



AGENDA REGULAR BOARD MEETING

**FAIR OAKS WATER DISTRICT OFFICE
10326 FAIR OAKS BLVD, FAIR OAKS
AUGUST 19, 2024
6:30 PM**

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

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

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

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

I. CALL TO ORDER

II. PUBLIC COMMENT

III. CONSENT CALENDAR

1. Approval of Minutes
 - a. Regular Board Meeting of July 15, 2024
2. Accept and File Treasurer's Report for the month of July 2024
3. File Investment Report for the month of June 2024

4. Accept and File Financial Expense Report for the month of July 2024
5. Approval of Warrants
6. Approval of Cal-Card Statements for the month of July 2024
7. Approval of Board Expense Report for the month of July 2024

IV. PRESENTATIONS AND CORRESPONDENCE

1. None

V. DISCUSSION AND ACTION ITEMS: OLD BUSINESS

1. Update and discussion on the New York Water Main Project Phase I
2. Update and discussion on the proposed merger of the SJWD and SSWD
3. Discussion and possible action on a request to form a FOWD Customer Advisory Committee

VI. DISCUSSION AND ACTION ITEMS: NEW BUSINESS

1. Discussion on FOWD Water Supply for the month of July 2024
2. Discussion and possible action on the “Request for Qualifications” to select a new Special District Financial Auditor – prior Auditor termed out in accordance with District policy
3. Discussion on Board direction for the development of a 2025 FOWD Annual Budget
4. Discussion and possible action on additional funding for 2024 expenses

VII. UPCOMING EVENTS

1. August 26, 2024 / SJWD Special Board Meeting / SJWD Office
2. August 29, 2024 / SJWD Special Board Meeting / SJWD Office
3. September 9-12, 2024 / 2024 CSDA Annual Conference / Indian Wells, CA
4. December 3-5, 2024 / 2024 ACWA Fall Conference / Palm Desert, CA

VIII. REPRESENTATIVE REPORTS

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

IX. DIRECTORS' REPORTS & COMMENTS

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

X. GENERAL MANAGER'S REPORT

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

XI. PUBLIC COMMENT

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

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

XIII. REPORT FROM CLOSED SESSION

XIV. PUBLIC COMMENT

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



Tom R. Gray / Secretary
General Manager

8-14-2024

Date



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM III.1a

Approval of Minutes of the Regular Board Meeting of July 15, 2024



AGENDA ITEM III.1a
Regular Board Meeting
Unapproved Minutes
July 15, 2024

District Attendees

Mark Dolby	Vice President
Randy Marx	Board Member
Michael McRae	Board Member
Misha Sarkovich	Board Member
Tom R. Gray	General Manager
Shawn Huckaby	Operations Manager
Chi Ha-Ly	Finance Manager
Rebecca Simon	Human Resource Administrator

Other Attendees

Paul Helliker	SJWD General Manager
Ted Costa	SJWD Board Member
George Babcock	Visiting Customer
Ray Drake	Visiting Customer
Leon Corcos	Corcos Property LLC

Absent

Chris Petersen	President
Paul Siebensohn	Technical Services Manager

AGENDA ITEMS

I. CALL TO ORDER

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

II. PUBLIC COMMENT

- General Manager Gray announced that President Petersen is out of the country.
- Visitor Corcos followed up on the cone blocking issue that took place over the Memorial Day weekend. This issue was brought up at the last Board meeting. He requested the Minutes be revised to reflect his parking lot comments and the advisement to the Board about the recall of two Board Members.

- Visitor Drake introduced himself and expressed he has no complaints with the FOWD. He requested an update and more information on the nature of the lawsuit against SJWD.
- General Manager Gray directed Visitor Drake to FOWD's website for more information regarding the lawsuit.
- Visitor Drake suggested FOWD demonstrate proactiveness and send an information update along with the water bill to ensure all customers are aware of the positives of the FOWD.
- Director Sarkovich agreed with this idea.
- Visiting customer Babcock stated for the record that Visitor Corcos' comments about the parking issue over the Memorial Day weekend and the advisement to the Board about the recall of two Board Members are included in the June 17, 2024 Board Minutes.
- Director Sarkovich reiterated visiting customer Babcock's statement and proceeded to read the section of the Minutes that addressed Visitor Corcos' comments. He stated that the June 17, 2024 Minutes would be approved by the Board today.
- Visitor Corcos thanked visiting customer Babcock for pointing out that his comments were in fact included in the Minutes.

III. CONSENT CALENDAR

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

1. Approval of Minutes
 - a. Regular Board Meeting of June 17, 2024
2. Accept and File Treasurer's Report for the month of June 2024
3. File Investment Report for the month of May 2024
4. Accept and File Financial Expense Report for the month of June 2024
5. Approval of Warrants
6. Approval of Cal-Card Statements for the month of June 2024
7. Approval of Board Expense Report for the month of June 2024

Director Sarkovich moved to approve the consent calendar as presented.

Director McRae seconded the motion.

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

Absent: President Petersen

IV. PRESENTATIONS AND CORRESPONDENCE

1. **FOWD recognized by Federal, State, and Local government officials for over 45 years of distinguished service to the community of Fair Oaks**
 - Information only. General Manager Gray provided a brief overview.

- Director Sarkovich expressed that he would like staff to disseminate more information about FOWD's accomplishments to the community.
- Visitor Drake expressed his opinion about SJWD's flyer, and that the information was misleading. He would like FOWD to communicate with its customers and take proactive steps.
- General Manager Gray stated FOWD will provide the community with factual, straight forward information concerning the FOWD.

V. DISCUSSION AND ACTION ITEMS: OLD BUSINESS

- 1. Update and discussion on the proposed regulation to make “Conservation a California Way of Life”**
 - Information only.
 - Director Sarkovich inquired about the new targets for FOWD.
 - General Manager Gray stated that staff will report back on this matter.
- 2. Update and discussion on the New York Well Project**
 - General Manager Gray provided an update on the October 2023 pre-purchased equipment. The vendor recently notified FOWD that the new ETA is January 2025.
- 3. Update and discussion on reconciling the main replacement agreement between the FOWD and FORPD**
 - General Manager Gray provided an overview. As directed at the last Board Meeting, FOWD will split the extra cost 50/50 with FORPD, finalizing the agreement.
- 4. Update and discussion on the proposed merger of the SJWD and SSWD**
 - General Manager Gray provided an overview of the proposed merger. A second meeting will be held on July 31, 2024.
 - Director McRae attended the meeting remotely and provided an overview.
 - SJWD General Manager Helliker stated the purpose of the July 31, 2024 meeting is to discuss the request for business case analysis, which is the next phase of the project.
 - Visitor Drake inquired about the motive behind the merger with SSWD.
 - SJWD General Manager Helliker stated that it is to develop and optimize opportunities.
 - Director McRae expressed his concerns about this merger. He specifically commented about SSWD's debt and the thought of sharing Water Right Water with an entity of this size.
- 5. Update and discussion on the proposed SJWD 2024 transfer of Pre-1914 Water Right Water outside of SJWD Wholesale Service Area**
 - General Manager Gray provided an overview.
 - Director McRae inquired about the rate comparison between FOWD and SSWD.

- General Manager Gray stated that staff will report back regarding water rate comparison between FOWD and SSWD.
- SJWD General Manager Helliker stated that SSWD pays a higher water rate than FOWD. Had it not been for water transfers with SSWD, wholesale rates would have increased by 16%. He summarized SJWD's conditions for a successful transfer. He stated SJWD will terminate any transfers if FOWD needs cannot be met. He also stated that it will not cost FOWD any money and the revenues obtained from the transfer will be deposited into a wholesale account; used to reduce costs for wholesale customers. He said this transfer will have no impact to FOWD operations.
- Director McRae expressed his appreciation for the conditions SJWD is putting in place that actually protects FOWD.
- Director McRae asked General Manager Helliker if SJWD is concerned that transferring Pre-1914 water rights to SSWD could set a legal precedence and could cause legal complications in the future.
- SJWD General Manager Helliker responded no, because it is built into the contract that it is a one-time transfer.
- General Manager Gray commented that it is a one-time-transfer that has been done multiple times, making it not a one-time transfer.

VI. DISCUSSION AND ACTION ITEMS: NEW BUSINESS

1. Discussion on FOWD Water Supply for the month of June 2024

- General Manager Gray provided a summary of the water supply report.

2. Discussion and possible action on the required payment of the employer accrued unfunded liability for pension benefits

- Finance Manager Ha-Ly recommended for the Board to authorize payment of \$291,917 to CalPERS for the employer accrued unfunded liability for the fiscal year 2024-2025.

Director Sarkovich moved to authorize payment of \$291,917 to CalPERS for the 2024-2025 fiscal year.

Director Marx seconded the motion.

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

Absent: President Petersen

3. Discussion on Board direction for the development of a 2025 FOWD Annual Budget

- General Manager Gray presented the proposed 2025 budget schedule along with facts about FOWD rates.

- Director Sarkovich would like to have this information and the facts publicized. FOWD's financial story needs to be spread to the public—no debt and lowest rates in the region.
- Visiting customer Babcock concurred that this information needs to be shared with the public. Pages 96 and 97 of the board packet along with the award for excellence needs to be public knowledge. It is the rate payer's responsibility to attend the budget meetings if they are interested in participating.
- Visitor Drake agreed with visiting customer Babcock's opinion. FOWD needs to market these facts and make ratepayers aware.
- The Board directed FOWD staff to immediately implement an aggressive outreach campaign providing the truth about the FOWD.

VII. UPCOMING EVENTS

- 1. July 9, 2024 / SJWD Finance Committee Meeting / SJWD Office**
- 2. July 17, 2024 / SJWD Board Meeting / SJWD Office**
- 3. July 31, 2024 / SJWD J& SSWD Joint Board Meeting on Merger / SJWD Office**
- 4. August 3, 2024 / Harvest Day / Fair Oaks Park**

VIII. REPRESENTATIVE REPORTS

- 1. Sacramento Groundwater Authority (SGA)**
 - None.
- 2. Regional Water Authority (RWA)**
 - Director Marx attended the meeting. The Department of Water Resources (DWR) awarded RWA a \$2 million grant.
 - General Manager Gray received a call from the Executive Director of RWA. He mentioned the respect he has for FOWD, specifically the leadership from Director Marx and President Petersen.
- 3. Sacramento Water Forum**
 - None.
- 4. Other**
 - None.

IX. DIRECTORS' REPORTS & COMMENTS

- 1. Budget Committee – (Sarkovich, Dolby)**
 - None.

- 2. Technical Advisory Committee – (Marx, Petersen)**
 - None.
- 3. Capital Improvement Committee – (Petersen, Dolby)**
 - None.
- 4. Personnel Committee – (McRae, Dolby)**
 - None.
- 5. Public Relations Committee – (McRae, Dolby)**
 - None.
- 6. FOWD and SJWD 2x2 Ad-Hoc Committee – (McRae, Petersen)**
 - None.
- 7. FOWD and CWD 2x2 Ad-Hoc Committee – (McRae, Marx)**
 - None.
- 8. Corporate Yard Ad-Hoc Committee – (Sarkovich, Petersen)**
 - None.

X. GENERAL MANAGER'S REPORT

- 1. Maintenance Work Report**
 - Report provided.
- 2. Capital Projects Status Report**
 - Report provided.
- 3. Authorizations of Additional Funding**
 - Report provided.
- 4. Water Transfer Status Report**
 - None.
- 5. Claims Against District**
 - Report provided.
- 6. Employee Update**
 - None.
- 7. Water Issues – Update on Regional Involvement**
 - None.
- 8. Other**
 - RWA reimbursed FOWD \$190,000 of grant money for the Well Projects.

- FOWD received a notice from Sacramento County that in the next two years, sewer rates will increase 20%.
- General Manager Gray reported back on the comment made at the last Board Meeting regarding the operation of heavy equipment on public streets.

XI. PUBLIC COMMENT

- In reference to the upcoming newsletter, visiting customer Babcock requested FOWD to provide ample notice to ensure public attendance at the next budget meeting.
- General Manager Gray expressed his inclination to produce a newsletter with all the necessary information to provide the truth about the FOWD.

Vice President Dolby closed the open session meeting at 8:15 p.m.

Vice President Dolby opened the closed session meeting at 8:22 p.m.

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

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

Vice President Dolby closed the closed session meeting at 9:27 p.m.

Vice President Dolby reopened the meeting to the public at 9:27 p.m.

XIII. REPORT FROM CLOSED SESSION

- None.

XIV. PUBLIC COMMENT

- None.

XV. ADJOURNMENT

With no further business to come before the Board, Vice President Dolby adjourned the meeting at 9:27 p.m.



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM III.2

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



AGENDA ITEM III.2

REGULAR Board Meeting August 19, 2024

To: Board of Directors

From: Chi Ha-Ly

Date: August 12, 2024

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

Recommendation:

None.

Discussion:

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

Policy Implications:

None.

Fiscal Impact:

None.



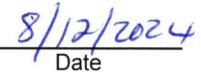
Fair Oaks Water District

Treasurer's Report - July 31, 2024
Agenda Item III.2

Description	LAIF - remaining	General Fund U.S. Bank	Payroll Fund U.S. Bank (I)	Cash	Balance
Designated and Undesignated Cash, June 30, 2024	\$10,575,829	\$93,967	\$13,143	\$2,450	\$10,685,389
Receipts					
Deposit: Water Service		\$1,128,328			\$1,128,328
Deposit: Other		\$68,266			\$68,266
Interest Earnings	\$113,151				\$113,151
Subtotal	\$113,151	\$1,196,594	\$0	\$0	\$1,309,745
Expenses					
General Expenses		(\$303,520)		(\$25)	(\$303,545)
General Warrants		(\$495,975)			(\$495,975)
Payroll			(\$163,279)		(\$163,279)
Service Charges and Fees		(\$4,853)			(\$4,853)
Subtotal	\$0	(\$804,348)	(\$163,279)	(\$25)	(\$967,652)
Transfers and Allocations					
Net Transfer from or to LAIF					\$0
Transfer to Payroll		(\$161,000)	\$161,000		\$0
Subtotal	\$0	(\$161,000)	\$161,000	\$0	\$0
Designated and Undesignated Cash, July 31, 2024	\$10,688,980	\$325,213	\$10,864	\$2,425	\$11,027,482

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


Chi Ha-Ly, Finance Manager


Date

FAIR OAKS WATER DISTRICT
Check Register
July 2024

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
General Expenses				
50826	7/3/2024	EDD	\$ 5,232.41	State Payroll Taxes
* 50826 (Voided)	7/3/2024	EDD	(5,232.41)	State Payroll Taxes - Voided
50827	7/3/2024	AVALON CUSTODIAL CARE	1,700.00	Janitorial Services
50828	7/3/2024	ELEVATOR TECHNOLOGY, INC.	316.00	Elevator Maintenance
50829	7/3/2024	IRON MOUNTAIN RECORDS MANAGEMENT	364.20	Document Storage
50830	7/3/2024	INTEGRITY DATA, INC.	38.20	Dues & Subscription
50831	7/3/2024	KP MARTIN GENERAL ENGINEERING, INC.	3,676.45	Construction Meter Deposit Refund
50832	7/3/2024	PRINT PROJECT MANAGERS, INC.	841.53	Office Supplies
50833	7/3/2024	SACRAMENTO VALLEY ALARM SECURITY	55.74	Security
50834	7/3/2024	VERIZON WIRELESS	351.02	Communications
50835	7/10/2024	SMUD	15,342.17	Utilities
50836	7/10/2024	COUNTY OF SACRAMENTO/DEPT OF TECHNOLOGY	2,787.12	Computer Software
50837	7/10/2024	FUSE 3 COMMUNICATIONS	6,695.00	IT Consulting
50838	7/10/2024	CUSTOMER	76.90	Customer Refund
50839	7/10/2024	KASL CONSULTING ENGINEERS, INC.	1,137.50	Engineering Services (Skyway Well)
50840	7/10/2024	OCCU-MED	435.50	Physicals
50841	7/10/2024	P G & E	32.54	Utilities
50842	7/10/2024	STANDARD INSURANCE COMPANY	923.25	Disability Insurance
50843	7/10/2024	TPX COMMUNICATIONS	7,276.65	Communications
50844	7/10/2024	WASTE MANAGEMENT	611.31	Utilities
50845	7/10/2024	SMUD	2,038.00	Utilities
50846	7/11/2024	FRANCHISE TAX BOARD	100.00	Wage Garnishment
50847	7/11/2024	MFS 529 SAVING PLAN	175.00	529 Education Fund
50849	7/18/2024	AFLAC	349.79	Aflac Premium
50850	7/18/2024	AT&T MOBILITY	1,135.84	Communications
50851	7/18/2024	PURCHASE POWER	151.22	Postage Meter Rental
50852	7/23/2024	COUNTY OF SACRAMENTO/ENVIRONMENTAL MANAGEMENT	1,225.00	Air Quality
50853	7/23/2024	COUNTY OF SACRAMENTO	175.40	Utilities
50854	7/23/2024	CARBON HEALTH MEDICAL GROUP OF CALIFORNIA, P.C.	801.00	Physicals
50855	7/23/2024	CENTRAL VALLEY GATES & ACCESS CONTROLS, LLC.	950.00	District Site Maintenance
50856	7/23/2024	CUSTOMER	364.36	Customer Refund

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
50857	7/23/2024	CUSTOMER	113.19	Customer Refund
50858	7/23/2024	CUSTOMER	92.83	Customer Refund
50859	7/23/2024	CUSTOMER	72.90	Customer Refund
50860	7/23/2024	KASL CONSULTING ENGINEERS, INC.	5,699.00	Engineering Services (Northridge Well)
50861	7/23/2024	CUSTOMER	267.60	Customer Refund
50862	7/23/2024	NDS/AIA SERVICES, LLC.	1,246.42	Poster Contest (Calendars)
50863	7/23/2024	CUSTOMER	110.55	Customer Refund
50864	7/23/2024	OCCU-MED	475.16	Physicals
50865	7/23/2024	PBI ENGINEERING CONSULTING	3,155.00	T-Main Repair
50866	7/23/2024	COUNTY OF SACRAMENTO	45.00	District Site Maintenance
50867	7/23/2024	W.M. LYLES CO.	1,315.00	Wells/Pumps Repairs & Maintenance
50868	7/25/2024	FRANCHISE TAX BOARD	100.00	Wage Garnishment
50869	7/25/2024	MFS 529 SAVING PLAN	175.00	529 Education Fund
50870	7/31/2024	AMERICAN CITY BUSINESS JOURNAL	170.00	Dues & Subscription
50871	7/31/2024	CARLSON'S TREE CARE	750.00	District Site Maintenance
50872	7/31/2024	COUNTY OF SACRAMENTO	2,794.74	Inspections
50873	7/31/2024	COUNTY OF SACRAMENTO	125.14	Utilities
50874	7/31/2024	CARBON HEALTH MEDICAL GROUP OF CALIFORNIA, P.C.	125.00	Physicals
50875	7/31/2024	CUSTOMER	384.92	Customer Refund
50876	7/31/2024	CUSTOMER	136.68	Customer Refund
50877	7/31/2024	CUSTOMER	114.80	Customer Refund
50878	7/31/2024	CUSTOMER	83.52	Customer Refund
50879	7/31/2024	IRON MOUNTAIN RECORDS MANAGEMENT	364.20	Document Storage
50880	7/31/2024	STAFF	190.00	Certifications
50881	7/31/2024	KASL CONSULTING ENGINEERS, INC.	10,490.00	Engineering Services (New York Well)
50882	7/31/2024	CUSTOMER	125.08	Customer Refund
50883	7/31/2024	OLD VILLAGE LANDSCAPING, INC.	655.00	District Site Maintenance
50884	7/31/2024	PRINT PROJECT MANAGERS, INC.	7,002.34	Billing Envelopes
50885	7/31/2024	CUSTOMER	172.39	Toilet Rebate
50886	7/31/2024	SMUD	3,619.56	Utilities
50887	7/31/2024	SACRAMENTO VALLEY ALARM SECURITY	55.74	Security
50888	7/31/2024	STANDARD INSURANCE COMPANY	991.68	Short/Long-Term Disability
50889	7/31/2024	CUSTOMER	86.19	Customer Refund
50890	7/31/2024	VERIZON WIRELESS	351.02	Communications
REMIT0000000000004266	7/3/2024	BSK ASSOCIATES	23.00	Water Testing/Sampling
REMIT0000000000004267	7/3/2024	CLARK PEST CONTROL	117.00	Pest Services

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
REMIT0000000000004268	7/3/2024	STREAMLINE	375.00	Website Maintenance
REMIT0000000000004270	7/10/2024	CAPITOL BARRICADE, INC.	3,585.38	T-Main Repair (Rentals)
REMIT0000000000004271	7/10/2024	HUNT & SONS, LLC.	335.76	District Site Maintenance
REMIT0000000000004275	7/23/2024	BSK ASSOCIATES	1,018.00	Water Testing/Sampling
REMIT0000000000004276	7/23/2024	CLARK PEST CONTROL	130.00	Pest Services
REMIT0000000000004277	7/23/2024	CENTRAL VALLEY ENGINEERING & ASPHALT	6,985.00	Paving
REMIT0000000000004278	7/23/2024	HUNT & SONS, LLC.	1,628.66	Gas & Oil
REMIT0000000000004279	7/23/2024	PACE SUPPLY CORP.	15,217.16	Inventory Parts/Maintenance Supplies/Meter Parts
REMIT0000000000004280	7/23/2024	SIERRA CHEMICAL COMPANY	1,053.70	Chemicals
REMIT0000000000004281	7/23/2024	WIENHOFF ASSOCIATION CALIFORNIA	260.00	Employee Screening
REMIT0000000000004282	7/30/2024	I.M.P.A.C. GOVERNMENT SERVICES	14,262.75	See Cal-Card Statements Summary for Details
REMIT0000000000004283	7/31/2024	BSK ASSOCIATES	276.00	Water Testing/Sampling
REMIT0000000000004284	7/31/2024	BURKETT'S OFFICE FURNISHINGS AND SUPPLIES	100.49	Office Supplies
REMIT0000000000004285	7/31/2024	CRAYON SOFTWARE EXPERTS, LLC.	2,350.05	Azure Overages
REMIT0000000000004286	7/31/2024	EVERON FKA ADT COMMERCIAL	595.12	Security
REMIT0000000000004287	7/31/2024	GRAINGER	1,131.44	Safety
REMIT0000000000004288	7/31/2024	HUNT & SONS, LLC.	2,061.15	Gas & Oil
REMIT0000000000004289	7/31/2024	KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD	8,066.25	Legal Services
REMIT0000000000004290	7/31/2024	MODERN CUSTOM FABRICATION	323.25	Gas & Oil - Fuel Station Decal Kit
REMIT0000000000004291	7/31/2024	NEPTUNE TECHNOLOGY GROUP, INC.	219.21	AMR's
REMIT0000000000004292	7/31/2024	PACE SUPPLY CORP.	948.47	Meters
REMIT0000000000004293	7/31/2024	PITNEY BOWES BANK INC-RESERVE	5,000.00	Postage
REMIT0000000000004294	7/31/2024	USA NORTH 811	5,573.14	Dues & Subscription
WDL000006569	7/3/2024	EDD	5,232.41	State Payroll Taxes
WDL000006570	7/3/2024	IRS EFTPS	27,305.96	Federal Payroll Taxes
WDL000006579	7/17/2024	IRS EFTPS	27,513.41	Federal Payroll Taxes
WDL000006580	7/17/2024	EDD	5,282.75	State Payroll Taxes
WDL000006582	7/11/2024	PERS-RETIREMENT	19,311.68	Retirement Contributions
WDL000006588	7/31/2024	IRS EFTPS	27,571.43	Federal Payroll Taxes
WDL000006590	7/25/2024	PERS-RETIREMENT	19,311.68	Retirement Contributions
WDL000006591	7/31/2024	EDD	5,253.27	State Payroll Taxes
WDL000006594	7/29/2024	PERS-RETIREMENT	3,319.00	Retirement Contributions
<i>Total General Expenses</i>			<u>\$ 303,519.91</u>	

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
<i>General Warrants</i>				
50848	7/15/2024	REGIONAL WATER AUTHORITY	\$ 53,092.00	Regional Support
REMIT0000000000004272	7/15/2024	ACWA JPIA	69,245.43	Health/Dental/Vision/EAP/Life Insurance
REMIT0000000000004273	7/15/2024	CENTRAL VALLEY ENGINEERING & ASPHALT	35,336.00	Paving
REMIT0000000000004274	7/15/2024	SACRAMENTO GROUNDWATER AUTHORITY	49,704.00	Regional Support
WDL000006593	7/29/2024	PERS-RETIREMENT	288,598.00	2024-2025 Unfunded Liability Payment
Total General Warrants			\$ 495,975.43	
<i>Service Charges and Fees</i>				
WDL000006601	7/1/2024	US BANK	\$ 100.40	Service Charges
REMIT0000000000004269	7/3/2024	INVOICE CLOUD, INC.	2,506.15	Invoice Cloud Fees
WDL000006603	7/15/2024	US BANK	2,184.96	Analysis Fees
WDL000006604	7/31/2024	INVOICE CLOUD, INC.	60.99	Invoice Cloud/Payment Tech (Fees) Settled
Total Service Charges and Fees			\$ 4,852.50	
Total Expenses			\$ 804,347.84	



August 19, 2024
Staff Report Briefing Materials
AGENDA ITEM III.3
File Investment Report for the month of June 2024



AGENDA ITEM III.3

REGULAR Board Meeting on August 19, 2024

To: Board of Directors
From: Chi Ha-Ly
Date: August 6, 2024
Subject: File Investment Report for the month of June 2024

Recommendation:

None.

Discussion:

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

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

Policy Implications:

None.

Fiscal Impact:

None.

California State Treasurer
Fiona Ma, CPA



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

July 01, 2024

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

FAIR OAKS WATER DISTRICT

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

[Tran Type Definitions](#)

Account Number:

June 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/11/2024	6/11/2024	RD	1754013	N/A	CHI HA-LY	350,000.00
6/25/2024	6/25/2024	RD	1754422	N/A	CHI HA-LY	350,000.00

Account Summary

Total Deposit:	700,000.00	Beginning Balance:	9,875,829.01
Total Withdrawal:	0.00	Ending Balance:	10,575,829.01



PMIA/LAIF Performance Report as of 7/24/24



Quarterly Performance Quarter Ended 06/30/24

LAIF Apportionment Rate ⁽²⁾ :	4.55
LAIF Earnings Ratio ⁽²⁾ :	0.00012419067099490
LAIF Administrative Cost ^{(1)*} :	0.16
LAIF Fair Value Factor ⁽¹⁾ :	0.996316042
PMIA Daily ⁽¹⁾ :	4.52
PMIA Quarter to Date ⁽¹⁾ :	4.36
PMIA Average Life ⁽¹⁾ :	217

PMIA Average Monthly Effective Yields⁽¹⁾

June	4.480
May	4.332
April	4.272
March	4.232
February	4.122
January	4.012

Pooled Money Investment Account Monthly Portfolio Composition⁽¹⁾ 6/30/24 \$178.0 billion

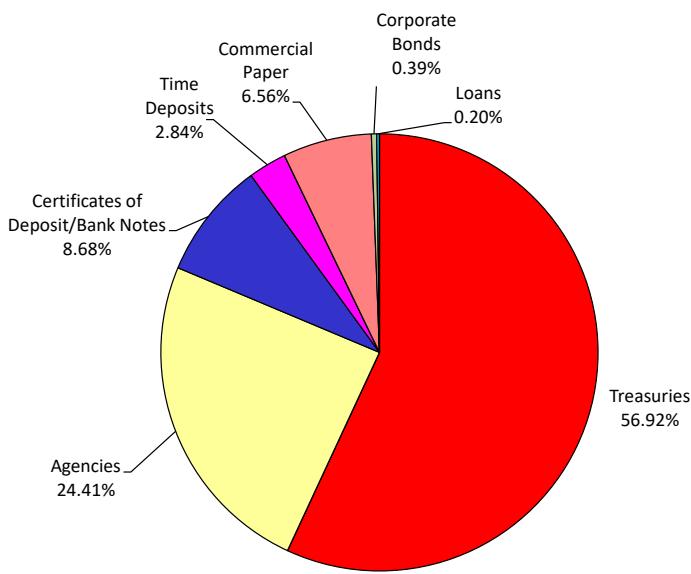


Chart does not include \$1,567,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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

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

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

Source:

⁽¹⁾State of California, Office of the Treasurer

⁽²⁾State of California, Office of the Controller



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM III.4

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



AGENDA ITEM III.4

REGULAR Board Meeting August 19, 2024

To: Board of Directors
From: Chi Ha-Ly
Date: August 14, 2024
Subject: Accept and File Financial Expense Report for the month of July 2024

Recommendation:

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

Discussion:

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

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

As of July 2024, the District has 49.91% of remaining adjusted budget.

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

Policy Implications:

None as a result of recommended action.

Fiscal Impact:

None as a result of recommended action.

FAIR OAKS WATER DISTRICT
Company Consolidation
For the Seven Months Ending Wednesday, July 31, 2024

	July Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
Labor						
Salaries and Wages						
Salaries	\$227,829	\$1,655,260	\$3,301,100	\$3,301,100	\$1,645,840	49.86%
Salaries and Wages Subtotal	\$227,829	\$1,655,260	\$3,301,100	\$3,301,100	\$1,645,840	49.86%
Benefits and Insurance						
Auto Fringe Benefits	\$150	\$1,950	\$3,600	\$3,600	\$1,650	45.83%
Dental Insurance	2,996	23,093	44,900	44,900	21,807	48.57%
FICA	14,163	105,746	204,700	204,700	98,954	48.34%
Medicare	3,312	24,731	47,900	47,900	23,169	48.37%
Health Insurance	64,515	498,951	829,500	829,500	330,549	39.85%
Disability Insurance	1,915	7,177	13,200	13,200	6,023	45.63%
Life Insurance	740	5,777	8,500	8,500	2,723	32.04%
Pension Plan	314,353	453,690	620,900	620,900	167,210	26.93%
Deferred Compensation**		45,650	41,400	45,650		0.00%
Unemployment Insurance			15,000	15,000	15,000	100.00%
Vision Care	728	5,602	9,400	9,400	3,798	40.41%
Worker's Compensation		28,829	83,000	83,000	54,171	65.27%
Benefits & Insurance Subtotal	\$402,871	\$1,201,198	\$1,922,000	\$1,926,250	\$725,052	37.64%
Salaries & Benefits Capitalized	(\$21,326)	(\$173,675)	(\$803,200)	(\$803,200)	(\$629,525)	78.38%
Salaries & Benefits to Damages	(3,997)	(82,405)	(11,600)	(11,600)	70,805	-610.39%
Labor Total	\$605,377	\$2,600,378	\$4,408,300	\$4,412,550	\$1,812,172	41.07%
Materials and Services						
Water Supply						
Surface Water Supply, SJWD		\$1,024,652	\$2,217,600	\$2,217,600	\$1,192,948	53.79%
Chemicals	1,054	6,090	32,600	32,600	26,510	81.32%
Division of Drinking Water Annual Permit**		64,482	64,000	64,500	18	0.03%
Energy Cost, Wells	18,869	93,252	424,300	424,300	331,048	78.02%
Energy Cost, Other	257	1,713	3,100	3,100	1,387	44.74%
Testing & Sampling	1,156	23,450	31,000	31,000	7,550	24.35%
SCADA Support & Maintenance		1,739	10,000	10,000	8,261	82.61%
Cathodic Protection		3,658	4,000	4,000	342	8.55%
Hydrant Testing & Flushing			3,000	3,000	3,000	100.00%
Water Supply Subtotal	\$21,336	\$1,219,037	\$2,789,600	\$2,790,100	\$1,571,063	56.31%
District Facilities and Maintenance & Repairs						
Wells Repairs and Upgrades	\$1,315	\$7,288	\$24,000	\$24,000	\$16,712	69.63%
Skyway Tank Inspection		5,000	5,000	5,000	5,000	100.00%
Skyway Booster #1 Inspection and Repair		5,000	5,000	5,000	5,000	100.00%
Annual Pump Efficiency Testing		5,000	5,000	5,000	5,000	100.00%
Tank Repairs and Maintenance		2,747	15,000	15,000	12,253	81.69%
District Site Maintenance	3,500	10,739	20,000	20,000	9,261	46.30%
Janitorial	1,754	12,253	23,000	23,000	10,747	46.73%
Elevator Maintenance*	316	6,457	9,500	10,125	3,668	36.23%
Security Costs	734	2,971	4,200	4,200	1,229	29.27%
District Facilities Maint. Subtotal	\$7,619	\$42,455	\$110,700	\$111,325	\$68,870	61.86%
Vehicle and Equipment Maintenance						
Vehicle Maintenance	\$1,004	\$7,556	\$16,500	\$16,500	\$8,944	54.21%
Vehicle Repairs*	3,246	10,770	15,000	15,000	4,230	28.20%
Other Equipment Maintenance	870	2,201	15,500	16,500	14,299	86.66%
Other Equipment Repair	1,304	6,399	15,000	15,000	8,601	57.34%
Vehicle & Equip. Maint. Subtotal	\$6,423	\$26,926	\$62,000	\$63,000	\$36,074	57.26%
Insurance						
Auto and General Liability Insurance		\$500	\$115,000	\$115,000	\$114,500	99.57%
Bonding		1,500	1,600	1,600	100	6.25%
Property Insurance			45,000	45,000	45,000	100.00%
Insurance Subtotal		\$2,000	\$161,600	\$161,600	\$159,600	98.76%
Printing and Postage						
Advertisements & Legal Notices		\$180	\$5,000	\$5,000	\$4,820	96.40%
Online Bill Pay/Payment Processing	2,567	17,129	28,000	28,000	10,871	38.82%
Customer Bill Printing	6,958	8,742	17,500	17,500	8,758	50.05%
Customer Bill Postage	4,250	29,750	43,000	43,000	13,250	30.81%
Customer Collection Postage	700	4,900	7,000	7,000	2,100	30.00%
General Postage	41	385	1,000	1,000	615	61.50%
General Printing		886	1,800	1,800	914	50.78%
Collection Expense Printing	17	555	900	900	345	38.33%
Printing and Postage Subtotal	\$14,533	\$62,527	\$104,200	\$104,200	\$41,673	39.99%
Office Expense and Other						
Office Equipment Rental	\$151	\$454	\$700	\$700	\$246	35.19%
Office Supplies	1,723	9,579	17,000	17,000	7,421	43.66%
Office Equipment less than \$500		1,255	3,000	3,000	1,745	58.15%
Office Furniture less than \$500		252	2,000	2,000	1,748	87.41%
Office Equipment Maintenance			500	500	500	100.00%
Office Equipment Maintenance Agreements		8,010	18,100	18,100	10,090	55.75%
Office Expense & Other Subtotal	\$1,874	\$19,550	\$41,300	\$41,300	\$21,750	52.66%
Professional Services						
Annual Audit Fees		\$20,979	\$22,000	\$22,000	\$1,021	4.64%
Actuarial services for pension calculation		800	800	800	800	100.00%

FAIR OAKS WATER DISTRICT
Company Consolidation
For the Seven Months Ending Wednesday, July 31, 2024

	July Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
Meter Testing Service*		1,767	5,000	6,800	5,033	74.02%
Dues and Subscription	6,081	25,522	52,000	52,000	26,478	50.92%
Grant Application			5,000	5,000	5,000	100.00%
Hydraulic Model Update			11,000	11,000	11,000	100.00%
Urban Water Management Plan			15,000	15,000	15,000	100.00%
Emergency Response Plan			500	500	500	100.00%
Legal Fees	8,066	79,453	150,000	150,000	70,547	47.03%
Coop. Trans. Pipeline O&M			7,000	7,000	7,000	100.00%
Website Design and Public Outreach			5,000	5,000	5,000	100.00%
Regional Support	102,796	102,796	108,000	108,000	5,204	4.82%
Banking Fees	2,340	16,796	36,000	36,000	19,204	53.34%
IT Consulting Service	6,570	65,652	123,500	123,500	57,848	46.84%
Annual IT Audit			5,600	5,600	5,600	100.00%
Answering Service	181	1,227	2,500	2,500	1,273	50.92%
Other Professional Fees*	728	9,099	150,000	169,589	160,490	94.63%
Professional Fees Subtotal	\$126,763	\$323,291	\$698,900	\$720,289	\$396,998	55.12%
System Maintenance/Repairs						
Aggregate/Sand/Cutback	\$232	\$22,200	\$25,000	\$25,000	\$2,800	11.20%
Paving	6,096	13,892	75,000	75,000	61,108	81.48%
Equipment and Tool Rental		1,290	1,500	1,500	210	13.99%
General Maint., Supplies & Consumables	2,350	9,541	15,000	15,000	5,459	36.40%
Distribution Repairs	2,053	24,952	25,000	25,000	48	0.19%
Distribution System Maintenance Programs		4,843	7,000	7,000	2,157	30.82%
T-Main Repairs		757	25,000	25,000	24,243	96.97%
Damages**	12,069	206,356	25,000	350,000	143,644	41.04%
Backflow Testing and Supplies		3,346	4,800	4,800	1,454	30.30%
Meter Downsize Repairs/Upgrades			600	600	600	100.00%
Inventory Replenishment			10,000	10,000	10,000	100.00%
Gas & Oil	4,257	30,698	56,000	56,000	25,302	45.18%
Equipment & Tools less than \$500	418	3,663	12,000	12,000	8,337	69.48%
Safety, Signs & Cones	2,140	8,102	13,000	13,000	4,898	37.67%
System Maint./Repairs Subtotal	\$29,615	\$329,639	\$294,900	\$619,900	\$290,261	46.82%
Fees						
State and County Fees			\$1,300	\$1,300	\$1,300	100.00%
Air Quality	1,225	1,225	10,900	10,900	9,675	88.76%
NPDES Permit			4,000	4,000	4,000	100.00%
Haz-mat Disposal			2,000	2,000	2,000	100.00%
Haz-mat Permit		680	6,900	6,900	6,220	90.14%
Fees Subtotal	\$1,225	\$1,905	\$25,100	\$25,100	\$23,195	92.41%
Utilities						
Telephone/Communication	\$8,282	\$56,303	\$101,900	\$101,900	\$45,597	44.75%
District Site Utilities	2,818	16,426	36,500	36,500	20,074	55.00%
Utilities Subtotal	\$11,101	\$72,729	\$138,400	\$138,400	\$65,671	47.45%
Information Technology						
Computer Software Maint. & Agreements	\$6,469	\$29,600	\$140,500	\$140,500	\$110,900	78.93%
Computer Hardware <\$500			5,000	5,000	5,000	100.00%
Computer Software <\$500		125	1,000	1,000	875	87.51%
Information Technology Subtotal	\$6,469	\$29,725	\$146,500	\$146,500	\$116,775	79.71%
Water Efficiency						
Conservation Outreach	\$1,246	\$4,616	\$22,000	\$22,000	\$17,384	79.02%
Cons. Landscape Irrigation Review			2,000	2,000	2,000	100.00%
Conservation Water Waste		39	500	500	461	92.21%
Conservation Large Landscape		322	2,000	2,000	1,678	83.89%
Conservation Toilet Rebate Program	97	1,685	10,000	10,000	8,315	83.15%
Conservation Toilet Rebate Program (Reimb.)	75	1,275	7,500	7,500	6,225	83.00%
Washing Machine Rebate Program		100	500	500	400	80.00%
Conservation Internal Review			1,000	1,000	1,000	100.00%
Conservation Subtotal	\$1,419	\$8,038	\$45,500	\$45,500	\$37,462	82.33%
Training & Uniforms						
DMV/Physicals	\$2,097	\$2,871	\$8,500	\$8,500	\$5,629	66.22%
Employee Recognition Program	1,344	3,142	11,000	11,000	7,858	71.43%
Training, Travel and Expenses	198	5,791	20,000	20,000	14,209	71.04%
Uniforms	1,850	3,621	12,800	12,800	9,179	71.71%
Training & Uniforms Subtotal	\$5,489	\$15,426	\$52,300	\$52,300	\$36,874	70.51%
Board						
Election Expense			\$45,400	\$45,400	\$45,400	100.00%
Director's Fees	\$800	\$5,300	\$12,500	\$12,500	\$7,200	57.60%
Miscellaneous Board Expenses	96	1,158	2,500	2,500	1,342	53.68%
Travel and Seminars	25	25	10,000	10,000	9,975	99.75%
Board Subtotal	\$921	\$6,483	\$70,400	\$70,400	\$63,917	90.79%
Materials & Services Total	\$234,786	\$2,159,730	\$4,741,400	\$5,089,914	\$2,930,184	57.57%
GRAND TOTAL	\$840,163	\$4,760,108	\$9,149,700	\$9,502,464	\$4,742,356	49.91%

FAIR OAKS WATER DISTRICT
Company Consolidation
For the Seven Months Ending Wednesday, July 31, 2024

	July Actual	YTD Actual	Original Annual Budget	Adjusted Annual Budget	Remaining Adjusted Budget	% Remaining Adjusted Budget
CONTINGENCY FUND		\$76,335	\$200,000	\$200,000	\$123,665	61.83%

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

\$19,589.38 from Professional Services.

\$1,000 from Vehicle Repairs.

\$1,800 from Meter Testing Services.

\$625 from Elevator Maintenance.

**Contingency Fund was used as follows:

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

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

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

\$41,969 was transferred to Gum Ranch Unit 2

Project #1607 - Board approved on March 18, 2024.

***Reserve Fund was used as follows:

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



August 19, 2024
Staff Report Briefing Materials
AGENDA ITEM III.5
Approval of Warrants



AGENDA ITEM III.5

REGULAR Board Meeting on August 19, 2024

To: Board of Directors
From: Tom R. Gray
Date: August 13, 2024
Subject: Approval of Warrants

Recommendations:

Warrants

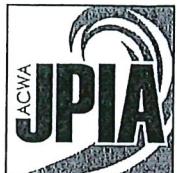
Board of Directors approve the attached invoices listed below and authorize signing of warrants.

ACWA JPIA	
<i>Benefits - health, dental, vision, life, and Employee Assistance Program</i>	\$ 69,242.79
ACWA JPIA	
<i>2024-2025 Property Program Billing</i>	52,767.05
San Juan Water District	
<i>Water Purchase</i>	568,983.85
Central Valley Engineering & Asphalt, Inc.	
<i>Paving for Mainline Repair, Service Upgrades and Minor Main Upgrades</i>	175,843.80
Total Warrants	\$ 866,837.49

Board of Directors approve the attached purchase authorization (s) listed below and authorize purchase (s).

Neptune Technology Group	
<i>Meters, Registers, and Automatic Radio Reads (AMRs)</i>	\$ 95,394.31
Total Purchases	\$ 95,394.31

Tom R. Gray, General Manager



Insurance Detail

Page 1 of 5

Fair Oaks Water District, 000532
Coverage Month: September 2024

Invoice Number: 0703557

Invoice Date: 08/01/2024

	Medical	Dental	Vision	Life	EAP	Totals
Insured Employees	30	30	30	30	30	
Previous Balance						\$69,245.43
Payment						(\$69,245.43)
Past Due Balance						\$0.00
Current Period Premium	\$64,440.12	\$2,996.01	\$727.50	\$1,004.76	\$74.40	\$69,242.79
Benefit Totals	/ \$64,440.12	/ \$2,996.01	/ \$727.50	/ \$1,004.76	/ \$74.40	\$69,242.79
Total Due 09/01/2024						\$69,242.79

R Simon
8/13/2024

Important Reminders

Visit www.jpia.bswift.com to download invoices, make enrollment changes, run reports and more.

Qualifying events for permitted changes outside the open enrollment period include: Divorce or legal separation, loss of coverage under a spouse's plan, death of spouse or dependent, marriage, birth or adoption.

Benefit elections must be entered into bswift within 31 days of the benefits effective date. The only exception is COBRA, which may be elected within 60 days.

If you have questions about your invoice or the bswift system, call us at 800-736-2292 or email benefits@acwajpia.com.

Thank you for choosing ACWA JPIA.

CY Budget: 1,881,350.00 Project No: E2461NS
 Expenses TD: 587,782.18 Cost Categ: VARIOUS
 Committed Cost: 8 Avail Budget: 1,293,567.82
 Completed By: R Simon Date: 8/13/2024
 Authorized By: _____ Date: _____
 Authorized By: JPL Date: 8-13-2024

Keep this summary for your records.

cg 8/13/24

Please mail this payment stub with your check or money order made payable to: ACWA JPIA

Please remit to:

ACWA JPIA
PO Box 619082
Roseville, CA 95661-9082

Or

ACH to:
California Bank & Trust

ABA: 122232109

Account #: 1030237181

* Please include Invoice # on
Addenda

Make checks payable to ACWA JPIA. Please pay the invoiced amount.

Any unpaid portion that becomes more than 60 days past due will be subject to a 1% late charge each month.

Please pay separately from other JPIA programs.

Fair Oaks Water District
10326 Fair Oaks Blvd
Fair Oaks, CA 95628

Client Code	532
Payment Due Date	09/01/2024
Total Due on or before 09/01/2024	\$69,242.79

Invoice Number: 0703557

Invoice Date: 08/01/2024

R Simon
8/13/2024



ACWA JPIA Property Program
Renewal Billing Invoice
For 7/1/2024 - 7/1/2025
Invoice Date: 7/16/2024

Member F001 Invoice: 77

Fair Oaks Water District

Invoice Due: UPON RECEIPT

A007

Basic Property	Total Value	Rate	Premium
A. Buildings Value	\$9,608,577.01 x	0.001684 =	\$16,180.84
B. Fixed Equipment Value	\$9,903,932.52 x	0.001684 =	\$16,678.22
C. Personal Property Value	\$1,703,832.39 x	0.001684 =	\$2,869.25
D. Business Interruption Value	\$100,000.00 x	0.001684 =	\$168.40
Total Basic Premium	\$21,316,341.92	=	\$35,896.72

Credit for \$2,500 Deductible Amount (based off of Property rate only \$ 0.000902) - (\$1,922.73)

Mobile Equipment

A. Mobile Equipment Value	\$596,099.00 x	0.002550 =	\$1,520.05
1. Replacement Cost Enhancement	Chosen: No	+ \$0.00	
Total Mobile Equipment Premium =			\$1,520.05
Credit for \$1,000 Deductible Amount -			\$0.00

Licensed Vehicle

Comprehensive and Collision	Count	Total Value	Rate	Premium
1. All Other	21	\$1,172,692.00 x	0.014420 =	\$16,910.22
2. Light Truck	9	x \$258.00 =		\$2,322.00
3. Passenger Car	0	x \$221.00 =		\$0.00
4. SUV/Jeep	1	x \$308.00 =		\$308.00
5. Van	2	x \$255.00 =		\$510.00
6. Replacement Cost Enhancement	Chosen: No	+ \$0.00		
Total Licensed Vehicle Premium =			\$20,050.22	
Credit for \$500 Deductible Amount -			\$0.00	

Catastrophic Coverage	Total Value	Rate	Premium
Unscheduled Vehicle Value	\$0.00 x	0.002719 =	\$0.00

CY Budget: \$ 45,000.00 Project No: E24IN PRO
 Expenses TD: 0 Cost Categ: Property Ins.
 Committed Cost: 0 Avail Budget: 45,000.00
 Completed By: Amritpal Date: 08/09/24
 Authorized By: Juan M Date: 08/13/24
 Authorized By: CRH Date: 08-13-2024

Total Catastrophic Premium =	\$0.00
Credit for \$2,500 Deductible Amount -	\$0.00
Sub Total =	\$55,544.26
JPIA Multiple Program Discount (\$0.05%) -	\$2,777.21
Premium Adjustment =	\$0.00
Total Deposit Premium -	\$52,767.05

Any unpaid portion that becomes more than 60 days past due will be subject to a 1% late fee each month.

*Rey
9-13-2024*

REQUESTING ADDITIONAL FUNDING
 AT THE 8/19/24 BOARD MEETING
STLawn

07/16/2024 04:26:10 PM

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

Multiple Invoices for Warrant Approval

<u>Invoice #</u>	<u>Dated</u>	<u>Amount</u>
INV02803	7/11/2024	\$ 438,000.00
INV02809	7/11/2024	130,983.85
TOTAL		<u>\$ 568,983.85</u>

APPROVED
JRL BY: 8-15-2024 DATE:



9935 Auburn-Folsom Rd
Granite Bay, CA 95746
Phone: (916) 791-0115

INVOICE

Billed To:
Fair Oaks Water District
Attn: Accounts Payable
10326 Fair Oaks Blvd
Fair Oaks, CA 95628

DATE: 7/11/2024
INVOICE #: INV02803
DUE DATE: * 8/25/2024
TOTAL DUE: \$438,000.00

CUSTOMER ACCOUNT # : 1014

Fixed Charge July - September 2024

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
Fixed Charge July - September 2024	1.00	438,000.00	438,000.00
TOTAL THIS INVOICE			\$438,000.00

cf

438,000.00
30
14,600.00
↳ per month

CY Budget: \$ 2,217,600.00 Project No: E24WSWAT
Expenses TD: \$ 1,024,652.03 Cost Categ: Water Purchase
Committed Cost: \$ 0 Avail Budget: 1,192,947.97
Completed By: Amritpal Date: 07/15/24
Authorized By: DRB Date: 8-24-2024
Authorized By: DRB Date: 8-24-2024

For questions, contact Accounts Receivable at (916) 791-6942.

REMIT TO:

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

Thank you!

* Payment Terms: Net 45 -
Balances not received by the due
date will be charged a 10% penalty
fee on balance due plus an
additional 1% per month until
balance is paid in full.



9935 Auburn-Folsom Rd
Granite Bay, CA 95746
Phone: (916) 791-0115

INVOICE

Billed To:
Fair Oaks Water District
Attn: Accounts Payable
10326 Fair Oaks Blvd
Fair Oaks, CA 95628

DATE: 7/11/2024
INVOICE #: INV02809
DUE DATE: * 8/25/2024
TOTAL DUE: \$130,983.85

CUSTOMER ACCOUNT # : 1014

Water Sales Apr - Jun 2024

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
Water Usage - April 2024	485.21 ✓	52.96	25,696.72
Water Usage - May 2024	832.29 ✓	52.96	44,078.08
Water Usage - June 2024	1,155.76 ✓	52.96	61,209.05
TOTAL THIS INVOICE			\$130,983.85

✓ 2024

CY Budget: \$ 2,217,600.00 Project No: E24WSWAT
Expenses TD: \$ 1,024,652.09 Cost Categ: Water Purchase
Committed Cost: \$0 Avail Budget: 1,192,947.92
Completed By: Amitpal Date: 07/15/24
Authorized By: DRK Date: 7/22/24
Authorized By: DRK Date: 07-24-2024

For questions, contact Accounts Receivable at (916) 791-6942.

REMIT TO:

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

Thank you!

* Payment Terms: Net 45 -
Balances not received by the due
date will be charged a 10% penalty
fee on balance due plus an
additional 1% per month until
balance is paid in full.

Central Valley Engineering & Asphalt, Inc.
216 Kenroy Lane
Roseville, CA 95678

Invoice #	Dated	Amount
20379	7/3/2024	\$ 149,631.00
20434	7/31/2024	10,497.20
20433	7/31/2024	9,835.60
20435	7/31/2024	5,880.00
Total		<u>\$ 175,843.80</u>

APPROVED
BY: JRW DATE: 8-12-2024

Invoice 20379

Bill to: Fair Oaks Water District 10326 Fair Oaks Boulevard Fair Oaks, CA 95628-7187	Job: 23205 FOWD 2023 Patch List NK
---	---------------------------------------

Invoice #: 20379	Date: 07/03/24	Customer P.O. #: 000009014
Payment Terms: Net Due Upon Receipt		Salesperson:
Customer Code: FAIOAK		

Remarks: Pershing Avenue Restoration Project # E24RED5 *

Quantity	Description	U/M	Unit Price	Extension
1.000	Demo & Grading	LS	7,735.000	7,735.00
1.000	Concrete	LS	48,090.000	48,090.00
1.000	Asphalt	LS	86,656.000	86,656.00
1.000	Striping	LS	7,150.000	7,150.00
Total:				149,631.00
Current Due:				149,631.00

OK to pay - NK

(Signature)

APPROVED

EV: 7-25-2024

Work Complete JP
7/15/24

9014
PO Number: _____
RCT Number: _____
INVENTORY
NON INVENTORY

Central Valley Engineering & Asphalt, Inc.
216 Kenroy Lane
Roseville, CA 95678
Phone: 916-791-1609



Invoice 20434

Bill to: Fair Oaks Water District 10326 Fair Oaks Boulevard Fair Oaks, CA 95628-7187	Job: 23205 FOWD 2023 Patch List
---	--

Invoice #: 20434	Date: 07/31/24	Customer P.O. #: 000009053
Payment Terms: Net Due Upon Receipt		Salesperson:
Customer Code: FAIOAK		

Remarks: La Serena Drive, Main Avenue, Minnesota Avenue

Quantity	Description	U/M	Unit Price	Extension
261.000	Plug Pave (4" & 6")	SF	12.000	3,132.00
609.000	Mat Grind (1.5")	SF	12.000	7,308.00
143.000	Sand Seal	SF	0.400	57.20
		Total:		10,497.20
		Current Due:		10,497.20

work complete JP
8/7/24

NK - ok to pay

PO Number: 9053
RCT Number: _____
INVENTORY
NON INVENTORY
→

JM H
8/9/24

Invoice 20433

Bill to: Fair Oaks Water District 10326 Fair Oaks Boulevard Fair Oaks, CA 95628-7187	Job: 23205 FOWD 2023 Patch List
---	--

Invoice #: 20433	Date: 07/31/24	Customer P.O. #: 000000027
Payment Terms: Net Due Upon Receipt		Salesperson:
Customer Code: FAIOAK		

Remarks: Ydra Ct, Timm Ct, Kendrick Wy, Beauregard Wy, Chicago, Zelinda

Quantity	Description	U/M	Unit Price	Extension
348.000	Plug Pave (4" & 6")	SF	12.000	4,176.00
892.000	Mat Grind (1.5")	SF	12.000	10,704.00
519.000	Black Sand Seal	SF	0.400	207.60
				<u>15,087.60</u>

PO Number: 9156
 RCT Number: _____
 INVENTORY
 NON INVENTORY

*JFM
 8-12-2024*

Total: _____
 Current Due: _____

15,087.60

\$9,835.60

NK

542b Ydra Ct - work complete JP 8/8/24

885b Timm Ct - work complete JP 8/8/24

9152 kendrick Wy - work complete JP 8/8/24

5542 Beauregard Wy - work complete JP 8/8/24

7140 zelinda Dr - work complete JP 8/8/24

5049 chicago Ave Asphalt complete \$2448⁰⁰ JP 8/8/24
 Concrete pending \$15252⁰⁰ NK

Central Valley Engineering & Asphalt, Inc.
216 Kenroy Lane
Roseville, CA 95678
Phone: 916-791-1609



Invoice 20435

Bill to: Fair Oaks Water District 10326 Fair Oaks Boulevard Fair Oaks, CA 95628-7187	Job: 23205 FOWD 2023 Patch List
---	--

Invoice #: 20435	Date: 07/31/24	Customer P.O. #: 000008922
Payment Terms: Net Due Upon Receipt	Salesperson:	
Customer Code: FAIOAK		

Remarks: 4532 Pennsylvania Avenue

Quantity	Description	U/M	Unit Price	Extension
91.000	Plug Pave (4" & 6")	SF	12.000	1,092.00
399.000	Mat Grind (1.5")	SF	12.000	4,788.00
		Total:		5,880.00
		Current Due:		5,880.00

*JHD
8-12-2024*

July 19 2024

NK - ok to pay

PO Number: 8922
RCT Number: _____
INVENTORY
NON INVENTORY



FAIR OAKS WATER DISTRICT PURCHASE AUTHORIZATION

FAIR OAKS
WATER DISTRICT

PLEASE PRINT

CAL-CARD HOLDER NAME:		
DATE PURCHASED:		
WILL INVOICE - PO#	X	FINANCE TO ORDER
CHECK REQUEST	<input type="checkbox"/>	MISSING RECEIPT
REQUESTOR TO ORDER		

Name of Requestor: Joe DeBorba

Date of Request: 7/19/2024

Purchase Description: 1" water meters for 20+ year meter replacement

Date Needed By:

Vendor/Check Name: NEPTUNE TECHNOLOGY GROUP

Vendor Contact Name:

Address:

Phone Number:

Item#	Description	Quantity	Price Per Unit	Extended Price
ED2F22RPWF11S2788	1 T-10 BRZ 316 P-C R900i V4 PIT C/F (M24MMMR) - Meters	300	\$ 147.00	\$ 44,100.00
MT10900i	1" register (M24MMAMR)	300	\$ 148.00	\$ 44,400.00
.9106-001	REGISTER SEAL PIN L/P BLACK (M24MMAMR)	300	\$ 0.11	\$ 33.00
				\$ -
Project: M24MMAMR	Cost Category : Registers 900i			\$ -
Budget	\$ 289,649.86			\$ -
Expenses	\$ (84,349.73)			\$ -
Committed	\$ (70,360.54)			\$ -
Available	\$ 134,939.59			\$ -
			Subtotal:	\$ 88,533.00
			7.75% Tax:	\$ 6,861.31
			Freight	\$ -
			Other	\$ -
			Total:	\$ 95,394.31

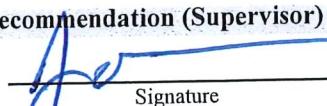
Budget Availability (Authorized Personnel)

Approved Budget: \$ 168,958.70
Expenses To Date: \$ 54,058.74
Committed Cost: \$ 62,460.78
Budget Available: \$ 52,439.18

Project Number: M24MMMR
Cost Category: 1" Meter Proj
Completed By: Joe DeBorba
Date: 7/19/2024

Joe DeBorba

Print Name


Signature

7/19/2024

Date

Verbal Authorization

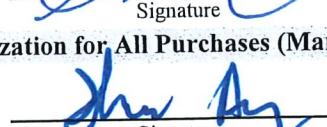

7/23/24
Signature

Date

Nick Kepler

Print Name

Purchase Authorization (Manager, Superintendent)


7/23/24
Signature

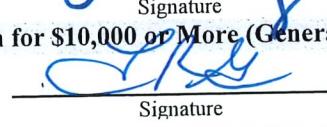
Date

Shawn Huckaby

Print Name

Purchase Authorization for All Purchases (Manager)

Verbal Authorization


7/25/24
Signature

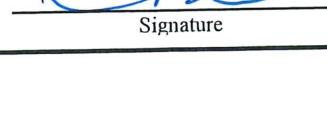
Date

Tom R. Gray

Print Name

Purchase Authorization for \$10,000 or More (General Manager)

Verbal Authorization


8-12-2024
Signature

Date

Print Name



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM III.6

Approval of Cal-Card Statements for the month of July 2024



AGENDA ITEM III.6

REGULAR Board Meeting on August 19, 2024

To: Board of Directors

From: Tom R. Gray

Date: August 12, 2024

Subject: Approval of Cal-Card Statements for the month of July 2024

Recommendation:

None.

Discussion:

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

Policy Implications:

None.

Fiscal Impact:

None.

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

Date	Merchant Name	Amount	Description	Personnel
6/25/2024	Office Depot	\$ 11.73	Office Supplies	Staff
6/26/2024	ULINE	533.12	Safety Supplies	Staff
6/26/2024	Staples	57.19	Office Supplies	Staff
6/26/2024	Fedex	54.81	Mailing Service	Staff
6/26/2024	O'Reilly	15.07	Equipment Repair	Staff
6/26/2024	O'Reilly	99.15	Vehicle Maintenance	Staff
6/26/2024	O'Reilly	118.42	Vehicle Maintenance	Staff
6/26/2024	Placer Equipment Rentals	245.75	Service Upgrades	Staff
6/27/2024	Sacbee Subscription	299.99	Dues and Subscriptions	Staff
6/28/2024	Delish Pizza	152.04	Employee Recognition	Staff
6/28/2024	Les Schwab Tires	1,049.18	Vehicle Repair	Staff
6/28/2024	Office Of Water Programs (CSUS)	8.00	Training/Certifications	Staff
6/28/2024	Ace Hardware	25.82	Maintenance Supplies	Staff
6/29/2024	Amazon	40.05	Office Supplies	Staff
6/30/2024	Amazon	76.99	Office Supplies	Staff
6/30/2024	Amazon	233.40	Wellness Grant	Staff
6/30/2024	Amazon	388.55	Wellness Grant	Staff
6/30/2024	Amazon	402.97	Wellness Grant	Staff
7/1/2024	Ace Hardware	9.89	Vehicle Repair	Staff
7/2/2024	Capital Rubber & Gasket	18.33	Oil	Staff
7/2/2024	Pape D.W. Inc.	501.40	Equipment Repair	Staff
7/2/2024	Capital Rubber & Gasket	790.64	Equipment Maintenance	Staff
7/3/2024	Placer Equipment Rentals	169.63	Water Main Upgrade	Staff
7/3/2024	Amazon	119.82	Safety	Staff
7/3/2024	Dollar Tree	26.35	Employee Recognition	Staff
7/3/2024	Raley's	14.97	Employee Recognition	Staff
7/5/2024	County of Sac./Kiefer Landfill	45.00	Waste Disposal	Staff
7/6/2024	Amazon	23.16	Office Supplies	Staff
7/8/2024	New Answernet, Inc.	181.00	Answering Service	Staff
7/9/2024	Amazon	132.88	Office Supplies	Staff
7/9/2024	Amazon	24.25	Office Supplies	Staff
7/10/2024	Nimbus Landscape Materials	58.73	Meter Upgrades	Staff
7/10/2024	Amazon	19.29	Safety	Staff
7/10/2024	Sam's Club	292.42	Maintenance/Janitorial/Kitchen Supplies, Recognition	Staff
7/10/2024	Home Depot	33.58	Equipment Repair	Staff

<u>Date</u>	<u>Merchant Name</u>	<u>Amount</u>	<u>Description</u>	<u>Personnel</u>
7/10/2024	Home Depot	83.65	Vehicle Maintenance	Staff
7/10/2024	Home Depot	237.36	District Site Maintenance	Staff
7/10/2024	Home Depot	45.57	Equipment Repair	Staff
7/10/2024	O'Reilly	71.64	Vehicle Maintenance	Staff
7/10/2024	O'Reilly	107.64	Gas and Oil	Staff
7/10/2024	Pollardwater	175.98	Tools	Staff
7/11/2024	Amazon	241.61	Tools	Staff
7/11/2024	ULINE	192.87	Safety	Staff
7/11/2024	Amazon	13.59	Safety	Staff
7/11/2024	Brake Masters	56.16	Vehicle Maintenance	Staff
7/11/2024	Lowes	14.16	Sand/Aggregate	Staff
7/12/2024	Amazon	82.79	Office Supplies	Staff
7/12/2024	Brake Masters	66.92	Vehicle Maintenance	Staff
7/12/2024	Pape D.W. Inc.	787.57	Equipment Repair	Staff
7/12/2024	First Stop Smog	195.00	Vehicle Maintenance	Staff
7/12/2024	Home Depot	20.46	Maintenance Supplies	Staff
7/13/2024	Pitney Bowes PI	286.16	Postage Machine Supplies	Staff
7/13/2024	Home Depot	52.83	Maintenance Supplies	Staff
7/15/2024	Chipotle Online	96.27	Board Meeting Meals	Staff
7/15/2024	Maita Chevrolet Parts	674.71	Vehicle Repair	Staff
7/16/2024	Les Schwab Tires	1,270.66	Vehicle Repair	Staff
7/16/2024	Noah's Bagels	18.59	Employee Recognition	Staff
7/16/2024	Raley's	30.55	Employee Recognition	Staff
7/17/2024	Dickies	315.06	Uniforms	Staff
7/17/2024	O'Reilly	106.40	Vehicle Maintenance	Staff
7/17/2024	Brake Masters	109.95	Vehicle Maintenance	Staff
7/17/2024	Folsom Lake Ford	241.21	Vehicle Repair	Staff
7/18/2024	Amazon	234.90	District Site Maintenance	Staff
7/18/2024	Paddle.Net	14.99	Dues and Subscriptions	General Manager
7/19/2024	Nimbus Landscape Material	217.50	Sand/Aggregate	Staff
7/19/2024	Brake Masters	77.69	Vehicle Maintenance	Staff
7/19/2024	O'Reilly	137.40	Vehicle Maintenance	Staff
7/19/2024	Red Wing Shoes	130.25	Safety Boots	Staff
7/20/2024	Vicco Group, Inc.	1,209.75	Uniforms	Staff
7/20/2024	Dickies	184.20	Uniforms	Staff
7/21/2024	Amazon	45.76	Office Supplies	Staff
7/21/2024	Dickies	141.38	Uniforms	Staff
TOTAL		\$ 14,262.75		



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM III.7

Accept and File Board Expense Report for the month of July 2024



AGENDA ITEM III.7

REGULAR Board Meeting on August 19, 2024

To: Board of Directors

From: Chi Ha-Ly

Date: August 8, 2024

Subject: Approval of Board Expense Report for the month of July 2024

Recommendation:

None.

Discussion:

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

Policy Implications:

None as a result of recommended action.

Fiscal Impact:

None as a result of recommended action.

Board of Directors
Expense Reimbursement Summary
Monthly Activity - July 2024

Name	Meeting Date	Description	Date Paid	Compensation	Reimbursed Expenses		District Expenses
Dolby					\$	-	\$
	6/17/2024	Regular Board Meeting	7/11/2024	\$ 100.00	\$ 100.00	\$ -	\$ -
					\$ 100.00	\$ -	\$ -
Marx					\$	-	\$
	5/16/2024	RWA Board Meeting	7/25/2024	\$ 100.00	\$ 100.00	\$ -	\$ -
	5/20/2024	Regular Board Meeting	7/25/2024		100.00	-	-
	6/17/2024	Regular Board Meeting	7/25/2024		100.00	-	-
	7/11/2024	RWA Board Meeting	7/25/2024		100.00	-	-
	7/15/2024	Regular Board Meeting	7/25/2024		100.00	-	-
					\$ 500.00	\$ -	\$ -
McRae					\$	-	\$
	6/17/2024	Regular Board Meeting	7/11/2024	\$ 100.00	\$ 100.00	\$ -	\$ -
					\$ 100.00	\$ -	\$ -
Sarkovich					\$	-	\$
	6/17/2024	Regular Board Meeting	7/11/2024	\$ 100.00	\$ 100.00	\$ -	\$ -
					\$ 100.00	\$ -	\$ -

Board of Directors
Expense Reimbursement Summary
Monthly Activity - July 2024

July 2024 RECAP

Name	Meeting Month	Meetings Attended (Paid)	Month Paid	Compensation	Reimbursed Expenses		District Expenses
Dolby	June	1	July	\$ 100.00	\$ -	\$ -	
Marx	May/June/July	5	July	\$ 500.00	\$ -	\$ -	
McRae	June	1	July	\$ 100.00	\$ -	\$ -	
Petersen		0		\$ -	\$ -	\$ -	
Sarkovich	June	1	July	\$ 100.00	\$ -	\$ -	
TOTAL		8		\$ 800.00	\$ -	\$ -	

Year-to-Date RECAP

Name	Meetings Attended (Paid)	Compensation	Reimbursed Expenses		District Expenses
Dolby	9	\$ 900.00	\$ -	\$ -	
Marx	18	\$ 1,800.00	\$ -	\$ -	
McRae	8	\$ 800.00	\$ -	\$ -	
Petersen	10	\$ 1,000.00	\$ -	\$ -	
Sarkovich	8	\$ 800.00	\$ -	\$ -	
TOTAL	53	\$ 5,300.00	\$ -	\$ -	



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM V.1

Update and discussion on New York Water Main Project Phase I



AGENDA ITEM V.1

REGULAR Board Meeting on August 19, 2024

To: Board of Directors
From: Tom R. Gray
Date: August 15, 2024
Subject: Update and discussion on the New York Water Main Project Phase I

Recommendation:

Information item – staff has no recommendation.

Discussion:

At the May 20, 2024, regular meeting of the Fair Oaks Water District (FOWD) Board of Directors, the FOWD Board directed staff to proceed with the posting of a bid package for the construction of Phase I of the New York Main Replacement Project. This phase of the project includes the replacement of 1,810 feet of “at risk” steel water main from north of Lemon Street to Orange Avenue.

At the June 12, 2024 regular meeting of the FOWD Board of Directors, the FOWD Board approved entering into an agreement with Flowline Contractors, Inc. (Flowline) to complete the project. Flowline was the lowest responsive bidder of the five bids received.

Based on a preconstruction meeting and field investigations with both FOWD and Flowline staff, a Notice to Proceed with the project was issued on August 5, 2024.

The attached project notification documents were distributed in the local area to alert residents directly impacted by the project and provide contact information should they have any questions or concerns.

Policy Implications:

None.

Fiscal Impact:

None.



Construction Activity in Your Neighborhood

NEW YORK AVENUE WATER MAIN REPLACEMENT

Background

Flowline Contractors, working for the Fair Oaks Water District (FOWD), will be installing a new water main on New York Avenue from just north of Lemon Street to Orange Avenue. Construction may cause unavoidable short-term inconvenience to residents in the immediate vicinity.

What to Expect

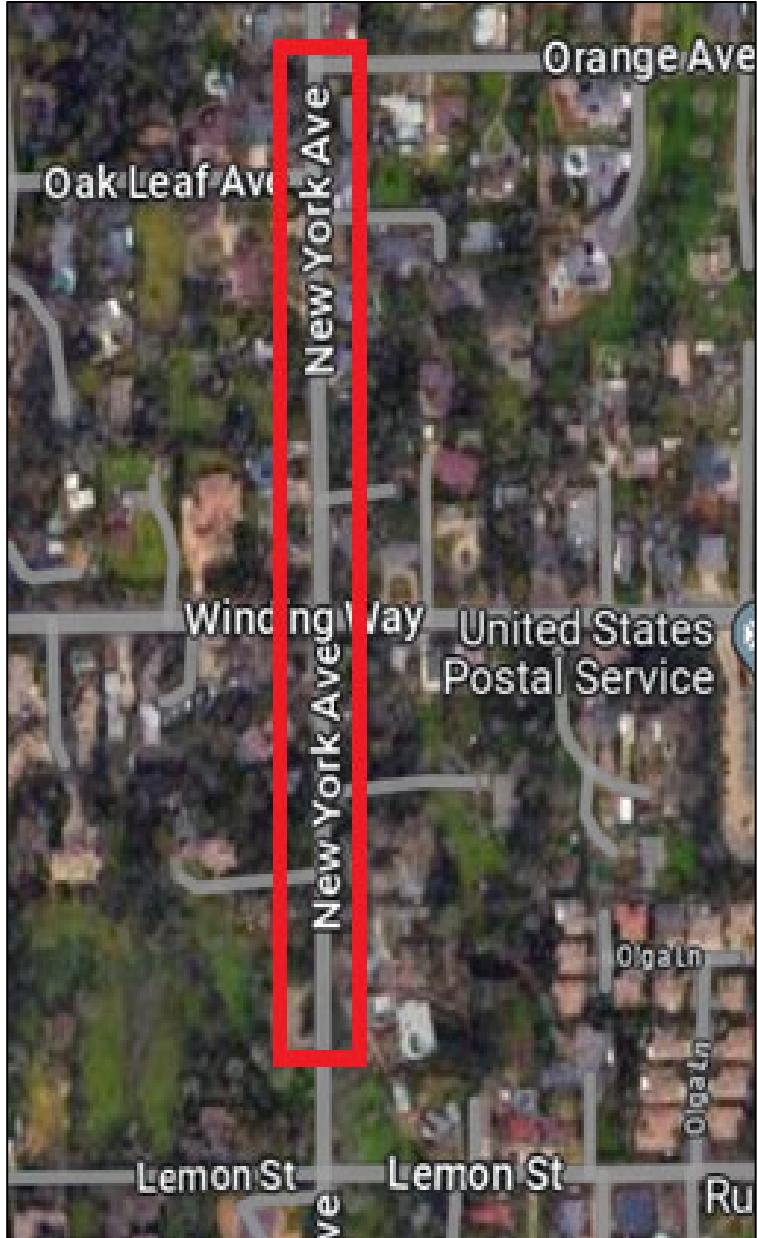
Construction activity will begin in early August with the contractor investigating the project area, followed by heavy equipment and materials appearing at the site outlined in red on the map. Work will generally occur within 7am-4pm weekdays. Construction is estimated to take approximately 12 weeks, but may be extended due to weather or unforeseen conditions.

At times, the contractor may need to close through traffic for the safety of the public and their staff. Residents will be allowed access through closed streets, but delays may be expected.

The FOWD will attempt to provide a minimum of 48-hour notice to anyone that will have an interruption in their water service.

We appreciate your understanding as we make these improvements.

Thank You!



We understand that construction activities are disruptive to daily routine. We will strive to minimize the inconvenience and expedite construction. Please contact us if you have any questions or concerns during this Project. We are here to help.

(916) 967-5723



6560 ASHER LANE
SACRAMENTO, CA 95828
(916) 383-7525 FAX: (916) 383-7737
CA CONTRACTORS LICENSE NO. 697400

CONSTRUCTION NOTICE

Water Main & Service Line Project -New York Avenue, Phase 1-

Flowline Contractors, Inc. on behalf of Fair Oaks Water District

For the next few months construction will be ongoing in your neighborhood, Monday through Friday, 7:00 am – 5:00 pm. Road signs and set up will start at 8:00 am. Road closures will start around 8:30am. During construction, your road may be closed to through traffic. Residents will be allowed access through closed streets, but you should expect delays. There may be work delays due to rain.

There will be No Parking Signs set up in advance where construction will take place.

We apologize for any inconvenience and appreciate your cooperation. If you have any questions, please contact the jobsite foremen.

Dennis at (916) 730-2646 [Jobsite Foreman - On Site Contact]

or

Spencer at (916) 417-0692 [Project Manager - Office Contact]

Construction and Road Closures will take place on the following streets:

- New York Avenue between Sunset Ave and Lemon St
- Winding Way at the New York Avenue Intersection

Thank you and have a great day.



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM V.2

Update and discussion on the proposed merger of the SJWD and SSWD



AGENDA ITEM V.2

REGULAR Board Meeting on August 19, 2024

To: Board of Directors
From: Tom R. Gray
Date: August 16, 2024
Subject: Update and discussion on the proposed merger of the SJWD and SSWD

Recommendation:

No staff recommendation – information item.

Discussion:

In 2011 the San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD) approved the investigation and analysis of merging the two agencies.

In June of 2015 the two agencies agreed to stop further merger discussions.

In March and April of 2024 the SJWD Board and SSWD Board approved restarting the SJWD and SSWD Merger Project.

A second joint SJWD and SSWD Board meeting was held on July 31, 2024 to discuss the SJWD and SSWD Merger Project.

Attached are the agenda and documents publicly distributed for the July 31, 2024 by the SSWD and SJWD.

Also attached for your reference is a copy of the Staff Report presented at the July FOWD Board meeting on the same topic.

Policy Implications:

TBD

Fiscal Impact:

TBD



AGENDA ITEM V.4

REGULAR Board Meeting on July 15, 2024

To: Board of Directors
From: Tom R. Gray
Date: July 9, 2024
Subject: Update and discussion on the proposed merger of the SJWD and SSWD

Recommendation:

No staff recommendation – information item.

Discussion:

In 2011 the San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD) approved the investigation and analysis of merging the two agencies.

In June of 2015 the two agencies agreed to stop further merger discussions.

In March and April of 2024 the SJWD Board and SSWD Board approved restarting the SJWD and SSWD Merger Project.

A joint SJWD and SSWD Board meeting was held on June 25, 2024 to discuss the SJWD and SSWD Merger Project.

A second joint SJWD and SSWD Board meeting has been scheduled for July 13, 2024 to continue discussions on the SJWD and SSWD Merger Project.

Between 2011 and 2015 the FOWD submitted many written comments and questions related to the potential merger of SJWD and SSWD on behalf of FOWD ratepayers – most of which never received a response.

On June 24, 2024 the FOWD delivered the attached letter to both the SJWD and SSWD Board Presidents.

Also attached is a copy of one page information document on the original merger discussions between the SJWD and SSWD that was distributed to FOWD ratepayers on June 17, 2015.

Policy Implications:

TBD

Fiscal Impact:

TBD



COPY

June 24, 2024

Mr. Manuel Zamorano, President
Board of Directors
San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, CA 95746

Mr. Kevin Thomas, President
Board of Directors
Sacramento Suburban Water District
3701 Marconi Avenue #100
Sacramento, 95821

Dear President Zamorano and President Thomas:

Based on statements made at recent meetings of the Sacramento Suburban Water District (SSWD) and San Juan Water District (SJWD) Boards of Directors, it is our understanding that the Districts are going to restart discussions of a proposed merger of the two Districts. Given the potential direct impacts of a merger on Fair Oaks Water District (FOWD) ratepayers, FOWD is committed to participating in these discussions to ensure that our ratepayers are aware of the SJWD merger discussions with the SSWD and the potential effects on FOWD water rates and related interests.

Though FOWD has never taken a position on the potential merger of the SJWD and SSWD, we did submit written comments and concerns on behalf of our ratepayers during the prior merger discussions. We are happy to resubmit those comments, and look forward to the Districts' responses and learning more about how the concerns will be addressed. We request the opportunity to work through those concerns and questions directly with us as part of your process.

The FOWD hopes that the proposed merger analysis will include reasonable and collaborative interaction between all potentially impacted Agencies. We look forward to working with the SSWD and SJWD boards and assigned staff on meeting the objectives of your proposed merger analysis.

On behalf of the entire FOWD Board and staff, we thank you in advance for your consideration of our input into your decision-making process.

Sincerely,

A handwritten signature in black ink, appearing to read "Christian Petersen".

COPY

Christian Petersen
Board President
Fair Oaks Water District

cc: Tom Gray – FOWD General Manager
Dan York – SSWD General Manager
Paul Helliker – SJWD General Manager

Originally Distributed to FOWD Customers on June 17, 2015

Important Information for Fair Oaks Water District Customers

"Merger of Local Water Districts Proposed"

The San Juan Water District is researching a possible merger with the Sacramento Suburban Water District. The plan to merge may be proposed to local regulators very soon. The San Juan Water District was founded by the Fair Oaks Water District, Citrus Heights Water District and Orange Vale Water Company to manage, operate and maintain surface water for the customers of a specifically defined area. The San Juan Water District currently has a defined service area that includes the customers of the Fair Oaks Water District, Citrus Heights Water District, Orange Vale Water Company, along with Granite Bay and limited areas within the City of Folsom. The planned merger would effectively double the current area served by the San Juan Water District using surface water facilities paid for by existing customers. Given this fact, the Board of Directors of the Fair Oaks Water District believes that it is very important that you are made aware of the planned merger, have access to information on the planned merger and understand how you may express your ratepayer's position on the proposed merger.

- Information on the proposed merger has been made available at www.sjwd.org
- While concerned, the FOWD Board of Directors has not yet taken a position to support or oppose the merger, awaiting response to requests for additional details
- Comment letters on the proposed merger can be sent to: Fair Oaks Water District at 10326 Fair Oaks Boulevard, Fair Oaks, CA 95628 – Attention SJWD & SSWD Merger (a copy of all letters will be filed and the original forwarded to the official merger committee)

Merger Discussion Issues for Fair Oaks Water District Customers

- Availability of Water Supply
- Cost of Water Supply
- Water Rights
- Elected Representation
- Over \$100,000,000 of debt

If you have any questions for your Fair Oaks Water District (FOWD) staff regarding the proposed merger of the San Juan Water District and Sacramento Suburban Water District, please contact the FOWD office at 916-967-5723. Please Note that your Fair Oaks Water District currently has no debt and has invested over 35% of every ratepayer dollar back into water system improvements for the past ten years!



Agenda

San Juan Water District/Sacramento Suburban Water District Joint Special Board Meeting

3701 Marconi Avenue
Sacramento, CA 95821

Wednesday, July 31, 2024
6:00 p.m.

This meeting will be conducted both in-person in the Sacramento Suburban Water District's Boardroom at the address above, and by videoconference and teleconference using the information provided below. The public is invited to listen, observe, and provide comments during the meeting by any method provided. The Chairperson will call for public comment on each agenda item at the appropriate time. If a member of the public chooses to participate in this public meeting via videoconference and/or teleconference, please see the instructions below.

For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet-enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following login information for videoconferencing or teleconferencing:

Join the meeting from a computer, tablet or smartphone:

<https://us02web.zoom.us/j/88655709251?pwd=7buJGwTtDChXDuBivdbjmKMZfnuJvY.1>

Meeting ID: 886 5570 9251
Password: 516836

You can also dial in using your phone: 1 (669) 900-6833

New to Zoom? Get the app now and be ready when your first meeting starts: <https://zoom.us/>
Zoom uses encryption of data during Zoom meetings. The two Agencies use a secure password to restrict access to scheduled meetings. The meeting host has control of content sharing, recording, and chat.

Please mute your line.

Where appropriate or deemed necessary, the Boards may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Boards less than 72 hours before the meeting are available for public inspection at each Agency's Administrative Offices.

San Juan Water District/Sacramento Suburban Water District Joint Special Board Meeting

July 31, 2024

Page 2 of 3

The public may address the Boards concerning an agenda item either before or during the Boards's consideration of that agenda item. Persons who wish to comment on either agenda or non-agenda items should fill out a Comment Card and give it to either one of the General Managers. The Chairperson will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Sacramento Suburban Water District Human Resources at 916.679.3972. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Call to Order

Pledge of Allegiance

Roll Call

Public Comment

This is an opportunity for the public to comment on non-agenda items within the subject matter jurisdiction of the Boards. Comments are limited to 3 minutes.

Consent Items

The Board will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any Board member requests that an item be removed from the Consent Items, it will be considered with the Items for Discussion and/or Action.

1. **Draft Minutes of the June 25, 2024, San Juan Water District and Sacramento Suburban Water District Joint Special Board Meeting**
Recommendation: Approve the Draft Minutes of the June 25, 2024, San Juan Water District and Sacramento Suburban Water District Joint Special Board Meeting.

Items for Discussion and/or Action

2. **Request for Proposals for Business Case Analysis**
Recommendation: Approve the Request for Proposal to conduct a Business Case Analysis.

Adjournment

* * * * *

San Juan Water District/Sacramento Suburban Water District Joint Special Board Meeting

July 31, 2024

Page 3 of 3

I certify that the foregoing agenda for the July 31, 2024, meeting of the San Juan Water District/Sacramento Suburban Water District Joint Board was posted by July 25, 2024, in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Sacramento, CA 95821, and at the San Juan Water District office, 9935 Auburn Folsom Road, Granite Bay, CA 95746, and was made available to the public during normal business hours.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Agenda Item: 1

Date: July 31, 2024

Subject: Draft Minutes of the June 25, 2024, San Juan Water District and Sacramento Suburban Water District Joint Special Board Meeting

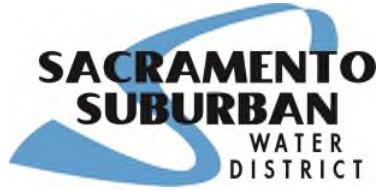
Staff Contact: Dan York, SSWD General Manager
Paul Helliker, SJWD General Manager

Recommended Board Action:

Approve the Draft Minutes of the June 25, 2024, San Juan Water District and Sacramento Suburban Water District Joint Special Board Meeting.

Attachment:

1. Draft Minutes of the June 25, 2024, San Juan Water District and Sacramento Suburban Water District Joint Special Board Meeting.



Minutes

San Juan Water District/Sacramento Suburban Water District Joint Special Board Meeting

June 25, 2024

Location:

3701 Marconi Avenue, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting ID #879 6458 6101

SSWD Call to Order – Videoconference/Audioconference Meeting

Sacramento Suburban Water District (SSWD) Board President Kevin Thomas (SSWD Chair Thomas) called the meeting to order at 6:02 p.m.

Roll Call

SSWD Directors

Present: Jay Boatwright, Dave Jones, Kevin Thomas, and Robert Wichert.

SSWD Directors

Absent: Craig Locke.

SJWD Directors

Present: Kenneth Miller, Pam Tobin, Dan Rich, Manuel Zamorano, and Ted Costa.

SJWD Directors

Absent: None.

SSWD Staff Present: General Manager Dan York, Assistant General Manager Matt Underwood, Jeff Ott, and Heather Hernandez-Fort.

SJWD Staff Present: General Manager Paul Helliker, Donna Silva, Greg Zlotnick, and Tony Barela.

Public Present: Legal Counsel Josh Horowitz, William Eubanks, Greg Turner, Robert Matteoli, Jose Henriquez, Dave Ross, Tom Gray, Hilary Straus, Matt Jadrich, Mike Spencer, Steve Anderson, Mike McRae, Kyler Rayden, Andrew Pierson, Elizabeth Ewens, Ryan Jones, Stacy Helliker, Devon Barrett, and Annie Liu.

Public Comment

None.

Items for Discussion and/or Action

1. History Between Sacramento Suburban Water District and San Juan Water District Regarding Combination Discussions

S SWD General Manager Dan York (S SWD GM York) introduced the item, presented the PowerPoint presentation and answered clarifying questions.

SJWD Director Rich inquired how much water was transferred between S SWD and SJWD on an average year.

San Juan Water District (SJWD) General Manager Paul Helliker (SJWD GM Helliker) explained that the annual contracts started around 2019 which started around 6,000 acre feet, and that in 2023 it was 4,000 acre feet.

S SWD GM York expressed that on average there has been between 8,000 and 12,000 acre feet of PCWA water that is treated and wheeled from SJWD through the CTP and ATP.

S SWD Director Wichert requested to receive a copy of the PowerPoint Presentation.

William Eubanks (Mr. Eubanks) inquired about the S SWD South Service Area noting that he felt that it was not getting the attention it needed, as he believed the new wells were only being constructed in the North Service Area.

2. Consultant Services and Communications Plan

SJWD GM Helliker introduced the staff report and presented the PowerPoint Presentation, noting staff was requesting to put together a request for proposals (RFP) for a consultant to work on a Business Case Analysis.

S SWD Director Wichert expressed that he did not support using the Raftelis report as a model to use going forward.

S SWD GM York explained that the Raftelis report was only placed as an attachment in the report as an example, not to be used as a model.

S SWD Director Wichert moved for both agencies to embark on a process whereby the Boards would develop a table of contents and scope of work for a study to be conducted by a consultant, using the RFP, by using the table of contents and outline.

SJWD GM Helliker pointed out the components in the PowerPoint presentation that staff was recommending to be analyzed, such as operations, finance, rates and debt.

S SWD Director Wichert stated that he was most interested in the Boards approving the table of contents and outline.

S SWD GM York offered a suggestion for the motion, that staff provide a draft for the Boards to review and amend, if necessary. He additionally suggested that a consultant

interview each Director and additionally follow up with the interviews to ensure that their concerns are being addressed.

SSWD Director Wichert amended the motion to include GM York's suggestion.

The motion died for a lack of a second.

Mr. Eubanks stated that he believed the customers in the South Service Area of SSWD would gain no benefit from a combination of SSWD and SJWD.

Jose Henriquez, Executive Officer for the Local Agency Formation Commission, recommended that in a consolidation situation where a district could dissolve, he recommended to protect the pre-1914 water rights, and additionally for SJWD with their dual status which would additionally be protected.

SJWD GM Helliker reiterated that staff was recommending the Board provide direction to move ahead with a Business Case Analysis, and to issue an RFP, including a scope of work and all of the elements. He additionally pointed out that staff was recommending to utilize each agencies' communication consultants by expanding their scope to include communication for the current combination discussions.

SJWD Director Costa moved to allow the General Managers to work together to develop an RFP and include any input from their respective Boards. He added that another Joint Board meeting was not needed to draft the RFP; SJWD Director Zamorano seconded the motion.

SSWD Chair Thomas moved to allow the General Managers to come together to develop an RFP and include any input from their respective Boards. He added that another Joint Board meeting was not needed to draft the RFP.

SSWD Legal Counsel Josh Horowitz expressed that each Director could express individually to their General Manager what their suggestions would be for the RFP, but that another Joint Board meeting should be held to finalize and approve the RFP in public.

SJWD Director Costa withdrew his motion.

SSWD Chair Thomas withdrew his motion.

SSWD Director Boatwright moved for the General Managers to work together to develop an RFP and allow each Director to express individually to their General Manager what their suggestions would be for the RFP, and that the draft document be discussed and approved at a future Joint Board meeting. SSWD Director Jones seconded.

SJWD Director Costa moved for the General Managers to come together to develop an RFP and allow each Director to express individually to their General Manager what

their suggestions would be for the RFP, and that the draft document be discussed and approved at a future Joint Board meeting. SJWD Director Tobin seconded.

S SWD Director Wichert expressed he wanted to be sure that economics was included in the study. He additionally requested to provide an amendment to the motion, that the communications teams not begin working on outreach efforts until the Boards had an opportunity to gather more information in the study.

S SWD Director Boatwright pointed out that the amendment did not apply to the motion, as the motion was only addressing the business case analysis and not anything on communications. He expressed that he was however, in favor of what S SWD Director Wichert suggested on public outreach, though noting that he would be ok with general information being distributed.

S SWD Director Wichert requested an amendment to the motion to make it clear that the study will include a rate study. He further suggested to sole source Mark Hildebrand for that rate study.

S SWD Director Boatwright expressed that he felt S SWD Director Wichert's requested amendment to the motion should be an item for discussion among the Joint Boards, and recommended it be a subsequent motion following the current motion, but not included in the current motion.

The motion from the S SWD passed by 3/1 vote.

AYES:	Boatwright, Jones, and Thomas.	ABSTAINED:	
NOES:	Wichert.	RECUSED:	
ABSENT:	Locke.		

The motion from the SJWD Board passed by unanimous vote.

AYES:	Costa, Miller, Rich, Tobin, and Zamorano.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

3. Schedule and Tasks – Board Direction to Staff

S SWD GM York presented the staff report.

Both Boards agreed to hold the next SJWD/S SWD Joint Board meeting on July 31, 2024, at 6:00 p.m., in the S SWD Boardroom.

Mr. Eubanks withdrew his comment.

4. Joint Board Meetings vs 2x2 Committee Meetings

S JWD GM Helliker presented the staff report.

SJWD Director Costa moved to only hold Joint Board meetings as opposed to any 2x2 Committee meetings; SJWD Director Tobin seconded. The motion passed by unanimous vote.

AYES:	Costa, Miller, Rich, Tobin, and Zamorano.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

SSWD Director Wichert moved to only hold Joint Board meetings as opposed to any 2x2 Committee meetings; SSWD Director Boatwright seconded. The motion passed by unanimous vote.

AYES:	Boatwright, Jones, Thomas, and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:	Locke.		

Adjournment

SSWD Chair Thomas adjourned the meeting at 7:04 p.m.

DRAFT
Dan York
General Manager/Secretary
Sacramento Suburban Water District

Agenda Item: 2

Date: July 31, 2024

Subject: Request for Proposals for Business Case Analysis

Staff Contact: Dan York, SSWD General Manager
Paul Helliker, SJWD General Manager

Recommended Board Action:

Approve the Request for Proposal to conduct a Business Case Analysis.

Discussion:

At the June 25, 2024 Joint Board meeting, both Boards of Directors of Sacramento Suburban Water District (SSWD) and San Juan Water District (SJWD) directed the General Managers to develop a Request For Proposal (RFP) for a Business Case Analysis (Analysis), and present it to the respective Boards at the July 31, 2025 Joint Board meeting for approval. That proposed draft RFP is attached to this staff report.

This RFP contains three tasks for two scenarios: a description of the existing characteristics, operations and assets of the two organizations; an analysis of the pros and cons of continuing to operate as independent organizations compared to combining into one organization; and the meetings and deliverables for the project. Some of this Analysis was conducted as part of the Collaboration/Integration Project during 2019-21, and much of the data and other information on which this Analysis will be based is available in various plans and reports that have been prepared by the Districts (master plans, asset management plans, financial management plans, etc.). The goal of this project is not to replicate these plans and reports, but to synthesize and analyze the information and define the benefits and challenges of either combining organizations or continuing with the status quo.

The RFP includes references to certain meetings and outreach activities. There will also be scopes of work for the communications consultants to conduct more extensive activities in these categories.

Attachment:

1. Draft Request For Proposal

DRAFT

REQUEST FOR PROPOSAL

**CONSULTANT SERVICES FOR
A BUSINESS CASE ANALYSIS FOR A POTENTIAL COMBINATION
BETWEEN
SAN JUAN WATER DISTRICT AND
SACRAMENTO SUBURBAN WATER DISTRICT**

A. INTRODUCTION:

San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD) are issuing this Request for Proposals (RFP) to select a qualified firm to conduct an analysis on a potential combination of the two agencies into a single entity.

Study Objective

SJWD and SSWD (Agencies) desire to become more efficient and to minimize cost to their customers and optimize the use of their water supplies, personnel, equipment, infrastructure and other resources, as well as improve their ability to influence state and federal policies. The Agencies desire to evaluate whether or not they can better achieve these objectives by combining SJWD and SSWD into a single organization, comparing that scenario to no change to existing operations. As part of the Study for the potential combination activities, the selected consultant should 1) evaluate potential governance structures and board advisory committees to ensure customer equality and equity for both districts and achieve an overall cost benefit to the Agencies' customers, 2) perform a detailed assessment of each agency's operations, infrastructure and other assets and 3) perform detailed financial analyses of each agency's current water rates, fees, debts, retirement funding obligations, costs, and reserves, and future equities based on current capital improvement projects (CIP) plans. Also as part of the Study, the Agencies desire to understand the pros and cons of these alternatives, and to understand the compelling reasons for making any changes.

Background

In 2019, SJWD and SSWD were part of a regional effort to identify opportunities to improve collaboration and potentially merge operations into one combined district. In June 2021, the regional effort was finalized.

On June 25, 2024, a Joint Board meeting was held between SJWD and SSWD. Direction was given to the General Managers to develop a RFP for the purpose of analyzing the pros and cons of a potential combination of the two agencies.

Project Management

SSWD will be responsible for administration of the project and will be the primary contact for the consultant. The project will be overseen by the General Managers of SJWD and SSWD.

Consultant Services for a Business Case Analysis for a Potential Combination Between San Juan Water District and Sacramento Suburban Water District

B. REQUESTED SCOPE OF WORK:

1. SERVICES DESIRED:

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

Scope of Work Activity 1: Describe the current environment

(a) Provide general background of the Agencies

Provide an overview of current services provided, location, governance, organizational structure, service standards, policies, procedures and organizational staffing for each agency. Provide an overview of water supply, production and treatment systems and operations; distribution systems and related assets; facilities, fleets and other capital assets.

Identify overall system condition, program/service operating goals, operating costs, water supply costs, performance data and key projects that are either planned or in execution.

Inventory and summarize Agency Capital Improvement Programs, Advanced (Master) Planning Efforts for Infrastructure, Significant Asset Management Programs, including expected future costs, and Financial Plans.

(b) Describe existing financial status

Prepare a description of the current financial environment of the Agencies, including but not limited to debt capacity and obligations, credit ratings, rate structure, financial policies, asset base, reserve levels, number of customers, annual revenues, pension/OPEB liabilities, operating expenses, water rates and connection fees, and other relevant financial factors.

Scope of Work Activity 2: Identify opportunities and challenges for the future

(a) Identify opportunities and challenges for governance structures

Evaluate and recommend a governance structure or structures, with related implementation phasing steps, for the combined entity including, but not limited to, the number of board of directors and board advisory committees and their roles. Analyze potential governance structure to ensure apportionment and customer equality and equity for both Agencies.

(b) Identify opportunities and challenges for service integration

Identify opportunities and challenges for integrating services within the Agencies including water resources and rights; water production, treatment and quality; place of use and service delivery; distribution system maintenance and repair; customer services and billing; water use efficiency; financial and human

resources management; administration and executive operations; and other relevant programs. Identify existing IT systems and software and the benefits and challenges of integrating or migrating systems. Specify which services could be integrated, the associated costs and benefits, and key factors that would need to be addressed. Identify any regulatory compliance requirements that may affect either or both Agencies over the next 10 to 20 years, and the consequences for integrating services. Recognize that there will be a growth in service connections in the future, which may differ between the Agencies.

(c) Identify opportunities and challenges for facilities integration

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

(d) Identify impacts and challenges for financial obligations and thresholds

Identify challenges and opportunities for combining agencies including but not limited to water rates, liabilities (including pension and OPEB liabilities), reserves, (re)financing options, and other short and long term obligations by each agency's rate payers.

(e) Identify opportunities and challenges in staffing resources

Identify opportunities and challenges for integrating staffing and operating units of the existing Agencies within a new combined organization, including evaluating existing salaries and benefits, organizational policies and practices and any potential changes in a combined organizational structure. Identify any potential opportunities and challenges related to staff and cost savings. Discuss benefits of a combined agency for staffing flexibilities and resources opportunities.

(f) Identify outreach stakeholders and community organizations

Identify current stakeholders of the Agencies and their interests, including but not limited to customers (particularly those in Disadvantaged Communities), developers, employees and other stakeholders.

(g) Identify other potential opportunities and challenges

Both agencies are in the Sacramento area and belong to similar regional and statewide organizations. Identify and discuss potential opportunities with respect to advancing the agencies' interests at the regional, state and federal levels.

Scope of Work Activity 3: Meetings and Deliverables

(a) Meetings

Participate in three joint Board meetings, and in six stakeholder meetings.
Participate in bi-weekly project management meetings with Agency General Managers and other staff.

(b) Deliverables

Consultant will provide draft Business Case Analysis for Agency review and comment, and a final Business Case Analysis that incorporates requested revisions.

2. MINIMUM QUALIFICATIONS OF CONSULTANT:

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

3. INSURANCE REQUIREMENTS:

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

C. THE PROPOSAL:

1. FORMAT AND REQUIREMENTS:

The Proposal shall be 8-1/2" by 11", with the pages numbered sequentially, and double-sided. 1" margins shall be provided on all pages. Proposals shall be in a 12-point font and may be single or double-spaced.

Proposals shall be submitted in electronic format using Microsoft Word and Adobe Acrobat (.pdf) formats (2 files to be submitted).

2. PROPOSAL CONTENTS:

The Proposal shall include the following:

- A. Letter of Transmittal. Identify the individual or parties and provide its (their) address along with the name of a contact person and a telephone number (one page maximum).
- B. Include a general statement of the consultant's approach to conducting a financial and operational review of public utilities (two pages maximum).

- C. Describe the Firm's experience with public sector projects of a similar nature and scope. Emphasis should be placed on projects undertaken within the past three years.
- D. Identify a team organization clearly showing all key personnel (consultant employees and sub-consultants, if any) and their respective roles. Include brief summaries, up to one page of their background, knowledge, and experience relevant to the project.
- E. A general statement of the consultant's approach to conducting the required Study. This discussion should estimate the total cost for the Study (two pages maximum).
- F. Identify any sub-consultants and include the same information as described in "D".
- G. Provide a table showing the estimated hours for each position/role shown on the organization chart, as well as the individuals' availability for the Project. The staffing plan shall also include a table with level of effort by task and subtask for each proposed staff member. Hours for sub-consultants may be shown as an aggregate total. The hours shown shall be consistent with the hours presented in the fee table that shall be submitted as a separate document.
- H. Provide a timeline for completion of the project. Any assumptions regarding turnaround time for review should be clearly noted.
- I. Provide references for your firm's three most representative projects. Include the following:
 - 1) Name of public agency
 - 2) Name and title of contact person.
 - 3) Telephone number of contact person.
 - 4) Brief description of the project including start and completion dates and your firm's role in the project.
 - 5) The telephone number and contact names of private firms involved in the project.
- J. Provide a summary of all similar projects over the past 10 years involving any Agency. This summary shall include
 - 1) Name of public agency
 - 2) Name and title of contact person.
 - 3) Telephone number of contact person.
 - 4) Brief description of the project including start and completion dates and your firm's role in the project.
 - 5) The telephone number and contact names of private firms involved in the project.
 - 6) To address any potential conflict of interest, if your firm, is/has provided professional services to either of the Agencies please list the name of the agency and services provided.

3. PROJECT APPROACH:

Include a brief discussion describing your firm's approach to preparing the Study. Detail your strategy and include your vision for the final deliverable resulting from this Study.

D. THE SELECTION PROCESS:

1. MANDATORY PROPOSERS MEETING:

A mandatory proposers meeting will be held **TBD 2024, at ?:00 p.m., at 3701 Marconi Avenue, Sacramento, CA 95821**, to provide all consulting teams with information concerning the Scope of the Study and to ask any questions. This meeting will be held in-person and Zoom. Moreover, any written questions should be submitted to Heather Hernandez via email to: hherandez@sswd.org by no later than **?:00 p.m. on TBD 2024**.

2. SUBMITTAL OF THE PROPOSAL:

The Proposal shall be submitted electronically using both Microsoft Word (.docx) and Adobe Acrobat (.pdf format) to Heather Hernandez via email hherandez@sswd.org no later than **?:00 p.m. on TBD 2024**. The Technical Proposal and the Cost Proposal shall be saved as two different documents and submitted concurrently in one email. Please include a cover page with the consultant firm's name and date on the Cost Proposal which will be treated confidentially and only be reviewed or presented if selected for the interview process.

3. CRITERIA FOR EVALUATION OF PROPOSALS

The Agencies will evaluate and rank Proposals according to the criteria listed below.

- The firm's recent demonstrated experience and knowledge in successfully completing projects of a similar nature, complexity, including associated references.
- The proposed team's recent demonstrated experience and knowledge of successfully completing projects of a similar nature, complexity and size. Relevant experience of the proposed project manager and other key personnel are of high importance.
- Understanding of the project objectives and issues.
- A thoughtful, realistic, and clearly articulated project approach.
- Ability of the team to complete the work in a timely and cost-effective fashion.
- Ability to work collaboratively and communicate effectively with both Agencies' representatives.
- Compliance with proposal requirements.
- Level of effort

The above criteria will be weighted as follows:

Criteria	Weight
Qualifications of Key Personnel	30%
Qualifications of the Firm	20%
Project Approach	20%
Project Schedule	10%
Level of Effort	15%
Clarity and Responsiveness of Proposal	5%
Total	100%

4. PROPOSAL REVIEW:

Qualifications will be evaluated by the General Managers of the Agencies. Submittals will be evaluated according to project understanding by the consultant, and the qualifications of your key personnel and firm in providing services of a similar nature and how relevant that experience is to this project.

The top two to four proposers will be invited for an interview on or about **TBD 2024**. The interviewing panel will be comprised of the General Managers of SJWD and SSWD. Proposers may be invited to additional interviews on another date if requested.

The Consultant selected to perform the Study will be notified by TBD 2024.

5. AWARD:

The top ranked party will be invited to enter into negotiations with the Agencies on the terms of a consultant contract based on a final proposal to be submitted at that time. The negotiations will occur in **TBD of 2024**. If a satisfactory agreement cannot be negotiated, then the same process will be undertaken with the next highest ranked party until a satisfactory agreement can be reached. The Agencies desire to execute a contract in **TBD 2024** and to begin providing services immediately.

The Consultant, as an independent contractor, will report to the General Managers from the Agencies. SSWD staff will provide contract administration and project coordination. The Agencies reserve the right to reject all proposals, directly contract with any proposer or non-proposer and request additional information.

6. CONFLICT OF INTEREST:

By submitting a Proposal, the Respondent declares and warrants that no elected or appointed official, officer or employee of the Agencies has been or shall be compensated, directly or indirectly, in connection with the award of the Agreement or any work for the proposed project.

E. CONCLUSION:

If you have any questions, or need additional information, please contact Dan York at dyork@sswd.org or 916-679-3973.

Sincerely,

Dan York
General Manager, SSWD

Attachments: A – Professional Services Agreement
B – Conflict of Interest Form

Attachment A
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between the Sacramento Suburban Water District (hereinafter referred to as "SSWD"), in conjunction with San Juan Water District (collectively, "Agencies"), and _____, (hereinafter referred to as "Consultant").

RECITALS

SSWD requires the services of Consultant to: (insert finalized Scope of Work)

Consultant warrants it possesses the distinct professional skills, qualifications, experience, and facilities necessary to timely perform the services described in this Agreement. Consultant acknowledges that Agencies have relied upon said warranties to retain Consultant.

AGREEMENT

NOW, THEREFORE, SSWD and Consultant hereby agree that the aforementioned recitals are true and correct and further agree as follows:

- 1. Retention as Consultant.** SSWD hereby retains Consultant on behalf of Agencies, and Consultant hereby accepts such engagement, to perform the services described in Section 3 below and subject to the terms and conditions contained in this Agreement.
- 2. Relationship of Parties – Independent Contractors.** The relationship of the parties shall be that of independent contractors. In no event shall Consultant, or its agents, representatives, employees, consultants, contractors or subcontractors be considered an officer, agent, servant or employee of the SSWD or Agencies. Consultant shall be solely responsible for any workers' compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the performance of the services under this Agreement.
- 3. Description of Services.** Consultant shall provide professional _____ services to identify ways the Agencies can become more efficient in working together to deliver water services to our communities; look for ways to expand coordination and cooperation as well as identify opportunities for integrating programs, services, and activities to create efficiencies, improve results and achieve an overall cost benefit to the community;

Consultant Services for a Business Case Analysis for a Potential Combination between San Juan Water District and Sacramento Suburban Water District

and study the potential of service coordination and integration as more particularly set forth in Exhibit "A" attached hereto.

4. Consultant's Responsibilities. In the performance of services under this Agreement, Consultant shall:

(a) Diligently perform all services required under this Agreement and continuously furnish the necessary personnel to complete such services in a timely manner;

(b) Perform all services under this Agreement in a manner commensurate with industry, professional, and community standards;

(c) At its own cost and expense, comply with all statutes, ordinances, regulations and requirements of all governmental entities, including federal, state, county or municipal, whether now in force or hereinafter enacted;

(d) Obtain and keep in effect during the term of this Agreement, at its sole cost and expense, all necessary licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required of Consultant to practice its profession and to provide the services under this Agreement;

(e) Be readily available to the General Managers to answer any and all questions, inquiries and correspondence from Agencies or interested persons referred to Consultant by the General Managers related to the performance of the services under this Agreement;

(f) Discuss and review all matters related to the performance of services under this Agreement with the General Managers in advance of all critical decision points in order to ensure the work proceeds in a manner consistent with the Agencies' goals and policies; and,

(g) Consultant shall keep and maintain records and invoices related to services provided under this Agreement for a minimum period of three (3) years from the date of final payment to Consultant, or for a longer period as may be required by law. Such records and invoices shall include, but not be limited to, financial records, time sheets, work progress reports, bills and project records. All such records and invoices shall be clearly identifiable, and organized in a reasonable manner.

(1) Consultant shall make such records and invoices immediately available to SSWD upon delivery of a written request to examine, audit, or copy such records and invoices.

- (2) Within three (3) business days of the delivery of a written notice by SSWD, Consultant shall prepare and submit a written report to SSWD, with copies for SJWD, identifying the work in progress, charges incurred to date, and the anticipated cost of completion.
- (3) Consultant shall give SSWD thirty (30) days written notice of its intent to destroy or otherwise dispose of the records and invoices to allow SSWD or SJWD an opportunity to take possession.

5. **Compensation and Payment.**

(a) The total compensation payable by SSWD to Consultant for services described in this Agreement **SHALL NOT EXCEED** the sum of \$_____ (hereinafter "not to exceed amount"), except for such extra services as may be authorized pursuant to Section 6 below. Compensation shall be earned as provided in Exhibit "A."

(b) SSWD shall pay Consultant no later than 30 days after SSWD receives and verifies a written invoice from Consultant in a form satisfactory to the Management Committee. At a minimum, Consultant's invoice shall contain a description of the services performed and/or the specific task completed from Exhibit "A". Consultant shall not submit invoices to SSWD more frequently than once a calendar month.

(c) The compensation set forth in this Agreement shall constitute the total compensation for all costs of the services provided by Consultant, including, but not limited to, direct costs of labor of employees engaged by Consultant, travel expenses, telephone charges, typing, duplication, computer time, and any and all other costs, expenses, and charges incurred by Consultant, its agents and employees to provide the services described in this Agreement.

6. **Extra Services.** Consultant shall provide, and SSWD shall pay for, such extra services agreed to in writing by the parties that are not reasonably included within the services described in Section 3 above. The total cumulative compensation for all extra services under this Agreement shall not be more than 10% of the not to exceed amount.

7. **Term.** The term of this Agreement shall commence on date this agreement is executed by both parties.

8. **Termination by SSWD or SJWD.** Upon thirty (30) calendar days written notice to Consultant, SSWD or SJWD may terminate any portion, or all of the services described in this Agreement. In the event of such termination, Consultant shall have the right and obligation to immediately assemble all work in progress for the purpose of winding up the terminated services. All compensation for actual Consultant Services for a Business Case Analysis for a Potential Combination between San Juan Water District and Sacramento Suburban Water District

work performed and charges outstanding at the time of termination shall be payable in accordance with Section 5(b) above.

9. No Assignment. No portion of this Agreement shall be assigned or subcontracted by Consultant without SSWD's or SJWD's express written consent. The term "assignment" shall include any sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Consultant, or of the interest of any general partner or party to a joint venture, which results in a change of control of Consultant. Control means fifty percent or more of the voting power, or twenty-five percent or more of the assets of the corporation, partnership or joint-venture.

10. Project Manager. Consultant's services under this Agreement shall be performed under the general direction of Dan York, or such person as the Agencies may designate.

11. Ownership of Documents. All drawings, designs, data, photographs, reports and other documentation prepared or obtained by Consultant in the performance of the services contemplated by this Agreement shall be the property of the Agencies and shall be delivered to the Agencies upon demand.

12. Confidentiality. Consultant shall not disclose confidential or proprietary information or knowledge received directly or indirectly from the Agencies to anyone other than Consultant's employees necessary to perform the services described in this Agreement. This obligation shall survive termination and remain in full force and effect until the records kept and maintained pursuant to Section 4(g)(3) above, and any copies thereof, are destroyed or returned to the Agencies.

13. Hold Harmless and Indemnity. Consultant agrees to defend, indemnify and hold Agencies, their elected officials, officers, directors, employees, agents and designated volunteers harmless from and against any and all loss, liability, damage, including but not limited to reasonable attorney, consultant and expert fees and/or court costs, arising out of or in connection with this Agreement, except for the gross negligence and willful misconduct of Agencies, their elected officials, officers, directors, employees, agents and designated volunteers.

In addition to the above indemnification obligations, Consultant shall correct, at its own expense, all errors in the services provided. Should Consultant fail to make such correction in a timely manner, Agencies shall make the correction and charge the cost thereof to Consultant.

14. Insurance. For the duration of this agreement, Consultant shall procure and maintain, at its own cost, insurance in the amounts and under the terms set forth in Exhibit "B" attached hereto against claims for injuries to persons or

Consultant Services for a Business Case Analysis for a Potential Combination between San Juan Water District and Sacramento Suburban Water District

damages to property which may arise from or in connection with the performance of the work to provide the services described in this Agreement by Consultant, its agents, representatives, or employees. Consultant agrees to comply with any changes in the amounts and terms of such insurance as may be required from time to time by the Agencies, upon reasonable written notice.

15. Acceptance of Final Payment. Consultant's acceptance of final payment made under this Agreement, by negotiating SSWD's check or otherwise, shall release the Agencies from all claims and liabilities for compensation under this Agreement.

16. Acceptance of Work. The approval, payment and/or acceptance of the work or services performed under this Agreement by SSWD, shall not constitute or be deemed a release of the responsibility or liability of Consultant, its agents, employees, consultants, contractors, and/or subcontractors for the accuracy and competency of the services performed and/or information provided under this Agreement; nor shall such action be deemed an assumption of Consultant's responsibility or liability by the Agencies for any defect or error in Consultant's services.

17. Waiver; Remedies. A party's failure to insist upon the strict performance of any provision of this Agreement by the other party ("breaching party"), irrespective of the length of time for which such failure continues, shall not constitute a waiver of the non-breaching party's right to demand strict compliance in the future. A waiver shall not be effective or binding unless made in writing by the non-breaching party, and may not be implied from any omissions by the non-breaching party. A written waiver shall not constitute a continuing waiver of any subsequent breach of the same or a different provision of this Agreement.

All of the remedies permitted or available under this Agreement, or at law or in equity, shall be cumulative and alternative, and the invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other available right of remedy.

18. Notice. Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail with copies for all Agencies, postage prepaid, and addressed as follows:

TO SSWD: Attention: Dan York
 General Manager
 Sacramento Suburban Water District
 3701 Marconi Avenue
 Sacramento, California 95821

TO CONSULTANT: _____

Either party may change such address or contact person by written notice by registered mail to the other.

19. Conflict of Interest. Consultant is unaware of any Agency employee or official that has a financial interest in Consultant's business. During the term of this Agreement and/or as a result of being awarded this Agreement, Consultant shall not offer, encourage, or accept any financial interest in Consultant's business by any Agency employee or official.

20. Construction of Language. The provisions of this Agreement have been arrived at through negotiation and each party had a full and fair opportunity to revise the provisions and have them reviewed by legal counsel. The parties agree that any ambiguities in construing or interpreting this Agreement shall not be resolved against either party as the drafting party. In the event of an inconsistency or conflict between the language of this Agreement and an attachment hereto, the language of the Agreement shall control.

21. Non-Exclusive Agreement. The Agencies reserve the right to engage other consultants in connection with the services described in this Agreement.

22. Entire Agreement. This Agreement, including the attachments hereto, supersede any other agreements, either oral or written, between the parties with respect to the described services, and this Agreement contains all of the covenants and agreements between the parties with respect to said services. Any modification to this Agreement must be in writing and signed by both parties.

23. Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

In concurrence and witness whereof, and in recognition of the mutual consideration provided therefore, the parties have caused this Agreement to be executed on the date first written above.

CONSULTANT:

By:

Title:

SSWD

Dan York
General Manager

Attachments:

- Exhibit A – Scope of Work
- Exhibit B – Insurance Coverage

Exhibit B

INSURANCE COVERAGE

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability, including operations, products and completed operations, as applicable:
\$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability:
\$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability:
\$1,000,000 per accident for bodily injury or disease.

Deductibles and Self-Insured Retention

Any deductibles or self-insured retention must be declared to and approved by SSWD. At the option of the Agencies, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Agencies, their officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to SSWD guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Agencies, their officers, officials, employees and designated volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Agencies, their officers, officials, employees or volunteers.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the Agencies, their officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Agencies, their officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect coverage provided to the Agencies, their officers, officials, employees or volunteers.
4. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agencies.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to SSWD.

Verification of Coverage

Consultant shall furnish SSWD certificates of insurance and endorsement(s) effecting coverage to the Agencies for approval. The endorsements shall be on forms acceptable to SSWD. All certificates and endorsements are to be received and approved by SSWD before work commences. The Agencies reserve the right to require complete, certified copies of all insurance policies required by this section.

Sacramento Suburban Water District

Conflict of Interest Code

Adopted: February 20, 2002

Revised: September 21, 2020

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, Section 18730 of Title 2 of the California Code of Regulations, which contains the terms of a standard conflict of interest code. This regulation can be incorporated by reference into any agency's code without publication in full within the code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of that regulation, Title 2, section 18730 of the California Code of Regulations and any amendments to it duly adopted by the Fair Political Practices Commission from time to time are hereby incorporated by reference in full into this code and will be applied in accordance with the provisions existing on the date that any issue arising under this code adopted by the Sacramento Suburban Water District Board of Directors must be addressed. This cover page, the referenced and incorporated FPPC regulation, and the Appendix, which is attached hereto and incorporated herein, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Sacramento Suburban Water District.

Recognizing that different employees have different levels of authority and responsibility, the Appendix to this Conflict of Interest Code establishes three categories of disclosure under which employees are designated based on the scope of their decision-making authority. Employees with no significant decision-making responsibility are classified as exempt, and are not required to file reports under this Code.

Non-exempt District employees and officers listed in the attached Appendix are designated as persons who are deemed to make, or participate in the making of, decisions that may have a material effect on a financial interest. Consultants are also subject to the disclosure requirements of this Conflict of Interest Code if they are in a position to make decisions, or influence decisions, that could have an effect on their financial interest.

**SACRAMENTO SUBURBAN WATER DISTRICT
CONFLICT OF INTEREST CODE**

APPENDIX OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

Designated Positions. The officers and employees listed below are designated as persons who are deemed to make, or participate in the making of, decisions that may have a material effect on a financial interest. Persons holding designated positions listed below will disclose interests and investments in accordance with the corresponding disclosure categories as defined below.

<u>Designated Position</u>	<u>Disclosure Categories</u>
Assistant General Manager	1
District Legal Counsel	1
Engineering Manager	1
Operations Manager	2
Information Technology Manager	2
Customer Services Manager	3
Consultants	1 ¹

Officials Who Manage Public Investments. Officials who manage public investments are deemed to be “statutory filers” within the meaning of Government Code Section 87200 and California Code of Regulations, Title 2, section 18720 because they must file statements of economic interest (FPPC Form 700) pursuant to the state Political Reform Act instead of the District’s Conflict of Interest Code. The District’s statutory filers are: Members of the Board of Directors, General Manager/Board Secretary and Director of Finance and Administration/Board Treasurer. As a result, such persons are not designated in this code and are listed here for information only. An individual holding one of the above-listed positions may contact the Fair Political Practices Commission (“FPPC”) for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether or not a position is covered by Government Code Section 87200.

¹ Unless the General Manager determines in writing that narrower disclosure is permitted in accordance with the standards provided on page 2 of this Appendix under the heading “Consultants.”

Disclosure Categories. The District's disclosure categories are defined as follows:

Category 1- Full Disclosure: All persons in this disclosure category will disclose all interests in real property within two miles of the District's boundaries, as well as all investments, business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from all sources.

Category 2 – Employees with Significant Contracting and Policy Authority But Without Authority Over Acquisition of Interests in Real Property: All persons in this disclosure category will disclose all investments, business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, in or from all sources that provide goods, equipment or services, including training or consulting services, of the type utilized by the District.

Category 3 – Employees with Specific Contracting or Policy Authority or Who Participate in Making Specific Contracts or Policies: All positions in this category will disclose all investments, business positions in business entities and sources of income, including the receipt of gifts, loans and travel payments, in or from all sources that provide services and supplies of the type utilized by the department or programs administered or managed by the designated position.

Consultants. “Consultant” means an individual who, pursuant to a contract with the District, either: (A) Makes a governmental decision whether to: (1) approve a rate, rule, or regulation; (2) adopt or enforce a law; (3) issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement; (4) authorize the District to enter into, modify, or renew a contract provided it is the type of contract that requires District approval; (5) grant District approval to a contract that requires District approval and to which the District is a party, or to the specifications for such a contract; (6) grant District approval to a plan, design, report, study, or similar item; or (7) adopt or grant District approval of policies, standards, or guidelines for the District, or for any subdivision thereof; or (B) Serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in California Code of Regulations, Title 2, Section 18702.2 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District’s conflict of interest code under Government Code Section 87302. (See 2 CCR 18701(a)(2).)²

² A consultant serves in a staff capacity only if he or she has an on-going relationship with the District. A consultant who works on one project or a limited range of projects for the District is not deemed a consultant subject to the reporting requirements of this code unless the project or projects extend over a substantial period of time, generally more than one year. (See *Smith* Advice Letter, FPPC No. I-99-316; *Travis* Advice Letter, FPPC No. A-96-053; *Randolph* Advice Letter, FPPC No. A-95-045.)

“Consultants” are included in the list of designated positions and must disclose interests and investments in accordance with the broadest disclosure category in the District’s conflict of interest code, subject to the following limitation: The General Manager may determine in writing that a particular consultant, although a “consultant” and “designated position,” nevertheless is hired or retained to perform a range of duties that is limited in scope and therefore is not required to comply with any or some of the disclosure requirements described in this section. The General Manager’s written determination will include a description of the consultant’s duties, and, based on that description, a statement of the extent of disclosure requirements. The written determination is a public record and will be retained for public inspection in the same manner and location as the District’s conflict of interest code as required by Government Code Section 81008.

New Position Added or New Consultant Hired Without Code Revision. If the District creates a new position that requires disclosure under this code without simultaneously amending the code, the employee appointed to fill such a position will file a Form 700 Assuming Office Statement and thereafter file annual Form 700 Disclosure of Economic Interest Statements using the broadest disclosure category until the District amends the code to designate the position and, if warranted, to authorize more narrow disclosure for the position. Alternatively, the General Manager may designate for any such position or consultant narrower disclosure obligations using a FPPC Form 804 (New Hire) or Form 805 (New Consultant) as appropriate. (See 2 CCR 18734.)

Filing of Form 700 Statements of Economic Interest. Persons holding designated positions shall complete and file Form 700 statements of economic interests with the Sacramento County Clerk of the Board’s Office via the County’s electronic filing system. The Clerk of the Board will act as the District’s Code filing officer and retain all Forms 700 filed and will, upon request, make filed statements of economic interests available for public inspection and reproduction (at a cost of no more than \$0.10 per page) in accordance with Government Code Section 81008.



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM V.3

**Discussion and possible action on a request to form a
FOWD Customer Advisory Committee**



AGENDA ITEM V.3

REGULAR Board Meeting August 19, 2024

To: Board of Directors
From: Tom R. Gray
Date: August 15, 2024
Subject: Discussion and possible action on a request to form a FOWD Customer Advisory Committee

Recommendation:

Provide direction to FOWD staff relative to the formation of a FOWD Customer Advisory Committee.

Discussion:

The FOWD Board of Directors was requested to form a FOWD Customer Advisory Committee due to an alleged lack of financial transparency and accountability at the FOWD.

FOWD facts relative to financial transparency and accountability:

1. FOWD rates are currently the lowest in the Sacramento Region and are only 57% of the Sacramento Region average water rate.
 - a. After implementing Board approved rate adjustments of 10% in 2023 and 10% in 2024, FOWD water rates remain the lowest in the Sacramento Region and 57% of the Sacramento Region average.
2. FOWD completes a proposition 218 public outreach process for all rate adjustments.
 - a. The Board adopted rate adjustments for 2023, 2024 and 2025 on November 21, 2022 after completing a proposition 218 public outreach process.
3. FOWD completes an annual financial audit by an independent outside auditor and provides all results to customers at a public meeting and on the FOWD website.
4. FOWD provides a monthly report itemizing every credit card purchase and every check issued at public meetings and on the FOWD website.
5. FOWD provides a monthly report itemizing every payment issued to Board Members at public meetings and on the FOWD website.
6. FOWD provides a monthly report itemizing budget item spending to date at public meetings and on the FOWD website.
7. FOWD provides a monthly report on all FOWD investments and “cash on hand” at public meetings and on the FOWD website.

-
8. FOWD expenses over \$25,000 are discussed and approved by the Board at monthly public meetings.
 9. Every FOWD Board meeting provides an opportunity for public comment at the beginning and end of each public meeting – with the FOWD Board allowing public input on each agenda items during the Board meeting.
 10. FOWD has been awarded for financial transparency every year that the current management team and Board have served the community of Fair Oaks.
 11. All large capital improvement projects are openly discussed at public Board meetings prior to approval.
 12. In addition to completing a public annual budget process and developing an annual budget that is publicly approved by the Board and posted on the FOWD website – the FOWD completes an Annual Comprehensive Financial Report (ACFR).
 - a. The completion of a ACFR is not required by any regulation or law. Public agencies that provide an ACFR do so to provide a higher level of financial transparency and accountability to their customers.
 13. In addition to having professional licenses and certifications in engineering and water operations, the FOWD team also has the following related to financial transparency and accountability:
 - a. Certified Special District Manager
 - b. Certified Public Accountant
 - c. Senior Certified Human Resources Professional
 - d. Master's in Business Administration
 14. The FOWD mission is comprised of three major components: provide high quality water, provide a reliable water supply, and provide water at the lowest reasonable cost.
 - a. The FOWD delivers some of the highest quality water in the State of California.
 - b. FOWD water supply reliability is one best in the State of California.
 - c. FOWD water rates are the lowest in the Sacramento Region.

Staff has attached limited back up information related to FOWD transparency and accountability – while encouraging the Board and FOWD customers to seek the truth about the Fair Oaks Water District by visiting our website for detailed specific information.

Policy Implications:

To Be Determined

Fiscal Impact:

To Be Determined

FOWD Board Meeting

August 19, 2014

Agenda Item V.3 Attachment A

Annual Budget Development Example

2025 FOWD Board Approved Budget Schedule

July 15, 2024	Staff to provide Board with a suggested timeline for the 2025 Budget Schedule
August 19, 2024	Board to provide staff with the general guidelines/principles on the 2025 Budget at Regular Board Meeting
August 22, 2024	Distribute Request for 2025 Budget Projections to FOWD staff
September 9, 2024	Budget Projections due back from staff
September 16, 2024	Budget Projections due back from the managers
September 23, 2024	Finance Manager to Complete Preliminary Budget Document Compilation
September 25, 2024	Operations Manager, Finance Manager and Technical Services Manager to meet and go over 2025 Draft Budget
September 30, 2024	Meet with General Manager to go over the 2025 Draft Budget
October 21, 2024	Board Meeting to review the 2025 Draft Budget
October 28, 2024	Special Board Meeting to review and discuss possible adoption of the 2025 Proposed Budget

Note: Please remember that the Board adopted a rate adjustment for 2023, 2024 and 2025 on November 21, 2022.

After implementing Board approved rate adjustments in 2023 and 2024, FOWD water rates remain the lowest in the Sacramento Region and 57% of the Sacramento Region average.

Fair Oaks Water District

Metered Service Charges and Commodity Rates ⁽¹⁾

Bi-Monthly Fixed Service Charges					
Meter Size (Inch)	Actual 2022	10% Proposed 2023	10% Proposed 2024	5% Proposed 2025	
1	\$ 71.61	\$ 78.77	\$ 86.65	\$ 90.98	
1.5	131.24	144.36	158.80	166.74	
2	202.71	222.98	245.28	257.54	
3	393.32	432.65	475.92	499.72	
4	607.87	668.66	735.53	772.31	
6	1,203.22	1,323.54	1,455.89	1,528.68	
8	1,919.30	2,111.23	2,322.35	2,438.47	
10	2,990.76	3,289.84	3,618.82	3,799.76	

	2022	2023	2024	2025
Commodity Rate per CCF ⁽²⁾	\$ 0.50	\$ 0.55	\$ 0.61	\$ 0.64

Shared Metered Services:

User Category	2022	2023	2024	2025
Shared meter service(s) - multiple parcel community residential domestic ⁽³⁾	\$71.61 per parcel + consumption ⁽⁴⁾	\$78.77 per parcel + consumption ⁽⁴⁾	\$86.65 per parcel + consumption ⁽⁴⁾	\$90.98 per parcel + consumption ⁽⁴⁾
Shared meter service(s) - multiple parcel offices commercial domestic	Meter service rate ⁽⁵⁾			

- (1) Customers outside the District's service area will pay an additional 50% of the above water rates or as otherwise determined by Fair Oaks Water District.
- (2) One CCF stands for 100 cubic feet. 100 cubic feet is equal to 748 gallons. The commodity rate is invoiced based upon CCFs used.
- (3) Requires separation of common area and irrigation water systems with each irrigation water service billed based on meter size plus consumption.
- (4) Consumption measured by a master meter with one responsible party in billing for the master meter.
- (5) Each connection will be billed a fixed service charge based on meter size plus consumption with one responsible party in billing for the account.

2023 FOWD Proposition 218 Schedule

Prop 218 Procedures:

- Agency proposing new or increased fee must mail notice to the recorded owners of the parcels on which the fee would be imposed at least 45 days before a public hearing.
- The notice must state the amount of the fee, the basis upon which the fee amount was calculated, the reason for the fee – along with the date, time, and location of the hearing.
- If written protests are submitted by a majority of the property owners (one parcel, one vote) the public agency may not impose the fee.
- The California Environmental Quality Act does not apply to a proposed FOWD rate adjustment.

Date	Description
May 2022	Staff to provide the Budget Committee the Proposed 2023 Budget and Rate / Prop 218 Schedule
June 2022	Staff to work on the 2023-2027 Budget Proforma
July 2022	Managers to meet and go over Budget and Rate Information
August 30, 2022	Special Board Meeting Detailed discussion of the 2023 Annual Budget including rate increase
September 19, 2022	FOWD Draft Notice to Public Hearing for Board review
September 20, 2022	Public Hearing Notice Letter to Legal for Review
September 22-Oct 5, 2022	FOWD Notice of Public Hearing (45 days prior to Public Hearing) -To be mailed to ALL FOWD customers -To be posted on FOWD's website -To be posted at FOWD's office -To be posted at the Fair Oaks library
October 17, 2022	FOWD Public Workshop on water rates
November 21, 2022	FOWD Rate Increase Public Hearing



Notice to Property Owners Public Hearing On Proposed Increase To Water Rates

**Public Hearing Will Be Held at the
Fair Oaks Water District Office
10326 Fair Oaks Boulevard
November 21, 2022
6:30 PM**

The Fair Oaks Water District (FOWD) Board of Directors is announcing it will hold a hearing on November 21, 2022 at 6:30 p.m., at 10326 Fair Oaks Boulevard, Fair Oaks, CA to consider a proposed increase in rates for water service as further described below in this notice.

In preparation for the public hearing, FOWD will have a **public workshop** on the proposed increase in rates for water service on October 17, 2022 at 6:30 p.m., at 10326 Fair Oaks Boulevard, Fair Oaks, CA.

The mission of the Fair Oaks Water District is to provide our community with an adequate and reliable supply of water, exceeding all drinking water standards, at the lowest reasonable cost. Data shows that the FOWD has been exceptional at meeting our mission:

- Developed a reliable water supply portfolio of both surface water and groundwater.
- Developed a water supply that exceeds all drinking water standards and that provides our customers with some of the highest quality water in the Country.
- Provide customers water supply at the lowest rates in the Sacramento Region.

FINANCIAL STATE OF THE FOWD ENTERING 2023

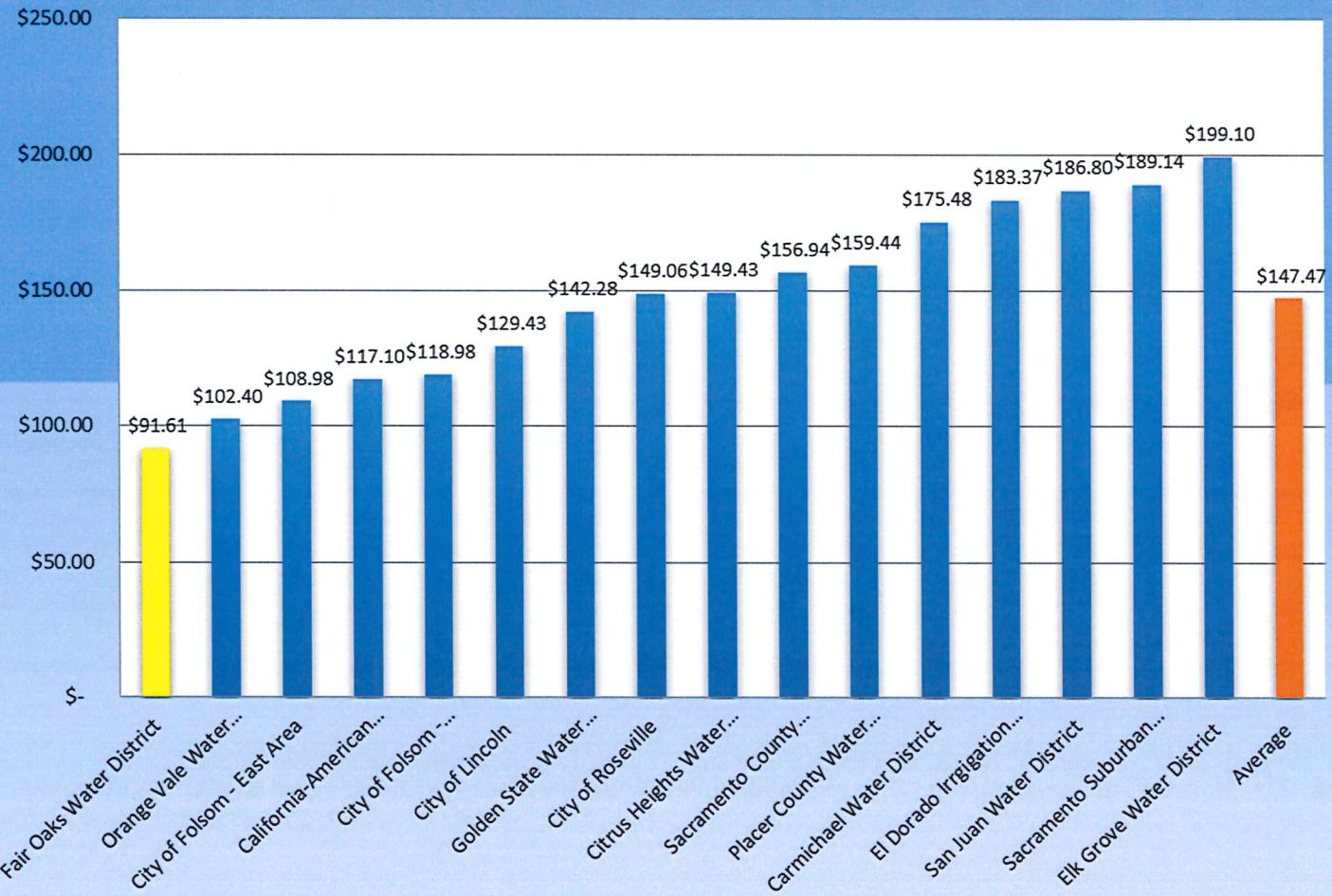
- | | |
|--|-------------|
| • Existing Debt | zero |
| • Existing Debt Payment | zero |
| • Cash Reserve | \$8,000,000 |
| • 40% of Water Sales Revenue Invested Back into Capital Over the Past 20 Years | |

FOWD HAS THE LOWEST WATER RATES IN THE REGION

- Current FOWD water rates are **61% LOWER** than the Sacramento Region average.
- Current FOWD water rates are **117% LOWER** than the Sacramento Region high.

Please see the next page for a complete list of current Sacramento Region water rates.

**2022 Bi-monthly Metered
Charges for 1-inch Services
Based on 40 CCF for 2 Months Period**



HISTORIC FOWD RATE ADJUSTMENTS AT A GLANCE

2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
0%	0%	0%	0%	0%	0%	3%	0%	0%	0%	0%	0%	10%	0%	0%	0%	0%

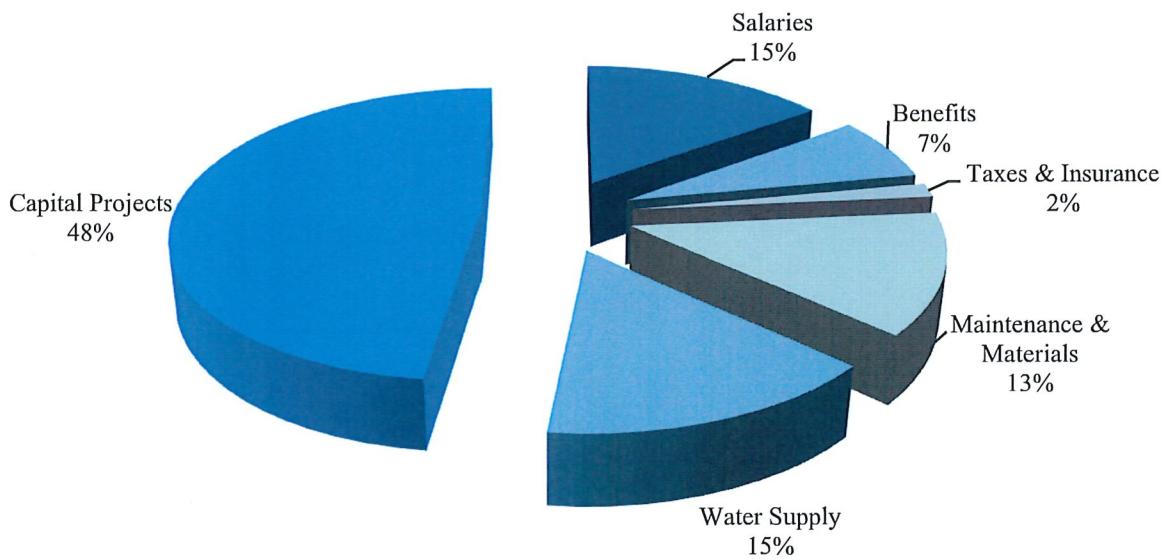
"FOWD has a history of only asking customers for rate increases when we must have them."

NEED FOR INCREASED REVENUE

Recently the FOWD Board of Directors decided that continuing to meet the mission of the FOWD will require increased revenue from our valued customers. The cost of purchasing water, complying with laws and regulations governing drinking water safety and reliability, and responsibly replacing aging system infrastructure are increasing and cannot be paid without increasing rates. The three major drivers exerting upward pressure on water rates charged to the FOWD customers are: capital investment needs of approximately \$37M over the next five years, inflation, and wholesale surface water rate increases charged by the San Juan Water District. Please note the following:

- The FOWD **INCREASED RATES 13%** from 2006 to 2021.
- Consumer Price Index Inflation **INCREASED 49%** from 2006 to 2021.
- Cost of Surface Water Purchased from SJWD **INCREASED 323%** from 2006 to 2021.
An acre foot of water purchased by the FOWD from the SJWD cost \$95.05 in 2006.
An acre foot of water purchased by the FOWD from the SJWD cost \$307.08 in 2021.

WHERE YOUR WATER DOLLAR GOES 2023 BUDGET ESTIMATE



WHY AM I RECEIVING THIS NOTICE?

Our records indicate you are an account holder and/or the owner of a parcel receiving water service in the FOWD service area. This notice gives you information about proposed water rate increase the Board of Directors will consider adopting at the November 21, 2022 public hearing. It also outlines how you can participate in the rate-setting process.

CURRENT AND PROPOSED FOWD WATER RATES

Fair Oaks Water District

Metered Service Charges and Commodity Rates ⁽¹⁾

Bi-Monthly Fixed Service Charges					
Meter Size (Inch)	Actual 2022	10% Proposed 2023	10% Proposed 2024	5% Proposed 2025	
1	\$ 71.61	\$ 78.77	\$ 86.65	\$ 90.98	
1.5	131.24	144.36	158.80	166.74	
2	202.71	222.98	245.28	257.54	
3	393.32	432.65	475.92	499.72	
4	607.87	668.66	735.53	772.31	
6	1,203.22	1,323.54	1,455.89	1,528.68	
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	2022	2023	2024	2025
Commodity Rate per CCF ⁽²⁾	\$ 0.50	\$ 0.55	\$ 0.61	\$ 0.64

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Shared meter service(s) - multiple parcel offices commercial domestic	Meter service rate ⁽⁵⁾			

(1) Customers outside the District's service area will pay an additional 50% of the above water rates or as otherwise determined by Fair Oaks Water District.

(2) One CCF stands for 100 cubic feet. 100 cubic feet is equal to 748 gallons. The commodity rate is invoiced based upon CCFs used.

(3) Requires separation of common area and irrigation water systems with each irrigation water service billed based on meter size plus consumption.

(4) Consumption measured by a master meter with one responsible party in billing for the master meter.

(5) Each connection will be billed a fixed service charge based on meter size plus consumption with one responsible party in billing for the account.

HOW THIS INCREASE MAY IMPACT YOU

Under the proposed FOWD rate structure, for 2023, a typical homeowner having a 1" meter, and using 500 gallons of water per day, will have a water bill increase of an estimated \$9.16 per 60-day billing cycle, or 15.27¢ per day.

If the Board of Directors adopts the proposed rate structure for 2023, 2024 and 2025, it is estimated that the average FOWD customer will see an increase in the cost of water of 10% in 2023, 10% in 2024, and 5% in 2025. A customer's actual increase will vary depending upon the amount of water used. If you would like additional information about how the proposed rate changes would affect your specific water bill, please call the FOWD Customer Service Department at (916) 967-5723 and a staff member will be happy to assist you.

HOW YOU CAN PARTICIPATE

All members of the public are invited to submit comments about this proposal and to attend the public hearing at 6:30 PM on November 21, 2022 at 10326 Fair Oaks Boulevard. An owner or tenant of property receiving FOWD retail water service may protest the proposed water rates and charges by submitting a written protest by mail or in person to the General Manager, Fair Oaks Water District, 10326 Fair Oaks Boulevard, Fair Oaks California. Written protests must be received (*not postmarked*) by the General Manager before the close of the public hearing to be held on November 21, 2022 at 6:30 PM. Protests submitted by e-mail or other electronic means will not be accepted.

To be valid for consideration by the Board at the public hearing, a protest must be signed by the property owner or tenant, must include the assessor's parcel number, the address of the parcel served, the customer's account number for the parcel served, and a statement that the FOWD customer is protesting the Agency's proposed water rates and charges. If submitted by a tenant, the assessor's parcel number is not required. Only one written protest per identified parcel will be counted for purposes of determining if there is a majority protest. The Board Secretary, or his designee, will tabulate the protests, and any member of the public may observe the tabulation. All protest forms will be considered public records and retained for two years from the date of the hearing. Protests sent through the mail are subject to the potential failure of the U. S. Postal Service to deliver them to FOWD by the noticed deadline. Any protest that is received after the deadline will be invalid and not be counted.

A majority protest will exist if written protests are timely submitted and not withdrawn by the record owners of, or customers of record with respect to, a majority (50% plus 1) of the parcels subject to the proposed rate increase. If there is a majority protest, the Board of Directors cannot approve the proposed FOWD rate increases for 2023, 2024 and 2025. If there is not a majority protest, the Board of Directors will deliberate and may approve a rate increase up to a maximum equal to the amounts described in this notice.

PLEASE NOTE

FOWD is proposing the water rate increases to ensure the financial health and sustainability of the District.

"It is estimated that with approval of the proposed rate increase, FOWD will remain the lowest water rates in the Sacramento Region in 2025"



FOWD Board Meeting

August 19, 2014

Agenda Item V.3 Attachment B

Project Outreach Example

“FOWD Field Services Center Project”

**Spring 2007 FOWD Press Release on
FOWD Fair Oaks Village Enhancements**



'The new District facilities should evoke a sense of civic pride and serve as a community cornerstone.'

**FOWD's New Administrative and Customer Service Center
To Compliment Fair Oaks Village Charm**

The Fair Oaks Water District (FOWD) recently completed a series of public meetings, receiving input and suggestions from Fair Oaks community members regarding the architectural design “look and feel” of FOWD’s new Administration and Customer Service Center (ACSC), as well as the proposed FOWD Corporation Yard update plan.

At the first meeting, District representatives asked the public probing questions regarding the Fair Oaks community, the role of a “Civic” building, and their opinions of an “appropriate architectural expression” for a public building in Fair Oaks. Using the input received at the first meeting, three design concepts were developed. These three design concepts were presented at the second public meeting hosted by the Fair Oaks Water District. After recording all ideas, suggestions and concerns, and viewing three different building concepts and architectural renderings, the participating community members selected one conceptual design scheme they felt best represented the Fair Oaks community and complimented the Fair Oaks Village.

**Spring 2007 FOWD Press Release on
FOWD Fair Oaks Village Enhancements**

Now that the public has provided input on a new building design concept, the FOWD design team and Board are now pleased to be moving forward with the development of the new FOWD ACSC (to be located at the former “Racy’s Garden Décor and Furniture Center,” at 10330 Fair Oaks Boulevard in Old Fair Oaks Village), and the FOWD Corporation Yard (on the site that is presently the FOWD administration office complex). A graphic rendering of the selected building design concept, developed by the architectural firm of Murray & Downs, may be seen on this at the FOWD website.

Upon completion, the new FOWD ACSC will allow the FOWD to provide ratepayers with upgraded services, and ultimately better traffic flow and parking.

The FOWD was already in the planning stages of constructing a new facility when the Racy property became for sale. The FOWD Board chose to purchase the property when it was determined by both the FOWD management, and the new building architects, to be ultimately less expensive and less impactful on FOWD’s customers and employees to simply build on the vacant property across the street, while continuing operations at the present facilities.

Debra L. Smith, Senior Project Architect for the firm of Murray & Downs, made the following statements after review of the available information. “We determined that the cost of building at the Racy site will be less than the replacement of facilities on the existing site. Having this site across the street will allow the District to build a new administrative center, while remaining in the existing facilities without incurring interim facility costs...The site will allow the District greater flexibility in the time schedule to develop their existing property and will allow their existing property to better serve the vehicular traffic for operations.”

**Spring 2007 FOWD Press Release on
FOWD Fair Oaks Village Enhancements**

“It’s our hope that the new Fair Oaks Water District Administration offices will eventually act as gateway or welcome point as the community and visitors enter Old Fair Oaks,” commented Tom Gray, General Manager of the Fair Oaks Water District. “We now look forward to constructing new facilities at the site across the street, while continuing our day-to-day operations at our current site, allowing us to save thousands of rate-payer dollars in the process. When construction is finally completed, the District will have wonderful new administration and customer services facilities on one side of the street, and storage, vehicle and service operations on the other side of the street. It will be better for our customers and add a valuable new asset to the community – everyone wins.”

To learn more about the history of the Fair Oaks Water District at its present location, as well as FOWD’s future construction and expansion plans, check the District’s website at: www.fowd.com.

MEMORANDUM



To: S. Huckaby, P. Siebensohn, C. Ha-Ly
Copy: GA Associates
From: Tom R. Gray
Date: July 27, 2021
Subject: FOWD Corporation Yard Project

At the July 7, 2021 Fair Oaks Community Planning Advisory Committee (CPAC) meeting, FOWD staff committed to completing additional public outreach on the FOWD Corporation Yard Project prior to the September 2021 CPAC meeting.

The following plan was developed for accomplishing this task:

1. Create a public outreach document for use at all meetings and for distribution to others that would have interest in the project.
 - a. This task is complete and a copy of the document is attached to this memo.
2. Develop an announcement for a public workshop to be held in the FOWD Board room.
 - a. This task is complete and a copy of the document is attached to this memo.

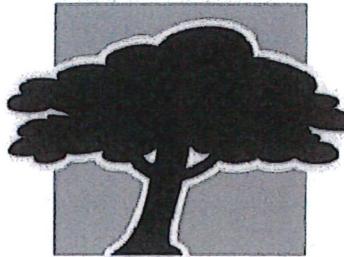
TABLE 1

Item	Date	Task
1	July 28, 2021	AM discussion and materials distribution to the Fair Oaks Village Enhancement Committee
		Post documents from items 1&2 on FOWD Website
		Post documents from items 1&2 outside of FOWD Administration Building
		Add documents from items 1&2 to the County sign posted at the project location as takeaways
		Send documents from items 1&2 to FOWD email distribution list
		PM Presentation to the Fair Oaks Community Action Partnerships (FOCAP)
2	July 29, 2021	Hand deliver documents from items 1&2 to project neighbors
3	August 3, 2021	Distribute documents from items 1&2 to Fair Oaks Chamber Members

4	August 9, 2021	Presentation at FOWD Board Meeting
5	August 18, 2021	Community Presentation hosted at the FOWD
6	August 23, 2021	Presentation to Fair Oaks Rotary Club
7	September 1, 2021	Presentation to Fair Oaks CPAC

TABLE 2	
Item	Lead Team Member
1	FOWD Staff to complete
2	FOWD Staff to complete
3	FOWD Staff to complete
4	FOWD Staff to complete
5	FOWD to complete w/ GA attending in support
6	FOWD Staff to complete
7	TBD

Public Meeting



**FAIR OAKS
WATER DISTRICT**

Date: August 18, 2021

Time: 6:30 PM

Meeting Location: Fair Oaks Water District
Administration Building 10326
Fair Oaks Boulevard

Meeting Purpose:

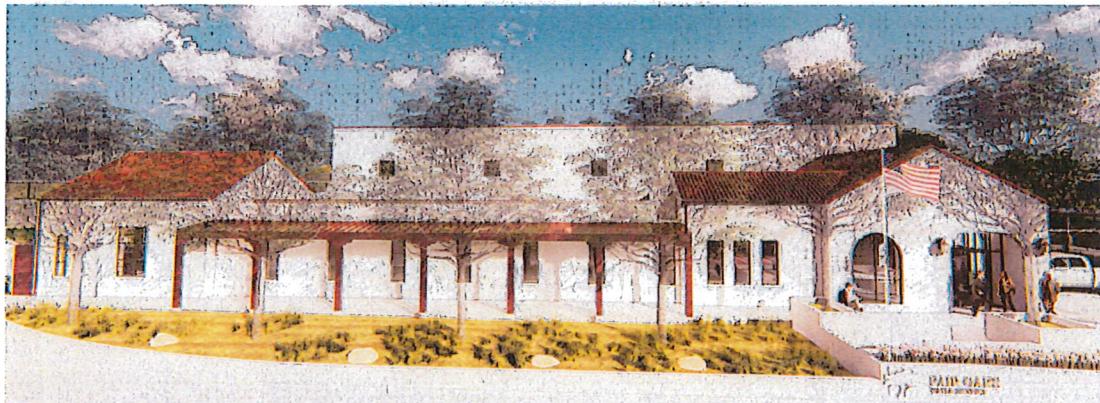
This is part of a series of meetings to provide the Fair Oaks Community an opportunity to give input on the look and feel of the redevelopment of the Fair Oaks Water District Corporation Yard located at 10317 Fair Oaks Boulevard.

"The new facility should evoke a sense of civic pride while serving the mission of the Fair Oaks Water District."

Please attend and provide your input!

**Fair Oaks Water District
Corporation Yard Redevelopment Project
Public Outreach Document**

July 2021



Background:

Fair Oaks Water District (FOWD) is planning to renovate its corporation yard located at 10317 Fair Oaks Boulevard in order to increase the quality of public service, accommodate internal needs and improve our presence in the Fair Oaks Village.

FOWD purchased the current site in 1979 from the Diamond International Company, which previously used the facility as a lumberyard. The site's main building is a heavy timber structure reportedly built in the 1920s or 30s.

Over the more than 40-plus years that FOWD has owned the site, the District has renovated the main building and property a number of times to accommodate current regulations and to repair damage from rain and flooding. Still, there continues to be major problems with the existing structure and site.

Problems with the existing structure and site include the following:

- ◆ There are drainage and flooding problems. The current site slopes towards the main building with the existing drainage infrastructure being inadequate during heavy rain periods - causing water to frequently drain into the building.
- ◆ Animals routinely reside in the buildings and on the site – resulting in frequent flea infestations that impact FOWD staff.
- ◆ Existing restrooms do not comply with current ADA (Americans with Disability Act)/Title 24 accessibility codes - counters and doorways throughout the building are not ADA accessible.

- ◆ Preliminary structural investigations indicate the building does not meet current building codes, including seismic or wind loading requirements.
- ◆ Public parking and signage is limited and confusing: the one small lot for public parking contains only one handicapped stall and unmarked spaces for up to five cars.
- ◆ The existing office space is inadequately ventilated, worn and poorly lit.
- ◆ The existing site cannot be maintained in a manner that makes it an asset to the Fair Oaks Village.
- ◆ The ceiling in the main building is not sealed - allowing external dust to settle into the interior office spaces, computers and air space.

Renovation and Site Redevelopment:

In 2007, the Fair Oaks Water District completed a series of meetings to provide the Fair Oaks Community an opportunity to give input on the look and feel of the new Fair Oaks Water District Administration Center and Corporation Yard. At each of these public meetings District representatives asked the public questions and listened to input. The objective of each of the meetings was to document the public's ideas and concerns, and to provide answers to specific questions.

At the first meetings, District representatives asked the public for input on two questions: What is Fair Oaks? What is Civic? Using the public's answers to the two questions, and all the other input received at the first meetings, three design concepts were developed. These three design concepts were presented at the next public meetings hosted by the FOWD. All attending these meetings were asked which conceptual design option best represented an appropriate architectural expression for a public building in Fair Oaks. Based on the comments received, the public selected the Spanish eclectic design concept that resulted in the construction of the current FOWD administrative building.

During the extensive public outreach completed in 2007, it was understood that the conceptual design scheme selected would also be used for the redevelopment of the FOWD site located at 10317 Fair Oaks Boulevard – with the community clearly expressing that the Spanish eclectic design concept best represented the community of Fair Oaks and the Fair Oaks Village.

The proposed design for the redevelopment of the FOWD corporation yard is based on the above and input at many public Board meetings throughout 2019 and 2020.

Benefits to the Fair Oaks Village:

While the primary intended outcome of the FOWD Corporation Yard Project is to meet the mission of the FOWD, completion of the project will bring many benefits to the Fair Oaks Village.

- ◆ Cleaner look to a Fair Oaks Village anchor property.
- ◆ Public sidewalk improvements on a main access to the Fair Oaks Village.
- ◆ Up to 10 parking spaces available to the public during non-work hours.
- ◆ Up to 20 parking spaces available to the public during weekend special events.

Key Points Learned from Public Meetings:

What is Fair Oaks?

The Fair Oaks Village has a sense of place, comprised of an eclectic blend of commercial, residential, and civic buildings surrounding a central gathering space that includes the park, community clubhouse, and the theater.

What is Civic?

Civic buildings in Fair Oaks should represent the best of the community: proud, friendly, and understated. Such a building should stand out while complimenting the existing village architectural fabric. The public decided that the “tutor” style was a late comer to Fair Oaks and too residential to demonstrate a civic face for a public building. The Spanish eclectic, mission, and contemporary styles evident in the Village are more suitable for a public venue.

What is an appropriate architectural expression for a public building in Fair Oaks?

The public selected a Spanish eclectic design concept as the preferred style for a new FOWD Administration Building and for a future Corporation Yard Redevelopment Project. The public felt it was dynamic, complimentary to the village architectural fabric, and provided a civic feel without being overstated. This option also tied into the existing architectural expression of the buildings that make up the village center, including the theater building and the community clubhouse. The proposed concept has a modest presence and an old town look which the public felt was important.

MEMORANDUM



To: Valued Fair Oaks Water District Neighbor
Copy: Project File
From: Tom R. Gray, FOWD General Manager
Date: July 28, 2021
Subject: FOWD Corporation Yard Redevelopment Project

HAND DELIVERED *INDIVIDUAL ADDRESS ENTERED*

The Fair Oaks Water District (FOWD) is in the planning and design phase of the redevelopment of the District's corporation yard located at 10317 Fair Oaks Boulevard. As a neighbor to the property site, we wanted to contact you personally and provide you with the following:

1. A copy of the notice advertising a public workshop on the project scheduled for August 18, 2021
2. A copy of the Public Outreach Document on the project
3. My direct email address (tgray@fowd.com) for delivery of any questions or concerns relative to the project
4. An offer to meet you or you and a group of your neighbors at either one of your houses or in the FOWD board Room to discuss the project



August 19, 2024
Staff Report Briefing Materials
AGENDA ITEM VI.1
Discussion on FOWD Water Supply for the month of July 2024



AGENDA ITEM VI.1

REGULAR Board Meeting August 19, 2024

To: Board of Directors
From: Paul Siebensohn
Date: August 6, 2024
Subject: Discussion on FOWD Water Supply for the month of July 2024

Recommendation:

None.

Discussion:

According to the Accuweather.com website, the recorded average daily temperature in July 2024 was 82.0° F, which is 6.5 degrees above the historic average of 75.5° F for July. Precipitation for July 2024 was recorded at 0.00" according to the Department of Water Resources Chicago rain station located in Fair Oaks.

The wholesale connections provided **1,359.83** AC-FT (91.83%) of surface water and FOWD groundwater wells produced **120.91** AC-FT (8.17%) to meet the total water demand of **1,480.74** AC-FT.

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

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

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

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

	Forward Flow, AC-FT	Reverse Flow, AC-FT	Total, AC-FT
CTP Connection	840.45	0.00	840.45
FO-40 (39")	519.38	0.00	519.38
TOTAL FROM SJWD	1,359.83	0.00	1,359.83

The average daily flow from wholesale connections for the month of July 2024 was recorded at 9,918 GPM.

The maximum day water demand was reached on July 4, 2024, and was recorded at approximately 16.36 million gallons (MG) with the wholesale connections providing 14.95 MG and FOWD groundwater wells providing 1.41 MG. The minimum day water demand was recorded on July 29, 2024, at 14.31 MG. The average day demand was calculated at 15.52 MG.

The 10-year total average water use for the month of July is 1,378.69 AC-FT and July 2013 total water demand was recorded at 1,741.64 AC-FT. The July 2024 total water demand of 1,480.74 AC-FT represents an increase of 7.40% from the July 10-year average, a 14.98% decrease from July 2013 consumption, and a 10.76% increase from 2023 consumption.



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

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

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

Town Well	–	45.14 AC-FT
Heather Well	–	45.36 AC-FT
Northridge Well	–	1.84 AC-FT
Madison Well	–	28.57 AC-FT
Skyway Well	–	<u>0.00 AC-FT</u>
TOTAL GROUNDWATER		120.91 AC-FT

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

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

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

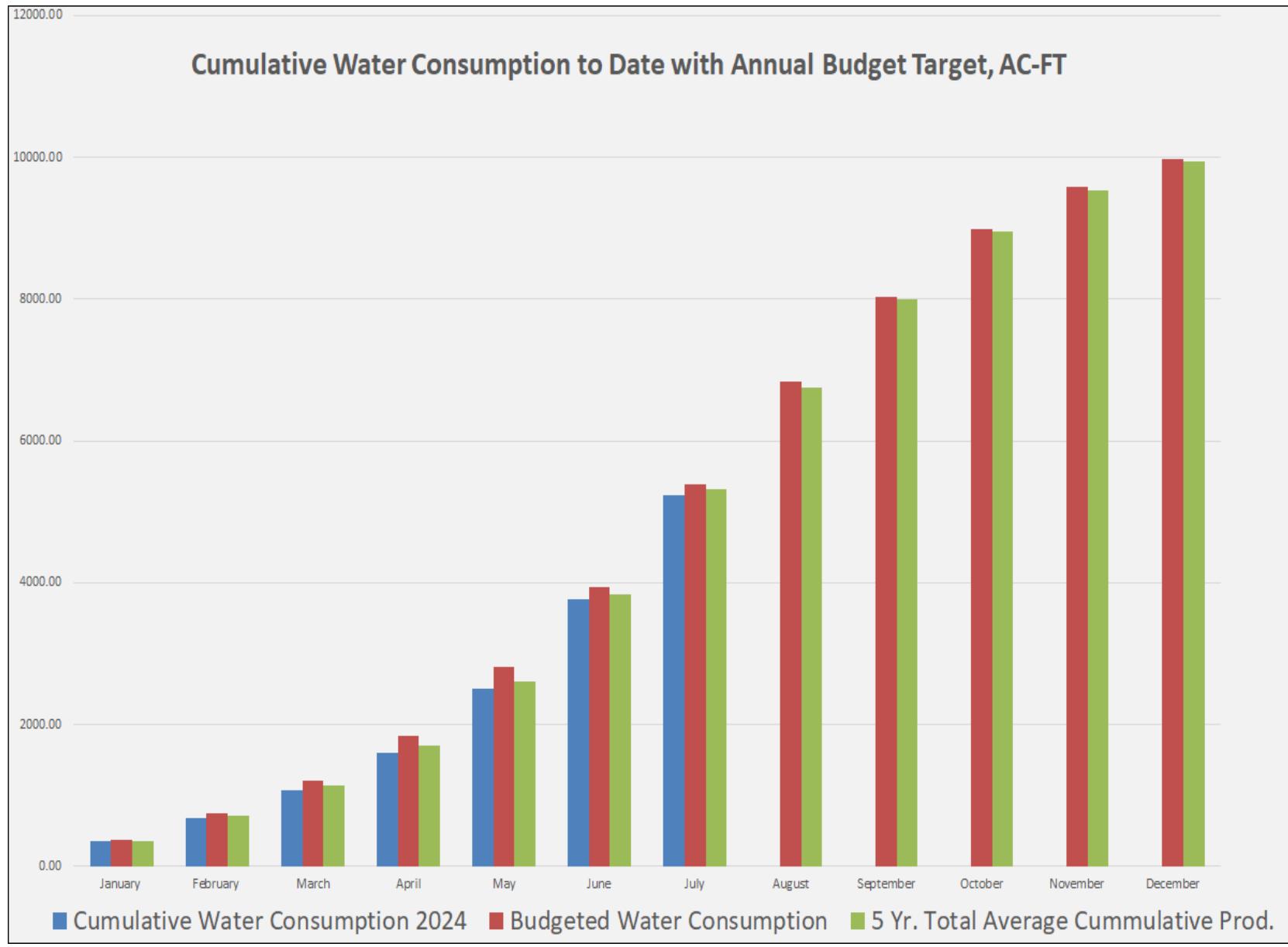
Fiscal Impact:

None.

Policy Implications:

None.

Exhibit A



FAIR OAKS
WATER DISTRICT

Exhibit B

Fair Oaks Water District
2024
Surface and Groundwater Production

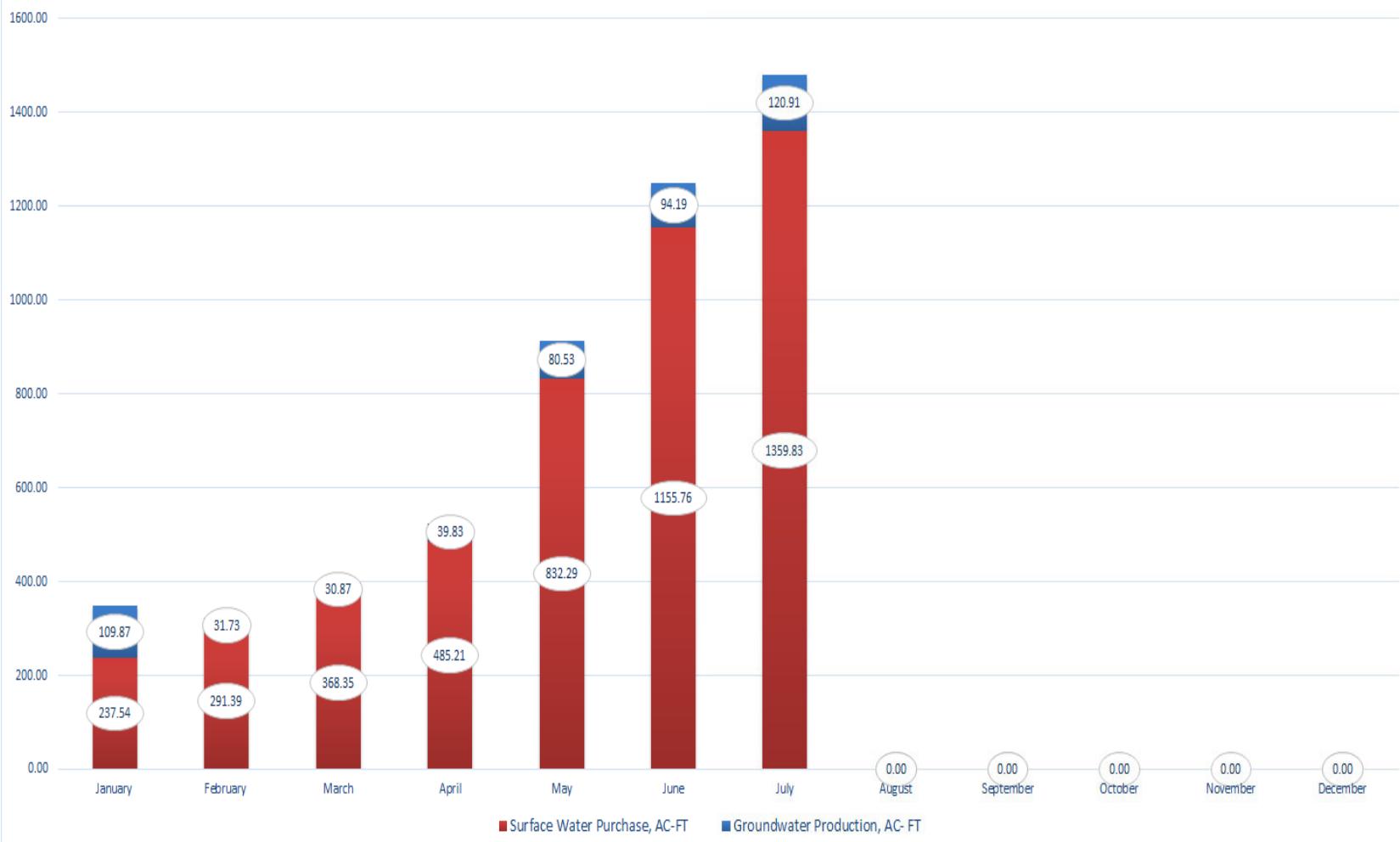


Exhibit C

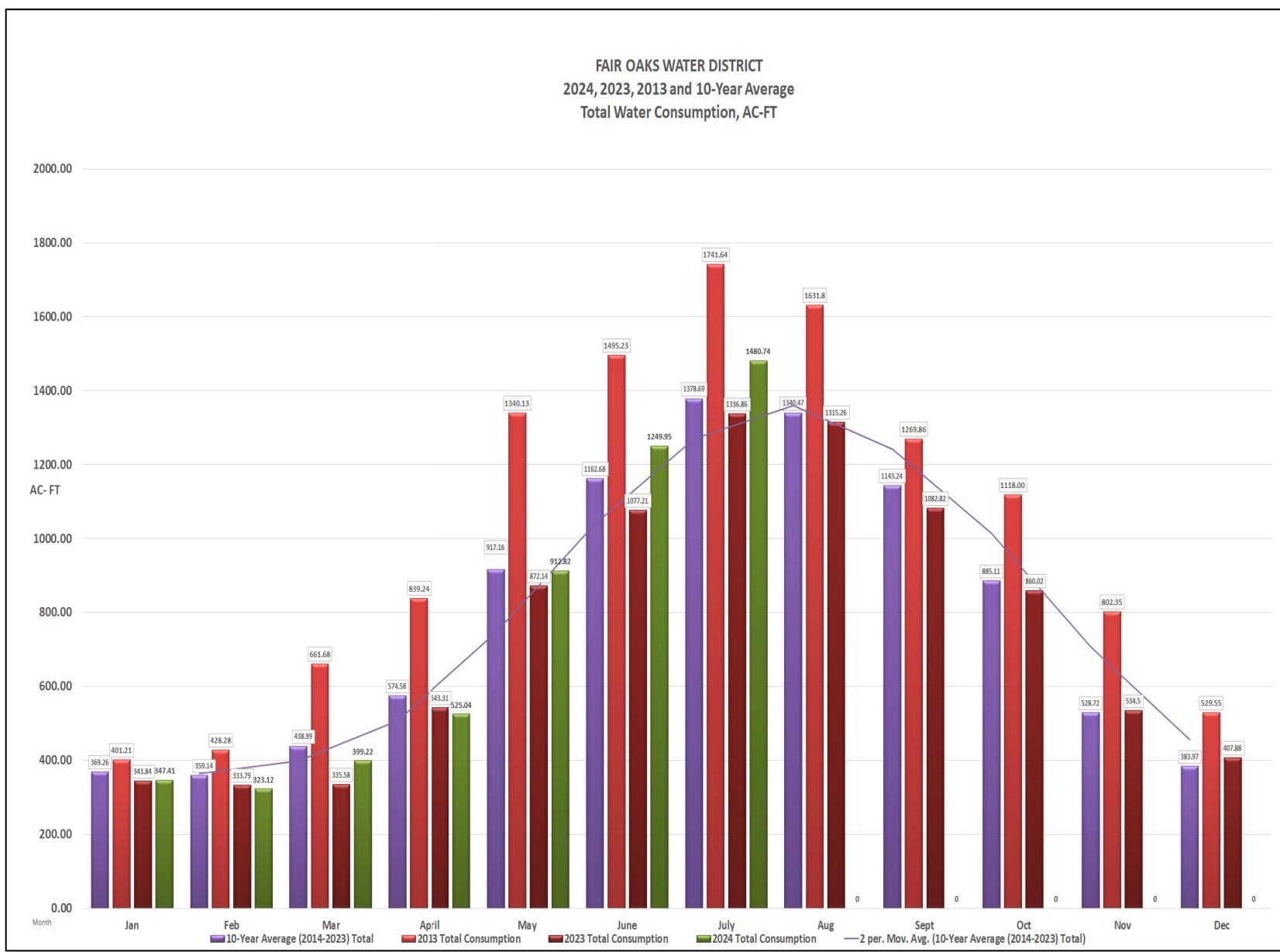
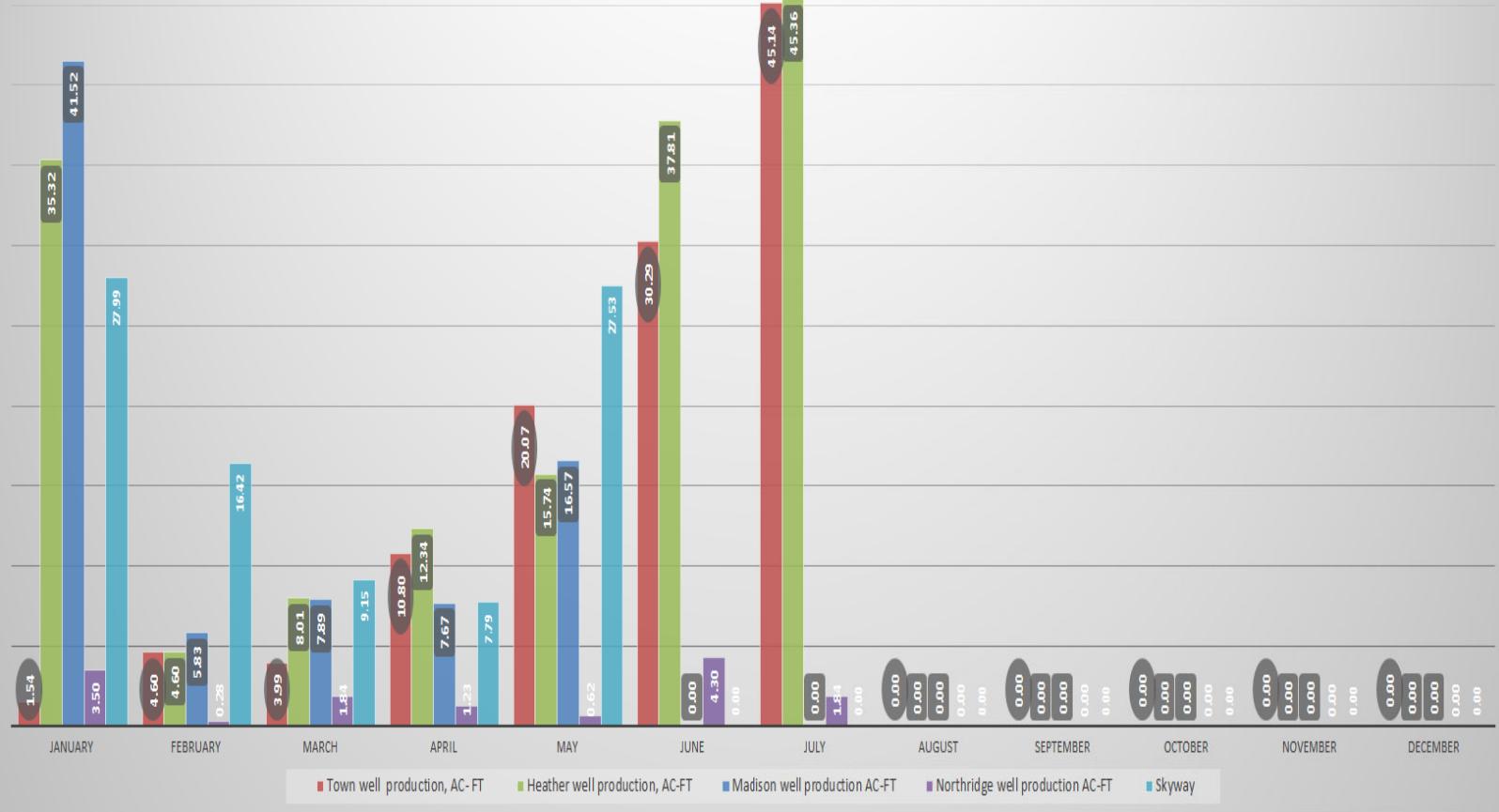


Exhibit D



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





August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM VI.2

**Discussion and possible action on the “Request for Qualifications” to select a new
Special District Financial Auditor – prior Auditor termed out in accordance with
District policy**



AGENDA ITEM VI.2

REGULAR Board Meeting August 19, 2024

To: Board of Directors
From: Tom R. Gray
Date: August 14, 2024
Subject: Discussion and possible action on the “Request for Qualifications” to select a new Special District Financial Auditor – prior Auditor termed out in accordance with District policy

Recommendation:

Approve the attached Request for Qualifications to select a new Special District Financial Auditor to complete the FOWD’s annual audit in accordance with FOWD policy.

Discussion:

In accordance with District’s policy 5010 where the District shall have a not to exceed five- year rotation of audit firm, prior auditor has termed out. Attached is the Request for Qualifications for Board review.

Policy Implications:

None.

Fiscal Impact:

Unknown at this time.

REQUEST FOR QUALIFICATIONS

FAIR OAKS WATER DISTRICT SPECIAL DISTRICT FINANCIAL AUDITOR

The Fair Oaks Water District (FOWD) is seeking statements of qualifications from certified public accounting firms to provide financial audit services. The following is an overview of the FOWD and a general overview of the financial audit services that the District is seeking to retain.

1.0 Fair Oaks Water District

The District was organized on March 26, 1917 as the Fair Oaks Irrigation District under the provisions of Division 11 of the California Water Code. The District's original water supply was untreated surface water purchased from the North Fork Ditch Company. After completion of Folsom Dam on the American River in 1954, the North Fork Ditch Company's water rights were transferred to the newly created San Juan Suburban Water District. In 1979 the District formally changed its name to Fair Oaks Water District, even though it is legally still an irrigation District.

Goods Produced and Services Provided

The District currently purchases surface water from the San Juan Water District as treated water and delivers this water to approximately 14,000 residential and commercial service connections through 180 miles of pipe. The balance of the District's water is supplied by six groundwater wells. A three-million-gallon storage tank and a booster station provide peaking capacity during the system high demand. The District serves a population of approximately 40,000 on approximately 6,000 acres in the northeastern section of Sacramento County.

Organizational Structure

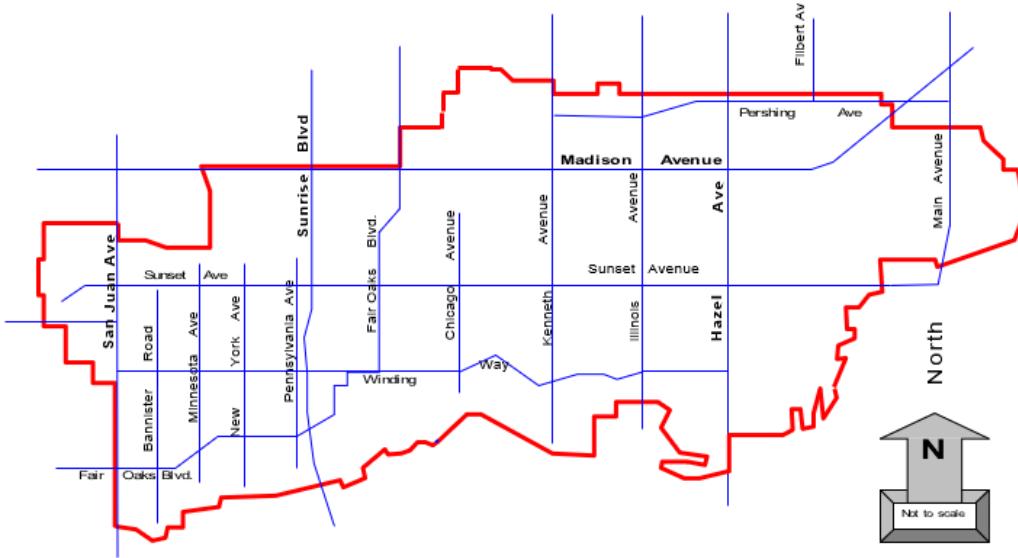
A publicly elected five-member Board of Directors serves four-year staggered terms and governs the District. Each Director represents a specific geographic division within the District boundaries but is elected at large. Currently, the District has 32 Board approved regular full-time employee positions.

Today, Fair Oaks Water District stands as a committed and involved member of the community. The District is led by five Board Members, including Mark Dolby, Randy Marx, Michael McRae, Chris Petersen and Misha Sarkovich.

Customer Commitment

The FOWD is dedicated to providing excellent customer service, representing our community's interest and serving as a role model for integrity, dependability, enthusiasm and professionalism.

District Service Area



Transparency

The FOWD is committed to the principles of open and accessible government.

2.0

Scope of Services

The District is seeking to retain a professional firm to provide financial audit services. The selected firm will work with the District General Manager and the Finance Manager as well as represent the District to regulatory, legislative and other governmental agencies, when necessary. For continuity purposes, the District is interested in working with one primary person assigned from the CPA firm.

The audit shall be performed in accordance with the generally accepted accounting standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the most current edition of the U.S. General Accounting Office's (GAO), *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Minimum Audit Requirements and Reporting Guidelines* for California Special Districts, issued by the State Controller's Division of Local Government Fiscal Affairs pursuant to Government Code Section 26909 and others as applicable.

The selected auditor will be requested to express an opinion on the fair representation of the District's general-purpose financial statements in conformity with generally accepted accounting principles.

It is the District's policy that the audit of the District's financial records shall be performed by a certified public accountant. The District has a "not to exceed" five-year rotation of audit firms with an interim rotation of senior auditor. The District intends to enter into an agreement for

auditing of its financial statements for the fiscal year ending December 31, 2024 with the possibility of extending the contract up to five years.

In general, and at a minimum, the successful provider will be asked to perform professional services required to provide the following:

- I. The District's management is responsible for preparing the District's 2024 Annual Financial Report Comprehensive (ACFR). The District's 2024 ACFR will be similar to 2023. The selected auditing firm is required to provide the District with 20 bounded copies and one unbounded copy of the ACFR. The selected auditor shall review the District's ACFR for qualifications for the Government Finance Officers Association's "Certificate of Achievement for Excellence in Financial Reporting" award and provide written comments to FOWD management.
- II. The selected auditor shall present the results of the audit to the Board of Directors in a Regular or Special Board Meeting.
- III. The auditor shall provide a *Management Letter* to the District's General Manager, communicating any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The auditor shall also provide a separate Management Letter communicating any immaterial items noted during the audit.
- IV. The selected auditor shall provide a *report on any irregularities or illegal acts*. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to both the District's Board of Directors and the General Manager.
- V. The selected auditor shall provide a *report on cash and investments*, including confirmations of savings and reconciliation of statements and individual investments to District records.
- VI. Update the District of regulatory changes currently being considered by governmental or legislative agencies related to finance and special district issues. Make recommendations for related action that the District should consider taking.
- VII. Provide analysis and recommendations on complex financial issues related to the District when requested.
- VIII. Consult on rate setting issues and funding agreements.
- IX. Assist in the drafting of District policy, as required.

In accordance with District policy, the District's audit report must be submitted within 90 days following the end of the calendar year. The audit for the fiscal year ending December 31, 2024 has the following tentative schedule:

Commence work on District audit:	Week of February 24, 2025
Draft report submitted for District review:	March 7, 2025
Final audit report due:	March 12, 2025
Audit report presentation to Board of Directors:	March 17, 2025

Once interviews of prospective firms have been held and a firm selected, a Professional Services Agreement will be prepared for execution between the District and the firm. It is FOWD's expectation that the selected firm will commence working with the District immediately.

3.0 **Qualifications**

The successful candidate must have substantial experience and history in special district finance and auditing.

Minimum qualifications will include:

- Broad experience in special districts operating in California, particularly municipal water agencies.
- Familiarity with the actions, functions, and processes of special district audits.
- Thorough familiarity of public agency practices, issues and requirements.
- Thorough knowledge of California Government Code requirements.
- Ability to provide financial subject matter experts on inventory accounting, investment evaluation, and financial controls.

4.0 **Schedule of Contract Award**

<u>Event</u>	<u>Date</u>
Request for Qualifications Released.....	August 26, 2024
Responses Due.....	September 16, 2024
Staff Evaluation of Proposals Submitted.....	September 23, 2024
Interviews.....	October 21, 2024
Execution of Professional Services Agreement	Late October 2024

5.0 Proposal Requirements

Three copies of the completed proposal shall be submitted. Any general or promotional material not specifically relevant to the project shall be omitted or bound in a separate document. At a minimum, the proposal will include the following:

- (1) Name of firm and the CPA who will represent the firm as primary contact.
- (2) Office location and contact information.
- (3) A brief statement of understanding of the scope of accounting and audit services to be performed.
- (4) A commitment to perform the service within the time period specified within this RFP.
- (5) Statement as to the firm's capability to conduct audits of governmental entities, including an affirmation that the proposing firm and its agents are properly licensed for practice as Certified Public Accountants. It is expected that the firm's staff will meet the Continuing Education Requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Functions published by the U.S. General Accounting Office.
- (6) A brief summary of the firm's qualifications and the proposed approach of the firm to meet the needs of the District, including the relevant background and experience of the CPA who would be providing primary services to the public District.
- (7) Identify the audit manager and senior staff who will work on the audit. Resumes including relevant experience and continuing education for the managing and reviewing partner should be included (please use an appendix for this information). Include a copy of your firm's most recent peer review letter. Include an affirmative statement showing that the firm and all assigned key senior staff are properly licensed to practice in the State of California.
- (8) Outline a work plan to accomplish the proposed scope of work to demonstrate how the time requirement will be met. The work plan should include time estimates for each significant segment of the work to be performed and a description of the expected assistance from the District. The work plan should also identify and describe any anticipated potential audit problems and the firm's approach to resolving these problems.
- (9) The firm's proposed fee schedule, including *any alternative or innovative approaches to charges*, fees, and billing proposed by the firm. It is expected that all firms who respond to this RFQ will offer the firm's governmental or comparable lowest rates.
- (10) List of related work that the firm has done with other special districts and water agencies.

- (11) List of three client references for which similar services were performed. The client references should include the name of jurisdiction, contact person, address, and telephone numbers. We plan to contact the references provided as part of the selection process.
- (12) If the District requests the auditor to render additional services to supplement the services requested in this RFQ, or to perform work as a result of the specific recommendations included in any report issued, then such additional work shall be performed only if set forth in an addendum to the contract between the District and the firm. Any such additional work agreed to between the District and the firm shall be performed at the rates set forth in the schedule of fees and expenses included in the proposal.

6.0 **Proposal Submission and Deadline**

Sealed proposals to this request are due on Monday, September 16, 2024 by 4:30 p.m. at the Fair Oaks Water District Office. The proposals should be sent by mail or by hand delivery and need to be physically in the Office of the General Manager of the District by the above-mentioned date and time. No faxed or emailed proposals will be accepted. On the sealed envelope submitting the copies of your proposal, please include the title of the RFQ --- FOWD Request for Qualifications for Financial Audit Services.

Should the proposing firms need additional information, the District publishes its Comprehensive Annual Financial Reports, budgets and other general information on its website at www.fowd.com.

If your firm has questions regarding this Request for Qualifications, please submit those in writing to the Finance Manager, Chi Ha-Ly. Any questions and answers will be distributed in writing via email to all the firms from whom we have asked to submit a proposal. To ensure adequate time for the District to respond, all questions should be submitted to Ms. Ha-Ly by Wednesday, September 11, 2024 at 5:00 p.m. To submit questions, please email them to Chi Ha-Ly's attention at cha-ly@fowd.com. The preparation of the RFQ and confirmations of data will be the responsibility of the auditor.

Please submit three (3) copies of your response to this Request for Qualifications to the following.

**Tom R. Gray, General Manager
Fair Oaks Water District
10326 Fair Oaks Boulevard
Fair Oaks, CA 95628**

The District reserves the right in its sole discretion, to revise this RFQ or to seek other Financial Services at times and under circumstances that it deems would be beneficial. This RFQ is not an offer, obligation, or agreement to award work to any respondent. Responding to the RFQ creates no professional relationship.

7.0 **Selection and Evaluation**

A selection committee of District staff and Board Members will review the submitted proposals and conduct interviews with one or more of the most qualified firms. The District will contact the selected firm(s) the week of October 7, 2024 to schedule an interview. Tentatively, the interviews will be held on Monday, October 21, 2024 at FOWD office. It is the District's expectation that the CPA who would be assigned to work with the District will be present for the interviews and lead the firm's presentation to the selection committee. References will be checked as part of the selection process. After the interviews and references have been conducted, the selection committee will recommend the firm to be retained. A Professional Services agreement will be executed between the firm and the District.

Evaluation Criteria

During the selection process, the District will consider a variety of factors, including those identified below. The District is interested in having the firm assign one person to the District as a primary point of contact for all issues, so that an ongoing, mutually responsive relationship can develop.

- (a) Relevant experience and knowledge of the subject matter and area of practice by the firm and by the key people who are proposed to be assigned to the work; including organizational and technical skills necessary to perform the services outlined in this RFQ, as demonstrated by previous completion of similar work.
- (b) Completeness of the auditor's response to the Request for Qualifications and proposed work plan.
- (c) Specific experience and role in advising special districts, including water agencies.
- (d) Understanding of the regulatory and legislative environment in which the District works and the related courses of action that the District will need to take in that environment.
- (e) Clear, appropriate and comprehensive scope of services to be used in fulfilling the District's needs and objectives.
- (f) Adequate technical, financial and staffing resources to perform the required work.
- (g) Recommendations and responses of reference inquiries
- (h) Reasonable cost of the services.

8.0 **Proposal Limitations and Rejection**

FOWD reserves the right to cancel, in part or in its entirety, this invitation to submit proposals.

FOWD reserves the right to reject all proposals and shall not be liable for any expenses or costs incurred by consultants in preparing their proposals.

FOWD reserves the right to request additional information or clarifications from submitting firms, or to allow correction of errors or omissions.

Submission of a proposal indicates acceptance by the submitting firm of the conditions in this RFQ unless clearly and specifically noted in the firm's submittal.

9.0 Insurance Requirements

The selected audit firm shall provide a statement that it can and will meet the District's insurance requirements prior to performing any service for the Fair Oaks Water District. The selected auditor shall procure and maintain a minimum limit of \$1,000,000 per occurrence for commercial general liability, automobile, workers' compensation and professional liability insurance coverage and shall forward the Certificate of Insurance to the District prior to the District's signing of the contract agreement for the professional audit services. The commercial general liability, automobile, workers' compensation and professional liability insurance policies shall be endorsed to name the Fair Oaks Water District as additional insured.

10.0 Contract Requirements

The successful firm will be required to enter into a Professional Services Agreement with the FOWD. This Agreement will incorporate by reference this RFQ and the defined Scope of Services.

11.0 Date of Request for Qualifications document: August 26, 2024



Policy Number: **5010**

Policy Title: **Audit**

1. An audit of the District's financial records shall be made by a certified public accountant appointed by the Board of Directors. The auditor shall submit the annual audit within 90 days after the end of the calendar year.
2. The District shall have a not to exceed five year rotation of audit firms with an interim rotation of the senior audit partner.



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM VI.3

Discussion on Board direction for the development of a 2025 FOWD Annual Budget



AGENDA ITEM VI.3

REGULAR Board Meeting August 19, 2024

To: Board of Directors
From: Tom R. Gray
Date: August 13, 2024
Subject: Discussion on Board direction for the development of a 2025 FOWD Annual Budget

Recommendation:

Provide general direction to FOWD staff to be used in the development of an annual budget for the 2025 calendar year.

Summary of staff understanding of current Board direction:

- ✓ Adjust rates in accordance with the Board adopted three-year rate plan
 - The Board adopted rate adjustments for 2023, 2024 and 2025 on November 21, 2022 after completing a proposition 218 public outreach process.
 - After implementing Board approved rate adjustments of 10% in 2023 and 10% in 2024, FOWD water rates remain the lowest in the Sacramento Region and 57% of the Sacramento Region average.
 - The Board adopted rate adjustment for 2025 is 5%.
- ✓ No new debt
- ✓ No new capital projects besides those that the Board has approved and deemed necessary
- ✓ Focus on completing current capital projects that are currently “work in progress”
- ✓ Meet policy targets for financial reserves
- ✓ Use a 90% surface water and 10% groundwater water supply target
 - Newly adopted SJWD wholesale rates for the purchase of surface water provide a financial disincentive for the FOWD to serve groundwater to FOWD customers – FOWD essentially must pay for surface water even if we do not take delivery of surface water.
- ✓ Include a 4% COLA in calculations

Policy Implications:

To Be Determined

Fiscal Impact:

To Be Determined

Fair Oaks Water District

Metered Service Charges and Commodity Rates ⁽¹⁾

Bi-Monthly Fixed Service Charges					
Meter Size (Inch)	Actual 2022	10% Adopted 2023	10% Adopted 2024	5% Adopted 2025	
1	\$ 71.61	\$ 78.77	\$ 86.65	\$ 90.98	
1.5	131.24	144.36	158.80	166.74	
2	202.71	222.98	245.28	257.54	
3	393.32	432.65	475.92	499.72	
4	607.87	668.66	735.53	772.31	
6	1,203.22	1,323.54	1,455.89	1,528.68	
8	1,919.30	2,111.23	2,322.35	2,438.47	
10	2,990.76	3,289.84	3,618.82	3,799.76	

	2022	2023	2024	2025
Commodity Rate per CCF ⁽²⁾	\$ 0.50	\$ 0.55	\$ 0.61	\$ 0.64

Shared Metered Services:

User Category	2022	2023	2024	2025
Shared meter service(s) - multiple parcel community residential domestic ⁽³⁾	\$71.61 per parcel + consumption ⁽⁴⁾	\$78.77 per parcel + consumption ⁽⁴⁾	\$86.65 per parcel + consumption ⁽⁴⁾	\$90.98 per parcel + consumption ⁽⁴⁾
Shared meter service(s) - multiple parcel offices commercial domestic	Meter service rate ⁽⁵⁾			

- (1) Customers outside the District's service area will pay an additional 50% of the above water rates or as otherwise determined by Fair Oaks Water District.
- (2) One CCF stands for 100 cubic feet. 100 cubic feet is equal to 748 gallons. The commodity rate is invoiced based upon CCFs used.
- (3) Requires separation of common area and irrigation water systems with each irrigation water service billed based on meter size plus consumption.
- (4) Consumption measured by a master meter with one responsible party in billing for the master meter.
- (5) Each connection will be billed a fixed service charge based on meter size plus consumption with one responsible party in billing for the account.

2025 Proposed Budget Schedule

July 15, 2024	Staff to provide Board with a suggested timeline for the 2025 Budget Schedule
August 19, 2024	Board to provide staff with the general guidelines/principles on the 2025 Budget at Regular Board Meeting
August 22, 2024	Distribute Request for 2025 Budget Projections to FOWD staff
September 9, 2024	Budget Projections due back from staff
September 16, 2024	Budget Projections due back from the managers
September 23, 2024	Finance Manager to Complete Preliminary Budget Document Compilation
September 25, 2024	Operations Manager, Finance Manager and Technical Services Manager to meet and go over 2025 Draft Budget
September 30, 2024	Meet with General Manager to go over the 2025 Draft Budget
October 21, 2024	Board Meeting to review the 2025 Draft Budget
October 28, 2024	Special Board Meeting to review and discuss possible adoption of the 2025 Proposed Budget

Note: Please remember that the Board adopted a rate adjustment for 2023, 2024 and 2025 on November 21, 2022.



Policy Number: **5000**

Policy Title: **Budget Preparation**

1. An annual budget on a calendar year basis shall be prepared by the General Manager and approved by the Board of Directors.
2. Prior to submittal of the budget proposal to the Board of Directors for review, the Board's Finance Committee shall meet with the General Manager and review the annual budget proposal.
3. The proposed annual budget as reviewed and amended shall be reviewed by the Board at a special meeting held in October and adopted as amended at its regular meeting in November.
4. The District shall develop and implement an outreach program to educate, enforce and receive input from the public.



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM VI.4

Discussion and possible action on additional funding for 2024 expenses



AGENDA ITEM VI.4

REGULAR Board Meeting on August 19, 2024

To: Board of Directors
From: Tom R. Gray
Date: August 12, 2024
Subject: Discussion and possible action on additional funding for 2024 expenses

Recommendation:

Authorize the General Manager to transfer \$18,800 from the contingency fund to cover 2024 expenses as detailed below.

Discussion:

Property Insurance (E24INPRO)

The Board approved 2024 funding for *Property Insurance* is \$45,000 and the invoice received is \$52,767.05. ACWA JPIA has increased the *Property Insurance* rates due to a hard market found in obtaining excess insurance. Staff requests to transfer \$7,800 from the contingency fund to cover *Property Insurance*.

Aggregate, Sand & Gravel (E24SMSA)

The Board approved 2024 funding for *Aggregate, Sand & Gravel* is \$25,000 and the cost to date is \$22,200. FOWD anticipates ending the year with a total cost of \$27,500. Staff requests to transfer \$2,500 from the contingency fund to cover *Aggregate, Sand & Gravel*.

Equip & Tools Rentals (E24MREN)

The Board approved 2024 funding for *Equip & Tools Rentals* is \$1,500 and the cost to date is \$1,290. FOWD anticipates ending the year with a total cost of \$2,500. Staff requests to transfer \$1,000 from the contingency fund to cover *Equip & Tools Rentals*.

Distribution Repairs (E24SMDR)

The Board approved 2024 funding for *Distribution Repairs* is \$25,000 and the cost to date is \$25,450. FOWD anticipates ending the year with a total cost of \$32,500. Staff requests to transfer \$7,500 from the contingency fund to cover *Distribution Repairs*.

Policy Implications:

None.

Fiscal Impact:

This fund transfer will decrease the 2024 contingency fund by \$18,800.



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM VIII.1

Sacramento Groundwater Authority (SGA)



SACRAMENTO GROUNDWATER AUTHORITY
MEETING OF THE BOARD OF DIRECTORS

**Thursday, August 8, 2024
at 9:00 a.m.**

**2295 Gateway Oaks, Suite 100
Sacramento, CA 95833
(916) 967-7692**

The Board will discuss all items on this agenda, and may take action on any of those items, including information items and continued items. The Board may also discuss other items that do not appear on this agenda but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.

IMPORTANT NOTICE REGARDING VIRTUAL PUBLIC PARTICIPATION:

The Sacramento Groundwater Authority currently provides in person as well as virtual public participation via the Zoom link below until further notice. The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker.

Join the meeting from your computer, tablet or smartphone
<https://us06web.zoom.us/j/86234537375>

**Phone: 1-669-900-6833
Meeting ID: 862 3453 7375 Passcode: 955951**

Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection on SGA's website. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact jpeifer@rwah2o.org. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

AGENDA

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.

3. CONSENT CALENDAR:

All items listed under the Consent Calendar are considered and acted upon by one motion. Anyone may request an item be removed for separate consideration.

- 3.1 Approve the draft meeting minutes of April 11, 2024 SGA Board meeting.

Action: Approve Consent Calendar items as presented

4. CONSULTANT SELECTION RECOMMENDATION

Presenter: Trevor Joseph, Manager of Technical Services

Discussion/Action: Approve SGA Staff Consultant Selection

Recommendation in accordance with SGA Architectural and Engineering Services Selection Policy 300.1

5. OPPORTUNITY FOR PUBLIC TO ADDRESS CLOSED SESSION MATTERS

6. CLOSED SESSION

- 6.1 Closed session regarding labor negotiations (Gov. Code, § 54957.6)

Agency Representative: SGA Chair and Vice Chair

Unrepresented Employee: Executive Director

7. RETURN TO OPEN SESSION – ANNOUNCEMENT OF REPORTABLE ACTION IN CLOSED SESSION

8. REVISIONS TO POLICY 100.3 (COMPENSATION POLICY)

Presenter: Paul Selsky, Chair

Action: Adopt Resolution 2024-02; and Approve revisions to SGA Policy 100.3 (Employee Compensation Policy), waiving Section 2 of the policy for Fiscal Year 2024/2025 and apply a COLA of 1.9% beginning with the first full pay period of July 2024

9. INFORMATION: LEGISLATIVE AND REGULATORY UPDATE

Presenter: Ryan Ojakian, Manager of Government Relations

10. EXECUTIVE DIRECTOR'S REPORT

11. BOARD DIRECTORS' COMMENTS

ADJOURNMENT

Next SGA Board of Director's Meetings:

October 10, 2024, 9:00 a.m. at the RWA/SGA office, 2295 Gateway Oaks, Suite 100, Sacramento, CA 95833. The location is subject to change.

Notification will be emailed when the SGA electronic packet is complete and posted on the SGA website at <https://www.sgah2o.org/meetings/board-meetings/>

Posted on: August 2, 2024

Ashley Flores
Ashley Flores, CMC, Secretary

SACRAMENTO GROUNDWATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type	Human Resources
Policy Title	Employee Compensation Policy
Policy Number	100.3
Date Adopted	February 14, 2019
Date Amended	December 14, 2023
	August 8, 2024

EMPLOYEE COMPENSATION POLICY

It is the intent of the Sacramento Groundwater Authority (Authority) to provide employee compensation (pay and benefits) that is fair and equitable and that is comparable, based upon an employee's experience, skills and performance consistent with established job descriptions, and with that of similar water and public entities regionally. As a small, professional, management-focused organization, it is the intent of the Authority to provide employee compensation at or above the labor market for the industry and the geographic area. The compensation practices of the Authority will be competitive within the industry and geographical area to attract the most qualified candidates and to minimize turnover of its employees.

The Executive Director will have the authority to set and change employee base rate of pay in accordance with the intent of this Policy and within the budgetary guidelines approved by the Board of Directors. As part of the annual budget review process, the Executive Director will be responsible for preparing and presenting a labor budget to the Board of Directors in accordance with this Policy. The Board of Directors will consider, amend as required, and approve the annual labor budget for the Authority. Once the labor budget has been approved, the Executive Director may determine in his or her discretion how to apply any approved increase to each employee's existing base rate of pay. Changes to employee benefits will generally require Board action to approve changes to the Employee Handbook and other policies.

The specific terms of this Policy apply to staff only, except as specified in Section IV, below. All aspects of the Executive Director's compensation are subject to Board approval of an employment contract.

I. Pay Ranges

It is the Authority's Policy to provide a program for advancement of its employees within the pay range of their position using a merit-based system based on objective regular goal setting and performance evaluations. Employees will typically advance within their pay

range annually, subject to the discretion of the Executive Director, based on evaluation of the employee's performance and growth in responsibility and/or expertise in performing the work of the position. The Executive Director may move an employee to a higher-level classification or provide a merit-based salary increase, predicated upon performance, experience and documented needs of the organization.

All classification pay ranges shall typically be established with a 20% range between the minimum and maximum of the range. Except as provided below, steps will be established within each range to provide guidelines for use in annual budgeting. For executive-level positions (currently the Executive Director, Managers of Technical Services, Strategic Affairs, and Government Relations), there will be no steps established within the positions' ranges.

All rank-and-file and executive-level positions shall be eligible for a merit-based salary increase up to no more than 12% per year (equivalent of three steps), as movement through their salary range provided all merit-based salary increases can be covered by the approved budget for the current year. Any increase above 12% for rank-and-file positions must be recommended by the Executive Director and then be ratified by the Board of Directors for exemplary performance or in recognition of unusual circumstances. Any increase above 12% along the salary range for executive-level positions, including the Executive Director, shall be ratified by the Board of Directors for exemplary performance or in recognition of unusual circumstances. In all cases, a staff report supporting the request for Board approval of an increase above 12% shall describe the nature of the exemplary performance or unusual circumstances.

The Executive Director shall recommend pay ranges for all employment classifications with the Authority, with the exception of the Executive Director position. All changes to the pay scales are subject to review and approval by the Board of Directors.

Any salary increases provided as movement through an employee's approved pay range shall be effective on the first day of the first pay period after the increase was approved

II. Cost of Living Adjustment (COLA)

The Executive Director will consider the United States Department of Labor's Consumer Price Index (CPI) for All Western Small Cities (population under 2.5 million) for the 12 months ending in November of each year in developing the proposed budget for the Authority¹. If the Board approves a budget that includes funding for a cost of living adjustment (COLA), the Executive Director will have the discretion to apply a COLA to all staff salaries, regardless of position within a salary range in the fiscal year for which the budget is adopted.

To avoid penalizing employees at or near the top of the salary range, and to ensure pay ranges remain comparable to the market between compensation surveys, the November

CPI will be applied annually in January at an effective date as determined by the Board of Directors in conjunction with the beginning of a payroll period.

Effective July 1, 2024, the Authority will consider CPI data from the 12 months ending in March, with any approved COLA increase becoming effective the first day of the first pay period beginning in July.

III. Compensation Survey

The Board of Directors will generally direct staff to conduct a compensation survey at least every five years to ensure that the total compensation offered by the Authority (base rate of pay and benefits) is consistent with this Policy; provided, however that a compensation survey may be commissioned at any time if directed by the Board of Directors or if recommended by the Executive Director and approved by the Board of Directors. The Board of Directors may also use its discretion to waive or vary the five-year commitment.

Before initiating the survey, staff will brief the Board of Directors and solicit feedback on the scope of the compensation survey, including comparable agencies/organizations to be surveyed and data elements to be collected prior to commencing the survey. Survey organizations should be selected to provide a representative sampling of 1) local water agencies, 2) water-related associations located in the Sacramento region, 3) regional planning organizations within the Sacramento region, and 4) regional membership organizations in the region.

The Executive Director will use the results of the survey to propose modifications to base rate of pay and/or benefits necessary to achieve the intent of this policy. Proposed pay ranges should include consideration of such things as 1) the mean, median and 62.5th percentile of the compensation data, 2) the comparability of surveyed classifications to SGA job classifications, and 3) SGA experience recruiting and retaining staff in each classification.

IV. Executive Director Compensation

The Board of Directors will establish an Executive Director pay range. The pay range shall be established with the same 20% range between the minimum and maximum of the range as is applied to other staff pay ranges under Section I. There will be no steps established within the range. The Board of Directors shall update the Executive Director pay range annually by the amount of any COLA applied to all staff salaries under Section II.

The Board of Directors shall determine Executive Director compensation within the established Executive Director pay range and such compensation will be subject to approval of an employment contract by the Board of Directors, with a maximum change of up to 12% annually, consistent with the maximum salary movement of all executive-level positions as described in Section 1. Any annual increase above 12% for the Executive Director must be approved by the Board of Directors for exemplary performance or unusual

circumstances. The Board of Directors may direct staff to conduct a survey of executive compensation to guide negotiation of the Executive Director employment contract. The conduct, timing, and scope of such a survey will be at the sole discretion of the Board of Directors.

EXHIBIT A
SGA POLICY 100.3

MONTHLY SALARY SCHEDULE OF SGA POSITIONS

Effective July 6, 2024

Classification	Step 1 or Minimum	Step 2	Step 3	Step 4	Step 5	Step 6 or Maximum
Executive Director	\$20,023	-	-	-	-	\$24,028
Manager of Technical Services	\$16,144	-	-	-	-	\$19,374
Manager of Strategic Affairs	\$16,144	-	-	-	-	\$19,374
Manager of Government Relations	\$16,144	-	-	-	-	\$19,374
Principal Project Manager	\$13,454	\$13,919	\$14,392	\$14,949	\$15,523	\$16,144
Senior Project Manager	\$11,212	\$11,597	\$12,012	\$12,457	\$12,937	\$13,454
Associate Project Manager	\$8,016	\$8,293	\$8,588	\$8,906	\$9,249	\$9,619
Finance & Administrative Services Manager	\$11,239	\$11,626	\$12,042	\$12,487	\$12,968	\$13,486
Executive Assistant	\$6,503	\$6,763	\$7,083	\$7,336	\$7,543	\$7,804
Project Research Assistant II	\$6,691	\$6,958	\$7,225	\$7,493	\$7,762	\$8,029
Project Research Assistant I	\$5,818	\$6,051	\$6,282	\$6,515	\$6,749	\$6,981

Exhibit A will be updated annually based on the March Consumer Price Index and/or when a new salary survey is completed. (2024 ranges include a COLA of 1.9% effective July 6, 2024 and a COLA of 3.1% effective January 8, 2024. Two COLAs were awarded in 2024 due to the RWA revising its compensation policy to shift the COLA from January to July.)

Salaries for Executive Director, Manager of Technical Services, Manager of Strategic Affairs, and Manager of Government Relations are set as a range, rather than steps, with the minimum and maximum respectively appearing in the columns for Step 1 and 6.

Revised and adopted by the RWA Board of Directors on: _____

Attest: _____

Clerk of the Board



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM X.1

Maintenance Work Report

FAIR OAKS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS AUGUST 19, 2024 REGULAR MEETING

SUBJECT: 2024 METERED WATER ANALYSIS

STATUS: Information Item

REPORT AS OF: July 31, 2024

Parcel Count - by water service connection status

Connected	Shared Meter Residential	Shared Meter Offices Commercial	Not Yet Connected Vacant	Total
13,689	474	72	356	14,591

Service Count - by service type

	Active	Disconnected			Total	
		Maintenance	Collection	No Meter	Meter	
Single Family	12,829	152	12	0	0	12,993
Multi Family	620	3	0	0	0	623
Commercial	293	11	1	0	0	305
Industrial	0	0	0	0	0	0
Institutional	90	9	0	2	0	97
Irrigation	223	32	4	0	0	259
Fire	99	2	0	101	0	0
			Subtotal	103	14,277	
Total	14,154	209		17		14,380

Service Count - by meter size

	1"	1.5"	2"	3"	4"	6"	8"	10"	Total
Metered	13,327	601	303	13	17	9	4	3	14,277
Not Metered	2	0	1	0	35	41	23	1	103

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
SW	237.54	291.39	368.35	485.21	832.29	1,155.76	1,359.83						4,730.37
GW	109.87	31.73	30.87	39.83	80.53	94.19	120.91						507.93
CWD	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
Total	347.41	323.12	399.22	525.04	912.82	1,249.95	1,480.74	0.00	0.00	0.00	0.00	0.00	5,238.30

Groundwater Supply - percentage (%)

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

Drought Reduction By Volume - acre-feet (AF)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2024	347.41	323.12	399.22	525.04	912.82	1,249.95	1,480.74						5,238.30
2013	401.21	428.28	661.68	839.24	1,340.13	1,495.23	1,741.64						6,907.41
%	13.41	24.55	39.67	37.44	31.89	16.40	14.98						24.16

Residential Water Use - residential gallons per-capita per day (R-GCPD)¹

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
2024	76	75	87	118	199	281	322						165

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



**FAIR OAKS
WATER DISTRICT**

Monthly Maintenance Work Report

Date	Address	Type	
AMR Replacements	Monthly Total	53	AMR / R900i #
7/1/2024	4839 VIR MAR ST		1579826142
7/1/2024	7657 SUNSET AVE		1577328526
7/1/2024	4749 SOLANO WAY		1577300570
7/1/2024	4733 PENNSYLVANIA AVE		1577327772
7/1/2024	4536 PENNSYLVANIA AVE		1577278802
7/1/2024	9344 WINDING OAK DR		1577287496
7/1/2024	9027 WINDING OAK DR		1577324724
7/3/2024	4065 BOB LN		1579830828
7/5/2024	4721 NEW YORK AVE		1577321248
7/5/2024	4711 NEW YORK AVE		1576483710
7/5/2024	4411 NEW YORK AVE		1577275580
7/5/2024	4401 NEW YORK AVE		1577333254
7/5/2024	7441 WINDING WAY		1579826400
7/8/2024	9117 WESTCLIFF LN		1577333250
7/8/2024	8563 EMPEROR DR		1579866246
7/8/2024	5207 SPUR OAK LN		1579849330
7/8/2024	4321 WINDING WOODS WAY		1579847558
7/12/2024	5020 COZZINS CT		1579844340
7/12/2024	5072 COCOA PALM WAY		1579771816
7/12/2024	5083 COCOA PALM WAY		1579855562
7/12/2024	8340 ASCOLANO AVE		1579844880
7/12/2024	5224 KAUAI WAY		1579826588
7/12/2024	4901 TOMMAR DR		1579828724
7/12/2024	5546 CRANBROOK WAY		1579831104
7/12/2024	5304 MAUI WAY		1579855566
7/12/2024	5244 KAUAI WAY		1579841064
7/12/2024	5320 MAUI WAY		1579824312
7/18/2024	4250 NATOMA AVE		1579845112
7/22/2024	8541 KERMES AVE		1579784868
7/23/2024	5570 ILLINOIS AVE		1577299506
7/23/2024	8720 PERSHING AVE		1577313000

Date	Address	Type
7/23/2024	8023 SIERRA ST	1577275590
7/23/2024	8124 WINDING WAY	1577292174
7/23/2024	8190 ROSE VINE LN	1577326528
7/23/2024	8338 MARO WAY	1577327296
7/23/2024	5245 SIR LANCELOT LN	1577321076
7/23/2024	5132 NIHOA CT	1577326530
7/23/2024	8411 MANANA WAY	1574424004
7/23/2024	8524 ALMAZ AVE	1574423148
7/23/2024	8537 ALMAZ AVE	1574610584
7/23/2024	8855 BRITLAND WAY	1574409474
7/23/2024	5527 BEECH AVE	1577321230
7/23/2024	4915 ARBARDEE DR	1579844744
7/25/2024	8137 MOLOKAI WAY	1579844354
7/25/2024	8231 OAHU DR	1579854748
7/25/2024	5626 FAIRVALE WAY	1579849202
7/25/2024	8156 MADERIA PORT LN	1580802540
7/25/2024	4825 HAZEL AVE	1576296792
7/25/2024	8825 PERSHING AVE	1579849336
7/26/2024	8780 MADISON AVE	1576496416
7/29/2024	8548 WILLINGS WAY	1577326512
7/29/2024	4601 SIESTA LN	1577286266
7/29/2024	8664 RANCHWOOD CT	1577286242

Meters Replaced	Monthly Total	122	Meter #	Size
7/3/2024	4408 PLANTATION DR		17201739	1 "
7/3/2024	4561 OLIVEGATE DR		17201735	1 "
7/3/2024	4557 OLIVEGATE DR		17201734	1 "
7/3/2024	4065 BOB LN		16411277	1 "
7/3/2024	4412 PLANTATION DR		17201738	1 "
7/3/2024	4416 PLANTATION DR		17201737	1 "
7/3/2024	4420 PLANTATION DR		17201736	1 "
7/3/2024	4442 PLANTATION DR		17201732	1 "
7/3/2024	4446 PLANTATION DR		17201733	1 "
7/11/2024	4553 OLIVEGATE DR		17201778	1 "
7/11/2024	4549 OLIVEGATE DR		17201777	1 "
7/11/2024	4455 PLANTATION DR		17201751	1 "
7/11/2024	4459 PLANTATION DR		17201748	1 "
7/11/2024	4463 PLANTATION DR		17201750	1 "

Date	Address	Type
7/11/2024	4467 PLANTATION DR	1 "
7/11/2024	4471 PLANTATION DR	1 "
7/11/2024	4552 OLIVEGATE DR	1 "
7/11/2024	4475 PLANTATION DR	1 "
7/11/2024	4456 PLANTATION DR	1 "
7/11/2024	4460 PLANTATION DR	1 "
7/11/2024	4464 PLANTATION DR	1 "
7/11/2024	4470 PLANTATION DR	1 "
7/12/2024	7142 GOODYEAR DR	1 "
7/12/2024	7200 GOODYEAR DR	1 "
7/12/2024	4601 SAN JUAN AVE	1 "
7/12/2024	4529 SAN JUAN AVE	1 "
7/12/2024	4525 SAN JUAN AVE	1 "
7/12/2024	4354 PLANTATION DR	1 "
7/12/2024	4363 PLANTATION DR	1 "
7/12/2024	4359 PLANTATION DR	1 "
7/12/2024	4355 PLANTATION DR	1 "
7/12/2024	4351 PLANTATION DR	1 "
7/12/2024	4350 PLANTATION DR	1 "
7/12/2024	7147 FALCON RD	1 "
7/12/2024	7251 SUMTER DR	1 "
7/12/2024	7255 SUMTER DR	1 "
7/12/2024	7259 SUMTER DR	1 "
7/12/2024	7263 SUMTER DR	1 "
7/12/2024	7154 ZELINDA DR	1 "
7/16/2024	4445 PLANTATION DR	16411293
7/16/2024	7325 SUMTER DR	17201716
7/16/2024	7321 SUMTER DR	17201718
7/16/2024	7317 SUMTER DR	17201719
7/16/2024	7313 SUMTER DR	17201708
7/16/2024	7305 SUMTER DR	17201710
7/16/2024	4437 PLANTATION DR	16411266
7/16/2024	4433 PLANTATION DR	16411292
7/16/2024	4429 PLANTATION DR	16411268
7/17/2024	4560 OLIVEGATE DR	16411309
7/17/2024	4556 OLIVEGATE DR	16411307
7/17/2024	4404 PLANTATION DR	16411306
7/17/2024	4515 SAN JUAN AVE	16411264

Date	Address	Type
7/17/2024	4409 PLANTATION DR	1 "
7/17/2024	5340 RIDGEVALE WAY	1 "
7/18/2024	7955 WILDRIDGE DR	1 "
7/18/2024	7989 SUNRIDGE CT	1 "
7/18/2024	7901 WILLOWCREST WAY	1 "
7/18/2024	7912 WILDRIDGE DR	1 "
7/18/2024	7924 WILDRIDGE DR	1 "
7/18/2024	4467 SAN JUAN AVE	1 "
7/18/2024	4463 SAN JUAN AVE	1 "
7/18/2024	4459 SAN JUAN AVE	1 "
7/18/2024	7930 WILDRIDGE DR	1 "
7/18/2024	7310 WINDING WAY	1 "
7/18/2024	7986 WILDRIDGE DR	1 "
7/18/2024	7992 WILDRIDGE DR	1 "
7/18/2024	7952 WILDRIDGE DR	1 "
7/18/2024	4455 SAN JUAN AVE	1 "
7/18/2024	4425 PLANTATION DR	1 "
7/18/2024	4421 PLANTATION DR	1 "
7/18/2024	4417 PLANTATION DR	1 "
7/18/2024	4511 SAN JUAN AVE	1 "
7/18/2024	4507 SAN JUAN AVE	1 "
7/18/2024	4413 PLANTATION DR	1 "
7/18/2024	7904 WILLOWCREST WAY	1 "
7/18/2024	7975 WILDRIDGE DR	1 "
7/25/2024	7948 WILDRIDGE DR	1 "
7/25/2024	7991 VINTAGE WAY	1 "
7/25/2024	4250 NATOMA AVE	1 "
7/25/2024	7800 WILLOWCREST WAY	1 "
7/25/2024	7820 WILLOWCREST WAY	1 "
7/25/2024	8019 VINTAGE WAY	1 "
7/25/2024	8025 VINTAGE WAY	1 "
7/25/2024	7825 WILLOWCREST WAY	1 "
7/26/2024	7966 WILDRIDGE DR	1 "
7/26/2024	7976 WILDRIDGE DR	1 "
7/26/2024	7920 WILDRIDGE DR	1 "
7/26/2024	7938 WILDRIDGE DR	1 "
7/26/2024	5221 RIDGEVINE WAY	1 "
7/26/2024	7979 VINTAGE WAY	1 "

Date	Address	Type
7/26/2024	7985 VINTAGE WAY	16411279 1 "
7/26/2024	7916 WILDRIDGE DR	16411301 1 "
7/26/2024	4520/4522 SAN JUAN AVE	61336745 1.5 "
7/26/2024	4516/4518 SAN JUAN AVE	61336735 1.5 "
7/26/2024	5230 RIDGEGATE WAY	16411278 1 "
7/26/2024	7821 WILLOWCREST WAY	16411280 1 "
7/26/2024	7811 WILLOWCREST WAY	16411260 1 "
7/26/2024	5342 RIMWOOD DR	16411258 1 "
7/26/2024	5358 RIDGEVALE WAY	16411300 1 "
7/26/2024	7999 WILDRIDGE DR	16411289 1 "
7/26/2024	5325 RIMWOOD DR	16411261 1 "
7/26/2024	7101 WINDING WAY	61336736 1.5 "
7/29/2024	7888 ORANGE AVE	61336737 1.5 "
7/29/2024	7409/7411 TIERRA WAY	61336739 1.5 "
7/29/2024	7421/7423 TIERRA WAY	61336738 1.5 "
7/29/2024	7433/7435 TIERRA WAY	61336728 1.5 "
7/29/2024	4509/4511 CASA CT	61336727 1.5 "
7/29/2024	7448/7450 TIERRA WAY	61336740 1.5 "
7/30/2024	4934 SAN JUAN AVE	61336732 1.5 "
7/30/2024	4934 SAN JUAN AVE	61336729 1.5 "
7/30/2024	4934 SAN JUAN AVE	61336725 1.5 "
7/30/2024	4934 SAN JUAN AVE	61336742 1.5 "
7/30/2024	4934 SAN JUAN AVE	61336726 1.5 "
7/30/2024	4934 SAN JUAN AVE	61336731 1.5 "
7/30/2024	4934 SAN JUAN AVE	61336734 1.5 "
7/31/2024	3802 FAIR HILL RD	61336717 1.5 "
7/31/2024	3810 CLINTON WAY	61336741 1.5 "
7/31/2024	3800 FAIR HILL RD	61336733 1.5 "
7/31/2024	3811 CLINTON WAY	61336744 1.5 "
7/31/2024	3822 CLINTON WAY	61336743 1.5 "
7/31/2024	3800 CLINTON WAY	61336723 1.5 "
7/31/2024	3780 FAIR HILL RD	61336746 1.5 "

Leaks	Monthly Total	7	Detail
7/2/2024	4640 NEW YORK AVE		1" COPPER SVC
7/16/2024	10021 FAIR OAKS BLVD		1" SVC FITTING LEAK
7/17/2024	5217 VALONIA ST		1" COPPER SVC
7/18/2024	7404 SANTA SUSANA WAY		1" COPPER SVC

Date	Address	Type
7/22/2024	11300 FAIR OAKS BLVD	2" SVC FITTING LEAK
7/23/2024	4371 HALE RANCH LN	1" COPPER SVC
7/24/2024	7955 SUNSET AVE	6" STEEL MAIN LEAK

Distribution Repairs	Monthly Total	6	Detail
7/3/2024	5313 TALL OAK LN		SERVICE LEAK REPAIR
7/9/2024	4640 NEW YORK AVE		SERVICE LEAK REPAIR
7/16/2024	10021 FAIR OAKS BLVD		SERVICE LEAK REPAIR
7/22/2024	11300 FAIR OAKS BLVD		SERVICE LEAK REPAIR
7/29/2024	5217 VALONIA		SERVICE LEAK REPAIR
7/30/2024	7955 SUNSET AVE		6" STEEL MAIN REPAIR

System Upgrades	Monthly Total	3	Detail
7/19/2024	7309 EAGLE RD		WHARF HYDRANT UPGRADE
7/23/2024	7404 SANTA SUSANA WAY		1" SERVICE UPGRADE
7/25/2024	4371 HALE RANCH LN		1" SERVICE UPGRADE

System Maintenance	Year to Date
WATER MAIN VALVES MAINTAINED YTD	515
FIRE HYDRANTS MAINTAINED YTD	49



August 19, 2024

Staff Report Briefing Materials

AGENDA ITEM X.2

Capital Projects Status Report

FAIR OAKS WATER DISTRICT CAPITAL PROJECTS STATUS UPDATE: July 31, 2024																
Project Description	2024 Year-to-Date								Total Project							Project Status Comments
	2024 Approved Budget	Budget Transfers	2023 C/F**	Adjusted Budget Amount	Year-to-Date Expenses	Remaining Funds	YTD Percent \$ Expended	Percent Completed	Total Budget/Fund to Date	Total Expenses to Date	Total Project Remaining Fund	Total Project Percent \$ Expended	Prior Years Expenses (WIP Projects)			
1 New York Well Design (C24WTNYWD)	\$ -	\$ -	\$ 23,404	\$ 23,404	\$ 174.11	\$ 23,230	1%	96%	\$ 365,546	\$ 342,316	\$ 23,230	94%	\$ 342,142	Design plans are nearing finalization.		
2 New York Well Drilling & Equipment (C24WTNYWDE)	2,940,000	-	-	2,940,000	22,047.00	2,917,953	1%	50%	3,855,744	937,791	2,917,953	24%	915,744	Delivery now reported by supplier Trillium to be in January 2025.		
3 Skyway Drilling & Equipment (C24WTSDE)	-	-	341,966	341,966	327,996.67	13,970	96%	99%	2,762,903	2,748,933	13,970	99%	2,420,936	The project is complete. Work left to be done involves paperwork for the grant.		
4 Northridge Well Replacement - Design (C24WTNWRD)	450,000			450,000	8,104.81	441,895	2%	0%	450,000	8,105	441,895	2%		Design is underway.		
5 Northridge Well Replacement - Equipping (C24WTNWRE)	1,450,000			1,450,000	-	1,450,000	0%	0%	1,450,000	-	1,450,000	0%				
6 Gum Ranch Tank Site (C24WTGRTS)	214,000	-	56,335	270,335	471.01	269,864	0%	14%	317,700	47,836	269,864	15%	47,365			
Subtotal Wells & Tanks		\$ 5,054,000	\$ -	\$ 421,705	\$ 5,475,705	\$ 358,793.60	\$ 5,116,912		\$ 9,201,892	\$ 4,084,981	\$ 5,116,912		\$ 3,726,187			
7 Hydrant Upgrades (C24TDHU)	\$ 250,000	\$ -	\$ 3,200	\$ 253,200	\$ 152,218.78	\$ 100,981	60%	60%	\$ 253,200	\$ 152,219	\$ 100,981	60%	\$ -			
8 New Hydrants (C24TDNH)	80,000			80,000	\$ 25,900.33	54,100	32%	60%	80,000	25,900	54,100	32%				
9 Minor Main Upgrades (C24TDMU)	75,000	-	-	75,000	14,001.54	60,998	19%	19%	75,000	14,002	60,998	19%				
10 Services Upgrade (C24TDSU)	538,200	-	-	538,200	244,242.13	293,958	45%	60%	538,200	244,242	293,958	50%				
11 Developer's Paid - Service Installation and Main Line Projects*	59,100	-	112,558	171,658	15,757.46	155,901	9%	9%	241,302	85,401	155,901	35%	69,644			
12 Replacement of Four Distribution Sampling Stations (C24TDSS)	20,000		-	20,000	2,235.23	17,765	11%	0%	20,000	2,235	17,765	11%				
Subtotal		\$ 1,022,300	\$ -	\$ 115,758	\$ 1,138,058	\$ 454,355.47	\$ 683,703		\$ 1,207,702	\$ 523,999	\$ 683,703		\$ 69,644			
13 Hazel Ave. Widening Project Phase III (C24TD255)	\$ -	\$ -	\$ 1,976	\$ 1,976	\$ -	\$ 1,976	0%	100%	\$ 1,481,632	\$ 1,479,656	\$ 1,976	100%	\$ 1,479,656	Complete.		
14 ARV's and Blow-offs (C24TDARV)	50,000		-	-	50,000	8,263.14	41,737	17%	50,000	8,263	41,737	17%				
15 Replace 12" Steel Main New York Ave. (C24TDNYASW)	2,132,000	-	-	2,132,000	8,691.95	2,123,308	0%	5%	2,376,800	253,492	2,123,308	11%	244,800	Notice to Proceed was issued 8/5/24 to contractor. Mobilization and potholing have begun.		
16 T-Main Replacement Phase I (Skyway Dr. to Hazel) (C24TDSH)	145,000	-	-	145,000	92.35	144,908	0%	0%	145,000	92	144,908	0%				
17 County Overlay Project- Madison, Kenneth to McKay (C24TDHAKM)	100,000	-	-	100,000	-	100,000	0%	0%	100,000	-	100,000	0%		Sacramento County DOT reported this portion of their project is being moved to the spring of 2026.		
18 Greenvale Improvements (C24TDGI)	55,000	-	-	55,000	-	55,000	0%	0%	55,000	-	55,000	0%				
19 Riverfront Lane Service Upgrade (C24TDRFL)	90,900	-	-	90,900	1,177.52	89,722	1%	8%	100,001	10,278	89,722	10%	9,101	Easements and exhibits have been drafted for review and resident's signatures. Staff reviewing options for main replacement.		
Subtotal		\$ 2,572,900	\$ -	\$ 1,976	\$ 2,574,876	\$ 18,225	\$ 2,556,651		\$ 4,308,433	\$ 1,751,782	\$ 2,556,651		\$ 1,733,557			
TOTAL CAPITAL IMPROVEMENT PROGRAM		\$ 8,649,200	\$ -	\$ 539,439	\$ 9,188,639	\$ 831,374.03	\$ 8,357,265		\$ 14,718,027	\$ 6,360,762	\$ 8,357,265		\$ 5,529,388			
20 AMR Replacement (M24MMAMR)	\$ 250,000	\$ -	\$ 39,650	\$ 289,650	\$ 85,285.25	\$ 204,365	29%	60%	\$ 289,650	\$ 85,285	\$ 204,365	40%		On-going.		
21 Large Meter Replacement (M24MMLMR)	25,000	-	-	25,000	263.30	24,737	1%	0%	25,000	263	24,737	1%				
22 Meter Replacement (M24MMMR)	140,000	-	28,959	168,959	59,186.82	109,772	35%	60%	168,959	59,187	109,772	35%		On-going.		
23 Meter Installation - Residential (M24MMMRES)	5,000	-	-	5,000	181.72	4,818	4%	5%	5,000	182	4,818	4%		On-going.		
METER MAINTENANCE PROGRAM		\$ 420,000	\$ -	\$ 68,609	\$ 488,609	\$ 144,917.09	\$ 343,691		\$ 488,609	\$ 144,917	\$ 343,691		\$ -			
24 10317 Corporate Yard Project (A24BUMQDC)	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 86,390.13	\$ 113,610	43%	35%	\$ 394,500	\$ 280,890	\$ 113,610	71%	\$ 194,500	G/A are working on resubmitting plans to Sacramento County. FOWD is paying County review fees as they are being received.		
25 10326 Admin. Building (A24BUNB)	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	0%	0%	\$ 5,000	\$ -	\$ 5,000	0%				
GRAND TOTAL		\$ 9,274,200	\$ -	\$ 608,048	\$ 9,882,248	\$ 1,062,681.25	\$ 8,819,566		\$ 15,606,135	\$ 6,786,569	\$ 8,819,566		\$ 5,723,888			

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

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

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



August 19, 2024
Staff Report Briefing Materials
AGENDA ITEM X.3
Authorizations of Additional Funding



GENERAL MANAGER'S REPORT
August 19, 2024 REGULAR BOARD MEETING
Report as of July 31, 2024

X.3 Authorizations of Additional Funding

Accounting for 2024 Contingency Fund

Project No. E24CONT

Date	Description	Beginning Balance	Amount Transferred	Ending Balance
1/1/2024	Beginning Balance	\$ 200,000.00	\$ -	\$ 200,000.00
1/16/2024	SWRCB - Water System Fees	200,000.00	(500.00)	199,500.00
1/16/2024	Deferred Compensation	199,500.00	(4,250.00)	195,250.00
3/18/2024	Hazel Avenue Project #2004	195,250.00	(29,616.00)	165,634.00
3/18/2024	Gum Ranch Unit 2 Project #1607	165,634.00	(41,969.00)	123,665.00
Total from Contingency			\$ (76,335.00)	
Funds Drawn from Reserves				
Transmission Main Break at the Corner of Pershing Ave. and Chestnut Ave.			\$ 325,000.00	
Total from Reserves			\$ 325,000.00	
Total Authorizations of Additional Funding			\$ 401,335.00	



August 19, 2024
Staff Report Briefing Materials
AGENDA ITEM X.5
Claims Against District

FAIR OAKS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS AUGUST 19, 2024 REGULAR MEETING

SUBJECT: Processing of Claims
STATUS: Information Item
REPORT AS OF: July 31, 2024

DISTRICT CLAIMS RECEIVED

Claim #	Date Claim Received	Type of Claim	Claim Amount	JPIA Contacted ?	Claim Status	Settlement Amount
24-01	6/14/2024	Property	TBD	Yes	Under Review	TBD



August 19, 2024
Staff Report Briefing Materials
AGENDA ITEM X.8
Fair Oaks Chicken Festival - Other



Fair Oaks CHICKEN FESTIVAL

Saturday, September 21

**12pm - 6pm
FAIR OAKS PARK**



FREE Admission & General Parking



Motherlode
12:30p-3:00p



Island of Black and White
3:30p-6:00p

**Pancake Breakfast
Beer & Wine Garden
Cornhole Tournament
Kid's Park | Vendors
Cluck n' Crow Contest**

Sponsored by:



FAIR OAKS ARBORIST
Title Sponsor

 **SMUD** 

 **Community West Bank**  **Elliott Homes**
A Tradition of Quality since 1914

 **Raley's**  **SACRAMENTO CREDIT UNION**

Presented by:
 **FAIR OAKS RECREATION & PARK DISTRICT**



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