

**SAN JUAN WATER DISTRICT  
BOARD MEETING AGENDA**  
**December 11, 2019**  
**6:00 p.m.**  
**9935 Auburn Folsom Road**  
**Granite Bay, CA 95746**

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

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

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

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

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

**I. ROLL CALL**

**II. PUBLIC FORUM**

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

**III. CONSENT CALENDAR**

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

1. Minutes of the Board of Directors Special Meeting, November 14, 2019 (W & R)  
*Recommendation: Approve draft minutes*
2. 109 Buckner Court – Easement Encroachment Request (R)  
*Recommendation: Approve an easement encroachment request and direct staff to execute the necessary agreement with the property owner*
3. Quarry Ridge Development Project Pipeline Easement Grant to SJWD (R)  
*Recommendation: Adopt Resolution 19-08 accepting a dedicated easement and right of way for a new pipeline installation to supply the Quarry Ridge Professional Office Park development project, and authorize staff to accept and process the documents from the property owner*
4. Fees, Charges and Deposits – Results of User Fee Study and Proposed Fee Schedule (R)  
*Recommendation: Approve proposed Schedule of Fees Charges and Deposits*

5. Wholesale Water Rate Fee Schedule Revision (W)

*Recommendation: Approve revisions to the Wholesale Water Rate Fee Schedule, effective January 1, 2020, to change the allocation of the fixed service charge*

**IV. PUBLIC HEARING**

1. Adoption of Ordinance 19-01 – An Ordinance of the Board of Directors of the San Juan Water District Amending Ordinances 15000, 17000 and 18000 of the District Code of Ordinances (R)

*Action: Consider motion for second reading of Ordinance No. 19-01 or waiving second reading*

*Action: Consider motion to adopt Ordinance 19-01 which amends Ordinances 15000, 17000 and 18000 to be in compliance with SB 998*

**V. OLD BUSINESS**

1. Adopt Board Policy - Disconnection of Residential Water Service for Nonpayment Policy (R)

*New policy recommended to be in compliance with SB 998*

*Action: Consider motion to adopt Board Policy FIN-5.10 Disconnection of Residential Water Service for Nonpayment Policy*

2. Hinkle Reservoir Outage Operations Planning Project – Amendment #1 (W)

*Action: Approval of Amendment No. 1 to HDR Engineering, Inc. for engineering design, bidding and construction services related to the Hinkle Reservoir Outage Operations Planning Project*

**VI. NEW BUSINESS**

1. 2020 Board Officers

*Action: Elect Board Officers*

2. Appointment of a Critically-Needed Position (W & R)

*Action: Consider adopting Resolution No. 19-09 approving an agreement to appoint Rob Watson in a critically-needed engineering position as a retired annuitant*

**VII. INFORMATION ITEMS**

1. General Manager's Report

1.1 General Manager's Monthly Report (W & R)  
*Staff Report on District Operations*

1.2 Miscellaneous District Issues and Correspondence

2. Director of Finance's Report

2.1 Miscellaneous District Issues and Correspondence

3. Operation Manager's Report

3.1 Miscellaneous District Issues and Correspondence

4. Engineering Services Manager's Report

4.1 Miscellaneous District Issues and Correspondence

5. Legal Counsel's Report

    5.1 Legal Matters

**VIII. DIRECTORS' REPORTS**

1. SGA

2. RWA

3. ACWA

    3.1 Local Government/Federal Affairs/Region 4 - Pam Tobin

    3.2 JPIA – Pam Tobin

    3.3 Energy Committee - Ted Costa

4. CVP Water Users Association

5. Other Reports, Correspondence, and Comments

**IX. COMMITTEE MEETINGS**

1. Engineering Committee – November 21, 2019

2. Finance Committee – December 10, 2019

**X. UPCOMING EVENTS**

1. SJWD Employee Awards

December 12, 2019

Folsom, CA

2. RWA Holiday Social

December 12, 2019

Fair Oaks, CA

**XI. ADJOURN**

**UPCOMING MEETING DATES**

January 22, 2020

February 26, 2020

I declare under penalty of perjury that the foregoing agenda for the December 11, 2019 regular meeting of the Board of Directors of San Juan Water District was posted by December 6, 2019, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and was freely accessible to the public.

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Teri Grant, Board Secretary

# AGENDA ITEM III-1

## DRAFT

### SAN JUAN WATER DISTRICT

Board of Director's Special Board Meeting Minutes  
November 14, 2019 – 6:00 p.m.

#### BOARD OF DIRECTORS

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

#### SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

Paul Helliker	General Manager
Donna Silva	Director of Finance
Tony Barela	Operations Manager
Lisa Brown	Customer Service Manager
Adam Larsen	Interim Field Services Manager
Greg Turner	Water Treatment Plant Manager
Rob Watson	Engineering Services Manager
Greg Zlotnick	Water Resources Manager
Joshua Horowitz	Legal Counsel

#### OTHER ATTENDEES

Tom Gray	Fair Oaks Water District
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#### AGENDA ITEMS

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

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

#### I. ROLL CALL

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

#### II. PUBLIC FORUM

Mr. Tom Gray, Fair Oaks Water District General Manager, addressed the Board regarding a recent RWA survey that the District participated in and suggested that

the agencies work together on greater outward facing unity and messaging, and speak collectively. In addition, he suggested that the agencies start meeting again through the Executive Committee.

Mr. Gray requested that the Board reconsider Sacramento Suburban Water District water being delivered to Fair Oaks Water District as it might violate their water supply permit.

### **III. CONSENT CALENDAR**

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

- 1. Minutes of the Board of Directors Meeting, October 23, 2019 (W & R)**

*Recommendation: Approve draft minutes*

- 2. Treasurers Report - Quarter Ending September 30, 2019 (W & R)**

*Recommendation: Receive & File*

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

### **IV. NEW BUSINESS**

- 1. Sacramento LAFCo Elections (W & R)**

GM Helliker reported that Sacramento LAFCo is holding elections for Special District Commissioner and Alternate Special District Commissioner. The Board discussed the candidates.

*Director Costa moved to vote for Elliot Mulberg for Special District Commissioner for Sacramento LAFCo. Director Tobin seconded the motion and it carried unanimously.*

*Director Tobin moved to vote for Lindsey Liebig for Alternate Special District Commissioner for Sacramento LAFCo. Director Hanneman seconded the motion and it carried unanimously.*

### **V. INFORMATION ITEMS**

- 1. GENERAL MANAGER'S REPORT**

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

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

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

GM Helliker reported that Folsom Reservoir storage is about 57% full and 114% of average. He reported that it's been a good year for temperature and water supply. He reported that there is a below normal probability for precipitation through January, with the temperature forecast above normal.

GM Helliker referred to a letter from the Office of Environmental Health Hazard Assessment regarding the Human Right to Water Data Tool. He voiced concern regarding the accuracy and the intended use of the tool. He reported on the Groundwater Bank and RWA funding.

GM Helliker reported that the general managers will meet on November 19<sup>th</sup> to review the five proposals that were received for the Collaboration/Integration Project. Their recommended consultant will be presented at the January Board meeting.

GM Helliker reported that the State Water Board's proposal on monthly reporting regulations was released and there are some questions on their authority to impose fines. He reported that comments on water loss regulations were submitted.

GM Helliker reported that he attended a communications session at RWA and will provide more information once an approach is proposed. He reported that RWA convened the Ad Hoc Committee on the Voluntary Agreement and the Federal Affairs Ad Hoc Committee. RWA will discuss a subscription or core program for Federal Affairs at their January meeting.

GM Helliker informed the Board that the December Board agenda topics include the Ordinance amendments regarding SB 998 and possibly the results of the fee study.

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

### **2.1 Fiscal Year 2018-2019 Results of Operations – Budget to Actual (W & R)**

Ms. Silva reported that the auditors will present the financial statements at the December Finance Committee meeting. She provided a staff report which will be attached to the meeting minutes. She reported that there were no adjustments to the books and no recommendations, which resulted in a clean audit.

Ms. Silva reported the following information for the fiscal year ending June 30, 2019:

Wholesale Operations	Revenue higher than budget and mid-year estimate
	Expenses lower than budget and mid-year estimate

Wholesale Capital	Revenue higher than budget Expenses lower than budget
Retail Operations	Revenue slightly below budget and mid-year estimate Expenses lower than budget and mid-year estimate
Retail Capital	Revenue higher than budget and at the mid-year estimate Expenses lower than budget

## **2.2 Pension Update (W & R)**

Ms. Silva reported that the pension fund valuation is from June 30, 2018, and CalPERS posted an 8.6% investment gain, which is an actual gain of 1.35% after the 7.25% discount rate. She informed the Board that the District's first tier plan is 92.1% funded, the second tier is 91% funded, and the PEPRA plan is 91.9% funded.

Ms. Silva explained that a payment of approximately \$2 million would be needed to bring the District to 95% funded, which would be a safe funding level at which interest expense is minimized and risk of being overfunded is mitigated. She explained that the Board may wish to consider being 100% funded since it is better to get a 0% investment return than to pay 7%. However, in order for her to make a recommendation, she would have to review Retail's financial situation and complete an analysis to determine how much Retail could contribute and still be on track with the financial plan. She would like to provide a recommendation at the mid-year budget review.

The Board discussed the pension funding. Mr. Helliker stated that staff will conduct more analysis and review the information with the Finance Committee.

## **2.3 Miscellaneous District Issues and Correspondence**

There were no other items discussed.

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

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

Mr. Barela reported that there were 14 leaks reported in October. He explained that there is an increase in leaks over the past year and he will report back on this in January.

# **4. ENGINEERING SERVICES MANAGER'S REPORT**

## **4.1 Miscellaneous District Issues and Correspondence**

Mr. Watson reported that the CEQA Notice of Exemption on the Kokila Intertie Project was submitted to the county.

## 5. LEGAL COUNSEL'S REPORT

### 5.1 Legal Matters

No report.

## VI. DIRECTORS' REPORTS

### 1. SGA

No report.

### 2. RWA

Director Tobin reviewed a written report which will be attached to the meeting minutes.

### 3. ACWA

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

Director Tobin reported that ACWA board meeting is November 22, 2019, and the ACWA Fall Conference starts December 2<sup>nd</sup>. She discussed her campaigning efforts for the ACWA Vice President position.

#### 3.2 JPIA - Pam Tobin

No report.

#### 3.3 Energy Committee - Ted Costa

No report.

### 4. CVP WATER USERS ASSOCIATION

No report.

### 5. OTHER REPORTS, CORRESPONDENCE AND COMMENTS

Director Miller confirmed with GM Helliker that the December agenda will include election of officers. Director Tobin informed the Board that ACWA is working on updating their Strategic Plan.

## VII. COMMITTEE MEETINGS

### 1. Finance Committee – November 12, 2019

Director Costa commented that the District should consider completing the next salary survey in conjunction with other Districts. GM Helliker stated that, prior to the next salary survey, he will let other Districts know that we are doing one. The committee meeting minutes will be attached to the original board minutes.

## VIII. UPCOMING EVENTS

1. **ACWA Fall Conference**  
December 3-6, 2019  
San Diego, CA
2. **SJWD Employee Awards**  
December 12, 2019  
Folsom, CA
3. **RWA Holiday Social**  
December 12, 2019  
Fair Oaks, CA

**President Rich called for Closed Session at 7:13 pm.**

## IX. CLOSED SESSION

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

**President Rich returned to Open Session at 7:55 pm.**

## X. OPEN SESSION

There was no reportable action from the closed session.

## XI. ADJOURN

**The meeting was adjourned at 7:55 p.m.**

ATTEST:

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DAN RICH, President  
Board of Directors  
San Juan Water District

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TERI GRANT, Board Secretary

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

## STAFF REPORT

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To: Board of Directors  
From: Rob Watson, Engineering Services Manager  
Date: November 21, 2019  
Subject: 109 Buckner Court – Easement Encroachment Request

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### RECOMMENDED ACTION

Staff recommends approval of a motion to approve an easement encroachment request for 109 Buckner Court and direct staff to execute the necessary agreement with the property Owner. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

### BACKGROUND

San Juan Water District's (District) has two existing transmission pipelines within a 60-foot wide pipeline easement to the west of the Owner's property, and a 20-foot wide slope easement transecting a portion of the property Owner's parcel at 109 Buckner Court. The property Owner desires to build improvements including a retaining wall within their parcel, and therefore is requesting an encroachment into the District's easement area which is entirely within their parcel boundary.

Attached is an exhibit depicting the slope easement area, and the proposed property improvements for which the easement encroachment is being requested.

### STATUS AND JUSTIFICATION

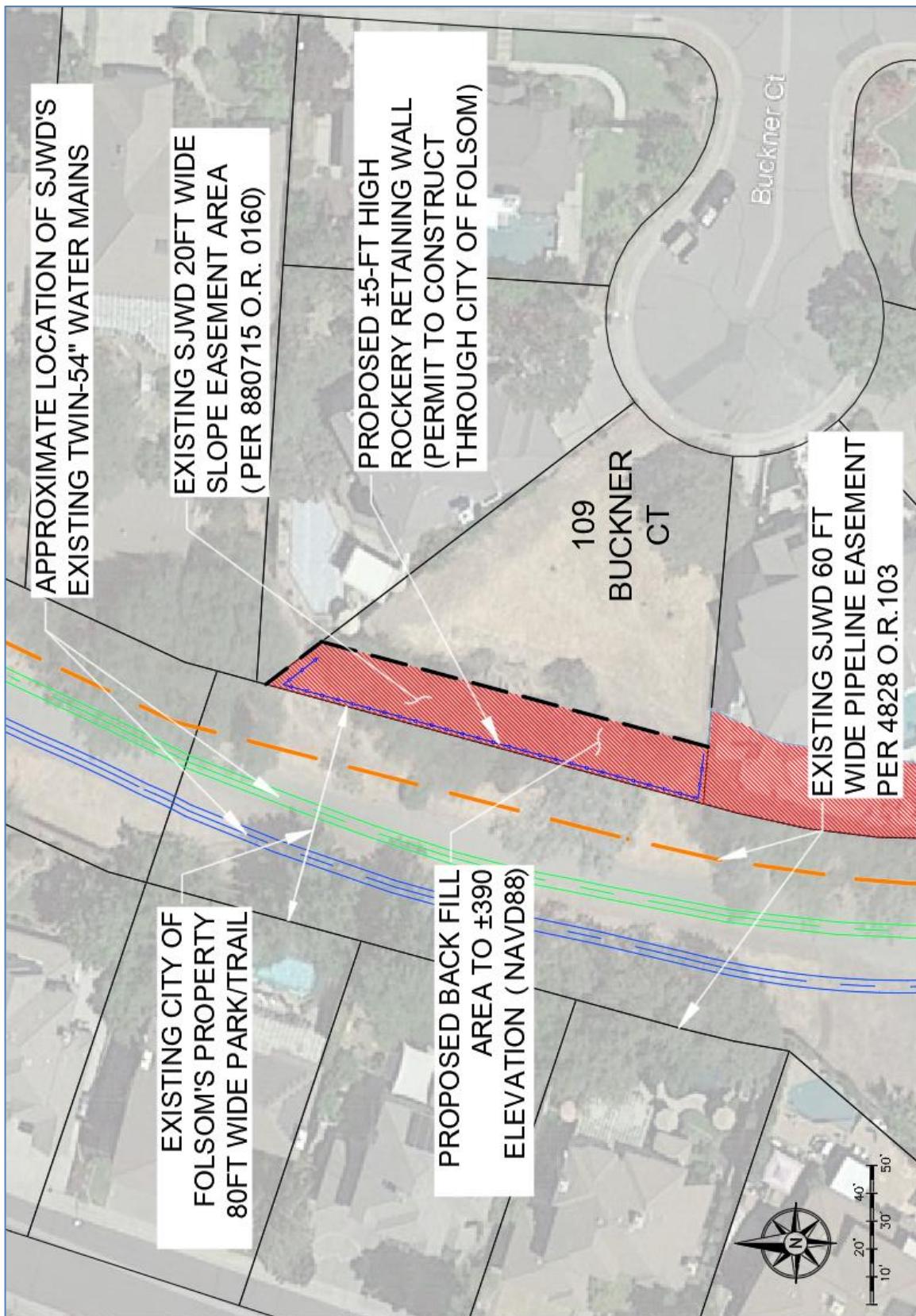
Staff has reviewed the requested easement encroachment and has considered the extent of the improvements and the potential impact on the District's ability to operate, maintain, repair, or replace the nearby pipelines. Staff has concluded that the Owner's requested encroachment, with the appropriate permitting and engineering of the improvements, and with the necessary cautions to be implemented to protect the pipelines during construction, should not have a detrimental effect on the District's short-term or long-term requirements to operate, maintain, repair, or replace the pipelines.

### BUDGET IMPACT

No impact.

**EXHIBIT A**

**109 BUCKNER COURT ENCROACHMENT AGREEMENT**



# STAFF REPORT

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**To:** Board of Directors  
**From:** Rob Watson, P.E.  
Engineering Services Manager  
**Date:** November 21, 2019  
**Subject:** Quarry Ridge Professional Office Park Project (Commercial Devl.)  
Recommendation to Accept Waterline Easement

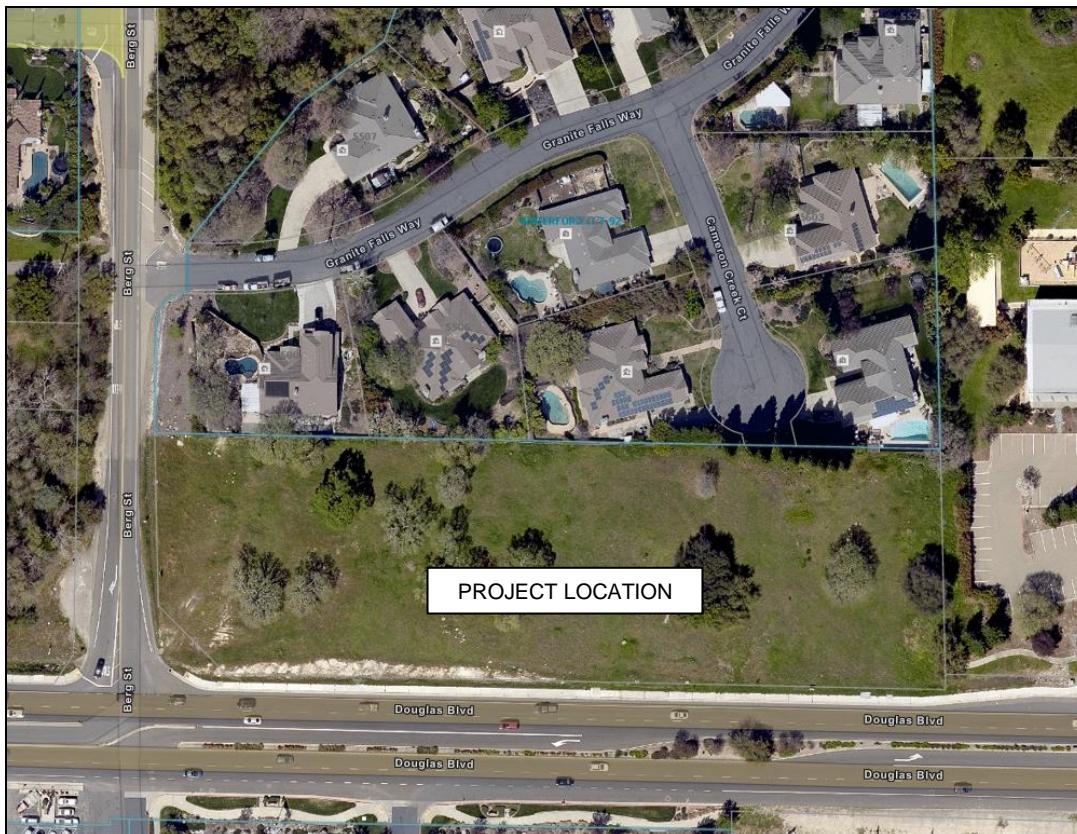
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## RECOMMENDATION ACTION

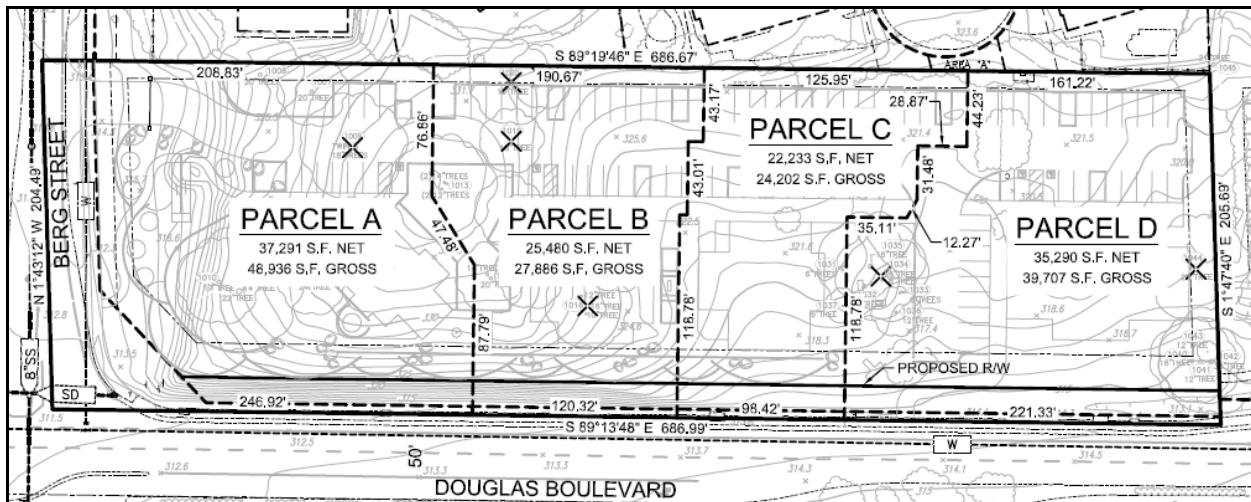
Staff recommends a motion to approve and accept a 15-ft wide waterline easement in accordance with District Ordinances for a new water distribution pipeline to serve the planned commercial development project within the project property. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

## BACKGROUND

The Quarry Ridge Professional Office Park project is a commercial development project located on a 3.23-acre (gross area) parcel on the north-east corner of Douglas Blvd and Berg St (APN: 048-084-030-000). The following figure provides an aerial representation of the project location.



The project consists of subdividing the 3.23-acre site into four parcels which will then support four office buildings and the associated improvements. The proposed office complex will consist of one general office building ("Building 1") which would be constructed on the most westerly lot (Parcel A), and three office buildings ("Buildings 2, 3, and 4") numbered sequentially on the lots heading to the east. The planning documents indicate that the buildings are planned for medical use, and would range in size from 3,200- to 5,510-SF. The following figure shows the planned divided parcels.



The Owner has requested water service from the District to supply domestic, landscape, and fire response demands. The fire department has requested that two hydrants be located on the project site. The District's Engineering Department has been working with the design engineer for the project to facilitate water service to the project, and has determined that a new water main is required to be constructed within the project boundary to supply adequate fire flow capacity to the buildings within the project site.

Installation of this planned new water pipeline, through the planned easement, will result in providing adequate water supply for the proposed subdivision project, and will also benefit the District by completing a looped connection for one of the District's currently dead-end water mains (located on Cameron Creek Court).

## **STATUS**

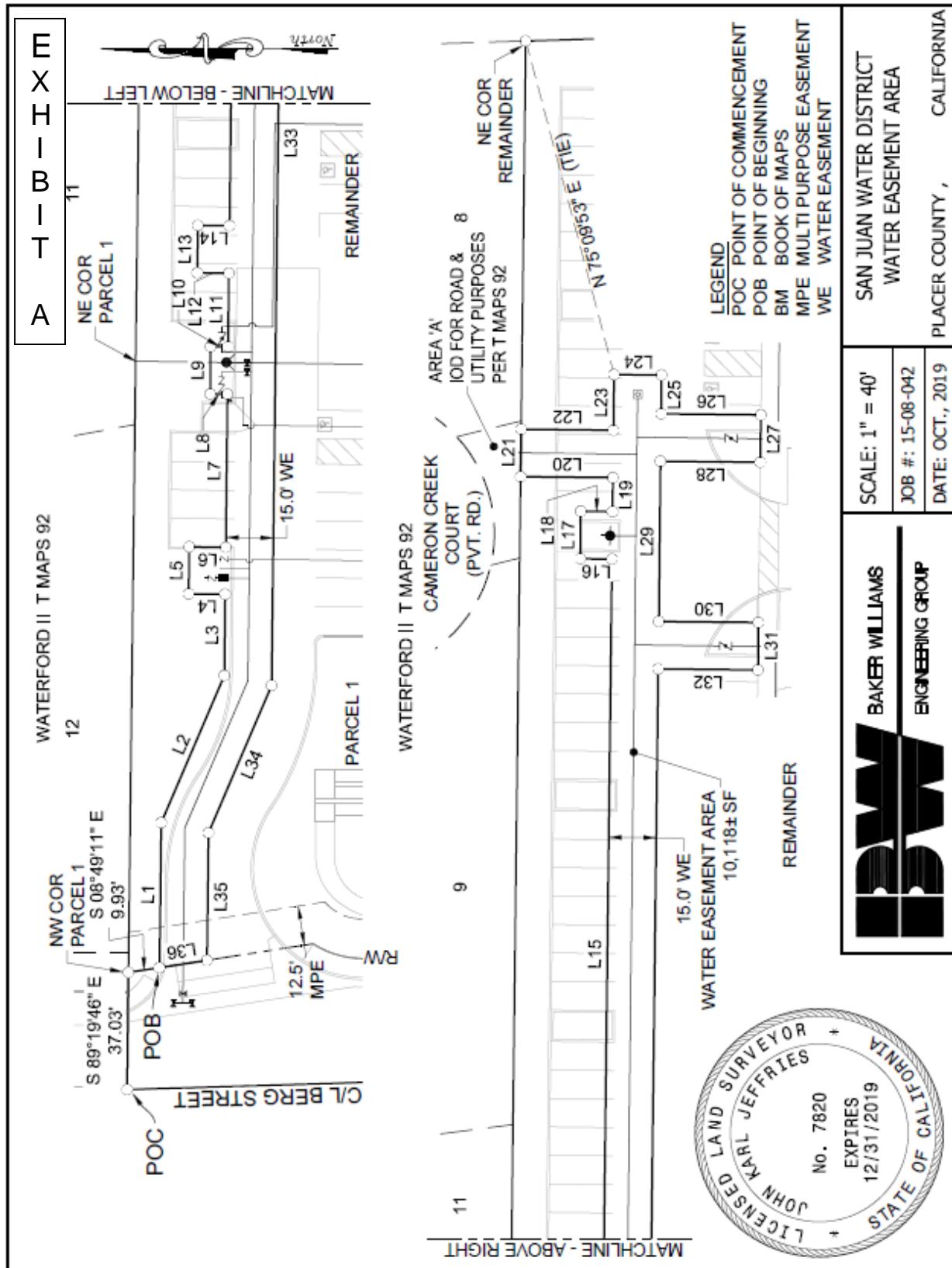
The improvement plans for the project are complete and the project is ready to be approved by Placer County. The District's approval and acceptance of the requested water pipeline easement is now needed. The attached Exhibit A (consisting of 2 pages) provides the description of the planned easement to be conveyed to the District.

District staff have reviewed the easement documents and the design plans and have determined that the proposed easement is designed in accordance with the District's development and engineering Standards.

## **BUDGET IMPACT**

Other than a potential for minor costs associated with recordation of the easement documents (typically there is no charge), there is no anticipated budget associated with a Board decision to accept this easement.

**EXHIBIT A (PAGE 1 OF 2)**



# EXHIBIT A (PAGE 2 OF 2)

A - B - T X M					
LINE TABLE					
LINE #	LENGTH	DIRECTION	LINE #	LENGTH	DIRECTION
L1	45.81'	S 89° 19' 46" E	L16	10.00'	N 0° 40' 14" E
L2	50.64'	S 66° 49' 46" E	L17	15.00'	S 89° 19' 46" E
L3	25.68'	S 89° 19' 46" E	L18	10.00'	S 0° 40' 14" W
L4	11.53'	N 0° 40' 14" E	L19	10.70'	S 89° 19' 46" E
L5	14.84'	S 89° 19' 46" E	L20	29.17'	N 0° 40' 21" E
L6	11.53'	S 0° 40' 14" W	L21	15.00'	S 89° 19' 46" E
L7	48.45'	S 89° 19' 46" E	L22	29.17'	S 0° 40' 21" W
L8	5.50'	N 0° 40' 14" E	L23	17.65'	S 89° 19' 46" E
L9	15.00'	S 89° 19' 46" E	L24	15.00'	S 0° 40' 14" W
L10	5.50'	S 0° 40' 14" W	L25	12.24'	N 89° 19' 46" W
L11	23.21'	S 89° 19' 46" E	L26	31.50'	S 0° 40' 14" W
L12	10.00'	N 0° 40' 14" E	L27	15.00'	N 89° 19' 46" W
L13	15.00'	S 89° 19' 46" E	L28	31.50'	N 0° 40' 14" E
L14	10.00'	S 0° 40' 14" W	L29	50.66'	N 89° 19' 46" W
L15	249.73'	S 89° 19' 46" E	L30	31.50'	S 0° 40' 14" W

BWK ENGINEERING GROUP		SCALE: 1" = 40'	SAN JUAN WATER DISTRICT WATER EASEMENT AREA LINE TABLE	
		JOB #: 15-08-042	PLACER COUNTY, CALIFORNIA	
		DATE: OCT., 2019		



LICENSED LAND SURVEYOR \*  
JOHN KARL JEFFRIES  
STATE OF CALIFORNIA  
EXPIRES 12/31/2019  
No. 7820

## **RESOLUTION NO. 19-08**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT APPROVING A GRANT OF EASEMENT AND RIGHT OF WAY**

WHEREAS, Neil J. Doerhoff and Claudia S. Doerhoff, Trustees of the Neil J. and Claudia S. Doerhoff Trust, (“Owner”) is the record owner of the real property located at 8495 Berg Street, Granite Bay, California, and designated Placer County Assessor’s Parcel Number 048-084-030-000 (the “Property”);

WHEREAS, Owner is willing to transfer the Grant of Easement and Right of Way to the San Juan Water District (“District”) as a condition for the District’s ability to provide water service to their real property;

WHEREAS, the District’s Board of Directors finds and determines that it is in the public interest for the District to acquire and accept the Grant of Easement and Right of Way because it is necessary to operating the District’s water system and therefore should be owned solely by the District for the benefit of its customers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Juan Water District as follows:

1. The Agreement for the District’s acquisition of the Grant of Easement and Right of Way in the form shown in Exhibit 1 attached to this resolution and incorporated herein in full (the “Agreement”), is hereby approved.
2. The General Manager is hereby authorized to acquire and accept on behalf of the District the Grant of Easement and Right of Way in the form attached to this resolution and incorporated herein in full. The real property interest subject to this resolution is more fully described in the legal description and plat map attached to Exhibit 1.
3. The General Manager is authorized and directed to file the Grant of Easement and Right of Way for recording with the Placer County Recorder’s Office as soon as practicable.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on this 11th day of December, 2019 by the following vote:

AYES:

NOES:

ABSENT:

By:

\_\_\_\_\_  
Dan Rich  
President, Board of Directors

ATTEST:

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Teri Grant  
Secretary, Board of Directors

**EXHIBIT 1**  
(Consisting of 7 pages)

Recording Requested By, And When  
Recorded, Please Mail Document To:

**San Juan Water District**  
**Attn: General Manager**  
**P.O. Box 2157**  
**Granite Bay, CA 95746**

**Official Document, Exempt from Recording**  
**Fees Pursuant to Gov't Code §§ 6103 & 27383**

Assessor's Parcel No.: 048-084-030-000

-- This Space for Recorder's Use Only --

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**GRANT OF EASEMENT AND RIGHT OF WAY**

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **Neil J. and Claudia S. Doerhoff Trust**, Grantor, hereby grants to **San Juan Water District**, a political subdivision of the State of California, Grantee, a permanent easement and right of way, including the perpetual right to enter upon the real property described below at any time that Grantee may deem necessary, to locate, construct, install, operate, maintain, repair, modify, replace and remove underground pipelines, water mains and all necessary below- and above-ground appurtenances for the purpose of conveying water over, across, through, and under the lands hereinafter described, together with the right to excavate and refill ditches or trenches for the location of said pipelines, water mains and appurtenances, and the further right to remove trees, bushes, undergrowth, ground covering, pavement, and any other obstructions interfering with the location, construction, installation, operation, maintenance, repair, modification, replacement and removal of said pipelines, water mains and appurtenances.

The land burdened by this Grant of Easement and Right of Way is located in the County of Placer, State of California, and is more particularly described as follows:

**See Exhibit "A" attached to and made a part of this  
Grant of Easement and Right of Way**

The subject easement granted by Grantor to Grantee herein are more particularly described as:

**See Exhibits "B" and "C" attached to and made a part of this  
Grant of Easement and Right of Way**

Grantor is granting this Grant of Easement and Right of Way to Grantee in accordance with the terms and subject to the conditions of the agreement executed between Grantor and Grantee entitled "Agreement Respecting Construction of Water Facilities and Provision of Water Service Between San Juan Water District and Neil J. and Claudia S. Doerhoff Trust for Quarry Ridge Professional Office Park – Phase 1 Project" dated 21 October, 2019 (the "Agreement"). The terms and conditions of the Agreement, including, without limitation, all covenants and obligations of Grantor and Grantee, are hereby incorporated into and shall survive the recordation of this Grant of Easement and Right of Way.

As a condition of this Grant of Easement and Right of Way, Grantor reserves the right to use such land for purposes that will not interfere with Grantee's full enjoyment of the rights hereby granted;

provided that Grantor shall not erect or construct any building, wall, fence, or other permanent structure, or drill or operate any well, or construct any reservoir or any other obstruction on said land, or to diminish or substantially add to the plants and vegetation on or lying over the described easement, subject to the rights reserved to the Grantor in the Agreement.

The provisions of this Grant of Easement and Right of Way shall run with the land and inure to the benefit of and bind the heirs, successors, and assigns of the Grantor and Grantee.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Neil J. Doerhoff

By: \_\_\_\_\_  
Claudia S. Doerhoff

EXHIBIT "A"  
LEGAL DESCRIPTION

PARCEL A

All that real property situated in the County of Placer, State of California and being a portion of Lot 24 of "Rosedale Colony Subdivision No. 2", as per map filed March 23, 1914 in Book "C" of Maps, Page 70, Placer County Official Records. More particularly described as follows:

**Beginning** at the southwest corner of Lot 11 of "Waterford II" as filed July 3, 1997 in Book T of Maps, at Page 92, Placer County Official Records, being a found 5/8" rebar with cap marked L.S. 4898, thence along the south boundary of said Lot 11, South 89°19'46" East, 20.01 feet; thence leaving said south boundary, South 00°46'12" West, 76.86 feet; thence South 31°44'22" East, 47.48 feet; thence South 00°46'12" West, 87.79 feet to the North line of Douglas Boulevard; thence along said North line, North 89°13'48" West, 246.92 feet to the East line of Berg Street; thence along said East line, North 01°43'12" West, 204.49 feet to the South boundary of said "Waterford II"; thence along last said South boundary, South 89°19'46" East, 210.28 feet to the **Point of Beginning**.

Said property contains 1.123 acres, more or less.

**EXHIBIT "B"**

**EXHIBIT 'B'**

**LINE TABLE**

LINE #	LENGTH	DIRECTION	LINE #	LENGTH	DIRECTION
L1	45.81'	S 89° 19' 46" E	L16	10.00'	N 0° 40' 14" E
L2	50.64'	S 66° 49' 46" E	L17	15.00'	S 89° 19' 46" E
L3	25.68'	S 89° 19' 46" E	L18	10.00'	S 0° 40' 14" W
L4	11.53'	N 0° 40' 14" E	L19	10.70'	S 89° 19' 46" E
L5	14.84'	S 89° 19' 46" E	L20	29.17'	N 0° 40' 21" E
L6	11.53'	S 0° 40' 14" W	L21	15.00'	S 89° 19' 46" E
L7	48.45'	S 89° 19' 46" E	L22	29.17'	S 0° 40' 21" W
L8	5.50'	N 0° 40' 14" E	L23	17.65'	S 89° 19' 46" E
L9	15.00'	S 89° 19' 46" E	L24	15.00'	S 0° 40' 14" W
L10	5.50'	S 0° 40' 14" W	L25	12.24'	N 89° 19' 46" W
L11	23.21'	S 89° 19' 46" E	L26	31.50'	S 0° 40' 14" W
L12	10.00'	N 0° 40' 14" E	L27	15.00'	N 89° 19' 46" W
L13	15.00'	S 89° 19' 46" E	L28	31.50'	N 0° 40' 14" E
L14	10.00'	S 0° 40' 14" W	L29	50.66'	N 89° 19' 46" W
L15	249.73'	S 89° 19' 46" E	L30	31.50'	S 0° 40' 14" W

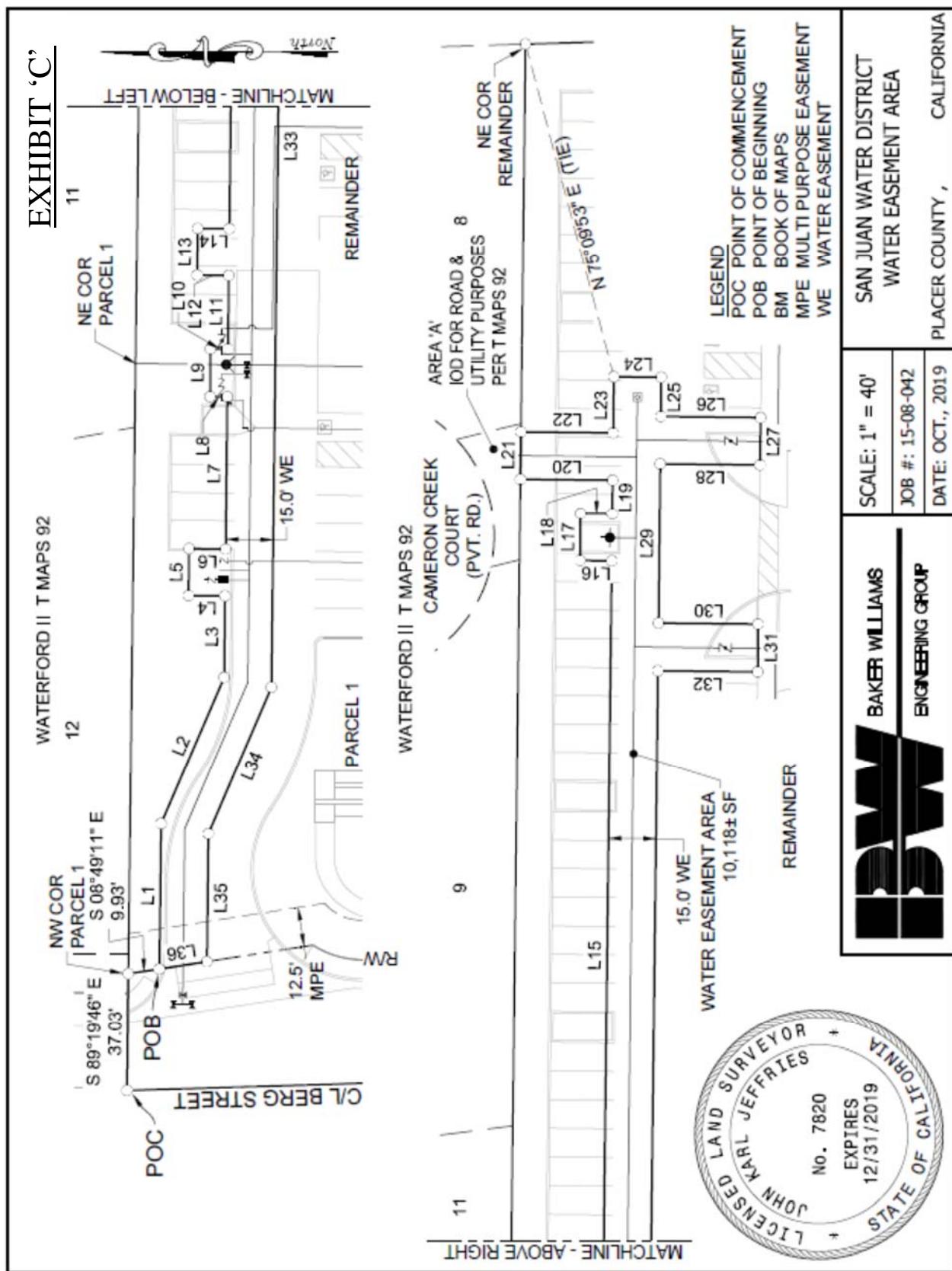
LINE #	LENGTH	DIRECTION	LINE #	LENGTH	DIRECTION
L31	15.00'	N 89° 20' 08" W	L32	31.50'	N 0° 40' 14" E
L33	360.34'	N 89° 19' 46" W	L34	50.64'	N 66° 49' 46" W
L35	40.32'	N 89° 19' 46" W	L36	15.21'	N 8° 49' 11" W



SCALE: 1" = 40'	JOB #: 15-08-042
DATE: OCT., 2019	PLACER COUNTY, CALIFORNIA

SAN JUAN WATER DISTRICT WATER EASEMENT AREA LINE TABLE	
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## EXHIBIT "C"



**CERTIFICATE OF ACKNOWLEDGMENT BY NOTARY PUBLIC**  
[California Civil Code § 1189]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California \_\_\_\_\_ )  
County of \_\_\_\_\_ )

On \_\_\_\_\_, 20\_\_\_\_ before me, \_\_\_\_\_,  
a notary public, personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the  
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

**CERTIFICATE OF ACKNOWLEDGMENT BY NOTARY PUBLIC**  
[California Civil Code § 1189]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

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person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the  
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Finance Director  
Date: December 11, 2019  
Subject: Fees, Charges and Deposits – Results of User Fee Study and Proposed Schedule of Fees, Charges and Deposits

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### RECOMMENDED ACTION

Adopt Schedule of Proposed Fees, Charges and Deposits.

### BACKGROUND

The District conducts periodic Financial Plan and Rate Studies, to guide the overall financial health of the District and to set retail and wholesale water rates, which comprise the majority of the District's revenues. However, there are a variety of fees, charges (fines) and deposits that the District assesses and collects that are outside the scope of the Financial Plan and Rate Study. Sometimes referred to as "User Fees" or "fees-for-service" these charges relate to activities that provide specific benefit to a single entity, or are a penalty intended to dissuade undesirable and costly activities, such as illegal connection to a hydrant and water theft.

While the District performs regular Financial Plans and Rate Studies, it has not, to existing staff's knowledge, ever performed a User Fee Study. The User Fee Study is important in order to ensure the parties that are benefiting from an activity are paying the full cost of that activity, and not being subsidized by the rate payers. Historically, these fees have been set through a combination of statutory limits, direct labor charges and conservative estimates of overhead. The law precludes the District from charging anything more than full cost. However, charging less than the full cost results in these activities being subsidized by the water rates paid by all customers.

District staff contracted with MGT Consulting Group to perform a User Fee Study (the "study"), built off of the fiscal year 2019-20 Operating Budget. The consultant worked with the Finance, Customer Service, Engineering and Field Services Departments to develop the study results.

The attached report details the process used to determine "full cost recovery" fee levels. The study concludes that existing fees and charges are only recovering 51% of the fully burdened costs associated with the various activities. That means the current rate payers are subsidizing approximately \$116,308 of activities per year. Pages 5 and 6 of the study discusses various scenarios where a subsidy may be warranted.

Staff is recommending fees set at full cost recovery with the following exceptions:

- Disconnection Fee - This fee is charged to customers who, after going through the proper notification process, do not pay their water bills. The District has been charging \$65 per disconnection, but the fully burdened cost is actually \$113. Staff recommends increasing the fee to \$80. This is a fee that is assessed on customers who are already struggling to pay their water bills. Increasing it to full cost recovery will further exacerbate the problem and consume even more of Customer Service staff time as they work with the customers to bring their account current.
- After Hours Reconnection Fee – This fee is the same as above except the restoration of service occurs during non-working hours when staff is being paid overtime. The current fee is \$195, full cost recovery would be \$266 and staff is recommending \$210 for the same reasons as described above.
- Meter Box Clearing Fee – The District's contractor is sent out to clear meter boxes when customers do not do it themselves. They charge us \$60 per hour. We have been passing that cost along to the customer, with a minimum one hour charge. This does not factor in District overhead. The full cost recovery fee would be \$179. However, customers are already so angry about this process that it does not seem reasonable to raise this fee to \$179. Staff would like to leave this fee at \$60. There is some justification for rate payers subsidizing this work. The purpose of the meter clearance requirement is to provide safe working conditions to our field service staff when they need access to the meter. Increased workplace injuries, result in increased costs, which are borne by the rate payers.
- Meter Testing Fee – upon customer request the District will pull an existing meter for testing. The District currently charges \$160 for this work, and returns the full amount to the customer if the meter testing shows reading errors greater than 3%. The full cost of this testing is \$351. While the District benefits from having erroneous meters reported and removed from service, there is a concern that customers may too frequently blame a high bill on a faulty service. Staff feels that setting the fee at \$225 will discourage abusive meter testing requests, but is still low enough to encourage reporting of possible erroneous meters.

Staff is proposing the creation of 6 new fees as follows:

- Water Account Deposit – Under certain circumstances, SB 998 requires water agencies to establish service in a tenant's name. In response to this, the District may be requiring deposits from tenants and from property owners with a negative payment history.
- Property Lien Fee - Because of the stipulations in SB 998, the District may also be filing liens on parcels with long-term unpaid balances. This fee will reimburse the District for staff time required for filing these liens.
- Unauthorized Hydrant Connection Fee – the District currently lacks any punitive action against illegal connection to our fire hydrants. Currently if someone is caught connecting to our hydrants they are simply told to cease. Staff

recommends affixing labels to our hydrants informing of the illegality of connecting without a permit and the existence of a fine. The fine needs to be large enough to deter illegal connections. Staff recommends a fine of \$2,300.

- Backflow device testing – Backflow devices allow water to flow in one direction, but never in the opposite direction. Its sole job is to prevent drinking water from being contaminated due to backflow. The District requires a backflow prevention device to be installed on properties that have a non-passive purge fire sprinkler system, or other auxiliary water source or contaminants on site that have the potential to infiltrate the District's water supply.

In order to ensure that they are working properly, backflow devices need to be tested each year. The District historically did this testing at no charge, and only charged \$85 to retest those that were in need of repair. The number of accounts with backflow devices has grown significantly over the years. The District currently has approximately 950 accounts with backflow devices. The time and cost associated with testing these devices has grown to a level no longer reasonable to be borne by the general water rates. Staff has negotiated with a contractor to provide the annual testing at a volume discount rate and proposes a \$44 per year fee for the required annual testing. Some locations, such as larger commercial sites may need to be tested by in house staff, which is more costly. Therefore staff is proposing 3 fees, as shown on the Master Fee Schedule.

- Flow/Pressure Analysis Fee – the District has been charging \$450 for requested flow and/or pressure data at a given location within the District's service area. Some of these were for standardized pressure ranges for general areas, and others were very specific. Staff recommends breaking this into 2 separate fees, one for the custom flow/pressure test and the other for the standardized data. Under both scenarios the resulting fee, at full cost recovery, is *lower than* the \$450 the District has been charging (\$238 and \$108, respectively).
- Fire System Design Review Fee – the Engineering Services Department has been spending a considerable amount of time reviewing design plans for now required fire sprinkler systems in new construction. This has taken time and resources away from other important projects. Staff recommends outsourcing this review work and creating an hourly fee to recoup the costs. A fee of \$192 is proposed in the attached fee schedule.

Attached to the staff report is a table that compares the Districts current Fees, Charge and Deposits against the proposed amounts, and those of various other Water District's in the region. The comparison is not apples-to-apples. While there are some standard fees, most Districts have their own unique set of fees, making comparability difficult. Also it is apparent that some Districts have far fewer fees than others, meaning that they have decided to allow these user specific activities to be subsidized by the general rate payers. Where there are common fees, there exists wide disparity in the amount being charged. Factors affecting the fee amount could include:

- Differences in labor and benefit costs

- Differences in organizational structure (who does what)
- Demographics of District (growing communities will have more development activity and the District will likely be more focused on development related fees vs. a community with very little development)
- Methodology – some Districts may not be fully capturing their overhead, building just their direct costs into the fees or under-estimating their overhead costs.

Staff recommends the all fees be adjusted to reflect full cost recovery, except for the fees discussed above. That will result in increases to 23 fees or deposits and decreases to 2 existing fees/deposits. Every fee increase lowers the subsidy that the ratepayers have been bearing and will put downwards pressure on retail water rates during the next water rate study.

Staff recommends continuing to adjust the fee schedule annually by the CPI, and conducting another fee study in no less than 5 years.

**Attachments:**

User Fee Study – San Juan Water District, prepared by MGT Consulting Group  
Schedule of Proposed Fees, Charges and Deposits  
Comparison of Fees, Charges and Deposits



## FINAL REPORT

DECEMBER 4, 2019



SUBMITTED TO:

DONNA SILVA  
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SUBMITTED BY:

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# USER FEE STUDY

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SAN JUAN WATER DISTRICT



# SAN JUAN WATER DISTRICT

FINAL REPORT | USER FEE STUDY

DECEMBER 4, 2019

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## INTRODUCTION

MGT Consulting Group (MGT) is pleased to present the San Juan Water District (District) with this summary of findings for the recently completed cost-of-services (user fee) study.

To the best of the current District staff and administration's knowledge, have never completed such a comprehensive cost-of-services study in coordination with outside consultation. In 2019, the District contracted with MGT to perform a cost of service study using fiscal year 2019-2020 budget, staffing and operational information.

This report is the culmination of an extensive study conducted by MGT in collaboration with district staff. MGT would like to take this opportunity to gratefully acknowledge all management and staff who participated on this project for their efforts and coordination.

## STUDY SCOPE AND OBJECTIVES

The study was performed under the general direction of the Finance Director with participation from representatives from operations staff: Field Services, Water Treatment, Engineering and Customer Service groups.

This study included a review of fee-for-service activities within the following areas:

- ◆ Retail Water
- ◆ Engineering

MGT's primary objective in this study is to provide the District's decision-makers with a full-cost analysis that provides a clear picture of their fee-for-service activities that are outside of services typically provided to and supported by utility customers. The fee-for-service customers can be easily identified and can have fees that support the full costs of those non-utility activities.

MGT's study scope includes the following:

- ◆ Review current fee structure and recommend best-practice structures that increase predictability and user-friendliness
- ◆ Define what it cost the District to provide various fee-related services,
- ◆ Identify services where the District might adjust fees based on the fully-burdened cost and other economic or policy considerations,
- ◆ Develop revenue projections based on recommended increases (or decreases) to fees.

The information summarized in this report addresses each of these issues and provides the District with the tools necessary to make informed decisions about any proposed fee adjustments and the resulting impact on District revenues.

## STUDY FINDINGS

While the purpose of this study is to identify the cost of fee-related activities, one of the outcomes of the analysis is to provide a complete picture of the full cost of all services offered. It is necessary to identify all costs, whether fee-related or not, so that there is a fair and equitable distribution of all indirect or overhead costs across all activities, thereby ensuring a definitive relationship between the cost of the

service and the fee that is charged. No service should be burdened with costs that cannot be directly or indirectly linked to that service. Therefore, the first task in this study is to separate the fee-for-service activities from the non-fee activities. Some non-fee related activities are appropriately funded by water rate monies (or other special revenue sources). The costs of these other services are identified and set aside from the user fee services.

The study's primary objective is to provide the District's decision-makers with basic data needed for setting fees. This report details the full cost of services and presents fees and potential revenues. MGT, in general, recommends full cost recovery on all development-related fees with some exceptions.

The exhibit below displays the costs, revenues and corresponding cost recovery:

Retail Operating User Fee Cost and Revenue Analysis FY 2019/20							
User Fee Category	(A) Cost, User Fee Services	(B) Current Revenue		(C) Current Subsidy		(D) Cost Recovery Policy	(E) Increase Revenue
Retail Operating Fees	\$30,850	\$19,934	65%	\$10,916	35%	\$30,850 100%	\$10,916 55%
Engineering Fees*	\$61,103	\$45,505	74%	\$15,598	26%	\$61,103 100%	\$15,598 34%
Penalties/Other Fees	\$145,633	\$55,839	38%	\$89,794	62%	\$145,633 100%	\$89,794 161%
<b>Total:</b>	<b>\$237,586</b>	<b>\$121,278</b>	<b>51%</b>	<b>\$116,308</b>	<b>49%</b>	<b>\$237,586 100%</b>	<b>\$116,308 96%</b>

\* Engineering revenue is a 3-year average revenue from billed development deposits/projects, plus \$15,756 from fixed fees.

**Column A, User Fee Costs** – Of the District's total operating budget of \$14.16 million, MGT excluded some items of cost and reviewed \$13.68 million of Retail Operating costs, \$237,586 are related to user fee services. This includes Retail Operations fees for service connections, meters, meter rentals and other non-utility activities. It is the total of \$237,586 that is the focus of this study and represents the total potential for user fee-related revenues for the District.

**Column B, Current Revenues** – Based on current individual fee levels, the District generates fee-related revenues of \$121,278 and is experiencing a 51% overall cost recovery level.

**Column C, Current Subsidy** – Current fee revenues recover 49% of full cost, leaving 51% or \$116,308 to be funded by other funding sources. This difference represents an opportunity for the District to adjust fees and revenues within the department. **Note, some fees are set by statute and cannot be adjusted.** All of the proposed fees in this report comply with these restrictions.

**Column D, Recommended Recovery** – Adjusting fees to the proposed cost recovery, based on the District's cost recovery philosophy would balance the specified fee revenue to \$237,586. This would keep the overall cost recovery level at 100%.

**Column E, Increased Revenue** – \$116,308 in potential new revenue could be generated annually. This represents an increase for fees currently being collected plus the implementation of a several new fees and switching some time and materials fees in Engineering to fixed fees.

## ANALYSIS HIGHLIGHTS

Below is a brief discussion of findings for MGT's analysis. Please see the user fee summary sheets (in subsequent sections of this report) for detail on each fee calculation and cost analysis.

- ◆ **Retail Operating** MGT has added a couple of new fees to reflect operational changes. Most fees for retail operating are simply updating cost information and time estimates from staff. In

general, these fee items are requests from customers and are primarily District labor plus overhead and materials.

- ◆ **Engineering** fees, in general, are under recovering and overly complex to track, manage and bill. MGT recommends changing from time and materials-based fees to a clear fixed-fee structure. The recommendation solves two items for the District: 1) staff tracking of time and billing against deposits is difficult and burdensome; 2) costs are unclear, variable and difficult to forecast. This is the methodology used by most city, county and special districts. The MGT fixed fees were calculated based on staff time billed to previous, similar projects. District customers will appreciate the clear fixed fee items and the MGT study has full cost hourly rates in case projects are unique and require billing. However, MGT recommends that the prior method of deposit/billing be the exception, rather than the rule.
- ◆ **Penalties/Other Fees** – Some fees are set by state statute and cannot be adjusted to full cost, those have been footnoted in the detailed schedule of fees. There are also some items that are punitive and are in place to deter a behavior. Those fees are considered penalties, are totaled separately as the District can set those above full cost.
- ◆ **Administrative Overhead on Contracts** – Another item analyzed in this study was District staff time and administrative costs associated with contracts. Many jurisdictions utilize a mark-up of contracted services or labor as a percentage of the contract to show the full cost burden to the district. The full cost is simply not just the contract amount. A contract is procured by purchasing staff. Sometimes an RFP is issued, effort is spent evaluating and selecting vendors, contracts are signed, monitored, administered by and payments are processed by District staff. That effort takes time and has costs associated with it. A sample of contracts were analyzed and on average that District effort to solicit, evaluate and manage a contract was between 20 and 40 hours of staff time. This effort/cost equated, on average to 20%. A sample of the implementation of this rate is as follows:

Examples of the 20% Rate Application					
		Direct	Indirect	Full Cost	
Contractor A	hourly	\$ 60	\$ 12	\$	72
Contractor B	fixed	\$ 1,500	\$ 294	\$	1,794

## METHODOLOGY

A cost of service study is comprised of two basic elements:

- ◆ Hourly rates of staff providing the service.
- ◆ Time spent to provide the service.

The product of the hourly rate calculation times the time spent yields the cost of providing the service.

## HOURLY RATES

The hourly rate methodology used in this study builds indirect costs into District staff hourly salary and benefit rates to arrive at fully burdened hourly rates. Fully burdened hourly rates are a mechanism used to calculate the total cost of providing services. Total cost is generally recognized as the sum of the direct

cost together with a proportionate share of allowable indirect costs. The proper identification of all costs (including labor, operating expense, department administration and Districtwide support) as "direct" or "indirect" is crucial to the determination of the total cost of providing services.

Direct costs are typically defined as those that can be identified specifically to a function or activity, including labor, and possibly materials or supplies. Indirect costs are those that support more than one program area and are not easily identifiable to specific activities. Examples of indirect costs are: departmental administrative and support staff, training and education time, public counter and telephone time, some service and supply costs, and Districtwide overhead costs from outside of the department as identified in the District's cost allocation plan.

MGT's hourly rate calculation methodology includes the following:

**Personnel Services Analysis** – each staff classification within the department or division is analyzed in the study. The first burden factor is comprised of compensated absences such as vacation/holidays/sick leave days taken in a year's time. Staff classifications are then categorized as either direct (operational) or indirect (administrative or supervisory) labor. In some cases, a classification will have both direct and indirect duties. The total indirect portion of staff cost is incorporated into hourly overhead rates.

**Indirect Cost Rate** – a ratio of indirect cost to direct labor (salaries plus benefits) is established. There are three elements of indirect cost incorporated, including:

- ◆ Indirect Labor – includes compensated absences, administrative and supervisory staff costs.
- ◆ Other Operating Expenses – most services and supplies are included as a second layer of indirect cost. There are some service and supply expenses classified as "allowable direct"; these expenditures are not part of the indirect cost rate but will be included as directly supporting specific program areas.
- ◆ External Indirect Allocations – this represents Districtwide overhead (from the District's cost allocation plan).

**Fully Burdened Hourly Rates** – incorporates all the elements that comprise the hourly rates used in this cost analysis.

- ◆ Each direct or operational staff classification is listed, together with the average annual salary and benefits.
- ◆ The hourly salary and benefit rate is calculated by taking the annual salary and benefits and dividing it by 1,840 available hours in a year (subtracting paid leave, meetings and training)
- ◆ The overhead rate is derived by multiplying the internal indirect cost rates (which includes admin, supervision and paid leave) against the salary and benefit rates.

MGT prepared indirect overhead rates and corresponding hourly rate calculations using FY 2019/2020 budgeted staffing expenditures and budgeted operating expenditures. On average the District employees full-cost hourly rate is approximately \$178/hr. A sample of the hourly rates utilized in this analysis are as follows:

Position	Annual Salary	Hourly			Total
		Salary & Benefits	Internal Dept Admin		
Facilities Maintenance Help	\$ 45,693	\$ 32.51	\$ 42.87	\$ 75.38	
Operations Manager	\$ 111,843	\$ 79.57	\$ 104.94	\$ 184.51	
Electrical & Instrumentation Technician	\$ 32,341	\$ 23.01	\$ 30.35	\$ 53.35	
Safety/Regulatory Compliance Specialist	\$ 55,062	\$ 39.17	\$ 51.66	\$ 90.84	
GIS/CMMS Coordinator	\$ 62,545	\$ 44.49	\$ 58.68	\$ 103.18	
Construction Inspector III	\$ 98,509	\$ 70.08	\$ 92.43	\$ 162.51	
Distribution Operator III	\$ 80,738	\$ 57.44	\$ 75.76	\$ 133.19	
Distribution Lead Worker	\$ 96,269	\$ 68.49	\$ 90.33	\$ 158.82	
Distribution Operator IV	\$ 91,553	\$ 65.13	\$ 85.90	\$ 151.04	
Distribution Operator IV	\$ 86,083	\$ 61.24	\$ 80.77	\$ 142.01	

## TIME SPENT

Once fully burdened hourly rates were developed for District staff, the next step in the process was to identify staff time spent directly on each of the user fee activities. Each staff person involved in the user fee services identified time spent to complete each task associated with all user fee services. Annual volume statistics were also gathered in order to develop total annual workload information. This information is provided in a detailed user fee workbook which will be provided to the District upon completion of the study.

## FEE CALCULATIONS AND REVENUE PROJECTIONS

Given this information, MGT was able to calculate the cost of providing each service, both on a per-unit and total annual basis (per-unit cost multiplied by annual volume equals total annual cost). As mentioned above, costs were calculated by multiplying per-unit time estimates by the hourly labor rates; additional operating expenses directly associated with certain services were also added in. Finally, if other departments or divisions provided support into certain user fee activities, this time was accounted for and added into the analysis as a crossover support activity. Full costs are then compared to current fees/revenues collected, and subsidies (or over-recoveries) are identified. User fee summaries by department may be seen in [Section II](#) of this report.

## LEGAL, ECONOMIC & POLICY CONSIDERATIONS

Calculating the true cost of providing District services is a critical step in the process of establishing user fees and corresponding cost recovery levels. Although it is a principal factor, other factors must also be given consideration. District decision-makers must also consider the effects that establishing fees for services will have on the individuals purchasing those services, as well as the entire community of utility rate payers.

The following legal, economic and policy issues help illustrate these considerations.

- ◆ **Legal restrictions** – In California user fees are limited to the "estimated reasonable cost of providing a service" by Government Code section 66014(a) and other supplementary legislation. Proposition 26 was approved by California voter in November of 2010 and clarified which charges are considered user fees and which are considered taxes. The significance of this distinction is

that user fees may be raised by Board action up to the limit of actual cost, whereas taxes may not be increased without a majority vote of the public. None of the fee adjustments recommended by MGT are considered taxes per Proposition 26 guidelines. It should be noted that fees charged for the use of government property are exempt from Proposition 26 and may be set at a price the market will bear.

- ◆ **Economic barriers** - It may be a desired policy to establish fees at a level that permits lower income groups to use services that they might not otherwise be able to afford.
- ◆ **Community benefit** - If a user fee service benefits the community as a whole to some extent, it is appropriate to subsidize a portion of the fee. Many public health fees have very moderate cost recovery levels. Some programs are provided free of charge or for a minimal fee regardless of cost. Culture and recreation programs also tend to have the low recovery levels.
- ◆ **Private benefit** - If a user fee primarily benefits the fee payer, the fee is typically set at, or close to, 100% full cost recovery. Development related fees generally fall into this category; however, exceptions are sometimes made for services such as appeal fees or fees charged exclusively to residential applicants.
- ◆ **Service driver** - In conjunction with the service beneficiaries determined above, the issue of who is the service recipient versus the service driver should also be considered. For example, enforcement activities benefit the District's community as a whole, but the service is driven by the individual or business owner that violates District code/procedures.
- ◆ **Managing demand** - Elasticity of demand is a factor in pricing certain District services; increasing the price of some services results in a reduction of demand for those services, and vice versa.
- ◆ **Competition** - Certain services, such as park usage or facility rentals, may be provided by neighboring communities or the private sector, and therefore demand for these services can be highly dependent on what else may be available at lower prices. Furthermore, if the District's fees are too low, demand enjoyed by private-sector competitors could be adversely affected.
- ◆ **Incentives** - Fees can be set low (below full cost) to encourage participation in a service.
- ◆ **Disincentives** - Penalties can be instituted to discourage undesirable behavior. Examples include late penalties for non-payment, fines for water use without permit or unauthorized connections.

## **RECOMMENDATIONS GOING FORWARD**

MGT recommends that the District build on its investment in this cost-of-service analysis by continuing to analyze its fees and charges. Once the commitment is made to understand the full cost of providing services, it is important to review and update the analysis in order to keep pace with changes in service delivery, staffing changes, and demand levels.

Most of our agencies ask us at the conclusion of the study: how often should this type of study be undertaken? Our advice is to undergo this detailed analysis at least every three but not more than five years, with minor adjustments in the non-study years (to keep pace with economic impacts). Some of our clients undergo these studies every other year, some have opted to split the study over the course of three years (i.e. a subset of fees gets studied every year, with all fees being analyzed once every three years), and finally we have other clients who have chosen to review fees every fourth or fifth year. Virtually every client has set up for minor adjustments (typically using CPI percentages) in the off years, to mitigate any significant increases that may occur when the detailed cost analysis is undertaken in future years. This is particularly helpful once an agency has chosen to adopt a cost recovery philosophy – whether 100% of cost or something less – in order to keep fees at the desired levels.

## **SECTION II, EXECUTIVE SUMMARY OF FEES & COST RECOVERY**

## User Fee Study Summary Sheet

**San Juan Water District**  
 Retail Operating  
 2019

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Ord	Service Name	Fee Description	Annual Volume	Volume Billed	Current			Annual			Recommendations			Annual	
					Per Unit	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Per Unit	Fee Revenue:	Annual Revenue:
1	NEW SERVICE INS/P/ACTIVATION FEE (no meter)	Fee	10	10	\$ 635	\$ 719	91%	\$ 7,191	\$ 6,550	\$ 641	100%	\$ 719	\$ 7,191	\$ 641	
2	INSPECTION FEE, LARGER THAN 1" (no meter)	Fee	10	10	\$ 220	\$ 488	43%	\$ 4,875	\$ 2,200	\$ 2,675	100%	\$ 488	\$ 4,875	\$ 2,675	
3	REINSPECTION FEE	Fee	1	1	\$ 90	\$ 163	55%	\$ 163	\$ 90	\$ 73	100%	\$ 163	\$ 163	\$ 73	
4	LATE FEE	Penalty	2,402	2,402	\$ 20	\$ 23	86%	\$ 56,060	\$ 48,040	\$ 8,020	100%	\$ 23	\$ 56,060	\$ 8,020	
5	DISCONNECTION FEE	Fee	80	80	\$ 65	\$ 113	58%	\$ 9,029	\$ 5,200	\$ 3,829	100%	\$ 113	\$ 9,029	\$ 3,829	
6	AFTER HOURS RECONNECTON FEE	Fee	1	1	\$ 195	\$ 266	73%	\$ 266	\$ 195	\$ 71	100%	\$ 266	\$ 266	\$ 71	
7	RETURNED PAYMENT FEE	Ret Check	120	120	\$ 35	\$ 51	69%	\$ 6,083	\$ 4,200	\$ 1,883	62%	\$ 31	\$ 3,771	\$ 429	
8	UNAUTHORIZED CONNECTION FEE	Penalty	10	10	\$ 250	\$ 471	53%	\$ 4,705	\$ 2,500	\$ 2,205	100%	\$ 471	\$ 4,705	\$ 2,205	
9	LOCK REPLACEMENT FEE	Fee	10	10	\$ 21	\$ 52	41%	\$ 517	\$ 210	\$ 307	100%	\$ 52	\$ 517	\$ 307	
10	METER SERVICE BOX CLEARANCE FEE (minimum)	Fee	20	20	\$ 60	\$ 179	34%	\$ 3,572	\$ 1,200	\$ 2,372	100%	\$ 179	\$ 3,572	\$ 2,372	
11	METER TESTING FEE	Fee	1	1	\$ 160	\$ 351	46%	\$ 160	\$ 191	\$ 191	100%	\$ 351	\$ 351	\$ 191	
12	HYDRANT METER PERMIT FEE	Fee	15	15	\$ 70	\$ 269	26%	\$ 4,039	\$ 1,050	\$ 2,989	100%	\$ 269	\$ 4,039	\$ 2,989	
13	HYDRANT METER RENTAL FEE	Fee	1,000	1,000	\$ 6	\$ 4	135%	\$ 4,449	\$ 6,000	\$ 1,551	100%	\$ 4	\$ 4,449	\$ 1,551	
14	HYDRANT METER DEPOSIT	Fee	1	1	\$ 2,085	\$ 2,121	98%	\$ 2,121	\$ 2,085	\$ 36	100%	\$ 2,121	\$ 2,121	\$ 36	
15	HYDRANT METER DEPOSIT (LESS THAN 2")	Fee	1	1	\$ 1,260	\$ 1,296	97%	\$ 1,296	\$ 1,260	\$ 36	100%	\$ 1,296	\$ 1,296	\$ 36	
16	CONSTRUCTION WATER - UNMETERED	Fee	1	1	\$ 70	\$ 198	35%	\$ 198	\$ 70	\$ 128	100%	\$ 198	\$ 198	\$ 128	
17	TRUCKLOAD WATER, 1-2 weeks	Fee/Deposit	3	3	\$ 150	\$ 189	79%	\$ 568	\$ 450	\$ 118	100%	\$ 189	\$ 568	\$ 118	
18	TRUCKLOAD WATER, 3-4 weeks	Fee/Deposit	1	1	\$ 250	\$ 270	92%	\$ 270	\$ 250	\$ 20	100%	\$ 270	\$ 270	\$ 20	
19	TRUCKLOAD WATER, 5-6 weeks	Fee/Deposit	1	1	\$ 500	\$ 352	14%	\$ 352	\$ 500	\$ 148	100%	\$ 352	\$ 352	\$ 148	
20	BACKFLOW DEVICE TEST (SJWD Personnel)	Fee	5	5	\$ 85	\$ 162	52%	\$ 812	\$ 425	\$ 387	100%	\$ 162	\$ 812	\$ 387	
21	BACKFLOW DEVICE TEST (SJWD Personnel, After Hours)	Fee	1	1	\$ 225	\$ 358	63%	\$ 358	\$ 225	\$ 133	100%	\$ 358	\$ 358	\$ 133	
22	BACKFLOW DEVICE TEST (SJWD Contractor)	New Fee	30	30	\$ -	\$ 44	0%	\$ 1,334	\$ -	\$ 1,332	100%	\$ 44	\$ 1,332	\$ 1,332	
23	CUSTOM FLOW/PRESSURE ANALYSIS FEE	Fee	5	5	\$ 450	\$ 238	189%	\$ 1,189	\$ 2,250	\$ 1,061	100%	\$ 238	\$ 1,189	\$ 1,061	
24	STANDARD FLOW/PRESSURE ANALYSIS FEE	New Fee	5	5	\$ -	\$ 108	0%	\$ 542	\$ -	\$ 542	100%	\$ 108	\$ 542	\$ 542	
26	HYDRANT FLOW TEST FEE	Fee	1	1	\$ 545	\$ 562	97%	\$ 562	\$ 545	\$ 17	100%	\$ 562	\$ 562	\$ 17	
27	SINGLE UNIT PLAN REVIEW DEPOSIT	Deposit/Minimum	1	1	\$ 440	\$ 630	70%	\$ 630	\$ 440	\$ 190	100%	\$ 630	\$ 630	\$ 190	
28	SINGLE UNIT CONSTRUCTION INSPECTION MINIMUM FEE (n	Deposit/Minimum	10	10	\$ 380	\$ 709	54%	\$ 7,090	\$ 3,800	\$ 3,290	100%	\$ 709	\$ 7,090	\$ 3,290	
29	HYDROSTATIC TESTING FEE	Fee	1	1	\$ 195	\$ 404	48%	\$ 404	\$ 195	\$ 209	100%	\$ 404	\$ 404	\$ 209	
30	BACTERIOLOGICAL TESTING FEE	Fee	1	1	\$ 240	\$ 460	52%	\$ 460	\$ 240	\$ 220	100%	\$ 460	\$ 460	\$ 220	
31	WATER CONS RECONNECT 1st	Penalty	1	1	\$ 79	\$ 187	42%	\$ 187	\$ 79	\$ 108	100%	\$ 187	\$ 187	\$ 108	
32	WATER CONS RECONNECT 2nd (Penalty)	Penalty	1	1	\$ 314	\$ 487	65%	\$ 487	\$ 314	\$ 173	100%	\$ 487	\$ 487	\$ 173	
33	WATER CONS RECONNECT 3rd (Penalty)	Penalty	1	1	\$ 628	\$ 787	80%	\$ 787	\$ 628	\$ 159	100%	\$ 787	\$ 787	\$ 159	
34	WATER CONS RECONNECT 4+ (Penalty)	New Penalty	15	15	\$ -	\$ 2,227	0%	\$ 33,411	\$ -	\$ 33,411	100%	\$ 2,227	\$ 33,411	\$ 33,411	
35	UNAUTHORIZED CONNECTION FEE (hydrant)	At Cost	6	6	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	

## User Fee Study Summary Sheet

**San Juan Water District  
Retail Operating  
2019**

Ord	Service Name	Fee Description	Current				Annual				Recommendations			Annual	
			Annual Volume	Volume Billed	Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	
37	UEN PROPERTY	New Fee	12	\$ 200	\$ -	\$ 215	58%	\$ 695	\$ -	\$ 695	100%	\$ 215	\$ 43,070	\$ 43,070	
38	WATER ACCOUNT DEPOSIT	New Fee	15	\$ -	\$ 1,165	\$ 1,165	0%	\$ 43,070	\$ -	\$ 43,070	100%	\$ 0	\$ 0	\$ 0	
40	ENGINEERING: RESIDENTIAL CONNECTION QUOTE	Non Fee	7	\$ -	\$ 757	\$ 757	0%	\$ 17,470	\$ -	\$ 17,470	0%	\$ 0	\$ 0	\$ 0	
42	ENGINEERING: COMMERCIAL CONNECTION QUOTE	Non Fee	3	\$ 3	\$ -	\$ 3,085	0%	\$ 5,300	\$ -	\$ 5,300	0%	\$ 0	\$ 0	\$ 0	
44	ENGINEERING: MINOR SUBDIVISION (2+4, no meter) DEPOSIT	New Deposit/Min	5	\$ 5	\$ -	\$ 5,816	0%	\$ 9,254	\$ -	\$ 9,254	100%	\$ 3,085	\$ 9,254	\$ 9,254	
45	ENGINEERING: MAJOR SUBD (5+ no meters) DEPOSIT	New Fee	-	\$ -	\$ 1,867,114	\$ 1,867,114	0%	\$ 29,078	\$ -	\$ 29,078	100%	\$ 5,816	\$ 29,078	\$ 29,078	
48	DIRECT NON FEE	Non Fee	4	\$ 4	\$ -	\$ 192	0%	\$ 768	\$ -	\$ 768	0%	\$ 0	\$ 0	\$ 0	
49	ENGINEERING: FIRE SYSTEM DESIGN REVIEW (Hourly)	New Fee/Hr.	120	\$ 120	\$ 0.25	\$ 0	100%	\$ 30	\$ 30	\$ 30	100%	\$ 192	\$ 768	\$ 768	
50	DOCUMENT COPYING FEE (per page)	Fee										\$ 0	\$ 30	\$ 30	
Total Cost of Unidentified Time								\$5,642,840	\$0	\$5,642,840					
Total User Fees								\$237,585	\$91,538	\$146,048			\$235,274	\$143,737	
% of Full Cost									39%	61%					
Total Other Services								\$5,665,611	\$0	\$5,665,611					
% of Full Cost									0%	100%					
Department Totals								\$5,903,196	\$91,538	\$5,811,659			\$235,274	\$143,737	
% of Full Cost									2%	98%					

### Footnotes

38-New item for District implementation of requirements in SB 998 of 2018.

35-44 New fee structure. Not all is increased revenue. Some existing revenue on T&M billings.

7-Returned check governed by state GC.

40, 42 - informational, non-fee.

## **SECTION III, INDIRECT COST RATE CALCULATION**

Agency: **San Juan Water District**  
 Department: **Retail Operating**  
 Fiscal Year: **2019**

DESCRIPTION OF COST	Total Costs	Excluded	Allowable Indirect	Allowable Direct
<b>A) Personnel Costs</b>				
1 Salary and Wages	\$ 3,083,600		\$ 1,402,057	\$ 1,681,543
Distribution %:	100%	0%	45%	55%
2 Temporary & Overtime		\$ -		
3 Benefits	47.97% \$ 1,479,300		\$ 672,611	\$ 806,689
Subtotal:	\$ 4,562,900	\$ -	\$ 2,074,667	\$ 2,488,233
<b>B) Other Operating Expenses</b>				
4 Treated Water	3,075,500			3,075,500
5 Materials & Supplies	337,200		48,300	288,900
6 Training	145,500		61,700	83,800
7 Services	119,900		17,200	102,700
8 Public Services	107,200		600	106,600
9 Hardware/Software Support	104,400		104,400	-
10 Professional Services	1,288,700		231,300	1,057,400
11 Insurance	79,500		79,500	-
12 Utilities	293,700		7,800	285,900
13 Safety/Compliance	125,500		-	125,500
14 Lease Expense	7,400		900	6,500
15 Maintenance	149,800		17,400	132,400
16 Security Monitoring	7,100		3,100	4,000
17 Miscellaneous	7,600		2,800	4,800
18 Transfers Out	974,500		-	974,500
19 Depreciation	1,390,200		632,099	758,101
20 Debt/Interest Expense	902,800			902,800
21 Assessments	1,500			1,500
22 Uniforms	7,800			7,800
23 PERS Unfunded	108,700			108,700
24 Retiree Medical	265,700			265,700
25 OPEB	95,000	95,000	-	
Subtotal:	\$ 9,595,200	\$ 95,000	\$ 1,207,099	\$ 8,293,101
Total Dept Expenditures	\$ 14,158,100	\$ 95,000	\$ 3,281,766	\$ 10,781,334
Total Costs of all Divisions:	\$ 14,158,100	\$ 95,000	\$ 3,281,766	\$ 10,781,334
<b>D) Internal Admin/Indirect Rate:</b>				
Dept Indirect Costs:	\$ 3,281,766			
Direct Sal & Benes:	\$ 2,488,233		Internal Indirect Cost Rate:	131.9%

**San Juan Water District**  
Schedule of Proposed Fees, Charges and Deposits

Description	Type	Frequency/Unit	Current Fee	Full Cost Recovery Fee	Recommended Fee	Adjusts Annually with CPI	Authority
<b>Existing Accounts:</b>							
Water Account Deposit	Deposit <sup>1</sup>	Per Occurrence	-	n/a	\$215	No	D
Late Payment Fee	Penalty	Per Occurrence	\$20	\$23	\$23	Yes	B
Returned Payment Fee	Fee	Per Occurrence	\$35	\$56	\$35	No	A
Disconnection Fee	Fee	Per Occurrence	\$65	\$113	\$80	Yes	B
After-Hours Reconnection Fee	Fee	Per Occurrence	\$195	\$266	\$210	Yes	B
Unauthorized Connection Fee	Penalty	Per Occurrence	\$250	\$471	\$500	Yes	B
Damages pertaining to unauthorized connections	Fee	Hourly	T&M	n/a	T&M	Yes	D
Meter Lock Replacement (Due to damage or unauthorized removal)	Fee	Per Lock	\$21	\$52	\$52	Yes	B
Meter Service Box Clearing Fee (Minimum)	Fee	Per Hour, Minimum 1 hr.	\$60	\$179	\$60	No	C
Meter Testing Fee	Fee	Per Test	\$160 - returned if meter shows error >3%	\$351	\$225 - returned if meter shows error >3%	Yes	B
<b>Water Efficiency Violation - Progressive Reconnect Fees:</b>							
1st Reconnect	Penalty	Per Occurrence	\$80	n/a	\$187	Yes	B
2nd Reconnect	Penalty	Per Occurrence	\$160	n/a	\$337	Yes	B
3rd Reconnect	Penalty	Per Occurrence	\$320	n/a	\$487	Yes	B
4th Reconnect	Penalty	Per Occurrence	\$650	n/a	\$787	Yes	B
Property Lien Fee	Fee	Per Lien	-	\$58	\$58	Yes	B
Document Copying Fee	Fee	Per Page	\$0.25	n/a	\$0.25	No	A
<b>Authorized Hydrant Use:</b>							
Hydrant Meter Deposit - standard size	Deposit <sup>1</sup>	Per Hydrant Rental	\$2,085	\$2,121	\$2,121	Yes	D
Hydrant Meter Deposit - < 2 inch hydrant meter	Deposit <sup>1</sup>	Per Hydrant Rental	\$1,260	\$1,296	\$1,296	Yes	D
Hydrant Use Permit	Fee	Per Hydrant Rental	\$70	\$269	\$269	Yes	B
Rental Fee	Fee	Per Day	\$6	\$4	\$4	Yes	B
Hydrant Water Use	Fee	Per CCF	commercial volumetric rate	commercial volumetric rate	commercial volumetric rate	No	B
Unauthorized Hydrant Connection Fee	Penalty	Per Discovery	-	\$2,227	\$2,300	Yes	B
Backflow Device Test (SJWD Personnel)	Fee	Per Test - Annual and Re-test if needed	\$85 retest only	\$162	\$162	Yes	B
Backflow Device Test (SJWD Personnel, After Hours)	Fee	Per Test - Annual and Re-test if needed	\$225	\$358	\$358	Yes	B
Backflow Device Test (SJWD Contractor)	Fee	Per Test - Annual and Re-test if needed	-	\$44	\$44	Yes	B
<b>New Service/Construction/Development Related Fees:</b>							
<b>Development Project Plan Review:</b>							
Single Unit Plan Review Deposit <sup>2</sup>	Deposit <sup>1</sup>	Upon Submittal	\$440	n/a	\$630	Yes	D
Minor Subdivision (2-4 units, no meter)	Deposit <sup>1</sup>	Upon Submittal	varies	n/a	\$3,085	Yes	D
Major Subdivision (5+ units, no meter)	Deposit <sup>1</sup>	Upon Submittal	varies	n/a	\$5,816	Yes	D
<b>Construction Inspection:</b>							
Single Unit Construction Inspection Minimum Fee	Fee	Per Inspection	\$380	\$899	\$709	Yes	B
Development Project Construction Inspection Deposit	Deposit <sup>1</sup>	Per Project	varies	n/a	varies		D
New Service Connection (Tapping) Deposit	Deposit <sup>1</sup>	Per Project	varies	n/a	varies		D
New Service Inspection & Activation Fee (Plus cost of 1 inch meter) <sup>3</sup>	Fee	Per new connection	\$655	\$719	\$719	Yes	B
New Service Inspection Fee - > 1 inch meter (Meter not included) <sup>4</sup>	Fee	Per Connection	\$220	\$488	\$488	Yes	B
New Service Re-Inspection Fee	Fee	Per 2nd & Each Subsequent Inspection	\$90	\$163	\$206	Yes	B
Custom Flow/Pressure Analysis and Letter Fee <sup>5</sup>	Fee	Per Request	\$450	\$238	\$238	Yes	B
Standard Flow/Pressure Analysis and Letter Fee <sup>6</sup>	Fee	Per Request	-	\$108	\$108	Yes	B
Fire System Design Review Fee - per hour	Fee	Per Request	-	\$192	\$192	Yes	B
Hydrant Flow Test Fee	Fee	Per Request	\$545	\$562	\$562	Yes	B
Hydrostatic Testing Minimum Fee	Fee	Per Test	\$195	\$404	\$404	Yes	B
Bacteriological Testing Minimum Fee	Fee	Per Test	\$240	\$460	\$460	Yes	B
Change of Service Grade Deposit	Deposit <sup>1</sup>	Per Request	varies	n/a	varies		D

**San Juan Water District**  
Schedule of Proposed Fees, Charges and Deposits

Description	Type	Frequency/Unit	Current Fee	Full Cost Recovery Fee	Recommended Fee	Adjusts Annually with CPI	Authority
Change of Service Size Deposit	Deposit <sup>1</sup>	Per Request	varies	n/a	varies		D
Service Relocation Deposit	Deposit <sup>1</sup>	Per Request	varies	n/a	varies		D
<b>Other:</b>							
Internal Indirect Cost Rate	Fee	applied to staff hourly rate	27.48%	131.9%	131.9%	No	C
External Contract Overhead Rate	Fee	applied to external contracts	0%	131.9%	20%	No	C

**Fee Setting Authority:**

A California Government Code

B San Juan Water District Board of Directors, General Manager to apply annual CPI Adjustments based on each November's CPI West Class B/C

C San Juan Water District Board of Directors

D General Manager, or his/her delegate

**Notes:**

<sup>1</sup> Direct costs of outside labor, materials, supplies and District Staff time (at fully burdened rates) will be charged against all deposits received. Unused deposit balances will be returned at project completion. Additional deposits will be requested if balance deemed insufficient for work remaining. Where deposit amount is not specified on fee schedule, it will be determined on a case by case basis by the General Manager or his/her delegate.

<sup>2</sup> Applies to a relatively simple set of plans for conformance with the District's Design and Construction Standards and Specifications. Examples are single residential construction, plumbing or landscaping plans. Other relatively simple types of documents that can qualify for this minimum fee will be established by the Engineering Services Manager on a case-by-case basis.

<sup>3</sup> Inspection and activation of new service, including meter installation. Customer to be billed current cost of District provided meter.

<sup>4</sup> Applies to each new residential or commercial connection requiring a meter larger than one-inch. Customers provides their own meter per District specifications.

<sup>5</sup> Determination and communication of exact flow and pressure for a given and specific location in the service area.

<sup>6</sup> Communication of the standard pressure range for a general location within the service area.

San Juan Water District  
Comparison of Fees, Charges and Deposits

	San Juan Water District Current Fee	Recommended Fee	SSWD	PCWA	FOWD	OVWC	CHWD
<b>Existing Accounts:</b>							
Water Account Deposit	\$0	\$215	2-3 mos. Water bill	3 months est. bill	\$125		\$225
New Account Set Up	-	-	\$9-\$31	\$20-\$40	\$50		-
Late Payment Fee / 48 hour Notice	\$20	\$23	\$35	\$30 + 6% of overdue balance	\$19 + 10% of overdue balance	\$25 plus 10% of overdue balance	\$23 plus 5% of overdue balance
Returned Payment Fee	\$35	\$35	bank charge + \$10	\$26	\$25	\$30	\$29
Disconnection Fee	\$65	\$113	\$60	\$55	\$61	\$100	\$104
After-Hours Reconnection Fee	\$195	\$266		\$140		\$200	
Unauthorized Connection Fee	\$250	\$500				\$500	
Damages pertaining to unauthorized connections	T&M					T&M	
Lock Replacement	\$21	\$52	\$35				
Tampering Charge				\$250 per occurrence			
Temporary Turn On Fee			\$40				
Meter Service Box Clearing Fee	\$60 per hour	\$60 per hour					
Meter Re-read				\$20 - waived if found incorrect		\$25	\$39
Pressure Test				\$95			
Meter Testing Fee	\$160 - returned if meter is found to register more than 3% error	\$225	\$60 - \$285	\$62	\$50		
Missed Appointment/No-show Fee							\$49
Water Conservation Progressive Reconnect Fee							
1st Reconnect Fee	\$80	\$187					\$50
2nd Reconnect Fine	\$160	\$337					\$75
3rd Reconnect Fine	\$320	\$487		\$75			\$100
4th Reconnect Fine	\$650	\$787		\$75			
Water Conservation Violation - 2nd occurrence			\$50				
Water Conservation Violation - 3rd occurrence			\$100				
Lien Property	\$0	\$58			\$25	\$400	\$53
Release of Lien							\$66
Document Copying Fee	\$0.25	\$0.25	\$0.10			\$0.10	\$0.10
Authorized Hydrant Use:							
Hydrant Meter Deposit - standard size	\$2,085	\$2,121	\$2,300			\$3,000	\$1,775
Hydrant Meter Deposit - < 2 inch hydrant meter	\$1,260	\$1,296					
Hydrant Meter Permit	\$70 plus water use	\$269 plus water use	\$50 plus water use				
Hydrant Meter Rental	\$6 per day	\$4 per day				\$6	
Unauthorized Hydrant Connection Fee	-	\$2,300					
Backflow Device Testing Fee - Annual Test	-	see below	\$90	\$130	\$125	\$60	\$72 initial then \$60 per annual test & \$65 per re-test
Backflow Device Test (SJWD Personnel) (includes annual and retest if needed)	85	\$162					
Backflow Device Test (SJWD Personnel, After Hours) (includes annual and retest if needed)	\$225	\$358					
Backflow Device Test (SJWD Contractor)	-	\$44					
Construction Meter - bi-monthly charge		Requiring use of hydrant - see Authorized Hydrant Use	Requires Hydrant - see above				\$278.65 every other month + \$3.04 per ccf
Construction Water - Unmetered	\$70 plus water use billed at current rate, minimum \$25	Requiring use of hydrant - see Authorized Hydrant Use	Requires Hydrant - see above			\$2.28 per unit	\$226.71 minimum - various rates for different types of work and entities
Construction Water Truckload Permits:		Requiring use of hydrant - see Authorized Hydrant Use	Requires Hydrant - see above				\$6.98 per 1,000 gallons - \$226.71 minimum charge
1-2 weeks	\$150 deposit - water billed at reported usage x current rate	Requiring use of hydrant - see Authorized Hydrant Use	Requires Hydrant - see above				
3-4 weeks	\$250 deposit - water billed at reported usage x current rate	Requiring use of hydrant - see Authorized Hydrant Use	Requires Hydrant - see above				
5-6 weeks	\$500 deposit - water billed at reported usage x current rate	Requiring use of hydrant - see Authorized Hydrant Use	Requires Hydrant - see above				
Certification of Treat Water Source					\$60		
Agenda-by-Mail							\$24 per packet

San Juan Water District  
Comparison of Fees, Charges and Deposits

	San Juan Water District Current Fee	Recommended Fee	SSWD	PCWA	FOWD	OVWC	CHWD
<b>New Service/Construction/Development Related Fees:</b>							
Project Application Charge				\$140			
Water Service Written Estimate Charge				\$109			
<b>Development Project Plan Review:</b>							
Single Unit Plan Review Deposit	\$440	\$630	\$900 minimum, \$90 per hour		\$330 minimum + \$110 per hour	\$400 minimum + additional time, \$5.25 per connection	\$1,023 base charge plus \$21.88 per connection and \$669 per easement/quickclaim
Minor Subdivision (1-4 units, no meter) Deposit	varies	\$3,085					
Major Subdivision (5+ units, no meter) Deposit	varies	\$5,816					
<b>Construction Inspection:</b>							
Construction Inspection Minimum Fee	\$380	\$709				\$950 + \$200 per connection + \$950 per main tie in	\$1,058 minimum + \$190.88 per connection + \$1,014 per main tie-in
Development Project Construction Inspection Deposit	varies	varies					
New Service Connection (Tapping) Deposit	varies	varies					
New Service Inspection and Activation Fee with 1 inch meter	\$655	\$719 + cost of meter	\$600 minimum \$87 per hour - meter not included		\$985	\$100 per hour	\$400
Inspection Fee -> 1 inch meter (meter not included)	\$220	\$488					
Re-Inspection Fee (applies on third and subsequent inspections)	\$90	\$163					
Custom Flow/Pressure Analysis and Letter Fee	\$450	\$238		cost			
Standard Flow/Pressure Analysis and Letter Fee	\$0	\$108		cost			
Fire System Design Review Fee - per hour		\$192				\$300	\$345
Fire Flow Certification Letter							\$27
Hydrant Flow Test Fee	\$545	\$562	\$350		\$220	\$300	
Hydrant Flow letter					\$85	\$150	
Fire Sprinkler Month Charge (per inch of pipe size)							\$8
Hydrostatic Testing Fee	\$195	\$404					\$276
Bacteriological Testing Fee	\$240	\$460	T&M not less than \$25				\$317 minimum
Clorination and Flushing							\$184 per project
Change of Service Grade Fee	T&M from deposit	T&M from deposit					
Change of Service Size Fee	T&M from deposit plus Capital Facility Fee	T&M from deposit plus Capital Facility Fee				\$250 - \$300	
Service Relocation Fee	T&M from deposit	T&M from deposit					
New Service Connection Fee (Tapping Fee)	T&M from deposit	T&M from deposit					
Variance Application Filing Fee			\$300				
Applicant desiring a hearing with Board of Directors			\$1,200				
Facility Use Fees			set by GM				
Abandonment of Service			\$3,000 minimum				
Reconnection after abandonment			\$3,000 minimum				
Backflow device						\$100	
Backflow assembly installation							\$3,119 - \$4,090
Fire Hydrant						\$250	
Blow Off Valves							\$200

## STAFF REPORT

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To: Board of Directors

From: Donna Silva, Director of Finance

Date: December 11, 2019

Subject: Wholesale Water Rate Fee Schedule Revision

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### **RECOMMENDED ACTION**

Approve revisions to the Wholesale Water Rate Fee Schedule, effective January 1, 2020, to change the allocation of the fixed service charge.

### **BACKGROUND**

On January 11, 2017, the Board of Directors approved a Five-Year Wholesale Rate Schedule that included quarterly charges for debt service expenses on the 2009 Certificates of Participation (COP). The rate schedule was based upon cost of service estimates in the 2017 Financial Plan.

On June 26, 2019, the Board of Directors approved revisions to the rate schedule, effective July 1, 2019 through January 1, 2021. Those revisions eliminated the 2009A COP Debt Charge and implemented the 2017 Refunding Bonds debt charge reflecting the reduced costs from the debt refunding.

### **CURRENT STATUS**

The San Juan Water District (the District) is currently in year three of a five-year rate plan (two more years to go). The current rate plan allocates the fixed quarterly service and debt charges based upon a combination of allocation methodologies primarily using fixed historical pro-rata water deliveries.

The current rate schedule allocates the quarterly service charge and the debt charge as follows:

- Quarterly Service Charge: the portion of the service charge allocable to water treatment is allocated to each agency based upon their average water deliveries use during calendar years 2012-2016. The remainder is allocated based upon the number of customer accounts.
- The 2012 Revenue Bonds debt charge is allocated based upon estimated water deliveries for calendar years 2003-2007. The 2012 Bonds refunded the 2003 bonds. The allocation was set when the 2003 bonds were issued. The allocation of the debt service for the 2003 bonds was carried over and applied to the 2012 bonds.

## STAFF REPORT

Wholesale Water Rate Fee Schedule Revision  
Donna Silva, Director of Finance

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- The 2017 Refunding Bonds debt charge is currently allocated in the same manner as the debt charge for the 2009A COP's that they refunded. The 2009A COP's debt charge was allocated based upon actual pro-rata surface water usage from 2012-2016.
- The 2019 Debt charge is allocated based upon average water deliveries during calendar years 2012-2016. The District is suspending this charge until the terms and timing of the debt issuance are determined. As such, no change is currently recommended.

The allocation methodology, as described above and used in the creation of the current five year rate schedule, is unduly complicated and doesn't reflect recent water deliveries.

Several wholesale customer agencies have suggested the District find a different allocation methodology that utilizes more recent water delivery data. In response, the District distributed the required 150-Day Advance Written Notice of Proposed Changes in Water Rates and Charges on July 12, 2019.

The notice describes District staff's proposed changes as follows:

- combining the quarterly service charge and debt charge(s) into one fixed quarterly charge;
- updating the allocation of the charge each year to reflect a rolling five year average of water deliveries to the wholesale agency customers.

Staff further recommends that any groundwater pumped in lieu of surface water is counted as surface water when the pumping agency was compensated for the incremental cost of pumping. This would mean, for example, that the water pumped by Citrus Heights and Fair Oaks Water Districts for the groundwater substitution transfers in 2018 would be treated as surface water for the purpose of the allocation of fixed charges.

Staff also recommends that the 2019 Debt Charge remain a separate charge so that the District can delay assessment of the charge until the amount and terms of the debt are known. It will eventually be rolled into the quarterly service charge and be subject to the rolling five year adjustment.

The proposed change in allocation methodology will have the following combined annual effect per agency during 2020 (service charge and 2019 debt):

**STAFF REPORT**

*Wholesale Water Rate Fee Schedule Revision  
Donna Silva, Director of Finance*

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Agency	Increase	Decrease
San Juan Retail	\$109,115	
Citrus Heights Water District		\$67,776
Fair Oaks Water District		\$85,236
Orange Vale Water Company	\$24,998	
City of Folsom	\$18,899	

The increase in the San Juan Retail service charge was incorporated into the Fiscal Year 2019-20 Retail Operating Budget.

The 150-day comment period provided by Section 11 of the Wholesale Water Supply Agreement will end on December 10, 2019. Staff will provide a verbal report to the Board on any comments received.

If the Board approves this allocation approach, staff recommends the District continue utilizing multi-year rate schedules, but the allocation of the fixed charge would change each January, based upon the average water deliveries in the previous five fiscal years. The District would provide the 150-Day Advance Written Notice of Proposed Changes in Water Rates and Charges each July and the Board would consider the revised allocation each December, for implementation in January.

**Attachments:**

Proposed Rate Schedule



**San Juan Water District**  
**Proposed Wholesale Rate Schedule**  
**Calendar Years 2020 - 2021**

Calendar Year (effective January 1st)	2020	2021
<b>San Juan Water District - Retail</b>		
Water Usage Rate (\$A/F)	\$ 81.14	\$ 81.14
Quarterly Fixed Charge	\$ 512,350	\$ 732,673
2019 Debt Charge (1)	\$ 135,142	\$ 133,920
Quarterly Capital Facilities Charge	\$ 8,631	\$ -
<b>Citrus Heights Water District</b>		
Water Usage Rate (\$A/F)	\$ 81.14	\$ 81.14
Quarterly Fixed Charge	\$ 487,767	\$ 697,518
2019 Debt Charge (1)	\$ 128,658	\$ 125,550
Quarterly Capital Facilities Charge	\$ -	\$ -
<b>Fair Oaks Water District</b>		
Water Usage Rate (\$A/F)	\$ 81.14	\$ 81.14
Quarterly Fixed Charge	\$ 347,911	\$ 497,522
2019 Debt Charge (1)	\$ 91,768	\$ 96,255
Quarterly Capital Facilities Charge (2)	\$ -	\$ -
<b>Orange Vale Water Company</b>		
Water Usage Rate (\$A/F)	\$ 81.14	\$ 81.14
Quarterly Fixed Charge	\$ 172,102	\$ 246,109
2019 Debt Charge (1)	\$ 45,395	\$ 46,035
Quarterly Capital Facilities Charge	\$ 2,294	\$ -
<b>City of Folsom</b>		
Water Usage Rate (\$A/F)	\$ 81.14	\$ 81
Hinkle Pump Station Surcharge (\$/AF) (4)	\$ 96.32	\$ 102
Quarterly Fixed Charge	\$ 51,564	\$ 73,738
2019 Debt Charge (1)	\$ 13,601	\$ 12,555
Quarterly Capital Facilities Charge	\$ -	\$ -
Direct Portion of 2012 Debt (3)	\$ 21,450	\$ 21,488
<b>Sacramento Suburban Water District</b>		
Treat and Wheel Rate (4)	\$ 209.68	\$ 220.16

**Notes:**

- (1) Anticipated Debt for the Hinkle Reservoir Rehabilitation Project. Charge will not be assessed until debt is issued and repayment schedule is finalized. The 2019 Debt Charge will be removed and the Quarterly Fixed Charge will increase accordingly.
- (2) FOWD to pay its portion of the Fair Oaks 40" transmission pipeline relining project via separate agreement.
- (3) Unique charges to City of Folsom and revenue to the San Juan Retail water system.
- (4) Per negotiated agreement based on financial plan.

# AGENDA ITEM IV-1 & V-1

## STAFF REPORT

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To: Board of Directors  
From: Lisa Brown, Customer Service Manager  
Date: December 11, 2019  
Subject: Adoption of Ordinance 19-01 and Policy Fin 5.10 to comply with SB 998 requirements

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### RECOMMENDED ACTION

Adopt Ordinance No. 19-01 of the Board of Directors of the San Juan Water District Amending Ordinance Nos. 15000, 17000 and 18000 of the District Code of Ordinances and policy FIN 5.10 - Disconnection of Residential Water Service for Nonpayment.

### BACKGROUND

SB 998 was passed into law on September 28, 2018, and becomes effective February 1, 2020. This bill requires water agencies to have a written policy on discontinuation of water service to residential customers for nonpayment of services. Staff created a policy to comply with legislative requirements and modified ordinance 15000, 17000, and 18000 to avoid duplicity with the new policy.

The ordinance revisions and Policy have been reviewed by the District's attorney and meet the intent of SB 998.

### PROCESS

The District must follow a multi-step process to adopt or amend an ordinance. The first step, which happened at the October 23, 2019 meeting of the Board, was the introduction of the proposed ordinance. The full title of the ordinance was read and the board waived reading the full text of the ordinance by motion approved by a majority vote of the Board.

At least 5 days before the ordinance is adopted, the District Secretary must publish a summary of the ordinance in a newspaper published in both Sacramento and Placer Counties (the Sacramento Bee) and notify the public of the time and place of the public hearing at which adoption of the ordinance will be considered. The full text of the ordinance must be posted at the District office. The summary was published in the Sacramento Bee on December 2, 2019, along with a notice of this evenings meeting.

Within 15 days after adoption, the District Secretary must publish a summary of the adopted ordinance. This summary must include the names of Board members

**STAFF REPORT**

*Ordinance 19-01 and Policy Fin 5.10  
Lisa Brown, Customer Service Manager*

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who voted for or against. The summary must be published once in a newspaper published in Sacramento and Placer counties. The ordinance amendments will take effect on February 1 to comply with the legislative requirement.

**ATTACHMENTS**

Ordinance 19-01 with the redline-strikeout modifications to the following ordinances:

- Ordinance 15000 Customer Deposits for Accounts
- Ordinance 17000 Metered Services
- Ordinance 18000 Issuance and Payment of Water Bills

FIN-5.10 Disconnection of Residential Water Service for Nonpayment Policy

## **ORDINANCE NO. 19-01**

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT AMENDING ORDINANCE NOS. 15000, 17000 and 18000 OF THE DISTRICT CODE OF ORDINANCES**

The Board of Directors of the San Juan Water District ordains as follows:

**Section 1. Purpose and Authority.** The purpose of this ordinance is to amend the District's procedures concerning delinquency and non-payment for water service to comply with the requirements of SB 998 (2018), codified in Health and Safety Code sections 116900 through 116926. This ordinance is adopted pursuant to Government Code sections 61045 and 61060, and other applicable law.

**Section 2. Amendments.** Ordinance No. 15000 (Customer Deposits for Accounts), Ordinance No. 17000 (Metered Services), and Ordinance 18000 (Issuance and Payment of Water Bills) of the District Code of Ordinances are hereby amended as depicted in the redline versions that are attached to this ordinance as Exhibits 1, 2, and 3, respectively, and are incorporated into this ordinance by reference.

**Section 3. Effective Date.** This ordinance shall take effect 30 days after its adoption.

**Section 4. Publication.** Within 15 days from the date of adoption of this ordinance, the District Secretary shall publish it once in a newspaper of general circulation published and circulated within the District.

INTRODUCED by the Board of Directors on the 23rd day of October 2019.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on the 13th day of November 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Dan Rich  
President, Board of Directors

Attest:

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Teri Grant  
Board Secretary





Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	15000 - Customer Deposits for New or Delinquent Accounts	Date Amended	June 25, 2008 February 1, 2020

### 15000.01 Deposit Upon Application for New Service

When an Applicant makes a request for a new water service, the District may require that the Applicant make a cash deposit to assure payment of the account as a condition of providing the requested new service. ~~The Deposit shall equal the amount specified in the District's current schedule of Rates, Fees, Charges, and Deposits. A deposit may be waived when the owner of the property or his or her authorized agent guarantees payment for service when the property is leased by signing a District provided tenant/landlord agreement. The District will determine the amount of any required deposit based solely on the credit worthiness of the Applicant as reasonably demonstrated by the Applicant's past payment history as a Customer, if any, or as the result of a credit report on the Applicant obtained from a recognized credit reporting agency. As part of the application for service, the District may require the Applicant to pay the cost of obtaining a credit report. In no case shall a required deposit be in an amount greater than one year's estimated water usage based on the proposed use in the application for service.~~

### 15000.02 Deposit for Non-Payment of Service Charges or Other Fees and Charges

Whenever a Customer's ~~credit payment history~~ with the District becomes unacceptable ~~because of non-payment due to delinquency~~ of the billed water charges or other fees and charges due to the District, the District may require the Customer to make a cash deposit ~~in a sum equal to four months estimated water usage as determined by an average of the Customer's previous twelve months' water bills as specified in the District's current Schedule of Rates, Fees, Charges, and Deposits~~. A Customer's failure to pay the required deposit to the District is grounds for termination of service in accordance with Section 18000.03.5 of this Code. In cases where a Customer has an existing deposit on file, ~~the District will apply that deposit to any Customer account that is delinquent for more than 60 days and will notify the Customer of such application of their deposit. Water service may be terminated in accordance with Section 18000.03.5 of this Code if the Customer does not fully pay the account and restore the full amount of the deposit within 30 days from the date of a notice of delinquency sent by the District. and service has been disconnected due to non-payment, a portion of or all of the deposit shall be used to offset the delinquent water bill. Water service shall not be reinstated until the full amount of the deposit is restored with the District.~~

### 15000.03 Letter of Credit

~~An irrevocable letter of credit in U.S. Dollars drawn on a United States bank with offices or a branch in Sacramento or Placer Counties may be submitted to the District to satisfy the deposit requirements of Sections 15000.01 and 15000.02.~~

### 15000.0403 Refund of Deposit Deposit Duration

~~Where funds have been on deposit for twelve months and the Customer has not incurred any delinquent payments on the applicable account during that period, the District will refund the deposit to the~~

~~Customer. The District also will return a deposit upon termination of a Customer's water service and full payment of all rates and charges owed to the District, or at such earlier time as the District may determine that the credit of the Customer is satisfactory. The District normally returns customer deposits after two years of service and a payment history indicating no delinquent or dishonored payments. However, any customer who makes a delinquent or dishonored payment during the initial 24-months of service shall not have their deposit returned until their service is terminated or they no longer pose a substantial credit risk for a consecutive 24-month period.~~

Upon voluntary termination of service, the deposit may be applied against any unpaid balance. Any remaining balance will be returned to the Customer.

All deposits will be returned to the Customer without interest. Deposits, ~~which that~~ remain unclaimed after the expiration of ~~five three~~ years from the date the deposit became refundable, will become property of the District in accordance with Government Code Section 50050.

#### Revision History:

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
<u>12/11/19</u>	<u>Ord. 19-01 revisions to comply with SB 998</u>	<u>Lisa Brown, Customer Service Manager</u>



Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	17000 - Metered Services	Date Amended	<del>June 25, 2008</del> <u>February 1, 2020</u>

### **17000.01 District Standards, Specifications, and Requirements**

Metered services connected to the District water distribution system shall conform to District standards, specifications, and requirements.

### **17000.02 Ownership of Meters**

The District shall retain title to all meters installed within the District. Payment by a Customer of connection fees, including installation fees, capital facilities fees, meter charges, tapping charges or any other fees or charges shall not transfer ownership of a meter from the District to the Customer.

### **17000.03 Service to Subsequent Customers**

After connection and all other fees have been paid to establish water service to a Premise, the same class of service will be made available to subsequent Customers occupying that land without payment of further fees, except for additional fees for increased water use as provided in Section 14000.04 and/or deposits required for service and service charges, as provided elsewhere in this Code.

### **17000.04 Relocation of Service**

Prior to inspection approval, all services must be at the specified grade, and located outside proposed driveways. Should a service require a change in grade or relocation outside a proposed driveway, a Change of Service fee or Service Relocation must be paid prior to final inspection approval. See District's Schedule of Rates, Fees, Charges, and Deposits for current fees.

With prior District approval, water meters may be moved at the request of the owner from one location to another location on the same parcel owned by the Customer upon payment of a deposit based on an estimate of time and material costs in an amount determined by the District.

### **17000.05 Service Turn-Off Requested by Customer**

In non-emergency situations, upon receipt of two days' notice by the owner, either in writing, by phone, or in person, water service will be turned off and locked by the District without charge. All water charges up to and including the date of discontinuance must be paid before service will be turned off and locked.

#### **17000.05.1 Request for Turn-Off Without Notice**

Where notice is not given, the Owner will be required to pay for water service until two days after the District has actual knowledge that the Customer has vacated the Premises or otherwise discontinued water service.

#### **17000.05.2    Reconnect Fee**

Before service is restored, a reconnect fee will be required. See District's current Schedule of Rates, Fees, Charges, and Deposits.

#### **17000.05.3    Request for Turn-Off by Landlord**

A Landlord may not request a service turn-off on any occupied leased or rented dwelling unit where water charges are paid current, except for emergency turn-offs related to public health or safety or to prevent loss of life or property damage.

### **17000.06        Reading of Meters**

Meters shall be read every other calendar month or at a frequency established by the District to permit the computation, preparation and mailing of bills as soon thereafter as practicable.

Meters also are read when ownership of a property transfers from one Customer to another, when water service is discontinued and then restored, when maintenance is required at the meter, or when the Customer has requested assistance with irrigation problems or locating leaks. When the District does not receive advance notice of a change of ownership and the meter is not read when ownership transfers, the District shall estimate water use based on the Customer's historical consumption.

### **17000.07        Adjustment for Meter Inaccuracies**

#### **17000.07.1    Failure of Meter to Register During Service**

Should any meter in service fail to register during a billing period, a bill will be issued by the District for the estimated amount of water used during the period of the meter failure based on prior use under that account.

#### **17000.07.2    Meter Testing**

Initial Test: Prior to installation, each meter may be tested by the manufacturer or by the District.

Customer Request: A Customer may, giving not less than one week's notice, request the District to test the meter serving the Customer's Premises. The District will require the Customer to deposit the current fee to cover the cost of the test. See District's current Schedule of Rates, Fees, Charges, and Deposits.

The deposit will be returned if the meter is found to register more than three percent error. The Customer will be notified not less than two days in advance of the time and place of the test. The Customer shall have the right to be present or to be represented by a designated representative. A written report, giving the results of the test, will be given to the Customer within 14 days after completion of the test. When, upon

testing, a meter is found to be registering more than three percent higher than actual usage under conditions of normal operation, the District will repair or replace the meter and refund to the Customer the full amount of the overcharge based on estimation of corrected meter readings for the period not exceeding six months that the meter was in use by the Customer.

When, upon testing, a meter is found to be registering more than three percent lower than actual usage under conditions of normal operation, the District will repair or replace the meter. The Customer's deposit for testing will not be refunded. The District may issue a bill for the estimated amount of water used during the period of the meter failure based on prior use under that account.

- 17000.07.3** Upon written request from the Customer, the District will consider a one-time credit during a single billing period for excessive consumption due to leaks in a Customer's service line. The Customer's written request shall describe the leak situation, include date(s) of leak, and must affirm that the leak has been repaired. Credits are based on the *Customer's property's* historical consumption and shall be determined by the District on a case-by-case basis.

**17000.08      Meter or Service Connection Downsizing or Upsizing**

**17000.08.1    Voluntary:**

Customers may request the downsizing, but in no case smaller than one inch, or upsizing of their meter or service size. If the District approves a Customer's upsizing or downsizing request, the Customer shall pay for all costs of the conversion on a time and material basis. In addition, if a larger meter is desired, the Customer shall pay the difference between the current connection fee for the larger meter and the current connection fee for the existing meter size. The District will provide the Customer with a cost estimate. The Customer must pay the difference in connection fee and provide the District a deposit in the amount of the cost estimate for time and materials prior to the District starting work. If the change in water service requested would require a meter or service connection of a smaller size, no refund shall be due or payable for fees previously paid, including capital facilities fees.

**17000.08.2    Involuntary:**

Pursuant to Section 13000.02, if the size or water demand of the parcel(s) receiving water service does not qualify for the current size of meter or service connection, the District reserves the right to involuntarily decrease or increase the size of meter or service connection and backflow prevention assembly. The District will make every attempt to notify the Customer in advance and schedule the work at the Customer's convenience. However, if after thirty days following notice from the

District the Customer has not responded or taken action to correct the problem, the District will schedule and complete the work as stated in the notice and charge all costs and fees owing for the work to the Customer.

#### **17000.09      Recommended Flows for District Meters**

Customers are cautioned to control rates of flow of water through District meters. Customer-caused damage to a water meter is subject to a District charge to repair or replace a damaged meter. The District may terminate water service if a Customer fails to pay any charges for meter repair or replacement or to correct a continuing flow problem. Operation of a meter that flows in excess of the manufacturer's recommendation can cause severe damage to operating parts. Rated capacities for meters used in the District are as follows:

##### Standard Meters

Maximum Rate per Meter Size (size in inches)	Maximum rate per meter* Gallons per Minute
1	50
1 1/2	100
2	160
3	350
4	1000
6	2000

##### Compound Meters

2	160
3	320
4	500
6	1000

\* Maximum rates listed are for intermittent flow only. Maximum continuous flow rates are typically 50% of maximum intermittent flow rate but are specific by meter type and size.

#### **17000.10      Damaging or Tampering with Meters**

Whenever the District has determined that a water meter has been willfully damaged or tampered with in such a manner that the meter does not properly register the consumption of water, the meter shall be locked or removed and the water service terminated. The meter shall not be opened or reinstalled for service until all of the following charges have been paid:

- A. Outstanding water bills for the Premises being served by that meter;
- B. An unauthorized connection fee as set forth in the District's current Schedule of Rates, Fees, Charges, and Deposits, if applicable;
- C. A charge for servicing, repairing, or replacing the meter equal to the District expense for time and materials;

- D. A meter installation fee in accordance with Section 12000.03; and
- E. A charge for estimated quantity of water consumed but not paid for since the last regular correct reading, which shall be determined on the basis of prior use under the Customer's account for the damaged or tampered meter.

#### **17000.11      Angle Stop**

Every service connection is equipped with an angle stop valve on the inlet side of the meter. The District's responsibility for maintenance terminates at the Customer's side of the water service meter box. The angle stops are for the exclusive use of the District in controlling use of the water through the service connection and/or meter. If the angle stop should be damaged or worn out through use by a Customer to an extent requiring replacement or repair, the District shall charge the Customer for such replacement and/or repair.

#### **17000.12      Customer Responsibility**

The District assumes no responsibility for maintenance and operation of the Customer's water system beyond the service connection. The Customer assumes all liability and responsibility of every kind to the end that the District shall be kept whole and harmless at all times of any claim resulting from matters involving quantities, quality, time or occasion of delivery, or any other phase of the maintenance, operation and service of the Customer's water system.

The District recommends for convenience and safety that the water system on the Customer's Premises be equipped with a wheel valve for the customer's use to isolate their water system and turn off their water supply. The wheel valve shall be placed at some known accessible location between the meter and the building.

#### **17000.13      Service/Meter Enhancements**

Any Customer desiring to make any improvements or changes requiring cutting, refitting, raising, lowering or relocating service connections shall make an application to the District. Upon approval of the application by the District, a deposit will be required prior to the work commencing. District personnel or approved contractors shall perform all work. Should the deposit be in excess of the actual cost, the difference shall be refunded. Should the cost exceed the deposit, the additional amount due will be payable in full to the District upon presentation of the bill.

#### **17000.14      Minimum Pressure**

The District ordinarily will provide a minimum of 20-psi residual pressure at the meter/service connection. When a Customer's Premises would be serviced at an expected minimum pressure of less than 20-psi, the District agrees to pay for, construct and maintain a booster pump facility and a reduced pressure principle backflow prevention device, per Section 10000.04 prior to or at the District's service of water to the Premises. Only District employees shall be permitted to operate booster pumping equipment and any unauthorized use of such equipment may be grounds for termination of water service.

## **17000.15 Maximum Pressure**

Whenever the District provides pressure greater than 80-psi, the customer will install and maintain a pressure regulator controlling the pressure on their premises per the California State Plumbing Code.

### **Revision History:**

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
<a href="#"><u>12/11/19</u></a>	<a href="#"><u>Ord. 19-01 revisions to comply with SB 998</u></a>	<a href="#"><u>Lisa Brown, Customer Service Manager</u></a>



Ordinance Type	<b>District Operations</b>	Date Adopted	<b>June 28, 2006</b>
Ordinance Number & Title	<b>18000 - <del>Issuance and Payment of Water Bills for Water Service</del></b>	Date Amended	<b>June 25, 2008 February 1, 2020</b>

**18000.01 ~~Issuance, Due Date and Final Payment Date of Statement of Charges for Service Bills For Water Service~~**

**18000.01.1 Issuance of Statements Bills**

Statements Bills for water service or other charges will be mailed or presented in the following month after following the water meter reading has been read and/or the applicable charges have been determined. Issuance shall be every other month. Final bills for sale of property are exempt from this billing cycle.

**18000.01.2 Fixed Base Charge**

Billing for water service includes a fixed base charge that primarily funds fixed costs. This typically includes facilities, infrastructure maintenance, debt service, customer service, and other similar needs that have to be paid for regardless of how much water is delivered to customers. The fixed base charge is due regardless of whether any water is actually used. Customers whose service has been discontinued in accordance with section 18000.03 or has requested that their service be discontinued in accordance with District ordinance section 17000.05 will not be assessed the fixed base charge for months subsequent to discontinuance.

**18000.01.3 Consumption Charge**

Billing for water service includes a consumption charge that primarily funds the expenses to the District necessary for the purchase and distribution of water to customers. The consumption charge, as set forth in the District's most current rate study, is assessed for each one-hundred cubic feet (CCF) of water actually consumed.

**18000.01.4 Billing Periods**

Bills for general water service generally will be rendered bi-monthly by the District. Bills for special water services (temporary water service, construction water, fire hydrant use) may be rendered more frequently. Special meter readings will be made for opening or closing billing purposes.

#### **18000.01.5 Billing on Non-Owner-Occupied Residences**

California Government Code section 54347 authorizes public agencies to collect charges from property owners for services to tenants on those properties. Therefore, with the property owner's authorization, evidenced by a signed Landlord/Tenant Agreement from the legal owner of the property, and a deposit that meets the requirements of District ordinance section 15000.01, the District shall provide a bill copy to the service address for water service. However, the property owner shall be responsible to pay any charges not paid by the tenant. The District shall not share any account information with the tenant, other than the outstanding balance, in the absence of a completed Landlord/Tenant Agreement application which imposes primary responsibility to pay the water bill on the tenant.

#### **18000.01.6 Back Billing**

If a customer uses water for which no bills have been issued for more than one billing cycle, and a beginning meter reading is not available, the customer will be billed the fixed base charge for the period plus a consumption charge calculated from the average water usage over the most recent six billing cycles. This amount, which shall not be less than the base charge if no billing history is available, will be billed to the customer based on the number of billing cycles the customer has been occupying or in possession of the premises without paying bills.

#### **18000.01.7 Refunds**

If a customer is erroneously overcharged for service, the District may refund any overage paid by the customer up to two years.

#### **18000.01.8 Disputed Charges**

When a customer disputes the amount of a bill for any reason, the customer should contact the District office. If the bill is disputed, to avoid discontinuance of water service, the customer must deposit at the District office, before the disconnect date, the full amount of the disputed bill or proof of previous payment of the disputed bill with a letter setting forth the basis for the dispute and requesting a review by the Finance Director or General Manager. The Finance Director or General Manager's findings and decisions will be final and binding. If the customer's complaint concerns the meter, he or she may request that his or her meter be tested pursuant to Section 17000.07.2 Meter Testing of the District's most current water ordinance. Nothing in this section is intended to affect a customer's rights under Health & Safety Code section 116900 and following and the District's Policy on Discontinuation of Residential Water Service for Nonpayment ("Policy") implementing those rights.

### **18000.01.29 Due Date**

Each statement issued by the District for such charges shall be due and payable on the date of mailing issuance or other presentation to the Customer.

### **18000.01.310 Final Payment Date**

All charges in each statement must be paid on or before the final payment date shown on the statement, which shall be at least 20 calendar days following the date of mailing or presentation of the statement. Bills become delinquent and subject to discontinuation of service if not paid within 60 days from the bill issuance date.

## **18000.02 Payment of Charges**

- A. Payment Responsibility: The District is required to continue providing water service to each Premises or Parcel connected to the District water system as long as each such Premises or Parcel pays its fair share of the costs of receiving the service and such fair share of costs are chargeable to and run with each Premises or Parcel receiving District water service. Therefore, payment of all water service rates, fees and charges shall be the responsibility of the owner of record of the subject Premises or Parcel and payment of all charges is an obligation of ownership of a Premises or Parcel. As such, any subsequent owner of a Premises or Parcel is responsible for paying any unpaid or delinquent fees, rates and charges due on a Premises or Parcel that are in any way connected to District water service as a condition of service being continued to the Premises or Parcel. A change in ownership does not terminate any outstanding rates, fees and charges due for previous water service to said parcel, whether or not those rates, fees and charges were incurred by the present Premises or Parcel owner or a previous owner or tenant.
- B. Crediting of Payment: Payments shall be credited to a Customer's account when cash, an electronic funds transfer, a check drawn on an account with sufficient funds a money order or a Visa or MasterCard payment has been received by the District at the District business office during regular office hours. Deposit of payment in the mail shall be credited to a Customer's account when received at the District's business office.
- C. Returned Check ChargeDishonored Payment Charge: A returned check item charge as set forth in the District's current Schedule of Rates, Fees, Charges, and Deposits shall be added to a Customer's account in each instance where payment has been made to the District with a check that has been returned to the District by the bank upon which it is drawn.
- D. The District offers an average monthly or equalized payment plan to balance water bills that can fluctuate seasonally. The equalized amount is based on the customer's average consumption during the current 12-month period. Average monthly or equalized payment plans are reconciled annually and adjusted as needed.
- E. The District offers online bill presentment and payment to Customers who wish to view their bill and/or pay by check or Visa or MasterCard via the internet.

F. Customers may make payment arrangements with the District. Defaulting on a payment arrangement may lead to disconnection of service.

## **18000.03 Delinquent Accounts**

### **18000.03.1 For Non-Payment of Charges**

Except as otherwise prohibited by law, a delinquent account from a Premises within the District will be applied to a new account opened by the same Customer for a different Premises, and the District may require payment of the delinquent amount (plus penalties and interest) as a condition of opening the new account, or the District ~~can~~may pursue any other remedy for collection of delinquent accounts provided for in this Code or other District rule, regulation or policy, or applicable state and federal law.

### **18000.03.2 Late-Payment Charge**

A late-payment charge shall be added to each delinquent account ~~at the time of delivery of a 48-hour (door hanger) shut-off notice (see Section 18000.03.5.C and D) upon preparation of an Intent to Disconnect Notice.~~ When a late-payment charge is imposed, such charge shall be added to the account as of the date the ~~48-hour~~ notice is ~~delivered to the Premises prepared~~, and such charge shall become part of the amount due ~~as of at~~ that time. The current late-payment fee amount is set forth in the District's Schedule of Rates, Fees, Charges, and Deposits. The District may, at its discretion, apply a late-payment charge upon other reasonable notification to Customer for connections where a door hanger cannot be delivered (i.e. connections for irrigation service or for residences or commercial buildings under construction.)

### **18000.03.3 Partial Payment on Delinquent Accounts**

A partial payment on a delinquent account may be accepted and credited to a Customer's account. The partial payment shall not cause removal of the account from ~~an existing~~ delinquent status or preclude assessment of fees and charges for delinquent payment, nor shall the partial payment preclude the meter/service from being turned off for delinquency ~~or cause duly disconnected service to be restored.~~

### **18000.03.4 Financial Arrangements for Discontinuation of Service to Delinquent Accounts**

A. Discontinuation of Service: ~~The General Manager, or any Person delegated by the General Manager, may authorize~~ Continuation of service to a delinquent account will be permitted only as set forth in the Policy, adopted and amended from time to time by the Board of Directors, if financial arrangements, ~~satisfactory to the District,~~ have been established in accordance with the Policy. ~~A Customer default~~

~~on a payment arrangement made with the District shall result in service to that Customer being terminated until all late or delinquent water service charges are paid and the Customer reaffirms the payment arrangements.~~

- B. Requirement of Deposit: If a Customer permits his or her account to become delinquent, the General Manager or his/her designee may require the Customer to make a deposit in accordance with the provisions of Section 15000 of this Code.

**18000.03.5 Termination of Water Service Under Delinquent Account**

~~The District may terminate and lock off water service to any Customer if payment has not been made in accordance with the notice of delinquency. A termination may be made in accordance with the following procedures:~~

- A. ~~A District bill for water service is not paid in full within 19 days after the bill is mailed or otherwise presented to the Customer.~~
- B. ~~The District mails to the Customer at his or her last known address a notice of delinquent water bill at least 20 days after the original bill was mailed, and at least 15 days before water service is to be terminated.~~
- C. ~~The District gives final notice of the delinquent water bill and pending termination at least 48 hours before water service is to be terminated. The 48 hour termination notice will be personally delivered to the property and attached to the front of or to the principal entrance or any structure located thereon if the notice cannot be delivered to a person 18 years of age or older at the property. At the discretion of staff, this notice may be given by phone or mailed by certified mail, return receipt. The 48 hour period will commence upon contact with the customer by phone or signature date on the return receipt.~~
- D. ~~Every notice of service termination required by this Section shall include all of the following information:
  1. The name and address of the Customer whose account is delinquent.
  2. The amount of the delinquency.
  3. The date by which payment or arrangements for payment is required in order to avoid discontinuance of service.
  4. The procedure by which the Customer may initiate a complaint or request an investigation concerning service or charges, unless~~

~~the District's bill for services contains a description of that procedure.~~

- ~~5. The procedure by which the Customer may request amortization of the unpaid charges.~~
- ~~6. The telephone number of a representative of the District who can provide additional information or institute arrangements for payment.~~

#### **18000.03.85 Lien for Delinquent Charges**

1. When a Customer's water bill becomes delinquent and/or when the District terminates water service as provided elsewhere in this Code, or when the District has determined that the recovery of the amount due may be uncertain due to abandonment of a Premises and/or Water Service, then To the extent permitted by law, the District may file with the Placer or Sacramento County Recorder a Notice of Lien (whichever is the County in which the property is located), setting forth the legal description of the property, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties and interest, are a lien against the Premises to which the service was provided in accordance with Government Code Section 54354.
2. All outstanding account balances, interest and lien release charges (if applicable) must be paid in full prior to re-establishing service in the owner's name at the same, or different property within the boundaries of the District.
3. Current accounts that have incurred a large amount of fines, or the owner that maintains the account has refused to pay any balance owed and the District may be placed in a position of incurring bad debt may have a lien placed against the property being served by the District until the balance associated with those charges is paid in full.

#### **18000.03.6 Reinstatement of Water Service Under Delinquent Accounts**

Water service accounts terminated for non-payment shall be reinstated as provided in the Policy. Water service terminated for delinquency may not be reinstated until all amounts due and payable, including late payment charges and service "reconnect" charges, and any required deposit, have been paid at the District business office, or unless payment arrangements satisfactory to the District have been made. Current late and reconnect fees can be found in the District's Schedule of Rates, Fees, Charges, and Deposits.

If a Customer becomes delinquent in the payment of water charges or system charges and such delinquency continues after written notice from

~~the District as provided for elsewhere in this Code, the District may, at its discretion, remove the Customer's water meter and/or discontinue water service. If, within six month after removal of the meter or discontinuance of water service, water service is subsequently requested for the same address or location, service will be resumed only upon payment of the following:~~

- ~~A. All charges that were delinquent at the time of removal of the meter or discontinuance of water service including any outstanding fees and charges due from the Customer for service at the Customer's current address and any outstanding balance on any active, closed or discontinued account in Customer's name located anywhere within the District Service Area;~~
- ~~B. All costs incurred on a time and material basis to remove the meter;~~
- ~~C. If the meter is actually removed, the District's then current charges for meter installation of the size to be installed for the resumption of service.~~
- ~~D. The reconnect fee listed in the District's current Schedule of Rates, Fees, Charges, and Deposits.~~
- ~~E. Any deposit required by the District in accordance with Section 15000 of this Code.~~

#### **18000.03.7 Exceptions to Termination of Service for Non-Payment of Water Bills**

~~Residential water service shall not be discontinued for nonpayment of water bills and charges during any pending investigation by the District of a Customer dispute or complaint; or when a Customer has been granted an extension of the period for payment of a bill (unless Customer defaults on his or her payment arrangement); or on the certification of a licensed physician or surgeon that to do so would be life threatening to the Customer, or the Customer is financially unable to pay for service within the normal payment period, and is willing to enter into an amortization agreement with the District to pay the bill over a period not to exceed twelve months or as determined by the District (unless Customer defaults on their payment arrangement).~~

#### **18000.03.8 Lien for Delinquent Charges**

~~When a Customer's water bill becomes delinquent and/or when the District terminates water service as provided elsewhere in this Code, or when the District has determined that the recovery of the amount due may be uncertain due to abandonment of a Premises and/or Water~~

~~Service, then the District may file with the Placer or Sacramento County Recorder a Notice of Lien (whichever is the County in which the property is located), setting forth the legal description of the property, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties and interest, are a lien against the Premises to which the service was provided in accordance with Government Code Section 54354.~~

## **18000.04 Termination of Master Meter Accounts**

This Section applies to termination of water service through a master meter, or through individually-metered service in a multi-unit residential structure or mobile home park, where the owner or manager, is listed by the District as the Customer of record of the service. Termination and reinstatement of such accounts will be in accordance with the Policy. A Person subject to a master metered account that was not directly billed by the District, who opens an individual service accounts after the termination of a master metered account, shall be subject to all applicable provisions of this Code and all other applicable District rules, regulations, and policies.

**18000.04.1** ~~For any proposed termination of a master metered account, the notice of termination provided in Section 18000.03.5 also shall inform the actual users that they have the right to become District Customers without being required to pay the amount due on the delinquent account. In addition to mailing the notice at least 15 days before termination, the District also shall make every good faith effort to provide the notice to the actual users of the services (e.g., through a "door hanger" notice) that service will be terminated in 10 days. The District is not required to make service available to the actual users of a terminating master metered account unless the actual users of water agree to and actually fulfill all terms and conditions of receiving District water service, and meet all requirements of the District's ordinances, rules, regulations, policies, and tariffs. Even if all actual water users of a master metered account do not agree, however, if one or more actual users are willing and able to assume responsibility for the entire account to the satisfaction of the District, or if there are physical means, legally available to the District, of selectively terminating service to those actual users who have not or are unwilling to meet the District's requirements for receiving water service, the District shall make service available to the actual users who have met those requirements.~~

~~(See Government Code Section 60371.)~~

### **18000.04.2 48 Hour Notice of Termination**

~~The District shall make a reasonable, good faith effort to contact an adult Person residing at the Premises of the Customer by telephone or in Person at least 48 hours prior to any termination of service, except that, whenever telephone or Personal contact cannot be accomplished, the District shall give, by mail or by posting in a conspicuous location at the~~

~~Premises, a notice of termination of service, at least 48 hours prior to termination. The 48 hour notice shall include the same information as the notice described in Section 18000.03.5, Subsection (D), except that it does not need to include items 5 and 6.~~

#### **18000.04.3 Service Reconnect Charge for Delinquent Accounts**

~~A reconnect charge shall be made for restoring service to any account that has previously been turned off for a delinquent account. See the District's current Schedule of Rates, Fees, Charges, and Deposits for the amount.~~

#### **18000.04.4 Individual Accounts After Termination of Master Metered Account**

~~A Person subject to a master metered account that was not directly billed by the District, who opens an individual service accounts after the termination of a master metered account, shall be subject to all applicable provisions of this Code and all other applicable District rules, regulations, and policies.~~

#### **Revision History:**

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
<u>12/11/19</u>	<u>Ord. 19-01 revisions to comply with SB 998</u>	<u>Lisa Brown, Customer Service Manager</u>





Section	FIN-5 Finance	Approval Date
Policy	FIN-5.10 Disconnection of Residential Water Service for Nonpayment Policy	Latest Revision

## FIN-5.10 Disconnection of Residential Water Service for Nonpayment Policy

### 5.10.1 General Provisions

#### A. Application

This Policy applies only to disconnection of residential water service for nonpayment. The District's existing ordinances, resolutions, policies, and procedures shall continue to apply to any non-residential water service accounts and to disconnection of residential water service for other reasons, including the termination of a service connection by the District due to a customer violation of any other ordinance, rule, regulation or policy of the District. In the event of any conflict between this Policy and any other ordinance, rule, regulation or policy of the District, this Policy shall prevail.

#### B. Customer Responsibility

Under applicable District ordinances, bills for water service are rendered to each customer on a bi-monthly basis, and are due and payable upon presentation. Water service bills become delinquent if not paid within 60 days from the date on the bill. It is the customer's responsibility to ensure that payments are received at the District office in a timely manner. Payment may be made at the District office, online or to the address for remittance of mailed payments.

#### C. Availability of Policy

The District shall provide this Policy and all written notices given under this Policy in English, in the languages listed in Section 1632 of the Civil Code, and in any other language spoken by at least 10 percent of the people residing in the District's service area. This Policy shall be posted and maintained on the District's Internet website.

#### D. Telephone Number

The District's Customer Service Department can be reached at (916) 791-0115 for assistance concerning the payment of water bills and to discuss options for stopping disconnection of residential service for nonpayment.

### 5.10.2 Disconnection of Residential Water Service for Nonpayment

#### A. 60-day Delinquency Period

The District shall not disconnect residential water service for nonpayment of a service bill until a customer's payment has been delinquent for 60 days.

**B. 10-Day Notice**

Not less than 10 business days before disconnection of residential service for nonpayment, the District shall contact the customer named on the account by telephone or written notice.

- i. When the District contacts the customer named on the account by written notice under this section, the written notice of payment delinquency and impending disconnection shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant."
- ii. The written notice shall include all of the following information in a clear and legible format:
  1. The customer's name and address.
  2. The amount of the delinquency, including an itemization of any late payment penalties and interest to be applied to the delinquent charges.
  3. The date and time by which payment or arrangement for payment must be made in order to avoid disconnection of water service.
  4. A description of the process to apply for an extension of time to pay the delinquent charges.
  5. A description of the procedure to petition for bill review and appeal.
  6. A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with this Policy.
  7. The District's telephone number, business address, and hours of operation of the customer service desk.
- iii. The District may alternatively provide notice to the customer of the impending disconnection of service by telephone. If notice is provided by telephone, the District shall offer to provide the customer with a copy of this Policy and also offer to discuss with the customer the options for alternative payments and the procedures for review and appeal of the customer's bill.
- iv. If the District is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave, or place in a conspicuous place, a notice of imminent disconnection of residential service for nonpayment and a copy of this Policy.

**C. 48-hour Posting Notice**

The District shall make a reasonable, good faith effort to contact an adult person residing at the premises of the customer by telephone or in person at least 48 hours prior to any termination of service except that whenever telephone or personal contact cannot be accomplished, the district shall give, by mail or by posting in a conspicuous location at the premises, a notice of termination of service, at least 48 hours prior to termination. The notice of termination of service shall include all of the following information:

- i. The customer's name and address.

- ii. The amount of the delinquency, including an itemization of any late payment penalties and interest to be applied on any delinquent charges.
- iii. The date and time by which payment or arrangements for payment is required in order to avoid termination.
- iv. The procedure for the customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.
- v. The telephone number of a representative of the District who can provide additional information or institute arrangements for payment.

**D. Service Restoration Information**

Upon disconnection, the District shall provide the customer with information on how to restore residential service.

**5.10.3 Restrictions on Disconnection of Water Service**

- A. The District shall not disconnect residential water service in any of the following situations:
  - i. During the time that the District is investigating a customer dispute or complaint under section 8 of this Policy.
  - ii. When a customer has been granted an extension of the period for payment of a bill.
- B. In addition to the situations described in subsection (a), above, the District shall not disconnect residential service if all of the following conditions are met:
  - i. The customer, or a tenant of the customer, submits to the District the certification of a primary care provider, as defined in section 14088(b)(A)(1) of the Welfare and Institutions Code, that disconnection of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the property receiving service;
  - ii. The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if (1) any member of the customer's household is a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (2) the customer declares that the household's annual income is less than 200 percent of the federal poverty level.
  - iii. The customer is willing to enter into an alternative payment arrangement, consistent with the provisions of Section 4 of this Policy.

- C. The District is prohibited from terminating water service to any customer or tenant of a customer on any Saturday, Sunday, legal holiday, or outside of its normal operating hours.

#### **5.10.4 Alternative Payment Arrangements**

##### **A. Options**

If a customer meets the three conditions listed in Section 3(b), above, the District shall offer the customer one or more of the following options:

- i. Amortization of the unpaid balance;
- ii. Participation in an alternative payment schedule;
- iii. A partial or full reduction of the unpaid balance, financed without additional charges to other ratepayers; and/or
- iv. Temporary deferral of payment.

##### **B. District Administration**

The District General Manager, or his or her designee, may choose which of the payment options described in section 4(a), above, may be available to the customer and may set the parameters of that payment option. Ordinarily, the repayment option(s) offered should result in repayment of any remaining outstanding balance within 12 months. The District may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case. The District may charge an administrative fee for the cost of administering alternative payments under this provision.

##### **C. Customer Obligations**

The customer shall remain current on any new water service charges as they are billed in each subsequent billing period. The customer may not request further amortization or reduction of any unpaid charges on subsequent bills while paying delinquent charges under an alternative payment arrangement.

- D. Commencing on the date the first payment arrangement is entered into, customers who fail to comply with an agreed payment arrangement will not be eligible to establish future payment arrangements for a period of 12 months, except as otherwise prohibited by law.

#### **5.10.5 Disconnection after Failure to Comply with Alternative Payment Arrangements**

- A. The District may disconnect service no sooner than five business days after the District posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

- i. The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

- ii. While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.
- B. If a customer fails to comply with an amortization agreement under subsection 5(a)(i), above, the District shall not terminate service without giving notice to the customer of the conditions the customer is required to meet to avoid termination. This notice does not entitle the customer to further investigation or provision of alternative payment arrangements by the District.

#### **5.10.6 Disconnection in Master Meter Landlord-Tenant Situations**

##### **A. Applicability**

This section applies to District service through an individual meter to a detached single-family dwelling, a multi-unit residential structure, mobile home park, or permanent residential structure in a labor camp, only if the owner, manager or operator is the customer of record and there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the building.

##### **B. Notice**

The District shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. This notice shall further inform the residential occupants that they have the right to become District customers, to whom the service will then be billed, without being required to pay any amount which may then be due on the delinquent account.

##### **C. Service to Occupants**

The District is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of District water service and meets the requirements of law and the District's ordinances, rules, regulations, and policies. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means legally available to the District of selectively terminating service to those residential occupants who have not met the requirements of the District's ordinances, rules, regulations, and policies, the District shall make service available to those residential occupants who have met those requirements.

##### **D. Proof of Credit**

If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent or other credit obligation acceptable to the District for that period of time is a satisfactory equivalent.

##### **E. Detached Single-Family Dwellings**

In the case of a detached single-family dwelling, the District may do any of the following:

- i. Give notice of termination at least ten days prior to the proposed termination.

- ii. In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling.

#### **5.10.7 Additional Considerations for Financial Hardship**

- A. If a customer who demonstrates to the District household income below 200 percent of the federal poverty line, the District shall both:
  - i. Set a reconnection of service fees for reconnection during normal operating hours at \$50.00 and for reconnection during nonoperational hours at \$150.00. These fees shall not exceed the actual cost of reconnection if those costs are less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.
  - ii. Waive interest charges on delinquent bills once every 12 months.
- B. The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if:
  - i. Any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children; or
  - ii. The customer declares that the household's annual income is less than 200 percent of the federal poverty level.

#### **5.10.8 Procedure to Contest or Appeal a Bill**

The procedure to be used to appeal the amount set forth in any bill for residential water service is as follows:

##### **A. General Appeal**

Within five days of receipt of the bill for water service, a customer has a right to request an appeal or review of any bill or charge rendered by the District. The request must be made in writing and be delivered to the District's office. For so long as the customer's appeal and any resulting investigation is pending, the District cannot disconnect water service to the customer.

##### **B. 10-Day Notice Appeal**

In addition to the appeal rights under subsection (a), above, a customer who receives a 10-Day Notice described in Section 3(c) of this Policy may request an appeal or review of the bill to which the notice relates within five business days of the date of the notice. However, no such appeal or review rights shall apply to any bill for which an appeal or request for review under subsection (a) above, has been made. Any appeal or request for review under this subsection must be in writing and must include documentation supporting the appeal or the reason for the review. The request for an appeal must be delivered to the District's office within the five day period. For so long as the customer's appeal and any resulting investigation is pending, the District cannot disconnect water service to the customer.

**C. Appeal Process.**

- i. Following receipt of a request for an appeal or review under subsections (a) or (b), above, the District's General Manager, or his or her designee shall evaluate the request for review and evidence provided by the customer and the information on file with the District concerning the water charges in question. Within 10 business days after receipt of the customer's request for review, the General Manager, or his or her designee, shall render a decision as to the accuracy of the water charges set forth on the bill and shall provide the appealing customer with a brief written summary of the decision.
- ii. If water charges are determined to be incorrect, the District will provide a corrected invoice and payment of the revised charges will be due within 10 calendar days of the invoice date for revised charges. If the revised charges remain unpaid for more than 60 calendar days after the corrected invoice is provided, water service will be disconnected. Prior to disconnection, the District shall provide the customer with the 10-Day Notice in accordance with Section 3(c), above. Water service will only be restored upon full payment of all outstanding water charges, penalties, interest, and any applicable reconnection charges.
- iii. If the water charges in question are determined to be correct, the water charges are due and payable within three business days after the General Manager's, or his or her designee's, decision is rendered and mailed to the customer. At the time the decision is rendered, the customer will be advised of the right to further appeal before the District's Board of Directors. Any such appeal must be filed in writing within five calendar days after the General Manager's, or his or her designee's, decision is rendered. The appeal hearing will occur at the next regular meeting of the District's Board of Directors, unless the customer and General Manager, or his or her designee, agree to a later date.
- iv. If the customer does not timely appeal to the District's Board of Directors, the water charges in question shall be immediately due and payable. In the event the charges are not paid in full within 60 calendar days after the original billing date, then the District shall provide customer with the 10-Day Notice in accordance with Section 3(c), above, and may disconnect water service to the customer's property if the outstanding bill is not timely paid.
- v. When a hearing before the Board of Directors is requested, the customer will be required to personally appear before the Board and present evidence and reasons as to why the water charges on the bill in question are not accurate. The Board shall evaluate the evidence presented by the customer, as well as the information on file with the District concerning the water charges in question (including the General Manager's/designee's decision) and any staff presentation, and render a decision as to the accuracy of said charges. The Board's decision shall be final and binding.
- vi. If the Board finds that the water service charges in question are incorrect, the customer will be invoiced for the revised charges. If the revised charges remain unpaid for more than 60 calendar days after the corrected invoice is provided, water service will be disconnected, on the next regular working day after expiration of expiration of that

period. The District shall provide the customer with the 10-Day Notice in accordance with Section 3(c), above.

- vii. If the water service charges in question are determined to be correct, they shall be due and payable within three business days after the decision of the Board is rendered and mailed to the customer. In the event the charges are not paid in full within 45 calendar days after the original billing date, then the District shall provide with the 10-Day Notice in accordance with Section 3(c), above, and may disconnect water service to the customer's property if the outstanding bill is not timely paid.
- D. Any overcharges due from the District will be reflected as a credit on the next regular bill to the customer, or refunded directly to the customer, at the sole discretion of the General Manager or Board of Directors.
- E. Water service to any customer shall not be disconnected at any time during which the customer's appeal to the General Manager or the Board of Directors is pending.

**Revision History:**

Revision Date	Description of Changes	Requested By

# AGENDA ITEM V-2

## STAFF REPORT

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To: Board of Directors

From: Tony Barela, PE  
Operations Manager

Date: December 11, 2019

Subject: Hinkle Reservoir Outage Operations Planning Project – Amendment No. 1

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### **Recommended Action**

Staff requests a Board motion to approve Amendment No. 1 to HDR Engineering, Inc. for engineering design, bidding and construction services related to the Hinkle Reservoir Outage Operations Planning Project in the amount of \$126,078. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

### **Background**

On June 26, 2019, the Board of Directors approved a contract with HDR Engineering, Inc. (HDR) to develop an operational plan for water treatment plant and Wholesale transmission operations during the replacement of the Hinkle Reservoir cover and liner currently scheduled for the winter of 2020/21. The project includes creating an updated Wholesale hydraulic model, determining what operational controls are needed to safely operate the system, and drafting operating procedures for use during the project.

Based on the hydraulic analysis, it was determined that the District does not have sufficient storage within the Wholesale system to properly operate without Hinkle Reservoir in service. To properly operate the system, storage is needed to accommodate variances in demands throughout any given day. Since insufficient space is available to stage temporary storage facilities at volumes needed at District facilities, functional “storage” will be created by installing two temporary 1 Million Gallon (MG) bolted steel tanks at the District’s main corporation yard with operational control through Sacramento Suburban Water District’s (SSWD) Antelope Pressure Reducing Valve Facility.

SSWD’s Antelope Pressure Reducing Valve Facility is designed to reduce water pressure prior to delivering surface water from SJWD to SSWD. This design amendment includes the modifications necessary to safely operate these valves to increase/decrease flow into SSWD distribution system based on tank levels and pressures within the system. SCADA controls will be provided to SJWD and SSWD operators so that the station can be monitored/controlled during the replacement project.

This amendment includes the design, bidding and construction services for the temporary tanks, associated appurtenances, and electrical and control modifications at the SSWD Control Valve facility. These improvements are critical to system operations during the Hinkle Reservoir Cover/Liner Replacement Project.

### **Budget Impact**

The total project authorized budget including the proposed amendment is \$342,558. This project amendment is an unplanned expense, however there is sufficient funding in reserves to cover project costs. A budget amendment likely will not be needed. If a budget amendment is needed, it will be requested at, or subsequent to, the mid-year budget review.

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: December 11, 2019  
Subject: Designation of Critically-Important Position

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### **RECOMMENDED ACTION**

Adopt Resolution No. 19-09 approving an agreement to appoint Rob Watson in a critically-needed engineering position as a retired annuitant

### **BACKGROUND**

After serving as the District's Engineering Manager for 13 years, Rob Watson announced on November 21 his plan to retire from the District on December 31, 2019. We have begun the process to recruit Rob's successor, and will appoint Andrew Pierson as acting Engineering Manager, effective January 1, 2020.

The District has a number of mission-critical, time-sensitive projects that need to continue apace during this transition. Rob has significant knowledge and expertise that will be invaluable in keeping these projects on track. With his retirement, the District will lose ½ of its engineering staff, and would not be able to successfully carry out the work of the Engineering Department without staffing to make up this shortfall, and this is particularly true with respect to the treatment plant filter media and nozzle replacement project, the Hinkle reservoir liner and cover replacement project, and the retail master plan. An engineering project management position is thus a critically-important position to fill, to be able to successfully implement these projects.

Rob has agreed to serve as a retired annuitant during the next 16 months, to fill this critical position and provide his knowledge and expertise as needed to manage these projects. As a retired annuitant, he would only be paid an hourly rate of \$77.06 (equivalent to his current rate), with no benefits, for the hours he works for the District. He would be able to work up to 960 hours per year.

Staff recommends that the Board designate this position as critically-important and approve an agreement with Rob Watson to serve in this position as a retired annuitant.

## **RESOLUTION NO. 19-09**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT APPOINTING ROB WATSON TO A RETIRED ANNUITANT EXTRA HELP POSITION**

BE IT RESOLVED by the Board of Directors of the San Juan Water District as follows:

**1. Recitals.** This resolution is made with reference to the following background recitals:

(a) Rob Watson has retired from the San Juan Water District in the position of Engineering Services Manager effective December 31, 2019 (December 30, 2019 last day of service).

(b) The District is undertaking the Hinkle Reservoir Cover and Lining Project, the preparation of a retail master plan and the Treatment Plant Filter Media and Nozzle Replacement Project, all of which are pending projects necessary for effectively maintaining and improving the District's water system (the "Projects").

(c) Mr. Watson is a registered engineer and was leading the work on the Projects.

(d) The Projects require that a registered engineer participate in ensuring their successful completion. There is no one on District staff with the requisite skills and experience to perform this mission-critical and time-sensitive work, and therefore Mr. Watson's knowledge and expertise are critically necessary for the District to be able to complete the Projects in a timely and cost-effective manner.

(e) The District Board of Directors desires to employ and appoint Mr. Watson in a retired annuitant extra help position under Government Code sections 7522.56 and 21224, and determines that, in light of Mr. Watson's significant prior experience, skills and knowledge, his appointment is necessary to perform this specialized work of limited duration before he has been retired for more than 180 days.

(f) The District Board has reviewed the employment agreement with Mr. Watson, which provides that his employment shall be limited to 960 hours in each fiscal year to perform the Project tasks requiring specialized skills not possessed by any other District employee.

(g) As stated in the employment agreement and as further required by Government Code sections 7522.56 and 21224, the compensation proposed to be paid to Mr. Watson shall not be less than the minimum, nor exceed the maximum, paid by the District to other employees performing comparable duties, divided by 173.333 to equal an hourly rate. The maximum monthly base salary for the Engineering Services Manager position with the District is \$13,774.80 and the hourly equivalent is \$79.47. The minimum monthly base salary for the position is \$11,479.87 and the hourly equivalent is \$66.23. Mr. Watson will receive an hourly rate of \$77.06 (equivalent to \$13,356.80/month) and will not receive any

other benefit, incentive, compensation in lieu of benefit, or any other form of compensation in addition to this hourly rate.

(h) The District Board finds that no matters relating to Mr. Watson's appointment or employment with the District have or will be placed on the consent calendar.

**2. Approval of Employment Agreement.** The District Board of Directors hereby certifies that the nature of Mr. Watson's appointment and employment as a retired annuitant is necessary to fill a critically needed position with the District requiring specialized skills possessed by Mr. Watson that are necessary in performing project work of limited duration and, on that basis, hereby approves the employment agreement attached to this resolution and incorporated herein as Exhibit A.

PASSED AND ADOPTED this 11th day of December 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Dan Rich  
President, Board of Directors

Attest:

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Teri Grant  
Secretary, Board of Directors

**EXHIBIT A**

**EMPLOYMENT AGREEMENT  
FOR EXTRA HELP ENGINEERING SERVICES**

**EMPLOYMENT AGREEMENT BETWEEN  
SAN JUAN WATER DISTRICT  
AND ROB WATSON  
FOR EXTRA HELP ENGINEERING SERVICES**

THIS AGREEMENT is made and entered into on December 11, 2019, by and between the San Juan Water District, a public District ("District"), and Rob Watson, an individual ("Employee"), who agree as follows:

**1. Employment.** District appoints and employs Employee in an extra help retired annuitant position to provide critically needed engineering services, and Employee accepts such employment, on and subject to the terms and conditions of this Agreement and Government Code sections 7522.56 and 21224 governing the employment of CalPERS retired annuitants. Employee warrants that he is not currently employed as a retired annuitant by another CalPERS employer. Employee shall notify District if Employee proposes to accept employment with another CalPERS public agency employer and, if District objects to such proposed employment, Employee shall not accept it. If such additional employment is approved, Employee shall be solely responsible for tracking his total number of hours worked for all CalPERS employers to ensure that he does not exceed the 960 hour annual limit.

**2. Term.** The term of this Agreement shall commence on January 1, 2020 and will remain in effect until May 1, 2021, or whenever the Projects are completed, whichever is sooner, unless sooner terminated as provided in the termination provision in Section 9 below.

**3. Duties.** The District, through the General Manager, shall assign Employee his duties and hours of work, but such duties shall include engineering and project supervision work on the Hinkle Reservoir Cover and Lining and the Treatment Plant Filter Media and Nozzle Replacement Projects, and overseeing the preparation of the District's retail master plan, which work requires specialized skills and training and which is critically necessary to the ongoing duties and functions of the District. Employee represents that he is properly trained and certified to perform the duties required under this Agreement. Employee further represents that Employee will maintain, at Employee's sole expense and on Employee's own time, all required licenses and certifications as a condition of this extra help retired annuitant employment.

**4. Hours.** Employee shall be available to work as necessary to fully and competently perform the duties of the position, regardless of the number of hours or time of day or week involved. Employee shall be compensated only for hours actually worked and generally shall not work more than 40 hours in a week unless authorized or requested by the General Manager. Notwithstanding the foregoing, Employee, as a retired annuitant, may not work more than 960 hours each in District's fiscal year 2020 or 2021, and District shall retain the right to track Employee's hours and to summarily suspend Employee duties in order to ensure that Employee does not exceed the 960 hour limitation in each fiscal year.

**5. Outside Employment and Activities.** Employee shall not engage in any conduct, other employment or business, commercial or professional pursuits, whether for compensation or otherwise, that would interfere with his responsibilities and duties to

District or that would reflect unfavorably upon the interests of District. Any outside employment, consulting or business conducted by Employee during the term of this Agreement requires the prior approval of the District Board of Directors.

**6. Compensation.** For all services to be rendered by Employee under this Agreement, District will provide to Employee the following compensation:

a. Salary in the amount of \$77.06 per hour, which falls within the allowable range of \$66.23 to \$79.47 per hour based on the District's published monthly salary range for the Engineering Services Manager position divided by 173.33 to determine the hourly range as required by Government Code sections 7522.56(d) and 21224.

b. No additional benefits of any kind shall be provided, except that Employee may be reimbursed for his ordinary and reasonable business expenses incurred in the course of his work in accordance with applicable District personnel and expense reimbursement policies.

**7. Other Terms and Conditions of Employment.** Employee's employment also will be governed by the District Personnel Manual (as the same may be amended by District from time to time) and the parties will comply with all applicable provisions of the Personnel Manual. If any term or condition of this Agreement is inconsistent or in conflict with a term or condition of the Personnel Manual, this Agreement shall govern. If any term or condition of this Agreement is inconsistent or in conflict with a federal or state law, the law will govern.

**8. Ownership of Documents.** Every document, report, study, spreadsheet, worksheet, plan, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software, and any other writing or thing prepared by Employee during the term of his employment (the "Work") will be the property of District. District will have the right to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work and prepare derivative and additional documents or works based on the Work without further compensation to or permission from Employee.

**9. Termination.** This Agreement may be terminated prior to its expiration date in any one of the following ways:

a. By mutual agreement of the parties, expressed in writing.

b. By Employee, upon giving to District not less than four weeks' prior written notice of resignation.

c. By the death of Employee.

d. By District, for cause, upon giving to Employee written notice of immediate termination. The written notice of termination will specify: (1) the particular cause(s) and the facts and circumstances justifying the termination of the Agreement for cause, and (2) the opportunity of Employee to meet with the District Board of Directors on the reasons for the termination. If Employee requests a meeting, the meeting will be held at the Board's earliest convenience in a closed session, unless Employee requests an open session. After the meeting, the Board may affirm, modify or reverse its decision to terminate for cause.

For purposes of this Agreement, the following will justify termination for cause: willful breach of duty; habitual neglect of duty; gross insubordination; conviction of a crime involving moral turpitude; conduct that makes it impossible or impracticable to perform the duties under this Agreement or that seriously impedes District operations; conduct that tends to bring discredit to District; conduct unbecoming an employee in public service; mishandling of District funds; any intentional misrepresentation or fraud in connection with the performance of Employee's duties; theft of District property; violation of law; violation of the District Personnel Manual; or material breach of this Agreement.

e. By District, without cause, upon giving to Employee one week's prior written notice of termination.

**10. Conflict of Interest.** Employee agrees that during the term of this Agreement, he will not maintain any financial interest or engage in any other employment, occupation, work, or endeavor, whether compensated or not, that would in any way conflict with, or impair Employee's ability to perform the duties described in this Agreement or in conflict with the District's conflict of interest code. Upon the General Manager's determination, Employee shall file any required conflict of interest forms.

**11. Entire Agreement.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the subject matter addressed in the Agreement. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the subject matter of this Agreement, except those other documents that may be expressly referenced in this Agreement.

**12. Notices.** Any notice to be given to Employee will be sufficiently served if given to Employee personally or if deposited in the United States Mail, regular pre-paid mail, addressed to Employee at the most recent residence address as shown on the District payroll records. Any notice to be given to District will be addressed to the District Board of Directors and delivered or mailed to the District's General Manager at the District offices.

**13. Successors and Assigns.** This Agreement is personal to Employee. Employee may not transfer or assign the Agreement or any part of it. Subject to this restriction on transfer and assignment, this Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

**14. Amendments.** This Agreement may be amended only by a subsequent writing approved and signed by both parties. Any amendment by District must be approved by the District Board of Directors at a noticed public meeting. Individual Board members do not have the authority, express or implied, to amend, modify, waive, extend or in any way alter this Agreement or the terms and conditions of Employee's employment.

**15. Waiver.** The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Agreement will not be deemed a waiver with respect to any subsequent default or matter.

**16. Construction and Interpretation.** The parties agree and acknowledge that this Agreement has been arrived at through negotiation and that each party has had a full and

fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Agreement.

**17. Governing Law and Venue.** Except as otherwise required by law, this Agreement will be interpreted, governed by, and construed under the laws of the State of California. The County of Sacramento will be venue for any state court litigation and the Eastern District of California will be venue for any federal court litigation concerning the enforcement or construction of this Agreement.

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SAN JUAN WATER DISTRICT

EMPLOYEE

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Dan Rich  
President, Board of Directors

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Rob Watson

Attest:

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Teri Grant  
Secretary, Board of Directors

# AGENDA ITEM VII-1.1

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: December 11, 2019  
Subject: General Manager's Monthly Report (November)

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### RECOMMENDED ACTION

For information only, no action requested.

### TREATMENT PLANT OPERATIONS

#### *Water Production for November*

Item	2019	2018	Difference
Monthly Production AF	3,722.87	3,385.26	10.0%
Daily Average MG	39.13	35.58	10.0%
Annual Production AF	47,037.66	44,499.48	5.7%

#### *Water Turbidity*

Item	November 2019	October 2019	Difference
Raw Water Turbidity NTU	1.82	4.06	-55%
Treated Water Turbidity NTU	0.026	0.022	18%
Monthly Turbidity Percentage Reduction	98.59%	99.46%	

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

Item	2019	2018	Difference
Lake Volume AF	493,073	393,531	25%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

\* Total Reservoir Capacity: 977,000 AF

#### *Other Items of Interest:*

- Complete the corrosion protection system evaluation and calibration survey for Onsite, CTP and Fair Oaks 40 pipelines.
- Performed annual chlorine maintenance (west storage room, chlorinators and injectors).
- Performed annual valve exercising of WTP valves.
- Performed Transformer A inspection and maintenance at WTP.
- Complete removal and abatement of asbestos tiles at WTP lab and custodial storage area.

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

## SYSTEM OPERATIONS

### Distribution Operations:

Item	November 2019	October 2019	Difference
Leaks and Repairs	3	14	-11
MainsFlushed	0	0	0
Valves Exercised	2	50	-48
Back Flows Tested	0	0	0
Customer Service Calls	29	46	-17

### Distribution System Water Quality:

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

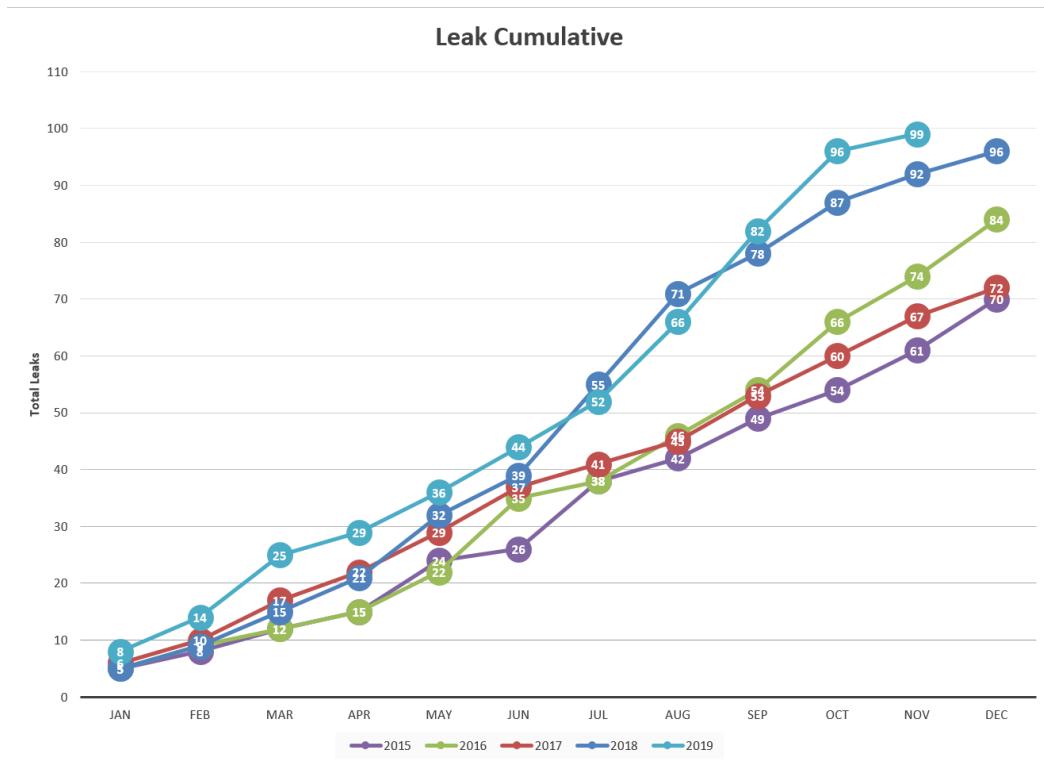


Figure 1: Annual Distribution System Leaks

### Other Items of Interest:

- None

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

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5426	799	207	20

*Water Efficiency Activities*

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
n/a	n/a	n/a	28

*Other Activities*

- 40 customers attended the November 16<sup>th</sup> Tree Pruning Clinic
- 23 meter box clearance letters were mailed out to customers this month

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

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

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

## ENGINEERING - CAPITAL PROJECTS

### Status Update for Current Retail Projects

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

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

**Status Update for Current Wholesale Projects**

<b>Project Title</b>	<b>Description</b>	<b>Status (% Complete)</b>	<b>Issues/ Notes</b>
WTP Thickeners Lining	Clean, repair and line the interior walls and floor of the three thickeners to eliminate leakage and protect the concrete and reinforcing from damage	In Design. Bidding in FY 19/20.	
WTP Filters Improvements	R&R Filter Materials, nozzles, and resurface spalled filter floor and wall areas	In Construction.	
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner	In Design Phase. Planning to operate WTP without Hinkle.	Applying for SRF funding
Lime Tower Structural Assessment	Review and inspect condition of the existing Lime Tower, also a structural evaluation.	Out to RFP	
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
WTP On-Site Residuals Management Improvement Project	Management of the WTP residuals disposal area and improvements needed to meet regulatory requirements.	In Design Phase.	Const in FY 19/20

**SAFETY & REGULATORY TRAINING – November 2019**

<b>Training Course</b>	<b>Staff</b>
Hearing Conservation	WTP, Conservation & FS
Respiratory Protection	WTP & FS
Active Shooter	WTP & FS
Annual Audiograms	WTP & FS
Annual Respirator Medical Clearance Exams	WTP & FS

**FINANCE/BUDGET**

*See attached*



San Juan Water District, CA

# Wholesale Operating Income Statement

## Group Summary

For Fiscal: 2019-2020 Period Ending: 11/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - WHOLESALE</b>					
<b>Revenue</b>					
41000 - Water Sales	11,157,700.00	11,157,700.00	0.00	5,435,784.76	5,721,915.24
43000 - Rebate	1,500.00	1,500.00	0.00	348.22	1,151.78
45000 - Other Operating Revenue	0.00	0.00	0.00	43.72	-43.72
49000 - Other Non-Operating Revenue	144,600.00	144,600.00	0.00	11,816.47	132,783.53
Revenue Total:	<b>11,303,800.00</b>	<b>11,303,800.00</b>	<b>0.00</b>	<b>5,447,993.17</b>	<b>5,855,806.83</b>
<b>Expense</b>					
51000 - Salaries and Benefits	3,712,900.00	3,712,900.00	347,994.15	1,415,942.29	2,296,957.71
52000 - Debt Service Expense	928,000.00	928,000.00	0.00	78,433.15	849,566.85
53000 - Source of Supply	1,045,900.00	1,045,900.00	31,507.35	537,494.40	508,405.60
54000 - Professional Services	735,800.00	735,800.00	7,002.24	216,555.22	519,244.78
55000 - Maintenance	547,300.00	547,300.00	12,004.88	189,499.21	357,800.79
56000 - Utilities	179,600.00	179,600.00	0.00	34,696.53	144,903.47
57000 - Materials and Supplies	604,600.00	604,600.00	16,574.25	230,560.88	374,039.12
58000 - Public Outreach	36,100.00	36,100.00	0.00	6,352.20	29,747.80
59000 - Other Operating Expenses	427,500.00	427,500.00	10,317.83	266,752.09	160,747.91
69000 - Other Non-Operating Expenses	1,600.00	1,600.00	0.00	0.00	1,600.00
69900 - Transfers Out	2,498,300.00	2,498,300.00	0.00	0.00	2,498,300.00
Expense Total:	<b>10,717,600.00</b>	<b>10,717,600.00</b>	<b>425,400.70</b>	<b>2,976,285.97</b>	<b>7,741,314.03</b>
<b>Fund: 010 - WHOLESALE Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>586,200.00</b>	<b>586,200.00</b>	<b>-425,400.70</b>	<b>2,471,707.20</b>	<b>-1,885,507.20</b>

**Wholesale Operating Income Statement**

For Fiscal: 2019-2020 Period Ending: 11/30/2019

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	586,200.00	586,200.00	-425,400.70	2,471,707.20	-1,885,507.20
<b>Total Surplus (Deficit):</b>	<b>586,200.00</b>	<b>586,200.00</b>	<b>-425,400.70</b>	<b>2,471,707.20</b>	



San Juan Water District, CA

# Wholesale Capital Income Statement

## Group Summary

For Fiscal: 2019-2020 Period Ending: 11/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 011 - Wholesale Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,123,000.00	1,123,000.00	0.00	13,378.46	1,109,621.54
44000 - Connection Fees	100,000.00	100,000.00	19,211.00	31,685.00	68,315.00
44500 - Capital Contributions - Revenue	43,700.00	43,700.00	0.00	21,850.00	21,850.00
49000 - Other Non-Operating Revenue	145,000.00	145,000.00	0.00	55,292.52	89,707.48
49990 - Transfer In	2,498,300.00	2,498,300.00	0.00	0.00	2,498,300.00
Revenue Total:	<b>3,910,000.00</b>	<b>3,910,000.00</b>	<b>19,211.00</b>	<b>122,205.98</b>	<b>3,787,794.02</b>
<b>Expense</b>					
55000 - Maintenance	934,000.00	934,000.00	0.00	427.50	933,572.50
61000 - Capital Outlay	8,446,400.00	8,446,400.00	191.80	254,437.88	8,191,962.12
Expense Total:	<b>9,380,400.00</b>	<b>9,380,400.00</b>	<b>191.80</b>	<b>254,865.38</b>	<b>9,125,534.62</b>
<b>Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>-5,470,400.00</b>	<b>-5,470,400.00</b>	<b>19,019.20</b>	<b>-132,659.40</b>	<b>-5,337,740.60</b>

**Wholesale Capital Income Statement**

For Fiscal: 2019-2020 Period Ending: 11/30/2019

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
011 - Wholesale Capital Outlay	-5,470,400.00	-5,470,400.00	19,019.20	-132,659.40	-5,337,740.60
<b>Total Surplus (Deficit):</b>	<b>-5,470,400.00</b>	<b>-5,470,400.00</b>	<b>19,019.20</b>	<b>-132,659.40</b>	



San Juan Water District, CA

# Retail Operating Income Statement

## Group Summary

For Fiscal: 2019-2020 Period Ending: 11/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 050 - RETAIL</b>					
<b>Revenue</b>					
41000 - Water Sales	12,399,400.00	12,399,400.00	1,401,275.26	3,749,172.45	8,650,227.55
45000 - Other Operating Revenue	363,200.00	363,200.00	14,479.71	102,713.99	260,486.01
49000 - Other Non-Operating Revenue	154,400.00	154,400.00	0.00	53,584.79	100,815.21
Revenue Total:	<b>12,917,000.00</b>	<b>12,917,000.00</b>	<b>1,415,754.97</b>	<b>3,905,471.23</b>	<b>9,011,528.77</b>
<b>Expense</b>					
51000 - Salaries and Benefits	5,040,100.00	5,040,100.00	478,073.66	1,962,770.38	3,077,329.62
52000 - Debt Service Expense	516,200.00	516,200.00	0.00	43,619.64	472,580.36
53000 - Source of Supply	3,075,500.00	3,075,500.00	0.00	1,484,625.39	1,590,874.61
54000 - Professional Services	1,267,100.00	1,267,100.00	4,859.72	227,409.92	1,039,690.08
55000 - Maintenance	213,800.00	213,800.00	10,387.10	174,356.79	39,443.21
56000 - Utilities	293,700.00	293,700.00	0.00	83,188.81	210,511.19
57000 - Materials and Supplies	334,200.00	334,200.00	9,303.27	121,692.52	212,507.48
58000 - Public Outreach	80,500.00	80,500.00	0.00	33,527.15	46,972.85
59000 - Other Operating Expenses	584,200.00	584,200.00	15,907.24	266,874.20	317,325.80
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	0.00	1,500.00
69900 - Transfers Out	974,500.00	974,500.00	0.00	0.00	974,500.00
Expense Total:	<b>12,381,300.00</b>	<b>12,381,300.00</b>	<b>518,530.99</b>	<b>4,398,064.80</b>	<b>7,983,235.20</b>
<b>Fund: 050 - RETAIL Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>535,700.00</b>	<b>535,700.00</b>	<b>897,223.98</b>	<b>-492,593.57</b>	<b>1,028,293.57</b>

**Retail Operating Income Statement**

For Fiscal: 2019-2020 Period Ending: 11/30/2019

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	535,700.00	535,700.00	897,223.98	-492,593.57	1,028,293.57
<b>Total Surplus (Deficit):</b>	<b>535,700.00</b>	<b>535,700.00</b>	<b>897,223.98</b>	<b>-492,593.57</b>	



San Juan Water District, CA

# Retail Capital Income Statement

## Group Summary

For Fiscal: 2019-2020 Period Ending: 11/30/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 055 - Retail Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,123,000.00	1,123,000.00	0.00	13,378.47	1,109,621.53
44000 - Connection Fees	100,000.00	100,000.00	172,986.00	233,970.69	-133,970.69
49000 - Other Non-Operating Revenue	150,000.00	150,000.00	0.00	18,752.79	131,247.21
49990 - Transfer In	974,500.00	974,500.00	0.00	0.00	974,500.00
Revenue Total:	<b>2,347,500.00</b>	<b>2,347,500.00</b>	<b>172,986.00</b>	<b>266,101.95</b>	<b>2,081,398.05</b>
<b>Expense</b>					
54000 - Professional Services	308,000.00	308,000.00	0.00	0.00	308,000.00
61000 - Capital Outlay	3,686,300.00	3,686,300.00	0.00	303,922.69	3,382,377.31
Expense Total:	<b>3,994,300.00</b>	<b>3,994,300.00</b>	<b>0.00</b>	<b>303,922.69</b>	<b>3,690,377.31</b>
<b>Fund: 055 - Retail Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>-1,646,800.00</b>	<b>-1,646,800.00</b>	<b>172,986.00</b>	<b>-37,820.74</b>	<b>-1,608,979.26</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-1,646,800.00	-1,646,800.00	172,986.00	-37,820.74	-1,608,979.26
<b>Total Surplus (Deficit):</b>	<b>-1,646,800.00</b>	<b>-1,646,800.00</b>	<b>172,986.00</b>	<b>-37,820.74</b>	

**Summary****Project Summary**

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
<a href="#">171107</a>	FO 40 Transmission Pipeline Re-Lining	0.00	99,048.70	-99,048.70
<a href="#">171109</a>	GIS Assessment and Implementation	0.00	47,730.68	-47,730.68
<a href="#">175105</a>	6690-7767 Douglas Boulevard & Assoc	0.00	79,115.86	-79,115.86
<a href="#">175113</a>	7225-7355 Dambacher Drive	0.00	7,235.16	-7,235.16
<a href="#">185115</a>	Lou Place-Tray Wy to Crown Point Vist	0.00	22,466.30	-22,466.30
<a href="#">185135</a>	Upper & Lower GB Pump Stn Low Flow	0.00	1,625.67	-1,625.67
<a href="#">185140</a>	Canyon Falls Village Pressure Reducing	0.00	391.95	-391.95
<a href="#">185155</a>	Bacon Pump Station HVAC Improveme	0.00	80,100.00	-80,100.00
<a href="#">191225</a>	SCADA Improvements - Radio North Pi	0.00	4,315.43	-4,315.43
<a href="#">191235</a>	Solar Site Access Culvert Replacement	0.00	3,250.00	-3,250.00
<a href="#">191255</a>	WTP Filter Basins Rehab Project	0.00	1,417.07	-1,417.07
<a href="#">191260</a>	On-Site Residuals Management Impro	0.00	31,444.90	-31,444.90
<a href="#">191270</a>	Three ProMinet c12 Sensor and Senso	0.00	21,757.44	-21,757.44
<a href="#">191275</a>	Clarifier Wall Lining & Leakage Repairs	0.00	427.50	-427.50
<a href="#">191280</a>	Hinkle Reservoir Cover	0.00	11,065.53	-11,065.53
<a href="#">195210</a>	SCADA Radio Replacements North Phas	0.00	6,995.19	-6,995.19
<a href="#">195225</a>	Kokila SJWD/PCWA Intertie	0.00	50.00	-50.00
<a href="#">195230</a>	Redbud/Lupin/Meadowlark Svc Repla	0.00	23,019.18	-23,019.18
<a href="#">195235</a>	Sandstone & Auberry Court to Hill Roa	0.00	10,560.21	-10,560.21
<a href="#">195265</a>	Douglas Booster Pump Station Electric	0.00	0.00	0.00
<a href="#">195295</a>	Douglas (Grosvenor) PRS Improvemen	0.00	1,155.00	-1,155.00
<a href="#">201108</a>	Admin Building Integrated Life Safety I	0.00	297.14	-297.14
<a href="#">201129</a>	Solids Handling Building VFD Replacen	0.00	30,671.75	-30,671.75
<a href="#">201162</a>	SCADA Radio Replacements- South Ph	0.00	2,711.98	-2,711.98
<a href="#">201171</a>	CMMS Implementation	0.00	39,096.62	-39,096.62
<a href="#">205129</a>	Bacon #1 VFD Replacement	0.00	24,234.23	-24,234.23
<b>Project Totals:</b>		<b>0.00</b>	<b>550,183.49</b>	<b>-550,183.49</b>

**Group Summary**

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	549,755.99	-549,755.99
CIP - Expense	0.00	427.50	-427.50
<b>Group Totals:</b>	<b>0.00</b>	<b>550,183.49</b>	<b>-550,183.49</b>

**Type Summary**

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Administration	0.00	39,096.62	-39,096.62
Engineering	0.00	338,360.30	-338,360.30
Water Treatment Plant	0.00	172,726.57	-172,726.57
<b>Type Totals:</b>	<b>0.00</b>	<b>550,183.49</b>	<b>-550,183.49</b>

**GL Account Summary**

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-20030	Retentions Payable	0.00	-5,196.91	-5,196.91
011-700-57120	Maintenance - Facility	0.00	427.50	427.50
011-700-61120	Capital Outlay - Land Improve...	0.00	3,250.00	3,250.00
011-700-61140	Capital Outlay - Buildings & Im...	0.00	148.57	148.57
011-700-61145	Capital Outlay - WTP & Improv...	0.00	85,291.16	85,291.16
011-700-61150	Capital Outlay - Mains/Pipeline...	0.00	105,167.68	105,167.68
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	11,065.53	11,065.53
011-700-61160	Capital Outlay - Equipment and..	0.00	4,315.43	4,315.43
011-700-61180	Capital Outlay - Software	0.00	21,706.82	21,706.82
050-300-56310	Reg Compliance / Sampling / I...	0.00	2,224.01	2,224.01

**GL Account Summary**

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
055-20030	Retentions Payable	0.00	141,719.65	141,719.65
055-700-61135	Capital Outlay - Pump Stations...	0.00	105,959.90	105,959.90
055-700-61140	Capital Outlay - Buildings & Im...	0.00	148.57	148.57
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	1,839.91	1,839.91
055-700-61160	Capital Outlay - Equipment and..	0.00	6,995.19	6,995.19
055-700-61180	Capital Outlay - Software	0.00	65,120.48	65,120.48
<b>GL Account Totals:</b>		<b>0.00</b>	<b>550,183.49</b>	<b>550,183.49</b>



San Juan Water District, CA

**Balance Sheet**  
**Account Summary**  
As Of 11/30/2019

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
<b>Asset</b>					
<b>Type: 1000 - Assets</b>					
10010 - Cash and Investments	4,425,059.03	16,179,747.76	2,264,511.15	5,401,798.79	28,271,116.73
10510 - Accounts Receivable	668,540.82	0.84	416,356.31	0.06	1,084,898.03
11000 - Inventory	0.00	0.00	185,480.03	0.00	185,480.03
12000 - Prepaid Expense	48,154.85	0.00	39,685.04	0.00	87,839.89
14010 - Deferred Outflows	3,200,491.70	0.00	3,309,974.23	0.00	6,510,465.93
17010 - Capital Assets - Work in Progress	3,299,353.34	0.00	404,708.24	0.00	3,704,061.58
17150 - Capital Assets - Land Non-depreciable	98,212.00	0.00	166,272.00	0.00	264,484.00
17160 - Capital Assets - Land Improvements	814,105.59	0.00	83,970.80	0.00	898,076.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	5,946,955.73	0.00	12,994,133.73
17300 - Capital Assets - Buildings & Improvements	1,267,245.92	0.00	263,336.06	0.00	1,530,581.98
17350 - Capital Assets - Water Treatment Plant & Imp	35,573,069.88	0.00	16,000.00	0.00	35,589,069.88
17400 - Capital Assets - Mains/Pipelines & Improvements	29,272,109.94	0.00	46,068,531.54	0.00	75,340,641.48
17500 - Capital Assets - Reservoirs & Improvements	2,923,447.50	0.00	2,492,421.90	0.00	5,415,869.40
17700 - Capital Assets - Equipment & Furniture	13,655,052.49	0.00	1,106,546.03	0.00	14,761,598.52
17750 - Capital Assets - Vehicles	304,780.00	0.00	499,226.87	0.00	804,006.87
17800 - Capital Assets - Software	447,653.38	0.00	403,200.40	0.00	850,853.78
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-37,924,426.75	0.00	-28,701,186.70	0.00	-66,625,613.45
<b>Total Type 1000 - Assets:</b>		<b>65,786,223.69</b>	<b>16,179,748.60</b>	<b>34,965,989.63</b>	<b>5,401,798.85</b>
<b>Total Asset:</b>		<b>65,786,223.69</b>	<b>16,179,748.60</b>	<b>34,965,989.63</b>	<b>5,401,798.85</b>
<b>Liability</b>					
<b>Type: 1000 - Assets</b>					
10510 - Accounts Receivable	0.00	0.00	87,789.71	0.00	87,789.71
<b>Total Type 1000 - Assets:</b>		<b>0.00</b>	<b>0.00</b>	<b>87,789.71</b>	<b>0.00</b>
<b>Type: 2000 - Liabilities</b>					
20010 - Accounts Payable	20,859.38	6,560.24	22,143.11	19,680.71	69,243.44
20100 - Retentions Payable	0.00	137,537.90	0.00	0.01	137,537.91
21200 - Salaries & Benefits Payable	33,028.16	0.00	53,691.51	0.00	86,719.67
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	363,585.16	0.00	483,191.25	0.00	846,776.41
21500 - Premium on Issuance of Bonds Series 2017	1,806,328.11	0.00	1,006,478.78	0.00	2,812,806.89
21600 - OPEB Liability	1,766,453.29	0.00	2,297,045.78	0.00	4,063,499.07
21700 - Pension Liability	680,652.08	0.00	884,065.34	0.00	1,564,717.42

## Balance Sheet

As Of 11/30/2019

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
22010 - Deferred Income	0.00	0.00	47,049.78	0.00	47,049.78
22050 - Deferred Inflows	1,154,523.27	0.00	1,499,553.20	0.00	2,654,076.47
24200 - 2012 Bonds Payable	6,244,443.50	0.00	3,390,556.50	0.00	9,635,000.00
24250 - Bonds Payable 2017 Refunding	15,753,600.00	0.00	8,861,400.00	0.00	24,615,000.00
<b>Total Type 2000 - Liabilities:</b>	<b>27,823,472.96</b>	<b>144,098.14</b>	<b>18,545,175.24</b>	<b>19,680.72</b>	<b>46,532,427.06</b>
<b>Total Liability:</b>	<b>27,823,472.96</b>	<b>144,098.14</b>	<b>18,632,964.95</b>	<b>19,680.72</b>	<b>46,620,216.77</b>
<b>Equity</b>					
<b>Type: 3000 - Equity</b>					
30100 - Investment in Capital Assets	34,786,452.14	0.00	16,134,143.55	0.00	50,920,595.69
30500 - Designated Reserves	704,591.39	16,168,309.86	691,474.70	5,419,938.87	22,984,314.82
<b>Total Type 3000 - Equity:</b>	<b>35,491,043.53</b>	<b>16,168,309.86</b>	<b>16,825,618.25</b>	<b>5,419,938.87</b>	<b>73,904,910.51</b>
<b>Total Total Beginning Equity:</b>	<b>35,491,043.53</b>	<b>16,168,309.86</b>	<b>16,825,618.25</b>	<b>5,419,938.87</b>	<b>73,904,910.51</b>
Total Revenue	5,447,993.17	122,205.98	3,905,471.23	266,101.95	9,741,772.33
Total Expense	2,976,285.97	254,865.38	4,398,064.80	303,922.69	7,933,138.84
<b>Revenues Over/Under Expenses</b>	<b>2,471,707.20</b>	<b>-132,659.40</b>	<b>-492,593.57</b>	<b>-37,820.74</b>	<b>1,808,633.49</b>
<b>Total Equity and Current Surplus (Deficit):</b>	<b>37,962,750.73</b>	<b>16,035,650.46</b>	<b>16,333,024.68</b>	<b>5,382,118.13</b>	<b>75,713,544.00</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>65,786,223.69</b>	<b>16,179,748.60</b>	<b>34,965,989.63</b>	<b>5,401,798.85</b>	<b>122,333,760.77</b>



San Juan Water District, CA

# Check Report

By Check Number

Date Range: 11/01/2019 - 11/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
01659	Gary Webb Trucking	11/26/2019	Regular	0.00	-1,957.50	54284
03600	Valley Masonry	11/04/2019	Regular	0.00	-5,280.00	54801
03406	Alpha Analytical Laboratories Inc.	11/05/2019	Regular	0.00	660.00	54853
01026	American River Ace Hardware, Inc.	11/05/2019	Regular	0.00	71.12	54854
01090	American Water Works Association	11/05/2019	Regular	0.00	850.00	54855
01378	Clark Pest Control of Stockton	11/05/2019	Regular	0.00	150.00	54856
01423	County of Sacramento	11/05/2019	Regular	0.00	307.50	54857
03744	Fenske, Krista OR Corey	11/05/2019	Regular	0.00	1,634.08	54858
01068	Glenn C. Walker	11/05/2019	Regular	0.00	1,024.40	54859
03091	Granite Bay Ace Hardware	11/05/2019	Regular	0.00	23.14	54860
03533	M&C Bliss Enterprises Inc	11/05/2019	Regular	0.00	536.22	54861
02206	Placer County Clerk-Recorder-Registrar	11/05/2019	Regular	0.00	50.00	54862
02280	Rawles Engineering, Inc	11/05/2019	Regular	0.00	17,747.93	54863
02223	Rexel Inc (Platt - Rancho Cordova)	11/05/2019	Regular	0.00	3,850.24	54864
02553	TDJE Incorporated	11/05/2019	Regular	0.00	687.48	54865
03600	Valley Masonry	11/05/2019	Regular	0.00	5,280.00	54866
03284	Vavrinek, Trine, Day & Co, LLP	11/05/2019	Regular	0.00	1,675.00	54867
02700	Viking Shred LLC	11/05/2019	Regular	0.00	50.00	54868
03406	Alpha Analytical Laboratories Inc.	11/12/2019	Regular	0.00	2,738.00	54869
01073	Amarjeet Singh Garcha	11/12/2019	Regular	0.00	1,500.00	54870
01368	Citrus Heights Water District	11/12/2019	Regular	0.00	8,714.00	54871
01372	City of Folsom	11/12/2019	Regular	0.00	32.48	54872
01423	County of Sacramento	11/12/2019	Regular	0.00	219.00	54873
03376	Del Paso Pipe & Steel Inc.	11/12/2019	Regular	0.00	86.35	54874
01494	Dewey Services Inc.	11/12/2019	Regular	0.00	86.00	54875
03548	Digital Deployment, Inc.	11/12/2019	Regular	0.00	400.00	54876
01554	Electrical Equipment Co	11/12/2019	Regular	0.00	186.14	54877
01681	Golden State Flow Measurements, Inc.	11/12/2019	Regular	0.00	29,118.98	54878
03091	Granite Bay Ace Hardware	11/12/2019	Regular	0.00	74.19	54879
01733	Harris Industrial Gases	11/12/2019	Regular	0.00	304.48	54880
03072	HUNT & SONS INC.	11/12/2019	Regular	0.00	2,402.77	54881
03716	Janice D. Thompson & Associates, LLC	11/12/2019	Regular	0.00	3,117.00	54882
01890	Johnson Petroleum Construction, Inc.	11/12/2019	Regular	0.00	3,285.00	54883
03459	Nesco LLC	11/12/2019	Regular	0.00	2,711.98	54884
02131	Office Depot, Inc.	11/12/2019	Regular	0.00	283.67	54885
02150	Pace Supply Corp	11/12/2019	Regular	0.00	154.44	54886
02280	Rawles Engineering, Inc	11/12/2019	Regular	0.00	3,950.00	54887
02283	Recology Auburn Placer	11/12/2019	Regular	0.00	657.88	54888
02328	Rocklin Windustrial Co	11/12/2019	Regular	0.00	708.72	54889
03267	Silva, Donna	11/12/2019	Regular	0.00	112.90	54890
01411	SureWest Telephone	11/12/2019	Regular	0.00	1,647.51	54891
02463	The New AnswerNet	11/12/2019	Regular	0.00	432.68	54892
02690	Verizon Wireless	11/12/2019	Regular	0.00	1,609.15	54893
01687	W. W. Grainger, Inc.	11/12/2019	Regular	0.00	36.30	54894
01041	Afman, Todd R	11/18/2019	Regular	0.00	738.29	54898
03750	Agee, Brent OR Rhonda	11/18/2019	Regular	0.00	6,153.95	54899
03406	Alpha Analytical Laboratories Inc.	11/18/2019	Regular	0.00	85.00	54900
01182	Bartkiewicz, Kronick & Shanahan	11/18/2019	Regular	0.00	15,431.13	54901
01262	CA. PRISON INDUSTRY AUTHORITY	11/18/2019	Regular	0.00	2,437.26	54902
01283	California Municipal Statistics Inc	11/18/2019	Regular	0.00	975.00	54903
01375	City of Sacramento	11/18/2019	Regular	0.00	3,527.00	54904
02024	MCI WORLD.COM	11/18/2019	Regular	0.00	90.04	54905
02150	Pace Supply Corp	11/18/2019	Regular	0.00	493.89	54906
02146	PG&E	11/18/2019	Regular	0.00	5,414.05	54907

## Check Report

Date Range: 11/01/2019 - 11/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	**Void**	11/18/2019	Regular	0.00	0.00	54908
02293	RFI Enterprises, Inc	11/18/2019	Regular	0.00	51.34	54909
02357	Sacramento Municipal Utility District (SMUD)	11/18/2019	Regular	0.00	20,588.56	54910
02452	Sierra National Construction, Inc.	11/18/2019	Regular	0.00	17,065.16	54911
03644	Tully & Young, Inc.	11/18/2019	Regular	0.00	3,042.50	54912
02667	US Bank Corporate Payments Sys (CalCard)	11/18/2019	Regular	0.00	26,659.17	54913
	**Void**	11/18/2019	Regular	0.00	0.00	54914
	**Void**	11/18/2019	Regular	0.00	0.00	54915
	**Void**	11/18/2019	Regular	0.00	0.00	54916
	**Void**	11/18/2019	Regular	0.00	0.00	54917
	**Void**	11/18/2019	Regular	0.00	0.00	54918
	**Void**	11/18/2019	Regular	0.00	0.00	54919
	**Void**	11/18/2019	Regular	0.00	0.00	54920
	**Void**	11/18/2019	Regular	0.00	0.00	54921
	**Void**	11/18/2019	Regular	0.00	0.00	54922
	**Void**	11/18/2019	Regular	0.00	0.00	54923
03284	Vavrinek, Trine, Day & Co, LLP	11/18/2019	Regular	0.00	1,330.00	54924
03445	Zlotnick, Greg	11/18/2019	Regular	0.00	146.16	54925
01112	ACS (US), Inc.	11/26/2019	Regular	0.00	8,783.20	54926
03406	Alpha Analytical Laboratories Inc.	11/26/2019	Regular	0.00	4,911.00	54927
03690	California Department of Tax and Fee Administrat	11/26/2019	Regular	0.00	26,273.92	54928
01378	Clark Pest Control of Stockton	11/26/2019	Regular	0.00	1,117.00	54929
01609	Federal Express Corporation	11/26/2019	Regular	0.00	191.80	54930
01659	Gary Webb Trucking	11/26/2019	Regular	0.00	1,957.50	54931
01681	Golden State Flow Measurements, Inc.	11/26/2019	Regular	0.00	3,465.25	54932
03091	Granite Bay Ace Hardware	11/26/2019	Regular	0.00	31.43	54933
02567	Grant, Teri	11/26/2019	Regular	0.00	259.18	54934
01710	Greenback Eqipment Rentals, Inc.	11/26/2019	Regular	0.00	475.00	54935
01763	Holt of California	11/26/2019	Regular	0.00	6,875.97	54936
03682	HydroScience Engineers, Inc.	11/26/2019	Regular	0.00	17,453.90	54937
01796	Insomniac Productions Inc.	11/26/2019	Regular	0.00	4,659.24	54938
	**Void**	11/26/2019	Regular	0.00	0.00	54939
02022	Morgan, Daren P.	11/26/2019	Regular	0.00	253.45	54940
03459	Nesco LLC	11/26/2019	Regular	0.00	2,711.90	54941
02131	Office Depot, Inc.	11/26/2019	Regular	0.00	1,169.13	54942
	**Void**	11/26/2019	Regular	0.00	0.00	54943
02150	Pace Supply Corp	11/26/2019	Regular	0.00	689.79	54944
02223	Rexel Inc (Platt - Rancho Cordova)	11/26/2019	Regular	0.00	7,947.35	54945
02048	Spencer, Michael	11/26/2019	Regular	0.00	277.00	54946
02514	State Water Resources Control Board - SWRCB	11/26/2019	Regular	0.00	2,572.00	54947
02580	The Eidam Corporation	11/26/2019	Regular	0.00	16,541.05	54948
02651	United Parcel Service Inc	11/26/2019	Regular	0.00	112.24	54949
03284	Vavrinek, Trine, Day & Co, LLP	11/26/2019	Regular	0.00	807.50	54950
03726	Vazdi, Fariborz Tabatabaei	11/26/2019	Regular	0.00	4,005.00	54951
01687	W. W. Grainger, Inc.	11/26/2019	Regular	0.00	677.63	54952
02743	Wienhoff & Associates, Inc.	11/26/2019	Regular	0.00	825.00	54953
01641	Sun Life Assurance Company of Canada	11/01/2019	Bank Draft	0.00	10,702.65	307925
03739	Azteca Systems Holdings, LLC	11/05/2019	EFT	0.00	1,600.00	406325
03221	Chemtrade Chemicals Corporation	11/05/2019	EFT	0.00	4,923.10	406326
03628	Lees Automotive Repair Inc.	11/05/2019	EFT	0.00	1,607.78	406327
03737	Nuflow America Inc	11/05/2019	EFT	0.00	36,500.00	406328
03387	WageWorks, Inc	11/05/2019	EFT	0.00	259.15	406329
01521	DataProse, LLC	11/12/2019	EFT	0.00	10,180.41	406330
01741	HDR Engineering, Inc.	11/12/2019	EFT	0.00	17,977.14	406331
03628	Lees Automotive Repair Inc.	11/12/2019	EFT	0.00	69.75	406332
01976	Lubrication Engineers, Inc.	11/12/2019	EFT	0.00	262.97	406333
02275	Ramos Oil Recyclers Inc	11/12/2019	EFT	0.00	466.71	406334
03377	RDO Construction Equipment Co.	11/12/2019	EFT	0.00	2,767.15	406335
03385	S J Electro Systems Inc	11/12/2019	EFT	0.00	2,944.50	406336
03683	Smith, Cara M.	11/12/2019	EFT	0.00	697.13	406337
02572	Thatcher Company of California, Inc.	11/12/2019	EFT	0.00	4,564.80	406338

## Check Report

Date Range: 11/01/2019 - 11/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02162	Tobin, Pamela	11/12/2019	EFT	0.00	213.21	406339
02706	Vortex Industries, Inc.	11/12/2019	EFT	0.00	373.00	406340
01486	WAPA - Department of Energy	11/12/2019	EFT	0.00	2,123.43	406341
03221	Chemtrade Chemicals Corporation	11/18/2019	EFT	0.00	9,975.86	406342
01611	Ferguson Enterprises, Inc	11/18/2019	EFT	0.00	268.13	406343
03628	Lees Automotive Repair Inc.	11/18/2019	EFT	0.00	69.75	406344
02158	Pacific Storage Company	11/18/2019	EFT	0.00	321.19	406345
03385	S J Electro Systems Inc	11/18/2019	EFT	0.00	2,856.50	406346
02581	The Ferguson Group, LLC	11/18/2019	EFT	0.00	6,156.88	406347
03298	United Rentals (North America), Inc.	11/18/2019	EFT	0.00	4,721.18	406348
03387	WageWorks, Inc	11/18/2019	EFT	0.00	259.15	406349
01486	WAPA - Department of Energy	11/18/2019	EFT	0.00	3,258.13	406350
03700	Westin Technology Solutions, LLC	11/18/2019	EFT	0.00	13,006.50	406351
01328	Association of California Water Agencies / Joint Po	11/26/2019	EFT	0.00	7,818.06	406352
01232	Brower Mechanical, Inc.	11/26/2019	EFT	0.00	590.00	406353
03221	Chemtrade Chemicals Corporation	11/26/2019	EFT	0.00	4,958.65	406354
03667	Folsom Ready Mix Inc.	11/26/2019	EFT	0.00	1,503.82	406355
01721	Hach Company	11/26/2019	EFT	0.00	3,565.31	406356
01748	Herc Rentals Inc.	11/26/2019	EFT	0.00	657.12	406357
03628	Lees Automotive Repair Inc.	11/26/2019	EFT	0.00	3,088.94	406358
01736	MailFinance Inc	11/26/2019	EFT	0.00	489.23	406359
03543	Mailroom Finance, Inc.	11/26/2019	EFT	0.00	1,000.00	406360
02367	McClatchy Newspapers, Inc.	11/26/2019	EFT	0.00	676.75	406361
02027	Mcmaster-Carr Supply Company	11/26/2019	EFT	0.00	39.87	406362
01472	Mel Dawson, Inc.	11/26/2019	EFT	0.00	4,637.02	406363
02572	Thatcher Company of California, Inc.	11/26/2019	EFT	0.00	4,594.80	406364
02674	Utility Services Associates, LLC	11/26/2019	EFT	0.00	2,702.80	406365
02710	WageWorks, Inc	11/26/2019	EFT	0.00	86.00	406366
03077	VALIC	11/01/2019	Bank Draft	0.00	3,697.92	0007931103
03077	VALIC	11/15/2019	Bank Draft	0.00	3,600.90	0007943239
03077	VALIC	11/27/2019	Bank Draft	0.00	3,597.92	0007955030
03130	CalPERS Retirement	11/01/2019	Bank Draft	0.00	36,671.13	1001437332
01366	Citistreet/CalPERS 457	11/01/2019	Bank Draft	0.00	3,442.01	1001437336
03078	CalPERS Health	11/05/2019	Bank Draft	0.00	43,172.35	1001437338
03078	CalPERS Health	11/05/2019	Bank Draft	0.00	35,818.67	1001437338
03078	CalPERS Health	11/05/2019	Bank Draft	0.00	44,229.58	1001437338
01366	Citistreet/CalPERS 457	11/15/2019	Bank Draft	0.00	3,065.50	1001446001
03130	CalPERS Retirement	11/15/2019	Bank Draft	0.00	36,301.82	1001446031
03130	CalPERS Retirement	11/27/2019	Bank Draft	0.00	36,311.34	1001454809
01366	Citistreet/CalPERS 457	11/27/2019	Bank Draft	0.00	3,058.80	1001454813
03080	California State Disbursement Unit	11/01/2019	Bank Draft	0.00	370.61	7TFYHBC6658
03080	California State Disbursement Unit	11/15/2019	Bank Draft	0.00	370.61	9PXWIX06657
03080	California State Disbursement Unit	11/27/2019	Bank Draft	0.00	370.61	NEZT5MU6658
03163	Economic Development Department	11/01/2019	Bank Draft	0.00	8,563.38	0-165-154-240
03163	Economic Development Department	11/18/2019	Bank Draft	0.00	8,637.70	0-388-554-176
03163	Economic Development Department	11/18/2019	Bank Draft	0.00	167.31	0-388-554-176
03163	Economic Development Department	11/27/2019	Bank Draft	0.00	8,612.79	0-844-616-640
03164	Internal Revenue Service	11/01/2019	Bank Draft	0.00	45,399.06	2709705722078
03164	Internal Revenue Service	11/15/2019	Bank Draft	0.00	986.23	2709719729192
03164	Internal Revenue Service	11/15/2019	Bank Draft	0.00	45,594.76	2709719729192
03164	Internal Revenue Service	11/15/2019	Bank Draft	0.00	123.80	2709719729192
03164	Internal Revenue Service	11/27/2019	Bank Draft	0.00	-31.00	2709731243694
03164	Internal Revenue Service	11/27/2019	Bank Draft	0.00	44,557.25	2709731243694
01039	American Family Life Assurance Company of Colu	11/25/2019	Bank Draft	0.00	691.28	Q3869 11-25-20

**Check Report**

Date Range: 11/01/2019 - 11/30/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01039	American Family Life Assurance Company of Colu	11/25/2019	Bank Draft	0.00	691.28	Q3869 11-25-20

**Bank Code APBNK Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	134	85	0.00	318,438.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	15	0.00	-7,237.50
Bank Drafts	28	28	0.00	428,776.26
EFT's	62	42	0.00	164,831.87
	<b>224</b>	<b>170</b>	<b>0.00</b>	<b>904,809.29</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	134	85	0.00	318,438.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	15	0.00	-7,237.50
Bank Drafts	28	28	0.00	428,776.26
EFT's	62	42	0.00	164,831.87
	224	170	0.00	904,809.29

## Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	11/2019	904,809.29
			<b>904,809.29</b>



San Juan Water District, CA

# Vendor History Report

## By Vendor Name

Posting Date Range 07/01/2019 - 11/30/2019

Payment Date Range -

Payable Number Item Description	Description	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
	Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount				
<b>Vendor Set: 01 - Vendor Set 01</b>											
<b>01916 - Miller, Ken</b>											
Exp Reimb	Mileage Reimbursement-Various Meetings	8/31/2019		54641	9/9/2019	<b>80.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80.12</b>	<b>80.12</b>
Mileage Reimbursement-	0.00	0.00	31.32	010-010-52110		31.32	0.00	0.00	0.00	31.32	31.32
				050-010-52110		Training - Meetings, Education & Trai	15.66				
						Training - Meetings, Education & Trai	15.66				
Exp Reimb 07-2018	Mileage & Parking-Various Meetings & CFO Y7/31/2019			54581	8/20/2019	<b>48.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48.80</b>	<b>48.80</b>
Mileage & Parking-Variou	0.00	0.00	48.80	010-010-52110		Training - Meetings, Education & Trai	24.40				
				050-010-52110		Training - Meetings, Education & Trai	24.40				
<b>03092 - Rich, Dan</b>						<b>8.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.70</b>	<b>8.70</b>
Exp Reimb 08-2019	Mileage Reimb 08-2019 - CH Chamber Recep	8/31/2019		54706	9/23/2019	<b>8.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.70</b>	<b>8.70</b>
Mileage Reimb 08-2019 -	0.00	0.00	8.70	010-010-52110		Training - Meetings, Education & Trai	4.35				
				050-010-52110		Training - Meetings, Education & Trai	4.35				
<b>02162 - Tobin, Pamela</b>						<b>574.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>574.29</b>	<b>574.29</b>
Exp Reimb 07-2019	Expense Reimb-Mileage Various Meetings & .7/31/2019			406194	8/14/2019	<b>46.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>46.50</b>	<b>46.50</b>
Expense Reimb-Mileage \	0.00	0.00	46.50	010-010-52110		Training - Meetings, Education & Trai	23.25				
				050-010-52110		Training - Meetings, Education & Trai	23.25				
Exp Reimb 08-2019	Mileage Expense-Various Meetings	8/31/2019		406236	9/9/2019	<b>81.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81.78</b>	<b>81.78</b>
Mileage-Various Meeting	0.00	0.00	81.78	010-010-52110		Training - Meetings, Education & Trai	40.89				
				050-010-52110		Training - Meetings, Education & Trai	40.89				
Exp Reimb 10-2019	Expense Reimb-ACWA Expenses & Mileage V9/30/2019			406309	10/22/2019	<b>232.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>232.80</b>	<b>232.80</b>
Expense Reimb-ACWA Ex	0.00	0.00	232.80	010-010-52110		Training - Meetings, Education & Trai	116.40				
				050-010-52110		Training - Meetings, Education & Trai	116.40				
Exp Reimb 10-2019 #2	Expense Reimb-Region 9 & Various Meetings	10/31/2019		406339	11/12/2019	<b>213.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>213.21</b>	<b>213.21</b>
Expense Reimb-Region 9	0.00	0.00	213.21	010-010-52110		Training - Meetings, Education & Trai	106.60				
				050-010-52110		Training - Meetings, Education & Trai	106.61				
<b>Vendors: (3) Total 01 - Vendor Set 01:</b>						<b>663.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>663.11</b>	<b>663.11</b>
<b>Vendors: (3) Report Total:</b>						<b>663.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>663.11</b>	<b>663.11</b>



Payroll Set: 01-San Juan Water District

<b>Employee Number</b>	<b>Employee Name</b>	<b>Pay Code</b>	<b># of Payments</b>	<b>Units</b>	<b>Pay Amount</b>
<a href="#"><u>0690</u></a>	Costa,Ted	Reg - Regular Hours	5	28.00	3,500.00
			<b>0690 - Costa Total:</b>	<b>28.00</b>	<b>3,500.00</b>
<a href="#"><u>1028</u></a>	Hanneman,Martin W	Reg - Regular Hours	5	24.00	3,000.00
			<b>1028 - Hanneman Total:</b>	<b>24.00</b>	<b>3,000.00</b>
<a href="#"><u>0670</u></a>	Miller,Ken	Reg - Regular Hours	5	18.00	2,250.00
			<b>0670 - Miller Total:</b>	<b>18.00</b>	<b>2,250.00</b>
<a href="#"><u>1003</u></a>	Rich,Daniel T	Reg - Regular Hours	4	17.00	2,125.00
			<b>1003 - Rich Total:</b>	<b>17.00</b>	<b>2,125.00</b>
<a href="#"><u>0650</u></a>	Tobin,Pamela	Reg - Regular Hours	5	40.00	5,000.00
			<b>0650 - Tobin Total:</b>	<b>40.00</b>	<b>5,000.00</b>
				<b>Report Total:</b>	<b>127.00</b>
					<b>15,875.00</b>



Payroll Set: 01-San Juan Water District

Account	Account Description	Units	Pay Amount
<a href="#"><u>010-010-58110</u></a>	Director - Stipend	63.50	7,937.50
		<b>010 - WHOLESALE Total:</b>	<b>63.50      7,937.50</b>
<a href="#"><u>050-010-58110</u></a>	Director - Stipend	63.50	7,937.50
		<b>050 - RETAIL Total:</b>	<b>63.50      7,937.50</b>
		<b>Report Total:</b>	<b>127.00      15,875.00</b>

**Pay Code Report**

Pay Code Summary

7/1/2019 - 11/30/2019

Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg	Regular Hours	24	127.00	15,875.00
		Report Total:	<b>127.00</b>	<b>15,875.00</b>

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

	July - November 2019						
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance	Revenue Variance	
San Juan Retail	6,911.82	\$ 1,452,817	6,841.58	\$ 1,447,117	(70.24)	-1.0%	\$ (5,700) -0.4%
Citrus Heights Water District	5,626.76	\$ 1,387,052	6,304.05	\$ 1,442,007	677.29	<b>12.0%</b>	\$ 54,956 4.0%
Fair Oaks Water District	4,119.63	\$ 1,012,269	4,337.44	\$ 1,029,942	217.81	<b>5.3%</b>	\$ 17,673 1.7%
Orange Vale Water Co.	2,215.51	\$ 485,652	2,084.23	\$ 474,999	(131.28)	-5.9%	\$ (10,652) -2.2%
City of Folsom	654.11	\$ 141,373	663.74	\$ 142,154	9.63	1.5%	\$ 781 0.6%
Granite Bay Golf Course	204.49	\$ 8,194	171.94	\$ 6,890	(32.55)	-15.9%	\$ (1,304) -15.9%
Sac Suburban Water District	6,280.00	\$ 1,208,084	6,640.85	\$ 1,277,500	360.85	5.7%	\$ 69,417 5.7%
<b>TOTAL</b>	<b>26,012.32</b>	<b>\$ 5,695,439</b>	<b>27,043.83</b>	<b>\$ 5,820,610</b>	<b>1,031.51</b>	<b>4.0%</b>	<b>\$ 125,170 2.2%</b>

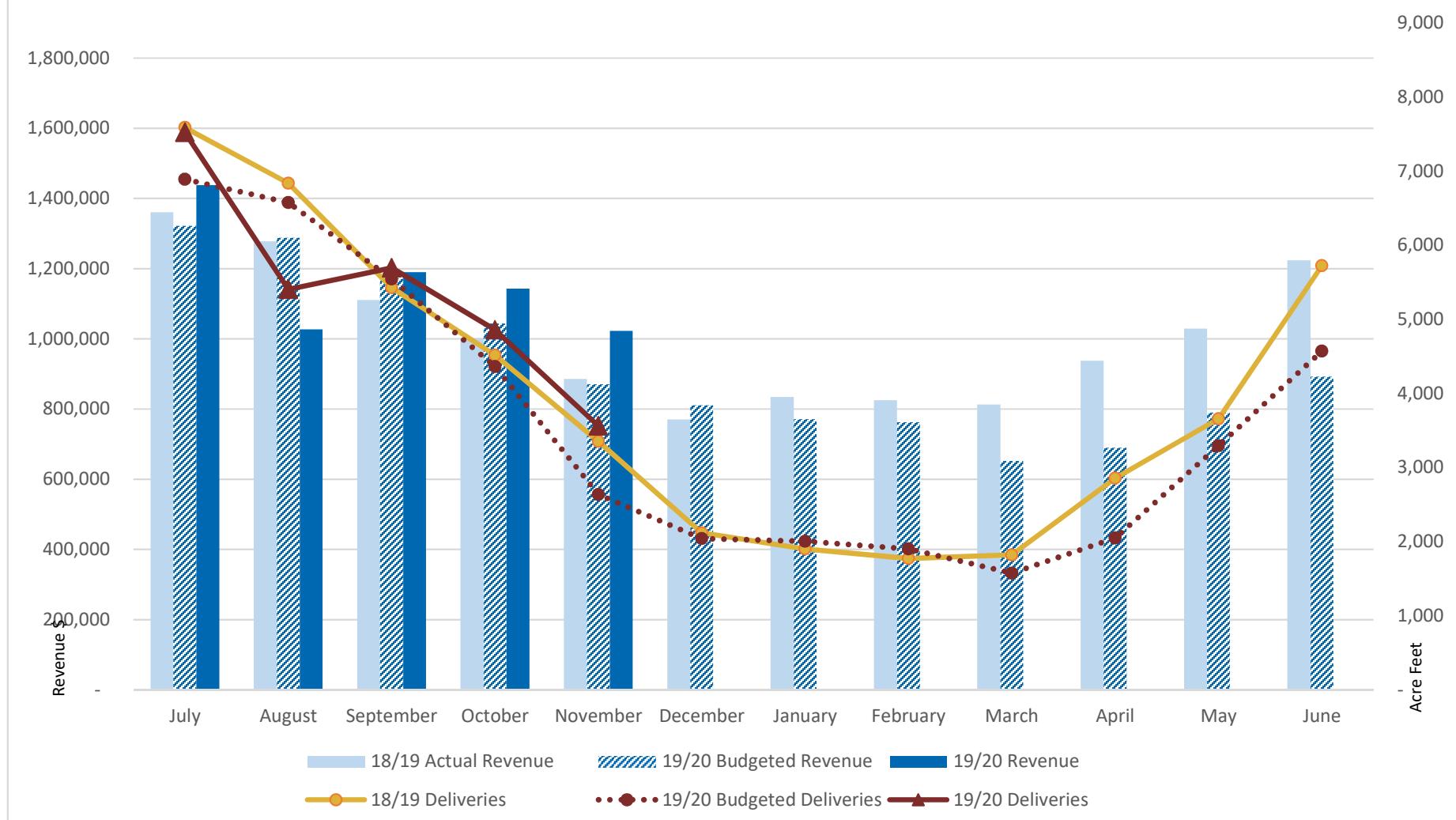
Budgeted Deliveries	26,012.32
Actual Deliveries	<u>27,043.83</u>
Difference	1,031.51
	4%

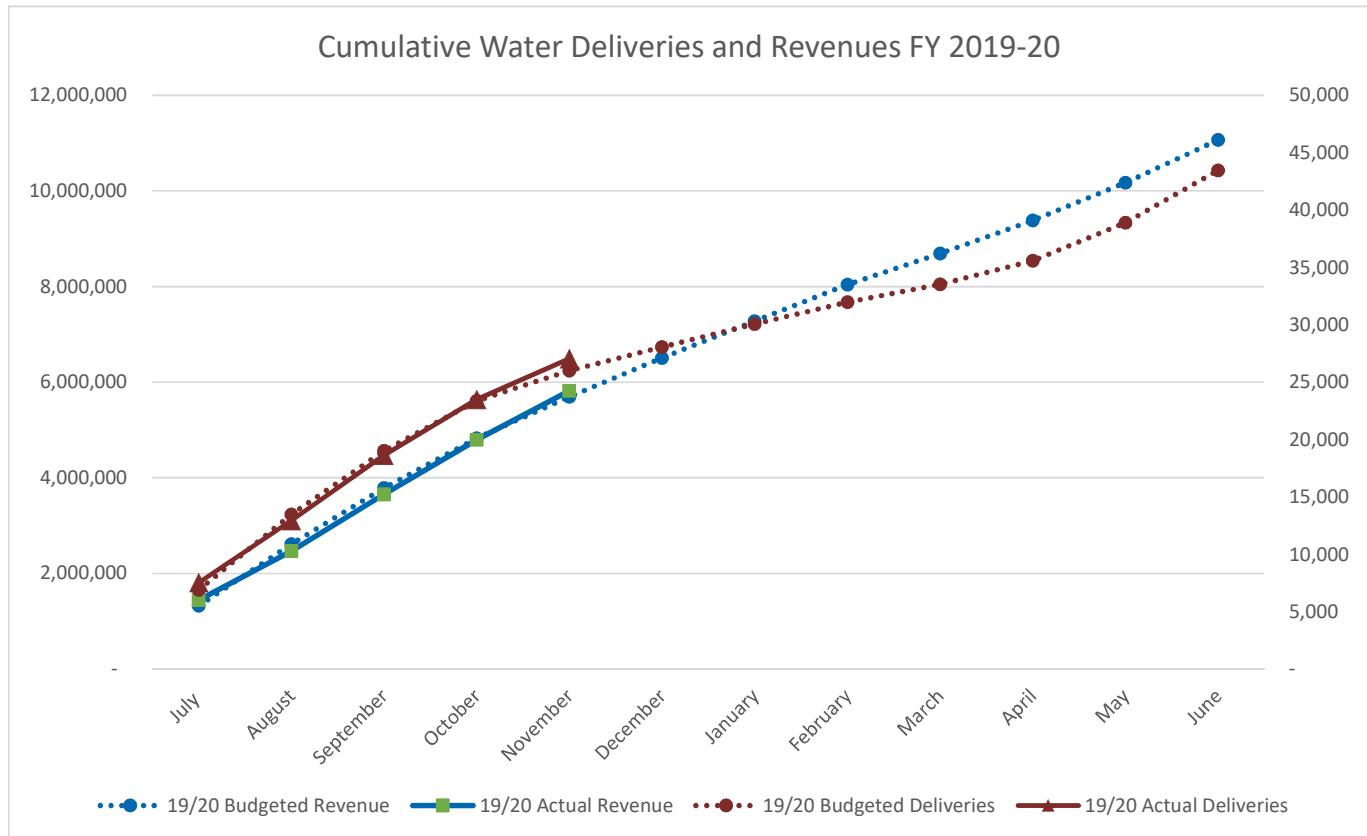
Budgeted Water Sale Revenue	\$ 5,695,439
Actual Water Sale Revenue	<u>\$ 5,820,610</u>
Difference	\$ 125,170
	2.2%

### Conclusion:

Citrus Heights, Fair Oaks Water and Sacramento Suburban Water Districts have all taken more water than anticipated through November 2019. San Juan Retail is on target with just a -1% variance on delivery. City of Folsom is also tracking well against the budget with deliveries that are 1.5% above expectations for this time period. As a result, deliveries in total are 4% greater than anticipated, generating revenues that are 2.2% above expectations. The relatively dry fall is likely the cause for this positive variance. Since the rain has arrived water deliveries are likely to decrease significantly in December.

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





# AGENDA ITEM IX-1

## DRAFT

### Engineering Committee Meeting Minutes San Juan Water District November 21, 2019 4:00 p.m.

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

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

**Members of the Public:** Jenna Mariano, Xylem Inc.

**Topics:** Valve and Hydrant Maintenance Project - Xylem Findings Presentation (W & R)  
109 Buckner Court – Easement Encroachment Request (R)  
Quarry Ridge Development Project Pipeline Easement Grant to SJWD (R)  
Hinkle Reservoir Outage Operations Planning Project – Amendment #1 (W)  
Other Engineering Matters  
Public Comment

#### **1. Valve and Hydrant Maintenance Project - Xylem Findings Presentation (W & R)**

Mr. Barela provided the committee with a staff report which will be attached to the meeting minutes. He explained that staff implemented a 5-year cycle maintenance program on the hydrants and lead valves, and contracted with Xylem Inc. to help achieve the program.

Ms. Jenna Mariano reviewed the findings from the report. She explained that Xylem was contracted to implement the program which involved locating assets, comparing assets to map, identifying assets, assessing assets, visually inspecting assets, performing operational tests, and inputting work orders for specific locations. She reported that 298 hydrants were assessed with 99% (294) hydrants in service and requiring no significant repair. She explained that the report provides detailed information on the assets which need attention.

Director Costa inquired if the consultant knew of any fire departments which maintain the hydrants instead of water agencies. Ms. Mariano informed the committee that San Francisco recently switched from the water agency to the fire department maintaining the hydrants; however, since Xylem hasn't contracted with fire departments, she is not certain how many fire departments service the hydrants.

#### **2. 109 Buckner Court – Easement Encroachment Request (R)**

Mr. Watson provided the committee with a staff report which will be attached to the meeting minutes. He explained that the requested encroachment should not have a detrimental effect on the District's ability to maintain the pipelines within the easement.

The Engineering Committee recommends approval of an easement encroachment request and direct staff to execute the necessary agreement with the property owner.

**3. Quarry Ridge Development Project Pipeline Easement Grant to SJWD (R)**

Mr. Watson provided the committee with a staff report which will be attached to the meeting minutes. He explained that District staff have reviewed the easement documents and the design plans and have determined that the proposed easement is designed in accordance with the District's development and engineering standards.

The Engineering Committee recommends the acceptance of a dedicated easement and right of way for a new pipeline installation to supply the Quarry Ridge Professional Office Park development project, and authorize staff to accept and process the documents from the property owner.

**4. Hinkle Reservoir Outage Operations Planning Project – Amendment #1 (W)**

Mr. Barela provided the committee with a staff report which will be attached to the meeting minutes. He reported that HDR Engineering completed their modeling and have determined that two 1-million gallon tanks for temporary storage will be needed during the replacement of Hinkle Reservoir. He explained that this amendment includes the design, bidding and construction services for the temporary tanks, associated appurtenances, and electrical and control modifications at the SSWD Control Valve facility. These improvements are critical to system operations during the Hinkle Reservoir Cover/Liner Replacement Project, and the temporary tanks will need to be in place by November 2020.

In response to Director Costa's question about if there will be additional costs related to this project, Mr. Barela explained that additional costs for the Hinkle project are undetermined since staff has never performed a project similar to this. GM Helliker commented that the amendment is needed since HDR just determined the operational needs of the system. Director Costa suggested that the Board be updated on the additional costs of the project. Director Rich suggested that staff determine the steel requirements prior to funding through the SRF in case the District needs to fund the temporary tanks separately from the SRF funding.

The Engineering Committee recommends approval of Amendment No. 1 to HDR Engineering, Inc. for engineering design, bidding and construction services related to the Hinkle Reservoir Outage Operations Planning Project in the amount of \$126,078

**5. Other Engineering Matters**

Mr. Barela and Mr. Watson provided a demonstration of the new GIS Portal for the District. Mr. Barela reported that staff is working on implementing tablets for the field crew.

**6. Public Comment**

There were no public comments.

The meeting was adjourned at 5:05 p.m.

# STAFF REPORT

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To: Engineering Committee  
From: Tony Barela, PE  
Operations Manager  
Date: November 21, 2019  
Subject: Valve and Hydrant Maintenance Project

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## Recommended Action

No action required; Information Only.

## Background

The District has approximately 1,500 fire hydrants and 3,000 valves in the Retail distribution system. District Operations has implemented a new program to perform maintenance on these devices on a 5-year cycle. This is the first year moving to this more aggressive maintenance cycle for these and other devices within the distribution system.

On August 5, 2019, the District entered into a contract with Wachs Water Service (Xylem) to perform maintenance on 300 hydrants and lead valves to help the District achieve the 5-year maintenance cycle. In addition to the maintenance activities, all addressed hydrants and lead valves were located via GPS for inclusion into the District's GIS. The work was completed in September 2019. Xylem has provided the information gathered from the maintenance activities. The following figures and tables display the findings from the work performed by Xylem.

*Table 1: Hydrant Maintenance Summary*

	Count	%
<b>Total Hydrants Assessed</b>	298	
<b>In Service – No Repair Needed</b>	294	99%
<b>In Service – Repair Needed</b>	1	0.3%
<b>Out of Service – Repair Needed</b>	1	0.3%
<b>Out of Service – Need to Replace</b>	0	0%
<b>Cannot Locate or Unknown</b>	2	0.67%

# STAFF REPORT

Valve and Hydrant Maintenance Project  
Tony Barela, Operations Manager

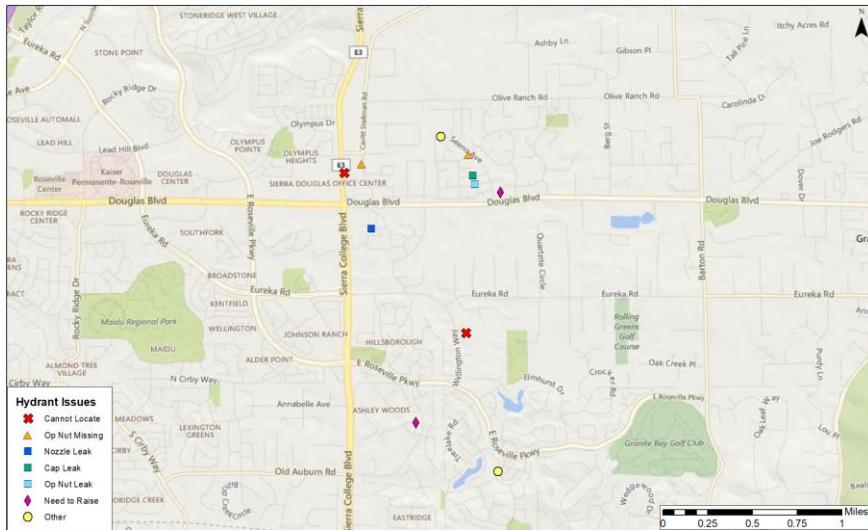


Figure 1: Hydrant Issues

Table 2: Lead Valve Maintenance Summary

	Count	%
<b>Total Number of Valves Assessed</b>	298	
<b>Good</b>	273	92%
<b>Fair</b>	0	0%
<b>Poor</b>	0	0%
<b>Cannot Locate</b>	25	8%
<b>Misaligned/Damaged Box</b>	1	0.3%

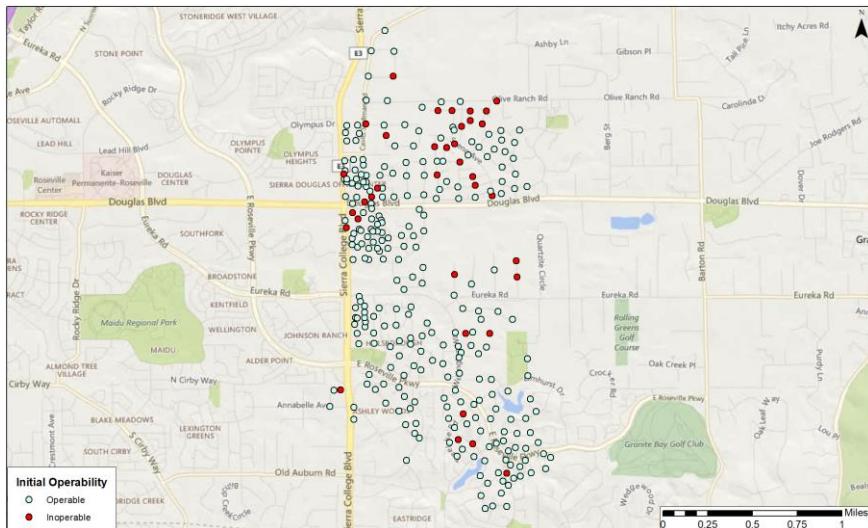


Figure 2: Hydrant Lead Valves Maintenance