

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

**April 28, 2021
6:00 p.m.**

This Board meeting will be conducted both in-person at the District's Boardroom at the address above, and via videoconference. Due to State guidelines on physical distancing in public gatherings, the Boardroom can accommodate a maximum of 10 members of the public at one time. The District recommends that members of the public participate in Board meetings via videoconference per the instructions below. Persons who do plan to attend the meeting in person are urged to contact the Board Secretary prior to the meeting. The contact information for the Board Secretary is:

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

To attend via videoconference, please use the following link:

**Please join the meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/527405941>**

This meeting is locked with a password: SJWD2021

**You can also dial in using your phone.
United States: [+1 \(786\) 535-3211](tel:+17865353211)**

Access Code: 527-405-941

Please mute your line.

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

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

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

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

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

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

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

I. ROLL CALL

II. PUBLIC FORUM AND COMMENTS

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

III. CONSENT CALENDAR

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

1. Amended Minutes of the Board of Directors Meeting, January 27, 2021 (W & R)
Recommendation: **Approve amended minutes**
2. Minutes of the Board of Directors Meeting, February 24, 2021 (W & R)
Recommendation: **Approve draft minutes**
3. Minutes of the Board of Directors Special Meeting, March 19, 2021 (W & R)
Recommendation: **Approve draft minutes**
4. Minutes of the Board of Directors Meeting, March 24, 2021 (W & R)
Recommendation: **Approve draft minutes**
5. Minutes of the Board of Directors Special Meeting, April 7, 2021 (W & R)
Recommendation: **Approve draft minutes**

IV. OLD BUSINESS

1. Supplemental Payment to Unfunded Pension Liability (W & R)
Action: **Approve supplemental payment**
2. 2021 Hydrology and Operations Update (W & R)
Information
3. FY 2020-21 Operations Plan Report Card (W & R)
Review 3rd Quarter Progress

V. NEW BUSINESS

1. FY2021-22 Budget Assumptions (W & R)
Discussion
2. Surface Water Supply and Water Shortage Contingency Plan (W)
Action: **Approve the proposed Surface Water Supply and Water Shortage Contingency Plan**

VI. INFORMATION ITEMS

1. General Manager's Report
 - 1.1 General Manager's Monthly Report (W & R)
Staff Report on District Operations
 - 1.2 Miscellaneous District Issues and Correspondence

2. Director of Finance's Report
 - 2.1 Miscellaneous District Issues and Correspondence
3. Operation Manager's Report
 - 3.1 Miscellaneous District Issues and Correspondence
4. Engineering Services Manager's Report
 - 4.1 Miscellaneous District Issues and Correspondence
5. Legal Counsel's Report
 - 5.1 Legal Matters

VII. DIRECTORS' REPORTS

1. SGA – T. Costa
2. RWA – D. Rich
3. ACWA
 - 3.1 ACWA – P. Tobin
 - 3.2 JPIA – P. Tobin
 - 3.3 Energy Committee – T. Costa
4. CVP Water Association – T. Costa
5. Other Reports, Correspondence, Comments, Ideas and Suggestions

VIII. COMMITTEE MEETINGS

1. Legal Affairs Committee – March 31, 2021
2. Personnel Committee – April 5, 2021
3. Finance Committee – April 27, 2021

IX. UPCOMING EVENTS

1. 2021 ACWA Spring Conference
May 12-13, 2021
Virtual

President Tobin to call for Closed Session

X. CLOSED SESSION

1. Public employee performance evaluation involving the General Manager; Government Code sections 54954.5(e) and 54957.

XI. OPEN SESSION

Report from Closed Session

XII. ADJOURN

UPCOMING MEETING DATES

May 26, 2021

June 23, 2021

I declare under penalty of perjury that the foregoing agenda for the April 28, 2021 regular meeting of the Board of Directors of San Juan Water District was posted by April 23, 2021, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and on the District's website at sjwd.org, and was freely accessible to the public.

Teri Grant, Board Secretary

AGENDA ITEM III-1

DRAFT

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes
January 27, 2021 – 6:00 p.m.

Conducted via Videoconference & In-Person

BOARD OF DIRECTORS

| | |
|----------------|-------------------------------|
| Pam Tobin | President via videoconference |
| Ken Miller | Vice President |
| Ted Costa | Director via videoconference |
| Marty Hanneman | Director via videoconference |
| Dan Rich | Director |

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

| | |
|------------------|--|
| Paul Helliker | General Manager |
| Donna Silva | Director of Finance |
| Tony Barela | Operations Manager |
| Lisa Brown | Customer Service Manager |
| Adam Larsen | Field Services Manager |
| Andrew Pierson | Engineering Services Manager |
| Greg Turner | Water Treatment Manager |
| Greg Zlotnick | Water Resources Manager |
| Teri Grant | Board Secretary/Administrative Assistant |
| Jennifer Buckman | Legal Counsel |

OTHER ATTENDEES

| | |
|---------------|--|
| Joanna Gin | Legal Counsel, Citrus Heights Water District |
| Dane Wadle | CSDA |
| Amber Beckler | Customer |
| Alan Driscoll | Forsgren Associates, Inc. |

AGENDA ITEMS

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

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

I. ROLL CALL

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

II. PUBLIC FORUM

Mr. Dane Wadle, CSDA representative, addressed the Board and provided an update on CSDA activities.

III. CONSENT CALENDAR

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

1. Minutes of the Board of Directors Meeting, December 16, 2020 (W & R)

Recommendation: Approve draft minutes

2. Wholesale Water Rate Fee Schedule Revision (W)

Recommendation: Approve revisions to the Wholesale Water Rate Fee Schedule, effective January 1, 2021, to change the allocation of the fixed service charge

3. Rates, Fees, Charges and Deposits – User Fee Revisions and Additions (W & R)

Recommendation: Approve revisions to specific user fees to reflect increased costs and approve new equipment use charges

Director Hanneman moved to approve the Consent Calendar. Director Rich seconded the motion and it carried with the following roll call vote:

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

Noes: None

Absent: None

IV. OLD BUSINESS

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

GM Helliker reviewed the 2nd quarter progress on the Operations Plan Report Card. He provided updates on the items which are delayed.

2. Hinkle Reservoir Update (W & R)

Mr. Barela provided a brief presentation on the Hinkle Reservoir Project, a copy of the presentation will be attached to the meeting minutes. He reviewed the completed operational project components, explained the operational response

testing and the functional testing. He reviewed the improvements and challenges that staff are working through.

Mr. Andrew Pierson continued the presentation and reported that staff has returned the 95% design plans and specifications to the consultant. He explained that once the 100% package is received then there may be some contractual changes and the bid documents should be available in March. In addition, he reported that the SFR loan technical package was submitted. In response to Director Rich's question, Ms. Silva explained that there are wholesale reserves which could cover funding before the SRF loan is in place and there is no issue with entering into a contract prior to the SRF loan being in place. Mr. Pierson explained that SRF informed the District that the loan would reimburse the District for funds dispersed prior to securing the loan.

V. NEW BUSINESS

1. 2021 Committee Assignments (W & R)

President Tobin informed the Board that she made the 2021 committee assignments which were included in the Board packet. The Board discussed the external assignments and Carmichael Water District's potential appointment of Mr. Zlotnick to the Carmichael Water District Board of Directors. Legal Counsel Buckman explained that she will do some research to determine if there is any incompatibility of offices in the role of Mr. Zlotnick representing SJWD at RWA should he receive the appointment.

Director Hanneman moved to approve the external committee assignments for RWA and SGA.

Director Hanneman amended his motion to only include RWA. President Tobin seconded the motion.

Director Rich moved to make a substitute motion to have the RWA representatives be Dan Rich and Greg Zlotnick with Ted Costa as the alternate representative. Director Miller seconded the motion.

In response to Director Costa's comment and question, Legal Counsel Buckman explained that the committee assignments are at the pleasure of the Board President with the exception of RWA and SGA. She stated that the current motion is a request for a substitute motion to be accepted by the Board and if accepted then the substitute motion is presented and voted on.

The substitute motion request carried with the following roll call vote:

Ayes: Directors Costa, Miller, Rich and Tobin

Noes: Hanneman

Absent: None

Director Rich moved to have the RWA representatives be Dan Rich and Greg Zlotnick with Ted Costa as the alternate representative. Director Miller seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Miller, Rich and Tobin

Noes: Hanneman

Absent: None

Director Costa suggested that President Tobin and Dan Rich discuss the RWA assignment. President Tobin informed the Board that she had asked Amber Beckler to serve as a public member to the Water Forum. Ms. Beckler addressed the Board and provided some background information about herself.

2. New Warren Act Contract (Interim) (W)

Mr. Zlotnick informed the Board that the Warren Act contract expires at the end of February and he has been working with Reclamation to negotiate a new contract. He provided a staff report which will be attached to the meeting minutes. He explained that Reclamation can only do a 5-year (interim) contract at this time and the contract is substantially the same as the existing long-term contract.

Director Miller moved to authorize President Tobin to sign final version of proposed new 5-Year Warren Act Contract with the United States Bureau of Reclamation, upon recommendation of the General Manager and District Counsel, if it is materially the same as the draft contract. Director Rich seconded the motion and it carried with the following roll call vote:

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

Noes: None

Absent: None

3. Facilitation (W)

President Tobin informed the Board that she would like to have the Board hold a facilitated workshop to assess the Board needs, Board efficiency and building internal/external relationships. The Board discussed the matter and President Tobin will bring back more information to a future meeting for the Board to review and discuss.

4. ACWA News and the Region (W)

President Tobin requested that the Board have discussion on increasing regional visibility and outreach. GM Helliker provided a written report which will be attached to the meeting minutes. He explained that some of the southern California water agencies have dedicated staff who provide ACWA with news articles; however, he will work to encourage more news be submitted to ACWA.

VI. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

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

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

1.2 Miscellaneous District Issues and Correspondence

GM Helliker provided a hydrology report on current conditions. He pointed out that the Sacramento Valley region is trending toward the 2014 precipitation numbers with 10.7 inches as of this morning. He reminded the Board that the District spent a lot of time working on the drought issues in 2014-15. He reviewed comparisons from that drought period to current levels including storage levels at Folsom Reservoir, releases, Reclamation's forecasts, temporary urgency change orders, and conservation regulations. He informed the Board that conversations with Reclamation and region leaders regarding possible drought issues this year has started.

GM Helliker reported that he initiated a meeting with the wholesale customer agencies regarding the water supply agreements.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

Ms. Silva reported that all financial information that Citrus Heights and Fair Oaks Water Districts requested has been provided and she is available for any questions that they may have.

Ms. Silva reported that the contract for the Retail Financial Plan was signed with Hildebrand Consulting.

3. OPERATION MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

No report.

4. ENGINEERING SERVICES MANAGER'S REPORT

4.1 Miscellaneous District Issues and Correspondence

No report.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

No report.

VII. DIRECTORS' REPORTS

1. SGA

Director Costa reported that SGA is looking into working with agencies south of the river. He also mentioned that they are discussing governance with managing the groundwater basin.

2. RWA

Director Rich reported that the Executive Committee met this morning and they are working on their strategic plan. President Tobin announced the RWA award recipients for 2020. GM Helliker reported that RWA hired Michelle Banonis as the Manager of Strategic Affairs. GM Helliker reported that he will be signing the Major Projects Program agreement with RWA.

3. ACWA

3.1 ACWA - Pam Tobin

President Tobin provided a written report on ACWA activities which will be attached to the meeting minutes.

3.2 JPIA - Pam Tobin

President Tobin provided a written report which will be attached to the meeting minutes.

3.3 Energy Committee - Ted Costa

Director Costa reported that the Energy Committee meets on February 24th.

4. CVP WATER ASSOCIATION

Director Costa reported that CVP Water Association hired a new Executive Director and they are in the process of revising their Bylaws regarding election of Board of Directors.

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

Director Miller commended the Public Information team, especially Lisa Brown, regarding the notification to the retail customers regarding the flushing of water lines - the communication piece was very well done.

VIII. COMMITTEE MEETINGS

1. Finance Committee – January 26, 2021

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

IX. UPCOMING EVENTS

- 1. ACWA DC2021 Conference**
February 24, 2021
Virtual
- 2. 2021 ACWA Legislative Symposium**
March 11, 2021
Virtual
- 3. 2021 ACWA Spring Conference**
May 12-13, 2021
Virtual

At 8:00 p.m., President Tobin announced that the public videoconference would be terminated and that the Board was adjourning to Closed Session.

X. CLOSED SESSION

1. Conference with District Counsel regarding significant exposure to litigation pursuant to Gov. Code § 54956.9(b): up to 4 potential matters
2. Conference with District Counsel regarding potential initiation of litigation pursuant to Gov. Code § 54956.9(c): 1 potential matter before State Water Resources Control Board acting in its quasi-adjudicatory capacity
3. Conference with District Counsel regarding anticipated litigation pursuant to Gov. Code § 54956.9(c): 1 potential matter

XI. OPEN SESSION

The Board approved the Common Interest Agreement.

XII. ADJOURN

The meeting was adjourned at 9:00 p.m.

ATTEST:

PAMELA TOBIN, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

testing and the functional testing. He reviewed the improvements and challenges that staff are working through.

Mr. Andrew Pierson continued the presentation and reported that staff has returned the 95% design plans and specifications to the consultant. He explained that once the 100% package is received then there may be some contractual changes and the bid documents should be available in March. In addition, he reported that the SFR loan technical package was submitted. In response to Director Rich's question, Ms. Silva explained that there are wholesale reserves which could cover funding before the SRF loan is in place and there is no issue with entering into a contract prior to the SRF loan being in place. Mr. Pierson explained that SRF informed the District that the loan would reimburse the District for funds dispersed prior to securing the loan.

V. NEW BUSINESS

1. 2021 Committee Assignments (W & R)

President Tobin informed the Board that she made the 2021 committee assignments which were included in the Board packet. The Board discussed the external assignments and Carmichael Water District's potential appointment of Mr. Zlotnick to his appointment to the Carmichael Water District Board of Directors. Legal Counsel Buckman explained that she will do some research to determine if there is any incapability incompatibility of offices in the role of Mr. Zlotnick representing SJWD at RWA should he receive the appointment.

Director Hanneman moved to approve the external committee assignments for RWA and SGA.

Director Hanneman amended his motion to only include RWA. President Tobin seconded the motion.

Director Rich moved to make a substitute motion to have the RWA representatives be Dan Rich and Greg Zlotnick with Ted Costa as the alternate representative. Director Miller seconded the motion.

In response to Director Costa's comment and question, Legal Counsel Buckman explained that the committee assignments are at the pleasure of the Board President with the exception of RWA and SGA. She stated that the current motion is a request for a substitute motion to be accepted by the Board and if accepted then the substitute motion is presented and voted on.

The substitute motion request carried with the following roll call vote:

Ayes: Directors Costa, Miller, Rich and Tobin

Noes: Hanneman

Absent: None

Director Rich moved to have the RWA representatives be Dan Rich and Greg Zlotnick with Ted Costa as the alternate representative. Director Miller seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Miller, Rich and Tobin

Noes: Hanneman

Absent: None

Director Costa suggested that President Tobin and Dan Rich discuss the RWA assignment. President Tobin informed the Board that she would like had asked Amber Beckler to serve as a public member to the Water Forum. Ms. Beckler addressed the Board and provided some background information about herself.

2. New Warren Act Contract (Interim) (W)

Mr. Zlotnick informed the Board that the Warren Act contract expires at the end of February and he has been working with Reclamation to negotiate a new contract. He provided a staff report which will be attached to the meeting minutes. He explained that Reclamation can only do a 5-year (interim) contract at this time and the contract is substantially the same as the existing long-term contract.

Director Miller moved to authorize President Tobin to sign final version of proposed new 5-Year Warren Act Contract with the United States Bureau of Reclamation, upon recommendation of the General Manager and District Counsel, if it is materially the same as the draft contract. Director Rich seconded the motion and it carried with the following roll call vote:

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

Noes: None

Absent: None

3. Consensus Building InstituteFacilitation (W)

President Tobin informed the Board that she would like to have the Board hold a facilitated workshop to assess the Board needs, Board efficiency and building internal/external relationships. The Board discussed the matter and President Tobin will bring back more information to a future meeting for the Board to review and discuss.

4. ACWA News and the Region (W)

President Tobin requested that the Board have discussion on increasing regional visibility and outreach. GM Helliker provided a written report which will be attached to the meeting minutes. He explained that some of the southern California water agencies have dedicated staff who provide ACWA with news articles; however, he will work to encourage more news be submitted to ACWA.

VI. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

AGENDA ITEM III-2

DRAFT

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes
February 24, 2021 – 6:00 p.m.

Conducted via Videoconference & In-Person

BOARD OF DIRECTORS

| | |
|----------------|------------------------------|
| Pam Tobin | President |
| Ken Miller | Vice President |
| Ted Costa | Director |
| Marty Hanneman | Director via videoconference |
| Dan Rich | Director |

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

| | |
|------------------|--|
| Paul Helliker | General Manager |
| Donna Silva | Director of Finance |
| Tony Barela | Operations Manager |
| Lisa Brown | Customer Service Manager |
| Adam Larsen | Field Services Manager |
| Andrew Pierson | Engineering Services Manager |
| Greg Turner | Water Treatment Manager |
| Greg Zlotnick | Water Resources Manager |
| Rob Watson | Retired Annuitant |
| Teri Grant | Board Secretary/Administrative Assistant |
| Jennifer Buckman | Legal Counsel |

OTHER ATTENDEES

| | |
|---------------|--|
| Joanna Gin | Legal Counsel, Citrus Heights Water District |
| Dave Wheaton | Board President, Citrus Heights Water District |
| Sandra Harris | Customer |
| Alan Driscoll | Forsgren Associates, Inc. |
| John Woodling | GEI Consultants |
| Ellen Cross | Strategy Driver |

AGENDA ITEMS

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

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

I. ROLL CALL

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

II. PUBLIC FORUM

There were no public comments.

III. CONSENT CALENDAR

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

1. Minutes of the Board of Directors Meeting, January 27, 2021 (W & R)

Recommendation: Approve draft minutes

2. New Warren Act Contract (W)

Recommendation: Approve adoption of Resolution 21-01

3. Reservoir Outage Temporary Tanks Project – Construction Management/Inspection Services (W)

Recommendation: Consider approval of a contract amendment to Inferrera Construction Management Group, Inc. for Construction Management & Inspection Services during Construction of the Hinkle Reservoir Outage Temporary Tank Project

4. Professional Services Agreement with Human Resources Consultant to Assist with Board's Review of General Manager (W & R)

Recommendation: Consider approval of a professional services contract with Silvers HR LLC to assist the Board in conducting the General Manager's evaluation

5. Professional Services Agreement with Consultant to Facilitate Relationships Between and Among Board and Executive Management Staff (W & R)

Recommendation: Consider approval of a professional services contract with Strategy Driver, Inc., to facilitate Relationships Between and Among Board and Executive Management Staff

6. Treasurers Report – Quarter Ending December 31, 2020 (W & R)

Recommendation: Receive and File

7. Vehicle # 24 Replacement (R)

Recommendation: Authorize the purchase of a replacement vehicle for vehicle #24

Director Costa requested that item 5 be removed from the Consent Calendar and Director Hanneman requested that items 4 and 5 be removed from the Consent Calendar for discussion.

Director Hanneman moved to approve Consent Calendar items 1, 2, 3, 6 and 7. Director Costa seconded the motion and it carried with the following roll call vote:

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

Noes: None

Absent: None

Regarding item 5, concern was voiced regarding the wording of the proposed contract for a facilitator and whether it was appropriate to include staff and the General Manager in a facilitation. Concern was also voiced that there was no staff report regarding this item, the item on the agenda was too vague, and it was questioned whether the District needed the facilitation outlined in the scope of work at this time. It was explained that President Tobin wanted to have a facilitator work with the Board to function more efficiently together and provide consensus-building, and this was not a means for staff to bring forward issues they may have with the General Manager, but was about how the Board functions.

Ms. Ellen Cross addressed the Board and explained that the scope of work could be adjusted to identify the goals of the process and the outcomes that the Board wants to create. It was expressed that the facilitator was not necessary at this time. The Board discussed the item and did not take action on this item.

Regarding item 4, Director Hanneman asked that the changes that were made to the contract be explained. Legal Counsel Buckman and Ms. Silva explained the changes that were made to the indemnification provision and the insurance provision of the District's standard contract.

Director Hanneman moved to approve Consent Calendar item 4. Director Costa seconded the motion and it carried with the following roll call vote:

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

Noes: None

Absent: None

Director Miller requested that the Board minutes, page 3 New Business, be reworded to reflect that Carmichael Water District is the agency considering the appointment of Mr. Zlotnick to their board of directors. Legal Counsel Buckman noted that the next sentence needs to be corrected to read incompatibility instead of incapability.

IV. NEW BUSINESS

1. General Manager 2020-21 Performance Review (W & R) – P. Tobin

President Tobin informed the Board that she wanted to discuss and review the form that will be used to evaluate the General Manager and consider the proposed changes. Legal Counsel Buckman clarified, before the Board began its consideration of this item, that the document labeled as a staff report, which was provided in the Board packet, was not actually a staff report from the General Manager, but should be considered as a request from Mr. Helliker in his individual capacity regarding changes to the evaluation form. GM Helliker explained that he prepared the form with suggested changes to the evaluation and submitted it for consideration by the Personnel Committee in December, and the second form was submitted by President Tobin. Legal Counsel Buckman advised that because of the common law conflict of interest on this issue, another person will need to take over the role of staffing the Personnel Committee. Mr. Helliker opined that there is no conflict of interest, but Legal Counsel stated her legal opinion that the dual roles constituted a conflict.

It was suggested that the form should be returned to the Personnel Committee for a recommendation to the Board, and the Personnel Committee should be staffed by someone other than the affected employee.

It was suggested that the form that should be used for this evaluation period should be the existing form. A request was made that Kim Silvers be present to staff the next Personnel Committee meeting.

Director Rich moved to refer this back to the Personnel Committee for review and to bring the revised form back to the Board.

GM Helliker explained that the scope of work for Silvers HR, in the contract which the Board had just approved, is based on the existing form and more time would be needed and the scope of work would need to change should the form need to be revised. GM Helliker indicated that using the existing form makes sense because the performance period for his evaluation was for the previous year, when the existing form was in existence. GM Helliker noted that if the Board changed the form and applied it to his performance review this year, it would delay his review. GM Helliker asked the Board to decide whether they wanted the changes to be applied prospectively to his next performance review or whether they wanted it to be applied to this review.

It was suggested that Ms. Silvers should work with the Personnel Committee and the GM should let the Personnel Committee and Ms. Silvers handle his evaluation. The GM stated that he intended to be involved in his evaluation, and it was agreed that he would be involved, but not as part of the evaluation team. In response to a question from the Board, Legal Counsel confirmed that staffing the Personnel Committee with Ms. Silvers would be appropriate for the GM's evaluation.

A question was posed whether the Board could make changes to the form after the evaluation period had passed and it was stated that any revisions that are needed should be applied to the new evaluation period. It was noted that this concept was not consistent with the pending motion. It was explained that the form was being considered now because the Personnel Committee did not meet until December but it was a follow up from the GM's evaluation several months before.

It was confirmed that the Personnel Committee met in December, staffed by the General Manager, and the Committee did not recommend any changes to the form following that meeting. Legal Counsel confirmed that the process should be that the GM is considered to be representing himself in these discussions because he has an interest in the outcome, and others who are not self-interested should serve as staff for the District for this process. It was questioned whether the matter should be referred back to the Personnel Committee with the Committee staffed by Ms. Silvers, and a question was asked how much that would delay the evaluation process.

It was stated that the current form covered the evaluation period of 2020-2021, and that recommendations for changes should only be for a prospective evaluation, not this one. The Board discussed what form and process should be used to conduct the General Manager's evaluation.

Director Rich moved to amend his motion to use the evaluation form that the Personnel Committee agreed to for the current evaluation of the General Manager, to work with Silvers HR as staff to the Personnel Committee for this matter, and to refer the matter to the Personnel Committee for consideration and recommendation of potential changes to the evaluation form.

The Board discussed Ms. Silvers staffing the Personnel Committee. Legal Counsel confirmed that the Personnel Committee had not "agreed to" any form, as the Personnel Committee has no authority to take action and merely provides a recommendation for Board consideration.

GM Helliker emphasized that the scope of work for Ms. Silvers was premised on using the existing evaluation form. It was noted that the Personnel Committee could recommend changes to the scope of work for Ms. Silvers, subject to approval by the Board.

It was suggested that the Board should follow the recommendations of the Personnel Committee, and that it would be unfair for the Board to evaluate the General Manager using a new form when so much of the evaluation period had already passed by the time the Personnel Committee considered changes to the form.

Director Rich withdrew his motion.

Legal Counsel advised that the Board would need another motion to take action.

Director Miller moved to use the existing evaluation form for the current evaluation and refer the form back to the Personnel Committee for revisions for the next evaluation of the General Manager. Director Costa seconded the motion and it carried with the following roll call vote:

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

V. OLD BUSINESS

1. **2x2x1 Temporary Advisory Committee (with FOWD, CHWD, and interested members of the public) for the limited purpose of identifying means of improving relations between SJWD and its customers (W & R) – P. Tobin**
In response to President Tobin's question, the Board Secretary informed the Board that no meeting of this committee has been scheduled at this time. President Tobin informed the Board that she received an email from CHWD requesting that an independent facilitator, who has not been used by any of the agencies, be used for these meetings. She reported that each agency will suggest a facilitator and the committee will agree on one.

The Board discussed the reason the President set up the committee. Director Rich suggested that the Board hold listening sessions to hear the agencies' concerns and requests before a facilitator is brought in. President Tobin explained that the first meeting will be with the agency board members to discuss the names of facilitators then from there it would be decided if and who to use.

Mr. Tony Barela requested that the Board make a request of the Fair Oaks Water District Board of Directors to allow him to make a presentation on the Hinkle Reservoir Project at one of their Board meetings.

Director Costa moved to request that the Fair Oaks Water District Board of Directors place on their agenda a presentation regarding the Hinkle Reservoir Project. Director Rich seconded the motion and it carried with the following roll call vote:

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

2. **RWA/SGA Subscription Program Agreement for Groundwater Bank (W & R) – G. Zlotnick/D. Rich**

GM Helliker provided a staff report which will be attached to the meeting minutes. He explained that this is the Phase 2 agreement on the RWA/SGA Subscription Program for the groundwater bank.

Director Hanneman moved to authorize the General Manager to sign the RWA/SGA Subscription Program Agreement for Groundwater Bank. Director Costa seconded the motion and it carried with the following roll call vote:

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

3. 2021 Hydrology and Operations Update (W & R) – P. Helliker

GM Helliker informed the Board that the precipitation level is 50% of normal and not much is expected in the next few weeks, and snowpack is at 66% overall, which is better than 2014-15. He reviewed the projections for precipitation and temperature. He reported that Folsom is at 35% capacity and storage is at 63% average.

GM Helliker reported that Reclamation's forecast from last week shows Folsom at 341 TAF of storage at the end of December 2021. He reviewed the Water Forum projected run-off and explained that the projection is for a Hodge Year, in which SSWD will not be able to receive water from PCWA. He explained that the water inflow into Folsom Reservoir is expected to be above 400 TAF which means that it will not be a Conference Year. He informed the Board that he will be having discussions with other agencies on messaging for conservation efforts and dry year actions.

In response to Director Miller's question, GM Helliker explained that the CVP allocations were released and the District is able to receive 55% of historic use, which would be zero for the District since we haven't used any CVP water during the last three years. In addition, GM Helliker commented that we do not anticipate any curtailments this year of the District's water rights water. GM Helliker informed the Board that there may be an opportunity this year for a conserved water transfer.

4. Water Transfer with Sacramento Suburban Water District (W & R) –

G. Zlotnick

Mr. Zlotnick provided a staff report which will be attached to the meeting minutes. He explained that a water transfer with Sacramento Suburban Water District for up to 6,000 AF should be able to occur this year for a conserved water transfer.

Director Hanneman moved to make a finding that the water proposed to be sold to Sacramento Suburban Water District is excess to that necessary to meet the Wholesale Customer Agencies' demands. Director Costa seconded the motion and it carried with the following roll call vote:

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

Director Costa moved to adopt the CEQA Notice of Exemption. Director Miller seconded the motion and it carried with the following roll call vote:

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

Noes: None

Absent: None

Director Costa moved to authorize the General Manager to sign the Proposed Agreement Between San Juan Water District and Sacramento Suburban Water District to Provide Surface Water Supplies to Enhance Groundwater Stabilization. Director Hanneman seconded the motion and it carried with the following roll call vote:

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

Noes: None

Absent: None

VI. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

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

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

1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported that Greg Zlotnick and he met with Orange Vale Water Company, Del Paso Manor Water Agency, Carmichael Water District and Sacramento Suburban Water District to discuss conjunctive use groundwater banking. He explained that SSWD is looking at their pumping capacity in their northern service area for conjunctive use groundwater banking. He explained that there is no direct connection with CWD for groundwater banking; however, there may be a possibility to transfer water to them for mutual aid in case they get in a curtailment situation. He reported that once the discussions are finalized, any proposed agreements will be brought to the Board for approval.

GM Helliker reported that he met with FOWD and CHWD to discuss current year water transfers. He explained that he is meeting with all of the wholesale customer agencies and will do so in conjunction with the 2x2x1 committee efforts.

GM Helliker reported that the Folsom Operations MOU between Reclamation and the Water Forum is finalized and proceeding through the levels of review in Reclamation leading to signature. He informed the Board that he will be meeting with the Central Valley Operations office and Folsom in late March.

GM Helliker reported that there are a few legislative bills to watch, such as SB 222 regarding establishing a fund for low income assistance which ACWA is opposing unless amended. He reported that SB 223 would require water districts to forgive debt, and ACWA has taken an oppose position. He mentioned that Assemblymember Friedman has a bill which is looking to change indoor water use standard lower than the existing requirement. He will report back as needed.

GM Helliker and Ms. Lisa Brown reported that the District received an email from a customer who was concerned about his mother's bill and that she was unable to save any money due to the District's rate structure, even if she reduced her consumption.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

No report.

3. OPERATION MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela had prepared a brief presentation but will hold off on making a report on the Hinkle Reservoir Project until the next Board meeting.

4. ENGINEERING SERVICES MANAGER'S REPORT

4.1 Miscellaneous District Issues and Correspondence

No report.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

No report.

VII. DIRECTORS' REPORTS

1. SGA

Director Costa reported that SGA continues to look into merging with the south area.

2. RWA

Director Rich reported that the Executive Committee met on Monday and provided a written report which will be attached to the meeting minutes. He reported that the District's dues should be going down since the wholesale customer agencies pay separately. President Tobin explained that the wholesale customer agencies have separate memberships in order to have a vote. Director Rich reported that the RWA Strategic Workshop is scheduled for March 18th.

3. ACWA

3.1 ACWA - Pam Tobin

President Tobin provided a written report on ACWA activities which will be attached to the meeting minutes.

3.2 JPIA - Pam Tobin

President Tobin provided a written report which will be attached to the meeting minutes.

3.3 Energy Committee - Ted Costa

Director Costa reported that the Energy Committee met on February 23rd. He reported that the State Energy Commission will be mandating implementation of a zero emissions plan by 2035. He explained that there are concerns regarding diesel back-up generators.

4. CVP WATER ASSOCIATION

Director Costa reported that CVP Water Association hired a new Executive Director. Mr. Zlotnick informed the Board that Kevin Kasberg accepted the position.

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

Director Costa informed the Board that he would like to look into Channel 14 and broadcasting the board meetings. He will look into it and bring it back to the Board.

Director Rich inquired about the customer requests regarding separating the SJWD Retail into its own agency. The Board discussed putting it on the March Board agenda; however, GM Helliker informed Director Rich that the Board discussed this issue at the August Board meeting, which Director Rich was absent at. The Board decided not to place the item on the March Board agenda.

VIII. COMMITTEE MEETINGS

1. Engineering Committee – February 10, 2021

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

2. Finance Committee – February 23, 2021

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

IX. UPCOMING EVENTS

1. 2021 ACWA Legislative Symposium

March 11, 2021

Virtual

2. 2021 ACWA Spring Conference

May 12-13, 2021

Virtual

X. ADJOURN

The meeting was adjourned at 7:44 p.m.

ATTEST:

PAMELA TOBIN, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

AGENDA ITEM III-3

DRAFT

SAN JUAN WATER DISTRICT

Board of Director's Special Board Meeting Minutes
March 19, 2021 – 9:00 a.m.

Conducted via videoconference and in person

BOARD OF DIRECTORS

| | |
|----------------|-------------------------------|
| Pam Tobin | President via videoconference |
| Ken Miller | Director |
| Ted Costa | Director |
| Marty Hanneman | Director via videoconference |
| Dan Rich | Director via videoconference |

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

| | |
|----------------|-------------------------|
| Paul Helliker | General Manager |
| Donna Silva | Director of Finance |
| Tony Barela | Operations Manager |
| Andrew Pierson | Senior Engineer |
| Greg Zlotnick | Water Resources Manager |

OTHER ATTENDEES

| | |
|------------------|--------------------|
| Edward Kreisberg | Kreisberg Law Firm |
|------------------|--------------------|

AGENDA ITEMS

- I. Roll Call
- II. Ethics Training
- III. Adjourn

President Tobin called the meeting to order at 9:00 a.m.

I. ROLL CALL

GM Helliker took a roll call of the Board. The following directors were present in-person: Ted Costa and Ken Miller. The following directors were present via teleconference: Marty Hanneman, Dan Rich and Pam Tobin.

II. ETHICS TRAINING

Mr. Edward Kreisberg conducted the Ethics and Brown Act training pursuant to AB 1234.

III. ADJOURN

The meeting was adjourned at 11:14 a.m.

ATTEST:

PAMELA TOBIN, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

AGENDA ITEM III-4

DRAFT

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes
March 24, 2021 – 6:00 p.m.

Conducted via Videoconference & In-Person

BOARD OF DIRECTORS

| | |
|----------------|------------------------------|
| Pam Tobin | President |
| Ken Miller | Vice President |
| Ted Costa | Director |
| Marty Hanneman | Director via videoconference |
| Dan Rich | Director |

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

| | |
|------------------|--|
| Paul Helliker | General Manager |
| Donna Silva | Director of Finance |
| Tony Barela | Operations Manager |
| Lisa Brown | Customer Service Manager |
| Adam Larsen | Field Services Manager |
| Andrew Pierson | Engineering Services Manager |
| Greg Turner | Water Treatment Manager |
| Greg Zlotnick | Water Resources Manager |
| Teri Grant | Board Secretary/Administrative Assistant |
| Jennifer Buckman | Legal Counsel |

OTHER ATTENDEES

| | |
|---------------|--|
| Joanna Gin | Legal Counsel, Citrus Heights Water District |
| Alan Driscoll | Forsgren Associates, Inc. |
| Cullen Wilder | Customer |
| Paul Little | |

AGENDA ITEMS

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

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

I. ROLL CALL

The Board Secretary took a roll call of the Board. The following directors were present in-person: Ted Costa, Ken Miller, Dan Rich and Pam Tobin. The following director was present via teleconference: Marty Hanneman.

II. PUBLIC FORUM

Ms. Joanna Gin inquired how the public would know when to return to Open Session after the Closed Session ends. The Board Secretary informed the public that they could remain on the line, as the Board would be dialing into a separate GoToMeeting line and would be returning to the Open Session GoToMeeting line once the Closed Session adjourns. Director Costa suggested that the Closed Session be placed at the end of the meeting; however, President Tobin did not agree to change the agenda.

Director Miller moved to have the Closed Session be held at the end of the regular business.

Legal Counsel Buckman made a point of order that the Board would have to return to Open Session after the Closed Session. In addition, she stated that there is no procedure under the Board Rules to change the agenda as it is set by the President. GM Helliker stated that the Board can take action on any item on the agenda, including changing the order of the agenda. The Board discussed the Closed Session and President Tobin informed the public that the Closed Session would take approximately 20 minutes. Director Miller voiced concern that he was not allowed to make a motion to change the order of the agenda.

III. CONSENT CALENDAR

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

1. Minutes of the Board of Directors Meeting, February 24, 2021 (W & R)

Recommendation: Approve draft minutes

2. Vehicle #8 Replacement (W)

Recommendation: Authorize the purchase of a replacement vehicle for vehicle #8 with a Ford F450, with Scelzi utility bed, and Auto Crane from Downtown Ford

3. Equipment #15 Replacement (R)

Recommendation: Authorize the purchase of a replacement for the current backhoe with a new (mini) Hydraulic Excavator, a Takeuchi TB250-2, from Global Machinery of Sacramento

4. ACWA Elections (W & R)

Recommendation: Adopt Resolution 21-02 nominating Pam Tobin for ACWA President

5. ACWA/JPIA Executive Committee (W & R)

Recommendation: Support a candidate for the ACWA JPIA Executive Committee

President Tobin removed item number 1 from the Consent Calendar for discussion. At Director Miller's request, President Tobin removed item 4 from the consent calendar for discussion.

Director Rich moved to approve Consent Calendar items 2, 3 and 5.

At Director Hanneman's request, President Tobin removed item 5 from the consent calendar for discussion.

Director Rich moved to amend his motion to approve Consent Calendar items 2 and 3. Director Hanneman seconded the motion and it carried with the following roll call vote:

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

Noes: None

Absent: None

President Tobin informed the Board that she pulled Consent Calendar item 1, the meeting minutes from the February 24, 2021, Board meeting because there should be some corrections. Legal Counsel Buckman informed the Board that she sent an email earlier in the day with revisions to the Board minutes. She explained some of the corrections needed, stated that all of her other clients have legal counsel review the minutes and that the January minutes, which Director Miller requested be corrected, will need to be approved as amended at the April Board meeting.

Director Costa moved to have the Board Secretary work with Legal Counsel on the February 24, 2021, Board minutes and bring them back at the April meeting for approval. President Tobin seconded the motion and it carried with the following roll call vote:

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

Noes: None

Absent: None

President Tobin directed staff to include Board Meeting Minutes to the April Board meeting. She suggested that verbatim minutes be considered.

In response to Director Miller's question on Consent Calendar item 4, regarding the dates for the office of the ACWA President, President Tobin informed the Board that the election takes place November 2021 and the release of

information is usually in May/June, with the Nominating Committee being announced after the ACWA Spring Conference in May. President Tobin explained that she wanted to get support from the Board now since it will be difficult to campaign virtually this year. In response to Director Miller's question, President Tobin explained that she only expects the expense of postcards this year and she will cover the cost if the Board does not agree to cover the expense.

Director Rich would like to see more information regarding the costs to the District in the event that she is elected as ACWA President.

Director Hanneman moved to adopt Resolution 21-02 nominating Pam Tobin for ACWA President. Director Costa seconded the motion.

Director Costa and President Tobin explained that the resolution does not have any costs associated with it. Director Rich explained that he would like to see the future costs and table the motion for a month so that everything is completed together. Legal Counsel Buckman stated that it is usually a cost savings when a Board member is elected as the ACWA President.

Director Hanneman requested that President Tobin call for the vote.

The motion carried with the following roll call vote:

Ayes: Directors Costa, Hanneman and Tobin

Noes: Miller and Rich

Absent: None

Director Rich requested that the cost information be brought back to the Board at a future meeting.

Under Consent Calendar item 5, President Tobin informed the Board that the deadline to submit a nominating resolution for the ACWA JPIA Executive Committee has passed; however, she would still like the Board to support the candidates.

President Tobin moved to support the two incumbents on the ACWA JPIA Executive Committee.

Director Hanneman, who requested this item be pulled, voiced his concern that he was unfamiliar with the candidates and wanted to know why the Board is being requested to vote on this. President Tobin explained that the District gets a vote and they asked for support.

Director Costa seconded the motion and it carried with the following roll call vote:

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

Noes: None

Absent: None

Director Miller asked to discuss Consent Item 4, which he and Director Rich would have preferred been tabled until the costs were discussed, and now there is a split vote on the nomination. He stated that he would like to Board to show full support for President Tobin's candidacy as the intent was to receive more information, and would like to know what could be done to promote this. GM Helliker suggested that he could request that this be on the next meeting agenda and then re-visit the resolution. Legal Counsel Buckman informed the Board that they would have to undo the resolution then redo it; however, she recommends that the Board do a resolution of support in conjunction with the cost.

President Tobin announced that the Board members and Legal Counsel would be the only ones in the Closed Session. Legal Counsel Buckman explained that the first item is to answer questions regarding the letter that BKS sent to the Board and, for the second item, if the Board wants to invite the General Manager to join then that is their decision.

At 6:42 p.m., President Tobin announced that the Board was adjourning to Closed Session under a separate conference line.

IV. CLOSED SESSION

1. Public Employee Performance Evaluation: General Counsel (Government Code sections 54954.5(e) and 54957).
2. Public Employment: General Counsel (Government Code sections 54954.5(e) and 54957).

V. OPEN SESSION

At 7:45 p.m., President Tobin reported that the Board voted to accept Legal Counsel's resignation and re-appoint the Legal Affairs Committee with Ted Costa as Chair and Marty Hanneman as a member.

VI. NEW BUSINESS

1. District Counsel (W & R)

GM Helliker provided a staff report and informed the Board that recruitment of Legal Counsel should begin with the Board directing staff on the structure of the Request for Proposals (RFP):

- One RFP for legal services OR
Two RFPs – one counsel for general and one counsel for water – with firms submitting proposals on either or both.
- Timeframe
- Establish Legal Affairs Committee – which happened under Closed Session

President Tobin stated that the Legal Affairs Committee would be charged with seeking out the RFPs, have the RFP authored by Eddie Kreisberg (later Director

Costa mentioned another attorney that he would like to contact), and possibly making the RFP a Request for Qualifications (RFQ) instead.

President Tobin reviewed some of the issues that she had with the RFP and then referred review of the RFP to the Legal Affairs Committee.

Director Costa stated that the committee would draw up guidelines on how Legal Counsel would work with the General Manager, the Board Secretary and the Board.

VII. OLD BUSINESS

1. 2021 Hydrology and Operations Update (W & R)

GM Helliker reviewed current precipitation and snowpack levels and projections for precipitation and temperature. He reported that Folsom is at 35% capacity and storage is at 58% average. He reviewed the run-off projections and informed the Board that storage levels are projected to be at 183,000 AF by the end of December.

GM Helliker informed the Board that there is no curtailment at this time for the District's 1854 water rights water; however, he does expect to see more information from the State Water Board regarding curtailments which could affect the 1928 water rights water. In addition, PCWA informed the District that there should be no issues supplying water up to the full contract amount. He informed the Board that he expects the City of Roseville to call on the 4,000 AF of water that is in our contract with them. He also informed the Board that there is up to 10,000 AF of water available through the Antelope Pump Station.

GM Helliker reported that the District's total water supply is 64,000 AF while demands are expected to be 42,284 AF this year. In response to Director Rich's question regarding conducting water transfers with the unused portion, Legal Counsel Buckman stated that the inflow projections are sketchy and Folsom is projected to end at a lower level this year than in 2014. GM Helliker informed the Board that 4,000 AF of water will be transferred to Sacramento Suburban Water District. He stated that this will be a good year for water transfers and informed the Board that if Carmichael Water District receives a curtailment from the State Water Board, then there is a possibility that the District could assist them with about 2,000 AF water transfer.

GM Helliker informed the Board that staff is looking into a conserved water transfer with an agency that is not reliant on DWR or Reclamation for water transfers. He explained that the white paper for conserved water transfers will not be ready for months. However, the agency for this transfer does not rely on DWR or Reclamation for their water supply, so the District would only need approval from the contract officer to release the water rights water to the base of the dam, similar to 2018.

In response to Director Miller's question, GM Helliker explained that the City of Roseville, per our contract with them, is entitled to 4,000 AF of water out of the 25,000 AF of PCWA water that we are entitled to. In addition, GM Helliker explained that the City of Roseville's contract required them to install wells during a period where they were not paying for or receiving the 4,000 AF of water. GM Helliker explained that he renegotiated the contract in 2017 and the City of Roseville started paying the District for that water regardless of them using it or not. GM Helliker will look at the contract to verify Director Miller's comments about the wells.

2. FY 2020-21 Mid-Year Budget Review (W & R)

Ms. Silva was having technical difficulties, so GM Helliker started the presentation on the mid-year budget review. He reviewed Ms. Silva's staff report which will be attached to the meeting minutes. He explained that Wholesale Operations revenues are anticipated to be higher than budgeted and expenses should be close to those budgeted, which will result in an anticipated transfer to Wholesale Capital reserves of around \$3 million. GM Helliker reported that Wholesale Capital revenues are anticipated to come in slightly above the budget while expenses should be slightly below budget. He explained that 10 of the 24 projects are being pushed into fiscal year 2022-23 or beyond.

GM Helliker reported that Retail Operations revenues are anticipated to be higher than the budget while expenses are tracking lower than the budget. Ms. Silva explained that this should result in an anticipated transfer to Retail Capital reserves of around \$1.9 million.

Ms. Silva reported that Retail Capital revenues are anticipated to come in 77% higher than the budget due to an increase in unexpected capital facility connection fees. She explained that Retail Capital expenses will come in below budget due to 15 of 30 projects being pushed into fiscal year 2022-23 or beyond. She informed the Board that this will result in an increase in the expected ending reserves from \$3,179,640 to \$10,942,751.

In response to Director Rich's question, Ms. Silva informed the Board that she is meeting with the consultant for the Retail Financial Plan in the next week or so and anticipates bringing something back to the Board in June/July.

3. Water Loss Regulations (R)

GM Helliker provided a staff report which will be attached to the meeting minutes. He informed the Board that the State Water Board came out with a model in November 2020 regarding water loss regulations. This model will result in over two-thirds of the RWA agencies, including the District, facing the prospect of having to reduce water loss by more than 50% by 2028. He reported that there was a workshop today with the State Water Board to review the peer reviews. He explained that the peer reviewers' questions were related more to the economic modeling rather than the feasibility of the regulations, which is the main issue for the water agencies.

GM Helliker informed the Board that RWA conducted an independent review with a well-known economic firm and some of their comments are included in the staff report. He reported that RWA is doing a great job of keeping on top of this issue for the region.

Mr. Cullen Wilder addressed the Board and inquired about the District having to reduce leakage by 50% and wasn't sure how the District could accomplish that. GM Helliker explained that the District's proposed standard would actually be a 76% reduction and that would be based on the annual water loss audit that the District conducts. GM Helliker explained that the District's real losses are 4-5% and the differences that make up the water loss could be due to meter inaccuracies, reading the meters incorrectly and actual water loss from the pipelines.

VIII. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

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

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

1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported there have been two reports produced for the Collaboration/Integration Study and the draft of the third report is being reviewed by the general managers. He informed the Board that a meeting of the Ad Hoc committee will be scheduled in April/May.

GM Helliker reported that a meeting is scheduled to discuss conjunctive use and groundwater banking with Orange Vale Water District next week.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

No report.

3. OPERATION MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela reported that staff has been conducting performance testing on the Hinkle Reservoir Project for operations and emergency response planning. He informed the Board that a 5-day continuous operation via the temporary tanks is in progress with Hinkle Reservoir completely offline.

Mr. Barela reported that he conducted a brief presentation at the Fair Oaks Water District board meeting regarding the Hinkle Reservoir Project which went well; however, the discussion turned towards master agreements which GM Helliker addressed.

4. ENGINEERING SERVICES MANAGER'S REPORT

4.1 Miscellaneous District Issues and Correspondence

No report.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

Legal Counsel Buckman reiterated that the January and February minutes will need to be revised and approved at the April Board meeting. At her request, President Tobin directed the Board Secretary to revise the January Board minutes and bring back to the April Board meeting.

Legal Counsel Buckman requested that the Board meeting minutes be reviewed by Legal Counsel prior to being finalized.

Legal Counsel Buckman suggested that the April Board meeting agenda include an item to indicate that Kim Silvers will be the designated person to staff the Personnel Committee meetings when it is considering the evaluation of the General Manager, as that reference was not included in the final motion at the February Board meeting. In addition, she recommends that the April Board meeting agenda include some action items related to the drought year since the inflow and CVP numbers are not great this year and the Board may need to take action. GM Helliker commented that the hydrology update is included on the agenda.

IX. DIRECTORS' REPORTS

1. SGA

No report.

2. RWA

Director Rich referred the Board to the written report which will be attached to the meeting minutes. He reported that RWA held a strategic planning workshop on March 19th. Mr. Zlotnick reported that the strategic plan had a 20-page synopsis which identified priorities. Mr. Zlotnick explained that, at the workshop, the plan was reviewed but discussion was limited. He expects to see more discussion on the plan as it is developed in conjunction with the budget. Mr. Zlotnick and Director Rich commended Jim Peifer, RWA Executive Director, for responding to the requests of the region.

3. ACWA

3.1 ACWA - Pam Tobin

President Tobin provided a written report on ACWA activities which will be attached to the meeting minutes.

3.2 JPIA - Pam Tobin

President Tobin provided a written report which will be attached to the meeting minutes.

3.3 Energy Committee - Ted Costa

Director Costa reported that the Energy Committee has been discussing reducing emissions and he voiced concern regarding access to back up diesel generators. Legal Counsel Buckman commented that hydroelectric might become a topic of discussion this summer with the reservoir levels being so low and expectations of running out of energy by September. GM Helliker pointed out that there is a zero-emission vehicle fleet rule that is in the works which may affect the District's operations.

4. CVP WATER ASSOCIATION

No report.

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

Director Hanneman noticed that some Board members on the videoconference are not wearing masks and is concerned that the District is not following the CDC guidelines. President Tobin thanked Director Hanneman for bringing this to the attention of the Board. Legal Counsel Buckman informed the Board that the CDC guidelines were recently updated and allow for fully vaccinated people to able to not wear masks; however, it was then discovered that not everyone had been fully vaccinated. Ms. Silva informed the Board that the District's Pandemic Response Plan requires that everyone within 6' of each other inside wears a mask.

Director Costa inquired about Ms. Kim Silvers being appointed to the Personnel Committee as a staff person. Legal Counsel Buckman explained that the final motion from Director Miller did not include having Ms. Silvers appointed as staff to the committee and should be added to the April Board meeting agenda to clarify the point of contact. Director Costa commented that he requested that Mr. Zlotnick attend the Legal Affairs Committee meetings and questioned whether that needed Board approval. Legal Counsel Buckman informed the Board that approval for that was not needed.

X. COMMITTEE MEETINGS

1. Engineering Committee – March 16, 2021

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

2. Finance Committee – March 23, 2021

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

XI. UPCOMING EVENTS

1. **2021 ACWA Spring Conference**
May 12-13, 2021
Virtual

XII. ADJOURN

The meeting was adjourned at 8:44 p.m.

ATTEST:

PAMELA TOBIN, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

AGENDA ITEM III-5

DRAFT

SAN JUAN WATER DISTRICT

Board of Director's Special Board Meeting Minutes
April 7, 2021 – 6:00 p.m.

Conducted via videoconference and in person

BOARD OF DIRECTORS

| | |
|----------------|------------------------------|
| Pam Tobin | President (absent) |
| Ken Miller | Director |
| Ted Costa | Director via videoconference |
| Marty Hanneman | Director via videoconference |
| Dan Rich | Director via videoconference |

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

| | |
|---------------|--|
| Paul Helliker | General Manager |
| Tony Barela | Operations Manager |
| Teri Grant | Board Secretary/Administrative Assistant |

OTHER ATTENDEES

| | |
|-------------|------------------------------------|
| Craig Locke | Sacramento Suburban Water District |
|-------------|------------------------------------|

AGENDA ITEMS

- I. Roll Call
- II. Legal Services RFP (W & R)
- III. Adjourn

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

I. ROLL CALL

The Board Secretary took a roll call of the Board. The following director was present in-person: Ken Miller. The following directors were present via teleconference: Ted Costa, Marty Hanneman and Dan Rich. President Pam Tobin was absent.

II. LEGAL SERVICES RFP (W & R)

GM Helliker informed the Board that the Legal Affairs Committee reviewed the draft Request for Proposals (RFP) for legal services and recommended that the Board direct the General Manager to release a RFP and not a Request for Qualifications (RFQ). He explained that the draft RFP was reviewed by Attorney Eddie Kreisberg, who made a few edits.

GM Helliker reviewed the draft RFP and schedule with the Board. He informed the Board that if they approved the RFP at this meeting then he would release the RFP tomorrow with a one-month deadline to submit proposals and a Legal Affairs Committee meeting held the week of May 10th to review the proposals. The Board would then conduct interviews the weeks of May 17th and May 24th. The rest of the schedule is incorporated into the draft RFP which was included in the Board packet.

Director Hanneman moved to approve the release of the Request for Proposals for Legal Services on April 8, 2021. Director Rich seconded the motion and it carried with the following roll call vote:

Ayes: Directors Costa, Hanneman, Miller and Rich

Noes: None

Absent: Tobin

III. ADJOURN

The meeting was adjourned at 6:10 p.m.

ATTEST:

KENNETH MILLER, Vice President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

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

AGENDA ITEM IV-1

STAFF REPORT

To: Board of Directors
From: Donna Silva, Director of Finance
Date: April 28, 2021
Subject: Payment to Reduce Unfunded Actuarial Pension Liability

RECOMMENDED ACTION

Authorize staff to make a payment of \$200,000 from wholesale and retail reserves to reduce the unfunded pension liability.

BACKGROUND

The District contracts with CalPERS to provide defined benefit pension benefits to all eligible employees. The District offers pension benefits under three different plans, depending upon employee hire date as follows:

| Plan Name | Plan Benefit | Calculated on: | For Employees Hired: | # of Employees in Plan |
|------------------------|--------------|---|---|------------------------|
| Misc. First Tier Plan | 3% at 60 | Highest consecutive 12 months | Prior to February 1, 2009 | 13 |
| Misc. Second Tier Plan | 3% at 60 | Highest consecutive 36 months (3 years) | After February 1, 2009 | 16 |
| PEPRA Misc. Plan | 2% at 62 | Highest consecutive 36 months (3 years) | On or after January 1, 2013 unless a "classic member" | 17 |

In order to calculate the liability associated with future pension benefits, CalPERS actuaries estimate the future cost of the benefits, making assumptions about interest earnings over time (the "discount rate"), the life span of employees, final compensation, etc. From that number they subtract the total current market value of the pension assets. The Difference is either an unfunded liability or a net plan asset.

Unfunded liabilities can be caused in a number of ways including investment returns below expectations, changes in assumptions on future returns, mortality rates, etc. In order to smooth the effect of the unfunded liability, CalPERS "amortizes" them over a long period of time. This means that entities pay for those liability over time, with interest, rather than in the year they are incurred. Investment gains and losses are spread out (amortized) over 30 years and

STAFF REPORT

Payment to Reduce Unfunded Actuarial Pension Liability

Donna Silva

changes in assumptions are spread out over 20 years. There are currently 18 different gains losses or assumption changes that are being amortized over a period of 20 to 30 years. The annual payment from each of these 18 bases are combined and result in the annual payment towards the unfunded liability.

At the direction of the Board of Directors two voluntary payments have been made to reduce the unfunded liability, \$4,112,000 in 2017 and \$2,787,800 in 2018. As of the most recent actuarial valuation reports the District's pension plan is about 91% funded with an unfunded pension liability of approximately \$3.68 million. Relative to other jurisdictions throughout the State, this is a very strong funding position, but the unfunded liability does create increased costs, as CalPERS assesses a 7% interest rate on the unfunded liability.

During the FY 2020-21 budget adoption process the Board requested regular annual supplemental payments to gradually reduce and/or eliminate the unfunded pension liability.

CURRENT STATUS

The current year adopted budget anticipates a payment of \$200,000 and per the mid-year budget review, District finances are sufficient to support this payment.

The remittance of \$200,000 will produce interest savings of approximately \$175,000 over the next 20 years. Staff will work with CalPERS staff to apply to payment to the amortization base(s) that will produce the maximum savings for the District.

Operations Plan Report Card FY 2020-21

On Track
Delayed
Issues

ADMINISTRATION/WATER RESOURCES/IT

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

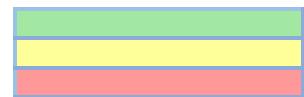
CUSTOMER SERVICE

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

AGENDA ITEM IV-3

Operations Plan Report Card FY 2020-21

On Track
Delayed
Issues



DISTRIBUTION (Field Services)

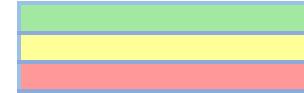
| Task | Target Date | Updated Target Date | Completion Date | Comments |
|---|-------------|---------------------|-----------------|----------|
| Complete the 2020 CO-OP Maintenance Program | 6/2021 | | 1/2021 | |
| Complete the 2020 Cross Connection Control Program | 12/2020 | | 12/2020 | |
| Complete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

ENGINEERING SERVICES

| Task | Target Date | Updated Target Date | Completion Date | Comments |
|--|-------------|---------------------|-----------------|--|
| Complete the construction of the WTP South Filter Basin Rehabilitation Project | 5/2021 | | | |
| Complete construction of the Hinkle Reservoir Outage Temporary Tanks and Civil Site Improvements | 12/2020 | 4/2021 | | Adding additional connections to the tanks. |
| Complete the SJWD/PCWA Intertie | 12/2020 | 9/2021 | | Extension granted by USBR due to pandemic |
| Complete the 2020 Arc Flash Hazard Assessment Project | 6/2021 | | | |
| Complete an update of the Wholesale Master Plan | 6/2021 | 12/2021 | | RFP posted, anticipating contract award in May |
| Complete construction of the WTP Residual Area Storm Water Lift Station | 6/2021 | | | |
| Complete installation of "Low Flow" pumps in Castellanos Pump Station and Upper Granite Bay | 12/2020 | 6/2021 | | Waiting for electrical equipment to be delivered |

Operations Plan Report Card FY 2020-21

On Track
Delayed
Issues



FINANCE and HUMAN RESOURCES

| Task | Target Date | Updated Target Date | Completion Date | Comments |
|---|-------------|---------------------|-----------------|---|
| Complete funding agreement for State Revolving Loan Funds for Hinkle Reservoir Project | 6/2021 | | | Submittals Complete. Waiting on SRF to provide draft agreement. |
| Complete funding application for Kokila Reservoir Project | 6/2021 | | | |
| Implement GASB Statement 87 on Accounting for Leases | 6/2021 | 6/30/2021 | | due date extened by GFOA due to pandemic |
| Complete review of District's Compliance with FLSA. | 9/1/2020 | 10/2020 | 10/2020 | Review complete - process changes made. Back pay processed. |
| Complete Disaster Preparedness Planning and Documentation for Business Continuity | 12/2020 | 6/30/2021 | | First Draft Complete |
| Commence 5-Year Financial Plan and Rate Study | 1/2021 | | | Underway |
| Complete an overhaul of the Employee Manual, updating District ordinances and policies as necessary | 9/2020 | 12/2020 | 12/2020 | |
| Complete revisions to Treatment Plant Shift Operators MOU | 9/1/2020 | 8/1/2021 | | |

WATER EFFICIENCY

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

WATER TREATMENT

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

AGENDA ITEM V-1

STAFF REPORT

To: Board of Directors
From: Donna Silva, Director of Finance
Date: April 28, 2021
Subject: Discuss Assumptions for the Fiscal Year 2021-22 Budget

RECOMMENDED ACTION

Receive presentation and provide feedback on assumptions to use in building the Fiscal Year 2021-22 Budget.

BACKGROUND

The District prepares annual operating and capital projects for its fiscal year running from July 1 to June 30. The creation of a budget includes a number of assumptions about cost inflation, staffing levels, water demand, water prices and projects.

CURRENT STATUS

See attached power point presentation.



Fiscal Year 2021-2022
Budget Assumptions





Proposed Assumptions for FY 2021-22 Budget - Revenue

- No rate increases: Wholesale and Retail
- Hinkle Reservoir Cover and Liner Replacement Project Completion
- Property Tax Revenue: 2% increase
- Water Demand: Wholesale and Retail



Proposed Assumptions for FY 2021-22 Budget - Other

| Wholesale Customer Agency | Projected Demand FY 2020-21/AF | Proposed Demand Assumption FY 2021-22/AF | Variance/AF |
|-------------------------------|--------------------------------|--|--------------------|
| San Juan Retail | 12,800 | 12,200 | -600 |
| Citrus Heights Water District | 10,900 | 9,800 | -1,100 |
| Fair Oaks Water District | 7,900 | 6,800 | -1,100 |
| Orange Vale Water Company | 4,000 | 3,900 | -100 |
| City of Folsom | <u>1,200</u> | <u>1,150</u> | <u>-50</u> |
| Total | 36,800 | 33,850 | -2,950 (8%) |



Proposed Assumptions for FY 2021-22 Budget - Revenue

- Water Rates: Wholesale and Retail
- Water Demand: Wholesale and Retail
- Hinkle Reservoir Cover and Liner Replacement Project Completion
- SRF Financing for Hinkle (affects WCA's payments in FY 22-23 and beyond)



Hinkle Financing Options

**Estimated Wholesale Capital Reserves \$15,793,700
(\$9.3 million available)**

Option #1 – Finance Entire Project as Anticipated in Financial Plan (\$23.1 million) – save excess reserves to achieve future pay go status.

Net Impact: Interest Expense of \$4.6 million over 30 years (\$12 million less than anticipated in financial plan)

Option #2 – Use Reserves to Reduce the Project Financing (New debt \$13.8 and use \$9.3 million of Reserves)

Net Impact: Saves \$1.86 million more than option #1

Option #3 – Use \$5.2 million excess reserves to payoff Wholesales Share of 2012 Bonds and use remaining \$4.1 excess to reduce new debt (New debt \$19 million)

Net Impact : saves \$2.5 million more than option #1



Proposed Assumptions for FY 2021-22 Budget - Expense

- Salaries and Benefits
 - PERS assumptions applied
 - 3% COLA and merit increases according to age/years of service table
 - No new positions
 - \$60,000 for Incentive Award Program
 - \$200,000 supplemental payment towards unfunded pension liability
 - 5% Health Care Increase
 - 2-3% increases for other insurance coverages
 - Workers Compensation expected to decrease by as much as 35% due to decrease in experience factor per JPIA.
- Other Expenses:
 - Liability and Property Insurance expected to increase by 10%
 - General increase in materials and supplies due to weather and COVID related supply chain issues

AGENDA ITEM V-2

STAFF REPORT

To: Board of Directors
From: Greg Zlotnick
Water Resources Manager
Date: April 28, 2021
Subject: Surface Water Supply and Water Shortage Management Plan

Recommended Action

Approve the proposed Surface Water Supply and Water Shortage Management Plan (Attached).

Background

The Wholesale Water Supply Agreements between San Juan Water District ("District") and the City of Folsom ("Folsom"), Orange Vale Water Company ("OVWC"), Citrus Heights Water District ("CHWD") and Fair Oaks Water District ("FOWD"), collectively the Wholesale Customer Agencies ("WCAs"), reference a Surface Water Supply and Water Shortage Management Plan ("Plan") that was developed in 2008 to address situations when the District's available surface water supplies were not sufficient to meet all WCA demands.

However, as was stipulated in the 2017 agreements between the District and FOWD and CHWD settling their claims for reimbursement for pumping groundwater in 2014, at the District's request, to supplement their supplies in lieu of taking wholesale surface water, the 2008 Plan had never been formally finalized and adopted by the District and all WCAs.

Consequently, at present, Section 5(H) [6(H) for Folsom] of the Wholesale Water Supply Agreements is controlling with respect to a situation when available surface water supplies or treatment capacity are insufficient to meet WCA demands. It states: "San Juan will allocate its water supplies in an equitable manner."

The proposed Plan was discussed with the WCAs in 2018 and 2019. Consensus was achieved among the WCAs on the proposed Plan, including a FOWD/CHWD requested change to how wholesale fixed charges would be calculated going forward. Nevertheless, FOWD and CHWD declined to agree to approve the Plan without the District also accepting and incorporating revisions to the Wholesale Water Supply Agreements that they desired, which the District and the other WCAs could not support.

The Plan's formula for allocating deliveries during a shortage, i.e. on a pro-rata basis, using the ratio of the average amount of supplies delivered to each WCA during the five prior non-shortage years, divided by the average of the total wholesale deliveries in those years, reflects the consensus previously achieved.

STAFF REPORT

*Proposed Surface Water Supply and
Water Shortage Management Plan
Greg Zlotnick, Water Resources Manager*

Water Code Section 10632 requires every urban water supplier, including wholesale agencies, to develop a water shortage contingency plan, and incorporate that plan into their 2020 Urban Water Management Plan update (UWMP). The proposed Plan is intended to be the core component of the District's Wholesale water shortage contingency plan. The District's draft 2020 UWMP will be released next month and come before the Board for approval in June. The proposed Plan is before the Board tonight so that it may be incorporated into the District's draft Wholesale UWMP.

Budget Impact

None.

SAN JUAN WATER DISTRICT
SURFACE WATER SUPPLY AND WATER SHORTAGE MANAGEMENT PLAN
April 28, 2021

BACKGROUND

The Wholesale Water Agreement(s) (“Agreement(s)”) between San Juan Water District (“San Juan”) and each of the Member Agencies, include the section “Water Shortages and Interruptions in Water Deliveries”, which specifies shortages of surface water supplied by San Juan Wholesale to the Member Agencies will be allocated in accordance with a “Surface Water Supply and Water Shortage Management Plan” (“Plan”).

This Plan provides the framework and guidance for managing and distributing San Juan’s available surface water supplies during times of shortage arising from drought, regulatory mandates, or system outage.

Citrus Heights Water District (“CHWD”) and Fair Oaks Water District (“FOWD”) possess and regularly operate groundwater extraction facilities to supplement their purchase and delivery of surface water supplies from San Juan, and to support conjunctive use operations undertaken in collaboration with San Juan. Orange Vale Water Company (“OVWC”) currently does not utilize groundwater resources, but this may change in the future.

San Juan’s retail enterprise, the City of Folsom (“Folsom”) and OVWC, in partnership with the Sacramento Suburban Water District (SSWD), funded the construction of a “Pump Back Project” to provide for the potential delivery of groundwater extracted by SSWD to San Juan, Folsom and OVWC.

PRINCIPLES

This Plan is based on the following principles:

1. All conditions and limitations related to the disposition of surface water delivered by San Juan to the Member Agencies, as delineated in their individual Agreements, remain in force and are in no way modified by this Plan.
2. This Plan is intended to provide a framework for the allocation of San Juan’s surface water supplies when those supplies are determined to be insufficient to meet demands throughout its wholesale service area under regular operations.
3. San Juan and the Member Agencies are committed to the coequal objectives of the Water Forum Agreement to: (a) provide a reliable and safe water supply for the Sacramento region's economic health and planned

development through the year 2030; and (b) preserve the fishery, wildlife, recreational and aesthetic values of the Lower American River. San Juan's purveyor-specific Water Forum Agreement includes specified reductions in the amount of surface water that San Juan will divert from Folsom Reservoir during specified dry-year conditions. This Plan, and operations pursuant to it, will be consistent with the terms of the Water Forum Agreement.

4. San Juan will consult with the Member Agencies prior to making a surface water Shortage Year declaration initiating implementation of the Plan. The decision to make such a declaration, or not, however, is within the exclusive purview of the San Juan Board of Directors.

5. San Juan Retail and the Member Agencies will equitably share available surface supplies during times of shortage. A proportional allocation, based upon average surface water deliveries to San Juan Retail and each of the Member Agencies over the five (5) non-shortage years prior to the Shortage Year shall be used to determine the amount of surface water available to each entity during the Shortage Year. This calculation will incorporate necessary accounting for additional groundwater pumping undertaken in support of a groundwater substitution transfers should one or more have occurred during the prior five (5) non-shortage years, i.e. under such a circumstance an appropriate baseline of average pumping plus the associated surface water supply foregone will be applied in the proportional allocation calculation.

6. This Plan will be implemented in a manner that protects the water supplies and financial interests of affected ratepayers, including investments in existing facilities.

DEFINED TERMS

In addition to the terms defined in the Agreement, the following terms are defined as set forth in this section:

7. **“Emergency Shortage”** means a situation in which water supplies are temporarily interrupted due to equipment failure, power outage, or other incident not related to dry hydrology.

8. **“Member Agencies”** means, collectively, CHWD, FOWD, Folsom and OVWC.

9. **“Shortage Year”** means a timeframe during which available surface water supplies are inadequate to meet projected demands, due to dry hydrologic conditions.

10. “**San Juan’s Water Treatment and Conveyance Facilities**” means the water diversion, pumping, treatment and conveyance facilities that are used by San Juan to make surface water available to the Member Agencies.

11. “**Water Forum Agreement**” means the Memorandum of Understanding dated January 2000 among various signatories that includes a purveyor-specific agreement for San Juan’s wholesale service area.

SURFACE WATER SUPPLY SHORTAGE

Surface Water Supplies Generally Available To San Juan

12. San Juan delivers to the Member Agencies, pursuant to individual Agreements, and its retail enterprise, surface water from supplies that are available to San Juan from time to time, as described in the Agreements.

13. The total amounts of water delivered to San Juan by Reclamation under its pre-1914 water right and its appropriative water right permit is 33,000 acre-feet per year. San Juan’s 1954 settlement agreement with Reclamation requires this water to be delivered to San Juan in perpetuity without diminution. These water rights are subject to potential curtailment by the State Water Resources Control Board (SWRCB).

14. The amount of water available annually under San Juan’s Central Valley Project (CVP) Water Service and Facilities Repayment contract and San Juan’s water supply agreement with Placer County Water Agency (PCWA) are subject to reduction during times of shortage in accordance with the terms of those agreements. In addition, under the Water Forum Agreement, San Juan is expected to reduce surface water diversions as specified during certain dry years.

15. San Juan’s ability to deliver water supplies to meet Member Agency demands is subject to interruption as a result of damage to and/or maintenance of the water storage and conveyance facilities used by Reclamation to deliver San Juan’s water supplies, or as a result of damage to and/or maintenance of San Juan’s Water Treatment and Conveyance Facilities. Should this occur, an Emergency Shortage may be declared by San Juan and the Mutual Aid and Assistance Agreement entered into by San Juan and the Member Agencies on November 3, 2011 will be implemented.

Process for Determining and Invoking a Shortage Year Declaration

16. San Juan will inform the Member Agencies of interim and final CVP allocations when received from Reclamation, as well as whether there is concern

regarding potential SWRCB curtailment of either of San Juan's water rights and/or a shortage imposed by PCWA on San Juan's PCWA contract entitlement. San Juan will convene a meeting with the Member Agencies each February to discuss estimated wholesale surface supply availability, based on then current information regarding access to water rights, its CVP allocation, and availability of PCWA entitlement water, as well as data related to snowpack, reservoir levels, precipitation and weather forecasts: including, but not limited to; the Department of Water Resources' (DWR) California Snow Water Content, Percent of April 1 Average graph; DWR's North Sierra Precipitation 8 Station Index graph; the Water Forum's Unimpaired Inflow to Folsom Reservoir reports; and American River Group Monthly Folsom Storage Forecasts. San Juan and the Member Agencies will also review demand projections from each Member Agency and then jointly and collaboratively evaluate whether or not a Shortage Year declaration recommendation may be necessary.

17. Should a Shortage Year declaration appear to be necessary, or should conditions change subsequent to the February meeting, San Juan will timely convene subsequent meetings/conference calls with the Member Agencies to refine the analysis and consider potential response actions.

18. The decision to make a Shortage Year declaration, or not, resides within the exclusive purview of the San Juan Board of Directors.

19. If a Shortage Year is declared, San Juan Wholesale will deliver a percentage of the total surface water available to San Juan Retail and each of the Member Agencies equivalent to the average of each agency's total deliveries divided by the average of total surface water deliveries to San Juan Retail and the Member Agencies by San Juan Wholesale during the five (5) non-shortage years prior to that Shortage Year, taking into account additional groundwater pumping undertaken in support of groundwater substitution transfers as described in Article 5 above.

20. If a Shortage Year is declared, San Juan and the Member Agencies will work collaboratively to develop a monthly delivery schedule, whereby aggregate deliveries to San Juan Retail or any Member Agency in that water year will not exceed its proportional share of the total supply of surface water available to San Juan Wholesale.

Annual Review

21. San Juan and the Member Agencies will have an opportunity to review and discuss potential amendments to this Plan annually as part of the consultations described in Article 17 above. Any revisions, if adopted by the San Juan Board of Directors, will go into effect no later than the following July 1st.

STAFF REPORT

AGENDA ITEM VI-1.1

To: Board of Directors
From: Paul Helliker, General Manager
Date: April 28, 2021
Subject: General Manager's Monthly Report (March)

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production

| Item | 2021 | 2020 | Difference |
|-----------------------|----------|----------|------------|
| Monthly Production AF | 1,899.80 | 1,859.90 | 2.1% |
| Daily Average MG | 19.97 | 19.55 | 2.1% |
| Annual Production AF | 4,892.21 | 5,275.85 | -7.3% |

Water Turbidity

| Item | March 2021 | February 2021 | Difference |
|--|------------|---------------|------------|
| Raw Water Turbidity NTU | 2.57 | 2.43 | 6% |
| Treated Water Turbidity NTU | 0.024 | 0.022 | 9% |
| Monthly Turbidity Percentage Reduction | 98.05% | 99.09% | |

*Folsom Lake Reservoir Storage Level AF**

| Item | 2021 | 2020 | Difference |
|----------------|---------|---------|------------|
| Lake Volume AF | 360,914 | 477,414 | -24% |

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

* Total Reservoir Capacity: 977,000 AF

Other Items of Interest:

- Renewed 153.53 MHz radio license.
- Replaced Thickener #1 oil seal
- Install new anode in Thickener #1

STAFF REPORT
General Manager's Monthly Report
Paul Helliker

SYSTEM OPERATIONS

Distribution Operations:

| Item | March 2021 | February 2021 | Difference |
|------------------------|------------|---------------|------------|
| Leaks and Repairs | 4 | 9 | -1 |
| Mains Flushed | 132 | 68 | +15 |
| Valves Exercised | 430 | 359 | 359 |
| Hydrants Maintenanced | 177 | 128 | 128 |
| Back Flows Tested | 86 | 9 | +5 |
| Customer Service Calls | 32 | 23 | -7 |

Distribution System Water Quality:

| Water Quality Samples Taken | # Failed Samples | Supporting Information |
|-----------------------------|------------------|---|
| 50 Lab 23 In-House | 0 1 | Procedures were followed and addition samples were taken. All additions samples came back negative. |

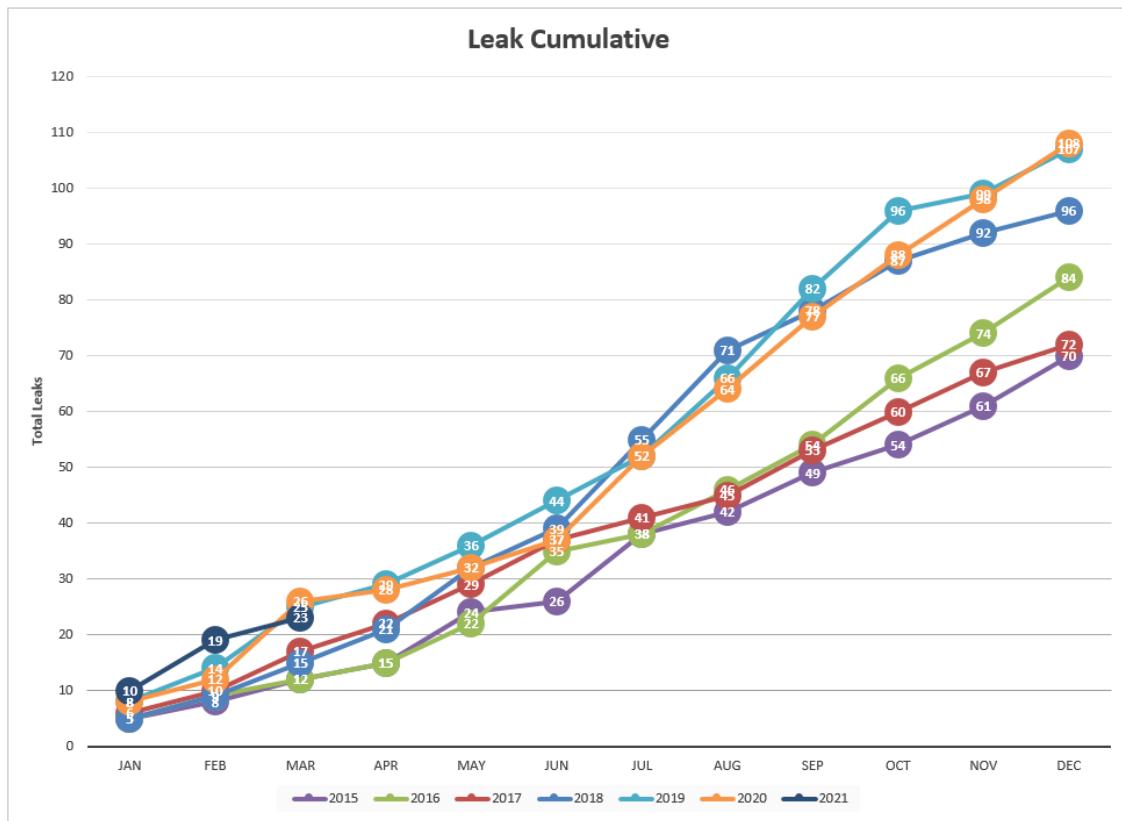


Figure 1: Annual Distribution System Leaks

STAFF REPORT*General Manager's Monthly Report**Paul Helliker***CUSTOMER SERVICE ACTIVITIES***Billing Information for Month of March*

| Total Number of Bills Issued | Total Number of Reminders Mailed | Total Number of Shut-off Notices Delivered | Total Number of Disconnections |
|------------------------------|----------------------------------|--|--------------------------------|
| 5353 | 451 | 0 | 0 |

Water Efficiency Activities

| Water Waste Complaints Received | Number of Customers Contacted for High Usage (potential leaks) | Number of Rebates Processed | Number of Meters Tested/Repaired (non-reads) |
|---------------------------------|--|-----------------------------|--|
| 8 | 78 | 6 | 129 |

Other Activities

- None

STAFF REPORT
General Manager's Monthly Report
Paul Helliker

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

| Project Title | Description | Status | Issues / Notes |
|--|--|---------------------------|---|
| Chula Acres | 4-Lot Minor Subdivision (8149 Excelsior Ave) | In Construction | Water main installed. Construction in process. |
| GB Memory Care | Commercial Business (6400 Douglas Blvd) | In Design Review | Planning to begin construction in 2021. |
| Eureka Grove (former Greyhawk III Proj.) | 44 high-density & 28 SFR lots (NE Cor. Eureka & SCB) | In Construction | Construction started October 2020. |
| Premier Soleil (formerly Granite Bay Townhomes) | 52-Lot Subdivision (Douglas, east of Auburn Folsom) | In Construction | Construction started October 2020. |
| Greenside Parcel Split (5640 Macargo) | Minor parcel split of 2.0-Ac parcel into 3 lots | In Design Review | Design reviewed and returned. Waiting for resubmittal. |
| Placer County Retirement Residence (3905 Old Auburn) | Commercial Business (145-Unit Multi-story Assisted Living Facility; 3865 Old Auburn Rd) | Approved for Construction | Planning to begin construction in 2021. |
| Pond View | Commercial Business (5620 5630 5640 Douglas Blvd) | Approved for Construction | Planning to begin construction in 2021 |
| Quarry Ridge Prof. Office Park | Comm Business (4 parcels to develop 4 gen/med office Bldgs; NE Corner of Douglas and Berg) | Complete | Project completed. |
| Self Parcel Split (3600 & 3630 Allison Ave) | 4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.) | In Construction | Construction complete. In project close-out. |
| The Park at Granite Bay | 56 lot Subdivision (SCB south of Annabelle) | Approved for Construction | Mass grading done. Re-start in 2021. |
| The Residences at GB | 4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy) | In Design Review | |
| Ventura of GB | 33-Lot High Density Subdivision (6832 Eureka Rd) | In Design Review | Initially will only have one source of supply connection, planning for a future 2 nd connection. |
| Wellquest Senior Living (prior Ovation) | Commercial Business (114-Unit 2-story Assisted Living Facility; 9747 Sierra College Blvd.) | In Construction | Construction nearing completion, finish in 2021. |
| Whitehawk II | 56-Lot Subdivision (Douglas, west of Barton) | In Design Review | Design submitted, under review now |
| Rancho Del Oro Estates | 89-Lot Subdivision (Olive Ranch Rd, east of Cavitt Stallman) | In Design Review | Design submitted, under review now |
| Canyon Terrace Apartments | Apartment Complex (7 new buildings; 1600 Canyon Terrace Lane) | In Design Review | Design submitted, under review now |

ENGINEERING - CAPITAL PROJECTS*Status Update for Current Retail Projects*

| Project Title | Description | Status | Issues / Notes |
|---|--|--|---|
| Retail Master Plan Update | Update the 2005/7 Retail Master Plan | Underway | |
| SCADA Radio Replacements – North Phase | Replace outdated 900 MHz radios with 173 MHz equipment | Under Construction | Radio router issues have now been resolved |
| GIS Implementation | Update the aged GIS with new software and integrate with the CMMS and FIS/CIS systems | In Project Close-out | Testing and training sessions completed. |
| Spahn Ranch Rd. Main Extension | Install new pipeline; provides looped distribution network | In Design | Construction in FY 21/22. |
| Cavitt Stallman 12" (Mystery Cr to Oak Pines) | Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln. | In Design | Construction in FY 20/21 |
| Woodminister Services Replacements | Replace 18 aged services | In Design | Construction in FY 20/21 |
| Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline | Interconnection with PCWA | In Design | Partial funding with RWA grant. Construction in FY 20/21 |
| Canyon Falls Village PRS Replacement | Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave. | East PRS is now completed, doing design for West PRS | Construction in FY 21/22 |
| UGB & LGB Low Flow Pumps and LGB/CP MOV | Installation of two new low flow pumps, one each at the Lower and Upper Granite Bay pump stations | In Construction | Installation and commission in FY 20/21 |

STAFF REPORT

General Manager's Monthly Report

Paul Helliker

Status Update for Current Wholesale Projects

| Project Title | Description | Status (% Complete) | Issues/ Notes |
|---|--|--|--|
| WTP Filters Improvements | R&R Filter Materials, nozzles, and resurface spalled filter floor and wall areas | In Construction | North Basin completion in FY 19/20 with South Basin in FY 20/21 |
| Hinkle Liner & Cover Repl'mt | Replace both the hypalon cover and liner. | In Design Phase. 95% Design Plans & Specs review comments returned | Applying for SRF funding. |
| Temporary Storage Tanks | Installation of two temporary ±1.0-MG finished water storage tanks to operate when Hinkle Reservoir is out of service | In Construction | Construction complete. In project close-out. |
| Lime System Improvements | Improvements for the WTP's lime system control and feeder system | In Design | |
| WTP On-Site Residuals Management Improvement Project | Management of the WTP residuals disposal area and improvements needed to meet regulatory requirements. | In Construction | Contractor began work in Jan 2021. Construction to be completed in FY 20/21. |
| Bacon and Upper Granite Bay Pump Station Generator Replacements | Replacing generators at both the Bacon Pump Station Facility and at Upper Granite Bay Pump Station | In Design | |
| Baldwin Chnl Lining and Solar Field Culvert Replacement Project | Lining the Baldwin Ditch on the main campus to minimize costs for maintenance within the ditch and the replacement of the Solar Field Culvert to provide emergency discharge capacity to Baldwin Reservoir | Design and Environmental Underway | |

SAFETY & REGULATORY TRAINING – March 2021

| Training Course | Staff |
|------------------------|------------------|
| Confined Space Entry | Operations Staff |
| | |
| | |
| | |

FINANCE/BUDGET

See attached



San Juan Water District, CA

Wholesale Operating Income Statement

Group Summary

For Fiscal: 2020-2021 Period Ending: 03/31/2021

| Account | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|---|-----------------------|----------------------|--------------------|---------------------|----------------------|
| Fund: 010 - WHOLESALE | | | | | |
| Revenue | | | | | |
| 41000 - Water Sales | 9,264,600.00 | 9,264,600.00 | 0.00 | 7,564,578.94 | 1,700,021.06 |
| 43000 - Rebate | 1,500.00 | 1,500.00 | 284.37 | 743.29 | 756.71 |
| 45000 - Other Operating Revenue | 0.00 | 0.00 | 1.19 | 643.60 | -643.60 |
| 49000 - Other Non-Operating Revenue | 114,000.00 | 114,000.00 | 11,061.58 | 41,792.26 | 72,207.74 |
| Revenue Total: | 9,380,100.00 | 9,380,100.00 | 11,347.14 | 7,607,758.09 | 1,772,341.91 |
| Expense | | | | | |
| 51000 - Salaries and Benefits | 4,071,700.00 | 4,071,700.00 | 379,887.13 | 2,652,906.59 | 1,418,793.41 |
| 52000 - Debt Service Expense | 896,200.00 | 896,200.00 | 37.60 | 531,196.64 | 365,003.36 |
| 53000 - Source of Supply | 503,600.00 | 503,600.00 | 129,333.33 | 490,998.00 | 12,602.00 |
| 54000 - Professional Services | 814,400.00 | 814,400.00 | 49,065.97 | 398,501.38 | 415,898.62 |
| 55000 - Maintenance | 359,300.00 | 359,300.00 | 13,911.00 | 282,979.03 | 76,320.97 |
| 56000 - Utilities | 149,300.00 | 149,300.00 | 515.10 | 138,306.35 | 10,993.65 |
| 57000 - Materials and Supplies | 616,100.00 | 616,100.00 | 29,802.55 | 317,581.88 | 298,518.12 |
| 58000 - Public Outreach | 49,400.00 | 49,400.00 | 0.00 | 9,820.40 | 39,579.60 |
| 59000 - Other Operating Expenses | 562,600.00 | 562,600.00 | 6,898.33 | 422,061.55 | 140,538.45 |
| 69000 - Other Non-Operating Expenses | 1,500.00 | 1,500.00 | 0.00 | 1,450.50 | 49.50 |
| 69900 - Transfers Out | 617,500.00 | 617,500.00 | 0.00 | 0.00 | 617,500.00 |
| Expense Total: | 8,641,600.00 | 8,641,600.00 | 609,451.01 | 5,245,802.32 | 3,395,797.68 |
| Fund: 010 - WHOLESALE Surplus (Deficit): | | | | | |
| Total Surplus (Deficit): | 738,500.00 | 738,500.00 | -598,103.87 | 2,361,955.77 | -1,623,455.77 |

Wholesale Operating Income Statement

For Fiscal: 2020-2021 Period Ending: 03/31/2021

Fund Summary

| Fund | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|---------------------------------|-----------------------|----------------------|--------------------|---------------------|------------------|
| 010 - WHOLESALE | 738,500.00 | 738,500.00 | -598,103.87 | 2,361,955.77 | -1,623,455.77 |
| Total Surplus (Deficit): | 738,500.00 | 738,500.00 | -598,103.87 | 2,361,955.77 | |



San Juan Water District, CA

Wholesale Capital Income Statement

Group Summary

For Fiscal: 2020-2021 Period Ending: 03/31/2021

| Account | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|--|-----------------------|----------------------|--------------------|----------------------|----------------------|
| Fund: 011 - Wholesale Capital Outlay | | | | | |
| Revenue | | | | | |
| 42000 - Taxes & Assessments | 1,173,000.00 | 1,173,000.00 | 0.00 | 672,873.40 | 500,126.60 |
| 44000 - Connection Fees | 75,000.00 | 75,000.00 | 32,817.00 | 133,617.00 | -58,617.00 |
| 44500 - Capital Contributions - Revenue | 68,600.00 | 68,600.00 | 0.00 | 68,657.74 | -57.74 |
| 49000 - Other Non-Operating Revenue | 178,000.00 | 178,000.00 | 0.00 | 85,974.98 | 92,025.02 |
| 49990 - Transfer In | 617,500.00 | 617,500.00 | 0.00 | 0.00 | 617,500.00 |
| Revenue Total: | 2,112,100.00 | 2,112,100.00 | 32,817.00 | 961,123.12 | 1,150,976.88 |
| Expense | | | | | |
| 55000 - Maintenance | 250,000.00 | 250,000.00 | 0.00 | 3,746.95 | 246,253.05 |
| 61000 - Capital Outlay | 5,829,000.00 | 5,829,000.00 | 267,734.45 | 3,728,573.16 | 2,100,426.84 |
| Expense Total: | 6,079,000.00 | 6,079,000.00 | 267,734.45 | 3,732,320.11 | 2,346,679.89 |
| Fund: 011 - Wholesale Capital Outlay Surplus (Deficit): | | | | | |
| Total Surplus (Deficit): | -3,966,900.00 | -3,966,900.00 | -234,917.45 | -2,771,196.99 | -1,195,703.01 |

Wholesale Capital Income Statement

For Fiscal: 2020-2021 Period Ending: 03/31/2021

Fund Summary

| Fund | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|---------------------------------|-----------------------|----------------------|--------------------|----------------------|------------------|
| 011 - Wholesale Capital Outlay | -3,966,900.00 | -3,966,900.00 | -234,917.45 | -2,771,196.99 | -1,195,703.01 |
| Total Surplus (Deficit): | -3,966,900.00 | -3,966,900.00 | -234,917.45 | -2,771,196.99 | |



San Juan Water District, CA

Retail Operating Income Statement

Group Summary

For Fiscal: 2020-2021 Period Ending: 03/31/2021

| Account | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|--|-----------------------|----------------------|-------------------|---------------------|---------------------|
| Fund: 050 - RETAIL | | | | | |
| Revenue | | | | | |
| 41000 - Water Sales | 12,806,500.00 | 12,806,500.00 | 944,784.82 | 8,132,646.86 | 4,673,853.14 |
| 45000 - Other Operating Revenue | 420,000.00 | 420,000.00 | 12,690.57 | 220,425.95 | 199,574.05 |
| 49000 - Other Non-Operating Revenue | 204,700.00 | 204,700.00 | 11,059.75 | 103,478.91 | 101,221.09 |
| Revenue Total: | 13,431,200.00 | 13,431,200.00 | 968,535.14 | 8,456,551.72 | 4,974,648.28 |
| Expense | | | | | |
| 41000 - Water Sales | 0.00 | 0.00 | -1.93 | 258.36 | -258.36 |
| 51000 - Salaries and Benefits | 5,403,300.00 | 5,403,300.00 | 527,488.04 | 3,587,392.11 | 1,815,907.89 |
| 52000 - Debt Service Expense | 498,600.00 | 498,600.00 | 20.42 | 294,869.90 | 203,730.10 |
| 53000 - Source of Supply | 3,034,700.00 | 3,034,700.00 | 0.00 | 2,271,302.85 | 763,397.15 |
| 54000 - Professional Services | 1,459,200.00 | 1,478,100.00 | 65,080.74 | 556,743.31 | 921,356.69 |
| 55000 - Maintenance | 226,800.00 | 226,800.00 | 11,169.05 | 207,328.71 | 19,471.29 |
| 56000 - Utilities | 313,700.00 | 294,800.00 | 10,467.85 | 293,442.85 | 1,357.15 |
| 57000 - Materials and Supplies | 463,900.00 | 463,900.00 | 37,808.44 | 383,415.47 | 80,484.53 |
| 58000 - Public Outreach | 70,500.00 | 70,500.00 | 0.00 | 44,571.13 | 25,928.87 |
| 59000 - Other Operating Expenses | 750,200.00 | 750,200.00 | 28,677.00 | 408,775.08 | 341,424.92 |
| 69000 - Other Non-Operating Expenses | 1,500.00 | 1,500.00 | 0.00 | 1,450.50 | 49.50 |
| 69900 - Transfers Out | 592,400.00 | 592,400.00 | 0.00 | 0.00 | 592,400.00 |
| Expense Total: | 12,814,800.00 | 12,814,800.00 | 680,709.61 | 8,049,550.27 | 4,765,249.73 |
| Fund: 050 - RETAIL Surplus (Deficit): | | | | | |
| Total Surplus (Deficit): | 616,400.00 | 616,400.00 | 287,825.53 | 407,001.45 | 209,398.55 |

Retail Operating Income Statement

For Fiscal: 2020-2021 Period Ending: 03/31/2021

Fund Summary

| Fund | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|---------------------------------|-----------------------|----------------------|-------------------|-------------------|------------------|
| 050 - RETAIL | 616,400.00 | 616,400.00 | 287,825.53 | 407,001.45 | 209,398.55 |
| Total Surplus (Deficit): | 616,400.00 | 616,400.00 | 287,825.53 | 407,001.45 | |



San Juan Water District, CA

Retail Capital Income Statement

Group Summary

For Fiscal: 2020-2021 Period Ending: 03/31/2021

| Account | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|---|-----------------------|----------------------|-------------------|---------------------|----------------------|
| Fund: 055 - Retail Capital Outlay | | | | | |
| Revenue | | | | | |
| 42000 - Taxes & Assessments | 1,173,000.00 | 1,173,000.00 | 0.00 | 672,873.41 | 500,126.59 |
| 44000 - Connection Fees | 100,000.00 | 100,000.00 | 116,374.00 | 1,020,094.00 | -920,094.00 |
| 49000 - Other Non-Operating Revenue | 52,600.00 | 52,600.00 | 0.00 | 45,037.73 | 7,562.27 |
| 49990 - Transfer In | 592,400.00 | 592,400.00 | 0.00 | 0.00 | 592,400.00 |
| Revenue Total: | 1,918,000.00 | 1,918,000.00 | 116,374.00 | 1,738,005.14 | 179,994.86 |
| Expense | | | | | |
| 54000 - Professional Services | 33,000.00 | 33,000.00 | 0.00 | 26,614.39 | 6,385.61 |
| 61000 - Capital Outlay | 5,434,300.00 | 5,434,300.00 | 37,729.08 | 555,521.69 | 4,878,778.31 |
| Expense Total: | 5,467,300.00 | 5,467,300.00 | 37,729.08 | 582,136.08 | 4,885,163.92 |
| Fund: 055 - Retail Capital Outlay Surplus (Deficit): | | | | | |
| Total Surplus (Deficit): | -3,549,300.00 | -3,549,300.00 | 78,644.92 | 1,155,869.06 | -4,705,169.06 |

Fund Summary

| Fund | Original Total Budget | Current Total Budget | MTD Activity | YTD Activity | Budget Remaining |
|---------------------------------|-----------------------|----------------------|------------------|---------------------|------------------|
| 055 - Retail Capital Outlay | -3,549,300.00 | -3,549,300.00 | 78,644.92 | 1,155,869.06 | -4,705,169.06 |
| Total Surplus (Deficit): | -3,549,300.00 | -3,549,300.00 | 78,644.92 | 1,155,869.06 | |

Summary**Project Summary**

| Project Number | Project Name | Total Revenue | Total Expense | Revenue Over/ (Under) Expenses |
|------------------------|---|-------------------|---------------------|-----------------------------------|
| 171109 | GIS Assessment and Implementation | 0.00 | 10,967.74 | -10,967.74 |
| 181105 | Lime System Control & Feeder System | 0.00 | 8,950.00 | -8,950.00 |
| 185135 | Upper & Lower GB Pump Stn Low Flov | 1,159.75 | 47,012.20 | -45,852.45 |
| 185180 | Cavitt Stallman Main - Mystery Crk & (| 0.00 | 11,769.32 | -11,769.32 |
| 191235 | Solar Site Access Culvert Replacement | 0.00 | 38,276.87 | -38,276.87 |
| 191255 | WTP Filter Basins Rehab Project | 59,061.66 | 1,275,947.34 | -1,216,885.68 |
| 191260 | WTP Residual Area Storm Water Lift S | 12,973.00 | 317,543.75 | -304,570.75 |
| 191275 | Clarifier Wall Lining & Leakage Repairs | -14,388.00 | 3,747.00 | -18,135.00 |
| 191280 | Hinkle Reservoir Cover | 0.00 | 230,769.90 | -230,769.90 |
| 195210 | SCADA Radio Replacements North Phas | 0.00 | -2,409.78 | 2,409.78 |
| 195225 | Kokila SJWD/PCWA Intertie | 0.00 | 1,267.68 | -1,267.68 |
| 195265 | Douglas Booster Pump Station Electric | 0.00 | 313.73 | -313.73 |
| 201111 | Hinkle Reservoir Overflow Channel Lin | 0.00 | 31,256.27 | -31,256.27 |
| 201120 | Tag Line Replacement for BW Hoods | 0.00 | 366.46 | -366.46 |
| 201135 | Sludge Feed Pump Replacement | 0.00 | 15,331.71 | -15,331.71 |
| 201144 | Hinkle Reservoir Temporary Tanks anc | 51,459.05 | 1,703,122.91 | -1,651,663.86 |
| 201171 | CMMS Implementation | 0.00 | 33,231.33 | -33,231.33 |
| 201505 | Hinkle Reservoir 48" Bypass Pipe Clear | 0.00 | 2,966.62 | -2,966.62 |
| 205114 | AFR 6 inch Main Extension Replaceme | 0.00 | 19,141.81 | -19,141.81 |
| 205120 | Air/Vacuum Relief Valve Replacement | 0.00 | 58,876.46 | -58,876.46 |
| 205123 | Five Hydrant Replacements | 0.00 | 46,146.00 | -46,146.00 |
| 205135 | ARC South #1 thru #4 VFD Replaceme | 0.00 | 81,747.44 | -81,747.44 |
| 205138 | UGB Auxiliary Genset Receptacle | 0.00 | 592.98 | -592.98 |
| 205153 | Ford F450 Purchase | 0.00 | 50,805.12 | -50,805.12 |
| 205159 | ARC-North Main Breaker Replacement | 0.00 | 9,384.60 | -9,384.60 |
| 211122 | Backwash Hoods Electric Breaker Repl | 0.00 | 11,971.30 | -11,971.30 |
| 211137 | Lab Particle Counter Replacement | 0.00 | 32,796.45 | -32,796.45 |
| 215111 | ARC South Main Breaker Replacement | 0.00 | 11,640.82 | -11,640.82 |
| 215114 | Bacon Pump Station Generator Repla | 0.00 | 42,876.68 | -42,876.68 |
| 215117 | Upper Granite Bay Pump Station Gene | 0.00 | 21,413.32 | -21,413.32 |
| Project Totals: | | 110,265.46 | 4,117,824.03 | -4,007,558.57 |

Group Summary

| Group | Total Revenue | Total Expense | Revenue Over/ (Under) Expenses |
|----------------------|-------------------|---------------------|-----------------------------------|
| CIP - Asset | 124,653.46 | 4,111,110.41 | -3,986,456.95 |
| CIP - Expense | -14,388.00 | 6,713.62 | -21,101.62 |
| Group Totals: | 110,265.46 | 4,117,824.03 | -4,007,558.57 |

Type Summary

| Type | Total Revenue | Total Expense | Revenue Over/ (Under) Expenses |
|-----------------------|-------------------|---------------------|-----------------------------------|
| Administration | 0.00 | 33,231.33 | -33,231.33 |
| Engineering | 52,618.80 | 2,149,168.12 | -2,096,549.32 |
| Field Services | 0.00 | 60,189.72 | -60,189.72 |
| Water Treatment Plant | 57,646.66 | 1,875,234.86 | -1,817,588.20 |
| Type Totals: | 110,265.46 | 4,117,824.03 | -4,007,558.57 |

GL Account Summary

| GL Account Number | GL Account Name | Total Revenue | Total Expense | Revenue Over/ (Under) Expenses |
|-------------------|----------------------------------|---------------|---------------|-----------------------------------|
| 010-15000 | Capital - Work In Progress | 0.00 | 0.00 | 0.00 |
| 011-20030 | Retentions Payable | -109,105.71 | 2,966.62 | -106,139.09 |
| 011-700-57120 | Maintenance - Facility | 0.00 | 3,747.00 | 3,747.00 |
| 011-700-61120 | Capital Outlay - Land Improve... | 0.00 | 31,066.56 | 31,066.56 |
| 011-700-61145 | Capital Outlay - WTP & Improv... | 0.00 | 1,630,110.56 | 1,630,110.56 |

GL Account Summary

| GL Account Number | GL Account Name | Total Revenue | Total Expense | Revenue Over/ (Under) Expenses |
|---------------------------|------------------------------------|----------------------|----------------------|---|
| 011-700-61155 | Capital Outlay - Reservoirs & I... | 0.00 | 1,972,359.39 | 1,972,359.39 |
| 011-700-61160 | Capital Outlay - Equipment and.. | 0.00 | 32,796.45 | 32,796.45 |
| 011-700-61180 | Capital Outlay - Software | 0.00 | 11,049.75 | 11,049.75 |
| 050-210-52000 | Materials and Supplies | 0.00 | 1,746.46 | 1,746.46 |
| 050-300-50010 | Salaries and Wages | 0.00 | 1,267.68 | 1,267.68 |
| 055-12000 | Accounts Receivable | 0.00 | -2,409.78 | -2,409.78 |
| 055-20030 | Retentions Payable | -1,159.75 | 0.00 | -1,159.75 |
| 055-700-61135 | Capital Outlay - Pump Stations... | 0.00 | 214,981.77 | 214,981.77 |
| 055-700-61150 | Capital Outlay - Mains/Pipeline... | 0.00 | 134,187.13 | 134,187.13 |
| 055-700-61155 | Capital Outlay - Reservoirs & I... | 0.00 | 0.00 | 0.00 |
| 055-700-61170 | Capital Outlay - Vehicles | 0.00 | 50,805.12 | 50,805.12 |
| 055-700-61180 | Capital Outlay - Software | 0.00 | 33,149.32 | 33,149.32 |
| GL Account Totals: | | -110,265.46 | 4,117,824.03 | 4,007,558.57 |



San Juan Water District, CA

Balance Sheet
Account Summary
As Of 03/31/2021

| Account | 010 - WHOLESALE | 011 - Wholesale Capital Outlay | 050 - RETAIL | 055 - Retail Capital Outlay | Total |
|---|-----------------|--------------------------------|----------------------|-----------------------------|---------------------|
| Asset | | | | | |
| Type: 1000 - Assets | | | | | |
| 10010 - Cash and Investments | 4,232,288.88 | 14,598,677.50 | 3,442,050.25 | 9,219,872.98 | 31,492,889.61 |
| 10510 - Accounts Receivable | 0.00 | 0.01 | 331,629.19 | -0.01 | 331,629.19 |
| 11000 - Inventory | 0.00 | 0.00 | 149,773.56 | 0.00 | 149,773.56 |
| 12000 - Prepaid Expense | 115,833.91 | 0.00 | 34,806.12 | 0.00 | 150,640.03 |
| 14010 - Deferred Outflows | 2,763,407.36 | 0.00 | 2,774,087.63 | 0.00 | 5,537,494.99 |
| 17010 - Capital Assets - Work in Progress | 3,980,626.89 | 0.00 | 875,230.51 | 0.00 | 4,855,857.40 |
| 17150 - Capital Assets - Land Non-depreciable | 98,212.00 | 0.00 | 166,272.00 | 0.00 | 264,484.00 |
| 17160 - Capital Assets - Land Improvements | 824,743.09 | 0.00 | 94,608.30 | 0.00 | 919,351.39 |
| 17200 - Capital Assets - Pump Stations & Improvements | 7,047,178.00 | 0.00 | 6,083,048.68 | 0.00 | 13,130,226.68 |
| 17300 - Capital Assets - Buildings & Improvements | 1,279,892.05 | 0.00 | 275,982.16 | 0.00 | 1,555,874.21 |
| 17350 - Capital Assets - Water Treatment Plant & Imp | 35,618,552.26 | 0.00 | 16,000.00 | 0.00 | 35,634,552.26 |
| 17400 - Capital Assets - Mains/Pipelines & Improvements | 28,209,998.95 | 0.00 | 46,000,012.63 | 0.00 | 74,210,011.58 |
| 17500 - Capital Assets - Reservoirs & Improvements | 2,923,447.50 | 0.00 | 2,492,421.90 | 0.00 | 5,415,869.40 |
| 17700 - Capital Assets - Equipment & Furniture | 13,691,268.95 | 0.00 | 1,118,898.17 | 0.00 | 14,810,167.12 |
| 17750 - Capital Assets - Vehicles | 304,780.00 | 0.00 | 548,262.51 | 0.00 | 853,042.51 |
| 17800 - Capital Assets - Software | 445,614.45 | 0.00 | 415,403.40 | 0.00 | 861,017.85 |
| 17850 - Capital Assets - Intangible | 666,196.00 | 0.00 | 0.00 | 0.00 | 666,196.00 |
| 17900 - Less Accumulated Depreciation | -39,469,850.00 | 0.00 | -29,722,911.57 | 0.00 | -69,192,761.57 |
| Total Type 1000 - Assets: | | 62,732,190.29 | 14,598,677.51 | 35,095,575.44 | 9,219,872.97 |
| Total Asset: | | 62,732,190.29 | 14,598,677.51 | 35,095,575.44 | 9,219,872.97 |
| Liability | | | | | |
| Type: 1000 - Assets | | | | | |
| 10510 - Accounts Receivable | 0.00 | 0.00 | 115,555.67 | 0.00 | 115,555.67 |
| Total Type 1000 - Assets: | | 0.00 | 0.00 | 115,555.67 | 0.00 |
| Type: 2000 - Liabilities | | | | | |
| 20010 - Accounts Payable | 87,678.86 | 264,757.96 | 121,154.41 | 34,994.39 | 508,585.62 |
| 20100 - Retentions Payable | 0.00 | 214,983.63 | 0.00 | 1,159.76 | 216,143.39 |
| 20150 - Customer Deposits | 147.40 | 0.00 | 0.00 | 0.00 | 147.40 |
| 21200 - Salaries & Benefits Payable | 75,330.69 | 0.00 | 121,499.76 | 0.00 | 196,830.45 |
| 21250 - Payroll Taxes Payable | 26,462.82 | 0.00 | 31,915.12 | 0.00 | 58,377.94 |
| 21300 - Compensated Absences | 384,418.36 | 0.00 | 494,414.58 | 0.00 | 878,832.94 |
| 21500 - Premium on Issuance of Bonds Series 2017 | 1,679,588.29 | 0.00 | 936,350.59 | 0.00 | 2,615,938.88 |
| 21600 - OPEB Liability | 1,362,313.49 | 0.00 | 1,765,048.61 | 0.00 | 3,127,362.10 |

Balance Sheet

As Of 03/31/2021

| Account | 010 - WHOLESALE | 011 - Wholesale Capital Outlay | 050 - RETAIL | 055 - Retail Capital Outlay | Total |
|---|----------------------|--------------------------------|----------------------|-----------------------------|-----------------------|
| 21700 - Pension Liability | 1,059,627.55 | 0.00 | 1,396,796.86 | 0.00 | 2,456,424.41 |
| 22010 - Deferred Income | 0.00 | 0.00 | 232,015.70 | 0.00 | 232,015.70 |
| 22050 - Deferred Inflows | 1,174,187.61 | 0.00 | 1,525,245.84 | 0.00 | 2,699,433.45 |
| 24200 - 2012 Bonds Payable | 5,576,900.50 | 0.00 | 3,028,099.50 | 0.00 | 8,605,000.00 |
| 24250 - Bonds Payable 2017 Refunding | 14,992,000.00 | 0.00 | 8,433,000.00 | 0.00 | 23,425,000.00 |
| Total Type 2000 - Liabilities: | 26,418,655.57 | 479,741.59 | 18,085,540.97 | 36,154.15 | 45,020,092.28 |
| Total Liability: | 26,418,655.57 | 479,741.59 | 18,201,096.64 | 36,154.15 | 45,135,647.95 |
| Equity | | | | | |
| Type: 3000 - Equity | | | | | |
| 30100 - Investment in Capital Assets | 33,720,732.31 | 0.00 | 16,166,351.01 | 0.00 | 49,887,083.32 |
| 30500 - Designated Reserves | 230,846.64 | 16,890,132.91 | 321,126.34 | 8,027,849.76 | 25,469,955.65 |
| Total Type 3000 - Equity: | 33,951,578.95 | 16,890,132.91 | 16,487,477.35 | 8,027,849.76 | 75,357,038.97 |
| Total Total Beginning Equity: | 33,951,578.95 | 16,890,132.91 | 16,487,477.35 | 8,027,849.76 | 75,357,038.97 |
| Total Revenue | 7,607,758.09 | 961,123.12 | 8,456,551.72 | 1,738,005.14 | 18,763,438.07 |
| Total Expense | 5,245,802.32 | 3,732,320.11 | 8,049,550.27 | 582,136.08 | 17,609,808.78 |
| Revenues Over/Under Expenses | 2,361,955.77 | -2,771,196.99 | 407,001.45 | 1,155,869.06 | 1,153,629.29 |
| Total Equity and Current Surplus (Deficit): | 36,313,534.72 | 14,118,935.92 | 16,894,478.80 | 9,183,718.82 | 76,510,668.26 |
| Total Liabilities, Equity and Current Surplus (Deficit): | 62,732,190.29 | 14,598,677.51 | 35,095,575.44 | 9,219,872.97 | 121,646,316.21 |



San Juan Water District, CA

Check Report

By Vendor Name

Date Range: 03/01/2021 - 03/31/2021

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|---|--------------|--------------|-----------------|----------------|-----------------|
| | Bank Code: APBNK-APBNK | | | | | |
| | **Void** | 03/15/2021 | Regular | 0.00 | 0.00 | 56579 |
| | **Void** | 03/15/2021 | Regular | 0.00 | 0.00 | 56588 |
| | **Void** | 03/15/2021 | Regular | 0.00 | 0.00 | 56589 |
| | **Void** | 03/15/2021 | Regular | 0.00 | 0.00 | 56590 |
| | **Void** | 03/15/2021 | Regular | 0.00 | 0.00 | 56591 |
| | **Void** | 03/15/2021 | Regular | 0.00 | 0.00 | 56592 |
| | **Void** | 03/15/2021 | Regular | 0.00 | 0.00 | 56593 |
| | **Void** | 03/15/2021 | Regular | 0.00 | 0.00 | 56594 |
| | **Void** | 03/22/2021 | Regular | 0.00 | 0.00 | 56616 |
| | **Void** | 03/22/2021 | EFT | 0.00 | 0.00 | 407242 |
| 03781 | A-1 Construction General Engineering Inc | 03/15/2021 | EFT | 0.00 | 21,920.26 | 407226 |
| 01041 | Afman, Todd R | 03/01/2021 | Regular | 0.00 | 787.12 | 56515 |
| 01041 | Afman, Todd R | 03/22/2021 | Regular | 0.00 | 525.53 | 56599 |
| 03109 | Alfa Laval Inc. | 03/01/2021 | EFT | 0.00 | 517.48 | 407198 |
| 03681 | Allied Electronics Inc. | 03/01/2021 | EFT | 0.00 | 423.51 | 407199 |
| 03681 | Allied Electronics Inc. | 03/08/2021 | EFT | 0.00 | 202.25 | 407211 |
| 03681 | Allied Electronics Inc. | 03/15/2021 | EFT | 0.00 | 126.68 | 407227 |
| 03406 | Alpha Analytical Laboratories Inc. | 03/01/2021 | Regular | 0.00 | 846.00 | 56516 |
| 03406 | Alpha Analytical Laboratories Inc. | 03/08/2021 | Regular | 0.00 | 513.00 | 56544 |
| 03406 | Alpha Analytical Laboratories Inc. | 03/15/2021 | Regular | 0.00 | 653.00 | 56570 |
| 03406 | Alpha Analytical Laboratories Inc. | 03/22/2021 | Regular | 0.00 | 508.00 | 56600 |
| 03406 | Alpha Analytical Laboratories Inc. | 03/29/2021 | Regular | 0.00 | 320.00 | 56632 |
| 01073 | Amarjeet Singh Garcha | 03/08/2021 | Regular | 0.00 | 1,500.00 | 56545 |
| 01039 | American Family Life Assurance Company of Colu | 03/25/2021 | Bank Draft | 0.00 | 60.59 | Q3869 03-25-21 |
| 01039 | American Family Life Assurance Company of Colu | 03/25/2021 | Bank Draft | 0.00 | 60.59 | Q3869 03-25-21 |
| 01039 | American Family Life Assurance Company of Colu | 03/25/2021 | Bank Draft | 0.00 | 542.96 | Q3869 03-25-21 |
| 01039 | American Family Life Assurance Company of Colu | 03/25/2021 | Bank Draft | 0.00 | 542.96 | Q3869 03-25-21 |
| 01328 | Association of California Water Agencies / Joint Po | 03/22/2021 | EFT | 0.00 | 7,522.64 | 407241 |
| 01138 | AT&T Mobility II LLC | 03/08/2021 | Regular | 0.00 | 63.24 | 56546 |
| 03739 | Azteca Systems Holdings, LLC | 03/22/2021 | EFT | 0.00 | 100.00 | 407243 |
| 01164 | Backflow Distributors Inc | 03/01/2021 | Regular | 0.00 | 116.04 | 56517 |
| 01165 | Backflow Technologies | 03/01/2021 | Regular | 0.00 | 940.44 | 56518 |
| 03789 | Banner Bank | 03/08/2021 | Regular | 0.00 | 4,237.25 | 56547 |
| 01182 | Bartkiewicz, Kronick & Shanahan | 03/01/2021 | Regular | 0.00 | 13,151.05 | 56519 |
| 01182 | Bartkiewicz, Kronick & Shanahan | 03/22/2021 | Regular | 0.00 | 20,492.50 | 56601 |
| 03807 | Blue Mountain Construction | 03/08/2021 | Regular | 0.00 | 2,879.80 | 56548 |
| 01232 | Brower Mechanical, Inc. | 03/08/2021 | EFT | 0.00 | 1,015.00 | 407212 |
| 01242 | Bureau of Reclamation-MPR | 03/08/2021 | EFT | 0.00 | 17,275.50 | 407213 |
| 01242 | Bureau of Reclamation-MPR | 03/08/2021 | EFT | 0.00 | 2,552.55 | 407214 |
| 01242 | Bureau of Reclamation-MPR | 03/15/2021 | EFT | 0.00 | 3,174.60 | 407228 |
| 01242 | Bureau of Reclamation-MPR | 03/15/2021 | EFT | 0.00 | 28,792.50 | 407229 |
| 03080 | California State Disbursement Unit | 03/08/2021 | Bank Draft | 0.00 | 1,611.68 | PAY000000000003 |
| 03080 | California State Disbursement Unit | 03/19/2021 | Bank Draft | 0.00 | 1,611.68 | PAY000000000004 |
| 01290 | California Surveying & Drafting Supply Inc | 03/22/2021 | EFT | 0.00 | 994.21 | 407244 |
| 03078 | CalPERS Health | 03/04/2021 | Bank Draft | 0.00 | 40,433.73 | 1001799387 |
| 03078 | CalPERS Health | 03/04/2021 | Bank Draft | 0.00 | 48,673.24 | 1001799387 |
| 03078 | CalPERS Health | 03/04/2021 | Bank Draft | 0.00 | 48,673.24 | 1001799387 |
| 03130 | CalPERS Retirement | 03/05/2021 | Bank Draft | 0.00 | 538.39 | 1001800306 |
| 03130 | CalPERS Retirement | 03/05/2021 | Bank Draft | 0.00 | 36,861.25 | 1001800306 |
| 03130 | CalPERS Retirement | 03/19/2021 | Bank Draft | 0.00 | 36,829.34 | 1001808724 |
| 03130 | CalPERS Retirement | 03/19/2021 | Bank Draft | 0.00 | 215.36 | 1001808724 |
| 03226 | Capitol Sand and Gravel Co. | 03/15/2021 | Regular | 0.00 | 3,186.34 | 56571 |
| 01330 | CDW Government LLC | 03/22/2021 | EFT | 0.00 | 1,722.75 | 407245 |
| 03221 | Chemtrade Chemicals Corporation | 03/22/2021 | EFT | 0.00 | 5,042.31 | 407246 |

Check Report

Date Range: 03/01/2021 - 03/31/2021

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|---|--------------|--------------|-----------------|----------------|---------------|
| 01366 | Citistreet/CalPERS 457 | 03/05/2021 | Bank Draft | 0.00 | 4,808.38 | 1001800310 |
| 01366 | Citistreet/CalPERS 457 | 03/19/2021 | Bank Draft | 0.00 | 4,888.55 | 1001808728 |
| 01372 | City of Folsom | 03/01/2021 | Regular | 0.00 | 31.55 | 56520 |
| 01372 | City of Folsom | 03/22/2021 | Regular | 0.00 | 32.95 | 56602 |
| 01374 | City of Sacramento - Department of Utilities | 03/08/2021 | Regular | 0.00 | 500.00 | 56549 |
| 01378 | Clark Pest Control of Stockton | 03/08/2021 | Regular | 0.00 | 1,825.00 | 56550 |
| 01378 | Clark Pest Control of Stockton | 03/22/2021 | Regular | 0.00 | 150.00 | 56603 |
| 02616 | Darr, Toni | 03/29/2021 | Regular | 0.00 | 11.63 | 56633 |
| 01521 | DataProse, LLC | 03/08/2021 | EFT | 0.00 | 3,295.66 | 407215 |
| 01521 | DataProse, LLC | 03/15/2021 | EFT | 0.00 | 1,350.00 | 407230 |
| 03424 | Davis, Aaron | 03/22/2021 | Regular | 0.00 | 132.40 | 56604 |
| 01494 | Dewey Services Inc. | 03/22/2021 | Regular | 0.00 | 99.00 | 56605 |
| 01532 | E&M Electric & Machinery, Inc. | 03/29/2021 | EFT | 0.00 | 3,300.00 | 407264 |
| 03163 | Economic Development Department | 03/19/2021 | Bank Draft | 0.00 | 8,301.27 | 0-233-946-272 |
| 03163 | Economic Development Department | 03/08/2021 | Bank Draft | 0.00 | 8,665.27 | 1-026-411-680 |
| 03163 | Economic Development Department | 03/08/2021 | Bank Draft | 0.00 | 464.55 | 1-831-718-048 |
| 03163 | Economic Development Department | 03/08/2021 | Bank Draft | 0.00 | 65.61 | 1-831-718-048 |
| 03775 | ECORP Consulting, Inc. | 03/22/2021 | Regular | 0.00 | 954.39 | 56606 |
| 03776 | EETS Inc. | 03/15/2021 | EFT | 0.00 | 9,055.00 | 407231 |
| 03776 | EETS Inc. | 03/22/2021 | EFT | 0.00 | 1,895.00 | 407247 |
| 03749 | Eide Bailly LLP | 03/01/2021 | EFT | 0.00 | 875.00 | 407200 |
| 01554 | Electrical Equipment Co | 03/15/2021 | Regular | 0.00 | 15,829.57 | 56572 |
| 03621 | Eletrick Motorsports, Inc. | 03/01/2021 | Regular | 0.00 | 2,552.81 | 56521 |
| 01566 | Empire Safety & Supply | 03/08/2021 | Regular | 0.00 | 302.05 | 56551 |
| 03699 | Enviromental System Research Institute, Inc. | 03/01/2021 | EFT | 0.00 | 3,000.00 | 407201 |
| 01584 | ERS Industrial Services, Inc. | 03/15/2021 | EFT | 0.00 | 99,750.00 | 407232 |
| 01604 | Fastenal Company | 03/22/2021 | EFT | 0.00 | 62.14 | 407248 |
| 01611 | Ferguson Enterprises, Inc | 03/01/2021 | EFT | 0.00 | 445.25 | 407202 |
| 01611 | Ferguson Enterprises, Inc | 03/08/2021 | EFT | 0.00 | 21.55 | 407216 |
| 01611 | Ferguson Enterprises, Inc | 03/22/2021 | EFT | 0.00 | 2,558.86 | 407249 |
| 03702 | Flowline Contractors, Inc. | 03/22/2021 | EFT | 0.00 | 61,879.00 | 407250 |
| 01630 | FM Graphics, Inc. | 03/15/2021 | Regular | 0.00 | 1,258.39 | 56573 |
| 01634 | Folsom Lake Ford, Inc. | 03/01/2021 | Regular | 0.00 | 134.77 | 56522 |
| 01634 | Folsom Lake Ford, Inc. | 03/08/2021 | Regular | 0.00 | 1,178.49 | 56552 |
| 01068 | Glenn C. Walker | 03/08/2021 | Regular | 0.00 | 1,299.76 | 56553 |
| 03091 | Granite Bay Ace Hardware | 03/01/2021 | Regular | 0.00 | 101.03 | 56523 |
| 03091 | Granite Bay Ace Hardware | 03/08/2021 | Regular | 0.00 | 77.19 | 56554 |
| 03091 | Granite Bay Ace Hardware | 03/29/2021 | Regular | 0.00 | 8.68 | 56634 |
| 02567 | Grant, Teri | 03/15/2021 | Regular | 0.00 | 131.60 | 56574 |
| 01706 | Graymont Western US Inc. | 03/22/2021 | EFT | 0.00 | 6,568.50 | 407251 |
| 03804 | Guy Rents, Inc | 03/22/2021 | Regular | 0.00 | 453.69 | 56607 |
| 01721 | Hach Company | 03/22/2021 | EFT | 0.00 | 1,193.92 | 407252 |
| 01733 | Harris Industrial Gases | 03/01/2021 | Regular | 0.00 | 109.88 | 56524 |
| 03235 | HD Supply Construction Supply LTD | 03/01/2021 | Regular | 0.00 | 158.76 | 56525 |
| 01741 | HDR Engineering, Inc. | 03/01/2021 | EFT | 0.00 | 33,687.36 | 407203 |
| 01741 | HDR Engineering, Inc. | 03/08/2021 | EFT | 0.00 | 13,484.24 | 407217 |
| 01741 | HDR Engineering, Inc. | 03/15/2021 | EFT | 0.00 | 2,347.98 | 407233 |
| 01741 | HDR Engineering, Inc. | 03/22/2021 | EFT | 0.00 | 2,202.24 | 407253 |
| 03810 | Hildebrand Consulting, LLC | 03/08/2021 | Regular | 0.00 | 1,470.00 | 56555 |
| 01768 | Hopkins Technical Products, Inc. | 03/01/2021 | Regular | 0.00 | 164.30 | 56526 |
| 03072 | HUNT & SONS INC. | 03/22/2021 | Regular | 0.00 | 1,616.82 | 56608 |
| 03682 | HydroScience Engineers, Inc. | 03/29/2021 | Regular | 0.00 | 7,042.35 | 56635 |
| 01416 | ICONIX Waterworks (US) Inc. | 03/01/2021 | EFT | 0.00 | 2,517.17 | 407204 |
| 01778 | IDEXX Distribution, Inc. | 03/22/2021 | EFT | 0.00 | 46.18 | 407254 |
| 03383 | Inferrera Construction Management Group, Inc. | 03/22/2021 | Regular | 0.00 | 28,862.50 | 56609 |
| 03383 | Inferrera Construction Management Group, Inc. | 03/29/2021 | Regular | 0.00 | 1,397.50 | 56636 |
| 03164 | Internal Revenue Service | 03/05/2021 | Bank Draft | 0.00 | 50,680.37 | 2701464116484 |
| 03164 | Internal Revenue Service | 03/05/2021 | Bank Draft | 0.00 | 2,051.50 | 2701464902171 |
| 03164 | Internal Revenue Service | 03/05/2021 | Bank Draft | 0.00 | 248.92 | 2701464902171 |
| 03164 | Internal Revenue Service | 03/05/2021 | Bank Draft | 0.00 | 710.91 | 2701464902171 |
| 03164 | Internal Revenue Service | 03/19/2021 | Bank Draft | 0.00 | 49,627.16 | 2701478426561 |

Check Report

Date Range: 03/01/2021 - 03/31/2021

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|---|--------------|--------------|-----------------|----------------|--------|
| 03772 | Larsson, Thomas | 03/01/2021 | Regular | 0.00 | 1,000.00 | 56527 |
| 03628 | Lees Automotive Repair Inc. | 03/01/2021 | EFT | 0.00 | 1,119.08 | 407205 |
| 03628 | Lees Automotive Repair Inc. | 03/08/2021 | EFT | 0.00 | 177.36 | 407218 |
| 03628 | Lees Automotive Repair Inc. | 03/15/2021 | EFT | 0.00 | 835.13 | 407234 |
| 03628 | Lees Automotive Repair Inc. | 03/22/2021 | EFT | 0.00 | 206.46 | 407255 |
| 03628 | Lees Automotive Repair Inc. | 03/29/2021 | EFT | 0.00 | 3,104.49 | 407265 |
| 01959 | Les Schwab Tire Centers of California Inc | 03/08/2021 | Regular | 0.00 | 228.78 | 56556 |
| 01959 | Les Schwab Tire Centers of California Inc | 03/15/2021 | Regular | 0.00 | 602.74 | 56575 |
| 02367 | McClatchy Newspapers Inc | 03/22/2021 | EFT | 0.00 | 647.38 | 407256 |
| 03785 | McGuire and Hetser | 03/08/2021 | Regular | 0.00 | 80,507.75 | 56557 |
| 02024 | MCI WORLDCOM | 03/15/2021 | Regular | 0.00 | 111.06 | 56576 |
| 02027 | Mcmaster-Carr Supply Company | 03/01/2021 | EFT | 0.00 | 779.37 | 407206 |
| 02027 | Mcmaster-Carr Supply Company | 03/08/2021 | EFT | 0.00 | 188.55 | 407219 |
| 02027 | Mcmaster-Carr Supply Company | 03/22/2021 | EFT | 0.00 | 542.86 | 407257 |
| 01472 | Mel Dawson, Inc. | 03/15/2021 | EFT | 0.00 | 4,968.86 | 407235 |
| 02069 | Motion Industries | 03/08/2021 | EFT | 0.00 | 8.02 | 407220 |
| 03464 | National Water Resources Association Inc (NWRA) | 03/22/2021 | Regular | 0.00 | 525.00 | 56610 |
| 02093 | NDS Solutions, Inc | 03/15/2021 | Regular | 0.00 | 16.57 | 56577 |
| 02463 | New AnswerNet Inc. | 03/08/2021 | EFT | 0.00 | 260.00 | 407221 |
| 03402 | Normac, Inc | 03/22/2021 | Regular | 0.00 | 116.21 | 56611 |
| 02131 | Office Depot, Inc. | 03/15/2021 | Regular | 0.00 | 1,051.50 | 56578 |
| 02131 | Office Depot, Inc. | 03/22/2021 | Regular | 0.00 | 561.43 | 56612 |
| 02150 | Pace Supply Corp | 03/01/2021 | Regular | 0.00 | 1,694.29 | 56528 |
| 02150 | Pace Supply Corp | 03/08/2021 | Regular | 0.00 | 8,784.48 | 56558 |
| 02150 | Pace Supply Corp | 03/15/2021 | Regular | 0.00 | 3,857.27 | 56580 |
| 02150 | Pace Supply Corp | 03/22/2021 | Regular | 0.00 | 2,906.05 | 56613 |
| 02158 | Pacific Storage Company | 03/22/2021 | EFT | 0.00 | 88.07 | 407258 |
| 03752 | Pavement Coatings Co. | 03/08/2021 | Regular | 0.00 | -1,727.76 | 55824 |
| 03752 | Pavement Coatings Co. | 03/08/2021 | Regular | 0.00 | 1,727.76 | 56559 |
| 03801 | PeopleReady, Inc | 03/01/2021 | Regular | 0.00 | 1,400.00 | 56529 |
| 03801 | PeopleReady, Inc | 03/08/2021 | Regular | 0.00 | 1,120.00 | 56560 |
| 03801 | PeopleReady, Inc | 03/15/2021 | Regular | 0.00 | 1,426.25 | 56581 |
| 03801 | PeopleReady, Inc | 03/22/2021 | Regular | 0.00 | 1,531.25 | 56614 |
| 03026 | PFM Asset Management | 03/22/2021 | EFT | 0.00 | 1,488.88 | 407259 |
| 03026 | PFM Asset Management | 03/29/2021 | EFT | 0.00 | 894.54 | 407266 |
| 02146 | PG&E | 03/08/2021 | Regular | 0.00 | 5,021.94 | 56561 |
| 02146 | PG&E | 03/15/2021 | Regular | 0.00 | 10.00 | 56582 |
| 02146 | PG&E | 03/22/2021 | Regular | 0.00 | 5,063.59 | 56615 |
| 02146 | PG&E | 03/29/2021 | Regular | 0.00 | 3,138.00 | 56637 |
| 02210 | Placer County Water Agency | 03/22/2021 | Regular | 0.00 | 113,145.98 | 56617 |
| 03150 | Professional Id Cards Inc | 03/01/2021 | Regular | 0.00 | 26.50 | 56530 |
| 03543 | Quadient Finance USA, Inc. - Postage | 03/15/2021 | EFT | 0.00 | 571.00 | 407236 |
| 01736 | Quadient Leasing USA, Inc. - Lease | 03/08/2021 | EFT | 0.00 | 489.23 | 407222 |
| 01736 | Quadient Leasing USA, Inc. - Lease | 03/29/2021 | EFT | 0.00 | 79.59 | 407267 |
| 02275 | Ramos Oil Recyclers Inc | 03/01/2021 | EFT | 0.00 | 110.00 | 407207 |
| 02275 | Ramos Oil Recyclers Inc | 03/22/2021 | EFT | 0.00 | 110.00 | 407260 |
| 03377 | RDO Construction Equipment Co. | 03/15/2021 | EFT | 0.00 | 1,322.11 | 407237 |
| 02283 | Recology Auburn Placer | 03/22/2021 | Regular | 0.00 | 1,332.48 | 56618 |
| 02223 | Rexel Inc (Platt - Rancho Cordova) | 03/01/2021 | Regular | 0.00 | 17,908.34 | 56531 |
| 02223 | Rexel Inc (Platt - Rancho Cordova) | 03/08/2021 | Regular | 0.00 | 2,726.86 | 56562 |
| 02223 | Rexel Inc (Platt - Rancho Cordova) | 03/15/2021 | Regular | 0.00 | 19,451.47 | 56583 |
| 02223 | Rexel Inc (Platt - Rancho Cordova) | 03/22/2021 | Regular | 0.00 | 323.63 | 56619 |
| 02293 | RFI Enterprises, Inc | 03/01/2021 | Regular | 0.00 | 51.34 | 56532 |
| 02293 | RFI Enterprises, Inc | 03/22/2021 | Regular | 0.00 | 51.34 | 56620 |
| 02298 | Richardson & Company, LLP | 03/08/2021 | Regular | 0.00 | 24,160.00 | 56563 |
| 02302 | Riebes Auto Parts, LLC | 03/01/2021 | Regular | 0.00 | 1.82 | 56533 |
| 02302 | Riebes Auto Parts, LLC | 03/08/2021 | Regular | 0.00 | 94.81 | 56564 |
| 02302 | Riebes Auto Parts, LLC | 03/22/2021 | Regular | 0.00 | 79.64 | 56621 |
| 03183 | River City Printers LLC | 03/01/2021 | Regular | 0.00 | 1,473.35 | 56534 |
| 02328 | Rocklin Industrial Co | 03/01/2021 | Regular | 0.00 | 347.21 | 56535 |
| 02328 | Rocklin Industrial Co | 03/08/2021 | Regular | 0.00 | 2,689.42 | 56565 |

Check Report

Date Range: 03/01/2021 - 03/31/2021

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|--|--------------|--------------|-----------------|----------------|--------|
| 02328 | Rocklin Windustrial Co | 03/22/2021 | Regular | 0.00 | 257.40 | 56622 |
| 03385 | S J Electro Systems Inc | 03/15/2021 | EFT | 0.00 | 1,442.00 | 407238 |
| 02357 | Sacramento Municipal Utility District (SMUD) | 03/22/2021 | Regular | 0.00 | 11,281.02 | 56623 |
| 02384 | Sacramento Suburban Water District | 03/22/2021 | Regular | 0.00 | 4,368.72 | 56624 |
| 02395 | SAFETY KLEEN SYSTEMS INC. | 03/29/2021 | Regular | 0.00 | 1,081.55 | 56638 |
| 02452 | Sierra National Construction, Inc. | 03/15/2021 | Regular | 0.00 | 20,849.12 | 56584 |
| 02459 | Sierra Safety Company | 03/15/2021 | Regular | 0.00 | 69.71 | 56585 |
| 02464 | Signs Made In A Day, Inc | 03/01/2021 | Regular | 0.00 | 220.89 | 56536 |
| 02466 | Silvers HR, LLC | 03/22/2021 | EFT | 0.00 | 2,300.00 | 407261 |
| 03375 | Sorensen, Elishia | 03/08/2021 | Regular | 0.00 | 75.05 | 56566 |
| 03783 | Stratus Building Solutions of Northern California, I | 03/01/2021 | EFT | 0.00 | 1,550.00 | 407208 |
| 01641 | Sun Life Assurance Company of Canada | 03/04/2021 | Bank Draft | 0.00 | 10,104.53 | 528104 |
| 01411 | SureWest Telephone | 03/01/2021 | Regular | 0.00 | 3,463.54 | 56537 |
| 01411 | SureWest Telephone | 03/08/2021 | Regular | 0.00 | 3,371.00 | 56567 |
| 02572 | Thatcher Company of California, Inc. | 03/29/2021 | EFT | 0.00 | 4,500.00 | 407268 |
| 02580 | The Eidam Corporation | 03/22/2021 | Regular | 0.00 | 5,993.75 | 56625 |
| 02581 | The Ferguson Group, LLC | 03/15/2021 | EFT | 0.00 | 6,000.00 | 407239 |
| 01844 | Thorne, Jedediah | 03/29/2021 | Regular | 0.00 | 105.00 | 56639 |
| 03799 | Thrikettle Corporation | 03/01/2021 | Regular | 0.00 | 4,324.32 | 56538 |
| 03799 | Thrikettle Corporation | 03/08/2021 | Regular | 0.00 | 2,012.62 | 56568 |
| 03799 | Thrikettle Corporation | 03/22/2021 | Regular | 0.00 | 18,103.80 | 56626 |
| 02624 | Trace Analytics LLC | 03/01/2021 | Regular | 0.00 | 677.16 | 56539 |
| 03763 | Trucksmart | 03/22/2021 | Regular | 0.00 | 127.63 | 56627 |
| 03644 | Tully & Young, Inc. | 03/08/2021 | Regular | 0.00 | 3,362.50 | 56569 |
| 03644 | Tully & Young, Inc. | 03/22/2021 | Regular | 0.00 | 3,990.00 | 56628 |
| 02638 | Tyler Technologies, Inc. | 03/01/2021 | Regular | 0.00 | 960.00 | 56540 |
| 02651 | United Parcel Service Inc | 03/01/2021 | Regular | 0.00 | 324.29 | 56541 |
| 02651 | United Parcel Service Inc | 03/15/2021 | Regular | 0.00 | 76.58 | 56586 |
| 03298 | United Rentals (North America), Inc. | 03/01/2021 | EFT | 0.00 | 1,630.73 | 407209 |
| 03637 | Urban Futures Inc | 03/01/2021 | Regular | 0.00 | 1,960.00 | 56542 |
| 02667 | US Bank Corporate Payments Sys (CalCard) | 03/15/2021 | Regular | 0.00 | 23,539.98 | 56587 |
| 03077 | VALIC | 03/08/2021 | Bank Draft | 0.00 | 4,240.21 | 179738 |
| 03077 | VALIC | 03/19/2021 | Bank Draft | 0.00 | 4,240.21 | 180882 |
| 02690 | Verizon Wireless | 03/15/2021 | Regular | 0.00 | 2,185.60 | 56595 |
| 02700 | Viking Shred LLC | 03/22/2021 | Regular | 0.00 | 50.00 | 56629 |
| 01687 | W. W. Grainger, Inc. | 03/01/2021 | Regular | 0.00 | 31.05 | 56543 |
| 01687 | W. W. Grainger, Inc. | 03/15/2021 | Regular | 0.00 | 43.18 | 56596 |
| 02710 | WageWorks, Inc | 03/08/2021 | EFT | 0.00 | 104.00 | 407224 |
| 02710 | WageWorks, Inc | 03/22/2021 | EFT | 0.00 | 104.00 | 407263 |
| 03387 | WageWorks, Inc | 03/08/2021 | EFT | 0.00 | 268.30 | 407223 |
| 03387 | WageWorks, Inc | 03/22/2021 | EFT | 0.00 | 268.30 | 407262 |
| 01486 | WAPA - Department of Energy | 03/08/2021 | EFT | 0.00 | 2,043.15 | 407225 |
| 01486 | WAPA - Department of Energy | 03/15/2021 | EFT | 0.00 | 3,037.20 | 407240 |
| 03791 | Water Systems Consulting, Inc. | 03/01/2021 | EFT | 0.00 | 12,172.50 | 407210 |
| 02730 | Western Area Power Administration | 03/29/2021 | EFT | 0.00 | 6,621.00 | 407269 |
| 02766 | Youngdahl Consulting Group, Inc. | 03/22/2021 | Regular | 0.00 | 1,320.00 | 56630 |
| 02766 | Youngdahl Consulting Group, Inc. | 03/29/2021 | Regular | 0.00 | 1,315.00 | 56640 |

Bank Code APBNK Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|----------|--------------|
| Regular Checks | 162 | 114 | 0.00 | 540,412.94 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 10 | 0.00 | -1,727.76 |
| Bank Drafts | 27 | 27 | 0.00 | 365,752.45 |
| EFT's | 113 | 72 | 0.00 | 400,949.45 |
| | 302 | 223 | 0.00 | 1,305,387.08 |

All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|----------|---------------------|
| Regular Checks | 162 | 114 | 0.00 | 540,412.94 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 10 | 0.00 | -1,727.76 |
| Bank Drafts | 27 | 27 | 0.00 | 365,752.45 |
| EFT's | 113 | 72 | 0.00 | 400,949.45 |
| | 302 | 223 | 0.00 | 1,305,387.08 |

Fund Summary

| Fund | Name | Period | Amount |
|------|--------------|--------|--------------|
| 999 | INTERCOMPANY | 3/2021 | 1,305,387.08 |



San Juan Water District, CA

Vendor History Report By Vendor Name

Posting Date Range 07/01/2020 - 03/31/2021

Payment Date Range -



Payroll Set: 01-San Juan Water District

| Employee Number | Employee Name | Pay Code | # of Payments | Units | Pay Amount |
|------------------------|----------------------|---------------------|-------------------------------|---------------|-------------------|
| <u>0690</u> | Costa, Ted | Reg - Regular Hours | 9 | 62.00 | 7,750.00 |
| | | | 0690 - Costa Total: | 62.00 | 7,750.00 |
| <u>1028</u> | Hanneman, Martin | Reg - Regular Hours | 9 | 47.00 | 5,875.00 |
| | | | 1028 - Hanneman Total: | 47.00 | 5,875.00 |
| <u>0670</u> | Miller, Ken | Reg - Regular Hours | 9 | 35.00 | 4,375.00 |
| | | | 0670 - Miller Total: | 35.00 | 4,375.00 |
| <u>1003</u> | Rich, Daniel | Reg - Regular Hours | 8 | 40.00 | 5,000.00 |
| | | | 1003 - Rich Total: | 40.00 | 5,000.00 |
| <u>0650</u> | Tobin, Pamela | Reg - Regular Hours | 9 | 90.00 | 11,250.00 |
| | | | 0650 - Tobin Total: | 90.00 | 11,250.00 |
| | | | Report Total: | 274.00 | 34,250.00 |

**Pay Code Report****Account Summary**

7/1/2020 - 3/31/2021

Payroll Set: 01-San Juan Water District

| Account | Account Description | Units | Pay Amount |
|--------------------------------------|---------------------|-------------------------------|-------------------------|
| <u>010-010-58110</u> | Director - Stipend | 137.00 | 17,125.00 |
| | | 010 - WHOLESALE Total: | 137.00 17,125.00 |
| <u>050-010-58110</u> | Director - Stipend | 137.00 | 17,125.00 |
| | | 050 - RETAIL Total: | 137.00 17,125.00 |
| | | Report Total: | 274.00 34,250.00 |

**Pay Code Report**

Pay Code Summary

7/1/2020 - 3/31/2021

Payroll Set: 01-San Juan Water District

| Pay Code | Description | # of Payments | Units | Pay Amount |
|---------------------|---------------|---------------|---------------|------------------|
| Reg - Regular Hours | Regular Hours | 44 | 274.00 | 34,250.00 |
| | | Report Total: | 274.00 | 34,250.00 |

2020/21 Actual Deliveries and Revenue - By Wholesale Customer Agency

| | July 2020 - March 2021 | | | | | | | |
|-------------------------------|------------------------|---------------------|-------------------|---------------------|-------------------|--------------|---------------------|--------------|
| | Budgeted Deliveries | Budgeted Revenue | Actual Deliveries | Actual Revenue | Delivery Variance | | Revenue Variance | |
| San Juan Retail | 7,401.94 | \$ 2,191,482 | 9,184.68 | \$ 2,336,134 | 1,782.74 | 24.1% | \$ 144,652 | 6.6% |
| Citrus Heights Water District | 7,385.68 | \$ 2,115,631 | 7,710.26 | \$ 2,141,967 | 324.58 | 4.4% | \$ 26,336 | 1.2% |
| Fair Oaks Water District | 4,837.70 | \$ 1,463,855 | 5,921.17 | \$ 1,551,768 | 1,083.47 | 22.4% | \$ 87,913 | 6.0% |
| Orange Vale Water Co. | 2,407.70 | \$ 726,564 | 2,852.70 | \$ 762,671 | 445.00 | 18.5% | \$ 36,107 | 5.0% |
| City of Folsom | 755.27 | \$ 220,144 | 859.88 | \$ 228,632 | 104.61 | 13.9% | \$ 8,488 | 3.9% |
| Granite Bay Golf Course | 154.75 | \$ 5,471 | 276.11 | \$ 9,760 | 121.36 | 78.4% | \$ 4,290 | 78.4% |
| Sac Suburban Water District | - | \$ - | 3,792.55 | \$ 1,005,426 | 3,792.55 | | \$ 1,005,426 | |
| TOTAL | 22,943.04 | \$ 6,723,146 | 30,597.35 | \$ 8,036,359 | 7,654.31 | 33.4% | \$ 1,313,212 | 19.5% |

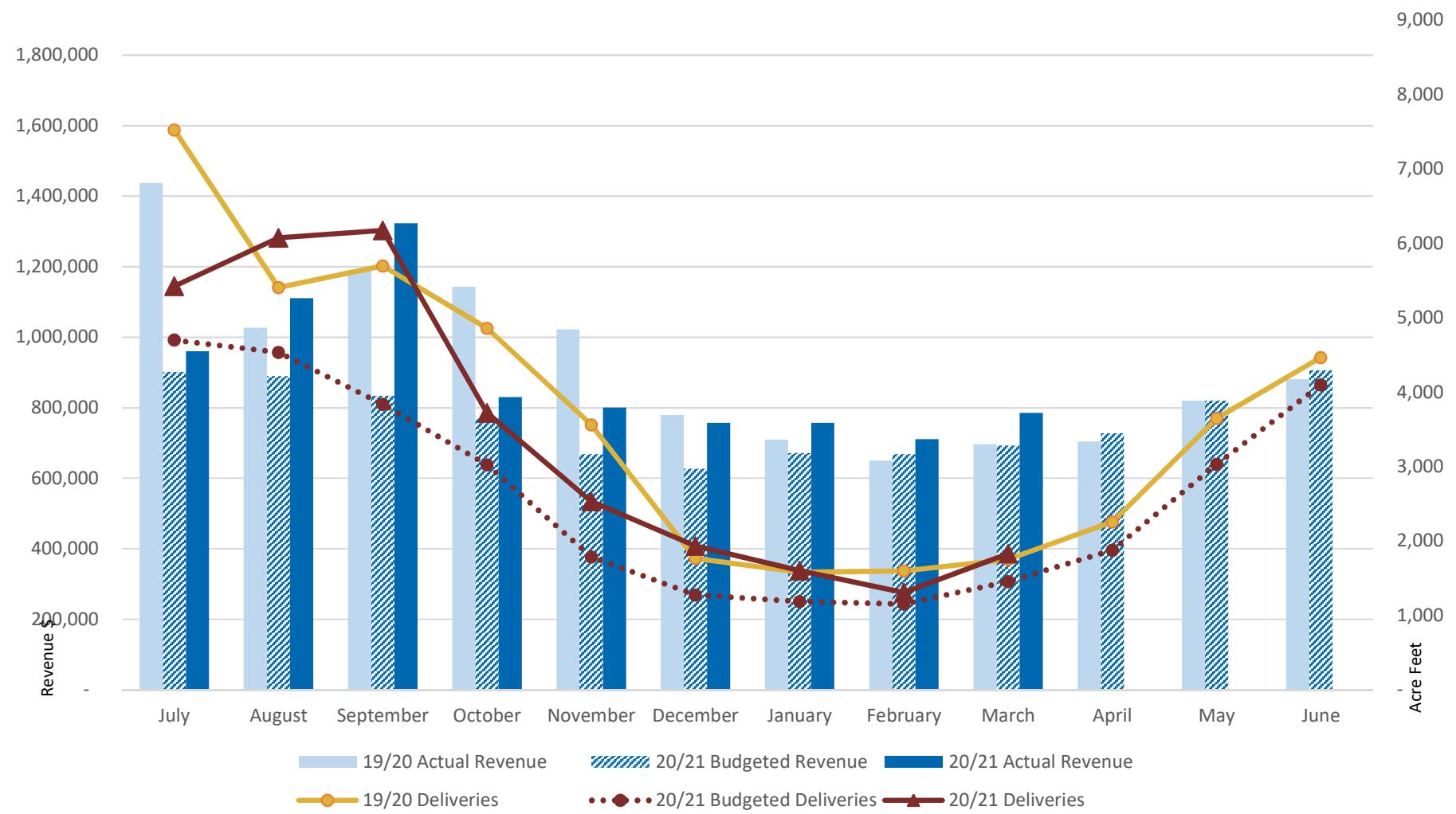
| | |
|-----------------------------|---------------------|
| Budgeted Deliveries | 22,943.04 |
| Actual Deliveries | <u>30,597.35</u> |
| Difference | 7,654.31 |
| | 33.4% |
| Budgeted Water Sale Revenue | \$ 6,723,146 |
| Actual Water Sale Revenue | <u>\$ 8,036,359</u> |
| Difference | \$ 1,313,212 |
| | 19.5% |

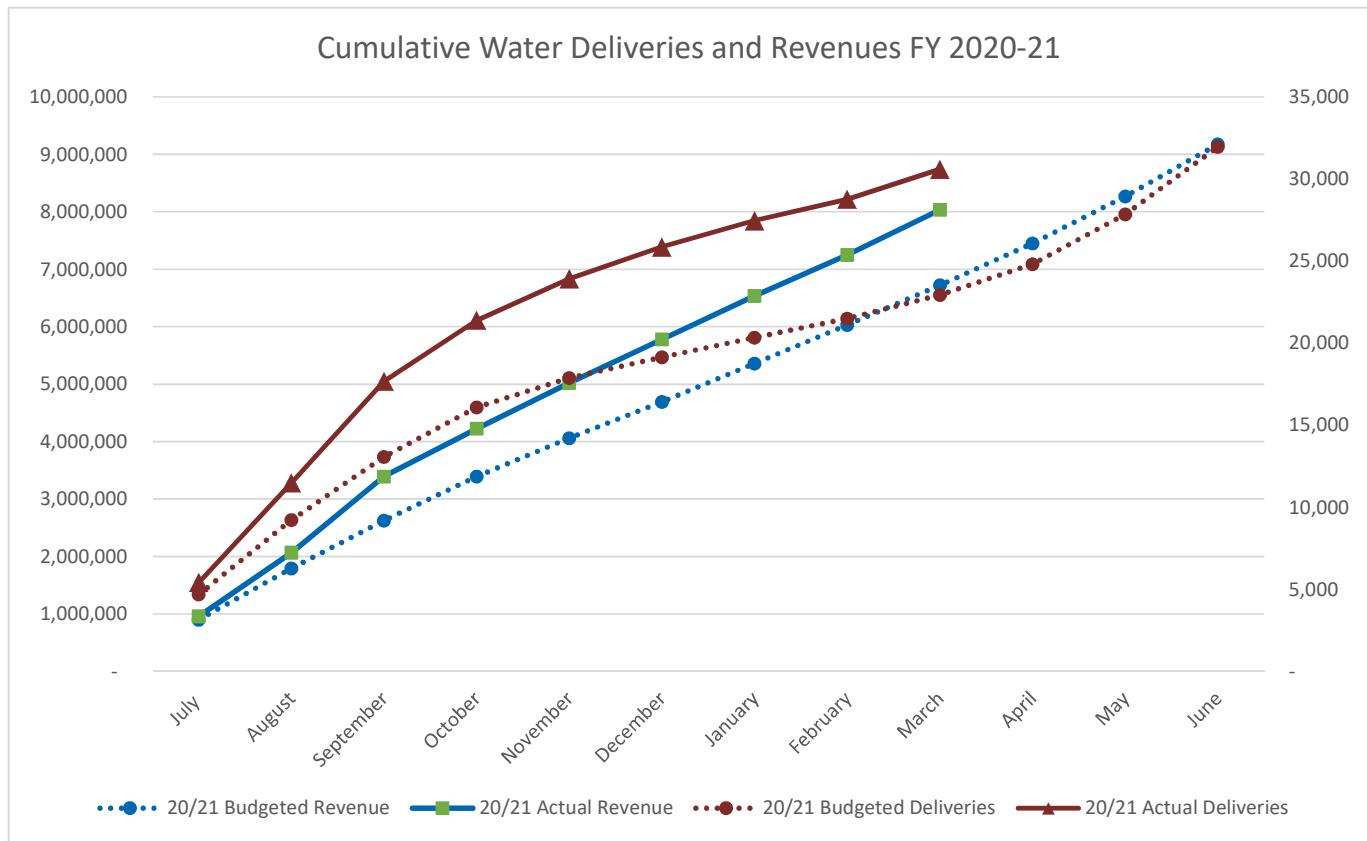
Conclusion:

Due to the possible effects from the COVID-19 pandemic, the budget anticipated a 10% decline in water deliveries. Those effects have not materialized. The budget did not anticipate selling water to SSWD but an agreement was reached subsequent to budget adoption. As a result, deliveries from July - March are 33.4% greater than anticipated in the budget and revenues outpace the budget by 19.5%.

Excluding SSWD, deliveries for July-March outpaced the prior year by 882 acre feet (3.4% increase).

Comparison of Fiscal Year 2019/2020 Actual to 2020/2021 Projections of Deliveries and Revenue





AGENDA ITEM VII-2

RWA Exec Comm notes

4/28/21

FY 2020-21 Budget

No overall increase in dues. Some agencies (such as San Juan) will see changes, associated with the new dues structure. San Juan's dues will drop from \$77,751 to \$66,000 (a 15% reduction). Other member agency dues will rise. Total RWA expenses are projected to rise from \$2.08 million in FY 2020-21 to \$2.56 million in FY 2021-22. \$0.28 million of this difference will be drawn from reserves, and the rest will be paid by the new subscription programs.

San Juan's expenses associated with RWA/SGA also include the Water Efficiency Program (\$15,246), Phase 2 of the Groundwater Bank (\$30,000/yr), the Major Projects Program (\$18,813/yr)

SCGA

RWA/SGA has secured Gina Bartlett from CBI to be the facilitator, through the Water Forum contract. Gina will interview 15 stakeholder agencies (including San Juan). No meeting among the three Boards has yet been scheduled.

Office Operations

RWA employees have been working from home, but come in from time to time to do various tasks. RWA has updated protocols for employees who do go to the office.

Discounted Dues for New Members

CMUA has a phase-in program for dues for new members. Jim Peifer is proposing a similar approach for RWA – 50% discount the first year and 25% discount for the second year. The EC sent this recommendation to the RWA Board.

Groundwater Substitution Transfer

EC approved subscription program agreement for current year transfer.

Legislation

AB 1434 – indoor use – looks like RWA and CWA may succeed in killing bill.

SB 222, 223 – Senate is putting out a drought relief budget packet. Part of that includes ratepayer relief of over \$1 billion. This could change the discussion on SB 222.

The EC approved the positions on bills proposed by RWA staff. The EC also supported a letter of support for Tanya Trujillo as Assistant Secretary of the Department of Interior.

RWA April Board Meeting Agenda

Exec Comm approved agenda.

Executive Director Report

May 10 meeting of GMs, to discuss water supply conditions.

Legislative meeting next week on dry conditions.

RWA 20th anniversary celebration this year?

Director reports

Carmichael – forensic audit

Sacramento – groundwater substitution transfer

Roseville – WIFIA loan for ASR, recycling

AGENDA ITEM VII-3.1 & 3.2

April 21, 2021

Director Tobin's Report

ACWA-JPIA

- The four incumbents are the only candidates running for this election. The incumbents are: Director Tom Cuquet, South Sutter Water District; Director David Drake, Rincon Del Diablo Municipal Water District; Director Melody McDonald, San Bernardino Valley Water Conservation District; and Director Randall Reed, Cucamonga Valley Water District. No resolutions were received for any other candidates.
- That the Executive Committee approve the Comprehensive Annual Financial Report for year ended September 30, 2020, as presented.
- That the Executive Committee approve the Proposed Operating Budget for Fiscal Year 2021-22, as presented.
- That the Executive Committee approve Westside Water Authority's application for admission into the Property Program. and
- New Members: Westside Water Authority into the Property Program. San Mateo County Floor & Sea Level Rise Resiliency District into the Workers' Compensation Program., Groundwater Banking Joint Powers Authority into the Liability Program.
- Relevant Discussion on current relevant issues:
 - • Workers' Compensation COVID positive cases reporting and related claims
 - • New employee: Sr. Claims Adjuster
 - • Current Liability and Property claims case load
 - • Commitment to Excellence Best Practices resources
 - • Remote ergonomic assessments
 - • Virtual and in person Risk Assessments
 - • Medicare plan change for approval by Employee Benefits Program Committee
 - • COVID medical claims update
 - • JPIA staff back to work schedule
 - • Recruitment for Assistant CEO
 - • Finance and Audit Committee structure change

Insurance Market Update

- The excess/ reinsurance market for the Liability and Property Programs continues to be very challenging. Both JPIA programs saw significant increases in the costs of the excess/reinsurance purchased for the 2019/20 and 2020/21 policy years. Looking forward to the 2021/22 policy years, the current projections are anticipating continued increases in the excess reinsurance costs.

April 21, 2021

Director Tobin's Report

ACWA

ACWA Virtual Conference May 12-13, 2021

<https://www.acwa.com/wp-content/uploads/2020/02/SC21-brochure.pdf>

ACWA UPDATE ON PRIORITY ISSUES

A high-level look at recent ACWA activity and initiatives.



APRIL 2021

Federal Investments in Water Infrastructure

Last month, the Biden Administration released a [fact sheet](#) for the American Jobs Plan, a piece of the Build Back Better initiative. ACWA joined a national coalition of more than 200 agriculture organizations and urban and rural water districts in encouraging the Administration and Congressional leaders to bolster water infrastructure provisions. The American Jobs Plan focuses on the need for resilient infrastructure against climate change and support for disadvantaged communities and rural America. The plan outlines \$111 billion for drinking water infrastructure; \$50 billion for various drought, wildfire and agricultural resources management infrastructure investments; \$45 billion for lead pipe cleanup; and \$10 billion in funding to monitor and remediate PFAS in drinking water.

ACWA also sent a joint letter with national water associations to the U.S. Department of the Treasury to advocate for the swift rollout of funding made available for water infrastructure in the recently passed American Rescue Plan. ACWA signed onto a coalition letter sent March 19 to the California Congressional Delegation on the urgent need for long-term low-income water rate assistance funding and investments for water infrastructure. The letter urges leaders to include funding as part of any new federal water or infrastructure-related Congressional actions for long-term water affordability and for Clean Water and Drinking Water State Revolving Funds. All three letters are available at www.acwa.com/resources.

ACWA is closely tracking the development of an infrastructure package this Congress and will continue to participate in coalitions that advocate for investment in water infrastructure.

STAFF CONTACT

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ACWA-Sponsored SB 323 (Caballero)

ACWA-sponsored SB 323 passed out of the Senate Government and Finance Committee on March 25, following a hearing in which ACWA staff and members testified in support. The bill passed out of the committee on a 4-1 vote and is scheduled to be heard by the Senate Judiciary Committee on April 20. The bill would improve financial stability for public agencies by creating a 120-day statute of limitations for legal challenges to water and sewer service rates. It comes as water and wastewater agencies have faced increased litigation from ratepayers over whether agency rates comply with Proposition 218 and other existing laws. More than 80 organizations have joined ACWA's coalition in support of the bill. A [fact sheet](#) with more information about the bill is available at www.acwa.com/resources.

STAFF CONTACT

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Climate Bond Proposals

ACWA staff testified with a support-if-amended position on two climate resilience bond proposals that are currently advancing through the state Legislature and could be headed for the June 2022 ballot. SB 45 (Portantino) passed the Senate Natural Resources and Water Committee on March 16 with a 7-2 vote in favor. The bill would place a \$5.5 billion General Obligation Bond on the ballot. SB 45 has been re-referred to the Senate Committee on Budget and Fiscal Review. Another bond proposal, AB 1500 (E. Garcia), passed the Assembly Water, Parks and Wildlife Committee on April 8. The bill would place a \$6.7 billion bond measure on the ballot and will be heard next by the Assembly Natural Resources Committee. ACWA has a support-if-amended position on both bills.

ACWA, with input from the State Legislative Committee's Bond Working Group, sent a letter March 9 requesting amendments to SB 45 to add funding for water-related climate resilience projects that help provide a reliable water supply during drought and flood. The letter requests funding for conveyance, dam safety, groundwater protection and sustainable groundwater management, flood management, integrated regional water management and safe drinking water for disadvantaged communities, as well as water quality and water reuse. The full comment letter is available at www.acwa.com/resources.

STAFF CONTACT

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Director of State Relations
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Water Affordability (SB 223 and SB 223)

ACWA's State Legislative Committee has taken an oppose-unless-amended position on SB 222 (Dodd) and an oppose position on SB 223 (Dodd).

SB 222 (Dodd) would require the Department of Consumer Services and Development to create an overly broad and costly water and wastewater affordability program that would likely be implemented in part by public water systems. ACWA believes a water and wastewater low-income rate assistance program, designed in a reasonable, efficient and effective manner and funded with a progressive funding source, is the right approach. SB 223 (Dodd) would require urban and community water systems to determine if they could, using non-rate revenue, provide arrearage management plans as specified. If the systems found that they could do so, they would be required offer plans that include forgiveness of the entire balance of a customer's unpaid water debt if the customer enters into the arrearage management plan. The bill would re-write the restrictions on discontinuation of residential water service that the enactment of SB 998 (Dodd, 2018) put into place.

Separate from SB 222 and SB 223, ACWA, along with other statewide associations, is seeking state funding to help public water and wastewater agencies assist customers, who have been financially impacted by COVID-19, with water and wastewater debt.

State Water Board Water Rights Updates

On March 31, ACWA submitted comments to the State Water Resources Control Board on its draft "[Recommendations for an Effective Water Rights Response to Climate Change](#)." The report identifies potential approaches for an effective water rights response to climate change and recommends changing specified aspects of future water rights applications and other procedures to include more climate change considerations. ACWA's comments address the need to improve climate change understanding while avoiding the creation of uncertainty for water rights holders and applicants. The full comment letter is available at www.acwa.com/resources.

Lead and Copper Rule

The U.S. Environmental Protection Agency (EPA) [announced](#) last month that it is extending the effective date for the recently revised Lead and Copper Rule (LCR) to allow time for more public input. To achieve this goal, EPA issued two notices regarding the LCR. The first extends the LCR effective date from March 16, 2021 to June 17, 2021. The second notice proposes to extend the effective date an additional six months to Dec. 16, and extend the compliance deadline from Jan. 16, 2024 to Sept. 16, 2024. EPA opened a 30-day comment period and ACWA submitted comments on April 12. The full comment letter will be available at www.acwa.com/resources.

EPA also recently announced it will be hosting virtual engagements beginning this month to receive further public input on EPA's LCR revisions. EPA is particularly interested in obtaining feedback from individuals and communities that are most at-risk of exposure to lead in drinking water. Public listening sessions are scheduled for April 28 and May 5 from 10 a.m. to 10 p.m. (ET). Those who cannot attend these sessions may submit written comments by June 30. More information is available at www.epa.gov/safewater.

PFAS Regulatory Determination

The U.S. Environmental Protection Agency (EPA) on March 11 published the proposed fifth Unregulated Contaminant Monitoring Rule (UCMR 5) for public water systems and announced corresponding public meetings. The UCMR 5 was initially on hold due to a regulatory freeze issued on the first day of the Biden Administration. After further review, EPA determined that the UCMR 5 is consistent with EPA's efforts to address PFAS in drinking water and published the proposed rule in the Federal Register. The proposed UCMR 5 would require public water systems to collect national occurrence data for 29 PFAS and lithium.

There is a 60-day comment period with comments due on May 10. EPA also hosted two identical virtual public meetings on April 6 and 7 and ACWA provided comments during the meetings.

STAFF CONTACT

For SB 222

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For SB 223

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Madeline Voitier

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California Water Commission

The California Water Commission (Commission) is currently assessing a state role in financing conveyance projects that could help meet needs in a changing climate. The Commission expects to release a draft white paper this month for state policymakers that will describe the essential criteria for resilient water conveyance projects, the potential benefits of such projects and the implications of various financing options. The whitepaper is expected to be finalized mid-2021.

ACWA submitted comments to the Commission on Feb. 17 calling for state investment for conveyance projects and detailing a wide range of benefits that would stem from greater state investment. ACWA staff also met with Commission staff on March 15 to discuss ACWA's recommendations and next steps. The full comment letter is available at www.acwa.com/resources.

STAFF CONTACT

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Regulatory Relations Manager
chelseah@acwa.com

Safe and Affordable Drinking Water Fund Implementation

The State Water Board hosted a workshop on April 13 to release the results of its Needs Assessment for the Safe and Affordable Funding for Equity and Resilience (SAFER) program. State Water Board staff provided an overview of the results of the risk assessment, cost assessment and affordability assessment. ACWA will continue to engage with the State Water Board on the implementation of the Safe and Affordable Drinking Water Fund to help ensure that the \$130 million per year for the program can achieve the results that it was intended to achieve.

STAFF CONTACT

Cindy Tuck

Deputy Executive Director for Government Relations
cindyt@acwa.com

Water Loss Updates

The State Water Board is expected to release a revised draft economic model for the development of water loss standards. The revision follows a recent independent peer review of the draft material and is in anticipation of the formal rulemaking for the development of water loss standards in the following months. ACWA has been working in coordination with a coalition to advocate in support of improvements to the economic model and additional policy considerations to ensure that water agencies can successfully meet the standards. The water loss standards will be included as part of urban retail water agencies water use objectives. ACWA is asking water agencies to review their draft performance standards for feasibility and cost-effectiveness.

STAFF CONTACT

Chelsea Haines

Regulatory Relations Manager
chelseah@acwa.com

Proposed Clean Fleets Regulation

ACWA recently provided comments to the California Air Resources Board (CARB) on the proposed Clean Fleet Rule. The proposed rule would require public agencies to purchase zero emission vehicles for their medium and heavy duty fleet vehicles as early as 2024. ACWA's comments focus on ensuring that water and wastewater agencies can maintain critical public services while striving to help the state reach its climate goals. The full comment letters are available at www.acwa.com/resources.

STAFF CONTACT

Nick Blair

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Upcoming Event - Visit www.acwa.com/events for more

- **ACWA 2021 Virtual Spring Conference and Exhibition** - May 12-13

AGENDA ITEM VIII-1

DRAFT

Legal Affairs Committee Meeting March 31, 2021 3:00 p.m.

Committee Members: Ted Costa, Chair
Marty Hanneman, Director

District Staff: Paul Helliker, General Manager
Greg Zlotnick, Water Resources Manager
Teri Grant, Board Secretary/Administrative Assistant
Jennifer Buckman, Legal Counsel

Members of the Public: Ken Miller, SJWD Board Member
Pam Tobin, SJWD Board Member
Joanna Gin, Citrus Heights Water District Legal Counsel

Topics: Legal Counsel RFP (W & R)
Rules for Board Proceedings (W & R)
Roles of Board, GM and Counsel (W & R)
HIPAA Questions (W & R)
Other Legal Affairs Matters
Public Comment

1. Legal Counsel RFP (W & R)

Director Costa confirmed that Director Hanneman had the most recent version of the document and requested that staff indicate version numbers on the document when any changes are made. In response to Director Hanneman's question, Legal Counsel Buckman informed the committee that the Board did not give authority to the committee to issue the Request for Proposals (RFP) for legal services and a recommendation should be returned to the full Board, either at the regular April meeting or a Special Board meeting.

GM Helliker recommends that a Special Board meeting be set as soon as possible to receive authorization from the Board to proceed with the RFP. In response to Director Hanneman's question regarding direction for a Request for Qualifications (RFQ) versus an RFP, Legal Counsel Buckman recommends that the District engage with legal counsel. GM Helliker informed the committee that he drafted the RFP from various models including an RFP from Atherton and an RFQ from the Sites Authority. The committee discussed the use of an RFP or an RFQ and decided to use an RFP.

GM Helliker reviewed the RFP with the committee. He explained that the committee will need to recommend issuing one or two RFPs to cover general and water issue legal services. In response to Director Costa's question, Mr. Greg Zlotnick stated that the RFP could be done either way depending on the committee's desire to either have one legal counsel for everything or two separate counsels – one for general and one for water issues. GM Helliker voiced concern that if the RFP is for one legal counsel for everything, then that would eliminate firms, which specialize in water issues only, from responding.

Director Hanneman inquired if Legal Counsel Buckman reviewed the RFP and she stated that she had not. The committee discussed the RFP and GM Helliker confirmed that, per Director Costa's request, he sent the RFP to outside legal counsel for review.

The committee requested that the 10 year requirement for experience be changed to 7 years. Director Costa mentioned that the new Legal Counsel interaction with Board and staff be reviewed and would like the committee to discuss this topic at the next committee meeting. The committee recommends that the Board call a Special Board meeting to review this item and provide a clean draft of the RFP. The Board Secretary will contact the Board President to request a Special Meeting for Wednesday, April 7th at 6:00 pm.

2. Rules for Board Proceedings (W & R)

Director Costa suggested that the proposed edits to the Rules for Board Proceedings for this item be tabled until the new attorney is hired, Director Hanneman agreed and the topic was tabled.

Director Costa mentioned that there are references to Robert's Rules of Order, Rosenberg's Rules of Order, and even rules derived from Paul Bartkiewicz, in the Rules for Board Proceedings and he would like the committee to settle on which rules to use.

GM Helliker called the committee's attention to Rule 25, which states that the Board may temporarily suspend these rules in whole or in part or amend these rules in whole or in part, or both, by motion at any meeting. He informed the committee that should there be any issues during a meeting, that this Rule could be used to suspend or amend a Board Rule. Legal Counsel Buckman suggested that the Board have the new legal counsel review the Board Rules since they were initially enacted by ordinance and a motion to amend the Board Rules might complicate the ability to amend them.

Director Costa closed discussion on this item as the proposed changes to the Rules were tabled until new legal counsel is hired.

3. Roles of Board, GM and Counsel (W & R)

GM Helliker reviewed his staff report which will be attached to the meeting minutes. He explained that the staff report provides various code citations for the roles of the Board, General Manager and Legal Counsel as background for the committee's discussion on this topic. Legal Counsel Buckman stated that there is a Rule of Professional Responsibility that applies when a lawyer represents an organization as a client. She stated that Legal Counsel is employed by the Board. In addition, she mentioned that there are some SJWD ordinances that the Board might want to consider reviewing. Director Costa commented that Legal Counsel works for the Board and should the Board give direction to the Legal Counsel then Legal Counsel has the authority to carry out those marching orders.

Legal Counsel Buckman stated that there are several individual Board members who want to direct the attorney and there is already language in place that specifies that that should not happen; however, the issue is implementing that language. Director Costa suggested that Board members talk to Legal Counsel during meetings and if Board direction is needed, then the Board would provide that direction. Legal Counsel Buckman stated that consistent direction is needed, especially when direction is being received from

both the Board and staff. She explained that legal counsel, in that instance, would follow the direction of the Board.

GM Helliker reviewed the District's code regarding direction to staff and commented that the language is unique, as compared to other agencies, in that it gives specific authority to the President to direct staff to implement policies and decisions of the Board. He reviewed some of the language in the legal services agreement as well.

4. HIPAA Questions (W & R)

GM Helliker informed the committee that the District follows the Cal OSHA requirements with guidance from the CDC regarding protocols for District access during the Covid-19 pandemic. Once the guidelines change, then the protocols will be updated. Legal Counsel Buckman recommended that the protocols be reviewed by legal counsel. GM Helliker will have Attorney Kreisberg review the protocols.

5. Other Legal Affairs Matters (W & R)

Director Costa inquired about the recent Public Records Act request that was received. GM Helliker informed the committee that the PRA request from Defend Granite Bay was received on March 26th and they are requesting records regarding the division-based election process. GM Helliker stated that a meeting is scheduled to discuss the records with Legal Counsel Buckman and the response will be provided within the 10-day window; however, it is a comprehensive request and staff will provide them with the documents as expeditiously as possible.

6. Public Comment

There were no public comments.

The meeting was adjourned at 4:01 p.m.

STAFF REPORT

To: Legal Affairs Committee
From: Paul Helliker, General Manager
Date: March 31, 2021
Subject: Roles of Board, General Manager and Legal Counsel

RECOMMENDED ACTION

Discussion

BACKGROUND

San Juan is in the process of selecting a new legal counsel. The Legal Affairs Committee and Board may want to review the statutory language, guidance from California associations and Agreement for Legal Services provisions, to ensure that Board and staff are familiar with these documents.

Attached is a collection of relevant excerpts from such documents.

Roles of Board of Directors, General Manager and Legal Counsel
Relevant Statutory Citations and Other References

Board/General Manager

California Government Code

61040(a) Except as provided in Section 61040.1, a legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district's general manager.

(b) No person shall be a candidate for the board of directors unless he or she is a voter of the district or the proposed district. No person shall be a candidate for the board of directors that is elected by divisions or from divisions unless he or she is a voter of that division or proposed division.

(c) All members of the board of directors shall exercise their independent judgment on behalf of the interests of the entire district, including the residents, property owners, and the public as a whole in furthering the purposes and intent of this division. Where the members of the board of directors have been elected by divisions or from divisions, they shall represent the interests of the entire district and not solely the interests of the residents and property owners in their divisions.

(d) Service on a municipal advisory council established pursuant to Section 31010 or service on an area planning commission established pursuant to Section 65101 shall not be considered an incompatible office with service as a member of a board of directors.

(e) A member of the board of directors shall not be the general manager, the district treasurer, or any other compensated employee of the district, except for volunteer firefighters as provided by Section 53227.

(f) This section shall be repealed on January 1, 2035.

61043 (a) Within 45 days after the effective date of the formation of a district, the board of directors shall meet and elect its officers. Thereafter, within 45 days after each general district or unopposed election, the board of directors shall meet and elect the officers of the board of directors. A board of directors may elect the officers of the board of directors annually.

(b) The officers of a board of directors are a president and a vice president. The president shall preside over meetings of the board of directors and the vice president shall serve in the president's absence or inability to serve.

(c) A board of directors may create additional offices and elect members to those offices, provided that no member of a board of directors shall hold more than one office.

61044 A board of directors shall hold a regular meeting at least once every three months. Meetings of the board of directors are subject to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.

61045(a) A majority of the total membership of the board of directors shall constitute a quorum for the transaction of business.

(b) The board of directors shall act only by ordinance, resolution, or motion.

(c) Except as otherwise specifically provided by law, a majority vote of the total membership of the board of directors is required for the board of directors to take action.

(d) The minutes of the board of directors shall record the aye and no votes taken by the members of the board of directors for the passage of all ordinances, resolutions, or motions.

(e) The board of directors shall keep a record of all its actions, including financial transactions.

(f) The board of directors shall adopt rules or bylaws for its proceedings.

(g) The board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies required by this division.

61047 (a) The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for each day of service. A member of the board of directors shall not receive compensation for more than six days of service in a month.

(b) The board of directors, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation that may be received by members of the board of directors.

(c) The board of directors may provide, by ordinance or resolution, that its members may receive their actual and necessary traveling and incidental expenses incurred while on official business. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3.

(d) A member of the board of directors may waive any or all of the payments permitted by this section.

(e) For the purposes of this section, a “day of service” means any of the following:

- (1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.
- (2) Representation of the district at a public event, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public event.
- (3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public meeting or public hearing.
- (4) Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the corporation's meeting.
- (5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member's participation at a board of directors' meeting, and that the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

61048 A board of directors may appoint one or more advisory committees to advise the board of directors about the district's finances, policies, programs, or operations.

- 61050**(a) The board of directors shall appoint a general manager.
- (b) The county treasurer of the principal county shall serve as the treasurer of the district. If the board of directors designates an alternative depositary pursuant to Section 61053, the board of directors shall appoint a district treasurer who shall serve in place of the county treasurer.
 - (c) The board of directors may appoint the same person to be the general manager and the district treasurer.
 - (d) The general manager and the district treasurer, if any, shall serve at the pleasure of the board of directors.
 - (e) The board of directors shall set the compensation, if any, for the general manager and the district treasurer, if any.
 - (f) The board of directors may require the general manager to be bonded. The board of directors shall require the district treasurer, if any, to be bonded. The district shall pay the cost of the bonds.

61051 The general manager shall be responsible for all of the following:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district's employees, consistent with the employee relations system established by the board of directors.
- (c) The supervision of the district's facilities and services.
- (d) The supervision of the district's finances.

Excerpts from the California Special Districts Association publication “Board Member Handbook”

The specific responsibilities of the board are clustered into five areas (p. 10):

1. Setting the direction for the district;
2. Establishing and supporting the policies and structure of the district;
3. Overseeing the financial resources necessary to fund the district;
4. Guiding employee relations policy, including the hiring and supervising of the general manager who, in turn, operates the district and hires/manages its staff; and
5. Serving as community leaders who communicate effectively on behalf of the district.

4. Guiding Employee Relations (more detail p. 11)

The board's charge is to support and assess the performance of the general manager, approve personnel policies, establish salary structure and benefits packages, approve memorandums of understanding (MOUs) negotiated with labor, approve job descriptions and organizational structure, and establish a strong communications link between the board and general manager.

One of the most important decisions a board will ever make is the hiring of a general manager. Other than a district's general counsel and some rare additional exceptions for large special districts, the general manager is the only individual the board hires and supervises.

The general manager is responsible for hiring and supervising all other staff, sometimes through senior or mid-level managers in larger districts. Empowering the general manager to successfully carry out this key duty is critical to the success of the district. This should include a fair and constructive annual general manager evaluation process.

Role of the General Manager and Staff (p. 12)

The general manager is the executive staff officer of the district and for the board. This individual administers the district, providing day-to-day leadership, and maintains exclusive management and control of the operations and works of the district within State law and the policies of the board. In some districts, this position may be referred to as the district administrator, chief executive officer, executive director, district director, or another title. For the purposes of this handbook, it will be referred to as general manager.

Overarching best practices for a general manager include:

1. Developing and delivering reports to keep the board of directors and public well-informed of district operations and the status of district goals;
2. Providing recommendations on actions requiring board approval, including policies, resolutions, ordinances, and other matters;
3. Maintaining and advancing the operations of the district and implementing those policies, strategies, and directives approved by the board; and
4. Playing an active role in moving the district forward in serving its mission, carrying out its strategic plan, and attaining its vision.

As noted previously, the general manager has authority over and directs all employees, including hiring, supervision, evaluations, promotions, disciplinary actions, and terminations. All directives for staff should be given by the general manager or designated supervisor within the district. Authority may be delegated to other staff or consultants at the general manager's discretion.

The general manager should dutifully and faithfully carry into effect the lawfully expressed policies of the board, including planning the short, medium, and long-term work program for the district, facilitating constructive and harmonious board relations, preparing and managing the district budget, conducting studies, and delivering written and oral presentations.

For more information about the specific duties of San Juan's General Manager, see the attached job description.

Legal Counsel

California Government Code

61060 A district shall have and may exercise all rights and powers, expressed and implied, necessary to carry out the purposes and intent of this division, including, but not limited to, the following powers:

...

- (f) To appoint employees, to define their qualifications and duties, and to provide a schedule of compensation for performance of their duties.
- (g) To engage counsel and other professional services.

54956.9 (a) Nothing in this chapter shall be construed to prevent a legislative body of a local agency, based on advice of its legal counsel, from holding a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation.

Excerpts from the Agreement for Legal Services for San Juan Water District (with Bartkiewicz, Kronick and Shanahan, dated 2-26-2020)

1. Scope of Engagement. District retains Attorneys to provide general counsel legal services to District, including providing advice on District water right and water supply issues, governance, legal compliance, rates fees and charges, public works and other contracts, operations, and other matters as the District may request. District and Attorneys may modify this scope of legal services by mutual agreement, which may be informal. Joshua M. Horowitz ("Shareholder") will be the principal attorney representing District under this Agreement. He will be assisted as needed by Ryan S. Bezerra, Jennifer T. Buckman and other attorneys in the firm. If requested by District and agreed to by Attorneys, Attorneys will represent District in other matters as may be requested by District from time to time.

2. Duties of Attorneys and District. Attorneys will provide legal services reasonably required to represent District in the matters referred to in Section 1. Attorneys will take reasonable steps to keep District informed of progress and significant developments in a timely manner and bill the District only for those legal matters requested for. The District's requests for services may be informal through verbal direction, telephone conversations, or email exchanges with responsible District officers and employees. District will cooperate with Attorneys, keep Attorneys informed of developments and changed circumstances, abide by this Agreement and pay Attorney's bills in a timely manner. An attorney-client relationship requires mutual trust between the client and attorney. It is understood that communications exclusively between Attorneys and District are confidential and protected by attorney-client privilege.

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



San Juan Water District
9935 Auburn Folsom Road
Granite Bay, California 95746 (916) 791-0115
www.sjwd.org

Position Description

General Manager

Status: FLSA Exempt, Non-Safety Sensitive

Supervisor: Serves at the will and pleasure of the Board of Directors

Effective Date: August 2, 2018

Supervision Received and Exercised

Receives policy direction from the Board of Directors and exercises direct supervision over management, professional and administrative support personnel.

Primary Function

To plan, organize, direct and review the overall administrative activities and operations of the District; to advise and assist the Board of Directors; to effectively represent the District's interests at a local, State and Federal level; and to serve as a leader on regional issues.

Essential Duties - Duties may include, but are not limited to, the following:

- Direct the development and implementation of District goals and objectives as well as policies and procedures necessary to provide District services; approve new or modified programs, systems, administrative/personnel policies and procedures.
- Coordinate District operations, between wholesale and retail divisions, wholesale customer agencies, and with outside agencies and organizations; make appropriate decisions or recommendations for Board consideration and adoption; provide staff assistance to the Board of Directors.
- Direct and oversee the development and implementation of District-wide work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Direct the development, presentation and administration of the District budget.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the District.
- Direct the planning and execution of a comprehensive and integrated program of activities relating to the production, storage, treatment, transmission and distribution of the District's water supply.
- Confer with department heads concerning administrative and operational problems.
- Review District contracts and other legal and financial documents; monitor all contractual agreements.
- Prepare and submit to the Board annual reports of financial and administrative activities; keep the Board advised of financial conditions, program progress, and present and future needs of the District.

- Oversee the enforcement of all rules and regulations pertaining to water districts; protect District resources.
- Direct the preparation of plans and specifications for work which the Board orders.
- Interpret, analyze and explain policies, procedures and programs.
- Set the example for subordinate managers in dealing with day-to-day problems, decision making and communication.
- Confer with residents, rate payers, businesses, and other individuals, groups and outside agencies having an interest or potential interest in the affairs of the District; respond to the most difficult complaints and requests for information.
- Maintain the District's open-door policy.
- Ensure the District's human resource administration function is properly executed in a fair and equitable manner.
- Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research, prepare and present technical and administrative reports and studies to the Board and a variety of committees; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Water issues impacting the Western United States.
- Principles, practices and techniques of public administration.
- Methods used in the construction, operation, and maintenance of water facilities and systems.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles of communication and conflict resolution.
- Principles and practices of budget preparation and administration.
- Principles of California water law, including water rights.
- Effective community relations practices.
- Principles and practices of safety management.

Ability to:

- Plan, direct and control the administration and operations of the District.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe

performance and evaluate staff; problem solve District related issues; and explain and interpret policy.

- On a continuous basis, sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means.
- Serve as a strong leader when working with the Board of Directors, a diverse staff and regional partners.
- Delegate and oversee employees with measureable results.
- Lead by example using demonstrated intellectual and listening skills.
- Demonstrate a strong sense of integrity and trust.
- Effectively implement and embrace change.
- Prepare and administer the District budget.
- Develop and implement District policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion and encourage and participate in an open exchange of ideas.
- Analyze problems, identify alternative solutions, project consequences of proposed actions make sound decisions under pressure and implement recommendations in support of District goals.
- Provide recommendations and be accountable to multiple stakeholders, including the Board of Directors and the public.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.
- Exercise leadership, authority, and management tactfully and effectively.
- Act as a strong team orientated leader who uses employee training and development, clear direction, encouragement and systems of accountability effectively.
- Work effectively under time deadlines and within limited financial and staffing resources.
- Address difficult issues by building consensus and developing appropriate resolutions.
- Effectively coordinate the activities of a full service water district.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner and make sound policy and procedural recommendations.
- Ensure the District is represented in its relationships with local, state, and national organizations.
- Proficiently use computers and applicable software.
- Initiate, maintain and follow safety practices.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of education, experience and training that has led to the acquisition of the knowledge, skills, and abilities as indicated above is qualifying. A typical way to obtain the required

knowledge and abilities would be:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public or business administration, law, engineering, or a closely related field.

Experience:

Eight years of progressively responsible experience in an administrative or managerial capacity within the water industry that included responsibility for planning, organizing, implementing, and supervising varied work programs. Experience working in a multifaceted agency is highly desirable.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

| Physical Requirements | Rarely (0-12%) | Occasionally (12-33%) | Frequently (34-66%) | Regularly (67-100%) |
|------------------------------------|---|--------------------------|------------------------|------------------------|
| Seeing | | | | |
| Hearing Standing/Walking | | | | |
| Climbing/Stooping/Kneeling | | | | |
| Lifting/Pulling/Pushing | | | | |
| Approximate Maximum Weight to Lift | | | | |
| Fingering/Grasping/Feeling | 20 Pounds | | | |
| Describe Working Conditions | 80 Percent Indoors, 20 Percent Outdoors | | | |

AGENDA ITEM VIII-2

DRAFT

Personnel Committee Meeting Minutes San Juan Water District April 5, 2021 12:30 p.m.

Committee Members: Ken Miller, Chair
Ted Costa

District Staff: Paul Helliker, General Manager
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Kim Silvers, Silvers HR, LLC

Topics: Public Comment (W & R)
General Manager Performance Review Form (2021-22) (W & R)
Closed Session
Open Session

1. Public Comment (W & R)

There were no public comments.

2. General Manager Performance Review Form (2021-22) (W & R)

Ms. Kim Silvers reviewed the proposed process and timeline with the committee. She explained that there were a couple items that she needed to have defined by the committee. The committee discussed the process and timeline and decided that it will be announced at the April 28th Board meeting that the Board Members will have one week to provide edits to the General Manager Performance Review form, then the committee will meet in early May to review any edits provided by the Board. The final review form will be provided to the Board at the May Board meeting.

Director Miller called for closed session at 12:52 pm.

3. Closed Session

Public employee performance evaluation involving the General Manager; Government Code sections 54954.5(e) and 54957.

4. Open Session

There was no reportable action from the closed session.

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

AGENDA ITEM VIII-3

**Finance Committee Meeting Minutes
San Juan Water District
April 27, 2021
4:00 p.m.**

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

District Staff: Paul Helliker, General Manager
Donna Silva, Finance Director
Teri Grant, Board Secretary/Administrative Assistant

Member of the Public: Joanna Gin, Citrus Heights Water District Legal Counsel

1. Review General Manager Reimbursements (W & R)

There was no reimbursement request from the General Manager.

2. Review Check Register from March 2021 (W & R)

The committee reviewed the March 2021 check register and found it to be in order.

3. Other Finance Matters (W & R)

Director Miller inquired about the BKS billings as a follow up from the last committee meeting. GM Helliker reviewed the spreadsheet that was prepared after the last committee meeting, which will be attached to the meeting minutes. In response to Director Miller's specific question, GM Helliker explained that the BKS invoices from last fiscal year averaged about \$600 - \$800 for items associated with Board meetings, and in the last three months, these costs have risen to \$5,640, \$10,160 and \$9,040 for January, February and March, respectively.

GM Helliker informed the committee that, under Section 3 of the legal services agreement with BKS, legal services can be rendered by direction from either the General Manager or the Board of Directors. Director Miller voiced concern regarding requests from individual directors for services that have not been approved by the Board of Directors. He stated that he would like to discuss this topic at the April 28 Board meeting.

4. Public Comment

There were no public comments.

The meeting was adjourned at 4:14 p.m.

| ANALYSIS OF ANNUAL LEGAL EXPENSES | | | | |
|---|-------------------|-------------------|-------------------|--------------------------------|
| Category | FY 2017-18 | FY 2018-19 | FY 2019-20 | FY 2020-21 YTD (thru March) |
| | Actual | Actual | Actual | |
| Cal Water Fix CEQA Litigation | \$ 8,414 | \$ 3,577 | \$ 583 | \$ 58 |
| EDWPA Water Right Application | 1,785 | - | - | - |
| BDCP Review | 94,787 | 19,183 | 5,050 | 1,449 |
| SWRCB Flow & WQCP Update Proceedings | 56,343 | 119,780 | 70,081 | 18,606 |
| Biological Opinion Litigation | - | - | 11,281 | 9,206 |
| Water Transfer | 57,763 | 4,739 | 734 | 356 |
| General Legal Services - Wholesale | 39,722 | 30,557 | 82,963 | 119,318 |
| General Legal Services - Retail | 17,670 | 16,007 | 16,431 | 42,972 |
| Payment to BKS passed through to Shenkman Hughes (elections settlement) | - | - | - | 30,000 |
| Total Annual Payments to BKS | \$ 115,155 | \$ 51,302 | \$ 100,127 | \$ 192,646 |
| Other Legal Expenses (Not paid to BKS): | | | | |
| Labor Related | \$ 4,175 | \$ 3,813 | \$ 31,234 | \$ 2,327 |
| Bay Delta Jont Defense and Expert Cost Share | 8,350 | - | 7,056 | - |
| American River Joint Defense Cost Sharing | 33,966 | 61,686 | 10,556 | - |
| ADA Exposure Analysis | - | - | - | 2,200 |
| Total Other Legal Expenses | \$ 46,491 | \$ 65,499 | \$ 48,846 | \$ 4,527 |
| TOTAL ANNUAL LEGAL EXPENSES | \$ 161,646 | \$ 116,801 | \$ 148,973 | \$ 197,173 |

| BKS General Legal Activities Charges | | | | | | | | |
|---|-------------------|---------------------------|-------------------------|------------------|------------------|-----------------------------|-----------------|---------------------|
| FYs 2019-20 and 2020-21 | | | | | | | | |
| Fiscal Year 2019-20 General Legal Activities (excludes direct expense reimbursements) | | | | | | | | |
| Month | Total | Agenda and Board Meetings | Ordinances and Policies | CVP Contract | CVRA | Public Records Act Requests | Hinkle Project | D.C. Trip |
| Jul-19 | \$ 3,425 | | | \$ 824 | | | \$ 229 | |
| Aug-19 | 8,583 | 1,144 | | 4,682 | | | 76 | |
| Sep-19 | 7,717 | 1,449 | 915 | 915 | 1,525 | | | 1,601 |
| Oct-19 | 5,926 | 305 | 4,233 | 473 | | | | |
| Nov-19 | 5,185 | 1,525 | | 2,638 | | | 381 | |
| Dec-19 | 5,663 | 457 | | 1,937 | | | | 395 |
| Jan-20 | 9,023 | 1,902 | | 772 | | | 4,325 | |
| Feb-20 | 7,214 | 1,496 | | 2,166 | | | 157 | |
| subtotal | 52,736 | 8,278 | 5,148 | 14,407 | 1,525 | - | 5,168 | 1,996 |
| | | | | | | | | |
| Mar-20 | 6,064 | 315 | | 472 | | | | |
| Apr-20 | 14,023 | 1,575 | | | 6,851 | | | |
| May-20 | 9,505 | | | 835 | 4,961 | | 472 | |
| Jun-20 | 16,233 | | | 1,323 | 10,028 | | | |
| Totals | \$ 82,328 | \$ 10,168 | \$ 5,148 | \$ 17,037 | \$ 23,365 | \$ - | \$ 5,640 | \$ 1,996 |
| | | | | | | | | |
| Fiscal Year 2020-21 General Legal Activities (excludes direct expense reimbursements) | | | | | | | | |
| Month | Total | Agenda and Board Meetings | Ordinances and Policies | CVP Contract | CVRA | Public Records Act Requests | Hinkle Project | Dec 2020 Discussion |
| Jul-20 | \$ 22,358 | \$ 630 | | \$ 1,825 | \$ 14,322 | | | |
| Aug-20 | 28,765 | 630 | | 1,496 | 21,010 | | | |
| Sep-20 | 17,496 | 787 | | 518 | 12,285 | | | |
| Oct-20 | 18,792 | 236 | 5,985 | 866 | 6,772 | 2,940 | | |
| Nov-20 | 18,134 | 788 | 6,100 | | 2,333 | 5,408 | 1,024 | 1,601 |
| Dec-20 | 17,843 | 709 | | 173 | 945 | 6,221 | | 8,086 |
| Jan-21 | 9,561 | 5,040 | | 960 | 240 | | | |
| Feb-21 | 16,522 | 10,160 | | | | | | |
| Mar-21 | 12,753 | 9,040 | | | | 160 | | |
| Apr-21 | | | | | | | | |
| May-21 | | | | | | | | |
| Jun-21 | | | | | | | | |
| Totals | \$ 162,224 | \$ 28,020 | \$ 12,085 | \$ 5,838 | \$ 57,907 | \$ 14,729 | \$ 1,024 | \$ 9,687 |