

SAN JUAN WATER DISTRICT

Board of Director's Meeting Minutes

August 23, 2017 – 6:00 p.m.

BOARD OF DIRECTORS

Ken Miller	President
Ted Costa	Director
Dan Rich	Director
Pam Tobin	Director

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

Paul Helliker	General Manager
Donna Silva	Director of Finance
Tony Barela	Operations Manager
Teri Grant	Board Secretary/Administrative Assistant
Joshua Horowitz	Legal Counsel
Lisa Brown	Customer Service Manager
George Machado	Field Services Manager
Greg Zlotnick	Water Resources Specialist

OTHER ATTENDEES

Mitch Dion	Self
Marty Hanneman	Self
Sandy Harris	Self
Art Starkovich	Self

AGENDA ITEMS

- I. Public Forum**
- II. Consent Calendar**
- III. Public Hearing**
- IV. New Business**
- V. Old Business**
- VI. Information Items**
- VII. Directors' Reports**
- VIII. Committee Meetings**
- IX. Upcoming Events**
- X. Adjourn**

President Miller called the meeting to order at 6:00 p.m.

I. PUBLIC FORUM

Mr. Marty Hanneman addressed the Board and informed them that he submitted his letter of interest and resume for the vacant Board position.

II. CONSENT CALENDAR

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

1. **Minutes of the Board of Directors Special Meeting, August 9, 2017 (W & R)**
Recommendation: Approve draft minutes
2. **Minutes of the Board of Directors Meeting, August 9, 2017 (W & R)**
Recommendation: Approve draft minutes

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

III. PUBLIC HEARING

President Miller opened the Public Hearing at 6:05 pm. Ordinances 2100 and 4100 were duly posted and published with no written or oral comments received prior to the public hearing.

1. **Adoption of Ordinance 2100 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinance No. 2000 of the District Code of Ordinances**

Ms. Silva informed the Board that Ordinance 2100 removes the General Manager purchasing and contract authority from the ordinance and directs the reader to the “Procurement Policy.” A staff report was provided in the Board packet which will be attached to the meeting minutes. She explained that should the Board approve the ordinance then it will go into effect on September 22, 2017.

Director Costa moved to waive the second reading of Ordinance No. 2100. Director Tobin seconded the motion and it carried with 4 Aye votes.

Director Rich moved to adopt Ordinance 2100 which removes General Manager purchasing and contract authority from the ordinance and directs the reader to the “Procurement Policy” which will be approved by separate Resolution of the Board of Directors. President Miller seconded the motion and it carried with 4 Aye votes.

2. **Adoption of Ordinance 4100 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinance No. 4000 of the District Code of Ordinances**

Ms. Silva informed the Board that Ordinance 4100 revises the purchasing and payment provisions contained in Ordinance No. 4000 to reference the District’s updated procurement policy and clarifies existing provisions concerning the payment of invoices and petty cash purchases. Specifically, this ordinance will

eliminate the need for Board approval prior to payment, allowing the General Manager to set policies and procedures for the timely payment of invoices; requires the General Manager to provide the Board with a listing of all payments made on a monthly basis; and allows the District Board of Directors to amend its Procurement Policy by resolution. A staff report was provided in the Board packet which will be attached to the meeting minutes. She explained that should the Board approve the ordinance then it will go into effect on September 22, 2017.

In response to Director Costa's question, Mr. Horowitz explained that the General Manager cannot change the Board's policy and the General Manager can only act within the budget authority to make expenditures which is the intent of the ordinance. Mr. Helliker explained that the ordinance would allow a process so that staff could pay bills in a timely manner without having to have approval from the Finance Committee and the Board. Ms. Silva explained that the actual operational process to pay the bills would be set by the General Manager which this ordinance would allow.

Director Tobin moved to waive the second reading of Ordinance No. 4100. Director Costa seconded the motion and it carried with 4 Aye votes.

Director Tobin moved to adopt Ordinance 4100 which revises the purchasing and payment provisions contained in the District's Code of Ordinances (Ordinance No. 4000) to reference the District's updated procurement policy and clarifies existing provisions concerning the payment of invoices and petty cash purchases. Specifically, this ordinance will eliminate the need for Board approval prior to the District's payment of invoices, require the General Manager to provide the Board with a listing of all payments made on a monthly basis; and allow the District Board of Directors to amend its Procurement Policy by resolution. Director Rich seconded the motion and it carried with 4 Aye votes.

President Miller closed the Public Hearing at 6:14 pm.

IV. NEW BUSINESS

1. District Procurement Policy

Ms. Silva informed the Board that this policy was discussed at the Finance Committee on June 13, 2017. She explained that the Procurement Policy which was Appendix B of Ordinance 4000 has now been removed from the Code of Ordinances and will be a separate policy to be adopted by Board resolution. She explained that the policy clarifies that the General Manager's spending authority of \$50,000 includes the purchase of goods and services, as well as the execution of contracts. In addition, it increases the District's public bid threshold for public works contracts from \$15,000 to \$25,000 in accordance with the CSD Code.

Ms. Silva informed the Board that the policy also amends the District's previous practice of requiring the District's purchasing agent to first obtain the verbal consent of at least two Board members prior to making emergency purchases. The policy now would require that the General Manager use his "best efforts" to obtain consent, either verbally or via e-mail, of at least two Board members prior to making an emergency purchase. This change would provide District staff with greater flexibility to procure the necessary supplies, services, or equipment during a catastrophic or other unforeseen event. She explained that should the Board approve the policy then it will go into effect on September 22, 2017.

Director Tobin moved to adopt Resolution No. 17-19, Amending Purchasing Regulations. Director Rich seconded the motion and it carried with 4 Aye votes.

2. Water Supply Sources & Contracts

Mr. Helliker informed the Board that the Water Supply & Reliability Committee reviewed the information regarding the Placer County Water Agency (PCWA) contract and made a recommendation to bring it to the Board. He explained that the PCWA contract, which was most recently updated in 2000, with an expiration date of 2021, provides 25,000 acre-feet (AF) of water to the District on an annual basis. He explained that the District has to pay for the full 25,000 AF annually even though the maximum that the District has ever used was about 12,000 AF, with an average of 9,000 AF being used currently. A staff report was provided to the Board and a copy will be attached to the meeting minutes.

Mr. Helliker explained that staff is proposing to seek an amendment to reduce the PCWA contract's take or pay entitlement to 12,500 AF (from the current 25,000 AF), while retaining an additional 12,500 AF in the contract to be available on an "on-call" basis. He commented that staff has discussed this proposal with PCWA and they are amicable to it. In addition, he explained that the District could see a savings of approximately \$250,000 annually. In response to Ms. Sandy Harris' question regarding passing the savings onto customers, Mr. Helliker explained that the savings is passed on in terms of reduced costs for the District which would factor into the budget to balance the revenues and expenses.

Director Costa questioned whether there were other terms agreed to regarding the reduction in the contract. Mr. Helliker assured the Board that there were no discussions with PCWA regarding any other terms. Mr. Helliker explained that discussions with PCWA lead him to believe that the 12,500 AF of "on-call" water would be available for many decades; therefore, based on the current and projected water demands, he sees no issue with reducing the contract.

In response to Director Rich's question, Mr. Helliker explained that the amendment to Roseville's contract will be on a future agenda for discussion. Mr. Helliker explained that the Roseville contract for 4,000 AF is being reviewed and discussed with Roseville in order to amend the contract to receive payment for the 4,000 AF which is expected to occur by July 1, 2018.

The Board discussed the topic and voiced some concern regarding the assurance of the PCWA water. Mr. Horowitz commented that PCWA uses the Middle Fork water for production of power as they release the water and he does not expect that power production will decrease which means that the water should be available; furthermore, there are not sufficient consumptive demands for the water.

Mr. Helliker informed the Board that the contract would be brought back to the Board for final approval. In addition, he will bring the Roseville contract to the Board for discussion as well. Director Rich commented that Mr. Zlotnick has been working on this issue with PCWA and Roseville which is something that the Assistant General Manager would have worked on and is an example of how the District is functioning without that position.

Director Rich moved to direct staff to seek an amendment to reduce the PCWA contract's take or pay entitlement to 12,500 acre-feet (from the current 25,000 acre-feet), while retaining 12,500 acre-feet to be available "on-call". Director Tobin seconded the motion and it carried with 4 Aye votes.

3. Vice President Appointment

Director Costa suggested that the Board wait to fulfill the Vice President position until after the vacant Board position is filled. President Miller informed the Board that the next Board member in line for the position is Director Dan Rich and President Miller believes that the future appointment of a new Board member would have no bearing on the appointment of a Vice President.

Director Tobin agreed with Director Costa and would like to wait to appoint the Vice President position until the new Board member is present. President Miller inquired how a new Board member would change the rotation of the Vice President/President appointments. Director Tobin commented that it would depend on the new Director's qualifications and whether or not to move forward with the normal rotation. Director Costa commented that with the Assistant General Manager position not filled, the Board needs to discuss the basic structure of the District at the workshop before filling the position.

President Miller commented, and Director Rich agreed, that he would not feel comfortable filling the Vice President or President position with a new Board member regardless of their qualifications. Director Rich commented that by filling the Vice President position now, the new candidate will be aware that they will not need to fill this position. Director Tobin commented that the Board should be appointing the new Board member within the next 30-45 days so there is no urgency to fill the position.

Mr. Horowitz commented that the CSD law requires the Board to have a President and Vice President in place, and that the Vice President fills in for the President in his or her absence. He commented that it is best to appoint the Vice

President as expeditiously as possible in order to comply with the legal requirements and assure that there is a Vice President in the absence of the President. In response to Director Tobin's comment, Mr. Horowitz explained that the 60 day requirement is for filling the vacant position and that there is no strict timeline for filling the officer position but it should be filled as soon as possible.

President Miller moved to appoint Director Dan Rich as Vice President to the Board. Director Rich seconded the motion and it failed with 2 Aye votes (Miller and Rich) and 2 No votes (Costa and Tobin).

4. SJWD Committee Assignments

President Miller commented that he and the General Manager will work on appointing the committee vacancies. In the meantime, he requested that the Alternates fill in as members on the committees and that the member become the Chair where needed.

5. ACWA Committee Assignments

Mr. Helliker informed the Board that ACWA will be considering committee assignments for the 2018-19 term. If anyone is interested in being recommended for a committee, please inform Mr. Helliker. Director Tobin has submitted her interests and Director Costa would like to be recommended to the Energy Committee. The form is due to ACWA by September 29th and the Board Secretary will submit one form. President Miller confirmed that Director Tobin would represent the District at JPIA meetings since she represents RWA/SGA at those meetings.

V. OLD BUSINESS

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

Mr. Helliker reminded the Board that this item was discussed at the Personnel Committee on April 18 and May 5 to determine whether or not to fill the Assistant General Manager (AGM) position or look to fill two staff positions. On May 24th, the Board requested that the Personnel Committee discuss the topic and provide a recommendation to the Board. The committee met again on June 20th and referred the topic back to the Board for further discussion. The Board was provided a staff report and back up documentation for the two proposed positions – Human Resources Coordinator and Safety & Regulatory Compliance Coordinator.

Mr. Helliker informed the Board that some further examples of why the positions are needed are the recent increases in the CalOSHA inspection processes and the increasing number of regulatory compliance requirements. In addition, there are often requests for generation of reports that an HR Coordinator could fulfill in a more timely manner. He explained that some of the tasks that the AGM was responsible for have been taken on by himself or by Greg Zlotnick, such as

participating in meetings regarding WaterFix, contract negotiations, environmental impact report presentations, litigations, etc.

Mr. Helliker commented that the District is being managed quite well without an AGM and many tasks have been undertaken since his absence that were not worked on in the past. He would like to discuss any concerns that the Board might have regarding his appointment of an acting General Manager in his absence.

Mr. Helliker requested that the Board consider staff's recommendation for creating the two positions in place of filling the AGM position as indicated under scenario 2 but with a part-time HR position. In addition, he mentioned that a part-time benefited position for the HR Coordinator would work but a full-time position would be needed for the Safety & Regulatory Compliance Coordinator position. Mr. Helliker informed the Board that staff looked at the neighboring water agencies with Safety & Regulatory Compliance positions and they all are full-time positions, which is noted in the staff report attachments.

Mr. Helliker informed the Board that he was informed by Sacramento Suburban Water District that they have a full-time HR position and if that person retires they plan to keep it a full-time position. He mentioned that this position was discussed during the merger discussions and it was discussed to have a two-person HR Department which could be housed either at SSWD or at San Juan, and would consist of an HR manager and a specialist. Director Costa commented that two SSWD directors approached him about the SSWD HR position being part-time and working together to share a position.

Director Costa commented that the Safety & Regulatory Compliance Coordinator position needs to be researched and both positions should be discussed at a workshop since the Personnel Committee could not bring forth a recommendation. Director Rich would like the Board to consider the positions and if they cannot come to an affirmative vote then they can wait until the new Board member is appointed in order to not be a tie vote.

Director Costa requested that empirical evidence be provided to warrant a full-time HR position. Director Rich responded that SSWD has a full-time HR position, which is a similar size agency, and Fair Oaks Water District has a part-time HR position. Mr. Helliker commented that Attachment 3 to the staff report is the Human Resources audit which was conducted by a Human Resources professional in 2016 indicating the District's need for the HR position. In addition, there was another HR audit conducted in 2004 which indicated the HR position was needed in order to reach the District's need for HR activities.

In response to Director Costa's question, Ms. Silva explained that the salary assumptions in the staff report for the two positions are at the middle of the range. In addition, she explained that the AGM salary assumption was placed half way between the General Manager and Director of Finance salaries.

Director Tobin commented that she feels that the District needs both the AGM and GM positions as the employee tends to get burned out in these roles. She commented that she understands that Mr. Zlotnick fulfilled one of the obligations that the previous AGM had but Mr. Zlotnick cannot fill the entire responsibility that the AGM had. She has concerns that the GM cannot fulfill both roles. In addition, she commented that she would support scenario 3 which is having the AGM position and an HR position.

Mr. Barela commented that if the AGM was hired, he would still be seeking the Safety & Regulatory Compliance Coordinator position. He explained that he is currently maintaining the position and is concerned that the District stays in compliance with new reporting requirements as they come in. He would like the District to have a full safety and compliance program that is better than just maintaining and being reactive but instead be proactive.

Mr. Helliker would like to create the two positions regardless of whether the AGM position is filled. In addition, he could bring back to the Board all the tasks that have been completed since the vacancy of the AGM position and get the Board's input on what they feel is not being covered during this time. He commented that these are the two positions that he feels are the most critical to have since these are the places in the organization where we are most at risk. Director Costa would like to have a workshop on this topic or discuss it at the October 5th workshop.

Director Rich moved to create the Human Resources and Safety/Regulatory positions and authorize the General Manager to begin recruitment in lieu of replacing the Assistant General Manager position. President Miller seconded the motion and it failed with 2 Aye votes (Miller and Rich) and 2 No votes (Costa and Tobin).

Director Costa encouraged staff to work on how much time each position needs. President Miller commented that he would like Directors Costa and Tobin to discuss with staff what their needs and concerns are before having a workshop on the topic. Director Tobin commented that she strongly supports the AGM position since she has seen the GM and AGM in action on internal and external duties and believes that it is too much for one person to run this District. In addition, she supports the HR position and the Safety & Regulatory Compliance position. She commented that the federal and state level activities require a lot of time of the GM and AGM, and the GM should be building the relationships not the Water Resources Specialist.

Director Costa commented that the Board looks to the GM to make the District work, whether it is with or without the AGM. He voiced concern that if the Board authorizes these two positions, then the GM will ask for another position at a later date. Director Rich commented that the staff recommendation is part of the General Manager's duty to manage the District and re-assign job duties as he sees fit.

Director Rich commented that he is not concerned that things are “slipping through the cracks” and that the District has been run by the General Manager for the past six months without an AGM. Director Tobin voiced concern that things are “slipping through the cracks” and explained that she will bring a list to discuss. Mr. Helliker voiced surprise since he has not heard any concerns and provided examples of what has been worked on since the previous GM and AGM left, such as working with USBR on defining water transfers, discussing water transfers with other agencies, representing the region as a leader on WaterFix cost negotiations, and the District is the primary agency in the Sacramento region participating in water conservation legislation discussions to support RWA. Mr. Helliker requested that the Board members meet with him to discuss any concerns they might have on items that they feel are not being completed.

VI. INFORMATION ITEMS

1. GENERAL MANAGER’S REPORT

1.1 General Manager’s Monthly Report

Mr. Helliker referred the Board to his written staff report which will be attached to the meeting minutes. In response to Director Rich’s question, Mr. Helliker explained that there is a chart (second to last page) in the staff report which shows that water deliveries are below the projected deliveries but the District is above the projected revenues for July. Ms. Silva commented that the last page contains a table on the wholesale customer agency budgeted water deliveries and revenues as compared to actual deliveries and revenues for July.

In response to Director Costa’s comment, Ms. Silva explained that allocation of the savings which the District anticipates from the reduction in the PCWA contract will be determined once other expenses and revenues come in. She explained that FOWD will be taking less water which will result in less revenue, so the savings from the reduction in the PCWA contract will likely offset the FOWD revenue loss.

For information, no action requested

1.2 Water Management and Reliability Study Update (W)

Mr. Helliker provided the Board with a table regarding the status of the five consolidated options discussed during the Water Management and Reliability Study. A copy of the table will be attached to the meeting minutes.

For information, no action requested

1.3 Miscellaneous District Issues and Correspondence

Mr. Helliker provided the Board with a preliminary applicant list for the Board vacancy. The deadline for applicants to submit a letter of intent and resume is September 8, 2017.

For information, no action requested

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

No report.

3. OPERATION MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela informed the Board that the District's permit for managing and operating the water treatment plant had to be resubmitted as a result of improvements made to the system and was approved by the Division of Drinking Water.

Mr. Barela informed the Board that a letter was received from a customer commending Ken Kirkland and Darren Van Dussen (conservation staff) for their excellent customer service.

In response to President Miller, Mr. Barela informed the Board that the algae bloom has receded based on the last satellite photo.

4. LEGAL COUNSEL'S REPORT

4.1 Legal Matters

No report.

VII. DIRECTORS' REPORTS

1.1 SGA

Director Tobin reported that SGA met on August 10th.

1.2 RWA

Director Tobin reported that RWA Executive Committee met on August 16th.

1.3 ACWA

1.3.1 Local/Federal Government/Region 4 - Pam Tobin

Director Tobin reported that the ACWA Region 4 Nominating Committee listed her as the candidate for Region 4 Chair for the Nominating Committee's slate of candidates.

Director Tobin reported that the Little Hoover Commission is holding a public hearing on August 24, 2017, on forest management and examine strategies for long-term forest resilience.

1.3.2 JPIA - Pam Tobin

No report.

1.3.3 Energy Committee - Ted Costa

No report.

1.4 CVP Water Users Association

No report.

1.5 Other Reports, Correspondence and Comments

There were no other items discussed.

VIII. COMMITTEE MEETINGS

1. Water Supply & Reliability Committee (8/14/17)

The committee meeting minutes will be attached to the Board minutes.

IX. UPCOMING EVENTS

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

X. ADJOURN

The meeting was adjourned at 7:53 p.m.

KENNETH MILLER, President
Board of Directors
San Juan Water District

ATTEST:

TERI GRANT, Board Secretary

STAFF REPORT

To: Board of Directors

From: Donna Silva, Director of Finance

Date: August 23, 2017

Subject: Second Reading and Adoption of Ordinance 2100 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinance No. 2000 of the District Code of Ordinances

RECOMMENDED ACTION

Adopt Ordinance 2100 “An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinance No. 2000 of the District Code of Ordinances”.

BACKGROUND

The Board of Directors (the Board) serves the critical and fundamental function of setting District Policy and providing oversight of Management. The Board adopts policies concerning authorization for the purchases of goods and services, adopts annual budgets, which set annual spending limits and service levels, and reviews monthly financial information to ensure policies and budgets are being implemented and followed.

Management’s role is to carry out the Board’s policies and manage the day to day affairs of the organization within the constraints of the Board’s Code of Ordinances, Resolutions, Policies and budget.

Ordinance 2000 specifies the powers and authority of the General Manager. Section 2000.03 and 2000.04 specify General Manager purchasing and contracting authority. Legal counsel has suggested that those provisions are better suited for inclusion in the Board adopted Procurement Policy, also before the Board tonight for approval by Resolution (with those provisions included therein).

Adoption of this ordinance amendment does not change the current spending authority of the General Manager, it simply removes those provisions from the ordinance and directs the reader to the Procurement Policy. The Board will consider the appropriate level of General Manager spending authority when discussing the proposed new Procurement Policy.

PROCESS

The District must follow a multi-step process to adopt or amend an ordinance. The first step, which happened at the June 28th Board Meeting, was the introduction and first reading of the proposed ordinance. The full title of the ordinance was read, and the full reading of the text was waived by motion of the Board.

At least 5 days before the ordinance is adopted the District Secretary must publish a summary of the ordinance in a newspaper published in both Sacramento and Placer Counties (the Sacramento Bee). The summary was published in Sacramento Bee on August 9, 2017. The full text of the ordinance must be, and has been, posted at the District office.

After introduction and required noticing, the proposed ordinance comes back to the Board for approval, which is the action staff is seeking this evening.

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 amendment will take effect 30 days from the date of final passage, which in this case would be September 22, 2017.

Attachments:

Proposed Ordinance 2100
Current Ordinance 2000

ORDINANCE NO. 2100

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SAN JUAN WATER DISTRICT AMENDING ORDINANCE NO. 2000
OF THE DISTRICT CODE OF ORDINANCES**

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 the General Manager's powers concerning the purchase of supplies and the approval of contracts and other expenditures consistent with the District's procurement policy. This ordinance is adopted pursuant to Government Code sections 54202, 61060, 61063, and other applicable law.

Section 2. Amendments. Ordinance No. 2000 (Management of the District) of the District Code of Ordinances is amended as follows:

A. Section 2000.03 is deleted in its entirety and is replaced by a new section 2000.03 to read as follows:

2000.03 To make purchases, execute public works agreements and other contracts, and approve other expenditures in accordance with the District's procurement policy, as the same may be amended by the Board of Directors from time to time.

B. Section 2000.04 is deleted in its entirety.

C. Sections 2000.05, 2000.06, 2000.07, and 2000.08 are renumbered as 2000.04, 2000.05, 2000.06, and 2000.07, respectively.

Section 3. Effective Date. This ordinance shall take effect 30 days after its adoption.

Section 4. Publication. Within 15 days from the date of adoption of this ordinance, the District Secretary shall publish it once in a newspaper of general circulation published and circulated within the District.

INTRODUCED by the Board of Directors on the 28th day of June 2017.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on the __ day of July 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

President, Board of Directors

Attest:

District Secretary

SAN JUAN WATER DISTRICT
CODE OF ORDINANCES

ORDINANCE TYPE: District Administration
ORDINANCE TITLE: Management of the District
ORDINANCE NUMBER: 2000
DATE ADOPTED: July 28, 2006
DATES AMENDED:

2000.00 Authority of the General Manager

Pursuant to the laws of the State of California, the General Manager shall operate and manage the affairs of the District. The General Manager shall have the following specifically enumerated powers and authority:

- 2000.01 To control the administration, maintenance, operation and construction of the waterworks of the District in an efficient manner.

- 2000.02 To employ and discharge all employees and assistants, except for the Assistant General Manager, which shall require Board concurrence, following the guidelines set forth in the District Policy and Procedures Manual, and to prescribe their duties and set forth specific rules and regulations for such employees and assistants.

- 2000.03 To execute agreements, contracts, change orders, and other documents or commitments related to construction or purchases on behalf of the District where the amount involved in such documents or commitments is included in an authorized budget item and does not exceed \$15,000.00. To execute agreements, contracts, change orders, and other documents or commitments related to consultant services on behalf of the District where the amount involved in such documents or commitments is included in an authorized budget item and does not exceed \$50,000.00.

- 2000.04 To execute documents or make commitments involving unbudgeted items or amounts in excess of \$15,000.00 for construction and purchases or for consultant services in excess of \$50,000.00 where authorized to do so by the Board of Directors.

- 2000.05 To approve plans, specifications, maps, and agreements, and any other documentation involving land-development projects in the District.
 - 2000.06 To enforce all of the provisions of this Code of Ordinances.
 - 2000.07 To review disputes pertaining to any matters for which service may be disconnected and to adjust errors or settle disputes pertaining to such matters.
 - 2000.08 To appoint the District's purchasing agent.
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STAFF REPORT

To: Board of Directors

From: Donna Silva, Director of Finance

Date: August 23, 2017

Subject: Adoption of Ordinance 4100 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinance No. 4000 of the District Code of Ordinances

RECOMMENDED ACTION

Adopt Ordinance 4100 “An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinance No. 4000 of the District Code of Ordinances”.

BACKGROUND

The Board of Directors (the Board) serves the critical and fundamental function of setting District Policy and providing oversight of Management. The Board adopts policies concerning authorization for the purchases of goods and services, adopts annual budgets, which set annual spending limits and service levels, and reviews monthly financial information to ensure policies and budgets are being implemented and followed.

Management’s role is to carry out the Board’s policies and manage the day to day affairs of the organization within the constraints of the Board’s policies and budget.

The District’s Purchasing and Payments Ordinance 4000 currently requires staff to pay bills once a month, after Board adoption of a resolution authorizing such payment. This is an unusual practice as it puts the Board in a managerial function. In a Board workshop on February 16, 2016 staff shared the results of a survey of 70 different California government entities that showed that only 1 of the 70 entities required Board approval to process payments.

If Board approval of payments is not required, the Finance Department could pay bills on a more frequent basis, generally weekly, which is more efficient than a single monthly check run. A weekly schedule causes Departments to review and process invoices for payment on a more frequent basis, eliminating the disruption that a monthly process creates. Also weekly payment processing would reduce late fees and portray the District in a more positive light.

This ordinance amendment will:

- eliminate the need for Board approval prior to payment, allowing the General Manager to set policies and procedures for the timely payment of invoices.
- require the General Manager to provide the Board with a listing of all payments made on a monthly basis.

- remove the Procurement Policy from the Code of Ordinances, currently Appendix B to Ordinance 4000. A new Procurement Policy will be presented to the Board for adoption by resolution.

PROCESS

The District must follow a multi-step process to adopt or amend an ordinance. The first step, which happened at the June 28th Board Meeting, was the introduction and first reading of the proposed ordinance. The full title of the ordinance was read, and the full reading of the text was waived by motion of the Board.

At least 5 days before the ordinance is adopted the District Secretary must publish a summary of the ordinance in a newspaper published in both Sacramento and Placer Counties (the Sacramento Bee). The summary was published in Sacramento Bee on August 9, 2017. The full text of the ordinance must be, and has been, posted at the District office.

After introduction and required noticing, the proposed ordinance comes back to the Board for approval, which is the action staff is seeking this evening.

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 amendment would take effect 30 days from the date of final passage, which in this case would be September 22, 2017.

Attachments:

Proposed Ordinance 4100
Current Ordinance 4000

ORDINANCE NO. 4100

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SAN JUAN WATER DISTRICT AMENDING ORDINANCE NO. 4000
OF THE DISTRICT CODE OF ORDINANCES**

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 revise the purchasing and payment provisions contained in the District’s Code of Ordinances to reference the District’s updated procurement policy and clarify existing provisions concerning payments of invoices and petty cash purchases. This ordinance is adopted pursuant to Government Code sections 54202, 61060, 61063, and other applicable law.

Section 2. Amendments. Ordinance No. 4000 (Purchasing and Payments) of the District Code of Ordinances is amended to read as follows:

A. Section 4000.00 (Procurement of Supplies and Equipment) is amended to read as follows:

4000.00 Procurement of Supplies, Services, and Equipment.

The District shall purchase supplies and equipment, approve contracts, including public works contracts, and authorize other expenditures pursuant to the District’s procurement policy, as the same may be amended from time to time the District Board of Directors.

B. Section 4000.01 (Payments of Invoices) is amended to read as follows:

4000.01 Payment of Invoices

The District shall make payments to its suppliers, service providers, contractors, and consultants upon receipt of an invoice with the proper purchase order number indicated thereon, when applicable, and containing a detailed description of the supplies, materials, equipment, or services provided, and related amounts charged therefor, to the District. The General Manager may adopt rules and procedures to implement the prompt payment of invoices.

C. Section 4000.03 (Construction Contracts) is deleted in its entirety.

D. Section 4000.03 (Reporting) is added and will read as follows:

4000.03 Reporting

Each month, the General Manager shall provide the Board of Directors, at a regularly scheduled Board Meeting, a detailed report of all payments made in the month prior to the Board meeting.

Section 3. Effective Date. This ordinance shall take effect 30 days after its adoption.

Section 4. Publication. Within 15 days from the date of adoption of this ordinance, the District Secretary shall publish it once in a newspaper of general circulation published and circulated within the District.

INTRODUCED by the Board of Directors on the 28th day of June 2017.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on the __ day of July 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Directors

Attest:

District Secretary

SAN JUAN WATER DISTRICT
CODE OF ORDINANCES

ORDINANCE TYPE: Purchasing
ORDINANCE TITLE: Purchasing and Payments
ORDINANCE NUMBER: 4000
DATE ADOPTED: July 28, 2006
DATES AMENDED:

4000.00 Procurement of Supplies and Equipment

The District Purchasing Procedures are set forth in APPENDIX B.

4000.01 Payments of Invoices

Payments to suppliers, service providers, and consultants shall be made upon receipt of an invoice with the proper purchase order number indicated thereon, when applicable. Payment shall not be made until the following documents are received:

- A. Supplier's invoice, which shall be checked for purchase order number, when applicable, accuracy of computation, and an appropriate signature for receipt of the goods or services.
- B. District purchase order or authorizing signature.
- C. Company packing slip or other receiving document.

4000.01.1 Schedule of Payment

Invoices and statements received for goods and services delivered during any month shall be processed for payment by the second Wednesday of the following month. Such invoices and statements shall be presented for review by the Board Finance Committee and subsequent recommendation to the Board of Directors for payment authorization.

4000.02 Petty Cash Purchases

Purchases of supplies and services may be made from petty cash funds without issuance of a purchase order. The amount of funds is limited to \$100.00 per request. All receipts

and any cash over the amount of purchase shall be promptly returned to the Accounting Department.

4000.03 Construction Contracts

All contracts for construction of public works shall be let in conformity with applicable provisions of the Public Contracts Code.

STAFF REPORT

To: Board of Directors
From: Donna Silva, Director of Finance
Date: August 23, 2017
Subject: Adoption of District Procurement Policy

RECOMMENDED ACTION

Adopt Resolution No. 17-19, A Resolution of the Board of Directors of the San Juan Water District Amending Purchasing Regulations.

BACKGROUND

In 2006, the Board of Directors (the Board) adopted Ordinance No. 4000, which described requirements for the payment of invoices, petty cash purchases, and the procurement of services, supplies and equipment. Since that time, applicable public contracting statutes (i.e., Public Contracting Code sections 20680 to 20683, which govern public contracting by the District and other community services districts) have been amended. District staff also reviewed the procedures contained in Ordinance 4000 and has determined that they should be amended to clarify the duties of the District General Manager, clarify which procedures apply to public works and which apply to other expenditures, clarify which types of expenditures require prior Board approval, and streamline the public works bidding process descriptions to enable District staff to better understand, and ensure compliance with, the District's procurement procedures.

The attached Policy clarifies that the District's existing \$50,000 limit for purchases and expenditures not requiring Board approval applies to all District purchases and expenditures not involving public works— that is, the purchase of supplies, the procurement of professional service contracts, equipment services, maintenance and repair contracts, utility service accounts and contracts, and procurement of insurance and bonds. The Policy provides that for these types of expenditures having an estimated value of less than \$50,000 and for which there are unappropriated funds available in the current District budget, the General Manager may make the expenditure on the open market or through the Internet by seeking the most favorable terms and price either through negotiation, comparative pricing or informal competitive bidding, whichever method the General Manager deems most appropriate in the circumstances.

In addition, the Policy provides that, for an expenditure not involving public works that has an estimated value of over \$50,000, or for an expenditure of any amount for which there are no unappropriated funds in the current District budget, the expenditure must be authorized by the Board.

The Policy also incorporates the \$25,000 threshold for public works contained in Public Contracts Code sections 20680 – 20683 and describes the public bidding procedures that the District must follow for public works contracts and projects having an estimated value of over \$25,000. The District's existing procedures required the District to comply with public bidding procedures for purchases having an estimated value greater than \$15,000, even though this was not required by law.

Finally, the Policy amends the District's previous practice of requiring the District's purchasing agent to first obtain the verbal consent of at least two Board members prior to making emergency purchases. The Policy now would require that the General Manager use his "best efforts" to obtain consent, either verbally or via e-mail, of at least two Board members prior to making an emergency purchase. This change would provide District staff with greater flexibility to procure the necessary supplies, services, or equipment during a catastrophic or other unforeseen event.

PROCESS

In the past, any amendments to the District's procurement procedures required the adoption of an ordinance because such procedures were originally adopted by ordinance in 2006 (and are currently set forth as Appendix B to Ordinance No. 4000).

Moving forward, District staff recommends adopting and amending the attached Procurement Policy by resolution to avoid having to undertake a multi-step ordinance approval process that requires, in addition to normal noticing requirements, publication in a newspaper and introduction and approval at two separate Board meetings.

The proposed Procurement Policy was discussed with the Finance Committee on June 13, 2017.

If approved, Resolution No. 17-19 will take effect on September 22, 2017.

Attachments:

Resolution No. 17-19
Proposed Procurement Policy
Appendix B – Procurement of Supplies (current Procurement Policy)

RESOLUTION NO. 17-19

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SAN JUAN WATER DISTRICT
AMENDING PURCHASING REGULATIONS**

WHEREAS, Government Code section 54202 requires the San Juan Water District to adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the District;

WHEREAS, the District Board of Directors approved Ordinance No. 4000 on July 28, 2006 establishing procedures for the procurement of supplies and equipment;

WHEREAS, the District Board now wishes to amend the District's purchasing regulations to clarify the duties of the General Manager regarding purchasing, clarify which procedures apply to public works, clarify which types of expenditures require prior Board approval, and to streamline the bidding procedures for public works; and

WHEREAS, the District Board also proposes to amend Ordinance No. 4000 consistent with the changes described above.

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

1. Recitals. The foregoing recitals are true and are incorporated into this Resolution by this reference.

2. Procurement Policy Approved. The Board of Directors hereby approves the San Juan Water District Procurement Policy, attached hereto and incorporated herein as Exhibit A, effective September 22, 2017.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 23th day of August 2017, by the following vote:

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

KENNETH H. MILLER
President, Board of Directors

TERI GRANT
Secretary, Board of Directors

SAN JUAN WATER DISTRICT PROCUREMENT POLICY

Section 1. Purpose and Authority. The purpose of this policy is to establish regulations and procedures governing District purchases of supplies and equipment, approval of contracts, and other expenditures. This policy is adopted pursuant to Government Code sections 54202 and 54204, Public Contract Code sections 20680 to 20683, and other applicable law.

Section 2. Definitions.

- A. “Emergency” means a sudden, unexpected occurrence or incident that poses a clear and imminent danger or threat, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.
- B. “Expenditure” means any District expenditure, payment, purchase, contract or lease relating to a District expense or cost item, including, but not necessarily limited to, the purchase of Supplies; professional, consultant or service contracts; equipment service, maintenance or repair contracts; utility service accounts and contracts; procurement of insurance and bonds; purchase of fuel, oil or other vehicle maintenance supplies; and Public Works contracts.
- C. “Lowest Responsible Bidder” means the bidder that timely submits a complete and fully responsive bid and that bests responds in price, quality, service, fitness and capacity to meet the particular bid requirements. Price alone will not be the determinative factor, but will be considered along with other relevant bidder responsibility factors such as bidder reputation, qualifications and experience, ability of the bidder to deliver, quality of the Supplies, and availability of parts or service.
- D. “Public Works” means the construction, alteration, reconstruction, installation or repair of District improvements, facilities, buildings or structures.
- E. “Supplies” means supplies, materials, equipment, and merchandise, including vehicles, computers, other machines, equipment parts, office supplies, chemicals, tools, and furniture.

Section 3. Applicability. This policy applies to District purchases of Supplies, approval of Public Works contracts and other contracts, and approval of other expenditures.

Section 4. General Manager Duties. The District General Manager shall have responsibility and authority in connection with purchasing Supplies, approving Public Works and other contracts, and approving other Expenditures in accordance with this policy. The General Manager may delegate to other District officers or employees the authority to make purchases, approve contracts and perform other duties in accordance with this policy. The General Manager may adopt rules and procedures to implement and supplement these regulations so long as they are consistent with this policy.

Section 5. Expenditures Other Than Public Works Less Than \$50,000; General Manager Approval.

- A. Comparative Pricing Generally. For an Expenditure of estimated value less than \$50,000 for which there are unappropriated funds available in the current approved District budget for the item, the General Manager may make the Expenditure on the open market or through the Internet by seeking the most favorable terms and price either through negotiation, comparative pricing or informal competitive bidding, whichever method the General Manager deems most appropriate in the circumstances. The General Manager may approve the Expenditure through a written invoice, purchase order, contract, or other appropriate binding method.
- B. Exceptions. Negotiation, comparative pricing or informal competitive bidding is not required for an Expenditure in the following situations:
- (i) The amount of the Expenditure is less than \$1,000;
 - (ii) The General Manager determines that the Supplies can be obtained reasonably and efficiently only from one vendor or supplier;
 - (iii) The General Manager determines that it is strongly preferred for efficient operations that the Supplies be of a particular model, brand or make in order to match and be compatible with the model, brand or make of existing in-use equipment or facility;
 - (iv) The Supplies are to be purchased through or from the State of California or other federal, state or local government group sale program;
 - (v) Professional service (e.g., architect, engineer, accountant, attorney, or environmental consultant) contracts;
 - (vi) The General Manager determines that the nature of the Expenditure is such that competitive proposals would not produce an advantage and negotiation, comparative pricing or informal competitive bidding therefore would be undesirable, impractical, unattainable, unfeasible or impossible;
 - (vii) An Emergency under section 9.

Section 6. Expenditures Other than Public Works Over \$50,000; District Board Approval.

For an Expenditure of estimated value over \$50,000 not involving Public Works or an Expenditure of any amount for which there are not unappropriated funds within the current approved District budget, the Expenditure must be authorized by the Board (except for an Emergency under section 8). The General Manager will present an Expenditure recommendation to the Board after seeking the most favorable terms and price either through negotiation, comparative pricing or informal competitive bidding, whichever method the General Manager deems most appropriate in the circumstances; however, negotiation, comparative pricing or informal competitive bidding will not be required in the exception circumstances described in section 5(B) above.

Section 7. Public Works.

- A. Public Works Less Than \$25,000. For Public Works of estimated value less than \$25,000 for which there are unappropriated funds available in the current approved District budget, the General Manager may procure the work on the open market by seeking the most favorable terms and price either through negotiation, comparative pricing or informal competitive bidding, whichever the General Manager deems most appropriate in the circumstances. The General Manager may procure the work through a written invoice, purchase order, contract, or other appropriate binding method. In his discretion, the General Manager may use the District's own forces for the work if he determines that performing the work under contract would not be in the District's best interests.
- B. Public Works Over \$25,000. The procurement of a Public Works contract of estimated value over \$25,000 must be made pursuant to the following bidding procedures.
- (i) *Bid Notice.* The General Manager will prepare a notice inviting bids that includes a description of the r Public Work (including, if appropriate, reference to bid plans and specifications), the method to obtain more detailed information about the Public Work, the deadline for receipt of sealed bids, and the time and place of the bid opening. The notice inviting bids will be published at least once in a newspaper of general circulation in the District at least 10 days before the deadline for receipt of sealed bids, be posted on the District website, and be distributed and noticed to responsible prospective suppliers and vendors in such other manner as the General Manager deems appropriate in the circumstances. The General Manager will require bidders to post a bidder's security in a form and amount as determined by the General Manager and include the bid security requirements in the notice inviting bids.
- (ii) *Bid Opening.* At the time and place for the bid opening, the bids will be opened in public. The General Manager will tabulate all bids received and keep them open for public inspection. Any bids received after the bid receipt deadline will be returned to the bidder unopened.
- (iii) *Bid Award.* At the next Board meeting following the bid opening, the General Manager will present the bids to the Board and make a recommendation concerning an award to the Lowest Responsible Bidder. In its discretion, the Board may: (i) award the purchase to the Lowest Responsible Bidder; (ii) reject all bids and re-advertise for bids; (iii) reject all bids and not proceed with the purchase; or (iv) reject all bids and direct that an open market or Internet purchase be made by the General Manager if the price to be paid on the open market or Internet is less than the low bid. The Board may waive any irregularity, informality or minor error in any bid that does not affect the bid price. Upon Board award to the Lowest Responsible Bidder, the purchase or award will be confirmed by a written invoice, purchase order or contract. If no responsive bids are received by the bid deadline, the Board may authorize the General Manager to approve the purchase on the open market or through the Internet by seeking the most favorable terms and price through negotiation, comparative pricing or informal competitive bidding or through such other methods as may be specified by the Board.

Section 8. Emergency Purchases. In case of an Emergency, the General Manager is authorized to make and approve necessary Expenditures in the open market or through the Internet. The General Manager shall use his best efforts to first obtain the consent (which may be verbal or via e-mail) of at least two Board members prior to making the Expenditure. Expenditures approved under this section do not require prior Board approval and may be made without complying with comparative pricing or bidding requirements. The General Manager thereafter must promptly report to the Board concerning the type and amount of the expenditure and the Emergency circumstances warranting the Expenditure. Expenditures that ordinarily would require Board approval pursuant to this policy shall be subject to ratification by the Board at its next meeting.

Section 9. Contract Approval. The General Manager or Board President is authorized to sign contracts and agreements on behalf of the District if the contract or agreement has been approved or authorized in accordance with this policy.

Section 10. Change Orders and Amendments. The General Manager may authorize change orders or amendments to any contract, up to a cumulative total of the purchasing authority granted in Section 5A. Additionally, the General Manager may authorize change orders or amendments to contracts in excess of the purchasing authority granted in Section 5A, up to a cumulative total of 10% of the original contract amount.

Section 11. Review of Policy. This policy shall be reviewed and, if necessary, updated every two years to ensure compliance with all applicable laws.

APPENDIX B

PROCUREMENT OF SUPPLIES AND EQUIPMENT

Section 1. Purpose. The purpose of this procedure is to revise and clarify the District's policies, procedures and bidding regulations governing purchases of supplies and equipment by the District. This procedure is adopted pursuant to Government Code Section 54202.

Section 2. Applicability. This policy shall apply only to purchases by the District of supplies and equipment, including, but not necessarily limited to, vehicles, computers and other machines, equipment, office supplies, tools and furniture. It shall not apply to the award of construction contracts for public works projects, leases, consultant or service contracts, utility service contracts, procurement of insurance and bonds, or the purchases of fuel, oil or other vehicle maintenance supplies.

Section 3. Purchasing Agent. The General Manager shall appoint the District's purchasing agent. The District purchasing agent shall act as the purchasing agent for the District in connection with purchasing supplies and equipment, and he or she shall have general responsibility over such matters in accordance with authority to make purchases and perform other duties in accordance with this policy.

Section 4. Purchases Less Than \$15,000. For a purchase of supplies and equipment of estimated value less than \$15,000, the purchasing agent shall make the purchase on the open market by seeking the most favorable terms and price either through negotiation, comparative pricing and/or informal competitive bidding, whichever method the purchasing agent deems most appropriate in the circumstances. If there are unappropriated funds available in the approved budget for the purchase, then the purchasing agent may approve the purchase subject to the Board of Directors' approval and execution of a warrant for the purchase in the usual manner of approving warrants. If there are not unappropriated funds within the approved District budget, then the purchase must be authorized in advance by the Board of Directors.

Section 5. Purchases \$15,000 and Over. A purchase of supplies and equipment of estimated value greater than \$15,000 shall be made pursuant to the bidding procedures in this section, unless one of the following exceptions applies: (a) the item can be obtained only from one vendor or supplier; (b) the item is to be purchased from the State of California list of sale items; (c) emergency purchases (see Section 6); or (d) the Board of Directors determines or directs otherwise. The bidding procedures are as follows:

1. The purchasing agent shall prepare a notice inviting bids for the purchase, including a general description of the supplies and/or equipment to be purchased (including, if appropriate, bid specifications), the deadline for receipt of sealed bids, and the time and place for the bid opening. The notice inviting bids shall be posted in three public places in the District and shall be distributed to responsible prospective suppliers and vendors, as the purchasing agent deems appropriate. When the purchasing agent deems it appropriate, a bidder's security may be required in a form and amount as determined by the purchasing agent. If a bidder's security is to be required, the bid security requirement shall be set forth in the notice inviting bids.
2. At the time and place for the bid opening, the bids shall be opened in public. The purchasing agent shall tabulate all bids received and keep them open for public inspection. At the next Board of Directors meeting following the opening of bids, the purchasing agent shall present the bids to the Board and make a recommendation on an award to the lowest responsible bidder. In its discretion, the Board may (a) award the purchase to the lowest responsible bidder; (b) reject all bids and re-advertise for bids; (c) reject all bids and not proceed with the purchase; or (d) reject all bids and direct that an open market purchase be made by the purchasing agent, provided the price paid on the open market shall not exceed the bid of the lowest responsible bidder. The District may waive any irregularity or informality in any bid.
3. Upon award to the lowest responsible bidder, the purchase shall be confirmed by a written invoice, purchase order or contract. If a bid security was required, and the successful bidder does not proceed with the sale to the District within 10 days from the date of the award, the bidder shall forfeit the bid security.
4. "Lowest responsible bidder" as used in this section shall mean that bidder who timely submits a complete and fully responsive bid and who best responds in price, quality, service, fitness and capacity to meet the particular requirements of the District. Price alone shall not be the determinative factor, but shall be considered along with the other factors including, but not limited to, the ability of the bidder, and any other factors relating to the particular needs of the District for the supplies and/or equipment to be purchased.

Section 6. Emergency Purchases. In case of an emergency affecting the public health, safety or welfare making necessary a purchase that would otherwise require Board of Directors approval under Section 4 or 5, the purchasing agent is authorized to make necessary purchases of supplies and

equipment in the open market after first obtaining the verbal consent of at least two members of the Board. Purchases made under this section do not require prior Board approval and may be made without complying with other sections of this procurement policy. The purchasing agent thereafter shall promptly report to the Board the nature and amount of the purchase and the emergency circumstances warranting the purchase. The purchase shall be subject to ratification by the Board of Directors at its next meeting.

Section 7. Repealer. The existing District Purchasing Procedure (District Code of Ordinances, Appendix B) is hereby repealed. It shall be replaced with the procurement policy set forth in this procedure. This procedure also supersedes any and all prior inconsistent District resolutions, policies and ordinances concerning the purchase of supplies and equipment.

Section 8. Effective Date. This procedure shall take effect upon its adoption.

Section 9. Posting. This District Secretary is directed to post a copy of this procedure in three public places in the District within 10 days after its adoption.

STAFF REPORT

To: Board of Directors
From: Greg Zlotnick, Water Resources Specialist
Date: August 23, 2017
Subject: Proposed Revision to the Placer County Water Agency (PCWA) Contract

RECOMMENDED ACTION

Direct staff to seek an amendment to reduce the PCWA contract's take or pay entitlement to 12,500 acre-feet (from the current 25,000 acre-feet), while retaining 12,500 acre-feet to be available "on-call".

BACKGROUND & CURRENT STATUS

On July 25, 1972, San Juan Water District (San Juan) and the Placer County Water Agency (PCWA) entered into a water supply contract wherein PCWA agreed to sell San Juan up to 25,000 acre-feet of water annually. After five amendments to that contract, a wholly new contract between San Juan and PCWA was entered into on December 7, 2000, which continued to provide San Juan delivery of up to 25,000 acre-feet of water annually, on a take or pay basis.

Although the current contract has an expiration date of 2021, conditions warrant that San Juan take advantage of the option it has in the contract to voluntarily reduce the annual entitlement, and thus reduce its annual take or pay financial obligation to PCWA. Under the current 25,000 acre-foot contract, annual payments to PCWA over the last decade have ranged from a low of \$300,000 in 2009-2011 (\$12.00 AF) to a high in 2017 of \$498,500 (\$19.94 AF)¹.

Note that in addition to those costs, every acre-foot of PCWA water delivered by San Juan retail is subject to Warren Act charges for use of Reclamation facilities, which have ranged over the last ten years from a low of \$11.36 (2010) to a high of \$30.68 (2017), as well as power charges.

In 2001 and 2004 San Juan entered into agreements to deliver to the City of Roseville (Roseville), upon its call, 800 acre-feet and 3,200 acre-feet of San Juan's PCWA entitlement respectively. Although some monies have previously been received by San

¹ In 2016, the per acre-foot cost of PCWA water was \$27.74, but because a 2015 Amendment to the contract provided for the reduction of the take or pay amount to 10,000 acre-feet under specified drought conditions, the total payment to PCWA was \$274,400.

Juan as called for in the contracts for system improvements, Roseville has never made a call for any of the water and consequently has never initiated payments for the 4,000 acre-feet being carried by San Juan as part of its total 25,000 acre-feet take or pay entitlement.

Under staff's proposal, 4,000 acre-feet of the 12,500 acre-foot revised take or pay entitlement would be paid for by Roseville beginning no later than July 1, 2018, per conversations with Roseville staff. San Juan will pay PCWA for a minimum of 8,500 acre-feet and any amount used above that. Roseville will pay for a maximum of 4,000 acre-feet, deducting whatever amount San Juan uses above 8,500 acre-feet, up to the 12,500 acre-foot total. At this time, Roseville does not expect to need to call upon any of that 4,000 acre-feet for the foreseeable future. As a result, it is expected San Juan will have access to 12,500 acre-feet of PCWA water, should it be necessary to use, for the term of the current contract (2021) and likely beyond.

It is expected, as has been San Juan practice, that PCWA water will only be planned to be used in Placer County. Page 3 is a chart showing the approximate costs of PCWA water to San Juan over the last 10 years, and a rough estimate of savings that would be realized under the scenario outlined above.

Staff recommends that San Juan reduce the PCWA take or pay entitlement to 12,500 acre-feet, while retaining an equal 12,500 acre-feet "on-call" amount in the contract. PCWA has indicated receptiveness to our doing so and the concept described herein. This recommendation was presented to the Water Supply and Reliability Committee on August 14, 2017, and the committee recommended approval by the Board of Directors a motion to approve such a change in the PCWA contract.

APPROXIMATE PCWA WATER COSTS

	PCWA AF Rate‡	Total Paid to PCWA	Warren Act Cost per AF♣	SJWD Placer County deliveries of PCWA water	WA Charges paid to Reclamation	Total Cost	Savings if PCWA K was 12,500 AF	Roseville Reimburse to SJWD if 12,500 AF K	Total Differential (cost reduction)
2017	\$19.94	\$498,500	\$30.68	TBD	TBD	TBD	\$249,250	TBD	TBD
2016*	\$27.74	\$277,400	\$27.04	8,923	\$241,278	\$518,678	\$0	\$29,876 #	\$29,876
2015	\$16.50	\$412,500	\$15.96	7,527 (non-PCWA H2O)	\$0	\$412,500	\$206,250	\$66,000	\$266,250
2014	\$17.00	\$425,000	\$16.41	8,729	\$143,243	\$568,243	\$212,500	\$64,107	\$276,607
2013	\$16.25	\$406,250	\$19.27	11,686	\$225,190	\$631,440	\$203,125	\$13,228	\$216,353
2012	\$15.00	\$375,000	\$14.77	10,758	\$158,896	\$533,896	\$187,500	\$26,130	\$213,630
2011	\$12.00	\$300,000	\$13.68	7,947	\$108,715	\$408,715	\$150,000	\$48,000	\$198,000
2010	\$12.00	\$300,000	\$11.36	7,815	\$88,778	\$388,778	\$150,000	\$48,000	\$198,000
2009	\$12.00	\$300,000	\$17.71	9,520	\$168,599	\$468,599	\$150,000	\$35,760	\$185,760
2008	\$12.06	\$301,500	\$14.20	12,794	\$181,675	\$483,175	\$150,750	\$0 #	\$150,750
2008-2016 Total		\$3,097,650					\$1,410,125	\$331,101	\$1,735,226

‡ This is the average of the SJWD and Roseville CVP rates. Generally SJWD's rate in recent years has been a couple of dollars higher than Roseville's. Apparently PCWA has yet to take any of its CVP water, so their rate is not part of the calculation as the contract contemplates.

♣ For illustrative purposes and ease of calculations, I have used the Warren Act charges as if they ran Jan-Dec rather than March-Feb which is their true application. So these numbers are not actuals since they would depend on actual monthly delivery totals.

* 2016 PCWA take-or-pay amount reduced to 10,000 acre-feet per 2015 Amendment and Folsom inflow being below 450,000.

Assumption that Roseville would still pay for differential between our deliveries and the reduced 10,000 AF take-or-pay amount. And assuming \$0 since 2008 deliveries were above 12,500 AF.

ADDITIONAL BACKGROUND

The following is a summary of San Juan's total water assets, which presently total a maximum of 82,200 acre-feet:

- ◆ Water Rights Water: 33,000 AF of water rights water (28,418 AF pre-1914 and 4,582 AF post-1914). Reclamation, per a settlement agreement with San Juan, is required to deliver 33,000 AF to San Juan annually, in all water years. This water is "free" except for the energy necessary to lift it from the Hinkle Wye to the Water Treatment Plant.
- ◆ CVP Water Service Contract: San Juan has a CVP water service contract with Reclamation for 24,200 AF. However, San Juan is unable to take any of this water on any given day until after we have used our water right water, i.e. 149 acre-feet. This water is also subject to the CVP M&I Shortage policy, which has been imposed in 3 of the last 5 years (2013-2015) with 75%, 50% and 25% cuts to "historic use" (HU) respectively. San Juan's current HU is very low, 1,189 AF or 1,414 AF depending on whether we are successful with our pending request for an HU adjustment.
- ◆ PCWA Contract: A take-or-pay contract for 25,000 AF. San Juan's ten year average take under this contract has been 9,062 AF, and in the last five years it has averaged 8,019 AF.

San Juan's water demands are trending downward. The drought intensified that trend but the rebound will likely not bring demands all the way back:

- ◆ Total SJWD demands 2000-2004 averaged: 55,051 AF
- ◆ Total SJWD demands 2009-2013 averaged: 44,260 AF
- ◆ Total SJWD demands 2014-2016 averaged: 33,284 AF

- ◆ Total SJWD demands over the last 5 years have averaged: 38,896 AF
- ◆ SJWD Sac County deliveries over the last 5 years averaged: 29,605 AF
- ◆ SJWD Placer County deliveries over the last 5 years averaged: 9,292 AF

- ◆ Total SJWD demands over the last 10 years have averaged: 42,815 AF
- ◆ SJWD Sac County deliveries over the last 10 years averaged: 32,703 AF
- ◆ SJWD Placer County deliveries over the last 10 years averaged: 10,112 AF

- ◆ Total SJWD demands over the last 17 years have averaged: 47,796 AF
- ◆ SJWD Sac County deliveries over the last 17 years averaged: 36,834 AF
- ◆ SJWD Placer County deliveries over the last 17 years averaged: 10,962 AF

The 2015 update to San Juan's Urban Water Management Plan (UWMP) estimated the following San Juan future total wholesale demands:

- ◆ 2020 > 48,453 AF
- ◆ 2025 > 50,184 AF
- ◆ 2030 > 51,839 AF
- ◆ 2035 > 53,553 AF
- ◆ 2040 > 55,287 AF

(These totals do not include the Roseville 4,000 AF, system losses, and other misc. uses.)

By reducing the PCWA contract by 50%, San Juan will still retain water supply assets of 69,700 acre-feet during most years, with the ability to call upon an additional 12,500 AF from PCWA under many scenarios. This is compared to UWMP estimates that future total demand in 2040 will be 55,287 AF, a difference of close to 15,000 AF. It should be noted that the UWMP estimates were calculated prior to the recent activity in the Legislature to impose long-term, permanent water conservation standards. Therefore, it is probable that those estimates of future demand are likely overstated somewhat.

With respect to San Juan's ability to carry out water transfers and contribute to a regional groundwater bank, this proposed change in the PCWA contract would have little effect. Staff expects that such movement of water would be undertaken through potential short-term transfers of Water Right Water that would be backfilled with CVP supplies. The cost differential between delivering Water Rights Water in San Juan's Sacramento County service area versus using CVP Contract water would be incorporated into the financial arrangements of such transfers.

Also attached for additional background is a chart showing San Juan's water use by source and location.

STAFF REPORT
Proposed Revision to the PCWA Contract
Greg Zlotnick

<u>Year</u>	<u>Total WTP</u>	<u>SSWD</u>	<u>SJWD USE</u>	<u>SJ Sac Wholesale</u>	<u>SJ Placer Retail</u>	<u>PCWA Water</u>	<u>CVP</u>	<u>Rights Water</u>
2000	68,503.25	15,123.71	53,379.54	42,681.33	10,698.21	10,698.21	9,665.06	33,000.00
2001	73,045.57	15,518.80	57,526.77	45,681.62	11,845.15	11,845.15	11,200.00	33,000.00
2002	69,727.83	16,932.50	52,795.33	39,896.25	12,899.08	12,899.08	5,788.67	33,000.00
2003	69,037.28	15,339.51	53,697.77	40,857.44	12,840.33	12,840.33	3,548.22	31,953.26
2004	73,324.87	15,470.55	57,854.32	44,292.42	13,561.90	13,561.90	8,689.62	33,000.00
2005	68,871.55	14,356.04	54,515.51	42,229.38	12,286.13	12,286.13	4,557.71	33,000.00
2006	69,009.64	14,409.64	54,600.00	43,504.91	11,095.09	11,095.09	10,463.73	33,000.00
2007	57,610.86	4,144.38	53,466.48	41,020.30	12,446.18	12,446.18	8,002.52	33,000.00
2008	65,741.01	12,205.96	53,535.05	40,741.49	12,793.56	12,793.56	7,733.12	33,000.00
2009	51,352.89	8,210.35	43,142.54	32,822.54	10,320.00	9,520.00	418.30	33,000.00
2010	57,540.27	15,514.02	42,026.25	32,385.98	9,640.27	7,815.40	1,210.85	33,000.00
2011	56,229.74	14,727.78	41,501.96	32,039.33	9,462.63	7,946.63	555.33	33,000.00
2012	49,766.14	2,995.29	46,770.85	36,256.46	10,514.39	10,757.60	3,013.25	33,000.00
2013	48,268.38	408.98	47,859.40	36,557.31	11,302.09	11,685.71	3,173.69	33,000.00
2014	35,037.07	-	35,037.07	26,520.07	8,517.00	8,729.04	-	26,308.03
2015	31,237.73	-	31,237.73	23,710.34	7,527.39	-	-	31,237.73
2016	44,849.36	11,274.36	33,577.00	24,978.57	8,598.43	8,923.47	1,230	23,421.58
AVERAGE			Rights + CVP = >	57,200.00		25,000.00		
2012-2016	75% CVP	18,150		29,604.55	9,291.86	8,019.16	1,483.39	
2007-2016	50% CVP	12,100		32,703.24	10,112.19	9,061.76	2,533.71	
2000-2016	25% CVP	6,050		36,833.87	10,961.64	10,343.73	4,661.77	

2017 ACWA Committee Appointment Process Timeline 2018-2019 Term

- July 17:** **COMMITTEE CONSIDERATION FORMS EMAILED**
- Email packets sent to Agency General Managers and Board Presidents packets include:
 - List of agency staff and directors who currently serve on an ACWA Committee
 - Committee Composition
 - Committee Consideration Form
 - 2018-2019 Committee Timeline
- July 24:** **EMAIL NOTIFICATION TO CURRENT COMMITTEE MEMBERS**
- Current committee members notified that committee process has began
 - All current committee members **MUST** submit a Committee Consideration Form to be considered for reappointment
- September 29:** **COMPLETED CONSIDERATION FORM DEADLINE**
- All committee consideration forms **due by September 29**
 - Any consideration forms submitted after September 29 will be added to the waiting list and considered after ACWA President makes the initial committee appointments for the term
- October 27:** **ACWA REGION CHAIR AND VICE CHAIR CONFERENCE CALL**
- ACWA staff will hold a conference call with newly elected Region Chair and Vice Chairs to review 2018-2019 Committee recommendation process
 - Consideration forms compiled and submitted to incoming Region Chair and Vice Chair
- November 16:** **CHAIR AND VICE CHAIRS RECOMMENDATION DEADLINE**
- No Region recommendations will be accepted after November 16
- November 30:** **RECOMMENDATIONS GIVEN TO ACWA PRESIDENT**
- Incoming ACWA President will receive Region Chair and Vice Chairs recommendations along with all consideration forms at ACWA Fall Conference
- December 11:** **ACWA PRESIDENT APPOINTS MEMBERS OF COMMITTEES**
- Incoming ACWA President submits all appointments to ACWA Staff
- December 31:** **ACWA WILL NOTIFY COMMITTEE MEMBERS OF APPOINTMENTS**
- Letters emailed to members who have been appointed to serve on a committee for the 2018-2019 term
 - Letters emailed notifying those who were not appointed to a committee

ACWA COMMITTEE COMPOSITION

COMMITTEE

STAFF LIAISONS

Business Development Committee – Standing/Unlimited

Meetings: 2 times a year

The Business Development Committee develops and recommends to the Board of Directors programs and activities to be provided or administered by the association that generate non-dues revenue and provide a service or benefit to association members.

Paula Currie

Director of Member Services and Events

paulac@acwa.com

Communications Committee – Standing/Limited (40 maximum)

Meetings: 4 times a year

The Communications Committee develops and recommends to the Board of Directors and staff best practices regarding communications and public affairs programs. The committee promotes sound public information and education programs and practices among member agencies. It also prepares and distributes materials for use by member agencies in their local outreach efforts and provides guidance to ACWA's Communications Department.

Lisa Lien-Mager

Director of Communications

lislam@acwa.com

Energy Committee – Standing/Unlimited

Meetings: 2 times a year

The Energy Committee develops and recommends to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee policies and programs regarding the water-energy nexus.

Rebecca Franklin

Senior Regulatory Advocate

Rebeccaf@acwa.com

Federal Affairs Committee – Standing/Limited (5 Per Region)

Meetings: 2 times a year

The Federal Affairs Committee coordinates with other ACWA committees regarding input and recommendations on federal legislation and other issues before both Congress and the federal administrative branches.

David Reynolds

Director of Federal Affairs

dltreyn@sso.org

Finance Committee – Standing/Limited (2 Per Region – 1 Region Chair or Vice Chair; 1 with financial experience)

Meetings: 4-5 times a year

The Finance Committee develops and recommends to the Board of Directors policies and procedures related to annual budgets, investment strategies, annual audits and auditor selection, dues formula and schedule, and other financial matters.

Fili Gonzales

Director of Finance & Business Services

filig@acwa.com

Groundwater Committee – Standing/Unlimited

Meetings: 4 times a year

The Groundwater Committee develops and recommends to the Board of Directors policies and programs regarding groundwater issues. The committee monitors state and federal regulations and legislation affecting the quality and management of groundwater, conducts studies and gathers data on groundwater issues, develops policies regarding groundwater management and coordinates with other committees on groundwater issues.

Dave Bolland

Director of State Regulatory Relations

daveb@acwa.com

Legal Affairs Committee – Standing/Limited (45 Maximum)

Meetings: 2-3 times a year

The Legal Affairs Committee acts on requests for assistance on legal matters of significance to ACWA member agencies. The committee reviews proposed ACWA bylaw revisions and works with staff to produce publications to assist member agencies in complying with state and federal laws. The committee also files amicus curiae filings on important cases, comments on proposed regulations and guidelines of state agencies such as the Fair Political Practices Commission and monitors and engages in water rights waters of interest to member agencies.

**The committee shall be composed of attorneys, each of whom shall be, or act as, counsel for a member of the Association.*

Whitnie Wiley

Senior Legislative

Advocate

whitniew@acwa.com

Local Government Committee – Standing/Limited (3 Per Region)

Meetings: 4 times a year

The Local Government Committee develops and recommends to the Board of Directors and the State Legislative Committee policies regarding local government matters affecting water agencies, including planning issues, local government organization, and finance. The committee also gathers and disseminates information on the value of special districts, and shares information promoting excellence in local government service delivery.

Wendy Ridderbusch

Director of State

Legislative Relations

wendyr@acwa.com

Membership Committee – Standing/unlimited

Meetings: 2 times a year

The Membership Committee develops and recommends to the Board of Directors policies regarding membership, eligibility and applications for membership. The committee also assists staff in developing membership recruitment and retention programs and reviews and makes recommendations to the Finance Committee regarding an equitable dues structure.

Tiffany Giammona

Member Services

Group Manager

tiffanyg@acwa.com

State Legislative Committee – Standing/Limited (4 Per Region)

Meetings: 10-12 times a year

The State Legislative Committee sets official state legislative policy positions on behalf of the association. The committee reviews relevant legislation, develops advocacy strategies and makes recommendations to the Board of Directors on ballot measures and other major statewide policy issues. The committee also works with staff on legislative amendments and provides direction on legislative matters.

Wendy Ridderbusch

Director of State

Legislative Relations

wendyr@acwa.com

Water Management Committee – Standing/Limited (4 Per Region)

Meetings: 4 times a year

The Water Management Committee develops and recommends to the Board of Directors policies and programs regarding water management. The committee reviews and recommends positions on legislation and regulations as requested by other committees. The committee also assists in gathering and disseminating information regarding agricultural and urban water management, water conservation and water use efficiency, development and use of water resources, wastewater treatment and water recycling and reuse.

Dave Bolland

Director of State

Regulatory Relations

daveb@acwa.com

Water Quality Committee – Standing/Unlimited

Meetings: 4 times a year

The Water Quality Committee develops and recommends to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee policies and programs regarding water quality issues. The committee promotes cost-effective state and federal water quality regulations and provides a forum for members to work together to develop and present unified comments on water quality regulations. The committee also develops and recommends positions and testimony on water quality regulatory issues.

Rebecca Franklin

Senior Regulatory

Advocate

Rebeccaf@acwa.com

PLEASE PRINT LEGIBLY

Agency Name (DO NOT use acronyms or abbreviations)	Phone
Agency Address	City, State & Zip

BELOW PLEASE LIST ALL THOSE INTERESTED IN BEING ON ACWA COMMITTEES FOR YOUR AGENCY. FOR ADDITIONAL RECOMMENDATIONS PLEASE FILL OUT ANOTHER FORM.

**If an individual is not an agency employee or director, please indicate company affiliation.*

Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

Signature (Agency/District General Manager or Board President signature required) Title Date

QUESTIONS?

Contact Region and Member Services Specialist II
Ana Javaid at anaj@acwa.com or (916) 441-4545

910 K Street, Suite 100
Sacramento, CA 95814
www.acwa.com

STAFF REPORT

To: Board of Directors
From: Paul Helliker, General Manager
Date: August 23, 2017
Subject: Staff Positions

RECOMMENDED ACTION

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

BACKGROUND

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

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

The Personnel Committee considered potential hiring decisions on April 18 and May 5. At the April 18 meeting, the Committee discussed the option of filling the Assistant General Manager position after Keith Durkin retired on May 12. The Committee raised various issues, which were then discussed further at the Committee meeting on May 5. At the May 5 meeting, the HR and Safety positions were discussed in detail, and the budgetary implications of filling those positions were discussed in the context of either hiring a new Assistant General Manager or assigning the responsibilities of that position to other members of the Executive Team and senior staff. Attachment 6 presents this cost comparison. The Committee requested that the option of filling the HR and Safety positions be forwarded to the Board for discussion and potential approval. The Board of Directors discussed these options on May 24, and raised various issues to be considered by the Personnel Committee, to which the topic was re-referred. The Personnel Committee discussed the topic again on June 20, and asked various questions about staffing at neighboring water districts, which staff answered. The Committee did not decide on a recommendation, but decided to forward the issue to the Board for a final decision.

Staff has collected additional information about the manner in which neighboring agencies conduct safety and regulatory compliance activities. That information is included in Attachment 7. Most agencies have at least one full-time employee dedicated to these issues, and with the complexity of SJWD's operations - with a water treatment plant, field operations, heavy-duty equipment fleet, stormwater management and habitat mitigation programs, etc. – staffing needs are at least as significant.

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



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

Human Resources Coordinator Position Description

Status: FLSA Non-Exempt and Confidential in nature

Supervisor: Director of Finance

Effective Date:

Supervision Received and Exercised:

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

Primary Function

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

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

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

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

Minimum Qualifications

Knowledge of:

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

Ability to:

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

Education and Experience:

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

Education:

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

Experience:

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

License or Certificate:

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

Physical Capabilities:

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

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



San Juan Water District

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SAFETY/REGULATORY COMPLIANCE COORDINATOR

Position Description

Status: FLSA Non-Exempt and Confidential in nature

Supervisor: Operations Manager

Effective Date:

Supervision Received and Exercised:

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

Primary Function

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

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

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

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

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

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

Minimum Qualifications

Knowledge of:

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

Ability to:

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

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

Education and Experience:

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

Education:

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

Experience:

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

License or Certificate:

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

Physical Capabilities:

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

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



San Juan Water District

Human Resources Audit

Performed by



October 2016

Executive Summary

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

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

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

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

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

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

Methodology

Audit Scope

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

Audit Methodology

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

The methodology included:

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

Background

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

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

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

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

Findings

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

1. Selection

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

2. Onboarding/Off boarding

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

3. Benefit Administration

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

4. Personnel Policies

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

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

5. Staff Development/Training

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

6. Legal Compliance

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

7. Classification and Compensation

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

Recommendations

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

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

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

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

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

ATTACHMENT A
DRAFT JOB DESCRIPTION

*San Juan Water District
Human Resources Master Plan*



Prepared By



Human Resource Services

241 Lathrop Way
Sacramento, CA 95815
916.263.3600

May 2005

Section III: Vision

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

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

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

The vision document can be found in Appendix A.

Section IV: Findings

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

I. General Manager's Office

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

II. Engineering

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

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

III. Accounting and Finance

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

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

SAFETY/REGULATORY COMPLIANCE COORDINATOR**Needs Assessment**

May 15, 2017

**Overview:**

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

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

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

Safety Training and Compliance

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

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

Regulatory Compliance

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

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

Scenario #1: Fill the AGM position - status quo

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

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

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

Scenario #3: Keep AGM, add HR position

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

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

Assumptions:

Salaries pegged at mid-point of range

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

ATTACHMENT 7

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

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

STAFF REPORT

To: Board of Directors
 From: Paul Helliker, General Manager
 Date: August 23, 2017
 Subject: General Manager's Monthly Report

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production for July

Item	2017	2016	Difference
Monthly Production AF	7,095.86	6,620.14	7.2%
Daily Average MG	74.59	69.59	7.2%
Annual Production AF	25,409.42	24,519.37	3.6%

Water Turbidity

Item	July 2017	June 2017	Difference
Raw Water Turbidity NTU	0.90	1.50	-40%
Treated Water Turbidity NTU	0.022	0.022	0%
Monthly Turbidity Percentage Reduction	97.58%	98.54%	

*Folsom Lake Reservoir Storage Level AF**

Item	2017	2016	Difference
Lake Volume AF	953,497	715,224	33%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

* Total Reservoir Capacity: 977,000 AF

Other Items of Interest:

- Thickner #1 inspection and anode replacements
- Complete Bacon BPS intrusion monitoring and alarms

SYSTEM OPERATIONS

Distribution Operations:

Item	July 2017	June 2017	Difference
Leaks and Repairs	4	12	-8
Mains Flushed	11	3	+8
Valves Exercised	31	80	-49
Back Flows Tested	40	60	-20
Customer Service Calls	75	59	+16

Distribution System Water Quality:

Water Quality Samples Taken	# Failed Samples	Supporting Information
40 Lab	0	No additional information at this time.
9 In-House	0	

Other Items of Interest:

- Field Services to begin dead-end flushing program. Approximately 433 dead-end mainlines to be flushed.
- 3 service laterals were replaced.

CUSTOMER SERVICE ACTIVITIES

Billing Information for Month of July

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5330	673	176	23

Conservation Activities

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
17	62	14	24/12

Other Activities

- Toni Darr began training with Customer Service to assist with increased phone calls.
- In July, 16 meter box clearance notices were left, 92 customers cleared their meter box themselves, and 16 were sent to the contractor for clearance.
- On July 20th, Darren VanDusen with Conservation made a presentation to the Sacramento Area Water Works Association about San Juan's retail meter test bench program.

NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

Project Title	Description	Status (% Complete)	Issues
5370 Douglas Blvd	New Commercial Bldg for "Little Sunshine's Playhouse" school	Completed 8/9/17	None
Rolling Greens	9 Lot Subdivision	In Construction almost complete	None
3600 & 3630 Allison Ave (Self Parcel Split)	4 Lot Minor Subdivision (Laura Lane, off Allison Dr.)	Approved for Construction	Waiting for contract and submittals.
Rancho Del Oro	89 Lot Subdivision	Approved for Construction	On hold pending CEQA
Chula Acres	4-Lot Minor Subdivision	In Review	None
Hawthorne Retirement Residence	Multi-story building, with 145 Units	In Review	None

Project Title	Description	Status (% Complete)	Issues
Eureka at Granite Bay	28 condominium units	In Review	None
Greyhawk III	44 high-density, and 28 single family Lots	In Review	None
The Park at Granite Bay	56 lot Subdivision	In Review	West side distribution system tie-in needed

CAPITAL PROJECTS

Current Retail Projects

Project Title	Description	Status (% Complete)	Issues
Douglas Blvd Main Replacement	Replacement of ±4,125-LF of old steel main with new 16-in and 12-in pipeline between Auburn Folsom Rd and Hidden Lakes Dr.	In Design	None
Dambacher Drive Services Replacement	Replacement of ±19 aged, corroded steel service taps with new bronze saddle taps to reduce potential for failures and leaks.	In Design	None
Main Ave Main Replacement	Replacement of ±900-LF and on Main Ave between Lake Natoma Dr and Twin Lakes Ave. The new 12-in pipe will be sliplined into the old existing 20-in and 16-in pipe.	Construction scheduled to begin mid-August.	None, construction is underway
Oak Ave Main Replacement	Replacement of ±1,465-LF of aged steel pipeline with new 12-in C900 pipeline between Filbert Ave and address 9219 Oak Ave. The new 12-in pipe will be sliplined into the old existing 24-in pipe.	Construction scheduled between June and August	None, construction is almost complete. Expect completion by 8/23/17
ARC North/South PRS	Construction of a new Pressure Reducing Station (PRV) located at the intersection of American River Canyon Dr. and Oak Ave.	Construction scheduled between mid-August and mid-Sept	None, beginning construction phase
Cavitt Stallman PRS	Construction of a new Pressure Reducing Station (PRV) located, on Cavitt Stallman Rd west of Hidden Valley Place.	Construction scheduled for the month of Sept	None, beginning construction phase
Olive Ranch PRS	Construction of a new Pressure Reducing Station (PRV) located near the intersection of Ramsgate Dr. and Olive Ranch Rd.	Construction scheduled between end of Sept and mid-Oct	None, beginning construction phase

Project Title	Description	Status (% Complete)	Issues
Bacon BPS Intrusion Alarm	Installation of door and hatch switches and integration of the signals to notify Operations of an unauthorized entry.	In-House work, Completed.	Installation work completed on 7/14/17

Retail CIP - Project Specifics

- None to Report

Current Wholesale Projects

Project Title	Description	Status (% Complete)	Issues
WTP Improvements	Replacement of aged mechanical flocculators and sludge collection equipment, construction of a new settled water channel and a new overflow weir structure, electrical and piping improvements, and other miscellaneous work.	May 31, 2017 completion date not achieved due to lead time on floc equipment parts. Construction on hold until 9/15/17.	Performance of the Flocculation equipment remains to be resolved. Work in floc basins is suspended until water demands are reduced in fall.
FO-40 T-Main Relining	Relining of the existing ±11,000 foot long steel pipeline.	In design phase. Construction to begin in fall 2017.	Starting customer outreach phase to discuss project and access to our easement
Hinkle Res. Cleaning & Repairs	Cleaning, maintenance, and repairs of the covers on the Hinkle and Kokila Reservoirs.	Preparing RFQ to hire contractor	None. Work to begin in Fall 2017
Alum Feed Pumps Replacement	Replace the alum feed system pumping equipment and install VFD's on the pumps to enhance control.	In Design	None
Lime System Improvements	Improvements for the WTP's lime system control and feeder system.	In Design	None
Hinkle Res. Monitoring Level Probes	Installation of level probes into the monitoring wells to provide consistent monitoring data for DSOD reporting.	In Design	None

Wholesale CIP - Project Specifics

- None to Report

SAFETY & REGULATORY TRAINING – July 2017

Training Course	Staff
Ergonomics-Field	Field Services/Treatment/ Conservation
Ergonomics-General Office	All Staff
Lockout/Tagout	Field Services/Treatment/ Conservation
SCADA Screens and Programing Modifications	Field Services/Treatment

Notes:

- Cal/OSHA has increase personnel and it's anticipated that inspections shall also increase. "DOSH conducted almost 7,900 in-person inspections in 2016, topped only by 2011's 7,962." August 11, 2017Article, Cal/OSHA Website.
- New OSHA Reporting Injury Requirements; annual injury reports to be submitted electronically.

FINANCE/BUDGET

See attached.



San Juan Water District, CA

Wholesale Operating Income Statement

Group Summary

For Fiscal: 2017-2018 Period Ending: 07/31/2017

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESALE					
Revenue					
41000 - Water Sales	10,385,100.00	10,385,100.00	1,399,753.00	1,399,753.00	8,985,347.00
43000 - Rebate	1,100.00	1,100.00	0.00	0.00	1,100.00
49000 - Other Non-Operating Revenue	149,400.00	149,400.00	0.00	0.00	149,400.00
Revenue Total:	10,535,600.00	10,535,600.00	1,399,753.00	1,399,753.00	9,135,847.00
Expense					
51000 - Salaries and Benefits	4,615,900.00	4,615,900.00	226,732.23	226,732.23	4,389,167.77
52000 - Debt Service Expense	939,800.00	939,800.00	0.00	0.00	939,800.00
53000 - Source of Supply	1,296,300.00	1,296,300.00	251,627.45	251,627.45	1,044,672.55
54000 - Professional Services	638,400.00	638,400.00	85,810.53	85,810.53	552,589.47
55000 - Maintenance	508,500.00	508,500.00	12,263.72	12,263.72	496,236.28
56000 - Utilities	79,400.00	79,400.00	183.58	183.58	79,216.42
57000 - Materials and Supplies	569,500.00	569,500.00	20,226.39	20,226.39	549,273.61
58000 - Public Outreach	38,900.00	38,900.00	0.00	0.00	38,900.00
59000 - Other Operating Expenses	385,000.00	385,000.00	62,964.35	62,964.35	322,035.65
69000 - Other Non-Operating Expenses	2,800.00	2,800.00	0.00	0.00	2,800.00
69900 - Transfers Out	169,300.00	169,300.00	0.00	0.00	169,300.00
Expense Total:	9,243,800.00	9,243,800.00	659,808.25	659,808.25	8,583,991.75
Fund: 010 - WHOLESALE Surplus (Deficit):	1,291,800.00	1,291,800.00	739,944.75	739,944.75	551,855.25
Total Surplus (Deficit):	1,291,800.00	1,291,800.00	739,944.75	739,944.75	551,855.25

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	1,291,800.00	1,291,800.00	739,944.75	739,944.75	551,855.25
Total Surplus (Deficit):	1,291,800.00	1,291,800.00	739,944.75	739,944.75	555,576.64



San Juan Water District, CA

Wholesale Capital Income Statement

Group Summary

For Fiscal: 2017-2018 Period Ending: 07/31/2017

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,090,000.00	1,090,000.00	0.00	0.00	1,090,000.00
44000 - Connection Fees	35,000.00	35,000.00	1,330.00	1,330.00	33,670.00
44500 - Capital Contributions - Revenue	2,172,400.00	2,172,400.00	179,426.00	179,426.00	1,992,974.00
49000 - Other Non-Operating Revenue	60,000.00	60,000.00	0.00	0.00	60,000.00
49990 - Transfer In	169,300.00	169,300.00	0.00	0.00	169,300.00
Revenue Total:	3,526,700.00	3,526,700.00	180,756.00	180,756.00	3,345,944.00
Expense					
55000 - Maintenance	2,253,500.00	2,253,500.00	0.00	0.00	2,253,500.00
61000 - Capital Outlay	1,018,600.00	1,018,600.00	2,979.50	2,979.50	1,015,620.50
Expense Total:	3,272,100.00	3,272,100.00	2,979.50	2,979.50	3,269,120.50
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):	254,600.00	254,600.00	177,776.50	177,776.50	76,823.50
Total Surplus (Deficit):	254,600.00	254,600.00	177,776.50	177,776.50	76,823.50

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
011 - Wholesale Capital Outlay	254,600.00	254,600.00	177,776.50	177,776.50	76,823.50
Total Surplus (Deficit):	254,600.00	254,600.00	177,776.50	177,776.50	105,679.50



San Juan Water District, CA

Project Activity Report

By Project Number

Report Dates: 07/01/2017 - 07/31/2017

Project Number	Project Name	Group	Type	Status
171101	In-Plant Pump Station Improveme...	CIP - Asset	Water Treatment Pl...	Active
Expenses				
Account Key	Account Name	Category	Total Activity	
1711014000	Capital	Capital 4000	456.72	
	GL Account Number	GL Account Name	Activity	
	011-700-61145	Capital Outlay - WTP & Improvements	456.72	
		Total Expenses:	456.72	
		171101 Total:	456.72	
 171105	 Baldwin Reservoir Raw Water Sup...	 Unplanned CIP	 Water Treatment Pl...	 Active
Expenses				
Account Key	Account Name	Category	Total Activity	
1711054000	Capital	Capital 4000	1,378.78	
	GL Account Number	GL Account Name	Activity	
	011-700-61150	Capital Outlay - Mains/Pipelines & Improveme	1,378.78	
		Total Expenses:	1,378.78	
		171105 Total:	1,378.78	

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
171101	In-Plant Pump Station Improvements	0.00	456.72	-456.72
171105	Baldwin Reservoir Raw Water Supply I	0.00	1,378.78	-1,378.78
Project Totals:		0.00	1,835.50	-1,835.50

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	456.72	-456.72
Unplanned CIP	0.00	1,378.78	-1,378.78
Group Totals:	0.00	1,835.50	-1,835.50

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Water Treatment Plant	0.00	1,835.50	-1,835.50
Type Totals:	0.00	1,835.50	-1,835.50

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-700-61145	Capital Outlay - WTP & Improv...	0.00	456.72	456.72
011-700-61150	Capital Outlay - Mains/Pipeline...	0.00	1,378.78	1,378.78
GL Account Totals:		0.00	1,835.50	1,835.50



San Juan Water District, CA

Project Activity Report

By Project Number

Report Dates: 07/01/2017 - 07/31/2017

Project Number	Project Name	Group	Type	Status
171109	GIS Assessment and Implementati...	CIP - Asset	Engineering	Active
Expenses				
Account Key	Account Name	Category	GL Account Name	Total Activity
1711094000	Capital	Capital 4000		2,860.00
	GL Account Number		GL Account Name	Activity
	011-700-61180		Capital Outlay - Software	1,144.00
	055-700-61180		Capital Outlay - Software	1,716.00
Total Expenses:				2,860.00
171109 Total:				2,860.00

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
171109	GIS Assessment and Implementation	0.00	2,860.00	-2,860.00
Project Totals:		0.00	2,860.00	-2,860.00

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	2,860.00	-2,860.00
Group Totals:	0.00	2,860.00	-2,860.00

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Engineering	0.00	2,860.00	-2,860.00
Type Totals:	0.00	2,860.00	-2,860.00

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-700-61180	Capital Outlay - Software	0.00	1,144.00	1,144.00
055-700-61180	Capital Outlay - Software	0.00	1,716.00	1,716.00
GL Account Totals:		0.00	2,860.00	2,860.00



San Juan Water District, CA

Retail Operating Income Statement

Group Summary

For Fiscal: 2017-2018 Period Ending: 07/31/2017

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	10,716,800.00	10,716,800.00	-396.46	-396.46	10,717,196.46
45000 - Other Operating Revenue	427,100.00	427,100.00	5,555.00	5,555.00	421,545.00
49000 - Other Non-Operating Revenue	112,300.00	112,300.00	21,244.86	21,244.86	91,055.14
49990 - Transfer In	1,394,700.00	1,394,700.00	0.00	0.00	1,394,700.00
Revenue Total:	12,650,900.00	12,650,900.00	26,403.40	26,403.40	12,624,496.60
Expense					
51000 - Salaries and Benefits	6,021,200.00	6,021,200.00	303,746.56	303,746.56	5,717,453.44
52000 - Debt Service Expense	522,300.00	522,300.00	0.00	0.00	522,300.00
53000 - Source of Supply	3,080,600.00	3,080,600.00	538,764.00	538,764.00	2,541,836.00
54000 - Professional Services	717,800.00	717,800.00	43,806.98	43,806.98	673,993.02
55000 - Maintenance	255,100.00	255,100.00	11,748.30	11,748.30	243,351.70
56000 - Utilities	254,200.00	254,200.00	5,805.42	5,805.42	248,394.58
57000 - Materials and Supplies	279,300.00	279,300.00	6,513.18	6,513.18	272,786.82
58000 - Public Outreach	163,100.00	163,100.00	0.00	0.00	163,100.00
59000 - Other Operating Expenses	535,800.00	535,800.00	49,016.11	49,016.11	486,783.89
69000 - Other Non-Operating Expenses	3,400.00	3,400.00	0.00	0.00	3,400.00
Expense Total:	11,832,800.00	11,832,800.00	959,400.55	959,400.55	10,873,399.45
Fund: 050 - RETAIL Surplus (Deficit):	818,100.00	818,100.00	-932,997.15	-932,997.15	1,751,097.15
Total Surplus (Deficit):	818,100.00	818,100.00	-932,997.15	-932,997.15	1,751,097.15

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	818,100.00	818,100.00	-932,997.15	-932,997.15	1,751,097.15
Total Surplus (Deficit):	818,100.00	818,100.00	-932,997.15	-932,997.15	2,009,639.70



San Juan Water District, CA

Retail Capital Income Statement

Group Summary

For Fiscal: 2017-2018 Period Ending: 07/31/2017

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,090,000.00	1,090,000.00	0.00	0.00	1,090,000.00
44000 - Connection Fees	450,000.00	450,000.00	15,253.00	15,253.00	434,747.00
49000 - Other Non-Operating Revenue	60,000.00	60,000.00	0.00	0.00	60,000.00
Revenue Total:	1,600,000.00	1,600,000.00	15,253.00	15,253.00	1,584,747.00
Expense					
54000 - Professional Services	66,000.00	66,000.00	0.00	0.00	66,000.00
55000 - Maintenance	155,000.00	155,000.00	0.00	0.00	155,000.00
61000 - Capital Outlay	5,428,000.00	5,428,000.00	218,936.32	218,936.32	5,209,063.68
69900 - Transfers Out	1,394,700.00	1,394,700.00	0.00	0.00	1,394,700.00
Expense Total:	7,043,700.00	7,043,700.00	218,936.32	218,936.32	6,824,763.68
Fund: 055 - Retail Capital Outlay Surplus (Deficit):	-5,443,700.00	-5,443,700.00	-203,683.32	-203,683.32	-5,240,016.68
Total Surplus (Deficit):	-5,443,700.00	-5,443,700.00	-203,683.32	-203,683.32	-5,240,016.68

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-5,443,700.00	-5,443,700.00	-203,683.32	-203,683.32	-5,240,016.68
Total Surplus (Deficit):	-5,443,700.00	-5,443,700.00	-203,683.32	-203,683.32	-5,458,954.98



San Juan Water District, CA

Project Activity Report

By Project Number

Report Dates: 07/01/2017 - 07/31/2017

Project Number

[175109](#)

Project Name

9151-9219 Oak Avenue Main Repl... CIP - Asset

Group

Type

Engineering

Status

Active

Expenses

Account Key

[1751094000](#)

Account Name

Capital

Category

Capital 4000

Total Activity

152,284.50

[1751096000](#)

GL Account Number

[055-700-61150](#)

GL Account Name

Capital Outlay - Mains/Pipelines & Improveme

152,284.50

Retention - CAP

Retention - Capital 6000

-7,614.22

GL Account Number

[055-20030](#)

GL Account Name

Retentions Payable

-7,614.22

Total Expenses: 144,670.28

175109 Total: 144,670.28

[175115](#)

Bacon Pump Station Intrusion Ala... CIP - Asset

Field Services

Pending Fixed Asset Crea...

Expenses

Account Key

[1751154000](#)

Account Name

Capital

Category

Capital 4000

Total Activity

146.83

GL Account Number

[055-700-61135](#)

GL Account Name

Capital Outlay - Pump Stations & Improvemen

146.83

Total Expenses: 146.83

175115 Total: 146.83

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
175109	9151-9219 Oak Avenue Main Replacer	0.00	144,670.28	-144,670.28
175115	Bacon Pump Station Intrusion Alarm	0.00	146.83	-146.83
Project Totals:		0.00	144,817.11	-144,817.11

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	144,817.11	-144,817.11
Group Totals:	0.00	144,817.11	-144,817.11

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Engineering	0.00	144,670.28	-144,670.28
Field Services	0.00	146.83	-146.83
Type Totals:	0.00	144,817.11	-144,817.11

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
055-20030	Retentions Payable	0.00	-7,614.22	-7,614.22
055-700-61135	Capital Outlay - Pump Stations...	0.00	146.83	146.83
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	152,284.50	152,284.50
GL Account Totals:		0.00	144,817.11	144,817.11



San Juan Water District, CA

Project Activity Report

By Project Number

Report Dates: 07/01/2017 - 07/31/2017

Project Number 171109	Project Name GIS Assessment and Implementati...	Group CIP - Asset	Type Engineering	Status Active	
	Expenses				
Account Key 1711094000	Account Name Capital	GL Account Number 011-700-61180 055-700-61180	Category Capital 4000		Total Activity 2,860.00
			GL Account Name Capital Outlay - Software		Activity 1,144.00
			Capital Outlay - Software		1,716.00
				Total Expenses:	2,860.00
				171109 Total:	2,860.00

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
171109	GIS Assessment and Implementation	0.00	2,860.00	-2,860.00
Project Totals:		0.00	2,860.00	-2,860.00

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	2,860.00	-2,860.00
Group Totals:	0.00	2,860.00	-2,860.00

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Engineering	0.00	2,860.00	-2,860.00
Type Totals:	0.00	2,860.00	-2,860.00

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-700-61180	Capital Outlay - Software	0.00	1,144.00	1,144.00
055-700-61180	Capital Outlay - Software	0.00	1,716.00	1,716.00
GL Account Totals:		0.00	2,860.00	2,860.00



San Juan Water District, CA

Balance Sheet

Account Summary

As Of 07/31/2017

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
Asset					
Type: 1000 - Assets					
10010 - Cash and Investments	6,246,103.58	4,726,430.90	1,315,398.70	7,221,811.82	19,509,745.00
10090 - Cash Bond Reserve	0.00	0.00	1,063,853.61	0.00	1,063,853.61
10510 - Accounts Receivable	1,871,823.42	72,548.90	-55,860.63	-212.90	1,888,298.79
11000 - Inventory	0.00	0.00	105,612.89	0.00	105,612.89
12000 - Prepaid Expense	29,920.34	0.00	29,919.54	0.00	59,839.88
14010 - Deferred Outflows	559,962.36	0.00	803,062.26	0.00	1,363,024.62
17010 - Capital Assets - Work in Progress	1,256,516.01	0.00	1,550,614.58	0.00	2,807,130.59
17150 - Capital Assets - Land Non-depreciable	337,107.00	0.00	166,272.00	0.00	503,379.00
17160 - Capital Assets - Land Improvements	366,084.20	0.00	75,884.80	0.00	441,969.00
17200 - Capital Assets - Pump Stations & Improvements	7,367,435.40	0.00	5,910,319.27	0.00	13,277,754.67
17300 - Capital Assets - Buildings & Improvements	7,236,728.31	0.00	61,283.08	0.00	7,298,011.39
17350 - Capital Assets - Water Treatment Plant & Imp	39,327,546.44	0.00	329,902.40	0.00	39,657,448.84
17400 - Capital Assets - Mains/Pipelines & Improvements	23,689,683.10	0.00	46,702,078.36	0.00	70,391,761.46
17500 - Capital Assets - Reservoirs & Improvements	2,985,110.00	0.00	1,660,237.00	0.00	4,645,347.00
17700 - Capital Assets - Equipment & Furniture	9,041,467.36	0.00	1,252,876.12	0.00	10,294,343.48
17750 - Capital Assets - Vehicles	379,156.83	0.00	413,429.61	0.00	792,586.44
17800 - Capital Assets - Software	181,306.78	0.00	772,280.47	0.00	953,587.25
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-37,171,233.73	0.00	-32,758,715.32	0.00	-69,929,949.05
19010 - 2009 Premiums on Refunding Bonds	-164,905.86	0.00	-92,759.51	0.00	-257,665.37
19015 - 2012 Premiums on Refunding Bonds	-617,056.22	0.00	-335,044.10	0.00	-952,100.32
Total Type 1000 - Assets:	63,588,951.32	4,798,979.80	28,970,645.13	7,221,598.92	104,580,175.17
Total Asset:	63,588,951.32	4,798,979.80	28,970,645.13	7,221,598.92	104,580,175.17
Liability					
Type: 2000 - Liabilities					
20010 - Accounts Payable	205,218.21	23,480.79	119,227.02	211,322.10	559,248.12
20100 - Retentions Payable	0.00	301,176.60	0.00	29,323.73	330,500.33
21200 - Salaries & Benefits Payable	29,160.78	0.00	48,109.06	0.00	77,269.84
21250 - Payroll Taxes Payable	-0.01	0.00	0.01	0.00	0.00
21300 - Compensated Absences	330,057.87	0.00	456,304.68	0.00	786,362.55
21600 - OPEB Liability	119,905.54	0.00	172,893.65	0.00	292,799.19
21700 - Pension Liability	2,484,580.73	0.00	3,575,372.27	0.00	6,059,953.00
22010 - Deferred Income	0.00	0.00	64,775.09	0.00	64,775.09
22050 - Deferred Inflows	615,542.00	0.00	881,311.00	0.00	1,496,853.00

Balance Sheet

As Of 07/31/2017

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
24000 - Current Bonds Payables	301,366.50	0.00	163,633.50	0.00	465,000.00
24100 - 2009 Bonds Payables	18,160,000.00	0.00	10,215,000.00	0.00	28,375,000.00
24200 - 2012 Bonds Payable	6,379,807.36	0.00	3,464,055.26	0.00	9,843,862.62
Total Type 2000 - Liabilities:	28,625,638.98	324,657.39	19,160,681.54	240,645.83	48,351,623.74
Total Liability:	28,625,638.98	324,657.39	19,160,681.54	240,645.83	48,351,623.74
Equity					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	29,371,981.00	0.00	11,509,862.00	0.00	40,881,843.00
30500 - Designated Reserves	3,001,993.59	4,296,545.91	-1,830,429.26	7,184,636.41	12,652,746.65
30700 - Restricted Debt Service Reserve	1,849,393.00	0.00	1,063,528.00	0.00	2,912,921.00
Total Type 3000 - Equity:	34,223,367.59	4,296,545.91	10,742,960.74	7,184,636.41	56,447,510.65
Total Total Beginning Equity:	34,223,367.59	4,296,545.91	10,742,960.74	7,184,636.41	56,447,510.65
Total Revenue	1,399,753.00	180,756.00	26,403.40	15,253.00	1,622,165.40
Total Expense	659,808.25	2,979.50	959,400.55	218,936.32	1,841,124.62
Revenues Over/Under Expenses	739,944.75	177,776.50	-932,997.15	-203,683.32	-218,959.22
Total Equity and Current Surplus (Deficit):	34,963,312.34	4,474,322.41	9,809,963.59	6,980,953.09	56,228,551.43
Total Liabilities, Equity and Current Surplus (Deficit):	63,588,951.32	4,798,979.80	28,970,645.13	7,221,598.92	104,580,175.17



San Juan Water District, CA

Check Report

By Check Number

Date Range: 07/01/2017 - 07/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
01039	AFLAC	07/06/2017	Regular	0.00	1,455.81	51465
01004	2540 Partners LLC	07/13/2017	Regular	0.00	28.72	51466
01041	Afman, Todd R	07/13/2017	Regular	0.00	996.22	51467
01073	Amarjeet Singh Garcha	07/13/2017	Regular	0.00	1,500.00	51468
01026	American River Ace Hardware, Inc.	07/13/2017	Regular	0.00	148.26	51469
01138	AT&T Mobility II LLC	07/13/2017	Regular	0.00	62.01	51470
01182	Bartkiewicz, Kronick & Shanahan	07/13/2017	Regular	0.00	25,435.39	51471
01219	Borges & Mahoney Co	07/13/2017	Regular	0.00	2,685.29	51472
03515	Capitol Builders Hardware, Inc.	07/13/2017	Regular	0.00	3,583.00	51473
03226	Capitol Sand and Gravel Co.	07/13/2017	Regular	0.00	2,185.94	51474
01372	City of Folsom	07/13/2017	Regular	0.00	34.72	51475
02556	Costa, Ted	07/13/2017	Regular	0.00	413.68	51476
03451	D R Horton CA2 Inc	07/13/2017	Regular	0.00	71.92	51477
03545	Desjardin, Brad	07/13/2017	Regular	0.00	43.10	51478
03537	Farr, John OR Anne	07/13/2017	Regular	0.00	148.64	51479
01623	FISHER SCIENTIFIC COMPANY LLC	07/13/2017	Regular	0.00	436.86	51480
01634	Folsom Lake Ford, Inc.	07/13/2017	Regular	0.00	5,088.44	51481
03089	Fulton, Jonathan	07/13/2017	Regular	0.00	14.94	51482
01655	G3 Engineering, Inc.	07/13/2017	Regular	0.00	7,250.97	51483
01659	Gary Webb Trucking	07/13/2017	Regular	0.00	1,647.75	51484
01068	Glenn C. Walker	07/13/2017	Regular	0.00	1,707.12	51485
01681	Golden State Flow Measurements, Inc.	07/13/2017	Regular	0.00	740.03	51486
03091	Granite Bay Ace Hardware	07/13/2017	Regular	0.00	360.26	51487
01706	Graymont Western US Inc.	07/13/2017	Regular	0.00	5,805.15	51488
01733	Harris Industrial Gases	07/13/2017	Regular	0.00	54.64	51489
03502	Helliker, Paul	07/13/2017	Regular	0.00	63.57	51490
01763	Holt of California	07/13/2017	Regular	0.00	2,828.18	51491
01768	Hopkins Technical Products, Inc.	07/13/2017	Regular	0.00	2,741.76	51492
01483	Hyde Veith, Denise	07/13/2017	Regular	0.00	74.10	51493
01778	IDEXX Distribution, Inc	07/13/2017	Regular	0.00	536.41	51494
01796	Insomniac Productions Inc.	07/13/2017	Regular	0.00	4,263.02	51495
03542	Intermountain Drilling Supply Corp. (IDS)	07/13/2017	Regular	0.00	1,308.97	51496
03538	Jennings, Martin F	07/13/2017	Regular	0.00	83.28	51497
01857	Jifco, Inc.	07/13/2017	Regular	0.00	38,327.93	51498
03074	Kirby's Pump & Mechanical Inc	07/13/2017	Regular	0.00	4,237.98	51499
03411	Labor Ready Southwest, Inc.	07/13/2017	Regular	0.00	3,661.92	51500
01959	Les Schwab Tire Centers of California Inc	07/13/2017	Regular	0.00	455.97	51501
02024	MCI WORLDCOM	07/13/2017	Regular	0.00	181.78	51502
03544	Morgan, Robert	07/13/2017	Regular	0.00	250.00	51503
02649	MUFG Union Bank, N.A.	07/13/2017	Regular	0.00	368,480.29	51504
02093	NDS Solutions, Inc	07/13/2017	Regular	0.00	2,151.36	51505
02094	Neff Rental LLC	07/13/2017	Regular	0.00	11,152.58	51506
02131	Office Depot, Inc.	07/13/2017	Regular	0.00	1,711.30	51507
	Void	07/13/2017	Regular	0.00	0.00	51508
	Void	07/13/2017	Regular	0.00	0.00	51509
03539	Olson, Nanette	07/13/2017	Regular	0.00	189.20	51510
02150	Pace Supply Corp	07/13/2017	Regular	0.00	12,051.37	51511
03540	Perez, Paul OR Linda	07/13/2017	Regular	0.00	76.56	51512
03026	PFM Asset Management	07/13/2017	Regular	0.00	1,420.58	51513
02146	PG&E	07/13/2017	Regular	0.00	5,511.56	51514
02210	Placer County Water Agency	07/13/2017	Regular	0.00	60,000.00	51515
03531	Rangel Janitorial, Inc.	07/13/2017	Regular	0.00	3,659.45	51516
02281	Ray A Morgan Company Inc	07/13/2017	Regular	0.00	535.29	51517
02223	Rexel Inc (Platt - Rancho Cordova)	07/13/2017	Regular	0.00	2,972.99	51518

Check Report

Date Range: 07/01/2017 - 07/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02292	Rexel, Inc.	07/13/2017	Regular	0.00	1,068.01	51519
02293	RFI Enterprises, Inc	07/13/2017	Regular	0.00	1,215.80	51520
03092	Rich, Dan	07/13/2017	Regular	0.00	224.00	51521
02302	Riebes Auto Parts, LLC	07/13/2017	Regular	0.00	58.24	51522
02328	Rocklin Windustrial Co	07/13/2017	Regular	0.00	449.30	51523
02446	Sierra Chemical Co	07/13/2017	Regular	0.00	10,981.71	51524
03541	Smith, Wayne R	07/13/2017	Regular	0.00	57.07	51525
02514	State Water Resources Control Board - SWRCB	07/13/2017	Regular	0.00	60.00	51526
02049	Stemple, Michael	07/13/2017	Regular	0.00	26.00	51527
01411	SureWest Telephone	07/13/2017	Regular	0.00	1,609.11	51528
02463	The New AnswerNet	07/13/2017	Regular	0.00	277.17	51529
02651	United Parcel Service Inc	07/13/2017	Regular	0.00	48.78	51530
03079	Van Dusen, Darren	07/13/2017	Regular	0.00	50.00	51531
03284	Vavrinek, Trine, Day & Co, LLP	07/13/2017	Regular	0.00	1,190.00	51532
02700	Viking Shred LLC	07/13/2017	Regular	0.00	50.00	51533
01687	W. W. Grainger, Inc.	07/13/2017	Regular	0.00	2,709.66	51534
03445	Zlotnick, Greg	07/13/2017	Regular	0.00	1,756.30	51535
01494	Dewey Services Inc.	07/14/2017	Regular	0.00	85.00	51536
	Void	07/14/2017	Regular	0.00	0.00	51537
	Void	07/14/2017	Regular	0.00	0.00	51538
	Void	07/14/2017	Regular	0.00	0.00	51539
	Void	07/14/2017	Regular	0.00	0.00	51540
02283	Recology Auburn Placer	07/14/2017	Regular	0.00	640.70	51541
02357	Sacramento Municipal Utility District (SMUD)	07/14/2017	Regular	0.00	19,532.92	51542
02690	Verizon Wireless	07/14/2017	Regular	0.00	738.52	51543
02743	Wienhoff & Associates, Inc.	07/14/2017	Regular	0.00	70.00	51544
03548	Digital Deployment, Inc.	07/21/2017	Regular	0.00	2,000.00	51545
03386	Myers & Sons Construction, LP	07/21/2017	Regular	0.00	216,417.84	51546
02667	US Bank Corporate Payments Sys (CalCard)	07/21/2017	Regular	0.00	10,194.30	51547
	Void	07/21/2017	Regular	0.00	0.00	51548
	Void	07/21/2017	Regular	0.00	0.00	51549
	Void	07/21/2017	Regular	0.00	0.00	51550
	Void	07/21/2017	Regular	0.00	0.00	51551
	Void	07/21/2017	Regular	0.00	0.00	51552
	Void	07/21/2017	Regular	0.00	0.00	51553
02146	PG&E	07/25/2017	Regular	0.00	10.00	51554
03387	WageWorks, Inc	07/12/2017	EFT	0.00	290.00	404978
01898	Association of California Water Agencies / JPIA	07/13/2017	EFT	0.00	17,680.90	404979
	Void	07/13/2017	EFT	0.00	0.00	404980
03514	Beckman Coulter, Inc.	07/13/2017	EFT	0.00	1,528.00	404981
01232	Brower Mechanical, Inc.	07/13/2017	EFT	0.00	590.00	404982
03530	Certex USA, Inc.	07/13/2017	EFT	0.00	2,182.41	404983
03221	Chemtrade Chemicals Corporation	07/13/2017	EFT	0.00	51,764.19	404984
01419	Corrpro Companies, Inc.	07/13/2017	EFT	0.00	4,809.95	404985
01509	Domenichelli & Associates, Inc.	07/13/2017	EFT	0.00	2,290.00	404986
03097	E.S West Coast, LLC.	07/13/2017	EFT	0.00	6,689.29	404987
03523	Eckersall, Scott V.	07/13/2017	EFT	0.00	7,894.45	404988
01589	Eurofins Eaton Analytical, Inc	07/13/2017	EFT	0.00	1,032.00	404989
01611	Ferguson Enterprises, Inc	07/13/2017	EFT	0.00	3,401.51	404990
01631	Folsom Chevrolet / Geo Inc	07/13/2017	EFT	0.00	181.80	404991
03237	GM Construction & Developers, Inc	07/13/2017	EFT	0.00	55,161.75	404992
	Void	07/13/2017	EFT	0.00	0.00	404993
01721	Hach Company	07/13/2017	EFT	0.00	1,368.80	404994
01917	Kennedy/Jenks Consultants, Inc.	07/13/2017	EFT	0.00	3,032.25	404995
01935	Konecranes, Inc	07/13/2017	EFT	0.00	500.00	404996
01938	Kyle Yates, Inc.	07/13/2017	EFT	0.00	744.68	404997
02367	McClatchy Newspapers, Inc.	07/13/2017	EFT	0.00	270.91	404998
02027	Mcmaster-Carr Supply Company	07/13/2017	EFT	0.00	1,955.37	404999
01472	Mel Dawson, Inc.	07/13/2017	EFT	0.00	3,601.32	405000
02069	Motion Industries	07/13/2017	EFT	0.00	142.04	405001
02091	Navajo Pipelines, Inc.	07/13/2017	EFT	0.00	74,085.00	405002

Check Report

Date Range: 07/01/2017 - 07/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02286	Regional Water Authority	07/13/2017	EFT	0.00	69,544.00	405003
02348	Ryan Process, Inc	07/13/2017	EFT	0.00	6,924.13	405004
02376	Sacramento Ground Water Authority	07/13/2017	EFT	0.00	16,102.00	405005
03220	Solenis LLP	07/13/2017	EFT	0.00	5,960.42	405006
02531	SunPower Corporation, Systems	07/13/2017	EFT	0.00	18,925.73	405007
02564	Telstar Instruments	07/13/2017	EFT	0.00	1,732.50	405008
02674	Utility Services Associates, LLC	07/13/2017	EFT	0.00	3,012.50	405009
02710	WageWorks, Inc	07/13/2017	EFT	0.00	86.00	405010
03118	Watersmart Software Inc.	07/13/2017	EFT	0.00	16,171.25	405011
02752	WIN-911 Software	07/13/2017	EFT	0.00	495.00	405012
01486	Department of Energy	07/14/2017	EFT	0.00	1,759.97	405013
03387	WageWorks, Inc	07/14/2017	EFT	0.00	290.00	405014
03077	VALIC	07/14/2017	Bank Draft	0.00	4,229.84	0007156460
03077	VALIC	07/28/2017	Bank Draft	0.00	4,358.78	0007169771
01641	Assurant Employee Benefits	07/02/2017	Bank Draft	0.00	9,070.94	100422989
03078	CalPERS Health	07/03/2017	Bank Draft	0.00	17,118.91	1000881436
03078	CalPERS Health	07/03/2017	Bank Draft	0.00	23,640.41	1000881436
03078	CalPERS Health	07/03/2017	Bank Draft	0.00	39,079.17	1000881436
03078	CalPERS Health	07/03/2017	Bank Draft	0.00	76.21	1000881436
03078	CalPERS Health	07/03/2017	Bank Draft	0.00	55.18	1000881436
03078	CalPERS Health	07/03/2017	Bank Draft	0.00	153.87	1000881436
03078	CalPERS Health	07/03/2017	Bank Draft	0.00	39,518.21	1000881436
03078	CalPERS Health	07/03/2017	Bank Draft	0.00	89.78	1000881436
03130	CalPERS Retirement	07/14/2017	Bank Draft	0.00	99,728.00	1000889802
03130	CalPERS Retirement	07/14/2017	Bank Draft	0.00	162.00	1000889803
03130	CalPERS Retirement	07/14/2017	Bank Draft	0.00	574.00	1000889804
01366	Citistreet/CalPERS 457	07/17/2017	Bank Draft	0.00	2,706.80	1000889837
01366	Citistreet/CalPERS 457	07/28/2017	Bank Draft	0.00	2,733.69	1000899285
03130	CalPERS Retirement	07/28/2017	Bank Draft	0.00	29,756.79	1000899348
03130	CalPERS Retirement	07/20/2017	Bank Draft	0.00	29,671.30	1000892460
03080	California State Disbursement Unit	07/28/2017	Bank Draft	0.00	750.92	1TAD75X6657
03080	California State Disbursement Unit	07/14/2017	Bank Draft	0.00	750.92	H0KMOGV6658
03130	CalPERS Retirement	07/20/2017	Bank Draft	0.00	-6.69	1000892460 A
03163	Economic Development Department	07/31/2017	Bank Draft	0.00	7,208.75	0-191-768-448
03163	Economic Development Department	07/17/2017	Bank Draft	0.00	7,302.73	0-635-583-360
03163	Economic Development Department	07/17/2017	Bank Draft	0.00	3,852.57	0-635-583-360
03078	CalPERS Health	07/03/2017	Bank Draft	0.00	-0.09	DO NOT UPDATI
03164	Internal Revenue Service	07/17/2017	Bank Draft	0.00	45,915.13	2707598156075
03164	Internal Revenue Service	07/17/2017	Bank Draft	0.00	18,918.96	2707598156075
03164	Internal Revenue Service	07/31/2017	Bank Draft	0.00	45,486.04	2707612622367

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	170	78	0.00	862,346.69
Manual Checks	0	0	0.00	0.00
Voided Checks	0	12	0.00	0.00
Bank Drafts	28	28	0.00	432,903.12
EFT's	93	37	0.00	382,200.12
	291	155	0.00	1,677,449.93

Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	7/2017	1,677,449.93
			<u>1,677,449.93</u>



Detail vs Budget Report Account Detail

Date Range: 07/01/2017 - 07/31/2017

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
010 - WHOLESALE								
Expense								
010-010-50310	Payroll Taxes - Government and Deductions	0.00	2,400.00	0.00	78.90	78.90	2,321.10	96.71 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - SS Payroll...			-21.32	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - MC Payrol...			-4.99	
07/14/2017	PYPKT00565	PYPKT00565 - 2017-07-14...		PYPKT00565 - 2017-07-07 Payroll Process - ...			52.61	
07/28/2017	PYPKT00573	PYPKT00573 - 2017-07-28...		PYPKT00573 - 2017-07-21 Payroll Process - ...			52.60	
010-010-50440	Workers Compensation	0.00	200.00	0.00	0.00	0.00	200.00	100.00 %
010-010-52050	Materials and Supplies - Office and Printing	0.00	200.00	0.00	0.00	0.00	200.00	100.00 %
010-010-52110	Training - Meetings, Education & Training	0.00	12,300.00	0.00	10.09	10.09	12,289.91	99.92 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/17/2017	APPKT01567	Exp Reimb 07-2017	51593	Exp Reimb 07-2017-Supplies for P. Tobin B-D...	03303 - Paulson, Rachael		10.09	
010-010-54120	Professional Services - Other	0.00	12,500.00	0.00	0.00	0.00	12,500.00	100.00 %
010-010-58110	Director - Stipend	0.00	31,300.00	0.00	1,031.25	1,031.25	30,268.75	96.71 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - PYEXP Sal...			-343.75	
07/14/2017	PYPKT00565	PYPKT00565 - 2017-07-14...		PYPKT00565 - 2017-07-07 Payroll Process - ...			687.50	
07/28/2017	PYPKT00573	PYPKT00573 - 2017-07-28...		PYPKT00573 - 2017-07-21 Payroll Process - ...			687.50	
Expense Totals:		0.00	58,900.00	0.00	1,120.24	1,120.24	57,779.76	98.10 %
010 - WHOLESALE Totals:		0.00	58,900.00	0.00	1,120.24	1,120.24	57,779.76	98.10 %
050 - RETAIL								
Expense								
050-010-50310	Payroll Taxes - Government and Deductions	0.00	2,400.00	0.00	78.88	78.88	2,321.12	96.71 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - MC Payrol...			-4.98	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - SS Payroll...			-21.31	

Detail vs Budget Report

Date Range: 07/01/2017 - 07/31/2017

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
050-010-50310	Payroll Taxes - Government and Deductions - Contin...	0.00	2,400.00	0.00	78.88	78.88	2,321.12	96.71 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/14/2017	PYPKT00565	PYPKT00565 - 2017-07-14...		PYPKT00565 - 2017-07-07 Payroll Process - ...			52.58	
07/28/2017	PYPKT00573	PYPKT00573 - 2017-07-28...		PYPKT00573 - 2017-07-21 Payroll Process - ...			52.59	
050-010-50440	Workers Compensation	0.00	200.00	0.00	0.00	0.00	200.00	100.00 %
050-010-52050	Materials and Supplies - Office and Printing	0.00	200.00	0.00	0.00	0.00	200.00	100.00 %
050-010-52110	Training - Meetings, Education & Training	0.00	12,300.00	0.00	10.09	10.09	12,289.91	99.92 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/17/2017	APPKT01567	Exp Reimb 07-2017	51593	Exp Reimb 07-2017-Supplies for P. Tobin B-D...	03303 - Paulson, Rachael		10.09	
050-010-54120	Professional Services - Other	0.00	12,500.00	0.00	0.00	0.00	12,500.00	100.00 %
050-010-58110	Director - Stipend	0.00	31,300.00	0.00	1,031.25	1,031.25	30,268.75	96.71 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - PYEXP Sal...			-343.75	
07/14/2017	PYPKT00565	PYPKT00565 - 2017-07-14...		PYPKT00565 - 2017-07-07 Payroll Process - ...			687.50	
07/28/2017	PYPKT00573	PYPKT00573 - 2017-07-28...		PYPKT00573 - 2017-07-21 Payroll Process - ...			687.50	
Expense Totals:		0.00	58,900.00	0.00	1,120.22	1,120.22	57,779.78	98.10 %
050 - RETAIL Totals:		0.00	58,900.00	0.00	1,120.22	1,120.22	57,779.78	98.10 %
Report Total:		0.00	117,800.00	0.00	2,240.46	2,240.46	115,559.54	98.10 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
010 - WHOLESALE	0.00	58,900.00	0.00	1,120.24	1,120.24	57,779.76	98.10 %
050 - RETAIL	0.00	58,900.00	0.00	1,120.22	1,120.22	57,779.78	98.10 %
Report Total:	0.00	117,800.00	0.00	2,240.46	2,240.46	115,559.54	98.10 %



San Juan Water District, CA

Vendor History Report

By Vendor Name

Posting Date Range 07/01/2017 - 07/31/2017



Payroll Set: 01-San Juan Water District

<u>Employee Number</u>	<u>Employee Name</u>	<u>Pay Code</u>	<u># of Payments</u>	<u>Units</u>	<u>Pay Amount</u>
0690	Costa,Ted	Reg - Regular Hours	1	5.00	625.00
			0690 - Costa Total:	5.00	625.00
0670	Miller,Ken	Reg - Regular Hours	1	7.00	875.00
			0670 - Miller Total:	7.00	875.00
1003	Rich,Daniel T	Reg - Regular Hours	1	4.00	500.00
			1003 - Rich Total:	4.00	500.00
0650	Tobin,Pamela	Reg - Regular Hours	1	6.00	750.00
			0650 - Tobin Total:	6.00	750.00
			Report Total:	22.00	2,750.00



Payroll Set: 01-San Juan Water District

<u>Account</u>	<u>Account Description</u>	<u>Units</u>	<u>Pay Amount</u>
010-010-58110	Director - Stipend	11.00	1,375.00
	010 - WHOLESALE Total:	11.00	1,375.00
050-010-58110	Director - Stipend	11.00	1,375.00
	050 - RETAIL Total:	11.00	1,375.00
	Report Total:	22.00	2,750.00



Pay Code Report

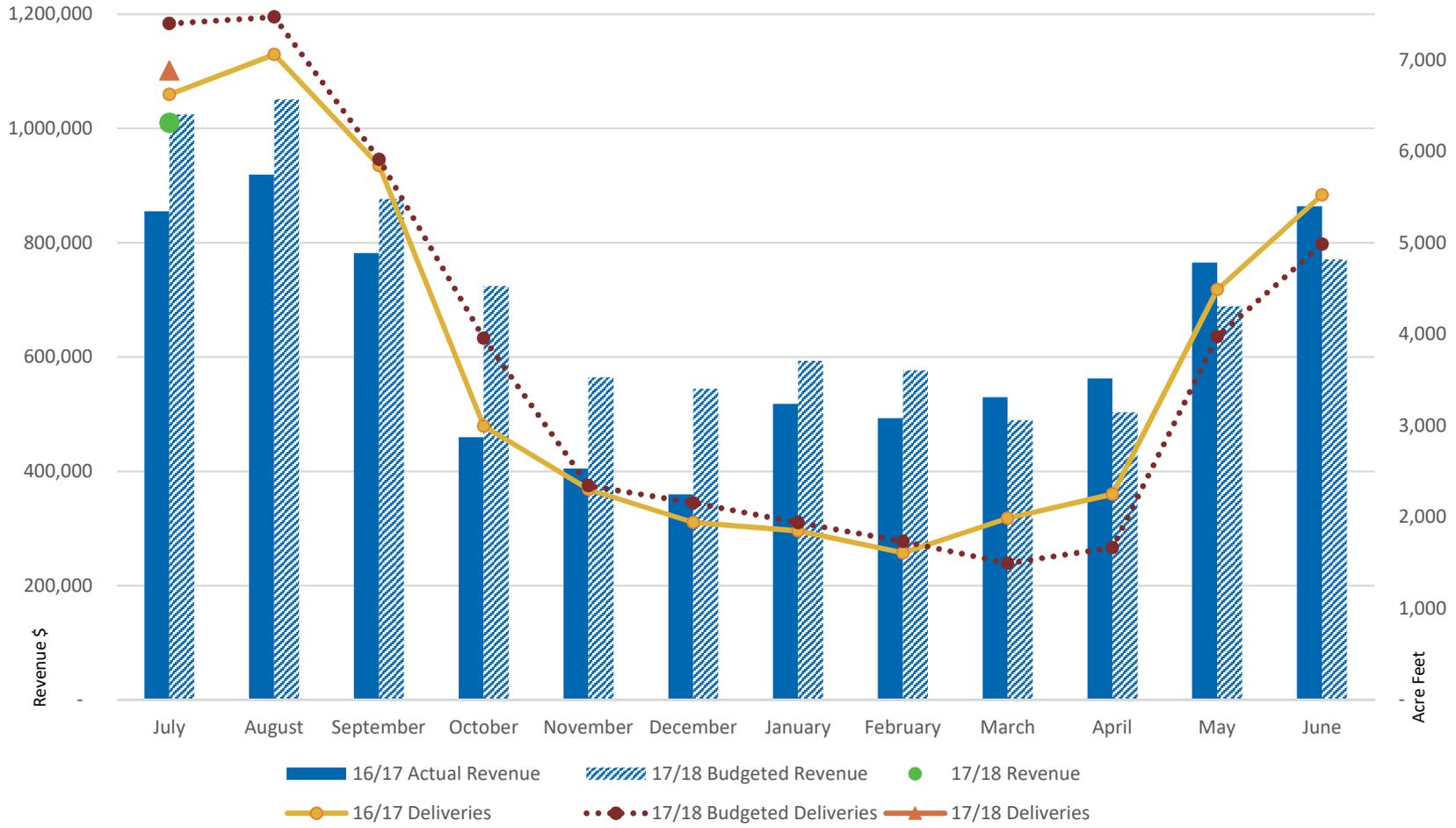
Pay Code Summary

7/1/2017 - 7/31/2017

Payroll Set: 01-San Juan Water District

<u>Pay Code</u>	<u>Description</u>	<u># of Payments</u>	<u>Units</u>	<u>Pay Amount</u>
Reg	Regular Hours	4	22.00	2,750.00
		Report Total:	22.00	2,750.00

Comparison of Fiscal Year 2016/2017 Actual to 2017/2018 Projections of Deliveries and Revenue



	Deliveries		Revenues	
FY 17-18 Budget	45,030		\$8,406,242	
FY 16/17	44,482		\$7,512,532	
Difference	549	1.2%	\$ 893,709	12%

2017/18 Actual Deliveries and Revenue - By Wholesale Customer Agency

July 2017								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	2,216.72	\$ 272,752	1,889.28	\$ 246,183	(327.44)	-14.8%	\$ (26,568)	-9.7%
Citrus Heights Water District	1,591.36	\$ 224,312	1,618.69	\$ 226,530	27.33	1.7%	\$ 2,218	1.0%
Fair Oaks Water District	1,377.52	\$ 183,091	937.61	\$ 147,396	(439.91)	-31.9%	\$ (35,694)	-19.5%
Orange Vale Water Co.	661.95	\$ 86,565	593.89	\$ 81,042	(68.06)	-10.3%	\$ (5,523)	-6.4%
City of Folsom	159.64	\$ 22,426	170.02	\$ 23,267	10.38	6.5%	\$ 842	3.8%
Granite Bay Golf Course	89.51	\$ 3,522	86.00	\$ 3,384	(3.51)	-3.9%	\$ (138)	-3.9%
Sac Suburban Water District	1,300.00	\$ 231,530	1,583.80	\$ 282,075	283.80	21.8%	\$ 50,545	21.8%
TOTAL	7,396.70	\$ 1,024,196	6,879.29	\$ 1,009,878	(517.41)	-7.0%	\$ (14,319)	-1.4%

Budgeted Deliveries	7,396.70
Actual Deliveries	6,879.29
Difference	<u>(517.41)</u>
	-7%

Budgeted Water Sale Revenue	\$ 1,024,196
Actual Water Sale Revenue	\$ 1,009,878
Difference	<u>\$ (14,319)</u>
	-1.4%

Conclusion:

Citrus Heights, Folsom and Sacramento Suburban Water District took more water in July than anticipated. However, total deliveries for the month were under budget by 517 acre feet, 7% less than the budget, due primarily to lower than expected deliveries to Fair Oaks and the Retail service area. Due to the change in the rate structure, the 7% decline in deliveries produces revenues that are just 1.4% below the budget for the month.

San Juan Water District

Wholesale Water Management and Reliability Study

Combined Options Table and Status Report

August 23, 2017

Options	Status
Full Utilization of Water Supplies	
<ul style="list-style-type: none"> • Allocate CVP water to another agency • Allocate Middle Fork Project water (PCWA contract water) to another agency within its place of use in Sacramento County • Allocate water rights to another agency 	<ul style="list-style-type: none"> • Helliker and staff are participating in a workgroup with DWR, USBR, EID and others to define the process for conducting conserved water transfers. The goal is to have a process defined in DWR's white paper this year, so that transfers can be organized starting next year. • Helliker and Zlotnick have met with Santa Clara Valley Water District, San Geronio Pass Water Agency and with New Current Land And Water, to begin defining details of potential water transfers • Helliker and Zlotnick are discussing with USBR how to transfer the non-Fazio CVP water to other CVP contractors • Zlotnick has initiated a renewal of our Warren Act contract (for delivery of PCWA water), including an expansion of the area in which it can be delivered • Durkin initiated and received confirmation from Reclamation that PCWA water could now be moved under Warren Act contract to PCWA's service area in Sacramento County that is outside SJWD's service area.
In-Lieu Banking Program	
<ul style="list-style-type: none"> • In-lieu banking program within SJWD wholesale area • In-lieu banking program with an agency other than the WCAs 	<ul style="list-style-type: none"> • Helliker is discussing with WCAs how to structure agreements to allow for greater use of surface water in wet years and payment for pumped groundwater in dry years, both for local supply and for groundwater substitution transfers

	<ul style="list-style-type: none"> • Helliker is having similar discussions with SSWD RWA Regional Reliability and Drought Study and SGA looking at expanding regional groundwater banking opportunity, SJWD participating in that study
Aquifer Storage and Recovery Program	
<ul style="list-style-type: none"> • Build new groundwater injection/extraction wells in SJWD wholesale area • Build new groundwater injection/extraction wells along CTP • Retrofit existing wells within SJWD wholesale area for injection/extraction use • Purchase water supply wells in SJWD wholesale area 	<ul style="list-style-type: none"> • As part of discussions with WCAs and SSWD, current and potential groundwater extraction capacity is being defined, as well as any upfront or ongoing capital investment requirements
SJWD and PCWA Coordination	
<ul style="list-style-type: none"> • Coordinate between SJWD and PCWA water treatment plants to optimize operational flexibility 	<ul style="list-style-type: none"> • San Juan currently has two emergency interties with PCWA, which can provide approximately 3 MGD. PCWA is in the process of planning an extension of their system to the south and west. Staff are discussing with them the possibility of adding an extension of their pipelines to provide additional intertie capacity to our northern service area.
Merger with another agency	
<ul style="list-style-type: none"> • Merger with another agency 	<ul style="list-style-type: none"> • Currently on hold – Helliker having discussions with Roscoe about how to proceed

AGENDA ITEM VIII-1 DRAFT

Water Supply & Reliability Committee Meeting Minutes San Juan Water District August 14, 2017 3:30 p.m.

Committee Members: Pam Tobin, Chair
Dan Rich, Director

District Staff: Paul Helliker, General Manager
Greg Zlotnick, Water Resources Specialist
Donna Silva, Director of Finance
Teri Grant, Board Secretary/Administrative Assistant
Joshua Horowitz, Legal Counsel (by phone)

Members of the Public: John Wingerter, Orange Vale Water Company

Topics: Water Supply Sources & Contracts (W)
Committee Charter Discussion (W & R)
Other Matters
Public Comment

1. Water Supply Sources & Contracts (W)

Mr. Helliker informed the committee that Greg Zlotnick had been reviewing the District's water supply contracts and that the proposal before the committee had been shared in a recent meeting with the wholesale customer agencies (WCAs). Mr. Helliker commented that the WCAs voiced concern that the District was spending money on PCWA water that is not used and would like to look for a way to save money.

Mr. Zlotnick provided an introduction to the staff report to the committee. The staff report will be attached to the meeting minutes. He and Mr. Helliker explained a chart that was also provided and reviewed the District's portfolio of water sources. It was explained that the District has not used more than half of its PCWA water supply entitlement in any single year, despite having to pay for the full contract amount. This raised the question whether to reduce the cost to the District by restructuring the contract. Director Tobin voiced concern regarding reducing the water supplies under the PCWA contract without some ability to call upon additional supplies. Mr. Helliker explained the total amount of water in the contract would remain at 25,000 acre-feet, but only half of that would be "take-or-pay" and the other half would be "on call". It was explained that PCWA could refuse to supply the on call water if it needed it to meet its own needs, but PCWA management provided assurances that that was unlikely in the foreseeable future.

Mr. Zlotnick informed the committee that the District also has contracts with the City of Roseville (Roseville) to deliver up to 4,000 acre feet of water on an annual basis, sourced from the District's PCWA contract water. The contract required initial payments from Roseville to the District for infrastructure improvements and payment for the water once delivery of the water to Roseville was initiated. Since the signing

of those contracts, however, Roseville has not taken any of the PCWA water and the contract states that the contract can be renegotiated if Roseville didn't take delivery of the full amount of water by the end of 2016. Staff has talked to Roseville regarding the contract and Roseville has indicated a willingness to start paying the District for the 4,000 af starting no later than July 1, 2018, since their 2017 budget has already been adopted.

Mr. Helliker explained that the next step would be to write up contract language to share with Roseville regarding payment for the 4,000 af of water. Mr. Zlotnick explained that the suggestion would be to restructure the contract to be a take or pay entitlement for 12,500 af of water while retaining another 12,500 af of water to be available "on-call". Director Tobin again voiced concern regarding letting water go prior to knowing how much is needed for the District service area and for potential water transfers. The committee discussed the availability of PCWA water and was in full understanding that communications with PCWA revealed that the 12,500 af of "on-call" water should be available for decades with little to no risk of not being available if ever needed by the District.

In addition, staff reviewed all District water sources in the context of using the PCWA water primarily, if not exclusively, to serve the District's Placer County retail customers. Staff also reviewed current demand projections based upon recent history and trends, and reminded the committee that the State was continuing its effort to impose long-term water use efficiency ("conservation") standards that would also impact future demands. Likely future demands outside Placer County (which would be served with the PCWA water) would be served with the District's water rights water and CVP contract water, a combined supply that was considered generally reliable and more than adequate to meet those demands while having some water left over for potential water transfers or groundwater banking.

Mr. Helliker reviewed the sources of the District's water and explained which water could be transferred and to what area. In addition, the committee discussed groundwater substitution transfers.

Mr. Helliker informed the committee that staff's recommendation is to seek an amendment to reduce the PCWA contract's take or pay entitlement to 12,500 acre-feet (from the current 25,000 acre-feet), while retaining an additional 12,500 acre-feet in the contract to be available on an "on-call" basis.

The Water Supply & Reliability Committee recommends that the Board direct staff to seek an amendment to reduce the PCWA contract's take or pay entitlement to 12,500 acre-feet (from the current 25,000 acre-feet), while retaining an additional 12,500 acre-feet in the contract to be available on an "on-call" basis.

2. Committee Charter Discussion (W & R)

Mr. Helliker provided the committee with a draft committee charter. A copy of the committee charter will be attached to the meeting minutes. The committee discussed the draft charter and would like to add groundwater as a topic under the committee's

jurisdiction. In addition, the committee would like to meet bi-monthly. Mr. Helliker will provide a 3-month master calendar to the committee so that the recurring date can be selected.

For information only; no action requested.

3. Other Matters

There were no other matters discussed.

4. Public Comment

There were no public comments.

The meeting adjourned at 4:31 pm.

Water Supply & Reliability Committee

Chair: Pam Tobin

Vice Chair: Dan Rich

Alternate: TBD

The purpose of the Water Supply & Reliability Committee is to discuss and make recommendations to the Board on matters related to water supply issues such as water rights, contracts, water transfers, groundwater, water use efficiency activities, the Urban Water Management Plan, and water resources management. The Board President may assign additional topics as needed. This committee generally meets bi-monthly on the xx xx day of the month at x:00 x.m.