

**SAN JUAN WATER DISTRICT  
BOARD MEETING AGENDA**  
**July 25, 2018**  
**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 27, 2018 (W & R)

*Recommendation: Approve draft minutes*

2. Public Outreach Contract (W & R)

*Recommendation: Approve the Crocker & Crocker contract for FY 2018-19*

3. Fair Oaks 40-Inch Pipeline Relining Project, Construction Management and Inspection Services (W & R)

*Recommendation: Approve the award for Construction Management/Inspection Services related to the FO-40" Pipeline Relining Project to ICM Group, Inc. in the amount of \$180,680, with a total approved budget of \$195,140*

**IV. OLD BUSINESS**

1. Committee Charters (W & R)

*Action: Consider motion to approve the committee charters*

2. SJWD/FOWD 2x2 Committee (W & R)

*Discussion*

## **V. NEW BUSINESS**

1. FY 2018-19 Operations Plan  
*Discussion*

## **VI. INFORMATION ITEMS**

1. General Manager's Report
  - 1.1 General Manager's Monthly Report (W & R)  
*Staff Report on District Operations*
  - 1.2 Miscellaneous District Issues and Correspondence
2. Director of Finance's Report
  - 2.1 Staff Recognition (W & R)
  - 2.2 Miscellaneous District Issues and Correspondence
3. Operation Manager's Report
  - 3.1 Asbestos and Lead Building Inspection/Survey Report
  - 3.2 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 – July 16, 2018
2. Engineering Committee – July 17, 2018
3. Finance Committee – July 24, 2018

## **IX. UPCOMING EVENTS**

1. Water Education Foundation – 2018 Water Summit  
September 20, 2018  
Sacramento, CA

**President Hanneman to call for Closed Session**

**X. CLOSED SESSION**

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

**XI. OPEN SESSION**

Report from closed session

**XII. ADJOURN**

**UPCOMING MEETING DATES**

August 22, 2018

September 26, 2018

I declare under penalty of perjury that the foregoing agenda for the July 25, 2018 regular meeting of the Board of Directors of San Juan Water District was posted by July 20, 2018, 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 27, 2018 – 6:00 p.m.

#### BOARD OF DIRECTORS

Marty Hanneman	President
Dan Rich	Vice President (absent)
Ted Costa	Director (arrived at 6:40 pm)
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
Greg Turner	Water Treatment Plant Superintendent
Greg Zlotnick	Water Resources Manager
Teri Grant	Board Secretary/Administrative Assistant
Joshua Horowitz	Legal Counsel

#### OTHER ATTENDEES

Dennis Lowery	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. Closed Session
- XI. Open Session
- XII. Adjourn

President Hanneman 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: Marty Hanneman, Ken Miller and Pam Tobin. Director Ted Costa arrived at 6:40 pm, and Director Dan Rich was not present.

## **II. PUBLIC FORUM**

There were no public comments.

## **III. CONSENT CALENDAR**

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

### **1. Minutes of the Board of Directors Meeting, May 24, 2018 (W & R)**

*Recommendation: Approve draft minutes*

### **2. Maintenance Building Roof Replacement Project (W & R)**

*Recommendation: Award a construction contract to MCM Roofing Company, Inc. for construction of a new roof for the amount of \$106,142.00 and authorizing a total construction budget of \$116,800.*

### **3. Maintenance Building HVAC Replacement Project (W & R)**

*Recommendation: Award a construction contract to AirCo Mechanical, Inc. for construction of the HVAC system for the amount of \$56,060 and authorizing a total construction budget of \$61,700.*

### **4. 3rd year Contract Renewal with GM Construction & Development Inc. for Construction Services (R)**

*Recommendation: Authorization and approval to exercise the 3rd year contract renewal with GM Construction & Development Inc. (Contract #15-53) for construction services agreement in the amount of \$208,332.*

### **5. 1st year Extension with Sierra National Asphalt Inc. for Annual Paving Services (R)**

*Recommendation: Authorization and approval to exercise the first year contract renewal with Sierra National Asphalt for the annual paving services agreement for the 1st year extension in the amount of \$100,373.*

### **6. Proposed Update to District Procurement Policy for Federal Funds (W & R)**

*Recommendation: Approve a proposed amendment to the Procurement Policy to include requirements specific to the expenditure of Federal Funds.*

***Director Miller moved to approve the Consent Calendar. Director Tobin seconded the motion and it carried with 3 Aye votes (Directors Costa and Rich absent).***

## IV. PUBLIC HEARING

### 1. FY 2018-2019 Budget (W & R)

President Hanneman opened the Public Hearing at 6:03 pm.

The Public Hearing was duly posted and published as required by law. There were no written comments received.

Ms. Silva conducted a brief presentation and referenced her written staff report which will both be attached to the meeting minutes. She explained that the budget was first reviewed by the Board at the May 24<sup>th</sup> budget workshop. In addition, the Engineering Committee reviewed the CIP list at their meeting last week, and the Finance Committee reviewed the budget yesterday.

Ms. Silva reviewed the changes to the budget, which are listed in the staff report, for Wholesale Operations, Wholesale Capital, Retail Operations, and Retail Capital. She explained that, for Wholesale Operations, the revenue and expenses from the water transfer was added to the budget as well as the revenue from water sales to Sacramento Suburban Water District. In addition, there is a \$10,000 contribution for negotiations on changing the split of responsibility for flows into the Delta from the current split, to one less reliant on Folsom and Shasta water, which will benefit the District. Therefore, the transfer from Wholesale Operations to Wholesale Capital increased from \$1,354,000 to \$2,776,900 as a result (\$1,422,900 net increase). Furthermore, the beginning Wholesale Capital reserves and expenses were adjusted due to two projects not being completed fully this year so the remaining funding to complete the projects needed to be moved to the FY 2018-19 budget.

Ms. Silva explained that that Retail Operations had a small change to reflect a \$3,200 increase in the salaries and benefits budget due to the correction of a linking error between two underlying spreadsheets. She explained that there were significant changes in Retail Capital with \$1,314,200 in projects pushed from FY 2017-18 into FY 2018-19 (see staff report for details). In order to accommodate the increased project costs and keep the capital fund balance in line with the financial plan, two projects have been removed from the proposed FY 2018-19 budget and will be placed in the FY 2019-20 budget. In addition, she informed the Board that, based on bids and estimates received since the workshop, total project costs increased by \$336,500.

In response to Mr. Lowery's question, Ms. Silva explained that the major driver for the project cost increases are due to the increased cost of construction, and many bids are coming in higher than expected.

President Hanneman closed the Public Hearing at 6:13 pm.

***Director Miller moved to adopt Resolution No. 18-08 adopting the FY 2018-2019 Budget. Director Tobin seconded the motion and it carried with 3 Aye votes (Directors Costa and Rich absent).***

## V. OLD BUSINESS

### 1. Fair Oaks 40-Inch Pipeline Relining Project (W & R)

Mr. Barela informed the Board that staff reviewed the two bids for the Fair Oaks 40-Inch Pipeline Relining Project and are recommending the contract be awarded to J. Fletcher Creamer & Son. A written staff report was provided in the board packet and will be attached to the meeting minutes. Mr. Helliker reported that the Engineering Committee directed staff to reach out to Fair Oaks Water District regarding the project. Therefore, Mr. Helliker communicated with Mr. Tom Gray, General Manager at FOWD, and discussed the project and there were no issues.

***Director Tobin moved to award a construction contract to J. Fletcher Creamer & Son, Inc. for the amount of \$2,598,842.00 and authorizing a total construction budget for the Fair Oaks 40" Pipeline Relining Project of \$2,807,000.00 (includes an 8% contingency). President Hanneman seconded the motion and it carried with 3 Aye votes (Directors Costa and Rich absent).***

### 2. SJWD/SSWD Water Management/Re-organization Update (W & R)

Mr. Helliker provided a staff report and summary to the Board which will be attached to the meeting minutes. He explained that two reports were provided to the Board – Phase 1 and Phase 2A. The SJWD Board accepted both reports and voted unanimously to move to Phase 2B of the study; however, the SSWD board only accepted the Phase 1 report and not the Phase 2A report. In addition, SSWD wanted to suspend all work on the consolidation until they could address the questions and concerns raised by the wholesale customer agencies.

Mr. Helliker sent a letter in March to SSWD, at the request of the Board, regarding the status and outcome of their communications with the wholesale customer agencies. SSWD appointed a two-member committee (Directors Locke and Jones) to participate in a 2x2 committee with SJWD. President Hanneman appointed Director Costa and himself to serve on the committee. SSWD's committee members met a couple of times and presented information to their board and SSWD would like to resume discussions with SJWD that are not just focused on a merger, but other options that are available.

Mr. Helliker reported that the 2x2 committee has not met but they are working on a date to meet, most likely the end of July. In response to President Hanneman's question, Ms. Silva will have to research the cost of the Phase 1 and Phase 2A studies and provide that information to the Board at a later date.

### 3. GM Contract (W & R)

Mr. Helliker informed the Board that the employment agreement was created in January 2017 and there are three changes to the agreement that are being requested:

- Revise compensation to be \$186,735 per annum, effective March 6, 2018 (consisting of a 2.5% COLA and a 3% merit increase)

- Change 90 days' termination clause to 120 days' termination clause for the GM to terminate the contract
- Change 3 months to 4 months for the severance pay clause

***Director Miller moved to approve amendments to the GM Contract. President Hanneman seconded the motion and it carried with 3 Aye votes (Directors Costa and Rich absent).***

## **VI. NEW BUSINESS**

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

Mr. 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 2018-19.

***Director Tobin moved to approve accrual of GM vacation time. President Hanneman seconded the motion and it carried with 3 Aye votes (Directors Costa and Rich absent).***

## **VII. INFORMATION ITEMS**

### **1. GENERAL MANAGER'S REPORT**

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

Mr. Helliker provided the Board with a written report for May which will be attached to the meeting minutes. He noted that production increased 10% due to delivering water to SSWD and FOWD. Mr. Machado reported that the air relief valve maintenance program started and there were only three inoperable valves.

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

Mr. Helliker reported that Folsom Reservoir storage is still above average, and temperatures are projected to be above normal for the next three months.

Mr. Helliker informed the Board that he received notice from the State Water Board that they are finishing the approval of the petition and should be signed by early next week. He explained that the environmental review was completed for the pre-1914 water transfer and this is the final approval needed in order to complete the transfer.

For the post-1914 water transfer, the conveyance agreement is still being worked on with DWR. In addition, the well information is being inputted into the DWR data system by Rob Swartz and should be completed early next week.

The last part will be for the Bureau of Reclamation to give a written mutual agreement that they will deliver the water to the bottom of the dam. Mr.

Helliker expects to receive the letter by July 1<sup>st</sup>; however, the transfer may not start on July 1<sup>st</sup> because all the documents must be received first. He informed the Board that he requested FOWD and CHWD to increase their pumping above what was projected for the remainder of July.

Mr. Helliker reported that Mr. Zlotnick has been working on obtaining a refund from the Bureau of Reclamation and a check for \$423,000 was received, and another \$6,000 is expected. Mr. Zlotnick explained that the formula for the allocated construction cost of the CVP was changed between 2013 and 2014 which resulted in the over-payment. There is still an amount being held by Reclamation which should cover the allocation through 2030. After 2030, the District's account with Reclamation will be trued up and at that time there will either be an amount due or a credit amount with Reclamation. Mr. Zlotnick reported that in addition to receiving the refund, about \$70,000 was paid in deficit balances in a restoration account, O & M account and other accounts. Ms. Silva informed the Board that the funds will be reflected in FY 2017-18 reserve balances.

Mr. Helliker reported that he has provided FOWD with the take or pay contract information that they requested. He reminded the Board that once FOWD can agree on their groundwater pumping costs then another 2x2 committee meeting will be scheduled.

Mr. Helliker reported that the District will receive a WaterSmart grant from Reclamation for \$300,000 for interties and will split the allocation with Sacramento County Water Agency. Mr. Helliker will forward the Board the email that he received.

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

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

Ms. Silva reported that staff has started to prepare the letter of interest for funding options for the Hinkle and Kokila reservoir projects. The letter of interest for the WIFIA (Water Infrastructure Finance and Innovation Act) funding is due by July 31, 2018. The project cost is estimated at just over \$20 million. Director Miller suggested that the District communicate with the wholesale customer agencies to see if there are any large items that they are looking to complete and may want to join the District in debt funding to help reduce the interest rates. Mr. Zlotnick commented that there may be some constraints under WIFIA for funding multiple projects. Ms. Silva commented that for a bond issuance there would be a benefit since CHWD has a higher credit rating than the District. Director Costa suggested that the District only fund items that need to be funded and not include any extra amount in the funding.

Ms. Silva shared the accomplishments of a few employees, based on the examples noted in their performance evaluation. She shared information on Ken Kirkland, Darren Van Dusen and Andrew Pierson.

Ms. Silva reported that she contacted the District's bank and reviewed the bank fees with them. The bank is conducting a review and will inform her if a reduction in ongoing bank fees can be received.

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

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

Mr. Barela reported that the electronic annual report to the Division of Drinking Water was submitted and accepted as complete. He commended staff for the extra work to prepare the information for the report.

Mr. Barela reported that the field services team responded to a leak on Winding Canyon Lane and had to shut down the system in order to replace saddles. He informed the Board that he received an email from a customer commending the employees for their efficiency, communication and outstanding service during the repair.

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

#### **4.1 Legal Matters**

Mr. Horowitz reported that there would not be a Closed Session and directed the Board to the email that Mr. Helliker sent.

## **VIII. DIRECTORS' REPORTS**

### **1. SGA**

No report

### **2. RWA**

Director Tobin reported that the Legislative Advocate position has not been filled yet. She reported that the Executive Committee met this morning and they approved a Master Service Agreement for Human Resources Services with Regional Government Services Authority, recommends changes to the Other Post-Employment Benefits (OPEB) Funding Policy, recommends approval of the OPEB Actuarial Report and provided input on how to present the information to the board, discussed conferences and committees, and received an Integrated Regional Water Management Plan Update.

### **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**

No report.

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

Mr. Helliker announced that the Water Education Foundation's 2018 Water Summit (formerly known as the Executive Briefing) will be held Thursday, September 20, 2018. Ms. Grant informed the Board that there are complimentary tickets available.

In response to Director Tobin's question, Ms. Grant informed the Board that the 2018 Open House is scheduled for October 6<sup>th</sup> from 11am to 3pm and there was a kick-off meeting held on June 11<sup>th</sup> and all wholesale customer agencies will be participating in the event.

### **IX. COMMITTEE MEETINGS**

#### **1. ENGINEERING COMMITTEE – JUNE 20, 2018**

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

#### **2. FINANCE COMMITTEE – JUNE 26, 2018**

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

**President Hanneman reported that there would be no Closed Session.**

### **X. CLOSED SESSION**

1. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(b); significant exposure to litigation involving state and federal administrative proceedings and programs affecting District water rights.

### **XI. OPEN SESSION**

There was no Closed Session.

### **XII. ADJOURN**

**The meeting was adjourned at 6:49 p.m.**

ATTEST:

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MARTIN HANNEMAN, 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.

# AGENDA ITEM III-2

## AGREEMENT BETWEEN SAN JUAN WATER DISTRICT AND CROCKER & CROCKER FOR SERVICES RELATING TO RETAIL AND WHOLESALE PUBLIC OUTREACH 2018-2019

THIS AGREEMENT is made this July 1, 2018, in Granite Bay, California, between the San Juan Water District (“District”), a California public agency, and Crocker & Crocker, a California Corporation/ (“Consultant”), concerning Retail and Wholesale Public Outreach 2018-2019 (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 2018-2019 (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 \$94,405. 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, 2019.

b. This Agreement may be terminated at any time by District upon 10 days’ advance written notice to Consultant. 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. The amount of this insurance shall not be less than \$2,000,000 per claim and \$2,000,000 aggregate. 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:  
Crocker & Crocker  
Attn: Lucy Eidam Crocker  
1614 19<sup>th</sup> Street  
Sacramento, CA 95811  
E-mail: [lucy@crockercrocker.com](mailto:lucy@crockercrocker.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:

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

CROCKER & CROCKER:

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



# 2018-19 PUBLIC OUTREACH SCOPE

**PRESENTED BY**



## Introduction

For the past several years, Crocker & Crocker has prepared strategic public outreach plans for San Juan Water District. The plans were based on the board's strategic planning sessions, an analysis of state and federal legislative activities that would affect customers and stakeholders, upcoming projects, events and/or customer calls-to-action anticipated for the year. Each plan also included a communication SWOT and stakeholder analysis, goals and objectives along with strategies and tasks to guide San Juan's public outreach in a consistent, proactive and forward-fashion way.

For fiscal year 2018/19, San Juan staff will continue to take 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. The district does not anticipate as many retail or wholesale outreach activities as in past years that will require support from Crocker & Crocker so the scope of work is scaled back accordingly.

To guide efforts, Crocker & Crocker prepared the following scope of work and estimated budget.

**Note: Crocker & Crocker has prepared this scope of work prior to the results of the phone survey so there is a chance the phone survey may find other activities that should be conducted or messages that should be relayed to customers as an outcome of the survey findings.**

As with past programs, efforts will continue to:

- **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 • Three trifold, full-length newsletter inserts • Three, 1/3-page inserts	<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>Produce new staff photos for integration into inserts in one half-day photo shoot</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> </ul>	Year-round with monthly activities
Electronic Media (social media and e-blasts)	<ul style="list-style-type: none"> <li>Provide editorial content for Facebook and Twitter</li> <li>Develop content for paid Facebook boosts and advertisements to help amplify events, timely news and calls to action</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)</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</li> <li>Facilitate design and design edits</li> <li>(Assumes client pays for direct costs for delivery)</li> </ul>	Includes up to three additional outreach materials
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
Research	<ul style="list-style-type: none"> <li>Review research findings</li> <li>Participate in call with research consultant</li> <li>Participate in PI meeting to discuss research findings</li> <li>Attend/potentially participate in board presentation about research findings</li> </ul>	1 for each item

## San Juan Wholesale

<b>Task</b>	<b>Activities</b>	<b>Frequency</b>
<b>CCR</b>	<ul style="list-style-type: none"> <li>• Work with client and consultant to finalize design, printing, production and delivery</li> <li>• Proof and edit report for quality control</li> <li>• Design report and facilitate 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
<b>Electronic Media</b>	<ul style="list-style-type: none"> <li>• Develop and distribute quarterly e-blasts to San Juan's stakeholder contact database</li> <li>• Develop Wholesale database</li> </ul>	Quarterly
<b>Outreach Materials</b>	<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> </ul>	One-time project Semi-annual
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Project forecasting and reporting</li> </ul>	Monthly

## Budget Estimates

**Retail: \$61,400**

Fees: \$56,750

Direct Costs: \$4,650



### Budget Development Worksheet

San Juan Water District Retail								
2018/19 Budget								

2018 Rates:		\$185	\$130	\$145	\$125	\$90			
Tasks	Total Hours	President	Art Director	Senior Project Manager	Project Manager	Admin	Total Fees	Direct Costs	Project TOTAL
Newsletter	127.00	12	45	50	20		\$ 17,820	\$ 1,500	\$ 19,320
Electronic Media	124.00	12	12	60	40		\$ 17,480	\$ 1,250	\$ 18,730
Outreach Materials	62.00	12	18	24	8		\$ 9,040	\$ 1,260	\$ 10,300
Team Meetings	30.00	24		6			\$ 5,310	\$ -	\$ 5,310
Project Management	36.00	12		12		12	\$ 5,040	\$ 640	\$ 5,680
Research	12.00	8		4			\$ 2,060	\$ -	\$ 2,060
<b>GRAND TOTAL</b>	<b>391.00</b>	<b>80.00</b>	<b>75.00</b>	<b>156.00</b>	<b>68.00</b>	<b>12.00</b>	<b>\$ 56,750</b>	<b>\$ 4,650</b>	<b>\$ 61,400</b>

**Wholesale: \$33,005**

Fees: \$32,375

Direct Costs: \$630



### Budget Development Worksheet

San Juan Water District Wholesale								
2018/19 Budget								

2018 Rates:		\$185	\$130	\$145	\$125	\$90			
Tasks	Total Hours	President	Art Director	Senior Project Manager	Project Manager	Admin	Total Fees	Direct Costs	Project TOTAL
CCR	37.00	6	8	15	8		\$ 5,325	\$ -	\$ 5,325
Electronic Media	60.00	12		30	18		\$ 8,820	\$ -	\$ 8,820
Outreach Materials	100.00	15	20	40	25		\$ 14,300	\$ -	\$ 14,300
Project Management		6		12		12	\$ 3,930	\$ 630	\$ 4,560
SUBTOTAL	197.00	39.00	28.00	97.00	51.00	12.00	\$ 32,375	\$ 630	\$ 33,005
<b>GRAND TOTAL</b>	<b>197.00</b>	<b>39.00</b>	<b>28.00</b>	<b>97.00</b>	<b>51.00</b>	<b>12.00</b>	<b>\$ 32,375</b>	<b>\$ 630</b>	<b>\$ 33,005</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: Tony Barela, Operations Manager  
Date: July 25, 2018  
Subject: Fair Oaks 40" Pipeline Relining Project – Construction Management/Inspection Contract

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### RECOMMENDED ACTION

Staff recommends a motion to award the Fair Oaks 40" Pipeline Relining Project - Construction Management and Inspection Services contract to Inferrera Construction Management Group (ICM), Inc. for the amount of \$180,680.00 and authorizing a total budget of \$198,750.00 (includes a 10% contingency).

The recommendation was reviewed by the Engineering Committee on July 17, 2018, and the Committee recommended the contract be approved by the Board of Directors.

### BACKGROUND

The Fair Oaks 40" (FO-40") Relining Project is considered Phase 2 of the overall rehabilitation of the FO-40" Transmission Pipeline. Phase 1 of the overall rehab included ARC Crossing Replacement Project, Cathodic Protection Project, and the Pipeline Rehabilitation Project. ICM Group, Inc. provided construction management and inspection services on two projects of the Phase I projects, ARC Crossing and Pipeline Rehabilitation Project. Additionally, ICM Group, Inc. completed the internal lining assessment of the pipeline defining the areas needing replacement.

ICM Group, Inc. was included in Quincy Engineering, Inc.'s proposal for design and construction management services; therefore, ICM was included in the proposal selection process during design. Through discussions with Quincy and ICM, it was recommended that the District contract directly with ICM for construction related services.

### FINANCIAL CONSIDERATIONS

Adequate funds are available in wholesale capital reserves. Construction Management and Inspections Services was budgeted for in the Fiscal Year 2018-2019 Budget.

**AGREEMENT BETWEEN SAN JUAN WATER DISTRICT  
AND INFERRERA CONSTRUCTION MANAGEMENT GROUP, INC. FOR SERVICES  
RELATING TO FAIR OAKS 40" PIPELINE RELINING PROJECT**

THIS AGREEMENT is made this **July 5, 2018**, in Granite Bay, California, between the San Juan Water District ("District"), a California public agency, and **Inferrera Construction Management Group, Inc. (ICM)** a California Corporation ("Consultant"), concerning Construction Management and Inspection of the Fair Oaks 40" Pipeline Relining Project (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: Provide construction management and inspection services for the Fair Oaks 40" Pipeline Relining Project (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 Consultant's actual time and expenses necessarily and actually expended on the Work in accordance with Consultant's fee schedule, attached hereto as Exhibit B and incorporated herein.

b. The total fee for the Work shall not exceed **\$180,680.00**. 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 perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

b. This Agreement may be terminated at any time by District upon 10 days' advance written notice to Consultant. 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.

**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. The amount of this insurance shall not be less than \$2,000,000 per claim and \$2,000,000 aggregate. 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:

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 injury or disease.	

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: Tony Barela, Options Manager  
9935 Auburn-Folsom Road  
P.O. Box 2157  
Granite Bay, CA 95746  
Fax: (916) 791-7361  
E-mail: [tbarela@sjwd.org](mailto:tbarela@sjwd.org)

Consultant:

Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Fax: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
E-mail: \_\_\_\_\_

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 facsimile or 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. Labor Code Requirements.** 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.

**23. Professional Licensing.** Consultant represents that it is licensed by the California State Board of Professional Engineers and Land Surveyors, and that Consultant's license is in good standing and will be kept in good standing during the term of this Agreement.

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

**SAN JUAN WATER DISTRICT:**

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

Paul Helliker  
General Manager

**ICM GROUP, INC.:**

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[Name]  
[Title]

**Exhibit A**  
**Scope of Work**



## Scope of Services

Our Scope of Services assumes full time construction inspection and part-time specialty inspection and contract administration and construction management. The Scope of Services for the Fair Oaks 40" Pipeline Relining Project is presented below.

ICM will perform the following tasks:

1. Coordinate, attend and distribute the minutes of the pre-construction meeting and weekly progress meetings.
2. Provide full time construction inspection.
  - a. Verify interior pipe surface preparation before commencement of mortar lining activities.
  - b. Verify proper disposal of debris.
  - c. Mortar coating thickness and flatness.
  - d. NSF 61 compliance.
  - e. Assist District with dewatering.
  - f. Last man out.
  - g. Coordinate with designer.
  - h. Daily reports.
  - i. Photographs.
  - j. Verify compliance with contract requirements
3. Take preconstruction photographs of work areas.
4. Coordinate special inspections, materials testing, and special testing. Special inspections will include CWI welding inspection and NACE certified coatings inspection. Material testing will include mortar strength testing as needed.
  - a. CWI of steel plate repair.
  - b. NACE inspection for coatings.
  - c. Compaction under roadways.
5. Monitor compliance with permit conditions on behalf of the District.
6. Assist the District with the review and negotiation of change order requests with the contractor and provide recommendation to District staff for change order disposition.
7. Contract administration including submittals and RFIs.
8. Resolve conflicts caused by varying site conditions or discrepancies in contract documents.
9. ICM's inspector will maintain a set of as-built drawings. At the time of each progress payment application, ICM will verify the contractor is maintaining their set of as-built drawings.

Exclusions:

1. ADA compliance certification or warranty.
2. SWPPP plan development, certification and uploading to State web site.
3. Surveying by a California Licensed Land Surveyor.
4. Construction staking.
5. Warranty services or 11 month warranty inspection.
6. ICM is not responsible for Contractor's safety or safety program.



Proposal for Construction Management and Inspection Services  
San Juan Water District - Fair Oaks 40" Pipeline Relining Project

7. ICM is not responsible for Contractor's schedule.
8. We did not include budget for litigation, arbitration, or other dispute resolution support.
9. Engineering support services such as technical review of submittals and RFIs with the exception of schedule submittal, schedule of values submittal, and RFIs better answered by our field staff.
10. Cost for alternate document management and storage systems such as Primavera, EADOC, and ProCore. Use of Access Database and Synology for document tracking and storage.

**Exhibit B**  
**Compensation Schedule**



## Budget Chart

The following chart shows the estimated number of hours and cost for ICM staff, expenses, and subconsultants. ICM's budget assumes full-time construction inspection and complies with California prevailing wage requirements.

**ICM Budget Chart**

	<b>Jul-18</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>Oct-18</b>	<b>Nov-18</b>	<b>Dec-18</b>	<b>Jan-19</b>	<b>Total Hours</b>	<b>Rate</b>	<b>Total Budget</b>
<b>CM</b>	40	40	40	40	40	40	40	280	\$ 160	\$ 44,800
<b>Inspection</b>		40	184	152	176	168	40	760	\$ 130	\$ 98,800
<b>Inspection OT</b>								40	\$ 182	\$ 7,280
<b>Administration</b>	8	4	4	4	4	4	8	36	\$ 75	\$ 2,700
									<b>Subtotal</b>	<b>\$ 153,580</b>
<b>Vehicle, Inspector</b>		1	1	1	1		4		\$ 1,000	\$ 4,000
<b>Vehicle, RE</b>		4	8	8	8	8	4	40	\$ 50	\$ 2,000
<b>Computer</b>		1	1	1	1		4		\$ 100	\$ 400
<b>Phone/Internet</b>		1.5	1.5	1.5	1.5		6		\$ 50	\$ 300
<b>Safety</b>										\$ 1,000
<b>Tools/Disposables</b>										\$ 500
<b>Youngdahl</b>										\$ 15,000
<b>BACC</b>										\$ 3,000
<b>Sub Fee (5%)</b>										\$ 900
									<b>Subtotal</b>	<b>\$ 27,100</b>
									<b>Total</b>	<b>\$ 180,680</b>

Notes/Assumptions:

1. Construction management services starting about July 2018.
2. Contractor commences work approximately September 1, 2018.
3. Final Completion Date in December 2018.
4. Construction management services ending January 31, 2019
5. We assume Contractor and subcontractors will work 8-hour days during the same start and stop time. We assume 40 hours overtime inspection for times when the contractor works late.
6. This proposal is based on a time and materials contract. This cost proposal is only an estimate; actual labor effort will be dependent on the contractor's schedule. Budgeted hours and cost proposal may change based on the actual project schedule. ICM reserves the right to transfer budgeted hours between tasks and subtasks.
7. See Scope of Services for details.
8. This proposal excludes hiring of an inspector apprentice which can be required by the State Department of Industrial Relations although we have not seen it done to date and have not included hours for an apprentice.



# **Inferrera Construction Management Group, Inc.**

## **Fee Schedule**

### **For San Juan Water District**

### **Fair Oaks 40 Pipeline Relining Project**

#### **Labor Hourly Rates by Position**

CM/Resident Engineer	\$160
Electrical Inspector	\$140
Construction Inspector	\$130
Administrator	\$75

#### **Expense Rates**

Vehicle, monthly	\$1,000
Vehicle, day	\$50
Field Computer, monthly	\$100
Phone/Internet, monthly	\$100
Other ODCs billed separately	

#### **Administrative Fees**

Expenses	0%
Subconsultants	5%

Notes:

1. Minimum 4-hour onsite charge per site or off-site visits.
2. This proposal is based on a time and materials contract. This cost proposal is only an estimate; actual labor effort will be dependent on the contractor's schedule. Budgeted hours and cost proposal may change based on the actual project schedule. ICM reserves the right to transfer budgeted hours between tasks and subtasks.
3. Overtime will be charged 1.5 times the hourly rate for time worked over eight hours a day and Saturdays. Sundays, Holidays, and time worked over twelve hours a day are charged at 2 times the hourly rate. Second shift work started between 2 p.m. and 5 a.m. will be charged an additional \$15 per hour.
4. This Rate Schedule is valid until December 31, 2019. After December 31, 2019, rates subject to adjustment.
5. This proposal does not include furnishing a site trailer, trailer utilities, computer systems or internet. Field office trailer, with telephone, fax, sanitary facilities, and furniture.

**Confidentiality Requirement:** This Rate Schedule and other budget information in this proposal have been developed exclusively for the San Juan Water District. This Rate Schedule is confidential and proprietary information and shall not be shared with persons or organizations other than employees of the San Juan Water District.



## (2017) PREVAILING WAGE FEE SCHEDULE FOR PROFESSIONAL SERVICES

### PREVAILING WAGE RATE

#### PERSONNEL

Principal Engineer	\$ 185.00	/hr
Associate Engineer/Geologist/Scientist	\$ 160.00	/hr
Senior Engineer/Geologist/Scientist	\$ 145.00	/hr
Project Engineer/Geologist/Environmental Scientist/Qualified SWPPP Developer	\$ 125.00	/hr
Staff Engineer/Geologist/Scientist	\$ 115.00	/hr
Field Supervisor	\$ 130.00	/hr
NDT Special Inspector	\$ 120.00	/hr
ICC Lead Special Inspector; DSA Masonry – Group 1 (excluding NDT)	\$ 114.00	/hr
ICC/AWS/CWI Certified Special Inspector – Group 2	\$ 108.00	/hr
Soils Engineering Technician; ACI – Groups 3 & 4	\$ 104.00	/hr
Environmental Technician	\$ 95.00	/hr
QSP-Qualified SWPPP Practitioner	\$ 90.00	/hr
Laboratory Manager	\$ 110.00	/hr
Senior Laboratory Technician	\$ 102.00	/hr
Laboratory Technician	\$ 88.00	/hr
Draftsperson	\$ 92.00	/hr
Clerical	\$ 76.00	/hr

#### BASIS OF CHARGES

##### Equipment Charges:

All of the above rates are inclusive of equipment (typically an additional \$10/hour charge by other consultants for Nuclear Gauge and other equipment).

##### Exceptions:

*Coring Machine is \$200/day  
 Generator is \$75/day*

##### Hours are billed portal to portal in accordance with the following minimum charges:

- Times are rounded up to the nearest ½ hour.
- 2.0 hour minimum on-site charge for each site visit.
- 4.0 hour minimum on-site charge for weekend work.
- Cancellation required prior to 5:00 pm day before scheduled visit.

##### Overtime:

- |                                    |                     |
|------------------------------------|---------------------|
| • Over eight (8) hours a day       | - 1.5 X hourly rate |
| • Saturdays                        | - 1.5 X hourly rate |
| • Sundays and Holidays             | - 2.0 X hourly rate |
| • Over twelve (12) hours a day     | - 2.0 X hourly rate |
| • Work performed 5:00 pm – 5:00 am | + \$ 10.00/hour     |

##### Mobilization Charge:

A mobilization charge of \$ 40.00/site visit will be added for all projects requiring site visits within 30 miles of our corporate yard. For projects beyond 30 miles, a mileage fee will be assessed at \$0.60/mile portal to portal per visit from our corporate headquarters address to the project site. Distance will be determined by Google Maps quickest calculated distance.

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## **BASIS OF CHARGES (cont.)**

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### **Expert Witness Services:**

Presentation of mediation, arbitration, deposition, expert witness testimony and public hearing attendance will be billed at 2 times normal hourly rates in 4 hour incremental blocks.

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### **Rush Charges:**

Field:	An additional 1 hour of field time at the engineering technician rate will be charged to expedite work which requires dispatching after 4:30 pm of the previous day or the same day the work is required for field work as requested by the contractor or client.
Laboratory:	2 day = Cost + 50% 1 day = 2 times cost

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### **Large Format Plotting:**

• Color	\$ 3.90 per sq. foot
• Black & White	\$ 0.75 per sq. foot

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- Supplies and outside services are billed at cost +15%
  - Airfare, rental vehicles, lodging, and meals for authorized out-of-town travel, will be charged per person per day using the current IRS Per Diem rate applicable to the area.
  - Authorized subcontracts are billed at +15%
  - Projects with specialized accounting protocol required to be filled out for the client will be charged an additional 4 % of the project budget
  - Copying and distribution for project reporting include 6 reports. If additional report copying is necessary, a \$25.00 charge will be billed for each additional report
  - Projects requiring Level C PPE will be charged at 1.5 x normal hourly rate
  - \$10.00 surcharge may be applied to normal rates for projects requiring naturally occurring asbestos (NOA) observations.
- 

## **LABORATORY CONSULTATION SERVICES**

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Please see Fee Schedule for Professional Services, Laboratory Services, and Specialized Laboratory Services. Quotes available upon request.

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## **TERMS AND CONDITIONS**

Youngdahl Consulting Group, Inc. shall perform professional services in accordance with the generally accepted professional practice of its profession within the area where the work is performed on behalf of the client. Upon entering into this agreement many risks potentially affect Youngdahl Consulting Group, Inc. The principal risk is the potential for human error by Youngdahl Consulting Group, Inc. Client agrees to limit our liability to Client and to all other parties for damages arising from any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs shall be limited to \$25,000.00 and Client further agrees to indemnify and hold harmless Youngdahl Consulting Group, Inc. from and against all liabilities in excess of monetary limit established above.

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(Fee Schedule for Professional Services on front of sheet)

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## (2017) FEE SCHEDULE FOR LABORATORY SERVICES

The following contains the soils and material testing rates for services rendered by Youngdahl Consulting Group, Inc. Prices are valid for 2017. Unless noted, test prices include routine sample preparation, test set-up, performance of test, calculations, and reporting of results. In addition to materials testing, Youngdahl Consulting Group, Inc. offers a full spectrum of geotechnical, environmental and special inspection services. Please call us at (916) 933-0633 for further information.

TEST	TEST METHOD(S) <sup>1</sup>	UNIT COST (\$)		
<b>CLASSIFICATION AND INDEX PROPERTIES</b>				
Sieve Analysis, Fine with No. 200 Wash	D422, CTM 202	\$	120.00	Each
Sieve Analysis, Coarse and Fine Combined	D422, CTM 202	\$	150.00	Each
Percent Passing No. 200 Sieve	D1140	\$	80.00	Each
Hydrometer Analysis	D422	\$	200.00	Each
Atterberg Limits	D4318	\$	190.00	Each
Moisture Content	D2216	\$	25.00	Each
Moisture Content & Dry Density	D2216 and D2937	\$	35.00	Each
Specific Gravity	D854	\$	150.00	Each
Soil Resistivity/PH	CTM <sup>3</sup> 643/532, D4972	\$	145.00	Each
Pinhole Dispersion	D4647	\$	750.00	Each
Organic Content	D2974	\$	125.00	Each
<b>MOISTURE DENSITY RELATIONS-COMPACTION</b>				
Proctor – 4"	D698/D1557	\$	255.00	Each
Proctor – 6"	D698/D1557	\$	270.00	Each
California Impact	CTM 216	\$	275.00	Each
Check Point		\$	145.00	Each
<b>STRENGTH</b>				
Unconfined Compression	D2166	\$	90.00	Each
Unconfined Compression, Lime-Treated, Set of 3	CTM 373	\$	450.00	Each
Quicklime Saturation (Eades and Grim)	D6276	\$	150.00	Each
Direct Shear, 3 Points	D3080	\$	350.00	Each
Triaxial Shear, All Types		Quote		
Resistance "R-Value"	CTM 301, D2844	\$	310.00	Each
Sample Preparation & Remolding		\$	80.00	Sample
<b>HYDRAULIC CONDUCTIVITY</b>				
Flexible Wall Permeability	D5084	\$	350.00	Each
Permeability ( $>10^{-3}$ )	D2434	\$	350.00	Each
<b>CONSOLIDATION/SWELL</b>				
Consolidation (4 points + rebound)	D2435	\$	420.00	Each
Consolidation (each additional load or rebound)	D2435	\$	40.00	Each
Swell (1 load)	D4546, Method A	\$	185.00	Each
Swell (each additional load)	D4546	\$	40.00	Each
Expansion Index	D4829	\$	195.00	Each
<b>MISCELLANEOUS</b>				
Fireproofing Thickness and Density	E605	\$	70.00	Each
Non-Masonry Mortar/Grout Compression	C579	\$	30.00	Each
Hydraulic Ram Calibration		\$	200.00	Each

## TEST

TEST METHOD(S)<sup>1</sup>

## UNIT COST (\$)

**AGGREGATE**

Sieve Analysis – Coarse (without wash)	C136, CTM 202	\$ 120.00	Each
Sieve Analysis – Fine (including wash)	C136, CTM 202	\$ 120.00	Each
Sieve Analysis – Coarse and Fine Combined	C136, CTM 202	\$ 150.00	Each
No.200 Wash	C117	\$ 80.00	Each
Specific Gravity and Absorption, Coarse	C127	\$ 100.00	Each
Specific Gravity and Absorption, Fine	C128	\$ 125.00	Each
Organic Impurities in Sand	C40	\$ 75.00	Each
Unit Weight, Loose or Rodded	C29	\$ 90.00	Each
Sand Equivalent	CTM 217, D2419	\$ 135.00	Each
Crushed Particles (fractured faces) (per sieve size)	CTM 205, D5821	\$ 90.00	Each
Flat and Elongated Particles (per sieve size)	D4791	\$ 75.00	Each
Clay Lumps and Friable Particles	C142	\$ 90.00	Each
Lightweight Pieces in Aggregate (per specific gravity)	C123	\$ 350.00	Each
Sulfate Soundness, (per sieve size)	C88	\$ 100.00	Each
Los Angeles Abrasion Test	C131, C535	\$ 250.00	Each
Durability Index	CTM 229, D3744	\$ 280.00	Each
Durability, Coarse or Fine	CTM 229, D3744	\$ 140.00	Each
Cleanness Value	CTM 227	\$ 140.00	Each
Mortar Sand Strength	CTM 515, C87	\$ 600.00	Each

**CONCRETE/MASONRY**

Concrete Compression (including mold)	C39	\$ 30.00	Each
Mortar Compression (including mold)	C780	\$ 30.00	Each
Grout Compression (including mold)	C1019	\$ 30.00	Each
CLSM Compression (including mold)	D4832	\$ 40.00	Each
RCC Compression		\$ 40.00	Each
Concrete Core Compression	C42	\$ 55.00	Each
Shotcrete Core Compression (including coring)	C1604	\$ 100.00	Each
Core Height (Length/Thickness)	C1542	\$ 10.00	Each
Flexural Strength, Beam	C78	\$ 100.00	Each
Concrete Cylinder Unit Weight	C567	\$ 100.00	Each
Laboratory Trial Batch (includes 9 compression tests)	C192	\$ 2000.00	Each
Sample Cutting and Trimming (1/4 hour minimum)		\$ 80.00	Hour
CMU Dimension Verification	C140	\$ 25.00	Each
CMU Moisture Absorption/Unit Weight/Moisture	C140	\$ 70.00	Each
CMU Block Compression	C140	\$ 75.00	Each
CMU Shrinkage	C426	\$ 175.00	Each
CMU Composite Prism Compression	C1314	\$ 125.00	Each
CMU Core Shear	CBC 2105A.4/5	\$ 50.00	Each
CMU Core Compression		\$ 50.00	Each

**ASPHALT CONCRETE**

Solvent Extraction, % Asphalt	D2172	\$ 210.00	Each
Gradation of Extracted Aggregate	D5444	\$ 110.00	Each
Unit Weight of Core or Briquette	CTM 308, D2726, D1188	\$ 50.00	Each
Thickness of Core	D3549	\$ 10.00	Each
Maximum Theoretical Specific Gravity (Rice Method)	D2041, CTM 309	\$ 155.00	Each
Maximum Density by Hveem Compaction (LTMD)	CTM 308	\$ 310.00	Each
Hveem Stability	CTM 366	\$ 310.00	Each
Hveem Stability (without compaction)	CTM 366	\$ 185.00	Each
AC Content by Ignition Oven	CTM 382	\$ 140.00	Each
Ignition Oven Calibration	CTM 382	\$ 300.00	Each
AC Moisture Content	CTM 370	\$ 40.00	Each
AC Air Void Determination	D3203	\$ 40.00	Each
AC VFA Determination		\$ 40.00	Each
AC VMA Determination		\$ 40.00	Each

**Footnotes**

- 1 Test methods listed are as follows:
- Those beginning with a C, D, or E are ASTM International methods
  - CTM – California Test Method, California Department of Transportation
  - CARB – California Air Resources Board method
  - EPA – United States Environmental Protection Agency method

2 Any testing where lime or cement is used as an additive, cost of test will increase by 20%

# AGENDA ITEM IV-1

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: July 25, 2018  
Subject: Committee Charters and Recommended Revisions

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### **RECOMMENDED ACTION**

Approve Committee Charters

### **BACKGROUND**

San Juan Water District currently has six standing and two ad hoc committees:

- Engineering
- Finance
- Legal Affairs
- Personnel
- Public Information
- Water Supply and Reliability
- SJWD/FOWD 2x2 Ad Hoc
- SJWD/SSWD 2x2 Ad Hoc

The Legal Affairs Committee has typically addressed legal issues associated with topics that are normally under the purview of one of the other committees. Staff recommends that any legal issue associated with an agenda item that is addressed by one of the other committees be addressed during the consideration of that item in the relevant committee. The Legal Affairs Committee has not met since January 2017. Staff recommends that the Legal Affairs Committee be disbanded.

The other five committees are independent and do not overlap in jurisdiction. They also serve the purpose of allowing Board members to consider topics in more detail than is typically possible during a regular Board meeting, thereby allowing items considered by committees to be addressed by the Board as consent calendar items during a regular Board meeting.

Staff has developed the proposed charters that are presented in the attachment. These charters have been considered and approved by each of the committees except for the Legal Affairs Committee, which has not met since staff began developing the charters. Staff recommends that the Board approve the charters for each committee.

### **Attachments:**

2018 Board Committees

## Board of Directors – Standing Committee Charters 2018

### Engineering Committee Charter

Chair: Dan Rich  
Vice Chair: Ted Costa  
Alternate: Marty Hanneman

The purpose of the Engineering Committee is to discuss and make recommendations to the Board on matters related to the District's Capital Improvement Program, other facilities related projects, water treatment and distribution operations, property related topics, and review and recommend approval of contracts associated with these topics. The Board President may assign additional topics as needed. This committee generally meets as needed.

### Finance Committee Charter

Chair: Ken Miller  
Vice Chair: Marty Hanneman  
Alternate: Dan Rich

The purpose of the Finance Committee is to discuss and make recommendations to the Board on matters related to the District's finances such as rates, fiscal policies, debt issuance, District budget, and review and recommend approval of contracts associated with these topics. The Board President may assign additional topics as needed. The committee serves as the Audit Oversight Committee for purposes of the annual audit. This committee generally meets monthly on the Tuesday before the Board meeting at 4:00 p.m.

### Personnel Committee Charter

Chair: Marty Hanneman  
Vice Chair: Ted Costa  
Alternate: Pam Tobin

The purpose of the Personnel Committee is to discuss and make recommendations to the Board on all matters related to the District's human resource management at the District including employee compensation and staffing levels. The Board President may assign additional topics as needed. This committee generally meets as needed.

## **Public Information Committee Charter**

Chair: Marty Hanneman  
Vice Chair: Pam Tobin  
Alternate: Ken Miller

The purpose of the Public Information Committee is to discuss and make recommendations to the Board on all matters related to the District's communications planning and public outreach. The Board President may assign additional topics as needed. This committee generally meets as needed.

## **Water Supply & Reliability Committee Charter**

Chair: Pam Tobin  
Vice Chair: Dan Rich  
Alternate: Ted Costa

The purpose of the Water Supply & Reliability Committee is to discuss and make recommendations to the Board on matters related to water supply issues such as water rights, contracts, water transfers, groundwater, water use efficiency activities, the Urban Water Management Plan, and water resources management. The Board President may assign additional topics as needed. This committee generally meets as needed.

## **Legal Affairs Committee**

Chair: Ted Costa  
Vice Chair: Ken Miller  
Alternate: Vacant

No charter defined

# STAFF REPORT

## AGENDA ITEM IV-2

To: Board of Directors  
From: Paul Helliker, General Manager  
Date: July 25, 2018  
Subject: FOWD 2x2 Committee Discussions

### RECOMMENDED ACTION

Discussion

### BACKGROUND

The Ad Hoc 2x2 Committee composed of Board members from San Juan and Fair Oaks Water Districts met on July 11, to discuss the wholesale water supply contract, and changes proposed by FOWD. The first of these changes would be to establish a minimum purchase quantity for FOWD. The 1991 contract included a provision requiring FOWD to purchase 15,000 AF of water supply annually. This provision was not included in the 2008 contract. Excerpts from those contracts are included in the attachment.

FOWD requested information about the relative cost of water using a take or pay approach, and we provided the following table.

Water Revenue and Deliveries - Sales to FOWD						
	4/30/2018					
	2016	2017	2018	2019	2020	2021
Usage Rate (\$/AF)	102.20	81.14	81.14	81.14	81.14	81.14
Quarterly Service Charge (O, M &R)	102,172	213,956	260,987	313,972	274,973	311,264
Quarterly Debt Service						
2009 COPs	70,427	70,475	70,538	70,538	70,450	70,735
2012 Refunded Revenue Bonds	40,451	40,388	40,313	40,300	40,400	40,475
2019 COPs					96,313	96,255
Total Wholesale Plan Planned Revenue (Take or Pay Revenue)	1,639,447	2,049,334	2,274,572	2,522,486	2,787,898	2,938,814
Wholesale Plan Projected Deliveries (AF)	7,703	9,244	9,702	10,146	10,591	10,647
Unit Cost (\$/AF)	213	222	234	249	263	276
Actual Deliveries (AF)	7,703	6,187				
Actual Revenues	1,639,447	1,801,289				
Actual Unit Cost (\$/AF)	213	291				
Deliveries at 90% Surface Water (AF)	7,831	8,618				
Revenues at 90% Surface Water	1,652,528	1,998,541				
90% Surf. Wat. Actual Unit Cost (\$/AF)	211	232				
Take or pay deliveries (minimum AF)			9,000	9,000	9,000	9,000
Take or pay cost (\$/AF)			253	280	310	327

FOWD also proposed changing the term of the contract to terminate in 2022. One potential impact of changing the term in such a manner is that it might affect our credit rating or our debt obligations. Staff is researching this issue further.

Finally, FOWD Board representatives stated that they wanted to rescind San Juan's ability to set rates without FOWD's approval. Staff is researching the ratesetting provisions of wholesale water sales contracts, to determine how the existing process in the San Juan wholesale water supply contract compares.

**Attachments:**

Contract Excerpts

**Excerpts from 1991 Wholesale Water Supply Agreement:**

NOW, THEREFORE, the parties hereto agree that "CUSTOMER" agrees to purchase from "DISTRICT a minimum of 15,000 acre feet of water per annum.

"DISTRICT" agrees with "CUSTOMER" that in the event the "DISTRICT" cannot provide the minimum 15,000 acre feet per annum, "DISTRICT" will collect for payment for actual deliveries into "CUSTOMER" system. The rate to be charged to "CUSTOMER" for deliveries of wholesale water for the year said water is delivered shall be the current rate set by the "DISTRICT" Board of Directors.

**Excerpts from the 2008 Wholesale Water Supply Agreement:**

**5. E. Annual Water Supplies To Be Made Available by San Juan to Fair Oaks.**

During each calendar year throughout the term of this Agreement, consistent with San Juan's Water Rights and Entitlements and subject to the terms of this Agreement (including subsections G and H of this section), San Juan will make available to Fair Oaks the supplies of treated water at the Point of Delivery that are scheduled by Fair Oaks. Fair Oaks will make reasonable and beneficial use of the water supplies provided to Fair Oaks by San Juan, in a manner that is consistent with the terms of San Juan's Water Rights and Entitlements.

**5. G. Water Shortages and Interruptions in Water Deliveries.** San Juan will use all reasonable means to ensure against: (1) conditions of shortage in the water supplies available under San Juan's Water Rights and Entitlements; and (2) interruptions in San Juan's ability to use San Juan's Water Treatment and Conveyance Facilities in making water supplies available to Fair Oaks at the Point of Delivery, where such conditions or interruptions could result in reductions or interruptions in water service to Fair Oaks under this Agreement. San Juan may temporarily discontinue or reduce the water supplies made available to Fair Oaks under this Agreement for the purposes of investigation, inspection, maintenance, repair, replacement or improvement of any of San Juan's Water Treatment and Conveyance Facilities, but to the extent practicable, San Juan will: (1) consult with Fair Oaks and consider Fair Oaks' water supply needs concerning a planned or unplanned interruption in water deliveries; (2) provide Fair Oaks reasonable prior notice of any such interruption in water deliveries; and (3) use its best efforts to limit the duration of such conditions of shortage and interruption in water deliveries. San Juan will allocate available water supplies to Fair Oaks and the other Member Agencies in accordance with San Juan's Surface Water Supply and Water Shortage Management Plan.

**5. H. Water Allocations During Conditions of Shortage.** To the extent that: (1) the water supplies available in any year under San Juan's Water Rights and Entitlements, and/or (2) the availability of use of San Juan's Water Treatment and Conveyance Facilities, are insufficient to make available the full water supplies requested or

scheduled by Fair Oaks and other agencies who contract for wholesale water supplies from San Juan, San Juan will allocate its available water supplies to Fair Oaks and the other Member Agencies in accordance with San Juan's Surface Water Supply and Water Shortage Management Plan.

**11. A. Wholesale Water Rates and Charges.** San Juan will set wholesale water rates and charges from time to time for making treated water supplies available to Fair Oaks, and other agencies that contract for wholesale water supplies from San Juan, to recover San Juan's costs of making treated water supplies available, including without limitation, the cost of untreated water under San Juan's Water Rights and Water Entitlements, and the cost of operation, maintenance, repair, replacement of, and capital improvements to, San Juan's Water Treatment and Conveyance Facilities. San Juan's wholesale water rates and charges will include the melded cost of water from San Juan's Water Rights and Water Entitlements. San Juan's wholesale water rates and charges will include interest and penalties for delinquent payments, as appropriate. San Juan will determine its wholesale water rates and charges based on cost-of-service principles and other applicable provisions of law. San Juan will ensure that revenues collected by San Juan from Fair Oaks and other Member Agencies for wholesale water service are equitably used for the benefit of such wholesale water customers. San Juan will provide Fair Oaks with 150 days' advance written notice of proposed changes in water rates and charges under this Agreement, provide Fair Oaks an opportunity to comment on such proposed changes prior to adoption of changes by San Juan, and account for Fair Oaks' comments in making its determination. Changes in water rates and charges will typically be effective as of January 1 of the calendar year following adoption by San Juan.

# AGENDA ITEM V-1

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: July 25, 2018  
Subject: FY 18-19 Operations Plan

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### **RECOMMENDED ACTION**

Discussion

### **BACKGROUND**

The Board of Directors adopted the District's Strategic Plan in March of this year, setting the District's Goals and Strategic Objectives for the next 3-5 years. As described in that plan, the District will prepare an annual Operations Plan, to translate the Strategic Plan's goals and objectives into specific projects and tasks that will be accomplished during that fiscal year. These projects and tasks are a subset of the District's full range of work that will be accomplished during Fiscal Year 18-19, but they represent the elements that will be specifically tracked and on which progress will be reported quarterly to the Board of Directors.

### **Attachments:**

2018-19 Operations Plan

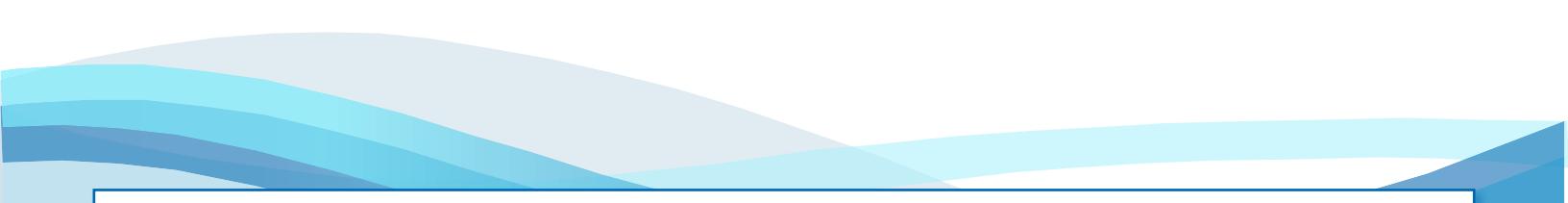
# OPERATIONS PLAN

FY 2018-19



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

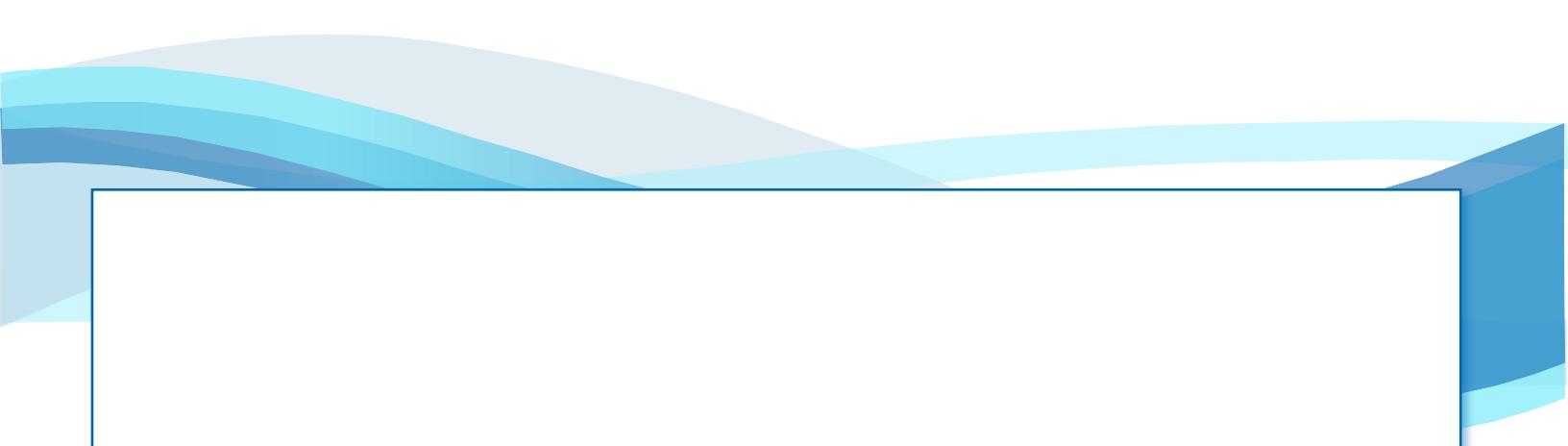




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# FOREWORD

This document composes the Operations Plan for the San Juan Water District for Fiscal Year 2018-19. 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
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	A	2	9/30/18	
Water Fix – represent the American River region agencies in negotiating a settlement agreement between DWR and Reclamation, to prevent or mitigate impacts from WaterFix	A	5	9/30/18	
WaterFix – oversee the management of the District's litigation on the WaterFix CEQA documents	A	5	6/30/19	
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	A	5	9/30/18	
Organize and conduct deliberations concerning joint efforts to improve water supply reliability and potential reorganization with SSWD	A	3	6/30/19	
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	A	All	Post-14 > 4/1/19 Pre-14 > 6/30/19 Reclamation > 3/31/19	
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD's PCWA deliveries	A	All	The 10 <sup>th</sup> of the following month	Monthly

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

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Complete Letter of Interest for WIFIA Low Interest financing for up to 49% of Hinkle & Kokila project cost	A	7	7/31/18	
Complete State SRF application for low interest financing for Hinkle & Kokila project	A	7	Work in Progress	
Complete joint WaterSmart grant application through RWA for intertie projects	A	7	10/1/18	
Assist with the implementation of the Geographic Information System (GIS)	B	2	6/30/19	
Complete a Supervisory Control and Data Acquisition (SCADA) Master Plan	B	1, 2	4/1/19	
Implement improvements to the Wonderware Software System.	B	2	1/1/19	
Guide candidates and potential candidates through the 2018 General Election process for three seats on the Board of Directors	C	5	8/15/2018	
Hold an open house for retail and wholesale customers in October 2018	C	1 & 7	10/6/2018	

# FINANCE

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Implement the Governmental Accounting Standards Board (GASB) Pronouncement's 74 and 75 pertaining to accounting for Other Post Employment Benefits (OPEB)	D	N/A – technical requirement	12/31/2018	
Complete the outsourcing of payroll processing and implement the use of electronic timesheets	D	5	07/01/2018	
Complete an overhaul of the Employee Manual, updating District ordinances and policies as necessary	E	3	03/31/2019	
Replace electric panels in the Administration Building for improved performance and safety	E	1	5/2018	
Complete Disaster Preparedness Planning and Documentation for Business Continuity	B	8	06/30/2019	
Identify and begin preliminary planning for debt issuance for Hinkle and Kokila cover and lining replacement projects	D	3 a.	06/30/2019	
Propose updates to District's Reserve Policy	D	5	12/31/2018	
Propose updates to District's Record Retention Policy	C	1	09/30/2018	
Complete a Capital Facility Fee Study and recommend fee changes as identified in the study	D	4	12/31/2018	
Complete a Master Fee Study and recommend fee changes as identified in the study	D	4	12/31/2018	
Complete a Compensation Study and identify the desired market position. Adjust compensation if necessary	D	5	06/30/2019	

# CONSERVATION

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	10/5/18	
Provide 4 educational customer workshops and an annual mulch give-a-way event (wholesale)	C	2, 7	6/30/19	
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	C	1, 2, 5	6/30/19	
Conduct a student art calendar contest to be distributed to all wholesale agencies	C	2, 7	6/30/19	

# 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	
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	

# DISTRIBUTION (Field Services)

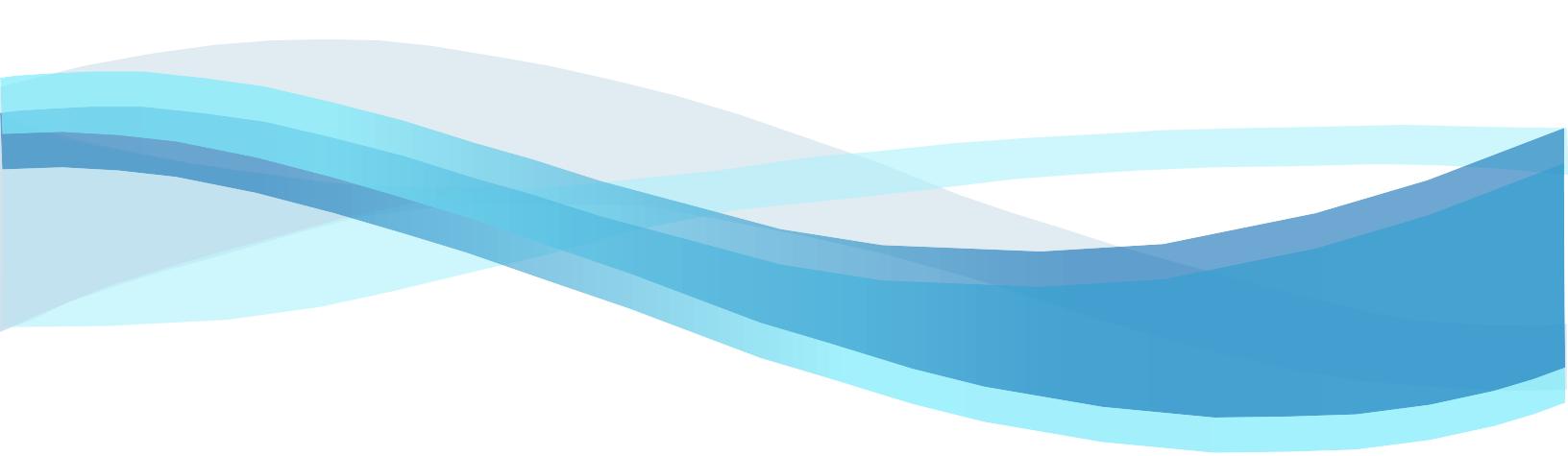
Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Replace 20+ large commercial meters	B	2	12/2018	
Complete the backflow testing program for 2018 (100% Tested) and define and implement plan for 2019 testing operations.	B	2	12/2018	
Achieve Air/Vacuum relief valve maintenance goal for 2018 and define and Implement plan for 2019 operations.	B	2	12/2018	
Evaluate the CMMS program to determine if it can be modified to meet District needs or needs replacement	B	2	9/2018	
Complete the corrosion protection system evaluation and calibration	B	2	9/2018	
Conduct evaluations of the Booster Pump Stations to identify improvements needed	B	2	10/2018	
Lower, then re-raise the infrastructure in Oak Avenue, between Hazel and Main, to accommodate the Sacramento County's road rehabilitation project	B	2	Sac County to determine	
Replace the HVAC units at two pump stations	B	2	9/2018	
Complete the Hydrant Maintenance program for 2018 and define and implement plan for 2019 testing operations.	B	2	12/2018	
Complete a meter replacement study in conjunction with the Citrus Heights Water District, with participation of other regional partners.	B	1, 6	9/2019	
Complete an evaluation of the District's Comprehensive Safety Program	B E	5 1	12/2018	
Install nine electrical service disconnects to allow for safer operations.	E	1	5/2019	

# ENGINEERING SERVICES

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Complete the design, permitting and construction of FY 2018-19 Wholesale and Retail Capital Improvement Projects.	B	3	6/30/19	
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.	B E	1 1	1/31/19	
Implementation of a replacement Geographic Information System (GIS)	B	2	6/30/19	
Complete an update of the Ordinance sections related to service connections and development	B D	1 5	12/31/18	
Complete an update of the Retail Master Plan	B	1	6/30/19	
Update the e-based System Map and Hydraulic Model	B	1	6/30/19	

# WATER TREATMENT

Task	Strategic Plan Goal	Strategic Plan Objective	Target Date	Completion Date
Install external and internal chlorine reading displays	B	3	9/2018	
Complete a study of compliance solids residuals disposal	B	5, 7	7/2018	
Evaluate a potential conversion from chlorine to hypochlorite	B	1	11/2018	
Evaluate the CMMS program to determine if it can be modified to meet District needs or needs replacement	B D	2 5	3/2018	
Complete the corrosion protection system evaluation and calibration	B	2	6/2019	
Replace the Lime Feed system electric panel	B	3	3/2019	
Replace/repair the Flocculation/Sedimentation Basin drive chain	B	3	4/2019	
Complete repairs, replacement and painting of perimeter security fencing	B	3	11/2018	
Evaluate the safety program and identify improvements needed	B E	5 1	12/2018	
Install window in office at the Water Treatment Plant	E	3	6/2019	
Complete clarifier wall/lining leakage repair	B	3	5/2019	
WTP site paving, slurry seal, and re-stripe	B	3	6/2019	
10 year replacement of chlorine gas pressure piping	B	3	4/2019	



9935 Auburn Folsom Road | Granite Bay, CA 95746

916-791-0115

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

# AGENDA ITEM VI-1.1

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: July 25, 2018  
Subject: General Manager's Monthly Report (June)

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### RECOMMENDED ACTION

For information only, no action requested.

### TREATMENT PLANT OPERATIONS

#### *Water Production for June*

Item	2018	2017	Difference
Monthly Production AF	5,070.22	4,573.02	10.9%
Daily Average MG	53.29	48.07	10.9%
Annual Production AF	11,266.82	12,571.20	-10.4%

#### *Water Turbidity*

Item	June 2018	May 2018	Difference
Raw Water Turbidity NTU	4.04	4.04	-68%
Treated Water Turbidity NTU	0.027	0.027	4%
Monthly Turbidity Percentage Reduction	99.32%	99.32%	

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

Item	2018	2017	Difference
Lake Volume AF	873,808	936,872	-7%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

\* Total Reservoir Capacity: 977,000 AF

#### *Other Items of Interest:*

- None to report

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

## SYSTEM OPERATIONS

### *Distribution Operations:*

Item	June 2018	May 2018	Difference
Leaks and Repairs	7	13	-6
MainsFlushed	89	15	+74
Valves Exercised	54	64	-10
Back Flows Tested	12	30	-18
Customer Service Calls	44	76	-32

### *Distribution System Water Quality:*

Water Quality Samples Taken	# Failed Samples	Supporting Information
43 Lab	1	One sample had a "Total Coliform" positive. Repeat samples were taken as required and the additional 3 were negative. Positive sample was most likely due to sampler error.
17 In-House	0	

### *Other Items of Interest:*

- Douglas Blvd. Mainline Replacement Project started, FS staff needed for shut downs and support for Engineering.

## 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
5312	1595	459	27

### *Conservation Activities*

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
20	32	22	N/A

### *Other Activities*

- Staff signed up 982 customers for recurring payment since April and another 3,168 have self-enrolled using the District's website.
- The number of 48-hour notices issued should decrease with the August bills as all billing cycles will now have received 2 bills under the new system. Staff is still removing customers from the shut off list who have not re-enrolled in autopay. If, after two billing cycles, these customers maintain a delinquent status because they have not re-enrolled in auto pay or paid their last two bills, staff will need to disconnect service.
- Home sales in the retail service area remain high. Staff processed 61 manual bills to be included in the title company escrow process.

**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</b>
Ali Minor Subdivision	3-Lot Subdivision	Approved for Construction	
Barton Ranch	10-Lot Subdivision	Approved for Construction	
Chula Acres	4-Lot Minor Subdivision	Approved for Construction	
Colina Estates	10-Lot Subdivision	In Design Review	
Eureka at GB (former Micherra Place Proj.)	28 Condominium Units	In Design Review	
GB Memory Care	Commercial Business	In Design Review	
Granite Rock Estates	16-Lot Subdivision	In Design Review	Annexation process will be required for SJWD to supply
Greyhawk III	44 high-density, and 28 single family Lots	In Design Review	
Ovation Senior Living	Commercial Business (114-Unit 2-story Assisted Living Facility)	In Design Review	
Placer County Retirement Residence	Commercial Business (145-Unit Multi-story Assisted Living Facility)	In Design Review	
Pond View	Commercial Business	Approved for Construction	
SPFD Station 15	Fire Station Bldg Improvements, with water service upgrades	In Design Review	
Quarry Ridge Prof. Office Park	Commercial Business (4 parcels to develop four general/medical office buildings)	In Design Review	
Rancho Del Oro	89 Lot Subdivision	Approved for Construction	On hold pending County Approvals
Rolling Greens	9 Lot Subdivision	Construction is complete	Closing out
Self Parcel Split (3600 & 3630 Allison Ave)	4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.)	In Construction	Waiting for contract and submittals.
The Park at Granite Bay	56 lot Subdivision	In Design Review, ready for approval	Two west side distribution system tie-ins needed
The Residences at GB	4-Lot Minor Subdivision	In Design Review	
Ventura of GB	33-Lot Subdivision	In Design Review	
Whitehawk I	24-Lot Subdivision	In Design Review	
Whitehawk II	56-Lot Subdivision	In Design Review	

## ENGINEERING - CAPITAL PROJECTS

### *Current Retail Projects*

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues</b>
Douglas Blvd Main Replacement	Replacement of ±4,125-LF of old steel main with new 16-in and 12-in pipeline between Auburn Folsom Rd and Hidden Lakes Dr.	In Construction Phase	Public Outreach
Dambacher Drive Services Replacement	Replacement of ±19 aged, corroded steel service taps with new bronze saddle taps to reduce potential for failures and leaks	In Construction Phase	None
Main Ave Main Replacement	Replacement of ±900-LF and on Main Ave between Lake Natoma Dr and Twin Lakes Ave. The new 12-in pipe will be sliplined into the old existing 20-in and 16-in pipe	Construction Complete	In Closeout
Oak Ave Main Replacement	Replacement of ±1,465-LF of aged steel pipeline with new 12-in C900 pipeline between Filbert Ave and address 9219 Oak Ave. The new 12-in pipe will be sliplined into the old existing 24-in pipe.	Construction Complete	In Closeout
ARC North/South PRS	Construction of a new Pressure Reducing Station (PRV) located at the intersection of American River Canyon Dr. and Oak Ave.	Construction Complete	In Closeout
Cavitt Stallman PRS	Construction of a new Pressure Reducing Station (PRV) located, on Cavitt Stallman Rd west of Hidden Valley Place	Construction Complete	In Closeout
Olive Ranch PRS	Construction of a new Pressure Reducing Station (PRV) located near the intersection of Ramsgate Dr. and Olive Ranch Rd.	Construction Complete	In Closeout
Lou Place Main Replacement	Replacement of approximately 460-LF of aged main on Lou Place between Troy Way and Crown Point Vista	In Design	
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	In Design	
UGB & LGB Low Flow Pumps	Installation of two new low flow pumps, one each at the Lower and Upper Granite Bay pump stations	In Design	

### *Retail CIP - Project Specifics*

- None to Report

**STAFF REPORT***General Manager's Monthly Report**Paul Helliker***Current Wholesale Projects**

Project Title	Description	Status (% Complete)	Issues
WTP Improvements	Replacement of aged mechanical flocculators and sludge collection equipment, construction of a new settled water channel and a new overflow weir structure, electrical and piping improvements, and other miscellaneous work	Construction is Complete. NOC was recorded with Placer Co.	In Closeout
FO-40 T-Main Relining	Relining of the existing ±11,000 foot long steel pipeline	In Construction	
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Construction	
Hinkle Res. Monitoring Level Probes	Installation of level probes into the monitoring wells to provide consistent monitoring data for DSOD reporting	In Construction	

**Wholesale CIP - Project Specifics**

- None to Report

**SAFETY & REGULATORY TRAINING – JUNE 2018**

Training Course	Staff
Cal OSHA Multi-Employer Rule	FS/Eng./Treatment Managers/Leads
Fire Extinguisher Hands On Training	Misc Staff
Hazardous Material Business Plan	FS/Treatment/Engineering
Universal Waste	All Staff

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



San Juan Water District, CA

# Wholesale Operating Income Statement

## Group Summary

For Fiscal: 2017-2018 Period Ending: 06/30/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - WHOLESALE</b>					
<b>Revenue</b>					
41000 - Water Sales	10,385,100.00	10,385,100.00	1,433,826.36	10,492,471.57	-107,371.57
43000 - Rebate	1,100.00	1,100.00	0.00	1,642.10	-542.10
45000 - Other Operating Revenue	0.00	0.00	0.00	-13,063.98	13,063.98
49000 - Other Non-Operating Revenue	149,400.00	149,400.00	83.55	130,240.66	19,159.34
Revenue Total:	<b>10,535,600.00</b>	<b>10,535,600.00</b>	<b>1,433,909.91</b>	<b>10,611,290.35</b>	<b>-75,690.35</b>
<b>Expense</b>					
51000 - Salaries and Benefits	4,615,900.00	4,615,900.00	349,913.74	4,261,435.43	354,464.57
52000 - Debt Service Expense	939,800.00	939,800.00	0.00	578,613.49	361,186.51
53000 - Source of Supply	1,296,300.00	1,296,300.00	20,026.86	1,095,950.02	200,349.98
54000 - Professional Services	638,400.00	638,400.00	4,319.62	515,122.14	123,277.86
55000 - Maintenance	508,500.00	508,500.00	74,462.07	423,547.19	84,952.81
56000 - Utilities	79,400.00	79,400.00	909.98	93,616.43	-14,216.43
57000 - Materials and Supplies	569,500.00	569,500.00	58,928.62	457,623.02	111,876.98
58000 - Public Outreach	38,900.00	38,900.00	0.00	18,819.17	20,080.83
59000 - Other Operating Expenses	385,000.00	385,000.00	7,924.17	325,593.76	59,406.24
69000 - Other Non-Operating Expenses	2,800.00	2,800.00	0.00	1,903.20	896.80
69900 - Transfers Out	169,300.00	169,300.00	0.00	0.00	169,300.00
Expense Total:	<b>9,243,800.00</b>	<b>9,243,800.00</b>	<b>516,485.06</b>	<b>7,772,223.85</b>	<b>1,471,576.15</b>
<b>Fund: 010 - WHOLESALE Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>1,291,800.00</b>	<b>1,291,800.00</b>	<b>917,424.85</b>	<b>2,839,066.50</b>	<b>-1,547,266.50</b>

**Wholesale Operating Income Statement**

For Fiscal: 2017-2018 Period Ending: 06/30/2018

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	1,291,800.00	1,291,800.00	917,424.85	2,839,066.50	-1,547,266.50
<b>Total Surplus (Deficit):</b>	<b>1,291,800.00</b>	<b>1,291,800.00</b>	<b>917,424.85</b>	<b>2,839,066.50</b>	<b>-1,547,266.50</b>



San Juan Water District, CA

# Wholesale Capital Income Statement

## Group Summary

For Fiscal: 2017-2018 Period Ending: 06/30/2018

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	1,090,000.00	1,090,000.00	877.55	1,019,638.13	70,361.87
44000 - Connection Fees	35,000.00	35,000.00	686.00	152,351.33	-117,351.33
44500 - Capital Contributions - Revenue	2,172,400.00	2,172,400.00	0.00	380,702.00	1,791,698.00
49000 - Other Non-Operating Revenue	60,000.00	60,000.00	0.00	16,621.23	43,378.77
49990 - Transfer In	169,300.00	169,300.00	0.00	0.00	169,300.00
Revenue Total:	<b>3,526,700.00</b>	<b>3,526,700.00</b>	<b>1,563.55</b>	<b>1,569,312.69</b>	<b>1,957,387.31</b>
<b>Expense</b>					
55000 - Maintenance	2,253,500.00	2,253,500.00	0.00	218,205.26	2,035,294.74
61000 - Capital Outlay	1,018,600.00	1,018,600.00	21,684.76	297,752.14	720,847.86
63000 - Contributions to Others	0.00	0.00	0.00	-23,477.00	23,477.00
Expense Total:	<b>3,272,100.00</b>	<b>3,272,100.00</b>	<b>21,684.76</b>	<b>492,480.40</b>	<b>2,779,619.60</b>
<b>Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>254,600.00</b>	<b>254,600.00</b>	<b>-20,121.21</b>	<b>1,076,832.29</b>	<b>-822,232.29</b>
	<b>254,600.00</b>	<b>254,600.00</b>	<b>-20,121.21</b>	<b>1,076,832.29</b>	<b>-822,232.29</b>

**Wholesale Capital Income Statement**

For Fiscal: 2017-2018 Period Ending: 06/30/2018

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
011 - Wholesale Capital Outlay	254,600.00	254,600.00	-20,121.21	1,076,832.29	-822,232.29
<b>Total Surplus (Deficit):</b>	<b>254,600.00</b>	<b>254,600.00</b>	<b>-20,121.21</b>	<b>1,076,832.29</b>	<b>-822,232.29</b>



San Juan Water District, CA

# Retail Operating Income Statement

## Group Summary

For Fiscal: 2017-2018 Period Ending: 06/30/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 050 - RETAIL</b>					
<b>Revenue</b>					
41000 - Water Sales	10,716,800.00	10,716,800.00	707,395.93	8,656,543.92	2,060,256.08
45000 - Other Operating Revenue	427,100.00	427,100.00	40,328.15	275,519.20	151,580.80
49000 - Other Non-Operating Revenue	112,300.00	112,300.00	320.47	102,141.65	10,158.35
49990 - Transfer In	1,394,700.00	1,394,700.00	0.00	0.00	1,394,700.00
Revenue Total:	<b>12,650,900.00</b>	<b>12,650,900.00</b>	<b>748,044.55</b>	<b>9,034,204.77</b>	<b>3,616,695.23</b>
<b>Expense</b>					
51000 - Salaries and Benefits	6,021,200.00	6,021,200.00	455,315.71	5,728,641.01	292,558.99
52000 - Debt Service Expense	522,300.00	522,300.00	0.00	321,720.26	200,579.74
53000 - Source of Supply	3,080,600.00	3,080,600.00	260,400.98	3,016,275.08	64,324.92
54000 - Professional Services	717,800.00	717,800.00	23,946.98	598,743.15	119,056.85
55000 - Maintenance	255,100.00	255,100.00	31,045.90	223,812.19	31,287.81
56000 - Utilities	254,200.00	254,200.00	21,202.31	254,567.06	-367.06
57000 - Materials and Supplies	279,300.00	279,300.00	12,054.29	252,804.59	26,495.41
58000 - Public Outreach	163,100.00	163,100.00	0.00	57,012.92	106,087.08
59000 - Other Operating Expenses	535,800.00	535,800.00	31,841.32	390,738.05	145,061.95
69000 - Other Non-Operating Expenses	3,400.00	3,400.00	0.00	1,733.80	1,666.20
Expense Total:	<b>11,832,800.00</b>	<b>11,832,800.00</b>	<b>835,807.49</b>	<b>10,846,048.11</b>	<b>986,751.89</b>
<b>Fund: 050 - RETAIL Surplus (Deficit):</b>	<b>818,100.00</b>	<b>818,100.00</b>	<b>-87,762.94</b>	<b>-1,811,843.34</b>	<b>2,629,943.34</b>
<b>Total Surplus (Deficit):</b>	<b>818,100.00</b>	<b>818,100.00</b>	<b>-87,762.94</b>	<b>-1,811,843.34</b>	<b>2,629,943.34</b>

**Retail Operating Income Statement**

For Fiscal: 2017-2018 Period Ending: 06/30/2018

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	818,100.00	818,100.00	-87,762.94	-1,811,843.34	2,629,943.34
<b>Total Surplus (Deficit):</b>	<b>818,100.00</b>	<b>818,100.00</b>	<b>-87,762.94</b>	<b>-1,811,843.34</b>	<b>2,629,943.34</b>



San Juan Water District, CA

# Retail Capital Income Statement

## Group Summary

For Fiscal: 2017-2018 Period Ending: 06/30/2018

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	1,090,000.00	1,090,000.00	877.54	1,019,638.12	70,361.88
44000 - Connection Fees	450,000.00	450,000.00	6,162.60	245,317.51	204,682.49
44500 - Capital Contributions - Revenue	0.00	0.00	0.00	-3,750.00	3,750.00
49000 - Other Non-Operating Revenue	60,000.00	60,000.00	6.23	30,791.00	29,209.00
Revenue Total:	<b>1,600,000.00</b>	<b>1,600,000.00</b>	<b>7,046.37</b>	<b>1,291,996.63</b>	<b>308,003.37</b>
<b>Expense</b>					
54000 - Professional Services	66,000.00	66,000.00	0.00	896.92	65,103.08
55000 - Maintenance	155,000.00	155,000.00	0.00	40,943.42	114,056.58
61000 - Capital Outlay	5,428,000.00	5,428,000.00	70,869.95	1,230,426.38	4,197,573.62
69900 - Transfers Out	1,394,700.00	1,394,700.00	0.00	0.00	1,394,700.00
Expense Total:	<b>7,043,700.00</b>	<b>7,043,700.00</b>	<b>70,869.95</b>	<b>1,272,266.72</b>	<b>5,771,433.28</b>
<b>Fund: 055 - Retail Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>-5,443,700.00</b>	<b>-5,443,700.00</b>	<b>-63,823.58</b>	<b>19,729.91</b>	<b>-5,463,429.91</b>
	<b>-5,443,700.00</b>	<b>-5,443,700.00</b>	<b>-63,823.58</b>	<b>19,729.91</b>	<b>-5,463,429.91</b>

**Retail Capital Income Statement**

For Fiscal: 2017-2018 Period Ending: 06/30/2018

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-5,443,700.00	-5,443,700.00	-63,823.58	19,729.91	-5,463,429.91
<b>Total Surplus (Deficit):</b>	<b>-5,443,700.00</b>	<b>-5,443,700.00</b>	<b>-63,823.58</b>	<b>19,729.91</b>	<b>-5,463,429.91</b>

**Summary****Project Summary**

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
<a href="#">121965</a>	Oak Avenue - American River Canyon I	0.00	99,985.98	-99,985.98
<a href="#">141043</a>	2014 Drought Response - SSWD Antel	0.00	-23,477.00	23,477.00
<a href="#">161100</a>	Floc-Sed Basins & Settle Water Chann	0.00	426,569.89	-426,569.89
<a href="#">161502</a>	ARC Flash Assessment and Improveme	0.00	143.30	-143.30
<a href="#">165508</a>	Los Lagos Tank Recoating	0.00	17,811.40	-17,811.40
<a href="#">171101</a>	In-Plant Pump Station Improvements	0.00	294.15	-294.15
<a href="#">171105</a>	Baldwin Reservoir Raw Water Supply I	0.00	7,305.66	-7,305.66
<a href="#">171107</a>	FO 40 Transmission Pipeline Re-Lining	0.00	153,934.10	-153,934.10
<a href="#">171109</a>	GIS Assessment and Implementation	0.00	15,547.50	-15,547.50
<a href="#">175105</a>	6690-7767 Douglas Boulevard & Assoc	0.00	63,755.13	-63,755.13
<a href="#">175107</a>	5700-5708 & 5640-5682 Main Avenue	0.00	292,362.66	-292,362.66
<a href="#">175109</a>	9151-9219 Oak Avenue Main Replacer	0.00	295,155.05	-295,155.05
<a href="#">175111</a>	Orangetown Avenue Bridge	0.00	-3,166.66	3,166.66
<a href="#">175113</a>	7225-7355 Dambacher Drive	0.00	650.85	-650.85
<a href="#">175115</a>	Bacon Pump Station Intrusion Alarm	0.00	249.57	-249.57
<a href="#">175117</a>	Bacon Pressure Zone - Olive Ranch PR:	0.00	119,696.29	-119,696.29
<a href="#">175119</a>	Bacon Pressure Zone - Cavit Stallman	0.00	92,897.97	-92,897.97
<a href="#">181105</a>	Lime System Control & Feeder System	0.00	484.51	-484.51
<a href="#">181110</a>	Alum Feed Pumps Replacement	0.00	58,820.38	-58,820.38
<a href="#">181115</a>	Flocculator Mix Motor Disconnect	0.00	12,533.08	-12,533.08
<a href="#">181120</a>	Lime Grit Containment - Curbing and C	0.00	4,301.18	-4,301.18
<a href="#">181130</a>	Hinkle Reservoir Monitoring Wells Lev	0.00	21,561.90	-21,561.90
<a href="#">181135</a>	Baldwin Reservoir Outlet Trashrack	0.00	14,329.42	-14,329.42
<a href="#">181140</a>	SCADA Expansion - Hinkle Und, Alum,	0.00	7,230.00	-7,230.00
<a href="#">185115</a>	Lou Place 8" Tray Way to Crown Point	0.00	1,125.00	-1,125.00
<a href="#">185135</a>	Upper & Lower GB Pump Stn Low Flow	0.00	14,095.71	-14,095.71
<a href="#">185150</a>	Utility Billing Software Replacement	0.00	75,546.33	-75,546.33
<a href="#">185165</a>	Field Services/Engineering Building (Sh	0.00	2,078.09	-2,078.09
<a href="#">185175</a>	Los Lagos Tank Overflow Air Gap and C	0.00	2,557.61	-2,557.61
<a href="#">185180</a>	Cavit Stallman Main - Mystery Crk to	0.00	4,560.00	-4,560.00
<a href="#">185185</a>	Edward Court Mainline - South of Lou	0.00	1,125.00	-1,125.00
<b>Project Totals:</b>		<b>0.00</b>	<b>1,780,064.05</b>	<b>-1,780,064.05</b>

**Group Summary**

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	1,641,863.84	-1,641,863.84
CIP - Capital Contribution	0.00	-23,477.00	23,477.00
CIP - Expense	0.00	154,371.55	-154,371.55
Unplanned CIP	0.00	7,305.66	-7,305.66
<b>Group Totals:</b>	<b>0.00</b>	<b>1,780,064.05</b>	<b>-1,780,064.05</b>

**Type Summary**

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Administration	0.00	403,092.89	-403,092.89
Engineering	0.00	1,063,502.20	-1,063,502.20
Field Services	0.00	249.57	-249.57
Information Technology	0.00	75,546.33	-75,546.33
Water Treatment Plant	0.00	237,673.06	-237,673.06
<b>Type Totals:</b>	<b>0.00</b>	<b>1,780,064.05</b>	<b>-1,780,064.05</b>

**GL Account Summary**

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-20030	Retentions Payable	0.00	301,175.75	301,175.75

**GL Account Summary**

<b>GL Account Number</b>	<b>GL Account Name</b>	<b>Total Revenue</b>	<b>Total Expense</b>	<b>Revenue Over/ (Under) Expenses</b>
011-700-57120	Maintenance - Facility	0.00	154,534.12	154,534.12
011-700-61145	Capital Outlay - WTP & Improv...	0.00	201,370.72	201,370.72
011-700-61150	Capital Outlay - Mains/Pipeline...	0.00	7,305.66	7,305.66
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	35,891.32	35,891.32
011-700-61180	Capital Outlay - Software	0.00	13,449.00	13,449.00
011-700-74090	Contributions to Others	0.00	-23,477.00	-23,477.00
050-210-57120	Maintenance - Facility	0.00	1,145.00	1,145.00
050-300-56310	Reg Compliance / Sampling / I...	0.00	12.00	12.00
055-20030	Retentions Payable	0.00	-32,175.73	-32,175.73
055-700-61135	Capital Outlay - Pump Stations...	0.00	343,352.02	343,352.02
055-700-61140	Capital Outlay - Buildings & Im...	0.00	933.09	933.09
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	689,115.66	689,115.66
055-700-61155	Capital Outlay - Reservoirs & I...	0.00	2,557.61	2,557.61
055-700-61180	Capital Outlay - Software	0.00	84,874.83	84,874.83
<b>GL Account Totals:</b>		<b>0.00</b>	<b>1,780,064.05</b>	<b>1,780,064.05</b>



San Juan Water District, CA

# Balance Sheet

## Account Summary

As Of 06/30/2018

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
<b>Asset</b>					
<b>Type: 1000 - Assets</b>					
10010 - Cash and Investments	4,245,618.19	7,804,220.31	1,578,328.83	6,627,821.46	20,255,988.79
10510 - Accounts Receivable	1,294,864.39	1.60	234,116.58	0.82	1,528,983.39
11000 - Inventory	0.00	0.00	130,847.51	0.00	130,847.51
12000 - Prepaid Expense	29,920.00	0.00	29,920.00	0.00	59,840.00
14010 - Deferred Outflows	3,807,198.73	0.00	4,338,875.61	0.00	8,146,074.34
17010 - Capital Assets - Work in Progress	7,215,473.32	0.00	180,843.87	0.00	7,396,317.19
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	75,884.80	0.00	889,990.39
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	28,346,992.84	0.00	16,000.00	0.00	28,362,992.84
17400 - Capital Assets - Mains/Pipelines & Improvements	29,233,857.10	0.00	42,354,004.73	0.00	71,587,861.83
17500 - Capital Assets - Reservoirs & Improvements	2,862,601.82	0.00	2,492,422.47	0.00	5,355,024.29
17700 - Capital Assets - Equipment & Furniture	13,612,154.78	0.00	1,041,601.61	0.00	14,653,756.39
17750 - Capital Assets - Vehicles	331,446.00	0.00	461,103.88	0.00	792,549.88
17800 - Capital Assets - Software	434,195.88	0.00	549,200.37	0.00	983,396.25
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-33,510,353.32	0.00	-26,750,260.74	0.00	-60,260,614.06
19015 - 2012 Premiums on Refunding Bonds	-617,056.22	0.00	-335,044.10	0.00	-952,100.32
<b>Total Type 1000 - Assets:</b>	<b>67,209,066.02</b>	<b>7,804,221.91</b>	<b>32,147,033.14</b>	<b>6,627,822.28</b>	<b>113,788,143.35</b>
<b>Total Asset:</b>	<b>67,209,066.02</b>	<b>7,804,221.91</b>	<b>32,147,033.14</b>	<b>6,627,822.28</b>	<b>113,788,143.35</b>
<b>Liability</b>					
<b>Type: 1000 - Assets</b>					
10510 - Accounts Receivable	119,556.54	0.00	84,535.55	0.00	204,092.09
<b>Total Type 1000 - Assets:</b>	<b>119,556.54</b>	<b>0.00</b>	<b>84,535.55</b>	<b>0.00</b>	<b>204,092.09</b>
<b>Type: 2000 - Liabilities</b>					
20010 - Accounts Payable	44,751.46	19,035.55	121,701.41	109,954.10	295,442.52
20100 - Retentions Payable	0.00	0.10	0.00	53,885.24	53,885.34
21200 - Salaries & Benefits Payable	30,217.88	0.00	48,466.02	0.00	78,683.90
21250 - Payroll Taxes Payable	25,372.61	0.00	30,301.07	0.00	55,673.68
21300 - Compensated Absences	261,729.13	0.00	418,831.09	0.00	680,560.22
21500 - Premium on Issuance of Bonds Series 2017	1,450,091.81	0.00	815,676.64	0.00	2,265,768.45
21600 - OPEB Liability	100,396.44	0.00	127,509.04	0.00	227,905.48

## Balance Sheet

As Of 06/30/2018

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21700 - Pension Liability	3,346,571.65	0.00	4,621,457.65	0.00	7,968,029.30
22010 - Deferred Income	0.00	0.00	55,669.76	0.00	55,669.76
22050 - Deferred Inflows	260,874.00	0.00	360,252.00	0.00	621,126.00
24000 - Current Bonds Payables	301,366.50	0.00	163,633.50	0.00	465,000.00
24200 - 2012 Bonds Payable	6,095,921.23	0.00	3,309,913.11	0.00	9,405,834.34
24250 - Bonds Payable 2017 Refunding	16,115,200.00	0.00	9,064,800.00	0.00	25,180,000.00
<b>Total Type 2000 - Liabilities:</b>	<b>28,032,492.71</b>	<b>19,035.65</b>	<b>19,138,211.29</b>	<b>163,839.34</b>	<b>47,353,578.99</b>
<b>Total Liability:</b>	<b>28,152,049.25</b>	<b>19,035.65</b>	<b>19,222,746.84</b>	<b>163,839.34</b>	<b>47,557,671.08</b>
<b>Equity</b>					
<b>Type: 3000 - Equity</b>					
30100 - Investment in Capital Assets	34,085,186.41	0.00	12,608,477.99	0.00	46,693,664.40
30500 - Designated Reserves	2,132,763.86	6,708,353.97	2,127,651.65	6,444,253.03	17,413,022.51
<b>Total Type 3000 - Equity:</b>	<b>36,217,950.27</b>	<b>6,708,353.97</b>	<b>14,736,129.64</b>	<b>6,444,253.03</b>	<b>64,106,686.91</b>
<b>Total Total Beginning Equity:</b>	<b>36,217,950.27</b>	<b>6,708,353.97</b>	<b>14,736,129.64</b>	<b>6,444,253.03</b>	<b>64,106,686.91</b>
Total Revenue	10,611,290.35	1,569,312.69	9,034,204.77	1,291,996.63	22,506,804.44
Total Expense	7,772,223.85	492,480.40	10,846,048.11	1,272,266.72	20,383,019.08
<b>Revenues Over/Under Expenses</b>	<b>2,839,066.50</b>	<b>1,076,832.29</b>	<b>-1,811,843.34</b>	<b>19,729.91</b>	<b>2,123,785.36</b>
<b>Total Equity and Current Surplus (Deficit):</b>	<b>39,057,016.77</b>	<b>7,785,186.26</b>	<b>12,924,286.30</b>	<b>6,463,982.94</b>	<b>66,230,472.27</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>67,209,066.02</b>	<b>7,804,221.91</b>	<b>32,147,033.14</b>	<b>6,627,822.28</b>	<b>113,788,143.35</b>



San Juan Water District, CA

# Check Report

By Check Number

Date Range: 06/01/2018 - 06/30/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
01017	Aba Daba Rents, Inc.	06/05/2018	Regular	0.00	685.44	52806
01041	Afman, Todd R	06/05/2018	Regular	0.00	401.57	52807
01138	AT&T Mobility II LLC	06/05/2018	Regular	0.00	62.51	52808
01423	County of Sacramento	06/05/2018	Regular	0.00	112.00	52809
03548	Digital Deployment, Inc.	06/05/2018	Regular	0.00	400.00	52810
01554	Electrical Equipment Co	06/05/2018	Regular	0.00	5,129.37	52811
03633	Elliott Homes, Inc	06/05/2018	Regular	0.00	101,882.00	52812
01609	Federal Express Corporation	06/05/2018	Regular	0.00	52.31	52813
01634	Folsom Lake Ford, Inc.	06/05/2018	Regular	0.00	94.27	52814
01068	Glenn C. Walker	06/05/2018	Regular	0.00	1,010.40	52815
03091	Granite Bay Ace Hardware	06/05/2018	Regular	0.00	174.67	52816
01710	Greenback Eqipment Rentals, Inc.	06/05/2018	Regular	0.00	440.80	52817
01733	Harris Industrial Gases	06/05/2018	Regular	0.00	414.08	52818
03235	HD Supply Construction Supply LTD	06/05/2018	Regular	0.00	44.37	52819
03502	Helliker, Paul	06/05/2018	Regular	0.00	22.00	52820
03647	K & T Truck Repair	06/05/2018	Regular	0.00	3,363.28	52821
03360	Nathaniel Lee Medlar	06/05/2018	Regular	0.00	5,500.00	52822
02131	Office Depot, Inc.	06/05/2018	Regular	0.00	54.12	52823
02150	Pace Supply Corp	06/05/2018	Regular	0.00	1,322.39	52824
02223	Rexel Inc (Platt - Rancho Cordova)	06/05/2018	Regular	0.00	6,514.25	52825
02292	Rexel, Inc.	06/05/2018	Regular	0.00	56.91	52826
02302	Riebes Auto Parts, LLC	06/05/2018	Regular	0.00	10.54	52827
03183	River City Printers LLC	06/05/2018	Regular	0.00	15,811.45	52828
02452	Sierra National Construction, Inc.	06/05/2018	Regular	0.00	9,358.74	52829
02334	Strohmaier, Rose	06/05/2018	Regular	0.00	94.19	52830
02638	Tyler Technologies, Inc.	06/05/2018	Regular	0.00	9,427.19	52831
03406	Alpha Analytical Laboratories Inc.	06/12/2018	Regular	0.00	518.00	52834
01073	Amarjeet Singh Garcha	06/12/2018	Regular	0.00	1,500.00	52835
03594	Borges & Mahoney, Inc.	06/12/2018	Regular	0.00	1,102.35	52836
01437	California Utilities Emergency Association	06/12/2018	Regular	0.00	500.00	52837
01316	Carbonite Filter Corporation	06/12/2018	Regular	0.00	6,552.76	52838
01378	Clark Pest Control of Stockton	06/12/2018	Regular	0.00	1,267.00	52839
03376	Del Paso Pipe & Steel Inc.	06/12/2018	Regular	0.00	173.85	52840
01554	Electrical Equipment Co	06/12/2018	Regular	0.00	134.30	52841
01681	Golden State Flow Measurements, Inc.	06/12/2018	Regular	0.00	16,886.99	52842
03091	Granite Bay Ace Hardware	06/12/2018	Regular	0.00	25.24	52843
01710	Greenback Eqipment Rentals, Inc.	06/12/2018	Regular	0.00	118.31	52844
01733	Harris Industrial Gases	06/12/2018	Regular	0.00	56.79	52845
01763	Holt of California	06/12/2018	Regular	0.00	697.50	52846
03072	HUNT & SONS INC.	06/12/2018	Regular	0.00	680.34	52847
03360	Nathaniel Lee Medlar	06/12/2018	Regular	0.00	5,000.00	52848
02131	Office Depot, Inc.	06/12/2018	Regular	0.00	1,531.09	52849
02150	Pace Supply Corp	06/12/2018	Regular	0.00	1,290.44	52850
02221	Placer Waterworks, Inc.	06/12/2018	Regular	0.00	2,919.75	52851
02281	Ray A Morgan Company Inc	06/12/2018	Regular	0.00	61.22	52852
02223	Rexel Inc (Platt - Rancho Cordova)	06/12/2018	Regular	0.00	1,415.88	52853
02328	Rocklin Windustrial Co	06/12/2018	Regular	0.00	20.61	52854
02459	Sierra Safety Company	06/12/2018	Regular	0.00	220.08	52855
01411	SureWest Telephone	06/12/2018	Regular	0.00	1,617.47	52856
02540	Sutter Medical Foundation	06/12/2018	Regular	0.00	142.00	52857
02651	United Parcel Service Inc	06/12/2018	Regular	0.00	135.95	52858
03642	Zenner Performance Meters, Inc.	06/12/2018	Regular	0.00	4,885.48	52859
03445	Zlotnick, Greg	06/12/2018	Regular	0.00	156.98	52860
03406	Alpha Analytical Laboratories Inc.	06/18/2018	Regular	0.00	510.00	52861

## Check Report

Date Range: 06/01/2018 - 06/30/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01244	Burkett's Office Supplies	06/18/2018	Regular	0.00	417.20	52862
01372	City of Folsom	06/18/2018	Regular	0.00	30.24	52863
01494	Dewey Services Inc.	06/18/2018	Regular	0.00	85.00	52864
03502	Helliker, Paul	06/18/2018	Regular	0.00	18.75	52865
01916	Miller, Ken	06/18/2018	Regular	0.00	132.84	52866
03402	Normac, Inc	06/18/2018	Regular	0.00	828.32	52867
02150	Pace Supply Corp	06/18/2018	Regular	0.00	557.70	52868
02146	PG&E	06/18/2018	Regular	0.00	2,063.37	52869
	**Void**	06/18/2018	Regular	0.00	0.00	52870
02283	Recology Auburn Placer	06/18/2018	Regular	0.00	640.70	52871
02223	Rexel Inc (Platt - Rancho Cordova)	06/18/2018	Regular	0.00	4,021.47	52872
03092	Rich, Dan	06/18/2018	Regular	0.00	45.00	52873
02580	The Eidam Corporation	06/18/2018	Regular	0.00	12,109.45	52874
02463	The New AnswerNet	06/18/2018	Regular	0.00	344.38	52875
03644	Tully & Young, Inc.	06/18/2018	Regular	0.00	2,497.50	52876
02638	Tyler Technologies, Inc.	06/18/2018	Regular	0.00	12,872.20	52877
02651	United Parcel Service Inc	06/18/2018	Regular	0.00	45.30	52878
02667	US Bank Corporate Payments Sys (CalCard)	06/18/2018	Regular	0.00	12,135.53	52879
	**Void**	06/18/2018	Regular	0.00	0.00	52880
	**Void**	06/18/2018	Regular	0.00	0.00	52881
	**Void**	06/18/2018	Regular	0.00	0.00	52882
	**Void**	06/18/2018	Regular	0.00	0.00	52883
	**Void**	06/18/2018	Regular	0.00	0.00	52884
	**Void**	06/18/2018	Regular	0.00	0.00	52885
	**Void**	06/18/2018	Regular	0.00	0.00	52886
	**Void**	06/18/2018	Regular	0.00	0.00	52887
	**Void**	06/18/2018	Regular	0.00	0.00	52888
	**Void**	06/18/2018	Regular	0.00	0.00	52889
02690	Verizon Wireless	06/18/2018	Regular	0.00	1,545.44	52890
02700	Viking Shred LLC	06/18/2018	Regular	0.00	50.00	52891
03406	Alpha Analytical Laboratories Inc.	06/25/2018	Regular	0.00	646.00	52901
01026	American River Ace Hardware, Inc.	06/25/2018	Regular	0.00	29.06	52902
03594	Borges & Mahoney, Inc.	06/25/2018	Regular	0.00	10,813.71	52903
02214	County of Placer Engineering & Surveying	06/25/2018	Regular	0.00	612.00	52904
03147	EDGES ELECTRICAL GROUP LLC	06/25/2018	Regular	0.00	643.50	52905
01554	Electrical Equipment Co	06/25/2018	Regular	0.00	1,240.87	52906
01634	Folsom Lake Ford, Inc.	06/25/2018	Regular	0.00	327.87	52907
03091	Granite Bay Ace Hardware	06/25/2018	Regular	0.00	157.42	52908
01706	Graymont Western US Inc.	06/25/2018	Regular	0.00	6,216.24	52909
01710	Greenback Eqipment Rentals, Inc.	06/25/2018	Regular	0.00	213.86	52910
02024	MCI WORLDCOM	06/25/2018	Regular	0.00	74.35	52911
03300	Meyers Fozi, LLP	06/25/2018	Regular	0.00	425.00	52912
02649	MUFG Union Bank, N.A.	06/25/2018	Regular	0.00	750,306.71	52913
02131	Office Depot, Inc.	06/25/2018	Regular	0.00	799.26	52914
02150	Pace Supply Corp	06/25/2018	Regular	0.00	1,305.50	52915
02146	PG&E	06/25/2018	Regular	0.00	10.00	52916
03532	Quincy Engineering Inc	06/25/2018	Regular	0.00	30,303.75	52917
02223	Rexel Inc (Platt - Rancho Cordova)	06/25/2018	Regular	0.00	2,739.87	52918
02357	Sacramento Municipal Utility District (SMUD)	06/25/2018	Regular	0.00	12,633.99	52919
02460	Sierra Stripping, Inc.	06/25/2018	Regular	0.00	16,995.00	52920
02651	United Parcel Service Inc	06/25/2018	Regular	0.00	42.06	52921
01687	W. W. Grainger, Inc.	06/25/2018	Regular	0.00	170.16	52922
01244	Burkett's Office Supplies	06/05/2018	EFT	0.00	417.20	405441
01244	Burkett's Office Supplies	06/14/2018	EFT	0.00	-417.20	405441
01365	Cisco Air Systems, Inc.	06/05/2018	EFT	0.00	93.65	405442
01486	Department of Energy	06/05/2018	EFT	0.00	2,446.66	405443
01611	Ferguson Enterprises, Inc	06/05/2018	EFT	0.00	575.72	405444
02367	McClatchy Newspapers, Inc.	06/05/2018	EFT	0.00	1,424.86	405445
02027	Mcmaster-Carr Supply Company	06/05/2018	EFT	0.00	766.03	405446
02308	River City Staffing, Inc.	06/05/2018	EFT	0.00	917.20	405447
03387	WageWorks, Inc	06/05/2018	EFT	0.00	351.15	405448

## Check Report

Date Range: 06/01/2018 - 06/30/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03221	Chemtrade Chemicals Corporation	06/12/2018	EFT	0.00	8,019.27	405449
01574	Endress + Huaser, Inc.	06/12/2018	EFT	0.00	1,131.41	405450
01611	Ferguson Enterprises, Inc	06/12/2018	EFT	0.00	270.46	405451
01721	Hach Company	06/12/2018	EFT	0.00	105.37	405452
02027	Mcmaster-Carr Supply Company	06/12/2018	EFT	0.00	11.81	405453
02308	River City Staffing, Inc.	06/12/2018	EFT	0.00	914.34	405454
03385	S.J. Electro Systems, Inc	06/12/2018	EFT	0.00	1,160.00	405455
03220	Solenis LLP	06/12/2018	EFT	0.00	3,745.17	405456
02572	Thatcher Company of California, Inc.	06/12/2018	EFT	0.00	4,104.00	405457
03298	United Rentals (North America), Inc.	06/12/2018	EFT	0.00	4,700.38	405458
01521	DataProse, LLC	06/18/2018	EFT	0.00	5,015.37	405459
01486	Department of Energy	06/18/2018	EFT	0.00	348.89	405460
03523	Eckersall, Scott V.	06/18/2018	EFT	0.00	825.00	405461
01589	Eurofins Eaton Analytical, Inc	06/18/2018	EFT	0.00	269.00	405462
01917	Kennedy/Jenks Consultants, Inc.	06/18/2018	EFT	0.00	2,272.50	405463
03543	Mailroom Finance, Inc.	06/18/2018	EFT	0.00	1,000.00	405464
02308	River City Staffing, Inc.	06/18/2018	EFT	0.00	733.76	405465
02162	Tobin, Pamela	06/18/2018	EFT	0.00	252.98	405466
03387	WageWorks, Inc	06/18/2018	EFT	0.00	351.15	405467
01070	Alpha Omega Wireless, Inc.	06/25/2018	EFT	0.00	13,500.00	405468
01328	Association of California Water Agencies / Joint Po	06/25/2018	EFT	0.00	7,882.13	405469
	**Void**	06/25/2018	EFT	0.00	0.00	405470
01898	Association of California Water Agencies / JPIA	06/25/2018	EFT	0.00	45,835.00	405471
01166	Badger Daylighting Corp	06/25/2018	EFT	0.00	2,280.00	405472
01232	Brower Mechanical, Inc.	06/25/2018	EFT	0.00	2,211.70	405473
03221	Chemtrade Chemicals Corporation	06/25/2018	EFT	0.00	7,889.14	405474
01611	Ferguson Enterprises, Inc	06/25/2018	EFT	0.00	40.65	405475
01721	Hach Company	06/25/2018	EFT	0.00	465.87	405476
01955	Layfield USA Corporation	06/25/2018	EFT	0.00	66,969.39	405477
02367	McClatchy Newspapers, Inc.	06/25/2018	EFT	0.00	2,336.60	405478
03450	Mouser Electronics, Inc.	06/25/2018	EFT	0.00	4,178.34	405479
02158	Pacific Storage Company	06/25/2018	EFT	0.00	63.21	405480
02308	River City Staffing, Inc.	06/25/2018	EFT	0.00	1,834.40	405481
03180	SAC ICE LLC	06/25/2018	EFT	0.00	402.90	405482
02504	Starr Consulting	06/25/2018	EFT	0.00	870.00	405483
02531	SunPower Corporation, Systems	06/25/2018	EFT	0.00	19,493.50	405484
03298	United Rentals (North America), Inc.	06/25/2018	EFT	0.00	622.24	405485
02730	Western Area Power Administration	06/25/2018	EFT	0.00	7,421.69	405486
03077	VALIC	06/01/2018	Bank Draft	0.00	4,635.67	0007467413
03077	VALIC	06/15/2018	Bank Draft	0.00	4,635.67	0007480767
03077	VALIC	06/29/2018	Bank Draft	0.00	4,635.67	0007494701
01641	Sun Life Assurance Company of Canada	06/03/2018	Bank Draft	0.00	9,720.71	100426246
03130	CalPERS Retirement	06/01/2018	Bank Draft	0.00	32,426.06	1001087033
01366	Citistreet/CalPERS 457	06/01/2018	Bank Draft	0.00	2,790.77	1001087037
03078	CalPERS Health	06/01/2018	Bank Draft	0.00	37,256.43	1001087045
03078	CalPERS Health	06/01/2018	Bank Draft	0.00	125.58	1001087045
03078	CalPERS Health	06/01/2018	Bank Draft	0.00	265.70	1001087045
03078	CalPERS Health	06/01/2018	Bank Draft	0.00	39,341.95	1001087045
03078	CalPERS Health	06/01/2018	Bank Draft	0.00	39,341.95	1001087045
03078	CalPERS Health	06/01/2018	Bank Draft	0.00	1,830.30	1001087045
03078	CalPERS Health	06/01/2018	Bank Draft	0.00	0.20	1001087045
03130	CalPERS Retirement	06/15/2018	Bank Draft	0.00	32,457.92	1001096432
01366	Citistreet/CalPERS 457	06/15/2018	Bank Draft	0.00	2,770.29	1001096436
03130	CalPERS Retirement	06/29/2018	Bank Draft	0.00	33,523.35	1001106320
03130	CalPERS Retirement	06/29/2018	Bank Draft	0.00	592.67	1001106320
01366	Citistreet/CalPERS 457	06/29/2018	Bank Draft	0.00	2,794.35	1001106326
03080	California State Disbursement Unit	06/29/2018	Bank Draft	0.00	750.92	70BSSYT6657
03080	California State Disbursement Unit	06/14/2018	Bank Draft	0.00	750.92	7E0F5VZ6659
03163	Economic Development Department	06/15/2018	Bank Draft	0.00	7,927.98	1-780-708-928
03163	Economic Development Department	06/01/2018	Bank Draft	0.00	7,816.66	1-951-217-216
03163	Economic Development Department	06/01/2018	Bank Draft	0.00	36.89	1-951-217-216

**Check Report**

Date Range: 06/01/2018 - 06/30/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01039	American Family Life Assurance Company of Colu	06/19/2018	Bank Draft	0.00	567.84	Q3869 6-19-18
01039	American Family Life Assurance Company of Colu	06/19/2018	Bank Draft	0.00	567.84	Q3869 06-19-18
03164	Internal Revenue Service	06/01/2018	Bank Draft	0.00	45,771.80	2708552348817
03164	Internal Revenue Service	06/01/2018	Bank Draft	0.00	519.30	2708552348817
03164	Internal Revenue Service	06/15/2018	Bank Draft	0.00	46,650.80	2708566300373

**Bank Code APBNK Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	157	95	0.00	1,099,705.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	0.00
Bank Drafts	28	28	0.00	360,506.19
EFT's	76	47	0.00	226,102.89
	<b>261</b>	<b>181</b>	<b>0.00</b>	<b>1,686,314.88</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	157	95	0.00	1,099,705.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	0.00
Bank Drafts	28	28	0.00	360,506.19
EFT's	76	47	0.00	226,102.89
	261	181	0.00	<b>1,686,314.88</b>

## Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	6/2018	1,686,314.88
			<b>1,686,314.88</b>



San Juan Water District, CA

**Vendor History Report****By Vendor Name**

Posting Date Range 07/01/2017 - 06/30/2018

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 03-2018	Mileage Reimbursement 3-2018-Various Mee	3/28/2018	52599		4/17/2018	<b>492.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>492.88</b>	<b>492.88</b>
Mileage Reimbursement	0.00	0.00	37.06	010-010-52110 050-210-52110		37.06	0.00	0.00	0.00	37.06	37.06
Mileage Reimb 11-2017	ACWA Fall Conference-Mileage Reimbursem	11/30/2017	52171		12/18/2017	<b>455.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>455.82</b>	<b>455.82</b>
ACWA Fall Conference-M	0.00	0.00	455.82	010-010-52110 050-010-52110		227.91	227.91				
<b>01916 - Miller, Ken</b>											
Exp Reimb 03-2018	Mileage Expense Reimb 3-2018-Various Mee	3/31/2018	52606		4/17/2018	<b>622.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>622.76</b>	<b>622.76</b>
Mileage Expense Reimb 3	0.00	0.00	21.26	010-010-52110 050-010-52110		21.26	0.00	0.00	0.00	21.26	21.26
Exp Reimb 05-2018	Mileage & Parking Reimb-Various Mtngs&AC	5/10/2018	52866		6/18/2018	<b>132.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>132.84</b>	<b>132.84</b>
Mileage & Parking Reimb	0.00	0.00	132.84	010-010-52110 050-010-52110		66.42	66.42				
Mileage Reimb 11-2017	Mileage-ACWA Fall Conferenceme	11/30/2017	52153		12/12/2017	<b>468.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>468.66</b>	<b>468.66</b>
Mileage-ACWA Fall Confe	0.00	0.00	468.66	010-010-52110 050-010-52110		234.33	234.33				
<b>03092 - Rich, Dan</b>											
Exp Reimb 03-2018	Exp Reimb 03-2018-Mileage RWASymposium	3/29/2018	52568		4/2/2018	<b>146.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>146.88</b>	<b>146.88</b>
Exp Reimb 03-2018-Mile	0.00	0.00	21.80	010-010-52110 050-010-52110		21.80	0.00	0.00	0.00	21.80	21.80
Exp Reimb 04-2018	Mileage Expense Reimbursement 04-2018	4/30/2018	52703		5/8/2018	<b>9.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.81</b>	<b>9.81</b>
Mileage Expense Reimbu	0.00	0.00	9.81	010-010-52110 050-010-52110		4.90	4.90				
Exp Reimb 05-2018	Parking Reimbursement-ACWA Spring Confer	5/10/2018	52873		6/18/2018	<b>45.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45.00</b>	<b>45.00</b>
Parking Reimbursement-	0.00	0.00	45.00	010-010-52110 050-010-52110		22.50	22.50				
Exp Reimb 11-2017	ACWA Fall Conference-Uber Expense Reimb	12/4/2017	52240		1/5/2018	<b>70.27</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70.27</b>	<b>70.27</b>
ACWA Fall Conference-UL	0.00	0.00	70.27	010-010-52110 050-010-52110		35.14	35.13				

## Vendor History Report

Posting Date Range 07/01/2017 - 06/30/2018

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
02162 - Tobin, Pamela											
Exp 06-2018	Mileage Expense Reimb 06-2018-Various Me	6/30/2018		405506	7/9/2018	1,639.32	0.00	0.00	0.00	1,639.32	1,639.32
Mileage Expense Reimb C	0.00	0.00	55.59	010-010-52110 050-010-52110	Training - Meetings, Education & Trai	55.59	0.00	0.00	0.00	55.59	55.59
Exp Reimb 01-2018	ACWA, RWA,Mtng w/M.Hanneman-Mileage&	1/31/2018		405275	2/12/2018	83.12	0.00	0.00	0.00	83.12	83.12
ACWA, RWA,Mtng w/M.H.	0.00	0.00	83.12	010-010-52110 050-010-52110	Training - Meetings, Education & Trai	41.56					
Exp Reimb 02-2018	ACWA Conf & Mtngs- Mileage,Meals&Cab	2/28/2018		405314	3/12/2018	330.82	0.00	0.00	0.00	330.82	330.82
ACWA Conf & Mtngs- Mile	0.00	0.00	330.82	010-010-52110 050-010-52110	Training - Meetings, Education & Trai	165.41					
Exp Reimb 03-2018	Mileage & Exp Reimb 03-2018-Various Meeti	3/31/2018		405350	4/9/2018	202.58	0.00	0.00	0.00	202.58	202.58
Mileage & Exp Reimb 03-	0.00	0.00	202.58	010-010-52110 050-010-52110	Training - Meetings, Education & Trai	101.29					
Exp Reimb 04-2018	Mileage Expense 04-2018-Various Meetings	4/30/2018		405398	5/8/2018	40.33	0.00	0.00	0.00	40.33	40.33
Mileage Expense 04-2018	0.00	0.00	40.33	010-010-52110 050-010-52110	Training - Meetings, Education & Trai	20.16					
Exp Reimb 05-2018	Mileage&Parking-Various Meetings & ACWA	5/10/2018		405466	6/18/2018	252.98	0.00	0.00	0.00	252.98	252.98
Mileage&Parking-Various	0.00	0.00	252.98	010-010-52110 050-010-52110	Training - Meetings, Education & Trai	126.49					
Exp Reimb 08-2017	Exp Reimb 08-2017-Lunch w/M. Hanneman	8/31/2017		405072	9/14/2017	55.04	0.00	0.00	0.00	55.04	55.04
Exp Reimb 08-2017-Lunc	0.00	0.00	55.04	010-010-52110 050-010-52110	Training - Meetings, Education & Trai	27.52					
Exp Reimb 09-2017	Mileage&Meal Reimbursement 09-2017	9/30/2017		405125	10/20/2017	100.55	0.00	0.00	0.00	100.55	100.55
Mileage&Meal Reimburs	0.00	0.00	100.55	010-010-52110 050-010-52110	Training - Meetings, Education & Trai	50.28					
Exp Reimb 11-2017	Mileage&ExpenseReimb-ACWA Fall Conferen	11/30/2017		405195	12/12/2017	340.26	0.00	0.00	0.00	340.26	340.26
Mileage&ExpenseReimb-	0.00	0.00	340.26	010-010-52110 050-010-52110	Training - Meetings, Education & Trai	170.13					
Exp Reimb 12-2017	ACWA Fall Conf-Mileage & Parking Reimb	12/29/2017		405240	1/16/2018	91.26	0.00	0.00	0.00	91.26	91.26
ACWA Fall Conf-Mileage	0.00	0.00	91.26	010-010-52110 050-010-52110	Training - Meetings, Education & Trai	45.63					
Mileage & Parking 07-2017	Mileage&Prkng07-2017-CapitolHearingRubio	7/31/2017		405072	9/14/2017	41.31	0.00	0.00	0.00	41.31	41.31
Mileage&Prkng07-2017-C	0.00	0.00	41.31	010-010-52110 050-010-52110	Training - Meetings, Education & Trai	20.66					
Mileage Reimb 10-2017	Mileage Reimbursement 10-2017	10/30/2017		405144	11/6/2017	45.48	0.00	0.00	0.00	45.48	45.48

## Vendor History Report

Posting Date Range 07/01/2017 - 06/30/2018

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-M. Emerson Mtr	0.00	0.00	45.48	010-010-52110		Training - Meetings, Education & Trai		22.74				
				050-010-52110		Training - Meetings, Education & Trai		22.74				
Vendors: (4)				Total 01 - Vendor Set 01:			2,901.84	0.00	0.00	0.00	2,901.84	2,901.84
				Report Total:			2,901.84	0.00	0.00	0.00	2,901.84	2,901.84



Payroll Set: 01-San Juan Water District

<b>Employee Number</b>	<b>Employee Name</b>	<b>Pay Code</b>	<b># of Payments</b>	<b>Units</b>	<b>Pay Amount</b>
<u>0690</u>	Costa, Ted	Reg - Regular Hours	8	112.00	7,000.00
			<b>0690 - Costa Total:</b>	<b>112.00</b>	<b>7,000.00</b>
<u>1028</u>	Hanneman, Martin	Reg - Regular Hours	8	74.00	4,625.00
			<b>1028 - Hanneman Total:</b>	<b>74.00</b>	<b>4,625.00</b>
<u>0670</u>	Miller, Ken	Reg - Regular Hours	12	126.00	7,875.00
			<b>0670 - Miller Total:</b>	<b>126.00</b>	<b>7,875.00</b>
<u>1003</u>	Rich, Daniel	Reg - Regular Hours	6	82.00	5,125.00
			<b>1003 - Rich Total:</b>	<b>82.00</b>	<b>5,125.00</b>
<u>0650</u>	Tobin, Pamela	Reg - Regular Hours	12	196.00	12,250.00
			<b>0650 - Tobin Total:</b>	<b>196.00</b>	<b>12,250.00</b>
				<b>Report Total:</b>	<b>590.00</b>
					<b>36,875.00</b>



# Pay Code Report

## Account Summary

7/1/2017 - 6/30/2018

Payroll Set: 01-San Juan Water District

Account	Account Description	Units	Pay Amount
<a href="#"><u>010-010-58110</u></a>	Director - Stipend	295.00	18,437.50
		<b>010 - WHOLESALE Total:</b>	<b>295.00      18,437.50</b>
<a href="#"><u>050-010-58110</u></a>	Director - Stipend	295.00	18,437.50
		<b>050 - RETAIL Total:</b>	<b>295.00      18,437.50</b>
		<b>Report Total:</b>	<b>590.00      36,875.00</b>

**Pay Code Report**

Pay Code Summary

7/1/2017 - 6/30/2018

Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg	Regular Hours	46	590.00	36,875.00
		Report Total:	<b>590.00</b>	<b>36,875.00</b>

## 2017/18 Actual Deliveries and Revenue - By Wholesale Customer Agency

	July 2017 - June 2018						
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance	Revenue Variance	
San Juan Retail	12,312.37	\$ 2,849,955	11,520.25	\$ 2,785,683	(792.12)	-6.4%	\$ (64,272) -2.3%
Citrus Heights Water District	11,000.00	\$ 2,833,128	11,201.70	\$ 2,849,494	201.70	1.8%	\$ 16,366 0.6%
Fair Oaks Water District	8,617.94	\$ 2,092,573	6,399.68	\$ 1,912,584	(2,218.26)	<b>-25.7%</b>	\$ (179,989) -8.6%
Orange Vale Water Co.	4,250.00	\$ 974,375	3,949.80	\$ 950,017	(300.20)	-7.1%	\$ (24,358) -2.5%
City of Folsom	1,050.00	\$ 267,757	1,132.42	\$ 274,445	82.42	7.8%	\$ 6,687 2.5%
Granite Bay Golf Course	300.00	\$ 11,805	306.21	\$ 12,531	6.21	2.1%	\$ 726 6.1%
Sac Suburban Water District	7,500.00	\$ 1,354,986	10,769.40	\$ 1,796,605	3,269.40	43.6%	\$ 441,619 32.6%
<b>TOTAL</b>	<b>45,030.30</b>	<b>\$ 10,384,580</b>	<b>45,279.46</b>	<b>\$ 10,581,358</b>	<b>249.16</b>	<b>0.6%</b>	<b>\$ 196,778 1.9%</b>

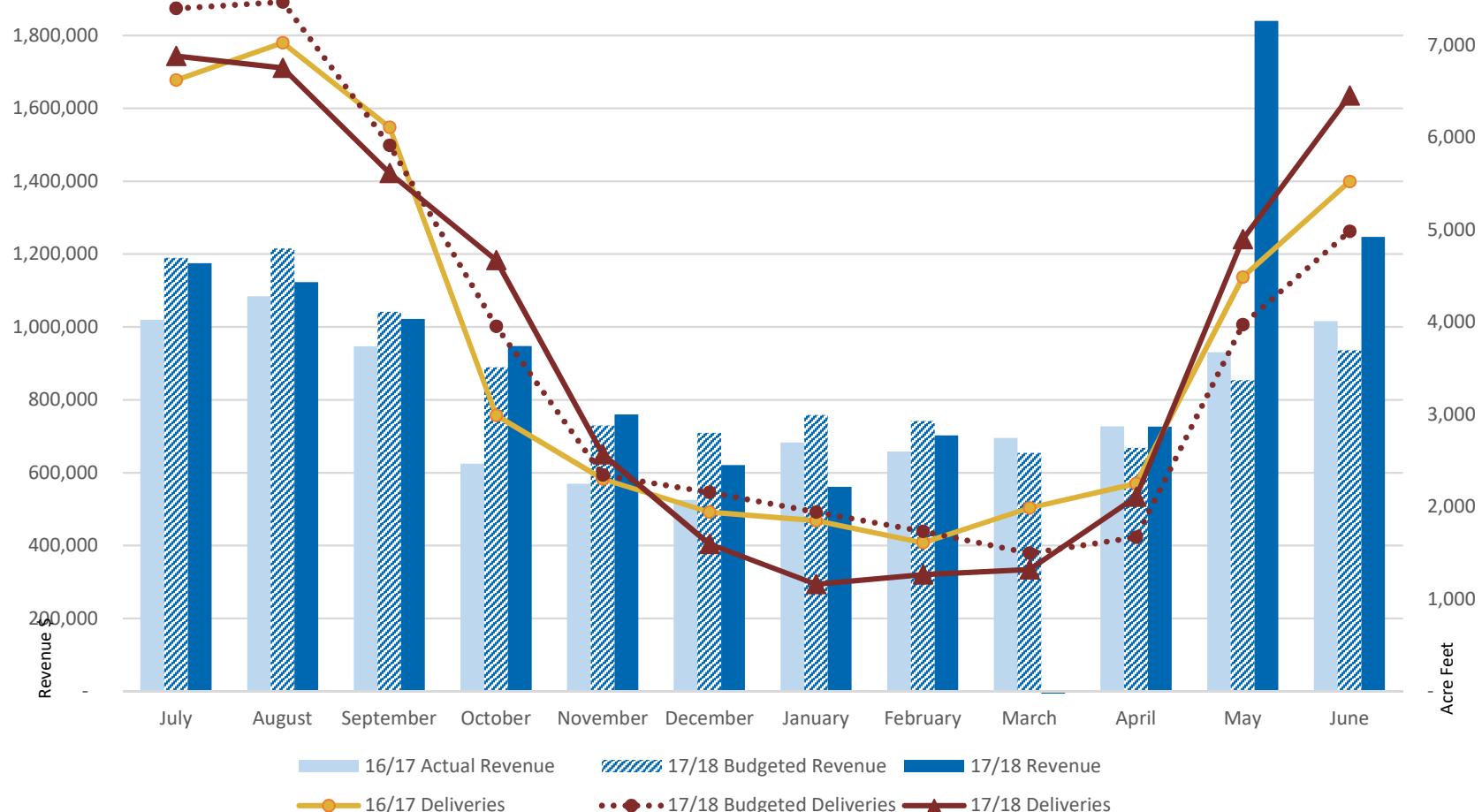
Budgeted Deliveries	45,030.30
Actual Deliveries	<u>45,279.46</u>
Difference	249.16
	0.6%

Budgeted Water Sale Revenue	\$ 10,384,580
Actual Water Sale Revenue	\$ 10,581,358
Difference	\$ 196,778
	1.9%

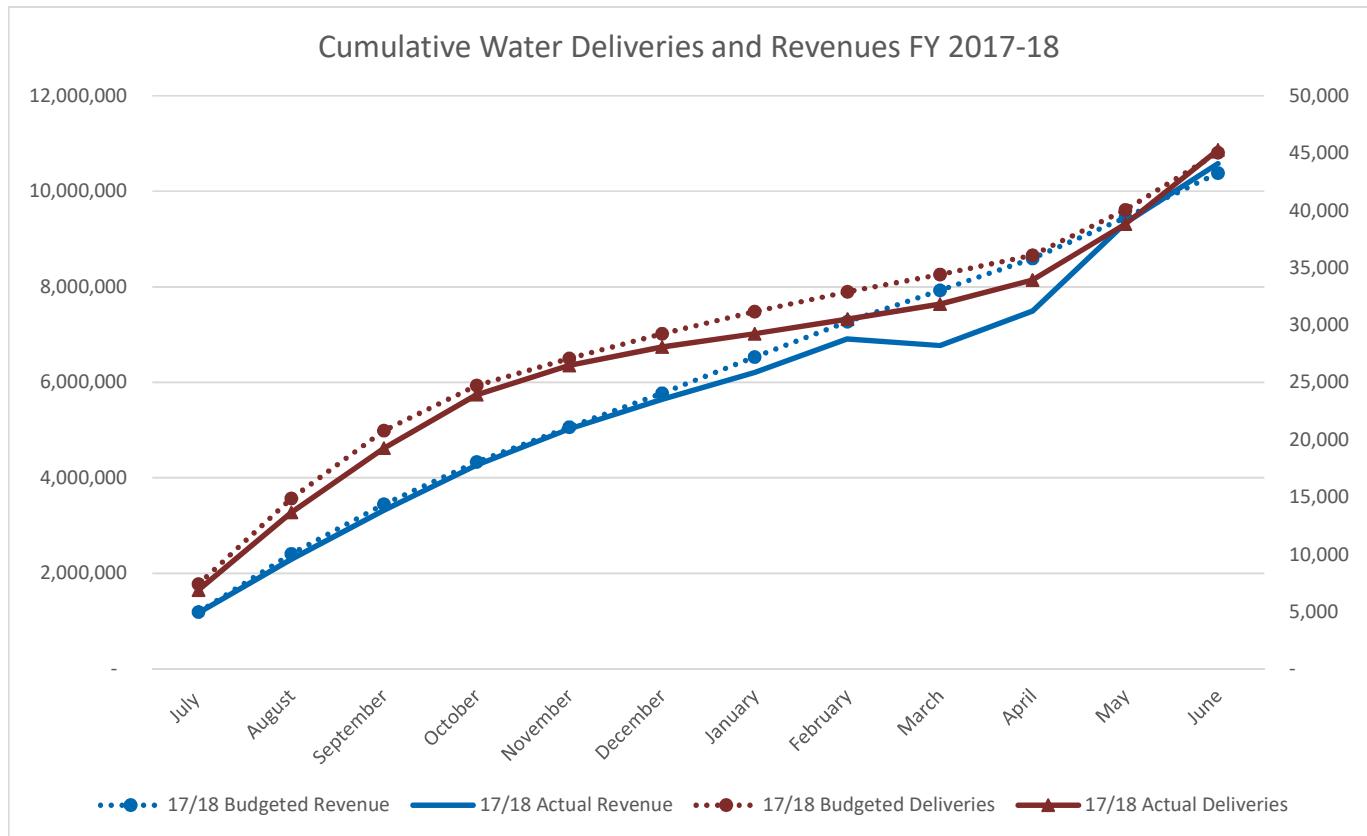
### Conclusion:

Total deliveries, which had been lagging the budgeted deliveries throughout the year, ended the year slightly above the budgeted amount due to higher than expected May and June deliveries. Total deliveries for the year ended .6% higher than budgeted with revenues coming in 1.9% higher than expected. This favorable result is primarily attributable to the Sacramento Suburban Water District taking more PCWA water than anticipated, which offset the lesser amount taken by the Fair Oaks Water District.

## Comparison of Fiscal Year 2016/2017 Actual to 2017/2018 Projections of Deliveries and Revenue



	Deliveries	Revenues
FY 17-18 Budget	45,030	\$ 10,384,580
FY 16/17	<u>44,697</u>	\$ 9,477,538
Difference	333	\$ 907,042
	0.7%	10%



# AGENDA ITEM VIII-1

## DRAFT

### Public Information Committee Meeting Minutes

San Juan Water District

July 16, 2018

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  
Lucy Eidam-Crocker, Crocker & Crocker

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

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

Ms. Brown informed the committee that the annual public outreach contract was ready for review and recommendation for approval to the Board. Mr. Helliker explained that the expense level was above his authorization level and needs Board approval. In addition, he reviewed the scope of work with the committee and informed them that a wholesale outreach mailer is proposed for release in the summer/fall timeframe. A copy of the contract and scope of work will be attached to the meeting minutes.

The committee inquired about the recent retail customer phone survey. Ms. Brown explained that there are some expenses in the FY 2018-19 contract for Crocker & Crocker to help review the results of the survey and that the committee will receive a presentation from FM3 regarding the survey at the August committee meeting. Mr. Helliker explained that the committee will review the survey results and discuss the next steps at that meeting.

The committee discussed public outreach and the need to keep the public informed of capital improvement projects, especially providing information before and after a rate adjustment. Mr. Helliker informed the committee that this type of information will be highlighted in billing inserts and e-blasts, with more information included regarding District savings, rate comparisons and where rate dollars are spent.

*The Public Information Committee recommends that the Board approve the Crocker & Crocker contract for FY 2018-19.*

#### 2. Other Public Information Matters

Mr. Helliker informed the committee that he will be speaking at the Fair Oaks Rotary Club and other places as he continues his public outreach for the District on a monthly basis. In addition, he informed the committee that the October 6<sup>th</sup> Open House

preparations are underway and will be mentioned in the next two billing inserts. Ms. Brown informed the committee that e-blasts will be generated at a later date regarding the Open House.

**2.1 Next Meeting Date**

The committee set the next meeting for August 13, 2018 at 4:00 pm.

**3. Public Comment**

There was no public comment.

The meeting adjourned at 10:37 am.

# AGENDA ITEM VIII-2

DRAFT

## Engineering Committee Meeting Minutes San Juan Water District July 17, 2018 11:30 a.m.

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

**District Staff:** Paul Helliker, General Manager  
Tony Barela, Operations Manager  
Rob Watson, Engineering Services Manager  
Teri Grant, Board Secretary/Administrative Assistant

**Topics:** Fair Oaks 40-Inch Pipeline Relining Project, Construction Management and Inspection Services (W & R)  
Asbestos and Lead Building Inspection/Survey Report (W & R)  
Douglas Main Replacement Project Status Update (R)  
Other Engineering Matters  
Public Comment

### 1. Fair Oaks 40-Inch Pipeline Relining Project, Construction Management and Inspection Services (W & R)

Mr. Barela provided the committee with a staff report which will be attached to the meeting minutes. He explained that the construction management and inspection services contract is ready for Phase 2 of the Fair Oaks 40-Inch Pipeline Relining Project. He explained that ICM Group, Inc., was included as a sub-contractor under the Quincy Engineering proposal which was approved by the Board last year; however, the District will work directly with ICM Group, Inc., as discussed among the three parties.

In response to Director Costa's question, the Board Secretary informed the committee that Fair Oaks Water District was included in the email that was sent out last week which contained the agenda including this topic.

The Engineering Committee recommends consideration of a motion to approve the award for Construction Management/Inspection Services related to the FO-40" Pipeline Relining Project to ICM Group, Inc. in the amount of \$180,680, with a total approved budget of \$195,140

### 2. Asbestos and Lead Building Inspection/Survey Report (W & R)

Mr. Barela informed the committee that, at the request of the Board, an Asbestos and Lead Assessment was performed by National Analytical Laboratories on the District's Administration Building, Field Services/Engineering Building, and WTP Operations Building. He conducted a brief presentation which will be attached to the meeting minutes. The results show that there are no lead issues and, out of 73 asbestos samples, there were three found to contain asbestos containing construction materials (ACCM) in the tiles and mastic in all 3 buildings.

Mr. Barela informed the committee that the asbestos is contained and non-friable, and would require a Certified Asbestos Abatement Contractor if disturbed. In addition, he reported that there are rodent droppings above the ceiling tiles in the Administration Building; therefore, PPE is required for work in that area. He explained that the rodent issue was abated last year and plans will be made to clean the area.

Director Costa suggested that staff look into when the tiles floors were installed and make a claim against the contractor, if possible, for abatement of the issue. Mr. Barela will look into this.

### **3. Douglas Main Replacement Project Status Update (R)**

Mr. Watson provided an update of the Douglas Main Replacement Project. He informed the committee that Phase 1 of the project was delayed when the contractor found that the existing pipeline had a bend in the section where the trenchless insertion pipeline work would be performed. He explained that the bend was not indicated in the As-Built plans and was discovered when the contractor inspected the existing pipeline during preparation for installation of the replacement pipeline. Therefore, the contractor has moved to Phase 2 of the project while staff determines the best cost-effective solution for Phase 1.

Mr. Watson informed the committee that there are three options to consider for Phase 1:

1. Re-connect the old pipeline and leave replacement of this section for later
2. Open trench construction across the AFR/Douglas intersection
3. Implement another type of trenchless technology

Mr. Watson explained that there is no recommendation at this time since staff is still waiting for cost estimates for the trenchless and open cut options. An update of this information will be brought back to the committee at the next meeting.

Mr. Watson informed the committee that staff are working directly with businesses and customers to keep them informed, the General Manager sent an e-mail to the board members about the Phase 1 item on July 10<sup>th</sup>, revisions and updates have been made to the website, and an e-blast was sent on July 13<sup>th</sup>.

*For information only; no action requested.*

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

Mr. Barela provided a Distribution Leak Update to the committee. He explained that staff tracks leaks in the distribution system, looking for trends and other indicators that can help them with preventative maintenance. He informed the committee that July of this year is tracking higher than in recent years. He explained that leak detection is scheduled and planned out in advance, and during those times, the number of leaks is higher. However, for most leaks, the District receives notification from customers. In addition, he mentioned that more saddle failures are being found.

So, staff is noting where saddle leaks are occurring and using this information to determine where a more widespread issue may exist in the system.

Mr. Barela informed the committee that replacing saddles in groupings will be challenging, since customers will need to be notified that there will be a water service shut down over multiple days while the saddles are switched out. He explained that these service replacement projects significantly impact Field Operations and Engineering staff resources because of the customer notifications and coordination, and multiple shutdowns that are required over concurrent days. Mr. Watson commented that there are several factors to the saddle failures which include age, materials and soil type. In addition, Mr. Watson informed the committee that the CIP for FY 2018-19 does include some service replacements in proactive response to the recent failure trend identified by Operations.

In response to Director Rich's question, Mr. Barela informed the committee that Citrus Heights Water District has been working on the RFP for the meter project. There is a meeting scheduled next week and he anticipates that the RFP will be finalized.

#### **4.1 Next Meeting Date**

The committee scheduled the next committee meeting for Tuesday, August 14<sup>th</sup> at 4:00 pm.

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

There were no public comments.

The meeting was adjourned at 12:12 p.m.

# Facilities Hazard Asbestos and Lead Assessment

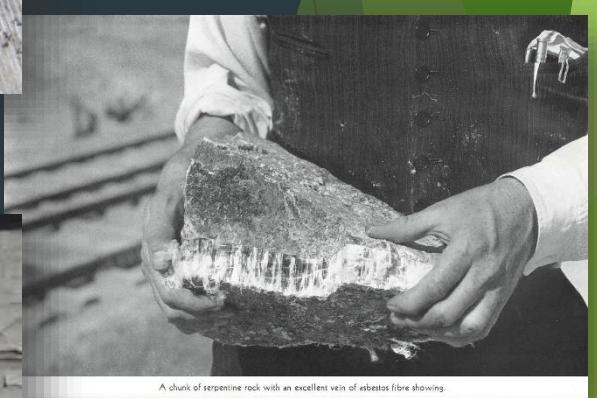
Engineering Committee

July 17, 2018



# Asbestos and Lead Building Inspection/Survey

- ▶ Contracted with National Analytical Laboratories (N.A.L.)
- ▶ Buildings Inspected:
  - ▶ Administration Building
  - ▶ Field Services/Engineering Building
  - ▶ WTP Operations Building
- ▶ Samples Taken
  - ▶ 73 Possible Asbestos Samples
  - ▶ 7 Possible Lead Samples



# Results

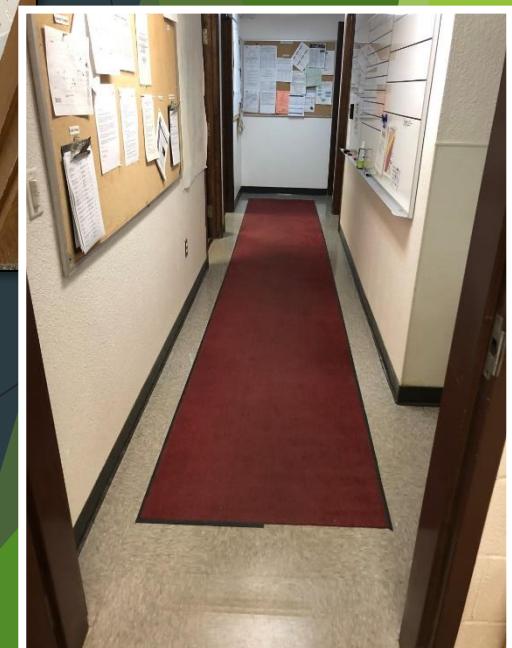
- ▶ Lead Samples
  - ▶ 7 Samples Analyzed
  - ▶ 0 Found Lead
- ▶ Asbestos Samples
  - ▶ 73 Samples Analyzed
  - ▶ 3 found to contain asbestos containing construction materials (ACCM)
  - ▶ Tiles and Mastic in all 3 Buildings

# Asbestos Areas

- ▶ 12" Tan-Brown Streaked Floor Tile/Black Mastic
  - ▶ Admin and WTP
- ▶ 12" Off White and Gray-White Streaked Floor Tile/Black Mastic
  - ▶ FS/Eng Building

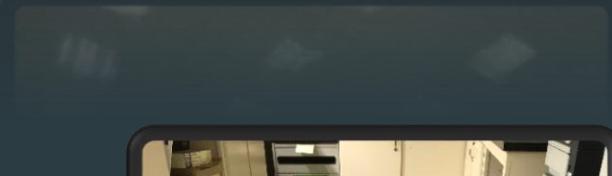
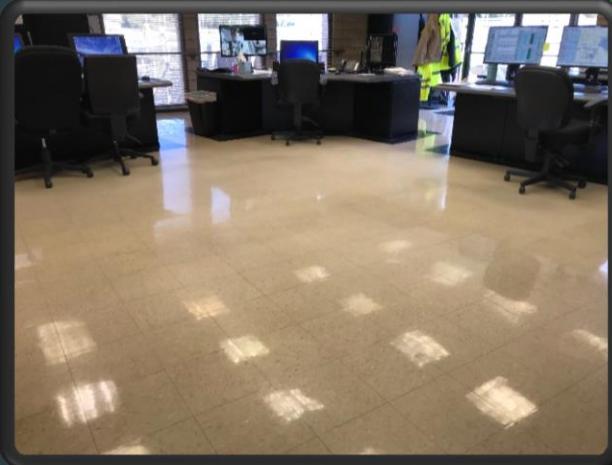


**\*\* Assumption:** All Areas of homogeneous materials are considered to be asbestos containing materials.



# Conclusions

- ▶ Asbestos
  - ▶ Asbestos is Contained and Non-Friable
  - ▶ Certified Asbestos Abatement Contractor Required if Disturbed
- ▶ Lead
  - ▶ No Restrictions
- ▶ Administration Building
  - ▶ Rodent Droppings above Ceiling Tiles
  - ▶ PPE Required for work in that area



Questions?

