

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

**May 24, 2023  
6:00 p.m.**

**This Board meeting will be conducted both in-person at the District's Boardroom at the address above, and via videoconference. The District recommends that members of the public participate in Board meetings via videoconference per the instructions below. Persons who do plan to attend the meeting in person are urged to contact the Board Secretary prior to the meeting. The contact information for the Board Secretary is:**

**Teri Grant  
(916) 791-6905  
[tgrant@sjwd.org](mailto:tgrant@sjwd.org)**

**To attend via videoconference, please use the following link:**

**Please join the meeting from your computer, tablet or smartphone.  
<https://meet.goto.com/245724141>**

**You can also dial in using your phone.  
United States: [+1 \(872\) 240-3212](tel:+18722403212)**

**Access Code: 245-724-141**

**Please mute your line.**

**Whether attending via videoconference or in person, the public is invited to listen, observe, and provide comments during the meeting. The Board President will call for public comment on each agenda item at the appropriate time.**

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

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

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Public comment on items within the jurisdiction of the Board is welcome, subject to reasonable time limitations for each speaker. Upon request, agenda items may be moved up to accommodate those in attendance wishing to address that item. Please inform the General Manager if you have such a request to expedite an agenda item.

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

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

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

## **I. ROLL CALL**

## **II. PRESENTATION**

1. Poster Contest Winners – President Dan Rich

## **III. PUBLIC FORUM AND COMMENTS**

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

## **IV. CONSENT CALENDAR**

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

1. Minutes of the Board of Directors Meeting, April 26, 2023 (W & R)

***Recommendation:*** ***Approve draft minutes***

2. Treasurer's Report – Quarter Ending March 31, 2023 (W & R)

***Recommendation:*** ***Receive and file***

3. Annual Paving Services Agreement Amendment with Sierra National Asphalt (R)

***Recommendation:*** ***To authorize and approve Amendment #5 to the Annual Paving Services agreement with Sierra National Asphalt for FY 2022/23***

4. Air Release Valve Replacement Program, 2022/2023 (R)

***Recommendation:*** ***To authorize and approve the award of a construction contract to Navajo Pipelines, Inc., for the construction of the Air Release Valve Replacement Program 2022/2023 Project***

5. Eureka Road Pipeline Replacement Project (R)

***Recommendation:*** ***To authorize and approve a construction contract amendment with Flowline Contractors, Inc. for the Eureka Road Pipeline Replacement Project***

## **V. OLD BUSINESS**

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

*Discussion*

2. 2023 Hydrology and Operations Update (W & R)

*Discussion*

## **VI. NEW BUSINESS**

1. Wholesale Financial Plan Assumptions (W)

*Discussion*

## **VII. BUDGET WORKSHOP**

1. Review FY 2023-24 Proposed Wholesale and Retail Budget (W & R)

## **VIII. INFORMATION ITEMS**

1. General Manager's Report
  - 1.1 General Manager's Monthly Report (W & R)  
*Staff Report on District Operations*
  - 1.2 Miscellaneous District Issues and Correspondence
2. Director of Finance's Report
  - 2.1 Miscellaneous District Issues and Correspondence
3. Director of Operations' Report
  - 3.1 Miscellaneous District Issues and Correspondence
4. Director of Engineering Services' Report
  - 4.1 Miscellaneous District Issues and Correspondence
5. Legal Counsel's Report
  - 5.1 Legal Matters

## **IX. DIRECTORS' REPORTS**

1. Sacramento Groundwater Authority (SGA) – T. Costa
2. Regional Water Authority (RWA) – D. Rich
3. Association of California Water Agencies (ACWA)
  - 3.1 ACWA – P. Tobin
  - 3.2 Joint Powers Insurance Authority (JPIA) – P. Tobin
  - 3.3 Energy Committee – T. Costa
4. Central Valley Project (CVP) Water Association – T. Costa
5. Other Reports, Correspondence, Comments, Ideas and Suggestions

## **X. COMMITTEE MEETINGS**

1. Engineering Committee – May 15, 2023  
<https://www.sjwd.org/2023-05-15-committees-meeting-engineering>
2. Finance Committee – May 16, 2023  
<https://www.sjwd.org/2023-05-16-committees-meeting-finance>

## **XI. UPCOMING EVENTS**

1. 2023 ACWA Fall Conference  
November 28-30, 2023  
Indian Wells, CA

## **XII. ADJOURN**

### **UPCOMING MEETING DATES**

June 28, 2023

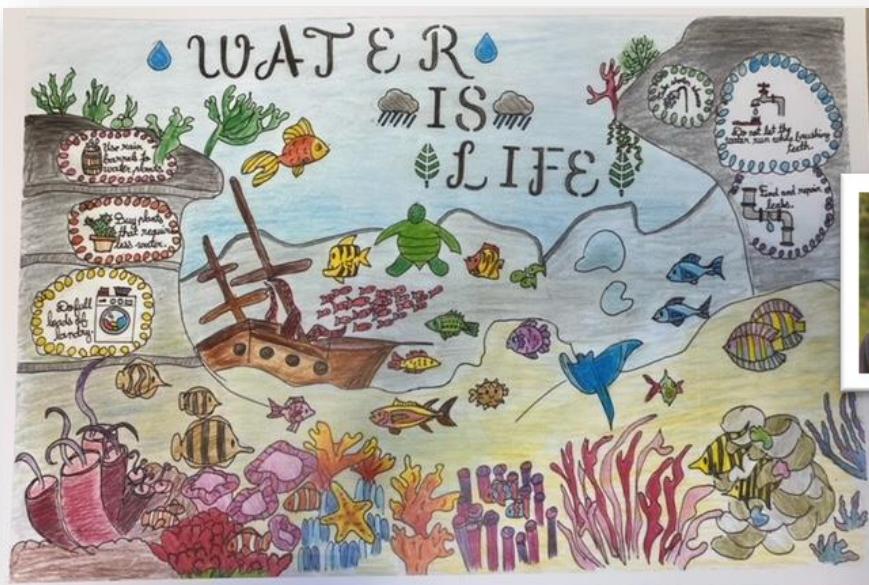
July 26, 2023

I declare under penalty of perjury that the foregoing agenda for the May 24, 2023, regular meeting of the Board of Directors of San Juan Water District was posted by May 19, 2023, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and was freely accessible to the public. The agenda and the board packet was also posted on the District's website at sjwd.org.

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Teri Grant, Board Secretary

**2022/23 School Year  
Water Awareness  
Poster Contest**



**1<sup>st</sup> Place- Maeva Mahlmann**



**2nd Place- Austin Doyle**



**3rd Place- Gabby Rose**

# AGENDA ITEM IV-1

## DRAFT

### SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes  
April 26, 2023 – 6:00 p.m.

#### BOARD OF DIRECTORS

Dan Rich	President (arrived at 6:02 p.m.)
Manuel Zamorano	Vice President
Ted Costa	Director
Ken Miller	Director
Pam Tobin	Director (absent)

#### SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

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

#### OTHER ATTENDEES

Sid the Cat	
Vicky	
Craig Locke	Sacramento Suburban Water District
Ray Riehle	Citrus Heights Water District
Kyler Rayden	Citrus Heights Water District Legal Counsel

#### AGENDA ITEMS

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

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

## I. ROLL CALL

The Board Secretary took a roll call of the Board. The following directors were present: Ted Costa, Ken Miller and Manuel Zamorano. Director Pam Tobin was absent. President Rich arrived at 6:02 p.m.

## II. PUBLIC FORUM

There were no public comments.

## III. CONSENT CALENDAR

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

### 1. Minutes of the Board of Directors Meeting, March 22, 2023 (W & R)

*Recommendation: Approve draft minutes*

### 2. Minutes of the Board of Directors Special Meeting, April 11, 2023 (W & R)

*Recommendation: Approve draft minutes*

***Director Miller moved to approve the Consent Calendar. Director Costa seconded the motion and it carried with 4 Aye votes (Director Tobin absent).***

## IV. OLD BUSINESS

### 1. ACWA JPIA Executive Committee Elections (W & R)

GM Helliker informed the Board that there will be four seats on the ballot for the ACWA JPIA Executive Committee election, which will be held at the ACWA Spring Conference in May. He provided a list of the 13 candidates. The Board discussed the candidates.

***Director Costa moved to direct the ACWA JPIA representative (Director Pam Tobin) to cast a ballot on the ACWA JPIA Executive Committee ballot for the following candidates:***

***Pamela Tobin – San Juan Water District***

***David Wheaton – Citrus Heights Water District***

***Bruce Rupp – Humboldt Bay Municipal Water District (incumbent)***

***Fred Bockmiller – Mesa Water District (incumbent)***

***Vice President Zamorano seconded the motion and it carried with 4 Aye votes (Director Tobin absent).***

**2. General Manager Employment Agreement (W & R)**

Legal Counsel Jones reported that the employment agreement amendment is an increase to \$232,000 to the annual base salary with no other amendments.

*Vice President Zamorano moved to approve an amendment to the General Manager's employment agreement. Director Miller seconded the motion and it carried with 4 Aye votes (Director Tobin absent).*

**3. FY 2022-23 Operations Plan Report Card (W & R)**

GM Helliker reviewed the 3<sup>rd</sup> quarter progress on the FY 2022-23 Operations Plan Report Card. He noted a few delays in the plan which are shown in the report card.

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

GM Helliker reported that there is a 2x2 committee meeting scheduled on May 1 with Fair Oaks Water District (FOWD) to discuss a potential partnership. There is a meeting scheduled later in May with Dan York and Matt Underwood of Sacramento Suburban Water District to discuss a groundwater partnership. In addition, discussions are ongoing with Orange Vale Water Company regarding their next groundwater well, and he is looking forward to hearing from Citrus Heights Water District (CHWD) regarding potential discussions.

GM Helliker reported that, with respect to the Voluntary Agreement and the groundwater banking and groundwater substitution transfer component, there was an RWA Board meeting on April 12 to approve a potential list of projects for state funding. GM Helliker informed the Board that San Juan, Fair Oaks, Citrus Heights, Orange Vale and Elk Grove were not given the opportunity to submit projects for the funding. Therefore, at that meeting, additional time was provided to submit projects for funding. He reported that San Juan submitted a project for funding.

**5. 2023 Hydrology and Operations Update (W & R)**

GM Helliker reviewed data on Folsom Reservoir, which included the current storage level at 110% of historical average, data on releases, temperature and precipitation outlooks, storage levels and projections, and current reservoir conditions across the state.

GM Helliker reported that precipitation levels are still above normal at 128% of average and the snow levels are at 251% of the April 21<sup>st</sup> average for the American River watershed (Central). He reviewed the short-term and long-term Drought Monitor Better Maps. In addition, he reviewed the projected run-off as compared to the amount of remaining storage available in various reservoirs.

GM Helliker informed the Board that Tulare Lake use to be the largest lake west of the Mississippi River but in the late 1800's/early 1900's dams and diversions dried up the lake; however, the lake occasionally reappears during floods following unusually high levels of rainfall or snow melt such as it did in 1983 and now again in 2023.

## V. NEW BUSINESS

### 1. Legislation (W & R)

GM Helliker reviewed his written staff report which will be attached to the meeting minutes. He stated that he planned to take the following positions on the various bills, unless there were any objections from the Board:

AB 249 – Oppose Unless Amended  
AB 755 – Oppose  
AB 838 – Oppose  
AB 1072 – Oppose  
SB 57 – Oppose

There were no objections from the Board regarding taking these positions.

### 2. FY 2023-24 Budget Assumptions (W & R)

Ms. Silva review her written staff report which will be attached to the meeting minutes. She reviewed the proposed assumptions for the FY 2023-24 budget.

Ms. Silva informed the Board that some language in the staff report on page 2 regarding the Hinkle Debt Charge was incorrect. She recommends preparing the wholesale budget utilizing current wholesale rates except for the Hinkle Debt Charge. She explained that the Hinkle Debt Charge was already approved by the Board but not yet assessed to the wholesale customer agencies since the debt was not issued yet. Given the low interest rate on the debt the actual charge will be lower than what is currently approved. The budget assumes the lower debt charge will be implemented in January 2024.

Ms. Silva informed the Board that the recommendations from the final Cost Allocation Plan will be implemented via the financial plans and the budget. There were some minor changes to staff allocation of charges, with one being the General Manager cost allocation changing from a 90/10 wholesale/retail split to an 85/15 split. Overall the consultant found the District's cost allocations to be reasonable. In response to Director Miller's comment, Ms. Silva confirmed that the study was completed at the request of CHWD and FOWD using one of their recommended consultants. In addition, Ms. Silva informed the Board that a letter was received from CHWD and FOWD yesterday regarding the report and staff is drafting a response to the letter.

She informed the Board that the Budget Workshop and the presentation of the draft Wholesale Financial Plan will be held on May 24<sup>th</sup>.

Mr. Kyler Rayden, CHWD Legal Counsel, addressed the Board on behalf of CHWD and FOWD. He commented that the joint letter was sent yesterday, as mentioned, which describes numerous issues they have with the plan and they would appreciate a response to the letter. In addition, he reiterated that both CHWD and FOWD desire to collaborate with San Juan to fix the cost allocation plan and better protect San Juan wholesale customer agencies and customers.

## VI. INFORMATION ITEMS

### 1. GENERAL MANAGER'S REPORT

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

GM Helliker provided the Board with a written report for March which will be attached to the meeting minutes.

#### 1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported that the new State Water Board reporting requirement has been extended a month. This new regulation requires various operational data to determine agencies' supplies and demands. He explained that this new requirement does not affect the District as much as it does other agencies, because the District only has one source to report versus agencies with numerous groundwater wells.

GM Helliker stated that comment letters were sent and shared with State Water Board members. GM Helliker reported that he received a letter from Dave Eggerton, ACWA Executive Director. The letter stated that Mr. Eggerton is excluding GM Helliker from workgroups. GM Helliker will respond to the letter stating that ACWA does not have a policy as is referenced in the letter. GM Helliker stated that the ACWA President does appoint the committee chairs, vice chairs and members; however, the workgroup is not a committee. He stated that ACWA President Pam Tobin removed him from the Water Management Committee even though he had been on that committee before. President Rich requested that the Board discuss how Director Tobin's leadership position at ACWA benefits the District.

### 2. DIRECTOR OF FINANCE'S REPORT

#### 2.1 Miscellaneous District Issues and Correspondence

No report.

### 3. DIRECTOR OF OPERATIONS' REPORT

#### 3.1 Miscellaneous District Issues and Correspondence

Mr. Barela stated that he was extremely proud of the operations team for how they managed the demands during the Hinkle Project. In addition, he commended Sacramento Suburban Water District for working cooperatively and was an excellent partner during the Hinkle Project.

### 4. DIRECTOR OF ENGINEERING SERVICES' REPORT

#### 4.1 Hinkle Reservoir Replacement Project Update (W)

Mr. Pierson provided an update on the progress of the Hinkle Reservoir Replacement Project. Mr. Greg Turner informed the Board that Hinkle is back online and all sampling was completed and passed testing requirements. Mr. Barela informed the Board that the temporary tanks will remain on the system until after the one year inspection.

#### **4.2 MISCELLANEOUS DISTRICT ISSUES AND CORRESPONDENCE**

Mr. Pierson reported that the contractor finished installing the main line on the Eureka Road Pipeline Replacement Project, and the final testing and disinfection will occur over the next week or so. In addition, the final tie-ins will be completed over the next 6-8 weeks.

### **5. LEGAL COUNSEL'S REPORT**

#### **5.1 Legal Matters**

No report.

## **VII. DIRECTORS' REPORTS**

### **1. SACRAMENTO GROUNDWATER AUTHORITY (SGA)**

Director Costa reported that he attended the SGA meeting on April 13th. He informed the Board that a day or so prior to the April 12 RWA special Board meeting, staff found out that RWA and SGA were authorized by DWR to handle the project grants and that the end of the meeting was the deadline to apply for the grants. He commended Mr. Greg Zlotnick for his involvement to get the deadline extended, which resulted in the District and other agencies submitting projects for the grant.

Director Costa reported that RWA/SGA will be moving to a new location in Natomas in the next month or so.

### **2. REGIONAL WATER AUTHORITY (RWA)**

President Rich stated that Director Costa covered the RWA items.

### **3. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)**

#### **3.1 ACWA - Pam Tobin**

No report.

#### **3.2 Joint Powers Insurance Authority (JPIA) - Pam Tobin**

No report.

#### **3.3 Energy Committee - Ted Costa**

Director Costa reported that the Energy Committee will be meeting at the ACWA Spring Conference in May.

### **4. CVP WATER USERS ASSOCIATION**

Director Costa reported that the CVP Water Users Association meets May 30<sup>th</sup>.

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

Director Costa reported that he attended the FOWD Board meeting and a big issue was building their new facility in the heart of old Fair Oaks.

President Rich reported that a letter was received from Citrus Heights Water District regarding the cost allocation that will be looked at in the coming days. In addition, there is a 2x2 Ad Hoc Committee meeting scheduled with FOWD on May 1<sup>st</sup>.

Director Miller voiced concern regarding Accessory Dwelling Units (ADUs), which allows a second structure to be built on a property with the ADU setback requirements superseding any other CC&Rs. In response to Director Miller's comment, Mr. Pierson informed the Board that the District receives notifications regarding ADUs being constructed and the District leaves it up to the customer's engineer to determine if the existing connection is sufficient for service or if a second connection is needed. However, if the parcel is being split then a separate connection is required.

## **VIII. COMMITTEE MEETINGS**

### **1. Finance Committee – April 18, 2023**

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

## **IX. UPCOMING EVENTS**

### **1. 2023 ACWA Spring Conference**

May 9-11, 2023  
Monterey, CA

## **X. ADJOURN**

The meeting was adjourned at 7:20 p.m.

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DAN RICH, President  
Board of Directors  
San Juan Water District

ATTEST: \_\_\_\_\_  
TERI GRANT, Board Secretary

The meeting minute attachments are located under Meeting Minutes – *Draft* on the webpage.

# AGENDA ITEM IV-2

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Director of Finance  
Date: May 24, 2023  
Subject: Treasurer's Report – Quarter Ending March 31, 2023

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### **RECOMMENDED ACTION**

This report is for information only and will be filed with the meeting minutes.

### **BACKGROUND**

The purpose of the treasurer's report is to update the Board and the public on the status of the District's cash balances and investments, and highlight material changes from one period to another. The scope of this report covers the third quarter of fiscal year 2022-2023, ending March 31, 2023.

The District's investment objectives are established by the Board approved Investment Policy. The Investment Policy is guided and constrained by the California Government Code. The Board periodically reviews and adjusts the Investment Policy to ensure ongoing compliance with the government code and to maximize investment flexibility as permitted. The current Investment Policy has the following objectives for the portfolio:

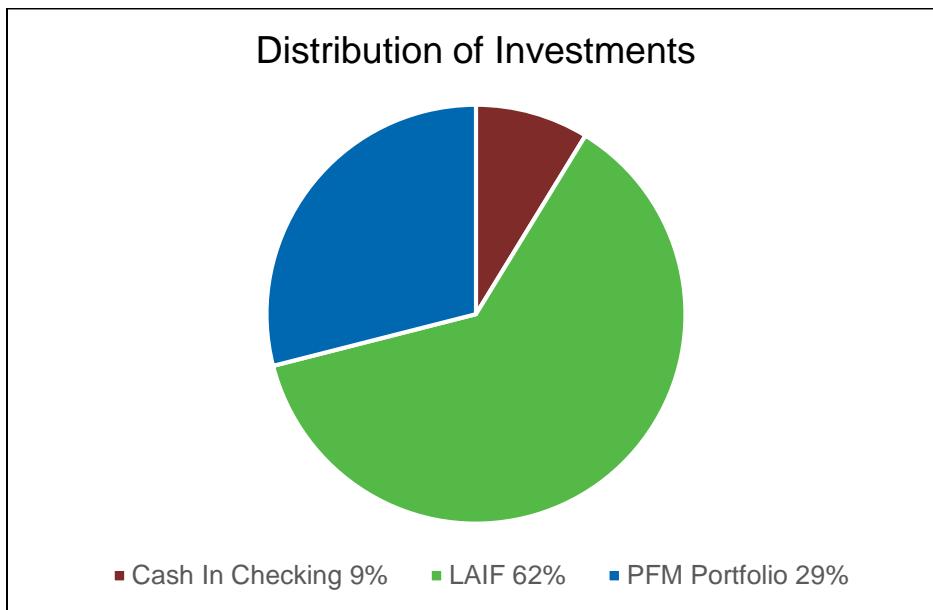
1. Safety
2. Liquidity
3. Yield

Attached is the quarterly Treasurer's Report for the three months ended March 31, 2023.

At December 31, 2022, the end of the previous quarter, the value of the District's total portfolio was \$42.1 million. Since that time, the value of the District's portfolio decreased by \$9 million for an ending balance of \$33.14 million as of March 31, 2023. The decline in the portfolio is due to cash outlay for the Hinkle Reservoir project. Cash and short-term investments decreased by \$9,425,100. Medium term investments increased by \$693.28 million and long-term investments decreased by \$375.72 million.

The funds are currently held as follows:

Cash at Banking Institutions	\$ 2,899,996
Local Agency Investment Fund (LAIF)	20,638,575
PFM Managed Investment Portfolio	<u>9,601,247</u>
	<u>\$ 33,139,818</u>

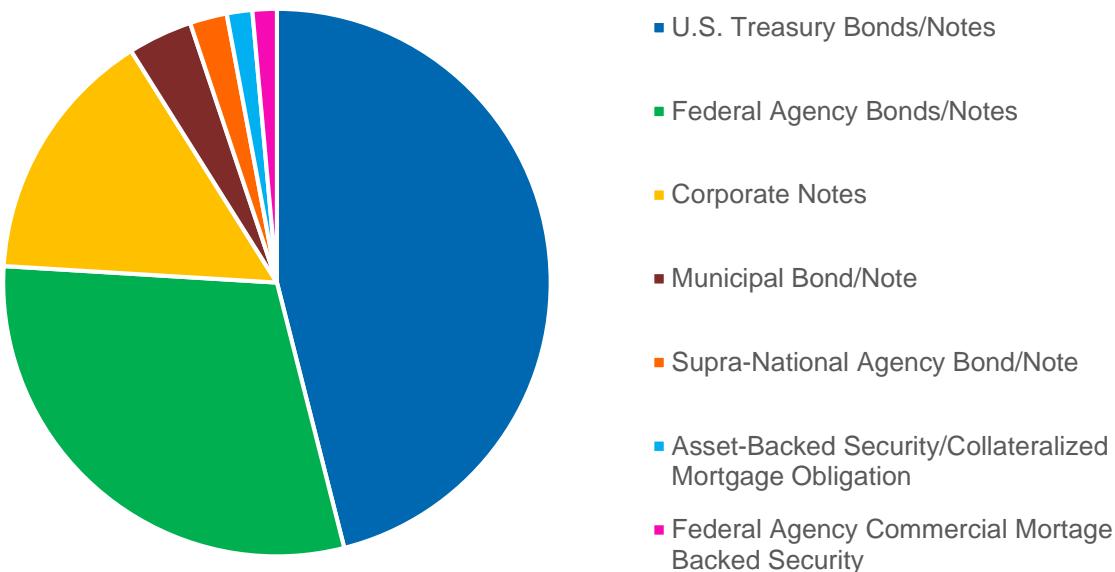


The overall portfolio is diversified with 29% invested in marketable securities (PFM Portfolio), 62% invested in short-term investments that are considered liquid (LAIF) and 9% on deposit with US Bank. Staff, in conjunction with your financial advisors, periodically review the mix of liquid and long-term investments and adjusts the portfolio according to the market conditions and the District's short term cash needs. Absent the need to keep cash readily available for the Hinkle Reservoir project, staff would be transferring excess funds out to LAIF and/or the managed portfolio.

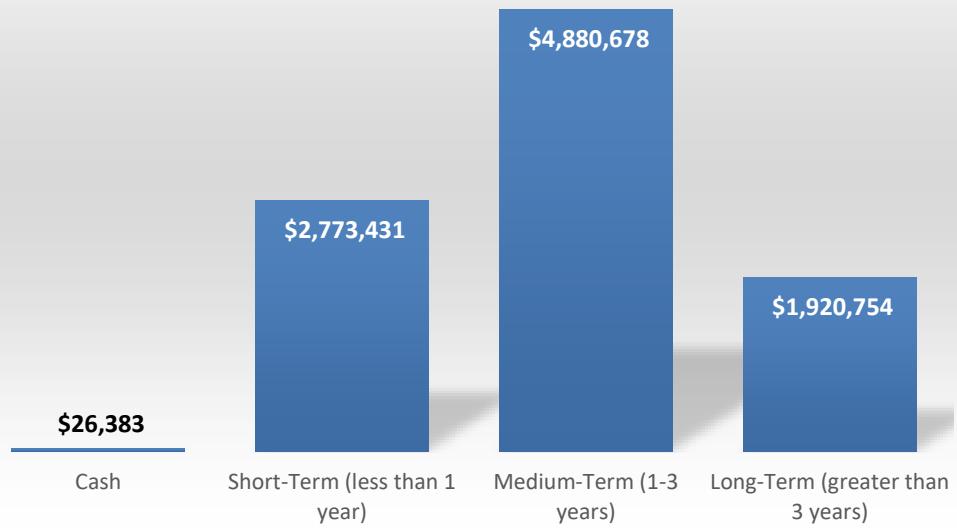
All securities held are in conformance with those permitted by the District's Investment Policy. There are sufficient funds to meet the District's expenditure requirements for the next six months.

The mix and duration of investments are displayed in the following charts:

## Mix of Investments - PFM Portfolio



## Duration of PFM Portfolio



In spite of continued rate hikes, inflation remains an economic challenge. The Fed has maintained that they will keep rates elevated for some time, but the market is pricing in rate cuts beginning mid-year. In response to those rate hikes interest rates on investments have continued to increase, creating an opportunity for the District to add higher yielding investments to the portfolio.

The portfolio is still performing well relative to the benchmark (Bank of America Merrill Lynch "BAML" 0-5 year Treasury Index) on an historical basis.

Total Returns – period ending March 31, 2023

	Duration (years)	Quarter Ending 3/31/2023	Past Year	Since Inception
San Juan Water District	1.83	1.59%	0.36 %	1.27%
BAML 0-5 Year Treasury Index	1.98	1.65%	0.19%	1.01%

**San Juan Water District**  
**Treasurer's Report**  
**March 31, 2023**

	<b>Yield %</b>	<b>Par Value</b>	<b>Cost</b>	<b>Current Market Value</b>	<b>Maturity Date</b>
CASH & DEMAND DEPOSITS - US Bank:	na	2,899,995.98	2,899,995.98	2,899,995.98	na
LOCAL AGENCY INVESTMENT FUND (LAIF)	0.365%	20,638,575.36	20,638,575.36	20,638,575.36	na
PFM MONEY MARKET ACCOUNT	na	26,383.25	26,383.25	26,383.25	na
<b>LONG-TERM INVESTMENTS (PFM Investment Portfolio):</b>					
<i>U.S. Treasury Bonds/Notes:</i>					
US Treasury Notes	4.73%	610,000.00	608,975.39	608,951.53	4/30/2023
US Treasury Notes	2.28%	95,000.00	90,977.34	93,871.88	7/31/2023
US Treasury Notes	2.44%	160,000.00	151,993.75	158,100.00	7/31/2023
US Treasury Notes	2.25%	45,000.00	46,183.01	44,606.25	9/30/2023
US Treasury Notes	2.52%	150,000.00	151,517.58	148,078.13	11/15/2023
US Treasury Notes	2.52%	155,000.00	152,226.95	152,384.38	11/30/2023
US Treasury Notes	2.56%	15,000.00	15,044.53	14,772.66	12/31/2023
US Treasury Notes	0.35%	34,000.00	35,751.80	33,282.81	2/29/2024
US Treasury Notes	0.34%	150,000.00	149,619.14	143,882.82	3/15/2024
US Treasury Notes	1.90%	125,000.00	125,566.41	121,523.44	4/30/2024
US Treasury Notes	1.78%	150,000.00	151,546.88	145,500.00	6/30/2024
US Treasury Notes	1.39%	15,000.00	15,525.59	14,554.69	7/31/2024
US Treasury Notes	0.33%	30,000.00	31,327.73	28,729.69	10/31/2024
US Treasury Notes	2.72%	190,000.00	181,954.69	180,054.68	1/15/2025
US Treasury Notes	0.64%	120,000.00	118,715.63	111,300.00	4/30/2025
US Treasury Notes	0.67%	145,000.00	142,564.45	132,697.65	9/30/2025
US Treasury Notes	0.78%	100,000.00	97,882.81	91,156.25	10/31/2025
US Treasury Notes	1.02%	175,000.00	170,515.63	159,632.81	11/30/2025
US Treasury Notes	0.77%	125,000.00	122,753.91	113,906.25	12/31/2025
US Treasury Notes	2.95%	250,000.00	227,343.75	226,953.13	1/31/2026
US Treasury Notes	3.19%	260,000.00	235,381.25	236,031.25	1/31/2026
US Treasury Notes	1.15%	310,000.00	301,644.53	281,712.50	2/28/2026
US Treasury N/B Notes	0.81%	85,000.00	84,731.05	77,310.15	5/31/2026
US Treasury N/B Notes	2.99%	135,000.00	123,725.39	122,786.71	5/31/2026
US Treasury N/B Notes	0.79%	200,000.00	199,562.50	181,906.24	5/31/2026
US Treasury N/B Notes	2.77%	135,000.00	124,300.20	122,259.38	9/30/2026
US Treasury Notes	3.21%	160,000.00	140,662.50	140,124.99	6/30/2027
US Treasury Notes	3.40%	130,000.00	123,251.17	122,626.56	8/15/2027
US Treasury N/B Notes	4.27%	100,000.00	99,371.09	101,890.62	9/30/2027
US Treasury N/B Notes	3.93%	295,000.00	294,216.41	298,134.38	12/31/2027
	Subtotal	4,649,000.00	4,514,833.06	4,408,721.83	
<i>Supra-National Agency Bond/Note</i>					
Int'l Bk Recon & Develop Corp Notes	0.32%	75,000.00	74,838.75	72,835.05	11/24/2023
Inter-American Devel Bk Notes	0.52%	145,000.00	144,892.70	137,116.64	9/23/2024
	Subtotal	220,000.00	219,731.45	209,951.69	

continued next page.....

	<b>Yield %</b>	<b>Par Value</b>	<b>Cost</b>	<b>Current Market Value</b>	<b>Maturity Date</b>
...continued					
<i>Municipal Bonds/Notes</i>					
CA ST Taxable GO Bonds	1.87%	100,000.00	102,001.00	98,652.00	10/1/2023
Mississippi St-A-Txbl Municipal Bonds	0.57%	100,000.00	100,000.00	93,485.00	11/1/2024
OR ST Dept Trans Txbl Rev Bonds	0.57%	70,000.00	70,000.00	65,445.10	11/15/2024
FL ST Board of Admin Txbl Rev Bonds	1.11%	20,000.00	20,141.40	18,632.00	7/1/2025
FL ST Board of Admin Txbl Rev Bonds	1.26%	55,000.00	55,000.00	51,238.00	7/1/2025
Los Angeles CCD, CA Taxable GO Bonds	0.77%	40,000.00	40,000.00	36,784.80	8/1/2025
Subtotal		385,000.00	387,142.40	364,236.90	
<i>Federal Agency Commercial Mortgage-Backed Security</i>					
Fannie Mae - ACES	2.14%	40,992.10	42,984.04	40,069.78	3/1/2024
FHMS K043 A2	1.95%	100,000.00	104,953.13	97,441.42	12/1/2024
Subtotal		140,992.10	147,937.17	137,511.20	
<i>Federal Agency Bonds/Notes:</i>					
Fannie Mae Notes	0.35%	145,000.00	144,563.55	144,081.14	5/22/2023
Freddie Mac Notes	0.35%	80,000.00	79,766.40	79,141.76	6/26/2023
Fannie Mae Notes	0.32%	135,000.00	134,709.75	133,307.24	7/10/2023
Freddie Mac Notes	0.28%	90,000.00	89,908.20	88,376.67	8/24/2023
Fannie Mae Notes	2.98%	260,000.00	258,770.20	257,652.98	9/12/2023
Fannie Mae Notes (Callable)	0.31%	125,000.00	124,987.50	121,535.63	11/16/2023
Fannie Mae Notes	0.20%	100,000.00	100,152.00	97,056.80	11/27/2023
Freddie Mac Notes	0.28%	45,000.00	44,955.45	43,639.43	12/4/2023
Federal Home Loan Bank Notes	2.72%	50,000.00	51,485.00	49,494.85	12/8/2023
Freddie Mac Notes	1.52%	250,000.00	249,807.50	238,053.50	2/12/2025
Federal Home Loan Bank Notes	0.60%	100,000.00	99,504.00	92,908.20	4/14/2025
Fannie Mae Notes	0.67%	125,000.00	124,742.50	116,369.75	4/22/2025
Fannie Mae Notes	0.61%	160,000.00	160,118.40	148,953.28	4/22/2025
Fannie Mae Notes	0.54%	145,000.00	144,699.85	134,042.64	6/17/2025
Freddie Mac Notes	0.48%	90,000.00	89,551.80	82,732.50	7/21/2025
Fannie Mae Notes	0.47%	100,000.00	99,532.00	91,652.20	8/25/2025
Fannie Mae Notes	0.49%	135,000.00	134,269.65	123,730.47	8/25/2025
Fannie Mae Notes (Callable)	4.00%	315,000.00	314,984.25	307,938.65	8/28/2025
Freddie Mac Notes	0.44%	140,000.00	139,578.60	128,045.12	9/23/2025
Freddie Mac Notes	0.47%	175,000.00	174,177.50	160,056.40	9/23/2025
Fannie Mae Notes	0.51%	105,000.00	104,960.10	95,953.94	11/7/2025
Federal Home Loan Bank Notes (Callable)	5.40%	130,000.00	130,000.00	129,887.29	2/23/2026
Subtotal		3,000,000.00	2,995,224.20	2,864,610.44	
<i>Corporate Notes:</i>					
Morgan Stanley Corp Notes	0.73%	10,000.00	10,000.00	9,998.58	4/5/2023
Morgan Stanley Corp Notes	0.67%	40,000.00	40,050.40	39,994.32	4/5/2023
American Honda Finance	1.96%	100,000.00	99,963.00	99,664.80	5/10/2023
Bank of America Corp Note	0.81%	75,000.00	75,000.00	72,895.05	10/24/2024
John Deere Capital Corp Corp Notes	2.17%	75,000.00	73,105.50	70,917.90	1/10/2025
Toyota Motor Credit Corp Corp Notes	1.58%	30,000.00	30,293.10	28,511.43	2/13/2025
Toyota Motor Credit Corp Corp Notes	1.58%	45,000.00	45,439.65	42,767.15	2/13/2025
Amazon.com Inc. Corp Notes	3.06%	50,000.00	49,920.50	48,647.45	4/13/2025
Citigroup Inc Corp (Callable) Notes	0.98%	25,000.00	25,000.00	23,759.70	5/1/2025
Citigroup Inc Corp (Callable) Notes	0.91%	25,000.00	25,066.25	23,759.70	5/1/2025
Goldman Sachs Group Inc. Corp Notes	0.94%	65,000.00	72,616.70	62,984.29	5/22/2025
JP Morgan Chase & Co. Corp (Callable) Note	0.77%	90,000.00	90,000.00	84,523.59	8/9/2025

continued next page.....

	<b>Yield %</b>	<b>Par Value</b>	<b>Cost</b>	<b>Current Market Value</b>	<b>Maturity Date</b>
...continued					
JP Morgan Chase & Co Corp Notes (Callable)	3.83%	100,000.00	92,292.00	93,915.10	8/9/2025
Bristol-Myers Squibb Co Corporate Notes	0.98%	35,000.00	34,651.40	31,959.10	11/13/2025
Bank of America Corp Notes (Callable)	3.38%	70,000.00	70,000.00	67,149.88	4/2/2026
Target Corp Corporate (Callable) Notes	1.99%	15,000.00	14,974.50	13,868.19	1/15/2027
Target Corp Corporate (Callable) Notes	1.96%	60,000.00	59,963.40	55,472.76	1/15/2027
Bank of New York Mellon Corp (Callable)	1.98%	100,000.00	100,322.00	89,710.10	1/26/2027
Adobe Inc (Callable) Corp Note	4.20%	100,000.00	92,310.00	92,937.70	2/1/2027
PNC Financial Services Corp Notes (Callable)	4.69%	105,000.00	98,590.80	97,653.78	5/19/2027
PNC Financial Services Corp Notes (Callable)	4.80%	110,000.00	102,786.20	102,303.96	5/19/2027
Amazon.com Inc. (Callable) Corp Notes	3.56%	110,000.00	98,514.90	97,375.41	6/3/2027
Home Depot Inc. Corp (Callable) Notes	4.16%	100,000.00	94,340.00	94,732.50	9/14/2027
	Subtotal	1,535,000.00	1,495,200.30	1,445,502.44	
<i>Asset-Backed Security/Collateralized Mortgage Obligation:</i>					
Taot 2020-A A3	1.66%	7,741.00	7,740.44	7,716.74	5/15/2024
Harot 2021-I A3	0.27%	13,732.36	13,732.10	13,364.31	4/21/2025
Hart 2021-A A3	0.38%	15,234.30	15,232.69	14,779.74	9/15/2025
Carmx 2021-1 A3	0.34%	9,283.24	9,281.42	8,977.80	12/15/2025
TAOT 2021-C A3	0.43%	35,000.00	34,997.21	33,522.06	1/15/2026
Carmx 2021-2 A3	0.52%	24,296.96	24,291.73	23,457.76	2/17/2026
Hart 2021-C A3	0.75%	15,000.00	14,996.65	14,320.17	5/15/2026
DCENT 2021-A1 A1	0.58%	30,000.00	29,993.58	28,190.83	9/15/2026
	Subtotal	150,287.86	150,265.82	144,329.41	
TOTAL LONG TERM INVESTMENTS		10,080,279.96	9,910,334.40	9,574,863.91	
<b>TOTAL CASH &amp; INVESTMENTS AT 3/31/2023</b>		<b>33,645,234.55</b>	<b>33,475,288.99</b>	<b>33,139,818.50</b>	

# STAFF REPORT

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## AGENDA ITEM IV-3

To: Board of Directors  
From: Adam Larsen, Field Services Manager  
Date: May 24, 2023  
Subject: Authorization and Approval of Amendment #5 to the Annual Paving Services Contract for FY 2022/23

---

### RECOMMENDED ACTION

Authorization and approval of Amendment #5 to the Annual Paving Services agreement with Sierra National Asphalt (SNA) for FY2022/23, net increase \$75,000. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors under the Consent Calendar.

### BACKGROUND

On June 24, 2020, the Board approved a contract with Sierra National Asphalt in the amount of \$128,250. The District's contract with Sierra National included two optional, 1-year extension/renewals. The current contract extension expires on June 30, 2023. The District is requesting Board approval for an addition \$75,000 to complete the current backlog of paving work before the current contract expires.

The following detail summarizes the current agreement and proposed additions:

Contract/Amendment	Date	Total	Duration	Completion Date
Original Contract	7/1/2020	\$128,250	365 Days	6/30/2021
Amendment 1 (1st year renewal)	7/1/2021	\$130,000	365 Days	6/30/2022
Amendment 2 (Change Order)	5/17/2022	\$13,000		6/30/2022
Amendment 3 (2nd year renewal)	7/1/2021	\$180,000	365 Days	6/30/2023
Amendment 4 (Change Order)	4/25/2023	\$18,000		6/30/2023
Amendment 5 (Change Order)	5/15/2023	\$75,000		6/30/2023
Proposed Revised Contract		\$544,250	1095 Days	6/30/2023

Sierra National Asphalt's paving work has been exceptional this past year and supportive of our scheduled requirements.

Staff is requesting Board authorization and approval to increase the contract by \$75,000 to meet the additional paving service requirements, the revised contract total for FY 2022/23 will be \$544,250 after Board review and approval.

# STAFF REPORT

## AGENDA ITEM IV-4

To: Board of Directors  
From: Mark Hargrove, Senior Engineer  
Date: May 24, 2023  
Subject: Air Release Valve Replacement Program 2022/2023 – Construction Contract

### RECOMMENDED ACTION

Staff requests consideration of a motion to approve a construction contract with Navajo Pipelines, Inc. (Navajo) for the amount of \$647,200 with a construction contingency of \$64,720 (10%) for a total authorized budget of \$711,920. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors under the Consent Calendar.

### BACKGROUND

District staff has developed an Air Release Valve Replacement Program (Program) to replace/upgrade all of the existing air release valves (ARVs) that are currently deficient (i.e. broken, not found, cannot be repaired) and/or located within below grade valve boxes to above grade installations to be in compliance with California Code of Regulations, Title 22. The District currently has approximately 880 ARVs in the Retail distribution system with an estimated 750 of these valves venting below grade. Since the implementation of the District's recurring 5-year ARV maintenance program in 2017 to test and exercise 160 ARVs per year and develop a deficiency list of ARVs, so far 124 ARVs have been identified as being deficient. The Program will consist of replacing 45 ARVs per year over a 17-year period.

This construction contract is for the first 45 ARV replacements in the Program. The ARV's are located in the northeast portion of the District's Retail Service Area within the Lower Granite Bay Pressure Zone and Upper Granite Bay Pressure Zone in Granite Bay, Placer County, CA. More specifically, the 45 ARV sites are within the boundaries of Eureka Road and Twin Rocks Road and between Barton Road and Douglas Blvd. The Engineer's construction estimate is approximately \$585,000.

### CURRENT STATUS

Thirteen (13) contractors attended the mandatory pre-bid meeting and five (5) bids were received on May 11, 2023. The Bid outcomes are summarized as follows:

Bidder	Bid Amount
Navajo Pipelines, Inc.	\$647,200
C.E. Cox Engineering, Inc.	\$745,420
BWD Construction, Inc.	\$862,365
ARB, Inc.	\$949.455
Rawles Engineering Inc.	\$1,280,125

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

### FINANCIAL CONSIDERATIONS

The Project is included in FY 2022/2023 and FY 2023/2024 Retail CIP Budgets.

# STAFF REPORT

## AGENDA ITEM IV-5

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To: Board of Directors  
From: Mark Hargrove, Senior Engineer  
Date: May 24, 2023  
Subject: Eureka Road Pipeline Replacement Project – Construction Contract Amendment

---

### RECOMMENDED ACTION

Staff requests consideration of a motion to approve an authorized construction budget increase of \$160,000 to the construction contract with Flowline Contractors, Inc. (Contractor) for the Eureka Road Pipeline Replacement Project (Project). The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors under the Consent Calendar.

### BACKGROUND

The original Project consisted of replacing approximately 250-ft of 18-in and 3,750-ft of 16-in steel pipeline with 18-in ductile-iron pipeline in Eureka Road between Barton Road and Providence Lane, including tie-ins to the existing lateral water mains and replacing services and fire hydrants. In August 2022, the Board of Directors authorized the Project to be expanded to include abandoning the existing 12-inch steel water main between Providence Lane and Auburn Folsom Road, including swapping over all lateral water mains, fire hydrants, and water services to the existing parallel 16-inch AC water main.

Construction on the Project started in August 2022 with the abandonment of the existing 12-inch steel water main by swapping over of later water mains, fire hydrants and water services while the Contractor was waiting for materials to be delivered for the new 18-inch water main. The Contractor started construction on the new 18-inch water main on February 13, 2023, and has encountered the following unforeseen conditions that have caused a change to the original Contract scope of work:

- Additional potholing of utilities was required because they were not provided on the original utility maps or plans.
- Repair of several leaks on the existing 16-in steel water main were required as they were encountered during potholing.
- Additional switchovers were required of a water service and a lateral water main that were shown incorrectly on District maps connecting to existing 12-in steel water main to be abandoned.
- Additional excavation was required for the new 18-inch pipeline to avoid utilities crossings not shown on or marked on-site.
- Additional excavation, trench stabilization, and pumping were required due to perched groundwater from winter/spring rains.
- Additional sawcutting and paving is required due to thickness of pavement greater than 3-inches along water main (existing pavement in some areas as thick as 12-inches).

In total, the additional work listed above will result in the current authorized budget being exceeded by the amount of \$160,000.

### FINANCIAL CONSIDERATIONS

The current authorized construction budget approved by the Board is for \$3,261,358. Staff is recommending increasing the total authorized construction budget to \$3,421,358. The additional costs would be funded with the DWSRF loan.

# AGENDA ITEM VI-1

## STAFF REPORT

---

To: Board of Directors  
From: Donna Silva, Director of Finance  
Date: May 24, 2023  
Subject: Assumptions for Update to Wholesale Financial Plan and Rate Study

---

### RECOMMENDED ACTION

Receive and comment on report.

### BACKGROUND

The District's Wholesale Financial Plan was last updated in 2017, resulting in a five-year rate schedule, which implemented rate increases through January 2021. The recommended fixed rates were calculated based on relative water use in the five years preceding the study. Starting with calendar year 2020, the fixed portion of the rate was updated annually based on the previous 5-year's water usage (known as a "rolling five-year average"). Outside of the annual reallocation of the fixed charge, wholesale rates have not been updated since January 2021.

Staff engaged the services of Hildebrand Consulting, LLC to update the Wholesale Financial Plan and recommend a new five-year rate schedule. Hildebrand Consulting has been working on the plan and will be presenting it to the Board at the June Board meeting. After the initial presentation, the required 150-day notice will be sent to the wholesale customer agencies. A copy of the notice will be sent to the Sacramento Suburban Water District (SSWD) as well. On December 13, 2023, after the 150-day comment period, the Board of Directors will decide on a new rate schedule.

Prior to completing the draft financial plan and rate study, staff would like to review the assumptions used in the plan with the Board, to ensure general agreement and understanding. As a specific example, staff desires direction from the Board on whether or not to establish a reserve for the next replacement of the Hinkle Reservoir Cover and Liner and whether or not to assume any revenues from the Sacramento Suburban Water District.

The assumptions currently used in the draft Wholesale Financial Plan are as follows:

- The financial plan uses the "base year" of FY 2022-23 Adopted Budget for both revenues and expenses. In forecasting subsequent years, the following adjustments were made:
  - The one-time \$1 million cost for environmental review for the Warren Act contract renewal was not repeated in subsequent years
  - Assumed resumption of discretionary payment of \$85,000 per year towards unfunded pension liability starting in FY 2023-24
  - Salaries and benefits were reduced by \$41,038 to reflect the changes in labor allocation stemming from the District's 2023 Cost Allocation Study

- Interest Income – interest earning on reserves is projected to be 1% per year, which is in line with the District's historical interest earnings relative to its total reserve levels.
- Property Tax Income – 2% increase per year
- General expense inflation:
  - 6% in FY 2023-24
  - 4% in FY 2024-25
  - 3% thereafter
- Expenses related to energy and chemicals are projected to increase at a rate of 5% per year
- Construction costs are projected to increase by 3% per year
- Water Demand – the amount of water assumed to be sold over the planning period affects the variable portion of the rate for the wholesale customer agencies and the rate calculation for SSWD. Overestimating total water demand can result in rates that are too low. Underestimating water demand can result in rates that are too high. This impact is especially true for SSWD. The current draft financial plan uses the following water demand assumptions:
  - Demands for each agency were derived from their respective 2020 Urban Water Management Plan (UWMP), which includes assumptions regarding growth and future conservation trends. The last Wholesale Financial Plan used the respective UWMP water demand assumptions as well.
  - Fair Oaks Water District will derive 30 percent of its water supply from their wells
  - Starting in CY 2025, Orange Vale Water District will begin to derive 500 AF of water supply from a rehabilitated well.

These assumptions result in an overall increase in total water demand of 3.2 percent per year between 2022 and 2025, an overall increase of 0.3 percent per year between 2025 and 2030 and an overall increase of water usage of just over 0.1 percent between 2030 and 2035.

Staff and consultant feel the above assumptions are fair and reasonable and recommend their continued use in the financial plan unless and until better information becomes available.

Staff requests Board direction on the following two issues:

- **Funding Method for the next Hinkle Reservoir Rehabilitation:**  
The Board has indicated a desire to pay cash for infrastructure projects, thereby avoiding debt service expenses, which saves rate payers money in the long run. However, reserves were not adequate to pay cash for the recent rehabilitation of the Hinkle Reservoir. The District secured a low interest rate, \$23.1 million loan from the State Water Resources Control Board's Drinking Water Revolving Loan Fund, that will be repaid over the next 30 years. Even with a low interest rate of 1.2%, the ratepayers will incur interest expense of approximately \$4.5 million. If the Board would like to avoid issuing debt for the next rehabilitation of the reservoir, it should decide now and start setting money aside for that future project. With a total cost of approximately \$25 million, funding a reserve would require setting aside \$833,300 per year for the next 30 years. Interest would accrue to the reserve.

One downside to doing so is the creation of generational inequity. The current ratepayers will be paying for the newly rehabilitated reservoir as it is being used by them, over the next 30 years through repayment of the debt. If the District is also funding a reserve to pay cash for the next replacement of the cover and liner, then this generation of ratepayers will be paying for two such projects. However, doing so would negate the need for future debt.

- **Whether to include or exclude revenues from SSWD in the financial plan:**  
The District has an agreement with the Sacramento Suburban Water District (SSWD) to treat and wheel water that they periodically purchase from either the Placer County Water Agency, or the U.S. Bureau of Reclamation (215 Water). In addition, the District periodically enters into agreements with SSWD to sell SSWD the District's surface water. ***Historically, these revenues have been omitted from the Wholesale Financial Plan as they are uncertain.*** The chart below shows the acre feet treated and delivered over the past 9 years:

FY:	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22
AF	2,673	-	-	4,468	11,808	10,769	13,605	7,815	4,782	3,769

As the table indicates, deliveries to SSWD range from a low of zero to a high of 13,605 acre feet. The current treat and wheel rate is \$220.16 per acre foot. Revenues from this source are usually between \$500,000 and \$2 million per year, but they can be zero.

If the Board desires to fund the Hinkle Reservoir Rehabilitation reserve it could, through a revision to its Reserve Policy, designate or earmark SSWD revenues and net revenues from other water transfers to funding the reserve. Treating approximately 3,500 AF of SSWD water would fund one year's replacement cost. This is about 65% of the average deliveries over the past three years. If these revenues aren't received in any one year, then the reserve does not get funded that year. The next time the revenues are received they would be used to make the reserve whole by funding that year's portion, and the deficiency from any prior year(s). Revenues received in excess of the required reserve amount would be available for other uses such as offsetting operating and capital expense, thereby potentially reducing future rate increases. Since SSWD revenues and water transfer revenues historically have not been included in the financial plans, designating them to fund the replacement reserve would theoretically not harm existing ratepayers, would fund a reserve and eliminate the "double payment" problem since the reserve would not be funded with rate payer's money. In addition, there would most likely be years in which there are excess revenues, which would offset other wholesale costs or increase reserves. On the other hand, it could be argued that even if the SSWD revenues aren't included in the financial plan, such revenues reduce other wholesale costs and reduce the need for future rate increases, thereby still benefitting other ratepayers.

Staff would like feedback from the Board on whether it wants to pay cash for the next reservoir, or debt finance it, and whether or not to assume any revenues from SSWD.



AGENDA ITEM VII-1

# PROPOSED BUDGET

FISCAL YEAR 2023 - 24



SAN JUAN WATER  
DISTRICT  
GRANITE BAY, CALIFORNIA

*Cover Photo: Kokila Reservoir*

Kokila Reservoir is a 4.56 million gallon Hypalon lined and covered earthen reservoir. The reservoir serves as an operational and emergency storage facility at a high elevation point within the District's Bacon Pressure Zone, approximately 5 miles north of the District's Water Treatment Plant. The cover and liner were installed in 1984 with an estimated life of 25 years. Regular maintenance has extended its life; however, it is now in need of replacement. The Kokila Reservoir Replacement Project will replace the aged reservoir cover and liner with a concrete tank.

## GFOA Budget Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

### *Distinguished Budget Presentation Award*

PRESENTED TO

**San Juan Water District  
California**

For the Fiscal Year Beginning

**July 01, 2022**

*Christopher P. Morrell*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to San Juan Water District for its annual budget for the fiscal year beginning July 1, 2022. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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# **San Juan Water District**

## **Fiscal Year 2023-24 Budget**



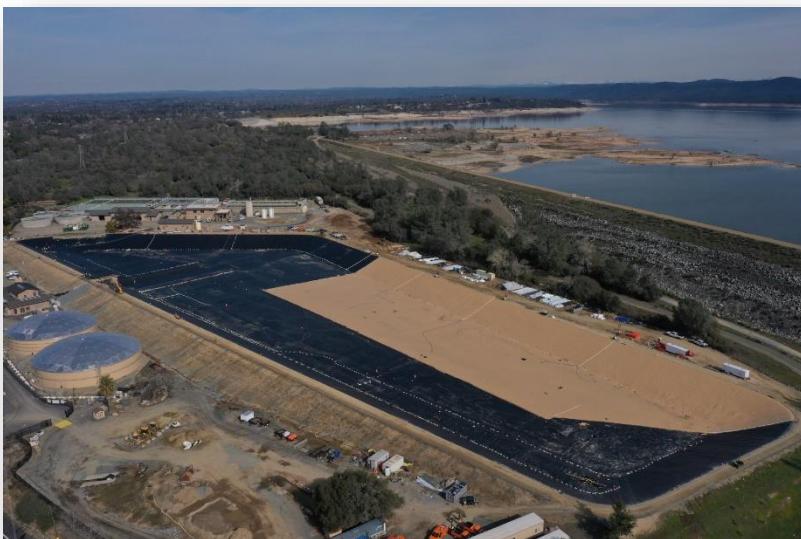
Prepared by the Finance Department under Direction of  
the General Manager

## **Mission Statement:**

*Ensure the delivery of a reliable water supply of the highest quality at the lowest reasonable price.*

## **Vision Statement:**

*To be a recognized industry leader in the treatment and distribution of a reliable supply of safe and clean drinking water, while protecting and retaining the District's water rights and supply.*



Hinkle Reservoir  
February 2023

Hinkle Reservoir  
April 2023





**San Juan Water District**  
9935 Auburn Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
[www.sjwd.org](http://www.sjwd.org)

### **Elected Officials**

Dan Rich, President/Director  
Manuel Zamorano, Vice-President/Director  
Edward J. "Ted" Costa, Director  
Kenneth H. Miller, Director  
Pamela Tobin, Director

### **Appointed Officials**

Paul Helliker, General Manager

### **Management Team**

Tony Barela, Director of Operations  
Andrew Pierson, Director of Engineering Services  
Donna Silva, Director of Finance/Treasurer  
Devon Barrett, Customer Services Manager  
Adam Larsen, Field Services Manager  
Greg Turner, Water Treatment Plant Manager  
Chris von Collenberg, Information Technology Manager  
Greg Zlotnick, Water Resources Manager

# San Juan Water District

## Fiscal Year 2023-24 Budget

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**9935 Auburn Folsom Road | Granite Bay, CA 95746 | 916-791-0115 | sjwd.org**



Insert GM Letter

Directors

Edward J. "Ted" Costa  
Kenneth H. Miller  
Dan Rich  
Pamela Tobin  
Manuel Zamorano

General Manager  
Paul Helliker

Insert GM Letter

# San Juan Water District

Fiscal Year 2023-24 Budget

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**San Juan Water District**

Fiscal Year 2023-24 Budget



## DISTRICT PROFILE

# San Juan Water District

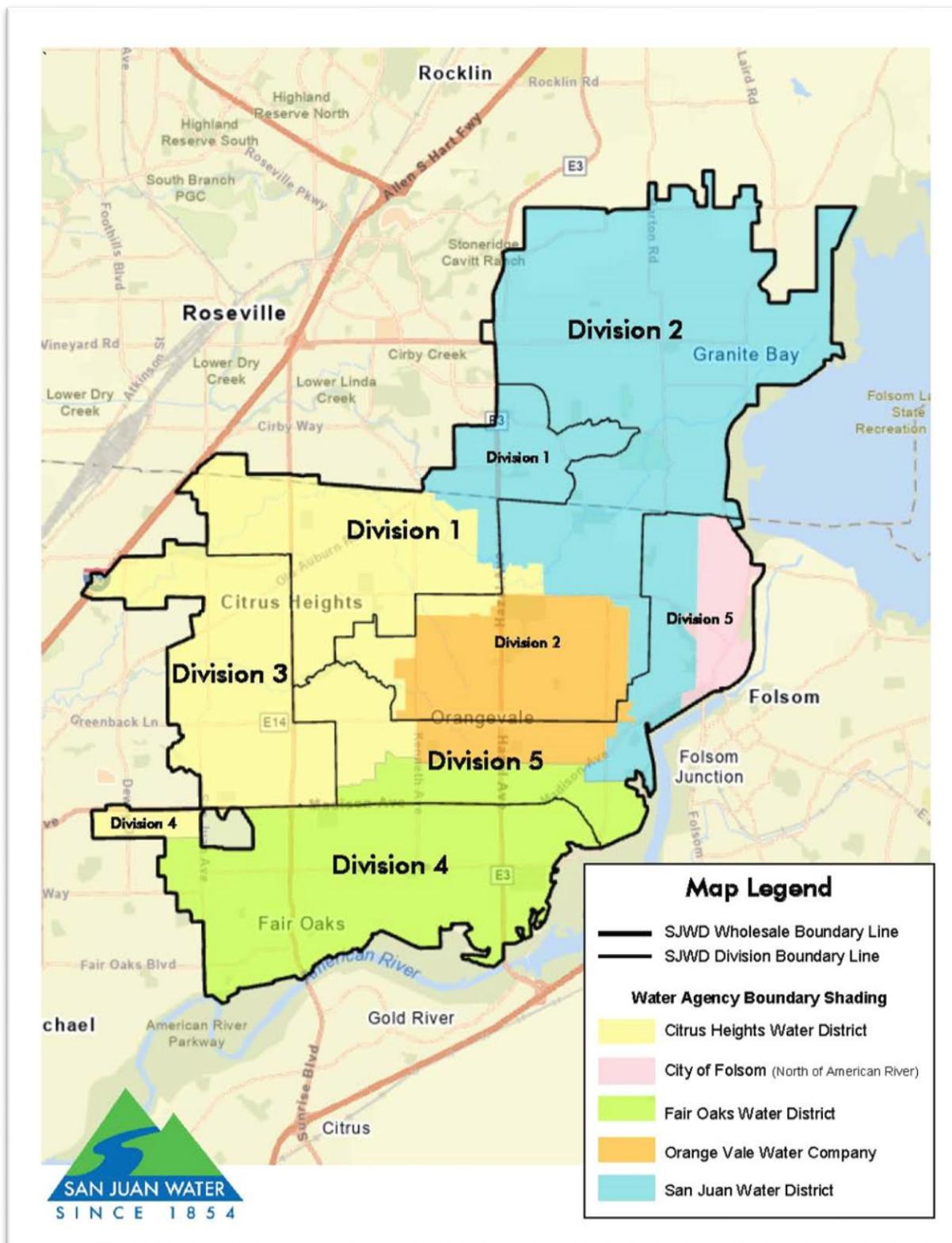
Fiscal Year 2023-24 Budget

## By The Numbers – Summary of District Information

Water System	
Total Water Supply Available	82,200 acre-feet
Treatment Plants	1
Treatment Plant Capacity	150 MGD
Reservoirs	2
Miles of Water Main	222
Storage Tanks	2
Booster Stations	9
Number of Booster Pumps	38
Number of Control Valve Stations	15
Number of Solar Facilities	1
Number of Pressure Zones – Retail Service Area	8
Number of Active Service Connections – Retail Service Area	10,900

Miscellaneous Statistical Information	
Size of Service Area	46 square miles
Size of Retail Service Area Only	17 square miles
Population of Service Area (per FY 2021-22 ACFR)	151,903
Population of Retail Service Area Only (per FY 2020-21 ACFR)	29,712
Number of Active Employees	49
Number of Debt Issues Outstanding	3
Wholesale Operating Budget	\$ 10,304,900
Wholesale Capital Budget	\$ 5,043,200
Retail Operating Budget	\$ 14,378,700
Retail Capital Budget	\$ 25,107,100

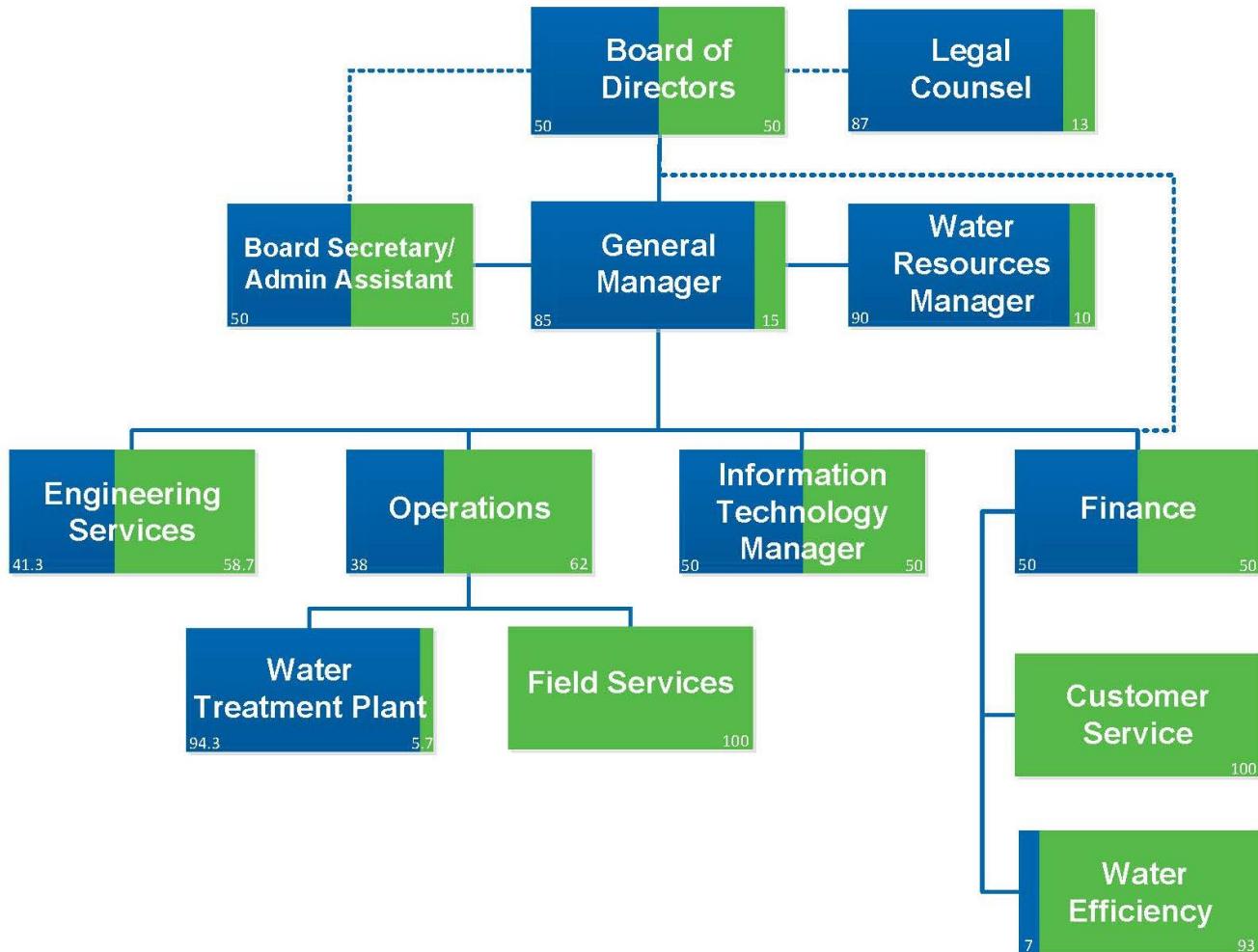
## Wholesale Service Area Map



# San Juan Water District

Fiscal Year 2023-24 Budget

## Organization Chart by Functional Area



### Allocation of Costs

Wholesale	%
Retail	%



## **ABOUT THE DISTRICT**

### ABOUT THE DISTRICT

The San Juan Water District (District) initially began as the North Fork Ditch Company dating back to 1854 providing water to the area. The District, as in existence today, was formed as the result of petitions being presented to the Board of Supervisors of Sacramento and Placer Counties by Citrus Heights Water District, Fair Oaks Water District, Orange Vale Water Company and a group of homeowners in South Placer County. An election was then held within the boundaries of the sponsoring districts including the District's current Placer County service area on February 10, 1954. At this election, voters approved the formation of the San Juan Water District by nearly a two-thirds majority and elected five Directors. The District is a Community Services District formed under Section 61000 et seq., Title 6, Division 3 of the California Government Code.

The District provides water on a wholesale and retail basis to an area of approximately 17 square miles for retail and 46 square miles for wholesale (which includes the retail area) in Sacramento and Placer Counties.

The District's wholesale operations include: protecting access to reliable and sufficient water supplies; operating and maintaining a surface water treatment plant; operating and maintaining treated water storage; pumping and transmission facilities; delivering treated water to five retail agency customers (the District's retail division, Fair Oaks Water District, Citrus Heights Water District, Orange Vale Water Company and the City of Folsom (Ashland); and providing the administrative support necessary to successfully carry out those functions.

In addition, the District has a contract with the Sacramento Suburban Water District (SSWD) to treat and wheel water that they purchase from the Placer County Water Agency (PCWA) and/or the United States Bureau of Reclamation (215 Water). SSWD's ability to purchase water from PCWA, diverted from Folsom Reservoir, is restricted to years when the unimpaired inflow to Folsom Lake exceeds a certain level. SSWD also at times accesses excess flows into Folsom made available by the United States Bureau of Reclamation. Additionally, in 2020 the District began selling a portion of its water supplies to SSWD with such supplies generally available in all water year types. These agreements are negotiated on an annual basis.

The District's retail operations consist of operating and maintaining storage, pumping, transmission and distribution facilities, which deliver water to approximately 10,900 retail service connections located in a portion of Northeast Sacramento County and the Granite Bay area of South Placer County, and providing the administrative, customer service, water efficiency, and engineering support necessary to successfully carry out those functions.

The District's existing water supply consists of three separate raw water contracts. The first source of water comes from a settlement contract with the U.S. Bureau of Reclamation (Reclamation) whereby it is required to deliver the District's pre-1914 and post-1914 water rights water from the American River, totaling 33,000 acre-feet, in perpetuity. The second source is a water repayment contract with Reclamation for 24,200

# San Juan Water District

## Fiscal Year 2023-24 Budget

acre-feet of Central Valley Project water, also in perpetuity, subject to standard shortage policies. The third water source is a contract with Placer County Water Agency (PCWA) for up to 25,000 acre-feet of water.

All sources of surface water are either stored or flow through Folsom Lake with delivery taken from Folsom Dam outlets, either by gravity or pumped by Reclamation's Folsom Pumping Plant. Total raw water delivery to the plant for the 2021-2022 fiscal year was 36,894 acre-feet (excluding pass through deliveries for SSWD) and is anticipated to be 37,031 acre-feet for fiscal year (FY) 2022-23 (inclusive of SJWD water sold to SSWD and pass through deliveries to same), and 31,740 for FY 2023-24 (excluding pass through deliveries for SSWD).

In response to the last drought and in preparation of future drought conditions, the District partnered with two nearby water districts, PCWA and SSWD, to construct inter-ties to allow water supplies to be shared and transferred if normally available supplies are reduced and/or inadequate to meet immediate demands for either district.

The District has long been a proponent and practitioner of cost effective water efficiency programs. The implementation of these programs has been highly successful and the District complies with best management practices that are required by the Sacramento Area Water Forum Agreement, California legislation SBx7-7 (2009), the California Department of Water Resources, and the Central Valley Project Improvement Act.

The District's water efficiency programs include:

- Water Awareness Poster Contest and Calendar – Since 1992, the District and its wholesale agency customers, Citrus Heights Water District, Fair Oaks Water District and Orange Vale Water Company, have promoted water awareness at the elementary school level through an annual water awareness poster contest.
- Rebate Program – The District provides rebates for the purchase of high-efficiency washing machines, and hot water on-demand recirculation systems as well as weather based irrigation timer rebates to both residential and non-residential customers.
- Free Programs – District staff provides free indoor and outdoor water audits, leak detection, and recommendations to improve irrigation system performance. Staff also creates landscape water budgets and irrigation schedules to improve efficiency. The District conducts and hosts a variety of workshops on drip systems and proper irrigation techniques, landscape design, soil health, tree maintenance, controller management and other water efficiency topics. A speakers' bureau is available to talk to groups about water efficiency programs and water supply and reliability issues.
- Water Efficient Landscape (WEL) Garden – Located behind the District's administrative office are gardens to inspire visitors to create a water efficient landscape that looks beautiful every season. The garden demonstrates efficient irrigation and non-water using materials to create a beautiful landscape.

The benefits of these programs include more cost-effective and efficient use of water and increased customer awareness on the importance of water efficiency to contribute to future reliability of water supplies.

The District's water treatment facility, the Sidney N. Peterson Water Treatment Plant (Plant), was constructed in three phases beginning in 1975 and completed in 1983. The Plant includes two flocculation-sedimentation basins, two filter basins, an operations building and a covered 62-million-gallon storage reservoir. Major upgrades and improvements to the Plant have been made over the years, including increasing its maximum seasonal capacity (May 15th to September 30th) to 150 million gallons a day (mgd) from its original 100 mgd. The 62-million gallon Hinkle Reservoir was rehabilitated in FY 2022-23. Those past upgrades, and ongoing efforts to identify and implement projects and process improvements to increase efficiency, cost effectiveness, and productivity, all contribute to the District's success in reliably satisfying customer demands while continuing to meet or exceed all Federal and State regulatory requirements.

The Plant receives delivery of raw water directly from Folsom Dam outlets. The raw water undergoes an extensive water treatment process to ensure the highest quality of water for all customers. From the Plant, the water flows into the District's 62-million gallon Hinkle Reservoir for storage and distribution. The District maintains approximately 222 miles of transmission and distribution pipelines, which transport the high quality treated water to wholesale and retail customers.

## **Budget Purpose, Process and Control**

The District operates on a fiscal year that runs from July 1 through June 30. The District adopts an annual operating budget and an annual capital improvement budget to ensure the adequacy of resources to meet District needs and to accomplish the District's mission. California Government Code section 61110(c)(2)(f) requires the adoption of the final budget on or before September 1st of each year, however, the District strives to have an adopted budget by June 30th. As required by certain debt covenants, the annual operating budget is evaluated to ensure that net revenues, as defined by the various debt covenants, are equal to or exceed a minimum of 115 percent of the anticipated debt service for the budget year.

In March of 2018, the Board of Directors adopted a Strategic Plan which staff now uses as the guiding light in preparing an operations plan and annual budget. Using the goals in the Strategic Plan, as well as direction received throughout the year from the Board of Directors, the Department Managers prepare and submit draft budgets to the Finance Department. The Finance Department prepares the revenue budget, and reviews and compiles the various department budgets. A budget workshop is generally held in May of each year to present and discuss the draft budget with the Board of Directors and interested members of the public. Feedback from that meeting is used to adjust the draft budget, if necessary. A public hearing is then generally held in June after which the Board of Directors votes on budget adoption. The budget calendar, specific to the preparation of the FY 2023-24 budget, is presented below:

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Important Dates for Adoption and Review of FY 2023-24 Budget

DATE	FORUM	TOPIC/ACTION
April 26, 2023	Board Meeting	Discussion of assumptions to use in budget preparation.
May 24, 2023	Board Meeting	Review and discuss Draft FY 2023-24 Operating and Capital Budgets
June 28, 2023	Public Hearing	Receive public input on proposed budget
June 28, 2023	Board Meeting	Consider adoption of proposed budget.
March 27, 2024	Board Meeting	FY 2023-24 Mid-Year Budget Review

### Important Dates for Adoption and Review of FY 2024-25 Budget (preliminary)

DATE	FORUM	TOPIC/ACTION
April 24, 2024	Board Meeting	Discussion of assumptions to use in budget preparation
May 22, 2024	Board Meeting	Review and discuss Draft FY 2024-25 Operating and Capital Budgets
June 26, 2024	Public Hearing	Receive public input on proposed budget
June 26, 2024	Board Meeting	Consider adoption of proposed budget
March 26, 2025	Board Meeting	FY 2024-25 Mid-Year Budget Review

Budget to actual financial data is monitored continuously throughout the year by management and is reported on a monthly and annual basis to the Board of Directors. Beginning in February of each year, staff performs a mid-year budget review. The mid-year budget review process is an in depth analysis of year to date budget to actual data, combined with a projection of financial activity through the end of the year. That is then compared to the adopted budget. If expenses, in total, are projected to be greater than the adopted budget, the board considers a budget amendment, or staff recommends budget cuts in order to ensure adherence to the adopted budget. The mid-year budget review is usually presented at the March Board meeting. The General Manager has the authority to move budget between specific lines within a fund, or between funds to correct posting errors. Transfers between funds, for purposes other than error correction, or to maintain required reserve levels, require approval from the Board of Directors.

### Budget Format

The budget is prepared on a modified accrual basis wherein revenues and expenses are reported when earned and incurred, respectively. The budget does not include amounts for depreciation, pension expense in accordance with GASB 68, retiree medical expenses in accordance with GASB 74/75, lease revenue/expense in accordance with GASB 87, compensated absences expense accrual and the amortization of premium or discount on debt issuances, but does include an expenditure for debt principal and a revenue for any new debt issued. Therefore, the budget is not prepared in the same manner as the Annual Comprehensive Financial Report (ACFR). The program budget format is used versus a line item detail format to provide the most valuable information to the reader on all of the District's major areas of service (Administration, Customer Service, Distribution, Engineering, Water Efficiency, and Water Treatment Plant). Expenditure data is also presented in a functional format (Salaries & Benefits, Materials & Supplies, etc.) to provide readers with an alternate view.

For financial reporting purposes, the District operates a single enterprise fund. However, for management of the two divisions, wholesale and retail, the District utilizes four distinct funds, one each for Operations and one each for Capital Outlay.

In order to ensure funds are available to meet both operating and capital needs, the District (for both Wholesale and Retail Operations) established a financial planning process with the development of a Master Plan that contains a review of current infrastructure, and that recommends projects for a twenty to thirty-year period. The District then estimates current and future operating needs, and works with a rate consultant to develop a water rate study and financial plan.

The District's last Wholesale Financial Plan and Rate study, resulted in a five-year rate plan. The last rate increase from that plan went into effect on January 1, 2021. In FY 2021-22 the District worked on updating the Wholesale Master Plan. The master plan was completed in FY 2022-23 and produced the next 10-Year Capital Improvement Program. With that in hand, the District embarked on a Wholesale Financial Plan and Rate Study which will be used to set rates for calendar years 2024 through 2028. The Wholesale Financial Plan recommends annual rate increases of approximately 4%. The District is required to provide wholesale customers a 150-day notice of proposed rate changes. This notice will be sent in June 2023 and the Board will consider approval of the rate schedule at its December 2023 meeting, for implementation in January 2024. Since the rate schedule is not yet approved, the proposed rate increases are not incorporated into this budget.

The District completed a Retail Financial Plan and Rate Study in FY 2021-22, resulting in a 3-Year Rate Schedule. The new Retail Rate Schedule went into effect on February 1, 2022, and resulted in three successive 8% effective rate increases. In the previous five-year rate schedule, all rate increases were applied to the fixed base rate only, to bring stability to the rate structure and provide reliable funding to cover fixed operating costs. In the new rate schedule, this approach is taken for the first rate increase but the final two rate increases will apply to both the fixed and the volumetric rate as the District feels it has achieved equilibrium between rates and costs, to the greatest extent possible.

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Financial Policies

Key District Financial Policies include the Reserve Policy, the Debt Policy, the Investment Policy and the Procurement Policy.

#### Reserve Policy

In accordance with Board Resolutions, Board Motions, District Ordinances, loan agreements and applicable laws, certain reserve funds have been established and maintained as follows:

#### WHOLESALE RESERVES:

NAME	PURPOSE	AMOUNT/LEVEL
Operating	Established in 1998 to provide working capital for operations and unexpected needs.	20% of operating expenses
Hinkle Reservoir Loan Debt Service	Required by the loan agreement with the State Water Resources Control Board	1-year Debt Service*
Capital Improvement Program	Established in 1998 to fund capital replacements, rehabilitation, upgrades and improvements.	Determined annually by Board of Directors.

\* The District recently executed a loan agreement with the California State Water Resources Control Board through their Drinking Water State Revolving Loan Fund (SRF). The District intends to finish drawing down on that loan during this fiscal year to get reimbursed for the rehabilitation of the Hinkle Reservoir. The loan document requires the establishment of a reserve equal to one year's debt service. This budget estimates the required reserve amount, but the final amount will not be certain until full draw down is complete and the loan amortization schedule has been received from the State.

**RETAIL RESERVES:**

NAME	PURPOSE	AMOUNT/LEVEL
Operating	To provide working capital for retail operations, as well as readily available capital for unexpected needs and modest variations between expected and actual water demands.	20% of annual operating expenditures
Eureka Road Transmission Pipeline Replacement Loan Debt Service	Required by the loan agreement with the State Water Resources Control Board	1-year Debt Service*
Capital Facility Fees	Government Code Section 66013(c) requires capital facility fees collected for specific future projects be held in reserve and spent only on the projects for which the fee was established and collected.	Amounts received, plus interest, not yet spent on the projects that formed the basis for the fee.
Capital Improvement Program	To fund capital replacements, rehabilitation, upgrades and improvements.	Determined annually by Board of Directors. Budget includes revenues and transfers in at least equal to annual depreciation.

\* In April 2023, the District executed a loan agreement with the California State Water Resources Control Board through their Drinking Water State Revolving Loan Fund (SFR) for the replacement of the Eureka Road Transmission Pipeline. The District intends to draw upon that loan in FY 2023-24. The loan document requires the establishment of a reserve equal to one year's debt service. This budget estimates the required reserve amount, but the final amount will not be certain until full draw down is complete and the loan amortization schedule has been received from the State.

**Debt Policy**

The Debt Policy, adopted in compliance with Government Code Section 8855(i), governs all debt undertaken or refinanced by the District. It describes the purposes for which Debt may be issued, the types of debt the District may issue, and the relationship of debt to the Capital Improvement Program and the Operating Budget.

**Investment Policy**

In accordance with the Board's Investment Policy, the Director of Finance has been designated as the "Investment Officer" in charge of operational management.

Investments by the Investment Officer are limited to those instruments specifically described in the District's Investment Policy. The Investment Officer submits quarterly reports to the Board of Directors detailing all investment holdings. In order of importance, the following five fundamental criteria are followed in the investment program: 1) safety of principal; 2) limiting credit risk liquidity; 3) limiting interest rate risk; 4) liquidity and; 5) return on investment.

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Procurement Policy

The District's procurement policy creates uniform procedures for acquiring equipment, and goods and services for its operations. The primary purpose of this policy is to provide for the purchase of materials and trade services with the objective that they will be available at the proper time, in the proper place, in the proper quantity, in the proper quality, and at the best available price, consistent with the needs of the District.

### Accounting System and Controls

The District uses the Tyler Technologies financial accounting system to record its financial transactions. Management has established a system of internal controls that provides a reasonable basis for protecting the District's assets from loss, theft, and misuse, and that compiles sufficient reliable information for the preparation of the District's financial statements. At the end of the year, the District prepares an ACFR consisting of management's representations concerning the District's finances. An independent auditing firm audits this report and examines District internal controls and provides an opinion on the financial reporting and provides suggestions on ways to improve the internal control processes of the District.

### Fund Structure and Descriptions

Legally, San Juan Water District is a single enterprise fund. For purposes of rate setting, reserve segregation and managerial reporting, the District utilizes four distinct funds as follows:

#### Enterprise Funds:

- Wholesale Operating Fund
- Retail Operating Fund

#### Capital Outlay Funds:

- Wholesale Capital Outlay Fund
- Retail Capital Outlay Fund

The funds are combined for purposes of formal financial reporting (audited financial statements). Budgets and descriptions for these funds can be found starting on page 52.

## Budget Assumptions

A budget is an estimate of revenues and expenditures for a set period of time. The creation of estimates involves a set of assumptions. It is important that the reader of this budget understands the assumptions used in preparing the revenue and expenditures estimates contained herein. Listed below are the primary assumptions used in the creation of this budget:

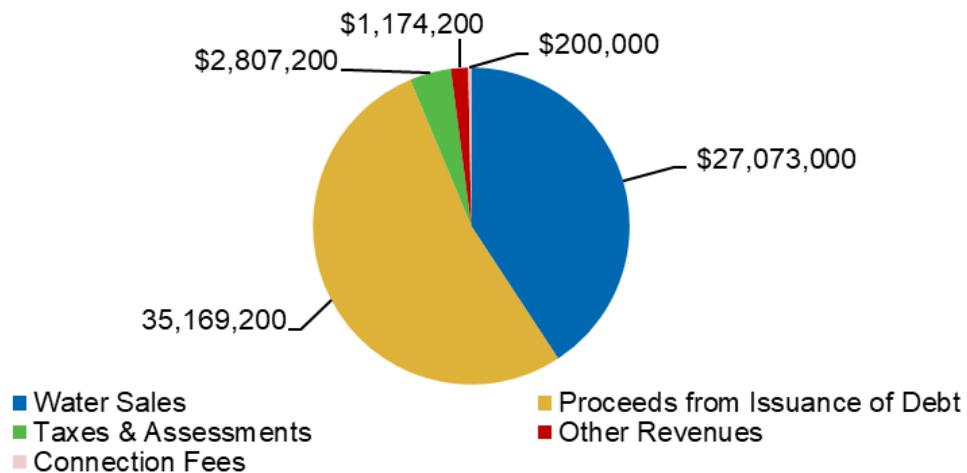
- No increase to wholesale water rates
- Retail rate increase effective January 1, 2024 (8.1% increase on both the volumetric and base rate)
- Overall wholesale water demand 1.2% greater than estimate for FY 2022-23. Comprised of:
  - 13.8% increase in sales to regular wholesale customers. FY 2022-23 surface water sales to Citrus Heights Water District and Fair Oaks Water District were reduced due to participation in a groundwater substitution transfer.
  - No groundwater substitution transfer being done in FY 2023-24
  - 6,150 acre feet of water being treated and delivered to the Sacramento Suburban Water District, a 5.9% decrease from the prior year
- No significant change in retail water demand. Historical data shows that years with a wet spring have lower water demand. However, this is likely to be offset due to the cessation of drought messaging and conservation messaging that was done during the Hinkle Reservoir Replacement project in winter and spring 2024.
- Property taxes increase 2%
- Salaries prepared in accordance with Board Compensation Policy, utilizing CalPERS estimated wage growth
- 5% increase in health care insurance costs
- Resumption of \$200,000 supplemental payment to CalPERS towards an anticipated return of a small unfunded pension liability
- Property Insurance increase of 25% due to California wildfires
- Liability insurance expected to increase by 26% due to claims experience and general industry cost increases
- Implementation of minor changes in cost allocations between wholesale and retail as a result of a cost allocation study performed in FY 2022-23
- Creation of debt service reserves equal to an estimated one year's debt service for both the Hinkle Reservoir Replacement Project loan and the loan for the Eureka Road Transmission Pipeline Replacement Project. Both reserves are required by their respective loan agreements with the State Water Resources Control Board.

# San Juan Water District

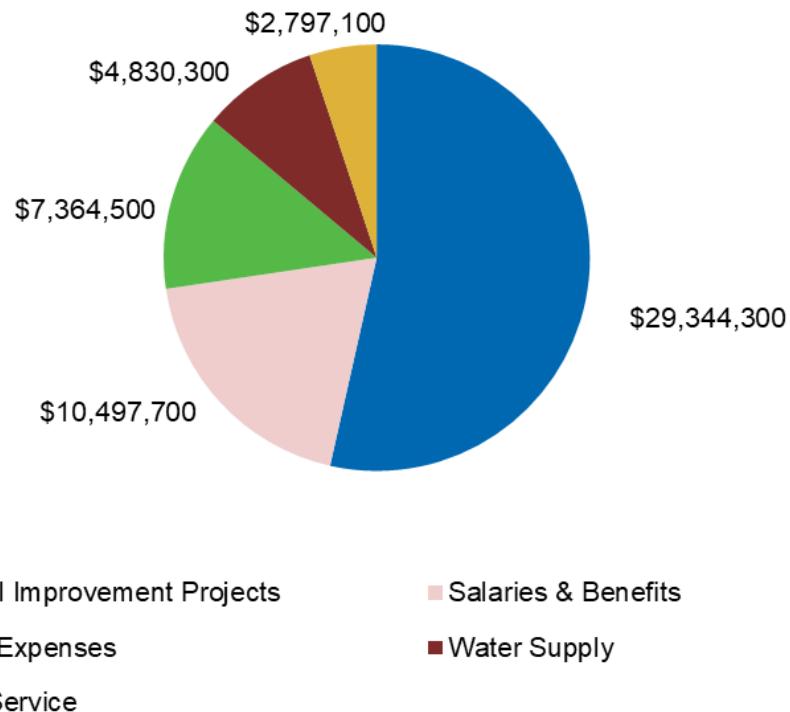
Fiscal Year 2023-24 Budget

## Estimated Revenues and Expenditures of Funds – Summary

### All District Revenues \$66,423,600



### All District Expenses \$54,833,900



## Estimated Revenues and Expenditures of Funds – Summary

	Wholesale Operations	Capital Outlay	Retail Operations	Retail Capital Outlay	Total
Estimated Beginning Reserves July 1, 2023	\$ 1,786,561	\$ 1,157,523	\$ 2,732,655	\$ 14,797,435	\$ 20,474,174
<b>Revenues</b>					
Proceeds from Issuance of Debt	\$ -	\$ 22,274,200	\$ -	\$ 12,895,000	\$ 35,169,200
Water Sales	10,451,600	-	16,621,400	-	27,073,000
Taxes & Assessments	-	1,403,600	-	1,403,600	2,807,200
Other Revenues	133,100	150,000	636,100	255,000	1,174,200
Connection Fees	-	100,000	-	100,000	200,000
<b>Total Revenues</b>	<b>\$10,584,700</b>	<b>\$23,927,800</b>	<b>\$ 17,257,500</b>	<b>\$ 14,653,600</b>	<b>\$ 66,423,600</b>
<b>Expenses</b>					
Capital Improvement Projects	\$ -	\$ 4,237,200	-	\$ 25,107,100	\$ 29,344,300
Salaries & Benefits	4,305,600	-	6,192,100.00	-	10,497,700
Water Supply	1,364,900	-	3,465,400.00	-	4,830,300
Debt Service - Principal	910,300	-	544,800.00	-	1,455,100
Debt Service - Interest	887,900	-	454,100.00	-	1,342,000
Other Expenses	2,836,200	806,000	3,722,300.00	-	7,364,500
<b>Total Expenses</b>	<b>\$10,304,900</b>	<b>\$ 5,043,200</b>	<b>\$ 14,378,700</b>	<b>\$ 25,107,100</b>	<b>\$ 54,833,900</b>
<b>Net Income</b>	<b>\$ 279,800</b>	<b>\$18,884,600</b>	<b>\$ 2,878,800</b>	<b>\$(10,453,500)</b>	<b>\$ 11,589,700</b>
<b>Transfer In/(Out)</b>	<b>958,700</b>	<b>(958,700)</b>	<b>(2,599,400)</b>	<b>2,599,400</b>	<b>-</b>
<b>Estimated Ending Reserves</b>	<b>3,025,061</b>	<b>19,083,423</b>	<b>3,012,055</b>	<b>6,943,335</b>	<b>32,063,874</b>
Restricted for Debt Service	920,800	-	136,300	-	1,057,100
Restricted for Expansionary Projects	-	-	-	3,763,700	3,763,700
<b>Estimated Ending Available Reserves</b>	<b>\$ 2,104,261</b>	<b>\$19,083,423</b>	<b>\$ 2,875,755</b>	<b>\$ 3,179,635</b>	<b>\$ 27,243,074</b>

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Fiscal Year 2023-24 Budget

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# **San Juan Water District**

Fiscal Year 2023-24 Budget

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## **MAJOR REVENUES AND EXPENDITURES**

In order to assist in understanding the fiscal trends facing the District, and the assumptions utilized in preparing this budget, the following discussion and analysis of the District's major revenues and expenditures are presented.

### **Water Sales**

Revenue from the sale of water accounts for 87% of all District revenues, excluding the proceeds from the issuance of debt. Water revenues are driven by two primary factors, the amount of water sold and the rate per unit. The Board of Directors considers and adopts rates through separate processes for wholesale and retail. Wholesale customers are presented with a rate study and are given 150 days to provide comments to the Board of Directors on proposed rate changes. After the 150-day comment period, the Board of Directors review the comments and make a decision on rates for the upcoming calendar year.

Retail rate setting is subject to the provision of Proposition 218 wherein customers are provided information on proposed rate changes, and are invited to attend a public hearing on the proposed changes. Proposed rate changes can be denied if a majority of ratepayers submit letters of protest. If a majority of rate payers do not protest, the Board of Directors vote on the proposed rate increase and set the effective date for any proposed and approved changes.

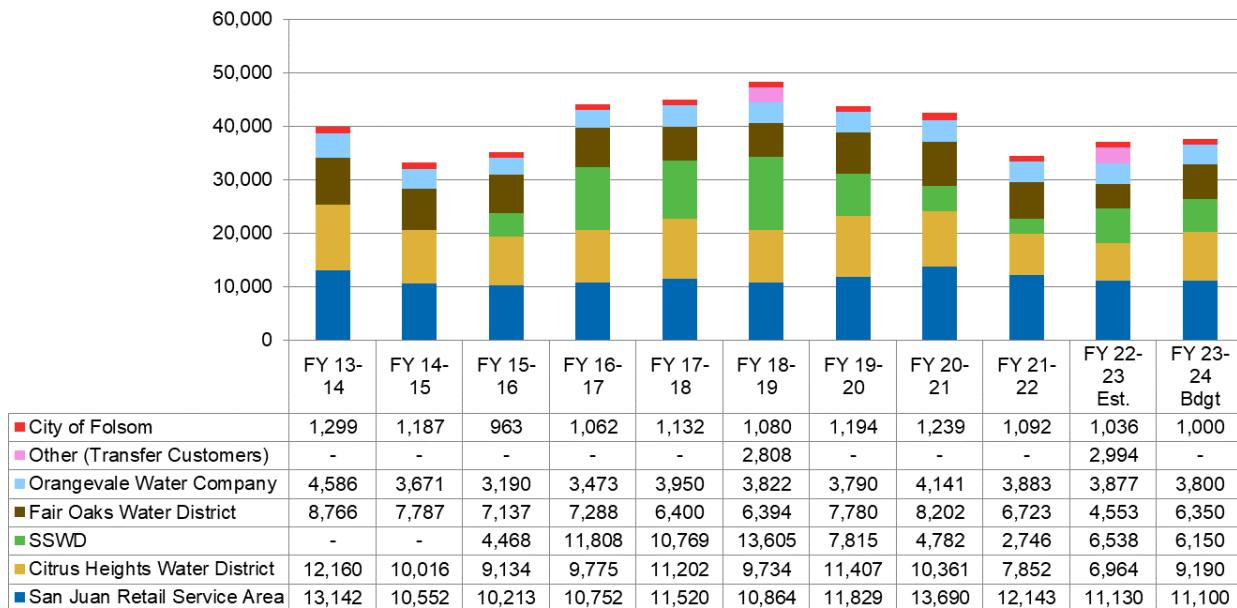
The District completed a Financial Plan and adopted a 3-Year Schedule for retail water rates in January 2022. The District recently completed a draft Wholesale Financial Plan and Rate Study which will be first shared with the Board in June 2023 and provided to the wholesale customer agencies informally, in advance of the June Board meeting, and formally, no later than July 15, 2023, for the required 150-day comment period. The Board will consider approving a new wholesale rate schedule at its December 13, 2023, meeting.

Charts 1 and 2 show water deliveries and water revenues from FY 2013-14 to current.

# San Juan Water District

## Fiscal Year 2023-24 Budget

WHOLESALE WATER DELIVERIES - ACRE FEET



**Chart 1**

The 2012-2016 drought resulted in a significant decline in water deliveries. Wholesale water deliveries began a steady decline in FY 2011-12, followed by retail two years later. Wholesale water deliveries reached their low in FY 2014-15 and retail reached its low in FY 2015-16. With the drought “officially” over, the District experienced an uptick in wholesale water demand in FY 2015-16 totaling 35,105 acre-feet. However, this increase was primarily attributed to 4,468 acre-feet of water treated for SSWD. SSWD has an agreement to periodically purchase raw water from PCWA (based upon water supply conditions). They have an agreement with the District to treat and deliver the water that they purchase from PCWA. In years when they are unable to take their PCWA water, such as FY 2020-21, they periodically enter into agreements with the District to purchase treated water from the District, instead of raw water from PCWA (treated by SJWD).

Absent the water treated for SSWD, wholesale demand did not begin to increase until FY 2016-17. Demand from the District’s regular wholesale customers slowly increased through FY 2020-21 but has been declining ever since, reaching an expected low of 30,554 acre feet in FY 2022-23. Demand from the regular wholesale customers is expected to increase by 2.76% this budget year, but the amount of water delivered to SSWD is expected to decline by almost 6% based on a conservative application of the proposed delivery schedule provided to the District by SSWD.

# San Juan Water District

## Fiscal Year 2023-24 Budget

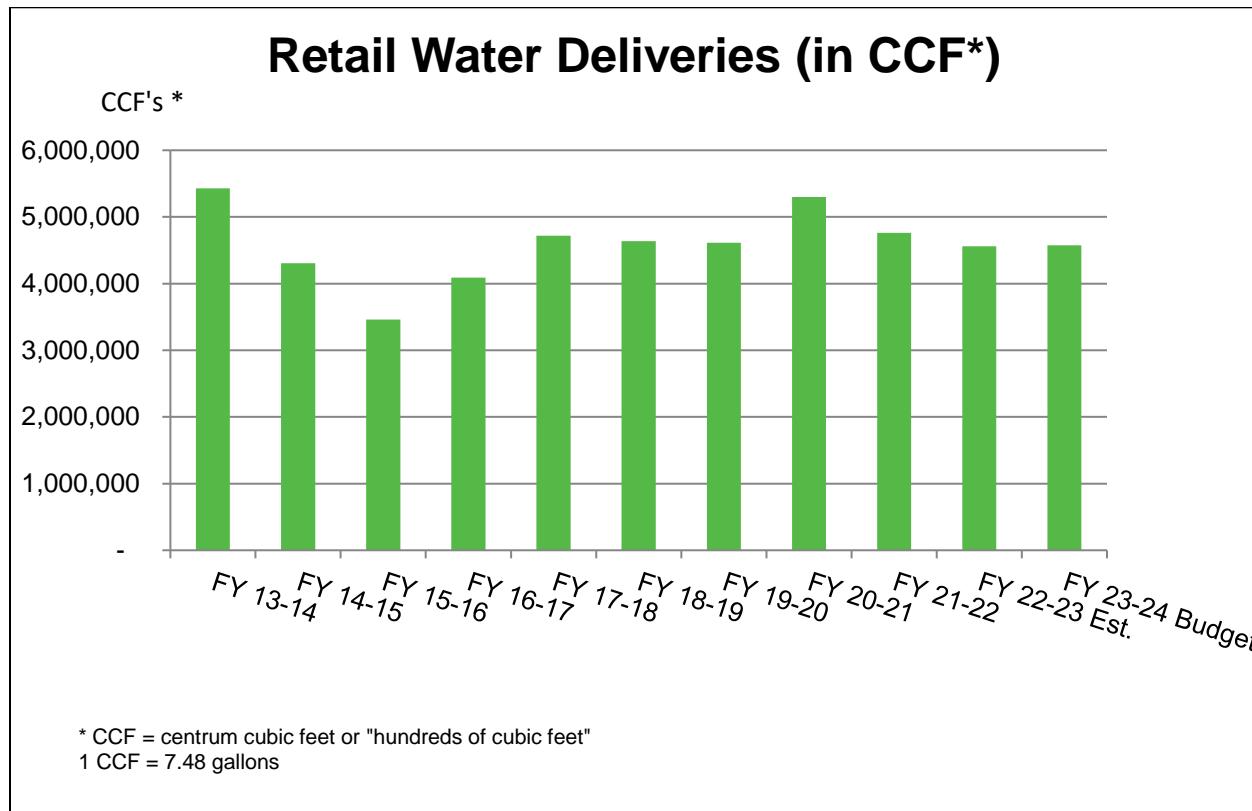
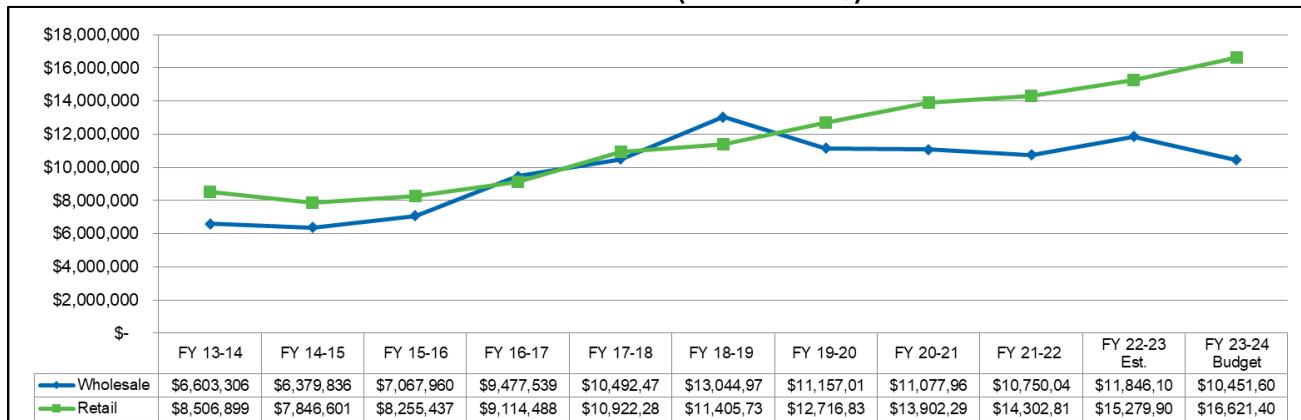


Chart 2

The end of the drought resulted in increased water demand in the Retail Service Area. There was an 18% increase in FY 2016-17 retail water deliveries and a 15% increase in FY 2017-18. Water demand stabilized in FY 2018-19 with a minor 2% decline. It remained stable in FY 2019-20 with just a ½ percent decline from the prior year. While the District planned for decreased water demand during the pandemic, the opposite occurred, with FY 2020-21 demand exceeding the prior year by 15%. The District experienced a 14% decline in retail water demand in FY 2021-22 due to weather patterns and conservation messaging. It is expected to continue that downward trend in FY 2022-23 and is anticipated to stabilize at that level for FY 2023-24.

### Water Sale Revenues (in millions\$)



**Chart 3**

Wholesale water sale revenues increased steadily from a low in FY 2014-15 to a peak in FY 2018-19. This period of revenue growth occurred for a number of reasons:

- Increased demand from wholesale customers. Demand from the wholesale customers was a low 33,213 acre-feet in FY 2014-15 and peaked at 34,703 acre-feet in FY 2018-19.
- Treatment of SSWD water. When certain hydrology conditions are met, SSWD is able to purchase surface water from PCWA to augment their groundwater supplies. SSWD pays the District to treat this surface water on their behalf. After not taking surface water for two years, SSWD began taking this supply in FY 2015-16, causing a spike in District revenues.
- Increased rates. On January 11, 2017, the Board of Directors approved a 5-Year Rate Schedule, which allowed for a 16% effective increase to go into effect on January 1, 2017, 9% per year for January 2018 through January 2020 and 5% in January 2021.

Wholesale water sale revenue declined in FY 2019-20, in spite of the rate increase and increased sales to the wholesale customer agencies, due to SSWD taking less PCWA water. In addition, wholesale water rates were reduced on July 1, 2019, to reflect savings incurred by refinancing a debt issuance in 2017. Wholesale water sale revenues held steady in FY 2020-21, in spite of a planned 5% effective rate increase on January 1, 2021. Due to hydrologic conditions, SSWD was not able to take its PCWA water. However, the two water districts entered into an agreement wherein SSWD is purchasing treated water directly from the District. While the District earns more money by selling its own water to the SSWD, as opposed to simply treating their PCWA water, the amount sold was 2,340 acre-feet less than what was treated in the prior year, resulting in a decline in revenues. Wholesale water sale revenues fell in FY 2021-22 due to a general decline in demand, most notably from Citrus Heights Water District and Fair Oaks Water District. However, that decline in demand is expected to reverse for the 2022-23 fiscal year. Even though rates are unchanged, due to increased demand projections from the wholesale customer agencies, and a planned groundwater substitution transfer, wholesale water sale

# San Juan Water District

## Fiscal Year 2023-24 Budget

revenues are expected to increase by 10% over the prior year. With no approved rate increase, relatively constant demand from the regular wholesale customer agencies and a decline in water treatment for SSWD, wholesale water sale revenues are anticipated to decline by 12% in FY 2023-24. If the Board approves the recommended rate increases, they will go into effect January 2024, yielding a better result.

In FY 2014-15, water use dropped significantly as a result of the drought and conservation mandates. The District restructured their rates and at the end of the fiscal year, in June 2015, implemented a retail drought surcharge. Revenues for FY 2014-15 fell 7.8% from the prior year.

In FY 2015-16, water use continued its sharp decline but due to the drought surcharge and a 15% rate increase in January 2016, revenues were almost restored to FY 2013-14 levels. The drought surcharge was removed April 1, 2016.

FY 2016-17 yielded a 10.4% increase in revenues, mostly from increased consumption from the end of the drought.

The Board of Directors approved a 5-Year Rate Schedule that resulted in an effective 8% rate increase on May 1, 2017, and a 9% rate increase on January 1, 2018. Those rate increases, combined with increased consumption produced a 19.9% increase in retail water sale revenues for FY 2017-18.

In FY 2018-19, there was an 8% effective rate increase on January 1, 2019, but consumption was down 8.46%, resulting in a revenue increase of 4.43%.

Water sale revenues increased 11.5% in FY 2019-20 due to the 8% effective rate increases on January 1, 2019, and 2020, and stable consumption (0.55% decline).

The last rate increase from the 5-year rate plan went into effect on January 1, 2021. This 6% effective increase was expected to be partially offset by a 10% decline in consumption, as a result of the COVID-19 pandemic, resulting in a revenue increase of 3.48%. However, the pandemic resulted in an increase, not a decrease in water sales and the FY 2020-21 retail water sales revenues increased by 9% from the prior year.

In spite of lower demand, retail water sales revenues increased 2.88% in FY 2021-22 due to an 8% rate increase effective February 2022.

For FY 2022-23, the District assumes revenues will increase by 6.8% due to an approximate 4% increase in demand, combined with an 8% rate increase scheduled for January 2023.

The last of the District's approved retail rate increases goes into effect on January 1, 2024. As a result of two consecutive 8% rate increases, FY 2023-24 revenues are budgeted to increase by 8.8% in spite of constant demand assumptions.

## Property Tax

Representing about 9% of total District revenues, excluding the proceeds from the issuance of debt, Property Taxes are usually the second largest revenue source. Property Tax revenue is shared evenly between wholesale and retail and has been designated by the Board of Directors to be spent on capital projects, not operations.

### Property Tax Revenues

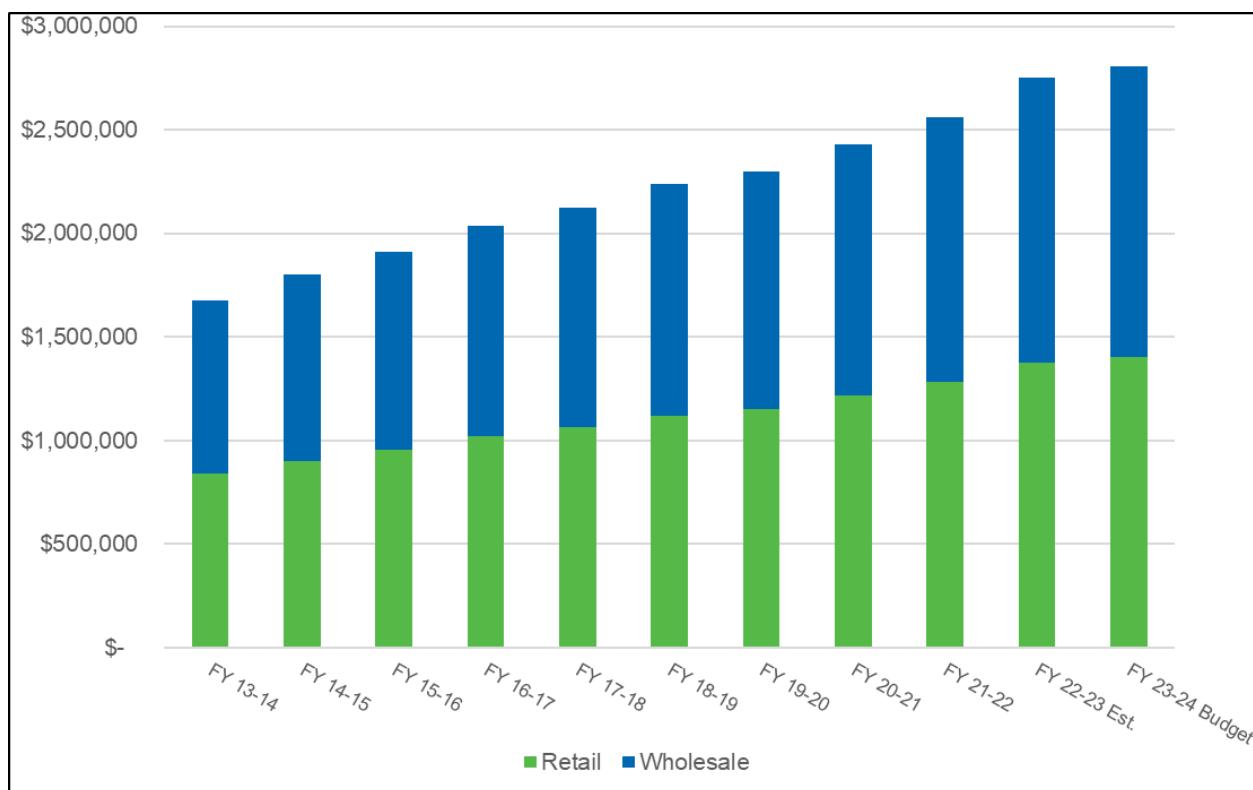


Chart 4

Property Tax revenues have been steadily increasing over the past eight years, a result of the rebound in the housing market after the Great Recession (see Chart 4). This budget anticipates a 2% increase in Property Tax revenues. Property taxes are set in January for the upcoming fiscal year, based on January property values. Neither the pandemic, nor the recent interest rate increases, appear to have had a negative effect on property values.

## Proceeds from the Issuance of New Debt

The San Juan Water District strives to be on a pay as you go basis for funding the capital program. This means the District needs to build up significant reserves so that cash is on hand when infrastructure needs to be replaced. The majority of the capital replacement program is funded with accumulated reserves. The existing reserves of the District are not currently sufficient to fund three large infrastructure projects:

Project	Total Project Cost	FY 2022-23 Debt Financing
Replacement of the Hinkle Reservoir Cover and Liner	\$ 25,682,000	\$ 23,120,600
Replacement of the transmission pipeline in Eureka Road, between Barton and Auburn Folsom Roads	\$ 4,000,000	\$ 3,995,000
Kokila Reservoir Replacement	\$ 12,541,000	\$ 8,900,000

All three projects are expected to utilize the State of California's Drinking Water Revolving Loan Fund, which offers project financing at lower than market rate. The District secured a loan agreement at 1.2% interest and a repayment period of 30 years for the Hinkle Reservoir project and an interest rate of 1.1% over 30 years for the Eureka Road Transmission Pipeline Replacement project. The loan application for the Kokila Reservoir Replacement project is in progress, as is a potential grant application for partial funding of the project.

Full draw down of the Hinkle Reservoir and Eureka Road Transmission Pipeline replacement loans was anticipated in the FY 2022-23 budget. However, due to delays in the funding process the majority of loan proceeds will not be received until FY 2023-24.

# San Juan Water District

Fiscal Year 2023-24 Budget

## Salaries and Benefits

Aside from the Capital Improvement Program, Salaries and Benefits represent the largest expense of the District.

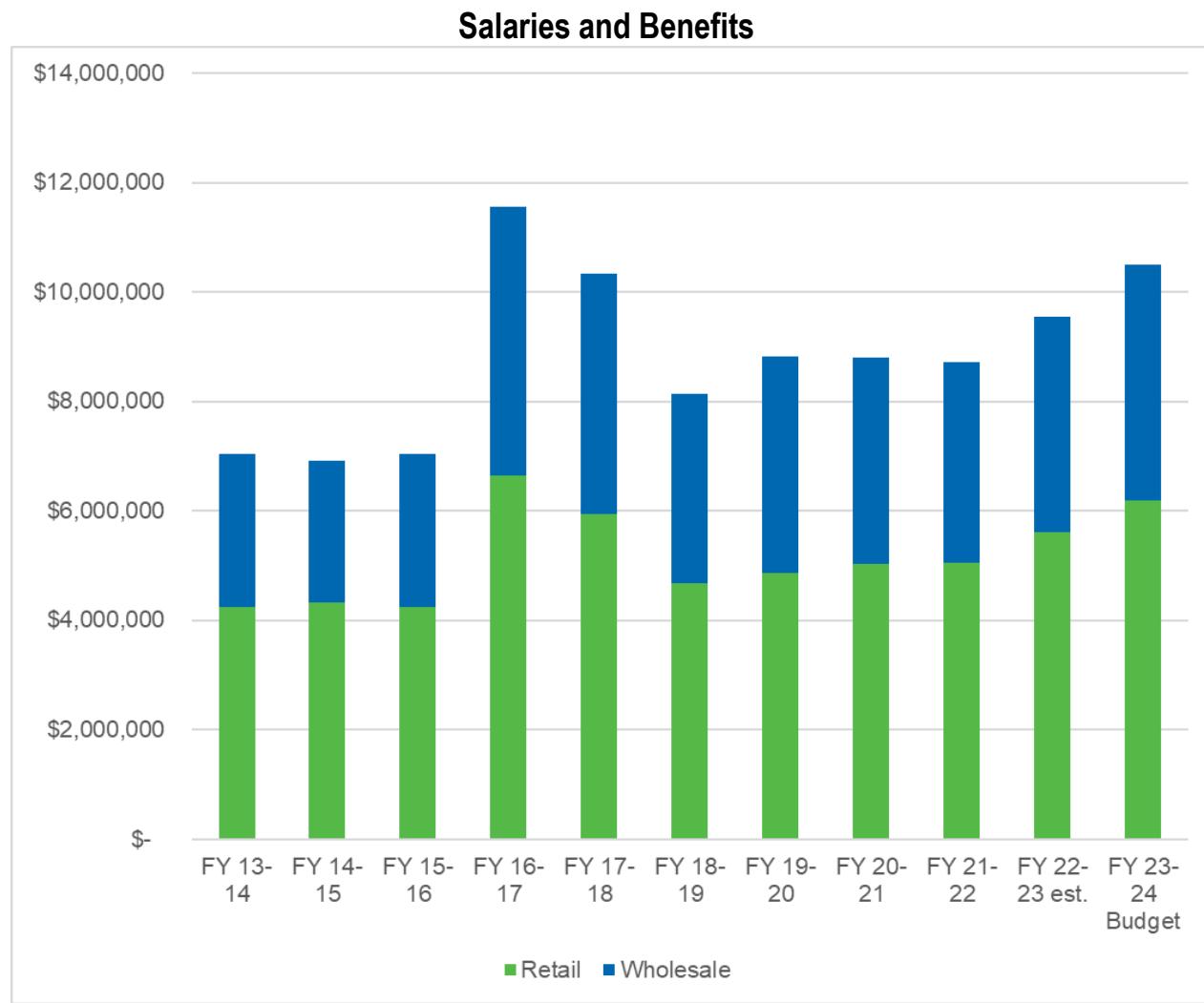


Chart 5

Chart 5 depicts a spike in Salary and Benefit costs in FY 2016-17, followed by a decline through FY 2018-19, then relative stability through FY 2021-22. The FY 2016-17 spike is due to the Board of Director's decision to pay down the District's unfunded pension liability. The District paid \$4,112,000 towards this liability in FY 2016-17 and remitted an additional \$2,787,800 in FY 2017-18, which, combined with extra annual payments of \$200,000 toward the liability through FY 2021-22, and with favorable returns in the CalPERS portfolio, eliminated the District's unfunded pension liability. While future market performance will dictate future pension funding status, the District did achieve a pension asset for FY 2021-22, which will save the District approximately \$8.8 million over the next 25 years.

Salaries and Benefits are expected to increase by 9.9% in FY 2023-24 or \$944,300 due to the following factors:

- Two Temporary part-time positions. The California Environmental Protection Agency is requiring all California water districts to identify the material in each customer's water service line. The District needs temporary labor to assist in this endeavor. CalPERS requires that any individual working more than 960 hours for a CalPERS enrolled employer must be enrolled in the pension pool and both employer and employee contributions must be made into the plan. Utilizing different temporary employees to keep them each under the 960-hour ceiling is not allowed if the nature of the work is the same. Therefore, the District must enroll these temporary employees in the pension plan, even if they are hired through a temporary employment agency. If hired through an agency the District ends up paying both the employer and the employee pension contribution, as the employment agency is not an enrolled employer and has no mechanism to collect and remit the employee contribution. Therefore, it is more cost effective for the District to direct hire these temporary employees so that the District can collect and remit the employee portion, rather than absorbing the cost. Outside of the employer pension contribution and a minimum amount of sick leave required to be offered by law, the temporary employees receive no other District benefits. The budget includes 1,996 hours of temporary labor for FY 2023-24.
- Increase of 5% in health benefit costs.
- The District's compensation policy requires the salary budget to be prepared utilizing the same assumptions about wage growth as that used by CalPERS. The application of those assumptions are the cause of the remainder of the increase.

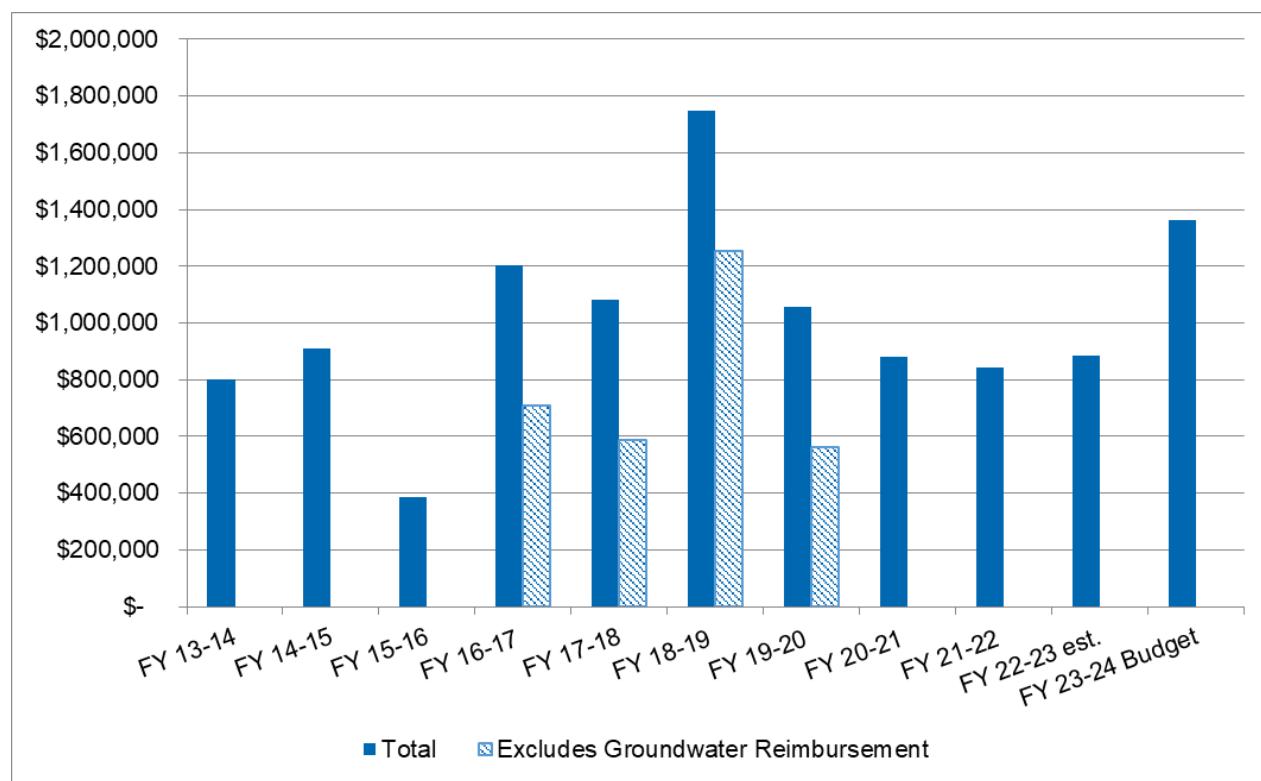
# San Juan Water District

Fiscal Year 2023-24 Budget

## Water Supply Costs

The District's existing water supply consists of three separate raw water contracts. The first source of water is 33,000 acre-feet of water rights on the American River. The second source is a contract with Reclamation for 24,200 acre-feet of Central Valley Project water. The third water source is a contract with PCWA for up to 25,000 acre-feet of water. All sources of surface water are either stored or flow through Folsom Lake and delivery is taken at Folsom Dam outlets, either by gravity or pumped by Reclamation's Folsom Pumping Plant. Total water deliveries to the District from Reclamation for FY 2021-22 were 36,894 acre-feet and are anticipated to be 27,893 acre-feet for FY 2022-23, and 31,740 for FY 2023-24, excluding pass through deliveries for SSWD.

**Wholesale Water Supply Cost**



**Chart 6**

As illustrated in Chart 6, water supply costs increased significantly in FY 2016-17 and again in FY 2018-19.

The FY 2016-17 costs increased for two primary reasons. First, in 2008 a surface water shortage and reimbursement agreement to provide groundwater supplies during times of surface water shortage was prepared, and referenced in the signed 2008 Wholesale Water Supply Agreements. The District, in its capacity as the wholesale supplier, determined that there was a potential need for groundwater pumping between 2009 and 2013, and asked both the Citrus Heights Water District and Fair Oaks Water District to maintain their readiness to supply groundwater. In 2014, due to a potential shortage in

# San Juan Water District

## Fiscal Year 2023-24 Budget

surface water supplies caused by a third year of drought, the District requested groundwater to be pumped. From 2009 to 2014, both districts maintained their readiness to supply groundwater, as requested, but did not submit invoices for the incremental cost until the District asked them to actually pump groundwater in 2014. At that time, the District was provided with a bill in the approximate amount of \$4 million. The District disputed the amount, and the cost was settled in FY 2016-17 at \$1,981,440, to be repaid over a 4-year period ending in FY 2019-20. The light grey bar on Chart 6 shows water supply costs for fiscal years 2016-17 through 2019-20 without the payment towards the groundwater reimbursement.

After removing the effect of the groundwater reimbursement, FY 2016-17 water supply cost still show an increase over the prior year. The agreement with PCWA required the District to pay for 25,000 acre-feet of water, regardless of how much water the District actually took. However, in periods of drought, the District is allowed to pay for the greater of 10,000 acre-feet or the actual amount delivered. With the drought officially over in FY 2016-17, the reduced demand allowance ended and the cost of the PCWA contract rose accordingly.

Water supply costs decreased in FY 2017-18, in spite of increased demand. This was due to a reduction in the cost of water purchased from PCWA. Per the contract between the District and PCWA, the cost of PCWA water is calculated as the average of the District's Central Valley Project rate and the Central Valley Project rate for the City of Roseville and PCWA. In addition, the District must pay Warren Act contract charges on the PCWA water it receives. Central Valley Project water rates and Warren Act charges are set annually by Reclamation. Due to an abundance of water supplies, Reclamation reduced the Central Valley Project rate by 35% for 2017, causing a like decrease in the District's PCWA water rate. Additionally, in December of 2017, the District negotiated an amendment to the contract with PCWA wherein the take or pay amount was reduced from 25,000 acre-feet to 12,500 acre-feet. The District still has the option to take up to 25,000 acre-feet, but is only required to pay for 12,500 acre-feet regardless of whether it takes the water or not. This cut the PCWA water supply cost to half of what it would have been otherwise.

The spike in costs in FY 2018-19 is a result of a groundwater substitution transfer. In FY 2018-19, the District sold 2,808 acre-feet of surface water to the Dudley Ridge Water District and the Kern County Water Agency. Both the Citrus Heights Water District and the Fair Oaks Water District used their groundwater instead of purchasing the District's surface water. The District compensated them for the cost of the groundwater out of the transfer proceeds. The transaction yielded net revenues but increased the water supply cost in the process.

Water supply costs for FY 2019-20 were in line with FY 2017-18 with no groundwater substitution transfer and no substantial change in water demand.

The groundwater reimbursement payments to Citrus Heights and Fair Oaks Water Districts were completed in FY 2019-20, reducing annual costs by \$495,400. Thus, supply costs for FY 2020-21 decreased.

# San Juan Water District

## Fiscal Year 2023-24 Budget

Water Supply costs for FY 2021-22 were lower than the prior year as the District is purchasing less water from PCWA thereby reducing the wheeling charges.

Costs rose slightly in FY 2022-23 due to an increase in the PCWA water and wheeling charges. The District anticipates paying approximately \$275,000 in FY 2023-24 for the environmental review necessary to renew the District's Warrant Act (or wheeling) agreement with the U.S. Bureau of Reclamation.

## Capital Spending

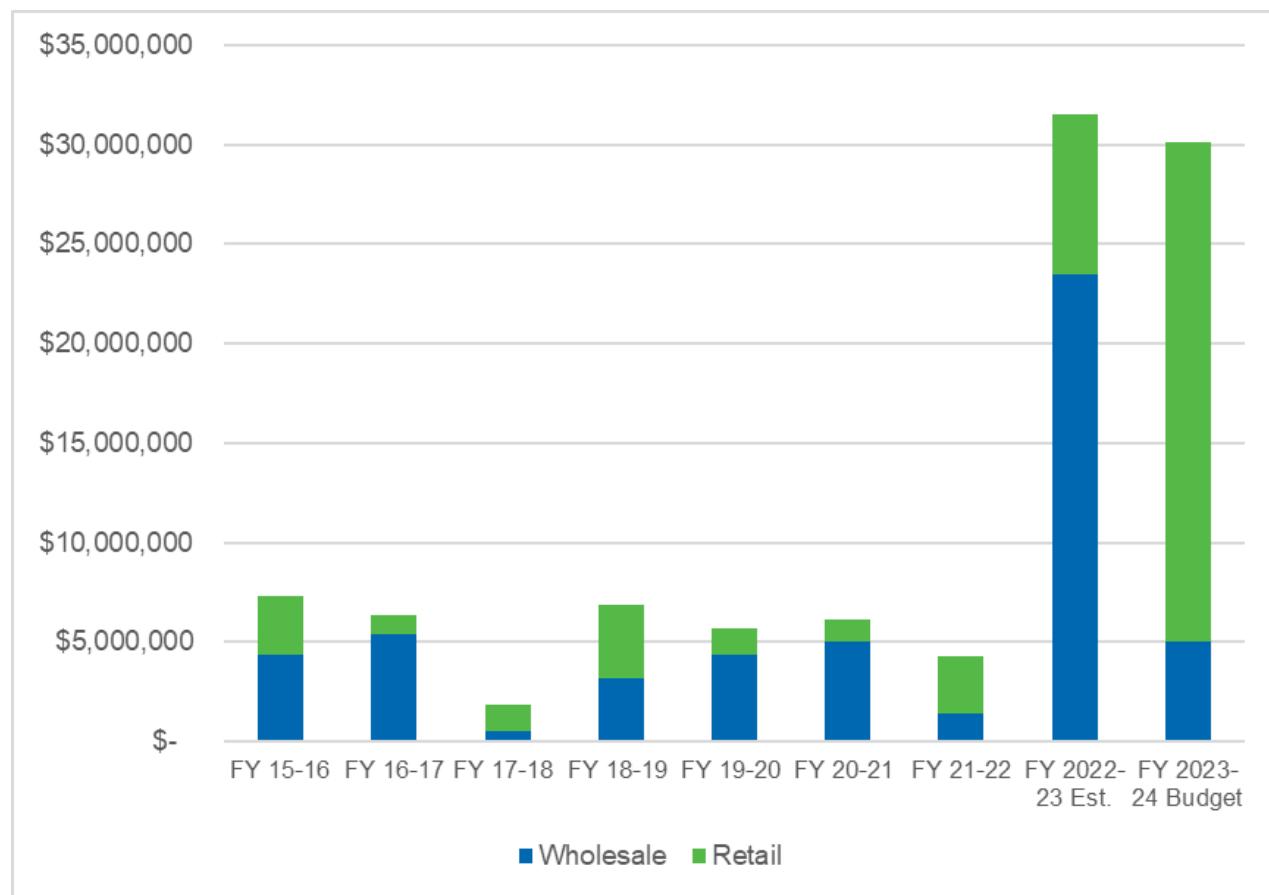


Chart 7

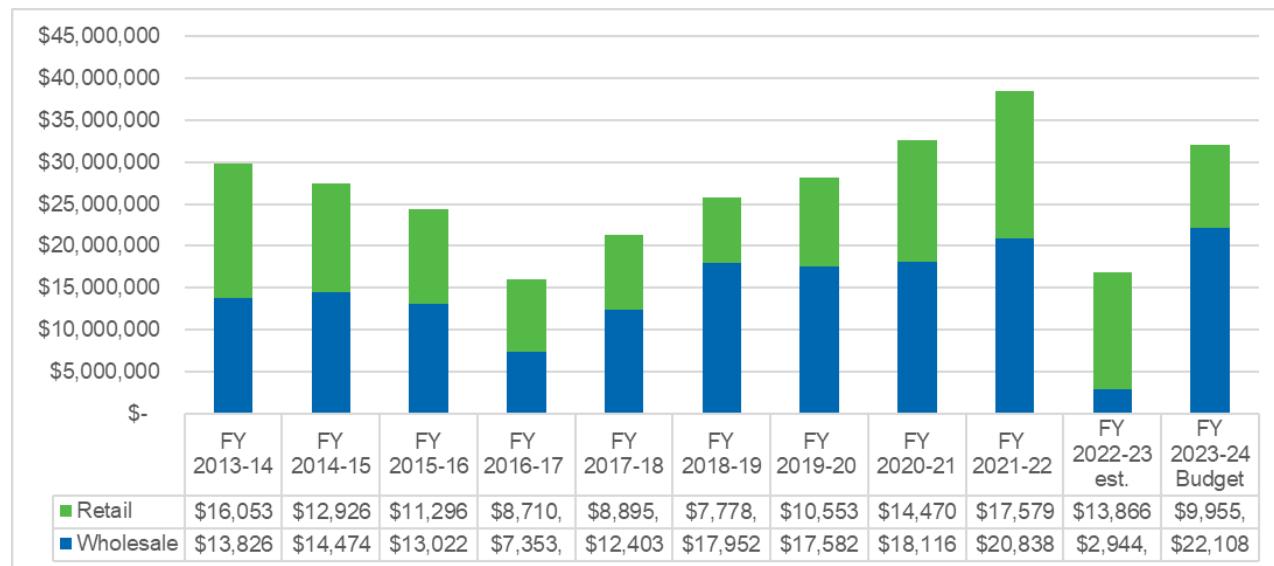
As illustrated in Chart 7 above, capital spending has fluctuated from \$7.3 million in FY 2015-16 to a low of \$1.8 million in FY 2017-18 then increasing to a nine year estimated high of \$31.5 million.

The FY 2022-23 capital spending budget consists predominately of wholesale's Hinkle Reservoir Replacement Project. Total project costs are estimated to be approximately \$25.7 million. More information on the project can be found on page 61. The retail division estimates spending \$8 million on capital projects in FY 2022-23 and \$25.1 million in FY 2023-24. In FY 2022-23, the largest project was the replacement of transmission pipeline in Eureka Road, between Barton Road and Auburn Folsom Road. In FY 2023-24, half of the spending is from the replacement of the Kokila Reservoir. All three of these projects will be utilizing financing from the California State Drinking Water Revolving Loan Fund.

A complete list of projects planned for FY 2023-24 can be found starting on pages 60 and 72 of this document.

## Reserve Summary

### Wholesale and Retail Total Reserves



**Chart 8**

The combination of the Great Recession, followed by the drought, resulted in the need to defer maintenance and capital projects and utilize reserves to augment operations and critical capital projects. This is illustrated in Chart 8 by the sharp decline in District reserve balances between FY 2013-14 and 2017-18.

The District has taken several actions to improve its financial condition now and into the future, as described below:

- *Paid off Unfunded Pension Liability:* The Board authorized two large payments intended to pay off the District's unfunded pension liability. The District was paying 7.5% interest on this liability, but only earning approximately 1.5% on its reserves. In May 2017, the District remitted \$4,112,000, and in April 2018 the District paid \$2,787,800. By drawing down reserves to pay down this debt, the District will save

# San Juan Water District

## Fiscal Year 2023-24 Budget

approximately \$8.8 million through FY 2036-37, with annual savings of approximately \$350,000. These savings will fund critical infrastructure needs which will help reduce upward pressure on rates. Through these efforts, the District was able to achieve a funded rate of approximately 95%, one of the highest funded rates in the State of California. With the pension plan's FY 2020-21 investment return of 21.3%, the District's pension liability converted to a pension asset. While this status is fluid, changing annually based on the performance of the CalPERS portfolio and subject to changing assumptions about future interest and mortality rates, it still signifies strong financial stewardship by the Board of Directors.

- *Debt Refinanced:* In May of 2017, the Board of Directors approved an advance refunding of the District's Series 2009A Certificates of Participation. This refinancing will save the District approximately \$11.2 million through FY 2038-39. The 2012 Refunding Bonds were refunded on February 1, 2022, with a private placement loan resulting in total interest savings of approximately \$1.75 million through FY 2032-33.
- *Utilization of California State Water Resources Control Board's Revolving Loan Fund Program (SRF).* The SRF grants low interest rate loans for drinking water capital improvement projects. While the process of obtaining the loan is long (up to two years or more), the low interest rate generates significant savings. For example, the District just secured an SRF loan for the Hinkle Reservoir Replacement Project at 1.2% interest. If the District were to finance this project through a traditional bond issuance, the interest rate would have been closer to 4%, increasing debt service costs by at least \$12 million over 30 years. The District intends to utilize the SRF program whenever possible.
- *Renegotiated Contract with PCWA:* In December of 2017, the District negotiated an amendment to its contract with PCWA wherein the take or pay amount was reduced from 25,000 acre-feet to 12,500 acre-feet. The District still has the option to take up to 25,000 acre-feet, but is only required to pay for 12,500 acre-feet regardless of whether it takes the water or not. This cut the PCWA water supply cost in half, providing savings of approximately \$275,000 per year, starting in FY 2018-19.
- *Renegotiated Contracts with City of Roseville (City):* Under two separate contracts, the District is obligated to provide up to 4,000 acre-feet annually to the City from the District's PCWA take or pay contract. The amendments require the City to compensate the District for maintaining the availability of 4,000 acre-feet per year water supply for the City. This generated annual revenue of approximately \$90,000 from FY 2018-19 through FY 2022-23 when the City signaled that they no longer needed to maintain access to this water and will not be renewing the agreement.

- *Adjustment to Rate Building Methodology:* Since completion of the 2017 Wholesale and Retail Financial Plans, the District has been slowly adjusting the rate structure so that the fixed portion of the rate is in better alignment with fixed costs. Structuring rates in this manner results in stable revenues that move with expenses and eliminates the need for unpopular special drought rates. The Board's approval of these multi-year rate schedules have replenished reserves, ensuring that the District can continue its mission to deliver a reliable water supply of the highest quality at reasonable and equitable costs now and into the future.
- *Water Transfers:* As explained on page 9, SSWD's ability to purchase surface water from PCWA or the U.S. Bureau of Reclamation is constrained by the amount of unimpaired flow into Folsom Lake and they are not able to purchase such water supplies in every year. In 2020, the two water agencies negotiated an agreement whereby SSWD purchased the District's own treated water, which is generally available for sale in all water year types. The District sold roughly 4,768 AF to SSWD in FY 2020-21, 3,602 AF in FY 2021-22, and 3,170 AF in FY 2022-23. These water sales generated more than \$2.5 million in treatment and wheeling revenue, as well as over \$400,000 received for the water itself. In addition, the District has participated in regional groundwater substitution transfers in partnership with two of its Wholesale Customer Agencies – Fair Oaks Water District and Citrus Heights Water District. The first such transfer occurred in 2018 and another occurred in 2022. This latter transfer generated approximately \$1.15 million in revenues for the Wholesale Enterprise. All told, in the last two and a half years or so, these transfer activities undertaken by the District have generated approximately \$4,000,000 in revenue for the Wholesale Enterprise that otherwise would not have been received. This has been particularly helpful to stabilizing the budget because the treatment and wheeling revenue generated when SSWD is able to take PCWA water is subject to the vagaries of hydrology, which in recent years has not supported SSWD's receipt of that water. The transfer revenues have been able to fill that hole and then some.
- *Salary Schedule Reduction:* The District has historically chosen to maintain salaries schedules that, when combined with benefits, put the District's total compensation at 10% above average amongst the selected comparator agencies. In FY 2019-20, the Board of Directors reduced this target down to market median. Current employees were not subject to pay decreases, but their ability to receive future pay increases was substantially reduced. All new employees were hired into the new Compensation Schedule. Existing employees remained on their original pay scale until such time as the new schedule was greater than their existing scale. The old pay scale was not able to receive cost of living adjustments, as it was frozen until all employees migrated to the new pay scale, at which time it became obsolete. Given a number of factors, particularly the current tight labor market, the Board gave direction to staff to prepare a new salary schedule that is 5% above market median total cash. While this increased costs, there were significant savings in the three years prior and the District needs the increased salaries for retention and attraction of highly qualified employees.

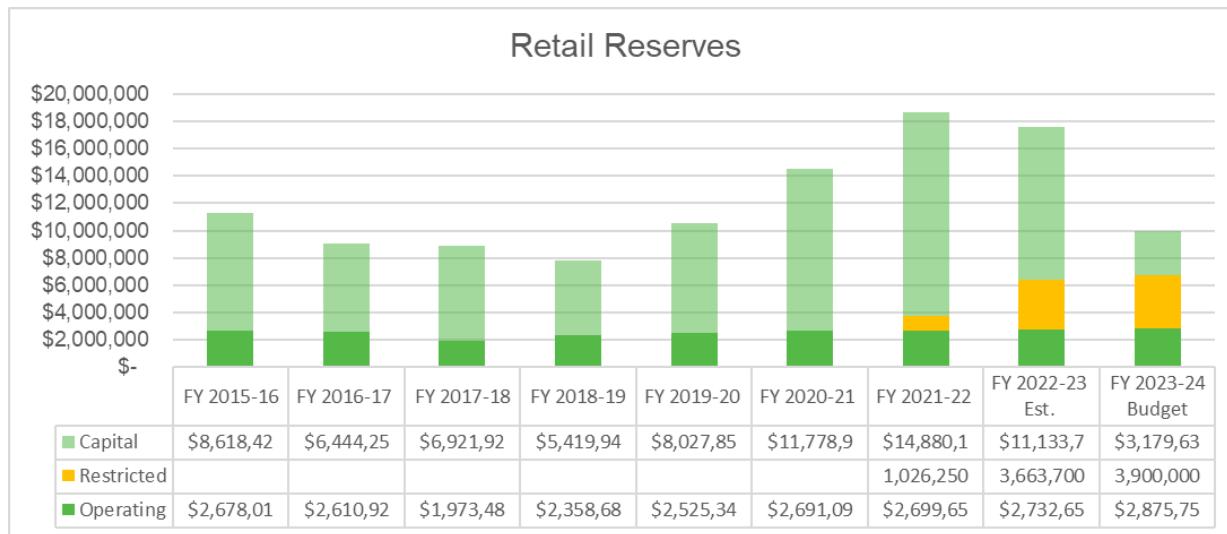
# San Juan Water District

## Fiscal Year 2023-24 Budget

While the majority of the District's reserves are available to be used at the Board's discretion there are a few reserves, recently established, that are restricted by law or agreement. The charts below illustrate the restricted portion of wholesale and retail reserves followed by explanatory text.



Wholesale reserves peaked in FY 2021-22 just prior to the commencement of the Hinkle Reservoir Replacement Project, which has an estimated total cost of \$25.7 million. The District secured a loan from the State Water Resources Control Board at a favorable interest rate of 1.2%, for the majority of the project costs. Due to delays at the State, the majority of the proceeds will not be received until early FY 2023-24. This will require the use of Capital reserves since almost all of the expenses will have been incurred prior to receiving the loan funds. This is the cause of the large dip in reserves illustrated above in FY 2022-23. The loan agreement requires the District to hold one years' worth of debit service (interest and principal) in reserve. This amount is shown in orange in the FY 2023-24 bar of the graph. These funds will remain restricted and unavailable for use until the loan is paid off in 30 years.



Retail reserves peaked in FY 2021-22 just prior to the commencement of the Eureka Road Transmission Pipeline Replacement Project. The fall in reserves shown for FY 2023-24 is due to a number of large ticket planned capital projects, further described on pages 72-80.

The retail division has several restricted reserves. First is the Capital Facility Fee reserve. The District has established capital facility fees to ensure that new development either buys into the existing system, reimbursing existing rate payers for the investments previously made in the treatment and distribution system, or provides funding for the system to be expanded to support their development project, or a combination of both. On the wholesale side, the capital facility fee is 100% reimbursement or “buy-in”. But, on the retail side, the capital facility fee is a combination of buy-in and expansion. 70% of the retail capital facility fee is designed to fund future projects that have an expansionary component. If fees are collected in advance of project expenditures then the District is required by California Government Code Section 66013 to hold the excess fees in reserve. The reserve was first established in FY 2021-22 and has grown due to a large amount of capital facility fees received in recent years.

Second, the loans for the Eureka Road Transmission Pipeline Replacement and the Kokila Reservoir Replacement projects both require the establishment of a reserve equal to one year of debt service (principal and interest) payments. This reserve must be maintained for the life of the loan.

# **San Juan Water District**

Fiscal Year 2023-24 Budget

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# **San Juan Water District**

## **Fiscal Year 2023-24 Budget**

### **OPERATING FUNDS**

The Wholesale and Retail Operating Funds account for the operations of the District. Department operating costs are shared and split between wholesale and retail based upon the proportionate benefit received by each, which can differ from person to person, department to department and expense to expense. The major projects for the budget years are discussed in detail in the Operations Plan, which can be found on page 47.

The District is comprised of the following functional areas or departments:

#### **Administration and General**

The functional area of Administration and General is a combination of the following departments: Board of Directors, Executive, Finance, Administration, Human Resources, and Information Technology. Overall District costs related to general operations, legal, insurance, and office expenses are recorded in this category.

#### **Customer Service**

The Customer Service Department is responsible for the billing and collection of water service revenue from the District's retail customers and is the initial point of contact for customer inquiries. This includes the establishment of new water service, modifications to existing service, payments, delinquency cutoffs, and meter reading.

#### **Distribution (Field Services)**

This Department operates and maintains wholesale and retail water transmission and distribution pipelines ranging in size from 6" to 96" in diameter and totaling over 222 miles in length, including water meters, air release values and other appurtenances. This Department also maintains and operates six pump stations and three reservoirs ranging from 0.05 to 4.56 million gallons within the retail system. This Department responds to emergency repairs, works directly with customers, and monitors and maintains water quality standards in the system to meet all federal and state drinking standards.

#### **Engineering Services**

This Department is responsible for planning, designing and managing capital improvement projects, assisting with operational improvements, and assisting with maintenance activities which contain an engineering component.

#### **Water Efficiency**

The Water Efficiency Department is responsible for creating and implementing programs and services that reduce water use to meet federal, state and local commitments.

#### **Water Treatment**

This Department maintains and operates the Plant. The Plant is staffed and operated continuously, 24 hours per day, 7 days per week and 365 days per year. This Department also maintains the Hinkle Reservoir, a 62 million gallon floating cover reservoir, where treated water is stored prior to distribution. The Plant supplies potable water to the Citrus Heights Water District, Fair Oaks Water District, Orange Vale Water Company, Ashland, Sacramento Suburban Water District, and the District's Retail Service Area.

**Prior Year Report Card & Current Year Operations Plan**

The District's Strategic Plan encompasses our mission, vision and values, and outlines the goals and objectives that we will pursue to meet our mission and achieve our vision. The Strategic Plan incorporates the principles of fiscal responsibility, customer service and operational excellence. It can be viewed on the District's website at: <https://www.sjwd.org/strategic-operations-plans>

The following tables comprise both the Operations Plan Report Card for FY 2022-23 and the Operations Plan for FY 2023-24. They are organized in sections that correspond to the District's different functional groups. The actions are not in priority order, but the Goals and Strategic Objectives in the Strategic Plan that are related to these actions are noted in the Operations Plan. A target date for accomplishing the action is also listed, and District staff will be reporting regularly on the status of completing each action. The report card for the prior year shows if actions were completed, on track, delayed or have issues.

# San Juan Water District

Fiscal Year 2023-24 Budget

## Operations Plan Report Card FY 2022-23



On Track  
Delayed  
Issues

### ADMINISTRATION/WATER RESOURCES/IT

Task - Strategic Plan Goal & Objective	Original Target Date	Updated Target Date	Completion Date	Comments
Update the District's Strategic Plan - A/I/All	6/2023			
Water Quality Control Plan – represent District interests and collaborate with regional and statewide partners to ensure the WQCP is reasonable and achievable - A/5	Ongoing		Ongoing	
Delta conveyance – engage as necessary to protect District interests as new project developed, permits sought - A/5	Ongoing		Ongoing	
Represent the District's interests in the implementation of groundwater banking and in the expansion of the regional groundwater bank - A/I 2.4	Ongoing		Ongoing	
Monitor and respond to regulatory proposals from the SWRCB and DWR in the "Making Conservation a Way of Life" program (water loss regulations, indoor and outdoor efficiency standards, reporting, etc); collaborate with ACWA, RWIA and others around the state to ensure regulations are reasonable - A/I.5; C/2; D/5	Ongoing		Ongoing	
Develop an agreement with PCWA to provide treatment and conveyance capacity for their West County water supply needs - A/5	Subject to PCWA timeline		Subj to PCWA	
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer - A/5	6/2023			
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation - A/I/All	Post-14 > 2/2023 Pre-14 > 2/2023 Reclamation > 3/2023		Ongoing	
Prepare environmental review documents for Warren Act Contract Renewal - A/5	6/2023		The 10 <sup>th</sup> of the following month	
Provide monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD's PCWA deliveries - A/I/All	7/2023			
Plan 2 <sup>nd</sup> Annual SJWD Employee Kids Day - E/3	6/2023			
Complete Board Ordinance Updates - C/1	6/2023			
Facilitate Records Inventory/Process - C/1	6/2023			

### CUSTOMER SERVICE

Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Cross train customer service staff to be proficient in customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover - C/3	Ongoing		Ongoing	
Work with Field Service and Water Efficiency staff to diagnose customer meter problems and repair promptly - C/2,3	Ongoing		Ongoing	
Work with Field Service staff to update utility billing databases for the meter replacement rollout to ensure accurate customer billing - C/3	6/2023			In Process
Improve customer messaging with better utilization of our email communication software and more timely updates on the District website - C/1.5,7	12/2022		10/2022	
Improve billing process for hydrant meter rentals. Explore adding the process to Tyler UB for better billing and tracking and collecting options - C/3,4	6/2023			

## Operations Plan Report Card FY 2022-23

### DISTRIBUTION (Field Services)



Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Complete the 2023 CO-OP Maintenance Program - B/2	6/2023	12/2022	12/14/2022	
Complete the 2022 Cross Connection Control Program - B/2				
Complete the 2023 Leak Detection Program - B/2	6/2023	12/2022	12/30/2022	
Complete the 2022 Air/Vacuum Relief Valve Program - B/2				
Complete the 2023 Dead End Flushing Program - B/2	6/2023	12/2022	12/30/2022	
Complete the 2023 Valve Exercise Program - B/2	6/2023	12/2022	12/30/2022	
Complete the 2023 Hydrant Maintenance Program - B/2	6/2023	12/2022	12/30/2022	
Implement the new District Meter Replacement and Testing Program - B/2	6/2023	12/2022	12/30/2022	

### ENGINEERING SERVICES

Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Complete construction of the Hinkle Reservoir Liner and Cover Replacement Project - B/1,3	5/2023	6/2023	4/2023	
Complete construction of the Eureka Road Pipeline Replacement Project - B/3	1/2023	6/2023		Material procurement has delayed Contractor's original schedule
Complete the design and construction of the Administration Building Electrical Service Upgrade Project - B/3	6/2023	12/2023		Material procurement could take approximately 50 weeks
Complete design and construction of the Service Lines and Air Release Valves Replacement Programs - B/3	6/2023	8/2023		Design complete. Construction to be completed summer 2023
Complete design and construction of the Lime Tower Improvements Project - B/3	6/2023			

# San Juan Water District

Fiscal Year 2023-24 Budget

## Operations Plan Report Card FY 2022-23



On Track  
Delayed  
Issues

### FINANCE and HUMAN RESOURCES

Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Complete a Cost Allocation Study - D/1	12/2022	02/28/2023	4/2023	Completed
Complete funding agreement for State Revolving Loan Funds for Kokila Reservoir Project - D/3a	6/2023			In progress
Complete funding agreement for State Revolving Loan Funds for Eureka Road Transmission Pipeline Replacement Project - D/3a	12/2022	02/28/2023		In progress
Complete Wholesale Financial Plan and Rate Study - D/1	12/2022	06/30/2023		Delayed by the delay in completion of the Wholesale Master Plan.
Update Personnel Manual - E/3	12/2022	09/30/2023		Proposed changes will require board approval.
Complete improvements to the Administration Building back deck to improve outdoor meeting space - E/3	12/2022	06/30/2023		Delayed due to fallen tree
Fill any open positions within six months - E/5	6/2023			
Complete annual performance evaluations by the end of February - E/6	2/2023			
Complete revisions to Treatment Plant Shift Operators MOU - E/6	6/2023			
Review and improve Accounts Receivable billing and collection processes - D/4	6/2023			

### WATER EFFICIENCY

Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Provide 6 educational customer workshops (wholesale) - C/2,7	6/2023			In Process
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements - C/1,2,5	6/2023			In Process
Conduct a student art calendar contest to be distributed to all wholesale agencies - C/2,7	5/2023			In Process
Test and replace inoperable meter reading equipment upon failure and send failed meter information to Field Services for replacement - C/3,5	6/2023	Ongoing		This is an ongoing process with no end date.
Engage retail and wholesale customers to increase participation in the usage reductions needed for the Hinkle replacement project - C/1,5,7	4/2023		4/2023	

### WATER TREATMENT

Task - Strategic Plan Goal & Objective	Target Date	Updated Target Date	Completion Date	Comments
Complete Hinkle Reservoir Liner Replacement - B/2	5/2023			In Process
Purchase and Add 34 Tons of Anthracite Filter Media - B/2	6/2023			In Process
Complete Chlorine Maintenance Training - B/2	11/2022		10/2022	
Replace 28 Online Water Turbidity Meters - B/2	12/2022		12/2022	

**Administration/Water Resources/IT**

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Update the District's Strategic Plan	All	All	6/2024
Water Quality Control Plan – represent District interests and collaborate with regional and statewide partners to ensure the WQCP is reasonable and achievable	A	5	Ongoing
Delta conveyance – engage as necessary to protect District interests as new project developed, permits sought	A	5	Ongoing
Represent the District's interests in the implementation of groundwater banking and in the expansion of the regional groundwater bank	A	1, 2, 4	Ongoing
Monitor and respond to regulatory proposals from the SWRCB and DWR in the "Making Conservation a Way of Life" program (water loss regulations, indoor and outdoor efficiency standards, reporting, etc.); collaborate with ACWA, RWA and others around the state to ensure regulations are reasonable	A C D	1,5 2 5	Ongoing
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer	A	5	6/2024
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	A	All	Post-14 > 2/2024 Pre-14 > 2/2024 Reclamation > 3/2024
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD's PCWA deliveries	A	All	The 10 <sup>th</sup> of the following month
Plan 2 <sup>nd</sup> or 3 <sup>rd</sup> Annual SJWD Employee Kids Day	E	3	7/2024
Complete Board Ordinance Updates	C	1	6/2024
Update Records Retention Schedule	C	1	12/2023

# San Juan Water District

## Fiscal Year 2023-24 Budget

### **Customer Service**

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Cross train customer service staff to be proficient in customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	C	3	6/2024
Work with Field Service and Water Efficiency staff to diagnose customer meter problems and repair promptly	C	2,3	6/2024
Work with Field Service staff to update utility billing databases for the meter replacement rollout to ensure accurate customer billing	C	3	6/2024
Successful transition to new customer payment processor while minimizing customer impact	C	1,5	1/2024
Complete a Customer Satisfaction Survey achieving an 85% good or excellent customer satisfaction rating for customer service	C	6	6/2024

### **Distribution (Field Services)**

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete the 2024 CO-OP Maintenance Program: <ul style="list-style-type: none"> <li>Inspect and maintain all of the appurtenances on the Cooperative Transmission Mainlines</li> <li>Exercise all mainline valves on the Cooperative Transmission Mainlines</li> </ul>	B	2	6/2024
Complete the 2023 Cross Connection Control Program: <ul style="list-style-type: none"> <li>Test 100% of the District Backflows</li> <li>Re-Test 100% of the failed backflows</li> <li>Repair or replace all failed backflows</li> </ul>	B	2	12/2023
Complete the 2023 Leak Detection Program: <ul style="list-style-type: none"> <li>Complete a Leak Detection Survey of the entire distribution system</li> <li>Prioritize finding and develop a repair plan</li> </ul>	B	2	6/2024
Complete the 2023 Air/Vacuum Relief Valve Program <ul style="list-style-type: none"> <li>Inspect and maintain 160 ARVs</li> </ul>	B	2	12/2023
Complete the 2024 Dead End Flushing Program: <ul style="list-style-type: none"> <li>Inspect, maintain, and flush all of the Districts 501 dead end sites</li> <li>Prioritize blow-off deficiencies and develop a repair plan</li> </ul>	B	2	6/2024

**Distribution (Field Services) (con't)**

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete the 2024 Valve Exercise Program: <ul style="list-style-type: none"> <li>Inspect, maintain, and exercise 1,000 mainline valves</li> <li>Prioritize deficiencies and develop a repair plan</li> </ul>	B	2	6/2024
Complete the 2024 Hydrant Maintenance Program: <ul style="list-style-type: none"> <li>Inspect, maintain, and exercise 300 fire hydrants</li> <li>Prioritize deficiencies and develop a repair plan</li> </ul>	B	2	6/2024
Complete the 2024 District Meter Replacement and Testing Program: <ul style="list-style-type: none"> <li>Test and replace or repair as needed all large meters (3" and above)</li> <li>Test and replace or repair as needed 27 intermediate meters (1.5" to 2.5")</li> <li>Upgrade 515 residential meters (1" and below)</li> <li>Test 371 residential meters (1" and below)</li> <li>Install 2,100 Radio Read End Points</li> </ul>	B	2	6/2024
Complete the 2024 System Deficiency Goals: <ul style="list-style-type: none"> <li>Install, repair, or upgrade 30 BOV's</li> <li>Replace 160 service lines</li> <li>Install 5 strategic mainline valves</li> <li>Identify and complete 1 in house mainline replacing project</li> </ul>	B	2	6/2024
Complete the 2024 Pump Station Deficiency Goals: <ul style="list-style-type: none"> <li>Identify and replace broken valves at ARC South Pump Station and Douglas Pump Station</li> <li>Rebuild pump #3 at ARC North Pump Station</li> </ul>	B	2	6/2024
Kokila Reservoir Replacement Project: <ul style="list-style-type: none"> <li>Provide technical support for system operations during the new tank construction</li> </ul>	B	1, 3	6/2024

**Engineering Services**

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Bid and start construction of the Kokila Reservoir Replacement Project	B	3	6/2024
Complete design and construction and/or rehabilitation of one of the Backwash Hoods (construction of the second Backwash Hood to be completed in FY24/25)	B	3	6/2024
Complete construction of the Administration Building Electrical Service Upgrade Project	B	3	6/2024

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Engineering Services (con't)

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete design and construction of the Service Lines and Air Release Valves Replacement Programs	B	3	6/2024
Complete construction of the Lime Tower Improvements Project	B	3	6/2024
Complete construction of the Bacon Generator Replacement project	B	3	6/2024

### Finance and Human Resources

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete analysis of health care providers	D	3 a.	12/31/2023
Complete funding agreement for State Revolving Loan Funds for Kokila Reservoir Project	D	3 a.	12/31/2023
Complete Wholesale Financial Plan and Rate Study	D	1	12/2023
Update Personnel Manual	E	3	12/2023
Fill any open positions within six months	E	5	6/30/2024
Complete annual performance evaluations by the end of February	E	6	2/28/2023
Complete revisions to Treatment Plant Shift Operators MOU	E	6	6/2024

### Water Efficiency

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Provide 6 educational customer workshops (wholesale)	C	2,7	6/2024
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	C	1,2,5	6/2024
Conduct a student art calendar contest to be distributed to all wholesale agencies	C	2,7	5/2024
Test and replace inoperable meter reading equipment upon failure and send failed meter information to Field Services for replacement.	C	3,5	6/2024

**Water Treatment**

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Flocculation Drives Zone 2 – Chain Replacement	B	2	10/2023
Filter Gallery Electrical Upgrade Phase 2 of 4	B	2	3/2024
Hinkle Reservoir: Perform internal inspection utilizing a diver.	B	2	5/2024
Primary Coagulant: Seasonal evaluation on the possible benefits of increased cationic polymer during seasonal water quality changes.	B	2	6/2024

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Wholesale Operating Fund

The Wholesale Operating Fund is used to account for the operating revenues and expenses of the wholesale division. This includes the acquisition of raw water, operation and maintenance of the Plant, and the related administrative support to conduct wholesale water activities. This fund holds and is used to report on all wholesale operating reserves. Details on projects funded for the year can be found in the District's Operations Plan, located at page 47.

### FISCAL YEAR 2023-24 BUDGET

<u>Wholesale Operations</u>		
<b>Est. Beginning Reserves July 1, 2023</b>	\$	<b>1,786,561</b>
Revenues		
Water Sales		10,451,600
Other Revenues		133,100
<b>Total Revenues</b>	<b>\$</b>	<b>10,584,700</b>
Expenses		
Salaries & Benefits	\$	4,305,600
Water Supply		1,364,900
Other Expenses		2,836,200
Debt Service - Interest		887,900
Debt Service - Principal		910,300
<b>Total Expenses</b>	<b>\$</b>	<b>10,304,900</b>
Net Income	\$	279,800
Transfer In/(Out)		958,700
Estimated Ending Reserves	\$	3,025,061
Hinkle Reservoir Debt Service Reserve		920,800
<b>Est. Ending Available Reserves June 30, 2024</b>	<b>\$</b>	<b>2,104,261</b>

# San Juan Water District

Fiscal Year 2023-24 Budget

## WHOLESALE OPERATING FUND SUMMARY

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 Estimate	FY 2023-24 Proposed Budget
<b>Est. Beginning Available Reserves</b>	\$ 1,784,360	\$ 1,733,756	\$ 1,822,121	\$ 2,053,961	\$ 1,786,561
<b>Revenues</b>					
Water Sales	11,157,014	11,077,962	10,750,044	11,846,100	10,451,600
Other Revenues	294,047	139,064	158,727	137,100	133,100
Total Revenues	\$ 11,451,061	\$ 11,217,026	\$ 10,908,771	\$ 11,983,200	\$ 10,584,700
<b>Expenses</b>					
Administration and General					
Salaries & Benefits	\$ 1,347,397	\$ 1,466,215	\$ 1,490,571	\$ 1,559,100	\$ 1,639,400
Professional Services	418,729	425,766	449,843	412,000	425,800
Maintenance and Repair	11,298	13,948	19,101	16,200	33,000
Materials and Supplies	68,164	21,305	31,135	65,700	39,800
Other Expenses	391,591	507,632	402,886	505,200	562,300
Total Administration and General	2,237,179	2,434,864	2,393,535	2,558,200	2,700,300
Water Treatment Plant					
Salaries & Benefits	1,914,002	1,917,977	1,816,370	<b>1,978,500</b>	2,213,700
Professional Services	95,835	29,030	102,575	42,400	83,100
Maintenance and Repair	303,572	239,695	434,542	393,900	377,900
Materials and Supplies	489,061	455,985	550,270	678,500	805,900
Other Expenses	214,613	232,403	241,934	366,400	429,100
Total Water Treatment Plant	3,017,082	2,875,089	3,145,692	3,459,700	3,909,700
Water Supply					
Placer County Water Agency	413,785	680,925	650,297	<b>678,400</b>	475,300
Purchase of Treated Water (Groundwater)	495,360	-	-	-	-
Pumping to Treatment Plant	93,687	96,506	87,817	<b>100,000</b>	100,000
Pre - 1914 Water Rights Water	26,274	27,799	30,543	<b>32,800</b>	35,800
Central Valley Project Water	-	-	-	-	222,700
Other	28,794	74,064	74,533	72,800	531,100
Total Water Supply	1,057,900	879,294	843,190	884,000	1,364,900
Engineering					
Salaries & Benefits	341,241	341,700	330,404	<b>372,700</b>	410,500
Professional Services	10,859	130,133	17,234	72,500	42,500
Maintenance and Repair	2,433	2,108	2,650	1,800	2,300
Materials and Supplies	1,295	1,666	1,278	7,000	5,100
Other Expenses	3,706	10,347	3,841	10,100	13,000
Total Engineering	359,535	485,954	355,406	464,100	473,400
Water Efficiency					
Salaries & Benefits	-	34,874	35,861	<b>38,500</b>	42,000
Professional Services	500	-	340	6,000	3,000
Maintenance and Repair	12,425	10,734	8,881	10,000	8,000
Materials and Supplies	-	-	178	600	600
Other Expenses	3,825	114	4,326	3,100	3,200
Total Water Efficiency	16,750	45,722	49,586	58,200	56,800
Non-Departmental					
Debt Service - Principal	698,450	730,693	696,442	851,300	910,300
Debt Service - Interest	868,865	896,614	792,633	655,400	887,900
Other	1,441	1,517	80,890	1,600	1,600
Total Non-Departmental	1,568,756	1,628,824	1,569,965	1,508,300	1,799,800
<b>Total Expenses</b>	\$ 8,257,201	\$ 8,349,747	\$ 8,357,374	\$ 8,932,500	\$ 10,304,900
<b>Transfers (To)/From:</b>					
Year End Transfer (To)/From Capital Outlay Fund	(3,244,465)	(2,778,914)	(2,319,558)	(3,318,100)	958,700
<b>Est. Ending Reserves</b>	\$ 1,733,756	\$ 1,822,121	\$ 2,053,961	\$ 1,786,561	\$ 3,025,061

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Retail Operating Fund

The Retail Operating Fund is used to account for the operating revenues and expenses of the Retail Service Area. This includes the payment to the wholesale fund for the cost of treated water, as well as the distribution of the treated water to all customers in the District's Retail Service Area, including related administrative support. This fund holds and is used to report on all retail operating reserves. Details on projects funded for the year can be found in the District's Operations Plan, located on page 47.

### FISCAL YEAR 2023-24 BUDGET

<u>Retail Operations</u>		
<b>Est. Beginning Available Reserves July 1, 2023</b>	\$	<b>2,732,655</b>
Revenues		
Water Sales		16,621,400
Other Revenues		636,100
<b>Total Revenues</b>	<u>\$</u>	<u>17,257,500</u>
Expenses		
Salaries & Benefits	\$	6,192,100
Treated Water		3,465,400
Other Expenses		3,722,300
Debt Service - Interest		454,100
Debt Service - Principal		544,800
<b>Total Expenses</b>	<u>\$</u>	<u>14,378,700</u>
Net Income	<u>\$</u>	<u>2,878,800</u>
Transfer In/(Out)		(2,599,400)
Estimated Ending Reserves		3,012,055
Eureka Rd. Transmission Pipeline Debt Service Reserve		136,300
<b>Est. Ending Available Reserves June 30, 2024</b>	<u>\$</u>	<u>2,875,755</u>

# San Juan Water District

Fiscal Year 2023-24 Budget

## RETAIL OPERATING FUND SUMMARY

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 Estimate	FY 2023-24 Proposed Budget
<b>Est. Beginning Available Reserves</b>	<b>\$ 2,358,680</b>	<b>\$ 2,525,341</b>	<b>\$ 2,691,098</b>	<b>\$ 2,699,655</b>	<b>\$ 2,732,655</b>
Revenues					
Water Sales	12,716,838	13,902,296	14,306,771	15,282,000	16,621,400
Other Revenues	635,438	620,108	838,672	796,300	636,100
Total Revenues	<u>\$ 13,352,276</u>	<u>\$ 14,522,404</u>	<u>\$ 15,145,443</u>	<u>\$ 16,078,300</u>	<u>\$ 17,257,500</u>
Expenses					
<b>Administration and General</b>					
Salaries & Benefits	\$ 1,105,749	\$ 1,229,681	\$ 1,264,661	\$ 1,344,800	\$ 1,408,100
Professional Services	179,110	239,323	191,368	181,000	221,400
Maintenance and Repair	10,962	13,948	19,702	31,100	33,000
Materials and Supplies	66,296	25,406	35,716	35,300	22,400
Other Expenses	276,858	281,896	280,862	372,100	406,900
Total Administration and General	<u>1,638,974</u>	<u>1,790,255</u>	<u>1,792,310</u>	<u>1,964,300</u>	<u>2,091,800</u>
<b>Distribution System</b>					
Salaries & Benefits	2,410,049	2,462,426	2,497,614	2,905,600	3,189,700
Professional Services	109,821	155,208	67,164	99,100	5,500
Maintenance and Repair	357,439	672,168	767,805	1,089,000	891,000
Materials and Supplies	365,388	434,814	427,928	<b>559,500</b>	444,300
Other Expenses	428,572	492,481	519,245	787,900	875,900
Total Distribution System	<u>3,671,270</u>	<u>4,217,097</u>	<u>4,279,756</u>	<u>5,441,100</u>	<u>5,406,400</u>
<b>Water Supply</b>					
Purchase Water from Wholesale	3,100,315	3,306,939	3,273,284	3,216,300	3,465,400
Total Water Supply	<u>3,100,315</u>	<u>3,306,939</u>	<u>3,273,284</u>	<u>3,216,300</u>	<u>3,465,400</u>
<b>Engineering</b>					
Salaries & Benefits	389,268	389,241	388,229	418,600	530,400
Professional Services	9,379	55,302	17,207	60,000	218,500
Maintenance and Repair	2,824	2,108	2,650	2,400	2,700
Materials and Supplies	1,563	1,964	11,574	16,000	5,100
Other Expenses	8,338	5,434	4,702	10,500	14,100
Total Engineering	<u>411,372</u>	<u>454,050</u>	<u>424,363</u>	<u>507,500</u>	<u>770,800</u>
<b>Water Efficiency</b>					
Salaries & Benefits	390,022	413,969	392,075	404,300	472,900
Professional Services	2,500	28,121	50,712	10,000	102,800
Maintenance and Repair	1,515	322	1,093	500	800
Materials and Supplies	1,494	325	7,720	2,000	2,100
Other Expenses	40,347	39,317	41,816	44,500	54,500
Total Water Efficiency	<u>435,878</u>	<u>482,054</u>	<u>493,416</u>	<u>461,300</u>	<u>633,100</u>
<b>Customer Service</b>					
Salaries & Benefits	559,789	534,818	501,914	531,300	591,000
Professional Services	67,918	20,413	45,277	70,000	109,100
Maintenance and Repair	2,851	6,209	4,742	1,600	2,400
Materials and Supplies	30,852	31,817	35,348	35,600	35,800
Other Expenses	12,190	133,080	175,499	233,300	217,400
Total Customer Service	<u>773,601</u>	<u>726,336</u>	<u>762,780</u>	<u>871,800</u>	<u>955,700</u>
<b>Non-Departmental</b>					
Debt Service - Principal	386,550	404,307	404,307	510,900	544,800
Debt Service - Interest	483,747	498,199	442,047	410,600	454,100
Other	1,441	1,487	44,598	26,600	56,600
Total Non-Departmental	<u>871,737</u>	<u>903,992</u>	<u>890,952</u>	<u>948,100</u>	<u>1,055,500</u>
<b>Total Expenses</b>	<b>\$ 10,903,147</b>	<b>\$ 11,880,722</b>	<b>\$ 11,916,860</b>	<b>\$ 13,410,400</b>	<b>\$ 14,378,700</b>
<b>Transfers (To)/From:</b>					
Year End Transfer (To)/From Capital Outlay Fund	(2,282,468)	(2,475,925)	(3,220,026)	(2,634,900)	(2,599,400)
<b>Est. Ending Reserves</b>	<b>\$ 2,525,341</b>	<b>\$ 2,691,098</b>	<b>\$ 2,699,655</b>	<b>\$ 2,732,655</b>	<b>\$ 3,012,054</b>

# San Juan Water District

Fiscal Year 2023-24 Budget

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# San Juan Water District

Fiscal Year 2023-24 Budget

## Wholesale Capital Outlay Fund

This fund was created in FY 2015-16 to receive and separately account for revenues that are designated by the Board of Directors to be utilized solely for wholesale capital expenditures and to account for the acquisition of wholesale capital assets, including large scale maintenance of capital assets and improvements made to such assets. Capital reserves were transferred out of operating into this new fund upon fund creation. This fund now holds and is used to report on all wholesale capital reserves. Details on the capital projects can be found starting on page 60.

## FISCAL YEAR 2023-24 BUDGET

### Wholesale Capital Outlay

<b>Est. Beginning Available Reserves July 1, 2023</b>	<b>\$</b>	<b>1,157,523</b>
<b>Revenues</b>		
Proceeds from Issuance of Debt		22,274,200
Taxes & Assessments		1,403,600
Connection Fees		100,000
Other Revenues		150,000
<b>Total Revenues</b>	<b>\$</b>	<b>23,927,800</b>
<b>Expenses</b>		
Capital Improvement Projects		4,237,200
Professional Services		806,000.00
<b>Total Expenses</b>	<b>\$</b>	<b>5,043,200</b>
<b>Net Income</b>	<b>\$</b>	<b>18,884,600</b>
<b>Transfer In/(Out)</b>		(958,700)
<b>Est. Ending Available Reserves June 30, 2024</b>	<b>\$</b>	<b>19,083,423</b>

# San Juan Water District

Fiscal Year 2023-24 Budget

## WHOLESALE CAPITAL OUTLAY FUND SUMMARY

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 Estimated	FY 2023-24 Proposed Budget	
					\$ 16,168,310	\$ 16,890,133
<b>Est. Beginning Available Reserves</b>						
<b>Revenues</b>						
Proceeds from Issuance of Debt	\$ -	\$ -	\$ -	\$ 846,400	\$ 22,274,200	
Taxes & Assessments	1,164,350	1,215,739	1,281,061	1,376,100	1,403,600	
Capital Contributions	232,052	68,658	0	-	-	
Connection Fees	61,216	268,649	189,894	220,000	100,000	
Other Revenues	419,417	88,090	126,380	266,300	150,000	
<b>Total Revenues</b>	<b>\$ 1,877,035</b>	<b>\$ 1,641,135</b>	<b>\$ 1,597,335</b>	<b>\$ 2,708,800</b>	<b>\$ 23,927,800</b>	
<b>Expenses</b>						
Reservoirs & Improvements	\$ 711,141	\$ 2,298,310	\$ 151,583	\$ 22,374,800	\$ 772,900	
Water Treatment Plant Improvements	3,083,166	2,606,088	766,153	432,400	1,556,000	
Land Improvements	19,370	34,704	11,814	404,800	765,000	
Buildings & Improvements	1,912	11,306	7,968	22,100	349,300	
Professional Services	-	-	271,438	176,500	411,000	
Equipment and Furniture	44,433	32,796	52,243	55,100	265,000	
Software	66,180	1,829	13,733	-	37,000	
Land Acquisition	-	-	22,500	-	125,000	
Meters	-	-	-	18,300	35,000	
Mains/Pipelines & Improvements	104,246	-	-	-	32,000	
Maintenance	369,229	13,080	3,177	-	395,000	
Vehicles	-	30,637	113,291	-	300,000	
Contributions to Others	-	-	-	-	-	
<b>Total Expenses</b>	<b>\$ 4,399,677</b>	<b>\$ 5,028,752</b>	<b>\$ 1,413,900</b>	<b>\$ 23,484,000</b>	<b>\$ 5,043,200</b>	
<b>Net Income</b>	<b>\$ (2,522,642)</b>	<b>\$ (3,387,617)</b>	<b>\$ 183,435</b>	<b>\$ (20,775,200)</b>	<b>\$ 18,884,600</b>	
Transfer In	3,244,465	2,778,914	2,319,558	3,148,300	-	
Transfer Out	-	-	-	-	958,700	
<b>Est. Ending Available Reserves</b>	<b>\$ 16,890,133</b>	<b>\$ 16,281,430</b>	<b>\$ 18,784,423</b>	<b>\$ 1,157,523</b>	<b>\$ 19,083,423</b>	

# San Juan Water District

## Fiscal Year 2023-24 Budget

### WHOLESALE CAPITAL PROJECTS FY 2023-24

#### Water Treatment Plant Improvements

##### Backwash Hood Rehabilitation Assessment and Design (Two) and Rail Track Improvements

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ 275,000
<b>Start Date:</b>	FY 2022-23	<b>Budgeted Spending FY 2023-24:</b>	\$ 900,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 1,175,000

The final filtration of water occurs in the North and South basins which each have a series of filter cells along the bottom of the basin. Each basin has two backwash hoods that move across the basins to backwash (clean) the various filters. The backwash hoods suck water up through the filters and send the water back into the first treatment stage of the plant. Each basin currently has one new and old backwash hood. This project will assess the structural integrity of the two old hoods to determine if they can be rehabilitated, or need to be replaced (including the rail track upon which they move). One of the hoods will be rehabilitated this year and the other will be completed in the next year. This project will not materially affect ongoing operating costs.

##### Lime Tower Coating

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ 138,700
<b>Start Date:</b>	FY 2019-20	<b>Budgeted Spending FY 2023-24:</b>	\$ 350,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 488,700

The lime tower stores and distributes lime into the treated water as it leaves the treatment plant. Lime is used in the treatment process to manage pH levels in the distribution system. The small amount of lime in the treated drinking water protects the District's entire distribution system from untimely corrosion. The lime tower is aged. The District commissioned a study in FY 2019-20 to determine its rehabilitation needs. The study recommends re-doing the interior and exterior coating and installing additional anchor bolts. Design work started in FY 2022-23 and will finish in early FY 2023-24 and construction will commence soon thereafter.

##### WTP Outdoor Lighting Replacement

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 80,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 80,000

The District's Water Treatment Plant operates 24 hours a day, 7 days week. Visual inspections during the night are a regular occurrence so good lighting is critical. The current lighting for the plant is old and inefficient. This project will replace the current lighting at the treatment plant with brighter, more efficient lighting. are old, not energy efficient, no replacement parts available. More energy efficient brighter lighting. Around the treatment plant, around the basins.

**Water Treatment Plant Improvements (con't)****Power Monitors (2 sites)**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 63,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 63,000

The District's power costs have almost doubled over the past two years. Power monitors allow you to see how much energy is being utilized at a specific site in real time. There are currently two power monitors at the Water Treatment Plant. One on the main power switch and another in the solids handling building. This allows us to see total power coming into these locations. However, the existing monitors are not capable of tying into the District's SCADA system. If we replace them with newer models that can be tied into SCADA then we can see how power fluctuates with different processes at the plant, which will allow us to potentially change the time of use other than peak energy cost hours.

**Rehabilitation of 3 Backwash Pump Stations**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 58,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Estimated Future Spending:</b>	\$ 122,000
		<b>Total Project Cost:</b>	\$ 180,000

The dirty water from the filters in the Water Treatment Plant filter basis is sent to the EQ basin where it is pumped by the backwash pump stations back to the headwater of the treatment plant. The backwash pump stations are in need of rehabilitation. The District plans on rehabilitating one backwash pump station per year, for the next three years.

**Fiber Optic Cabling to Solids Handling Building**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 30,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 30,000

The current network connection between the solids handling facility at the Water Treatment Plant consists of a single network cable stretched from the solids handling room to the operations room then connected to a switch which connects to the server room. It allows for one server connection with no redundancy. Installing fiber optic cabling from the solids handling building directly to the server room, creates multiple connections to the network, thus creating redundancy. The solids handling facility is the only location not connected to the server room with fiber optic cabling. This improvement will not affect future operating costs.

**Reservoirs and Improvements****Hinkle Reservoir Cover and Liner Replacement**

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ 25,182,000
<b>Start Date:</b>	FY 2018-19	<b>Budgeted Spending FY 2023-24:</b>	\$ 500,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 25,682,000

Hinkle Reservoir is a 62 million gallon Hypalon lined and covered earthen reservoir. The Water Treatment Plant is operated at a constant flowrate and the Hinkle Reservoir is used to store excess treated water, with the water level rising and falling with changes in demand and production. In FY 2022-23 the liner and cover were replaced, the inlet and outlet structures were rehabilitated and other ancillary repairs were made. While the majority of the project was completed in FY 2022-23 there will be some final work done in FY 2023-24.

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Reservoirs and Improvements (con't)

#### Hinkle Reservoir Overflow Channel Lining (East of Auburn Folsom Road)

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2021-22 &amp; Prior:</b>	\$ 63,700
<b>Start Date:</b>	FY 2019-20	<b>Budgeted Spending FY 2022-23:</b>	\$ 277,300
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 341,000

The Hinkle Reservoir Overflow Channel runs from the reservoirs overflow structure to Baldwin Reservoir, which is across Auburn Folsom Road. The channel is currently unlined and requires frequent maintenance to clear out vegetation. The Division of Dam Safety requires the District to maintain a relatively clear channel to ensure unobstructed flow in the event of an overflow of the reservoir. This project will line the channel in concrete, preventing future vegetation growth in the channel and reducing future maintenance costs

### Land Improvements

#### WTP Site Paving, Slurry Seal and Re-Stripe

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 650,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 650,000

This project will grind down and overlay the pavement surrounding the Water Treatment Plant (approximately 48,000 square feet. Project costs also include wholesale's share of applying a slurry seal and restriping the Administration Building and overflow parking lots and the road through the main campus.

#### Administration Building Deck and Shade Structure

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 70,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 70,000

On January 3, 2023, during a rainstorm, a very large oak tree fell onto the deck of the Administration Building causing significant damage to the existing deck. Prior to falling, the oak tree had provided shade for the majority of deck. This project will replace the damaged deck and install a shade structure in place of the fallen tree. Insurance proceeds will be received for the deck replacement, but not for the cost of the shade structure.

#### Water Treatment Plant Security Improvements

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 45,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Estimated Future Spending:</b>	\$ 108,000
		<b>Total Project Cost:</b>	\$ 153,000

The District's Water Treatment Plant backs up to the Beal's Point State Park campground on the north and a public bike trail on the east. This project will install camera's and lighting necessary to provide alarm and visuals if the District's fence line is breached. Design of a security system will be completed in FY 2023-24 with purchase and installation in the subsequent fiscal year.

## Professional Services

### Evaluation of Powdered Activated Carbon System

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 311,000
<b>Estimated Completion:</b>	FY 2024-25	<b>Estimated Future Spending:</b>	\$ 1,262,000
		<b>Total Project Cost:</b>	\$ 1,573,000

Cyanobacterial algae blooms (blue-green algae) occur in fresh water when the water is warm, stagnant, and rich in nutrients from sources such as fertilizer runoff. These blooms have been occurring in California's fresh water sources with increasing frequency. A powdered activated carbon system can effectively remove the toxins in the water supply from these algae blooms. The funding in FY 2023-24 will be used to evaluate if such a system would be effective at the District's Water Treatment Plant. If so, construction would occur in the following year. The effect on ongoing operating costs is not yet known.

### Launderer & Settling Tube Evaluation and Replacement

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 100,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 100,000

The launderers and settling tubes in the sedimentation basins are experiencing multiple failures each year. This project will evaluate what can be done to strengthen the launderers and settling tubes to prevent recurring failures.

## Maintenance

### 72-Inch Transmission Pipeline - Joint Seal Replacements Hinkle to Bacon Pump Station

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 191,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Estimated Future Spending:</b>	\$ 571,000
		<b>Total Project Cost:</b>	\$ 762,000

This project funds the design for the replacement of the aged joint seals in the 72-inch transmission pipeline that runs between the Hinkle Pump Station and Bacon Pump Station. Ensuring a proper seal on the pipe joints reduces leaks.

### Wholesale Meter Terminal Replacements (33 meters total - 11 years)

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2022-23	<b>Budgeted Spending FY 2023-24:</b>	\$ 66,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 66,000

The district has 34 wholesale meters. The meter terminals are a component used in the collection of meter data that is sent back to the Water Treatment Plant. The terminals have reached the end of their useful life and are in need of replacement in order to ensure continued accurate meter reads.

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Maintenance (con't)

#### Wholesale Meter PLC Replacements Project (17 total)

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -	-
<b>Start Date:</b>	FY 2022-23	<b>Budgeted Spending FY 2023-24:</b>	\$ 50,000	
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 50,000	

The District has 34 wholesale meters. The programmable logic controllers (PLC's) at 17 of the wholesale meters are in need of replacements. The PLC's function is to store meter read data and send it back to the SCADA system at the Water Treatment Plant. Replacement of the aged PLC's will ensure continued accurate meter reads.

#### Twin 54-Inch Transmission Pipelines and BFV Actuators Rehabilitation and Repairs

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -	-
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 50,000	
<b>Estimated Completion:</b>	FY 2023-24	<b>Estimated Future Spending:</b>	\$ 150,000	
		<b>Total Project Cost:</b>	\$ 200,000	

The Twin 54-Inch transmission pipelines run from the Baldwin Pump Station down to the Penstocks Manifold., where they split off into 4 separate wholesale distribution pipelines. This project will evaluate the rehabilitation needs of the pipeline, likely resulting in rehabilitation of the butterfly valves at the start of the pipelines and or/rehabilitation of the actuator gear box. The planning and design is funded in FY 2023-204 with work to commence in the subsequent fiscal year.

#### Penstock Manifold and BFV Actuators Rehab/Repair

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -	-
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 38,000	
<b>Estimated Completion:</b>	FY 2023-24	<b>Estimated Future Spending:</b>	\$ 112,000	
		<b>Total Project Cost:</b>	\$ 150,000	

The penstock manifold converts the twin-54 inch transmission pipelines into 4 separate wholesale distribution pipelines. This project will assess the condition of the lining of the pipe and determine the maintenance needs of the manifold, including the 3 butterfly valves where the twin 54-inch pipelines meet the manifold.

### Buildings and Improvements

#### Electrical Service Upgrade at Administration Building

<b>Project Status:</b>	In Progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ 27,000	
<b>Start Date:</b>	FY 2020-21	<b>Budgeted Spending FY 2023-24:</b>	\$ 194,300	
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 221,300	

The electric panel for the Administration Building is antiquated and in need of replacement. During a recent test of the electric system, the main breaker failed and the District was unable to shut off power to the building. A temporary panel has been installed to remedy the failed main breaker, but the entire service panel needs to be replaced. This project will bring the panel up to current standards, and allow for future expansion of the building including the installation of electric vehicle charging stations.

***Buildings and Improvements (con't)*****Water Treatment Plant HVAC Replacement**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2022-23	<b>Budgeted Spending FY 2023-24:</b>	\$ 100,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 100,000

There are three HVAC units at the Water Treatment Plant. Various components have been replaced and are failing again. The treatment plant was without heat during this past winter on several occasions. It is time to replace all three units for operational stability, improved working conditions, increased efficiency and lower operating costs.

**Administration Building HVAC Replacement**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 50,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 50,000

The HVAC unit at the Administration building is aged and unreliable. Staff are frequently working in uncomfortable temperatures, requiring the use of individual space heaters to stay warm in the colder months. A new unit will be more reliable and more energy efficient, putting downward pressure on future energy bills. This represents wholesale's 50% cost share of the HVAC replacement.

**Flagpole Replacement**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 5,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 5,000

The District's flagpole has deteriorated and is in need of replacement so the flag of the United States of American can be safely flown, and safely raised and lowered in accordance with orders of the Governor of the State of California and/or the President of the United States of America. The total cost of the replacement is estimated to be \$10,000 but is shared evenly between the wholesale and retail divisions.

**Vehicles****Vehicle #3 (1991 Ford F-800 Dump Truck)**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2022-23:</b>	\$ 125,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 125,000

The District generally replaces vehicles every 10 years or 100,000 miles. This vehicle is used to haul sludge from the treatment plant to the drying beds. It is 32 years old with a rusted out bed and is in need of replacement. In addition, recent regulations requires that starting in calendar year 2024 50% of the District's large vehicle purchases (F-250's and larger) have to be electric vehicles. After performing an in depth analysis the District has determined it advantageous to replace certain large vehicles in advance of the new rule. Moving some vehicle purchases forward a few years will allow the District to postpone the purchase of electric trucks in the hopes that the prices will have lowered with the increased demand. This is one of the vehicle identified for replacement both due to its condition and its size relative to the new regulations. The existing vehicle will be sold at auction.

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Vehicles (con't)

#### Vehicle #25 (2009 Ford F-650 with Dump Bed)

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2022-23:</b>	\$ 125,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 125,000

The District generally replaces vehicles every 10 years or 100,000 miles. This vehicle is 14 years-old. In addition, recent regulations require that starting in calendar year 2024 50% of the District's large vehicle purchases (F-250's and larger) have to be electric vehicles. After performing an in depth analysis the District has determined it advantageous to replace certain large vehicles in advance of the new rule. Moving some vehicle purchases forward a few years will allow the District to postpone the purchase of electric trucks in the hopes that the prices will have lowered with the increased demand. This is one of the vehicle identified for early replacement. The existing vehicle will be sold at auction.

#### Vehicle #7 (2010 Ford F-150)

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2022-23:</b>	\$ 50,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 50,000

The District generally replaces vehicles every 10 years or 100,000 miles. This truck is 13 years old with 33,418 miles. It is used as the Water Treatment Plant's pooled vehicle, used predominately by the maintenance staff. This truck is slated for replacement this year and will be sold at auction.

### Equipment and Furniture

#### Thickener Access Ladders (3)

<b>Project Status:</b>	In Progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ 50,000
<b>Start Date:</b>	FY 2022-23	<b>Budgeted Spending FY 2022-23:</b>	\$ 261,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 311,000

Each of the District's three thickener basins have an access ladder. For safety reasons these ladders need to be reconfigured and replaced. As currently installed an employee has to climb over a railing at the top of the tank in order to access the ladder. The ladder terminates at the bottom of the tank, on a slope. These are unsafe conditions that need to be rectified. This project will redesign and install new ladders. There will be no impact to ongoing operating costs.

#### Engineering Survey Equipment

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2021-22 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2022-23	<b>Budgeted Spending FY 2022-23:</b>	\$ 5,500
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 5,500

This project replaces old survey equipment that is no longer being supported by the manufacturer with new equipment. The new equipment utilizes satellite data, increasing its accuracy. This equipment is used by both the wholesale and the retail divisions. Wholesale is paying for 25% of the equipment cost, commensurate with its estimate usage.

***Land (Non-Depreciable)*****Land Acquisition (Property Boundary Adjustment South of Hinkle Reservoir)**

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2021-22 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2022-23:</b>	\$ 125,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 125,000

The District is working with U.S. Bureau of Reclamation (Reclamation) to address a property issue at the District's main site. The property, currently owned by Reclamation, is located at the south end of Hinkle Reservoir and encompasses the south slope and a small section at the Southeast corner of the reservoir. The District would like to have ownership of these properties since they encompass portions of the Hinkle Reservoir embankment. The costs include reimbursements to Reclamation for their time and the cost for any consultant work necessary for the deed transfer. Acquisition of property title will not affect ongoing operating costs as they District has been maintaining this property for years.

***Software*****Back-Up Plant Pumps – SCADA Integration**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ 13,733
<b>Start Date:</b>	FY 2022-23	<b>Budgeted Spending FY 2023-24:</b>	\$ 20,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 33,733

The District's Crown Point pump station provides pressurized drinking water to the Retail Service Area and the entire District campus, including the Water Treatment Plant. That water is critical for maintaining Water Treatment Plant operations as it is used in various treatment processes such as the chemical feed system, and the belt press process. The back-up plant pumps exist to provide pumping capabilities if/when the Crown Point pump station is off line. Historically the back-up pumps have had to be turned on manually. By integrating those pumps into the District's SCADA system, the system will automatically switch the pumps on if Crown Point goes off line, either intentionally or unintentionally, greatly improving system reliability. Originally planned to be completed in FY 2021-22, it has now been delayed until FY 2023-24.

**Tyler Content Management and Output Director**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 12,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 12,000

The District uses a software called Tyler Technologies for its financial and utility billing processes. The module was included in the budget last fiscal year, even though the analysis of the benefits of the module had not been completed. With that analysis complete, the District has determined that the module will afford the Finance Department the ability to store records and documents electronically within the system, reducing filing and document retrieval time, as well as reducing the District's carbon footprint. The District executed the purchase agreement, but was unable to complete the installation due to staffing shortfalls. It is anticipated to be purchased, installed and implemented in FY 2023-24.

**Synology SSD NAS**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 5,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 5,000

The District is running out of server storage space. This equipment will provide the necessary additional server storage and will not affect future operating costs.

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Meters

#### Central Avenue 8-inch Meter Replacement

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 35,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 35,000

In FY 2022-23, the District determined this meter was malfunctioning and in need of replacement. It is not producing accurate reads of water flowing in either direction.

### Mains/Pipelines & Improvements

#### Replacement of 12-Inch Transmission Pipeline on Hazel Avenue between Eden Oaks and Orange Vale Water Company

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 32,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Estimated Future Spending:</b>	\$ 298,000
		<b>Total Project Cost:</b>	\$ 330,000

The pipeline that runs between the District's meter at Eden Oaks and the connection to the Orange Vale Water Company is aged and in need of replacement. The District intends to design the replacement of the pipeline in FY 2023-24 with construction to commence in the subsequent fiscal year.

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# San Juan Water District

## Fiscal Year 2023-24 Budget

### Retail Capital Outlay Fund

This fund was created in FY 2015-16 to receive and separately account for revenues that are designated by the Board of Directors to be utilized solely for retail capital expenditures and to account for the acquisition of retail capital assets, including large scale maintenance of capital assets and improvements made to such assets. Capital reserves were transferred out of operating into this new fund upon fund creation. This fund now holds and is used to report on all retail capital reserves. Details on the projects can be found starting on page 72.

### FISCAL YEAR 2023-24 BUDGET

#### Retail Capital Outlay

<b>Est. Beginning Available Reserves July 1, 2023</b>	<b>\$</b>	<b>14,797,435</b>
Revenues		
Proceeds from Issuance of Debt		12,895,000
Taxes & Assessments		1,403,600
Connection Fees		100,000
Other Revenues		255,000
Total Revenues	<b>\$</b>	<b>14,653,600</b>
Expenses		
Capital Improvement Projects		25,107,100
Professional Services		0
Total Expenses	<b>\$</b>	<b>25,107,100</b>
Net Income	<b>\$</b>	<b>(10,453,500)</b>
Transfer In/(Out)		2,599,400
Estimated Ending Reserves		6,943,335
Reservation of Capital Facility Fees		3,763,700
<b>Est. Ending Available Reserves June 30, 2024</b>	<b>\$</b>	<b>3,179,635</b>

# San Juan Water District

Fiscal Year 2023-24 Budget

## RETAIL CAPITAL OUTLAY FUND SUMMARY

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23 Estimate	FY 2023-24 Proposed Budget
<b>Est. Beginning Reserves</b>	<b>\$ 5,419,939</b>	<b>\$ 8,027,850</b>	<b>\$ 11,778,997</b>	<b>\$ 15,906,434</b>	<b>\$ 14,797,434</b>
<b>Revenues</b>					
Proceeds from Debt Issuance	\$ -	\$ 43,197	\$ -	\$ -	\$ 12,895,000
Taxes & Assessments	1,164,350	1,215,738	1,281,061	1,376,100	1,403,600
Connection Fees	319,577	1,082,998	2,415,360	2,665,000	100,000
Other Revenues	157,483	37,929	114,532	264,700	255,000
<b>Total Revenues</b>	<b>\$ 1,641,411</b>	<b>\$ 2,379,862</b>	<b>\$ 3,810,953</b>	<b>\$ 4,305,800</b>	<b>\$ 14,653,600</b>
<b>Expenses</b>					
Reservoirs & Improvements	\$ 5,267	\$ -	\$ 247,822	\$ 40,700	\$ 12,500,000
Mains/Pipelines & Improvements	382,645	428,467	1,912,374	6,499,100	6,012,500
Pump Stations & Improvements	359,840	467,098	297,640	631,400	5,035,300
Meters and Endpoints	-	-	29,081	321,400	550,000
Land Improvements	10,638	-	6,295	-	546,000
Buildings & Improvements	1,912	2,514	34,196	22,100	274,300
Vehicles	49,036	170,561	278,140	269,000	113,000
Equipment and Furniture	55,541	-	9,482.2	56,000	59,000
Software	197,969	9,385	4,578	-	17,000
Professional Services	253,120	26,614	83,933	210,000	-
<b>Total Expenses</b>	<b>\$ 1,315,967</b>	<b>\$ 1,104,640</b>	<b>\$ 2,903,541</b>	<b>\$ 8,049,700</b>	<b>\$ 25,107,100</b>
<b>Net Income</b>	<b>\$ 325,443</b>	<b>\$ 1,275,222</b>	<b>\$ 907,412</b>	<b>\$ (3,743,900)</b>	<b>\$ (10,453,500)</b>
Transfer In	2,282,468	2,475,925	3,220,026	2,634,900	2,599,400
Transfer Out	-	-	-	-	-
<b>Estimated Ending Reserves</b>	<b>\$ 8,027,850</b>	<b>\$ 11,778,997</b>	<b>\$ 15,906,434</b>	<b>\$ 14,797,434</b>	<b>\$ 6,943,334</b>
Reservation of Capital Facility Fees	-	-	1,026,250	3,663,700	3,763,700
<b>Est. Ending Available Reserves</b>	<b>\$ 8,027,850</b>	<b>\$ 11,778,997</b>	<b>\$ 14,880,184</b>	<b>\$ 11,133,735</b>	<b>\$ 3,179,634</b>

# San Juan Water District

## Fiscal Year 2023-24 Budget

### RETAIL CAPITAL PROJECTS FY 2023-24

#### *Reservoirs and Improvements*

##### Kokila Reservoir Replacement

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ 293,789
<b>Start Date:</b>	FY 2019-20	<b>Budgeted Spending FY 2023-24:</b>	\$ 12,500,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 12,793,789

Kokila Reservoir is a 4.56 million gallon hypalon lined and covered earthen reservoir. The reservoir serves an as operational and emergency storage facility at a high elevation point in the District's Retail Service Area. The cover and liner were installed in 1984 with an estimated life of 25 years. Regular maintenance has extended its life an additional 15 years. The cover and liner are now in need of replacement. The District intends to replace the Hypalon cover and liner with a concrete tank. The District is pursuing both a grant and a low interest rate loan from the State Water Resources Control Board's revolving loan fund to finance this project.

#### *Mains/Pipelines and Improvements*

##### Replace 170 Identified Service Laterals

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 3,122,500
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 3,122,500

A service lateral is the pipeline that runs from the main line, in or next to the road, to individual water meters. In 2020 it was determined that the District's service lateral failure rate is 35% worse than the national average. The District plans to replace 85 identified service laterals per year. The program was scheduled to begin last year however the contract was not awarded as of the time of this budget preparation. funding for FY 2023-24 includes two years of replacements, or 170 service laterals. Replacing the service laterals will save the District money as less time will be spent responding to leaks and less water will be lost.

##### Replace 45 Air/Vacuum Relief Valves

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ 120,000
<b>Start Date:</b>	FY 2022-23	<b>Budgeted Spending FY 2023-24:</b>	\$ 1,585,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 1,705,000

An air release valve allows air to enter or leave pipelines as needed. Removing air pockets in a pipeline allows water to flow more freely. Allowing air to enter if there is a leak or break prevents the creation of a vacuum, which can cause a pipeline to collapse. California law requires the vent opening to be above grade, to minimize opportunities for water contamination. Most of the district's valves are in boxes in the street, blow grade. Approximately 75 valves need to be relocated to the side of the road and vented above ground. The District plans to replace 45 per year, over a 20 year period, commencing with FY 2022-23. the program got off to a late start and it is expected that only design will be completed for FY 2022-23. Therefore, this project now incorporates two years' worth of replacements, for a total of 90 air release valve replacements.

**Mains/Pipelines and Improvements (con't)****Failed Service Lateral Replacements**

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	N/A
<b>Start Date:</b>	On-going	<b>Budgeted Spending FY 2023-24:</b>	\$ 600,000
<b>Estimated Completion:</b>	On-going	<b>Total Project Cost:</b>	\$ 600,000

A service lateral is the pipeline that runs from the main line, in or next to the road, to individual water meters. In 2020 it was determined that the District's service lateral failure rate is 35% worse than the national average. The District plans to proactively identify and replace 85 service laterals per year. In addition to this program the District has to replace service lateral's that fail (spring a leak) during the fiscal year. This project creates funding for unidentified service lateral replacements that occur on an emergency basis throughout the fiscal year. Replacing the service laterals will save the District money as less time will be spent responding to leaks and less water will be lost.

**Wharf Hydrant Replacements**

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ 292,632
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2023-24:</b>	\$ 218,000
<b>Estimated Completion:</b>	FY 2031-32	<b>Total Project Cost:</b>	\$ 510,632

The District is systematically replacing both aged and wharf style fire hydrants. Wharf style hydrants have less water capacity and are more likely to break than a standard hydrant. The District has approximately 100 wharf style hydrants in its distribution system. The District intends to replace 10 per year over the next 10 years.

**Blow-Off Valve Replacements**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 210,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 210,000

Blow-Off Valves are used at or near the end of a pipe to allow for flushing of water to eliminate the possibility of stagnant water at the end of a distribution pipeline. The District plans on replacing approximately 24 blow-off valves during the fiscal year. This will not increase future operating costs.

**Fire Hydrant Replacements**

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	Ongoing	<b>Budgeted Spending FY 2023-24:</b>	\$ 140,000
<b>Estimated Completion:</b>	Ongoing	<b>Total Project Cost:</b>	\$ 140,000

The District is systematically replacing aged fire hydrants. This project will replace ten aged fire hydrants, at various locations, throughout the District.

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Mains/Pipelines and Improvements (con't)

#### Water Main Installation Underneath the North Glenn Bridge

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 82,000
<b>Estimated Completion:</b>	Unknown	<b>Total Project Cost:</b>	\$ 82,000

This project involves the replacement of approximately 100-LF of previously existing 6-inch pipe with new 8-inch pipe. In June of 2015 Placer County requested that the District remove the old water main running under the existing storm drainage channel to facilitate removal of the old North Glen Pedestrian Bridge. When the bridge washed out in 2015 the 6-inch pipeline was damaged. The District's only option at that time was to cut and remove the damaged section of pipe and then cap the water main on opposite sides of the drainage channel at this location. The County has plans to replace the bridge, and at that time the District can replace the currently disconnected pipeline. This project will involve designing the replacement water main that will be installed under the new bridge on the downstream side. Construction timing is dependent upon the County's project schedule, but the District needs to be ready to move forward concurrently with the County's project. This will be a joint project with Placer County, and the County has agreed to allow the District to install the replacement pipeline on or under the County's bridge which will result in a lower cost than replacing the pipeline under the drainage channel. The County did not move forward with the project last year, so the District is budgeting for this again in FY 2023-24.

#### Eckerman 8 inch tie-in to "The Park" Subdivision

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 55,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 55,000

This project involves the installation of approximately 50 to 100 linear feet of 8-inch pipe to extend the existing southerly section of the Eckerman pipeline into the new piping that will be installed with the construction of "The Park" Subdivision. The costs are to be reimbursed by the developer of The Park subdivision project. This connection into The Park subdivision is needed to provide adequate supply for fire flow, and to facilitate source of supply redundancy. The project was originally budgeted in FY 2021-22 but has not yet commenced, as the developer has not yet completed design review.

### Pump Stations and Improvements

#### Groundwater Production Facility

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2021-22 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2022-23	<b>Budgeted Spending FY 2022-23:</b>	\$ 2,575,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Estimated Future Costs:</b>	\$ 2,652,000
		<b>Total Project Cost:</b>	\$ 5,227,000

Included in the retail financial plan is \$5 million for SJWD to use in securing access to groundwater production capacity to provide water supplies to the District's Retail Service Area. These supplies could be delivered via the Antelope Pump Station, which can send groundwater produced in the Sacramento Suburban Water District's North Service Area to Orangevale Water Company, the City of Folsom and the District's Retail Service Area.

**Pump Stations and Improvements (con't)****Bacon Pump Station Generator Replacement(s)**

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ 191,812
<b>Start Date:</b>	FY 2020-21	<b>Budgeted Spending FY 2023-24:</b>	\$ 2,072,300
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 2,264,112

The two existing emergency generators at the Bacon Pump Station have exceeded their useful life and need to be replaced. Two new generators and electrical controls will be installed at the station. The project includes a new 400 and a 600KW generator, slab foundations, a retaining wall, electrical conduits and electrical panel replacements. Additionally the existing generators shall be removed, including their foundation slabs, fuel cells, and electrical connections. This project was supposed to have been completed in FY 2022-23 but has been rolled over to FY 2023-24 due to supply chain issues.

**Power Monitors for Pump Stations**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 124,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 124,000

The District's power costs have almost doubled over the past two years. Power monitors allow you to see how much energy is being utilized at a specific site in real time. The District intends to purchase power monitors for the Lower Granite Bay Pump Station, Hinkle Pump Station, and the American River South Pump Station.

**Motor Control Center Replacement - American River Canyon North Pump Station**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 75,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 75,000

Variable Frequency Drives (VFD) #1 and #2 are being relocated to a climate controlled environment at this pump station and we are installing a VFD for pump #3 in this climate controlled environment as well. In order to properly configure and operate this new set up the District needs to replace the MCC next to the main breaker at the American River Canyon North Pump Station. An MCC (Motor Control Center) is an assembly to control some or all electric motors in a central location. This new configuration will extend the life of the VFD's and will not increase future operating costs.

**Canyon Falls Village Pressure Reducing Station Replacement**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 61,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 61,000

This pump station is currently below grade which creates added costs and complexity in terms of operations and maintenance. This project brings the control valves above grade in an above ground enclosure. This will improve the safety environment for staff when performing maintenance and will reduce maintenance costs as confined space equipment and air quality testing will no longer be needed to perform basic and ongoing maintenance.

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Pump Stations and Improvements (con't)

#### Bacon Booster Pump Station – New Variable Frequency Drive and Components

Project Status:	In progress	Estimated Spending FY 2022-23 &	\$ 15,000
Start Date:	FY 2022-23	Budgeted Spending FY 2023-24:	\$ 45,000
Estimated	FY 2023-24	Total Project Cost:	\$ 60,000

This project will install a variable frequency drive on pump number five at the Bacon Booster Pump Station, along with other components to complement the generator replacement project described above. The existing motor drive for pump number five is either on or off and therefore the pump runs at full speed regardless of the system demands. Replacing the drive with a variable frequency drive will provide the District the ability to optimize the operation of the pump station based on the current demands on the distribution system. due to supply chain issues this project was not able to be completed in FY 2022-23.

#### American River Canyon North Pump Station - New Variable Frequency Drive

Project Status:	Planned	Estimated Spending FY 2022-23 &	\$ -
Start Date:	FY 2023-24	Budgeted Spending FY 2023-24:	\$ 45,000
Estimated	FY 2023-24	Total Project Cost:	\$ 45,000

Pump #3 at the American River Canyon North Pump Station is currently either on or off, in full power mode. A variable frequency drive (VFD) allows the pump to cycle on only when needed an to vary the pumping capacity to meet, not exceed, pumping needs of the moment. Using VFD's extends the life of the pump and reduces operating costs as less power is utilized to operate the pumps.

#### Pump Station Pressure Transmitters

Project Status:	Planned	Estimated Spending FY 2022-23 &	\$ -
Start Date:	FY 2022-23	Budgeted Spending FY 2023-24:	\$ 38,000
Estimated	FY 2023-24	Total Project Cost:	\$ 38,000

In FY 2022-23 the district intended to replace 9 pressure transmitters at the Hinkle and Bacon Pump Stations. They ended up costing less than expected and instead of replacing them at Hinkle and Bacon, the transmitters were replaced at Sierra, ARC-North, ARC-S, Douglas, Los Lagos Tank and Mooney Tank as well as the suction pressure transmitter at Bacon a Pump Station. This year the District plans to replace the pressure transmitters at the Hinkle Pump Station, and purchase two spares. The costs are similar as the installation of the transmitters at the Hinkle Pump Station will require conduit installation, thus increasing the costs. This project will not increase future operating costs.

### Meters and Endpoints

#### Meter Replacement Program

Project Status:	In progress	Estimated Spending FY 2022-23 &	\$ -
Start Date:	FY 2021-22	Budgeted Spending FY 2023-24:	\$ 550,000
Estimated	FY 2022-23	Total Project Cost:	\$ 550,000

The District's meters were originally installed between 1997 and 2004. There are approximately 4,400 meters that are greater than 18 years old. With a typical meter life of 20-25 years it is time to start a replacement program. As of 2021 the District had 10,779 total meters. 736 of them were manual read meters, 7,987 were touch read meters and 2,056 were radio read (drive-by only). The plan is to replace 515 (5%) of the meters each year, which results in a 20 year replacement cycle and to replace all endpoints over 5 years (converts all to radio read), which equate to 2,118 per year. Due to supply chain issues, the District was not able to reach its goal for FY 2022-23 for endpoints, but exceeded its goal for meters by replacing approximately 675 instead of 515. This budget funds the replacement of approximately 3,000 endpoints and 400 meters.

## Land Improvements

### District Campus Paving Improvements

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp;</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 375,000
<b>Estimated</b>	<b>FY 2023-24</b>	<b>Total Project Cost:</b>	<b>\$ 375,000</b>

This project will grind down and overlay 16,000 square feet of pavement in front of the Field Services Building. Project costs also include retail's share of applying a slurry seal and restriping the Administration Building, overflow parking lots and the road through the main campus.

### Administration Building Deck and Shade Structure

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp;</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 70,000
<b>Estimated</b>	<b>FY 2023-24</b>	<b>Total Project Cost:</b>	<b>\$ 70,000</b>

On January 3, 2023, during a rainstorm, a very large oak tree fell onto the deck of the Administration Building causing significant damage to the existing deck. Prior to falling, the oak tree had provided shade for the majority of deck. This project will replace the damaged deck and install a shade structure in place of the fallen tree. Insurance proceeds will be received for the deck replacement, but not for the cost of the shade structure.

### 1,400 Linear Feet of Fencing at 8310 Santa Juanita Ave.

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp;</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 70,000
<b>Estimated</b>	<b>FY 2023-24</b>	<b>Total Project Cost:</b>	<b>\$ 70,000</b>

Both the Sierra 30-inch and Bacon 33-inch transmission pipelines run underground at 8310 Santa Juanita Ave. The District has had 3 leaks on the Sierra 30-inch pipe in the past year. It appears that when the house at that location was built heavy equipment crushed the pipeline above the pipe, damaging the pipeline, although this cannot be proved. The District would like to install fencing around their easement in this area to prevent this from happening in the future.

### Purchase and Install Perimeter Fencing for Bacon Pump Stations

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp;</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 31,000
<b>Estimated</b>	<b>FY 2023-24</b>	<b>Total Project Cost:</b>	<b>\$ 31,000</b>

This project consists of the purchase and installation of perimeter fencing for the Bacon Pump Station for security fencing.

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Buildings and Improvements

#### Electrical Service Upgrade at Administration Building

Project Status:	In progress	Estimated Spending FY 2022-23 & Prior:	\$ 27,000
Start Date:	FY 2020-21	Budgeted Spending FY 2023-24:	\$ 194,300
Estimated Completion:	FY 2023-24	Total Project Cost:	\$ 221,300

The electric panel for the Administration Building is antiquated and in need of replacement. During a recent test of the electric system, the main breaker failed and the District was unable to shut off power to the building. A temporary panel has been installed to remedy the failed main breaker, but the entire service panel needs to be replaced. This project will bring the panel up to current standards, and allow for future expansion of the building including the installation of electric vehicle charging stations. The costs for this project are shared 50-50 between the Wholesale and Retail divisions.

#### Administration Building HVAC Replacement

Project Status:	Planned	Estimated Spending FY 2022-23 & Prior:	\$ -
Start Date:	FY 2023-24	Budgeted Spending FY 2023-24:	\$ 50,000
Estimated Completion:	FY 2023-24	Total Project Cost:	\$ 50,000

The HVAC unit at the Administration building is aged and unreliable. Staff are frequently working in uncomfortable temperatures, requiring the use of individual space heaters to stay warm in the colder months. A new unit will be more reliable and more energy efficient, putting downward pressure on future energy bills. This represents retail's 50% cost share of the HVAC replacement.

#### Purchase of Connex Storage Container

Project Status:	Planned	Estimated Spending FY 2022-23 & Prior:	\$ -
Start Date:	FY 2023-24	Budgeted Spending FY 2023-24:	\$ 25,000
Estimated Completion:	FY 2023-24	Total Project Cost:	\$ 25,000

The District's parts shelter was torn down in 2018. It was structurally unsound and it was more cost effective to replace, rather than improve the existing structure. The District budgeted to construct a movable 3-sided steel parts shelter in FY 2021-22 however, the Board of Directors did not approve construction and directed the District hold off until the larger District facilities renovation happens, currently slated for FY 2028-29. This storage facility is needed in the interim to house parts that would otherwise degrade quickly if left out in the elements, it was originally budgeted in FY 2022-23 but was not able to be procured by the end of the year.

#### Flagpole Replacement

Project Status:	Planned	Estimated Spending FY 2022-23 & Prior:	\$ -
Start Date:	FY 2023-24	Budgeted Spending FY 2023-24:	\$ 5,000
Estimated Completion:	FY 2023-24	Total Project Cost:	\$ 5,000

The District's flagpole has deteriorated and is in need of replacement so the flag of the United States of American can be safely flown, and safely raised and lowered in accordance with orders of the Governor of the State of California and/or the President of the United States of America. The total cost of the replacement is estimated to be \$10,000 but is shared evenly between the wholesale and retail divisions.

**Vehicles****Replace Vehicle #35 2017 F-450**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 98,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 98,000

The District generally replaces vehicles every 10 years or 100,000 miles. This vehicle is only 6 years-old. However, recent regulations require that starting in calendar year 2024 50% of the District's large vehicle purchases (F-250's and larger) have to be electric vehicles. After performing an in depth analysis the District has determined it advantageous to replace certain large vehicles in advance of the new rule. Moving some vehicle purchases forward a few years will allow the District to postpone the purchase of electric trucks in the hopes that the prices will have lowered with the increased demand. This is one of the vehicle identified for early replacement. The existing vehicle will be sold at auction.

**Replace Vehicle #31 2015 GEM**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 15,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 15,000

The District utilizes a Global Electric Motorcar (GEM), which is an electric vehicle similar to a golf cart, for purposes of meter reading in neighborhoods. The battery life of the GEM is about one-third of what it was when new, which is making it inefficient to use. The cost of replacing the battery is not significantly less than the cost of replacing the entire vehicle.

**Equipment and Furniture****Large and Intermediate Meter Tester**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 15,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 15,000

The District is required to test a certain number of meters each year and has been contracting with an outside firm to test the large meters at an annual cost of approximately \$6,000. Intermediate meters have been tested in house but have to be pulled out of the ground and brought back to the test bench at the District campus. Purchasing this meter tester will allow the District to test the large meters in house and will allow the intermediate meters to be tested in the ground, saving time and money.

**Hand Held Meter Reader**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2022-23 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2023-24	<b>Budgeted Spending FY 2023-24:</b>	\$ 14,000
<b>Estimated Completion:</b>	FY 2023-24	<b>Total Project Cost:</b>	\$ 14,000

The District utilizes hand held meter readers to collect meter data from its retail customers. The customer service hand held meter reader is used daily to read customer meters. Due to the age of the equipment the reader is experiencing inefficient delays when uploading data and needs to be replaced.

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Equipment and Furniture (con't)

#### Engineering Survey Equipment

Project Status:	Planned	Estimated Spending FY 2022-23 & Prior:	\$ -
Start Date:	FY 2023-24	Budgeted Spending FY 2023-24:	\$ 12,000
Estimated Completion:	FY 2023-24	Total Project Cost:	\$ 12,000

This project replaces old survey equipment that is no longer being supported by the manufacturer with new equipment. The new equipment utilizes satellite data, increasing its accuracy. This equipment is used by both the wholesale and the retail divisions. Retail is paying for 75% of the equipment cost, commensurate with its estimate usage.

#### Tapping Machine

Project Status:	Planned	Estimated Spending FY 2022-23 & Prior:	\$ -
Start Date:	FY 2023-24	Budgeted Spending FY 2023-24:	\$ 10,000
Estimated Completion:	FY 2023-24	Total Project Cost:	\$ 10,000

The Field Services utilizes a tapping machine to drill into main pipelines. The current machine is old and losing its efficiency, taking longer to do the job than it should be taking. This replaces the old equipment and will result in increased operating efficiency, without increased operating costs.

#### Leak Detection Equipment for Water Efficiency Department

Project Status:	Planned	Estimated Spending FY 2022-23 & Prior:	\$ -
Start Date:	FY 2023-24	Budgeted Spending FY 2023-24:	\$ 8,000
Estimated Completion:	FY 2023-24	Total Project Cost:	\$ 8,000

A leak detector consists of speakers in a headset, worn by the operator, hooked up to a microphone that is on the ground. The microphone transmits the sound of leaking water to the wearer of the headset. A quality leak detector will improve the District's ability to assist retail customers reduce water waste by helping them locate leaks on their property.

### Software

#### Tyler Content Management and Output Director

Project Status:	Planned	Estimated Spending FY 2022-23 & Prior:	\$ -
Start Date:	FY 2023-24	Budgeted Spending FY 2023-24:	\$ 12,000
Estimated Completion:	FY 2023-24	Total Project Cost:	\$ 12,000

The District uses a software called Tyler Technologies for its financial and utility billing processes. The purchase of this module would enhance reporting capabilities and functionality of the system. The primary benefit to this software enhancement is that it will allow the District to continue converting to electronic data storage. This software allows digital documents to be saved within the accounting software itself, linked to the underlying transaction, eliminating the needs for paper files for items such as invoices and check stubs. It has been included in the budget for several years, but due to turnover and staffing shortages the District has not yet been able to implement.

#### Synology SSD NAS

Project Status:	Planned	Estimated Spending FY 2022-23 & Prior:	\$ -
Start Date:	FY 2023-24	Budgeted Spending FY 2023-24:	\$ 5,000
Estimated Completion:	FY 2023-24	Total Project Cost:	\$ 5,000

The District is running out of server storage space. This equipment will provide the necessary additional server storage and will not affect future operating costs.



# **San Juan Water District**

Fiscal Year 2023-24 Budget

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**Transfers In and Transfers Out**

Transfers In and Transfers Out represent accounting methods to move resources (usually cash) from one fund to another. Transfers in represent resources being brought into that fund. Whereas, transfers out represent resources being taken from that fund.

**Transfer In To:**

Wholesale Operating Fund	\$ 958,700
Retail Capital Fund	\$ 2,599,400

**Total Transfers In**

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\$ 3,558,100**Transfer Out From:**

Wholesale Capital Fund	\$ 958,700
Retail Operating Fund	\$ 2,599,400

**Total Transfers Out**

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\$ 3,558,100

# San Juan Water District

Fiscal Year 2023-24 Budget

## Debt Service Schedules

### 2022 Refunding Loan Debt Service Schedule - Fiscal Year Basis

Fiscal Year	Principal		Interest		Total		Combined Debt Service
	Wholesale	Retail	Wholesale	Retail	Wholesale	Retail	
2024	502,298	272,733	78,653	42,706	580,951	315,439	896,390
2025	511,499	277,729	70,465	38,261	581,964	315,990	897,954
2026	520,492	282,612	62,128	33,734	582,620	316,346	898,966
2027	526,513	285,884	53,644	29,127	580,157	315,011	895,168
2028	534,681	290,317	45,062	24,467	579,743	314,784	894,527
2029	544,865	295,846	36,346	19,735	581,211	315,581	896,792
2030	550,981	299,167	27,465	14,913	578,446	314,080	892,526
2031	562,065	305,185	18,484	10,036	580,549	315,221	895,770
2032	571,920	310,536	9,322	5,062	581,242	315,598	896,840
Paid in Prior Years	\$ 458,345	\$ 248,869	\$ 86,124	\$ 46,763	\$ 544,469	\$ 295,632	\$ 840,101
Outstanding	\$ 5,283,659	<u>\$ 2,868,878</u>	\$ 487,693	<u>\$ 264,804</u>	\$ 5,771,352	\$ 3,133,682	\$ 8,905,034

**Refunding Revenue Bonds, Series 2017**  
**Debt Service Schedule - Fiscal Year Basis**

Fiscal Year	Principal		Interest		Total		Combined Debt Service
	Wholesale	Retail	Wholesale	Retail	Wholesale	Retail	
2024	435,200	244,800	564,429	317,492	999,629	562,292	1,561,921
2025	454,400	255,600	542,269	305,027	996,669	560,627	1,557,296
2026	476,800	268,200	519,083	291,984	995,883	560,184	1,556,067
2027	502,400	282,600	494,709	278,274	997,109	560,874	1,557,983
2028	528,000	297,000	469,056	263,844	997,056	560,844	1,557,900
2029	553,600	311,400	442,123	248,694	995,723	560,094	1,555,817
2030	585,600	329,400	413,776	232,749	999,376	562,149	1,561,525
2031	611,200	343,800	383,963	215,979	995,163	559,779	1,554,942
2032	643,200	361,800	352,736	198,414	995,936	560,214	1,556,150
2033	675,200	379,800	325,536	183,114	1,000,736	562,914	1,563,650
2034	1,318,400	741,600	291,747	164,107	1,610,147	905,707	2,515,854
2035	1,369,600	770,400	238,157	133,964	1,607,757	904,364	2,512,121
2036	1,424,000	801,000	182,467	102,637	1,606,467	903,637	2,510,104
2037	1,481,600	833,400	129,177	72,662	1,610,777	906,062	2,516,839
2038	1,529,600	860,400	80,375	45,211	1,609,975	905,611	2,515,585
2039	1,580,800	889,200	29,969	16,858	1,610,769	906,058	2,516,827
Outstanding	\$14,169,600	\$ 7,970,400	\$5,459,571	\$ 3,071,009	\$19,629,171	\$11,041,409	\$30,670,580
Paid 2017-2023	\$ 2,550,400	\$ 1,434,600	\$3,741,172	\$ 2,104,409	\$ 6,291,572	\$ 3,539,009	\$ 9,830,581
Total	\$16,720,000	\$ 9,405,000	\$9,200,743	\$ 5,175,418	\$25,920,743	\$14,580,418	\$40,501,161
	combined	\$26,125,000	combined	\$14,376,161			

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Labor Allocation

As mentioned previously, many employees are shared by wholesale and retail to maximize efficiency and eliminate the need for redundant positions. The table on the next page shows all District positions and their respective cost sharing between wholesale and retail based on their assigned duties.

# San Juan Water District

Fiscal Year 2023-24 Budget

Dept.	Position Title	Budgeted	Budgeted	#	Budgeted in Fiscal Year 2023-2024			
		in FY21-22	in FY22-23	Budgeted	Wholesale Allocation	Retail Allocation	Wholesale FTE	Retail FTE
<b>Executive</b>								
General Manager	1.00	1.00	1.00	85%	15%		0.85	0.15
Water Resources Manager	1.00	1.00	1.00	90%	10%		0.90	0.10
Information Technology Manager	1.00	1.00	1.00	50%	50%		0.50	0.50
Board Secretary/Administrative Assistant	1.00	1.00	1.00	50%	50%		0.50	0.50
Total Executive	4.00	4.00	4.00				2.75	1.25
<b>Finance and Administrative Services</b>								
Director of Finance	1.00	1.00	1.00	50%	50%		0.50	0.50
Senior Accountant <sup>1</sup>	1.00	1.00	2.00	50%	50%		1.00	1.00
Accountant	1.00	1.00	-	50%	50%		-	-
Purchasing Agent	1.00	1.00	1.00	50%	50%		0.50	0.50
Accounting Technician II	1.00	1.00	1.00	50%	50%		0.50	0.50
Accounting Intern	-	-	0.12	50%	50%		0.06	0.06
Total Finance and Administrative Services	5.00	5.00	5.12				2.56	2.56
<b>Customer Service</b>								
Customer Service Manager	0.50	0.50	0.50	0%	100%		-	0.50
Meter Technician	1.00	1.00	1.00	0%	100%		-	1.00
Customer Service Technician I - III	3.00	3.00	3.00	0%	100%		-	3.00
Total Customer Service	4.50	4.50	4.50				-	4.50
<b>Engineering Service</b>								
Engineering Services Manager	1.00	1.00	1.00	50%	50%		0.50	0.50
Associate/Senior Engineer	1.00	1.00	1.00	50%	50%		0.50	0.50
Engineering Technician III	1.00	1.00	1.00	40%	60%		0.40	0.60
Construction Inspector III	1.00	1.00	1.00	25%	75%		0.25	0.75
Total Engineering Service	4.00	4.00	4.00				1.65	2.35
<b>Field Services (Distribution System)</b>								
Field Services Manager	1.00	1.00	1.00	0%	100%		-	1.00
Pump Station Lead	1.00	1.00	1.00	0%	100%		-	1.00
Distribution Lead Worker	2.00	2.00	2.00	0%	100%		-	2.00
Distribution Operator II - IV <sup>2</sup>	6.00	6.00	6.00	0%	100%		-	6.00
Pump Station Technician/Mechanic	1.00	1.00	1.00	0%	100%		-	1.00
Pump Station Operator <sup>2</sup>	1.00	1.00	1.00	0%	100%		-	1.00
Utilities Coordinator	1.00	1.00	1.00	0%	100%		-	1.00
Meter Maintenance Technician <sup>3</sup>	1.00	1.00	1.00	0%	100%		-	1.00
Distribution Maint. Helper - PT/Temporary <sup>6</sup>	-	0.92	0.96	0%	100%		-	0.92
Total Field Services (Distribution System)	14.00	14.92	14.96				-	14.92
<b>Operations</b>								
Operations Manager	1.00	1.00	1.00	40%	60%		0.40	0.60
Safety-Regulatory Compliance Coordinator	1.00	1.00	1.00	50%	50%		0.50	0.50
CMMS/GIS Coordinator	1.00	1.00	1.00	25%	75%		0.25	0.75
Total Operations	3.00	3.00	3.00				1.15	1.85
<b>Water Efficiency</b>								
Customer Service Manager	0.50	0.50	0.50	0%	100%		-	0.50
Water Efficiency Lead	1.00	1.00	1.00	25%	75%		0.25	0.75
Water Efficiency Technician I - II	2.00	2.00	2.00	0%	100%		-	2.00
Total Water Efficiency	3.50	3.50	3.50				0.25	3.25
<b>Water Treatment Plant</b>								
Water Treatment Plant Manager	1.00	1.00	1.00	100%	0%		1.00	-
Maintenance Chief	1.00	1.00	1.00	87%	13%		0.87	0.13
Chief Operator	1.00	1.00	1.00	100%	0%		1.00	-
Water Treatment Plant Operator IV	2.00	2.00	2.00	100%	0%		2.00	-
Water Treatment Plant Operator III	2.00	2.00	2.00	100%	0%		2.00	-
Water Treatment Plant Operator II	1.00	1.00	1.00	100%	0%		1.00	-
Electrical & Instrumentation Technician	1.00	1.00	1.00	60%	40%		0.60	0.40
Utilities Mechanic I - II <sup>4</sup>	1.00	1.00	1.00	95%	5%		0.95	0.05
Utilities Maintenance Worker I - II <sup>5</sup>	1.00	1.00	1.00	95%	5%		0.95	0.05
Total Water Treatment Plant	11.00	11.00	11.00				10.37	0.63
<b>Total Funded Full Time Equivalents (FTE)</b>	<b>49.00</b>	<b>49.92</b>	<b>50.08</b>				<b>18.73</b>	<b>31.31</b>

<sup>1</sup> Finance and Administrative Services Analyst position was changed to Senior Accountant in April 2022.

<sup>2</sup> One Distribution Operator IV position was changed to a Pump Station Operator in December 2021.

<sup>3</sup> The Board of Directors approved the new Meter Maintenance Technician in January 2022.

<sup>4</sup> The Facilities Maintenance Worker I - II was renamed to a Utilities Mechanic I - II in January 2022.

<sup>5</sup> The Board of Directors approved the name change from Facilities Maintenance Helper to Utilities Maintenance Worker I - II in January 2022.

<sup>6</sup> Converting use of Temp Agency assistance to direct hire temporary workers for cost savings

# San Juan Water District

Fiscal Year 2023-24 Budget



## SAN JUAN WATER DISTRICT COMPENSATION SCHEDULE

EFFECTIVE: January 25, 2023 retroactive to July 2, 2022

Non-Exempt Positions	Hourly Rate Range	
	Minimum	Maximum
Accountant	\$ 42.60	\$ 51.12
Accounting Technician I	\$ 29.48	\$ 35.38
Accounting Technician II	\$ 32.57	\$ 39.08
Accounting Technician III	\$ 35.97	\$ 43.17
Administrative Assistant - Board Secretary	\$ 44.33	\$ 53.20
Chief Operator	\$ 58.00	\$ 69.60
CMMS/GIS Coordinator	\$ 46.13	\$ 55.36
Construction Inspector I	\$ 36.70	\$ 44.04
Construction Inspector II	\$ 40.54	\$ 48.64
Construction Inspector III	\$ 44.78	\$ 53.73
Customer Service Technician I	\$ 27.23	\$ 32.67
Customer Service Technician II	\$ 30.07	\$ 36.09
Customer Service Technician III	\$ 33.22	\$ 39.87
Distribution Lead Worker	\$ 50.46	\$ 60.55
Distribution Operator I	\$ 32.57	\$ 39.08
Distribution Operator II	\$ 35.97	\$ 43.17
Distribution Operator III	\$ 39.74	\$ 47.69
Distribution Operator IV	\$ 43.90	\$ 52.67
Distribution Maintenance Temporary Helper	\$ 20.00	\$ 20.00
Electrical & Instrumentation Technician	\$ 49.96	\$ 59.95
Engineering Technician I	\$ 34.92	\$ 41.90
Engineering Technician II	\$ 38.57	\$ 46.28
Engineering Technician III	\$ 42.60	\$ 51.12
Information Technology Technician I	\$ 35.62	\$ 42.74
Information Technology Technician II	\$ 39.34	\$ 47.21
Maintenance Chief	\$ 55.18	\$ 66.22
Meter Maintenance Technician	\$ 35.97	\$ 43.17
Meter Technician	\$ 33.89	\$ 40.67
Pump Station Lead	\$ 55.18	\$ 66.22
Pump Station Operator	\$ 43.90	\$ 52.67
Pump Station Technician	\$ 48.01	\$ 57.61
Purchasing Agent	\$ 37.43	\$ 44.92
Senior Accountant	\$ 49.46	\$ 59.35
Utilities Coordinator	\$ 45.68	\$ 54.81
Utilities Maintenance Worker I	\$ 26.96	\$ 32.35
Utilities Maintenance Worker II	\$ 29.78	\$ 35.73
Utilities Mechanic I	\$ 36.33	\$ 43.60
Utilities Mechanic II	\$ 40.14	\$ 48.16
Water Efficiency Helper	\$ 25.90	\$ 31.09
Water Efficiency Lead Worker	\$ 38.57	\$ 46.28
Water Efficiency Technician I	\$ 31.61	\$ 37.93
Water Efficiency Technician II	\$ 34.92	\$ 41.90
Water Treatment Plant Operator I	\$ 34.57	\$ 41.48
Water Treatment Plant Operator II	\$ 38.19	\$ 45.82
Water Treatment Plant Operator III	\$ 42.18	\$ 50.62
Water Treatment Plant Operator IV	\$ 46.60	\$ 55.91

Exempt Positions (Annual Salaries based on 2080 Hours)	Annual Rate Range	
	Minimum	Maximum
Associate Engineer	\$ 121,846.40	\$ 146,203.20
Customer Service Manager	\$ 134,596.80	\$ 161,512.00
Director of Engineering Services	\$ 164,216.00	\$ 197,080.00
Director of Finance	\$ 164,216.00	\$ 197,080.00
Director of Operations	\$ 164,216.00	\$ 197,080.00
Field Services Manager	\$ 134,596.80	\$ 161,512.00
Information Technology Manager	\$ 134,596.80	\$ 161,512.00
Safety/Regulatory Compliance Coordinator	\$ 113,651.20	\$ 136,364.80
Senior Engineer	\$ 134,596.80	\$ 161,512.00
Water Resources Manager	\$ 134,596.80	\$ 161,512.00
Water Treatment Plant Manager	\$ 150,155.20	\$ 180,190.40
General Manager (Contract)	\$ 208,000.00	\$ 208,000.00

**RESOLUTION NO. 23-07****A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN JUAN WATER DISTRICT  
ADOPTING THE ANNUAL BUDGET  
FOR THE FISCAL YEAR 2023-2024**

WHEREAS, District staff has prepared a budget for the fiscal year 2023-2024 that estimates operating and maintenance, capital improvement program, debt service, prudent reserve requirements, and other expenses of the District and that estimates revenues from all sources to pay the expenses of the District;

WHEREAS, District staff has determined that the fiscal year 2023-2024 budget is reasonably accurate and if implemented will ensure that the District's revenues will be sufficient to pay all of the District's expenses, including contributions to reserves sufficient to return them to prudent levels; and

WHEREAS, after conducting a workshop and a public hearing on the proposed budget the Board of Directors has approved the same.

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

1. That certain document referred to as "The San Juan Water District Proposed Budget Fiscal Year 2023-2024," and all schedules, exhibits and policies contained therein, is hereby adopted and the appropriations for the annual budget of the San Juan Water District for the fiscal year beginning on July 1, 2023 and ending on June 30, 2024, are hereby adopted; and
2. That the amounts stated in the proposed budget shall become and thereafter be appropriated to the offices, departments, activities, objects and purposes stated therein and said monies are hereby authorized to be expended for the purposes and objects specified in said budget; and
3. The General Manager is authorized to approve expenditure adjustments within individual accounts and line items so long as the total appropriated is not exceeded.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 28th day of June 2023, by the following vote:

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

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DAN RICH  
President, Board of Directors  
San Juan Water District

ATTEST

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TERI GRANT  
Secretary, Board of Directors

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Glossary of Terms

The budget contains specialized and technical terminology and acronyms that are unique to public finance and budgeting. To assist the reader in understanding these terms and acronyms, a budget glossary has been included herein.

Term	Definition
Acre-Foot	The volume of water that will cover one acre to a depth of one foot. One acre-foot of water equates to 325,828.8 gallons.
Allocation	A distribution of funds or costs from one account or appropriation to one or more accounts or appropriations.
Ashland	City of Folsom, north of the American River.
Assets	Resources owned or held by SJWD which have monetary value.
Audit	An investigation, done by an independent certified public accounting firm to provide an opinion on whether or not the financial statements of the SJWD are prepared in conformance with generally accepted accounting principles for government entities within the United of States of America, and are free of material errors or misstatements.
Authorized	Given the force of law (e.g., by statute). For some action or quantity to be authorized, it must be possible to identify the enabling source and date of authorization.
Beginning/Ending Fund Balance	Appropriated resources available in a fund from the prior/current year after payment of the prior/current year's expenses. This is not necessarily cash on hand.
Best Management Practices (BMPs)	Proven and reliable water efficiency technologies and programs that address residential, commercial, industrial, and landscape water uses.
Bond	A written promise to pay a sum of money with a specific interest rate, at a specific time. In the budget document, these payments are identified as a debt service.
Budget	A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them.
Transmittal Letter	A general discussion of the proposed budget as presented in writing by the General Manager to the Board of Directors and Rate payers. The message contains an explanation of principal budget items and summaries found in the prepared budget relative to the current year adopted budget.
Capital Budget	The portion of the annual budget that appropriates funds for the purchase of capital equipment items and capital improvements.
Capital Improvements Program (CIP)	A long-range plan of the District for the construction, rehabilitation and replacement of the District-owned infrastructure.
Capital Outlay	A character of expenditure of funds to acquire land, plan and construct new buildings, expand or modify existing buildings, and/or purchase equipment related to such construction.

Term	Definition
Central Valley Project (CVP)	California water project owned by the United States and managed by the Bureau of Reclamation for diversion, storage, carriage, distribution and beneficial use of waters of the Sacramento River, the American River, the Trinity River, and the San Joaquin River and their tributaries. The CVP is composed of some 20 reservoirs with a combined capacity of more than 11 million acre-feet, 11 power plants, and more than 500 miles of major canals and aqueducts. The CVP delivers about 7 million acre-feet of water annually for agricultural, urban, and wildlife use.
COLA	Cost of Living Adjustment – an increase to base wages designed to keep an employee's pay even with inflation.
Debt Service	The District's obligation to pay the principal and interest of bonds and other debt instruments according to a predetermined payment schedule.
Delta	The Delta is the largest estuary on the west coast and the hub of California's water system. It is formed by California's two largest rivers, the Sacramento and San Joaquin. The Delta has increasingly become a center of controversy as federal, state, and local governments and private entities have sought to make use of its resources.
Department	An operational and budgetary unit designated by the General Manager to define and organize District operations.
Depreciation	The process of matching the cost of a fixed asset (property, equipment, software, etc.) to the time periods over which it is used. As an example, if a piece of equipment has an estimated useful life of ten years and a purchase price of \$5,000; each year is charged \$500 of depreciation over the equipment's ten year life, and the value of the asset is reduced accordingly.
Division	A major administrative unit of the District which has overall management responsibility for an operation of a group of related operations within a functional area.
Estimated Revenues	The budgeted, projected revenues expected to be realized during the budget (fiscal) year to finance all or part of the planned expenditures.
Expenditure	The actual payment for goods and services.
Expenses	The incurrence of liabilities or the consumption of assets arising from the delivery or production of goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operation.
Fiscal Year (FY)	The time period designated by the District signifying the beginning and ending period for recording financial transactions. The District has specified July 1 to June 30 as its fiscal year.
Full Time Equivalent (FTE)	The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year (2,080 hours).

# San Juan Water District

## Fiscal Year 2023-24 Budget

Term	Definition
Fund	A set of accounting books with a self-balancing group of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.
Fund Balance	For accounting purposes, the excess of a fund's assets over its liabilities. For budgeting purposes, the accumulated excesses of a fund's resources over its expenditures.
Generally Accepted Accounting Principles (GAAP)	The accounting principles, rules, conventions, and procedures that are used for accounting and financial reporting. GAAP for governments are set by the Governmental Accounting Standards Board (GASB), the accounting and financial reporting standards setting body for state and local governments.
Grants	Contributions of gifts or cash or other assets from another government to be used or expended for a specific purpose, activity or facility, with no obligation to repay (in contrast to a loan, although the award may stipulate repayment of funds under certain circumstances).
Great Recession	A term that represents the sharp decline in economic activity during the late 2000's, which is considered to most significant downturn since the Great Depression. The term "Great Recession" applies to both the U.S. recession, officially lasting from December 2007 to June 2009, and the ensuing global recession in 2009. The economic slump began when the U.S. housing market went from boom to bust, and large amounts of mortgage-backed securities and derivatives lost significant value.
Infrastructure	Facilities that support the continuance and growth of a community. Examples include roads, water lines, sewers, public buildings, parks and airports.
Line Item	The description of an object of expenditure, i.e. salaries, supplies, professional services and other operational costs.
Operating Budget	The normal, ongoing costs incurred to operate the District, specifically excluding the capital program budget.
Operating Expenses	Expenditures for materials, supplies and services which are ordinarily consumed within a fiscal year and which are not included in the program inventories or capital budget.
Ordinance	A formal legislative enactment by the Board of Directors. It is the full force and effect of law within the District boundaries unless pre-empted by a higher form of law.
Program	A group of related activities performed by one or more organizational units for the purpose of accomplishing a District responsibility.
Reclamation	United States Bureau of Reclamation
Resolution	A special order of the Board of Directors, which has a lower legal standing than an ordinance.

# San Juan Water District

Fiscal Year 2023-24 Budget

Term	Definition
Resources	Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances.
Reserve	An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriations.
Reimbursements	An amount received as a payment for the cost of services performed/to be performed, or of other expenditures made for, or on behalf of, another entity. Reimbursements represent the recovery of an expenditure.
Revenue	Moneys that the District receives as income. It includes such items as water sales, fees for services, contributions, interest income and other miscellaneous receipts. Estimated revenues are those expected to be collected during the fiscal year.
Transfer In/(Out)	Movement of resources between two funds. Example: An inter-fund transfer would include the transfer of money from the operations fund to the capital fund to set money aside for future capital infrastructure replacements or improvements.
WEL Garden	A demonstration Water Efficient Landscape Garden located behind the Administration Building of the San Juan Water District.
WTP	The Sidney N. Peterson Water Treatment Plant of the San Juan Water District.

# San Juan Water District

## Fiscal Year 2023-24 Budget

### Acronyms

Acronyms, as may be used in this document, are familiar terms to those in government but not to those who do not work in that setting. While we tried to avoid their use, they do appear occasionally throughout the budget document. The list below explains acronyms that may appear in this document.

Acronym	Definition
ACFR	Annual Comprehensive Financial Report
AF	Acre-feet or Acre-foot
AFR	Auburn Folsom Road
BMPs	Best Management Practices
CCF	100 cubic feet (centum cubic feet), equivalent to 748 gallons
CIP	Capital Improvements Program
CSD	Community Services District
CVP	Central Valley Project
CalPERS	California Public Employees Retirement System
CHWD	Citrus Heights Water District
COLA	Cost of Living Adjustment
FOWD	Fair Oaks Water District
GIS	Geographic Information Services
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
HVAC	Heating, Ventilation, and Air Conditioning
IT	Information Technology
LF	Linear Foot/Feet
MGD	Million gallons a day
OVWC	Orange Vale Water Company
PCWA	Placer County Water Agency
PERS	Public Employees Retirement System
SCADA	Supervisory Control and Data Acquisition
SSWD	Sacramento Suburban Water District
VFD	Variable Frequency Drive
WCA's	Wholesale Customer Agencies
WEL	Water Efficient Landscape
WTP	Water Treatment Plant

# STAFF REPORT

# AGENDA ITEM VIII-1.1

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: May 24, 2023  
Subject: General Manager's Monthly Report (April)

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## RECOMMENDED ACTION

For information only, no action requested.

## TREATMENT PLANT OPERATIONS

### *Water Production*

Item	2023	2022	Difference
Monthly Production AF	2,369.38	2,685.50	-11.8%
Daily Average MG	25.74	29.17	-11.8%
Annual Production AF	6,230.36	9,367.02	-33.5%

### *Water Turbidity*

Item	April 2023	March 2023	Difference
Raw Water Turbidity NTU	5.74	8.65	-34%
Treated Water Turbidity NTU	0.024	0.017	41%
Monthly Turbidity Percentage Reduction	0.00%	99.81%	

### *Folsom Lake Reservoir Storage Level AF\**

Item	2023	2022	Difference
Lake Volume AF	817,458	755,608	8%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

\* Total Reservoir Capacity: 977,000 AF

### *Other Items of Interest:*

- Return Hinkle Reservoir to functional operation.

## SYSTEM OPERATIONS

### Distribution Operations:

Item	April 2023	March 2023	Difference
Leaks and Repairs	0	1	-1
Mains Flushed	166	90	+76
Valves Exercised	0	0	0
Hydrants Maintenance	0	0	0
Back Flows Tested	94	0	+94
Customer Service Calls	35	35	-9

### Distribution System Water Quality:

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

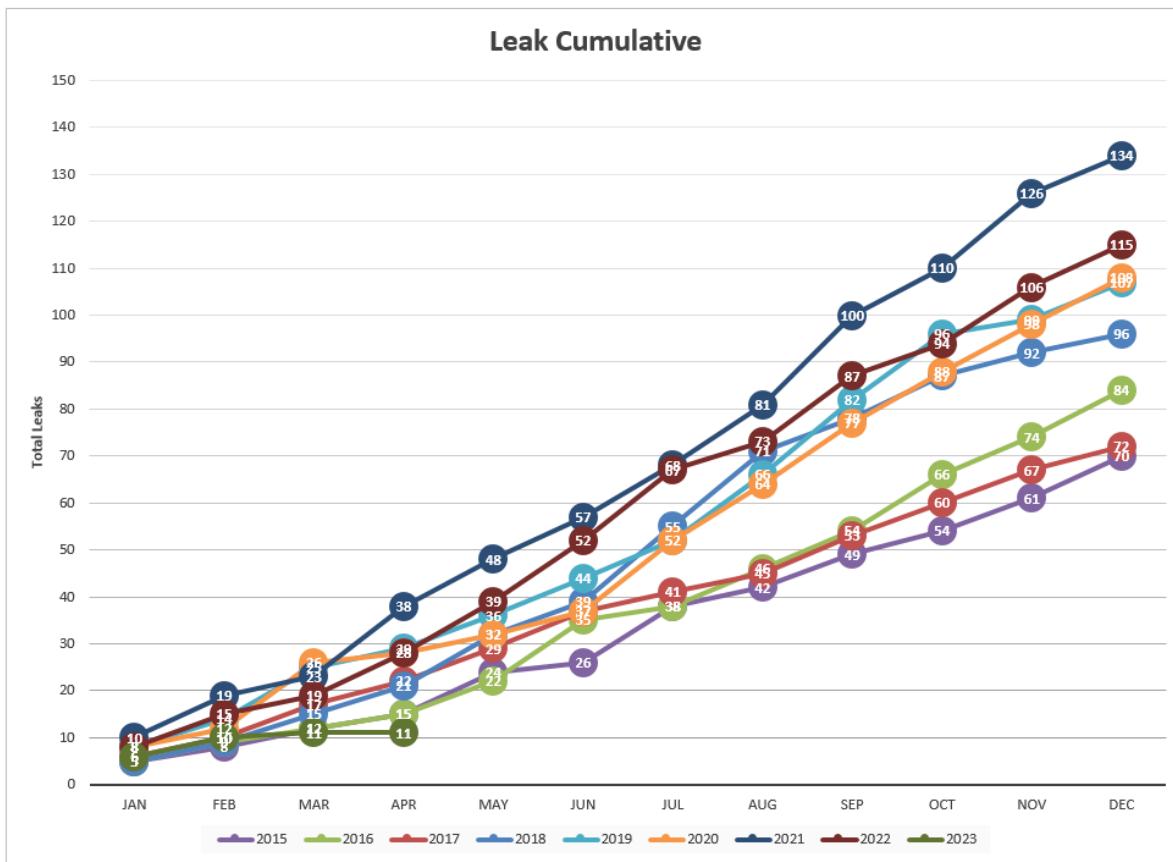


Figure 1: Annual Distribution System Leaks

### Other Items of Interest:

- None

**STAFF REPORT**

General Manager's Monthly Report

Paul Helliker

**CUSTOMER SERVICE ACTIVITIES***Billing Information for Month of April*

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
4962	545	167	9

*Water Efficiency Activities for April*

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
1	90	2	51

*Other Activities*

- We hosted our first Water Efficiency workshop of the year on 4/15. About 50 customers came out to take a tour of the WEL garden and have their irrigation and landscape questions answered by our Water Efficiency staff. This was one of the highest attended events in recent memory.

**ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)**

Project Title	Description	Status	Issues / Notes
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	In Construction	Water main installed. Construction in process.
GB Memory Care	Commercial Business (6400 Douglas Blvd)	In Design Review	Planning to begin construction in 2022
Premier Soleil (formerly Granite Bay Townhomes)	52-Lot Subdivision (Douglas, east of Auburn Folsom)	Construction complete	In project close-out
Greenside Parcel Split (5640 Macargo)	Minor parcel split of 2.0-Ac parcel into 3 lots	Approved for Construction	Design approved
Placer County Retirement Residence (3905 Old Auburn)	Commercial Business (145-Unit Multi-story Assisted Living Facility; 3865 Old Auburn Rd)	Construction complete	In project close-out
Pond View	Commercial Business (5620 5630 5640 Douglas Blvd)	Approved for Construction	Planning to begin construction in 2023
The Park at Granite Bay	56 lot Subdivision (SCB south of Annabelle)	In Construction	Construction started June 2022
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	Project on hold
Ventura of GB	33-Lot High Density Subdivision (6832 Eureka Rd)	In Construction	Initially will only have one source of supply connection, planning for a future 2 <sup>nd</sup> connection

**STAFF REPORT**  
*General Manager's Monthly Report*  
*Paul Helliker*

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues / Notes</b>
Whitehawk II	56-Lot Subdivision (Douglas, west of Barton)	Construction complete	In project close-out
Rancho Del Oro Estates	89-Lot Subdivision (Olive Ranch Rd, east of Cavitt Stallman)	Construction complete	In project close-out
Canyon Terrace Apartments	Apartment Complex (7 new buildings; 1600 Canyon Terrace Lane)	In Construction	Construction started November 2022
Sierra College Self Storage (8455 Sierra College Blvd)	New 4-building self-storage facility	In Construction	Construction started August 2022

## **ENGINEERING - CAPITAL PROJECTS**

### *Status Update for Current Retail Projects*

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues / Notes</b>
Eureka Rd Transmission Main Replacement	Replace approximately 3,925 LF of aged steel transmission pipeline	In Construction	Construction started February 2023
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design	Construction in FY 24/25
Kokila Reservoir Replacement	Replace existing hypalon lined and covered reservoir with a new concrete tank	In Design	Applying for SRF funding. Construction in FY 23/24
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	East PRS is now completed, doing design for West PRS	Construction in FY 23/24
Bacon Pump Station Generator Replacement	Replacing generators at Bacon Pump Station	In Construction	Project delayed due to material lead time. Anticipate to start construction in December 2023.
Field Services 3-sided Parts Shelter	Construction of a 3-sided material storage shelter	On hold	Planning to rebid project in FY23/24
Service Line Replacement Projects (85/year)	Yearly program to replace 85 services per year as identified in the 2020 Retail Master Plan	In Design	Hidden Oaks (referred to as Shelborne) identified for replacement in FY22/23
Air Release Valve Replacements (45/year for next 20 years)	Replacement of 45 Air Release Valves per year for the next 20 years as identified in the 2020 Retail Master Plan	In Bid	Construction in FY23/24

**STAFF REPORT**  
*General Manager's Monthly Report*  
*Paul Helliker*

Project Title	Description	Status	Issues / Notes
Administration Building Electrical Panel Upgrade	Replacement of the electrical service at the Administration Building (50/50 split W/R)	In Design	Construction in FY23/24

**Status Update for Current Wholesale Projects**

Project Title	Description	Status (% Complete)	Issues/ Notes
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner	In Construction	Applying for SRF funding. Construction in FY 22/23
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
Backwash Hood Rehabilitation and Rail Track Improvements	Rehabilitate or replace the two oldest Filter Backwash Hoods in the North and South basins, and replacement of the Rail Track.	In Design	
Baldwin Chnl Lining and Solar Field Culvert Replacement Project	Lining the Baldwin Ditch on the main campus to minimize costs for maintenance within the ditch and the replacement of the Solar Field Culvert to provide emergency discharge capacity to Baldwin Reservoir	In Construction	Construction of Solar Field Culvert underway. Construction of lining postponed until after Hinkle Reservoir is completed.
Wholesale Master Plan	Update of the 2005/07 Wholesale Master Plan	In Design	WCA comments to be sent to consultant.
Administration Building Electrical Panel Upgrade	Replacement of the electrical service at the Administration Building (50/50 split W/R)	In Design	Construction in FY23/24

**SAFETY & REGULATORY TRAINING – April 2023**

Training Course	Staff
Ergonomics - Field	Field Services
Ergonomics - Office	All Staff
Incident Command System – ICS 100 (1x training)	All Staff – New Employees
Incident Command System – ICS 200 (1x training)	Managers and Supervisors – New Employees

**FINANCE/BUDGET**

*See attached*



San Juan Water District, CA

# Wholesale Operating Income Statement

## Group Summary

For Fiscal: 2022-2023 Period Ending: 04/30/2023

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - WHOLESALE</b>					
<b>Revenue</b>					
41000 - Water Sales	11,003,900.00	11,003,900.00	2,943,466.16	10,842,815.32	161,084.68
43000 - Rebate	1,000.00	1,000.00	0.00	1,427.78	-427.78
45000 - Other Operating Revenue	0.00	0.00	2.20	273.26	-273.26
49000 - Other Non-Operating Revenue	112,100.00	112,100.00	0.00	112,272.21	-172.21
49900 - Investments in Fixed Assets	0.00	0.00	0.00	5,128.56	-5,128.56
Revenue Total:	<b>11,117,000.00</b>	<b>11,117,000.00</b>	<b>2,943,468.36</b>	<b>10,961,917.13</b>	<b>155,082.87</b>
<b>Expense</b>					
51000 - Salaries and Benefits	3,959,700.00	3,959,700.00	380,929.36	3,127,503.92	832,196.08
52000 - Debt Service Expense	686,300.00	686,300.00	0.00	364,716.24	321,583.76
53000 - Source of Supply	816,700.00	816,700.00	8,397.89	477,461.22	339,238.78
54000 - Professional Services	1,782,100.00	1,782,100.00	17,621.75	330,700.09	1,451,399.91
55000 - Maintenance	525,600.00	525,600.00	5,052.13	358,714.64	166,885.36
56000 - Utilities	205,000.00	205,000.00	19,569.02	178,488.05	26,511.95
57000 - Materials and Supplies	788,500.00	788,500.00	38,812.70	569,102.92	219,397.08
58000 - Public Outreach	56,500.00	56,500.00	0.00	31,019.29	25,480.71
59000 - Other Operating Expenses	596,600.00	596,600.00	3,106.11	423,849.53	172,750.47
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	1,622.00	-122.00
69900 - Transfers Out	573,200.00	573,200.00	0.00	0.00	573,200.00
Expense Total:	<b>9,991,700.00</b>	<b>9,991,700.00</b>	<b>473,488.96</b>	<b>5,863,177.90</b>	<b>4,128,522.10</b>
<b>Fund: 010 - WHOLESALE Surplus (Deficit):</b>	<b>1,125,300.00</b>	<b>1,125,300.00</b>	<b>2,469,979.40</b>	<b>5,098,739.23</b>	<b>-3,973,439.23</b>
<b>Total Surplus (Deficit):</b>	<b>1,125,300.00</b>	<b>1,125,300.00</b>	<b>2,469,979.40</b>	<b>5,098,739.23</b>	

**Wholesale Operating Income Statement**

For Fiscal: 2022-2023 Period Ending: 04/30/2023

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	1,125,300.00	1,125,300.00	2,469,979.40	5,098,739.23	-3,973,439.23
<b>Total Surplus (Deficit):</b>	<b>1,125,300.00</b>	<b>1,125,300.00</b>	<b>2,469,979.40</b>	<b>5,098,739.23</b>	



San Juan Water District, CA

# Wholesale Capital Income Statement

## Group Summary

For Fiscal: 2022-2023 Period Ending: 04/30/2023

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 011 - Wholesale Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,273,000.00	1,273,000.00	0.00	758,975.00	514,025.00
44000 - Connection Fees	200,000.00	200,000.00	6,004.00	229,086.55	-29,086.55
49000 - Other Non-Operating Revenue	126,000.00	126,000.00	0.00	263,834.00	-137,834.00
49792 - Proceeds from Issuance of Debt	23,120,600.00	23,120,600.00	0.00	0.00	23,120,600.00
49990 - Transfer In	573,200.00	573,200.00	0.00	0.00	573,200.00
Revenue Total:	<b>25,292,800.00</b>	<b>25,292,800.00</b>	<b>6,004.00</b>	<b>1,251,895.55</b>	<b>24,040,904.45</b>
<b>Expense</b>					
55000 - Maintenance	70,000.00	70,000.00	0.00	53,327.76	16,672.24
61000 - Capital Outlay	25,361,900.00	25,361,900.00	2,618.00	16,663,219.85	8,698,680.15
Expense Total:	<b>25,431,900.00</b>	<b>25,431,900.00</b>	<b>2,618.00</b>	<b>16,716,547.61</b>	<b>8,715,352.39</b>
<b>Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>-139,100.00</b>	<b>-139,100.00</b>	<b>3,386.00</b>	<b>-15,464,652.06</b>	<b>15,325,552.06</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
011 - Wholesale Capital Outlay	-139,100.00	-139,100.00	3,386.00	-15,464,652.06	15,325,552.06
<b>Total Surplus (Deficit):</b>	<b>-139,100.00</b>	<b>-139,100.00</b>	<b>3,386.00</b>	<b>-15,464,652.06</b>	



San Juan Water District, CA

# Retail Operating Income Statement

## Group Summary

For Fiscal: 2022-2023 Period Ending: 04/30/2023

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 050 - RETAIL</b>					
<b>Revenue</b>					
41000 - Water Sales	15,114,200.00	15,114,200.00	1,012,044.55	9,902,170.21	5,212,029.79
45000 - Other Operating Revenue	631,500.00	631,500.00	25,104.97	393,465.28	238,034.72
49000 - Other Non-Operating Revenue	149,000.00	149,000.00	18,476.96	171,484.90	-22,484.90
Revenue Total:	<b>15,894,700.00</b>	<b>15,894,700.00</b>	<b>1,055,626.48</b>	<b>10,467,120.39</b>	<b>5,427,579.61</b>
<b>Expense</b>					
41000 - Water Sales	0.00	0.00	23.92	13,683.43	-13,683.43
51000 - Salaries and Benefits	5,730,600.00	5,730,600.00	556,129.25	4,515,477.52	1,215,122.48
52000 - Debt Service Expense	406,500.00	406,500.00	0.00	249,817.55	156,682.45
53000 - Source of Supply	3,134,800.00	3,134,800.00	578,808.35	2,961,889.48	172,910.52
54000 - Professional Services	1,514,600.00	1,514,600.00	22,078.92	493,582.78	1,021,017.22
55000 - Maintenance	376,500.00	376,500.00	10,087.91	236,415.06	140,084.94
56000 - Utilities	412,500.00	412,500.00	1,480.02	367,736.22	44,763.78
57000 - Materials and Supplies	640,400.00	640,400.00	24,449.03	443,479.18	196,920.82
58000 - Public Outreach	80,000.00	80,000.00	0.00	32,729.81	47,270.19
59000 - Other Operating Expenses	781,400.00	781,400.00	20,004.65	613,823.68	167,576.32
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	2,500.00	29,122.00	-27,622.00
69900 - Transfers Out	2,111,800.00	2,111,800.00	0.00	0.00	2,111,800.00
Expense Total:	<b>15,190,600.00</b>	<b>15,190,600.00</b>	<b>1,215,562.05</b>	<b>9,957,756.71</b>	<b>5,232,843.29</b>
<b>Fund: 050 - RETAIL Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>704,100.00</b>	<b>704,100.00</b>	<b>-159,935.57</b>	<b>509,363.68</b>	<b>194,736.32</b>

**Retail Operating Income Statement**

For Fiscal: 2022-2023 Period Ending: 04/30/2023

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	704,100.00	704,100.00	-159,935.57	509,363.68	194,736.32
<b>Total Surplus (Deficit):</b>	<b>704,100.00</b>	<b>704,100.00</b>	<b>-159,935.57</b>	<b>509,363.68</b>	



San Juan Water District, CA

# Retail Capital Income Statement

## Group Summary

For Fiscal: 2022-2023 Period Ending: 04/30/2023

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 055 - Retail Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,273,000.00	1,273,000.00	0.00	758,975.00	514,025.00
44000 - Connection Fees	500,000.00	500,000.00	72,919.00	2,769,610.70	-2,269,610.70
49000 - Other Non-Operating Revenue	148,800.00	148,800.00	0.00	237,374.86	-88,574.86
49792 - Proceeds from Issuance of Debt	4,000,000.00	4,000,000.00	0.00	0.00	4,000,000.00
49990 - Transfer In	2,111,800.00	2,111,800.00	0.00	0.00	2,111,800.00
Revenue Total:	<b>8,033,600.00</b>	<b>8,033,600.00</b>	<b>72,919.00</b>	<b>3,765,960.56</b>	<b>4,267,639.44</b>
<b>Expense</b>					
54000 - Professional Services	210,000.00	210,000.00	0.00	0.00	210,000.00
61000 - Capital Outlay	13,472,100.00	13,472,100.00	75,606.58	3,017,901.39	10,454,198.61
Expense Total:	<b>13,682,100.00</b>	<b>13,682,100.00</b>	<b>75,606.58</b>	<b>3,017,901.39</b>	<b>10,664,198.61</b>
<b>Fund: 055 - Retail Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>-5,648,500.00</b>	<b>-5,648,500.00</b>	<b>-2,687.58</b>	<b>748,059.17</b>	<b>-6,396,559.17</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-5,648,500.00	-5,648,500.00	-2,687.58	748,059.17	-6,396,559.17
<b>Total Surplus (Deficit):</b>	<b>-5,648,500.00</b>	<b>-5,648,500.00</b>	<b>-2,687.58</b>	<b>748,059.17</b>	

**Summary****Project Summary**

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
<a href="#">191235</a>	Solar Site Access Culvert Replacement	0.00	394,704.31	-394,704.31
<a href="#">191255</a>	WTP Filter Basins Rehab Project	-28,605.18	31,451.99	-60,057.17
<a href="#">191280</a>	Hinkle Reservoir Cover	901,781.39	16,056,621.64	-15,154,840.25
<a href="#">195265</a>	Douglas Booster Pump Station Electric	0.00	7,126.23	-7,126.23
<a href="#">201111</a>	Hinkle Reservoir Overflow Channel Lin	0.00	2,221.57	-2,221.57
<a href="#">201117</a>	Backwash Hood Rehabilitation (Two)	0.00	30,201.60	-30,201.60
<a href="#">201126</a>	Lime Tower Design and Replacement	0.00	60,361.88	-60,361.88
<a href="#">201144</a>	Hinkle Reservoir Temporary Tanks anc	0.00	30,749.14	-30,749.14
<a href="#">201153</a>	Thickener Access Ladders (3)	0.00	25,869.37	-25,869.37
<a href="#">205156</a>	Field Services Sewer Lift Station	0.00	14,066.43	-14,066.43
<a href="#">211148</a>	Admin Building Electrical Improvemen	0.00	14,975.00	-14,975.00
<a href="#">215105</a>	Eureka Road 18" T-main Design	73,691.71	1,703,282.51	-1,629,590.80
<a href="#">215114</a>	Bacon Pump Station Generator Repla	0.00	47,151.00	-47,151.00
<a href="#">215117</a>	Upper Granite Bay Pump Station Gene	-4,812.23	185,922.72	-190,734.95
<a href="#">215120</a>	Kokila Reservoir (Replace Hypalon witl	0.00	19,235.39	-19,235.39
<a href="#">221125</a>	Admin PG&E Building Electrical Service	0.00	2,500.00	-2,500.00
<a href="#">225166</a>	Meter Replacement Program Route 6	0.00	21,660.21	-21,660.21
<a href="#">225170</a>	Meter Replacement Program Route 7	0.00	51,908.42	-51,908.42
<a href="#">225174</a>	Meter Replacement Program Route 8	0.00	67,745.21	-67,745.21
<a href="#">235100</a>	Bacon PBS #5 - New VFD/Components	0.00	12,218.96	-12,218.96
<a href="#">235104</a>	FY 2022-23 Air/Vaccum Relief Valve I	0.00	24,659.18	-24,659.18
<a href="#">235106</a>	FY 2022-23 Service Lateral Replaceme	0.00	157,364.53	-157,364.53
<a href="#">235116</a>	Hydrant Replacements FY 2022-2023	0.00	147,854.53	-147,854.53
<a href="#">235118</a>	Twin Rocks/Vogel Valley Probe Meter	0.00	4,718.49	-4,718.49
<a href="#">235120</a>	FY 2022-23 Annual Blow Off Valve Rep	0.00	6,008.04	-6,008.04
<b>Project Totals:</b>		<b>942,055.69</b>	<b>19,120,578.35</b>	<b>-18,178,522.66</b>

**Group Summary**

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	942,055.69	19,091,536.92	-18,149,481.23
CIP - Asset Unplanned	0.00	29,041.43	-29,041.43
<b>Group Totals:</b>	<b>942,055.69</b>	<b>19,120,578.35</b>	<b>-18,178,522.66</b>

**Type Summary**

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Administration	0.00	17,475.00	-17,475.00
Engineering	68,879.48	2,300,153.16	-2,231,273.68
Field Services	0.00	320,172.25	-320,172.25
Water Treatment Plant	873,176.21	16,482,777.94	-15,609,601.73
<b>Type Totals:</b>	<b>942,055.69</b>	<b>19,120,578.35</b>	<b>-18,178,522.66</b>

**GL Account Summary**

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-20030	Retentions Payable	-873,176.21	0.00	-873,176.21
011-700-61120	Capital Outlay - Improvements...	0.00	394,704.31	394,704.31
011-700-61140	Capital Outlay - Buildings & Im...	0.00	8,737.50	8,737.50
011-700-61145	Capital Outlay - WTP & Improv...	0.00	122,015.47	122,015.47
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	16,089,592.35	16,089,592.35
011-700-61160	Capital Outlay - Equipment and..	0.00	25,869.37	25,869.37
055-20030	Retentions Payable	-68,879.48	0.00	-68,879.48
055-700-61135	Capital Outlay - Pump Stations...	0.00	252,418.91	252,418.91
055-700-61140	Capital Outlay - Buildings & Im...	0.00	8,737.50	8,737.50
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	2,039,168.79	2,039,168.79

**GL Account Summary**

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
055-700-61153	Capital Outlay - Meters and En...	0.00	141,313.84	141,313.84
055-700-61155	Capital Outlay - Reservoirs & I...	0.00	19,235.39	19,235.39
055-700-61160	Capital Outlay - Equipment and..	0.00	18,784.92	18,784.92
	<b>GL Account Totals:</b>	<b>-942,055.69</b>	<b>19,120,578.35</b>	<b>18,178,522.66</b>



San Juan Water District, CA

**Balance Sheet**  
**Account Summary**  
As Of 04/30/2023

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
<b>Asset</b>					
<b>Type: 1000 - Assets</b>					
10010 - Cash and Investments	5,788,740.93	4,222,276.58	3,265,976.00	16,559,810.11	29,836,803.62
10510 - Accounts Receivable	1,547,187.63	0.01	493,264.15	-0.01	2,040,451.78
11000 - Inventory	4,483.74	0.00	316,615.09	204,993.90	526,092.73
12000 - Prepaid Expense	59,154.35	0.00	6,520.94	0.00	65,675.29
12850 - Lease Receivable	266,068.85	0.00	216,725.65	0.00	482,794.50
14010 - Deferred Outflows	2,490,432.85	0.00	2,576,156.97	0.00	5,066,589.82
17010 - Capital Assets - Work in Progress	1,503,075.24	0.00	1,107,805.35	0.00	2,610,880.59
17150 - Capital Assets - Land Non-depreciable	120,712.00	0.00	166,272.00	0.00	286,984.00
17160 - Capital Assets - Improvements Other Than Buildings	831,038.09	0.00	100,903.30	0.00	931,941.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	6,817,987.72	0.00	13,865,165.72
17300 - Capital Assets - Buildings & Improvements	1,279,892.05	0.00	275,982.16	0.00	1,555,874.21
17350 - Capital Assets - Water Treatment Plant & Imp	41,943,155.93	0.00	16,000.00	0.00	41,959,155.93
17400 - Capital Assets - Mains/Pipelines & Improvements	28,130,034.95	0.00	49,102,548.79	0.00	77,232,583.74
17500 - Capital Assets - Reservoirs & Improvements	4,808,912.39	0.00	2,492,421.90	0.00	7,301,334.29
17700 - Capital Assets - Equipment & Furniture	13,757,726.59	0.00	1,153,254.13	0.00	14,910,980.72
17750 - Capital Assets - Vehicles	325,255.84	0.00	847,640.30	0.00	1,172,896.14
17800 - Capital Assets - Software	265,814.52	0.00	593,375.80	0.00	859,190.32
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-43,723,660.79	0.00	-31,677,772.98	0.00	-75,401,433.77
<b>Total Type 1000 - Assets:</b>	<b>67,111,399.16</b>	<b>4,222,276.59</b>	<b>37,871,677.27</b>	<b>16,764,804.00</b>	<b>125,970,157.02</b>
<b>Total Asset:</b>	<b>67,111,399.16</b>	<b>4,222,276.59</b>	<b>37,871,677.27</b>	<b>16,764,804.00</b>	<b>125,970,157.02</b>
<b>Liability</b>					
<b>Type: 1000 - Assets</b>					
10510 - Accounts Receivable	0.00	0.00	121,354.52	0.00	121,354.52
<b>Total Type 1000 - Assets:</b>	<b>0.00</b>	<b>0.00</b>	<b>121,354.52</b>	<b>0.00</b>	<b>121,354.52</b>
<b>Type: 2000 - Liabilities</b>					
20010 - Accounts Payable	83,344.88	126,468.62	37,954.51	32,669.93	280,437.94
20100 - Retentions Payable	0.00	1,138,682.02	0.00	77,641.68	1,216,323.70
20150 - Customer Deposits	3,848.65	0.00	0.00	0.00	3,848.65
21200 - Salaries & Benefits Payable	35,653.27	0.00	67,815.77	0.00	103,469.04
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	425,156.74	0.00	514,876.55	0.00	940,033.29
21373 - Deferred Inflows of Resources - Leases	257,037.09	0.00	0.00	0.00	257,037.09

## Balance Sheet

As Of 04/30/2023

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21500 - Premium on Issuance of Bonds Series 2017	1,114,154.56	0.00	626,711.94	0.00	1,740,866.50
21600 - OPEB Liability	1,473,961.49	0.00	1,875,297.61	0.00	3,349,259.10
21700 - Pension Liability	-1,149,020.76	0.00	-1,462,390.71	0.00	-2,611,411.47
22010 - Deferred Income	0.00	0.00	176,623.20	0.00	176,623.20
22050 - Deferred Inflows	3,188,589.36	0.00	4,107,615.00	0.00	7,296,204.36
23000 - Loans Payable	470,345.35	0.00	248,868.59	0.00	719,213.94
24250 - Bonds Payable 2017 Refunding	14,195,800.00	0.00	7,944,200.00	0.00	22,140,000.00
24300 - Loan - Refunding	4,825,313.63	0.00	2,620,009.05	0.00	7,445,322.68
<b>Total Type 2000 - Liabilities:</b>	<b>24,924,184.27</b>	<b>1,265,150.64</b>	<b>16,757,581.50</b>	<b>110,311.61</b>	<b>43,057,228.02</b>
<b>Total Liability:</b>	<b>24,924,184.27</b>	<b>1,265,150.64</b>	<b>16,878,936.02</b>	<b>110,311.61</b>	<b>43,178,582.54</b>
<b>Equity</b>					
<b>Type: 3000 - Equity</b>					
30100 - Investment in Capital Assets	36,581,914.76	0.00	19,647,206.02	0.00	56,229,120.78
30500 - Designated Reserves	506,560.90	18,421,778.01	836,171.55	14,880,183.22	34,644,693.68
30600 - Restricted Fund Balance	0.00	0.00	0.00	1,026,250.00	1,026,250.00
<b>Total Type 3000 - Equity:</b>	<b>37,088,475.66</b>	<b>18,421,778.01</b>	<b>20,483,377.57</b>	<b>15,906,433.22</b>	<b>91,900,064.46</b>
<b>Total Total Beginning Equity:</b>	<b>37,088,475.66</b>	<b>18,421,778.01</b>	<b>20,483,377.57</b>	<b>15,906,433.22</b>	<b>91,900,064.46</b>
Total Revenue	10,961,917.13	1,251,895.55	10,467,120.39	3,765,960.56	26,446,893.63
Total Expense	5,863,177.90	16,716,547.61	9,957,756.71	3,017,901.39	35,555,383.61
<b>Revenues Over/Under Expenses</b>	<b>5,098,739.23</b>	<b>-15,464,652.06</b>	<b>509,363.68</b>	<b>748,059.17</b>	<b>-9,108,489.98</b>
<b>Total Equity and Current Surplus (Deficit):</b>	<b>42,187,214.89</b>	<b>2,957,125.95</b>	<b>20,992,741.25</b>	<b>16,654,492.39</b>	<b>82,791,574.48</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>67,111,399.16</b>	<b>4,222,276.59</b>	<b>37,871,677.27</b>	<b>16,764,804.00</b>	<b>125,970,157.02</b>



San Juan Water District, CA

# Check Report

By Vendor Name

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
	**Void**	04/25/2023	EFT	0.00	0.00	408566
03845	All Pro Backflow, Inc.	04/18/2023	Regular	0.00	1,750.00	58911
03845	All Pro Backflow, Inc.	04/25/2023	Regular	0.00	4,650.00	58939
03406	Alpha Analytical Laboratories Inc.	04/05/2023	Regular	0.00	1,086.00	58870
03406	Alpha Analytical Laboratories Inc.	04/18/2023	Regular	0.00	450.00	58912
03406	Alpha Analytical Laboratories Inc.	04/25/2023	Regular	0.00	1,873.00	58940
01073	Amarjeet Singh Garcha	04/18/2023	Regular	0.00	1,400.00	58913
01073	Amarjeet Singh Garcha	04/25/2023	Regular	0.00	350.00	58941
01039	American Family Life Assurance Company of Colu	04/26/2023	Bank Draft	0.00	298.71	Q386904-26-20:
01039	American Family Life Assurance Company of Colu	04/26/2023	Bank Draft	0.00	298.71	Q386904-26-20:
01026	American River Ace Hardware, Inc.	04/25/2023	Regular	0.00	43.26	58942
03838	Aria Service Group	04/18/2023	EFT	0.00	1,564.00	408549
01898	Association of California Water Agencies / JPIA	04/25/2023	EFT	0.00	19,815.47	408565
03739	Azteca Systems Holdings, LLC	04/18/2023	Regular	0.00	281.25	58914
03739	Azteca Systems Holdings, LLC	04/25/2023	Regular	0.00	450.00	58943
03789	Banner Bank	04/25/2023	Regular	0.00	211,124.83	58944
03899	Bennett Engineering Services Inc	04/05/2023	EFT	0.00	4,996.50	408537
03594	Borges & Mahoney, Inc.	04/18/2023	Regular	0.00	774.11	58915
03853	Brower Mechanical CA LLC	04/18/2023	EFT	0.00	554.00	408550
03690	California Department of Tax and Fee Administrat	04/11/2023	Regular	0.00	88.00	58889
03080	California State Disbursement Unit	04/14/2023	Bank Draft	0.00	1.50	PAY000000000004
03080	California State Disbursement Unit	04/14/2023	Bank Draft	0.00	1,741.26	PAY000000000004
03080	California State Disbursement Unit	04/28/2023	Bank Draft	0.00	1,741.26	PAY000000000004
03080	California State Disbursement Unit	04/28/2023	Bank Draft	0.00	1.50	PAY000000000004
03078	CalPERS Health	04/05/2023	Bank Draft	0.00	45,740.81	1002331808
03078	CalPERS Health	04/05/2023	Bank Draft	0.00	48,059.41	1002331808
03078	CalPERS Health	04/05/2023	Bank Draft	0.00	48,059.41	1002331808
01267	CalPERS OPEB	04/06/2023	Bank Draft	0.00	252,965.00	1002340000
03130	CalPERS Retirement	04/17/2023	Bank Draft	0.00	39,246.54	1002346126
03130	CalPERS Retirement	04/28/2023	Bank Draft	0.00	39,263.60	1002354292
03861	Calton, John C	04/11/2023	Regular	0.00	3,375.00	58890
01310	Capital Rubber Co., Ltd	04/25/2023	Regular	0.00	250.55	58945
03226	Capitol Sand & Gravel Co.	04/05/2023	Regular	0.00	723.03	58871
03226	Capitol Sand & Gravel Co.	04/11/2023	Regular	0.00	3,443.03	58891
01330	CDW Government LLC	04/18/2023	EFT	0.00	7,956.93	408551
03221	Chemtrade Chemicals Corporation	04/11/2023	EFT	0.00	9,038.08	408544
01366	Citistreet/CalPERS 457	04/17/2023	Bank Draft	0.00	7,922.93	1002346129
01366	Citistreet/CalPERS 457	04/28/2023	Bank Draft	0.00	7,953.07	1002354295
01368	Citrus Heights Water District	04/18/2023	Regular	0.00	889,695.94	58916
01372	City of Folsom	04/18/2023	Regular	0.00	38.12	58917
01378	Clark Pest Control of Stockton	04/18/2023	Regular	0.00	340.00	58918
03235	Construction Supply Holdings II, LLC	04/18/2023	Regular	0.00	572.66	58919
02214	County of Placer Engineering & Surveying	04/25/2023	Regular	0.00	6,063.52	58946
03890	Datalink Networks, Inc.	04/25/2023	EFT	0.00	1,610.00	408567
01521	DataProse, LLC	04/18/2023	EFT	0.00	10,660.94	408552
03424	Davis, Aaron	04/18/2023	Regular	0.00	529.56	58920
01509	Domenichelli & Associates, Inc.	04/05/2023	EFT	0.00	1,083.28	408538
03163	Economic Development Department	04/14/2023	Bank Draft	0.00	9,840.83	1-545-619-936
03163	Economic Development Department	04/14/2023	Bank Draft	0.00	490.90	1-545-619-936
03163	Economic Development Department	04/28/2023	Bank Draft	0.00	9,937.70	1-967-146-464
03776	EETS Inc.	04/18/2023	EFT	0.00	4,145.00	408553
03749	Eide Bailly LLP	04/05/2023	EFT	0.00	900.00	408539
01569	Employee Relations, Inc.	04/18/2023	EFT	0.00	42.40	408554
03923	English Crane Service LLC	04/25/2023	Regular	0.00	880.00	58947

## Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01601	Fair Oaks Water District	04/18/2023	Regular	0.00	718,373.29	58921
01611	Ferguson Enterprises, Inc	04/18/2023	EFT	0.00	2,174.52	408555
03702	Flowline Contractors, Inc.	04/05/2023	EFT	0.00	6,008.04	408540
03702	Flowline Contractors, Inc.	04/18/2023	EFT	0.00	534,453.61	408556
03702	Flowline Contractors, Inc.	04/25/2023	EFT	0.00	15,257.54	408568
01634	Folsom Lake Ford, Inc.	04/05/2023	Regular	0.00	80.24	58872
03870	Genuine Parts Company	04/11/2023	Regular	0.00	43.08	58892
03870	Genuine Parts Company	04/25/2023	Regular	0.00	277.55	58948
03091	Granite Bay Ace Hardware	04/05/2023	Regular	0.00	96.78	58873
03091	Granite Bay Ace Hardware	04/11/2023	Regular	0.00	482.31	58893
03091	Granite Bay Ace Hardware	04/18/2023	Regular	0.00	3.85	58922
03091	Granite Bay Ace Hardware	04/25/2023	Regular	0.00	96.49	58949
02567	Grant, Teri	04/11/2023	Regular	0.00	61.79	58894
01721	Hach Company	04/25/2023	EFT	0.00	248.61	408569
03810	Hildebrand Consulting, LLC	04/11/2023	Regular	0.00	27,370.00	58895
01416	ICONIX Waterworks (US) Inc.	04/05/2023	EFT	0.00	3,656.81	408541
03383	Inferrera Construction Management Group, Inc.	04/18/2023	Regular	0.00	149,698.50	58923
03164	Internal Revenue Service	04/14/2023	Bank Draft	0.00	57,074.31	2703504452918
03164	Internal Revenue Service	04/14/2023	Bank Draft	0.00	1,871.18	2703504452918
03164	Internal Revenue Service	04/28/2023	Bank Draft	0.00	56,253.22	2703518932129
01803	International Mailing Equipment, Inc.	04/05/2023	Regular	0.00	49.21	58874
03884	JLR Environmental Consulting, LLC	04/18/2023	EFT	0.00	15,910.00	408557
01917	Kennedy/Jenks Consultants, Inc.	04/25/2023	EFT	0.00	30,201.60	408570
03628	Lees Automotive Repair Inc.	04/11/2023	EFT	0.00	141.70	408545
02024	MCI WORLDCOM	04/25/2023	Regular	0.00	50.84	58950
02027	Mcmaster-Carr Supply Company	04/18/2023	EFT	0.00	162.32	408558
01472	Mel Dawson, Inc.	04/18/2023	EFT	0.00	2,056.65	408559
03402	Normac, Inc	04/05/2023	Regular	0.00	32.15	58875
02131	ODP Business Solutions, LLC	04/11/2023	Regular	0.00	353.80	58896
02131	ODP Business Solutions, LLC	04/18/2023	Regular	0.00	1,526.13	58924
02131	ODP Business Solutions, LLC	04/25/2023	Regular	0.00	459.35	58951
02150	Pace Supply Corp	04/05/2023	Regular	0.00	5,628.30	58876
02150	Pace Supply Corp	04/11/2023	Regular	0.00	12.87	58897
02150	Pace Supply Corp	04/18/2023	Regular	0.00	788.50	58925
02150	Pace Supply Corp	04/25/2023	Regular	0.00	11,778.67	58952
02158	Pacific Storage Company	04/25/2023	EFT	0.00	172.45	408571
02163	Pape' Machinery, Inc.	04/25/2023	Regular	0.00	89.80	58953
03756	Paul Hills Land Development LLC	04/18/2023	Regular	0.00	124.00	58926
02146	PG&E	04/11/2023	Regular	0.00	10.00	58898
02206	Placer County Clerk-Recorder-Registrar	04/05/2023	Regular	0.00	50.00	58877
02216	Placer County Public Works	04/18/2023	Regular	0.00	2,960.04	58927
02225	Polydyne, Inc	04/25/2023	EFT	0.00	5,834.36	408572
03377	RDO Construction Equipment Co.	04/18/2023	EFT	0.00	1,205.64	408560
02283	Recology Auburn Placer	04/25/2023	Regular	0.00	721.59	58954
02223	Rexel Inc (Platt - Rancho Cordova)	04/25/2023	Regular	0.00	276.78	58955
02293	RFI Enterprises, Inc.	04/25/2023	EFT	0.00	52.88	408573
03782	RGM Kramer Inc	04/11/2023	Regular	0.00	2,330.00	58899
03782	RGM Kramer Inc	04/18/2023	Regular	0.00	1,346.00	58928
03828	Richard D. Jones, A Professional Law Corporation	04/05/2023	Regular	0.00	2,947.50	58878
02328	Rocklin Industrial Co	04/18/2023	Regular	0.00	2,656.49	58929
02328	Rocklin Industrial Co	04/25/2023	Regular	0.00	15.47	58956
03385	S J Electro Systems Inc	04/18/2023	EFT	0.00	9,109.00	408561
02357	Sacramento Municipal Utility District (SMUD)	04/25/2023	Regular	0.00	11,657.98	58957
02452	Sierra National Construction, Inc.	04/05/2023	Regular	0.00	17,675.00	58879
03822	SIJ Holdings LLC	04/18/2023	EFT	0.00	340.22	408562
02504	Starr Consulting	04/11/2023	EFT	0.00	4,550.00	408546
02517	Steve P Rados, Inc.	04/25/2023	EFT	0.00	4,011,371.79	408574
03830	Stoel Rives LLP	04/18/2023	EFT	0.00	6,568.50	408563
01641	Sun Life Assurance Company of Canada	04/01/2023	Bank Draft	0.00	11,467.34	959586
01411	SureWest Telephone	04/25/2023	Regular	0.00	3,414.79	58958
02580	The Eidam Corporation	04/25/2023	EFT	0.00	2,919.81	408575

## Check Report

Date Range: 04/01/2023 - 04/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02581	The Ferguson Group, LLC	04/25/2023	EFT	0.00	6,750.00	408576
01844	Thorne, Jedediah	04/05/2023	Regular	0.00	75.00	58880
03799	Thrikettle Corporation	04/05/2023	Regular	0.00	1,447.13	58881
03799	Thrikettle Corporation	04/18/2023	Regular	0.00	4,571.49	58930
03799	Thrikettle Corporation	04/25/2023	Regular	0.00	44,430.77	58959
03922	Turner Consulting and Actuarial, LLC	04/11/2023	Regular	0.00	5,000.00	58900
02638	Tyler Technologies, Inc.	04/18/2023	Regular	0.00	9,657.50	58931
03846	U.S. Bancorp Asset Management, Inc.	04/05/2023	EFT	0.00	2,412.86	408542
02281	UBEO West, LLC	04/18/2023	Regular	0.00	319.91	58932
03876	Uline Inc	04/25/2023	EFT	0.00	58.40	408577
02651	United Parcel Service Inc	04/11/2023	Regular	0.00	30.00	58901
02651	United Parcel Service Inc	04/18/2023	Regular	0.00	56.46	58933
02651	United Parcel Service Inc	04/25/2023	Regular	0.00	206.35	58960
03637	Urban Futures Inc	04/11/2023	Regular	0.00	2,500.00	58902
02667	US Bank Corporate Payments Sys (CalCard)	04/17/2023	Bank Draft	0.00	30,509.52	474-169433-23
03077	VALIC	04/17/2023	Bank Draft	0.00	4,477.23	266542
03077	VALIC	04/27/2023	Bank Draft	0.00	4,507.76	268129
02690	Verizon Wireless	04/25/2023	Regular	0.00	2,779.91	58961
02700	Viking Shred LLC	04/05/2023	Regular	0.00	64.00	58882
02700	Viking Shred LLC	04/25/2023	Regular	0.00	64.00	58962
01687	W. W. Grainger, Inc.	04/11/2023	Regular	0.00	295.85	58903
01687	W. W. Grainger, Inc.	04/18/2023	Regular	0.00	1,870.34	58934
02710	WageWorks, Inc	04/11/2023	EFT	0.00	116.00	408547
03387	WageWorks, Inc	04/05/2023	EFT	0.00	349.00	408543
03387	WageWorks, Inc	04/18/2023	EFT	0.00	349.00	408564
01068	Walker, Glenn C.	04/11/2023	Regular	0.00	1,382.36	58904
01486	WAPA - Department of Energy	04/11/2023	EFT	0.00	805.89	408548
03831	Water Works Engineers, LLC	04/18/2023	Regular	0.00	8,597.09	58935
03282	Zima Corporation	04/18/2023	Regular	0.00	263.76	58936

## Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	137	79	0.00	2,177,382.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	24	24	0.00	679,723.70
EFT's	52	41	0.00	4,725,603.80
	<b>213</b>	<b>144</b>	<b>0.00</b>	<b>7,582,710.42</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	137	79	0.00	2,177,382.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	24	24	0.00	679,723.70
EFT's	52	41	0.00	4,725,603.80
	<b>213</b>	<b>144</b>	<b>0.00</b>	<b>7,582,710.42</b>

## Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	4/2023	<b>7,582,710.42</b>



San Juan Water District, CA

# Vendor History Report

## By Vendor Name

Posting Date Range 07/01/2022 - 04/30/2023

Payment Date Range -

Payable Number Item Description	Description Units	Post Date Price	1099 Amount	Payment Number Account Number	Payment Date Account Name	Amount Dist Amount	Shipping	Tax	Discount	Net	Payment
<b>Vendor Set: 01 - Vendor Set 01</b>											
<b>02556 - Costa, Ted</b>						<b>564.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>564.10</b>	<b>564.10</b>
Exp Reimb 12-2022	Mileage Riem ACWA Fall Conf 11/28-12/2/2012/2/2022			408330	12/13/2022	564.10	0.00	0.00	0.00	564.10	564.10
Mileage Riem ACWA Fall	0.00	0.00	564.10	010-010-52110	Training - Meetings, Education & Trai	282.05					
				050-010-52110	Training - Meetings, Education & Trai	282.05					
<b>03092 - Rich, Dan</b>						<b>1,408.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,408.21</b>	<b>1,408.21</b>
Exp Reimb 12-2022	Mileage Reimb 11 & 12/2022 , ACWA Conf 11/12/1/2022			408339	12/13/2022	1,408.21	0.00	0.00	0.00	1,408.21	1,408.21
Mileage Reimb 11 & 12/2	0.00	0.00	1,408.21	010-010-52110	Training - Meetings, Education & Trai	704.10					
				050-010-52110	Training - Meetings, Education & Trai	704.11					
Vendors: (2) Total 01 - Vendor Set 01:						<b>1,972.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,972.31</b>	<b>1,972.31</b>
Vendors: (2) Report Total:						<b>1,972.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,972.31</b>	<b>1,972.31</b>



Payroll Set: 01-San Juan Water District

<b>Employee Number</b>	<b>Employee Name</b>	<b>Pay Code</b>	<b># of Payments</b>	<b>Units</b>	<b>Pay Amount</b>
<u>0690</u>	Costa, Ted	Reg - Regular Hours	10	60.00	7,500.00
			<b>0690 - Costa Total:</b>	<b>60.00</b>	<b>7,500.00</b>
<u>0670</u>	Miller, Ken	Reg - Regular Hours	9	25.00	3,125.00
			<b>0670 - Miller Total:</b>	<b>25.00</b>	<b>3,125.00</b>
<u>1003</u>	Rich, Daniel	Reg - Regular Hours	9	27.00	3,375.00
			<b>1003 - Rich Total:</b>	<b>27.00</b>	<b>3,375.00</b>
<u>0650</u>	Tobin, Pamela	Reg - Regular Hours	10	97.00	12,125.00
			<b>0650 - Tobin Total:</b>	<b>97.00</b>	<b>12,125.00</b>
<u>1039</u>	Zamorano, Manuel	Reg - Regular Hours	9	24.00	3,000.00
			<b>1039 - Zamorano Total:</b>	<b>24.00</b>	<b>3,000.00</b>
				<b>Report Total:</b>	<b>233.00</b>
					<b>29,125.00</b>



# Pay Code Report

## Account Summary

7/1/2022 - 4/30/2023

Payroll Set: 01-San Juan Water District

Account	Account Description	Units	Pay Amount
<a href="#"><u>010-010-58110</u></a>	Director - Stipend	116.50	14,562.50
		<b>010 - WHOLESALE Total:</b>	<b>116.50</b>
<a href="#"><u>050-010-58110</u></a>	Director - Stipend	116.50	14,562.50
		<b>050 - RETAIL Total:</b>	<b>116.50</b>
		<b>Report Total:</b>	<b>233.00</b>
			<b>29,125.00</b>

**Pay Code Report**

Pay Code Summary

7/1/2022 - 4/30/2023

Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg - Regular Hours	Regular Hours	47	233.00	29,125.00
		Report Total:	<b>233.00</b>	<b>29,125.00</b>

## 2022/23 Actual Deliveries and Revenue - By Wholesale Customer Agency

	July 2022 - April 2023							
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	8,545.51	\$ 2,647,892	8,589.47	\$ 2,599,752	44	0.5%	\$ (48,140)	-1.8%
Citrus Heights Water District	5,850.98	\$ 2,216,158	5,654.85	\$ 2,248,884	(196)	-3.4%	\$ 32,727	1.5%
Fair Oaks Water District	5,250.16	\$ 1,655,526	3,400.23	\$ 1,521,558	(1,850)	-35.2%	\$ (133,968)	-8.1%
Orange Vale Water Co.	2,798.95	\$ 863,998	2,942.84	\$ 864,650	144	5.1%	\$ 652	0.1%
City of Folsom	887.86	\$ 260,578	818.60	\$ 252,859	(69)	-7.8%	\$ (7,718)	-3.0%
Granite Bay Golf Course	208.42	\$ 7,368	233.06	\$ 8,239	25	11.8%	\$ 871	11.8%
Sac Suburban Water District	2,600	\$ 572,416	3,954.46	\$ 1,100,792	1,354.46	52.1%	\$ 528,376	92.3%
Water Transfer	3,442	\$ 2,395,632	3,503.98	\$ 2,803,182	61.98	1.8%	\$ 407,550	17.0%
<b>TOTAL</b>	<b>29,584</b>	<b>\$ 10,619,567</b>	<b>29,097</b>	<b>\$ 11,399,916</b>	<b>(486)</b>	<b>-1.6%</b>	<b>\$ 780,349</b>	<b>7.3%</b>

Budgeted Deliveries	29,584
Actual Deliveries	<u>29,097</u>
Difference	(486)
	-1.6%

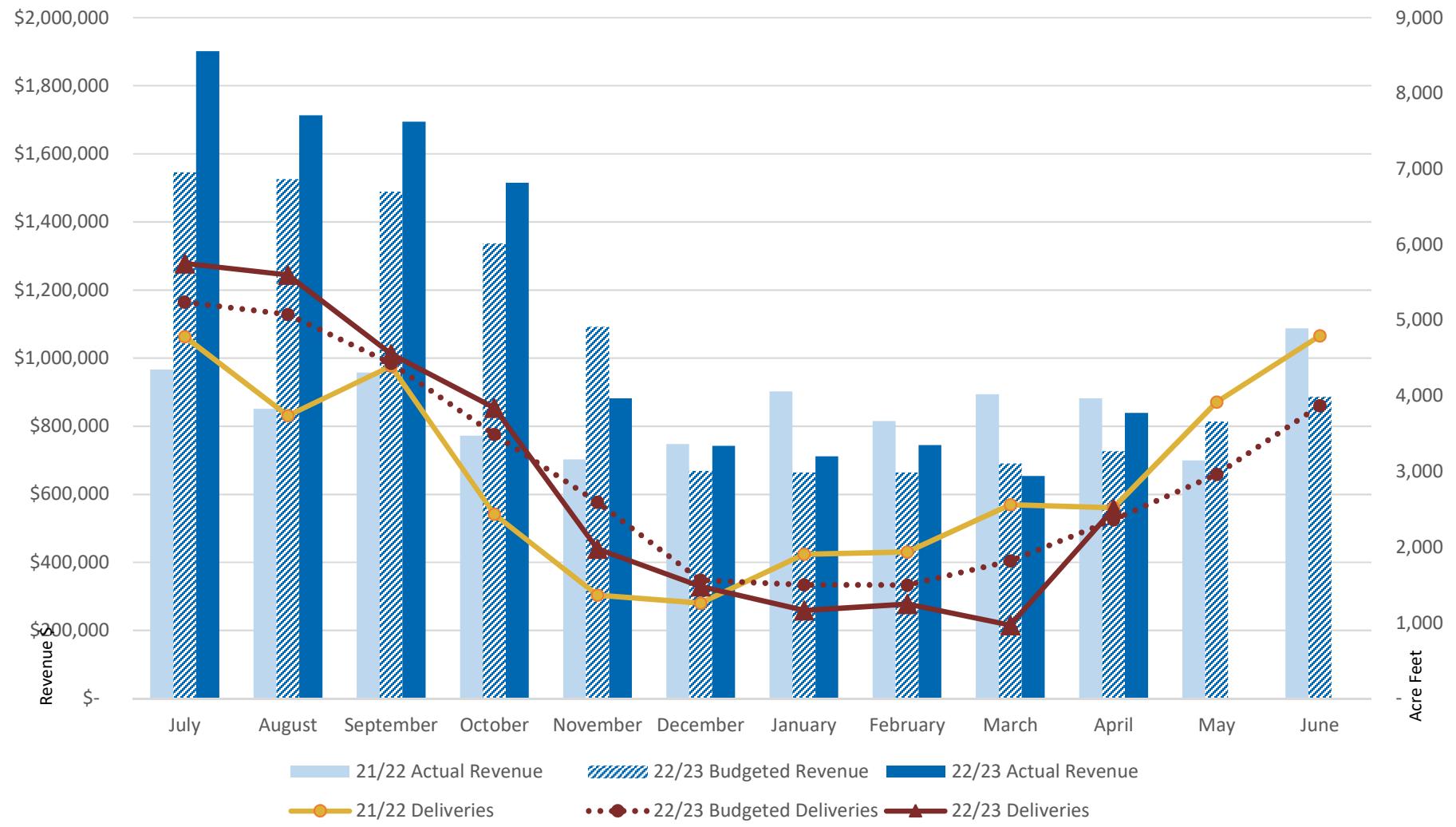
Budgeted Water Sale Revenue	\$ 10,619,567
Actual Water Sale Revenue	<u>\$ 11,399,916</u>
Difference	\$ 780,349
	7.35%

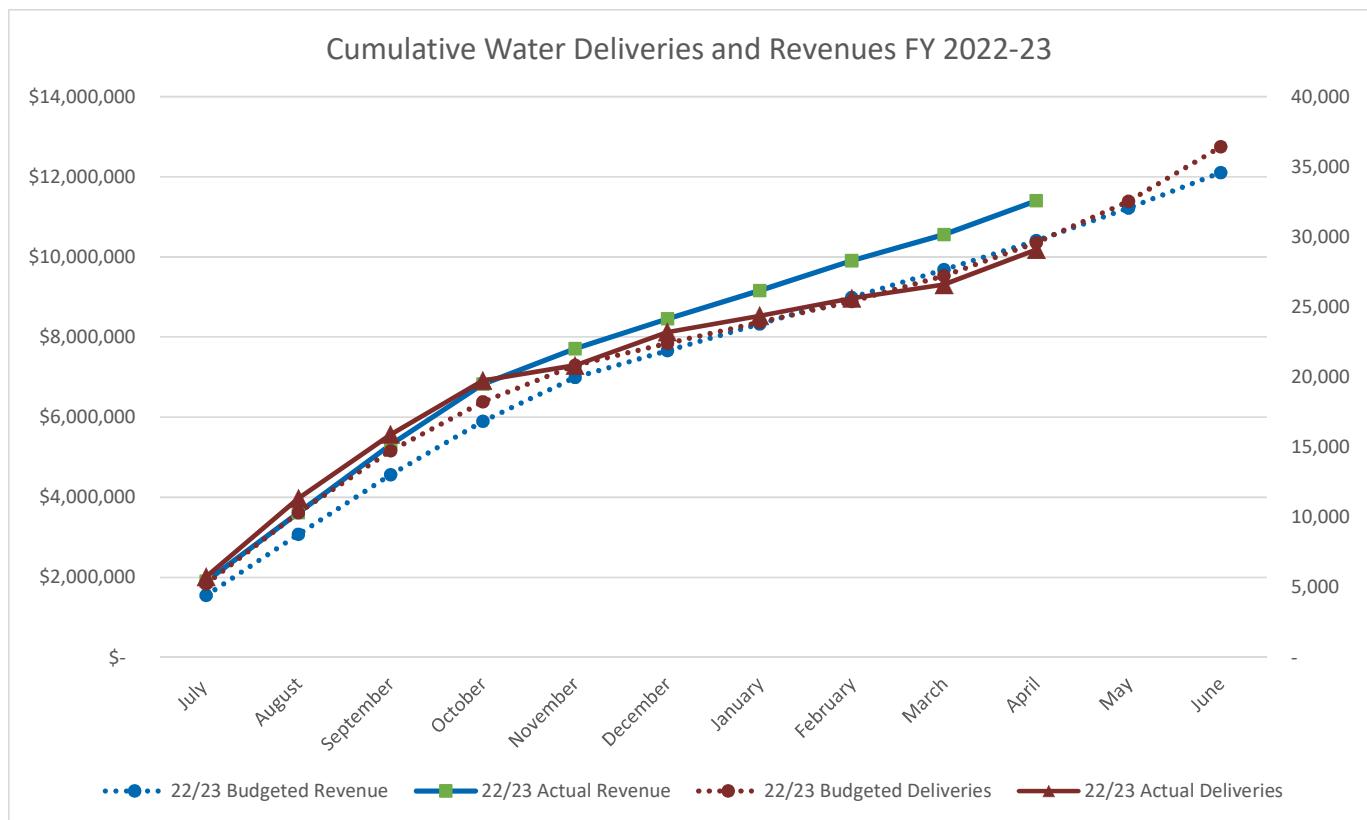
**Conclusion:**

Monthly deliveries continued their trend of being less than anticipated, and have overtaken the gains from the first part of the fiscal year, yielding deliveries that are 1.6% less than anticipated for year to date. The main driver of the negative variance is the Fair Oaks Water District which has taken 35.2% less than anticipated in the budget. The lower than anticipated deliveries were almost completely offset by higher than deliveries to SSWD.

Revenues are 7.35% higher than anticipated, due to the sales to SSWD and the water transfer doing better than expected.

## Comparison of Fiscal Year 2021/2022 Actuals to 2022/2023 Projections and Actuals of Deliveries and Revenue





# AGENDA ITEM X-1

DRAFT

## Engineering Committee Meeting Minutes San Juan Water District May 15, 2023 2:00 p.m.

**Committee Members:** Dan Rich, Chair  
Ken Miller, Member

**District Staff:** Paul Helliker, General Manager  
Tony Barela, Operations Manager  
Andrew Pierson, Engineering Services Manager  
Adam Larsen, Field Services Manager  
Mark Hargrove, Senior Engineer  
Teri Grant, Board Secretary/Administrative Assistant

**Topics:** Annual Paving Services Agreement Amendment with Sierra National Asphalt (R)  
Air Release Valve Replacement Program, 2022/2023 (R)  
Eureka Road Pipeline Replacement Project (R)  
Other Engineering Matters  
Public Comment

### 1. Annual Paving Services Agreement Amendment with Sierra National Asphalt (R)

Mr. Larsen provided a written staff report which will be attached to the meeting minutes. He explained that staff has noticed an increase in the amount of paving from approximately 9k sq. ft. per year to 15k sq. ft. per year and next fiscal year's contract will reflect this. He mentioned that Sacramento County is requiring that the District pave 50' beyond the project when asphalt that is within 5 years old is disrupted.

The Engineering Committee recommends consideration of a motion by the Board to authorize and approve Amendment #5 to the Annual Paving Services agreement with Sierra National Asphalt for FY 2022/23 for a net increase of \$75,000.

### 2. Air Release Valve Replacement Program, 2022/2023 (R)

Mr. Hargrove provided a written staff report which will be attached to the meeting minutes. He explained that this is the first year of the 17-year replacement program. Mr. Pierson informed the committee that staff will start work soon on the design plans for the fiscal year 23/24 project, and will implement a multi-year contract with the design consultant.

The Engineering Committee recommends consideration of a motion by the Board to authorize and approve the award of a construction contract to Navajo Pipelines, Inc. for the construction of the Air Release Valve Replacement Program 2022/2023 Project for the amount of \$647,200 with a construction contingency of \$64,720 (10%) for a total authorized budget of \$711,920.

### 3. Eureka Road Pipeline Replacement Project (R)

Mr. Hargrove provided a written staff report which will be attached to the meeting minutes. He informed the committee that the contractor started construction on the new 18-inch water main on February 13, 2023, and encountered several unforeseen conditions that have

caused a change to the original contract scope of work – these conditions are listed in the staff report. He reported that while the contract amendment falls above the project budget, the SRF funding will cover the overage and no other change orders are anticipated.

The Engineering Committee recommends consideration of a motion by the Board to authorize and approve a construction contract amendment with Flowline Contractors, Inc. for the Eureka Road Pipeline Replacement Project in the amount of \$160,000.

#### **4. Other Engineering Matters**

Mr. Pierson informed the committee that the draft Wholesale Master Plan was provided to the wholesale customer agencies for review and comments. He stated that comments were received and responded to from Citrus Heights Water District and Fair Oaks Water District, and that staff are now working with the consultant to address these comments in the final document.

GM Helliker informed the committee that the initial year of the master plan CIP will be built into the budget which will be provided to the Board at the May meeting. In addition, he stated that the draft Wholesale Financial Plan will also include the 10-year wholesale master plan CIP. Foundational assumptions in the draft financial plan will be presented to the Board at the May meeting and then the draft financial plan will be presented at the June Board meeting. The 150-day review/comment period for input from the WCAs will then begin shortly thereafter.

The committee discussed additional storage and wholesale groundwater wells, and GM Helliker explained that additional storage or groundwater production would be considered in the context of providing wholesale system reliability, particularly as would be necessary for the next Hinkle replacement project.

Director Miller voiced concern that Accessory Dwelling Units (ADUs) might double the District's water demand without providing additional resources for the extra connection. GM Helliker explained that the last Urban Water Management Plan (UWMP) defined population growth projections, which would be accommodated by new housing or ADUs, so the District's demand projections should cover this. In addition, GM Helliker informed the committee that the next update to the UWMP will be in 2025 and staff will be sure to include projections for ADUs.

#### **5. Public Comment**

There were no public comments.

The meeting was adjourned at 2:35 p.m.

# AGENDA ITEM X-2

DRAFT

## Finance Committee Meeting Minutes

San Juan Water District

May 16, 2023

4:00 p.m.

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

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

### **1. Review General Manager Reimbursements (W & R)**

The committee reviewed the April credit card charges for the General Manager and found them to be in order and there was no reimbursement request from the General Manager.

### **2. Review Check Register from April 2023 (W & R)**

The committee reviewed the April 2023 check register and found them to be in order.

### **3. Treasurer's Report – Quarter Ending March 31, 2023 (W & R)**

Ms. Silva provided a staff report which will be included in the Board packet. She informed the committee that the overall portfolio decreased by \$9 million for an ending balance of \$33.14 million as of March 31, 2023. The decline in the portfolio is due to cash outlay for the Hinkle Reservoir project.

### **4. Fraud info Fraud Risk Inquiries of Those Charged with Governance – (W & R)**

Ms. Silva informed the committee that the auditors routinely request from "those charged with governance" information regarding fraud risk. This year the auditors have requested that the Audit Committee Chair (Director Costa), the General Manager and the Finance Director complete their "Fraud Risk Inquiries Form - Those Charged with Governance" form. She provided the form to Director Costa for him to fill out and return to the auditors.

### **5. Other Finance Matters (W & R)**

In response to Director Miller's question, GM Helliker informed the committee that there have been no formal discussions with the Bureau of Land Management regarding the property south of Hinkle Reservoir; however, GM Helliker did mention the land to staff at the Bureau of Reclamation during the "Ribbon Cutting" ceremony on May 1<sup>st</sup>.

### **6. Public Comment**

There were no public comments.

The meeting was adjourned at 4:13 p.m.