

# **SAN JUAN WATER DISTRICT**

Board of Director's Board Meeting Minutes  
July 28, 2021 – 6:00 p.m.

Conducted via Videoconference & In-Person

## **BOARD OF DIRECTORS**

Pam Tobin	President via videoconference
Ken Miller	Vice President
Ted Costa	Director
Marty Hanneman	Director via videoconference
Dan Rich	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
Adam Larsen	Field Services Manager
Andrew Pierson	Engineering Services Manager
Mark Hargrove	Senior Engineer
Greg Zlotnick	Water Resources Manager
Rob Watson	Retired Annuitant
Teri Grant	Board Secretary/Administrative Assistant
Ryan Jones	Legal Counsel

## **OTHER ATTENDEES**

Joanna Gin	Citrus Heights Water District Legal Counsel
Cheryl Berkema	Customer
Cathy Green	Orange County Water District Director
Tom Bloomer	Peterson Structural Engineers
Craig Locke	Sacramento Suburban Water District

## **AGENDA ITEMS**

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

President Tobin called the meeting to order at 6:00 p.m. She requested a motion to accept the agenda.

**Director Rich moved to accept the agenda. Director Miller seconded the motion and it carried with the following roll call vote:**

**Ayes:** Directors Costa, Hanneman, Miller, Rich and Tobin  
**Noes:** None  
**Absent:** None

## I. ROLL CALL

President Tobin stated that the roll call vote to accept the agenda sufficed as the roll call for the meeting.

## II. PUBLIC FORUM

There were no public comments.

## III. CONSENT CALENDAR

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

President Tobin removed Consent Calendar items 2, 3 and 7 for discussion.

### 1. Minutes of the Board of Directors Meeting, June 23, 2021 (W & R)

*Recommendation: Approve draft minutes*

### 2. Introduction of Ordinance 21-01 (W & R)

*Recommendation to introduce and waive the first reading of Ordinance 21-01.*

*Recommendation: Introduce and Waive First Reading of Ordinance No. 21-01 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinance No. 1100 and Rescinding Ordinance 1100.03.1 – Board Rules, Appendix A of the District Code of Ordinances*

### 3. Rules for Board Proceedings (W & R)

*Recommendation: Approve the proposed modifications to Board Policy BOD-2.1, Board Rules for Proceedings*

### 4. Public Outreach Contract (W & R)

*Recommendation: Approve the Public Outreach contract with Lucy & Company for FY 2021-22*

### 5. Kokila Reservoir Replacement Project (R)

*Recommendation: For authorization and approval to award a professional services contract to Water Works, LLC., for design services for the Kokila Reservoir Replacement Project*

**6. 2019/20 Water Mains and Services Replacement Project (R)**

*Recommendation: For authorization and approval to award a construction contract to Caggiano General Engineering, Inc., for the construction of the District's 2019/20 Water Mains and Services Replacement Project*

**7. ACWA Vice President Resolution of Support - Cathy Green (W & R)**

*Recommendation: Adopt Resolution 21-11 to Support Cathy Green as a Candidate for the Office of ACWA Vice President*

***Director Costa moved to approve Consent Calendar items 1, 4, 5 and 6. Director Rich seconded the motion and it carried with the following roll call vote:***

**Ayes: Directors Costa, Hanneman, Miller and Rich**

**Noes: None**

***Abstain: Tobin (changed from Aye to Abstain since she wasn't in attendance at the June 23<sup>rd</sup> Board meeting)***

President Tobin informed the Board that Consent Calendar item 7 is for a resolution of support for Cathy Green, who is running for ACWA Vice President. Ms. Green addressed the Board and provided a brief introduction of her qualifications for the position of ACWA Vice President. In response to Director Rich's question, Ms. Green informed the Board that she is the only one running for ACWA Vice President at this time.

***Director Hanneman moved to adopt Resolution 21-11 to support Cathy Green as a candidate for the office of ACWA Vice President. President Tobin seconded the motion and it carried with the following roll call vote:***

**Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin**

**Noes: None**

**Absent: None**

President Tobin informed the Board that Consent Calendar item 2 was for the Introduction of Ordinance 21-01 and rescinding Ordinance 1100.03.1 – Board Rules, which is included in item 3. She voiced her concern regarding the changes to the Board Rules, does not agree with using Robert's Rules of Order or Rosenberg's Rules of Order, and does not agree with the changes. Ms. Cheryl Berkema addressed the Board and inquired why there is a proposed change to the Board Rules and if Legal Counsel had an opinion on this topic. Director Costa stated that no matter what rules the Board uses, it is important that all five Board members are familiar with and follow the rules that the Board adopts. Legal Counsel Jones informed the Board that the Legal Affairs Committee met and the goal was to promote transparency and to eliminate inconsistencies. In addition, Legal Counsel Jones stated that both Robert's Rules of Order and Rosenberg's Rules of Order are standard and have worked well. Director Costa and GM Helliker informed the Board that the Legal Affairs Committee recommended that the Board approve both of these items.

In response to Ms. Berkema's question, President Tobin stated that the 2-page Board Rules, that the District currently has in place, have worked for the District; however, staff thought that Robert's Rules of Order would serve the District better than the current rules. GM Helliker stated that the changes came up due to issues at previous Board meetings when Board members wanted to take advantage of certain parliamentary procedures and were informed by Legal Counsel that they could not because they were not included in the Board Rules. GM Helliker stated that the goal is to assure that the 11 pages of Board Rules comport with standard parliamentary procedures and, where appropriate, reference Rosenberg's Rules of Order or other government codes instead of listing everything in the Board Rules.

GM Helliker informed the Board that the recommendation is to approve Ordinance 21-01 which would modify Ordinance 1100 and rescind the Board Rules - Appendix A under Consent Calendar item 2, and then under Consent Calendar item 3 it is recommended to approve the revised Board Rules as a Board Policy. Director Hanneman stated that the Legal Affairs Committee discussed the changes at length with Legal Counsel Jones and the Committee agrees that these changes will make the Board Rules more transparent and clear as to what the Rules of the Board are. Director Costa stated that the rules are put in place so that if the majority of the Board want to do something then the rules shouldn't be set to prevent that.

***Director Miller moved to waive the First Reading of Ordinance No. 21-01 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinance No. 1100 and Rescinding Ordinance 1100.03.1 – Board Rules, Appendix A of the District Code of Ordinances. Director Rich seconded the motion and it carried with the following roll call vote:***

**Ayes: Directors Costa, Hanneman, Miller and Rich**

**Noes: Tobin**

**Absent: None**

President Tobin informed the Board that Consent Calendar item 3 was for amendments to the Rules for Board Proceedings. Ms. Berkema addressed the Board and voiced concern regarding the changes to the Board Rules with regard to the potential of removing a chair from office.

***Director Rich moved to approve the proposed modifications to Board Policy BOD-2.1, Board Rules for Proceedings. Director Miller seconded the motion and it carried with the following roll call vote:***

**Ayes: Directors Costa, Hanneman, Miller and Rich**

**Noes: Tobin**

**Absent: None**

President Tobin requested that the Board minutes reflect that she believes that, "this Board is headed in the wrong direction."

## IV. PUBLIC HEARING

### 1. FY 2021-22 Wholesale and Retail Budget (W & R)

**President Tobin opened the Public Hearing at 6:38 p.m.**

The Public Hearing was duly posted and published. There were no formal written comments received.

Ms. Silva reviewed the changes made to the proposed FY 2021-22 wholesale and retail budget since the Board last reviewed it at the May 26th workshop. These changes were provided in a staff report and will be attached to the meeting minutes.

Ms. Berkema inquired if the budget is adaptable to the conditions at Folsom Lake and customer water needs. President Tobin responded that the Bureau of Reclamation is gearing up to put barges in Folsom should the need to pump water become necessary.

**President Tobin closed the Public Hearing at 6:53 p.m.**

***Director Costa moved to adopt Resolution No. 21-10 adopting the FY 2021-2022 Budget. Director Hanneman seconded the motion and it carried with the following roll call vote:***

**Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin**

**Noes: None**

**Absent: None**

## V. OLD BUSINESS

### 1. Legal Services Agreement (W & R)

GM Helliker provided a staff report which will be attached to the meeting minutes.

***Director Costa moved to approve the legal services agreement for Water Counsel with Stoel Rives. Director Miller seconded the motion.***

GM Helliker informed the Board that the potential conflict of interest was addressed and should there be a future conflict of interest, then separate legal teams would be provided to the two agencies. Legal Counsel Jones informed the Board that he reviewed the agreement and found it to be fair and favorable to the District.

***Director Hanneman moved to approve the legal services agreement for Water Counsel with Stoel Rives effective July 23, 2021. Director Costa seconded the motion and it carried with the following roll call vote:***

**Ayes:** *Directors Costa, Hanneman, Miller, Rich and Tobin*  
**Noes:** *None*  
**Absent:** *None*

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

GM Helliker informed the Board that he was directed by the Board, to bring a contract amendment back to the Board to modify the salary and approve a one-time bonus. He explained that the 5<sup>th</sup> Amendment was created and he worked with Legal Counsel Jones to restate all the amendments into a new agreement. In response to President Tobin's question, Legal Counsel Jones informed the Board that there is nothing in violation of the self-dealing rule.

President Tobin voiced concern regarding the compensation level, the amount of the salary increase, and the changes to 120-day notice and the 6-month severance pay and is not in favor of these items. GM Helliker explained that the salary increase is 2.6% for this year, which is the same as the COLA that was provided to all employees, and that the increase in the staff report covers all increases since 2018. In addition, he pointed out that the other amendments were previously approved by the Board and are being incorporated into the agreement. In response to Director Costa's question, Ms. Silva confirmed that the General Manager's PERS is calculated on the base pay. Director Rich commented that the Board has approved all the changes at prior meetings.

***Director Miller moved to approve the modified and restated General Manager employment agreement. Director Costa seconded the motion and it carried with the following roll call vote:***

**Ayes:** *Directors Costa, Hanneman, Miller and Rich*  
**Noes:** *Tobin*  
**Absent:** *None*

President Tobin commented for the record that, "this Board is headed in the wrong direction." Director Miller commented that it is desirable, as a Board member, to reward staff with periodic salary increases and it was well earned by this General Manager. Director Rich pointed out that the base salary started at \$177,000 and has increased over the last few years to the current salary of \$196,570 and that the current salary was a 2.6% increase. Director Rich stated that it is competitive and appropriate to amend the General Manager's contract over the years.

**3. 2021 Hydrology and Operations Update (W & R)**

GM Helliker reviewed data on Folsom Reservoir, which included the current storage level at 25% of average, data on releases and temperature information. In addition, he reviewed the run off and storage projections, and the meteorology and water usage data from various water agencies in the region. He informed the Board that Reclamation has committed to being at no less than 200 TAF of storage in Folsom Reservoir by the end of September.

In response to President Tobin's question, GM Helliker informed the Board that water is being delivered to Carmichael Water District for mutual aid, with the approval from Reclamation, since their water rights were curtailed. President Tobin voiced concern that water is being transferred while Reclamation is trying to keep water in Folsom Lake and cautioned the District that unfavorable attention is not good while water rights are at stake.

**4. FY 2020-21 Operations Plan Report Card (W & R)**

GM Helliker reviewed the 4<sup>th</sup> quarter progress on the FY 2020-21 Operations Plan Report Card. He informed the Board that staff met most of the goals, with some projects being delayed due to COVID-19.

## **VI. NEW BUSINESS**

**1. FY 2021-22 Operations Plan (W & R)**

GM Helliker reviewed the FY 2021-22 Operations Plan, which will be attached to the Board minutes. He explained that the Operations Plan is taken from the Strategic Plan to show some of the larger or more significant items to track for the current year. In addition, he informed the Board that the progress on the tasks within the operations plan will be reported on each quarter.

**2. Introduction of Ordinance 21-02 (W & R)**

GM Helliker informed the Board that the District's 2020 Urban Water Management Plan, which includes the Wholesale and Retail Water Shortage Contingency Plans (WSCPs), was approved by the Board at the June meeting. He explained that these items relate to Ordinance 23000 – District Water Conservation Program and Appendix C to this Ordinance – Water Conservation Stage Declaration. This Ordinance and Appendix now need to be modified, to reflect the newly-adopted WSCP.

***Director Rich moved to waive the First Reading of Ordinance No. 21-02 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinance No. 23000 – District Water Conservation Program, Rescinding Ordinance 23000.03 Appendix C – Water Conservation Stage Declaration and Adopting Ordinance 23000.03 Appendix A – Water Shortage Stage Requirements of the District Code of Ordinances. Director Miller seconded the motion and it carried with the following roll call vote:***

**Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin**

**Noes: None**

**Absent: None**

**3. Federal Lobbying Services Agreement Extension with The Ferguson Group (W/R)**

GM Helliker provided the Board with a staff report which will be attached to the meeting minutes. He explained that an amendment is needed to extend the contract another year. In addition, he informed the Board that Carmichael Water District and Sacramento Suburban Water District are interested in joining the

group in the next month or so. GM Helliker reported that there is \$8 billion from the infrastructure package for western water projects. In response to President Tobin's question, GM Helliker explained that the information regarding this \$8 billion package arrived this afternoon and staff will review the document and provide the Board with more information.

***Director Hanneman moved to authorize the General Manager to sign Amendment No. 4 to the District's General Services Agreement with The Ferguson Group (TFG) for federal lobbying services, with an effective date of July 1, 2021. Director Costa seconded the motion and it carried with the following roll call vote:***

**Ayes:** Directors Costa, Hanneman, Miller, Rich and Tobin  
**Noes:** None  
**Absent:** None

***Director Hanneman moved to authorize the General Manager to sign Amendment No. 4 to the District's Agreement with the City of Folsom (Folsom) whereby Folsom pays an equal share of the costs as the District for the Agreement with TFG, with an effective date of July 1, 2021. Director Costa seconded the motion and it carried with the following roll call vote:***

**Ayes:** Directors Costa, Hanneman, Miller, Rich and Tobin  
**Noes:** None  
**Absent:** None

## VII. INFORMATION ITEMS

### 1. GENERAL MANAGER'S REPORT

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

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

#### 1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported that last week the State Water Board released draft regulations that would authorize them to curtail all water right holders in the San Joaquin Valley and in the American River water basin. He informed the Board that Stoel Rives has met with attorneys from water agencies around the state regarding this. He explained that the issue is that the regulations propose to give the State Water Board the authority to regulate and curtail pre-1914 and riparian water rights, which they do not have the authority to do. He informed the Board that if any action is needed, then this topic will be brought back to the Board.

GM Helliker reported that he and Mr. Greg Zlotnick met with Mr. Dan York, Sacramento Suburban Water District General Manager, and Matt Underwood, SSWD Operations Manager, to discuss groundwater

availability. They discussed the groundwater capacity at the Antelope Pump Station along with planning for emergency pumping conditions.

GM Helliker reported that Congressman Bera had requested \$2.3 million in funding for the Orange Vale Water Company well; however, that amount was reduced to \$75,000. They are hoping that the infrastructure bill will provide additional funding, which would provide additional groundwater pumping resources for the wholesale services area. He suggested that the District consider some type of partnership with them on this item.

GM Helliker reported that he has been discussing water transfers, either groundwater substitution or conserved water, with Marin Municipal Water District for next year if water is available at that time. He explained that there might be a work around where approval from DWR or Reclamation would not be needed for conserved water transfers.

GM Helliker reported that DWR and the State Water Board released their draft report for water conservation legislation for interior water standards. He informed the Board that next year the State Water Board will be adopting standards for indoor use, outdoor residential and commercial use and water loss. He explained that once those standards are set, then the District will have to calculate a target (objective) to be met starting in 2024. He informed the Board that ACWA is pushing back and there is a lot of work happening with regard to this issue.

GM Helliker informed the Board that there is a November 1, 2021, deadline to submit changes to the District's election division boundaries based on the 2020 Census data. He explained that if SB 594 passes then that would extend the deadline to May 2022. In the meantime, he has contacted Steve Demers with Sacramento County, who can assist us with inputting the Census data once it is received, but he will be unable to re-draw boundary lines or attend public hearings. Therefore, GM Helliker is seeking assistance from other companies regarding this issue, should the District need to go through the process again with new maps and public hearings.

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

### **2.1 CalPERS Pension Fund Preliminary Returns for Fiscal Year 2020-21 and Resulting Reduction in Discount Rate**

Ms. Silva reported that CalPERS reported a preliminary 21.3% return on the investment portfolio for FY 20-21. She informed the Board that the last 30-year average is 8.4%, which is higher than the 7% discount rate. She explained that CalPERS has a Funding Risk Mitigation Policy, which now requires the discount rate to be lowered to 6.8%. This change will result in an increase in the unfunded pension liability for everyone, which will increase the District's contribution. She explained that when this is done in connection with the higher return, some of the gain is used to lower the discount rate while still putting the District in a better situation. She

informed the Board that the impact to the District's contribution will be in FY 2023-24.

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

Ms. Silva reported that the Fitch Bond Rating affirmed the District's AA+. She explained that this is the highest level that a District of our size can achieve. In response to Director Rich's question, she explained that the rating continues to help the District receive better interest rates when the District refinances the bonds, which she will be looking at in September and will bring back a recommendation to the Board at a later date.

Ms. Silva reported that the Retail Financial Plan will be brought to the Board in September while the Retail Master Plan and 10-year CIP will be brought to the Board in August.

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

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

No report.

## **4. ENGINEERING SERVICES MANAGER'S REPORT**

### **4.1 Miscellaneous District Issues and Correspondence**

No report.

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

### **5.1 Legal Matters**

Legal Counsel Jones reported that there are three items of litigation which he has been watching and two of those will be transferred to Stoel Rives now that they are the District's legal counsel on water issues.

## **VIII. DIRECTORS' REPORTS**

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

Director Costa reported that he believes that a workshop is scheduled to discuss the merger.

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

Director Rich informed the Board that RWA adopted a resolution for 15% voluntary conservation, to match the Governor's request.

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

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

President Tobin reviewed her written report which will be attached to the meeting minutes.

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

President Tobin reviewed her written report which will be attached to the meeting minutes.

**3.3 Energy Committee - Ted Costa**

Director Costa reported that the Energy Committee met last Tuesday, but he was unable to attend since he attended the RWA workshop.

**4. CVP WATER USERS ASSOCIATION**

Director Costa reported that the new Executive Director is doing a great job and is recruiting new members.

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

Director Rich inquired about the District's COVID-19 guidelines. GM Helliker informed the Board that District staff follow Cal-OSHA requirements which were updated in July and then the District's plan is updated based on those revisions. Those requirements were just updated again and District management staff will review and revise the District's plan in the next few days. Director Hanneman requested that the Board discuss this at the next Board meeting.

**IX. COMMITTEE MEETINGS**

**1. Legal Affairs Committee – July 13, 2021**

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

**2. Public Information Committee – July 13, 2021**

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

**3. Engineering Committee – July 20, 2021**

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

**4. Finance Committee – July 27, 2021**

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

**X. UPCOMING EVENTS**

**1. 2021 ACWA Fall Conference**

November 30 - December 3, 2021  
Pasadena, CA

**XI. ADJOURN**

The meeting was adjourned at 8:27 p.m.

ATTEST:

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PAMELA TOBIN, President  
Board of Directors  
San Juan Water District

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TERI GRANT, Board Secretary

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: July 28, 2021  
Subject: Revision of Ordinance 1100 and Rescission of Ordinance 1100.03.1  
Board Rules, Appendix A

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### RECOMMENDED ACTION

Introduce and Waive First Reading of Ordinance No. 21-01 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinance 1100 and Rescinding Ordinance 1100.03.1 – Board Rules, Appendix A of the District Code of Ordinances. The Legal Affairs Committee reviewed these revisions and rescissions on July 13, 2021, and recommend the Board approve them.

### BACKGROUND

Ordinance 1100 defines San Juan's policies concerning the manner in which Board members are elected and the geographic areas that they represent, the process and annual timing for selecting the Board's officers, the duties of those officers, and provisions associated with public hearings and the District's seal. This ordinance also references supporting documents that define the rules that guide the proceedings of the Board of Directors. The supporting documents that pertain to these rules are Ordinance 1100.03.1 – Board Rules, Appendix A and Board Policy BOD-2.1, which are the same document. The former is referenced specifically in Ordinance 1100.

The Legal Affairs Committee met on March 31 to consider potential revisions to the Rules for Proceedings (and other agenda items), but chose to postpone discussion of changes to the rules themselves until after new legal counsel is hired. The Committee did discuss briefly Rule 25, which allows any of the rules to be amended or suspended at any meeting, by majority vote of the Board, but the fact that this rule and the rest of the rules are part of an ordinance complicates the ability to amend or suspend the rules. Because San Juan is a Community Services District, it is subject to the same ordinance adoption and revision procedures as those of counties, which require a two-step process of first and second readings of an ordinance or revision, which must be separated in time by a minimum of five days. So, any suspension or amendment of rules that are embodied in an ordinance would require this two-step process.

Given that Board Policy BOD-2.1 includes the same rules for proceedings as are contained in Ordinance 1100.03.1 – Board Rules, Appendix A, modifying the reference in Ordinance 1100 to Policy BOD-2.1 as the description of the Rules for Board Proceedings would allow the Board to modify its rules for proceedings via a one-step process, rather than the two-step process required for modifications to ordinances.

Such a change would also allow the Board to make use of Rule 25 as it is written, should it so desire.

Ordinance 1100.05.2 specifies that the Board President shall act as spokesperson for the Board, with respect to its actions and policies. This ordinance needs to be clarified, to note that the President shall make statements that are consistent with the position of a majority of the Board.

Ordinance 1100.05.4 contains language that pertains to staff direction by Board members, and specifies that the President may request information from the General Manager or Legal Counsel, and may request the General Manager to implement actions of the Board. This language appears intended to restate provisions of the Government Code (Section 54952.2) that allow Board members to request information from the General Manager, and to restate the language of Government Code Sections 61045 and 61051 (concerning the manner in which the Board acts to make decisions and the responsibilities of the General Manager) and Ordinance 1100.02 (concerning the authority of individual Board members), and is thus unnecessary to include in the District's ordinances.

## ORDINANCE NO. 21-01

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT AMENDING ORDINANCE NO. 1100 AND RESCINDING ORDINANCE 1100.03.1 – BOARD RULES, APPENDIX A OF THE DISTRICT CODE OF ORDINANCES**

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

**Section 1. Purpose and Authority.** The purpose of this ordinance is to amend the references to the Rules for the Proceedings of the Board of Directors contained in the District's Code of Ordinances. This ordinance is adopted pursuant to Government Code section 61060, and other applicable law.

**Section 2. Amendments.** Ordinance No. 1100 (Board of Directors and Officers) and Ordinance No. 1100.03.1 – Board Rules, Appendix A (Rules for Proceedings of the Board of Directors) of the District Code of Ordinances are amended as follows:

#### **Section 3.**

A. Section 1100.03.1 (Board Officers) is amended to read as follows:

##### **1100.03.1      Board Officers**

The Board shall elect one of its members as President, and one of its members as Vice-President as provided in the Rules for Proceedings of the Board of Directors (the "Rules"), which are described in Board Policy BOD-2.1.

B. Ordinance 1100.03.1 - Board Rules, Appendix A (Rules for Proceedings of the Board of Directors) is rescinded.

C. Ordinance 1100.05.2 is amended to read as follows:

##### **1100.05.2      Board Spokesperson**

Consistent with the position of a majority of the Board, the President shall act as spokesperson for the Board with respect to its actions and policies, and those of the District. This provision, however, shall not preclude any other officer or employee of the District from making appropriate comments within the scope of his or her position with the consent of the Board.

D. Ordinance 1100.05.4 – Staff Direction is rescinded.

E. All other sections of Ordinance 1100 shall remain in effect.

**Section 4. Effective Date.** This ordinance shall take effect 30 days after its adoption.

**Section 5. Publication.** Within 15 days from the date of adoption of this ordinance, the Board Secretary shall publish it once in a newspaper of general circulation published and circulated within the District.

INTRODUCED by the Board of Directors on the 28th day of July 2021.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on the 25th day of August 2021 by the following vote:

AYES:

NOES:

ABSENT:

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PAMELA TOBIN  
President, Board of Directors

Attest:

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TERI GRANT  
Board Secretary



Ordinance Type	District Administration	Date Adopted	June 28, 2006
Ordinance Number & Title	1100 - Board of Directors and Officers	Date Amended	November 9, 2020

## 1100.00 Governing Board

### 1100.01 Election of Directors

The Board of Directors is the governing body of the District. The Board shall act only at its regular meetings, regular adjourned meetings, special meetings, or emergency meetings.

#### 1100.01.1 General

- A. **Number of Directors:** One (1) director shall be elected from each of five (5) electoral divisions established by this ordinance and pursuant to 1100.01.2.
- B. **Residency:** A candidate for Director must reside within the boundaries of the electoral division that he or she will represent.

#### 1100.01.2 By-District Electoral Divisions

- A. **Divisions:** There are established five (5) divisions of the San Juan Water District.
- B. **Map of Electoral Divisions:** The boundaries and identifying number of each division shall be described on the San Juan Water District Division Map attached hereto as "Exhibit 1," a copy of which shall also be on file in the District Office. The Board shall examine and, if necessary, adjust the boundaries of the five divisions in accordance with Government Code section 61026.

#### 1100.01.3 Election Process

- A. **Terms:** A Director shall be elected for a term of four years.
- B. **Sequence of Elections:** Elections for Divisions 1, 3, and 5 shall initially be held in 2022, and every four years thereafter. Elections for Divisions 2 and 4 shall initially be held in 2024 and every four years thereafter. The San Juan Water District Sequence of Initial Elections is attached hereto as "Exhibit 2," a copy of which shall also be on file in the District Office.

## **1100.02 Authority of Individual Board Members**

All powers of the District shall be exercised and performed by the Board as a body. Individual Board Members, except as provided in this Code or otherwise authorized by the Board, shall have no power to act for the District, or the Board, or to direct the Staff of the District.

## **1100.03 Officers**

### **1100.03.1 Board Officers**

The Board shall elect one of its members as President, and one of its members as Vice-President as provided in the Rules for Proceedings of the Board of Directors (the "Rules"), which are defined in Board Policy BOD-2.1 attached as Appendix A and incorporated in full herein.

### **1100.03.2 District Officers**

The Board shall appoint Officers of the District as required by law. The Board may also appoint a deputy or assistant Secretary and such other assistants and employees as it may deem necessary to operate the District

## **1100.04 Board Vacancies – Procedure for Appointment**

Vacancies in the office of Director shall be filled in accordance with the laws of the State of California.

## **1100.05 Duties of the President**

### **1100.05.1 Meetings**

The Rules shall govern the conduct of all public meetings of the District.

### **1100.05.2 Board Spokesperson**

Consistent with the position of a majority of the Board, ~~t~~The President shall act as spokesperson for the Board with respect to its actions and policies, and those of the District. This provision, however, shall not preclude any other officer or employee of the District from making appropriate comments within the scope of his or her position with the consent of the Board.

### **1100.05.3 Public Appearances**

The President, or any Board Member or Staff Person so designated, shall represent the Board where it is appropriate or desirable for the District to appear, at meetings of other public agencies, before public groups, or on other public occasions. However, this provision shall not limit the attendance of any Director or authorized officer or employee of the District.

#### **1100.05.4 Staff Direction**

The President shall work through the General Manager, counsel or other officer of the District to obtain such information as may be necessary and appropriate to assist the Board in its deliberations, and may direct Staff to implement the policies and decisions of the Board. Except as provided herein, or except as approved by the Board, individual Board Members shall not act independently to direct Staff in the performance of their duties.

#### **1100.06 Duties of the Vice-President**

The Vice-President shall act if the President is absent or unable to act, and shall exercise all of the powers of the President on such occasions.

#### **1100.07 Duties of the Secretary to the Board**

##### **1100.07.1 Board Issues**

With respect to the affairs of the Board of Directors, the Secretary shall have the following duties:

- A. To see that minutes are taken and prepared for all Board meetings.
- B. To see that the original copies of all final minutes, ordinances and resolutions of the Board are kept in appropriate books.
- C. To see that all Board committee reports are kept on file.
- D. To attest to the minutes, ordinances, resolutions, contracts and other documents of the Board.
- E. To provide notice as required by law of any Board or standing committee meeting.
- F. To provide notice as required by law of any hearing before the Board.

##### **1100.07.2 Other Duties**

The responsibilities enumerated in Section 1100.07 are not intended to limit any other duties of the Secretary imposed by law, or assigned from time to time by the Board, or by the General Manager if the Secretary is an employee of the District.

**1100.08      Public Hearings**

The Board shall conduct public hearings in accordance with the Rules.

**1100.09      Seal of the District**

The Seal, an impression of which is hereby affixed to this page and bearing the words "San Juan Water District" founded "March 4, 1954" is adopted as the official Seal of the District.

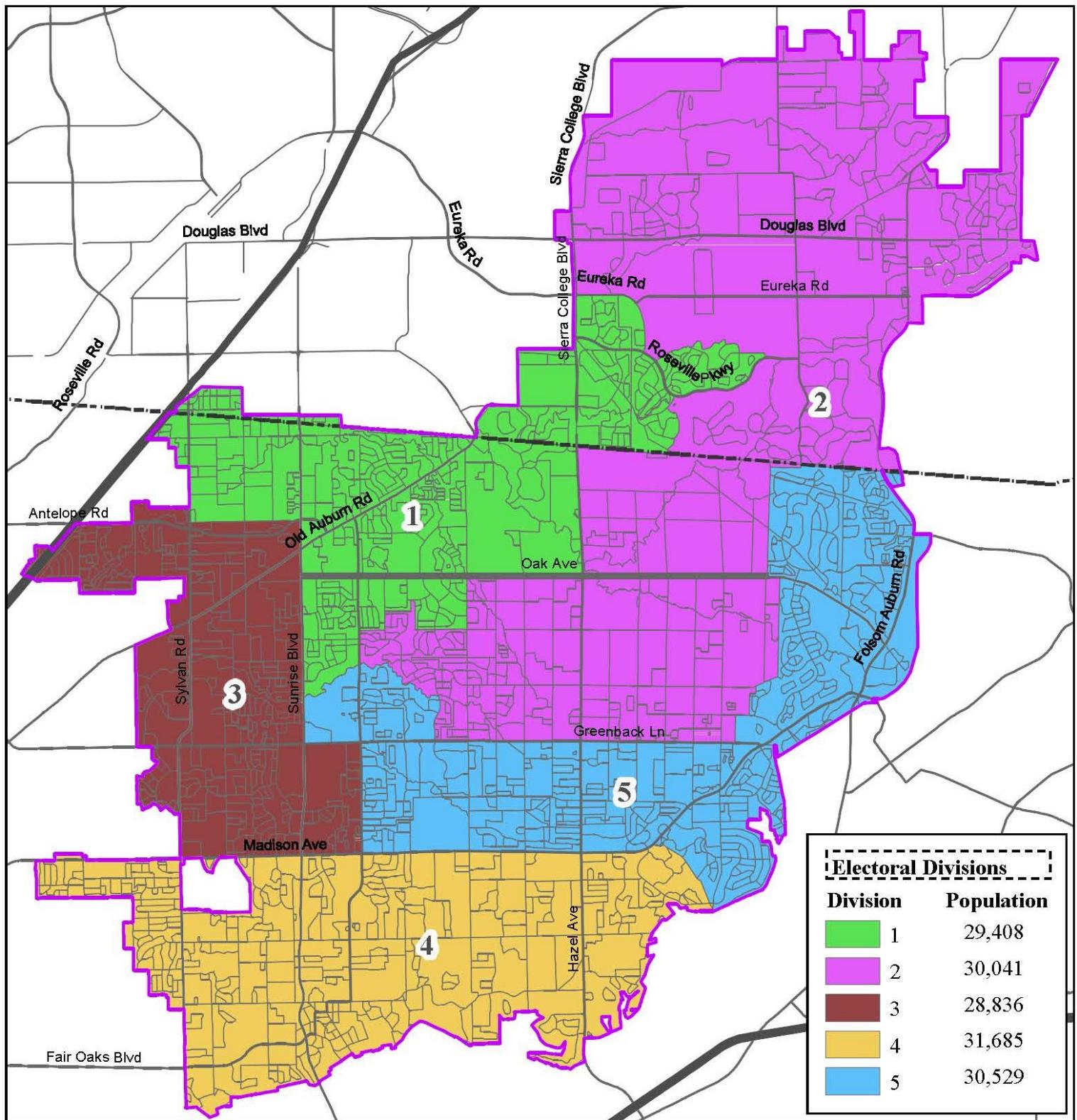
(Space left for Seal imprint)

**Revision History:**

Revision Date	Description of Changes	Requested By
6/25/2008	Ord. 08-001 repealed all prior ordinances	
11/09/2020	Ord. 20-02 revises this ordinance to establish by division elections adopting map and sequencing elections	Board of Directors

**EXHIBIT 1**

**MAP OF ELECTORAL  
DIVISIONS**



**EXHIBIT 2**  
**SEQUENCING OF ELECTIONS**  
**BY DIVISION**

Divisions 1, 3 and 5 (green, brown and blue, respectively) will stand for election in 2022, and thereafter every four years

Divisions 2 and 4 (purple and yellow, respectively) will stand for election in 2024, thereafter election every four years.

# AGENDA ITEM III-3

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: July 28, 2021  
Subject: Rules for Board Proceedings

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### RECOMMENDED ACTION

Approve the proposed modifications to Board Policy BOD-2.1, Board Rules for Proceedings. These proposed revisions were reviewed by the Legal Affairs Committee on July 13, 2020, which recommends the Board approve them.

### BACKGROUND

The operations of special districts are defined in general by their authorizing statutes. San Juan Water District is a Community Services District (CSD) established pursuant to the Community Services District Law (California Government Code 61000, et seq.) This Division (Division 3) of the Government Code provides the authority for the organization and powers of community services districts. The Division references other statutes as composing the governing procedures for CSDs, including the Uniform District Elections Law (Elections Code 1000 et seq.), Government of Counties – Ordinances (Government Code 25120 et seq.), Municipal Water District Law (Water Code 71000, et seq.), etc.

Government Code Section 61040(a) specifies that CSD Boards shall establish policies for the operation of the District. These policies may include rules for the operation of the Board and its meetings. Typically, such rules for Board proceedings use the parliamentary procedures defined in Robert's Rules of Order as the basis for these policies. Because Robert's Rules of Order are complex and designed to be used by deliberative bodies of various sizes, they can be cumbersome to use. Certain procedures in Robert's Rules also differ from procedures contained in California statutes. A good exposition of some of these differences is described in the paper entitled "Unraveling Some Common Procedural Tangles" (Dorsey, 2007), available at the following link:

<https://www.cacities.org/UploadedFiles/LeagueInternet/f6/f69097b8-e3c5-47ff-afd5-3c6799600759.pdf>

The California Special Districts Association (of which San Juan is a member) has a short guide to parliamentary procedure available at this page on their website:

<https://higherlogicdownload.s3-external-1.amazonaws.com/CSDA/CSDA%20White%20Paper-Parliamentary%20Procedure2.pdf?AWSAccessKeyId=AKIAVRDO7IEREB57R7MT&Expires=1616862968&Signature=zloSWN5d1%2BR6SIHPyJ1A1n%2F3aIA%3D>

A slightly more comprehensive summary of Robert's Rules of Order is available from the League of California Cities, prepared by former local official and now judge, David Rosenberg. It is located at this link (known as "Rosenberg's Rules of Order"):

[https://www.cacities.org/Resources/Open-Government/RosenbergText\\_2011.aspx](https://www.cacities.org/Resources/Open-Government/RosenbergText_2011.aspx)

## **San Juan Policies**

San Juan Water District has used these resources and tailored rules to its operations. These rules are embodied in "Rules for Board Proceedings", which is Board Policy BOD-2.1, Board Rules for Proceedings. This Policy builds on the statutory definition of a CSD Board of Directors (Government Code 61040), and establishes the policies associated with the roles and responsibilities of the Board of Directors.

Rules in this Policy include the following: the duties of the President of the Board (Rule 2), quorum and voting requirements (Rules 4-6), the procedures for making and approving motions (Rule 8) and the process that the General Manager uses to prepare meeting agendas (Rule 12). The Appendix is comprehensive, but does not cover all of the procedures that relate to the conduct of San Juan Board meetings. This staff report identifies amendments that would be appropriate to make to BOD-2.1, to ensure that all such procedures are addressed.

## **Amendments to Elements of BOD-2.1**

Amendments to Board Policy BOD-2.1 that are proposed by staff are displayed in the attached set of edits, and are summarized below.

### **Introduction**

As noted above, Board Policy BOD-2.1 does not address all topics that are relevant to Board proceedings (see, for example, Rule 8 below). BOD-2.1 is currently silent on the disposition of parliamentary procedures not referenced in BOD-2.1, although the opening sentence of BOD-2.1 – "These are the rules for proceedings of meetings of the Board of Directors of San Juan Water District" – could be construed to mean that no other rules would be allowed to apply to District proceedings. The introduction should be revised to specify that, where the Rules for Proceedings are silent on any parliamentary procedure, Rosenberg's Rules of Order would apply.

### **Rule 1 Selection of Officers**

This rule specifies that the President and Vice President shall be elected at the first regular meeting in December, for one year terms. There may be circumstances in which an election would need to happen at other times of the year, so this rule should be clarified to allow the Board to elect a President or Vice President whenever necessary. San Juan had such an experience in 2017, when a Vice President was elected in October of that year. Moreover, since the Board elects the President and Vice President by majority vote, the Board by majority vote should similarly be allowed to

remove the President or Vice President at any point during the officers' term and hold a new election.

## **Rule 2 Duties of the President**

This rule specifies that one duty of the President is to "act as the liaison between the General Manager and the Board." This language is unnecessary and potentially problematic, because any member of the Board may discuss with the General Manager any issue related to the District's operations or responsibilities, subject to the limitations in Government Code Section 54952.2(b). This liaison role unfairly gives the President powers and authorities beyond the rest of the Board who are similarly elected by the public as a representative. If the President were an official elected separately by the public, special and unique duties of the President would be appropriate.

## **Rule 8 Motions**

This rule currently covers some motions that are typical of parliamentary procedure, but contains some provisions that are inconsistent with Rosenberg's Rules of Order. For example, the current rules are unclear as to the number of motions allowed on the floor at any time (no more than 3). Another example is that a motion to call the question requires approval by either a simple majority or a 2/3 majority of the Board, depending on the circumstances. Rather than attempting to synthesize or summarize Rosenberg's Rules of Order, we recommend that this Rule be revised to reference Rosenberg's Rules directly.

## **Rule 12 Agenda and Agenda Materials**

This rule defines the procedure for preparing agendas for Board and Committee meetings. The General Manager is responsible for preparing meeting agendas, and any Board member may request that an item be added to an agenda. If there is a dispute about the preparation of an agenda, the President is charged with resolving it. This provision gives the President powers above and beyond fellow board members who were elected by the public in the same mechanism as the President. For this reason, we recommend deleting this sentence. This rule is silent on whether or not a majority of the Board may add items to or delete items from an agenda for an upcoming meeting. There is a provision for adding an item to a meeting agenda at that meeting, which is included in Rule 14 Authority to Act on Matters not on the Agenda. Rule 12 should be amended to include a provision making it clear that it takes the Board to act by majority vote to add items to or to delete items from an agenda for an upcoming meeting.

## **Rule 23 Closed Sessions**

The rules concerning notice and agenda requirements for closed sessions, and for reporting actions from closed sessions, are clearly spelled out in the Government Code, and do not need to be reiterated in the Board Policy.

### **Rule 24 Meetings by Teleconference**

This rule establishes the provisions for Board meetings that are held via teleconference or videoconference. The rules are clearly spelled out in the Government Code, and do not need to be restated in the Board Policy. Executive Order N-29-20 suspended certain requirements of Government Code 54953, which concerns requirements for holding teleconference meetings. Executive Order N-08-21 continued this suspension through September 30, 2021.



Section	BOD-2 Board of Directors	Approval Date	06/11/08
Policy	BOD-2.1 Board Rules for Proceedings	Latest Revision	02/28/18

## BOD-2.1 Board Rules for Proceedings

### INTRODUCTION

These are the rules for proceedings of meetings of the Board of Directors of San Juan Water District. Parliamentary procedures not addressed by these rules would be conducted pursuant to Rosenberg's Rules of Order (League of California Cities, 2011). The purposes of these rules are to facilitate public participation during meetings of the Board, protect the rights of all Directors and to provide a process for conducting Board meetings in an orderly and efficient manner. The provisions of the Community Services District Law (see Government Code sections 61000, et seq.), Brown Act (Government Code section 54950, et seq.) and any other law will control over any inconsistent provision contained in these rules.

### RULE 1 - SELECTION OF OFFICERS

The President and Vice-President of the Board will be elected by the members of the Board for a one-year term. The election will be held at the first regular meeting in December of each year. The Board may elect a President or Vice-President at any other time during the year, as necessary, to serve out the remaining term. Pursuant to a majority vote of the Board, the President or Vice-President may be removed from their position at any point during the term. The remaining provisions of this paragraph will be considered discretionary guidelines for the Board to follow in selecting its President and Vice-President, and will not be binding on the Board. The Board will normally follow a rotation for the election of President and Vice-President under which the Vice-President will normally be elected President at the conclusion of the President's one-year term. If the membership on the Board of the President is terminated before the expiration of his or her one-year term of office, the Vice-President will automatically become the President for the balance of that term, and will be eligible for election as President for another full one-year term.

The Board will by majority vote appoint a Secretary and Treasurer, who will serve at the pleasure of the Board. (See Government Code section 61240.)

### RULE 2 - DUTIES OF PRESIDENT OF BOARD

The President of the Board of Directors will be its presiding officer. (See Government Code section 61221.) The President's duties will include, but not be limited to, the following: acting as the liaison between the General Manager and the Board, calling special meetings of the Board, presiding over meetings of the Board, calling special meetings of the Board, establishing and appointing committees of the Board, and appointing representatives of the District to associations of which the District is a member. The Board will appoint representatives of the District to joint powers authorities of which the District is a member. In the President's absence, the Vice-President of the Board will perform such duties.

### **RULE 3 - TIME AND PLACE FOR REGULAR MEETINGS**

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

### **RULE 4 - QUORUM REQUIREMENTS**

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

### **RULE 5 - MAJORITY VOTE**

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

### **RULE 6 - WHAT CONSTITUTES AN AFFIRMATIVE VOTE**

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

### **RULE 7 - CONFLICTS OF INTEREST**

A member of the Board may not make, participate in making or in any way attempt to use his or her official position to influence a decision of the Board of Directors in which he or she knows or has reason to know that he or she has a financial interest. (Government Code section 87100.) Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by the Fair Political Practices Commission's ["FPPC"] regulations) that is distinguishable from the effect on the public generally, involving dollar amounts set by FPPC regulations from time to time, on: (a) a business entity in which the Director has a direct or indirect investment in the amount specified in FPPC regulations; (b) real property in which the Director has a direct or indirect investment interest, with a worth in the amount specified in FPPC regulations; (c) a source of income of the Director, in the amount specified in FPPC regulations, within twelve months before the Board decision; (d) a source of gifts to the Director, in the amount specified in FPPC regulations, within twelve months before the Board decision; or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's

spouse, dependent child or agent owns directly, indirectly or beneficially a ten percent interest or greater. (Government Code section 87103.)

If a member of the Board believes he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be used: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the General Counsel of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Counsel before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Director will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists. In such a case, the Board minutes will state: "Due to a potential conflict of interest, Director \_\_\_\_\_ did not participate in the discussion, deliberation or vote on this matter."

## RULE 8 - MOTIONS

The procedures for Board members to make and approve motions are defined in Rosenberg's Rules of Order. The three steps for bringing a motion before the Board are: (a) a Director makes a motion; (b) another Director seconds the motion; and (c) the President states the motion. Once the motion has been stated by the President, it is open to formal discussion. While only one motion can be considered at a time, and a motion must be disposed of before any other question is considered: (a) a motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second, which is then approved by the Board; or (b) a motion may be tabled before it is voted on by motion made to table, which is then seconded and approved by the Board; or (c) a motion may be rejected without further discussion of or action on the motion by a motion of "objection to consideration," which is then seconded and approved by the Board; or (d) further discussion of a motion can be terminated by a motion "to call the question," which is then seconded and approved by the Board. Any Director may make or second a motion.

## RULE 9 - PROTECTION OF RIGHTS OF DIRECTORS

One of the primary purposes for these rules of procedure is to protect the rights of all Directors. The President will allow each Director a reasonable opportunity to discuss a motion, after it has been made and seconded, and before it has been voted on. The President can set reasonable time limits for discussion of a motion. A Director can object to a procedural ruling by the President by stating: "Mr./Madam President, I rise to a point of order." The President must then ask the Director to state the point of order. The President will then rule on the point of order. The President's ruling on a point of order may be appealed by a motion made and seconded to appeal the decision, which is then voted on by the Board.

In order to assure that the Board's discussions and deliberations during a public meeting can be heard by the public, Directors are requested to refrain from engaging in other than oral communications on District matters during a Board or committee meeting (e.g., refrain from using written, electronic or telephone communications that are not made available to the other Board members and to the public).

## **RULE 10 - RECORD OF VOTE**

Except where action is taken by the unanimous vote of all Board members present and voting, the ayes and noes taken upon the passage of all ordinances, resolutions or motions will be entered upon the minutes. (See Government Code section 61226.)

## **RULE 11 - ORDINANCES**

The enacting clause of all ordinances passed by the Board will be: "Be it ordained by the Board of Directors of San Juan Water District as follows:" (See Government Code section 61226.) All ordinances will be signed by the President and attested by the Secretary. (See Government Code section 61228.)

## **RULE 12 - AGENDA AND AGENDA MATERIALS**

The General Manager will be responsible for preparing the agenda for regular Board meetings and meetings of standing committees (see Government Code section 54952 and Rule 22), and having it posted at the District office in a location freely accessible to the public no later than seventy-two hours before a regular meeting. The General Manager will also be responsible for preparing the agenda for ad hoc advisory committee meetings. The agenda will specify the time and location of the meeting and contain a brief, general description of each item of business to be transacted or discussed at the meeting, including closed session items. (See Government Code section 54954.2.) Any member of the Board may request the General Manager to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting will be at noon, five working days before the meeting. The President of the Board of Directors will have authority to resolve a dispute concerning the preparation of the agenda. The Board may, by majority vote, include items on or exclude items from meeting agendas, subject to the limitations defined in Rule 14.

An agenda for a regular or special Board meeting will contain the following statements: (a) "The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item." (See Government Code section 54954.3(a).); and (b) "In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact [insert the name and telephone number of the person designated by the General Manager]. Requests must be made as early as possible, and at least one-full business day before the start of the meeting." (See Government Code section 54954.2(a).)

## **RULE 13 - REQUESTS FOR COPIES OF AGENDAS AND AGENDA MATERIALS**

Any person may request the District to mail him or her a copy of the agenda or agenda packet for any meeting of the Board. When the District receives such a request, the General Manager will mail copies of the requested materials (except for documents that are exempt from disclosure under the Public Records Act) to the requesting party at the time that the agenda is posted or when the agenda packets are distributed to a majority of the Board members, whichever occurs first. Any request for copies of agendas or agenda packets for all Board meetings in a given year will be valid for the calendar year in which the request is submitted, and the request must be renewed after January 1 of each year in which

it is to remain in effect. (Government Code section 54954.1.) Documents that are distributed to all or a majority of the members of the Board by any person in connection with a matter subject to discussion or consideration at a regular or special meeting of the Board will be disclosable public records under the California Public Records Act (commencing with Government Code section 6250), and will be made available upon request by a member of the public without delay, except as to documents that are exempt from disclosure under the Public Records Act. Documents that are distributed during a regular or special Board meeting that are subject to disclosure under the Public Records Act will be made available for public inspection at the meeting, if prepared by the District or a member of the Board, or after the meeting, if prepared by some other person. The District may charge a fee for responding to requests for copies of agendas, agenda packets or other documents, which fee will be limited to the District's copying and postage costs. (See Government Code section 54957.5(a) and (b).)

Documents and materials that are related to an open session agenda item that are provided to the District Board less than seventy-two hours prior to a regular meeting will be made available for public inspection and copying at the District office during normal District business hours. These documents will also be made available on the District's web site. (See Government Code section 54957.5.)

Upon request, the agenda and other documents referred to in this rule will be made available in an appropriate alternative format to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. section 12132) and the federal rules and regulations adopted in implementation thereof. (See Government Code sections 54954.1, 54954.2(a) and 54957.5(b).) The District will not charge a special surcharge to provide documents requested in an alternative format by a person with a disability in accordance with the Americans with Disabilities Act and its implementing regulations. (See Government Code section 54957.5(c).)

If the District tape records a meeting, it will retain the tape for at least thirty days following the meeting. The public may inspect the tape recording on a tape recorder made available by the District, without charge. (See Government Code section 54953.5(b).)

#### **RULE 14 - AUTHORITY TO ACT ON MATTERS NOT ON THE AGENDA**

The Board will take no action on or discuss any item not appearing on the posted agenda, except under the following conditions, in which cases the item will be publicly identified before discussion begins: (a) upon a determination by a majority of the Board that an emergency situation exists, which involves matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, including work stoppages or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the Board, or a crippling disaster that severely impairs public health, safety, or both, as determined by a majority of the members of the Board; (b) upon a determination by a two-third vote of the Board members present at the meeting, or, if less than two-thirds of the members of the Board are present, a unanimous vote of those members present, that the need to take immediate action became apparent after the agenda was posted; or (c) the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. (See Government Code sections 54954.2 and 54956.5.)

#### **RULE 15 - CONSENT AGENDA**

The General Manager may list on the agenda a "consent agenda", which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent agenda items might include approval of minutes, financial reports and routine resolutions. Any matter may be removed from the consent agenda and placed on the regular agenda at the request of any member of the Board. The entire consent agenda may be approved by a single motion made, seconded and approved by the Board.

## **RULE 16 - ORAL INFORMATIONAL REPORTS**

Any member of the Board may make an oral report at a regular meeting for the purpose of informing the Board of any matter of interest to the District. The Board may also call on the General Manager, District staff or District legal counsel for oral informational reports on matters not on the agenda. Unless the Board makes the determinations required under Rule 14, there will be no more than limited discussion, and no action, on matters covered in such oral reports. (See Government Code section 54954.2(a).)

## **RULE 17 - PUBLIC FORUM AND COMMENT**

Every agenda for a regular meeting will provide an opportunity for members of the public to directly address the Board on items of interest that are within the subject matter jurisdiction of the Board and that do not appear on the agenda. This agenda item will be described substantially as follows: "Opportunity for public comment on non-agenda items." 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. (See Government Code sections 54954.2 and 54954.3.) The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determinations set forth in Rule 14. It is the general policy of the Board to refer to the General Manager for resolution complaints received from members of the public. If the complaint cannot be resolved, the General Manager will place it on a meeting agenda for consideration by the Board. In order to facilitate public participation during the Public Forum session of the meeting, the Board may limit the total amount of time allocated for public comment on a particular issue (ten minutes or less will normally be standard), and may limit the time allocated for public comment of an individual speaker (three minutes or less will normally be standard). The President may declare as out of order irrelevant, repetitious or disruptive comments. (See Government Code section 54954.3.)

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. (See Government Code section 54954.3(a).)

These rules are not intended to prohibit public criticism of policies, procedures, programs or services of the District, or of the acts or omissions of the Board. (See Government Code section 54954.3(c).)

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any session held pursuant to this section. Nothing in this section will prohibit the Board from

readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (See Government Code section 54957.9.)

#### **RULE 18 - PUBLIC HEARINGS**

The procedure for conducting public hearings during a meeting of the Board will be as follows: (a) no earlier than the time set for the public hearing, the President of the Board will declare the public hearing open; (b) the President will ask the General Manager whether notice of the public hearing has been given in the manner required by law; (c) the President will ask the General Manager whether written comments on the subject matter of the public hearing have been received; (d) the President will ask whether any member of the public wishes to present written or oral comments on the subject of the public hearing; (e) in its discretion, the Board may set time limits on the amount of time an individual speaker is allowed to comment orally during the public hearing; and (f) following the close of presentation of comments, the President will declare the public hearing closed. The Board may continue a public hearing from time to time.

#### **RULE 19 - ADJOURNMENT**

A meeting of the Board will be adjourned by: (a) loss of a quorum; (b) by motion made, seconded and approved to adjourn the meeting; or (c) by declaration of the President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board. A regular or special meeting of the Board may also be adjourned for the purpose of continuing it to a specific day and time: (a) by motion made, seconded and approved; (b) by approval of less than a quorum if a quorum is not present; or (c) by the Secretary of the Board if all members are absent from any regular or adjourned regular meeting. A copy of the order or notice of adjournment to continue a meeting to another date will be conspicuously posted on or near the door of the District office where the meeting was held within twenty-four hours after the time of adjournment. (See Government Code section 54955.)

#### **RULE 20 - SPECIAL MEETINGS**

A special meeting may be called at any time by the President or by a majority of the members of the Board, by delivering personally or by any other means, including mail, facsimile and electronic mail, written notice to each member and to each newspaper, radio or television station requesting notice in writing. Such notice must be received at least twenty-four hours before the time of such meeting as specified in the notice to constitute notice of the special meeting (except as to emergency meetings, in which case, the notice requirements specified in Rule 23 will be followed). Electronic mail will constitute notice of the special meeting only if the recipient confirms received, and it will be deemed to be received at the time of such confirmation. The call and notice will specify the time and place of the special meeting and the business to be transacted, and will include the statements specified in Rule 12. No other business will be considered at such meeting. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the District Secretary a written waiver of notice. Waiver may be given in person or by mail, facsimile, electronic mail or telegram. Such written notice may also be dispensed with as to any member who was actually present at the meeting at the time it convenes. The call and notice must also be posted at least twenty-four hours before the meeting in a location freely accessible to the public. (See Government Code sections 54954.3(a) and 54956.)

## **RULE 21 - BOARD WORKSHOP MEETINGS**

From time to time, the Board may set a regular or special meeting to be conducted as a "workshop meeting," during which the Board would have the opportunity to receive presentations on and discuss matters identified on the agenda, but the Board would not normally take action on those items.

Nothing in this rule is intended to prevent the Board from taking action on a matter during a workshop session.

## **RULE 22 - BOARD COMMITTEES**

Board committees will be composed of less than three Directors, and may be either standing committees or ad hoc advisory committees. In accordance with Rule 12, standing committee meetings will be open to the public (except for authorized closed sessions), and the agenda for those meetings will be posted in the same manner as the agenda for regular Board meetings. In addition, the President may from time to time establish, and appoint the members of, ad hoc advisory committees to serve a limited or single purpose, which committees are to be dissolved once their specific task is completed. The meetings of an ad hoc advisory committee are not required to be open to the public, and notice of such meetings is not required to be posted. (See Government Code sections 54951 and 54952.)

Directors who are not members of a standing committee may attend a standing committee meeting only as observers, and they may not participate in the committee meeting, ask questions or sit with the committee members at the Board table. (See subsection (c)(6) of Government Code section 54952.2.)

## **RULE 23 - CLOSED SESSIONS**

A closed session may be held on any subject authorized under the Brown Act. The agenda for a regular or special meeting will contain a brief, general description of the purpose of a closed session, pursuant to the provisions of Sections 54954.5, 54956.5, 54956.8, 54956.9, 54957 or 54957.6 in substantially the following form:

- a. Conference with legal counsel—existing litigation; Government Code sections 54954.5(c) and 54956.9(a); v. [insert name of case, e.g., *Jones v. District*].
- b. Conference with legal counsel—existing litigation; Government Code sections 54954.5(c) and 54956.9(a); case name unspecified because [insert either "disclosure would jeopardize service of process" or "disclosure would jeopardize existing settlement negotiations"].
- c. Conference with legal counsel—anticipated litigation; Government Code sections 54954.5(c) and 54956.9(b); significant exposure to litigation involving [describe].
- d. Conference with legal counsel—anticipated litigation; Government Code sections 54954.5(c) and 54956.9(c); consideration of initiation of litigation involving [describe].
- e. Public employee appointment involving [insert position(s) to be filled]; Government Code sections 54954.5(e) and 54957.

f. Public employee performance evaluation involving \_\_\_\_\_ [insert position(s) being reviewed]; Government Code sections 54954.5(e) and 54957.

g. Public employee discipline/dismissal/release; Government Code sections 54954.5(e) and 54957. [No additional information required.]

h. Conference with labor negotiator involving \_\_\_\_\_ [insert name of District negotiator] and \_\_\_\_\_ [insert name of employee organization involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

i. Conference with labor negotiator involving \_\_\_\_\_ [insert name of District negotiator] and unrepresented employee(s) in position(s) of \_\_\_\_\_ [insert position(s) of unrepresented employee(s) involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

j. Conference with real property negotiator involving \_\_\_\_\_ [insert street address or other description of property], and \_\_\_\_\_ [insert name of other party(ies)]. Instructions to the negotiator may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

Closed session consultation [insert the name, if applicable, of a law enforcement agency, and the title of the officer, or the name of an applicable agency representative and title] concerning a threat to public services or facilities, or for the assessment of the security vulnerability of public facilities. (See Government Code section 54957.)

k. Closed session (if approved by two-thirds vote of the Board, or the unanimous vote of the Board if less than two-thirds are present) for: (1) an emergency, which will be defined as a work stoppage, crippling activity or other activity that severely impairs public health, safety or both, as determined by a majority of the Board; or (2) a dire emergency, which will be defined as a crippling disaster, mass destruction, terrorist act or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one hour notice before holding an emergency meeting under this section may endanger the public health, safety or both, as determined by a majority of the Board. (See Government Code section 54956.5.) [The notification for an emergency meeting requires notice by telephone to each local newspaper of general circulation, radio station and television station that has requested notice of special meetings. For a meeting for a "non-dire emergency," the telephone notice must be provided at least one hour prior to the emergency meeting. In the case of a meeting for a "dire emergency," the telephone notice must be provided to the media at or near the same time as notice is given to the members of the Board.]

The Board will not keep minutes of its closed sessions. (See Government Code section 54957.2.) In the closed session, the Board will consider only those matters covered in its statement of reasons for holding the closed session. (See Government Code section 54957.7.)

Before holding a closed session to consider complaints or charges against a particular employee (as distinguished from mere evaluation of performance unrelated to any specific complaint or charge), the District will provide twenty-four hours' advance written notice to the employee of his or her right to have the matter heard in open session. (See Government Code section 54957.)

A closed session may be held to meet with the District's negotiator regarding the salary and benefits of District officers and employees, but not including elected officials, but the District's available funds, funding priorities or budget will not be discussed during the closed session. (See Government Code section 54957.6.)

Following every closed session, the Board will reconvene to open session and publicly report any action and vote during the closed session, as required by Sections 54956.5 or 54957.1 of the Government Code. in accordance with the following guidelines:

- \_\_\_\_\_ a. For action concerning ~~final approval of a real property purchase/sale agreement or lease, report in open session at the same meeting the action taken (including the substance of the agreement) and vote, except that, if final approval rests with another party, the report may be deferred until the other party's approval.~~ (See Government Code section 54957.1(a)(1).)
- \_\_\_\_\_ b. Approval given to legal counsel to defend or initiate a lawsuit, or seek appellate review will be reported in open session at the public meeting during which the closed session was held. (See Government Code section 54957.1(a)(2).)
- \_\_\_\_\_ c. Approval given to legal counsel to settle pending litigation or action taken to dispose of a claim will be reported in open session as soon as the settlement or claim disposition becomes final. (See Government Code section 54957.1(a)(3) and (4).)
- \_\_\_\_\_ d. For action to appoint, employ or dismiss, accept the resignation of, or otherwise affect the employment status of an employee, the Board will report in open session at the same meeting the action taken (including identity of employee or position and any change in compensation) and vote, except that, for any dismissal or non-renewal of a contract, the report back may be deferred until the first meeting after the exhaustion of administrative remedies. (See Government Code section 54957.1(a)(5).)
- \_\_\_\_\_ e. For action concerning a labor MOU, after the MOU has been approved by both parties, the Board will report in open session the action taken and vote. (See Government Code section 54957.1(a)(6).)
- \_\_\_\_\_ f. For actions taken during an emergency meeting, the Board will report the fact that an emergency meeting was held, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible. (See Government Code section 54956.5c.)

The District will make available after a closed session to anyone who has requested them in advance, agreements or other documents approved in closed session, unless the document needs to be revised, in which case it will be provided as soon as possible. After the closed session, changes to the agreement will be orally summarized if anyone present so requests. (See Government Code section 54957.1(b).)

## RULE 24 - MEETINGS BY TELECONFERENCE

The District Board may hold meetings by teleconference, pursuant to the provisions of. (See Government Code section 54953(b).) For purposes of this rule, "meetings by teleconference" include meetings at which one or more Board member attends and participates in the meeting by telephone, video conferencing or any other electronic means using live audio or video, or both. For any meeting by

~~teleconference conducted by the Board, the following requirements will apply:~~

- ~~b. When meetings by teleconference are held by telephone, speaker phones will be used at the main meeting location and at any teleconference location where there are members of the public in attendance.~~
- ~~c. All votes taken at a meeting by teleconference will be by roll call.~~
- ~~d. The Board will conduct the meeting by teleconference in a manner that protects the statutory and constitutional rights of parties and the public to attend and participate in the meeting.~~
- ~~e. Each teleconference location will be identified in the regular meeting agenda or special meeting notice, and the agenda or notice will state that members of the public will have the opportunity to address the Board from any teleconference location.~~
- ~~f. Notice of any meeting by teleconference will be included in the meeting agenda or special meeting notice in substantially the following form:  
"All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference location(s) for the meeting are as follows:  
\_\_\_\_\_. Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location."~~
- ~~g. In addition to the usual notice and agenda requirements, the regular meeting agenda or special meeting notice will be posted at all teleconference locations at least seventy two hours before regular meetings or twenty four hours before special meetings.~~

## RULE 25 - AMENDMENT OF RULES

By motion made, seconded and approved, the Board in its discretion may at any meeting: (a) temporarily suspend these rules in whole or in part; (b) amend these rules in whole or in part, or (c) both.

### Revision History:

Revision Date	Description of Changes	Requested By
2/28/18	Rule 3 - Change the time and to one meeting per month	Board

## STAFF REPORT

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To: Board of Directors  
From: Lisa Brown, Customer Service Manager  
Date: July 28, 2021  
Subject: Lucy & Company FY2021-22 Public Information Agreement

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### **RECOMMENDED ACTION**

Review the FY2021-22 public information and marketing scope of work from Lucy & Company and recommend approval at the July 28, 2021, Board meeting. Services shall not exceed \$98,795. The staff recommendation was reviewed by the Public Information Committee, which recommends approval by the Board of Directors.

### **BACKGROUND**

The scope of work entails activities for both retail and wholesale. Retail work shall include assistance with the WaterGram, development and posting of electronic media, assistance with outreach materials, team meeting participation and project management. Services shall not exceed \$68,755. Wholesale work shall include assistance with the consumer confidence report production, development and posting of electronic media, assistance with media relations, and project management. Services shall not exceed \$30,040.

### **FINANCIAL CONSIDERATIONS**

Funding for recommended services are included in the FY2021-22 public information operations budget.

### **ATTACHMENT**

Lucy & Co 2021-22 Public Outreach Scope "Exhibit A"



# 2021-22 PUBLIC OUTREACH SCOPE



**LUCY**  
& COMPANY  
Real Talk. Real Solutions.

## **Introduction**

Lucy & Company developed the following scope and estimated budget for the 2021/22 fiscal year to continue to assist San Juan Water District with their public outreach.

For fiscal year 2021/22, San Juan staff will continue to manage activities in-house like updating and uploading information to the website, working with regional partners and managing the majority of the public affairs activities.

Lucy & Company will help:

- **Position San Juan Water District as a leading, customer service-oriented water provider,** delivering high-quality water supplies at fair rates.
- **Position San Juan as water leaders** locally, regionally and statewide.
- **Provide information in a transparent manner** to sustain and/or build trust among customers and stakeholders.
- **Educate and inform customers** about their water supply and water quality.
- **Raise awareness about capital improvement projects,** why they are necessary and why it is important to invest in them.
- **Promote customer service and events** in a timely manner to extend these opportunities to customers and encourage their participation.

San Juan Retail		
Task	Activities	Frequency
<b>Newsletter/WaterGram</b>	<ul style="list-style-type: none"> <li>• Create and maintain annual and ongoing production calendars</li> <li>• Develop content outlines</li> <li>• Write and edit content</li> <li>• Facilitate or create design and design edits</li> <li>• Provide final delivery of files for production (assumes client pays for direct costs for delivery)</li> <li>• Design one additional bill insert, if needed</li> </ul>	Year-round with monthly activities
<b>Electronic Media</b> (social media and e-blasts)	<ul style="list-style-type: none"> <li>• Provide annual topic list for e-blasts, social media and WaterGram</li> <li>• Provide daily (weekday) editorial content for Facebook and Twitter (26 versions for two weeks of posts)</li> <li>• Develop recommendations for paid Facebook advertisements to help amplify events and calls to action and announce timely news</li> <li>• Develop content outlines for monthly e-blasts</li> <li>• Provide content for e-blasts to share retail news (includes one to two topics; one major news announcement and/or event updates, up to 12 e-blasts)</li> <li>• Track metrics and provide report and recommendations in annual analytics report (end of contract period)</li> </ul>	Ongoing social media and monthly e-blasts
<b>Outreach Materials</b>	<ul style="list-style-type: none"> <li>• Provide ongoing assistance with outreach materials development as needed including flyers, infographics (includes up to two additional materials)</li> <li>• Includes content, design and design edits</li> <li>• Develop annual budget covers, PPT</li> </ul>	Ongoing
<b>Team Meetings</b>	<ul style="list-style-type: none"> <li>• Prepare for and participate in planning meetings with the PI committee, San Juan staff and/or board of directors</li> <li>• For team meetings, provide agenda recaps with summary of next steps, as applicable</li> </ul>	Assumes up to six meetings
<b>Media Relations</b>	<ul style="list-style-type: none"> <li>• Coordinate and monitor media relations; Develop graphics, press releases and media pitches for drought messaging</li> </ul>	As needed
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Project forecasting and reporting</li> </ul>	Monthly

San Juan Wholesale		
Task	Activities	Frequency
CCR	<ul style="list-style-type: none"> <li>Work with client and consultant to finalize report content, design, printing, production and delivery</li> <li>Proof report for quality control and make design edits</li> <li>Coordinate delivery and reporting of delivery for compliance (assumes client pays for direct costs for delivery)</li> </ul>	One-time project
Electronic Media	<ul style="list-style-type: none"> <li>Develop and distribute quarterly e-blasts to San Juan's stakeholder contact database (4)</li> <li>Develop and provide outreach toolkits for each agency's use on a semi-annual basis</li> <li>Maintain Wholesale database</li> </ul>	Quarterly Semi-annual
Outreach Materials	<ul style="list-style-type: none"> <li>Develop one outreach mailer to update wholesale agency customers about capital improvement and other projects</li> <li>Develop outline and content; facilitate edits</li> <li>Design newsletter; coordinate changes from wholesale agency members, if requested</li> <li>Coordinate delivery with printer/mail house (assumes client pays for direct costs for delivery)</li> <li>Coordinate staff photography shoot for new outreach material use</li> <li>Coordinate drone footage of Folsom Lake</li> </ul>	One-time project One-time project One-time project
Media Relations	<ul style="list-style-type: none"> <li>Coordinate and monitor media relations; Develop graphics, press releases and media pitches for drought messaging</li> </ul>	As needed
Project Management	<ul style="list-style-type: none"> <li>Project forecasting and reporting</li> </ul>	Monthly

## 2021-2022 Budget Estimates

Retail: \$68,755

Wholesale: \$30,040

**Total: \$98,795**

### San Juan Retail

SJWD Retail 2021–2022 Budget								
	2021 Rates		\$185	\$150	\$120	\$115		
Tasks	Total Hours	President	Project Manager	Project Coordinator	Project Assistant	Total Fees	Direct Costs	Project TOTAL
Newsletter	115.00	25	65	25		\$ 17,375	\$ 4,370	\$ 21,745
Electronic Media	162.00	24	72	66		\$ 23,160	\$ -	\$ 23,160
Outreach Materials	67.00	12	30	25		\$ 9,720	\$ -	\$ 9,720
Team Meetings	32.00	16	16			\$ 5,360	\$ -	\$ 5,360
Media Relations	16.00	4	8	4		\$ 2,420	\$ -	\$ 2,420
Project Management	36.00	12	12		12	\$ 5,400	\$ 950	\$ 6,350
<b>SUBTOTAL</b>	<b>428.00</b>	<b>93.00</b>	<b>203.00</b>	<b>120.00</b>	<b>12.00</b>	<b>\$ 63,435</b>	<b>\$ 5,320</b>	<b>\$ 68,755</b>
<b>GRAND TOTAL</b>	<b>428.00</b>	<b>93.00</b>	<b>203.00</b>	<b>120.00</b>	<b>12.00</b>	<b>\$ 63,435</b>	<b>\$ 5,320</b>	<b>\$ 68,755</b>

### San Juan Wholesale

SJWD Wholesale 2021–2022 Budget								
	2021 Rates		\$185	\$150	\$120	\$115		
Tasks	Total Hours	President	Project Manager	Project Coordinator	Project Assistant	Total Fees	Direct Costs	Project TOTAL
CCR	16.00	4	8	4		\$ 2,420	\$ 600	\$ 3,020
Electronic Media	52.00	12	24	16		\$ 7,740	\$ -	\$ 7,740
Outreach Materials	44.00	12	24	8		\$ 6,780	\$ 4,040	\$ 10,820
Media Relations	16.00	4	8	4		\$ 2,420	\$ -	\$ 2,420
Project Management	36.00	12	12		12	\$ 5,400	\$ 640	\$ 6,040
<b>SUBTOTAL</b>	<b>164.00</b>	<b>44.00</b>	<b>76.00</b>	<b>32.00</b>	<b>12.00</b>	<b>\$ 24,760</b>	<b>\$ 5,280</b>	<b>\$ 30,040</b>
<b>GRAND TOTAL</b>	<b>164.00</b>	<b>44.00</b>	<b>76.00</b>	<b>32.00</b>	<b>12.00</b>	<b>\$ 24,760</b>	<b>\$ 5,280</b>	<b>\$ 30,040</b>

### Terms

- Cost estimate does not include services outside the scope of work as described.
- This scope is based on a time and materials basis and tasks will be billed at an hourly rate and will not exceed the budget without advance notice and approval from client.
- Any new tasks will be estimated and approved by the client prior to proceeding.
- Budget and hourly rates are based on a 12-month project as outlined. Activities extending past that period will be subject to new cost estimates, if applicable.
- Copy and design fees based on two rounds of revisions after presentation of first draft.

# AGENDA ITEM III-5

## STAFF REPORT

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To: Board of Directors  
From: Andrew Pierson, Engineering Services Manager  
Date: July 28, 2021  
Subject: Kokila Reservoir Replacement Project

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### RECOMMENDED ACTION

Staff requests a recommendation from the Committee for a Board motion to approve entering into a Professional Services Agreement with Water Works Engineers, LLC to provide engineering services for the Kokila Reservoir Replacement Project in the amount of \$254,718 with a total authorized budget of \$280,190 which includes a 10% contingency. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

### BACKGROUND

The existing Kokila Reservoir is a 4.56 million gallon earthen embankment storage reservoir located in the northern portion of the Bacon Pressure Zone and has a 45-mil thickness Hypalon membrane liner and cover that protects the stored potable water supply. Originally installed in 1984, the liner and cover system has reached the end of its useful life and is in need of replacement. Based on the recent SJWD Retail Water Master Plan Update completed in December of 2020, it is recommended the Kokila Reservoir be replaced with a new partially buried concrete reservoir of similar size.

### CURRENT STATUS

On June 17, 2021 the District issued an RFP requesting proposals for professional engineering services for the design of the Kokila Reservoir Replacement Project. Six (6) firms submitted proposals on July 13, 2021. A 4-person review panel reviewed and ranked each Technical Proposal on the basis of project understanding, work plan, originality & innovation, responsiveness to the RFP, and experience and qualifications. The reviewers unanimously ranked Bennett Engineering Services, Inc., HDR Engineering, Inc., and Water Works, LLC as the top three Technical Proposals.

Subsequent to the technical ranking, the Cost Proposals were opened and reviewed. The following table summarizes the proposed costs from each firm for the design tasks as outlined in the RFP Supplement No. 2.

Consulting Firm	Proposed Cost
Water Works, LLC	\$254,718
Bennett Engineering Services, Inc.	\$402,270
Coleman Engineering, Inc.	\$479,653
HDR Engineering, Inc.	\$498,450
Stantec Consulting Services Inc.	\$636,574
Kennedy/Jenks Consultants, Inc.	\$880,499

Based on the reviewer's evaluation it was determined that interviews would not be necessary, and that Water Works, LLC is the recommended consultant to complete the project.

### FINANCIAL CONSIDERATIONS

Design services for the Project was budgeted at \$795,000 in the District's adopted FY 2021/2022 Retail Budget. The project is expected to be financed through the Drinking Water State Revolving Fund. This requested contract approval is within the budgeted amount.

# AGENDA ITEM III-6

## STAFF REPORT

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To: Board of Directors  
From: Andrew Pierson, Engineering Services Manager  
Date: July 28, 2021  
Subject: 2019/20 Water Mains and Services Replacement Project

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### RECOMMENDED ACTION

Staff requests a recommendation from the Committee for a Board motion to approve a construction contract with Caggiano General Engineering, Inc. for the amount of \$748,496.40 with a construction contingency of \$74,850.00 (10%) for a total authorized budget of \$823,346.40. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

### BACKGROUND

This project involves the installation and replacement of water mains and services in four areas of the Retail Service Area. These projects are detailed below and are scheduled for construction this fiscal year as part of the Retail Capital Improvement Program (CIP):

1. Margo Drive (15 LF of 4-inch DIP, 10 services, and 1 hydrant).
2. Woodminster Circle (16 services, and 1 hydrant).
3. Auburn Folsom Road (130 LF of 6-inch DIP, and 5 services).
4. Cavitt Stallman Road (20 LF of 8-inch C900, 100 LF of 10-inch C900, 360 LF of 12-inch C900, 70 LF of 12-inch DIP, 2 services, and 1 hydrant).

These projects are needed to replace aged and leaking pipelines and services, and to improve efficiency and provide redundancy to the District's Retail Service Area. The designs for Margo Drive and Woodminster Circle were completed in-house and the designs for Auburn-Folsom Road and Cavitt Stallman Road were completed by a consultant. The individual projects were bundled together and bid as a single combined project.

### CURRENT STATUS

Nine (9) contractors attended the mandatory pre-bid meeting and six (6) bids were received on July 13, 2021. The Bid outcomes are summarized as follows:

Bidder	Bid Amount
Caggiano General Engineering, Inc.	\$748,496.40
Cobabe Brothers Plumbing	\$759,066.90
Lund Construction	\$770,424.50
Rawles Engineering, Inc.	\$907,815.00
Navajo Pipelines, Inc.	\$947,590.00
Flowline Contractor's Inc.	\$1,062,718.00

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

### FINANCIAL CONSIDERATIONS

Each of these individual projects were budgeted for in Fiscal Year 2021-2022 and the approval of the Project is within the authorized budget. This combined (bundled) Project is a part of the District's approved Retail CIP.

# AGENDA ITEM III-7

## RESOLUTION NO. 21-11

### RESOLUTION OF THE SAN JUAN WATER DISTRICT BOARD OF DIRECTORS TO SUPPORT ORANGE COUNTY WATER DISTRICT (OCWD) FIRST VICE PRESIDENT CATHY GREEN AS A CANDIDATE FOR THE OFFICE OF ACWA VICE PRESIDENT

WHEREAS, the Association of California Water Agencies (ACWA) has announced that a Nominating Committee has been formed to develop a slate for the ACWA election of its statewide lead officer positions of President and Vice President; and,

WHEREAS, the individual who fills the ACWA Vice President position needs to possess a working knowledge of water industry issues and concerns, connections with water professionals throughout the state, strength of character and leadership capabilities, and experience in matters related to the performance of the duties of the office; and,

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and,

WHEREAS, San Juan Water District recognizes that Director Green has served on the ACWA Board since 2016, and on the ACWA Board Executive Committee since 2020; and,

WHEREAS, Director Green has served as ACWA Region 10 Chair (2018-19) and is now serving her second term as ACWA Region 10 Vice Chair (2016-17, 2020-current), and she has served as ACWA Region 10 Board member since 2012; and,

WHEREAS, Director Green serves on the ACWA Water Quality Committee (2012-current) and the ACWA Energy Committee (2019-current), and she previously served on the ACWA State Legislative Committee (2012-15); and,

WHEREAS, Director Green has served in a leadership role at Orange County Water District. She was elected to the OCWD Board of Directors (OCWD Board) in November 2010 and was re-elected in 2012, 2016 and 2020. She was selected by the OCWD Board to serve as its 2015 and 2016 President. She currently serves as First Vice President, a position she previously held in 2013, 2014, and since 2019; and,

WHEREAS, Director Green currently serves as the Chair of the Water Advisory Committee of Orange County (WACO), Chair of the OCWD Water Issues Committee, and Vice Chair of the OCWD Communications and Legislative Liaison Committee; and,

WHEREAS, prior to her service on OCWD's Board, Director Green was elected to two consecutive terms on the Huntington Beach City Council (2002-2010) where she served two terms as Mayor (2003, 2009). Director Green has been involved as a council liaison and active community member on many city boards, commissions, and committees; and,

WHEREAS, it is the opinion of San Juan Water District Board of Directors that Director Green possesses all of the qualities needed to fulfill the duties of the office of ACWA Vice President; and,

NOW, THEREFORE, BE IT RESOLVED, that San Juan Water District Board of Directors does hereby endorse Orange County Water District First Vice President Cathy Green as a candidate for Vice President of the Association of California Water Agencies.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 28th day of July 2021, by the following vote:

AYES: DIRECTORS:  
NOES: DIRECTORS:

ATTEST

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TERI GRANT  
Secretary, Board of Directors

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PAM TOBIN  
President, Board of Directors  
San Juan Water District

## **Elect Cathy Green to ACWA Executive Committee**

**\* COLLABORATION \* EXPERIENCE \* COMMITMENT \***



- **ACWA Board Member, Region 10 (2012-current)**
  - Region 10 Chair (2018-19) & Vice Chair (2016-17, current)
- **ACWA Committees**
  - Energy Committee (current)
  - State Legislative Committee (2012-2015)
  - Water Quality Committee (2012-current)
- **Orange County Water District, Director (2010-current)**
  - President (2015-16), First Vice President (2013-14, 2019-current)
  - Labor Ad Hoc Committee (2013-current): Chair, Vice Chair, Member
- **Civic Leadership**
  - City of Huntington Beach Mayor (2003, 2009)
  - Councilwoman (2002-2010)
  - Community Volunteer

**Dedicated to representing ACWA's diverse membership statewide, and to furthering ACWA's success -- now and in the future -- as the water industry's leading association!**

# AGENDA ITEM IV-1

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Finance Director  
Paul Helliker, General Manager  
Date: July 28, 2021  
Subject: Fiscal Year 2021-2022 Budget Adoption

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### **RECOMMENDED ACTION**

Conduct the legally required public hearing for budget adoption then approve Resolution 20-07 adopting the San Juan Water District Budget, Fiscal Year 2021-2022.

### **BACKGROUND**

The San Juan Water District prepares and adopts annual budgets for its Wholesale and Retail operations and capital programs. Best practices require budget adoption prior to the start of the fiscal year (July 1<sup>st</sup>), but the District is required by law to adopt a budget prior to September 1<sup>st</sup> of each year.

The assumptions used in the budget were discussed by the Board at the April 28, 2021 board meeting. The draft budget was presented and discussed at the May 26, 2021 board meeting. Since that time changes have been made to the proposed budget as follows:

#### ***Wholesale Operations:***

The proposed budget included revenue from the sale of 2,000 acre feet of surface water to the Sacramento Suburban Water District (SSWD) under an existing transfer agreement. Given the current level of Folsom Lake, the SSWD has ceased purchases of surface water from the District. The associated revenues of \$612,100 have been removed from the budget.

The District entered into an agreement with the Regional Water Authority for major projects management in the amount of \$18,900. The work will mostly be performed in fiscal year 2021-2022 and a new annual agreement will likely be executed in the spring of 2022. Staff recommends including this cost in the budget.

The City of Folsom is assessed a surcharge for pumping water to them from the Hinkle Pump Station. The rate has not been evaluated in years. The District's rate consultant has quoted a cost of \$5,300. Staff recommends inclusion in the wholesale budget.

Work on Phase 2 of the Regional Water Agency Sacramento Regional Water Bank project will commence next year. Staff recommends including \$60,000 in the Executive Department for this work.

Due to hydraulic conditions, the District has decided to postpone the Hinkle Reservoir Cover and Liner Replacement Project for at least one year. This has the following effects on the Wholesale Operating Budget:

- Elimination of interest only payment of \$19,300 which would have been due upon completion of the project for the funds drawn down during construction;
- Elimination of the debt service charge revenue in the amount of \$137,875.

***Retail Operations:***

Source of Supply expenses were reduced by \$46,439. This represents Retail's share of the debt service charge for the Hinkle Reservoir Liner and Cover Replacement Project which has been postponed for at least one year.

The District had originally budgeted for the Hinkle Pumping Surcharge rate study in the Retail Operating fund, but this is a charge assessed on a wholesale customer.

Therefore wholesale should bear the cost of the study. \$5,300 was removed from the Retail Operating budget.

***Wholesale and Retail Operations (shared costs):***

The District has historically used the Facility Maintenance Helper to perform janitorial duties at the Water Treatment Plant, Administration Building and the Field Services Building. The Facility Maintenance Helper is housed at the water treatment plant. The district operates the treatment plant with a very small staff, who have a very specialized skill set. During the pandemic the District took measures to limit the amount of interaction with the water treatment plant operators, to minimize their risk of contracting COVID-19. One of those measures was the outsourcing of the cleaning of the Administration and Field Services buildings. Because it is unknown how long pandemic protocols will be in place, staff recommends budgeting for this service through next year. The total cost of \$18,600 is split 75% retail 25% wholesale.

At the direction of the Board, staff has added \$1,500 to the proposed budget to pay for the direct costs of Director Pam Tobin running for the President of the Association of California Water Agencies (ACWA). This cost is split evenly between wholesale and retail operations.

***Wholesale Capital:***

Due to the low water level in Folsom Lake, and the projections for the remainder of the year, staff recommends postponing the Hinkle Reservoir Cover and Liner Replacement project for at least a year. The following changes have been made to the Wholesale Capital budget to reflect the postponement:

- Deleted projects costs of \$21,030,200, leaving \$58,800 to finish up planning and design.
- Reduced proceeds from the issuance of debt from \$13,820,600 to \$2,750,000. Staff is currently anticipating that drawing down the costs incurred to date (\$2.75 million) will incentivize the lender (SRF) to move forward with the execution of the funding agreement now, locking in the 1.2% interest rate. Interest will accrue on the portion that is drawn down. The interest will be due the month of construction

completion. Staff estimates that the interest costs will be approximately \$90,000. If the District is unable to lock in the 1.2% interest rate, and it increases to 2%, total interest costs will increase by approximately \$1.9 million over the life of the loan.

- Other capital projects, which had previously been pushed to later years, have been moved back into FY 2021-22 as described below.
- Capital projects added due to postponement of Hinkle Reservoir project:
  - Design of two backwash hood replacements \$100,000
  - Lime Tower project – the proposed budget included \$25,000 for the design of additional anchor boats and tank re-coating. The construction costs have now been added, bringing the FY 2021-22 total to \$225,000.
  - 29 turbidimeters are stationed throughout the water treatment plant to measure water clarity during the treatment process. 28 of the 29 turbidimeters are in need of replacement as they are no longer supported by the manufacturer. \$130,000 has been added to the proposed budget for their replacement.
  - The condition assessment of the lime tower at the Water Treatment Plant was completed in FY 2019-20. The study recommends re-doing the interior and exterior coating and installing additional anchor bolts. The proposed budget included \$25,000 for design but the cost of the anchors and re-coating have been added, for a total cost of \$225,000.

***Retail Capital:***

The recommended budget for Kokila Reservoir Replacement planning and design has been increased from \$795,000 to \$800,000 to be in alignment with the Retail Master Plan.

The proposed budget included \$1,733,600 for the replacement of the generators at the Bacon Pump Station. Purchase and installation of the generators has been pushed to FY 2022-23 and the proposed budget has been reduced to \$54,000.

The wholesale capital budget included \$70,000 for 25% of the cost of a SCADA cyber security study. The proposed retail capital budget should have included the remaining 75% of the project cost, but it did not. \$210,000 has been added to the retail capital budget to fund this study and related improvements.

***Net Effect on Transfers:***

As a result of the proposed changes described above, the Wholesale Operating Funds transfer to Wholesale Capital is reduced from \$1,168,300 to \$968,000. The Retail Operating Funds transfer to Retail Capital increased from \$707,800 to \$757,200.

The proposed budget document is attached for review.

***Attachments:***

Exhibit 1 Resolution 21-10 Adopting the Annual Budget for the Fiscal Year 2021-2022  
Exhibit 2 San Juan Water District Proposed Budget Fiscal Year 2021-2022

## **RESOLUTION NO. 21-10**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR 2021-2022**

WHEREAS, District staff has prepared a budget for the fiscal year 2021-2022 that estimates operating and maintenance, capital improvement program, debt service, prudent reserve requirements, and other expenses of the District and that estimates revenues from all sources to pay the expenses of the District;

WHEREAS, District staff has determined that the fiscal year 2021-2022 budget is reasonably accurate and if implemented will ensure that the District's revenues will be sufficient to pay all of the District's expenses, including contributions to reserves sufficient to return them to prudent levels; and

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

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

1. That certain document referred to as "The San Juan Water District Proposed Budget Fiscal Year 2021-2022," and all schedules, exhibits and policies contained therein, is hereby adopted and the appropriations for the annual budget of the San Juan Water District for the fiscal year beginning on July 1, 2021 and ending on June 30, 2022 are hereby adopted; and
2. That the amounts stated in the proposed budget shall become and thereafter be appropriated to the offices, departments, activities, objects and purposes stated therein and said monies are hereby authorized to be expended for the purposes and objects specified in said budget; and
3. The General Manager is authorized to approve expenditure adjustments within individual accounts and line items so long as the total appropriated is not exceeded.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 28th day of July 2021, by the following vote:

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

ATTEST

---

PAMELA TOBIN  
President, Board of Directors  
San Juan Water District

---

TERI GRANT  
Secretary, Board of Directors

# PROPOSED BUDGET

FISCAL YEAR 2021-22



Rev. 3– July 28, 2021

*Cover Photo: Meters and Timers* – the District installed most of its water meters in the early 2000's, after the State of California made the use of water meters mandatory. Those initial meters are beginning to age out and need to be replaced. The "meter" actually consists of three distinct components. The meter itself measures the flow of water, which is recorded in the register. The "end-point" conveys the register data to the meter reader unit, which uploads into the District's billing system. The District is implementing its meter replacement program in FY 2021-22, this budget year. The plan is to replace approximately 510 meters per year and to convert end points to "radio read" to reduce the amount of time it takes each month to read the meters.

# **San Juan Water District**

## **Fiscal Year 2021-22 Budget**



Prepared by the Finance Department under Direction of  
the General Manager

## **Mission Statement:**

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

## **Vision Statement:**

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





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

### **Elected Officials**

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

### **Appointed Officials**

Paul Helliker, General Manager

### **Management Team**

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

# San Juan Water District

## Fiscal Year 2021-22 Budget

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# **San Juan Water District**

Fiscal Year 2021-22 Budget

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June 23, 2021

Board of Directors  
Citizens of the San Juan Water District

Directors  
Edward J. "Ted" Costa  
Marty Hanneman  
Kenneth H. Miller  
Dan Rich  
Pamela Tobin  
  
General Manager  
Paul Helliker

On behalf of the San Juan Water District and its staff, I am pleased to present the Budget for Fiscal Year 2021-22. The Budget has been developed to be fiscally responsible in support of the District's Mission Statement:

*Our mission is to ensure the delivery of a reliable water supply of the highest quality at the lowest reasonable price.*

Adoption and implementation of this budget will allow the District to accomplish major priorities in Fiscal Year 2021-22, detailed throughout this document.

The District continues to focus on implementing the Strategic Plan that it adopted in March of 2018. The plan can be found at the following link on the District's website:

<https://www.sjwd.org/files/eceb7dd84/Strategic+Plan+Adopted+032818.pdf>

The District's strategic goals are:

- Ensure Water Supply Reliability
- Optimize Operations and Delivery for High Quality and Reliable Water
- Ensure Customer Service through Consistent Access and Timely Responsiveness
- Operate the District Sustainably and in a Financially Sound Manner while Maintaining a Fair Rate Structure
- Provide a Capable High Quality Work Force and Ensure a Safe Work Environment

These strategic goals will guide our actions to respond to the following significant issues and priorities that we will face during fiscal year 2021-22, including, but not limited to the following:

- Addressing the challenges of drought and potential impacts on our supply reliability, including emergency operations at Folsom Dam
- Development and adoption by the State of a new regulatory structure to implement water efficiency targets, pursuant to SB 606 and AB 1668

# San Juan Water District

## Fiscal Year 2021-22 Budget

- Development of an update to the Water Quality Control Plan for the Sacramento/San Joaquin Delta, and a possible voluntary settlement agreement by the District and neighboring agencies in the American River Basin
- Further deliberations on a Delta Conveyance project
- Completion of the Groundwater Sustainability Plan and further development and implementation of the Sacramento regional groundwater bank
- Development by the State of water loss standards for drinking water systems
- Consideration of greater collaboration with and potential integration of San Juan's programs with those of neighboring water agencies, to improve services to our customers and save them money
- Working with our Wholesale Customer Agencies to update our Water Supply Contract
- Updating the District's master plan for wholesale facilities and updating capital improvement plans for portions of the District's supply, treatment and distribution systems
- Planning and executing significant infrastructure repair and replacement projects, including preparation for the replacement of the cover and liner of Kokila Reservoir and developing a plan for replacement of retail service area meters – the Hinkle Reservoir cover and liner replacement project was originally in the proposed budget for FY 2021-22, but operations at Folsom Reservoir require that we postpone the project to FY 2022-23 at a minimum
- Successfully achieving distribution system maintenance goals, identifying and prioritizing repairs and replacements, and implementing the top priority projects
- Meeting current and evolving regulatory requirements for water quality, system operations, health and safety, human resources management, etc.

The District works hard to ensure that ratepayer dollars are used in the most cost-effective manner to provide reliable, clean water supplies to its customers. The District continues to implement the wholesale and retail financial plans it adopted in 2017. In preparing this budget, staff have reviewed the projections in the financial plans and have proposed a budget that is consistent with those plans.

I would like to thank District staff for their conscientious efforts in prudent management of District resources, enabling the District to reduce expenses whenever possible without reducing the levels of service necessary to meet the demands of good customer service and responsible facilities maintenance.

I want to thank the Board of Directors for their leadership and continued interest in prudent fiscal management.

Respectfully submitted,



Paul Helliker  
General Manager

**San Juan Water District**

Fiscal Year 2021-22 Budget



**DISTRICT PROFILE**

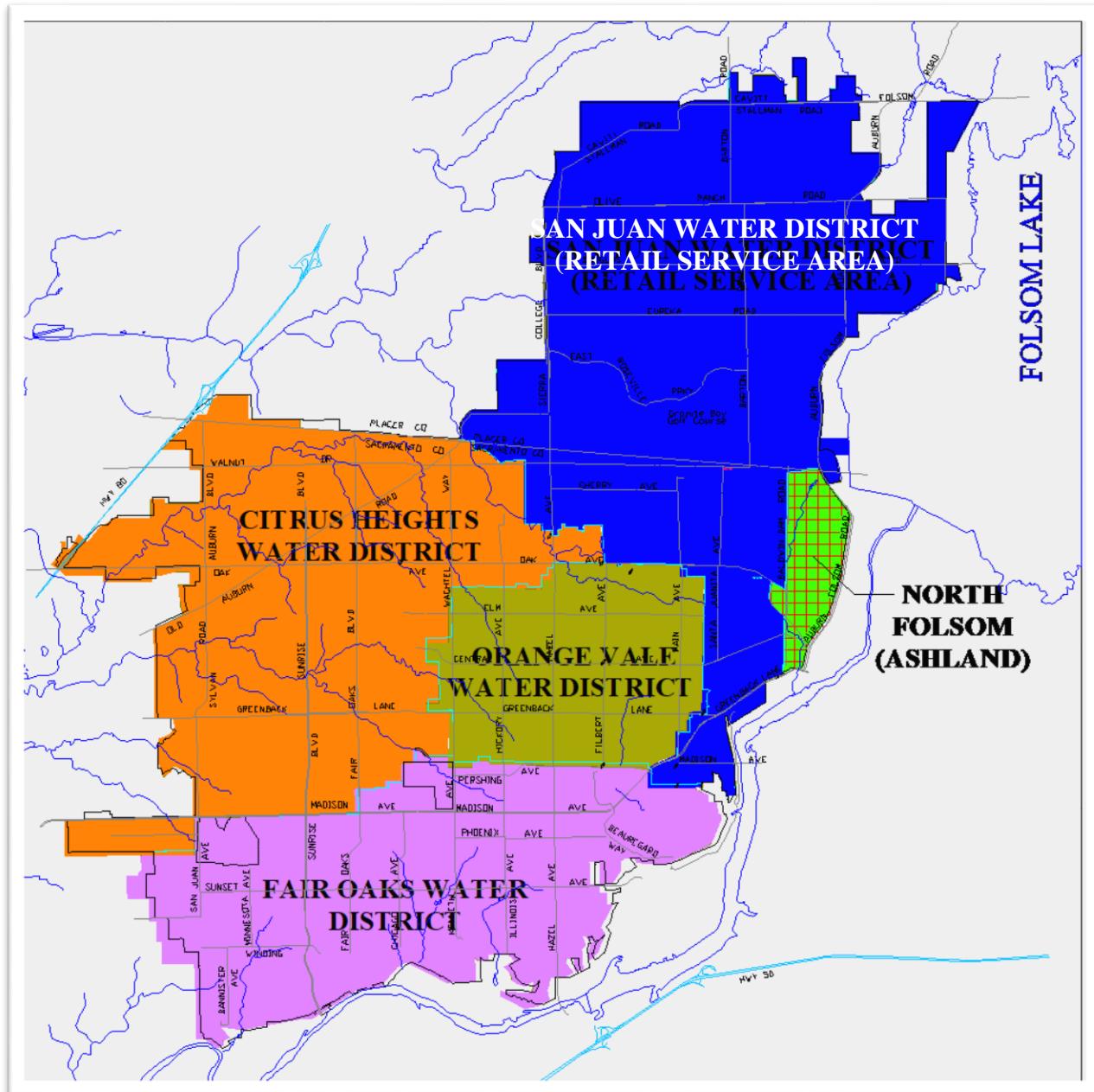
# **San Juan Water District**

Fiscal Year 2021-22 Budget

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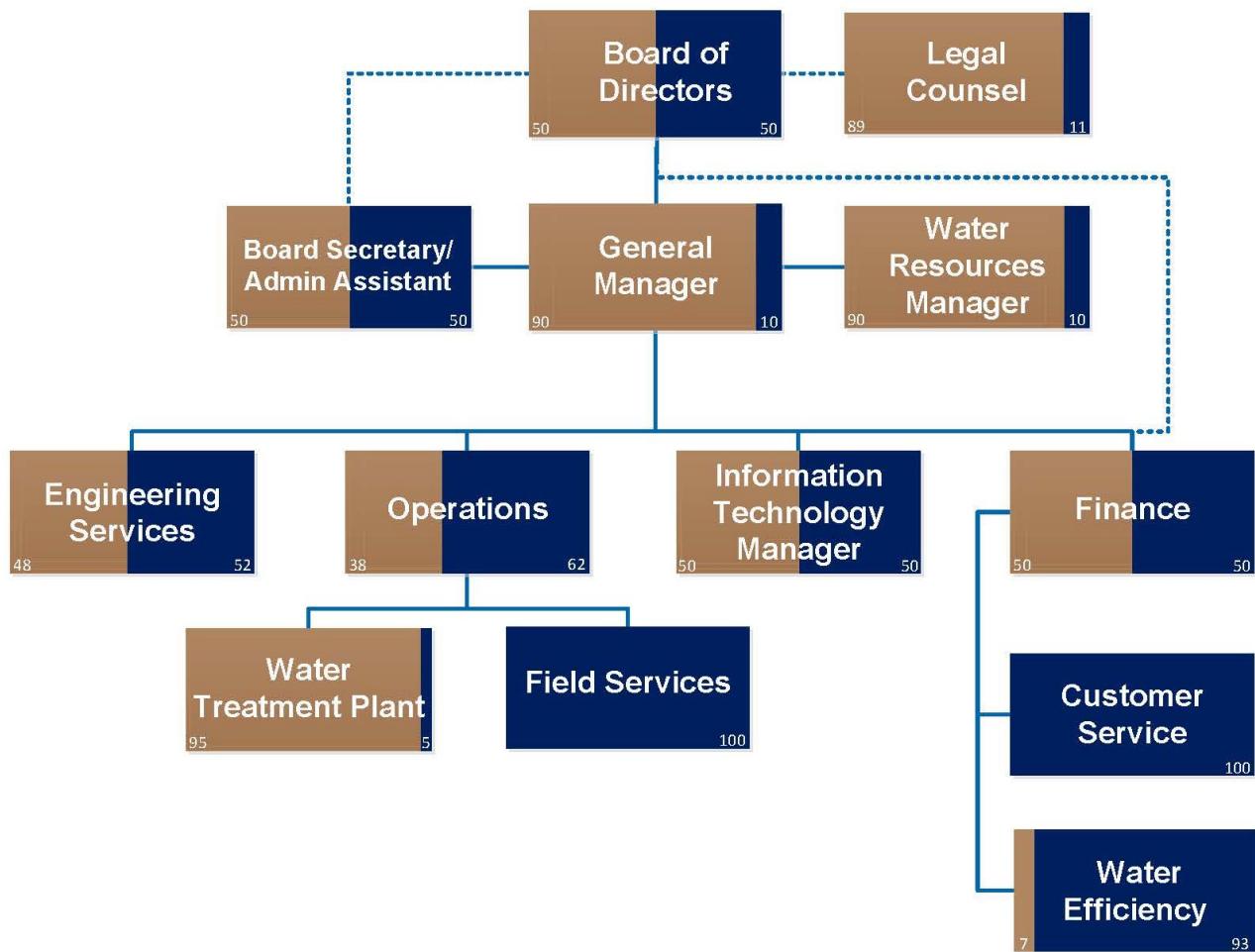
## **Wholesale Service Area Map** (SJWD Retail Service Area – in blue)



# San Juan Water District

Fiscal Year 2021-22 Budget

## Organization Chart by Functional Area



### Allocation of Costs



**GFOA Budget Award**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**San Juan Water District  
California**

For the Fiscal Year Beginning

**July 01, 2020**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to San Juan Water District for its annual budget for the fiscal year beginning July 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

# San Juan Water District

Fiscal Year 2021-22 Budget

## By The Numbers – Summary of District Information

Water System	
Total Water Supply Available	82,200 acre-feet
Treatment Plants	1
Treatment Plant Capacity	150 MGD
Reservoirs	2
Miles of Water Main	222
Storage Tanks	2
Booster Stations	9
Number of Booster Pumps	38
Number of Control Valve Stations	15
Number of Solar Facilities	1
Number of Pressure Zones – Retail Service Area	8
Number of Active Service Connections – Retail Service Area	10,700

Miscellaneous Statistical Information	
Size of Service Area	46 square miles
Size of Retail Service Area Only	17 square miles
Population of Service Area (per FY 2019-20 CAFR)	156,948
Population of Retail Service Area Only (per FY 2019-20 CAFR)	30,083
Number of Active Employees	48
Number of Bond Issues Outstanding	2
Wholesale Operating Budget	\$ 9,110,600
Wholesale Capital Budget	\$ 1,890,000
Retail Operating Budget	\$ 13,455,500
Retail Capital Budget	\$ 8,584,300



## **ABOUT THE DISTRICT**

# **San Juan Water District**

## Fiscal Year 2021-22 Budget

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## **ABOUT THE DISTRICT**

The San Juan Water District (District) initially began as the North Fork Ditch Company dating back to 1854 providing water to the area. The District, as in existence today, was formed as the result of petitions being presented to the Board of Supervisors of Sacramento and Placer Counties by Citrus Heights Water District, Fair Oaks Water District, Orange Vale Water Company and a group of homeowners in South Placer County. An election was then held within the boundaries of the sponsoring districts including the District's current Placer County service area on February 10, 1954. At this election, voters approved the formation of the San Juan Water District by nearly a two-thirds majority and elected five Directors. The District is a Community Services District formed under Section 60000 et seq., Title 5, Division 3 of the California Government Code.

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

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

The District's retail operations consist of operating and maintaining storage, pumping, transmission and distribution facilities, which deliver water to approximately 10,700 retail service connections located in a portion of Northeast Sacramento County and the Granite Bay area of South Placer County, and providing the administrative, customer service, water efficiency, and engineering support necessary to successfully carry out those functions.

The District's existing water supply consists of three separate raw water contracts. The first source of water comes from a settlement contract with the U.S. Bureau of Reclamation (Reclamation) whereby it is required to deliver the District's pre-1914 and post-1914 water rights water from the American River, totaling 33,000 acre-feet, in perpetuity. The second source is a water repayment contract with Reclamation for 24,200 acre-feet of Central Valley Project water, also in perpetuity, subject to standard shortage policies. The third water source is a contract with Placer County Water Agency (PCWA) for up to 25,000 acre-feet of water.

All sources of surface water are either stored or flow through Folsom Lake and delivery is taken at Folsom Dam outlets, either by gravity or pumped by Reclamation's Folsom Pumping Plant. Total raw water delivery to the plant for the 2019-2020 fiscal year was 38,896 acre-feet (excluding pass through deliveries for SSWD) and is anticipated to be 45,917 acre-feet for Fiscal Year (FY) 2020-21 (inclusive of SJWD water sold to SSWD), and 36,703 for FY 2021-22 (excluding pass through deliveries for SSWD).

In response to the last drought and in preparation of future drought conditions, the District partnered with two nearby water districts, PCWA and SSWD, to construct inter-ties to allow

# San Juan Water District

## Fiscal Year 2021-22 Budget

water supplies to be shared and transferred if normally available supplies are reduced and/or inadequate to meet immediate demands for either district.

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

The District's water efficiency programs include:

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

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

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

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

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

The District operates on a fiscal year that runs from July 1 through June 30. The District adopts an annual operating budget and an annual capital improvement budget to ensure the adequacy of resources to meet District needs and to accomplish the District's mission. As required by certain debt covenants, the annual operating budget is evaluated, to ensure that net revenues, as defined by the various debt covenants, are equal to or exceed a minimum of 115 percent of the anticipated debt service for the budget year.

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

Budget to actual financial data is monitored continuously throughout the year by management and is reported on a monthly and annual basis to the Board of Directors. The General Manager has the authority to move budget between specific lines within a fund, or between funds to correct posting errors. Transfers between funds, for purposes other than error correction, or to maintain required reserve levels, require approval from the Board of Directors.

### **Budget Format**

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

# San Juan Water District

## Fiscal Year 2021-22 Budget

presented in a functional format (Salaries & Benefits, Materials & Supplies, etc.) to provide readers with an alternate view.

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

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

The District completed a Financial Plan and Rate Study, resulting in a 5-Year Rate Schedule. The Wholesale Rate Schedule went into effect on January 1, 2017, and resulted in an effective increase of 16%. Wholesale rates are authorized to increase by 9% per year through January 2020 and by 5% in January of 2021. The Retail Rate Schedule went into effect on May 1, 2017, and resulted in an effective increase of 8%. Retail rates are authorized to increase by 9% on January 2018 and 8% on January 1, 2019 and 2020, with a 6% increase approved for January 1, 2021. In an effort to bring rates into alignment with the District's fixed versus variable expenses, all rate increases are applied to the fixed portion of the rate with the volumetric portion of the rate unchanged. This will bring stability to the rate structure and provide reliable funding to cover fixed operating costs regardless of water demand. The District recently completed the new Retail Master Plan and is currently conducting a new Retail Financial Plan and Rate Study. The Wholesale Master Plan will be completed in the 2021-22 Fiscal Year and upon completion the Wholesale Financial Plan and Rate Study will commence.

## Financial Policies

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

### Reserve Policy

In accordance with Board Resolutions, Board Motions, and/or District Ordinances, certain reserve funds have been established and maintained as follows:

**WHOLESALE RESERVES:**

NAME	PURPOSE	AMOUNT/LEVEL
Operating	Established in 1998 to provide working capital for operations and unexpected needs.	20% of operating expenses
Capital Improvement Program	Established in 1998 to fund capital replacements, rehabilitation, upgrades and improvements.	Determined annually by Board of Directors. Budget includes revenues and transfers in at least equal to annual depreciation.

**RETAIL RESERVES:**

NAME	PURPOSE	AMOUNT/LEVEL
Operating	To provide working capital for retail operations, as well as readily available capital for unexpected needs and modest variations between expected and actual water demands.	20% of annual operating expenditures
Capital Improvement Program	To fund capital replacements, rehabilitation, upgrades and improvements.	Determined annually by Board of Directors. Budget includes revenues and transfers in at least equal to annual depreciation.

**Debt Policy**

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

**Investment Policy**

In accordance with District Ordinance No. 3000.05, management responsibility for the investment program is delegated to the General Manager. The Director of Finance has been designated as the "Investment Officer" in charge of operational management.

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

# **San Juan Water District**

## **Fiscal Year 2021-22 Budget**

### **Procurement Policy**

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

### **Accounting System and Controls**

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

### **Fund Structure and Descriptions**

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

#### **Enterprise Funds:**

- Wholesale Operating Fund
- Retail Operating Fund

#### **Capital Outlay Funds:**

- Wholesale Capital Outlay Fund
- Retail Capital Outlay Fund

The funds are combined for purposes of formal financial reporting (audited financial statements). Budgets and descriptions for these funds can be found starting on page 42.

## Budget Assumptions

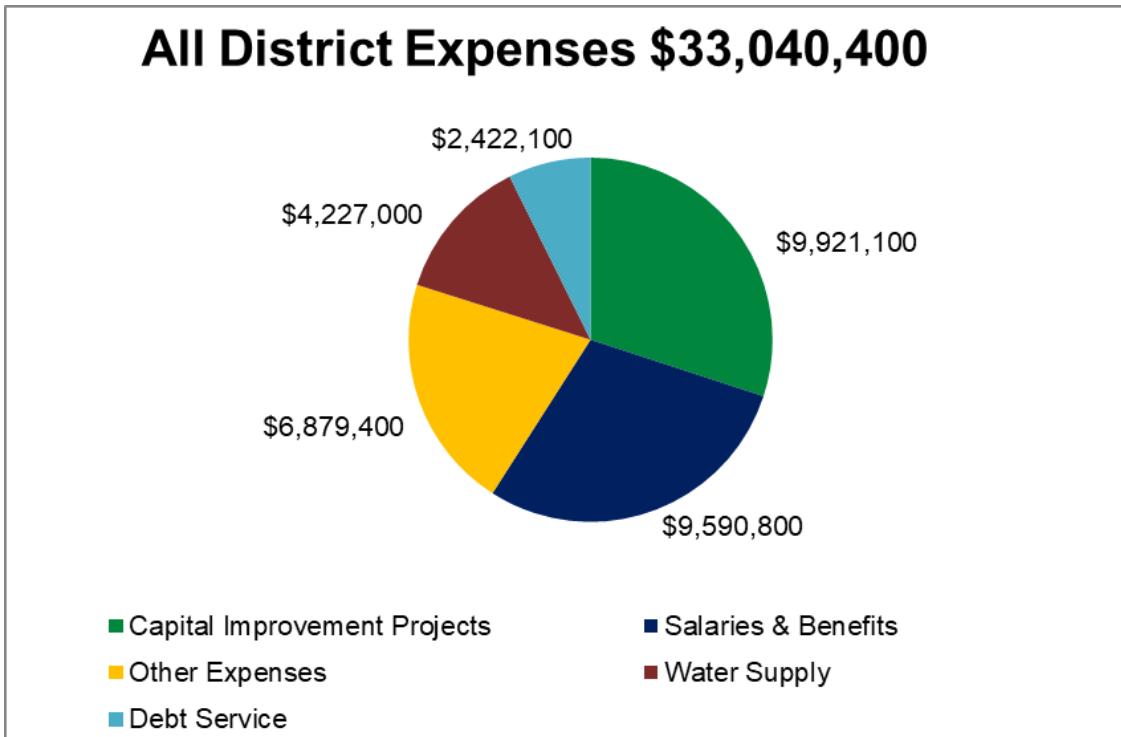
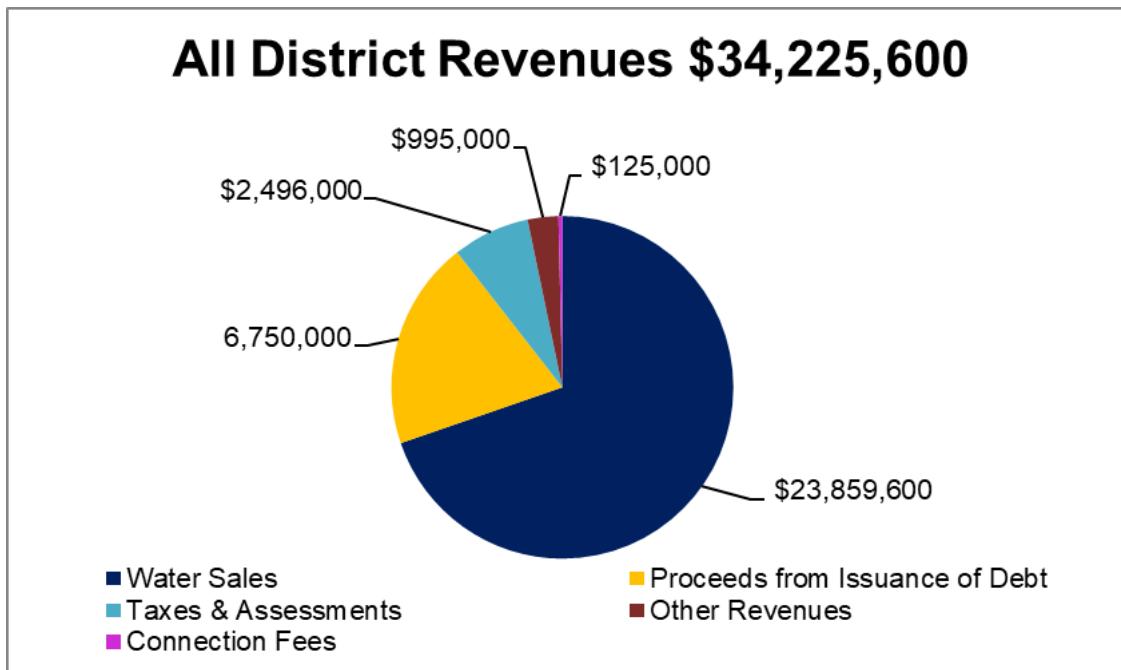
A budget is an estimate of revenues and expenditures for a set period of time. The creation of estimates involves a set of assumptions. It is important that the reader of this budget understands the assumptions used in preparing the revenue and expenditures estimates contained herein. Listed below are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

- No increase to wholesale water rates
- No increase to retail water rates. Board and public to consider rate increase during late summer/early fall. However, potential rate increase not incorporated into this budget.
- 8% decline in wholesale water demand due to Folsom Lake operations
- 5% decline in retail water demand due to voluntary conservation messaging
- No market based groundwater substitution water transfers
- Property taxes increase 2%
- No late fees assessed on past due retail water accounts
- No Central Valley Project water to be purchased
- 5% increase in health care insurance costs
- Salary budget was prepared in accordance with the Board of Directors Compensation Policy which requires the District utilize the CalPERS assumed salary increases. Any COLA's, adjustments from the Compensation Study or merit increases will be constrained by the Salary budget.
- Incentive Award Program funded
- Budget includes additional payment to CalPERS of \$200,000 to reduce unfunded pension liability
- Liability and Property Insurance expected to increase by 10%
- General increase in materials and supplies due to weather and COVID related supply chain issues

# San Juan Water District

Fiscal Year 2021-22 Budget

## Estimated Revenues and Expenditures of Funds – Summary



## Estimated Revenues and Expenditures of Funds – Summary

	Wholesale Operations	Wholesale Capital Outlay	Retail Operations	Retail Capital Outlay	Total
Est. Beginning Available Reserves July 1, 2021	\$ 1,716,055	\$ 15,618,133	\$ 2,455,541	\$ 11,195,251	\$ 30,984,980
<b>Revenues</b>					
Water Sales	\$ 10,043,600	\$ -	\$ 13,816,000	\$ -	\$ 23,859,600
Taxes & Assessments	-	1,248,000	-	1,248,000	2,496,000
Capital Contributions	-	-	-	-	-
Connection Fees	-	75,000	-	50,000	125,000
Other Revenues	141,100	150,000	620,700	83,200	995,000
Proceeds from Issuance of Debt	-	2,750,000	-	4,000,000	6,750,000
<b>Total Revenues</b>	<b>\$ 10,184,700</b>	<b>\$ 4,223,000</b>	<b>\$ 14,436,700</b>	<b>\$ 5,381,200</b>	<b>\$ 34,225,600</b>
<b>Expenses</b>					
Capital Improvement Projects	\$ -	\$ 1,546,800	\$ -	\$ 8,374,300	\$ 9,921,100
Salaries & Benefits	4,184,300	-	5,406,500	-	9,590,800
Water Supply	912,700	-	3,314,300	-	4,227,000
Debt Service - Interest	756,800	-	480,300	-	1,237,100
Debt Service - Principal	762,900	-	422,100	-	1,185,000
Other Expenses	2,493,900	343,200	3,832,300	210,000	6,879,400
<b>Total Expenses</b>	<b>\$ 9,110,600</b>	<b>\$ 1,890,000</b>	<b>\$ 13,455,500</b>	<b>\$ 8,584,300</b>	<b>\$ 33,040,400</b>
<b>Net Income</b>	<b>\$ 1,074,100</b>	<b>\$ 2,333,000</b>	<b>\$ 981,200</b>	<b>\$ (3,203,100)</b>	<b>\$ 1,185,200</b>
<b>Transfer In/(Out)</b>	(968,000)	968,000	(757,200)	757,200	-
<b>Ending Available Reserves Est.</b>	<b>\$ 1,822,155</b>	<b>\$ 18,919,133</b>	<b>\$ 2,679,541</b>	<b>\$ 8,749,351</b>	<b>\$ 32,170,180</b>

# San Juan Water District

## Fiscal Year 2021-22 Budget

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## **MAJOR REVENUES AND EXPENDITURES**

# **San Juan Water District**

Fiscal Year 2021-22 Budget

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## MAJOR REVENUES AND EXPENDITURES

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

### Water Sales

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

Retail rate setting is subject to the provision of Proposition 218 wherein customers are provided information on proposed rate changes, and are invited to attend a public hearing on the proposed changes. Proposed rate changes can be denied if a majority of ratepayers submit votes opposing them. If a majority of rate payers do not vote "no", the Board of Directors vote on the proposed rate increase and set the effective date for any proposed and approved changes.

The District completed a Financial Plan and adopted a 5-Year Rate Schedule for both wholesale and retail water rates in early 2017. A new rate study is currently underway for the retail division and the District expects to commence a wholesale rate study in January 2022 after completion of the Wholesale Master Plan.

Charts 1 and 2 show water deliveries and water revenues from FY 2010-11 to current.

WHOLESALE WATER DELIVERIES - ACRE FEET

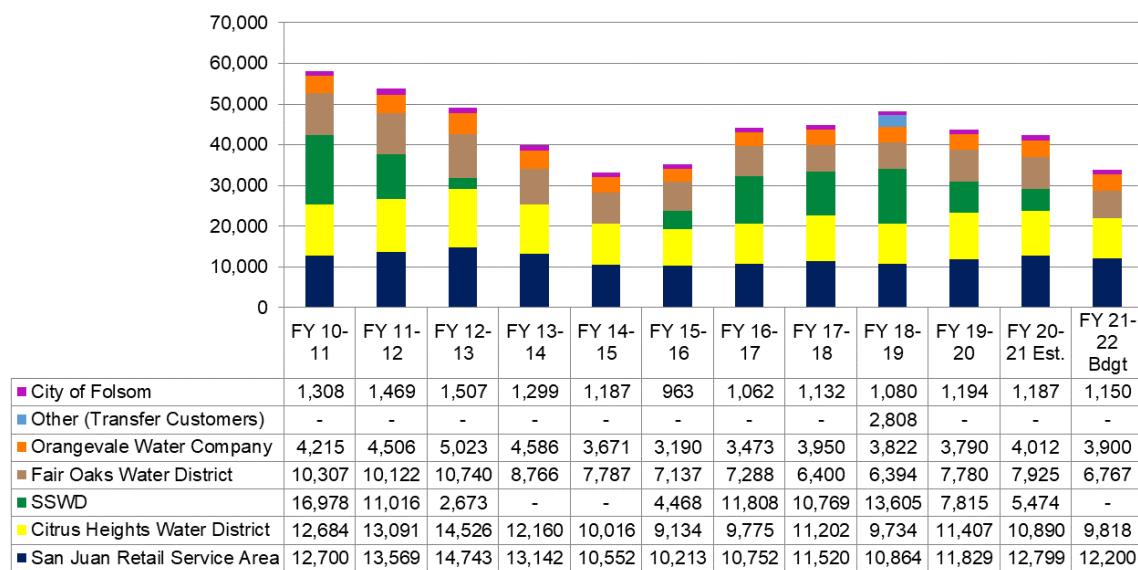
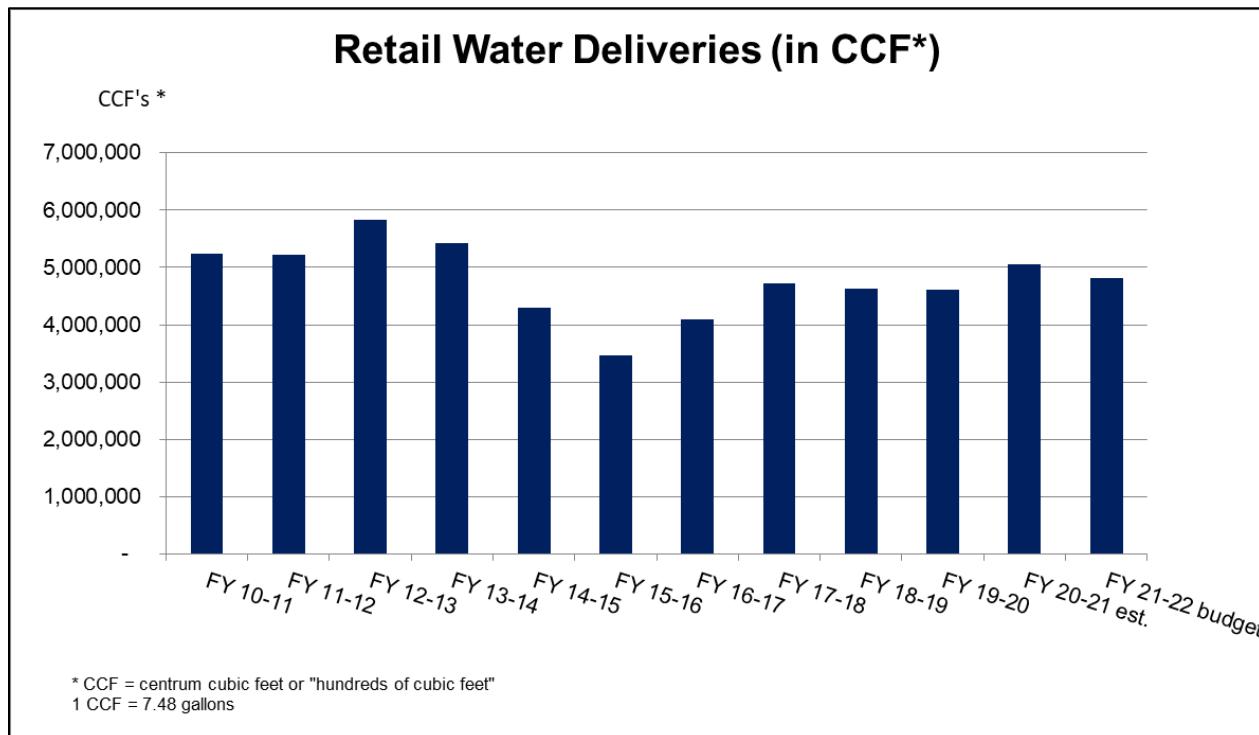


Chart 1

# San Juan Water District

## Fiscal Year 2021-22 Budget



**Chart 2**

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

Absent the water treated for SSWD, wholesale demand did not begin to increase until FY 2016-17. Demand from the District’s regular wholesale customers slowly increased through FY 2019-20 but is expected to decrease by approximately 7.25% in FY 2020-21 with a total of 34,134 acre-feet anticipated to be sold in this budget year to the regular wholesale customers. The anticipated decline in water sales is due to conservation messaging due to the low water level in Folsom Lake.

The end of the drought resulted in increased water demand in the retail service area. There was an 18% increase in FY 2016-17 retail water deliveries and a 15% increase in FY 2017-18. Water demand stabilized in FY 18-19 with a minor 2% decline. It remained stable in FY 19-20 with just a ½ percent decline from the prior year. While the District planned for decreased water demand during the pandemic, the opposite occurred, with

demand on track to exceed the prior year by 9.7%. The District is anticipating a 5% decline in FY 2021-22 due to conservation messaging.

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

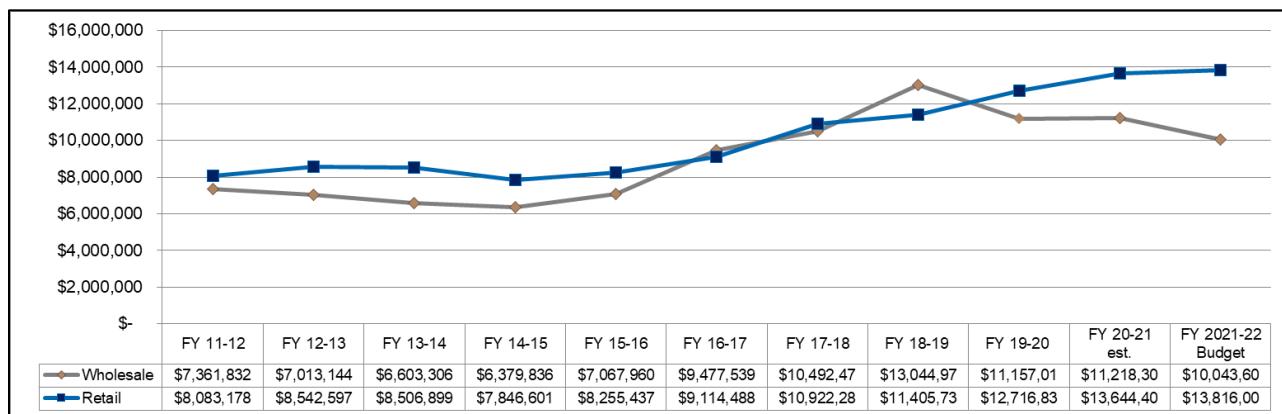


Chart 3

Wholesale water sale revenues declined steadily from FY 2010-11 through FY 2014-15. Revenues increased steadily from FY 2015-16 through FY 2018-19 for a number of reasons:

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

Wholesale water sale revenue declined in FY 2019-20, in spite of the rate increase and increased sales to the wholesale customer agencies, due to SSWD taking less PCWA water. In addition, wholesale water rates were reduced on July 1, 2019 to reflect savings incurred by refinancing a debt issuance in 2017. Wholesale water sale revenues are expected to hold steady in FY 2020-21, in spite of a planned 5% effective rate increase on January 1, 2021. Due to hydrologic conditions, SSWD was not able to take its PCWA water. However, the two water districts entered into an agreement wherein SSWD is purchasing treated water directly from the District. While the District earns more money by selling its own water to the SSWD, as opposed to simply treating their PCWA water, the amount sold was 2,340 acre-feet less than what was treated in the prior year, resulting in a decline in revenues. The existing agreement ends in October 2021. However, due to the low water level in Folsom Lake, SSWD has ceased purchasing water from the

# San Juan Water District

## Fiscal Year 2021-22 Budget

District. Therefore, the budget does not include selling or treating any water to/for SSWD in FY 2021-22.

On the retail side, FY 2011-12 retail water use was relatively constant from the prior year, but due to a 2% rate increase, effective the prior January, revenues were slightly up.

In FY 2012-13, water use increased 11% and while there was no rate increase in the prior year, there was an inflation adjustment of 2% mid-way through the year, resulting in an increase in revenues.

In FY 2013-14, water use began a multi-year decline, but a mid-year 2% rate increase, combined with the prior year 2% increase resulted in revenues that were just slightly lower than the prior year.

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

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

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

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

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

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

The last rate increase from the 5-year rate plan went into effect on January 1, 2021. This 6% effective increase was expected to be partially offset by a 10% decline in consumption, as a result of the COVID-19 pandemic, resulting in a revenue increase of 3.48%. However, the pandemic resulted in an increase, not a decrease in water sales and the District is now expecting revenues to be up by 7.29% from the prior year.

For the FY 2021-22 budget, the District assumes no rate increase on January 1, 2022, although at least an inflationary increase is possible. The Board will be presented with the results of the rate study over the summer and a Prop 218 rate hearing will be held late summer/early fall if recommended in the study and approved by the Board to move

forward to the public hearing. Consumptions is anticipated to fall by 5% due to conservation messaging, resulting in just a 1.2% expected increase in revenues.

## Property Tax

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

Property Tax Revenues

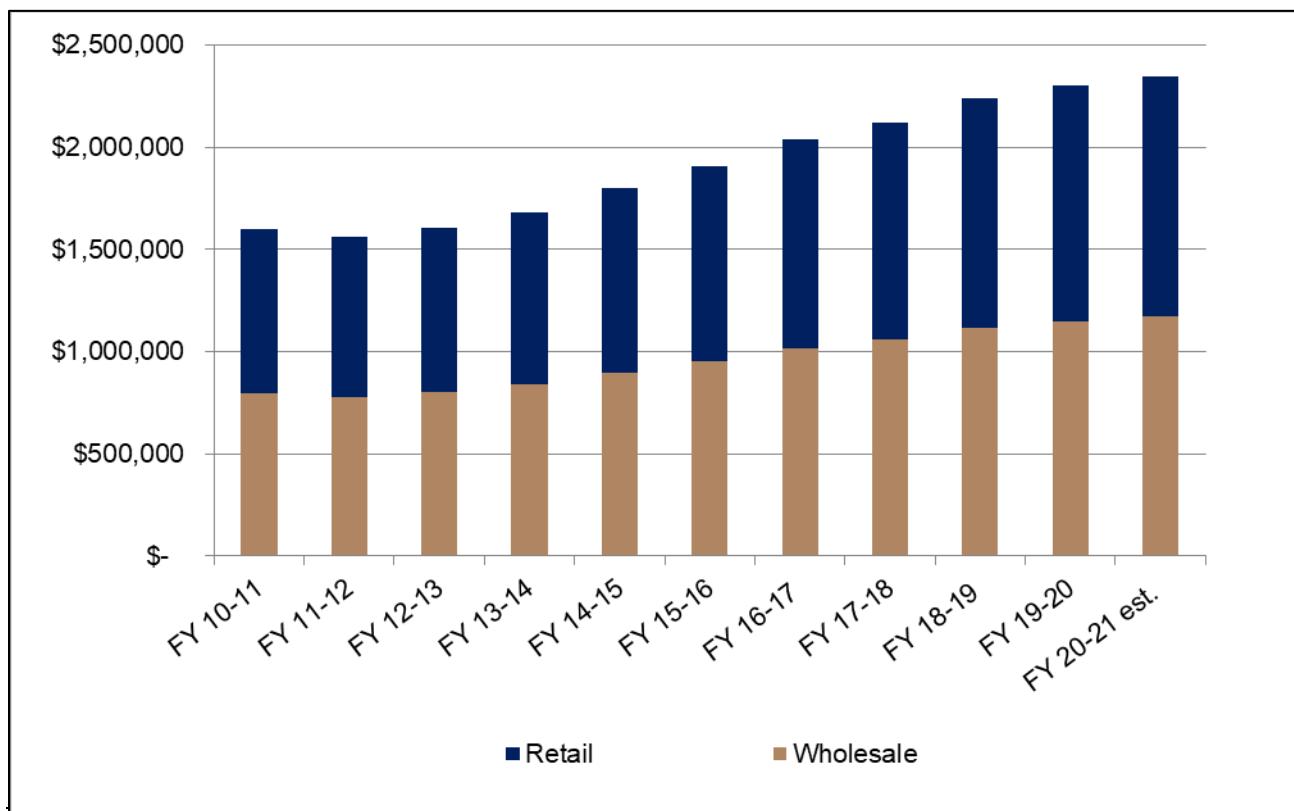


Chart 4

Property Tax revenues have been steadily increasing over the past eight years, a result of the rebound in the housing market after the Great Recession (see Chart 4). This budget anticipates a 2% increase in Property Tax revenues. Property taxes are set in January for the upcoming fiscal year, based on January property values. The pandemic does not appear to have had a negative effect on property values.

# San Juan Water District

## Fiscal Year 2021-22 Budget

### Proceeds from the Issuance of New Debt

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

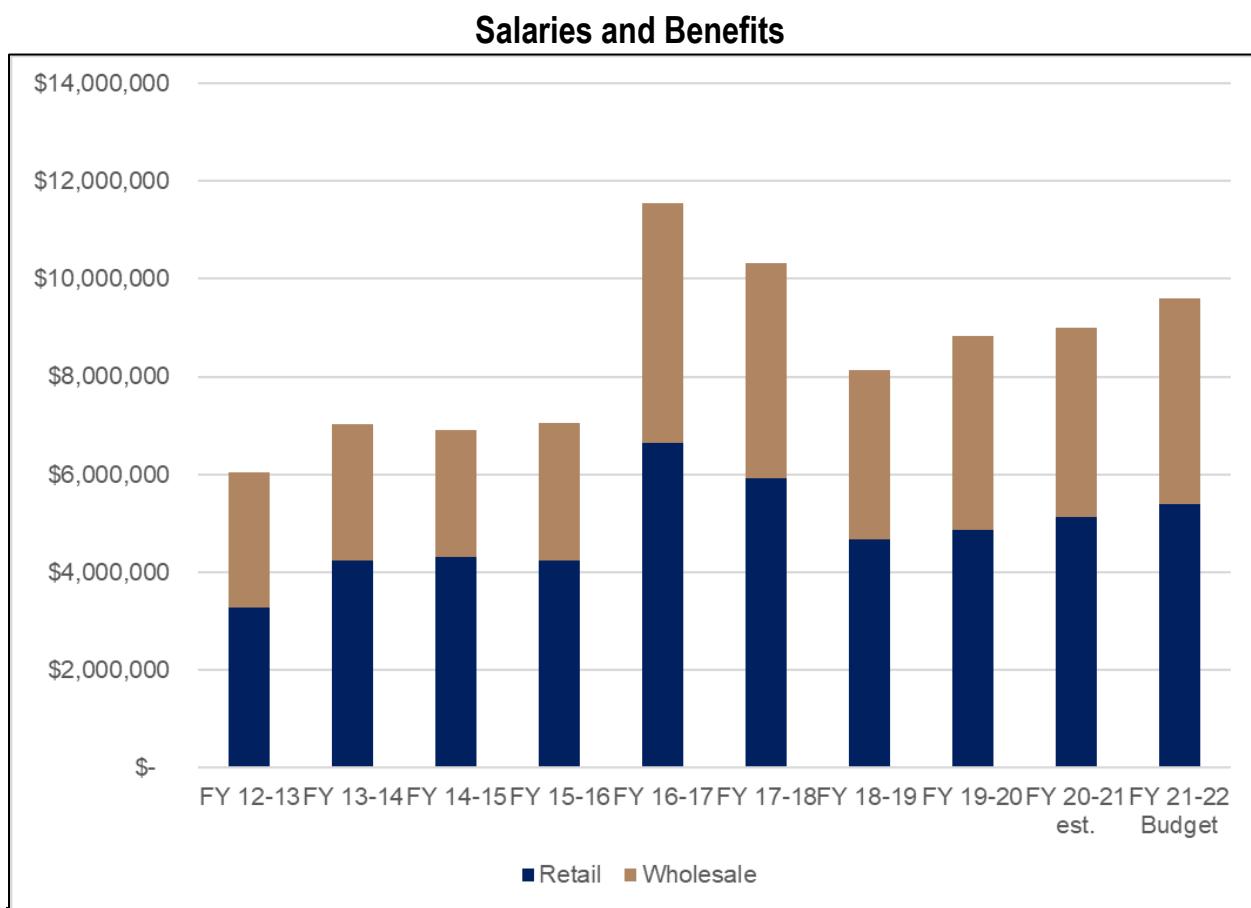
Project	Total Project Cost	FY 2021-22 Debt Financing
Replacement of the transmission pipeline in Eureka Road, between Barton and Auburn Folsom Roads	\$ 4,000,000	\$ 4,000,000
Replacement of the Hinkle Reservoir Cover and Liner	\$ 24,331,100	\$ 2,750,000

Both projects will utilize the State of California's Drinking Water Revolving Loan Fund, which offers project financing at lower than market rate. The District anticipates receiving an interest rate of less than 2% and will be requesting a repayment period of 30 years, on both loans. Repayment commences upon project completion. The Eureka Road Pipeline project is expected to be completed in the spring of 2022. The District anticipates drawing down costs incurred to date for the Hinkle Reservoir project, although the bulk of the debt will not be incurred until FY 2022-23 when construction is currently planned to commence. Principal and interest payments will commence in FY 2022-23 for the Eureka Road project and FY 2023-24 for the Hinkle Reservoir project.

The District may end up taking on more debt for the Hinkle Reservoir project, depending upon interest rates in the fall. The District can call the 2012 Refunding Bonds as early as November 2021. Depending upon interest rates at that time, it might make financial sense to utilize wholesale reserves to pay off its share of the 2012 bonds, refinance retail's share of the 2012 bonds and take on more debt for the Hinkle project.

## Salaries and Benefits

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



**Chart 5**

Chart 5 depicts a spike in Salary and Benefit costs in FY 2016-17, followed by a decline through FY 2018-19, then a jagged overall increase through FY 2021-22. The spike is due to the Board of Director's decision to pay down the District's unfunded pension liability. The District paid \$4,112,000 towards this liability in FY 2016-17 and remitted an additional \$2,787,800 in FY 2017-18, which is expected to materially eliminate the liability. Paying down the unfunded liability will save the District approximately \$8.8 million over the next 30 years.

Salaries and Benefits are expected to increase by 6.7% in FY 2021-22 or \$598,000 due to the following factors:

# San Juan Water District

## Fiscal Year 2021-22 Budget

- A 6.9% increase in salaries. Per the Board of Directors Compensation Policy the salary budget is calculated using the California Public Employees Retirement System (CalPERS) assumptions for salary increases, so that salaries increases are constrained and do not increase more than the CalPERS assumed increase. This methodology controls future pension costs by ensuring a reasonable cap on the combination of cost of living adjustments and merit pay increases.
- The addition of incentive awards, which were not awarded in the prior year. With more than half of the District's salaries frozen, due to the Board's decision to adjust total compensation to market median, down from 10% above market average, the Incentive Award Program provides a way for exceptional performance to be rewarded. The one-time bonus provides employees incentive and reward, without affecting future pay or pension costs. A total of \$60,000, plus taxes, has been included in the budget for this purpose.
- Increase of 5% in health benefit costs.

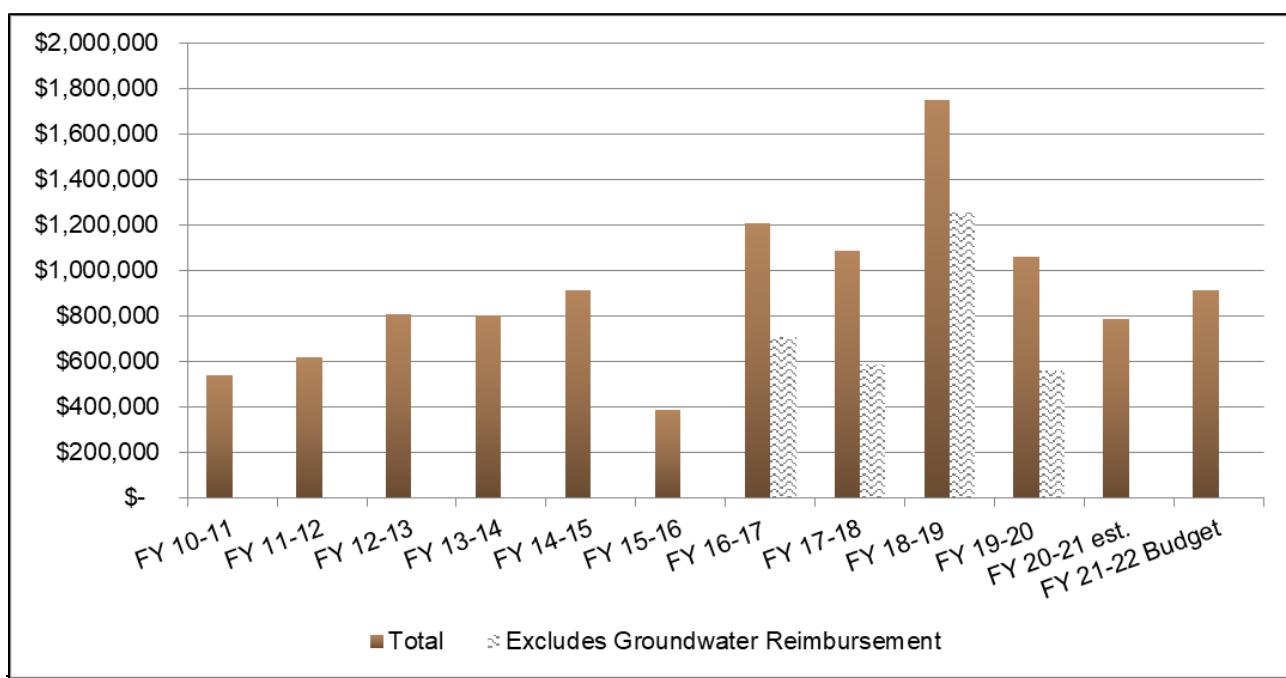
The level of District staffing (number of employees) had remained relatively unchanged for many years, in spite of significant increases in regulatory compliance work and an aging infrastructure. In FY 2016-17, the Board of Directors approved the addition of one Water Treatment Plant Operator, in FY 2017-18, the Board of Directors approved the addition of a Safety/Regulatory Compliance Coordinator, and in FY 2018-19, the Board of Directors approved the additional of a Customer Service Technician to improve internal controls and better serve our customers. The District now has 48 Full Time Equivalent (FTE) positions.

The Compensation Policy, amended by the Board of Directors in September of 2017, requires a compensation study be performed at least once every four years. The purpose of the study is to ensure the District is offering a fair and competitive compensation package to its employees. The District completed its most recent Compensation Study in the Spring of 2019. The Board of Directors changed their target market position for total compensation from "10% above market average", to "market median". As a result, the District has two compensation schedules. Compensation Schedule A reflects the salary ranges in effect prior to the change. Compensation Schedule B reflects the salary ranges in accordance with market median. Compensation Schedule A is frozen. Employees remain in Schedule A until Schedule B is greater than Schedule A. The result is that employees on Schedule A have a reduced ability to get merit pay increases and cost of living adjustments. This budget includes funding for another Compensation Study to be performed in the spring of 2022.

## Water Supply Costs

The District's existing water supply consists of three separate raw water contracts. The first source of water is 33,000 acre-feet of water rights on the American River. The second source is a contract with Reclamation for 24,200 acre-feet of Central Valley Project water. The third water source is a contract with PCWA for up to 25,000 acre-feet of water. All sources of surface water are either stored or flow through Folsom Lake and delivery is taken at Folsom Dam outlets, either by gravity or pumped by Reclamation's Folsom Pumping Plant. Total water deliveries for FY 2019-20 were 36,292 acre-feet and are anticipated to be 37,229 acre-feet for FY 2020-21, and 34,134 for FY 2021-22, excluding pass through deliveries for SSWD.

**Wholesale Water Supply Cost**



**Chart 6**

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

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

# San Juan Water District

## Fiscal Year 2021-22 Budget

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

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

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

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

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

Water Supply costs for FY 2020-21 are expected to be lower than the prior four years for two reasons:

- The groundwater reimbursement payments to Citrus Heights and Fair Oaks Water Districts were completed in FY 2019-20, reducing annual costs by \$495,400.
- No groundwater substitution transfers.

The slight uptick in Water Supply Costs for the 2021-22 FY is predominately due to an increase in the PCWA take or pay contract costs. The rate increased from \$21.11 to \$34.55 per acre foot.

## Capital Spending

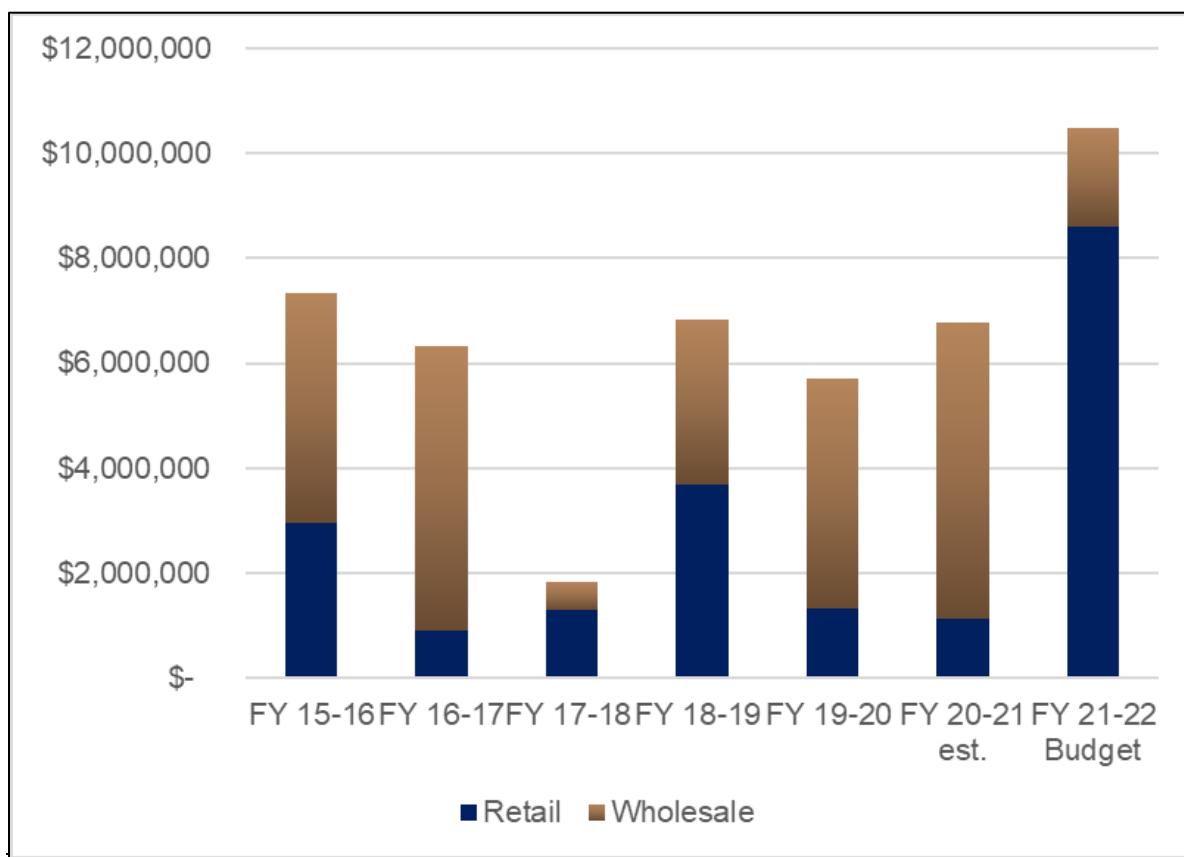


Chart 7

Capital spending has fluctuated from \$7.3 million in FY 2015-16 to a low of \$1.8 million in FY 2017-18 then increasing to a seven year planned high of \$10.5 million.

## **San Juan Water District**

### **Fiscal Year 2021-22 Budget**

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The FY 2021-22 capital spending budget consists predominately of retail projects. The retail division plans to spend \$8.6 million on capital projects in FY 2021-22, the largest project being the replacement of transmission pipeline in Eureka Road, between Barton Road and Auburn Folsom Road. This project will also utilize financing from the California State Drinking Water Revolving Loan Fund. At \$4 million it represents almost half of all the retail capital spending for the year.

A complete list of projects planned for FY 2021-22 can be found on pages 50 and 56 of this document.

## Reserve Summary

### Wholesale and Retail Operating and Capital Reserves Combined

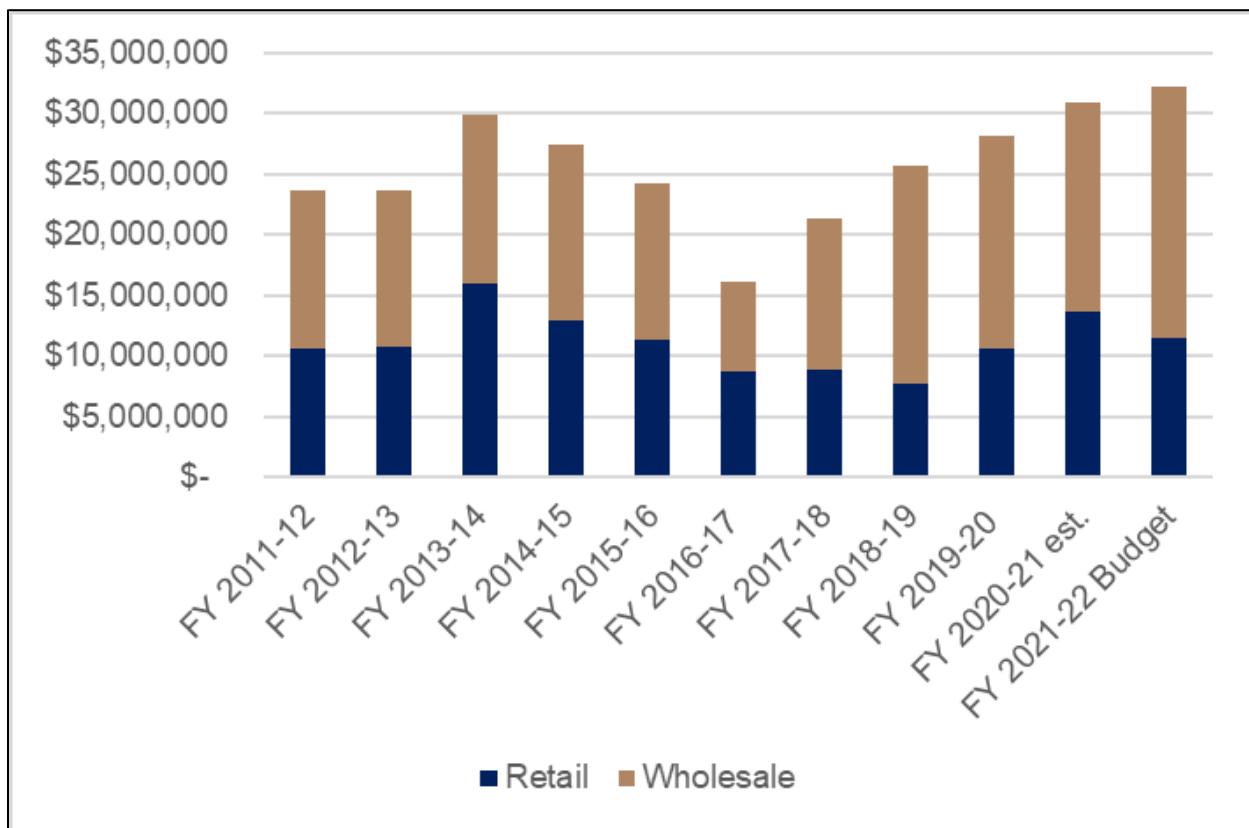


Chart 8

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

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

- *Paid off Unfunded Pension Liability:* The Board authorized two large payments intended to pay off the District's unfunded pension liability. The District was paying 7.5% interest on this liability, but only earning approximately 1.5% on its reserves. In May 2017, the District remitted \$4,112,000, and in April 2018 the District paid \$2,787,800. By drawing down reserves to pay down this debt, the District will save approximately \$8.8 million through FY 2036-37, with annual savings of approximately \$350,000. These savings can be used to fund critical infrastructure needs which will help reduce upward pressure on rates. Through these efforts the District has been able to achieve a funded rate of approximately 95%, one of the highest funded rates in the State of California. While this status is fluid, changing annually based on the performance of the CalPERS portfolio and subject to

# San Juan Water District

## Fiscal Year 2021-22 Budget

changing assumptions about future interest and mortality rates, it still signifies strong financial stewardship by the Board of Directors. This budget includes an additional \$200,000 to be paid towards the remaining unfunded liability.

- *Debt Refinanced:* In May of 2017, the Board of Directors approved an advance refunding of the District's Series 2009A Certificates of Participation. This refinancing will save the District approximately \$11.2 million through FY 2038-39.

The 2012 Refunding Bonds are callable, or can be refinanced in February 2022. This fall the District will evaluate whether to refinance the entire debt issuance, or pay off wholesale's share (retail does not have sufficient reserves to pay off its share of this debt early). Both actions are dependent upon interest rates remaining low through the end of calendar year 2021.

- *Renegotiated Contract with PCWA:* In December of 2017, the District negotiated an amendment to its contract with PCWA wherein the take or pay amount was reduced from 25,000 acre-feet to 12,500 acre-feet. The District still has the option to take up to 25,000 acre-feet, but is only required to pay for 12,500 acre-feet regardless of whether it takes the water or not. This cut the PCWA water supply cost in half, providing savings of approximately \$275,000 per year, starting in FY 2018-19.
- *Renegotiated Contracts with City of Roseville (City):* Under two separate contracts, the District is obligated to provide up to 4,000 acre-feet annually to the City from the District's PCWA take or pay contract. The amendments require the City to compensate the District for maintaining the availability of 4,000 acre-feet per year water supply for the City. This will generate annual revenues of approximately \$90,000 beginning in FY 2018-19.
- *5-Year Rate Schedule:* The District completed a Five Year Financial Plan and implemented a five year rate structure in 2017 that was designed to replenish reserves while ensuring that the District can continue its mission to deliver a reliable water supply of the highest quality at reasonable and equitable costs.
- *Completion of the First Groundwater Substitution Transfer:* The District has been working for many years to create a legal path for the sale of excess water supplies. Selling excess water supplies benefits all customers of the District as it generates additional revenues that can be used to maintain and/or improve infrastructure, reduce or eliminate the need for future debt which will reduce future upward pressure on water rates. The first groundwater transfer was completed in FY 2018-19 paving the way for more transfers in the future.
- *Water Transfers:* The Sacramento Suburban Water District (SSWD) has an agreement with PCWA to purchase surface water in years where the unimpaired flow into Folsom Lake exceeds a certain level. The District treats the raw PCWA water diverted from Folsom Lake for the SSWD. While these revenues are not guaranteed on an annual basis, they have significantly contributed to wholesale

reserves. In August of 2020, the District entered into a pilot agreement with the Sacramento Suburban Water District (SSWD) in August 2020 to sell them up to 4,000 acre feet of the District's water, in addition to treating any PCWA they may take. This program was successful for both agencies. Another agreement was entered into in February 2021 for the sale of up to 6,000 acre feet of District water to SSWD, from March 1, 2020 through February 2022, resulting in additional revenues in excess of \$1 million.

- *Salary Schedule Reduction:* The District has historically chosen to maintain salaries schedules that, when combined with benefits, put the District's total compensation at 10% above average amongst the selected comparator agencies. In FY 2019-20 the Board of Directors reduced this target down to market median. Current employees were not subject to pay decreases, but their ability to receive future pay increases is substantially reduced. All new hires will be hired into the new Compensation Schedule, which can be found on the District's website. Existing employees remain on their original pay scale until such time as the new schedule is greater than their existing scale. The old pay scale is not able to receive cost of living adjustments, as it is frozen until all employees migrate to the new pay scale, at which time it will become obsolete.

# **San Juan Water District**

Fiscal Year 2021-22 Budget

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**San Juan Water District**

Fiscal Year 2021-22 Budget



# **OPERATING FUNDS**

# **San Juan Water District**

Fiscal Year 2021-22 Budget

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## **OPERATING FUNDS**

The Wholesale and Retail Operating Funds account for the operations of the District. Department operating costs are shared and split between wholesale and retail based upon the proportionate benefit received by each, which can differ from person to person, department to department and expense to expense. The major projects for the budget years are discussed in detail in the Operations Plan, which can be found on page 67.

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

### **Administration and General**

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

### **Customer Service**

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

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

This Department operates and maintains wholesale and retail water transmission and distribution pipelines ranging in size from 6" to 96" in diameter and totaling over 217 miles in length, including water meters, air release values and other appurtenances. The Department also maintains and operates six pump stations and three reservoirs ranging from 0.05 to 4.56 million gallons within the retail system. The Department responds to emergency repairs, works directly with customers, and monitors and maintains water quality standards in the system to meet all federal and state drinking standards.

### **Engineering Services**

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

### **Water Efficiency**

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

### **Water Treatment**

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

# San Juan Water District

## Fiscal Year 2021-22 Budget

### Wholesale Operating Fund

The Wholesale Operating Fund is used to account for the operating revenues and expenses of the wholesale division. This includes the acquisition of raw water, operation and maintenance of the Plant, and the related administrative support to conduct wholesale water activities. This fund holds and is used to report on all wholesale operating reserves. Details on projects funded for the year can be found in the District's Operations Plan, located at page 67.

### FISCAL YEAR 2021-22 BUDGET

<u>Wholesale Operations</u>		
<b>Est. Beginning Available Reserves July 1, 2021</b>	\$	<b>1,716,055</b>
Revenues		
Water Sales		10,043,600
Other Revenues		141,100
<b>Total Revenues</b>	\$	<b>10,184,700</b>
Expenses		
Salaries & Benefits		4,184,300
Water Supply		912,700
Other Expenses		2,493,900
Debt Service - Interest		756,800
Debt Service - Principal		762,900
<b>Total Expenses</b>	\$	<b>9,110,600</b>
Net Income	\$	<b>1,074,100</b>
Transfer In/(Out)		(968,000)
<b>Est. Ending Available Reserves June 30, 2022</b>	\$	<b>1,822,155</b>

# San Juan Water District

Fiscal Year 2021-22 Budget

## WHOLESALE OPERATING FUND SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21 Estimated	FY 2021-22 Budget
<b>Est. Beginning Available Reserves</b>	<b>\$ 2,175,888</b>	<b>\$ 2,390,365</b>	<b>\$ 1,784,360</b>	<b>\$ 1,733,755</b>	<b>\$ 1,716,055</b>
<b>Revenues</b>					
Water Sales	10,492,472	13,044,976	11,157,014	11,218,300	10,043,600
Other Revenues	561,569	356,641	294,047	137,800	141,100
<b>Total Revenues</b>	<b>\$ 11,054,041</b>	<b>\$ 13,401,617</b>	<b>\$ 11,451,061</b>	<b>\$ 11,356,100</b>	<b>\$ 10,184,700</b>
<b>Expenses</b>					
Administration and General					
Salaries & Benefits	\$ 1,226,834	\$ 1,297,958	\$ 1,347,397	\$ 1,463,000	\$ 1,534,500
Professional Services	523,750	544,709	418,729	455,800	534,000
Maintenance and Repair	95,217	10,268	11,298	7,500	14,200
Materials and Supplies	11,189	28,136	68,164	30,000	26,500
Other Expenses	248,887	335,696	391,591	507,400	449,800
<b>Total Administration and General</b>	<b>2,105,877</b>	<b>2,216,767</b>	<b>2,237,179</b>	<b>2,463,700</b>	<b>2,559,000</b>
<b>Water Treatment Plant</b>					
Salaries & Benefits	1,670,157	1,827,697	1,914,002	1,925,300	2,131,600
Professional Services	47,374	69,133	95,835	64,300	77,800
Maintenance and Repair	308,050	251,209	303,572	254,500	424,000
Materials and Supplies	467,194	499,656	489,061	565,900	587,100
Other Expenses	159,648	219,673	214,613	265,100	285,700
<b>Total Water Treatment Plant</b>	<b>2,652,424</b>	<b>2,867,367</b>	<b>3,017,082</b>	<b>3,075,100</b>	<b>3,506,200</b>
<b>Water Supply</b>					
Placer County Water Agency	451,198	403,495	413,785	648,600	768,100
Purchase of Treated Water (Groundwater)	495,360	1,197,360	495,360	-	-
Pumping to Treatment Plant	92,267	95,556	93,687	90,000	95,000
Pre - 1914 Water Rights Water	21,252	22,527	26,274	27,800	29,500
Central Valley Project Water	-	2,661	-	-	-
Other	23,756	27,977	28,794	21,500	20,100
<b>Total Water Supply</b>	<b>1,083,833</b>	<b>1,749,576</b>	<b>1,057,900</b>	<b>787,900</b>	<b>912,700</b>
<b>Engineering</b>					
Salaries & Benefits	323,952	340,166	341,241	353,500	393,300
Professional Services	4,091	48,489	10,859	135,000	42,500
Maintenance and Repair	907	2,317	2,433	1,800	3,000
Materials and Supplies	2,375	1,083	1,295	2,600	6,200
Other Expenses	15,688	4,893	3,706	4,200	12,300
<b>Total Engineering</b>	<b>347,013</b>	<b>396,948</b>	<b>359,535</b>	<b>497,100</b>	<b>457,300</b>
<b>Water Efficiency</b>					
Salaries & Benefits	-	-	-	34,400	36,900
Professional Services	600	250	500	5,100	7,000
Maintenance and Repair	11,548	15,179	12,425	17,000	17,000
Materials and Supplies	32	-	-	100	600
Other Expenses	3,376	3,829	3,825	100	4,700
<b>Total Water Efficiency</b>	<b>15,556</b>	<b>19,259</b>	<b>16,750</b>	<b>56,700</b>	<b>66,200</b>
<b>Non-Departmental</b>					
Debt Service - Principal	906,167	675,929	698,450	730,700	762,900
Debt Service - Interest	917,950	893,979	868,865	896,200	756,800
Addl. Pymt. Towards Unfunded Pension Liability	1,175,000	-	-	86,000	88,000
Other	1,903	1,474	1,441	1,500	1,500
<b>Total Non-Departmental</b>	<b>3,001,020</b>	<b>1,571,381</b>	<b>1,568,756</b>	<b>1,714,400</b>	<b>1,609,200</b>
<b>Total Expenses</b>	<b>\$ 9,205,723</b>	<b>\$ 8,821,298</b>	<b>\$ 8,257,201</b>	<b>\$ 8,594,900</b>	<b>\$ 9,110,600</b>
<b>Transfers (To)/From:</b>					
Year End Transfer (To)/From Capital Outlay Fund	(1,633,841)	(5,186,325)	(3,244,465)	(2,778,900)	(968,000)
<b>Est. Ending Available Reserves</b>	<b>\$ 2,390,365</b>	<b>\$ 1,784,360</b>	<b>\$ 1,733,755</b>	<b>\$ 1,716,055</b>	<b>\$ 1,822,155</b>

# San Juan Water District

## Fiscal Year 2021-22 Budget

### Retail Operating Fund

The Retail Operating Fund is used to account for the operating revenues and expenses of the retail service area. This includes the payment to the wholesale fund for the cost of treated water, as well as the distribution of the treated water to all customers in the District's retail service area, including related administrative support. This fund holds and is used to report on all retail operating reserves. Details on projects funded for the year can be found in the District's Operations Plan, located on page 67.

### FISCAL YEAR 2021-22 BUDGET

#### Retail Operations

<b>Est. Beginning Available Reserves July 1, 2021</b>	\$	<b>2,455,541</b>
Revenues		
Water Sales		13,816,000
Other Revenues		620,700
<b>Total Revenues</b>	<b>\$</b>	<b>14,436,700</b>
Expenses		
Salaries & Benefits		5,406,500
Treated Water		3,314,300
Other Expenses		3,832,300
Debt Service - Interest		480,300
Debt Service - Principal		422,100
<b>Total Expenses</b>	<b>\$</b>	<b>13,455,500</b>
Net Income	\$	981,200
Transfer In/(Out)		(757,200)
<b>Est. Ending Available Reserves June 30, 2022</b>	<b>\$</b>	<b>2,679,541</b>

# San Juan Water District

Fiscal Year 2021-22 Budget

## RETAIL OPERATING FUND SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21 Estimated	FY 2021-22 Budget
<b>Est. Beginning Available Reserves</b>	<b>\$ 3,160,923</b>	<b>\$ 1,973,484</b>	<b>\$ 2,358,680</b>	<b>\$ 2,525,341</b>	<b>\$ 2,455,541</b>
Revenues					
Water Sales	10,922,285	11,405,735	12,716,838	13,644,400	13,816,000
Other Revenues	420,874	521,986	635,438	578,700	620,700
Total Revenues	<u>\$ 11,343,159</u>	<u>\$ 11,927,721</u>	<u>\$ 13,352,276</u>	<u>\$ 14,223,100</u>	<u>\$ 14,436,700</u>
Expenses					
<b>Administration and General</b>					
Salaries & Benefits	\$ 988,595	\$ 1,039,897	\$ 1,105,749	\$ 1,203,500	\$ 1,238,500
Professional Services	162,958	278,762	179,110	277,300	194,200
Maintenance and Repair	99,790	10,624	10,962	7,500	13,800
Materials and Supplies	11,193	30,943	66,296	22,900	16,900
Other Expenses	165,222	223,311	276,858	305,000	334,900
Total Administration and General	<u>1,427,757</u>	<u>1,583,536</u>	<u>1,638,974</u>	<u>1,816,200</u>	<u>1,798,300</u>
<b>Distribution System</b>					
Salaries & Benefits	2,191,941	2,423,557	2,410,049	2,498,100	2,625,900
Professional Services	49,471	88,195	109,821	220,200	132,000
Maintenance and Repair	432,393	391,218	357,439	798,300	1,274,300
Materials and Supplies	199,884	350,814	365,388	403,700	725,300
Other Expenses	367,126	397,977	428,572	536,700	608,300
Total Distribution System	<u>3,240,815</u>	<u>3,651,761</u>	<u>3,671,270</u>	<u>4,457,000</u>	<u>5,365,800</u>
<b>Water Supply</b>					
Purchase Water from Wholesale	3,336,366	3,027,505	3,100,315	3,273,800	3,314,300
Total Water Supply	<u>3,336,366</u>	<u>3,027,505</u>	<u>3,100,315</u>	<u>3,273,800</u>	<u>3,314,300</u>
<b>Engineering</b>					
Salaries & Benefits	332,954	378,133	389,268	389,800	424,600
Professional Services	11,253	75,246	9,379	60,000	162,500
Maintenance and Repair	907	2,402	2,824	2,000	3,400
Materials and Supplies	9,212	1,455	1,563	2,700	6,200
Other Expenses	5,773	6,358	8,338	55,200	18,300
Total Engineering	<u>360,099</u>	<u>463,594</u>	<u>411,372</u>	<u>509,700</u>	<u>615,000</u>
<b>Water Efficiency</b>					
Salaries & Benefits	331,014	373,540	390,022	410,700	447,000
Professional Services	458	7,981	2,500	29,000	47,000
Maintenance and Repair	139	1,779	15,15	1,500	2,000
Materials and Supplies	6,773	1,570	1,494	3,100	6,600
Other Expenses	41,169	37,637	40,347	45,900	59,000
Total Water Efficiency	<u>379,554</u>	<u>422,506</u>	<u>435,878</u>	<u>490,200</u>	<u>561,600</u>
<b>Customer Service</b>					
Salaries & Benefits	416,338	464,958	559,789	532,700	558,500
Professional Services	153,176	105,723	67,918	78,500	30,100
Maintenance and Repair	4,751	4,178	2,851	7,000	5,600
Materials and Supplies	34,384	30,214	30,852	33,500	34,200
Other Expenses	68,142	90,057	112,190	130,000	156,200
Total Customer Service	<u>676,790</u>	<u>695,131</u>	<u>773,601</u>	<u>781,700</u>	<u>784,600</u>
<b>Non-Departmental</b>					
Debt Service - Principal	503,834	374,072	386,550	404,300	422,100
Debt Service - Interest	545,299	531,093	483,747	498,600	480,300
Addl. Pymt. Towards Unfunded Pension Liability	1,670,064	-	-	114,000	112,000
Other	(32,608)	(31,949)	1,441	1,500	1,500
Total Non-Departmental	<u>2,686,588</u>	<u>873,215</u>	<u>871,737</u>	<u>1,018,400</u>	<u>1,015,900</u>
<b>Total Expenses</b>	<b>\$ 12,107,970</b>	<b>\$ 10,717,248</b>	<b>\$ 10,903,147</b>	<b>\$ 12,347,000</b>	<b>\$ 13,455,500</b>
<b>Transfers (To)/From:</b>					
Year End Transfer (To)/From Capital Outlay Fund	(422,628)	(825,277)	(2,282,468)	(1,945,900)	(757,200)
<b>Est. Ending Available Reserves</b>	<b>\$ 1,973,484</b>	<b>\$ 2,358,680</b>	<b>\$ 2,525,341</b>	<b>\$ 2,455,541</b>	<b>\$ 2,679,541</b>

# **San Juan Water District**

Fiscal Year 2021-22 Budget

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# San Juan Water District

## Fiscal Year 2021-22 Budget

### Wholesale Capital Outlay Fund

This fund was created in FY 2015-16 to receive and separately account for revenues that are designated by the Board of Directors to be utilized solely for wholesale capital expenditures and to account for the acquisition of wholesale capital assets, including large scale maintenance of capital assets and improvements made to such assets. Capital reserves were transferred out of operating into this new fund upon fund creation. This fund now holds and is used to report on all wholesale capital reserves. Details on the capital projects can be found on page 50.

### FISCAL YEAR 2021-22 BUDGET

#### Wholesale Capital Outlay

<b>Est. Beginning Available Reserves July 1, 2021</b>	<b>\$ 15,618,133</b>
Revenues	
Capital Contributions	-
Taxes & Assessments	1,248,000
Connection Fees	75,000
Other Revenues	150,000
Proceeds from Issuance of Debt	<u>2,750,000</u>
Total Revenues	<u>\$ 4,223,000</u>
Expenses	
Capital Improvement Projects	1,546,800
Professional Services	<u>343,200</u>
Total Expenses	<u>\$ 1,890,000</u>
Net Income	<u>\$ 2,333,000</u>
Transfer In/(Out)	968,000
<b>Est. Ending Available Reserves June 30, 2022</b>	<b><u>\$ 18,919,133</u></b>

# San Juan Water District

Fiscal Year 2021-22 Budget

## WHOLESALE CAPITAL OUTLAY FUND SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21 Estimated	FY 2021-22 Budget
<b>Est. Beginning Available Reserves</b>	<b>\$ 6,708,354</b>	<b>\$ 10,012,861</b>	<b>\$ 16,168,310</b>	<b>\$ 16,890,133</b>	<b>\$ 15,618,133</b>
Revenues					
Taxes & Assessments	1,061,598	1,118,187	1,164,350	1,223,400	1,248,000
Capital Contributions	950,048	2,601,290	232,052	68,600	-
Rebates	-	-	-	-	-
Connection Fees	152,351	124,971	61,216	127,500	75,000
Other Revenues	46,021	272,000	419,417	166,800	150,000
Proceeds from Issuance of Debt	-	-	-	-	2,750,000
<b>Total Revenues</b>	<b>\$ 2,210,018</b>	<b>\$ 4,116,448</b>	<b>\$ 1,877,035</b>	<b>\$ 1,586,300</b>	<b>\$ 4,223,000</b>
Expenses					
Water Treatment Plant Improvements	\$ 228,980	\$ 49,872	\$ 3,083,166	\$ 2,885,800	\$ 480,000
Reservoirs & Improvements	35,932	67,719	711,141	2,554,000	286,800
Land Improvements	-	10,674	19,370	35,000	275,000
Equipment and Furniture	25,802	38,229	44,433	32,800	160,000
Professional Services	-	-	-	25,000	343,200
Vehicles	-	-	-	30,600	90,000
Land Acquisition	-	-	-	50,000	-
Buildings & Improvements	-	10,734	1,912	8,800	225,000
Mains/Pipelines & Improvements	7,306	2,922,588	104,246	-	-
Software	19,677	53,125	66,180	11,500	30,000
Maintenance	245,132	32,701	369,229	3,700	-
Contributions to Others	(23,477)	(38,318)	-	-	-
<b>Total Expenses</b>	<b>\$ 539,352</b>	<b>\$ 3,147,324</b>	<b>\$ 4,399,677</b>	<b>\$ 5,637,200</b>	<b>\$ 1,890,000</b>
Net Income	\$ 1,670,666	\$ 969,124	\$ (2,522,642)	\$ (4,050,900)	\$ 2,333,000
Transfer In	1,633,841	5,186,325	3,244,465	2,778,900	968,000
Transfer Out	-	-	-	-	-
<b>Est. Ending Available Reserves</b>	<b>\$ 10,012,861</b>	<b>\$ 16,168,310</b>	<b>\$ 16,890,133</b>	<b>\$ 15,618,133</b>	<b>\$ 18,919,133</b>

# San Juan Water District

## Fiscal Year 2021-22 Budget

### WHOLESALE CAPITAL PROJECTS FY 2021-22

#### *Reservoirs and Improvements*

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

Project Status:	In progress	Estimated Spending FY 2020-21 & Prior:	\$ 65,848
Start Date:	FY 2019-20	Budgeted Spending FY 2021-22:	\$ 228,000
Estimated Completion:	FY 2021-22	Total Project Cost:	\$ 293,848

The Hinkle Reservoir will be removed from service in FY 2022-23 in order to replace the cover and liner. The District has installed temporary storage tanks to buffer the difference between plant production and customer demand. The tanks will hold much less water than the reservoir. As such there will be an increased need to handle overflow of the tanks. Because the existing channel is unlined, the force of the overflow would likely cause disruptive erosion to the overflow channel. This project will line the channel to minimize environmental disruption.

##### Hinkle Reservoir Cover and Liner Replacement

Project Status:	In progress	Estimated Spending FY 2020-21 & Prior:	\$ 3,242,100
Start Date:	FY 2018-19	Budgeted Spending FY 2021-22:	\$ 58,800
Estimated Completion:	FY 2022-23	Estimated Future Costs FY 22-23:	\$21,030,200
		Total Project Cost:	\$24,331,100

Hinkle Reservoir is a 62 million gallon Hypalon lined and covered earthen reservoir. The water treatment plant is operated at a constant flowrate and the Hinkle Reservoir is used to store excess treated water, with the water level rising and falling with changes in demand and production. Regular maintenance has extended its life however it is now in need of replacement. This project will rehabilitate the inlet and outlet structures, repair ancillaries as needed, and replace the approximate 11 acres of cover, liner and interior baffle wall material. Construction was originally planned to commence in FY 2021-22, however due to the low level of water in Folsom Lake this project has been pushed to FY 2022-23, assuming near average rainfall this winter.

#### *Professional Services*

##### Wholesale Master Plan Update

Project Status:	In progress	Estimated Spending FY 2020-21 & Prior:	\$ 25,000
Start Date:	FY 2020-21	Budgeted Spending FY 2021-22:	\$ 273,200
Estimated Completion:	FY 2021-22	Total Project Cost:	\$ 298,200

The Wholesale Master Plan seeks to assess the District's treatment, storage and transmission needs based on analysis of foreseeable water demand, normal operations, facility condition and any additional required facilities. The District last completed a master plan in 2007.

***Professional Services (con't)*****SCADA Cyber Security Study**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 70,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 70,000

Supervisory control and data acquisition (SCADA) is a system of software and hardware elements that allows the District to control processes locally or at remote locations, such as turning on pumps, opening or closing valves, etc. This study will do a complete review of the security of the SCADA system from the servers to the network to the computers that control the machinery. The study will identify gaps where security is lacking and recommend and implement security and protocols. It will result in a cyber-security standard where any work on the SCADA side of the network would adhere to going forward. This project is split between wholesale (25%) and retail (75%).

***Land Improvements*****Solar Site Access Culvert Replacement**

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ 57,700
<b>Start Date:</b>	FY 2019-20	<b>Budgeted Spending FY 2021-22:</b>	\$ 275,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 332,700

Replace aged culvert on Baldwin Reservoir ditch for solar site access road. This project will reduce maintenance efforts and increase safety.

***Buildings and Improvements*****Electrical Service Upgrade at Administration Building**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2019-20 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2020-21:</b>	\$ 225,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 225,000

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

***Equipment and Furniture*****Thickener Access Ladders (3)**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2019-20 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2020-21:</b>	\$ 90,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 70,000

The District recently re-coated the interior of the clarifier tanks. Now that the re-coating is complete, the tanks' access ladders need to be replaced. This project funds the replacement of the 3 ladders.

# San Juan Water District

## Fiscal Year 2021-22 Budget

### Equipment and Furniture (con't)

#### Wholesale Meter Communication Radios

Project Status:	Planned	Estimated Spending FY 2019-20 & Prior:	\$ -
Start Date:	FY 2021-22	Budgeted Spending FY 2020-21:	\$ 70,000
Estimated Completion:	FY 2021-22	Total Project Cost:	\$ 70,000

The District's wholesale distribution system has meters to measure the amount of water delivered to each wholesale customer agency. Each meter has a remote radio that communicates flow and pressure to the District's SCADA system. The existing radios have proved unreliable. This project replaces those radios with ones that operate on a smaller bandwidth, which will improve their reliability.

### Software

#### Back-Up Plant Pumps – SCADA Integration

Project Status:	Planned	Estimated Spending FY 2020-21 & Prior:	\$ -
Start Date:	FY 2021-22	Budgeted Spending FY 2021-22:	\$ 20,000
Estimated Completion:	FY 2021-22	Total Project Cost:	\$ 20,000

The District's Crown Point pump station provides pressurized drinking water to the retail service area and the entire District campus, including the water treatment plant. That water is critical for maintaining water treatment plant operations as it is used in various treatment processes such as the chemical feed system, and the belt press process. The back-up plant pumps exist to provide pumping capabilities if/when the Crown Point pump station is off line. Historically the back-up pumps have had to be turned on manually. By integrating those pumps into the District's SCADA system, the system will automatically switch the pumps on if Crown Point goes off line, either intentionally or unintentionally, greatly improving system reliability.

#### Tyler Content Management and Output Director

Project Status:	Under Consideration	Estimated Spending FY 2020-21 & Prior:	\$ -
Start Date:	FY 2021-22	Budgeted Spending FY 2021-22:	\$ 10,000
Estimated Completion:	FY 2021-22	Total Project Cost:	\$ 10,000

The District uses a software called Tyler Technologies for its financial and utility billing processes. The purchase of this module would enhance reporting capabilities and functionality of the system. The specific benefits are currently under analysis and will determine the decision to purchase or not. While it ultimately may not be purchased it is being included in the budget to provide funding in case it is deemed advantageous to operations.

### Water Treatment Plant Improvements

#### Lime Tower Coating

Project Status:	In progress	Estimated Spending FY 2020-21 & Prior:	\$ 24,108
Start Date:	FY 2019-20	Budgeted Spending FY 2021-22:	\$ 225,000
Estimated Completion:	FY 2021-22	Total Project Cost:	\$ 249,108

The lime tower stores and distributes lime into the treated water as it leaves the treatment plant. Lime is used in the treatment process to manage pH levels in the distribution system. The small amount of lime in the treated drinking water protects the District's entire distribution system from untimely corrosion. The lime tower is aged. The District commissioned a study in FY 2019-20 to determine its rehabilitation needs. The study recommends re-doing the interior and exterior coating and installing additional anchor bolts. Both the design and construction will be done this year.

***Water Treatment Plant Improvements (con't)*****Water Treatment Plant Gate Replacement**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 25,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 25,000

Due to the sensitive and critical nature of the facility, the water treatment plant is protected by an electronic, access restricted gate. The gate has been malfunctioning and reached the end of its useful life. This project replaces the existing gate.

**Turbidimeter Replacements**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 130,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 130,000

A turbidimeter is an instrument that measures water clarity. This project replaces 28 outdated turbidimeters at the Water Treatment Plant. This represents the bulk of the turbimeters used in the water treatment process. This equipment lasts for approximately 7 years before becoming obsolete.

**Vehicles**

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2020-21	<b>Budgeted Spending FY 2021-22:</b>	\$ 90,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 90,000

The District generally replaces vehicles every 10 years or 100,000 miles. This vehicle is 15 years old with approximately 92,000 miles. The District plans to replace this vehicle with a new model to contain future maintenance and repair costs. The existing vehicle will be sold at auction. This vehicle was intended to be replaced in FY 2020-21. It was included in the Adopted Budget, board approved and ordered. Due to a chip shortage Ford has had to delay delivery to October 2021.

# San Juan Water District

## Fiscal Year 2021-22 Budget

### Retail Capital Outlay Fund

This fund was created in FY 2015-16 to receive and separately account for revenues that are designated by the Board of Directors to be utilized solely for retail capital expenditures and to account for the acquisition of retail capital assets, including large scale maintenance of capital assets and improvements made to such assets. Capital reserves were transferred out of operating into this new fund upon fund creation. This fund now holds and is used to report on all retail capital reserves. Details on the projects can be found on page 56.

### FISCAL YEAR 2021-22 BUDGET

#### Retail Capital Outlay

<b>Est. Beginning Available Reserves July 1, 2021</b>	<b>\$</b>	<b>11,195,251</b>
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#### Revenues

Taxes & Assessments	1,248,000
Connection Fees	50,000
Other Revenues	83,200
Proceeds from Issuance of Debt	4,000,000
<b>Total Revenues</b>	<b>\$ 5,381,200</b>

#### Expenses

Capital Improvement Projects	8,374,300
Professional Services	210,000
<b>Total Expenses</b>	<b>\$ 8,584,300</b>

<b>Net Income</b>	<b>\$ (3,203,100)</b>
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<b>Transfer In/(Out)</b>	<b>757,200</b>
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<b>Est. Ending Available Reserves June 30, 2022</b>	<b>\$ 8,749,351</b>
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# San Juan Water District

Fiscal Year 2021-22 Budget

## RETAIL CAPITAL OUTLAY FUND SUMMARY

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21 Estimate	FY 2021-22 Budget
<b>Est. Beginning Available Reserves</b>	<b>\$ 6,444,253</b>	<b>\$ 6,921,927</b>	<b>\$ 5,419,940</b>	<b>\$ 8,027,851</b>	<b>\$ 11,195,251</b>
Revenues					
Taxes & Assessments	1,061,598	1,118,187	1,164,350	1,223,400	1,248,000
Connection Fees	245,318	82,549	319,577	1,004,400	50,000
Other Revenues	50,650	161,996	157,483	119,700	83,200
Proceeds from Debt Issuance	-	-	-	-	4,000,000
<b>Total Revenues</b>	<b>\$ 1,357,565</b>	<b>\$ 1,362,732</b>	<b>\$ 1,641,411</b>	<b>\$ 2,347,500</b>	<b>\$ 5,381,200</b>
Expenses					
Mains/Pipelines & Improvements	\$ 705,085	\$ 3,004,752	\$ 382,645	\$ 362,500	\$ 5,834,900
Professional Services	897	-	253,120	26,600	210,000
Pump Stations & Improvements	346,549	194,811	359,840	508,200	652,300
Software	107,995	159,375	197,969	34,800	10,000
Buildings & Improvements	933	271,185	1,912	-	705,000
Equipment and Furniture	24,684	59,872	55,541	8,000	103,000
Land Improvements	8,086	-	10,638	-	-
Reservoirs & Improvements	-	-	5,267	-	800,000
Vehicles	64,789	-	49,036	185,900	269,100
Maintenance	43,502	-	-	-	-
<b>Total Expenses</b>	<b>\$ 1,302,520</b>	<b>\$ 3,689,996</b>	<b>\$ 1,315,967</b>	<b>\$ 1,126,000</b>	<b>\$ 8,584,300</b>
<b>Net Income</b>	<b>\$ 55,045</b>	<b>\$ (2,327,264)</b>	<b>\$ 325,443</b>	<b>\$ 1,221,500</b>	<b>\$ (3,203,100)</b>
Transfer In	422,628	825,277	2,282,468	1,945,900	757,200
Transfer Out	-	-	-	-	-
<b>Est. Ending Available Reserves</b>	<b>\$ 6,921,926</b>	<b>\$ 5,419,940</b>	<b>\$ 8,027,851</b>	<b>\$ 11,195,251</b>	<b>\$ 8,749,351</b>

# San Juan Water District

## Fiscal Year 2021-22 Budget

### RETAIL CAPITAL PROJECTS FY 2021-22

#### Mains/Pipelines and Improvements

##### Replace Steel Transmission Line in Eureka Road from Barton to Auburn Folsom Road

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -	-
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 4,000,000	
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 4,000,000	

This project will replace 3,925 linear feet of aged steel transmission pipeline in Eureka Road from Barton Road to Auburn Folsom Road. This aged pipeline replacement will ensure system redundancy by improving the backbone intertie between the Bacon and Lower Granite Bay Zones, allowing either zone to supply the other in the event of a pump station loss. The design and construction will be completed in FY 20-21. In order to reduce paving costs, and cause the least disruption to traffic, the project will be completed in conjunction with a road widening and resurfacing project being undertaken at the same location by Placer County. Therefore, the timing of the construction will be driven by Placer County. Due to the high cost of the project the District is seeking financing for the project from the State of California Drinking Water Revolving Loan fund at a below market interest rate.

##### Install 12" Distribution Line in Cavitt Stallman between Mystery Creek and Oak Pines with a Pressure Reducing Station

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ 46,472	
<b>Start Date:</b>	FY 2017-18	<b>Budgeted Spending FY 2021-22:</b>	\$ 413,400	
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 459,872	

This project includes the installation of approximately 360 linear feet of water main in Cavitt Stallman Road between Mystery Creek and Oak Pines, and includes the installation of a pressure reducing station. This project will eliminate two dead ends in the distribution system that require regular flushing to maintain water quality. The elimination of the two dead-ends will reduce operating costs as they will no longer require regular flushing. This installation of the pressure reducing station will provide system redundancy between the Bacon and Lower Granite Bay pressure zones. The design was started in FY 2019-20, and construction is scheduled to be completed in FY 2021-22.

##### Kokila SJWD-PCWA Intertie

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ 14,656	
<b>Start Date:</b>	FY 2019-20	<b>Budgeted Spending FY 2020-21:</b>	\$ 331,000	
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 345,656	

This project will construct an intertie between the District's water distribution system and the Placer County Water Agency. The intertie will provide the District with the ability to receive up to 2 million gallons per day from the Placer County Water Agency, when and if needed. Major components of the project include approximately 975 linear feet of 12-inch diameter ductile iron pipe, a pressure reducing control valve station, a 12-inch flowmeter, and other ancillaries. The project is partially funded with federal grant.

**Mains/Pipelines and Improvements (con't)****Service Replacements on Woodminster Circle**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2020-21	<b>Budgeted Spending FY 2021-22:</b>	\$ 266,000
<b>Estimated Completion:</b>	FY 2020-21	<b>Total Project Cost:</b>	\$ 266,000

This project involves replacing 18 residential services and 2 commercial services on Woodminster Circle. A "service" is a pipeline, typically 1-inch to 1.5 inch, which runs from the distribution main to each residence or business. Replacing a service includes replacement of the 1-inch or 1.5-inch service line from the water main to the meter, as well as replacement of the brass saddle and other ancillaries that connect the service line to the water main. The District has repaired many leaks in this area and concluded that they are due to aged service connections.

**Wharf Hydrant Replacements**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 218,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 218,000

The District is systematically replacing both aged and wharf style fire hydrants. Wharf style hydrants have less water capacity and are more likely to break than a standard hydrant. The District has approximately 100 wharf style hydrants in its distribution system. This replaces 10 of them.

**Replace 8 Services on Margo Drive**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 180,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 180,000

This project involves replacing 8 residential services on Margo Drive. A "service" is a pipeline, typically 1-inch to 1.5 inch, which runs from the distribution main to each residence or business. Replacing a service includes replacement of the 1-inch or 1.5-inch service line from the water main to the meter, as well as the brass saddle and other ancillaries that connect the service line to the water main. The District has repaired many leaks in this area and concluded that they are due to aged service connections.

**6-Inch Main Extension Replacement 7975 - 8005 Auburn Folsom Road**

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ 43,925
<b>Start Date:</b>	FY 2019-20	<b>Budgeted Spending FY 2021-22:</b>	\$ 161,500
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 205,425

During a service line replacement project, it was discovered that material of the main is failing and in need of replacement. This project replaces approximately 250 linear feet of 6-inch water main on Auburn Folsom Road approximately between addresses 7975 to 8005 and includes replacement of all services coming off the line. Replacing a service includes replacement of the 1 or 1.5 inch pipe from the water main to the customer's meter, and replacement of the brass saddled and other ancillaries that connect the service line to the water main.

# San Juan Water District

## Fiscal Year 2021-22 Budget

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

#### Fire Hydrant Replacements

<b>Project Status:</b>	In-Progress	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	Ongoing	<b>Budgeted Spending FY 2020-21:</b>	\$ 140,000
<b>Estimated Completion:</b>	Ongoing	<b>Total Project Cost:</b>	\$ 140,000

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

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

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	Unknown	<b>Budgeted Spending FY 2021-22:</b>	\$ 75,000
<b>Estimated Completion:</b>	Unknown	<b>Total Project Cost:</b>	\$ 75,000

This project involves the replacement of approximately 100-LF of previously existing 6-inch pipe with new 8-inch pipe. In June of 2015 Placer County requested that the District remove the old water main running under the existing storm drainage channel to facilitate removal of the old North Glen Pedestrian Bridge. When the bridge washed out in 2015 the 6-inch pipeline was damaged. The District's only option at that time was to cut and remove the damaged section of pipe and then cap the water main on opposite sides of the drainage channel at this location. The County has plans to replace the bridge, and at that time the District can replace the currently disconnected pipeline. This project will involve designing the replacement water main that will be installed under the new bridge on the downstream side. Construction timing is dependent upon the County's project schedule, but the District needs to be ready to move forward concurrently with the County's project. This will be a joint project with Placer County, and the County has agreed to allow the District to install the replacement pipeline on or under the County's bridge which will result in a lower cost than replacing the pipeline under the drainage channel.

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

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 50,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 50,000

This project involves the installation of approximately 50 to 100 linear feet of 8-inch pipe to extend the existing southerly section of the Eckerman pipeline into the new piping that will be installed with the construction of "The Park" Subdivision. The costs are to be reimbursed by the developer of The Park subdivision project. This connection into The Park subdivision is needed to provide adequate supply for fire flow, and to facilitate source of supply redundancy.

### Pump Stations and Improvements

#### Bacon Pump Station Generator Replacement(s)

<b>Project Status:</b>	In Progress	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ 53,400
<b>Start Date:</b>	FY 2020-21	<b>Budgeted Spending FY 2021-22:</b>	\$ 54,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Projected Future Spending FY 2022-23:</b>	\$ 1,785,000
		<b>Total Project Cost:</b>	\$ 1,892,400

The generators at the Bacon Pump Station have reached the end of their life cycle. With PG&E power outages increasing to reduce fire risk, it is critical that the District maintain generators in good working order. This project will replace the existing configuration with one new generator. The State of California recently enacted new air quality control standards which will increase the cost of this project by \$500,000.

**Pump Stations and Improvements (con't)****Upper Granite Bay Pump Station Generator Replacement**

<b>Project Status:</b>	In Progress	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ 26,600
<b>Start Date:</b>	FY 2020-21	<b>Budgeted Spending FY 2021-22:</b>	\$ 393,400
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 420,000

The Upper Granite Bay Pump Station generator is old and needs to be replaced. With PG&E power outages increasing to reduce fire risk, it is critical that the District maintain generators in good working order.

**Sierra Pump Station – Replace and Relocate VFD's #1 and #4**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 70,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 70,000

Variable frequency drives (VFD's) are used in an electro-mechanical system to adjust the speed and torque output of an electric motor. The VFD drives an electric motor, in this case the pump motor, by varying the frequency and voltage supplied to the electric motor. In the case of the District's pump stations VFD's are used to drive pump motors at the appropriate speed to match the water demand. Use of VFD's in the District's pump stations reduces electricity costs and reduces wear and tear on the pumps, which increases their reliability and life. This project will replace two aged VFD's, which have previously been housed in a non-air conditioned environment. On hot days the District would have to utilize portable AC units to keep the equipment cool. This project will locate the new VFD's into an air conditioned environment which will reduce operating costs and improve efficiency.

**Douglas Booster Pump Station Electrical Improvements**

<b>Project Status:</b>	In progress	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ 24,924
<b>Start Date:</b>	FY 2019-20	<b>Budgeted Spending FY 2021-22:</b>	\$ 54,900
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 79,824

The Douglas Booster Pump Station provides back-up to the Upper and Lower Granite Bay Pump Stations. This project will upgrade the aged electrical and mechanical systems for the Douglas Booster Pump Station to bring it up to current code, add safety, and provide improved operational efficiency. It will include either one or two variable frequency drives, depending upon the configuration of the pump(s). Variable frequency drives reduce electricity costs and reduce wear and tear on the pumps, which increases their reliability and life.

**Bacon Pump Station – Replacement Motors for Pumps #3 and #4**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 50,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 50,000

This project will replace the motors on pumps #3 and #4 with new 200 horsepower inverter rated motors. The existing motors are aged and in need of replacement to ensure reliability and reduce future maintenance and repair costs.

**American River Canyon Booster Pump Station South – 4 Replacement Pumps**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 30,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 30,000

This project will replace 4 pumps that have aged and are in need of replacement to ensure continued reliability and reduce future maintenance and repair costs.

# San Juan Water District

## Fiscal Year 2021-22 Budget

### Reservoirs and Improvements

#### Kokila Reservoir Replacement

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -	-
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 800,000	
<b>Estimated Completion:</b>	FY 2022-23	<b>Projected Future Spending FY 2022-23:</b>	\$ 8,765,000	
		<b>Total Project Cost:</b>	\$ 8,565,000	

Kokila Reservoir is a 4.56 million gallon earthen reservoir which is lined and covered with Hypalon, a flexible membrane material used to protect the water from contamination. The reservoir serves as an operational and emergency storage facility at a high elevation point within the distribution system. The cover and liner were installed in 1984 and were expected to last 25 years. Proper maintenance has extended its life an additional 10 years. The reservoir is now in need of replacement. The District intends to replace the Hypalon cover and liner with a new partially buried concrete tank. This project will be financed with a low interest rate loan from the State of California's Drinking Water Revolving Loan Fund. The District intends to commence the design phase in FY 2021-22 and complete construction in FY 2023-24. If winter of 2021-22 has rainfall significantly below average, the Hinkle Reservoir project would be pushed to FY 2023-24 and this project would move up to FY 2022-23.

### Buildings and Improvements

#### Parts Shelter for Field Services

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -	-
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 480,000	
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 480,000	

The District's parts shelter was torn down in 2018. It was structurally unsound and it was determined more cost effective to replace rather than improve the existing structure. The District has been without a parts shelter for 3 years. Pipe and other materials need to be shaded from sunlight in order to prevent accelerated degradation. This project will construct a 3-sided parts steel parts shelter (40'x120') to store pipe, valves and other parts.

#### Electrical Service Upgrade at Administration Building

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -	-
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 225,000	
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 225,000	

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

**Vehicles****Replace Vehicle #24 2008 F-450 Service Truck**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2020-21	<b>Budgeted Spending FY 2021-22:</b>	\$ 96,100
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 96,100

The District intends to replace the existing 2008 F-450 service truck with a new F-450. Both the existing and new truck have a crane mounted in the truck bed. The crane is needed to service the Cooperative Transmission Pipeline. The District generally replaces vehicles every 10 years or 100,000 miles. The existing truck is 12 years old with 90,000 miles. Purchasing the new truck will increase vehicle reliability and decrease repair costs. The existing truck and crane will be sold at auction. This vehicle was budgeted to be replaced in FY 2020-21 and was ordered. However pandemic related supply chain issues have affected delivery, which is now anticipated to be October 2021.

**Replace Field Services Vehicle #19 2012 F-150 SuperCab**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 45,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 45,000

At 9 years old, this vehicle has over 125,000 miles on it and is becoming increasingly unreliable. When vehicles break down it disrupts the team's ability to perform their daily tasks. The District has spent approximately \$7,000 over last three years on repairs and maintenance. Repairs have included replacing the water pump, thermostat, ignition switch and solenoid.

**Replace Vehicle #23 Engineering 2008 F-150 SuperCrew**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 45,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 45,000

This 13 year old vehicle has relatively low mileage (under 40,000). It is in need of certain repairs, such as a new steering wheel. This vehicle has been very reliable, but given its age it may be prudent to replace it before it starts breaking down. This vehicle is used by the Engineering Manager, Senior Engineer, Engineering Technician, and occasionally the Operations Manager. Vehicle reliability is important, as breakdowns impair staff's ability to perform their daily tasks.

**Replace Vehicle #16 Water Efficiency 2010 Chevy Colorado**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 38,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 38,000

This 11 year old vehicle has 75,387 miles. The battery has been replaced twice and the thermostat failed in November 2018. Given its age and maintenance record the vehicle should be replaced to ensure continued reliability.

# San Juan Water District

## Fiscal Year 2021-22 Budget

### Vehicles (con't)

#### Replace Vehicle #13 Customer Service 2010 Chevy Colorado

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 38,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 38,000

This 11 year old vehicle has over 117,900 miles. Vehicle reliability is important as break-downs impair staffs ability to perform their daily tasks. This vehicle required repairs to its air conditioning system and its left front turn signal this past year. The condition of the interior is poor and required repairs last year, as well as a new battery. Given its age, mileage and condition this vehicle should be replaced to ensure reliability going forward.

#### Replace Field Services 1998 Mud Trailer

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 7,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 7,000

This trailer is used by the Field Services department to haul fill dirt and other equipment to job sites. At 23 years old it has a lot of wear and tear and is in need of replacement.

### Professional Services

#### SCADA Cyber Security Study & Improvements

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 210,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 210,000

Supervisory control and data acquisition (SCADA) is a system of software and hardware elements that allows the District to control processes locally or at remote locations, such as turning on pumps, opening or closing valves, etc. This study will do a complete review of the security of the SCADA system from the servers to the network to the computers that control the machinery. The study will identify gaps where security is lacking and recommend and implement security and protocols. It will result in a cyber-security standard where any work on the SCADA side of the network would adhere to going forward. This project is split between wholesale (25%) and retail (75%).

### Equipment and Furniture

#### SCADA Cellular Improvements

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 68,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 68,000

The District has been struggling with the reliability of its SCADA communications. After completing a SCADA master plan it was concluded that the solution is a mix of radios, at a lower frequency, and cellular communication. This solution will improve reliability and quality of the system. This project will put cellular communication at multiple sites in the retail service area.

***Equipment and Furniture (con't)*****Field Services Building – Sewer Lift Station – Tie In to SCADA**

<b>Project Status:</b>	In Progress	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2020-21	<b>Budgeted Spending FY 2021-22:</b>	\$ 15,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 15,000

Parts have been purchased to make improvements to the Field Services Building's sewer lift station and the District anticipates using internal staff to install the improvements in the 2021-22 FY. This project will fund the programming needed to tie the sewer lift station into the SCADA system.

**Purchase 2 Hand Held Meter Readers**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 12,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 12,000

The District utilizes hand held meter reads to collect meter data from its retail customers. The customer service hand held meter reader is used daily to read customer meters. The Water Efficiency uses one as does the Field Services department. Both the hand held readers for Customer Service and Water Efficiency are in need of replacement. Due to the age of the equipment the readers are experiencing inefficient delays in uploading data.

**Purchase Asbestos-Cement Pipe Cutters**

<b>Project Status:</b>	Planned	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 8,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 8,000

The Field Services is in need of a specialized tool for cutting asbestos pipe. This will provide funding for one specialized pipe cutter.

**Software****Tyler Content Management and Output Director**

<b>Project Status:</b>	Under Consideration	<b>Estimated Spending FY 2020-21 &amp; Prior:</b>	\$ -
<b>Start Date:</b>	FY 2021-22	<b>Budgeted Spending FY 2021-22:</b>	\$ 10,000
<b>Estimated Completion:</b>	FY 2021-22	<b>Total Project Cost:</b>	\$ 10,000

The District uses a software called Tyler Technologies for its financial and utility billing processes. The purchase of this module would enhance reporting capabilities and functionality of the system. The specific benefits are currently under analysis and will determine the decision to purchase or not. While it ultimately may not be purchased it is being included in the budget to provide funding in case it is deemed advantageous to operations.

# **San Juan Water District**

Fiscal Year 2021-22 Budget

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# OPERATIONS PLAN

# **San Juan Water District**

Fiscal Year 2021-22 Budget

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## FOREWORD

The following tables compose the Operations Plan for the San Juan Water District for Fiscal Year 2021-22. It defines the major actions that we plan to undertake during this coming fiscal year, to achieve the goals and strategic objectives laid out in the District's Strategic Plan. The Strategic Plan encompasses our mission, vision and values, and outlines the goals and objectives that we will pursue to meet our mission and achieve our vision. The Strategic Plan incorporates the principles of fiscal responsibility, customer service and operational excellence. It can be viewed on the District's website at: <https://www.sjwd.org/files/7622f181d/Strategic+Plan+Adopted+032818.pdf>

The Operations Plan, starting on the next page, is organized in sections that correspond to the District's different functional groups. The actions are not in priority order, but the Goals and Strategic Objectives in the Strategic Plan that are related to these actions are noted. A target date for accomplishing the action is also listed, and District staff will be reporting regularly on the status of completing each action.

# San Juan Water District

## Fiscal Year 2021-22 Budget

### ADMINISTRATION/WATER RESOURCES/IT

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Water Quality Control Plan – represent District interests and collaborate with regional and statewide partners to ensure the WQCP is reasonable and achievable.	A	5	Ongoing
Delta conveyance – engage as necessary to protect District interests as new project developed, permits sought.	A	5	Ongoing
Represent the District's interests in the implementation of groundwater banking and in the expansion of the regional groundwater bank	A	1, 2, 4	6/2022
Monitor and respond to regulatory proposals from the SWRCB and DWR in the "Making Conservation a Way of Life" program (water loss regulations, indoor and outdoor efficiency standards, reporting, etc.); collaborate with ACWA, RWA and others around the state to ensure regulations are reasonable	A C D	1, 5 2 5	Ongoing
Represent the District's interests in the update of the Water Forum Agreement, including participation in various committees and workgroups	A	1, 4, 5, 6	Ongoing
Develop an agreement with PCWA to provide treatment and conveyance capacity for their West County water supply needs.	A	5	Subject to PCWA timeline
Represent the District's interests in the preparation and completion of the Sacramento Groundwater Authority's Groundwater Sustainability Plan	A	5	12/2021
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer	A	5	6/2022
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	A	All	Post-14 > 4/2021 Pre-14 > 7/2021 Reclamation > 3/2021
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD's PCWA deliveries	A	All	The 10 <sup>th</sup> of the following month
2 <sup>nd</sup> Annual SJWD Employee Kids Day	E	3	8/2022
Complete Board Policy Updates	C	1	12/2021
Facilitate Records Inventory Process	C	1	6/2022

## CUSTOMER SERVICE

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Cross train customer service staff to be proficient in customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	C	3	6/2022
Work with Field Service and Water Efficiency staff to diagnose customer meter problems and repair promptly	C	2, 3	6/2022

## DISTRIBUTION (Field Services)

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete the 2021 CO-OP Maintenance Program: <ul style="list-style-type: none"> <li>Inspect and maintain all of the appurtenances on the Cooperative Transmission Mainlines</li> <li>Exercise all mainline valves on the Cooperative Transmission Mainlines</li> </ul>	B	2	6/2022
Complete the 2021 Cross Connection Control Program: <ul style="list-style-type: none"> <li>Test 100% of the District Backflows</li> <li>Re-Test 100% of the failed backflows</li> <li>Repair or replace all failed backflows</li> </ul>	B	2	12/2021
Complete the 2021 Leak Detection Program: <ul style="list-style-type: none"> <li>Complete the next phase of the Districts Leak Detection Program</li> <li>Repair all leaks found during the inspection in a timely manner</li> </ul>	B	2	6/2022
Complete the 2021 Air/Vacuum Relief Valve Program <ul style="list-style-type: none"> <li>Inspect and maintain 160 ARVs</li> <li>Upgrade 20-failed ARVs to the Districts standards</li> </ul>	B	2	6/2022
Complete the 2021 Dead End Flushing Program: <ul style="list-style-type: none"> <li>Inspect, maintain, and flush all of the Districts 501 dead end sites</li> <li>Repair or replace all broken blow off valves</li> </ul>	B	2	6/2022
Complete the 2021 Valve Exercise Program: <ul style="list-style-type: none"> <li>Inspect, maintain, and exercise 1,000 mainline valves</li> <li>Repair or replace all broken mainline valves</li> </ul>	B	2	6/2022
Complete the 2021 Hydrant Maintenance Program: <ul style="list-style-type: none"> <li>Inspect, maintain, and exercise 300 fire hydrants</li> <li>Repair or upgrade all broken fire hydrants</li> </ul>	B	2	6/2022
Implement the new District Meter Replacement and Testing Program: <ul style="list-style-type: none"> <li>Test and replace or repair as needed all large meters (3" and above)</li> <li>Test and replace or repair as needed 27 intermediate meters (1.5" to 2.5")</li> <li>Upgrade 515 residential meters (1" and below)</li> <li>Test 371 residential meters (1" and below)</li> <li>Install 2,100 Radio Read End Points</li> </ul>	B	2	6/2022

# San Juan Water District

## Fiscal Year 2021-22 Budget

### ENGINEERING SERVICES

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete the SJWD/PCWA Intertie	B	3	12/2021
Complete an update of the Wholesale Master Plan	B	1	6/2022
Complete the design of the Kokila Reservoir/Tank Project	B	3	6/2022
Complete construction of the following pipeline and service replacement projects: <ul style="list-style-type: none"> <li>• Cavitt Stallman Pipeline Project</li> <li>• Auburn Folsom Pipeline Project</li> <li>• Woodminster Cir Services Replacement</li> </ul> Margo Dr Services Replacement	B	3	6/2022
Complete construction of the Field Services Parts and Materials Shelter	B	3	6/2022

### FINANCE and HUMAN RESOURCES

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete funding agreement for State Revolving Loan Funds for Hinkle Reservoir Project	D	3 a.	8/2021
Complete funding agreement for State Revolving Loan Funds for Kokila Reservoir Project	D	3 a.	12/2021
Complete funding agreement for State Revolving Loan Funds for Eureka Road Transmission Pipeline Replacement Project	D	3 a.	12/2021
Refinance 2012 Refunding Bonds	D	3 a.	12/2021
Complete 5-Year Retail Financial Plan and Rate Study	D	1	8/2021
Commence 5-Year Wholesale Financial Plan and Rate Study	D	1	6/2022
Complete revisions to Treatment Plant Shift Operators MOU	E	1	12/2021
Conduct Compensation Study	E	3	6/2022

## WATER EFFICIENCY

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Rehabilitate outdated sections of the demonstration WEL (Water Efficient Landscape) Garden (wholesale)	C	2, 7	6/2022
Provide 4 educational customer workshops (wholesale)	C	2, 7	6/2022
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	C	1, 2, 5	6/2022
Conduct a student art calendar contest to be distributed to all wholesale agencies	C	2, 7	6/2022
Test and replace inoperable radio read units upon failure and send failed meter information to Field Services for replacement.	C	3, 5	6/2022
Complete landscape area measurements for SWRCB conservation requirements	C	2	6/2022
Evaluate SWRCB variance process and submit any variance requests that would improve the District's aggregate water budget.	C	2	6/2022

## WATER TREATMENT

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete Land Maintenance Project at Baldwin Reservoir to Reduce Fire Danger	B	2	6/2022
Integrate In-plant pumps into SCADA System	B	2	5/2022
Replace Wholesale Meter Network Switches	B	2	4/2022
Retrofit North Filter Lighting and Circuitry to Energy Efficient LED	B	2	12/2021

# **San Juan Water District**

Fiscal Year 2021-22 Budget

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## **SUPPLEMENTAL INFORMATION**

# **San Juan Water District**

Fiscal Year 2021-22 Budget

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**Transfers In and Transfers Out**

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

**Transfer In To:**

Wholesale Capital Fund	\$	968,000
Retail Capital Fund	\$	757,200

**Total Transfers In****\$ 1,725,200****Transfer Out From:**

Wholesale Operating Fund	\$	968,000
Retail Operating Fund	\$	757,200

**Total Transfers Out****\$ 1,725,200**

# San Juan Water District

Fiscal Year 2021-22 Budget

## Debt Service Schedules

### Refunding Revenue Bonds, Series 2012A Debt Service Schedule - Fiscal Year Basis

Fiscal Year	Principal		Interest		Total		Combined Debt Service
	Wholesale	Retail	Wholesale	Retail	Wholesale	Retail	
2022	359,696	195,305	265,373	144,090	625,068	339,394	964,463
2023	375,898	204,102	247,050	134,141	622,948	338,243	961,192
2024	395,341	214,659	231,145	125,505	626,486	340,164	966,650
2025	408,303	221,697	219,123	118,977	627,426	340,674	968,100
2026	421,265	228,735	202,762	110,094	624,027	338,829	962,856
2027	440,708	239,292	180,220	97,855	620,928	337,147	958,075
2028	463,392	251,609	156,587	85,022	619,979	336,631	956,609
2029	489,316	265,685	131,692	71,505	621,007	337,189	958,197
2030	511,999	278,001	105,507	57,287	617,506	335,288	952,794
2031	541,164	293,837	77,989	42,346	619,152	336,182	955,334
2032	570,328	309,672	48,940	26,573	619,268	336,245	955,513
2033	599,493	325,508	18,359	9,969	617,852	335,476	953,328
Outstanding	\$ 5,576,901	\$ 3,028,100	\$ 1,884,746	\$ 1,023,364	\$ 7,461,647	\$ 4,051,464	\$ 11,513,110
Paid 2012-2021	\$ 3,253,462	\$ 1,766,538	\$ 3,023,363	\$ 1,641,600	\$ 6,276,825	\$ 3,408,138	\$ 9,684,964
Total	\$ 8,830,363	\$ 4,794,638	\$ 4,908,110	\$ 2,664,965	\$13,738,472	\$7,459,602	\$21,198,074
	combined	\$13,625,000	combined	\$7,573,074			

**San Juan Water District**

Fiscal Year 2021-22 Budget

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

Fiscal Year	Principal		Interest		Total		Combined Debt Service
	Wholesale	Retail	Wholesale	Retail	Wholesale	Retail	
2022	403,200	226,800	597,576	336,137	1,000,776	562,937	1,563,713
2023	419,200	235,800	582,055	327,406	1,001,255	563,206	1,564,460
2024	435,200	244,800	564,429	317,492	999,629	562,292	1,561,921
2025	454,400	255,600	542,269	305,027	996,669	560,627	1,557,296
2026	476,800	268,200	519,083	291,984	995,883	560,184	1,556,067
2027	502,400	282,600	494,709	278,274	997,109	560,874	1,557,983
2028	528,000	297,000	469,056	263,844	997,056	560,844	1,557,900
2029	553,600	311,400	442,123	248,694	995,723	560,094	1,555,817
2030	585,600	329,400	413,776	232,749	999,376	562,149	1,561,525
2031	611,200	343,800	383,963	215,979	995,163	559,779	1,554,942
2032	643,200	361,800	352,736	198,414	995,936	560,214	1,556,150
2033	675,200	379,800	325,536	183,114	1,000,736	562,914	1,563,650
2034	1,318,400	741,600	291,747	164,107	1,610,147	905,707	2,515,854
2035	1,369,600	770,400	238,157	133,964	1,607,757	904,364	2,512,121
2036	1,424,000	801,000	182,467	102,637	1,606,467	903,637	2,510,104
2037	1,481,600	833,400	129,177	72,662	1,610,777	906,062	2,516,839
2038	1,529,600	860,400	80,375	45,211	1,609,975	905,611	2,515,585
2039	1,580,800	889,200	29,969	16,858	1,610,769	906,058	2,516,827
Outstanding	\$14,992,000	\$ 8,433,000	\$6,639,202	\$ 3,734,551	\$21,631,202	\$12,167,551	\$33,798,753
Paid 2017-2021	\$ 1,728,000	\$ 972,000	\$2,561,541	\$ 1,440,866	\$ 4,289,541	\$ 2,412,866	\$ 6,702,407
Total	\$16,720,000	\$ 9,405,000	\$9,200,743	\$ 5,175,417	\$25,920,743	\$14,580,417	\$40,501,160
	combined	\$26,125,000	combined	\$14,376,160			

# **San Juan Water District**

## **Fiscal Year 2021-22 Budget**

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### **Labor Allocation**

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

# San Juan Water District

Fiscal Year 2021-22 Budget

Dept.	Position Title	Budgeted	Budgeted in	#	Budgeted in Fiscal Year 2021-2022			
		in FY19-20	FY20-21	Budgeted	Wholesale Allocation	Retail Allocation	Wholesale FTE	Retail FTE
<b>Executive</b>	General Manager	1.00	1.00	1.00	90%	10%	0.90	0.10
	Water Resources Manager	1.00	1.00	1.00	90%	10%	0.90	0.10
	Information Technology Manager	1.00	1.00	1.00	50%	50%	0.50	0.50
	Board Secretary/Administrative Assistant	1.00	1.00	1.00	50%	50%	0.50	0.50
	Total Executive	4.00	4.00	4.00			2.80	1.20
<b>Finance and Administrative Services</b>	Director of Finance	1.00	1.00	1.00	50%	50%	0.50	0.50
	Finance and Administrative Services Analyst	1.00	1.00	1.00	50%	50%	0.50	0.50
	Accountant	1.00	1.00	1.00	50%	50%	0.50	0.50
	Purchasing Agent	1.00	1.00	1.00	50%	50%	0.50	0.50
	Accounting Technician II	1.00	1.00	1.00	50%	50%	0.50	0.50
	Total Finance and Administrative Services	5.00	5.00	5.00			2.50	2.50
<b>Customer Service</b>	Customer Service Manager	0.50	0.50	0.50	0%	100%	-	0.50
	Meter Technician	1.00	1.00	1.00	0%	100%	-	1.00
	Customer Service Technician I - III	3.00	3.00	3.00	0%	100%	-	3.00
	Total Customer Service	4.50	4.50	4.50			-	4.50
<b>Engineering Service</b>	Engineering Services Manager	1.00	1.00	1.00	50%	50%	0.50	0.50
	Associate/Senior Engineer	1.00	1.00	1.00	50%	50%	0.50	0.50
	Engineering Technician III	1.00	1.00	1.00	50%	50%	0.50	0.50
	Construction Inspector III	1.00	1.00	1.00	50%	50%	0.50	0.50
	Total Engineering Service	4.00	4.00	4.00			2.00	2.00
<b>Field Services (Distribution System)</b>	Operations Manager <sup>1</sup>	0.60	-	-	0%	100%	-	-
	Safety-Regulatory Compliance Coordinator <sup>1</sup>	0.50	-	-	0%	100%	-	-
	Field Services Manager	1.00	1.00	1.00	0%	100%	-	1.00
	Pump Station Lead	1.00	1.00	1.00	0%	100%	-	1.00
	Distribution Lead Worker	2.00	2.00	2.00	0%	100%	-	2.00
	Distribution Operator II - IV	7.00	7.00	7.00	0%	100%	-	7.00
	Pump Station Technician/Mechanic	1.00	1.00	1.00	0%	100%	-	1.00
	CMMS/GIS Coordinator <sup>1</sup>	0.75	-	-	0%	100%	-	-
	Utilities Coordinator	1.00	1.00	1.00	0%	100%	-	1.00
	Total Field Services (Distribution System)	14.85	13.00	13.00			-	13.00
<b>Operations</b>	Operations Manager <sup>1</sup>	-	1.00	1.00	40%	60%	0.40	0.60
	Safety-Regulatory Compliance Coordinator <sup>1</sup>	-	1.00	1.00	50%	50%	0.50	0.50
	CMMS/GIS Coordinator <sup>1</sup>	-	1.00	1.00	25%	75%	0.25	0.75
	Total Water Efficiency	-	3.00	3.00			1	1.85
<b>Water Efficiency</b>	Customer Service Manager	0.50	0.50	0.50	0%	100%	-	0.50
	Water Efficiency Lead	1.00	1.00	1.00	0%	100%	-	1.00
	Water Efficiency Technician I - II	2.00	2.00	2.00	0%	100%	-	2.00
	Total Water Efficiency	3.50	3.50	3.50			-	3.50
<b>Water Treatment Plant</b>	Operations Manager <sup>1</sup>	0.40	-	-	100%	0%	-	-
	Safety-Regulatory Compliance Coordinator <sup>1</sup>	0.50	-	-	100%	0%	-	-
	Water Treatment Plant Manager	1.00	1.00	1.00	100%	0%	1.00	-
	Maintenance Chief	1.00	1.00	1.00	100%	0%	1.00	-
	Chief Operator	1.00	1.00	1.00	100%	0%	1.00	-
	Water Treatment Plant Operator IV	2.00	2.00	2.00	100%	0%	2.00	-
	Water Treatment Plant Operator III	2.00	2.00	2.00	100%	0%	2.00	-
	Water Treatment Plant Operator II	1.00	1.00	1.00	100%	0%	1.00	-
	Electrical & Instrumentation Technician	1.00	1.00	1.00	70%	30%	0.70	0.30
	CMMS/GIS Coordinator <sup>1</sup>	0.25	-	-	100%	0%	-	-
	Facilities Maintenance Worker II	1.00	1.00	1.00	100%	0%	1.00	-
	Facilities Maintenance Help	1.00	1.00	1.00	100%	0%	1.00	-
	Total Water Treatment Plant	12.15	11.00	11.00			10.70	0.30
<b>Total Funded Full Time Equivalents (FTE)</b>	<b>48.00</b>	<b>48.00</b>	<b>48.00</b>				<b>19.15</b>	<b>28.85</b>

<sup>1</sup> Safety-Regulatory Compliance Coordinator, and CMMS/GIS Coordinator were moved from Field Services and Water Treatment to Operations Department.

# San Juan Water District

## Fiscal Year 2021-22 Budget



### SAN JUAN WATER DISTRICT COMPENSATION SCHEDULE - B

**EFFECTIVE: July 4, 2020 - Schedule B is for all employees hired after August 28, 2019 and those hired prior if maximum pay on this schedule is greater than maximum pay on Schedule A**

Non-Exempt Positions	Hourly Rate Range	
	Minimum	Maximum
Accountant	\$ 34.87	\$ 41.84
Accounting Technician I	\$ 24.61	\$ 29.53
Accounting Technician II	\$ 27.18	\$ 32.63
Accounting Technician III	\$ 30.03	\$ 36.04
Admin. Assistant - Board Secretary	\$ 37.38	\$ 44.85
CMMS/GIS Coordinator	\$ 35.57	\$ 42.68
Chief Operator	\$ 47.00	\$ 56.40
Construction Inspector I	\$ 30.03	\$ 36.04
Construction Inspector II	\$ 33.17	\$ 39.81
Construction Inspector III	\$ 36.64	\$ 43.97
Customer Service Technician I	\$ 22.51	\$ 27.01
Customer Service Technician II	\$ 24.86	\$ 29.83
Customer Service Technician III	\$ 27.46	\$ 32.95
Distribution Lead Worker	\$ 39.29	\$ 47.15
Distribution Operator I	\$ 26.38	\$ 31.66
Distribution Operator II	\$ 29.15	\$ 34.98
Distribution Operator III	\$ 32.20	\$ 38.64
Distribution Operator IV	\$ 35.57	\$ 42.68
Electrical & Instrumentation Technician	\$ 43.40	\$ 52.08
Engineering Technician I	\$ 28.01	\$ 33.61
Engineering Technician II	\$ 30.94	\$ 37.13
Engineering Technician III	\$ 34.18	\$ 41.01
Facilities Maintenance Helper	\$ 22.72	\$ 27.28
Facilities Maintenance Worker I	\$ 27.74	\$ 33.28
Facilities Maintenance Worker II	\$ 30.64	\$ 36.77
Finance & Administrative Services Analyst	\$ 42.12	\$ 50.54
Information Technology Technician I	\$ 27.18	\$ 32.63
Information Technology Technician II	\$ 30.03	\$ 36.04
Maintenance Chief	\$ 45.84	\$ 55.01
Meter Technician	\$ 25.87	\$ 31.04
Pump Station Lead	\$ 43.40	\$ 52.08
Pump Station Technician	\$ 39.29	\$ 47.15
Purchasing Agent	\$ 30.33	\$ 36.40
Utilities Coordinator	\$ 35.57	\$ 42.68
Water Efficiency Helper	\$ 21.63	\$ 25.95
Water Efficiency Lead Worker	\$ 32.20	\$ 38.64
Water Efficiency Technician I	\$ 26.38	\$ 31.66
Water Efficiency Technician II	\$ 29.15	\$ 34.98
Water Treatment Plant Operator I	\$ 26.38	\$ 31.66
Water Treatment Plant Operator II	\$ 29.15	\$ 34.98
Water Treatment Plant Operator III	\$ 32.20	\$ 38.64
Water Treatment Plant Operator IV	\$ 35.57	\$ 42.68

Exempt Positions (Annual Salaries based on 2080 Hours)	Annual Rate Range	
	Minimum	Maximum
Associate Engineer	\$ 100,713.60	\$ 117,769.60
Customer Service Manager	\$ 107,972.80	\$ 129,563.20
Director of Finance	\$ 148,449.60	\$ 178,152.00
Engineering Services Manager	\$ 139,859.20	\$ 167,835.20
Field Services Manager	\$ 110,697.60	\$ 132,828.80
General Manager (Contract)	\$ 191,588.80	\$ 191,588.80
Information Technology Manager	\$ 107,972.80	\$ 129,563.20
Operations Manager	\$ 148,449.60	\$ 178,152.00
Safety/Regulatory Compliance Specialist	\$ 92,996.80	\$ 111,612.80
Senior Engineer	\$ 111,238.40	\$ 133,494.40
Water Resources Manager	\$ 107,972.80	\$ 129,563.20
Water Treatment Plant Manager	\$ 113,484.80	\$ 136,177.60

In accordance with Board Policy HR-6.1 Employee Compensation and Benefits, the General Manager is authorized to apply a COLA to this compensation schedule in an amount not to exceed 2.6% which is the increase in the March 2021 Consumer Price Index for West Cities B.

**HOLD FOR BOARD RESOLUTION**

# San Juan Water District

## Fiscal Year 2021-22 Budget

### Glossary of Terms

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

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

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

# San Juan Water District

## Fiscal Year 2021-22 Budget

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

# San Juan Water District

Fiscal Year 2021-22 Budget

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

# San Juan Water District

## Fiscal Year 2021-22 Budget

### Acronyms

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

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

# AGENDA ITEM V-1

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: July 28, 2021  
Subject: Agreement with Water Counsel

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### **RECOMMENDED ACTION**

Approve the agreement with Stoel Rives for Water Counsel.

### **BACKGROUND**

In March of 2021, Bartkiewicz, Kronick & Shanahan informed the District that they would be terminating their agreement with the District on June 30, 2021. On April 8, the District issued a request for proposals to solicit general counsel, water counsel or both. The District received proposals from ten highly-qualified firms, and the Board chose to interview six firms. On June 4, the Board directed the General Manager to prepare agreements with Jones Mayer to serve as General Counsel, and with Stoel Rives to serve as Water Counsel. The Board approved the legal services agreement for General Counsel services with Jones Mayer at the June 23, 2021 meeting. The proposed agreement with Stoel Rives is before the Board for consideration and approval.



July 21, 2021

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[elizabeth.ewens@stoel.com](mailto:elizabeth.ewens@stoel.com)

Paul Helliker  
General Manager  
San Juan Water District  
9935 Auburn Folsom Road  
Granite Bay, CA 95746

**Re: Engagement Letter and Request for Advance Waiver of Conflicts of Interest**

Dear Mr. Helliker:

Thank you for selecting Stoel Rives LLP (“Stoel Rives” or “Firm”) to represent San Juan Water District (“Client” or “you”). We appreciate the opportunity to act as your legal counsel. This letter, and the attached Standard Terms of Representation, set forth the terms on which Stoel Rives will provide legal services to you (“Terms of Engagement”).

**Scope of Engagement.** You have engaged Stoel Rives to represent you as water counsel concerning water right and water supply issues and in connection with certain pending litigation including *Center for Biological Diversity, et al. v United States Bureau of Reclamation et al.* (Case 1:20-cv-00706-DAD-EPG), *Pacific Coast Federation of Fisherman’s Associations, et al. v. Coggins et al.* (Case 1:20-cv-00431-DAD-EP), and *CNRA v Coggins* (Case 1:20-cv-00426-DAD-EPG) (“Engagement”). Unless otherwise agreed in writing, Stoel Rives has not agreed to represent you in any other matter. If you engage Stoel Rives to represent you in any matters beyond the scope of the Engagement, these Terms of Engagement shall apply to those matters.

**Client Relationship.** As we have discussed, our client in the Engagement will be San Juan Water District. To the extent that you have affiliates not otherwise defined in this letter as clients, you agree that our representation of San Juan Water District in the Engagement does not give rise to an attorney-client relationship between Stoel Rives and any of these affiliates, and that Stoel Rives may represent clients adverse to these affiliates in matters unrelated to this Engagement. Law Firm will only bill the District for those legal matters requested for. The District's requests for services may be informal through verbal direction, telephone conversations, or email exchanges with responsible District officers and employees.

**Relationship of District and Law Firm.** The District, acting through its Board of Directors, is Law Firm’ client. Law Firm shall provide those legal services requested by the District through its Board of Directors or General Manager. The Directors and staff of District individually are not clients of Law Firm, and attorneys within Law Firm may advise individual Directors or staff members only for purposes of advancing, implementing and enforcing Board direction and duly adopted District ordinances, resolutions, regulations, and policies.

In addition, the Engagement does not include responsibility for review of your insurance policies to determine the possibility of coverage for the claim asserted in this matter, or for notification of your insurance carriers about the matter.

The Engagement also does not include any advice or other legal services relating to federal or state securities laws, including appearing or practicing before the U.S. Securities and Exchange Commission (“SEC”), or your disclosure obligations under such laws, and we understand that you will not, without our prior written consent, include documents or information we provide to you in any filings with federal or state securities regulators, including with the SEC.

### **Conflicts of Interest.**

**Conflicts of Interest.** As previously discussed, Stoel Rives currently represents Westlands Water District (“WWD”) in certain matters, described in the attached letter dated July 21, 2021. In these circumstances, the rules governing lawyers’ conduct require that we obtain, before we undertake to represent you, your informed consent to our representation of WWD. In deciding whether to consent, you should consider whether our representation of you with respect to the Engagement will be affected by our representation of WWD.

You should consider, for example, whether our simultaneous representation may jeopardize the confidentiality of the information you give us or the advice we give to either you or WWD. You should also consider whether our representation of you may be less zealous than it would be if we did not simultaneously represent in the aforementioned matter(s).

We believe that our representation of you in connection with this Engagement will not adversely affect our relationship with WWD and that our representation of you will not be limited by our relationship with WWD. Your consent, if you choose to provide it, will also allow Stoel Rives to represent both you and WWD in other, unrelated matters going forward.

**Advance Waiver.** Stoel Rives represents companies, individuals, and government agencies in many matters throughout many jurisdictions. During the time we are representing you, we may represent other clients (“Firm clients”) in disputes or transactions adverse to you that are not substantially related to the Engagement and do not materially limit our ability to represent you.

By signing this letter, you consent to our present and future representation of these Firm clients and other adversaries/competitors. This consent, if provided, also allows Stoel Rives to take positions adverse to either you, or any of your affiliates, in any matters (whether involving the same substantive areas of law for which you have retained the Firm or some other unrelated areas of law, and whether involving transactional, litigation, or advisory matters), so long as two conditions are met: (1) the representation does not involve any

work that we have done for you; and (2) the representation would not place us in a position to use your confidential information adversely to you.

Because the work that we have been asked to perform on the Engagement is unrelated to any present matter we are handling adverse to you and under the terms of our agreement would be unrelated to any future matters we may take on adverse to you, we do not believe that there is a material risk that your confidential information will be used adversely to you. Similarly, the lack of a relationship between our work for you under the Engagement and our work for other clients – current and future – suggests to us that there is little risk that our efforts on your behalf will be affected. Although we do not believe that these factors would affect your representation, you should review this yourself.

To ensure that any consent you provide is fully informed, I welcome any questions you have and recommend that you review the issue of consent with independent counsel. Whether you actually do, however, is up to you.

**Principal Attorneys Handling Your Matter(s).** I will be the attorney principally responsible for the Engagement. However, as our representation progresses and issues arise, other attorneys at Stoel Rives may become responsible for and handle certain aspects of our work for you. If you ever have any questions or concerns about how we staff matters, please do not hesitate to let me know. Otherwise, we will use our judgment to determine how to staff matters in the most cost-effective manner possible.

**Fees.** Unless we agree to other arrangements, the principal factors that determine our fees incurred in connection with the Engagement are the time devoted to the matter and the hourly rates of the attorneys and staff involved in the matter. The following lists the hourly billing rates for the lawyers and professional staff we currently expect to work on this matter:

Elizabeth P. Ewens	\$410.00
Janelle S.H. Krattiger	\$355.00
Lauren V. Neuhaus	\$310.00

If other timekeepers work on this matter, we would be pleased to provide their hourly rates upon request. All billing rates are subject to change from time to time, and are adjusted at least annually. Legal services provided after the effective date of the new rates will be charged at the new applicable rates. As explained in the enclosed Standard Terms of Representation, we may take other factors into consideration in determining our fees.

**Billing and Payment.** Unless otherwise agreed, we will send invoices for our legal fees and expenses on a monthly basis. Our invoices include narratives of the legal services performed and itemize expenses incurred by Stoel Rives in connection with the Engagement. If you would like additional information about any of our invoices, please let me know. Payment is due within 30

Paul Helliker  
July 21, 2021  
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days after the date of the invoice. The enclosed Standard Terms of Representation contains additional information regarding our billing processes and payment terms.

**eDiscovery.** Because of the increasing complexity of electronic discovery, many litigation matters require collection and processing of electronic documents and database management throughout the course of the case and related services. We have relationships with a number of vendors that provide services relating to eDiscovery. If you and I agree that this case requires eDiscovery services and you do not have a third party vendor that you prefer to use, we would be pleased to discuss with you the kinds of services we can provide through our vendor and the pricing for those services.

**Publicity.** In connection with our representation of you, Stoel Rives requests, and you consent, for us to use certain information about the Engagement for the sole purpose of describing our expertise in marketing materials. Your consent here is only with respect to information about the Engagement that you have disclosed to the public.

**In-Firm Communications.** From time to time, issues may arise relating to our duties under the professional conduct rules that apply to lawyers. These issues may involve conflict of interest questions or even a dispute between Stoel Rives and a client over how we have handled a client matter. When such issues arise, we may seek the advice of our Firm Counsel and loss prevention partners. We consider such consultations to be attorney-client privileged communications. We believe that it is in our clients' interests, as well as Stoel Rives' interest, that when legal ethics or related issues arise during a representation, we obtain expert analysis of our obligations. Accordingly, you agree that if we determine in our own discretion during the course of the representation that it is either necessary or appropriate to consult with our internal or outside counsel, we have your consent to do so and that our representation of you shall not waive any attorney-client privilege Stoel Rives may have regarding the confidentiality of our communications with counsel.

**Protected Health Information.** We do not believe that this Engagement will require us to access, create, receive, use, maintain, disclose, or transmit Protected Health Information ("PHI") as that term is defined in the privacy and security rules issued under the Health Insurance Portability and Accountability Act of 1996, as amended. In the event you believe that we need to review information that constitutes PHI, we request that you communicate with us in advance of sending the information so that we can confirm that such review is necessary and, if so, sign a business associate agreement and arrange for an appropriately secure method of transmission. We request that you do not email us PHI unless you are using an email encryption program.

If the Terms of Engagement meet with your approval, please promptly sign the letter in the space below and return a copy to me with the security deposit so that we may begin work. Please call or

Paul Helliker  
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email me if you have any questions. Once again, let me say how pleased we are that you have entrusted Stoel Rives to represent you in the Engagement. We look forward to working with you.

Sincerely,



Elizabeth P. Ewens

**THE UNDERSIGNED ACKNOWLEDGES AND ACCEPTS THE TERMS OF ENGAGEMENT, AND CONSENTS TO STOEL RIVES' REPRESENTATION NOTWITHSTANDING THE CONFLICTS OF INTEREST DESCRIBED ABOVE.**

SAN JUAN WATER DISTRICT

By: \_\_\_\_\_

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

Date: \_\_\_\_\_

## STANDARD TERMS OF REPRESENTATION

**Fees.** Unless otherwise agreed to in writing by the Client and Stoel Rives, the principal basis for computing our fees for the legal services we provide will be the amount of time spent on the matter by various lawyers and legal assistants multiplied by their individual hourly billing rates. Other factors we may consider in setting our fee include the novelty and difficulty of the questions involved; the skill required to perform the services properly; the experience, reputation, and ability of those performing the services; the time limitations imposed by the Client or the circumstances; the amount involved; and the results obtained.

**Costs.** We will include in our statements separate charges for services such as copying, messenger and delivery service, travel, and filing fees. Unless otherwise agreed to in writing, the Client authorizes us to retain any investigators, consultants, or experts necessary in our judgment to represent the Client's interests in the specified matter. Their fees and expenses generally will not be paid by us, but will be billed directly to the Client.

**Estimates.** We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. Because fees and costs are usually not predictable, we generally make no commitment to the Client concerning the maximum fees and costs that will be necessary to resolve or complete the matter. Any mention by us of fees and costs is only an estimate. It is also expressly understood that your obligation to pay our fees and costs is in no way contingent on the ultimate outcome of the matter.

**Client Responsibilities.** You agree to pay our statements for services and expenses as agreed in the Terms of Engagement. In addition, you agree to be candid and cooperative with us and keep us informed with complete and accurate factual information, documents, communications, and other material relevant to the subject matter of our representation or otherwise reasonably requested by us. You also agree to make any necessary business and strategy decisions in a timely manner. Because we need to be able to communicate with you regarding the representation, you agree to keep us advised of name, address, telephone number, contact person, or email address changes.

**Advice about Possible Outcomes.** From time to time, we may express opinions or beliefs concerning the matter or various courses of action and the results that might be anticipated. Any such statement made by any of our lawyers is an expression of opinion only, based on information available to us at the time, and should not be construed by you as a promise or guarantee.

**Electronic Communications.** It is likely that, during the course of this engagement, you and Stoel Rives will use electronic devices and internet services (which may include unencrypted email, mobile phones, voice over Internet, electronic data/document websites, and other technology) to communicate and transfer documents. Although the use of this technology involves some degree of risk that third parties may access confidential communications, we believe and, by signing the engagement letter, you agree that the benefits of using this technology outweigh the risk of accidental disclosure. Nevertheless, just as we have policies and systems in place designed to make our electronic communications with you reasonably secure, it is equally important that you communicate with us in a manner that reasonably protects the confidentiality of information we share and any attorney-client privilege that may apply to our communications. This means that you should not use any computers or other electronic devices, networks, or internet addresses that are owned, controlled, or may be accessed by others to send or receive confidential information to or from us. Any device you use should be password protected and not accessible for use by any third party.

**Responding to Subpoenas and Other Requests for Information.** If we are required to respond to a subpoena or other formal request from a third party or a governmental agency for our records or other information relating to services we have performed for you, or to testify by deposition or otherwise concerning such services, we will first consult with you as to whether you wish to provide the information demanded or assert the attorney-client privilege to the extent you may properly do so. In such circumstances, you agree that you will reimburse us for our time and expense incurred in responding to any such demand, including, but not limited to, time and expense incurred in searching for information and photocopying costs, reviewing documents, appearing at depositions or hearings, and otherwise litigating issues raised by the request.

**Termination of Engagement.** You may, at any time, terminate our representation upon written notice to us. We reserve the right to withdraw from our representation as required or permitted by the applicable rules of professional conduct upon written notice to you. Your termination or our withdrawal will not relieve you of your obligation to pay for services already rendered, including work in progress and incomplete at the time of termination, and to pay for all expenses incurred on your behalf by us through the termination or withdrawal date.

**Conclusion of Representation; Retention and Disposition of Documents.** Unless previously terminated or otherwise agreed, our representation will conclude and the attorney-client relationship will terminate automatically upon the occurrence of either of the following: first, 30 days following the date on which we send you a final statement for services rendered in the matter(s); or second, in the event a final statement for services is not sent, when 12 months have elapsed with no meaningful billable services provided to the Client. Thereafter, should you reengage us to represent you, you agree that the terms of this letter shall apply to any matters that we handle for you unless a new engagement letter has been signed. At your request, client documents and property will be returned to you upon receipt of payment for outstanding fees and costs, although we reserve the right to copy any documents we deem appropriate. Our files and documents pertaining to the matter will be retained by us for ten years after the termination of a matter, without further notice to the Client.

**Post-engagement Matters.** The Client is engaging us to provide legal services in connection with a specific matter. After completion of the matter, changes may occur in the applicable laws or regulations that could impact the Client's future rights and liabilities. Unless the Client engages us after the completion of the matter to provide additional legal advice or services on issues arising from the matter, we have no continuing obligation to advise the Client on such issues or on future legal developments, including docketing milestones, making additional or continuation filings, monitoring renewal or notice dates or similar deadlines that may arise with respect to the matter, pursuing appeals, or taking other steps on the Client's behalf to protect its interests.



July 21, 2021

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**VIA EMAIL**

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[jrubin@wwd.ca.gov](mailto:jrubin@wwd.ca.gov)

San Juan Water District  
Paul Helliker  
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Granite Bay, CA 95746  
[phelliker@sjwd.org](mailto:phelliker@sjwd.org)

**Re: Proposed Representation of San Juan Water District**

Dear Jon and Paul:

As previously discussed, San Juan Water District (“SJWD”) has asked Stoel Rives LLP (“Stoel Rives”) to represent it as water counsel to provide advice on SJWD water right and water supply issues, and to represent SJWD’s interests in *Center for Biological Diversity, et al. v. United States Bureau of Reclamation, et al.* (Case 1:20-cv-00706-DAD-EPG), *Pacific Coast Federation of Fisherman’s Associations, et al. v. Coggins et al.* (1:20-cv-00431-DAD-EP) and *CNRA v. Coggins* (1:20-cv-00426-DAD-EPG). Westlands Water District (“WWD”) is involved in these cases as a co-defendant, is represented by separate counsel, and has entered into common interest agreements with SJWD.

Stoel Rives currently represents WWD on water supply issues, including in two separate cases brought by San Francisco Baykeeper and Center for Biological Diversity against the U.S. Fish and Wildlife Service regarding a failure to list longfin smelt under the federal Endangered Species Act (“WWD Matters”). Stoel Rives also represents San Luis and Delta-Mendota Water Authority, which includes WWD as a member agency, in *Tehama-Colusa Canal Authority, et al. v. California Department of Water Resources* (“TCCA Litigation”). Because SJWD is not currently adverse to or otherwise involved in the WWD Matters, and the interests of WWD and SJWD are aligned with regard to cases 1:20-cv-00706-DAD-EPG, 1:20-cv-00431-DAD-EP and 1:20-cv-00426-DAD-EPG, we do not believe there is a conflict of interest presented by our representation of SJWD in those cases.

As discussed, the following Stoel Rives attorneys are currently involved in representing WWD in WWD Matters: David Filippi, Beth Ginsberg, Michael Mills and Merissa Moeller. The list of involved counsel may expand or change as WWD’s needs evolve.

Jon Rubin  
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In the TCCA Litigation, the following Stoel Rives attorneys are currently involved in representing Petitioners, including San Luis and Delta-Mendota Water Authority: Tim Taylor, Elizabeth Ewens and Lauren Neuhaus.

In addition to myself, we anticipate that the following Stoel Rives attorneys will be involved with the prospective representation of SJWD as general water counsel: Janelle Krattiger. The list of involved counsel may expand or change as SJWD's needs evolve.

**Conflicts of Interest.** We do not believe that our proposed representation of SJWD concurrently with our representation of WWD creates a conflict of interest. As noted above, SJWD is not currently adverse to or otherwise involved in the WWD Matters, and the interests of SJWD and WWD are generally aligned with respect to the cases in which we would be representing SJWD. We recognize, however, that there is the possibility for a conflict to develop in the future depending on the specific matters we are asked to handle either for SJWD or WWD. The purpose of this letter, therefore, is to describe the measures we have undertaken to avoid conflicts in the future and, if it appears that a conflict is arising, to agree upon a process to resolve, to the extent possible, those potential conflicts.

In order to protect the confidential information of both SJWD and WWD, Stoel Rives will construct an appropriate ethical wall to mitigate any concerns regarding confidential information during this concurrent representation. As part of this, the attorneys working on WWD Matters will be limited to those attorneys identified above, subject to changes or additions involving attorneys who are independent of work on SJWD matters. Similarly, with the exception of myself (and then only as to the TCCA Litigation as counsel for San Luis and Delta-Mendota Water Authority), Stoel Rives' attorneys working on WWD Matters will not work on SJWD matters, subject to changes or additions involving attorneys who are independent of work on WWD Matters. Absent express consent from each of you, other than as set forth above, no attorneys will work on both WWD Matters and SJWD matters.

To the extent that we identify the potential that our representation of SJWD in a specific matter may be adverse to the interests of WWD, or that our representation of WWD in a specific matter may be adverse to the interests of SJWD, we request permission from both WWD and SJWD to allow us to reach out to the other to have any necessary conversations as follows:

1. If there is a significant risk that Stoel Rives' proposed representation of WWD on any new matter may give rise to a conflict of interest relative to Stoel Rives' representation of SJWD;
2. If there is a significant risk that Stoel Rives' proposed representation of SJWD on any new matter may give rise to a conflict of interest relative to Stoel Rives' representation of WWD;

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3. If there are any proposed changes relating to the assignment of Stoel Rives' attorney(s) to matters for either WWD or SJWD that, if implemented, would impact the established ethical wall.

The purpose of the above outreach would be to open a dialogue about any potential for conflicts that may arise and to protect all parties from any consequences arising from Stoel Rives' proposed representation of WWD or SJWD in any new matter. As we have discussed, we believe that we can effectively navigate these issues through early outreach and an open dialogue to address any potential conflicts that may arise in the future.

**Advance Waiver.** As we discussed, our standard engagement agreement includes a provision providing for an advance waiver of potential conflicts, such that during the pendency of our engagement under this agreement, we may represent other clients in disputes or transactions adverse to the client providing the advance waiver, so long as the proposed matter is not substantially related to the existing engagement and does not materially limit our ability to represent the client providing the advance waiver. Our engagement with WWD includes this advance waiver provision, and our proposed engagement with SJWD would also include this same provision. Once granted by SJWD, this consent would allow Stoel Rives to take positions adverse to either WWD, SJWD, or any affiliated parties, in any matters (whether involving the same substantive areas of law for which you have retained the Firm or some other unrelated areas of law, and whether involving transactional, litigation, or advisory matters), so long as two conditions are met: (1) the representation does not involve any work that we have done for you; and (2) the representation would not place us in a position to use your confidential information adversely to you.

Per our prior conversations, the advance waiver by WWD would apply to potential conflicts with SJWD, while the advance waiver by SJWD would apply to potential conflicts with WWD. At the same time, this letter confirms that advance waivers by both WWD and SJWD with respect to one another are subject to the provisions outlined above regarding outreach by Stoel Rives to WWD and SJWD when potential adversity between them on a specific matter is identified. And for those potential conflicts are determined to be waivable, WWD and SJWD agree to use best efforts to enable Stoel Rives to undertake the specific matter at hand.

Please let me know if you are each agreeable to this approach by signing in the space provided on the next page. Of course, if you would like to discuss this further, please do not hesitate to contact me.

Very truly yours,



Elizabeth P. Ewens

Jon Rubin  
Paul Helliker  
July 21, 2021  
Page 4

cc: Timothy Taylor  
David Filippi

**THE UNDERSIGNED ACKNOWLEDGE AND ACCEPT THE TERMS OUTLINED ABOVE, AND CONSENT TO STOEL RIVES' REPRESENTATION NOTWITHSTANDING THE POTENTIAL FOR CONFLICTS OF INTEREST DESCRIBED ABOVE.**

SAN JUAN WATER DISTRICT

WESTLANDS WATER DISTRICT

By:

Paul Helliker

By:

Jon Rubin

Title: General Manager

Title: Assistant General Manager & General Counsel

Date: July 21, 2021

Date: July 21, 2021

# AGENDA ITEM V-2

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: July 28, 2021  
Subject: General Manager Employment Agreement

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### RECOMMENDED ACTION

Approve the modified and restated General Manager employment agreement.

### BACKGROUND

The District approved an employment agreement with Paul Helliker on January 11, 2017, and has since amended the agreement four times. At its June 23, 2021 meeting, the Board of Directors approved a fifth amendment to the agreement, to increase the General Manager's annual salary to \$196,570 per year, effective June 19, 2001. The Board also approved a one-time bonus of \$3,430 for Helliker for superior performance, related to the performance metrics defined in his performance evaluation form and to his accomplishment of specific items in the District's 2020-21 operating plan.

Given the number of modifications that have occurred to the agreement, the General Manager and General Counsel recommend amending and restating the agreement. The amendments include:

Amendment Number(s)	Effective Date(s)	Amendment
1, 3, 5	March 6, 2018; May 22, 2019; June 19, 2021	Salary increases from the initial level of \$177,000 per year to \$196,570 per year
1, 3, 4	March 6, 2018; May 22, 2019; June 1, 2020	Increase of severance for termination without cause from 3 months of salary to 6 months
1	March 6, 2018	Increase of required notice for Helliker to terminate the employment agreement from 90 to 120 days
2	November 13, 2018	Deletion of the term for the agreement
4	June 1, 2020	Authorization for Helliker to cash out unused leave at the end of the fiscal year, and to carry over accrued vacation time previously approved by the Board.

The marked-up amended and restated agreement is attached.

**AMENDMENT NO. 5  
TO AGREEMENT WITH GENERAL MANAGER BETWEEN  
SAN JUAN WATER DISTRICT  
AND PAUL HELLIKER**

This Amendment No. 5 to the January 11, 2017 agreement between the San Juan Water District (“District”) and Paul Helliker (“Mr. Helliker”) concerning Mr. Helliker’s employment as General Manager of the District is made effective as of June 19, 2021, in Granite Bay, California.

**RECITALS:**

- A. On January 11, 2017, District and Mr. Helliker entered into an agreement for the District’s employment of Mr. Helliker as General Manager of the District (“Agreement”); and
- B. The District and Mr. Helliker have negotiated and agreed to amend the Agreement to increase Mr. Helliker’s salary as approved by the Board of Directors in an open session of a noticed public meeting on July 23, 2021, and as set forth in this Amendment No. 5.
- C. The District and Mr. Helliker also desire to incorporate Amendments 1-4 into an Amended and Restated Agreement, as also set forth in this Amendment No. 5.

**AGREEMENT:**

1. Amendment of Section 6 of the Agreement. Subdivision (a) of Section 6 of the Agreement concerning the Mr. Helliker’s salary is amended and replaced in full as follows:
  - a. During the term of this Agreement, Mr. Helliker will be paid a salary in the amount of \$196,570 per year (“Base Salary”). The District will pay Mr. Helliker his Base Salary in accordance with the pay periods established for all District employees. This Base Salary becomes effective as of June 19, 2021.
2. Amendments of Other Sections of the Agreement. Section 3, Subdivision (e) of Section 6, and Subsections (b) and (d) of Section 8, as amended by Amendments 1-4 to this Agreement, are also incorporated into this Amended and Restated Agreement.
3. Effective Date. This Amendment No. 5 shall become effective on the date stated above.

4. Effect on Agreement. Except as specifically provided herein, the Agreement, and each of its terms and conditions, shall remain in full force and effect and are incorporated in full herein by this reference.

SAN JUAN WATER DISTRICT

By: \_\_\_\_\_

Pamela Tobin  
President, Board of Directors

MR. HELLIKER:

By:

\_\_\_\_\_  
Paul Helliker

**SAN JUAN WATER DISTRICT  
EMPLOYMENT AGREEMENT WITH GENERAL MANAGER**

This Employment Agreement with General Manager (“Agreement”), ~~is originally~~ entered into and made effective as of January 11, 2017, ~~and amended and restated as of June 19, 2021~~ by and between San Juan Water District, a public agency (“District”), and Paul Helliker, an individual (“Mr. Helliker”), who agree as follows:

**1. Recitals.** The District has selected Mr. Helliker as the General Manager of the District, and Mr. Helliker consents to such selection, subject to the terms of this Agreement.

**2. Employment.** The District hereby employs Mr. Helliker as General Manager of the District commencing on March 6, 2017, subject to the terms and conditions of this Agreement. Mr. Helliker hereby accepts such employment on the terms and conditions of this Agreement. In accordance with the provisions of sections 53262 and 5495 of the Government Code, this Agreement is subject to ratification in an open session of a regular meeting of the Board of Directors of the District.

**3. Term.** ~~The initial term of this Agreement shall be for two years ending on March 6, 2019, unless earlier terminated by either party in accordance with Section 8 of this Agreement. The parties may mutually agree to renegotiate or extend the term of this contract at any time.~~

**Commented [PH1]:** This section was deleted in Amendment 2

**4.3. Duties.** As General Manager, Mr. Helliker will be the chief executive officer of the District, and will work under the direction of the District Board of Directors. Mr. Helliker's duties under this Agreement will be those enumerated in Government Code section 61051, assigned to the office of the General Manager, as described in the job description for the General Manager position and as adopted and amended from time to time by the District Board of Directors, and such other duties and responsibilities as may be assigned by the District Board of Directors. The current job description for the General Manager is attached as Exhibit A to this Agreement.

**5.4. Work Hours.** Mr. Helliker will devote his full time, attention and energies to his duties, and will be available to work at such times as necessary to fully and competently perform the duties of General Manager, regardless of the number of hours involved. Mr. Helliker acknowledges that the duties of General Manager may require an average of more than forty hours per week, and that some day-to-day work hours may vary (for example on Board meeting days). Except as otherwise provided in this Agreement, Mr. Helliker will not be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of eight hours per day or forty hours per week. Mr. Helliker will not engage in any conduct or other employment or business that would interfere with his responsibilities and duties to the District or that would reflect unfavorably on the interests of the District.

**6.5. Compensation.** For all services to be rendered by Mr. Helliker under this Agreement, the District will provide to Mr. Helliker the following salary and benefits:

a. During the term of this Agreement, Mr. Helliker will be paid a salary in the amount of \$177,000~~196,570~~ per year ("Base Salary"). The District will pay Mr. Helliker his Base Salary in accordance with the pay periods established for all District employees. This Base Salary becomes effective as of June 19, 2021.

**Commented [PH2]:** Salary level and effective dates were revised in Amendments 1, 3 and 5

b. The District Board of Directors may, at any time during the term of this Agreement, increase Mr. Helliker's Base Salary. The Board of Directors will conduct an annual review each year of Mr. Helliker's job performance, and may consider a merit salary increase after performing each such review. Mr. Helliker will not be entitled to any cost of living increase awarded to other District employees as provided in the District Personnel Manual.

c. Mr. Helliker will be entitled to 40 hours per year of Administrative Leave and 40 hours per year of General Manager's leave, but will not be entitled to any overtime pay or other compensatory time off benefits.

d. Mr. Helliker will receive a \$400 per month car allowance. Mr. Helliker understands that the car allowance will deemed taxable income to the extent provided by law, but that it is not "PERSable" compensation.

e. Mr. Helliker will not be entitled to accrue or cash out any annual vacation, Administrative Leave or General Manager's Leave time unless first approved by the Board, but may cash out any balance of such time at the end of each fiscal year. Any time previously approved for accrual by the Board may be carried over each fiscal year that Mr. Helliker elects not to cash out that accrued time. It is the Board's policy that the General Manager should use his leave time each year to rest and rejuvenate himself to maintain the highest possible performance.

**Commented [PH3]:** These modifications were made in Amendment 4

f. Mr. Helliker will be entitled to receive all other employee benefits (including, but not limited to, vacation and sick leave, retirement system membership, deferred compensation investment opportunities, and employee and dependent coverage on health, dental and other group insurance programs), as provided in the District Personnel Manual, as amended from time to time by the Board of Directors, and as otherwise provided to other regular full-time District employees.

g. Mr. Helliker will be entitled to be reimbursed for the reasonable amount of his actual and necessary expenses incurred in carrying out his duties as General Manager to the extent that his expenses have been properly documented in conformance with the District Personnel Manual and policies, and the Internal Revenue Service's requirements for an Accountable Plan. Reimbursement for travel-related expenses incurred by Mr. Helliker as

General Manager for travel outside of California will require the prior approval of the Board of Directors. If emergency travel outside of California is required, Mr. Helliker will be reimbursed if such travel is approved in advance by the Board President and the request is ratified by the Board at its next regular meeting.

h. The District will reimburse Mr. Helliker's actual, reasonable expenses for relocating to the greater Sacramento area to assume his duties as General Manager in an amount not to exceed \$3,000.

**7. Other Terms and Conditions of Employment.** Mr. Helliker's performance of his duties also will be governed by the District Personnel Manual, and the District and Mr. Helliker will comply with all applicable provisions of the Personnel Manual. If any term or condition of this Agreement is inconsistent or in conflict with a term or condition of the Personnel Manual, the provisions of this Agreement will govern. Mr. Helliker acknowledges that the position of General Manager is one requiring frequent and highly-visible contact and involvement with members of the public and the community, and that in many respects the General Manager is the spokesperson and representative of the District. Mr. Helliker will not engage in any conduct within or outside the scope of his employment with the District that reflects unfavorably on or discredits the District, its Board of Directors, or other employees.

**8. Termination.** This Agreement may be terminated in any one of the following ways:

a. By mutual agreement of the parties, expressed in writing.

b. By Mr. Helliker, upon giving to the District not less than ~~90~~120 days' prior written notice of his election to terminate.

**Commented [PH4]:** Modification made in Amendment 1

c. By the District, for cause, upon giving to Mr. Helliker written notice of immediate termination. The written notice of termination will specify (1) the particular cause(s) and the facts and circumstances justifying the termination of the Agreement for cause, and (2) the opportunity of Mr. Helliker to be heard before the District Board of Directors on the reasons for his termination. If Mr. Helliker requests a hearing, the hearing will be held at the Board's earliest convenience in a closed session, unless Mr. Helliker requests an open session hearing. After the hearing, the Board may affirm, modify or reverse its decision to terminate for cause. For purposes of this Agreement, the following will justify termination for cause: willful breach of duty; habitual neglect of duty; insubordination; conviction of a crime involving moral turpitude; conduct that makes it impossible or impracticable to perform the duties under this Agreement, or that seriously impedes District operations; conduct that tends to bring discredit to the District, or conduct unbecoming an employee in public service; mishandling of District funds; any intentional misrepresentation or fraud in connection with the performance of his duties; or, theft of District property.

d. By the District, without cause, upon giving to Mr. Helliker written notice of

immediate termination and payment of severance pay in a maximum amount equal to Mr. Helliker's then-monthly salary multiplied by 46 months, consistent with, and as may be limited by, the provisions of Government Code sections 53260 through 53264.

**Commented [PH5]:** Amendments 1, 3 and 4 increased this progressively to six months

Notwithstanding the provisions of any District rule, regulation, policy, procedure or practice to the contrary, upon termination of Mr. Helliker's employment, whether with or without cause, Mr. Helliker will not be entitled to any compensation, damages or other monetary award except as specifically authorized by this Agreement.

**9. Report Date.** Mr. Helliker will use his best efforts to report to the District and assume his duties as General Manager as soon as possible, but in no case later than March 6, 2017.

**10. Dispute Resolution.** If any dispute arises between the District and Mr. Helliker over the conditions of his employment or the terms of this Agreement, the District and Mr. Helliker agree that they first will meet and confer to try to resolve the dispute. If that informal process does not result in a resolution of the dispute, the parties then will agree on a mutually acceptable mediator and attempt to mediate the dispute. If mediation is ineffective, the parties agree to submit the dispute to binding arbitration before a single mutually acceptable arbitrator using the procedures set forth in the California Arbitration Act, Code of Civil Procedure sections 1280 and following. Each party will bear its own costs in all phases of the dispute resolution process.

**11. Entire Agreement.** This Agreement constitutes the sole, entire, integrated and exclusive contract between the parties respecting Mr. Helliker's employment by the District, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this Agreement are void and of no effect.

**12. Notices.** Any notice to be given to Mr. Helliker will be sufficiently served if given to his personally, or if deposited in the United States Mail, regular pre-paid mail, addressed to Mr. Helliker at his most recent residence address as shown on the District's payroll records. Any notice to be given to the District will be addressed and delivered or mailed to the Board of Directors at the District office.

**13. Successors and Assigns.** This Agreement is personal to Mr. Helliker. He may not transfer or assign the Agreement or any part of it. Subject to this restriction on transfer and assignment, this Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

**14. Amendments.** This Agreement may be amended only by a subsequent writing approved and signed by both parties. Any amendment by the District must be approved by the Board of Directors in a noticed regular public meeting. Individual Directors do not have the authority, express or implied, to amend, modify, waive or in any way alter this Agreement or the terms and conditions of Mr. Helliker's employment.

**15. Waiver.** A waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Agreement will not be deemed a waiver with respect to any subsequent default or matter.

**16. Construction and Interpretation.** The parties acknowledge and agree that this Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

SAN JUAN WATER DISTRICT:

By: \_\_\_\_\_  
President, Board of Directors

By:  
Paul Helliker

Attest:

Secretary, Board of Directors

# Operations Plan Report Card FY 2020-21

On Track  
Delayed  
Issues

## ADMINISTRATION/WATER RESOURCES/IT

Task	Original Target Date	Updated Target Date	Completion Date	Comments
Water Quality Control Plan – represent District interests and collaborate with regional and statewide partners to ensure the WQCP is reasonable and achievable.	Ongoing			
Delta conveyance – engage as necessary to protect District interests as new project developed, permits sought.	Ongoing			
Organize and conduct joint project with neighboring water agencies on collaboration and integration of projects and programs	1/2021	4/2021	4/2021	
Monitor and respond to regulatory proposals from the SWRCB and DWR in the "Making Conservation a Way of Life" program (water loss regulations, indoor and outdoor efficiency standards, reporting, etc.); collaborate with ACWA, RWA and others around the state to ensure regulations are reasonable	Ongoing			
Develop an agreement with PCWA to provide treatment and conveyance capacity for their West County water supply needs.	6/2021	Ongoing subject to PCWA timeline		
Prepare 2020 Urban Water Management Plan, including collaboration with WCAs	6/2021	6/2021	6/2021	
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer	6/2021	3/2021	5/2021	Transfer began to SSWD in March, stopped in May, may restart in FY 22 to help SSWD meet summer demands. Also initiated sale to Carmichael in response to their being curtailed, which will continue into FY 22.
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	Pre-14 > 7/1/20 Post-14 > 4/1/21 Reclamation > 3/31/21		Pre-14>3/17/20 Post-14 3/30/21 Reclamation 2/2021	
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD's PCWA deliveries	The 10 <sup>th</sup> of the following month	The 10th of the following month	Ongoing	
2 <sup>nd</sup> Annual SJWD Employee Kids Day	8/2021	Cancel due to Covid		
Complete Board Policy Updates	6/2021			In progress
Facilitate Records Inventory Process	6/2021	6/2022		Delayed due to Covid

## CUSTOMER SERVICE

Task	Target Date	Updated Target Date	Completion Date	Comments
Cross train customer service staff to be proficient in customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	6/2021		6/2021	
Work with Field Service and Water Efficiency staff to diagnose customer meter problems and repair promptly	6/2021		6/2021	

# Operations Plan Report Card FY 2020-21

On Track  
Delayed  
Issues

On Track
Delayed
Issues

## DISTRIBUTION (Field Services)

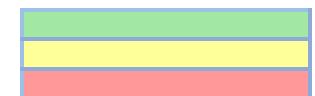
Task	Target Date	Updated Target Date	Completion Date	Comments
Complete the 2020 CO-OP Maintenance Program	6/2021		1/2021	
Complete the 2020 Cross Connection Control Program	12/2020		12/2020	
Complete the 2020 Leak Detection Program	6/2021		12/2020	
Complete the 2020 Air/Vacuum Relief Valve Program	6/2021		12/2020	
Complete the 2020 Dead End Flushing Program	6/2021		8/2020	
Complete the 2020 Valve Exercise Program	6/2021		3/2021	
Complete the 2020 Hydrant Maintenance Program	6/2021		3/2021	
Complete the 2020 Commercial Meter Program	6/2021		12/2020	
Complete the 2020 Residential Meter Program	12/2020		12/2020	
Implement the new GIS/Cityworks Programs for District Operations	12/2020		8/2020	
Complete a meter replacement study in conjunction with the Citrus Heights Water District, with participation of other regional partners	12/2020	10/2021		Project Documents to be complete by August; Presentations in Sept./Oct.

## ENGINEERING SERVICES

Task	Target Date	Updated Target Date	Completion Date	Comments
Complete the construction of the WTP South Filter Basin Rehabilitation Project	5/2021	7/2021		Disinfecting South Filter
Complete construction of the Hinkle Reservoir Outage Temporary Tanks and Civil Site Improvements	12/2020	9/2021		Coating discharge piping to be completed in-house; punchlist leak repairs to be scheduled
Complete the SJWD/PCWA Intertie	12/2020	9/2021		Extension granted by USBR due to pandemic
Complete the 2020 Arc Flash Hazard Assessment Project	6/2021		6/2021	
Complete an update of the Wholesale Master Plan	6/2021	12/2021		Contract issued, project underway
Complete construction of the WTP Residual Area Storm Water Lift Station	6/2021		6/2021	
Complete installation of "Low Flow" pumps in Castellanos Pump Station and Upper Granite Bay	12/2020	7/2021		Waiting for electrical equipment to be delivered

# Operations Plan Report Card FY 2020-21

On Track  
Delayed  
Issues



## FINANCE and HUMAN RESOURCES

Task	Target Date	Updated Target Date	Completion Date	Comments
Complete funding agreement for State Revolving Loan Funds for Hinkle Reservoir Project	6/2021			Submittals Complete. Waiting on SRF to provide draft agreement.
Complete funding application for Kokila Reservoir Project	6/2021		6/2021	Financial Packet has been submitted.
Implement GASB Statement 87 on Accounting for Leases	6/2021	6/30/2022		Due date extened by GFOA due to pandemic
Complete review of District's Compliance with FLSA.	9/1/2020	10/2020	10/2020	Review complete - process changes made. Back pay processed.
Complete Disaster Preparedness Planning and Documentation for Business Continuity	12/2020	6/30/2021	6/30/2021	
Commence 5-Year Financial Plan and Rate Study	1/2021		1/2021	Commenced and on track
Complete an overhaul of the Employee Manual, updating District ordinances and policies as necessary	9/2020	12/2020	12/2020	
Complete revisions to Treatment Plant Shift Operators MOU	9/1/2020	12/31/2021		

## WATER EFFICIENCY

Task	Target Date	Updated Target Date	Completion Date	Comments
Rehabilitate outdated sections of the demonstration WEL (Water Efficient Landscape) Garden (wholesale)	6/2021		6/2021	
Provide 4 educational customer workshops (wholesale)	6/2021		6/2021	Promoting online workshops via RWA
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	6/2021		6/2021	Only issued 60 rebates
Conduct a student art calendar contest to be distributed to all wholesale agencies	6/2021		Canceled	2022 calendar canceled due to Covid restrictions (no school)
Test and replace inoperable radio read units upon failure and send failed meter information to Field Services for replacement.	6/2021		6/2021	

## WATER TREATMENT

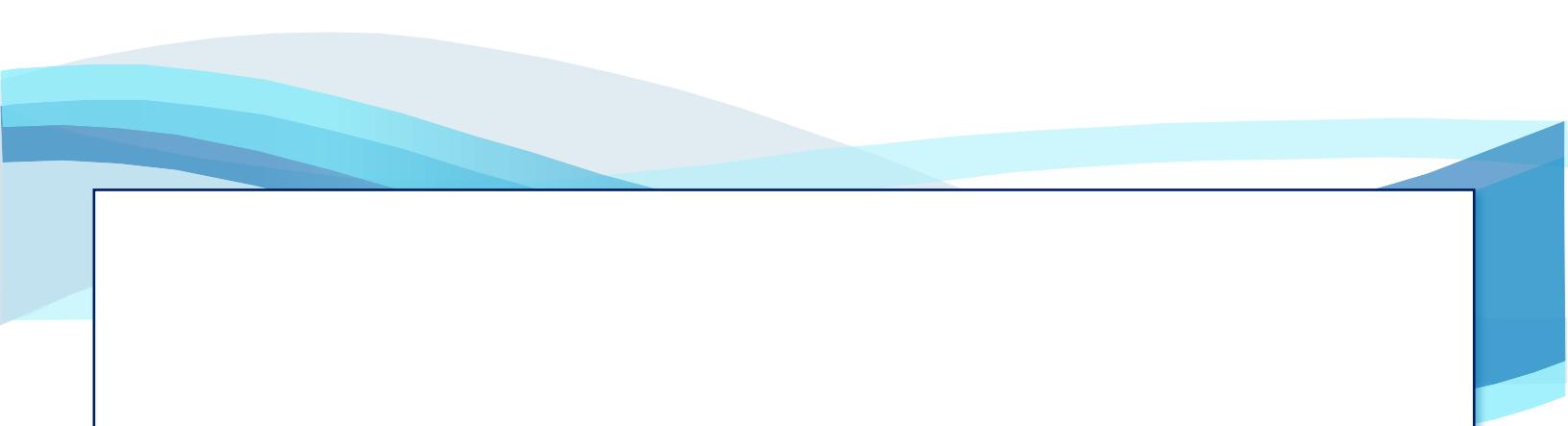
Task	Target Date	Updated Target Date	Completion Date	Comments
Complete Breaker Replacements in Backwash Hoods	3/2021		9/2020	
Complete 1 Year Phosphorus Study and Effects on Raw Water	11/2020		11/2020	
Purchase New Lab Top Particle Counter	8/2020		8/2020	
Install New Operator Work Stations	4/2021	7/2021		Delay in getting materials. Install date of 7/13 scheduled
Develop/Implement Valve Identification System	6/2021		5/2021	
Evaluate/Study Backwash Water Strategy for Power Optimization	6/2021		5/2021	
Upgrade Chlorine Building Security Monitoring	5/2021	6/2021	6/2021	

# OPERATIONS PLAN

## FY 2021-22



**SAN JUAN WATER DISTRICT**  
Granite Bay, California



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# FOREWORD

This document composes the Operations Plan for the San Juan Water District for Fiscal Year 2021-22. It defines the major actions that we plan to undertake during this coming fiscal year, to achieve the goals and strategic objectives laid out in the District's Strategic Plan. The Strategic Plan encompasses our mission, vision and values, and outlines the goals and objectives that we will pursue to meet our mission and achieve our vision. The Strategic Plan incorporates the principles of fiscal responsibility, customer service and operational excellence.

This Operations Plan is organized in sections that correspond to the District's different functional groups. The actions are not in priority order, but the Goals and Strategic Objectives in the Strategic Plan that are related to these actions are noted. A target date for accomplishing the action is also listed, and District staff will be reporting regularly on the status of completing each action.

# ADMINISTRATION/WATER RESOURCES/IT

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Water Quality Control Plan – represent District interests and collaborate with regional and statewide partners to ensure the WQCP is reasonable and achievable.	A	5	Ongoing
Delta conveyance – engage as necessary to protect District interests as new project developed, permits sought.	A	5	Ongoing
Represent the District's interests in the implementation of groundwater banking and in the expansion of the regional groundwater bank	A	1, 2, 4	6/2022
Monitor and respond to regulatory proposals from the SWRCB and DWR in the "Making Conservation a Way of Life" program (water loss regulations, indoor and outdoor efficiency standards, reporting, etc.); collaborate with ACWA, RWA and others around the state to ensure regulations are reasonable	A C D	1, 5 2 5	Ongoing
Represent the District's interests in the update of the Water Forum Agreement, including participation in various committees and workgroups	A	1, 4, 5, 6	Ongoing
Develop an agreement with PCWA to provide treatment and conveyance capacity for their West County water supply needs.	A	5	Subject to PCWA timeline
Represent the District's interests in the preparation and completion of the Sacramento Groundwater Authority's Groundwater Sustainability Plan	A	5	12/2021
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer	A	5	6/2022
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	A	All	Pre-14 > 7/1/2021 Post-14 > 4/1/2022 Reclamation > 3/2022

## ADMINISTRATION/WATER RESOURCES/IT (con't)

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD's PCWA deliveries	A	All	The 10 <sup>th</sup> of the following month
2 <sup>nd</sup> Annual SJWD Employee Kids Day	E	3	8/2022
Complete Board Policy Updates	C	1	12/2021
Facilitate Records Inventory Process	C	1	6/2022

## CUSTOMER SERVICE

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Cross train customer service staff to be proficient in customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	C	3	6/2022
Work with Field Service and Water Efficiency staff to diagnose customer meter problems and repair promptly	C	2, 3	6/2022

# DISTRIBUTION (Field Services)

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
<p>Complete the 2021 CO-OP Maintenance Program:</p> <ul style="list-style-type: none"> <li>• Inspect and maintain all of the appurtenances on the Cooperative Transmission Mainlines</li> <li>• Exercise all mainline valves on the Cooperative Transmission Mainlines</li> </ul>	B	2	6/2022
<p>Complete the 2021 Cross Connection Control Program:</p> <ul style="list-style-type: none"> <li>• Test 100% of the District Backflows</li> <li>• Re-Test 100% of the failed backflows</li> <li>• Repair or replace all failed backflows</li> </ul>	B	2	12/2021
<p>Complete the 2021 Leak Detection Program:</p> <ul style="list-style-type: none"> <li>• Complete the next phase of the Districts Leak Detection Program</li> <li>• Repair all leaks found during the inspection in a timely manner</li> </ul>	B	2	6/2022
<p>Complete the 2021 Air/Vacuum Relief Valve Program</p> <ul style="list-style-type: none"> <li>• Inspect and maintain 160 ARVs</li> <li>• Upgrade 20-failed ARVs to the Districts standards</li> </ul>	B	2	6/2022
<p>Complete the 2021 Dead End Flushing Program:</p> <ul style="list-style-type: none"> <li>• Inspect, maintain, and flush all of the Districts 501 dead end sites</li> <li>• Repair or replace all broken blow off valves</li> </ul>	B	2	6/2022
<p>Complete the 2021 Valve Exercise Program:</p> <ul style="list-style-type: none"> <li>• Inspect, maintain, and exercise 1,000 mainline valves</li> <li>• Repair or replace all broken mainline valves</li> </ul>	B	2	6/2022
<p>Complete the 2021 Hydrant Maintenance Program:</p> <ul style="list-style-type: none"> <li>• Inspect, maintain, and exercise 300 fire hydrants</li> <li>• Repair or upgrade all broken fire hydrants</li> </ul>	B	2	6/2022

## DISTRIBUTION (Field Services) (con't)

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
<p>Implement the new District Meter Replacement and Testing Program:</p> <ul style="list-style-type: none"> <li>• Test and replace or repair as needed all large meters (3" and above)</li> <li>• Test and replace or repair as needed 27 intermediate meters (1.5" to 2.5")</li> <li>• Upgrade 515 residential meters (1" and below)</li> <li>• Test 371 residential meters (1" and below)</li> <li>• Install 2,100 Radio Read End Points</li> </ul>	B	2	6/2022

## ENGINEERING SERVICES

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete the SJWD/PCWA Intertie	B	3	12/2021
Complete an update of the Wholesale Master Plan	B	1	6/2022
Complete the design of the Kokila Reservoir/Tank Project	B	3	6/2022
Complete construction of the following pipeline and service replacement projects: <ul style="list-style-type: none"> <li>• Cavitt Stallman Pipeline Project</li> <li>• Auburn Folsom Pipeline Project</li> <li>• Woodminster Cir Services Replacement</li> </ul> Margo Dr Services Replacement	B	3	6/2022
Complete construction of the Field Services Parts and Materials Shelter	B	3	6/2022

# FINANCE and HUMAN RESOURCES

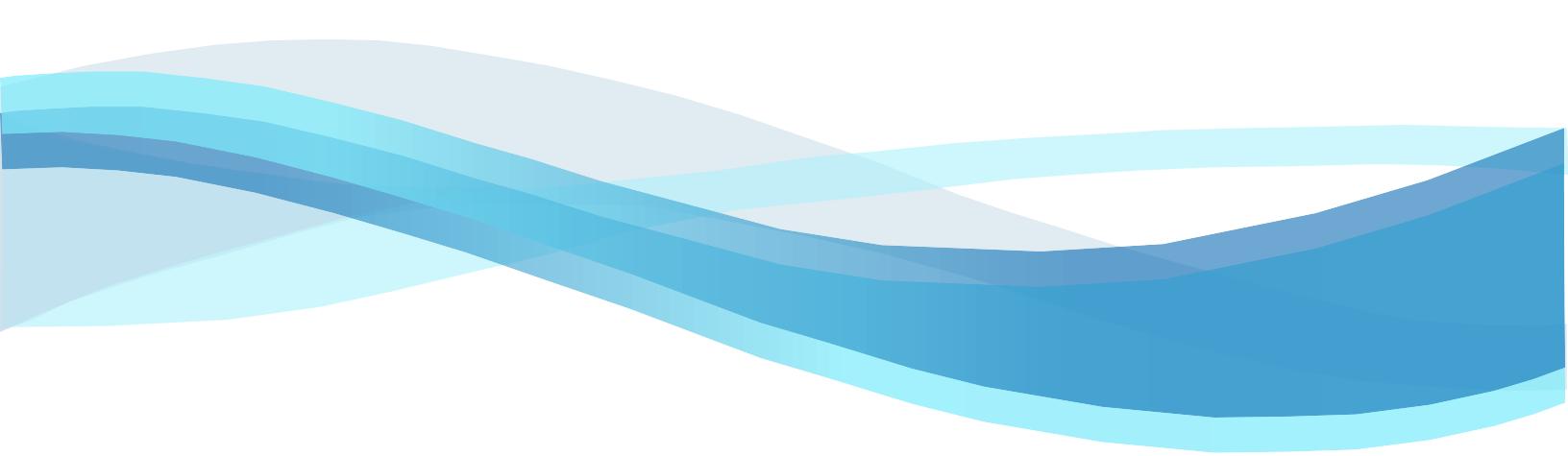
Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete funding agreement for State Revolving Loan Funds for Hinkle Reservoir Project	D	3 a.	8/2021
Complete funding agreement for State Revolving Loan Funds for Kokila Reservoir Project	D	3 a.	12/2021
Complete funding agreement for State Revolving Loan Funds for Eureka Road Transmission Pipeline Replacement Project	D	3 a.	12/2021
Refinance 2012 Refunding Bonds	D	3 a.	12/2021
Complete 5-Year Retail Financial Plan and Rate Study	D	1	8/2021
Commence 5-Year Wholesale Financial Plan and Rate Study	D	1	6/2022
Complete revisions to Treatment Plant Shift Operators MOU	E	1	12/2021
Conduct Compensation Study	E	3	6/2022

# WATER EFFICIENCY

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Rehabilitate outdated sections of the demonstration WEL (Water Efficient Landscape) Garden (wholesale)	C	2, 7	6/2022
Provide 4 educational customer workshops (wholesale)	C	2, 7	6/2022
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	C	1, 2, 5	6/2022
Conduct a student art calendar contest to be distributed to all wholesale agencies	C	2, 7	6/2022
Test and replace inoperable radio read units upon failure and send failed meter information to Field Services for replacement.	C	3, 5	6/2022
Complete landscape area measurements for SWRCB conservation requirements	C	2	6/2022
Evaluate SWRCB variance process and submit any variance requests that would improve the District's aggregate water budget.	C	2	6/2022

# WATER TREATMENT

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date
Complete Land Maintenance Project at Baldwin Reservoir to Reduce Fire Danger	B	2	6/2022
Integrate In-plant pumps into SCADA System	B	2	5/2022
Replace Wholesale Meter Network Switches	B	2	4/2022
Retrofit North Filter Lighting and Circuitry to Energy Efficient LED	B	2	12/2021



9935 Auburn Folsom Road | Granite Bay, CA 95746

916-791-0115

[www.sjwd.org](http://www.sjwd.org)

# AGENDA ITEM VI-2

## STAFF REPORT

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To: Board of Directors  
From: Lisa Brown  
Customer Service Manager  
Date: July 28, 2021  
Subject: Introduction of Ordinance 21-02

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### **Recommended Action**

Introduce and Waive First Reading of Ordinance No. 21-02 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinance No. 23000 – District Water Conservation Program, Rescinding Appendix C – Water Conservation Stage Declaration and Adopting Appendix A – Water Shortage Stage Requirements

### **Background**

At the June 23 Board of Directors meeting, the Board approved the District's 2020 Urban Water Management Plan, which includes the Wholesale and Retail Water Shortage Contingency Plans (WSCPs). The Retail WSCP has been implemented via District Ordinance 23000 – District Water Conservation Program and Appendix C to this Ordinance – Water Conservation Stage Declaration. This Ordinance and Appendix now need to be modified, to reflect the newly-adopted WSCP.

Ordinance 21-02 is the proposed implementing Ordinance which would make the necessary modifications to Ordinance 23000 and would rescind the existing Appendix C to this Ordinance and replace it with a new Appendix A to this Ordinance. Staff recommend that the Board introduce and waive the first reading of Ordinance 21-02.

## **ORDINANCE NO. 21-02**

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT AMENDING ORDINANCE NO. 23000 – DISTRICT WATER CONSERVATION PROGRAM, RESCINDING ORDINANCE 23000.03 APPENDIX C – WATER CONSERVATION STAGE DECLARATION AND ADOPTING ORDINANCE 23000.03 APPENDIX A – WATER SHORTAGE STAGE REQUIREMENTS OF THE DISTRICT CODE OF ORDINANCES**

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

**Section 1. Purpose and Authority.** The purpose of this ordinance is to amend the provisions of Ordinance 23000, rescind Appendix C and adopt Appendix A, to comport with the District's 2020 Urban Water Management Plan and Water Shortage Contingency Plans. This ordinance is adopted pursuant to Government Code section 61060, and other applicable law.

**Section 2. Amendments.** Ordinance No. 23000 – District Water Conservation Program of the District Code of Ordinances is amended as follows:

- A. Section 23000.03.01 is amended to read as follows:

The General Manager of the District, with Board concurrence, based upon all available data, shall determine and declare whether the District's water supply and/or distribution is in one of the five following conditions, and if in a water shortage stage other than Normal Water Supply conditions, the District shall notify customers as appropriate. The Water Conservation Stages are further defined in Appendix A.

**Normal Water Supply:** The District's supply or distribution system is able to meet all the projected water demands of its Customers in the immediate future.

**Stage 1 – Water Alert:** The District's water supplies are projected to be up to 10% less than projected demand.

**Stage 2 – Water Warning:** The District's water supplies are projected to be between 11% and 25% less than projected demand.

**Stage 3 – Water Crisis:** The District's water supplies are projected to be between 26% and 50% less than projected demand.

**Stage 4 – Water Emergency:** The District's water supplies are projected to be greater than 50% less than projected demand.

- B. Section 23000.03.02 is amended to read:

As soon as the District declares a particular condition to exist, the water conservation measures provided for in Appendix A for that condition shall apply to the area designated for District water service until a different condition is declared.

C. Section 23000.04(A) is amended to read as follows:

Notify Customer of water waste condition in writing offering District staff, use of resource library, etc., to help correct the situation, and follow up with one-on-one contact over a two-week period.

D. All other sections of Ordinance 23000 shall remain in effect.

**Section 3. Rescission.** Ordinance 23000.03 Appendix C – Water Conservation Stage Declaration is rescinded.

**Section 4. Adoption.** Ordinance 23000.03 Appendix A – Water Shortage Requirements is adopted.

**Section 5. Effective Date.** This ordinance shall take effect 30 days after its adoption.

**Section 6. Publication.** Within 15 days from the date of adoption of this ordinance, the Board Secretary shall publish it once in a newspaper of general circulation published and circulated within the District.

INTRODUCED by the Board of Directors on the 28th day of July 2021.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on the 25th day of August 2021 by the following vote:

AYES:

NOES:

ABSENT:

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PAMELA TOBIN  
President, Board of Directors

Attest:

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TERI GRANT  
Board Secretary



Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	23000 - District Water Conservation Program	Date Amended	June 25, 2008 August 25, 2021

## 23000.01 Establishment of the Conservation Program

There is hereby established the District Water Conservation Program which shall be administered as provided in this Section. This program is adopted pursuant to the laws of the State of California.

## 23000.02 Non-Applicability of this Program to Certain Activities

**23000.02.1** No provisions of the District Water Conservation Program shall apply to fire hydrants, fire mains, sprinkler lines or other equipment used solely for fire protection purposes.

**23000.02.2** No provisions of the District Water Conservation Program shall apply to any hospital, health care or convalescent facility or any other type of facility where the health and welfare would be affected by restrictions on water used, nor shall it apply to veterinary hospitals. Such facilities are, however, encouraged to conserve water to the extent possible. However, this ordinance does apply to the outdoor grounds, yard and parking areas of these facilities.

## 23000.03 District Determination and Declaration of Water Supply Shortage Conditions

During any period of threatened or actual water shortage, the District has the right to apportion its available water supply among Customers in a manner that appears most equitable with due regard to public health and safety.

**23000.03.1** The General Manager of the District, with Board concurrence, based upon all available data, shall determine and declare whether the District's water supply and/or distribution is in one of the five following conditions, and if in a water shortage a stage other higher than Stage I—Normal Water Supply conditions, the District shall notify customers as appropriate. The Water Conservation Stages are further defined in Appendix AC.

Stage I—Normal Water Supply: The District's supply or distribution system is able to meet all the projected normal water demands of its Customers in the immediate future.

Stage I+ – Water Alert: The District's water supplies are projected to be up to 10% less than projected demand. There is a probability that the District's supply or distribution system will not be able to meet all of the normal water demands of its Customers.

Stage 2H – Water Warning: The District's water supplies are projected to be between 11% and 25% less than projected demand.~~supply or distribution system is not able to meet all of the normal water demands of its Customers.~~

Stage 3W – Water Crisis:

Short Term (45 days or less): The District's water supplies are projected to be between 26% and 50% less than projected demand.~~supply or distribution system is not able to meet all the water demands of its Customers under Stage III – Water Warning requirements because of a temporary emergency or other short-term supply constraints.~~

Long Term (more than 45 days): The District's supply or distribution system is not able to meet all the water demands of its Customers under Stage III – Water Warning requirements because of drought or other constraints on water supplies that are long-term, rather than temporary, in nature.

Stage 4W – Water Emergency:

Short Term (45 days or less): The District's water supplies are projected to be greater than 50% less than projected demand.~~is experiencing a major failure of a supply, storage or distribution facility because of a temporary emergency or other short term supply constraints.~~

Long Term (more than 45 days): The District is experiencing a major failure of a supply, storage or distribution facility because of drought or other constraints on water supplies that are long term, rather than temporary, in nature.

- 23000.03.2** As soon as the District declares a particular condition to exist, the water conservation measures provided for in Appendix A for that condition shall apply to the area designated for District water service until a different condition is declared.

#### **23000.04      Penalties for Water Waste under Any Conservation Stage**

Water conservation enforcement measures for persistent water wasters shall provide the following sequence of notification, discontinuance of service and progressive reconnect fees:

- A. Notify Customer of water waste condition in writing offering District "irrigation auditor" and/or Master Gardener service, staff, use of resource library, etc., to help correct the situation, and follow up with one-on-one contact over a two-week period.
- B. After the two-week period, if the correction is not made a second letter will be sent giving a specific date for correction and notice that the District will, after that date, terminate service until a reconnect fee is paid and the correction made.

The reconnect fee shall be progressive by violation (failure to correct or eliminate water waste condition). See the District's Schedule of Rates, Charges, Fees, and Deposits for the progressive reconnect fee amounts.

**Revision History:**

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
8/25/01	<u>Revisions to 23000.03 and .04, to reflect 2020 Urban Water Management Plan</u>	

Ordinance Type	<b>District Operations</b>	Date Adopted	<b>June 28, 2006</b>
Ordinance Number & Title	<b>23000 - District Water Conservation Program</b>	Date Amended	<b>August 25, 2021</b>

## **23000.01 Establishment of the Conservation Program**

There is hereby established the District Water Conservation Program which shall be administered as provided in this Section. This program is adopted pursuant to the laws of the State of California.

## **23000.02 Non-Applicability of this Program to Certain Activities**

- 23000.02.1** No provisions of the District Water Conservation Program shall apply to fire hydrants, fire mains, sprinkler lines or other equipment used solely for fire protection purposes.
- 23000.02.2** No provisions of the District Water Conservation Program shall apply to any hospital, health care or convalescent facility or any other type of facility where the health and welfare would be affected by restrictions on water used, nor shall it apply to veterinary hospitals. Such facilities are, however, encouraged to conserve water to the extent possible. However, this ordinance does apply to the outdoor grounds, yard and parking areas of these facilities.

## **23000.03 District Determination and Declaration of Water Supply Shortage Conditions**

During any period of threatened or actual water shortage, the District has the right to apportion its available water supply among Customers in a manner that appears most equitable with due regard to public health and safety.

- 23000.03.1** The General Manager of the District, with Board concurrence, based upon all available data, shall determine and declare whether the District's water supply and/or distribution is in one of the five following conditions, and if in a water shortage stage other than Normal Water Supply conditions, the District shall notify customers as appropriate. The Water Conservation Stages are further defined in Appendix A.

**Normal Water Supply:** The District's supply or distribution system is able to meet all the projected water demands of its Customers in the immediate future.

**Stage 1 – Water Alert:** The District's water supplies are projected to be up to 10% less than projected demand.

Stage 2 – Water Warning: The District’s water supplies are projected to be between 11% and 25% less than projected demand.

Stage 3 – Water Crisis: The District’s water supplies are projected to be between 26% and 50% less than projected demand.

Stage 4 – Water Emergency: The District’s water supplies are projected to be greater than 50% less than projected demand.

**23000.03.2** As soon as the District declares a particular condition to exist, the water conservation measures provided for in Appendix A for that condition shall apply to the area designated for District water service until a different condition is declared.

#### **23000.04      Penalties for Water Waste under Any Conservation Stage**

Water conservation enforcement measures for persistent water wasters shall provide the following sequence of notification, discontinuance of service and progressive reconnect fees:

- A. Notify Customer of water waste condition in writing offering District staff, use of resource library, etc., to help correct the situation, and follow up with one-on-one contact over a two-week period.
- B. After the two-week period, if the correction is not made a second letter will be sent giving a specific date for correction and notice that the District will, after that date, terminate service until a reconnect fee is paid and the correction made.

The reconnect fee shall be progressive by violation (failure to correct or eliminate water waste condition). See the District’s Schedule of Rates, Charges, Fees, and Deposits for the progressive reconnect fee amounts.

#### **Revision History:**

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
8/25/01	Revisions to 23000.03 and .04, to reflect 2020 Urban Water Management Plan	



Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	23000.03 – Water Shortage Stage Requirements, Appendix A	Date Amended	June 25, 2008

## WATER SHORTAGE STAGE DECLARATION

### MANDATORY REQUIREMENTS – STAGES 1 – 4

Upon determination and declaration by the General Manager, with concurrence of the Board of Directors of a specific Stage in effect as defined in Ordinance 23000, the following mandatory water conservation requirements shall be in effect.

#### NORMAL WATER SUPPLY

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run-off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five (5) working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health, esthetic or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the water agency's conservation programs and rebates.

#### STAGE 1            WATER ALERT

1. All requirements of Normal Water Supply conditions shall continue in force and effect. Reduce total water use by 10% compared to normal use. Contact the District or visit sjwd.org for tips and techniques to reduce indoor and outdoor water use.
2. Leaking customer pipes or faulty sprinklers shall be repaired within two (2) working days or less if warranted by the severity of the problem.

3. Outdoor irrigation is limited to three days per week. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays, Thursdays, and Saturdays; even addresses shall limit watering to Wednesdays, Fridays, and Sundays.
4. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
5. Users of construction meters and fire hydrant meters will be monitored for efficient water use.

#### District Actions

1. Increase drought awareness through additional public outreach measures that notify public and customers of declared stage, requirements, and available conservation program support.
2. Leak repair on District mains and laterals receives higher priority.
3. Standard rates in effect.
4. Increased monitoring of customer use.
5. Accelerate applicable infrastructure repairs and improvements.

## **STAGE 2        WATER WARNING**

All requirements of Stage 1 Water Alert shall continue in force and effect.

1. Reduce total water use by 25% compared to normal use. Contact the District or visit sjwd.org for tips and techniques to reduce indoor and outdoor water use.
2. Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.
3. Outdoor irrigation is limited to two days per week. Odd addresses, streetscapes, and medians shall limit watering to Tuesdays and Saturdays; even addresses shall limit watering to Wednesdays and Sundays. No irrigation is permitted on Mondays, Thursdays and Fridays. Irrigation should be limited to the minimal amount of water necessary to keep plants and trees alive.
4. Application of potable water to outdoor landscapes during and within 24 hours after measurable rainfall is prohibited.
5. Restaurants shall serve water only upon request.

#### District Actions

1. Increase drought awareness through additional public outreach measures that notify public and customers of declared stage, requirements, and available conservation program support.
2. Decrease system flushing frequency.
3. Implement Drought Rates consistent with Proposition 218 and California law.

4. Implement water waste/use patrols.

### STAGE 3        WATER CRISIS

All requirements of Stage 2 Water Warning shall continue in force and effect.

1. Reduce total water use by 50% compared to normal use. Contact the District or visit sjwd.org for tips and techniques to reduce indoor and outdoor water use.
2. Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.
3. Outdoor irrigation is limited to one day per week on the assigned day, and shall be confined to customer's property. Even number addresses may irrigate only on Tuesdays and odd number addresses may irrigate only on Wednesdays.
4. Application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall is prohibited.
5. Water for flow testing and construction purposes from fire hydrants and blow-offs using District water supplies is prohibited. Prohibited uses include, but not limited to, dust control, compaction, or trench jetting. Use of regulatory compliant reclaimed water for construction purposes is encouraged. Reclaimed water is not currently available within the District's service area and would need to be obtained elsewhere.
6. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations or unless specifically authorized by the District.
7. Users of construction meters and fire hydrant meters will be monitored for efficient water use. Use of reclaimed water for construction purposes is encouraged.
8. Installation of new turf, lawn and/or landscaping is prohibited until the District moves to a Stage 2 or less.
9. Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.
10. *Special Water Feature Distinction* – No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for ornamental ponds, artificial lakes, and/or fountains is prohibited.

#### District Actions

1. Increase drought awareness through additional public outreach measures that notify public and customers of declared stage, requirements, and available conservation program support.
2. No commitments will be made to provide service for new water service connections.
3. Increase water waste/use patrols.

## **STAGE 4            WATER EMERGENCY**

All requirements of Stage 3 Water Crisis shall continue in force and effect.

1. Health and safety use of water only.
2. No outdoor irrigation is allowed.

### District Actions

1. Increase drought awareness through additional public outreach measures that notify public and customers of declared stage, requirements, and available conservation program support.
2. Health and safety use of water only.
3. Declare Water Shortage Emergency in accordance with Section 350 of Division 1, Chapter 3 Water Shortage Emergencies of the California Water Code.

### **Revision History:**

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: July 28, 2021  
Subject: One year extension of Agreement for Federal Lobbying Services with The Ferguson Group

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### RECOMMENDED ACTIONS

- (1) Authorize the General Manager to sign Amendment No. 4 to the District's General Services Agreement with The Ferguson Group (TFG) for federal lobbying services, with an effective date of July 1, 2021 (attached).
- (2) Authorize the General Manager to sign Amendment No. 4 to the District's Agreement with the City of Folsom (Folsom) whereby Folsom pays an equal share of the costs as the District for the Agreement with TFG, with an effective date of July 1, 2021. (attached).

### BACKGROUND

The District has a long relationship with The Ferguson Group (TFG) for federal lobbying services. The proposed Amendment No. 4 before the Board will extend the relationship for another year at the same monthly retainer of \$6,000. Notably, this proposed Amendment does not include charges for regular business expenses of up to \$6,000 that had been included in the original Agreement and the first two Amendments. TFG has decided to simply consider its regular expenses to be covered within the retainer.

Folsom will be considering Amendment No. 4 to its Agreement with the District, whereby it commits to pay the same amount as the District for TFG's retainer, at an upcoming Council meeting. It is expected to be approved without controversy.

Staff is pleased with TFG's efforts and representation on behalf of the District, as is Folsom. Kristi More has continued to positively engage and provide significant benefit to the Regional Water Authority's Federal Affairs Committee (FAC), as well as monitoring ACWA's FAC, in concert with District staff.

**AMENDMENT NO. 4 TO THE  
SAN JUAN WATER DISTRICT GENERAL SERVICES  
AGREEMENT WITH THE FERGUSON GROUP**

This Amendment No. 4 to that certain Agreement, effective as of September 1, 2018, between San Juan Water District ("District") and The Ferguson Group ("Vendor") concerning the performance of services for federal advocacy and associated activities is made effective as of July 1, 2021.

**RECITALS:**

- A. Effective September 1, 2018, District and Vendor entered into an agreement for federal advocacy services and associated activities in a San Juan Water District General Services Agreement and an included "Scope of Work and Business Services ("Agreement" - attached);
- B. District desires to extend the services provided by Contractor;
- C. Vendor is willing to perform the extended services; and
- D. The parties desire to amend the Agreement on the terms and conditions set forth below to provide for the continuation of Vendor's services.

**AGREEMENT:**

1. **Description of Extended Work.**

The extended work will be performed in accordance with the attached original Agreement and its included "Scope of Work and Business Services".

2. **Compensation.**

The total compensation for the extension of services described in this Amendment No. 4 shall not exceed \$72,000, based on a monthly fee of \$6,000 for twelve months. The monthly fee is inclusive of all expenses, including travel, telephone, and regular business costs, accrued by the Vendor during the period of the extension.

3. **Term of Agreement.**

This Amendment shall be considered effective as of July 1, 2021. The Agreement, together with this Amendment No. 4, shall expire on June 30, 2022, unless terminated earlier pursuant to Section 3(b) of the Agreement.

4. **Effect on Agreement.**

Except as specifically provided herein, the Agreement and its included “Scope of Work and Business Services”, and each of their terms and conditions, shall remain in full force and effect, are incorporated herein by this reference, and apply to the work described in Section 1 hereof.

SAN JUAN WATER DISTRICT

By: \_\_\_\_\_

Paul Helliker  
General Manager

Date: \_\_\_\_\_

THE FERGUSON GROUP, LLC

By: \_\_\_\_\_

W. Roger Gwinn  
Chief Executive Officer

Date: \_\_\_\_\_

**AMENDMENT No. 4 TO THE MEMORANDUM OF AGREEMENT  
REGARDING SHARING OF COSTS FOR LEGISLATIVE ADVOCACY SERVICES  
BETWEEN THE SAN JUAN WATER DISTRICT AND THE CITY OF FOLSOM**

This is the fourth Amendment to the Memorandum of Agreement Regarding Sharing of Costs for Legislative Advocacy Services (“MOA”) that is made between the San Juan Water District (“District”) and the City of Folsom (“Party”) as of July 1, 2021. The District and the City of Folsom are hereinafter collectively referred to as the “Parties.”

**RECITALS**

**WHEREAS**, the Parties entered into the MOA dated September 1, 2018, for the cost sharing of federal legislative advocacy services, by The Ferguson Group.

**WHEREAS**, this amendment will extend the amended MOA to and through June 30, 2022, at the not to exceed expenditure of \$72,000 (inclusive of regular business expenses).

**NOW, THEREFORE**, the Parties hereto agree as follows:

**AGREEMENT**

1. Section 3 of the MOA is amended to read that it “shall remain in full force and effect through June 30, 2022,” instead of June 30, 2019, while retaining all other language in the Section.
2. The previously amended Section 4 of the MOA is amended again, retaining all language except the following, to read:
  4. Ceiling Price: In no event shall the total cost of lobbying and support services procured pursuant to this MOA over the fiscal year beginning July 1, 2021 and ending June 30, 2022, exceed seventy-two thousand dollars to be paid by the Parties....”
3. All other terms and conditions in the MOA shall remain in full force and effect to the extent they are not in conflict with this Amendment.
4. The signatures of the Parties to this Amendment may be executed and acknowledged on separate pages or in counterparts which, when attached to this Amendment, shall constitute one complete Amendment.

IN WITNESS WHEREOF, the Parties execute this Amendment, effective as of July 1, 2021.

**SAN JUAN WATER DISTRICT**  
A Community Services District

BY: \_\_\_\_\_  
Paul Helliker, General Manager

**CITY OF FOLSOM**  
a Municipal Corporation

BY: \_\_\_\_\_  
Elaine Andersen, City Manager

**Funding Available:**

BY: \_\_\_\_\_  
Stacey Tamagni, Finance Director

**ORIGINAL APPROVED AS TO CONTENT:**

BY: \_\_\_\_\_  
Marcus Yasutake, Environmental &  
Water Resources Director

**ORIGINAL APPROVED AS TO FORM:**

BY: \_\_\_\_\_  
Steven Wang, City Attorney

**ATTEST:**

BY: \_\_\_\_\_  
Christa Freemantle, City Clerk

# STAFF REPORT

## AGENDA ITEM VII-1.1

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: July 28, 2021  
Subject: General Manager's Monthly Report (June)

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### RECOMMENDED ACTION

For information only, no action requested.

### TREATMENT PLANT OPERATIONS

#### *Water Production*

Item	2021	2020	Difference
Monthly Production AF	4,545.40	4,695.79	-3.2%
Daily Average MG	49.37	51.00	-3.2%
Annual Production AF	12,740.01	16,180.52	-21.3%

#### *Water Turbidity*

Item	June 2021	May 2021	Difference
Raw Water Turbidity NTU	2.89	2.44	18%
Treated Water Turbidity NTU	0.022	0.022	0%
Monthly Turbidity Percentage Reduction	99.25%	99.11%	

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

Item	2021	2020	Difference
Lake Volume AF	285,309	711,178	-60%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

\* Total Reservoir Capacity: 977,000 AF

#### *Other Items of Interest:*

- Complete and certify 2020 Consumer Confidence Report (CCR)
- Complete evaluation/study of optimization of power use in backwash pumping systems
- Upgrade chlorine building security monitoring
- Perform wholesale pressure transducer calibrations
- Perform annual EQ basin vac out and cleaning

## SYSTEM OPERATIONS

### Distribution Operations:

Item	June 2021	May 2021	Difference
Leaks and Repairs	9	10	-1
Mains Flushed	75	24	+46
Valves Exercised	0	0	0
Hydrants Maintenance	0	0	0
Back Flows Tested	131	147	-16
Customer Service Calls	52	42	+10

### Distribution System Water Quality:

Water Quality Samples Taken	# Failed Samples	Supporting Information
50 Lab	0	
22 In-House	0	

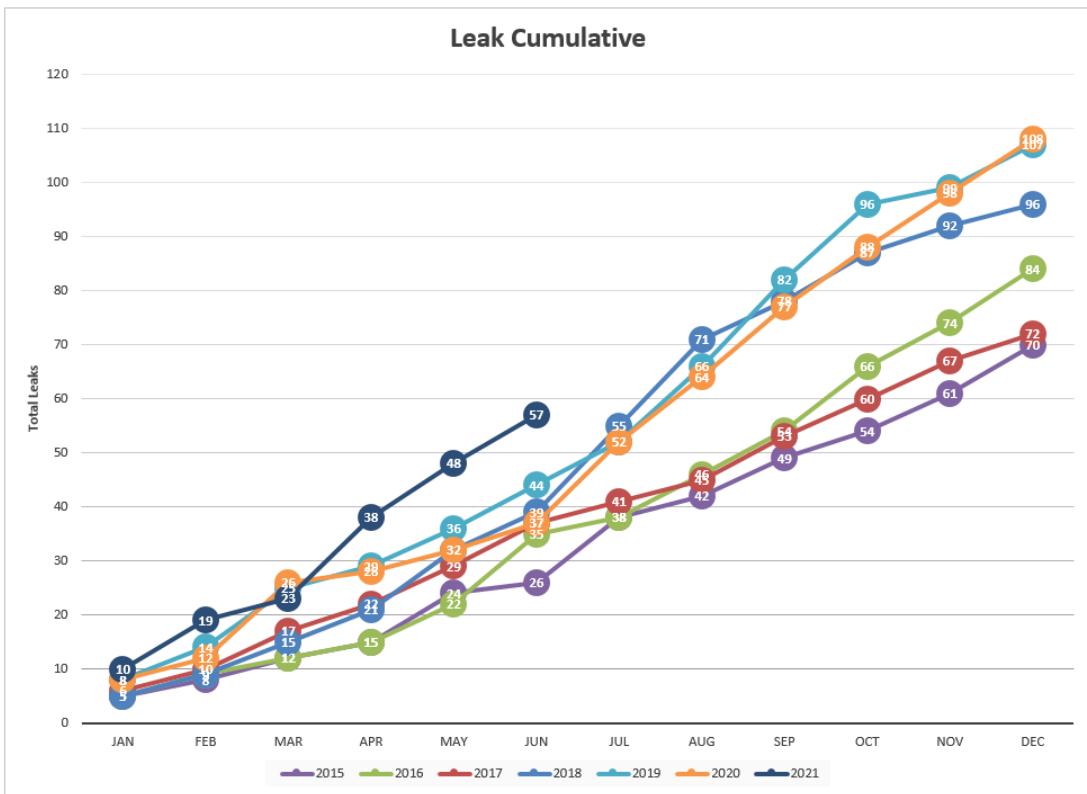


Figure 1: Annual Distribution System Leaks

### Other Items of Interest:

- There are 12 more leaks than the last highest year (2019) at this time.

## CUSTOMER SERVICE ACTIVITIES

### Billing Information for Month of June

**STAFF REPORT***General Manager's Monthly Report**Paul Helliker***CUSTOMER SERVICE ACTIVITIES***Billing Information for Month of June*

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5039	510	0	0

*Water Efficiency 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)
22	209	5	80

*Other Activities*

- None

**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>
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	In Construction	Water main installed. Construction in process.
GB Memory Care	Commercial Business (6400 Douglas Blvd)	In Design Review	Planning to begin construction in 2021.
Eureka Grove (former Greyhawk III Proj.)	44 high-density & 28 SFR lots (NE Cor. Eureka & SCB)	In Construction	Construction started October 2020.
Premier Soleil (formerly Granite Bay Townhomes)	52-Lot Subdivision (Douglas, east of Auburn Folsom)	In Construction	Construction started October 2020.
Greenside Parcel Split (5640 Macargo)	Minor parcel split of 2.0-Ac parcel into 3 lots	In Design Review	Design reviewed and returned. Waiting for resubmittal.
Placer County Retirement Residence (3905 Old Auburn)	Commercial Business (145-Unit Multi-story Assisted Living Facility; 3865 Old Auburn Rd)	Approved for Construction	Planning to begin construction in 2021.
Pond View	Commercial Business (5620 5630 5640 Douglas Blvd)	Approved for Construction	Planning to begin construction in 2021
The Park at Granite Bay	56 lot Subdivision (SCB south of Annabelle)	Approved for Construction	Mass grading done. Re-start in 2021.
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	
Ventura of GB	33-Lot High Density Subdivision (6832 Eureka Rd)	In Construction	Initially will only have one source of supply connection, planning for a future 2 <sup>nd</sup> connection.
Wellquest Senior Living (prior Ovation)	Commercial Business (114-Unit 2-story Assisted Living Facility; 9747 Sierra College Blvd.)	In Construction	Construction nearing completion, finish in 2021.
Whitehawk II	56-Lot Subdivision (Douglas, west of Barton)	In Design Review	Design submitted, under review now
Rancho Del Oro Estates	89-Lot Subdivision (Olive Ranch Rd, east of Cavitt Stallman)	Approved for Construction	Construction started June 2020.
Canyon Terrace Apartments	Apartment Complex (7 new buildings; 1600 Canyon Terrace Lane)	In Design Review	Design submitted, under review now

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

Paul Helliker

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

Project Title	Description	Status	Issues / Notes
Retail Master Plan Update	Update the 2005/7 Retail Master Plan	Complete	Project completed
SCADA Radio Replacements – North Phase	Replace outdated 900 MHz radios with 173 MHz equipment	Under Construction	Radio router issues have now been resolved
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design	Construction in FY 22/23.
Cavitt Stallman 12" (Mystery Cr to Oak Pines)	Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln.	In Bid	Construction in FY 21/22
Woodminister Services Replacements	Replace 18 aged services	In Bid	Construction in FY 21/22
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA	In Construction	Partial funding with RWA grant. Construction in FY 21/22
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	East PRS is now completed, doing design for West PRS	Construction in FY 22/23
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 Construction	Installation and commission in FY 20/21

**STAFF REPORT**

General Manager's Monthly Report

Paul Helliker

**Status Update for Current Wholesale Projects**

<b>Project Title</b>	<b>Description</b>	<b>Status (% Complete)</b>	<b>Issues/ Notes</b>
WTP Filters Improvements	R&R Filter Materials, nozzles, and resurface spalled filter floor and wall areas	In Construction	North Basin completion in FY 19/20 with South Basin in FY 20/21
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner.	Project postponed	Applying for SRF funding. Project postponed due to drought.
Temporary Storage Tanks	Installation of two temporary ±1.0-MG finished water storage tanks to operate when Hinkle Reservoir is out of service	In Construction	Construction complete. In project close-out.
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
WTP On-Site Residuals Management Improvement Project	Management of the WTP residuals disposal area and improvements needed to meet regulatory requirements.	In Construction	Project complete.
Bacon and Upper Granite Bay Pump Station Generator Replacements	Replacing generators at both the Bacon Pump Station Facility and at Upper Granite Bay Pump Station	In Bid/Design	Upper Granite Bay Generator currently out for Bid. Bacon Generator in design.
Baldwin Chnl Lining and Solar Field Culvert Replacement Project	Lining the Baldwin Ditch on the main campus to minimize costs for maintenance within the ditch and the replacement of the Solar Field Culvert to provide emergency discharge capacity to Baldwin Reservoir	Design and Environmental Underway	

**SAFETY & REGULATORY TRAINING – June 2021**

<b>Training Course</b>	<b>Staff</b>
Process Safety Management Program SOP's	WTP Staff
Overhead Crane Safety	WTP Staff
Voluntary use respirator training – COVID-19	Admin Staff

**FINANCE/BUDGET**

See attached



San Juan Water District, CA

# Wholesale Operating Income Statement

## Group Summary

For Fiscal: 2020-2021 Period Ending: 06/30/2021

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - WHOLESALE</b>					
<b>Revenue</b>					
41000 - Water Sales	9,264,600.00	9,264,600.00	0.00	9,861,481.12	-596,881.12
43000 - Rebate	1,500.00	1,500.00	348.13	1,091.42	408.58
45000 - Other Operating Revenue	0.00	0.00	1.19	32,492.70	-32,492.70
49000 - Other Non-Operating Revenue	114,000.00	114,000.00	30,528.00	83,697.51	30,302.49
Revenue Total:	<b>9,380,100.00</b>	<b>9,380,100.00</b>	<b>30,877.32</b>	<b>9,978,762.75</b>	<b>-598,662.75</b>
<b>Expense</b>					
51000 - Salaries and Benefits	4,071,700.00	4,071,700.00	272,463.65	3,613,958.81	457,741.19
52000 - Debt Service Expense	896,200.00	896,200.00	0.00	531,196.89	365,003.11
53000 - Source of Supply	503,600.00	503,600.00	69,348.11	820,148.55	-316,548.55
54000 - Professional Services	814,400.00	814,400.00	-11,078.06	549,782.09	264,617.91
55000 - Maintenance	359,300.00	359,300.00	17,679.56	349,878.38	9,421.62
56000 - Utilities	149,300.00	149,300.00	28,343.43	167,699.18	-18,399.18
57000 - Materials and Supplies	616,100.00	616,100.00	45,117.37	466,496.59	149,603.41
58000 - Public Outreach	49,400.00	49,400.00	0.00	19,150.10	30,249.90
59000 - Other Operating Expenses	562,600.00	562,600.00	5,732.22	463,958.12	98,641.88
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	1,450.50	49.50
69900 - Transfers Out	617,500.00	617,500.00	0.00	0.00	617,500.00
Expense Total:	<b>8,641,600.00</b>	<b>8,641,600.00</b>	<b>427,606.28</b>	<b>6,983,719.21</b>	<b>1,657,880.79</b>
<b>Fund: 010 - WHOLESALE Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>738,500.00</b>	<b>738,500.00</b>	<b>-396,728.96</b>	<b>2,995,043.54</b>	<b>-2,256,543.54</b>

**Wholesale Operating Income Statement**

For Fiscal: 2020-2021 Period Ending: 06/30/2021

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	738,500.00	738,500.00	-396,728.96	2,995,043.54	-2,256,543.54
<b>Total Surplus (Deficit):</b>	<b>738,500.00</b>	<b>738,500.00</b>	<b>-396,728.96</b>	<b>2,995,043.54</b>	



San Juan Water District, CA

# Wholesale Capital Income Statement

## Group Summary

For Fiscal: 2020-2021 Period Ending: 06/30/2021

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	1,173,000.00	1,173,000.00	700.79	1,167,535.95	5,464.05
44000 - Connection Fees	75,000.00	75,000.00	50,553.00	268,649.00	-193,649.00
44500 - Capital Contributions - Revenue	68,600.00	68,600.00	0.00	68,657.74	-57.74
49000 - Other Non-Operating Revenue	178,000.00	178,000.00	0.00	82,447.95	95,552.05
49990 - Transfer In	617,500.00	617,500.00	0.00	0.00	617,500.00
Revenue Total:	<b>2,112,100.00</b>	<b>2,112,100.00</b>	<b>51,253.79</b>	<b>1,587,290.64</b>	<b>524,809.36</b>
<b>Expense</b>					
55000 - Maintenance	250,000.00	250,000.00	0.00	3,746.95	246,253.05
61000 - Capital Outlay	5,829,000.00	5,829,000.00	51,982.43	4,599,323.25	1,229,676.75
Expense Total:	<b>6,079,000.00</b>	<b>6,079,000.00</b>	<b>51,982.43</b>	<b>4,603,070.20</b>	<b>1,475,929.80</b>
<b>Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>-3,966,900.00</b>	<b>-3,966,900.00</b>	<b>-728.64</b>	<b>-3,015,779.56</b>	<b>-951,120.44</b>

**Wholesale Capital Income Statement**

For Fiscal: 2020-2021 Period Ending: 06/30/2021

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
011 - Wholesale Capital Outlay	-3,966,900.00	-3,966,900.00	-728.64	-3,015,779.56	-951,120.44
<b>Total Surplus (Deficit):</b>	<b>-3,966,900.00</b>	<b>-3,966,900.00</b>	<b>-728.64</b>	<b>-3,015,779.56</b>	



San Juan Water District, CA

# Retail Operating Income Statement

## Group Summary

For Fiscal: 2020-2021 Period Ending: 06/30/2021

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 050 - RETAIL</b>					
<b>Revenue</b>					
41000 - Water Sales	12,806,500.00	12,806,500.00	1,019,613.62	11,053,112.90	1,753,387.10
45000 - Other Operating Revenue	420,000.00	420,000.00	13,005.16	336,683.44	83,316.56
49000 - Other Non-Operating Revenue	204,700.00	204,700.00	0.00	136,949.09	67,750.91
Revenue Total:	<b>13,431,200.00</b>	<b>13,431,200.00</b>	<b>1,032,618.78</b>	<b>11,526,745.43</b>	<b>1,904,454.57</b>
<b>Expense</b>					
41000 - Water Sales	0.00	0.00	0.04	258.40	-258.40
51000 - Salaries and Benefits	5,403,300.00	5,403,300.00	357,608.24	4,877,192.47	526,107.53
52000 - Debt Service Expense	498,600.00	498,600.00	0.00	294,870.04	203,729.96
53000 - Source of Supply	3,034,700.00	3,034,700.00	0.00	2,941,377.67	93,322.33
54000 - Professional Services	1,459,200.00	1,478,100.00	13,350.32	937,983.97	540,116.03
55000 - Maintenance	226,800.00	226,800.00	14,098.55	278,794.05	-51,994.05
56000 - Utilities	313,700.00	294,800.00	25,312.97	359,567.72	-64,767.72
57000 - Materials and Supplies	463,900.00	463,900.00	20,665.33	474,355.78	-10,455.78
58000 - Public Outreach	70,500.00	70,500.00	0.00	55,103.20	15,396.80
59000 - Other Operating Expenses	750,200.00	750,200.00	19,156.69	489,629.53	260,570.47
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	1,450.50	49.50
69900 - Transfers Out	592,400.00	592,400.00	0.00	0.00	592,400.00
Expense Total:	<b>12,814,800.00</b>	<b>12,814,800.00</b>	<b>450,192.14</b>	<b>10,710,583.33</b>	<b>2,104,216.67</b>
<b>Fund: 050 - RETAIL Surplus (Deficit):</b>	<b>616,400.00</b>	<b>616,400.00</b>	<b>582,426.64</b>	<b>816,162.10</b>	<b>-199,762.10</b>
<b>Total Surplus (Deficit):</b>	<b>616,400.00</b>	<b>616,400.00</b>	<b>582,426.64</b>	<b>816,162.10</b>	

**Retail Operating Income Statement**

For Fiscal: 2020-2021 Period Ending: 06/30/2021

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	616,400.00	616,400.00	582,426.64	816,162.10	-199,762.10
<b>Total Surplus (Deficit):</b>	<b>616,400.00</b>	<b>616,400.00</b>	<b>582,426.64</b>	<b>816,162.10</b>	



San Juan Water District, CA

# Retail Capital Income Statement

## Group Summary

For Fiscal: 2020-2021 Period Ending: 06/30/2021

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	1,173,000.00	1,173,000.00	700.80	1,167,535.96	5,464.04
44000 - Connection Fees	100,000.00	100,000.00	15,726.00	1,082,998.00	-982,998.00
49000 - Other Non-Operating Revenue	52,600.00	52,600.00	0.00	51,774.71	825.29
49990 - Transfer In	592,400.00	592,400.00	0.00	0.00	592,400.00
Revenue Total:	<b>1,918,000.00</b>	<b>1,918,000.00</b>	<b>16,426.80</b>	<b>2,302,308.67</b>	<b>-384,308.67</b>
<b>Expense</b>					
54000 - Professional Services	33,000.00	33,000.00	0.00	26,614.39	6,385.61
61000 - Capital Outlay	5,434,300.00	5,434,300.00	40,020.90	969,189.82	4,465,110.18
Expense Total:	<b>5,467,300.00</b>	<b>5,467,300.00</b>	<b>40,020.90</b>	<b>995,804.21</b>	<b>4,471,495.79</b>
<b>Fund: 055 - Retail Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>-3,549,300.00</b>	<b>-3,549,300.00</b>	<b>-23,594.10</b>	<b>1,306,504.46</b>	<b>-4,855,804.46</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-3,549,300.00	-3,549,300.00	-23,594.10	1,306,504.46	-4,855,804.46
<b>Total Surplus (Deficit):</b>	<b>-3,549,300.00</b>	<b>-3,549,300.00</b>	<b>-23,594.10</b>	<b>1,306,504.46</b>	

**Summary****Project Summary**

<b>Project Number</b>	<b>Project Name</b>	<b>Total Revenue</b>	<b>Total Expense</b>	<b>Revenue Over/ (Under) Expenses</b>
<a href="#"><u>171109</u></a>	GIS Assessment and Implementation	0.00	10,967.74	-10,967.74
<a href="#"><u>181105</u></a>	Lime System Control & Feeder System	0.00	8,950.00	-8,950.00
<a href="#"><u>185135</u></a>	U&L GB Pump Stn Low Flow Pumps wi	11,462.70	194,643.54	-183,180.84
<a href="#"><u>185180</u></a>	Cavitt Stallman Main - Mystery Crk & (	0.00	14,362.23	-14,362.23
<a href="#"><u>191235</u></a>	Solar Site Access Culvert Replacement	0.00	41,914.80	-41,914.80
<a href="#"><u>191255</u></a>	WTP Filter Basins Rehab Project	73,648.41	1,662,635.67	-1,588,987.26
<a href="#"><u>191260</u></a>	WTP Residual Area Storm Water Lift S	22,298.09	504,045.55	-481,747.46
<a href="#"><u>191275</u></a>	Clarifier Wall Lining & Leakage Repairs	-14,388.00	3,747.00	-18,135.00
<a href="#"><u>191280</u></a>	Hinkle Reservoir Cover	0.00	357,232.39	-357,232.39
<a href="#"><u>195210</u></a>	SCADA Radio Replacements North Phas	0.00	-2,409.78	2,409.78
<a href="#"><u>195225</u></a>	Kokila SJWD/PCWA Intertie	0.00	5,080.06	-5,080.06
<a href="#"><u>195240</u></a>	Woodminister 18 Service Replacemen	0.00	1,027.87	-1,027.87
<a href="#"><u>195255</u></a>	Bacon Pump Station Security Improve	0.00	922.90	-922.90
<a href="#"><u>195265</u></a>	Douglas Booster Pump Station Electric	0.00	484.98	-484.98
<a href="#"><u>201111</u></a>	Hinkle Reservoir Overflow Channel Lin	0.00	36,344.20	-36,344.20
<a href="#"><u>201120</u></a>	Tag Line Replacement for BW Hoods	0.00	366.46	-366.46
<a href="#"><u>201135</u></a>	Sludge Feed Pump Replacement	0.00	15,331.71	-15,331.71
<a href="#"><u>201144</u></a>	Hinkle Reservoir Temporary Tanks anc	52,203.95	1,810,897.55	-1,758,693.60
<a href="#"><u>201171</u></a>	CMMS Implementation	0.00	33,231.33	-33,231.33
<a href="#"><u>201505</u></a>	Hinkle Reservoir 48" Bypass Pipe Clear	0.00	2,966.62	-2,966.62
<a href="#"><u>205111</u></a>	Margo Ln Services Replacements (8 Sh	0.00	1,027.88	-1,027.88
<a href="#"><u>205114</u></a>	AFR 6 inch Main Extension Replaceme	0.00	22,250.53	-22,250.53
<a href="#"><u>205120</u></a>	Air/Vacuum Relief Valve Replacement	0.00	74,142.46	-74,142.46
<a href="#"><u>205123</u></a>	Five Hydrant Replacements	0.00	99,309.00	-99,309.00
<a href="#"><u>205135</u></a>	ARC South #1 thru #4 VFD Replaceme	0.00	107,276.18	-107,276.18
<a href="#"><u>205138</u></a>	UGB Auxiliary Genset Receptacle	0.00	592.98	-592.98
<a href="#"><u>205153</u></a>	Ford F450 Purchase	0.00	50,805.12	-50,805.12
<a href="#"><u>205159</u></a>	ARC-North Main Breaker Replacement	0.00	9,384.60	-9,384.60
<a href="#"><u>211122</u></a>	Backwash Hoods Electric Breaker Repl	0.00	11,971.30	-11,971.30
<a href="#"><u>211137</u></a>	Lab Particle Counter Replacement	0.00	32,796.45	-32,796.45
<a href="#"><u>215105</u></a>	Eureka Road 18" T-main Design	0.00	1,515.00	-1,515.00
<a href="#"><u>215111</u></a>	ARC South Main Breaker Replacement	0.00	11,640.82	-11,640.82
<a href="#"><u>215114</u></a>	Bacon Pump Station Generator Repla	0.00	44,574.20	-44,574.20
<a href="#"><u>215117</u></a>	Upper Granite Bay Pump Station Gene	0.00	22,260.80	-22,260.80
<b>Project Totals:</b>		<b>145,225.15</b>	<b>5,192,290.14</b>	<b>-5,047,064.99</b>

**Group Summary**

<b>Group</b>	<b>Total Revenue</b>	<b>Total Expense</b>	<b>Revenue Over/ (Under) Expenses</b>
CIP - Asset	159,613.15	5,185,576.52	-5,025,963.37
CIP - Expense	-14,388.00	6,713.62	-21,101.62
<b>Group Totals:</b>	<b>145,225.15</b>	<b>5,192,290.14</b>	<b>-5,047,064.99</b>

**Type Summary**

<b>Type</b>	<b>Total Revenue</b>	<b>Total Expense</b>	<b>Revenue Over/ (Under) Expenses</b>
Administration	0.00	33,231.33	-33,231.33
Engineering	63,666.65	2,520,343.68	-2,456,677.03
Field Services	0.00	60,189.72	-60,189.72
Water Treatment Plant	81,558.50	2,578,525.41	-2,496,966.91
<b>Type Totals:</b>	<b>145,225.15</b>	<b>5,192,290.14</b>	<b>-5,047,064.99</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/ (Under) Expenses</b>
		0.00	796.82	796.82

**GL Account Summary**

<b>GL Account Number</b>	<b>GL Account Name</b>	<b>Total Revenue</b>	<b>Total Expense</b>	<b>Revenue Over/ (Under) Expenses</b>
010-15000	Capital - Work In Progress	0.00	0.00	0.00
011-20030	Retentions Payable	-133,762.45	2,966.62	-130,795.83
011-700-57120	Maintenance - Facility	0.00	3,747.00	3,747.00
011-700-61120	Capital Outlay - Land Improve...	0.00	34,704.49	34,704.49
011-700-61145	Capital Outlay - WTP & Improv...	0.00	2,203,300.69	2,203,300.69
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	2,211,684.45	2,211,684.45
011-700-61160	Capital Outlay - Equipment and..	0.00	32,796.45	32,796.45
011-700-61180	Capital Outlay - Software	0.00	11,049.75	11,049.75
050-040-50010	Salaries and Wages	0.00	64.24	64.24
050-210-52000	Materials and Supplies	0.00	1,746.46	1,746.46
050-300-50010	Salaries and Wages	0.00	4,219.00	4,219.00
055-12000	Accounts Receivable	0.00	-2,409.78	-2,409.78
055-20030	Retentions Payable	-11,462.70	0.00	-11,462.70
055-700-61135	Capital Outlay - Pump Stations...	0.00	391,781.00	391,781.00
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	211,888.51	211,888.51
055-700-61155	Capital Outlay - Reservoirs & I...	0.00	0.00	0.00
055-700-61170	Capital Outlay - Vehicles	0.00	50,805.12	50,805.12
055-700-61180	Capital Outlay - Software	0.00	33,149.32	33,149.32
<b>GL Account Totals:</b>		<b>-145,225.15</b>	<b>5,192,290.14</b>	<b>5,047,064.99</b>



San Juan Water District, CA

**Balance Sheet**  
**Account Summary**  
As Of 06/30/2021

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	4,757,013.14	14,173,183.14	3,757,285.47	9,413,746.82	32,101,228.57
10510 - Accounts Receivable	48,885.85	0.01	368,087.24	-0.01	416,973.09
11000 - Inventory	0.00	0.00	193,527.78	0.00	193,527.78
12000 - Prepaid Expense	177,902.06	0.00	40,769.77	0.00	218,671.83
14010 - Deferred Outflows	2,763,407.36	0.00	2,774,087.63	0.00	5,537,494.99
17010 - Capital Assets - Work in Progress	3,980,626.89	0.00	875,230.51	0.00	4,855,857.40
17150 - Capital Assets - Land Non-depreciable	98,212.00	0.00	166,272.00	0.00	264,484.00
17160 - Capital Assets - Land Improvements	824,743.09	0.00	94,608.30	0.00	919,351.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	6,083,048.68	0.00	13,130,226.68
17300 - Capital Assets - Buildings & Improvements	1,279,892.05	0.00	275,982.16	0.00	1,555,874.21
17350 - Capital Assets - Water Treatment Plant & Imp	35,618,552.26	0.00	16,000.00	0.00	35,634,552.26
17400 - Capital Assets - Mains/Pipelines & Improvements	28,209,998.95	0.00	46,000,012.63	0.00	74,210,011.58
17500 - Capital Assets - Reservoirs & Improvements	2,923,447.50	0.00	2,492,421.90	0.00	5,415,869.40
17700 - Capital Assets - Equipment & Furniture	13,691,268.95	0.00	1,118,898.17	0.00	14,810,167.12
17750 - Capital Assets - Vehicles	304,780.00	0.00	548,262.51	0.00	853,042.51
17800 - Capital Assets - Software	445,614.45	0.00	415,403.40	0.00	861,017.85
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-39,469,850.00	0.00	-29,722,911.57	0.00	-69,192,761.57
<b>Total Type 1000 - Assets:</b>		<b>63,367,868.55</b>	<b>14,173,183.15</b>	<b>35,496,986.58</b>	<b>9,413,746.81</b>
<b>Total Asset:</b>		<b>63,367,868.55</b>	<b>14,173,183.15</b>	<b>35,496,986.58</b>	<b>9,413,746.81</b>
<b>Liability</b>					
<b>Type: 1000 - Assets</b>					
10510 - Accounts Receivable	0.00	0.00	98,783.16	0.00	98,783.16
<b>Total Type 1000 - Assets:</b>		<b>0.00</b>	<b>0.00</b>	<b>98,783.16</b>	<b>0.00</b>
<b>Type: 2000 - Liabilities</b>					
20010 - Accounts Payable	153,704.35	56,860.30	194,537.45	67,929.88	473,031.98
20100 - Retentions Payable	0.00	241,969.50	0.00	11,462.71	253,432.21
20150 - Customer Deposits	782.90	0.00	0.00	0.00	782.90
21200 - Salaries & Benefits Payable	37,723.00	0.00	63,074.82	0.00	100,797.82
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	384,418.36	0.00	494,414.58	0.00	878,832.94
21500 - Premium on Issuance of Bonds Series 2017	1,679,588.29	0.00	936,350.59	0.00	2,615,938.88
21600 - OPEB Liability	1,362,313.49	0.00	1,765,048.61	0.00	3,127,362.10

## Balance Sheet

As Of 06/30/2021

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21700 - Pension Liability	1,059,627.55	0.00	1,396,796.86	0.00	2,456,424.41
22010 - Deferred Income	0.00	0.00	257,995.73	0.00	257,995.73
22050 - Deferred Inflows	1,174,187.61	0.00	1,525,245.84	0.00	2,699,433.45
24200 - 2012 Bonds Payable	5,576,900.50	0.00	3,028,099.50	0.00	8,605,000.00
24250 - Bonds Payable 2017 Refunding	14,992,000.00	0.00	8,433,000.00	0.00	23,425,000.00
<b>Total Type 2000 - Liabilities:</b>	<b>26,421,246.06</b>	<b>298,829.80</b>	<b>18,094,563.97</b>	<b>79,392.59</b>	<b>44,894,032.42</b>
<b>Total Liability:</b>	<b>26,421,246.06</b>	<b>298,829.80</b>	<b>18,193,347.13</b>	<b>79,392.59</b>	<b>44,992,815.58</b>
<b>Equity</b>					
<b>Type: 3000 - Equity</b>					
30100 - Investment in Capital Assets	33,720,732.31	0.00	16,166,351.01	0.00	49,887,083.32
30500 - Designated Reserves	230,846.64	16,890,132.91	321,126.34	8,027,849.76	25,469,955.65
<b>Total Type 3000 - Equity:</b>	<b>33,951,578.95</b>	<b>16,890,132.91</b>	<b>16,487,477.35</b>	<b>8,027,849.76</b>	<b>75,357,038.97</b>
<b>Total Total Beginning Equity:</b>	<b>33,951,578.95</b>	<b>16,890,132.91</b>	<b>16,487,477.35</b>	<b>8,027,849.76</b>	<b>75,357,038.97</b>
Total Revenue	9,978,762.75	1,587,290.64	11,526,745.43	2,302,308.67	25,395,107.49
Total Expense	6,983,719.21	4,603,070.20	10,710,583.33	995,804.21	23,293,176.95
Revenues Over/Under Expenses	2,995,043.54	-3,015,779.56	816,162.10	1,306,504.46	2,101,930.54
<b>Total Equity and Current Surplus (Deficit):</b>	<b>36,946,622.49</b>	<b>13,874,353.35</b>	<b>17,303,639.45</b>	<b>9,334,354.22</b>	<b>77,458,969.51</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>63,367,868.55</b>	<b>14,173,183.15</b>	<b>35,496,986.58</b>	<b>9,413,746.81</b>	<b>122,451,785.09</b>



San Juan Water District, CA

# Check Report

### By Vendor Name

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
	**Void**	06/07/2021	Regular	0.00	0.00	56873
	**Void**	06/07/2021	Regular	0.00	0.00	56874
	**Void**	06/07/2021	Regular	0.00	0.00	56875
	**Void**	06/07/2021	Regular	0.00	0.00	56876
	**Void**	06/07/2021	Regular	0.00	0.00	56877
	**Void**	06/07/2021	Regular	0.00	0.00	56878
	**Void**	06/21/2021	Regular	0.00	0.00	56923
	**Void**	06/15/2021	EFT	0.00	0.00	407405
01041	Afman, Todd R	06/21/2021	Regular	0.00	237.84	56905
03681	Allied Electronics Inc.	06/28/2021	EFT	0.00	30.99	407423
03406	Alpha Analytical Laboratories Inc.	06/07/2021	Regular	0.00	846.00	56851
03406	Alpha Analytical Laboratories Inc.	06/21/2021	Regular	0.00	2,660.00	56906
03406	Alpha Analytical Laboratories Inc.	06/28/2021	Regular	0.00	846.00	56934
01073	Amarjeet Singh Garcha	06/21/2021	Regular	0.00	1,500.00	56907
01039	American Family Life Assurance Company of Colu	06/25/2021	Bank Draft	0.00	542.96	Q3869 06-25-21
01039	American Family Life Assurance Company of Colu	06/25/2021	Bank Draft	0.00	542.96	Q3869 06-25-21
01026	American River Ace Hardware, Inc.	06/07/2021	Regular	0.00	48.43	56852
01328	Association of California Water Agencies / Joint Po	06/01/2021	EFT	0.00	7,319.26	407362
01328	Association of California Water Agencies / Joint Po	06/28/2021	EFT	0.00	7,479.16	407424
01898	Association of California Water Agencies / JPIA	06/15/2021	EFT	0.00	26,223.55	407404
01027	Association of California Water Agencies	06/21/2021	Regular	0.00	364.50	56908
01027	Association of California Water Agencies	06/21/2021	Regular	0.00	2,000.00	56909
01138	AT&T Mobility II LLC	06/01/2021	Regular	0.00	63.24	56838
01165	Backflow Technologies	06/14/2021	Regular	0.00	6,480.00	56885
01167	Badger Meter, Inc.	06/07/2021	EFT	0.00	4,638.56	407378
03789	Banner Bank	06/14/2021	Regular	0.00	567.80	56886
01182	Bartkiewicz, Kronick & Shanahan	06/01/2021	Regular	0.00	20,825.00	56839
01210	Blackburn Manufacturing Company	06/21/2021	EFT	0.00	134.75	407406
01232	Brower Mechanical, Inc.	06/07/2021	EFT	0.00	810.00	407379
01234	Bryce HR Consulting, Inc.	06/21/2021	EFT	0.00	1,105.00	407407
01235	BSK Associates	06/01/2021	EFT	0.00	112.00	407363
01242	Bureau of Reclamation-MPR	06/21/2021	EFT	0.00	68,334.20	407408
01242	Bureau of Reclamation-MPR	06/28/2021	EFT	0.00	6,435.00	407425
03080	California State Disbursement Unit	06/11/2021	Bank Draft	0.00	1,862.82	PAY00000000003
03080	California State Disbursement Unit	06/28/2021	Bank Draft	0.00	1,862.82	PAY00000000003
01290	California Surveying & Drafting Supply Inc	06/01/2021	EFT	0.00	848.38	407364
03078	CalPERS Health	06/03/2021	Bank Draft	0.00	49,242.79	1001866502
03078	CalPERS Health	06/03/2021	Bank Draft	0.00	37,258.37	1001866502
03078	CalPERS Health	06/03/2021	Bank Draft	0.00	47,615.51	1001866502
01267	CalPERS OPEB	06/01/2021	Regular	0.00	182,000.00	56840
03130	CalPERS Retirement	06/11/2021	Bank Draft	0.00	36,972.42	1001873127
03130	CalPERS Retirement	06/25/2021	Bank Draft	0.00	38,304.94	1001882076
03226	Capitol Sand and Gravel Co.	06/21/2021	Regular	0.00	2,983.25	56910
03706	Capra Environmental Services, Corp.	06/14/2021	Regular	0.00	6,000.00	56887
03706	Capra Environmental Services, Corp.	06/21/2021	Regular	0.00	1,600.00	56911
03530	Certex USA, Inc.	06/07/2021	EFT	0.00	3,867.36	407380
03221	Chemtrade Chemicals Corporation	06/01/2021	EFT	0.00	4,931.47	407365
03221	Chemtrade Chemicals Corporation	06/21/2021	EFT	0.00	15,009.80	407409
03221	Chemtrade Chemicals Corporation	06/28/2021	EFT	0.00	5,144.78	407426
01366	Citistreet/CalPERS 457	06/11/2021	Bank Draft	0.00	5,034.44	1001873130
01366	Citistreet/CalPERS 457	06/25/2021	Bank Draft	0.00	5,050.58	1001882079
01368	Citrus Heights Water District	06/14/2021	Regular	0.00	2,300.00	56888
01372	City of Folsom	06/07/2021	Regular	0.00	32.95	56853
01378	Clark Pest Control of Stockton	06/07/2021	Regular	0.00	1,141.00	56854

## Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01378	Clark Pest Control of Stockton	06/21/2021	Regular	0.00	153.00	56912
02214	County of Placer Engineering & Surveying	06/07/2021	Regular	0.00	1,989.51	56855
01423	County of Sacramento	06/07/2021	Regular	0.00	98.00	56856
03780	CST Industries, Inc.	06/21/2021	EFT	0.00	14,153.10	407410
01521	DataProse, LLC	06/21/2021	EFT	0.00	3,505.85	407411
01494	Dewey Services Inc.	06/21/2021	Regular	0.00	110.00	56913
03548	Digital Deployment, Inc.	06/01/2021	Regular	0.00	5,200.00	56841
01503	Division 5-15, A California Corporation	06/07/2021	EFT	0.00	33,828.31	407381
01503	Division 5-15, A California Corporation	06/28/2021	EFT	0.00	60,002.00	407427
01504	DLT Solutions LLC	06/21/2021	EFT	0.00	15,897.80	407412
01509	Domenichelli & Associates, Inc.	06/28/2021	EFT	0.00	6,410.00	407428
03599	East Bay Clarklift, Inc.	06/07/2021	Regular	0.00	823.24	56857
03163	Economic Development Department	06/01/2021	Bank Draft	0.00	8,181.90	0-260-873-888
03163	Economic Development Department	06/01/2021	Bank Draft	0.00	466.94	0-260-873-888
03163	Economic Development Department	06/28/2021	Bank Draft	0.00	8,221.65	0-470-245-792
03163	Economic Development Department	06/14/2021	Bank Draft	0.00	570.95	0-551-584-160
03163	Economic Development Department	06/14/2021	Bank Draft	0.00	8,624.52	0-551-584-160
03776	EETS Inc.	06/01/2021	EFT	0.00	2,025.00	407366
03776	EETS Inc.	06/07/2021	EFT	0.00	2,545.00	407382
01554	Electrical Equipment Co	06/07/2021	Regular	0.00	6,376.99	56858
01554	Electrical Equipment Co	06/28/2021	Regular	0.00	485.42	56935
01574	Endress + Hauser, Inc.	06/01/2021	EFT	0.00	1,000.15	407367
01584	ERS Industrial Services, Inc.	06/14/2021	EFT	0.00	14,479.66	407394
01604	Fastenal Company	06/21/2021	EFT	0.00	2,292.90	407413
01611	Ferguson Enterprises, Inc	06/07/2021	EFT	0.00	538.75	407383
01611	Ferguson Enterprises, Inc	06/14/2021	EFT	0.00	1,716.02	407395
01611	Ferguson Enterprises, Inc	06/21/2021	EFT	0.00	63.41	407414
01611	Ferguson Enterprises, Inc	06/28/2021	EFT	0.00	324.34	407429
03350	Firecode Safety Equipment, Inc.	06/21/2021	Regular	0.00	1,742.45	56914
03824	Fleet Guy, LLC	06/07/2021	Regular	0.00	5,500.00	56859
03702	Flowline Contractors, Inc.	06/07/2021	EFT	0.00	21,073.00	407384
03702	Flowline Contractors, Inc.	06/14/2021	EFT	0.00	16,576.00	407396
01630	FM Graphics, Inc.	06/21/2021	Regular	0.00	703.54	56915
01068	Glenn C. Walker	06/14/2021	Regular	0.00	1,299.76	56889
03790	Global Machinery International West LLC	06/07/2021	EFT	0.00	83,998.20	407385
03091	Granite Bay Ace Hardware	06/07/2021	Regular	0.00	61.72	56860
03091	Granite Bay Ace Hardware	06/21/2021	Regular	0.00	126.87	56916
02567	Grant, Teri	06/07/2021	Regular	0.00	103.04	56861
01721	Hach Company	06/14/2021	EFT	0.00	1,421.82	407397
01721	Hach Company	06/21/2021	EFT	0.00	247.80	407415
01741	HDR Engineering, Inc.	06/01/2021	EFT	0.00	35,648.38	407368
01741	HDR Engineering, Inc.	06/28/2021	EFT	0.00	20,414.82	407430
01748	Herc Rentals Inc.	06/07/2021	EFT	0.00	4,511.89	407386
01748	Herc Rentals Inc.	06/14/2021	EFT	0.00	646.17	407398
01768	Hopkins Technical Products, Inc.	06/14/2021	Regular	0.00	904.60	56890
03072	HUNT & SONS INC.	06/21/2021	Regular	0.00	136.03	56917
01416	ICONIX Waterworks (US) Inc.	06/07/2021	EFT	0.00	5,909.49	407387
01796	Insomniac Productions Inc.	06/07/2021	Regular	0.00	4,650.02	56862
03164	Internal Revenue Service	06/14/2021	Bank Draft	0.00	51,035.27	2701562628955
03164	Internal Revenue Service	06/11/2021	Bank Draft	0.00	2,285.44	2701562628955
03164	Internal Revenue Service	06/25/2021	Bank Draft	0.00	49,007.80	2701576723161
01917	Kennedy/Jenks Consultants, Inc.	06/01/2021	EFT	0.00	23,526.42	407369
01917	Kennedy/Jenks Consultants, Inc.	06/14/2021	EFT	0.00	15,266.25	407399
03814	Kreisberg Law Firm	06/01/2021	Regular	0.00	120.00	56842
03814	Kreisberg Law Firm	06/07/2021	Regular	0.00	90.00	56863
03628	Lees Automotive Repair Inc.	06/21/2021	EFT	0.00	1,330.95	407416
03628	Lees Automotive Repair Inc.	06/28/2021	EFT	0.00	194.97	407431
03785	McGuire and Hetser	06/14/2021	Regular	0.00	10,782.50	56891
02024	MCI WORLDCOM	06/14/2021	Regular	0.00	55.20	56892
02024	MCI WORLDCOM	06/21/2021	Regular	0.00	55.20	56918
02027	Mcmaster-Carr Supply Company	06/07/2021	EFT	0.00	220.21	407388

## Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02027	Mcmaster-Carr Supply Company	06/21/2021	EFT	0.00	211.17	407417
02027	Mcmaster-Carr Supply Company	06/28/2021	EFT	0.00	39.44	407432
03815	Med 7 Urgent Care Center Medical Group	06/01/2021	Regular	0.00	232.00	56843
03815	Med 7 Urgent Care Center Medical Group	06/28/2021	Regular	0.00	203.50	56936
01472	Mel Dawson, Inc.	06/01/2021	EFT	0.00	1,068.29	407370
01472	Mel Dawson, Inc.	06/14/2021	EFT	0.00	6,868.37	407400
03669	MFDB Architects, Inc.	06/21/2021	Regular	0.00	835.03	56919
02022	Morgan, Daren P.	06/01/2021	Regular	0.00	296.01	56844
02093	NDS Solutions, Inc	06/28/2021	Regular	0.00	4,551.45	56937
02463	New AnswerNet Inc.	06/07/2021	EFT	0.00	259.95	407389
03826	Nocentini, Brett D	06/28/2021	Regular	0.00	160.86	56938
02131	Office Depot, Inc.	06/14/2021	Regular	0.00	721.67	56893
02131	Office Depot, Inc.	06/21/2021	Regular	0.00	1,105.57	56920
02131	Office Depot, Inc.	06/28/2021	Regular	0.00	294.64	56939
02150	Pace Supply Corp	06/07/2021	Regular	0.00	5,007.98	56864
02150	Pace Supply Corp	06/14/2021	Regular	0.00	2,489.81	56894
02150	Pace Supply Corp	06/28/2021	Regular	0.00	268.13	56940
02158	Pacific Storage Company	06/21/2021	EFT	0.00	59.38	407418
03801	PeopleReady, Inc	06/07/2021	Regular	0.00	2,800.00	56865
03801	PeopleReady, Inc	06/21/2021	Regular	0.00	1,120.00	56921
03801	PeopleReady, Inc	06/28/2021	Regular	0.00	1,400.00	56941
03026	PFM Asset Management	06/01/2021	EFT	0.00	960.85	407371
03026	PFM Asset Management	06/28/2021	EFT	0.00	500.00	407433
02146	PG&E	06/14/2021	Regular	0.00	10.00	56895
02146	PG&E	06/21/2021	Regular	0.00	2,028.89	56922
03733	Pure Technologies US, Inc	06/01/2021	EFT	0.00	110,285.00	407372
01736	Quadient Leasing USA, Inc. - Lease	06/07/2021	EFT	0.00	462.81	407390
02275	Ramos Oil Recyclers Inc	06/21/2021	EFT	0.00	855.41	407419
02283	Recology Auburn Placer	06/21/2021	Regular	0.00	666.24	56924
02283	Recology Auburn Placer	06/21/2021	Regular	0.00	477.26	56925
02286	Regional Water Authority	06/01/2021	EFT	0.00	18,812.50	407373
02223	Rexel Inc (Platt - Rancho Cordova)	06/07/2021	Regular	0.00	6,095.75	56866
02223	Rexel Inc (Platt - Rancho Cordova)	06/14/2021	Regular	0.00	171.71	56896
02223	Rexel Inc (Platt - Rancho Cordova)	06/21/2021	Regular	0.00	350.44	56926
02293	RFI Enterprises, Inc	06/07/2021	Regular	0.00	51.34	56867
02293	RFI Enterprises, Inc	06/21/2021	Regular	0.00	51.34	56927
02302	Riebes Auto Parts, LLC	06/01/2021	Regular	0.00	21.54	56845
02302	Riebes Auto Parts, LLC	06/07/2021	Regular	0.00	107.43	56868
02302	Riebes Auto Parts, LLC	06/14/2021	Regular	0.00	16.14	56897
02302	Riebes Auto Parts, LLC	06/21/2021	Regular	0.00	5.92	56928
03183	River City Printers LLC	06/01/2021	Regular	0.00	11,566.22	56846
03183	River City Printers LLC	06/28/2021	Regular	0.00	6,449.00	56942
02328	Rocklin Windustrial Co	06/01/2021	Regular	0.00	217.52	56847
02328	Rocklin Windustrial Co	06/14/2021	Regular	0.00	76.17	56898
02328	Rocklin Windustrial Co	06/28/2021	Regular	0.00	204.24	56943
03385	S J Electro Systems Inc	06/14/2021	EFT	0.00	2,729.50	407401
02357	Sacramento Municipal Utility District (SMUD)	06/21/2021	Regular	0.00	18,095.15	56929
02384	Sacramento Suburban Water District	06/01/2021	Regular	0.00	3,030.82	56848
03822	SIJ Holdings LLC	06/28/2021	EFT	0.00	1,915.43	407434
02466	Silvers HR, LLC	06/21/2021	EFT	0.00	1,048.50	407420
02514	State Water Resources Control Board - SWRCB	06/14/2021	Regular	0.00	105.00	56899
03783	Stratus Building Solutions of Northern California, I	06/07/2021	EFT	0.00	1,550.00	407391
01641	Sun Life Assurance Company of Canada	06/02/2021	Bank Draft	0.00	9,997.50	572991
01411	SureWest Telephone	06/07/2021	Regular	0.00	3,659.06	56869
02497	SWC, Inc.	06/01/2021	EFT	0.00	525.00	407374
02572	Thatcher Company of California, Inc.	06/14/2021	EFT	0.00	4,500.00	407402
02572	Thatcher Company of California, Inc.	06/28/2021	EFT	0.00	750.00	407435
02580	The Eidam Corporation	06/01/2021	Regular	0.00	17,734.27	56849
02580	The Eidam Corporation	06/21/2021	Regular	0.00	6,622.50	56930
03799	Thrikettle Corporation	06/07/2021	Regular	0.00	32,277.96	56870
03799	Thrikettle Corporation	06/21/2021	Regular	0.00	25,328.16	56931

## Check Report

Date Range: 06/01/2021 - 06/30/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03644	Tully & Young, Inc.	06/14/2021	Regular	0.00	1,822.50	56900
03644	Tully & Young, Inc.	06/21/2021	Regular	0.00	15,202.50	56932
02638	Tyler Technologies, Inc.	06/28/2021	Regular	0.00	10,913.15	56944
03671	U. S. Saws, Inc.	06/28/2021	EFT	0.00	393.81	407436
02651	United Parcel Service Inc	06/07/2021	Regular	0.00	47.76	56871
02651	United Parcel Service Inc	06/21/2021	Regular	0.00	132.00	56933
02667	US Bank Corporate Payments Sys (CalCard)	06/07/2021	Regular	0.00	12,298.36	56872
02674	Utility Services Associates, LLC	06/21/2021	EFT	0.00	6,486.65	407421
03077	VALIC	06/11/2021	Bank Draft	0.00	4,640.21	189161
03077	VALIC	06/25/2021	Bank Draft	0.00	4,640.21	190534
02690	Verizon Wireless	06/14/2021	Regular	0.00	2,124.00	56901
02700	Viking Shred LLC	06/14/2021	Regular	0.00	60.00	56902
01687	W. W. Grainger, Inc.	06/01/2021	Regular	0.00	175.29	56850
01687	W. W. Grainger, Inc.	06/14/2021	Regular	0.00	97.31	56903
01687	W. W. Grainger, Inc.	06/28/2021	Regular	0.00	-23.71	56945
01687	W. W. Grainger, Inc.	06/28/2021	Regular	0.00	23.71	56945
02710	WageWorks, Inc	06/07/2021	EFT	0.00	98.00	407392
03387	WageWorks, Inc	06/01/2021	EFT	0.00	268.30	407375
03387	WageWorks, Inc	06/14/2021	EFT	0.00	268.30	407403
03387	WageWorks, Inc	06/28/2021	EFT	0.00	268.30	407437
01486	WAPA - Department of Energy	06/01/2021	EFT	0.00	2,043.15	407376
01486	WAPA - Department of Energy	06/21/2021	EFT	0.00	5,582.98	407422
03791	Water Systems Consulting, Inc.	06/07/2021	EFT	0.00	6,275.00	407393
02730	Western Area Power Administration	06/01/2021	EFT	0.00	6,585.00	407377
02730	Western Area Power Administration	06/28/2021	EFT	0.00	5,721.15	407438
02766	Youngdahl Consulting Group, Inc.	06/28/2021	Regular	0.00	275.00	56946

## Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	148	95	0.00	474,141.40
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-23.71
Bank Drafts	22	22	0.00	371,963.00
EFT's	117	77	0.00	729,585.16
	<b>287</b>	<b>202</b>	<b>0.00</b>	<b>1,575,665.85</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	148	95	0.00	474,141.40
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-23.71
Bank Drafts	22	22	0.00	371,963.00
EFT's	117	77	0.00	729,585.16
	<b>287</b>	<b>202</b>	<b>0.00</b>	<b>1,575,665.85</b>

## Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	6/2021	<b>1,575,665.85</b>



San Juan Water District, CA

## **Vendor History Report**

### **By Vendor Name**

Posting Date Range 07/01/2020 - 06/30/2021

Payment Date Range -



Payroll Set: 01-San Juan Water District

<b>Employee Number</b>	<b>Employee Name</b>	<b>Pay Code</b>	<b># of Payments</b>	<b>Units</b>	<b>Pay Amount</b>
<u>0690</u>	Costa, Ted	Reg - Regular Hours	12	87.00	10,875.00
			<b>0690 - Costa Total:</b>	<b>87.00</b>	<b>10,875.00</b>
<u>1028</u>	Hanneman, Martin	Reg - Regular Hours	12	72.00	9,000.00
			<b>1028 - Hanneman Total:</b>	<b>72.00</b>	<b>9,000.00</b>
<u>0670</u>	Miller, Ken	Reg - Regular Hours	12	49.00	6,125.00
			<b>0670 - Miller Total:</b>	<b>49.00</b>	<b>6,125.00</b>
<u>1003</u>	Rich, Daniel	Reg - Regular Hours	11	53.00	6,625.00
			<b>1003 - Rich Total:</b>	<b>53.00</b>	<b>6,625.00</b>
<u>0650</u>	Tobin, Pamela	Reg - Regular Hours	12	120.00	15,000.00
			<b>0650 - Tobin Total:</b>	<b>120.00</b>	<b>15,000.00</b>
				<b>Report Total:</b>	<b>381.00</b>
					<b>47,625.00</b>



# Pay Code Report

## Account Summary

7/1/2020 - 6/30/2021

Payroll Set: 01-San Juan Water District

Account	Account Description	Units	Pay Amount
<a href="#"><u>010-010-58110</u></a>	Director - Stipend	190.50	23,812.50
		<b>010 - WHOLESALE Total:</b>	<b>190.50      23,812.50</b>
<a href="#"><u>050-010-58110</u></a>	Director - Stipend	190.50	23,812.50
		<b>050 - RETAIL Total:</b>	<b>190.50      23,812.50</b>
		<b>Report Total:</b>	<b>381.00      47,625.00</b>

**Pay Code Report**

Pay Code Summary

7/1/2020 - 6/30/2021

Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg - Regular Hours	Regular Hours	59	381.00	47,625.00
		Report Total:	<b>381.00</b>	<b>47,625.00</b>

## 2020/21 Actual Deliveries and Revenue - By Wholesale Customer Agency

	July 2020 - June 2021							
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	10,350	\$ 2,996,877	13,690	\$ 3,267,883	3,339.99	32.3%	\$ 271,007	9.0%
Citrus Heights Water District	10,260	\$ 2,889,675	10,361	\$ 2,897,855	100.81	1.0%	\$ 8,180	0.3%
Fair Oaks Water District	6,750	\$ 1,994,522	8,202	\$ 2,112,352	1,452.19	21.5%	\$ 117,831	5.9%
Orange Vale Water Co.	3,330	\$ 988,399	4,141	\$ 1,054,215	811.15	24.4%	\$ 65,817	6.7%
City of Folsom	1,035	\$ 298,575	1,239	\$ 315,158	204.38	19.7%	\$ 16,583	5.6%
Granite Bay Golf Course	225	\$ 7,954	371	\$ 13,132	146.49	65.1%	\$ 5,178	65.1%
Sac Suburban Water District	-	\$ -	4,782	\$ 1,313,461	4,782.17		\$ 1,313,461	
<b>TOTAL</b>	<b>31,950</b>	<b>\$ 9,176,001</b>	<b>42,787</b>	<b>\$ 10,974,057</b>	<b>10,837.18</b>	<b>33.9%</b>	<b>\$ 1,798,056</b>	<b>19.6%</b>

Budgeted Deliveries	31,950.00
Actual Deliveries	<u>42,787.18</u>
Difference	10,837.18
	33.9%

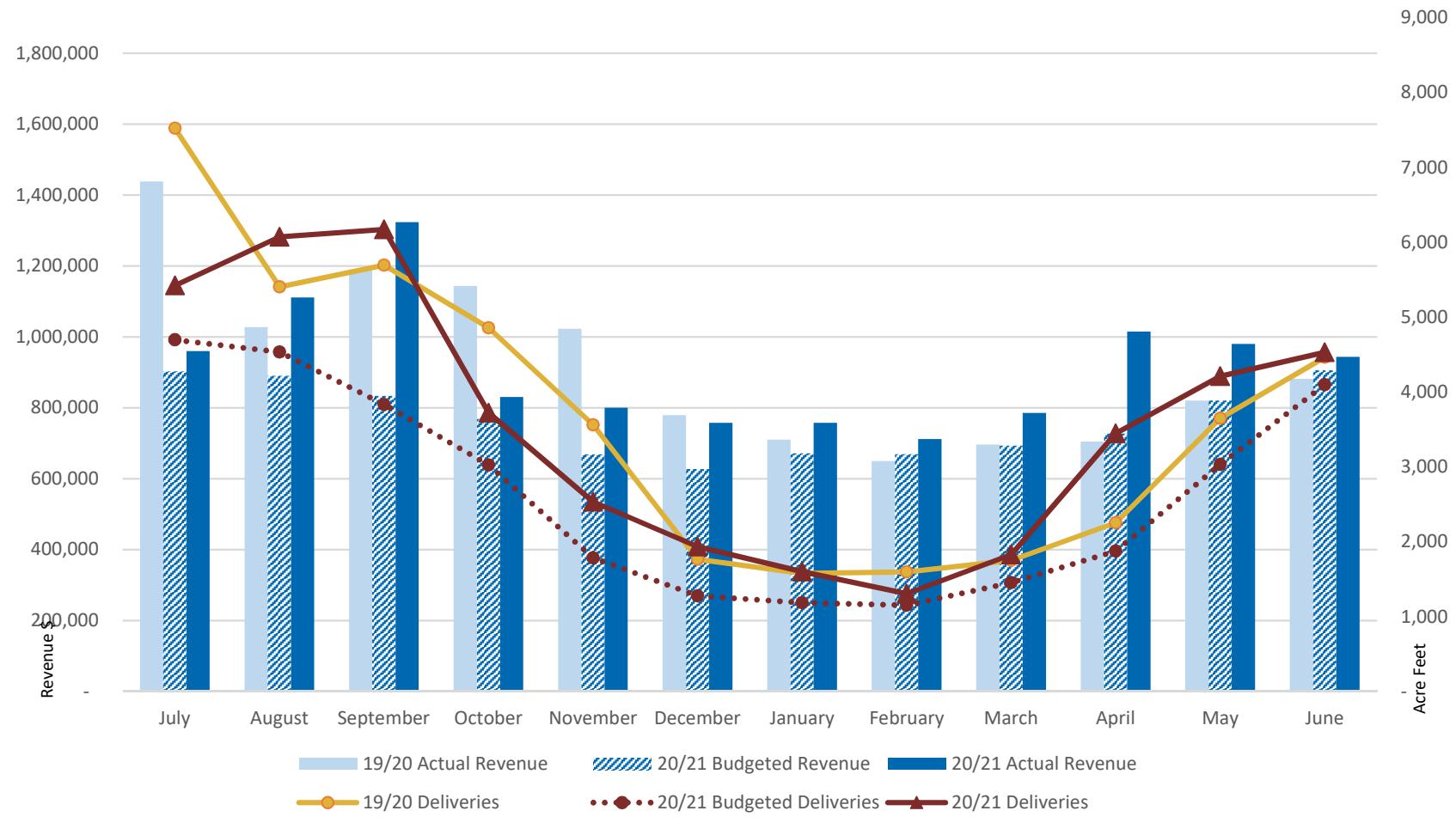
Budgeted Water Sale Revenue	\$ 9,176,001
Actual Water Sale Revenue	<u>\$ 10,974,057</u>
Difference	\$ 1,798,056
	19.6%

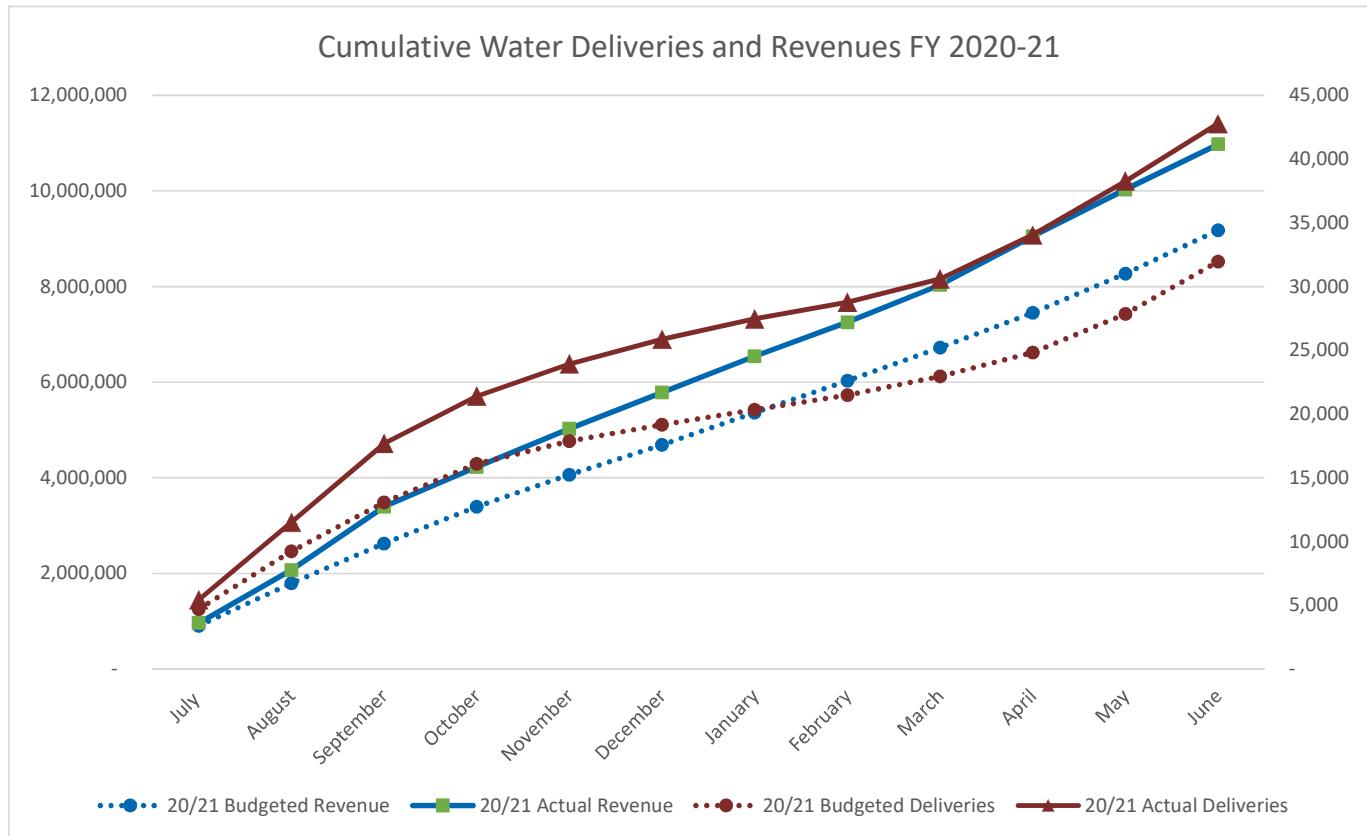
**Conclusion:**

Due to the possible effects from the COVID-19 pandemic, the budget anticipated a 10% decline in water deliveries. Those effects did not materialize. The budget did not anticipate selling water to SSWD but an agreement was reached subsequent to budget adoption. As a result, deliveries for the year were 33.9% greater than anticipated in the budget and revenues outpaced the budget by 19.6%.

Excluding SSWD, deliveries for July-May outpaced the prior year by 1,714 acre feet (4.73% increase). The majority of the increase is attributable to a 1,861 AF increase in deliveries to the SJWD -Retail Service area (15.74%), offset by decreases of 1,046 and 422 AF to CHWD and FOWD respectively.

## Comparison of Fiscal Year 2019/2020 Actual to 2020/2021 Projections of Deliveries and Revenue





# AGENDA ITEM VIII-3.1 & 3.2

Tobin Report 7/28/2021

ACWA

- Pentagon may abandon fire program

\$4.2 million per year for a program that saves lives and helps fight fires out of Pentagon budget of how many hundreds of billions of dollars a year! It also looks like a great bipartisan project to benefit Western states and forest health.

[https://edition.pagesuite.com/popovers/dynamic\\_articlePopover.aspx?guid=8ff65354-e2d7-4f92-8208-a5e6f77f395c&v=sdk](https://edition.pagesuite.com/popovers/dynamic_articlePopover.aspx?guid=8ff65354-e2d7-4f92-8208-a5e6f77f395c&v=sdk)

- President and Vice President of ACWA did an op-ed entitled, “It’s up to us to Make Voluntary Approach the Right Approach to Water Use Reduction”.
- Drought Conditions Worsening in 50 of the 58 Counties in the State of CA. State Water Resources Control Board with tracking and reporting monthly on the state’s progress toward achieving a 15% reduction in statewide urban water use as compared to 2020 use.
  - Marin Water’s Board of Directors on July 7 unanimously adopted stricter irrigation restrictions to preserve its water supply.
  - The Montague Water Conservation District in Siskiyou County was only able to deliver water to landowners for one week in April and has a 95% mandatory water use reduction in place.
  - In Shasta County, the Bureau of Reclamation reduced the allotment of water from Lake Shasta to the Clear Creek Community District from 1,893 acre-feet down to 425 acre-feet for the entire water year. As of mid-June, the district reported having 272 acre-feet left.
  - July 1 NID approved a mandatory 20% water-use reduction and the water shortage contingency plan went into effect and the district-imposed water use restrictions.
  - On June 28 EID voted to authorize a Stage 1 drought actions. Water Alert for all district service areas. The objective of a Stage 1 Water Alert. Stage 1 actions target up to a 15% demand reduction.
  - Sacramento City Councilmember Jeff Harris said that water supplies for people are expected to be OK this year, because of the regions invests and the ability to move groundwater between communities. Looking ahead to 2022, we need to prepare for continued dry conditions.”

- The Regional Water Authority, 20 local water in the greater Sacramento region, in May adopted a resolution calling for 10 % voluntary conservation.
- Contra Costa Water District (CCWD) enacted a Stage 1 water shortage level at its July 7 meeting and is asking customers to reduce water use by up to 10%. CCWD plans to use water stored in its Los Vaqueros Reservoir which is at 77% of capacity.
- Tri-Valley/East Bay makes up Zone 7 Water Agency, Dublin San Ramon Services District, City of Pleasanton and other agencies are asking customers to reduce their water use by 15%.

➤ Summary of Title IX Western Water Provisions

- Aging infrastructure: \$3.2 billion, includes \$100 million for certain Reclamation projects suffering a critical failure and \$100 million for repairs to certain Carey Act dams
- Water storage, groundwater storage and conveyance: \$1.15 billion, includes \$100 million for new 25% grants for small surface/groundwater storage projects
- Water recycling: \$1 billion, includes \$450 million for new authorized large water recycling project grant program
- Desalination: \$250 million
- Rural water: \$1 billion
- Dam safety: \$500 million
- Drought contingency plan: \$300 million, includes \$50 million for Upper Basin States
- WaterSMART: \$400 million, includes \$100 million for natural infrastructure projects
- Cooperative watershed management: \$100 million
- Aquatic ecosystem restoration program: \$250 million
- Watershed enhancement projects: \$100 million
- Colorado river endangered species recovery and conservation programs: \$50 million

➤ Fiscal Year 2021-'22 State Budget Highlights in SB 129  
Funding that is not contingent on future legislation

- \$663 million to the Department of Water Resources for the following projects and programs:
- \$200 million for small community drought relief
- • \$100 million for urban community drought relief

- • \$200 million for multi-benefit projects
  - \$60 million for SGMA implementation
  - \$100 million for conveyance projects
  - \$3 million for immediate drought support
  - \$1.385 billion to the State Water Resources Control Board for the following projects and programs:
    - \$650 million for drinking water projects with priority given to disadvantaged communities
    - \$650 million for wastewater projects with priority given to septic-to-sewer conversions with local investment for wastewater projects
    - \$85 million for groundwater cleanup and recycled water projects
  - \$985 million to the State Water Board to address COVID-19 related water and wastewater arrearages.
- Funding that is contingent on enactment of future legislation A separate part of SB 129 proposes additional funding that is contingent on the enactment of future legislation. Such future legislation could be in budget trailer bills that are enacted this year. ACWA is preparing specific recommendations for how the Legislature should allocate the \$730.7 million, first bullet below, in a budget trailer bill.
- \$730.7 million for a water and drought resilience package
  - \$440 million for a climate resiliency package
  - \$200 million for an agricultural package
  - \$258 million for a wildfire prevention and forest resilience package
- UPComing Events
  - Aug. 18<sup>th</sup> Ca-Nv-AWWA will host a virtual Water Education Seminar
  - Aug 19<sup>th</sup> Region 5 to talk about emerging market in CA
  - Aug 19<sup>th</sup> Extreme Heat Workshop the Governor's Office of Planning and Research and the California Natural Resources Agency will be hosting one of 19th from 4-6 PM.
- **2021 Fall Conference & Exhibition**  
**November 30 - December 3 Pasadena, CA**

## ACWA-JPIA

JPIA assists members with insurance requirements in contracts.

- JPIA encourages members to implement proper risk transfer procedures when hiring contractors, consultants, and service providers.
  - The goal of proper risk transfer is to minimize unwanted financial exposures caused by the liability assumed under the contract and to avoid costly claims.
- The steps to good risk transfer are:

1. analyze the scope and risk of the project
2. Determine the appropriate coverages and limits required
3. documentation (drafting the agreement and collecting the evidence of coverage) before the work begins.

The JPIA's website contains models with recommended language for each type of activity outsourced.

Mr. Sells and JPIA Directors updated the Executive Committee on relevant current issues. Items reported included:

- In-person Training Conference in San Diego in September 2021
- Leadership Program update
- JPIA staff back in office at least three days a week with optional remote work two days a week after manager approval
- Current recruitment efforts: Risk Advisor position postponed, and Assistant Executive Officer applications will be accepted until July 31, 2021 with interviews to be held in August.
- Software updates: Office 365 roll out and new Ventiv product
- Workers' Compensation Senate Bill 335

Cyber Liability Program: is a fully insured program that provides coverage for all members of the JPIA Liability Program. Premiums for the Cyber Liability Program are included in the cost of the Liability Program. This program renews on July 1, 2021 and the expiring premium is approximately \$140,000. The preliminary quote for the 7/1/21-22 policy year is approximately \$900,000.

# AGENDA ITEM IX-1

## DRAFT

### Legal Affairs Committee Meeting July 13, 2021 11:00 a.m.

**Committee Members:** Ted Costa, Chair  
Marty Hanneman, Director

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

**Topics:** Ordinance 1100 and Ordinance 1100.03.1 Board Rules, Appendix A (W & R)  
Rules for Board Proceedings (W & R)  
Sacramento County Assessment District Funding and Potential Information Request (W & R)  
Other Legal Affairs Matters  
Public Comment

#### **1. Ordinance 1100 and Ordinance 1100.03.1 Board Rules, Appendix A (W & R)**

GM Helliker provided a staff report which will be attached to the meeting minutes. He reviewed the proposed changes which includes amending Ordinance 1100 and rescinding Ordinance 1100.03.1 – Board Rules, Appendix A of the District Code of Ordinances. Legal Counsel Jones informed the committee that he reviewed the proposed changes and they are consistent with other agencies regarding what is included in an ordinance versus a Board policy.

*The Legal Affairs Committee recommends adoption of Amendments to Ordinance 1100 and Rescind Ordinance 1100.03.1 – Board Rules, Appendix A of the District Code of Ordinances*

#### **2. Rules for Board Proceedings (W & R)**

GM Helliker provided a staff report which will be attached to the meeting minutes. He informed the committee that he worked with Legal Counsel Jones to provide the proposed changes. He explained that if something is not covered in the District's Rules for Board Proceedings, then Rosenberg's Rules of Order should be followed, which is included in the amendments to the policy. He reviewed the proposed changes. The committee discussed the various changes and requested that Rule 8 Motions be amended to reference Rosenberg's Rules of Order and remove reference to specific motions in the Board policy.

In response to Director Hanneman's question, Legal Counsel Jones explained that effective October 1, 2021, guidelines for meetings held via teleconference will revert back to the government code and will require the meeting location of any Board member who is participating remotely; however, the District could keep broadcasting the meeting virtually to the public even if all Board members were attending the meeting in person.

*The Legal Affairs Committee recommends approval of proposed modifications to Board Policy BOD-2.1, Board Rules for Proceedings*

**3. Sacramento County Assessment District Funding and Potential Information Request (W & R)**

Director Costa informed the committee that he heard that Sacramento County transferred \$50 million from Rancho Cordova's assessment district funding to the General Fund and he requested that GM Helliker issue a Public Records Act request regarding this. GM Helliker will follow up on this and provide the committee with the response that he obtains.

**4. Other Legal Affairs Matters (W & R)**

There were no other matters discussed.

**5. Public Comment**

There were no public comments.

The meeting was adjourned at 11:48 a.m.

# AGENDA ITEM IX-2

## DRAFT

### Public Information Committee Meeting Minutes San Juan Water District July 13, 2021 3:00 p.m.

<b>Committee Members:</b>	Ken Miller, Chair Dan Rich, Member
<b>District Staff &amp; Consultants:</b>	Paul Helliker, General Manager Lisa Brown, Customer Service Manager Teri Grant, Board Secretary/Administrative Assistant Lucy Eidam Crocker, Lucy & Company
<b>Members of the Public:</b>	Joanna Gin, Citrus Heights Water District Legal Counsel
<b>Topics:</b>	Public Outreach Contract (W & R) Other Public Information Matters Public Comment

#### 1. Public Outreach Contract (W & R)

GM Helliker informed the committee that the scope of work is essentially the same as last year. A written staff report was provided to the committee and will be attached to the meeting minutes. In response to Director Miller's question, Ms. Brown explained that should additional work be required that is outside the scope of work, then an addendum to the contract would be brought to the Board for approval.

GM Helliker informed the committee that the Hinkle Reservoir outreach efforts will be delayed since the project was delayed so there may be additional funds available to use for a different outreach effort. He informed the committee that Fair Oaks Water District requested that communications regarding the drought not be completed utilizing wholesale funds. The committee discussed the current and forecasted conditions at Folsom Reservoir and the messaging that the District will be doing in the near future regarding the conservation efforts that customers will be asked to accomplish to meet the Governor's requested voluntary 15% reduction in water use.

*The Public Information Committee recommends approval of Public Outreach contract with Lucy & Company for FY 2021-22*

#### 2. Other Public Information Matters

Ms. Brown suggested an individual water savings challenge to increase awareness and gain customer participation in water use reduction. The committee agreed. The information will be distributed in a July retail e-blast and a direct customer mailer.

#### 3. Public Comment

There were no public comments.

The meeting adjourned at 4:02 pm.

# AGENDA ITEM IX-3

DRAFT

## Engineering Committee Meeting Minutes San Juan Water District July 20, 2021 12:00 p.m.

**Committee Members:** Marty Hanneman, Chair  
Dan Rich, Member

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

**Members of the Public:** Rich Stratton

**Topics:** Kokila Reservoir Replacement Project (R)  
2019/20 Water Mains and Services Replacement Project (R)  
Other Engineering Matters  
Public Comment

### **1. Kokila Reservoir Replacement Project (R)**

Mr. Pierson provided the committee with a staff report which will be attached to the meeting minutes. He informed the committee that six proposals were received and a 4-person review panel reviewed and ranked each Technical Proposal first and unanimously ranked Bennett Engineering Services, Inc., HDR Engineering, Inc., and Water Works, LLC as the top three Technical Proposals. Subsequent to the technical ranking, the Cost Proposals were opened and reviewed. The committee discussed staff's recommendation to award the contract to Water Works, LLC, and confirmed with staff that the cost proposal was accurate given the fact that the bid was significantly lower than the next lowest bid.

*The Engineering Committee recommends consideration of a motion for authorization and approval to award a professional services contract to Water Works, LLC., for design services for the Kokila Reservoir Replacement Project*

### **2. 2019/20 Water Mains and Services Replacement Project (R)**

Mr. Pierson provided the committee with a staff report which will be attached to the meeting minutes. He informed the committee that this project was delayed due to staff constraints and that the Construction Management on this project will be performed in-house. The committee commended staff for providing Engineer Estimates that are the most accurate that they have seen.

*The Engineering Committee recommends consideration of a motion for authorization and approval to award a construction contract to Caggiano General Engineering, Inc., for the construction of the District's 2019/20 Water Mains and Services Replacement Project*

### **3. Other Engineering Matters**

No other matters were discussed.

### **4. Public Comment**

There were no public comments.

The meeting was adjourned at 12:14 p.m.

## AGENDA ITEM IX-4

**Finance Committee Meeting Minutes**  
**San Juan Water District**  
**July 27, 2021**  
**4:00 p.m.**

**Committee Members:** Ted Costa, Director (Chair)  
Marty Hanneman, Director

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

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

There was no reimbursement request from the General Manager.

**2. Review Check Register from June 2021 (W & R)**

The committee reviewed the June 2021 check register and found it to be in order. The committee discussed the legal bills and it was suggested to place this as a standing agenda item on the Finance Committee agendas.

**3. Other Finance Matters (W & R)**

Ms. Silva informed the committee that she will be reporting good news regarding the CalPERS investment returns at the Board meeting tomorrow night. In response to GM Helliker's question, she stated that the investment return for FY 20-21 was reported at 21.3%.

Ms. Silva reported that the Fitch Bond Rating affirmed the District's AA+. She explained that this is the highest level that a District of our size can achieve.

**4. Public Comment**

There were no public comments.

The meeting was adjourned at 4:08 p.m.