

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes
April 28, 2021 – 6:00 p.m.

Conducted via Videoconference & In-Person

BOARD OF DIRECTORS

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

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

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

OTHER ATTENDEES

Joanna Gin	Citrus Heights Water District Legal Counsel
Mitch Dion	Customer
Sandra Harris	Customer
Alan Driscoll	Forsgren Associates, Inc.
Craig Locke	Sacramento Suburban Water District
Kim Silvers	Silvers HR, LLC

AGENDA ITEMS

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

President Tobin called the meeting to order at 6:01 p.m.

I. ROLL CALL

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

II. PUBLIC FORUM

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.

President Tobin informed the Board that action on the Consent Calendar would be completed for each item.

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

Director Hanneman moved to approve Consent Calendar item 1. Director Rich seconded the motion and it carried with the following roll call vote:

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

President Tobin inquired who participated in the meetings that led to the Folsom Operations MOU being signed between Reclamation and the Water Forum that was mentioned on page 8 of the February 24, 2021 Board minutes. GM Helliker explained that the monthly meetings include Central Valley Operations office staff and Water Forum representatives. In addition, she inquired if the Finance Committee bill review was approved by the Board. GM Helliker explained that there is no action from the Finance Committee or the Board for approving payment of the bills. The Board Secretary explained that there was a prior Board

action that allows staff to pay the District's bills then bring the bills for review to the Finance Committee, and Ms. Silva concurred.

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

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

Director Rich moved to approve Consent Calendar item 3. Director Costa seconded the motion and it carried with the following roll call vote:

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

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

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

Director Hanneman moved to approve Consent Calendar item 5. Director Rich seconded the motion and it carried with the following roll call vote:

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

IV. OLD BUSINESS

1. Supplemental Payment to Unfunded Pension Liability (W & R)

Ms. Silva provided the Board with a written staff report which will be attached to the meeting minutes. She explained that two Board approved voluntary payments have previously been made to reduce the unfunded liability. She explained that the District's pension plan is about 91% funded with an unfunded pension liability of approximately \$3.68 million.

Ms. Silva informed the Board that the current year adopted budget anticipates an additional payment of \$200,000, and per the mid-year budget review, District finances are sufficient to support this payment. The remittance of \$200,000 will produce interest savings of approximately \$175,000 over the next 20 years.

Director Hanneman moved to approve supplemental payment to the Unfunded Pension Liability in the amount of \$200,000. Director Costa seconded the motion and it carried with the following roll call vote:

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

Noes: None

Absent: None

2. 2021 Hydrology and Operations Update (W & R)

GM Helliker reviewed current precipitation and snowpack levels and projections for precipitation and temperature, along with historical data. He reported that Folsom is at 36% capacity and storage is at 50% average. He reviewed the runoff projections and informed the Board that storage levels are projected to be below 230,000 AF by the end of December. The Board discussed the CVP forecast, Folsom inflow and storage level concerns, and conservation efforts in California.

GM Helliker reported that water demands for the District are 42,284 AF while water availability should be 64,000 AF. He informed the Board that curtailments for post-1914 water rights purveyors are anticipated for mid-June. The Board discussed the use of the District's CVP water supply and decided to revisit the use of that water after the drought.

GM Helliker reviewed Folsom storage levels since July 1st and explained that Reclamation adjusts outflow based on their need to meet Delta outflow requirements and salinity requirements in the Delta. He explained that Reclamation informed the State Water Board that they are not meeting their Delta outflow index requirement, due to Folsom storage projections.

The Board discussed Reclamation's installation of barges on Folsom in 2015. Mr. Barela informed the Board that he spoke with Reclamation last week and they are having discussions about installing barges sooner this year than they did in 2015. In addition, Mr. Barela voiced concern about Reclamation's emergency pump, which is a single pump, and which thus increases the risk of an outage.

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

GM Helliker reviewed the 3rd quarter progress on the FY 2020-21 Operations Plan Report Card. He reviewed and answered questions on the projects that were delayed, might be delayed or were cancelled.

V. NEW BUSINESS

1. FY2021-22 Budget Assumptions (W & R)

Ms. Silva conducted a brief presentation which will be attached to the meeting minutes. She reviewed the proposed assumptions for the FY 2021-22 budget.

Ms. Silva provided the Board with three options to fund the Hinkle Reservoir Project, which are outlined in the presentation. She stated that she could not

provide a recommendation until closer to November; however, she recommended budgeting for Option #2 then reassessing in the fall to see where rates are at and potentially go with Option #3. The Board agreed with the recommendation.

She informed the Board that the Budget Workshop will be held on May 26th.

2. Surface Water Supply and Water Shortage Management Plan (W)

GM Helliker informed the Board that Mr. Greg Zlotnick prepared a staff report, but was unable to attend the Board meeting – a copy of the report will be attached to the meeting minutes. GM Helliker informed the Board that the District is required to develop a water shortage contingency plan, and incorporate that plan into their 2020 Urban Water Management Plan update. GM Helliker informed the Board that staff consulted with Legal Counsel Joshua Horowitz on the shortage plan in 2019 and the language has not changed.

Director Costa informed the Board that he received two emails, one from Fair Oaks Water District and one from Citrus Heights Water District, requesting that the District hold off on taking action on this topic. He asked if anyone from either agency would like to speak and no representative from either district spoke on the topic. GM Helliker informed the Board that he also received the emails and he provided the Board with his response to the comments in the email – a copy of the email and responses will be attached to the meeting minutes.

Director Hanneman moved to approve the proposed Surface Water Supply and Water Shortage Management Plan. Director Costa seconded the motion and it carried with the following roll call vote:

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

VI. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

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

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

1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported that the final report for the Collaboration/Integration Project should be available next week and a meeting with the Ad Hoc Committee will be scheduled. In response to Director Costa's question, GM Helliker informed the Board the seven agencies have been participating in the study and have paid their portion of the study to date.

GM Helliker reported that a meeting is scheduled with Orange Vale Water Company to discuss groundwater banking. He explained that a report from

GEI showed that one of their wells, once rehabilitated, will be a good water producer.

GM Helliker reported that a work group with DWR, Reclamation and the sellers/buyers group met to discuss conserved water transfers. The work group is laying out the schedule to get the white paper produced for the conserved water transfers within a year.

GM Helliker reported that legal counsel is reviewing a term sheet with Carmichael Water District (CWD) in case CWD gets their water deliveries curtailed. The agreement would be contingent on any CWD curtailment and SJWD's available water supply.

GM Helliker reported that a water transfer with an agency south of the Delta is being worked on which would not require DWR or Reclamation to approve it.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

Ms. Silva informed the Board that the current fiscal year budget for workers' compensation insurance was \$145,000 and a 35% reduction would save the District close to \$51,000. In addition, she reported that a local water district hired independent auditors to conduct special procedures, which uncovered certain wrongdoings. She assured the Board that San Juan has internal controls in place to minimize the risk of those wrongdoings going undetected at the District.

Ms. Silva informed the Board that she attended a CalPERS webinar and they reported a 15% return on the pension plan investments year to date.

3. OPERATION MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

No report.

4. ENGINEERING SERVICES MANAGER'S REPORT

4.1 Miscellaneous District Issues and Correspondence

Mr. Pierson reported that the Hinkle Reservoir Cover and Liner Project was out to bid on April 22nd with the pre-bid meeting scheduled for May 5th. He expects to bring the contract to the Board in June.

5. LEGAL COUNSEL'S REPORT

5.1 Legal Matters

Legal Counsel Buckman stated that she anticipates that the governor will be consistent with his executive order on the Russian River water shed and expand that order at some point in order to mandate conservation. She stated that Folsom Reservoir is close to the 1977-type hydrology in terms of inflow.

Director Miller inquired at what point in time would Legal Counsel, or the firm, provide the District with a list of items that Legal Counsel is involved in. Legal Counsel Buckman stated that typically it is completed when the new attorney is hired and they would provide an exit memo to the new attorney; however, at Director Miller's request, she will provide a list to the Board.

Director Miller suggested that any involvement by Legal Counsel, or the firm, from tonight through June 30th, should be directed through the Board. Legal Counsel Buckman stated that the Board Rules and Code are set up so that the point of contact for Legal Counsel is either the General Manager or the Board President. In addition, Legal Counsel Buckman referred the Board to an email that she sent to them referencing a booklet titled, "Counsel and Counsel and the Rules...", which outlines how the rules are normally structured. GM Helliker pointed out that the Board Rules actually state that the President may only direct staff to implement decisions of the Board.

VII. DIRECTORS' REPORTS

1. SGA

Director Costa reported that he is meeting with various board members to discuss governance at SGA. GM Helliker informed the Board that Jim Peifer reported at the RWA Executive Committee meeting today, that a facilitator was secured to lead a meeting between the RWA, SGA and SCGA boards.

2. RWA

Director Rich referred the Board to the written report which will be attached to the meeting minutes. He reported that the District's RWA membership dues will be reduced.

3. ACWA

3.1 ACWA - Pam Tobin

President Tobin provided a written report on ACWA activities which will be attached to the meeting minutes. She reminded the Board that the ACWA Spring Conference will be held virtually, which they expect to be the last virtual conference as the Fall Conference is expected to be held in Pasadena.

3.2 JPIA - Pam Tobin

President Tobin provided a written report which will be attached to the meeting minutes. She reported that JPIA refunded the District \$63,691.06 on March 30th under the Liability, Property and Workers Compensation programs that the District participates in.

3.3 Energy Committee - Ted Costa

No report.

4. CVP WATER ASSOCIATION

Director Costa reported that CVP Water Association has a new President and some new board members.

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

There were no other items discussed.

VIII. COMMITTEE MEETINGS

1. Legal Affairs Committee – March 31, 2021

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

2. Personnel Committee – April 5, 2021

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

3. Finance Committee – April 27, 2021

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

IX. UPCOMING EVENTS

1. 2021 ACWA Spring Conference

May 12-13, 2021

Virtual

At 7:56 p.m., President Tobin announced that the Board was adjourning to Closed Session.

X. CLOSED SESSION

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

XI. OPEN SESSION

There was no reportable action.

XII. ADJOURN

The meeting was adjourned at 9:12 p.m.

ATTEST:

TERI GRANT, Board Secretary

PAMELA TOBIN, President
Board of Directors
San Juan Water District

AGENDA ITEM IV-1

STAFF REPORT

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

RECOMMENDED ACTION

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

BACKGROUND

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

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

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

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

STAFF REPORT

Payment to Reduce Unfunded Actuarial Pension Liability

Donna Silva

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

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

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

CURRENT STATUS

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

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

Operations Plan Report Card FY 2020-21

On Track
Delayed
Issues

ADMINISTRATION/WATER RESOURCES/IT

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

CUSTOMER SERVICE

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

AGENDA ITEM IV-3

Operations Plan Report Card FY 2020-21

On Track
Delayed
Issues

On Track
Delayed
Issues

DISTRIBUTION (Field Services)

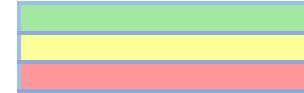
Task	Target Date	Updated Target Date	Completion Date	Comments
Complete the 2020 CO-OP Maintenance Program	6/2021		1/2021	
Complete the 2020 Cross Connection Control Program	12/2020		12/2020	
Complete the 2020 Leak Detection Program	6/2021		12/2020	
Complete the 2020 Air/Vacuum Relief Valve Program	6/2021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

ENGINEERING SERVICES

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

Operations Plan Report Card FY 2020-21

On Track
Delayed
Issues



FINANCE and HUMAN RESOURCES

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

WATER EFFICIENCY

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

WATER TREATMENT

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

AGENDA ITEM V-1

STAFF REPORT

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

RECOMMENDED ACTION

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

BACKGROUND

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

CURRENT STATUS

See attached power point presentation.



Fiscal Year 2021-2022
Budget Assumptions





Proposed Assumptions for FY 2021-22 Budget - Revenue

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



Proposed Assumptions for FY 2021-22 Budget - Other

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



Proposed Assumptions for FY 2021-22 Budget - Revenue

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



Hinkle Financing Options

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

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

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

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

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

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

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



Proposed Assumptions for FY 2021-22 Budget - Expense

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

AGENDA ITEM V-2

STAFF REPORT

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

Recommended Action

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

Background

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

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

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

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

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

STAFF REPORT

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

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

Budget Impact

None.

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

BACKGROUND

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

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

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

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

PRINCIPLES

This Plan is based on the following principles:

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

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

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

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

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

DEFINED TERMS

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

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

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

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

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

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

SURFACE WATER SUPPLY SHORTAGE

Surface Water Supplies Generally Available To San Juan

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

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

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

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

Process for Determining and Invoking a Shortage Year Declaration

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

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

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

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

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

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

Annual Review

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

From: [Paul Helliker](#)
To: [Teri Grant](#)
Subject: Fw: Responses to CHWD comments
Date: Wednesday, April 28, 2021 2:35:41 PM
Attachments: [image001.png](#)
[image002.png](#)

From: Paul Helliker
Sent: Wednesday, April 28, 2021 1:10 PM
To: Marty Hanneman; 'Ted Costa'; Pam Tobin; Dan Rich; kenmiller@surewest.net
Cc: Greg Zlotnick; Jennifer Buckman
Subject: Responses to CHWD comments

Here are my responses to Hilary's comments, which I will reiterate tonight.

General

The language in this shortage plan merely codifies our current practice. It is also language that we discussed with the WCAs in 2018-19, and on which we reached agreement. Folsom and Orangevale support this proposed plan, and FOWD has stated that they plan to incorporate its language into their urban water management plan.

WC 10632 (Hilary comment 1)

Water Code 10632 defines a number of requirements associated with Water Shortage Contingency Plans (WSCPs). This shortage plan provides some of that information, but will need to be augmented with other documentation, all of which will be incorporated into San Juan's wholesale WSCP. The wholesale WSCP will then also be referenced in San Juan's retail WSCP. All of this documentation is required as part of San Juan's UWMP, which is due by July 1, 2021.

Transfers language (Hilary comment 2)

The shortage plan is referenced in the Wholesale Water Supply Agreement, so once it is adopted by San Juan and the WCAs, it will be officially incorporated into the Agreement. Hilary's other excerpts from the Agreement are accurate (but not germane to the shortage plan).

Pump Back Project reference (Hilary comment 3)

The only reference to the Antelope Pump Station is in the preamble to the shortage plan (Background), which merely describes the alternate supply sources for the WCAs (including the groundwater supplies for FOWD and CHWD). There is nothing in the shortage plan that affects the operation of these alternative supplies.

Transfer to SSWD and drought messaging (Hilary comment 4)

Our transfer agreement with SSWD specifies that, if San Juan has insufficient water supplies to meet its obligations to the WCAs, the transfer to SSWD will be terminated. This issue is addressed by Section 5(b) of the Wholesale Agreement, with which we are complying. The comments about SSWD's rates are not relevant to the shortage plan.

Hilary comment 5

As noted above, we discussed this shortage plan language with the WCAs in 2018 and 2019, and reached agreement on this language. As noted in the staff report for this evening, FOWD and CHWD requested other changes to the Wholesale Agreement, to give themselves veto power over any transfers, which Orangevale, Folsom and we declined to accept. As a result, CHWD and FOWD refused to support the shortage plan.

Paul

From: Hilary Straus <hstraus@chwd.org>
Sent: Wednesday, April 28, 2021 11:06 AM
To: Paul Helliker
Cc: Steve Anderson; Joshua Nelson; Rebecca Scott; Brian Hensley; Susan Talwar; Tom Gray; Marcus Yasutake; Joe Duran; Mark Dubose; Teri Grant
Subject: RE: Comments re: Surface Water Supply and Water Shortage Management Plan, SJWD Board Item V2

Thanks so much, Paul

Hilary

From: Paul Helliker [mailto:phelliker@sjwd.org]
Sent: Wednesday, April 28, 2021 11:03 AM
To: Hilary Straus <hstraus@chwd.org>
Cc: Steve Anderson <steve.anderson@bbklaw.com>; Joshua Nelson <Joshua.Nelson@bbklaw.com>;
Rebecca Scott <rscott@chwd.org>; Brian Hensley <bhensley@chwd.org>; Susan Talwar
<stalwar@chwd.org>; Tom Gray <tgray@fowd.com>; Marcus Yasutake <myasutake@folsom.ca.us>;
Joe Duran <jduran@orangevalewater.com>; Mark Dubose <mdubose@orangevalewater.com>; Teri
Grant <tgrant@sjwd.org>

Subject: Re: Comments re: Surface Water Supply and Water Shortage Management Plan, SJWD Board Item V2

Hi, Hilary - first, my condolences about your stepfather. Such transitions certainly put all other things in perspective.

We appreciate your comments, and we will certainly make sure that our Board receives and considers them at our meeting tonight, if you are not able to participate yourself.

Paul

From: Hilary Straus <hstraus@chwd.org>

Sent: Wednesday, April 28, 2021 10:22 AM

To: Paul Helliker

Cc: Steve Anderson; Joshua Nelson; Rebecca Scott; Brian Hensley; Susan Talwar; Tom Gray; Marcus Yasutake; Joe Duran; Mark Dubose; Teri Grant

Subject: Comments re: Surface Water Supply and Water Shortage Management Plan, SJWD Board Item V2

Hi Paul,

Following up with you in anticipation of your Board meeting tonight. I have been out of the state for the past several days as my stepfather passed away suddenly, and I'm assisting my mother during this transition.

CHWD has the following significant concerns in regards to the April 28th SJWD Board agenda item, V-2, and requests that this action be postponed until further discussion occurs among the SJ Family members occurs:

- 1) We note that the language of the Surface Water Supply and Water Shortage Management Plan (Plan) on the agenda is not in keeping with what is required for Urban Water Management Plans. The Water Shortage Contingency Plans required by Water Code, section 10632, cover a much broader and different set of issues than does the draft San Juan Plan. Please refer to the Water Code and the attached chapter of the UWMP Guidebook 2020.

- 2) We believe the language of the Water Supply Agreements should be the foundation for the delivery of surface water during shortage years. Among other provisions, the agreements state: "San Juan will . . . utilize San Juan's Water Rights and Entitlements[] to provide a first priority of use to the Member Agencies." (Para. 5(B).) "San Juan may transfer water under San Juan's Water Rights and Entitlements for use outside the boundaries of San Juan that San Juan determines is surplus to the water supply needs of the Member Agencies during the term of the water transfer." (Para. 5(B).) "San Juan will make available to Citrus Heights

the supplies of treated water at the Point of Delivery that are scheduled by Citrus Heights.” (Para. 5(E).) “San Juan will use all reasonable means to ensure against: (1) conditions of shortage in the water supplies available under San Juan’s Water Rights and Entitlements[.]” (Para. 5(G).)

- 3) CHWD also believes that all references to the Pump Back Project should be stricken from the proposed Plan. The Pump Back Project was adopted and designed to be utilized during emergencies only. As CHWD has previously commented, any purported expanded use of the Pump Back Project will not be feasible unless and until amendments are negotiated to the 1998 Agreement for Ownership, Utilization, Operation and Maintenance of the Cooperative Transmission Pipeline Project, an agreement to which CHWD is a signatory.
- 4) Given that San Juan has already determined it has sufficient surplus this year to sell approximately 4,000 acre feet to SSWD (a determination that we have significant concerns about given current drought messaging), we cannot see how this year could be a shortage year for San Juan. If it is, the transfer to SSWD should not occur so that San Juan surface water can be preserved for Family members. Furthermore, if it is not a shortage year, there is no reason to hurry through adoption of this Plan.

On a related note, we seek further explanation from San Juan to document its methodology for the unit cost it is charging Sacramento Suburban Water District, an amount that should be substantially higher than the unit cost that Family members are paying, to account for the fact that Family members have been paying for decades to capitalize and re-capitalize San Juan Wholesale Water District’s supply, treatment and distribution system. SJ-W Family member agency ratepayers should not be subsidizing any transfers to entities outside the Family.

- 5) For the reasons listed above, we don’t believe adoption of the San Juan Plan is appropriate at this time. As you will recall, the Family members spent several months discussing a proposed shortage plan/agreement during 2019-2020, without resolution. We think it is appropriate to continue negotiations on the issue, rather than San Juan simply adopting a policy without the concurrence of all Family members.

Best,

Hilary

cc: San Juan Water District Board of Directors

Hilary Straus

General Manager
Citrus Heights Water District
PO Box 286 Citrus Heights, CA 95611-0286
Office: (916) 735-7715



Fax: (916) 725-0345
Email: hstraus@chwd.org
Web: www.chwd.org
Hours: **Mon-Thurs** 8:00 am – 5:30 pm

STAFF REPORT

AGENDA ITEM VI-1.1

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

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production

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

Water Turbidity

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

*Folsom Lake Reservoir Storage Level AF**

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

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

* Total Reservoir Capacity: 977,000 AF

Other Items of Interest:

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

STAFF REPORT
General Manager's Monthly Report
Paul Helliker

SYSTEM OPERATIONS

Distribution Operations:

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

Distribution System Water Quality:

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

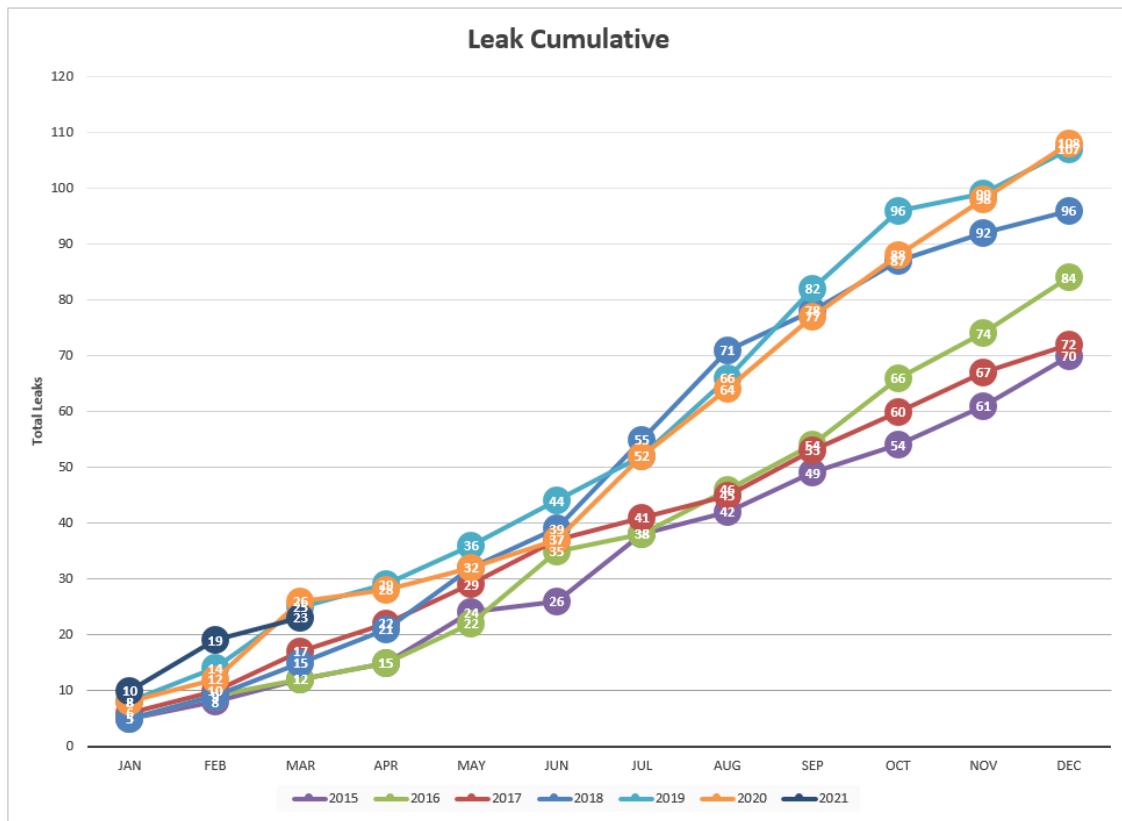


Figure 1: Annual Distribution System Leaks

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

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

Water Efficiency Activities

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

Other Activities

- None

STAFF REPORT
General Manager's Monthly Report
Paul Helliker

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

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

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

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

STAFF REPORT

General Manager's Monthly Report

Paul Helliker

Status Update for Current Wholesale Projects

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

SAFETY & REGULATORY TRAINING – March 2021

Training Course	Staff
Confined Space Entry	Operations Staff

FINANCE/BUDGET

See attached



San Juan Water District, CA

Wholesale Operating Income Statement

Group Summary

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

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

Wholesale Operating Income Statement

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

Fund Summary

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



San Juan Water District, CA

Wholesale Capital Income Statement

Group Summary

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

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

Wholesale Capital Income Statement

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

Fund Summary

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



San Juan Water District, CA

Retail Operating Income Statement

Group Summary

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

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

Retail Operating Income Statement

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

Fund Summary

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



San Juan Water District, CA

Retail Capital Income Statement

Group Summary

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

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

Fund Summary

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

Summary**Project Summary**

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

Group Summary

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

Type Summary

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

GL Account Summary

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

GL Account Summary

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



San Juan Water District, CA

Balance Sheet
Account Summary
As Of 03/31/2021

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

Balance Sheet

As Of 03/31/2021

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



San Juan Water District, CA

Check Report

By Vendor Name

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

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

Check Report

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

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

Check Report

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

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

Check Report

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

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

Bank Code APBNK Summary

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

All Bank Codes Check Summary

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

Fund Summary

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



San Juan Water District, CA

Vendor History Report

By Vendor Name

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

Payment Date Range -



Payroll Set: 01-San Juan Water District

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

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

7/1/2020 - 3/31/2021

Payroll Set: 01-San Juan Water District

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

**Pay Code Report**

Pay Code Summary

7/1/2020 - 3/31/2021

Payroll Set: 01-San Juan Water District

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

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

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

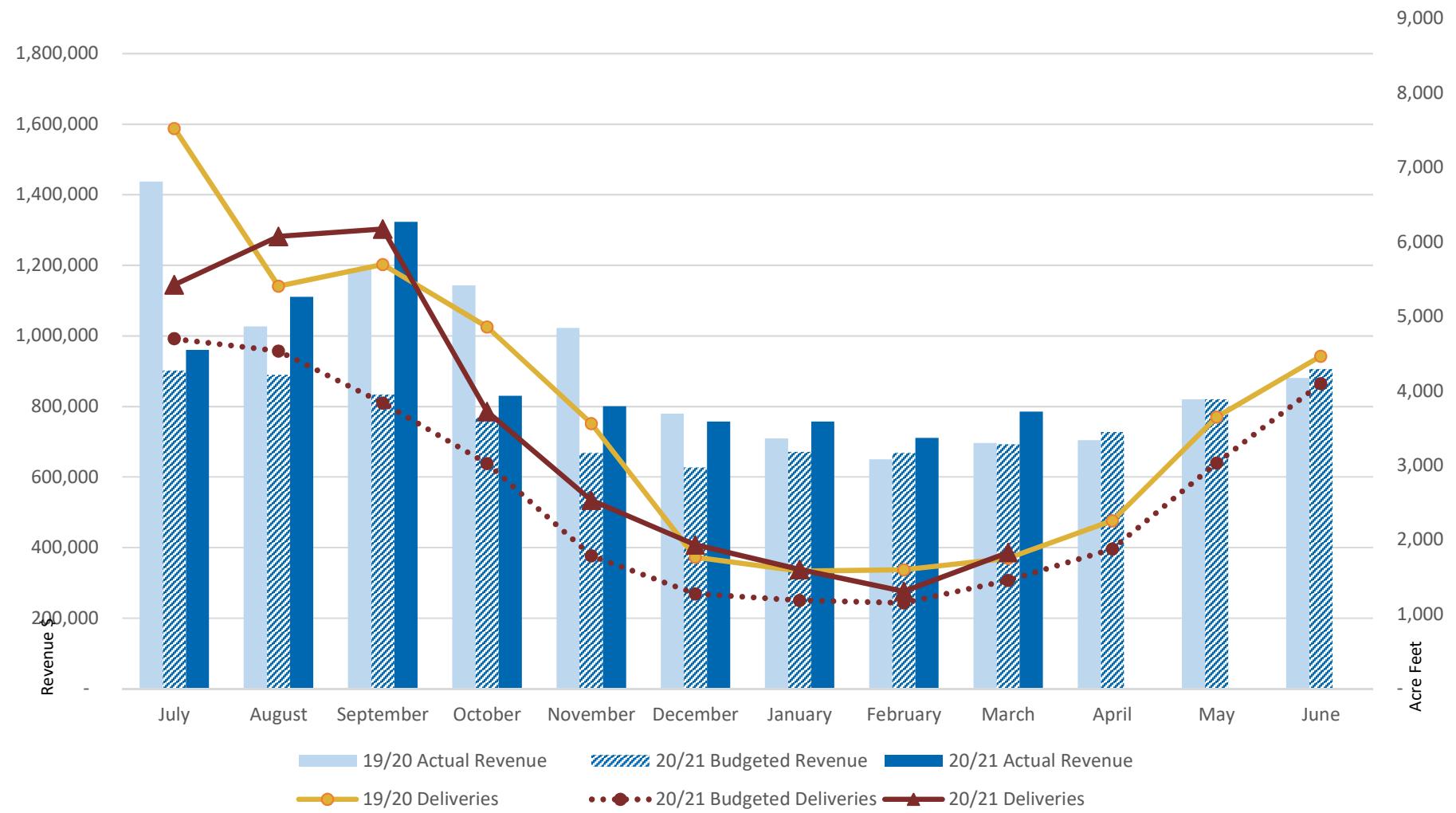
Budgeted Deliveries	22,943.04
Actual Deliveries	<u>30,597.35</u>
Difference	7,654.31
	33.4%
Budgeted Water Sale Revenue	\$ 6,723,146
Actual Water Sale Revenue	<u>\$ 8,036,359</u>
Difference	\$ 1,313,212
	19.5%

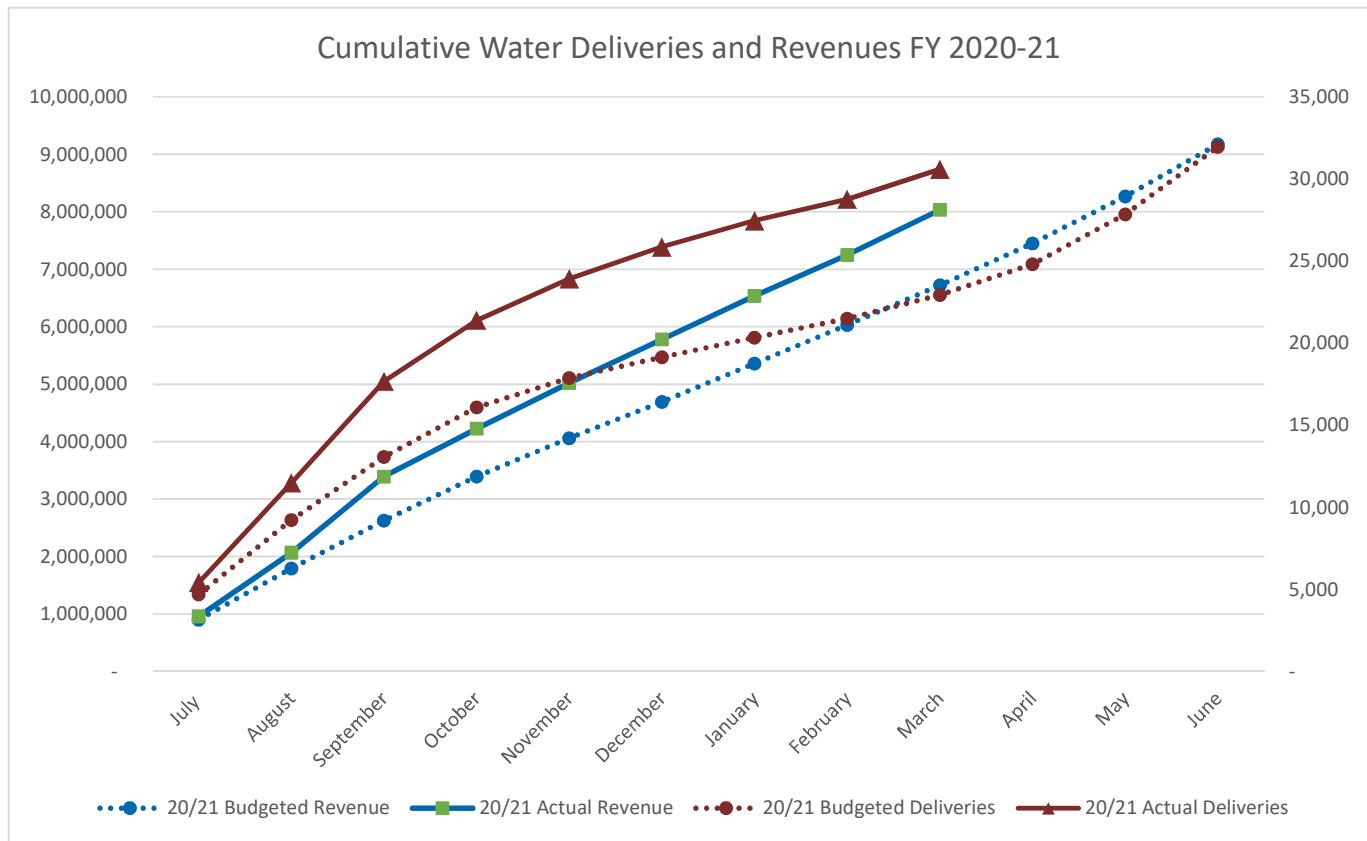
Conclusion:

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

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

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





AGENDA ITEM VII-2

RWA Exec Comm notes

4/28/21

FY 2020-21 Budget

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

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

SCGA

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

Office Operations

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

Discounted Dues for New Members

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

Groundwater Substitution Transfer

EC approved subscription program agreement for current year transfer.

Legislation

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

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

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

RWA April Board Meeting Agenda

Exec Comm approved agenda.

Executive Director Report

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

Legislative meeting next week on dry conditions.

RWA 20th anniversary celebration this year?

Director reports

Carmichael – forensic audit

Sacramento – groundwater substitution transfer

Roseville – WIFIA loan for ASR, recycling

AGENDA ITEM VII-3.1 & 3.2

April 21, 2021

Director Tobin's Report

ACWA-JPIA

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

Insurance Market Update

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

April 21, 2021

Director Tobin's Report

ACWA

ACWA Virtual Conference May 12-13, 2021

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

ACWA UPDATE ON PRIORITY ISSUES

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



APRIL 2021

Federal Investments in Water Infrastructure

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

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

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

STAFF CONTACT

David Reynolds
Director of Federal Relations
davidr@acwa.com

ACWA-Sponsored SB 323 (Caballero)

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

STAFF CONTACT

Kristopher Anderson
Legislative Advocate
krisa@acwa.com

Climate Bond Proposals

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

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

STAFF CONTACT

Adam Quiñonez
Director of State Relations
adamq@acwa.com

Water Affordability (SB 223 and SB 223)

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

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

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

State Water Board Water Rights Updates

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

Lead and Copper Rule

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

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

PFAS Regulatory Determination

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

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

STAFF CONTACT

For SB 222

Cindy Tuck

Deputy Executive Director for Government Relations
cindyt@acwa.com

For SB 223

Kristopher Anderson

Legislative Advocate
krisa@acwa.com

STAFF CONTACT

Lauren Bernadett

Regulatory Advocate
laurenb@acwa.com

STAFF CONTACT

Madeline Voitier

Federal Relations Representative
madelinev@acwa.com

STAFF CONTACT

Madeline Voitier

Federal Relations Representative
madelinev@acwa.com

California Water Commission

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

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

STAFF CONTACT

Chelsea Haines

Regulatory Relations Manager
chelseah@acwa.com

Safe and Affordable Drinking Water Fund Implementation

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

STAFF CONTACT

Cindy Tuck

Deputy Executive Director for Government Relations
cindyt@acwa.com

Water Loss Updates

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

STAFF CONTACT

Chelsea Haines

Regulatory Relations Manager
chelseah@acwa.com

Proposed Clean Fleets Regulation

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

STAFF CONTACT

Nick Blair

Regulatory Advocate
nickb@acwa.com

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

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

AGENDA ITEM VIII-1

DRAFT

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

Committee Members: Ted Costa, Chair
Marty Hanneman, Director

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

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

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

1. Legal Counsel RFP (W & R)

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

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

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

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

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

2. Rules for Board Proceedings (W & R)

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

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

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

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

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

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

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

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

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

4. HIPAA Questions (W & R)

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

5. Other Legal Affairs Matters (W & R)

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

6. Public Comment

There were no public comments.

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

STAFF REPORT

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

RECOMMENDED ACTION

Discussion

BACKGROUND

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

Attached is a collection of relevant excerpts from such documents.

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

Board/General Manager

California Government Code

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Overarching best practices for a general manager include:

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

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

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

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

Legal Counsel

California Government Code

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

...

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

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

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

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

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

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



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

Position Description

General Manager

Status: FLSA Exempt, Non-Safety Sensitive

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

Effective Date: August 2, 2018

Supervision Received and Exercised

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

Primary Function

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

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

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

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

Minimum Qualifications

Knowledge of:

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

Ability to:

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

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

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

Education and Experience:

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

knowledge and abilities would be:

Education:

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

Experience:

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

License or Certificate:

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

Physical Capabilities

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

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

AGENDA ITEM VIII-2

DRAFT

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

Committee Members: Ken Miller, Chair
Ted Costa

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

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

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

1. Public Comment (W & R)

There were no public comments.

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

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

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

3. Closed Session

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

4. Open Session

There was no reportable action from the closed session.

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

AGENDA ITEM VIII-3

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

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

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

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

1. Review General Manager Reimbursements (W & R)

There was no reimbursement request from the General Manager.

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

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

3. Other Finance Matters (W & R)

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

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

4. Public Comment

There were no public comments.

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

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

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