list sets forth some key requirements that should be followed and implemented by all special districts. Several items on the list need follow up and action by the District.	Tony Donna	Paul Josh	June 2017	Document being used as a reference for review and revision of Ordinances and Policies
Los Lagos Tank ownership transfer from PCWA	The District currently leases the Los Lagos Tank from PCWA under a 1997 agreement. The tank requires internal and external recoating and some structural rehab at an estimated cost of \$700k. Prior to completing this work, the Board directed staff to negotiate the purchase/transfer of the tank to the District.	Keith		Feb. 2017	April 6, 2017

Task	Description	Lead	Support	Target Due Date	Date Complete
Proposed Sacramento County Utility Trench Paving Requirements	Sacramento County has developed new trench paving restoration requirements that will significantly increase the cost of our pipeline projects. The County has not conducted an impact study to quantify or justify the new requirements– they are strictly aimed at redirecting costs to utilities to increase pavement restoration throughout the County. San Juan has taken the lead to form a coalition to advocate to County Supervisors and conduct legal coordination with other stakeholders with the goal of quashing the proposed new requirements.	Keith	Josh Other utilities	1 st Q 2017	Proposal put on hold.
PCWA Take-or-Pay Water Supply Contract and	The District’s PCWA contract is up for renewal in 2021, but it needs to be reviewed now to see if it makes sense to reduce the take-or-pay quantity and/or renegotiate the terms.	Paul	Greg	2 nd Q 2017	Completed
Agreements with Roseville to Transfer a Portion of Our PCWA Contract Supply	4,000 AF of the PCWA contract is obligated to Roseville through separate agreements, but SJWD is still paying for this portion of the supply. The agreements need to be reviewed and the terms renegotiated, or the contract amounts transferred to Roseville as appropriate.	Paul	Greg	2 nd Q 2017	Completed

Task	Description	Lead	Support	Target Due Date	Date Complete
SJWD/Northridge Water Supply Agreement	The District treats and delivers Sacramento Suburban's Water Supply under a 1994 agreement that was entered into with Northridge Water District. SSWD and SJWD concur that updates and revisions to the 1994 agreement for treatment and conveyance of SSWD's PCWA water supply should be considered.	Donna/Keith		May 2017	Completed
Groundwater Reimbursement Agreements	Negotiate final agreement with CHWD and FOWD and obtain formal approval from Board	Keith		Jan. 2017	01/25/17
Status of any outstanding agreements and dates to complete	Dan Rich is concerned that there are agreements that need to be completed, renewed, or updated and that institutional knowledge to complete this task will be lost after Keith retires. All agreements should be reviewed and a status report of those requiring attention should be completed.	Paul	Greg	April 2017	None identified other than those on this list

Communications

Task	Description	Lead	Support	Target Due Date	Date Complete
Public information officer versus complete PI outsourcing to Crocker & Crocker	Staff believes an in-house PIO could offer many benefits to the District and save on staff time necessary to “manage” (perform) C&C’s work. C&C would be retained for strategic PI efforts, but the PIO would handle media requests, develop articles and written materials, manage the website, eblasts, and social media, do public outreach to community groups, etc. Board authorization is necessary.	Paul	Lisa		Consider changes for FY 2018-19, including potential RFP for contract support
PI piece on forecast based operations once Folsom Water Control Manual is completed	The District, as part of R3, was very successful advocating for “a seat at the table” and getting the Corps to incorporate forecast based operations into the new Folsom WCM. This is a success story that should be shared once the WCM is finalized.	Paul	Kristi??	Q1 2018	Manual not yet implemented
Proposed fees for meter box brush clearing	Clearing brush and overgrowth from retail meter boxes has become a significant effort for our meter reader and can no longer be done with existing resources. Board approval is needed to contract this work out and determine if it will be charged to individual customers.	Lisa	Keith	Feb. 2017	1/25/17

Task	Description	Lead	Support	Target Due Date	Date Complete
Joint strategic public affairs outreach with PCWA, Roseville and City of Sacramento	PCWA has asked the District to participate in a joint outreach program to address immediate needs (long-term conservation, BDWQCP). However, the cost sharing agreement is for a 4-year term. This effort should potentially be migrated to RWA. Need to determine if/how to participate.	Paul		Jan. 2017	Project completed – contract terminated 11-17

Water Supply Issues

Task	Description	Lead	Support	Target Due Date	Date Complete
Warren Act Contract place of use change	The District's Warren Act Contract with USBR only allows our PCWA water supply to be used in Placer County. However, the contract includes a provision to allow use in Sacramento County once PCWA's place of use is changed (which occurred in 2000) with approval of the "Contracting Officer". This is less of a hurdle than a complete contract amendment, and should be done to allow more flexibility in managing our water supplies.	Keith		Dec. 2016	Feb. 2017

Task	Description	Lead	Support	Target Due Date	Date Complete
Water supply and management analysis	As our water demands have declined, a strategy to better manage and utilize our rights and entitlements needs to be developed. An initial task description and potential approaches was provided to Greg by Keith.	Greg	Paul	January 2018	Transfers plan to be discussed by Water Supply Committee and Board in January, 2018
Long-term conservation requirements	The SWRCB is expected to make recommendations for long-term, “make conservation a way of life” proposals for legislation that will be introduced in spring 2017. Significant advocacy efforts will be necessary to help influence any legislation to reduce the water supply and financial impacts imposed on the District.	Paul	Greg		2-year bills – work will continue in 2018

Task	Description	Lead	Support	Target Due Date	Date Complete
<p>Wholesale Water Management and Reliability Study implementation plan</p> <ul style="list-style-type: none"> a. Review and amend as needed relevant District policies, contracts and practices to implement plan recommendations b. Define scope of work for feasibility study and rules of engagement with other agencies c. Obtain PCWA's concurrence on flexible use of MFP contract water and explore regional interest in becoming a WCA 	<p>MWH/Stantec completed a Wholesale Water Management and reliability Study on Oct. 2016. The study included a portfolio of recommendations and a "roadmap" timeline for implementation, including several for 2016 – 2017. The three noted here are the ones most likely manageable for 2017. Direction/concurrence will be required from the committee.</p>	<p>Paul</p>	<p>Greg</p>		<p>Components underway – see update reports (including transfers plan noted in other items)</p>

Task	Description	Lead	Support	Target Due Date	Date Complete
North Natomas water transfer and wheeling partnership with SSWD	Ted Costa stated that a North Natomas developer is interested in obtaining a surface water supply. This may be an opportunity for the District to utilize some excess entitlements. KBD briefly discussed with Rob Roscoe. He is familiar with the developer's needs, but it doesn't appear too serious at this time.	Paul			Discussions with SSWD underway
Conserved water transfer white paper to SWRCB	Unlike groundwater substitution transfers or fallowed crop water transfers, there isn't a guidance document for conserved water transfers. Having one in place before the District attempts another CW transfer would alleviate roadblocks and headaches. Josh has had some discussions with DWR staff.	Josh, Paul	Greg	Q1 2018	Negotiations with DWR underway – target is to update the white paper in 2018

Task	Description	Lead	Support	Target Due Date	Date Complete
<p>Short-term surface water “transfers” or treated water sales to regional partners</p>	<p>We need to explore opportunities for selling treated water supplies to additional agencies. This will likely require additional partners for wheeling. For example, we could possibly provide water to Rio Linda, but it would need to go through SSWD.</p>	<p>Paul</p>	<p>Greg</p>	<p>2018</p>	<p>USBR water marketing grant will be in place by end of 2017, SJWD transfers plan to be completed in January, 2018. Discussions underway with Rio Linda, Carmichael WD</p>

Task	Description	Lead	Support	Target Due Date	Date Complete
<p>Shortage policy for wholesale water supply</p>	<p>The existing wholesale water supply agreements reference a shortage policy, but the shortage policy was terminated during the dispute over groundwater cost reimbursements with CHWD and FOWD. Considering that the pump back project “leveled the playing field” for all agencies that don’t have groundwater wells, the policy may just be very simple; everyone gets the same haircut if our surface water supplies are cut back and each agency is responsible for their supplemental supplies or conservation measures to match supplies and demands. In reality, it appears we could handle any legal cutbacks to our supplies as demonstrated in 2014. The real issue is if an emergency occurs, or the intake is daylighted eliminating all surface water supplies. Again, under this case all WCAs have access to the same amount of emergency supplies.</p>	<p>Paul</p>			<p>Being discussed as part of WCA contract amendments</p>
<p>Wholesale Water Supply Agreement amendment or renewal</p>	<p>The wholesale water supply agreements contain a provision that they can be reviewed and amended every five years or so. FOWD and CHWD have stated over the past couple of years that they would like to have some changes incorporated into the agreements, but they have not provided specific amendments (we should guess what they want?).</p>	<p>Paul</p>	<p>Josh</p>		<p>Discussions underway with FOWD, CHWD – waiting for proposed changes from them</p>

Engineering/Operations

Task	Description	Lead	Support	Target Due Date	Date Complete
<p>GIS scoping and resource needs analysis</p>	<p>The District’s existing GIS is a cobbled together system with limited functionality “broken” components. The Engineering Manager has identified the need for GIS for several years but has not been able to define what all the department needs are for GIS, how it should integrate with other District systems such as CMMS, CIS, and Tyler. A scoping study will assess these needs, identify initial and ongoing costs associated with GIS and staffing requirements to maintain and utilize GIS. Prior to implementation, the Engineering Committee requested a briefing on the findings, with specific focus on the resource needs to maintain GIS.</p>	<p>Rob</p>	<p>Engineering Department</p>	<p>Q4 2017</p>	<p>Project Conceptual Plan completed, Implementation Plan being developed</p>

Task	Description	Lead	Support	Target Due Date	Date Complete
<p>Evaluate building space needs; new building vs. remodel/expansion vs. trailers</p>	<p>Staff has felt the need for additional office, meeting, and storage space for several years. On many occasions the lunch room has been used for office space for extended periods of time. With only the board room available for large meetings, conflicts occur regularly. Filling space is very limited in all departments, but especially in the admin and engineering departments, and the old shop building is nearing the end of its life rendering its safety and use questionable. The CIP includes a new admin building that would service many needs, and free up existing building space for other purposes. However, a thorough evaluation and facilities plan should be completed prior to any decision on addressing space needs. As part of both the personnel and engineering committees, Dan Rich requested the facilities plan be worked through the engineering committee.</p>	<p>Tony</p>	<p>All department managers</p>		<p>Draft plan completed in December, 2017. To be discussed with Engineering Committee in January, 2018.</p>
<p>Hinkle and Kokila Reservoirs replacement implementation schedule</p>	<p>The Hinkle and Kokila Reservoir replacements are scheduled for FY20-21. Dan Rich requested that staff look at accelerating this schedule if favorable financing, such as State revolving loan funds, is available now. He also recommended starting the predesign early to confirm costs and use to apply for a loan.</p>	<p>Rob</p>	<p>Donna</p>	<p>2020-21</p>	<p>Investigating SRF funding</p>

Task	Description	Lead	Support	Target Due Date	Date Complete
Capital Improvement Project Binder	Engineering prepared brief project descriptions for all CIP projects. The engineering committee requested that these be expanded into stand-alone project sheets that include a full description of the project, including the need, cost, implementation year, and the resources needed to complete the project.	Rob	Tony, Engineering	As part of CIP update – June 2018	
Emergency Operations Plan for water shortage conditions	This plan would guide integrated operations of the SSWD/SJWD pump back pump station, groundwater wells, and interties during surface water supply interruptions. There needs to be awareness as the plan is developed regarding how we “tell” FOWD and CHWD to operate their wells considering we do not have a shortage policy or GW pumping agreement in place, and we may not need much in the way of a shortage policy or pumping agreement.	Tony			Will be included in discussion on WCA contract amendments.

SJWD/FOWD 2X2 Ad Hoc Committee

Task	Description	Lead	Support	Target Due Date	Date Complete
Define role and determine continued need for committee in 2017	Dan Rich believes the 2x2 committee may have served its purpose and can be disbanded. This is a decision for the committee to make.	Dan & Bob			Committee disbanded 9-13-17

Board Workshops

Task	Description	Lead	Support	Target Due Date	Date Complete
Hinkle Reservoir (1/11/17 BOD)	President Miller directed staff to set up this workshop following extensive board meeting discussion about the timing for the project and financing options. The workshop should probably take place after a predesign study is completed and after Donna explores financing/loan options.	Paul	Donna		Planned for 2020
Water Transfers (1/17/17 LAC)	Reference the Legal Affairs Committee meeting minutes of 1/17/17. This workshop would be to educate directors on the different type of transfers SJWD could engage in and what is all involved. A focused discussion on conserved water transfer is also needed at the workshop.	Paul Josh	Greg		Discussion will be at January 2018 Board meeting.

Task	Description	Lead	Support	Target Due Date	Date Complete
Discussion of charging fire department fees for use of the District's water system, including fire hydrants, and water (1/17/17 LAC)	Reference the Legal Affairs Committee meeting minutes of 1/17/17. Requested by Ted Costa as potential revenue source.	Paul			
Communication budget (Costa – 2/22/17 BOD)	Requested by Ted Costa during discussions of scopes of work and costs for Hermocillo & Azevedo vs. Crocker & Crocker. He is concerned with why we need different communication consultants and what the budget impact is. This may also be a good opportunity to discuss the advantages of a staff PIO.	Paul			HASTRAT contract terminated