

**SAN JUAN WATER DISTRICT  
SPECIAL BOARD MEETING AGENDA**  
**February 25, 2019 (Monday)**  
**6:00 p.m.**

**Meeting Locations:**

|                             |   |
|-----------------------------|---|
| <b>SJWD Boardroom –</b>     | 9935 Auburn Folsom Road<br>Granite Bay, CA 95746  |
| <b>Via Teleconference –</b> | The St. Regis Washington D.C.<br>923 16 <sup>th</sup> and K Streets N.W. – Pam Tobin's Room<br>Washington, DC 20006 |

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.

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.

In compliance with the American's with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Board Secretary at 916-791-0115. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

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

**I. ROLL CALL**

**II. PRESENTATION**

1. ACWA JPIA Refund Presentation - Tom Cuquet, JPIA Executive Committee and Karen Thesing, JPIA Director of Insurance Services

**III. PUBLIC FORUM**

During the Public Forum, the Board may briefly respond to statements made or questions posed by the public, or ask District staff for clarification, refer the matter to District staff or ask District staff to report back at a future meeting. The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determinations to add the matter to the agenda.

**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, January 23, 2018 (W & R)  
*Recommendation: Approve draft minutes*
2. 2018/19 Water Mains and Services Replacement Project (R)  
*Recommendation: Award a construction contract to Flowline Contractors, Inc. for the amount of \$1,253,744.00 with a construction contingency of \$125,375.00 (10%) for an authorized total construction budget of \$1,379,119.00*

3. Treasurers Report - Quarter Ending December 31, 2018 (W & R)  
*Recommendation:* *Receive & File*

## V. NEW BUSINESS

1. Capital Facility Fees Study Update (W & R)

**Action:** *Approve Wholesale Capital Facility Fees*

2. 2019 Compensation Study (W & R)

*Discussion*

3. Recognition of Departing RWA Executive Director (W & R)

**Action:** *Consider a motion to adopt Resolution 19-01 in recognition of John Woodling*

4. Proposed Legislation (W & R)

*Discussion*

5. RWA Executive Director Salary (W & R)

*Discussion and direction to RWA Representatives*

## VI. INFORMATION ITEMS

1. General Manager's Report

- 1.1 General Manager's Monthly Report (W & R)  
*Staff Report on District Operations*

- 1.2 CSDA Board of Directors Call for Nominations Seat B (W & R)

- 1.3 Miscellaneous District Issues and Correspondence

2. Director of Finance's Report

- 2.1 Miscellaneous District Issues and Correspondence

3. Operation Manager's Report

- 3.1 Miscellaneous District Issues and Correspondence

4. Legal Counsel's Report

- 4.1 Legal Matters

## VII. DIRECTORS' REPORTS

1. SGA

2. RWA

3. ACWA

- 3.1 Local Government/Federal Affairs/Region 4 - Pam Tobin

- 3.2 JPIA – Pam Tobin

- 3.3 Energy Committee - Ted Costa

4. CVP Water Users Association

5. Other Reports, Correspondence, and Comments

**VIII. COMMITTEE MEETINGS**

1. Legal Affairs Committee – February 8, 2019
2. Engineering Committee – February 19, 2019

**IX. UPCOMING EVENTS**

1. 2019 ACWA DC Conference  
February 26-28, 2019  
Washington, DC
2. 2019 ACWA Legislative Symposium  
March 6, 2019  
Sacramento, CA
3. 2019 ACWA Spring Conference  
May 7-10, 2019  
Monterey, CA
4. 2019 Cap To Cap – Metro Chamber  
May 4-8, 2019  
Washington DC

**President Rich to call for Closed Session****X. CLOSED SESSION**

1. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(d)(4); potential for litigation involving the State Water Resources Control Board's proceedings related to the California Water Fix and the Bay-Delta Water Quality Control Plan Update.

**XI. OPEN SESSION**

Report from Closed Session

**XII. ADJOURN****UPCOMING MEETING DATES**

March 27, 2019  
April 24, 2019

I declare under penalty of perjury that the foregoing agenda for the February 25, 2019 special meeting of the Board of Directors of San Juan Water District was posted by February 22, 2019, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and was freely accessible to the public.

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Teri Grant, Board Secretary

# AGENDA ITEM IV-1

## DRAFT

### SAN JUAN WATER DISTRICT

Board of Director's Meeting Minutes  
January 23, 2019 – 6:00 p.m.

#### BOARD OF DIRECTORS

|                |                |
|----------------|----------------|
| Dan Rich       | President      |
| Ted Costa      | Vice President |
| Marty Hanneman | Director       |
| Ken Miller     | Director       |
| Pam Tobin      | Director       |

#### SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

|                      |  |
|----------------------|--|
| Paul Helliker        | General Manager                          |
| Donna Silva          | Director of Finance                      |
| Tony Barela          | Operations Manager                       |
| Lisa Brown           | Customer Service Manager                 |
| George Machado       | Field Services Manager                   |
| Rob Watson           | Engineering Services Manager             |
| Chris von Collenberg | Information Systems Manager              |
| Greg Zlotnick        | Water Resources Manager                  |
| Teri Grant           | Board Secretary/Administrative Assistant |
| Ryan Bezerra         | Legal Counsel                            |

#### OTHER ATTENDEES

|           |                    |
|-----------|--------------------|
| Ken Payne | Auburn Dam Council |
|-----------|--------------------|

#### AGENDA ITEMS

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

President Rich called the meeting to order at 6:00 p.m. President Rich presented Director Hanneman with an award of appreciation for serving as Board President in 2018.

#### I. ROLL CALL

The Board Secretary took a roll call of the Board. The following directors were present: Ted Costa, Marty Hanneman, Ken Miller, Dan Rich and Pam Tobin.

## **II. PUBLIC FORUM**

Mr. Ken Payne, from the Auburn Dam Council, addressed the Board and gave an update on the status to form a local sponsored JPA for the Auburn Dam project.

## **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, December 12, 2018 (W & R)**

*Recommendation: Approve draft minutes*

### **2. SCADA Master Plan Project (W & R)**

*Recommendation: To award a services contract to Westin Technology Solutions in the amount of \$250,909 for the development of a SCADA (Supervisory Control and Data Acquisition) Master Plan*

***Vice President Costa moved to approve the Consent Calendar. Director Hanneman seconded the motion and it carried unanimously.***

## **IV. OLD BUSINESS**

### **1. FY 2018-19 Operations Plan Report Card (W & R)**

Mr. Helliker reviewed the 2<sup>nd</sup> quarter progress on the FY 2018-19 Operations Plan Report Card. The report card will be attached to the meeting minutes. He explained that there are three items where the objectives will not be completed this fiscal year.

Ms. Silva explained that staff had contacted ADP to provide payroll processing. She stated that an agreement was put in place; however, the ADP implementation team was continuously changing and ADP failed to provide staff with the banking information needed to transfer the payroll funds. Therefore, after six months, Ms. Silva cancelled the agreement. She explained that payroll will remain in-house and staff is looking into the electronic timesheet module, and other payroll and HR benefits that the Tyler system can provide.

Mr. Barela informed the Board that the program goals for distribution operations are completed on a calendar year basis. He explained that 50% of the maintenance goal for the Air/Vacuum relief valves was completed in 2018. He reported that the Hydrant Maintenance program for 2018 included 150 hydrants and 92 were completed. He informed the Board that he will give more information on this item next month.

Mr. Helliker informed the Board that there will be a new Operations Plan and report card associated with the budget for FY 2019-20.

## **2. Collaboration/Integration Studies Summaries (W & R)**

Mr. Helliker conducted a brief presentation on the Collaboration/Integration Studies Summaries which he had previously shared with the SSWD/SJWD 2x2 Ad Hoc Committee. A copy of the presentation will be attached to the minutes.

Mr. Helliker informed the Board that there are two projects which have occurred which are similar to what is being discussed at the SSWD/SJWD 2x2 Ad Hoc Committee meetings. He explained that the Tri-Valley Agencies project included five agencies (California Water Service – Livermore, City of Livermore, City of Pleasanton, Dublin San Ramon Services District, and Zone 7 Water Agency) that collaborated on an effort to look at all the range of options that they had regarding the challenges they had in 2011. Their goals were to improve all operations in their various arenas, save customers money, and optimize their operations.

Mr. Helliker explained that their options ranged from inter-agency agreements/contracts to creating one water agency. He stated that out of the ten options, the group selected two options to look at further, then broke that down to the operational and support opportunities that they would consider in their next study. He explained that, since 2011, a couple of the projects have been completed but no integration of operations took place.

Mr. Helliker informed the Board that, in northern Los Angeles County, Castaic Lake Water Agency (wholesaler), Santa Clarita Water Division, and Newhall County Water District merged into one agency (Santa Clarita Valley Agencies) at the beginning of 2018. He explained that they are one agency that manages all the surface water and groundwater in the basin. He explained that their goal was to reduce staffing, save \$2.7 million the first year then \$1.6 million annually, and improve surface and groundwater management.

Mr. Helliker commented that these were two examples of collaboration with different results, and staff will consult with the two groups as the committee moves forward.

Mr. Helliker informed the Board that the general managers met in January and discussed the different tasks that were reviewed at the last Board meeting. In addition, he commented that they discussed refining the tasks, and defining the specific scope of work which would include another evaluation similar to the Phase 1 and 2 studies but may include the other agencies interested in participating.

Mr. Helliker reported that the goal is to have the scope of work defined then meet with each organization's board of directors for a participation commitment by March. He explained that the list of participants would be compiled by March/April and a meeting with the Board would then occur to discuss the scope of work and timeline. In response to Director Hanneman's question, Mr. Helliker explained that the level of participation was also discussed and a table would be developed showing which option each agency was interested in.

Vice President Costa voiced concern regarding the District's water rights and suggested that a joint board meeting be scheduled to discuss the process to date prior to obtaining other agencies' commitments to participate. President Rich commented that to avoid what happened in 2015, where the other agencies didn't feel included in the discussions, it would be best to bring them in sooner. Director Hanneman commented it would be best to hear from the other agency boards and not just from the general managers. Mr. Helliker commented that the general managers are meeting again in early February with the task of finalizing the scope of work then each agency will go to their board for their commitment level. He proposed that after the February meeting, the scope of work be brought back to the 2x2 committee for review for any changes.

President Rich commented that he would like to hear from the other agencies on whether they feel like the way we are organized or the nature of the contracts is hindering the ability to maximize the use of the water. Mr. Helliker commented that part of the reason SJWD and SSWD are looking at this is because the infrastructure and service area was already in place with the other wholesale customer agencies, and partnering with SSWD offered other opportunities. Mr. Helliker offered to provide a summary of the analysis of the Phase 1 and Phase 2a reports and the current status at a future board meeting.

In response to Director Miller's question, Mr. Helliker explained that the Phase 2a study included information regarding the differences of a community services district versus a county water agency. Mr. Helliker commented that the Phase 2a study recommended that if the agencies merged then it would be best to remain a community services district.

## **V. NEW BUSINESS**

### **1. 2019 Conferences and Events (W & R)**

Mr. Helliker provided the Board with a list of conferences and events for 2019 and mentioned that there could be other conferences that might come up over the course of the year. He stated that they are removing the NWRA Federal Water Issues Conference on April 1-3 from the list. Mr. Zlotnick commented that the NWRA Western Water Seminar might also be removed but that will be determined once the agenda is reviewed.

In response to Director Hanneman's question, Director Tobin stated that it is probably more important to attend the R2 DC Trip than Cap-to-Cap since it is more focused with our federal lobbyist. She commented that Cap-to-Cap is good for relationship building (networking). Mr. Helliker commented that the R2 DC Trip is on the list and mentioned that the Cap-to-Cap trip conflicts with the ACWA Spring Conference. Director Hanneman commented that he would like to keep the Cap-to-Cap event open as he feels it is a valuable event with regards to networking. Director Tobin commented that she will attend the Cap-to-Cap planning meetings and will bring back the issues that will be taken to Washington D.C. so that the Board can make an informed decision on whether or not to attend.

Vice President Costa requested to attend the California Water Policy Conference with Mr. Zlotnick in April.

**2. 2019 Committee Assignments (W & R)**

President Rich informed the Board that he made the 2019 Committee Assignments which were included in the Board packet and will be attached to the meeting minutes. Vice President Costa requested that an alternate be assigned to the 2x2 ad hoc committees. President Rich appointed Director Hanneman to the 2x2 PCWA/SJWD Ad Hoc Committee and Director Tobin to the 2x2 SSWD/SJWD Ad Hoc Committee.

**3. Low Income Water Rate Assistance Draft Report (W & R)**

Mr. Helliker provided the Board with a staff report which will be attached to the meeting minutes. He explained that there is a difference between safe drinking water and affordable water legislation. The water tax last year referred to safe drinking water as compared to the affordable drinking water analysis this year. He stated that the State Water Board was required by AB 401 in 2015 to develop a plan for the funding and implementation of the Low-Income Water Rate Assistance Program. Although it is a year late, the State Water Board released their draft report on a Low Income Water Rate Assistance Program in early January 2019.

Mr. Helliker reviewed the details in his written staff report. He explained that one concern is statements made in the draft report that the State Water Board is seeking authority over the rate setting process for public water agencies. He stated that he drafted a comment letter on the draft report that covers all the points, and RWA will be drafting a letter as well that will cover some of these same points. Director Tobin suggested that the comment letter include the impacts of Prop. 218, so Mr. Helliker will revise the letter to include comments about Prop. 218. Director Tobin commented that ACWA's position is that they are very much against the water tax; however, they are working on identifying how low-income assistance could be paid for through the general fund.

**4. RWA Executive Director Position (W & R)**

Mr. Helliker provided the Board with a staff report which will be attached to the meeting minutes. He reported that the RWA Executive Committee met today and approved a recruitment contract with a recruiting agency and assigned the RWA Executive Committee as the committee to oversee the recruitment process. He explained that the RWA Board has the authority to define the salary level for the position, but there was no discussion regarding the salary at the meeting today. He reminded the Board that the RWA Executive Director salary was an issue in 2017.

Mr. Helliker informed the Board that the Executive Committee discussed the fact that the succession planning process was initially scoped due to the Finance Manager's impending retirement. Director Tobin commented that she was on the Succession Planning Committee and it was created for the express purpose

and design for the recruitment and replacement of the Executive Director. She explained that the committee was tasked with identifying consulting firms for the recruitment and for establishing the process to follow. Director Tobin announced the RWA Executive Committee members. Mr. Helliker stated that Jim Peifer will not be involved in the recruitment process and Ron Greenwood may also recuse himself.

Director Tobin read an email that was addressed to the Board from Mr. John Woodling, RWA Executive Director, in response to the written staff report. A copy of the email will be attached to the meeting minutes. Mr. Helliker's response to that email was included in the email attachment.

Mr. Helliker informed the Board that at the RWA Executive Committee meeting this morning, they discussed the additional costs that may be incurred when hiring a new Finance Manager, due to a higher level position that may be brought in and an overlap during the transition period. Mr. Helliker stated that RWA needs to look at ways to save money on the Executive Director position, without losing the ability to hire a well-qualified candidate. He stated that the salary of the RWA Executive Director has increased 42% over the last five years, which is a pretty significant increase. He stated that the RWA board will need to make a decision on the salary level of the Executive Director and that is the purpose of placing this item on the agenda for the Board to discuss and give direction to the RWA representatives.

Director Tobin stated that RWA needs to follow the process based on RWA policy. Mr. Helliker stated that he agrees with that but the RWA board makes the decision regarding the salary range; therefore, the SJWD Board needs to give direction to its RWA representatives regarding their position on this topic.

In response to Director Hanneman's question, Mr. Bezerra explained that a special Executive Committee meeting will be scheduled for next week to discuss the process, and they may or may not end up creating a Selection Committee. Mr. Bezerra stated that the Executive Committee will be talking with the consultant prior to the meeting.

President Rich commented that he sees the only issue as being the salary range and the discrepancy between the local salaries and the RWA Executive Director's salary. He anticipates that the RWA Board will address this. In response to Director Hanneman's comment, Mr. Bezerra commented that the RWA Executive Committee plans to discuss interim coverage at the meeting next week.

In response to President Rich's question, Mr. Helliker commented that it could take a few months to fill the position and could be late March/early April before a decision is made.

Director Costa commented that if the salary increased 42% over the last five years then there will be a substantial amount of unfunded liability to cover the

pension that will need to be covered by the RWA membership. He suggested that the salary of the incoming Executive Director be carefully considered.

Mr. Bezerra commented that after the special meeting next week, the recruitment information should be public information and he anticipates that the May RWA Board meeting will be an important meeting to attend.

## VI. INFORMATION ITEMS

### 1. GENERAL MANAGER'S REPORT

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

Mr. Helliker provided the Board with a written report for December which will be attached to the meeting minutes. Ms. Silva reported that revenues are down about 2.1% (with the transfer revenue removed) but she does not see this as a red flag since it is similar to last year at this time and the District finished the year just fine.

#### 1.2 Miscellaneous District Issues and Correspondence

Mr. Helliker reported that Folsom Reservoir storage went from 33% to 49% full and 96% of average (117% of the 15-year average). He reported that precipitation is at 104% of normal and the snow pack is at 115% of average statewide.

Mr. Helliker reported that the final payment was received for the water transfer and a report will be completed and sent to DWR by March. He explained that it was agreed that the District will hold onto the funds from the water transfer and will be applied to cover costs for final water transfer report.

Mr. Helliker informed the Board that there have been conversations with SSWD regarding delivering more water to them. SSWD will be looking at all of their water supply needs and will consider the District's proposal to deliver some of our water supplies to them.

Mr. Helliker reported that the wholesale customer agencies met to discuss the water shortage policy. The water shortage policy was completed in 2008 then terminated in 2015. SJWD staff proposed that a shortage policy be based on the 3-year average of historic use as the mechanism to define the proportional share of surface water supplies that would be provided to each Wholesale Customer Agency. He informed the Board that Mr. Zlotnick sent out a draft document for review by the wholesale customer agencies. Mr. Helliker expects to bring a contract amendment back to the Board for review.

Mr. Helliker informed the Board that PCWA is interested in contracting for a portion of treatment and transmission capacity. He explained that, prior to offering any amount, a demand projection for the next 30 years needs

to be completed; therefore, Mr. Zlotnick began the process to update the Urban Water Management Plan a year in advance in order to obtain the demand projections.

Mr. Helliker reported that there are two spot bills that were introduced in the Assembly associated with water tax, and there is a constitutional amendment that is being promoted to dedicate 2% of general fund revenue to pay off Prop. 1 and provide funding to DWR and the State Water Board for different projects for water supply. In addition, there is also a bond measure, with no funds defined yet, that would be for wildfire, drought and flood with categories for water supply and water quality projects.

Mr. Helliker informed the Board that the February Board meeting will include a presentation regarding field operations, information on the RWA Executive Director recruitment, and more discussions on water quality control plan issues.

Mr. Helliker informed the Board that the Bartkiewicz, Kronick & Shanahan fee schedule for 2019 was included in the Board packet.

Mr. Helliker informed the Board that the City of Citrus Heights received a letter regarding their election structure and they will be moving to elections by division. He stated that a meeting with the Legal Affairs Committee will be scheduled to discuss this in the near future to access the risks to the District.

Mr. Helliker informed the Board that the District received the JPIA President's Special Recognition Award for achieving a low ratio of "paid claims and case reserves" to "deposit premiums" in the Property and Liability programs, as was mentioned at the Employee Award presentations in December.

## **2. DIRECTOR OF FINANCE'S REPORT**

### **2.1 2019 Fees, Charges and Deposits**

Ms. Silva reported that the Board adopted a resolution in 2017 which authorized the General Manager to annually update the Schedule of Fees, Charges and Deposits (Schedule) with the stipulation that an update would be provided to the Board. She provided a staff report which was included in the Board packet. She informed the Board that the fee schedule was reviewed at the Finance Committee meeting.

### **2.2 Miscellaneous District Issues and Correspondence**

Ms. Silva reported that the Finance Committee received a presentation on the audit. At the request of the Finance Committee, Ms. Silva reported the results of the FY 2017-18 audit which showed that the District received a clean audit opinion, with no material weaknesses or significant deficiencies in internal control. She mentioned that the CAFR (Comprehensive Annual

Financial Report) was available on the District's website and she had hardcopies for the Board.

Ms. Silva reported that the Governance Letter and Management Letter were provided by the auditors as well. She informed the Board that the Governance Letter reported that there were no audit adjustments, the accounting records were clean, there were no difficulties in performing the audit, and no unusual accounting practices were discovered. She stated that the Management Letter provided recommendations on ways to strengthen the internal control structure. She explained that most of the recommendations were for internal controls in the Customer Service Department which have already been addressed with the system conversion and additional staffing.

Ms. Silva commended the Accounting Department staff and the Customer Service Department staff for their hard work on keeping the accounting records clean. Mr. Helliker commented that it was a great audit and an announcement will be posted on the District's website. Director Hanneman commended staff and commented that it has been 2 years in a row with a great audit with no findings or adjustments.

Ms. Silva reported that staff is working on a joint contract with Carmichael Water District and Bryce Consulting to perform the compensation study. She stated that it will be a joint study since a lot of the comparator agencies will be the same and will save some costs for the District. Mr. Helliker informed the Board that Ms. Silva received three bids for the study and determined that Bryce Consulting was the best option for the study.

### **3. OPERATION MANAGER'S REPORT**

#### **3.1 Miscellaneous District Issues and Correspondence**

Mr. Barela informed the Board that negotiations with the consulting firm that was selected for the meter program are being conducted in order to bring down the cost of the project. He reported that a meeting is set up to discuss the final cost then another meeting needs to be scheduled with the participating agencies to finalize the participation level. He reported that it might take a number of months to finalize the contracts.

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

#### **4.1 Legal Matters**

Mr. Bezerra reported that Ernest Conant is the new director for the Mid-Pacific Region at the Bureau of Reclamation. Mr. Bezerra commented that there will be a closed session.

## VII. DIRECTORS' REPORTS

### 1. SGA

Director Tobin reported that at the December SGA meeting, the audit was accepted with no findings and a clean report. She reported that the 2019 SGA Officers were elected and she will serve as the Chair for 2019 and Caryl Sheehan will serve as the Vice-Chair. A report on the Sustainable Groundwater Management Act and a Groundwater Management Program Update were given at the meeting.

### 2. RWA

Director Tobin reported that she was unable to attend the RWA Executive Committee meeting this morning. She reported that she forwarded a summary to the Board regarding the meeting and that the agenda included items for approval in the Consent Calendar, development of the FY 2019-20 Budget, a Legislative/Regulatory Update, Regional Water Reliability Plan Update, discussion on Retiree Health Benefits, and selection of Roberts Consulting Group for the Executive Director recruitment.

### 3. ACWA

#### 3.1 Local/Federal Government/Region 4 - Pam Tobin

Director Tobin provided the Board with a summary of the Federal Affairs Committee meeting. A copy of the report will be attached to the minutes.

#### 3.2 JPIA - Pam Tobin

No report.

#### 3.3 Energy Committee - Ted Costa

No report.

### 4. CVP WATER USERS ASSOCIATION

Vice President Costa reported that the CVP Water Users Association met on January 15, 2019 and he attended via conference call.

### 5. OTHER REPORTS, CORRESPONDENCE AND COMMENTS

There were no other matters discussed.

## VIII. COMMITTEE MEETINGS

### 1. Public Information Committee – December 14, 2018

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

### 2. Engineering Committee – January 15, 2019

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

### 3. Finance Committee – January 22, 2019

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

The Board Secretary informed the Board that the minutes from the December 7, 2018, Personnel Committee were included in the January Board packet since they were inadvertently not included in the December Board packet.

## **IX. UPCOMING EVENTS**

- 1. JPIA Board Training Webinar – Robert’s Rules Made Simple**  
February 19, 2019 @ 10:00 am
- 2. 2019 ACWA DC Conference**  
February 26-28, 2019  
Washington, DC
- 3. 2019 ACWA Legislative Symposium**  
March 6, 2019  
Sacramento, CA
- 4. 2019 ACWA Spring Conference**  
May 7-10, 2019  
Monterey, CA
- 5. 2019 Cap To Cap – Metro Chamber**  
May 4-8, 2019  
Washington DC

**President Rich called for Closed Session at 7:52 pm.**

## **X. CLOSED SESSION**

1. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(d)(4); potential for litigation involving the State Water Resources Control Board's proceedings related to the California Water Fix and the Bay-Delta Water Quality Control Plan Update.

**President Rich returned to Open Session at 8:35 pm.**

## **XI. OPEN SESSION**

There was no reportable action from the closed session.

## **XII. ADJOURN**

**The meeting was adjourned at 8:35 p.m.**

ATTEST:

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TERI GRANT, Board Secretary

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DAN RICH, President  
Board of Directors  
San Juan Water District

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: Rob Watson, Engineering Services Manager  
Date: February 25, 2019  
Subject: 2018/19 Water Mains and Services Replacement Project

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### RECOMMENDED ACTION

Staff recommends a motion to award a construction contract to Flowline Contractors, Inc. for the amount of \$1,253,744.00 with a construction contingency of \$125,375.00 (10%) for an authorized total construction budget of \$1,379,119.00. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

### BACKGROUND

This project involves replacement of three sections of Retail Service Area pipeline totaling approximately 1,065-LF, the replacement of 68 water services, and the installation of 5 new fire hydrants. These projects are detailed below and are scheduled for 2019 construction as part of the Retail CIP:

1. Lou Place (740 LF of 8-inch DIP and 4 services)
2. Edward Court (230 LF of 8-in & 95 LF of 4-in DIP and 3 services)
3. Red Bud Road, Meadow Lark Lane, & Lupin Lane (5 Hydrants and 44 services)
4. Sandstone Court and Auberry Court (17 services)

These pipelines are needed to replace aged and leaking pipelines and services, add full capacity fire hydrants, and are needed to improve efficiency and health and emergency safety within the Retail Service Area. The designs were completed in-house, and the individual projects were bundled together and bid as a single combined project.

### STATUS

Seven contractors attended the pre-bid meeting, however only one (1) Bid for the project was received on February 19<sup>th</sup> and the Bid outcome is summarized as follows:

| Bidder                     | Bid Amount     |
|----------------------------|----------------|
| Flowline Contractors, Inc. | \$1,253,744.00 |

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

### FINANCIAL CONSIDERATIONS

This combined (bundled) Project is a part of the District's approved Retail CIP. Based on conceptual designs in early 2018, these individual projects were budgeted for in FY 18/19 at a combined total of \$577,900. Project elements needed to be revised during design. Upon design completion in January 2019, the construction cost was estimated to be \$1,107,100. To complete this project now, \$801,219 from the approved FY 18/19 Retail Budget will need to be transferred from the Cavitt Stallman pipeline project to this bundled project. The Cavitt Stallman pipeline project will therefore be delayed.

# AGENDA ITEM IV-3

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Director of Finance  
Date: February 25, 2019  
Subject: Treasurer's Report – Quarter Ending December 31, 2018

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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 second quarter of fiscal year 2018-2019, ending December 31, 2018.

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

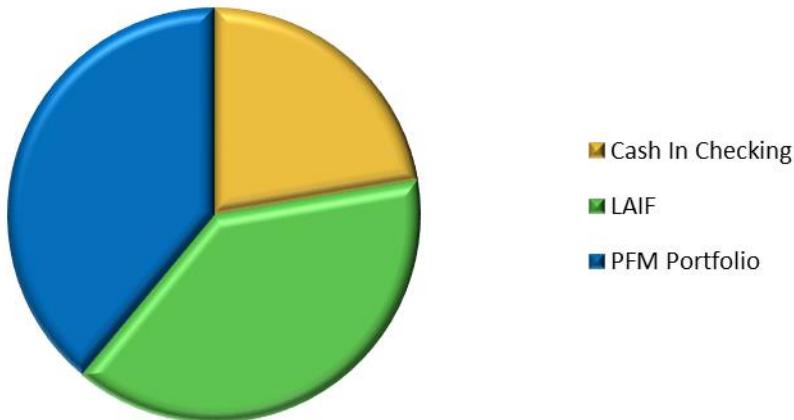
Attached is the quarterly Treasurer's Report for the three months ended December 31, 2018.

At September 30, 2018, the end of the previous quarter, the value of the District's total portfolio was \$23.16 million. Since that time, the value of the District's portfolio increased by \$1 million for an ending balance of \$24.16 million as of December 31, 2018. Cash and short-term investments increased by \$831,832. Medium term investments increased by \$155,887 and long-term investments increased by \$15,279.

The funds are currently held as follows:

|                                     |                      |
|-------------------------------------|----------------------|
| Cash at Banking Institutions        | \$ 4,520,573         |
| Local Agency Investment Fund (LAIF) | 10,514,873           |
| PFM Managed Investment Portfolio    | <u>9,128,971</u>     |
|                                     | <u>\$ 24,164,417</u> |

### Distribution of Investments - San Juan Water District

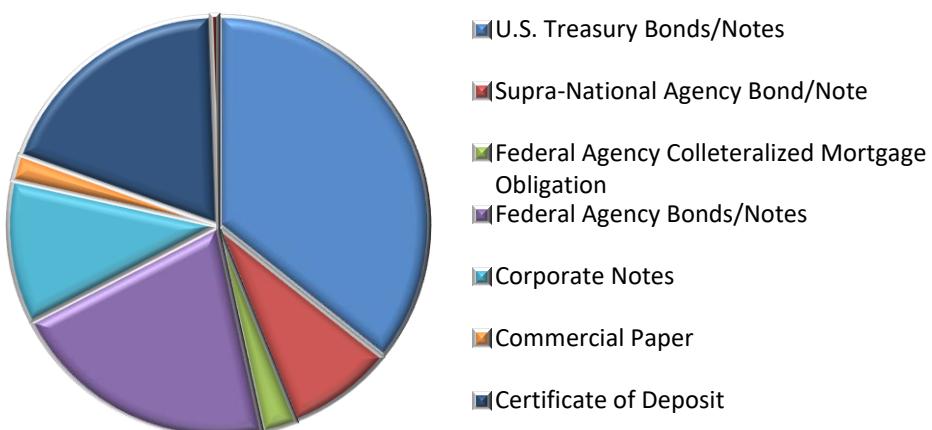


The overall portfolio is diversified with 38% invested in marketable securities (PFM Portfolio), 44% invested in short-term investments that are considered liquid (LAIF) and 19% on deposit with US Bank. Staff, in conjunction with your financial advisors, periodically review the mix of liquid and long-term investments and adjusts the portfolio according to the market conditions and the District's short term cash needs. Staff made a transfer of \$1,500,000 to LAIF on February 15, 2019.

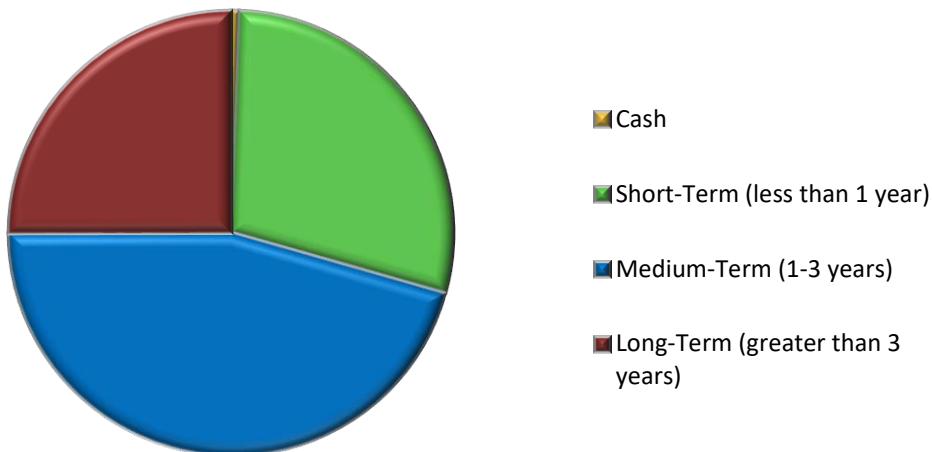
All securities held are in conformance with those permitted by the District's Investment Policy. There are sufficient funds to meet the District's expenditure requirements for the next six months.

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

### Mix of Investments - PFM Portfolio



### Duration of PFM Portfolio



In spite of highly volatile quarter in the stock market, and a partial government shutdown, the economy remains in growth mode, with 9.5 years of expansion. The Federal Reserve raised the federal funds target rate to a new range of 2.25% to 2.5% in December, the 4<sup>th</sup> increase in 2018. The future direction of rates has become less clear as the Fed appears to be recalibrating monetary policy by signaling a shift to a more “wait and see” and data-dependent approach. The Fed’s December estimate was for two rate hikes in 2019, but the market expects none. The District’s portfolio managers will continue to strategically position the portfolio, aiming to increase portfolio duration neutral to the benchmark.

The portfolio is performing well and continues to outperform the benchmark (Bank of America Merrill Lynch “BAML” 0-5 year Treasury Index) on a historical basis, in spite of underperforming this past quarter.

#### Total Returns – period ending December 31, 2018

|                                 | Duration<br>(years) | Quarter<br>Ending<br>12/31/2018 | Past Year | Since<br>Inception |
|---------------------------------|---------------------|---------------------------------|-----------|--------------------|
| San Juan Water District         | 1.93                | 1.28%                           | 1.71%     | 1.32%              |
| BAML 0-5 Year<br>Treasury Index | 2.09                | 1.48%                           | 1.61%     | 1.05%              |

**San Juan Water District**  
**Treasurer's Report**  
**December 31, 2018**

|  | <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             | 4,520,573.40     | 4,520,573.40  | 4,520,573.40                | na                   |
| LOCAL AGENCY INVESTMENT FUND (LAIF)                      | 1.111%         | 10,514,873.35    | 10,514,873.35 | 10,514,873.35               | na                   |
| PFM MONEY MARKET ACCOUNT                                 | na             | 99,683.88        | 99,683.88     | 99,683.88                   | na                   |
| LONG-TERM INVESTMENTS (PFM Investment Portfolio):        |                |                  |               |                             |                      |
| <i>U.S. Treasury Bonds/Notes:</i>                        |                |                  |               |                             |                      |
| US Treasury Notes  | 1.91%          | 260,000.00       | 258,750.78    | 259,412.92                  | 3/31/2019            |
| US Treasury Notes  | 2.60%          | 470,000.00       | 465,942.58    | 466,475.00                  | 6/30/2019            |
| US Treasury Notes  | 1.23%          | 140,000.00       | 142,324.22    | 138,014.80                  | 7/31/2020            |
| US Treasury Notes  | 1.42%          | 130,000.00       | 137,261.72    | 130,182.78                  | 8/15/2020            |
| US Treasury Notes  | 1.15%          | 170,000.00       | 176,189.06    | 168,233.53                  | 2/28/2021            |
| US Treasury Notes  | 1.85%          | 50,000.00        | 49,005.86     | 48,765.60                   | 4/30/2021            |
| US Treasury Notes  | 1.81%          | 110,000.00       | 108,225.39    | 107,172.67                  | 5/31/2021            |
| US Treasury Notes  | 1.67%          | 400,000.00       | 395,671.88    | 389,718.80                  | 5/31/2021            |
| US Treasury Notes  | 1.71%          | 55,000.00        | 53,768.95     | 53,141.61                   | 7/31/2021            |
| US Treasury Notes  | 1.75%          | 150,000.00       | 146,947.27    | 144,996.15                  | 10/31/2021           |
| US Treasury Notes  | 1.78%          | 150,000.00       | 150,591.80    | 147,328.20                  | 1/31/2022            |
| US Treasury Notes  | 2.10%          | 190,000.00       | 188,226.17    | 186,437.50                  | 3/31/2022            |
| US Treasury Notes  | 2.82%          | 200,000.00       | 193,437.50    | 196,250.00                  | 3/31/2022            |
| US Treasury Notes  | 2.75%          | 250,000.00       | 242,626.95    | 245,312.50                  | 3/31/2022            |
| US Treasury Notes  | 1.83%          | 150,000.00       | 152,044.92    | 148,218.75                  | 6/30/2022            |
| US Treasury Notes  | 1.74%          | 250,000.00       | 253,095.70    | 245,879.00                  | 7/31/2022            |
| US Treasury Notes  | 2.76%          | 225,000.00       | 215,815.43    | 219,058.65                  | 9/30/2022            |
| US Treasury Notes  | 2.80%          | 250,000.00       | 241,660.16    | 245,566.50                  | 10/31/2022           |
| US Treasury Notes  | 2.74%          | 185,000.00       | 175,027.34    | 177,737.27                  | 2/28/2023            |
|  | Subtotal       | 3,785,000.00     | 3,746,613.68  | 3,717,902.23                |                      |
| <i>Supra-National Agency Bond/Note</i>                   |                |                  |               |                             |                      |
| Inter-American Development Bank                          | 1.10%          | 125,000.00       | 124,625.00    | 124,241.13                  | 5/13/2019            |
| Int'l Bank of Reconstruction & Dev Notes                 | 1.60%          | 100,000.00       | 100,540.00    | 99,337.40                   | 10/7/2019            |
| Int'l Bank of Reconstruction & Dev Notes                 | 1.64%          | 180,000.00       | 179,568.00    | 176,701.68                  | 9/12/2020            |
| Inter-American Development Bank                          | 1.81%          | 175,000.00       | 176,622.09    | 173,366.73                  | 11/9/2020            |
| International Finance Corp Note                          | 2.35%          | 80,000.00        | 79,764.80     | 79,474.96                   | 1/25/2021            |
| Int'l Bank of Reconstruction & Dev Notes                 | 2.83%          | 90,000.00        | 89,789.40     | 90,366.03                   | 7/23/2021            |
|  | Subtotal       | 750,000.00       | 750,909.29    | 743,487.93                  |                      |
| <i>Federal Agency Collateralized Mortgage Obligation</i> |                |                  |               |                             |                      |
| FHLMC Series KP03 A2                                     | 1.10%          | 20,258.78        | 20,460.88     | 20,133.79                   | 7/1/2019             |
| Fannie Mae Series 2015-M13 ASQ2                          | 1.08%          | 5,356.21         | 5,409.85      | 5,323.76                    | 9/1/2019             |
| FNA 2018-M5 A2   | 2.27%          | 84,437.93        | 86,117.50     | 85,386.33                   | 9/25/2021            |
| FHLMC Multifamily Structured P Pool                      | 2.61%          | 100,000.00       | 100,851.56    | 100,489.53                  | 8/25/2022            |
|  | Subtotal       | 210,052.92       | 212,839.79    | 211,333.41                  |                      |
| <i>Federal Agency Bonds/Notes:</i>                       |                |                  |               |                             |                      |
| Federal Home Loan Bank Agency Notes                      | 1.40%          | 150,000.00       | 149,931.00    | 149,268.60                  | 5/28/2019            |
| FNMA Benchmark Note                                      | 0.93%          | 260,000.00       | 259,563.20    | 257,374.26                  | 8/2/2019             |
| FHLB Global Note   | 0.94%          | 240,000.00       | 239,539.20    | 237,544.08                  | 8/5/2019             |
| FNMA Notes   | 1.05%          | 100,000.00       | 99,844.00     | 98,934.40                   | 8/28/2019            |
| FJLB Notes   | 1.38%          | 135,000.00       | 134,968.95    | 133,538.49                  | 11/15/2019           |
| FNMA Notes   | 1.60%          | 170,000.00       | 169,484.90    | 167,189.05                  | 7/30/2020            |
| Fannie Mae Notes   | 2.55%          | 100,000.00       | 99,851.00     | 99,918.40                   | 4/13/2021            |
| FNMA Notes   | 1.32%          | 60,000.00        | 59,794.74     | 58,102.56                   | 8/17/2021            |
| FNMA Notes   | 1.38%          | 100,000.00       | 99,388.00     | 96,837.60                   | 8/17/2021            |
| FNMA Notes   | 1.33%          | 120,000.00       | 119,514.00    | 116,205.12                  | 8/17/2021            |
| Fannie Mae Notes   | 2.98%          | 260,000.00       | 258,770.20    | 263,061.24                  | 9/12/2023            |
|  | Subtotal       | 1,695,000.00     | 1,690,649.19  | 1,677,973.80                |                      |

continued next page.....

|  | <b>Yield %</b> | <b>Par Value</b>     | <b>Cost</b>          | <b>Current Market Value</b> | <b>Maturity Date</b> |
|--|----------------|----------------------|----------------------|-----------------------------|----------------------|
| <i>...continued</i>  |                |                      |                      |                             |                      |
| <i>Corporate Notes:</i>  |                |                      |                      |                             |                      |
| Apple Inc Bonds  | 1.92%          | 130,000.00           | 129,936.30           | 128,871.21                  | 2/7/2020             |
| Cisco Systems Inc Corp Notes                                     | 2.81%          | 155,000.00           | 152,327.80           | 152,946.10                  | 2/28/2021            |
| PEPSICO Inc. Corp (Callable) Note                                | 2.01%          | 55,000.00            | 54,989.00            | 53,904.46                   | 4/15/2021            |
| Bank of New Year Mellon Corp                                     | 1.99%          | 175,000.00           | 178,101.00           | 172,845.05                  | 4/15/2021            |
| Bank of America Corp Note  | 2.40%          | 90,000.00            | 90,674.10            | 88,775.91                   | 4/19/2021            |
| Goldman Sachs Group Corp Notes                                   | 2.53%          | 80,000.00            | 87,671.20            | 83,047.44                   | 7/27/2021            |
| American Honda Finance Corp Notes                                | 1.84%          | 130,000.00           | 129,112.10           | 124,976.80                  | 9/9/2021             |
| Citigroup Inc Corp (Callable) Note                               | 2.72%          | 90,000.00            | 90,614.70            | 88,544.52                   | 12/8/2021            |
| American Express Credit (Callable) Notes                         | 3.29%          | 100,000.00           | 97,840.00            | 98,019.70                   | 3/3/2022             |
|  | Subtotal       | 1,005,000.00         | 1,011,266.20         | 991,931.19                  |                      |
| <i>Commercial Paper</i>  |                |                      |                      |                             |                      |
| MUFG Bank LTD/NY Comm Paper                                      | 1.90%          | 180,000.00           | 177,797.80           | 179,829.90                  | 1/14/2019            |
|  | Subtotal       | 180,000.00           | 177,797.80           | 179,829.90                  |                      |
| <i>Certificate of Deposit:</i>                                   |                |                      |                      |                             |                      |
| Bank of Nova Scotia Houstand LT CD                               | 1.91%          | 60,000.00            | 60,000.00            | 59,848.92                   | 4/5/2019             |
| Sumitomo Mitsui Bank NY CD                                       | 2.05%          | 80,000.00            | 80,000.00            | 79,811.60                   | 5/3/2019             |
| Skandinav Enskilda Banken NY CD                                  | 1.85%          | 215,000.00           | 214,916.15           | 213,798.80                  | 8/2/2019             |
| MUFG Bank LTD/NY Cert Depos                                      | 2.07%          | 100,000.00           | 100,000.00           | 99,302.30                   | 9/25/2019            |
| Credit Issue New York Cert Depos                                 | 2.67%          | 100,000.00           | 100,000.00           | 99,828.90                   | 2/7/2020             |
| Nordea Bank AB NY CD   | 2.72%          | 135,000.00           | 135,000.00           | 134,917.92                  | 2/20/2020            |
| Bank of Nova Scotia Houston CD                                   | 3.10%          | 150,000.00           | 149,943.00           | 150,438.60                  | 6/5/2020             |
| Bank of Montreal Chicago CD                                      | 3.23%          | 160,000.00           | 160,000.00           | 159,813.60                  | 8/3/2020             |
| Westpac Banking Corp NY CD                                       | 2.05%          | 195,000.00           | 195,000.00           | 192,355.02                  | 8/3/2020             |
| Sumitomo Mitsui Bank NY Cert Depos                               | 3.46%          | 90,000.00            | 89,877.60            | 90,620.73                   | 10/16/2020           |
| Swedbank (New York) Cert Depos                                   | 2.30%          | 180,000.00           | 180,000.00           | 176,586.84                  | 11/16/2020           |
|  | Subtotal       | 1,465,000.00         | 1,464,736.75         | 1,457,323.23                |                      |
| <i>Asset-Backed Security/Collateralized Mortgage Obligation:</i> |                |                      |                      |                             |                      |
| Harot 2017-4 A3  | 2.06%          | 50,000.00            | 49,992.96            | 49,505.17                   | 11/21/2021           |
|  | Subtotal       | 50,000.00            | 49,992.96            | 49,505.17                   |                      |
| <b>TOTAL LONG TERM INVESTMENTS</b>                               |                | <b>9,140,052.92</b>  | <b>9,104,805.66</b>  | <b>9,029,286.86</b>         |                      |
| <b>TOTAL CASH &amp; INVESTMENTS AT 12/31/2018</b>                |                | <b>24,275,183.55</b> | <b>24,239,936.29</b> | <b>24,164,417.49</b>        |                      |

# AGENDA ITEM V-1

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Director of Finance  
Date: February 25, 2019  
Subject: Wholesale Capital Facility Fee Update

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### **RECOMMENDED ACTION**

Approve proposed Wholesale Capital Facility Fees as described in Table 4 of the attached Capital Facility Fee Study Report.

### **BACKGROUND**

In the fall of 2018, the San Juan Water District contracted with The Reed Group, Inc., to conduct and Wholesale and Retail Capital Facility Fee Study. The Reed Group engaged Hildebrand Consulting as a subcontractor for the project. The overall purpose of the study was to review the District's existing Capital Facility Fees and update those fees as appropriate. The last comprehensive capacity fee studies were conducted in 2006 (retail) and 2007 (wholesale). The District has generally adjusted the fees for inflation each year.

After commencement of the fee study, it was concluded that the Wholesale Capital Facility Fees should be updated, but the Retail Capital Facility Fees should not be revisited until the District's completion of the next Retail Water Master Plan (which may identify the need for projects that will have a material impact on the Retail Capital Facility Fees). As such, the report summarizes the analyses and recommendations of the Wholesale Capital Facility Fee update, including the legal requirements and the Study's methodology for calculating the Capital Facilities Fees.

### **CURRENT STATUS**

The study, attached for review, concludes that 67% increase in Wholesale Capital Facility Fees is recommended. The increase is largely attributable to the significantly higher wholesale asset value, which is a result of adding \$75 million in assets to the system since the last study.

### **ATTACHMENT**

San Juan Water district Wholesale Capital Facility Fee Study – Final Report  
January 28, 2019

# San Juan Water District

## Wholesale Capital Facility Fee Study

*Final Report*

January 28, 2019



with



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**APPENDIX A - GOVERNMENT CODE SECTIONS 66013, 66016, 66022, AND 66023**

**APPENDIX B - WHOLESALE SYSTEM ASSET LIST**

## 1. INTRODUCTION AND BACKGROUND

In the fall of 2018, the San Juan Water District (District) contracted with The Reed Group, Inc. to conduct a Wholesale Capital Facility Fee Study (Study). The Reed Group has engaged Hildebrand Consulting as a subcontractor for this project. The overall purpose of the study was to review the District's existing Capital Facility Fees and update those fees as appropriate. The last comprehensive capacity fee studies were conducted in 2006 (retail) and 2007 (wholesale). The District has generally adjusted the fees for inflation each year.

Upon review of the District's existing Capital Facility Fees, it was concluded that the Wholesale Capital Facility Fees should be updated, while Retail Capital Facility Fees should not be revisited until the District's completion of the next Retail Water Master Plan (which may identify the need for projects that will have a material impact on the Retail Capital Facility Fees).

As such, this report summarizes the analyses and recommendations of the Wholesale Capital Facility Fee update, including the legal requirements and the Study's methodology for calculating the Capital Facilities Fees.

## 2. ACRONYMS

The acronyms used in this study include:

|       |   |
|-------|---|
| CCI   | Engineering News Record's 20-cities Construction Cost Index |
| CEC   | California Energy Commission                                |
| COP   | Certificate of Participation                                |
| ENR   | Engineering News Record                                     |
| RCNLD | Replacement cost new less depreciation                      |

## 3. CAPITAL FACILITY FEE AUTHORITY

Capital facility fees are the one-time charges paid by new development for capacity in the water system. The District currently charges Capital Facility Fees to both its retail customers and wholesale customers. California state law gives the District broad authority to charge for capital facilities. The limitations of that authority are encompassed by the requirement that charges on new development bear a reasonable relationship to the needs created by, and the benefits accruing to that development. California courts use that reasonableness standard to evaluate the constitutionality of exactions on new development, including capital facilities fees.

Government Code Section 66013 (see **Appendix A**) contains specific requirements related to the imposition of Capital Facility Fees (referred to as capacity charges in the code). In general, Capital Facility Fees must not exceed the estimated reasonable cost of providing service. There are various methods that can be used to calculate Capital Facility Fees. Each method has varying advantages and disadvantages, as well as applicability in a given situation.

## 4. STUDY METHODOLOGY

After considering the District's situation and the applicability of various methods, this Study recommends that the Wholesale Capital Facility Fees continue to be calculated based on the system buy-in methodology. The system buy-in method is based on the average investment in the capital facilities by current customers. Using this approach capital facilities fees are based on a "buy-in" concept that existing users, through service charges and other charges have developed an investment in water system facilities. The charge to new users is designed to recognize the value of the infrastructure that is available to serve additional users. The Capital Facility Fee is calculated by establishing a fixed asset value and dividing this amount by the number of existing service units (equivalent 1" meters). Following this approach new customers buy-in to the water system by paying an amount that represent the average investment made by existing users. At that time, new customers are then on par with existing customers. Responsibility for new capital improvements are then shared equally by all customers (by virtue of the revenue collected from water rates).

The system buy-in fee approach has several advantages applicable to the District, including:

- The buy-in methodology is the methodology that was used to calculate the existing Wholesale Capital Facility Fees.
- The buy-in methodology is a common and generally well accepted methodology for calculating capital facilities fees.
- The buy-in methodology includes only the cost of existing facilities and excludes the cost of future or planned facilities; it therefore does not require a formal capital improvement plan to support the fee calculation.
- The buy-in methodology does not necessarily depend on an assessment of existing capacity availability; it therefore does not require the more detailed capacity analysis required to justify fees based on other methodologies.
- Capital Facility Fees based on the buy-in method are a reimbursement for past capital costs. Therefore, the use (as defined in the Government Code) of the fee is to reimburse the District. Once reimbursed, the District is able to spend fee revenue as it desires (normally on capital projects), and the requirement for detailed accounting of fee revenues is greatly simplified.

## 5. SOURCE DATA

The following data was used for calculating the proposed Capital Facility Fees:

- San Juan Water District Asset Search results as of June 30, 2018, All Assets (see Appendix B)
- Draft Comprehensive Annual Financial Report, for fiscal year ending June 30, 2018
- Engineering News Record -- 20-Cities Construction Cost Index through December 2018
- Meter count (names of respective MS Excel files):

1. San Juan Water District: "Connections by Customer Class and Meter Size"
  2. Citrus Heights Water District: "CHWD Book3"
  3. City of Folsom: "Folsom Ashland Customers"
  4. Fair Oak Water District: "FOWD acct info"
  5. Orange Vale Water Company: "OVWC meter info - Minimal"
- Debt service schedules for:
    1. 2000 California Energy Commission (CEC) Loan
    2. 1993 Certificate of Participation (COP)
    3. 2003 COP (refunding of 1993 COP)
    4. 2003 COP (San Juan Project)
    5. 2009 Bond
    6. 2012 Bond
    7. 2017 Bond (refunding of 2009 Bond)

## 6. CAPITAL FACILITY FEE CALCULATION

The Wholesale Capital Facilities Fees proposed herein were calculated based on the District's fixed asset records, retail customer information provided by each customer agency, historical and future debt financing costs, and existing reserves (see Section 2). Historical fixed asset costs were escalated to current values using the Engineering News Record's 20-cities Construction Cost Index (CCI) and depreciated based on the age and service life of each asset, as reflected in the fixed asset records. Retail water system assets were excluded for the analyses. **Appendix B** provides a comprehensive list of the assets that were included in the analysis.

It should be noted that, while the 2007 Wholesale Capital Facility Fee study considered assets funded by General Obligation bonds, which were repaid with property tax revenues, this current Study does not account for those bond payments or tax revenues because the bonds have been fully repaid and the assets that were purchased with those bonds are fully or nearly fully depreciated at this time.

**Table 1** summarizes the wholesale water system valuation used in capital facilities fee calculations. The first column groups the District's assets into various asset classes based on the nature of the asset. The second column shows the **original cost** of all wholesale system assets within those asset classes based on the data recorded in the District's asset register. The third column shows the **current book value** of the wholesale assets based on recorded depreciation. The fourth column shows the **replacement cost** of those wholesale assets. The replacement cost values were calculated by inflating the original cost of each asset to present day dollars, using the CCI. The final column shows the "replacement cost new less depreciation" (RCNLD) of the District's assets. This value is a combination of the previous two columns by accounting for both the increase in infrastructure costs (due to cost inflation) while also recognizing the depreciation of assets that have been in use for a certain period of time.

**Table 1 - Summary of Wholesale Water System Fixed Assets as of June 2018**

| Asset Class           | Total Original Cost | Book Value (2)      | Replacement Cost (3) | RCNLD               |
|-----------------------|---------------------|---------------------|----------------------|---------------------|
| Land                  | \$98,212            | \$98,212            | \$1,664,214          | \$1,664,214         |
| Intangible            | \$1,113,849         | \$639,672           | \$2,404,112          | \$828,729           |
| Reservoirs            | \$2,892,078         | \$113,029           | \$10,909,860         | \$147,347           |
| Pipelines             | \$29,288,016        | \$21,475,268        | \$46,828,657         | \$27,204,042        |
| Water Treatment Plant | \$35,632,236        | \$20,672,494        | \$60,664,577         | \$26,473,953        |
| Pump Station          | \$7,343,656         | \$4,596,867         | \$11,856,153         | \$7,146,784         |
| Vehicles & Equipment  | \$13,981,742        | \$10,890,545        | \$17,139,725         | \$13,241,861        |
| Buildings             | \$1,296,461         | \$167,685           | \$3,333,208          | \$284,439           |
| Improvements          | \$814,106           | \$207,829           | \$1,364,968          | \$322,228           |
| <b>Totals</b>         | <b>\$92,460,356</b> | <b>\$58,861,601</b> | <b>\$156,165,475</b> | <b>\$77,313,596</b> |

**Footnotes:**

- (1) From District's fixed asset records for the year ended June 30, 2018.
- (2) Book value based on the stated book value from the District's asset register
- (3) Replacement value based on the original value and escalated to 2018 value using ENR 20-cities CCI value of 11,186 for December 2018.

**Table 3** completes the calculation of the Capital Facility Fee for 1" Meter Connections based on the following steps:

1. The wholesale water system valuation (the RCNLD value from Table 1) was reduced by the outstanding principal on all existing debt related to general wholesale water system improvements. This includes the 2003 Certificate of Participation (San Juan Project), the 2017 Bond (which refunded the 2009 Bond), and the 2012 Bond (see Table 2).

**Table 2 - Summary of Past and Existing Debt**

| Loan                        | Wholesale System Responsibility | Outstanding Principal* | Past Interest Expense* |
|-----------------------------|---------------------------------|------------------------|------------------------|
| 2000 CEC Loan               | 25.0%                           | \$0                    | \$5,221                |
| 1993 COP                    | 100.0%                          | \$0                    | \$3,512,826            |
| 2003 COP (1993 Refunding)   | 100.0%                          | \$0                    | \$1,124,038            |
| 2003 COP (San Juan Project) | 64.8%                           | \$7,304,018            | \$5,460,750            |
| 2009 Bond                   | 64.0%                           | \$0                    | \$1,366,400            |
| 2017 Refund of 2009 Bond    | 64.0%                           | \$16,115,200           | \$676,492              |
| 2012 Bond                   | 64.8%                           | \$6,558,772            | \$2,440,986            |
|                             | <b>Total:</b>                   | <b>\$29,977,990</b>    | <b>\$14,586,712</b>    |

\* Wholesale System responsibility only

2. Historical debt interest costs related to wholesale water system improvements, which includes the debts listed above in addition to the 2000 CEC Loan, the 1993 COP, the 2003 COP, and the 2009 Bond (see Table 2).
3. Existing wholesale capital reserves were added to the water system valuation.
4. The adjusted wholesale water system valuation is then divided by the estimated number of 1" equivalent meters derived from customer account data provided by each family member agency. The resulting wholesale capital facilities fee is \$1,186 for a standard 1" water meter (rounded to the nearest dollar).

**Table 3 - Calculation of Capital Facility Fee for 1" Meter Connections**

|   |               |
|---|---------------|
| Replacement Cost New Less Depreciation of Current Assets: | \$77,313,596  |
| Less Outstanding Principal on Long-Term Debt:             | -\$29,977,990 |
| Plus past Interest Costs:                                 | \$14,586,712  |
| Plus Existing Wholesale Capital Reserves:                 | \$8,937,542   |

Total System Valuation for Capital Facility Fee Calculation: **\$70,859,860**

|   |                |
|---|----------------|
| Divided by number of 1" Equivalent Meters:                | 59,760         |
| Calculated Capital Facility Fee for 1" Meter Connections: | <b>\$1,186</b> |

**Table 4** presents the complete wholesale capital facilities fee schedule for various size water meters (both proposed and current). Capital facilities fees should be assessed based on meter size, which reflects the potential demand each new service connections could place on the water system. The increase in cost between meter sizes is based on the meter equivalency schedule, which is an industry-standard factor used to represent the relative capacity associated with different types and sizes of meters. A meter equivalency schedule allows for indexing of each meter size in terms of multiples of the lowest common denominator (in this case a 1" meter). This Study has adopted the same meter equivalency schedule as was used by the 2008 Wholesale Capital Facility Charge study, which is a standard schedule taken from AWWA's M1 manual: *Principles of Water Rates, Fees, and Charges*.

The proposed fees represent a 67% increase over the current fees. This increase is largely attributable to the significantly higher wholesale asset value, which is a result of adding \$75 million in assets to the system since the last study.

**Table 4 - Proposed and Existing Wholesale Capital Facility Fees**

|                | <u>Proposed</u> | <u>Current</u> |
|----------------|-----------------|----------------|
| Up to 1" meter | \$1,186         | \$709          |
| 1.5" meter     | \$2,371         | \$1,419        |
| 2" meter       | \$3,794         | \$2,270        |
| 3" meter       | \$7,589         | \$4,537        |
| 4" meter       | \$11,857        | \$7,092        |
| 6" meter       | \$29,643        | \$17,726       |
| 8" meter       | \$42,686        | \$25,527       |
| 10" meter      | \$68,772        | \$41,127       |
| 12" meter      | \$101,973       | \$60,982       |

## 7. ADMINISTRATION AND UPDATES

While not reviewed in detail, we believe that the District already follows required steps for separately accounting for capital facilities fee revenues and expenditures. For reference, Appendix A includes statutory requirements for accounting for capital facilities fees.

It is recommended that the District annually adjust the capital facilities fees for the effects of inflation using the CCI. The capital facilities fees presented in Table 4 have been indexed to a CCI value of 11,186 (December 2018).

It is further recommended that the District formally update the capital facilities fee calculation at least once every three to five years. Capital asset additions, depreciation, interest payments on debt, outstanding principal on debt, capital reserves, and the customer base all evolve over time and periodically updating the calculation will help ensure that new development is paying fair and proportionate share of water system costs.

## **APPENDIX A - GOVERNMENT CODE SECTIONS 66013, 66016, 66022, AND 66023**

**66013.** (a) Notwithstanding any other provision of law, when a local agency imposes fees for water connections or sewer connections, or imposes capacity charges, those fees or charges shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed, unless a question regarding the amount of the fee or charge imposed in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

(b) As used in this section:

(1) "Sewer connection" means the connection of a structure or project to a public sewer system.

(2) "Water connection" means the connection of a structure or project to a public water system, as defined in subdivision (f) of Section 116275 of the Health and Safety Code.

(3) "Capacity charge" means a charge for facilities in existence at the time a charge is imposed or charges for new facilities to be constructed in the future that are of benefit to the person or property being charged.

(4) "Local agency" means a local agency as defined in Section 66000.

(5) "Fee" means a fee for the physical facilities necessary to make a water connection or sewer connection, including, but not limited to, meters, meter boxes, and pipelines from the structure or project to a water distribution line or sewer main, and that does not exceed the estimated reasonable cost of labor and materials for installation of those facilities.

(c) A local agency receiving payment of a charge as specified in paragraph (3) of subdivision (b) shall deposit it in a separate capital facilities fund with other charges received, and account for the charges in a manner to avoid any commingling with other moneys of the local agency, except for investments, and shall expend those charges solely for the purposes for which the charges were collected.

Any interest income earned from the investment of moneys in the capital facilities fund shall be deposited in that fund.

(d) For a fund established pursuant to subdivision (c), a local agency shall make available to the public, within 180 days after the last day of each fiscal year, the following information for that fiscal year:

(1) A description of the charges deposited in the fund.

(2) The beginning and ending balance of the fund and the interest earned from investment of moneys in the fund.

(3) The amount of charges collected in that fiscal year.

(4) An identification of all of the following:

(A) Each public improvement on which charges were expended and the amount of the expenditure for each improvement, including the percentage of the total cost of the public improvement that was funded with those charges if more than one source of funding was used.

(B) Each public improvement on which charges were expended that was completed during that fiscal year.

(C) Each public improvement that is anticipated to be undertaken in the following fiscal year.

(5) A description of each interfund transfer or loan made from the capital facilities fund. The information provided, in the case of an interfund transfer, shall identify the public improvements on which the transferred moneys are, or will be, expended. The information, in the case of an interfund loan, shall include the date on which the loan will be repaid, and the rate of interest that the fund will receive on the loan.

(e) The information required pursuant to subdivision (d) may be included in the local agency's annual financial report.

(f) The provisions of subdivisions (c) and (d) shall not apply to any of the following:

(1) Moneys received to construct public facilities pursuant to a contract between a local agency and a person or entity, including, but not limited to, a reimbursement agreement pursuant to Section 66003.

(2) Charges that are used to pay existing debt service or which are subject to a contract with a trustee for bondholders that requires a different accounting of the charges, or charges that are used to reimburse the local agency or to

reimburse a person or entity who advanced funds under a reimbursement agreement or contract for facilities in existence at the time the charges are collected.

(3) Charges collected on or before December 31, 1998.

(g) Any judicial action or proceeding to attack, review, set aside, void, or annul the ordinance, resolution, or motion imposing a fee or capacity charge subject to this section shall be brought pursuant to Section 66022.

(h) Fees and charges subject to this section are not subject to the provisions of Chapter 5 (commencing with Section 66000), but are subject to the provisions of Sections 66016, 66022, and 66023.

(i) The provisions of subdivisions(c) and (d) shall only apply to capacity charges levied pursuant to this section.

**66016.** (a) Prior to levying a new fee or service charge, or prior to approving an increase in an existing fee or service charge, a local agency shall hold at least one open and public meeting, at which oral or written presentations can be made, as part of a regularly scheduled meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, and a statement that the data required by this section is available, shall be mailed at least 14 days prior to the meeting to any interested party who files a written request with the local agency for mailed notice of the meeting on new or increased fees or service charges. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The legislative body may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service. At least 10 days prior to the meeting, the local agency shall make available to the public data indicating the amount of cost, or estimated cost, required to provide the service for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including General Fund revenues. Unless there has been voter approval, as prescribed by Section 66013 or 66014, no local agency shall levy a new fee or service charge or increase an existing fee or service charge to an amount which exceeds the estimated amount required to provide the service for which the fee or service charge is levied. If, however, the fees or service charges create revenues in excess of actual cost, those revenues shall be used to reduce the fee or service charge creating the excess.

(b) Any action by a local agency to levy a new fee or service charge or to approve an increase in an existing fee or service charge shall be taken only by ordinance or resolution. The legislative body of a local agency shall not delegate the authority to adopt a new fee or service charge, or to increase a fee or service charge.

(c) Any costs incurred by a local agency in conducting the meeting or meetings required pursuant to subdivision (a) may be recovered from fees charged for the services which were the subject of the meeting.

(d) This section shall apply only to fees and charges as described in Sections 51287, 56383, 57004, 65104, 65456, 65863.7, 65909.5, 66013, 66014, and 66451.2 of this code, Sections 17951, 19132.3, and 19852 of the Health and Safety Code, Section 41901 of the Public Resources Code, and Section 21671.5 of the Public Utilities Code.

(e) Any judicial action or proceeding to attack, review, set aside, void, or annul the ordinance, resolution, or motion levying a fee or service charge subject to this section shall be brought pursuant to Section 66022.

**66022.** (a) Any judicial action or proceeding to attack, review, set aside, void, or annul an ordinance, resolution, or motion adopting a new fee or service charge, or modifying or amending an existing fee or service charge, adopted by a local agency, as defined in Section 66000, shall be commenced within 120 days of the effective date of the ordinance, resolution, or motion.

If an ordinance, resolution, or motion provides for an automatic adjustment in a fee or service charge, and the automatic adjustment results in an increase in the amount of a fee or service charge, any action or proceeding to attack, review, set aside, void, or annul the increase shall be commenced within 120 days of the effective date of the increase.

(b) Any action by a local agency or interested person under this section shall be brought pursuant to Chapter 9 (commencing with Section 860) of Title 10 of Part 2 of the Code of Civil Procedure.

(c) This section shall apply only to fees, capacity charges, and service charges described in and subject to Sections 66013 and 66014.

**66023.** (a) Any person may request an audit in order to determine whether any fee or charge levied by a local agency exceeds the amount reasonably necessary to cover the cost of any product or service provided by the local agency. If a person makes that request, the legislative body of the local agency may retain an independent auditor to conduct an audit to determine whether the fee or charge is reasonable.

(b) Any costs incurred by a local agency in having an audit conducted by an independent auditor pursuant to subdivision (a) may be recovered from the person who requests the audit.

(c) Any audit conducted by an independent auditor to determine whether a fee or charge levied by a local agency exceeds the amount reasonably necessary to cover the cost of providing the product or service shall conform to generally accepted auditing standards.

(d) The procedures specified in this section shall be alternative and in addition to those specified in Section 54985.

(e) The Legislature finds and declares that oversight of local agency fees is a matter of statewide interest and concern. It is, therefore, the intent of the Legislature that this chapter shall supersede all conflicting local laws and shall apply in charter cities.

(f) This section shall not be construed as granting any additional authority to any local agency to levy any fee or charge which is not otherwise authorized by another provision of law, nor shall its provisions be construed as granting authority to any local agency to levy a new fee or charge when other provisions of law specifically prohibit the levy of a fee or charge.

| Asset Id | Description   | Acquisition Date | Wholesale System Ownership | Class                 | Expected Useful Life (years) | Original Cost | Book Value | Replacement Cost | RCNL'D      |
|----------|---|------------------|----------------------------|-----------------------|------------------------------|---------------|------------|------------------|-------------|
| 1        | District Facilities Land  | 1/1/1955         | 100%                       | Land                  | 99                           | \$0           | \$0        | \$0              | \$0         |
| 2        | Pre-1914 Water Rights Acquisition from North Fork Ditch Company     | 1/1/1955         | 100%                       | Intangible            | 100                          | \$62,112      | \$0        | \$1,052,495      | \$0         |
| 3        | 47.18 Acres of Land - Baldwin Dam                                   | 1/1/1955         | 100%                       | Land                  | 99                           | \$0           | \$0        | \$0              | \$0         |
| 4        | Intangible Plant Organization Expenses Related to District Set-up   | 1/1/1955         | 100%                       | Land                  | 99                           | \$98,212      | \$98,212   | \$1,664,214      | \$1,664,214 |
| 5        | Hinkle Reservoir & Baldwin Reservoir                                | 1/1/1966         | 100%                       | Reservoirs            | 60                           | \$259,396     | \$0        | \$2,846,936      | \$0         |
| 6        | Citrus Heights Wholesale Main                                       | 1/1/1967         | 100%                       | Pipelines             | 40                           | \$9,940       | \$0        | \$103,507        | \$0         |
| 7        | Orange Vale Wholesale Main  | 1/1/1967         | 100%                       | Pipelines             | 40                           | \$47,468      | \$0        | \$494,294        | \$0         |
| 8        | Fair Oaks Wholesale Main  | 1/1/1967         | 100%                       | Pipelines             | 40                           | \$265,053     | \$0        | \$2,760,051      | \$0         |
| 9        | Hinkle to Baldwin Canal Main  | 1/1/1976         | 100%                       | Pipelines             | 40                           | \$7,187       | \$0        | \$33,477         | \$0         |
| 10       | Hinkle to Bacon Main  | 12/31/1976       | 100%                       | Pipelines             | 40                           | \$1,312,379   | \$0        | \$6,113,019      | \$0         |
| 11       | Ashland Folsom Wholesale Main                                       | 1/1/1977         | 100%                       | Pipelines             | 40                           | \$95,057      | \$0        | \$412,693        | \$0         |
| 12       | Hinkle to Baldwin Canal (Ditch) Main                                | 7/1/1978         | 100%                       | Pipelines             | 40                           | \$5,819       | \$0        | \$23,443         | \$0         |
| 13       | Water Treatment Plant Operational Building Improvements             | 6/30/1980        | 100%                       | Water Treatment Plant | 40                           | \$2,233,224   | \$0        | \$7,715,751      | \$0         |
| 14       | American River Canyon (Horn Court) Pump Station                     | 7/1/1980         | 100%                       | Pump Station          | 30                           | \$175,127     | \$0        | \$605,061        | \$0         |
| 15       | Cabinets in Admin Building Vault and Office                         | 6/1/1981         | 20%                        | Vehicles & Equipment  | 15                           | \$5,749       | \$0        | \$18,188         | \$0         |
| 16       | Hinkle Reservoir Enlarged, Lined and Covered                        | 7/1/1981         | 100%                       | Reservoirs            | 60                           | \$2,488,907   | \$0        | \$7,874,226      | \$0         |
| 17       | Admin Building  | 1/1/1982         | 100%                       | Buildings             | 50                           | \$349,016     | \$0        | \$1,020,475      | \$0         |
| 18       | Admin Building Fixtures   | 1/1/1982         | 100%                       | Buildings             | 50                           | \$39,988      | \$0        | \$116,919        | \$0         |
| 19       | Landscaping - Land Improvements                                     | 7/1/1982         | 100%                       | Improvements          | 50                           | \$16,387      | \$0        | \$47,913         | \$0         |
| 20       | New Shop Building   | 12/1/1982        | 100%                       | Buildings             | 50                           | \$404,668     | \$0        | \$1,183,194      | \$0         |
| 21       | Water Treatment Plant Modular Filters and Basins                    | 5/1/1983         | 100%                       | Water Treatment Plant | 40                           | \$758,457     | \$0        | \$2,086,182      | \$0         |
| 22       | Water Treatment Plant Filter Basins                                 | 5/1/1983         | 100%                       | Water Treatment Plant | 40                           | \$3,857,200   | \$0        | \$10,609,463     | \$0         |
| 23       | Water Treatment Plant Modular Filters                               | 5/1/1983         | 100%                       | Water Treatment Plant | 40                           | \$1,078,471   | \$0        | \$2,966,400      | \$0         |
| 24       | Twinrock/Boulder Creek Utility Plant Wholesale Main                 | 7/1/1983         | 100%                       | Pipelines             | 40                           | \$13,836      | \$0        | \$38,057         | \$0         |
| 25       | Water Treatment Plant General Improvements (unidentified)           | 7/1/1984         | 100%                       | Water Treatment Plant | 40                           | \$100,064     | \$0        | \$269,921        | \$0         |
| 26       | Water Treatment Plant General Improvements (unidentified)           | 7/1/1984         | 100%                       | Water Treatment Plant | 40                           | \$15,157      | \$0        | \$40,886         | \$0         |
| 27       | Twinrock/Boulder Creek Utility Plant Wholesale Main                 | 7/1/1984         | 100%                       | Pipelines             | 40                           | \$20,314      | \$0        | \$54,797         | \$0         |
| 28       | Other Improvements - Land Improvements                              | 1/31/1985        | 100%                       | Improvements          | 50                           | \$33,522      | \$0        | \$89,369         | \$0         |
| 29       | Water Treatment Plant General Improvements (unidentified)           | 7/1/1985         | 100%                       | Water Treatment Plant | 40                           | \$15,930      | \$478      | \$42,469         | \$1,275     |
| 30       | Wholesale Mains (unidentified)                                      | 1/1/1986         | 100%                       | Pipelines             | 40                           | \$15,906      | \$721      | \$41,418         | \$1,878     |
| 31       | Water Treatment Plant General Improvements (unidentified)           | 7/1/1986         | 100%                       | Water Treatment Plant | 40                           | \$5,033       | \$298      | \$13,105         | \$777       |
| 32       | Water Treatment Plant General Improvements (unidentified)           | 7/1/1986         | 100%                       | Water Treatment Plant | 40                           | \$23,845      | \$1,435    | \$62,090         | \$3,736     |
| 33       | Wholesale Mains (unidentified)                                      | 7/1/1987         | 100%                       | Pipelines             | 40                           | \$14,710      | \$1,330    | \$37,338         | \$3,375     |
| 34       | Water Treatment Plant General Improvements (unidentified)           | 7/1/1987         | 100%                       | Water Treatment Plant | 40                           | \$15,285      | \$1,388    | \$38,798         | \$3,522     |
| 35       | Parallel Pipeline Wholesale Main                                    | 7/1/1988         | 100%                       | Pipelines             | 40                           | \$657,188     | \$79,542   | \$1,626,432      | \$196,854   |
| 36       | Wholesale Mains (unidentified)                                      | 7/1/1988         | 100%                       | Pipelines             | 40                           | \$65,254      | \$7,904    | \$161,493        | \$19,561    |
| 37       | 1990 Ford F700 5th Wheel Tractor - Vehicle #26                      | 12/7/1989        | 50%                        | Vehicles & Equipment  | 15                           | \$23,320      | \$0        | \$56,513         | \$0         |
| 38       | Admin Building Office Remodel                                       | 7/1/1990         | 100%                       | Buildings             | 50                           | \$238,188     | \$43,256   | \$562,942        | \$102,233   |
| 39       | Bacon Pump Station Dam Road at Baldwin Dam (1st Lift) Major Upgrade | 7/1/1990         | 100%                       | Pump Station          | 30                           | \$348,091     | \$305,862  | \$822,691        | \$722,886   |
| 40       | New Shop Building Remodel   | 7/1/1990         | 100%                       | Buildings             | 50                           | \$19,240      | \$3,495    | \$45,473         | \$8,259     |

| Asset Id | Description  | Acquisition Date | Wholesale System Ownership | Class                 | Expected Useful Life (years) | Original Cost | Book Value  | Replacement Cost | RCNLD       |
|----------|--|------------------|----------------------------|-----------------------|------------------------------|---------------|-------------|------------------|-------------|
| 41       | 01496 Wisconsin Trailer 2500-16 5th Wheel  | 12/11/1990       | 100%                       | Vehicles & Equipment  | 15                           | \$16,236      | \$0         | \$38,373         | \$0         |
| 42       | 00634 New Shop Building Improvements   | 5/1/1991         | 100%                       | Buildings             | 50                           | \$67,782      | \$14,017    | \$156,786        | \$32,421    |
| 43       | 00656 Citrus Heights Wholesale Main  | 7/1/1991         | 100%                       | Pipelines             | 40                           | \$48,243      | \$10,222    | \$111,590        | \$23,643    |
| 44       | 00671 Water Treatment Plant General Improvements (unidentified)                    | 7/1/1991         | 100%                       | Water Treatment Plant | 40                           | \$11,577      | \$2,450     | \$26,779         | \$5,667     |
| 45       | 01455 1991 Ford F800 5-6 Yard Dump Truck - Vehicle #3                              | 9/24/1991        | 50%                        | Vehicles & Equipment  | 15                           | \$31,288      | \$0         | \$72,372         | \$0         |
| 46       | 00486 Office Furniture in Admin Building   | 1/1/1992         | 20%                        | Vehicles & Equipment  | 15                           | \$28,673      | \$0         | \$64,327         | \$0         |
| 47       | 00024 Bacon Pump Station Dam Road at Baldwin Dam (1st Lift) Major Upgrade          | 7/1/1992         | 100%                       | Pump Station          | 30                           | \$38,442      | \$9,309     | \$86,244         | \$20,885    |
| 48       | 00658 Twinrock/Boulder Creek Utility Plant Wholesale Main                          | 1/1/1993         | 100%                       | Pipelines             | 40                           | \$99,747      | \$25,664    | \$214,117        | \$55,090    |
| 49       | 00025 Bacon Pump Station Dam Road at Baldwin Dam (1st Lift) Major Upgrade          | 1/1/1993         | 100%                       | Pump Station          | 30                           | \$18,457      | \$4,755     | \$39,620         | \$10,206    |
| 50       | 00618 Water Treatment Plant General Improvements (unidentified)                    | 1/1/1994         | 100%                       | Water Treatment Plant | 40                           | \$12,261      | \$3,520     | \$25,356         | \$7,279     |
| 51       | 00026 Bacon Pump Station Dam Road at Baldwin Dam (1st Lift) Major Upgrade          | 1/1/1994         | 100%                       | Pump Station          | 30                           | \$38,508      | \$11,076    | \$79,635         | \$22,904    |
| 52       | 00406 Water Treatment Plant General Improvements (unidentified)                    | 6/30/1994        | 100%                       | Water Treatment Plant | 40                           | \$12,261      | \$3,705     | \$25,356         | \$7,662     |
| 53       | 00659 Wholesale Mains (unidentified)   | 1/1/1995         | 100%                       | Pipelines             | 40                           | \$55,836      | \$17,753    | \$114,140        | \$36,290    |
| 54       | 00708 Water Treatment Plant General Improvements (unidentified)                    | 2/1/1995         | 100%                       | Water Treatment Plant | 40                           | \$35,356      | \$11,342    | \$72,274         | \$23,185    |
| 55       | 00672 Water Treatment Plant General Improvements (unidentified)                    | 7/1/1995         | 100%                       | Water Treatment Plant | 40                           | \$101,655     | \$33,867    | \$207,802        | \$69,232    |
| 56       | 00706 Water Treatment Plant General Improvements (unidentified)                    | 1/1/1996         | 100%                       | Water Treatment Plant | 40                           | \$5,168       | \$1,794     | \$10,284         | \$3,570     |
| 57       | 00619 Water Treatment Plant General Improvements (unidentified)                    | 1/1/1996         | 100%                       | Water Treatment Plant | 40                           | \$162,773     | \$56,677    | \$323,918        | \$112,788   |
| 58       | 00523 TAB Trac Filing System in Admin Building Vault                               | 1/1/1996         | 20%                        | Vehicles & Equipment  | 15                           | \$17,566      | \$0         | \$34,956         | \$0         |
| 59       | 00673 Water Treatment Plant General Improvements (unidentified)                    | 7/1/1996         | 100%                       | Water Treatment Plant | 40                           | \$24,937      | \$9,057     | \$49,625         | \$18,023    |
| 60       | 00674 Water Treatment Plant General Improvements (unidentified)                    | 7/1/1996         | 100%                       | Water Treatment Plant | 40                           | \$47,468      | \$17,256    | \$94,461         | \$34,340    |
| 61       | 00707 Water Treatment Plant General Improvements (unidentified)                    | 7/1/1996         | 100%                       | Water Treatment Plant | 40                           | \$9,909       | \$3,605     | \$19,719         | \$7,174     |
| 62       | 00535 Office Furniture in Admin Building   | 7/1/1996         | 20%                        | Vehicles & Equipment  | 15                           | \$7,583       | \$0         | \$15,090         | \$0         |
| 63       | 00709 Water Treatment Plant General Improvements (unidentified)                    | 7/1/1996         | 100%                       | Water Treatment Plant | 40                           | \$9,840       | \$3,578     | \$19,582         | \$7,121     |
| 64       | 00544 Office Furniture in Board Room   | 10/1/1996        | 20%                        | Vehicles & Equipment  | 15                           | \$6,785       | \$0         | \$13,502         | \$0         |
| 65       | 00620 Water Treatment Plant General Improvements (unidentified)                    | 2/1/1998         | 20%                        | Water Treatment Plant | 40                           | \$20,000      | \$8,231     | \$37,783         | \$15,550    |
| 66       | 00675 Water Treatment Plant General Improvements (unidentified)                    | 2/1/1998         | 100%                       | Water Treatment Plant | 40                           | \$41,535      | \$17,088    | \$78,466         | \$32,282    |
| 67       | 00661 Wholesale Mains (unidentified)   | 4/1/1998         | 100%                       | Pipelines             | 40                           | \$5,614       | \$2,340     | \$10,606         | \$4,420     |
| 68       | 00626 Admin Building Improvements  | 4/1/1998         | 100%                       | Buildings             | 50                           | \$11,508      | \$4,788     | \$21,740         | \$9,046     |
| 69       | 00398 Above Ground Fuel Tanks with Pumps   | 6/1/1998         | 20%                        | Improvements          | 50                           | \$88,450      | \$37,290    | \$167,095        | \$70,447    |
| 70       | 00012 WEL Garden, Office & Corp Yard Landscaping                                   | 6/30/1998        | 100%                       | Improvements          | 50                           | \$105,707     | \$0         | \$199,697        | \$0         |
| 71       | 00662 Hinkle, Bacon, Santa Juanita to Oak Avenue Cooperative Transmission Pipeline | 6/30/1998        | 100%                       | Pipelines             | 40                           | \$3,184,694   | \$1,350,253 | \$6,016,371      | \$2,550,834 |
| 72       | 01465 2000 Dodge Dakota 1/2T Pick-up SLT Extended Cab - Vehicle #29                | 1/31/1999        | 100%                       | Vehicles & Equipment  | 15                           | \$16,518      | \$0         | \$30,489         | \$0         |
| 73       | 00029 Bacon Pump Station Dam Road at Baldwin Dam (1st Lift) Major Upgrade          | 6/30/2000        | 100%                       | Pump Station          | 30                           | \$1,883,432   | \$912,677   | \$3,385,933      | \$1,640,762 |
| 74       | 00710 Stainless Steel Filter Basin Tiles   | 6/30/2000        | 100%                       | Water Treatment Plant | 40                           | \$1,266,515   | \$613,735   | \$2,276,873      | \$1,103,341 |
| 75       | 00574 Autodesk Mapguide Server R4-0 & Author                                       | 8/26/2000        | 20%                        | Vehicles & Equipment  | 15                           | \$9,150       | \$0         | \$16,449         | \$0         |
| 76       | 00311 Particle Counter 9703 with Monitor at Water Treatment Plant                  | 8/29/2000        | 100%                       | Vehicles & Equipment  | 15                           | \$20,133      | \$0         | \$36,194         | \$0         |
| 77       | 00676 Water Treatment Plant Remodel - Office, Dayroom and Kitchen                  | 7/1/2001         | 100%                       | Water Treatment Plant | 40                           | \$43,986      | \$0         | \$77,665         | \$0         |
| 78       | 00397 Shop Building Lighting Upgrade   | 7/1/2001         | 100%                       | Buildings             | 50                           | \$18,851      | \$0         | \$33,285         | \$0         |
| 79       | 00036 American River Canyon (ARC) Pump Station at Horn Court Upgrade               | 6/30/2002        | 100%                       | Pump Station          | 30                           | \$107,492     | \$58,606    | \$183,874        | \$100,251   |
| 80       | 00030 Bacon Pump Station at Douglas and Auburn Folsom Road Upgrade                 | 6/30/2002        | 100%                       | Pump Station          | 30                           | \$22,921      | \$12,492    | \$39,208         | \$21,368    |

| Asset Id | Description   | Acquisition Date | Wholesale System Ownership | Class                 | Expected Useful Life (years) | Original Cost | Book Value  | Replacement Cost | RCNLD       |
|----------|---|------------------|----------------------------|-----------------------|------------------------------|---------------|-------------|------------------|-------------|
| 81       | 00014 WEL Garden Deck   | 7/1/2002         | 100%                       | Improvements          | 50                           | \$63,360      | \$34,544    | \$108,382        | \$59,090    |
| 82       | 00018 Land Improvements Asphalt Job #2464   | 9/30/2002        | 100%                       | Improvements          | 50                           | \$23,855      | \$13,185    | \$40,806         | \$22,554    |
| 83       | 00684 Water Treatment Plant General Improvements (unidentified)                     | 1/31/2003        | 100%                       | Water Treatment Plant | 40                           | \$29,193      | \$16,433    | \$48,773         | \$27,455    |
| 84       | 00685 Water Treatment Plant General Improvements (unidentified)                     | 1/31/2003        | 100%                       | Water Treatment Plant | 40                           | \$40,870      | \$23,016    | \$68,282         | \$38,454    |
| 85       | 00686 Water Treatment Plant Filter Media Replacement                                | 1/31/2003        | 100%                       | Water Treatment Plant | 40                           | \$134,944     | \$75,982    | \$225,453        | \$126,944   |
| 86       | 00687 Water Treatment Plant Filter Media Replacement                                | 1/31/2003        | 100%                       | Water Treatment Plant | 40                           | \$5,995       | \$3,373     | \$10,016         | \$5,635     |
| 87       | 00691 Water Treatment Plant Filter Media Replacement                                | 2/28/2003        | 100%                       | Water Treatment Plant | 40                           | \$13,434      | \$7,598     | \$22,444         | \$12,694    |
| 88       | 00688 Water Treatment Plant Filter Media Replacement                                | 2/28/2003        | 100%                       | Water Treatment Plant | 40                           | \$17,516      | \$9,902     | \$29,264         | \$16,544    |
| 89       | 00690 Water Treatment Plant Filter Media Replacement                                | 2/28/2003        | 100%                       | Water Treatment Plant | 40                           | \$94,831      | \$53,621    | \$158,436        | \$89,586    |
| 90       | 00689 Water Treatment Plant Filter Media Replacement                                | 3/11/2003        | 100%                       | Water Treatment Plant | 40                           | \$35,032      | \$19,845    | \$58,529         | \$33,156    |
| 91       | 00695 Water Treatment Plant Filter Media Replacement                                | 3/31/2003        | 100%                       | Water Treatment Plant | 40                           | \$12,076      | \$6,858     | \$20,176         | \$11,457    |
| 92       | 00693 Water Treatment Plant Filter Media Replacement                                | 3/31/2003        | 100%                       | Water Treatment Plant | 40                           | \$46,709      | \$26,531    | \$78,038         | \$44,326    |
| 93       | 00678 Water Treatment Plant Filter Media Replacement                                | 3/31/2003        | 100%                       | Water Treatment Plant | 40                           | \$188,192     | \$0         | \$314,416        | \$0         |
| 94       | 00696 Water Treatment Plant Filter Media Replacement                                | 4/29/2003        | 100%                       | Water Treatment Plant | 40                           | \$8,990       | \$5,131     | \$15,020         | \$8,573     |
| 95       | 00699 Water Treatment Plant Filter Media Replacement                                | 5/31/2003        | 100%                       | Water Treatment Plant | 40                           | \$60,033      | \$34,404    | \$100,298        | \$57,479    |
| 96       | 00700 Water Treatment Plant Filter Media Replacement                                | 6/19/2003        | 100%                       | Water Treatment Plant | 40                           | \$53,111      | \$30,527    | \$88,733         | \$51,003    |
| 97       | 01484 Liftmore Crane L-15 T53R9 (mounted on Vehicle #8)                             | 6/30/2004        | 50%                        | Vehicles & Equipment  | 15                           | \$2,020       | \$0         | \$3,175          | \$0         |
| 98       | 03046 Landscaping - Land Improvements   | 6/30/2004        | 100%                       | Improvements          | 50                           | \$16,417      | \$0         | \$25,805         | \$0         |
| 99       | 03045 WEL Garden Furniture and Fixtures   | 6/30/2004        | 100%                       | Improvements          | 50                           | \$7,676       | \$0         | \$12,066         | \$0         |
| 100      | 03041 WEL Garden Irrigation, Drainage, and Lighting                                 | 6/30/2004        | 100%                       | Improvements          | 50                           | \$57,584      | \$0         | \$90,514         | \$0         |
| 101      | 03040 WEL Garden Hardscape  | 6/30/2004        | 100%                       | Improvements          | 50                           | \$149,464     | \$0         | \$234,936        | \$0         |
| 102      | 01480 2004 Ford F450 with CTEC UT Bed - Vehicle #21                                 | 6/30/2004        | 50%                        | Vehicles & Equipment  | 15                           | \$30,012      | \$0         | \$47,175         | \$0         |
| 103      | 00702 Water Treatment Plant Solids Handling   | 6/30/2004        | 100%                       | Water Treatment Plant | 40                           | \$46,929      | \$28,430    | \$73,766         | \$44,688    |
| 104      | 01481 2002 Chrysler Gem - Vehicle #11   | 6/30/2004        | 50%                        | Vehicles & Equipment  | 15                           | \$4,232       | \$0         | \$6,652          | \$0         |
| 105      | 03044 Land Improvements Gate Entry  | 6/30/2004        | 100%                       | Improvements          | 50                           | \$10,044      | \$5,692     | \$15,788         | \$8,946     |
| 106      | 03047 Land Improvements   | 6/30/2004        | 100%                       | Improvements          | 50                           | \$10,762      | \$6,099     | \$16,916         | \$9,586     |
| 107      | 03042 WEL Garden Landscaping - Land Improvements                                    | 6/30/2004        | 100%                       | Improvements          | 50                           | \$40,267      | \$0         | \$63,294         | \$0         |
| 108      | 03037 Backwash and Solids Handling  | 6/30/2004        | 100%                       | Water Treatment Plant | 40                           | \$3,152,389   | \$1,909,683 | \$4,955,112      | \$3,001,753 |
| 109      | 03073 Access Road from Stoplight to Admin Building                                  | 7/31/2004        | 100%                       | Improvements          | 50                           | \$140,037     | \$85,209    | \$220,118        | \$133,936   |
| 110      | 03054 Multi Mag Meter   | 8/5/2004         | 100%                       | Vehicles & Equipment  | 15                           | \$12,055      | \$7,345     | \$18,949         | \$11,546    |
| 111      | 03053 Plants - Land Improvements  | 8/26/2004        | 100%                       | Improvements          | 50                           | \$5,789       | \$0         | \$9,099          | \$0         |
| 112      | 03074 Shop Building (GC Wallace Invoices) (Likely purchasing office in Engineering) | 9/30/2004        | 100%                       | Buildings             | 50                           | \$12,398      | \$7,605     | \$19,488         | \$11,954    |
| 113      | 03098 Shop Building Roof Replacement  | 3/31/2005        | 100%                       | Buildings             | 50                           | \$14,880      | \$9,355     | \$22,349         | \$14,052    |
| 114      | 03099 Sewer Lift Station on Hinkle Side of District Entrance and 1 Grinder Pump     | 4/30/2005        | 100%                       | Vehicles & Equipment  | 15                           | \$12,385      | \$7,820     | \$18,602         | \$11,745    |
| 115      | 03101 2005 Ford F450 with CTEC Bed - Vehicle #8                                     | 5/26/2005        | 50%                        | Vehicles & Equipment  | 15                           | \$37,212      | \$0         | \$55,891         | \$0         |
| 116      | 03097 Overflow Parking Lot Lighting   | 6/30/2005        | 100%                       | Improvements          | 50                           | \$10,503      | \$6,683     | \$15,775         | \$10,038    |
| 117      | 03121 Mars Series 500 Test Bench  | 8/18/2005        | 20%                        | Vehicles & Equipment  | 15                           | \$18,680      | \$0         | \$28,057         | \$0         |
| 118      | 03124 Spin Doctor Valve Exerciser with ER   | 8/24/2005        | 5%                         | Vehicles & Equipment  | 15                           | \$7,000       | \$0         | \$10,514         | \$0         |
| 119      | 03115 Q4G2-3 EIM Actuator   | 8/29/2005        | 100%                       | Water Treatment Plant | 40                           | \$15,745      | \$0         | \$23,648         | \$0         |
| 120      | 03128 Desk, Conference Table, and Chairs in Field Services                          | 10/31/2005       | 5%                         | Vehicles & Equipment  | 15                           | \$5,568       | \$0         | \$8,363          | \$0         |

| Asset Id | Description  | Acquisition Date | Wholesale System Ownership | Class                 | Expected Useful Life (years) | Original Cost | Book Value  | Replacement Cost | RCNLD       |
|----------|--|------------------|----------------------------|-----------------------|------------------------------|---------------|-------------|------------------|-------------|
| 121      | 03114 Pump Station Fence and Gates   | 11/23/2005       | 100%                       | Improvements          | 50                           | \$5,800       | \$0         | \$8,711          | \$0         |
| 122      | 03122 Caterpillar 420D 4wd Backhoe   | 12/29/2005       | 20%                        | Vehicles & Equipment  | 15                           | \$51,794      | \$0         | \$77,793         | \$0         |
| 123      | 03113 Gates, Safety Edges, and Strobes                                       | 6/7/2006         | 100%                       | Improvements          | 50                           | \$9,011       | \$0         | \$13,006         | \$0         |
| 124      | 03120 2007 Ford F350 Pickup with CTEC UT Bed - Vehicle #5                    | 6/30/2006        | 50%                        | Vehicles & Equipment  | 15                           | \$33,136      | \$0         | \$47,827         | \$0         |
| 125      | 03170 Water Treatment Plan Improvements and Solids Handling Solomon          | 8/1/2006         | 100%                       | Water Treatment Plant | 40                           | \$9,496,282   | \$6,353,991 | \$13,706,437     | \$9,171,019 |
| 126      | 03213 Shoring Box & Accessories  | 10/30/2006       | 5%                         | Vehicles & Equipment  | 15                           | \$14,287      | \$0         | \$20,621         | \$0         |
| 127      | 03180 American River Canyon Pump Station Pump, Motor and Control Valves      | 11/27/2006       | 100%                       | Pump Station          | 30                           | \$60,323      | \$40,965    | \$87,067         | \$59,127    |
| 128      | 03198 Backwash Hood VFD Replacement  | 12/31/2006       | 100%                       | Vehicles & Equipment  | 15                           | \$11,411      | \$7,779     | \$16,470         | \$11,228    |
| 129      | 03181 American River Canyon (ARC) Pump Station New Roof                      | 1/29/2007        | 100%                       | Pump Station          | 30                           | \$14,775      | \$10,108    | \$20,741         | \$14,190    |
| 130      | 03209 Daewoo/Doosan G25P-3 Forklift Equipment #18                            | 1/31/2007        | 20%                        | Vehicles & Equipment  | 15                           | \$24,807      | \$0         | \$34,824         | \$0         |
| 131      | 03183 Solid Handling Building Polymer  | 2/28/2007        | 100%                       | Water Treatment Plant | 40                           | \$63,162      | \$43,372    | \$88,666         | \$60,885    |
| 132      | 03236 Crown Point Pump Station (located in Hinkle Pump Station) improvements | 6/30/2007        | 100%                       | Pump Station          | 30                           | \$4,385,825   | \$3,055,578 | \$6,156,779      | \$4,289,392 |
| 133      | 03195 9405 Tonkin Wholesale Mains Solomon #20072                             | 6/30/2007        | 100%                       | Pipelines             | 40                           | \$22,751      | \$15,853    | \$31,938         | \$22,254    |
| 134      | 03179 Bacon Pump Station Improvements Solomon #20034                         | 6/30/2007        | 100%                       | Pump Station          | 30                           | \$90,087      | \$62,763    | \$126,463        | \$88,106    |
| 135      | 03246 American River Canyon Pump Station 250 KW GenSet                       | 6/30/2007        | 100%                       | Pump Station          | 30                           | \$70,038      | \$48,798    | \$98,319         | \$68,502    |
| 136      | 03208 2009 FordF650 with Dump Bed - Vehicle #25                              | 6/30/2007        | 50%                        | Vehicles & Equipment  | 15                           | \$63,674      | \$0         | \$89,385         | \$0         |
| 137      | 03242 Fuel Tank  | 6/30/2007        | 20%                        | Improvements          | 50                           | \$6,406       | \$4,464     | \$8,993          | \$6,266     |
| 138      | 03235 Bacon Pump Station Split from Sierra (P-40) Pressure Zone              | 6/30/2007        | 100%                       | Pump Station          | 30                           | \$46,027      | \$32,065    | \$64,612         | \$45,013    |
| 139      | 03250 American River Canyon Pump Station Automatic Transfer Switch           | 7/25/2007        | 100%                       | Pump Station          | 30                           | \$9,331       | \$6,519     | \$13,099         | \$9,152     |
| 140      | 03255 Automatic Transfer Switch (originally from Granite Bay Pump Station)   | 8/31/2007        | 100%                       | Vehicles & Equipment  | 15                           | \$5,590       | \$3,926     | \$7,847          | \$5,511     |
| 141      | 03272 GSFM Hydrant Meter (Rented to Contractors for Water Measurement)       | 10/4/2007        | 5%                         | Vehicles & Equipment  | 15                           | \$6,275       | \$0         | \$8,809          | \$0         |
| 142      | 03268 2008 Ford F450 with CTEC UB Bed - Vehicle #24                          | 1/31/2008        | 50%                        | Vehicles & Equipment  | 15                           | \$51,292      | \$0         | \$69,030         | \$0         |
| 143      | 03281 Furniture in IT Department   | 4/30/2008        | 20%                        | Vehicles & Equipment  | 15                           | \$5,694       | \$0         | \$7,663          | \$0         |
| 144      | 03269 2008 Ford F150 Super Crew Cab - Vehicle #23                            | 4/30/2008        | 50%                        | Vehicles & Equipment  | 15                           | \$23,132      | \$0         | \$31,132         | \$0         |
| 145      | 03264 Central Valley Project (CVP) 40 Year Water Rights Contract Renewal     | 6/30/2008        | 100%                       | Intangible            | 100                          | \$604,084     | \$439,327   | \$812,989        | \$591,256   |
| 146      | 03251 American River Canyon Pump Station Generator Set Electrical and Pad    | 6/30/2008        | 100%                       | Pump Station          | 30                           | \$34,780      | \$25,294    | \$46,808         | \$34,041    |
| 147      | 03282 Shared Storage "SAN" for Disaster Recovery                             | 6/30/2008        | 20%                        | Vehicles & Equipment  | 15                           | \$35,185      | \$0         | \$47,353         | \$0         |
| 148      | 03260 Kokila Reservoir Fence and Gate Installation                           | 6/30/2008        | 100%                       | Reservoirs            | 60                           | \$30,652      | \$26,423    | \$41,252         | \$35,561    |
| 149      | 03270 2008 Ford F650 with 12' Dump Bed - Vehicle #6                          | 6/30/2008        | 50%                        | Vehicles & Equipment  | 15                           | \$62,941      | \$0         | \$84,707         | \$0         |
| 150      | 03248 Entry Drive Landscaping Design   | 6/30/2008        | 100%                       | Improvements          | 50                           | \$30,363      | \$3,035     | \$40,863         | \$4,085     |
| 151      | 03289 Storm Drain Relocation (24") Solomon #20134                            | 8/31/2008        | 100%                       | Water Treatment Plant | 40                           | \$75,761      | \$55,487    | \$101,961        | \$74,676    |
| 152      | 03292 Kokila Bypass Installation Solomon #20141                              | 8/31/2008        | 100%                       | Reservoirs            | 60                           | \$98,794      | \$72,357    | \$132,959        | \$97,379    |
| 153      | 03295 Chlorine Residual Analyzers  | 9/1/2008         | 100%                       | Vehicles & Equipment  | 15                           | \$12,462      | \$9,125     | \$16,772         | \$12,281    |
| 154      | 03303 Shared Storage for Disaster Recovery                                   | 9/29/2008        | 20%                        | Vehicles & Equipment  | 15                           | \$8,132       | \$0         | \$10,944         | \$0         |
| 155      | 03307 Core/Server Switch for Disaster Recovery                               | 9/30/2008        | 20%                        | Vehicles & Equipment  | 15                           | \$6,734       | \$0         | \$9,063          | \$0         |
| 156      | 03300 2008 Ford F450 with CTEC UT Bed - Vehicle #28                          | 10/14/2008       | 50%                        | Vehicles & Equipment  | 15                           | \$45,858      | \$0         | \$61,717         | \$0         |
| 157      | 03304 Virtualization Software  | 10/31/2008       | 20%                        | Vehicles & Equipment  | 15                           | \$44,988      | \$0         | \$60,546         | \$0         |
| 158      | 03297 New Shop Building HVAC Unit  | 10/31/2008       | 100%                       | Buildings             | 50                           | \$7,535       | \$1,003     | \$10,141         | \$1,350     |
| 159      | 03293 Landscape at SJWD Entry  | 12/31/2008       | 100%                       | Improvements          | 50                           | \$49,247      | \$36,564    | \$66,278         | \$49,208    |
| 160      | 03313 Fortinet 310B Firewall   | 5/6/2009         | 20%                        | Vehicles & Equipment  | 15                           | \$9,089       | \$0         | \$11,861         | \$0         |

## APPENDIX B - WHOLESALE SYSTEM ASSET LIST

## SAN JUAN WATER DISTRICT

| Asset Id | Description  | Acquisition Date | Wholesale System Ownership | Class                 | Expected Useful Life (years) | Original Cost | Book Value  | Replacement Cost | RCNLD       |
|----------|--|------------------|----------------------------|-----------------------|------------------------------|---------------|-------------|------------------|-------------|
| 161      | EIM 3PH 460V Actuator  | 5/20/2009        | 100%                       | Vehicles & Equipment  | 15                           | \$79,663      | \$15,151    | \$103,958        | \$19,771    |
| 162      | TopCon Robotic GPT9003A - Engineering                                      | 6/30/2009        | 20%                        | Vehicles & Equipment  | 15                           | \$30,778      | \$0         | \$40,164         | \$0         |
| 163      | LD-18 Digital Water Leak Detector  | 7/25/2009        | 5%                         | Vehicles & Equipment  | 15                           | \$6,515       | \$0         | \$8,502          | \$0         |
| 164      | Survey Equipment - GRS-1 Precision RTK GGD with GMS in Engineering         | 7/31/2009        | 50%                        | Vehicles & Equipment  | 15                           | \$14,983      | \$3,120     | \$19,552         | \$4,072     |
| 165      | HP Laserjet M5035XS MFP Copy Machine                                       | 8/15/2009        | 50%                        | Vehicles & Equipment  | 15                           | \$7,311       | \$0         | \$9,541          | \$0         |
| 166      | Admin Building Remodel   | 8/31/2009        | 100%                       | Buildings             | 50                           | \$30,229      | \$23,056    | \$39,448         | \$30,088    |
| 167      | New Shop Bulding Retail Operation Remodel                                  | 8/31/2009        | 100%                       | Buildings             | 50                           | \$28,194      | \$21,505    | \$36,792         | \$28,064    |
| 168      | Finance Department Furniture   | 9/24/2009        | 20%                        | Vehicles & Equipment  | 15                           | \$9,782       | \$2,192     | \$12,765         | \$2,861     |
| 169      | Cherryman Desk - Senior Engineer   | 9/24/2009        | 100%                       | Vehicles & Equipment  | 15                           | \$5,743       | \$1,287     | \$7,494          | \$1,680     |
| 170      | 2010 Ford F150 Supercab - Vehicle #7                                       | 3/30/2010        | 100%                       | Vehicles & Equipment  | 15                           | \$21,523      | \$0         | \$27,346         | \$0         |
| 171      | 2010 Chevy Colorado Extended Cab- Vehicle #13                              | 4/6/2010         | 20%                        | Vehicles & Equipment  | 15                           | \$17,959      | \$0         | \$22,818         | \$0         |
| 172      | Baldwin Dam and Swift River Intertie, Meter and Pressure Reducing Valve    | 6/30/2010        | 100%                       | Vehicles & Equipment  | 15                           | \$130,437     | \$103,002   | \$165,726        | \$130,868   |
| 173      | 2011 John Deere 210LJ -E#09  | 6/30/2011        | 20%                        | Vehicles & Equipment  | 15                           | \$72,649      | \$0         | \$89,581         | \$0         |
| 174      | Water Treatment Plant Raw Water Pipelines                                  | 6/30/2011        | 100%                       | Pipelines             | 40                           | \$5,688,399   | \$4,654,108 | \$7,014,209      | \$5,738,853 |
| 175      | Admin Building Remodel   | 6/30/2011        | 50%                        | Buildings             | 50                           | \$5,592       | \$4,577     | \$6,895          | \$5,643     |
| 176      | 2010 F150 Super Crew - Vehicle #15   | 6/30/2011        | 50%                        | Vehicles & Equipment  | 15                           | \$26,430      | \$0         | \$32,590         | \$0         |
| 177      | Water Treatment Plant Re-roof  | 6/30/2011        | 100%                       | Water Treatment Plant | 40                           | \$102,686     | \$84,014    | \$126,619        | \$103,596   |
| 178      | Wholesale System Hydraulic Modelling Software                              | 6/30/2011        | 100%                       | Intangible            | 100                          | \$310,962     | \$124,367   | \$383,439        | \$153,354   |
| 179      | Chlorine Containment Facility Solomon #20065                               | 6/30/2011        | 100%                       | Water Treatment Plant | 40                           | \$3,254,936   | \$2,663,110 | \$4,013,572      | \$3,283,808 |
| 180      | Admin Building Reroofing Solomon #20189                                    | 6/30/2011        | 36%                        | Buildings             | 50                           | \$60,812      | \$49,754    | \$74,986         | \$61,351    |
| 181      | Wholesale Mag Meters (approximately 35)                                    | 6/30/2011        | 100%                       | Vehicles & Equipment  | 15                           | \$5,576,882   | \$4,562,869 | \$6,876,700      | \$5,626,349 |
| 182      | CMMS Software  | 6/30/2011        | 5%                         | Intangible            | 100                          | \$201,445     | \$0         | \$248,396        | \$0         |
| 183      | Water Treatment Plant HVAC Replacement Solomon #20188                      | 6/30/2011        | 100%                       | Water Treatment Plant | 40                           | \$33,817      | \$13,524    | \$41,699         | \$16,676    |
| 184      | Generator at Water Treatment Plant (main generator for site)               | 6/30/2011        | 100%                       | Vehicles & Equipment  | 15                           | \$628,468     | \$514,198   | \$774,947        | \$634,044   |
| 185      | 2011 F250 Super Cab - Vehicle #12  | 6/30/2011        | 50%                        | Vehicles & Equipment  | 15                           | \$29,656      | \$0         | \$36,568         | \$0         |
| 186      | Redundant Folsom Outlet - USBR Solomon #19950                              | 6/30/2011        | 100%                       | Pipelines             | 40                           | \$7,427,471   | \$6,076,974 | \$9,158,611      | \$7,493,350 |
| 187      | Wholesale Raw Water Rehabilitation Solomon #20183                          | 6/30/2011        | 100%                       | Water Treatment Plant | 40                           | \$790,086     | \$646,429   | \$974,233        | \$797,094   |
| 188      | Treated Water and Cooperative Transmission Pipelines                       | 12/31/2011       | 100%                       | Pipelines             | 40                           | \$5,070,353   | \$4,512,614 | \$6,252,113      | \$5,564,381 |
| 189      | Fair Oaks 40 Pipeline ARC Replacement #121986                              | 6/30/2012        | 100%                       | Pipelines             | 40                           | \$886,257     | \$797,631   | \$1,064,842      | \$958,358   |
| 190      | Admin Building, New Shop, and Water Treatment Plant Cabling Upgrade        | 6/30/2012        | 50%                        | Buildings             | 50                           | \$27,450      | \$13,724    | \$32,981         | \$16,489    |
| 191      | Treated Water Post Chlorine Monitoring Improvement                         | 6/30/2012        | 100%                       | Water Treatment Plant | 40                           | \$28,213      | \$23,938    | \$33,898         | \$28,762    |
| 192      | Redundant Folsom Outlet - USBR Solomon #19950                              | 6/30/2012        | 100%                       | Pipelines             | 40                           | \$37,446      | \$31,772    | \$44,992         | \$38,174    |
| 193      | Portable Disinfectant Boost System for Los Lagos Tank and Kokila Reservoir | 6/30/2012        | 5%                         | Vehicles & Equipment  | 15                           | \$5,721       | \$0         | \$6,874          | \$0         |
| 194      | 2012 Chevy Colorado Extra Cab - Vehicle #16                                | 6/30/2012        | 50%                        | Vehicles & Equipment  | 15                           | \$20,463      | \$0         | \$24,586         | \$0         |
| 195      | Solar Facility   | 6/30/2012        | 100%                       | Vehicles & Equipment  | 15                           | \$5,712,566   | \$4,846,990 | \$6,863,673      | \$5,823,680 |
| 196      | 2012 Ford F150 4X2 Super Cab - Vehicle #19                                 | 6/30/2012        | 50%                        | Vehicles & Equipment  | 15                           | \$25,331      | \$0         | \$30,435         | \$0         |
| 197      | Fair Oaks 40 Cathodic Protection Project #121987                           | 9/30/2012        | 100%                       | Pipelines             | 40                           | \$337,804     | \$273,621   | \$405,873        | \$328,757   |
| 198      | SCADA System - Wholesale Portion   | 10/31/2012       | 100%                       | Vehicles & Equipment  | 15                           | \$1,120,150   | \$597,413   | \$1,345,865      | \$717,795   |
| 199      | Water Treatment Plant Alum Tank Replacement Project#101900                 | 6/30/2013        | 100%                       | Water Treatment Plant | 40                           | \$580,512     | \$487,630   | \$680,062        | \$571,252   |
| 200      | Fair Oaks 40-inch T-Main Rehabilitation Project #081845                    | 6/30/2013        | 100%                       | Pipelines             | 40                           | \$3,118,700   | \$2,869,205 | \$3,653,514      | \$3,361,233 |

| Asset Id | Description   | Acquisition Date | Wholesale System Ownership | Class                 | Expected Useful Life (years) | Original Cost | Book Value  | Replacement Cost | RCNLD       |
|----------|---|------------------|----------------------------|-----------------------|------------------------------|---------------|-------------|------------------|-------------|
| 201      | 03401 Microsoft Office 2013 Software Licenses                                     | 6/30/2013        | 50%                        | Intangible            | 100                          | \$14,994      | \$2,997     | \$17,565         | \$3,511     |
| 202      | 03399 IT SVC AMAG Security System Software  | 6/30/2013        | 50%                        | Intangible            | 100                          | \$7,968       | \$0         | \$9,334          | \$0         |
| 203      | 03400 Streaming Current Monitor - South Basin                                     | 6/30/2013        | 100%                       | Vehicles & Equipment  | 15                           | \$9,995       | \$1,998     | \$11,709         | \$2,341     |
| 204      | 03398 Tyler Incode Application Suite  | 6/30/2013        | 50%                        | Intangible            | 100                          | \$50,733      | \$10,142    | \$59,433         | \$11,881    |
| 205      | 03408 Ridgid Pipe Threading Machine   | 7/1/2013         | 5%                         | Vehicles & Equipment  | 15                           | \$5,979       | \$1,196     | \$7,004          | \$1,401     |
| 206      | 03406 Streaming Current Monitor - North Basin                                     | 10/28/2013       | 100%                       | Vehicles & Equipment  | 15                           | \$10,005      | \$6,109     | \$11,721         | \$7,157     |
| 207      | 03405 Tyler Incode Application Suite  | 12/1/2013        | 50%                        | Intangible            | 100                          | \$25,470      | \$6,536     | \$29,838         | \$7,657     |
| 208      | 03402 New Shop Building HVAC Replacement  | 7/1/2014         | 100%                       | Buildings             | 50                           | \$6,800       | \$4,284     | \$7,755          | \$4,886     |
| 209      | 04006 Water Treatment Plant Filtrate Pump Project#151405                          | 10/31/2014       | 100%                       | Water Treatment Plant | 40                           | \$7,954       | \$5,833     | \$9,071          | \$6,652     |
| 210      | 04005 Water Treatment Plant Filtrate Pump - Backup Project#151406                 | 12/31/2014       | 100%                       | Water Treatment Plant | 40                           | \$7,512       | \$5,634     | \$8,567          | \$6,425     |
| 211      | 04015 Security Camera Purchase and Installation on Water Treatment Plant Gate     | 12/31/2014       | 100%                       | Vehicles & Equipment  | 15                           | \$5,466       | \$4,099     | \$6,233          | \$4,675     |
| 212      | 04003 Virtual Servers and Network Rack - Wholesale Portion Project #151407        | 1/31/2015        | 100%                       | Vehicles & Equipment  | 15                           | \$27,552      | \$20,893    | \$30,718         | \$23,295    |
| 213      | 04001 Water Treatment Plant Walk-In Security Gate - Project #141049               | 2/28/2015        | 100%                       | Improvements          | 50                           | \$9,339       | \$8,468     | \$10,413         | \$9,441     |
| 214      | 04017 Solar Improvement (NEMA) - Project #161102                                  | 10/27/2015       | 100%                       | Vehicles & Equipment  | 15                           | \$106,730     | \$97,836    | \$118,998        | \$109,081   |
| 215      | 04026 Tyler Incode Financial Software - Wholesale share - Part of Project #141999 | 11/30/2015       | 100%                       | Intangible            | 100                          | \$63,579      | \$53,512    | \$70,887         | \$59,663    |
| 216      | 04028 VM Ware Host Server for District-wide Virtual Servers - Wholesale share     | 3/15/2016        | 100%                       | Vehicles & Equipment  | 15                           | \$5,455       | \$4,091     | \$5,901          | \$4,426     |
| 217      | 04030 Polymer System Improvements - Project #151401                               | 4/21/2016        | 100%                       | Water Treatment Plant | 40                           | \$15,794      | \$15,057    | \$17,085         | \$16,288    |
| 218      | 04031 Boardroom Projector - Wholesale share                                       | 4/22/2016        | 100%                       | Vehicles & Equipment  | 15                           | \$2,758       | \$2,298     | \$2,983          | \$2,486     |
| 219      | 04033 2015 Ford Edge Pool Vehicle - wholesale share - Vehicle #32                 | 4/28/2016        | 100%                       | Vehicles & Equipment  | 15                           | \$33,745      | \$30,558    | \$36,503         | \$33,055    |
| 220      | 04035 Canyon Falls Flow Control Valve Station - Part of Project #161103           | 5/20/2016        | 100%                       | Pipelines             | 40                           | \$360,215     | \$347,207   | \$389,656        | \$375,585   |
| 221      | 04036 Fair Oaks 40 Flow Control Valve Station - Part of Project #161103           | 5/20/2016        | 100%                       | Pipelines             | 40                           | \$360,215     | \$347,207   | \$389,656        | \$375,585   |
| 222      | 04040 NW and SW Backwash Hood and Pumps Rehabilitation - Project #151402          | 6/9/2016         | 100%                       | Water Treatment Plant | 40                           | \$42,382      | \$40,263    | \$45,846         | \$43,554    |
| 223      | 04048 Barracuda Backup Server 690 Wholesale share                                 | 8/19/2016        | 100%                       | Vehicles & Equipment  | 15                           | \$3,887       | \$3,347     | \$4,205          | \$3,621     |
| 224      | 04061 WTP Pedestrian Access Gate Card Reader Tyler #171103                        | 11/8/2016        | 100%                       | Buildings             | 50                           | \$8,771       | \$8,259     | \$9,487          | \$8,934     |
| 225      | 04043 2016 Ford F150 Supercab 4X2 V6  | 11/30/2016       | 100%                       | Vehicles & Equipment  | 15                           | \$15,068      | \$14,189    | \$16,299         | \$15,348    |
| 226      | 04062 ImageRUNNER Advance C5540i Copier - Wholesale share                         | 12/23/2016       | 100%                       | Vehicles & Equipment  | 15                           | \$4,757       | \$4,519     | \$5,146          | \$4,888     |
| 227      | 04134 Settled Water Channel Tyler #161100   | 1/26/2018        | 100%                       | Water Treatment Plant | 40                           | \$2,616,033   | \$2,594,284 | \$2,644,854      | \$2,622,865 |
| 228      | 04133 South Sedimentation Basin Sludge Vacuum System Tyler #161100                | 1/26/2018        | 100%                       | Water Treatment Plant | 40                           | \$793,086     | \$779,869   | \$801,823        | \$788,460   |
| 229      | 04132 North Sedimentation Basin Sludge Vacuum System Tyler #161100                | 1/26/2018        | 100%                       | Water Treatment Plant | 40                           | \$793,086     | \$779,869   | \$801,823        | \$788,460   |
| 230      | 04131 South Flocculation System   | 1/26/2018        | 100%                       | Water Treatment Plant | 40                           | \$1,531,727   | \$1,513,463 | \$1,548,602      | \$1,530,137 |
| 231      | 04130 North Flocculation System   | 1/26/2018        | 100%                       | Water Treatment Plant | 40                           | \$1,531,727   | \$1,513,463 | \$1,548,602      | \$1,530,137 |
| 232      | 04121 Microsoft Exchange / AD Software License WholesaleShare)                    | 10/31/2017       | 100%                       | Intangible            | 100                          | \$6,228       | \$5,397     | \$6,487          | \$5,622     |
| 233      | 04120 SCADA Intregation of Hinkle, Alum and Inplant Pumps Signals Tyler #181140   | 6/29/2018        | 100%                       | Intangible            | 100                          | \$7,230       | \$7,230     | \$7,310          | \$7,310     |
| 234      | 04119 HACH Surface Scatter 7 High Range Raw Water Turbidimeter (1 of 1)           | 8/31/2017        | 100%                       | Vehicles & Equipment  | 15                           | \$6,294       | \$5,769     | \$6,556          | \$6,010     |
| 235      | 04117 Fortinet Fortigate 500 D (Wholesale Share)                                  | 1/6/2018         | 100%                       | Vehicles & Equipment  | 15                           | \$4,639       | \$4,445     | \$4,690          | \$4,494     |
| 236      | 04115 TopCon Hiper SR Network Rover Kit with GPS/Glonass                          | 6/29/2018        | 100%                       | Vehicles & Equipment  | 15                           | \$3,103       | \$3,103     | \$3,137          | \$3,137     |
| 237      | 04114 Baldwin Reservoir Overflow Outlet Trash Rack Tyler #181135                  | 4/30/2018        | 100%                       | Reservoirs            | 60                           | \$14,329      | \$14,250    | \$14,487         | \$14,407    |
| 238      | 04113 Baldwin Reservoir Raw Water Supply Pipeline #171105                         | 9/15/2017        | 100%                       | Vehicles & Equipment  | 15                           | \$9,000       | \$8,325     | \$9,375          | \$8,672     |
| 239      | 04112 Baldwin Reservoir Raw Water Supply Pipeline #171105                         | 9/15/2017        | 100%                       | Pipelines             | 40                           | \$54,159      | \$53,347    | \$56,414         | \$55,568    |
| 240      | 04111 Backwash Pump (spare for NE and SE backwash hoods)                          | 3/28/2018        | 100%                       | Water Treatment Plant | 40                           | \$14,000      | \$13,767    | \$14,154         | \$13,919    |
| 241      | 04110 EIM Filter Effluent Valve Actuator at Filter #16 (1 of 24)                  | 7/18/2017        | 100%                       | Water Treatment Plant | 40                           | \$5,583       | \$5,242     | \$5,816          | \$5,460     |

Total (Wholesale System only): \$92,460,356    \$58,861,601    \$156,165,475    \$77,313,596

# AGENDA ITEM V-2

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Director of Finance  
Date: February 25, 2019  
Subject: Compensation Study Update and Recommendation for Comparator Agencies

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### **RECOMMENDED ACTION**

Provide general direction to staff and consultant on selection of comparator agencies for the 2019 Compensation Study.

### **BACKGROUND**

In accordance with the District Compensation Policy, the District is undergoing a total compensation study this fiscal year. The District has executed a joint contract with the Carmichael Water District and Bryce Consulting. Bryce Consulting will be doing compensation studies for both Districts, which will generate cost savings by each District not having to pay for the same work.

### **CURRENT STATUS**

The first step in the process is to determine the agencies to compare total compensation against. Factors to consider are whether or not the Districts are in the same labor market, whether or not they provide similar services (have a treatment plant and a distribution system, retail and wholesale water supplier, etc.).

The consultant will be providing a listing of agencies recommended to be used in the study, which will be sent under separate cover as she is still waiting to finalize the list. Items in bold will be those agencies that were included in the last study and those shaded represent the agencies the consultant is recommending for inclusion in this study.

# AGENDA ITEM V-3

## RESOLUTION NO. 19-01

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT IN RECOGNITION OF JOHN WOODLING

**WHEREAS**, John Woodling served as the Executive Director of both the Regional Water Authority (RWA) and the Sacramento Groundwater Authority (SGA) from June 30, 2008 until March 1, 2019; and

**WHEREAS**, under John's leadership, RWA developed an award-winning Water Efficiency Program focused on public outreach and school education; and

**WHEREAS**, John developed and led a proactive Regional Advocacy Program which built important partnerships with allied organizations and raised RWA exposure on important water-related legislative issues; and

**WHEREAS**, John's leadership of the American River Basin's Integrated Regional Water Management planning effort helped member agencies secure over \$80,000,000 in grant funds for necessary projects; and

**WHEREAS**, John led the SGA efforts to ensure that an effective Groundwater Sustainability Agreement was formed, covering the entire North American Subbasin.

**NOW, THEREFORE, BE IT RESOLVED** that the San Juan Water District's Board of Directors hereby commends and congratulates John Woodling on his significant accomplishments and distinguished career, and extends appreciation for his many and significant contributions to the water industry and to the people of California served by that industry.

**PASSED AND ADOPTED** by the Board of Directors of the San Juan Water District on the 25<sup>th</sup> day of February 2019, by the following vote:

AYES: DIRECTORS:

NOES: DIRECTORS:

ABSENT: DIRECTORS:

ATTEST

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DAN RICH  
President, Board of Directors

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TERI GRANT  
Secretary, Board of Directors

## AGENDA ITEM V-4

### Estimates of Annual Safe and Affordable Drinking Water Needs

|  | Funding need for Safe (O&M)*   | Affordable (rate assistance) |
|--|--|------------------------------|
| Water Board Spring 2017  | \$43 million   | N/A                          |
| ACWA/CMUA Trust proposal   | ≈\$50 million in on going revenue from a onetime \$1 billion general fund infusion         | N/A                          |
| Proposed Budget 2018,<br>Proposed Budget 2019,<br>SB 623 (Water Tax) | ≈\$150 million total<br>≈\$130-140 million from water tax<br>≈\$20 from Agricultural taxes | N/A                          |
| SB 844/ SB 845 (Voluntary Water Tax)                                 | ≈\$90 million total<br>≈\$70 million from water tax<br>≈\$20 from Agricultural taxes       | N/A                          |
| Public Policy Institute of California                                | \$30-160 million (\$25-\$80 million for nitrates)  | N/A                          |
| Water Board AB 401 draft report**                                    | N/A  | \$606 million                |

\*Safe O&M funds are intended to reduce affordability impacts from new projects in communities awarded funds. Funding through a water tax would exacerbate larger affordability challenges.

\*\* The report recommends against a water tax and for a progressive funding source.

# Advocacy Program Bills for Discussion February 20, 2019

| Bill  | Summary- Discussion- Recommendation  | Status  |
|---|--|---|
| <a href="#"><u>AB 382</u></a><br><u>(Mathis)</u>        | <p>Summary: Would advantage upper watershed health projects in receiving state funds from future bond measures in two ways. First, it would provide preference for a project or program outside of the geographic area covered by an integrated regional water management plan. Second, to the extent it is consistent with bond funding, would require a lower amount of matching funds as a local cost share for projects or programs outside of the geographic area covered by an integrated regional water management plan.</p> <p>Discussion: It appears that the intent of this bill is to drive state bond funds to headwaters projects. The approach would do so by disadvantaging the provision of state bond funds for urban water projects.</p> <p>This bill would clearly impact RWA, and it is likely it would negatively affect state support of projects within RWA. With that said it is possible that other regions of the state would be encouraged to invest more heavily in watersheds that would indirectly improve water supply conditions on the Sacramento, Feather, and American River systems that could benefit RWA members. It is also possible that these investments generally could alleviate pressures on the Delta that could also indirectly benefit RWA members. Those indirect benefits are likely to be small because RWA members only use a small portion of the water that passes through those river systems. On the other hand, there would be a direct negative impact of less bond dollars being available for projects within RWA.</p> <p>It is challenging to oppose a bill that has the intent of directing state dollars to upper watersheds. The approach in this bill however is not a direct path to getting state dollars to upper watersheds. At this point the bill is a work in progress and it is likely to evolve in the legislative process.</p> <p>Recommendation: Watch</p> | <a href="#"><u>Referred to</u></a><br><a href="#"><u>Assembly Water,</u></a><br><a href="#"><u>Parks and Wildlife</u></a><br><a href="#"><u>Committee</u></a> |
| <a href="#"><u>AB 405</u></a><br><u>(Rubio, Blanca)</u> | <p>Summary: Would exempt chemicals and other agents used to treat water, recycled water, or wastewater from taxes.</p> <p>Discussion: This is one of several tax exemption bills in the legislature this year, and one of a number that would directly benefit RWA members. On its face this would appear to be a bill that RWA should support. However, though it may not appear this is related to the water tax discussion, there have been ideas floated to look that all sources of water system revenue if a water tax is not a viable option. It may be best to wait and see how the water tax discussion comes into focus before weigh in</p>  | <a href="#"><u>Referred to</u></a><br><a href="#"><u>Assembly Revenue</u></a><br><a href="#"><u>and Taxation</u></a><br><a href="#"><u>Committee</u></a>      |

# Advocacy Program Bills for Discussion February 20, 2019

|  |  |   |
|--|--|---|
|  | <p>on this bill. Typically speaking tax exemptions have a challenge passing out of Appropriations committee. RWA will likely want to focus its support for AB 533.</p> <p>Recommendation: Watch</p>  |   |
| <a href="#"><u>AB 417</u></a><br><a href="#"><u>(Arambula)</u></a> | <p><b>Summary:</b> Among other things, requires the Secretary of Food And Agriculture Department to no later than July 1, 2022 submit a comprehensive study on the direct and indirect economic impacts on the state's agricultural industry from the implementation of the Sustainable Groundwater Management Act (SGMA). Allows the study to include recommendations to mitigate the economic impacts including the establishment of surface and groundwater markets.</p> <p><b>Discussion:</b> A study of this nature could have ramifications for the broader implementation of SGMA and specifically on the development or operations of an American basin regional water bank. As it stands it is not clear what all of those ramifications could be, it is possible that they could be positive. This bill is likely to evolve in the Legislative process.</p> <p>Recommendation: Watch</p>   | <a href="#"><u>Referred to Assembly Agriculture Committee</u></a> |
| <a href="#"><u>AB 441</u></a><br><a href="#"><u>(Eggman)</u></a>   | <p><b>Summary:</b> This bill would make storing of water underground a beneficial use.</p> <p><b>Discussion:</b> This bill is identical to AB 1427 (Eggman, 2017) that RWA supported. That bill failed passage on the basis of arguments made by exporting interests that "the bill could potentially allow a senior water right to be created, enlarged, maintained, or all three, upon the assertion that a recharge of groundwater from overlying land occurred. There is no requirement that the action be deliberate or not otherwise a waste of water, such as from flooding a field or leaking from a ditch. A claim to the amount of water in recharge could then be sold or transferred. Perhaps more importantly, the portion of water diverted to recharge would be denied to downstream water users." It is that fear that downstream water users could lose out on water that has held up progress on enhancing groundwater storage.</p> <p>ACWA has been working with Assemblymember Arambula on a more modest approach to encourage more groundwater recharge. That approach would allow for a temporary permit for groundwater recharge, where no other legal users of water may be harmed. The limiting step here is the demonstration of no harm to other legal users of water, and as proposed would be a minor change from existing law.</p> | In Assembly Rules.<br>Has not yet been referred.                  |

# Advocacy Program Bills for Discussion February 20, 2019

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|  | <p>Recommendation: Support. RWA has supported this proposal in the past and taking this position does not preclude RWA from also supporting the pending Arambula bill.</p>   |  |
| <a href="#"><u>AB 533<br/>(Holden)</u></a> | <p><b>Summary:</b> Would exclude from personal taxable income any benefit received from a local water agency to advance a program for water conservation, efficiency, or runoff management.</p> <p><b>Discussion:</b> This would expand upon a tax exclusion for turf rebates in AB 2283 (Holden, 2018) that RWA supported last year. AB 2283 would have extend the expiration date of the exemption from gross income of "any amount received as a rebate, voucher, or other financial incentive issued by a local water agency or supplier for participation in a turf removal water conservation program" from 2019 to 2024. To the extent members use a financial incentive program to enhance the ability to meet water conservation requirements those programs could be undermined by taxation on those incentives. This bill would remove that conflict.</p> <p>Metropolitan Water District of Southern California and CalWEP are co-sponsoring this legislation and have been working with the Water Now Alliance. The biggest challenge for this bill will be gaining passage out of Appropriations committee.</p> <p><b>Recommendation:</b> Support</p> | In Assembly Rules.<br>Has not yet been referred. |
| <a href="#"><u>ACA 3<br/>(Mathis)</u></a>  | <p><b>Summary:</b> Would require not less than 2% of general fund to be used first for the payment of principal and interest on bonds. Of the 2% of general fund if there are funds beyond the payments on bonds 60% of those funds are to go to DWR and 40% of those funds are to go to the Water Board.</p> <p><b>Discussion:</b> This could help offset the continued reliance on local funding for water systems. However, the prospects of success on this approach are limited. Typically speaking the legislature will not want to limit their flexibility in budgeting decisions.</p> <p><b>Recommendation:</b> Watch</p>  | In Assembly Rules.<br>Has not yet been referred. |

# Advocacy Program Bills for Discussion February 20, 2019

|  |   |   |
|--|---|---|
| <a href="#"><u>SB 19<br/>(Dodd)</u></a>  | <p>Summary: Requires the Department of Water Resources (DWR) and the State Water Resources Control Board (SWRCB) to, upon appropriation from the Legislature, develop a plan to modernize, reactivate, and deploy new stream gauges in priority locations across the state.</p> <p>Discussion: Stream gauge information has consequences for water management across the state. For the most basic standpoint the interaction between water supply and flood management is challenged without good stream gauge information. RWA members would benefit from greater statewide stream gauge information.</p> <p>This bill is similar to SB 919 (Dodd, 2018). RWA did not take a position on that bill. ACWA worked to get amendments in SB 919 and ultimately supported that bill. ACWA has taken a support position on this bill as well.</p> <p>It is important to note that the bill does not provide for funding to develop the plan let alone funding for the implementation of the plan. However, support for this bill would be disingenuous if it was not followed with support to at least fund the development of the plan.</p> <p>Recommendation: Support</p>   | <a href="#"><u>Referred to Senate Natural Resources and Water Committee</u></a>   |
| <a href="#"><u>SB 45<br/>(Allen)</u></a> | <p>Summary: Would place on the ballot a bond measure for an unspecified amount to address climate change impacts on wildfire, drought, and flood.</p> <p>Discussion: This bill is clearly a work in progress. ACWA has taken a favor if amended position and established a working group to develop a set of recommendations. RWA will be involved in that ACWA working group.</p> <p>From RWA's perspective there are a couple of important things to bear in mind. Bonds measures such as this are always going to be limited by what the author and legislature believe voters will support. Given that Proposition 3 at nearly \$9 billion failed this past November it seems likely that the Author is going to want a total dollar amount less than that. This means that any request for amendments must have a limited scope and reflect our highest funding priorities. Any request is going to have a much higher chance of success if it ties into a greater statewide benefit and it will be climate change resilient. In the region there are two kinds of project that seem to fit with the author's intentions, the regional water bank, and forest health for water supply, quality, and fire resilience benefit.</p> | <a href="#"><u>Referred to Senate Committees Natural Resources and Water, Environmental Quality, and Governance and Finance</u></a> |

# Advocacy Program Bills for Discussion February 20, 2019

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|  | <p>Recommendation: Active watch.</p> <p><a href="#"><u>SB 134 (Hertzberg)</u></a></p> <p><b>Summary:</b> Prohibits the Water Board from enforcing a water loss regulation except as part of water conservation regulations.</p> <p><b>Discussion:</b> This bill is sponsored by CMUA, and will address the double jeopardy issue created by the inclusion of the water loss standards in the water use objective under the water conservation legislation.</p> <p>There has been some discussion of removing the water loss conservation standard from the water use objective. This path will probably not be successful in the legislature and would limit a water agencies options to comply with the water use objective.</p> <p>The biggest challenge with the double jeopardy is that it would require/prioritizes addressing water loss to meet the water use objective. The proponents of the water conservation legislation represented that water agencies would have flexibility to meet the water use objective as they saw fit. Keeping the water loss standard in the water use objective and limiting its enforcement to only through the water use objective would provide the greatest flexibility to comply with the water use objective it also would limit the extent to which water loss could be enforced. In short the approach currently in the bill would provide water agencies with the least cost option to comply with water loss.</p> <p>Recommendation: Support</p> | <p><a href="#"><u>Referred to Senate Natural Resources and Water Committee</u></a></p> |
|--|--|--|

# AGENDA ITEM V-5

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: February 25, 2019  
Subject: Regional Water Authority Executive Director Salary

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### RECOMMENDED ACTION

Direction to Director Tobin and General Manager Helliker

### BACKGROUND

John Woodling, the current Executive Director of the Regional Water Authority, is retiring on March 1. At the January 23 RWA Executive Committee meeting, the committee approved a contract with Roberts Consulting to conduct the search for a successor to Mr. Woodling, at a cost not to exceed \$30,000. The RWA Chair appointed a recruitment committee composed of Executive Committee members, and any other Board members who would replace those on the Executive Committee who would not serve on the recruitment committee, to oversee the recruitment.

The recruitment committee met in a special meeting of the Executive Committee on January 29, to conduct an initial meeting with Roberts Consulting. The discussion included a schedule for the recruitment, the process for and potential content of a brochure and other topics. The discussion also included a request from Roberts Consulting for a salary range for the position, to be used to answer questions from potential candidates. The deadline for applications is March 18.

The RWA Executive Committee has the ability to define the scope of a compensation survey for the Executive Director position, and will discuss this topic at its February 27 meeting. The Committee also makes recommendations to the RWA Board about potential compensation levels, which the Board considers when it makes the decision about compensation. The next RWA Board meeting is on March 14, at which it may consider the salary range for this position.

Attached is the table of information that was used in the 2017 compensation survey. Also attached is a spreadsheet that shows 2017 salary levels and comparisons with member agency salaries for the Santa Ana Watershed Project Authority and the Bay Area Water Supply and Conservation Agency – the two organizations in California most comparable to the Regional Water Authority. Their methodology is to target their General Manager salaries to be at or below the average of the General Manager/Utility Director salaries of their member agencies. I recommend we take the same approach for RWA. The current salary for the RWA Executive Director is \$249,000, while the average salary for the General Managers/Utility Directors of the nine member agencies included in the 2017 survey (of 21 agencies in RWA) is \$201,000 (the range is \$167,000 to \$270,000).

Direction is sought from the San Juan Board about the appropriate methodology to use for defining a salary level for the RWA Executive Director position.

## Attachment

## Executive Director Salary Comparison - RWA

| Agency                              | Maximum<br>Base Salary | with 3%+COLA         |
|-------------------------------------|------------------------|----------------------|
| <b>RWA</b>                          | <b>\$ 221,256</b>      | <b>\$ 233,872.00</b> |
| ACWA                                | \$ 312,804             |                      |
| ACWA-JPIA                           | \$ 270,840             |                      |
| CA Special Dist Assoc               | \$ 268,716             |                      |
| State and Federal Water Contractors | \$ 230,172             |                      |
| State Water Contractors             | \$ 230,976             |                      |
| <b>Mean</b>                         | <b>\$ 262,702</b>      |                      |
| Bay Area Water Supply and Cons Agy  | \$ 205,890             |                      |
| Chino Basin Watermaster             | \$ 282,456             |                      |
| Monterey Peninsula WMD              | \$ 204,996             |                      |
| <b>Mean</b>                         | <b>\$ 231,114</b>      |                      |
| Placer Co Transportation Agency     | \$ 227,292             |                      |
| SACOG                               | \$ 302,364             |                      |
| SAFCA                               | \$ 208,080             |                      |
| <b>Mean</b>                         | <b>\$ 245,912</b>      |                      |
| Citrus Heights WO                   | \$ 177,301             |                      |
| City of Folsom                      | \$ 162,445             |                      |
| City of Roseville                   | \$ 212,520             |                      |
| City of Sacramento                  | \$ 182,000             |                      |
| El Dorado Irrigation Dist           | \$ 211,996             |                      |
| Fair Oaks WO                        | \$ 157,111             |                      |
| PCWA                                | \$ 243,434             |                      |
| Sacramento Suburban                 | \$ 198,194             |                      |
| San Juan Water District             | \$ 177,000             |                      |
| <b>Mean</b>                         | <b>\$ 191,333</b>      |                      |
| Labor Market Mean                   | \$ 249,516             |                      |
| Plus 12.5%                          | \$ 269,242             |                      |

Salary comparisons for BAWSCA - 2017 GCC data  
 General Managers/Public Works Directors/Utilities Directors

| <b>Agency</b>      | <b>2017 Salary</b> |
|--------------------|--------------------|
| BAWSCA             | \$ 207,286         |
| ACWD               | \$ 277,367         |
| Brisbane           | \$ 217,130         |
| Burlingame         | \$ 200,357         |
| Coastside Co WD    | \$ 163,761         |
| Daly City          | \$ 205,143         |
| East Palo Alto     | \$ 169,568         |
| Hayward            | \$ 211,640         |
| Hillsborough       | \$ 208,049         |
| Menlo Park         | \$ 171,519         |
| MPWD               | \$ 172,250         |
| Millbrae           | \$ 157,438         |
| Milpitas           | \$ 233,507         |
| Mountain View      | \$ 244,365         |
| North Coast CWD    | \$ 153,672         |
| Palo Alto          | \$ 291,422         |
| Purissima Hills WD | \$ 146,120         |
| Redwood City       | \$ 207,593         |
| San Bruno          | \$ 193,651         |
| San Jose           | \$ 228,161         |
| Santa Clara        | \$ 200,640         |
| <b>Mean</b>        | <b>\$ 202,668</b>  |

Salary Comparison for SAWPA - 2017 GCC data  
 General Managers

| <b>SAWPA</b> | <b>\$ 199,101</b> |
|--------------|-------------------|
| EMWD         | \$ 282,822        |
| IEUA         | \$ 300,779        |
| OCWD         | \$ 268,147        |
| SBVMWD       | \$ 267,156        |
| WMWD         | \$ 297,366        |
| <b>Mean</b>  | <b>\$ 269,229</b> |

# AGENDA ITEM VI-1.1

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: February 25, 2019  
Subject: General Manager's Monthly Report (January)

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### RECOMMENDED ACTION

For information only, no action requested.

### TREATMENT PLANT OPERATIONS

#### *Water Production for January*

| Item                  | 2019     | 2018     | Difference |
|-----------------------|----------|----------|------------|
| Monthly Production AF | 1,991.87 | 1,181.62 | 68.6%      |
| Daily Average MG      | 20.94    | 12.42    | 68.6%      |
| Annual Production AF  | 1,991.87 | 1,181.62 | 68.6%      |

#### *Water Turbidity*

| Item                                   | January 2019 | December 2018 | Difference |
|--|--------------|---------------|------------|
| Raw Water Turbidity NTU                | 4.02         | 2.79          | 44%        |
| Treated Water Turbidity NTU            | 0.025        | 0.026         | -4%        |
| Monthly Turbidity Percentage Reduction | 99.38%       | 99.06%        |            |

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

| Item           | 2019    | 2018    | Difference |
|----------------|---------|---------|------------|
| Lake Volume AF | 310,502 | 540,702 | -43%       |

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

\* Total Reservoir Capacity: 977,000 AF

#### *Other Items of Interest:*

- Complete repair of Breathing Air System Compressor.
- Complete 11-month inspection of Floc/Sed Project.

**STAFF REPORT**

General Manager's Monthly Report

Paul Helliker

**SYSTEM OPERATIONS***Distribution Operations:*

| Item                   | January 2019 | December 2018 | Difference |
|------------------------|--------------|---------------|------------|
| Leaks and Repairs      | 8            | 4             | +4         |
| MainsFlushed           | 78           | 8             | +70        |
| Valves Exercised       | 48           | 10            | +38        |
| Back Flows Tested      | 265          | 0             | +265       |
| Customer Service Calls | 29           | 31            | -2         |

*Distribution System Water Quality:*

| Water Quality Samples Taken | # Failed Samples | Supporting Information |
|-----------------------------|------------------|------------------------|
| 40 Lab                      | 0                |                        |
| 11 In-House                 | 0                |                        |

*Other Items of Interest:*

- Staff began the annual Backflow testing for the District on 1-23-19

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

| Total Number of Bills Issued | Total Number of Reminders Mailed | Total Number of Shut-off Notices Delivered | Total Number of Disconnections |
|------------------------------|----------------------------------|--|--------------------------------|
| 5498                         | 1015                             | 226  | 34                             |

*Conservation Activities*

| Water Waste Complaints Received | Number of Customers Contacted for High Usage (potential leaks) | Number of Rebates Processed | Number of Meters Tested/Repaired (non-reads) |
|---------------------------------|--|-----------------------------|--|
| 4                               | 86   | 6                           | N/A  |

*Other Activities*

- Held interviews for Customer Service Technician I/II position. Offer extended. Applicant going through hiring process. Expected start date early March.
- Regional workgroup formed to work through requirements of SB998 (Discontinuation of residential water service: urban and community water systems). Group meets monthly to discuss how to amend our current billing/collection processes to meet the legislative requirements.

**STAFF REPORT**

General Manager's Monthly Report

Paul Helliker

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

| <b>Project Title</b>                        | <b>Description</b>   | <b>Status</b>                          | <b>Issues / Notes</b>  |
|---|--|--|--|
| Ali Minor Subdivision                       | 3-Lot Subdivision  | In Design Review                       | Revision to plans being evaluated by developer's engr                    |
| Barton Ranch                                | 10-Lot Subdivision   | In Construction                        | Nearing completion   |
| Chula Acres                                 | 4-Lot Minor Subdivision  | Approved for Construction              |  |
| Colina Estates                              | 10-Lot Subdivision   | In Construction                        | Nearing Completion   |
| Eureka at GB (former Micherra Place Proj.)  | 28 Condominium Units   | In Design Review                       | DDW Waiver for SD proximity is req'd. Const in spring '19.               |
| GB Memory Care                              | Commercial Business  | In Design Review                       |  |
| Greyhawk III                                | 44 high-density, and 28 single family Lots                                       | In Design Review                       |  |
| Wellquest Senior Living (prior Ovation)     | Commercial Business (114-Unit 2-story Assisted Living Facility)                  | In Design Review                       | Const in spring '19. New PRS req'd to supply 3,125-GPM fire hyd capacity |
| Placer County Retirement Residence          | Commercial Business (145-Unit Multi-story Assisted Living Facility)              | In Design Review                       |  |
| Pond View                                   | Commercial Business  | Approved for Construction              | Planning to begin const in spring 2019                                   |
| SPFD Station 15                             | Fire Station Bldg Improvements, with water service upgrades                      | In Construction                        | Nearing completion   |
| Quarry Ridge Prof. Office Park              | Commercial Business (4 parcels to develop four general/medical office buildings) | In Design Review                       |  |
| Rancho Del Oro                              | 89 Lot Subdivision   | Will need re-approval for Construction | On hold pending County and envr Approvals                                |
| Self Parcel Split (3600 & 3630 Allison Ave) | 4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.)          | In Construction                        | Re-start in spring 2019  |
| The Park at Granite Bay                     | 56 lot Subdivision   | Approved for Construction              | Mass grading done. Closed for winter. Re-start in 2019.                  |
| The Residences at GB                        | 4-Lot Minor Subdivision  | In Design Review                       |  |
| Ventura of GB                               | 33-Lot Subdivision   | In Design Review                       |  |
| Whitehawk I                                 | 24-Lot Subdivision   | In Design Review                       | Planning Dept review underway  |
| Whitehawk II                                | 56-Lot Subdivision   | In Design Review                       | Planning Dept review underway  |

**ENGINEERING - CAPITAL PROJECTS***Status Update for Current Retail Projects*

| <b>Project Title</b>                            | <b>Description</b>  | <b>Status</b>                          | <b>Issues / Notes</b>  |
|---|---|--|--|
| Douglas Blvd Main Replacement                   | Replacement of ±4,125-LF of old steel main with new 16-in and 12-in pipeline between Auburn Folsom Rd and Hidden Lakes Dr.  | In Construction Phase. (95% complete)  | All improvements are now done with the exception of the paving in spring |
| Dambacher Drive Services Replacement            | Replacement of ±19 aged, corroded steel service taps with new bronze saddle taps to reduce potential for failures and leaks | In Construction Phase (100% Complete)  | None. (Punchlist items are now complete.)                                |
| Lou Place Main Replacement                      | Replacement of approximately 460-LF of aged main and 4 services on Lou Place between Troy Way and Crown Point Vista         | Design & Bid phases are done.          | With BOD approval ready to award const contract.                         |
| Edward Ct Main Replacement                      | Replacement of approximately 300-LF of aged main and 3 services on between Lou Place and the south end of Edward Court      | Design & Bid phases are done.          | With BOD approval ready to award const contract.                         |
| Spahn Ranch Rd. Main Extension                  | Install new pipeline; provides looped distribution network  | In Design                              |  |
| Cavitt Stallman 12" (Oak Pines to Sierra Ponds) | Install new pipeline on Cavitt Stallman between Oak Pines Lane and Sierra Ponds Lane  | In Design                              | May need to delay to FY 19/20  |
| Cavitt Stallman 12" (Mystery Cr to Oak Pines)   | Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln.  | In Design                              | May need to delay to FY 19/20  |
| Woodminister Services Replacements              | Replace 18 aged services  | In Design                              |  |
| Redbud/Lupin/Meadowlark Services Replmts        | Replace 43 aged services  | In Design (Nearing ready to bid phase) | With BOD approval ready to award const contract.                         |
| Sandstone & Auberry to Hill Rd 8" Ext & Serv    | Replace pipeline and services   | In Design (Nearing ready to bid phase) | With BOD approval ready to award const contract.                         |
| Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline    | Interconnection with PCWA   | In Design                              | Working with RWA on Grant Funding  |

**STAFF REPORT**

General Manager's Monthly Report

Paul Helliker

| <b>Project Title</b>                    | <b>Description</b>   | <b>Status</b>                              | <b>Issues / Notes</b>            |
|---|--|--|----------------------------------|
| Mooney Tank Building New Roof           | Replace the existing aged roof before failure  | Design consultant is selected.             | Reviewing options to reduce cost |
| 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. | In Design                                  |                                  |
| Eastridge Dr CV Station                 | Design and construct CV station between Sierra and Gravity Zones. Needed to supply 3,125-gpm fire flow for the Wellquest project on SCB  | In Design                                  |                                  |
| Vactor Solids Handling Station          | Design and construct a storage and drying station for managing the vactor truck solids.  | In Design                                  |                                  |
| UGB & LGB Low Flow Pumps and LGB/CP MOV | Installation of two new low flow pumps, one each at the Lower and Upper Granite Bay pump stations  | In Design. Ready to pre-purchase the pumps |                                  |

**Status Update for Current Wholesale Projects**

| <b>Project Title</b>                                 | <b>Description</b>  | <b>Status (% Complete)</b>                                     | <b>Issues/ Notes</b>                                    |
|--|---|--|---|
| WTP Thickeners Lining                                | Clean, repair and line the interior walls and floor of the three thickeners to eliminate leakage and protect the concrete and reinforcing from damage | In Design (TM and 90% design are done, preparing Bid Docs now) |   |
| FO-40 T-Main Relining                                | Relining of the existing ±11,000 foot long steel pipeline   | In Construction  | North section almost done, then moving to south section |
| Lime System Improvements                             | Improvements for the WTP's lime system control and feeder system  | In Design  |   |
| Hinkle Res. Monitoring Level Probes                  | Installation of level probes into the monitoring wells to provide consistent monitoring data for DSOD reporting                                       |  | Complete  |
| WTP On-Site Residuals Management Improvement Project | Management of the WTP residuals disposal area and improvements needed to meet regulatory requirements.  | In Pre-Design Evaluation.                                      |   |

**STAFF REPORT***General Manager's Monthly Report**Paul Helliker***SAFETY & REGULATORY TRAINING – JANUARY 2019**

| Training Course                              | Staff          |
|--|----------------|
| CPR Academic                                 | FS & WTP       |
| Hands on CPR/AED Certification ( 3 sessions) | All Staff      |
| MSDS Online Mobile                           | Field Services |
| Access to Medical Records                    | Field Services |
|  |                |

**FINANCE/BUDGET***See attached.*



San Juan Water District, CA

# Wholesale Operating Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 01/31/2019

| Account   | Original Total Budget | Current Total Budget | MTD Activity        | YTD Activity        | Budget Remaining     |
|---|-----------------------|----------------------|---------------------|---------------------|----------------------|
| <b>Fund: 010 - WHOLESALE</b>                    |                       |                      |                     |                     |                      |
| <b>Revenue</b>                                  |                       |                      |                     |                     |                      |
| 41000 - Water Sales                             | 12,666,300.00         | 12,666,300.00        | 1,844,828.00        | 8,965,036.33        | 3,701,263.67         |
| 43000 - Rebate                                  | 1,500.00              | 1,500.00             | 0.00                | 660.52              | 839.48               |
| 45000 - Other Operating Revenue                 | 0.00                  | 0.00                 | 0.00                | 21,280.53           | -21,280.53           |
| 49000 - Other Non-Operating Revenue             | 151,900.00            | 151,900.00           | 0.00                | 63,780.62           | 88,119.38            |
| Revenue Total:                                  | <b>12,819,700.00</b>  | <b>12,819,700.00</b> | <b>1,844,828.00</b> | <b>9,050,758.00</b> | <b>3,768,942.00</b>  |
| <b>Expense</b>                                  |                       |                      |                     |                     |                      |
| 51000 - Salaries and Benefits                   | 3,514,900.00          | 3,514,900.00         | 250,979.02          | 1,863,552.65        | 1,651,347.35         |
| 52000 - Debt Service Expense                    | 955,000.00            | 955,000.00           | 481,847.94          | 562,270.03          | 392,729.97           |
| 53000 - Source of Supply                        | 2,006,800.00          | 2,006,800.00         | 136,847.42          | 1,119,527.42        | 887,272.58           |
| 54000 - Professional Services                   | 887,400.00            | 887,400.00           | -9,064.85           | 252,089.70          | 635,310.30           |
| 55000 - Maintenance                             | 450,900.00            | 450,900.00           | 16,737.47           | 201,564.58          | 249,335.42           |
| 56000 - Utilities                               | 90,500.00             | 90,500.00            | 790.35              | 108,415.39          | -17,915.39           |
| 57000 - Materials and Supplies                  | 478,300.00            | 478,300.00           | 14,954.05           | 286,854.98          | 191,445.02           |
| 58000 - Public Outreach                         | 88,500.00             | 88,500.00            | 19,131.63           | 38,408.98           | 50,091.02            |
| 59000 - Other Operating Expenses                | 470,300.00            | 470,300.00           | 12,465.67           | 252,473.94          | 217,826.06           |
| 69000 - Other Non-Operating Expenses            | 2,700.00              | 2,700.00             | 0.00                | 1,473.50            | 1,226.50             |
| 69900 - Transfers Out                           | 2,776,900.00          | 2,776,900.00         | 0.00                | 0.00                | 2,776,900.00         |
| Expense Total:                                  | <b>11,722,200.00</b>  | <b>11,722,200.00</b> | <b>924,688.70</b>   | <b>4,686,631.17</b> | <b>7,035,568.83</b>  |
| <b>Fund: 010 - WHOLESALE Surplus (Deficit):</b> |                       |                      |                     |                     |                      |
| Total Surplus (Deficit):                        | <b>1,097,500.00</b>   | <b>1,097,500.00</b>  | <b>920,139.30</b>   | <b>4,364,126.83</b> | <b>-3,266,626.83</b> |

**Wholesale Operating Income Statement**

For Fiscal: 2018-2019 Period Ending: 01/31/2019

**Fund Summary**

| Fund                            | Original Total Budget | Current Total Budget | MTD Activity      | YTD Activity        | Budget Remaining |
|---------------------------------|-----------------------|----------------------|-------------------|---------------------|------------------|
| 010 - WHOLESALE                 | 1,097,500.00          | 1,097,500.00         | 920,139.30        | 4,364,126.83        | -3,266,626.83    |
| <b>Total Surplus (Deficit):</b> | <b>1,097,500.00</b>   | <b>1,097,500.00</b>  | <b>920,139.30</b> | <b>4,364,126.83</b> |                  |



San Juan Water District, CA

# Wholesale Capital Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 01/31/2019

| 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                                    | 1,094,700.00          | 1,094,700.00         | 332,881.27        | 349,175.79        | 745,524.21          |
| 44000 - Connection Fees  | 75,000.00             | 75,000.00            | 686.00            | 112,643.00        | -37,643.00          |
| 44500 - Capital Contributions - Revenue                        | 2,285,400.00          | 2,285,400.00         | 10,925.00         | 32,775.00         | 2,252,625.00        |
| 49000 - Other Non-Operating Revenue                            | 65,000.00             | 65,000.00            | 0.00              | 83,348.64         | -18,348.64          |
| 49990 - Transfer In  | 2,776,900.00          | 2,776,900.00         | 0.00              | 0.00              | 2,776,900.00        |
| Revenue Total:   | <b>6,297,000.00</b>   | <b>6,297,000.00</b>  | <b>344,492.27</b> | <b>577,942.43</b> | <b>5,719,057.57</b> |
| <b>Expense</b>   |                       |                      |                   |                   |                     |
| 55000 - Maintenance  | 3,101,000.00          | 3,101,000.00         | 0.00              | 572,667.53        | 2,528,332.47        |
| 61000 - Capital Outlay   | 1,755,700.00          | 1,755,700.00         | 125.08            | 85,643.12         | 1,670,056.88        |
| 63000 - Contributions to Others                                | 0.00                  | 0.00                 | 0.00              | -38,318.00        | 38,318.00           |
| Expense Total:   | <b>4,856,700.00</b>   | <b>4,856,700.00</b>  | <b>125.08</b>     | <b>619,992.65</b> | <b>4,236,707.35</b> |
| <b>Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):</b> |                       |                      |                   |                   |                     |
| Total Surplus (Deficit):                                       | <b>1,440,300.00</b>   | <b>1,440,300.00</b>  | <b>344,367.19</b> | <b>-42,050.22</b> | <b>1,482,350.22</b> |
|  |                       |                      |                   |                   |                     |

**Wholesale Capital Income Statement**

For Fiscal: 2018-2019 Period Ending: 01/31/2019

**Fund Summary**

| Fund                            | Original Total Budget | Current Total Budget | MTD Activity      | YTD Activity      | Budget Remaining |
|---------------------------------|-----------------------|----------------------|-------------------|-------------------|------------------|
| 011 - Wholesale Capital Outlay  | 1,440,300.00          | 1,440,300.00         | 344,367.19        | -42,050.22        | 1,482,350.22     |
| <b>Total Surplus (Deficit):</b> | <b>1,440,300.00</b>   | <b>1,440,300.00</b>  | <b>344,367.19</b> | <b>-42,050.22</b> |                  |



San Juan Water District, CA

# Retail Operating Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 01/31/2019

| Account                                      | Original Total Budget | Current Total Budget | MTD Activity        | YTD Activity        | Budget Remaining    |
|--|-----------------------|----------------------|---------------------|---------------------|---------------------|
| <b>Fund: 050 - RETAIL</b>                    |                       |                      |                     |                     |                     |
| <b>Revenue</b>                               |                       |                      |                     |                     |                     |
| 41000 - Water Sales                          | 11,479,700.00         | 11,479,700.00        | 942,104.28          | 5,322,735.48        | 6,156,964.52        |
| 45000 - Other Operating Revenue              | 379,600.00            | 379,600.00           | 20,550.97           | 182,942.63          | 196,657.37          |
| 49000 - Other Non-Operating Revenue          | 116,200.00            | 116,200.00           | 21,388.00           | 81,025.37           | 35,174.63           |
| Revenue Total:                               | <b>11,975,500.00</b>  | <b>11,975,500.00</b> | <b>984,043.25</b>   | <b>5,586,703.48</b> | <b>6,388,796.52</b> |
| <b>Expense</b>                               |                       |                      |                     |                     |                     |
| 51000 - Salaries and Benefits                | 4,720,300.00          | 4,720,300.00         | 338,205.14          | 2,550,201.81        | 2,170,098.19        |
| 52000 - Debt Service Expense                 | 531,000.00            | 531,000.00           | 267,960.85          | 312,684.55          | 218,315.45          |
| 53000 - Source of Supply                     | 3,095,300.00          | 3,095,300.00         | 571,006.00          | 2,155,204.56        | 940,095.44          |
| 54000 - Professional Services                | 1,213,400.00          | 1,213,400.00         | 71,757.18           | 377,274.83          | 836,125.17          |
| 55000 - Maintenance                          | 345,800.00            | 345,800.00           | 12,477.20           | 141,902.29          | 203,897.71          |
| 56000 - Utilities                            | 246,200.00            | 246,200.00           | 10,412.66           | 195,589.79          | 50,610.21           |
| 57000 - Materials and Supplies               | 292,800.00            | 292,800.00           | 4,496.47            | 187,434.91          | 105,365.09          |
| 58000 - Public Outreach                      | 65,000.00             | 65,000.00            | 0.00                | 46,672.89           | 18,327.11           |
| 59000 - Other Operating Expenses             | 577,600.00            | 577,600.00           | 20,775.33           | 289,226.39          | 288,373.61          |
| 69000 - Other Non-Operating Expenses         | 2,200.00              | 2,200.00             | 0.00                | 1,473.50            | 726.50              |
| 69900 - Transfers Out                        | 275,300.00            | 275,300.00           | 0.00                | 0.00                | 275,300.00          |
| Expense Total:                               | <b>11,364,900.00</b>  | <b>11,364,900.00</b> | <b>1,297,090.83</b> | <b>6,257,665.52</b> | <b>5,107,234.48</b> |
| <b>Fund: 050 - RETAIL Surplus (Deficit):</b> |                       |                      |                     |                     |                     |
| Total Surplus (Deficit):                     | <b>610,600.00</b>     | <b>610,600.00</b>    | <b>-313,047.58</b>  | <b>-670,962.04</b>  | <b>1,281,562.04</b> |

**Retail Operating Income Statement**

For Fiscal: 2018-2019 Period Ending: 01/31/2019

**Fund Summary**

| Fund                            | Original Total Budget | Current Total Budget | MTD Activity       | YTD Activity       | Budget Remaining |
|---------------------------------|-----------------------|----------------------|--------------------|--------------------|------------------|
| 050 - RETAIL                    | 610,600.00            | 610,600.00           | -313,047.58        | -670,962.04        | 1,281,562.04     |
| <b>Total Surplus (Deficit):</b> | <b>610,600.00</b>     | <b>610,600.00</b>    | <b>-313,047.58</b> | <b>-670,962.04</b> |                  |



San Juan Water District, CA

# Retail Capital Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 01/31/2019

| 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                                 | 1,094,700.00          | 1,094,700.00         | 332,881.27        | 349,175.80           | 745,524.20           |
| 44000 - Connection Fees                                     | 100,000.00            | 100,000.00           | 0.00              | 51,351.00            | 48,649.00            |
| 49000 - Other Non-Operating Revenue                         | 65,000.00             | 65,000.00            | 0.00              | 52,032.69            | 12,967.31            |
| 49990 - Transfer In   | 275,300.00            | 275,300.00           | 0.00              | 0.00                 | 275,300.00           |
| Revenue Total:  | <b>1,535,000.00</b>   | <b>1,535,000.00</b>  | <b>332,881.27</b> | <b>452,559.49</b>    | <b>1,082,440.51</b>  |
| <b>Expense</b>  |                       |                      |                   |                      |                      |
| 54000 - Professional Services                               | 358,000.00            | 358,000.00           | 0.00              | 0.00                 | 358,000.00           |
| 55000 - Maintenance   | 150,800.00            | 150,800.00           | 0.00              | 106,306.91           | 44,493.09            |
| 61000 - Capital Outlay                                      | 5,505,300.00          | 5,505,300.00         | 191,211.01        | 1,710,248.94         | 3,795,051.06         |
| Expense Total:  | <b>6,014,100.00</b>   | <b>6,014,100.00</b>  | <b>191,211.01</b> | <b>1,816,555.85</b>  | <b>4,197,544.15</b>  |
| <b>Fund: 055 - Retail Capital Outlay Surplus (Deficit):</b> |                       |                      |                   |                      |                      |
| Total Surplus (Deficit):                                    | <b>-4,479,100.00</b>  | <b>-4,479,100.00</b> | <b>141,670.26</b> | <b>-1,363,996.36</b> | <b>-3,115,103.64</b> |

**Fund Summary**

| Fund                            | Original Total Budget | Current Total Budget | MTD Activity      | YTD Activity         | Budget Remaining |
|---------------------------------|-----------------------|----------------------|-------------------|----------------------|------------------|
| 055 - Retail Capital Outlay     | -4,479,100.00         | -4,479,100.00        | 141,670.26        | -1,363,996.36        | -3,115,103.64    |
| <b>Total Surplus (Deficit):</b> | <b>-4,479,100.00</b>  | <b>-4,479,100.00</b> | <b>141,670.26</b> | <b>-1,363,996.36</b> |                  |

**Summary****Project Summary**

| <b>Project Number</b>         | <b>Project Name</b>                     | <b>Total Revenue</b> | <b>Total Expense</b> | <b>Revenue Over/<br/>(Under) Expenses</b> |
|-------------------------------|---|----------------------|----------------------|---|
| <a href="#"><u>121965</u></a> | Oak Avenue - American River Canyon I    | 0.00                 | 5,261.50             | -5,261.50                                 |
| <a href="#"><u>141043</u></a> | 2014 Drought Response - SSWD Antel      | 0.00                 | -33,883.00           | 33,883.00                                 |
| <a href="#"><u>171107</u></a> | FO 40 Transmission Pipeline Re-Lining   | 0.00                 | 543,731.71           | -543,731.71                               |
| <a href="#"><u>171109</u></a> | GIS Assessment and Implementation       | 0.00                 | 27,683.65            | -27,683.65                                |
| <a href="#"><u>175105</u></a> | 6690-7767 Douglas Boulevard & Assoc     | 0.00                 | 1,283,840.69         | -1,283,840.69                             |
| <a href="#"><u>175107</u></a> | 5700-5708 & 5640-5682 Main Avenue       | 0.00                 | 17,206.88            | -17,206.88                                |
| <a href="#"><u>175109</u></a> | 9151-9219 Oak Avenue Main Replacer      | 0.00                 | 17,972.75            | -17,972.75                                |
| <a href="#"><u>175113</u></a> | 7225-7355 Dambacher Drive               | 0.00                 | 138,604.44           | -138,604.44                               |
| <a href="#"><u>175117</u></a> | Bacon Pressure Zone - Olive Ranch PR    | 0.00                 | 6,292.00             | -6,292.00                                 |
| <a href="#"><u>175119</u></a> | Bacon Pressure Zone - Cavitt Stallman   | 0.00                 | 5,138.72             | -5,138.72                                 |
| <a href="#"><u>181105</u></a> | Lime System Control & Feeder System     | 0.00                 | 3,710.00             | -3,710.00                                 |
| <a href="#"><u>181110</u></a> | Alum Feed Pumps Replacement             | 0.00                 | 392.53               | -392.53                                   |
| <a href="#"><u>181130</u></a> | Hinkle Reservoir Monitoring Wells Lev   | 0.00                 | 24,769.78            | -24,769.78                                |
| <a href="#"><u>181150</u></a> | Madison #2 Mag Meter Replacement        | 0.00                 | 30,479.63            | -30,479.63                                |
| <a href="#"><u>185115</u></a> | Lou Place 8" Tray Way to Crown Point    | 0.00                 | 12.78                | -12.78                                    |
| <a href="#"><u>185135</u></a> | Upper & Lower GB Pump Stn Low Flow      | 0.00                 | 16,956.34            | -16,956.34                                |
| <a href="#"><u>185140</u></a> | Canyon Falls Village Pressure Reducing  | 0.00                 | 3,461.65             | -3,461.65                                 |
| <a href="#"><u>185160</u></a> | Containment Area for Vacuum & Mate      | 0.00                 | 8,495.00             | -8,495.00                                 |
| <a href="#"><u>185165</u></a> | Field Services/Engineering Building (St | 0.00                 | 84,185.20            | -84,185.20                                |
| <a href="#"><u>185185</u></a> | Edward Court Mainline - South of Lou    | 0.00                 | 12.79                | -12.79                                    |
| <a href="#"><u>191260</u></a> | On-Site Residuals Management Impro      | 0.00                 | 19,370.26            | -19,370.26                                |
| <a href="#"><u>191275</u></a> | Clarifier Wall Lining & Leakage Repairs | 0.00                 | 5,465.00             | -5,465.00                                 |
| <a href="#"><u>195205</u></a> | Electrical Improvements to Field Servi  | 0.00                 | 2,724.98             | -2,724.98                                 |
| <a href="#"><u>195210</u></a> | SCADA Radio Replacements North Phas     | 0.00                 | 1,150.00             | -1,150.00                                 |
| <a href="#"><u>195230</u></a> | Redbud/Lupin/Meadowlark Svc Replac      | 0.00                 | 12.78                | -12.78                                    |
| <a href="#"><u>195235</u></a> | Sandstone & Auberry Court to Hill Roa   | 0.00                 | 12.78                | -12.78                                    |
| <a href="#"><u>195255</u></a> | Bacon Pump Station Security Improve     | 0.00                 | 4,375.00             | -4,375.00                                 |
| <a href="#"><u>195260</u></a> | Replace Variable Frequency Drives (3 l  | 0.00                 | 54,243.21            | -54,243.21                                |
| <a href="#"><u>195270</u></a> | SCADA Fiber Optic Comm Cabling - Ba     | 0.00                 | 55.00                | -55.00                                    |
| <b>Project Totals:</b>        |   | <b>0.00</b>          | <b>2,271,734.05</b>  | <b>-2,271,734.05</b>                      |

**Group Summary**

| <b>Group</b>               | <b>Total Revenue</b> | <b>Total Expense</b> | <b>Revenue Over/<br/>(Under) Expenses</b> |
|----------------------------|----------------------|----------------------|---|
| CIP - Asset                | 0.00                 | 1,761,885.34         | -1,761,885.34                             |
| CIP - Capital Contribution | 0.00                 | -33,883.00           | 33,883.00                                 |
| CIP - Expense              | 0.00                 | 543,731.71           | -543,731.71                               |
| <b>Group Totals:</b>       | <b>0.00</b>          | <b>2,271,734.05</b>  | <b>-2,271,734.05</b>                      |

**Type Summary**

| <b>Type</b>            | <b>Total Revenue</b> | <b>Total Expense</b> | <b>Revenue Over/<br/>(Under) Expenses</b> |
|------------------------|----------------------|----------------------|---|
| Administration         | 0.00                 | -33,883.00           | 33,883.00                                 |
| Engineering            | 0.00                 | 1,691,192.94         | -1,691,192.94                             |
| Field Services         | 0.00                 | 11,219.98            | -11,219.98                                |
| Information Technology | 0.00                 | 55.00                | -55.00                                    |
| Water Treatment Plant  | 0.00                 | 603,149.13           | -603,149.13                               |
| <b>Type Totals:</b>    | <b>0.00</b>          | <b>2,271,734.05</b>  | <b>-2,271,734.05</b>                      |

**GL Account Summary**

| <b>GL Account Number</b> | <b>GL Account Name</b>        | <b>Total Revenue</b> | <b>Total Expense</b> | <b>Revenue Over/<br/>(Under) Expenses</b> |
|--------------------------|-------------------------------|----------------------|----------------------|---|
| 010-220-54120            | Professional Services - Other | 0.00                 | 11,113.99            | 11,113.99                                 |
| 011-20030                | Retentions Payable            | 0.00                 | 4,435.00             | 4,435.00                                  |
| 011-700-57120            | Maintenance - Facility        | 0.00                 | -23,470.82           | -23,470.82                                |
|                          |                               |                      | 572,667.53           | 572,667.53                                |

**GL Account Summary**

| <b>GL Account Number</b>  | <b>GL Account Name</b>             | <b>Total Revenue</b> | <b>Total Expense</b> | <b>Revenue Over/<br/>(Under) Expenses</b> |
|---------------------------|------------------------------------|----------------------|----------------------|---|
| 011-700-61145             | Capital Outlay - WTP & Improv...   | 0.00                 | 23,472.79            | 23,472.79                                 |
| 011-700-61155             | Capital Outlay - Reservoirs & I... | 0.00                 | 24,769.78            | 24,769.78                                 |
| 011-700-61160             | Capital Outlay - Equipment and..   | 0.00                 | 19,365.64            | 19,365.64                                 |
| 011-700-61180             | Capital Outlay - Software          | 0.00                 | 6,920.92             | 6,920.92                                  |
| 011-700-74090             | Contributions to Others            | 0.00                 | -38,318.00           | -38,318.00                                |
| 055-20030                 | Retentions Payable                 | 0.00                 | -23,612.04           | -23,612.04                                |
| 055-700-61135             | Capital Outlay - Pump Stations...  | 0.00                 | 79,091.20            | 79,091.20                                 |
| 055-700-61140             | Capital Outlay - Buildings & Im... | 0.00                 | 99,835.98            | 99,835.98                                 |
| 055-700-61150             | Capital Outlay - Mains/Pipeline... | 0.00                 | 1,493,549.35         | 1,493,549.35                              |
| 055-700-61160             | Capital Outlay - Equipment and..   | 0.00                 | 1,150.00             | 1,150.00                                  |
| 055-700-61180             | Capital Outlay - Software          | 0.00                 | 20,762.73            | 20,762.73                                 |
| <b>GL Account Totals:</b> |                                    | <b>0.00</b>          | <b>2,271,734.05</b>  | <b>2,271,734.05</b>                       |



San Juan Water District, CA

**Balance Sheet**  
**Account Summary**  
As Of 01/31/2019

| 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                            | 5,233,373.37         | 10,026,743.53                  | 1,587,473.00         | 5,822,588.48                | 22,670,178.38         |
| 10510 - Accounts Receivable                             | 2,054,540.77         | 2,294.84                       | 258,937.69           | 0.06                        | 2,315,773.36          |
| 11000 - Inventory                                       | 0.00                 | 0.00                           | 185,528.79           | 0.00                        | 185,528.79            |
| 12000 - Prepaid Expense                                 | 29,920.00            | 0.00                           | 29,920.00            | 0.00                        | 59,840.00             |
| 14010 - Deferred Outflows                               | 4,779,860.95         | 0.00                           | 5,666,543.09         | 0.00                        | 10,446,404.04         |
| 17010 - Capital Assets - Work in Progress               | 119,719.83           | 0.00                           | 1,200,506.28         | 0.00                        | 1,320,226.11          |
| 17150 - Capital Assets - Land Non-depreciable           | 98,212.00            | 0.00                           | 166,272.00           | 0.00                        | 264,484.00            |
| 17160 - Capital Assets - Land Improvements              | 814,105.59           | 0.00                           | 83,970.80            | 0.00                        | 898,076.39            |
| 17200 - Capital Assets - Pump Stations & Improvements   | 7,047,178.00         | 0.00                           | 5,527,475.04         | 0.00                        | 12,574,653.04         |
| 17300 - Capital Assets - Buildings & Improvements       | 1,296,460.92         | 0.00                           | 55,440.68            | 0.00                        | 1,351,901.60          |
| 17350 - Capital Assets - Water Treatment Plant & Imp    | 35,529,240.97        | 0.00                           | 16,000.00            | 0.00                        | 35,545,240.97         |
| 17400 - Capital Assets - Mains/Pipelines & Improvements | 29,288,015.94        | 0.00                           | 42,097,313.07        | 0.00                        | 71,385,329.01         |
| 17500 - Capital Assets - Reservoirs & Improvements      | 2,876,930.81         | 0.00                           | 2,492,421.90         | 0.00                        | 5,369,352.71          |
| 17700 - Capital Assets - Equipment & Furniture          | 13,623,189.97        | 0.00                           | 1,051,807.09         | 0.00                        | 14,674,997.06         |
| 17750 - Capital Assets - Vehicles                       | 316,440.00           | 0.00                           | 510,886.87           | 0.00                        | 827,326.87            |
| 17800 - Capital Assets - Software                       | 447,653.38           | 0.00                           | 403,200.40           | 0.00                        | 850,853.78            |
| 17850 - Capital Assets - Intangible                     | 666,196.00           | 0.00                           | 0.00                 | 0.00                        | 666,196.00            |
| 17900 - Less Accumulated Depreciation                   | -35,623,074.98       | 0.00                           | -27,567,347.98       | 0.00                        | -63,190,422.96        |
| 19015 - 2012 Premiums on Refunding Bonds                | -552,686.28          | 0.00                           | -300,093.04          | 0.00                        | -852,779.32           |
| <b>Total Type 1000 - Assets:</b>                        | <b>68,045,277.24</b> | <b>10,029,038.37</b>           | <b>33,466,255.68</b> | <b>5,822,588.54</b>         | <b>117,363,159.83</b> |
| <b>Total Asset:</b>                                     | <b>68,045,277.24</b> | <b>10,029,038.37</b>           | <b>33,466,255.68</b> | <b>5,822,588.54</b>         | <b>117,363,159.83</b> |
| <b>Liability</b>  |                      |                                |                      |                             |                       |
| <b>Type: 1000 - Assets</b>                              |                      |                                |                      |                             |                       |
| 10510 - Accounts Receivable                             | 0.00                 | 0.00                           | 91,401.79            | 0.00                        | 91,401.79             |
| <b>Total Type 1000 - Assets:</b>                        | <b>0.00</b>          | <b>0.00</b>                    | <b>91,401.79</b>     | <b>0.00</b>                 | <b>91,401.79</b>      |
| <b>Type: 2000 - Liabilities</b>                         |                      |                                |                      |                             |                       |
| 20010 - Accounts Payable                                | 146,088.99           | 34,756.42                      | 93,668.90            | 180,810.07                  | 455,324.38            |
| 20100 - Retentions Payable                              | 0.00                 | 23,470.82                      | 0.00                 | 83,849.24                   | 107,320.06            |
| 21200 - Salaries & Benefits Payable                     | 32,853.37            | 0.00                           | 51,729.31            | 0.00                        | 84,582.68             |
| 21250 - Payroll Taxes Payable                           | 0.01                 | 0.00                           | -0.01                | 0.00                        | 0.00                  |
| 21300 - Compensated Absences                            | 313,125.59           | 0.00                           | 470,930.53           | 0.00                        | 784,056.12            |
| 21500 - Premium on Issuance of Bonds Series 2017        | 1,382,904.36         | 0.00                           | 777,883.70           | 0.00                        | 2,160,788.06          |
| 21600 - OPEB Liability                                  | 1,868,077.67         | 0.00                           | 2,435,346.48         | 0.00                        | 4,303,424.15          |

## Balance Sheet

As Of 01/31/2019

| Account   | 010 - WHOLESALE      | 011 - Wholesale Capital Outlay | 050 - RETAIL         | 055 - Retail Capital Outlay | Total                 |
|---|----------------------|--------------------------------|----------------------|-----------------------------|-----------------------|
| 21700 - Pension Liability                                       | 1,985,100.80         | 0.00                           | 2,816,714.96         | 0.00                        | 4,801,815.76          |
| 22010 - Deferred Income   | 0.00                 | 0.00                           | 46,175.83            | 0.00                        | 46,175.83             |
| 22050 - Deferred Inflows  | 1,448,541.04         | 0.00                           | 1,934,601.33         | 0.00                        | 3,383,142.37          |
| 24200 - 2012 Bonds Payable                                      | 6,099,804.92         | 0.00                           | 3,312,021.84         | 0.00                        | 9,411,826.76          |
| 24250 - Bonds Payable 2017 Refunding                            | 15,753,600.00        | 0.00                           | 8,861,400.00         | 0.00                        | 24,615,000.00         |
| 29010 - Other Payables  | 230,200.00           | 0.00                           | 0.00                 | 0.00                        | 230,200.00            |
| <b>Total Type 2000 - Liabilities:</b>                           | <b>29,260,296.75</b> | <b>58,227.24</b>               | <b>20,800,472.87</b> | <b>264,659.31</b>           | <b>50,383,656.17</b>  |
| <b>Total Liability:</b>   | <b>29,260,296.75</b> | <b>58,227.24</b>               | <b>20,891,874.66</b> | <b>264,659.31</b>           | <b>50,475,057.96</b>  |
| <b>Equity</b>   |                      |                                |                      |                             |                       |
| <b>Type: 3000 - Equity</b>                                      |                      |                                |                      |                             |                       |
| 30100 - Investment in Capital Assets                            | 33,105,804.95        | 0.00                           | 13,014,612.39        | 0.00                        | 46,120,417.34         |
| 30500 - Designated Reserves                                     | 1,315,048.71         | 10,012,861.35                  | 230,730.67           | 6,921,925.59                | 18,480,566.32         |
| <b>Total Type 3000 - Equity:</b>                                | <b>34,420,853.66</b> | <b>10,012,861.35</b>           | <b>13,245,343.06</b> | <b>6,921,925.59</b>         | <b>64,600,983.66</b>  |
| <b>Total Total Beginning Equity:</b>                            | <b>34,420,853.66</b> | <b>10,012,861.35</b>           | <b>13,245,343.06</b> | <b>6,921,925.59</b>         | <b>64,600,983.66</b>  |
| Total Revenue   | 9,050,758.00         | 577,942.43                     | 5,586,703.48         | 452,559.49                  | 15,667,963.40         |
| Total Expense   | 4,686,631.17         | 619,992.65                     | 6,257,665.52         | 1,816,555.85                | 13,380,845.19         |
| <b>Revenues Over/Under Expenses</b>                             | <b>4,364,126.83</b>  | <b>-42,050.22</b>              | <b>-670,962.04</b>   | <b>-1,363,996.36</b>        | <b>2,287,118.21</b>   |
| <b>Total Equity and Current Surplus (Deficit):</b>              | <b>38,784,980.49</b> | <b>9,970,811.13</b>            | <b>12,574,381.02</b> | <b>5,557,929.23</b>         | <b>66,888,101.87</b>  |
| <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> | <b>68,045,277.24</b> | <b>10,029,038.37</b>           | <b>33,466,255.68</b> | <b>5,822,588.54</b>         | <b>117,363,159.83</b> |



San Juan Water District, CA

# Check Report

By Check Number

Date Range: 01/01/2019 - 01/31/2019

| Vendor Number                 | Vendor Name                                   | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-------------------------------|---|--------------|--------------|-----------------|----------------|--------|
| <b>Bank Code: APBNK-APBNK</b> |   |              |              |                 |                |        |
| 03558                         | Baba, Gary                                    | 01/07/2019   | Regular      | 0.00            | -92.28         | 51662  |
| 01644                         | Franchise Tax Board                           | 01/07/2019   | Regular      | 0.00            | 535.26         | 53674  |
| 03406                         | Alpha Analytical Laboratories Inc.            | 01/09/2019   | Regular      | 0.00            | 846.00         | 53675  |
| 01073                         | Amarjeet Singh Garcha                         | 01/09/2019   | Regular      | 0.00            | 1,500.00       | 53676  |
| 03558                         | Baba, Gary                                    | 01/09/2019   | Regular      | 0.00            | 92.28          | 53677  |
| 01372                         | City of Folsom                                | 01/09/2019   | Regular      | 0.00            | 28.00          | 53678  |
| 02214                         | County of Placer Engineering & Surveying      | 01/09/2019   | Regular      | 0.00            | 1,906.25       | 53679  |
| 01423                         | County of Sacramento                          | 01/09/2019   | Regular      | 0.00            | 2,008.00       | 53680  |
| 03376                         | Del Paso Pipe & Steel Inc.                    | 01/09/2019   | Regular      | 0.00            | 270.06         | 53681  |
| 03548                         | Digital Deployment, Inc.                      | 01/09/2019   | Regular      | 0.00            | 400.00         | 53682  |
| 01630                         | FM Graphics, Inc.                             | 01/09/2019   | Regular      | 0.00            | 604.62         | 53683  |
| 01634                         | Folsom Lake Ford, Inc.                        | 01/09/2019   | Regular      | 0.00            | 374.06         | 53684  |
| 03089                         | Fulton, Jonathan                              | 01/09/2019   | Regular      | 0.00            | 250.00         | 53685  |
| 03091                         | Granite Bay Ace Hardware                      | 01/09/2019   | Regular      | 0.00            | 296.12         | 53686  |
| 01710                         | Greenback Eqipment Rentals, Inc.              | 01/09/2019   | Regular      | 0.00            | 82.78          | 53687  |
| 01733                         | Harris Industrial Gases                       | 01/09/2019   | Regular      | 0.00            | 286.41         | 53688  |
| 03235                         | HD Supply Construction Supply LTD             | 01/09/2019   | Regular      | 0.00            | 160.76         | 53689  |
| 03383                         | Inferrera Construction Management Group, Inc. | 01/09/2019   | Regular      | 0.00            | 9,357.50       | 53690  |
| 01890                         | Johnson Petroleum Construction, Inc.          | 01/09/2019   | Regular      | 0.00            | 188.75         | 53691  |
| 03669                         | MFDB Architects, Inc.                         | 01/09/2019   | Regular      | 0.00            | 8,589.50       | 53692  |
| 02131                         | Office Depot, Inc.                            | 01/09/2019   | Regular      | 0.00            | 952.55         | 53693  |
| 02150                         | Pace Supply Corp                              | 01/09/2019   | Regular      | 0.00            | 6,639.99       | 53694  |
| 02223                         | Rexel Inc (Platt - Rancho Cordova)            | 01/09/2019   | Regular      | 0.00            | 1,013.23       | 53695  |
| 02328                         | Rocklin Windustrial Co                        | 01/09/2019   | Regular      | 0.00            | 167.01         | 53696  |
| 01411                         | SureWest Telephone                            | 01/09/2019   | Regular      | 0.00            | 1,617.57       | 53697  |
| 02638                         | Tyler Technologies, Inc.                      | 01/09/2019   | Regular      | 0.00            | 275.00         | 53698  |
| 02651                         | United Parcel Service Inc                     | 01/09/2019   | Regular      | 0.00            | 190.64         | 53699  |
| 02700                         | Viking Shred LLC                              | 01/09/2019   | Regular      | 0.00            | 50.00          | 53700  |
| 01687                         | W. W. Grainger, Inc.                          | 01/09/2019   | Regular      | 0.00            | 227.59         | 53701  |
| 01112                         | ACS (US), Inc.                                | 01/15/2019   | Regular      | 0.00            | 4,169.15       | 53711  |
| 01041                         | Afman, Todd R                                 | 01/15/2019   | Regular      | 0.00            | 278.21         | 53712  |
| 03406                         | Alpha Analytical Laboratories Inc.            | 01/15/2019   | Regular      | 0.00            | 175.00         | 53713  |
| 01138                         | AT&T Mobility II LLC                          | 01/15/2019   | Regular      | 0.00            | 63.24          | 53714  |
| 03226                         | Capitol Sand and Gravel Co.                   | 01/15/2019   | Regular      | 0.00            | 2,680.88       | 53715  |
| 01416                         | Corix Water Products (US) Inc.                | 01/15/2019   | Regular      | 0.00            | 3,005.15       | 53716  |
| 01433                         | Crusader Fence Co., Inc.                      | 01/15/2019   | Regular      | 0.00            | 304.61         | 53717  |
| 01644                         | Franchise Tax Board                           | 01/15/2019   | Regular      | 0.00            | 265.11         | 53718  |
| 01650                         | Furniture at Work, Inc                        | 01/15/2019   | Regular      | 0.00            | 1,476.94       | 53719  |
| 01068                         | Glenn C. Walker                               | 01/15/2019   | Regular      | 0.00            | 1,010.40       | 53720  |
| 01681                         | Golden State Flow Measurements, Inc.          | 01/15/2019   | Regular      | 0.00            | 28,127.57      | 53721  |
| 03091                         | Granite Bay Ace Hardware                      | 01/15/2019   | Regular      | 0.00            | 51.53          | 53722  |
| 01710                         | Greenback Eqipment Rentals, Inc.              | 01/15/2019   | Regular      | 0.00            | 126.59         | 53723  |
| 02024                         | MCI WORLDCOM                                  | 01/15/2019   | Regular      | 0.00            | 91.73          | 53724  |
| 02150                         | Pace Supply Corp                              | 01/15/2019   | Regular      | 0.00            | 380.57         | 53725  |
| 03026                         | PFM Asset Management                          | 01/15/2019   | Regular      | 0.00            | 910.36         | 53726  |
| 02283                         | Recology Auburn Placer                        | 01/15/2019   | Regular      | 0.00            | 643.47         | 53727  |
| 02223                         | Rexel Inc (Platt - Rancho Cordova)            | 01/15/2019   | Regular      | 0.00            | 555.19         | 53728  |
| 02302                         | Riebes Auto Parts, LLC                        | 01/15/2019   | Regular      | 0.00            | 31.24          | 53729  |
| 02328                         | Rocklin Windustrial Co                        | 01/15/2019   | Regular      | 0.00            | 242.77         | 53730  |
| 02357                         | Sacramento Municipal Utility District (SMUD)  | 01/15/2019   | Regular      | 0.00            | 9,374.71       | 53731  |
| 02049                         | Stemple, Michael                              | 01/15/2019   | Regular      | 0.00            | 300.00         | 53732  |
| 02667                         | US Bank Corporate Payments Sys (CalCard)      | 01/15/2019   | Regular      | 0.00            | 24,865.12      | 53733  |
|                               | **Void**                                      | 01/15/2019   | Regular      | 0.00            | 0.00           | 53734  |
|                               | **Void**                                      | 01/15/2019   | Regular      | 0.00            | 0.00           | 53735  |

## Check Report

Date Range: 01/01/2019 - 01/31/2019

| Vendor Number | Vendor Name   | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|---|--------------|--------------|-----------------|----------------|--------|
|               | **Void**  | 01/15/2019   | Regular      | 0.00            | 0.00           | 53736  |
|               | **Void**  | 01/15/2019   | Regular      | 0.00            | 0.00           | 53737  |
|               | **Void**  | 01/15/2019   | Regular      | 0.00            | 0.00           | 53738  |
|               | **Void**  | 01/15/2019   | Regular      | 0.00            | 0.00           | 53739  |
|               | **Void**  | 01/15/2019   | Regular      | 0.00            | 0.00           | 53740  |
|               | **Void**  | 01/15/2019   | Regular      | 0.00            | 0.00           | 53741  |
|               | **Void**  | 01/15/2019   | Regular      | 0.00            | 0.00           | 53742  |
|               | **Void**  | 01/15/2019   | Regular      | 0.00            | 0.00           | 53743  |
| 02690         | Verizon Wireless                                    | 01/15/2019   | Regular      | 0.00            | 1,242.25       | 53744  |
| 01687         | W. W. Grainger, Inc.                                | 01/15/2019   | Regular      | 0.00            | 274.78         | 53745  |
| 03445         | Zlotnick, Greg                                      | 01/15/2019   | Regular      | 0.00            | 89.95          | 53746  |
| 01041         | Afman, Todd R                                       | 01/22/2019   | Regular      | 0.00            | 126.90         | 53747  |
| 03406         | Alpha Analytical Laboratories Inc.                  | 01/22/2019   | Regular      | 0.00            | 1,018.00       | 53748  |
| 01241         | Bureau of Reclamation CCAO                          | 01/22/2019   | Regular      | 0.00            | 5,361.00       | 53749  |
| 03649         | Caggiano General Engineering, Inc.                  | 01/22/2019   | Regular      | 0.00            | 236,322.00     | 53750  |
| 01375         | City of Sacramento                                  | 01/22/2019   | Regular      | 0.00            | 6,920.38       | 53751  |
| 01378         | Clark Pest Control of Stockton                      | 01/22/2019   | Regular      | 0.00            | 150.00         | 53752  |
| 02214         | County of Placer Engineering & Surveying            | 01/22/2019   | Regular      | 0.00            | 781.25         | 53753  |
| 01494         | Dewey Services Inc.                                 | 01/22/2019   | Regular      | 0.00            | 85.00          | 53754  |
| 01634         | Folsom Lake Ford, Inc.                              | 01/22/2019   | Regular      | 0.00            | 393.81         | 53755  |
| 03091         | Granite Bay Ace Hardware                            | 01/22/2019   | Regular      | 0.00            | 64.60          | 53756  |
| 01733         | Harris Industrial Gases                             | 01/22/2019   | Regular      | 0.00            | 56.79          | 53757  |
| 01763         | Holt of California                                  | 01/22/2019   | Regular      | 0.00            | 1,431.76       | 53758  |
| 03682         | HydroScience Engineers, Inc.                        | 01/22/2019   | Regular      | 0.00            | 11,280.00      | 53759  |
| 03383         | Inferrera Construction Management Group, Inc.       | 01/22/2019   | Regular      | 0.00            | 27,595.00      | 53760  |
| 01814         | J. Fletcher Creamer & Son, Inc.                     | 01/22/2019   | Regular      | 0.00            | 241,363.18     | 53761  |
| 03533         | M&C Bliss Enterprises Inc                           | 01/22/2019   | Regular      | 0.00            | 85.79          | 53762  |
| 02649         | MUFG Union Bank, N.A.                               | 01/22/2019   | Regular      | 0.00            | 1,799,808.79   | 53763  |
| 02150         | Pace Supply Corp                                    | 01/22/2019   | Regular      | 0.00            | 511.45         | 53764  |
| 03694         | Pro Team Cleaning Inc.                              | 01/22/2019   | Regular      | 0.00            | 5,833.00       | 53765  |
| 02281         | Ray A Morgan Company Inc                            | 01/22/2019   | Regular      | 0.00            | 237.90         | 53766  |
| 02223         | Rexel Inc (Platt - Rancho Cordova)                  | 01/22/2019   | Regular      | 0.00            | 2,064.15       | 53767  |
| 02293         | RFI Enterprises, Inc                                | 01/22/2019   | Regular      | 0.00            | 51.34          | 53768  |
| 02328         | Rocklin Windustrial Co                              | 01/22/2019   | Regular      | 0.00            | 49.55          | 53769  |
| 02514         | State Water Resources Control Board - SWRCB         | 01/22/2019   | Regular      | 0.00            | 31,264.00      | 53770  |
| 02580         | The Eidam Corporation                               | 01/22/2019   | Regular      | 0.00            | 11,159.90      | 53771  |
| 02581         | The Ferguson Group, LLC                             | 01/22/2019   | Regular      | 0.00            | 12.99          | 53772  |
| 02463         | The New AnswerNet                                   | 01/22/2019   | Regular      | 0.00            | 275.00         | 53773  |
| 02638         | Tyler Technologies, Inc.                            | 01/22/2019   | Regular      | 0.00            | 4,780.00       | 53774  |
| 02743         | Wienhoff & Associates, Inc.                         | 01/22/2019   | Regular      | 0.00            | 70.00          | 53775  |
| 01041         | Afman, Todd R                                       | 01/28/2019   | Regular      | 0.00            | 427.98         | 53777  |
| 03406         | Alpha Analytical Laboratories Inc.                  | 01/28/2019   | Regular      | 0.00            | 849.00         | 53778  |
| 03657         | Anderson, Chana                                     | 01/28/2019   | Regular      | 0.00            | 1,950.00       | 53779  |
| 03548         | Digital Deployment, Inc.                            | 01/28/2019   | Regular      | 0.00            | 1,200.00       | 53780  |
| 03621         | Eletrick Motorsports, Inc.                          | 01/28/2019   | Regular      | 0.00            | 45.48          | 53781  |
| 01634         | Folsom Lake Ford, Inc.                              | 01/28/2019   | Regular      | 0.00            | 209.46         | 53782  |
| 03091         | Granite Bay Ace Hardware                            | 01/28/2019   | Regular      | 0.00            | 137.61         | 53783  |
| 02150         | Pace Supply Corp                                    | 01/28/2019   | Regular      | 0.00            | 795.36         | 53784  |
| 02146         | PG&E  | 01/28/2019   | Regular      | 0.00            | 10.00          | 53785  |
| 02223         | Rexel Inc (Platt - Rancho Cordova)                  | 01/28/2019   | Regular      | 0.00            | 799.11         | 53786  |
| 02328         | Rocklin Windustrial Co                              | 01/28/2019   | Regular      | 0.00            | 502.57         | 53787  |
| 02700         | Viking Shred LLC                                    | 01/28/2019   | Regular      | 0.00            | 50.00          | 53788  |
| 01687         | W. W. Grainger, Inc.                                | 01/28/2019   | Regular      | 0.00            | 1,345.32       | 53789  |
| 01328         | Association of California Water Agencies / Joint Po | 01/07/2019   | EFT          | 0.00            | 7,533.43       | 405773 |
| 03387         | WageWorks, Inc                                      | 01/07/2019   | EFT          | 0.00            | 351.15         | 405774 |
| 01604         | Fastenal Company                                    | 01/09/2019   | EFT          | 0.00            | 180.18         | 405775 |
| 01611         | Ferguson Enterprises, Inc                           | 01/09/2019   | EFT          | 0.00            | 556.19         | 405776 |
| 03237         | GM Construction & Developers, Inc                   | 01/09/2019   | EFT          | 0.00            | 27,785.00      | 405777 |
| 01741         | HDR Engineering, Inc.                               | 01/09/2019   | EFT          | 0.00            | 15,839.49      | 405778 |
| 01794         | Innovyze, Inc                                       | 01/09/2019   | EFT          | 0.00            | 13,951.25      | 405779 |
| 01917         | Kennedy/Jenks Consultants, Inc.                     | 01/09/2019   | EFT          | 0.00            | 952.50         | 405780 |

## Check Report

Date Range: 01/01/2019 - 01/31/2019

| Vendor Number | Vendor Name  | Payment Date | Payment Type | Discount Amount | Payment Amount | Number        |
|---------------|--|--------------|--------------|-----------------|----------------|---------------|
| 03628         | Lees Automotive Repair Inc.                        | 01/09/2019   | EFT          | 0.00            | 1,116.97       | 405781        |
| 02027         | Mcmaster-Carr Supply Company                       | 01/09/2019   | EFT          | 0.00            | 196.84         | 405782        |
| 02308         | River City Staffing, Inc.                          | 01/09/2019   | EFT          | 0.00            | 917.20         | 405783        |
| 02572         | Thatcher Company of California, Inc.               | 01/09/2019   | EFT          | 0.00            | 4,226.40       | 405784        |
| 02674         | Utility Services Associates, LLC                   | 01/09/2019   | EFT          | 0.00            | 2,714.00       | 405785        |
| 02710         | WageWorks, Inc                                     | 01/09/2019   | EFT          | 0.00            | 86.00          | 405786        |
| 02730         | Western Area Power Administration                  | 01/09/2019   | EFT          | 0.00            | 2,412.00       | 405787        |
| 03681         | Allied Electronics Inc.                            | 01/15/2019   | EFT          | 0.00            | 1,221.38       | 405788        |
| 01232         | Brower Mechanical, Inc.                            | 01/15/2019   | EFT          | 0.00            | 590.00         | 405789        |
| 01330         | CDW Government LLC                                 | 01/15/2019   | EFT          | 0.00            | 1,726.81       | 405790        |
| 01357         | Cheyenne Livestock & Products Inc                  | 01/15/2019   | EFT          | 0.00            | 560.00         | 405791        |
| 01521         | DataProse, LLC                                     | 01/15/2019   | EFT          | 0.00            | 9,906.44       | 405792        |
| 01509         | Domenichelli & Associates, Inc.                    | 01/15/2019   | EFT          | 0.00            | 8,495.00       | 405793        |
| 01532         | E&M Electric & Machinery, Inc.                     | 01/15/2019   | EFT          | 0.00            | 26,362.50      | 405794        |
| 01611         | Ferguson Enterprises, Inc                          | 01/15/2019   | EFT          | 0.00            | 1,429.76       | 405795        |
| 01741         | HDR Engineering, Inc.                              | 01/15/2019   | EFT          | 0.00            | 12,263.76      | 405796        |
| 01917         | Kennedy/Jenks Consultants, Inc.                    | 01/15/2019   | EFT          | 0.00            | 4,512.50       | 405797        |
| 03628         | Lees Automotive Repair Inc.                        | 01/15/2019   | EFT          | 0.00            | 1,629.55       | 405798        |
| 02027         | Mcmaster-Carr Supply Company                       | 01/15/2019   | EFT          | 0.00            | 73.48          | 405799        |
| 01472         | Mel Dawson, Inc.                                   | 01/15/2019   | EFT          | 0.00            | 3,083.60       | 405800        |
| 02308         | River City Staffing, Inc.                          | 01/15/2019   | EFT          | 0.00            | 756.69         | 405801        |
| 02572         | Thatcher Company of California, Inc.               | 01/15/2019   | EFT          | 0.00            | 496.74         | 405802        |
| 02162         | Tobin, Pamela                                      | 01/15/2019   | EFT          | 0.00            | 19.62          | 405803        |
| 03387         | WageWorks, Inc                                     | 01/15/2019   | EFT          | 0.00            | 259.15         | 405804        |
| 03681         | Allied Electronics Inc.                            | 01/22/2019   | EFT          | 0.00            | 58.60          | 405805        |
| 01210         | Blackburn Manufacturing Company                    | 01/22/2019   | EFT          | 0.00            | 301.99         | 405806        |
| 01234         | Bryce HR Consulting, Inc.                          | 01/22/2019   | EFT          | 0.00            | 1,225.00       | 405807        |
| 01486         | Department of Energy                               | 01/22/2019   | EFT          | 0.00            | 740.03         | 405808        |
| 03237         | GM Construction & Developers, Inc                  | 01/22/2019   | EFT          | 0.00            | 6,005.85       | 405809        |
| 01741         | HDR Engineering, Inc.                              | 01/22/2019   | EFT          | 0.00            | 21,254.00      | 405810        |
| 03693         | ML Staffing, LLC                                   | 01/22/2019   | EFT          | 0.00            | 270.00         | 405811        |
| 02308         | River City Staffing, Inc.                          | 01/22/2019   | EFT          | 0.00            | 2,017.84       | 405812        |
| 03385         | S.J. Electro Systems, Inc                          | 01/22/2019   | EFT          | 0.00            | 2,870.00       | 405813        |
| 03298         | United Rentals (North America), Inc.               | 01/22/2019   | EFT          | 0.00            | 91.27          | 405814        |
| 01898         | Association of California Water Agencies / JPIA    | 01/28/2019   | EFT          | 0.00            | 36,316.00      | 405815        |
|               | **Void**   | 01/28/2019   | EFT          | 0.00            | 0.00           | 405816        |
| 01210         | Blackburn Manufacturing Company                    | 01/28/2019   | EFT          | 0.00            | 114.50         | 405817        |
| 01330         | CDW Government LLC                                 | 01/28/2019   | EFT          | 0.00            | 111.79         | 405818        |
| 01611         | Ferguson Enterprises, Inc                          | 01/28/2019   | EFT          | 0.00            | 473.60         | 405819        |
| 03237         | GM Construction & Developers, Inc                  | 01/28/2019   | EFT          | 0.00            | 6,029.48       | 405820        |
| 01721         | Hach Company                                       | 01/28/2019   | EFT          | 0.00            | 126.26         | 405821        |
| 02275         | Ramos Oil Recyclers, Inc.                          | 01/28/2019   | EFT          | 0.00            | 462.91         | 405822        |
| 02308         | River City Staffing, Inc.                          | 01/28/2019   | EFT          | 0.00            | 917.20         | 405823        |
| 03385         | S.J. Electro Systems, Inc                          | 01/28/2019   | EFT          | 0.00            | 3,710.00       | 405824        |
| 03387         | WageWorks, Inc                                     | 01/28/2019   | EFT          | 0.00            | 259.15         | 405825        |
| 02710         | WageWorks, Inc                                     | 01/28/2019   | EFT          | 0.00            | 86.00          | 405826        |
| 02730         | Western Area Power Administration                  | 01/28/2019   | EFT          | 0.00            | 2,403.00       | 405827        |
| 01328         | Association of California Water Agencies / Joint P | 01/28/2019   | EFT          | 0.00            | 7,533.43       | 405828        |
| 03077         | VALIC  | 01/11/2019   | Bank Draft   | 0.00            | 4,987.81       | 0007671872    |
| 03077         | VALIC  | 01/25/2019   | Bank Draft   | 0.00            | 5,087.81       | 0007683514    |
| 01641         | Sun Life Assurance Company of Canada               | 01/06/2019   | Bank Draft   | 0.00            | 9,893.68       | 100427103     |
| 03078         | CalPERS Health                                     | 01/07/2019   | Bank Draft   | 0.00            | 42,291.34      | 1001237251    |
| 03078         | CalPERS Health                                     | 01/07/2019   | Bank Draft   | 0.00            | 37,374.75      | 1001237251    |
| 03078         | CalPERS Health                                     | 01/07/2019   | Bank Draft   | 0.00            | 42,105.88      | 1001237251    |
| 03130         | CalPERS Retirement                                 | 01/11/2019   | Bank Draft   | 0.00            | 34,413.34      | 1001240744    |
| 01366         | Citistreet/CalPERS 457                             | 01/11/2019   | Bank Draft   | 0.00            | 3,724.51       | 1001240748    |
| 03130         | CalPERS Retirement                                 | 01/25/2019   | Bank Draft   | 0.00            | 34,476.18      | 1001248670    |
| 01366         | Citistreet/CalPERS 457                             | 01/25/2019   | Bank Draft   | 0.00            | 3,724.51       | 1001248674    |
| 03080         | California State Disbursement Unit                 | 01/11/2019   | Bank Draft   | 0.00            | 750.92         | D3MOF3K6657   |
| 03080         | California State Disbursement Unit                 | 01/25/2019   | Bank Draft   | 0.00            | 750.92         | UAQ08216657   |
| 03163         | Economic Development Department                    | 01/14/2019   | Bank Draft   | 0.00            | 11,463.30      | 1-491-987-264 |

**Check Report**

Date Range: 01/01/2019 - 01/31/2019

| Vendor Number | Vendor Name                                    | Payment Date | Payment Type | Discount Amount | Payment Amount | Number         |
|---------------|--|--------------|--------------|-----------------|----------------|----------------|
| 03163         | Economic Development Department                | 01/25/2019   | Bank Draft   | 0.00            | 10,342.36      | 1-622-382-400  |
| 01039         | American Family Life Assurance Company of Colu | 01/25/2019   | Bank Draft   | 0.00            | 691.28         | Q3869 01-25-19 |
| 01039         | American Family Life Assurance Company of Colu | 01/25/2019   | Bank Draft   | 0.00            | 691.28         | Q3869 01-25-19 |
| 03164         | Internal Revenue Service                       | 01/11/2019   | Bank Draft   | 0.00            | 47,874.84      | 2709411425242  |
| 03164         | Internal Revenue Service                       | 01/25/2019   | Bank Draft   | 0.00            | 47,674.34      | 2709425446572  |

**Bank Code APBNK Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment             |
|----------------|---------------|---------------|-------------|---------------------|
| Regular Checks | 166           | 96            | 0.00        | 2,517,121.87        |
| Manual Checks  | 0             | 0             | 0.00        | 0.00                |
| Voided Checks  | 0             | 11            | 0.00        | -92.28              |
| Bank Drafts    | 18            | 18            | 0.00        | 338,319.05          |
| EFT's          | 87            | 56            | 0.00        | 245,583.48          |
|                | <b>271</b>    | <b>181</b>    | <b>0.00</b> | <b>3,100,932.12</b> |

## All Bank Codes Check Summary

| Payment Type   | Payable Count | Payment Count | Discount | Payment      |
|----------------|---------------|---------------|----------|--------------|
| Regular Checks | 166           | 96            | 0.00     | 2,517,121.87 |
| Manual Checks  | 0             | 0             | 0.00     | 0.00         |
| Voided Checks  | 0             | 11            | 0.00     | -92.28       |
| Bank Drafts    | 18            | 18            | 0.00     | 338,319.05   |
| EFT's          | 87            | 56            | 0.00     | 245,583.48   |
|                | 271           | 181           | 0.00     | 3,100,932.12 |

## Fund Summary

| Fund | Name         | Period | Amount                       |
|------|--------------|--------|------------------------------|
| 999  | INTERCOMPANY | 1/2019 | 3,100,932.12<br>3,100,932.12 |



San Juan Water District, CA

# Vendor History Report

## By Vendor Name

Posting Date Range 07/01/2018 - 01/31/2019

Payment Date Range -

| Payable Number<br>Item Description    | Description<br>Units                       | Post Date<br>Price | 1099<br>Amount | Payment Number<br>Account Number | Payment Date<br>Account Name   | Amount<br>Dist Amount        | Shipping | Tax  | Discount | Net      | Payment  |
|---------------------------------------|--|--------------------|----------------|----------------------------------|--|------------------------------|----------|------|----------|----------|----------|
| <b>Vendor Set: 01 - Vendor Set 01</b> |  |                    |                |                                  |  |                              |          |      |          |          |          |
| <b>02556 - Costa, Ted</b>             |  |                    |                |                                  |  |                              |          |      |          |          |          |
| Exp Reimb 11-2018                     | ACWA Fall Conf Expense Reimbursement       | 11-11/30/2018      |                | 53619                            |  | 574.87                       | 0.00     | 0.00 | 0.00     | 574.87   | 574.87   |
| ACWA Fall Conf Expense I              | 0.00                                       | 0.00               | 574.87         | 010-010-52110<br>050-010-52110   | 12/17/2018<br>Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai | 574.87<br>287.44<br>287.43   | 0.00     | 0.00 | 0.00     | 574.87   | 574.87   |
| <b>01916 - Miller, Ken</b>            |  |                    |                |                                  |  |                              |          |      |          |          |          |
| Exp Reimb 08-2018                     | Exp Reimb 08-2018-Mileage PCWA 2x2 Meet    | 8/31/2018          |                | 53205                            |  | 1,788.51                     | 0.00     | 0.00 | 0.00     | 1,788.51 | 1,788.51 |
| Exp Reimb 08-2018-Mile                | 0.00                                       | 0.00               | 16.90          | 010-010-52110<br>050-010-52110   | 9/10/2018<br>Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai  | 16.90<br>15.21<br>1.69       | 0.00     | 0.00 | 0.00     | 16.90    | 16.90    |
| Exp Reimb 10-2018                     | Mileage Reimbursement -SGA 20th Annivers   | 10/18/2018         |                | 53478                            |  | 13.63                        | 0.00     | 0.00 | 0.00     | 13.63    | 13.63    |
| Mileage Reimbursement-                | 0.00                                       | 0.00               | 13.63          | 010-010-52110<br>050-010-52110   | 11/13/2018<br>Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai | 13.63<br>6.82<br>6.81        | 0.00     | 0.00 | 0.00     | 13.63    | 13.63    |
| Exp Reimb 11-2018                     | ACWA Fall Conference Exp Reimb 11-2018     | 11/30/2018         |                | 53599                            |  | 1,757.98                     | 0.00     | 0.00 | 0.00     | 1,757.98 | 1,757.98 |
| ACWA Fall Conference Ex               | 0.00                                       | 0.00               | 1,757.98       | 010-010-52110<br>050-010-52110   | 12/10/2018<br>Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai | 1,757.98<br>878.99<br>878.99 | 0.00     | 0.00 | 0.00     | 1,757.98 | 1,757.98 |
| <b>03092 - Rich, Dan</b>              |  |                    |                |                                  |  |                              |          |      |          |          |          |
| Exp Reimb 09-2018                     | Mileage Reimb-EE BBQ                       |                    | 9/30/2018      | 53350                            |  | 228.70                       | 0.00     | 0.00 | 0.00     | 228.70   | 228.70   |
| Mileage Reimb-EE BBQ                  | 0.00                                       | 0.00               | 6.00           | 010-010-52110<br>050-010-52110   | 10/15/2018<br>Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai | 6.00<br>3.00<br>3.00         | 0.00     | 0.00 | 0.00     | 6.00     | 6.00     |
| Exp Reimb 10-2018                     | Mileage Reimbursement-SGA 20th Anniversa   | 10/18/2018         |                | 53488                            |  | 9.27                         | 0.00     | 0.00 | 0.00     | 9.27     | 9.27     |
| Mileage Reimbursement-                | 0.00                                       | 0.00               | 9.27           | 010-010-52110<br>050-010-52110   | 11/13/2018<br>Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai | 9.27<br>4.64<br>4.63         | 0.00     | 0.00 | 0.00     | 9.27     | 9.27     |
| Exp Reimb 11-2018                     | ACWA Fall Conference Expense Reimb 11-2018 | 11/30/2018         |                | 53633                            |  | 213.43                       | 0.00     | 0.00 | 0.00     | 213.43   | 213.43   |
| ACWA Fall Conference Ex               | 0.00                                       | 0.00               | 213.43         | 010-010-52110<br>050-010-52110   | 12/17/2018<br>Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai | 213.43<br>106.72<br>106.71   | 0.00     | 0.00 | 0.00     | 213.43   | 213.43   |
| <b>02162 - Tobin, Pamela</b>          |  |                    |                |                                  |  |                              |          |      |          |          |          |
| Exp Reimb 01-2019                     | Mileage Reimbursement-Various Meetings     | 1/31/2019          |                | 405847                           |  | 903.62                       | 0.00     | 0.00 | 0.00     | 903.62   | 903.62   |
| Mileage Reimbursement-                | 0.00                                       | 0.00               | 160.70         | 010-010-52110<br>050-010-52110   | 2/11/2019<br>Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai  | 160.70<br>80.35<br>80.35     | 0.00     | 0.00 | 0.00     | 160.70   | 160.70   |
| Exp Reimb 07-2018                     | Mileage Exp Reimb-Various Meetings& ACW    | 7/30/2018          |                | 405547                           |  | 105.75                       | 0.00     | 0.00 | 0.00     | 105.75   | 105.75   |
| Mileage Exp Reimb-Vario               | 0.00                                       | 0.00               | 105.75         | 010-010-52110<br>050-010-52110   | 8/7/2018<br>Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai   | 105.75<br>52.88<br>52.87     | 0.00     | 0.00 | 0.00     | 105.75   | 105.75   |
| Exp Reimb 08-2018                     | Mileage Expense Reimbursement-Various M    | 8/31/2018          |                | 405608                           |  | 38.70                        | 0.00     | 0.00 | 0.00     | 38.70    | 38.70    |

## Vendor History Report

Posting Date Range 07/01/2018 - 01/31/2019

| Payable Number          | Description                             | Post Date  | 1099   | Payment Number                 | Payment Date   | Amount                    | Shipping    | Tax  | Discount | Net    | Payment  |          |
|-------------------------|---|------------|--------|--------------------------------|--|---------------------------|-------------|------|----------|--------|----------|----------|
| Item Description        | Units                                   | Price      | Amount | Account Number                 | Account Name   |                           | Dist Amount |      |          |        |          |          |
| Mileage Expense Reimbu  | 0.00                                    | 0.00       | 38.70  | 010-010-52110<br>050-010-52110 | Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai | 19.35<br>19.35            |             |      |          |        |          |          |
| Exp Reimb 09-2018       | Mileage & Exp Reimb-Various Meetings    | 9/30/2018  |        | 405667                         | 10/15/2018   | 173.33                    | 0.00        | 0.00 | 0.00     | 173.33 | 173.33   |          |
| Mileage & Exp Reimb-Var | 0.00                                    | 0.00       | 173.33 | 010-010-52110<br>050-010-52110 | Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai | 86.66<br>86.67            |             |      |          |        |          |          |
| Exp Reimb 10-2018       | Mileage Reimbursement-Various Meetings  | 10/26/2018 |        | 405718                         | 11/13/2018   | 83.93                     | 0.00        | 0.00 | 0.00     | 83.93  | 83.93    |          |
| Mileage Reimbursement-  | 0.00                                    | 0.00       | 83.93  | 010-010-52110<br>050-010-52110 | Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai | 41.97<br>41.96            |             |      |          |        |          |          |
| Exp Reimb 11-2018       | ACWA Fall Conference Expense Reimbursem | 11/30/2018 |        | 405758                         | 12/10/2018   | 321.59                    | 0.00        | 0.00 | 0.00     | 321.59 | 321.59   |          |
| ACWA Fall Conference Ex | 0.00                                    | 0.00       | 321.59 | 010-010-52110<br>050-010-52110 | Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai | 160.80<br>160.79          |             |      |          |        |          |          |
| Exp Reimb 12-2018       | Mileage Reimbursement Various Meetings  | 12/26/2018 |        | 405803                         | 1/15/2019  | 19.62                     | 0.00        | 0.00 | 0.00     | 19.62  | 19.62    |          |
| Mileage Reimbursement'  | 0.00                                    | 0.00       | 19.62  | 010-010-52110<br>050-010-52110 | Training - Meetings, Education & Trai<br>Training - Meetings, Education & Trai | 9.81<br>9.81              |             |      |          |        |          |          |
| Vendors: (4)            |   |            |        |                                |  | Total 01 - Vendor Set 01: | 3,495.70    | 0.00 | 0.00     | 0.00   | 3,495.70 | 3,495.70 |
| Vendors: (4)            |   |            |        |                                |  | Report Total:             | 3,495.70    | 0.00 | 0.00     | 0.00   | 3,495.70 | 3,495.70 |



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> |
|-----------------------------|----------------------|---------------------|-------------------------------|---------------|-------------------|
| <a href="#"><u>0690</u></a> | Costa,Ted            | Reg - Regular Hours | 7                             | 29.00         | 3,625.00          |
|                             |                      |                     | <b>0690 - Costa Total:</b>    | <b>29.00</b>  | <b>3,625.00</b>   |
| <a href="#"><u>1028</u></a> | Hanneman,Martin W    | Reg - Regular Hours | 7                             | 34.00         | 4,250.00          |
|                             |                      |                     | <b>1028 - Hanneman Total:</b> | <b>34.00</b>  | <b>4,250.00</b>   |
| <a href="#"><u>0670</u></a> | Miller,Ken           | Reg - Regular Hours | 7                             | 26.00         | 3,250.00          |
|                             |                      |                     | <b>0670 - Miller Total:</b>   | <b>26.00</b>  | <b>3,250.00</b>   |
| <a href="#"><u>1003</u></a> | Rich,Daniel T        | Reg - Regular Hours | 7                             | 20.00         | 2,500.00          |
|                             |                      |                     | <b>1003 - Rich Total:</b>     | <b>20.00</b>  | <b>2,500.00</b>   |
| <a href="#"><u>0650</u></a> | Tobin,Pamela         | Reg - Regular Hours | 7                             | 46.00         | 5,750.00          |
|                             |                      |                     | <b>0650 - Tobin Total:</b>    | <b>46.00</b>  | <b>5,750.00</b>   |
|                             |                      |                     | <b>Report Total:</b>          | <b>155.00</b> | <b>19,375.00</b>  |



# Pay Code Report

Account Summary

7/1/2018 - 1/31/2019

Payroll Set: 01-San Juan Water District

| Account                              | Account Description | Units                         | Pay Amount              |
|--------------------------------------|---------------------|-------------------------------|-------------------------|
| <a href="#"><u>010-010-58110</u></a> | Director - Stipend  | 77.50                         | 9,687.50                |
|                                      |                     | <b>010 - WHOLESALE Total:</b> | <b>77.50 9,687.50</b>   |
| <a href="#"><u>050-010-58110</u></a> | Director - Stipend  | 77.50                         | 9,687.50                |
|                                      |                     | <b>050 - RETAIL Total:</b>    | <b>77.50 9,687.50</b>   |
|                                      |                     | <b>Report Total:</b>          | <b>155.00 19,375.00</b> |

**Pay Code Report**

Pay Code Summary

7/1/2018 - 1/31/2019

Payroll Set: 01-San Juan Water District

| Pay Code | Description   | # of Payments | Units         | Pay Amount       |
|----------|---------------|---------------|---------------|------------------|
| Reg      | Regular Hours | 35            | 155.00        | 19,375.00        |
|          |               | Report Total: | <b>155.00</b> | <b>19,375.00</b> |

## 2018/19 Actual Deliveries and Revenue - By Wholesale Customer Agency

|                               | July 2018 - January 2019 |                     |                   |                     |                   |                  |                           |
|-------------------------------|--------------------------|---------------------|-------------------|---------------------|-------------------|------------------|---------------------------|
|                               | Budgeted Deliveries      | Budgeted Revenue    | Actual Deliveries | Actual Revenue      | Delivery Variance | Revenue Variance |                           |
| San Juan Retail               | 7,513.02                 | \$ 1,783,797        | 7,456.86          | \$ 1,779,240        | (56.16)           | -0.7%            | \$ (4,557) -0.3%          |
| Citrus Heights Water District | 6,780.38                 | \$ 1,778,957        | 5,924.72          | \$ 1,709,528        | (855.66)          | <b>-12.6%</b>    | \$ (69,429) -3.9%         |
| Fair Oaks Water District      | 4,837.29                 | \$ 1,560,983        | 3,998.94          | \$ 1,492,960        | (838.35)          | <b>-17.3%</b>    | \$ (68,023) -4.4%         |
| Orange Vale Water Co.         | 2,483.45                 | \$ 602,145          | 2,588.39          | \$ 610,660          | 104.94            | 4.2%             | \$ 8,515 1.4%             |
| City of Folsom                | 745.54                   | \$ 176,619          | 715.03            | \$ 174,144          | (30.51)           | -4.1%            | \$ (2,476) -1.4%          |
| Granite Bay Golf Course       | 196.63                   | \$ 8,500            | 200.90            | \$ 8,685            | 4.27              | 2.2%             | \$ 185 2.2%               |
| Sac Suburban Water District   | 8,400.00                 | \$ 1,482,516        | 9,028.38          | \$ 1,603,775        | 628.38            | 7.5%             | \$ 121,259 8.2%           |
| Water Transfer                | 3,840.00                 | \$ 1,536,000        | 2,808.00          | \$ 1,123,200        | (1,032.00)        | <b>-26.9%</b>    | \$ (412,800) -26.9%       |
| <b>TOTAL</b>                  | <b>34,796.31</b>         | <b>\$ 8,929,517</b> | <b>32,721.22</b>  | <b>\$ 8,502,191</b> | <b>(2,075.09)</b> | <b>-6.0%</b>     | <b>\$ (427,326) -4.8%</b> |

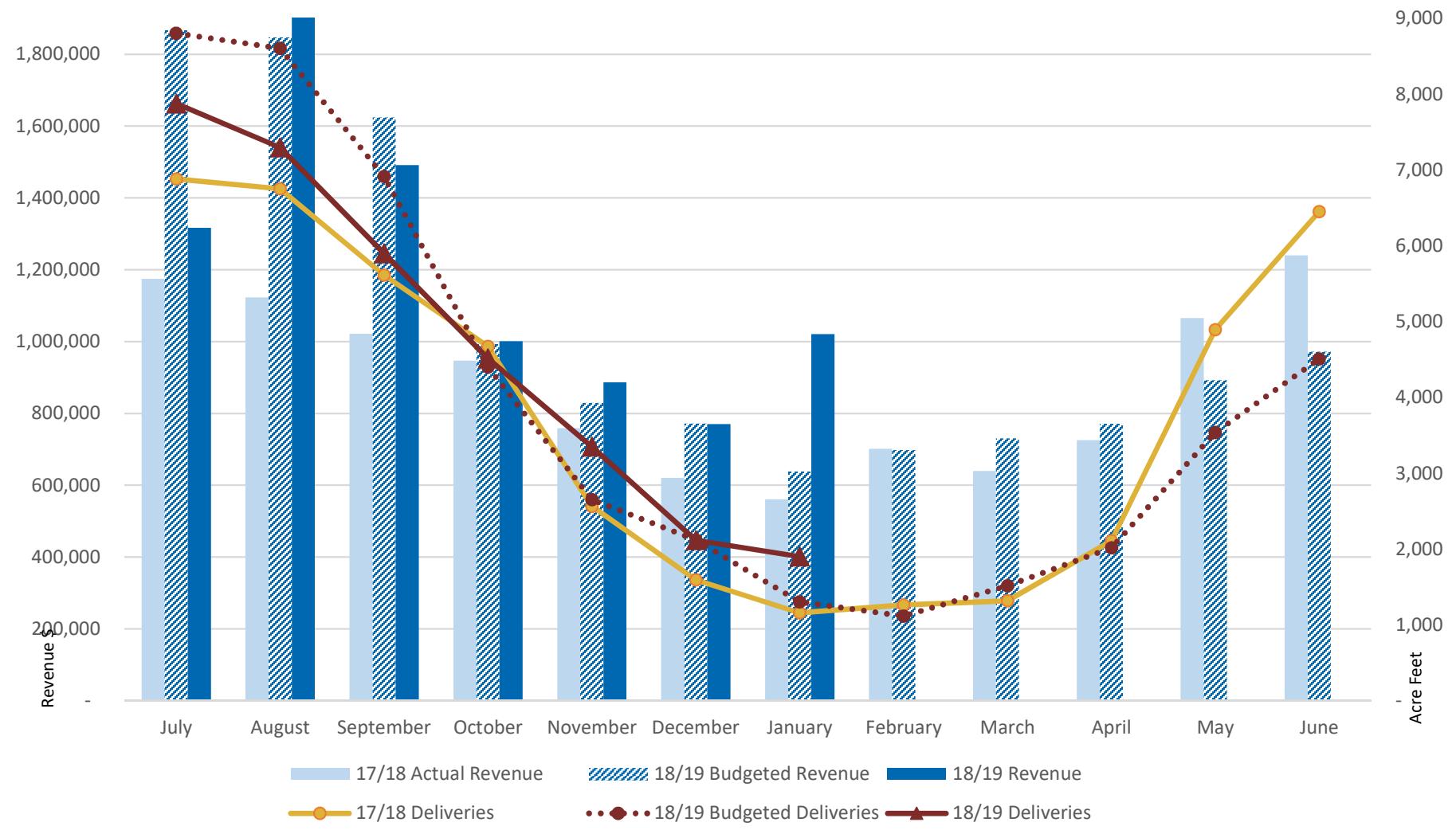
|                     |            |
|---------------------|------------|
| Budgeted Deliveries | 34,796.31  |
| Actual Deliveries   | 32,721.22  |
| Difference          | (2,075.09) |
|                     | -6%        |

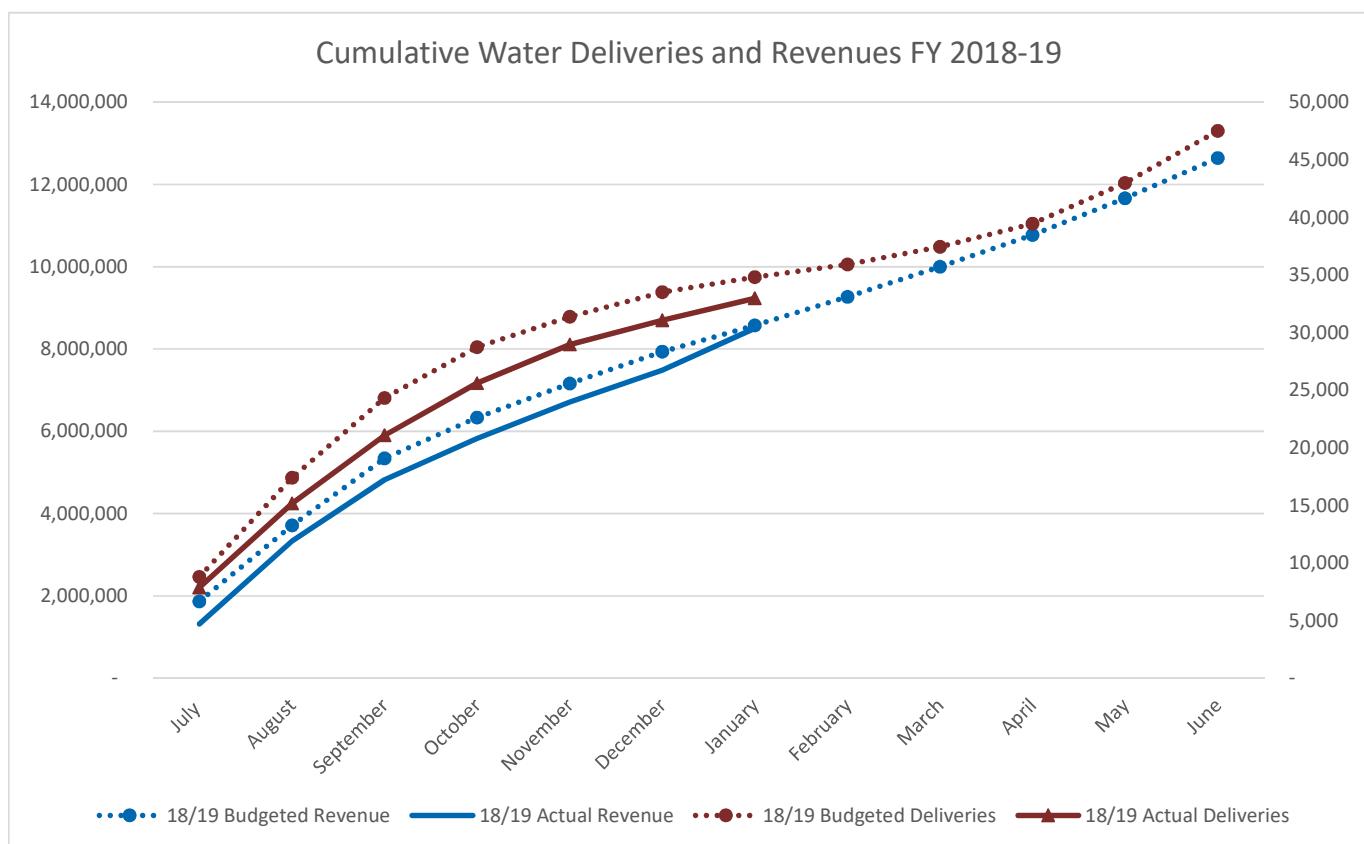
|                             |              |
|-----------------------------|--------------|
| Budgeted Water Sale Revenue | \$ 8,929,517 |
| Actual Water Sale Revenue   | \$ 8,502,191 |
| Difference                  | \$ (427,326) |
|                             | -4.8%        |

**Conclusion:**

January water deliveries were slightly higher than anticipated in this monthly budget. Less than anticipated deliveries to the wholesale customer agencies were offset by water treated for SSWD, which was not anticipated in the budget. The budget anticipated treating water for SSWD through December. Deliveries and revenues remain slightly under budget but have improved to -6% and -4.8% respectively. But for the decrease in the acre feet transferred, the wholesale agencies and SSWD took 3.4% less than expected in the first seven months of the fiscal year, resulting in revenues which are tracking fairly well with the budget, just .2% under budget. The decrease in revenues from the water transfer is partially offset by a decrease in the amount owed to Citrus Heights and Fair Oaks for groundwater, which is not factored into this analysis.

## Comparison of Fiscal Year 2017/2018 Actual to 2018/2019 Projections of Deliveries and Revenue





# AGENDA ITEM VI-1.2



**California Special  
Districts Association**  
*Districts Stronger Together*

**DATE:** February 15, 2019  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT B**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.  
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

## **Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does not reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does not reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
Fax: 916.442.7889  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

**Expiring Terms**  
(See enclosed map for Network breakdown)

**Northern Network** Seat B-Greg Orsini, GM, McKinleyville Community Services District\*  
**Sierra Network** Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District \*  
**Bay Area Network** Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District\*  
**Central Network** Seat B-Tim Ruiz, GM, West Niles Community Services District  
**Coastal Network** Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District\*  
**Southern Network** Seat B-Bill Nelson, Director, Orange County Cemetery District  
(\* = Incumbent is running for re-election)

**AGAIN, THIS YEAR!**

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.**

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [Amberp@csda.net](mailto:Amberp@csda.net) by April 17, 2019 in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2019 BOARD OF DIRECTORS NOMINATION FORM

**Name of Candidate:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Network:** \_\_\_\_\_ **(see map)**

**Telephone:** \_\_\_\_\_  
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Nominated by (optional):** \_\_\_\_\_

**Return this form and a Board resolution/minute action supporting the candidate  
and Candidate Information Sheet by fax, mail, or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732      (916) 442-7889 fax

amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019***



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

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- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

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- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

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- 4. List civic organization involvement:**

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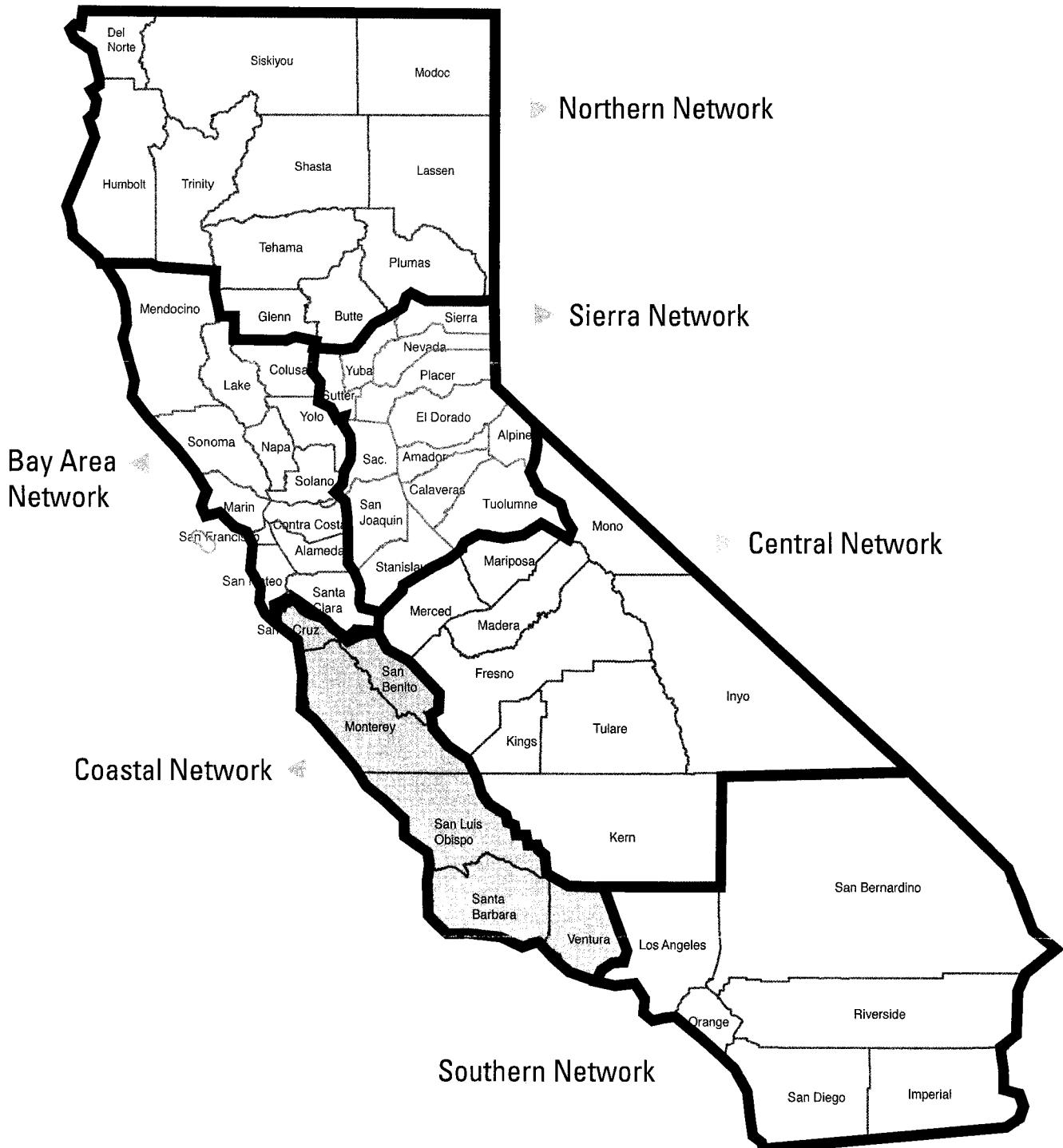
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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.



California Special Districts Association

# DISTRICT NETWORKS



# AGENDA ITEM VIII-1

## DRAFT

### Legal Affairs Committee Meeting February 8, 2019 10:00 a.m.

**Committee Members:** Ted Costa, Chair  
Ken Miller, Director

**District Staff:** Paul Helliker, General Manager  
Greg Zlotnick, Water Resources Specialist  
Teri Grant, Board Secretary/Administrative Assistant  
Josh Horowitz, Legal Counsel

**Topics:** California Voting Rights Act and City of Citrus Heights Action on Elections (W & R)  
Other Legal Affairs Matters  
Public Comment

#### 1. California Voting Rights Act and City of Citrus Heights Action on Elections (W & R)

Mr. Helliker informed the committee of the recent actions that the City of Citrus Heights took in regard to a letter that they received regarding the California Voting Rights Act. Mr. Horowitz commented that the City of Citrus Heights will be transitioning to elections by division.

The committee discussed the topic and asked the General Manager to do more research on the topic.

#### 2. Other Legal Affairs Matters (W & R)

Director Costa asked if the District's website complied with the Americans with Disabilities Act (ADA) regulations. Mr. Helliker informed the committee that the Board Secretary has been working to make sure that the District's website is in compliance with the ADA regulations and, in addition, the website vendor (Streamline) created the website to be in compliance with the regulations.

Director Costa suggested that the District look into GPS tracking for the District vehicles. Mr. Helliker will research this and report back.

Director Costa inquired if Board members could voluntarily contribute to a special fund that could be used at their discretion for recognition of accomplishments and milestones for board members or employees. Mr. Horowitz commented that the Board could contribute to such a fund. Mr. Helliker will talk to each Board member regarding this.

#### 3. Public Comment

There were no public comments.

The meeting was adjourned at 11:00 a.m.

# AGENDA ITEM VIII-2

## DRAFT

### Engineering Committee Meeting Minutes San Juan Water District February 19, 2019 4:00 p.m.

**Committee Members:** Dan Rich, Chair  
Ted Costa, Director

**District Staff:** Paul Helliker, General Manager  
Tony Barela, Operations Manager  
Rob Watson, Engineering Services Manager  
George Machado, Field Services Manager  
Lisa Brown, Customer Service Manager  
Adam Larsen, Distribution Lead  
Teri Grant, Board Secretary/Administrative Assistant

**Topics:** Field Services Workload and Staffing Evaluation (R)  
CHWD Meter Replacement Program Planning Study (R)  
Meter Box Clearance Requirements (R)  
Other Engineering Matters  
Public Comment

#### 1. Field Services Workload and Staffing Evaluation (R)

Mr. Barela conducted a presentation and provided the committee with a written staff report which will be attached to the minutes. He explained that the Field Services Department implemented Time and Goal Tracking in 2017. He explained that goals were set for various tasks and projects, and critical programs were identified and tracked. He informed the committee that a number of the 2017 and 2018 goals were not achieved.

Mr. Barela reviewed the program preventative maintenance goals and explained the goals need to be revised for several programs in order to achieve sustainable maintenance in the system. In addition, he reviewed a breakdown of staff time which shows that 56% is allocated to field and maintenance work, 16% to non-operational duties such as training, 14% to management activities, and 14% to time off. He reviewed some deficiencies that were found over the course of the year which will need further staff attention under the flushing, hydrant, and ARV programs.

Mr. Barela reviewed the District's organization chart for the Field Services Department and explained that the staffing levels have not changed since at least 2000 with 14 staff in total. However, he noted that the job duties for several staff have moved from actual field distribution work to CMMS desk work and pump station work. In addition, he explained that backflow testing has doubled since 2010, and safety and regulatory compliance requirements have increased significantly. Director Costa suggested that staff look at the back flow program and fire hydrant usage with regard to possible reimbursement for costs.

Mr. Barela reviewed two options that are available to help the District meet its Field Services goals. One option is to outsource some of the work which is anticipated to cost the District approximately \$300,000 per year and the other option would be to hire a Qualified CMMS/GIS Coordinator and one Distribution Operator II at a cost of approximately \$227,850 annually along with a one-time purchase of a field vehicle at an approximate cost of \$80,000. In addition, the Distribution Operator who currently performs the CMMS duties would be moved back to field operation duties. He explained that outsourcing the work will not cover the District's CMMS/GIS needs. Therefore, staff's recommendation is to add one new Distribution Operator position to the Field Services Department, and create and fill a new CMMS/GIS Coordinator position. The operator position would be 100% retail and the CMMS/GIS position would be 75% retail and 25% wholesale.

Mr. Barela explained that the positions are not included in the current 5-Year Financial Plan and, therefore, three CIP projects would need to be deferred to a later date in order to account for the positions for the next two years. In addition, he explained that a maximum 2 to 3% rate increase will likely be needed to fund the positions after the next financial plan.

The committee discussed the options and agreed with staff's recommendation but would like the Personnel Committee to review the request. Mr. Helliker informed the committee that the Personnel Committee will be reviewing the information at their meeting on Friday.

*The Engineering Committee recommends that the Personnel Committee review staff's recommendation.*

## **2. CHWD Meter Replacement Program Planning Study (R)**

Mr. Barela conducted a brief presentation and informed the committee that there are 9, possibly 10, agencies interested in participating in a Multi-agency Meter Replacement Study. He explained that the scope of work contains seven phases and that the study is currently scheduled to begin in May 2019 and end in November 2020.

Mr. Barela informed the committee that six proposals were received, with Harris and Associates, Inc., being selected as the consulting firm. He explained that the overall estimated cost for the study will be \$770,715 and that the District's portion will be approximately \$80,000, assuming full participation. He explained that the overall cost could vary depending on how many agencies participate.

Mr. Barela informed the committee that the consultant will be meeting with each individual agency the week of March 18<sup>th</sup>. Upon completion of the individual meetings, the budget will be reevaluated and then brought forward for Board approval.

*For information only; no action requested.*

### **3. Meter Box Clearance Requirements (R)**

Ms. Brown provided the committee with a written staff report which will be attached to the minutes. She explained that the increased enforcement of Ordinance 9000 has created increased customer complaints regarding the 2' clearance area required around customer meters. She commented that other agencies have requirements but do not specify the exact clearance requirement.

The committee discussed the situation and Mr. Helliker suggested that staff return with alternatives to discuss at the next committee meeting.

*For information only; no action requested.*

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

Mr. Watson provided the committee with a written staff report regarding the 2018/19 Water Mains and Services Replacement Project, which will be attached to the minutes. He explained that seven contractors attended the mandatory pre-bid meeting and that only one bid was received.

Mr. Watson informed the committee that following completion of the design the Engineer's estimate for this retail project was \$1.107 million and the bid came in at \$1.254 million; therefore, based on the proximity of the bid amount to the estimate, the qualifications of the bidding contractor, and the conditions of the bid climate, he recommends awarding the contract to Flowline Contractors, Inc.

Mr. Watson informed the committee that the approved FY 18/19 budget for this project was set at about \$580,000 however there were necessary changes identified during design, and he will work with Ms. Silva to make sure that the financial considerations for this project are covered. Ms. Silva will provide financial information at the Board meeting.

*The Engineering Committee recommends awarding a construction contract to Flowline Contractors, Inc. for the amount of \$1,253,744.00 with a construction contingency of \$125,375.00 (10%) for an authorized total construction budget of \$1,379,119.00*

### **5. Public Comment**

There were no public comments.

The meeting was adjourned at 6:05 p.m.

# STAFF REPORT

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To: Engineering Committee  
From: Tony Barela, Operations Manager  
Date: February 19, 2019  
Subject: Field Services Workload and Staffing Evaluation

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## RECOMMENDED ACTION

Staff recommends a motion to add one new Distribution Operator (R) position to the Field Services Department and create and fill a new CMMS/GIS Coordinator (R/W) position.

## BACKGROUND

### Field Services Department Evaluation

Staffing levels in the Field Services Department has not increase since 1995. Since that time, there have been significant changes to their duties within the department, increase in workload, regulatory and safety requirements, defined goals for maintenance, along with a significant increase in the number of connections in the system. Some of these departmental changes are listed below.

**Table 1 – Field Services Department Changes**

| Year | Action                                | Change                                  |
|------|---------------------------------------|---|
| 2005 | Pump Stations moved to Field Services | Moved Field Operator to Pumps           |
| 2006 | CMMS Added to Field Services Ops      | Moved Field Operator to a Desk          |
| 2007 | Backflow Testing Moved In-House       | Increase from 450 to 956 BFs in 9-years |
| 2015 | WQ Reporting Moved to Field Services  | Added to Pump Lead Duties               |
| 2015 | Additional Support for Pumps Team     | Moved Field Operator to Pumps           |

Starting in 2017, the department defined and tracked maintenance goals for distribution system maintenance and time allocation on a daily basis. Goals for regular maintenance items, such as valve exercising and hydrant and ARV maintenance, were established based on a 10-year recurrence cycle. AWWA's recommended best practice is to exercise valves every five years, so San Juan's goal would result in a frequency of  $\frac{1}{2}$  of the AWWA recommended level. See Table 2 for District vs AWWA maintenance goals.

**Table 2 – Maintenance Goals Recurrence Cycle**

| Program                          | Current Maint. Recurrence Cycle | AWWA Best Practices Maint. Recur. Cycle | Desired Maint. Recurrence Cycle |
|----------------------------------|---------------------------------|---|---------------------------------|
| Valve Exercising                 | 10-Year                         | 5-Years                                 | 5-Years                         |
| Hydrant Testing/Maintenance      | 10-Year                         | Annually                                | 5-Years                         |
| Air Release Valve Testing/Maint. | 10-Year                         | Annually                                | 5-Years                         |
| Backflow Testing                 | Annually                        | Annually                                | Annually                        |
| Flushing                         | Monthly/Annually                | As Needed                               | Monthly/Annually                |
| Meter Replacement/Testing        | 100-years (1%)                  |   | 20-Years                        |

The 2017 results were presented to the Engineering Committee on February 14, 2018. Although the defined department goals were not fully achieved in 2017, staff wanted another year of data to determine if efficiencies could be found in operations to meet the goals. No Board action was requested by Staff at the February 2018 Engineering Committee meeting.

Tracking goals and time allocation continued through 2018. Refinements were made to operations in an attempt to achieve the goals. Although efficiencies were created throughout the year, the defined goals fell short.

#### CMMS/GIS Coordinator

A Computerized Maintenance Management System (CMMS) was introduced to Field Services in 2006. The program was established primarily for Field Operations in the distribution system. A consultant was hired to create an asset hierarchy, input assets, and develop the work order structure. Once created, a field operator was provided some training and was moved from the field and placed at a desk to manage the system for the department. In 2012, CMMS started to be utilized by Water Treatment Plant (WTP) personnel to track their asset registry, maintenance, and work order management for work at the plant. The system at the WTP was primarily developed in-house by WTP Chief Personnel.

At the time the program was introduced to the District, standards for managing assets and work orders were not created. Therefore, over time, inconsistent information has been added to the system, inefficiencies for inputting the information developed, and customizations has made it difficult to manage CMMS version upgrades. Staff is currently working with a consultant to develop a Design Guide for CMMS. This document will establish standards to be used to manage all aspects of CMMS. The goal is to standardize the program across the District and clean up past information in the system.

The proposed CMMS/GIS Coordinator is an analyst position for the management of CMMS operations and will additionally provide GIS support to the Engineering Department. The job description for this position is attached (Attachment 1). The position will manage CMMS, provide QA/QC for asset and work order information, provide training for the Team, manage system upgrades, and manage reporting development for

department Managers. In addition to the CMMS duties, the position will also support the Engineering Department in the new GIS development and coordination. This position is also a recommendation supported by the Consultant currently evaluating our system.

#### Distribution & CMMS/GIS Position Evaluation

In order to meet the goals established by the department, either outside contracting is required or restructuring of the department is needed with new field positions established. Both of these options have been evaluated and will be presented to the Committee.

Staff met with Xylem, a firm that offers valve exercising and hydrant maintenance services for District's like San Juan Water District. In developing the comparison, costs to achieve the desired goals for these activities were established (See Table 3). Additionally, Staff looked at additional contractor assistance for backflow testing and leak repair. The base cost for these activities is estimated to be approximately \$300,000/Yr. If this option was selected, this would free approximately 1,950 hours of staff time for other maintenance tasks. This additional time should be sufficient to complete the ARV maintenance and flushing operations goals and allow approximately 530 hours for other maintenance items. However, this option does not address the CMMS/GIS need and provides less time than the preferred options listed below for required deficiency corrections related to inspection and maintenance items listed above

**Table 3 – Contracting Option Evaluation**

| Task             | Desired Goal     | Contractor Cost  | Staff Time Remaining | Staff Time Spent 2018 |
|------------------|------------------|------------------|----------------------|-----------------------|
| Valve Exercising | 600              | \$50,000         | 48                   | 265.5                 |
| Hydrant Maint.   | 300              | \$30,000         | 32                   | 97                    |
| Backflow Testing | 400              | \$10,000         | 722                  | 1,015                 |
| Leak Repair      | 35<br>(55 Total) | <u>\$210,000</u> | <u>960</u>           | <u>2,334</u>          |
|                  |                  | \$300,000        | 1,760                | 3,712                 |

The second option includes the restructuring of the department and filling two new positions, Distribution Operator II and the CMMS/GIS Coordinator. Field crews typically work as a pair in the field. This allows them to safely and efficiently achieve maintenance goals in the system. The objective of the proposed action is to add a paired crew in the field and hire a trained analyst in the CMMS/GIS Coordinator position. Filling the newly defined CMMS/GIS Coordinator position will allow the existing Distribution Operator, currently working at a desk, to move back to the field and pair up with the new Distribution Operator. This restructuring will put a qualified analyst in charge of CMMS, provide needed assistance for GIS, and provides a paired crew to achieve the maintenance goals as defined. Allowing time for time off and non-Operational duties, it is estimated that more than 2,700 hours will be made available for maintenance tasks. It is anticipated that this pairing will enable the Field Services Team to achieve the defined goals as established above, and allow approximately 850 hours for other maintenance repairs as they arise.

Upon evaluation of the different alternatives, Staff recommends the restructuring of the Department as the preferred option.

**FINANCIAL CONSIDERATIONS**

Staff has conducted a review of similar positions at neighboring agencies, and has identified competitive salary ranges as defined below. The total cost of this position, at the maximum salary plus benefits, is also defined. In addition to the positions, a new truck would be required for their use. The Field Services Department reallocated a truck to the WTP in 2017, so this would replace that vehicle.

Since these positions are not included in the current 5-year financial plan, Staff has identified three projects that can be postponed to off-set the cost of the two positions. The new positions would be included in the next 5-year financial plan. It is anticipated that the revenue required to support these positions would require a one-time increase in rates of between 2 to 3%. Distribution Operator is 100% Retail and the CMMS/GIS Coordinator will be 75% Retail /25% Wholesale.

Staff recommends hiring a full-time Distribution Operator II and CMMS/GIS Coordinator position as defined above.

| Position                 | Base Salary Range   | Max. Salary Plus Benefits |
|--------------------------|---------------------|---------------------------|
| Distribution Operator II | \$61,588 - \$73,923 | \$104,250                 |
| CMMS/GIS Coordinator     | \$73,049 - \$87,672 | <u>\$123,600</u>          |
| Total Salary:            |                     | \$227,850                 |
| Other One-Time Cost:     |                     |                           |
| Truck w/Tools:           |                     | \$80,000                  |



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

## CMMS/GIS Coordinator

### Position Description

**Status:** FLSA Non-Exempt and Non-Safety Sensitive

**Supervisor:** Operations Manager

**Effective Date:** **March X, 2019**

#### **Supervision Received and Exercised:**

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

#### **Primary Function**

Under general direction, to develop, implement and maintain a Computerized Maintenance Management System (CMMS) for managing assets and work operations and perform assigned duties in the Geographic Information System (GIS). The selected candidate will be knowledgeable in both CMMS applications and guide its implementation and Environmental System Research Institute (ESRI) software to maintain GIS maps and/or data and review and update water facility maps.

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

- Primarily responsible for the functionality and maintenance of the District's CMMS. Also responsible for the coordinating CMMS updates and revisions of the CMMS.
- Coordinates with vendors, consultants, and internal departments to gather asset information and develop a comprehensive database as the foundation for the CMMS. Champions the creation of new asset entries and modifies asset characteristics such as cost, group, type, area, or criticality descriptions as necessary.
- Participates in the development of procedures to collect and maintain data records, including assignment of asset codes, asset data catalogs, and population of life cycle costs, timing and criticalities.
- Assists with the administration of CMMS which includes, but is not limited to, creating, modifying and/or deleting Work Order templates, creating and maintaining employee accounts in CMMS.
- Monitors various reports and works with supervisory and field personnel to make needed corrections.
- Reviews Operations Work Orders and Service Requests to insure quality of work flow and provides necessary reviews, comments, training and/or corrections to situations as needed.
- Works with internal departments to incorporate preventative/recurring maintenance activities into the CMMS. Guide the development of tailored and standardized reporting structures within the CMMS program as needed to provide quantifiable performance metrics and other related statistics.
- Provides daily customer (user) service and long term guidance to CMMS users in the operation and capabilities of the program. Participates in the development of maintenance management, control policies and procedures, and helps to develop protocol for the standardization of data entry.
- Coordinates programs and project activities as necessary to align with other SJWD functions. Coordinates data, resources, and work products and provides CMMS support

services to ensure a positive implementation of the CMMS and a comprehensive end product to maximize efficiencies.

- Assists the GIS Technician with GIS maintenance responsibilities with ESRI software including, but not necessarily limited to tasks such as incorporating new electronic data into existing map layers, making data corrections, performing quality control and developing and maintaining associated base map control.
- Assists the GIS Technician with updates of the water facility maps and associated asset data using ESRI software as necessary to include as-built information.
- Assists the GIS Technician with entering of valve and service locations and associated asset data into GIS mapping system using ESRI software.
- Provides the lead for training for new and ongoing CMMS Users and supports training of new and ongoing GIS Users.
- Assists key staff in various departments to run data queries, perform data analysis, update data and maps, and provide general mapping expertise.
- Assists with the development of CMMS and GIS procedures and distributes CMMS and GIS data to end users.
- Assists in with updates and maintenance of geodatabase indices.
- Responsible for the integrity of the data structures and hard files; generates reports, analyzes equipment records and asset records, and similar information for accuracy and completeness and develop quality control procedures to ensure consistency.
- Provides support and occasionally independently performs complex analytical evaluation, input and reporting for all departments as directed by the Operations Manager.
- Establishes and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform additional duties as assigned.

#### **Minimum Qualifications**

##### ***Knowledge of:***

- Strong understanding of asset processes and data flow.
- Strong understanding of CMMS software and hardware systems, their implementation, and their maintenance.
- Basic geographic information system (GIS) concepts, principles, and analytical techniques, including computerized mapping and attribute-data conversion, manipulation and analysis.
- Principles and practices of relational database design and development.
- Demonstrated understanding of CMMS and GIS system information and data security.
- Ability to use Microsoft Office software including Word, Excel, PowerPoint, and Access.
- Understanding and ability to use document management systems.
- Excellent interpersonal, collaboration, problem solving, critical thinking, technical writing, and communication skills.
- Understanding of the methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.

##### ***Ability to:***

- Coordinate the collection of capital asset information; develop and employ methods that ensure accurate data collection.
- Assist users in understanding the development, implementation, and maintenance of the AMP for managing SJWD assets.
- Utilize the CMMS to capture asset data to help streamline capital planning, track condition data, preventative maintenance schedules, and maintenance costs.
- Train various user groups in the proper use of the CMMS.

- Develop recommendations for key problem areas and implement/ monitor changes formally - Prepare clear and concise reports, tables, schedules, summaries, and other materials in statistical and narrative form.
- Understand the organizational structure and operations of SJWD and collect, interpret and integrate relevant data from multiple sources.
- Establish and maintain effective working relationships with managers, and co-workers within SJWD and other public agencies as required.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Train and direct less experienced staff.
- Effectively operate computers and applicable software.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.

*Education and Experience:*

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

Education:

A college degree in Finance, Accounting, Engineering, Computer Science, or other related technology field or other relevant professional certification, and/or;

Experience:

Minimum five years of asset management experience providing enterprise support for applications; water utility setting preferred.

*License or Certificate:*

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

**Physical Capabilities:**

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

| Physical Requirements              | Rarely<br>(0-12%)                      | Occasionally<br>(12-33%) | Frequently<br>(34-66%) | Regularly<br>(67-100%) |
|------------------------------------|--|--------------------------|------------------------|------------------------|
| Seeing                             |  |                          |                        | ✓                      |
| Hearing                            |  |                          |                        | ✓                      |
| Standing/Walking                   | ✓                                      |                          |                        |                        |
| Climbing/Stooping/Kneeling         | ✓                                      |                          |                        |                        |
| Lifting/Pulling/Pushing            | ✓                                      |                          |                        |                        |
| Approximate Maximum Weight to Lift | 50 Pounds                              |                          |                        |                        |
| Fingering/Grasping/Feeling         |  |                          |                        | ✓                      |
| Describe Working Conditions        | 90 Percent Indoors/10 Percent Outdoors |                          |                        |                        |

# Field Services Workload and Staffing Evaluation

Engineering Committee Meeting, February 19, 2018



# 2017/2018 Distribution Program Tracking

- 2017 Department Implemented Time and Goal Tracking
- Critical Programs were Identified & Tracked
- Objectives for Program Tracking
  - Are System Maintenance Goals being accomplished?
  - What is the time allocation for goals and District Operations?
  - Are there operational improvements to achieve the Department Goals?
  - Is the Department Staffed sufficiently to achieve the goals?

The image shows two Microsoft Excel spreadsheets side-by-side, both titled "PROGRAM". The top spreadsheet has columns for PROGRAM, Annual Goal, Actual Completed, Total FS Hours, Hours Per Item, and a summary row for Non-Operational Duties (Training, Safety/Regulatory, Meter Management Lead, etc.). The bottom spreadsheet has columns for PROGRAM, Annual Goal, Actual Completed, Not Completed, Est. Hours per Task, Hours to Complete, # Staff to Complete Each, and # Hours per Person.

| PROGRAM                                  | Annual Goal | Actual Completed | Total FS Hours | Hours Per Item      | Non-Operational Duties (Training, Safety/Regulatory, Meter Management Lead, etc.) |                          |                    |
|--|-------------|------------------|----------------|---------------------|---|--------------------------|--------------------|
| Isolation Boundary Flushing              | 45          | 0                | 0              | 0                   | 0   |                          |                    |
| ARV Maintenance                          | 80          | 2                | 3              | 1.50                | 117   |                          |                    |
| Meter Testing Program                    | 120         | 121              | 34             | 0.28                | 0   |                          |                    |
| Isolation Boundary Valve Status Check    | 264         | 176              | 114            | 0.65                | 57  |                          |                    |
| Deadend Flushing Program (problem areas) | 60          | 35               | 117            | 3.34                | 84  |                          |                    |
| Hydrant Maintenance Program              | 150         | 83               | 120            | 1.44                | 96  |                          |                    |
| Leak Detection Program (miles)           | 29.2        | 29.2             | 236            | 8.08                | 0   |                          |                    |
| Valve Exercising Program                 | 300         | 444              | 242            | 0.55                | -78   |                          |                    |
| Deadend Flushing Program (All Others)    | 435         | 266              | 283            | 1.06                | 179   |                          |                    |
| OT On-Call Hours                         |             |                  | 310.5          |                     | 310.5   |                          |                    |
| CO-Op Maintenance                        |             |                  | 406            |                     | 405.5   |                          |                    |
| CIP/Development Projects                 |             |                  | 459            |                     | 459   |                          |                    |
| Strategic Planning Meetings              |             |                  | 490            |                     | 490   |                          |                    |
| Interdepartmental Tasks                  |             |                  | 555            |                     | 554.5   |                          |                    |
| Meter Registers                          | 258         | 258              | 627            | 2.43                | 0   |                          |                    |
| Meter Replacement Program                | 120         | 191              | 869            | 4.55                | -323  |                          |                    |
| CMMS (Data Entry)                        |             |                  | 1117           |                     | 869   |                          |                    |
| Back Flow Program                        | 900         | 908              | 1242           | 1.37                | -11   |                          |                    |
| Service Area Maintenance                 |             |                  | 1250           |                     | 1241.5  |                          |                    |
| Training                                 |             |                  | 1279           |                     | 1250  |                          |                    |
| Misc. Work Tasks                         |             |                  | 4326           |                     | 4262  |                          |                    |
| PROGRAM                                  | Annual Goal | Actual Completed | Not Completed  | Est. Hours per Task | Hours to Complete   | # Staff to Complete Each | # Hours per Person |
| Isolation Boundary Flushing              | 45          | 0                | 45             | 3                   | 135   | 2                        | 67.5               |
| ARV Maintenance                          | 80          | 2                | 78             | 2                   | 156   | 2                        | 78                 |
| Leak Detection Program (miles)           | 29.2        | 29.2             | 0              |                     | 0   |                          |                    |
| Deadend Flushing Program (problem areas) | 60          | 35               | 25             | 3                   | 75  | 2                        | 37.5               |
| Leak Repairs (Lateral & Main)            | 76          | 76               | 0              |                     | 0   |                          |                    |
| Hydrant Maintenance Program              | 150         | 83               | 67             | 2.5                 | 167.5   | 2                        | 83.75              |
| Meter Testing Program                    | 120         | 121              | -1             |                     | 0   |                          |                    |
| Isolation Boundary Valve Status Check    | 264         | 176              |                |                     |   |                          |                    |
|  |             | 88               | 0.65           |                     | 57.2  | 2                        | 28.6               |
| Meter Replacement Program                | 120         | 191              | -71            | 4.6                 | -326.6  | 2                        | -163.3             |
| Meter Registers                          | 258         | 258              | 0              |                     | 0   | 1                        | 0                  |
| Deadend Flushing Program (All Others)    | 435         | 266              |                |                     |   |                          |                    |
|  |             | 169              | 3              | 507                 | 2   | 253.5                    |                    |
| Valve Exercising Program                 | 300         | 444              | -144           | 0.5                 | -72   | 2                        | -36                |
| Back Flow Program                        | 900         | 908              | -8             |                     | 0   |                          |                    |
| Standard Employee Working Hours:         | 63%         | 1,315            |                |                     | 699   |                          | 350                |

# Program Preventative Maintenance Goals

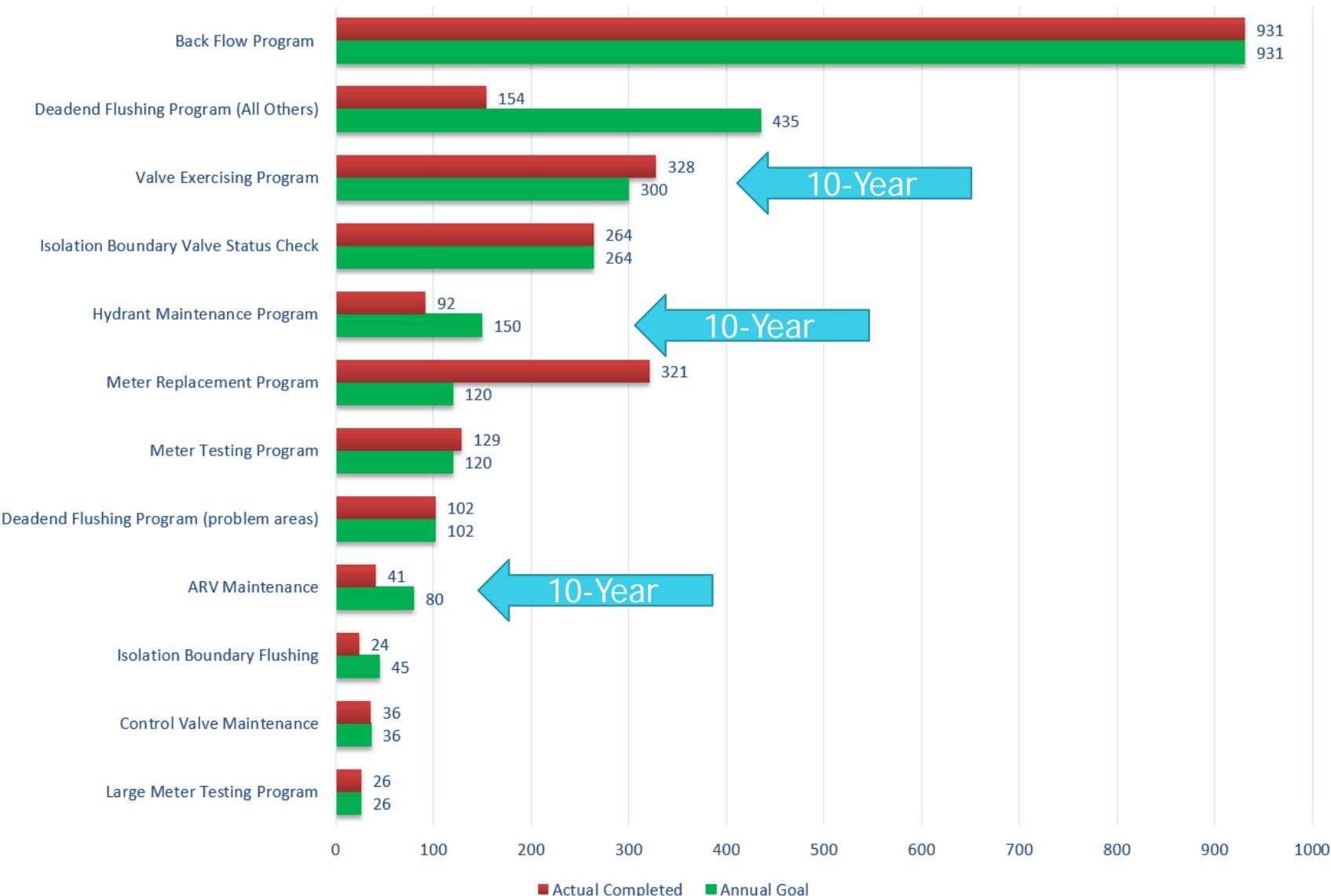
| Program                          | Current Maint. Cycle | AWWA Best Practices Maintenance Period | Desired Maintenance Period |
|----------------------------------|----------------------|--|----------------------------|
| Valve Exercising                 | 10-Year              | 5-Years                                | 5-Years                    |
| Hydrant Testing/Maintenance      | 10-Year              | Annually                               | 5-Years                    |
| Air Release Valve Testing/Maint. | 10-Year              | Annually                               | 5-Years                    |
| Backflow Testing                 | Annually             | Annually                               | Annually                   |
| Flushing                         | Monthly/Annually     | As Needed                              | Monthly/Annually           |
| Meter Replacement/Testing        | 100-years (1%)       |  | 20-Years                   |

# Results



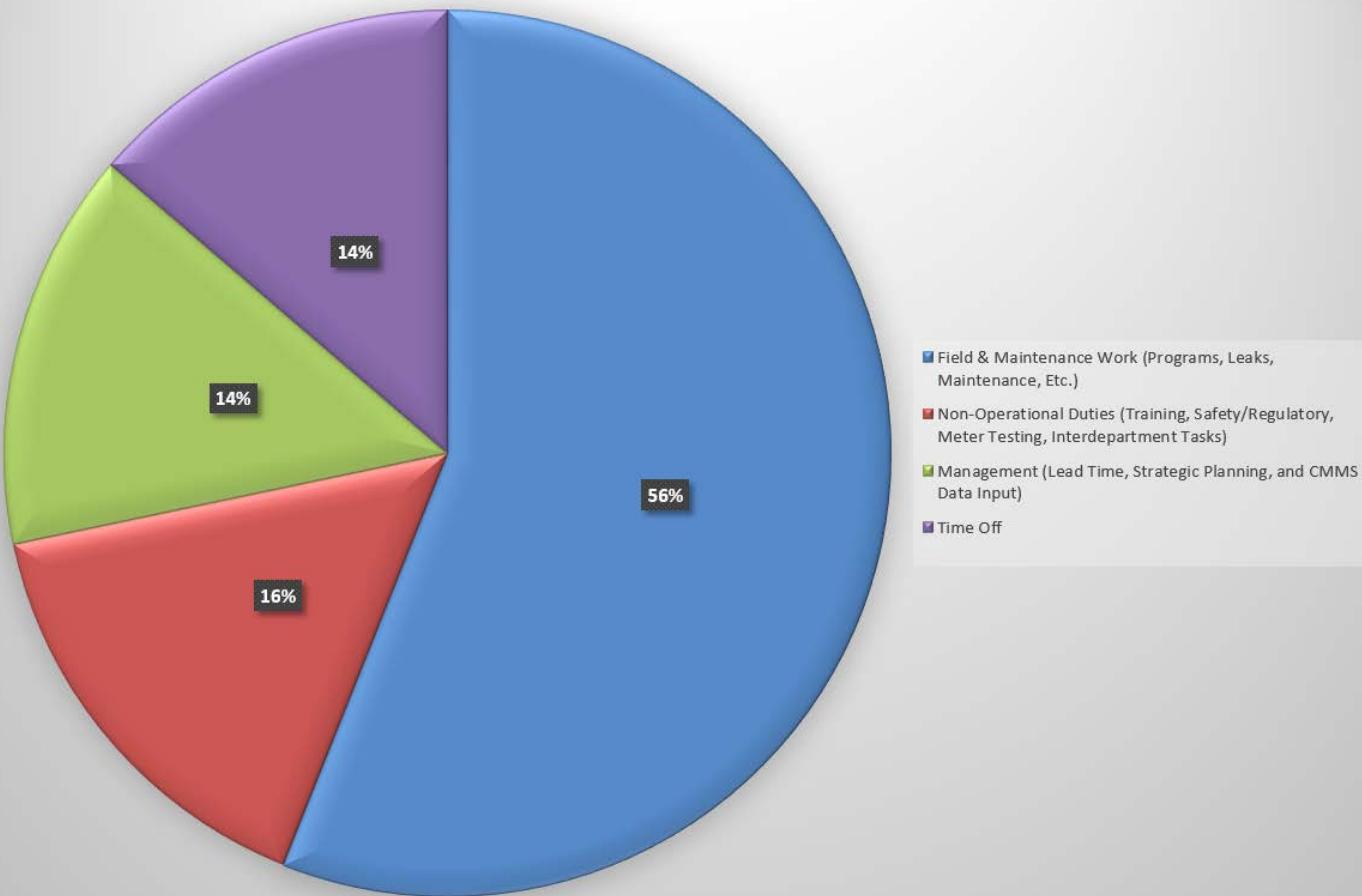
# Results

## 2018 Program Evaluation



# Time Allocation

Field Services 2018 Time Allocation (FS Tracking)

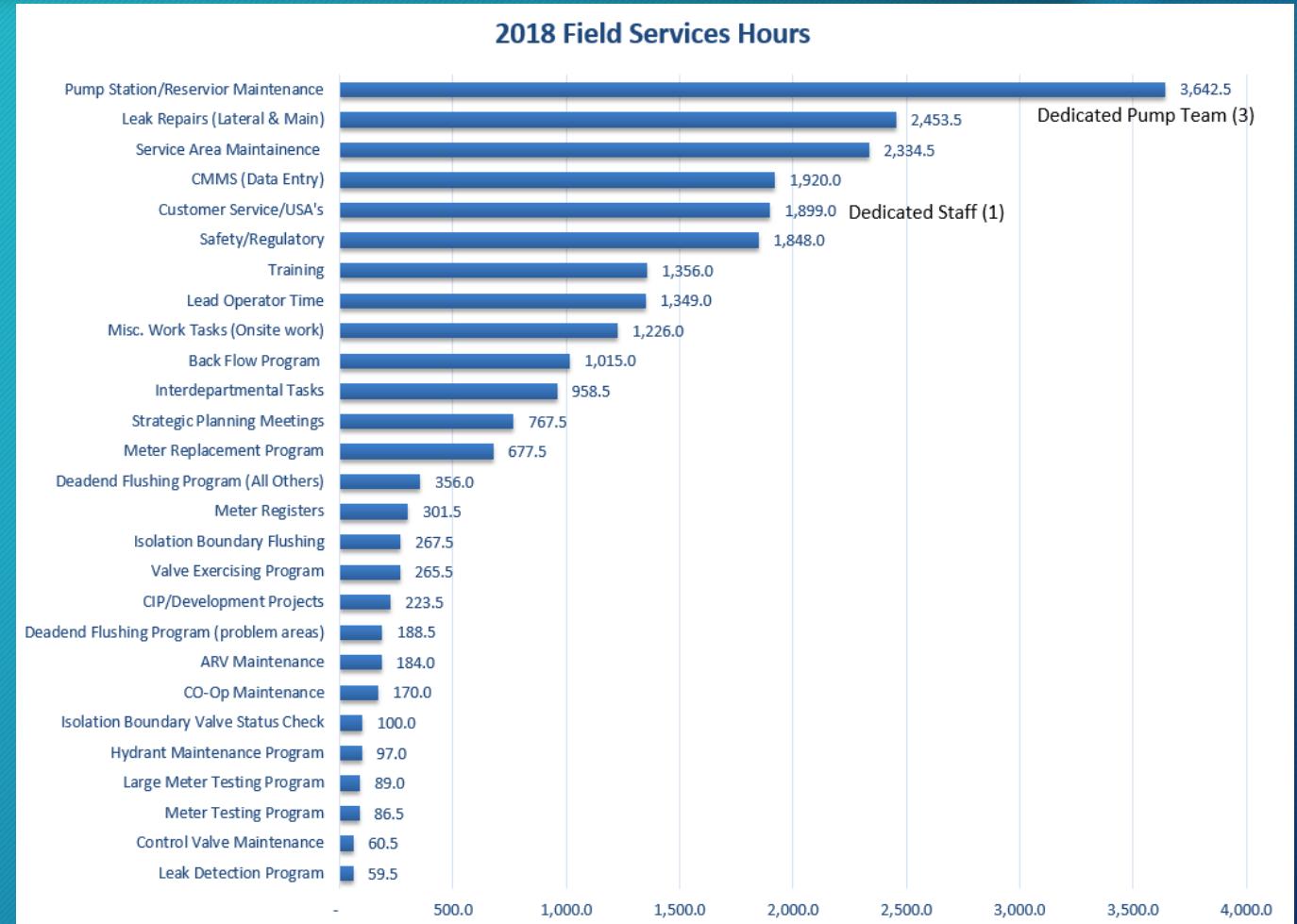


- 56% Field & Maintenance Work
  - Programs, Leaks, Maintenance, Etc.
- 16% Non-Operational Duties
  - Training, Continuing Education, Safety/Regulatory, Meter Testing, Interdepartmental Tasks
- 14% Management
  - Lead Time, Strategic Planning, and CMMS Data Input
- 14% Time Off
  - Sick, Holiday, Vacation, Etc.

# Work Time Evaluation

| Year | Number of OT Hours |
|------|--------------------|
| 2018 | 1256.5             |
| 2017 | 1078.5             |
| 2016 | 1218.75            |
| 2015 | 1721.9             |

- Backflow Testing
- Water Leak Repairs
- Interdepartmental Efforts
- Shut-Downs for Contractors
- Other Program Goals

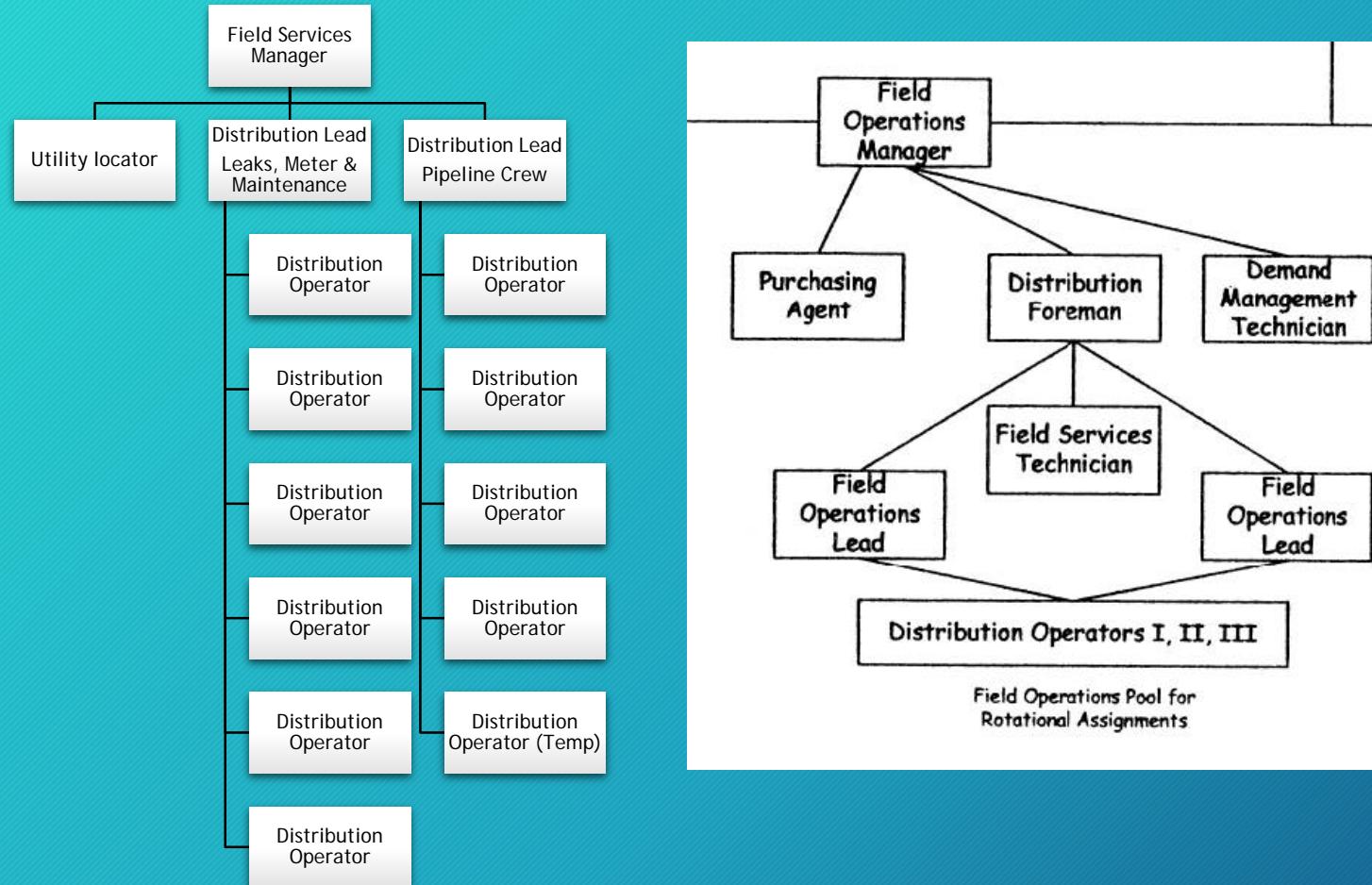


# 2018/19 Maintenance Program Discoveries

- Flushing Program:
  - Finding Missing Dead-ends and/or Dead-ends that need repair.
  - Approx. 29% are broken or missing
- Hydrants:
  - Approx. 10% Hydrants need repairs and/or Improvements
  - Approx. 55% need to be updated to current standards
- ARV:
  - 800 ARVs Total with over 700 without vents and are within the roadway.
  - Approx. 17% of ARVs have failed inspection.
  - Saddle Failures and/or failed valves.
- Service Line Replacement Projects
  - Staff Completes Shut-offs, Flushing and Turning on System

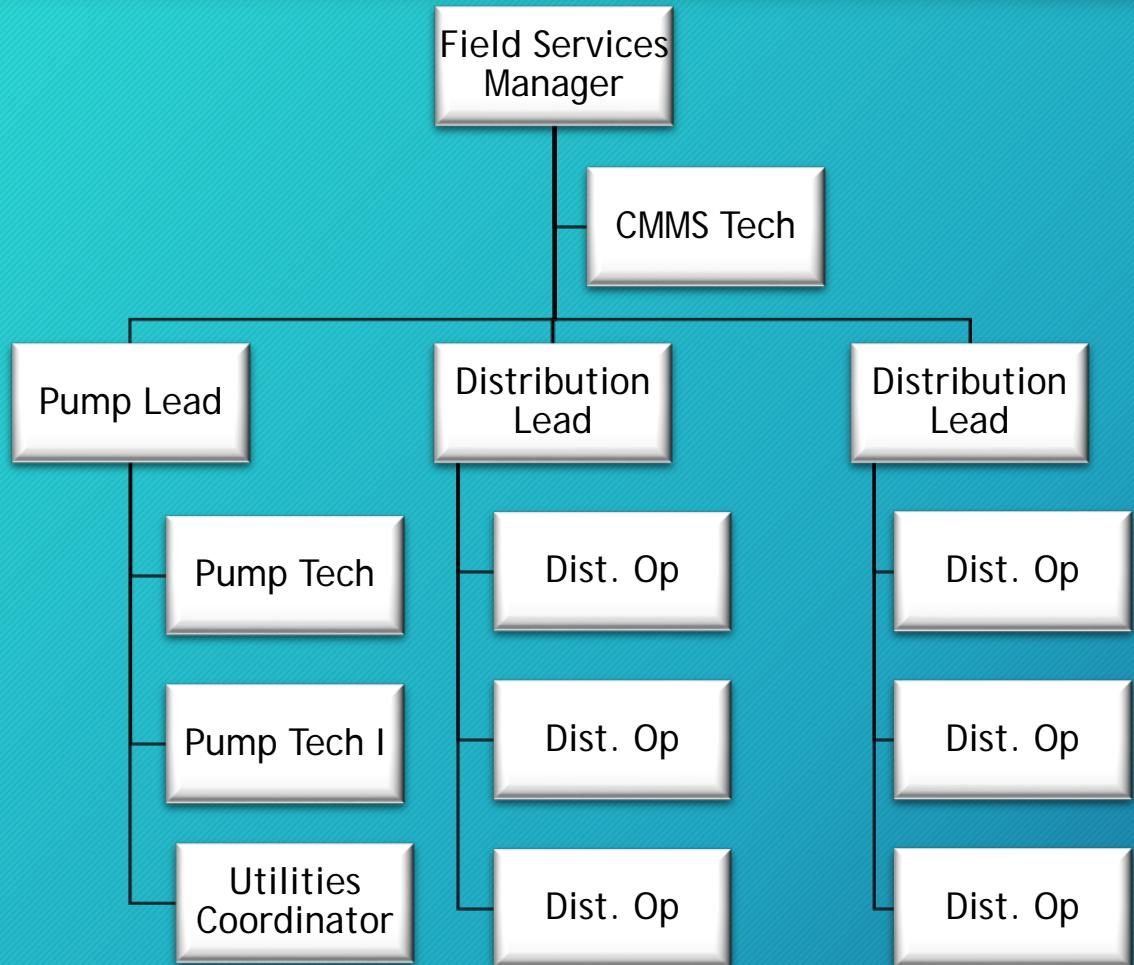


# Field Services History, 1995-2000



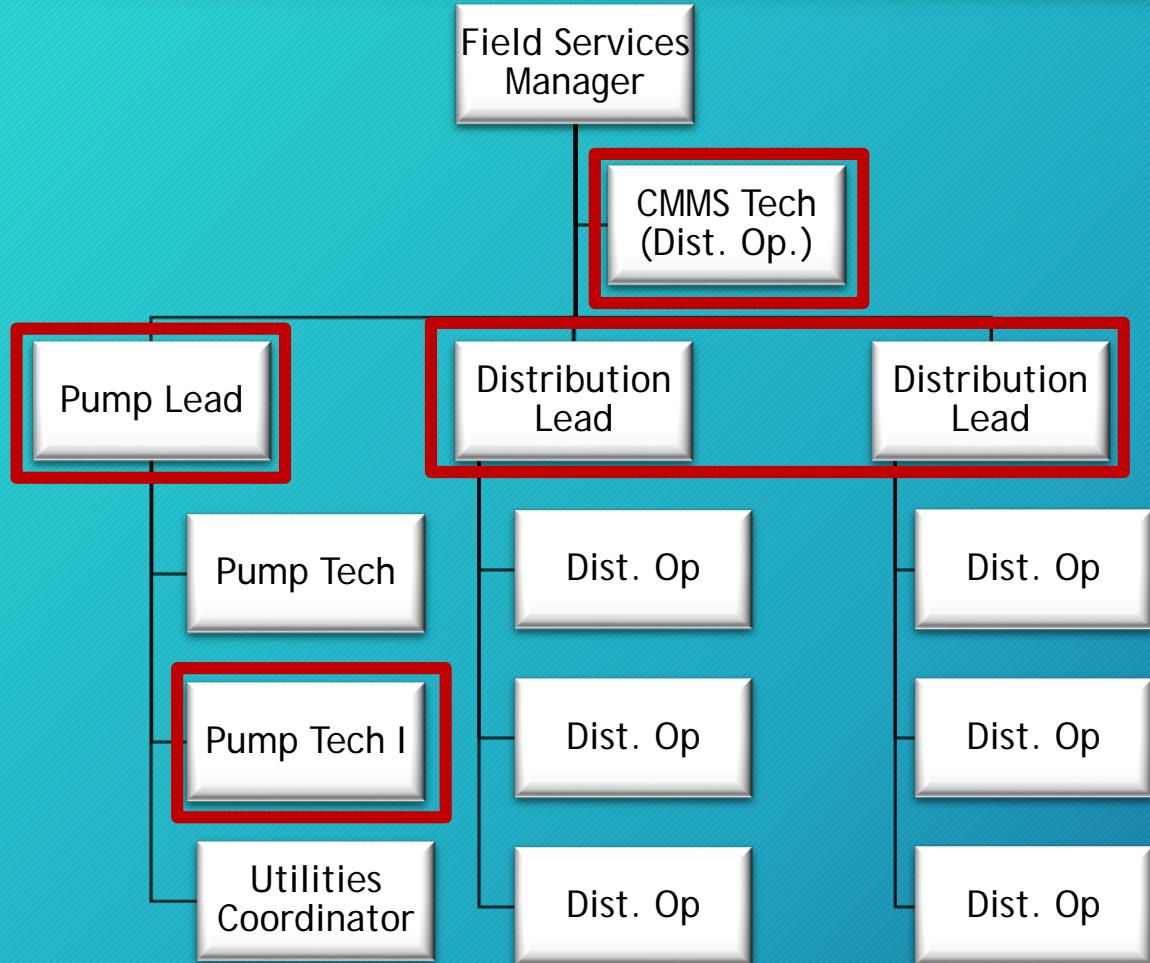
- 2 Distribution Teams
- 14 Staff Total + 1 Temp

# Current Org Chart



- Org Chart hasn't changed since at least 2000 (14 Staff)
- Pump Stations Moved from WTP to FS in 2005
- Asset Management System (CMMS) Implemented in 2006
- WQ Reporting Moved to FS in 2015
- Backflow Testing In-House 2007
- Increased Safety and Regulatory Compliance

# Org Chart Per Current Operation



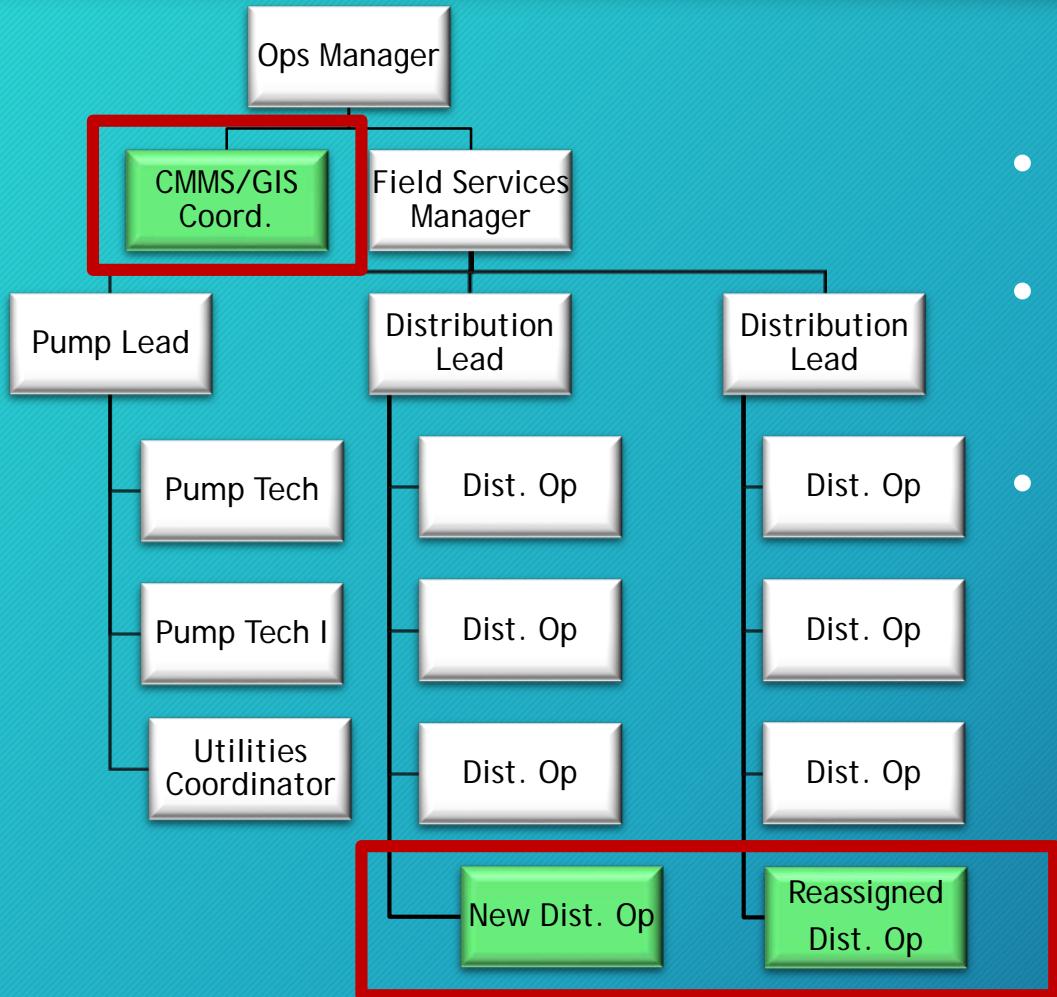
- Pump Lead Also Manages
  - Water Quality Reporting
  - Backflow Testing Program
    - Approx. 450 BFs 2010
    - Approx. 956 BFs 2019
- Distribution Leads 66% Field - 34% Office
- Distribution Operator Reassigned to desk in 2006 with Implementation of CMMS Program
- Pump Tech I Position Reallocated in 2015 for coverage of Pump Station Operations
  - 3 Person On-Call Rotation
- Safety and Regulatory Compliance has increased significantly
- Typical Leak in the Road Requires 6 Operators to Repair

# Option 1 - Contractor Assistance

| Task             | Desired Goal     | Additional In Lieu Contractor Cost | Staff Time Remaining | Staff Time Spent 2018 |
|------------------|------------------|------------------------------------|----------------------|-----------------------|
| Valve Exercising | 600              | \$50,000                           | 48                   | 265.5                 |
| Hydrant Maint.   | 300              | \$30,000                           | 32                   | 97                    |
| Backflow Testing | 400              | \$10,000                           | 722                  | 1,015                 |
| Leak Repair      | 35<br>(55 Total) | <u>\$210,000</u>                   | <u>960</u>           | <u>2,334</u>          |
| Totals:          |                  | \$300,000                          | 1,760                | 3,712                 |

- Achieves 5-Yr Goals
- Shifts 1,950 Hrs of Staff Time for other programs and Maintenance Projects
- Same cost for 2+ Staff Members
- Does not Address CMMS/GIS

# Option 2 - Reorganization & New Positions



- Reassign CMMS Distribution Operator back to Field
- Create/Hire Qualified CMMS/GIS Coordinator Position
- Create/Hire New Distribution Operator II Position

# Option 2 - Benefits of New Positions

- New FS Crew Provides:
  - 4160 Hours Total
  - Field (65%): 2,704 Hours
- Achieve Measured Goals:
  - Valve Exercising (5 Year)
  - ARV Inspection (5 Year)
  - Hydrant Maintenance/Inspection (5 Year)
  - Backflow Testing w/ Contractor Assistance
  - Flushing (Monthly/Annually)
  - Afterhours Response Redundancy
  - Repairing/Upgrading System Deficiencies (850 Hrs)
- CMMS/GIS Position Responsible for:
  - Management of CMMS;
  - Configuring and managing the system and data;
  - Resource management by generating reports and analysis of the data;
  - Training Resource for Users
  - QA/QC for CMMS Operations;
  - GIS Support for:
    - Data Entry;
    - Procedure Development;
    - Complex Analytical Evaluations;
    - Assist Staff in Data Queries and Map Updates

# Proposed Action

- Hire Distribution Operator II
- Reassign Existing CMMS Operator Back to Field
- Hire CMMS/GIS Coordinator

| Position                 | Base Salary Range   | Max. Salary Plus Benefits |
|--------------------------|---------------------|---------------------------|
| Distribution Operator II | \$61,588-\$73,923   | \$104,250                 |
| CMMS/GIS Coordinator     | \$73,049 - \$87,672 | <u>\$123,600</u>          |
| Total Cost:              |                     | \$227,850                 |
|                          |                     |                           |
| Other One-Time Costs:    |                     |                           |
| Truck w/Tools            |                     | <u>\$80,000</u>           |

# Financial Considerations

- Positions Not Included in the Current 5-Year Financial Plan
- Off-Set Three CIP to account for positions.
- Anticipate 2 to 3% Rate Increase Related to the Positions

| Project Name                              | Estimated Project Cost | Current Construction Fiscal Year | Proposed Construction Fiscal Year |
|---|------------------------|----------------------------------|-----------------------------------|
| Peerless Ave. 8" - South Main Replacement | \$292,000              | FY19-20                          | FY21-22                           |
| Skyway Ln. to Mooney Ridge 8"             | \$127,000              | FY20-21                          | FY21-22                           |
| Sierra College & Douglas 12"              | <u>\$174,000</u>       | FY19-20                          | FY21-22 or FY22/23                |
|   | \$593,000              |                                  |                                   |

# Conclusions & Recommendations

- Staff Level Insufficient to ensure completion of Goals
- CMMS/GIS Support Required for Success
- Add One (1) New D2 Operator
- Add One (1) CMMS/GIS Coordinator Position
  - Transfer the Operator from the desk to the Field



Questions??



# STAFF REPORT

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To: Board of Directors  
From: Lisa Brown, Customer Service Manager  
Date: February 13, 2019  
Subject: Meter Box Clearance Requirements

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## RECOMMENDED ACTION

For information only.

## BACKGROUND

The District has had Ordinance 9000 Section 05 (A) in place since July 2006. It states the customer shall maintain unrestricted and visible access to the water meter and other water appurtenances (e.g. fire hydrants, air release valves, etc.) at all times. All trees, shrubs, or other obstacles must be maintained no closer than two feet from the edge of the meter box. Roughly 30% of the meters installed are not located near a curb or street and are located 10 to 15' into a customer's landscape surrounded by trees and shrubs.

In 2017 staff ramped up enforcement and created a meter box clearance program. Over 750 meter boxes have been cleared but staff has been lenient on the 2 foot clearance requirement when customers communicated that modifications would negatively affect landscape aesthetics. After internal discussion, agreement was reached to begin enforcing the ordinance as written. As meters age, more meters are failing and/or leaking thus increasing the need to keep the meter boxes clear. When making repairs, staff needs sufficient room around the meter box to safely replace the meter or repair a leak. Also of great concern is root intrusion. When plants are located too close to the meter box, roots begin to occupy the meter box making reading and repairs very difficult and can break service lines causing further damage. Overgrown meter boxes are difficult to find and read and staff must remove planting material prior to making repairs.

## CURRENT STATUS

Staff estimates that 65% of the 10,700 connections do not meet the 2 foot clearance requirement and, in January, staff began providing notice to all customers that are out of compliance. Many customers are calling to communicate their disdain for receiving a meter box clearance letter when they feel their current clearance is sufficient. Staff wanted to apprise the Board of the increased enforcement efforts and to be aware that certain customers receiving clearance notices are unhappy. Staff will do their best to remedy the concern but there is a possibility that the Board may receive correspondence from unhappy customers regarding the clearance request they received.