

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

**January 25, 2023
6:00 p.m.**

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

**Teri Grant
(916) 791-6905
tgrant@sjwd.org**

To attend via videoconference, please use the following link:

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

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

Access Code: 245-724-141

Please mute your line.

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

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

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

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

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

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

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

I. ROLL CALL

II. PUBLIC FORUM AND COMMENTS

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

III. CONSENT CALENDAR

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

1. Minutes of the Board of Directors Meeting, December 14, 2022 (W & R)

Recommendation: *Approve draft minutes*

2. Wholesale Water Rate Fee Schedule Revision (W)

Recommendation: *Approve revisions to the Wholesale Water Rate Fee Schedule, effective January 1, 2023, to adjust the allocation of the fixed quarterly service charge*

3. Hydrant and Valve Maintenance FY 2022/23 (R)

Recommendation: *To award a professional services contract to Wachs Water Services (WWS) for professional services related to the inspection and maintenance of the District's hydrants and valves for the fiscal year 2022/23.*

4. WTP Lime Silo and Clarifier Improvements Project (W)

Recommendation: *To award a Professional Services Contract for design services related to improvements at the Water Treatment Plant Lime Silo and Clarifier Tanks*

5. WTP Filter Backwash Hood Facilities Rehabilitation Project (W)

Recommendation: *To award a Professional Services Contract for design services related to improvements at the Water Treatment Plant Filter Backwash Hood Facilities*

IV. NEW BUSINESS

1. 2023 Board Committees (W & R)

Discussion

2. Appoint SGA Alternate Representative (W & R)

Action: *Consider motion to confirm appointment of Dan Rich as the Alternate Representative to the SGA Board of Directors, for submittal to Sacramento County Board of Supervisors for ratification*

3. Sacramento LAFCo's Special District Advisory Committee (W & R)

Nomination for vacant seats:

Office "A" (1/22 – 12/23) term expires on December 2023

Office "B" for a full two-year term (1/23 – 12/24)

4. Proposed Agreement between San Juan Water District and Sacramento Suburban Water District to Provide Conserved Surface Water Supplies to Enhance Groundwater Stabilization (W)

Action:

- (1) **Adopt Notice of Exemption [CEQA];**
- (2) **Make a finding, concurring with staff's analysis, that the proposed transfer is of water surplus to the needs of the Wholesale Customer Agencies in accordance with their Wholesale Water Supply Agreements; and**
- (3) **Authorize the General Manager to sign the Proposed Agreement between San Juan Water District and Sacramento Suburban Water District to Provide Conserved Surface Water Supplies to Enhance Groundwater Stabilization.**

V. OLD BUSINESS

1. Cost of Living Adjustment Update (W & R)
Action: **Award a supplemental COLA of 5.2%**
2. 2023 Hydrology and Operations Update (W & R)
Discussion
3. Conjunctive Use and Groundwater Banking Activities Update (W & R)
Discussion

VI. INFORMATION ITEMS

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

VII. DIRECTORS' REPORTS

1. Sacramento Groundwater Authority (SGA) – T. Costa
2. Regional Water Authority (RWA) – D. Rich
3. Association of California Water Agencies (ACWA)
 - 3.1 ACWA – P. Tobin
 - 3.2 Joint Powers Insurance Authority (JPIA) – P. Tobin
 - 3.3 Energy Committee – T. Costa

4. Central Valley Project (CVP) Water Association – T. Costa
5. Other Reports, Correspondence, Comments, Ideas and Suggestions

VIII. COMMITTEE MEETINGS

1. Engineering Committee – January 20, 2023
2. Finance Committee – January 24, 2023

IX. UPCOMING EVENTS

1. ACWA DC2023 Conference
February 28 – March 1, 2023
Washington, DC
2. 2023 ACWA Legislative Symposium
March 23, 2023
Sacramento
3. 2023 ACWA Spring Conference
May 9-11, 2023
Monterey, CA

X. ADJOURN

UPCOMING MEETING DATES

February 22, 2023
March 22, 2023

I declare under penalty of perjury that the foregoing agenda for the January 25, 2023, regular meeting of the Board of Directors of San Juan Water District was posted by January 20, 2023, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and was freely accessible to the public. The agenda and the board packet was also posted on the District's website at sjwd.org.

Teri Grant, Board Secretary

AGENDA ITEM III-1

DRAFT

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes
December 14, 2022 – 6:00 p.m.

BOARD OF DIRECTORS

Ken Miller	President
Dan Rich	Vice President
Ted Costa	Director
Pam Tobin	Director
Manuel Zamorano	Director

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

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

OTHER ATTENDEES

Attendee	
George Landis	
Jed T.	
Shellie Anderson	Bryce Consulting
Richard Brebrick	Customer
Mark Hargrove	SJWD Employee
Mike Heasley	SJWD Employee

AGENDA ITEMS

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

President Miller called the meeting to order at 6:04 p.m.

I. ROLL CALL

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

II. PUBLIC FORUM

Mr. Richard Brebrick addressed the Board regarding water rates increasing and suggested that the District be more involved in lobbying for desalination plants. Legal Counsel Jones instructed the Board to not discuss this issue since it was not on the agenda. Directors Costa and Tobin offered to meet with him at a later date to discuss this topic and possibly add to an agenda for full Board discussion.

III. CONSENT CALENDAR

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

1. Minutes of the Board of Directors Special Meeting, October 27, 2022 (W & R)

Recommendation: Approve draft minutes

2. Treasurer's Report – Quarter Ending September 30, 2022 (W & R)

Recommendation: Receive and file

3. Amendments to Capital Asset Policy (W & R)

Recommendation: Approve amendments to Capital Asset Policy

4. Change to Online Payment Portal and Payment Processors (W & R)

Recommendation: Approve 3-Year InvoiceCloud Biller Agreement

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

IV. NEW BUSINESS

1. 2023 Board Officers

President Miller announced that the Board needed to nominate a new President and Vice President.

Director Costa moved to elect Dan Rich as Board President and Manuel Zamorano as Vice President. Director Tobin seconded the motion and it carried unanimously.

Director Miller passed the gavel to President Rich.

V. OLD BUSINESS

1. 2022 Hydrology and Operations Update (W & R)

GM Helliker reviewed data on Folsom Reservoir, which included the current storage level at 69% of historical average, data on releases, temperature and precipitation outlooks, storage projections, and current reservoir conditions across the state.

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

GM Helliker informed the Board that a letter was sent to Fair Oaks Water District (FOWD) from President Miller, but no response has been received yet. He expects to meet with FOWD and Citrus Heights Water District in January. In addition, he sent information to Dan York, Sacramento Suburban Water District (SSWD) General Manager, which outlined three different scenarios for conjunctive use and groundwater banking.

GM Helliker informed the Board that SSWD is in the middle of working on the merger discussions with Carmichael Water District and Del Paso Manor Water District; therefore, discussions with San Juan have been delayed but are expected to resume in 2023. In response to Director Costa's comments on injection wells, GM Helliker explained that SSWD has three wells in the process of being constructed and would like to discuss partnership options. GM Helliker will report back in January.

3. Fiscal Year 2021-2022 Results of Operations – Budget to Actual

Ms. Silva provided a staff report which will be attached to the meeting minutes. She informed the Board that the independent audit is complete and she expects the auditors to meet with the Finance Committee in January. She informed the Board that the Annual Comprehensible Financial Report is being worked on as well. She reported the following information for the fiscal year ending June 30, 2022:

Wholesale Operations	Revenues higher than budget and mid-year estimate Expenses lower than budget and mid-year estimate
Wholesale Capital	Revenues lower than budget (due to funding on the Hinkle Project being delayed to FY 2022-23) Expenses lower than budget and mid-year estimate
Retail Operations	Revenues higher than budget and mid-year estimate Expenses lower than budget and mid-year estimate
Retail Capital	Revenues lower than budget and higher than mid-year estimate (due to funding on the Eureka Road Pipeline Project being delayed to FY 2022-23) Expenses lower than budget and mid-year estimate

4. Cost of Living Adjustment (W & R)

Ms. Silva reviewed the written staff report which will be attached to the meeting minutes. She reviewed a graph which showed the November 2022 inflation rate of 13.1% and the July 2022 inflation rate of 12.3% since March 2021. She stated that staff recommends a supplemental COLA be awarded to staff of 5.2%, which,

combined with the 3.8% previously awarded, would equal 9% - the March over March change in CPI that is customarily used to set District COLAs, since the inflation has risen during the past six months.

In response to Director Costa's comments on the compensation study and the COLA increases, GM Helliker explained that the compensation study only adjusted the salary ranges and not everyone received a salary increase at that time – only the ones who fell below the bottom of their salary range received an increase. Ms. Silva informed the Board that there is room in the budget to award the increased COLA without exceeding the budget that the Board approved for salaries, and it would still fall within the Retail Financial Plan estimates.

The Board discussed the COLAs of the comparator agencies and Ms. Silva provided the data obtained on various agencies. Ms. Shellie Anderson explained that the other agencies are either on a fiscal or calendar year schedule for granting COLAs, with some exceptions to conform to their MOUs with employees.

In response to Board comments, Ms. Silva informed the Board that staff brought this back to the Board at their request after the Board set the COLA at 3.8% in July 2021, 5.2% below the 9% CPI from March 2022, then directed staff to bring the topic back to the Board in six months. The Board discussed the rate of inflation and the timing of COLAs. GM Helliker explained that the CPI has continued to increase since the discussion with the Board in May, at which time the CPI had increased 9% from March of 2021 to March of 2022.

In response to Director Costa's comment on unfunded PERS liability, Ms. Silva explained that in a normal year when inflation is not high, the COLAs usually fall within the CalPERS assumptions and the General Manager has the authority to set the COLA; however, this year the CPI was at 9% and setting a COLA at that percentage would have exceeded the budget prepared under the Board's policy. GM Helliker explained that unfunded pension liability occurs when CalPERS does not meet its investment targets. In addition, when salaries are increased, the payment to CalPERS increases commensurately, as required to fully fund the increased retirement benefits.

Director Costa and Director Zamorano requested that this topic be reviewed by the Finance Committee. President Rich requested that staff prepare a list of all of the employees which shows the percent increases in salary for July 2020, 2021 and 2022 for each employee. The Board agreed that this topic should be on the Board agenda after the Finance Committee reviews the information in January.

President Rich called for Public Comment. Mr. Greg Zlotnick addressed the Board and Mr. Tony Barela agreed that the recently adopted market position is dependent upon maintaining pace with other agencies through COLAs and merit increases in order to keep that market position. Mr. Greg Turner addressed the Board and stated that nobody believed that inflation would remain high, so the Board pushed out part of the COLA to revisit it; however, inflation remained high and that is why we are here, to stay up with the cost of living and make sure that employees are whole. In addition, Mr. Turner commented that some data might be misleading on a list that

just shows percentage changes in salary due to employees changing jobs within the District and other circumstances besides just a COLA or merit increase.

VI. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

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

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

1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported that the water transfer is complete and final numbers will be reported at a later date. He reported that he and Mr. Zlotnick have had discussions with Westlands Water District and Valley Water after they expressed an interest at the ACWA Fall Conference in long-term partnerships for both groundwater substitution transfers and banking CVP water.

GM Helliker reported that El Dorado Irrigation District is moving forward with their proposal for a conserved water transfer and, since the issues addressed in this transfer also pertain to conserved water transfers planned by the other seller agencies in the region, we and they are supporting EID's efforts. Focusing on conducting a successful transfer by EID will facilitate similar transfers by the others in the future.

GM Helliker reported that the Solve the Water Crisis group meets tomorrow to discuss the next phase. In addition, he mentioned that they published a couple more Op Ed pieces, links for which he provided to the Board via email.

In response to Director Tobin's question, GM Helliker informed the Board that the Stoel Rives increase in their rates equates to a 6% increase for Elizabeth and Kristen's charges, and an 8% increase for Janelle's charges. He needs to find last year's charges for Heraclio and the paralegals to determine their rate increase percentage, but assumes that they are in the same range. GM Helliker reviewed the legal bills which have decreased over the last two years for the first four months of each fiscal year.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

Ms. Silva reported that a blanket de minimis waiver has been provided for the Buy American Build America (BABA) Act requirement. She explained that this would allow for the purchase of brass fittings for the Eureka Road Pipeline project that cannot be sourced in the United States without jeopardizing the loan from the state revolving loan program. She explained that the District did not have to apply for the waiver, which will allow up to 5% of the total materials cost of the project to come from materials that are not sourced in the United States. In addition, staff received confirmation from the state that asphalt is considered a cementitious product, which is a category exempt from the

requirements of the BABA Act. Therefore, the funding for the project is now in progress and an agreement should be received shortly.

Ms. Silva reported that the Ad Hoc Committee for reviewing the health benefits had its first meeting in November with ACWA JPIA representatives in attendance providing an overview of the healthcare plans that they offer. The committee meets again in January with staff bringing back information regarding the CalPERS and ACWA JPIA healthcare plans.

GM Helliker reported that the District received the JPIA's President's Special Recognition Award for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums" in the Workers' Compensation Program.

3. DIRECTOR OF OPERATIONS' REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela reported that operations at the Water Treatment Plant (WTP) are going great during the Hinkle Reservoir Replacement Project and communications with Sacramento Suburban Water District has been fantastic. He commended the operations staff from both agencies for doing a great job. He reported that on average the WTP is running at 14 MGD with a peak of 22-24 MGD, which is below the 25 MGD maximum target.

4. DIRECTOR OF ENGINEERING SERVICES' REPORT

4.1 Miscellaneous District Issues and Correspondence

Mr. Pierson reported that the Eureka Road Pipeline Replacement Project is now scheduled to start in early February. He explained that shipment of the butterfly valves was delayed and is expected by early January. In response to Director Zamorano's question, Mr. Pierson explained that the issue with the brass nipples was resolved since the District received a de minimis waiver for the Buy American Build America Act requirement for those items, and that the delay of the project was due to the supply chain issue with the butterfly valves.

Mr. Pierson reviewed several photos of the Hinkle Reservoir Replacement Project and reviewed the progress of the project. He explained that the contractors have drained the water from the reservoir and are starting to remove the cover. Mr. Turner explained that the treated water cannot be put back into the treatment plant for processing due to the turbidity characteristics which could cause regulatory compliance issues.

Mr. Pierson explained that the old rain water collection system which would drain through the reservoir and out is being replaced with a new design that will not penetrate the reservoir and instead pump the rain water off the cover. He informed the Board that the outlet structure, which had not been exposed in 40 years, was in relatively great shape and only in need of minimal repairs. In addition, the groundwater under drain pipes were also in great shape and no repairs are needed.

Mr. Pierson informed the Board that the project is running on schedule and within budget at this time. He mentioned that there will be some change orders but they will not exceed the contingency amount. He will provide updates to the Board until the project is complete.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

No report.

VII. DIRECTORS' REPORTS

1. SACRAMENTO GROUNDWATER AUTHORITY (SGA)

Director Costa reported that SGA met this month and Randy Marx was appointed as the Chair and Paul Selsky as the Vice Chair for next year. The next meeting is in February.

2. REGIONAL WATER AUTHORITY (RWA)

Mr. Zlotnick reported that the Executive Committee met today and Mr. Jim Peifer commended Mr. Tony Barela for his engagement on infrastructure discussion. GM Helliker explained that Mr. Barela represented the District and made comments supporting water reliability at a listening session involving various agencies.

3. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

3.1 ACWA - Pam Tobin

Director Tobin reviewed her written report that was included in the Board packet.

3.2 Joint Powers Insurance Authority (JPIA) - Pam Tobin

Director Tobin reviewed her written report that was included in the Board packet.

3.3 Energy Committee - Ted Costa

Director Costa informed the Board that he attended the Energy Committee meeting at the ACWA Fall Conference.

4. CVP WATER USERS ASSOCIATION

Director Costa reported that the CVP Water Users Association meets in February.

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

In response to Director Tobin's question, GM Helliker informed the Board that the departments were conducting their own employee award celebrations, and there would be no district-wide event due to CalOSHA temporary emergency standards. He explained that the last update to the CalOSHA standards was in the spring and will be in effect until the end of the year. The Board will be given

the Employee Award brochure after the Board meeting. GM Helliker informed the Board that there are two positions left to fill, after which the District will be fully staffed.

VIII. COMMITTEE MEETINGS

1. Finance Committee – December 13, 2022

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

IX. UPCOMING EVENTS

1. ACWA DC2023 Conference

February 28 – March 1, 2023
Washington, DC

2. 2023 ACWA Legislative Symposium

March 23, 2023
Sacramento

3. 2023 ACWA Spring Conference

May 9-11, 2023
Monterey, CA

X. ADJOURN

The meeting was adjourned at 8:41 p.m.

KENNETH MILLER, President
Board of Directors
San Juan Water District

ATTEST: _____
TERI GRANT, Board Secretary

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

AGENDA ITEM III-2

STAFF REPORT

To: Board of Directors

From: Donna Silva, Director of Finance

Date: January 25, 2023

Subject: Wholesale Water Rate Fee Schedule Revision

RECOMMENDED ACTION

Recommend revisions to the Wholesale Water Rate Fee Schedule, effective January 1, 2023, to change the allocation of the fixed service charge. This item will be reviewed by the Finance Committee on January 24, 2023.

BACKGROUND

On December 11, 2019, at the request of the wholesale customer agencies, the Board approved a change in the methodology of allocating the fixed quarterly service charge. The approved changes were as follows:

- Combined the quarterly service charge with the debt services charges;
- Allocate the quarterly service charge annual to reflect a rolling five-year average of water deliveries to the wholesale agency customers;
 - Groundwater pumped in lieu of purchasing surface water is counted as surface water when the pumping agency is compensated for the incremental cost of pumping by SJWD.
 - 2019 Debt Charge remains a separate, but unassessed charge so that the District can delay assessment of the charge until the amount and terms of the debt are known. Once known, it will roll into the quarterly service charge and be subject to the rolling five-year adjustment.
- District to provide 150-day notice of proposed change in rates annually once rolling average five-year water deliveries can be calculated;
- Board to approve allocation of quarterly service charge annually based on the updated rolling average.

CURRENT STATUS

The San Juan Water District (District) implemented the final rate increase in year five of a five-year rate plan last January 1, 2021. There is no net rate increase scheduled at this time. This action simply updates the allocation of the fixed quarterly charge based on the rolling five-year average of water use for the five years ending June 30, 2022. This recommended action does not change the total fees, just the allocation of the quarterly service charges amongst the wholesale customers.

STAFF REPORT

*Wholesale Water Rate Fee Schedule Revision
Donna Silva, Director of Finance*

The 150-day Notice of Proposed Changes in Rates was sent to the wholesale customer agencies on July 15, 2022. The calculation of the updated rolling five-year average and the impact per agency, as provided in the 150-day notice is attached, as is the resulting proposed wholesale rate schedule for calendar year 2023.

The District has not received any communication from the Wholesale Customer Agencies in direct response to the 150-Day notice.

Attachments:

150-Day Notice of Proposed Changes in Water Rates and Charges

July 15, 2022

Joe Duran, General Manager
Orange Vale Water Company

Tom Gray, General Manager
Fair Oaks Water District

Hilary Straus, General Manager
Citrus Heights Water District

Marcus Yasutake, Environmental and Water Resources Director
City of Folsom

Subject: 150-Day Advance Written Notice of Proposed Changes in Water Rates and Charges

Gentlemen:

This letter is sent in accordance with Section 11 of the Wholesale Water Supply Agreements between the San Juan Water District and your agencies, to advise of a proposed change in the allocation of the fixed quarterly charge for calendar year 2023.

In December 2019, at the request of the Wholesale Customer Agencies, the San Juan Water District's Board of Directors approved a change in the allocation of the fixed service charge. Prior to the change, the fixed service charge was allocated to each agency based upon a blend of their average water deliveries during calendar years 2012-2016 and the relative number of customer accounts. In December 2019, the Board approved a new methodology wherein the service charge is allocated each calendar year based upon the rolling 5-year average of water deliveries. Under this new methodology, the total amount of revenue to be collected via the service charge remains as set by the Financial Plan, but the allocation changes each January based upon the past five years of water deliveries per agency.

The Financial Plan set rates for a five year period, with the final rate increase applied January 1, 2021. The District intends to conduct the next Wholesale Financial Plan and Rate Study after the completion of the Wholesale Master Plan, which should be soon. As such, the total quarterly service charge for calendar year 2023 will remain the same as the current year. However, the allocation between the customer agency will change based upon the updated rolling 5-year average of water deliveries. However, the District

Directors

Edward J. "Ted" Costa
Marty Hanneman
Kenneth H. Miller
Dan Rich
Pamela Tobin

General Manager
Paul Helliker

may issue another 150-Day Notice of Proposed Changes in Rates, based upon the recommendations from the upcoming Wholesale Financial Plan.

The calculation of the proposed rate change, as well as the effect upon each agency, and the proposed rate schedule is included as an attachment to this letter. The 150-day comment period provided in Section 11 of the Wholesale Water Supply Agreements will end on December 12, 2022. The District's Board of Directors will consider adopting the revised rates at the December 14, 2022 Board Meeting.

If you have any questions or need further information, please feel free to contact Finance Director Donna Silva, or myself.

Sincerely,

A handwritten signature in blue ink that reads "Paul Helliker".

Paul Helliker, General Manager
San Juan Water District
Attachments (2)



San Juan Water District
Proposed Wholesale Rate Schedule
Calendar Year 2023

Calendar Year	2023			
San Juan Water District - Retail				
Water Usage Rate (\$/AF)	\$	81.14		
Quarterly Fixed Charge	\$	578,808.35		
2019 Debt Charge (1)	\$	133,920.00		
Citrus Heights Water District				
Water Usage Rate (\$/AF)	\$	81.14		
Quarterly Fixed Charge	\$	533,570.81		
2019 Debt Charge (1)	\$	125,550.00		
Fair Oaks Water District				
Water Usage Rate (\$/AF)	\$	81.14		
Quarterly Fixed Charge	\$	366,991.51		
2019 Debt Charge (1)	\$	96,255.00		
Orange Vale Water Company				
Water Usage Rate (\$/AF)	\$	81.14		
Quarterly Fixed Charge	\$	189,735.60		
2019 Debt Charge (1)	\$	46,035.00		
City of Folsom				
Water Usage Rate (\$/AF)	\$	81.14		
Hinkle Pump Station Surcharge (\$/AF) (2)	\$	102.00		
Quarterly Fixed Charge	\$	56,139.74		
2019 Debt Charge (1)	\$	12,555.00		
Direct Portion of 2012 Debt (2)	\$	18,476.96		
Sacramento Suburban Water District				
Treat and Wheel Rate (\$/AF) (3)	\$	220.16		

Notes:

- (1) Anticipated Debt for the Hinkle Reservoir Rehabilitation Project. Charge will not be assessed until debt is issued and repayment schedule is finalized. The 2019 Debt Charge will be removed and the Quarterly Fixed Charge will increase accordingly.
- (2) Unique charges to City of Folsom and revenue to the San Juan Retail water system. Reduced in 2023 to reflect refinancing with 2022 loan.
- (3) Per negotiated agreement based on financial plan. No change proposed.



CY 2023 Allocation Base - Past Five Years Water Use (In Acre Feet per Fiscal Year)

	<u>CY 2023</u>
Fixed Rates to be Collected	\$ 6,900,984
Quarterly Charge to Allocate	\$ 1,725,246

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	Total	Five Year Allocation	CY 2023 Quarterly Charge
San Juan Water District	11,520.25	10,863.93	11,828.99	13,689.99	12,142.87	47,903.16	33.55%	578,808.35
Citrus Heights Water District	11,201.75	11,189.47	11,407.19	10,360.81	7,852.21	44,159.22	30.93%	533,570.81
Fair Oaks Water District	6,399.68	7,991.04	7,779.93	8,202.19	6,722.68	30,372.84	21.27%	366,991.51
Orange Vale Water Company	3,949.80	3,822.14	3,789.75	4,141.15	3,882.70	15,702.84	11.00%	189,735.60
City of Folsom	1,132.42	1,080.37	1,194.05	1,239.38	1,092.49	4,646.22	3.25%	56,139.74
Totals	34,203.90	34,946.95	35,999.91	37,633.52	31,692.95	142,784.28	100%	1,725,246

Impact Per Agency on Proposed Change in Allocation of Quarterly Charges				
	Current CY 2022	Proposed CY 2023		
		Quarterly Charge	Quarterly Charge	Difference
San Juan Water District		577,817	578,808.35	991.38
Citrus Heights Water District		531,304	533,570.81	2,267.07
Fair Oaks Water District		370,994	366,991.51	(4,002.80)
Orange Vale Water Company		188,903	189,735.60	833.08
City of Folsom		56,228	56,139.74	(88.73)
		\$ 1,725,246	\$ 1,725,246	\$ 0.00

AGENDA ITEM III-3

STAFF REPORT

To: Board of Directors
From: Adam Larsen, Field Services Manager
Date: January 25, 2023
Subject: Hydrant and Valve Maintenance FY 2022/23

RECOMMENDED ACTION

Staff requests awarding a professional services contract to Wachs Water Services (WWS) for professional services related to the inspection and maintenance of the Districts hydrants and valves for the fiscal year 2022/23, in the amount of \$107,658 plus a 10% contingency, for a total authorized amount of \$118,424. This item will be reviewed by the Engineering Committee on January 20, 2023.

BACKGROUND

On November 30, 2022, the District requested proposals for professional services to complete the hydrant and valve maintenance for fiscal year 2022/23. This project involves the inspection and maintenance of approximately 296 hydrants and their isolation valves, as well as 445 mainline valves in the Districts distribution system.

One proposal was received on January 5, 2023, from the following firm:

- Wachs Water Services

Each proposal submitted included a Technical Proposal and a Cost Proposal. The Technical Proposal was evaluated based on project understanding, work plan, experience and qualifications, and other project-specific criteria. Based on review of the proposals, WWS was the top technical proposal.

Subsequent to the technical ranking, the cost proposals were reviewed. The following table summarizes the proposed costs from each company.

Consultant	Professional Services
Wachs Water Services	\$107,658

The initial Contract duration is for FY 2022/23, with three optional one-year renewals. WWS's will be evaluated to the contract requirements, quality of work, and any proposed cost increases for annual renewals.

Because of WWS's technical qualifications and proposed cost for service, WWS is the best suited for the completion of this project.

FINANCIAL CONSIDERATIONS

This maintenance project is included FY 2022/23 Budget. Project costs are 100% Retail.

AGENDA ITEM III-4

STAFF REPORT

To: Board of Directors
From: Tony Barela, Director of Operations
Date: January 25, 2023
Subject: WTP Lime Silo and Clarifier Improvements Project

RECOMMENDED ACTION

Staff requests approval by the Board of a Professional Services Agreement with Water Systems Consulting, Inc. (WSC) for the WTP Lime Silo and Clarifier Improvements Project in the amount of \$163,590 with a total authorized budget of \$179,950 which includes a 10% contingency. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors under the Consent Calendar.

BACKGROUND

The WTP Lime Silo and Clarifier Improvements Project includes design for two distinct improvements at the water treatment plant:

1. Lime Silo Structural and Coating Improvements
2. Clarifier (Thickener) Access Improvements

The existing lime silo was constructed in 1979/80. The silo stores up to 99 tons of 3/8" Quicklime (calcium oxide). The slurry is added to the treated water from the WTP to adjust the pH, which in turn assists with corrosion protection within the Wholesale and Retail Distribution Systems. In 2020, the District completed a structural evaluation of the silo to determine if there were any issues with the existing facility. The analysis included a review of the coating and possible corrosion and a review of the silo anchor system. The report concluded that the number of anchors around the base of the silo needed to be doubled in order to meet current seismic code, that corrosion along the walls were minimal, and that the tank should be recoated. The proposed project includes the design of additional anchors around the base of the silo and bid documents to recoat the tank. Replacement of aging equipment on the tank and other miscellaneous appearances will also be included in the design.

The second project is the design of access improvements into three (3) clarifiers at the District's WTP. The tanks are part of the WTP solids handling process. Multiple times a year, District staff enter the tanks to conduct inspections, make repairs, etc. Currently, this entry occurs from the side of the tank via a portable ladder that is tied off to railing, etc. The goal of the project is to construct permanent safe access into each tank. This will likely include structural analysis of the overhead rake system bridge to account for the additional load of the ladder system.

STATUS

On December 19, 2022, the District issued an RFP to eight (8) qualified engineering design firms requesting proposals for the planned Project. Two firms attended the mandatory pre-proposal meeting on January 3, 2023, and two (2) proposals were received on January 17, 2023.

The Technical Proposals were discussed and ranked by the review team. 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.

Consulting Firm	Proposed Cost
Water Systems Consulting, Inc.	\$163,590
Kennedy/Jenks Consultants, Inc.	\$161,575

WSC's proposal was ranked highest during the technical review. The cost difference between the two consultant proposals were not enough to change the recommendation from the technical review team. WSC is the recommended consultant to complete the project.

BUDGET IMPACT

The Project was included in the District's approved Wholesale CIP budget for Fiscal Year 2022-2023.

AGENDA ITEM III-5

STAFF REPORT

To: Board of Directors
From: Mark Hargrove, Senior Engineer
Date: January 25, 2023
Subject: WTP Filter Backwash Hood Facilities Rehabilitation, Engineering Services

RECOMMENDED ACTION

Staff requests approval by the Board of a Professional Services Agreement with Kennedy Jenks (KJ) to provide professional engineering services for the Water Treatment Plant (WTP) Filter Backwash Hood Facilities Rehabilitation Project (Project) in the amount of \$359,210 with a total authorized budget of \$395,131 which includes a 10% contingency. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors under the Consent Calendar.

BACKGROUND

The WTP filter basins, which included two filter backwash hood facilities and a track and rail system running along the filter basins, were completed in 1983. Two additional filter backwash hood facilities (one in each basin) were added in 2001. Each filter backwash hood facility includes a backwash hood (including injector assemblies), bridge structure, bridge drive assembly, operations deck, pump house, deck drive assembly, backwash pump and piping, backwash trough, surface wash pump and piping, hydraulic system, exhaust fan and heater, electrical, instrumentation, controls and several other components. The original 1983 filter backwash hoods facilities and filter basin the track and rail system, have reached the end of their useful life and have numerous deficiencies that either require rehabilitation or replacement. Deficiencies include the corrosion of the iron and steel materials (backwash hoods, piping, valves, couplings, track, rails, structural beams, etc.), availability of parts for existing equipment, and insufficient access and working space within pump house.

CURRENT STATUS

On November 10, 2022, the District issued an RFP requesting proposals for professional engineering services for the evaluation and design of improvements to the northwest and southwest filter backwash hoods at the WTP. One (1) firm submitted a proposal on January 18, 2023. The Technical Proposal was reviewed by staff and is in conformance with the requirements of the RFP. Subsequent to the technical ranking, the Cost Proposal was opened and reviewed. The following table list the proposal total amount from KJ.

Consultant	Proposal Total Amount
Kennedy Jenks	\$359,210.00

The total amount proposed by KJ appears reasonable and in line with the requested in the RFP.

FINANCIAL CONSIDERATIONS

The Project was included in the District's approved Wholesale CIP budget in FY 22/23. We anticipate spending \$150,000 this fiscal year, and the remaining engineering services costs will be included in Wholesale CIP budget for FY 23/24.



AGENDA ITEM IV-3

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458
www.saclafco.org

DATE: January 12, 2023

TO: Independent Special Districts

SUBJECT: Nominations for Membership on SDAC

You are cordially invited to nominate a Member of your Board to join the Special District Advisory Committee (SDAC). The purpose of the Committee is to provide Sacramento LAFCo with input on issues related to Special Districts, as well as to receive information on issues before the Commission.

The SDAC membership of seventeen is composed of the two LAFCo Special District Commissioners, and the Alternate Special District Commissioner, and representatives from recreation and park, fire, water, flood control, cemetery and other types of special districts.

SDAC members serve 2 year terms without compensation. There will be seven (7) vacant seats for **Office “B” for a full two-year terms (1/23 – 12/24)** on the Committee. There are also three (3) **Office “A” (1/22 – 12/23)** vacancies, and directors applying for those slots will serve the remainder of the two year term that expires on December 2023.

New members will be selected by the SDAC *Sub-committee on Membership* from the pool of nominees provided by the Special Districts, subject to confirmation by the Commission.

SDAC meetings are held quarterly on the fifth Tuesday, or as needed. Currently the SDAC meets at 7 PM virtually; however, there will be a discussion on returning to in-person meetings on the January 31, 2023 meeting.

A nomination form is attached. If you wish to nominate a member of your Board, please complete the form and return it to me no later than ***Friday, February 15, 2023***.

Please feel free to contact me by email or phone if you have questions about this process.

Sincerely,

José C. Henríquez,
Executive Officer

Commissioners

*Sue Frost, Rich Desmond, County Members □ Phil Serna, Alternate
Linda Budge, Sean Loloe, City Members □ Vacant, Katie Valenzuela, Alternates
Chris Little, Public Member □ Timothy Murphy, Alternate
Lindsey Liebig, Gay Jones, Special District Members □ Charlea Moore, Alternate*

Staff

*José C. Henríquez, Executive Officer □ Desirae N. Fox, Policy Analyst □ Diane Thorpe, Clerk of the Commission
Nancy Miller, DeeAnne Gillick, Commission Counsel*

AGENDA ITEM IV-4

STAFF REPORT

To: Board of Directors
From: Greg Zlotnick, Water Resources Manager
Date: January 25, 2023
Subject: Proposed Agreement Between San Juan Water District and Sacramento Suburban Water District to Provide Surface Water Supplies to Enhance Groundwater Stabilization

RECOMMENDED ACTION

(1) Adopt Notice of Exemption [CEQA]; (2) make a formal finding concurring with staff's analysis, that the proposed transfer is of water surplus to the needs of the Wholesale Customer Agencies in accordance with their Wholesale Water Supply Agreements; and, (3) Authorize the General Manager to sign the Proposed Agreement Between San Juan Water District and Sacramento Suburban Water District to Provide Surface Water Supplies to Enhance Groundwater Stabilization

BACKGROUND

To optimize the utilization of San Juan Water District's (District) surface water supplies; generate revenue for the District's wholesale enterprise; increase regional conjunctive use; enhance groundwater stabilization in Sacramento Suburban Water District's (SSWD) northern service area; and, contribute toward a favorable baseline for future District/SSWD groundwater substitution transfer opportunities, the District and SSWD seek to enter into an agreement whereby the District will sell up to 4,000 acre-feet (AF) of surface water between March 1, 2023 and February 29, 2024.

The proposed agreement incorporates the same terms as prior agreements, adjusted to current rates.

We have also informed the Wholesale Customer Agencies, in accordance with the Wholesale Contract, that we are undertaking this transfer and have determined the transfer water is available as surplus to WCA demands, even if assuming a 10% increase in WCA demands over last year.

If the full 4,000 AF of water is transferred to SSWD, the District will receive over \$880,000 in payments as compensation for treatment of that water. The charge per AF for treatment is the same as the District charges SSWD for treating Placer

County Water Agency (PCWA) water it receives in years, such as this year, when the unimpaired inflow to Folsom Reservoir is 1.6 million AF or more.

The price SSWD is paying the District for the surface water supplies provided (exclusive of treatment) is significantly less than the rate it pays PCWA for water in years when it can access it, however, it also reflects a net revenue amount of approximately \$12.45/AF for the District, which would result in net revenue to the District's wholesale enterprise of up to \$49,800.

Notably, another benefit of the proposed transfer is the District will use more of its "take-or-pay" water to meet demands in its Placer County service area, which will eliminate PCWA entitlement water being left "on the table as a "sunk" cost.

In total, then, it is expected that this agreement to transfer up to 4,000 AF will result in close to \$1,000,000 in positive revenue impact to the District's wholesale enterprise.

CEQA

Adopting and implementing this agreement is exempt from the California Environmental Quality Act (CEQA) because it does not involve the construction of any new facilities or modification or expansion of capacity of existing facilities, and involves water supplies that have historically been consumptively used by the District prior to undertaking conservation actions. Therefore, it can be determined with certainty that the project will not have a significant effect on the environment.

NOTICE OF EXEMPTION

To: County Clerk
County of Sacramento
600 8th Street
Sacramento, CA 95814

To: County Clerk
County of Placer
2954 Richardson Drive
Auburn, CA 95603

From: San Juan Water District
9935 Auburn Folsom Road
Granite Bay, CA 95746

Project Title: Sale of conserved water to Sacramento Suburban Water District

Project Location: San Juan Water District facilities in Sacramento and Placer Counties will be used to receive, treat and convey water to Sacramento Suburban Water District in Sacramento County. See attached map.

Description of Nature, Purpose and Beneficiaries of Project: San Juan Water District (San Juan) will sell up to 4,000 AF of water to Sacramento Suburban Water District (SSWD), which San Juan has previously conserved through various conservation efforts, including primarily the improved water use efficiency of its customers. The project does not involve the construction of any new facilities or the modification or expansion of capacity of existing facilities. San Juan will benefit from the project as a result of being better able to utilize the surface water supplies it has available to it for public benefit, as well as receiving revenue that will improve its wholesale enterprise's financial position. SSWD will benefit from the receipt of surface water to improve the conjunctive management and health of its north groundwater basin.

Name of Public Agency Approving Project: San Juan Water District

Name of Person or Agency Carrying Out Project: San Juan Water District

Exempt Status: (Check One)

- Ministerial
 Declared Emergency (Sec. 15071(a))
 Emergency Project (Sec. 15071(a) and (c))
 Statutory Exemption: Class 1 Exemption, CEQA Guidelines section 15301
 Other: Common Sense Exception, CEQA Guidelines section 15061(b)(3)

Reasons why project is exempt:

This project does not involve the construction of any new facilities or modification or expansion of capacity of existing facilities, and involves water supplies that have historically been consumptively used by San Juan prior to conservation. It therefore can be seen with certainty that the project will not have a significant effect on the environment.

Contact Person

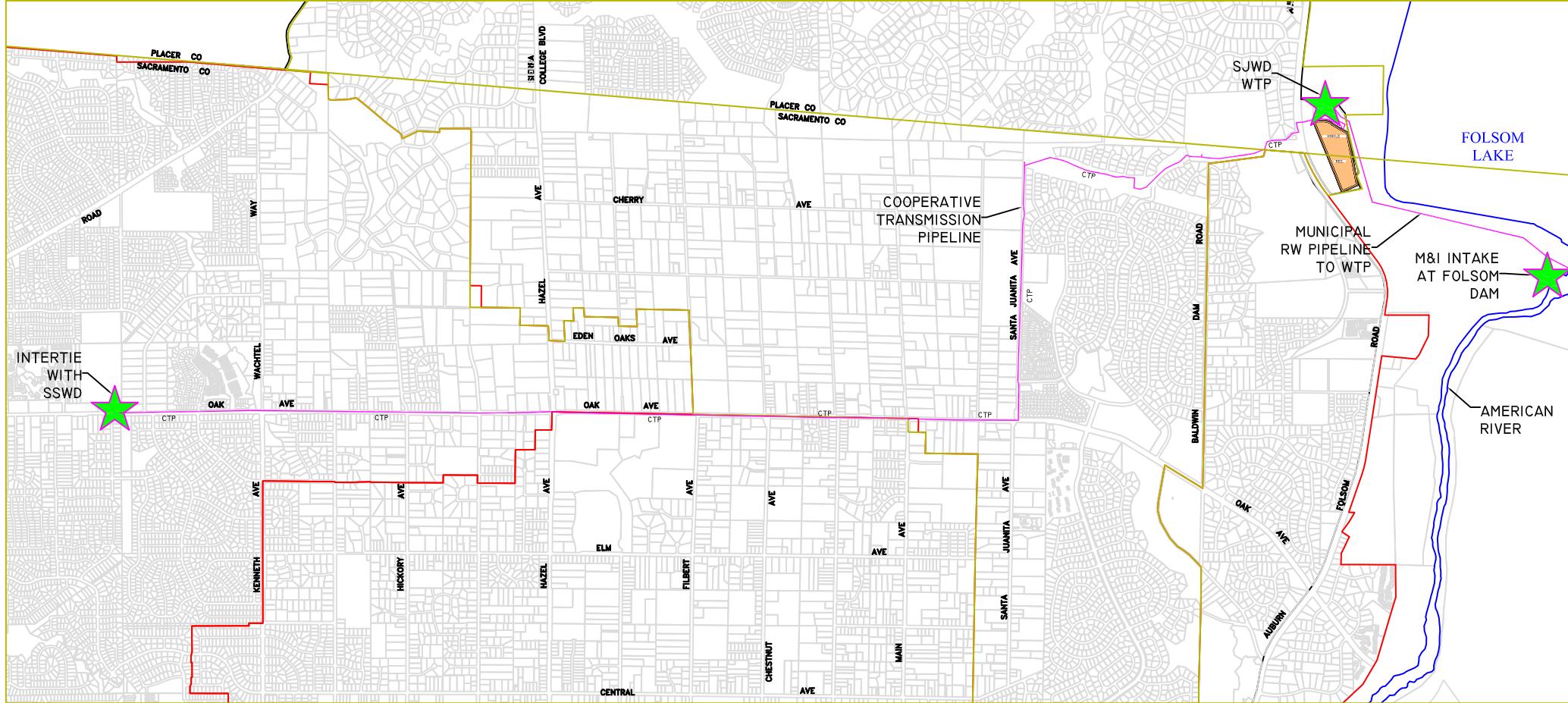
Paul Helliker, General Manager

Area Code/Telephone/Extension

(916) 791-0115

Date Received by Clerk for Filing

Paul Helliker, General Manager



**AGREEMENT BETWEEN SAN JUAN WATER DISTRICT
AND SACRAMENTO SUBURBAN WATER DISTRICT
TO PROVIDE SURFACE WATER SUPPLIES
TO ENHANCE GROUNDWATER STABILIZATION**

This Agreement is entered into as of March 1, 2023, by and between San Juan Water District (“San Juan”), a public entity, and Sacramento Suburban Water District, a public entity (“SSWD”) (together, the “Parties”), to govern SSWD’s purchase of up to 4,000 acre-feet of San Juan surface water supplies, when surplus to the needs of San Juan’s Wholesale Customer Agencies (“WCAs”), from March, 2023 through February, 2024.

RECITALS

- A.** San Juan owns and operates facilities for (a) receiving water diverted from Folsom Reservoir, (b) treatment of water to meet health and safety standards for potable use, and (c) conveyance and delivery of treated water to its customers. San Juan's customers include: (a) its own retail water service customers in Placer and Sacramento Counties; and, (b) its WCAs, namely, the City of Folsom (Ashland area), Citrus Heights Water District, Fair Oaks Water District, and Orange Vale Water Company, in Sacramento County.
- B.** San Juan’s surface water supplies include Pre-1914 and Post-1914 water rights, a contract entitlement to water supplied by Placer County Water Agency (PCWA) for diversion from Folsom Reservoir, and a Central Valley Project Repayment Water Service Contract.
- C.** San Juan and the U.S. Bureau of Reclamation (“Reclamation”) entered into a Warren Act contract on February 26, 2021 providing for payment to Reclamation for delivery of San Juan’s PCWA water entitlement supplies to San Juan via Reclamation facilities at Folsom Reservoir.
- D.** SSWD is a public agency located in northern Sacramento County, authorized to acquire water entitlements to provide water service within its service area. SSWD currently provides water for potable use within its service area primarily from groundwater pumped from its South and North Service Areas, overlying separate groundwater sub-basins, which SSWD conjunctively manages to ensure water supply reliability and groundwater sustainability.

E. SSWD also has an entitlement contract for take-or-pay water supplies from PCWA, which are diverted from Folsom Reservoir by Reclamation to San Juan for water treatment and then delivered to SSWD. These supplies are only available to SSWD when the calculated unimpaired inflow to Folsom Reservoir is 1.6 million acre-feet or more in the delivery year.

F. On September 20, 2017, San Juan and SSWD entered into an **AMENDED AND RESTATED AGREEMENT BETWEEN SAN JUAN WATER DISTRICT AND SACRAMENTO SUBURBAN WATER DISTRICT CONCERNING DIVERSION, TREATMENT AND CONVEYANCE OF WATER**. That 2017 Agreement will govern the measurement, treatment and conveyance (via the Cooperative Transmission Pipeline (CTP) owned by San Juan and in which SSWD owns a portion of the capacity), and payment by SSWD to San Juan for treatment and conveyance, of the water San Juan will provide to SSWD pursuant to this Agreement.

G. All of SSWD's payments for the water provided by San Juan to SSWD pursuant to this Agreement will be made by SSWD to San Juan under the same schedule as that paid for treatment and conveyance in accordance with the 2017 Agreement identified in Recital E above.

H. SSWD has installed a pipeline to convey treated surface water from the terminus of the CTP to its North Service Area to enable SSWD to better conjunctively manage, conserve and utilize its groundwater resources.

I. San Juan has determined, subject to the terms and conditions set forth in this Agreement, it will be able to deliver up to 4,000 acre-feet of its water right water, surplus to the needs of its WCAs, to SSWD for the purpose of enhancing conjunctive management of the groundwater basin underlying its North Service Area, during the period of March 1, 2023 through February 29, 2024, as provided for in this Agreement.

J. San Juan is willing to deliver to SSWD, and SSWD is willing to pay San Juan for, water treated and delivered by San Juan under the terms and conditions set forth in this Agreement.

K. San Juan has made a formal determination that the approval of this Agreement, and implementation of the activities to be undertaken as a result, are categorically exempt from environmental documentation requirements of the California Environmental Quality Act.

Now, therefore, in consideration of the mutual covenants contained, herein, the parties agree as follows:

1. **Recitals Incorporated.** The foregoing recitals are incorporated by reference.
 2. **Term of Agreement.** This Agreement shall be effective as of March 1, 2023, and shall remain in effect through February 29, 2024, unless terminated earlier under the provisions of this Agreement.
 3. **Limitation on Location of Use.** SSWD may only distribute the water purchased from San Juan pursuant to this Agreement to retail customers within its authorized service area, and under no circumstance may SSWD deliver or sell this water outside of its authorized service area.
- 4. Water Shortage Provisions.**
- (a) Deliveries to SSWD shall be subject to reduction or elimination should San Juan notify SSWD that San Juan has determined that it must take such action to ensure the availability of sufficient water supplies to meet the needs of its WCAs or other commitments with priority over continued deliveries to SSWD. Such notification shall be provided at the earliest date feasible.
 - (b) San Juan may temporarily discontinue or reduce the amount of water delivered to SSWD for the purpose of maintaining, repairing, replacing, investigating or inspecting any of the facilities necessary for the storage or furnishing of water to SSWD. In so far as it is feasible, San Juan will give SSWD due notice in advance of such temporary discontinuances or reductions except in cases of emergency, in which case notice will be provided at the earliest date feasible. In the event of any such discontinuance or reduction, San Juan will, upon the resumption of service, attempt, in coordination with SSWD, to deliver the quantity of water to SSWD that would have been furnished to SSWD in the absence of such event.
 - (c) In the event of a water shortage as described in subparagraphs (a) or (b) of this article, SSWD shall be solely responsible for supplying water to meet its customers' needs, and no liability shall accrue against San Juan or any of its directors, officers, agents or employees for any damage, direct or indirect, arising from such shortages.

5. Schedule, Rate and Payment for Water.

- (a) SSWD shall pay San Juan for each acre-foot of water treated and conveyed to SSWD the charges set forth in the 2017 Agreement for such treatment and conveyance with San Juan, identified in Recital E above, and on the same schedule as contained therein. Appendix A attached to this Agreement lists that rate.
- (b) SSWD shall also pay San Juan for each acre-foot of water treated and conveyed to SSWD the equivalent of the following: the acre-foot price PCWA charges San Juan for water made available to San Juan in Folsom Reservoir for use within Placer County pursuant to the agreement between San Juan and PCWA identified in Recital B above, plus one-half of the difference between that price and the price SJWD pays PCWA for water made available in Folsom Reservoir for use within Sacramento County pursuant to that same agreement. Appendix A lists that rate equivalent.
- (i) Should San Juan be required to deliver any portion of its PCWA entitlement to its retail or wholesale customers in Sacramento County to maintain deliveries to SSWD without triggering the shortage provisions set forth in Article 4 above, SSWD shall pay San Juan for each acre-foot of water treated and conveyed to SSWD the equivalent of the charge San Juan pays PCWA for that water made available in Folsom Reservoir for use within Sacramento County pursuant to the agreement between San Juan and PCWA identified in Recital B above. Appendix A lists that rate equivalent.
- (ii) San Juan shall inform SSWD as soon as feasible if the Article 5(b)(i) rate equivalent will be applied to any deliveries and in what quantity, and SSWD may choose to direct San Juan to halt deliveries – at which direction SJWD will halt deliveries as soon as practicable. SSWD will compensate SJWD for water actually delivered prior to any delivery stoppage.
- (c) In addition, SSWD shall pay San Juan for each acre-foot of water treated and conveyed to SSWD the equivalent of the charge San Juan pays Reclamation pursuant to the Warren Act contract identified in Article C in the recitals above. Appendix A lists that rate equivalent.

(d) Charges to SSWD described in Articles 5(a) and 5(b) above may change during the term of this Agreement. SSWD acknowledges such rate adjustments will be made and agrees to pay those new charges in accordance with this Agreement.

6. Responsibilities for Delivery and Distribution of Water. Neither San Juan or its directors, officers, agents or employees shall be liable for the control, carriage, handling, use, disposal or distribution of water furnished to SSWD hereunder outside of facilities then being operated or maintained by San Juan, nor for claims of damages of any nature whatsoever, including but not limited to property damage, personal injury or death, arising out of or connected with the control, carriage, handling, use, disposal or distribution of such water beyond such facilities, and SSWD shall indemnify and hold harmless San Juan and its directors, officers, agents and employees from any such damages or claims of damages.

7. Obligation of SSWD to Make Payments. The obligations of SSWD arising out of or pursuant to this Agreement shall constitute general obligations of SSWD, and SSWD shall use all the powers and resources available to it under the law to collect the funds necessary for and to pay its obligations to San Juan under this Agreement. SSWD as a whole is obligated to pay San Juan the payments coming due under this Agreement, notwithstanding any individual default by its water users, constituents or others in the payment to SSWD of assessments, taxes, tolls or other charges levied by SSWD.

8. Remedies Not Exclusive. The use by either party of any remedy specified for the enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of, or limit the application of, any other remedy provided by law.

9. Waiver of Rights. Any waiver at any time by either party of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.

10. Assignment. The provisions of this Agreement shall apply to and bind the successors and assigns of the respective parties, but no assignment or transfer of this Agreement, or any part hereof or interest herein, shall be valid until and unless approved by San Juan.

11. Opinions and Determinations. Where the terms of this Agreement provide for action to be based upon judgment, approval, review or determination of either party, such terms are not intended to be and shall never be construed as permitting such opinion, judgment, approval, review or determination to be arbitrary, capricious or unreasonable.

12. Notices. All notices that are required either expressly or by implication to be given by any party to the other under this Agreement shall be signed for San Juan and for SSWD by such officers as they may from time to time authorize to so act. Any notices to parties required by this Agreement shall be delivered or mailed, U.S. first-class postage prepaid, addressed as follows:

To San Juan:

General Manager
San Juan Water District
9935 Auburn Folsom Road
Granite Bay, California 95746

To SSWD:

General Manager
Sacramento Suburban Water District
3701 Marconi Avenue, Suite 100
Sacramento, CA 95821

Either party may change its address for notice by sending notice of such change to the other party.

13. Inspection of Books and Records. Authorized officers or agents of SSWD shall have full and free access at all reasonable times to the account books and official records of San Juan in so far as the same pertain to the matters and things provided for in this Agreement, with the right at any time during office hours to make copies thereof at SSWD's expense, and the proper representative of San Juan shall have similar rights with respect to the account books and records of SSWD.

14. Integration. This is an integrated agreement and contains all of the terms, considerations, understanding and promises of the parties. It shall be read as a whole.

15. Construction and Interpretation. It is agreed and acknowledged by the parties 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 shall not apply in construing or interpreting this Agreement.

16. Amendment. This Agreement may be modified or amended only by a subsequent written agreement approved by both parties.

17. Attorney's Fees. In any action brought by either party to enforce or construe this Agreement, the prevailing parties shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, litigation costs and costs of suit.

18. Counterparts. This Agreement may be executed in counterparts. SSWD shall deliver its counterpart to San Juan, which shall deliver a fully-conformed counterpart to SSWD.

19. Termination. This Agreement may be terminated by either party with notice to the other party provided 10 business days prior to the termination date.

20. Obligations Prior to Termination. The obligations of the parties incurred pursuant to this Agreement prior to the termination of this Agreement shall survive the termination.

21. Supporting Resolutions. Each party represents that it has legal authority to enter into this Agreement and to perform its obligations hereunder, and shall submit to the other party concurrent with execution of this Agreement a duly-authorized resolution or other document evidencing the authority and authorizing the person executing this Agreement to do so.

22. General Indemnity. Each party agrees to protect, defend, indemnify and hold harmless the other party, its directors, officers, agents, employees and consultants from and against any and all losses, claims, liens, demands and causes of action of every kind and character, without limitation by enumeration, occurring or in any wise incident to, connected with, or arising directly or indirectly out of the negligence or willful misconduct of the indemnifying party hereunder.

23. Severability. The invalidity, illegality or unenforceability of any provision of this Agreement shall not render the other provisions unenforceable, invalid or illegal.

24. No Third Party Beneficiaries. This Agreement shall not be construed to create any third party beneficiaries. This Agreement is for the sole benefit of the parties, their respective successors

and permitted transferees and assigns, and no other person or entity shall be entitled to rely upon or receive any benefit from this Agreement or any of its terms.

25. Relationship of Parties. Nothing in this Agreement shall be construed to create an association, joint venture, trust or partnership, or to impose a trust or partnership covenant, obligation or liability on or with regard to anyone or more of the parties.

26. Additional Documents. Each party agrees to make, execute, acknowledge and deliver any and all documents reasonably required to implement this Agreement.

The foregoing is hereby agreed to by the parties.

SAN JUAN WATER DISTRICT:

By: _____
Paul Helliker, General Manager

SACRAMENTO SUBURBAN WATER DISTRICT:

By: _____
Daniel R. York, General Manager

APPENDIX A

RATE EQUIVALENTS TO BE PAID BY SSWD TO SJWD PER ACRE-FOOT (AF)

Article 5(a):

Treatment and Conveyance Cost/AF per the 2017 SJWD/SSWD Agreement as of January 1, 2023 = \$220.16.

[This rate may change in during the term of this agreement, but to what amount is unknown at this time.]

Article 5(b):

Charge/AF SJWD pays PCWA for entitlement water delivered to Placer County plus one-half of the difference between that price and the price San Juan pays PCWA for water made available in Folsom Reservoir for use within Sacramento County = \$45.63.

[Note: This rate may change during the term of the agreement, and will change in January, 2024, but to what amount is unknown at this time.]

Article 5(b)(i):

Charge/AF SJWD pays PCWA for entitlement water delivered to Sacramento County = \$58.07.

[Note: This rate may change during the term of the agreement, and will change in January, 2024, but to what amount is unknown at this time.]

Article 5(c):

SJWD Warren Act Charge/AF = \$34.79.

STAFF REPORT

To: Board of Directors
From: Donna Silva, Director of Finance
Paul Helliker, General Manager
Date: January 25, 2023
Subject: COLA Update

RECOMMENDED ACTION

Award a supplemental COLA of 5.2%.

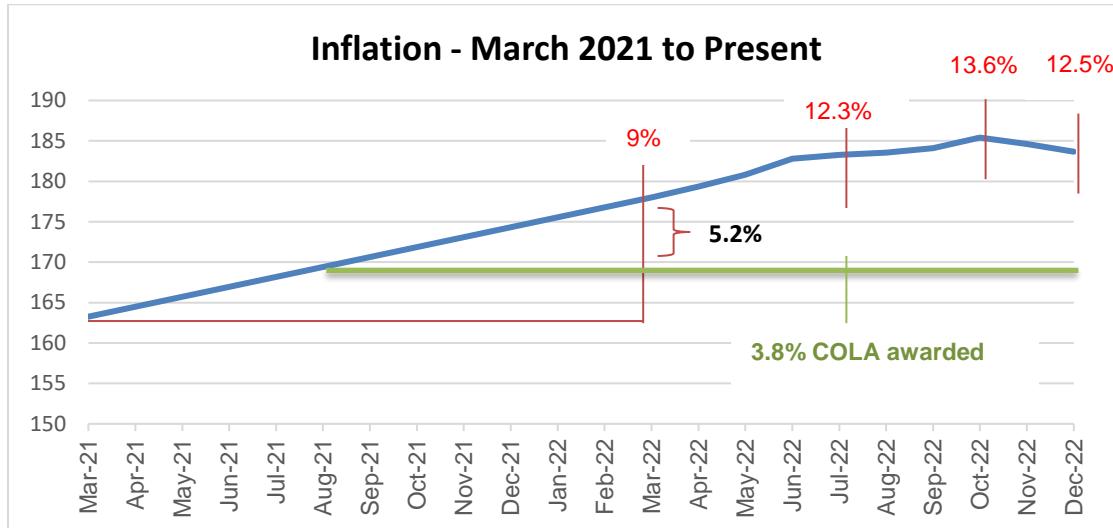
BACKGROUND

The District's Employee Compensation Policy governs the scope and timing of compensation studies, requires the budget to be prepared using estimates from CalPERS on wage growth (unless directed otherwise by the Board) and grants authority to the General Manager to award an annual cost of living adjustment (COLA), unless the combination of the COLA and merit pay increases will exceed the CalPERS actuarial estimate, in which case the COLA would require Board approval.

The Board's policy on Employee Compensation references an annual COLA, which is generally based on the CPI West B/C index. The District's practice has been to use the annual increase from March to March as the metric to calculate the CPI increase, and thus the COLA. The District's practice has been to award a COLA each July, using the March to March metric.

The District conducted a Compensation Study in 2022 resulting in a new salary schedule effective July 2022. The new salary schedule was set at 5% above market median on total cash. The "market" is composed of 14 different comparator agencies, as listed in the compensation policy. The new salary schedule resulted in an increase in the salary range for most of the District's positions, the salaries for many of which had been frozen after the 2019 compensation study. Because of these increased ranges, all employees had become eligible for merit increases and COLAs. We should note that any adjustments to salary schedules do not result in a change in any employee's salary level, unless their existing salary is below the bottom of the new salary range. Merit increases and COLAs are the only mechanisms by which actual pay would be increased. Consequently, even in years in which compensation studies are conducted and salary ranges are adjusted, the District typically continues to award COLAs, so that actual pay levels continue to address inflation. The District also applies the COLA to the salary schedules, so that the relative market position chosen by the Board is maintained, given that

comparator agencies are also adjusting their salary schedules to keep up with inflation.



The blue line, in the above chart, plots the consumer price index from March 2021 through December 2022. As shown via the red triangle above, the March 2022 CPI was 9% above the March 2021 CPI, which was the end of the comparison period for the last COLA. If an award of a 9% COLA would have been within the salary budget, this is what would have been implemented. Because it was not, the COLA required Board approval. In July 2022 the Board awarded a 3.8% COLA, representing the average of the COLA's awarded by the District's comparator agencies subsequent to the time the salary data was collected for the compensation study. At that point in time, inflation had risen to 12.3% above March 2021. The COLA awarded was 5.2% less than the previous March over March change in the CPI and at the time of the COLA award, it was 8.5% less than the actual rate of inflation (July 2022 over March 2021). The Board recognized that this adjustment was less than the existing inflation rate, and directed staff to continue to monitor inflation and return in six months to consider a supplemental COLA to match inflation over the prior year.

Staff brought the item back to the Board at its December 14, 2022 meeting. The CPI peaked in October at 13.6% above the March 2021 level, but by last month had fallen back to 12.5%, just slightly higher than where it had been in July, when the 3.8% COLA was awarded. The Board asked to see a list of all employees and their percentage pay increases going back to July 2020 and for the Finance Committee to discuss this item at its next meeting.

STAFF REPORT
COLA Update
Paul Helliker and Donna Silva

CURRENT STATUS

Attached to this staff report is the listing of employee percentage pay increases going back to July 2020 per Board request. The list is sorted in order of magnitude from lowest to highest. Raises occur from either a COLA, a merit pay increase, or a promotion. Pay increases that were caused in part by a promotion are shown in red text. As shown on the list, the average pay increase over this time period was 7.12%.

As evidenced by the chart below from the Bureau of Labor Statistics, inflation continues to remain high.

CPI for All Urban Consumers (CPI-U) 12-Month Percent Change												
Series	All items in West - Size Class B/C, all urban consumers, not seasonally adjusted											
Title:												
Base	DECEMBER 1996=100											
Period:												
Years:	2012 to 2022											
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	2.6	2.3	2.2	1.8	1.6	1.5	1.1	1.3	1.5	1.6	1.4	1.3
2013	1.0	1.5	1.0	0.8	0.7	1.0	1.6	1.6	1.2	0.8	1.0	1.4
2014	1.5	0.7	0.9	0.9	1.7	1.9	1.8	1.5	1.6	1.6	1.2	0.6
2015	0.0	0.6	0.8	0.9	0.8	0.5	0.3	0.3	0.0	0.1	0.1	0.5
2016	1.3	0.8	0.3	0.5	0.4	0.5	0.6	0.7	1.1	1.3	1.7	1.8
2017	1.8	2.3	2.5	2.3	2.0	2.0	1.9	2.3	2.6	2.7	2.7	2.7
2018	2.8	2.5	2.6	2.6	3.0	3.2	3.2	3.0	2.8	2.9	3.1	2.9
2019	2.5	2.3	2.3	2.7	2.8	2.6	2.6	2.5	2.3	2.5	2.5	2.8
2020	2.8	2.9	2.5	1.5	0.5	0.8	1.5	1.8	2.0	1.6	1.6	1.5
2021	1.6	1.8	2.6	3.9	5.4	6.0	6.0	5.6	5.7	6.3	6.9	7.4
2022	8.1	8.5	9.0	8.6	8.4	8.5	8.3	8.3	8.3	8.3	7.2	6.3

Subsequent to the award of the District's 3.8% COLA, six more of the District's comparator agencies have awarded or announced COLAs, two of which are retroactive to July 2022. The Elk Grove Water District awarded a 7.2% COLA and the City of Folsom awarded a 3% COLA. The Sacramento Suburban Water District approved an 8.3% COLA to go into effect next month. El Dorado Irrigation District recently awarded its staff a 5% COLA and its General Manager a 10.9% adjustment. The Fair Oaks Water District just approved an unscheduled 4% COLA.

Given the persistent inflation, staff recommends a supplemental COLA be awarded. Consistent with past practice and the compensation policy, staff recommends the supplemental COLA be 5.2%, which, combined with the 3.8% previously awarded,

STAFF REPORT
COLA Update
Paul Helliker and Donna Silva

would equal 9% - the March over March change in CPI that is customarily used to set District COLAs.

The increase to salaries would be approximately \$128,600 for the remainder of the fiscal year, and an additional \$115,000 for the first six months of the year, should the Board desire a retroactive application of the supplemental COLA. Due to savings realized in the first half of the year from turnover and open positions, there is room in the current year budget to absorb either increase, which are both within the salary estimates in the Retail Financial Plan.

Attachment:
Employee Rate History

San Juan Water District
Percent Increase in Pay Per Employee July 2020 to July 2022

EE #	Position	Date of Hire	July 2020 % Increase	July 2021 % Increase	July 2022 % Increase	Avg. Annual Increase	Notes
	March over March Consumer Price Index (CPI) Change		2.5%	2.60%	9.00%	4.70%	
	COLA Provided to Positions and Employees Unless Frozen		2.5%	2.6%	3.80%	2.97%	
147	WTP Chief Operator	2/21/2009	0%	0%	3.78%	1.26%	
1002	Water Treatment Plant Operator IV	12/15/2014	0%	0%	3.79%	1.26%	
143	Water Treatment Plant Operator IV	2/11/2013	0%	0%	3.79%	1.26%	
215	Engineering Technician III	5/14/2013	0%	0%	3.79%	1.26%	
154	Water Treatment Plant Manager	5/26/1998	0%	0%	3.80%	1.27%	
266	Meter Technician	3/8/2007	0.47%	0%	3.80%	1.42%	
308	Water Efficiency Lead	1/27/2003	0%	1.17%	3.78%	1.65%	
210	Director of Operations	5/29/2009	0.13%	2.59%	3.79%	2.17%	
1015	Water Treatment Plant Operator III	9/21/2015	3.01%	0%	3.79%	2.27%	
285	Utilities Coordinator	6/26/1999	1.26%	2.58%	3.79%	2.54%	
310	Distribution Operator IV	11/14/2003	1.26%	2.58%	3.79%	2.54%	
1024	General Manager	3/6/2017	0%	2.59%	5.82%	2.80%	
1014	Director of Finance	8/10/2015	2.50%	2.59%	3.79%	2.96%	
126	IT Manager	6/18/2007	2.69%	2.58%	3.79%	3.02%	
1009	Accountant to Senior Accountant	7/6/2015	1.36%	0%	8.09%	3.15%	
190	Distribution Operator Lead	8/25/2008	4.15%	2.59%	3.78%	3.51%	
1017	Electrical Instrumentation Tech	2/29/2016	4.33%	2.59%	3.80%	3.57%	
1046	Utilities Mechanic	7/5/2022			3.80%	3.80%	
1023	Water Resources Manager	9/12/2016	5.18%	2.58%	3.79%	3.85%	
1043	Distribution Operator II	3/28/2022			4.36%	4.36%	
1038	Distribution Operator II	1/3/2022			4.61%	4.61%	
1040	Purchasing Agent	3/16/2022			4.62%	4.62%	
1013	Customer Service Technician III	7/27/2015	7.61%	3.05%	3.79%	4.82%	
1025	Water Treatment Plant Operator III	4/24/2017	5.05%	5.88%	3.79%	4.91%	
1031	WE Tech I to II to Meter Maintenance Tech	9/25/2018	2.90%	7.72%	6.18%	5.60%	
290	Distribution Operator IV to Distribution Lead	11/7/2011	5.05%	7.70%	5.26%	6.01%	
129	Board Secretary	6/15/2009	7.61%	6.68%	3.78%	6.02%	
1005	Water Treatment Plant Operator II to III	3/9/2015	4.94%	7.71%	6.38%	6.34%	
1032	CS Tech I to CS Tech II	3/11/2019	5.06%	7.73%	8.97%	7.25%	
1034	Senior Engineer	9/28/2020			7.47%	7.47%	
1001	DO III to IV to Const. Inspector	12/1/2014	7.63%	6.33%	8.99%	7.65%	
132	Facilities Maint. Worker II to Pump Stn Tech	7/15/2013	2.49%	3.72%	18.56%	8.26%	
1033	CMMS/GIS Coordinator	8/5/2019	5.07%	7.74%	12.47%	8.42%	
1041	Accounting Technician II	3/17/2022			8.65%	8.65%	
222	Assoc. to Senior Engineer to Engineering Svcs Manager	8/4/2014	12.74%	7.71%	5.71%	8.72%	
270	WE Tech II to DO II to III to IV to Pump Stn Operator	9/2/2014	10.56%	7.72%	8.86%	9.05%	
1026	Distribution Operator II to III to IV	5/15/2017	7.63%	7.73%	12.34%	9.23%	
200	Distribution Operator IV to Pump Station Lead	10/19/2005	1.26%	2.58%	24.97%	9.60%	
1047	Water Efficiency Tech I	6/27/2022			11.37%	11.37%	A
1044	Utility Maintenance Worker	5/2/2022			14.67%	14.67%	C
180	Distribution Lead to Field Services Manager	1/17/2006	29.53%	7.73%	8.99%	15.42%	B
1037	Facilities Maintenance Chief	7/12/2021			16.33%	16.33%	D
1019	CSTech III to CS Manager	5/31/2016	3.32%	2.33%	89.79%	31.81%	E
1035	Facilities Maintenance Worker to Dist. Operator II	10/26/2020			46.57%	46.57%	F
1049	Safety/Regulatory Compliance Coordinator	7/18/2022					
1050	Water Efficiency Tech I	11/28/2022					
District wide Average Annual Pay Increase						7.12%	
Median Annual Pay Increase						4.66%	

Notes:

Sorted by order of magnitude of average annual pay increases from smallest to largest

Table includes only active employees

Red text indicates percentage increase in pay was due in part or in full due to a promotion.

If an employee was newly hired during the year and received a pay increase prior to the next July, their initial pay rate is shown as if they were hired the previous July. For example, someone hired in March 2021 and received the July 2022 COLA has their initial pay

- A 8% increase to bring to bottom of new range, plus 3.8% COLA
- B Large increase is due to promotion
- C 10.47% increase to bring to bottom of new range, plus 3.8% COLA
- D 9.33% increase to bring to bottom on new range, plus a COLA and a merit pay increase
- E Due to promotion from CS Tech III to Customer Service Manager, a large pay difference, plus an adjustment to bring to bottom of new range
- F Significant increase due to promotion and large increase to bring to bottom of new range

STAFF REPORT

AGENDA ITEM VI-1.1

To: Board of Directors
From: Paul Helliker, General Manager
Date: January 25, 2023
Subject: General Manager's Monthly Report (December)

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production

Item	2022	2021	Difference
Monthly Production AF	1,500.81	1,451.70	1,500.81
Daily Average MG	15.78	15.26	15.78
Annual Production AF	38,266.05	35,528.39	38,266.05

Water Turbidity

Item	December 2022	November 2022	Difference
Raw Water Turbidity NTU	5.18	3.39	53%
Treated Water Turbidity NTU	0.016	0.015	7%
Monthly Turbidity Percentage Reduction	99.69%	99.57%	

*Folsom Lake Reservoir Storage Level AF**

Item	2022	2021	Difference
Lake Volume AF	614,188	586,138	5%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

* Total Reservoir Capacity: 977,000 AF

Other Items of Interest:

- Complete installation of new turbidimeters

SYSTEM OPERATIONS

Distribution Operations:

Item	December 2022	November 2022	Difference
Leaks and Repairs	9	12	-3
Mains Flushed	0	0	0
Valves Exercised	0	0	0
Hydrants Maintenance	0	0	0
Back Flows Tested	0	0	0
Customer Service Calls	42	44	-2

Distribution System Water Quality:

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

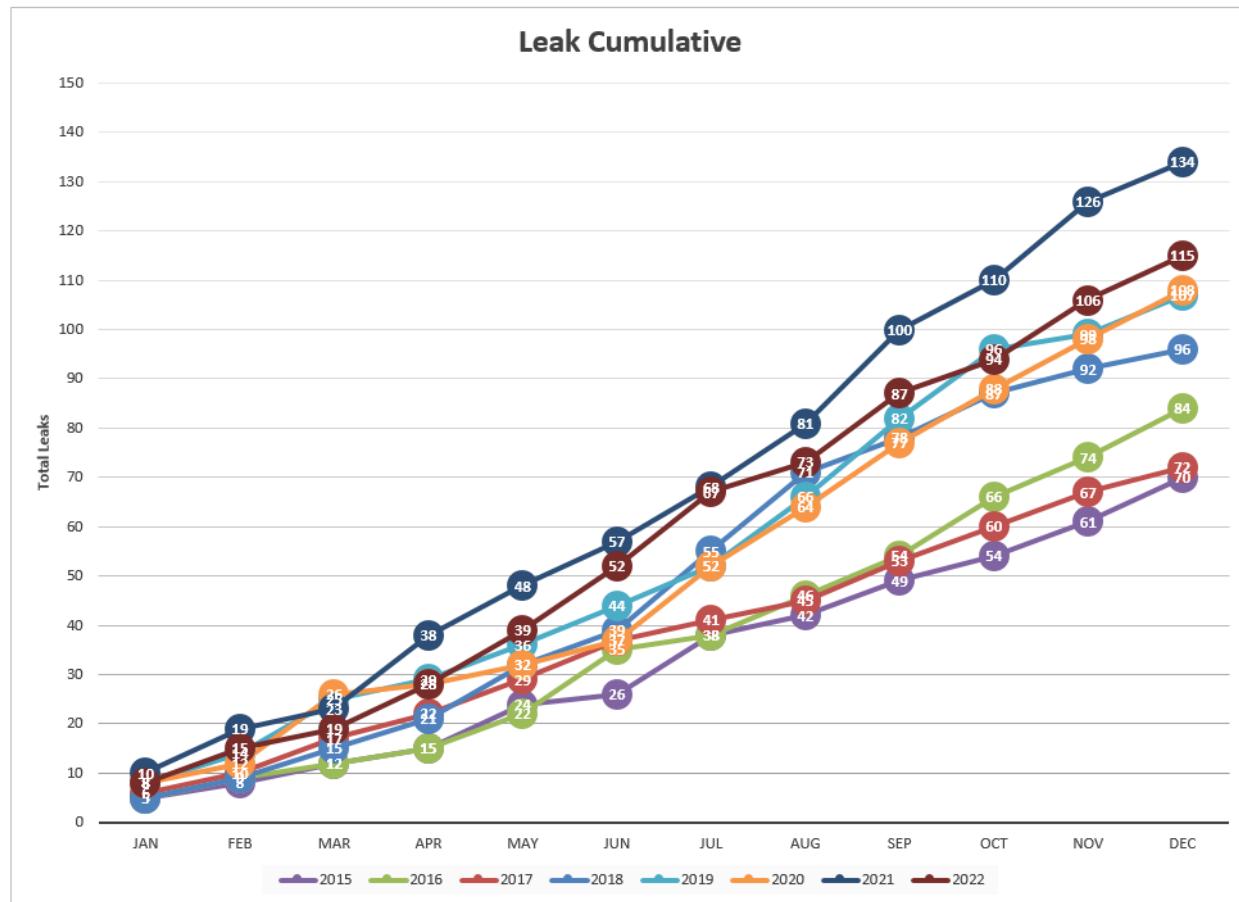


Figure 1: Annual Distribution System Leaks

Other Items of Interest:

- None

STAFF REPORT

General Manager's Monthly Report

Paul Helliker

CUSTOMER SERVICE ACTIVITIES*Billing Information for Month of December*

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
4970	615	208	14

Water Efficiency Activities for December

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
4	136	7	68

Other Activities

- None

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

Project Title	Description	Status	Issues / Notes
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	In Construction	Water main installed. Construction in process.
GB Memory Care	Commercial Business (6400 Douglas Blvd)	In Design Review	Planning to begin construction in 2022
Premier Soleil (formerly Granite Bay Townhomes)	52-Lot Subdivision (Douglas, east of Auburn Folsom)	Construction complete	In project close-out
Greenside Parcel Split (5640 Macargo)	Minor parcel split of 2.0-Ac parcel into 3 lots	Approved for Construction	Design approved
Placer County Retirement Residence (3905 Old Auburn)	Commercial Business (145-Unit Multi-story Assisted Living Facility; 3865 Old Auburn Rd)	In Construction	Construction started October 2021
Pond View	Commercial Business (5620 5630 5640 Douglas Blvd)	Approved for Construction	Planning to begin construction in 2022
The Park at Granite Bay	56 lot Subdivision (SCB south of Annabelle)	In Construction	Construction started June 2022
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	Project on hold
Ventura of GB	33-Lot High Density Subdivision (6832 Eureka Rd)	In Construction	Initially will only have one source of supply connection, planning for a future 2 nd connection
Whitehawk II	56-Lot Subdivision (Douglas, west of Barton)	In Construction	Construction started January 2022

STAFF REPORT
General Manager's Monthly Report
Paul Helliker

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

ENGINEERING - CAPITAL PROJECTS

Status Update for Current Retail Projects

Project Title	Description	Status	Issues / Notes
Eureka Rd Transmission Main Replacement	Replace approximately 3,925 LF of aged steel transmission pipeline	In Construction	Contractor waiting for materials. Construction postponed to February 2023.
SCADA Radio Replacements – North Phase	Replace outdated 900 MHz radios with 173 MHz equipment	In 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 24/25
Kokila Reservoir Replacement	Replace existing hypalon lined and covered reservoir with a new concrete tank	In Design	Applying for SRF funding. Construction in FY 23/24
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	East PRS is now completed, doing design for West PRS	Construction in FY 22/23
Upper Granite Bay Pump Station Generator Replacement	Replacing generator at Upper Granite Bay Pump Station	In Construction	Construction in FY 22/23
Bacon Pump Station Generator Replacement	Replacing generators at Bacon Pump Station	In Construction	Construction in FY 22/23
Field Services 3-sided Parts Shelter	Construction of a 3-sided material storage shelter	On hold	Planning to rebid project in FY23/24
Service Line Replacement Projects (85/year)	Yearly program to replace 85 services per year as identified in the 2020 Retail Master Plan	In Design	Hidden Oaks (referred to as Shelborne) identified for replacement in FY22/23

STAFF REPORT

General Manager's Monthly Report

Paul Helliker

Project Title	Description	Status	Issues / Notes
Air Release Valve Replacements (45/year for next 20 years)	Replacement of 45 Air Release Valves per year for the next 20 years as identified in the 2020 Retail Master Plan	In Design	Construction in FY22/23
Administration Building Electrical Panel Upgrade	Replacement of the electrical service at the Administration Building (50/50 split W/R)	In Design	Construction in FY22/23

Status Update for Current Wholesale Projects

Project Title	Description	Status (% Complete)	Issues/ Notes
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner	In Construction	Applying for SRF funding. Construction in FY 22/23
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
Baldwin Chnl Lining and Solar Field Culvert Replacement Project	Lining the Baldwin Ditch on the main campus to minimize costs for maintenance within the ditch and the replacement of the Solar Field Culvert to provide emergency discharge capacity to Baldwin Reservoir	In Construction	Construction of Solar Field Culvert underway. Construction of lining postponed until after Hinkle Reservoir is completed.
Wholesale Master Plan	Update of the 2005/07 Wholesale Master Plan	In Design	Draft document completed. Plan to be distributed to WCAs in January 2023.
Administration Building Electrical Panel Upgrade	Replacement of the electrical service at the Administration Building (50/50 split W/R)	In Design	Construction in FY22/23

SAFETY & REGULATORY TRAINING – December 2022

Training Course	Staff
Trench and Excavation	Field Services
CPR/AED/First Aid	Staff
Hearing Test and Fit Test	Field Services, Treatment
Backhoe	Field Services, Treatment

FINANCE/BUDGET

See attached



San Juan Water District, CA

Wholesale Operating Income Statement

Group Summary

For Fiscal: 2022-2023 Period Ending: 12/31/2022

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESALE					
Revenue					
41000 - Water Sales	11,003,900.00	11,003,900.00	0.00	4,975,853.22	6,028,046.78
43000 - Rebate	1,000.00	1,000.00	492.74	901.69	98.31
45000 - Other Operating Revenue	0.00	0.00	2.20	264.46	-264.46
49000 - Other Non-Operating Revenue	112,100.00	112,100.00	14,276.27	47,182.44	64,917.56
49900 - Investments in Fixed Assets	0.00	0.00	0.00	5,128.56	-5,128.56
Revenue Total:	11,117,000.00	11,117,000.00	14,771.21	5,029,330.37	6,087,669.63
Expense					
51000 - Salaries and Benefits	3,959,700.00	3,959,700.00	273,637.92	1,803,254.46	2,156,445.54
52000 - Debt Service Expense	686,300.00	686,300.00	43,061.82	89,012.49	597,287.51
53000 - Source of Supply	816,700.00	816,700.00	3,287.89	363,996.36	452,703.64
54000 - Professional Services	1,782,100.00	1,782,100.00	-15,589.15	188,567.13	1,593,532.87
55000 - Maintenance	525,600.00	525,600.00	58,978.54	252,548.97	273,051.03
56000 - Utilities	205,000.00	205,000.00	360.80	138,339.26	66,660.74
57000 - Materials and Supplies	788,500.00	788,500.00	33,202.84	419,099.66	369,400.34
58000 - Public Outreach	56,500.00	56,500.00	0.00	28,519.29	27,980.71
59000 - Other Operating Expenses	596,600.00	596,600.00	23,659.61	323,544.54	273,055.46
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	1,622.00	-122.00
69900 - Transfers Out	573,200.00	573,200.00	0.00	0.00	573,200.00
Expense Total:	9,991,700.00	9,991,700.00	420,600.27	3,608,504.16	6,383,195.84
Fund: 010 - WHOLESALE Surplus (Deficit):	1,125,300.00	1,125,300.00	-405,829.06	1,420,826.21	-295,526.21
Total Surplus (Deficit):	1,125,300.00	1,125,300.00	-405,829.06	1,420,826.21	

Wholesale Operating Income Statement

For Fiscal: 2022-2023 Period Ending: 12/31/2022

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	1,125,300.00	1,125,300.00	-405,829.06	1,420,826.21	-295,526.21
Total Surplus (Deficit):	1,125,300.00	1,125,300.00	-405,829.06	1,420,826.21	



San Juan Water District, CA

Wholesale Capital Income Statement

Group Summary

For Fiscal: 2022-2023 Period Ending: 12/31/2022

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,273,000.00	1,273,000.00	4,617.85	18,765.91	1,254,234.09
44000 - Connection Fees	200,000.00	200,000.00	8,678.00	211,822.55	-11,822.55
49000 - Other Non-Operating Revenue	126,000.00	126,000.00	5,300.00	122,903.91	3,096.09
49792 - Proceeds from Issuance of Debt	23,120,600.00	23,120,600.00	0.00	0.00	23,120,600.00
49990 - Transfer In	573,200.00	573,200.00	0.00	0.00	573,200.00
Revenue Total:	25,292,800.00	25,292,800.00	18,595.85	353,492.37	24,939,307.63
Expense					
55000 - Maintenance	70,000.00	70,000.00	0.00	39,872.98	30,127.02
61000 - Capital Outlay	25,361,900.00	25,361,900.00	0.00	1,512,584.29	23,849,315.71
Expense Total:	25,431,900.00	25,431,900.00	0.00	1,552,457.27	23,879,442.73
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):					
Total Surplus (Deficit):	-139,100.00	-139,100.00	18,595.85	-1,198,964.90	1,059,864.90

Wholesale Capital Income Statement

For Fiscal: 2022-2023 Period Ending: 12/31/2022

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
011 - Wholesale Capital Outlay	-139,100.00	-139,100.00	18,595.85	-1,198,964.90	1,059,864.90
Total Surplus (Deficit):	-139,100.00	-139,100.00	18,595.85	-1,198,964.90	



San Juan Water District, CA

Retail Operating Income Statement

Group Summary

For Fiscal: 2022-2023 Period Ending: 12/31/2022

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	15,114,200.00	15,114,200.00	1,164,476.31	5,604,972.58	9,509,227.42
45000 - Other Operating Revenue	631,500.00	631,500.00	28,416.92	236,978.26	394,521.74
49000 - Other Non-Operating Revenue	149,000.00	149,000.00	14,276.28	86,510.40	62,489.60
Revenue Total:	15,894,700.00	15,894,700.00	1,207,169.51	5,928,461.24	9,966,238.76
Expense					
41000 - Water Sales	0.00	0.00	0.00	1,752.80	-1,752.80
51000 - Salaries and Benefits	5,730,600.00	5,730,600.00	380,140.99	2,575,242.62	3,155,357.38
52000 - Debt Service Expense	406,500.00	406,500.00	35,381.35	66,015.05	340,484.95
53000 - Source of Supply	3,134,800.00	3,134,800.00	0.00	1,554,206.60	1,580,593.40
54000 - Professional Services	1,514,600.00	1,514,600.00	25,039.36	350,095.33	1,164,504.67
55000 - Maintenance	376,500.00	376,500.00	27,830.14	116,691.56	259,808.44
56000 - Utilities	412,500.00	412,500.00	360.79	288,541.60	123,958.40
57000 - Materials and Supplies	640,400.00	640,400.00	41,155.59	264,637.27	375,762.73
58000 - Public Outreach	80,000.00	80,000.00	0.00	8,117.50	71,882.50
59000 - Other Operating Expenses	781,400.00	781,400.00	52,590.58	429,611.76	351,788.24
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	1,622.00	-122.00
69900 - Transfers Out	2,111,800.00	2,111,800.00	0.00	0.00	2,111,800.00
Expense Total:	15,190,600.00	15,190,600.00	562,498.80	5,656,534.09	9,534,065.91
Fund: 050 - RETAIL Surplus (Deficit):					
Total Surplus (Deficit):	704,100.00	704,100.00	644,670.71	271,927.15	432,172.85

Retail Operating Income Statement

For Fiscal: 2022-2023 Period Ending: 12/31/2022

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	704,100.00	704,100.00	644,670.71	271,927.15	432,172.85
Total Surplus (Deficit):	704,100.00	704,100.00	644,670.71	271,927.15	



San Juan Water District, CA

Retail Capital Income Statement

Group Summary

For Fiscal: 2022-2023 Period Ending: 12/31/2022

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,273,000.00	1,273,000.00	4,617.85	18,765.90	1,254,234.10
44000 - Connection Fees	500,000.00	500,000.00	35,748.00	2,633,719.70	-2,133,719.70
49000 - Other Non-Operating Revenue	148,800.00	148,800.00	5,300.00	101,303.45	47,496.55
49792 - Proceeds from Issuance of Debt	4,000,000.00	4,000,000.00	0.00	0.00	4,000,000.00
49990 - Transfer In	2,111,800.00	2,111,800.00	0.00	0.00	2,111,800.00
Revenue Total:	8,033,600.00	8,033,600.00	45,665.85	2,753,789.05	5,279,810.95
Expense					
54000 - Professional Services	210,000.00	210,000.00	0.00	0.00	210,000.00
61000 - Capital Outlay	13,472,100.00	13,472,100.00	86,692.28	1,940,871.80	11,531,228.20
Expense Total:	13,682,100.00	13,682,100.00	86,692.28	1,940,871.80	11,741,228.20
Fund: 055 - Retail Capital Outlay Surplus (Deficit):					
Total Surplus (Deficit):	-5,648,500.00	-5,648,500.00	-41,026.43	812,917.25	-6,461,417.25

Retail Capital Income Statement

For Fiscal: 2022-2023 Period Ending: 12/31/2022

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-5,648,500.00	-5,648,500.00	-41,026.43	812,917.25	-6,461,417.25
Total Surplus (Deficit):	-5,648,500.00	-5,648,500.00	-41,026.43	812,917.25	

Summary**Project Summary**

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
191235	Solar Site Access Culvert Replacement	17,675.00	392,395.31	-374,720.31
191255	WTP Filter Basins Rehab Project	-28,605.18	31,451.99	-60,057.17
191280	Hinkle Reservoir Cover	40,169.36	1,053,463.13	-1,013,293.77
195265	Douglas Booster Pump Station Electric	0.00	7,126.23	-7,126.23
201111	Hinkle Reservoir Overflow Channel Lin	0.00	2,221.57	-2,221.57
201144	Hinkle Reservoir Temporary Tanks anc	1,182.40	24,917.14	-23,734.74
211148	Admin Building Electrical Improvemen	0.00	2,460.00	-2,460.00
215105	Eureka Road 18" T-main Design	36,260.29	888,300.59	-852,040.30
215114	Bacon Pump Station Generator Repla	0.00	38,456.00	-38,456.00
215117	Upper Granite Bay Pump Station Gene	8,246.09	169,040.35	-160,794.26
215120	Kokila Reservoir (Replace Hypalon witl	0.00	6,041.90	-6,041.90
225170	Meter Replacement Program Route 7	0.00	20,382.44	-20,382.44
225174	Meter Replacement Program Route 8	0.00	19,686.03	-19,686.03
235104	FY 2022-23 Air/Vaccum Relief Valve I	0.00	8,792.50	-8,792.50
235106	FY 2022-23 Service Lateral Replaceme	0.00	105,974.99	-105,974.99
235116	Hydrant Replacements FY 2022-2023	0.00	147,854.53	-147,854.53
235118	Twin Rocks/Vogel Valley Probe Meter	0.00	4,669.05	-4,669.05
Project Totals:		74,927.96	2,923,233.75	-2,848,305.79

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	74,927.96	2,920,773.75	-2,845,845.79
CIP - Asset Unplanned	0.00	2,460.00	-2,460.00
Group Totals:	74,927.96	2,923,233.75	-2,848,305.79

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Administration	0.00	2,460.00	-2,460.00
Engineering	45,688.78	1,250,871.27	-1,205,182.49
Field Services	0.00	192,592.05	-192,592.05
Water Treatment Plant	29,239.18	1,477,310.43	-1,448,071.25
Type Totals:	74,927.96	2,923,233.75	-2,848,305.79

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-20030	Retentions Payable	-30,421.58	0.00	-30,421.58
011-700-61120	Capital Outlay - Improvements...	0.00	392,395.31	392,395.31
011-700-61140	Capital Outlay - Buildings & Im...	0.00	1,230.00	1,230.00
011-700-61145	Capital Outlay - WTP & Improv...	0.00	31,451.99	31,451.99
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	1,080,601.84	1,080,601.84
055-20030	Retentions Payable	-44,506.38	0.00	-44,506.38
055-700-61135	Capital Outlay - Pump Stations...	0.00	214,622.58	214,622.58
055-700-61140	Capital Outlay - Buildings & Im...	0.00	1,230.00	1,230.00
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	1,150,922.61	1,150,922.61
055-700-61153	Capital Outlay - Meters and En...	0.00	40,068.47	40,068.47
055-700-61155	Capital Outlay - Reservoirs & I...	0.00	6,041.90	6,041.90
055-700-61160	Capital Outlay - Equipment and..	0.00	4,669.05	4,669.05
GL Account Totals:		-74,927.96	2,923,233.75	2,848,305.79



San Juan Water District, CA

Balance Sheet
Account Summary
As Of 12/31/2022

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
Asset					
Type: 1000 - Assets					
10010 - Cash and Investments	3,595,620.96	17,776,462.41	3,461,995.05	16,782,459.63	41,616,538.05
10510 - Accounts Receivable	591,906.54	0.01	564,158.60	-0.01	1,156,065.14
11000 - Inventory	4,747.47	0.00	291,119.17	161,977.80	457,844.44
12000 - Prepaid Expense	40,559.85	0.00	5,555.94	0.00	46,115.79
12850 - Lease Receivable	266,068.85	0.00	216,725.65	0.00	482,794.50
14010 - Deferred Outflows	2,490,432.85	0.00	2,576,156.97	0.00	5,066,589.82
17010 - Capital Assets - Work in Progress	1,503,075.24	0.00	1,107,805.35	0.00	2,610,880.59
17150 - Capital Assets - Land Non-depreciable	120,712.00	0.00	166,272.00	0.00	286,984.00
17160 - Capital Assets - Improvements Other Than Buildings	831,038.09	0.00	100,903.30	0.00	931,941.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	6,817,987.72	0.00	13,865,165.72
17300 - Capital Assets - Buildings & Improvements	1,279,892.05	0.00	275,982.16	0.00	1,555,874.21
17350 - Capital Assets - Water Treatment Plant & Imp	41,943,155.93	0.00	16,000.00	0.00	41,959,155.93
17400 - Capital Assets - Mains/Pipelines & Improvements	28,130,034.95	0.00	49,102,548.79	0.00	77,232,583.74
17500 - Capital Assets - Reservoirs & Improvements	4,808,912.39	0.00	2,492,421.90	0.00	7,301,334.29
17700 - Capital Assets - Equipment & Furniture	13,757,726.59	0.00	1,153,254.13	0.00	14,910,980.72
17750 - Capital Assets - Vehicles	325,255.84	0.00	847,640.30	0.00	1,172,896.14
17800 - Capital Assets - Software	265,814.52	0.00	593,375.80	0.00	859,190.32
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-43,723,660.79	0.00	-31,677,772.98	0.00	-75,401,433.77
Total Type 1000 - Assets:	63,944,667.33	17,776,462.42	38,112,129.85	16,944,437.42	136,777,697.02
Total Asset:	63,944,667.33	17,776,462.42	38,112,129.85	16,944,437.42	136,777,697.02
Liability					
Type: 1000 - Assets					
10510 - Accounts Receivable	0.00	0.00	102,203.14	0.00	102,203.14
Total Type 1000 - Assets:	0.00	0.00	102,203.14	0.00	102,203.14
Type: 2000 - Liabilities					
20010 - Accounts Payable	196,263.54	494,622.55	279,651.95	171,818.37	1,142,356.41
20100 - Retentions Payable	0.00	59,026.76	0.00	53,268.58	112,295.34
20150 - Customer Deposits	5,652.54	0.00	0.00	0.00	5,652.54
21200 - Salaries & Benefits Payable	39,111.91	0.00	71,429.70	0.00	110,541.61
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	425,156.74	0.00	514,876.55	0.00	940,033.29
21373 - Deferred Inflows of Resources - Leases	257,037.09	0.00	0.00	0.00	257,037.09

Balance Sheet

As Of 12/31/2022

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21500 - Premium on Issuance of Bonds Series 2017	1,114,154.56	0.00	626,711.94	0.00	1,740,866.50
21600 - OPEB Liability	1,473,961.49	0.00	1,875,297.61	0.00	3,349,259.10
21700 - Pension Liability	-1,149,020.76	0.00	-1,462,390.71	0.00	-2,611,411.47
22010 - Deferred Income	0.00	0.00	166,352.32	0.00	166,352.32
22050 - Deferred Inflows	3,188,589.36	0.00	4,107,615.00	0.00	7,296,204.36
23000 - Loans Payable	470,345.35	0.00	248,868.59	0.00	719,213.94
24000 - Current Bonds Payables	393,000.00	0.00	262,000.00	0.00	655,000.00
24250 - Bonds Payable 2017 Refunding	14,195,800.00	0.00	7,944,200.00	0.00	22,140,000.00
24300 - Loan - Refunding	4,825,313.63	0.00	2,620,009.05	0.00	7,445,322.68
Total Type 2000 - Liabilities:	25,435,365.46	553,649.31	17,254,621.99	225,086.95	43,468,723.71
Total Liability:	25,435,365.46	553,649.31	17,356,825.13	225,086.95	43,570,926.85
Equity					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	36,581,914.76	0.00	19,647,206.02	0.00	56,229,120.78
30500 - Designated Reserves	506,560.90	18,421,778.01	836,171.55	14,880,183.22	34,644,693.68
30600 - Restricted Fund Balance	0.00	0.00	0.00	1,026,250.00	1,026,250.00
Total Type 3000 - Equity:	37,088,475.66	18,421,778.01	20,483,377.57	15,906,433.22	91,900,064.46
Total Total Beginning Equity:	37,088,475.66	18,421,778.01	20,483,377.57	15,906,433.22	91,900,064.46
Total Revenue	5,029,330.37	353,492.37	5,928,461.24	2,753,789.05	14,065,073.03
Total Expense	3,608,504.16	1,552,457.27	5,656,534.09	1,940,871.80	12,758,367.32
Revenues Over/Under Expenses	1,420,826.21	-1,198,964.90	271,927.15	812,917.25	1,306,705.71
Total Equity and Current Surplus (Deficit):	38,509,301.87	17,222,813.11	20,755,304.72	16,719,350.47	93,206,770.17
Total Liabilities, Equity and Current Surplus (Deficit):	63,944,667.33	17,776,462.42	38,112,129.85	16,944,437.42	136,777,697.02



San Juan Water District, CA

Check Report

By Vendor Name

Date Range: 12/01/2022 - 12/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	Void	12/06/2022	Regular	0.00	0.00	58507
	Void	12/06/2022	Regular	0.00	0.00	58509
	Void	12/21/2022	Regular	0.00	0.00	58541
03681	Allied Electronics Inc.	12/13/2022	EFT	0.00	87.88	408327
03681	Allied Electronics Inc.	12/21/2022	EFT	0.00	1,333.96	408346
03406	Alpha Analytical Laboratories Inc.	12/13/2022	Regular	0.00	423.00	58516
03406	Alpha Analytical Laboratories Inc.	12/21/2022	Regular	0.00	1,251.00	58538
01073	Amarjeet Singh Garcha	12/13/2022	Regular	0.00	720.00	58517
01039	American Family Life Assurance Company of Colu	12/28/2022	Bank Draft	0.00	298.71	Q386912-28-20:
01039	American Family Life Assurance Company of Colu	12/28/2022	Bank Draft	0.00	298.71	Q386912-28-20:
01026	American River Ace Hardware, Inc.	12/13/2022	Regular	0.00	15.48	58518
01026	American River Ace Hardware, Inc.	12/21/2022	Regular	0.00	85.31	58539
03872	Ample Electric, Inc.	12/13/2022	Regular	0.00	3,105.00	58519
03838	Aria Service Group	12/21/2022	EFT	0.00	1,564.00	408347
01898	Association of California Water Agencies / JPIA	12/13/2022	EFT	0.00	138,993.91	408328
01167	Badger Meter, Inc.	12/13/2022	EFT	0.00	67,004.44	408329
01167	Badger Meter, Inc.	12/21/2022	EFT	0.00	1,116.40	408348
03594	Borges & Mahoney, Inc.	12/21/2022	Regular	0.00	13,313.85	58540
03080	California State Disbursement Unit	12/09/2022	Bank Draft	0.00	1.50	PAY00000000004
03080	California State Disbursement Unit	12/09/2022	Bank Draft	0.00	1,741.26	PAY00000000004
03080	California State Disbursement Unit	12/23/2022	Bank Draft	0.00	1.50	PAY00000000004
03080	California State Disbursement Unit	12/23/2022	Bank Draft	0.00	1,741.26	PAY00000000004
03078	CalPERS Health	12/05/2022	Bank Draft	0.00	43,834.53	1002248160
03078	CalPERS Health	12/05/2022	Bank Draft	0.00	46,812.19	1002248160
03078	CalPERS Health	12/05/2022	Bank Draft	0.00	46,812.19	1002248160
03130	CalPERS Retirement	12/09/2022	Bank Draft	0.00	37,520.41	1002258752
03130	CalPERS Retirement	12/23/2022	Bank Draft	0.00	37,358.88	1002268961
01310	Capital Rubber Co., Ltd	12/21/2022	Regular	0.00	141.92	58542
03913	Castanar, Sophanra J	12/06/2022	Regular	0.00	52.18	58501
01330	CDW Government LLC	12/21/2022	EFT	0.00	8,716.17	408349
01337	Central Valley Project Water Association	12/13/2022	Regular	0.00	1,406.02	58520
03221	Chemtrade Chemicals Corporation	12/21/2022	EFT	0.00	17,956.49	408350
01366	Citistreet/CalPERS 457	12/09/2022	Bank Draft	0.00	6,919.04	1002258755
01366	Citistreet/CalPERS 457	12/23/2022	Bank Draft	0.00	6,308.22	1002268964
01372	City of Folsom	12/21/2022	Regular	0.00	44.32	58543
01378	Clark Pest Control of Stockton	12/21/2022	Regular	0.00	1,294.00	58544
03836	Clyde G. Steagall, Inc.	12/21/2022	EFT	0.00	156,675.66	408351
02556	Costa, Ted	12/13/2022	EFT	0.00	564.10	408330
01423	County of Sacramento	12/21/2022	Regular	0.00	32,968.20	58545
03890	Datalink Networks, Inc.	12/13/2022	EFT	0.00	1,409.00	408331
01521	DataProse, LLC	12/13/2022	EFT	0.00	13,687.17	408332
03891	DC Solar Electric Inc	12/21/2022	EFT	0.00	-3,930.00	408352
03891	DC Solar Electric Inc	12/21/2022	EFT	0.00	3,930.00	408352
03848	E Source Companies LLC	12/13/2022	EFT	0.00	2,500.00	408333
03163	Economic Development Department	12/09/2022	Bank Draft	0.00	10,477.52	0-469-169-376
03163	Economic Development Department	12/09/2022	Bank Draft	0.00	0.11	0-469-169-376
03163	Economic Development Department	12/23/2022	Bank Draft	0.00	9,813.65	1-705-766-112
03775	ECORP Consulting, Inc.	12/06/2022	Regular	0.00	3,038.13	58502
03776	EETS Inc.	12/13/2022	EFT	0.00	5,950.00	408334
03749	Eide Bailly LLP	12/21/2022	EFT	0.00	1,710.00	408353
01554	Electrical Equipment Co	12/21/2022	Regular	0.00	631.95	58546
01569	Employee Relations, Inc.	12/21/2022	EFT	0.00	688.63	408354
01574	Endress + Hauser, Inc.	12/21/2022	EFT	0.00	1,776.59	408355
01609	Federal Express Corporation	12/13/2022	Regular	0.00	2.23	58521

Check Report

Date Range: 12/01/2022 - 12/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01611	Ferguson Enterprises, Inc	12/13/2022	EFT	0.00	305.48	408335
03702	Flowline Contractors, Inc.	12/06/2022	Regular	0.00	20,424.00	58503
03702	Flowline Contractors, Inc.	12/13/2022	Regular	0.00	13,705.00	58522
01630	FM Graphics, Inc.	12/13/2022	Regular	0.00	364.65	58523
01634	Folsom Lake Ford, Inc.	12/13/2022	Regular	0.00	424.62	58524
03870	Genuine Parts Company	12/21/2022	Regular	0.00	51.69	58547
03091	Granite Bay Ace Hardware	12/13/2022	Regular	0.00	342.59	58525
01706	Graymont Western US Inc.	12/21/2022	EFT	0.00	14,636.34	408356
01721	Hach Company	12/21/2022	EFT	0.00	221.17	408357
01733	Harris Industrial Gases	12/21/2022	Regular	0.00	102.91	58548
03072	HUNT & SONS INC.	12/21/2022	Regular	0.00	627.16	58549
01416	ICONIX Waterworks (US) Inc.	12/21/2022	EFT	0.00	4,508.14	408358
03164	Internal Revenue Service	12/09/2022	Bank Draft	0.00	122.86	2702743427905
03164	Internal Revenue Service	12/09/2022	Bank Draft	0.00	51,835.93	2702743427905
03164	Internal Revenue Service	12/23/2022	Bank Draft	0.00	48,236.86	2702757446069
01917	Kennedy/Jenks Consultants, Inc.	12/06/2022	EFT	0.00	31,451.99	408320
03679	L and D Landfill Limited Partnership	12/21/2022	Regular	0.00	34,015.06	58550
03628	Lees Automotive Repair Inc.	12/06/2022	EFT	0.00	100.91	408321
03628	Lees Automotive Repair Inc.	12/21/2022	EFT	0.00	2,541.45	408359
03914	Long, David D	12/21/2022	Regular	0.00	1,035.00	58551
03553	Mallory Safety and Supply LLC	12/21/2022	EFT	0.00	1,210.12	408360
02024	MCI WORLD COM	12/06/2022	Regular	0.00	53.65	58504
02027	Mcmaster-Carr Supply Company	12/21/2022	EFT	0.00	167.90	408361
02131	ODP Business Solutions, LLC	12/06/2022	EFT	0.00	37.29	408322
02131	ODP Business Solutions, LLC	12/13/2022	EFT	0.00	458.56	408336
02131	ODP Business Solutions, LLC	12/21/2022	EFT	0.00	1,109.73	408362
02148	Pac Machine Company, Inc.	12/06/2022	Regular	0.00	5,654.29	58505
02150	Pace Supply Corp	12/06/2022	Regular	0.00	5,410.18	58506
02150	Pace Supply Corp	12/13/2022	Regular	0.00	89.06	58526
02150	Pace Supply Corp	12/21/2022	Regular	0.00	24.29	58552
02146	PG&E	12/06/2022	Regular	0.00	12,198.08	58508
02146	PG&E	12/13/2022	Regular	0.00	20.00	58527
02210	Placer County Water Agency	12/06/2022	Regular	0.00	88,937.50	58510
02225	Polydyne, Inc	12/21/2022	EFT	0.00	5,834.36	408363
03150	Professional Id Cards Inc	12/13/2022	Regular	0.00	46.00	58528
01736	Quadient Leasing USA, Inc. - Lease	12/13/2022	EFT	0.00	462.81	408337
02283	Recology Auburn Placer	12/13/2022	Regular	0.00	721.59	58529
02223	Rexel Inc (Platt - Rancho Cordova)	12/21/2022	Regular	0.00	596.90	58553
02293	RFI Enterprises, Inc.	12/06/2022	EFT	0.00	52.88	408323
02293	RFI Enterprises, Inc.	12/13/2022	EFT	0.00	52.88	408338
03092	Rich, Dan	12/13/2022	EFT	0.00	1,408.21	408339
03828	Richard D. Jones, A Professional Law Corporation	12/13/2022	Regular	0.00	4,770.00	58530
02328	Rocklin Windustrial Co	12/13/2022	Regular	0.00	494.42	58531
03385	S J Electro Systems Inc	12/13/2022	EFT	0.00	3,503.00	408340
02394	Safety Center Incorporated	12/06/2022	EFT	0.00	2,300.00	408324
02394	Safety Center Incorporated	12/13/2022	EFT	0.00	6,900.00	408341
02514	State Water Resources Control Board - SWRCB	12/06/2022	Regular	0.00	155.00	58511
03830	Stoel Rives LLP	12/06/2022	EFT	0.00	12,029.50	408325
01641	Sun Life Assurance Company of Canada	12/01/2022	Bank Draft	0.00	10,337.46	875572
01411	SureWest Telephone	12/06/2022	Regular	0.00	3,669.39	58512
01411	SureWest Telephone	12/13/2022	Regular	0.00	3,669.29	58532
02572	Thatcher Company of California, Inc.	12/21/2022	EFT	0.00	13,800.00	408364
02580	The Eidam Corporation	12/13/2022	EFT	0.00	1,976.25	408342
01844	Thorne, Jedediah	12/21/2022	Regular	0.00	21.54	58554
03799	Thrikettle Corporation	12/21/2022	Regular	0.00	25,181.71	58555
03763	Trucksmart	12/13/2022	Regular	0.00	75.02	58533
02638	Tyler Technologies, Inc.	12/21/2022	Regular	0.00	13,275.48	58556
03846	U.S. Bancorp Asset Management, Inc.	12/06/2022	EFT	0.00	1,000.00	408326
03846	U.S. Bancorp Asset Management, Inc.	12/13/2022	EFT	0.00	1,004.97	408343
02651	United Parcel Service Inc	12/06/2022	Regular	0.00	171.17	58513
02651	United Parcel Service Inc	12/13/2022	Regular	0.00	126.37	58534

Check Report

Date Range: 12/01/2022 - 12/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02667	US Bank Corporate Payments Sys (CalCard)	12/19/2022	Bank Draft	0.00	30,473.07	474-309469-22
03077	VALIC	12/09/2022	Bank Draft	0.00	3,122.93	250237
03077	VALIC	12/23/2022	Bank Draft	0.00	3,142.45	252272
02690	Verizon Wireless	12/21/2022	Regular	0.00	2,728.56	58557
02700	Viking Shred LLC	12/06/2022	Regular	0.00	64.00	58514
01687	W. W. Grainger, Inc.	12/13/2022	Regular	0.00	65.18	58535
02710	WageWorks, Inc	12/13/2022	EFT	0.00	104.00	408344
03387	WageWorks, Inc	12/13/2022	EFT	0.00	192.88	408345
01068	Walker, Glenn C.	12/13/2022	Regular	0.00	1,354.01	58536
03915	Webster Bank, N.A.	12/21/2022	Regular	0.00	121,812.48	58558
02766	Youngdahl Consulting Group, Inc.	12/13/2022	Regular	0.00	3,355.00	58537
02766	Youngdahl Consulting Group, Inc.	12/21/2022	Regular	0.00	3,602.50	58559

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	55	0.00	427,927.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	23	23	0.00	397,211.24
EFT's	81	46	0.00	529,105.22
	199	127	0.00	1,354,244.39

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	55	0.00	427,927.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	23	23	0.00	397,211.24
EFT's	81	46	0.00	529,105.22
	199	127	0.00	1,354,244.39

Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	12/2022	1,354,244.39
			1,354,244.39



San Juan Water District, CA

Vendor History Report

By Vendor Name

Posting Date Range 07/01/2022 - 12/31/2022

Payment Date Range -

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



Payroll Set: 01-San Juan Water District

Employee Number	Employee Name	Pay Code	# of Payments	Units	Pay Amount
<u>0690</u>	Costa, Ted	Reg - Regular Hours	6	35.00	4,375.00
			0690 - Costa Total:	35.00	4,375.00
<u>0670</u>	Miller, Ken	Reg - Regular Hours	5	15.00	1,875.00
			0670 - Miller Total:	15.00	1,875.00
<u>1003</u>	Rich, Daniel	Reg - Regular Hours	6	18.00	2,250.00
			1003 - Rich Total:	18.00	2,250.00
<u>0650</u>	Tobin, Pamela	Reg - Regular Hours	6	60.00	7,500.00
			0650 - Tobin Total:	60.00	7,500.00
<u>1039</u>	Zamorano, Manuel	Reg - Regular Hours	5	14.00	1,750.00
			1039 - Zamorano Total:	14.00	1,750.00
				Report Total:	142.00
					17,750.00

**Pay Code Report**

Account Summary

7/1/2022 - 12/31/2022

Payroll Set: 01-San Juan Water District

Account	Account Description	Units	Pay Amount
<u>010-010-58110</u>	Director - Stipend	71.00	8,875.00
		010 - WHOLESALE Total:	71.00 8,875.00
<u>050-010-58110</u>	Director - Stipend	71.00	8,875.00
		050 - RETAIL Total:	71.00 8,875.00
		Report Total:	142.00 17,750.00

**Pay Code Report**

Pay Code Summary

7/1/2022 - 12/31/2022

Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg - Regular Hours	Regular Hours	28	142.00	17,750.00
		Report Total:	142.00	17,750.00

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

	July - December 2022						
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance	Revenue Variance	
San Juan Retail	6,785.64	\$ 1,682,966	7,046.87	\$ 1,704,163	261	3.8%	\$ 21,196 1.3%
Citrus Heights Water District	4,331.49	\$ 1,433,102	3,901.51	\$ 1,398,213	(430)	-9.9%	\$ (34,889) -2.4%
Fair Oaks Water District	3,921.74	\$ 1,069,215	2,728.55	\$ 972,399	(1,193)	-30.4%	\$ (96,815) -9.1%
Orange Vale Water Co.	2,136.72	\$ 547,371	2,299.66	\$ 560,592	163	7.6%	\$ 13,221 2.4%
City of Folsom	676.87	\$ 166,388	624.16	\$ 162,111	(53)	-7.8%	\$ (4,277) -2.6%
Granite Bay Golf Course	203.99	\$ 7,211	223.74	\$ 7,909	20	9.7%	\$ 698 9.7%
Sac Suburban Water District	900.00	\$ 173,133	2,881.42	\$ 841,951	1,981	220.2%	\$ 668,818 386.3%
Water Transfer	3,442.00	\$ 2,753,600	3,504	\$ 2,803,182	62	1.8%	\$ 49,582 1.8%
TOTAL	22,398.45	\$ 7,832,987	23,209.89	\$ 8,450,521	811.43	3.6%	\$ 617,534 7.9%

Budgeted Deliveries	22,398.45
Actual Deliveries	<u>23,209.89</u>
Difference	811.43
	3.6%

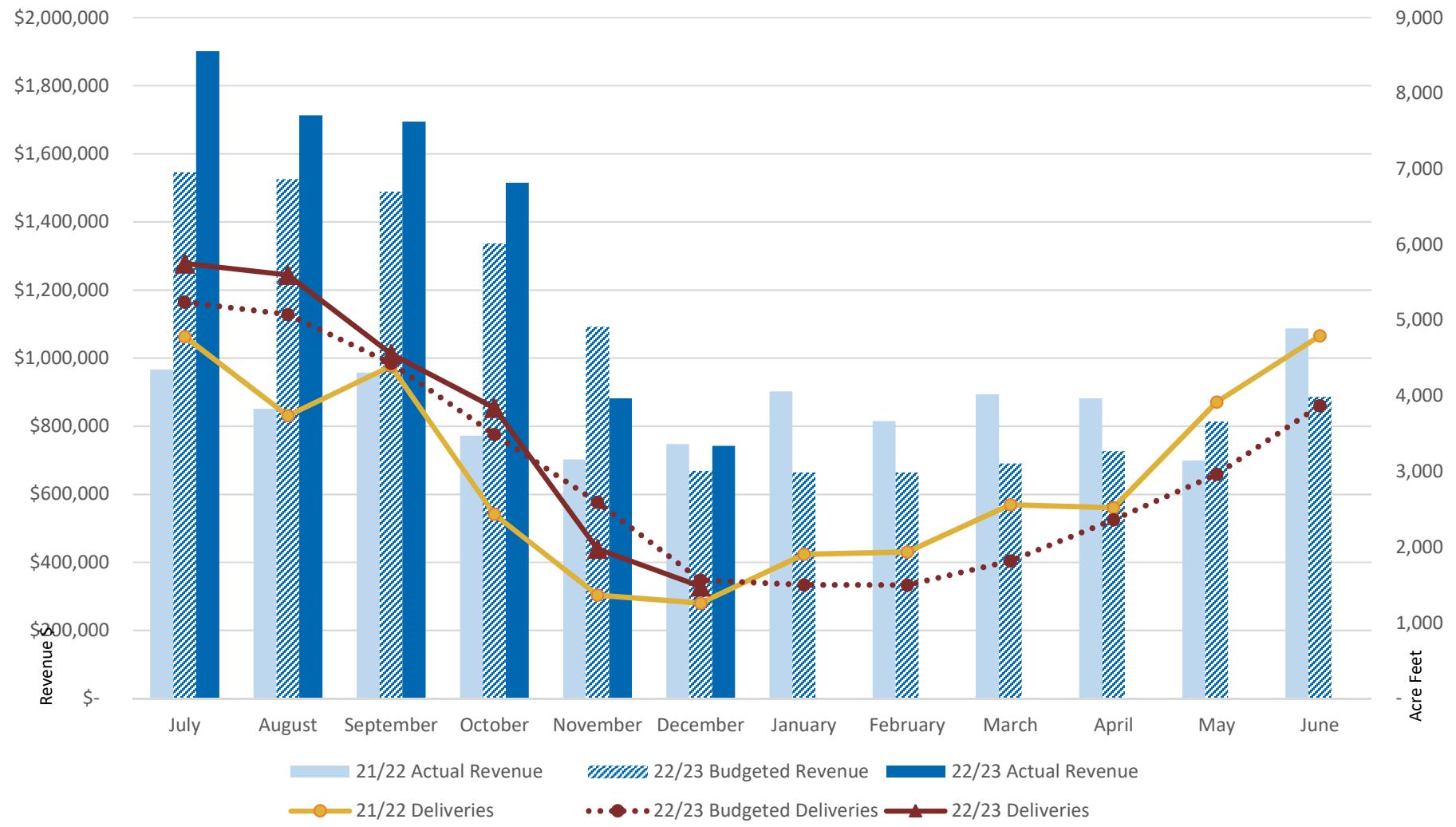
Budgeted Water Sale Revenue	\$ 7,832,987
Actual Water Sale Revenue	<u>\$ 8,450,521</u>
Difference	\$ 617,534
	7.9%

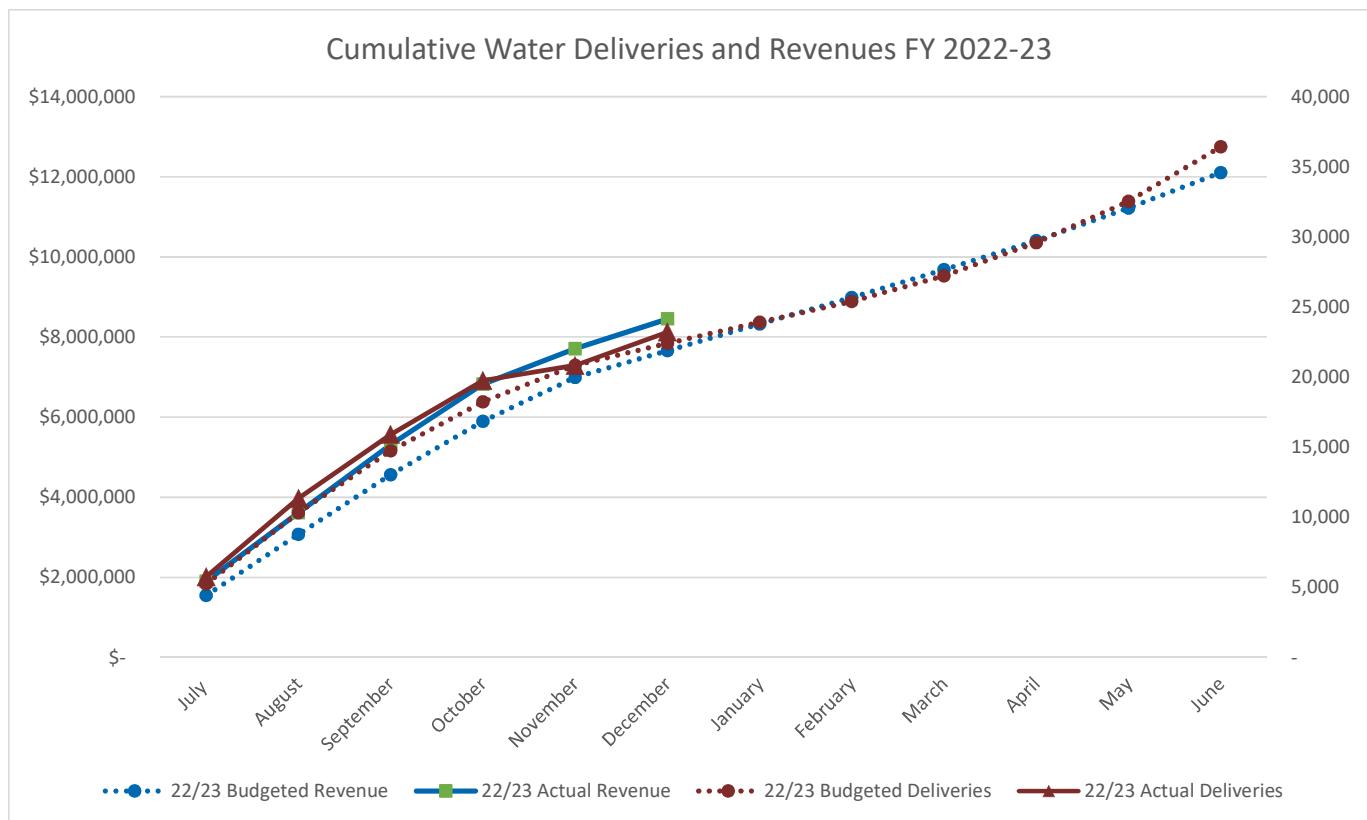
Conclusion:

While deliveries in December were less than anticipated for the month, year to date deliveries through December were 3.6% greater than budget. As shown in the table above, the main drivers of the variance are the Citrus Heights Water District and the Fair Oaks Water District, both taking less than anticipated in the budget. This was offset by the year to date sale of water to SSWD being much higher than anticipated. The budget did not anticipate the sale of water to SSWD to commence until November, but it actually has been happening all year. The positive variance in deliveries results in revenues being 7.9% greater than expected for this time of year.

Excluding SSWD, deliveries were 607 acre feet less than the same time period last year, a 3% decline. The budget anticipated a year over year decline of 7.25%.

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





AGENDA ITEM VII-3.1

Tobin Report
1/25/2023

State Water Board Issues New Drought & Conservation Reporting Order:

Chelsea and Cindy Tuck met with the State Water Board Deputy Director last week and pulled together an ACWA working group through the Water Management Committee, with Dave Pedersen engaged.

The ACWA working group met last week and we will meet again the week of Feb. 6th. We have scheduled meetings with several of the State Water Board Members to better understand and discuss and will be partnering with the CA Water Data Consortium (they are tasked with streamlining data reporting and Joaquin in on their steering committee) to discuss if we should do something jointly.

The reporting order is problematic for several reasons. From a public process standpoint, there was no public engagement or opportunity for comments prior to issuing the reporting order. From a technical standpoint, some of the expanded reporting doesn't make sense (e.g. monthly reporting of water loss, reporting due by the 7th). The order will be burdensome for many agencies (e.g., quarterly frequency, new reporting of source supply, groundwater source reporting) and some of this is duplicative with existing reporting.

2023-01-20 ~ACWA SLC Meeting

Dave Eggerton –

- DC conference coming up; registration is open
- It will have a slightly different structure than in the past. We are working on the details now.
- WOTUS (Waters of the United States) final rule released, effective March 20, Sackett v. EPA determine scope of EPA authority in determining WOTUS
- Board meeting coming up; new elections process (Bylaws amended at conference); Board will be adopting policy for those new rules; new committee that will interview candidates and designate someone as a "preferred" candidate; unlike in the past, everyone who meets basic criteria will be on ballot; will have webinars re: how this new process works
- discussing and thinking about how we can capitalize on recent storms to increase awareness of water issues. It will be a topic on the ACWA Board Workshop in February.

Deputy ED - Tuck –

-calendars:

- DC registration closes on February 10th
- annual legislative symposium on Thursday, March 23rd

-policy:

- infrastructure: (1) state budget process: example, commitment for dam safety but no appropriation, working on securing an appropriation,
- (2) climate resilience bond,
- (3) permit streamlining: ACWA already sponsoring a permit streamlining bill (SB23)

- (4) water rights: direction from Board to protect current priority of rights system but improving on administration of it
- (5) water rights working group: what other actions does ACWA, state, feds need to be working on
- (6) quench CA: communications campaign, aimed at educating the public re: infrastructure
 - racial equity: state draft racial equity action plan, ACWA member input on plan, ACWA submitted comment letter and SWRCB staff made changes based on our comment letter – (1) does not expand or modify Board's existing authority, (2) actions outlined in plan will be subject to Board's standard engagement and public process processes, (3) does not modify existing policies/plans etc.. adopted by Board, any change to existing policy/plan etc. subject to Board approval], plan presented to Board (didn't take action), so far, a staff document

SLC Overview/Update – Adam Quinonez –

-reviewed certain policies for new members, such as absence procedure etc.

-legislative symposium at the Sutter Club, registration open next week

Bill Proposals

Legislative Proposal 1: Service Charges on the Property Tax Bill

-current status of recommended action: pending committee input

-motion passed: postpone consideration of this proposal until October which would be for next legislative session

Legislative Proposal 2: Water Law: Judges and Adjudications

-current status of recommended action: pending committee input

-motion passed: letter to Judicial Council requesting amendments to Rules of Court and sponsor an intent bill (in the event the Judicial Council does not agree to amendments)

Bill Packet:

AB 30: Atmospheric Rivers: Research, Mitigation, and Climate Forecasting Program

-current status of recommended action: support

SB 3: Discontinuation of residential water service: community water system

-current status of recommended action: watch

SB 23: Water supply and flood risk reduction projects: expedited permitting.

-current status of recommended action: sponsor

Legislative Updates – Adam Quinonez

State budget:

-cut PFAS remediation funding; new funding proposed for flood control in Central Valley; potential for a bond (see below)

Infrastructure:

-desire for major funding for infrastructure not feasible this year; already planning for 2024 – perhaps more like a Prop 1 type bond; state infrastructure work group already identifying priorities (dam safety, conveyance, PFAS, ground water banking, conjunctive use and storage)

Chris Anderson

-Prop 218 leg – this committee sponsored in October 2023; workgroup has convened and started drafting language but concern has arisen; there was a bill 2 years ago implementing statute of limitations re: Prop 218 and policy committee staff think it is too soon to come back for a second bite of the apple; having trouble finding an author; we need to flag this as something to sponsor in 2024; workgroup will continue to meet throughout the year

Poulsen: in response to Ryan Becerra's question; ACWA staff still working on this as directed so no further action needed at this time; will be agendized for future committee discussion

Regulatory Updates – Soren Nelson for Chelsea Haines

-February 15th – regulatory groups meet; meetings will be shorter -1 hr. 15 mins. long and all regulatory updates will be at beginning of day (different structure than past)
-change in state hydrology: as mentioned trying to take advantage of heightened awareness

ACWA Foundation Trustees

- Trustees met and have started setting goals.
- Non-profit foundation was created to advance workforce and leadership development in the water industry.
- Non-profit, tax-exempt structure to solicit funds to educate, mentor, conduct research and invest in the next generation of water leaders.
- Foundation can accept donations that will become tax exempt retroactively following IRS approval letter.

ACWA Eastern Municipal Water District

- **Briefing & Desalination Facility Tour January 12, 2023 (Region 9 Board Meeting)**
- Water, wastewater and recycled water to nearly 1 million people – 558-square mile service area in western Riverside County
- Serves retail customers within cities of Canyon Lake, Hemet, Menifee, Moreno Valley, Murrieta, Perris, San Jacinto & Temecula and unincorporated communities of French Valley, Good Hope, Homeland, Lakeview, Mead Valley, Murietta Hot Springs, Nuevo, Romoland, Valle Vista & Winchester.
- Wholesales water to Hemet, Perris, San Jacinto, Lake Hemet Municipal WD, Nuevo Water Co., Rancho CA WD and Western Municipal WD.
- Leader in prohibition of watering nonfunctional turf.
- Formed in 1954, formerly East San Bernardino County WD

- Build Sterling Natural Resource Center, state-of-the-art facilities in Highland, Ca., treating up to 8 million gallons a day.
- Will recharge Bunker Hill Groundwater Basin
- Creating teaching and learning opportunities for surrounding community in the form of water industry training, mentoring and working with the local high school.

ACWA Spring Conference

- Monterey, CA May 9-11, 2023 (ACWA-JPIA Monterey, May 8, 2023)

Podcast: <https://www.acwajpia.com/podcasts/>

JPIA has extensive resources, and the podcasts covers a lot of topics on claims, funds management, liability, health, property and worker's comp, and cyber security insurance programs as well as training and best practices.

AGENDA ITEM VIII-1

DRAFT

Engineering Committee Meeting Minutes San Juan Water District January 20, 2023 9:00 a.m.

Committee Members: Dan Rich, Chair
Manuel Zamorano, Member

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

Topics: Hydrant and Valve Maintenance FY 2022/23 (R)
WTP Lime Silo and Clarifier Improvements Project (W)
WTP Filter Backwash Hood Facilities Rehabilitation Project (W)
Other Engineering Matters
Public Comment

1. Hydrant and Valve Maintenance FY 2022/23 (R)

Mr. Larsen provided the committee with a staff report, which will be attached to the meeting minutes. He explained that the contract is for inspection and any repairs are completed by District employees.

The Engineering Committee recommends consideration of a motion under the Consent Calendar to award a professional services contract to Wachs Water Services (WWS) for professional services related to the inspection and maintenance of the District's hydrants and valves for the fiscal year 2022/23.

2. WTP Lime Silo and Clarifier Improvements Project (W)

Mr. Barela provided the committee with a staff report, which will be attached to the meeting minutes. The committee discussed the added safety to employees that a permanent access ladder will provide when working in the Clarifier Tanks.

The Engineering Committee recommends consideration of a motion under the Consent Calendar to award a Professional Services Contract for design services related to improvements at the Water Treatment Plant Lime Silo and Clarifier Tanks

3. WTP Filter Backwash Hood Facilities Rehabilitation Project (W)

Mr. Hargrove provided the committee with a staff report, which will be attached to the meeting minutes. He explained that there are 2 filter backwash hoods per filter basin, and when one is off-line the other takes twice as long to complete the cleaning process. In addition, he informed the committee that this was a planned project. The committee discussed the project, scope of work and contract warranties for the projected work. Mr. Pierson informed the committee that until the evaluation of the filter backwash hoods is complete, it is difficult to

determine the cost of the construction for the project since the water treatment plant is customized for the District and the equipment usually needs to be fabricated.

The Engineering Committee recommends consideration of a motion under the Consent Calendar to award a Professional Services Contract for design services related to improvements at the Water Treatment Plant Filter Backwash Hood Facilities

4. Other Engineering Matters

There were no other matters discussed.

5. Public Comment

There were no public comments.

The meeting was adjourned at 9:36 a.m.

DRAFT
AGENDA ITEM VIII-2

Finance Committee Meeting Minutes
San Juan Water District
January 24, 2023
4:00 p.m.

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

District Staff: Paul Helliker, General Manager
Donna Silva, Finance Director
Tony Barela, Director of Operations
Adam Larsen, Field Services Manager
Greg Turner, Water Treatment Plant Manager
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Jennifer Farr, DavisFarr, Certified Public Accountants
Mike Heasley, SJWD Employee
Stephen Ehnat, SJWD Employee
Kenny Jahn, SJWD Employee
Jeff Johnson, SJWD Employee
Mark Hargrove, SJWD Employee
Mike
User 1
2 anonymous callers

1. Presentation of Independent Audit Results by DavisFarr, Certified Public Accountants - Fiscal Year Ending June 30, 2022 (W & R)

Ms. Silva introduced Jennifer Farr from DavisFarr, Certified Public Accountants, and explained that they conducted the independent audit of the District's financials for fiscal year ending June 30, 2022. Ms. Farr reviewed the timeline of the audit and informed the committee that next year the audit will be scheduled earlier. She reported that they issued an unmodified audit opinion on the financial statements and that there were no material weaknesses or significant deficiencies in internal controls. She explained that included in their opinion there is an emphasis of a matter for implementation of new lease accounting standard.

Ms. Farr reviewed the areas of focus for the audit, the new lease accounting standard, and the internal controls over key accounting cycles. She reviewed best practice recommendations concerning developer deposits and information systems. In addition, she informed the committee that there were no instances of noncompliance and that District staff were prepared for the audit and responsive to their inquiries.

2. Wholesale Water Rate Fee Schedule Revision (W)

Ms. Silva provided a staff report which will be attached to the meeting minutes. She reported that wholesale water rates have not increased since January 2021. She reported that the wholesale customer agencies were sent the required 150-day Notice of Proposed

Changes in Rates in August 2022, and no direct comments were received from them. She explained that the recommended action does not change the total fees, just the allocation of the quarterly service charges amongst the wholesale customers. This action simply updates the allocation of the fixed quarterly charge based on the rolling five-year average of water use for the five years ending June 30, 2022.

The Finance Committee recommends approval of the revisions to the Wholesale Water Rate Fee Schedule, effective January 1, 2022, to adjust the allocation of the fixed quarterly service charge.

3. Review General Manager Reimbursements (W & R)

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

4. Review Check Register from December 2022 (W & R)

The committee reviewed the December 2022 check register and found them to be in order.

5. Cost of Living Adjustment (W & R)

Ms. Silva informed the committee that the Board requested that the Finance Committee review the data regarding pay increases that each employee received since July 2020. She reviewed the table and explained the sorting and notes on page 2, and stated that the table consists of all active employees and is shown with position titles and employee numbers. In addition, she explained how employees receive pay increases and noted that the COLAs for each year are listed at the top of the table.

In response to Director Miller's comment regarding the list provided, Ms. Silva informed the committee that she provided Director Rich the table and he stated that it contained the information that he requested, which was for three years of salary increase information on each employee. Director Costa voiced concern regarding two 5% increases, the effect on future compensation studies, and the upward spiral of salaries. In addition, Director Costa mentioned that the Board's compensation policy of a market target for salary schedules to be 5% above median might need to be changed. In response to Director Costa's comment on unfunded pension liability, Ms. Silva informed the committee that she talked to the District's CalPERS actuary and was informed that increases to employee salaries above the CalPERS assumptions do not automatically cause an increase in the unfunded pension liability.

Mr. Barela commented that he feels the Board made the right decision to change the Board policy to 5% above median which helps maintain and attract employees. He commented that the COLA is given to maintain that position in the market. In response to Director Miller's comment on the rate of inflation, Mr. Barela stated that the COLA is always looking in the arrears and the District has to pick a moment in time to base the COLA on, which was selected as March over March in the Board policy. Ms. Silva informed the committee that, due to vacancies at the District, the 5.2% COLA that is being discussed now falls within the CalPERS assumptions and the budget for salaries at the District, even if made retroactive to July 1, 2022.

Director Costa opened the floor to the public for comments.

Mr. Adam Larsen addressed the committee and informed them that employee feedback shows that they are very appreciative of the changes that the Board has made. Mr. Barela informed the committee that there have been discussions with staff to keep them apprised of this agenda topic and that the employees selected representatives to attend this meeting. Mr. Mike Heasley agreed with Mr. Larsen and stated that the changes from the recent compensation study will help recruit and retain talented employees.

Mr. Stephen Ehnat addressed the committee and shared his personal position with the committee, stating that he did not receive, as well as most employees, an automatic 5% raise based on the compensation study – the 5% over median moved the bar for potential pay increases in the future. He stated that evaluations are happening now and he might be eligible to receive a merit increase, but it is not guaranteed. He explained that the COLA in July 2022 was the first one he received since 2018. He stated that these two items are totally different. Director Miller commented that providing a COLA increases the salary range, which affects the compensation studies and potentially places employees out of range of the other agencies.

Director Costa stated that the Board will discuss this matter at the January 25, 2023, meeting.

6. Other Finance Matters (W & R)

There were no other matters discussed.

7. Public Comment

There were no public comments.

The meeting was adjourned at 4:59 p.m.