

**SAN JUAN WATER DISTRICT  
BOARD MEETING AGENDA**  
**August 28, 2019**  
**6:00 p.m.**  
**9935 Auburn Folsom Road**  
**Granite Bay, CA 95746**

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

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

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

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

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

**I. ROLL CALL**

**II. PUBLIC FORUM**

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

**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, June 26, 2019 (W & R)  
***Recommendation: Approve draft minutes***
2. Public Outreach Contract (W & R)  
***Recommendation: Approve the Public Outreach contract with Lucy & Company for FY 2019-20***
3. Treasurers Report - Quarter Ending June 30, 2019 (W & R)  
***Recommendation: Receive & File***
4. Annual Paving Services Contract Amendment (R)  
***Recommendation: Authorization and approval for additional funding on the second year contract renewal with Sierra National Asphalt (SNA)***
5. Cityworks CMMS Implementation Contract & Licensing Agreement (W & R)  
***Recommendation: Approve the Cityworks Computerized Maintenance Management System Implementation Contract and Cityworks Licensing Agreement for CMMS services***

6. CMMS Implementation Services – HDR Engineering, Inc. (W & R)
 

**Recommendation:** *Approve Amendment No. 2 to HDR Engineering, Inc. (HDR) for program services related to the implementation of the Cityworks Computer Maintenance Management System (CMMS)*
7. Eastridge PRS Contract (W & R)
 

**Recommendation:** *Approve a construction contract with Rawles Engineering, Inc. for the construction of the Eastridge PRS*
8. WTP On-Site Residuals Management Improvement Project - Amendment No. 1 (W)
 

**Recommendation:** *Approve Amendment No. 1 to Hydroscience Engineers, Inc. related to the WTP On-Site Residuals Management Improvement Project*
9. SSWD Antelope Transmission Pipeline Inspection (W)
 

**Recommendation:** *Approve a contract with Aquam Pipe Diagnostics (Aquam) related to the Sacramento Suburban Water District (SSWD) Antelope Transmission Pipeline (ATP) Inspection*
10. Retail Master Plan Update (R)
 

**Recommendation:** *Approve a contract for completion of the Retail Master Plan Update*

#### **IV. OLD BUSINESS**

1. Compensation Policy (W & R)
 

**Action:** *Consider a motion to approve proposed amendments to the Board of Directors' Compensation Policy regarding market position and other matters*
2. Compensation Study – Approval of Compensation Schedules (W & R)
 

**Action:** *Approve San Juan Water District Compensation Schedules A and B.*
3. Collaboration/Integration Project Draft Request for Proposals (W & R)
 

*Information*
4. District Strategic Plan and FY 18-19 Operations Plan Report Card (W & R)
 

*Review Strategic Plan and FY 18-19 Accomplishments*

#### **V. NEW BUSINESS**

1. FY 2019-20 Operations Plan (W & R)
 

*Information*
2. ACWA Region Elections 2020-21 Term (W & R)
 

*Consider candidates for Region 4 Board*

**Action:** *Consider a motion to cast a vote for candidates for ACWA Region 4*
3. Active Shooter Training Update (W & R)
 

*Information*

## **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. Operation Manager's Report
  - 3.1 Miscellaneous District Issues and Correspondence
4. Legal Counsel's Report
  - 4.1 Legal Matters

## **VII. DIRECTORS' REPORTS**

1. SGA
2. RWA
3. ACWA
  - 3.1 Local Government/Federal Affairs/Region 4 - Pam Tobin
  - 3.2 JPIA – Pam Tobin
  - 3.3 Energy Committee - Ted Costa
4. CVP Water Users Association
5. Other Reports, Correspondence, and Comments

## **VIII. COMMITTEE MEETINGS**

1. Public Information Committee – June 28, 2019
2. Finance Committee – August 20, 2019
3. Engineering Committee – August 23, 2019

## **IX. UPCOMING EVENTS**

1. ACWA Region 4 Program and Boat Tour  
September 17, 2019  
Dixon, CA
2. Water Education Foundation – 2019 Water Summit  
October 30, 2019  
Sacramento, CA

**President Rich to call for Closed Session**

**X. CLOSED SESSION**

1. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(d)(4); potential for litigation involving the State Water Resources Control Board's proceedings related to the California Water Fix and the Bay-Delta Water Quality Control Plan Update; and pending litigation; Government Code sections 54954.5(c) and 54956.9(a); *CDWR Environmental Impact Cases*, Case No. JCCP No. 4942.

**XI. OPEN SESSION**

Report from Closed Session

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

September 25, 2019

October 23, 2019

November 13, 2019

I declare under penalty of perjury that the foregoing agenda for the August 28, 2019 regular meeting of the Board of Directors of San Juan Water District was posted by August 23, 2019, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and was freely accessible to the public.

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Teri Grant, Board Secretary

# AGENDA ITEM III-1

## DRAFT

### SAN JUAN WATER DISTRICT

Board of Director's Meeting Minutes  
June 26, 2019 – 6:00 p.m.

#### BOARD OF DIRECTORS

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

#### SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

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

#### OTHER ATTENDEES

Sandy Harris	Customer
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#### AGENDA ITEMS

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

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

#### I. ROLL CALL

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

## II. PUBLIC FORUM

A member of the public addressed the Board and voiced concern regarding the increasing cost of utility bills and suggested the Board figure out how to control the escalating costs.

## III. CONSENT CALENDAR

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

President Rich removed Consent Item #6 from the agenda at the request of GM Helliker.

### 1. Minutes of the Board of Directors Meeting, May 22, 2019 (W & R)

*Recommendation: Approve draft minutes*

### 2. Annual Paving Contract Renewal (W & R)

*Recommendation: Authorization and approval to exercise the second year contract renewal with Sierra National Asphalt (SNA) for the annual paving services agreement in the amount of \$51,717.64*

### 3. Annual Installation Services Contract (R)

*Recommendation: Authorization and approval to award the Annual Installation Services agreement for FY 2019/20 to Rawles Engineering Inc. in the amount of \$217,940*

### 4. Accessibility Transition Plan (W & R)

*Recommendation: Accept the Accessibility Transition Plan*

### 5. Regional Water Meter Replacement Program MOU – Amendment #1 (W & R)

*Recommendation: Authorization of the General Manager to execute Amendment #1 to the Water Meter Consortium Memorandum of Understanding for the Regional Water Meter Replacement Planning Study for the amount of \$95,869 and authorizing a total budget of \$106,000 (includes 10% contingency)*

### 6. 48-in Bypass Pipeline Rehabilitation Project (W)

*Recommendation: Consider a motion to approve entering into an agreement with J. Fletcher Creamer & Son, Inc. for construction of the improvements*

### 7. Hinkle Reservoir Outage Operations Planning Project (W)

*Recommendation: Consider a motion to approve entering into a professional services agreement with HDR Engineering, Inc. for the amount of \$196,800 and*

*authorizing a total budget of \$216,480 (includes 10% contingency)*

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

#### **IV. PUBLIC HEARING**

President Rich opened the Public Hearing for agenda item IV-1 at 6:12 pm. The Board Secretary confirmed that this item was duly posted and published with no written or oral comments received prior to the public hearing.

##### **1. 2019 Public Health Goal (PHG) Report – George Machado**

Mr. Machado informed the Board that a staff report and the 2019 Public Health Goal (PHG) Report were included in the Board packet. A copy of the documents will be attached to the meeting minutes. He informed the Board that the District is required to report every three years. He reported that there were three different events where the test results were positive. He explained that all three positive events were caused from sampler error. The sampling stations have since been upgraded and he does not expect this error to occur again.

There were no public comments.

President Rich closed the Public Hearing at 6:14 p.m.

***Vice President Costa moved to accept the report in accordance with Health & Safety Code section 116470(c). Director Hanneman seconded the motion and it carried unanimously.***

President Rich opened the Public Hearing for agenda item IV-2 at 6:15 pm. The Board Secretary confirmed that this item was duly posted and published with no written or oral comments received prior to the public hearing.

##### **2. Adoption of Ordinance 9100 – An Ordinance of the Board of Directors of the San Juan Water District Amending Section 9000.5.A of Ordinance No. 9000 of the District Code of Ordinances Respecting Meter Box Clearance Requirements (W & R)**

GM Helliker informed the Board that no changes were made since Ordinance 9100 was introduced at the last Board meeting. A staff report was provided in the Board packet which will be attached to the meeting minutes. He explained that should the Board approve the ordinance then it will go into effect on July 26, 2019.

There were no public comments.

President Rich closed the Public Hearing at 6:16 p.m.

***Director Hanneman moved to waive the second reading of Ordinance No. 9100 and adopt Ordinance 9100 which amends the District Water Systems***

***provisions contained in the District's Code of Ordinances to provide additional clarification on what type of planting material and where that material can be located around District equipment. It also provides the District the authority to gain reimbursement for any costs incurred while clearing any equipment on the customer's behalf. Director Tobin seconded the motion and it carried unanimously.***

President Rich opened the Public Hearing for agenda item IV-3 at 6:17 pm. The Board Secretary confirmed that this item was duly posted and published with no written or oral comments received prior to the public hearing.

### **3. FY 2019-20 Wholesale and Retail Budget (W & R)**

Ms. Silva conducted a brief presentation on the changes made to the proposed FY 2019-20 wholesale and retail budget since the Board last reviewed it at the May 22<sup>nd</sup> workshop. She explained that wholesale operating revenues have been lowered by \$956,100 primarily due to reduced water sale revenues as a result of removing the debt service charge for anticipated new debt, along with other revenues being slightly reduced. She explained that the debt charge will not be assessed on the wholesale customer agencies until the debt has been issued and the terms and amounts are known, therefore the revenue has been removed from the proposed budget. In addition, the cell tower lease revenue allocation was changed to a 50/50 split between wholesale and retail since the retail budget covers half of the maintenance on the District property, which houses the three cell phone towers.

Ms. Silva reported that wholesale operating expenses were reduced by about \$180,000 due mainly from moving \$150,000 in engineering professional services support from the operating budget to the capital budget. She explained that the net effect is a decrease in the amount available for transfer to the Wholesale Capital Fund, which remains in compliance with the Reserve Policy. The only change in the Wholesale Capital Fund is the amount of the incoming transfer.

Ms. Silva reported that the Retail Operating budget shows an increase in Other Revenue by \$26,100 and a decrease in operating expenses of \$634,900. The decrease in expenses is mainly contributed to the removal of the debt service charge from the wholesale budget, reduction in professional engineering services expenses and some other expense reductions. She reported that the total transfer out was increased by \$746,800 which therefore increased the Retail Capital transfer in by the same amount.

Ms. Silva reported that the Retail Capital budget shows an increase in expenses of \$7,000 which was moved from the FY 2018-19 budget. The District had planned an office space reconfiguration in the customer service department, to improve workplace functionality and to eliminate an ADA compliance issue. However, the project was delayed so the expense funding was moved to the FY 2019-20 budget.

President Rich closed the Public Hearing at 6:36 p.m.

***Director Hanneman moved to adopt Resolution No. 19-02 adopting the FY 2019-20 Budget. Vice President Costa seconded the motion and it carried unanimously.***

## V. OLD BUSINESS

### 1. Compensation Study Update (W & R)

GM Helliker reminded the Board that the results of the compensation study were presented at the last Board meeting and the Board now needs to select the market position for the District salary ranges. Ms. Silva informed the Board that some Board members met with her to receive additional information; however, some of that information has changed.

Ms. Silva reported that in 2001 the Board set salary ranges at the 75<sup>th</sup> percentile then in 2006 it was set to 10% above market average. After the 2015 compensation study, the Board revised the policy which removed the 10% above average and left the market position open for the Board to decide with each compensation study, approximately every four years. She explained that the compensation study shows that the District, as a whole, is 11.86% above median and 7.83% above average, which places the current salaries below the last targeted market position of 10% above average. GM Helliker clarified that the Board's decision on market position would be applied to each job classification and not as a combined total.

Vice President Costa voiced concern that by having the salary ranges above the median, and as other districts conduct surveys, there is an upward spiral effect on the salary ranges, and he was concerned that the District was already the highest paid in region. Ms. Silva pointed out that 17 of the 29 classifications at the District are either the highest or second highest of the comparator agencies. Director Hanneman concurred with Vice President Costa regarding not wanting to be the highest paid District in the region.

Ms. Silva reviewed three different scenarios for the market position – at median, 5% above median, and 10% above median. She explained that regardless of which market position that the Board selected, salaries would still fall within the budget since the budget is based on the CalPERS assumed increases. In addition, she explained that a frozen salary means that an employee, whose current salary is above the new pay range, would not be eligible for a cost of living increase or a merit increase until COLAs are applied to the new salary range and the range eventually catches up to the employee's current salary.

The Board discussed the new salary ranges, merit and COLA increases, and future rate increases.

***Director Hanneman moved to set the market position for the District salary ranges at the median range. Vice President Costa seconded the motion.***

Director Miller suggested that the next compensation study be completed in two years instead of four years since this would be a significant change that impacts employees. President Rich suggested that the comparator agencies remain consistent so that the results of the study remain consistent. Ms. Sandy Harris addressed the Board and commented that salary studies are a vicious circle as the agencies in the area consistently keep raising salaries.

Director Tobin voiced concern regarding employee turnover and the expense to train new employees. In response to Director Tobin's question, GM Helliker explained that if the District set the salary ranges at median then those ranges would be ranked at median for the region; however, the existing District salaries would still be above median in some classifications. GM Helliker commented that Sacramento Suburban Water District's salary ranges were below median and they were having difficulty retaining employees. Director Tobin commented that she would prefer to have the ranges set at 5% above median so there is less impact to employees as the Board changes the market position for salary ranges.

***Director Tobin provided a substitute motion to set the District salary ranges at 5% above the median range. There was no second, motion failed.***

***The Board voted on the first motion and it carried with 4 Aye votes and 1 No vote (Tobin).***

Ms. Silva informed the Board that the revised salary ranges will be brought back to the Board for review and approval.

## **2. Multi-Agency Collaboration/Integration Project Draft Request for Proposals (W & R)**

GM Helliker reported that the 2x2 Ad Hoc Committee directed the general managers to produce a request for proposal (RFP) for a Sacramento Region Water Utility Collaboration/Integration Study. He informed the Board that a number of region agencies expressed their desire to participate in a broader effort to help develop a proposal. The general managers have met and developed the draft RFP which will be attached to the meeting minutes.

In response to Director Tobin's questions, GM Helliker explained that both SSWD and SJWD accepted the Phase 1 study, and then only SJWD accepted the Phase 2A study. He explained that, at this point, the committee is not pursuing the Phase 2A path and instead has directed the general managers to broaden the scope and develop a RFP for a Phase 1 Plus study for any agency that wants to participate.

GM Helliker informed the Board that the RFP has three components: analyze existing situation with different agencies (programs, functions, services offered, finances, etc.); develop evaluation metrics and benchmarking for the analysis; and identify opportunities for the future. He explained that this study is different from the Phase 2A study as it will look at additional options such as a joint powers authority, integrating some components of activities, and to evaluate other

agencies that express interest in this study. Director Hanneman commented that SSWD has been adamant that the other agencies be included in discussions. Director Hanneman informed the Board that the other general managers will be taking this RFP to their boards for review and discussion and then will let the committee know what, if any, their participation level will be.

GM Helliker informed the Board that there would be a steering committee, which would include the general managers responsible for managing the contract and consultant; there would be four meetings with all of the participating agencies' boards of directors; and there is an option to have a subset of the board members similar to the 2x2 committee. GM Helliker stated that a MOU or statement of commitment with the participating agencies would most likely be developed before sending out the RFP.

The Board discussed the project and the collaborative activities that the District is currently working on such as the meter project and selling water to SSWD. GM Helliker informed the Board that no action was required yet and that once the contract needs to be signed, this item will be brought back to the Board.

## **VI. NEW BUSINESS**

### **1. Wholesale Water Rate Schedule (W)**

Ms. Silva provided a staff report to the Board which will be attached to the minutes. She explained that the advance refunding of the 2009 COP's significantly reduced the annual debt service costs to the wholesale customer agencies. Staff recommends passing the annual savings along to the wholesale customer agencies via an elimination of the 2009 COP Debt Charge and the implementation of the 2017 Refunding Bonds quarterly debt charge at the reduced amount, reflecting actual debt service costs for the new issuance. Ms. Silva informed the Board that the FY 2019-20 budget incorporates this change so there will be no budget impact.

***Vice President Costa moved to approve the Revised Wholesale Rate Schedule Reducing Debt Service Charge. Director Hanneman seconded the motion and it carried unanimously.***

### **2. ACWA Elections and Participation (W & R)**

President Rich informed the Board that there are two actions needed for the ACWA elections – one for the state level and one for the regional level. The Board discussed the potential costs for serving at the state level – Mr. Zlotnick commented that ACWA covers the travel costs for the Vice President position. The stipend for attending the meetings would still be paid by the District. The Board discussed the commitment required to be in a state level ACWA position and will discuss this later should Director Tobin be elected to the Vice President position.

***Director Hanneman moved to adopt Resolution 19-03 nominating Pamela Tobin for ACWA Vice President. Vice President Costa seconded the motion and it carried unanimously.***

***Vice President Costa moved to adopt Resolution 19-04 nominating Pamela Tobin for Region 4 Board Vice Chair and amending the resolution as needed. Director Hanneman seconded the motion and it carried unanimously.***

**3. Approve Accrual of GM Vacation Time (W & R)**

GM Helliker informed the Board that his contract requires him to use his accrued vacation time prior to the end of the fiscal year and he is requesting that the unused time be carried over to FY 2019-20.

***Director Hanneman moved to approve accrual of GM vacation time. President Rich seconded the motion and it carried unanimously.***

**4. Approve Amendment to Reserve Policy (W & R)**

Ms. Silva informed the Board that the current Reserve Policy states that one of the purposes of the Reserve Policy is to "identify when and how reserve funds are utilized and replenished". She explained that property tax revenue is split equally between wholesale and retail capital reserves even though all of Placer County tax revenue is based entirely within the retail service area. A written staff report will be attached to the minutes.

Staff recommends amending the Reserve Policy to require the allocation of property tax revenues be based upon the service area in which the property resides. This change will result in approximately 57% of annual property tax revenues going to Retail and 43% going to wholesale. In addition, staff recommends an adjustment, retroactive to FY 2011-12, whereby the Wholesale Capital fund will transfer to the Retail Capital Fund the property tax revenues it received for parcels in the retail service area. This would result in a transfer of \$1,531,016 from the Wholesale Capital Reserve to the Retail Capital Reserve. Vice President Costa voiced concern, earlier under the budget item, regarding the allocation of property tax, Ms. Silva will conduct some research and bring this item back to the Board for review.

***Director Hanneman moved to continue this item to the next meeting. Director Tobin seconded the motion and it carried unanimously.***

## **VII. INFORMATION ITEMS**

**1. GENERAL MANAGER'S REPORT**

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

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

## **1.2 Miscellaneous District Issues and Correspondence**

GM Helliker reported that Folsom Reservoir storage is about 95% full and 115% of average, which indicates a wet year classification. He informed the Board that a wet year will require more water to be released for the smelt, per the biological opinions. Mr. Zlotnick pointed out that the 90 percentile forecast for end of year storage shows Folsom to be in the 350 range.

GM Helliker reported that south of the Delta CVP allocations were raised to 75%, and the District and north of Delta agriculture are still at 100%. The State Water Project allocation is 70%.

GM Helliker reported that the shortage policy modifications are being worked on but have been delayed until early August. Once the general managers develop the draft policy then it will be brought to the boards for review.

GM Helliker reported that an update on the voluntary agreement is being provided to the Governor and will be sent to the Board as well. He mentioned that he is still working with the wholesale customer agencies regarding groundwater for the voluntary agreement.

GM Helliker informed the Board that the Governor is implementing a resiliency portfolio and staff is working on comments to provide. Mr. Zlotnick provided a handout regarding the summary of "Drought Resiliency and Water Supply Infrastructure Act," and a copy will be attached to the minutes.

Mr. Zlotnick reported that there were two firms that provided proposals for the RFP on the demand study, which he discussed at a recent Board meeting. He believes that the contract will be awarded to Tully & Young since they came in about a third less than the other consultant.

GM Helliker informed the Board that the Citrus Heights Chamber of Commerce will be holding their elected officials reception on August 29<sup>th</sup>. He announced that Donna Silva was awarded CFO of the Year by the Sacramento Business Journal. In addition, the GFOA awarded the District the Certificate of Achievement for Excellence in Financial Reporting for the FY 2017-18 CAFR for the third year in a row.

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

### **2.1 Miscellaneous District Issues and Correspondence**

There were no matters discussed.

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

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

There were no matters discussed.

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

##### **4.1 Legal Matters**

No report.

### **VIII. DIRECTORS' REPORTS**

#### **1. SGA**

No report.

#### **2. RWA**

Director Tobin provided a written report which will be attached to the minutes. She reported that the RWA Executive Committee met this morning and provided a legislative update. In addition, they discussed the Voluntary Settlement Agreement and the RWA Chair will be appointing an ad hoc committee to address RWA's role in the VA process. She stated that the Executive Committee suggested that it would be helpful if Mr. Zlotnick was appointed as the alternate RWA Board member so that he can be on the ad hoc committee since he was assigned by the region to be on the Governance and Science work group. GM Helliker stated that he is also on the RWA Board and represents the District in the VA discussions. Director Tobin stated that the entire committee requested that Mr. Zlotnick be appointed as an alternate. The Board discussed the issue and did not take action since it was not on the agenda. GM Helliker commented that they will research the item further and if action is needed then it will be placed on the next Board agenda.

#### **3. ACWA**

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

No report.

##### **3.2 JPIA - Pam Tobin**

No report.

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

No report.

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

Vice President Costa reported that the CVP Water Users Association will meet on July 16, 2019.

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

There were no other matters discussed.

### **IX. COMMITTEE MEETINGS**

#### **1. Engineering Committee – June 25, 2019**

Vice President Costa informed the Board that the committee was informed that the Hinkle Reservoir will be out of service for a while during the replacement

project and he suggested that incentives be added to the project budget for the extra work that staff will be required to do. The committee meeting minutes will be attached to the original board minutes.

**2. Finance Committee – June 25, 2019**

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

**X. UPCOMING EVENTS**

**1. NWRA – Western Water Seminar**

August 7-9, 2019

Portland, OR

**XI. ADJOURN**

The meeting was adjourned at 8:37 p.m.

ATTEST:

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DAN RICH, President  
Board of Directors  
San Juan Water District

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TERI GRANT, Board Secretary

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

# STAFF REPORT

# AGENDA ITEM III-2

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To: Board of Directors  
From: Lisa Brown, Customer Service Manager  
Date: August 28, 2019  
Subject: Lucy & Company FY2019-20 Public Information Agreement

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## **RECOMMENDED ACTION**

Approve the service agreement with Lucy & Company for public information and marketing services to be provided in fiscal year 2019-2020. Services shall not exceed \$105,530.

## **BACKGROUND**

The Public Information Committee recommended that public information and marketing services be provided by Lucy & Company for fiscal year 2019-20. The scope of work entails activities for both retail and wholesale. Retail work shall include assistance with the WaterGram, development and posting of electronic media, assistance with outreach materials, video creation, team meeting participation and project management. Services shall not exceed \$72,365. Wholesale work shall include assistance with the consumer confidence report production, development and posting of electronic media, assistance with media relations, and project management. Services shall not exceed \$33,165.

## **FINANCIAL CONSIDERATIONS**

Funding for recommended services are included in the FY2019-20 public information operations budget.

## **ATTACHMENT**

Services Agreement  
Lucy & Co 2019-20 Public Outreach Scope

**AGREEMENT BETWEEN SAN JUAN WATER DISTRICT  
AND LUCY & CO FOR SERVICES RELATING TO  
RETAIL AND WHOLESALE PUBLIC OUTREACH 2019-2020**

THIS AGREEMENT is made this July 25, 2019, in Granite Bay, California, between the San Juan Water District (“District”), a California public agency, and Lucy & Co, a California Corporation/ (“Consultant”), concerning Retail and Wholesale Public Outreach 2019-2020 (the “Work”). The parties agree as follows:

**1. Scope of Work.** Consultant shall perform the work described in Exhibit A attached hereto and incorporated herein, and described as follows: Retail & Wholesale Public Outreach 2019-2020 (the “Work”). Consultant shall: (a) provide all labor, equipment, material and supplies required or necessary to properly, competently, and completely perform the Work under this Agreement; and (b) determine the method, details and means of doing the Work.

**2. Compensation.**

a. In exchange for the Work, District shall pay to Consultant a fee based on the fee arrangement described on Exhibit A attached hereto and incorporated herein.

b. The total fee for the Work shall not exceed \$105,530. There shall be no compensation for extra or additional work or services by Consultant unless approved in advance in writing by District. Consultant’s fee shall include all of Consultant’s costs and expenses related to the Work.

c. At the end of each month, Consultant shall submit to District an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

**3. Term and Termination.**

a. This Agreement shall take effect on the above date and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the essence in this Agreement. Consultant shall complete the Work no later than June 30, 2020.

b. This Agreement may be terminated at any time upon 10 days’ advance written notice. In the event of such termination, Consultant shall be fairly compensated for all work performed to the date of termination as calculated by District based on the above fee and payment provisions. Compensation under this subsection shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Consultant’s claimed benefit of the bargain.

**4. Professional Ability of Consultant.** Consultant represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. District has relied upon Consultant’s training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work

performed by Consultant shall meet the standard of care and quality ordinarily to be expected of competent professionals in Consultant's field.

**5. Conflict of Interest.** Consultant (including its principals, associates and professional employees) represents and acknowledges that: (a) it does not now and shall not acquire any direct or indirect investment, interest in real property or source of income in the area covered by this Agreement or that would be affected in any manner or degree by the performance of Consultant's services under this Agreement; and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Consultant is not a designated employee within the meaning of the Political Reform Act and District's conflict of interest code because Consultant will perform the Work independent of the control and direction of the District or of any District official, other than normal contract monitoring, and Consultant possesses no authority with respect to any District decision beyond the rendition of information, advice, recommendation or counsel. Consultant shall not engage in any conduct or other employment or business that would be incompatible with or unreasonably interfere with its obligations under this Agreement, that would create a conflict of interest, or that would reflect unfavorably upon the interests of District.

**6. Consultant Records.**

a. Consultant shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and charges for services, expenditures and disbursements for the Work for a minimum period of three years (or for any longer period required by law) from the date of final payment to Consultant under this Agreement. District may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

b. In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the State Auditor General for three years following final payment under the Agreement.

**7. Ownership of Documents.**

a. Every report, study, spreadsheet, worksheet, plan, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, GIS data file, computer software and any other document or thing prepared by Consultant under this Agreement and provided to District ("Work Product") shall be the sole and exclusive property of District, and District shall have the perpetual, world-wide right to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Consultant or any other party. Consultant may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Consultant shall not provide any Work Product to any third party without District's prior written approval, unless compelled to do so by legal process.

b. If any Work Product is copyrightable, Consultant may copyright the same, except that, as to any Work Product that is copyrighted by Consultant, District reserves a royalty-free, nonexclusive, world-wide, and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If District reuses or modifies any Work Product for a use or purpose other than that intended

by the scope of work under this Agreement, then District shall hold Consultant harmless against all claims, damages, losses and expenses arising from such reuse or modification.

c. For Work Product provided to District in paper format, upon request by District, Consultant agrees to provide the Work Product to District in an appropriate and usable electronic format (e.g., Word file, Excel spreadsheet, Adobe pdf, AutoCAD file).

## **8. Compliance with Laws; Safety of Work.**

a. Consultant shall perform the Work in compliance with all applicable federal, California, and local laws and regulations, including applicable anti-discrimination and anti-harassment laws, and to give all notices required by any such law or regulation. Consultant also shall possess, maintain and comply with all federal, state and local permits, licenses, certificates, and approvals that may be required for it to perform the Work. In accordance with California Code of Regulations Title 13, section 2022.1(g), Consultant shall comply with all federal, state and local air pollution control laws and regulations applicable to the Consultant and its Work.

b. To the extent applicable to the Work, Consultant shall be solely responsible for all safety of the Work and workers under its direction and control during the performance of the Work. The requirements of this subsection 8.b shall apply continuously and not be limited to normal working hours. Consultant shall comply with all federal, state and local safety laws, regulations, ordinances, and codes applicable to the Work. All labor, materials and supplies employed by Consultant on the Work shall be in strict accordance with all applicable State, Federal and local laws, rules, regulations, and codes. Consultant shall carefully instruct all personnel working in potentially hazardous work areas as to potential dangers and shall provide such necessary safety equipment and instruction as is necessary to prevent injury to personnel and damage to property. If applicable to the Work under this Agreement, Consultant shall have at least the following safety programs in place: (i) an Injury/Illness Prevention Program that complies with the requirements of Section 3203 of Title 8 of the California Code of Regulations; (ii) a written Hazard Communication Program that complies with the requirements of Section 5194 of Title 8 of the California Code of Regulations, including the requirements of 8 C.C.R. section 5194(e) and Proposition 65; and (iii) a Confined Space Entry Program that complies with the requirements of Sections 5156-5158 of Title 8 of the California Code of Regulations. Nothing in this subsection 8.b is intended to limit Consultant's obligations and liability for complying with any applicable federal or state safety laws, regulations, ordinances, and codes not specifically enumerated or mentioned herein.

c. Consultant may perform some of the Work pursuant to funding provided to District by various federal and/or state grant and/or loan agreement(s) that impose certain funding conditions on District and sub-recipients (the "Funding Conditions"). For any such Work, if District informs Consultant about the Funding Conditions, then Consultant shall comply with and be subject to the Funding Conditions that apply to District's contractors and consultants performing the Work, including, but not limited to, provisions concerning record keeping, retention, and inspection, audits, state or federal government's right to inspect Consultant's work, nondiscrimination, workers' compensation insurance, drug-free workplace certification, and, compliance with the Americans with Disabilities Act and related State laws.

**9. Confidentiality of Documents and Information.** Consultant shall keep in strict confidence all Work Product and other documents and information provided to, shared with or created by Consultant in connection with the performance of the Work under this Agreement or during its time as

a District consultant (collectively “Information”). Consultant shall not use any Information for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by District. Consultant shall not disclose any Information to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by District.

**10. Professional Liability Insurance.** Consultant shall maintain professional liability insurance as shall protect against claims based on alleged errors or negligent acts or omissions which may arise from the Work or from Consultant’s operations or performance under this Agreement, whether any such claim is made during or subsequent to the term of this Agreement, and whether such operations or performance be by Consultant or its employees, subcontractors, agents or anyone else employed by any of the foregoing. Coverage is to be endorsed to include contractual liability. Industry standard requires a \$2,000,000 per claim and \$2,000,000 aggregate minimum. District will accept a \$1,000,000 per claim and \$1,000,000 aggregate minimum from Consultant. Said policy shall be continued in full force and effect during the term of this Agreement and for a period of five years following the completion of the Work. In the event of termination of said policy, new coverage shall be obtained for the required period to insure for the prior acts of Consultant during the course of performing services under the terms of this Agreement. Consultant shall provide to District a certificate of insurance on a form acceptable to the District indicating the deductible or self-retention amounts and the expiration date of said policy, and shall provide renewal certificates within 10 days after expiration of each policy term. Any deductible or self-insured retention must not exceed \$50,000, unless authorized in writing by District prior to Consultant beginning the Work. The insurance is to be placed with insurers licensed to do business by and in good standing with the California Department of Insurance, with a current A.M. Best’s rating of A:VII or better unless otherwise approved in advance by District.

**11. General Insurance.**

a. Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance: *[NOTE: The general liability limits below may be adjusted depending on the overall cost and complexity of the Work, the cost of obtaining the recommended amount of coverage, and the risks involved in the Work.]*

Type	Limits	Scope
Commercial General Liability	\$2,000,000 per occurrence, or the full per occurrence limits of the policies available, whichever is greater, for general liability, blanket contractual liability, bodily injury, personal injury and property damage.	At least as broad as ISO Occurrence Form CG 0001.
Automobile Liability	\$2,000,000 per accident for bodily injury, including death, and property damage.	At least as broad as ISO Business Auto Coverage Form CA 0001 (Code 1, any auto).
Workers’ Compensation	California statutory limits.	
Employer’s Liability	\$1,000,000 per accident for bodily	

b. If Commercial General Liability Insurance or other form with a general aggregate limit or products-completed operations aggregate limit is used, either the general aggregate limit shall apply separately to the Work/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to District), or the general aggregate limit and products-completed operations aggregate limit shall be twice the required occurrence limit.

c. The general liability and automobile liability policies will be endorsed to name District, and its directors, officers, employees, authorized volunteers, and agents, as additional insureds regarding liability arising out of this Agreement using an ISO endorsement form at least as broad as CG 2010 1185 or both CG 20 37 and CG 20 38 04 13 forms (if later revisions used) as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant; premises owned, occupied or used by Consultant; and automobiles owned, leased, hired or borrowed by Consultant. The policies shall contain no special limitations on the scope of protection afforded to District, and its directors, officers, employees, authorized volunteers, and agents.

d. Each insurance policy will be endorsed to state that coverage will not be canceled, except after 30 days' prior written notice to the District (10 days for non-payment of premium).

e. The workers' compensation policy will be endorsed to include a waiver of subrogation against the District and its directors, officers, employees, authorized volunteers, and agents.

f. If Consultant's firm owns no motor vehicles, Consultant agrees to obtain Business Automobile liability insurance in compliance with this Agreement should any motor vehicle be acquired during the term of this Agreement. Such Business Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (3-06 ed.) Code 1, any auto. Non-Owned and Hired Automobile liability insurance is waived if Consultant's firm does not own any motor vehicles and such coverage is provided by a hired and non-owned auto endorsement to the Commercial General Liability policy described in Section 11(a), above.

g. Consultant's coverage will be endorsed to be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability, and District's insurance or self-insurance, if any, will be excess and will not contribute with Consultant's insurance (at least as broad as ISO endorsement CG 20 01).

h. Insurance is to be written on policy forms acceptable to District and be placed with insurers with a current A.M. Best's rating of A:VII or better and that are admitted to do business and in good standing in California, unless otherwise acceptable upon notice to and approval by District. In the case of Workers' Compensation and Employer's Liability Insurance, coverage provided by the California State Compensation Insurance Fund is acceptable.

i. No later than its execution of this Agreement and then annually thereafter, Consultant will provide to District the following proofs of insurance: (a) certificate(s) of insurance evidencing all required coverages under this Section 11 on Acord Form 25 or insurer's equivalent; and (b) additional insured endorsement(s), signed by an insurer representative evidencing the required coverages and endorsements required hereunder. Consultant may not commence the Work until District has approved all insurance coverages and documentation, unless otherwise agreed by District in writing. District reserves the right to review and reject any certificates or endorsements that are not in compliance with this Section 11 and to require Consultant to obtain the appropriate coverages and amendatory

endorsements prior to starting the Work.

j. The requirements as to the types, limits, and District's approval of insurance coverage to be maintained by the Consultant are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Consultant under this Agreement. In addition, in the event any change is made in the insurance carrier, policies or nature of coverage required under this Agreement, Consultant shall notify District prior to making such changes.

k. Consultant shall ensure that all required insurance coverages are maintained throughout the term of this Agreement. If any of the required coverages expire during the term of this Agreement, Consultant shall deliver renewal certificates and any required endorsements to District at least 10 days before the expiration date.

l. Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

m. Insurance deductibles or self-insured retentions must be declared by Consultant, and such deductibles and retentions shall be approved by District before Consultant commences the Work. At the election of District, Consultant shall either: (1) reduce or eliminate such deductibles or self-insured retentions; or (2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

n. Consultant shall, upon demand of District, deliver to District such policy or policies of insurance required under this Section 11 and the receipts for payment of premiums thereon.

## **12. Indemnification.**

a. To the fullest extent permitted by law, Consultant shall immediately indemnify, defend (with counsel approved by District), protect, and hold harmless District, and its directors, officers, employees, authorized volunteers, and agents from and against any and all actions, judgments, legal or administrative proceedings, arbitrations, claims, demands, damages, liabilities, interest, and costs (including, without limitation, attorney's, expert witness and consultant fees and expenses, fines, penalties, and litigation costs and expenses) of every nature ("claims" or "claim"), arising out of, pertaining to or in any way connected with the negligence, recklessness or willful misconduct of Consultant's, or its employees', agents' or subcontractors', negligence, recklessness or willful misconduct arising out of or in any manner directly or indirectly connected with the Work to be performed under this Agreement, however caused, regardless of any negligence of District, or its directors, officers, employees, authorized volunteers, or agents (including passive negligence), except if caused by the sole negligence or willful misconduct or active negligence of District, or its directors, officers, employees, authorized volunteers, or agents, or as otherwise provided or limited by law.

b. Consultant's obligations under this indemnification provision shall survive the completion of Work under, or the termination of, this Agreement. Submission of insurance certificates or submission of other proof of compliance with the insurance requirements in this Agreement does not relieve Consultant from liability under this provision. The obligations of this provision shall apply whether or not such insurance policies shall have been determined to be applicable to any claims.

c. By executing this Agreement, Consultant specifically acknowledges that: (1) the duty to defend provided in this indemnification provision is a separate and distinct obligation from

Consultant's duty to indemnify District; (2) Consultant shall defend District and other indemnified parties in any legal, equitable, administrative, or special proceedings asserting a claim covered by this indemnity, including any claims under the Americans with Disabilities Act or other federal or state disability access or discrimination laws; (3) Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District, or its directors, officers, employees, authorized volunteers, or agents, in any and all suits, actions, or other legal or administrative proceedings asserting a claim covered by this indemnity and otherwise not barred by subsection (a) of this Section 12; and (4) Consultant shall reimburse District, or its directors, officers, employees, authorized volunteers, or agents, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

**13. Subcontractors.** No subcontract shall be awarded nor any subcontractor engaged by Consultant without District's prior written approval. Consultant shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in Sections 10 and 11 of this Agreement. Any approved subcontractor shall be covered by Consultant's insurance in accordance with the insurance requirements of Sections 10 and 11 of this Agreement or such subcontractor shall obtain the required insurance coverages and provide proof of same to District in the manner provided in Section 11 of this Agreement.

**14. Independent Contractor.** It is expressly understood and agreed by the parties that Consultant's relationship to District is that of an independent contractor. All persons hired by Consultant and performing the Work shall be Consultant's employees or agents. Consultant and its officers, employees, subcontractors, and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Consultant shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Consultant's employees. Consultant shall, to the fullest extent permitted by law, indemnify District, and its directors, officers, employees, authorized volunteers, and agents, from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the United States Internal Revenue Service, California Franchise Tax Board or other federal or state agency concerning Consultant's independent contractor status.

**15. Entire Agreement.** This Agreement and the attached exhibits represent the sole, final, complete, exclusive, and integrated expression and statement of the terms of the agreement between District and Consultant concerning the Work. There are no written or oral agreements, conditions, representations, warranties, or promises with respect to the subject matter of this Agreement except those contained in or referred to in this writing. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Agreement.

**16. Successors and Assignment.** This Agreement shall be binding on, and inure to the benefit of, the heirs, successors, and assigns of the parties. However, Consultant agrees that it will not subcontract, assign, transfer, convey, or otherwise dispose of this Agreement or any part thereof, or its rights, title or interest therein, or its power to execute the same without the prior written consent of District, which shall be given or refused in the District's sole discretion.

**17. Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

**18. No Waiver of Rights.** Any waiver at any time by either District or Consultant of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Consultant shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

**19. Interpretation.** District and Consultant each had the opportunity to consult independent counsel in the negotiation and execution of this Agreement. For the purposes of interpretation of this Agreement, neither party will be deemed to have been its drafter.

**20. Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The state superior or federal district court where District's office is located shall be venue for any litigation concerning the enforcement or construction of this Agreement.

**21. Notices.** Any notice or other communication required or permitted to be given under this Agreement will be in writing and will be deemed to be properly given if delivered, mailed or sent by facsimile or e-mail in the manner provided in this Section 21, to the following persons:

District:  
San Juan Water District  
Attn: Paul Helliker  
9935 Auburn-Folsom Road  
P.O. Box 2157  
Granite Bay, CA 95746  
E-mail: [PHelliker@sjwd.org](mailto:PHelliker@sjwd.org)

Consultant:  
Lucy & Co  
Attn: Lucy Eidam  
1614 19<sup>th</sup> Street  
Sacramento, CA 95811  
E-mail: [lucy@lucycompanypr.com](mailto:lucy@lucycompanypr.com)

If sent by mail, any notice, delivery or other communication will be effective or deemed to have been given three days after it has been deposited in the United States mail, with postage prepaid, and addressed as set forth above. If sent by e-mail, any notice, delivery or other communication will be deemed to have been given only after it has been confirmed in writing as received. If delivered personally or by commercial overnight delivery service, any such notice, delivery or other communication will be deemed to have been given on the date of delivery. Either party may change that party's address or designated representative by giving written notice of the change to the other party in the manner provided in this Section 21.

**22.** The following provisions apply to certain services performed by Consultant as part of the Work that may constitute "public work" subject to the prevailing wage and related laws, including inspection and land surveying work subject to Labor Code sections 1720(a) and 1770, et seq., and maintenance work as defined under section 16000 of Title 8 of the California Code of Regulations ("Prevailing Wage Work"). If Consultant is unsure as to the applicability of these sections, District recommends that Consultant consult with its attorney or contact the Department of Industrial Relations for clarification. If Consultant performs Prevailing Wage Work under this Agreement, then Consultant agrees that it will comply with the following provisions:

a. **Prevailing Wages.** The prevailing rates of per diem wages shall be those determined by the Department of Industrial Relations, Division of Labor Statistics and Research, Prevailing Wage Unit. If the prevailing wage for a category of work subject to the State prevailing wage laws has not been established by the Department of Industrial Relations' Prevailing Wage Unit, Consultant should obtain a determination of the wages to be paid from the Unit. Consultant agrees to pay all workers performing

Prevailing Wage Work not less than the general prevailing rate of per diem wages for work of a similar character in the locality of District, and not less than the general rate of per diem wages for holiday and overtime work, as established pursuant to the California Labor Code and regulations and orders issued thereunder. A copy of the applicable prevailing rate of per diem wages is available to any interested person at the administrative offices of District or from the Department of Industrial Relations, Division of Labor Statistics and Research, Prevailing Wage Unit. Consultant shall obtain and post a copy of such prevailing wage rates at the job site. Consultant also shall comply with the provisions of California Labor Code section 1775, including but not limited to provisions which require Consultant to (a) forfeit as a penalty not more than the sum of two hundred dollars (\$200) and not less than forty dollars (\$40) for each calendar day or portion thereof for each worker (whether employed by Consultant or subcontractor) paid less than the stipulated prevailing rates for any Prevailing Wage Work done under this Agreement in violation of the provisions of the California Labor Code; and (b) pay each such worker the difference between the prevailing wage rate and the amount paid to each such worker for each calendar day or portion thereof for which said worker was paid less than the prevailing rate.

b. Eight-Hour Day Limitation. Consultant agrees that 8 hours' labor shall constitute a day's work, and that no worker in the employ of Consultant or any subcontractor performing or contracting to perform Prevailing Wage Work shall work more than 8 hours in any one calendar day and 40 hours in any one calendar week; provided that subject to California Labor Code section 1815, a worker may perform Prevailing Wage Work in excess of 8 hours per day or 40 hours per week at not less than one and one-half times the basic rate of pay. Except as provided above for overtime, Consultant shall forfeit as a penalty the sum of \$25 for each worker employed in the execution of this Agreement by it or by any subcontractor under it and performing Prevailing Wage Work for each calendar day during which such worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of California Labor Code sections 1810 through 1815.

c. Payroll Records. Consultant and each subcontractor shall keep an accurate payroll record showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyperson, apprentice, worker or other employee employed in connection with Prevailing Wage Work, and shall make such payroll records available for inspection, in accordance with the requirements of California Labor Code section 1776. Consultant shall be responsible to ensure compliance with section 1776, whose provisions are incorporated herein by this reference. Consultant's failure to comply with the requirements of Labor Code section 1776 may result in the imposition of the penalties provided in subdivision (h) thereof.

d. Employment of Apprentices. Consultant shall comply with, and take such actions as necessary to effectuate, the employment of apprentices' requirements as set forth in California Labor Code sections 1777.5, 1777.6 and 1777.7 in connection with Prevailing Wage Work.

IN WITNESS WHEREOF, the parties execute this Agreement on the day and year first above written.

SAN JUAN WATER DISTRICT:

LUCY & CO:

By: \_\_\_\_\_  
Paul Helliker, General Manager

By: \_\_\_\_\_  
Lucy Eidam, President

A photograph of a man with short dark hair, smiling at the camera. He is wearing a blue polo shirt with the "SAN JUAN WATER SINCE 1854" logo on the left chest. He is standing in a room filled with industrial equipment, including large blue pipes, valves, and a control panel with a digital display showing the number "2". He is holding a clipboard in his left hand and a pen in his right hand, appearing to take notes. In the bottom left corner of the image, there is a blue diagonal banner. On this banner, the "SAN JUAN WATER SINCE 1854" logo is displayed, featuring a green mountain icon above the text. To the right of the banner, the text "2019-20 PUBLIC OUTREACH SCOPE" is written in large white capital letters. In the bottom right corner of the image, the text "PRESENTED BY" is followed by the Lucy &amp; Company logo, which consists of a stylized speech bubble icon above the company name "LUCY &amp; COMPANY" and the tagline "Real Talk. Real Solutions."

# 2019-20 PUBLIC OUTREACH SCOPE

PRESENTED BY



**LUCY**  
& COMPANY

Real Talk. Real Solutions.

## Introduction

Lucy & Company developed the following scope and estimated budget for the 2019/20 fiscal year to continue to assist San Juan Water District with their public outreach communications.

For fiscal year 2019/20, San Juan staff will continue to manage activities in-house like updating and uploading information to the website, working with regional partners and managing the majority of the public affairs activities.

Lucy & Company will help:

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

San Juan Retail		
Task	Activities	Frequency
Newsletter/WaterGram	<ul style="list-style-type: none"> <li>• Create and maintain annual and ongoing production calendars</li> <li>• Develop content outlines</li> <li>• Write and edit copy</li> <li>• Facilitate design and design edits</li> <li>• Provide final delivery of files for production (assumes client pays for direct costs for delivery)</li> <li>• Design one additional bill insert</li> </ul>	Year-round with monthly activities
Electronic Media (social media and e-blasts)	<ul style="list-style-type: none"> <li>• Provide bi-weekly editorial content for Facebook and Twitter</li> <li>• Develop recommendations for paid Facebook boosts and advertisements to help amplify events and calls to action and announce timely news</li> <li>• Develop content outlines for monthly e-blasts</li> <li>• Provide copy for e-blasts to share retail news (includes one to two topics; one major news announcement and/or event updates, up to 12 e-blasts)</li> <li>• Revise content for, program and send bi-monthly e-blasts with WaterGram content (6)</li> <li>• Track metrics and provide report and recommendations in annual analytics report (end of year)</li> </ul>	Bi-monthly for social media and monthly e-blasts
Outreach Materials	<ul style="list-style-type: none"> <li>• Provide ongoing assistance with outreach materials development as needed including videos, flyers, infographics and photoshoots (includes up to two additional materials as needed)</li> <li>• Facilitate design and design edits</li> <li>• Update style guide to reflect brand used consistently in materials and design PPT template</li> <li>• Develop rates one-sheet</li> <li>• Develop rates video</li> </ul>	Ongoing  One-time activity, complete by February 2020
Team Meetings	<ul style="list-style-type: none"> <li>• Prepare for and participate in planning meetings with the PI committee, San Juan staff and/or board of directors</li> <li>• For team meeting, provide recaps with summary of next steps, as applicable</li> </ul>	Assumes up to six meetings
Project Management	<ul style="list-style-type: none"> <li>• Project forecasting and reporting</li> </ul>	Monthly

San Juan Wholesale		
Task	Activities	Frequency
CCR	<ul style="list-style-type: none"> <li>• Work with client and consultant to finalize report content, design, printing, production and delivery</li> <li>• Proof and edit report for quality control and make design edits</li> <li>• Coordinate delivery and reporting of delivery for compliance (assumes client pays for direct costs for delivery)</li> </ul>	One-time project
Electronic Media	<ul style="list-style-type: none"> <li>• Develop and distribute quarterly e-blasts to San Juan's stakeholder contact database</li> <li>• Maintain Wholesale database</li> </ul>	Quarterly
Outreach Materials	<ul style="list-style-type: none"> <li>• Develop one outreach mailer to update wholesale agency customers about capital improvement and other projects</li> <li>• Develop outline and copy; facilitate edits</li> <li>• Design newsletter</li> <li>• Coordinate changes from wholesale agency members</li> <li>• Coordinate delivery with printer/mail house (assumes client pays for direct costs for delivery)</li> <li>• Develop and provide outreach toolkits for each agency's use on a semi-annual basis (spring/fall)</li> <li>• Develop up to three videos and coordinate half day photoshoot of new staff (Intake, treatment, distribution + ½ day photoshoot)</li> </ul>	One-time project Semi-annual
Project Management	<ul style="list-style-type: none"> <li>• Project forecasting and reporting</li> </ul>	Monthly

## Budget Estimates

Retail: \$72,365

Wholesale: \$33,165

Total: \$105,530

### San Juan Retail

Tasks	Total Hours	President	Project Manager	Project Coordinator	Biz Admin	Total Fees	Direct Costs	Project TOTAL
Newsletter	115.00	25	65	25		\$ 17,375	\$ 4,370	\$ 21,745
Electronic Media	160.00	24	64	72		\$ 22,680	\$ -	\$ 22,680
Outreach Materials	83.00	12	46	25		\$ 12,120	\$ 3,530	\$ 15,650
Team Meetings	36.00	24	12			\$ 6,240	\$ -	\$ 6,240
Project Management	36.00	12	12		12	\$ 5,100	\$ 950	\$ 6,050
SUBTOTAL	430.00	97.00	199.00	122.00	12.00	\$ 63,515	\$ 8,850	\$ 72,365
<b>GRAND TOTAL</b>	<b>430.00</b>	<b>97.00</b>	<b>199.00</b>	<b>122.00</b>	<b>12.00</b>	<b>\$ 63,515</b>	<b>\$ 8,850</b>	<b>\$ 72,365</b>

### San Juan Wholesale

2019 Rates		\$185	\$150	\$120	\$90			
Tasks	Total Hours	President	Project Manager	Project Coordinator	Biz Admin	Total Fees	Direct Costs	Project TOTAL
CCR	20.00	6	8	6		\$ 3,030	\$ 600	\$ 3,630
Electronic Media	53.00	10	28	15		\$ 7,850	\$ -	\$ 7,850
Outreach Materials	70.00	15	35	20		\$ 10,425	\$ 3,300	\$ 13,725
Project Management	48.00	24	12		12	\$ 7,320	\$ 640	\$ 7,960
SUBTOTAL	191.00	55.00	83.00	41.00	12.00	\$ 28,625	\$ 4,540	\$ 33,165
<b>GRAND TOTAL</b>	<b>191.00</b>	<b>55.00</b>	<b>83.00</b>	<b>41.00</b>	<b>12.00</b>	<b>\$ 28,625</b>	<b>\$ 4,540</b>	<b>\$ 33,165</b>

## Terms

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

# AGENDA ITEM III-3

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Director of Finance  
Date: August 28, 2019  
Subject: Treasurer's Report – Quarter Ending June, 2019

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### **RECOMMENDED ACTION**

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

### **BACKGROUND**

The purpose of the treasurer's report is to update the Board and the public on the status of the District's cash balances and investments, and highlight material changes from one period to another. The scope of this report covers the final quarter of fiscal year 2018-2019, ending June 30, 2019.

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

1. Safety
2. Liquidity
3. Yield

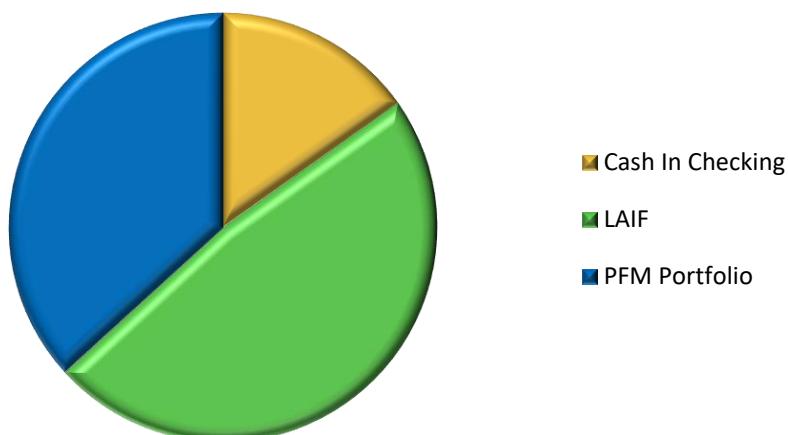
Attached is the quarterly Treasurer's Report for the three months ended June 30, 2019.

At March 31, 2019, the end of the previous quarter, the value of the District's total portfolio was \$25.15 million. Since that time, the value of the District's portfolio decreased by about \$568,000 for an ending balance of \$24.6 million as of June 30, 2019. Cash and short-term investments decreased by \$903,720. Medium term investments decreased by \$305,206 and long-term investments increased by \$640,929.

The funds are currently held as follows:

Cash at Banking Institutions	\$ 2,048,455
Local Agency Investment Fund (LAIF)	13,145,598
PFM Managed Investment Portfolio	<u>9,383,750</u>
	<u>\$ 24,577,803</u>

### Distribution of Investments - San Juan Water District

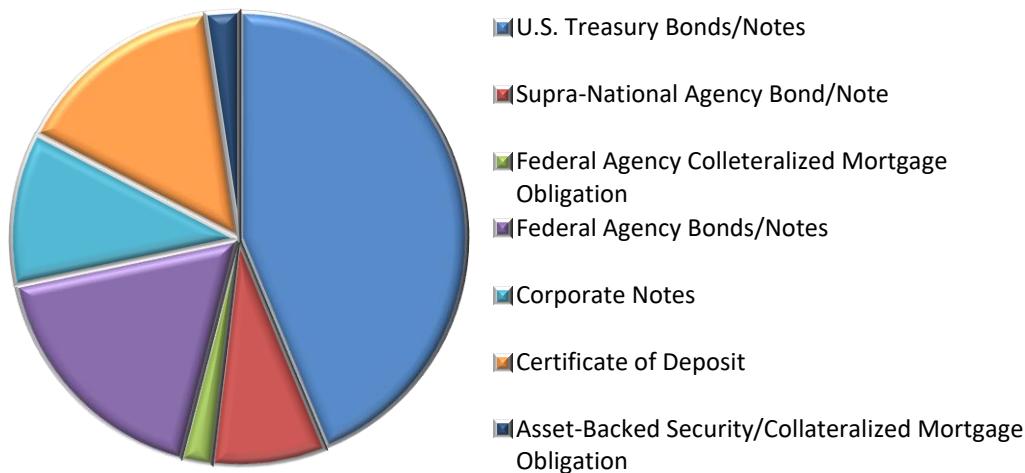


The overall portfolio is diversified with 38% invested in marketable securities (PFM Portfolio), 53% invested in short-term investments that are considered liquid (LAIF) and 8% on deposit with US Bank. Staff, in conjunction with your financial advisors, periodically review the mix of liquid and long-term investments and adjusts the portfolio according to the market conditions and the District's short term cash needs. Staff made a transfer of \$1,000,000 to LAIF on May 29, 2019.

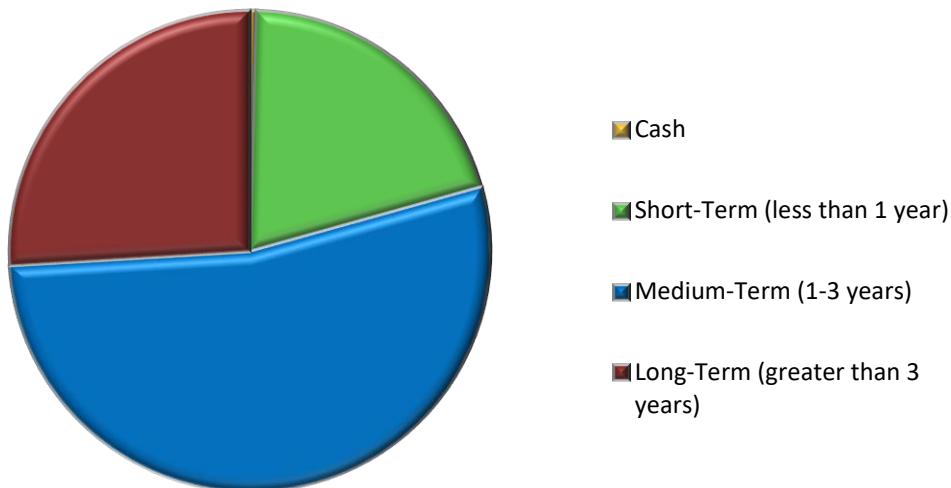
All securities held are in conformance with those permitted by the District's Investment Policy. There are sufficient funds to meet the District's expenditure requirements for the next six months.

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

### Mix of Investments - PFM Portfolio



## Duration of PFM Portfolio



Continuing the trend from the last two quarters, interest rates continued to decrease.. A recession does not appear to be imminent, U.S. and global economic growth is expected to moderate in the second half of the calendar year amid elevated risks to the economy. The District's portfolio managers will continue to maintain a portfolio duration in line with the benchmark in order to minimize risk and optimize performance relative to the benchmark in the event yields continue to decline.

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

### Total Returns – period ending June 30, 2019

	Duration (years)	Quarter Ending 06/30/2019	Past Year	Since Inception
San Juan Water District	2.13	1.58%	4.54%	1.79%
BAML 0-5 Year Treasury Index	2.10	1.60%	4.39%	1.51%

**San Juan Water District**

**Treasurer's Report**

**June 30, 2019**

	<b>Yield %</b>	<b>Par Value</b>	<b>Cost</b>	<b>Current Market Value</b>	<b>Maturity Date</b>
CASH & DEMAND DEPOSITS - US Bank:	na	2,048,454.55	2,048,454.55	2,048,454.55	na
LOCAL AGENCY INVESTMENT FUND (LAIF)	1.111%	13,145,597.58	13,145,597.58	13,145,597.58	na
PFM MONEY MARKET ACCOUNT	na	274,268.76	274,268.76	274,268.76	na
<b>LONG-TERM INVESTMENTS (PFM Investment Portfolio):</b>					
<i>U.S. Treasury Bonds/Notes:</i>					
US Treasury Notes	1.23%	80,000.00	81,328.13	79,734.40	7/31/2020
US Treasury Notes	1.42%	130,000.00	137,261.72	131,015.56	8/15/2020
US Treasury Notes	1.15%	170,000.00	176,189.06	170,511.36	2/28/2021
US Treasury Notes	1.85%	50,000.00	49,005.86	49,630.85	4/30/2021
US Treasury Notes	1.81%	5,000.00	4,919.34	4,962.50	5/31/2021
US Treasury Notes	1.67%	400,000.00	395,671.88	397,000.00	5/31/2021
US Treasury Notes	1.71%	55,000.00	53,768.95	54,291.00	7/31/2021
US Treasury Notes	1.75%	45,000.00	44,084.18	44,499.02	10/31/2021
US Treasury Notes	1.78%	150,000.00	150,591.80	150,527.40	1/31/2022
US Treasury Notes	2.10%	85,000.00	84,206.44	85,375.19	3/31/2022
US Treasury Notes	2.82%	200,000.00	193,437.50	200,882.80	3/31/2022
US Treasury Notes	2.75%	250,000.00	242,626.95	251,103.50	3/31/2022
US Treasury Notes	1.83%	150,000.00	152,044.92	151,769.55	6/30/2022
US Treasury Notes	1.74%	250,000.00	253,095.70	252,070.25	7/31/2022
US Treasury Notes	2.76%	225,000.00	215,815.43	225,158.18	9/30/2022
US Treasury Notes	2.80%	185,000.00	178,828.52	186,618.75	10/31/2022
US Treasury Notes	2.74%	185,000.00	175,027.34	183,518.52	2/28/2023
US Treasury Notes	2.44%	155,000.00	149,290.43	153,710.40	3/31/2023
US Treasury Notes	2.28%	95,000.00	90,977.34	93,174.20	7/31/2023
US Treasury Notes	2.44%	160,000.00	151,993.75	156,924.96	7/31/2023
US Treasury Notes	2.25%	145,000.00	148,811.91	151,689.29	9/30/2023
US Treasury Notes	2.52%	150,000.00	151,517.58	156,304.65	11/15/2023
US Treasury Notes	2.52%	260,000.00	255,348.44	264,154.02	11/30/2023
US Treasury Notes	2.56%	15,000.00	15,044.53	15,564.84	12/31/2023
US Treasury Notes	1.90%	125,000.00	125,566.41	126,362.25	4/30/2024
	<b>Subtotal</b>	<b>3,720,000.00</b>	<b>3,676,454.11</b>	<b>3,736,553.44</b>	
<i>Supra-National Agency Bond/Note</i>					
Int'l Bank of Reconstruction & Dev Notes	1.60%	100,000.00	100,540.00	99,928.60	10/7/2019
Int'l Bank of Reconstruction & Dev Notes	1.64%	180,000.00	179,568.00	179,095.14	9/12/2020
Inter-American Development Bank	1.81%	175,000.00	176,622.09	175,434.00	11/9/2020
International Finance Corp Note	2.35%	80,000.00	79,764.80	80,423.20	1/25/2021
Int'l Bank of Reconstruction & Dev Notes	2.83%	90,000.00	89,789.40	91,663.38	7/23/2021
	<b>Subtotal</b>	<b>625,000.00</b>	<b>626,284.29</b>	<b>626,544.32</b>	
<i>Federal Agency Collateralized Mortgage Obligation</i>					
FHLMC Series KP03 A2	1.10%	775.80	783.54	774.47	7/1/2019
Fannie Mae Series 2015-M13 ASQ2	1.08%	145.01	146.46	144.74	9/1/2019
FNA 2018-M5 A2	2.27%	73,937.02	75,407.72	75,389.83	9/25/2021
FHLMC Multi-family Structured P	2.20%	100,000.00	100,625.00	101,432.60	1/25/2022
FHLMC Multi-family Structured P	2.46%	100,000.00	100,250.00	101,474.15	6/25/2022
FHLMC Series K721 A2	2.61%	100,000.00	100,851.56	102,617.37	8/25/2024
	<b>Subtotal</b>	<b>374,857.83</b>	<b>378,064.28</b>	<b>381,833.16</b>	

continued next page.....

	<b>Yield %</b>	<b>Par Value</b>	<b>Cost</b>	<b>Current Market Value</b>	<b>Maturity Date</b>
...continued					
<i>Federal Agency Bonds/Notes:</i>					
FNMA Benchmark Note	0.93%	260,000.00	259,563.20	259,684.88	8/2/2019
FHLB Global Note	0.94%	240,000.00	239,539.20	239,688.48	8/5/2019
FNMA Notes	1.05%	100,000.00	99,844.00	99,810.20	8/28/2019
FJLB Notes	1.38%	135,000.00	134,968.95	134,630.10	11/15/2019
FNMA Notes	1.60%	170,000.00	169,484.90	169,151.36	7/30/2020
Fannie Mae Notes	2.55%	100,000.00	99,851.00	101,166.50	4/13/2021
Fannie Mae Notes	2.98%	260,000.00	258,770.20	270,788.18	9/12/2023
Federal Home Loan Bank Notes	2.72%	50,000.00	51,485.00	53,193.55	12/8/2023
Fannie Mae Notes	2.58%	35,000.00	34,869.80	36,051.72	2/5/2024
	Subtotal	1,350,000.00	1,348,376.25	1,364,164.97	
<i>Corporate Notes:</i>					
Cisco Systems Inc Corp Notes	2.81%	155,000.00	152,327.80	155,088.82	2/28/2021
PEPSICO Inc. Corp (Callable) Note	2.01%	55,000.00	54,989.00	54,984.93	4/15/2021
Bank of New Year Mellon Corp	1.99%	175,000.00	178,101.00	175,961.80	4/15/2021
Bank of America Corp Note	2.40%	90,000.00	90,674.10	90,560.97	4/19/2021
Goldman Sachs Group Corp Notes	2.53%	80,000.00	87,671.20	84,556.24	7/27/2021
American Honda Finance Corp Notes	1.84%	130,000.00	129,112.10	128,505.78	9/9/2021
Citigroup Inc Corp (Callable) Note	2.72%	90,000.00	90,614.70	90,933.39	12/8/2021
Apple Inc Bonds	3.01%	130,000.00	128,070.80	131,562.21	2/9/2022
American Express Credit (Callable) Notes	3.29%	100,000.00	97,840.00	101,068.20	3/3/2022
Amazon.com Inc. Bonds	2.66%	100,000.00	99,037.00	100,970.20	2/22/2023
	Subtotal	1,105,000.00	1,108,437.70	1,114,192.54	
<i>Certificate of Deposit:</i>					
Skandinav Enskilda Banken NY CD	1.85%	215,000.00	214,916.15	214,860.90	8/2/2019
Credit Suissue New York Cert Depos	2.67%	100,000.00	100,000.00	100,272.90	2/7/2020
Nordea Bank AB NY CD	2.72%	135,000.00	135,000.00	135,485.06	2/20/2020
Bank of Nova Scotia Houston CD	3.10%	150,000.00	149,943.00	151,258.20	6/5/2020
Bank of Montreal Chicago Cert Depos	3.23%	160,000.00	160,000.00	161,112.64	8/3/2020
Westpac Banking Corp NY CD	2.05%	195,000.00	195,000.00	194,727.59	8/3/2020
Sumitomo Mitsui Bank NY Cert Depos	3.46%	90,000.00	89,877.60	91,388.16	10/16/2020
Swedbank (New York) Cert Depos	2.30%	180,000.00	180,000.00	179,469.36	11/16/2020
MUFG Bank LTD/NY Cert Depos	2.99%	100,000.00	100,000.00	101,540.69	2/26/2021
	Subtotal	1,325,000.00	1,324,736.75	1,330,115.50	
<i>Asset-Backed Security/Collateralized Mortgage Obligation:</i>					
Harot 2017-4 A3	2.06%	44,768.51	44,762.21	44,709.46	11/21/2021
Harot 2019-1 A3	2.83%	100,000.00	99,997.32	101,437.91	3/20/2023
Hyundai Auto Receivable Trust	2.67%	40,000.00	39,994.74	40,421.70	6/15/2023
Harot 2019-2 A3	2.52%	100,000.00	99,996.27	101,121.69	6/21/2023
Narot 2019-A A3	2.91%	65,000.00	64,990.15	66,152.94	10/15/2023
Narot 2019-B A3	2.51%	100,000.00	99,977.39	101,101.99	11/15/2023
Copar 2019-1 A3	2.52%	100,000.00	99,979.74	101,132.91	11/15/2023
	Subtotal	549,768.51	549,697.82	556,078.60	
TOTAL LONG TERM INVESTMENTS		9,049,626.34	9,012,051.20	9,109,482.53	
<b>TOTAL CASH &amp; INVESTMENTS AT 03/31/2019</b>		<b>24,517,947.23</b>	<b>24,480,372.09</b>	<b>24,577,803.42</b>	

# STAFF REPORT

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To: Board of Directors

From: George Machado, Field Services Manager

Date: August 28, 2019

Subject: Authorization & approval & revise the year 2 extension, with Sierra National Asphalt Inc. for annual paving services

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## RECOMMENDED ACTION

Authorization and approval for additional funding on the second year contract renewal with Sierra National Asphalt (SNA). The remaining contract balance was overstated by \$40,156.65. Staff is requesting an addition of \$40,156.65 to cover this requirement; this amount will be added to the 2nd year extension total. The staff recommendation was reviewed by the Finance Committee, which recommends approval by the Board of Directors.

## BACKGROUND

On June 14, 2017, San Juan Water District Board of Directors adopted a motion to approve a contract award to Sierra National Asphalt for paving services in the amount of \$114,120. The contract included two one-year extension provisions. On June 27, 2018, the Board approved the 1<sup>st</sup> renewal in the amount of \$100,373.

On June 26, 2019, San Juan Water District Board of Directors adopted a motion to approve the 2<sup>nd</sup> renewal in the amount of \$51,717.64.

The unused contract balance was stated as \$63,282.36 on the staff report dated June 26, 2019. The actual balance is \$23,125.71; the difference \$40,156.65 (\$63,282.36-\$23,125.71) is to be added to the current extension.

The following detail summarizes our proposed 2<sup>nd</sup> amendment:

Contract Amount	Date	Dollar Adjustment	Duration Adjustment Days	Completion Date
Original Contract	July 1, 2017	\$ 114,120.00	365	June 30, 2018
Amendment 01	July 1, 2018	\$ 100,373.00	365	June 30, 2019
Amendment 02	July 1, 2019	\$ 51,717.64	365	June 30, 2020
<b>Amendment 02 Addition</b>	<b>August 28, 2019</b>	\$ 40,156.65	<b>0</b>	<b>June 30, 2020</b>
Proposed Revised Contract		\$ 306,367.29	1,095	June 30, 2020

SNA's current contract price of \$13.31 / SQFT, will remain in place for FY2019/20. The Board has approved funding of \$51,717.64 to date with the additional requested funding of \$40,156.65. The proposed revised contract value will be \$306,367.29 once approved.

## FINANCIAL CONSIDERATIONS

The additional funding requested is in the retail budget for FY2019/20.

**ATTACHMENT** - Construction contract change order 2 revised

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



# Change Order No.2

**Contractor:**

Sierra National Asphalt Inc.  
5433 El Camino Ave. Suite 4  
Carmichael. CA 95608

**Project Name:** Annual Paving Services**Date:** July 1, 2019**Project Manager:** George Machado/Tom Clark

Upon mutual acceptance and execution of this document by San Juan Water District, hereinafter referred to as "District," and Sierra National Asphalt Inc. hereinafter referred to as "Contractor," Contractor is hereby directed to make the following described changes from the plans and specifications or do the following described work not included in the plans and specifications of this contract. All new work shall be done in accordance with the applicable provisions of the plans and specifications, except as specifically modified by this contract change order.

**NOTE: This change order is not effective until approved by the District.**

**DESCRIPTION OF THE CHANGES:**

ITEM #	DESCRIPTION	CREDIT/COST
1	Change Order 2 will exercise the final contract extension and the second renewal option; change 2 authorization includes two increases: \$51,717.64 approved on June 26, 2019 and \$40,156.65 approved on August 28, 2019 for a total of \$91,874.29; the agreement is extended through June 30, 2020. The price for Asphalt paving will remain at \$13.31/ SQFT and cover all work for the periods July 1, 2019 through June 30, 2020. There are no other changes.	\$91,874.29
<b>NET CHANGE ORDER ADJUSTMENT</b>		<b>\$91,874.29</b>

**CONTRACT TIME SUMMARY:**

	<u>Days</u>	<u>Completion Date</u>
Original Contract:	365	June 30, 2018
Current Contract	365	June 30, 2019
This Change (Calendar Days):	365	June 30, 2020
Revised Contract:	1095	
Original Contract Amount	\$ 114,120.00	
Net change (previous) Change order 01	\$ 100,373.00	
Contract summary prior to this Change	\$ 214,493.00	
Contract adjustment Change order 02	\$ 91,874.29	
<b>NEW CONTRACT AMOUNT (including all change orders)</b>	<b>\$</b>	<b>306,367.29</b>

Acceptance of this Change order 02 constitutes acceptance of the Change Order as full and complete satisfaction of any direct or indirect additional costs incurred to you in connection with performance of the changed work. The time for performance of the contract will be changed by **365 calendar days** by reason of the performance of the work required by this Change Order. Except as hereinabove expressly provided, Contractor further agrees that the performance of the work specified in this Change Order or the rescheduling of other project work made necessary by this Change Order, shall not constitute a delay which will extend the time limit for completion of the work as said term is used in the Contract between the District and Contractor for the project.

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree. If this change order is approved, we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefor the prices shown above.

**San Juan Water District**

Approved

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

Paul Helliker, General Manager

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

**Contractor: Sierra National Asphalt Inc.**

Approved

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

Jeremy Myers / GM

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

# AGENDA ITEM III-5

## STAFF REPORT

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To: Engineering Committee  
From: Tony Barela, Operations Manager  
Date: August 23, 2019  
Subject: Cityworks Computer Maintenance Management System

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### RECOMMENDED ACTION

Staff requests a recommendation from the Committee for a Board motion to approve the Cityworks Computerized Maintenance Management System Implementation Contract and Cityworks Licensing Agreement for CMMS services in the amount of:

1. Implementation Contract: \$50,400 and authorizing a total budget of \$55,440 (includes 10% contingency).
2. Licensing Agreement: 3-Year Contract at \$15,000/Year for a total authorized budget of \$45,000.

### BACKGROUND

The District utilizes a Computerized Maintenance Management System (CMMS) to manage work orders to facilitate projects, manage assets in the system, track leak repairs, track equipment improvements in the system and, amongst other items, track staff time related to these tasks.

The current CMMS was implemented in 2006, primarily for distribution and pump station asset management. In 2012, the system was expanded to include assets at the District's Water Treatment Plant. An official standardized management strategy or Design Guide had not been created at the time of the 2006 implementation which caused differences in asset, maintenance, and data management in the system.

In September, 2018 the District entered into a contract with HDR Engineering, Inc. to:

1. Develop a CMMS Design Guide for Standardized Districtwide Operations, and
2. Evaluate CMMS Platform Options compared to the District's current CMMS to determine best fit for the District.

During the course of the project, the District evaluated eleven different CMMS Programs. They were compared based on compatibility with District operations, level of service provided, technical abilities, and cost. The eleven systems were then narrowed down to four CMMS program providers that were invited to present to the District's CMMS Workgroup. The four companies invited back included Lucity, NexGen, Cityworks, and Maintenance Connection. Upon completion of the presentations, follow-up discussions, and negotiations, Staff is recommending that the District contract with Cityworks for ongoing CMMS services.

The Cityworks platform is well established in the water industry and will cost effectively meet the current and future needs of the District related to asset management and

regulatory compliance. Cityworks implementation will include installation of the Cityworks software and databases, workflow review for CMMS applications, asset and work order database configuration, and training. Implementation will be in concert with HDR Engineering, Inc. (separate contract) who will be managing the overall project and formatting the data from the current system for implementation into the new CMMS.

The implementation project will be encompassed under three different agreements:

- 1) Cityworks implementation Services
- 2) Cityworks Licensing Agreement (Annual Platform Cost)
- 3) HDR Engineering, Inc. for Implementation Support (See Staff Report Titled *CMMS Implementation Services – HDR Engineering, Inc.*, Dated August 23, 2019)

## **FINANCIAL CONSIDERATIONS**

This project is included in the FY19/20 Budget. Project costs are allocated 25/75 Wholesale/Retail.

# AGENDA ITEM III-6

## STAFF REPORT

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To: Engineering Committee  
From: Tony Barela, Operations Manager  
Date: August 23, 2019  
Subject: CMMS Implementation Services – HDR Engineering, Inc.

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### RECOMMENDED ACTION

Staff requests a recommendation from the Committee for a Board motion to approve Amendment No. 2 to HDR Engineering, Inc. (HDR) for program services related to the implementation of the Cityworks Computer Maintenance Management System (CMMS) in the amount of \$118,970 and authorizing a total budget of \$128,500 (includes 8% contingency).

### BACKGROUND

The District utilizes a Computerized Maintenance Management System to manage work orders to facilitate projects, manage assets in the system, track leak repairs, track equipment improvements in the system and, amongst other items, track staff time related to these tasks.

The current CMMS was implemented in 2006, primarily for distribution and pump station asset management. In 2012, the system was expanded to include assets at the District's Water Treatment Plant. An official standardized management strategy or Design Guide had not been created at the time of the 2006 implementation which caused differences in asset, maintenance, and data management in the system.

Upon completion of a competitive RFP process, in September, 2018 the District entered into a contract with HDR to:

1. Develop a CMMS Design Guide to Standardized Districtwide Operations, and
2. Evaluate CMMS Platform Options compared to the District's current CMMS to determine best fit for the District.

During the course of the project, the District evaluated eleven different CMMS Programs. They were compared based on compatibility with District operations, level of service provided, technical abilities, and cost. Upon completion of the evaluations, Staff selected Cityworks for CMMS services. The Cityworks contract is discussed in the Staff Report titled *Cityworks Computer Maintenance Management System*, Dated August 23, 2019.

In accordance with the proposed Amendment #2, HDR will provide overall management of the CMMS implementation and will provide conversion services for reformatting and transferring data from the current CMMS program to the Design Guide standardized format for input into the new CMMS program. Additionally, HDR will provide workflow and report development assistance and post implementation services.

### FINANCIAL CONSIDERATIONS

This project is included in the FY19/20 Budget. Project costs are allocated 25/75 Wholesale/Retail.

# STAFF REPORT

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To: Engineering Committee  
From: Rob Watson, Engineering Services Manager  
Date: August 23, 2019  
Subject: Eastridge PRS Improvements Project (R)

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## RECOMMENDED ACTION

Staff recommends a motion to award a construction contract to Rawles Engineering, Inc. for the amount of \$84,500.00 with a construction contingency of \$8,450.00 (10%) for an authorized total construction budget of \$92,950.00.

## BACKGROUND

This project involves constructing a new Pressure Reducing Station (PRS) consisting of control valve, piping and fittings, isolation valves, flowmeter, tie-in connections, enclosure and appurtenances. The PRS is located at the intersection of Eastridge Drive and Old Auburn Road in Roseville.

This PRS is needed to allow the Retail Service Area (RSA) to supply sufficient flow and pressure for the new Wellquest assisted living facility being constructed at 9747 Sierra College Blvd. This PRS will convey supply from the Bacon Zone to provide the Sierra Zone with the necessary additional capacity to meet the 3,250-GPM fire flow that South Placer Fire District requires for the development project. The design was completed in-house, and the project was Bid in July 2019.

## STATUS

Four (4) contractors attended the pre-bid meeting, and all four Bid for the project. Bids were received on July 16<sup>th</sup>, 2019, and the Bid outcome is summarized as follows:

Bidder	Bid Amount
Flowline Contractors, Inc.	\$99,187.00
Blackrock Industries, Inc.	\$85,965.00
JJM Engineering Constructors, Inc.	\$156,005.00
Rawles Engineering, Inc.	\$84,500.00

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

## FINANCIAL CONSIDERATIONS

This Project is not part of the District's approved FY 19/20 Retail CIP. This project will be funded by the developer as is it needed to supply fire flow capacity to their project.

# STAFF REPORT

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To: Engineering Committee  
From: Tony Barela, Operations Manager  
Date: August 23, 2019  
Subject: WTP On-Site Residuals Management Improvement Project - Amendment No. 1

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## RECOMMENDED ACTION

Staff requests a recommendation from the Committee for a Board motion to approve Amendment No. 1 to HydroScience Engineers, Inc. for engineering design services related to the WTP On-Site Residuals Management Improvement Project in the amount of \$72,870 and authorizing a total budget of \$80,200 (includes 10% contingency).

## BACKGROUND

In August, 2018 the District advertised for engineering services to evaluate the District WTP solids handling practices compared to current regulatory compliance requirements. Two proposals were received during the competitive RFP process and HydroScience Engineers, Inc. was selected to complete the study. The study was completed in July, 2019.

The study concluded that storm water runoff control from the site is the primary concern for the drying area to prevent treatment process constituents from leaving the site. To be in compliance with the latest Environmental Protection Agency (EPA)/State Water Resource Control Board (SWRCB) National Pollution Discharge Elimination System (NPDES) Permit, storm water runoff should be contained onsite and transferred back to the headworks of the WTP for treatment.

Amendment No. 1 is for engineering design services which will include the following:

- Site grading plan
- Runoff Collection Swale
- Lift Station & Associated Piping/Valving
- Electrical and Process Controls

The proposed design will collect runoff from the site and direct the water to a lift station which will discharge to the Backwash EQ Basin which returns water back the treatment process.

Additional improvements were recommended in the report; those improvements shall be included in the next 5-Year financial plan and implemented in conformance with future approved budgets.

## FINANCIAL CONSIDERATIONS

This project is included in the FY19/20 Budget. Project costs are 100% Wholesale.

# STAFF REPORT

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To: Engineering Committee  
From: Tony Barela, Operations Manager  
Date: August 23, 2019  
Subject: SSWD Antelope Transmission Pipeline Inspection

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## RECOMMENDED ACTION

Staff requests a recommendation from the Committee for a Board motion to approve a contract with Aquam Pipe Diagnostics (Aquam) related to the Sacramento Suburban Water District (SSWD) Antelope Transmission Pipeline (ATP) Inspection in the amount up to \$180,500 and authorizing a total budget of \$198,500 (includes 10% contingency).

## BACKGROUND

In the late 1990s there was a large amount of anthracite and filter sand inadvertently released from the Water Treatment Plant (WTP) into the Wholesale Transmission System which then extended into all of the Wholesale Agencies Retail Distribution Systems. After the release there was a large cleanup effort throughout the Wholesale system to remove the material from the pipelines. However, periodically, sand reappears in the system, typically showing up in and clogging customer's service lines. These occurrences are becoming rare, but do occur.

Recently during flushing operations of the ATP, SSWD staff discovered sand and anthracite material discharging with the water. SSWD's staff collected the material and shared it with San Juan Water District (District) staff (See Figure 1). The material appears to be filter sand and anthracite from the WTP. There have been no releases of material from the plant since the 1990's release; therefore, we believe this to be material from that time.



Figure 1: Sand and Anthracite Material

Due to concerns of the sand material making its way into SSWD's Retail Service Area, SSWD has requested that the District perform a CCTV inspection of the pipeline to determine if the material has been removed or if there is a larger problem residing within the pipeline.

The District and SSWD staff have agreed that the initial CCTV inspection should include two 3,000-ft pipeline reaches that include the deepest low points ("bellies") in the 6.9 Mile long pipeline. These bellies or low spots in the pipeline are the most likely place where material may settle. Additionally, the District will inspect a 3,000-ft section of the Cooperative Transmission Pipeline (CTP) to ensure that there is isn't additional material in the pipeline that has not mobilized.

**FINANCIAL CONSIDERATIONS**

Currently SSWD is receiving approximately half of their scheduled water deliveries to maintain a slow velocity in the pipeline to prevent any additional material from reaching their distribution system. The water being delivered to SSWD is related to their Take-or-Pay contract with PCWA. Unless SSWD increases their flows beyond the scheduled deliveries at the completion of this project to make up for the reduced flows.

This project is unplanned and is therefore not included in the FY19/20 Budget. Understanding that SSWD may be receiving a benefit from having their pipeline inspected, there may be a cost share for the project. Staff will work with SSWD management to determine a fair cost share between the two agencies.

The initial contract with Aquam includes the cost of inspection for the first 6,000 feet of the ATP and 3,000 feet of the CTP; approximately \$48,500. If it's determined that there is significant material in the pipeline and that the entire pipeline needs to be inspected, the contract will be extended appropriately for the additional inspection services. The total \$198,500 budget listed here is an up to and not to exceed amount as needed to complete the inspection. Project costs are 100% Wholesale.

# STAFF REPORT

## AGENDA ITEM III-10

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To: Engineering Committee  
From: Rob Watson, P.E.  
Engineering Services Manager  
Date: August 23, 2019  
Subject: Retail Master Plan Update Project

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### RECOMMENDED ACTION

Staff requests a recommendation from the Committee for a Board motion to approve entering into a Professional Services Agreement with HDR Engineering, Inc., for the Retail Master Plan Update Project in the amount of \$279,763.00 with a total authorized budget of \$308,000.00 which includes a 10% contingency.

### BACKGROUND

The existing Retail Master Plan (RMP) was prepared in the 2005-2007 timeframe and is now outdated. An update is needed based on current and projected water demands as well as other contributory factors such as changes in the previously approved capital improvement program, changes in water demands, completion of a majority of the prior planned projects, regulatory changes, operational changes, and changes in the cost of construction. Additionally, with an updated RMP the District can better prepare for the future, develop a renewed capital facilities improvements plan and viable implementation schedule, as well as subsequently use the new Retail Master Plan to prepare a newly updated financial plan as needed to properly plan and fund the necessary capital improvements.

### CURRENT STATUS

On July 24, 2019, the District issued an RFP requesting proposals for professional engineering services to complete the planned RMP Update Project. Three firms submitted proposals on August 20<sup>th</sup>, 2019. Each Technical Proposal was independently reviewed by members of a four person panel who ranked them on the basis of project-specific criteria such as; project understanding, work plan, experience and qualifications, and project schedule. The reviewers unanimously ranked HDR Engineering, Inc. as the top Technical Proposal. Subsequent to the technical ranking, the Cost Proposals were opened and reviewed. The following table summarizes the proposed costs from each firm.

Consulting Firm	Proposed Cost
PB Engineering, Inc.	\$248,076
HDR Engineering, Inc.	\$279,763
West Yost Associates	\$280,141

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

### FINANCIAL CONSIDERATIONS

The Project was budgeted at \$308,000 in the District's adopted FY 2019/2020 Retail Budget. This requested contract approval is within the budgeted amount.

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Director of Finance  
Date: August 28, 2019  
Subject: Proposed Amendments to Compensation Policy Regarding Market Position and Other Matters

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### **RECOMMENDED ACTION**

Approve proposed amendment to San Juan Water District Compensation Policy.

### **BACKGROUND**

The Compensation Policy was last reviewed and updated on September 13, 2017. Section 6.5.3 Methodology states that "Upon review of the survey results, the board will determine the desirable labor market position of the top of the range. The target position will be at least equal to market average as calculated in the survey".

### **CURRENT STATUS**

Since the policy was last amended, staff has identified 3 potentially necessary amendments as follows.

1. The San Juan Water District recently conducted a Compensation Survey. During the process of deciding the desired market position for total compensation, staff recommended using market median instead of market average. Staff felt that using market median would be a better barometer of than market and help reduce the effect of severe outliers which can occur when using market average. At its June 26, 2019 Board meeting the Board of Directors identified market median as the desired market position for the District's total compensation. This is in conflict with the Compensation Policy, as market median is lower than market average.

In order to eliminate this conflict, staff recommends amending the Compensation Policy to reflect "market median", instead of "market average".

2. The current Compensation Policy does not specifically identify the agencies against which the District's compensation will be compared. The purpose of selecting survey employers, or comparator agencies, is to define as accurately as possible the District's labor market. A labor market consists of those employers with whom the District might compete with for

## STAFF REPORT

*Proposed Amendment to Compensation Policy  
Donna Silva, Director of Finance*

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employees. The criteria typically utilized in identifying those employers includes the following:

- **Employer Size:** as a general rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. Specifically, agencies of similar size to the District are likely to have departmental structures and organization of positions more similar to the district than organizations that are significantly larger or smaller in size.
- **Nature of Services Provided:** As a general rule, similar organizations are selected as survey employers, because they provide similar services. This is important because they are most likely to compete with one another for employees, they are most likely to have comparable jobs and are most likely to have similar organization characteristics.
- **Geographic Proximity:** This factor is particularly important because it identifies those employers that the District must directly compete with to recruit and retain quality staff.

Changing survey agencies with each compensation study has both pro's and con's. While it does allow the Board to consider the District's recent experiences with retention and recruitment, it also creates uncertainty for staff and can result in significant swings in survey results. Staff recommends the board consider defining in this policy the specific survey agencies that will be used for all compensation studies. If there is a significant shift in the labor market, the Board can always amend the policy.

Staff recommends the following agencies:

Carmichael Water District	Elk Grove Water District
Citrus Heights Water District	Fair Oaks Water District
City of Fairfield	Placer County Water Agency
City of Folsom	Sacramento County
City of Roseville	Sacramento Suburban Water District
City of Vallejo	South San Joaquin Irrigation District
EI Dorado Irrigation District	Stockton East Water District

3. When the policy was amended in September of 2017 language was added requiring staff to use the CalPERS assumed increase in salaries as the basis for the annual compensation study. The intent was to reduce the possibility of pension spiking. Staff is proposing minor edits and language changes to section 6.5.7 for clarity and readability.

**STAFF REPORT**

*Proposed Amendment to Compensation Policy  
Donna Silva, Director of Finance*

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The Board may choose to approve all or select changes recommended by staff.

**Attachments:**

Compensation Policy with proposed changes



Section	<b>HR-6 Human Resources</b>	Approval Date	<b>9/13/17</b>
Policy	<b>HR-6.5 Employee Compensation Policy</b>	Latest Revision	

## HR-6.5 Employee Compensation Policy

### 6.5.1 Compensation Philosophy

It is the intention of the District to recruit and retain talented, results-driven employees to support the District's mission, values and goals. A compensation program is necessary to provide each employee with fair and equitable compensation for the skills the employee brings to the District and the position in which they serve. In order to provide each employee with fair and equitable compensation, the District has developed a systematic method to establish and maintain a compensation program by defining the process and clarifying the role and responsibility of the General Manager in that process. Pursuant to California Government Code section 61051(d) and 61060(f), the General Manager has the responsibility to determine the compensation of employees subject to approval by the Board as given during the annual budget process.

### 6.5.2 Process

To ensure consistency in setting compensation, it is necessary to compare the District to other survey agencies in the appropriate labor market. In order to achieve that goal, the District will conduct a compensation survey with oversight and approval by the Personnel Committee at regular intervals (approximately every four years or sooner as deemed necessary or as directed by the Board). Following the methodology prescribed below, the standard process will consist of:

- Selection of a study lead (consultant, agency, staff member, etc.);
- Determination of classes to be surveyed (or all as required);
- Prepare survey criteria and contact survey agencies;
- Collect, analyze and determine comparability of survey data; and
- Present recommendations of study lead.
- Recommendations will be evaluated and implemented at the Board of Directors' discretion, taking to account the District's standard methodology criteria as outlined in section 6.5.3.

### 6.5.3 Survey Agencies

To ensure consistency from one compensation survey to another the District will utilize the following survey agencies:

[Carmichael Water District](#)

[Elk Grove Water District](#)

[Citrus Heights Water District](#)

[Fair Oaks Water District](#)

[City of Fairfield](#)

[Placer County Water Agency](#)

[City of Folsom](#)  
[City of Roseville](#)  
[City of Vallejo](#)  
[El Dorado Irrigation District](#)

[Sacramento County](#)  
[Sacramento Suburban Water District](#)  
[South San Joaquin Irrigation District](#)  
[Stockton East Water District](#)

### **6.5.34 Methodology**

- In order to maintain a fair and equitable compensation program, the District has established a standard methodology to be used in conducting compensation studies. Total compensation program includes: base salary; longevity and other specialized pay (such as, but not limited to auto allowance and incentives); District contribution towards health, dental, or vision insurance(s); and District payment of employee retirement or deferred compensation contribution. In addition, studies may include life insurance, short and long term disability, retirement formula, paid time off (holidays, vacation, sick and administrative leave) and training/educational programs. The total compensation program will be used when comparing the District's pay level to survey agencies as described below, which may include public and private sector when data is available. The intent of utilizing total compensation is to determine modifications other than salary which may be determined necessary.
- Survey agencies will include those providing similar services of similar size (number of employees, connections, population and budget) or otherwise deemed to be comparable within a radius identified based on position to the extent possible.
- Cost of living differences between surveyed agencies and the Sacramento Metropolitan Area will be evaluated to determine if significant wage differences require an adjustment to the data.
- Upon review of the survey results, the Board will determine the desirable labor market position of the top of the range. The target position will be at least equal to market [average-median](#) as calculated in the survey.

### **6.5.45 Authority and Responsibility**

The General Manager (or his/her designee) is responsible for preparing a compensation budget in accordance with this Policy, as well as all applicable District Policies, which will be included as part of the annual budget review process. The General Manager will have the authority to fix and alter employee compensation in accordance with the intent of this policy and within the budgetary guidelines approved by the Board of Directors.

The General Manager may change or alter the compensation budget during the year by either: 1) requesting the Board of Directors to authorize the General Manager to make such changes at budget adoption; or 2) submitting an amended compensation budget, explaining reasons and recommendations for the change, and receiving Board approval for the change.

The General Manager will have full operational authority to implement this policy up to the limits of the approved compensation budget, which includes:

- Determining staffing requirements, titles, positions, responsibilities and organization structure. All new positions require Board approval.
- Recommending pay/salary ranges and/or total compensation to the Board for approval

- Setting goals and conducting performance reviews.
- Establishing annual pay/salary adjustments, including annual merit increases and cost-of-living adjustments (COLA) in accordance with section 6.5.7 of this policy.
- Implementing and managing Board approved incentive pay programs.
- Creating programs for position upgrades and special assignments.
- Providing pay/salary and benefit benchmarking information and studies for Board review.

The General Manager will ensure the equitable and uniform implementation of this policy including reporting to the Board at least annually, typically during the budget process.

The Board of Directors is responsible for reviewing the compensation budget as part of the District's annual budget and has the authority to consider, amend as needed, and approve that budget.

#### **6.5.56      Salary Ranges**

The District has established pay ranges for the various job classifications of employees. In doing this, several factors were considered, including the prevailing rates for similar positions in other water districts, the level of responsibility, technical qualifications and the relative degree of interaction/decision-making. Employee salary ranges may be changed from time to time by the Board of Directors.

#### **6.5.67      Step Increases**

Each position at the District has a salary range. The low end of the range is designed to correspond to an apprentice level for the position. The high end of the range is designed to correspond to a journey level for the position. An employee progresses through the salary range based on their performance in the position.

When an employee is not at the top of their salary range, they are eligible for a step increase. The amount of the step increase is based on their performance the previous 12 months. Any step increase applied to an employee's salary increases the base salary amount for that employee.

Step increases are provided to eligible employees during the first full pay period in February. Those employees that are paid at the top of their salary range are not eligible for any salary step increases.

#### **6.5.78      Anti-Spiking Policy Related to Salaries**

The intent of the Board of Directors is to reduce the possibility of increasing the retirement liability of the District, as well as forbid the policy of spiking salaries for the purpose of increasing retirement. The Board of Directors recognizes the benefits of allowing the General Manager the authority to award step increases based on actual work performance and merit. The Board further desires to keep employee salaries at pace with inflation.

The assumptions used by CalPERS in calculating the actuarial projections in retirement costs includes a component related to the amount of increase in salary each employee will receive. The assumptions are based on the age of employee, and number of years of service. Each year, the actuarial valuation is

updated using actual salary costs, so the actuarial assumptions are not interdependent from year to year. The total CalPERS table will be used to calculate the assumed base salary increase for each employee. This will form the proposed compensation budget, and will ensure that salary increases do not exceed those assumed by CalPERS.

~~The intent of the Board of Directors is to reduce the possibility of increasing the retirement liability of the District, as well as forbid the policy of spiking salaries for the purpose of increasing retirement. The Board of Directors recognizes the benefits of allowing the General Manager the authority to award step increases based on actual work performance and merit. The Board further desires to keep employee salaries at pace with inflation.~~

-The General Manager has the authority to determine the specific advancement within the salary range for each employee, and to determine and award an Annual Cost of Living Adjustment (generally based on the CPI West index) under the condition that the total increase for all employees does not exceed the total assumed increase used by CalPERS. The total assumed increase used by CalPERS will be included in the proposed compensation budget. Upon Board approval of the budget, the General Manager has the authority to award a combination of merit and COLA increases within the total amount of the compensation budget. The assumed step increase used by CalPERS is defined as the total assumed increase in payroll costs for the district. Should the total increase in payroll costs for recommended step increases exceed the estimated assumed merit increase used by CalPERS, the General Manager will obtain Board approval prior to implementation.

Any COLA awarded will be implemented effective as of July 1<sup>st</sup> of during the first pay period of the new fiscal year.

#### Revision History:

Revision Date	Description of Changes	Requested By

# AGENDA ITEM IV-2

## STAFF REPORT

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To: Board of Directors

From: Paul Helliker, General Manager  
Donna Silva, Director of Finance

Date: August 28, 2019

Subject: Compensation Study – Approval of Compensation Schedules

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### **RECOMMENDED ACTION**

Review results of Compensation Study and approve San Juan Water District Compensation Schedules A and B.

### **BACKGROUND**

Board policy #HR-6.5 “Employee Compensation” states that it is the intention of the District to recruit and retain talented, results-driven employees to support the District’s mission, values and goals.

One way to achieve this intention is through the market position of the District’s Compensation package. In 2001 the Board set salary ranges at the 75<sup>th</sup> percentile. In 2006 the Board set the compensation level for District positions to be 10% above the market average, and did the same again after the 2015 compensation study.

Subsequent to the 2015 compensation study, the Board of Directors amended the Compensation Policy to state that the target position will be set by the Board after reviewing the survey results.

The policy requires periodic Compensation Studies (approximately every four years or sooner as deemed necessary or as directed by the board). Since it has been four years since the last compensation study, the District hired Bryce Consulting to perform a new study. The study was done in conjunction with the Carmichael Water District, in order to realize cost savings since both Districts use similar comparator agencies.

The compensation study performed by Bryce Consulting was prepared using the parameters contained within the Board’s Compensation Policy and the comparator agencies selected and approved by the Board at their meeting on February 25, 2019.

The study was reviewed by the Personnel Committee on May 20, 2019, and by the Board of Directors at the May 22, 2019, Board Meeting. The Board decided to

hold the item over to the June 26, 2019, Board Meeting in order to have more time to study the results. At the June 26, 2019 the Board decided that the target market position was “market median”. Since the existing compensation policy says that it will be at least “market average”, staff brought forth an amendment to the policy, which was on this evenings agenda, prior to this item, proclaiming that it would not be less than “market median”.

## CURRENT STATUS

Upon receiving Board direction, Bryce Consulting prepared a new compensation schedule, to reflect market median. While preparing the new compensation schedule the consultant noticed that adjusting total compensation down to market median would mean unreasonably drastic reductions to hourly rates for some positions. Some positions would have had base pay so low that they would have been very difficult to recruit for when needed. Instead of adjusting total compensation to market median, the consultant adjusted the top end of the pay scale by the amount that total compensation was above market median. The result is a District wide compensation schedule that is 2% above median, but has pay rates that are above minimum wage and in line with the market. Total compensation under this methodology is still below market average.

After creating the new compensation schedule as described above, the consultant applied the District’s annual cost of living adjustment (COLA) to the new compensation schedule. The consultant recommended awarding a COLA to the new schedule as most, if not all, of the comparator agencies will be applying COLA’s as well, and if the District did not, then it would fall behind its target market position. The COLA adjustment of 2.3% reflects the change in the Consumer Price Index Western Cities B for the month of March 2019.

CalPERS requires that all employees be compensated at a rate that is within an approved compensation schedule. It is customary for entities that lower their market position to have two compensation schedules. At the consultants’ recommendation, staff has created **Compensation Schedule A** (a modified version of the existing compensation schedule) and **Compensation Schedule B** (reflecting the Board directed market adjustment). Schedule B would be on the website as it reflects what is available to prospective employees.

Compensation Schedule A is “frozen”, meaning no COLA’s can be applied to it and no new positions can be added. Schedule B is for new employees hired after August 28, 2019 and for positions with maximum pay rates greater than those on Schedule A. Existing employees remain on Schedule A until the maximum pay for their position is lower than or equal to the maximum pay for their position on Schedule B. At that time, the employee moves in Schedule B and the position is eliminated from Schedule A. Schedule A, as presented this evening already has had 8 positions removed, since the maximum pay on Schedule B is greater than it

**STAFF REPORT**  
*Compensation Study*  
*Paul Helliker and Donna Silva*

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was on Schedule A. Additionally, 3 positions have been eliminated, appearing on neither Schedule A nor B. These positions, the Custodian, Field Technician and Groundskeeper have not been utilized in many years and are no longer needed.

Since Compensation Schedule A has had positions removed, and is being declared frozen, as described above, it is before the Board for approval this evening.

Existing employees in positions that have maximum pay greater than the new compensation schedule, continue to be compensated in accordance with the ranges on Schedule A. They can continue to receive merit increases and COLA's until they reach the top of their frozen range. If an employee is promoted, they promote into the position on Schedule A. Promoting into Schedule B would eliminate all incentive for employee growth, as they would be given greater responsibility and less pay.

**Attachments:**

Proposed Compensation Schedule A  
Proposed Compensation Schedule B



## SAN JUAN WATER DISTRICT COMPENSATION SCHEDULE - A\*

Effective: August 28, 2019 for all employed hired on or before August 28, 2019 \*

Non-Exempt Positions	Hourly Rate Range	
	Minimum	Maximum
Accountant	\$ 37.80	\$ 45.37
Accounting Technician I	\$ 25.59	\$ 30.71
Accounting Technician II	\$ 28.20	\$ 33.85
Accounting Technician III	\$ 31.10	\$ 37.33
CMMS/GIS Coordinator	\$ 35.12	\$ 42.15
Chief Operator	\$ 48.24	\$ 57.88
Construction Inspector I	\$ 32.65	\$ 39.18
Construction Inspector II	\$ 35.12	\$ 42.15
Construction Inspector III	\$ 38.72	\$ 46.47
Customer Service Technician I	\$ 22.65	\$ 27.19
Customer Service Technician II	\$ 24.95	\$ 29.95
Customer Service Technician III	\$ 27.52	\$ 33.03
Distribution Operator I	\$ 26.86	\$ 32.24
Distribution Operator II	\$ 29.61	\$ 35.54
Distribution Operator III	\$ 32.65	\$ 39.18
Distribution Operator IV	\$ 35.12	\$ 42.15
Engineering Technician I	\$ 31.10	\$ 37.33
Engineering Technician II	\$ 34.29	\$ 41.15
Engineering Technician III	\$ 37.80	\$ 45.37
Facilities Maintenance Helper	\$ 23.77	\$ 28.52
Facilities Maintenance Worker I	\$ 31.10	\$ 37.33
Facilities Maintenance Worker II	\$ 33.45	\$ 40.14
Finance & Administrative Services Analyst	\$ 44.83	\$ 53.79
Information Technology Technician I	\$ 31.86	\$ 38.23
Information Technology Technician II	\$ 35.12	\$ 42.15
Maintenance Chief	\$ 47.06	\$ 56.48
Meter Technician	\$ 26.86	\$ 32.24
Purchasing Agent	\$ 33.45	\$ 40.14
Utilities Coordinator	\$ 35.12	\$ 42.15
Water Efficiency Helper	\$ 22.65	\$ 27.19
Water Efficiency Lead Worker	\$ 32.66	\$ 39.18
Water Efficiency Technician I	\$ 27.52	\$ 33.03
Water Efficiency Technician II	\$ 30.33	\$ 36.40
Water Treatment Plant Operator I	\$ 32.65	\$ 39.18
Water Treatment Plant Operator II	\$ 35.12	\$ 42.15
Water Treatment Plant Operator III	\$ 38.72	\$ 46.47
Water Treatment Plant Operator IV	\$ 42.68	\$ 51.23

Exempt Positions (Annual Salaries based on 2080 Hours)	Annual Rate Range	
	Minimum	Maximum
Associate Engineer	\$ 110,635.20	\$ 132,766.40
Customer Service Manager	\$ 107,952.00	\$ 129,521.60
Engineering Services Manager	\$ 137,758.40	\$ 165,297.60
Field Services Manager	\$ 118,996.80	\$ 142,792.00
General Manager (Contract)	\$ 191,590.00	\$ 191,590.00
Operations Manager	\$ 148,262.40	\$ 177,923.20
Senior Engineer	\$ 121,971.20	\$ 146,348.80
Water Resources Manager	\$ 102,606.40	\$ 127,233.60
Water Treatment Plant Manager	\$ 127,371.20	\$ 151,748.80

\* This is a frozen Compensation Schedule. No COLA's may be applied to this schedule. This schedule is for employees hired on or before August 28, 2019 if the maximum pay for the position is greater than the maximum pay for the same position on Schedule B. When maximum pay on Schedule B is equal to or greater than maximum pay on Schedule A, the position is eliminated from Schedule A and the employee pay is governed by Schedule B. Until that time, employees may move within these ranges from either COLA's or merit pay increases, but the range itself is frozen and closed to new employees.



## SAN JUAN WATER DISTRICT COMPENSATION SCHEDULE - B

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

Non-Exempt Positions	Hourly Rate Range	
	Minimum	Maximum
Accountant	\$ 34.02	\$ 40.82
Accounting Technician I	\$ 24.01	\$ 28.81
Accounting Technician II	\$ 26.52	\$ 31.83
Accounting Technician III	\$ 29.30	\$ 35.16
Admin. Assistant - Board Secretary	\$ 36.47	\$ 43.76
CMMS/GIS Coordinator	\$ 34.70	\$ 41.64
Chief Operator	\$ 45.85	\$ 55.02
Construction Inspector I	\$ 29.30	\$ 35.16
Construction Inspector II	\$ 32.36	\$ 38.84
Construction Inspector III	\$ 35.75	\$ 42.90
Customer Service Technician I	\$ 21.96	\$ 26.35
Customer Service Technician II	\$ 24.25	\$ 29.10
Customer Service Technician III	\$ 26.79	\$ 32.15
Distribution Lead Worker	\$ 38.33	\$ 46.00
Distribution Operator I	\$ 25.74	\$ 30.89
Distribution Operator II	\$ 28.44	\$ 34.13
Distribution Operator III	\$ 31.41	\$ 37.70
Distribution Operator IV	\$ 34.70	\$ 41.64
Electrical & Instrumentation Technician	\$ 42.34	\$ 50.81
Engineering Technician I	\$ 27.33	\$ 32.79
Engineering Technician II	\$ 30.19	\$ 36.22
Engineering Technician III	\$ 33.35	\$ 40.01
Facilities Maintenance Helper	\$ 22.17	\$ 26.61
Facilities Maintenance Worker I	\$ 27.06	\$ 32.47
Facilities Maintenance Worker II	\$ 29.89	\$ 35.87
Finance & Administrative Services Analyst	\$ 41.09	\$ 49.31
Information Technology Technician I	\$ 26.52	\$ 31.83
Information Technology Technician II	\$ 29.30	\$ 35.16
Maintenance Chief	\$ 44.72	\$ 53.67
Meter Technician	\$ 25.24	\$ 30.28
Pump Station Lead	\$ 42.34	\$ 50.81
Pump Station Technician	\$ 38.33	\$ 46.00
Purchasing Agent	\$ 29.59	\$ 35.51
Utilities Coordinator	\$ 34.70	\$ 41.64
Water Efficiency Helper	\$ 21.10	\$ 25.32
Water Efficiency Lead Worker	\$ 31.41	\$ 37.70
Water Efficiency Technician I	\$ 25.74	\$ 30.89
Water Efficiency Technician II	\$ 28.44	\$ 34.13
Water Treatment Plant Operator I	\$ 25.74	\$ 30.89
Water Treatment Plant Operator II	\$ 28.44	\$ 34.13
Water Treatment Plant Operator III	\$ 31.41	\$ 37.70
Water Treatment Plant Operator IV	\$ 34.70	\$ 41.64

Exempt Positions (Annual Salaries based on 2080 Hours)	Annual Rate Range	
	Minimum	Maximum
Associate Engineer	\$ 98,259.20	\$ 114,894.40
Customer Service Manager	\$ 105,331.20	\$ 126,401.60
Director of Finance	\$ 144,830.40	\$ 173,804.80
Engineering Services Manager	\$ 136,448.00	\$ 163,737.60
Field Services Manager	\$ 107,993.60	\$ 129,584.00
General Manager (Contract)	\$ 191,588.80	\$ 191,588.80
Information Technology Manager	\$ 105,331.20	\$ 126,401.60
Operations Manager	\$ 144,830.40	\$ 173,804.80
Safety/Regulatory Compliance Specialist	\$ 90,729.60	\$ 108,888.00
Senior Engineer	\$ 108,534.40	\$ 130,228.80
Water Resources Manager	\$ 105,331.20	\$ 126,401.60
Water Treatment Plant Manager	\$ 110,718.40	\$ 132,849.60

# AGENDA ITEM IV-3

## REQUEST FOR PROPOSAL

### **CONSULTANT SERVICES FOR A SACRAMENTO REGION WATER UTILITY COLLABORATION/INTEGRATION STUDY**

#### **A. INTRODUCTION:**

A consortium of nine water supply agencies in the Sacramento Region is seeking a consultant for professional services to assist with the preparation of a Sacramento Region Water Utility Collaboration/Integration Study (Study). The nine agencies consist of Carmichael Water District, Citrus Heights Water District, City of Folsom, Del Paso Manor Water District, Fair Oaks Water District, Orange Vale Water Company, Rio Linda/Elverta Community Water District, Sacramento Suburban Water District (SSWD) and San Juan Water District (SJWD) (Agencies). For organizational purposes, SSWD will serve as the lead or coordinating agency for an evaluation of collaboration/integration opportunities considered in this feasibility and planning study.

**STUDY OBJECTIVE:** Identify ways the Agencies can become more efficient in working together to minimize cost to their customers and optimize the use of their water supplies, personnel, equipment, infrastructure and other resources, as well as improve their ability to influence state and federal policies. As part of the Study, the selected consultant should identify opportunities for coordinating or integrating policies, programs, services, projects and activities to create efficiencies, improve results and achieve an overall cost benefit to the Agencies' customers. The Scope of Work is a threshold study of the range of alternatives, which include potential integration of selected projects, programs and services, up to and including integration or consolidation of two or more of the Agencies into a single organization.

#### Background

In 2013, SSWD and San Juan Water District entered into an agreement to begin identifying opportunities to improve collaboration and potentially merge operations into one consolidated district. A Phase 1 Study, focused on high-level evaluation of three options, was completed in 2014. A Phase 2A Study, focused on governance and organizational design of one alternative, was completed in 2015.

At the June 2015 Joint Board Meeting, the SSWD Board of Directors made a decision to suspend all work on the consolidation analysis until SSWD coordinated with the SJWD Wholesale Customer Agencies (Citrus Heights Water District, Fair Oaks Water Districts, Orange Vale Water Company, and City of Folsom) to ensure that a process be developed whereby Wholesale Customer Agencies' issues and concerns can be addressed, and evaluate the independent research on SJWD water rights that SSWD commissioned. SSWD has determined that the design of this proposed Study will address these concerns, and SSWD is ready to move forward with further analysis as proposed in this RFP.

In March 2018, SSWD received correspondence from the SJWD General Manager, on behalf of the Board of Directors of SJWD, inquiring about the status of the merger discussions previously conducted by SSWD and SJWD. At SSWD's March 2018 regular Board meeting, the Board approved implementation of a 2X2 Committee to meet with SSWD's General Manager and develop goals and discussion points.

Due to interests of other local water agencies to move forward in discussions pertaining to collaboration/integration opportunities, it has now evolved into a broader level of involvement in the Sacramento Region.

### Structure and Meetings

As noted, SSWD will be responsible for administration of the project, and will be the primary contact for the consultant. The project will be overseen by a Steering Committee, composed of at least one executive from each of the Agencies. The consultant will meet with the Steering Committee as necessary, but at least once to initiate the project, and then at the end of each Activity phase. In addition, during the analysis phase of the consultant's work, the consultant will need to communicate with each agency's subject matter expert staff as required.

The consultant will also need to plan to present the results of each Activity phase to a facilitated joint meeting of the Boards of Directors/City Councils of the Agencies (a maximum of 4 meetings total for the Boards/Councils).

The consultant needs to identify in the proposal the intersection points with Agency personnel throughout the Study.

## **B. REQUESTED SCOPE OF WORK:**

### 1. SERVICES DESIRED:

The following is a requested scope of work to be utilized in submitting a response.

#### *Scope of Work Activity 1: Describe the current environment*

##### **(a) Describe the utilities, background**

Document the operational responsibilities of the various Agencies related to water services. Document the service standards, policies, procedures and organizational staffing for each agency. Provide an overview of how customers receive their water supplies in the areas served by the Agencies.

##### **(b) Inventory services offered by each Agency**

Create a template to be completed by the Agencies to identify the services offered by each Agency (i.e. water treatment and distribution, meter reading and billing, water efficiency on system and per customer basis, budgeting and accounting, etc.) Identify program/service operating goals, operating costs, water supply costs, performance data and key projects that are either planned or in execution.

Inventory Agency Capital Improvement Programs and Advanced Planning Efforts for Infrastructure and Significant Asset Management, including expected future costs.

**(c) Inventory current collaborations**

Create an inventory of current collaborations between/among the Agencies

**(d) Describe existing financial approaches**

Prepare a description of the current financial environment of the Agencies, including debt capacity and obligations, credit ratings, rate structure, financial policies, asset base, reserve levels, number of customers, annual revenues, property tax receipts, operating rates and connection fees and other relevant factors. Create a template to be completed by the Agencies to obtain information.

**(e) Identify stakeholders**

Identify current stakeholders of the Agencies and their interests {including customers (particularly those in Disadvantaged Communities), developers, employees and other stakeholders).

**(f) Review and Revise Problem Statements**

Evaluate the problem statements defined by the Agencies and recommend any additions or edits. The problem statements will help inform the scope of the Study. The draft list of problem statements accompanies this RFP as Attachment C.

*Scope of Work Activity 2: Conduct benchmarking*

**(a) Conduct peer benchmarking**

Conduct a peer benchmarking study to compare key indicators for the Agencies, such as staffing, functions provided, organization structure, and collaborative efforts. Consult with the Agencies in establishing criteria for choosing the peer agencies.

**(b) Identify and performance measures to evaluate collaboration/integration alternatives/options**

Ascertain evaluative benchmarks for the peer agencies and compare with the Agencies. At a minimum, benchmarks need to cover the following aspects of the projects/programs/organizations being assessed: 1) Legal; 2) Financial; 3) Management/Governance; and 4) Operational.

*Scope of Work Activity 3: Identify opportunities for the future*

**(a) Identify economies of scale**

Identify services or purchases that are amenable to savings due to scale. Describe the potential benefits and challenges of combining such services.

**(b) Identify opportunities and challenges for service integration**

Identify opportunities and challenges for integrating services within the Agencies. Specify which services could be integrated, the associated costs and benefits, and key factors that would need to be addressed. Recognize that there will be a growth in service connections in the future. Provide a framework for next steps and phasing of implementation.

**(c) Identify opportunities and challenges for facilities integration**

Identify opportunities and challenges for combining or integrating facilities (i.e., buildings and grounds, but not water treatment and distribution) that would create cost savings to the Agencies and their customers. Describe the potential benefit and the factors that would need to be addressed in integrating such facilities. Recognize that there will be a growth in service connections in the future. Provide a framework for next steps and phasing of implementation.

**Deliverables**

It is understood that the consultant will begin the Study by completing the scope of work activity #1, followed by activity #2 and finish with activity #3. The consultant shall provide to the Steering Committee a report at the completion of each of the three activities in the scope of work, detailing the information collected, the analysis conducted and any results or recommendations. The consultant shall also provide the Steering Committee a final report, integrating the results of the three activities and a summary of the complete project.

**2. MINIMUM QUALIFICATIONS OF CONSULTANT:**

It is expected that the proposer will have experience with public sector projects of similar nature and scope, including the ability (whether directly or through a subconsultant) to address relevant legal, financial, management/governance and operational issues. The successful proposer will demonstrate experience with a minimum of three municipally-directed projects pertaining specifically to evaluation of utility services.

**3. INSURANCE REQUIREMENTS:**

The firm or individual selected to perform the work will be required to provide with the contract insurance and indemnification in the amount shown in Exhibit B within Attachment A.

Attachments: A – Professional Services Agreement  
B – Conflict of Interest form  
C – Initial list of Problem Statements

**Attachment C**  
**Initial List of Problem Statements**

**Problem Statements**

1. Water supplies in the American River basin are becoming more variable and likely less reliable than in the past, due in part to climate change, environmental regulatory requirements and competing demands.
2. The areas served by the participating agencies were extensively developed during the second half of the last century and the water supply infrastructure installed at that time is in need of repair and replacement.
3. During normal to wet years, various water agencies in the Sacramento region have more water available under their water rights and contracts than necessary to meet customer demands, and use of this surplus water is not optimized.
4. Water supply infrastructure among the agencies in this analysis has varying levels of underutilized collection, treatment, storage and delivery capacity.
5. The agencies in this analysis face various financial and operational challenges in providing services to their customers and performing business functions.
6. The agencies in this analysis face increasing operational costs.
7. The sizes of the agencies in this analysis limit their ability to dedicate staff time to legislative, policy and regulatory issues.

**Goals**

The participating agencies will collaborate to:

1. Enhance water supply reliability by optimizing the use of surface water and groundwater supplies. Plan for and develop resilient responses to changes in water supplies that result from climate change and new regulatory requirements.
2. Repair, replace and improve water supply infrastructure and related agency assets in the most efficient and cost-effective manner possible.

3. Provide excellent service and the best value to customers.
4. Achieve more effective advocacy and the best outcomes possible on legislation and regulations in both Sacramento and Washington, D.C.

# STRATEGIC PLAN

## 2018-2022



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





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# FOREWORD

Welcome to the San Juan Water District's Strategic Plan. With its 150+ year history and now more than 60 years of operation as San Juan Water District, the District continues to provide reliable water supply for communities in Sacramento and Placer Counties. Meeting the needs of our customers for reliable, high quality water supplies in an ever-changing regulatory and hydrologic environment can be challenging and requires thoughtful planning, as elucidated in this Strategic Plan.

Our mission, vision and values are the foundation for our operations and articulate our dedication to high quality service and environmental protection. The Strategic Plan encompasses these elements and outlines the goals and objectives that we will pursue to meet our mission and achieve our vision. The Plan incorporates the principles of fiscal responsibility, customer service and operational excellence.

This plan is our roadmap for the next two to five years, and will guide our decisions on annual budgets and operating plans. The Board of Directors and District management and staff will implement these plans to ensure efficient and effective operations that meet our commitment to our retail and wholesale customers, and our goal of protecting our water rights and supplies for years to come.



Martin Hanneman  
President, Board of Directors



Paul Helliker  
General Manager

# STRATEGIC PLAN PARTICIPANTS

Ted Costa, SJWD Director  
Marty Hanneman, SJWD Director  
Ken Miller, SJWD Director  
Dan Rich, SJWD Director  
Pam Tobin, SJWD Director  
Paul Helliker, SJWD General Manager  
Donna Silva, SJWD Finance Director  
Tony Barela, SJWD Operations Manager  
Rob Watson, SJWD Engineering Services Manager  
Lisa Brown, SJWD Customer Service Manager  
George Machado, SJWD Field Services Manager  
Greg Turner, SJWD Water Treatment Plant Superintendent  
Greg Zlotnick, SJWD Water Resources Manager  
Chris von Collenberg, SJWD IT Manager  
Teri Grant, SJWD Board Secretary/Administrative Assistant  
Marcus Yasutake, City of Folsom  
Tom Gray, Fair Oaks Water District  
Sharon Wilcox, Orange Vale Water Company  
Joe Duran, Orange Vale Water Company  
John Wingerter, Orange Vale Water Company  
Dan York, Sacramento Suburban Water District  
Einar Maisch, Placer County Water Agency  
Tom Gohring, Water Forum  
Ellen Cross, Strategy Driver, Inc., Facilitator

## **MISSION STATEMENT**

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



## **VISION STATEMENT**

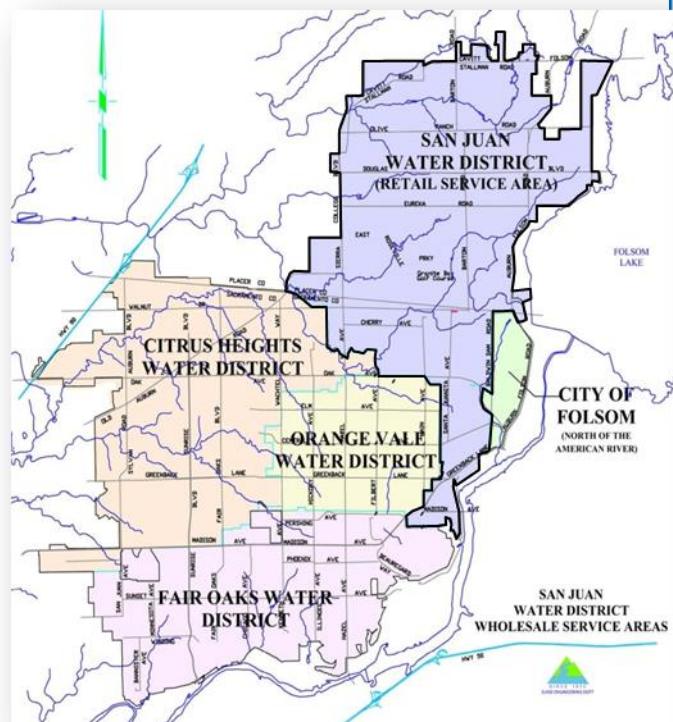
To be a recognized industry leader in the treatment and distribution of a reliable supply of safe and clean drinking water, while protecting and retaining the District's water rights and supply.

# DISTRICT OVERVIEW

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

The District provides both wholesale and retail water service. The wholesale area (which includes the District's 17 square mile retail area) covers approximately 46 square miles in northeastern Sacramento and southeastern Placer Counties. The District wholesales water to San Juan Retail, Citrus Heights and Fair Oaks Water Districts, Orange Vale Water Company, and to the City of Folsom for its customers north of the American River. The District serves a population of approximately 151,000 within its wholesale service area.

The District's existing water supply consists of three separate raw water contracts. The first source of water is a settlement contract with the U.S. Bureau of Reclamation (Reclamation) that provides, in perpetuity, for the delivery of 33,000 acre-feet of water from the American River based upon the District's water rights, which date from 1853 and 1928. The second source is a long-term contract with Reclamation for 24,200 acre-feet of Central Valley Project water that expires February 28, 2045, but which can be renewed. The third source is a contract with Placer County Water Agency for up to 25,000 acre-feet of water. All sources of surface water are either stored or flow through Folsom Lake and delivery is taken at Folsom Dam outlets, either by gravity or pumped by Reclamation's Folsom Pumping Plant.



# SAN JUAN WATER DISTRICT TIMELINE

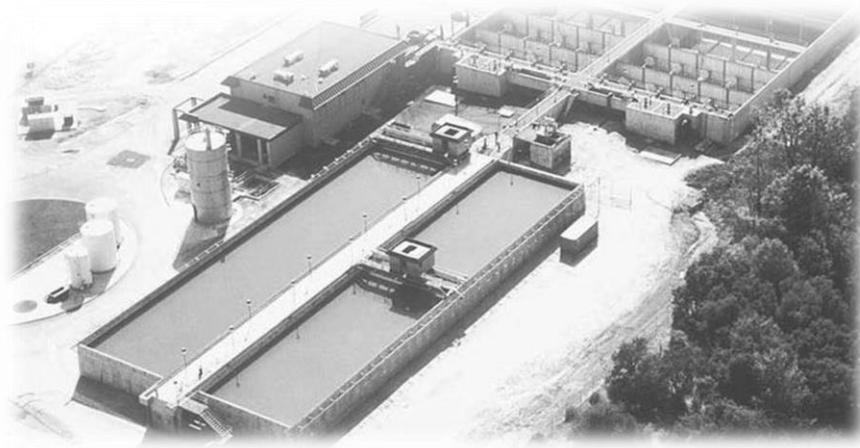
- 1853: Notice of appropriation of 3,000 miner's inches (about 60 CFS) from the North Fork of the American River for mining and agriculture posted at dam site by North Fork American River and Mining Company
- 1854: Construction of rock diversion dam on North Fork American River at Tamaroo Bar commenced; first water diversions
- 1889: Orange Vale Mutual Water Company signs a water supply contract with North Fork Ditch Company



- 1916: Hinkle Reservoir constructed on 15.4 acres of land purchased in 1902 from the Hinkle family
- 1917: Fair Oaks Irrigation District formed to irrigate 4,000 acres with water purchased from North Fork Ditch Company
- 1920: Citrus Heights Irrigation District formed to irrigate 3,157 acres with water purchased from North Fork Ditch Company
- 1928: Notice of appropriation of about 6,600 acre-feet filed in February. (This diversion right was limited to 15 cfs from June 1 thru November 1 when the final license was issued in the 1960's.)
- 1949: Congress authorizes Folsom Dam to create one-million acre foot reservoir
- 1954: Settlement agreement between Reclamation and North Fork Ditch Company: providing for Reclamation to deliver 33,000 acre feet per year at a maximum rate of 75 CFS from Folsom Reservoir
- Feb. 10, 1954: Voters create San Juan Suburban Water District
- May 25, 1954: New San Juan Suburban Water District acquires North Fork Ditch Company's water system and water rights

## SAN JUAN WATER DISTRICT TIMELINE (con't)

- May 5, 1956: Folsom Dam dedicated
- 1957: First water deliveries from Folsom Reservoir to Hinkle Reservoir
- 1962: San Juan enters into Central Valley Project (CVP) water service contract with Reclamation for additional supplies
- 1967: San Juan and Reclamation agree to reduce the CVP water service contract entitlement
- 1972: San Juan enters into contract with Placer County Water Agency for supplemental water supply
- 1979: The water treatment plant constructed and begins operating, built with a portion of the \$4.2 million bonds issued in 1973



- 1992: Congress passes Central Valley Project Improvement Act, requiring water meters for San Juan customers
- 1996: San Juan enters into Warren Act Contract with Reclamation for delivery of PCWA contract water
- 1997: Cooperative Transmission Pipeline completed and operational, providing significant increased benefits for transmission capacity and reliability for San Juan, its wholesale customer agencies and other regional partners
- 2000: Water Forum Agreement signed
- 2001: Regional Water Authority established
- 2011: Solar Facility Project completed
- 2017: Water Treatment Plant renovated after permit upgrade in 2013 to 150 MGD

# SAN JUAN WATER DISTRICT COLLABORATIONS

*“Through Orange Vale Water Company’s collaborative relationship with San Juan Water District, the Wholesale Metering Project was a huge success. The new meters provided greater accuracy in monitoring water supply and demand for our customers, enhancing overall customer confidence.” – Sharon Wilcox, Former General Manager, Orange Vale Water Company*

*“Sacramento Suburban Water District [SSWD] has enjoyed a long and successful relationship with San Juan Water District [SJWD]. The districts have worked together on multiple fronts for many decades. With the construction of the Cooperative Transmission Pipeline [CTP] in 1996, and its extension, the Antelope Transmission Pipeline, the water transmission systems of both districts were connected. Since these transmission pipelines were built, SJWD has treated SSWD surface water and delivered it to SSWD as part of a successful SSWD conjunctive use program. In 2014 and 2015, a pump station on the CTP was constructed allowing SSWD’s groundwater supplies to be pumped into SJWD in extraordinary drought and emergency situations.” – Dan Bills, Finance Director, Sacramento Suburban Water District*

*“San Juan Water District was a founding member of the Regional Water Authority in 2001 and remains a valued partner to this day.” – John Woodling, Executive Director, Regional Water Authority*

*“Through our yearlong efforts, San Juan Water District and South Placer Fire Protection District managed a successful multi-agency effort to redefine how residential fire sprinkler systems are designed and installed to provide greater confidence in their life safety operation while reducing possible cross connection water quality concerns for all new developments.” – Chief Mike Ritter, South Placer Fire Protection District*

# GOALS

The District has adopted the following goals to guide its operations. Each of these goals tells us what we want to achieve and where we are going. The objectives that relate to each goal define what we need to accomplish in the near term. Each year, District staff prepare a budget and operational plan for approval by the Board, which allocate the resources and specify the tasks necessary to achieve these objectives. Finally, performance metrics define the quantifiable indicators which we will use to measure our progress in meeting these goals.

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

## **GOAL A: Ensure Water Supply Reliability**

Ensure a high-quality water supply now and into the future that is reliable and sustainable, and while protecting the District's water rights and contracts.

### **Strategic Objectives**

1. Partner with RWA agencies and other water Districts in California to promote legislation and regulations that allow the District to accomplish its mission.
2. Develop and implement a water transfer plan, including groundwater banking and substitution transfers.
3. Re-initiate merger discussions with SSWD.
4. Plan for future droughts and climate change impacts, including implementing a robust emergency plan for Folsom operations.
5. Strategically protect water rights and other District supplies in proceedings such as those associated with the California WaterFix and the Bay-Delta Water Quality Control Plan, including promoting the Modified Flow Management Standard.
6. Update the Urban Water Management Plan, to assess supply and demand conditions and future needs.
7. Apply for federal and state grants for studies and projects to provide reliable water supplies.

## Performance Metrics

Key Performance Indicator	FY2019 Target
Amount of water transferred in groundwater substitution transfers	4,000 acre-feet
Amount of water transferred in conserved water transfers	5,000 acre-feet
Percent of grant applications we expect to be approved	> 75%
Rate of success in achieving positions adopted by Board on regulations and legislation	> 75%



## **GOAL B: Optimize Operations and Delivery for High Quality and Reliable Water**

Meet or surpass public health and regulatory requirements, operate the District's treatment and delivery systems in a sound and sustainable manner and maintain and improve the District's infrastructure to meet the needs of our customers.

### **Strategic Objectives**

1. Update the infrastructure master plan(s) to prioritize & implement infrastructure rehabilitation/replacement and align with future rate study by 2019.
2. Update Operations & Maintenance Programs and enhance technology that focuses on Prioritized, Predictive and Preventative Maintenance.
3. Implement Capital Improvement Program.
4. Implement the Hinkle Reservoir Replacement Project. Coordinate with Wholesale Customer Agencies and regional partners for optimized operation during construction.
5. Complete a review and update Safety and Regulatory Compliance Program.
6. Collaborate with Wholesale Customer Agencies to optimize water reliability and operation for mutual benefit.
7. Meet or surpass State and Federal drinking water quality goals and standards and meet all regulatory reporting goals.
8. Maintain an active Emergency Preparedness Program to plan for and manage the District's functions during an emergency and allow for an efficient and effective recovery following an emergency.

## Performance Metrics

Key Performance Indicator	FY2019 Target
Capital Improvement Projects Completed	100%
CMMS Optimization	Implement an evaluation of the current CMMS program, the District's use of the program and potential improvements to optimize the program.
% of water quality goals met	100%
% of water quality regulations met	100%
Meets 80% Turbidity Reduction Standard	100%
% of water system valves exercised annually	10%
% Backflows Tested & Certified	100%
# Residential Meters Tested	120
# Hydrant Maintenance Completed	150



## **GOAL C: Ensure Customer Service through Consistent Access and Timely Responsiveness**

Provide excellent service to our retail area customers, and promote the wise and efficient use of water. Continue to build positive relationships with Wholesale Customer Agencies.

### **Strategic Objectives**

1. Optimize availability of District information to promote transparency and customer education for common District functions and services (including rates, budget, capital projects, maintenance, value of water, etc.)
2. Implement a long-term efficiency program, which includes a robust customer engagement program that meets the State's regulatory requirements.
3. Provide accurate and timely billing for water service.
4. Ensure efficient migration of utility billing system to accounting and financial system.
5. Provide excellent customer service via a transparent and interactive service portal and timely response to requests.
6. Complete customer satisfaction survey every 5 years achieving an 85% good or excellent customer satisfaction rating for customer service.
7. Focus interactions with Wholesale Customer Agencies to promote and increase transparency, communication and collaboration where appropriate.

## Performance Metrics

Key Performance Indicator	FY2019 Target
Utilize internal website transparency tools to ensure all transparency requirements are met.	Review website each January for compliance.
Utilize multiple forms of communication including social media, website, e-blasts, newsletters, bill inserts, bill messages, town hall meetings, neighborhood meetings, and Chambers of Commerce.	Create bi-monthly WaterGram, monthly e-blast, monthly bill message, and bill inserts as necessary. Conduct annual town hall meeting and neighborhood meetings and Chamber events as requested.
Meet statewide water reduction target.	413 GPCD by December 31, 2020.
Develop list of efficiency workshop topics and create a marketing plan for each event.	January of each year.
Maintain bill accuracy.	Evaluate each billing packet for 99% accuracy or greater
Implement safeguards in billing system to prevent risk of fraud/theft and secure customer information including isolation of at risk job tasks and creating internal system software security protocols.	Evaluate billing process annually for risks.
Implement a billing system portal that will provide customers comprehensive information 24/7 regarding water use, bill pay services and customer transactions.	Evaluate customer service features annually for effectiveness and usability.

## **GOAL D: Operate the District Sustainably and in a Financially Sound Manner while Maintaining a Fair Rate Structure**

Manage the District's finances to meet funding needs and ensure that retail and wholesale water rates are fair and reasonable.

### **Strategic Objectives**

1. Implement, monitor and report on the Five Year Financial Plan against actual financial performance, to determine if rates should be adjusted to maintain a fair rate structure.
2. Develop and manage annual operating and capital budgets in alignment with the Strategic Plan. Maintain reserves at or above Board policy levels.
3. Provide monthly reporting and semi-annual forecasting of budget to actual financial data to the public and the Board of Directors.
  - a. Proactively explore and implement strategies to control costs and maximize efficiency such as: minimize debt; if debt must be issued – seek favorable debt instruments and terms to reduce debt service costs; and reduce/eliminate Unfunded Pension Liability.
4. Seek revenue diversity and stability.
5. Review operations to identify potential efficiencies or cost savings.

## Performance Metrics

Key Performance Indicator	FY2019 Target
Implement, monitor and report on the Five Year Financial Plan against actual financial performance to determine if pre-approved rate increases could be lowered and to ensure continued relevance of Financial Plan.	Present prior year actual vs. Financial Plan analysis to the Board of Directors in October of each year.
Operating expenditures as a percent of operating expense budget	< or = 100%
Capital expenditures as a percent of capital budget	< or = to 100%
Operating and Capital revenues as a percent of budget	> or = to 100%
Debt service coverage target	> or = 2 time coverage (1.15 required)
Seek revenue diversity and stability	Review and adjust fee schedule to achieve full cost recovery, effective January 1 of each year

## **GOAL E: Provide a Capable High Quality Work Force and Ensure a Safe Work Environment**

Create an environment that attracts, retains and engages a high performing diverse workforce in support of the District's mission and core values.

### **Strategic Objectives**

1. Maintain a safe work environment, committed to regulatory and safety compliance, and supported by an aligned and high quality staff training program.
2. Continue to invest in the District's most important asset – its employees – by improving and enhancing a flexible staff training and development program to meet the dynamic workforce needs and mission demands.
3. Attract and retain a skilled, diverse and engaged staff that is focused on the District's mission, vision, core values and culture.
4. Continue to optimize the District's business systems to provide the best investment and cost benefit by appropriately integrating labor with technology to deliver on the District's set goals and objectives.
5. Ensure adequate staffing levels to implement strategic priorities.
6. Identify and impart appropriate performance measures and apply those towards promoting, recognizing and compensating high performance employees.

## Performance Metrics

Key Performance Indicator	FY2019 Target
Complete a BOD/GM goals and performance review process	Annually
Percentage of Performance Evaluations and Reviews completed on time	100%
Percentage of personnel completing all their assigned safety training annually	100%
Number of Injury/Illness incidents per year resulting in time away from work	1 or less per 50 personnel
Percentage of personnel in job-related, but not required training or development programs	5% (or this target may be applied as a "Performance Measure Only")
Average Annual Training Hours per Employee	Greater than 10
Number of Open Positions longer than 6-months	Zero





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# CORE VALUES

**Accountability** – Provide excellent service to our customers and partners by acting promptly and responsively to meet their needs

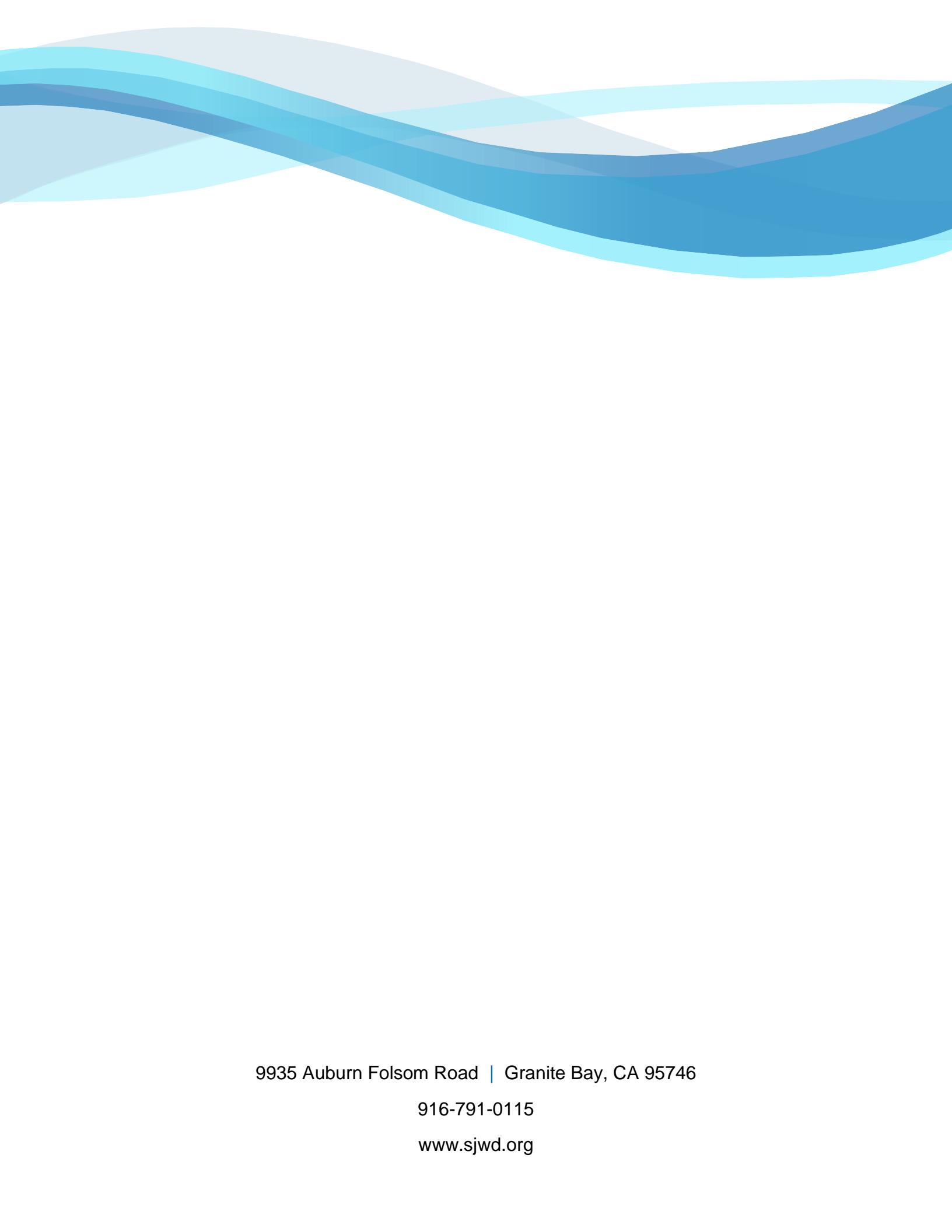
**Culture** – Make the District an enjoyable and desirable place to work and maintain a competitive and engaged work force

**Fiscal Responsibility** – Use ratepayer dollars wisely and efficiently and ensure rates are fair and reasonable

**Teamwork** – Work safely and collaboratively to accomplish the District's mission

**Innovation** – Always seek creative approaches that efficiently and cost-effectively meet changing conditions

**Integrity** – Act honestly and openly and treat others with respect and courtesy



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# Operations Plan Report Card FY 2018-19

## AGENDA ITEM IV-4

On Track	
Delayed	
Issues	

### ADMINISTRATION/WATER RESOURCES/IT

Task	Original Target Date	Updated Target Date	Completion Date	Comments
Coordinate and complete a groundwater substitution transfer from the San Juan Water District, the Fair Oaks Water District and the Citrus Heights Water District to a water agency(s) south of the Delta	9/30/2018		9/30/2018	
Water Fix – represent the American River region agencies in negotiating a settlement agreement between DWR and Reclamation, to prevent or mitigate impacts from WaterFix	9/30/2018		N/A	No longer applicable
WaterFix – oversee the management of the District's litigation on the WaterFix CEQA documents	6/30/2019		6/30/2019	
Water Quality Control Plan – lead the effort to secure approval of conserved water transfers as a central component of the region's proposed settlement agreement, and participate in the negotiations with the Administration on such an agreement	9/30/2018		N/A	No longer applicable
Organize and conduct deliberations concerning joint efforts to improve water supply reliability and potential reorganization with SSWD	6/30/2019			Moved to FY 2019-20 and task changed
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	Post-14 > 4/1/19 Pre-14 > 6/30/19 Reclamation > 3/31/19		Post-14 >3/19/19 Pre-14 >3/19/19 Rec > 2/13/19	
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD's PCWA deliveries	The 10 <sup>th</sup> of the following month		Monthly	
Complete Letter of Interest for WIFIA Low Interest financing for up to 49% of Hinkle & Kokila project cost	7/31/2018		7/31/2018	
Complete State SRF application for low interest financing for Hinkle & Kokila project	12/31/2018	begun: end tbd		Moved to FY 2019-20
Complete joint WaterSmart grant application through RWA for intertie projects	10/1/2018		4/1/2018	
Assist with the implementation of the Geographic Information System (GIS)	6/30/2019	12/30/2019		Moved to FY 2019-20
Complete a Supervisory Control and Data Acquisition (SCADA) Master Plan	4/1/2019	8/30/2019		Moved to FY 2019-20
Implement improvements to the Wonderware Software System	1/1/2019	6/30/2019	6/25/2019	
Guide candidates and potential candidates through the 2018 General Election process for three seats on the Board of Directors	8/15/2018		8/15/2018	
Hold an open house for retail and wholesale customers in October 2018	10/6/2018		10/6/2018	

### CUSTOMER SERVICE

Task	Target Date	Updated Target Date	Completion Date	Comments
Cross train customer service staff to be proficient in all customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	6/30/2019	6/30/2020		Moved to FY 2019-20
Work with Field Service staff to update manually read meters with radio or touch read meters to improve reading efficiency	6/30/2019		12/1/2018	
Work with Field Service staff to diagnose customer meter problems and repair promptly	6/30/2019	6/30/2020		This is a task that water efficiency assumed from Field.
Incorporate any recommendations from 2018 Customer Satisfaction Survey results into Customer Service processes to improve customer interaction	9/28/2018		9/28/2018	

# Operations Plan Report Card FY 2018-19

On Track	
Delayed	
Issues	

## DISTRIBUTION (Field Services)

Task	Target Date	Updated Target Date	Completion Date	Comments
Replace 20+ large commercial meters	Dec 2018	Feb 2019	2/1/2019	
Complete the backflow testing program for 2018 (100% Tested) and define and implement plan for 2019 testing operations.	Dec 2018		12/3/2018	
Achieve Air/Vacuum relief valve maintenance goal for 2018 and define and Implement plan for 2019 operations.	Dec 2018			Unable to complete due to workload and staffing availability
Evaluate the CMMS program to determine if it can be modified to meet District needs or needs replacement	Mar 2019	May 2019	7/11/19	
Complete the corrosion protection system evaluation and calibration	Jun 2019	July 2019	8-Jul-19	
Conduct evaluations of the Booster Pump Stations to identify improvements needed	Oct 2018	Dec 2018	12/14/2018	
Lower, then re-raise the infrastructure in Oak Avenue, between Hazel and Main, to accommodate the Sacramento County's road rehabilitation project	Sac County to determine		7/1/2019	
Replace the HVAC units at two pump stations	Dec 2018	Sept. 2019		Moved to FY 2019-20
Complete the Hydrant Maintenance program for 2018 and define and implement plan for 2019 testing operations.	Dec 2018			Unable to complete due to workload and staffing availability
Complete a meter replacement study in conjunction with the Citrus Heights Water District, with participation of other regional partners.	Sept 2019	Dec 2021		Moved to FY 2019-20
Complete an evaluation of the District's Comprehensive Safety Program	Dec 2018		Dec-18	
Install nine electrical service disconnects to allow for safer operations.	May 2019		2/1/2019	
Replace electric panels in the Administration Building for improved performance and safety	May 2019	Aug 2019	7/31/2019	

## ENGINEERING SERVICES

Task	Target Date	Updated Target Date	Completion Date	Comments
Complete the design, permitting and construction of FY 2018-19 Wholesale and Retail Capital Improvement Projects.	6/30/2019		6/30/2019	Substantially Completed
Complete an ADA Transition plan and pre-design analysis to determine the costs for a new building and existing building improvements as identified in the Facility Needs Assessment work done in fiscal year 2017-18	1/31/2019	4/24/2019	6/25/2019	ADA plan complete. Facilities pre-design analysis in FY 19/20.
Implementation of a replacement Geographic Information System (GIS)	6/30/2019		5/31/2019	
Complete an update of the Ordinance sections related to service connections and development	12/31/2018	6/30/2019	5/7/2019	
Complete an update of the Retail Master Plan	6/30/2019	8/30/2019	TT FY 19/20	Carried over into FY 19/20 (GIS update required first)
Update the e-based System Map and Hydraulic Model	6/30/2019		6/30/2019	

# Operations Plan Report Card FY 2018-19

On Track	
Delayed	
Issues	

## FINANCE

Task	Target Date	Updated Target Date	Completion Date	Comments
Implement the Governmental Accounting Standards Board (GASB) Pronouncement's 74 and 75 pertaining to accounting for Other Post Employment Benefits (OPEB)	12/31/2018		10/1/2018	
Complete the outsourcing of payroll processing and implement the use of electronic timesheets	12/31/2018	6/30/2019	6/20/2019	Payroll kept in house - electronic timesheets implemented.
Complete an overhaul of the Employee Manual, updating District ordinances and policies as necessary	3/31/2019	6/30/2020		Moved to FY 2019-20
Complete Disaster Preparedness Planning and Documentation for Business Continuity	6/30/2019	6/30/2020		Moved to FY 2019-20
Identify and begin preliminary planning for debt issuance for Hinkle and Kokila cover and lining replacement projects	6/30/2019		3/31/2019	
Propose updates to District's Reserve Policy	12/31/2018		9/25/2018	
Propose updates to District's Record Retention Policy	9/30/2018	6/30/2020		Moved to FY 2019-20 under Admin
Complete a Capital Facility Fee Study and recommend fee changes as identified in the study	12/31/2018	2/28/2019	2/25/2019	
Complete a Master Fee Study and recommend fee changes as identified in the study	12/31/2018	8/30/2019		Work is substantially complete - need final revisions from consultant and Board approval.
Complete a Compensation Study and identify the desired market position. Adjust compensation if necessary	6/30/2019	8/30/2019		Taken to Board for approval of Compensation Schedules on 8/28/2019

## WATER EFFICIENCY

Task	Target Date	Updated Target Date	Completion Date	Comments
Rehabilitate outdated sections of the demonstration WEL (Water Efficient Landscape) Garden (wholesale)	10/5/2018		10/5/2018	
Provide 4 educational customer workshops and an annual mulch give-a-way event (wholesale)	6/30/2019	8/17/2019	8/17/2019	
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	6/30/2019		6/30/2019	
Conduct a student art calendar contest to be distributed to all wholesale agencies	6/30/2019		5/22/2019	

# Operations Plan Report Card FY 2018-19

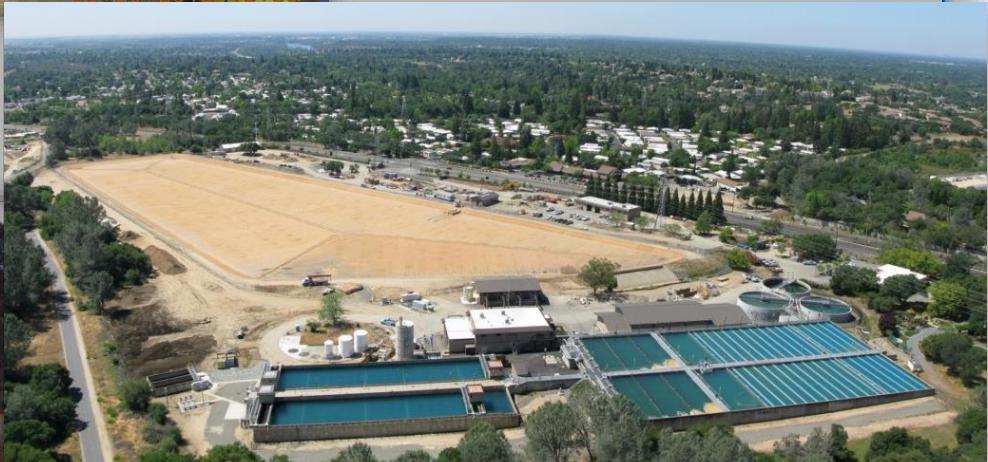
On Track	
Delayed	
Issues	

## WATER TREATMENT

Task	Target Date	Updated Target Date	Completion Date	Comments
Install external and internal chlorine reading displays	Sept 2018		9/12/2018	
Complete a study of compliance solids residuals disposal	Jul 2018	Sept 2018	9/15/2018	
Evaluate a potential conversion from chlorine to hypochlorite	Nov 2018	Dec 2019	Jul 2018	
Evaluate the CMMS program to determine if it can be modified to meet District needs or needs replacement	Mar 2019	May 2019	Jun 2019	
Complete the corrosion protection system evaluation and calibration	Jun 2019	Sept 2019		Changes in contracted staff and incorrect job quotes resulted in project delay.
Replace the Lime Feed system electric panel	Mar 2019	Sept 2019		Delays caused by extended turnover times working with engineering vendor and additional redesign.
Replace/repair the Flocculation/Sedimentation Basin drive chain	Apr 2019	Ordered	Apr 2019	
Complete repairs, replacement and painting of perimeter security fencing	Nov 2018	Nov 2019		Redefining job scope to reduce costs. Rolled over to FY 19/20
Evaluate the safety program and identify improvements needed	Dec 2018		Dec 2018	
Install window in office at the Water Treatment Plant	Jun 2019	Aug 2019		One window installed, the other delayed due to contractor availability for masonry work
Complete clarifier wall/lining leakage repair	May 2019	Nov 2019		Moved to next year to due to engineering work load.
WTP site paving, slurry seal, and re-stripe	Jun 2019	June 2020		
10 year replacement of chlorine gas pressure piping	Apr 2019	Evaluate NDT		Investigating Non-Destructive Testing (NDT). Potential cost savings near \$50,000. Carried over in to this years budget for potential evaluation and cost savings.

# OPERATIONS PLAN

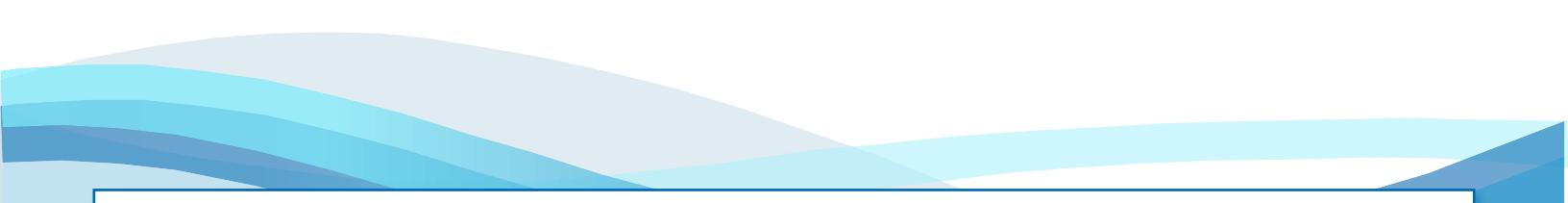
FY 2019-20



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



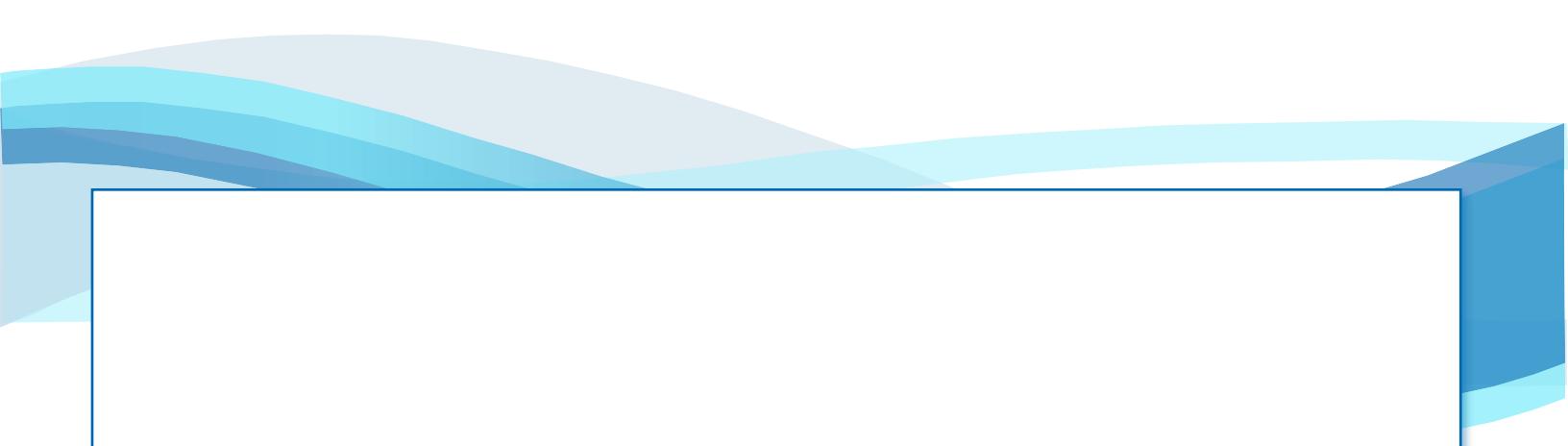
Updated 8/28/19



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# FOREWORD

This document composes the Operations Plan for the San Juan Water District for Fiscal Year 2019-20. It defines the major actions that we plan to undertake during this coming fiscal year, to achieve the goals and strategic objectives laid out in the District's Strategic Plan. The Strategic Plan encompasses our mission, vision and values, and outlines the goals and objectives that we will pursue to meet our mission and achieve our vision. The Strategic Plan incorporates the principles of fiscal responsibility, customer service and operational excellence.

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

# ADMINISTRATION/WATER RESOURCES/IT

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Water Quality Control Plan – Voluntary Agreement: participate in American River agency negotiations with the Administration to achieve adoption by the SWRCB of acceptable 15-year agreement	A	5	Ongoing	
Water Fix – engage as necessary to protect District interests as new project developed, permits sought	A	5	Ongoing	
Organize and conduct joint project with neighboring water agencies on collaboration and integration of projects and programs	A	3	2/28/20	
Manage completion of demand, treatment and conveyance capacity (DTCC) assessment study	A	5	12/31/19	
Initiate discussions with PCWA regarding potentially available treatment and conveyance capacity for their West County needs based on information developed in DTCC assessment study	A	5	6/30/20	
Initiate collaborative efforts and RFP development with WCAs for 2020 UWMP Update [due mid-2021]	A	5	6/30/20	
If conditions warrant and allow, complete actions necessary to implement a groundwater substitution and/or conserved water transfer	A	5	6/30/20	
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	A	All	Post-14 > 4/1/20 Pre-14 > 6/30/20 Reclamation > 3/31/20	

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

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD's PCWA deliveries	A	All	10 <sup>th</sup> of the following month	Monthly
Complete State SRF application for low interest financing for Hinkle & Kokila project	A	7	Work in Progress	
Assist with the implementation of the Geographic Information System (GIS)	B	2	12/30/19	
Complete a Supervisory Control and Data Acquisition (SCADA) Master Plan	B	1, 2	10/30/19	
Implement improvements to the Wonderware Software System	B	2	9/30/19	
1 <sup>st</sup> Annual SJWD Employee Kids Day	E	3	8/9/19	
Propose updates to District's Record Retention Policy	C	1	6/30/20	
Re-apply for SDLF District Transparency Certificate of Excellence	C	1	9/30/19	

# CUSTOMER SERVICE

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Cross train customer service staff to be proficient in all customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	C	3	6/30/19	
Work with Field Service staff to update manually read meters with radio or touch read meters to improve reading efficiency	C	3	6/30/19	12/1/18
Work with Field Service staff to diagnose customer meter problems and repair promptly	C	2,3	6/30/19	
Incorporate any recommendations from 2018 Customer Satisfaction Survey results into Customer Service processes to improve customer interaction	C	1, 5, 6	9/28/18	9/28/18
Modify Customer Service billing and notification practices to meet the new SB998 legislation requirements	C	1, 2, 5	2/1/20	

# DISTRIBUTION (Field Services)

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Replace failed large commercial meters	B	2	12/31/19	
Complete the backflow testing program for 2019 (100% Tested) and define and implement plan for 2020 testing operations	B	2	12/31/19	
Achieve Air/Vacuum relief valve maintenance goal for 2019	B	2	12/31/19	
Implement New CMMS for District Operations	B	2	6/30/20	
Complete electrical upgrade of Douglas Pump Station including a new mag meter	B	2	12/31/19	
Complete Valve Exercising Program. 580+ valves	B	2	12/31/19	
Complete the Hydrant Maintenance program for 2019. 300+ hydrants	B	2	12/31/19	
Complete a meter replacement study in conjunction with the Citrus Heights Water District, with participation of other regional partners	B	1, 6	12/31/2020	

# ENGINEERING SERVICES

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Complete the design and construction of the WTP Filters Basin Resurfacing, Nozzle, Media, and BW Hood Improvements Project	B	3	6/30/20	
Complete funding, planning, and design of the Hinkle Reservoir Lining and Cover Replacement Project (for Const. in 20/21)	B	4	6/30/20	
Integration of record documents with the recently implemented Geographic Information System (GIS)	B	2	6/30/20	
Complete an update of the Construction and Development Standard Details and the Construction Notes	B	3	6/30/20	
Complete an update of the Retail Master Plan	B	1	6/30/20	
Update and calibrate the RSA Hydraulic Model	B	1	6/30/20	
Complete installation of “Low Flow” pumps in the Lower (“Castellanos”) and Upper Granite Bay Pump Stations	B	2	12/31/19	
Complete the Electrical Improvements at the Bacon Pump Station	B	3	5/31/20	
Install HVAC Units at the Bacon Pump Station	B	3	10/30/19	
Complete the SJWD/PCWA Kokila Intertie	B	3	6/30/20	

# FINANCE

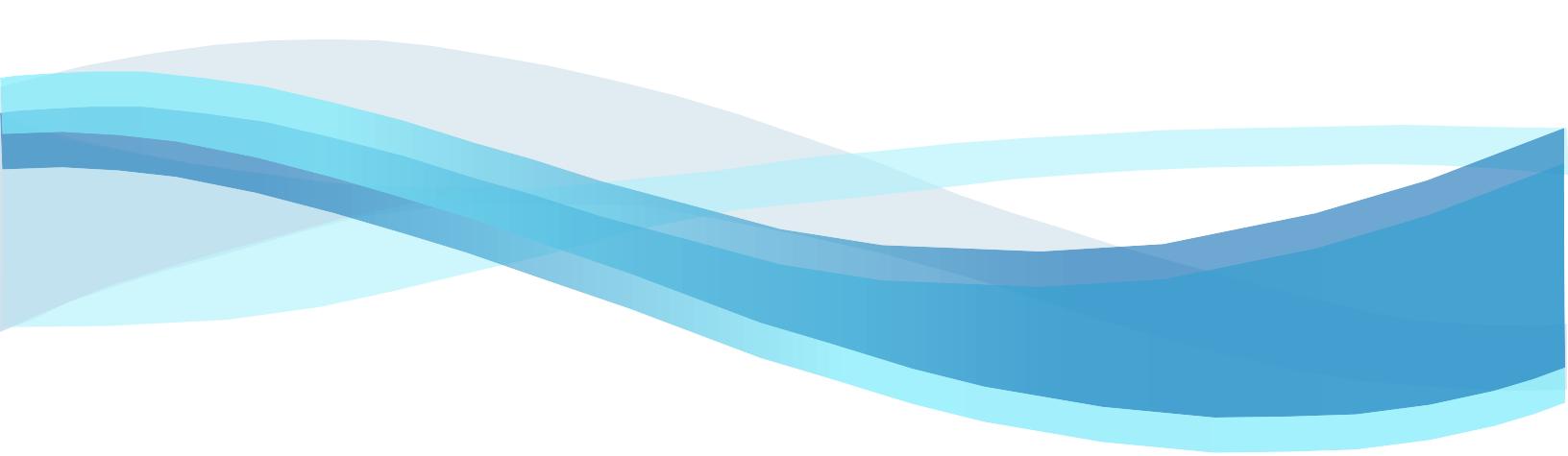
Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Complete Applications for State Revolving Loan Funds for Hinkle and Kokila Reservoir Projects	D	3 a.	12/31/19	
Complete a Master Fee Study and recommend fee changes as identified in the study	D	4	8/30/19	
Propose amendment to Compensation Policy to bring into alignment with target market position	D	3 a.	8/30/19	
Propose and implement new allocation methodology and rate schedule for Wholesale Water Rates	D	1	12/31/19	
Complete Disaster Preparedness Planning and Documentation for Business Continuity	B	8	6/30/20	
Propose amendment to Reserve Policy to change allocation of Property Tax Revenues	D	4	8/30/19	
Review Investment Policy and Propose Updates if needed	D	4	06/30/20	
Complete an overhaul of the Employee Manual, updating District ordinances and policies as necessary	E	3	6/30/19	

# WATER EFFICIENCY

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Rehabilitate outdated sections of the demonstration WEL (Water Efficient Landscape) Garden (wholesale)	C	2, 7	6/30/20	
Provide 4 educational customer workshops and an annual mulch give-a-way event (wholesale)	C	2, 7	6/30/20	
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	C	1, 2, 5	6/30/20	
Conduct a student art calendar contest to be distributed to all wholesale agencies	C	2, 7	6/30/20	

# WATER TREATMENT

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Hinkle Reservoir 48' bypass pipe cleaning and repair	B	1	3/31/20	
Complete the corrosion protection system evaluation and calibration	B	2	9/30/19	
Replace the Lime Feed system electric panel	B	3	9/30/19	
Solids Handling Building VFD replacements	B	2	12/31/19	
Tag line replacement for NW & SW hoods	B	2	6/30/20	
WS meter vault float and level switches	B	2	6/30/20	
Install window in office at the Water Treatment Plant	B	2	8/31/19	
SC200 instrument replacement (6)	B	2	11/30/20	
Purchase lab top turbidimeter (new)	B	2	10/31/19	



9935 Auburn Folsom Road | Granite Bay, CA 95746

916-791-0115

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

# REGION 4 Board Ballot

CLEAR FORM



**Please return completed ballot  
by September 30, 2019**

E-mail: [regionelec@acwa.com](mailto:regionelec@acwa.com)  
 Mail: ACWA  
 910 K Street, Suite 100  
 Sacramento, CA 95814

## General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 4 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.
- 2 Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

SAVE &amp; SUBMIT

1

### Nominating Committee's Recommended Slate

- I concur with the Region 4 Nominating Committee's recommended slate below.

**CHAIR:**

- **Mark Emmerson**, Director, Carmichael Water District

**VICE CHAIR:**

- **John Mensinger**, Director, Modesto Irrigation District

**BOARD MEMBERS:**

- **Bryan Busch**, General Manager, Reclamation District No. 2068
- **Thomas McGurk**, Director, Stockton East Water District
- **Kristin Sicke**, Assistant General Manager, Yolo County Flood Control & Water Conservation District
- **Pam Tobin**, Director, San Juan Water District
- **Dan York**, General Manager, Sacramento Suburban Water District

OR

### Individual Board Candidate Nominations

- I do not concur with the Region 4 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

**CANDIDATES FOR CHAIR: (CHOOSE ONE)**

- Mark Emmerson**, Director, Carmichael Water District
- John Mensinger**, Director, Modesto Irrigation District

**CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)**

- John Mensinger**, Director, Modesto Irrigation District
- Pam Tobin**, Director, San Juan Water District

**CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)**

- Bryan Busch**, General Manager, Reclamation District No. 2068
- Mark Emmerson**, Director, Carmichael Water District
- Thomas McGurk**, Director, Stockton East Water District
- John Mensinger**, Director, Modesto Irrigation District
- Kristin Sicke**, Assistant General Manager, Yolo County Flood Control & Water Conservation District
- Pam Tobin**, Director, San Juan Water District
- Dan York**, General Manager, Sacramento Suburban Water District

2

AGENCY NAME \_\_\_\_\_

AUTHORIZED REPRESENTATIVE \_\_\_\_\_

DATE \_\_\_\_\_

# AGENDA ITEM VI-1.1

## STAFF REPORT

---

To: Board of Directors  
From: Paul Helliker, General Manager  
Date: July 24, 2019  
Subject: General Manager's Monthly Report (June)

---

### RECOMMENDED ACTION

For information only, no action requested.

### TREATMENT PLANT OPERATIONS

#### *Water Production for June*

Item	2019	2018	Difference
Monthly Production AF	5,975.62	6,681.52	-10.6%
Daily Average MG	62.81	70.23	-10.6%
Annual Production AF	18,663.45	17,948.34	4.0%

#### *Water Turbidity*

Item	June 2019	May 2019	Difference
Raw Water Turbidity NTU	1.68	1.90	-12%
Treated Water Turbidity NTU	0.024	0.022	9%
Monthly Turbidity Percentage Reduction	98.57%	98.86%	

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

Item	2019	2018	Difference
Lake Volume AF	939,726	953,056	-1%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

\* Total Reservoir Capacity: 977,000 AF

#### *Other Items of Interest:*

- Jackie Foley certified and promoted to Water Treatment Plant Operator III
- Completed Hinkle Reservoir and 48" bypass pipeline inspections
- Completed North Backwash Hood track bearing repair
- Completed semi-annual thickener inspections
- Performed North Influent Meter verification

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

---

## SYSTEM OPERATIONS

### *Distribution Operations:*

Item	June 2019	May 2019	Difference
Leaks and Repairs	7	7	0
MainsFlushed	113	75	+38
Valves Exercised	76	56	+20
Back Flows Tested	32	11	+21
Customer Service Calls	56	61	-5

### *Distribution System Water Quality:*

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

### *Other Items of Interest:*

- None

## CUSTOMER SERVICE ACTIVITIES

### *Billing Information for Month of June*

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5172	819	206	24

### *Water Efficiency Activities*

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
10	458	7	31

### *Other Activities*

- 20 people attended an Organic Gardening workshop with Marlene Simon, the plant lady on Saturday, June 15<sup>th</sup>.

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

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

Project Title	Description	Status	Issues / Notes
Ali Minor Subdivision	3-Lot Subdivision (7911 Hazel Ave)	Approved for Construction	Under Construction
Barton Ranch	10-Lot Subdivision (8190 Barton Rd)	In Construction	Nearing completion. Water done, except for Punchlist items,
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	Approved for Construction	Planning for summer 2019 const.
Colinas Estates	10-Lot Subdivision (8137 Joe Rodgers)	In Construction	Nearing Completion. Water is done.
Eureka at GB (former Micherra Place Proj.)	28 Condominium Units (SW Cor. Eureka & AFR)	Approved for Construction	Planning for 2019 const. start.
GB Memory Care	Commercial Business (6400 Douglas Blvd)	In Design Review	Planning for 2019 const. start
Greyhawk III	44 high-density & 28 SFR lots (NE Cor. Eureka & SCB)	In Design Review	Planning for 2019 const. start
Wellquest Senior Living (prior Ovation)	Commercial Business (114-Unit 2-story Assisted Living Facility; 9747 Sierra College Blvd.)	Approved for Construction	Under construction.
Placer County Retirement Residence	Commercial Business (145-Unit Multi-story Assisted Living Facility; 3865 Old Auburn Rd)	In Design Review	Planning for 2019 const. start
Pond View	Commercial Business (5620 5630 5640 Douglas Blvd)	Approved for Construction	Planning to begin const in 2019
SPFD Station 15	Fire Station Bldg Improvements, with water service upgrades	In Construction	Nearing completion. Water done.
Quarry Ridge Prof. Office Park	Comm Business (4 parcels to develop 4 gen/med office Bldgs; NE Corner of Douglas and Berg)	In Design Review	Planning to begin const in summer 2019
Rancho Del Oro	89 Lot Subdivision (Olive Ranch & Cavitt Stallman)	Will need re-approval for Construction	On hold pending County and Envr Approvals
Self Parcel Split (3600 & 3630 Allison Ave)	4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.)	In Construction	Under Construction
The Park at Granite Bay	56 lot Subdivision (SCB south of Annabelle)	Approved for Construction	Mass grading done. Re-start in 2019.
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	
Ventura of GB	33-Lot Subdivision (6832 Eureka Rd)	In Design Review	
Whitehawk I	24-Lot Subdivision (Douglas, west of Barton)	In Design Review	Planning Dept review underway
Whitehawk II	56-Lot Subdivision (Douglas, west of Barton)	In Design Review	Planning Dept review underway. Likely to build before Whitehawk I.

## ENGINEERING - CAPITAL PROJECTS

### Status Update for Current Retail Projects

Project Title	Description	Status	Issues / Notes
Douglas Blvd Main Replacement	Replacement of ±4,125-LF of old steel main with new 16-in and 12-in pipeline between Auburn Folsom Rd and Hidden Lakes Dr.	Construction Complete	In closeout
Dambacher Drive Services Replacement	Replacement of ±19 aged, corroded steel service taps with new bronze saddle taps to reduce potential for failures and leaks	Construction Complete	In closeout
Lou Place Main Replacement	Replacement of approximately 460-LF of aged main and 4 services on Lou Place between Troy Way and Crown Point Vista	Construction Complete	In closeout
Edward Ct Main Replacement	Replacement of approximately 300-LF of aged main and 3 services on between Lou Place and the south end of Edward Court	Construction Complete	In closeout
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design Phase	Working with property owner for easement
Cavitt Stallman 12" (Oak Pines to Sierra Ponds)	Install new pipeline on Cavitt Stallman between Oak Pines Lane and Sierra Ponds Lane	In Design	Will delay construction to FY 20/21
Cavitt Stallman 12" (Mystery Cr to Oak Pines)	Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln.	In Design	Construction in FY 19/20
Woodminister Services Replacements	Replace 18 aged services	In Design	Construction in FY 19/20
Redbud/Lupin/Meadowlark Services Replmts	Replace 43 aged services	Construction Complete	In closeout
Sandstone & Auberry to Hill Rd 8" Ext & Serv	Replace pipeline and services	Construction Complete	In closeout
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA	In Design	Working with RWA on Grant Funding

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

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues / Notes</b>
Mooney Tank Building New Roof	Replace the existing aged roof before failure	Design consultant is selected.	Reviewing options to reduce cost. Const in FY 20/21
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	In Construction	
Douglas PRS ("Grosvenor PRS")	Rehabilitation of an existing Pressure Reducing Station (PRV) located on Douglas near Grosvenor	In Construction	
Eastridge Dr CV Station	Design and construct CV station between Sierra and Gravity Zones. Needed to supply 3,125-gpm fire flow for the Wellquest project on SCB	In Design	Bundling to bid with other two planned PRS's
Vactor Solids Handling Station	Design and construct a storage and drying station for managing the vactor truck solids.	Design completed.	Const in FY 20/21
UGB & LGB Low Flow Pumps and LGB/CP MOV	Installation of two new low flow pumps, one each at the Lower and Upper Granite Bay pump stations	In Design. Pumps are being pre-purchased	Installation and commissioning in FY 19/20

*Status Update for Current Wholesale Projects*

<b>Project Title</b>	<b>Description</b>	<b>Status (% Complete)</b>	<b>Issues/ Notes</b>
WTP Thickeners Lining	Clean, repair and line the interior walls and floor of the three thickeners to eliminate leakage and protect the concrete and reinforcing from damage	In Design. Bidding in FY 19/20.	
FO-40 T-Main Relining	Relining of the existing ±11,000 foot long steel pipeline	Construction completed	Completing punchlist items.
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner	In pre-design phase. Planning to operate WTP without Hinkle.	Applying for SRF funding
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
WTP On-Site Residuals Management Improvement Project	Management of the WTP residuals disposal area and improvements needed to meet regulatory requirements.	In Design Phase.	Const in FY 19/20

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

Training Course	Staff
Active Threat Awareness	Customer Service Department
Workplace Violence Prevention	All Customer Service Department
Temporary Traffic Control - CAMUTCD	FS and WTP Maintenance
Temporary Traffic - Control Flagging	FS and WTP Maintenance
Heat Illness Prevention Program - Update	Managers and Supervisors (Leads & Chiefs)
Forklift Recertification (Part 1)	FS and WTP

**FINANCE/BUDGET***See attached*



San Juan Water District, CA

# Wholesale Operating Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 06/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - WHOLESALE</b>					
<b>Revenue</b>					
41000 - Water Sales	12,666,300.00	12,666,300.00	1,361,822.90	12,826,998.56	-160,698.56
43000 - Rebate	1,500.00	1,500.00	482.93	1,677.42	-177.42
45000 - Other Operating Revenue	0.00	0.00	0.00	67,444.54	-67,444.54
49000 - Other Non-Operating Revenue	151,900.00	151,900.00	22,114.97	245,591.31	-93,691.31
Revenue Total:	<b>12,819,700.00</b>	<b>12,819,700.00</b>	<b>1,384,420.80</b>	<b>13,141,711.83</b>	<b>-322,011.83</b>
<b>Expense</b>					
51000 - Salaries and Benefits	3,514,900.00	3,514,900.00	347,757.45	3,329,599.31	185,300.69
52000 - Debt Service Expense	955,000.00	955,000.00	0.00	562,903.91	392,096.09
53000 - Source of Supply	2,006,800.00	2,006,800.00	11,915.96	1,467,720.73	539,079.27
54000 - Professional Services	887,400.00	887,400.00	36,084.91	533,692.03	353,707.97
55000 - Maintenance	450,900.00	450,900.00	42,570.29	359,163.67	91,736.33
56000 - Utilities	90,500.00	90,500.00	5,717.99	129,513.18	-39,013.18
57000 - Materials and Supplies	478,300.00	478,300.00	60,757.96	514,457.68	-36,157.68
58000 - Public Outreach	88,500.00	88,500.00	250.00	50,695.53	37,804.47
59000 - Other Operating Expenses	470,300.00	470,300.00	17,826.66	340,077.13	130,222.87
69000 - Other Non-Operating Expenses	2,700.00	2,700.00	0.00	1,473.50	1,226.50
69900 - Transfers Out	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Expense Total:	<b>11,722,200.00</b>	<b>11,722,200.00</b>	<b>522,881.22</b>	<b>7,289,296.67</b>	<b>4,432,903.33</b>
<b>Fund: 010 - WHOLESALE Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>1,097,500.00</b>	<b>1,097,500.00</b>	<b>861,539.58</b>	<b>5,852,415.16</b>	<b>-4,754,915.16</b>

**Wholesale Operating Income Statement**

For Fiscal: 2018-2019 Period Ending: 06/30/2019

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	1,097,500.00	1,097,500.00	861,539.58	5,852,415.16	-4,754,915.16
<b>Total Surplus (Deficit):</b>	<b>1,097,500.00</b>	<b>1,097,500.00</b>	<b>861,539.58</b>	<b>5,852,415.16</b>	



San Juan Water District, CA

# Wholesale Capital Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 06/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 011 - Wholesale Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	987.23	1,072,347.91	22,352.09
44000 - Connection Fees	75,000.00	75,000.00	5,602.41	124,971.00	-49,971.00
44500 - Capital Contributions - Revenue	2,285,400.00	2,285,400.00	0.00	2,601,290.06	-315,890.06
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	230,898.46	-165,898.46
49990 - Transfer In	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Revenue Total:	<b>6,297,000.00</b>	<b>6,297,000.00</b>	<b>6,589.64</b>	<b>4,029,507.43</b>	<b>2,267,492.57</b>
<b>Expense</b>					
55000 - Maintenance	3,101,000.00	3,101,000.00	923.81	2,907,892.47	193,107.53
61000 - Capital Outlay	1,755,700.00	1,755,700.00	5,011.59	205,407.02	1,550,292.98
63000 - Contributions to Others	0.00	0.00	0.00	-38,318.00	38,318.00
Expense Total:	<b>4,856,700.00</b>	<b>4,856,700.00</b>	<b>5,935.40</b>	<b>3,074,981.49</b>	<b>1,781,718.51</b>
<b>Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>1,440,300.00</b>	<b>1,440,300.00</b>	<b>654.24</b>	<b>954,525.94</b>	<b>485,774.06</b>
	<b>1,440,300.00</b>	<b>1,440,300.00</b>	<b>654.24</b>	<b>954,525.94</b>	

**Wholesale Capital Income Statement**

For Fiscal: 2018-2019 Period Ending: 06/30/2019

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
011 - Wholesale Capital Outlay	1,440,300.00	1,440,300.00	654.24	954,525.94	485,774.06
<b>Total Surplus (Deficit):</b>	<b>1,440,300.00</b>	<b>1,440,300.00</b>	<b>654.24</b>	<b>954,525.94</b>	



San Juan Water District, CA

# Retail Operating Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 06/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 050 - RETAIL</b>					
<b>Revenue</b>					
41000 - Water Sales	11,479,700.00	11,479,700.00	782,491.95	9,027,574.71	2,452,125.29
45000 - Other Operating Revenue	379,600.00	379,600.00	36,215.02	317,692.21	61,907.79
49000 - Other Non-Operating Revenue	116,200.00	116,200.00	0.00	130,662.85	-14,462.85
Revenue Total:	<b>11,975,500.00</b>	<b>11,975,500.00</b>	<b>818,706.97</b>	<b>9,475,929.77</b>	<b>2,499,570.23</b>
<b>Expense</b>					
51000 - Salaries and Benefits	4,720,300.00	4,720,300.00	455,921.45	4,567,977.98	152,322.02
52000 - Debt Service Expense	531,000.00	531,000.00	0.00	313,036.79	217,963.21
53000 - Source of Supply	3,095,300.00	3,095,300.00	234,521.37	3,027,505.28	67,794.72
54000 - Professional Services	1,213,400.00	1,213,400.00	32,928.57	688,293.64	525,106.36
55000 - Maintenance	345,800.00	345,800.00	8,326.08	247,484.56	98,315.44
56000 - Utilities	246,200.00	246,200.00	3,267.83	260,240.63	-14,040.63
57000 - Materials and Supplies	292,800.00	292,800.00	47,273.06	382,271.85	-89,471.85
58000 - Public Outreach	65,000.00	65,000.00	7,900.80	79,964.59	-14,964.59
59000 - Other Operating Expenses	577,600.00	577,600.00	24,970.88	412,815.90	164,784.10
69000 - Other Non-Operating Expenses	2,200.00	2,200.00	0.00	1,473.50	726.50
69900 - Transfers Out	275,300.00	275,300.00	0.00	0.00	275,300.00
Expense Total:	<b>11,364,900.00</b>	<b>11,364,900.00</b>	<b>815,110.04</b>	<b>9,981,064.72</b>	<b>1,383,835.28</b>
<b>Fund: 050 - RETAIL Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>610,600.00</b>	<b>610,600.00</b>	<b>3,596.93</b>	<b>-505,134.95</b>	<b>1,115,734.95</b>

**Retail Operating Income Statement**

For Fiscal: 2018-2019 Period Ending: 06/30/2019

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	610,600.00	610,600.00	3,596.93	-505,134.95	1,115,734.95
<b>Total Surplus (Deficit):</b>	<b>610,600.00</b>	<b>610,600.00</b>	<b>3,596.93</b>	<b>-505,134.95</b>	



San Juan Water District, CA

# Retail Capital Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 06/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 055 - Retail Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	987.23	1,072,347.91	22,352.09
44000 - Connection Fees	100,000.00	100,000.00	6,307.39	82,548.61	17,451.39
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	135,926.38	-70,926.38
49990 - Transfer In	275,300.00	275,300.00	0.00	0.00	275,300.00
Revenue Total:	<b>1,535,000.00</b>	<b>1,535,000.00</b>	<b>7,294.62</b>	<b>1,290,822.90</b>	<b>244,177.10</b>
<b>Expense</b>					
54000 - Professional Services	358,000.00	358,000.00	0.00	0.00	358,000.00
55000 - Maintenance	150,800.00	150,800.00	0.00	106,306.91	44,493.09
61000 - Capital Outlay	5,505,300.00	5,505,300.00	259,420.22	3,447,176.18	2,058,123.82
Expense Total:	<b>6,014,100.00</b>	<b>6,014,100.00</b>	<b>259,420.22</b>	<b>3,553,483.09</b>	<b>2,460,616.91</b>
<b>Fund: 055 - Retail Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>-4,479,100.00</b>	<b>-4,479,100.00</b>	<b>-252,125.60</b>	<b>-2,262,660.19</b>	<b>-2,216,439.81</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-4,479,100.00	-4,479,100.00	-252,125.60	-2,262,660.19	-2,216,439.81
<b>Total Surplus (Deficit):</b>	<b>-4,479,100.00</b>	<b>-4,479,100.00</b>	<b>-252,125.60</b>	<b>-2,262,660.19</b>	

**Summary****Project Summary**

<b>Project Number</b>	<b>Project Name</b>	<b>Total Revenue</b>	<b>Total Expense</b>	<b>Revenue Over/ (Under) Expenses</b>
<a href="#"><u>121965</u></a>	Oak Avenue - American River Canyon I	0.00	5,261.50	-5,261.50
<a href="#"><u>141043</u></a>	2014 Drought Response - SSWD Antel	0.00	-33,883.00	33,883.00
<a href="#"><u>171107</u></a>	FO 40 Transmission Pipeline Re-Lining	0.00	2,754,277.67	-2,754,277.67
<a href="#"><u>171109</u></a>	GIS Assessment and Implementation	0.00	157,489.94	-157,489.94
<a href="#"><u>175105</u></a>	6690-7767 Douglas Boulevard & Assoc	0.00	1,540,470.51	-1,540,470.51
<a href="#"><u>175107</u></a>	5700-5708 & 5640-5682 Main Avenue	0.00	17,206.88	-17,206.88
<a href="#"><u>175109</u></a>	9151-9219 Oak Avenue Main Replacer	0.00	17,972.75	-17,972.75
<a href="#"><u>175113</u></a>	7225-7355 Dambacher Drive	0.00	140,979.44	-140,979.44
<a href="#"><u>175117</u></a>	Bacon Pressure Zone - Olive Ranch PR	0.00	6,292.00	-6,292.00
<a href="#"><u>175119</u></a>	Bacon Pressure Zone - Cavitt Stallman	0.00	5,138.72	-5,138.72
<a href="#"><u>181105</u></a>	Lime System Control & Feeder System	0.00	25,585.24	-25,585.24
<a href="#"><u>181110</u></a>	Alum Feed Pumps Replacement	0.00	394.09	-394.09
<a href="#"><u>181120</u></a>	Lime Grit Containment - Curbing and C	0.00	18.71	-18.71
<a href="#"><u>181130</u></a>	Hinkle Reservoir Monitoring Wells Lev	0.00	24,913.76	-24,913.76
<a href="#"><u>181150</u></a>	Madison #2 Mag Meter Replacement	0.00	30,479.63	-30,479.63
<a href="#"><u>185115</u></a>	Lou Place-Tray Wy to Crown Point Vist	0.00	431,244.16	-431,244.16
<a href="#"><u>185135</u></a>	Upper & Lower GB Pump Stn Low Flow	0.00	38,245.96	-38,245.96
<a href="#"><u>185140</u></a>	Canyon Falls Village Pressure Reducing	0.00	10,908.70	-10,908.70
<a href="#"><u>185155</u></a>	Bacon Pump Station HVAC Improveme	0.00	922.90	-922.90
<a href="#"><u>185160</u></a>	Containment Area for Vacuum & Mate	0.00	25,794.00	-25,794.00
<a href="#"><u>185165</u></a>	Field Services/Engineering Building (Sh	0.00	84,185.20	-84,185.20
<a href="#"><u>185185</u></a>	Edward Court Mainline - South of Lou	0.00	181.99	-181.99
<a href="#"><u>191225</u></a>	SCADA Improvements	0.00	1,229.41	-1,229.41
<a href="#"><u>191235</u></a>	Solar Site Access Culvert Replacement	0.00	10,674.00	-10,674.00
<a href="#"><u>191260</u></a>	On-Site Residuals Management Impro	0.00	22,040.26	-22,040.26
<a href="#"><u>191275</u></a>	Clarifier Wall Lining & Leakage Repairs	0.00	20,350.00	-20,350.00
<a href="#"><u>191280</u></a>	Hinkle Reservoir Cover	0.00	40,765.04	-40,765.04
<a href="#"><u>195205</u></a>	Electrical Improvements to Field Servi	0.00	23,188.93	-23,188.93
<a href="#"><u>195210</u></a>	SCADA Radio Replacements North Phas	0.00	9,400.58	-9,400.58
<a href="#"><u>195225</u></a>	Kokila SJWD/PCWA Intertie	0.00	5,653.00	-5,653.00
<a href="#"><u>195230</u></a>	Redbud/Lupin/Meadowlark Svc Repla	0.00	435,426.32	-435,426.32
<a href="#"><u>195235</u></a>	Sandstone & Auberry Court to Hill Roa	0.00	196,125.98	-196,125.98
<a href="#"><u>195250</u></a>	Spahn Ranch Road Main Extension (2)	0.00	5,415.00	-5,415.00
<a href="#"><u>195255</u></a>	Bacon Pump Station Security Improve	0.00	4,375.00	-4,375.00
<a href="#"><u>195260</u></a>	Replace Variable Frequency Drives (3 l	0.00	74,979.56	-74,979.56
<a href="#"><u>195265</u></a>	Douglas Booster Pump Station Electric	0.00	4,352.29	-4,352.29
<a href="#"><u>195270</u></a>	SCADA Fiber Optic Comm Cabling - Ba	0.00	8,898.50	-8,898.50
<a href="#"><u>195290</u></a>	Mooney Tank Building Roof Replacem	0.00	27,695.50	-27,695.50
<a href="#"><u>195295</u></a>	Douglas (Grosvenor) PRS Improvemen	0.00	140.45	-140.45
<a href="#"><u>201505</u></a>	Hinkle Reservoir 48" Bypass Pipe Clear	0.00	923.81	-923.81
<b>Project Totals:</b>		<b>0.00</b>	<b>6,175,714.38</b>	<b>-6,175,714.38</b>

**Group Summary**

<b>Group</b>	<b>Total Revenue</b>	<b>Total Expense</b>	<b>Revenue Over/ (Under) Expenses</b>
CIP - Asset	0.00	3,454,377.19	-3,454,377.19
CIP - Capital Contribution	0.00	-33,883.00	33,883.00
CIP - Expense	0.00	2,755,220.19	-2,755,220.19
<b>Group Totals:</b>	<b>0.00</b>	<b>6,175,714.38</b>	<b>-6,175,714.38</b>

**Type Summary**

<b>Type</b>	<b>Total Revenue</b>	<b>Total Expense</b>	<b>Revenue Over/ (Under) Expenses</b>
Administration	0.00	-33,883.00	33,883.00
Engineering	0.00	3,245,901.90	-3,245,901.90
Field Services	0.00	48,982.93	-48,982.93

**Type Summary**

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Information Technology	0.00	8,898.50	-8,898.50
Water Treatment Plant	0.00	2,905,814.05	-2,905,814.05
<b>Type Totals:</b>	<b>0.00</b>	<b>6,175,714.38</b>	<b>-6,175,714.38</b>

**GL Account Summary**

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
		0.00	11,113.99	11,113.99
010-220-54120	Professional Services - Other	0.00	4,435.00	4,435.00
010-220-57120	Maintenance - Facility	0.00	18.71	18.71
011-20030	Retentions Payable	0.00	-132,340.99	-132,340.99
011-700-57120	Maintenance - Facility	0.00	2,907,892.47	2,907,892.47
011-700-61120	Capital Outlay - Land Improve...	0.00	10,674.00	10,674.00
011-700-61145	Capital Outlay - WTP & Improv...	0.00	48,019.59	48,019.59
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	65,678.80	65,678.80
011-700-61160	Capital Outlay - Equipment and..	0.00	20,595.05	20,595.05
011-700-61180	Capital Outlay - Software	0.00	39,372.49	39,372.49
011-700-74090	Contributions to Others	0.00	-38,318.00	-38,318.00
055-20030	Retentions Payable	0.00	-90,073.61	-90,073.61
055-700-61135	Capital Outlay - Pump Stations...	0.00	143,215.31	143,215.31
055-700-61140	Capital Outlay - Buildings & Im...	0.00	155,361.21	155,361.21
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	2,892,619.11	2,892,619.11
055-700-61160	Capital Outlay - Equipment and..	0.00	19,333.80	19,333.80
055-700-61180	Capital Outlay - Software	0.00	118,117.45	118,117.45
	<b>GL Account Totals:</b>	<b>0.00</b>	<b>6,175,714.38</b>	<b>6,175,714.38</b>



San Juan Water District, CA

**Balance Sheet**  
**Account Summary**  
As Of 06/30/2019

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
<b>Asset</b>					
<b>Type: 1000 - Assets</b>					
10010 - Cash and Investments	7,392,549.76	9,828,774.45	1,878,746.20	4,835,971.70	23,936,042.11
10510 - Accounts Receivable	1,143,052.76	1,281,836.31	237,003.18	3,153.76	2,665,046.01
11000 - Inventory	0.00	0.00	149,797.00	0.00	149,797.00
12000 - Prepaid Expense	103,144.85	0.00	39,685.04	0.00	142,829.89
14010 - Deferred Outflows	4,924,499.53	0.00	5,745,077.75	0.00	10,669,577.28
17010 - Capital Assets - Work in Progress	119,719.83	0.00	1,200,506.28	0.00	1,320,226.11
17150 - Capital Assets - Land Non-depreciable	98,212.00	0.00	166,272.00	0.00	264,484.00
17160 - Capital Assets - Land Improvements	814,105.59	0.00	83,970.80	0.00	898,076.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	5,527,475.04	0.00	12,574,653.04
17300 - Capital Assets - Buildings & Improvements	1,296,460.92	0.00	55,440.68	0.00	1,351,901.60
17350 - Capital Assets - Water Treatment Plant & Imp	35,529,241.69	0.00	16,000.00	0.00	35,545,241.69
17400 - Capital Assets - Mains/Pipelines & Improvements	29,288,015.94	0.00	42,097,311.77	0.00	71,385,327.71
17500 - Capital Assets - Reservoirs & Improvements	2,876,930.81	0.00	2,492,421.90	0.00	5,369,352.71
17700 - Capital Assets - Equipment & Furniture	13,623,189.97	0.00	1,051,807.09	0.00	14,674,997.06
17750 - Capital Assets - Vehicles	316,440.00	0.00	510,886.87	0.00	827,326.87
17800 - Capital Assets - Software	447,653.38	0.00	403,200.40	0.00	850,853.78
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-35,623,074.98	0.00	-27,567,347.98	0.00	-63,190,422.96
<b>Total Type 1000 - Assets:</b>		<b>70,063,516.05</b>	<b>11,110,610.76</b>	<b>34,088,254.02</b>	<b>4,839,125.46</b>
<b>Total Asset:</b>		<b>70,063,516.05</b>	<b>11,110,610.76</b>	<b>34,088,254.02</b>	<b>4,839,125.46</b>
<b>Liability</b>					
<b>Type: 1000 - Assets</b>					
10510 - Accounts Receivable	0.00	0.00	98,221.28	0.00	98,221.28
<b>Total Type 1000 - Assets:</b>		<b>0.00</b>	<b>0.00</b>	<b>98,221.28</b>	<b>0.00</b>
<b>Type: 2000 - Liabilities</b>					
20010 - Accounts Payable	193,912.06	10,882.48	118,041.59	39,295.40	362,131.53
20100 - Retentions Payable	0.00	132,340.99	0.00	140,564.66	272,905.65
21200 - Salaries & Benefits Payable	35,177.45	0.00	57,908.25	0.00	93,085.70
21250 - Payroll Taxes Payable	3,759.17	0.00	4,744.00	0.00	8,503.17
21300 - Compensated Absences	313,125.59	0.00	470,930.53	0.00	784,056.12
21500 - Premium on Issuance of Bonds Series 2017	1,935,590.64	0.00	1,077,976.74	0.00	3,013,567.38
21600 - OPEB Liability	1,868,077.67	0.00	2,435,346.48	0.00	4,303,424.15
21700 - Pension Liability	1,985,100.80	0.00	2,816,714.96	0.00	4,801,815.76

## Balance Sheet

As Of 06/30/2019

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
22010 - Deferred Income	0.00	0.00	81,604.25	0.00	81,604.25
22050 - Deferred Inflows	1,448,541.04	0.00	1,934,601.33	0.00	3,383,142.37
24200 - 2012 Bonds Payable	6,244,443.50	0.00	3,390,556.50	0.00	9,635,000.00
24250 - Bonds Payable 2017 Refunding	15,753,600.00	0.00	8,861,400.00	0.00	24,615,000.00
29010 - Other Payables	8,919.31	0.00	0.00	0.00	8,919.31
<b>Total Type 2000 - Liabilities:</b>	<b>29,790,247.23</b>	<b>143,223.47</b>	<b>21,249,824.63</b>	<b>179,860.06</b>	<b>51,363,155.39</b>
<b>Total Liability:</b>	<b>29,790,247.23</b>	<b>143,223.47</b>	<b>21,348,045.91</b>	<b>179,860.06</b>	<b>51,461,376.67</b>
<b>Equity</b>					
<b>Type: 3000 - Equity</b>					
30100 - Investment in Capital Assets	33,105,804.95	0.00	13,014,612.39	0.00	46,120,417.34
30500 - Designated Reserves	1,315,048.71	10,012,861.35	230,730.67	6,921,925.59	18,480,566.32
<b>Total Type 3000 - Equity:</b>	<b>34,420,853.66</b>	<b>10,012,861.35</b>	<b>13,245,343.06</b>	<b>6,921,925.59</b>	<b>64,600,983.66</b>
<b>Total Total Beginning Equity:</b>	<b>34,420,853.66</b>	<b>10,012,861.35</b>	<b>13,245,343.06</b>	<b>6,921,925.59</b>	<b>64,600,983.66</b>
Total Revenue	13,141,711.83	4,029,507.43	9,475,929.77	1,290,822.90	27,937,971.93
Total Expense	7,289,296.67	3,074,981.49	9,981,064.72	3,553,483.09	23,898,825.97
Revenues Over/Under Expenses	5,852,415.16	954,525.94	-505,134.95	-2,262,660.19	4,039,145.96
<b>Total Equity and Current Surplus (Deficit):</b>	<b>40,273,268.82</b>	<b>10,967,387.29</b>	<b>12,740,208.11</b>	<b>4,659,265.40</b>	<b>68,640,129.62</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>70,063,516.05</b>	<b>11,110,610.76</b>	<b>34,088,254.02</b>	<b>4,839,125.46</b>	<b>120,101,506.29</b>



San Juan Water District, CA

# Check Report

By Check Number

Date Range: 06/01/2019 - 06/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
01137	Astra Construction & Design	06/03/2019	Regular	0.00	1,886.75	54262
03534	Barrett, Devon	06/03/2019	Regular	0.00	168.97	54263
01182	Bartkiewicz, Kronick & Shanahan	06/03/2019	Regular	0.00	13,549.41	54264
01337	Central Valley Project Water Association	06/03/2019	Regular	0.00	728.21	54265
02214	County of Placer Engineering & Surveying	06/03/2019	Regular	0.00	9,109.75	54266
01423	County of Sacramento	06/03/2019	Regular	0.00	565.50	54267
01068	Glenn C. Walker	06/03/2019	Regular	0.00	1,024.80	54268
03091	Granite Bay Ace Hardware	06/03/2019	Regular	0.00	81.52	54269
03669	MFDB Architects, Inc.	06/03/2019	Regular	0.00	36,074.25	54270
02281	Ray A Morgan Company Inc	06/03/2019	Regular	0.00	66.11	54271
02293	RFI Enterprises, Inc	06/03/2019	Regular	0.00	576.76	54272
02675	VWR Funding, Inc	06/03/2019	Regular	0.00	1,830.47	54273
03715	Alcantara, Scott	06/10/2019	Regular	0.00	10.00	54274
03406	Alpha Analytical Laboratories Inc.	06/10/2019	Regular	0.00	913.00	54275
01073	Amarjeet Singh Garcha	06/10/2019	Regular	0.00	1,850.00	54276
02617	Barela, Tony	06/10/2019	Regular	0.00	10.00	54277
03594	Borges & Mahoney, Inc.	06/10/2019	Regular	0.00	643.89	54278
03316	Brown, Lisa	06/10/2019	Regular	0.00	37.71	54279
03226	Capitol Sand and Gravel Co.	06/10/2019	Regular	0.00	2,119.74	54280
01416	Corix Water Products (US) Inc.	06/10/2019	Regular	0.00	117.45	54281
03376	Del Paso Pipe & Steel Inc.	06/10/2019	Regular	0.00	23.45	54282
01554	Electrical Equipment Co	06/10/2019	Regular	0.00	1,525.31	54283
01659	Gary Webb Trucking	06/10/2019	Regular	0.00	1,957.50	54284
01681	Golden State Flow Measurements, Inc.	06/10/2019	Regular	0.00	1,801.37	54285
01733	Harris Industrial Gases	06/10/2019	Regular	0.00	36.59	54286
03502	Helliker, Paul	06/10/2019	Regular	0.00	73.83	54287
03533	M&C Bliss Enterprises Inc	06/10/2019	Regular	0.00	127.10	54288
03692	MGT of America, LLC	06/10/2019	Regular	0.00	12,600.00	54289
02131	Office Depot, Inc.	06/10/2019	Regular	0.00	70.22	54290
02150	Pace Supply Corp	06/10/2019	Regular	0.00	235.78	54291
02163	Pape' Machinery, Inc.	06/10/2019	Regular	0.00	736.74	54292
02146	PG&E	06/10/2019	Regular	0.00	10.00	54293
02283	Recology Auburn Placer	06/10/2019	Regular	0.00	643.47	54294
03183	River City Printers LLC	06/10/2019	Regular	0.00	16,765.10	54295
02328	Rocklin Windustrial Co	06/10/2019	Regular	0.00	182.74	54296
03267	Silva, Donna	06/10/2019	Regular	0.00	10.00	54297
03375	Sorensen, Elishia	06/10/2019	Regular	0.00	40.57	54298
01411	SureWest Telephone	06/10/2019	Regular	0.00	1,615.17	54299
02463	The New AnswerNet	06/10/2019	Regular	0.00	260.00	54300
01712	Turner, Greg	06/10/2019	Regular	0.00	10.00	54301
02651	United Parcel Service Inc	06/10/2019	Regular	0.00	91.86	54302
01687	W. W. Grainger, Inc.	06/10/2019	Regular	0.00	157.49	54303
03445	Zlotnick, Greg	06/10/2019	Regular	0.00	367.14	54304
03406	Alpha Analytical Laboratories Inc.	06/18/2019	Regular	0.00	4,075.00	54311
01026	American River Ace Hardware, Inc.	06/18/2019	Regular	0.00	10.66	54312
01372	City of Folsom	06/18/2019	Regular	0.00	32.48	54313
01378	Clark Pest Control of Stockton	06/18/2019	Regular	0.00	150.00	54314
01416	Corix Water Products (US) Inc.	06/18/2019	Regular	0.00	1,977.69	54315
02556	Costa, Ted	06/18/2019	Regular	0.00	428.61	54316
01494	Dewey Services Inc.	06/18/2019	Regular	0.00	86.00	54317
01651	Future Ford, Inc.	06/18/2019	Regular	0.00	84.38	54318
01659	Gary Webb Trucking	06/18/2019	Regular	0.00	1,395.00	54319
03091	Granite Bay Ace Hardware	06/18/2019	Regular	0.00	222.69	54320
03235	HD Supply Construction Supply LTD	06/18/2019	Regular	0.00	71.84	54321

## Check Report

Date Range: 06/01/2019 - 06/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03716	Janice D. Thompson & Associates, LLC	06/18/2019	Regular	0.00	10,000.00	54322
03679	L and D Landfill Limited Partnership	06/18/2019	Regular	0.00	1,195.44	54323
02024	MCI WORLDCOM	06/18/2019	Regular	0.00	125.50	54324
02146	PG&E	06/18/2019	Regular	0.00	2,609.57	54325
	**Void**	06/18/2019	Regular	0.00	0.00	54326
02281	Ray A Morgan Company Inc	06/18/2019	Regular	0.00	-540.62	54327
02281	Ray A Morgan Company Inc	06/18/2019	Regular	0.00	540.62	54327
02223	Rexel Inc (Platt - Rancho Cordova)	06/18/2019	Regular	0.00	973.85	54328
02293	RFI Enterprises, Inc	06/18/2019	Regular	0.00	51.34	54329
02302	Riebes Auto Parts, LLC	06/18/2019	Regular	0.00	132.88	54330
02328	Rocklin Industrial Co	06/18/2019	Regular	0.00	69.95	54331
02357	Sacramento Municipal Utility District (SMUD)	06/18/2019	Regular	0.00	15,131.63	54332
02514	State Water Resources Control Board - SWRCB	06/18/2019	Regular	0.00	105.00	54333
02580	The Eidam Corporation	06/18/2019	Regular	0.00	8,062.00	54334
02622	Total Compensation Systems, Inc.	06/18/2019	Regular	0.00	2,430.00	54335
02638	Tyler Technologies, Inc.	06/18/2019	Regular	0.00	9,898.55	54336
02667	US Bank Corporate Payments Sys (CalCard)	06/18/2019	Regular	0.00	12,658.17	54337
	**Void**	06/18/2019	Regular	0.00	0.00	54338
	**Void**	06/18/2019	Regular	0.00	0.00	54339
	**Void**	06/18/2019	Regular	0.00	0.00	54340
	**Void**	06/18/2019	Regular	0.00	0.00	54341
	**Void**	06/18/2019	Regular	0.00	0.00	54342
	**Void**	06/18/2019	Regular	0.00	0.00	54343
	**Void**	06/18/2019	Regular	0.00	0.00	54344
	**Void**	06/18/2019	Regular	0.00	0.00	54345
	**Void**	06/18/2019	Regular	0.00	0.00	54346
	**Void**	06/18/2019	Regular	0.00	0.00	54347
02690	Verizon Wireless	06/18/2019	Regular	0.00	1,243.94	54348
02700	Viking Shred LLC	06/18/2019	Regular	0.00	50.00	54349
03406	Alpha Analytical Laboratories Inc.	06/25/2019	Regular	0.00	1,063.00	54350
01026	American River Ace Hardware, Inc.	06/25/2019	Regular	0.00	10.66	54351
01169	Baljit & Hardiner Johl	06/25/2019	Regular	0.00	2,000.00	54352
03649	Caggiano General Engineering, Inc.	06/25/2019	Regular	0.00	40,090.60	54353
03226	Capitol Sand and Gravel Co.	06/25/2019	Regular	0.00	1,480.93	54354
03722	Conable, Andrew	06/25/2019	Regular	0.00	2,665.49	54355
01440	Conable, Curtis	06/25/2019	Regular	0.00	1,000.00	54356
02214	County of Placer Engineering & Surveying	06/25/2019	Regular	0.00	4,125.00	54357
01423	County of Sacramento	06/25/2019	Regular	0.00	1,087.50	54358
03354	Custom Grading Inc	06/25/2019	Regular	0.00	951.98	54359
03548	Digital Deployment, Inc.	06/25/2019	Regular	0.00	400.00	54360
03723	Dimeo Family	06/25/2019	Regular	0.00	720.51	54361
03719	Dry Creek Conservancy	06/25/2019	Regular	0.00	1,271.87	54362
01554	Electrical Equipment Co	06/25/2019	Regular	0.00	11,077.84	54363
03725	Fidelity National Title Company	06/25/2019	Regular	0.00	44.57	54364
03091	Granite Bay Ace Hardware	06/25/2019	Regular	0.00	196.12	54365
01706	Graymont Western US Inc.	06/25/2019	Regular	0.00	6,386.38	54366
01733	Harris Industrial Gases	06/25/2019	Regular	0.00	654.07	54367
03717	Housing Group Fund	06/25/2019	Regular	0.00	485.09	54368
01778	IDEXX Distribution, Inc.	06/25/2019	Regular	0.00	580.73	54369
03383	Inferrera Construction Management Group, Inc.	06/25/2019	Regular	0.00	31,936.00	54370
01803	International Mailing Equipment, Inc.	06/25/2019	Regular	0.00	172.67	54371
01814	J. Fletcher Creamer & Son, Inc.	06/25/2019	Regular	0.00	373,301.63	54372
01819	Joel Richard Eichman	06/25/2019	Regular	0.00	271.70	54373
03300	Meyers Fozi, LLP	06/25/2019	Regular	0.00	350.00	54374
02093	NDS Solutions, Inc	06/25/2019	Regular	0.00	235.94	54375
02131	Office Depot, Inc.	06/25/2019	Regular	0.00	437.34	54376
02150	Pace Supply Corp	06/25/2019	Regular	0.00	2,085.41	54377
03234	Pierson, Andrew	06/25/2019	Regular	0.00	115.00	54378
02223	Rexel Inc (Platt - Rancho Cordova)	06/25/2019	Regular	0.00	169.77	54379
03644	Tully & Young, Inc.	06/25/2019	Regular	0.00	2,377.50	54380
02651	United Parcel Service Inc	06/25/2019	Regular	0.00	136.37	54381

## Check Report

Date Range: 06/01/2019 - 06/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01687	W. W. Grainger, Inc.	06/25/2019	Regular	0.00	71.47	54382
01267	CalPERS OPEB	06/28/2019	Regular	0.00	160,000.00	54383
03673	Carmichael Water District	06/28/2019	Regular	0.00	14,961.14	54384
01368	Citrus Heights Water District	06/28/2019	Regular	0.00	4,165.56	54385
01374	City of Sacramento - Department of Utilities	06/28/2019	Regular	0.00	206,319.55	54386
01601	Fair Oaks Water District	06/28/2019	Regular	0.00	2,387.44	54387
01039	American Family Life Assurance Company of Colu	06/28/2019	Bank Draft	0.00	691.28	Q3869
01039	American Family Life Assurance Company of Colu	06/28/2019	Bank Draft	0.00	691.28	Q3869
01641	Sun Life Assurance Company of Canada	06/01/2019	Bank Draft	0.00	9,952.53	235552
01235	BSK Associates	06/03/2019	EFT	0.00	196.00	406046
03221	Chemtrade Chemicals Corporation	06/03/2019	EFT	0.00	4,193.22	406047
03237	GM Construction & Developers, Inc	06/03/2019	EFT	0.00	25,722.83	406048
03628	Lees Automotive Repair Inc.	06/03/2019	EFT	0.00	1,010.54	406049
02581	The Ferguson Group, LLC	06/03/2019	EFT	0.00	173.53	406050
03387	WageWorks, Inc	06/03/2019	EFT	0.00	259.15	406051
01166	Badger Daylighting Corp	06/10/2019	EFT	0.00	2,478.64	406052
01521	DataProse, LLC	06/10/2019	EFT	0.00	9,234.78	406053
01486	WAPA - Department of Energy	06/10/2019	EFT	0.00	2,598.33	406054
03628	Lees Automotive Repair Inc.	06/10/2019	EFT	0.00	11,789.99	406055
03388	Maxim Crane Works, L.P.	06/10/2019	EFT	0.00	720.00	406056
02027	Mcmaster-Carr Supply Company	06/10/2019	EFT	0.00	49.05	406057
02286	Regional Water Authority	06/10/2019	EFT	0.00	3,929.00	406058
02162	Tobin, Pamela	06/10/2019	EFT	0.00	380.40	406059
03298	United Rentals (North America), Inc.	06/10/2019	EFT	0.00	656.40	406060
02730	Western Area Power Administration	06/10/2019	EFT	0.00	7,211.00	406061
03681	Allied Electronics Inc.	06/18/2019	EFT	0.00	898.36	406062
01232	Brower Mechanical, Inc.	06/18/2019	EFT	0.00	453.00	406063
01242	Bureau of Reclamation-MPR	06/18/2019	EFT	0.00	25,740.00	406064
01486	WAPA - Department of Energy	06/18/2019	EFT	0.00	2,119.02	406065
01611	Ferguson Enterprises, Inc	06/18/2019	EFT	0.00	627.00	406066
03593	Hanneman, Martin W	06/18/2019	EFT	0.00	253.96	406067
01741	HDR Engineering, Inc.	06/18/2019	EFT	0.00	16,966.07	406068
03703	Hilts Consulting Group, Inc.	06/18/2019	EFT	0.00	27,560.00	406069
01736	MailFinance Inc	06/18/2019	EFT	0.00	489.23	406070
02027	Mcmaster-Carr Supply Company	06/18/2019	EFT	0.00	708.60	406071
03220	Solenis LLP	06/18/2019	EFT	0.00	2,866.79	406072
02572	Thatcher Company of California, Inc.	06/18/2019	EFT	0.00	4,226.40	406073
03387	WageWorks, Inc	06/18/2019	EFT	0.00	259.15	406074
03711	Western Electrical Services, Inc.	06/18/2019	EFT	0.00	9,933.22	406075
01234	Bryce HR Consulting, Inc.	06/25/2019	EFT	0.00	2,465.00	406076
01235	BSK Associates	06/25/2019	EFT	0.00	84.00	406077
03221	Chemtrade Chemicals Corporation	06/25/2019	EFT	0.00	12,567.13	406078
01055	Divers, Alan Richard	06/25/2019	EFT	0.00	5,415.00	406079
03702	Flowline Contractors, Inc.	06/25/2019	EFT	0.00	130,692.34	406080
03237	GM Construction & Developers, Inc	06/25/2019	EFT	0.00	50,622.00	406081
01721	Hach Company	06/25/2019	EFT	0.00	268.55	406082
03687	HD Supply Facilities Maintenance Ltd.	06/25/2019	EFT	0.00	200.07	406083
01741	HDR Engineering, Inc.	06/25/2019	EFT	0.00	6,482.38	406084
02158	Pacific Storage Company	06/25/2019	EFT	0.00	106.59	406085
02710	WageWorks, Inc	06/25/2019	EFT	0.00	86.00	406086
02730	Western Area Power Administration	06/25/2019	EFT	0.00	7,193.61	406087
03077	VALIC	06/14/2019	Bank Draft	0.00	4,497.13	0007810643
03077	VALIC	06/28/2019	Bank Draft	0.00	4,495.88	0007824257
03078	CalPERS Health	06/05/2019	Bank Draft	0.00	43,189.17	1001323796
03078	CalPERS Health	06/05/2019	Bank Draft	0.00	43,189.17	1001323796
03078	CalPERS Health	06/05/2019	Bank Draft	0.00	36,986.03	1001323796
03130	CalPERS Retirement	06/14/2019	Bank Draft	0.00	34,407.24	1001339863
01366	Citistreet/CalPERS 457	06/14/2019	Bank Draft	0.00	3,627.96	1001339867
03130	CalPERS Retirement	06/20/2019	Bank Draft	0.00	120.00	1001343505
03130	CalPERS Retirement	06/28/2019	Bank Draft	0.00	35,633.38	1001351008
01366	Citistreet/CalPERS 457	06/28/2019	Bank Draft	0.00	3,661.87	1001351038

**Check Report**

Date Range: 06/01/2019 - 06/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03080	California State Disbursement Unit	06/13/2019	Bank Draft	0.00	370.61	PFE4SOL6663
03080	California State Disbursement Unit	06/28/2019	Bank Draft	0.00	370.61	VCOAY3D6657
03163	Economic Development Department	06/14/2019	Bank Draft	0.00	8,640.88	1-213-006-528
03163	Economic Development Department	06/14/2019	Bank Draft	0.00	841.59	1-213-006-528
03164	Internal Revenue Service	06/14/2019	Bank Draft	0.00	50,252.26	2709565839760
03164	Internal Revenue Service	06/14/2019	Bank Draft	0.00	3,581.95	2709565839760
03164	Internal Revenue Service	06/28/2019	Bank Draft	0.00	541.21	2709579900949
03164	Internal Revenue Service	06/28/2019	Bank Draft	0.00	48,632.59	2709579900949

**Bank Code APBNK Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	173	109	0.00	1,060,305.34
Manual Checks	0	0	0.00	0.00
Voided Checks	0	12	0.00	-540.62
Bank Drafts	21	21	0.00	334,374.62
EFT's	79	42	0.00	379,886.33
	<b>273</b>	<b>184</b>	<b>0.00</b>	<b>1,774,025.67</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	173	109	0.00	1,060,305.34
Manual Checks	0	0	0.00	0.00
Voided Checks	0	12	0.00	-540.62
Bank Drafts	21	21	0.00	334,374.62
EFT's	79	42	0.00	379,886.33
	<b>273</b>	<b>184</b>	<b>0.00</b>	<b>1,774,025.67</b>

## Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	6/2019	<b>1,774,025.67</b>



San Juan Water District, CA

# Vendor History Report

## By Vendor Name

Posting Date Range 07/01/2018 - 06/30/2019

Payment Date Range -

Payable Number Item Description	Description Units	Post Date Price	1099 Amount	Payment Number Account Number	Payment Date Account Name	Amount Dist Amount	Shipping	Tax	Discount	Net	Payment
<b>Vendor Set: 01 - Vendor Set 01</b>											
<b>02556 - Costa, Ted</b>											
Exp Reimb 04-2019	Mileage Reimbursement Cal Water Policy Co	4/30/2019	54138		5/6/2019	1,113.44	0.00	0.00	0.00	1,113.44	1,113.44
Mileage Reimbursement	0.00	0.00	109.96	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	109.96 54.98 54.98	0.00	0.00	0.00	109.96	109.96
Exp Reimb 05-2019	Mileage & Expense Reimbursement-ACWA S	5/8/2019	54316		6/18/2019	428.61	0.00	0.00	0.00	428.61	428.61
Mileage & Expense Reimt	0.00	0.00	428.61	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	214.30 214.31	0.00	0.00	0.00	428.61	428.61
Exp Reimb 11-2018	ACWA Fall Conf Expense Reimbursement	11-11/30/2018	53619		12/17/2018	574.87	0.00	0.00	0.00	574.87	574.87
ACWA Fall Conf Expense I	0.00	0.00	574.87	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	287.44 287.43	0.00	0.00	0.00	574.87	574.87
<b>01916 - Miller, Ken</b>											
Exp Reimb 08-2018	Exp Reimb 08-2018-Mileage PCWA 2x2 Meet	8/31/2018	53205			1,788.51	0.00	0.00	0.00	1,788.51	1,788.51
Exp Reimb 08-2018-Milee	0.00	0.00	16.90	010-010-52110 050-010-52110	9/10/2018 Training - Meetings, Education & Trai Training - Meetings, Education & Trai	16.90 15.21 1.69	0.00	0.00	0.00	16.90	16.90
Exp Reimb 10-2018	Mileage Reimbursement -SGA 20th Annivers	10/18/2018	53478		11/13/2018	13.63	0.00	0.00	0.00	13.63	13.63
Mileage Reimbursement	0.00	0.00	13.63	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	6.82 6.81	0.00	0.00	0.00	13.63	13.63
Exp Reimb 11-2018	ACWA Fall Conference Exp Reimb 11-2018	11/30/2018	53599		12/10/2018	1,757.98	0.00	0.00	0.00	1,757.98	1,757.98
ACWA Fall Conference Ex	0.00	0.00	1,757.98	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	878.99 878.99	0.00	0.00	0.00	1,757.98	1,757.98
<b>03092 - Rich, Dan</b>											
Exp Reimb 05-2019	Expense Reimbursement-ACWA Spring Conf	5/31/2019	54453			849.79	0.00	0.00	0.00	849.79	849.79
Expense Reimbursement-	0.00	0.00	621.09	010-010-52110 050-010-52110	7/15/2019 Training - Meetings, Education & Trai Training - Meetings, Education & Trai	621.09 310.54 310.55	0.00	0.00	0.00	621.09	621.09
Exp Reimb 09-2018	Mileage Reimb-EE BBQ	9/30/2018	53350		10/15/2018	6.00	0.00	0.00	0.00	6.00	6.00
Mileage Reimb-EE BBQ	0.00	0.00	6.00	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	3.00 3.00	0.00	0.00	0.00	6.00	6.00
Exp Reimb 10-2018	Mileage Reimbursement-SGA 20th Anniversa	10/18/2018	53488		11/13/2018	9.27	0.00	0.00	0.00	9.27	9.27
Mileage Reimbursement-	0.00	0.00	9.27	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	4.64 4.63	0.00	0.00	0.00	9.27	9.27
Exp Reimb 11-2018	ACWA Fall Conference Expense Reimb 11-2011	11/30/2018	53633		12/17/2018	213.43	0.00	0.00	0.00	213.43	213.43

## Vendor History Report

Posting Date Range 07/01/2018 - 06/30/2019

Payable Number	Description	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount					
ACWA Fall Conference Ex	0.00	0.00	213.43	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	106.72 106.71					
<b>02162 - Tobin, Pamela</b>											
Exp Reimb 01-2019	Mileage Reimbursement-Various Meetings	1/31/2019		405847		<b>1,652.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,652.58</b>	<b>1,652.58</b>
Mileage Reimbursement-	0.00	0.00	160.70	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	80.35 80.35	160.70	0.00	0.00	160.70	160.70
Exp Reimb 02-2019	Exp Reimb-ACWA Conf & Mileage Various M	2/28/2019		405900		<b>286.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>286.72</b>	<b>286.72</b>
Exp Reimb-ACWA Conf &	0.00	0.00	286.72	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	143.36 143.36					
Exp Reimb 03-2019	Mileage & Parking-Various Meetings	3/31/2019		405949		<b>68.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>68.50</b>	<b>68.50</b>
Mileage & Parking-Variou	0.00	0.00	68.50	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	34.25 34.25					
Exp Reimb 05-2019	Mileage Reimbursement-Various Meetings	4/24/2019		406059		<b>35.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35.96</b>	<b>35.96</b>
Mileage Reimbursement-	0.00	0.00	35.96	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	17.98 17.98					
Exp Reimb 05-2019 #2	Mileage & Parking - Various Meetings	5/30/2019		406059		<b>344.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>344.44</b>	<b>344.44</b>
Mileage & Parking - Vario	0.00	0.00	344.44	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	172.22 172.22					
Exp Reimb 06-2019	Mileage Expense Reimbursement-Various M	6/30/2019		406127		<b>13.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13.34</b>	<b>13.34</b>
Mileage Expense Reimbu	0.00	0.00	13.34	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	6.67 6.67					
Exp Reimb 07-2018	Mileage Exp Reimb-Various Meetings& ACW	7/30/2018		405547		<b>105.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105.75</b>	<b>105.75</b>
Mileage Exp Reimb-Vario	0.00	0.00	105.75	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	52.88 52.87					
Exp Reimb 08-2018	Mileage Expense Reimbursement-Various M	8/31/2018		405608		<b>38.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.70</b>	<b>38.70</b>
Mileage Expense Reimbu	0.00	0.00	38.70	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	19.35 19.35					
Exp Reimb 09-2018	Mileage & Exp Reimb-Various Meetings	9/30/2018		405667		<b>173.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>173.33</b>	<b>173.33</b>
Mileage & Exp Reimb-Var	0.00	0.00	173.33	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	86.66 86.67					
Exp Reimb 10-2018	Mileage Reimbursement-Various Meetings	10/26/2018		405718		<b>83.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>83.93</b>	<b>83.93</b>
Mileage Reimbursement-	0.00	0.00	83.93	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	41.97 41.96					
Exp Reimb 11-2018	ACWA Fall Conference Expense Reimburesem	11/30/2018		405758		<b>321.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>321.59</b>	<b>321.59</b>
ACWA Fall Conference Ex	0.00	0.00	321.59	010-010-52110 050-010-52110	Training - Meetings, Education & Trai Training - Meetings, Education & Trai	160.80 160.79					
Exp Reimb 12-2018	Mileage Reimbursement Various Meetings	12/26/2018		405803		<b>19.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19.62</b>	<b>19.62</b>
					1/15/2019						

## Vendor History Report

Posting Date Range 07/01/2018 - 06/30/2019

Payable Number	Description		Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number		Account Name		Dist Amount				
Mileage Reimbursement	0.00	0.00	19.62	010-010-52110		Training - Meetings, Education & Trai	9.81					
				050-010-52110		Training - Meetings, Education & Trai	9.81					
					Vendors: (4)	Total 01 - Vendor Set 01:	5,404.32	0.00	0.00	0.00	5,404.32	5,404.32
					Vendors: (4)	Report Total:	5,404.32	0.00	0.00	0.00	5,404.32	5,404.32



Payroll Set: 01-San Juan Water District

<b>Employee Number</b>	<b>Employee Name</b>	<b>Pay Code</b>	<b># of Payments</b>	<b>Units</b>	<b>Pay Amount</b>
<a href="#"><u>0690</u></a>	Costa,Ted	Reg - Regular Hours	12	60.00	7,500.00
			<b>0690 - Costa Total:</b>	<b>60.00</b>	<b>7,500.00</b>
<a href="#"><u>1028</u></a>	Hanneman,Martin W	Reg - Regular Hours	12	51.00	6,375.00
			<b>1028 - Hanneman Total:</b>	<b>51.00</b>	<b>6,375.00</b>
<a href="#"><u>0670</u></a>	Miller,Ken	Reg - Regular Hours	12	44.00	5,500.00
			<b>0670 - Miller Total:</b>	<b>44.00</b>	<b>5,500.00</b>
<a href="#"><u>1003</u></a>	Rich,Daniel T	Reg - Regular Hours	12	38.00	4,750.00
			<b>1003 - Rich Total:</b>	<b>38.00</b>	<b>4,750.00</b>
<a href="#"><u>0650</u></a>	Tobin,Pamela	Reg - Regular Hours	12	83.00	10,375.00
			<b>0650 - Tobin Total:</b>	<b>83.00</b>	<b>10,375.00</b>
				<b>Report Total:</b>	<b>276.00</b>
					<b>34,500.00</b>



# Pay Code Report

## Account Summary

7/1/2018 - 6/30/2019

Payroll Set: 01-San Juan Water District

Account	Account Description	Units	Pay Amount
<a href="#"><u>010-010-58110</u></a>	Director - Stipend	138.00	17,250.00
		<b>010 - WHOLESALE Total:</b>	<b>138.00 17,250.00</b>
<a href="#"><u>050-010-58110</u></a>	Director - Stipend	138.00	17,250.00
		<b>050 - RETAIL Total:</b>	<b>138.00 17,250.00</b>
		<b>Report Total:</b>	<b>276.00 34,500.00</b>

**Pay Code Report**

Pay Code Summary

7/1/2018 - 6/30/2019

Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg	Regular Hours	60	276.00	34,500.00
		Report Total:	<b>276.00</b>	<b>34,500.00</b>

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

	July 2018 - June 2019						
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance	Revenue Variance	
San Juan Retail	11,700	\$ 3,060,820	10,864	\$ 2,992,981	(836.07)	-7.1%	\$ (67,839) -2.2%
Citrus Heights Water District	10,660	\$ 3,072,470	9,734	\$ 2,997,338	(925.96)	-8.7%	\$ (75,132) -2.4%
Fair Oaks Water District	7,526	\$ 2,203,954	6,394	\$ 2,112,128	(1,131.70)	-15.0%	\$ (91,826) -4.2%
Orange Vale Water Co.	3,920	\$ 1,039,745	3,822	\$ 1,031,804	(97.86)	-2.5%	\$ (7,940) -0.8%
City of Folsom	1,150	\$ 302,437	1,080	\$ 296,787	(69.63)	-6.1%	\$ (5,650) -1.9%
Granite Bay Golf Course	300	\$ 12,969	250	\$ 10,632	(50.50)	-16.8%	\$ (2,337) -18.0%
Sac Suburban Water District	8,400	\$ 1,482,516	13,605	\$ 2,484,158	5,204.89	62.0%	\$ 1,001,642 67.6%
Water Transfer	3,840	\$ 1,536,000	3,050	\$ 1,220,008	(789.98)	-20.6%	\$ (315,992) -20.6%
<b>TOTAL</b>	<b>47,496</b>	<b>\$ 12,710,911</b>	<b>48,799</b>	<b>\$ 13,145,836</b>	<b>1,303.19</b>	<b>2.7%</b>	<b>\$ 434,926 3.4%</b>

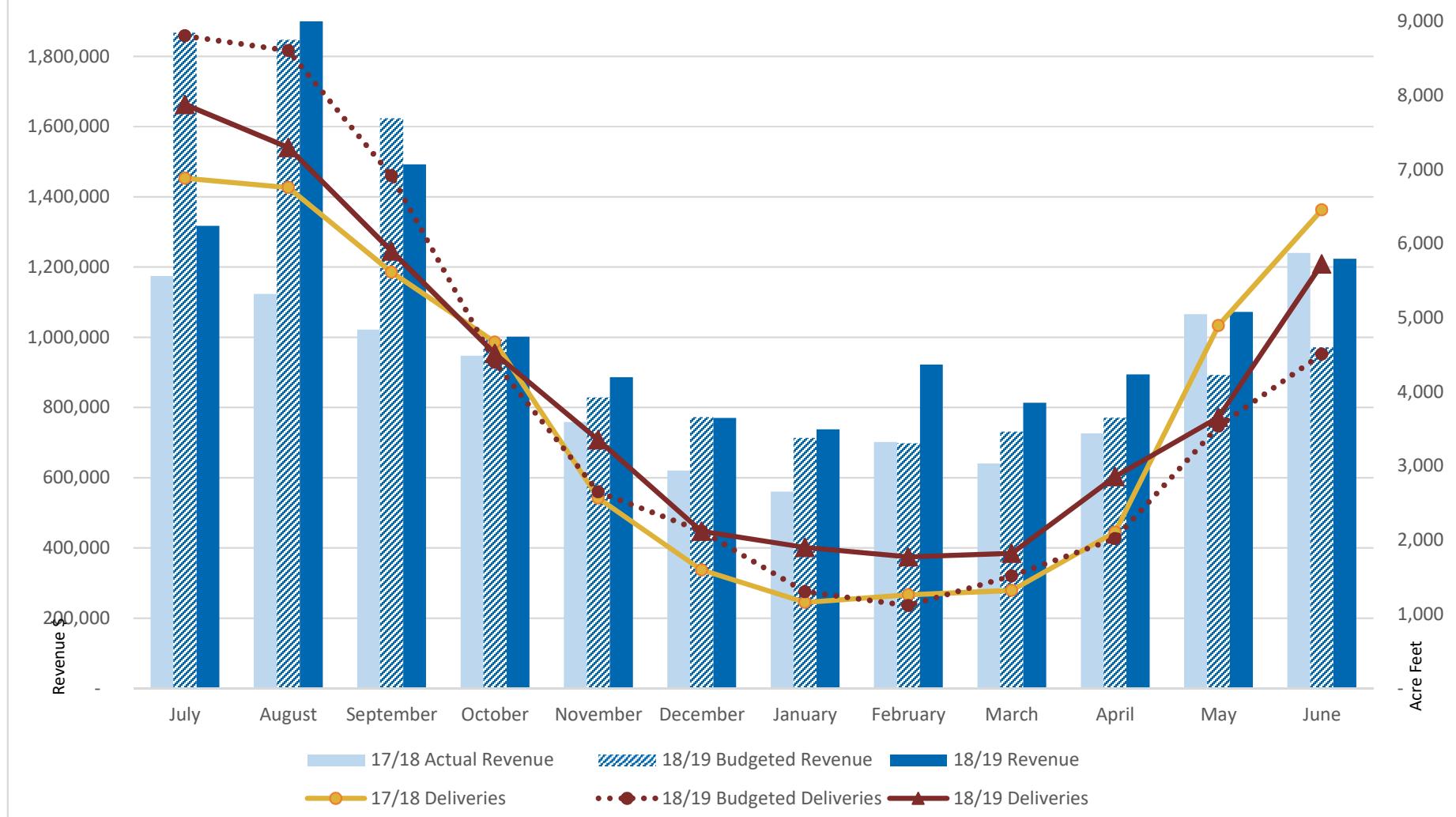
Budgeted Deliveries	47,496.00
Actual Deliveries	<u>48,799.19</u>
Difference	1,303.19
	2.7%

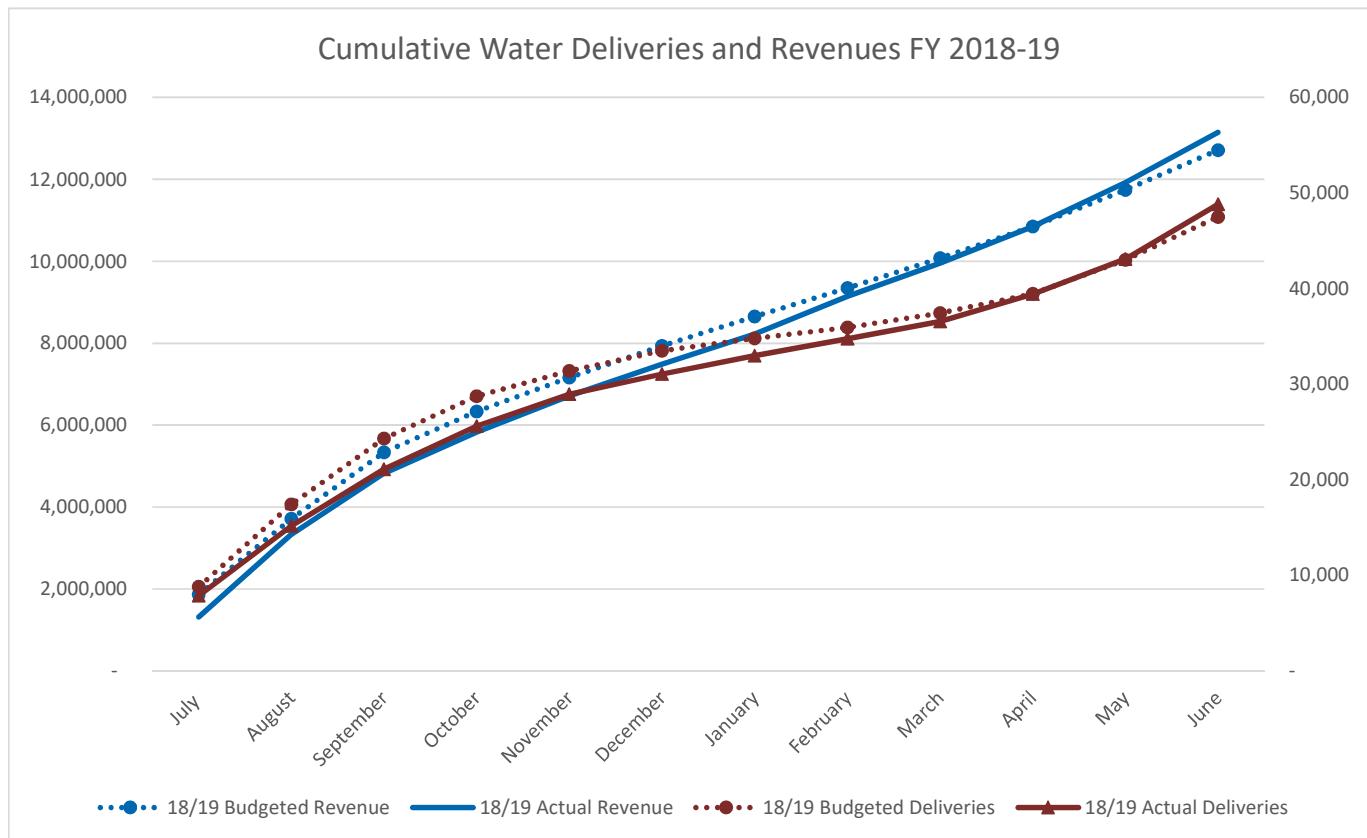
Budgeted Water Sale Revenue	\$ 12,710,911
Actual Water Sale Revenue	\$ 13,145,836
Difference	\$ 434,926
	3.4%

**Conclusion:**

All regular wholesale customer agencies took less water during the year than anticipated in the budget. However, Sacramento Suburban Water District took 62% more than anticipated, more than offsetting the negative variance. Due to issues with wells, both Citrus Heights and Fair Oaks were unable to pump the expected amount of groundwater in July, resulting in less surface water being transferred. Overall, deliveries for the year were 2.7% greater than anticipated in the budget.

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





# AGENDA ITEM VI-1.1

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: August 28, 2019  
Subject: General Manager's Monthly Report (July)

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### RECOMMENDED ACTION

For information only, no action requested.

### TREATMENT PLANT OPERATIONS

#### *Water Production for July*

Item	2019	2018	Difference
Monthly Production AF	6,896.36	7,203.28	-4.3%
Daily Average MG	72.49	75.72	-4.3%
Annual Production AF	25,559.81	25,151.62	1.6%

#### *Water Turbidity*

Item	July 2019	June 2019	Difference
Raw Water Turbidity NTU	1.48	1.68	-12%
Treated Water Turbidity NTU	0.023	0.024	-4%
Monthly Turbidity Percentage Reduction	98.46%	98.57%	

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

Item	2019	2018	Difference
Lake Volume AF	916,791	836,113	10%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

\* Total Reservoir Capacity: 977,000 AF

#### *Other Items of Interest:*

- Added to 11.4 tons of anthracite filter media to filters
- Rebuilt East Chlorine Room pressure check unit
- Performed annual filtrate pump services
- Replaced control room HVAC's failed coil
- Re-plumb maintenance room closet waterline for Facilities Needs Assessment compliance
- Perform annual asset review
- Perform annual crane/hoist inspections

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

## SYSTEM OPERATIONS

### *Distribution Operations:*

Item	July 2019	June 2019	Difference
Leaks and Repairs	8	7	+1
MainsFlushed	34	113	-79
Valves Exercised	49	76	-27
Back Flows Tested	32	32	0
Customer Service Calls	60	56	+4

### *Distribution System Water Quality:*

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

### *Other Items of Interest:*

- None

## CUSTOMER SERVICE ACTIVITIES

### *Billing Information for Month of July*

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5461	668	225	18

### *Water Efficiency Activities*

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
12	81	16	22

### *Other Activities*

- The revised Meter Box Clearance requirements became effective July 26. An informational graphic was designed to be sent with the initial letter to offer further clarification on requirements.
- The Regional Water Authority used the District's WEL Garden as the backdrop to an Ask The Expert Video with Marlene Simon.

**STAFF REPORT**

General Manager's Monthly Report

Paul Helliker

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

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues / Notes</b>
Ali Minor Subdivision	3-Lot Subdivision (7911 Hazel Ave)	Approved for Construction	Under Construction
Barton Ranch	10-Lot Subdivision (8190 Barton Rd)	In Construction	Nearing completion. Water done, except for Punchlist items,
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	Approved for Construction	Planning for 2019 const.
Colinas Estates	10-Lot Subdivision (8137 Joe Rodgers)	In Construction	Nearing Completion. Water is done.
Eureka at GB (former Micherra Place Proj.)	28 Condominium Units (SW Cor. Eureka & AFR)	Approved for Construction	Planning for 2019 const. start.
GB Memory Care	Commercial Business (6400 Douglas Blvd)	In Design Review	Planning for 2019 const. start
Greyhawk III	44 high-density & 28 SFR lots (NE Cor. Eureka & SCB)	In Design Review	Planning for 2019 const. start
Wellquest Senior Living (prior Ovation)	Commercial Business (114-Unit 2-story Assisted Living Facility; 9747 Sierra College Blvd.)	Approved for Construction	Under construction.
Placer County Retirement Residence	Commercial Business (145-Unit Multi-story Assisted Living Facility; 3865 Old Auburn Rd)	In Design Review	Planning for 2019 const. start
Pond View	Commercial Business (5620 5630 5640 Douglas Blvd)	Approved for Construction	Planning to begin const in 2019
SPFD Station 15	Fire Station Bldg Improvements, with water service upgrades	In Construction	Nearing completion. Water done.
Quarry Ridge Prof. Office Park	Comm Business (4 parcels to develop 4 gen/med office Bldgs; NE Corner of Douglas and Berg)	In Design Review	Planning to begin const in 2019
Rancho Del Oro	89 Lot Subdivision (Olive Ranch & Cavitt Stallman)	Will need re-approval for Construction	On hold pending County and Envr Approvals. Requesting County extension.
Self Parcel Split (3600 & 3630 Allison Ave)	4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.)	In Construction	Under Construction, nearing completion
The Park at Granite Bay	56 lot Subdivision (SCB south of Annabelle)	Approved for Construction	Mass grading done. Re-start in 2019.
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	
Ventura of GB	33-Lot Subdivision (6832 Eureka Rd)	In Design Review	
Whitehawk I	24-Lot Subdivision (Douglas, west of Barton)	In Design Review	Planning Dept review underway
Whitehawk II	56-Lot Subdivision (Douglas, west of Barton)	In Design Review	Planning Dept review underway. Likely to build before Whitehawk I.

## ENGINEERING - CAPITAL PROJECTS

### Status Update for Current Retail Projects

Project Title	Description	Status	Issues / Notes
Retail Master Plan Update	Update the 2005/7 Retail Master Plan	RFP issued. Soon to begin work.	
Bacon BPS HVAC Improvements	Install HVAC to provide climate conditions for controls and instrumentation	Under construction.	
SCADA Radio Replacmets – North Phase	Replace outdated 900 MHz radios with 173 MHz equipment	Under Construction	
GIS Implementation	Update the aged GIS with new software and integrate with the CMMS and FIS/CIS systems	Under Implementation	
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design Phase	Working with property owner for easement
Cavitt Stallman 12" (Mystery Cr to Oak Pines)	Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln.	In Design	Construction in FY 19/20
Woodminister Services Replacements	Replace 18 aged services	In Design	Construction in FY 19/20
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA	In Design	Working with RWA on Grant Funding
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	In Construction	
Douglas PRS ("Grosvenor PRS")	Rehabilitation of an existing Pressure Reducing Station (PRV) located on Douglas near Grosvenor	In Construction	
Eastridge Dr CV Station	Design and construct CV station between Sierra and Gravity Zones. Needed to supply 3,125-gpm fire flow for the Wellquest project on SCB	Bids received. Ready to begin construction	
UGB & LGB Low Flow Pumps and LGB/CP MOV	Installation of two new low flow pumps, one each at the Lower and Upper Granite Bay pump stations	In Design. Pumps are being pre-purchased	Installation and commission in FY 19/20

**STAFF REPORT**

General Manager's Monthly Report

Paul Helliker

**Status Update for Current Wholesale Projects**

Project Title	Description	Status (% Complete)	Issues/ Notes
WTP Thickeners Lining	Clean, repair and line the interior walls and floor of the three thickeners to eliminate leakage and protect the concrete and reinforcing from damage	In Design. Bidding in FY 19/20.	
WTP Filters Improvements	R&R Filter Materials, nozzles, and resurface spalled filter floor and wall areas	In Design	
FO-40 T-Main Relining	Relining of the existing ±11,000 foot long steel pipeline	Construction completed	Completing punchlist items.
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner	Pre-design completed. Going into Design Phase. Planning to operate WTP without Hinkle.	Applying for SRF funding
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
WTP On-Site Residuals Management Improvement Project	Management of the WTP residuals disposal area and improvements needed to meet regulatory requirements.	In Design Phase.	Const in FY 19/20

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

Training Course	Staff
Updated Heat Illness Prevention	FS and WTP
Snake Handling Policy	FS, CS, Finance and WTP
Lockout/Tagout - Update	Managers and Supervisors (Leads & Chiefs)
Confined Space Entry Review	FS and WTP

**FINANCE/BUDGET***See attached*



San Juan Water District, CA

# Wholesale Operating Income Statement

## Group Summary

For Fiscal: 2019-2020 Period Ending: 07/31/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - WHOLESALE</b>					
<b>Revenue</b>					
41000 - Water Sales	11,157,700.00	11,157,700.00	1,761,206.00	1,761,206.00	9,396,494.00
43000 - Rebate	1,500.00	1,500.00	0.00	0.00	1,500.00
45000 - Other Operating Revenue	0.00	0.00	43.72	43.72	-43.72
49000 - Other Non-Operating Revenue	144,600.00	144,600.00	0.00	0.00	144,600.00
Revenue Total:	<b>11,303,800.00</b>	<b>11,303,800.00</b>	<b>1,761,249.72</b>	<b>1,761,249.72</b>	<b>9,542,550.28</b>
<b>Expense</b>					
51000 - Salaries and Benefits	3,712,900.00	3,712,900.00	281,631.41	281,631.41	3,431,268.59
52000 - Debt Service Expense	928,000.00	928,000.00	0.00	0.00	928,000.00
53000 - Source of Supply	1,045,900.00	1,045,900.00	201,214.74	201,214.74	844,685.26
54000 - Professional Services	735,800.00	735,800.00	14,294.43	14,294.43	721,505.57
55000 - Maintenance	547,300.00	547,300.00	35,576.00	35,576.00	511,724.00
56000 - Utilities	179,600.00	179,600.00	11,556.55	11,556.55	168,043.45
57000 - Materials and Supplies	604,600.00	604,600.00	60,364.83	60,364.83	544,235.17
58000 - Public Outreach	36,100.00	36,100.00	0.00	0.00	36,100.00
59000 - Other Operating Expenses	427,500.00	427,500.00	97,044.40	97,044.40	330,455.60
69000 - Other Non-Operating Expenses	1,600.00	1,600.00	0.00	0.00	1,600.00
69900 - Transfers Out	2,498,300.00	2,498,300.00	0.00	0.00	2,498,300.00
Expense Total:	<b>10,717,600.00</b>	<b>10,717,600.00</b>	<b>701,682.36</b>	<b>701,682.36</b>	<b>10,015,917.64</b>
<b>Fund: 010 - WHOLESALE Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>586,200.00</b>	<b>586,200.00</b>	<b>1,059,567.36</b>	<b>1,059,567.36</b>	<b>-473,367.36</b>

**Wholesale Operating Income Statement**

For Fiscal: 2019-2020 Period Ending: 07/31/2019

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	586,200.00	586,200.00	1,059,567.36	1,059,567.36	-473,367.36
<b>Total Surplus (Deficit):</b>	<b>586,200.00</b>	<b>586,200.00</b>	<b>1,059,567.36</b>	<b>1,059,567.36</b>	



San Juan Water District, CA

# Wholesale Capital Income Statement

## Group Summary

For Fiscal: 2019-2020 Period Ending: 07/31/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 011 - Wholesale Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,123,000.00	1,123,000.00	0.00	0.00	1,123,000.00
44000 - Connection Fees	100,000.00	100,000.00	6,544.00	6,544.00	93,456.00
44500 - Capital Contributions - Revenue	43,700.00	43,700.00	10,925.00	10,925.00	32,775.00
49000 - Other Non-Operating Revenue	145,000.00	145,000.00	0.00	0.00	145,000.00
49990 - Transfer In	2,498,300.00	2,498,300.00	0.00	0.00	2,498,300.00
Revenue Total:	<b>3,910,000.00</b>	<b>3,910,000.00</b>	<b>17,469.00</b>	<b>17,469.00</b>	<b>3,892,531.00</b>
<b>Expense</b>					
55000 - Maintenance	934,000.00	934,000.00	0.00	0.00	934,000.00
61000 - Capital Outlay	8,446,400.00	8,446,400.00	6,707.66	6,707.66	8,439,692.34
Expense Total:	<b>9,380,400.00</b>	<b>9,380,400.00</b>	<b>6,707.66</b>	<b>6,707.66</b>	<b>9,373,692.34</b>
<b>Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>-5,470,400.00</b>	<b>-5,470,400.00</b>	<b>10,761.34</b>	<b>10,761.34</b>	<b>-5,481,161.34</b>

**Wholesale Capital Income Statement**

For Fiscal: 2019-2020 Period Ending: 07/31/2019

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
011 - Wholesale Capital Outlay	-5,470,400.00	-5,470,400.00	10,761.34	10,761.34	-5,481,161.34
<b>Total Surplus (Deficit):</b>	<b>-5,470,400.00</b>	<b>-5,470,400.00</b>	<b>10,761.34</b>	<b>10,761.34</b>	



San Juan Water District, CA

# Retail Operating Income Statement

## Group Summary

For Fiscal: 2019-2020 Period Ending: 07/31/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 050 - RETAIL</b>					
<b>Revenue</b>					
41000 - Water Sales	12,399,400.00	12,399,400.00	1,110,858.93	1,110,858.93	11,288,541.07
45000 - Other Operating Revenue	363,200.00	363,200.00	19,082.30	19,082.30	344,117.70
49000 - Other Non-Operating Revenue	154,400.00	154,400.00	26,629.47	26,629.47	127,770.53
Revenue Total:	<b>12,917,000.00</b>	<b>12,917,000.00</b>	<b>1,156,570.70</b>	<b>1,156,570.70</b>	<b>11,760,429.30</b>
<b>Expense</b>					
51000 - Salaries and Benefits	5,040,100.00	5,040,100.00	385,457.62	385,457.62	4,654,642.38
52000 - Debt Service Expense	516,200.00	516,200.00	0.00	0.00	516,200.00
53000 - Source of Supply	3,075,500.00	3,075,500.00	543,826.00	543,826.00	2,531,674.00
54000 - Professional Services	1,267,100.00	1,267,100.00	22,997.59	22,997.59	1,244,102.41
55000 - Maintenance	213,800.00	213,800.00	118,244.49	118,244.49	95,555.51
56000 - Utilities	293,700.00	293,700.00	28,364.88	28,364.88	265,335.12
57000 - Materials and Supplies	334,200.00	334,200.00	12,916.21	12,916.21	321,283.79
58000 - Public Outreach	80,500.00	80,500.00	0.00	0.00	80,500.00
59000 - Other Operating Expenses	584,200.00	584,200.00	54,868.70	54,868.70	529,331.30
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	0.00	1,500.00
69900 - Transfers Out	974,500.00	974,500.00	0.00	0.00	974,500.00
Expense Total:	<b>12,381,300.00</b>	<b>12,381,300.00</b>	<b>1,166,675.49</b>	<b>1,166,675.49</b>	<b>11,214,624.51</b>
<b>Fund: 050 - RETAIL Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>535,700.00</b>	<b>535,700.00</b>	<b>-10,104.79</b>	<b>-10,104.79</b>	<b>545,804.79</b>

**Retail Operating Income Statement**

For Fiscal: 2019-2020 Period Ending: 07/31/2019

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	535,700.00	535,700.00	-10,104.79	-10,104.79	545,804.79
<b>Total Surplus (Deficit):</b>	<b>535,700.00</b>	<b>535,700.00</b>	<b>-10,104.79</b>	<b>-10,104.79</b>	



San Juan Water District, CA

# Retail Capital Income Statement

## Group Summary

For Fiscal: 2019-2020 Period Ending: 07/31/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 055 - Retail Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,123,000.00	1,123,000.00	0.00	0.00	1,123,000.00
44000 - Connection Fees	100,000.00	100,000.00	49,790.00	49,790.00	50,210.00
49000 - Other Non-Operating Revenue	150,000.00	150,000.00	0.00	0.00	150,000.00
49990 - Transfer In	974,500.00	974,500.00	0.00	0.00	974,500.00
Revenue Total:	<b>2,347,500.00</b>	<b>2,347,500.00</b>	<b>49,790.00</b>	<b>49,790.00</b>	<b>2,297,710.00</b>
<b>Expense</b>					
54000 - Professional Services	308,000.00	308,000.00	0.00	0.00	308,000.00
55000 - Maintenance	0.00	0.00	112.00	112.00	-112.00
61000 - Capital Outlay	3,686,300.00	3,686,300.00	45,927.09	45,927.09	3,640,372.91
Expense Total:	<b>3,994,300.00</b>	<b>3,994,300.00</b>	<b>46,039.09</b>	<b>46,039.09</b>	<b>3,948,260.91</b>
<b>Fund: 055 - Retail Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>-1,646,800.00</b>	<b>-1,646,800.00</b>	<b>3,750.91</b>	<b>3,750.91</b>	<b>-1,650,550.91</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-1,646,800.00	-1,646,800.00	3,750.91	3,750.91	-1,650,550.91
<b>Total Surplus (Deficit):</b>	<b>-1,646,800.00</b>	<b>-1,646,800.00</b>	<b>3,750.91</b>	<b>3,750.91</b>	

**Summary****Project Summary**

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
<a href="#">171109</a>	GIS Assessment and Implementation	0.00	1,500.00	-1,500.00
<a href="#">191225</a>	SCADA Improvements - Radio North Pl	0.00	270.46	-270.46
<a href="#">191280</a>	Hinkle Reservoir Cover	0.00	3,346.96	-3,346.96
<a href="#">195210</a>	SCADA Radio Replacements North Phas	0.00	270.46	-270.46
<a href="#">195265</a>	Douglas Booster Pump Station Electric	0.00	5,444.94	-5,444.94
<a href="#">201108</a>	Admin Building Integrated Life Safety I	0.00	297.14	-297.14
<a href="#">205129</a>	Bacon #1 VFD Replacement	0.00	1,990.02	-1,990.02
<b>Project Totals:</b>		<b>0.00</b>	<b>13,119.98</b>	<b>-13,119.98</b>

**Group Summary**

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	13,119.98	-13,119.98
<b>Group Totals:</b>	<b>0.00</b>	<b>13,119.98</b>	<b>-13,119.98</b>

**Type Summary**

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Engineering	0.00	9,502.56	-9,502.56
Water Treatment Plant	0.00	3,617.42	-3,617.42
<b>Type Totals:</b>	<b>0.00</b>	<b>13,119.98</b>	<b>-13,119.98</b>

**GL Account Summary**

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-700-61140	Capital Outlay - Buildings & Im...	0.00	148.57	148.57
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	3,346.96	3,346.96
011-700-61160	Capital Outlay - Equipment and..	0.00	270.46	270.46
011-700-61180	Capital Outlay - Software	0.00	375.00	375.00
055-700-61135	Capital Outlay - Pump Stations...	0.00	7,434.96	7,434.96
055-700-61140	Capital Outlay - Buildings & Im...	0.00	148.57	148.57
055-700-61160	Capital Outlay - Equipment and..	0.00	270.46	270.46
055-700-61180	Capital Outlay - Software	0.00	1,125.00	1,125.00
<b>GL Account Totals:</b>		<b>0.00</b>	<b>13,119.98</b>	<b>13,119.98</b>



San Juan Water District, CA

**Balance Sheet**  
**Account Summary**  
As Of 07/31/2019

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
<b>Asset</b>					
<b>Type: 1000 - Assets</b>					
10010 - Cash and Investments	7,162,031.80	11,102,155.89	1,790,030.58	4,770,421.79	24,824,640.06
10510 - Accounts Receivable	2,238,931.72	48,133.90	266,573.72	45,839.12	2,599,478.46
11000 - Inventory	0.00	0.00	137,771.84	0.00	137,771.84
12000 - Prepaid Expense	103,144.85	0.00	39,685.04	0.00	142,829.89
14010 - Deferred Outflows	4,924,499.53	0.00	5,745,077.75	0.00	10,669,577.28
17010 - Capital Assets - Work in Progress	119,719.83	0.00	1,200,506.28	0.00	1,320,226.11
17150 - Capital Assets - Land Non-depreciable	98,212.00	0.00	166,272.00	0.00	264,484.00
17160 - Capital Assets - Land Improvements	814,105.59	0.00	83,970.80	0.00	898,076.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	5,527,475.04	0.00	12,574,653.04
17300 - Capital Assets - Buildings & Improvements	1,296,460.92	0.00	55,440.68	0.00	1,351,901.60
17350 - Capital Assets - Water Treatment Plant & Imp	35,529,241.69	0.00	16,000.00	0.00	35,545,241.69
17400 - Capital Assets - Mains/Pipelines & Improvements	29,288,015.94	0.00	42,097,311.77	0.00	71,385,327.71
17500 - Capital Assets - Reservoirs & Improvements	2,876,930.81	0.00	2,492,421.90	0.00	5,369,352.71
17700 - Capital Assets - Equipment & Furniture	13,623,189.97	0.00	1,051,807.09	0.00	14,674,997.06
17750 - Capital Assets - Vehicles	316,440.00	0.00	510,886.87	0.00	827,326.87
17800 - Capital Assets - Software	447,653.38	0.00	403,200.40	0.00	850,853.78
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-35,623,074.98	0.00	-27,567,347.98	0.00	-63,190,422.96
<b>Total Type 1000 - Assets:</b>		<b>70,928,877.05</b>	<b>11,150,289.79</b>	<b>34,017,083.78</b>	<b>4,816,260.91</b>
<b>Total Asset:</b>		<b>70,928,877.05</b>	<b>11,150,289.79</b>	<b>34,017,083.78</b>	<b>4,816,260.91</b>
<b>Liability</b>					
<b>Type: 1000 - Assets</b>					
10510 - Accounts Receivable	0.00	0.00	92,925.01	0.00	92,925.01
<b>Total Type 1000 - Assets:</b>		<b>0.00</b>	<b>0.00</b>	<b>92,925.01</b>	<b>0.00</b>
<b>Type: 2000 - Liabilities</b>					
20010 - Accounts Payable	218,839.90	19,649.00	212,331.09	85,691.52	536,511.51
20100 - Retentions Payable	0.00	132,340.99	0.00	140,564.66	272,905.65
21200 - Salaries & Benefits Payable	32,589.14	0.00	52,379.58	0.00	84,968.72
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	355,962.20	0.00	490,814.21	0.00	846,776.41
21500 - Premium on Issuance of Bonds Series 2017	1,935,590.64	0.00	1,077,976.74	0.00	3,013,567.38
21600 - OPEB Liability	1,868,077.67	0.00	2,435,346.48	0.00	4,303,424.15
21700 - Pension Liability	1,985,100.80	0.00	2,816,714.96	0.00	4,801,815.76

## Balance Sheet

As Of 07/31/2019

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
22010 - Deferred Income	0.00	0.00	83,045.38	0.00	83,045.38
22050 - Deferred Inflows	1,448,541.04	0.00	1,934,601.33	0.00	3,383,142.37
24200 - 2012 Bonds Payable	6,244,443.50	0.00	3,390,556.50	0.00	9,635,000.00
24250 - Bonds Payable 2017 Refunding	15,753,600.00	0.00	8,861,400.00	0.00	24,615,000.00
<b>Total Type 2000 - Liabilities:</b>	<b>29,842,744.90</b>	<b>151,989.99</b>	<b>21,355,166.26</b>	<b>226,256.18</b>	<b>51,576,157.33</b>
<b>Total Liability:</b>	<b>29,842,744.90</b>	<b>151,989.99</b>	<b>21,448,091.27</b>	<b>226,256.18</b>	<b>51,669,082.34</b>
<b>Equity</b>					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	33,105,804.95	0.00	13,014,612.39	0.00	46,120,417.34
30500 - Designated Reserves	6,920,759.84	10,987,538.46	-435,515.09	4,586,253.82	22,059,037.03
<b>Total Type 3000 - Equity:</b>	<b>40,026,564.79</b>	<b>10,987,538.46</b>	<b>12,579,097.30</b>	<b>4,586,253.82</b>	<b>68,179,454.37</b>
<b>Total Total Beginning Equity:</b>	<b>40,026,564.79</b>	<b>10,987,538.46</b>	<b>12,579,097.30</b>	<b>4,586,253.82</b>	<b>68,179,454.37</b>
Total Revenue	1,761,249.72	17,469.00	1,156,570.70	49,790.00	2,985,079.42
Total Expense	701,682.36	6,707.66	1,166,675.49	46,039.09	1,921,104.60
<b>Revenues Over/Under Expenses</b>	<b>1,059,567.36</b>	<b>10,761.34</b>	<b>-10,104.79</b>	<b>3,750.91</b>	<b>1,063,974.82</b>
<b>Total Equity and Current Surplus (Deficit):</b>	<b>41,086,132.15</b>	<b>10,998,299.80</b>	<b>12,568,992.51</b>	<b>4,590,004.73</b>	<b>69,243,429.19</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>70,928,877.05</b>	<b>11,150,289.79</b>	<b>34,017,083.78</b>	<b>4,816,260.91</b>	<b>120,912,511.53</b>



San Juan Water District, CA

# Check Report

By Check Number

Date Range: 07/01/2019 - 07/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
02556	Costa, Ted	07/26/2019	Regular	0.00	-37.06	53549
01041	Afman, Todd R	07/03/2019	Regular	0.00	974.49	54388
03406	Alpha Analytical Laboratories Inc.	07/03/2019	Regular	0.00	915.00	54389
01138	AT&T Mobility II LLC	07/03/2019	Regular	0.00	63.24	54390
01182	Bartkiewicz, Kronick & Shanahan	07/03/2019	Regular	0.00	18,181.33	54391
02214	County of Placer Engineering & Surveying	07/03/2019	Regular	0.00	187.50	54392
03548	Digital Deployment, Inc.	07/03/2019	Regular	0.00	400.00	54393
01554	Electrical Equipment Co	07/03/2019	Regular	0.00	345.85	54394
03350	Firecode Safety Equipment, Inc.	07/03/2019	Regular	0.00	1,560.08	54395
01068	Glenn C. Walker	07/03/2019	Regular	0.00	1,024.40	54396
03091	Granite Bay Ace Hardware	07/03/2019	Regular	0.00	245.06	54397
01763	Holt of California	07/03/2019	Regular	0.00	479.49	54398
01778	IDEXX Distribution, Inc.	07/03/2019	Regular	0.00	18.37	54399
03533	M&C Bliss Enterprises Inc	07/03/2019	Regular	0.00	43.16	54400
02150	Pace Supply Corp	07/03/2019	Regular	0.00	1,287.00	54401
02223	Rexel Inc (Platt - Rancho Cordova)	07/03/2019	Regular	0.00	1,147.20	54402
02418	SECO Controls, LLC	07/03/2019	Regular	0.00	2,170.01	54403
02497	SWC, Inc.	07/03/2019	Regular	0.00	1,595.00	54404
02553	TDJE Incorporated	07/03/2019	Regular	0.00	880.00	54405
02766	Youngdahl Consulting Group, Inc.	07/03/2019	Regular	0.00	1,311.00	54406
03406	Alpha Analytical Laboratories Inc.	07/08/2019	Regular	0.00	1,338.00	54408
01073	Amarjeet Singh Garcha	07/08/2019	Regular	0.00	1,500.00	54409
03149	Burlingame Engineers	07/08/2019	Regular	0.00	106.53	54410
03345	Cessna, Chris	07/08/2019	Regular	0.00	271.82	54411
01372	City of Folsom	07/08/2019	Regular	0.00	29.12	54412
01378	Clark Pest Control of Stockton	07/08/2019	Regular	0.00	150.00	54413
01659	Gary Webb Trucking	07/08/2019	Regular	0.00	1,862.50	54414
03091	Granite Bay Ace Hardware	07/08/2019	Regular	0.00	287.41	54415
02567	Grant, Teri	07/08/2019	Regular	0.00	16.24	54416
01706	Graymont Western US Inc.	07/08/2019	Regular	0.00	12,796.96	54417
01768	Hopkins Technical Products, Inc.	07/08/2019	Regular	0.00	737.64	54418
01986	Maintenance Connection, Inc	07/08/2019	Regular	0.00	14,483.15	54419
02649	MUFG Union Bank, N.A.	07/08/2019	Regular	0.00	731,853.19	54420
02131	Office Depot, Inc.	07/08/2019	Regular	0.00	414.33	54421
02206	Placer County Clerk-Recorder-Registrar	07/08/2019	Regular	0.00	100.00	54422
02210	Placer County Water Agency	07/08/2019	Regular	0.00	72,625.00	54423
02223	Rexel Inc (Platt - Rancho Cordova)	07/08/2019	Regular	0.00	686.86	54424
02372	Sacramento County Clerk/Recorder	07/08/2019	Regular	0.00	40.00	54425
01411	SureWest Telephone	07/08/2019	Regular	0.00	1,615.01	54426
02651	United Parcel Service Inc	07/08/2019	Regular	0.00	138.14	54427
01687	W. W. Grainger, Inc.	07/08/2019	Regular	0.00	178.07	54428
03445	Zlotnick, Greg	07/08/2019	Regular	0.00	257.52	54429
03406	Alpha Analytical Laboratories Inc.	07/15/2019	Regular	0.00	423.00	54433
01073	Amarjeet Singh Garcha	07/15/2019	Regular	0.00	2,100.00	54434
03714	Caltrol Inc	07/15/2019	Regular	0.00	943.76	54435
01370	Citrus Heights Chamber of Commerce	07/15/2019	Regular	0.00	695.00	54436
03678	Corothers, Kurtis W	07/15/2019	Regular	0.00	123.98	54437
01423	County of Sacramento	07/15/2019	Regular	0.00	87.00	54438
01494	Dewey Services Inc.	07/15/2019	Regular	0.00	86.00	54439
03173	Foley, Jacqueline	07/15/2019	Regular	0.00	90.00	54440
01659	Gary Webb Trucking	07/15/2019	Regular	0.00	1,012.50	54441
01681	Golden State Flow Measurements, Inc.	07/15/2019	Regular	0.00	13,017.53	54442
03091	Granite Bay Ace Hardware	07/15/2019	Regular	0.00	24.10	54443
01733	Harris Industrial Gases	07/15/2019	Regular	0.00	20.42	54444

## Check Report

Date Range: 07/01/2019 - 07/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02024	MCI WORLDCOM	07/15/2019	Regular	0.00	129.69	54445
03692	MGT of America, LLC	07/15/2019	Regular	0.00	3,465.00	54446
02146	PG&E	07/15/2019	Regular	0.00	2,876.91	54447
	**Void**	07/15/2019	Regular	0.00	0.00	54448
02216	Placer County Public Works	07/15/2019	Regular	0.00	55.00	54449
02281	Ray A Morgan Company Inc	07/15/2019	Regular	0.00	229.40	54450
02283	Recology Auburn Placer	07/15/2019	Regular	0.00	643.47	54451
02293	RFI Enterprises, Inc	07/15/2019	Regular	0.00	51.34	54452
03092	Rich, Dan	07/15/2019	Regular	0.00	621.09	54453
02328	Rocklin Windustrial Co	07/15/2019	Regular	0.00	96.84	54454
02395	SAFETY KLEEN SYSTEMS INC.	07/15/2019	Regular	0.00	999.79	54455
02464	Signs in 1 Day, Inc	07/15/2019	Regular	0.00	2,720.90	54456
03337	Simon, Marlene	07/15/2019	Regular	0.00	250.00	54457
02580	The Eidam Corporation	07/15/2019	Regular	0.00	7,900.80	54458
02638	Tyler Technologies, Inc.	07/15/2019	Regular	0.00	7,241.25	54459
03637	Urban Futures Inc	07/15/2019	Regular	0.00	1,960.00	54460
02667	US Bank Corporate Payments Sys (CalCard)	07/15/2019	Regular	0.00	19,097.59	54461
	**Void**	07/15/2019	Regular	0.00	0.00	54462
	**Void**	07/15/2019	Regular	0.00	0.00	54463
	**Void**	07/15/2019	Regular	0.00	0.00	54464
	**Void**	07/15/2019	Regular	0.00	0.00	54465
	**Void**	07/15/2019	Regular	0.00	0.00	54466
	**Void**	07/15/2019	Regular	0.00	0.00	54467
	**Void**	07/15/2019	Regular	0.00	0.00	54468
	**Void**	07/15/2019	Regular	0.00	0.00	54469
	**Void**	07/15/2019	Regular	0.00	0.00	54470
03284	Vavrinek, Trine, Day & Co, LLP	07/15/2019	Regular	0.00	595.00	54471
02690	Verizon Wireless	07/15/2019	Regular	0.00	1,271.28	54472
02700	Viking Shred LLC	07/15/2019	Regular	0.00	50.00	54473
03406	Alpha Analytical Laboratories Inc.	07/22/2019	Regular	0.00	508.00	54474
01026	American River Ace Hardware, Inc.	07/22/2019	Regular	0.00	113.34	54475
01423	County of Sacramento	07/22/2019	Regular	0.00	696.00	54476
02516	Ehnat, Stephen	07/22/2019	Regular	0.00	41.75	54477
03350	Firecode Safety Equipment, Inc.	07/22/2019	Regular	0.00	241.11	54478
03091	Granite Bay Ace Hardware	07/22/2019	Regular	0.00	266.12	54479
01959	Les Schwab Tire Centers of California Inc	07/22/2019	Regular	0.00	440.47	54480
03300	Meyers Fozi, LLP	07/22/2019	Regular	0.00	575.00	54481
02131	Office Depot, Inc.	07/22/2019	Regular	0.00	868.67	54482
02150	Pace Supply Corp	07/22/2019	Regular	0.00	1,911.30	54483
02146	PG&E	07/22/2019	Regular	0.00	10.00	54484
02223	Rexel Inc (Platt - Rancho Cordova)	07/22/2019	Regular	0.00	107.09	54485
02459	Sierra Safety Company	07/22/2019	Regular	0.00	145.86	54486
02514	State Water Resources Control Board - SWRCB	07/22/2019	Regular	0.00	120.00	54487
01687	W. W. Grainger, Inc.	07/22/2019	Regular	0.00	29.47	54488
01041	Afman, Todd R	07/29/2019	Regular	0.00	542.50	54489
03406	Alpha Analytical Laboratories Inc.	07/29/2019	Regular	0.00	936.00	54490
01138	AT&T Mobility II LLC	07/29/2019	Regular	0.00	63.24	54491
01182	Bartkiewicz, Kronick & Shanahan	07/29/2019	Regular	0.00	19,045.65	54492
03706	Capra Environmental Services, Corp.	07/29/2019	Regular	0.00	5,850.00	54493
02556	Costa, Ted	07/29/2019	Regular	0.00	37.06	54494
03376	Del Paso Pipe & Steel Inc.	07/29/2019	Regular	0.00	297.14	54495
03548	Digital Deployment, Inc.	07/29/2019	Regular	0.00	400.00	54496
01068	Glenn C. Walker	07/29/2019	Regular	0.00	1,024.40	54497
01681	Golden State Flow Measurements, Inc.	07/29/2019	Regular	0.00	565.05	54498
03091	Granite Bay Ace Hardware	07/29/2019	Regular	0.00	105.23	54499
01733	Harris Industrial Gases	07/29/2019	Regular	0.00	56.79	54500
03679	L and D Landfill Limited Partnership	07/29/2019	Regular	0.00	10,807.92	54501
02022	Morgan, Daren P.	07/29/2019	Regular	0.00	427.42	54502
03724	Norcal Parts, LLC	07/29/2019	Regular	0.00	2,392.32	54503
02150	Pace Supply Corp	07/29/2019	Regular	0.00	202.70	54504
02210	Placer County Water Agency	07/29/2019	Regular	0.00	5,668.27	54505

## Check Report

Date Range: 07/01/2019 - 07/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03532	Quincy Engineering Inc	07/29/2019	Regular	0.00	14,924.00	54506
02223	Rexel Inc (Platt - Rancho Cordova)	07/29/2019	Regular	0.00	11,401.56	54507
02328	Rocklin Industrial Co	07/29/2019	Regular	0.00	42.47	54508
02357	Sacramento Municipal Utility District (SMUD)	07/29/2019	Regular	0.00	16,568.33	54509
02452	Sierra National Construction, Inc.	07/29/2019	Regular	0.00	13,855.71	54510
02514	State Water Resources Control Board - SWRCB	07/29/2019	Regular	0.00	60.00	54511
02624	Trace Analytics LLC	07/29/2019	Regular	0.00	681.72	54512
01687	W. W. Grainger, Inc.	07/29/2019	Regular	0.00	105.89	54513
01641	Sun Life Assurance Company of Canada	07/02/2019	Bank Draft	0.00	9,960.27	255050
03681	Allied Electronics Inc.	07/03/2019	EFT	0.00	1,703.04	406088
01328	Association of California Water Agencies / Joint Po	07/03/2019	EFT	0.00	7,668.01	406089
01330	CDW Government LLC	07/03/2019	EFT	0.00	32.52	406090
03221	Chemtrade Chemicals Corporation	07/03/2019	EFT	0.00	8,316.65	406091
01574	Endress + Hauser, Inc.	07/03/2019	EFT	0.00	6,706.06	406092
01741	HDR Engineering, Inc.	07/03/2019	EFT	0.00	25,084.21	406093
03351	Hiuga Diving Co	07/03/2019	EFT	0.00	14,800.00	406094
03628	Lees Automotive Repair Inc.	07/03/2019	EFT	0.00	2,121.61	406095
02367	McClatchy Newspapers, Inc.	07/03/2019	EFT	0.00	1,091.70	406096
02027	Mcmaster-Carr Supply Company	07/03/2019	EFT	0.00	42.15	406097
01472	Mel Dawson, Inc.	07/03/2019	EFT	0.00	4,938.34	406098
02069	Motion Industries	07/03/2019	EFT	0.00	380.97	406099
03220	Solenis LLP	07/03/2019	EFT	0.00	955.60	406100
02572	Thatcher Company of California, Inc.	07/03/2019	EFT	0.00	4,226.40	406101
02581	The Ferguson Group, LLC	07/03/2019	EFT	0.00	116.37	406102
03298	United Rentals (North America), Inc.	07/03/2019	EFT	0.00	873.87	406103
03387	WageWorks, Inc	07/03/2019	EFT	0.00	259.15	406104
03221	Chemtrade Chemicals Corporation	07/08/2019	EFT	0.00	12,653.04	406117
01521	DataProse, LLC	07/08/2019	EFT	0.00	6,964.04	406118
01486	WAPA - Department of Energy	07/08/2019	EFT	0.00	2,598.33	406119
01574	Endress + Hauser, Inc.	07/08/2019	EFT	0.00	1,289.23	406120
03699	Enviromental System Research Institute, Inc.	07/08/2019	EFT	0.00	1,500.00	406121
03702	Flowline Contractors, Inc.	07/08/2019	EFT	0.00	7,447.05	406122
03237	GM Construction & Developers, Inc	07/08/2019	EFT	0.00	6,005.85	406123
03628	Lees Automotive Repair Inc.	07/08/2019	EFT	0.00	294.96	406124
02027	Mcmaster-Carr Supply Company	07/08/2019	EFT	0.00	299.75	406125
02572	Thatcher Company of California, Inc.	07/08/2019	EFT	0.00	4,226.40	406126
02162	Tobin, Pamela	07/08/2019	EFT	0.00	13.34	406127
03298	United Rentals (North America), Inc.	07/08/2019	EFT	0.00	656.40	406128
01898	Association of California Water Agencies / JPIA	07/15/2019	EFT	0.00	36,272.74	406129
	**Void**	07/15/2019	EFT	0.00	0.00	406130
01242	Bureau of Reclamation-MPR	07/15/2019	EFT	0.00	18,720.00	406131
03695	GHD Inc.	07/15/2019	EFT	0.00	4,906.00	406132
01741	HDR Engineering, Inc.	07/15/2019	EFT	0.00	728.01	406133
02367	McClatchy Newspapers, Inc.	07/15/2019	EFT	0.00	397.51	406134
03550	Netwrix Corporation	07/15/2019	EFT	0.00	844.50	406135
03026	PFM Asset Management	07/15/2019	EFT	0.00	949.51	406136
02275	Ramos Oil Recyclers Inc	07/15/2019	EFT	0.00	462.91	406137
02286	Regional Water Authority	07/15/2019	EFT	0.00	73,667.00	406138
03385	S.J. Electro Systems, Inc	07/15/2019	EFT	0.00	16,942.00	406139
02376	Sacramento Ground Water Authority	07/15/2019	EFT	0.00	10,100.00	406140
02531	SunPower Corporation, Systems	07/15/2019	EFT	0.00	20,078.31	406141
03387	WageWorks, Inc	07/15/2019	EFT	0.00	259.15	406142
01486	WAPA - Department of Energy	07/15/2019	EFT	0.00	2,124.02	406143
03700	Westin Technology Solutions, LLC	07/15/2019	EFT	0.00	12,138.44	406144
01235	BSK Associates	07/22/2019	EFT	0.00	280.00	406145
01521	DataProse, LLC	07/22/2019	EFT	0.00	992.06	406146
03712	DataRemote, Inc.	07/22/2019	EFT	0.00	70.61	406147
01611	Ferguson Enterprises, Inc	07/22/2019	EFT	0.00	4,030.00	406148
03535	McLaughlin, Stacey	07/22/2019	EFT	0.00	1,975.00	406149
02158	Pacific Storage Company	07/22/2019	EFT	0.00	69.80	406150
03377	RDO Construction Equipment Co.	07/22/2019	EFT	0.00	371.08	406151

## Check Report

Date Range: 07/01/2019 - 07/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02286	Regional Water Authority	07/22/2019	EFT	0.00	40,246.00	406152
03403	TESSCO Technologies, Incorporated	07/22/2019	EFT	0.00	2,785.93	406153
02572	Thatcher Company of California, Inc.	07/22/2019	EFT	0.00	4,594.80	406154
02710	WageWorks, Inc	07/22/2019	EFT	0.00	86.00	406155
01328	Association of California Water Agencies / Joint P	07/29/2019	EFT	0.00	7,317.57	406156
01235	BSK Associates	07/29/2019	EFT	0.00	56.00	406157
03221	Chemtrade Chemicals Corporation	07/29/2019	EFT	0.00	14,344.74	406158
03237	GM Construction & Developers, Inc	07/29/2019	EFT	0.00	43,313.00	406159
01917	Kennedy/Jenks Consultants, Inc.	07/29/2019	EFT	0.00	11,427.50	406160
02027	Mcmaster-Carr Supply Company	07/29/2019	EFT	0.00	151.08	406161
03377	RDO Construction Equipment Co.	07/29/2019	EFT	0.00	89.98	406162
03220	Solenis LLP	07/29/2019	EFT	0.00	4,594.59	406163
02581	The Ferguson Group, LLC	07/29/2019	EFT	0.00	115.26	406164
03298	United Rentals (North America), Inc.	07/29/2019	EFT	0.00	982.64	406165
03412	Virtual Graffiti, Inc.	07/29/2019	EFT	0.00	9,040.77	406166
03387	WageWorks, Inc	07/29/2019	EFT	0.00	259.15	406167
03077	VALIC	07/12/2019	Bank Draft	0.00	8,860.00	0007835710
03077	VALIC	07/12/2019	Bank Draft	0.00	4,495.88	0007835710
03077	VALIC	07/26/2019	Bank Draft	0.00	4,495.88	0007847079
03078	CalPERS Health	07/05/2019	Bank Draft	0.00	42,396.24	1001355181
03078	CalPERS Health	07/05/2019	Bank Draft	0.00	42,924.86	1001355181
03078	CalPERS Health	07/05/2019	Bank Draft	0.00	36,986.79	1001355181
03130	CalPERS Retirement	07/12/2019	Bank Draft	0.00	35,912.46	1001360983
01366	Citistreet/CalPERS 457	07/12/2019	Bank Draft	0.00	3,648.13	1001360987
03130	CalPERS Retirement	07/18/2019	Bank Draft	0.00	177,050.00	1001365487
03130	CalPERS Retirement	07/18/2019	Bank Draft	0.00	6,801.00	1001365488
03130	CalPERS Retirement	07/18/2019	Bank Draft	0.00	4,558.00	1001365489
03130	CalPERS Retirement	07/26/2019	Bank Draft	0.00	35,965.25	1001371829
01366	Citistreet/CalPERS 457	07/26/2019	Bank Draft	0.00	3,660.23	1001371836
03080	California State Disbursement Unit	07/11/2019	Bank Draft	0.00	370.61	3840UZU6661
03080	California State Disbursement Unit	07/26/2019	Bank Draft	0.00	370.61	TTIP02E6657
03163	Economic Development Department	07/12/2019	Bank Draft	0.00	3,676.55	0-849-271-488
03163	Economic Development Department	07/12/2019	Bank Draft	0.00	8,652.27	0-849-271-488
03163	Economic Development Department	07/26/2019	Bank Draft	0.00	23.95	1-733-486-272
03163	Economic Development Department	07/26/2019	Bank Draft	0.00	8,239.10	1-733-486-272
03163	Economic Development Department	07/01/2019	Bank Draft	0.00	125.99	1-902-670-528
03163	Economic Development Department	07/01/2019	Bank Draft	0.00	8,377.18	1-902-670-528
01039	American Family Life Assurance Company of Colu	07/26/2019	Bank Draft	0.00	691.28	Q3869 07-26-19
01039	American Family Life Assurance Company of Colu	07/26/2019	Bank Draft	0.00	691.28	Q3869 07-26-19
03164	Internal Revenue Service	07/12/2019	Bank Draft	0.00	19,266.49	2709593518017
03164	Internal Revenue Service	07/12/2019	Bank Draft	0.00	50,184.65	2709593518017
03164	Internal Revenue Service	07/26/2019	Bank Draft	0.00	394.53	2709607854766
03164	Internal Revenue Service	07/26/2019	Bank Draft	0.00	48,283.83	2709607854766

## Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	172	112	0.00	1,055,329.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	-37.06
Bank Drafts	28	28	0.00	567,063.31
EFT's	103	68	0.00	469,048.70
	303	219	0.00	2,091,404.81

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	172	112	0.00	1,055,329.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	-37.06
Bank Drafts	28	28	0.00	567,063.31
EFT's	103	68	0.00	469,048.70
	<b>303</b>	<b>219</b>	<b>0.00</b>	<b>2,091,404.81</b>

## Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	7/2019	<b>2,091,404.81</b>



San Juan Water District, CA

# Vendor History Report

## By Vendor Name

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

Payment Date Range -

Payable Number Item Description	Description	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
	Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount				
<b>Vendor Set: 01 - Vendor Set 01</b>											
01916 - Miller, Ken	Exp Reimb 07-2018	Mileage & Parking-Various Meetings & CFO Y7/31/2019		54581	8/20/2019	48.80	0.00	0.00	0.00	48.80	48.80
	Mileage & Parking-Variou	0.00	0.00	48.80	010-010-52110	Training - Meetings, Education & Trai	24.40			48.80	48.80
					050-010-52110	Training - Meetings, Education & Trai	24.40				
02162 - Tobin, Pamela	Exp Reimb 07-2019	Expense Reimb-Mileage Various Meetings & .7/31/2019		406194	8/14/2019	46.50	0.00	0.00	0.00	46.50	46.50
	Expense Reimb-Mileage \	0.00	0.00	46.50	010-010-52110	Training - Meetings, Education & Trai	23.25			46.50	46.50
					050-010-52110	Training - Meetings, Education & Trai	23.25				
						Vendors: (2)	Total 01 - Vendor Set 01:	95.30	0.00	0.00	95.30
						Vendors: (2)	Report Total:	95.30	0.00	0.00	95.30



Payroll Set: 01-San Juan Water District

<b>Employee Number</b>	<b>Employee Name</b>	<b>Pay Code</b>	<b># of Payments</b>	<b>Units</b>	<b>Pay Amount</b>
<a href="#"><u>0690</u></a>	Costa,Ted	Reg - Regular Hours	1	9.00	1,125.00
			<b>0690 - Costa Total:</b>	<b>9.00</b>	<b>1,125.00</b>
<a href="#"><u>1028</u></a>	Hanneman,Martin W	Reg - Regular Hours	1	6.00	750.00
			<b>1028 - Hanneman Total:</b>	<b>6.00</b>	<b>750.00</b>
<a href="#"><u>0670</u></a>	Miller,Ken	Reg - Regular Hours	1	5.00	625.00
			<b>0670 - Miller Total:</b>	<b>5.00</b>	<b>625.00</b>
<a href="#"><u>0650</u></a>	Tobin,Pamela	Reg - Regular Hours	1	5.00	625.00
			<b>0650 - Tobin Total:</b>	<b>5.00</b>	<b>625.00</b>
			<b>Report Total:</b>	<b>25.00</b>	<b>3,125.00</b>



# Pay Code Report

## Account Summary

7/1/2019 - 7/31/2019

Payroll Set: 01-San Juan Water District

Account	Account Description	Units	Pay Amount
<a href="#"><u>010-010-58110</u></a>	Director - Stipend	12.50	1,562.50
		<b>010 - WHOLESALE Total:</b>	<b>12.50      1,562.50</b>
<a href="#"><u>050-010-58110</u></a>	Director - Stipend	12.50	1,562.50
		<b>050 - RETAIL Total:</b>	<b>12.50      1,562.50</b>
		<b>Report Total:</b>	<b>25.00      3,125.00</b>

**Pay Code Report**

Pay Code Summary

7/1/2019 - 7/31/2019

Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg	Regular Hours	4	25.00	3,125.00
		Report Total:	<b>25.00</b>	<b>3,125.00</b>

## 2019/20 Actual Deliveries and Revenue - By Wholesale Customer Agency

	July 2019							
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance	Revenue Variance		
San Juan Retail	1,890	\$ 331,771	1,710	\$ 317,168	(179.97)	-9.5%	\$ (14,603)	-4.4%
Citrus Heights Water District	1,462	\$ 304,763	1,582	\$ 314,495	119.94	8.2%	\$ 9,732	3.2%
Fair Oaks Water District	1,029	\$ 490,266	1,216	\$ 505,505	187.81	18.3%	\$ 15,239	3.1%
Orange Vale Water Co.	595	\$ 231,827	533	\$ 226,762	(62.42)	-10.5%	\$ (5,064)	-2.2%
City of Folsom	161	\$ 66,012	163	\$ 66,231	2.70	1.7%	\$ 219	0.3%
Granite Bay Golf Course	74	\$ 2,969	62	\$ 2,468	(12.48)	-16.9%	\$ (500)	-16.9%
Sac Suburban Water District	1,680	\$ 323,182	2,257	\$ 434,098	576.58	34.3%	\$ 110,917	34.3%
TOTAL	<b>6,891</b>	<b>\$ 1,750,789</b>	<b>7,523</b>	<b>\$ 1,866,728</b>	<b>632.17</b>	<b>9.2%</b>	<b>\$ 115,940</b>	<b>6.6%</b>

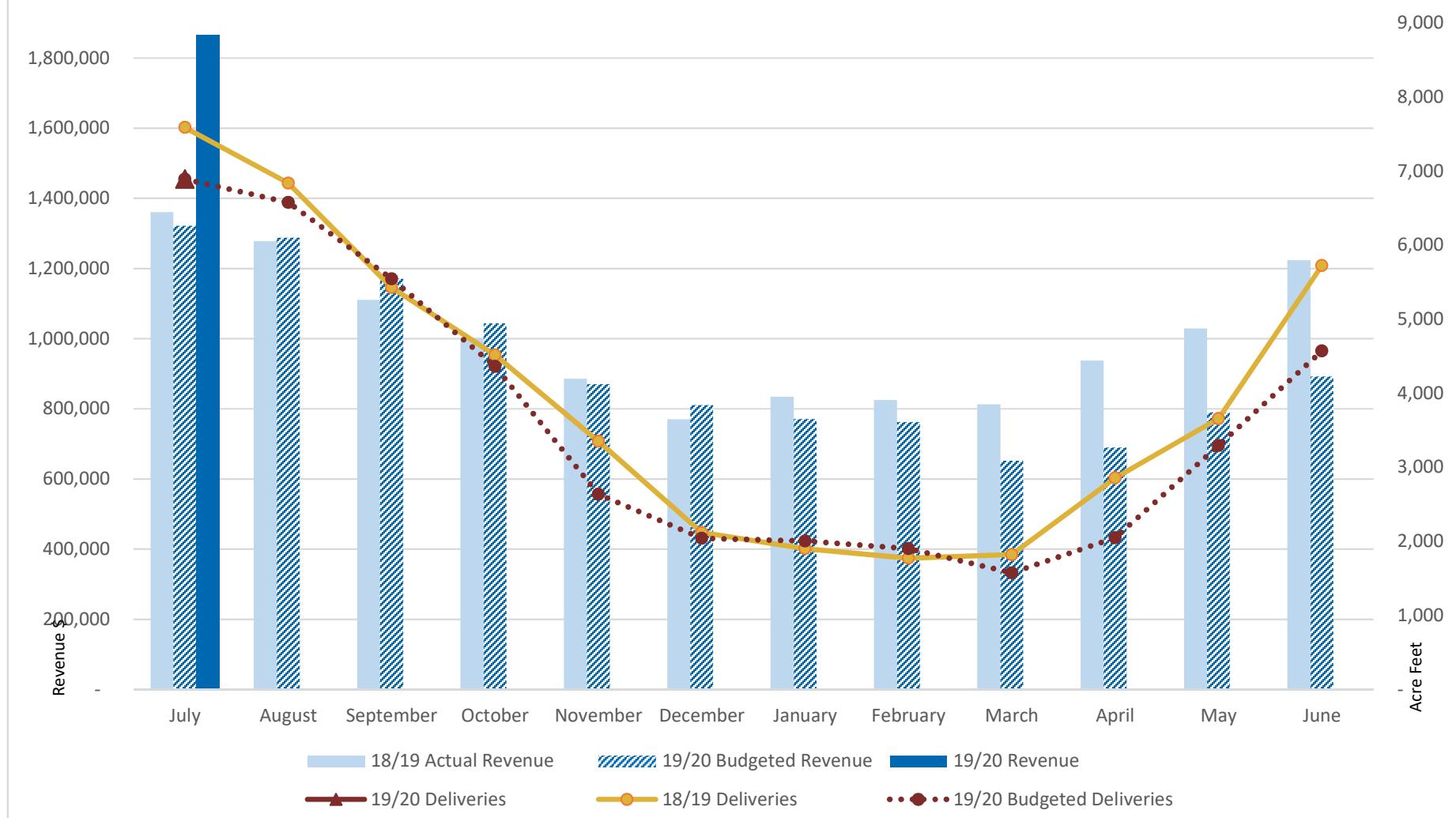
Budgeted Deliveries	6,891.25
Actual Deliveries	<u>7,523.42</u>
Difference	632.17
	9%

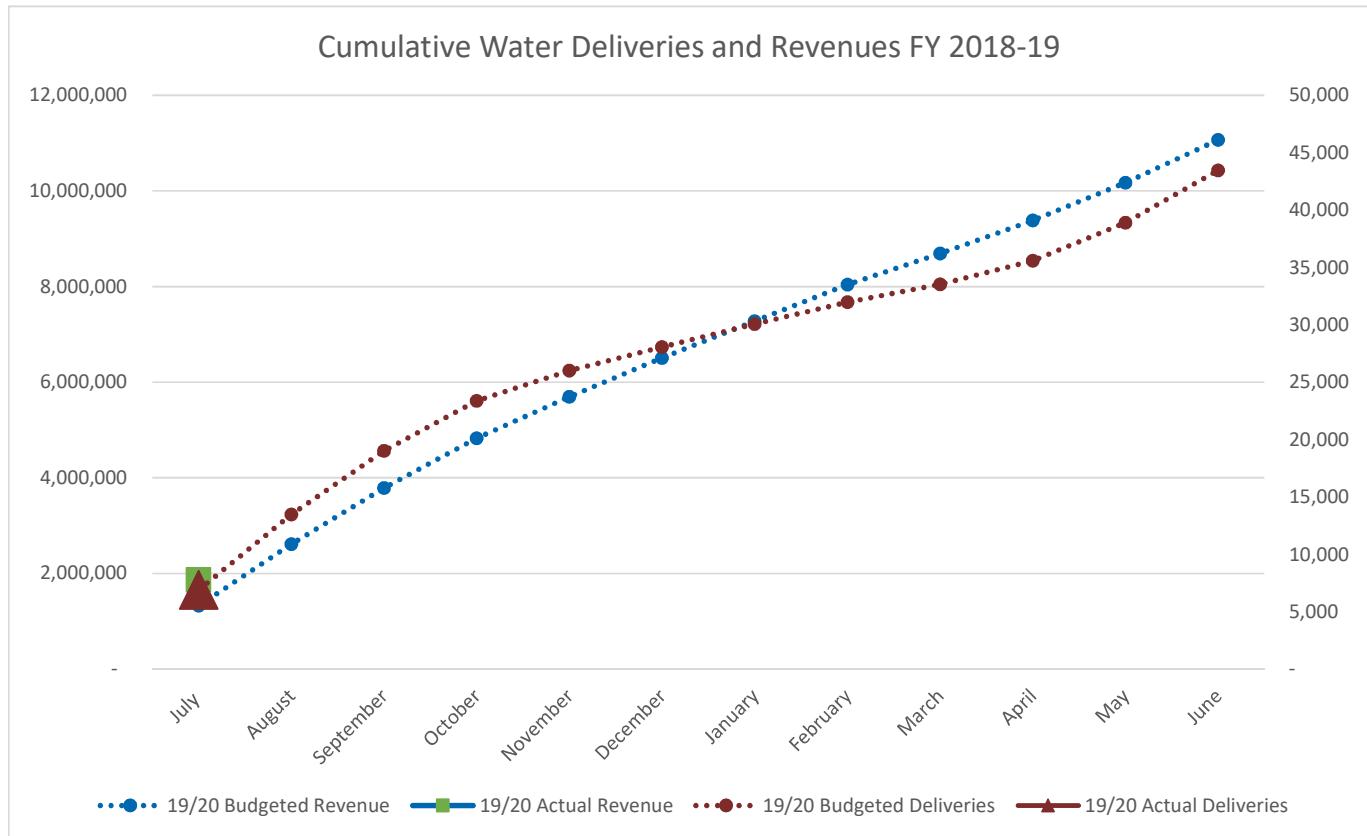
Budgeted Water Sale Revenue	\$ 1,750,789
Actual Water Sale Revenue	\$ 1,866,728
Difference	\$ 115,940
	6.6%

**Conclusion:**

July deliveries were greater than anticipated in the July budget. Lower than anticipated deliveries to San Juan Retail, Orange Vale Water Co. and the Golf Course were more than offset by increased deliveries to the other customers. As a result, FY 2019/20 is off to a good start financially, with deliveries 9% greater than expected and revenues 6.6% greater than anticipated. This position will likely deteriorate in the next month as SSWD has reduced their taking of PCWA water due to an issue with debris in the line, which staff is currently working on with SSWD.

## Comparison of Fiscal Year 2018/2019 Actual to 2019/2020 Projections of Deliveries and Revenue





# AGENDA ITEM VIII-1

## DRAFT

### Public Information Committee Meeting Minutes San Juan Water District June 28, 2019 10:00 a.m.

**Committee Members:** Marty Hanneman (Chair)  
Pam Tobin, Member

**District Staff & Consultants:** Paul Helliker, General Manager  
Lisa Brown, Customer Service Manager  
Teri Grant, Board Secretary/Administrative Assistant  
Meagan Luevano, Lucy & Company

**Topics:** Public Outreach Contract (W & R)  
Other Public Information Matters  
Public Comment

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

Ms. Lisa Brown provided a written staff report to the committee, which will be attached to the meeting minutes. Ms. Meagan Luevano reviewed the scope of work with the committee. The committee discussed the scope of work and would like to add an additional retail video regarding rates. Mr. Helliker will check with some of the wholesale customer agencies and stakeholders regarding their opinion of the wholesale e-blasts and the toolkits.

The Public Information Committee recommends approval of Public Outreach contract with Lucy & Company for FY 2019-20

#### 2. Other Public Information Matters

Ms. Brown reported on the launch of the three videos and explained that the Board members will be requested to share the videos on social media. She explained that the 3 videos will be released independently. The first will be released next week. All 3 videos will be mentioned in one e-blast. In addition, she commented that it is her goal to have staff capture short videos that can be used on social media. Director Hanneman suggested that staff look into using the winners of the poster contest in future videos.

#### 3. Public Comment

There were no public comments.

The meeting adjourned at 10:49 am.

# AGENDA ITEM VIII-2

## DRAFT

### Finance Committee Meeting Minutes San Juan Water District August 20, 2019 1:00 p.m.

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

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

**Members of the Public:** Paul Costa, Visitor

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

There was no reimbursement request from the General Manager.

**2. Review Check Register from June & July 2019 (W & R)**

The committee reviewed the June and July 2019 check registers and found them to be in order.

**3. Annual Paving Services Contract Amendment (R)**

Mr. Machado provided the committee with a staff report which will be attached to the meeting minutes. He explained that the contract balance on the June staff report regarding this item was incorrect and an additional \$40,156.65 needs to be added to the contract renewal.

*The Finance Committee recommends authorization and approval for additional funding on the second year contract renewal with Sierra National Asphalt (SNA).*

**4. Other Finance Matters (W & R)**

In response to Director Costa's question, Mr. Helliker informed the committee that Citrus Heights Water District and Fair Oaks Water District were paid in full, at the contractually agreed upon amounts, for their participation in the water transfer last year. Mr. Helliker explained that CHWD is requesting more for future water transfers, including the voluntary agreement, than the \$250 per acre foot that they received for last year's transfer.

Director Costa requested that Mr. Helliker set up a meeting between himself and Mr. Randy Potter, should Mr. Potter still want to meet, to address his questions regarding the impact of the new salary ranges to his retirement.

**5. Public Comment**

There were no public comments.

The meeting was adjourned at 1:15 p.m.