

# **SAN JUAN WATER DISTRICT**

Board of Director's Meeting Minutes  
October 24, 2018 – 6:00 p.m.

## **BOARD OF DIRECTORS**

Marty Hanneman	President
Dan Rich	Vice President
Ted Costa	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
George Machado	Field Services Manager
Rob Watson	Engineering Services Manager
Greg Zlotnick	Water Resources Manager
Teri Grant	Board Secretary/Administrative Assistant
Jennifer Buckman	Legal Counsel

## **OTHER ATTENDEES**

Dennis Lowery	Customer
Dave Beauchamp	Jacobson James & Associates
Naiya Moss	Student
Madison Millar	Student
Matthew Lizarroga	Student

## **AGENDA ITEMS**

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

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

### **I. ROLL CALL**

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

## **II. PUBLIC FORUM**

There were no public comments.

## **III. CONSENT CALENDAR**

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

- 1. Minutes of the Board of Directors Meeting, September 25, 2018 (W & R)**  
*Recommendation: Approve draft minutes*

***Director Miller moved to approve the Consent Calendar. Director Costa seconded the motion and it carried unanimously.***

## **IV. OLD BUSINESS**

- 1. Adoption of Ordinance 3100 – An Ordinance of the Board of Directors of the San Juan Water District Repealing Ordinance No. 3000 of the District Code of Ordinances (W & R)**

Ms. Silva provided the Board with a staff report which will be attached to the meeting minutes. She reminded the Board that the ordinance was discussed at the last couple of Board meetings where the Board adopted three separate policies to cover the content in Ordinance No. 3000 prior to rescinding the ordinance. She informed the Board that the Finance Committee also reviewed the ordinance recommendation.

***Director Costa moved to waive the second reading of Ordinance No. 3100 and adopt Ordinance 3100 which repeals Ordinance No. 3000 of the District Code of Ordinances. Director Tobin seconded the motion and it carried unanimously.***

- 2. GIS Implementation Project (W & R)**

Mr. Watson provided the Board with a written staff report which will be attached to the meeting minutes. He explained that the four-person selection committee independently reviewed the technical proposals from all three companies, and HDR Engineering ranked as the top proposal from all members of the committee prior to reviewing the cost proposals from the firms. He stated that HDR Engineering provided a clear understanding of the project and scope of work, have the most resources for the project, and are a local company.

Mr. Watson informed the Board that the cost of this contract would be for the total implementation of the District's Geographical Information System, along with staff training. He anticipates that the project will be completed in five months with a completely integrated working system in eight months. He explained that the actual GIS software and hardware improvements will be purchased separately in order to provide a savings to the District. Mr. Barela explained that CMMS will

be incorporated into the GIS and will be configured so that it integrates easily into GIS.

***Director Miller moved to award a professional services contract to HDR Engineering, Inc. for the amount of \$279,734 for consulting services for the GIS Implementation Project with a 10% contingency for a total authorized budget of \$308,000. Director Rich seconded the motion and it carried unanimously.***

**3. FY 2018-19 Operations Plan Report Card (W & R)**

Mr. Helliker introduced the first report regarding the Operations Plan which will be provided to the Board on a quarterly basis. He explained that the Operations Plan Report Card was created based on the Operations Plan which followed the Strategic Plan that was adopted earlier this year. A copy of the Operations Plan Report Card will be attached to the meeting minutes.

Mr. Helliker explained the report card which shows tasks for FY 2018-19 and is color coded to indicate if the task is on track, delayed or has issues. In addition, original target date, updated target date (if needed), and completion date columns are provided for each task. Ms. Silva informed the Board that outsourcing the payroll process has been delayed due to vendor issues. She will be looking into other vendors and at other features available in the District's accounting system.

**4. Customer Service Staff Position (R)**

Mr. Helliker reported that this position was reviewed with the Board and the Personnel Committee on several occasions. A staff report was provided to the Board and will be attached to the meeting minutes. He informed the Board that the Personnel Committee reviewed this topic at their last meeting and the committee agrees with staff's recommendation to hire a full-time position.

***Director Miller moved to hire a full-time, permanent Customer Service Representative I/II. Director Costa seconded the motion and it carried unanimously.***

**5. SSWD/SJWD Ad Hoc Committee Update (W & R)**

Mr. Helliker reported that the SSWD/SJWD Ad Hoc Committee met on October 3<sup>rd</sup>. He informed the Board that there was representation from several water agencies (CHWD, FOWD, OVWC, Del Paso and Rio Linda) that were interested in the discussion. The committee discussed the background on the reports that were completed and the last action taken in 2015.

Mr. Helliker reported that Hilary Straus of CHWD proposed to revisit some of the initial assumptions and problem statements of the supply reliability/re-organization effort. He explained that Mr. Straus requested that a facilitated process be conducted which includes the other water agencies. In addition, Mr. Helliker reported that Tom Gray of FOWD spoke about their concerns regarding security of their water supplies and potential costs.

Mr. Helliker reported that the committee deliberated and then directed the SSWD and SJWD General Managers to hold a meeting, extending an invitation to all General Managers regionally, with the objective of defining the problems and opportunities, as well as prepare some options and recommendations. He informed the Board that Mr. Straus suggested that they revisit the issues that were identified in the first two studies. The committee directed the General Managers to try to have the meeting held within a month, and then to attempt to schedule the next Sacramento Suburban Water District and San Juan Water District 2x2 Water Management / Re-Organization Committee Meeting before Thanksgiving. President Hanneman commented that the next committee meeting will probably not be before Thanksgiving due to scheduling conflicts.

Mr. Helliker commented that it seems that FOWD and CHWD are willing to engage in the dialogue. He commented that it would then be in the District's best interest to have them as part of the discussions since part of the benefit of considering re-organization is to improve efficiencies and merge organizations that have similar missions than limiting to just SSWD.

Director Tobin commented that the topic was stalled at SSWD and wanted to know what has changed regarding accepting the report and they hired an attorney to review the water rights. Mr. Helliker commented that SSWD did hire an attorney to review water rights and water supply reliability in 2015. President Hanneman commented that there is a larger more regional group looking at potentially merging operations. Director Costa commented that the region wants to look at the options. Director Miller voiced concern regarding the benefit of including other agencies in the mix for potential merger.

Director Costa commented that he wants to make sure that it is known that the pre-1914 water rights are owned by the people of the San Juan Water District, which boundaries include the Citrus Heights and Fair Oaks Water districts. He also voiced concern regarding capacity in the Cooperative Transmission Pipeline (CTP) and payment of water to SSWD for water flowing through the CTP.

President Hanneman stated that the next step is for the general managers to meet next week, then meet with the 2x2 committee again and discuss next steps with them and with the Board. Mr. Helliker provided the Board with a copy of Mr. Straus' outline.

Ms. Buckman noted the complexity of merging a mutual water company with county water districts or community service districts. In addition, she recommended, as a strategic advantage, that LAFCo get involved in the process early on.

In response to Director Miller's comment, Mr. Helliker explained that in 2015 the SJWD Board approved the Phase 2a Study and directed the General Manager to proceed with Phase 2b, while the SSWD Board accepted the study but did not approve the study nor direct staff to move forward with Phase 2b. In addition, SSWD's resolution contained a number of questions that were posed by CHWD

and FOWD that they wanted answered before moving forward. Mr. Helliker commented that in March 2018 the Board directed him to write to SSWD regarding the status of SSWD's discussions with CHWD and FOWD, and then after that the new 2x2 ad hoc committee was formed. He commented that there are still questions that SSWD Board members want discussed regarding CHWD and FOWD concerns, and the analyses that were completed; therefore, more discussion is needed even if other agencies were not included in the discussions. He recommends that staff follow the committee's recommendation and meet with the general managers then meet with the 2x2 committee followed by reporting back to the Board.

## V. NEW BUSINESS

### 1. Consideration of a Resolution Capping District Contributions to Employee Health Care Premiums (W & R)

Ms. Silva provided the Board with a staff report which will be attached to the meeting minutes. She explained that she was recently informed that the Board's action via a motion in 2012 to cap District contributions to employee health care premiums required a resolution; therefore, the District needs to either adopt a resolution or come into compliance with the 1993 resolution within 90 days of the notification from CalPERS. Staff recommends that the Board adopt Resolution 18-09 which will cap the District funded premiums for employee health care benefits to the Sacramento Region rate for Blue Shield Access Plus for an employee and their dependents, if any, with an effective date of January 1, 2020. Staff would then implement the 1993 resolution until January 1, 2020. Mr. Helliker commented that the Personnel Committee reviewed staff's recommendation and agreed with that recommendation.

***Director Costa moved to adopt Resolution 18-09 capping District funded premiums for employee health care benefits at the Blue Shield Access Plus plan, Sacramento Region, for an employee and their dependents, effective January 1, 2020. President Hanneman seconded the motion and it carried unanimously.***

### 2. Federal Lobbying Contract with Ferguson Group (W & R)

Mr. Helliker provided the Board with a staff report which will be attached to the meeting minutes. He explained that the City of Roseville will no longer be participating in the federal lobbying efforts with the City of Folsom and the District. This is a new contract with the Ferguson Group effective September 1, 2018 which will be cost shared with the City of Folsom.

***Director Tobin moved to approve the 2018 lobbying contract with Ferguson Group for federal lobbying services in the amount not to exceed \$66,000. Director Rich seconded the motion and it carried unanimously.***

## VI. INFORMATION ITEMS

### 1. GENERAL MANAGER'S REPORT

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

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

#### 1.2 Miscellaneous District Issues and Correspondence

Mr. Helliker reported that Folsom Reservoir is 43% full and at 82% of normal. At President Hanneman's request, he informed the Board that Lake Oroville is 35% full and at 58% of normal. He showed the Board graphs of Lake Oroville's storage and inflows from last year to this year. He explained that Reclamation uses the 15-year average when reporting hydrological information, and this data shows Folsom Reservoir at 103% of average. He reported that precipitation is 46% of average. He reviewed a thermoisobath graph of Folsom Reservoir, which showed a small cold water pool, which indicates that temperature control is an issue at this time. He stated that there is a -1% snowpack and a three-month outlook that shows a 40% probability that temperatures will be above normal.

Mr. Helliker reported that the water transfer is complete. Mr. Zlotnick provided the Board with a handout which will be attached to the meeting minutes. Mr. Zlotnick explained that the District generated compensation for the water that would have otherwise been delivered to the wholesale customer agencies, but was replaced by groundwater supplies. Mr. Zlotnick reported that the net revenue to the District was just over \$96,800. Mr. Helliker commented that future transfers should not take as much staff time since the data for the wells has already been collected and Mr. Zlotnick mentioned that the consultant and legal fees should also be less since those support services should be reduced.

In response to Director Tobin's question, Mr. Helliker informed the Board that he sent an email to the Board regarding the conserved water transfer status a couple weeks ago. He reported that agreement regarding the methodology for the conserved water transfer was reached with DWR and Reclamation. He stated that there are a couple parameters that need to be negotiated with them regarding percolation and run-off. He explained that background research is being conducted in order to be prepared for next year. Mr. Zlotnick commented that a meeting is being scheduled with the partners to help gather and decipher what data is needed.

Mr. Helliker reported on the conservation regulations, the potential continuation of the monthly report that was started during the drought and the electronic annual report. He commented that the Water Board has added questions to the annual report which pertain to rates and bills and is something that they have no regulatory control over. He informed the Board that a consortium of water agencies are working to provide a comment letter on this new submission request.

Mr. Helliker informed the Board that a wholesale region e-blast is being developed and should be sent out shortly. He informed the Board that he spoke with Kim Silvers regarding his evaluation process and will bring more information to the December Board meeting. President Hanneman will not be able to attend the November 14<sup>th</sup> Board meeting and requested that the meeting be moved to either November 13<sup>th</sup> or 15<sup>th</sup>. The Board discussed the request and agreed that moving the meeting to Tuesday, November 13<sup>th</sup> worked for everyone and the Finance Committee meeting will remain on November 13<sup>th</sup>.

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

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

Ms. Silva informed the Board that the auditors were in the office last week and everything is progressing smoothly. The preliminary results for FY 2017-18 were good with the Wholesale Operating Fund had net income of approximately \$1.3 million greater than anticipated due to the CVP reimbursement, the savings from the renegotiated PCWA contract, salaries were below budget, and most other categories of expense came in below budget. As a result, \$1.4 million was transferred into the Wholesale Capital Reserves instead of the \$169,000 that was budgeted.

Ms. Silva reported that the Retail Operating Fund had a net income that was \$319,000 greater than anticipated mostly due to water sales; therefore, money was able to be transferred to the Retail Capital Reserves when the budget actually called for funds to be transferred from Retail Capital to Retail Operations to help make the extra pension payment.

Ms. Silva informed the Board that when the auditor presents the audit to the Board, she will likely talk about the implementation of GASB 74 and GASB 75. She explained that by implementing GASB 74/75 the District will be showing the OPEB liability on the balance sheet, instead of as a footnote to the financial statements. She reported that the OPEB liability is approximately \$7 million and staff is researching the benefit of paying down the liability. She explained that the District pays the current liability according to Board policy but the \$7 million is prior to that policy being adopted. She will report back on the rate of return for the investments that are in the OPEB trust.

Ms. Silva informed the Board that she attended a CalPERS conference and reported that the pension plan in general is doing well and has moved from 68% funded last year to 71% funded this year. She reported that the District's plan is sitting at 92% funded. In response to Director Costa's comment, Ms. Silva explained that the District did not pay the unfunded liability completely because if there are investment gains and the District is over-funded, then the District does not receive a refund. She will look at

what is needed for the next budget to reduce the liability in order to be 95% funded.

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

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

Mr. Rob Watson conducted a brief presentation on the Douglas Main Replacement Project. A copy of the presentation will be attached to the meeting minutes. He reported that the intersection portion of Phase 1 is complete and work is being done on the western side of the intersection and should be finished by October 31, 2018. He reported that Phase 2 is complete and Phase 3 is mostly complete with the exception of the west tie-in. He informed the Board that Phase 4 will begin in November and is expected to be completed in January 2019. In addition, he reported that the Dambacher Services Replacements Project is complete with the exception of the slurry seal. He explained that the paving will be completed at the end of the project.

Mr. Watson informed the Board that the project is 65% complete and within budget. He mentioned that, when the work was being completed on the tie-ins on Phase 3, there was a valve that broke and field staff were able to do a field repair in order to keep the system in operation. He commented that the next day another section of pipeline, which hadn't been replaced yet, blew out. He informed the Board that the water was shut off to that section and will be repaired under Phase 4 which starts next week. He commented that these two incidents are a good indicator that it was time to replace this pipeline.

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

#### **4.1 Legal Matters**

No report.

## **VII. DIRECTORS' REPORTS**

### **1. SGA**

Director Tobin reported that SGA met on October 18<sup>th</sup> to discuss the groundwater management program and the SGMA update. In addition, the Nominating Committee was selected the next year. After the meeting, the SGA 20<sup>th</sup> Anniversary luncheon was held at the North Ridge Country Club.

### **2. RWA**

Director Tobin reported that RWA will be hosting a Delta Update Workshop after the November 8<sup>th</sup> board meeting. She reported that the Executive Committee met this morning and discussed the subcommittees, retiree health benefits, the consultant support selection for a proposed Aquifer Storage and Recovery Feasibility Study, and the Landscape Imagery Analysis proposal. She also informed the Board that the 18<sup>th</sup> Annual Holiday Social is December 6<sup>th</sup>.

### **3. ACWA**

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

Director Tobin reported that Federal Affairs and Local Government committees will meet at the Fall Conference. She reported that ACWA Region 2 & 4 are presenting a program on November 15<sup>th</sup> at the Yolo County Flood Control & Water Conservation District in Woodland to explore historical settlement agreements that have increased water supply reliability and new modern efforts proposed to more effectively serve the water needs for communities, the economy and the environment in the Sacramento Valley.

Director Tobin reported that Dave Eggerton was selected as the new Executive Director.

#### **3.2 JPIA - Pam Tobin**

No report.

#### **3.3 Energy Committee - Ted Costa**

Director Costa reported that the Energy Committee will meet at the Fall Conference.

### **4. CVP WATER USERS ASSOCIATION**

Director Costa reported that the CVP Water Users Association met on October 16<sup>th</sup>.

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

There were no other matters discussed.

## **VIII. COMMITTEE MEETINGS**

#### **1. Personnel Committee – October 15, 2018**

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

#### **2. Finance Committee – October 23, 2018**

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

## **IX. UPCOMING EVENTS**

#### **1. NWRA Annual Conference**

November 7-9, 2018  
San Diego, CA

#### **2. ACWA Regions 2 & 4 Program & Tour - A Lesson in Functional Flow**

November 15, 2018  
Woodland, CA

**3. ACWA Fall Conference**

November 26-30, 2018  
San Diego, CA

Mr. Helliker reported that Mr. Greg Zlotnick will attend the NWRA Annual Conference. Ms. Jennifer Buckman commented that Secretary Zinke is confirmed as Thursday's lunch speaker for the ACWA conference, and Thursday's dinner will honor the retirement of Tim Quinn on the USS Midway.

**President Hanneman called for Closed Session at 7:29 pm.**

**X. CLOSED SESSION**

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

**President Hanneman returned to Open Session at 8:02 pm.**

**XI. OPEN SESSION**

There was no reportable action from the closed session.

**XII. ADJOURN**

**The meeting was adjourned at 8:02 p.m.**

ATTEST:

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MARTIN HANNEMAN, President  
Board of Directors  
San Juan Water District

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TERI GRANT, Board Secretary

## STAFF REPORT

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To: Board of Directors

From: Donna Silva, Finance Director

Date: October 24, 2018

Subject: Adoption of Ordinance 3100 – An Ordinance of the Board of Directors of the San Juan Water District Repealing Ordinance No. 3000 of the District Code of Ordinances.

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### **RECOMMENDED ACTION**

Adopt Ordinance 3100 “An Ordinance of the Board of Directors of the San Juan Water District Repealing Ordinance No. 3000 of the District Code of Ordinances.

### **BACKGROUND**

Ordinance 3000 “District Banking and Other Financial Matters” sets forth the class and type of authorized bank accounts, grants authorization for transfers of funds from one account to another, sets constraints on withdrawal of funds, sets the district fiscal year and mandates the timing of the year end closing and annual financial audit. It also contains the District’s reserve policy.

Addressing these matters in the code is unnecessary because some of the matters are already authorized and directed by statute and therefore do not need to be restated in ordinance or policy. Other items are better addressed in a Board Policy. Addressing financial matters in an ordinance causes difficulty in the administration of the District’s financial affairs by making changes unduly complicated and expensive to effect.

Staff recommends repealing Ordinance 3000 in its entirety. In its September 2018 Board meeting the Board approved a Banking Policy and a Reserve Policy to cover the items in the ordinance that are necessary but do not belong in an ordinance. The board amended its existing Financial Audit Policy to incorporate certain elements of Ordinance 3000 pertaining to the Districts’ fiscal year and annual audit, in August 2018.

### **PROCESS**

The District must follow a multi-step process to adopt or amend an ordinance. The first step, which happened at the September 25, 2018 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 October 3, 2018, 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 who voted for or against. The summary must be published once in a newspaper published in Sacramento and Placer counties. The ordinance amendment will take effect 30 days from the date of final passage.

**Attachments:**

Proposed Ordinance  
Current Ordinance

# Proposed Ordinance

## ORDINANCE NO. 3100 AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT REPEALING ORDINANCE NO. 3000 OF THE DISTRICT CODE OF ORDINANCES

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

**Section 1. Purpose, Findings and Authority.** This ordinance amends the San Juan Water District Code of Ordinances (“Code”) by repealing and deleting Ordinance No. 3000 pertaining to District banking and other financial matters. The Board finds that addressing financial matters in the Code is unnecessary because the matters addressed therein are already authorized and directed by statute or better addressed in policy as matters within the Board’s discretion. Addressing financial matters in ordinance also cause difficulty in the administration of the District’s financial affairs and makes changes unduly complicated and expensive to effect. The Board may adopt one or more policies as it deems appropriate to address certain items addressed in former Ordinance No. 3000, because adoption of such matters in policy will make them simpler to oversee and amend as the District’s circumstances require. This ordinance is adopted pursuant to Government Code sections 61040, 61045, 61053, 61060, and other applicable law.

**Section 2. Repeal of Ordinance No. 3000.** Ordinance No. 3000, entitled “District Banking and Other Financial Matters”, of the District Code of Ordinances is hereby repealed and omitted from the Code, and shall have no further force or effect after the effective date of this ordinance.

**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 at its regular meeting held on August 22, 2018.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on \_\_\_\_\_, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Martin Hanneman  
President, Board of Directors

Attest:

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Teri Grant,  
Board Secretary

SAN JUAN WATER DISTRICT  
CODE OF ORDINANCES

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CODE TYPE : District Financial Matters  
CODE SECTION : District Banking and Other Financial Matters  
CODE NUMBER : 3000  
DATE ADOPTED : July 28, 2006  
DATES AMENDED :

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3000.00      District Banking and Other Financial Matters

3000.01      Designation of Depository

The District has adopted the alternative depository of District money in accordance with Government Code Sections 61737.01-61737.09. The Board of Directors by resolution shall designate a depository or depositories to have custody of District funds, which depositories shall give the District sufficient bond to secure the District against possible loss as required by law. Only such Person or Persons authorized by the Board may sign checks to withdraw funds from any of such depositories.

The General Manager, Assistant General Manager, Secretary, Finance and Administrative Manager, Customer Service Manager and all other employees or assistants of the District who may be required to do so by the Board of Directors, shall give such fidelity or performance bonds to the District as the Board may from time to time require. The premium for such bonds shall be paid by the District.

3000.02      Deposit of Cash Receipts

All funds received by the District from any source whatsoever shall be promptly deposited in one of the time or demand bank accounts established by resolution of the Board of Directors. It shall be the responsibility of the General Manager of the District and Staff who have been or may be appointed by the Board, to assure such prompt deposit of funds.

3000.03      Types of Accounts and Investment Accounts

The following types of bank accounts and investment accounts shall be established and maintained for District funds as directed or approved by the Board of Directors.

- 3000.03.1     Demand-Deposit Accounts  
All funds, when first received, shall be deposited in one of the demand deposit accounts established under Section 3000.02. However, the General Manager, or the designated agent, shall cause those funds for which an early demand is not foreseen to be transferred to a time-deposit account or to an investment account to produce an interest return as soon as practicable.
- 3000.03.2     Time-deposit Accounts  
Funds for which an early demand is not foreseen shall be transferred from a demand-deposit account to a time-deposit account or invested in an investment authorized under 3000.03.3 of this Section.
- 3000.03.3     Investments  
As an alternative to placing funds in a time-deposit account, funds may be invested in the form of securities authorized by the laws of the State of California. Such investments shall be held in safe keeping by the bank through which the District arranged for the investment.

3000.04       Classes of Bank Accounts

The following classes of accounts shall be established and maintained for the District.

- 3000.04.1     General Accounts  
All District funds shall be placed in one or more of the types of accounts or investments listed under Section 3000.03. Such funds shall be designated "San Juan Water District, General Fund Account" except for funds that are to be placed in special accounts as may be directed by the Board of Directors or as otherwise authorized in the Section 3000.04. Such special accounts may be any one of the types listed in Section 3000.03.
- 3000.04.2     Payroll Account  
One special demand-deposit account, designated "San Juan Water District, Payroll Account," shall be maintained at one bank for the sole purpose of paying wages and salaries to District employees. No funds shall be deposited in this account except funds withdrawn by check from a General Fund Account.

3000.04.3      Trust Account

Funds held in trust by the District for other Persons may be deposited in special Trust Accounts, which shall be established by resolution of the Board of Directors. Such accounts will include, but not be limited to, special accounts for Employee Funds, Improvement Act of 1911 bond collections, and similar funds.

3000.05      Transfer of Funds from One Account to Another

The General Manager of the District, or his designated agent, is authorized and is delegated the responsibility of directing banking institutions to transfer funds from one type of account to another type in a financial institution that has been approved by the Board of Directors. For the purpose of such transfers, the types of accounts designated "Demand Deposits," "Time-deposits," and "Investment Accounts" shall be interchangeable at the direction of the General Manager, or the designated agent, with after-the-fact approval of the Board. The transfer of funds from one "class" of account, as differentiated from "type" of account, however, is not authorized without prior approval of the Board.

3000.06      Withdrawal of Funds

3000.06.1      Funds may be withdrawn from any class of demand deposit only by issuance of a check or duly authorized electronic funds transfer.

3000.06.2      No check shall be issued until it shall have been signed by at least two Persons who have been authorized by the Board to sign such checks. In certain conditions, checks may be signed with a facsimile signature, the use of which has been authorized by the Board of Directors. The emergency checking account shall require only one signature.

3000.07      Directions Pertaining to Demand Deposits

Each demand-deposit account shall be established only by resolution, which shall contain directions therein as to the Persons who may sign checks on the account.

3000.08      Fiscal Year

The fiscal year of the District shall be the period beginning July 1 of each calendar year through June 30 of the next calendar year.

3000.09      Closing of Books of Account

Within 45 days after the last day of each fiscal year, the Finance and Administrative Manager shall cause all final entries for such fiscal year to be made in the District books of account, prepare them for examination by the external auditor, and notify the auditor that the books of account are ready for audit.

3000.10      Appointment of an Auditor for Annual Audit of Books of Account

The auditor for the District shall be appointed by the Board of Directors and shall serve thereafter until such time as the auditor may resign, the appointment may be revoked by the Board, or a successor has been appointed by the Board.

Within 90 days after the books of account have been prepared for the auditor's use, as provided in Section 3000.09, the auditor shall perform and submit the annual audit of said books of account to the District.

3000.11      Allocated Fund Policy

The District's net worth is invested in its physical assets and its ability to provide reliable water service to the public. These assets must be properly maintained and replaced over time to maintain the level and quality of service provided to the public. The District will consider future needs for all capital facilities, equipment and operations, and set aside appropriate funds to meet these needs. Additional reserve funds may be included as future circumstances warrant. All reserves should be retained for their original intended purpose. In this manner, funds will be available for future capital and equipment requirements in addition to provide funds to continue operations.

3000.11.1      Wholesale

Operating Fund

The operating reserve fund should provide sufficient funds for temporary operations of the District in the events of unforeseen events or irregular working capital needs.

The District will maintain in its Wholesale Operation Reserve Fund an amount equal to at least twenty percent of the annual operating expenditures.

Rate-Stabilization Fund

The rate-stabilization reserve fund should provide sufficient funds to ensure financial and rate stability for wholesale Customers in the event of fluctuating changes in wholesale water deliveries and reduced water supplies.

### Capital-Improvement Fund

The capital-improvement reserve fund consists of a number of different reserve funds for different purposes. The different reserve funds are described as follows:

1. Hinkle Reservoir Lining Replacement Fund – a fund established to accumulate funds for the planned replacement of the lining and cover of Hinkle Reservoir. The replacement fund is funded annually in the amount of \$50,000.00 plus accrued interest earned on the existing fund balance. The life expectancy of the cover and lining (installed in July 1981) is 30 years.

2. Capital-Improvement Fund – a fund established to accumulate sufficient funds for use due to unexpected emergency expenditures for repair, replacement or rehabilitation of the water treatment plant facilities.

A fund established to fund capital projects to replace or rehabilitate and upgrade pumping stations, buildings, treatment plant facilities, equipment, water pipeline systems and other water-related system components.

3. Vehicle and Equipment Fund – a fund established to accumulate sufficient funds to replace vehicles and equipment on an annual basis, and larger equipment on an as-need basis.

The primary sources of revenue for the reserves are property taxes, interests, and revenues in excess of expenditures from wholesale Customers.

### Restricted COP Debt Fund

A fund established to accumulate funds held in reserve by Union Bank of California for the final principal and interest payment on the 1993 Revenue Certificates of Participation. The final payment of principal and interest is due February 2014. The funds accumulated and held in reserve by Bank of America is for the semi-annual payments of principal and interest due in February and August, and debt service coverage paid by participating agencies.

### Restricted-Employee Fund

A fund established to accumulate employee's pre-taxed monies will be held in trust by the District. A second party pays claims submitted by enrolled employees.

A fund established to accumulate funds for accrued employees vacation and sick leave time.

3000.11.2    Retail

Operating Fund

The operating reserve fund should provide sufficient funds for temporary operations of the District in the event of unforeseen events or irregular working capital needs.

The District will maintain in its Retail Operation Reserve Fund an amount equal to at least twenty percent of the annual operating expenditures.

Capital-Improvement Fund

The capital-improvement reserve fund consists of a number of different reserve funds for different purposes. The different reserve funds are described as follows:

1. Kokila Reservoir Lining Replacement Fund – a fund established to accumulate funds for eventual replacement of the lining and cover of Kokila Reservoir. The replacement fund is funded annually in the amount of \$10,000.00 plus accrued interest earned on the existing fund balance. The life expectancy of the cover and lining (installed in July 1984) is 30 years
2. Capital-Improvement Fund – a fund established to accumulate sufficient funds for use due to unforeseen and unexpected emergency expenditures for repair, replacement or rehabilitation of the District's water pipeline systems and pumping stations.
3. Capital Facilities Fees Fund – a separate fund established to accumulate Capital Facilities Fees collected to fund capital projects to replace, rehabilitate and upgrade District pumping stations, buildings, water pipeline systems and other water related systems components in the retail service area resulting from additional water services.
4. Vehicle and Equipment Fund - a fund established to accumulate sufficient funds to replace vehicles and equipment on an annual basis and larger equipment on an as need basis.

The primary sources of revenue for the allocated funds are property taxes, interest, capital facilities fees and revenues in excess of expenditures from retail Customers.

Restricted COP Debt Reserve

A fund established to accumulate funds held in reserve for the semi-annual payment of principal and interest on the 1993 Revenue Certificates of Participation. Annual debt service payments of principal and interest are made in February and August.

Restricted E.D.A. Loan Debt Reserve

A fund established to accumulate funds held in reserve for the annual payment of principal and interest on the E.D.A. Loan. Annual debt service payment is made in June.

Restricted-Employee Fund

A fund established to accumulate employee's pre-taxed monies held in trust by the District. A second party pays payments to enrolled employees.

A fund established to accumulate funds for accrued employees' vacation and sick leave time.

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# STAFF REPORT

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**To:** Board of Directors  
**From:** Rob Watson, P.E.  
Engineering Services Manager  
**Date:** October 24, 2018  
**Subject:** GIS IMPLEMENTATION PROJECT – CONSULTANT SERVICES

---

## RECOMMENDATION ACTION

Staff recommends a motion to award a professional services contract to HDR Engineering, Inc. for the amount of \$279,734 for consulting services for the GIS Implementation Project with a 10% contingency for a total authorized budget of \$308,000.

## BACKGROUND

The District is in the process of updating its Geographical Information System (GIS). In May of 2018, a comprehensive GIS Implementation Plan was completed by Eckersall, LLC, which provided the appropriate planning necessary to meet the District's long-term GIS goals. The next phase is the work of implementing the plan and providing the District with a functional GIS. Work will involve providing professional consulting services to implement the system, provide the operations documentation for the long-term maintenance, and provide the staff training. The new GIS is planned to integrate with the FIS, system mapping, CIS, and CMMS systems.

## PROPOSALS

On September 6, 2018, a Request for Proposals (RFP) was distributed to thirteen (13) qualified firms. On October 2, 2018, the District received three (3) proposals, submitted in two separate sealed envelopes consisting of a Technical Proposal and a Cost Proposal. A selection committee of 4 staff reviewed and ranked each Technical Proposal on the basis of project understanding, work plan, experience and qualifications, project schedule, innovation, and other project-specific criteria. The reviewers unanimously ranked HDR Engineering, Inc. as having submitted the top technical proposal. Subsequent to the technical ranking, the cost proposals were opened and reviewed. The following table summarizes the proposed costs from each firm.

Consultant	Proposed Fee
California CAD Solutions	\$185,355
Eckersall	\$212,050
HDR Engineering	\$279,734

When objectively compared, HDR Engineering's proposal was by far the highest ranked for project understanding, workplan, and experienced resources to be applied to the project. Based on the evaluation, it was determined that interviews would not be necessary, and that the workplan and resources that will be provided accurately meet the work requirements, demonstrate a clear project understanding, and address the schedule. HDR Engineering is, therefore, the recommended consultant to complete the GIS implementation work.

## BUDGET IMPACT

The completion of the District's Implementation Phase for the GIS Improvement Project is to be funded under the approved FY 2018/19 budget. The total cost for the project is budgeted at \$366,500 with a 75/25 Retail/Wholesale cost share allocation.

# AGENDA ITEM IV-3

## Operations Plan Report Card

On Track  
 Delayed  
 Issues

### ADMINISTRATION/WATER RESOURCES/IT

Task	Original Target Date	Updated Target Date	Completion Date
Coordinate and complete a groundwater substitution transfer from the San Juan Water District, the Fair Oaks Water District and the Citrus Heights Water District to a water agency(s) south of the Delta	9/30/2018		9/30/2018
Water Fix – represent the American River region agencies in negotiating a settlement agreement between DWR and Reclamation, to prevent or mitigate impacts from WaterFix	9/30/2018	Unknown	
WaterFix – oversee the management of the District's litigation on the WaterFix CEQA documents	6/30/2019		
Water Quality Control Plan – lead the effort to secure approval of conserved water transfers as a central component of the region's proposed settlement agreement, and participate in the negotiations with the Administration on such an agreement	9/30/2018	12/31/2018	
Organize and conduct deliberations concerning joint efforts to improve water supply reliability and potential reorganization with SSWD	6/30/2019		
Prepare annual water rights reports to SWRCB and submit estimated schedule of deliveries of PCWA and CVP supplies to Reclamation	Post-14 > 4/1/19 Pre-14 > 6/30/19 Reclamation > 3/31/19		
Provide Monthly summary reports to Reclamation showing usage of water rights, PCWA, and CVP supplies, as well as treatment of SSWD's PCWA deliveries	The 10 <sup>th</sup> of the following month		Monthly
Complete Letter of Interest for WIFIA Low Interest financing for up to 49% of Hinkle & Kokila project cost	7/31/2018		7/31/2018
Complete State SRF application for low interest financing for Hinkle & Kokila project	12/31/2018		
Complete joint WaterSmart grant application through RWA for intertie projects	10/1/2018		4/1/2018
Assist with the implementation of the Geographic Information System (GIS)	6/30/2019		
Complete a Supervisory Control and Data Acquisition (SCADA) Master Plan	4/1/2019		
Implement improvements to the Wonderware Software System.	1/1/2019		
Guide candidates and potential candidates through the 2018 General Election process for three seats on the Board of Directors	8/15/2018		8/15/2018
Hold an open house for retail and wholesale customers in October 2018	10/6/2018		10/6/2018

### ENGINEERING SERVICES

Task	Target Date	Updated Target Date	Completion Date
Complete the design, permitting and construction of FY 2018-19 Wholesale and Retail Capital Improvement Projects.	6/30/2019		
Complete an ADA Transition plan and pre-design analysis to determine the costs for a new building and existing building improvements as identified in the Facility Needs Assessment work done in fiscal year 2017-18.	1/31/2019	4/24/2019	
Implementation of a replacement Geographic Information System (GIS)	6/30/2019		
Complete an update of the Ordinance sections related to service connections and development	12/31/2018		
Complete an update of the Retail Master Plan	6/30/2019		
Update the e-based System Map and Hydraulic Model	6/30/2019		

# Operations Plan Report Card

On Track  
Delayed  
Issues

On Track
Delayed
Issues

## FINANCE

Task	Target Date	Updated Target Date	Completion Date
Implement the Governmental Accounting Standards Board (GASB) Pronouncement's 74 and 75 pertaining to accounting for Other Post Employment Benefits (OPEB)	12/31/2018		10/1/2018
Complete the outsourcing of payroll processing and implement the use of electronic timesheets	12/31/2018		
Complete an overhaul of the Employee Manual, updating District ordinances and policies as necessary	3/31/2019		
Complete Disaster Preparedness Planning and Documentation for Business Continuity	6/30/2019		
Identify and begin preliminary planning for debt issuance for Hinkle and Kokila cover and lining replacement projects	6/30/2019		
Propose updates to District's Reserve Policy	12/31/2018		9/25/2018
Propose updates to District's Record Retention Policy	9/30/2018	11/30/2018	
Complete a Capital Facility Fee Study and recommend fee changes as identified in the study	12/31/2018		
Complete a Master Fee Study and recommend fee changes as identified in the study	12/31/2018		
Complete a Compensation Study and identify the desired market position. Adjust compensation if necessary	6/30/2019		

## CONSERVATION

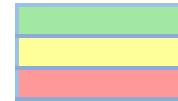
Task	Target Date	Updated Target Date	Completion Date
Rehabilitate outdated sections of the demonstration WEL (Water Efficient Landscape) Garden (wholesale)	10/5/2018		10/5/2018
Provide 4 educational customer workshops and an annual mulch give-a-way event (wholesale)	6/30/2019		
Implement rebate incentive programs and provide on-site assistance to 100 customers to support State mandated water use reductions requirements	6/30/2019		
Conduct a student art calendar contest to be distributed to all wholesale agencies	6/30/2019		

## CUSTOMER SERVICE

Task	Target Date	Updated Target Date	Completion Date
Cross train customer service staff to be proficient in all customer service related functions to build redundancy to accommodate vacations, illnesses and staff turnover	6/30/2019		
Work with Field Service staff to update manually read meters with radio or touch read meters to improve reading efficiency	6/30/2019		
Work with Field Service staff to diagnose customer meter problems and repair promptly	6/30/2019		
Incorporate any recommendations from 2018 Customer Satisfaction Survey results into Customer Service processes to improve customer interaction	9/28/2018		9/28/2018

# Operations Plan Report Card

On Track  
Delayed  
Issues



## DISTRIBUTION (Field Services)

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

## WATER TREATMENT

Task	Target Date	Updated Target Date	Completion Date
Install external and internal chlorine reading displays	Sept 2018		9/12/2018
Complete a study of compliance solids residuals disposal	Jul 2018	Sept 2018	9/15/2018
Evaluate a potential conversion from chlorine to hypochlorite	Nov 2018		
Evaluate the CMMS program to determine if it can be modified to meet District needs or needs replacement	Mar 2019		
Complete the corrosion protection system evaluation and calibration	Jun 2019		
Replace the Lime Feed system electric panel	Mar 2019		
Replace/repair the Flocculation/Sedimentation Basin drive chain	Apr 2019		
Complete repairs, replacement and painting of perimeter security fencing	Nov 2018		
Evaluate the safety program and identify improvements needed	Dec 2018		
Install window in office at the Water Treatment Plant	Jun 2019		
Complete clarifier wall/lining leakage repair	May 2019		
WTP site paving, slurry seal, and re-stripe	Jun 2019		
10 year replacement of chlorine gas pressure piping	Apr 2019		

## STAFF REPORT

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To: Board of Directors  
From: Lisa Brown, Customer Service Manager  
Date: October 24, 2018  
Subject: Customer Service Staff Position

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### **RECOMMENDED ACTION**

Staff recommends that SJWD hire a full time, permanent Customer Service Technician I/II.

### **BACKGROUND**

The Personnel Committee reviewed staff's request for a full-time Customer Service Technician I/II at their October 15, 2018 committee meeting and recommends that SJWD hire a full-time, permanent Customer Service Technician I/II. The job description for this position is attached (Attachment 1).

Prior to the Tyler utility billing conversion, customer service functions were performed by two Customer Service Technicians. The Conservation Technician and the Customer Service Manager regularly dedicate their time to assist with customer service workload demands, which are particularly significant during monthly billing and shutoff cycles. Due to the fact that this staffing shortage was affecting the ability of the Customer Service Manager and the Conservation Technician to perform their other duties, staff and management proposed hiring a new customer service position in 2016.

As part of the project to convert the Customer Services operation to Tyler software, we hired a limited-term position in FY 2017-18 (1,000 hours) to assist the Customer Service Technicians with their normal work functions while they dedicated time to the conversion. As the conversion progressed and various problems were identified and addressed, the need for this limited-term position continued, and we converted it to a temporary full-time position (to meet state personnel statutory requirements.) The workload directly associated with the conversion has begun to wane, and this position will be phased out at the end of December.

As discussed with the Board at the August 2018 meeting, the new conservation legislation will impose a number of new requirements on us and on other water districts, which will increase the workload in our conservation and water management planning programs. Because of their knowledge, expertise and scope of responsibilities, our Customer Service Manager and Conservation

## STAFF REPORT

*Customer Service Staff Position Request*

*Lisa Brown*

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Technician will be an essential part of the District's work on these new programs, including participating in regulatory proceedings, statewide collaborations among water agencies, and conducting required analyses of our systems and customers.

### **Options to Meet Workload Demands**

#### No Additional Staffing/Support

If no additional staffing or support is provided, the Customer Service Manager will be unable to participate in and adequately manage the new conservation regulatory requirements, due to the need to continue to provide backup on customer service functions. We will also be unable to meet the payment processing and account management security procedures recommended by the auditors. For detail on the delayed or unfinished work refer to Attachment 2.

#### Half-Time/Retired Annuitant

A half-time position would provide some benefit, but would still not allow the Customer Service Manager and the Conservation Technician to meet their job responsibilities, particularly as those increase with the 2019 regulatory proceedings and with the additional regulatory proceedings and program requirements through 2027. Retired annuitants are limited to short-term (less than three years) assignments that are project-specific, so such a person would not meet the needs of the position.

#### Temporary Full-Time Position

Because of the permanent need, a temporary classification is not appropriate. Also, it is difficult to retain a temporary employee in this capacity as most are looking for full-time and/or permanent position status.

#### Outside Contractor

Securing contract support for this position might be an option that could be considered, if the tasks and work products could be defined in such a manner that District management would not be providing day-to-day direction and oversight. We have been able to establish such support functions in the Engineering program and are in the process of doing so for some of our Information Technology activities, but this approach is not feasible for the customer service program, particularly in light of the recent Dyamex ruling which makes it harder to classify positions such as the Customer Service Technician as an independent contractor.

#### Permanent Employee

Due to the nature of the tasks that need to be accomplished and the other duties that need to be addressed by the Customer Service Manager and Conservation Technician, our recommendation is that the Board supports the Personnel

**STAFF REPORT**

*Customer Service Staff Position Request*

*Lisa Brown*

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Committee's recommendation authorizing a regular, full-time Customer Service Technician I/II position.

A full time position provides sufficient coverage for breaks, lunch, sickness, vacations and meetings, full cross training, full separation of responsibilities meeting the auditor's recommendations, requires little time of the Conservation Technician and no time from the Customer Service Manager for backup services.

The fully burdened cost for a permanent, full-time position is \$102,844.

The position was not included in the FY18/19 budget. However, funding for a full-time customer service position is available from the savings that have been realized from not filling the Assistant General Manager position, which was included in the wholesale and retail financial plans.



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

## Customer Service Technician II Position Description

**Status:** Non-Exempt, Non-Safety Sensitive

**Supervisor:** Customer Service Manager

**Effective Date:** October 1, 2018

### **Supervision Received and Exercised**

Receives general supervision from the Customer Service Manager and receives technical and functional assistance from the Customer Service Technician III. Does not provide supervision to others.

### **Primary Function**

To provide customer service and assistance to the public; to respond to inquiries and complaints from customers and the general public; to receive and process payments and fees; to process new connection and permit applications; to perform utility billing functions, to perform a variety of clerical tasks relative to assigned area of responsibility with minimal supervision and instruction. Positions in this class are normally filled by advancement from the Customer Service Technician I position. Individuals may advance to the Customer Service Technician III level after gaining one or more years of experience, completing job-related training courses, and demonstrating on the job performance, proficiency and competency.

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

- Provide customer service to customers and the general public in person and over the phone; respond to inquiries and complaints regarding utility services, rate structures, billing, payments, hydrant permits, service orders and new connections.
- Receive, process and document customer utility payments, fees and reimbursements from partnering agencies. Payments and fees may be received by mail, phone, in person, and electronically.
- Reconcile and maintain cash drawer daily.
- Record payments and revenue as received.
- Develop and coordinate meter reading schedule with meter reading staff. Review reads for accuracy and obtain re-reads prior to billing.
- Prepare high usage and o-read reports for follow-up by Customer Service staff.
- Prepare, generate and update utility bills and delinquent notices.
- Direct and coordinate delivery of door hanger notices and shut-offs for non-payment.
- Establish and maintain customer accounts; monitor and ensure the accuracy of account information on a continuing basis; process requests for the start and/or cancellation of service including estimating final bills for escrow agents.
- Respond to questions from customers on rates and billing practices, District policies, and water efficiency measures.

- Notify customers regarding delinquent accounts, non-payments, and returned checks; apply late fees and penalties to customer accounts; evaluate customer requests for payment arrangements and follow up on payment arrangements.
- Research and investigate billing and payment inquiries; analyze water use patterns; follow up with customers and apply billing adjustments as appropriate.
- Respond to, document, and assist in resolving water-related complaints.
- Prepare, track and assign work orders related to water leaks, main and service line breaks, intract leaks, water quality, pressure, meter and register replacement, services requiring time and material tracking, and delivery of notices.
- Prepare Will Serve letters and applications and assign meters. Assist applicants with application process and respond to related inquiries.
- Prepare hydrant use permits by meter and load count and invoicing for construction water. Coordinate hydrant use with Field personnel. Maintain log of hydrant permits and water usage.
- Attend and participate in various meetings, seminars and training courses as assigned.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Maintain, operate, and activate District's emergency notification system
- Perform related duties as assigned.

### **Minimum Qualifications**

*Knowledge of:*

- Advanced principles and practices of effective customer service.
- Methods and techniques of cash handling and reconciliation.
- Mathematical and general accounting principles
- English usage, grammar, spelling and punctuation.
- Modern office methods, procedures and computer equipment, including Microsoft Office programs.
- District's customer information software application.
- Departmental and District polices and operating procedures; pertinent Federal, State and local code, laws and regulations.

*Ability to:*

- Review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Perform complex duties related to the District's customer service functions.
- Understand the organization and operation of the Customer Service department.
- Meet and assist the public effectively.
- Organize and prioritize work activities.
- Interpret and apply administrative, departmental and District policies.
- Compile and maintain records and files.
- Perform accurate mathematical calculations.
- Efficiently operate computers and applicable software and 10 key.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

*Education, Experience, Licenses and Certifications:*

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Required:**

- High school diploma or equivalent
- Two semesters of college level accounting courses.
- One to two (1-2) years of responsible experience equivalent to Customer Service Technician I.
- Possession of, or the ability to obtain and maintain, a California Driver's License with proof of a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Desirable:**

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- One to two (1-2) years of business or customer service support experience with a public agency, preferably in a municipal water district, is desirable.
- One to two (1-2) years of college level coursework in accounting, computer operations or customer service is desirable.

**Physical Capabilities:**

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

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking	✓			
Climbing/Stooping/Kneeling	✓			
Lifting/Pulling/Pushing	✓			
Sitting				✓
Approximate Maximum Weight to Lift	50 Pounds	20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	100 Percent Indoors; frequently sit at a desk for long periods of time; frequently twist to reach equipment and perform simple grasping and fine manipulation to write and use keyboard and other office equipment.			

## ATTACHMENT 2

## Customer Service Staffing Analysis

No Additional Support		1,000 Hour Support		3/4 (1,560 Hour) Support		Full Time (2,080 Hour) Support	
Employee Type	Available Hours	Employee Type	Available Hours	Employee Type	Available Hours	Employee Type	Available Hours
Customer Service Tech	2,080	Customer Service Tech	2,080	Customer Service Tech	2,080	Customer Service Tech	2,080
Customer Service Tech	2,080	Customer Service Tech	2,080	Customer Service Tech	2,080	Customer Service Tech	2,080
Conservation Tech	1,040	PT Help	1,000	PT Help	1560*	Customer Service Tech	2,080
Customer Service Manager	520	Conservation Tech	520	Conservation Tech	416	Conservation Tech	208
Accounting Tech	104	Customer Service Manager	208	Customer Service Manager	104	Customer Service Manager	0
Total Annual Hours:	5,824	Accounting Tech	104	Accounting Tech	104	Accounting Tech	104
FTE:	2.80	Total Annual Hours:	5,992	Total Annual Hours:	4,784	Total Annual Hours:	6,552
		FTE:	2.88	FTE:	2.30	FTE:	3.15

**Tasks not completed or delayed**

**Customer Service Technicians:**  
 Coverage (breaks, lunch, sick, vacations, meetings)  
 Unable to implement security checks/balances  
 Minimal to no data review/accuracy checks  
 Customers sent to voicemail and called back later  
 Delayed hydrant meter billing and refunds  
 Unable to mail welcome packets (introducing District)

Delay in processing returned mail (bills, checks, District requests)

Maintenance neglected:  
 Declined credit card follow up, update contact info (emails, phone #s, customer notes), bill copies, email uploads.

Staff burn out/moral problems/limited time off

**Conservation Technician:**

Unable to notify customers of high usage  
 Delayed activity logs/used for reporting  
 Customers sent to voicemail and called back later  
 Delay in processing rebates  
 Delay in processing meter box brush clearance letters

Delayed follow up on water waste reports

**Customer Service Manager:**

Minimal to no data review/accuracy checks  
 Unable to implement security checks/balances  
 Limited time for policy/procedure review

Delayed backflow failures letters/follow up & req installations

Focus on critical functions only (personnel, reporting, budget, customer inquiries/follow up, WaterGram)

Delayed water loss data collection

Unable to participate in regional meetings (RWA)

Unable to participate in external training/conferences/workshops

Unable to allocate time to public relations work (website, outreach)

Unable to focus on upcoming regulatory issues (conservation, billing collection, etc)

**Tasks not completed or delayed**

**Customer Service Technicians:**  
 Inconsistent coverage (breaks, lunch, sick, vacations, meetings)  
 Unable to implement security checks/balances  
 Inconsistent data review/accuracy checks  
 Delayed hydrant meter billing and refunds  
 Maintenance neglected on customer contact info and bill copies  
 Difficult to retain as most find other jobs. Continued wasted investment in training.

Staff burn out/moral problems/limited time off

**Conservation Technician:**

Delay in notifying customers of high usage  
 Some customers sent to voicemail and called back later

Delay in processing rebates

**Customer Service Manager:**

Difficult to implement security checks/balances  
 Limited time for policy/procedure review

Delayed backflow failures letters/follow up & req installations

Unable to participate in regional meetings (RWA)

Delayed water loss data collection

Difficulty retaining quality temporary staff

Unable to participate in external training/conferences/workshops

Unable to focus on upcoming regulatory issues (conservation, billing collection, etc)

**Tasks not completed or delayed**

**Customer Service Technicians:**  
 Inconsistent coverage (breaks, lunch, sick, vacations, meetings)

**Conservation Technician:**

Possible delay in notifying customers of high usage

**Benefits of Proper Staffing****Customer Service Technicians:**

Ability to cross train  
 Meet more of the auditors recommendations (separation of responsibilities/approvals)

**Conservation Technician:**

Can perform all job responsibilities in winter/spring/fall

**Customer Service Manager:**

Can actively participate on upcoming regulatory issues (conservation legislation)  
 Can focus on community relations/outreach  
 Can participate in regional meetings

**\*\*Note: Current temporary employee has worked full-time for 1 year.**

**Funds deplete mid December, 2018**

**Benefits of Proper Staffing****Customer Service Technicians:**

Ability to cross train on all job responsibilities  
 Full coverage

Meet auditors recommendations to minimize fraud/theft  
 Can assume work from Customer Service Manager

**Conservation Technician:**

Can perform all job responsibilities

**Customer Service Manager:**  
 Can focus on upcoming regulations (conservation, billing)  
 Can focus on community relations/outreach  
 Can participate in regional meetings  
 Can take on special projects  
 Can delegate projects/programs to Customer Service Techs

**Total Cost of Additional Staff:**

\$0

**Total Cost of Additional Staff:** 1,000 Hr Regular:

\$32,154

1,000 Hr Temporary:

\$24,450

**Total Cost of Additional Staff:** 3/4 Time Regular:

\$79,190

**Total Cost of Additional Staff:**

\$102,844

3/4 Time Temporary:

\$41,300

# AGENDA ITEM V-1

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Finance Director  
Date: October 24, 2018  
Subject: Adoption of Resolution 18-09 Capping District Funded Premiums for Employee Health Care Benefits

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### **RECOMMENDED ACTION**

Adopt Resolution 18-09 capping District funded premiums for employee health care benefits at the Blue Shield Access Plus plan, Sacramento Region, for an employee and their dependents, effective January 1, 2020.

### **BACKGROUND**

On August 30, 2012, the Board passed a motion to set a cap on District funding for health care benefits for active employees at the Blue Shield HMO (now Blue Shield Access Plus) for employee, spouse and dependent rate. The cap was to be effective January 2013. The Board also approved making the necessary revisions to the Group Health Insurance Policy No. 4020 of the Employee Manual.

Staff has been implementing the Board's decision since January 2013. Staff recently became aware that in order for this cap to be effective with CalPERS, the Board needed to adopt a resolution setting the CAP and submit the resolution to CalPERS. A motion of the Board is not sufficient to effect this change. CalPERS advised that the District has 90 days (from October 5, 2018) to either adopt a resolution to formally set this cap, or bring itself into compliance with the last resolution passed by the Board concerning health benefits.

The last resolution of the Board concerning health benefits was resolution 93-03, which states that "the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans" (employer pays full cost, no cap).

If the District does not come into compliance by January 3, 2019 CalPERS will terminate the District's health care plans.

The Employee Manual states that the cap applies based upon the rate in effect for the employee's county of residence. Each county is part of a "region" that has its own rate. While most counties in the area fall into the "Sacramento Region", there are a few that fall into the "Bay Area Region". The Bay Area Region has higher rates than the Sacramento Region. Currently two employees are in the Bay Area Region. CalPERS advises that the Board must pick a region for the Cap, it cannot be the region for the county of the employee's residence.

If the Board sets the cap at the Bay Area Region premium for Blue Shield Access Plus, the employees in the Sacramento Region would be able to enroll in two plans more expensive than Blue Shield, the Anthem HMO Select and United Healthcare. There are currently two employees

who are enrolled in plans more expensive than the Sacramento Region cap (which is what we have been using for these two employees since they live in the Sacramento Region area). If the District sets the cap at the Bay Area Region rate, the premiums for these two employees would be under the new cap and the employees would cease contributing towards the monthly premium. The District would begin paying an additional \$109.33 per month for each of the two employees, totally an additional cost of \$2,623.92 per year. For employees in the Sacramento Region, this would mean that the District is funding all but the two most expensive plans, with seven plans at or below the cap. *Future health care premium costs would likely rise as employees would have more plans to choose from, for which they need not contribute.*

If the Board sets the cap at the Sacramento Region premium it will affect the two employees who live in the Bay Area Region. Those employees will either have to start contributing \$233.71 per month towards the premium, or switch plans. They would have five plans to choose from, that fall below the cap. However, employees are only able to switch plans during open enrollment, which doesn't occur until September 2019. If the Board makes this resolution effective upon approval, these two employees will be forced to contribute \$233.71 per month through December 2019. Alternatively, the Board could choose to make the resolution effective January 1, 2020 (staff's recommendation). If the Board were to choose this effective date, the two employees who are in the Bay Area Region would continue to have their full premium paid, but the District would have to immediately cease requiring contributions from the two employees who are currently in plans costing more than the cap. The District would begin paying an additional \$109.33 per month for each of the two employees, totally an additional cost of \$2,623.92 per year. During the September 2019 open enrollment the employees would have the ability to choose a plan that falls under the cap. If they do not change plans, then they would start contributing the excess of the premium over the cap starting in January 2020. *This is staff's recommended approach.*

Lastly, practice since 2012 has been to use the family rate as the cap for all employees, regardless of whether or not they have dependents. There is currently one employee benefiting from the family rate cap. Staff recommends adopting the cap that fits the employee's current dependent status.

The cap, and any changes made to the cap, apply to retirees who were hired prior to February 2009. There is no effect to the retirees, as they all believed that this cap was in effect and are all in plans with premiums that fall beneath the cap.

Staff has discussed this issue with the Personnel Committee who concurred with staff's recommendation.

**Attachments:**

Excerpt from September 12, 2012 Board Meeting  
Policy 4020 Group Health Insurance  
Resolution 93-03  
Health Care Rate Schedule  
Proposed Resolution 18-09

### **Health Care Options (W/R)**

Director Costa reported that the committee discussed staff's suggestions for changes to employee health care benefits and recommends capping the district funding for health care benefits at this time and tabling the remaining staff suggestions until further clarification of state and national healthcare policy.

***Director Costa moved to set a cap on District funding for health care benefits for active employees at the Blue Shield HMO for employee, spouse and dependent rate with changes effective in January 2013, along with making the necessary revisions to the Group Health Insurance Policy No. 4020 of the Employee Manual.***

Director Peterson inquired if this was an interim recommendation from the committee since it did not include any cost sharing. Ms. Lorance explained that the open enrollment period is until October and if this recommendation was approved then staff would have an opportunity to change plans. She commented that the District might want to wait until after the November elections to have a better idea of the potential impacts from the federal health care law; this revision would address the immediate concern of the high cost health plan.

Director Walters suggested that the Board revisit this topic no later than the first meeting in March, at which time changes in healthcare should be known. Ms. Lorance suggested that it be reviewed by the Personnel Committee prior to the Board meeting.

Director Miller inquired how many employees were in the highest cost plan. Ms. Lorance informed the Board about 4-5 employees are in the highest plan. These employees would have to pay the \$750 or so per month or move to a different plan.

***Director Walters seconded the motion and it carried with 4 Aye votes and 1 No vote (Miller).***

### **Board of Directors Job Description (W/R)**

Director Costa reported that the committee reviewed the draft job description for the Board of Directors. The committee did not recommend including a job description in the Board Policies for the Board of Directors.

Director Peterson referred to a CSDA article regarding building a positive working relationship with the governing body. Ms. Lorance suggested that adding the role or responsibilities of a director to the Board Rules would suffice.

The Board discussed the topic and referred the topic to the Legal Affairs Committee for review and recommendation to the Board.

*For information only; no action requested.*

SAN JUAN WATER DISTRICT  
EMPLOYEE MANUAL

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POLICY TYPE : Employee Insurance Benefits  
POLICY TITLE : Group Health Insurance  
POLICY NUMBER : 4020  
DATE ADOPTED : May 12, 2002  
DATES AMENDED : February 14, 2007;  
                    November 12, 2008  
                    September 12, 2012

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4020.00      GROUP HEALTH INSURANCE

Regular, full time employees and their dependents are covered under CALPERS on the health insurance plan of his/her choice from among those offered at the time of hire. Coverage begins on the first day of the month following the date of hire with the District's contribution capped at the Blue Shield HMO for employee, spouse and dependent rate effective in January 2013. The specific terms, scope and limitations of the coverage are set forth in the insurance plan documents that are available for review by employees at the District Finance and Administrative Service Manager's office

It is mandatory that each employee notify the District whenever any additions or deletions occur in his/her dependent status.

Under Federal Law, if an employee's group health benefits end due to specified qualifying events, the employee or dependent may elect to continue coverage under the District's health plan for a limited period and at the employee's or dependent's expense. A qualifying event is any of the following:

For an employee:

Termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the employee ineligible for coverage.

For dependents:

Death of the employee;  
Divorce or legal separation;  
Loss of coverage due to the employee becoming eligible for Medicare;  
For a dependent child, ceasing to qualify as a dependent under the Plan.

Employees and dependents who qualify and wish to continue their coverage will receive notification of their rights and will receive the necessary information and forms to initiate the conversion process.

4020.01      POST-RETIREMENT HEALTH

Regular, full time employees who retire from the District remain covered under a health insurance plan of their choice from among those offered by CalPERS, provided that CalPERS' guidelines are met. In accordance with the policy adopted by the Board effective as of February 14, 2009, employees are divided into two tiers for purposes of District-paid retiree health benefits premium payments: (1) those hired prior to February 14, 2009 are in the First Tier; and (2) those hired on or after February 14, 2009 are in the Second Tier. Benefits under the two tiers are:

**First Tier**

Employees in the First Tier vest after five years of service and age 50 in the payment of 100 percent of the District's contribution (as defined under 4020.00 GROUP HEALTH INSURANCE) toward post-retirement health insurance benefits under the plans offered by CalPERS.

**Second Tier**

Employees in the Second Tier will vest in an entitlement to District-paid health benefits premiums for CalPERS-sponsored health plans in accordance with the following vesting schedule provided in Government Code section 22893:

<u>Years of Service</u>	<u>Percentage of Contribution</u>
Less than 10	0%
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

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SAN JUAN SUBURBAN WATER DISTRICT  
RESOLUTION NO. 93-03

RESOLUTION ELECTING TO BE SUBJECT TO  
PUBLIC EMPLOYEE'S MEDICAL AND HOSPITAL CARE ACT

AND

FIXING THE EMPLOYER'S CONTRIBUTION AT AN AMOUNT GREATER  
THAN THAT PRESCRIBED BY SECTION 22825 OF THE GOVERNMENT CODE

WHEREAS, Government Code Section 22850 provides the benefits of the Public Employee's Medical and Hospital Care Act to employees of local agencies contracting with the Public Employees' Retirement System on proper application by a local agency; and

WHEREAS, Section 22825.6 of the Act provides that a local contracting agency shall fix the amount of the employer's contribution; and

WHEREAS, San Juan Suburban Water District, hereinafter referred to as Public Agency, is a local agency contracting with the Public Employee's Retirement System; and

WHEREAS, the Public Agency desires to obtain for its employees and annuitants the benefit of the Act and to accept the liabilities and obligations of an employer under the Act and Regulations; now, therefore, be it

RESOLVED, That the Public Agency elect, and it does hereby elect, to be subject to the provisions of the Act; and be it further

RESOLVED, That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans; and be it further

RESOLVED, That the executive body appoint and direct, and it does hereby appoint and direct, the Administrative Manager to file with the Board of Administration of the Public Employees' Retirement System a verified copy of this Resolution, and to perform on behalf of said Public Agency all functions required of it under the Act and Regulations of the Board of Administration; and be it further

RESOLVED, That coverage under the Act be effective on March 1, 1993.

PASSED AND ADOPTED this 27th day of January, 1993, by the following vote

AYES:	DIRECTORS	VERKE, KILGORE, MATTHEWS, MILLER, UGGLA
NOS:	DIRECTOR	NONE
ABSENT:	DIRECTOR	NONE



MARK E. VERKE, President  
Board of Directors of  
San Juan Suburban Water District

ATTEST:



JAMES R. ENGLISH, Secretary

FILED: February 5, 1993  
EFFECTIVE DATE: March 1, 1993  
APPROVED: Kel James  
PUBLIC AGENCY COORDINATOR

REC'D - 2 BH 3:52

RECORDED  
JANUARY 27 1993  
FEB 1 1993

FEB 8 1993

<b>Bay Area County Region</b>	<b>Monthly Premium</b>		
	<i>Employee</i>	<i>Employee</i>	
	<i>Only</i>	<i>plus 1</i>	<i>Family</i>
PERSCare	\$ 1,131.68	\$ 2,263.36	\$ 2,942.37
Anthem HMO Traditional	\$ 1,111.13	\$ 2,222.26	\$ 2,888.94
Blue Shield HMO Access+	\$ 970.90	\$ 1,941.80	\$ 2,524.34
Health Net Smartcare *	\$ 901.55	\$ 1,803.10	\$ 2,344.03
PERS Choice	\$ 866.27	\$ 1,732.54	\$ 2,252.30
Anthem HMO Select	\$ 831.44	\$ 1,662.88	\$ 2,161.74
Kaiser Permanente	\$ 768.25	\$ 1,536.50	\$ 1,997.45
Western Health Advantage	\$ 767.01	\$ 1,534.02	\$ 1,994.23
PERS Select	\$ 543.19	\$ 1,086.38	\$ 1,412.29

<b>Sacramento Area County Region</b>	<b>Monthly Premium</b>		
	<i>Employee</i>	<i>Employee</i>	
	<i>Only</i>	<i>plus 1</i>	<i>Family</i>
Anthem HMO Traditional	\$ 1,178.79	\$ 2,357.58	\$ 3,064.85
PERSCare	\$ 1,027.99	\$ 2,055.98	\$ 2,672.77
Anthem HMO Select	\$ 946.14	\$ 1,892.28	\$ 2,459.96
United Healthcare	\$ 928.85	\$ 1,857.70	\$ 2,415.01
Blue Shield HMO Access+	\$ 881.01	\$ 1,762.02	\$ 2,290.63
PERS Choice	\$ 798.58	\$ 1,597.16	\$ 2,076.31
Western Health Advantage	\$ 696.68	\$ 1,393.36	\$ 1,811.37
Kaiser Permanente	\$ 687.99	\$ 1,375.98	\$ 1,788.77
PERS Select	\$ 508.68	\$ 1,017.36	\$ 1,322.57

\*Health Net Smartcare not offered in Sacramento County Regions for 2019

Highlighted premiums are over maximum District contribution. See Employee Share column for amount deducted in each pay period.

**RESOLUTION NO. 18-09**

**FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

- WHEREAS, (1) San Juan Water District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of the Blue Shield Access+ Sacramento Region Basic per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (b) San Juan Water District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of San Juan Water District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Juan Water District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, the Director of Finance to file with the Board a verified copy of this resolution, and to perform on behalf of San Juan Water District all functions required of it under the Act.
- RESOLVED, (e) That coverage under the Act be effective on January 1, 2020.

Adopted at a regular meeting of the San Juan Water District at 9935 Auburn Folsom Road, Granite Bay, Ca, this 24th day of October, 2018.

Signed: \_\_\_\_\_

Martin Hanneman, President of the Board of Directors

Attest: \_\_\_\_\_

Teri Grant, Board Secretary

## **INSTRUCTIONS**

This resolution form is the approved form designated by the California Public Employees' Retirement System (CalPERS). It should be used by a contracting agency subject to Public Employees' Medical and Hospital Care Act (PEMHCA) when the agency desires to change the monthly employer health contribution for employees and annuitants in accordance with Government Code Section 22892.

The resolution is **effective on the first day of the second month** following the month in which the resolution is filed (date stamped as received by CalPERS; See address below).

WHEREAS, (1) should be completed with full name of the contracting agency.

RESOLVED, (a) should be completed to specify the amount of the employer contribution toward the cost of enrollment for active employees and annuitants. The amount specified must be an amount equal to or greater than that prescribed by Section 22892(b).

Commencing January 1, 2009, the employer contribution shall be adjusted annually by the Board to reflect any change in the medical component of the Consumer Price Index, and shall be rounded to the nearest dollar.

RESOLVED, (b) should be completed with full name of the contracting agency.

RESOLVED, (c) should be completed with full name of the contracting agency.

RESOLVED, (d) requests the position title of the individual who handles the PEMHCA resolution for the contracting agency.

RESOLVED, (d) should be completed with full name of the contracting agency.

**Because resolutions serve as a legally binding document, we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.**

**For resolution processing, deliver to the following:**

**Overnight Mail Service**

California Public Employees' Retirement System  
Health Resolution & Compliance Services, HAMD  
400 Q Street  
Sacramento, CA 95811

**Regular Mail**

California Public Employees' Retirement System  
Health Resolution & Compliance Services, HAMD  
PO BOX 942714  
Sacramento, CA 94229-2714

The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the executive body; i.e. Board of Directors, Board of Trustees, etc., the location and the date of signing.

# AGENDA ITEM V-2

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: October 24, 2018  
Subject: Contract for Lobbying Services with The Ferguson Group

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### RECOMMENDED ACTION

Authorize the General Manager to enter into a contract with the Ferguson Group for lobbying services for San Juan and Folsom for the period of September 1, 2018 through June 30, 2019.

### BACKGROUND

In collaboration with the Cities of Roseville and Folsom, the District has used the services of The Ferguson Group (TFG) for a number of years for representation in Washington, D.C., and on federal issues in general. The cost of these services have been a \$3,000 per month retainer per agency plus expenses, such as airfare and lodging (divided 3 ways.) Roseville had been the contracting agency with TFG, and Folsom and we had reimbursed Roseville for monthly costs.

In April of this year, Roseville informed Folsom and us that they wanted to terminate their participation in the R3 group, and end their management of the contract, as of August 30, 2018. TFG has agreed to keep the per agency costs the same for representing just Folsom and us, and we have agreed to serve as the administering agency, with Folsom reimbursing us. The total cost of the contract is not to exceed \$66,000, with San Juan's maximum cost to be \$33,000. Attached are the proposed contract and the scope of work.

Staff recommends that the Board authorize the General Manager to enter into the agreement with TFG. Funding of \$33,000 was already approved by the Board for this expense for this time period in the FY 18-19 budget.

**SAN JUAN WATER DISTRICT  
GENERAL SERVICES AGREEMENT**

THIS AGREEMENT is entered into as of September 1, 2018 by and between San Juan Water District, a local government agency (“District”), and The Ferguson Group, a consulting and advocacy firm (“Vendor”), who agree as follows:

**1. Scope of Services.** Vendor shall render the services described in the “Scope of Work and Business Terms” attached hereto as Exhibit A (the “Services”). Vendor shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Services. Vendor shall determine the method, details and means of performing the Services.

**2. Payment.**

a. District shall pay to Vendor a fee based on:

Vendor’s time and expenses necessarily and actually expended or incurred for performing the Services in accordance with Vendor’s fee schedule on the attached Exhibit A.

The fee arrangement described on the attached Exhibit A.

The total fee for the Services shall not exceed \$66,000. There shall be no compensation for extra or additional work or services provided by Vendor unless approved in advance in writing by District. Vendor’s fee includes all of Vendor’s costs and expenses related to the Services.

b. At the end of each month, Vendor shall submit to District an invoice for the Services performed during the preceding month. The invoice shall include a brief description of the Services performed, the dates of those Services, payment due, and an itemization of any reimbursable expenditures. If the Services were satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt. If the Services are performed over two or more months, Vendor may invoice District for the Services performed in the previous month. Vendor may submit such invoices on or after the first day of the month after the Services were performed using the procedure stated above.

**3. Term.**

a. This Agreement shall take effect on the above date and continue in effect until completion of the Services, unless sooner terminated as provided below. Time is of the essence in this Agreement. If Exhibit A includes a work schedule or deadline, then Vendor must complete the Services in accordance with the specified schedule or deadline, which may be extended by District for good cause shown by Vendor. If Exhibit A does not include a schedule or deadline, then Vendor must perform the Services diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Services.

b. This Agreement may be terminated at any time by District upon five days' advance written notice to Vendor. In the event of such termination, Vendor shall be fairly compensated for all Services performed to the date of termination as calculated by District based on the above fee and payment provisions. Compensation under this subsection shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Services or other such similar payments relating to Vendor's claimed benefit of the bargain.

#### **4. Vendor Records.**

a. Vendor shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Services and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Vendor under this Agreement. District may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

b. In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

**5. Guarantee.** Vendor unconditionally guarantees all Services and materials furnished under this Agreement, and shall replace at its sole cost and expense, and to the satisfaction of District, any and all materials which may be defective or improperly installed. Vendor shall repair or replace to the satisfaction of District any or all work that may prove defective in workmanship or materials, ordinary wear and tear excepted, together with any other work which may be damaged or displaced in so doing. This guarantee shall remain in effect for one year from the date of District's acceptance of the Services. District shall have the right to call for such inspection or inspections of all work performed and materials installed as part of the Services before the end of the one-year guarantee period and Vendor shall attend and participate in such inspection(s) upon request of District. This guarantee does not excuse Vendor from any other liability related to the Services discovered after the guarantee period. Vendor shall transfer to District all manufacturer and supplier warranties relating to the Work, if any, upon completion of the Services and prior to final payment. Any products/completed operations insurance coverage shall be maintained after completion of the Services for the full guarantee period. In the event of failure to comply with the above stated conditions within a reasonable time, District may have the defect repaired and made good at the expense of Vendor, which shall pay the costs and charges for such repair immediately upon demand, including any reasonable management and administrative costs, and engineering, legal and other consultant fees incurred by District in enforcing this guarantee.

#### **6. Compliance with Laws.**

a. General. Vendor shall perform the Services in compliance with all applicable federal, state and local laws and regulations. Vendor shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Services. Vendor shall comply with all federal, state and local air pollution control laws and regulations applicable to the Vendor and its Work (as required by California

Code of Regulations title 13, section 2022.1). Vendor shall be responsible for the safety of its workers and Vendor shall comply with applicable federal and state worker safety-related laws and regulations.

**7. Indemnification.** Vendor shall indemnify, defend, protect, and hold harmless District, and its officers, employees and agents from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Vendor fees, and litigation costs) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Vendor or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any claims, liability, losses, damages and expenses arising from the sole negligence or willful misconduct of District or its employees or agents. Vendor's obligations under this indemnification provision shall survive the termination of, or completion of the Services under, this Agreement.

**8. Insurance.**

**Types & Limits.** Vendor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Type	Limits	Scope
Commercial general liability	\$2,000,000 per occurrence & \$5,000,000 aggregate	at least as broad as ISO CG 0001
Automobile liability	\$2,000,000 per accident	at least as broad as ISO CA 0001, code 1 (any auto)
Workers' compensation	Statutory limits	
Employers' liability	\$1,000,000 per accident	

a. Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the performance of the Services. Vendor's coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. District's insurance or self-insurance, if any, shall be excess and shall not contribute with Vendor's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to District. Insurance is to be placed with admitted insurers with a current A.M. Best's rating of A-:VII or better unless otherwise acceptable to District. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Vendor agrees to waive subrogation that any insurer may acquire from Vendor by virtue of the payment of any loss relating to the performance of the Services. Vendor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of District for the Services performed by Vendor.

b. Proof of Insurance. Upon request, Vendor shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

**9. Entire Agreement; Amendment.** District and Vendor intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Services. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Services, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

**10. Independent Contractor.** Vendor's relationship to District is that of an independent contractor. All persons hired by Vendor and performing the Services shall be Vendor's employees or agents. Vendor and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Vendor shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Vendor's employees. Vendor shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Vendor's independent contractor status or employment-related liability.

**11. Subcontractors.** No subcontract shall be awarded nor any subcontractor engaged by Vendor without District's prior written approval. Vendor shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in Section 8 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to District in the manner provided in Section 8 of this Agreement.

**12. Assignment.** This Agreement and all rights and obligations under it are personal to the parties. This Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is void and grounds for the other party to terminate this Agreement.

**13. No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Vendor shall be considered or construed to be an approval or acceptance of any Services or a waiver of any breach or default.

**14. Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

**15. Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

**16. Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

District:

San Juan Water District  
Attn: Paul Helliker  
9935 Auburn-Folsom Road  
P.O. Box 2157  
Granite Bay, CA 95746  
E-mail: [phelliker@sjwd.org](mailto:phelliker@sjwd.org)

Vendor:

The Ferguson Group  
Attn: Kristi More  
1901 Pennsylvania Ave. NW  
Suite 700  
Washington, DC 20006  
E-mail: [kmore@tfgnet.com](mailto:kmore@tfgnet.com)

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

**17. Signature Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. The Parties may execute and deliver this Agreement and documents necessary to perform it, including task orders and amendments, in any number of original or facsimile counterparts. When each Party has signed and delivered at least one counterpart to the other Party, each counterpart shall be deemed an original and, taken together, the counterparts shall constitute one and the same document, which shall be binding and effective.

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SAN JUAN WATER DISTRICT:

Dated: \_\_\_\_\_

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

The Ferguson Group:

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
W. Roger Gwinn  
Chief Executive Officer

# The Ferguson Group

Advocacy. Consulting. Grants.



**TO:** Paul Helliker  
San Juan Water District  
9935 Auburn Folsom Road  
Granite Bay, CA 95746

**DATE:** August 31, 2018

**RE:** Scope of Work and Business Terms for San Juan Water District and City of Folsom Joint Contract

Dear Paul:

The Ferguson Group (“TFG”) is pleased to present our scope of work and business terms to the San Juan Water District (SJWD) and the City of Folsom (Folsom) for federal advocacy work related to regional water resource priorities and issues. It has been our pleasure working with both agencies over the years and we look forward to our continued success.

The following scope of work and business terms cover the period September 1, 2018 through June 30, 2019 and outlines ongoing and anticipated work related to the following:

- Engagement with the Bureau of Reclamation
- California and Western Drought Issues
- Operations at Folsom Dam and Reservoir
- California Bay Delta Issues
- Water Treatment, Conservation and Water Supply Projects and Programs
- Other projects and issues as directed

## Scope of Work

The focus of TFG’s efforts with and on behalf of SJWD and Folsom is to provide *appreciable value* through strategic engagement and logistical support in pursuit of your identified water resource priorities and objectives.

This scope of work outlines activities TFG will undertake to help SJWD and Folsom achieve their federal advocacy objectives.

**Task 1: Development of Federal Platform and Action Plan.** Prior to the start of each Congressional year, TFG works with SJWD and Folsom to refine the federal advocacy platform as necessary and reexamine strategies to better achieve the identified goals. TFG will follow-up the annual Platform review with a written Action Plan to execute the strategies. TFG will also provide appropriate materials to effectively communicate the Platform to targeted audiences.

- Work product: A federal platform and agenda with prioritized projects and issues and an identified strategy for each included in an “action plan”. Communications with SJWD and Folsom regarding strategy for authorization, appropriations, grants, legislative issues, and regulatory matters. Communications with federal agency officials at local and HQ levels. Communications and coordination with

Congressional/committee staff regarding strategy to address priorities included on federal platform and agenda.

**Task 2: Client Advocacy.** TFG provides strategic advice and support to SJWD and Folsom in engaging with Congressional representatives and Administration officials, including, but not limited to, meeting scheduling, as well as contributing to the development and production of briefing materials. Only as requested, TFG will accompany SJWD and Folsom to meetings in Washington and California and provide follow up on identified action items. TFG advises SJWD and Folsom regarding communications at key points throughout the legislative and regulatory processes and provides draft correspondence, contact information, and talking points to SJWD and Folsom when needed.

- Work product: Washington and California meeting summaries if requested, schedules, briefing materials, talking points, draft correspondence, communications with SJWD and Folsom, Congressional testimony.

**Task 3: Client Communications.** TFG's presence in Northern California has always promoted open and easy communications between our team and SJWD and Folsom regarding projects and other needs. TFG will remain fully accessible to SJWD and Folsom, providing monthly reports via e-mail describing specific actions/activities undertaken in furtherance of the SJWD/Folsom "Federal Water Platform" and provide a draft "memo" summarizing the status of the SJWD/Folsom priorities approximately at the mid-point of the Congressional year and at the end of the Congressional year. TFG will provide other pertinent written reports as requested. We will remain available for meetings in Granite Bay and Folsom, and we will remain available via telephone and email to answer questions and respond to other inquiries and requests from you. In addition to meetings with SJWD and Folsom, TFG is available to attend other meetings in Northern California of interest to you, including joint powers authority meetings, advisory board meetings, and other agency meetings. TFG personnel are also available to you at any time to check and track the status of any legislation or regulatory activity at the federal level, as well as to advise you regarding any impact on your interests.

- Work product: Meetings, written status reports, other communications as necessary, meetings with other relevant entities, legislation, respond to information requests from SJWD and Folsom, monitor local and regional news.

**Task 4: TFG Advocacy.** Throughout the annual budget, legislative, and regulatory processes, TFG regularly communicates with Members of Congress, their staff, and key committee staffers in support of the federal platform and agenda. TFG provides support to Congressional offices, including support letters, talking points for Member and staff meetings, memoranda regarding project and budget status, draft Congressional testimony, and other communications as requested by Congressional offices. TFG tracks legislation of interest to SJWD and Folsom, including appropriations, authorization legislation, and other legislation, and will report key developments in the legislative process to you. TFG staff attends relevant committee hearings and markups and provides updates to SJWD and Folsom.

- Work product: Communications with Congressional representatives, draft correspondence, draft proposed legislation, support materials, memoranda for Congressional offices regarding project status, and other support as requested and needed by Congressional offices, attend Congressional hearings, communicate to SJWD and Folsom when meetings scheduled and/or prior to these activities being undertaken, including explanation of how they support achievement of the Platform.

**Task 5: Outcomes and Project Assessment.** Upon final determinations by Congress or agencies, TFG reports results to SJWD and Folsom immediately upon information availability, and provides copies of relevant

legislation, Congressional reports, and other documents when made available to TFG or the public. TFG debriefs Congressional offices regarding project results and reports findings to SJWD and Folsom. TFG also provides outcomes assessments, assisting TFG and you in formulating our federal agenda for the next cycle. TFG also provides draft letters of appreciation as appropriate.

- Work product: Communications regarding results and assessment of federal agenda, debriefing SJWD and Folsom and Congressional offices regarding outcomes.

**Task 6: Grants.** Identify applicable federal grant/loan opportunities with specific applicability to SJWD and/or Folsom, or the Regional Water Authority, and provide timeline and substantive information requirements. If requested, review and assist in the preparation of applications for such federal grant and/or loan programs.

- Work product: Research and develop funding opportunity information. When requested, review and assist in the preparation of applications for grant and/or loan programs.

**Task 7: Project Descriptions and Project Submission.** If necessary, TFG works with SJWD and Folsom to finalize project descriptions and supporting materials for prioritized projects and issues. TFG assists SJWD and Folsom in drafting correspondence to Congressional offices requesting support for projects and issues. TFG coordinates communications with Congressional offices and confirmed submission of project requests in advance of all Congressional deadlines. TFG drafts legislative language for Congressional office consideration.

- Work product: Project descriptions, supporting materials, Congressional/committee staff and federal agency correspondence and other communications, draft legislative language.

## Business Terms

TFG proposes a partial year contract from September 1, 2018 through June 30, 2019 to align the contract with the local fiscal year. Specifically, SJWD and Folsom will pay our firm a monthly combined retainer fee of \$6,000 covering TFG's professional services as outlined in this scope of work. SJWD and Folsom will be billed monthly for reimbursable expenses\* incurred not to exceed \$6,000 for the time period covered by this scope of work. This contract can be amended at any time upon the agreement of all parties.

We understand that Greg Zlotnick, at SJWD, will be our primary point of contact and liaison.

Once again, TFG appreciates the opportunity to provide federal advocacy services the San Juan Water District and the City of Folsom. Please feel free to call me at (916) 985-3740 if you have any questions or need additional information.

Sincerely,

*Kristi More*

Kristi More  
Managing Partner for Strategic Development

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\* Reimbursable expenses include travel and taxi, meals while on client business, long-distance telephone charges, faxes, document reproduction, FedEx and courier services.

# AGENDA ITEM VI-1.1

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: October 24, 2018  
Subject: General Manager's Monthly Report (September)

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### RECOMMENDED ACTION

For information only, no action requested.

### TREATMENT PLANT OPERATIONS

#### *Water Production for September*

Item	2018	2017	Difference
Monthly Production AF	4,925.97	5,687.12	-13.4%
Daily Average MG	51.78	59.78	-13.4%
Annual Production AF	36,461.40	38,097.25	-4.3%

#### *Water Turbidity*

Item	Sep-18	Aug-18	Difference
Raw Water Turbidity NTU	2.47	2.53	-2%
Treated Water Turbidity NTU	0.021	0.021	0%
Monthly Turbidity Percentage Reduction	99.15%	99.16%	

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

Item	2018	2017	Difference
Lake Volume AF	505,192	773,707	-35%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

\* Total Reservoir Capacity: 977,000 AF

#### *Other Items of Interest:*

- Completed installation of chlorine reading displays.
- Replaced failed VFD on South East Backwash Hood.
- Replaced failed Madison 2 wholesale meter.
- Completed CUPA audit of Hazardous Materials Business Plan (HMBP), Aboveground Petroleum Tanks (AST), Universal Waste Program and Spill Prevention, Control, and Countermeasure (SPCC) Program. Clear audit, no violations noted.

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

## SYSTEM OPERATIONS

### *Distribution Operations:*

Item	September 2018	August 2018	Difference
Leaks and Repairs	7	16	-9
MainsFlushed	27	25	+2
Valves Exercised	33	23	+10
Back Flows Tested	0	0	0
Customer Service Calls	42	59	-16

### *Distribution System Water Quality:*

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

### *Other Items of Interest:*

- Interdepartmental tasks were a big impact on the Field Services team this month, such as, assisting engineering with inspection duties and San Juan's maintenance team with the Fair Oaks 40" Madison 2 meter & valve replacement and the Wholesale meter testing.

## CUSTOMER SERVICE ACTIVITIES

### *Billing Information for Month of September*

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5565	693	216	20

### *Conservation Activities*

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
8	221	4	N/A

### *Other Activities*

- The 2017 Water Loss Report was submitted to the Department of Water Resources, meeting the October 1, 2018 deadline.
- A Drip Irrigation Workshop was held of September 15<sup>th</sup>. 41 customers participated.
- Work on the WEL garden has been significant this year with a major push in September. The goal of bringing the garden back from the drought to be ready for the Open House on October 6<sup>th</sup> has been accomplished.

**STAFF REPORT**

General Manager's Monthly Report

Paul Helliker

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

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues</b>
Ali Minor Subdivision	3-Lot Subdivision	Approved for Construction	
Barton Ranch	10-Lot Subdivision	In Construction	
Chula Acres	4-Lot Minor Subdivision	Approved for Construction	
Colina Estates	10-Lot Subdivision	In Design Review	
Eureka at GB (former Micherra Place Proj.)	28 Condominium Units	In Design Review	DDW Waiver for SD proximity is req'd
GB Memory Care	Commercial Business	In Design Review	
Granite Rock Estates	16-Lot Subdivision	In Design Review	Annexation process will be required for SJWD to supply
Greyhawk III	44 high-density, and 28 single family Lots	In Design Review	Dry Utilities conflict being resolved
Ovation Senior Living	Commercial Business (114-Unit 2-story Assisted Living Facility)	In Design Review	
Placer County Retirement Residence	Commercial Business (145-Unit Multi-story Assisted Living Facility)	In Design Review	
Pond View	Commercial Business	Approved for Construction	Planning to begin const in spring 2019
SPFD Station 15	Fire Station Bldg Improvements, with water service upgrades	In Construction	
Quarry Ridge Prof. Office Park	Commercial Business (4 parcels to develop four general/medical office buildings)	In Design Review	
Rancho Del Oro	89 Lot Subdivision	Approved for Construction	On hold pending County Approvals
Self Parcel Split (3600 & 3630 Allison Ave)	4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.)	In Construction	Waiting for contract and submittals
The Park at Granite Bay	56 lot Subdivision	Approved for Construction	In construction, mass grading
The Residences at GB	4-Lot Minor Subdivision	In Design Review	
Ventura of GB	33-Lot Subdivision	In Design Review	
Whitehawk I	24-Lot Subdivision	In Design Review	
Whitehawk II	56-Lot Subdivision	In Design Review	

**ENGINEERING - CAPITAL PROJECTS***Current Retail Projects*

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues</b>
Douglas Blvd Main Replacement	Replacement of ±4,125-LF of old steel main with new 16-in and 12-in pipeline between Auburn Folsom Rd and Hidden Lakes Dr.	In Construction Phase (65% Complete)	Public Outreach and notification is being maintained
Dambacher Drive Services Replacement	Replacement of ±19 aged, corroded steel service taps with new bronze saddle taps to reduce potential for failures and leaks	In Construction Phase (95% Complete)	None. (Slurry seal remains to be done)
Lou Place Main Replacement	Replacement of approximately 460-LF of aged main and 4 services on Lou Place between Troy Way and Crown Point Vista	In Design	
Edward Ct Main Replacement	Replacement of approximately 300-LF of aged main and 3 services on between Lou Place and the south end of Edward Court	In Design	
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design	
Cavitt Stallman 12" (Oak Pines to Sierra Ponds)	Install new pipeline on Cavitt Stallman between Oak Pines Lane and Sierra Ponds Lane	In Design	
Cavitt Stallman 12" (Mystery Cr to Oak Pines)	Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln.	In Design	
Woodminister Services Replacements	Replace 18 aged services	In Design	
Redbud/Lupin/Meadowlark Services Replmts	Replace 43 aged services	In Design	
Sandstone & Auberry to Hill Rd 8" Ext & Serv	Replace pipeline and services	In Design	
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA	In Design	

**STAFF REPORT**

General Manager's Monthly Report

Paul Helliker

Project Title	Description	Status	Issues
Mooney Tank Building New Roof	Replace the existing aged roof before failure	In Design	
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	In Design (Control Valve pre-purchase is done)	
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	

*Retail CIP - Project Specifics*

- None to Report

*Current Wholesale Projects*

Project Title	Description	Status (% Complete)	Issues
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	
FO-40 T-Main Relining	Relining of the existing ±11,000 foot long steel pipeline	In Construction	
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
Hinkle Res. Monitoring Level Probes	Installation of level probes into the monitoring wells to provide consistent monitoring data for DSOD reporting	In Construction	SCADA integration remains to be completed

*Wholesale CIP - Project Specifics*

- None to Report

**STAFF REPORT***General Manager's Monthly Report**Paul Helliker***SAFETY & REGULATORY TRAINING – SEPTEMBER 2018**

Training Course	Staff
Aerosol Can Disposal	Field Services, Treatment
Trainer CPR, AED & First Aid	SRCC

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



San Juan Water District, CA

# Wholesale Operating Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 09/30/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - WHOLESALE</b>					
<b>Revenue</b>					
41000 - Water Sales	12,666,300.00	12,666,300.00	2,031,955.08	4,371,250.08	8,295,049.92
43000 - Rebate	1,500.00	1,500.00	0.00	235.23	1,264.77
45000 - Other Operating Revenue	0.00	0.00	-23.43	15,976.57	-15,976.57
49000 - Other Non-Operating Revenue	151,900.00	151,900.00	85.50	-5,577.83	157,477.83
Revenue Total:	<b>12,819,700.00</b>	<b>12,819,700.00</b>	<b>2,032,017.15</b>	<b>4,381,884.05</b>	<b>8,437,815.95</b>
<b>Expense</b>					
51000 - Salaries and Benefits	3,514,900.00	3,514,900.00	257,497.72	754,638.87	2,760,261.13
52000 - Debt Service Expense	955,000.00	955,000.00	0.00	0.00	955,000.00
53000 - Source of Supply	2,006,800.00	2,006,800.00	237,982.08	513,825.93	1,492,974.07
54000 - Professional Services	887,400.00	887,400.00	3,302.44	89,598.05	797,801.95
55000 - Maintenance	450,900.00	450,900.00	22,533.87	86,292.97	364,607.03
56000 - Utilities	90,500.00	90,500.00	815.40	3,867.41	86,632.59
57000 - Materials and Supplies	478,300.00	478,300.00	35,826.30	151,305.92	326,994.08
58000 - Public Outreach	88,500.00	88,500.00	4,003.45	4,272.25	84,227.75
59000 - Other Operating Expenses	470,300.00	470,300.00	9,095.35	114,273.09	356,026.91
69000 - Other Non-Operating Expenses	2,700.00	2,700.00	0.00	0.00	2,700.00
69900 - Transfers Out	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Expense Total:	<b>11,722,200.00</b>	<b>11,722,200.00</b>	<b>571,056.61</b>	<b>1,718,074.49</b>	<b>10,004,125.51</b>
<b>Fund: 010 - WHOLESALE Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>1,097,500.00</b>	<b>1,097,500.00</b>	<b>1,460,960.54</b>	<b>2,663,809.56</b>	<b>-1,566,309.56</b>

**Wholesale Operating Income Statement**

For Fiscal: 2018-2019 Period Ending: 09/30/2018

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	1,097,500.00	1,097,500.00	1,460,960.54	2,663,809.56	-1,566,309.56
<b>Total Surplus (Deficit):</b>	<b>1,097,500.00</b>	<b>1,097,500.00</b>	<b>1,460,960.54</b>	<b>2,663,809.56</b>	<b>-1,566,309.56</b>



San Juan Water District, CA

# Wholesale Capital Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 09/30/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 011 - Wholesale Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	0.00	0.00	1,094,700.00
44000 - Connection Fees	75,000.00	75,000.00	3,430.00	105,783.00	-30,783.00
44500 - Capital Contributions - Revenue	2,285,400.00	2,285,400.00	0.00	10,925.00	2,274,475.00
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	-16,425.61	81,425.61
49990 - Transfer In	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Revenue Total:	<b>6,297,000.00</b>	<b>6,297,000.00</b>	<b>3,430.00</b>	<b>100,282.39</b>	<b>6,196,717.61</b>
<b>Expense</b>					
55000 - Maintenance	3,101,000.00	3,101,000.00	0.00	8,242.85	3,092,757.15
61000 - Capital Outlay	1,755,700.00	1,755,700.00	23,748.65	40,530.17	1,715,169.83
Expense Total:	<b>4,856,700.00</b>	<b>4,856,700.00</b>	<b>23,748.65</b>	<b>48,773.02</b>	<b>4,807,926.98</b>
<b>Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>1,440,300.00</b>	<b>1,440,300.00</b>	<b>-20,318.65</b>	<b>51,509.37</b>	<b>1,388,790.63</b>

**Wholesale Capital Income Statement**

For Fiscal: 2018-2019 Period Ending: 09/30/2018

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
011 - Wholesale Capital Outlay	1,440,300.00	1,440,300.00	-20,318.65	51,509.37	1,388,790.63
<b>Total Surplus (Deficit):</b>	<b>1,440,300.00</b>	<b>1,440,300.00</b>	<b>-20,318.65</b>	<b>51,509.37</b>	<b>1,388,790.63</b>



San Juan Water District, CA

# Retail Operating Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 09/30/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 050 - RETAIL</b>					
<b>Revenue</b>					
41000 - Water Sales	11,479,700.00	11,479,700.00	1,411,737.56	1,165,009.77	10,314,690.23
45000 - Other Operating Revenue	379,600.00	379,600.00	47,394.87	66,106.04	313,493.96
49000 - Other Non-Operating Revenue	116,200.00	116,200.00	30.75	18,884.18	97,315.82
Revenue Total:	<b>11,975,500.00</b>	<b>11,975,500.00</b>	<b>1,459,163.18</b>	<b>1,249,999.99</b>	<b>10,725,500.01</b>
<b>Expense</b>					
51000 - Salaries and Benefits	4,720,300.00	4,720,300.00	358,032.55	1,038,822.53	3,681,477.47
52000 - Debt Service Expense	531,000.00	531,000.00	0.00	0.00	531,000.00
53000 - Source of Supply	3,095,300.00	3,095,300.00	406,580.37	908,577.37	2,186,722.63
54000 - Professional Services	1,213,400.00	1,213,400.00	24,670.91	114,464.12	1,098,935.88
55000 - Maintenance	345,800.00	345,800.00	25,954.42	68,904.08	276,895.92
56000 - Utilities	246,200.00	246,200.00	25,620.73	82,554.58	163,645.42
57000 - Materials and Supplies	292,800.00	292,800.00	17,676.45	63,742.13	229,057.87
58000 - Public Outreach	65,000.00	65,000.00	4,539.15	39,746.79	25,253.21
59000 - Other Operating Expenses	577,600.00	577,600.00	16,460.95	102,958.39	474,641.61
69000 - Other Non-Operating Expenses	2,200.00	2,200.00	0.00	0.00	2,200.00
69900 - Transfers Out	275,300.00	275,300.00	0.00	0.00	275,300.00
Expense Total:	<b>11,364,900.00</b>	<b>11,364,900.00</b>	<b>879,535.53</b>	<b>2,419,769.99</b>	<b>8,945,130.01</b>
<b>Fund: 050 - RETAIL Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>610,600.00</b>	<b>610,600.00</b>	<b>579,627.65</b>	<b>-1,169,770.00</b>	<b>1,780,370.00</b>

**Retail Operating Income Statement**

For Fiscal: 2018-2019 Period Ending: 09/30/2018

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	610,600.00	610,600.00	579,627.65	-1,169,770.00	1,780,370.00
<b>Total Surplus (Deficit):</b>	<b>610,600.00</b>	<b>610,600.00</b>	<b>579,627.65</b>	<b>-1,169,770.00</b>	<b>1,780,370.00</b>



San Juan Water District, CA

# Retail Capital Income Statement

## Group Summary

For Fiscal: 2018-2019 Period Ending: 09/30/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 055 - Retail Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	0.00	0.00	1,094,700.00
44000 - Connection Fees	100,000.00	100,000.00	0.00	4,173.00	95,827.00
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	-13,399.32	78,399.32
49990 - Transfer In	275,300.00	275,300.00	0.00	0.00	275,300.00
Revenue Total:	<b>1,535,000.00</b>	<b>1,535,000.00</b>	<b>0.00</b>	<b>-9,226.32</b>	<b>1,544,226.32</b>
<b>Expense</b>					
54000 - Professional Services	358,000.00	358,000.00	0.00	0.00	358,000.00
55000 - Maintenance	150,800.00	150,800.00	103,306.91	103,306.91	47,493.09
61000 - Capital Outlay	5,505,300.00	5,505,300.00	9.63	504,481.28	5,000,818.72
Expense Total:	<b>6,014,100.00</b>	<b>6,014,100.00</b>	<b>103,316.54</b>	<b>607,788.19</b>	<b>5,406,311.81</b>
<b>Fund: 055 - Retail Capital Outlay Surplus (Deficit):</b>					
Total Surplus (Deficit):	<b>-4,479,100.00</b>	<b>-4,479,100.00</b>	<b>-103,316.54</b>	<b>-617,014.51</b>	<b>-3,862,085.49</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-4,479,100.00	-4,479,100.00	-103,316.54	-617,014.51	-3,862,085.49
<b>Total Surplus (Deficit):</b>	<b>-4,479,100.00</b>	<b>-4,479,100.00</b>	<b>-103,316.54</b>	<b>-617,014.51</b>	<b>-3,862,085.49</b>

**Summary****Project Summary**

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
<a href="#">121965</a>	Oak Avenue - American River Canyon I	0.00	5,261.50	-5,261.50
<a href="#">171107</a>	FO 40 Transmission Pipeline Re-Lining	0.00	8,242.85	-8,242.85
<a href="#">175105</a>	6690-7767 Douglas Boulevard & Assoc	0.00	381,451.59	-381,451.59
<a href="#">175107</a>	5700-5708 & 5640-5682 Main Avenue	0.00	17,206.88	-17,206.88
<a href="#">175109</a>	9151-9219 Oak Avenue Main Replacer	0.00	17,972.75	-17,972.75
<a href="#">175113</a>	7225-7355 Dambacher Drive	0.00	92,558.19	-92,558.19
<a href="#">175117</a>	Bacon Pressure Zone - Olive Ranch PR:	0.00	6,292.00	-6,292.00
<a href="#">175119</a>	Bacon Pressure Zone - Cavitt Stallman	0.00	5,138.72	-5,138.72
<a href="#">181110</a>	Alum Feed Pumps Replacement	0.00	392.53	-392.53
<a href="#">181130</a>	Hinkle Reservoir Monitoring Wells Lev	0.00	11,135.66	-11,135.66
<a href="#">181150</a>	Madison #2 Mag Meter Replacement	0.00	17,887.99	-17,887.99
<a href="#">185135</a>	Upper & Lower GB Pump Stn Low Flow	0.00	4,861.59	-4,861.59
<a href="#">195210</a>	SCADA Radio Replacements North Phas	0.00	1,150.00	-1,150.00
<b>Project Totals:</b>		<b>0.00</b>	<b>569,552.25</b>	<b>-569,552.25</b>

**Group Summary**

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	561,309.40	-561,309.40
CIP - Expense	0.00	8,242.85	-8,242.85
<b>Group Totals:</b>	<b>0.00</b>	<b>569,552.25</b>	<b>-569,552.25</b>

**Type Summary**

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Engineering	0.00	543,028.88	-543,028.88
Water Treatment Plant	0.00	26,523.37	-26,523.37
<b>Type Totals:</b>	<b>0.00</b>	<b>569,552.25</b>	<b>-569,552.25</b>

**GL Account Summary**

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-700-57120	Maintenance - Facility	0.00	8,242.85	8,242.85
011-700-61145	Capital Outlay - WTP & Improv...	0.00	392.53	392.53
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	11,135.66	11,135.66
011-700-61160	Capital Outlay - Equipment and..	0.00	17,887.99	17,887.99
055-20030	Retentions Payable	0.00	27,411.94	27,411.94
055-700-61135	Capital Outlay - Pump Stations...	0.00	4,861.59	4,861.59
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	498,469.69	498,469.69
055-700-61160	Capital Outlay - Equipment and..	0.00	1,150.00	1,150.00
<b>GL Account Totals:</b>		<b>0.00</b>	<b>569,552.25</b>	<b>569,552.25</b>



San Juan Water District, CA

**Balance Sheet**  
**Account Summary**  
As Of 09/30/2018

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
<b>Asset</b>					
<b>Type: 1000 - Assets</b>					
10010 - Cash and Investments	4,454,287.17	9,847,083.24	1,647,768.45	6,439,019.23	22,388,158.09
10510 - Accounts Receivable	2,999,760.86	249,255.99	388,724.43	0.06	3,637,741.34
11000 - Inventory	0.00	0.00	126,035.47	0.00	126,035.47
12000 - Prepaid Expense	29,920.00	0.00	29,920.00	0.00	59,840.00
14010 - Deferred Outflows	4,779,860.95	0.00	5,666,543.09	0.00	10,446,404.04
17010 - Capital Assets - Work in Progress	119,719.83	0.00	1,200,506.28	0.00	1,320,226.11
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	5,527,475.04	0.00	12,574,653.04
17300 - Capital Assets - Buildings & Improvements	1,296,460.92	0.00	55,440.68	0.00	1,351,901.60
17350 - Capital Assets - Water Treatment Plant & Imp	35,529,240.97	0.00	16,000.00	0.00	35,545,240.97
17400 - Capital Assets - Mains/Pipelines & Improvements	29,288,015.94	0.00	42,097,313.07	0.00	71,385,329.01
17500 - Capital Assets - Reservoirs & Improvements	2,876,930.81	0.00	2,492,421.90	0.00	5,369,352.71
17700 - Capital Assets - Equipment & Furniture	13,623,189.97	0.00	1,051,807.09	0.00	14,674,997.06
17750 - Capital Assets - Vehicles	316,440.00	0.00	510,886.87	0.00	827,326.87
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	-35,623,074.98	0.00	-27,567,347.98	0.00	-63,190,422.96
19015 - 2012 Premiums on Refunding Bonds	-552,686.28	0.00	-300,093.04	0.00	-852,779.32
<b>Total Type 1000 - Assets:</b>	<b>68,211,411.13</b>	<b>10,096,339.23</b>	<b>33,596,844.55</b>	<b>6,439,019.29</b>	<b>118,343,614.20</b>
<b>Total Asset:</b>	<b>68,211,411.13</b>	<b>10,096,339.23</b>	<b>33,596,844.55</b>	<b>6,439,019.29</b>	<b>118,343,614.20</b>
<b>Liability</b>					
<b>Type: 1000 - Assets</b>					
10510 - Accounts Receivable	0.00	0.00	84,010.97	0.00	84,010.97
<b>Total Type 1000 - Assets:</b>	<b>0.00</b>	<b>0.00</b>	<b>84,010.97</b>	<b>0.00</b>	<b>84,010.97</b>
<b>Type: 2000 - Liabilities</b>					
20010 - Accounts Payable	82,625.97	31,968.40	122,819.51	101,432.95	338,846.83
20100 - Retentions Payable	0.00	0.00	0.00	32,675.26	32,675.26
21200 - Salaries & Benefits Payable	30,199.61	0.00	49,078.54	0.00	79,278.15
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	313,125.59	0.00	470,930.53	0.00	784,056.12
21500 - Premium on Issuance of Bonds Series 2017	1,382,904.36	0.00	777,883.70	0.00	2,160,788.06
21600 - OPEB Liability	1,868,077.67	0.00	2,435,346.48	0.00	4,303,424.15

## Balance Sheet

As Of 09/30/2018

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21700 - Pension Liability	1,985,100.80	0.00	2,816,714.96	0.00	4,801,815.76
22010 - Deferred Income	0.00	0.00	58,813.14	0.00	58,813.14
22050 - Deferred Inflows	1,448,541.04	0.00	1,934,601.33	0.00	3,383,142.37
23000 - Loans Payable	402,040.54	0.00	223,579.26	0.00	625,619.80
24200 - 2012 Bonds Payable	6,414,133.42	0.00	3,482,693.34	0.00	9,896,826.76
24250 - Bonds Payable 2017 Refunding	16,115,200.00	0.00	9,064,800.00	0.00	25,180,000.00
29010 - Other Payables	1,084,800.00	0.00	0.00	0.00	1,084,800.00
<b>Total Type 2000 - Liabilities:</b>	<b>31,126,749.01</b>	<b>31,968.40</b>	<b>21,437,260.78</b>	<b>134,108.21</b>	<b>52,730,086.40</b>
<b>Total Liability:</b>	<b>31,126,749.01</b>	<b>31,968.40</b>	<b>21,521,271.75</b>	<b>134,108.21</b>	<b>52,814,097.37</b>
<b>Equity</b>					
<b>Type: 3000 - Equity</b>					
30100 - Investment in Capital Assets	34,085,186.41	0.00	12,608,477.99	0.00	46,693,664.40
30500 - Designated Reserves	335,666.15	10,012,861.46	636,864.81	6,921,925.59	17,907,318.01
<b>Total Type 3000 - Equity:</b>	<b>34,420,852.56</b>	<b>10,012,861.46</b>	<b>13,245,342.80</b>	<b>6,921,925.59</b>	<b>64,600,982.41</b>
<b>Total Total Beginning Equity:</b>	<b>34,420,852.56</b>	<b>10,012,861.46</b>	<b>13,245,342.80</b>	<b>6,921,925.59</b>	<b>64,600,982.41</b>
Total Revenue	4,381,884.05	100,282.39	1,249,999.99	-9,226.32	5,722,940.11
Total Expense	1,718,074.49	48,773.02	2,419,769.99	607,788.19	4,794,405.69
<b>Revenues Over/Under Expenses</b>	<b>2,663,809.56</b>	<b>51,509.37</b>	<b>-1,169,770.00</b>	<b>-617,014.51</b>	<b>928,534.42</b>
<b>Total Equity and Current Surplus (Deficit):</b>	<b>37,084,662.12</b>	<b>10,064,370.83</b>	<b>12,075,572.80</b>	<b>6,304,911.08</b>	<b>65,529,516.83</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>68,211,411.13</b>	<b>10,096,339.23</b>	<b>33,596,844.55</b>	<b>6,439,019.29</b>	<b>118,343,614.20</b>



San Juan Water District, CA

# Check Report

By Check Number

Date Range: 09/01/2018 - 09/30/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
03406	Alpha Analytical Laboratories Inc.	09/04/2018	Regular	0.00	3.00	53165
03370	AT Battery Company Inc.	09/04/2018	Regular	0.00	41.21	53166
01138	AT&T Mobility II LLC	09/04/2018	Regular	0.00	63.24	53167
03594	Borges & Mahoney, Inc.	09/04/2018	Regular	0.00	69.71	53168
01378	Clark Pest Control of Stockton	09/04/2018	Regular	0.00	838.00	53169
02516	Ehnat, Stephen	09/04/2018	Regular	0.00	140.69	53170
01609	Federal Express Corporation	09/04/2018	Regular	0.00	23.10	53171
01068	Glenn C. Walker	09/04/2018	Regular	0.00	1,010.00	53172
01681	Golden State Flow Measurements, Inc.	09/04/2018	Regular	0.00	402.19	53173
03091	Granite Bay Ace Hardware	09/04/2018	Regular	0.00	442.58	53174
01733	Harris Industrial Gases	09/04/2018	Regular	0.00	56.79	53175
03502	Helliker, Paul	09/04/2018	Regular	0.00	12.50	53176
03574	Johnson and Fanger Painting & Decorating	09/04/2018	Regular	0.00	850.00	53177
01959	Les Schwab Tire Centers of California Inc	09/04/2018	Regular	0.00	17.00	53178
02649	MUFG Union Bank, N.A.	09/04/2018	Regular	0.00	450.00	53179
02131	Office Depot, Inc.	09/04/2018	Regular	0.00	1,160.58	53180
02150	Pace Supply Corp	09/04/2018	Regular	0.00	3,352.81	53181
02281	Ray A Morgan Company Inc	09/04/2018	Regular	0.00	61.22	53182
02223	Relex Inc (Platt - Rancho Cordova)	09/04/2018	Regular	0.00	777.19	53183
02292	Relex USA, Inc.	09/04/2018	Regular	0.00	1,485.33	53184
02293	RFI Enterprises, Inc	09/04/2018	Regular	0.00	335.00	53185
02328	Rocklin Windustrial Co	09/04/2018	Regular	0.00	460.36	53186
02534	Row, Burnie F	09/04/2018	Regular	0.00	799.20	53187
01687	W. W. Grainger, Inc.	09/04/2018	Regular	0.00	450.63	53188
03663	Westlands Water District	09/04/2018	Regular	0.00	10,000.00	53189
03406	Alpha Analytical Laboratories Inc.	09/10/2018	Regular	0.00	221.00	53191
01073	Amarjeet Singh Garcha	09/10/2018	Regular	0.00	1,500.00	53192
03649	Caggiano General Engineering, Inc.	09/10/2018	Regular	0.00	233,128.21	53193
01378	Clark Pest Control of Stockton	09/10/2018	Regular	0.00	1,825.00	53194
02214	County of Placer Engineering & Surveying	09/10/2018	Regular	0.00	1,270.50	53195
01494	Dewey Services Inc.	09/10/2018	Regular	0.00	85.00	53196
01554	Electrical Equipment Co	09/10/2018	Regular	0.00	1,332.45	53197
01569	Employee Relations, Inc.	09/10/2018	Regular	0.00	125.35	53198
01575	Engineering Supply Company, Inc	09/10/2018	Regular	0.00	1,500.00	53199
03667	Folsom Ready Mix Inc.	09/10/2018	Regular	0.00	1,084.91	53200
03091	Granite Bay Ace Hardware	09/10/2018	Regular	0.00	16.37	53201
01710	Greenback Eqipment Rentals, Inc.	09/10/2018	Regular	0.00	152.33	53202
01733	Harris Industrial Gases	09/10/2018	Regular	0.00	1,901.79	53203
01763	Holt of California	09/10/2018	Regular	0.00	1,972.29	53204
01916	Miller, Ken	09/10/2018	Regular	0.00	16.90	53205
02022	Morgan, Daren P.	09/10/2018	Regular	0.00	96.16	53206
02131	Office Depot, Inc.	09/10/2018	Regular	0.00	843.26	53207
02150	Pace Supply Corp	09/10/2018	Regular	0.00	439.19	53208
02328	Rocklin Windustrial Co	09/10/2018	Regular	0.00	226.48	53209
03309	Sorum, Mark	09/10/2018	Regular	0.00	1,500.00	53210
01411	SureWest Telephone	09/10/2018	Regular	0.00	1,616.57	53211
02651	United Parcel Service Inc	09/10/2018	Regular	0.00	200.95	53212
02700	Viking Shred LLC	09/10/2018	Regular	0.00	127.00	53213
01687	W. W. Grainger, Inc.	09/10/2018	Regular	0.00	191.11	53214
02667	US Bank Corporate Payments Sys (CalCard)	09/18/2018	Regular	0.00	20,866.34	53217
**Void**		09/18/2018	Regular	0.00	0.00	53218
**Void**		09/18/2018	Regular	0.00	0.00	53219
**Void**		09/18/2018	Regular	0.00	0.00	53220
**Void**		09/18/2018	Regular	0.00	0.00	53221

## Check Report

Date Range: 09/01/2018 - 09/30/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	**Void**	09/18/2018	Regular	0.00	0.00	53222
	**Void**	09/18/2018	Regular	0.00	0.00	53223
	**Void**	09/18/2018	Regular	0.00	0.00	53224
	**Void**	09/18/2018	Regular	0.00	0.00	53225
	**Void**	09/18/2018	Regular	0.00	0.00	53226
03392	Abercrombie, John B.	09/19/2018	Regular	0.00	1,150.00	53227
03406	Alpha Analytical Laboratories Inc.	09/19/2018	Regular	0.00	293.00	53228
03594	Borges & Mahoney, Inc.	09/19/2018	Regular	0.00	247.09	53229
01288	California Service Tool, Inc.	09/19/2018	Regular	0.00	1,219.70	53230
03673	Carmichael Water District	09/19/2018	Regular	0.00	110,400.00	53231
03673	Carmichael Water District	09/19/2018	Regular	0.00	8,000.00	53232
01368	Citrus Heights Water District	09/19/2018	Regular	0.00	5,500.00	53233
01368	Citrus Heights Water District	09/19/2018	Regular	0.00	230,000.00	53234
01368	Citrus Heights Water District	09/19/2018	Regular	0.00	31,740.00	53235
01372	City of Folsom	09/19/2018	Regular	0.00	32.48	53236
01374	City of Sacramento - Department of Utilities	09/19/2018	Regular	0.00	1,485,000.00	53237
01601	Fair Oaks Water District	09/19/2018	Regular	0.00	4,000.00	53238
01601	Fair Oaks Water District	09/19/2018	Regular	0.00	30,239.25	53239
01601	Fair Oaks Water District	09/19/2018	Regular	0.00	219,125.00	53240
01650	Furniture at Work, Inc	09/19/2018	Regular	0.00	953.03	53241
01681	Golden State Flow Measurements, Inc.	09/19/2018	Regular	0.00	1,530.67	53242
01733	Harris Industrial Gases	09/19/2018	Regular	0.00	91.70	53243
01741	HDR Engineering, Inc.	09/19/2018	Regular	0.00	1,579.83	53244
03308	Hope Industrial Systems, Inc	09/19/2018	Regular	0.00	941.37	53245
01483	Hyde Veith, Denise	09/19/2018	Regular	0.00	104.27	53246
02024	MCI WORLDCOM	09/19/2018	Regular	0.00	83.51	53247
02131	Office Depot, Inc.	09/19/2018	Regular	0.00	268.92	53248
02150	Pace Supply Corp	09/19/2018	Regular	0.00	2,467.42	53249
02146	PG&E	09/19/2018	Regular	0.00	2,826.79	53250
	**Void**	09/19/2018	Regular	0.00	0.00	53251
02146	PG&E	09/19/2018	Regular	0.00	10.00	53252
02283	Recology Auburn Placer	09/19/2018	Regular	0.00	643.47	53253
02223	Relex Inc (Platt - Rancho Cordova)	09/19/2018	Regular	0.00	194.08	53254
02292	Relex USA, Inc.	09/19/2018	Regular	0.00	604.25	53255
02328	Rocklin Windustrial Co	09/19/2018	Regular	0.00	24.97	53256
02357	Sacramento Municipal Utility District (SMUD)	09/19/2018	Regular	0.00	25,552.29	53257
02384	Sacramento Suburban Water District	09/19/2018	Regular	0.00	16,500.00	53258
02580	The Eidam Corporation	09/19/2018	Regular	0.00	9,227.64	53259
02651	United Parcel Service Inc	09/19/2018	Regular	0.00	65.72	53260
02690	Verizon Wireless	09/19/2018	Regular	0.00	3,515.47	53261
01687	W. W. Grainger, Inc.	09/19/2018	Regular	0.00	84.62	53262
03406	Alpha Analytical Laboratories Inc.	09/24/2018	Regular	0.00	3,188.00	53263
01026	American River Ace Hardware, Inc.	09/24/2018	Regular	0.00	143.35	53264
03594	Borges & Mahoney, Inc.	09/24/2018	Regular	0.00	2,075.21	53265
01234	Bryce HR Consulting, Inc.	09/24/2018	Regular	0.00	80.00	53266
01378	Clark Pest Control of Stockton	09/24/2018	Regular	0.00	150.00	53267
01554	Electrical Equipment Co	09/24/2018	Regular	0.00	167.51	53268
01634	Folsom Lake Ford, Inc.	09/24/2018	Regular	0.00	100.97	53269
01659	Gary Webb Trucking	09/24/2018	Regular	0.00	315.00	53270
03091	Granite Bay Ace Hardware	09/24/2018	Regular	0.00	166.82	53271
01706	Graymont Western US Inc.	09/24/2018	Regular	0.00	6,371.86	53272
01710	Greenback Eqipment Rentals, Inc.	09/24/2018	Regular	0.00	77.31	53273
01733	Harris Industrial Gases	09/24/2018	Regular	0.00	346.58	53274
03574	Johnson and Fanger Painting & Decorating	09/24/2018	Regular	0.00	9,500.00	53275
02022	Morgan, Daren P.	09/24/2018	Regular	0.00	413.75	53276
03672	Nicklas, Stefanie C.	09/24/2018	Regular	0.00	575.00	53277
02131	Office Depot, Inc.	09/24/2018	Regular	0.00	283.68	53278
02150	Pace Supply Corp	09/24/2018	Regular	0.00	159.80	53279
03026	PFM Asset Management	09/24/2018	Regular	0.00	935.02	53280
02205	Placer County Air Pollution Control District	09/24/2018	Regular	0.00	1,444.04	53281
02210	Placer County Water Agency	09/24/2018	Regular	0.00	34,322.13	53282

## Check Report

Date Range: 09/01/2018 - 09/30/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02223	Rexel Inc (Platt - Rancho Cordova)	09/24/2018	Regular	0.00	368.14	53283
02292	Rexel USA, Inc.	09/24/2018	Regular	0.00	537.16	53284
02293	RFI Enterprises, Inc	09/24/2018	Regular	0.00	49.86	53285
02302	Riebes Auto Parts, LLC	09/24/2018	Regular	0.00	293.54	53286
02463	The New AnswerNet	09/24/2018	Regular	0.00	300.00	53287
03671	U. S. Saws, Inc.	09/24/2018	Regular	0.00	3,911.99	53288
03284	Vavrinek, Trine, Day & Co, LLP	09/24/2018	Regular	0.00	2,750.00	53289
02766	Youngdahl Consulting Group, Inc.	09/24/2018	Regular	0.00	3,297.00	53290
03109	Alfa Laval Inc.	09/04/2018	EFT	0.00	86.72	405588
01611	Ferguson Enterprises, Inc	09/04/2018	EFT	0.00	301.53	405589
03237	GM Construction & Developers, Inc	09/04/2018	EFT	0.00	7,791.85	405590
01721	Hach Company	09/04/2018	EFT	0.00	1,415.23	405591
01895	Joseph G Pollard Co, Inc	09/04/2018	EFT	0.00	2,166.98	405592
03628	Lees Automotive Repair Inc.	09/04/2018	EFT	0.00	2,383.52	405593
02027	Mcmaster-Carr Supply Company	09/04/2018	EFT	0.00	286.57	405594
03377	RDO Construction Equipment Co.	09/04/2018	EFT	0.00	1,269.58	405595
02308	River City Staffing, Inc.	09/04/2018	EFT	0.00	909.63	405596
03412	Virtual Graffiti, Inc.	09/04/2018	EFT	0.00	8,218.89	405597
01242	Bureau of Reclamation-MPR	09/10/2018	EFT	0.00	2,660.83	405598
03221	Chemtrade Chemicals Corporation	09/10/2018	EFT	0.00	8,427.61	405599
01521	DataProse, LLC	09/10/2018	EFT	0.00	10,994.25	405600
03097	E.S West Coast, LLC.	09/10/2018	EFT	0.00	3,147.11	405601
01611	Ferguson Enterprises, Inc	09/10/2018	EFT	0.00	657.04	405602
01917	Kennedy/Jenks Consultants, Inc.	09/10/2018	EFT	0.00	4,322.58	405603
03553	Mallory Safety and Supply LLC	09/10/2018	EFT	0.00	473.36	405604
02091	Navajo Pipelines, Inc.	09/10/2018	EFT	0.00	51,871.85	405605
03377	RDO Construction Equipment Co.	09/10/2018	EFT	0.00	54.88	405606
02308	River City Staffing, Inc.	09/10/2018	EFT	0.00	917.20	405607
02162	Tobin, Pamela	09/10/2018	EFT	0.00	38.70	405608
03387	WageWorks, Inc	09/10/2018	EFT	0.00	351.15	405609
03221	Chemtrade Chemicals Corporation	09/19/2018	EFT	0.00	8,329.18	405610
01365	Cisco Air Systems, Inc.	09/19/2018	EFT	0.00	616.01	405611
01486	Department of Energy	09/19/2018	EFT	0.00	7,161.68	405612
03097	E.S West Coast, LLC.	09/19/2018	EFT	0.00	3,376.40	405613
01574	Endress + Huaser, Inc.	09/19/2018	EFT	0.00	842.00	405614
01589	Eurofins Eaton Analytical, Inc	09/19/2018	EFT	0.00	362.00	405615
03237	GM Construction & Developers, Inc	09/19/2018	EFT	0.00	15,926.93	405616
01721	Hach Company	09/19/2018	EFT	0.00	1,194.76	405617
03628	Lees Automotive Repair Inc.	09/19/2018	EFT	0.00	270.99	405618
02027	Mcmaster-Carr Supply Company	09/19/2018	EFT	0.00	1,018.19	405619
02275	Ramos Oil Recyclers, Inc.	09/19/2018	EFT	0.00	147.93	405620
02308	River City Staffing, Inc.	09/19/2018	EFT	0.00	917.20	405621
02504	Starr Consulting	09/19/2018	EFT	0.00	1,595.00	405622
01328	Association of California Water Agencies / Joint P	09/24/2018	EFT	0.00	7,533.43	405623
03221	Chemtrade Chemicals Corporation	09/24/2018	EFT	0.00	8,466.99	405624
01935	Konecranes, Inc	09/24/2018	EFT	0.00	1,175.00	405625
02027	Mcmaster-Carr Supply Company	09/24/2018	EFT	0.00	910.59	405626
01472	Mel Dawson, Inc.	09/24/2018	EFT	0.00	5,752.08	405627
02158	Pacific Storage Company	09/24/2018	EFT	0.00	81.90	405628
03377	RDO Construction Equipment Co.	09/24/2018	EFT	0.00	67.18	405629
02308	River City Staffing, Inc.	09/24/2018	EFT	0.00	550.32	405630
02572	Thatcher Company of California, Inc.	09/24/2018	EFT	0.00	8,452.80	405631
03387	WageWorks, Inc	09/24/2018	EFT	0.00	351.15	405632
03629	Water Systems Optimization Inc.	09/24/2018	EFT	0.00	2,500.00	405633
03077	VALIC	09/07/2018	Bank Draft	0.00	4,920.72	0007554890
03077	VALIC	09/21/2018	Bank Draft	0.00	4,912.81	0007567672
01641	Sun Life Assurance Company of Canada	09/08/2018	Bank Draft	0.00	9,888.65	100426715
03078	CalPERS Health	09/07/2018	Bank Draft	0.00	39,740.75	1001157670
03078	CalPERS Health	09/07/2018	Bank Draft	0.00	37,526.57	1001157670
03078	CalPERS Health	09/07/2018	Bank Draft	0.00	39,740.75	1001157670
03130	CalPERS Retirement	09/07/2018	Bank Draft	0.00	34,037.08	1001158236

## Check Report

Date Range: 09/01/2018 - 09/30/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01366	Citistreet/CalPERS 457	09/07/2018	Bank Draft	0.00	2,915.52	1001158240
03130	CalPERS Retirement	09/21/2018	Bank Draft	0.00	34,115.12	1001167702
03130	CalPERS Retirement	09/21/2018	Bank Draft	0.00	71.50	1001167702
01366	Citistreet/CalPERS 457	09/21/2018	Bank Draft	0.00	2,931.70	1001167706
03080	California State Disbursement Unit	09/06/2018	Bank Draft	0.00	750.92	HREXV4H6657
03080	California State Disbursement Unit	09/21/2018	Bank Draft	0.00	750.92	LXKS7TG6658
03130	CalPERS Retirement	09/07/2018	Bank Draft	0.00	317.77	1001158236 A
03163	Economic Development Department	09/24/2018	Bank Draft	0.00	342.34	0-845-538-624
03163	Economic Development Department	09/24/2018	Bank Draft	0.00	8,375.22	0-845-538-624
03163	Economic Development Department	09/07/2018	Bank Draft	0.00	31.39	1-101-510-976
03163	Economic Development Department	09/07/2018	Bank Draft	0.00	8,518.70	2-065-761-600
01039	American Family Life Assurance Company of Colu	09/21/2018	Bank Draft	0.00	567.84	Q3869 09-21-18
03164	Internal Revenue Service	09/06/2018	Bank Draft	0.00	151.38	2708649109600
03164	Internal Revenue Service	09/06/2018	Bank Draft	0.00	500.02	2708649109600
03164	Internal Revenue Service	09/07/2018	Bank Draft	0.00	47,539.58	2708650026816
03164	Internal Revenue Service	09/24/2018	Bank Draft	0.00	83.84	2708667955128
03164	Internal Revenue Service	09/24/2018	Bank Draft	0.00	1,289.21	2708667955128
03164	Internal Revenue Service	09/24/2018	Bank Draft	0.00	45,795.24	2708667955128
01039	American Family Life Assurance Company of Colu	09/21/2018	Bank Draft	0.00	567.84	Q3869 9-21-201

## Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	175	113	0.00	2,562,081.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	26	26	0.00	326,383.38
EFT's	85	46	0.00	186,346.77
	<b>286</b>	<b>195</b>	<b>0.00</b>	<b>3,074,811.90</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	175	113	0.00	2,562,081.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	26	26	0.00	326,383.38
EFT's	85	46	0.00	186,346.77
	286	195	0.00	3,074,811.90

## Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	9/2018	3,074,811.90



San Juan Water District, CA

# Vendor History Report

## By Vendor Name

Posting Date Range 07/01/2018 - 09/30/2018

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>											
01916 - Miller, Ken	Exp Reimb 08-2018	Exp Reimb 08-2018-Mileage PCWA 2x2 Meet 8/31/2018		53205		16.90	0.00	0.00	0.00	16.90	16.90
	Mileage Reimb 08-2018-Mile	0.00	0.00	16.90	010-010-52110	Training - Meetings, Education & Trai	15.21			0.00	16.90
					050-010-52110	Training - Meetings, Education & Trai	1.69				
03092 - Rich, Dan	Exp Reimb 09-2018	Mileage Reimb-EE BBQ	9/30/2018	53350		6.00	0.00	0.00	0.00	6.00	6.00
	Mileage Reimb-EE BBQ	0.00	0.00	6.00	010-010-52110	Training - Meetings, Education & Trai	3.00			0.00	6.00
					050-010-52110	Training - Meetings, Education & Trai	3.00				
02162 - Tobin, Pamela	Exp Reimb 07-2018	Mileage Exp Reimb-Various Meetings& ACW/7/30/2018		405547		317.78	0.00	0.00	0.00	317.78	317.78
	Mileage Exp Reimb-Vario	0.00	0.00	105.75	010-010-52110	Training - Meetings, Education & Trai	52.88				
					050-010-52110	Training - Meetings, Education & Trai	52.87				
Exp Reimb 08-2018	Mileage Expense Reimbursement-Various M	8/31/2018		405608		9/10/2018	38.70	0.00	0.00	38.70	38.70
	Mileage Expense Reimbu	0.00	0.00	38.70	010-010-52110	Training - Meetings, Education & Trai	19.35				
					050-010-52110	Training - Meetings, Education & Trai	19.35				
Exp Reimb 09-2018	Mileage & Exp Reimb-Various Meetings	9/30/2018		405667		10/15/2018	173.33	0.00	0.00	173.33	173.33
	Mileage & Exp Reimb-Var	0.00	0.00	173.33	010-010-52110	Training - Meetings, Education & Trai	86.66				
					050-010-52110	Training - Meetings, Education & Trai	86.67				
Vendors: (3)						Total 01 - Vendor Set 01:	340.68	0.00	0.00	340.68	340.68
Vendors: (3)						Report Total:	340.68	0.00	0.00	340.68	340.68



Payroll Set: 01-San Juan Water District

<b>Employee Number</b>	<b>Employee Name</b>	<b>Pay Code</b>	<b># of Payments</b>	<b>Units</b>	<b>Pay Amount</b>
<u>0690</u>	Costa, Ted	Reg - Regular Hours	3	7.00	875.00
			<b>0690 - Costa Total:</b>	<b>7.00</b>	<b>875.00</b>
<u>1028</u>	Hanneman, Martin	Reg - Regular Hours	3	12.00	1,500.00
			<b>1028 - Hanneman Total:</b>	<b>12.00</b>	<b>1,500.00</b>
<u>0670</u>	Miller, Ken	Reg - Regular Hours	3	9.00	1,125.00
			<b>0670 - Miller Total:</b>	<b>9.00</b>	<b>1,125.00</b>
<u>1003</u>	Rich, Daniel	Reg - Regular Hours	3	7.00	875.00
			<b>1003 - Rich Total:</b>	<b>7.00</b>	<b>875.00</b>
<u>0650</u>	Tobin, Pamela	Reg - Regular Hours	3	17.00	2,125.00
			<b>0650 - Tobin Total:</b>	<b>17.00</b>	<b>2,125.00</b>
			<b>Report Total:</b>	<b>52.00</b>	<b>6,500.00</b>



# Pay Code Report

## Account Summary

7/1/2018 - 9/30/2018

Payroll Set: 01-San Juan Water District

Account	Account Description	Units	Pay Amount
<a href="#"><u>010-010-58110</u></a>	Director - Stipend	26.00	3,250.00
		<b>010 - WHOLESALE Total:</b>	<b>26.00</b> <b>3,250.00</b>
<a href="#"><u>050-010-58110</u></a>	Director - Stipend	26.00	3,250.00
		<b>050 - RETAIL Total:</b>	<b>26.00</b> <b>3,250.00</b>
		<b>Report Total:</b>	<b>52.00</b> <b>6,500.00</b>

**Pay Code Report**

Pay Code Summary

7/1/2018 - 9/30/2018

Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg	Regular Hours	15	52.00	6,500.00
		Report Total:	<b>52.00</b>	<b>6,500.00</b>

## 2018/19 Actual Deliveries and Revenue - By Wholesale Customer Agency

	July - September 2018						
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance	Revenue Variance	
San Juan Retail	5,149.85	\$ 911,225	5,010.85	\$ 899,946	(139.00)	-2.7%	\$ (11,278) -1.2%
Citrus Heights Water District	4,271.11	\$ 863,084	3,065.93	\$ 765,296	(1,205.18)	<b>-28.2%</b>	\$ (97,789) -11.3%
Fair Oaks Water District	3,048.97	\$ 619,231	1,945.62	\$ 529,706	(1,103.35)	<b>-36.2%</b>	\$ (89,526) -14.5%
Orange Vale Water Co.	1,627.63	\$ 300,281	1,660.12	\$ 302,917	32.49	2.0%	\$ 2,636 0.9%
City of Folsom	463.89	\$ 86,403	447.76	\$ 85,094	(16.13)	-3.5%	\$ (1,309) -1.5%
Granite Bay Golf Course	169.50	\$ 7,328	152.50	\$ 6,593	(17.00)	-10.0%	\$ (735) -10.0%
Sac Suburban Water District	5,750.00	\$ 1,014,818	5,742.22	\$ 1,013,444	(7.78)	-0.1%	\$ (1,373) -0.1%
Water Transfer	3,840.00	\$ 1,536,000	3,050.02	\$ 1,220,008	(789.98)	<b>-20.6%</b>	\$ (315,992) -20.6%
<b>TOTAL</b>	<b>24,320.96</b>	<b>\$ 5,338,369</b>	<b>21,075.02</b>	<b>\$ 4,823,004</b>	<b>(3,245.94)</b>	<b>-13.3%</b>	<b>\$ (515,366) -9.7%</b>

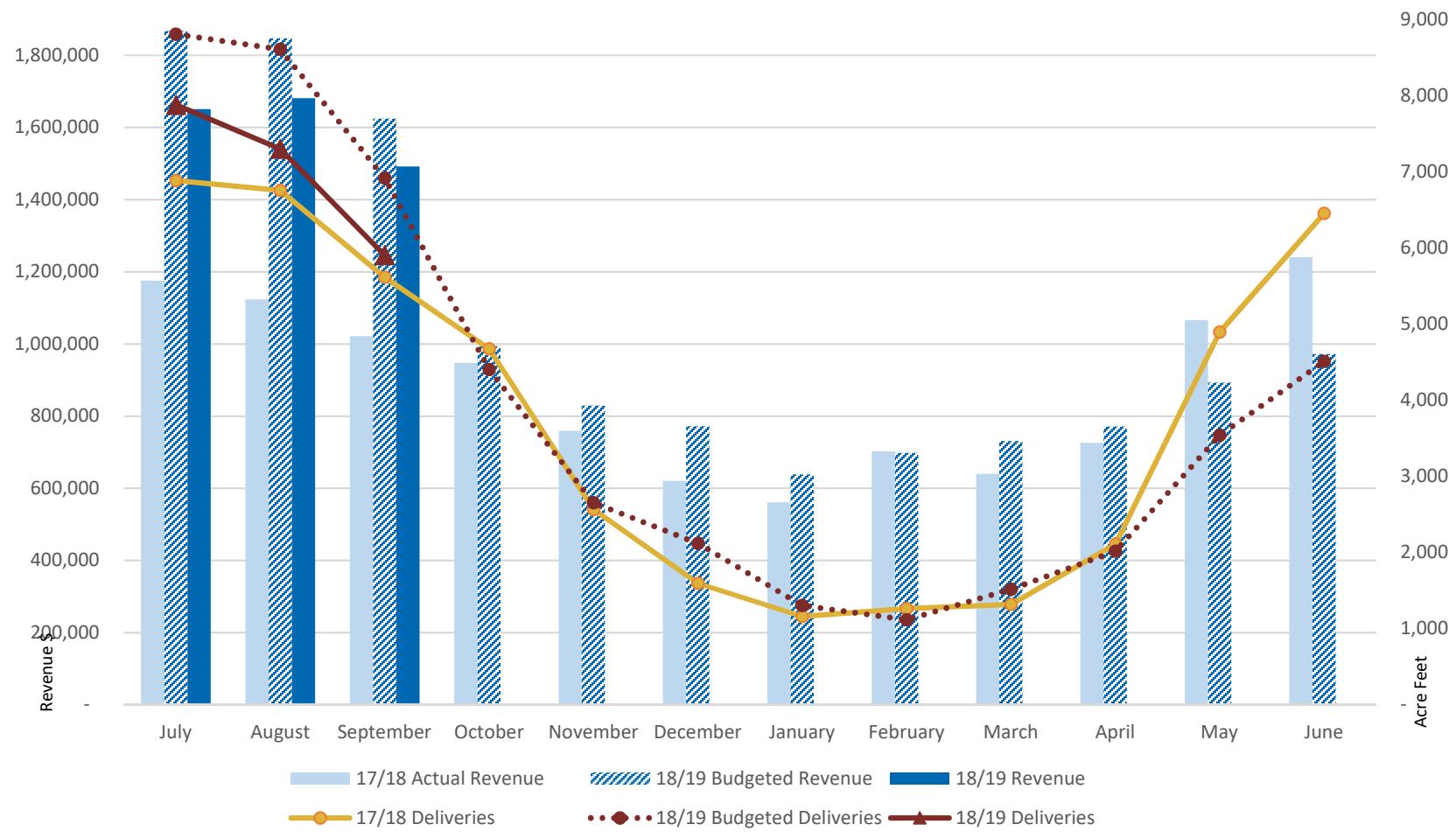
Budgeted Deliveries	24,320.96
Actual Deliveries	21,075.02
Difference	(3,245.94)
	-13%

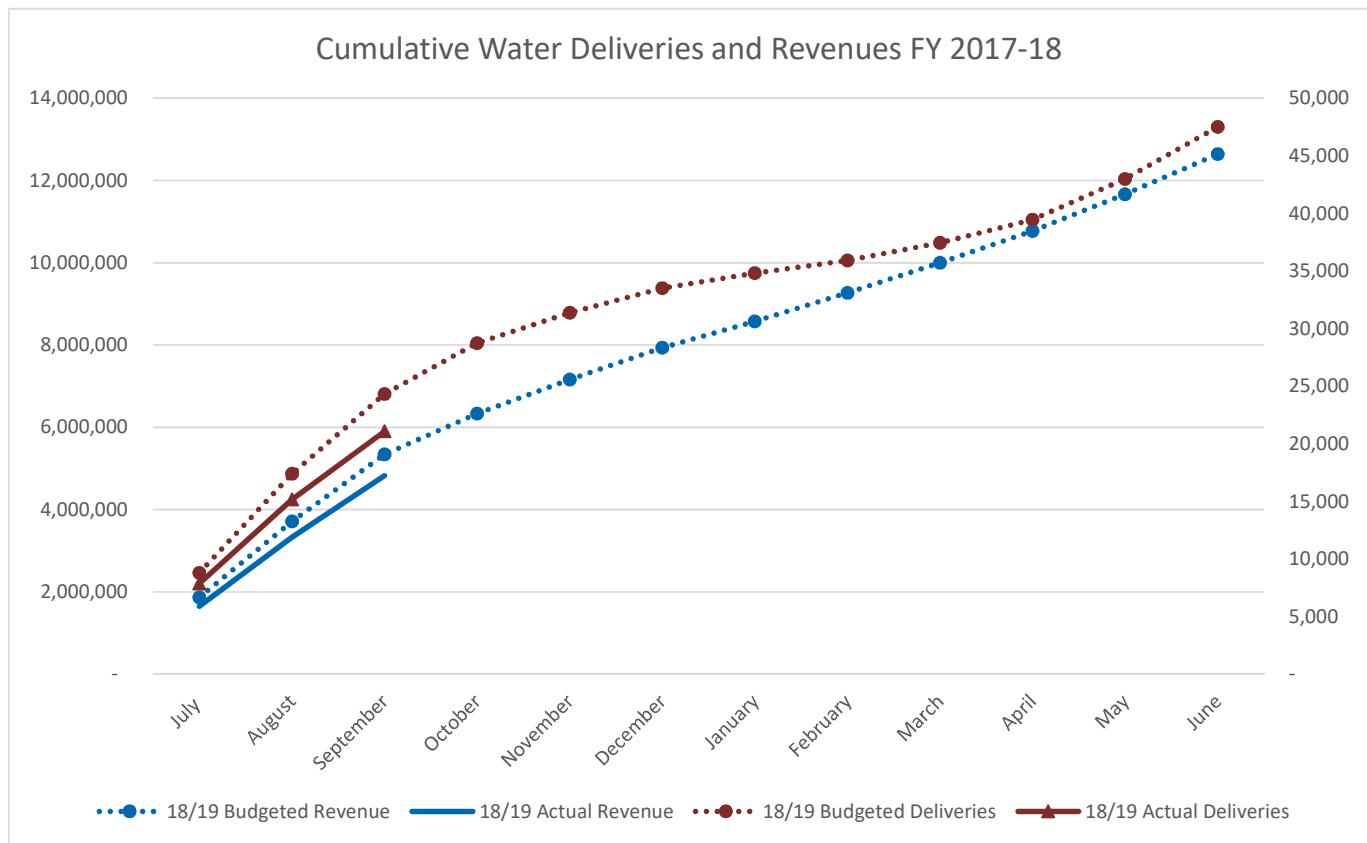
Budgeted Water Sale Revenue	\$ 5,338,369
Actual Water Sale Revenue	\$ 4,823,004
Difference	\$ (515,366)
	-9.7%

### Conclusion:

Citrus Heights and Fair Oaks took less water in July, August and September than anticipated in the budget, even after accounting for the water transfer, and changing the methodology of allocating the annual budget to a monthly budget. Due to issues with wells, both Citrus Heights and Fair Oaks were unable to pump the expected amount of groundwater. There will be a decrease in expenses associated with the decreased groundwater pumping. Water deliveries to the Retail Service Area, Orange Vale, City of Folsom and SSWD tracked fairly close to the budget, but the overall gap between budget and actual widened in September.

## Comparison of Fiscal Year 2017/2018 Actual to 2018/2019 Projections of Deliveries and Revenue





## COMPARISON OF 2018 INITIAL/REVISED OFFERS OF TRANSFER WATER TO ACTUALS

	Initial Offer Pumping	Revised Offer Pumping	Actual Pumping	Initial Offer Trans Water	Revised Offer Trans Water	Actual Trans Water	Initial 92%	Revised 92%	Actual 92%	Δ Delta 92% Act to Rev
CoS	10,891	5,806	4,941	8,071	3,380	2,515	7,425	3,110	2,313	(797)
SSWD	N/A	7,677	8,077	N/A	4,690	5,003	N/A	4,315	4,602	287
CWD	1,710	1,601	1,390	600	600	389	552	552	358	(194)
SJWD	4,650	4,298	3,573	4,080	3,775	3,050	3,754	3,473	2,807	(666)
Totals:	17,251	19,382	17,981	12,751	12,445	10,995	11,731	11,450	10,080	(1,370)

CHWD	2,325	2,000	1,584	2,175	1,870	1,454	2,001	1,720	1,338	(382)
FOWD	2,325	2,298	1,989	1,905	1,905	1,596	1,753	1,753	1,469	(284)

SJWD Revenue: Cost Recovery (\$81/AF compensation for sales foregone) = \$227,367 (\$53,946)  
 Revenue Enhancement (\$34.50/AF) = \$96,841.50 (\$22,977)



# Douglas Main Replacement

Construction Phase Project Status Update

San Juan Water District  
Board of Directors Meeting  
October 24, 2018



PHASE 1

Intersection Crossing is Completed  
Westerly 10-in Section Remains to be Installed

PHASE 3

DONE  
Except the West Tie-in

PHASE 4

Construction to begin in November

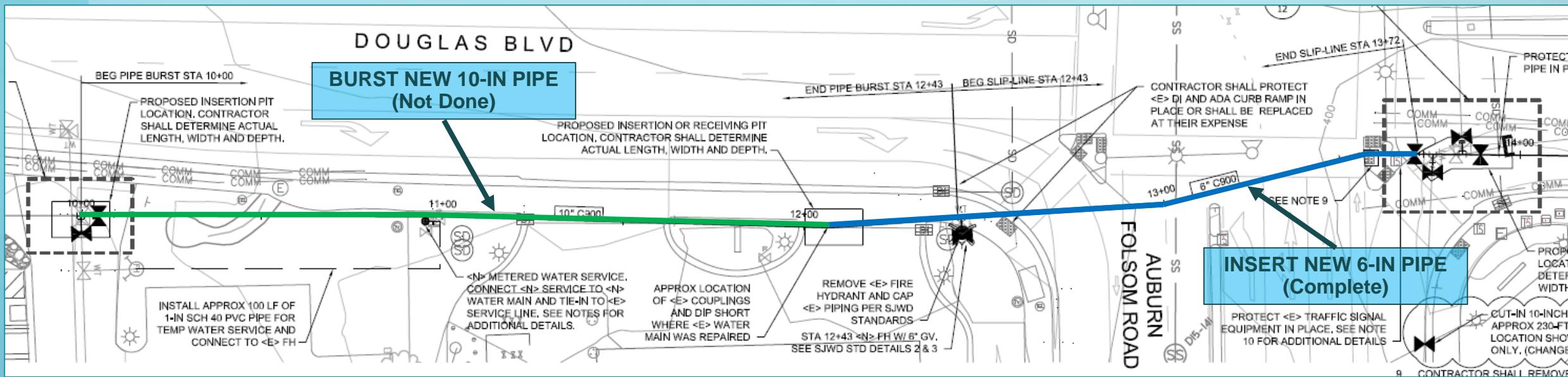
PHASE 2

DONE

Paving remains to be completed for all phases at the end of the project.

# Phase I Status

- Phase 1 work began on June 25<sup>th</sup>
  - Work was put on hold while a revision to the project was evaluated and designed to address unexpected site conditions.
  - Re-started work on September 10th.
  - Currently anticipated to be complete on or around October 31st.



## Phase IV Status – Partee Ct to Oak Knoll Dr.

- Phase IV work will begin after Phases 1, 2 and 3 and all tie-ins are complete (to ensure adequate service to customers while Phase IV is underway).
- Installation of approx. 1,675-LF of new 12-in DIP and PVC pipe using traditional, and pipe bursting and insert methods.
- Phase IV is currently scheduled between Nov 2018 and Jan 2019.



# Current Overall Project Status

- Douglas Main Replacement Project construction started June 18<sup>th</sup>.
- Currently expected to be completed by January 2019.
- Updates to the project webpages, updates to roadway notification signage, coordination with Placer County, as well as meetings by Staff with affected customers are being conducted as needed during the construction phase of this project.
- The project is approximately 65% complete and is within budget.

(The Dambacher Services Replacements part of the contracted work is essentially complete with the exception of the roadway slurry seal.)

# QUESTIONS and COMMENTS

October 2018

### MISSION

To serve and represent regional water supply interests and assist Regional Water Authority members with protecting and enhancing the reliability, availability, affordability and quality of water resources.

# AGENDA ITEM VII-2 Update

Building Alliances in Northern California



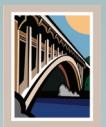
### Thank You Sponsors!



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ASSOCIATES



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**CALIFORNIA  
AMERICAN WATER**

*City of*  
**SACRAMENTO**  
Department of Utilities



WOOD RODGERS

RWA Board of Directors meetings occur on the second Thursday of every odd-numbered month at 9 a.m. Executive Committee meetings are held monthly, beginning at 8:30 a.m. on the fourth Wednesday. Both meetings take place at the RWA Board room. You can find meeting dates and materials at [rwah2o.org](http://rwah2o.org).

## SGA 20th Anniversary Celebration to Feature SGMA Co-Author Roger Dickinson



Roger Dickinson, co-author of the 2014 Sustainable Groundwater Management Act (SGMA), will be the featured speaker at the Sacramento Groundwater

Authority's 20th anniversary celebration on Thursday, October 18, 2018 from 11:30 a.m. to 1:30 p.m. at North Ridge Country Club in Fair Oaks.

SGA was established in 1998 to manage the Sacramento region's north area groundwater basin. A product of the Water Forum process, SGA was one of the first groundwater management

agencies of its kind in California. At the time SGA was created, the Sacramento Bee proclaimed in an editorial, "New Groundwater Strategy Offers Hope for the Future," calling SGA "a model for the state." Sixteen years later, SGA became a model for SGMA, California's landmark law that empowers local agencies to sustainably manage groundwater.

Tickets for the SGA anniversary event are still available but going fast. For event details and to purchase tickets, visit <https://tinyurl.com/sga20th>.



## SGA Awarded Grant for Groundwater Sustainability Planning

*Funding to aid development of first comprehensive plan for entire North American Subbasin*

The Sacramento Groundwater Authority has been awarded a \$994,276 grant from the California Department of Water Resources on behalf of five local agencies working to develop the first-ever comprehensive groundwater sustainability plan (GSP) for the entire North American Subbasin.

The grant provides funding for consultant services to fill gaps in data needed to prepare the GSP, as well as develop the final document. When complete, the GSP will outline strategies for sustainably managing groundwater in portions of Sacramento, Placer and Sutter counties. SGA is serving as the contracting lead on the project, which is in partnership with the West Placer Groundwater Sustainability Agency (GSA), South Sutter Water District GSA, Reclamation District 1001 GSA, and Sutter County GSA. The plan is required by the Sustainable Groundwater Management Act of 2014 and will be the first coordinated effort for the entire subbasin.



# RWA Board Adopts Updated Regional Water Management Plan

The Regional Water Authority Board of Directors has adopted an update to the American River Basin Integrated Regional Water Management Plan (IRWMP), which identifies regional projects and partnerships that will help the Sacramento region best meet its future water resource needs.

The plan, initially developed in 2006 and then updated in 2013, builds upon previous planning efforts to:

- Expand the American River Basin boundaries to include portions of western Placer County that were previously excluded.
- Add descriptions of regional planning efforts, including groundwater sustainability plans, storm water resource plans, North American Basin Regional Drought Contingency Plan, and Regional Water Reliability Plan.
- Update the description of climate change vulnerabilities and resiliency and adaptation strategies.
- Update goals, objectives, principles, and strategies to address sustainable groundwater management, storm water quality, conjunctive use, and engagement of agricultural stakeholders.
- Update and prioritize water management projects necessary for implementing the IRWMP.

The 2018 update was developed over the past year with input by more than 30 organizations during four public workshops. The update was partially funded through a \$250,000 grant from the California Department of Water Resources through Proposition 1. In addition to providing a foundation for guiding water resources management efforts for the coming years, the updated plan will enable the Sacramento region to pursue grant funding for projects.

An electronic copy of the 2018 American River Basin IRWMP is available at <https://tinyurl.com/IRWMP18>.



## RWA to host Delta Update Workshop

The Regional Water Authority will hold a workshop on November 8, 2018 following the Board Meeting to provide members with an update on developments on the Bay-Delta Water Quality Control Plan, voluntary settlements, California Water Fix, and negotiations between the Central Valley Project and State Water Project. The workshop will run from 11 a.m. to 12:30 p.m. in the RWA Board Room.

## Legislative Update: Water Tax Abandoned for 2018

The 2018 legislative session closed without a new tax on drinking water, but not before Gov. Brown and legislators attempted to remake the effort as a "voluntary" tax on water bills. Senate Bill 845 by Bill Monning (D-Carmel), would have required water providers to apply a "voluntary remittance to provide safe drinking water to disadvantaged communities" on each customer bill by July 1, 2019. Customers would have to opt-out of the fee.

RWA joined more than 200 water providers, cities, business organizations, and others to oppose the measure, which would have required costly and complex new systems for collecting donations to send to Sacramento. RWA will continue to work with coalition partners to advocate for funding solutions to the critical issue of safe drinking water for disadvantaged communities that do not require a tax on water bills. You can learn more about RWA's position at <https://tinyurl.com/ybqh5tf4>



# Water Efficiency Program News



## New Report Details Results

RWA has released a new report that details results of the Water Efficiency Program in 2017. The report describes trends in the region's per-capita water use, the number of high-efficiency fixtures and appliances installed, grant funding received, results from advertising and more. You can find the report on RWA's website at [rwah2o.org](http://rwah2o.org).

## Sharing Insights with a National Audience

Water Efficiency Program Manager Amy Talbot will present RWA's 2018-19 outreach campaign and focus group results at the national WaterSmart Innovations (WSI) conference in October. RWA's outreach campaign tackles the problem of landscape overwatering by encouraging people to "Check and Save"—use a moisture meter or screwdriver to check soil moisture before turning on sprinklers—and was created using insights from two residential focus groups conducted earlier this year. WSI is the largest urban water-efficiency conference in the world. Last year's conference drew more than 1,000 participants from 39 states and 21 nations.



## Representing Local Water Providers at Regional Events

The Be Water Smart Events team in September represented local water providers at the huge Farm to Fork Festival in downtown Sacramento, which annually draws about 60,000 people. The event was one of three regional events the team attended this year, including Harvest Day in Fair Oaks and the American River Half Marathon in Carmichael. The team's goal is to connect customers with their water provider, provide information about water-wise rebates and services available, and engage visitors in taking a pledge to use water efficiently.

# AGENDA ITEM VIII-1

## DRAFT

### Personnel Committee Meeting San Juan Water District October 15, 2018 4:00 p.m.

**Committee Members:** Marty Hanneman, Chair  
Ted Costa, Director

**District Staff:** Paul Helliker, General Manager  
Donna Silva, Director of Finance  
Lisa Brown, Customer Service Manager  
Teri Grant, Board Secretary/Administrative Assistant

**Topics:** Customer Service Position (W & R)  
Incentive Award Program (W & R)  
Consideration of a Resolution Capping District Contributions to Employee Health Care Premiums (W & R)  
Other Personnel Matters (W & R)  
Public Comment (W & R)

#### **1. Customer Service Position (W & R)**

Ms. Brown provided the committee with a staff report which will be attached to the meeting minutes. She reviewed the information in the staff report which provides justification for the position. She informed the committee that there is currently a short-term employee providing customer service coverage and the funding for those services ends in December.

Ms. Brown provided the committee with a staffing analysis, which was included in the staff report. The analysis identified the tasks that could not be performed without additional coverage at various staffing levels – no position, 1,000-hr position, 3/4-time position and a full-time position. Staff recommends either a 3/4-time position or a full-time position to cover the tasks in the Customer Service Department. The committee discussed staff's recommendation and agreed that a full-time position was warranted.

*The Personnel Committee recommends that SJWD hire a full-time Customer Service Technician I/II.*

#### **2. Incentive Award Program (W & R)**

Mr. Helliker provided the committee with a staff report which will be attached to the meeting minutes. He explained that Board members have expressed an interest in providing awards in the current fiscal year to employees whose actions have generated a significant increase in revenues or a significant decrease in costs for the District. The management team reviewed actions taken by the District's employees, and has identified a number of actions that have achieved these objectives.

Director Costa voiced concern regarding the incentive award program being geared toward management staff only and he wants to be sure that all staff have the opportunity to participate in the program. The committee discussed the program and staff's recommendation. The committee would like Mr. Helliker to return to the next committee meeting with a list of recommended awards.

For information only, no action requested.

### **3. Consideration of a Resolution Capping District Contributions to Employee Health Care Premiums (W & R)**

Ms. Silva provided the committee with a staff report which will be attached to the meeting minutes. She explained that the District capped the District funded premiums in 2012; however, CalPERS requires a resolution for that action. Therefore, the Board will need to adopt a resolution specific to the exact action that the Board is adopting.

The committee discussed the previous action of the Board and staff's current recommendation. Ms. Silva explained that the resolution will need to provide an effective date, what the specific cap is set at (family rate or employee's current dependent status), and which plan the cap is set at (Bay Area Region or Sacramento Region for Blue Shield Access Plus). She provided detailed information regarding the differences, which are covered in the staff report.

The Personnel Committee recommends adoption of Resolution 18-09 capping District funded premiums for employee health care benefits to the Sacramento Region rate for Blue Shield Access Plus for an employee and their dependents, if any, with an effective date of January 1, 2020.

### **4. Other Personnel Matters**

Ms. Brown provided the committee with a cost analysis for customer billing in-house versus outsourcing. A copy of the analysis will be attached to the meeting minutes. She explained that while in-house billing appears to be slightly more cost effective, it leaves the District's billing process vulnerable to staffing shortages and equipment failure. The savings achieved from doing billing in-house does not offset the lack of dependability. Director Costa voiced concern regarding the amount that the District spends per piece on customer billing and suggested that staff look into various mail houses for quotes.

### **5. Public Comment**

There were no public comments

The meeting was adjourned at 4:33 p.m.

# STAFF REPORT

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To: Personnel Committee  
From: Paul Helliker, General Manager  
Date: October 15, 2018  
Subject: Incentive Awards Program

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## RECOMMENDED ACTION

To recommend to the Board of Directors approval of an augmentation of the District's 2018-19 budget of \$30,000, for the purpose of providing incentive awards to employees who have taken actions that have generated significant additional revenues or savings for the District.

## BACKGROUND

The District adopted a performance incentive award program in 2002, and subsequently amended the policy in 2007 and 2012. When funds are budgeted by the Board to implement the policy, it is to reward employees for the following purposes (Section 3090.00):

“This program is available only to those employees whose performance is consistently exceptional, or whose one-time idea or action results in a significant improvement in the effectiveness or safety of District services, a cost-effective change in the use of District resources or who perform work above and beyond that expected or called for as set forth in the criteria as listed in Attachment A to this policy.”

The policy allows for awards of between \$0-10,000 for any employee, as determined by the General Manager, based on the recommendation of the employee's supervisor and Division Manager. These awards would be one-time payments, and would not increase the employee's base compensation, for purposes of calculating retirement benefits.

Board members have expressed an interest in providing awards in the current fiscal year to employees whose actions have generated a significant increase in revenues or a significant decrease in costs for the District. The management team has reviewed actions taken by the District's employees, and has identified a number of actions that have achieved these objectives, including recovering historic payments for water supplies, reducing the District's unfunded pension liabilities, modifying capital projects to reduce costs, changing operational practices to improve safety and reduce costs, and a number of other examples. The management team is continuing to review the actions, to identify appropriate award levels, but the target range for awards is currently planned to be between \$500 and \$5,000.

Staff is requesting a budget augmentation of \$30,000 for FY 2018-19, which is expected to be adequate to fund the range of awards for actions in FY 2017-18 that generated significant revenue enhancements or cost savings.

How much the billing of customers statements costs the District per piece

	<b>Outsourced</b>	<b>Internal</b>
	<b>Total</b>	<b>Total</b>
<b>Bills</b>		
Printing	\$ 901.00	\$ 1,908.00
Postage	\$ 2,014.00	\$ 2,114.00
Stuffing	\$ 53.00	
Insert printing	\$ 1,431.00	\$ 1,431.00
<b>Reminders</b>		
Printing	\$ 153.00	\$ 324.00
Postage	\$ 342.00	\$ 342.00
Stuffing	\$ -	
<b>48 hour notice</b>		
Printing	\$ -	\$ 2,073.00
Postage	<u>\$ 5,400.00</u>	\$ 9.00
Labor (1/2 staff)		\$ 1,676.80
<b>Total Monthly Cost:</b>	<b>\$ 10,294.00</b>	<b>\$ 9,877.80</b>
Additional internal costs:		
	\$ 16,000.00	printer (1x purchase)
	\$ 5,000.00	folding/stuffing machine (1x purchase)
	<u>\$ 6,000.00</u>	Mobile office space (annual rental)
	<b>\$ 27,000.00</b>	

#### Assumptions:

Finding part-time person willing to work:

750 hours annually

Irregular work schedule-based on billing/reminder/48-hour notices

No benefits

No illness, vacations during billing periods

District to purchase/upgrade postage machine to handle larger volume

District to purchase dedicated color printer for duplex bill print

District to accommodate space needed for new part time staff member

### Outsourced Billing Costs vs. Processing Bills Inhouse

	Avg Monthly <u>Count</u>	<b>Outsourced</b>	<b>Outsourced</b>	<b>Internal</b>	<b>Internal</b>	<b>Staff</b>	
		<u>Per Unit</u>	<u>Total</u>	<u>Fees</u>	<u>Labor</u>	<u>Total</u>	<u>Hours</u>
<b>Bills</b>	5300						
Printing		0.17¢/bill	\$ 901.00	\$ 1,908.00		\$ 1,908.00	5.0
Postage		0.38¢/bill	\$ 2,014.00	\$ 2,114.00		\$ 2,114.00	7.4
Insert stuffing		0.01¢	\$ 53.00	\$ -		\$ -	5.0
Insert print		0.27¢/insert	\$ 1,431.00	\$ 1,431.00		\$ 1,431.00	5.0
<i>Cost per bill:</i>		<i>0.83¢/bill</i>	<i>\$ 4,399.00</i>	<i>\$1.14/bill</i>		<i>\$ 5,453.00</i>	22.4
<b>Reminders</b>	900						
Printing		0.17¢/bill	\$ 153.00	\$ 324.00		\$ 324.00	3.0
Postage		0.38¢/bill	\$ 342.00	\$ 342.00		\$ 342.00	1.3
Stuffing		<u>Inc in 0.17/bill</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	<u>2.5</u>
<i>Cost per reminder:</i>		<i>0.55¢/reminder</i>	<i>\$ 495.00</i>	<i>0.95¢/reminder</i>		<i>\$ 666.00</i>	6.8
<b>48 hour notice</b>	300						
Postage		\$18.00	\$ 5,400.00	\$ 2,073.00		\$ 2,073.00	31.0
Printing		<u>Inc in \$18</u>	<u>\$ -</u>	<u>\$ 9.00</u>		<u>\$ 9.00</u>	<u>1.0</u>
<i>Cost per notice:</i>		<i>\$18/notice</i>	<i>\$ 5,400.00</i>	<i>\$9.86/notice</i>		<i>\$ 2,082.00</i>	32.0
<b>Total Costs:</b>			<b>\$ 10,294.00</b>			<b>\$ 9,877.80</b>	61.2

Includes bill stock (0.14/bill), window envelopes with logo (0.04), pre-printed return envelopes (0.04), 2 color duplex printing (0.14/bill), staff oversite (5 hrs) \$100/mo equip lease + 0.38¢/bill + 5 seconds/bill=7.4 hrs machine oversight (5 hrs)  
Outsource WaterGram printing (0.27/newsletter); machine oversight (5 hrs)

Includes bill stock (0.14/bill), window envelopes with logo (0.04), pre-printed return envelopes (0.04), 2 color duplex printing (0.14/bill), staff oversite (3 hrs) 0.38¢/bill+5 seconds/bill=1.25 hrs machine oversight (2.5 hrs)

certified mail (\$6.70/notice) staff time to prepare certified mail (10 min/notice) + delivery to PO (1 hr)  
Includes bill stock (0.14/bill), b/w printing (0.07/bill), staff oversite (1 hr)

Due to the 61.2 hours required to print, post and stuff bills each month, a new part time position would be required for these tasks.

\*Note: Labor based on mid-point of CS Tech I range (\$24.92) x taxes (7.661%). No benefits.

In addition to the above internal costs, the District would also need the following:

Dedicated printer: \$16,000 1x cost

Folding/stuffing machine: \$5,000 1x cost

Portable office rental: \$6,000 Annual rental

**\$ 27,000.00**

# AGENDA ITEM VIII-2

## DRAFT

### Finance Committee Meeting Minutes San Juan Water District October 23, 2018 4:00 p.m.

**Committee Members:** Ken Miller, Director (Chair)  
Marty Hanneman, President

**District Staff:** Paul Helliker, General Manager  
April Naatz, Financial & Administrative Services Analyst

**1. Review General Manager Reimbursements (W & R)**

The committee reviewed the reimbursement request from the General Manager and found it to be in order.

**2. Review Check Register from September 2018 (W & R)**

The committee reviewed the September 2018 check register from the October 24<sup>th</sup> Board meeting packet and found it to be in order.

**3. Other Finance Matters (W & R)**

There were no other matters discussed.

**4. Public Comment**

There were no public comments.

The meeting was adjourned at 4:03 p.m.