



## **AGENDA REGULAR BOARD MEETING**

**HAPPY HOLIDAYS!**

**FAIR OAKS WATER DISTRICT OFFICE  
10326 FAIR OAKS BLVD, FAIR OAKS  
DECEMBER 16, 2024  
6:30 PM**

*The Board of Directors of the Fair Oaks Water District holds its Regular Board Meetings on the third Monday of each month at 6:30 p.m. The meetings are held at the District Offices located at 10326 Fair Oaks Blvd., Fair Oaks, CA 95628. The Board may discuss any item on the agenda and may act on any of those items.*

*The Board of Directors welcomes public participation in its meetings. Public comments relating to matters within jurisdiction of the District, and not included on the posted agenda, may be addressed under "public comment," both at the beginning and at the end of the meeting, subject to reasonable time limitations for each speaker. Please note that State law prevents the Board from discussing or acting on items not listed on the agenda. Public comments relating to matters listed on the agenda may be provided at the time when that agenda item is heard.*

*Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. Items appearing on the Consent Calendar are considered routine and may be acted upon by the Board by one motion, without discussion; however, any item may be considered separately at the request of any Board member or any member of the public.*

*In compliance with the American with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Human Resource Administrator at (916) 967-5723. Requests must be made as early as possible, and at least one full business day before the start of the meeting.*

### **I. CALL TO ORDER**

### **II. PUBLIC COMMENT**

### **III. CONSENT CALENDAR**

1. Approval of Minutes

- a. Regular Board Meeting of November 18, 2024
2. Accept and File Treasurer's Report for the month of November 2024
3. File Investment Report for the month of October 2024
4. Accept and File Financial Expense Report for the month of November 2024
5. Approval of Warrants
6. Approval of Cal-Card Statements for the month of November 2024
7. Approval of Board Expense Report for the month of November 2024

**IV. PRESENTATIONS AND CORRESPONDENCE**

1. Staff presentation on the “State of the Fair Oaks Water District Entering 2025”
2. Oath of Office for the Director representing Division 3 on the FOWD Board of Directors
3. Oath of Office for the Director representing Division 4 on the FOWD Board of Directors
4. Oath of Office for the Director representing Division 5 on the FOWD Board of Directors
5. Accept the resignation of FOWD Director representing Division 2 and acknowledge his election to the San Juan Water District Board of Directors
6. Recognize FOWD Director Petersen for serving as the 2024 FOWD Board President
7. FOWD awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for the twenty-third consecutive year

**V. DISCUSSION AND ACTION ITEMS: OLD BUSINESS**

1. Update and discussion on the New York Water Main Replacement Project Phase I
2. Update and discussion on the FOWD customer damage related to the New York Water Main Replacement Project Phase I

**VI. DISCUSSION AND ACTION ITEMS: NEW BUSINESS**

1. Discussion and possible action on FOWD Resolution No. 24-04 – “A Resolution Recognizing Michael McRae for Serving the Community as a Director of the Fair Oaks Water District”
2. Discussion on the requirements for filling the vacant seat on the FOWD Board of Directors representing Division 2
3. Discussion and possible action on the selection of a Board President and Vice President for 2025
4. Discussion and possible action on the 2025 Salary Ranges for all Board approved positions
5. Discussion and possible action on the Sacramento LAFCo's nominations for membership on Special District Advisory Committee
6. Update and discussion on FOWD's Annual Financial Risk Assessment
7. Discussion and possible action on FOWD Policy No. 5070: “Investment of District Funds”
8. Discussion on FOWD Water Supply for the month of November 2024
9. Discussion and possible action on additional funding for 2024 expenses

**VII. UPCOMING EVENTS**

1. December 18, 2024 / SJWD Regular Board Meeting / SJWD Office
  - a. Includes the swearing in of Mike McRae as the SJWD Director representing Division 4
  - b. Includes a discussion and possible action on the SJWD merging with the SSWD

**VIII. REPRESENTATIVE REPORTS**

1. Sacramento Groundwater Authority (SGA)
2. Regional Water Authority (RWA)
3. Sacramento Water Forum
4. Other

**IX. DIRECTORS' REPORTS & COMMENTS**

1. Budget Committee – (Sarkovich, Dolby)
2. Technical Advisory Committee – (Marx, Petersen)
3. Capital Improvement Committee – (Petersen, Dolby)
4. Personnel Committee – (McRae, Dolby)
5. Public Relations Committee – (McRae, Dolby)
6. FOWD and SJWD 2x2 Ad-Hoc Committee – (McRae, Petersen)
7. FOWD and CWD 2x2 Ad-Hoc Committee – (McRae, Marx)
8. FOWD Field Services Center Ad-Hoc Committee – (Sarkovich, Petersen)

**X. GENERAL MANAGER'S REPORT**

1. Maintenance Work Report
2. Capital Projects Status Report
3. Authorizations of Additional Funding
4. Water Transfer Status Report
5. Claims Against the District
6. Employee Update
7. Water Issues – Update on Regional Involvement
8. Other

**XI. PUBLIC COMMENT****XII. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 54954, 54956 AND 54957**

1. Conference with legal counsel on existing litigation; Government Code Sections 54954.5 and 54956.9; Citrus Heights Water District & Fair Oaks Water District v. San Juan Water District
2. Conference on Anticipated Litigation; Government Code Section 54956.9(d) – two cases
3. Public Employee Performance Evaluation Involving the General Manager; Government Code Sections 54954.5(e) and 54957

**XIII. REPORT FROM CLOSED SESSION****XIV. PUBLIC COMMENT**

FAIR OAKS WATER DISTRICT

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*I, Tom R. Gray, Secretary of the Fair Oaks Water District, do hereby certify that this agenda has been posted at 10326 Fair Oaks Blvd., Fair Oaks, California 72 hours prior to the regular meeting of the Board of Directors in accordance with Government Code Section 54950.5, the Ralph M. Brown Act.*



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Tom R. Gray / Secretary  
General Manager

*12-11-2024*

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Date



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM III.1a**

**Approval of Minutes of the Regular Board Meeting of November 18, 2024**



**AGENDA ITEM III.1a**  
Regular Board Meeting  
Unapproved Minutes  
November 18, 2024

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**District Attendees**

Chris Petersen	Board President
Mark Dolby	Board Vice President
Randy Marx	Board Member
Michael McRae	Board Member
Misha Sarkovich	Board Member
Tom R. Gray	General Manager
Shawn Huckaby	Operations Manager
Chi Ha-Ly	Finance Manager
Paul Siebensohn	Technical Services Manager

**Other Attendees**

Paul Helliker	SJWD General Manager
Pam Tobin	SJWD Board Member
George Babcock	Visiting Customer
Carolyn Bramson	Visitor
Richard Luna	Visitor
Dave Ward	Visitor
Don Gilliland	Visitor

**Absent**

**AGENDA ITEMS**

**I. CALL TO ORDER**

- President Petersen called the meeting to order at 6:30 p.m.

**II. PUBLIC COMMENT**

- Visitor Gilliland shared that his home flooded on October 28<sup>th</sup> and described the impact it has had on his family. No confirmation or commitment has been received from the party responsible to address the damages. He expressed his gratitude to FOWD staff and specifically Operations Superintendent Kepler. He stated that his help has been invaluable during this time.

- General Manager Gray stated that two homes were impacted and FOWD staff is working with them. The insurance company is working through the red tape.
- Director Sarkovich inquired if the cause of the flooding is known.
- General Manager Gray replied that he suspects the contractor caused the flooding. It is still under investigation and the insurance companies are working on it.
- President Petersen requested that staff provide an update at the next Board meeting.
- SJWD Board Member Tobin introduced herself and congratulated Director McRae for winning a seat at SJWD. She also congratulated the FOWD Board for their win. She expressed her gratitude for FOWD's endorsement and support during her reelection campaign this year.
- Visitor Bramson shared her happiness for the Board's victory and how things were handled. The Board maintained their integrity throughout the process, and by doing so it also maintained the people's integrity. She brought cupcakes to celebrate.
- General Manager Gray expressed his gratitude for the kind words and support FOWD has received from the community.
- Visitor Ward inquired if the recall was a close race.
- General Manager Gray stated that it is in tonight's agenda.

### **III. CONSENT CALENDAR**

The following consent calendar items were considered and acted upon as follows:

1. Approval of Minutes
    - a. Regular Board Meeting of October 21, 2024
    - b. Special Board Meeting of October 28, 2024
  2. Accept and File Treasurer's Report for the month of October 2024
  3. File Investment Report for the month of September 2024
  4. Accept and File Financial Expense Report for the month of October 2024
  5. Approval of Warrants
  6. Approval of Cal-Card Statements for the month of October 2024
  7. Approval of Board Expense Report for the month of October 2024
- 
- Director McRae inquired about the rate increase for both liability and auto insurance. He suggested that FOWD compare to other insurance companies, including self-insurance.
  - General Manager Gray stated that rates have increased, and additional funding will be requested to cover those expenses. ACWA JPIA is a self-insurance pool with all the other water agencies to reduce overall costs. FOWD staff can do the price comparison, but in general, ACWA JPIA has the lowest cost. He also noted the value of the cyber insurance ACWA JPIA offers.
  - SJWD Board Member Tobin stated that ACWA JPIA has the lowest insurance rates. There is no need to reinvent the wheel as they can provide FOWD with price comparisons.

- General Manager Gray mentioned that FOWD uses many ACWA JPIA educational programs that are available at no cost. They offer many benefits.
- Operations Manager Huckaby stated that insurance rates increased by about 7.75% across the board. However, the invoice received from ACWA JPIA is just an estimate. They reassess at the end of the year and send refunds once calculations are finalized.

Director Sarkovich moved to approve the consent calendar as presented.

Director McRae seconded the motion.

Motion carried with the following votes: Dolby – aye, Marx – aye, McRae – aye, Petersen – aye, and Sarkovich – aye.

#### **IV. PRESENTATIONS AND CORRESPONDENCE**

1. **Correspondence dated November 4, 2024 from the County of Sacramento Voter Registration and Elections Office – FOWD Division 1 Recall Effort Fails**
  - Information only. General Manager Gray provided an overview.
2. **Correspondence dated November 4, 2024 from the County of Sacramento Voter Registration and Elections Office – FOWD Division 2 Recall Effort Fails**
  - Information only. General Manager Gray provided an overview.
3. **FOWD staff presentation on results of FOWD and SJWD November 2024 Elections**
  - Information only. General Manager Gray provided an overview and reported on the election results.
  - Director Sarkovich stated he would like the Corporate Yard Project to be completed in the next two years. He believes FOWD should do a better job at communicating what vote by division means. He received many calls from people stating that they did not see his name or FOWD's name on the ballot. Many people are unaware that FOWD has the lowest rates in the region. He would like the banners to stay up to make people aware.
  - SJWD General Manager Helliker congratulated FOWD Board on the election results. He visited the Sacramento County website and stated that the current results are only showing 91% of the votes; there are still 60,000 ballots left to count. The results will be certified on December 6, 2024. If Director McRae wins, he will need to send his letter of resignation to FOWD between December 6-18, 2024. He can be sworn in after his resignation.
  - General Manager Gray stated that a FOWD vacant Board seat will be included in next month's agenda.
  - Visitor Ward asked Director McRae his reasons for being on the SJWD Board.
  - Director McRae stated that there is influence and positive change being on SJWD Board.
  - General Manager Gray stated that Director McRae will be representing the Fair Oaks region while being part of the SJWD Board.
  - Director McRae stated that Fair Oaks has not been represented at the SJWD Board for many years. Due to this, discussions at the SJWD go a certain way without the

Fair Oaks people being represented. He feels that Fair Oaks needs the voice of someone that lives in the Fair Oaks service area. He thanked everyone for voting for him and hopes to be a good voice for Fair Oaks.

**V. DISCUSSION AND ACTION ITEMS: OLD BUSINESS**

**1. Update and discussion on the New York Water Main Replacement Project Phase I**

General Manager Gray provided an update and overview.

**VI. DISCUSSION AND ACTION ITEMS: NEW BUSINESS**

**1. Discussion and possible action on FOWD Resolution No. 24-03: “A Resolution of the Board of Directors of the Fair Oaks Water District Opposing the Proposed Merger of the San Juan Water District and Sacramento Suburban Water District”**

- General Manager Gray provided an overview and read the resolution.
- President Petersen suggested modifying item #4 to “insufficient to protect” instead of “do not protect.”
- General Manager Gray suggested “may be insufficient to protect.”
- President Petersen agreed to modifying item #4 to “may be insufficient to protect”.
- Director McRae stated that item #7 of our resolution is speaking for FOWD and CHWD. He asked if the resolution should be limited to only the FOWD Board.
- General Manager Gray stated no because it was purposeful. The resolution was developed in consultation with CHWD. We believe CHWD will take action on a similar resolution very quickly after FOWD. The purpose of common wording is to demonstrate that it’s the majority of SJWD customers that oppose the merger and that is a powerful statement.
- Director Sarkovich inquired that assuming FOWD passes the resolution, can the item be added to SJWD’s agenda for the SJWD December 18, 2024 meeting when Director McRae is there to discuss the resolution and potential action to stop the merger; stop the waste of money?
- SJWD Board Member Tobin agreed to propose that this item be added to SJWD’s agenda.
- SJWD General Manager Helliker stated that any Board Member may propose to have an item added to the agenda, one of our Board Members plans to do so, and it will be added to the agenda.
- Director Marx stated that there are other concerns with SSWD’s debt and water quality. These did not make it into the resolution, but that may be because it’s not meant to be comprehensive to all the issues.
- General Manager Gray responded that FOWD wanted to keep it general and focused on the majority of FOWD customers who don’t want the merger.
- SJWD General Manager Helliker provided his response on the proposed FOWD Resolution No. 24-03. First, he addressed the statement in the resolution that states significant components of the merger are unknown, and additional analysis is not necessary. He commented that SJWD had two reports as part of preparation for merger discussions completed in 2015 and they were not comprehensive. SJWD Board disagrees that additional analysis is not necessary. It’s clearly necessary and the next phase.

- Second, General Manager Helliker addressed item #2 of the resolution that it would benefit all SJWD customers to immediately stop spending additional resources. He stated that to make any kind of determination about what the pros and cons are, a business case analysis is necessary. The SJWD Board has decided that to get that information, a business case analysis is needed. SJWD Board represent all of customers and the business case analysis was their choice. He stated that we disagree with the second item in the resolution.
- Third, SJWD General Manager Helliker addressed the statement in the resolution that the merger between SJWD and SSWD would result in a loss of control. He stated that every individual Board Member represents the interests of all the voters in the community services district. No matter where they are elected, they are representing all customers in the SJWD. That's another inaccurate statement that there is any loss of control.
- Fourth, SJWD General Manager Helliker addressed the statement in the resolution that existing agreements do not protect water rights water. He stated that these agreements will not change unless there is mutual agreement between FOWD and SJWD or whatever the water district will be with the merger. So, protections are in these agreements which give FOWD and the wholesale water agencies the first call on all water supply. Not just water rights water, all water supply. That first call will not change. Again, the item is not correct.
- Fifth, SJWD General Manager Helliker addressed the statement in the resolution that potential benefits of a merger are not worth the long-term impacts of sharing water with SSWD. He stated that SJWD shares water with SSWD now and that it benefits FOWD. Every time SJWD transfers water to SSWD, first SJWD has to meet FOWD needs and second, SJWD needs to get FOWD statement that SJWD has met FOWD needs. Any revenue SJWD generates by transfers to SSWD or to any, come back to SJWD and they offset FOWD costs. That's built into the water supply agreement with FOWD and SJWD can't do anything differently.
- Sixth, SJWD General Manager Helliker addressed the statement in the resolution that the potential benefits of a merger can be obtained through collaborative operations and agreements. He asked how do we know that? How does FOWD know that? SJWD has not done a business case analysis and has not looked at what the benefits or costs may be. At this point, not sure how FOWD can conclude that is the case, that the benefits can be obtained through collaborative operations and agreements rather than a merger.
- Lastly, General Manager Helliker stated that to Director McRae's comment, he has asked CHWD if they could give him any resolution that they have adopted that matches this (FOWD resolution) to comport with what FOWD is asserting and they don't have one. So, at this point this last statement (in FOWD resolution) is not accurate. The CHWD Board of Directors has not made any statement about this. They have not stated they support this resolution. That statement in and of itself is false. Recommending that FOWD not adopt the resolution because many parts of it are not correct.
- General Manager Gray responded to SJWD General Manager Helliker's comments that in general, it is somewhat disrespectful to stand up in front of our Board and say they are wrong in stating how they feel about something. He stated that SJWD

General Manager Helliker is making statements that the SJWD Board feels a certain way. He asked if they have violated the Brown Act and discussed this with the entire SJWD Board. There was no time for SJWD General Manager Helliker to caucus with the entire SJWD Board.

- General Manager Gray stated that it is important to point out that in item #1 of FOWD resolution, on behalf of FOWD Board of Directors and writing based on their input over time. Significant components for the Board and rate payers are water rights and protection of those; not diluting them by 50% through doubling the number of people SJWD serves and a lack of control. The population served with the merger will be larger and 20 miles away in Sacramento. Those votes will be more than Fair Oaks, that is what FOWD is talking about.
- Lastly, General Manager Gray stated that in item #4 when SJWD General Manager Helliker stated that water rights are protected in perpetuity, the current water agreement expires in 2045, and it goes away. The majority of the votes and protection for those water rights will be down in Sacramento, 20 miles away. That's why the resolution is being proposed by FOWD.
- Director Sarkovich asked if this will be on the CHWD Board agenda.
- General Manager Gray responded yes; that in general, the resolution was developed in collaboration with CHWD. It was done to show that the majority of the population currently served by SJWD opposes the merger.
- SJWD General Manager Helliker responded that it's a false statement. The CHWD Board of Directors does not agree with and support the content (of the FOWD resolution). He stated that FOWD has no evidence that they have taken that position.
- SJWD Board Member Tobin stated that she sits on the Advisory Board of LAFCO and that there are many different ways to do a consolidation. The type of consolidation with SJWD and SSWD dissolved the existing water districts, and a new one is formed in its place. It could pose distribution problems and this is also a concern of governance. The constituency with SSWD is much larger and Board seats are determined based on the number of people per capita in a specific district. Losing local control is a very real thing.
- SJWD Board Member Tobin stated that in fairness, she is the only representative that Granite Bay has and parts of Orangevale, so if FOWD is worried about imbalances, it is already there. Our water rights are under constant attack by the state and feds. We need to take the assurances needed to protect those.
- SJWD Board Member Tobin commended the FOWD Board for the resolution opposing the SJWD and SSWD merger. She believes that protecting water rights is the most pressing issue. Preserving local control ensures effective governance, and the maintaining of reliable water distribution. All of it is so important to the sustainability of this region. She stated that FOWD Board leadership on this issue sets an example for others to follow.
- SJWD Board Member Tobin stated that she has been contacted by the majority of the CHWD Board and they do not support this merger either. They have stated that to her.
- President Petersen thanked SJWD Board Member Tobin for her support and asked her to share with the public what ACWA is.

- SJWD Board Member Tobin stated that ACWA is the acronym for Association of California Water Agencies. The association represents over 470 public water agencies in the state of California and SJWD Board Member Tobin provided an overview.
  - SJWD General Manager Helliker commented that the question of what would be the structure of a new organization is undecided at this point. There are a couple of options with one of the proposed being reorganization and the one in the study recommended that San Juan annex SSWD once SSWD is dissolved. These options are part of the business case analysis to look at best alternatives. The SJWD Board believes they need that analysis to be able to determine whether or not there are benefits that would be worth considering. There are many steps even after LAFCO receives the resolutions for the merger from SJWD and SSWD.
  - Director Tobin stated that she is on the Advisory Committee of LAFCO and there are many ways of doing this. To throw any item at the wall to see if it sticks is not really a good option.
  - General Manager Gray stated that the current proposed merger has been stated as a continuation of the original process (2015). The primary driver for the merger was water supply reliability and currently, the merger is being called a continuation but, he was told directly that water supply reliability has nothing to do with the current needs. How can SJWD continue the process that has nothing to do with the newly proposed process? If water supply reliability is a key objective of the proposed merger, in the words of SJWD staff, FOWD and CHWD get no benefit from that.
  - SJWD General Manager Helliker responded that he would send the scope of work to FOWD. Water supply and reliability is one of the topics covered as well as all other aspects of SJWD operations. It's a complete analysis of both organizations. In 2013, 2014 and 2015 we were in one of the worst droughts on record and there was a focus on water supply reliability, but that's just one component of the current analysis.
  - Director McRae stated that one big concern is this opens a pandoras box and there are so many unknowns. We don't know how it will turn out. Bottom line is FOWD has no protection for water, voting strength and water finances.. The new merged entity could possibly come up with creative ways to pay off debt and currently, FOWD is debt free. He is really worried about taking on someone else's debt and not willing to roll the dice that it turns out good. Director Sarkovich stated that he was opposed to the merger in 2015 and is opposed today. In his book, nothing has changed.
- Director Sarkovich moved to approve the FOWD Resolution No. 24-03 as amended.

Director McRae seconded the motion.

Motion carried with the following votes: Dolby – aye, Marx – aye, McRae – aye, Petersen – aye, and Sarkovich – aye.

## **2. Discussion and possible action on the approval of an updated FOWD Salary Schedule**

- General Manager Gray provided an overview of the proposed salary schedule. He noted there are three new positions listed and provided an overview of their duties. He stated that having these positions listed does not mean they will all be filled.

This is an adjustment to the salary schedule, potentially filling these positions and diversifying the workforce without adding any extra employees. Position descriptions for the Assistant Engineer and Junior Engineer will be developed by FOWD staff.

- General Manager Gray addressed questions from the Board and the public.

Director Sarkovich moved to approve the updated FOWD Salary Schedule as presented.

President Petersen seconded the motion.

Motion carried with the following votes: Dolby – aye, Marx – aye, McRae – aye, Petersen – aye, and Sarkovich – aye.

### **3. Discussion on FOWD Water Supply for the month of October 2024**

- Technical Services Manager Siebensohn provided a summary of the water supply report.
- General Manager Gray addressed questions from the Board. He stated that FOWD developed and invested in groundwater so we could have redundancy in case of an emergency. It was also developed so FOWD could have the ability to adjust the water supply cost. Once it was developed, SJWD changed its rate structure and FOWD does not have incentives to pump groundwater. FOWD is not looking for SJWD to lose money but to work with FOWD for mutual benefit.
- Director Sarkovich stated that FOWD is adding more groundwater assets (wells).
- SJWD Board Member Tobin stated that she voted against the merger with SSWD during their last Board meeting because no one on the Board had seen the contract. She stated that something this important needs to be read. She also stated that we need to work collaboratively on the business of water and ratepayers.

### **4. Discussion and possible action on additional funding for 2024 expenses**

- General Manager presented staff's recommendation for the Board to authorize the transfer of \$69,800 from the contingency fund to cover 2024 expenses.

Director Sarkovich moved to authorize the transfer of \$69,800 from the contingency fund to cover 2024 expenses as presented.

Director McRae seconded the motion.

Motion carried with the following votes: Dolby – aye, Marx – aye, McRae – aye, Petersen – aye, and Sarkovich – aye.

## **VII. UPCOMING EVENTS**

### **1. November 20, 2024 / SJWD Regular Board Meeting / SJWD Office**

- General Manager Gray encouraged people to attend this meeting and stated it can also be attended remotely.

- SJWD Board Member Tobin suggested that FOWD Board request SJWD to add “FOWD Resolution No. 24-03” to the agenda, so it could be discussed during the meeting. Otherwise, her request to include it will be dismissed by the SJWD Board.
- SJWD Board Member Tobin mentioned SJWD’s discussion about destroying records after thirty days (30), instead of two years as mandated by state laws. She stated that to her, this is an attempt to hide things. With the recent election, the dynamics of SJWD Board has started to shift. SJWD Board Member Tobin feels that she has a target on her back because she daylighted many issues, but this is business, it’s not personal.

## 2. December 3-5, 2024 / 2024 ACWA Fall Conference / Palm Desert, CA

## VIII. REPRESENTATIVE REPORTS

### 1. Sacramento Groundwater Authority (SGA)

- None.

### 2. Regional Water Authority (RWA)

- None. Last meeting was mainly informational, only one action item.

### 3. Sacramento Water Forum

- None. General Manager Gray provided a brief overview.

### 4. Other

- None.

## IX. DIRECTORS’ REPORTS & COMMENTS

### 1. Budget Committee – (Sarkovich, Dolby)

- None.

### 2. Technical Advisory Committee – (Marx, Petersen)

- None.

### 3. Capital Improvement Committee – (Petersen, Dolby)

- None.

### 4. Personnel Committee – (McRae, Dolby)

- None.

### 5. Public Relations Committee – (McRae, Dolby)

- None.

### 6. FOWD and SJWD 2x2 Ad-Hoc Committee – (McRae, Petersen)

- None.

- 7. FOWD and CWD 2x2 Ad-Hoc Committee – (McRae, Marx)**
  - None.
- 8. FOWD Field Services Center Ad-Hoc Committee – (Sarkovich, Petersen)**
  - None.

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

- 1. Maintenance Work Report**
  - Report provided.
- 2. Capital Projects Status Report**
  - Report provided.
- 3. Authorizations of Additional Funding**
  - Report provided.
- 4. Water Transfer Status Report**
  - None.
- 5. Claims Against District**
  - Report provided.
- 6. Employee Update**
  - General Manager Gray provided an update.
- 7. Water Issues – Update on Regional Involvement**
  - None.
- 8. Other**
  - None.

## **XI. PUBLIC COMMENT**

- An unknown visitor agreed with Director's Sarkovich comment earlier in the meeting about having more communication with customers. Customers need to be aware that FOWD has no debt. It's good to know that the Board is working so hard, and it would definitely influence his vote.
- Director Sarkovich stated that FOWD should make customers aware that FOWD has the lowest rates and no debt.
- General Manager Gray stated FOWD does not brag about ourselves.
- SJWD Board Member Tobin stated making this information public knowledge highlights FOWD's functionality – it's a fact.
- An unknown visitor inquired about the water agreement and its expiration.
- General Manager Gray stated that the wholesale water agreement with SJWD expires in 2045. When the contract expires, the water rights might go away. FOWD would need to do something to enhance it.

- SJWD Board Member Tobin stated that the water agreement has to do with water reliability. Folsom Lake, CHWD, Orange Vale and FOWD makeup the wholesale water agencies; it's part of the family of the San Juan wholesale district. Folsom Lake is the first responder. Folsom Lake affects everybody, it affects the family and everything that happens in the region. SJWD does not run Folsom Lake. The water rights are worth fighting for. She summarized the 2015 drought.
- General Manager Gray stated that when the drought took place in 2015, FOWD had enough water to provide its customers with average-day water, even when there was no surface water. This water came from FOWD's investment in groundwater wells. FOWD has had the opportunity to share this groundwater with the family.
- President Petersen noted that Folsom Lake holds 972,000 acre-feet of water when it's full. The groundwater basins in the Sacramento area have enough evacuated storage space because of over pumping that we can fill the groundwater, and this will hold over a million acre-feet of water. There's a lot of potential for groundwater storage to improve our overall water supply reliability. He believes there is a bright future for water supply.

President Petersen closed the open session meeting at 8:23 p.m.

President Petersen opened the closed session meeting at 8:23 p.m.

## **XII. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 54954 AND 54956**

1. Conference with legal counsel on existing litigation; Government Code Sections 54954.5 and 54956.9; Citrus Heights Water District & Fair Oaks Water District v. San Juan Water District
2. Conference on Anticipated Litigation; Government Code Section 54956.9(d) – two cases

President Petersen closed the closed session meeting at 9:03 p.m.

President Petersen reopened the meeting to the public at 9:03 p.m.

## **XIII. REPORT FROM CLOSED SESSION**

- None.

## **XIV. PUBLIC COMMENT**

- None.

## **XV. ADJOURNMENT**

With no further business to come before the Board, President Petersen adjourned the meeting at 9:03 p.m.



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM III.2**

**Accept and File Treasurer's Report for the month of November 2024**



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## AGENDA ITEM III.2

REGULAR Board Meeting December 16, 2024

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To: Board of Directors

From: Chi Ha-Ly

Date: December 10, 2024

Subject: Accept and File Treasurer's Report for the month of November 2024

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**Recommendation:**

None.

**Discussion:**

Attached you will find the Treasurer's report for the month of November 2024.

**Policy Implications:**

None.

**Fiscal Impact:**

None.



# Fair Oaks Water District

Treasurer's Report - November 30, 2024  
Agenda Item III.2

Description	LAIF - remaining	General Fund U.S. Bank	Payroll Fund U.S. Bank (I)	Cash	Balance
Designated and Undesignated Cash, October 31, 2024	\$10,765,522	\$113,120	\$13,988	\$2,375	\$10,895,005
Receipts					
Deposit: Water Service		\$761,301			\$761,301
Deposit: Other		\$2,484			\$2,484
Interest Earnings					\$0
Subtotal	\$0	\$763,785	\$0	\$0	\$763,785
Expenses					
General Expenses		(\$262,431)			(\$262,431)
General Warrants		(\$480,331)			(\$480,331)
Payroll			(\$156,268)		(\$156,268)
Service Charges and Fees		(\$5,550)			(\$5,550)
Subtotal	\$0	(\$748,312)	(\$156,268)	\$0	(\$904,580)
Transfers and Allocations					
Net Transfer from or to LAIF					\$0
Transfer to Payroll		(\$100,000)	\$100,000		\$0
Subtotal		(\$100,000)	(\$155,000)	\$155,000	
Designated and Undesignated Cash, November 30, 2024	\$10,665,522	\$73,593	\$12,720	\$2,375	\$10,754,210

I, Chi Ha-Ly, deposes and says, the foregoing is a true and accurate accounting of the Special Funds in my custody showing the amount of money received by me for said accounts, and the amount and items of expenditure from those accounts during the preceding month, pursuant to Section 24392 of the Water Code.

Chi Ha-Ly, Finance Manager

Date

## FAIR OAKS WATER DISTRICT

**Check Register**  
**November 2024**

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
<b>General Expenses</b>				
51057	11/6/2024	CUSTOMER	\$ 103.37	Customer Refund
51058	11/6/2024	CUSTOMER	26.44	Customer Refund
51059	11/6/2024	CUSTOMER	109.61	Customer Refund
51060	11/6/2024	CUSTOMER	90.04	Customer Refund
51061	11/6/2024	CUSTOMER	136.67	Customer Refund
51062	11/6/2024	CUSTOMER	114.10	Customer Refund
51063	11/6/2024	CUSTOMER	74.49	Customer Refund
51064	11/6/2024	AVALON CUSTODIAL CARE	1,700.00	Janitorial Services
51065	11/6/2024	CARBON HEALTH MEDICAL GROUP OF CA, P.C.	241.00	DMV and Physicals
51066	11/6/2024	ELEVATOR TECHNOLOGY, INC.	316.00	Elevator Maintenance
51067	11/6/2024	INTEGRITY DATA, INC.	38.20	Dues & Subscription
51068	11/6/2024	MITCH'S CERTIFIED CLASSES, INC.	1,400.00	Training/Seminars
51069	11/6/2024	OLD VILLAGE LANDSCAPING, INC.	655.00	District Site Maintenance
51070	11/6/2024	P G & E	35.51	Utilities
51071	11/6/2024	PINNACLE DRYER CORPORATION	356.00	District Site Maintenance
51072	11/6/2024	SACRAMENTO VALLEY ALARM SECURITY	55.74	Security
51073	11/6/2024	TPX COMMUNICATIONS	7,677.37	Communications
51074	11/13/2024	BUCKMASTER OFFICE SOLUTIONS	885.42	Printing Costs
51075	11/13/2024	COUNTY OF SACRAMENTO	182.45	Utilities
51076	11/13/2024	FUSE 3 COMMUNICATIONS	6,331.00	IT Consulting
51077	11/13/2024	KASL CONSULTING ENGINEERS, INC.	972.50	Engineering Services - New York Well
51078	11/13/2024	PRINT PROJECT MANAGERS, INC.	2,020.31	Invoice / Collections Expense Printing
51079	11/13/2024	CUSTOMER	169.00	Customer Refund
51080	11/13/2024	SACRAMENTO LAFCO	1,257.00	Dues & Subscription
51081	11/13/2024	SUNBELT RENTALS, INC.	9,743.66	Trench Shoring
51082	11/13/2024	WASTE MANAGEMENT	633.26	Utilities
51084	11/20/2024	A. TEICHERT & SON, INC.	4,061.33	Sand & Aggregate
51085	11/20/2024	AT&T MOBILITY	1,239.73	Communications
51086	11/20/2024	COUNTY OF SACRAMENTO/ENVIRONMENTAL MANAGEMENT I	705.00	Hazmat Permit
51087	11/20/2024	COUNTY OF SACRAMENTO	2,082.50	Inspections - New York Water Main Project
51088	11/20/2024	CASTLE & KING ROCK & READY MIX	1,288.00	Sand & Aggregate
51089	11/20/2024	CUSTOMER	208.28	Customer Refund

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
51090	11/20/2024	FRANCHISE TAX BOARD	100.00	Wage Garnishment
51091	11/20/2024	FUSE 3 COMMUNICATIONS	4,650.00	IT Consulting - Mobile Device Setup
51092	11/20/2024	MFS 529 SAVING PLAN	250.00	529 Education Fund
51093	11/20/2024	MITCH'S CERTIFIED CLASSES, INC.	850.00	Training/Seminars
51094	11/20/2024	STAFF	58.00	Certifications
51095	11/20/2024	OLD VILLAGE LANDSCAPING, INC.	2,839.00	Vegetation Removal
51096	11/20/2024	CUSTOMER	76.80	Customer Refund
51097	11/20/2024	CUSTOMER	119.64	Customer Refund
51098	11/20/2024	WYJO SERVICES CORP.	720.00	BIT Inspection
51099	11/27/2024	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	9,495.00	Annual Dues
51100	11/27/2024	FRANCHISE TAX BOARD	100.00	Wage Garnishment
51101	11/27/2024	FUSE 3 COMMUNICATIONS	13,144.89	Phone System
51102	11/27/2024	KASL CONSULTING ENGINEERS, INC.	22,038.40	Engineering Services - Northridge Well
51103	11/27/2024	MFS 529 SAVING PLAN	250.00	529 Education Fund
51104	11/27/2024	SMUD	4,109.94	Utilities
51105	11/27/2024	CUSTOMER	53.33	Customer Refund
51106	11/27/2024	CUSTOMER	47.13	Customer Refund
51107	11/27/2024	CUSTOMER	94.32	Customer Refund
51108	11/27/2024	CUSTOMER	1,000.00	Customer Refund
REMIT0000000000004371	11/6/2024	BSK ASSOCIATES	506.00	Water Testing/Sampling
REMIT0000000000004372	11/6/2024	STREAMLINE	375.00	Website Maintenance
REMIT0000000000004373	11/6/2024	FIRECODE	2,210.25	Annual Fire Extinguisher Test
REMIT0000000000004375	11/6/2024	PACE SUPPLY CORP.	1,947.42	Hydrant Upgrades/New York Water Main
REMIT0000000000004376	11/6/2024	SIERRA CHEMICAL COMPANY	1,197.38	Chemicals
REMIT0000000000004377	11/6/2024	SUPERIOR EQUIPMENT REPAIR, INC.	1,985.31	Other Equipment Maintenance
REMIT0000000000004378	11/6/2024	WIENHOFF ASSOC. CALIFORNIA	170.00	Employee Screening
REMIT0000000000004379	11/13/2024	BSK ASSOCIATES	322.00	Water Testing/Sampling
REMIT0000000000004380	11/13/2024	HUNT & SONS, LLC.	1,946.59	Gas & Oil
REMIT0000000000004385	11/20/2024	BSK ASSOCIATES	299.00	Water Testing/Sampling
REMIT0000000000004386	11/20/2024	PACE SUPPLY CORP.	10,514.97	Inventory Parts
REMIT0000000000004387	11/20/2024	PUMPING EFFICIENCY TESTING SER	2,750.00	Annual Pump Efficiency Testing
REMIT0000000000004388	11/27/2024	I.M.P.A.C. GOVERNMENT SERVICES	11,732.04	See Cal-Card Statements Summary for Details
REMIT0000000000004389	11/27/2024	NEPTUNE TECHNOLOGY GROUP, INC.	13,844.50	Mobile Hardware
REMIT0000000000004390	11/27/2024	BSK ASSOCIATES	816.00	Water Testing/Sampling
REMIT0000000000004391	11/27/2024	CLARK PEST CONTROL	130.00	Pest Services
REMIT0000000000004392	11/27/2024	CRAYON SOFTWARE EXPERTS, LLC.	2,413.77	Azure Overages
REMIT0000000000004393	11/27/2024	PACE SUPPLY CORP.	6,211.41	Project Parts

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
WDL000006683	11/6/2024	IRS EFTPS	24,931.58	Federal Payroll Taxes
WDL000006684	11/6/2024	EDD	4,964.66	State Payroll Taxes
WDL000006690	11/15/2024	EDD	5,048.13	State Payroll Taxes
WDL000006692	11/14/2024	PERS RETIREMENT	18,467.08	Retirement Contributions
WDL000006693	11/20/2024	IRS EFTPS	25,520.38	Federal Payroll Taxes
WDL000006698	11/20/2024	IRS EFTPS	248.34	Federal Payroll Taxes
WDL000006699	11/20/2024	IRS EFTPS	589.50	Federal Payroll Taxes
WDL000006700	11/20/2024	EDD	30.53	State Payroll Taxes
WDL000006701	11/20/2024	EDD	125.36	State Payroll Taxes
WDL000006706	11/27/2024	PERS-RETIREMENT	18,228.05	Retirement Contributions
<b>Total General Expenses</b>			<b>\$ <u>262,430.68</u></b>	

#### **General Warrants**

51083	11/18/2024	FLOWLINE CONTRACTORS, INC.	\$ 126,999.33	New York Well Project
REMIT0000000000004381	11/18/2024	ACWA JPIA	65,743.93	Health/Dental/Vision/EAP/Life Insurance
REMIT0000000000004382	11/18/2024	ACWA-JPIA	165,186.97	Auto/General Liability Insurance
REMIT0000000000004383	11/18/2024	COSDALE	63,514.74	Accounting and Billing Software Annual Support
REMIT0000000000004384	11/18/2024	CENTRAL VALLEY ENGINEERING & ASPHALT, INC.	58,885.88	Paving
<b>Total General Warrants</b>			<b>\$ <u>480,330.85</u></b>	

#### **Service Charges and Fees**

WDL000006695	11/1/2024	US BANK	\$ 135.93	Service Charges
REMIT0000000000004374	11/6/2024	INVOICE CLOUD, INC.	2,977.60	Invoice Cloud Fees
WDL000006694	11/15/2024	US BANK	2,390.59	Analysis Fees
WDL000006708	11/30/2024	INVOICE CLOUD, INC.	46.51	Invoice Cloud/Payment Tech (Fees) Settled
<b>Total Service Charges and Fees</b>			<b>\$ <u>5,550.63</u></b>	
<b>Total Expenses</b>			<b>\$ <u>748,312.16</u></b>	



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM III.3**

**File Investment Report for the month of October 2024**



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## AGENDA ITEM III.3

REGULAR Board Meeting on December 16, 2024

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To:           Board of Directors  
From:       Chi Ha-Ly  
Date:       December 2, 2024  
Subject:      File Investment Report for the month of October 2024

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### **Recommendation:**

None.

### **Discussion:**

Attached are the October 2024 LAIF monthly statement and LAIF monthly performance report. The November 2024 LAIF monthly performance report is not available for inclusion this month due to the timing of the Board meeting. The November 2024 LAIF monthly statement and LAIF monthly performance report will be included in the January 2025 Board Consent Calendar.

The District's cash flow is sufficient to meet the next six months of budgeted District expenses (Govt. Code 53646(b)(3)). The District's investment portfolio is in compliance with the investment policy (Govt. Code 53646(b)(2)).

### **Policy Implications:**

None.

### **Fiscal Impact:**

None.

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

December 02, 2024

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

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FAIR OAKS WATER DISTRICT

TOM R. GRAY, GENERAL MANAGER  
10326 FAIR OAKS BLVD  
FAIR OAKS, CA 95628

[Tran Type Definitions](#)

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**Account Number:**

October 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/4/2024	10/4/2024	RD	1760043	N/A	CHI HA-LY	400,000.00
10/11/2024	10/10/2024	RW	1760228	N/A	CHI HA-LY	-450,000.00
10/15/2024	10/14/2024	QRD	1761876	N/A	SYSTEM	126,541.81
10/24/2024	10/24/2024	RW	1762912	N/A	CHI HA-LY	-325,000.00

**Account Summary**

Total Deposit:	526,541.81	Beginning Balance:	11,013,980.05
Total Withdrawal:	-775,000.00	Ending Balance:	10,765,521.86



## PMIA/LAIF Performance Report as of 11/20/24



### Quarterly Performance Quarter Ended 09/30/24

LAIF Apportionment Rate <sup>(2)</sup> :	4.71
LAIF Earnings Ratio <sup>(2)</sup> :	0.00012912073474208
LAIF Administrative Cost <sup>(1)*</sup> :	0.26
LAIF Fair Value Factor <sup>(1)</sup> :	1.002061084
PMIA Daily <sup>(1)</sup> :	4.58
PMIA Quarter to Date <sup>(1)</sup> :	4.56
PMIA Average Life <sup>(1)</sup> :	231

### PMIA Average Monthly Effective Yields<sup>(1)</sup>

October	<b>4.518</b>
September	4.575
August	4.579
July	4.516
June	4.480
May	4.332

### Pooled Money Investment Account Monthly Portfolio Composition<sup>(1)</sup> 10/31/24 \$155.9 billion

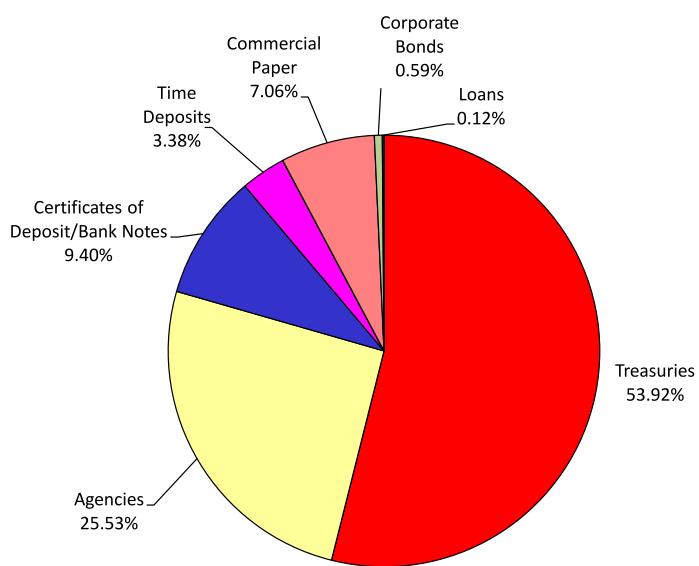


Chart does not include \$1,290,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

\*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

<sup>(1)</sup>State of California, Office of the Treasurer

<sup>(2)</sup>State of California, Office of the Controller



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM III.4**

**Accept and File Monthly Financial Expense Report for the month of November  
2024**



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## AGENDA ITEM III.4

REGULAR Board Meeting December 16, 2024

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To:           Board of Directors  
From:       Chi Ha-Ly  
Date:       December 11, 2024  
Subject:     Accept and File Financial Expense Report for the month of November 2024

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### **Recommendation:**

None at this time. Monthly financial expenses presented for informational purposes.

### **Discussion:**

Attached is the financial report for the month of November 2024.

Please note that the monthly financial report is on a cash basis; therefore, a budgeted line item could be 100% expended as of November 2024.

As of November 2024, the District has 14.93% of remaining adjusted budget.

This report provides a quick snapshot of the operating expenses incurred by the District and does not include items that are capitalized (i.e. costs of construction jobs, fixed assets). The capital projects are reported separately under the “Capital Projects Status Report.”

### **Policy Implications:**

None as a result of recommended action.

### **Fiscal Impact:**

None as a result of recommended action.

**FAIR OAKS WATER DISTRICT**  
**Company Consolidation**  
For the Eleven Months Ending Saturday, November 30, 2024

	November Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
<b>Labor</b>						
<b>Salaries and Wages</b>						
Salaries	\$216,465	\$2,645,588	\$3,301,100	\$3,301,100	\$655,512	19.86%
<b>Salaries and Wages Subtotal</b>	<b>\$216,465</b>	<b>\$2,645,588</b>	<b>\$3,301,100</b>	<b>\$3,301,100</b>	<b>\$655,512</b>	<b>19.86%</b>
<b>Benefits and Insurance</b>						
Auto Fringe Benefits	\$300	\$3,300	\$3,600	\$3,600	\$300	8.33%
Dental Insurance	2,833	34,552	44,900	44,900	10,348	23.05%
FICA	12,385	164,253	204,700	204,700	40,447	19.76%
Medicare	3,157	39,123	47,900	47,900	8,777	18.32%
Health Insurance	61,239	746,301	829,500	829,500	83,200	10.03%
Disability Insurance		9,879	13,200	13,200	3,321	25.16%
Life Insurance	726	8,678	8,500	8,500	(178)	-2.10%
Pension Plan	21,464	551,957	620,900	620,900	68,943	11.10%
Deferred Compensation**		45,650	41,400	45,650		0.00%
Unemployment Insurance			15,000	15,000	15,000	100.00%
Vision Care	679	8,342	9,400	9,400	1,058	11.26%
Worker's Compensation		61,647	83,000	83,000	21,353	25.73%
<b>Benefits &amp; Insurance Subtotal</b>	<b>\$102,783</b>	<b>\$1,673,682</b>	<b>\$1,922,000</b>	<b>\$1,926,250</b>	<b>\$252,568</b>	<b>13.11%</b>
Salaries & Benefits Capitalized	(\$35,338)	(\$352,883)	(\$803,200)	(\$803,200)	(\$450,317)	56.07%
Salaries & Benefits to Damages	(649)	(87,215)	(11,600)	(11,600)	75,615	-651.86%
<b>Labor Total</b>	<b>\$283,262</b>	<b>\$3,879,172</b>	<b>\$4,408,300</b>	<b>\$4,412,550</b>	<b>\$533,379</b>	<b>12.09%</b>
<b>Materials and Services</b>						
<b>Water Supply</b>						
Surface Water Supply, SJWD**		\$2,226,450	\$2,217,600	\$2,226,500	\$50	0.00%
Chemicals	1,197	11,766	32,600	32,600	20,834	63.91%
Division of Drinking Water Annual Permit**		64,482	64,000	64,500	18	0.03%
Energy Cost, Wells	4,019	175,544	424,300	424,300	248,756	58.63%
Energy Cost, Other**	91	2,733	3,100	3,100	567	17.18%
Testing & Sampling**	1,690	31,757	31,000	33,900	2,143	6.32%
SCADA Support & Maintenance		1,739	10,000	10,000	8,261	82.61%
Cathodic Protection		3,658	4,000	4,000	342	8.55%
Hydrant Testing & Flushing			3,000	3,000	3,000	100.00%
<b>Water Supply Subtotal</b>	<b>\$6,997</b>	<b>\$2,518,129</b>	<b>\$2,789,600</b>	<b>\$2,802,100</b>	<b>\$283,971</b>	<b>10.13%</b>
<b>District Facilities and Maintenance &amp; Repairs</b>						
Wells Repairs and Upgrades		\$9,605	\$24,000	\$24,000	\$14,395	59.98%
Skyway Tank Inspection		4,000	5,000	5,000	1,000	20.00%
Skyway Booster #1 Inspection and Repair			5,000	5,000	5,000	100.00%
Annual Pump Efficiency Testing	2,750	2,750	5,000	5,000	2,250	45.00%
Tank Repairs and Maintenance	2,839	5,785	15,000	15,000	9,215	61.44%
District Site Maintenance	3,790	18,720	20,000	20,000	1,280	6.40%
Janitorial	2,366	20,101	23,000	23,000	2,899	12.61%
Elevator Maintenance*	316	7,721	9,500	10,125	2,404	23.74%
Security Costs	56	3,733	4,200	4,200	467	11.11%
<b>District Facilities Maint. Subtotal</b>	<b>\$12,117</b>	<b>\$72,416</b>	<b>\$110,700</b>	<b>\$111,325</b>	<b>\$38,909</b>	<b>34.95%</b>
<b>Vehicle and Equipment Maintenance</b>						
Vehicle Maintenance	\$1,349	\$12,997	\$16,500	\$16,500	\$3,503	21.23%
Vehicle Repairs*	9	12,345	15,000	16,000	3,655	22.85%
Other Equipment Maintenance**	2,470	13,906	15,500	17,500	3,594	20.54%
Other Equipment Repair**		15,533	15,000	20,000	4,467	22.33%
<b>Vehicle &amp; Equip. Maint. Subtotal</b>	<b>\$3,828</b>	<b>\$54,781</b>	<b>\$62,000</b>	<b>\$70,000</b>	<b>\$15,219</b>	<b>21.74%</b>
<b>Insurance</b>						
Auto and General Liability Insurance**	\$165,187	\$169,434	\$115,000	\$169,500	\$66	0.04%
Bonding	1,500	1,600	1,600	1,600	100	6.25%
Property Insurance**	52,767	45,000	52,800	52,800	33	0.06%
<b>Insurance Subtotal</b>	<b>\$165,187</b>	<b>\$223,701</b>	<b>\$161,600</b>	<b>\$223,900</b>	<b>\$199</b>	<b>0.09%</b>
<b>Printing and Postage</b>						
Advertisements & Legal Notices	\$289	\$1,376	\$5,000	\$5,000	\$3,624	72.48%
Online Bill Pay/Payment Processing**	3,024	27,976	28,000	32,200	4,224	13.12%
Customer Bill Printing	1,991	10,820	17,500	17,500	6,680	38.17%
Customer Bill Postage		42,500	43,000	43,000	500	1.16%
Customer Collection Postage		7,000	7,000	7,000		0.00%
General Postage	543	1,000	1,000	1,000	457	45.70%
General Printing		886	1,800	1,800	914	50.78%
Collection Expense Printing	29	584	900	900	316	35.12%
<b>Printing and Postage Subtotal</b>	<b>\$5,333</b>	<b>\$91,685</b>	<b>\$104,200</b>	<b>\$108,400</b>	<b>\$16,715</b>	<b>15.42%</b>
<b>Office Expense and Other</b>						
Office Equipment Rental		\$605	\$700	\$700	\$95	13.59%
Office Supplies	142	13,392	17,000	17,000	3,608	21.22%
Office Equipment less than \$500		2,273	3,000	3,000	727	24.23%
Office Furniture less than \$500	757	1,149	2,000	2,000	851	42.57%
Office Equipment Maintenance			500	500	500	100.00%
Office Equipment Maintenance Agreements	885	13,132	18,100	18,100	4,968	27.45%
<b>Office Expense &amp; Other Subtotal</b>	<b>\$1,784</b>	<b>\$30,551</b>	<b>\$41,300</b>	<b>\$41,300</b>	<b>\$10,749</b>	<b>26.03%</b>
<b>Professional Services</b>						
Annual Audit Fees		\$20,979	\$22,000	\$22,000	\$1,021	4.64%
Actuarial Services for Pension Calculation	700	800	800	800	100	12.50%

**FAIR OAKS WATER DISTRICT**  
**Company Consolidation**  
For the Eleven Months Ending Saturday, November 30, 2024

	November Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
Meter Testing Service*		6,357	5,000	6,800	443	6.52%
Dues and Subscription	11,089	45,155	52,000	52,000	6,845	13.16%
Grant Application			5,000	5,000	5,000	100.00%
Hydraulic Model Update			11,000	11,000	11,000	100.00%
Urban Water Management Plan			15,000	15,000	15,000	100.00%
Emergency Response Plan			500	500	500	100.00%
Legal Fees	85,882	150,000	150,000	150,000	64,118	42.75%
Coop. Trans. Pipeline O&M	3,855	7,000	7,000	7,000	3,145	44.93%
Website Design and Public Outreach	3,441	5,000	5,000	5,000	1,559	31.18%
Regional Support	102,796	108,000	108,000	108,000	5,204	4.82%
Banking Fees	2,527	26,817	36,000	36,000	9,183	25.51%
IT Consulting Service	10,856	96,218	123,500	123,500	27,282	22.09%
Annual IT Audit			5,600	5,600	5,600	100.00%
Answering Service	181	1,931	2,500	2,500	569	22.76%
Other Professional Fees*	13,145	36,520	150,000	169,589	133,069	78.47%
<b>Professional Fees Subtotal</b>	<b>\$37,798</b>	<b>\$430,652</b>	<b>\$698,900</b>	<b>\$720,289</b>	<b>\$289,638</b>	<b>40.21%</b>
<b>System Maintenance/Repairs</b>						
Aggregate/Sand/Cutback**	\$5,349	\$29,787	\$25,000	\$32,500	\$2,713	8.35%
Paving	38,404	62,793	75,000	75,000	12,207	16.28%
Equipment and Tool Rental**		1,451	1,500	2,500	1,049	41.96%
General Maint., Supplies & Consumables	734	12,836	15,000	15,000	2,164	14.43%
Distribution Repairs**	(1,068)	30,761	25,000	39,500	8,739	22.12%
Distribution System Maintenance Programs		6,659	7,000	7,000	341	4.87%
T-Main Repairs		4,593	25,000	25,000	20,407	81.63%
Damages**	8,527	380,850	25,000	389,800	8,950	2.30%
Backflow Testing and Supplies**	983	4,763	4,800	5,800	1,037	17.88%
Meter Downsize Repairs/Upgrades		178	600	600	422	70.38%
Inventory Replenishment			10,000	10,000	10,000	100.00%
Gas & Oil	1,990	44,347	56,000	56,000	11,653	20.81%
Equipment & Tools less than \$500	257	7,249	12,000	12,000	4,751	39.59%
Safety, Signs & Cones	2,210	11,917	13,000	13,000	1,083	8.33%
<b>System Maint./Repairs Subtotal</b>	<b>\$57,387</b>	<b>\$598,183</b>	<b>\$294,900</b>	<b>\$683,700</b>	<b>\$85,516</b>	<b>12.51%</b>
<b>Fees</b>						
State and County Fees		\$501	\$1,300	\$1,300	\$799	61.42%
Air Quality**	10,993	10,900	11,000	11,000	7	0.07%
NPDES Permit		4,000	4,000	4,000	4,000	100.00%
Haz-mat Disposal	1,111	1,111	2,000	2,000	889	44.47%
Haz-mat Permit	(406)	4,045	6,900	6,900	2,855	41.38%
<b>Fees Subtotal</b>	<b>\$705</b>	<b>\$16,650</b>	<b>\$25,100</b>	<b>\$25,200</b>	<b>\$8,550</b>	<b>33.93%</b>
<b>Utilities</b>						
Telephone/Communication	\$8,110	\$88,247	\$101,900	\$101,900	\$13,653	13.40%
District Site Utilities	851	28,823	36,500	36,500	7,677	21.03%
<b>Utilities Subtotal</b>	<b>\$8,961</b>	<b>\$117,069</b>	<b>\$138,400</b>	<b>\$138,400</b>	<b>\$21,331</b>	<b>15.41%</b>
<b>Information Technology</b>						
Computer Software Maint. & Agreements	\$81,080	\$127,939	\$140,500	\$140,500	\$12,561	8.94%
Computer Hardware <\$500	54	54	5,000	5,000	4,946	98.93%
Computer Software <\$500			1,000	1,000	1,000	100.00%
<b>Information Technology Subtotal</b>	<b>\$81,134</b>	<b>\$127,993</b>	<b>\$146,500</b>	<b>\$146,500</b>	<b>\$18,507</b>	<b>12.63%</b>
<b>Water Efficiency</b>						
Conservation Outreach	\$110	\$5,353	\$22,000	\$22,000	\$16,647	75.67%
Cons. Landscape Irrigation Review			2,000	2,000	2,000	100.00%
Conservation Water Waste		39	500	500	461	92.21%
Conservation Large Landscape		322	2,000	2,000	1,678	83.89%
Conservation Toilet Rebate Program		2,785	10,000	10,000	7,215	72.15%
Conservation Toilet Rebate Program (Reimb.)	825	2,100	7,500	7,500	5,400	72.00%
Washing Machine Rebate Program		200	500	500	300	60.00%
Conservation Internal Review			1,000	1,000	1,000	100.00%
<b>Conservation Subtotal</b>	<b>\$935</b>	<b>\$10,799</b>	<b>\$45,500</b>	<b>\$45,500</b>	<b>\$34,701</b>	<b>76.26%</b>
<b>Training &amp; Uniforms</b>						
DMV/Physicals	\$411	\$3,282	\$8,500	\$8,500	\$5,218	61.39%
Employee Recognition Program	528	6,964	11,000	11,000	4,036	36.69%
Training, Travel and Expenses	3,078	10,321	20,000	20,000	9,679	48.39%
Uniforms		9,388	12,800	12,800	3,412	26.66%
<b>Training &amp; Uniforms Subtotal</b>	<b>\$4,017</b>	<b>\$29,955</b>	<b>\$52,300</b>	<b>\$52,300</b>	<b>\$22,345</b>	<b>42.73%</b>
<b>Board</b>						
Election Expense			\$45,400	\$45,400	\$45,400	100.00%
Director's Fees	\$1,300	\$7,600	\$12,500	\$12,500	\$4,900	39.20%
Miscellaneous Board Expenses	103	1,477	2,500	2,500	1,023	40.91%
Travel and Seminars		25	10,000	10,000	9,975	99.75%
<b>Board Subtotal</b>	<b>\$1,403</b>	<b>\$9,102</b>	<b>\$70,400</b>	<b>\$70,400</b>	<b>\$61,298</b>	<b>87.07%</b>
<b>Materials &amp; Services Total</b>	<b>\$387,587</b>	<b>\$4,331,665</b>	<b>\$4,741,400</b>	<b>\$5,239,314</b>	<b>\$907,649</b>	<b>17.32%</b>
<b>GRAND TOTAL</b>	<b>\$670,849</b>	<b>\$8,210,837</b>	<b>\$9,149,700</b>	<b>\$9,651,864</b>	<b>\$1,441,027</b>	<b>14.93%</b>

**FAIR OAKS WATER DISTRICT**  
**Company Consolidation**  
*For the Eleven Months Ending Saturday, November 30, 2024*

	November Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
<b>CONTINGENCY FUND</b>	<b>\$69,800</b>	<b>\$189,235</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$10,765</b>	<b>5.38%</b>

\*The Board approved the following Project Fund to be carried forward from 2023 to 2024 at the January 16, 2024 Regular Board Meeting.

\$19,589.38 from Professional Services.

\$1,000 from Vehicle Repairs.

\$1,800 from Meter Testing Services.

\$625 from Elevator Maintenance.

\*\*Contingency Fund was used as follows:

\$500 was transferred to SWRCB-Division of Drinking Water Annual Permit - Board approved on January 16, 2024.

\$4,250 was transferred to Deferred Compensation - Board approved on January 16, 2024.

\$29,616 was transferred to Hazel Avenue Project #2004 - Board approved on March 18, 2024.

\$41,969 was transferred to Gum Ranch Unit 2 Project #1607 - Board approved on March 18, 2024.

\$7,800 was transferred to Property Insurance - Board approved on August 19, 2024.

\$2,500 was transferred to Aggregate/Sand/Gravel - Board approved on August 19, 2024.

\$5,000 was transferred to Aggregate/Sand/Gravel - Board approved on September 18, 2024.

\$1,000 was transferred to Equipment & Tool Rental - Board approved on August 19, 2024.

\$7,500 and \$7,000 were transferred to Distribution Repairs - Board approved on August 19, 2024 and November 18, 2024, respectively.

\$2,000 was transferred to Other Equipment Maintenance (E24EMEM) - Board approved on September 16, 2024.

\$5,000 was transferred to Other Equipment Repair - Board approved on September 16, 2024.

\$2,000 was transferred to Other Maintenance Equipment (A24MEOM) - Board approved on September 16, 2024.

\$100 was transferred to Fees - Air Quality (E24FEAQ) - Board approved on October 21, 2024.

\$8,900 was transferred to Surface Water Supply, SJWD (E24WSWAT) - Board approved on October 21, 2024.

\$54,500 was transferred to Auto and General Liability Insurance - Board approved on November 18, 2024.

\$4,200 was transferred to Online Bill Pay/Payment Processing - Board approved on November 18, 2024.

\$2,900 was transferred to Water Supply Testing & Sampling - Board approved on November 18, 2024.

\$7,000 was transferred to Distribution Repairs - Board approved on November 18, 2024.

\$1,000 was transferred to Backflow Testing & Supplies - Board approved on November 18, 2024.

\$200 was transferred to Water Supply Energy Cost, Other - Board approved on November 18, 2024.

\*\*\*Reserve Fund was used as follows:

\$325,000 was transferred to Damages for the Transmission Main Break Repair on Pershing Ave. and Chestnut Ave. - Board approved on May 20, 2024.

FOWD received \$216,339.85 from the insurance company on 9/11/2024 for this project.

Upon reconciliation of the damages project \$39,799.85 was allocated to damages and \$176,540 was returned to reserves.



**December 16, 2024**  
**Staff Report Briefing Materials**  
**AGENDA ITEM III.5**  
**Approval of Warrants**



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### AGENDA ITEM III.5

REGULAR Board Meeting on December 16, 2024

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To:           Board of Directors  
From:        Tom R. Gray  
Date:        December 10, 2024  
Subject:      Approval of Warrants

---

#### **Recommendations:**

#### **Warrants**

Board of Directors approve the attached invoices listed below and authorize signing of warrants.

<i>County of Sacramento-Voter Registration &amp; Elections</i>	
<i>Base set-up and first contest fees for Director Divisions 3, 4, and 5.</i>	\$ 43,388.64
<i>Neptune</i>	
<i>Meters and registers</i>	79,762.27
<b>Total Warrants</b>	<b>\$ 123,150.91</b>

---

Tom R. Gray, General Manager



**Neptune Technology Group, Inc.**  
**PO Box 932957**  
**Atlanta, GA 31193-2957**

<b>Invoice #</b>	<b>Dated</b>	<b>Amount</b>
N776300	10/25/2024	\$ 63,572.50
N776130	10/24/2024	23.71
N777514	11/5/2024	16,166.06
<b>Total</b>		<b><u>\$ 79,762.27</u></b>

*LPL*  
11-21-2024

**REMIT TO:**  
Neptune Technology Group Inc.  
P.O. Box 932957  
Atlanta, GA 31193-2957

Accounts Receivable & Credit Department  
acctrecv@neptunetg.com  
800-633-8754

**SHIP TO: 04231001**  
Fair Oaks Water Dist  
10317 Fair Oaks Blvd  
Fair Oaks, CA 95628  
USA

**BILL TO: 04231000**

FAIR OAKS WATER DIST  
10326 FAIR OAKS BLVD  
FAIR OAKS, CA 95628  
USA

**EMAIL :** AP@FOWD.com;acctrec@neptunetg.com

**REMARKS :**

**COMMENTS:**

PRIORITY P  
JOE DEBORBA  
916-257-4986  
M-T 6:30AM-4PM

# INVOICE

NUMBER	REVISION
N776300	0
DATE	PAGE
10/25/24	1 of 1
<b>PURCHASE ORDER NUMBER</b>	
PO000009102	
CUSTOMER NUMBER	SALES ORDER NUMBER
04231000	S398798

TERMS		ORDER DATE	BOL / Tracking Number		SHIP DATE	SHIP VIA		FOB POINT
Net 30		07/18/24	530975349		10/25/24	R&L		CIP
LINE NO.	ITEM	DESCRIPTION	UM	QUANTITY		TAX	UNIT PRICE	EXTENDED PRICE
				BACK ORD.	SHIPPED			
1	ED2F22RPWF11S2788	1 T-10 BRZ 316 P-C R900i V4 PIT C/F 1 T-10 BRZ 316 Serial# 17950342 - 17950541	EA	0.0	200.0	es	295.00	59,000.00

PO Number: 9102 (Lines 1-3, 5)  
RCT Number: \_\_\_\_\_  
INVENTORY  
NON INVENTORY

40

**Non-Taxable:** \$ 0.00

Line Total:	\$ 59,000.00
Re-Stocking Fee:	0.00
Total Tax:	4,572.50
<b>Total:</b>	<b>\$ 63,572.50</b>

"These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations"

*11-21-24*

Customer Copy

**REMIT TO:**  
 Neptune Technology Group Inc.  
 P.O. Box 932957  
 Atlanta, GA 31193-2957

Accounts Receivable & Credit Department  
 acctsrecv@neptunetg.com  
 800-633-8754

**SHIP TO: 04231001**  
 Fair Oaks Water Dist  
 10317 Fair Oaks Blvd  
 Fair Oaks, CA 95628  
 USA

**BILL TO: 04231000**

FAIR OAKS WATER DIST  
 10326 FAIR OAKS BLVD  
 FAIR OAKS, CA 95628  
 USA

**EMAIL :** AP@FOWD.com;acctrec@neptunetg.com

**REMARKS :**

**COMMENTS:**

PRIORITY P  
 JOE DEBORBA  
 916-257-4986  
 M-T 6:30AM-4PM

# INVOICE

NUMBER	REVISION
N776130	0
DATE	PAGE
10/24/24	1 of 1
<b>PURCHASE ORDER NUMBER</b>	
PO000009102	
<b>CUSTOMER NUMBER</b>	<b>SALES ORDER NUMBER</b>
04231000	S398798

TERMS		ORDER DATE	BOL / Tracking Number		SHIP DATE	SHIP VIA		FOB POINT
LINE NO.	ITEM	DESCRIPTION	UM	QUANTITY		TAX	UNIT PRICE	EXTENDED PRICE
				BACK ORD.	SHIPPED			
1	..9106-001	REGISTER SEAL PIN L/P BLACK REGISTER SEAL PIN L/P BLACK	EA	0.0	200.0	es	0.11	22.00

9102 (lines 4 & 5)  
 PO Number: \_\_\_\_\_  
 RCT Number: \_\_\_\_\_  
 INVENTORY  
 NON INVENTORY  
 ↘

**Non-Taxable:** \$ 0.00

Line Total:	22.00
Re-Stocking Fee:	0.00
Total Tax:	1.71
<b>Total:</b>	<b>\$ 23.71</b>

"These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations"

*✓  
11-21-2024*

Customer Copy

**REMIT TO:**  
 Neptune Technology Group Inc.  
 P.O. Box 932957  
 Atlanta, GA 31193-2957

Accounts Receivable & Credit Department  
 acctsrecv@neptunetg.com  
 800-633-8754

**SHIP TO: 04231001**  
 Fair Oaks Water Dist  
 10317 Fair Oaks Blvd  
 Fair Oaks, CA 95628  
 USA

**BILL TO: 04231000**  
 FAIR OAKS WATER DIST  
 10326 FAIR OAKS BLVD  
 FAIR OAKS, CA 95628  
 USA

**EMAIL :** AP@FOWD.com;acctrec@neptunetg.com

**REMARKS :**

**COMMENTS:**  
 JOE DEBORBA  
 916-257-4986  
 M-T 6:30AM-4PM

INVOICE	
NUMBER	REVISION
N777514	0
DATE	PAGE
11/05/24	1 of 1
PURCHASE ORDER NUMBER	
PO000009054	
CUSTOMER NUMBER	SALES ORDER NUMBER
04231000	S398356

TERMS		ORDER DATE	BOL / Tracking Number		SHIP DATE	SHIP VIA			FOB POINT
Net 30		07/03/24	530960517		11/05/24	R&L			CIP
LINE NO.	ITEM	DESCRIPTION		UM	QUANTITY		TAX	UNIT PRICE	EXTENDED PRICE
1	ED2H11RPWF11S2788	11/2 T-10 OVAL P-C R900i V4 PIT C/F 11/2 T-10 OVAL Serial# 61381613 - 61381642	EA	0.0	30.0	es	500.00	15,000.00	
2	..9106-001	REGISTER SEAL PIN L/P BLACK REGISTER SEAL PIN L/P	EA	0.0	30.0	es	0.11	3.30	

9054  
 PO Number: \_\_\_\_\_  
 RCT Number: \_\_\_\_\_  
 INVENTORY  
 NON INVENTORY

Non-Taxable:	\$ 0.00	Line Total:	15,003.30
		Re-Stocking Fee:	0.00
		Total Tax:	1,162.76
		Total:	\$ 16,166.06

"These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations"

*JRS  
11-21-2024*

Customer Copy



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM III.6**

**Approval of Cal-Card Statements for the month of November 2024**



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## AGENDA ITEM III.6

REGULAR Board Meeting on December 16, 2024

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To:           Board of Directors  
From:        Tom R. Gray  
Date:        December 11, 2024  
Subject:      Approval of Cal-Card Statement

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**Recommendation:**

None.

**Discussion:**

Attached you will find the Cal-Card statement summary for the period ending November 22, 2024.

**Policy Implications:**

None.

**Fiscal Impact:**

None.

**Cal-Card Statement**  
**Cal-Card Summary of Charges**  
**Closing Statement Ending November 22, 2024**

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Description</u>	<u>Personnel</u>
10/22/2024	Target	\$ 73.88	Wellness	Staff
10/23/2024	Staples	0.25	Office Supplies and Safety Supplies	Staff
10/23/2024	Staples	0.07	Kitchen Supplies	Staff
10/23/2024	Office Depot	156.74	Janitorial Supplies	Staff
10/23/2024	Ace Hardware	13.99	District Site Maintenance	Staff
10/23/2024	Ace Hardware	8.61	Service Upgrades	Staff
10/24/2024	Placer Equipment Rentals	169.63	Distribution Repairs	Staff
10/24/2024	Placer Equipment Rentals	43.26	Gas and Oil	Staff
10/24/2024	Home Depot	608.32	District Site Maintenance	Staff
10/24/2024	Home Depot	369.53	District Site Maintenance	Staff
10/24/2024	World Market	66.01	Employee Recognition	Staff
10/25/2024	Brake Masters	81.60	Vehicle Maintenance	Staff
10/25/2024	Folsom Lake Ford	255.26	Vehicle Maintenance	Staff
10/25/2024	Home Depot	72.80	Maintenance Supplies	Staff
10/25/2024	Home Depot	172.39	Tools	Staff
10/25/2024	Batteries Plus	138.08	Other Equipment Maintenance	Staff
10/26/2024	ULINE	296.58	Maintenance Supplies	Staff
10/29/2024	Staples	(0.07)	Kitchen Supplies	Staff
10/29/2024	Staples	0.07	Kitchen Supplies	Staff
10/30/2024	O'Reilly	106.35	Other Equipment Maintenance	Staff
10/30/2024	Staples Inc	0.25	Office Supplies	Staff
10/31/2024	O'Reilly	9.15	Vehicle Repairs	Staff
11/1/2024	Delish Pizza	95.60	Recognition	Staff
11/1/2024	Amazon	538.74	Computer Hardware	Staff
11/2/2024	Indeed Jobs	288.64	Recruitment	Staff
11/4/2024	Sacramento County/Environmental Management Dept.	983.01	Backflow Program	Staff
11/5/2024	Target	93.66	Wellness	Staff
11/5/2024	Target	119.54	Janitorial Supplies	Staff
11/5/2024	Home Depot	1,391.47	Fridge	Staff
11/5/2024	New Answernet, Inc.	181.00	Answering Service	Staff
11/6/2024	Sams Club	639.18	Maintenance and Janitorial Supplies	Staff
11/6/2024	Ace Hardware	42.17	District Site Maintenance	Staff
11/7/2024	Harbor Freight	21.54	Maintenance Supplies	Staff
11/7/2024	Brake Masters	82.89	Vehicle Maintenance	Staff

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Description</u>	<u>Personnel</u>
11/8/2024	Otis Automotive	449.01	Vehicle Maintenance	Staff
11/8/2024	CA-NV Section, AWWA	340.00	Training/Seminars	Staff
11/13/2024	Home Depot	455.02	Office Furniture	Staff
11/14/2024	Amazon	84.64	Office Supplies	Staff
11/14/2024	Amazon	301.69	Office Furniture	Staff
11/14/2024	County of Sacramento/Kiefer Landfill	108.15	District Site Maintenance	Staff
11/14/2024	CDL Online, LLC.	225.00	Training/Seminars	Staff
11/14/2024	DMV	98.00	Certifications	Staff
11/14/2024	DMV	2.06	Certifications	Staff
11/16/2024	Best Buy	53.61	Computer Hardware	Staff
11/18/2024	Nugget Market	44.06	Employee Recognition	Staff
11/19/2024	Delish Pizza	103.45	Board Meeting Meals	Staff
11/19/2024	Amazon	41.13	Office Supplies	Staff
11/19/2024	CA-NV Section, AWWA	125.00	Certifications	Staff
11/20/2024	Amazon	16.11	Office Supplies	Staff
11/20/2024	Venmo-Taquero Feliz	154.50	Holiday Party-Catering Deposit	Staff
11/20/2024	Home Depot	94.37	Maintenance Supplies	Staff
11/20/2024	Batteries Plus	51.56	District Site Maintenance	Staff
11/21/2024	Staples	110.25	Conservation Outreach	Staff
11/21/2024	Lightbulbs.com	1,455.24	District Site Maintenance	Staff
11/22/2024	HR Morning Subscription	299.00	Dues and Subscriptions	Staff
<b>TOTAL</b>		<b><u>\$ 11,732.04</u></b>		



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM III.7**

**Accept and File Board Expense Report for the month of November 2024**



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## AGENDA ITEM III.7

REGULAR Board Meeting on December 16, 2024

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To:           Board of Directors  
From:       Chi Ha-Ly  
Date:       December 6, 2024  
Subject:   Approval of Board Expense Report for the month of November 2024

---

**Recommendation:**

None.

**Discussion:**

Attached you will find the Board Expense Report for the month of November 2024.

**Policy Implications:**

None as a result of recommended action.

**Fiscal Impact:**

None as a result of recommended action.

**Board of Directors**  
**Expense Reimbursement Summary**  
*Monthly Activity - November 2024*

Name	Meeting Date	Description	Date Paid	Compensation	Reimbursed Expenses	District Expenses
<b>Dolby</b>						
	10/21/2024	Regular Board Meeting	11/14/2024	\$ 100.00	\$ -	\$ -
	10/28/2024	Special Board Meeting	11/14/2024	100.00	-	-
	11/18/2024	Regular Board Meeting	11/27/2024	100.00	-	-
				<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>McRae</b>						
	10/3/2024	SSWD & SJWD Joint Board Meeting	11/14/2024	\$ 100.00	\$ -	\$ -
	10/21/2024	Regular Board Meeting	11/14/2024	100.00	-	-
	10/28/2024	Special Board Meeting	11/14/2024	100.00	-	-
	11/18/2024	Regular Board Meeting	11/27/2024	100.00	-	-
				<b>\$ 400.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Petersen</b>						
	10/21/2024	Regular Board Meeting	11/14/2024	\$ 100.00	\$ -	\$ -
	10/28/2024	Special Board Meeting	11/14/2024	100.00	-	-
	11/18/2024	Regular Board Meeting	11/27/2024	100.00	-	-
				<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Sarkovich</b>						
	10/21/2024	Regular Board Meeting	11/14/2024	\$ 100.00	\$ -	\$ -
	10/28/2024	Special Board Meeting	11/14/2024	100.00	-	-
	11/18/2024	Regular Board Meeting	11/27/2024	100.00	-	-
				<b>\$ 300.00</b>	<b>\$ -</b>	<b>\$ -</b>

Board of Directors  
Expense Reimbursement Summary  
*Monthly Activity - November 2024*

**November 2024 RECAP**

Name	Meeting Month	Meetings Attended (Paid)	Month Paid	Compensation	Reimbursed Expenses		District Expenses
Dolby	Oct./Nov.	3	November	\$ 300.00	\$ -	\$ -	\$ -
Marx		0		-	-	-	-
McRae	Oct./Nov.	4	November	400.00	-	-	-
Petersen	Oct./Nov.	3	November	300.00	-	-	-
Sarkovich	Oct./Nov.	3	November	300.00	-	-	-
<b>TOTAL</b>		<b>13</b>		<b>\$ 1,300.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Year-to-Date RECAP**

Name	Meetings Attended (Paid)	Compensation	Reimbursed Expenses		District Expenses
Dolby	14	\$ 1,400.00	\$ -	\$ -	\$ -
Marx	18	1,800.00	-	-	-
McRae	15	1,500.00	-	-	-
Petersen	15	1,500.00	-	-	-
Sarkovich	14	1,400.00	-	-	-
<b>TOTAL</b>	<b>76</b>	<b>\$ 7,600.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



December 16, 2024

Staff Report Briefing Materials

**AGENDA ITEM IV.7**

**FOWD awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for the twenty-third consecutive year**



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## AGENDA ITEM IV.7

REGULAR Board Meeting on December 16, 2024

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To:           Board of Directors  
From:        Tom R. Gray  
Date:        December 13, 2024  
Subject:      FOWD awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for the twenty-third consecutive year

---

**Recommendation:**

None. Information only.

**Discussion:**

The Certificate of Achievement is the highest form of recognition in government accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The FOWD was awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for the twenty-third consecutive year.

Attached you will find the information related to the GFOA Certificate of Achievement for Excellence.

**Policy Implications:**

None as a result of recommended action.

**Fiscal Impact:**

None as a result of recommended action.



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

11/26/2024

Tom Gray  
General Manager  
Fair Oaks Water District, California

Dear Tom:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended December 31, 2023 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine".

Michele Mark Levine  
Director, Technical Services



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

11/26/2024

**For more information contact:**  
Michele Mark Levine, Director/TSC  
Phone: (312) 977-9700  
Fax: (312) 977-4806  
Email: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Fair Oaks Water District** for its annual comprehensive financial report for the fiscal year ended December 31, 2023. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.*



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

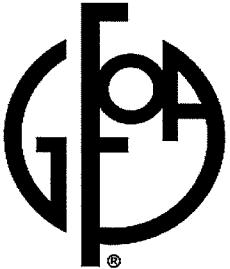
**Fair Oaks Water District  
California**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

December 31, 2023

*Christopher P. Moriel*

Executive Director/CEO



The Government Finance Officers Association of  
the United States and Canada

*presents this*

## AWARD OF FINANCIAL REPORTING ACHIEVEMENT

*to*

**Finance Department**  
Fair Oaks Water District, California



*The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

*Christopher P. Morill*

Date: 11/26/2024



December 16, 2024

Staff Report Briefing Materials

## AGENDA ITEM V.2

**Update and discussion on the FOWD customer damage related to the New York  
Water Main Replacement Project Phase I**



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## AGENDA ITEM V.2

REGULAR Board Meeting on December 16, 2024

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To: Board of Directors  
From: Tom R. Gray  
Date: December 12, 2024  
Subject: Update and discussion on the FOWD customer damage related to the New York Water Main Replacement Project Phase I

---

### **Recommendation:**

No staff recommendation - information item.

### **Discussion:**

At the November 18, 2024 regular meeting of the FOWD Board of Directors, a FOWD customer discussed damage to his property related to the New York Water Main Replacement Project Phase I. The Board directed staff to provide an update on this issue at the next board meeting.

Since the last Board meeting, FOWD's insurance company has met with the homeowners of the damaged properties. FOWD's insurance company communicated that they wanted to make sure that the FOWD customers were taken care of immediately.

The customers informed FOWD staff that they were happy with the progress since our insurance company engaged with them. FOWD continues to monitor the issue relative to final resolution and FOWD customer satisfaction.

### **Policy Implications:**

None

### **Fiscal Impact:**

None



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.1**

**Discussion and possible action on FOWD Resolution No. 24-04 – “A Resolution Recognizing Michael McRae for Serving the Community as a Director of the Fair Oaks Water District”**

**RESOLUTION NO. 24-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FAIR OAKS  
WATER DISTRICT**

**COMMENDING MICHAEL MCRAE FOR HIS YEARS OF SERVICE**

---

WHEREAS, the Board of Directors of the Fair Oaks Water District (the “Board” and the “District” respectively) has recognized long term commitment to the Fair Oaks Water District as a valuable characteristic in a Board Director and;

WHEREAS, Michael McRae has served as Board Director of the Fair Oaks Water District since June of 2012 and;

WHEREAS, Michael McRae has served in the capacity as President of the Board of Directors and;

WHEREAS, Michael McRae was elected to the Board of Directors of the San Juan Water District in November of 2024 to continue his service to the community of Fair Oaks and;

WHEREAS, he has become widely known, not only for his demonstrated leadership but also as an advocate for fiscal issues;

NOW, THEREFORE, the Board of Directors of the Fair Oaks Water District hereby finds, determines, declares, and resolves as follows:

1. That the Board expresses sincere gratitude for Mr. McRae’s years of service to the public and;
2. That the Board commends Mr. McRae for his frugal fiscal advocacy and;
3. That the District’s General Manager is authorized and directed to carryout the intentions of the Resolution.

I certify that the foregoing Resolution was adopted by the Board of Directors of the Fair Oaks Water District at a Regular meeting held on 16<sup>th</sup> day of December, 2024, by the following vote:

AYES: Petersen, Dolby, Marx & Sarkovich

NOES:

ABSTAIN: McRae

ABSENT:

DRAFT

---

Christian Petersen, 2024 President  
Board of Directors

ATTEST:

---

Tom R. Gray, General Manager / Secretary



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.2**

**Discussion on the requirements for filling the vacant seat on the  
FOWD Board of Directors representing Division 2**



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## AGENDA ITEM VI.2

Regular Board Meeting December 16, 2024

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To:           Board of Directors  
From:       Tom R. Gray  
Date:       December 11, 2024  
Subject:      Discussion on the requirements for filling the vacant seat on the FOWD  
                  Board of Directors representing Division 2

---

### **Recommendation:**

No staff recommendation - staff requests direction from the FOWD Board of Directors.

### **Discussion:**

The FOWD is governed by five board members. The board members are publicly elected to four-year staggered terms representing geographical divisions. The Fair Oaks Water District currently has an opening on the Board of Directors due to the resignation of the Division 2 Director effective December 17, 2024.

- The remaining FOWD District Board Members have 60 days immediately after the effective date of the vacancy to either fill the vacancy by appointment or by calling a special election (Government Code Section 1780).
  - The FOWD Board of Directors has decided to make an appointment to fill the vacancy.
  - The FOWD Board of Directors must post a notice of the vacancy in three or more conspicuous places in the District at least 15 days before the appointment is made (Government Code Section 1780 d1).
  - The FOWD Board of Directors must notify the County Elections Office of the appointment within 15 days (Government Code Section 1780 d1).
- The person appointed to fill the vacancy shall fill the balance of the unexpired term (Government Code Section 1780 d1).
  - The term of the Division 2 appointment will expire on December 31, 2026.
- If the vacancy is not filled by the FOWD Board within 60 days of December 17, 2024 the following shall occur; within the next 90 days the Board of Supervisors may fill the vacancy by appointment or may order the District to call an election to fill the vacancy (Government Code Section 1780).



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**Schedule:**

The FOWD Board of Directors must make the appointment to fill the Division 2 vacancy by **February 14, 2025**.

**Recruitment Documents:**

The attached documents are provided for FOWD Board consideration for use in the recruitment of applicants to fill the open seat representing Division 2 on the FOWD Board of Directors.

**Policy Implications:**

None as a result of recommended action.

**Fiscal Impact:**

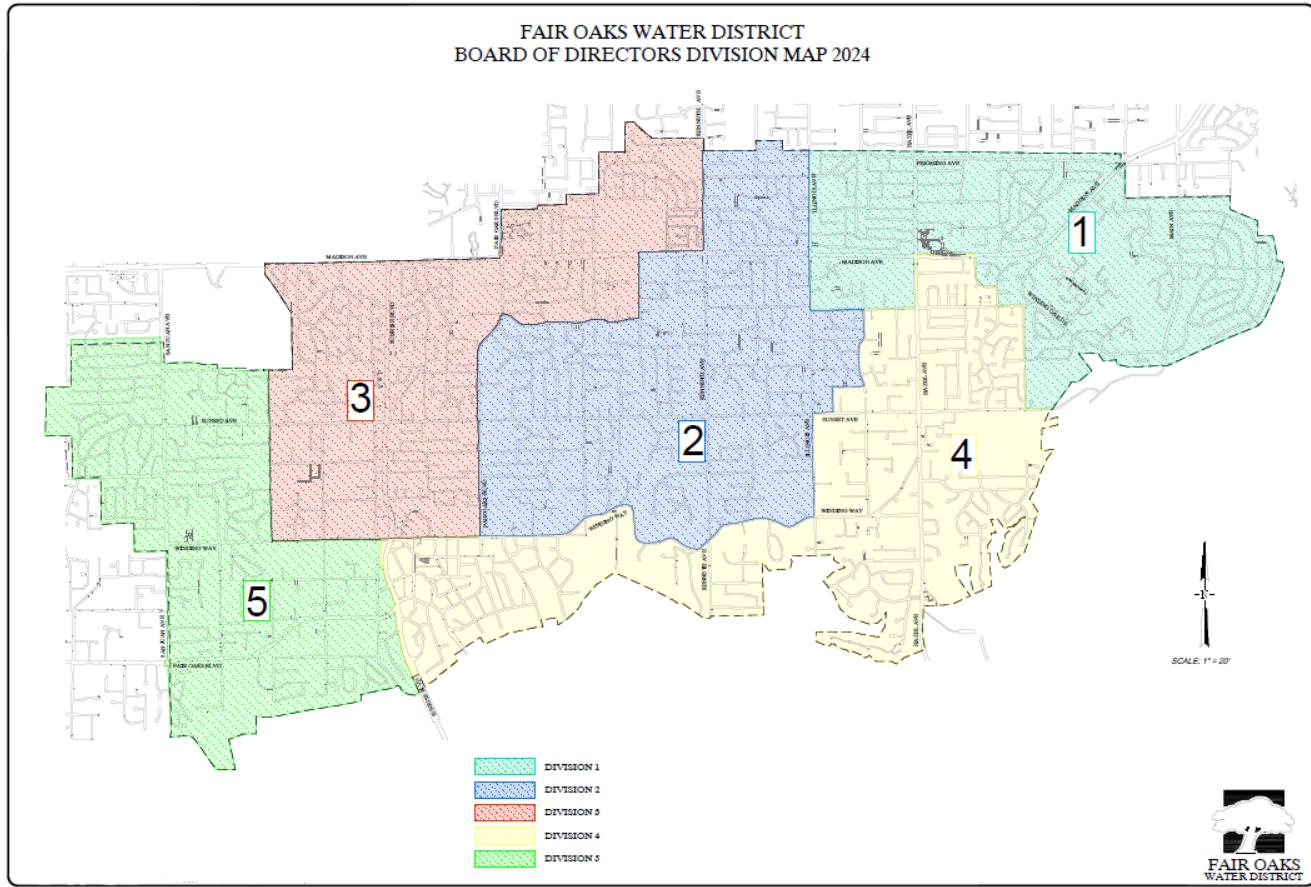
None as a result of the recommended action.



## PUBLIC NOTICE

### Vacancy on the Board of Directors

Notice is hereby given that the Board of Directors of the Fair Oaks Water District will consider appointing a person in accordance with Government Code 1780 to fill a vacancy representing Division 2 on the Board of Directors. For consideration of the appointment, potential applicants must be registered to vote and reside within the boundaries of Division 2 of the District. A map showing the general boundary of Division 2 is provided below. The appointee will serve for the remainder of the current term expiring on December 31, 2026. Qualified applicants should submit a completed application for appointment to the General Manager of Fair Oaks Water District, 10326 Fair Oaks Boulevard, Fair Oaks, CA 95628. Application forms are available at [www.fowd.com](http://www.fowd.com) and at the District Office. Applications for appointment will be accepted until close of business on **January 15, 2025**. For further information, please contact the District Office at (916) 967-5723.





## **APPLICATION FOR APPOINTMENT TO FILL A VACANCY ON THE BOARD OF DIRECTORS**

**Instructions:**

If you are interested in serving on the Fair Oaks Water District Board of Directors, please complete this application and return it to 10326 Fair Oaks Boulevard, Fair Oaks CA 95628.

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

Residence Address: \_\_\_\_\_

Registered Voter at Residence Address (Yes or No): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

EDUCATION			
Institution	Major	Degree	Year

WORK & VOLUNTEER EXPERIENCE			
Organization	City	Position	Year

**Statement of Interest & Qualifications:**

Please briefly describe your qualifications and why you are interested in serving on the Fair Oaks Water District Board of Directors.

**Certification:**

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

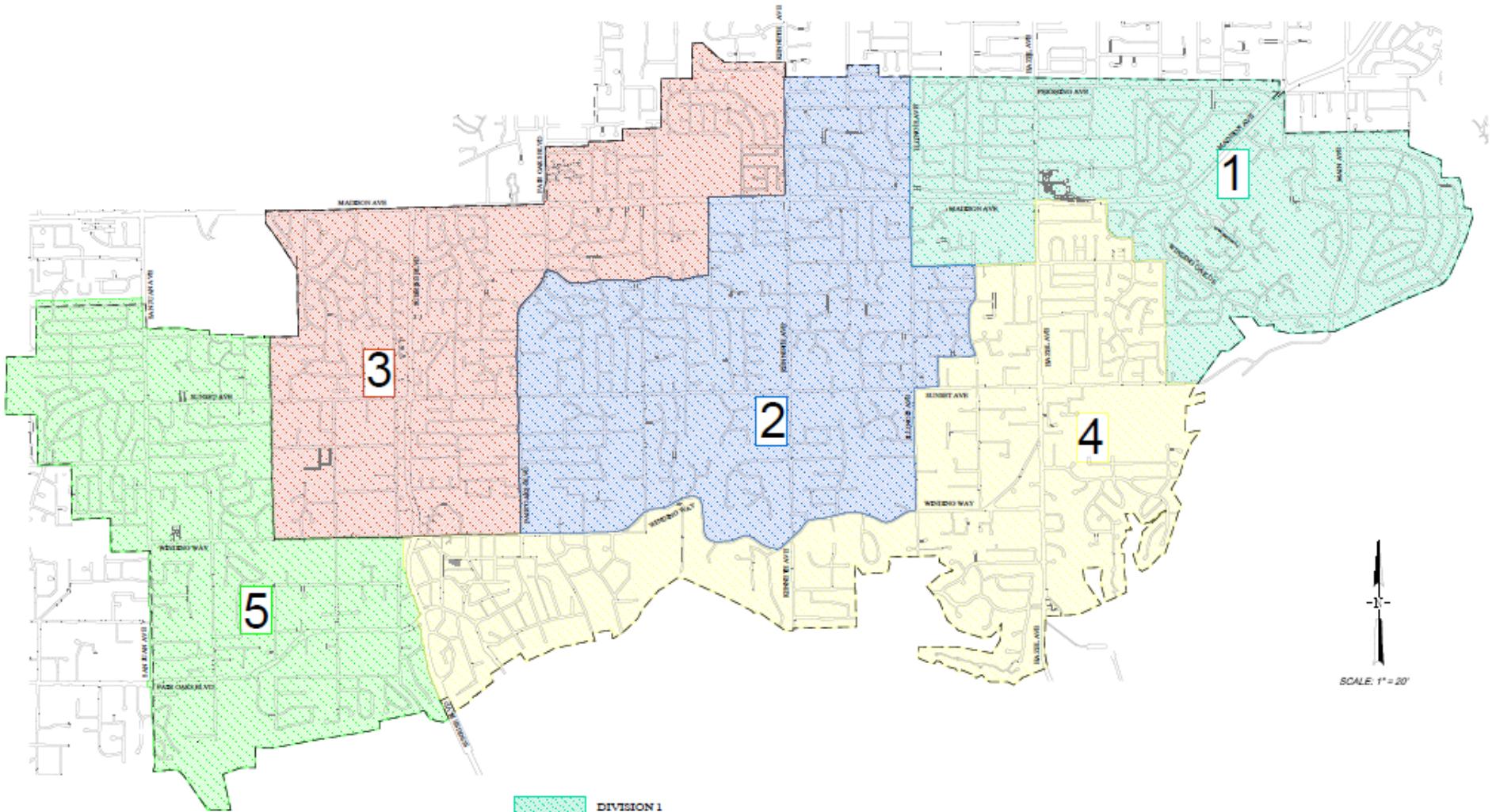
---

Signature

---

Date

FAIR OAKS WATER DISTRICT  
BOARD OF DIRECTORS DIVISION MAP 2024



- DIVISION 1
- DIVISION 2
- DIVISION 3
- DIVISION 4
- DIVISION 5





**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.3**

**Discussion and possible action on selection of a Board  
President and Vice President for 2025**



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## AGENDA ITEM VI.3

REGULAR Board Meeting on December 16, 2024

---

To:           Board of Directors  
From:        Tom R. Gray, General Manager  
Date:        December 11, 2024  
Subject:      Discussion and possible action on the selection of a Board President and Vice President for 2025

---

### **Recommendation:**

Appoint a president and vice president to lead the FOWD Board of Directors in 2025.

### **Discussion:**

#### President:

Typical protocol of the FOWD Board of Directors is to elect the prior year's vice president as the next president. Assuming this tradition is followed, Director Dolby would be considered to fill the role of FOWD Board president in 2025.

#### Vice President:

Typical protocol of the FOWD Board of Directors is to rotate the position of vice president between all members of the FOWD Board. Assuming this tradition is followed, Director Sarkovich would be considered to fill the role of FOWD Board vice president in 2025.

#### Background:

FOWD Policy No. 2050 covers the duties of president and vice president.

- A copy of FOWD Policy No. 2050 is attached.

California Codes Government Water Code Sections 21386 - 21387 relate to the election of a public agency Board president and vice president.

- 21386. At its organization meeting, the board may elect, in addition to a president, a vice president who shall have the power to perform all the duties of the president in the absence of the president, or in the event of his inability to perform such duties.
- 21387. When the president of the board is absent or unable to act at any meeting of the board and no vice president has been elected, the majority of the board may elect a president pro tempore from its members, who shall have the power to perform all the duties of the president of the board until he is replaced or until the president of the board returns to the performance of his duties.



**Policy Implications:**

None due to the staff recommendation.

**Fiscal Impact:**

None due to the staff recommendation.



**Policy Number:** **2050**

**Policy Title:** **Duties of the President & Vice-President**

1. The President and Vice-President of the Board of Directors shall perform duties as established by the Board and as required by law.

2. Duties:

2.1. President of the Board: The President of the Board shall:

2.1.1. Preside over all meetings and hearings of the Board of Directors and preserve order and decorum.

2.1.2. Call for public participation during meetings of the Board when appropriate.

2.1.3. Rule on passage or failure of motions or resolutions brought before the Board and vote on any motion.

2.1.4. Set the time and place for any special meetings of the Board.

2.1.5. Represent the Board in public ceremony when called upon to do so.

2.1.6. Serve as public spokesperson of the Board and express approved policy of the District when called upon to do so.

2.1.7. Sign agreements and resolutions as authorized by the Board. Sign warrants of the District as authorized by resolution.

2.1.8. Perform other duties as may be required by law or as directed by the Board of Directors.

2.1.9. Neither the president of the Board of Directors, nor any individual director, whether or not acting in the capacity of president, shall direct or cause to be directed any change to an existing resolution or policy of the District, without a majority vote of the District Board at a duly noticed meeting.

2.2. Vice-President of the Board: The Vice-President of the Board shall:

2.2.1. Perform all the duties of the President in his or her absence.

2.2.2. If for any reason the office of President is vacant, the Vice-President shall act in the place of the President until the Board elects a new President.



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.4**

**Discussion and possible action on the 2025 Salary Ranges for all Board approved positions**



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## AGENDA ITEM VI.4

### REGULAR Board Meeting on December 16, 2024

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To: Board of Directors  
From: Tom R. Gray  
Date: November 20, 2024  
Subject: Discussion and possible action on the 2025 Salary Ranges for all Board approved positions

---

#### **Recommendation:**

Approve the proposed FOWD 2025 Salary Ranges for all Board approved positions.

#### **Discussion:**

1. It is required that the FOWD Board of Directors approve salary ranges for all FOWD staff positions at a public meeting.
2. FOWD Policy Number 4070 reads: "*A zero to four percent Cost of Living Adjustment (COLA) will be provided to all employees in January. The amount of the COLA each year shall be guided using the month of October Consumer Price Index (CPI) as published by the U.S. Bureau of Labor Statistics for the previous 12 months, as a reference.*"
3. The US Bureau of Labor Statistics' October 2024 CPI was 2.6 percent.
4. The proposed FOWD 2025 Salary Ranges for all Board approved positions include a 2.6 percent increase in accordance with FOWD Policy Number 4070.
5. If approved, all current FOWD employees will receive a 2.6 percent annual base salary increase starting on the first pay period of 2025.
6. Position titles were updated in accordance with 2025 operational needs.
7. General Manager salary range was updated to have the maximum equal to the local 2023 water agency General Manager average.

#### **Policy Implications:**

None.

#### **Fiscal Impact:**

A 0.4 percent savings in the salaries and benefits budget in accordance with the approved 2025 annual budget. The 2025 Board approved annual budget includes a 3 percent COLA and the staff recommendation is a 2.6 percent COLA.



## DRAFT 2025 Fair Oaks Water District – Salary Ranges

TITLE	ANNUAL PAY RANGE
Assistant General Manager (E)	\$137,000.00 to \$195,000.00
Operations Manager (E)	\$128,856.00 to \$176,592.00
Finance Manager (E)	\$124,093.00 to \$164,674.00
Operations Superintendent (E) Water Supply Superintendent (E) Engineer (E)	\$99,195.20 to \$133,931.20
Human Resource Administrator (E) Maintenance Supervisor (E) Operations Supervisor (E) Water Supply Operator (E) Assistant Engineer (E)	\$87,796.80 to \$118,497.60
Sr. Financial Analyst Sr. Water Quality Technician Junior Engineer	\$79,996.80 to \$108,035.20
Construction Inspector Distribution System Operator IV Information Technology Technician Water Quality Technician Distribution	\$73,964.80 to \$99,881.60
Distribution System Lead Worker Distribution System Operator III Field Customer Service Lead Worker Maintenance Lead Worker	\$68,099.20 to \$91,894.40
Accounting Specialist Customer Service Contractor Administrator Financial Analyst Financial Analyst Customer Service Technology Specialist Customer Service Water Efficiency Specialist	\$61,068.80 to \$82,409.60
Customer Service Representative II Distribution System Operator II Field Customer Service Representative II Inventory Technician	\$57,283.20 to \$77,313.60
Distribution System Operator I Field Customer Service Representative I	\$49,753.60 to \$67,184.00
Customer Service Representative I	\$45,572.80 to \$61,464.00
Employment by Contract	
General Manager (E)	\$175,282.00 to \$252,000.00



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.5**

**Discussion and possible action on the Sacramento LAFCo's nominations for membership on Special District Advisory Committee**



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## **AGENDA ITEM VI.5**

REGULAR Board Meeting on December 16, 2024

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To:           Board of Directors  
From:        Tom R. Gray  
Date:        December 13, 2024  
Subject:      Discussion and possible action on the Sacramento LAFCo's nominations  
                for membership on Special District Advisory Committee

---

**Recommendation:**

None.

**Discussion:**

Sacramento Local Agency Formation Commission (LAFCo) is looking for nominations to join the Special District Advisory Committee (SDAC). The purpose of the Committee is to provide Sacramento LAFCo with input on issues related to Special Districts, as well as to receive information on issued before the Commission.

Nominations are due by Friday, January 31, 2025.

Please note that a nomination is not required.

Attached is the information related to the nominations.

**Policy Implications:**

None as a result of recommended action.

**Fiscal Impact:**

Reimbursement for service if selected will be \$100 per approved meeting.



Looking For Ways to Advance Your Knowledge  
on Special Districts While Influencing Policies  
Impacting Local Government?

# JOIN SACRAMENTO LAFCO'S SDAC

## SDAC FAQS

:::::::::::

- ✓ The SDAC is Sacramento LAFCo's Special District Advisory Committee.
- ✓ SDAC Members Formulate and Recommend Policies to LAFCo.
- ✓ SDAC Members Network With Directors Representing Special Districts Throughout Sacramento County.
- ✓ SDAC Members Serve 2 Year Terms With No Compensation.
- ✓ SDAC Meets Quarterly on the 5th Tuesday of the Month or as Needed



**Apply Today!**

Complete the Nomination  
Form No Later Than  
January 31, 2025



[CommissionClerk@Saccounty.gov](mailto:CommissionClerk@Saccounty.gov)



**916-874-6458**

Page 73 of 104



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

---

**DATE:** November 13, 2024

**TO:** Independent Special Districts

**SUBJECT: Nominations for Membership on SDAC**

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

The SDAC membership is composed of the two LAFCo Special District Commissioners, and the Alternate Special District Commissioner, and representatives from recreation and park, fire, water, flood control, cemetery and other types of special districts. SDAC meetings are held quarterly on the fifth Tuesday, or as needed at the SMUD Administration Building.

SDAC members serve 2-year terms without compensation. There will be 14 vacant seats and an option to serve two different term types:

**Office "A" a full two-year term (JAN. 2025 – DEC. 2026)**

**Office "B" one year term (JAN. 2025 – DEC. 2025)**

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

A nomination form is attached. If you wish to nominate a member of your Board, please complete the form and return it to me no later than **Friday, January 31, 2025**.

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

Sincerely,

José C. Henríquez,  
Executive Officer

---

**Commissioners**

*Sue Frost, Rich Desmond, County Members ■ Patrick Hume, Alternate*

*Iva Walton, Lisa Kaplan, City Members ■ Jay Vandenburg, Katie Valenzuela, Alternates*

*Chris Little, Public Member ■ Timothy Murphy, Alternate*

*Lindsey Carter, Gay Jones, Special District Members ■ Charlea Moore, Alternate*

**Staff**

*José C. Henríquez, Executive Officer ■ Desirae Fox, Kristi Grabow, Policy Analysts*

*Nancy Miller, DeeAnne Gillick, Commission Counsel*

SPECIAL DISTRICT ADVISORY COMMITTEE

**NOMINATION FORM**

Recommendation to the SDAC Selection Committee

Please return this form no later than **Friday January 31, 2025.**

In accordance with the bylaws of the Special District Advisory Committee, the Governing Board of the \_\_\_\_\_ District nominates \_\_\_\_\_ (Board Member) for the following term limit on Sacramento LAFCo's SDAC.

- Office "A" a full two-year term (JAN. 2025 – DEC. 2026)
- Office "B" one-year term (JAN. 2025 – DEC. 2025)

Signature: \_\_\_\_\_

Board Chairperson

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

ATTEST:

\_\_\_\_\_  
District Manager or District Secretary

\_\_\_\_\_  
Date of Meeting

\_\_\_\_\_  
E-mail Address

**Please send the nominee's resumé along with the completed nomination form by email to  
[commissionclerk@saccounty.gov](mailto:commissionclerk@saccounty.gov) or to the following address:**

José C. Henríquez, Executive Officer  
Sacramento LAFCo  
1112 "I" Street, Suite 100  
Sacramento, CA 95814

Contact Information of Nominee (*Please Complete*)

Nominee's Phone Number:	
Nominee's Email Address:	



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.6**

**Update and discussion on FOWD's Annual Financial Risk Assessment**



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## AGENDA ITEM VI.6

REGULAR Board Meeting on December 16, 2024

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To:           Board of Directors  
From:       Tom R. Gray  
Date:       December 11, 2024  
Subject:     Update and discussion on FOWD's Annual Financial Risk Assessment

---

**Recommendation:**

No recommended staff action – information only item.

**Discussion:**

Based on the American Institute of Certified Public Accountant (AICPA) guidelines, it was recommended that FOWD Board and staff meet at least once a year to identify potential risk areas and make sure those risks are mitigated.

The following areas are those staff has identified as potential risks and have been mitigated through policies and procedures established by FOWD.

1. Fraud Risk Assessment and Monitoring (Cash/Inventory/Other Assets)
  - a. FOWD has established policies and procedures including segregation of duties, check and balances to mitigate risks of misappropriation.
  - b. FOWD has monthly spot counts and year-end counts of inventory.
  - c. Financial Reporting - FOWD Board adopts budgets and are monitoring them monthly through the monthly financial reports. The financial statements are being audited annually by an independent auditor. The CAFR is sent to GFOA for review to obtain constructive feedback and ensure that FOWD is transparent in its financial report.
2. Information Technology
  - a. FOWD Network directories and software applications are protected by security rights where applicable. Firewalls are put in place to ensure FOWD's data is secured. The FOWD is restricting employees' internet access based on business needs. Employees are being trained and monitored about opening appropriate emails.
3. Reorganization/New Employees
  - a. New employees are trained using the established policies and procedures as they are hired.



- 
4. Changes in Operations
    - a. All changes in operations are reviewed and approved by the FOWD's management team to ensure proper controls are in place.
  5. Staffing
    - a. The FOWD is actively recruiting for the Assistant General Manager position. FOWD continues to address staff retention.
  6. Safety
    - a. FOWD puts employees and customers safety as a top priority. The FOWD developed and implemented an Injury and Illness Prevention Program. Trainings are held routinely to ensure employees are informed.
  7. Vulnerability Assessment
    - a. FOWD developed an Emergency Response Plan that addresses the vulnerabilities at the FOWD. Access to this information is limited to the Board of Directors and management due to its confidentiality.
  8. Project Funding
    - a. The FOWD has infrastructure improvement projects (i.e. transmission mains, corporate yard and wells) for the next coming years. FOWD Board has adopted water rate increases for 2023, 2024 and 2025 (10%, 10% and 5% respectively) to fund some of these projects. FOWD will continue to look at funding for these projects in 2025 as current revenues are not sufficient to fund all these projects.

**Policy Implications:**

None as a result of recommended action.

**Fiscal Impact:**

None as a result of recommended action.



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.7**

**Discussion and possible action on FOWD Policy No. 5070: “Investment of District Funds”**



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## AGENDA ITEM VI.7

REGULAR Board Meeting on December 16, 2024

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To:           Board of Directors  
From:       Tom R. Gray  
Date:       December 6, 2024  
Subject:     Discussion and possible action on FOWD Policy No. 5070

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**Recommendation:**

Review and update the attached FOWD Policy No. 5070: "Investment of District Funds" as needed.

**Discussion:**

Based on the current Policy No. 5070: "Investment of District Funds," it is required that the Board of Directors reviews and updates this policy annually.

Attached is the current policy for your review.

**Policy Implications:**

Unknown at this time.

**Fiscal Impact:**

Unknown at this time.



**Policy Number:** 5070

**Policy Title:** Investment of District Funds

1. As authorized by resolution(s) of the Board of Directors, the General Manager of the District or other persons designated by the Board, shall invest within the limitations of the California Government Code and this Investment Policy, idle funds not immediately needed by the District for the purpose of earning interest income.
2. The District's general policy is to invest idle funds in the Local Agency Investment Fund (LAIF) of the State of California. However, the District may invest in other instruments from time-to-time, subject to the following goals, objectives, and policies.
3. **Goal 1, Rank #1, Portfolio Safety and Diversification:** District funds will be managed to insure the safety of the portfolio by investing in high quality securities and by maintaining a mix of securities that will provide reasonable assurance that no single investment or class of investments will have a disproportionate impact on the total portfolio.
  - 3.1. **Objective:** In addition to the safety provided by investing in high quality securities, the safety of the portfolio is enhanced three ways by maintaining a prudent mix (i.e., diversity) of investments:
    - 3.1.1. Spreading investments over different investment types minimizes the impact any one industry/investment class can have on the portfolio;
    - 3.1.2. Spreading investments over multiple credits/issuers within an investment type minimizes the credit exposure of the portfolio to any single firm/institution; and
    - 3.1.3. Spreading investments over various maturity periods minimizes the risk of portfolio depreciation due to a rise in interest rates
  - 3.2. **Policy:** The District's portfolio shall contain a sufficient number and diversity of high quality marketable securities so that a reasonable portion of the portfolio can be readily converted to cash without causing a material change in the value of the portfolio.
4. **Goal 2, Rank #2, Liquidity:** The pool will be managed to ensure that normal cash needs, as well as scheduled extraordinary cash needs can be met. Further, adequate liquidity shall be maintained to ensure the unforeseen cash needs, whether ordinary or extraordinary.
  - 4.1. **Objective:** The District will maintain a cash-flow-generated portfolio balance, sufficient to cover a one-month operating period. In addition, investments will be made based on a four month forecasted cash flow.
  - 4.2. **Policy:** First priority is given to maintaining specific calendar liquidity, as dictated by the most recent cash forecast. Second priority is the maintenance of Treasury Bill positions adequate to meet unscheduled needs and domiciled in the San Francisco Depository to facilitate cash needs. Final consideration would be given to other investments deemed appropriate to portfolio maintenance, enhancement, or restructuring.

5. **Goal 3, Rank #3, Rate of Return:** District investments and deposits shall be made in such a way as to realize the maximum return consistent with safe and prudent treasury management.
  - 5.1. **Objective:** The rate of return will be maintained on a consistent level representative of current market yield direction. Local Agency Investment Fund (LAIF) will be used as a benchmark.
  - 5.2. **Policy:** Sales gains/losses will not be incurred to the point of significantly altering the final quarterly apportionment rate. Significant sales gains will be offset for restructuring purposes to maintain consistent current return, as well as maximizing future portfolio performance. Significant sales losses shall be incurred only by consent of the Board, or when sufficient profits negate the alteration of the apportionment rate. Range bonds and inverse yielding securities are examples of the types of investments, which are precluded by the above stated objective.
6. **Reporting and Conformance:** This policy shall be reviewed and updated annually by the Board of Directors. The General Manager or his designee shall prepare a report no later than 30 days after the end of each calendar quarter, listing all investments and activities of the District, in accordance with State Law.



**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.8**

**Discussion on FOWD Water Supply for the month of November 2024**



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## AGENDA ITEM VI.8

REGULAR Board Meeting on December 16, 2024

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To: Board of Directors  
From: Paul Siebensohn  
Date: December 10, 2024  
Subject: Discussion on FOWD Water Supply for the month of November 2024

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### **Recommendation:**

None.

### **Discussion:**

According to the Accuweather.com website, the recorded average daily temperature in November 2024 was 52.0° F, which is 2.0 degrees below the historic average of 54° F for November. Precipitation for November 2024 was recorded at 4.78" according to the Department of Water Resources Chicago rain station located in Fair Oaks.

The wholesale connections provided **504.74** AC-FT (90.13%) of surface water and FOWD groundwater wells produced **55.27** AC-FT (9.87%) to meet the total water demand of **560.01** AC-FT.

A graph of total consumption to date versus projected budget target is found in Exhibit A.

A graph of groundwater and surface water use in 2024 to date is found in Exhibit B.

Both the FO-40 and CTP wholesale connections remained open to provide surface water supply to the District.

According to the data provided by SJWD, the recorded volumes from wholesale connections are:

	Forward Flow, AC-FT	Reverse Flow, AC-FT	Total, AC-FT
CTP Connection	296.51	0.04	296.47
FO-40 (39")	208.28	0.01	208.27
<b>TOTAL FROM SJWD</b>	<b>504.79</b>	<b>0.05</b>	<b>504.74</b>

The average daily flow from wholesale connections for the month of November 2024 was recorded at 3,819 GPM (5.50 million gallons per day).

The maximum day water demand was reached on November 7, 2024, and was recorded at approximately 7.97 million gallons (MG) with the wholesale connections providing 7.07 MG and FOWD groundwater wells providing 0.90 MG. The minimum day water demand was recorded on November 25, 2024, at 4.44 MG. The average day demand was calculated at 6.10 MG.

The 10-year total average water use for the month of November is 528.72 AC-FT and November 2013 total water demand was recorded at 802.35 AC-FT. The November 2024 total water demand of 560.01



AC-FT represents an increase of 5.92% from the November 10-year average, a 30.20% decrease from November 2013 consumption, and a 4.77% increase from 2023 consumption.

During the month of November 2024, all wells performed in accordance with the approved operations plan.

The Skyway Tank and Booster Station operated within normal parameters and in accordance with the seasonal operational schedule.

The production breakdown per groundwater source for the month of November 2024 was:

Town Well	–	4.60 AC-FT
Heather Well	–	3.96 AC-FT
Northridge Well	–	1.84 AC-FT
Madison Well	–	25.75 AC-FT
Skyway Well	–	<u>19.12 AC-FT</u>
<b>TOTAL GROUNDWATER</b>		<b>55.27 AC-FT</b>

A graph of the production of each well to date may be found in Exhibit D.

The water distribution system and water supply facilities performed within design parameters during November. District staff produced water supply in accordance with FOWD Board direction for all of November 2024.

A graph of water consumption per month for 2013, 2023, and 2024 with average trendline is displayed in Exhibit C.

### **Fiscal Impact:**

None.

### **Policy Implications:**

None.

Exhibit A

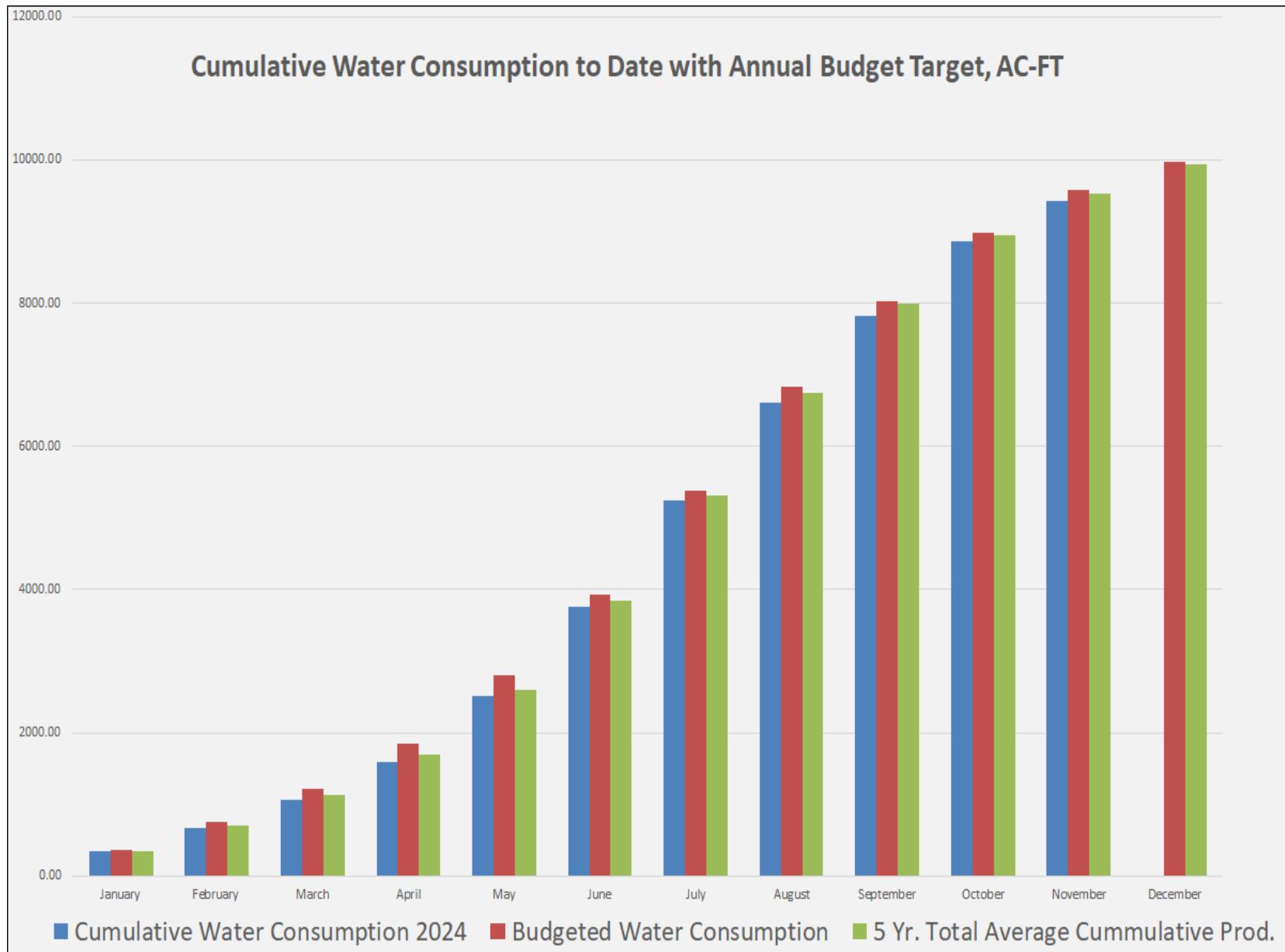


Exhibit B

Fair Oaks Water District  
2024  
Surface and Groundwater Production

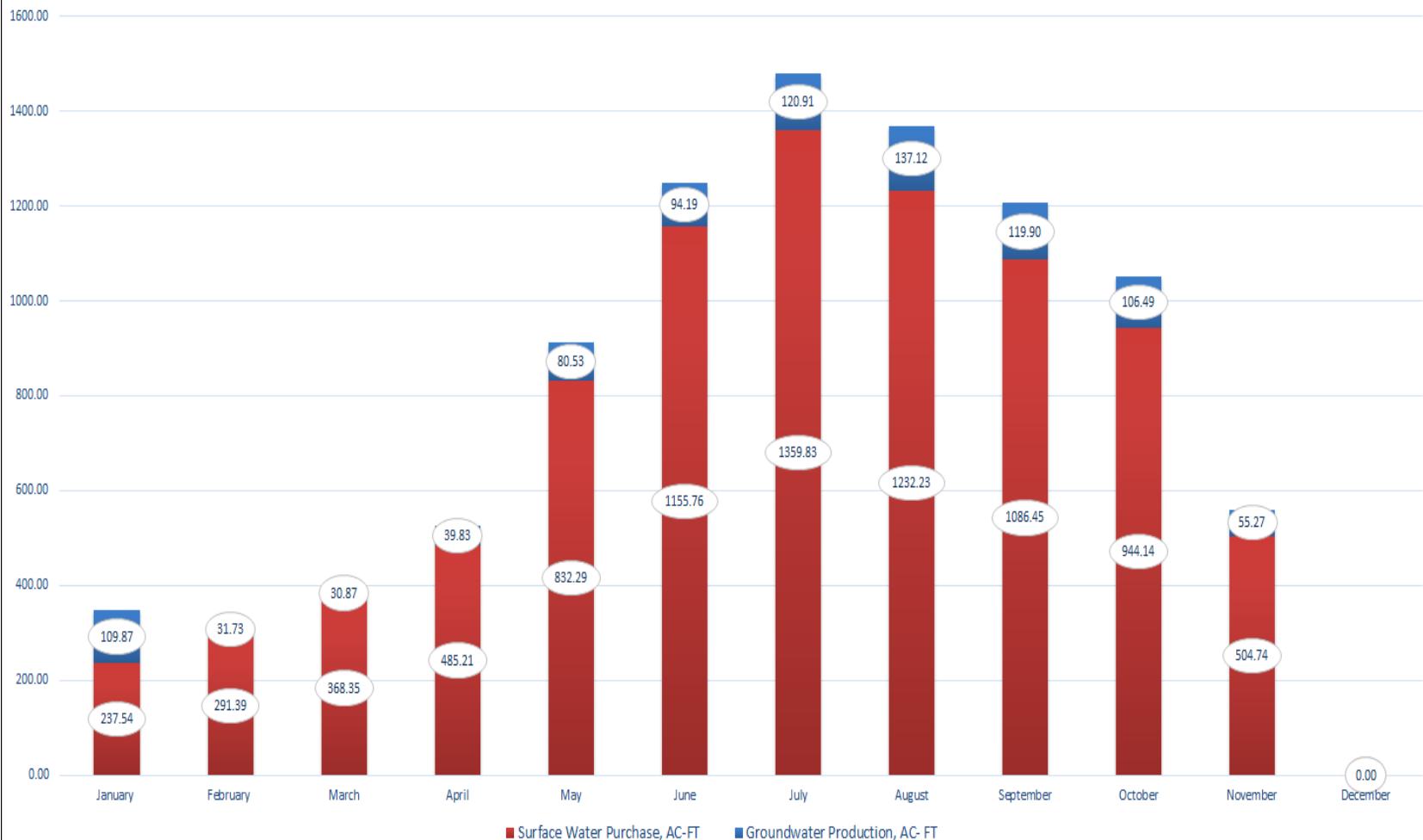


Exhibit C

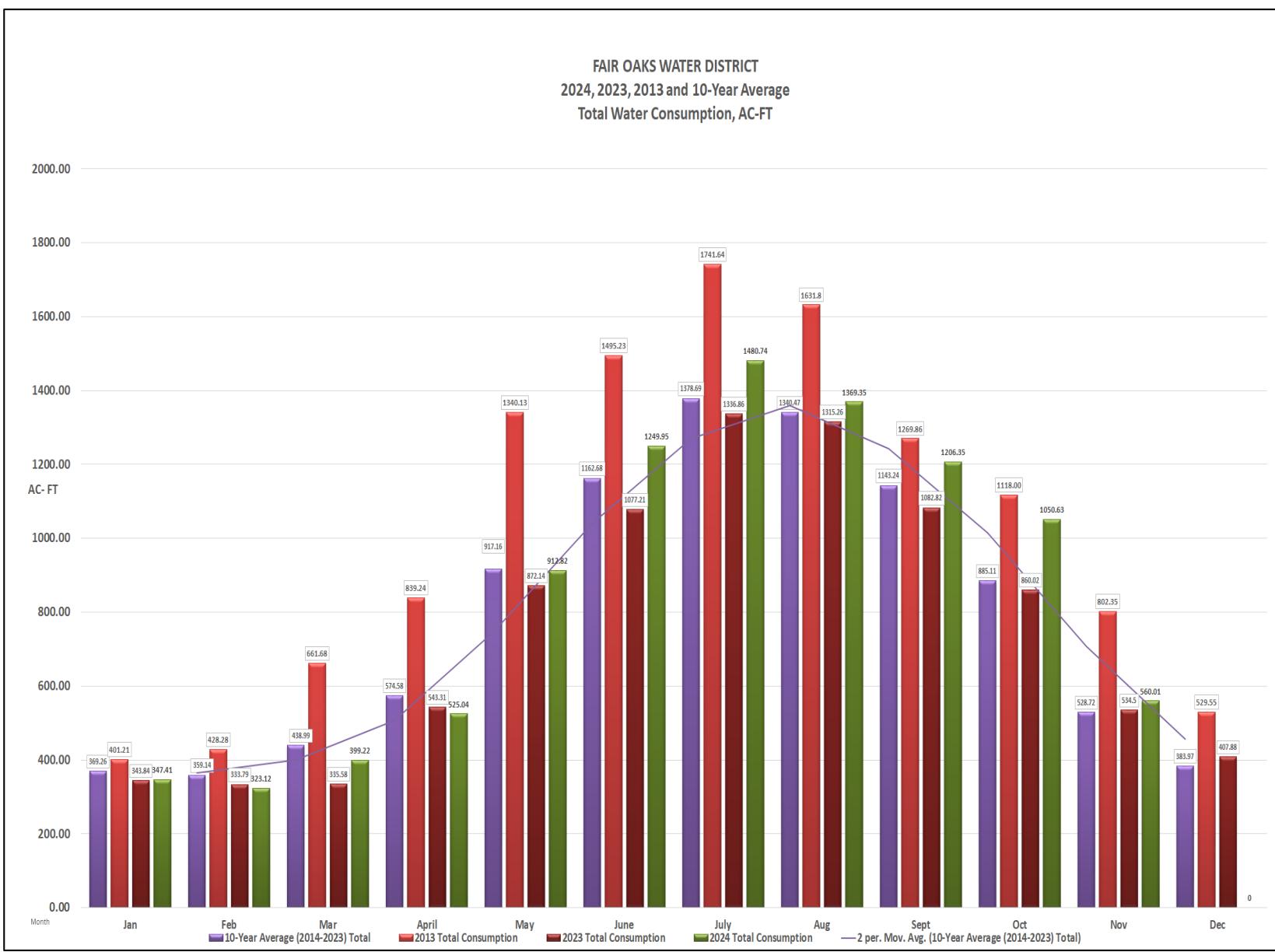
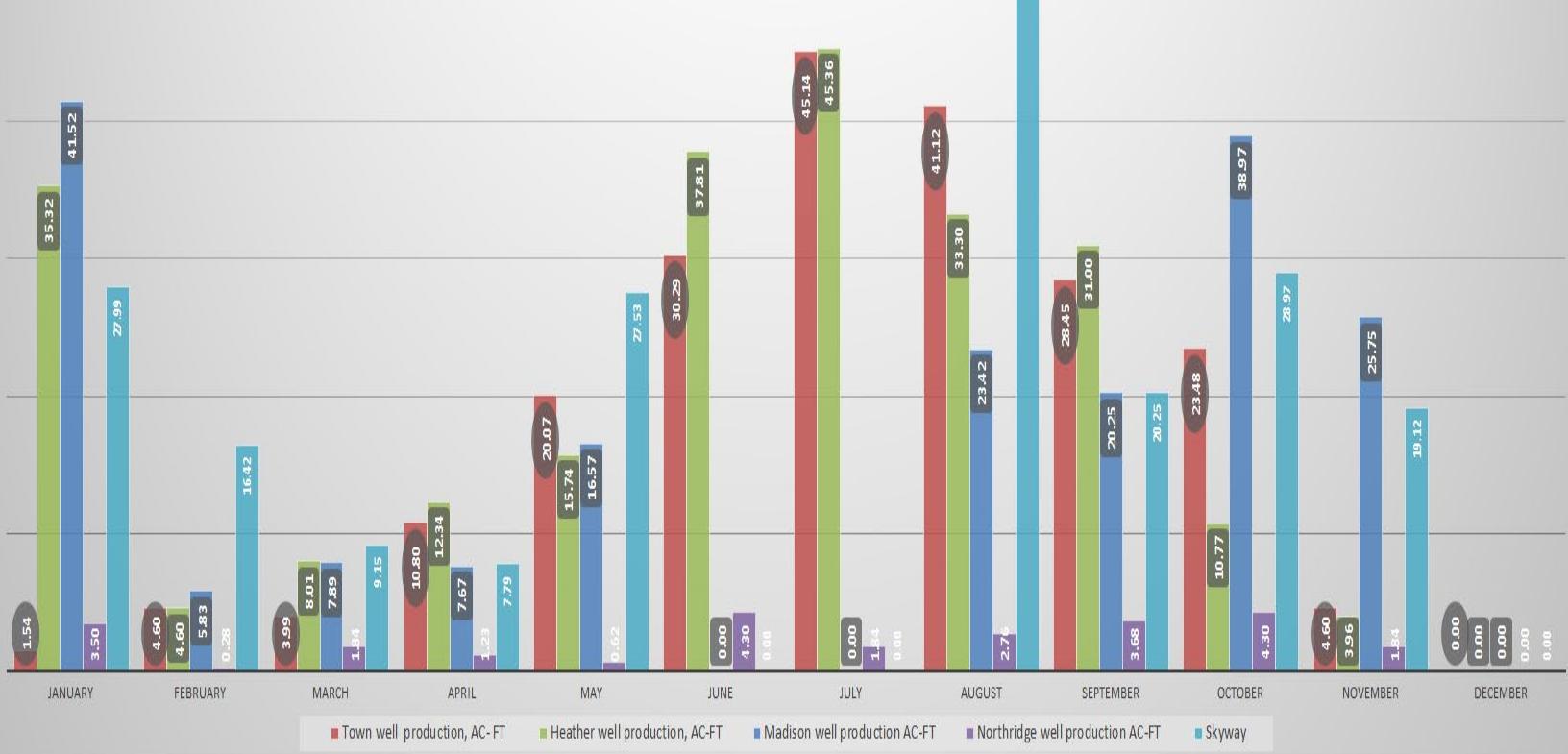


Exhibit D



Fair Oaks Water District  
2024  
Monthly Wells Production,  
AC-FT





**December 16, 2024**

**Staff Report Briefing Materials**

**AGENDA ITEM VI.9**

**Discussion and possible action on additional funding for 2024 expenses**



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## AGENDA ITEM VI.9

REGULAR Board Meeting on December 16, 2024

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To:           Board of Directors  
From:        Tom R. Gray  
Date:        December 6, 2024  
Subject:      Discussion and possible action on additional funding for 2024 expenses

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### **Recommendation:**

Authorize the General Manager to transfer \$1,078 from the contingency fund to cover 2024 expenses as detailed below.

### **Discussion:**

#### ***Life Insurance (E24BIINS)***

The Board approved 2024 funding for *Life Insurance* is \$8,500 and the cost to date is \$8,678. FOWD anticipates ending the year with a total cost of \$8,678. Staff requests to transfer \$178 from the contingency fund to cover *Life Insurance*.

#### ***Computer Hardware (A24CCCE)***

The Board approved 2024 funding for *Computer Hardware* is \$15,000 and the cost to date is \$539. FOWD anticipates ending the year with a total cost of \$15,200. Staff requests to transfer \$200 from the contingency fund to cover *Computer Hardware*.

#### ***Customer Bill Postage (E24PPINVP)***

The Board approved 2024 funding for *Customer Bill Postage* is \$43,000 and the cost to date is \$42,500. FOWD anticipates ending the year with a total cost of \$43,700. Staff requests to transfer \$700 from the contingency fund to cover *Customer Bill Postage*.

### **Policy Implications:**

None.

### **Fiscal Impact:**

This fund transfer will decrease the 2024 contingency fund by \$1,078.



**December 16, 2024**  
**Staff Report Briefing Materials**  
**AGENDA ITEM X.1**  
**Maintenance Work Report**

# FAIR OAKS WATER DISTRICT

## GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS December 16, 2024 REGULAR MEETING

SUBJECT: 2024 METERED WATER ANALYSIS

STATUS: Information Item

REPORT AS OF: November 30, 2024

### Parcel Count - by water service connection status

Connected	Shared Meter Residential	Shared Meter Offices Commercial	Not Yet Connected Vacant	Total
13,701	474	72	355	14,602

### Service Count - by service type

	Active	Disconnected			Total	
		Maintenance	Collection	No Meter	Meter	
Single Family	12,867	115	13	0	0	12,995
Multi Family	622	3	0	0	0	625
Commercial	293	10	1	0	0	304
Industrial	0	0	0	0	0	0
Institutional	90	9	0	2	0	97
Irrigation	223	33	5	0	0	261
Fire	99	2	0	101	0	0
		Subtotal		103	14,282	
<b>Total</b>	<b>14,194</b>	<b>172</b>	<b>19</b>		<b>14,385</b>	

### Service Count - by meter size

	1"	1.5"	2"	3"	4"	6"	8"	10"	Total
Metered	13,333	602	301	13	17	9	4	3	14,282
Not Metered	2	0	1	0	35	41	23	1	103

### 2024 Water Supply - units of production: acre-feet (AF)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
SW	237.54	291.39	368.35	485.21	832.29	1,155.76	1,359.83	1,232.23	1,086.45	944.14	504.74		8,497.93
GW	109.87	31.73	30.87	39.83	80.53	94.19	120.91	137.12	119.90	106.49	55.27		926.71
CWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>Total</b>	<b>347.41</b>	<b>323.12</b>	<b>399.22</b>	<b>525.04</b>	<b>912.82</b>	<b>1,249.95</b>	<b>1,480.74</b>	<b>1,369.35</b>	<b>1,206.35</b>	<b>1,050.63</b>	<b>560.01</b>	<b>0.00</b>	<b>9,424.64</b>

### Groundwater Supply - percentage (%)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2024	32%	10%	8%	8%	9%	8%	8%	10%	10%	10%	10%	10%	10%

### Drought Reduction By Volume - acre-feet (AF)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2024	347.41	323.12	399.22	525.04	912.82	1,249.95	1,480.74	1,369.35	1,206.35	1,050.63	560.01		9,424.64
2013	401.21	428.28	661.68	839.24	1,340.13	1,495.23	1,741.64	1,631.80	1,269.86	1,118.00	802.35		11,729.42
%	13.41	24.55	39.67	37.44	31.89	16.40	14.98	16.08	5.00	6.03	30.20		19.65

### Residential Water Use - residential gallons per-capita per day (R-GCPD)<sup>1</sup>

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
2024	76	75	87	118	199	281	322	298	271	229	122		189

<sup>1</sup> Based on population of 36,226 and 75% of Water Supply used for Residential



## Monthly Maintenance Work Report

Date	Address	Type	
AMR Replacements	Monthly Total	77	AMR / R900i #
11/1/2024	7840 MADISON AVE		1569592598
11/1/2024	7501 SUNSET AVE		1579255526
11/1/2024	4934 SAN JUAN AVE		1579256724
11/7/2024	7938 WILDRIDGE DR		1581585026
11/7/2024	7235 FALCON RD		1581619390
11/7/2024	4701 SOLANO WAY		1581618646
11/7/2024	8060 VINTAGE WAY		1581604344
11/7/2024	8064 VINTAGE WAY		1581616710
11/7/2024	7640 WESTOVER CT		1581604024
11/7/2024	7707 OLIVE ST		1579249618
11/7/2024	4721 NEW YORK AVE		1581627400
11/7/2024	8000 RIDGEGLEN WAY		1581616812
11/7/2024	4839 VIR MAR ST		1581604018
11/7/2024	4837 MINNESOTA AVE		1581605082
11/7/2024	7837 JUAREZ WAY		1581608042
11/7/2024	5360 TERRACE OAK CIR		1581604012
11/7/2024	8024 ORANGE AVE		1581604014
11/7/2024	5345 TERRACE OAK CIR		1581607480
11/7/2024	7968/7970 CAVALLI WAY		1581617572
11/7/2024	7956/7958 CAVALLI WAY		1581607748
11/7/2024	7961/7963 CAVALLI WAY		1581625136
11/7/2024	4516 KENNETH AVE		1579255366
11/7/2024	5008 SUNRISE HILLS DR		1581623992
11/8/2024	5105 OAK CANYON LN		1581625588
11/8/2024	7821 OLIVE ST		1581597960
11/8/2024	7851 ORANGE AVE		1581611772
11/8/2024	7847 ORANGE AVE		1579249594
11/8/2024	7808 WINDING WAY		1581619388
11/8/2024	3800 CLINTON WAY		1579257096
11/8/2024	7872 OLIVE ST		1581625148

Date	Address	Type
11/8/2024	4440 NEW YORK AVE	1581602696
11/8/2024	7898 ORANGE AVE	1581634744
11/8/2024	4400 NEW YORK AVE	1581592484
11/8/2024	4428 NEW YORK AVE	1581604022
11/11/2024	11033 FAIR OAKS BLVD	1577321248
11/12/2024	8146 MOLOKAI WAY	1581620772
11/12/2024	4932 TOMMAR DR	1581617660
11/12/2024	8266 PLUMERIA AVE	1581597972
11/13/2024	9101 WINDING OAK DR	1581625576
11/18/2024	4843 SKYWAY DR	1581618668
11/18/2024	4806 SKYWAY DR	1581604016
11/18/2024	8953 AEROBEE AVE	1581590232
11/18/2024	9015 ERLE BLUNDEN WAY	1581603030
11/18/2024	9058 HIGH FLIGHT CT	1581617578
11/18/2024	5254 PHOENIX RIDGE PL	1581621612
11/18/2024	9121 PERSHING AVE	1581617570
11/18/2024	8922 PHOENIX AVE	1581607726
11/18/2024	8913 RAMSTAD AVE	1581625132
11/18/2024	8909 RAMSTAD AVE	1581586134
11/18/2024	8948 RAMSTAD AVE	1581596402
11/18/2024	5112 OLEAN ST	1581599244
11/18/2024	9273 PERSHING AVE	1581586154
11/18/2024	5434 WOODWYNN CT	1581601660
11/18/2024	8944 BARRHILL WAY	1581588662
11/18/2024	9114 VISTA DOME CT	1581617654
11/18/2024	5001 FLIGHT DECK CT	1581602694
11/18/2024	9079 TARMAC WAY	1581625126
11/18/2024	5104 RUNWAY DR	1581623482
11/18/2024	4307 ILLINOIS AVE	1581605872
11/18/2024	8201 POLLARD AVE	1581611646
11/19/2024	8781 WINDING WAY	1581616784
11/20/2024	8985 LA SERENA DR	1581609894
11/20/2024	8964 VISAGE CIR	1581625134
11/20/2024	4329 VISTA DE LAGO WAY	1581597968
11/20/2024	5120 NORTH RAVINE LN	1581627580
11/20/2024	8899 BLUFF LN	1581617226

Date	Address	Type
11/20/2024	4363 HALE RANCH LN	1581621604
11/22/2024	4420 WALALI WAY	1564009500
11/22/2024	4224 CURRAGH OAKS LN	1581612136
11/22/2024	9113 RIVER LOOK LN	1581589952
11/22/2024	5548 TURNBULL CIR	1581624012
11/22/2024	8617 FAIRMONT WAY	1581603040
11/22/2024	9320 WINDING OAK DR	1581605026
11/22/2024	9192 STAGELINE CT	1581625128
11/22/2024	9193 STAGELINE CT	1581605050
11/22/2024	9147 SADDLE RIDGE WAY	1581599570
11/22/2024	5013 SUSAN OAK DR	1581614816

Meters Replaced	Monthly Total	47	Meter #
11/12/2024	8060/8094 VIA DE PALMAS LN		17950496
11/18/2024	5600 BEAUREGARD WAY		17950348
11/18/2024	5548 BEAUREGARD WAY		17950349
11/18/2024	5536 BEAUREGARD WAY		17950350
11/18/2024	5542 BEAUREGARD WAY		17950351
11/19/2024	5612 BEAUREGARD WAY		17950347
11/19/2024	5641 BEAUREGARD WAY		17950352
11/20/2024	5630 BEAUREGARD WAY		17950342
11/20/2024	5611 BEAUREGARD WAY		17950343
11/20/2024	5601 BEAUREGARD WAY		17950344
11/20/2024	5624 BEAUREGARD WAY		17950345
11/20/2024	5618 BEAUREGARD WAY		17950346
11/20/2024	5636 BEAUREGARD WAY		17950353
11/20/2024	5654 BEAUREGARD WAY		17950418
11/20/2024	5647 BEAUREGARD WAY		17950420
11/20/2024	8166 RIDGETOP CT		17950494
11/20/2024	11330 FAIR OAKS BLVD		17950495
11/21/2024	5630 CLAIBORNE WAY		17950511
11/21/2024	5700 BEAUREGARD WAY		17950513
11/22/2024	5625 CLAIBORNE WAY		17950358
11/22/2024	5643 CLAIBORNE WAY		17950359
11/22/2024	5628 CLAIBORNE WAY		17950360
11/22/2024	5619 CLAIBORNE WAY		17950361

Date	Address	Type
11/22/2024	5639 FAIRVALE WAY	17950497
11/22/2024	5613 CLAIBORNE WAY	17950502
11/22/2024	5612 CLAIBORNE WAY	17950503
11/22/2024	5618 CLAIBORNE WAY	17950504
11/22/2024	5607 CLAIBORNE WAY	17950505
11/22/2024	5631 CLAIBORNE WAY	17950510
11/22/2024	5637 CLAIBORNE WAY	17950512
11/25/2024	5516 CLAIBORNE WAY	17950362
11/25/2024	5524 CLAIBORNE WAY	17950364
11/25/2024	5537 CLAIBORNE WAY	17950383
11/25/2024	5549 CLAIBORNE WAY	17950384
11/25/2024	5548 CLAIBORNE WAY	17950385
11/25/2024	5606 CLAIBORNE WAY	17950419
11/25/2024	5536 CLAIBORNE WAY	17950508
11/25/2024	5542 CLAIBORNE WAY	17950509
11/26/2024	5520 CLAIBORNE WAY	17950363
11/26/2024	5530 CLAIBORNE WAY	17950365
11/26/2024	5525 CLAIBORNE WAY	17950506
11/26/2024	5531 CLAIBORNE WAY	17950507
11/26/2024	5508 CLAIBORNE WAY	17950514
11/27/2024	5504 CLAIBORNE WAY	17950515
11/27/2024	5500 CLAIBORNE WAY	17950517
11/27/2024	5511 CLAIBORNE WAY	17950530
11/27/2024	5521 CLAIBORNE WAY	17950531

Leaks	Monthly Total	7	Detail
11/1/2024	10635 FAIR OAKS BLVD		MAIN LEAK
11/4/2024	7543 WIDGEON WAY		SVC LEAK (SADDLE)
11/6/2024	4510 SAN JUAN AVE		HYDRANT HIT
11/7/2024	5001 TANAKA CT		MAIN LEAK
11/12/2024	5433 EAST KNOLL DR		SVC LEAK
11/25/2024	5225 TUCSON CIR		SVC LEAK
11/24/2024	10030 FAIR OAKS BLVD		HYDRANT HIT

Distribution Repairs	Monthly Total	8	Detail
11/4/2024	9196 PERSHING AVE		1" SVC REPAIR

Date	Address	Type
11/5/2024	8488 ROLLING CREEK WAY	1" SVC REPAIR
11/6/2024	10635 FAIR OAKS BLVD	10" AC MAIN REPAIR
11/7/2024	4510 SAN JUAN AVE	HYDRANT REPAIR DAMAGE
11/7/2024	5001 TANAKA CT	BLOW OFF REPAIR
11/13/2024	5433 EAST KNOLL DR	1" SVC REPAIR
11/26/2024	5225 TUCSON CIR	1" SVC REPAIR
11/24/2024	10030 FAIR OAKS BLVD	HYDRANT REPAIR DAMAGE

System Upgrades	Monthly Total	3	Detail
11/1/2024	4132 QUIET MEADOW CT		1" SVC UPGRADE
11/12/2024	7543 WIDGEON WAY		1" SVC UPGRADE
11/12/2024	7519 WIDGEON WAY		1" SVC UPGRADE

System Maintenance	Year to Date
WATER MAIN VALVES MAINTAINED YTD	586
FIRE HYDRANTS MAINTAINED YTD	150



**December 16, 2024**  
**Staff Report Briefing Materials**  
**AGENDA ITEM X.2**  
**Capital Projects Status Report**

FAIR OAKS WATER DISTRICT CAPITAL PROJECTS STATUS UPDATE: November 30, 2024														
Project Description	2024 Year-to-Date								Total Project					Project Status Comments
	2024 Approved Budget	Budget Transfers	2023 C/F**	Adjusted Budget Amount	Year-to-Date-Expenses	Remaining Funds	YTD Percent \$ Expended	Percent Completed	Total Budget/Fund to Date	Total Expenses to Date	Total Project Remaining Fund	Total Project Percent \$ Expended	Prior Years Expenses (WIP Projects)	
1 New York Well Design (C24WTNYWD)	\$ -	\$ -	\$ 23,404	\$ 23,404	\$ 858.30	\$ 22,546	4%	95%	\$ 365,546	\$ 343,001	\$ 22,546	94%	\$ 342,142	Design and specifications are at 95%. FOWD needs to conduct a final review and provide feedback to the consultant.
2 New York Well Drilling & Equipment (C24WTNYWDE)	\$ 2,940,000	\$ -	\$ -	\$ 2,940,000	\$ 156,370.03	\$ 2,783,630	5%	25%	\$ 3,855,744	\$ 1,072,114	\$ 2,783,630	28%	\$ 915,744	Delivery of pump, motor, and 3R valves planned for January 2025.
3 Skyway Drilling & Equipment (C24WTSDE)	\$ -	\$ -	\$ 341,966	\$ 341,966	\$ 333,867.12	\$ 8,099	98%	100%	\$ 2,762,903	\$ 2,754,803	\$ 8,099	100%	\$ 2,420,936	The project is complete.
4 Northridge Well Replacement - Design (C24WTNWRD)	\$ 450,000	\$ -	\$ -	\$ 450,000	\$ 72,856.38	\$ 377,144	16%	15%	\$ 450,000	\$ 72,856	\$ 377,144	16%	\$ -	Design and specifications are under review.
5 Northridge Well Replacement - Equipping (C24WTNWRE)	\$ 1,450,000	\$ -	\$ -	\$ 1,450,000	\$ -	\$ 1,450,000	0%	0%	\$ 1,450,000	\$ -	\$ 1,450,000	0%	\$ -	\$ -
6 Gum Ranch Tank Site (C24WTGRTS)	\$ 214,000	\$ -	\$ 56,335	\$ 270,335	\$ 471.01	\$ 269,864	0%	14%	\$ 317,700	\$ 47,836	\$ 269,864	15%	\$ 47,365	\$ -
<b>Subtotal Wells &amp; Tanks</b>	<b>\$ 5,054,000</b>	<b>\$ -</b>	<b>\$ 421,705</b>	<b>\$ 5,475,705</b>	<b>\$ 564,422.84</b>	<b>\$ 4,911,282</b>			<b>\$ 9,201,892</b>	<b>\$ 4,290,610</b>	<b>\$ 4,911,282</b>		<b>\$ 3,726,187</b>	
7 Hydrant Upgrades (C24TDHU)	\$ 250,000	\$ -	\$ 3,200	\$ 253,200	\$ 157,921.67	\$ 95,278	62%	80%	\$ 253,200	\$ 157,922	\$ 95,278	62%	\$ -	\$ -
8 New Hydrants (C24TDNH)	\$ 80,000	\$ -	\$ -	\$ 80,000	\$ 25,900.33	\$ 54,100	32%	80%	\$ 80,000	\$ 25,900	\$ 54,100	32%	\$ -	\$ -
9 Minor Main Upgrades (C24TDMU)	\$ 75,000	\$ -	\$ -	\$ 75,000	\$ 31,109.95	\$ 43,890	41%	90%	\$ 75,000	\$ 31,110	\$ 43,890	41%	\$ -	\$ -
10 Services Upgrade (C24TDSU)	\$ 538,200	\$ -	\$ -	\$ 538,200	\$ 325,570.94	\$ 212,629	60%	90%	\$ 538,200	\$ 325,571	\$ 212,629	50%	\$ -	\$ -
11 Developer's Paid - Service Installation and Main Line Projects*	\$ 59,100	\$ -	\$ 112,558	\$ 171,658	\$ 30,177.98	\$ 141,480	18%	10%	\$ 241,302	\$ 99,822	\$ 141,480	41%	\$ 69,644	\$ -
12 Replacement of Four Distribution Sampling Stations (C24TDSS)	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 6,635.35	\$ 13,365	33%	33%	\$ 20,000	\$ 6,635	\$ 13,365	33%	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 1,022,300</b>	<b>\$ -</b>	<b>\$ 115,758</b>	<b>\$ 1,138,058</b>	<b>\$ 577,316.22</b>	<b>\$ 560,742</b>			<b>\$ 1,207,702</b>	<b>\$ 646,960</b>	<b>\$ 560,742</b>		<b>\$ 69,644</b>	
13 Hazel Ave. Widening Project Phase III (C24TD255)	\$ -	\$ -	\$ 1,976	\$ 1,976	\$ -	\$ 1,976	0%	100%	\$ 1,481,632	\$ 1,479,656	\$ 1,976	100%	\$ 1,479,656	Complete.
14 ARV's and Blow-offs (C24TDARV)	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 12,039.61	\$ 37,960	24%	90%	\$ 50,000	\$ 12,040	\$ 37,960	24%	\$ -	\$ -
15 Replace 12" Steel Main New York Ave. (C24TDNYASW)	\$ 2,132,000	\$ -	\$ -	\$ 2,132,000	\$ 740,190.26	\$ 1,391,810	35%	90%	\$ 2,376,800	\$ 984,990	\$ 1,391,810	80%	\$ 244,800	Final paving is delayed until weather warms up.
16 T-Main Replacement Phases I & II - Design (Blue Oak to Winding Oak) (C24TDSH)	\$ 145,000	\$ -	\$ -	\$ 145,000	\$ 3,630.24	\$ 141,370	3%	10%	\$ 145,000	\$ 3,630	\$ 141,370	3%	\$ -	Consultant is working towards delivering 50% design for Phases I & II this month.
17 County Overlay Project - Madison, Kenneth to McKay (C24TDHAKM)	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	0%	0%	\$ 100,000	\$ -	\$ 100,000	0%	\$ -	Sacramento County DOT reported this portion of their project is being moved to the spring of 2026.
18 Greenvale Improvements (C24TDGI)	\$ 55,000	\$ -	\$ -	\$ 55,000	\$ -	\$ 55,000	0%	100%	\$ 55,000	\$ -	\$ 55,000	0%	\$ -	Project cancelled due to developer revised plans.
19 Riverfront Lane Service Upgrade (C24TDRFL)	\$ 90,900	\$ -	\$ -	\$ 90,900	\$ 1,330.30	\$ 89,570	1%	8%	\$ 100,001	\$ 10,431	\$ 89,570	10%	\$ 9,101	Easements and exhibits have been drafted for review and resident's signatures. Staff reviewing options for main replacement.
<b>Subtotal</b>	<b>\$ 2,572,900</b>	<b>\$ -</b>	<b>\$ 1,976</b>	<b>\$ 2,574,876</b>	<b>\$ 757,190.41</b>	<b>\$ 1,817,686</b>			<b>\$ 4,308,433</b>	<b>\$ 2,490,747</b>	<b>\$ 1,817,686</b>		<b>\$ 1,733,557</b>	
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$ 8,649,200</b>	<b>\$ -</b>	<b>\$ 539,439</b>	<b>\$ 9,188,639</b>	<b>\$ 1,898,929.47</b>	<b>\$ 7,289,710</b>			<b>\$ 14,718,027</b>	<b>\$ 7,428,317</b>	<b>\$ 7,289,710</b>		<b>\$ 5,529,388</b>	
20 AMR Replacement (M24MMAMR)	\$ 250,000	\$ -	\$ 39,650	\$ 289,650	\$ 111,933.53	\$ 177,716	39%	90%	\$ 289,650	\$ 111,934	\$ 177,716	80%	\$ -	On-going.
21 Large Meter Replacement (M24MMLMR)	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ 10,816.80	\$ 14,183	43%	90%	\$ 25,000	\$ 10,817	\$ 14,183	50%	\$ -	\$ -
22 Meter Replacement (M24MMMR)	\$ 140,000	\$ -	\$ 28,959	\$ 168,959	\$ 110,307.28	\$ 58,651	65%	90%	\$ 168,959	\$ 110,307	\$ 58,651	80%	\$ -	On-going.
23 Meter Installation - Residential (M24MMRES)	\$ 5,000	1,300	\$ -	\$ 6,300	\$ 6,056.68	\$ 243	96%	100%	\$ 6,300	\$ 6,057	\$ 243	90%	\$ -	On-going.
<b>METER MAINTENANCE PROGRAM</b>	<b>\$ 420,000</b>	<b>\$ 1,300</b>	<b>\$ 68,609</b>	<b>\$ 489,909</b>	<b>\$ 239,114.29</b>	<b>\$ 250,794</b>			<b>\$ 489,909</b>	<b>\$ 239,114</b>	<b>\$ 250,794</b>		<b>\$ -</b>	
24 10317 Corporate Yard Project (A24BUMQDC)	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 91,390.13	\$ 108,610	46%	35%	\$ 394,500	\$ 285,890	\$ 108,610	72%	\$ 194,500	G/A continues working on resubmitting plans to Sacramento County. FOWD is paying County review fees as they are being received.
25 10326 Admin. Building (A24BUNB)	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	0%	0%	\$ 5,000	\$ -	\$ 5,000	0%	\$ -	\$ -
<b>GRAND TOTAL</b>	<b>\$ 9,274,200</b>	<b>\$ 1,300</b>	<b>\$ 608,048</b>	<b>\$ 9,883,548</b>	<b>\$ 2,229,433.89</b>	<b>\$ 7,654,114</b>			<b>\$ 15,607,435</b>	<b>\$ 7,953,322</b>	<b>\$ 7,654,114</b>		<b>\$ 5,723,888</b>	

\*New Business development pays for services rendered (this item is a pass through).

\*\*2023 Carryforward funding approved by the Board on January 16, 2024 and March 18, 2024 Regular Board Meetings.

\*\*\*New York Well 12-inch Replacement Project includes both North and South of Main.



**December 16, 2024**  
**Staff Report Briefing Materials**  
**AGENDA ITEM X.3**  
**Authorizations of Additional Funding**



**GENERAL MANAGER'S REPORT**  
**December 16, 2024 REGULAR BOARD MEETING**  
*Report as of November 30, 2024*

### X.3 Authorizations of Additional Funding

#### Accounting for 2024 Contingency Fund

Project No. E24CONT

<u>Date</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Amount Transferred</u>	<u>Ending Balance</u>
1/1/2024	Beginning Balance	\$ 200,000.00	\$ -	\$ 200,000.00
1/16/2024	SWRCB - Water System Fees	200,000.00	(500.00)	199,500.00
1/16/2024	Deferred Compensation	199,500.00	(4,250.00)	195,250.00
3/18/2024	Hazel Avenue Project #2004	195,250.00	(29,616.00)	165,634.00
3/18/2024	Gum Ranch Unit 2 Project #1607	165,634.00	(41,969.00)	123,665.00
8/19/2024	Property Insurance	123,665.00	(7,800.00)	115,865.00
8/19/2024	Aggregate, Sand & Gravel	115,865.00	(2,500.00)	113,365.00
8/19/2024	Equipment & Tools Rentals	113,365.00	(1,000.00)	112,365.00
8/19/2024	Distribution Repairs	112,365.00	(7,500.00)	104,865.00
9/16/2024	Aggregate, Sand & Gravel	104,865.00	(5,000.00)	99,865.00
9/16/2024	Equipment Maintenance	99,865.00	(2,000.00)	97,865.00
9/16/2024	Equipment Repairs	97,865.00	(5,000.00)	92,865.00
9/16/2024	Other Maintenance Equipment	92,865.00	(2,000.00)	90,865.00
10/21/2024	New Residential Metering	90,865.00	(1,300.00)	89,565.00
10/21/2024	Fees - Air Quality	89,565.00	(100.00)	89,465.00
10/21/2024	Surface Water Supply	89,465.00	(8,900.00)	80,565.00
11/18/2024	Auto and General Liability Insurance	80,565.00	(54,500.00)	26,065.00
11/18/2024	Online Bill Pay/Payment Processing	26,065.00	(4,200.00)	21,865.00
11/18/2024	Water Supply Testing & Sampling	21,865.00	(2,900.00)	18,965.00
11/18/2024	Distribution Repairs	18,965.00	(7,000.00)	11,965.00
11/18/2024	Backflow Testing & Supplies	11,965.00	(1,000.00)	10,965.00
11/18/2024	Water Supply - Energy Cost, Other	10,965.00	(200.00)	10,765.00
<b>Total from Contingency</b>			<b><u>\$ (189,235.00)</u></b>	

#### Funds Drawn from Reserves

Transmission Main Break at the Corner of Pershing Ave. and Chestnut Ave.	\$ 325,000.00
Transmission Main Break at the Corner of Pershing Ave. and Chestnut Ave. (Reimb.)	<u><u>\$ (176,540.00)</u></u>
<b>Total from Reserves</b>	<b><u><u>\$ 148,460.00</u></u></b>

**Total Authorizations of Additional Funding** **\$ 337,695.00**



**December 16, 2024**  
**Staff Report Briefing Materials**  
**AGENDA ITEM X.5**  
**Claims Against District**

# FAIR OAKS WATER DISTRICT

## GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS DECEMBER 16, 2024 REGULAR MEETING

SUBJECT: Processing of Claims  
STATUS: Information Item  
REPORT AS OF: November 30, 2024

DISTRICT CLAIMS RECEIVED						
Claim #	Date Claim Received	Type of Claim	Claim Amount	JPIA Contacted ?	Claim Status	Settlement Amount
24-01	6/14/2024	T-Main Leak - Property	None Given	Yes	Denied	\$0.00
24-02	11/14/2024	Main Break - Property	None Given	Yes	Under Review	TBD
24-03	12/9/2024	Main Break - Property	None Given	Yes	Under Review	TBD