

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, February 28, 2022
6:00 p.m.

This meeting will be conducted both in-person in the District’s Boardroom at the address above, and by videoconference and teleconference using the information provided below. The public is invited to listen, observe, and provide comments during the meeting by any method provided. The President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.

The District recommends that members of the public participate in public meetings via videoconference and/or teleconference per the instructions below.

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

Join the meeting from a computer, tablet or smartphone:

<https://us02web.zoom.us/j/84155784873?pwd=NFdkZFVMOEZTd0ZJa3MyWm1LNjZKdz09>

Meeting ID: 841 5578 4873

Password: 133604

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

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Please mute your line.

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District’s Administrative Office at the address listed above.

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

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

Call to Order

Roll Call

Action Item

1. AB 361 Findings to Continue Permitting Director Remote Participation in Board Meetings
Recommendation: Consider finding by a majority vote under Gov. Code § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held in part by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

Announcements

Public Comment

This is the opportunity for the public to comment on non-agenda items within the Board's jurisdiction. Comments are limited to 3 minutes.

Consent Items

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

2. Minutes of the January 24, 2022, Regular Board Meeting
Recommendation: Approve subject minutes.
3. Minutes of the February 7, 2022, Special Board Meeting
Recommendation: Approve subject minutes.

4. Treasurer's Report
Recommendation: Approve the items in the report as recommended.
5. Policy Review - Debt Management Policy (PL – Fin 011)
Recommendation: Ratify subject policy without changes.
6. Policy Review - Reasonable Accommodation and Interactive Process Policy (PL – HR 014)
Recommendation: Approve subject policy with changes.
7. Policy Review - Disconnection of Residential Water Service Policy (PL – CS 001)
Recommendation: Approve subject policy with changes.

Items for Discussion and/or Action

8. Presentation on District's 20 Year Anniversary
Recommendation: Receive staff presentation on the District's 20-year anniversary.
9. Resolution No. 22-05 Authorizing the Issuance of Not to Exceed \$52,000,000 Refunding Revenue Bonds in Multiple Issues and Approving the Execution and Delivery of Certain Documents in Connection Therewith and Certain Other Matters
Recommendation: Approve Resolution No. 22-05 Authorizing the Issuance of Not to Exceed \$52,000,000 Refunding Revenue Bonds in Multiple Issues and Approving the Execution and Delivery of Certain Documents in Connection Therewith and Certain Other Matters.
10. Social Media Outreach Program Discussion
Recommendation: No action. Receive staff report regarding potential use of a social media outreach program and direct staff as appropriate.
11. Combination Study Business Case Analysis – Proposal Update
Recommendation: No action. Receive staff report on the Combination Study Business Case Analysis between Carmichael Water District and Sacramento Suburban Water District.
12. Policy Review – Directors' Compensation and Expense Reimbursement Policy (PL – BOD 003)
Recommendation: Review the Directors' Compensation and Expense Reimbursement Policy (PL – BOD 003) and direct staff as appropriate.
13. Policy Review - Rules for Proceedings of the Board of Directors (PL - BOD 002)
Recommendation: Approve subject policy with changes.

General Manager's Report

14. General Manager's Report
 - a. Barrett Ranch Property Acquisition
 - b. Redistricting Update
 - c. Urban Water Management Plan

Department/Staff Reports

15. Financial Report
 - a. COVID-19 Financial Update
 - b. Financial Highlights
 - c. Budgets
 - d. Information Required by LOC Agreement
16. District Activity Report
17. Engineering Report
 - a. Major Capital Improvement Program Projects
 - b. Active Wells
 - c. Planning Documents
 - d. Other Projects

Information Items

18. Safety Center Award – Excellence in Safety
19. ACWA/JPIA Liability, Property, and Workers' Compensation Risk Review
20. ACWA/JPIA President's Special Recognition Award
21. Upcoming Water Industry Events

22. Upcoming Policy Review

- a. Training and Career Development Policy (PL - HR 004)

Director’s Reports (Per AB 1234, Directors will report on their meeting activities)

23. a. Regional Water Authority (Director Jones)

None.

Regional Water Authority Executive Committee (General Manager York)
Agenda for the January 26, 2022 Executive Committee Meeting.

b. Sacramento Groundwater Authority (Director Wichert)

Agenda for the February 10, 2022 Board Meeting.

c. Director Reports – AB 1234

Director’s Comments/Staff Statements and Requests

The Board and District staff may ask questions for clarification and make brief announcements and comments, and Board members may request staff to report back on a matter or direct staff to place a matter on a subsequent agenda.

Closed Session (Closed Session Items are not open to the public)

- 24. Public employee performance evaluation involving the General Manager under Government Code section 54954.5(e) and 54957.

Adjournment

Upcoming Meetings

Monday, March 21, 2022, at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the February 28, 2022, meeting of the Sacramento Suburban Water District Board of Directors was posted by February 18, 2022, in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was freely available to the public.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 1

Date: February 28, 2022

Subject: AB 361 Findings to Continue Permitting Director Remote Participation in Board Meetings

Staff Contact: Dan York, General Manager

Recommended Board Action:

Consider finding by a majority vote under Gov. Code § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held in part by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

Summary:

In light of the Governor’s declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the Board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people.¹ Since June of 2021, a more infectious variant of the virus, known as the Delta Variant, has emerged and now accounts for the vast majority of COVID-19 cases.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission.

Those who become infected with COVID-19 are at risk of serious illness and death. Many have been hospitalized with serious illness.

Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

¹ www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html



Agenda Item: 2

Date: February 28, 2022

Subject: Minutes of the January 24, 2022, Regular Board Meeting

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the draft minutes of the January 24, 2022, Regular Board Meeting.

Attachment:

1 – Draft Minutes

Minutes

Sacramento Suburban Water District
Regular Board Meeting
Monday, January 24, 2022

Location:

Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting Id #896 4931 1407.

Call to Order – Videoconference/Audioconference Meeting

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

Roll Call

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

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Matt Underwood, Heather Hernandez-Fort, Jeff Ott, Dana Dean, Todd Artrip, Julie Nemitz, Ann Bradford, and Susan Schinnerer.

Public Present: William Eubanks and Jennifer Harris.

Announcements

General Manager Dan York (GM York) announced that February 1, 2022, was the Districts 20-year anniversary.

Public Comment

None.

Consent Items

1. **Minutes of the December 20, 2021, Regular Board Meeting**
2. **Minutes of the December 20, 2021, Special Board Meeting**
3. **Minutes of the December 29, 2021, Special Board Meeting**
4. **Minutes of the January 5, 2022, Special Board Meeting**
5. **Minutes of the January 10, 2022, Special Board Meeting**
6. **Treasurer's Report**
7. **Policy Review - Capital Asset Policy (PL - Fin 002)**

8. **Resolution No. 22-02 Honoring Michelle Hirt on Her Retirement**
9. **Resolution No. 22-03 Terminating the Temporary Suspension of Portions of Regulations 5 and 6 in Response to COVID 19 Pandemic**
10. **Resolution No. 22-04 – Adopting a Records Management Policy Updating the Current Records Inspection, Retention, and Disposal Policy (PL – Adm 002)**
11. **2021 Budget Transfers**

Director Wichert requested to pull Items 6 and 9 for discussion.

Director Thomas requested to pull Item 11 for discussion.

Director Boatwright requested to vote on Items 1-5 separate from the other items, as he planned to abstain from Items 1-5, as he was not at the meetings in order to approve the minutes.

President Locke moved to approve Items 1-5; Director Wichert seconded. The motion passed by unanimous vote, Director Boatwright abstained.

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

President Locke moved to approve Items 7, 8, and 10; Director Wichert seconded. The motion passed by unanimous vote.

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

Regarding Item 6, Director Wichert requested further details on the million dollars of warrants in the CIP section.

Jeff Ott (Mr. Ott) expressed he would cover those questions in the Financial Report later in the meeting.

Director Wichert moved to approve Item 6; Director Thomas seconded. The motion passed by unanimous vote.

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

Regarding Item 9, Mr. Ott answered several clarifying questions.

Director Thomas moved to approve Item 9; Director Wichert seconded. The motion passed by unanimous vote.

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

Regarding Item 11, Director Thomas inquired what projects took place for the \$78,000 in ADA Compliance for the Customer Service Area.

Julie Nemitz (Ms. Nemitz) answered Director Thomas' questions and expressed she would get him further details on those projects offline.

Director Thomas moved to approve Item 9; President Locke seconded. The motion passed by unanimous vote.

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

Items for Discussion and/or Action

12. **General Manager Employment Agreement**

GM York presented the staff report.

Director Wichert moved to approve the staff recommendation; Director Thomas seconded.

William Eubanks (Mr. Eubanks) commended the Board for recognizing GM York's outstanding work.

The motion passed by 4/1 vote, Director Boatwright abstained.

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

13. **High Traffic Valve Preventive Maintenance**

Todd Artrip (Mr. Artrip) presented the staff report, PowerPoint Presentation, and answered clarifying questions.

Director Wichert requested a copy of the work schedule for 2022.

Director Boatwright and President Locke both expressed they were very impressed by the preventive maintenance program.

14. **Liaison Appointments for 2022**
GM York presented the staff report.

President Locke appointed the following Liaison appointments and requested to keep all remaining the same:

ACWA/JPIA.....	Jay Boatwright
ACWA General Election Voting Delegate	Jay Boatwright
ACWA Water Quality Committee	Craig Locke
California Special Districts Association.....	Dave Jones
LAFCo Special District Advisory Committee	Kevin Thomas
Sacramento Groundwater Authority	Kevin Thomas, Board Rep.

General Manager’s Report

15. **General Manager’s Report**
GM York presented the staff report.

- a. *Grant of Easement and Right of Way*
A written report was provided.
- b. *Emergency Groundwater Delivery to the City of Sacramento*
A written report was provided.

Department/Staff Reports

16. **Financial Report**
Mr. Ott presented the staff report.

- a. *COVID-19 Financial Update*
A written report was provided.
- b. *Financial Highlights*
A written report was provided.
- c. *Budgets*
A written report was provided.

- d. Information Required by LOC Agreement*
A written report was provided.

17. District Activity Report

Mr. Artrip presented the staff report and answered clarifying questions.

18. Engineering Report

Dana Dean (Mr. Dean) presented the staff report.

Mr. Eubanks inquired on the status of the Butano Well construction.

Director Wichert requested the schedule of completion for the Butano Well.

- a. Major Capital Improvement Program (CIP) Projects*

A written report was provided.

- b. Planning Documents*

A written report was provided.

- c. Other*

A written report was provided.

Information Items

19. ACWA/JPIA H.R. LaBounty Safety Awards

Ben Harris presented the staff report.

20. Upcoming Water Industry Events

A written report was provided.

21. Upcoming Policy Review

A written report was provided.

- a. Debt Management Policy (PL – Fin 011)

- b. Reasonable Accommodation and Interactive Process Policy (PL – HR 014)

- c. Disconnection of Residential Water Service Policy (PL – CS 001)

- d. Rules for Proceedings of the Board of Directors (PL - BOD 002)

Director’s Reports (Per AB 1234, Directors will report on their meeting activities)

- 22. a. Regional Water Authority (Director Jones)

The agendas for the January 13, 2022, regular and January 18, 2022, Special Board Meetings were provided.

Regional Water Authority Executive Committee (General Manager York)
None.

- b. Sacramento Groundwater Authority (Director Wichert)
The agenda for the January 6, 2022 Special Board Meeting was provided.
- c. Director Reports – AB 1234

Director Thomas provided an oral report on his meeting with the General Manager on December 17, 2021 and January 21, 2022; and the AeroJet CAG meeting he attended on January 19, 2022.

Director’s Comments/Staff Statements and Requests

Director Wichert requested to place the Rules for Proceedings of the Board of Directors Policy on the action and discussion items at the February regular Board meeting, as he planned on making comments on that Policy. He additionally requested Jennifer Harris to review it and make comments at the February regular Board meeting.

Closed Session (Closed Session Items are not opened to the public)

The Board convened in Closed Session at 7:19 p.m. to discuss the following:

- 23. Conference with real property negotiator involving the purchase, sale, lease or exchange of APN 229-0362-018, Sacramento, CA. Dan York, District negotiator, will negotiate with Anthony Caruso. Instructions to the negotiator(s) may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

Return to Open Session

The Board convened in Open Session at 7:41 p.m. There was no reportable action.

Adjournment

President Locke adjourned the meeting at 7:42 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 3

Date: February 28, 2022

Subject: Minutes of the February 7, 2022, Special Board Meeting

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the draft minutes of the February 7, 2022, Special Board Meeting.

Attachment:

1 – Draft Minutes

Minutes

Sacramento Suburban Water District
Special Board Meeting
Monday, February 7, 2022

Location:

Video and Audio Conference at 1-669-900-6833, or Zoom at Meeting Id #891 1864 3415

Call to Order – Videoconference/Audioconference Meeting

Vice President Jones called the meeting to order at 4:00 p.m.

Roll Call

Directors Present

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

Directors Absent: Craig Locke.

Staff Present

via Zoom: General Manager Dan York, Assistant General Manager Matt Underwood, Jeff Ott, Lynn Pham, and Heather Hernandez-Fort.

Public Present

Via Zoom: William Eubanks, Robert Porr, Deborah Saunders, Lora Carpenter, Jon Guz, Cameron Parks, and Eric Rodriguez.

Announcements

General Manager Dan York announced:

- February's Board meeting would be on the fourth Monday of the month, as the third Monday is a holiday.
- There will be a Special Financing Corporation Meeting on February 28, 2022 at 5:30 p.m.

Public Comment

None.

Items for Discussion and/or Action

1. **2009A Adjustable Rate Certificates of Participation and 2012A Revenue Bonds Refinancing.**

Jeff Ott (Mr. Ott) presented the staff report, PowerPoint presentation and answered clarifying questions.

Mr. Ott introduced Robert Porr, with Fieldman, Rolapp and Associates, who reviewed the risks of maintaining variable-rate debt and swap as well as continued presenting the PowerPoint presentation.

Mr. Ott presented the remaining portion of the PowerPoint presentation and answered clarifying questions.

William Eubanks asked clarifying questions.

Director Wichert moved to approve Scenario 3.a. in the staff report; Director Thomas seconded. The motion passed by unanimous vote.

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

Adjournment

Vice President Jones adjourned the meeting at 4:58 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 4

Date: February 28, 2022

Subject: Treasurer's Report

Staff Contact: Jeffery S. Ott, Director of Finance and Administration

Recommended Board Actions:

Staff requests the Board of Directors to take the following actions on the items included in the Treasurer's report.

1. Ratify the SSWD Warrant Register as submitted for the period January 1, 2022, through January 31, 2022.
2. Accept the credit card expenditures listing for the period January 1, 2022, through January 31, 2022.
3. Ratify the Investment Activity register for the period January 1, 2022, through January 31, 2022.

Background:

The Treasurer's report contains several items required by various Government Code sections and District policy that need to be presented to the Board of Directors periodically for various actions including ratification, acceptance or approval.

Per District Policy PL – Fin 014, Payment of Demands, the Board of Directors will ratify all demands for payment at the first regular Board Meeting following the month of payment. The Board has also requested to receive and file a register of credit card transactions. District policy PL – Fin 003, Investment Policy, and Government Code Section's 53607 and 53646 require the District Treasurer to report to the Board of Directors monthly on the investment transactions conducted and quarterly on the status of the investment portfolio. Government Code Section 53065.5 requires, at a minimum, the annual reporting of reimbursements to any employee or member of the governing body. This Treasurer's report satisfies the requirements of the above listed policies and government code sections for the reporting to and ratification of the Board of Directors the various financial transactions of the District.

Discussion:

Three (3) registers are attached for Board review and acceptance or ratification:

- Cash Expenditures (AP Warrants) Register – January 2022
- Credit Card Expenditures Register – January 2022
- Investment Activity Register – January 2022

Cash Expenditures (AP Warrants) Register– January 2022

During the month of January 2022, the District made cash payments totaling \$4.0 million. The primary expenditures were: \$2.6 million for 2021 capital improvement projects, \$0.7 million for payroll, pension and health benefits, \$0.2 million for water costs including pumping costs, \$0.1 million for operating supplies, \$0.1 million for O&M contract services, \$0.2 million for all other O&M expenses and \$0.1 million for debt service. Per District Policy PL – Fin 014, the District Treasurer confirms that the cash expenditures contained in this register conform to the approved 2022 Annual Budget. The Cash Expenditures (AP Warrants) Register is included as Attachment 1.

Credit Card Expenditures Register – January 2022

Per the District's Purchasing Card Policy (PL – FIN 006), a monthly report detailing each purchasing card transaction by cardholder is provided.

During the month, the District spent \$7,780 for various purchases on the four District purchasing cards. Details by vendor and purpose are included in this report as Attachment 2.

Investment Activity Register – January 2022

During the month of January 2022, the District purchased one U.S. Treasury Note for \$0.4 million (par) and three Corporate Notes for \$0.5 million (par). The District sold three U.S. Treasury Notes for \$0.3 million (par) and one Corporate Note for \$0.3 million (par). The District received principal pay downs on three Federal Agency Collateralized Mortgage Obligations for \$13,109 (par) and two Asset-Backed Security Obligations for \$26,048 (par). One Commercial Paper was matured for \$ 0.8 million (par). Details of the investment transactions are included as Attachment 3.

All investments are invested and accounted for in accordance with the District Investment Policy (PL - FIN 003) and Government Code. As required by California Government Code 53646, the District affirms its ability to meet its pool's expenditure requirements for the next six months.

Attachments:

1. Cash Expenditures (AP Warrants) Register – January 2022
2. Credit Card Expenditures Register – January 2022
3. Investment Activity Register – January 2022

**Cash Expenditures
January 2022**

AP Warrant List from 1/1/2022 to 1/31/2022

Group	Vendor Name	Amount	Description
Employee Benefits			
	Payroll	\$540,366.03	Payroll
	AMERITAS (VISION) - Invoices:1	\$2,053.80	OPEB - Retiree Benefits Premium
	PERS HEALTH - Invoices:2	\$114,497.95	Benefits Premium
	PERS Pension	\$88,164.73	Pension
CIP & OCB			
	ATLAS FENCE - Invoices:2	\$14,762.00	Construction In Progress
	AUBURN CONSTRUCTORS - Invoices:1	\$236,133.33	Construction In Progress
	BENDER ROSENTHAL INC - Invoices:2	\$492.50	Construction In Progress
	BROWN & CALDWELL - Invoices:7	\$278,948.93	Construction In Progress
	DOMENICHELLI & ASSOCIATES - Invoices:7	\$67,594.84	Construction In Progress
	DOUG VEERKAMP GENERAL ENGR -	\$14,293.57	Construction In Progress
	DOWNTOWN FORD - Invoices:2	\$85,386.12	Construction In Progress
	E-PLUS TECHNOLOGY - Invoices:3	\$69,624.50	Construction In Progress
	ERC CONTRACTING - Invoices:1	\$12,225.00	Construction In Progress
	ERROL L MONTGOMERY & ASSOCIATES INC -	\$50,071.26	Construction In Progress
	FIRST AMERICAN TITLE COMPANY -	\$685,424.55	Construction In Progress
	FLOWLINE CONTRACTORS INC - Invoices:4	\$269,897.40	Construction In Progress
	GM CONSTRUCTION & DEVELOPERS -	\$87,240.00	Construction In Progress
	KENNEDY JENKS CONSULTANTS - Invoices:4	\$15,997.75	Construction In Progress
	KIRBY PUMP AND MECHANICAL - Invoices:2	\$6,233.00	Construction In Progress
	NOR-CAL PUMP AND WELL DRILLING -	\$97,635.30	Construction In Progress
	PETERSON BRUSTAD INC - Invoices:8	\$106,237.90	Construction In Progress
	RAWLES ENGINEERING - Invoices:1	\$8,250.00	Construction In Progress
	S E AHLSTROM INSPECTION - Invoices:1	\$10,830.00	Construction In Progress
	SAC VALLEY ELECTRIC INC - Invoices:1	\$43,908.72	Construction In Progress
	SENSUS USA INC - Invoices:3	\$16,583.90	Construction In Progress
	SMUD ACCOUNTING - Invoices:1	\$500.00	Construction In Progress
	SYBLON REID - Invoices:1	\$209,925.00	Construction In Progress
	T&S CONSTRUCTION COMPANY INC -	\$85,116.50	Construction In Progress
	WEST YOST & ASSOCIATES - Invoices:8	\$87,558.33	Construction In Progress
	WOOD RODGERS ENGINEERING - Invoices:8	\$68,101.26	Construction In Progress
Financial Services			
	PFM ASSET MANAGEMENT LLC - Invoices:1	\$3,920.21	Financial Services
	WESTAMERICA BANK ANALYSIS FEES -	\$7,200.74	Financial Services
	WESTAMERICA CARD PROCESSING STMT -	\$9,184.51	Financial Services
	WORLDPAY INTEGRATED PAYMENTS -	\$765.71	Financial Services
Debt Service			
	CITIGROUP GLOBAL MARKETS INC -	\$13,232.88	2009A COP Interest Expense-
	SUMITOMO MITSUI BANKING CORPORATION	\$3,310.82	2009A COP Interest Expense
	WELLS FARGO SWAP - Invoices:1	\$95,403.94	2009A COP Interest Expense
	A & A STEPPING STONE MFG., INC -	\$48.49	Misc. Repairs
	A.I. ELECTRIC - Invoices:7	\$6,863.38	Contract Services

Other			
	ACWA JPIA INSURANCE AUTHORITY -	\$25,067.01	Workers Compensation
	ADT - Invoices:1	\$671.92	Building Service Expense - Office
	AFLAC - Invoices:1	\$737.77	Employee Supplemental Insurance
	AIRGAS USA LLC - Invoices:1	\$37.13	Operating Supplies
	ALLIED UNIVERSAL - Invoices:1	\$694.38	Building Service Expense - Office
	ALLTECH GATES - Invoices:1	\$2,900.00	Building Maintenance - Office &
	AMAZON BUSINESS - Invoices:4	\$1,606.07	Equipment Maintenance Supplies
	AMERICAN RIVER PARKWAY FOUNDATION -	\$500.00	Public Relations
	ANACONDA NETWORKS INC - Invoices:1	\$2,550.35	Communication
	ANSWERNET - Invoices:1	\$721.72	Communication
	ARMORCAST PRODUCTS COMPANY -	\$23,913.88	Operating Supplies
	AT&T - Invoices:1	\$289.58	Communication
	ATLAS DISPOSAL - Invoices:2	\$286.54	Building Service Expense - Office
	AVILES LIGHTING AND ELECTRICAL REPAIR -	\$1,097.73	Building Service Expense - Office
	BADGER METER INC - Invoices:1	\$19.58	Communication
	BROADRIDGE MAIL LLC - Invoices:17	\$37,851.44	Contract Services
	BROWER MECHANICAL - Invoices:1	\$2,597.00	Building Maintenance - Office &
	BURTON ROBB /BURT'S LAWN & GARDEN	\$7,020.00	Contract Services
	CDWG - Invoices:4	\$10,805.60	Licenses, Permits & Fees
	CINTAS - Invoices:2	\$781.16	Building Maintenance - Office &
	CITRUS HEIGHTS SAW & MOWER - Invoices:4	\$4,623.57	Equipment Maintenance Services
	CITY OF SACRAMENTO DEPT OF UTILITIES -	\$34.47	Utilities
	CITY OF SACRAMENTO/ 915 I St. - Invoices:1	\$317.50	Licenses, Permits & Fees
	CLEAR VISION WINDOW CLEANING -	\$225.00	Building Service Expense - Office
	COLLECTION PLUS - Invoices:1	\$111.96	Employment Cost
	COMCAST - Invoices:1	\$78.73	Communication
	COMPASSCOM - Invoices:1	\$7,732.80	Licenses, Permits & Fees
	CONSOLIDATED COMMUNICATIONS -	\$500.39	Communication
	COUGHRAN MECHANICAL SERVICE -	\$21,277.86	Contract Services
	COUNTY OF SAC ENVIRO MGT DEPT -	\$664.00	Licenses, Permits & Fees
	COUNTY OF SAC PUBLIC WORKS - Invoices:1	\$157.50	Licenses, Permits & Fees
	COUNTY OF SAC UTILITIES - Invoices:3	\$758.25	Utilities
	CULLIGAN - Invoices:1	\$43.50	Building Maintenance - Office &
	Customer Refunds: 147	\$10,751.47	Refund Clearing Account
	ELEVATOR TECHNOLOGY INC - Invoices:4	\$428.00	Building Service Expense - Office
	EMIGH ACE HARDWARE - Invoices:3	\$51.47	Operating Supplies
	FUTURE FORD - Invoices:1	\$12,650.78	Vehicle Repair
	GRAINGER - Invoices:1	\$419.54	Operating Supplies
	GREEN MEDIA CREATIONS INC - Invoices:1	\$904.16	Consulting Services
	GREG BUNDESEN - Invoices:1	\$64.80	Employee Retention/Morale
	HACH COMPANY - Invoices:2	\$229.01	Operating Supplies
	HECTOR SEGOVIANO - Invoices:1	\$105.00	Required Training
	IRON MOUNTAIN OFF SITE DATA	\$379.54	Equipment Maintenance Services
	NINJIO LLC - Invoices:1	\$137.89	Licenses, Permits & Fees
	GREGORY CHRISTENSEN - Invoices:1	\$12.00	Financial Services
Other			

	J MICHAEL MARQUEZ - Invoices:1	\$1,200.00	Construction Services
	JEFF OTT - Invoices:1	\$250.00	Licenses, Permits & Fees
	LES SCHWAB TIRE CENTER/MADISON -	\$760.16	Equipment Maintenance Services
	LIFEGUARD FIRST AID - Invoices:2	\$206.72	Building Service Expense - Office
	LOEWEN PUMP MAINTENANCE - Invoices:2	\$18,350.00	Contract Services
	NDS SOLUTIONS INC - Invoices:1	\$1,694.41	Public Relations
	PACE SUPPLY CORP - Invoices:1	\$1,981.80	Operating Supplies
	PICOVALE SERVICES INC - Invoices:1	\$2,640.00	Licenses, Permits & Fees
	POLLARD WATER - Invoices:2	\$486.67	Operating Supplies
	PURE TECHNOLOGIES dba WACHS -	\$7,397.00	Contract Services
	RAMOS ENVIRONMENTAL SERVICES -	\$1,340.00	Hazardous Waste Disposal
	RAMOS OIL COMPANY - Invoices:1	\$2,261.23	Operating Supplies
	RAY MORGAN CO - Invoices:1	\$71.06	Equipment Maintenance Services
	REGIONAL WATER AUTHORITY - Invoices:2	\$6,900.29	Membership & Dues
	RESOURCE TELECOM LLC - Invoices:1	\$652.50	Equipment Maintenance Services
	SAC ICE LLC - Invoices:2	\$689.58	Building Maintenance - Office &
	SACRAMENTO LAFCO - Invoices:1	\$5,757.00	Licenses, Permits & Fees
	SAN JUAN WATER DISTRICT - Invoices:2	\$6,867.15	Miscellaneous Repairs &
	SCOTT SACKETT - Invoices:1	\$2,300.00	Hydrant Permit Refund
	SONITROL - Invoices:2	\$2,857.58	Building Service Expense - Office
	TELSTAR INSTRUMENTS - Invoices:1	\$8,567.50	Temporary Help
	TRUE POINT SOLUTIONS LLC - Invoices:2	\$3,940.00	Contract Services
	ULINE SHIPPING SUPPLY SPECIALISTS -	\$740.51	Operating Supplies
	UTILITY SERVICES ASSOCIATES - Invoices:2	\$30,508.00	Consulting Services
	VERIZON WIRELESS/DALLAS TX - Invoices:2	\$5,743.35	Communication
	WALNUT INDUSTRIAL CENTER LLC -	\$2,644.00	H&D WALNUT PARKING LOT
	WATER RESEARCH FOUNDATION AWWA -	\$21,851.00	Annual Membership
	WATERWISE CONSULTING, INC. - Invoices:2	\$3,390.00	Consulting Services
	WEX - Invoices:1	\$12,437.85	Operating Supplies
	WOLF CONSULTING - Invoices:1	\$4,375.00	Consulting Services
	ZORO - Invoices:1	\$92.87	Operating Supplies
Water Costs			
	CITY OF SACRAMENTO WATER - Invoices:2	\$1,001.36	Purchased Water-City of
	PG&E - Invoices:1	\$28.26	Utilities
	SAN JUAN WATER DISTRICT - Invoices:1	\$32,662.72	Purchased Water
	SIERRA CHEMICAL COMPANY - Invoices:6	\$28,437.06	HFA, Chemical & Delivery
	SMUD - Invoices:2	\$91,343.16	Electrical Charges
		<u>\$4,009,218.69</u>	

**Credit Card Expenditures
January 2022**

**Sacramento Suburban Water District
US Bank Purchasing Card Program
CalCard Expenditures
January 2022**

Vendor Name	Description	Amount	Proj/GLAcct
ZORO TOOLS	WAREHOUSE SUPPLIES	\$ 129.68	05-52101
UCD EXT MOTO	TRAINING BEN HARRIS	\$ 225.00	05-51406
AMAZON	KITCHEN SUPPLIES-WALNUT	\$ 8.19	03-52108
HOLIDAY INN LONG BEACH	TRAINING-HANNAH DUNRUD	\$ 394.52	05-55001
OLD SPAGHETTI FACTORY	FINANCE & IT DEPARTMENT LUNCH	\$ 220.09	02-51403
AMAZON	WAREHOUSE SUPPLIES	\$ 86.15	05-52101
PEAK TRADING CORP	WAREHOUSE SUPPLIES	\$ 126.00	05-52101
MARK & MONICAS FAMILY	DISTRIBUTION DEPARTMENT LUNCH	\$ 253.91	02-51403
HOLIDAY INN LONG BEACH	TRAINING-MONICA VAZQUEZ	\$ 394.52	05-55001
GRAC.ORG	TRAINING-DANA DEAN	\$ 25.00	15-51407
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 99.84	05-52101
USPS	SHIPPING/MAILING	\$ 1.96	06-53003
SMART & FINAL	REFRESHMENTS FOR TEAM BUILDING & COMMUNICATIONS	\$ 38.18	02-51403
DOLLAR TREE	KITCHEN SUPPLIES	\$ 9.43	03-52108
DOLLAR TREE	KITCHEN SUPPLIES	\$ 37.81	03-52108
COSTCO	REFRESHMENTS FOR TEAM BUILDING & COMMUNICATIONS	\$ 120.53	02-51403
IVES	TRAINING-SHAWN CHANEY	\$ 1,650.00	07-51407
DON QUIXOTES MEXICAN	REFRESHMENTS FOR TEAM BUILDING & COMMUNICATIONS	\$ 346.69	02-51403
US BANK	LATE FEE	\$ 30.33	03-54503
HILTON	DAN YORK ACWA CONFERENCE HOTEL	\$ 963.04	02-55001
TRENCH SHORING	VICKI SPRAGUE SAFETY TRAINING	\$ 225.00	13-51406
NEGOV	HR JOB POSTING	\$ 199.00	17-51402
BROWN AND CALDWELL	HR JOB POSTING	\$ 200.00	17-51402
TRANSITTALENT	HR JOB POSTING	\$ 145.00	17-51402
DON QUIXOTE	DEPARTMENT APPRECIATION LUNCH	\$ 32.50	02-51403
CRUMBL	DEPARTMENT APPRECIATION LUNCH	\$ 11.00	02-51403
OFFICE MAX	WALL CALENDAR LARGE	\$ 49.54	03-52108
DON QUIXOTE	ALL EMPLOYEE SAFETY MEETING REFRESHMENTS - ALL HANDS MEETING	\$ 305.18	02-51403
ROUND TABLE PIZZA	DANA DEAN LUNCH MEETING FOOD	\$ 120.00	02-55002
O'REILLY AUTO PARTS	WIPER BLADES FOR #71 AND WINDSHIELD FLUID	\$ 54.87	12-54006
AMAZON MARKETPLACE	PHONE CASES FOR SMART PHONE REFRESH	\$ 90.44	18-53503
AMAZON MARKETPLACE	PHONE CASES FOR SMART PHONE REFRESH	\$ 103.36	18-53503
CALCPA SOCIETY	LEASES AND FRAUD ESSENTIALS TRAINING FOR JEFF OTT	\$ 438.00	03-51406
KOFAX	5 LICENSES FOR KOFAX POWER PDF	\$ 645.00	18-54509
Totals:		\$ 7,779.76	

**Investment Activity
January 2022**

Managed Account Security Transactions & Interest

For the Month Ending **January 31, 2022**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
BUY										
01/04/22	01/06/22	US TREASURY N/B NOTES DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	400,000.00	(390,250.00)	(555.25)	(390,805.25)			
01/04/22	01/10/22	JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 01/10/2022 1.250% 01/10/2025	24422EVY2	125,000.00	(124,941.25)	0.00	(124,941.25)			
01/11/22	01/13/22	CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 01/10/2022 1.700% 01/08/2027	14913R2U0	325,000.00	(323,358.75)	(46.04)	(323,404.79)			
01/19/22	01/24/22	TARGET CORP CORPORATE NOTES DTD 01/24/2022 1.950% 01/15/2027	87612EBM7	60,000.00	(59,898.00)	0.00	(59,898.00)			

Transaction Type Sub-Total **910,000.00** **(898,448.00)** **(601.29)** **(899,049.29)**

INTEREST										
01/01/22	01/01/22	NJ TURNPIKE AUTHORITY TXBL REV BONDS DTD 02/04/2021 1.047% 01/01/2026	646140DP5	90,000.00	0.00	471.15	471.15			
01/01/22	01/01/22	CA ST EARTHQUAKE AUTH TXBL REV BONDS DTD 11/24/2020 1.477% 07/01/2023	13017HAK2	85,000.00	0.00	627.73	627.73			
01/01/22	01/01/22	FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	380,000.00	0.00	2,390.20	2,390.20			
01/01/22	01/25/22	FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	0.00	701.71	701.71			
01/01/22	01/25/22	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	171,021.34	0.00	440.38	440.38			
01/01/22	01/25/22	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	37,786.21	0.00	159.61	159.61			
01/01/22	01/25/22	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	5,723.58	0.00	15.28	15.28			
01/03/22	01/03/22	MONEY MARKET FUND	MONEY0002	0.00	0.00	0.95	0.95			
01/07/22	01/07/22	CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 07/08/2020 0.650% 07/07/2023	14913R2D8	300,000.00	0.00	975.00	975.00			

Managed Account Security Transactions & Interest

For the Month Ending **January 31, 2022**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
INTEREST										
01/08/22	01/08/22	GOLDMAN SACHS GROUP INC (CALLABLE) BONDS DTD 07/08/2014 3.850% 07/08/2024	38141EC23	375,000.00	0.00	7,218.75	7,218.75			
01/10/22	01/10/22	SUMITOMO MITSUI BANK NY CERT DEPOS DTD 07/14/2020 0.700% 07/08/2022	86565CKU2	380,000.00	0.00	1,374.33	1,374.33			
01/15/22	01/15/22	HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	100,000.00	0.00	61.67	61.67			
01/15/22	01/15/22	DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	250,000.00	0.00	120.83	120.83			
01/15/22	01/15/22	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	275,000.00	0.00	126.04	126.04			
01/15/22	01/15/22	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	95,000.00	0.00	30.08	30.08			
01/15/22	01/15/22	TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	450,000.00	0.00	97.50	97.50			
01/15/22	01/15/22	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	30,648.72	0.00	80.71	80.71			
01/15/22	01/15/22	COMET 2021-A1 A1 DTD 07/22/2021 0.550% 07/15/2026	14041NFW6	415,000.00	0.00	190.21	190.21			
01/15/22	01/15/22	NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	410,000.00	0.00	112.75	112.75			
01/15/22	01/15/22	COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	800,000.00	0.00	1,146.67	1,146.67			
01/15/22	01/15/22	COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	130,000.00	0.00	83.42	83.42			
01/15/22	01/15/22	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	66,158.25	0.00	177.52	177.52			
01/15/22	01/15/22	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	150,000.00	0.00	62.50	62.50			
01/15/22	01/15/22	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	65,000.00	0.00	18.42	18.42			
01/15/22	01/15/22	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	145,000.00	0.00	62.83	62.83			

Managed Account Security Transactions & Interest

For the Month Ending **January 31, 2022**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
INTEREST											
	01/15/22	01/15/22	MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	195,000.00	0.00	65.00	65.00			
	01/16/22	01/16/22	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	110,000.00	0.00	62.33	62.33			
	01/16/22	01/16/22	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	135,000.00	0.00	42.75	42.75			
	01/16/22	01/16/22	GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	170,000.00	0.00	68.00	68.00			
	01/20/22	01/20/22	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	200,000.00	0.00	308.33	308.33			
	01/20/22	01/20/22	GMALT 2021-2 A4 DTD 05/26/2021 0.410% 05/20/2025	380144AD7	50,000.00	0.00	17.08	17.08			
	01/20/22	01/20/22	VWALT 2020-A A4 DTD 12/03/2020 0.450% 07/21/2025	92868VAD1	265,000.00	0.00	99.38	99.38			
	01/21/22	01/21/22	FREDDIE MAC NOTES DTD 07/23/2020 0.375% 07/21/2025	3137EAEU9	500,000.00	0.00	937.50	937.50			
	01/21/22	01/21/22	HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	130,000.00	0.00	95.33	95.33			
	01/23/22	01/23/22	PNC BANK NA CORP NOTES (CALLABLE) DTD 01/23/2019 3.500% 01/23/2024	693475AV7	380,000.00	0.00	6,650.00	6,650.00			
	01/25/22	01/25/22	BMWLT 2021-2 A4 DTD 09/15/2021 0.430% 01/27/2025	09690AAD5	370,000.00	0.00	132.58	132.58			
Transaction Type Sub-Total					7,986,338.10	0.00	25,224.52	25,224.52			
MATURITY											
	01/24/22	01/24/22	CREDIT SUISSE NEW YORK COMM PAPER DTD 04/29/2021 0.000% 01/24/2022	2254EBAQ4	800,000.00	800,000.00	0.00	800,000.00	1,614.00	0.00	
Transaction Type Sub-Total					800,000.00	800,000.00	0.00	800,000.00	1,614.00	0.00	
PAYDOWNS											
	01/01/22	01/25/22	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	9,969.80	9,969.80	0.00	9,969.80	(84.90)	0.00	

Managed Account Security Transactions & Interest

For the Month Ending **January 31, 2022**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
PAYDOWNS										
01/01/22	01/25/22	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	3,124.34	3,124.34	0.00	3,124.34	0.08	0.00	
01/01/22	01/25/22	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	14.53	14.53	0.00	14.53	0.00	0.00	
01/15/22	01/15/22	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	11,738.30	11,738.30	0.00	11,738.30	1.75	0.00	
01/15/22	01/15/22	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	14,310.10	14,310.10	0.00	14,310.10	2.74	0.00	
Transaction Type Sub-Total				39,157.07	39,157.07	0.00	39,157.07	(80.33)	0.00	
SELL										
01/04/22	01/06/22	US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	10,000.00	10,056.25	34.70	10,090.95	183.20	65.43	FIFO
01/04/22	01/06/22	US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	90,000.00	90,506.25	312.33	90,818.58	3,382.03	731.72	FIFO
01/04/22	01/10/22	US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	125,000.00	125,678.71	459.69	126,138.40	4,672.85	980.88	FIFO
01/11/22	01/13/22	CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 07/08/2020 0.650% 07/07/2023	14913R2D8	300,000.00	299,262.00	32.50	299,294.50	(570.00)	(655.07)	FIFO
Transaction Type Sub-Total				525,000.00	525,503.21	839.22	526,342.43	7,668.08	1,122.96	
Managed Account Sub-Total					466,212.28	25,462.45	491,674.73	9,201.75	1,122.96	
Total Security Transactions					\$466,212.28	\$25,462.45	\$491,674.73	\$9,201.75	\$1,122.96	



Agenda Item: 5

Date: February 28, 2022

Subject: Policy Review – Debt Management Policy (PL – Fin 011)

Staff Contact: Jeffery S. Ott, Director of Finance and Administration

Recommended Board Action:

Ratify the Debt Management Policy (PL – Fin 011) without changes.

Background:

Debt Management Policy (PL – Fin 011) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on September 15, 2014, and was last reviewed by the Board on February 24, 2020.

This Policy is to establish guidelines for the financing of capital expenditures. It is the objective of this policy that – 1) the District obtain financing when necessary, 2) the process for identifying the timing and amount of debt or other financing be as efficient as possible, 3) the most favorable interest rate and issuance costs be obtained, and 4) when appropriate, future financial flexibility be maintained.

Discussion:

Staff is not recommending any changes to the Policy. This policy was not reviewed by legal counsel.

The Policy is attached to this report for reference (Attachment 1).

On January 24, 2022, the Policy was brought to the Board for its biennial review. Since no comments were received, this Policy is being placed as a Consent Item on this regular Board meeting agenda.

Fiscal Impact:

There is no fiscal impact.

Strategic Plan Alignment:

Goal C: Ensure Fiscal Responsibility and Affordable Rates

Attachments:

- 1) Debt Management Policy PL – Fin 011 – clean

Sacramento Suburban Water District

Debt Management Policy

Adopted: September 15, 2014
Ratified without changes: February 28, 2022

100.00 Purpose of the Policy

This policy sets forth comprehensive guidelines for the financing of capital expenditures. It is the objective of this policy that – 1) the District obtain financing when necessary, 2) the process for identifying the timing and amount of debt or other financing be as efficient as possible, 3) the most favorable interest rate and issuance costs be obtained, and 4) when appropriate, future financial flexibility be maintained.

200.00 Policy

The issuance of long-term debt is a valuable funding resource for the District. Used appropriately and prudently, long-term debt can minimize the District’s water system charges and rates over time.

To minimize dependency on debt financing for capital projects, annual renewal and replacement capital projects will be adequately funded from rates. Funding levels for capital investments will be sufficient to meet capital improvement projections needed as outlined in the current Asset Management Plans and/or Water System Master Plan. Long-term debt will be considered only for large capital improvement projects or greater than normal capital plans. The District will be managed to at least meet, and potentially exceed, the minimum and target Debt Service Coverage (DSC) requirements as imposed by bond covenants. The District will not issue long-term debt to support operating costs.

- A. Use of Long-Term Debt as a Funding Mechanism – Use of long-term debt will be minimized. The District may consider the use of long-term debt financing when it appears that a capital project, or other expenditures as deemed appropriate by the Board, is of such a magnitude that it will negatively impact the District’s rates in the short-term. The benefit of long-term debt financing is that it will spread the costs of the capital asset over a longer period of time and will, therefore, approximate the useful life of the asset, and over time, charge those customers that benefit from that asset more equitably.
- B. Types of Long-Term Debt – The District will strive to utilize the type of debt that has the lowest costs, while not imposing any burdensome covenants or reporting requirements.
- C. Legal Covenants – The District will manage the water District to meet all bond covenants associated with the long-term debt. Bond covenants are legal obligations of the District.

- D. Debt Service Coverage Covenants – Long-term debt issuances typically contain legal covenants regarding DSC. A DSC ratio is an important financial measure of the District’s ability to repay the outstanding debt obligation, and is reviewed for adequacy by banks and rating agencies. Generically, the DSC ratio is the District’s net operating income divided by the total annual debt service payment. For financial planning purposes, the targeted annual DSC ratio will be greater than or equal to 1.85 on all outstanding debt that carries such a covenant.
- E. Reporting Standards – The District will fully adhere to all applicable Government Accounting Standards Board (GASB) requirements and recognized best practices for the accounting treatment and disclosure of debt obligation transactions in its audited financial statements and other relevant publications.
- F. Revenue-Bonded Debt Capacity – The issuances of debt are supported by the revenues of the District. The ability of the District to fund and support revenue bonded debt will financially establish a debt level and capacity for revenue-bonded debt.

300.00 Conditions for Debt Issuance

When debt issuance is determined necessary, the District will assess the market conditions and timing for debt issuance to include issuing debt – 1) in times of favorable market conditions, 2) when Bond ratings would qualify District issuances to be investment grade, and 3) when revenues are sufficient to adequately cover expected debt service and issuance costs.

Bond credit enhancements will be considered when necessary for market acceptance and when costs are favorable to the District.

400.00 Conditions for Debt Refinancing

Debt refinancing (refunding) is an important debt management tool for the District. There are three key concepts that must be taken into consideration when evaluating a debt for refunding:

1. Financial and Policy Objectives
2. Financial Savings/Results of Financing
3. Bond Structure and Escrow Efficiency

Financial and Policy Objectives – The District may undertake a refinancing for a number of financial and/or policy objectives, including to achieve debt service savings, eliminate restrictive debt/legal covenants, restructure the stream of debt service payments, or to achieve other policy objectives. Although in most circumstances the District may undertake a refunding to obtain economic savings, it may refund an issue to restructure its debt portfolio in order to obtain budgetary/cash flow relief or to address exposure to other costs/liabilities and to extend the maturity.

Financial Savings/Results of Financing - The financial framework regarding the evaluation of refunding opportunities is to be developed and evaluated by the District Treasurer, typically to include the efforts of outside financial advisors. It is important to note that federal tax law typically permits an issuer to conduct one advance refunding over the life of a bond issue². As such, the District must take greater care

(i.e., require a higher savings threshold) when evaluating an advance refunding opportunity.

In certain circumstances, lower savings thresholds may be justified. For example, when an advance refunding is being conducted primarily for policy reasons (other than economic savings), interest rates are at historically low levels or the time remaining to maturity is limited, and as such, future opportunities to achieve greater savings are not likely to occur.

Bond Structure and Escrow Efficiency¹ – The District’s debt management practices should anticipate the potential for future refundings. When debt is issued, careful attention should be paid to the bond structure to address features that may affect flexibility in the future. To that end, upon debt issuance the District shall consider: optional redemption provisions, bond coupon characteristics giving up call rights for certain maturities in exchange for a lower interest rate on the bonds, call provisions that permit the redemption of bonds in any order of maturity or on any date, call provisions that permit the issuer to call bonds at the earliest date without incurring a significant interest-rate penalty, and coupons on callable bonds priced as close to par as possible at the time of original issue.

¹ Escrow Efficiency - The lower the cost of the escrow the more efficient the escrow. Also, in order to be efficient, escrow securities need to mature or pay interest when debt service payments of the refunded escrow are due.

² Current vs. Advance Refunding - There are two types of refundings, as defined by Federal Tax laws; a current refunding in which a refunding takes place (i.e., refunding bonds are sold) within 90 days of the optional call date, and an advance refunding in which refunding bonds are sold more than 90 days prior to the first call date. Federal tax law typically permits an issuer to conduct one advance refunding over the life of a bond issue.

500.00 Internal Controls

To ensure that proceeds of any debt issued in accordance with its governing documents and this Policy no disbursements shall be made without the approval of the General Manager or Assistant General Manager and Finance Director. For CIP projects, the draw request shall be provided to the Finance Director for budget approval by the project engineer with the consent of the District’s inspector. Draw request approval shall only be provided when the General Manager or Assistant General Manager is in receipt of the Finance Director’s budgetary approval and an appropriate certification from the construction project manager with supporting invoices from suppliers and/or contractors evidencing appropriate expenses in connection with the project.

In the case of an issue of bonds, the proceeds of which will be used by a governmental entity other than the District, the District may rely upon a certification by such other governmental entity that it has adopted the policies described in SB 1029.

600.00 Interest Rate Swaps

The incurring or carrying of variable-rate debt obligations by the District involves a variety of interest rate payments and other risks that interest rate swaps are available to offset, hedge, or reduce. It is the policy of the District to utilize such interest rate swaps to better manage its debt portfolio. The District will consider executing an interest rate swap transaction if it expects the swap transaction will result in any of the following:

- A. Reduce exposure to changes in interest rates on a financial transaction;
- B. Result in a significantly lower net cost of borrowing with respect to the District's debt consistent with an established target; or
- C. Manage variable interest rate exposure consistent with prudent debt practices and guidelines as approved by the Board.

Savings Target

Interest rate swaps will require a significant financial benefit or savings versus traditional fixed-rate debt. For an interest rate swap intended to produce the effect of a synthetic fixed rate transaction, the swap transaction must generate 5% or greater net present value savings compared to standard fixed-rate bonds which have the same optional redemption features.

Restrictions

The District will not enter into any swap transaction

- a) for speculative purposes.
- b) if the swap presents an extraordinary risk to the District's liquidity to terminate the agreement due to unforeseen events.
- c) if there is insufficient price transparency to allow for fair market valuation.

Provider Requirements

The transaction provider will have a credit rating of AA (or equivalent) or better from at least two nationally recognized credit rating agencies (at the time of agreement execution). The transaction provider will have a demonstrated record of successfully executing derivative transactions and have a minimum capitalization of \$2 billion.

Use of Independent Advisor

The District will use a professional advisor or designated swap representative ("Swap Advisor") to assist in the assessment, structuring, and pricing of proposed or existing interest rate swaps. The Swap Advisor will be a firm which:

- i. is a Municipal Advisor registered with the Securities and Exchange Commission;
- ii. has sufficient knowledge to evaluate the swap transaction and risks;
- iii. is not subject to a statutory disqualification;
- iv. is independent of the swap dealer or major swap participant;
- v. undertakes a duty to act in the best interests of the District;
- vi. provides appropriate and timely disclosures to the District; and
- vii. evaluates fair pricing and the appropriateness of the swap.

700.00 Authority

The General Manager and District Treasurer are responsible for adherence to this policy and regular reporting of the District's financial status. Board oversight will be accomplished through regular reporting of financial status and review of this Policy.

800.00 Policy Review

This Policy will be reviewed at least biennially.



Agenda Item: 6

Date: February 28, 2022

Subject: Policy Review – Reasonable Accommodation and Interactive Process Policy (PL – HR 014)

Staff Contact: Susan Schinnerer, Human Resources Administrator

Recommended Board Action:

Approve the Reasonable Accommodation and Interactive Process Policy (PL – HR 014) with changes.

Background:

The Reasonable Accommodation and Interactive Process Policy (PL - HR 014) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on April 21, 2014 and was last reviewed by the Board on April 20, 2020.

This Policy is to confirm the District’s commitment to comply with state and federal laws to ensure equal employment opportunities for qualified individuals with a physical and/or mental disability by providing reasonable accommodation(s).

Discussion:

Staff is recommending only two minor grammatical changes as described below:

1. **Section 200.00 Policy:** Change “Coordinator” to “Administrator” and change “not obligated” to “under no obligation.”

The Policy was brought to the January 24, 2022, Board meeting, and staff requested Board feedback by January 31, 2022. Since no comments were received, this Policy is being placed as a Consent Item on this regular Board meeting agenda.

Fiscal Impact:

There is no fiscal impact related to the changes in this Policy.

Strategic Plan Alignment:

Goal E: Retain and Recruit a Qualified and Stable Workforce

Attachments:

- 1) Reasonable Accommodation and Interactive Process Policy - PL – HR 014 – redline
- 2) Reasonable Accommodation and Interactive Process Policy - PL – HR 014 – clean

Sacramento Suburban Water District

Reasonable Accommodation and Interactive Process Policy

Adopted: April 21, 2014

Approved with changes on: ~~April 20, 2020~~ February 28, 2022

100.00 Purpose of the Policy

The purpose of this policy is to confirm the District’s commitment to comply with state and federal laws to ensure equal employment opportunities for qualified individuals with a physical and/or mental disability by providing reasonable accommodation(s).

200.00 Policy

The District will provide reasonable accommodation(s) for individuals with a physical and/or mental disability to apply for employment and to perform the essential functions of their job. Reasonable accommodations include, but are not limited to, the following:

- Changing job duties
- Providing leave for medical care
- Changing work schedules
- Relocating the work area
- Providing mechanical and/or electrical aids

The District will initiate an interactive process when an individual with a known disability requests a reasonable accommodation, or when the District becomes aware of the need for reasonable accommodation through a third party, by observation, or because an individual has a disability and has exhausted leave benefits that would otherwise have been sufficient to provide the necessary accommodation.

An individual who wishes to request reasonable accommodation should initiate an interactive process by first contacting the District’s Human Resources ~~Coordinator~~ Administrator. The District will engage with the individual to identify possible reasonable accommodation(s). Both the District and the individual must actively participate in an interactive process in good faith. If the individual declines to participate in the interactive process and demonstrate good faith effort, the District is ~~not under no~~ not under no obligation ~~ed~~ to continue it.

Whether the individual or District initiates the interactive process, the following is a non-exclusive list of management considerations:

- Review the essential functions of the job.

- Determine how the disability limits the employee's ability to perform the essential functions.
- Identify reasonable accommodation options that overcome limitations.
- Select the most appropriate reasonable accommodation(s), if any exist.

The interactive process will be deemed complete when one of the following occurs: the District and the individual agree on and implement a reasonable accommodation(s); the District determines there is no reasonable accommodation that would permit the individual to perform the essential functions of the job; the individual declines to engage in the interactive process; the District determines that the individual is not engaging in the interactive process in good faith; or the accommodation would place an undue hardship on the District.

300.00 Policy Review

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

Reasonable Accommodation and Interactive Process Policy

Adopted: April 21, 2014

Approved with changes on: February 28, 2022

100.00 Purpose of the Policy

The purpose of this policy is to confirm the District’s commitment to comply with state and federal laws to ensure equal employment opportunities for qualified individuals with a physical and/or mental disability by providing reasonable accommodation(s).

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- Providing leave for medical care
- Changing work schedules
- Relocating the work area
- Providing mechanical and/or electrical aids

The District will initiate an interactive process when an individual with a known disability requests a reasonable accommodation, or when the District becomes aware of the need for reasonable accommodation through a third party, by observation, or because an individual has a disability and has exhausted leave benefits that would otherwise have been sufficient to provide the necessary accommodation.

An individual who wishes to request reasonable accommodation should initiate an interactive process by first contacting the District’s Human Resources Administrator. The District will engage with the individual to identify possible reasonable accommodation(s). Both the District and the individual must actively participate in an interactive process in good faith. If the individual declines to participate in the interactive process and demonstrate good faith effort, the District is under no obligation to continue it.

Whether the individual or District initiates the interactive process, the following is a non-exclusive list of management considerations:

- Review the essential functions of the job.

- Determine how the disability limits the employee's ability to perform the essential functions.
- Identify reasonable accommodation options that overcome limitations.
- Select the most appropriate reasonable accommodation(s), if any exist.

The interactive process will be deemed complete when one of the following occurs: the District and the individual agree on and implement a reasonable accommodation(s); the District determines there is no reasonable accommodation that would permit the individual to perform the essential functions of the job; the individual declines to engage in the interactive process; the District determines that the individual is not engaging in the interactive process in good faith; or the accommodation would place an undue hardship on the District.

300.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 7

Date: February 28, 2022

Subject: Policy Review – Disconnection of Residential Water Service Policy (PL – CS 001)

Staff Contact: Julie Nemitz, Customer Services Manager

Recommended Board Action:

Approve the Disconnection of Residential Water Service Policy (PL – CS 001) with changes.

Summary:

The Disconnection of Residential Water Service Policy (Policy) was adopted by the Board of Directors on January 27, 2020. On January 24, 2022, the Policy was brought to the Board for its first biennial review. No comments from Directors have been received to date. This Policy was not reviewed by legal counsel for this update.

Discussion:

Staff recommends approving Disconnection of Residential Water Service Policy (PL – CS 001) with reference changes throughout for continuity. A redline version (Attachment 1) and a clean version (Attachment 2) are included for reference. In summary, edits were made to the following sections:

References to Section 2: Edited to Section 101.00.

References to Section 4: Edited to Section 103.00.

Reference to Section 5: Edited to Section 104.00.

Reference to Section 8: Edited to Section 107.00.

Fiscal Impact:

Adopting the policy updates does not have a fiscal impact.

Strategic Plan Alignment:

Goal B: Optimize Operational and Organizational Efficiencies

Attachments:

1 - Disconnection of Residential Water Service Policy – redlined

2 - Disconnection of Residential Water Service Policy – clean

Sacramento Suburban Water District

Disconnection of Residential Water Service Policy

Adopted: January 27, 2020

Approved with changes on: February 28, 2022

100.00 General Provisions

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

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

c. Availability of Policy. The District shall provide this Policy and all written notices given under this Policy in English, Spanish, Chinese, Tagalog, Vietnamese, and Korean, and in any other language spoken by at least 10 percent of the people residing in the District’s service area or required by Civil Code section 1632. This Policy shall be posted and maintained on the District’s Internet website at www.sswd.org.

d. Contact Telephone Number. The District’s Customer Service Department can be reached at (916) 972-7171 for assistance concerning the payment of water bills and to discuss options for stopping disconnection of residential service for nonpayment.

101.00 Disconnection of Residential Water Service for Nonpayment

a. 60-day Delinquency Period. The District shall not disconnect residential water service for nonpayment of a service bill until a customer’s payment has been delinquent for 60 days.

b. Reminder Notice. Reminder notices will not be sent separately to customers, but notice of the delinquency and any related delinquency fees will be printed on the next month’s bill.

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

i. When the District contacts the customer named on the account by written notice under this section, the written notice of payment delinquency and impending disconnection shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant."

ii. The written notice shall include all of the following information in a clear and legible format:

1. The customer's name and address.
2. The amount of the delinquency, including an itemization of any late payment penalties and interest to be applied to the delinquent charges.
3. The date and time by which payment or arrangement for payment must be made in order to avoid disconnection of water service.
4. A description of the process to apply for an extension of time to pay the delinquent charges.
5. A description of the procedure by which the customer may petition for bill review and appeal or initiate a complaint or request an investigation concerning the service or charges.
6. A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with this Policy.
7. A description of the procedure for the customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.
8. The District's telephone number, business address, and hours of operation of a customer service representative who can provide additional information or institute arrangements for payment.

iii. If the written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave or place in a conspicuous place a notice of imminent disconnection of residential service for nonpayment and a copy of this Policy.

d. 48-hour Posting Notice. The District shall make a reasonable, good faith effort to contact an adult person residing at the premises of the customer by telephone or in person at least

48 hours prior to any termination of service except that whenever telephone or personal contact cannot be accomplished, the District shall give, by mail or by posting in a conspicuous location at the premises, a notice of termination of service, at least 48 hours prior to termination. This notice of termination of service shall include all of the following information:

- i. The customer’s name and address.
 - ii. The amount of the delinquency, including an itemization of any late payment penalties and interest to be applied on any delinquent charges.
 - iii. The date and time by which payment or arrangements for payment is required in order to avoid termination.
 - iv. The procedure for the customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.
 - v. The District’s telephone number, business address, and hours of operation of a customer service representative who can provide additional information or institute arrangements for payment.
- e. Service Restoration Information. Upon disconnection, the District shall provide the customer with information on how to restore residential service.

102.00 Restrictions on Disconnection of Water Service

- a. The District shall not disconnect residential water service for nonpayment of a service bill until a customer’s payment has been delinquent for 60 days.
- b. The District shall not disconnect residential service in any of the following situations:
 - i. During the time that the District is investigating a customer dispute or complaint under [Section 107.00](#) ~~section 8~~ of this Policy.
 - ii. When a customer has been granted an extension of the period for payment of a bill.
- c. The District shall not disconnect residential service if all of the following conditions are met:
 - i. The customer, or a tenant of the customer, submits to the District the certification of a primary care provider, as defined in section 14088(b)(1)(A) of the Welfare and Institutions Code, that disconnection of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the property receiving service.
 - ii. The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system’s normal billing cycle.

The customer shall be deemed financially unable to pay for residential service within the urban and community water system’s normal billing cycle if (1) any member of the customer’s household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (2) the customer declares that the household’s annual income is less than 200 percent of the federal poverty level.

iii. The customer is willing to enter into an alternative payment arrangement, consistent with the provisions of Section [103.00-4](#) of this Policy.

If a customer meets the three conditions listed in this subsection (c), the District shall offer the customer one or more of the payment options described in Section [103.004](#). Any customer meeting these requirements shall, upon request, be permitted to amortize, over a period not to exceed 12 months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal period for payment.

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

103.00 Alternative Payment Arrangements

a. Options. Upon request, the District will consider the following options with a delinquent customer to avert discontinuation of residential service for nonpayment:

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

(Collectively “Payment Arrangements.”)

b. District Administration. The District General Manager, or his or her designee, may choose which of the Payment Arrangements described in ~~Section 103.00~~[Section 4](#)(a), above, may be available to the customer and may set the parameters of that payment option. Ordinarily, the Payment Arrangement offered should result in payment of any remaining outstanding balance within 12 months. The District may grant a longer payment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case. The District may charge an administrative fee for the cost of administering Payment Arrangements under this provision. The General Manager, or his or her designee, is authorized to prepare and approve a Payment Arrangement agreement with a customer consistent with this Section [103.004](#).

c. Customer Obligations. If the District and customer enter into a Payment Arrangement under this ~~Section 103.004~~^{Section 4}, the customer shall comply with the agreement or other arrangement and remain current on any new water service charges as they are billed in each subsequent billing period. The customer may not request further amortization or reduction of any unpaid charges on subsequent bills while paying delinquent charges under an alternative payment arrangement. Commencing on the date the first payment arrangement is entered into, customers who fail to comply with any agreed payment arrangement will not be eligible to establish future payment arrangements for a period of 24 months, except as otherwise prohibited by law.

104.00 Disconnection After Failure to Comply with Alternative Payment Arrangements

a. If the District and customer enter into any Payment Arrangement under Section ~~103.004~~⁴, the District may disconnect service no sooner than five business days after the District posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

- i. The customer fails to comply with the Payment Arrangement for 60 days or more.
- ii. While undertaking a Payment Arrangement, the customer does not pay his or her current residential service charges for 60 days or more.

b. The notice of termination under this ~~Section 104.005~~^{Section 5} shall include all of the following information:

- i. The customer's name and address.
- ii. Notice of the customer's noncompliance with the Payment Arrangement.
- iii. The Payment Arrangement or other conditions the customer must satisfy in order to avoid termination.
- iv. The District's telephone number, business address, and hours of operation of a customer service representative of the District who can provide additional information.

This notice does not entitle the customer to further investigation or provision of alternative payment arrangements by the District.

105.00 Disconnection in Master Meter Landlord-Tenant Situations

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

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

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

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

e. Detached Single-Family Dwellings. In the case of a detached single-family dwelling, the District may do any of the following:

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

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

106.00 Additional Considerations for Financial Hardship

a. If a customer who demonstrates to the District household income below 200 percent of the federal poverty line, the District shall both:

i. Set a reconnection of service fees for reconnection during normal operating hours at \$50 and for reconnection during nonoperational hours at \$150. These fees shall not exceed the actual cost of reconnection if those costs are less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

ii. Waive interest charges on delinquent bills once every 12 months.

b. The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if:

i. Any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State

Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or

ii. The customer declares that the household's annual income is less than 200 percent of the federal poverty level.

107.00 Procedure to Contest or Appeal a Bill

A customer may appeal or contest the amount set forth in any bill for residential water service pursuant to the following procedure:

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

b. 10-Day Notice Appeal. In addition to the appeal rights under subsection (a), above, a customer who receives a 10-Day Notice described in Section 101.002(c) of this Policy may request an appeal or review of the bill to which the notice relates within five business days of the date of the notice. However, no such appeal or review rights shall apply to any bill for which an appeal or request for review under subsection (a) above, has been made. Any appeal or request for review under this subsection must be in writing and must include documentation supporting the appeal or the reason for the review. The request for an appeal must be delivered to the District's office within the five-day period. For so long as the customer's appeal and any resulting investigation is pending, the District cannot disconnect water service to the customer.

c. Appeal Process.

i. Following receipt of a request for an appeal or review under subsections (a) or (b), above, the District's General Manager, or his or her designee, shall evaluate the request for review and supporting material provided by the customer and the information on file with the District concerning the water charges in question. Within 10 days after receipt of the customer's request for review, the General Manager, or his or her designee, shall render a decision as to the accuracy of the water charges set forth on the bill and shall provide the appealing customer with a brief written summary of the decision.

ii. If water charges are determined to be incorrect, the District will provide a corrected invoice and payment of the revised charges will be due within 10 calendar days of the invoice date for revised charges. If the revised charges remain unpaid for more than 60 calendar days after the corrected invoice is provided, water service will be disconnected. Prior to disconnection, the District shall provide the customer with the 10-Day Notice in accordance with Section 101.002(c), above. Water service will only be restored upon full payment of all outstanding water charges, penalties, interest, and any applicable reconnection charges.

iii. If the water charges in question are determined to be correct, the water charges are due and payable within three business days after receipt of the General

Manager's, or his or her designee's, decision. At the time the decision is rendered, the customer will be advised of the right to further appeal before the District's Board of Directors. Any such appeal must be filed in writing within three business days after receipt of the General Manager's, or his or her designee's, decision. The appeal hearing will occur at the next regular meeting of the District's Board of Directors, unless the customer and General Manager, or his or her designee, agree to a later date.

iv. If the customer does not timely appeal to the District's Board of Directors, the water charges in question shall be immediately due and payable. In the event the charges are not paid in full within 60 calendar days after the original billing date, then the District shall provide customer with the 10-Day Notice in accordance with Section [101.002\(c\)](#), above, and may disconnect water service to the customer's property if the outstanding bill is not timely paid.

v. When a hearing before the Board of Directors is requested, the customer will be required to personally appear before the Board and present supporting material and reasons as to why the water charges on the bill in question are not accurate. The Board shall evaluate the evidence presented by the customer, as well as the information on file with the District concerning the water charges in question (including the General Manager's/designee's decision) and any staff presentation, and render a decision as to the accuracy of the charges. The Board's decision shall be final and binding.

vi. If the Board finds that the water service charges in question are incorrect, the customer will be invoiced for the revised charges. If the revised charges remain unpaid for more than 60 calendar days after the corrected invoice is provided, water service will be disconnected, on the next regular working day after expiration of expiration of that period. The District shall provide the customer with the 10-Day Notice in accordance with Section [101.002\(c\)](#), above.

vii. If the water service charges in question are determined to be correct, they shall be due and payable within three business days after the date of the decision of the Board. In the event the charges are not paid in full within 45 calendar days after the original billing date, then the District shall provide with the 10-Day Notice in accordance with Section [101.002\(c\)](#), above, and may disconnect water service to the customer's property if the outstanding bill is not timely paid.

d. Any overcharges due from the District will be reflected as a credit on the next regular bill to the customer, or refunded directly to the customer, at the sole discretion of the General Manager or Board of Directors.

e. Water service to any customer shall not be disconnected at any time during which the customer's appeal to the General Manager or the Board of Directors is pending.

Sacramento Suburban Water District

Disconnection of Residential Water Service Policy

Adopted: January 27, 2020

Approved with changes on: February 28, 2022

100.00 General Provisions

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

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

c. Availability of Policy. The District shall provide this Policy and all written notices given under this Policy in English, Spanish, Chinese, Tagalog, Vietnamese, and Korean, and in any other language spoken by at least 10 percent of the people residing in the District's service area or required by Civil Code section 1632. This Policy shall be posted and maintained on the District's Internet website at www.sswd.org.

d. Contact Telephone Number. The District's Customer Service Department can be reached at (916) 972-7171 for assistance concerning the payment of water bills and to discuss options for stopping disconnection of residential service for nonpayment.

101.00 Disconnection of Residential Water Service for Nonpayment

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

b. Reminder Notice. Reminder notices will not be sent separately to customers, but notice of the delinquency and any related delinquency fees will be printed on the next month's bill.

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

i. When the District contacts the customer named on the account by written notice under this section, the written notice of payment delinquency and impending disconnection shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant."

ii. The written notice shall include all of the following information in a clear and legible format:

1. The customer's name and address.
2. The amount of the delinquency, including an itemization of any late payment penalties and interest to be applied to the delinquent charges.
3. The date and time by which payment or arrangement for payment must be made in order to avoid disconnection of water service.
4. A description of the process to apply for an extension of time to pay the delinquent charges.
5. A description of the procedure by which the customer may petition for bill review and appeal or initiate a complaint or request an investigation concerning the service or charges.
6. A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with this Policy.
7. A description of the procedure for the customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.
8. The District's telephone number, business address, and hours of operation of a customer service representative who can provide additional information or institute arrangements for payment.

iii. If the written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave or place in a conspicuous place a notice of imminent disconnection of residential service for nonpayment and a copy of this Policy.

d. 48-hour Posting Notice. The District shall make a reasonable, good faith effort to contact an adult person residing at the premises of the customer by telephone or in person at least

48 hours prior to any termination of service except that whenever telephone or personal contact cannot be accomplished, the District shall give, by mail or by posting in a conspicuous location at the premises, a notice of termination of service, at least 48 hours prior to termination. This notice of termination of service shall include all of the following information:

- i. The customer's name and address.
 - ii. The amount of the delinquency, including an itemization of any late payment penalties and interest to be applied on any delinquent charges.
 - iii. The date and time by which payment or arrangements for payment is required in order to avoid termination.
 - iv. The procedure for the customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.
 - v. The District's telephone number, business address, and hours of operation of a customer service representative who can provide additional information or institute arrangements for payment.
- e. Service Restoration Information. Upon disconnection, the District shall provide the customer with information on how to restore residential service.

102.00 Restrictions on Disconnection of Water Service

- a. The District shall not disconnect residential water service for nonpayment of a service bill until a customer's payment has been delinquent for 60 days.
- b. The District shall not disconnect residential service in any of the following situations:
 - i. During the time that the District is investigating a customer dispute or complaint under Section 107.00 of this Policy.
 - ii. When a customer has been granted an extension of the period for payment of a bill.
- c. The District shall not disconnect residential service if all of the following conditions are met:
 - i. The customer, or a tenant of the customer, submits to the District the certification of a primary care provider, as defined in section 14088(b)(1)(A) of the Welfare and Institutions Code, that disconnection of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the property receiving service.
 - ii. The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle.

The customer shall be deemed financially unable to pay for residential service within the urban and community water system’s normal billing cycle if (1) any member of the customer’s household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (2) the customer declares that the household’s annual income is less than 200 percent of the federal poverty level.

iii. The customer is willing to enter into an alternative payment arrangement, consistent with the provisions of Section 103.00 of this Policy.

If a customer meets the three conditions listed in this subsection (c), the District shall offer the customer one or more of the payment options described in Section 103.00. Any customer meeting these requirements shall, upon request, be permitted to amortize, over a period not to exceed 12 months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal period for payment.

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

103.00 Alternative Payment Arrangements

a. Options. Upon request, the District will consider the following options with a delinquent customer to avert discontinuation of residential service for nonpayment:

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

(Collectively “Payment Arrangements.”)

b. District Administration. The District General Manager, or his or her designee, may choose which of the Payment Arrangements described in Section 103.00(a), above, may be available to the customer and may set the parameters of that payment option. Ordinarily, the Payment Arrangement offered should result in payment of any remaining outstanding balance within 12 months. The District may grant a longer payment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case. The District may charge an administrative fee for the cost of administering Payment Arrangements under this provision. The General Manager, or his or her designee, is authorized to prepare and approve a Payment Arrangement agreement with a customer consistent with this Section 103.00.

c. Customer Obligations. If the District and customer enter into a Payment Arrangement under this Section 103.00, the customer shall comply with the agreement or other arrangement and remain current on any new water service charges as they are billed in each subsequent billing period. The customer may not request further amortization or reduction of any unpaid charges on subsequent bills while paying delinquent charges under an alternative payment arrangement. Commencing on the date the first payment arrangement is entered into, customers who fail to comply with any agreed payment arrangement will not be eligible to establish future payment arrangements for a period of 24 months, except as otherwise prohibited by law.

104.00 Disconnection After Failure to Comply with Alternative Payment Arrangements

a. If the District and customer enter into any Payment Arrangement under Section 103.00, the District may disconnect service no sooner than five business days after the District posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

- i. The customer fails to comply with the Payment Arrangement for 60 days or more.
- ii. While undertaking a Payment Arrangement, the customer does not pay his or her current residential service charges for 60 days or more.

b. The notice of termination under this Section 104.00 shall include all of the following information:

- i. The customer's name and address.
- ii. Notice of the customer's noncompliance with the Payment Arrangement.
- iii. The Payment Arrangement or other conditions the customer must satisfy in order to avoid termination.
- iv. The District's telephone number, business address, and hours of operation of a customer service representative of the District who can provide additional information.

This notice does not entitle the customer to further investigation or provision of alternative payment arrangements by the District.

105.00 Disconnection in Master Meter Landlord-Tenant Situations

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

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

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

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

e. Detached Single-Family Dwellings. In the case of a detached single-family dwelling, the District may do any of the following:

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

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

106.00 Additional Considerations for Financial Hardship

a. If a customer who demonstrates to the District household income below 200 percent of the federal poverty line, the District shall both:

i. Set a reconnection of service fees for reconnection during normal operating hours at \$50 and for reconnection during nonoperational hours at \$150. These fees shall not exceed the actual cost of reconnection if those costs are less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

ii. Waive interest charges on delinquent bills once every 12 months.

b. The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if:

i. Any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State

Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or

ii. The customer declares that the household's annual income is less than 200 percent of the federal poverty level.

107.00 Procedure to Contest or Appeal a Bill

A customer may appeal or contest the amount set forth in any bill for residential water service pursuant to the following procedure:

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

b. 10-Day Notice Appeal. In addition to the appeal rights under subsection (a), above, a customer who receives a 10-Day Notice described in Section 101.00(c) of this Policy may request an appeal or review of the bill to which the notice relates within five business days of the date of the notice. However, no such appeal or review rights shall apply to any bill for which an appeal or request for review under subsection (a) above, has been made. Any appeal or request for review under this subsection must be in writing and must include documentation supporting the appeal or the reason for the review. The request for an appeal must be delivered to the District's office within the five-day period. For so long as the customer's appeal and any resulting investigation is pending, the District cannot disconnect water service to the customer.

c. Appeal Process.

i. Following receipt of a request for an appeal or review under subsections (a) or (b), above, the District's General Manager, or his or her designee, shall evaluate the request for review and supporting material provided by the customer and the information on file with the District concerning the water charges in question. Within 10 days after receipt of the customer's request for review, the General Manager, or his or her designee, shall render a decision as to the accuracy of the water charges set forth on the bill and shall provide the appealing customer with a brief written summary of the decision.

ii. If water charges are determined to be incorrect, the District will provide a corrected invoice and payment of the revised charges will be due within 10 calendar days of the invoice date for revised charges. If the revised charges remain unpaid for more than 60 calendar days after the corrected invoice is provided, water service will be disconnected. Prior to disconnection, the District shall provide the customer with the 10-Day Notice in accordance with Section 101.00(c), above. Water service will only be restored upon full payment of all outstanding water charges, penalties, interest, and any applicable reconnection charges.

iii. If the water charges in question are determined to be correct, the water charges are due and payable within three business days after receipt of the General

Manager's, or his or her designee's, decision. At the time the decision is rendered, the customer will be advised of the right to further appeal before the District's Board of Directors. Any such appeal must be filed in writing within three business days after receipt of the General Manager's, or his or her designee's, decision. The appeal hearing will occur at the next regular meeting of the District's Board of Directors, unless the customer and General Manager, or his or her designee, agree to a later date.

iv. If the customer does not timely appeal to the District's Board of Directors, the water charges in question shall be immediately due and payable. In the event the charges are not paid in full within 60 calendar days after the original billing date, then the District shall provide customer with the 10-Day Notice in accordance with Section 101.00(c), above, and may disconnect water service to the customer's property if the outstanding bill is not timely paid.

v. When a hearing before the Board of Directors is requested, the customer will be required to personally appear before the Board and present supporting material and reasons as to why the water charges on the bill in question are not accurate. The Board shall evaluate the evidence presented by the customer, as well as the information on file with the District concerning the water charges in question (including the General Manager's/designee's decision) and any staff presentation, and render a decision as to the accuracy of the charges. The Board's decision shall be final and binding.

vi. If the Board finds that the water service charges in question are incorrect, the customer will be invoiced for the revised charges. If the revised charges remain unpaid for more than 60 calendar days after the corrected invoice is provided, water service will be disconnected, on the next regular working day after expiration of that period. The District shall provide the customer with the 10-Day Notice in accordance with Section 101.00(c), above.

vii. If the water service charges in question are determined to be correct, they shall be due and payable within three business days after the date of the decision of the Board. In the event the charges are not paid in full within 45 calendar days after the original billing date, then the District shall provide with the 10-Day Notice in accordance with Section 101.00(c), above, and may disconnect water service to the customer's property if the outstanding bill is not timely paid.

d. Any overcharges due from the District will be reflected as a credit on the next regular bill to the customer, or refunded directly to the customer, at the sole discretion of the General Manager or Board of Directors.

e. Water service to any customer shall not be disconnected at any time during which the customer's appeal to the General Manager or the Board of Directors is pending.



Agenda Item: 8

Date: February 28, 2022

Subject: Presentation on District's 20 Year Anniversary

Staff Contact: Dan York, General Manager

Recommended Board Action:

Receive staff presentation on the District's 20-year anniversary.

Attachment:

1 – PowerPoint Presentation

**20 YEARS
OF OUTSTANDING SERVICE**

**SACRAMENTO
SUBURBAN**

**WATER
DISTRICT**

20 YEARS

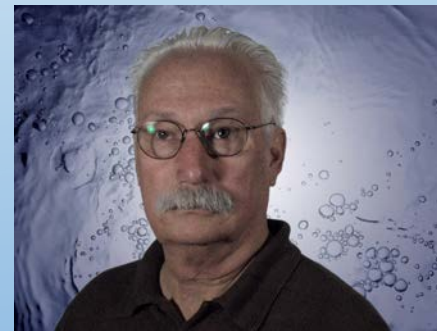
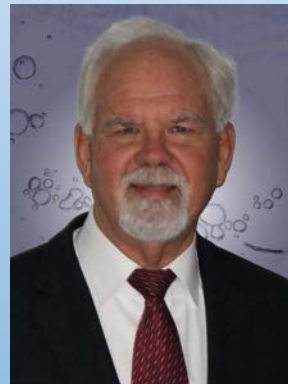
FEBRUARY 1, 2002

TWO DISTRICTS BECOME ONE

MORE THAN 150 WATER LEADERS FROM AROUND THE REGION CAME TOGETHER TO CELEBRATE THE CONSOLIDATION OF ARCADE AND NORTHRIDGE WATER DISTRICTS INTO SACRAMENTO SUBURBAN WATER DISTRICT. A NEW LOGO AND SLOGAN, "CLEARLY REFRESHING SERVICE," WAS UNVEILED.



FROM 10 DIRECTORS...
TO 7...
TO 5.



3 GENERAL MANAGERS



FROM 47 STAFF AT CONSOLIDATION (29 ARCADE AND 18 NORTHBRIDGE) TO 74 IN 2022



THE FIRST TWO DECADES HAVE BEEN FILLED WITH INNOVATION, INCREASED EFFICIENCIES, GROWTH, AND PROGRESS.

LET'S PAUSE TO REFLECT ON SOME OF OUR ACCOMPLISHMENTS DURING THE PAST 20 YEARS...



WATER RELIABILITY AND ENVIRONMENTAL STEWARDSHIP

- IN 2002, SSWD SIGNED THE WATER FORUM AGREEMENT, JOINING THE REGIONAL PLEDGE TO BALANCE THE COEQUAL OBJECTIVES OF PROVIDING A RELIABLE AND SAFE WATER SUPPLY AND PRESERVING THE ENVIRONMENT OF THE LOWER AMERICAN RIVER.
- ALSO IN 2002, SSWD BECAME A MEMBER OF THE SACRAMENTO GROUNDWATER AUTHORITY AND COMMITTED TO WORKING WITH OTHER WATER PROVIDERS TO MANAGE, PROTECT AND SUSTAIN THE REGION'S GROUNDWATER RESOURCES.



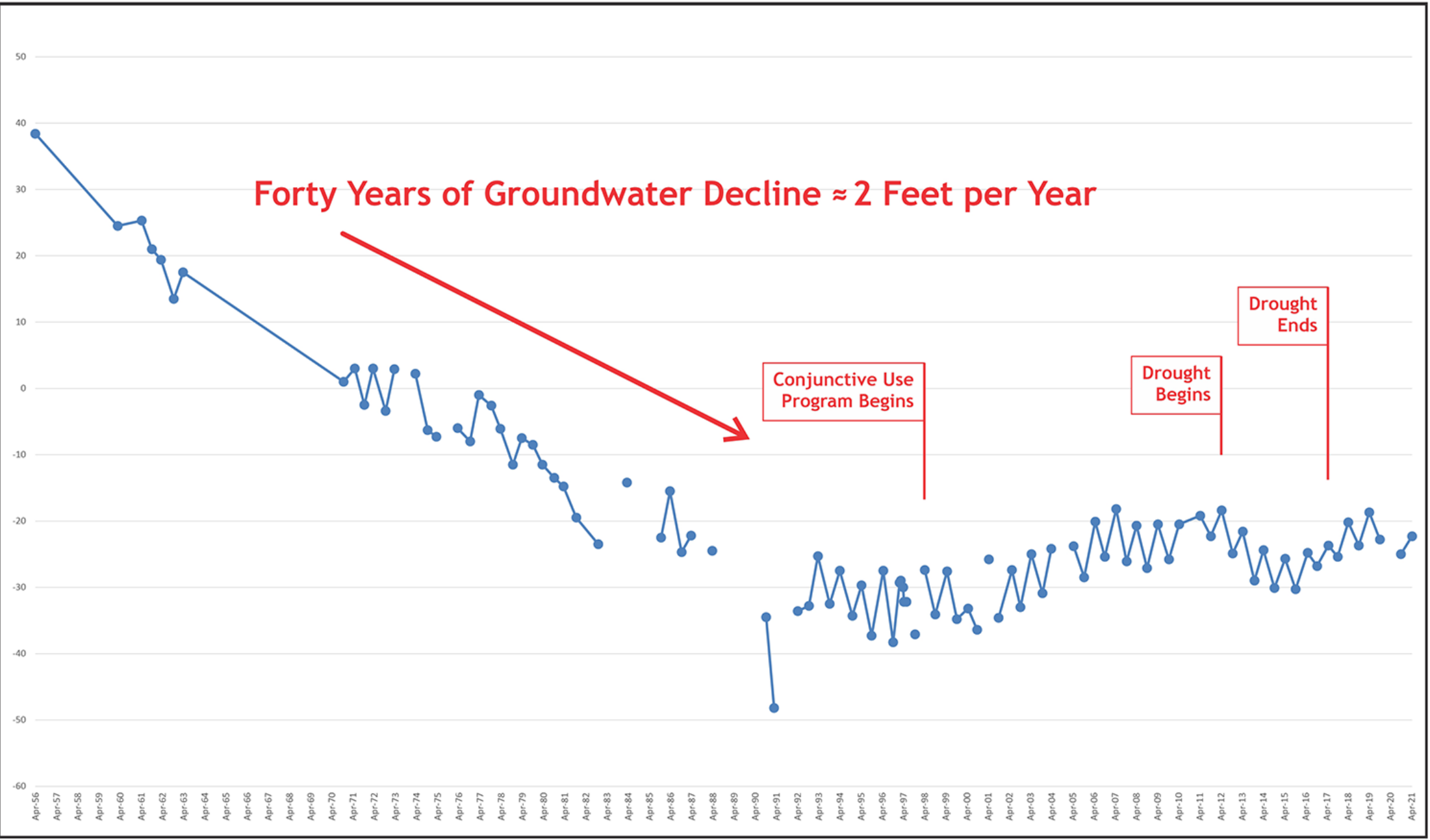
WATER RELIABILITY

- SSWD WAS A CHAMPION FOR CONJUNCTIVE USE AND MADE SIGNIFICANT FINANCIAL COMMITMENTS TO A CONJUNCTIVE USE PROGRAM EARLY ON—AT A TIME WHEN THE INVESTMENTS SEEMED VERY HIGH IN THE SHORT-TERM AND THE RETURN FOR RATEPAYERS WAS VERY LONG-TERM.
- OVER THE PAST 20 YEARS, SSWD HAS INVESTED APPROXIMATELY \$120 MILLION INTO ITS CONJUNCTIVE USE PROGRAM.
- THIS COMMITMENT NOT ONLY HAS PLAYED A SIGNIFICANT ROLE IN THE GROUNDWATER BASIN'S RECOVERY, IT HAS PAVED THE WAY FOR THE REGION'S NEXT CHALLENGE—CLIMATE CHANGE—AND ITS VISIONARY PATH FORWARD THROUGH THE SACRAMENTO REGIONAL WATER BANK.

“Without the forethought of SSWD’s conjunctive use investments, it is unlikely that we could call the North American Sub-basin the sustainable groundwater reservoir that it is today.”

—Rob Swartz, RWA Technical Services Manager

Forty Years of Groundwater Decline ≈ 2 Feet per Year



WATER RELIABILITY

IN 2018, AFTER YEARS OF NEGOTIATING, SSWD SIGNED A LONG-TERM WARREN ACT CONTRACT WITH THE U.S. BUREAU OF RECLAMATION TO ACCESS SURFACE WATER SUPPLIES DURING WET YEARS FOR THE NEXT 27 YEARS.



SECURING OUTSIDE FUNDING

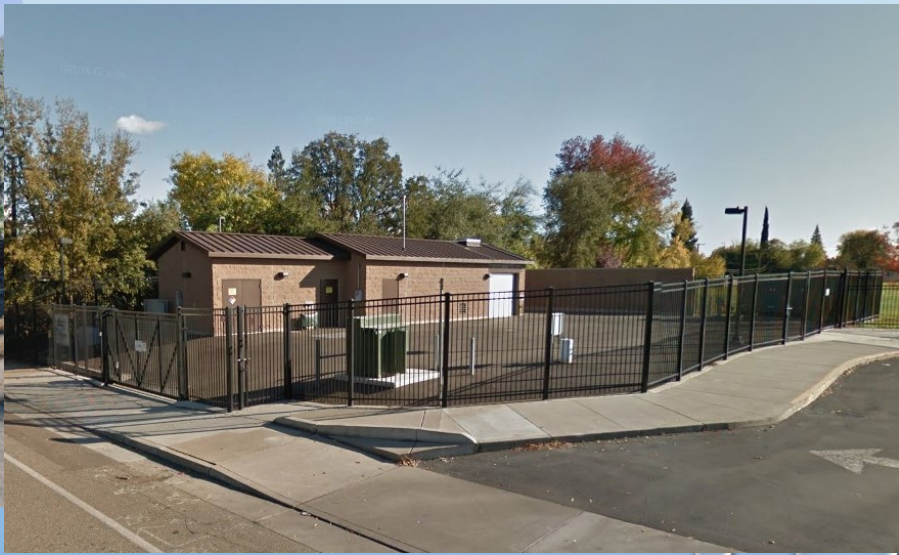
\$15,389,900.00 IN GRANT MONEY RECEIVED SINCE 2002



NEW INFRASTRUCTURE

(ENTERPRISE NORTHROP 2006)





INFRASTRUCTURE REPLACEMENT

- 171 MILES OF PIPELINE HAVE BEEN INSTALLED
 - 140 MILES OF DISTRIBUTION MAINS
 - 31 MILES OF TRANSMISSION MAINS
- THE DISTRICT HAS INVESTED IN EXCESS OF \$120 MILLION IN CIP OVER THE PAST 20 YEARS



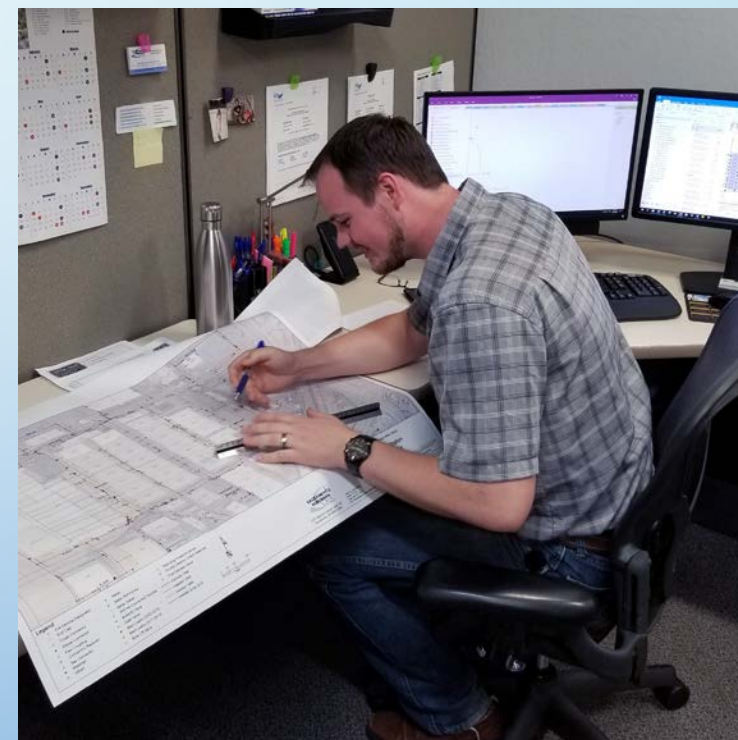
METERS

- IN 2004, SSWD ADOPTED A MULTI-PHASE WATER METER RETROFIT PLAN PER THE WATER FORUM AGREEMENT TO RETROFIT 1,500 TO 2,000 EXISTING SERVICES EACH YEAR. SSWD AT FIRST INSTALLED AUTOMATIC METER READING, ALLOWING WATER METER READINGS TO BE COLLECTED BY A DISTRICT VEHICLE VIA RADIO SIGNALS, AND HAS NOW MOVED COMPLETELY TO ADVANCED METERING INFRASTRUCTURE THAT TRANSMITS DATA THROUGH A SECURE COMMUNICATIONS NETWORK.
- THE DISTRICT IS NOW 99 PERCENT METERED AND IS ON TRACK TO FULLY METERED, WELL IN ADVANCE OF THE STATE DEADLINE OF 2025.



ENGINEERING

- IN 2006, SSWD MIGRATED THE DISTRICT'S ENTIRE WATER FACILITIES MAPPING INTO A GEOGRAPHIC INFORMATION SYSTEM (GIS) THAT ALLOWS FIELD STAFF TO ACCESS THE LATEST MAPS VIA A SECURE WIRELESS NETWORK AND ENABLES THE MAPS TO BE UPDATED ON A DAILY BASIS.
- ENGINEERING DEVELOPED A WELL SITE SELECTION TOOL TO AID IN IDENTIFYING PROPERTIES FOR FUTURE ACQUISITION FOR WELL SITES.
- SSWD TRANSITIONED THE MAIN REPLACEMENT PROGRAM FROM A SINGULAR FOCUS ON OUTSIDE DIAMETER STEEL PIPE TYPE TO SYSTEMATIC IDENTIFICATION THROUGH CONDITION ASSESSMENT, GREATLY IMPROVING THE EFFICIENCY OF THE EFFORT.



INFORMATION TECHNOLOGY WE STARTED WITH:

- 2004 THERE WERE FIVE NETWORK SERVERS AND TWO ENTERPRISE APPLICATIONS
 - FILE SERVER – WHERE SHARED FILES WERE STORED
 - EMAIL SERVER – MICROSOFT EXCHANGE
 - APPLICATION SERVER – CUSTOMER BILLING SYSTEM (COMET)
 - DOMAIN CONTROLLERS (2) – NETWORK USER MANAGEMENT
 - MANAGING LESS THAN 10 GB OF DATA
- 30 DESKTOP COMPUTERS
- ANALOG/PBX PHONE SYSTEM
- INK JET PRINTERS ON EVERY DESKTOP (VARIOUS MODELS)
- MULTIPLE BRANDS OF WORKSTATIONS THROUGHOUT THE DISTRICT
- NO FIREWALL, OUTDATED NETWORK SWITCHES
- ORION DRIVE BY METER READING SYSTEM
- AUTOCAD/GIS FOR MAP DISPLAYS AND ENGINEERING DRAWINGS
- SCADA IN A STANDALONE ENVIRONMENT

TODAY WE HAVE:

- FLEET MANAGEMENT – MANAGES VEHICLES AND EQUIPMENT MAINTENANCE
- VIDEO SURVEILLANCE – CAMERAS AT WALNUT, MARCONI, ANTELOPE AND ENTERPRISE/NORTHROP FACILITIES
- MOBILE VPN – ALLOWS REMOTE CONNECTION FOR LAPTOPS, TABLETS AND SMARTPHONES
- AVL - VEHICLE TRACKING
- IVR – PHONE BASED CUSTOMER ACCOUNT ACCESS AND PAYMENT SYSTEM
- TRUECIP – WEB BASED CUSTOMER ACCOUNT ACCESS AND PAYMENT SYSTEM
- MICROSOFT EXCHANGE SERVER WITH OVER 20GB OF STORED MESSAGES
- PDC – WELL RUN DATA COLLECTION AND REPORTING
- SMARTPHONE MANAGEMENT – ADMINISTERS APPS AND SECURITY ON SMARTPHONES
- WATER MODELING – ALLOWS FOR ENGINEERING TO ANALYZE PRESSURE AND FLOW
- GPS – ACQUIRING LAT/LONG GPS COORDINATES WITH REAL-TIME CORRECTION FOR CENTIMETER GRADE ACCURACY.
- BACKUP SOLUTION STORING DATA BOTH LOCAL AND IN THE CLOUD
- INVENTORY MANAGEMENT – BARCODE SCANNING ISSUES, RECEIPTS, AND RETURNS

- 6 –MICROSOFT SQL DB SERVERS
 - 47 DATABASES USING ~906 GB OF DATA
- ACCOUNTING SYSTEM
 - MANAGES ~\$20M O&M BUDGET, \$1.2M OCB BUDGET, \$20M CIP BUDGET AND OVER 6700 FIXED ASSETS WITH 50K GENERAL LEDGER TRANSACTIONS ANNUALLY
- CUSTOMER INFORMATION SYSTEM
 - ~40K CUSTOMERS, 47K CONNECTIONS, AND OVER 4,800 BACKFLOW DEVICES
- GIS
 - OVER 152K ASSETS AND RELATED ATTRIBUTE DATA
- MAINTENANCE MANAGEMENT SYSTEM
 - AVERAGE 40K WORKORDERS, SERVICE REQUESTS, AND INSPECTIONS PER YEAR
- DOCUMENT MANAGEMENT SYSTEM
 - ~1,721,622 DOCUMENTS UTILIZING 910 GB OF DATA STORAGE
- SCADA
 - COLLECTS AND MANAGES OVER 1,680 DATA POINTS

- USA LOCATE
 - MANAGES ~25K LOCATES PER YEAR
- FIXED NETWORK SYSTEM (AMI)
 - ~8.4 MILLION STORED METER READS
- HELPDESK SYSTEM
 - IT DEPARTMENT RECEIVES 5-7 REQUESTS PER DAY
- DATA BACKUP
 - ~5.7 TB OF DATA BACKED UP ON A REGULAR BASIS



- 20 - PHYSICAL SERVERS
- 25 – VMWARE VIRTUAL SERVERS
- 2 – ISCSI 21 TB STORAGE ARRAYS
- 1 – FIREWALL
- 8 – NETWORK SWITCHES
- 58 – LAPTOPS/TABLETS
- 36 – DESKTOPS
- 60 – SMARTPHONES
- 43 – 4G/GPS TRUCK MODEMS
- 7 – MULTIFUNCTIONAL COPIERS AND A LARGE FORMAT PRINTER/SCANNER/COPIER

- VOIP PHONE SERVER
- 35 – VOIP HANDSETS
- 60 – UPS DEVICES
- 7 – WIRELESS ACCESS POINTS
- 4 – LEICA HIGH ACCURACY GPS RECEIVERS
- VIRTUAL SERVER MANAGEMENT
- REMOTE DESKTOP
- ANTIVIRUS/MALWARE INTRUSION MONITORING
- WINDOWS
- WINDOWS SERVER
- SPAM FILTER
- NETWORK MANAGEMENT
- PRINTER MANAGEMENT

OPERATIONS

- IMPROVED PRODUCTION METER ACCURACY AT WELL SITES BY INSTALLING ELECTROMAGNETIC FLOW METERS AND IMPLEMENTED A NEW PROTOCOL TO GATHER TOTALIZER READINGS.
- EXPANDED SUPERVISORY CONTROL AND DATA ACQUISITION CAPABILITIES.
- DEVELOPED AND IMPLEMENTED A COMPREHENSIVE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM AND HELPED THE STATE WATER BOARD CREATE A NEW PERMIT FOR THE SYSTEMS.
- CREATED A CONSTRUCTION HYDRANT METER PROGRAM ADOPTED BY OTHER WATER DISTRICTS.
- MADE NUMEROUS SECURITY IMPROVEMENTS TO FACILITIES AND PUMP STATIONS.



PREVENTIVE MAINTENANCE PROGRAM

- THE DISTRICT'S PREVENTIVE MAINTENANCE PROGRAM, WHICH BEGAN IN 2007, ENSURES THAT THE THOUSANDS OF SYSTEM VALVES, FIRE HYDRANTS, AND METERS ARE OPERATING SAFELY, RELIABLY AND EFFICIENTLY.
- OVER THE YEARS, THE OPERATIONS DEPARTMENT HAS REVAMPED AND ADDED ADDITIONAL STAFF TO INCREASE EFFICIENCY FOR BOTH DISTRIBUTION AND PRODUCTION PREVENTIVE MAINTENANCE.
- THE OPERATIONS DEPARTMENT RECENTLY CONTRACTED WITH WACHS WATER SERVICES TO PERFORM MAINTENANCE ON HIGH-TRAFFIC VALVES, IMPROVING THE FREQUENCY OF WORK ON THESE DIFFICULT-TO-MAINTAIN AREAS.



EVEN THROUGH A PANDEMIC



**WE'RE KEEPING
THE WATER FLOWING**

SSWD is on the job to ensure safe,
reliable water is there for you every day.

**SACRAMENTO
SUBURBAN
WATER
DISTRICT**

HELP KEEP EVERYONE SAFE
PLEASE PROMISE EMPLOYEES
WE'LL ALL BE PART OF IT
6 FT
SACRAMENTO SUBURBAN WATER DISTRICT



THE COVID-19 PANDEMIC
IMPACTED OUR LIVES IN
UNPRECEDENTED WAYS.
BUT THROUGH IT ALL, WE
CONTINUED PROVIDING SAFE,
RELIABLE WATER AND SERVICE
TO OUR CUSTOMERS, ALL
WHILE KEEPING OUR
EMPLOYEES SAFE!



CUSTOMER SERVICE

- THE CUSTOMER SERVICE DEPARTMENT AVERAGES APPROXIMATELY 600 IN-PERSON VISITS PER MONTH AND OVER 3,100 CALLS AND 650 E-MAILS.
- DURING THE PANDEMIC, THE CUSTOMER SERVICE DEPARTMENT QUICKLY MOVED TO REMOTE WORKING. THE DISTRICT'S IT DEPARTMENT PROVIDED CUSTOMER SERVICE TEAM MEMBERS WITH LAPTOPS AND CREATED SECURE ACCESS TO A VIRTUAL PRIVATE NETWORK THAT ALLOWED THEM TO ACCESS ALL OF THE NECESSARY FILES, RECEIVE CUSTOMER CALLS, AND CONTINUE TO PROVIDE THE SAME HIGH LEVEL OF SERVICE.
- THE CUSTOMER SERVICE DEPARTMENT RECENTLY MOVED TO AN ALMOST ENTIRELY PAPERLESS SYSTEM IN ITS INTERACTIONS WITH THE FINANCE DEPARTMENT. THIS HAS MADE PROCESSING MUCH QUICKER, SIMPLIFIED ERROR DETECTION, AND REDUCED THE OVERALL ENVIRONMENTAL IMPACT.



CUSTOMER SERVICE DEPARTMENT UPGRADED FROM THIS...





TO THIS!



CONSERVATION

- SIGNED CALIFORNIA URBAN WATER CONSERVATION COUNCIL MOU (2009), COMMITTING TO BEST MANAGEMENT PRACTICES FOR WATER EFFICIENCY
- LAUNCHED TWO WATER-WISE DEMONSTRATION GARDENS—THE GARDEN ON EDEN AND GARDENS AT HOWE PARK.
- COMPLETED 802 MILES OF LEAK DETECTION, UNCOVERING 64 MILLION GALLONS OF WATER IN UNREPORTED LEAKS.
- COMPLETED OVER 4,440 WATER-WISE HOUSE CALLS SINCE 2010.
- COMPLETED OVER 780 LEAK INVESTIGATIONS SINCE 2017.
- SAVED 17.959 BILLION GALLONS OF WATER SINCE 2015.
- REDUCED GALLONS-PER-CAPITA-PER-DAY WATER USE BY 33%.
- PROVIDED 1,649 REBATES SINCE 2015.



AWARDS

- SSWD HAS RECEIVED ANNUAL TOP HONORS AWARDS FROM THE GOVERNMENT FINANCE OFFICERS ASSOCIATION FOR THE COMPLETENESS AND READABILITY OF SSWD'S ANNUAL FINANCIAL REPORT.
- DISTRICT STAFF HAVE BEEN HONORED WITH 12 LABOUNTY SAFETY AWARDS SINCE 2010.
- HONORED WITH AN AWARD OF DISTINCTION BY THE CALIFORNIA ASSOCIATION OF PUBLIC INFORMATION OFFICIALS FOR ITS COMMUNICATIONS PROGRAM "CONSERVATION 365."
- RECEIVED A NATIONAL 2018 WATERSENSE® EXCELLENCE IN EDUCATION AND OUTREACH AWARD FROM THE U.S. ENVIRONMENTAL PROTECTION AGENCY.
- HONORED WITH THE 2017 SUSTAINABLE BUSINESS OF THE YEAR AWARD FROM THE BUSINESS ENVIRONMENTAL RESOURCE CENTER (BERC).



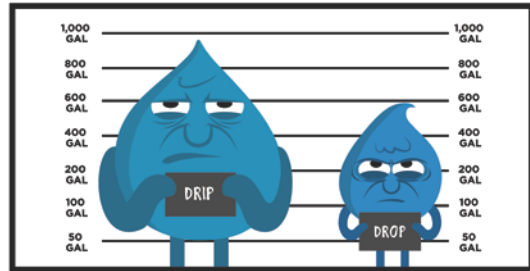
SEVERAL METER MADNESS AND TOP OPS AWARDS





COMMUNITY OUTREACH

- A COMMITMENT TO KEEPING CUSTOMERS INFORMED ABOUT DISTRICT OPERATIONS, REBATES AND SERVICES THROUGH BILL INSERTS AND NEWSLETTERS SINCE 2002.
- PROACTIVE ENGAGEMENT WITH CUSTOMERS DURING OPEN HOUSE, COMMUNITY EVENTS AND WORKSHOPS.
- PROVIDED FREE WATER-SAVING MULCH DURING ANNUAL MULCH MAYHEM EVENTS.
- CREATOR OF THE NEFARIOUS LEAK BROTHERS, WHICH HAVE BEEN UTILIZED REGION-WIDE IN OUTREACH CAMPAIGNS AND HIGHLIGHTED AT NATIONAL AND REGIONAL CONFERENCES.
- PROUD PROMOTER OF SSWD'S MANY H2O HEROES—CUSTOMERS GOING ABOVE AND BEYOND TO CONSERVE WATER—IN BILL INSERTS AND BILLBOARDS.





★ **WANTED** ★
FOR WASTING WATER

GUILTY OF DRIPPING FROM SHOWERHEADS,
RUNNING TOILETS, AND SOAKING YARDS

Height (GAL)	Character
1,000 GAL	DRIP
800 GAL	
600 GAL	
400 GAL	
200 GAL	
100 GAL	DROP
50 GAL	

Be a Leak Detective

Visit BeWaterSmart.info to learn
how to stop these wasteful droplets

EPA WaterSense  Be WATER SMART 

WE ENTHUSIASTICALLY LOOK FORWARD TO THE OPPORTUNITIES
AND CHALLENGES IN THE MANY DECADES AHEAD!

