

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, March 21, 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/83746990176?pwd=MHpyR3dkVFJlQ0R3andWWFNERUxWQT09>

Meeting ID: 837 4699 0176

Password: 166415

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

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Zoom uses encryption of data during Zoom meetings. The District uses a secure password to restrict access to scheduled meetings. The meeting host has control of content sharing, recording, and chat.

Please mute your line.

Where appropriate or deemed necessary, the 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

Pledge of Allegiance

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 February 28, 2022, Regular Board Meeting
Recommendation: Approve subject minutes.
3. Treasurer's Report
Recommendation: Approve the items in the report as recommended.

4. Policy Review - Training and Career Development Policy (PL - HR 004)
Recommendation: Approve subject policy with changes.

Items for Discussion and/or Action

5. Policy Review - Rules for Proceedings of the Board of Directors Policy (PL - BOD 002)
Recommendation: Approve subject policy with changes.
6. Policy Review – Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003)
Recommendation: Approve subject policy with changes.
7. Committee and Liaison Appointments for 2022
Recommendation: The Board President will consider assigning Board member committee and liaison appointments for 2022.
8. North Service Area Water Supply Capacity Improvements Update
Recommendation: No action, information item only.
9. Campaign Contribution Limits on Candidates for District Board of Directors
Recommendation: Receive written staff report and direct staff as appropriate.

General Manager’s Report

10. General Manager’s Report
 - a. Grant of Easement and Right of Way
 - b. Hinkle Project Update
 - c. Combination Study Business Case Analysis – Proposal Update

Department/Staff Reports

11. Financial Report
 - a. Draft - Financial Highlights
 - b. Budgets
 - c. Information Required by LOC Agreement
12. District Activity Report

13. Engineering Report
 - a. Major Capital Improvement Program Projects
 - b. Active Wells
 - c. Planning Documents
 - d. Other Projects

Information Items

14. 2021 Budget Reconciliation
15. 2022 Bond Refinancing Update
16. Upcoming Water Industry Events
17. Upcoming Policy Review
 - a. Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy (PL - Adm 003)
 - b. Information Technology/Disaster Recovery Policy (PL - IT 004)

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

18. a. Regional Water Authority (Director Jones)
Agenda for the March 10, 2022 Board Meeting.

Regional Water Authority Executive Committee (General Manager York)
Agenda for the February 23, 2022 Executive Committee Meeting.
- b. Sacramento Groundwater Authority (Director Thomas)
Agenda for the March 10, 2022 Special Board Meeting.
- c. Director Reports – AB 1234

Committee Reports

19. a. Carmichael Water District/SSWD 2x2 Committee Meeting (Director Locke)
Draft Minutes from the February 18, 2022, meeting.

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 opened to the public)

- 20. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiating litigation involving claims related to PFAS contamination.
- 21. Public employee performance evaluation involving the General Manager under Government Code section 54954.5(e) and 54957.

Adjournment

Upcoming Meetings

Monday, April 4, 2022, at 5:00 p.m., Special Board Meeting
Monday, April 18, 2022, at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the March 21, 2022, meeting of the Sacramento Suburban Water District Board of Directors was posted by March 16, 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: March 21, 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



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Agenda Item: 2

Date: March 21, 2022

Subject: Minutes of the February 28, 2022, Regular Board Meeting

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the draft minutes of the February 28, 2022, Regular Board Meeting.

Attachment:

1 – Draft Minutes

Minutes

Sacramento Suburban Water District
Regular Board Meeting
Monday, February 28, 2022

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting Id #841 5578 4873

Call to Order – Videoconference/Audioconference Meeting

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

Pledge of Allegiance

President Locke led the Pledge of Allegiance.

Roll Call

Directors Present: Jay Boatwright, Dave Jones via Zoom, 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, and Greg Bundesen.

Public Present: William Eubanks, Robert Porr, Jon Guz, Lora Carpenter, Cameron Parks, Eric Rodriguez, and Legal Counsel Josh Horowitz.

Action Item

- AB 361 Findings to Continue Permitting Director Remote Participation in Board Meetings**

Director Thomas moved to approve Item 1; Director Wichert seconded. The motion passed by unanimous vote.

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

Announcements

General Manager Dan York (GM York) announced:

- Special 20-year lunch bags, containers, and keychains are at the dais for Directors in commemoration of the District’s 20-year anniversary.
- RWA provided a reimbursement check from the Prop 1 IRWM Implementation Grant for \$55,318.53 for the Project 3 Well 79 Verne/Panorama Pumping Station Project. See letter at dais.

Public Comment

None.

Consent Items

2. **Minutes of the January 24, 2022, Regular Board Meeting**
3. **Minutes of the February 7, 2022, Special Board Meeting**
4. **Treasurer’s Report**
5. **Policy Review - Debt Management Policy (PL – Fin 011)**
6. **Policy Review - Reasonable Accommodation and Interactive Process Policy (PL – HR 014)**
7. **Policy Review - Disconnection of Residential Water Service Policy (PL – CS 001)**

Director Wichert requested to pull Item 2 for discussion.

William Eubanks (Mr. Eubanks) requested to pull Item 4 for discussion.

President Locke moved to approve all Consent Items except Items 2 and 4; Director Thomas seconded. The motion passed by unanimous vote.

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

Director Wichert withdrew his request to pull Item 2.

President Locke moved to approve Item 2; Director Boatwright seconded. The motion passed by unanimous vote.

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

Regarding Item 4, Mr. Eubanks highlighted a few line items in the Treasurer’s Report that displayed District staff teambuilding events, and suggested staff find a different way for accounting for those events.

Director Thomas moved to approve Item 4; Director Boatwright seconded. The motion passed by unanimous vote.

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

Director Wichert requested staff rename “construction in progress” in the Treasurer’s Report with the actual project name, so he can understand it better and make it more clear.

Jeff Ott (Mr. Ott) expressed he would change the language.

Items for Discussion and/or Action

8. Presentation on District’s 20 Year Anniversary

GM York presented the staff report and PowerPoint presentation.

President Locke requested clarification on slide 67.

Mr. Eubanks suggested staff create a video presentation out of the PowerPoint presentation to show to schools and other agencies, as he felt the District has great leadership, staff, and a great story to tell.

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

Mr. Ott presented the staff report and presented a PowerPoint presentation.

Cameron Parks with Citigroup, additionally presented the PowerPoint presentation.

Director Wichert moved to approve the staff recommendation; Director Thomas seconded. The motion passed by unanimous vote.

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

10. **Social Media Outreach Program Discussion**

Greg Bundesen (Mr. Bundesen) presented the staff report, PowerPoint presentation and answered clarifying questions.

Director Wichert suggested adding Twitter to the list of social media platforms to consider.

Discussion ensued over different scenarios of correspondence with customers through social media.

President Locke expressed that after the presentation, he was in favor of the District participating in social media.

Director Thomas was also in favor of social media, suggesting staff bring back further information on additional paths forward.

Director Wichert requested staff bring back a budget revision.

President Locke requested staff bring back an implementation plan with a few options that would not be too costly, what to expect for staff time, if an additional staff position was needed, and a proposed budget.

11. **Combination Study Business Case Analysis – Proposal Update**

GM York presented staff report.

President Locke added a summary of the last meeting.

Director Wichert noted he was in favor of staff preparing the study, as he believed all of the information would come from staff and it would be much more valuable.

The Board requested staff send them the proposal from Raftelis. GM York expressed he would send it to all.

Mr. Eubanks expressed he was not in favor of a combination of the two Districts, as he didn't see any benefit to the District.

12. **Policy Review – Directors' Compensation and Expense Reimbursement Policy (PL – BOD 003)**

GM York presented staff report.

Director Wichert expressed he requested to add the item to the agenda for the Board to review and submit any comments to staff.

Staff noted that any suggested edits by Directors were due to staff by Monday, March 4, 2022.

13. **Policy Review - Rules for Proceedings of the Board of Directors (PL - BOD 002)**
GM York presented staff report.

Director Wichert pointed out that an abstention vote was equal to a yes vote in the policy.

Legal Counsel Josh Horowitz (Mr. Horowitz) confirmed that in the policy, an abstention vote counted as a yes vote, noting that the Board had the options to discuss it and change it.

Director Wichert expressed that if there was an option to change it, he was in favor of that.

Mr. Horowitz expressed it would only require some rewording and a removal of the citation to the court case.

Director Wichert expressed that he was not in favor of not allowing Directors to attend Ad Hoc or Non-Standing committees.

Mr. Horowitz expressed that under the Brown Act, Directors not on those committees were not allowed to attend or participate in Ad Hoc or Non-Standing committee meetings. He further noted that the Board President could make committees standing, which would allow other Directors to attend and listen.

Director Wichert expressed his intent was to eliminate Ad Hoc committees entirely, as he disagreed with not allowing other Directors to listen in.

President Locke agreed with Director Wichert, as he too felt that other Directors should be allowed to listen in on committee meetings, noting if that meant removing Ad Hoc committees, he would be in favor of it.

Mr. Horowitz reiterated that the Board President could remove all Ad Hoc committees and only hold meetings of the full Board.

Director Wichert additionally pointed out that he suggested amendments to the policy to allow public discussion from the public in response to Board request, in Rule 16.

Mr. Horowitz expressed concern over allowing members of the public to essentially provide a report to the Board, noting if you allow one member of the public that

permission, you would need to allow all members of the public the same permission. Noting it could be problematic.

Director Wichert was ok with Mr. Horowitz's suggestion in that section.

Director Boatwright further pointed out that the General Manager's Performance Review Committee was an Ad Hoc committee.

Mr. Horowitz expressed that the Board could hold that under the Brown Act rubric of negotiations with the General Manager and appoint a negotiator. He noted another option would be for the Board to appoint a Standing Personnel Committee with the main function being to interact with the General Manager to deal with their contract.

President Locke felt they seemed like reasonable suggestions, and he was not opposed to eliminating the Ad Hoc General Managers Performance Review Committee.

Director Wichert expressed he would work with Mr. Horowitz on finalizing the draft policy and it would be brought back to the March regular Board Meeting.

Mr. Eubanks supported eliminating committees as he felt they were useless.

General Manager's Report

14. General Manager's Report

GM York presented the staff report and answered clarifying questions.

a. *Barrett Ranch Property Acquisition*
A written report was provided.

b. *Redistricting Update*
A written report was provided.

Director Wichert requested not to split any zip codes during the redistricting study.

c. *Urban Water Management Plan*
A written report was provided.

Department/Staff Reports

15. 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.

16. **District Activity Report**

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

17. **Engineering Report**

Dana Dean presented the staff report and answered clarifying questions.

Mr. Eubanks commented that he was not confident that the scheduled was accurate.

- a. *Major Capital Improvement Program Projects*
A written report was provided.
- b. *Active Wells*
A written report was provided.
- c. *Planning Documents*
A written report was provided.
- d. *Other Projects*
A written report was provided.

Information Items

18. **Safety Center Award – Excellence in Safety**

Assistant General Manager Matt Underwood (AGM Underwood) presented the staff report and answered clarifying questions.

19. **ACWA/JPIA Liability, Property, and Workers' Compensation Risk Review**

Mr. Artrip presented the staff report.

20. **ACWA/JPIA President's Special Recognition Award**

AGM Underwood presented the staff report.

21. **Upcoming Water Industry Events**

A written report was provided.

22. Upcoming Policy Review

A written report was provided.

- 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)

The agenda for the January 26, 2022 Executive Committee Meeting was provided.

- b. Sacramento Groundwater Authority (Director Wichert)

The agenda for the February 10, 2022 Board Meeting was provided.

- c. Director Reports – AB 1234

Director Thomas provided an oral report on the Water Forum meeting he attended on January 27, 2022.

Director Boatwright provided an oral report on the SGA Board meeting he attended on January 25, 2022; and the RWA Executive Committee meeting he attended on January 26, 2022; and the tour he had with the General Manager on February 24, 2022.

Director's Comments/Staff Statements and Requests

None.

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

The Board convened in Closed Session at 8:55 p.m. to discuss the following:

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

Return to Open Session

The Board convened in Open Session at 9:43 p.m. There was no reportable action.

Adjournment

President Locke adjourned the meeting at 9:44 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 3

Date: March 21, 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 February 1, 2022 through February 31, 2022.
2. Accept the credit card expenditures listing for the period February 1, 2022 through February 28, 2022.
3. Ratify the Investment Activity register for the period February 1, 2022 through February 28, 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 – February 2022
- Credit Card Expenditures Register – February 2022
- Investment Activity Register – February 2022

Cash Expenditures (AP Warrants) Register– February 2022

During the month of February 2022, the District made cash payments totaling \$3.0 million. The primary expenditures were: \$1.5 million for 2022 capital improvement projects, \$0.8 million for payroll, pension and health benefits, \$0.3 million for water costs including pumping costs, \$0.1 million for operating supplies, \$0.1 million for annual membership, licenses, permits and dues, \$0.1 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 – February 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 \$9,300 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 – February 2022

During the month of February 2022, the District purchased one U.S. Treasury Note for \$0.8 million (par). The District received principal pay downs on three Federal Agency Collateralized Mortgage Obligations for \$10,431 (par) and two Asset-Backed Security Obligations for \$44,998 (par). Two Certificates of Deposit were 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 – February 2022
2. Credit Card Expenditures Register – February 2022
3. Investment Activity Register – February 2022

**Cash Expenditures
February 2022**

AP Warrant List from 2/1/2022 to 2/28/2022

Group	Vendor Name	Amount	Description
Benefits			
	PAYROLL - 2	\$537,296.18	Payroll
	ACWA JPIA INSURANCE/EAP - Invoices:2	\$323.68	Miscellaneous Employee Benefits
	BASIC PACIFIC - Invoices:3	\$978.10	Employee Benefit - Health Retiree
	PERS Health	\$111,930.74	Employee Benefit - Health Active & Retiree
	PERS LONG TERM CARE PROGRAM -	\$4,038.75	Employee Benefit - Health Retiree
	CIGNA-DENTAL INS - Invoices:2	\$29,149.79	Employee Benefit - Dental
	AMERITAS (VISION) - Invoices:1	\$2,053.80	Employee Benefit - Vision
	PERS PENSION - Invoices:7	\$89,745.03	Employee Benefit - PERS Retirement
	UNUM - Invoices:2	\$8,862.28	Employee Benefit - LTD Insurance
CIP &			
	AUBURN CONSTRUCTORS - Invoices:1	\$682,831.50	Well 79 Verner
	BENDER ROSENTHAL INC - Invoices:5	\$12,503.75	Construction In Progress
	BLUE KNIGHT SECURITY & PATROL -	\$13,422.50	Construction In Progress
	CDWG - Invoices:5	\$39,424.92	Construction In Progress
	COUNTY OF SAC PUBLIC WORKS -	\$2,035.00	Construction In Progress
	FIRST AMERICAN TITLE COMPANY -	\$100,000.00	Property Acq Deposit Walerga/Antelope
	FLOWLINE CONTRACTORS INC -	\$407,415.75	\$398,169: Greenberry Complex
	GM CONSTRUCTION & DEVELOPERS -	\$109,436.04	Valve/Hydrant/Service Replacements
	KENNEDY JENKS CONSULTANTS -	\$1,638.79	Construction In Progress
	KIRBY PUMP AND MECHANICAL -	\$14,162.00	Construction In Progress
	LOEWEN PUMP MAINTENANCE -	\$7,010.00	Construction In Progress
	ONE STOP TRUCK SHOP - Invoices:1	\$5,120.48	Construction In Progress
	PSOMAS - Invoices:1	\$12,474.00	Construction In Progress
	R ERIKSON COMMUNICATIONS -	\$1,093.88	Construction In Progress
	RAWLES ENGINEERING - Invoices:1	\$8,571.19	Construction In Progress
	S E AHLSTROM INSPECTION - Invoices:1	\$13,490.00	Construction In Progress
	SAC VALLEY ELECTRIC INC - Invoices:1	\$21,945.00	Construction In Progress
	SMUD ACCOUNTING - Invoices:1	\$500.00	Construction In Progress
Debt Service			
	SUMITOMO MITSUI BANKING	\$1,619.31	2009A COP Interest Expense
	WELLS FARGO SWAP - Invoices:1	\$75,658.83	2009A COP Interest Expense
Financial Services			
	KAMILAH HOLLOWAY - Invoices:1	\$34.00	Financial Services
	MAZE & ASSOCIATES ACCOUNTANCY	\$18,483.00	Audit Services
	PFM ASSET MANAGEMENT LLC -	\$4,038.62	Financial Services
	WESTAMERICA BANK ANALYSIS FEES -	\$5,037.23	Financial Services
	WESTAMERICA CARD PROCESSING	\$15,313.38	Financial Services
Supplies			
	ARMORCAST PRODUCTS COMPANY -	\$13,186.12	Operating Supplies
	SENSUS USA INC - Invoices:2	\$99,884.26	Meter Supplies
	ICONIX WATERWORKS (US) INC -	\$3,313.32	Operating Supplies
Supplies			

AP Warrant List from 2/1/2022 to 2/28/2022

Group	Vendor Name	Amount	Description
	D & H WATER SYSTEMS - Invoices:1	\$676.50	Operating Supplies
	A & A STEPPING STONE MFG., INC -	\$41.35	Operating Supplies
	WEX - Invoices:1	\$12,272.48	Operating Supplies - Fuel
	WHITE CAP - Invoices:1	\$1,190.10	Operating Supplies
	GEOTECH ENVIRONMENTAL EQUIP INC	\$565.68	Operating Supplies
	GRAINGER - Invoices:1	\$503.18	Operating Supplies
	PACE SUPPLY CORP - Invoices:3	\$5,182.79	Operating Supplies
	ZORO - Invoices:4	\$1,025.01	Operating Supplies
	ADRIAN VAN MUYDEN - Invoices:1	\$129.30	BMP Rebates
	AFLAC - Invoices:1	\$737.77	Supplemental Insurance
	ALLIED UNIVERSAL - Invoices:1	\$798.54	Building Service Expense - Office & Yard
	AMAZON BUSINESS - Invoices:7	\$954.50	Office Supplies
Other			
	ANSWERNET - Invoices:1	\$768.20	Communication
	APPLIED BEST PRACTICES - Invoices:1	\$463.50	Consulting Services
	ARMANINO - Invoices:1	\$14,590.00	Annual Maintenance Contract
	ARMSTRONG REMEDIATION - Invoices:1	\$538.06	Building Service Expense - Office & Yard
	AT&T - Invoices:4	\$4,174.39	Communication
	AYELEN GARCIA-RUDNIK - Invoices:1	\$75.00	BMP Rebates
	BARTKIEWICZ KRONICK & SHANAHAN -	\$7,186.69	Legal Services
	BETTE WATERSTREET - Invoices:1	\$150.00	BMP Rebates
	BROADRIDGE MAIL LLC - Invoices:16	\$16,603.65	Postage/Shipping/UPS/Fed Ex
	BROWER MECHANICAL - Invoices:3	\$706.00	Building Maintenance - Office & Yard
	BURTON ROBB /BURT'S LAWN &	\$7,700.00	Contract Services
	CALIFORNIA LABORATORY SERVICES -	\$3,186.00	Inspection & Testing
	CAPITAL SWEEPER SERVICE - Invoices:1	\$170.00	Building Service Expense - Office & Yard
	CINTAS - Invoices:6	\$1,702.05	Uniforms
	CITY OF SACRAMENTO DEPT OF	\$34.47	Utilities
	CLEAR VISION WINDOW CLEANING -	\$225.00	Building Service Expense - Office & Yard
	COLLECTION PLUS - Invoices:1	\$111.96	Employee Benefit - Life Insurance
	COLLEGE OAK TOWING - Invoices:2	\$765.00	Construction Services
	COUNTY OF SAC UTILITIES - Invoices:1	\$127.35	Utilities
	Customer Refunds: 99	\$12,764.75	Refund Clearing Account
	DAVID & SHANNON BARNES - Invoices:1	\$327.50	Misc. Repairs
	DIG SMART LLC - Invoices:1	\$9,000.00	Annual Maintenance Contract
	DIRECT TV - Invoices:1	\$11.25	Communication
	DOMCO PLUMBING - Invoices:1	\$475.00	Building Maintenance - Office & Yard
	ELIZABETH BACA - Invoices:1	\$146.48	BMP Rebates
	EMPLOYEE RELATIONS NETWORK -	\$411.76	Employment Cost
	EUROFINS EATON ANALYTICAL -	\$9,784.00	Inspection & Testing
	FASTENAL COMPANY - Invoices:1	\$496.19	Operating Supplies
	FIELDMAN ROLAPP & ASSOCIATES -	\$2,555.76	Consulting Services
Other			
	FLEETWASH INC - Invoices:1	\$439.60	Vehicle Maintenance Services

AP Warrant List from 2/1/2022 to 2/28/2022

Group	Vendor Name	Amount	Description
	HANNAH DUNRUD - Invoices:1	\$240.98	Other Training
	HEROLD & MIELENZ INC - Invoices:1	\$8,631.08	Contract Services
	IN COMMUNICATIONS - Invoices:1	\$7,311.29	Public Relations
	INFERRERA CONSTRUCTION	\$2,227.50	Consulting Services
	IRON MOUNTAIN OFF SITE DATA	\$536.33	Equipment Maintenance Services
	J&J LOCKSMITH - Invoices:1	\$95.50	Building Maintenance - Office & Yard
	JAMES H WESTLAKE - Invoices:1	\$150.00	BMP Rebates
	KIM CHAVEZ - Invoices:1	\$75.00	BMP Rebates
	KRISTEN DODSON - Invoices:1	\$150.00	BMP Rebates
	KYLE JIVIDEN - Invoices:1	\$1,920.00	Education Assistance
	LES SCHWAB TIRE CENTER/MADISON -	\$1,423.26	Vehicle Maintenance Services
	MARK TAYLOR - Invoices:1	\$190.00	Other Training
	MARQUEE FIRE PROTECTION -	\$1,145.00	Building Maintenance - Office & Yard
	MICHAEL PHILLIPS LANDSCAPE CORP -	\$9,035.00	Building Service Expense - Office & Yard
	MISSION OAKS RECREATION & PARK	\$2,905.88	BMP Rebates
	MOBILE-MED WORK HEALTH	\$270.00	Miscellaneous Employee Benefits
	NINJIO LLC - Invoices:1	\$137.89	Equipment Maintenance Services
	OCCU-MED LTD - Invoices:1	\$401.00	Miscellaneous Employee Benefits
	OFFICE DEPOT INC - Invoices:6	\$472.93	Office Supplies
	PAUL BAKER PRINTING INC - Invoices:1	\$1,593.19	Printing
	PEST PROS - Invoices:3	\$288.15	Building Service Expense - Office & Yard
	QUADIENT LEASING USA INC -	\$660.81	Equipment Rental/Lease
	RAMOS ENVIRONMENTAL SERVICES -	\$506.09	Hazardous Waste Disposal
	RAUL PALOMAR - Invoices:1	\$60.00	Required Training
	RAY MORGAN CO - Invoices:1	\$86.03	Equipment Maintenance Services
	REMY PAULY - Invoices:1	\$150.00	BMP Rebates
	RUE EQUIPMENT INC - Invoices:7	\$979.87	Equipment Maintenance Services
	SACRAMENTO METRO AIR QUALITY -	\$45,398.00	Annual Operating Permits
	SACRAMENTO SUBURBAN WATER	\$464.62	Postage/Shipping/UPS/Fed Ex
	SAWWA - Invoices:1	\$1,200.00	Membership & Dues
	SONITROL - Invoices:2	\$2,857.58	Building Service Expense - Office & Yard
	STATE WATER RESOURCES CONTROL	\$3,146.00	Licenses, Permits & Fees
	TEE JANITORIAL & MAINTENANCE -	\$4,108.00	Building Maintenance - Office & Yard
	TESCO - Invoices:1	\$11,135.00	Contract Services
	TINA LYNN DESIGN - Invoices:1	\$225.00	Contract Services
	TODD BARSNESS VOICE OVER TALENT -	\$300.00	Contract Services
	US BANK CORPORATE PAYMENT	\$7,779.76	US Bank Calcard
	VERIZON WIRELESS/DALLAS TX -	\$5,762.14	Communication
	VICKI SPRAGUE - Invoices:1	\$100.00	Required Training
	WALNUT INDUSTRIAL CENTER LLC -	\$1,322.00	H&D WALNUT PARKING LOT LEASE
	WASTE MANAGEMENT - Invoices:3	\$399.23	Building Service Expense - Office & Yard
Other			
	WATER EDUCATION FOUNDATION -	\$2,500.00	Membership & Dues
	WCP SOLUTIONS - Invoices:1	\$657.84	Building Maintenance - Office & Yard

AP Warrant List from 2/1/2022 to 2/28/2022

Group	Vendor Name	Amount	Description
	WOLF CONSULTING - Invoices:1	\$500.00	Consulting Services
Water Costs			
	PG&E - Invoices:3	\$5,071.01	Utilities
	SAN JUAN WATER DISTRICT - Invoices:1	\$136,530.30	Water
	CITY OF SACRAMENTO WTR - Invoices:2	\$33,772.18	Purchased Water-City of Sacramento
	SIERRA CHEMICAL COMPANY -	\$5,408.00	HFA, Chemical & Delivery
	SMUD - Invoices:3	\$72,763.19	Electrical Charges
		<u>\$2,976,830.66</u>	

**Credit Card Expenditures
February 2022**

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

Vendor Name	Description	Amount	Proj/GLAcct
SACRAMENTO COUNTY	WELL 35 PERMIT	\$450.08	14-54509
IN & OUT BURGER	INVENTORY LUNCH	\$70.74	03-55002
LUCILLES	TEAM BUILDING AND COMMUNICATION, AEAE LUNCH	\$1,945.71	02-51403
CUBICLE KEYS	CABINET KEY	\$50.32	12-52101
TIGER SUPPLIES	WAREHOUSE SUPPLIES	\$285.51	05-52101
PAYPAL	TRAINING- AARON CAUDILLO	\$95.00	06-51407
PAYPAL	TRAINING-WAYNE BELLERT	\$95.00	06-51407
PAYPAL	TRAINING-TOM SAWYER	\$95.00	06-51407
HOME DEPOT	SUPPLIES FOR FIELD SERVICES	\$36.57	08-52101
HOME DEPOT	WAREHOUSE SUPPLIES	\$44.87	05-52101
HOME DEPOT	PARTS/SUPPLIES -DISTRIBUTION	\$32.80	07-52101
QUILL	COVID SUPPLIES	\$60.32	05-52101
COSTCO	KITCHEN SUPPLIES-WALNUT	\$104.99	03-52108
IVES TRAINING	TRAINING MATERIALS- BEN HARRIS	\$99.00	05-51406
FAST SIGNS	VINYL LETTERING FOR TRUCKS	\$135.77	12-54006
OSHA TRAINING	TRAINING-BEN HARRIS	\$575.00	05-51406
RTIC	20TH ANNIVERSARY-LUNCH COOLERS	\$2,385.59	02-52101
RTIC	20TH ANNIVERSARY-LUNCH CONTAINERS	\$699.30	02-52101
AWWA	TRAINING-HECTOR SEGOVIANO	\$499.00	05-55001
SOUTHWEST	TRAINING-HECTOR SEGOVIANO	\$21.95	05-55001
DLR RESORT	TRAINING - HECTOR SEGOVIANO	\$297.18	05-55001
COSTCO	SUPPLIES FOR ENVIRONMENTAL COMPLIANCE	\$83.45	14-52101
US BANK	LATE PAYMENT CREDIT CARD FEE	\$30.32	03-54503
OFFICE MAX	CANDIDATE BINDERS FOR DIRECTORS	\$146.13	01-52108
GROUNDWATER RESOURCES	MEMBERSHIP RENEWAL	\$125.00	17-51402
RALEY'S	COOKIES FOR SPECIAL BOARD MEETING - CANDIDATE INTERVEIWS	\$8.98	01-56000
WILSONS	ENGRAVEMENTS	\$59.81	12-54008
AMAZON	BOOKS FOR BOARD MEMBERS - 5 BOOKS	\$96.90	01-52108
CSDA	BOARD MEMBER REGISTRATION FOR WORKSHOP WICHERT AND BOATWRIGHT	\$350.00	01-55002
CAPIO	WEBINER FOR GREG BUNDESEN	\$40.00	13-55001
SAC MOTHER LOAD CHAPTER	HR WORKSHOP FOR SUSAN SCHINNERER	\$20.00	17-51406
LOWES	LUMBER TO MAKE 20 SIGN FOR ANNIVERSARY	\$63.39	02-52101
MICHAELS	PAINT FOR 20 SIGN FOR ANNIVERSARY	\$16.36	02-52101
GOVERNMENT FINANCE OFFICE	GFOA MEMBERSHIP DUES	\$180.00	03-52501
	Totals:	\$9,300.04	

**Investment Activity
February 2022**

Managed Account Security Transactions & Interest

For the Month Ending **February 28, 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										
02/18/22	02/25/22	US TREASURY N/B NOTES DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	750,000.00	(717,656.25)	(1,818.02)	(719,474.27)			
Transaction Type Sub-Total				750,000.00	(717,656.25)	(1,818.02)	(719,474.27)			
INTEREST										
02/01/22	02/01/22	CHAFFEY UHSD, CA TXBL GO BONDS DTD 12/05/2019 2.101% 08/01/2024	157411TK5	100,000.00	0.00	1,050.50	1,050.50			
02/01/22	02/01/22	BANK OF AMERICA CORP NOTES DTD 07/30/2015 3.875% 08/01/2025	06051GFS3	275,000.00	0.00	5,328.13	5,328.13			
02/01/22	02/01/22	SAN JUAN USD, CA TXBL GO BONDS DTD 10/29/2020 0.702% 08/01/2024	798306WN2	200,000.00	0.00	702.00	702.00			
02/01/22	02/01/22	BB&T CORPORATION CORP BONDS DTD 07/29/2019 2.500% 08/01/2024	05531FBH5	400,000.00	0.00	5,000.00	5,000.00			
02/01/22	02/01/22	MN ST TXBL GO BONDS DTD 08/25/2020 0.630% 08/01/2025	60412AVJ9	130,000.00	0.00	409.50	409.50			
02/01/22	02/01/22	MONEY MARKET FUND	MONEY0002	0.00	0.00	1.34	1.34			
02/01/22	02/01/22	LOS ANGELES CCD, CA TXBL GO BONDS DTD 11/10/2020 0.773% 08/01/2025	54438CYK2	175,000.00	0.00	676.38	676.38			
02/01/22	02/25/22	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	5,709.05	0.00	15.24	15.24			
02/01/22	02/25/22	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	161,051.54	0.00	414.71	414.71			
02/01/22	02/25/22	FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	0.00	701.71	701.71			
02/01/22	02/25/22	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	34,661.87	0.00	60.43	60.43			
02/09/22	02/09/22	PACCAR FINANCIAL CORP CORPORATE NOTES DTD 08/09/2021 0.500% 08/09/2024	69371RR40	170,000.00	0.00	425.00	425.00			
02/14/22	02/14/22	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 08/14/2020 0.500% 08/14/2023	89236THF5	125,000.00	0.00	312.50	312.50			
02/15/22	02/15/22	NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	410,000.00	0.00	112.75	112.75			

Managed Account Security Transactions & Interest

For the Month Ending **February 28, 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										
02/15/22	02/15/22	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	65,000.00	0.00	18.42	18.42			
02/15/22	02/15/22	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	150,000.00	0.00	62.50	62.50			
02/15/22	02/15/22	HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	100,000.00	0.00	61.67	61.67			
02/15/22	02/15/22	COMET 2021-A1 A1 DTD 07/22/2021 0.550% 07/15/2026	14041NFW6	415,000.00	0.00	190.21	190.21			
02/15/22	02/15/22	US TREASURY NOTES DTD 08/15/2012 1.625% 08/15/2022	912828TJ9	500,000.00	0.00	4,062.50	4,062.50			
02/15/22	02/15/22	TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	450,000.00	0.00	97.50	97.50			
02/15/22	02/15/22	MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	195,000.00	0.00	65.00	65.00			
02/15/22	02/15/22	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	145,000.00	0.00	62.83	62.83			
02/15/22	02/15/22	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			
02/15/22	02/15/22	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	95,000.00	0.00	30.08	30.08			
02/15/22	02/15/22	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	275,000.00	0.00	126.04	126.04			
02/15/22	02/15/22	DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	250,000.00	0.00	120.83	120.83			
02/15/22	02/15/22	COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	130,000.00	0.00	83.42	83.42			
02/15/22	02/15/22	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	51,848.15	0.00	139.13	139.13			
02/15/22	02/15/22	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	18,910.42	0.00	49.80	49.80			
02/16/22	02/16/22	GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	170,000.00	0.00	68.00	68.00			
02/16/22	02/16/22	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	135,000.00	0.00	42.75	42.75			

Managed Account Security Transactions & Interest

For the Month Ending **February 28, 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										
02/16/22	02/16/22	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	110,000.00	0.00	62.33	62.33			
02/20/22	02/20/22	VWALT 2020-A A4 DTD 12/03/2020 0.450% 07/21/2025	92868VAD1	265,000.00	0.00	99.38	99.38			
02/20/22	02/20/22	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	200,000.00	0.00	308.33	308.33			
02/20/22	02/20/22	GMALT 2021-2 A4 DTD 05/26/2021 0.410% 05/20/2025	380144AD7	50,000.00	0.00	17.08	17.08			
02/21/22	02/21/22	HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	130,000.00	0.00	95.33	95.33			
02/24/22	02/24/22	FREDDIE MAC NOTES DTD 08/21/2020 0.250% 08/24/2023	3137EAEV7	1,200,000.00	0.00	1,500.00	1,500.00			
02/25/22	02/25/22	FANNIE MAE NOTES DTD 08/27/2020 0.375% 08/25/2025	3135G05X7	450,000.00	0.00	843.75	843.75			
02/25/22	02/25/22	BMWLT 2021-2 A4 DTD 09/15/2021 0.430% 01/27/2025	09690AAD5	370,000.00	0.00	132.58	132.58			
02/26/22	02/26/22	SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	400,000.00	0.00	3,802.67	3,802.67			
02/28/22	02/28/22	WALT DISNEY COMPANY/THE DTD 09/06/2019 1.750% 08/30/2024	254687FK7	400,000.00	0.00	3,500.00	3,500.00			
02/28/22	02/28/22	NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	400,000.00	0.00	3,823.33	3,823.33			
Transaction Type Sub-Total				10,382,181.03	0.00	35,822.32	35,822.32			
MATURITY										
02/14/22	02/14/22	SOCIETE GENERALE NY CERT DEPOS DTD 02/19/2020 1.800% 02/14/2022	83369XDL9	400,000.00	400,000.00	3,600.00	403,600.00	0.00	0.00	
02/25/22	02/25/22	MUFG BANK LTD/NY CERT DEPOS DTD 02/28/2019 2.980% 02/25/2022	55379WZU3	375,000.00	375,000.00	11,299.17	386,299.17	0.00	0.00	
Transaction Type Sub-Total				775,000.00	775,000.00	14,899.17	789,899.17	0.00	0.00	
PAYDOWNS										

Managed Account Security Transactions & Interest

For the Month Ending **February 28, 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										
02/01/22	02/25/22	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	117.77	117.77	0.00	117.77	0.00	0.00	
02/01/22	02/25/22	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	14.61	14.61	0.00	14.61	0.00	0.00	
02/01/22	02/25/22	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	10,430.84	10,430.84	0.00	10,430.84	(88.82)	0.00	
02/15/22	02/15/22	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	13,216.34	13,216.34	0.00	13,216.34	2.53	0.00	
02/15/22	02/15/22	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	10,959.13	10,959.13	0.00	10,959.13	1.64	0.00	
02/20/22	02/20/22	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	20,822.06	20,822.06	0.00	20,822.06	2.44	0.00	
Transaction Type Sub-Total				55,560.75	55,560.75	0.00	55,560.75	(82.21)	0.00	
Managed Account Sub-Total					112,904.50	48,903.47	161,807.97	(82.21)	0.00	
Total Security Transactions					\$112,904.50	\$48,903.47	\$161,807.97	(\$82.21)	\$0.00	



Agenda Item: 4

Date: March 21, 2022

Subject: Policy Review – Training and Career Development Policy (PL – HR 004)

Staff Contact: Susan Schinnerer, Human Resources Administrator

Recommended Board Action:

Approve the Training and Career Development Policy (PL – HR 004) with changes.

Background:

The Training and Career Development Policy (PL - HR 004) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on November 17, 2003, and was last reviewed by the Board on January 27, 2020. On February 28, 2022, the Policy was brought to the Board for its biennial review. No comments from Directors have been received to date. This Policy was not reviewed by legal counsel for this update.

Discussion:

Staff is recommending minor changes as described below:

1. **Section 100.00 Purpose of the Policy:** Minor adjustments from the previous language, including the addition of “opportunities” and “performance for employees.”
2. **Section 200.00 Policy:** Clarification of attending conferences “as appropriate.”

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

This Policy is to establish guidance in establishing a program to provide District-wide training and career development opportunities for District employees.

Attachments:

- 1) Training and Career Development Policy - PL – HR 004 – redline
- 2) Training and Career Development Policy - PL – HR 004 – clean

Sacramento Suburban Water District

Training and Career Development Policy

Adopted: November 17, 2003

Approved with changes on: ~~March 21, 2022~~ January 27, 2020

100.00 Purpose of the Policy

The purpose of this policy is to establish a uniform and consistent program to provide District-wide training and career development opportunities for ~~District's~~ employees. This policy also serves as a guide to promote and conduct training and educational activities that provide for ~~the employee's~~ personal and professional growth, enhance job skills, and encourage positive professional ~~behavior~~ performance for employees. ~~This policy is a reminder that~~ employees, managers, and human resources should all collaborate to build a continuous professional development culture, which is essential to the District's future operations.

200.00 Policy

The District will provide all of its employees a program of continuous training and career development that is tailored to their position, meets District goals, complies with all legal and regulatory requirements, and promotes professional enrichment. The District also promotes and encourages employees to participate in educational activities, formal training sessions, employee coaching and mentoring, participating in attending conferences as appropriate, on-the-job training, job shadowing, and job rotation to improve employee job proficiency, knowledge, and skills. This policy is expected to enhance the District's ability to retain and attract outstanding employees.

300.00 Authority and Responsibility

The General Manager or his/her designee is authorized and responsible for establishing a training program that a) provides all employees who require a license or certificate to perform critical District functions an opportunity to earn or maintain such a license or certificate, and b) provides an opportunity for employees to complete other mandatory training. The General Manager or his/her designee will pre-approve all mandatory training courses; fees and related expenses will be paid by the District.

The General Manager or his/her designee is further authorized to establish training and career development programs and pre-approve all non-mandatory training courses and programs that will enhance employee skills in accordance with the District's mission statement, values, goals, and principles; fees, tuition, and related expenses will be paid by the District as determined and approved by the General Manager.

400.00 Policy Review

This Policy will be reviewed at least biennially.

Sacramento Suburban Water District

Training and Career Development Policy

Adopted: November 17, 2003
Approved with changes on: March 21, 2022

100.00 Purpose of the Policy

The purpose of this policy is to establish a uniform and consistent program to provide District-wide training and career development opportunities for District employees. This policy also serves as a guide to promote and conduct training and educational activities that provide for personal and professional growth, enhance job skills, and encourage positive professional performance for employees. Employees, managers, and human resources should all collaborate to build a continuous professional development culture, which is essential to the District's future operations.

200.00 Policy

The District will provide all of its employees a program of continuous training and career development that is tailored to their position, meets District goals, complies with all legal and regulatory requirements, and promotes professional enrichment. The District also promotes and encourages employees to participate in educational activities, formal training sessions, employee coaching and mentoring, attending conferences as appropriate, on-the-job training, job shadowing, and job rotation to improve employee job proficiency, knowledge, and skills. This policy is expected to enhance the District's ability to retain and attract outstanding employees.

300.00 Authority and Responsibility

The General Manager or his/her designee is authorized and responsible for establishing a training program that a) provides all employees who require a license or certificate to perform critical District functions an opportunity to earn or maintain such a license or certificate, and b) provides an opportunity for employees to complete other mandatory training. The General Manager or his/her designee will pre-approve all mandatory training courses; fees and related expenses will be paid by the District.

The General Manager or his/her designee is further authorized to establish training and career development programs and pre-approve all non-mandatory training courses and programs that will enhance employee skills in accordance with the District's mission statement, values, goals, and principles; fees, tuition, and related expenses will be paid by the District as determined and approved by the General Manager.

400.00 Policy Review

This Policy will be reviewed at least biennially.



Agenda Item: 5

Date: March 21, 2022

Subject: Policy Review – Rules for Proceedings of the Board of Directors Policy (PL – BOD 002)

Staff Contact: Matt Underwood, Assistant General Manager

Recommended Board Action:

Approve the Rules for Proceedings of the Board of Directors Policy (PL – BOD 002) with changes.

Background:

The Rules for Proceedings of the Board of Directors Policy (PL – BOD 002) (Policy) was adopted by the Board of Directors on February 20, 2002, and was last reviewed by the Board on October 21, 2019. This Policy was reviewed by legal counsel for this update.

On January 24, 2022, the Policy was brought to the Board for its biennial review. Director Wichert provided comments, recommended changes, additions/deletions, and questions for District legal counsel.

On February 28, 2022, the Policy was brought back to the Board with a recommendation to approve with changes. Discussion ensued between the Board and legal counsel. The Board directed legal counsel to make necessary changes, and directed staff to bring the Policy back to the Board for potential approval at the March 21, 2022, regular Board meeting.

Discussion:

Staff and legal counsel are recommending clerical and clarification changes throughout, in addition to policy adjustments in the following sections:

Rule 3 – Time and Place for Regular Meetings: Change was made to update the start time of Regular meetings.

Rule 7 – Conflicts of Interest: Minor changes to the language added to clarify the process when a determination has been made that there is a disqualifying conflict of interest.

Rule 8 – Motions: Minor changes to the language added to clarify the process when a motion does not receive a second.

Rule 12 – Agenda and Agenda Materials: Language added to clarify when and where the agenda must be posted. The deadline for adding items to the agenda for a regular meeting was changed from seven days before the meeting to ten days before the meeting.

Rule 13 – Requests for Copies of Agendas and Agenda Materials: Language added to align retention of meeting recordings with the District’s Records Inspection, Retention, and Disposal Policy (PL - Adm 002).

Rule 23 – Closed Sessions: Language added to allow for withholding the specifics of the action until later if early disclosure would disadvantage the District’s ability to effectuate service or complete settlement negotiations.

Rule 24 – Meetings by Teleconference: Language added regarding the new AB 361 emergency teleconference rules.

Legal counsel is recommending the following changes based on discussions with the Board at the February 28, 2022, regular Board meeting:

Rule 5 – Majority Vote: Clarifying language added on voting requirements.

Rule 6 – What Constitutes an Affirmative Vote: Language modified clarifying that an “abstain” vote is no longer deemed to constitute an affirmative vote.

Rule 12 – Agenda and Agenda Materials: Deleted language referring to ad hoc committees. Please see comments in Rule 22 below.

Rule 16 – Oral Informational Reports: Language added that the Board may call on consultants for oral informational reports on matters not on the agenda.

Rule 17 – Public Participation: Clarifying language added regarding interaction of consultants and members of the public during Public Forum. Language added that public comments will be addressed to the Board, and that commenters will not respond directly to other commenters.

Rule 22 – Board Committees: Language modified clarifying that it is the Board’s policy that it will conduct its business with a minimum of committees and that any committees formed will be standing committees. It is further the policy of the Board that the President will not form or appoint any ad hoc committees.

Legal counsel stated that these edits reflect the general thrust of the Board’s direction on the future of Board committees. Because these rules are meant to be general and of long duration, there are not any specifics in the language regarding what was understood to be a Board consensus that all ad hoc committees, other than the Finance & Audit, would be abolished and that the SSWD-CWD 2x2 Ad Hoc Committee would be reformed as a standing committee.

Director Wichert posed the following question, related to **Rule 7 – Conflicts of Interest**, to District legal counsel:

“Is a decision on retiree benefits a conflict of interest for retirees?”

District legal counsel provided the following response to Director Wichert’s question:

The answer is, it would depend on the particular facts and circumstances. A potential for a conflict would only exist if a Director retired from the District. Even with a potentially conflicted Director, the District would have to analyze each issue based on the facts and the Political Reform Act’s and FPPC regulations’ multi-step analysis.

Both a redlined version (Attachment 1) and a clean version (Attachment 2) of the updated Policy are attached for reference.

Fiscal Impact:

Adopting the Policy updates does not have a fiscal impact.

Strategic Plan Alignment:

Goal B: Optimize Operational and Organizational Efficiencies

Attachments:

- 1 – Rules for Proceedings of the Board of Directors Policy (PL – BOD 002) – redlined
- 2 – Rules for Proceedings of the Board of Directors Policy (PL – BOD 002) – clean

Sacramento Suburban Water District

**Rules for Proceedings of the
Board of Directors**

Adopted: February 20, 2002

Approved with Changes: ~~October 21, 2019~~; March 21, 2022

Introduction

These are the rules for proceedings of the Board of Directors of Sacramento Suburban Water District. (See Water Code section 30530.) The purposes of these rules are to facilitate public participation during meetings of the Board, protect the rights of all Directors, and to provide a process for conducting Board meetings in an orderly and efficient manner. The provisions of the County Water District Law (see Water Code sections 30000, *et seq.*), Brown Act (Government Code section 54950, *et seq.*) and any other applicable law will control over any inconsistent provision contained in these rules.

Rule 1 – Selection of Officers

The President and Vice-President of the Board will be elected by the members of the Board for a one-year term. The election will be held at the first regular meeting in December of each year or at any earlier special meeting called for the purpose of swearing in new members and organizing the Board. (See Water Code section 30520 and Elections Code section 10554.) The remaining provisions of this paragraph will be considered discretionary guidelines for the Board to follow in selecting its President and Vice-President, and will not be binding on the Board. The Board will normally follow a rotation for the election of President and Vice-President under which the Vice President will normally be elected President at the conclusion of the President's one-year term. If the membership on the Board of the President is terminated before the expiration of his or her one-year term of office, the Vice-President will automatically become the President for the balance of that term.

In the event of a contested election, the following is the recommended procedure for nominating and selecting the Board President or Vice President: (1) the then-presiding President should open nominations and ask if there are there any nominations for the contested office; (2) any Director then may make a nomination -- e.g., "I nominate Director X" -- no second is required for a nomination, although sometimes one or more Directors will second a nomination to indicate endorsement (a Director may nominate himself or herself, but nominations cannot be accepted from members of the public); (3) a Director may decline a nomination; (4) when it appears that no one else wishes to make a nomination, the President should ask if there are additional nominations -- if there is no response, the President then should declare that the nominations for the office are closed and state the names of the nominees (it is unnecessary to have a motion to close the nominations); (5) after nominations have been closed, nominations may be reopened only by a motion, second and majority vote to reopen them; (6) after nominations have been closed and

before the vote, the public should be provided an opportunity to comment on the agenda item; (7) the President then should call for votes on the nominees by a roll call vote on each nominee, and each Director should cast his or her ye or nay vote on each nominee, e.g., “For the first nominee for President, Director X, please state your vote by ye or nay;” (8) nominees should be voted on in the order in which they are nominated and the process should continue until there is a majority approval of one of the nominees; and (9) as soon as one of the nominees receives a majority vote, the President should declare that person elected to the office and no vote is taken on any remaining nominees.

The Board will by majority vote appoint a Secretary and Treasurer, who will serve at the pleasure of the Board. (See Water Code sections 30540-30543.)

Rule 2 – Duties of President of the Board

The President of the Board of Directors will be its presiding officer. (See Water Code section 30520.) The President's duties will include, but not be limited to, the following: acting as the liaison between the General Manager and the Board, calling special meetings of the Board, presiding over meetings of the Board, establishing and appointing committees of the Board, and appointing representatives of the District to associations of which the District is a member or in which it has a significant interest. The Board will appoint representatives of the District to joint powers authorities of which the District is a member. In the President's absence, the Vice-President of the Board will perform such duties. If both the President and Vice-President are absent from a noticed public meeting, the remaining three Board members will choose one of their number to preside.

Rule 3 – Time and Place for Regular Meetings

The regular monthly meeting of the Board of Directors will be held in the Boardroom at the District's administrative office (3701 Marconi Avenue, Suite 100, Sacramento, California) on the third Monday of each month, commencing at ~~6:30~~6:00 p.m., ~~(6:00 p.m. starting January 2018)~~ except that the January regular Board meeting will be held on the fourth Monday of that month due to the Martin Luther King, Jr. Holiday, and the February meeting will be held on the Monday following ~~the~~ President's Day Holiday. The location, day and time for holding regular meetings may be changed by the Board of Directors from time to time by resolution. If a regular meeting falls on a different holiday (as listed in Government Code section 6700), the meeting will be held on the day designated by the Board by minute order. (See Government Code section 54954(a).)

Rule 4 – Quorum Requirements

The Board of Directors consists of five members. Three members of the Board will constitute a quorum for the transaction of business. (See Water Code section 30524 and Resolution 04-09, adopted April 19, 2004).

Rule 5 – Majority Vote

Three members of the Board will be required to vote “yes” to approve any ordinance, resolution or motion, unless a different super-majority voting is required to approve a particular action is specified under State law. (See Water Code section 30525.)

Rule 6 – What Constitutes an Affirmative Vote

Unless a Director is not voting because of a conflict of interest, a Director who is present for a vote on a matter before the Board will be deemed to have voted in the affirmative on a matter unless the Director votes against the measure by casting a “no” or an “abstain” vote. An “abstain” vote will constitute an “aye” vote. (See *Dry Creek Valley Association, Inc. v. Board of Supervisors* (1977) 67 Cal.App.3d 839.) When calling for the vote on a motion, the President of the Board may (a) call for “aye”, ~~and~~ “no”, and “abstain” votes, or (b) ask if there are any “no” or “abstain” votes, since the remaining Directors present will be deemed to have voted in the affirmative unless they are not voting due to a conflict of interest.

Rule 7 – Conflicts of Interest

A member of the Board may not make, participate in making, or in any way attempt to use his or her official position to influence a decision of the Board of Directors in which he or she knows or has reason to know that he or she has a financial interest. (Government Code section 87100.) Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect, as defined and analyzed under the Fair Political Practices Commission’s [“FPPC”] regulations, that is distinguishable from the effect on the public generally, involving the dollar amounts set by FPPC regulations from time to time, on (a) a business entity in which the Director has a direct or indirect investment, (b) real property in which the Director has a direct or indirect investment interest, (c) a source of income of the Director, within twelve months before the Board decision, (d) a source of gifts to the Director, within twelve months before the Board decision, or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An “indirect interest” means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director’s spouse, dependent child or agent owns directly, indirectly or beneficially a ten percent interest or greater. (Government Code section 87103.)

If a member of the Board believes he or she may be disqualified from participating ~~in~~ in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be used: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a

disqualifying conflict of interest, the Director will (1) ~~will announce that he or she has a conflict of interest and provide an explanation of what constitutes the conflict;~~ (2) not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists; and (3) leave the Board room until after the discussion, vote and any other disposition of the matter has been concluded, unless the matter has been placed on the consent agenda. ~~except that~~ However, the Director may return to the boardroom and speak as a member of the public on the matter during the time that the general public speaks on the matter. In such a case, the Board minutes will state: “Due to a potential conflict of interest, Director _____ did not participate in the discussion, deliberation or vote on this matter.”

A Board member also is prohibited from having a financial interest in a contract with the District, or be purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member’s participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. Any Director who has a prohibited interest in a contract proposed to be made by the District should declare the conflict as soon as it becomes known and the Board will not consider or take any further action in regard to such contract.

Rule 8 – Motions

The three steps for bringing a motion before the Board are: (a) a Director makes a motion, (b) another Director seconds the motion, and (c) the President states the motion. Once the motion has been stated by the President, it is open to formal discussion. A motion which does not receive a second dies and is not further considered. While only one motion can be considered at a time, and a motion must be disposed of before any other question is considered, (a) a motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second, which is then approved by the Board, or (b) a motion may be tabled before it is voted on by motion made to table, which is then seconded and approved by the Board, or (c) a motion may be rejected without further discussion of or action on the motion by a motion of “objection to consideration,” which is then seconded and approved by the Board, or (d) further discussion of a motion can be terminated by a motion “to call the question,” which is then seconded and approved by the Board. Any Director, including the President, may make or second a motion.

Rule 9 – Protection of Rights of Directors

One of the primary purposes for these rules of procedure is to protect the rights of all Directors. The President will allow each Director a reasonable opportunity to discuss a motion, after it has been made and seconded, and before it has been voted on. The President can set reasonable time limits for discussion of a motion. A Director can object to a procedural ruling by the President by stating: “Mister/Madam President, I rise to a point of order.” The President must then ask the Director to state the point of order. The President will then rule on the point of order. The President’s ruling on a point of order may be appealed by a motion made and seconded to appeal the decision, which is then voted on by the Board.

Rule 10 – Record of Vote

Except where action is taken by the unanimous vote of all Board members present and

voting, the ayes and noes taken upon the passage of all ordinances, resolutions or motions will be entered upon the minutes. (See Water Code section 30526.)

Rule 11 – Ordinances

The enacting clause of all ordinances passed by the Board will be: “Be it ordained by the Board of Directors of Sacramento Suburban Water District as follows:” (See Water Code section 30527.) All ordinances will be signed by the President and attested by the Secretary. (See Water Code section 30528.)

Rule 12 – Agenda and Agenda Materials

In consultation with the Board President, the General Manager will be responsible for preparing the agenda for regular Board meetings and meetings of standing ~~and ad hoc~~ committees (see Government Code section 54952 and Rule 22), and having the agenda for regular Board meetings and standing committee meetings posted at the District office in a location freely accessible to the public no later than seventy-two hours before a regular meeting and on the District’s website. The agenda will specify the time and location of the meeting and contain a brief, general description of each item of business to be transacted or discussed at the meeting, including closed session items. (See Government Code section 54954.2.) Any member of the Board may request the General Manager to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting will be at 4 p.m., ~~seven-ten~~ working days before the meeting. Any member of the public may make a request to the Board at any regular meeting to place an item for discussion on a future agenda, but such a request will be honored only if a majority of the Board approves by motion or consensus.

An agenda for a regular or special Board meeting will contain the following statements: (a) “The public may address the Board concerning an agenda item either before or during the Board’s consideration of that agenda item.” (See Government Code section 54954.3(a).); (b) “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.” (See Government Code section 54957.5(b)(2).); and (c) “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 [insert the name and telephone number of the person designated by the General Manager]. Requests must be made as early as possible, and at least one-full business day before the start of the meeting.” (See Government Code section 54954.2(a).).

[Agendas for all regular and special board meetings and all standing committee meetings will be posted on a freely accessible place on the outside of the District’s administrative office and on the District’s website at least 72 hours in advance of a regular board meeting and 24 hours in advance of a special board meeting. \(See Government Code section 54954.2.\)](#)

Rule 13 – Requests for Copies of Agendas and Agenda Materials

Any person may request the District to mail or electronically mail him or her a copy of the agenda or agenda packet for any meeting of the Board. When the District receives such a request, the General Manager or his/her designee will distribute copies of the requested materials (except for documents that are exempt from disclosure under the Public Records Act) to the requesting party at the time that the agenda is posted or when the agenda packets are distributed to a majority of the Board members, whichever occurs first. Any request for copies of agendas or agenda packets for all Board meetings in a given year will be valid for the calendar year in which the request is submitted, and the request must be renewed after January 1 of each year in which it is to remain in effect. (Government Code section 54954.1.)

Documents that are distributed to all or a majority of the members of the Board by any person in connection with a matter subject to discussion or consideration at a regular or special meeting of the Board will be disclosable public records under the California Public Records Act (commencing with Government Code section 6250), and will be made available upon request by a member of public without delay, except as to documents that are exempt from disclosure under the Public Records Act. Any public documents related to an open session agenda item that are distributed to all or a majority of Board members by staff or any third party less than 72 hours before a regular Board meeting will be made available for public inspection at the same time. Such documents will be available for public inspection in the customer service area of the District's Administrative Office. Documents that are distributed during a regular or special Board meeting that are subject to disclosure under the Public Records Act will be made available for public inspection at the meeting, if prepared by the District or a member of the Board, or after the meeting, if prepared by some other person. The District may charge a fee for responding to requests for copies of agendas, agenda packets or other documents, which fee will be limited to the District's copying and postage costs as provided in the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002). (See Government Code section 54957.5(a) and (b).)

Upon request, the agenda and other documents referred to in this rule will be made available in an appropriate alternative format to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. section 12132) and the federal rules and regulations adopted in implementation thereof. (See Government Code sections 54954.1, 54954.2(a) and 54957.5(b).) The District will not charge a special surcharge to provide documents requested in an alternative format by a person with a disability in accordance with the Americans with Disabilities Act and its implementing regulations. (See Government Code section 54957.5(c).)

If the District records the meeting, it will retain the recording in accordance with the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002)~~for at least thirty days following the meeting~~, after which it may will be erased or destroyed. The public may inspect the recording on a computer made available by the District, without charge. (See Government Code section 54953.5(b).)

Rule 14 – Authority to Act on Matters Not on the Agenda

The Board will not take action on or discuss any item not appearing on the posted agenda,

except under the following conditions, in which cases the item will be publicly identified before discussion begins: (a) upon a determination by a majority of the Board that an emergency situation exists, as further described in Rule 25 hereof; (b) upon a determination by a two-thirds vote of the Board members present at the meeting, or, if less than two-thirds of the members of the Board are present, a unanimous vote of those members present, that the need to take immediate action became apparent after the agenda was posted; or (c) the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. (See Government Code sections 54954.2 and 54956.5.)

Rule 15 – Consent Agenda

The General Manager may list on the agenda a “consent agenda,” which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent agenda items might include approval of minutes, financial reports, and routine resolutions. Any matter may be removed from the consent agenda and placed on the regular agenda at the request of any member of the Board. The entire consent agenda may be approved by a single motion made, seconded and approved by the Board.

Rule 16 – Oral Informational Reports

Any member of the Board may make an oral report at a regular meeting for the purpose of informing the Board of any matter of interest to the District. Regular meeting agendas will include specific items for Directors’ reports and comments. The Board also may call on the General Manager, District staff or consultants, or District legal counsel for oral informational reports on matters not on the agenda. Unless the Board makes the determinations required under Rule 14, there will be no more than limited discussion, and no action, on matters covered in such oral reports. (See Government Code section 54954.2(a).)

Rule 17 – Public Participation

Every agenda for a regular meeting will provide an opportunity for members of the public to directly address the Board on items of interest that are within the subject matter jurisdiction of the Board and that do not appear on the agenda. This agenda item will be described substantially as follows: “Opportunity for public comment on non-agenda items within the Board’s jurisdiction.” During the Public Forum, the Board may, at its discretion, not respond, briefly respond to statements made or questions posed by the public or ask a member of the public for a brief clarification of their comments, or ask District staff or District consultants for clarification, refer the matter to District staff or ask District staff or District consultants to report back at a future meeting. (See Government Code sections 54954.2 and 54954.3.) If the Board believes that a member of the public has useful information or input on a matter being considered by the Board or relevant to the District’s business, the Board may direct the General Manager or other appropriate staff member to meet with or contact that member of the public to obtain additional input or information. The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determinations set forth in Rule 14. In order to facilitate public participation during the Public Forum session of the meeting, the Board may limit the total amount

of time allocated for public comment on a particular issue (ten minutes or less normally will be standard), and may limit the time allocated for public comment by an individual speaker (three minutes or less normally will be standard). The President may declare any comment as out of order, irrelevant, repetitious or disruptive. (See Government Code section 54954.3.)

It is the general policy of the Board to refer to the General Manager for resolution of complaints received from members of the public. If the complaint cannot be resolved, the General Manager will place it on a future meeting agenda for consideration by the Board.

The public may address the Board concerning an agenda item during a regular or special Board meeting, including commenting on the closed session agenda prior to the Board adjourning into closed session, either before or during the Board's consideration of that agenda item. (See Government Code section 54954.3(a).) All public comments will be addressed to the Board. Members of the public will not respond directly to comments made by other members of the public, or ask questions of other commenters, or answer questions posed by other commenters. If a Director wishes to follow up on any comments or questions made by a member of the public, that Director will request leave of the Board President to do so.

These rules are not intended to prohibit public criticism of policies, procedures, programs or services of the District, or of the acts or omissions of the Board. (See Government Code section 54954.3(c).)

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any session held pursuant to this section. Nothing in this section will prohibit the Board from readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (See Government Code section 54957.9.)

Rule 18 – Public Hearings

The procedure for conducting public hearings during a meeting of the Board will be as follows: (a) no earlier than the time set for the public hearing, the President of the Board will declare the public hearing open; (b) the President will ask the General Manager whether notice of the public hearing has been given in the manner required by law; (c) the President will ask the General Manager whether written comments on the subject matter of the public hearing have been received; (d) the President will ask whether any member of the public wishes to present written or oral comments on the subject of the public hearing; (e) in its discretion, the Board may set time limits on the amount of time an individual speaker is allowed to comment orally during the public hearing; and (f) following the close of presentation of comments and before any Board discussion and action on the subject matter, the President will declare the public hearing closed. The Board may continue a public hearing from time to time in accordance with the procedures described in Rule 19. (See Government Code section 54955.1.)

Rule 19 – Adjournment

A meeting of the Board will be adjourned by (a) loss of a quorum, (b) by declaration of the President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board, or (c) by motion made, seconded and approved to adjourn the meeting. A regular or special meeting of the Board may also be adjourned for the purpose of continuing it to a specific day and time (a) by motion made, seconded and approved by a majority of the Board, (b) by approval of less than a quorum if a quorum is not present, or (c) by the Secretary of the Board if all members are absent from any regular or adjourned regular meeting. A copy of the order or notice of adjournment to continue a meeting to another date will be conspicuously posted on or near the door of the District office where the meeting was held within twenty-four hours after the time of adjournment. (See Government Code section 54955.)

Rule 20 – Special Meetings

A special meeting may be called at any time by the President or by a majority of the members of the Board, by delivering personally or by any other means, including mail, facsimile and electronic mail, written notice to each member and to each newspaper, radio or television station requesting notice in writing. Such notice must be received at least twenty-four hours before the time of such meeting as specified in the notice to constitute notice of the special meeting (except as to emergency meetings, in which case, the notice requirements specified in Rule 25 will be followed). Electronic mail will constitute notice of a special meeting only if the recipient confirms receipt, and it will be deemed to be received at the time of such confirmation. The call and notice for a special meeting must specify the time and place of the special meeting and the business to be transacted, and must include the statements specified in Rule 12. No other business will be considered at such meeting. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the District Secretary a written waiver of notice. Waiver may be given in person or by mail, facsimile, electronic mail or telegram. Such written notice may also be dispensed with as to any member who was actually present at the meeting at the time it convenes. Notice of a special meeting must also be posted at least twenty-four hours before the meeting in a location freely accessible to the public and on the District's website. (See Government Code sections 54954.3(a) and 54956.)

Rule 21 – Board Workshop Meetings

From time to time, the Board may set a regular or special meeting to be conducted as a “workshop meeting,” during which the Board would have the opportunity to receive presentations on and discuss matters identified on the agenda, but the Board would not normally take action on those items. Nothing in this rule is intended to prevent the Board from taking action on a matter during a workshop session if it is identified as an item for possible action on the agenda for that meeting.

Rule 22 – Board Committees

Board committees will be composed of less than three Directors.⁷ It is the Board's policy that it will conduct its business with a minimum of committees and that ~~and may be either any~~

~~committees formed will be standing committees or ad hoc advisory committees. It is further the policy of the Board that the President will not form or appoint any ad hoc committees. A Board standing committee has continuing subject matter jurisdiction. (See Government Code section 54952.) In accordance with Rule 12, standing committee meetings will be open to the public (except for authorized closed sessions), and the agenda for those meetings will be posted in the same manner as the agenda for regular Board meetings. In addition, the President may from time to time establish, and appoint the members of, ad hoc advisory committees to serve a limited or single purpose, which committees are to be dissolved once their specific task is completed. The meetings of an ad hoc advisory committee are not required to be open to the public, and notice of such meetings is not required to be posted. (See Government Code sections 54951 and 54952.)~~

Directors who are not members of a standing committee may attend a standing committee meeting only as observers, and they may not participate in the committee meeting, ask questions or sit with the committee members at the Board table. (See subsection (c)(6) of Government Code section 54952.2.) ~~Directors who are not members of an ad hoc committee may not attend an ad hoc committee meeting.~~

Rule 23 – Closed Sessions

A closed session may be held on any subject authorized under the Brown Act. The agenda for a regular or special meeting will contain a brief, general description of the purpose of a closed session, in substantially the following form:

a. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); _____ v. _____ [insert name of case, e.g., *Jones v. District*].

b. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); case name unspecified because _____ [insert either “disclosure would jeopardize service of process” or “disclosure would jeopardize existing settlement negotiations”].

c. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(2) and (3); significant exposure to litigation involving _____ [describe].

d. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiation of litigation involving _____ [describe or specify only number of cases if confidentiality is required or deemed necessary].

e. Public employee appointment involving _____ [insert position(s) to be filled]; Government Code sections 54954.5(e) and 54957(b)(1).

f. Public employee performance evaluation involving _____ [insert position(s) being reviewed]; Government Code sections 54954.5(e) and 54957(b)(1).

g. Public employee discipline/dismissal/release; Government Code sections 54954.5(e) and 54957(b). [No additional information required.]

h. Conference with labor negotiator involving _____ [insert name of District negotiator] and _____ [insert name of employee organization involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

i. Conference with labor negotiator involving _____ [insert name of District negotiator] and unrepresented employee(s) in position(s) of _____ [insert position(s) of unrepresented employee(s) involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

j. Conference with real property negotiator involving the purchase, sale, lease or exchange of _____ [insert street address or other description of property], _____ and _____ [insert name of District negotiator(s)], District negotiator(s), will negotiate with _____ [insert name of other party(ies)]. Instructions to the negotiator(s) may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

k. Closed session consultation [insert the name, if applicable, of a law enforcement agency, and the title of the officer, or the name of an applicable agency representative (legal counsel or security officer) and title] concerning a threat to public services or facilities, or for the assessment of the security vulnerability of public facilities. (See Government Code sections 54954.5(e) and 54957(a).)

The Board will not keep minutes of its closed sessions. (See Government Code section 54957.2.) In the closed session, the Board will consider only those matters covered in its statement of reasons for holding the closed session. (See Government Code section 54957.7.)

Before holding a closed session to consider complaints or charges against a particular employee (as distinguished from evaluation of performance unrelated to any specific complaint or charge), the District will provide twenty-four hours' advance written notice to the employee of his or her right to have the matter heard in open session. If the employee requests, the complaint or charges must be heard in open session. (See Government Code section 54957(b)(2).)

A closed session may be held to meet with the District's negotiator regarding the salary and benefits of District officers and employees, but not including elected officials, but the District's available funds, funding priorities or budget will not be discussed during the closed session except to the extent necessary to permit the Board to provide instructions to its designated labor negotiator(s). (See Government Code section 54957.6.)

Following every closed session, the Board will reconvene to open session and publicly report any action and vote during the closed session in accordance with the following guidelines:

a. For action concerning final approval of a real property purchase, sale or exchange agreement or lease, report in open session at the same meeting the action taken (including the substance of the agreement) and vote, except that, if final approval rests with another party, the

report may be deferred until the other party's approval. (See Government Code section 54957.1(a)(1).)

b. Approval given to legal counsel to defend or initiate a lawsuit, or seek appellate review will be reported in open session at the public meeting during which the closed session was held. [In the case of initiating or intervening in an action, the District may withhold the specifics of the action until later if early disclosure would disadvantage the District's ability to effectuate service or complete settlement negotiations.](#) (See Government Code section 54957.1(a)(2).)

c. Approval given to legal counsel to settle pending litigation or action taken to dispose of a claim will be reported in open session as soon as the settlement or claim disposition becomes final. (See Government Code section 54957.1(a)(3) and (4).)

d. For action to appoint, employ or dismiss, accept the resignation of, or otherwise affect the employment status of an employee, the Board will report in open session at the same meeting the action taken (including identity of employee or position and any change in compensation) and vote, except that, for any dismissal or non-renewal of a contract, the report back may be deferred until the first meeting after the exhaustion of administrative remedies. (See Government Code section 54957.1(a)(5).)

e. For action concerning a labor MOU, after the MOU has been approved by both parties, the Board will report in open session the action taken and vote. (See Government Code section 54957.1(a)(6).)

The District will make available after a closed session to anyone who has requested them in advance, agreements or other documents approved in closed session, unless the document needs to be revised, in which case it will be provided as soon as possible. After the closed session, changes to the agreement will be orally summarized if anyone present so requests. (See Government Code section 54957.1(b).)

A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required or authorized to be disclosed under the California Public Records Act.

A Director is not prohibited from taking the following actions in regard to a closed session of the Board: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the Board, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the

full Board, to provide the Board an opportunity to cure an alleged violation.

A Director's violation of the duty to protect closed session confidences may be remedied as provided in Government Code section 54963(c). A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

(See Government Code section 54963, and 76 Ops.Cal.Atty.Gen. 289, 290 (1993) and 80 Ops.Cal.Atty.Gen. 231 (1997).)

Rule 24 – Meetings by Teleconference

The Board may hold meetings by teleconference at any time under the following rules. (See Government Code section 54953(b).) For purposes of this rule, "meetings by teleconference" include meetings at which one or more Board member attends and participates in the meeting by telephone, video conferencing or any other electronic means using live audio or video, or both. For any meeting by teleconference conducted by the Board under the standard Brown Act rules, the following requirements will apply:

a. At least a quorum of the Board must participate in the teleconference meeting from locations within the District's boundaries and each teleconference location (i.e., the location from which one or more Board members attends and participates in a meeting by teleconference) will be accessible to the public.

b. When meetings by teleconference are held by telephone, speaker phones that allow all persons attending the meeting to hear and be heard will be used at the main meeting location and at any teleconference location where there are members of the public in attendance.

c. All votes taken at a meeting by teleconference will be by roll call.

d. The Board will conduct the meeting by teleconference in a manner that protects the statutory and constitutional rights of parties and the public to attend and participate in the meeting.

e. Each teleconference location will be identified in the regular meeting agenda or special meeting notice, and the agenda or notice will state that members of the public will have the opportunity to address the Board from any teleconference location.

f. Notice of any meeting by teleconference will be included in the meeting agenda or special meeting notice in substantially the following form:

"All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference location(s) for the meeting are as follows: _____ . Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location."

g. In addition to the usual notice and agenda requirements, the regular meeting agenda or special meeting notice will be posted at all teleconference locations at least seventy-two hours before regular meetings or twenty-four hours before special meetings.

[h. Special rules for holding teleconference meetings during state-declared emergencies that modify certain of the above requirements have been temporarily enacted through January 1, 2024. If such an emergency is declared, the Board may determine to use the modified rules by making the required findings. \(See AB 361, Stats. 2021, Ch. 165, Sec. 3, codified in the version of Government Code section 54953, which sunsets on January 1, 2024.\)](#)

Rule 25 – Emergency Meetings

Under Government Code section 54956.5, a meeting to address an emergency may be held if a majority of the Board determines that a situation exists which involves matters upon which prompt action is necessary. An emergency situation is defined as: (1) a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both; or (2) a dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both.

As a condition of holding an emergency meeting, the Board President or his/her designee shall provide notice of the meeting by telephone to each local newspaper of general circulation, radio station and television station that has requested notice of special meetings. For a meeting for a “non-dire emergency” (Definition 1, above), the telephone notice must be provided at least one hour prior to the emergency meeting. In the case of a meeting for a “dire emergency” (Definition 2, above), the telephone notice must be provided to the media at or near the same time as notice is given to the members of the Board. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

The Board may meet in closed session upon approval by a two-thirds vote of the Board (or the unanimous vote of the Board if less than two-thirds are present) to discuss security or employment matters related to the emergency situation. (See Government Code sections 54956.5(c) and 54957.)

With the exception of the 24-hour notice and posting requirements and any other exceptions provided in herein, all special meeting requirements described in Rule 20 shall be applicable to an emergency meeting called pursuant to this Rule.

The draft minutes of an emergency meeting called under this Rule must be posted in a public place for a minimum of 10 days as soon after the meeting as possible, and include a list of persons who the Board President or his/her designee notified or attempted to notify of the meeting,

if applicable, any actions taken at the meeting, and a recording of any votes taken by roll call. (See Government Code section 54956.5(e).)

Rule 26 – Amendment of Rules

By motion made, seconded and approved, the Board in its discretion may at any meeting (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both, as long as any amendment or suspension is otherwise consistent with the Brown Act and other applicable laws. Unless amended earlier, District staff will review these Rules for Proceedings biennially and recommend changes for Board consideration and action.

Sacramento Suburban Water District

**Rules for Proceedings of the
Board of Directors**

Adopted: February 20, 2002
Approved with Changes: March 21, 2022

Introduction

These are the rules for proceedings of the Board of Directors of Sacramento Suburban Water District. (See Water Code section 30530.) The purposes of these rules are to facilitate public participation during meetings of the Board, protect the rights of all Directors, and to provide a process for conducting Board meetings in an orderly and efficient manner. The provisions of the County Water District Law (see Water Code sections 30000, *et seq.*), Brown Act (Government Code section 54950, *et seq.*) and any other applicable law will control over any inconsistent provision contained in these rules.

Rule 1 – Selection of Officers

The President and Vice-President of the Board will be elected by the members of the Board for a one-year term. The election will be held at the first regular meeting in December of each year or at any earlier special meeting called for the purpose of swearing in new members and organizing the Board. (See Water Code section 30520 and Elections Code section 10554.) The remaining provisions of this paragraph will be considered discretionary guidelines for the Board to follow in selecting its President and Vice-President, and will not be binding on the Board. The Board will normally follow a rotation for the election of President and Vice-President under which the Vice President will normally be elected President at the conclusion of the President's one-year term. If the membership on the Board of the President is terminated before the expiration of his or her one-year term of office, the Vice-President will automatically become the President for the balance of that term.

In the event of a contested election, the following is the recommended procedure for nominating and selecting the Board President or Vice President: (1) the then-presiding President should open nominations and ask if there are there any nominations for the contested office; (2) any Director then may make a nomination -- e.g., "I nominate Director X" -- no second is required for a nomination, although sometimes one or more Directors will second a nomination to indicate endorsement (a Director may nominate himself or herself, but nominations cannot be accepted from members of the public); (3) a Director may decline a nomination; (4) when it appears that no one else wishes to make a nomination, the President should ask if there are additional nominations -- if there is no response, the President then should declare that the nominations for the office are closed and state the names of the nominees (it is unnecessary to have a motion to close the nominations); (5) after nominations have been closed, nominations may be reopened only by a motion, second and majority vote to reopen them; (6) after nominations have been closed and

before the vote, the public should be provided an opportunity to comment on the agenda item; (7) the President then should call for votes on the nominees by a roll call vote on each nominee, and each Director should cast his or her ye or nay vote on each nominee, e.g., “For the first nominee for President, Director X, please state your vote by ye or nay;” (8) nominees should be voted on in the order in which they are nominated and the process should continue until there is a majority approval of one of the nominees; and (9) as soon as one of the nominees receives a majority vote, the President should declare that person elected to the office and no vote is taken on any remaining nominees.

The Board will by majority vote appoint a Secretary and Treasurer, who will serve at the pleasure of the Board. (See Water Code sections 30540-30543.)

Rule 2 – Duties of President of the Board

The President of the Board of Directors will be its presiding officer. (See Water Code section 30520.) The President's duties will include, but not be limited to, the following: acting as the liaison between the General Manager and the Board, calling special meetings of the Board, presiding over meetings of the Board, establishing and appointing committees of the Board, and appointing representatives of the District to associations of which the District is a member or in which it has a significant interest. The Board will appoint representatives of the District to joint powers authorities of which the District is a member. In the President's absence, the Vice-President of the Board will perform such duties. If both the President and Vice-President are absent from a noticed public meeting, the remaining three Board members will choose one of their number to preside.

Rule 3 – Time and Place for Regular Meetings

The regular monthly meeting of the Board of Directors will be held in the Boardroom at the District's administrative office (3701 Marconi Avenue, Suite 100, Sacramento, California) on the third Monday of each month, commencing at 6:00 p.m., except that the January regular Board meeting will be held on the fourth Monday of that month due to the Martin Luther King, Jr. Holiday, and the February meeting will be held on the Monday following the President's Day Holiday. The location, day and time for holding regular meetings may be changed by the Board of Directors from time to time by resolution. If a regular meeting falls on a different holiday (as listed in Government Code section 6700), the meeting will be held on the day designated by the Board by minute order. (See Government Code section 54954(a).)

Rule 4 – Quorum Requirements

The Board of Directors consists of five members. Three members of the Board will constitute a quorum for the transaction of business. (See Water Code section 30524 and Resolution 04-09, adopted April 19, 2004).

Rule 5 – Majority Vote

Three members of the Board will be required to vote “yes” to approve any ordinance, resolution or motion, unless a super-majority vote is required to approve a particular action is specified under State law. (See Water Code section 30525.)

Rule 6 – What Constitutes an Affirmative Vote

Unless a Director is not voting because of a conflict of interest, a Director who is present for a vote on a matter before the Board will be deemed to have voted in the affirmative on a matter unless the Director votes against the measure by casting a “no” or an “abstain” vote. When calling for the vote on a motion, the President of the Board may (a) call for “aye”, “no”, and “abstain” votes, or (b) ask if there are any “no” or “abstain” votes, since the remaining Directors present will be deemed to have voted in the affirmative unless they are not voting due to a conflict of interest.

Rule 7 – Conflicts of Interest

A member of the Board may not make, participate in making, or in any way attempt to use his or her official position to influence a decision of the Board of Directors in which he or she knows or has reason to know that he or she has a financial interest. (Government Code section 87100.) Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect, as defined and analyzed under the Fair Political Practices Commission’s [“FPPC”] regulations, that is distinguishable from the effect on the public generally, involving the dollar amounts set by FPPC regulations from time to time, on (a) a business entity in which the Director has a direct or indirect investment, (b) real property in which the Director has a direct or indirect investment interest, (c) a source of income of the Director, within twelve months before the Board decision, (d) a source of gifts to the Director, within twelve months before the Board decision, or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An “indirect interest” means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director’s spouse, dependent child or agent owns directly, indirectly or beneficially a ten percent interest or greater. (Government Code section 87103.)

If a member of the Board believes he or she may be disqualified from participating in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be used: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Director will (1) announce that he or she has a conflict of interest and provide an explanation of what constitutes the conflict; (2) not participate in the discussion, deliberation or

vote on the matter for which a conflict of interest exists; and (3) leave the Board room until after the discussion, vote and any other disposition of the matter has been concluded, unless the matter has been placed on the consent agenda. However, the Director may return to the boardroom and speak as a member of the public on the matter during the time that the general public speaks on the matter. In such a case, the Board minutes will state: "Due to a potential conflict of interest, Director _____ did not participate in the discussion, deliberation or vote on this matter."

A Board member also is prohibited from having a financial interest in a contract with the District, or be purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. Any Director who has a prohibited interest in a contract proposed to be made by the District should declare the conflict as soon as it becomes known and the Board will not consider or take any further action in regard to such contract.

Rule 8 – Motions

The three steps for bringing a motion before the Board are: (a) a Director makes a motion, (b) another Director seconds the motion, and (c) the President states the motion. Once the motion has been stated by the President, it is open to formal discussion. A motion which does not receive a second dies and is not further considered. While only one motion can be considered at a time, and a motion must be disposed of before any other question is considered, (a) a motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second, which is then approved by the Board, or (b) a motion may be tabled before it is voted on by motion made to table, which is then seconded and approved by the Board, or (c) a motion may be rejected without further discussion of or action on the motion by a motion of "objection to consideration," which is then seconded and approved by the Board, or (d) further discussion of a motion can be terminated by a motion "to call the question," which is then seconded and approved by the Board. Any Director, including the President, may make or second a motion.

Rule 9 – Protection of Rights of Directors

One of the primary purposes for these rules of procedure is to protect the rights of all Directors. The President will allow each Director a reasonable opportunity to discuss a motion, after it has been made and seconded, and before it has been voted on. The President can set reasonable time limits for discussion of a motion. A Director can object to a procedural ruling by the President by stating: "Mister/Madam President, I rise to a point of order." The President must then ask the Director to state the point of order. The President will then rule on the point of order. The President's ruling on a point of order may be appealed by a motion made and seconded to appeal the decision, which is then voted on by the Board.

Rule 10 – Record of Vote

Except where action is taken by the unanimous vote of all Board members present and voting, the ayes and noes taken upon the passage of all ordinances, resolutions or motions will be entered upon the minutes. (See Water Code section 30526.)

Rule 11 – Ordinances

The enacting clause of all ordinances passed by the Board will be: “Be it ordained by the Board of Directors of Sacramento Suburban Water District as follows:” (See Water Code section 30527.) All ordinances will be signed by the President and attested by the Secretary. (See Water Code section 30528.)

Rule 12 – Agenda and Agenda Materials

In consultation with the Board President, the General Manager will be responsible for preparing the agenda for regular Board meetings and meetings of standing committees (see Government Code section 54952 and Rule 22), and having the agenda for regular Board meetings and standing committee meetings posted at the District office in a location freely accessible to the public no later than seventy-two hours before a regular meeting and on the District’s website. The agenda will specify the time and location of the meeting and contain a brief, general description of each item of business to be transacted or discussed at the meeting, including closed session items. (See Government Code section 54954.2.) Any member of the Board may request the General Manager to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting will be at 4 p.m., ten working days before the meeting. Any member of the public may make a request to the Board at any regular meeting to place an item for discussion on a future agenda, but such a request will be honored only if a majority of the Board approves by motion or consensus.

An agenda for a regular or special Board meeting will contain the following statements: (a) “The public may address the Board concerning an agenda item either before or during the Board’s consideration of that agenda item.” (See Government Code section 54954.3(a).); (b) “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.” (See Government Code section 54957.5(b)(2).); and (c) “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 [insert the name and telephone number of the person designated by the General Manager]. Requests must be made as early as possible, and at least one-full business day before the start of the meeting.” (See Government Code section 54954.2(a).).

Agendas for all regular and special board meetings and all standing committee meetings will be posted on a freely accessible place on the outside of the District’s administrative office and on the District’s website at least 72 hours in advance of a regular board meeting and 24 hours in advance of a special board meeting. (See Government Code section 54954.2.)

Rule 13 – Requests for Copies of Agendas and Agenda Materials

Any person may request the District to mail or electronically mail him or her a copy of the agenda or agenda packet for any meeting of the Board. When the District receives such a request,

the General Manager or his/her designee will distribute copies of the requested materials (except for documents that are exempt from disclosure under the Public Records Act) to the requesting party at the time that the agenda is posted or when the agenda packets are distributed to a majority of the Board members, whichever occurs first. Any request for copies of agendas or agenda packets for all Board meetings in a given year will be valid for the calendar year in which the request is submitted, and the request must be renewed after January 1 of each year in which it is to remain in effect. (Government Code section 54954.1.)

Documents that are distributed to all or a majority of the members of the Board by any person in connection with a matter subject to discussion or consideration at a regular or special meeting of the Board will be disclosable public records under the California Public Records Act (commencing with Government Code section 6250), and will be made available upon request by a member of public without delay, except as to documents that are exempt from disclosure under the Public Records Act. Any public documents related to an open session agenda item that are distributed to all or a majority of Board members by staff or any third party less than 72 hours before a regular Board meeting will be made available for public inspection at the same time. Such documents will be available for public inspection in the customer service area of the District's Administrative Office. Documents that are distributed during a regular or special Board meeting that are subject to disclosure under the Public Records Act will be made available for public inspection at the meeting, if prepared by the District or a member of the Board, or after the meeting, if prepared by some other person. The District may charge a fee for responding to requests for copies of agendas, agenda packets or other documents, which fee will be limited to the District's copying and postage costs as provided in the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002). (See Government Code section 54957.5(a) and (b).)

Upon request, the agenda and other documents referred to in this rule will be made available in an appropriate alternative format to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. section 12132) and the federal rules and regulations adopted in implementation thereof. (See Government Code sections 54954.1, 54954.2(a) and 54957.5(b).) The District will not charge a special surcharge to provide documents requested in an alternative format by a person with a disability in accordance with the Americans with Disabilities Act and its implementing regulations. (See Government Code section 54957.5(c).)

If the District records the meeting, it will retain the recording in accordance with the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002), after which it will be erased or destroyed. The public may inspect the recording on a computer made available by the District, without charge. (See Government Code section 54953.5(b).)

Rule 14 – Authority to Act on Matters Not on the Agenda

The Board will not take action on or discuss any item not appearing on the posted agenda, except under the following conditions, in which cases the item will be publicly identified before discussion begins: (a) upon a determination by a majority of the Board that an emergency situation exists, as further described in Rule 25 hereof; (b) upon a determination by a two-thirds vote of the Board members present at the meeting, or, if less than two-thirds of the members of the Board are

present, a unanimous vote of those members present, that the need to take immediate action became apparent after the agenda was posted; or (c) the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. (See Government Code sections 54954.2 and 54956.5.)

Rule 15 – Consent Agenda

The General Manager may list on the agenda a “consent agenda,” which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent agenda items might include approval of minutes, financial reports, and routine resolutions. Any matter may be removed from the consent agenda and placed on the regular agenda at the request of any member of the Board. The entire consent agenda may be approved by a single motion made, seconded and approved by the Board.

Rule 16 – Oral Informational Reports

Any member of the Board may make an oral report at a regular meeting for the purpose of informing the Board of any matter of interest to the District. Regular meeting agendas will include specific items for Directors’ reports and comments. The Board also may call on the General Manager, District staff or consultants, or District legal counsel for oral informational reports on matters not on the agenda. Unless the Board makes the determinations required under Rule 14, there will be no more than limited discussion, and no action, on matters covered in such oral reports. (See Government Code section 54954.2(a).)

Rule 17 – Public Participation

Every agenda for a regular meeting will provide an opportunity for members of the public to directly address the Board on items of interest that are within the subject matter jurisdiction of the Board and that do not appear on the agenda. This agenda item will be described substantially as follows: “Opportunity for public comment on non-agenda items within the Board’s jurisdiction.” During the Public Forum, the Board may, at its discretion, not respond, briefly respond to statements made or questions posed by the public or ask a member of the public for a brief clarification of their comments, or ask District staff or District consultants for clarification, refer the matter to District staff or ask District staff or District consultants to report back at a future meeting. (See Government Code sections 54954.2 and 54954.3.) If the Board believes that a member of the public has useful information or input on a matter being considered by the Board or relevant to the District’s business, the Board may direct the General Manager or other appropriate staff member to meet with or contact that member of the public to obtain additional input or information. The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determinations set forth in Rule 14. In order to facilitate public participation during the Public Forum session of the meeting, the Board may limit the total amount of time allocated for public comment on a particular issue (ten minutes or less normally will be standard), and may limit the time allocated for public comment by an individual speaker (three minutes or less normally will be standard). The President may declare any comment as out of order, irrelevant, repetitious or disruptive. (See Government Code section 54954.3.)

It is the general policy of the Board to refer to the General Manager for resolution of complaints received from members of the public. If the complaint cannot be resolved, the General Manager will place it on a future meeting agenda for consideration by the Board.

The public may address the Board concerning an agenda item during a regular or special Board meeting, including commenting on the closed session agenda prior to the Board adjourning into closed session, either before or during the Board's consideration of that agenda item. (See Government Code section 54954.3(a).) All public comments will be addressed to the Board. Members of the public will not respond directly to comments made by other members of the public, or ask questions of other commenters, or answer questions posed by other commenters. If a Director wishes to follow up on any comments or questions made by a member of the public, that Director will request leave of the Board President to do so.

These rules are not intended to prohibit public criticism of policies, procedures, programs or services of the District, or of the acts or omissions of the Board. (See Government Code section 54954.3(c).)

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any session held pursuant to this section. Nothing in this section will prohibit the Board from readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (See Government Code section 54957.9.)

Rule 18 – Public Hearings

The procedure for conducting public hearings during a meeting of the Board will be as follows: (a) no earlier than the time set for the public hearing, the President of the Board will declare the public hearing open; (b) the President will ask the General Manager whether notice of the public hearing has been given in the manner required by law; (c) the President will ask the General Manager whether written comments on the subject matter of the public hearing have been received; (d) the President will ask whether any member of the public wishes to present written or oral comments on the subject of the public hearing; (e) in its discretion, the Board may set time limits on the amount of time an individual speaker is allowed to comment orally during the public hearing; and (f) following the close of presentation of comments and before any Board discussion and action on the subject matter, the President will declare the public hearing closed. The Board may continue a public hearing from time to time in accordance with the procedures described in Rule 19. (See Government Code section 54955.1.)

Rule 19 – Adjournment

A meeting of the Board will be adjourned by (a) loss of a quorum, (b) by declaration of the President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board, or (c) by motion made, seconded and approved to adjourn the

meeting. A regular or special meeting of the Board may also be adjourned for the purpose of continuing it to a specific day and time (a) by motion made, seconded and approved by a majority of the Board, (b) by approval of less than a quorum if a quorum is not present, or (c) by the Secretary of the Board if all members are absent from any regular or adjourned regular meeting. A copy of the order or notice of adjournment to continue a meeting to another date will be conspicuously posted on or near the door of the District office where the meeting was held within twenty-four hours after the time of adjournment. (See Government Code section 54955.)

Rule 20 – Special Meetings

A special meeting may be called at any time by the President or by a majority of the members of the Board, by delivering personally or by any other means, including mail, facsimile and electronic mail, written notice to each member and to each newspaper, radio or television station requesting notice in writing. Such notice must be received at least twenty-four hours before the time of such meeting as specified in the notice to constitute notice of the special meeting (except as to emergency meetings, in which case, the notice requirements specified in Rule 25 will be followed). Electronic mail will constitute notice of a special meeting only if the recipient confirms receipt, and it will be deemed to be received at the time of such confirmation. The call and notice for a special meeting must specify the time and place of the special meeting and the business to be transacted, and must include the statements specified in Rule 12. No other business will be considered at such meeting. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the District Secretary a written waiver of notice. Waiver may be given in person or by mail, facsimile, electronic mail or telegram. Such written notice may also be dispensed with as to any member who was actually present at the meeting at the time it convenes. Notice of a special meeting must also be posted at least twenty-four hours before the meeting in a location freely accessible to the public and on the District's website. (See Government Code sections 54954.3(a) and 54956.)

Rule 21 – Board Workshop Meetings

From time to time, the Board may set a regular or special meeting to be conducted as a “workshop meeting,” during which the Board would have the opportunity to receive presentations on and discuss matters identified on the agenda, but the Board would not normally take action on those items. Nothing in this rule is intended to prevent the Board from taking action on a matter during a workshop session if it is identified as an item for possible action on the agenda for that meeting.

Rule 22 – Board Committees

Board committees will be composed of less than three Directors. It is the Board's policy that it will conduct its business with a minimum of committees and that any committees formed will be standing committees. It is further the policy of the Board that the President will not form or appoint any ad hoc committees. A Board standing committee has continuing subject matter jurisdiction. (See Government Code section 54952.) In accordance with Rule 12, standing committee meetings will be open to the public (except for authorized closed sessions), and the agenda for those meetings will be posted in the same manner as the agenda for regular Board

meetings.

Directors who are not members of a standing committee may attend a standing committee meeting only as observers, and they may not participate in the committee meeting, ask questions or sit with the committee members at the Board table. (See subsection (c)(6) of Government Code section 54952.2.)

Rule 23 – Closed Sessions

A closed session may be held on any subject authorized under the Brown Act. The agenda for a regular or special meeting will contain a brief, general description of the purpose of a closed session, in substantially the following form:

a. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); _____ v. _____ [insert name of case, e.g., *Jones v. District*].

b. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); case name unspecified because _____ [insert either “disclosure would jeopardize service of process” or “disclosure would jeopardize existing settlement negotiations”].

c. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(2) and (3); significant exposure to litigation involving _____ [describe].

d. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiation of litigation involving _____ [describe or specify only number of cases if confidentiality is required or deemed necessary].

e. Public employee appointment involving _____ [insert position(s) to be filled]; Government Code sections 54954.5(e) and 54957(b)(1).

f. Public employee performance evaluation involving _____ [insert position(s) being reviewed]; Government Code sections 54954.5(e) and 54957(b)(1).

g. Public employee discipline/dismissal/release; Government Code sections 54954.5(e) and 54957(b). [No additional information required.]

h. Conference with labor negotiator involving _____ [insert name of District negotiator] and _____ [insert name of employee organization involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

i. Conference with labor negotiator involving _____ [insert name of District negotiator] and unrepresented employee(s) in position(s) of _____

[insert position(s) of unrepresented employee(s) involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

j. Conference with real property negotiator involving the purchase, sale, lease or exchange of _____ [insert street address or other description of property], _____ and _____ [insert name of District negotiator(s)], District negotiator(s), will negotiate with _____ [insert name of other party(ies)]. Instructions to the negotiator(s) may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

k. Closed session consultation [insert the name, if applicable, of a law enforcement agency, and the title of the officer, or the name of an applicable agency representative (legal counsel or security officer) and title] concerning a threat to public services or facilities, or for the assessment of the security vulnerability of public facilities. (See Government Code sections 54954.5(e) and 54957(a).)

The Board will not keep minutes of its closed sessions. (See Government Code section 54957.2.) In the closed session, the Board will consider only those matters covered in its statement of reasons for holding the closed session. (See Government Code section 54957.7.)

Before holding a closed session to consider complaints or charges against a particular employee (as distinguished from evaluation of performance unrelated to any specific complaint or charge), the District will provide twenty-four hours' advance written notice to the employee of his or her right to have the matter heard in open session. If the employee requests, the complaint or charges must be heard in open session. (See Government Code section 54957(b)(2).)

A closed session may be held to meet with the District's negotiator regarding the salary and benefits of District officers and employees, but not including elected officials, but the District's available funds, funding priorities or budget will not be discussed during the closed session except to the extent necessary to permit the Board to provide instructions to its designated labor negotiator(s). (See Government Code section 54957.6.)

Following every closed session, the Board will reconvene to open session and publicly report any action and vote during the closed session in accordance with the following guidelines:

a. For action concerning final approval of a real property purchase, sale or exchange agreement or lease, report in open session at the same meeting the action taken (including the substance of the agreement) and vote, except that, if final approval rests with another party, the report may be deferred until the other party's approval. (See Government Code section 54957.1(a)(1).)

b. Approval given to legal counsel to defend or initiate a lawsuit, or seek appellate review will be reported in open session at the public meeting during which the closed session was held. In the case of initiating or intervening in an action, the District may withhold the specifics of the action until later if early disclosure would disadvantage the District's ability to effectuate service or complete settlement negotiations. (See Government Code section 54957.1(a)(2).)

c. Approval given to legal counsel to settle pending litigation or action taken to dispose of a claim will be reported in open session as soon as the settlement or claim disposition becomes final. (See Government Code section 54957.1(a)(3) and (4).)

d. For action to appoint, employ or dismiss, accept the resignation of, or otherwise affect the employment status of an employee, the Board will report in open session at the same meeting the action taken (including identity of employee or position and any change in compensation) and vote, except that, for any dismissal or non-renewal of a contract, the report back may be deferred until the first meeting after the exhaustion of administrative remedies. (See Government Code section 54957.1(a)(5).)

e. For action concerning a labor MOU, after the MOU has been approved by both parties, the Board will report in open session the action taken and vote. (See Government Code section 54957.1(a)(6).)

The District will make available after a closed session to anyone who has requested them in advance, agreements or other documents approved in closed session, unless the document needs to be revised, in which case it will be provided as soon as possible. After the closed session, changes to the agreement will be orally summarized if anyone present so requests. (See Government Code section 54957.1(b).)

A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required or authorized to be disclosed under the California Public Records Act.

A Director is not prohibited from taking the following actions in regard to a closed session of the Board: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the Board, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

A Director's violation of the duty to protect closed session confidences may be remedied as provided in Government Code section 54963(c). A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

(See Government Code section 54963, and 76 Ops.Cal.Atty.Gen. 289, 290 (1993) and 80 Ops.Cal.Atty.Gen. 231 (1997).)

Rule 24 – Meetings by Teleconference

The Board may hold meetings by teleconference at any time under the following rules. (See Government Code section 54953(b).) For purposes of this rule, “meetings by teleconference” include meetings at which one or more Board member attends and participates in the meeting by telephone, video conferencing or any other electronic means using live audio or video, or both. For a meeting by teleconference conducted by the Board under the standard Brown Act rules, the following requirements will apply:

a. At least a quorum of the Board must participate in the teleconference meeting from locations within the District’s boundaries and each teleconference location (i.e., the location from which one or more Board members attends and participates in a meeting by teleconference) will be accessible to the public.

b. When meetings by teleconference are held by telephone, speaker phones that allow all persons attending the meeting to hear and be heard will be used at the main meeting location and at any teleconference location where there are members of the public in attendance.

c. All votes taken at a meeting by teleconference will be by roll call.

d. The Board will conduct the meeting by teleconference in a manner that protects the statutory and constitutional rights of parties and the public to attend and participate in the meeting.

e. Each teleconference location will be identified in the regular meeting agenda or special meeting notice, and the agenda or notice will state that members of the public will have the opportunity to address the Board from any teleconference location.

f. Notice of any meeting by teleconference will be included in the meeting agenda or special meeting notice in substantially the following form:

“All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference location(s) for the meeting are as follows: _____. Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location.”

g. In addition to the usual notice and agenda requirements, the regular meeting agenda or special meeting notice will be posted at all teleconference locations at least seventy-two hours before regular meetings or twenty-four hours before special meetings.

h. Special rules for holding teleconference meetings during state-declared emergencies that modify certain of the above requirements have been temporarily enacted through January 1, 2024. If such an emergency is declared, the Board may determine to use the modified rules by making the required findings. (See AB 361, Stats. 2021, Ch. 165, Sec. 3, codified in the version of Government Code section 54953, which sunsets on January 1, 2024.)

Rule 25 – Emergency Meetings

Under Government Code section 54956.5, a meeting to address an emergency may be held if a majority of the Board determines that a situation exists which involves matters upon which prompt action is necessary. An emergency situation is defined as: (1) a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both; or (2) a dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both.

As a condition of holding an emergency meeting, the Board President or his/her designee shall provide notice of the meeting by telephone to each local newspaper of general circulation, radio station and television station that has requested notice of special meetings. For a meeting for a “non-dire emergency” (Definition 1, above), the telephone notice must be provided at least one hour prior to the emergency meeting. In the case of a meeting for a “dire emergency” (Definition 2, above), the telephone notice must be provided to the media at or near the same time as notice is given to the members of the Board. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

The Board may meet in closed session upon approval by a two-thirds vote of the Board (or the unanimous vote of the Board if less than two-thirds are present) to discuss security or employment matters related to the emergency situation. (See Government Code sections 54956.5(c) and 54957.)

With the exception of the 24-hour notice and posting requirements and any other exceptions provided in herein, all special meeting requirements described in Rule 20 shall be applicable to an emergency meeting called pursuant to this Rule.

The draft minutes of an emergency meeting called under this Rule must be posted in a public place for a minimum of 10 days as soon after the meeting as possible, and include a list of persons who the Board President or his/her designee notified or attempted to notify of the meeting, if applicable, any actions taken at the meeting, and a recording of any votes taken by roll call. (See Government Code section 54956.5(e).)

Rule 26 – Amendment of Rules

By motion made, seconded and approved, the Board in its discretion may at any meeting (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both, as long as any amendment or suspension is otherwise consistent with the Brown Act and other applicable laws. Unless amended earlier, District staff will review these Rules for Proceedings biennially and recommend changes for Board consideration and action.



Agenda Item: 6

Date: March 21, 2022

Subject: Policy Review – Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003)

Staff Contact: Matt Underwood, Assistant General Manager

Recommended Board Action:

Review the Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003) and direct staff as appropriate.

Background:

The Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003) (Policy) was adopted by the Board of Directors on July 21, 2003, and was last reviewed by the Board on July 19, 2021.

A member of the Board requested staff place this Policy on the February 28, 2022, regular Board meeting agenda for discussion and possible action.

On February 28, 2022, the Policy was brought back to the Board with a recommendation to review the Policy and direct staff as appropriate. Discussion ensued between the Board of Directors. The Board directed staff to bring the Policy back to the Board for potential approval at the March 21, 2022, regular Board meeting.

Discussion:

Director Wichert provided his suggested edits in redline format. Legal counsel reviewed the suggested edits and provided comments.

Section 200.20 Types of Service for Which Compensation Will Be Provided

Director Wichert changed the days per month a Director can be compensated for service or attendance at a meeting from 10 days to 6 days. He deleted reference to Ordinance and Water Code.

Legal counsel stated that the 6 days that Director Wichert inserted is the limit in Water Code section 30507, part of the County Water District Law. The existing 10-day limit that Director Wichert is proposing to delete is authorized by Water Code section 20200-20202. The 10 days is the limit enacted by the Board under Ordinance No. 02-01. Even if a majority of the Board agrees with Director

Wichert’s change, it would require amending Ordinance No. 02-01 in addition to changing it in this Policy.”

Director Wichert deleted the following language: The District encourages Directors to take advantage of opportunities to be informed concerning matters of interest to the District, and to inform others of the activities and interests of the District.

Legal counsel stated that this is policy language and not required, so it can be deleted or retained at the Board’s discretion.

Director Wichert deleted the following language: The General Manager or his or her designee will provide to the Board on a monthly basis a list of meetings attended by each Director for which the Director will be compensated under this policy.

Legal counsel stated that this language is administrative direction that is intended to facilitate the Director meeting report requirement in AB 1234, and recommends retaining it for this reason.

Director Wichert added language that a Director will be compensated for attending a Board-appointed committee meeting “as an observer”.

Legal counsel recommends against accepting this change. The intent of AB 1234 is that a Director only be compensated for active participation in District meetings or events that involve substantive input by a Director. This also could cause a Brown Act serial meeting violation because a report by an “observer” Director at a subsequent meeting about what he or she observed could be in furtherance of a collective concurrence outside of a properly noticed agenda item of a public meeting.

Director Wichert deleted the language that Directors will be compensated for attending conferences, seminars, and workshops sponsored by industry associations or nonprofit entities for the purpose of discussing relevant water and local government issues.

Legal counsel stated that this is a policy decision, but noted that it would preclude Directors from attending one or both annual ACWA conventions, AWWA/SAWWA events, and other events within California that are directly relevant to Board service. An option is to retain just attendance at relevant events in California and just delete the Nevada and Washington, D.C. events, or some subset since deleting Washington, D.C. would preclude Director attendance at Cap-to-Cap, which can be valuable. If Washington, D.C. is retained, it should be revised to read just “Washington, D.C.”, or changed to the “District of Columbia.”

Director Wichert deleted the language that Directors will be compensated for attending educational training, seminars, and courses designed to improve Directors’ understanding of District business and their obligations as public officials.

Legal counsel stated that this is a policy decision, but this is limiting to Director’s ability to serve since there may be valuable educational opportunities outside the two required trainings.

Director Wichert deleted the language that Directors will be compensated for attending meetings, water industry events or office visits of a substantial duration concerning substantive District business.

Legal counsel stated that this is a Policy decision.

Section 300.50 Disclosure

Director Wichert added language that Directors must provide “detailed” oral or written reports of meetings and other authorized events attended for which they will be compensated by the District.

Fiscal Impact:

The fiscal impact will be dependent on changes that are made.

Strategic Plan Alignment:

Goal C: Ensure Fiscal Responsibility and Affordable Rates

Attachments:

- 1 – Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003) – redlined
- 2 – Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003) – currently approved

Sacramento Suburban Water District

Directors' Compensation and Expense Reimbursement Policy

Adopted: July 21, 2003

Approved with Changes: ~~July 19, 2021~~ March 21, 2022

100.00 Purpose of the Policy

This document sets forth the policy of the Sacramento Suburban Water District concerning Directors' compensation and the payment of actual and necessary expenses incurred in the performance of official duties and is intended to comply with the requirements of Government Code sections 53232 through 53232.4.

200.00 Directors' Compensation

200.10 Amount of Compensation

Each member of the Board of Directors of the District will be entitled to receive \$100 per day for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, as provided in article 200.20.

200.20 Types of Service for Which Compensation Will Be Provided

Applicable law (Government Code section 53232.1) permits the District to compensate Directors for each day's attendance at meetings of the Board, or for each day's service rendered as a Director, subject to a written policy adopted in a public meeting. A Director can be compensated for up to ~~10-6~~ 6 days of service or attendance at a meeting per calendar month ~~of service in accordance with the Board's adoption of Ordinance No. 02-01. (Water Code section 20202.) The District encourages Directors to take advantage of opportunities to be informed concerning matters of interest to the District, and to inform others of the activities and interests of the District. The General Manager or his or her designee will provide to the Board on a monthly basis a list of meetings attended by each Director for which the Director will be compensated under this policy.~~ Directors will be compensated (for up to ~~10-6~~ 6 days per calendar month) for attending the following types of meetings:

- a. Meetings of the Board of Directors of the District and the Board of Directors of the Sacramento Suburban Water District Financing Corporation;
- b. Meetings of Board-appointed committees, attended as a member of the committee ~~or as an observer~~;

- d. Meetings of other governmental entities, associations or duly-recognized committees on which the District is officially represented, attended by the liaison representative of the Board and/or the liaison representative alternate who has been appointed to represent the District on the governmental entity or committee (both liaison representative and liaison representative alternate should attend all meetings to be informed on the issues and therefore both will be compensated for attending those meetings);
- ~~e. Conferences, seminars, workshops and other events held within the State of California, State of Nevada, and State of Washington D.C. that are sponsored by industry associations or nonprofit entities for the purpose of discussing relevant water and local government issues, including days while attending the conference, seminar, workshop or event, but excluding days in transit to or from the conference, seminar, workshop or event (attendance at conferences, seminars, workshops and events held outside the State of California, State of Nevada, and State of Washington D.C. will be approved by the Board of Directors on a case-by-case basis);~~
- ~~f.e. Educational training, seminars, and courses designed to improve Directors' understanding of District business and their obligations as public officials, including ethics training mandated under Government Code section 53235(a) and harassment prevention training under Government Code section 12950.1;~~
- ~~g. Meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President; and~~

In connection with business, educational and ceremonial events for which the District has prepaid for a Director's attendance, the Director shall attend such events. If the Director is unable to attend the pre-paid event, the Director shall immediately notify the District. If the District cannot obtain a refund of fees paid, then the District shall bill the Director for reimbursement for all amounts paid, unless the Director's failure to attend the event arises from circumstances beyond the control of the Director.

300.00 Reimbursement of Directors' Expenses

300.10 Policy and General Rules

The District encourages Directors to attend conferences, seminars and other meetings that require their participation or provide an opportunity to be informed concerning matters of interest to the District. Each Director is entitled to reimbursement for the amount of the reasonable and prudent expenditures (i.e., registration fees, travel, meals, lodging, and other actual and necessary expenses) incurred in the performance of his or her official duties. When a Director pre-pays expenses (e.g. registration,

airfare, hotel), the Director may submit such items for expense reimbursement prior to the meeting occurrence as described in article 300.20.

A Director may use his or her personal funds for meeting registration. The District will reimburse the Director for the actual amount of the registration, if properly reported and documented in accordance with article 300.40. If requested, staff will register a Director for qualifying meetings as described in article 200.20.

The District's annual budget will set an appropriate level of funding for payment of Directors' expenses. A Director will not be entitled to receive in excess of \$7,500 per fiscal year for reimbursable expenses, exclusive of registration fees, unless the Board of Directors preapproves a Director's request to increase this amount for the applicable fiscal year. A maximum of five paid meeting days per conference will be allowed with the following exception: ancillary programs that are not a part of the main conference (e.g. ACWA/JPIA meetings). The General Manager or his or her designee will be responsible for ensuring that the budgeted amount is not exceeded without prior approval of the Board.

Any exceptions for expenses that do not come within the District's expense reimbursement policy must be approved by the Board in a public meeting. (Government Code, §53232.2, subd. (f).) Any question concerning the propriety of a particular expense should be resolved by the Board.

300.20 Reimbursable Expenses

Directors' direct expenses for attendance at meetings and events authorized by this policy, including registration fees, reasonable travel, lodging, and meal costs, and other actual necessary expenses, will be paid by the District in accordance with the guidelines and per diem rates for an accountable expense reimbursement plan as defined in the United States Internal Revenue Service's Publication 463 ("Travel, Entertainment, Gift and Car Expenses") and federal per diem rates published by the General Services Administration (GSA). A copy of these documents can be obtained from the Finance Director.

The following expenses are authorized business-related expenditures:

- a. **Personal Vehicle Mileage.** A Director will be reimbursed for actual vehicle travel miles at the rate authorized under the IRS Publications for all meetings attended and services provided as defined in article 200.20, Director's Compensation, above. A Director will be considered to have accounted for personal vehicle expenses by indicating the actual miles traveled, the business purpose of the travel, and the date of travel on the approved District expense reimbursement form and submitted in accordance with article 300.40. The District will not reimburse Directors for any other personal vehicle expenses.

- b. **Hotel Expenses.** A Director will be reimbursed for lodging expenses incurred in accordance with this Policy when a Director attends conferences, seminars or meetings, if the Director stays at the hotel or other lodging listed in the event's registration materials at the group rate obtained for the event. If a Director travels on District business for which no hotel is designated or is unable to book lodging at a specified conference rate, he or she will be reimbursed at the per diem hotel rate published by the GSA for the city in which the hotel is located.
- c. **Meals.** A Director may be reimbursed for the cost of meals while attending authorized conferences, seminars or meetings away from the District based on the per meal rate published by the GSA. A Director may either (a) report meals at the GSA per diem rate or (b) use the Director's personal funds to pay for meals, in which case the District will reimburse the Director for actual charges, but only up to the maximum per diem meal rates published by the GSA. If a Director is not traveling for a full day, defined as from 12:01 a.m. to 12:00 Midnight, the per diem meal/incidental allowance will be prorated according to the actual hours of travel unless a Director uses his or her personal funds to pay for meals, in which case the District will reimburse the Director for actual charges for meals incurred while traveling, but only up to the maximum per diem meal rate published by the GSA. If the District pre-pays the cost of one or more meals with a meeting, function or conference registration, a Director must attend the prepaid meals. If a Director fails to attend a pre-paid meal, a Director may not submit a claim for reimbursement for an alternative meal taken in lieu of the pre-paid meal.
- d. **Incidental Allowance.** Tips for meals will be reimbursed up to a maximum of 20% of the cost of the reimbursable portion of any meal in accordance with the tip shown on the receipt attached to an expense reporting form. The District will reimburse a Director for tips actually given to cabbies, baggage porters, bellhops and hotel housekeepers that are reasonable and customary for the area. A Director may be reimbursed for toll charges and parking fees up to the actual amount expended.
- e. **Common Carrier Travel.** When personal vehicle use for District business is impractical due to time and/or distance, a Director may use regularly-scheduled commercial carriers for travel. Consistent with scheduling needs and the most-direct route, a Director traveling by plane, train, rental vehicle, bus, taxi, or ride share will travel by the least-expensive fare actually available for the date and time of the travel. When possible, travel should be planned in advance to permit use of advance fares. Long-term parking must be used at airports for travel exceeding 24 hours. The District will reimburse the Director for the actual amount of the fare and related, necessary expenses (e.g., baggage fees), if properly reported in accordance with article 300.30.

- f. Telephone/Fax/Cellular/Internet. A Director will be reimbursed for actual telephone, fax and reasonable internet expenses incurred for District business. Telephone bills should identify which calls were made for District business. For cellular calls when the Director has a particular number of minutes included in the Director's plan, the Director can identify the percentage of calls made for District business.

300.30 Types of Expenses for Which Reimbursement Will Not Be Provided

Director expenses that are not deemed to be reimbursable business expenses may include, but are not limited to:

- a. Barber and/or beauty shop charges
- b. Fines for traffic or parking violations
- c. Expenses of any person accompanying a Director on a District-approved trip or event
- d. Personal telephone calls
- e. Fitness/Health Facility or Massages
- f. Alcoholic beverages
- g. Entertainment expenses (movies, sporting events, etc.)
- h. Non-Mileage vehicle expenses
- i. Charitable contributions

300.40 Expense Reporting Procedures

In order to be reimbursed for any expense authorized under this Policy, within 60 days of incurring the expense, a Director must fill out and sign a District-provided expense report form available from the Finance Department. The expense report form is designed to ensure that Directors' expense reimbursements comply with the requirements of Government Code section 53232.3 and IRS Publication 463. Accordingly, the General Manager will review each expense report form, and sign it to indicate compliance with the requirements of this policy. In all cases when a Director seeks reimbursement for expenses incurred while attending a conference, seminar or other meeting, a copy of the conference registration form must either be attached to his or her expense report or on file at the District (e.g. copy attached to check request or purchasing card paperwork). In addition, a Director will be required to attach the following documentation to his or her expense reimbursement report as a condition of receiving reimbursement for an appropriately-incurred business expense:

- a. Personal Vehicle Mileage. To verify mileage, the General Manager or designee will document personal vehicle mileage, using tools such as Google or MapQuest, which will be attached to the Director's expense report.
- b. Lodging Expenses. If a Director wishes to be reimbursed for lodging expenses, he or she must attach to the expense report an itemized bill issued

by the hotel and a copy of the credit card receipt or other proof of the Director's payment. Except when attending a conference, seminar or other meeting and using the available group rate booked for the event, the District will reimburse a Director only for the actual amount of the hotel expenses incurred at the pre-arranged rate at the convention hotel or up to the GSA per diem rate for events that do not have a host hotel.

- c. Meal Expenses. If a Director wishes to be reimbursed for meal expenses at the GSA per diem rate, he or she may fill out the expense report form and claim the expense without further documentation. If a Director pays for meals with his or her own funds, he or she must attach to the expense report an itemized bill, copy of a credit card receipt or other proof of the Director's payment. In such cases, the District will reimburse a Director only for the actual amount of the meal expense incurred up to a maximum amount of the applicable per diem rate published by the GSA.
- d. Common Carrier Travel. A Director must attach to his or her expense report the fare, coupon, or itemized bill from a travel agency, airline, rental vehicle, bus or train showing the actual amount expended for such travel. A boarding pass, conference badge, business receipt from the destination or other documentation indicating the travel occurred must be attached to the Director's expense report.
- e. Incidental Expenses. Whenever possible, a Director should obtain a receipt for incidental expenses such as tolls and parking fees. For incidental expenses where no receipt is available, such as tips and parking meter costs, a reimbursement request for such expenses may be claimed on the District approved expense report. Certification that such expenses were related to District business, reasonable, appropriate, and actually incurred by the Director is made when signing the District approved expense report form.

In all cases, the Director will remain responsible for filing an expense report and attaching the appropriate documentation obtained by the Director in conformance with paragraphs a. through e. above. Flat-rate advances or payments of expenses are prohibited under Government Code section 53232.2, except for per diem payments authorized in accordance with the GSA published rates.

A Director must substantiate all expenses on an expense report with the appropriate documentation attached within 60 days of incurring or paying the expense. An expense report submitted after the 60 days will only be paid if approved by the Board at a regular meeting. Any mis- or late-reported expenses incurred by a Director will be considered income to the affected Director. To comply with the applicable tax laws, the District will issue to a Director a Form W-2 including all mis- or late-reported expenses as income.

300.50 Disclosure

To comply with reporting requirements of Government Code section 53232.3, the District will prepare a list of the meetings attended by each Director for which the District provided compensation, and a list of the amount and purpose of each expense reimbursement paid by the District to each Director. This information will be reported quarterly at a regular monthly Board of Directors meeting. Regardless of the compensation and expense reporting frequency, at the next regular Board meeting Directors also must provide either a detailed oral or a detailed written report of meetings and other authorized events attended for which they will be compensated by the District. If multiple officials attended the same event, a joint report may be made.

All expenses are subject to verification that they comply with this Policy. Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act, except that the District will ensure that no Director personal information, such as credit card numbers and home addresses, is provided to the public in the event of a request for such records.

300.60 Penalties

Government Code Section 53232.4 defines the penalties for falsifying or misusing public funds. The penalties include: (1) loss of the violator's reimbursement privileges; (2) restitution of misused District funds; (3) civil penalties of up to \$1,000 per day for each day of violation and three times the value of the public resources misused; and (4) criminal prosecution and lifetime bar from holding public office. The Board will report any violation of this Policy to the appropriate authorities.

300.70 Payment of Compensation and Expenses

All reimbursable expenses as outlined in this policy will be paid within the next payroll cycle upon receipt of a completed expense reporting form approved by the General Manager or designee.

400.00 Policy Review

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

Directors' Compensation and Expense Reimbursement Policy

Adopted: July 21, 2003
Approved with Changes: March 21, 2022

100.00 Purpose of the Policy

This document sets forth the policy of the Sacramento Suburban Water District concerning Directors' compensation and the payment of actual and necessary expenses incurred in the performance of official duties and is intended to comply with the requirements of Government Code sections 53232 through 53232.4.

200.00 Directors' Compensation

200.10 Amount of Compensation

Each member of the Board of Directors of the District will be entitled to receive \$100 per day for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, as provided in article 200.20.

200.20 Types of Service for Which Compensation Will Be Provided

Applicable law (Government Code section 53232.1) permits the District to compensate Directors for each day's attendance at meetings of the Board, or for each day's service rendered as a Director, subject to a written policy adopted in a public meeting. A Director can be compensated for up to 10 days per calendar month of service in accordance with the Board's adoption of Ordinance No. 02-01. (Water Code section 20202.) The District encourages Directors to take advantage of opportunities to be informed concerning matters of interest to the District, and to inform others of the activities and interests of the District. The General Manager or his or her designee will provide to the Board on a monthly basis a list of meetings attended by each Director for which the Director will be compensated under this policy. Directors will be compensated (for up to 10 days per calendar month) for attending the following types of meetings:

- a. Meetings of the Board of Directors of the District and the Board of Directors of the Sacramento Suburban Water District Financing Corporation;
- b. Meetings of Board-appointed committees, attended as a member of the committee;

- c. Meetings of other governmental entities, associations or duly-recognized committees on which the District is officially represented, attended by the liaison representative of the Board and/or the liaison representative alternate who has been appointed to represent the District on the governmental entity or committee (both liaison representative and liaison representative alternate should attend all meetings to be informed on the issues and therefore both will be compensated for attending those meetings);
- d. Conferences, seminars, workshops and other events held within the State of California, State of Nevada, and State of Washington D.C. that are sponsored by industry associations or nonprofit entities for the purpose of discussing relevant water and local government issues, including days while attending the conference, seminar, workshop or event, but excluding days in transit to or from the conference, seminar, workshop or event (attendance at conferences, seminars, workshops and events held outside the State of California, State of Nevada, and State of Washington D.C. will be approved by the Board of Directors on a case-by-case basis);
- e. Educational training, seminars, and courses designed to improve Directors' understanding of District business and their obligations as public officials, including ethics training mandated under Government Code section 53235(a) and harassment prevention training under Government Code section 12950.1;
- f. Meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President; and

In connection with business, educational and ceremonial events for which the District has prepaid for a Director's attendance, the Director shall attend such events. If the Director is unable to attend the pre-paid event, the Director shall immediately notify the District. If the District cannot obtain a refund of fees paid, then the District shall bill the Director for reimbursement for all amounts paid, unless the Director's failure to attend the event arises from circumstances beyond the control of the Director.

300.00 Reimbursement of Directors' Expenses

300.10 Policy and General Rules

The District encourages Directors to attend conferences, seminars and other meetings that require their participation or provide an opportunity to be informed concerning matters of interest to the District. Each Director is entitled to reimbursement for the amount of the reasonable and prudent expenditures (i.e., registration fees, travel, meals, lodging, and other actual and necessary expenses) incurred in the performance of his or her official duties. When a Director pre-pays expenses (e.g. registration,

airfare, hotel), the Director may submit such items for expense reimbursement prior to the meeting occurrence as described in article 300.20.

A Director may use his or her personal funds for meeting registration. The District will reimburse the Director for the actual amount of the registration, if properly reported and documented in accordance with article 300.40. If requested, staff will register a Director for qualifying meetings as described in article 200.20.

The District's annual budget will set an appropriate level of funding for payment of Directors' expenses. A Director will not be entitled to receive in excess of \$7,500 per fiscal year for reimbursable expenses, exclusive of registration fees, unless the Board of Directors preapproves a Director's request to increase this amount for the applicable fiscal year. A maximum of five paid meeting days per conference will be allowed with the following exception: ancillary programs that are not a part of the main conference (e.g. ACWA/JPIA meetings). The General Manager or his or her designee will be responsible for ensuring that the budgeted amount is not exceeded without prior approval of the Board.

Any exceptions for expenses that do not come within the District's expense reimbursement policy must be approved by the Board in a public meeting. (Government Code, §53232.2, subd. (f).) Any question concerning the propriety of a particular expense should be resolved by the Board.

300.20 Reimbursable Expenses

Directors' direct expenses for attendance at meetings and events authorized by this policy, including registration fees, reasonable travel, lodging, and meal costs, and other actual necessary expenses, will be paid by the District in accordance with the guidelines and per diem rates for an accountable expense reimbursement plan as defined in the United States Internal Revenue Service's Publication 463 ("Travel, Entertainment, Gift and Car Expenses") and federal per diem rates published by the General Services Administration (GSA). A copy of these documents can be obtained from the Finance Director.

The following expenses are authorized business-related expenditures:

- a. **Personal Vehicle Mileage.** A Director will be reimbursed for actual vehicle travel miles at the rate authorized under the IRS Publications for all meetings attended and services provided as defined in article 200.20, Director's Compensation, above. A Director will be considered to have accounted for personal vehicle expenses by indicating the actual miles traveled, the business purpose of the travel, and the date of travel on the approved District expense reimbursement form and submitted in accordance with article 300.40. The District will not reimburse Directors for any other personal vehicle expenses.

- b. **Hotel Expenses.** A Director will be reimbursed for lodging expenses incurred in accordance with this Policy when a Director attends conferences, seminars or meetings, if the Director stays at the hotel or other lodging listed in the event's registration materials at the group rate obtained for the event. If a Director travels on District business for which no hotel is designated or is unable to book lodging at a specified conference rate, he or she will be reimbursed at the per diem hotel rate published by the GSA for the city in which the hotel is located.
- c. **Meals.** A Director may be reimbursed for the cost of meals while attending authorized conferences, seminars or meetings away from the District based on the per meal rate published by the GSA. A Director may either (a) report meals at the GSA per diem rate or (b) use the Director's personal funds to pay for meals, in which case the District will reimburse the Director for actual charges, but only up to the maximum per diem meal rates published by the GSA. If a Director is not traveling for a full day, defined as from 12:01 a.m. to 12:00 Midnight, the per diem meal/incidental allowance will be prorated according to the actual hours of travel unless a Director uses his or her personal funds to pay for meals, in which case the District will reimburse the Director for actual charges for meals incurred while traveling, but only up to the maximum per diem meal rate published by the GSA. If the District pre-pays the cost of one or more meals with a meeting, function or conference registration, a Director must attend the prepaid meals. If a Director fails to attend a pre-paid meal, a Director may not submit a claim for reimbursement for an alternative meal taken in lieu of the pre-paid meal.
- d. **Incidental Allowance.** Tips for meals will be reimbursed up to a maximum of 20% of the cost of the reimbursable portion of any meal in accordance with the tip shown on the receipt attached to an expense reporting form. The District will reimburse a Director for tips actually given to cabbies, baggage porters, bellhops and hotel housekeepers that are reasonable and customary for the area. A Director may be reimbursed for toll charges and parking fees up to the actual amount expended.
- e. **Common Carrier Travel.** When personal vehicle use for District business is impractical due to time and/or distance, a Director may use regularly-scheduled commercial carriers for travel. Consistent with scheduling needs and the most-direct route, a Director traveling by plane, train, rental vehicle, bus, taxi, or ride share will travel by the least-expensive fare actually available for the date and time of the travel. When possible, travel should be planned in advance to permit use of advance fares. Long-term parking must be used at airports for travel exceeding 24 hours. The District will reimburse the Director for the actual amount of the fare and related, necessary expenses (e.g., baggage fees), if properly reported in accordance with article 300.30.

- f. Telephone/Fax/Cellular/Internet. A Director will be reimbursed for actual telephone, fax and reasonable internet expenses incurred for District business. Telephone bills should identify which calls were made for District business. For cellular calls when the Director has a particular number of minutes included in the Director's plan, the Director can identify the percentage of calls made for District business.

300.30 Types of Expenses for Which Reimbursement Will Not Be Provided

Director expenses that are not deemed to be reimbursable business expenses may include, but are not limited to:

- a. Barber and/or beauty shop charges
- b. Fines for traffic or parking violations
- c. Expenses of any person accompanying a Director on a District-approved trip or event
- d. Personal telephone calls
- e. Fitness/Health Facility or Massages
- f. Alcoholic beverages
- g. Entertainment expenses (movies, sporting events, etc.)
- h. Non-Mileage vehicle expenses
- i. Charitable contributions

300.40 Expense Reporting Procedures

In order to be reimbursed for any expense authorized under this Policy, within 60 days of incurring the expense, a Director must fill out and sign a District-provided expense report form available from the Finance Department. The expense report form is designed to ensure that Directors' expense reimbursements comply with the requirements of Government Code section 53232.3 and IRS Publication 463. Accordingly, the General Manager will review each expense report form, and sign it to indicate compliance with the requirements of this policy. In all cases when a Director seeks reimbursement for expenses incurred while attending a conference, seminar or other meeting, a copy of the conference registration form must either be attached to his or her expense report or on file at the District (e.g. copy attached to check request or purchasing card paperwork). In addition, a Director will be required to attach the following documentation to his or her expense reimbursement report as a condition of receiving reimbursement for an appropriately-incurred business expense:

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by the hotel and a copy of the credit card receipt or other proof of the Director's payment. Except when attending a conference, seminar or other meeting and using the available group rate booked for the event, the District will reimburse a Director only for the actual amount of the hotel expenses incurred at the pre-arranged rate at the convention hotel or up to the GSA per diem rate for events that do not have a host hotel.

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300.50 Disclosure

To comply with reporting requirements of Government Code section 53232.3, the District will prepare a list of the meetings attended by each Director for which the District provided compensation, and a list of the amount and purpose of each expense reimbursement paid by the District to each Director. This information will be reported quarterly at a regular monthly Board of Directors meeting. Regardless of the compensation and expense reporting frequency, at the next regular Board meeting Directors also must provide either an oral or written report of meetings and other authorized events attended for which they will be compensated by the District. If multiple officials attended the same event, a joint report may be made.

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300.60 Penalties

Government Code Section 53232.4 defines the penalties for falsifying or misusing public funds. The penalties include: (1) loss of the violator's reimbursement privileges; (2) restitution of misused District funds; (3) civil penalties of up to \$1,000 per day for each day of violation and three times the value of the public resources misused; and (4) criminal prosecution and lifetime bar from holding public office. The Board will report any violation of this Policy to the appropriate authorities.

300.70 Payment of Compensation and Expenses

All reimbursable expenses as outlined in this policy will be paid within the next payroll cycle upon receipt of a completed expense reporting form approved by the General Manager or designee.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 7

Date: March 21, 2022

Subject: Committee and Liaison Appointments for 2022

Staff Contact: Dan York, General Manager

Recommended Board Action:

The Board President will consider assigning Board member Committee and Liaison appointments for 2022.

Discussion:

At the December 20, 2021, regular Board meeting, President Locke appointed Directors to District committees. At the January 24, 2022, regular Board meeting, President Locke appointed Directors to liaison appointments to outside organizations.

President Locke requested to bring back the Committee and Liaison Appointments for discussion of potential further amendments to committees and liaison appointments.

Included with this report is the most recent list of the 2022 Committee and Liaison Assignments (Attachment 1).

Note that some assignments are to establish the District’s voting representative with outside entities and others are to assign liaison interests for the purposes of establishing compensable attendance per District policies on Director compensation.

Fiscal Impact:

No increased fiscal impact is anticipated.

Strategic Plan Alignment:

Goal B - Optimize Operational and Organizational Efficiencies.

Representation at meetings can forward the District’s position and increase knowledge of other professional groups’ activities.

Attachments:

1. 2022 Committee and Liaison Assignments

**Sacramento Suburban Water District
2022 Committee and Liaison Assignments**

Committees

Audit Committee..... Kevin Thomas, Chair
 Dave Jones

Carmichael Water District/SSWD 2x2 Ad Hoc Committee..... Craig Locke, Chair
 (Ad Hoc: no regularly assigned meeting time)..... Dave Jones

Ad Hoc General Manager Performance Review Committee..... Craig Locke, Chair
 (Ad Hoc: no regularly assigned meeting time)..... Robert Wichert

Liaison Assignments

ACWA/JPIA Jay Boatwright
 Staff Position: Dan York

ACWA General Election Voting Delegate Jay Boatwright

ACWA Groundwater Committee..... Dave Jones
 Kevin Thomas
 Craig Locke
 Dan York

ACWA Water Quality Committee..... Craig Locke

ACWA Energy Committee Bob Wichert

ACWA Communications Committee Kevin Thomas – wait
 listed

ACWA Legal Affairs Committee Ryan Bezerra

California Special Districts Association Dave Jones

LAFCo Special District Advisory Committee Kevin Thomas

Regional Water Authority..... Dave Jones
 Dan York

Regional Water Authority Executive Committee Staff Rep: Dan York

Sacramento Groundwater Authority Kevin Thomas, Board Rep.
 Dan York, Staff Rep.
 Bob Wichert, Alternate
 Craig Locke, Alternate

..... Dave Jones, Alternate
Sacramento Water Forum Successor Effort..... Staff Rep: Dan York
..... Bob Wichert
..... Craig Locke, Alternate
..... Kevin Thomas, Alternate
..... Dave Jones, Alternate



Agenda Item: 8

Date: March 21, 2022

Subject: North Service Area Water Supply Capacity Improvements Update

Staff Contact: Matt Underwood, Assistant General Manager

Recommendation:

No action. This is an Information Item.

Summary:

Staff continue to work diligently to address the supply capacity issues North Service Area (NSA). This includes: 1) accelerating 3 new well projects in the NSA (consisting of 5 new wells); 2) bringing existing wells that are offline due to maintenance or equipment failures back on-line; and 3) finding new operational solutions to address historical supply restrictions. Recent progress has helped prepare the District to meet all NSA demands in 2022, and set a path for long-term reliability.

Background:

As reported to the Board at its regular Board meeting on November 15, 2021, the NSA has steadily lost groundwater production capacity over the last decade, due to groundwater contamination issues and the existing wells being prone to mechanical failures, electrical failures, and casing degradation due to age and typical failures of a groundwater system. These situations resulted in a capacity shortage in the summer of 2021, in which the District relied upon surface water from San Juan Water District (SJWD) to meet peak demand needs.

In an effort to ensure this scenario does not recur, District staff have taken concerted actions related to new wells, existing wells and operational improvements, to address the NSA supply resources, which are addressed below:

1. New Wells

Replacement of lost production capacity requires construction of new wells and associated pump stations. At the regular Board meeting on November 15, 2021, the Board approved additional Capital funding in CY2021 to facilitate staff's plan to accelerate construction of new NSA groundwater wells to restore capacity, specifically:

- Accelerate planning/design work on Well 80.
- Accelerate planning/design work on Wells 81A, B, C.

a) Property Acquisition

Property acquisition for new wells is proceeding at a steady pace through a strong focus by staff, as summarized below:

<u>Recently Acquired</u>	
Walnut	2020
Barrett Ranch	2022
<u>In Process</u>	
Walerga	2022/2023
<u>In Negotiations</u>	
Parkoaks	2022

Currently, acquisition has a slim lead on near-term planning for new well projects. However, staff has numerous potential sites currently under consideration and is diligently working to address the need to acquire additional property.

b) Design and Construction

The District has 4 new NSA well projects currently underway – totaling 6 new wells. Two projects (2 wells) are in the construction phase, one project (3 wells) will be starting construction in March 2022, and the fourth project (1 well) is expected to start construction this fall. Status of each project is summarized below.

Well 79 Verner/Panorama (1 well)

This well is expected to be on-line and operational in May 2022.

Well 80 Walnut/Auburn (1 well)

This well is expected to be on-line and operational in September 2022.

Well 81A, 81B, and 81C Antelope North/Poker (3 wells)

These wells are expected to be on-line and operational in late 2023 (preliminary schedule).

This project is expected to start construction later this month.

Well 82 Antelope/Don Julio (1 well)

This well is expected to be on-line and operational in late 2023 / early 2024 (preliminary schedule).

This project is in the preliminary stages of design to support the CEQA process that is just getting started.

2. Existing Wells

Bringing NSA wells back on-line is a high priority in the Operations and Engineering Departments. The three primary elements to the approach are summarized below:

Task Force

A Task Force has been formed to focus efforts and energy on each project. Weekly meetings are held to maintain alignment and efficiency of effort, and to adjust plans as new information is developed through the field activities.

Contractor Commitment

Staff has placed a well repair contractor (driller) on retainer for a one month period starting mid-March to address the extreme shortage of driller availability that has been the case in Northern California since last fall. A driller is needed to make well casing repairs and modification, among other activities commonly required with maintaining a groundwater system.

Consultant Commitment

Staff has three consultants, each with an experienced Hydrogeologist on staff, available to assist on a priority basis.

3. Operational Improvements

Operational improvements often require relatively little capital investment, but can provide substantial benefits to both supply availability and system resilience. Significant projects are discussed below:

a) Operational Adjustments

District staff identified that operational scenarios, while sometimes necessary, can also pose an operational hindrance by restricting the flow of water. Staff has determined that limiting where supplies can be delivered through operational scenarios has contributed to the NSA supply shortage. As an example, staff have been performing an investigation to determine whether the Walerga/Bainbridge Pressure Reduction Valve (PRV) is necessary for preventing potential high pressures in the southern part of the North Highlands area.

The PRV was installed when the two predecessor districts consolidated to protect the aged piping in the North Highlands area from potential high pressures that could occur due to topography. Now that the problematic piping has been replaced, District staff found an opportunity to explore elimination of this PRV that will potentially enhance operational scenarios to the NSA.

Staff's investigation consisted of bypassing the Walerga/Bainbridge PRV and monitoring system pressures. Staff have found that pressures have elevated in the southern part of the North Highlands area, as expected, but not excessively. During the investigative testing thus far, staff have not observed any negative impacts from the elevated pressures, though there have been notable benefits in operational flexibility. The test is providing promising results.

PRV Bypass

With the PRV bypassed, staff have successfully pumped water from supplies in the North Highlands area to the greater NSA. These supplies include five active wells and one 5-MG reservoir.

- ✓ **Benefit:** Without restricting these supplies to one operational zone, the entire NSA can benefit from the additional capacity in North Highlands. If this operational zone adjustment is made permanent, it is expected to alleviate the deficiency in Maximum Day Demand capacity previously identified in the NSA.

Watt/Elkhorn Reservoir Operation

When testing the Antelope Pump Back Station to deliver water to SJWD in March 2022, the Watt/Elkhorn Reservoir was the main producer in meeting this large demand of approximately 10,000 gpm. This reservoir pumps into the NSA's local transmission main system, thereby connecting supplies with the Antelope facility. In this way, the operational testing of bypassing the PRV has facilitated utilizing the infrastructure within the North Highlands area to help meet any elevated demands throughout the NSA.

- ✓ **Benefit:** With this additional flexibility, the District is better prepared to meet peak demands in the summer and provide emergency assistance to SJWD through the Pump-Back facility when needed.

As part of this investigation, the District will continue monitoring system pressures and performance throughout the year to assess the response to seasonal demand changes. If the testing is successful, a permanent change will be made by removing the Walerga/Bainbridge PRV.

b) Reservoir Improvements

Another operational improvement identified by District staff was infrastructure and control modifications to advance the automated operation of the District's two 5-MG reservoirs in the NSA: Watt/Elkhorn and Antelope. Historical design have prevented the District from fully utilizing the pumping capacities of these facilities. Based on the operational experience of District staff, these facilities have been redesigned to help ensure supply reliability for both health and safety. The upgrades consist of two elements:

Pump Controls

Upgrading the remaining pump controls to variable frequency drives (VFDs).

- ✓ **Benefit:** Allows all five pumps at each facility to operate simultaneously as needed to meet system demands and maintain pressures.

Programming Controls

New automated controls for both filling the reservoir and pumping out of it.

- ✓ **Benefit:** Time-of-day controls will help ensure a fresh storage supply is consistently available.
- ✓ **Benefit:** Low-pressure controls provide capacity availability for emergency peak demands (e.g., fire flow).

Project start-up was conducted at the Watt/Elkhorn Reservoir in February 2022 and is scheduled at the Antelope Reservoir in April 2022.

c) Standardization Improvements

Staff is developing a standardization program for well pumps and motors to enable staff to better avoid supply availability issues, and make reacting to pump and motor failures simpler and faster to bring the well back on-line.

Staff is confident that actions in place at this time will avoid a recurrence of last summer's production capacity deficit:

- a. Bringing existing wells back on-line
- b. Operational zone adjustment
- c. Improvements to operation of reservoirs

Strategic Plan Alignment:

Goal A: Provide a High Quality Reliable Water Supply by Ensuring it is Sustainable, Clean, and Safe.

Goal B: Optimize Operational and Organizational Efficiencies

Goal D: Maintain Excellent Customer Service



Agenda Item: 9

Date: March 21, 2022

Subject: Campaign Contribution Limits on Candidates for District Board of Directors

Staff Contact: Dan York, General Manager

Recommended Board Action:

Receive written staff report and direct staff as appropriate.

Background:

A member of the Board inquired if the District has imposed campaign contribution limits on spending by candidates running for the District Board of Directors, which it does not. After discussion with legal counsel, staff would like Board direction on this particular topic.

Discussion:

The District does not have an existing resolution/ordinance or policy that sets a limit on campaign contributions for District Board of Director elections.

District legal counsel has provided the following information on the subject topic.

Neither the Political Reform Act (Act) or the California Fair Political Practices Commission (FPPC) regulations regulate special district campaign contribution limits. Until Jan. 1, 2021, the Act only regulated contributions to state candidates. However, it now imposes the limits set forth in Government Code section 85301 on all city and county candidates for election in jurisdictions that have not already imposed limits. Because candidates to the governing boards of special districts are not “city” or “county” candidates, therefore the contribution limits, if any, imposed by the local jurisdiction(s) in which the special district is located, do not apply. Thus, if the District Board of Directors desires to impose contribution limits on candidates running for a board seat in a District election, the Board must impose campaign contribution limits under its existing authority to enact ordinances and policies. The Board may impose a limit by either. So, for example, the Board could amend the existing Ethics Policy (PL – BOD 004) provision related to elections to impose a campaign contribution limit. That limit may exceed those specified in statute and applicable to state or city and county candidates in jurisdictions that have not adopted limits. In addition, candidates who raise over \$2,000 are required by the Act and FPPC regulations to open a campaign committee and be subject to the campaign disclosure requirements of the Act.

Campaign Contribution Limits on Candidates for District Board of Directors

March 21, 2022

Page 2 of 2

A copy of the Ethics Policy is attached for reference.

Fiscal Impact:

None.

Strategic Plan Alignment:

Goal B: Optimize Operational and Organizational Efficiencies

Attachments:

1 – Ethics Policy (PL – BOD 004)

Sacramento Suburban Water District

Ethics Policy

Adopted: January 27, 2003
Approved with Changes on March 16, 2020

100.00 Purpose of the Policy

The policy of the Sacramento Suburban Water District is to maintain the highest standards of ethics from its Directors and employees. The proper operation of the District requires that decisions and policy be made in the proper channels of governmental structure, that public office not be used for personal gain, and that all individuals associated with the District remain impartial and responsible towards the public. Accordingly, it is the policy of the District that Directors and District employees will maintain the highest standard of personal honesty and fairness in carrying out their duties.

This policy contains two parts. The first part addresses mandated ethics training requirements for Directors and certain designated officers. The second part of this policy sets ethics standards for Directors. The ethical standards to be followed by District employees, including the General Manager, Treasurer, and Secretary (if an employee), are provided in the District's Employee Handbook.

The primary purpose of the ethics training policy (articles 200.00 – 250.00) is to ensure that all District Directors and certain designated officers comply with the ethics training and reporting mandates imposed by Government Code sections 53234 through 53235.2.

The primary purpose of the ethics guidelines for Directors (articles 300.00 – 375.00) is to set forth the minimum ethical standards to be followed by the Board of Directors of the Sacramento Suburban Water District. The objectives of this policy are to (1) provide guidance for dealing with ethical issues, (2) heighten awareness of ethics and values as critical elements in Directors' conduct, and (3) improve ethical decision-making and values-based management.

200.00 Mandatory Ethics Training**210.00 Positions Requiring Training**

Ethics training is required for all Directors (Government Code section 53235, subd. (a)). The following District officers also will be required to receive ethics training: (1) General Manager and (2) Finance Director. (Government Code section 53234, subds. (a), (b) and (c)(1).) Collectively, Directors and the designated officers are the

District's "Covered Officials" under this policy. The Board encourages all other District employees to receive ethics training, although such training is not a legal requirement.

220.00 Training Curriculum

The required ethics training must cover general ethics principles and ethics laws relevant to the Covered Officials' public service. All Covered Officials must receive ethics training in the following topics relevant to the service to the District:

- (1) Laws relating to personal financial gain by public servants, such as prohibitions on conflict of interest and bribery;
- (2) Laws relating to the privileges of office, such as limitations on personal receipt of gifts and travel, use of public resources, mass-mailing restrictions, and prohibitions on gifts of public funds;
- (3) Government transparency laws, such as the Brown Act, the Public Records Act, and financial interest disclosure laws; and
- (4) Laws relating to fair public process, such as due process and competitive bidding requirements, bias prohibitions, and incompatible office restrictions.

Covered Officials may fulfill their required ethics training obligations by participating in any approved form of training, including but not limited to seminars, webinars, group or individual training, or self-study at home, in-person, or on-line. If self-study courses are used, a test component must be included. (Government Code section 53235, subd. (d).)

230.00 Frequency of Training

Every two years, all Covered Officials must receive at least two hours of ethics training that complies with the requirements of Article 220.00. (Government Code section 53235, subd. (b).) All Covered Officials may take more than two hours of training every two years and the Board encourages all Covered Officials to obtain more than the required minimum training.

Newly elected or appointed Covered Officials must complete their first two hours of ethics training within one year after taking office. After completing the initial training requirement, Covered Officials must receive a minimum of two hours of ethics training every two years for as long as they remain in office.

240.00 Training Documentation

Compliance with the Government Code sections 53234 through 53235.2 ethics training requirements must be documented. The person or entity providing the

training must provide a proof of participation to the Covered Official. (Government Code section 53235, subd. (e).) The District will also keep records of its Covered Officials' dates of participation in ethics training and the person or entity providing the training for five years. (Government Code section 53235.2, subd. (a).) The Executive Assistant to the General Manager will maintain the ethics training records. All Covered Officials must submit a copy of their proofs of participation in all ethics training completed to the Executive Assistant to the General Manager within 30 days of completing any ethics training. All ethics training policies and attendance records are public records subject to disclosure under the California Public Records Act. (Government Code section 53235.2, subd. (b).)

250.00 Miscellaneous Training Rules

The District will inform its Covered Officials of available ethics training opportunities at least once annually. (Government Code section 53235, subd. (f).)

It is the responsibility of each Covered Official to ensure his or her compliance with this policy, including selecting the ethics training courses and securing and submitting the ethics training documentation to the Executive Assistant to the General Manager as required in Article 240.00.

If a Covered Official holds more than one position covered by the ethics training mandate, he or she need only complete the minimum two hours every two years to comply. (Government Code section 53235.1, subd. (c).) If a Covered Official wishes to receive District credit for ethics training completed on behalf of another agency, he or she should submit the relevant documentation to the District Secretary or designee.

300.00 Ethics Guidelines for Directors

310.00 Responsibilities of Public Office

Directors are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Directors will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure, and open government laws. Directors will work in cooperation with other public officials unless prohibited from so doing by law or officially-recognized confidentiality of their work, or if doing so would be contrary to the best interests of the District.

(Article 20, section 3 of the California Constitution; Government Code section 1360.)

315.00 Fair and Equal Treatment

Directors will not, in the performance of their official functions, discriminate against any person on the basis of race, sex, color, national origin, ancestry, disability, or any other protected class under federal, state, or local laws. A Director will not grant any

special consideration, treatment, or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

(See, e.g., Article 1, section 31 of the California Constitution; Age Discrimination in Employment Act of 1967 (29 U.S.C. sections 621 and following); Americans with Disabilities Act of 1990 (42 U.S.C. sections 12101 and following); California Fair Employment and Housing Act (Government Code sections 12900 and following and Chapter 5 of Title 47, U.S.C.); Rehabilitation Act of 1973 (29 U.S.C. sections 701 and following); Title VII of the Civil Rights Act of 1964 (42 U.S.C. sections 2000e and following).)

320.00 Proper Use and Safeguarding of District Property and Resources

Except as specifically authorized, a Director will not use or permit the use of District-owned vehicles, equipment, telephones, materials, or property for personal convenience or profit. A Director will not ask or require a District employee to perform services for the personal convenience or profit of a Director or employee. Each Director must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Directors will safeguard District property, equipment, moneys, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Directors are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the District's behalf, in accordance with the District's policy for reimbursement of expenses of Directors.

(Article 16, section 6 of the California Constitution; Government Code sections 8314 and 53232.3; Penal Code section 424; see *People v. Battin* (1978) 77 Cal.App.3d 635.)

325.00 Use of Confidential Information

- A. A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.
- B. This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the District or an elected official or employee, (2) expressing an opinion concerning the propriety or

legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Director will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

- C. A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

(Government Code section 54963.)

330.00 Conflict of Interest

- A. A Director will not have a financial interest in a contract with the District, or be a purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Director's participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. A Director will not participate in the discussion, deliberation, or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000 and following, relating to conflicts of interest. Generally, a Director has a disqualifying financial interest in a matter if a Board decision would have a reasonably foreseeable material financial effect (as defined by the Fair Political Practices Commission ("FPPC") regulations) on the Director, or his or her immediate family, that is distinguishable from the effect on the public generally on (a) a business entity in which the Director has a direct or indirect investment of \$2,000 or more, (b) real property in which the Director has a direct or indirect interest worth \$2,000 or more, (c) a source of income of the Director amounting to a total of \$500 or more within 12 months before the Board decision, (d) a source of gifts to the Director amounting to \$470 or more within 12 months before the Board decision, or (e) a business entity in which the Director holds a position as a director, officer, partner, trustee, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent interest or greater. A Director will not accept gifts or honoraria that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Directors will report all gifts, campaign contributions, income, and financial information as required under the District's Conflict of Interest Code and the provisions of the Fair Political Practices Act and FPPC regulations. The dollar limitations referred to in this section are adjusted from time to time by the FPPC,

and any such adjustment shall automatically be incorporated into this policy when made effective by the FPPC.

(Government Code sections 87100 and following.)

- B. If a Director believes that he or she may be disqualified from participation in the discussion, deliberations, or vote on a particular matter due to a conflict of interest, the following procedure will be followed: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the District's General Manager and the District's legal counsel of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager and the District's legal counsel before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Director (1) will not participate in the discussion, deliberation, or vote on the matter for which a conflict of interests exist, which will be so noted in the Board minutes and (2) will leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters (e.g., the consent calendar), in which case the Director will identify the nature of the conflict and not vote on the specified item. If the item is agendized for discussion and possible action, the Director may speak on his or her personal interests in the matter during the time the general public speaks on the issue but must leave the room during Board discussion and action on that item.
- C. A Director will not recommend the employment of a relative to the District. In addition, a Director will not recommend the employment of a relative to any person known by the Director to be bidding for or negotiating a contract with the District.
- D. A Director who knowingly asks for, accepts, or agrees to receive any gift, reward, or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code section 70.

(Government Code sections 1090 and following, 81000 and following, and 87105; Penal Code sections 68 and 70.)

335.00 Soliciting Political Contributions

Directors are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Director will not accept, solicit, or direct a political contribution from (a) District employees, officers, consultants, or contractors, or (b) any person or entity who has a financial interest in a contract or other matter while

that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationary, or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law.

(Government Code section 3205.)

340.00 Incompatible Offices and "Revolving Door" Policy

- A. Any Director appointed or elected to a public office of another public entity, the duties of which may require action contradictory or inconsistent with the interest of the first entity (as determined under applicable law), is deemed to have vacated his or her office with the District upon taking the second, incompatible office.
- B. For a period of one year after leaving office, Directors will not represent for compensation non-governmental entities before the District with regard to any issues over which that Director had decision-making authority during the three years prior to leaving office.
- C. For purposes of this section, "represent" will mean for compensation to actively support or oppose a particular decision in a proceeding by lobbying in person the officers or employees of the District or otherwise acting to influence the officers of the District.
- D. These restrictions will not apply to representation of not-for-profit charitable entities before the District.
- E. Nothing in this section is intended or will be applied to prevent a former Director from participating in meetings of the Board in the same manner as other members of the public. (See, for example, Government Code section 54954.3.)

(Government Code sections 1099, 53227 and 87406.3; see also, 73 Ops.Cal.Atty.Gen. 357 (1990).)

345.00 Board-General Manager Relationship

- A. The Board sets the policy for the District. Under the County Water District Law, the District's General Manager (a) has full charge and control of the maintenance, operation, and construction of the water system of the District, (b) has full power and authority to employ and discharge all employees and assistants at pleasure, consistent with other provisions of law, (c) prescribes the duties of employees and assistants, consistent with District policy, and (d) fixes and alters the compensation of employees and assistants, subject to approval by the Board. The Board will, after considering the recommendation of the General Manager, appoint the District's Finance Director/Treasurer (who will report to the General Manager). The Finance Director/Treasurer will install and maintain a system of

auditing and accounting that will completely and at all times show the financial condition of the District in accordance with generally accepted accounting principles and legal requirements. The Board will retain an auditor as an independent contractor of the District (other than the Finance Director/Treasurer) to conduct an annual audit of the District's books, records, and financial affairs in accordance with generally accepted auditing standards. The auditor will report to the Board who will periodically review the auditor's work.

- B. The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly-convened Board and Board committee meetings. Directors will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees, except as it pertains to the functions of the Finance Director/Treasurer and District consultants, including the District auditor. Directors will refrain from making requests directly to District employees (rather than to the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. Directors may request non-confidential, factual information regarding District operations from District employees.

(Water Code sections 30540 and 30580 through 30582.)

350.00 Improper Activities and the Reporting of Such Activities; Protection of "Whistle Blowers"

- A. The General Manager has primary responsibility for (1) ensuring compliance with the District's Employee Handbook and ensuring that District employees do not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board. Directors are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager, to the extent not expressly prohibited by law, improper activities within their knowledge. Directors will not interfere with the General Manager's responsibilities in identifying, investigating, and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.
- B. A Director will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding, or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute a work-related violation by a Director or District employee of any law or

regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a Director or District employee.

- C. A Director will not use or threaten to use any official authority or influence to effect any action as a reprisal against another Director or District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.
- D. Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the General Manager or (2) a Director, if the complaint involves the conduct of the General Manager, who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the General Manager (or the Board in the case of a complaint against the General Manager) will take appropriate action consistent with the District's Employee Handbook, related human resources policies and procedures, and applicable law.

(Labor Code section 1102.5, and following, and Government Code sections 53298 and 53298.5.)

355.00 Compliance with the Brown Act

Directors, and persons elected but who have not yet assumed office as Directors, will fully comply with the provisions of the Brown Act, the State's open meeting law for public agencies. The Board has adopted "Rules for Proceedings of the Board of Directors" (PL - BOD 002) to guide the Board in ensuring that Board decisions are made during meetings of the Board that are open to the public in compliance with the Brown Act.

(Government Code sections 54950 and following, and 54952.1 and 54959.)

360.00 Directors' Compensation and Expense Reimbursement

Directors will fully comply with the provisions of the Board's "Directors' Compensation and Expense Reimbursement Policy" (PL - BOD 003).

(Government Code sections 53232 and following; Water Code sections 20200 and following.)

365.00 Changes in Compensation

Changes in the compensation of the Board will require the approval of the Board during an open meeting of the Board held at least sixty days prior to the effective date of the change.

(Water Code sections 20200 and following.)

370.00 Candidate's Statement

A Director will not include false or misleading information in a candidate's statement for a general District election filed pursuant to section 13307 of the Elections Code.

(Elections Code section 13313.)

375.00 Violation of Ethics Guidelines

A perceived violation of the ethics guidelines (Ethics Policy articles 300.00 – 370.00) by a Director should be referred to the President of the Board or the full Board of Directors for investigation and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Director who has violated this policy, (b) injunctive relief, (c) referral of the violation to the District Attorney and/or the grand jury; or (d) investigation and action under the District's Workplace Dishonesty Policy (PL - Adm 006) and Procedures (PR - Adm 004).

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 10

Date: March 21, 2022

Subject: General Manager's Report

Staff Contact: Dan York, General Manager

a. Grant of Easement and Right of Way

Pursuant to Resolution 16-21, the General Manager has accepted a Grant of Easement and Right of Way for each of the below listed properties for the purposes of operation and maintenance of distribution system pipeline and related appurtenances for the listed projects:

- McClellan Business Park Lots 129A, Sacramento, California (New Development project); and
- McClellan Business Park Lots 133A, Sacramento, California (New Development project)

b. Hinkle Project Update

Per the previous update at the regular Board meeting on February 28, 2022, the District has been working with San Juan Water District (SJWD) to prepare for their upcoming Hinkle Reservoir project, scheduled for November 2022, through April 2023. The District and SJWD staff have developed a mode of operation at the Antelope Pressure Reduction Valve (PRV) Station to support the operation of the Peterson Water Treatment Plant (WTP) while the Hinkle Reservoir is offline.

A one-month test of these operations with SJWD began February 9, 2022, and was completed on March 8, 2022. While refining the process and controls, the test was successful in demonstrating the feasibility of maintaining SJWD's WTP supplies by using their temporary storage tanks and the Antelope PRV Station. Through preparation and coordination, impacts to the District's system were minimal and did not affect the ability to provide water to its customers. The District also tested the operation of the PRV Station, which would be relied upon in the event of an emergency WTP supply outage. The District successfully pumped approximately 10,000 gpm of groundwater through the Antelope Pump Back Station to supply SJWD.

c. Combination Study Business Case Analysis – Proposal Update

At the October 6, 2021, Joint Board meeting between Carmichael Water District (CWD) and Sacramento Suburban Water District (SSWD), staff was directed to develop a draft Request for Proposal (RFP) for the purpose of conducting a business case analysis of a potential combination between CWD and SSWD. In addition to the RFP, staff was directed to provide an estimated budget to conduct the subject study. Staff estimated the budget for the study at approximately \$200,000.

The respective Boards of CWD and SSWD provided direction to the 2X2 Ad Hoc Committee (Committee) to approve the RFP and proceed to distribute it to a pre-selected list of consultants, as well as place the RFP on the districts website.

As reported at the February 2022, regular Board meeting, only one proposal was received by the set deadline. The proposal was submitted by Raftelis with a proposed cost of \$155,119.

The Committee met on February 18, 2022, to discuss the proposal and provide input and direction to staff. Upon agreement of the Committee, the General Managers and two members from the Committee met with Raftelis on March 8, 2022, to finalize the scope of work in order to bring the contract to the respective Boards for potential approval. Based on the outcome of the March 8, 2022, meeting, staff and Raftelis are continuing to develop a final scope of work. Once the Committee approves of the scope of work, staff will present it to the respective Boards at a future meeting.



Agenda Item: 11

Date: March 21, 2022

Subject: Financial Report

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

Summary:

This staff report contains summarized information on the District’s financial condition for the period ended January 31, 2022. More detailed information can be found in the following attached financial reports:

- Draft Financial Statements – January 2022
- Draft Budget to Actual Reports – January 2022
- Draft Information Required by LOC Agreement – January 2022

DRAFT - Financial Statements

These Financial Statements and certain other reports noted above are presented in Draft form and should not be relied upon for investment or other decision-making purposes. As December 31 is the District’s year-end for financial reporting purposes, amounts presented in this report will remain “Draft” until the external auditor’s financial audit is complete and the Board accepts the 2021 audited Annual Comprehensive Financial Report (ACFR). The results of the audit and the ACFR are expected to be complete and brought to the Board for approval at the April regular Board meeting.

DRAFT - Financial Highlights – January 2022

Financial Highlights from the Statements of Net Position and Statements of Revenues, Expenses, and Changes in Net Position are presented in the following table. They are gleaned from the financial statements attached to this report.

Statements of Net Position

	<u>Year-To-Date</u> <u>1/31/2022</u>	<u>Year-To-Date</u> <u>1/31/2021</u>
LIQUIDITY		
Cash and cash equivalents	\$14,242,309.84	\$9,556,795.89
INVESTMENT		
Investments	41,903,817.26	41,193,190.18
ACCOUNT RECEIVABLE		
Account Receivable	3,153,327.17	3,654,093.01
CAPITAL ASSETS		
Property, plant and equipment	521,681,183.49	504,463,883.31
Accumulated depreciation	<u>(213,036,317.19)</u>	<u>(200,248,463.42)</u>
	308,644,866.30	304,215,419.89
LIABILITIES		
Long Term Debt	65,226,109.95	70,789,961.75
NET POSITION		
Net Position	<u>284,115,352.25</u>	<u>273,167,017.43</u>

Statements of Revenues, Expenses and Changes in Net Position

	<u>Year-To-Date</u> <u>1/31/2022</u>	<u>Year-To-Date</u> <u>1/31/2021</u>
NET INCOME		
Operating Revenue	3,111,542.47	3,144,919.23
Operating Expense	(1,063,618.38)	(899,769.07)
Other, Net	<u>(1,634,128.25)</u>	<u>(1,182,776.31)</u>
	<u>413,795.84</u>	<u>1,062,373.85</u>

Key information from this report indicates the District's cash balance is \$4.68 million and investments are \$0.71 million more than on January 31, 2021; long-term debt has decreased by \$5.6 million; and net position has increased by \$10.9 million in the last 12 months as the District continues to invest in capital infrastructure replacements while decreasing its outstanding debt. With the Governor of California's Executive Order 42-20 suspending the disconnection of water service for non-payment for residential and certain commercial customers expiring on December

31, 2021, the staff is anticipating a decrease in outstanding receivables as the District resumes collections activities in March 2022. Accounts receivable have decreased \$0.5 million to \$3.2 million as of January 31, 2022 since January 31, 2021. Operating revenues decreased \$0.03 million, operating expenses increased \$0.16 million and other, net decreased \$0.45 million, year to date compared to the same period a year ago.

Budgets:

Budget Item	Actual Amount	Budget Amount	Variance
Revenues and Sources of Funds	\$ 3,180,378	\$ 3,318,990	\$ 138,612
Operations and Maintenance	1,063,618	1,919,762	856,143
Capital	749,560	*31,384,076	30,634,516
Debt Service	154,206	198,863	44,657

*Includes \$6.6 million in rollover budget from previous years.

The District's revenues for January 2022 are slightly less than budgeted amount due primarily to the net effects of: 1) capacity fees (facility development charges) were not collected for January as there were no developer projects completed during this month, 2) water revenues were \$0.1 million less than budgeted for January as actual water consumption sold for the month was less than budgeted, and 3) rent and other income were also slightly less than budget.

The District's operating and maintenance expenditures for January 2022 came in less than the approved budget by \$0.9 million. Most of this positive variance is due to timing differences.

Operating Capital Program (OCP) expenditures for January were \$0.7 million while \$0.3 million were committed. The 2022 budget for the year is \$2.6 million plus \$1.3 million in rollover funds from previous year's budget for a total of \$3.9 million.

The District's Capital Improvement Program (CIP) budget for 2022 is \$22.2 million plus \$5.3 million in rollover funds from previous year's budget for a total of \$27.5 million. For January, \$63,569 has been spent while an additional \$5.5 million is under commitment. Expenditures continue to be primarily in new well construction, distribution system replacements, well rehabilitation, and meter reading system projects.

The District's Debt budget for 2022 is \$7.5 million consisting of \$5.1 million for principal payments and \$2.4 million for interest. Interest expense consists of: 1) interest paid to bondholders, 2) letter-of-credit facility fees, 3) remarketing fees, 4) arbitrage rebate liabilities, and 5) net SWAP interest.

For the first month of 2022, the District has incurred interest expense of \$154,206 versus a forecast of \$198,863, or a \$44,657 positive variance.

Required by LOC Agreement

Per Article 5.2 (b) of the 2009A Certificate of Participation Reimbursement Agreement with Sumitomo Mitsui Banking Corporation (LOC Provider), year-to-date net revenues available for the payment of debt service costs and an estimate of debt service payments for the upcoming six months are provided.

	Actual Year-To-Date 1/31/22	Budget Year-To-Date 1/31/22
Revenues	3,180,377	3,318,990
Expenses	1,063,618	1,919,762
Net Revenue	<u>2,116,759</u>	<u>1,399,228</u>

The estimated total debt service payments for the next 6 months is \$1,018,301.

**Financial Statements
January 31, 2022**

DRAFT

**Sacramento Suburban Water District
Balance Sheet**

As Of

	<u>Month End</u> <u>1/31/2022</u>	<u>Year End</u> <u>12/31/2021</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$14,242,309.84	\$15,882,263.30
Restricted Cash and cash equivalents	15.77	15.77
Accounts receivable, net of allowance for uncollectible accounts	3,153,327.17	2,976,918.21
Interest receivable	119,824.41	101,259.76
Grants receivables	78,098.94	120,082.94
Other receivables		11,650.78
Inventory	988,086.06	1,048,519.68
Prepaid expenses and other assets	1,342,250.54	1,129,624.98
TOTAL CURRENT ASSETS	\$19,923,912.73	21,270,335.42
NONCURRENT ASSETS		
Investments	41,530,254.26	41,582,507.36
Fair value of interest rate swaps	373,563.00	373,563.00
TOTAL NONCURRENT ASSETS	41,903,817.26	41,956,070.36
Property, plant and equipment	521,681,183.49	520,949,770.90
Accumulated depreciation	(213,036,317.19)	(211,887,586.18)
TOTAL CAPITAL ASSETS	308,644,866.30	309,062,184.72
TOTAL ASSETS	370,472,596.29	372,288,590.50
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amount on long-term debt refunding	3,986,929.01	4,041,991.04
Pension contribution subsequent to measurement date	1,720,366.00	1,720,366.00
Other post-employment benefits	578,563.00	578,563.00
Deferred outflow of Asset Obligation	966,186.87	966,186.87
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	377,724,641.17	379,595,697.41
LIABILITIES		
CURRENT LIABILITIES		
Current portion of long-term debt and capital leases	5,120,000.00	5,120,000.00
Current portion of Compensated Absences	1,000,000.00	1,000,000.00
Accounts payable	726,390.09	2,763,759.81
Accrued interest	187,451.17	222,470.86
Deferred revenue and other liabilities	3,613,177.07	3,613,030.98
Accrued expenses	406,781.14	557,219.38
TOTAL CURRENT LIABILITIES	11,053,799.47	13,276,481.03
NONCURRENT LIABILITIES		
Long-term debt	60,106,109.95	60,156,298.60
Compensated absences	186,750.50	198,732.37
Net pension liability	5,806,835.00	5,806,835.00
Net other post-employment benefits liability	3,590,451.00	3,590,451.00
Asset Retirement Obligation	5,080,865.00	5,080,865.00
TOTAL NONCURRENT LIABILITIES	74,771,011.45	74,833,181.97
TOTAL LIABILITIES	85,824,810.92	88,109,663.00
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow of effective swaps	373,563.00	373,563.00
Employee pensions	5,448,430.00	5,448,430.00
Other post-employment benefits	1,962,485.00	1,962,485.00
NET POSITION		
Invested in capital assets, net of related debt	247,827,877.16	247,827,877.16
Restricted	15.77	15.77
Unrestricted	36,287,459.32	35,873,663.48
TOTAL NET POSITION	284,115,352.25	283,701,556.41
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	377,724,641.17	379,595,697.41

Sacramento Suburban Water District
Statements of Revenues, Expenses and Changes in Net Position
Period Ended

	<u>Year-To-Date</u> <u>1/31/2022</u>	<u>Year-To-Date</u> <u>1/31/2021</u>
OPERATING REVENUES		
Water consumption sales	750,979.55	808,182.27
Water service charge	2,345,590.89	2,324,194.78
Wheeling water charge	591.03	319.85
Other charges for services	14,381.00	12,222.33
TOTAL OPERATING REVENUES	3,111,542.47	3,144,919.23
OPERATING EXPENSES		
Source of supply	213,705.80	29,984.73
Pumping	45,077.17	134,571.95
Transmission and distribution	220,131.94	214,612.82
Water conservation	32,029.01	25,590.99
Customer accounts	57,513.09	80,834.19
Administrative and general	495,161.37	414,174.39
TOTAL OPERATING EXPENSES	1,063,618.38	899,769.07
Operating income before depreciation	2,047,924.09	2,245,150.16
Depreciation and amortization	(1,148,731.01)	(1,130,965.42)
OPERATING INCOME	899,193.08	1,114,184.74
NON-OPERATING REV. (EXP.)		
Rental income	9,394.43	28,718.17
Interest and investment income	(335,944.80)	19,558.47
Interest expense and debt related costs	(159,079.47)	(105,966.93)
Other non-operating revenues	232.60	579.40
Other non-operating expenses		5,300.00
NON-OPERATING REV. (EXP.)	(485,397.24)	(51,810.89)
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	413,795.84	1,062,373.85
CAPITAL CONTRIBUTIONS		
CHANGE IN NET POSITION	413,795.84	1,062,373.85
NET POSITION AT BEGINNING OF PERIOD	283,701,556.41	255,102,791.23
NET POSITION AT END OF PERIOD	284,115,352.25	256,165,165.08

**Budget to Actual Reports
January 31, 2022**

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**Sacramento Suburban Water District
Schedule of Net Revenues
As Of**

	Actual	Budget
	Year-To-Date	Year-To-Date
	1/31/2022	1/31/2022
REVENUES		
Water consumption sales	\$750,979.55	\$793,000.00
Water service charge	2,345,590.89	2,394,000.00
Wheeling water charge	591.03	1,000.00
Other charges for services	14,381.00	14,000.00
Facility development charges		25,000.00
Interest and investment income	59,208.17	47,830.00
Rental & other income	9,627.03	44,160.00
TOTAL REVENUES	3,180,377.67	3,318,990.00

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**Sacramento Suburban Water District
Operations and Maintenance Budget
Period Ended**

	2022 YTD		
	Actual	Budget	Variance
BUDGETED OPERATING EXPENSES			
Board of Directors	\$1,355.38	\$2,976.02	\$1,620.64
Administrative	164,488.13	290,140.02	125,651.89
Finance	53,567.95	94,830.89	41,262.94
Customer Services	64,099.38	117,176.85	53,077.47
Field Operations	34,837.06	38,980.19	4,143.13
Production	243,753.32	518,974.14	275,220.82
Environmental Compliance	15,029.65	68,833.57	53,803.92
Distribution	140,149.40	245,115.74	104,966.34
Field Services	79,982.54	123,114.20	43,131.66
Maintenance	28,833.17	62,594.25	33,761.08
Water Conservation	32,029.01	32,069.52	40.51
Engineering	92,182.74	139,724.51	47,541.77
GIS/CAD	25,984.06	34,156.97	8,172.91
Human Resources	11,395.68	30,320.39	18,924.71
Information Technology	82,517.20	101,727.53	19,210.33
Community Outreach	(6,586.29)	19,027.00	25,613.29
TOTAL OPERATING EXPENSES	1,063,618.38	1,919,761.79	856,143.41

**SACRAMENTO SUBURBAN WATER DISTRICT
OPERATING CAPITAL BUDGET
1/31/2022**

Project Number	Project Name	2022 Original Budget	Roll-Over From Prior Year Budget	Total Budget Available	Current Month Expenditures	Expenditures Year-To-Date	Committed Year- To-Date	Remaining Balance
OCP-EQUIP	EQUIPMENT	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
OCP-FLTFAC	FLEET & FACILITIES	\$ 369,000.00	73,613.88	442,613.88	-	-	55,986.00	\$ 386,627.88
OCP-IT	INFORMATION TECHNOLOGY	\$ 262,000.00	\$ 71,850.75	333,850.75	\$ 565.39	565.39	\$ 21,921.83	\$ 311,363.53
OCP-MANT	MAINTENANCE	\$ 501,000.00	-	501,000.00	-	-	-	\$ 501,000.00
OCP-OPS	OPERATIONS	\$ 506,000.00	197,553.90	703,553.90	-	-	121,107.47	\$ 582,446.43
OCP-PROPERTY	PROPERTY ACQUISITION	\$ 900,000.00	992,341.25	1,892,341.25	685,425.55	685,425.55	58,243.95	\$ 1,148,671.75
						-		\$ -
	TOTAL	\$ 2,558,000.00	\$1,335,359.78	\$3,893,359.78	\$685,990.94	\$685,990.94	\$ 257,259.25	\$2,950,109.59

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**Sacramento Suburban Water District
Capital Improvement Project Budget
1/31/2022**

Project No.	Project Name	2022 Original Budget	Roll-Over From Prior Year Budget	Total Budget Available	Current Month Expenditures	Expenditures Year- To-Date	Committed Year-To- Date	Remaining Balance
SC22-009	WELL REHAB/PUMP ST IMPROVEMENT	\$2,105,000.00	\$1,279,896.00	\$3,384,896.00	\$ 16,300.79	\$ 16,300.79	\$ 905,042.18	\$ 2,463,553.03
SC22-010	SCADA/COMMUNICATION IMPROVE	\$385,000.00	\$373,561.99	\$758,561.99		-	357,380.20	\$ 401,181.79
SC22-011	WELL DESTRUCTION/SITE DEMOLIT	\$325,000.00	\$0.00	\$325,000.00		-	-	\$ 325,000.00
SC22-012	WELL NEW CONSTRUCTION	\$11,357,000.00	\$2,481,207.65	\$13,838,207.65		-	3,178,104.95	\$ 10,660,102.70
SC22-018	DISTRIBUTION MAIN REPL/IMPROV	\$5,235,000.00	\$883,452.34	\$6,118,452.34		-	1,833,496.30	\$ 4,284,956.04
SC22-024	METER RETROFIT PROGRAM	\$22,000.00	\$181,670.25	\$203,670.25		-	-	\$ 203,670.25
SC22-034	RESERVIOR/TANK IMPROVEMENT	\$325,000.00	\$0.00	\$325,000.00		-	178,378.60	\$ 146,621.40
SC22-035	CORROSION CONTROL-TRAN MAIN	\$75,000.00	-	\$75,000.00		-	-	\$ 75,000.00
SC22-037	VALVE/HYDRANT/SERV REPL	\$400,000.00	-	\$400,000.00		-	25,650.00	\$ 374,350.00
SC22-038	LARGE METER REPLACEMENT	\$40,000.00	-	\$40,000.00		-	25,650.00	\$ 14,350.00
SC22-039	METER REPLACEMENT-PM	\$310,000.00	-	\$310,000.00		-	-	\$ 310,000.00
SC22-040	AMI ENDPOINTS	\$1,400,000.00	\$0.00	\$1,400,000.00	47,268.36	47,268.36	-	\$ 1,352,731.64
SC22-048	SPECIAL PROJECTS	\$15,000.00	\$928.04	\$15,928.04		-	663.32	\$ 15,264.72
SC22-049	WATER RELATED STREET IMPROV	\$200,000.00	\$96,000.00	\$296,000.00		-	31,950.00	\$ 264,050.00
		\$ 22,194,000.00	\$ 5,296,716.27	\$ 27,490,716.27	\$ 63,569.15	\$ 63,569.15	\$ 6,536,315.55	\$ 20,890,831.57

Information Required by LOC Agreement

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**Sacramento Suburban Water District
Schedule of Net Revenues
As Of**

	Actual	Budget
	Year-To-Date	Year-To-Date
	1/31/2022	1/31/2022
REVENUES		
Water sales charges	\$3,097,161.47	\$3,188,000.00
Other charges for service	14,381.00	14,000.00
Facility development charges		25,000.00
Interest and investment income	59,208.17	47,830.00
Rental & other income	9,627.03	44,160.00
TOTAL REVENUES	3,180,377.67	3,318,990.00
EXPENSES		
Source of supply	213,705.80	182,364.00
Pumping	45,077.17	405,443.71
Transmission and distribution	220,311.94	371,813.27
Water conservation	32,029.01	32,069.52
Customer accounts	57,513.09	136,203.85
Administrative and general	494,981.37	791,867.44
TOTAL EXPENSES	1,063,618.38	1,919,761.79
NET REVENUE	2,116,759.29	1,399,228.21

**Sacramento Suburban Water District
6 - Months Debt Service Schedule
1/31/2022**

Total SSWD Debt Service						
Month	Principal	Interest Adjustable/Fixed/Swap	Facility Fee	Remarketing	Debt Service	
February - 22	\$ -	\$ 86,066.43	\$ -	\$ -	\$ 86,066.43	
March - 22	-	86,066.43	50,400.00	13,125.00	149,591.43	
April - 22	-	460,918.68	-	-	460,918.68	
May - 22	-	86,066.43	-	-	86,066.43	
June - 22	-	86,066.43	50,400.00	13,125.00	149,591.43	
July - 22	-	86,066.43	-	-	86,066.43	

Series 2012A Fixed Rate Bonds (\$23,440,000.00)						
Month	Principal	Interest - Fixed 4.25%	Facility Fee	Remarketing	Debt Service	
February - 22	\$ -	\$ -	\$ -	\$ -	\$ -	
March - 22	-	-	-	-	-	
April - 22	-	206,918.75	-	-	206,918.75	
May - 22	-	-	-	-	-	
June - 22	-	-	-	-	-	
July - 22	-	-	-	-	-	

Series 2009A Adjustable Rate COPs (\$42,000,000.00)						
Month	Principal	Interest, Adjustable 0.0005	Facility Fee 0.48%	Remarketing 0.13%	Debt Service	
February - 22	-	1,750.00	-	-	1,750.00	
March - 22	-	1,750.00	50,400.00	13,125.00	65,275.00	
April - 22	-	1,750.00	-	-	1,750.00	
May - 22	-	1,750.00	-	-	1,750.00	
June - 22	-	1,750.00	50,400.00	13,125.00	65,275.00	
July - 22	-	1,750.00	-	-	1,750.00	

Series 2018A Fixed Rate COPs (\$27,915,000)						
Month	Principal	Interest - Fixed 0.0317	Facility Fee	Remarketing	Debt Service	
February - 22	\$ -	\$ -	\$ -	\$ -	\$ -	
March - 22	-	-	-	-	-	
April - 22	-	167,933.50	-	-	167,933.50	
May - 22	-	-	-	-	-	
June - 22	-	-	-	-	-	
July - 22	-	-	-	-	-	

2012 SWAP Interest, Net (\$33,000,000.00)						
Month	Principal	Interest, Swap Net 3.283%-(0.06457 +.18)%	Facility Fee	Remarketing	Debt Service	
February - 22	-	\$ 84,316.43	-	-	84,316.43	
March - 22	-	\$ 84,316.43	-	-	84,316.43	
April - 22	-	\$ 84,316.43	-	-	84,316.43	
May - 22	-	\$ 84,316.43	-	-	84,316.43	
June - 22	-	\$ 84,316.43	-	-	84,316.43	
July - 22	-	\$ 84,316.43	-	-	84,316.43	



Agenda Item: 12

Date: March 21, 2022

Subject: District Activity Report

Staff Contact: Todd Artrip, Operations Manager

This report describes significant District Activities and milestones over the past month. Included in this report are:

1. Water Operations Monthly Activity and Exceptions Report

This shows the types and number of activities that are in the Field Operations Department.

2. District Claims Update Report

This summarizes claims received by the District. Under the District's Claims Processing Policy, the Board of Directors grants the General Manager, or his or her designee, the authority to review and to approve or reject a claim. The processing of all claims will be conducted in accordance with the Government Claims Act and Ordinance 02-02, including the time limits on claims processing and requirements for presenting claims. All claims will be presented as information to the Board of Directors at a regularly scheduled Board Meeting.

3. Customer Service Monthly Activity Report

This shows the total number of Customer Service phone calls received

4. Community Outreach Report

This provides the a copy of the monthly bill insert

1. Water Operations Monthly Activity Report

	February 2022	Monthly Average CY 2022	Total CY 2022	Total # in System	Goal CY 2022	% of Goal Completed in CY 2022
Preventive Maintenance Program - Distribution						
Fire Hydrants Inspected	118	132	264	6,173	1,235	21.4%
Fire Hydrant Valves Inspected	99	111	222	5,869	1,174	18.9%
Mainline Valves Inspected	231	240	480	11,023	2,205	21.8%
Blow Off Valves Inspected	33	20	39	1,049	210	18.6%
ARV/CARV Inspected	0	0	0	283	57	0.0%
Preventive Maintenance Program - Meters						
Meters Tested (3 - 10 inch)	25	21	41	450	120	34.2%
Meters Replaced (⁵ / ₈ - 1 inch)	1	6	11	41,167	1,000	1.1%
Meter Re-Builds (1 ¹ / ₂ - 2 inch)	0	1	2	2,449	245	0.8%
Preventive Maintenance Program - Production						
Air Release Valves	-	0	0	96	32	0.0%
Backflow Prevention Assembly Testing	-	0	0	47	47	0.0%
Chemical Systems - Sodium Hypochlorite	5	11.5	23	67	67	34.3%
Chemical Systems - Hydrofluorosilicic Acid	-	0	0	29	29	0.0%
Generator Inspection & Maintenance	-	0	0	23	23	0.0%
Generator Load Bank Testing	-	0	0	23	6	0.0%
Generator Battery Replacement	-	0	0	23	11	0.0%
Hydraulic Control Valves	-	0	0	48	48	0.0%
Level Transducers	-	0	0	36	36	0.0%
Motors (Vertical Turbine)	-	0	0	81	81	0.0%
Pressure Transducers	-	0	0	93	93	0.0%
Sumps and Associated Pumps	-	0	0	17	17	0.0%

	February 2022	Monthly Average	YTD Completed	Total With GPS	Total Assets	Percentage Completed
Global Positioning System						
GPS Coordinates Marked	319	235	469	25,945	84,541	30.7%

	February 2022	Monthly Average CY 2022	Total CY 2022
Service Requests			
Main Leaks	4	5	9
Service Line Leaks	8	7	14
Customer Pressure Inquiries	3	5	9
Water Main Shutdown			
-- Unscheduled	8	11	21
-- Scheduled	8	5	9
After Hours Activity (On-Call Technician)			
Calls Received Distribution	51	54	107
Calls Responded Distribution	27	31	61
Calls Received Production	11	12	24
Calls Responded Production	2	1	2
Water Quality			
Complaints	4	4	7
Taste & Odor Complaints	-	0	0

2. District Claims Update Report

This summarizes claims received by the District. Under the District's Claims Processing Policy, the Board of Directors grants the General Manager, or his or her designee, the authority to review and to approve or reject a claim. The processing of all claims will be conducted in accordance with the Government Claims Act and Ordinance 02-02, including the time limits on claims processing and requirements for presenting claims. All claims will be presented as information to the Board of Directors at a regularly scheduled Board Meeting.

CLAIMS UNDER REVIEW/INVESTIGATION

Update – Elkhorn Blvd., Claim 22-0135

Claim – Damages to apartment units and contents resulting from a broken water main on August 24, 2021, flooding several apartments at 4400 Elkhorn Blvd., had further developments:

- A progress payment of \$6,200.00 for out-of-pocket costs expensed through February 28, 2022, was made by JPIA to Carmen Foley.

As previously reported, all claims for this address are being handled by ACWA JPIA under one claim number.

3. Customer Service Monthly Activity Report

Customer Service Activity Report for the month of February 2022.

Total Calls	Calls Abandoned	% of Calls Abandoned	Average Wait on Queue	Max Wait on Queue	Average Talk Time
1,995	30	1.5	22s	7m, 0s	3m, 40s

4. Community Outreach Report

March Bill Insert

The April 2022 bill insert will begin on March 29, 2022, and will continue until April 25, 2022. A sample of the bill insert is shown below.

00269422



H₂O on the GO

April 2022



20th Anniversary Story Investing in Our Planet

Friday, April 22nd is Earth Day and this year's theme is Investing In Our Planet. Sacramento Suburban Water District (SSWD) has made a concerted effort from its inception to invest in ways to be a good steward of our planet's resources and reduce SSWD's environmental impact, including:

- ❁ Installing Advanced Metering Infrastructure (AMI) that transmits water use data over a secure wireless network to the District office. The previous meter reading system relied on devices installed in District trucks to read meters and required field staff to drive around the service area collecting data. AMI can also identify continuous water flow at a customer's service, which is often a sign of a leak.
- ❁ SSWD's rebate program, which has helped customers conserve millions of gallons of water. Last year, customers who took advantage of the rebates helped the District save an estimated 7.3 million

20th Anniversary Story | page 2

WaterSense | Sprinkler Spruce-Up

Spring is around the corner, and now is the ideal time to make sure your sprinklers are ready for warmer weather. WaterSense has some helpful tips to follow:

Inspect – Turn on your sprinklers one zone at a time and look for sprinklers that are broken, clogged, or not popping up fully. Flag any problems you find and make sure to fix them as soon as possible.

Connect – Check your yard for pools of water or soggy areas. These areas could be signs of a loose or broken sprinkler connection.

Direct – Make sure your sprinklers are watering your yard and not your house, driveway, or the sidewalk. Also make sure your sprinklers are providing uniform coverage to avoid dry spots or areas receiving too much water.

Select – If you have a traditional sprinkler timer, consider upgrading to a WaterSense-labeled weather-based one. They will help you conserve water and have a healthier yard. *SSWD has rebates available.*

SSWD Earth Day Event

When: Friday, April 22nd, 11:30 – 1:00 p.m.

Where: 4900 Eden Ct., Carmichael, CA 95608

Learn how to get your sprinkler system ready for summer at our free April event at SSWD's demonstration garden. Our Water Conservation team will cover everything you need to know to have a beautiful, healthy, and water-wise yard.

Customer Service Center Has Reopened

The newly redesigned Customer Service Center is open again for in-person service. Come by to say hello, pay your bill, pick up a calendar magnet, and check out the changes we've made. We can't wait to see you!



sswd.org

Phone: 916.972.7171

Fax: 916.972.7639

3701 Marconi Avenue, Suite 100

Sacramento, CA 95821-5346

Hours: M-F, 8:00 a.m. to 4:30 p.m.





20th Anniversary | from page 1

gallons of water. By using water more efficiently, SSWD customers also reduce the energy needed to pump and treat water, lowering the District's annual CO2 emissions.

SSWD receives surface water from Placer County Water Agency when available through a gravity fed intertie with San Juan Water District. Using the natural force of gravity instead of a mechanically driven pumping system helps lower SSWD's energy consumption.

As the world grapples with the impact of a changing climate, SSWD will continue to explore and implement new ways to increase our efficiency and minimize our environmental footprint.

Mulch Mayhem Returns!

When: Saturday, May 21st, 8:00 a.m. to 12:00 p.m.

Where: 917 Enterprise Dr., Sacramento, CA 95825

Get your yard ready for summer with complimentary mulch from SSWD. Please bring a shovel, a tarp, or container, and a means to take it home.

First come, first-served, while supplies last.



SSWD Receives Safety Awards

SSWD was recently recognized for its commitment to safety in the workplace and in the field.

LaBounty Safety Award

SSWD's insurance carrier created the H.R. LaBounty Safety Award Program to promote and reward agency employees who demonstrate safe behavior, take part in recognizable proactive activities, or participate in risk-reducing actions.

Last year, SSWD Distribution Foreman Jeremy Moody, Production Operator Paul Miller, and Production Operator William Sadler all submitted safety related projects and won LaBounty Safety awards for their efforts.

Safety Center of Sacramento's Excellence in Safety Award

SSWD's Blue Card Hazard Recognition safety program, which was created by Safety/Risk Officer Ben Harris, received an Excellence in Safety Award this past February from the Safety Center of Sacramento.



The Blue Card Program encourages staff to observe, recognize, and report unsafe workplace conditions through an incentive-based process. In 2021, the Blue Card Program delivered a 131 percent increase in identifying safety hazards that were then corrected.

We are very proud that our staff received these recognitions and for their commitment to making sure SSWD does all it can to protect its customers and employees.





Agenda Item: 13

Date: March 21, 2022

Subject: Engineering Report

Staff Contact: Dana Dean, P.E., Engineering Manager

Summarized below are Engineering Department activities. The report is separated into the following sections: A) Major Capital Improvement Program (CIP) Projects; B) Active Wells; C) Planning Documents; and D) Other Projects.

Note on Availability of Parts and Materials

The impacts from COVID-19 on the world’s economies that began in mid-2020, particularly related to manufacturing and transportation of goods, continue to affect availability of parts and materials in the United States. This continues to impact the District’s ability to complete CIP projects in an efficient and timely manner. Suppliers in general are indicating delays continue to be likely and unfortunately are impossible to predict. As a result, the project completion timeframes listed below are staff’s best estimate and considered to be subject to change.

A. MAJOR CAPITAL IMPROVEMENT PROGRAM PROJECTS

The District continues to deliver CIP projects consistent with the Board’s approved funding program, albeit with some delays as discussed above.

SUPPLY – NEW WELLS

The table below shows stages of the current projects. Overall, projects are running a few months behind schedule due to construction phase delays.

Well	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
78 Butano / Cottage	<i>Pump Station</i>		
	Complete	June 2022	(note 1)
79 Verner / Panorama (note 2)	<i>Pump Station</i>		
	Complete	May 2022	No Change

Well	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
80 Walnut / Auburn	<i>Production Well</i>		
	Complete	Complete	No Change
	<i>Pump Station</i>		
	April 2022	September 2022	No Change
81A, B, C Antelope North / Poker	<i>Production Wells</i>		
	September 2022	December 2022	No Change
	<i>Pump Station</i>		
	Not Started		

- ¹ Well 78 changes to schedule since last report:
- The District’s contractor has procured SMUD-required underground vaults.
 - SMUD has completed the easement with the District’s neighbor, Cornerstone Church.
 - SMUD has issued the District authorization to construct the power line.
 - The District’s contractor anticipates a request to Sacramento County for an expedited encroachment permit.
 - Staff anticipates (aggressive and optimistic) to have the well on-line in June 2022.

- ² Well 79 is a grant-funded project (2019 Proposition 1 Integrated Regional Water Management Implementation Grant).

DISTRIBUTION

MAIN REPLACEMENT PROGRAM

The table below shows stages of the current major main replacement/improvement projects. Overall, projects are on-track for completion consistent with planning.

Project	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
McClellan Bldg. 251 ¹	N/A ¹	May 2022	No Change
Watt Main Extension	June 2022	October 2022	No Change
Q Street (4.7 miles of main)	March 2022	December 2024	No Change

- ¹ The McClellan Bldg. 251 project was planned and budgeted for this year for both design and construction phases. Due to the rapid escalation in number and frequency of main failures that began late last year, as well as the high liability factor for

aircraft, this project was placed on an emergency-track for immediate replacement this year. Construction began earlier this month and is expected to be completed this spring.

METER RETROFIT PROGRAM

The Meter Retrofit Program is on track to be complete in 2022, before the State deadline of January 2025. The remaining work consists of a relatively small number of unmetered services located throughout the District. Additionally, the final large metering component is the Greenberry condominium complex of about 200 units that began in fall of 2021 and is anticipated to be completed in June 2022.

Project	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
2022 Project (20 meters)	March 2022	October 2022	No Change
Greenberry Complex	Complete	June 2022	No Change

B. ACTIVE WELLS

The District generally has numerous wells undergoing some type of typical lifecycle activity – from preventive maintenance to component repair/replacement. Current Engineering Department projects are listed below.

NORTH SERVICE AREA

Total Active capacity off-line for listed projects: 8,800 gpm

CONDITION ASSESSMENT AND INVESTIGATIVE PROJECTS

Listed below are current Condition Assessment (CA) and investigative projects. A CA is the initial step in assessing a well’s physical condition necessary to monitor the well’s health, and for use in planning any further work efforts. Projects in this category frequently move to the *Repair Projects* category following completion of the CA and/or investigative project.

Reactive Projects

N1 Evergreen

Capacity / Status: 1,100 gpm / Off-line
Reason: Water Quality (PFAS)
Project Phase: In progress (assessment)
Expected Completion: September 2022

Proactive Projects

None.

REPAIR PROJECTS

Listed below are current projects of well casing repair / rehabilitation, pump repair / replacement, water quality investigations, and other significant activities.

N10 Walnut

Capacity / Status: 700 gpm / Off-line
Reason: Pump replacement
Project Phase: In-Progress (pump in design)
Expected Completion: June 2022

N36 Panorama

Capacity / Status: 1,200 gpm / Off-line
Reason: Pump replacement
Project Phase: Construction (pump on order)
Expected Completion: May 2022

N38 Coyle

Capacity / Status: 1,200 gpm / Off-line
Reason: Water Quality (entrained gas)
Project Phase: In-progress (investigation of casing degradation)
Expected Completion: October 2022

N6A Palm

Capacity / Status: 1,700 gpm / Off-line
Reason: Water Quality (bacteriological)
Project Phase: Construction (well development)
Expected Completion: April 2022

N20 Cypress

Capacity / Status: 1,100 gpm / Off-line
Reason: Water Quality (manganese)
Project Phase: Construction (well cleaning)
Expected Completion: June 2022

N34 Cottage

Capacity / Status: 1,800 gpm / Off-line
Reason: Motor failure
Project Phase: Construction (motor on order)
Expected Completion: May 2022

SOUTH SERVICE AREA

Total Active capacity off-line for listed projects: 5,200 gpm

CONDITION ASSESSMENT AND INVESTIGATIVE PROJECTS

Reactive Projects

35 Ulysses/Mercury

Capacity / Status: 800 gpm / Off-line
Reason: Pump motor failure
Project Phase: In-progress (investigation into incoming power quality)
Expected Completion: June 2022

68 Northrop/Dornajo

Capacity / Status: 1,600 gpm / Off-line
Reason: Water Quality (entrained gas, manganese)
Project Phase: In-progress (Condition Assessment)
Expected Completion: December 2022

69 Hilldale/Cooper

Capacity / Status: 500 gpm / Off-line
Reason: Water Quality (bacteriological)
Project Phase: In-progress (Condition Assessment)
Expected Completion: October 2022

70 Sierra/Blackmer

Capacity / Status: 600 gpm / Off-line
Reason: Pump failure
Project Phase: Planning (Condition Assessment)
Expected Completion: November 2022

Proactive Projects

60 Whitney/Concetta

Capacity / Status: 500 gpm / Off-line
Reason: Preventive Maintenance
Project Phase: In-progress (Condition Assessment)
Expected Completion: July 2022

REPAIR PROJECTS

13 Calderwood/Marconi

Capacity / Status: 700 gpm / Off-line
Reason: Water Quality (entrained gas)
Project Phase: Construction (well cleaning)
Expected Completion: April 2022

41 Albatross/Iris

Capacity / Status: 500 gpm / Off-line
Reason: Site electrical power supply line repair
Project Phase: Construction (new power line installation)
Expected Completion: September 2022

COMPLETED PROJECTS

32A Root/Eden

Capacity / Status: 1,600 gpm / On-line
Reason: Pump motor failure

C. PLANNING DOCUMENTS

The District has planning documents (e.g., Asset Management Plans (AMPs) and Master Plans (MPs)) for all of its infrastructure categories. Plans are generally updated on a staggered schedule and the update frequencies range from 4 to 6 years. The table below lists the items scheduled for updates in the near future with their approximate completion time frame.

Plan	Approximate Completion	Change in Completion Status Since Last Report
Reservoir and Booster Pump Station AMP	September 2023	No Change
Meter AMP	October 2022	No Change

D. OTHER PROJECTS

Administration Building – Safety Upgrades for the Backup Electrical System

This project will provide the Administration Building with an electrical distribution panel compliant with National Fire Protection Association’s Standard 70E (*Standard for Electrical Safety in the Workplace*). Material delays have extended the project estimated completion to June 2022 from the original estimate of March 2021.

Antelope & Watt/Elkhorn Reservoir and BPS – Operational Upgrades

This project will provide an operational retrofit of these two facilities to make them fully functional, and to allow for optimized energy efficiency during peak-hour demand periods. Project completion is expected to extend into March/April 2022 from the original expected completion of December 2021 due to delays in the delivery of parts and materials.

Enterprise Reservoir and BPS – Operational Upgrades

This project will allow turnover of the reservoir during groundwater deliveries to City of Sacramento, and optimized energy efficiency during peak-hour demand periods. Project completion is expected to extend into March 2022 from the original expected completion of Q4 2021 due to contractor delays in completing programmable logic controller programming.



Agenda Item: 14

Date: March 21, 2022

Subject: 2021 Budget Reconciliation

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

Background:

In the fall of each year, the Board of Directors approves a budget for the subsequent calendar year. The Budget is made up of 4 components: 1) Revenues and Sources of Funds Budget, 2) Operations and Maintenance Budget, 3) Capital Budget, and 4) Debt Service Budget. The budget represents the District’s planned cash expenditures accounted for on an accrual basis. Various accounting entries are not budgeted for certain Generally Accepted Accounting Principles (GAAP) transactions such as depreciation and amortization, pension, OPEB, asset retirement obligations, debt related premium, discount, and amortized refunding costs and various swap related transactions. In addition, revenues are not budgeted for the fair market value adjustment for investments or for developer project asset donations. Staff reports monthly the status of the budget compared to actual spending.

Discussion:

Upon completion of a calendar year and closing of the year for accounting purposes, staff will prepare a final budget to actual comparison. Staff will present for discussion purposes the financial results of the completed calendar year. The following discussion is staff’s analysis of the results for calendar year 2021.

Revenues and Sources of Funds Budget

	<i>2021 YTD</i>		
	Actual	Budget	Variance
Income			
Income from Customers & Transfers:			
Water Sales Charge	\$ 15,391,965	\$ 14,907,912	\$ 484,053
Water Service Charge	33,167,169	32,801,168	366,001
Water Transfers			
Wheeling Water	6,136	647,000	(640,864)
Other Charges for Service	408,004	530,000	(121,996)
Total Income from Customers & Transfers	\$ 48,973,274	\$ 48,886,080	\$ 87,195
Other Income:			
Interest and Investments	\$ 649,195	\$ 837,000	\$ (187,805)
Other Income	1,103,540	305,000	798,540
Gain on Sale of Assets	35,475		35,475

2021 Budget Reconciliation

March 21, 2022

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	<i>2021 YTD</i>		
	Actual	Budget	Variance
Capacity Fees	1,213,195	300,000	913,195
Grant Income	112,786	700,000	(587,214)
Total Other Income	3,114,191	2,142,000	972,191
Total Income	\$ 52,087,466	\$ 51,028,080	\$ 1,059,386

Water sales charges were \$484,000 (3.2%) greater than budget due primarily to increased water sales over projections. Water service charges were \$366,000 (1.1%) greater than budget and within expected variance ranges. Wheeling water came in \$641,000 (99.0%) under budget due to no PCWA surface water available in 2021. Other charges for service came in \$122,000 under budget primarily due to the moratorium on water service disconnects being extend until the end of 2021. However, total income from customers and transfers came in \$87,000 (0.18%) over budget in total.

Interest and investment income came in ~\$188,000 (22.4%) under budget due to diminishing returns and lower interest rates than projected. Other income was greater than budget by ~\$799,000 due primarily to \$691,000 of funds received from the water and wastewater arrearages grant from the State Water Board. The gain on sale of assets relates to proceeds from the sale of vehicles/equipment. Capacity Fees came in ~\$913,000 over budget related to additional units completed over projection at Barret Ranch. Grant income was under budget as Well 79 was not completed during 2021 as planned. Total other income came in ~\$972,000 in total over budget. Total revenues and sources of funds came in ~\$1,059,000 over budget for the year.

Operations and Maintenance Budget

	<i>2021 YTD</i>		
	Actual	Budget	Variance
Operations and Maintenance Expenses:			
Source of supply	\$ 753,486	\$ 2,846,053	\$ 2,092,567
Source of supply raw water	-	-	-
Pumping	5,690,994	4,684,871	(1,006,123)
Transmission and distribution	4,220,996	4,307,660	86,664
Water conservation	495,330	516,697	21,367
Customer accounts	1,460,058	1,562,536	102,479
Administrative and general	7,970,524	8,605,859	635,335
Change in Inventory	284,920	-	(284,920)
Total Operations and Maintenance	\$ 20,876,306	\$ 22,523,675	\$ 1,647,369

Source of supply was under budget by ~\$2,093,000 due to limited surface water availability in 2021. No PCWA surface water was available, only San Juan surface water was available. This directly relates to the pumping budget being over budget by ~\$1,006,000 as more water was pumped from groundwater wells than was budgeted due to the unavailability of PCWA surface water. Transmission and Distribution (T&D) and Conservation were 2.0% and 4.1% under budget respectively. T&D's variance is primarily related to vacancies in field services resulting in underspending the labor budget. Customer accounts, which includes outreach, is under budget ~\$102,000 primarily related to underspending related to not issuing collections notices. Administrative and general is under budget ~\$635,000 (7.4%) primarily related to Board directive

2021 Budget Reconciliation

March 21, 2022

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to reduce administrative expenses by 10%. The reductions came primarily from outside services (~\$366k), software license and maintenance fees (~\$122k), labor (~\$82k) and travel (~\$31k). Inventory increased from CY2020 levels by ~\$285,000 (37.3%) related to increased lead-times due to continuing supply chain shortages. Overall operations and maintenance budgeted expenses were ~\$1,647,000 (7.3%) under budget.

Capital Budget

The final amended CY2021 capital budget was \$19,891,000. The table in Attachment 1 lists the budget categories with 2021 budget and rollover funds available, open and uncommitted budget funds, amounts paid year to date and project to date, the 2021 rollover amount into 2022 and the 2022 budget.

The table below reconciles CY2021 Budget and 2020 Rollover with actual amounts spent and returned to reserves.

	<i>2021 YTD</i>		
	Actual	Budget	Variance
Capital Expenditures:			
Capital Expenditures	\$ 16,789,829	\$ 19,891,000	
<u>Rollovers:</u>			
Previous Rollover Spent	(3,664,861)		
Previous Rollover Available	(67,010)		
Previous Rollover Unspent (Reserves)	<u>(252,573)</u>		
Previous Rollover (Total)	(3,984,444)		
Current Year Rollover	<u>6,632,076</u>		
Net Rollover Amount	<u>2,647,632</u>		
Total Spent and Rollover Capital	\$ 19,437,461	\$ 19,891,000	\$ 453,539

Total capital expenditures for 2021 were \$16,789,829 compared to budget and rollover of \$23,875,444 for a variance of \$7,085,615. The difference between the budget and rollover variance of \$7,085,615 and the Current Year Rollover of \$6,632,076 is the variance of \$453,539, which will be returned to reserves. Of the CY2021 expenditures, \$3,664,861 were rollover funds from 2020 and \$13,124,968 were from CY2021 projects. Of the \$3,984,444 in 2020 rollover funds, \$3,664,861 was spent in 2021, \$67,010 is still allocated to projects to be spent, and \$252,573 was unspent and returned to reserves. The total 2021 rollover is \$6,632,076 and increase of \$2,647,632 from 2020 and is primarily related to project delays caused by supply chain shortages. Of the \$6,632,076 in 2021 rollover funds, \$2,054,091 (or 31.0%) has been spent through March 8, 2022.

Debt Service

	<i>2021 YTD</i>		
	Actual	Budget	Variance
Debt Service:			
Debt Service - Principal	\$ 4,965,000	\$ 4,965,000	\$ -
Debt Service - Interest	<u>2,208,140</u>	<u>2,566,647</u>	<u>358,507</u>
Total Debt Service	\$ 7,173,140	\$ 7,531,647	\$ 358,507

2021 Budget Reconciliation

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The debt service budget was underspent by \$358,507 related to extremely low interest rates on the District’s unhedged portion of its variable rate debt. Since the COVID-19 pandemic, the variable rate debt has averaged ~0.28% vs ~1.20% during CY2019.

Budget Summary:

	<i>2021 YTD</i>		
	Actual	Budget	Variance
Total Income	\$ 52,087,466	\$ 51,028,080	\$ 1,059,386
Total Operations and Maintenance	20,876,300	22,523,675	1,647,369
Amount Remaining for Debt & Capital	31,211,160	28,504,405	2,706,755
Total Debt Service	7,173,140	7,531,647	358,507
Amount Remaining for Capital	24,038,019	20,972,758	3,065,261
Total Spent and Rollover Capital	19,437,461	19,891,000	453,539
Increase/(Decrease) to Reserves	\$ 4,600,558	\$ 1,081,758	\$ 3,518,800

The actual surplus for CY2021 is \$4,600,558 compared to \$1,081,758 as budgeted for a positive variance of \$3,518,800. The total surplus of \$4,600,558 will be transferred to reserves.

Reserves

	12/31/2020	12/31/2021	Variance
Emergency/Contingency	\$ 10,872,626	\$ 11,168,658	\$ 296,032
Operating	9,418,409	12,771,000	3,352,590
Rate Stabilization	4,854,850	6,156,786	1,301,936
Grant	500,000	500,000	-
Well Property Acquisition	350,000	-	(350,000)
Capital Asset	16,206,400	16,206,400	-
Total Reserve Balance	\$ 42,202,285	\$ 46,802,843	\$ 4,600,558

The reserve target from the 2019 Rate Study for CY2021 is \$34,223,215 compared to CY2021 reserve balance of \$46,802,843 for a \$12,579,628 positive variance. This is primarily related to District revenues being higher than planned while operating expenses have been lower than projected in the 2019 Rate Study. However, the CY2022 budget does allocate \$4,705,000 from

2021 Budget Reconciliation

March 21, 2022

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reserves to be used to accelerate development of several well projects. In addition, the Board also approved the use of \$5,642,000 of District funds to terminate the swap agreement with Wells Fargo Bank, N.A. in March of 2022. The District is still on track to meet the final reserve target set for the end of the rate study period (CY2024) of ~\$47,500,000.

Strategic Plan Alignment:

Goal C – Ensure Fiscal Responsibility and Affordable Rates

Attachments:

- 1) Capital Budget Categories listing

Project Name	2021 - BUDGET			COMMITMENTS				PAID TO DATE		PROJECTION	
	Annual	Roll-Over	Total	Open	Uncommitted			Year	Project	2021 Roll-Over	2022 Forecast
					Annual	Roll-Over	Total				
Well/Pump St Improv:	1,890,000	737,877	2,627,877	825,435	417,950	126,183	544,133	1,262,708	2,232,869	1,279,896	2,105,000
SCADA/Comm Improv:	769,041	1,031,117	1,800,158	357,380	18,785	7,574	26,358	1,416,420	1,665,302	373,562	385,000
Well Destruction:	123,000	81,697	204,697	0	258	69,721	69,980	134,718	351,072	0	325,000
Well New Construction:	6,327,139	955,532	7,282,671	2,091,704	388,917	3,073	391,990	4,798,977	5,878,485	2,481,208	11,357,000
T&D Improvements:	4,532,500	205,211	4,737,711	183,385	700,150	0	700,150	3,868,176	11,697,070	883,452	5,235,000
Meter Retrofit Program:	1,339,280	88,079	1,427,359	8,738	9,288	0	9,288	1,409,332	3,169,254	0	22,000
Reservoir/Tank Improv:	284,540	160,903	445,443	178,379	3,386	0	3,386	263,678	366,979	181,670	325,000
Corrosion Control:	39,000	0	39,000	5,500	0	0	0	33,500	33,500	0	75,000
Valve/Hyd/Service Repl:	564,000	0	564,000	71,799	6,686	0	6,686	485,515	485,515	0	400,000
Large Meter Replacement:	0	0	0	0	0	0	0	0	0	0	40,000
Meter Replacement PM:	250,000	0	250,000	0	17,817	0	17,817	232,182	232,182	0	310,000
AMI Endpoints:	1,205,000	463,779	1,668,779	11,200	160,083	0	160,083	1,497,497	1,508,260	0	1,400,000
Special Projects:	100,500	77,042	177,542	3,163	581	0	581	173,798	336,755	928	15,000
Wtr Related Street Imprpv:	174,000	50,000	224,000	31,950	64,860	0	64,860	127,190	127,190	96,000	200,000
CIP Sub Total:	17,598,000	3,851,238	21,449,238	3,768,634	1,788,762	206,552	1,995,313	15,703,690	28,084,434	5,296,716	22,194,000
Equipment:	126,000	0	126,000	15	457	0	457	125,528	125,528	0	
Fleet & Facilities:	159,000	108,064	267,064	55,986	17,628	596	18,224	192,854	319,790	73,614	369,000
Furniture & Fixtures:	10,000	0	10,000	0	164	0	164	9,836	36,429	0	-
Information Technology:	250,500	27,197	277,697	21,922	50,831	0	50,831	204,944	258,067	71,851	262,000
Maintenance:	198,000	0	198,000	667	406	0	406	196,927	196,927	0	421,000
Operations:	524,500	-2,055	522,445	122,607	76,448	0	76,448	323,390	567,030	197,554	606,000
Property Acquisition:	1,025,000	0	1,025,000	58,244	934,098	0	934,098	32,659	32,659	992,341	900,000
OCP Sub Total:	2,293,000	133,206	2,426,206	259,441	1,080,032	596	1,080,628	1,086,138	1,536,430	1,335,360	2,558,000
Grand Total:	19,891,000	3,984,444	23,875,444	4,028,075	2,868,793	207,148	3,075,941	16,789,829	29,620,864	6,632,076	24,752,000



Agenda Item: 15

Date: March 21, 2022

Subject: 2022 Bond Refinancing Update

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

Summary:

On March 7, 2022, the 2022A and B bonds were offered to the market. Staff is pleased to report that the bonds were issued in the par amount of \$34,725,000 and \$6,585,000 and the District recognized actual true interest costs of 1.57% and 1.86% for the 2022A and B bonds, respectively. The projected savings utilizing the same 0.45% forecasted interest rate for the variable rate debt is approximately \$3.07 million or approximately \$731,000 net present value. The final swap termination fee is \$5,642,000. Refer to Attachment 1 for final analysis details.

Discussion:

At the December 20, 2021, regular and special meetings of the Board of Directors (Board), the Board directed staff to work with the approved Financing Team to assemble all the documents necessary for a current refunding of the 2009A Certificates of Participation (2009A Certificates) and the 2012A Revenue Bonds (2012A Bonds) by issuing Refunding Revenue Bonds at tax-exempt interest rates.

This action was sought due to an opportunity for the District to de-risk the debt portfolio, eliminate the swap and reduce the outstanding par value of debt while potentially saving between an estimated \$3.54 million and \$2.89 million (\$1.04 million and \$438,908 net present value (NPV)) in cash over the period 2022 to 2034 dependent on future short term interest rates.

At the February 7, 2022, special Board meeting, the Board approved a financing plan that included refinancing the 2009A Certificates (\$42.0 million par) and the 2012A Bonds (\$29.0 million par, \$8.9 million outstanding), terminating the swap with Wells Fargo Bank, N.A. (Wells Fargo) with excess cash and reserves as necessary, accelerate the pay down schedule that has all debt extinguished by the end of 2031 and approved an approximate \$5.7 million budget amendment for the payment to terminate the swap agreement. The forward delivery of the 2022B bonds was discussed. This would allow the District to issue current refunding revenue bonds but also required the District to reissue an updated official statement prior to delivery. The District could also issue advance refunding bonds that would be issued taxable concurrently with delivery of the 2022A revenue refunding bonds. The forward delivery premium was approximately 0.4% that would be added to the yield on the forward delivered 2022B bonds. The spread at that time between tax-exempt and taxable yields with the forward premium included ranged between 0.06% and 0.18% or net present value (NPV) of approximately \$60,000. Staff recommended and the Board approved

2022 Bond Refinancing Update

March 21, 2022

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issuing the 2022B bonds on a taxable advance refunding basis to enable full settlement of the transaction in March 2022.

At the February 28, 2022, regular Board meeting, the Board approved Resolution 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. In addition, the District's financial advisors, Fieldman, Rolapp and Associates, prepared good faith estimates of the two bond issuances, 2022A & B.

At that time, the true interest cost of the 2022A and B Bonds was estimated at 1.73% and 1.80%, respectively. Utilizing the most conservative interest rate assumption (0.45%) for the expected future interest rate cost for the 2009A Certificates the total projected savings for refinancing both the 2009A Certificates and 2012A Bonds was \$2.89 million or \$438,908 net present value.

On March 7, 2022, the 2022A and B bonds were issued in the par amount of \$34,725,000 and \$6,585,000 and the District recognized actual true interest costs of 1.57% and 1.86%, respectively. This resulted in projected savings of approximately \$3.07 million or approximately \$731,000 net present value. The final swap termination fee is \$5,642,000.

Attachments:

- 1) Bond Refinancing Final Analysis

SOURCES AND USES OF FUNDS

Sacramento Suburban Water District
Multi-Purpose 2022 Finance Plan (Refunding of Series 2009A and 2012A)
Market Rates as of March 7, 2022
FINAL PRICING NUMBERS

Dated Date 03/16/2022
Delivery Date 03/16/2022

Sources:	Refunding Revenue Bonds, Series 2022A	Refunding Revenue Bonds, Series 2022B (Taxable)	Total
Bond Proceeds:			
Par Amount	34,725,000.00	6,585,000.00	41,310,000.00
Premium	7,551,502.30	-	7,551,502.30
	<u>42,276,502.30</u>	<u>6,585,000.00</u>	<u>48,861,502.30</u>
Other Sources of Funds:			
Swap Termination Payment	5,642,000.00	-	5,642,000.00
	<u>47,918,502.30</u>	<u>6,585,000.00</u>	<u>54,503,502.30</u>

Uses:	Refunding Revenue Bonds, Series 2022A	Refunding Revenue Bonds, Series 2022B (Taxable)	Total
Refunding Escrow Deposits:			
Cash Deposit	42,000,000.00	0.15	42,000,000.15
SLGS Purchases	-	6,532,398.00	6,532,398.00
	<u>42,000,000.00</u>	<u>6,532,398.15</u>	<u>48,532,398.15</u>
Delivery Date Expenses:			
Cost of Issuance	182,829.51	34,670.49	217,500.00
Underwriter's Discount	93,110.78	17,656.86	110,767.64
Termination Expense	5,642,000.00	-	5,642,000.00
	<u>5,917,940.29</u>	<u>52,327.35</u>	<u>5,970,267.64</u>
Other Uses of Funds:			
Additional Proceeds	562.01	274.50	836.51
	<u>47,918,502.30</u>	<u>6,585,000.00</u>	<u>54,503,502.30</u>

Notes:

Interest on 2009 COPs Accrues Monthly on ACT/365 Basis

The SWAP agreement is with Wells Fargo. The District will terminate this with a cash payment to Wells of the amount \$5,642,000.

Unhedged 2009A COPs Assumes Reset Rate of 0.45%.

Assumes Fees of 0.48% for LOC and Remarketing Fee of 0.125%

SUMMARY OF REFUNDING RESULTS

Sacramento Suburban Water District
Multi-Purpose 2022 Finance Plan (Refunding of Series 2009A and 2012A)
Market Rates as of March 7, 2022
FINAL PRICING NUMBERS

	Refunding Revenue Bonds, Series 2022A	Refunding Revenue Bonds, Series 2022B (Taxable)	Total
Dated Date	03/16/2022	03/16/2022	03/16/2022
Delivery Date	03/16/2022	03/16/2022	03/16/2022
Arbitrage Yield	1.536634%	1.723613%	1.536634%
Escrow Yield	-	0.803060%	-
Value of Negative Arbitrage	-	36,559.34	36,559.34
Bond Par Amount	34,725,000.00	6,585,000.00	41,310,000.00
True Interest Cost	1.574475%	1.856042%	1.588999%
Net Interest Cost	1.774026%	1.853792%	1.778476%
Average Coupon	5.000000%	1.724538%	4.817263%
Average Life	6.658	2.075	5.927
Par amount of refunded bonds	42,000,000.00	6,265,000.00	48,265,000.00
Average coupon of refunded bonds	2.699834%	4.669554%	2.815647%
Average life of refunded bonds	8.856	3.709	8.188
PV of prior debt	48,178,961.48	7,080,154.09	55,259,115.57
Net PV Savings	261,021.19	470,392.56	731,413.75
Percentage savings of refunded bonds	0.621479%	7.508261%	1.515412%
Percentage savings of refunding bonds	0.751681%	7.143395%	1.770549%

Notes:

Interest on 2009 COPs Accrues Monthly on ACT/365 Basis

The SWAP agreement is with Wells Fargo. The District will terminate this with a cash payment to Wells of the amount \$5,642,000.

Unhedged 2009A COPs Assumes Reset Rate of 0.45%.

Assumes Fees of 0.48% for LOC and Remarketing Fee of 0.125%

UNIVERSAL BOND SOLUTION

Sacramento Suburban Water District
 Multi-Purpose 2022 Finance Plan (Refunding of Series 2009A and 2012A)
 Market Rates as of March 7, 2022
 FINAL PRICING NUMBERS
 Universal Bond Solution Component

Period Ending	Proposed Principal	Proposed Debt Service	Existing Debt Service	Total Adj Debt Service	Revenue Constraints	Unused Revenues	Debt Serv Coverage
12/31/2022	270,000	1,425,273	5,570,205	6,995,477	7,000,000	4,523	100.06465%
12/31/2023	3,625,000	5,459,936	1,534,956	6,994,892	7,000,000	5,108	100.07302%
12/31/2024	3,680,000	5,456,030	1,537,962	6,993,992	7,000,000	6,008	100.08590%
12/31/2025	3,765,000	5,451,750	1,541,678	6,993,428	7,000,000	6,572	100.09397%
12/31/2026	3,965,000	5,463,500	1,531,584	6,995,084	7,000,000	4,916	100.07028%
12/31/2027	4,135,000	5,435,250	1,558,050	6,993,300	7,000,000	6,700	100.09581%
12/31/2028	5,900,000	6,993,500	-	6,993,500	7,000,000	6,500	100.09294%
12/31/2029	6,200,000	6,998,500	-	6,998,500	7,000,000	1,500	100.02143%
12/31/2030	6,505,000	6,993,500	-	6,993,500	7,000,000	6,500	100.09294%
12/31/2031	3,265,000	3,428,250	-	3,428,250	7,000,000	3,571,750	204.18581%
	41,310,000	53,105,489	13,274,434	66,379,923	70,000,000	3,620,077	

Notes:

Interest on 2009 COPs Accrues Monthly on ACT/365 Basis
 The SWAP agreement is with Wells Fargo. The District will terminate this with a cash payment to Wells of the amount \$5,642,000.
 Unhedged 2009A COPs Assumes Reset Rate of 0.45%.
 Assumes Fees of 0.48% for LOC and Remarketing Fee of 0.125%

BOND MATURITY TABLE

Sacramento Suburban Water District
Multi-Purpose 2022 Finance Plan (Refunding of Series 2009A and 2012A)
Market Rates as of March 7, 2022
FINAL PRICING NUMBERS

Maturity Date	Refunding Revenue Bonds, Series 2022A	Refunding Revenue Bonds, Series 2022B (Taxable)	Total
11/01/2022	270,000	-	270,000
11/01/2023	-	3,625,000	3,625,000
11/01/2024	720,000	2,960,000	3,680,000
11/01/2025	3,765,000	-	3,765,000
11/01/2026	3,965,000	-	3,965,000
11/01/2027	4,135,000	-	4,135,000
11/01/2028	5,900,000	-	5,900,000
11/01/2029	6,200,000	-	6,200,000
11/01/2030	6,505,000	-	6,505,000
11/01/2031	3,265,000	-	3,265,000
	34,725,000	6,585,000	41,310,000

Notes:

Interest on 2009 COPs Accrues Monthly on ACT/365 Basis

The SWAP agreement is with Wells Fargo. The District will terminate this with a cash payment to Wells of the amount \$5,642,000.

Unhedged 2009A COPs Assumes Reset Rate of 0.45%.

Assumes Fees of 0.48% for LOC and Remarketing Fee of 0.125%

BOND SUMMARY STATISTICS

Sacramento Suburban Water District
Multi-Purpose 2022 Finance Plan (Refunding of Series 2009A and 2012A)
Market Rates as of March 7, 2022
FINAL PRICING NUMBERS

Dated Date	03/16/2022
Delivery Date	03/16/2022
Last Maturity	11/01/2031
Arbitrage Yield	1.536634%
True Interest Cost (TIC)	1.588999%
Net Interest Cost (NIC)	1.778476%
All-In TIC	4.053414%
Average Coupon	4.817263%
Average Life (years)	5.927
Duration of Issue (years)	5.352
Par Amount	41,310,000.00
Bond Proceeds	48,861,502.30
Total Interest	11,795,488.92
Net Interest	4,354,754.26
Total Debt Service	53,105,488.92
Maximum Annual Debt Service	6,998,500.00
Average Annual Debt Service	5,517,453.39
Underwriter's Fees (per \$1000)	
Average Takedown	2.150000
Other Fee	0.531376
Total Underwriter's Discount	2.681376
Bid Price	118.011945

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Serials thru 2034	41,310,000.00	118.280	4.817%	5.927	25,954.30
	41,310,000.00			5.927	25,954.30

	TIC	All-In TIC	Arbitrage Yield
Par Value	41,310,000.00	41,310,000.00	34,725,000.00
+ Accrued Interest	-	-	-
+ Premium (Discount)	7,551,502.30	7,551,502.30	7,551,502.30
- Underwriter's Discount	-110,767.64	-110,767.64	
- Cost of Issuance Expense		-217,500.00	
- Other Amounts	-	-5,642,000.00	-
Target Value	48,750,734.66	42,891,234.66	42,276,502.30
Target Date	03/16/2022	03/16/2022	03/16/2022
Yield	1.588999%	4.053414%	1.536634%

Notes:

Interest on 2009 COPs Accrues Monthly on ACT/365 Basis

The SWAP agreement is with Wells Fargo. The District will terminate this with a cash payment to Wells of the amount \$5,642,000.

Unhedged 2009A COPs Assumes Reset Rate of 0.45%.

Assumes Fees of 0.48% for LOC and Remarketing Fee of 0.125%

SAVINGS

Sacramento Suburban Water District
 Multi-Purpose 2022 Finance Plan (Refunding of Series 2009A and 2012A)
 Market Rates as of March 7, 2022
 FINAL PRICING NUMBERS

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 03/16/2022 @ 1.5366345%
12/31/2022	1,366,539.97	1,425,272.66	-58,732.69	-55,332.43
12/31/2023	3,987,766.59	5,459,936.26	-1,472,169.67	-1,434,855.06
12/31/2024	4,034,017.64	5,456,030.00	-1,422,012.36	-1,365,025.91
12/31/2025	4,034,803.57	5,451,750.00	-1,416,946.43	-1,339,616.86
12/31/2026	4,029,189.17	5,463,500.00	-1,434,310.83	-1,335,196.70
12/31/2027	4,039,864.17	5,435,250.00	-1,395,385.83	-1,278,938.72
12/31/2028	5,642,331.90	6,993,500.00	-1,351,168.10	-1,219,201.36
12/31/2029	5,690,316.33	6,998,500.00	-1,308,183.67	-1,162,116.64
12/31/2030	5,739,231.58	6,993,500.00	-1,254,268.42	-1,096,861.63
12/31/2031	5,756,625.33	3,428,250.00	2,328,375.33	2,012,006.13
12/31/2032	5,788,798.90	-	5,788,798.90	4,922,256.23
12/31/2033	5,841,966.68	-	5,841,966.68	4,891,231.41
12/31/2034	5,863,878.75	-	5,863,878.75	4,834,228.79
	61,815,330.58	53,105,488.92	8,709,841.66	6,372,577.25

Savings Summary

PV of savings from cash flow	6,372,577.25
Less: Prior funds on hand	-5,642,000.00
Plus: Refunding funds on hand	836.51
Net PV Savings	731,413.76

Notes:

Interest on 2009 COPs Accrues Monthly on ACT/365 Basis
 The SWAP agreement is with Wells Fargo. The District will terminate this with a cash payment to Wells of the amount \$5,642,000.
 Unhedged 2009A COPs Assumes Reset Rate of 0.45%.
 Assumes Fees of 0.48% for LOC and Remarketing Fee of 0.125%

BOND PRICING

Sacramento Suburban Water District
 Multi-Purpose 2022 Finance Plan (Refunding of Series 2009A and 2012A)
 Market Rates as of March 7, 2022
 FINAL PRICING NUMBERS

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Refunding Revenue Bonds, Series 2022A, Serials thru 2034:					
	11/01/2022	270,000	5.000%	0.900%	102.548
	11/01/2024	720,000	5.000%	1.180%	109.843
	11/01/2025	3,765,000	5.000%	1.240%	113.286
	11/01/2026	3,965,000	5.000%	1.340%	116.358
	11/01/2027	4,135,000	5.000%	1.420%	119.286
	11/01/2028	5,900,000	5.000%	1.510%	121.922
	11/01/2029	6,200,000	5.000%	1.580%	124.475
	11/01/2030	6,505,000	5.000%	1.630%	127.011
	11/01/2031	3,265,000	5.000%	1.680%	129.389
		<u>34,725,000</u>			
Refunding Revenue Bonds, Series 2022B (Taxable), Serials through 2034:					
	11/01/2023	3,625,000	1.625%	1.625%	100.000
	11/01/2024	2,960,000	1.800%	1.800%	100.000
		<u>6,585,000</u>			
		<u>41,310,000</u>			

Dated Date	03/16/2022		
Delivery Date	03/16/2022		
Par Amount	41,310,000.00		
Premium	7,551,502.30		
Production	48,861,502.30	118.280083%	
Underwriter's Discount	-110,767.64	-0.268138%	
Purchase Price	48,750,734.66	118.011945%	
Accrued Interest	-		
Net Proceeds	48,750,734.66		

Notes:

Interest on 2009 COPs Accrues Monthly on ACT/365 Basis
 The SWAP agreement is with Wells Fargo. The District will terminate this with a cash payment to Wells of the amount \$5,642,000.
 Unhedged 2009A COPs Assumes Reset Rate of 0.45%.
 Assumes Fees of 0.48% for LOC and Remarketing Fee of 0.125%

AGGREGATE DEBT SERVICE

Sacramento Suburban Water District
 Multi-Purpose 2022 Finance Plan (Refunding of Series 2009A and 2012A)
 Market Rates as of March 7, 2022
 FINAL PRICING NUMBERS

Period Ending	Refunding Revenue Bonds, Series 2022A	Refunding Revenue Bonds, Series 2022B (Taxable)	2018 DS	Unrefunded Bonds	Aggregate Debt Service
12/31/2022	1,355,156.25	70,116.41	3,050,967.00	2,519,237.50	6,995,477.16
12/31/2023	1,722,750.00	3,737,186.26	1,534,955.80	-	6,994,892.06
12/31/2024	2,442,750.00	3,013,280.00	1,537,962.00	-	6,993,992.00
12/31/2025	5,451,750.00	-	1,541,678.00	-	6,993,428.00
12/31/2026	5,463,500.00	-	1,531,584.00	-	6,995,084.00
12/31/2027	5,435,250.00	-	1,558,050.00	-	6,993,300.00
12/31/2028	6,993,500.00	-	-	-	6,993,500.00
12/31/2029	6,998,500.00	-	-	-	6,998,500.00
12/31/2030	6,993,500.00	-	-	-	6,993,500.00
12/31/2031	3,428,250.00	-	-	-	3,428,250.00
	46,284,906.25	6,820,582.67	10,755,196.80	2,519,237.50	66,379,923.22

Notes:

Interest on 2009 COPs Accrues Monthly on ACT/365 Basis
 The SWAP agreement is with Wells Fargo. The District will terminate this with a cash payment to Wells of the amount \$5,642,000.
 Unhedged 2009A COPs Assumes Reset Rate of 0.45%.
 Assumes Fees of 0.48% for LOC and Remarketing Fee of 0.125%

SAVINGS

Sacramento Suburban Water District
Refunding Revenue Bonds, Series 2022A

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 03/16/2022 @ 1.5366345%
12/31/2022	1,066,939.97	1,355,156.25	-288,216.28	-283,770.94
12/31/2023	2,533,166.59	1,722,750.00	810,416.59	790,950.24
12/31/2024	2,597,167.64	2,442,750.00	154,417.64	148,619.14
12/31/2025	2,602,703.57	5,451,750.00	-2,849,046.43	-2,695,075.88
12/31/2026	2,609,589.17	5,463,500.00	-2,853,910.83	-2,658,195.56
12/31/2027	2,620,264.17	5,435,250.00	-2,814,985.83	-2,581,610.74
12/31/2028	5,642,331.90	6,993,500.00	-1,351,168.10	-1,219,201.36
12/31/2029	5,690,316.33	6,998,500.00	-1,308,183.67	-1,162,116.64
12/31/2030	5,739,231.58	6,993,500.00	-1,254,268.42	-1,096,861.63
12/31/2031	5,756,625.33	3,428,250.00	2,328,375.33	2,012,006.13
12/31/2032	5,788,798.90	-	5,788,798.90	4,922,256.23
12/31/2033	5,841,966.68	-	5,841,966.68	4,891,231.41
12/31/2034	5,863,878.75	-	5,863,878.75	4,834,228.79
	54,352,980.58	46,284,906.25	8,068,074.33	5,902,459.18

Savings Summary

PV of savings from cash flow	5,902,459.18
Less: Prior funds on hand	-5,642,000.00
Plus: Refunding funds on hand	562.01
Net PV Savings	261,021.19

SAVINGS

Sacramento Suburban Water District
 Refunding Revenue Bonds, Series 2022B (Taxable)

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 03/16/2022 @ 1.5366345%
12/31/2022	299,600.00	70,116.41	229,483.59	228,438.51
12/31/2023	1,454,600.00	3,737,186.26	-2,282,586.26	-2,225,805.31
12/31/2024	1,436,850.00	3,013,280.00	-1,576,430.00	-1,513,645.05
12/31/2025	1,432,100.00	-	1,432,100.00	1,355,459.02
12/31/2026	1,419,600.00	-	1,419,600.00	1,322,998.86
12/31/2027	1,419,600.00	-	1,419,600.00	1,302,672.02
	7,462,350.00	6,820,582.67	641,767.33	470,118.06

Savings Summary

PV of savings from cash flow	470,118.06
Plus: Refunding funds on hand	274.50
Net PV Savings	470,392.56



Agenda Item: 16

Date: March 21, 2022

Subject: Upcoming Water Industry Events

Staff Contact: Heather Hernandez-Fort, Executive Assistant to the General Manager

Note that the Board adopted Policy governing Director compensation and expense reimbursement section 200.20(g) states that Directors may receive a meeting stipend (currently \$100.00) for “meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President...” Just because information is presented on upcoming water industry events, or regularly scheduled meetings of other water districts, does not necessarily imply that approval for a compensable meeting or reimbursement of expenses are triggered.

Below is a list of upcoming water industry events:

Upcoming Events

1. RWA Executive Committee Meeting
March 23, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
2. CSDA 2022 Special District Leadership Academy Conference
April 3-6, 2022
San Diego, CA
https://sdla.csda.net/home?_ga=2.238587200.132769913.1645038896-1876929480.1645038896
3. CA-NV AWWA Spring Conference
April 11-14, 2022
Anaheim, CA
https://www.ca-nv-awwa.org/canv/CNS/Events_Classes/Future_Events/CNS/EventsandClasses/Events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849
4. SGA Board Meeting
April 14, 2022
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>

Upcoming Water Industry Events

March 21, 2022

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5. RWA Executive Committee Meeting
April 27, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
6. Cap-to-Cap
April 30 – May 4, 2022
Washington DC
<https://metrochamber.org/cap22/>
7. ACWA 2022 Spring Conference & Exhibition
May 3, 2022 – May 6, 2022
Sacramento, CA
<https://www.acwa.com/events/page/3/>
8. RWA Board Meeting
May 12, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
9. RWA Executive Committee Meeting
May 25, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
10. SGA Board Meeting
June 9, 2022
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>
11. RWA Executive Committee Meeting
June 22, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
12. RWA Board Meeting
July 14, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
13. RWA Executive Committee Meeting
July 27, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>

Upcoming Water Industry Events

March 21, 2022

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14. SGA Board Meeting
August 11, 2022
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>
15. RWA Executive Committee Meeting
August 24, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
16. RWA Board Meeting
September 8, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
17. RWA Executive Committee Meeting
September 28, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
18. SGA Board Meeting
October 13, 2022
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>
19. CA-NV AWWA Annual Fall Conference
October 24-26, 2022
Sacramento, CA
https://www.ca-nv-awwa.org/canv/CNS/Events_Class/Future_Events/CNS/EventsandClasses/Events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849
20. RWA Executive Committee Meeting
October 26, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
21. RWA Board Meeting
November 10, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
22. ACWA 2022 Fall Conference & Exhibition
November 29, 2022 – December 2, 2022
Indian Wells, CA
<https://www.acwa.com/events/page/3/>

Upcoming Water Industry Events

March 21, 2022

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23. SGA Board Meeting

December 8, 2022

Virtual

<https://www.sgah2o.org/meetings/board-meetings/>

24. RWA Executive Committee Meeting

December 14, 2022

Virtual

<https://rwah2o.org/meetings/board-meetings/>

Below is a partial list of local Water Purveyors Regular Board Meeting information and websites:

- Carmichael Water District: <http://carmichaelwd.org/> - Every 3rd Tuesday of the month at 6:00 p.m.
- Citrus Heights Water District: <http://chwd.org/> - Every 3rd Wednesday of the month at 6:30 p.m.
- Del Paso Manor Water District: <https://www.delpasomanorwd.org/> (916)487-0419 - Every 1st Tuesday of the month at 6:30 p.m.
- El Dorado County Water Agency - <http://www.edlafco.us/> - Every 2nd Wednesday of the month at 10:00 a.m.
- El Dorado Irrigation District - <http://www.eid.org/> - Every 2nd and 4th Mondays of the month at 9:00 a.m.
- Fair Oaks Water District: <http://www.fowd.com/> - Every 2nd Monday of the month at 6:30 p.m.
- Natomas Mutual Water Company - <http://natomaswater.com/> - Every 2nd Tuesday of the month at 9:00 a.m.
- Orangevale Water Company - <https://orangevalewater.com/> - Every 1st Tuesday of the month at 4:00 p.m.
- Placer County Water Agency: <https://pcwa.net/> - Every 1st and 3rd Thursdays of the month at 2:00 p.m.
- Rio Linda/Elverta Community WD: <http://www.rlecwd.com/> - Every 3rd Monday of the month at 6:30 p.m.
- San Juan Water District: <http://www.sjwd.org/> - Every 4th Wednesday of the month at 6:00 p.m.



Agenda Item: 17 a.

Date: March 21, 2022

Subject: Upcoming Policy Review – Disposing of Surplus District Real Property, Vehicles, and Large Equipment and Other Personal Property Policy (PL – Adm 003)

Staff Contact: Matt Underwood, Assistant General Manager

The subject Policy is scheduled for its biennial review. The Policy was adopted by the Board on July 21, 2003, and last reviewed by the Board on October 19, 2020.

Staff has reviewed the Policy and are recommending the changes below.

Section 100.10 Definitions:

“Generators” was added and “self-propelled” was deleted in the Vehicles and Large Equipment definition.

The Policy is scheduled for Board review and approval at the April 18, 2022, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by March 28, 2022. If no comment is received, this policy will be placed as a Consent Item on the April 2022 regular Board meeting agenda.

This Policy update was not reviewed by legal counsel for this update.

Attachments:

1. Disposing of Surplus District Real Property, Vehicles, and Large Equipment and Other Personal Property Policy (PL – Adm 006) redlined
2. Disposing of Surplus District Real Property, Vehicles, and Large Equipment and Other Personal Property Policy (PL – Adm 006) clean

Sacramento Suburban Water District

**Disposing of Surplus District Real Property, Vehicles, and Large Equipment
and Other Personal Property Policy**

Adopted: July 21, 2003
Approved with Changes on ~~October 19, 2020~~ April 18, 2022

100.00 Purpose of the Policy

The primary purpose of this policy is to allow management staff to determine if a parcel of real property, easement, vehicles, or large equipment or other personal property is no longer needed for daily, emergency, or future operations. A staff report is generated to document why a parcel of real property, easement, vehicles, or large equipment or other District property should not be retained.

100.10 Definitions

Real Property – Any parcel of land owned by the District.

Easement – An interest in another’s real property that permits the District to make limited use of that real property for a District purpose.

Vehicles and Large Equipment – Utility trucks, dump trucks, tractors, backhoes, forklifts, generators, and other significant ~~self-propelled~~ equipment used in District operations.

Personal Property – Small equipment (cut-off saws, drills, etc.), computer equipment (monitors, printers, etc.), office furniture.

200.00 Disposal of Real Property

1. District management staff determines if a parcel of real property no longer meets the needs of daily, emergency, or future operations, a staff report is generated to document why the parcel should not be retained.
2. District management staff determines if a parcel falls within the notice and offer procedures provided in Government Code sections 54220 through 54232, as they may be amended from time to time. If the statutory notice and offer procedures must be followed, the District must obtain a qualified appraisal of the parcel and offer the surplus real property to specified public agencies before it can sell the property to other public agencies or a private party. The specified public agencies are as follows:

- a) Sacramento County for developing low- and moderate-income housing;
 - b) Sacramento County Parks and Recreation Department for park and recreational purposes;
 - c) Any regional park authority that has jurisdiction over the area in which the surplus real property is located if it is to be used for park and recreational purposes;
 - d) The State Resources Agency for park and recreational purposes; and
 - e) The school district in whose jurisdiction the parcel is located.
3. A parcel of real property is exempt from the statutory notice and offer procedures if it:
- a) Is less than 5,000 square feet; **or**
 - b) Is less than “the minimum legal residential building lot size for the jurisdiction in which the parcel is located”; **or**
 - c) Has no recorded access and is less than 10,000 square feet; **and**
 - d) Is not: (a) contiguous to land owned by a state or local agency that is used for park, recreational, open-space, low- or moderate-income housing; or (b) located in an enterprise zone or high-density, economically-distressed areas involved in certain redevelopment program; **and**
 - e) Is sold to the owner of contiguous land.
4. The Board of Directors declares real property surplus and determines if a parcel must be offered to the designated public agencies under the statutory notice and offer procedures prescribed by the Government Code or is exempt from such procedures. If the District must sell a surplus parcel under the statutory notice and offer procedures, the General Manager will give qualifying public agencies notice of the parcel’s availability for purchase. If none of the agencies to which notice must be given notifies the District within 60 days after receiving notice that they are interested in buying the surplus parcel, then the District may sell the parcel by advertised public sale.
5. In all cases where the statutory notice and offer procedures have not resulted in disposal of a parcel, the District will sell surplus real property by public sale. The General Manager will notice the parcel’s sale at the appraised value unless the Board of Directors authorizes a different price. The notice of sale will contain a description of the property; a statement of time and place for opening bids. Bids

for the purchase of real property will be accepted or rejected by a resolution of the District Board of Directors. Alternatively, the District may list the surplus parcel for public sale with a licensed real estate broker in good standing who advertises the parcel through a multiple listing service or similar listing system at a fair market value determined by the broker using comparable sales data. Documents for the conveyance of title to surplus real property will be executed by the President of the Board upon authorization by the Board of Directors.

6. If the General Manager determines that a surplus parcel is exempt from the Government Code's notice and offer procedures, it will not be necessary to obtain a formal appraisal of the property. If circumstances warrant, the surplus parcel may be sold for less than fair market value. In such cases, the General Manager or his designee will prepare a staff report documenting why the parcel was not appraised, why it may be sold for less than fair market value, the fiscal impact of selling the parcel, and why it is exempt from the Government Code notice and offer procedures. After review of the staff report, the Board of Directors may approve the sale of the surplus parcel by motion. A staff report and a certified copy of the Board of Directors Meeting minutes reflecting the Board's approval of the sale is sufficient to authorize the General Manager to make the sale.

300.00 Relinquishment of District Interest in Easements

1. Staff determines if an easement no longer meets the needs of daily, emergency, or future operations of the District. Staff then will generate a report that documents the justification for relinquishing the easement and makes a determination whether the easement has any fair market value. Staff then will forward the report to the General Manager for review. If staff determines that the easement has fair market value, the General Manager will present the staff report to the Board at its next regular meeting with a recommendation for Board action on relinquishing the easement in accordance with Article 200.00 of this policy.
2. If staff determines that the easement has nominal fair market value, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign and record a quitclaim deed to relinquish the District's interest in the easement. If the easement is a Public Utility Easement, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign an easement relinquishment letter.
3. If, upon recommendation of staff, the General Manager authorizes disposal of an easement under this Article, then the General Manager will report the disposal of the easement to the Board at its next regular meeting following the recording of the quitclaim deed relinquishing the easement.

400.00 Disposal of Vehicles and Large Equipment

1. At least once each calendar year, staff will prepare a list of District vehicles and items of large equipment that are deemed surplus.
2. District management staff will establish values and set minimum bid prices for each vehicle or item of large equipment to be sold by public auction. If staff, during the process of establishing value to a vehicle or piece of large equipment, determines that the particular vehicle or equipment has diminutive or no value or the costs of preparation for sale and sale are greater than the value of the vehicle or equipment, then the General Manager is authorized to dispose of the property in accordance with Sections 500.00 (5) and (6) of this policy.
3. The General Manager may authorize the sale of surplus vehicles and large equipment with an estimated value of \$15,000 or less. Vehicles and large equipment with an estimated value greater than \$15,000 will be sold as surplus following authorization by the Board of Directors at a public meeting.
4. Vehicles or large equipment are to be sold at public auction. The General Manager will consign the vehicles or equipment to a public auctioneer after posting a notice concerning the sale of the vehicle or large equipment.

400.10 Guidelines Concerning the Sale of Surplus Vehicles and Large Equipment

Prior to the sale of surplus vehicles or large equipment, the General Manager will direct staff to take the following actions:

1. Remove all District equipment from the vehicle or large equipment (radio, decals, etc.).
2. Clean, and if necessary, repair the vehicle or large equipment if it has an immediate safety issue.
3. Vehicle or large equipment will be sold at public auction.
4. Establish vehicle or large equipment value using an appropriate, publicly available valuation tool such as the Kelley Blue Book, qualified appraisal, trade publications, or classified newspaper advertisements. Staff will prepare a written report concerning the valuation of the item and attach appropriate documentation.
5. Arrange for the delivery and consignment of the item and in consultation with the General Manager and auctioneer, determine an appropriate reserve or minimum price for the item.

6. Prepare and post a notice of sale. The notice and advertisement will include the vehicle or large equipment description, minimum bid, conditions of sale, and place of public auction.
7. When the vehicle or large equipment is sold, the General Manager or his/her designee will sign the “pink slip”, bill of sale, and any other documents required to complete the sale.
8. After the vehicle or large equipment is sold, the General Manager or his/her designee will complete paperwork as required by DMV to report the sale of the vehicle or large equipment and return all completed forms and vehicle license plates to DMV.

500.00 Disposal of Other Personal Property Other than Vehicles/Large Equipment

1. At least once each calendar year, staff will prepare a list of District personal property, other than vehicles and large equipment, which is deemed surplus.
2. District management staff will establish values and set minimum bid prices for each item of personal property to be sold by public auction. If staff, during the process of establishing value to an item of personal property, determines it to be of diminutive or no value, the General Manager is authorized to dispose of the property in accordance with Sections 500.00 (5) and (6) of this policy.
3. The General Manager may authorize the sale of personal property with an estimated value of \$15,000 or less. Personal property with an estimated value greater than \$15,000 will be sold as surplus following authorization by the Board of Directors at a public meeting.
4. Surplus personal property is to be sold at public auction. The General Manager will consign the personal property to a public auctioneer after posting a notice concerning the District’s sale of the property.
5. For surplus items not sold, the General Manager has the authority to donate such items to another government agency or any non-discriminatory, tax exempt non-profit organization qualified under Internal Revenue Code section 501(c)(3).
6. If an item of surplus property is not sold during sale and the General Manager is unable to donate the surplus items to a qualified government agency or tax-exempt organization, the General Manager may properly dispose of such items at a legal disposal site.

600.00 Revenue from Disposal of Surplus Property

All revenue received from the disposal of surplus real or personal property will be deposited in the District’s General Operating Fund unless otherwise specified by the Board of Directors.

700.00 Prohibition Against Upgrades

Unless necessary to ensure the safety, merchantability, or serviceability of surplus property, District staff may not make any repairs or upgrades to any real or personal property recommended or already deemed to be surplus. For example, staff may not replace a vehicle's worn but serviceable tires with new tires, nor may staff add or replace optional equipment that enhances a vehicle's value. Before sale and upon the General Manager's authorization, District staff may repair or replace parts on a surplus item if it is necessary to ensure that it is safe, serviceable, or merchantable.

800.00 Prohibited Director, Officer and Employee Transactions

In accordance with Government Code section 1090, all members of the District Board of Directors and the General Manager are prohibited from purchasing surplus District real or personal property. Staff members generally are eligible to buy surplus District real or personal property noticed for sale on the same terms and conditions as those offered to members of the public, except that any District employee who actively participated in determining an item's price, surplus status, or conditions of sale is prohibited from purchasing such items because the employee is deemed by law to have a prohibited interest in the sale. The General Manager, in consultation with the Board and legal counsel, will determine if an employee has a prohibited interest in an item of surplus property.

900.00 Lot or Group Sales

The District reserves the right to place items of surplus property in a group or lot for sale to the highest bidder.

900.10 Discretion of Board and General Manager

Except as prohibited by law, the Board of Directors and General Manager will have the discretion to waive any minor irregularity in the procedures for the surplusing and disposing of surplus property. Such discretion will be exercised in a non-discriminatory manner.

1000.00 Policy Review

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

**Disposing of Surplus District Real Property, Vehicles, and Large Equipment
and Other Personal Property Policy**

Adopted: July 21, 2003
Approved with Changes on April 18, 2022

100.00 Purpose of the Policy

The primary purpose of this policy is to allow management staff to determine if a parcel of real property, easement, vehicles, or large equipment or other personal property is no longer needed for daily, emergency, or future operations. A staff report is generated to document why a parcel of real property, easement, vehicles, or large equipment or other District property should not be retained.

100.10 Definitions

Real Property – Any parcel of land owned by the District.

Easement – An interest in another’s real property that permits the District to make limited use of that real property for a District purpose.

Vehicles and Large Equipment – Utility trucks, dump trucks, tractors, backhoes, forklifts, generators, and other significant equipment used in District operations.

Personal Property – Small equipment (cut-off saws, drills, etc.), computer equipment (monitors, printers, etc.), office furniture.

200.00 Disposal of Real Property

1. District management staff determines if a parcel of real property no longer meets the needs of daily, emergency, or future operations, a staff report is generated to document why the parcel should not be retained.
2. District management staff determines if a parcel falls within the notice and offer procedures provided in Government Code sections 54220 through 54232, as they may be amended from time to time. If the statutory notice and offer procedures must be followed, the District must obtain a qualified appraisal of the parcel and offer the surplus real property to specified public agencies before it can sell the property to other public agencies or a private party. The specified public agencies are as follows:

- a) Sacramento County for developing low- and moderate-income housing;
 - b) Sacramento County Parks and Recreation Department for park and recreational purposes;
 - c) Any regional park authority that has jurisdiction over the area in which the surplus real property is located if it is to be used for park and recreational purposes;
 - d) The State Resources Agency for park and recreational purposes; and
 - e) The school district in whose jurisdiction the parcel is located.
3. A parcel of real property is exempt from the statutory notice and offer procedures if it:
- a) Is less than 5,000 square feet; **or**
 - b) Is less than “the minimum legal residential building lot size for the jurisdiction in which the parcel is located”; **or**
 - c) Has no recorded access and is less than 10,000 square feet; **and**
 - d) Is not: (a) contiguous to land owned by a state or local agency that is used for park, recreational, open-space, low- or moderate-income housing; or (b) located in an enterprise zone or high-density, economically-distressed areas involved in certain redevelopment program; **and**
 - e) Is sold to the owner of contiguous land.
4. The Board of Directors declares real property surplus and determines if a parcel must be offered to the designated public agencies under the statutory notice and offer procedures prescribed by the Government Code or is exempt from such procedures. If the District must sell a surplus parcel under the statutory notice and offer procedures, the General Manager will give qualifying public agencies notice of the parcel’s availability for purchase. If none of the agencies to which notice must be given notifies the District within 60 days after receiving notice that they are interested in buying the surplus parcel, then the District may sell the parcel by advertised public sale.
5. In all cases where the statutory notice and offer procedures have not resulted in disposal of a parcel, the District will sell surplus real property by public sale. The General Manager will notice the parcel’s sale at the appraised value unless the Board of Directors authorizes a different price. The notice of sale will contain a description of the property; a statement of time and place for opening bids. Bids for the purchase of real property will be accepted or rejected by a resolution of the

District Board of Directors. Alternatively, the District may list the surplus parcel for public sale with a licensed real estate broker in good standing who advertises the parcel through a multiple listing service or similar listing system at a fair market value determined by the broker using comparable sales data. Documents for the conveyance of title to surplus real property will be executed by the President of the Board upon authorization by the Board of Directors.

6. If the General Manager determines that a surplus parcel is exempt from the Government Code's notice and offer procedures, it will not be necessary to obtain a formal appraisal of the property. If circumstances warrant, the surplus parcel may be sold for less than fair market value. In such cases, the General Manager or his designee will prepare a staff report documenting why the parcel was not appraised, why it may be sold for less than fair market value, the fiscal impact of selling the parcel, and why it is exempt from the Government Code notice and offer procedures. After review of the staff report, the Board of Directors may approve the sale of the surplus parcel by motion. A staff report and a certified copy of the Board of Directors Meeting minutes reflecting the Board's approval of the sale is sufficient to authorize the General Manager to make the sale.

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1. Staff determines if an easement no longer meets the needs of daily, emergency, or future operations of the District. Staff then will generate a report that documents the justification for relinquishing the easement and makes a determination whether the easement has any fair market value. Staff then will forward the report to the General Manager for review. If staff determines that the easement has fair market value, the General Manager will present the staff report to the Board at its next regular meeting with a recommendation for Board action on relinquishing the easement in accordance with Article 200.00 of this policy.
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3. The General Manager may authorize the sale of surplus vehicles and large equipment with an estimated value of \$15,000 or less. Vehicles and large equipment with an estimated value greater than \$15,000 will be sold as surplus following authorization by the Board of Directors at a public meeting.
4. Vehicles or large equipment are to be sold at public auction. The General Manager will consign the vehicles or equipment to a public auctioneer after posting a notice concerning the sale of the vehicle or large equipment.

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3. Vehicle or large equipment will be sold at public auction.
4. Establish vehicle or large equipment value using an appropriate, publicly available valuation tool such as the Kelley Blue Book, qualified appraisal, trade publications, or classified newspaper advertisements. Staff will prepare a written report concerning the valuation of the item and attach appropriate documentation.
5. Arrange for the delivery and consignment of the item and in consultation with the General Manager and auctioneer, determine an appropriate reserve or minimum price for the item.

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3. The General Manager may authorize the sale of personal property with an estimated value of \$15,000 or less. Personal property with an estimated value greater than \$15,000 will be sold as surplus following authorization by the Board of Directors at a public meeting.
4. Surplus personal property is to be sold at public auction. The General Manager will consign the personal property to a public auctioneer after posting a notice concerning the District’s sale of the property.
5. For surplus items not sold, the General Manager has the authority to donate such items to another government agency or any non-discriminatory, tax exempt non-profit organization qualified under Internal Revenue Code section 501(c)(3).
6. If an item of surplus property is not sold during sale and the General Manager is unable to donate the surplus items to a qualified government agency or tax-exempt organization, the General Manager may properly dispose of such items at a legal disposal site.

600.00 Revenue from Disposal of Surplus Property

All revenue received from the disposal of surplus real or personal property will be deposited in the District’s General Operating Fund unless otherwise specified by the Board of Directors.

700.00 Prohibition Against Upgrades

Unless necessary to ensure the safety, merchantability, or serviceability of surplus property, District staff may not make any repairs or upgrades to any real or personal property recommended or already deemed to be surplus. For example, staff may not replace a vehicle's worn but serviceable tires with new tires, nor may staff add or replace optional equipment that enhances a vehicle's value. Before sale and upon the General Manager's authorization, District staff may repair or replace parts on a surplus item if it is necessary to ensure that it is safe, serviceable, or merchantable.

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In accordance with Government Code section 1090, all members of the District Board of Directors and the General Manager are prohibited from purchasing surplus District real or personal property. Staff members generally are eligible to buy surplus District real or personal property noticed for sale on the same terms and conditions as those offered to members of the public, except that any District employee who actively participated in determining an item's price, surplus status, or conditions of sale is prohibited from purchasing such items because the employee is deemed by law to have a prohibited interest in the sale. The General Manager, in consultation with the Board and legal counsel, will determine if an employee has a prohibited interest in an item of surplus property.

900.00 Lot or Group Sales

The District reserves the right to place items of surplus property in a group or lot for sale to the highest bidder.

900.10 Discretion of Board and General Manager

Except as prohibited by law, the Board of Directors and General Manager will have the discretion to waive any minor irregularity in the procedures for the surplusing and disposing of surplus property. Such discretion will be exercised in a non-discriminatory manner.

1000.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 17 b.

Date: March 21, 2022

Subject: Upcoming Policy Review – Information Technology/Disaster Recovery Policy (PL – IT 004)

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

Information Technology/Disaster Recovery Policy (PL – IT 004) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on April 21, 2008, and was last reviewed by the Board on April 20, 2020. The Policy sets forth appropriate guidelines for the usage, support, security and protection of District electronic facilities including computers, servers, printers, scanners, software, internet, intranet, phones, copier/fax machines and all other technology-related devices and data.

Staff has reviewed the Policy and has no recommended changes.

The Policy is scheduled for Board review and approval at the April 18, 2022, regular Board meeting. If a Director desires to comment on the policy, staff requests that they do so by March 28, 2022. If no comment is received, this policy will be placed as a Consent Item on the April 2022, regular Board meeting agenda.

This policy was not reviewed by legal counsel for this update.

Attachments:

- 1) Information Technology/Disaster Recovery Policy PL – IT 004 – clean

Sacramento Suburban Water District

Information Technology/Disaster Recovery Policy

Adopted: April 21, 2008
Approved without Changes: April 18, 2022

100.00 Purpose of the Policy

The purpose of this policy is to establish and ensure appropriate guidance for the usage, support, security, and protection of District electronic facilities including computers, servers, printers, scanners, software, Internet, Intranet, phones, copier/fax machines and all other technology-related devices and data.

200.00 Electronic Facilities Maintenance and Support

Prudent management practices dictate that the District will facilitate its support of District electronic facilities through such means as the following:

1. Maximizing system uniformity with standard configurations.
2. Sustaining District electronic facilities by periodic upgrades and replacements on a regular cycle.
3. Ensuring that District electronic facilities and their support resources are allocated to meet the needs of the District's strategic plans.

200.10 District Property

All District electronic facilities are the sole property of the District. All messages sent and received, including any personal messages, and all data and information stored on District electronic facilities are the District's property regardless of content.

All software acquired for or on behalf of the District or developed by District employees or contract personnel on behalf of the District is and shall be deemed District property.

200.20 Authorized Usage

Only authorized District staff or contract personnel, pre-approved by the General Manager (GM) or the Information Technology Manager (IT Manager), are to use District electronic facilities. All usage of District electronic facilities is to be conducted solely in accordance with District Procedures.

200.30 Unauthorized Usage

Unless pre-approved by the IT Manager or the GM, the use of personal software or peripheral devices installed on or connected to District electronic facilities is not authorized, including, but not limited to:

1. A piece of software acquired for one's home computer
2. Downloaded software from the internet
3. Any proprietary software or data not licensed to the District

(See "PL - IT 005 Electronic Mail, Internet and Computer Use Policy")

200.40 Technology Procurement

All District hardware and software purchased or developed shall be coordinated with the IT Department to ensure that all hardware and software conform to District standards and are purchased or developed at the best possible price.

200.50 Electronic Facilities and Data Security

Appropriate hardware, software and monitoring shall be in place to ensure the protection of District data as well as District electronic facilities.

It is the responsibility of each employee to protect District electronic facilities and data. The following guidelines are for all employees:

- All District electronic facilities and data must be secured at all times by District staff and contract personnel.
- Any loss, theft, or suspicious activity of District electronic facilities or data must be reported to the IT Manager or designee immediately.
- For security and network maintenance purposes, authorized individuals, with IT Manager, Director of Finance and Administration, Assistant General Manager or GM approval, may monitor equipment, systems and network traffic at any time.

200.60 Disaster Recovery

In the event of a critical disaster to District electronic facilities or data at one of the District's primary facility locations (Marconi or Walnut office), the District will have in place the necessary District electronic facilities at both facility locations such that critical functions can be operational as soon as possible. Specific steps for how and when the District's critical functions will be back online will be kept as part of IT Procedure PR – IT 003 and updated as necessary. For critical disasters at both District primary facilities simultaneously, the District will keep an off-site backup of District data such that recovery can occur as expeditiously as possible.

300.00 Policy Review

This Policy shall be reviewed by the Board of Directors at least biennially.

REGIONAL WATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, March 10, 2022; 9:00 a.m.

AGENDA

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. 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 Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 847-7589. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Board of Directors may consider any agenda item at any time during the meeting

RWA Board Meeting
Thu, Mar 10, 2022 9:00 AM - 11:00 AM (PST)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/624730557>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 624-730-557

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.
- 3. CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Board Members may request an item be removed for separate consideration.
 - a. Authorize a Teleconference Meeting
 - b. Approve the minutes of January 13, 2022 Board Meeting
 - c. Approve Revised RWA Board Meeting Schedule
 - d. Approve Renewal of RWA Policies 300.4, 300.5, 500.9 and 500.17**Action: Approve Consent Calendar**
- 4. CHAIR'S VISION FOR 2022**
Discussion: Dan York, Chair
- 5. RESOLUTION NOMINATING PAMELA TOBIN TO THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY**
Discussion: Jim Peifer, Executive Director
Action: Adopt Resolution No. 2022-01

- 6. REVISIONS TO RWA POLICY 200.3 (PROCEDURES FOR THE SELECTION OF THE EXECUTIVE COMMITTEE)**
Discussion: Dan York, Chair
Action: Chair to Appoint an Ad Hoc Committee to Propose Revisions to Policy 200.3
- 7. DEVELOPMENT OF FISCAL YEAR 2022 – 2023 BUDGET**
Presentation and Discussion: Josette Reina-Luken, Finance and Administrative Services Manager
- 8. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY (SCGA) UPDATE**
Information: Jim Peifer, Executive Director
- 9. DROUGHT CONDITIONS UPDATE**
Information: Michelle Banonis, Manager of Strategic Affairs
- 10. REINITIATION OF CONSULTATION ON THE COORDINATED LONG-TERM OPERATION OF THE CENTRAL VALLEY PROJECT AND STATE WATER PROJECT**
Information: Michelle Banonis, Manager of Strategic Affairs
- 11. LEGISLATIVE/REGULATORY UPDATE**
Information and Presentation: Ryan Ojakian, Legislative and Regulatory Affairs Manager
- 12. EXECUTIVE DIRECTOR’S REPORT**
- 13. DIRECTORS’ COMMENTS**

ADJOURNMENT

Next RWA Board of Director’s Meeting:

May 12, 2022, 9:00 a.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights, the location is subject to change depending on the COVID-19 emergency.

Next RWA Executive Committee Meeting:

March 23, 2022, 8:30 a.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights, the location is subject to change depending on the COVID-19 emergency.

Notification will be emailed when the RWA electronic packet is complete and posted on the RWA website at: <https://www.rwah2o.org/meetings/board-meetings/>.

**REGIONAL WATER AUTHORITY
EXECUTIVE COMMITTEE AGENDA
February 23, 2022; 8:30 a.m.**

AGENDA

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. 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 Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 847-7589. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Executive Committee may consider any agenda item at any time during the meeting.

RWA Executive Committee Meeting
Wed, Feb 23, 2022 8:30 AM - 10:30 AM (PST)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/277385869>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 277-385-869

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.
- 3. CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Committee Members may request an item be removed for separate consideration.
 - 3a. Authorize a Teleconference Meeting
 - 3b. Approve the 2022 Executive Committee Meeting Schedule
 - 3c. Approve Minutes of the January 26, 2022, Executive Committee Meeting
 - 3d. Recommend RWA Policy Renewals to the RWA Board of Directors**Action: Approve Consent Calendar**
- 4. AD HOC COMMITTEE UPDATES**
Information: Dan York, Chair and Jim Peifer, Executive Director
- 5. EMPLOYEE COMPENSATION STUDY AND POSITION RECLASSIFICATIONS UPDATE**
Information and Discussion: Jim Peifer, Executive Director

6. DEVELOPMENT OF FISCAL YEAR 2022-2023 BUDGET

Presentation and Discussion: Josette Reina-Luken, Financial and Administrative Services Manager

7. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY (SCGA) UPDATE

Information: Jim Peifer, Executive Director

8. LEGISLATIVE/REGULATORY UPDATE

Information: Ryan Ojakian, Legislative and Regulatory Affairs Manager

Action: Take Positions on Legislation

9. RWA MARCH 10, 2022 BOARD MEETING AGENDA

Action: Approve the RWA March 10, 2022 Board Meeting Agenda

10. EXECUTIVE DIRECTOR'S REPORT

11. DIRECTORS' COMMENTS

ADJOURNMENT

Upcoming meetings:

Regular Board Meeting: Thursday, March 10, 2022 commencing 9:00 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

Executive Committee Meeting: Wednesday, March 23, 2022 commencing 8:30 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

The RWA Board Meeting electronic packet is available on the RWA website at <https://rwah2o.org/meetings/board-meetings/> to access and print the packet.

SACRAMENTO GROUNDWATER AUTHORITY
SPECIAL MEETING OF THE BOARD OF DIRECTORS
Thursday, March 10, 2022; 8:30 a.m.

AGENDA

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

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection on SGA's website. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact cpartridge@rwah2o.org. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Meeting Information:

SGA Board Meeting
Thu., Mar. 10, 2022 8:30 AM – 8:45 AM (PST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/426071517>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Access Code: 426-071-517

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.
- 3. CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Board members may request an item be removed for separate consideration.
 - a. Extend Resolution 2021-02, including requisite findings, to renew authorization to hold meetings of the Board of Directors via teleconference pursuant to Assembly Bill 361 until such time as the State of Emergency resulting from the COVID-19 pandemic no longer impacts the ability of Board members and the public to safely meet in person.

Action: Approve Consent Calendar

ADJOURNMENT

Next SGA Board of Director's Meetings:

April 7, 2022, 9:00 a.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights, the location is subject to change depending on the COVID-19 emergency

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

Agenda Item 18 c.

Jay Boatwright
Attended meetings
February 2022

- 02/02/22: California Special Districts Board Member Best Practices Training, Day 1
- 02/03/22: California Special Districts Board Member Best Practices Training Day 2
- 02/07/22: SSWD Special Board Meeting – Consider refinancing bonds
- 02/09/22: SCGA Board Meeting. Topic of discussion was SCGA/SCGA potential merger/integration.
- 02/10/22: SGA Board meeting. SCGA/SGA consolidation evaluation, SGA budget presentation, groundwater sustainability program update.
- 02/23/22: RWA Executive Committee Meeting, RWA dues structure and allocation, SCGA discussion, legislative regulatory update. Informational.
- 02/24/22: Tour district facilities with GM Dan York
- 02/28/22: SSWD Regular board meeting

Director Locke AB1234

February 28th
SSWD Board Meeting

February 23th

Assessing the Toxicity of PFAS Chemicals to Aquatic Organisms

Among the many questions surrounding per- or polyfluoroalkyl substances (PFAS) are their potential effects on aquatic communities. While much of the initial research effort has focused on ecological effects of perfluorooctane sulfonate (PFOS) and perfluorooctanoic acid (PFOA), there is a much wider range of PFAS that can occur in the environment—both as a result of more recently developed compounds and the breakdown products of other PFAS. Effective management of PFAS in aquatic systems requires understanding of the potential effects of a more complete range of PFAS chemicals. EPA is working to explore the relationships between PFAS toxicity and chemical structure for several aquatic species to help identify and predict the toxicity of PFAS and PFAS mixtures of greatest ecological concern in support of the development of water quality guidelines. This involves measuring the toxicity of PFAS with varying structural features, determining variation in sensitivity across species, and grouping PFAS chemicals by their inferred toxic modes of action (MoA). This webinar will discuss initial findings that sublethal toxicity is strongly related to fluorinated chain length as well as the structure of the non-fluorinated “head” group, and that differences in toxicity of certain PFAS across structures suggest that multiple PFAS MoAs likely exist.

February 23th

Draft Low Income Household Water Assistance Program Guidelines

The Department of Community Services and Development (CSD) has released the draft program guidelines for the new Low Income Household Water Assistance Program (LIHWAP). LIHWAP will provide financial assistance to low-income Californians to help manage their residential water and wastewater utility costs. As part of the implementation of LIHWAP, CSD is holding a remote Public Meeting to receive input on the Draft California LIHWAP Program Guidelines. A copy of the Draft LIHWAP Program Guidelines is available on CSD's website. LIHWAP will provide financial assistance to low-income Californians to help manage their residential water and wastewater utility costs

February 22th
SJWD Board Meeting

February 18th
RFP Reviews

February 17th
Meet with Jeff Nelson prep for 2x2

February 16th
Quarterly Committee Forum - Groundwater Committee Meeting

February 16th
SJWD Special Meeting

February 15th
Carmichael WD Meeting

February 15th

What's Behind the Curtain? *Looking into Hydraulic Modeling Backend Data Management*

Curiosity is a great thing when working for a water utility. It leads to great advancements. But, with that curiosity comes great questions, such as: How is my data structured on the backend? Can I pull model information without opening the software? Good news: We have the answers to those questions! There's a software solution that allows you to see how some of that backend data translates to the information you view within the software.

February 10th
SGA Board Meeting

February 3rd

Perfecting Water Conservation and Customer Experience with Digital Platforms

Hear from data experts at Moulton Niguel Water District and Smart Energy Water talk about the new digital, intelligent technologies that transform the utility-customer relationship. How do we build the ecosystem that empowers each player to do its part and help create a water-secure future? How do we leverage the data tide to course-correct the customer experience strategy? Join the session and find answers, gain insights from your peers, and take home actionable next steps for your digital journey.

February 1st
DPMWD Meeting



Minutes

Carmichael Water District/Sacramento Suburban Water District 2x2 Ad Hoc Committee Meeting February 18, 2022

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting Id #820 7282 4895

Call to Order – Videoconference/Audioconference Meeting

Chair Nelson called the meeting to order at 3:00 p.m.

Roll Call

SSWD Directors

Present: Craig Locke and Dave Jones.

SSWD Directors

Absent: None.

CWD Directors

Present: Mark Emmerson and Jeff Nelson.

CWD Directors

Absent: None.

SSWD Staff Present: General Manager Dan York, Assistant General Manager Matt Underwood, Julie Nemitz, Susan Schinnerer, and Heather Hernandez-Fort.

CWD Staff Present: General Manager Cathy Lee.

Public Present: Kevin Thomas.

Announcements

None.

Public Comment

None.

Consent Items

1. **Minutes of the November 18, 2021, CWD/SSWD 2x2 Ad Hoc Committee Meeting**

SSWD Director Locke moved to approve the Consent Item; SSWD Director Jones seconded. The motion passed by unanimous vote.

AYES:	Locke, Jones, Emmerson, and Nelson.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Items for Discussion and/or Action

2. **Combination Study Business Case Analysis – Proposal Review**

SSWD GM York and CWD Cathy Lee presented the staff report and answered clarifying questions.

SSWD Director Locke expressed he would like to meet with Raftelis to review their proposal, and include some additions to the scope of work.

SSWD Director Jones added to inquire if they could identify any fatal flaws and if the unionized staff would be an issue, and how to overcome it.

CWD Director Emmerson noted he was interested in the cost savings to both districts, and was interested in the business case analysis.

Chair Nelson summarized that the Committee agreed with the proposal from Raftelis, noting it was within the expectations of the Committee, and further expressed that he, Director Locke, and both General Managers would schedule a meeting with Raftelis to review and discuss the scope of work, adding what they felt was necessary. He expressed that they would relay what was discussed to the Committee, with the new scope and cost, noting if the Committee approved, both districts would bring it to their full Boards for approval.

SSWD Director Locke added that he was interested in regional water supply and reliability.

CWD Director Nelson added he would like to see what the governance scenarios looked like, and requested for Raftelis to put together some different potential governance scenarios.

Adjournment

Chair Nelson adjourned the meeting at 3:41 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District