

Agenda  
Sacramento Suburban Water District  
**Regular Board Meeting**

3701 Marconi Avenue, Suite 100  
Sacramento, California 95821

Monday, June 20, 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/83654020212?pwd=cDExNEhtSUF0WjVTeTRKakhtL3R3UT09>

**Meeting ID:** 836 5402 0212

**Password:** 355392

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

New to Zoom? Get the app now and be ready when your first meeting starts: <https://zoom.us/>  
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**

### **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.

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).**
2. Minutes of the May 16, 2022, Regular Board Meeting  
**Recommendation: Approve subject minutes.**
3. Treasurer's Report  
**Recommendation: Approve the items in the report as recommended.**

4. Policy Review – Information Technology/Disaster Recovery Policy (PL - IT 004)  
***Recommendation: Approve subject policy with changes.***

#### **Items for Discussion and/or Action**

5. 2023 Budget Preparation Timeline  
***Recommendation: Approve the proposed budget timeline.***
6. Committee and Liaison Appointments for 2022  
***Recommendation: The Board President will consider assigning Board member committee and liaison appointments for 2022.***
7. Sacramento Groundwater Authority and Sacramento Central Groundwater Authority Consolidation Evaluation Update  
***Recommendation: Informational Item – No Action Required.***

#### **General Manager’s Report**

8. General Manager’s Report
  - a. Grant of Easement and Right of Way
  - b. Bureau of Reclamation Tour – Sacramento Region Groundwater Bank
  - c. Director’s Compensation and Expense Reimbursement Policy Update

#### **Department/Staff Reports**

9. Financial Report
  - a. Financial Statements
  - b. Financial Highlights
  - c. Budgets
10. District Activity Report
11. Engineering Report
  - a. Major Capital Improvement Program Projects
  - b. Active Wells

- c. Planning Documents
- d. Other Projects

### **Information Items**

- 12. Association of California Water Agencies/Joint Powers Insurance Authority H.R. LaBounty Safety Award
- 13. Water Conservation Survey
- 14. Biannual Groundwater Level Report
- 15. Upcoming Water Industry Events
- 16. Upcoming Policy Review
  - a. Employee Standards of Conduct and Discipline Policy (PL – HR 011)
  - b. Director Sexual Harassment Prevention Training Policy (PL - BOD 005)
  - c. Electronic Mail, Internet and Computer Use Policy (PL - IT 005)
  - d. Capital Improvement Program Policy (PL – XX)

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

- 17. a. Regional Water Authority (Director Jones)  
None.  
  
Regional Water Authority Executive Committee (General Manager York)  
Agenda for the May 25, 2022 meeting.
- b. Sacramento Groundwater Authority (Director Wichert)  
Agenda for the May 17, 2022 Special Board Meeting, and the June 9, 2022 Board meeting.
- c. Director Reports – AB 1234

### **Committee Reports**

- 18. a. Carmichael Water District/SSWD 2x2 Meeting (Director Locke)  
Draft Agenda for the June 16, 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.

**Adjournment**

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**Upcoming Meetings**

Monday, July 27, 2022, at 5:00 p.m., Special Board Workshop – Strategic Plan

Monday, July 18, 2022, at 6:00 p.m., Regular Board Meeting

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I certify that the foregoing agenda for the June 20, 2022, meeting of the Sacramento Suburban Water District Board of Directors was posted by June 13, 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:** June 20, 2022

**Subject:** AB361 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.<sup>1</sup> 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.

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<sup>1</sup> [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html)



## **Agenda Item: 2**

**Date:** June 20, 2022

**Subject:** Minutes of the May 16, 2022, Regular Board Meeting

**Staff Contact:** Dan York, General Manager

**Recommended Board Action:**

Approve the draft minutes of the May 16, 2022, Regular Board Meeting.

**Attachment:**

1 – Draft Minutes

## **Minutes**

Sacramento Suburban Water District  
**Regular Board Meeting**  
Monday, May 16, 2022

### **Location:**

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, Audio Conference at 1-669-900-6833,  
and Video Conference using Zoom at Meeting Id #873 9075 1380

### **Call to Order**

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, Craig Locke, and Kevin Thomas.

Directors Absent: Robert Wichert.

Staff Present: General Manager Dan York, Assistant General Manager Matt Underwood, Heather Hernandez-Fort, Jeff Ott, Dana Dean, Todd Artrip, Greg Bundesen, Monica Vazquez, and David Armand.

Public Present: William Eubanks, Marina Kidwell, David Alvey, Alan Driscoll, Paul Helliker, Elisheva Joelson, and Legal Counsel Josh Horowitz.

### **Announcements**

None.

### **Public Comment**

None.

### **Consent Items**

1. **AB361 Findings to Continue Permitting Director Remote Participation in Board Meetings**
2. **Minutes of the April 18, 2022, Regular Board Meeting**
3. **Treasurer's Report**
4. **Policy Review – Employee Recruitment, Hiring and Promotion (PL - HR 009)**



Director Boatwright moved to approve all Consent Items; Director Thomas seconded. The motion passed by unanimous vote.

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

**Items for Discussion and/or Action**

**5. 2021 Annual Comprehensive Financial Report and Audit Results**

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

William Eubanks (Mr. Eubanks) commented that the Annual Comprehensive Financial Report and Audit was an impressive document. He additionally commented that Maze and Associates was not the lowest bidder for the Audit.

Mr. Ott reminded Mr. Eubanks that the Committee decided to go with a different auditing firm for a new perspective on the District’s Audit.

General Manager Dan York (GM York) acknowledged Lynn Pham for doing a great job presenting the Audit at the Audit Committee Meeting.

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

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

**6. Resolution No. 22-11 Amending Regulation No. 7 of the Regulations Governing Water Service**

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

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

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

**7. Policy Review – Directors’ Compensation and Expense Reimbursement Policy (PL – BOD 003)**

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

Legal Counsel Josh Horowitz (Mr. Horowitz) provided further clarification on the options for amending Director’s compensation.

President Locke noted he was interested in increasing the Director's compensation to \$125 including a 5% escalator each year, and additionally requested to see what the surrounding water purveyors were doing.

GM York expressed staff would bring back a report for Board consideration and approval.

8. **2022 Water Conservation Stage Declaration**

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

Mr. Eubanks expressed he was not interested in having specific watering days, as specific watering days made it difficult to set his sprinkler timer.

Discussion ensued among the Board on different options for implementing and enforcing the Water Stage Declaration.

President Locke noted that the Board agreed to declare a modified Stage 1 Water Alert conditions for 2022, with recommending a 3 day per week watering schedule on odd/even days. He added that he was not too interested in enforcement of the odd/even schedule, and recommended staff bring back further updates at an upcoming meeting.

Mr. Bundesen noted that the only additional request from staff was the late night water waste patrol.

President Locke expressed he was not interested in the additional \$40,000 for late night water waste patrol.

Mr. Bundesen stated that staff could remove the \$40,000 and track the progress, and bring an update back to the Board if it is not reaching the water reduction needed.

Director Thomas moved to declare a modified Stage 1 Water Alert for 2022, with a recommended 3 days a week watering schedule on odd/even days, and approve the staffing for a temporary administrative Water Conservation Representative with a budget of \$76,000. He noted there would not be enforcement for the odd/even days, as it is just a recommendation.

Mr. Eubanks expressed he was not aware of, nor in favor of, the odd/even watering days.

Discussion ensued over enforcing the odd/even watering days. The Board expressed they were not interested in enforcing the odd/even days, however they would still like the odd/even days to be a recommendation to customers.

Director Boatwright supported Director Thomas' motion, requesting to amend his motion to enforce the odd/even watering days, as he felt the District customers were already accustomed to that schedule.

The Board agreed with the staff recommendation on the odd/even watering days.

Director Thomas restated his motion, to declare a modified Stage 1 Water Alert for 2022, as stated in the staff report, and approve the staffing for a temporary administrative Water Conservation Representative with a budget of \$76,000, removing the late night water waste patrol; Director Boatwright seconded. The motion passed by unanimous vote.

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

### General Manager's Report

#### 9. General Manager's Report

GM York presented the staff report and answered clarifying questions.

- a. *Del Paso Manor Water District Update*  
A written report was provided.
- b. *Carmichael Water District/Sacramento Suburban Water District Combination Study Update*  
A written report was provided.

### Department/Staff Reports

#### 10. Financial Report

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

Director Boatwright inquired why the account receivables balance was around a million dollars higher than last year.

Mr. Ott expressed he would review the details and follow up with him on the answer.

- a. *Financial Statements*  
A written report was provided.
- b. *Financial Highlights*  
A written report was provided.
- c. *Budgets*  
A written report was provided.

11. **District Activity Report**

A written report was provided.

12. **Engineering Report**

Dana Dean presented the staff report and answered clarifying questions.

Mr. Horowitz provided additional information on the status of the Butano well.

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**

13. **Well N35 Antelope North – Water Quality Update**

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

14. **Upcoming Water Industry Events**

A written report was provided.

15. **Upcoming Policy Review**

A written report was provided.

a. Information Technology/Disaster Recovery Policy (PL - IT 004)

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

16. a. Regional Water Authority (Director Jones)

The agenda for the May 12, 2022, Board Meeting was provided.

Director Jones provided an oral report on the May 12, 2022, RWA Board Meeting.

Regional Water Authority Executive Committee (General Manager York)

The agenda for the April 27, 2022, Executive Committee Meeting was provided.

GM York provided an oral report on the April 27, 2022, Executive Committee Meeting.

- b. Sacramento Groundwater Authority (Director Thomas)  
The agenda for the May 2, 2022, Board Meeting was provided.
- c. Director Reports – AB 1234  
Director Thomas provided an oral report on his meeting with President Locke on April 9, 2022; the SGA Board meeting he attended on April 7, 2022; the AWWA Conference he attended April 11 through 14, 2022; and the RWA Executive Committee meeting he attended on April 27, 2022.

Director Jones provided an oral report on AWWA Conference he attended April 11 through 14, 2022.

### **Committee Reports**

- 17. a. Audit Committee Meeting  
Draft Minutes from the May 5, 2022, meeting were provided.

### **Director's Comments/Staff Statements and Requests**

None.

### **Adjournment**

President Locke adjourned the meeting at 7:27 p.m.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District



### Agenda Item: 3

**Date:** June 20, 2022

**Subject:** Treasurer’s Report

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

**Recommended Board Action:**

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

1. Ratify the Sacramento Suburban Water District Warrant Register as submitted for the period May 1, 2022, through May 31, 2022.
2. Accept the credit card expenditures listing for the period May 1, 2022, through May 31, 2022.
3. Ratify the Investment Activity register for the period May 1, 2022, through May 31, 2022.

**Background:**

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

Per District Policy PL – Fin 014, Payment of Demands, the Board of Directors will ratify all demands for payment at the first regular Board Meeting following the month of payment. The Board has also requested to receive and file a register of credit card transactions. District policy PL – Fin 003, Investment Policy, and Government Code Sections 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 – May 2022
- Credit Card Expenditures Register – May 2022
- Investment Activity Register – May 2022

**Cash Expenditures (AP Warrants) Register– May 2022**

During the month of May 2022, the District made cash payments totaling \$2.6 million. The primary expenditures were: \$0.6 million for capital improvement projects, \$0.5 million for payroll, \$0.2 million for pension and health benefits, \$0.2 million for water costs including pumping costs, \$0.5 million for all other O&M expenses and \$0.3 million for construction & contract services. 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 – May 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 \$10,035 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 – May 2022**

During the month of May 2022, the District purchased one U.S. Treasury Note for \$0.32 million (par). The District received principal pay downs on three Federal Agency Collateralized Mortgage Obligations for \$17,227 (par) and three Asset-Backed Security Obligations for \$31,489 (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 – May 2022
2. Credit Card Expenditures Register – May 2022
3. Investment Activity Register – May 2022

**Cash Expenditures  
May 2022**



# AP Warrant List From: 5/1/2022 To: 5/25/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
A.I. ELECTRIC	80607	5/19/2022	\$3,888.62	CONTRACT SERVICES
		TOTAL	\$3,888.62	
	80631	5/24/2022	\$2,309.72	CONTRACT SERVICES
		TOTAL	\$2,309.72	
ABEL RAMIREZ	80592	5/19/2022	\$227.99	UNIFORMS
		TOTAL	\$227.99	
ACS CONSTRUCTION	000007164	5/10/2022	\$410.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$410.00	
	000007187	5/19/2022	\$367.36	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$367.36	
ACWA JPIA INSURANCE AUTHORITY	80486	5/10/2022	\$22,795.72	WORKERS' COMPENSATION INSURANCE
		TOTAL	\$22,795.72	
ADP, INC	0076570	5/17/2022	\$372.30	FINANCIAL SERVICES
		TOTAL	\$372.30	
	0076697	5/24/2022	\$4,307.00	FINANCIAL SERVICES
		TOTAL	\$4,307.00	
ADVANCED ROOF DESIGN INC	80572	5/19/2022	\$415.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$415.00	
AFLAC	80484	5/10/2022	\$737.77	EMPLOYEE PAID SUPL INSURANCE
		TOTAL	\$737.77	
AIRGAS USA LLC	000007156	5/10/2022	\$41.81	OPERATING SUPPLIES
		TOTAL	\$41.81	
	000007180	5/19/2022	\$40.88	OPERATING SUPPLIES
		TOTAL	\$40.88	
ALL PRO BACKFLOW	000007194	5/24/2022	\$6,648.00	BACKFLOW SERVICE
		TOTAL	\$6,648.00	
ALLIED UNIVERSAL	80609	5/19/2022	\$44.42	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$44.42	
AM CONSERVATION GROUP INC	000007179	5/19/2022	\$10,460.87	OPERATING SUPPLIES
		TOTAL	\$10,460.87	
AMAZON BUSINESS	000007160	5/10/2022	\$415.40	OFFICE SUPPLIES
			\$846.47	OPERATING SUPPLIES
		TOTAL	\$1,261.87	
	000007184	5/19/2022	\$915.53	OPERATING SUPPLIES
TOTAL		\$915.53		
AMERITAS (VISION)	80497	5/10/2022	\$2,053.80	EMPLOYEE BENEFIT - VISION INSURANCE
		TOTAL	\$2,053.80	
	80625	5/24/2022	\$2,014.68	EMPLOYEE BENEFIT - VISION INSURANCE
		TOTAL	\$2,014.68	
ANSWERNET	000007150	5/10/2022	\$721.00	COMMUNICATION
		TOTAL	\$721.00	
AT&T	80606	5/19/2022	\$794.64	COMMUNICATION
		TOTAL	\$794.64	
ATLAS DISPOSAL	80573	5/19/2022	\$286.54	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$286.54	
AUBURN CONSTRUCTORS	80485	5/10/2022	\$23,076.82	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
		TOTAL	\$23,076.82	
	80587	5/19/2022	\$56,050.00	PROJECT: WELL 79 VERNER/PANORAMA- NEW
		2	\$214,160.88	PROJECT: WELL 80 WALNUT/AUBURN

# AP Warrant List From: 5/1/2022 To: 5/25/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
			\$8,443.32	PROJECT: WELL N36-VERNER- PUMP REPLACE
		TOTAL	\$278,654.20	
AUDREY BLAKE	80639	5/24/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
AUTOMATIC DOOR SYSTEMS INC	80513	5/10/2022	\$265.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$265.00	
BACKFLOW TECHNOLOGIES	000007155	5/10/2022	\$249.50	OPERATING SUPPLIES
		TOTAL	\$249.50	
BADGER METER INC	000007144	5/10/2022	\$16.02	COMMUNICATION
		TOTAL	\$16.02	
	000007165	5/19/2022	\$7,767.05	INVENTORY
			\$3,779.14	INVENTORY
		TOTAL	\$11,546.19	
BARTKIEWICZ KRONICK & SHANAHAN	000007188	5/24/2022	\$17,169.43	LEGAL SERVICES
		TOTAL	\$17,169.43	
BASIC PACIFIC	80500	5/10/2022	\$338.50	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$338.50	
	80627	5/24/2022	\$38.50	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$38.50	
BIONDI PAVING AND ENGINEERING	80501	5/10/2022	\$2,209.82	FIRE HYDRANT PERMIT DEPOSITS
		TOTAL	\$2,209.82	
BLANCA R HUERTA	80519	5/10/2022	\$614.00	BMP REBATES
		TOTAL	\$614.00	
BRENDA ARROYO	80523	5/10/2022	\$316.76	BMP REBATES
		TOTAL	\$316.76	
BROADRIDGE MAIL LLC	80503	5/10/2022	\$25,704.16	POSTAGE/SHIPPING/UPS/FED EX
			\$13,303.94	PRINTING
		TOTAL	\$39,008.10	
	0076522	5/11/2022	\$454.90	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$454.90	
	REMIT0000000000	5/17/2022	\$0.00	
	01399	TOTAL	\$0.00	
	0076571	5/17/2022	\$187.63	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$187.63	
	0076572	5/17/2022	\$4,833.44	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$4,833.44	
	0076573	5/17/2022	\$3,060.61	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$3,060.61	
	0076574	5/17/2022	\$16.49	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$16.49	
	0076575	5/17/2022	\$74.69	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$74.69	
	0076576	5/17/2022	\$490.65	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$490.65	
	80571	5/19/2022	\$3,019.09	POSTAGE/SHIPPING/UPS/FED EX
			\$2,060.14	PRINTING
		TOTAL	\$5,079.23	
	80601	5/19/2022	\$10,749.34	CONTRACT SERVICES
		3	\$1,060.91	POSTAGE/SHIPPING/UPS/FED EX

# AP Warrant List From: 5/1/2022 To: 5/25/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$11,810.25	
	0076695	5/23/2022	\$1,128.21	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$1,128.21	
	0076698	5/24/2022	\$5,432.37	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$5,432.37	
	0076699	5/24/2022	\$1,180.42	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$1,180.42	
	80629	5/24/2022	\$4,844.52	PRINTING
		TOTAL	\$4,844.52	
BROWER MECHANICAL	000007175	5/19/2022	\$1,959.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$1,959.00	
BROWN & CALDWELL	80623	5/24/2022	\$26,288.13	PROJECT: WELL 79 VERNER/PANORAMA- NEW
			\$6,836.62	CONSULTING SERVICES
		TOTAL	\$33,124.75	
BURTON ROBB /BURT'S LAWN & GARDEN SERVICE	000007145	5/10/2022	\$300.00	CONTRACT SERVICES
		TOTAL	\$300.00	
CALCPA	80628	5/24/2022	\$540.00	MEMBERSHIP & DUES
		TOTAL	\$540.00	
CALIFORNIA LABORATORY SERVICES	80493	5/10/2022	\$4,141.00	HAZARDOUS WASTE DISPOSAL
		TOTAL	\$4,141.00	
CALIFORNIA MUNICIPAL UTILITIES ASSOC	80612	5/19/2022	\$500.00	MISCELLANEOUS
		TOTAL	\$500.00	
CALIFORNIA UTILITIES EMERG ASSOCIATION	80574	5/19/2022	\$500.00	MEMBERSHIP & DUES
		TOTAL	\$500.00	
CAPITAL SWEEPER SERVICE	80506	5/10/2022	\$184.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$184.00	
CARRIE DENSON	80517	5/10/2022	\$460.00	BMP REBATES
		TOTAL	\$460.00	
CENTRAL VALLEY ENG & ASPHALT	000007178	5/19/2022	\$270,315.00	MISC. REPAIRS
		TOTAL	\$270,315.00	
CHARLES CROWDER	80637	5/24/2022	\$100.00	BMP REBATES
		TOTAL	\$100.00	
CIGNA-DENTAL INS	80498	5/10/2022	\$14,135.18	EMPLOYEE BENEFIT - DENTAL INSURANCE
		TOTAL	\$14,135.18	
CINTAS	80473	5/10/2022	\$340.41	BUILDING MAINTENANCE - OFFICE & YARD
			\$17.63	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$358.04	
	80575	5/19/2022	\$903.30	BUILDING SERVICE EXPENSE - OFFICE & YARD
			\$114.56	BUILDING SERVICE EXPENSE - OFFICE & YARD
			\$208.28	UNIFORMS
		TOTAL	\$1,226.14	
CITY OF SACRAMENTO DEPT OF UTILITIES	80489	5/10/2022	\$16.78	UTILITIES
		TOTAL	\$16.78	
	80590	5/19/2022	\$26.60	UTILITIES
		TOTAL	\$26.60	
CITYWORKS AZTECA SYSTEMS INC	000007176	5/19/2022	\$46,135.00	ANNUAL LICENSE FEE
		TOTAL	\$46,135.00	
COMCAST	80577	5/19/2022	\$78.73	COMMUNICATION
		TOTAL	4 \$78.73	

# AP Warrant List From: 5/1/2022 To: 5/25/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
CONSOLIDATED COMMUNICATIONS	80584	5/19/2022	\$541.50	COMMUNICATION
		TOTAL	\$541.50	
COTTON SHOPPE	80483	5/10/2022	\$398.02	UNIFORMS
		TOTAL	\$398.02	
COUNTY OF SAC PUBLIC WORKS	80474	5/10/2022	\$288.00	PROJECT: WELL 78 BUTANO - PUMP STATION
		TOTAL	\$288.00	
COUNTY OF SAC UTILITIES	80578	5/19/2022	\$1,140.93	UTILITIES
		TOTAL	\$1,140.93	
CRAIG BAMMEL	80640	5/24/2022	\$150.00	BMP REBATES
		TOTAL	\$150.00	
CRAIG HANNENIAN	80642	5/24/2022	\$150.00	BMP REBATES
		TOTAL	\$150.00	
CRAIG LOCKE	80599	5/19/2022	\$1,188.72	TRAVEL CONFERENCES
		TOTAL	\$1,188.72	
CULLIGAN	80598	5/19/2022	\$138.25	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$138.25	
Customer Refunds	80442	5/3/2022	\$14,181.61	Refund Clearing Account
		TOTAL	\$14,181.61	
DAN YORK	80579	5/19/2022	\$203.99	TRAVEL CONFERENCES
		TOTAL	\$203.99	
DANIEL HUERTA	80638	5/24/2022	\$100.00	BMP REBATES
		TOTAL	\$100.00	
DARYL VINAVONG	80475	5/10/2022	\$70.00	REQUIRED TRAINING
		TOTAL	\$70.00	
DAVE JONES	80593	5/19/2022	\$1,065.32	TRAVEL CONFERENCES
		TOTAL	\$1,065.32	
DAVID BRATTON	80520	5/10/2022	\$149.77	BMP REBATES
		TOTAL	\$149.77	
DENNIS LYNCH	80617	5/19/2022	\$94.78	BMP REBATES
		TOTAL	\$94.78	
DOMENICHELLI & ASSOCIATES	000007146	5/10/2022	\$23,897.15	PROJECT: WATT MAIN EXTENSIION
		TOTAL	\$23,897.15	
	000007166	5/19/2022	\$17,265.00	PROJECT: Q STREET MAIN REPLACMENT
		TOTAL	\$17,265.00	
DONALD SOLOMON	80509	5/10/2022	\$283.76	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$283.76	
ELEVATOR TECHNOLOGY INC	000007161	5/10/2022	\$218.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$218.00	
EMCOR SERVICES	80603	5/19/2022	\$2,165.75	CONTRACT SERVICES
		TOTAL	\$2,165.75	
EMIGH ACE HARDWARE	000007147	5/10/2022	\$13.55	OPERATING SUPPLIES
		TOTAL	\$13.55	
EMPLOYEE RELATIONS NETWORK	000007152	5/10/2022	\$550.39	EMPLOYMENT COST
		TOTAL	\$550.39	
ERC CONTRACTING	000007159	5/10/2022	\$700.00	PROJECT: GREENBERRY COMPLEX
			\$300.00	PROJECT: WELL 60 - CONDITION ASSESSMENT
			\$1,450.00	PROJECT: WELL N6A-REHAB/REDEVELOPE/TEST
			\$300.00	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
			TOTAL	5 \$2,750.00

# AP Warrant List From: 5/1/2022 To: 5/25/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
	000007182	5/19/2022	\$300.00	PROJECT: WELL 79 VERNER/PANORAMA- NEW
		TOTAL	\$300.00	
	000007195	5/24/2022	\$11,625.00	PROJECT: MCCLELLAN BLDG 251 - MAIN REPL
		TOTAL	\$11,625.00	
ERROL L MONTGOMERY & ASSOCIATES INC	80511	5/10/2022	\$600.00	PROJECT: WELL N38 WTR QUALITY INVESTIGA
			\$1,902.50	PROJECT: WELL N6A-REHAB/REDEVELOPE/TEST
		TOTAL	\$2,502.50	
	80608	5/19/2022	\$2,075.00	PROJECT: WELL 80 WALNUT/AUBURN
			\$385.00	PROJECT: WELL N6A-REHAB/REDEVELOPE/TEST
		TOTAL	\$5,417.50	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
ETSUKO CLARK	80616	5/19/2022	\$150.00	BMP REBATES
		TOTAL	\$150.00	
FASTENAL COMPANY	80494	5/10/2022	\$590.62	OPERATING SUPPLIES
		TOTAL	\$590.62	
FLEETWASH INC	000007183	5/19/2022	\$834.76	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$834.76	
FRISCH ENGINEERING INC	80589	5/19/2022	\$4,169.30	PROJECT: INTERTIE #16/CWD- IMPROVEMENTS
		TOTAL	\$4,169.30	
FUTURE FORD	80580	5/19/2022	\$2,893.64	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$2,893.64	
GENESIS ENVIRONMENTAL SOLUTIONS INC	80514	5/10/2022	\$4,525.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$4,525.00	
GM CONSTRUCTION & DEVELOPERS	80476	5/10/2022	\$24,480.00	PROJECT: AMI ENDPOINTS
			\$13,265.94	PROJECT: VALVE/HYDRANT/SERV REPL
		TOTAL	\$37,745.94	
	80619	5/24/2022	\$8,548.84	CONSTRUCTION SERVICES
	TOTAL	\$8,548.84		
GORDON C GERVIN	80641	5/24/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
GOVERNMENT FINANCE OFFICERS ASSOCIATION	80620	5/24/2022	\$460.00	AUDIT SERVICES
		TOTAL	\$460.00	
GRAINGER	80477	5/10/2022	\$788.73	OPERATING SUPPLIES
		TOTAL	\$788.73	
	80581	5/19/2022	\$364.73	
		TOTAL	\$736.46	OPERATING SUPPLIES
	TOTAL	\$1,101.19		
HARRINGTON PLASTICS	000007167	5/19/2022	\$948.58	
		TOTAL	\$948.58	
HARRIS INDUSTRIAL GASES	000007148	5/10/2022	\$42.19	OPERATING SUPPLIES
		TOTAL	\$42.19	
HDR ENGINEERING	000007190	5/24/2022	\$8,720.30	TEMPORARY HELP
		TOTAL	\$8,720.30	
HYLAN WEST INC	80618	5/19/2022	\$2,005.10	FIRE HYDRANT PERMIT DEPOSITS
		TOTAL	\$2,005.10	
ICONIX WATERWORKS (US) INC	000007162	5/10/2022	\$183.18	OPERATING SUPPLIES
		TOTAL	\$183.18	
	000007186	5/19/2022	\$161.63	OPERATING SUPPLIES
		TOTAL	6	\$161.63

# AP Warrant List From: 5/1/2022 To: 5/25/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
IN COMMUNICATIONS	80624	5/24/2022	\$16,553.06	PUBLIC RELATIONS
		TOTAL	\$16,553.06	
JAMES CORNWELL	80526	5/10/2022	\$75.00	BMP REBATES
		TOTAL	\$75.00	
JAY BOATWRIGHT	80611	5/19/2022	\$179.96	TRAVEL CONFERENCES
		TOTAL	\$179.96	
KENNETH LEE	80634	5/24/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
KEVIN THOMAS	80595	5/19/2022	\$569.34	TRAVEL CONFERENCES
		TOTAL	\$569.34	
KIRBY PUMP AND MECHANICAL	80496	5/10/2022	\$43,995.00	PROJECT: WELL 13 WATER QUALITY INVESTIG
			\$55,680.00	PROJECT: WELL N36-VERNER- PUMP REPLACE
			\$45,175.00	PROJECT: WELL N38 WTR QUALITY INVESTIGA
		TOTAL	\$144,850.00	
	80596	5/19/2022	\$54,654.05	PROJECT: WELL 35-ULYSSES/MER PUMP REPA
TOTAL	\$54,654.05			
KYLE JIVIDEN	80597	5/19/2022	\$1,920.00	EDUCATION ASSISTANCE
			\$219.85	UNIFORMS
		TOTAL	\$2,139.85	
LAURA M VALOPPI	80614	5/19/2022	\$504.40	BMP REBATES
		TOTAL	\$504.40	
LEONARD RICE ENGINEERS INC	000007197	5/24/2022	\$7,302.75	CONSULTING SERVICES
		TOTAL	\$7,302.75	
LES SCHWAB TIRE CENTER/MADISON	80478	5/10/2022	\$3,456.39	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$3,456.39	
LOEWEN PUMP MAINTENANCE	000007168	5/19/2022	\$1,800.00	PROJECT: ANTELOPE&WATT/ELKHORN RESERVOI
			\$46,482.00	PROJECT: WELL N34 - ELECTRICAL IMPRV
		TOTAL	\$48,282.00	
MARINA MARR	80527	5/10/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
MARIO ESCALANTE	80524	5/10/2022	\$325.93	BMP REBATES
		TOTAL	\$325.93	
MARK ERDRICH	80518	5/10/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
MAZE & ASSOCIATES ACCOUNTANCY CORP	000007163	5/10/2022	\$1,775.00	AUDIT SERVICES
		TOTAL	\$1,775.00	
MESSENGER PUBLISHING GROUP	000007193	5/24/2022	\$650.00	PUBLIC RELATIONS
		TOTAL	\$650.00	
MICHAEL PHILLIPS LANDSCAPE CORP	000007149	5/10/2022	\$585.00	CONTRACT SERVICES
		TOTAL	\$585.00	
	000007169	5/19/2022	\$2,060.00	CONTRACT SERVICES
		TOTAL	\$2,060.00	
MICHIKO SANCHEZ	80636	5/24/2022	\$150.00	BMP REBATES
		TOTAL	\$150.00	
MIKIKO TOGO	80522	5/10/2022	\$150.00	BMP REBATES
		TOTAL	\$150.00	
MISCOWATER	80610	5/19/2022	\$1,020.53	OPERATING SUPPLIES
		TOTAL	\$1,020.53	
NEW PIG	80487	5/10/2022	7 \$255.37	OPERATING SUPPLIES

# AP Warrant List From: 5/1/2022 To: 5/25/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$255.37	
	80588	5/19/2022	\$646.25	OPERATING SUPPLIES
		TOTAL	\$646.25	
NICOLE RUSHING	80633	5/24/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
NINJIO LLC	80505	5/10/2022	\$136.18	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$136.18	
OFFICE DEPOT INC	80479	5/10/2022	\$375.52	OFFICE SUPPLIES
		TOTAL	\$375.52	
	80621	5/24/2022	\$207.70	OFFICE SUPPLIES
		TOTAL	\$207.70	
PACE SUPPLY CORP	000007153	5/10/2022	\$86.20	OPERATING SUPPLIES
		TOTAL	\$86.20	
	000007177	5/19/2022	\$604.05	
			\$3,432.92	OPERATING SUPPLIES
		TOTAL	\$4,036.97	
	000007192	5/24/2022	\$4,502.35	PROJECT: MCCLELLAN BLDG 251 - MAIN REPL
		TOTAL	\$4,502.35	
PACIFIC COPY & PRINT	80491	5/10/2022	\$963.53	OPERATING SUPPLIES
		TOTAL	\$963.53	
PAYROLL		1/1/1900	\$526,771.28	Payroll
		TOTAL	\$526,771.28	
PEOPLEREADY	80502	5/10/2022	\$5,332.80	TEMPORARY HELP
		TOTAL	\$5,332.80	
	80600	5/19/2022	\$5,066.16	TEMPORARY HELP
		TOTAL	\$5,066.16	
PERS HEALTH	0076410	5/3/2022	\$1,675.65	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$1,675.65	
	0076411	5/3/2022	\$105,172.97	EMPLOYEE BENEFIT - MEDICAL INSURANCE
		TOTAL	\$105,172.97	
PERS LONG TERM CARE PROGRAM	80481	5/10/2022	\$4,038.75	OPEB - RETIREE BENEFITS PREMIUM
		TOTAL	\$4,038.75	
PERS PENSION	0076696	5/23/2022	\$27,703.87	EMPLOYEE BENEFIT - PERS RETIREMENT--EE SHARE
			\$15,733.57	EMPLOYEE BENEFIT - PERS RETIREMENT--ER SHARE
		TOTAL	\$43,437.44	
	0076734	5/25/2022	\$27,708.70	EMPLOYEE BENEFIT - PERS RETIREMENT--EE SHARE
			\$15,709.48	EMPLOYEE BENEFIT - PERS RETIREMENT--ER SHARE
		TOTAL	\$43,418.18	
PETERSON BRUSTAD INC	80499	5/10/2022	\$2,695.88	PROJECT: WELL N10 - PUMP REPLACEMENT
			\$5,206.88	CONSULTING SERVICES
		TOTAL	\$7,902.76	
PFM ASSET MANAGEMENT LLC	000007191	5/24/2022	\$3,865.13	FINANCIAL SERVICES
		TOTAL	\$3,865.13	
PG&E	80480	5/10/2022	\$343.86	UTILITIES
		TOTAL	\$343.86	
PREFERRED PUMP & EQUIPMENT	80492	5/10/2022	\$913.07	PROJECT: WELL N6A-REHAB/REDEVELOPE/TEST
		TOTAL	\$913.07	
RAMOS ENVIRONMENTAL SERVICES	80482	5/10/2022	\$956.18	HAZARDOUS WASTE DISPOSAL
		TOTAL	8 \$956.18	

# AP Warrant List From: 5/1/2022 To: 5/25/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
RAY MORGAN CO	000007170	5/19/2022	\$1,690.51	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$1,690.51	
RICHARD PIERCE	80516	5/10/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
RICHARDSON & CO LLP	80626	5/24/2022	\$950.00	CONSULTING SERVICES
		TOTAL	\$950.00	
ROBERT L CARTER	80525	5/10/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
ROGER POLING	80613	5/19/2022	\$463.50	BMP REBATES
		TOTAL	\$463.50	
RUE EQUIPMENT INC	80582	5/19/2022	\$479.78	EQUIPMENT MAINTENANCE SERVICES
			\$2,742.98	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$3,222.76	
S & S PROPERTY	80615	5/19/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
S E AHLSTROM INSPECTION	000007196	5/24/2022	\$12,255.00	PROJECT: GREENBERRY COMPLEX
		TOTAL	\$12,255.00	
SAC VALLEY ELECTRIC INC	80630	5/24/2022	\$13,716.40	PROJECT: MARCONI BLDG ELECTRICAL UPGRAD
		TOTAL	\$13,716.40	
SENSUS USA INC	000007185	5/19/2022	\$66,283.19	
		TOTAL	\$66,283.19	
SIERRA CHEMICAL COMPANY	000007171	5/19/2022	\$1,355.00	HFA, CHEMICAL & DELIVERY
			\$12,343.00	HYPO, CHEMICAL & DELIVERY
		TOTAL	\$13,698.00	
SILICON VALLEY SHELVING AND EQUIP	000007158	5/10/2022	\$2,766.90	OFFICE SUPPLIES
		TOTAL	\$2,766.90	
	000007181	5/19/2022	\$4,126.96	OFFICE SUPPLIES
		TOTAL	\$4,126.96	
SMUD	80583	5/19/2022	\$150,012.19	ELECTRICAL CHARGES
		TOTAL	\$150,012.19	
SONITROL	000007172	5/19/2022	\$11,672.66	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$11,672.66	
STACEY YANKEE	80521	5/10/2022	\$100.00	BMP REBATES
		TOTAL	\$100.00	
SUPERIOR PRINTING	0076568	5/17/2022	\$746.73	PRINTING
		TOTAL	\$746.73	
TEE JANITORIAL & MAINTENANCE	80602	5/19/2022	\$4,108.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$4,108.00	
TESCO	80585	5/19/2022	\$4,287.13	CONTRACT SERVICES
		TOTAL	\$4,287.13	
THOMAS C BENNETTS	80635	5/24/2022	\$298.00	BMP REBATES
		TOTAL	\$298.00	
TINA LYNN DESIGN	000007154	5/10/2022	\$237.50	CONTRACT SERVICES
		TOTAL	\$237.50	
ULINE SHIPPING SUPPLY SPECIALISTS	80495	5/10/2022	\$98.08	OPERATING SUPPLIES
		TOTAL	\$98.08	
	80594	5/19/2022	\$234.57	OPERATING SUPPLIES
		TOTAL	\$234.57	
UNUM	80512	5/10/2022	9 \$4,433.29	EMPLOYEE BENEFIT - LIFE INSURANCE



# AP Warrant List From: 5/1/2022 To: 5/25/2022

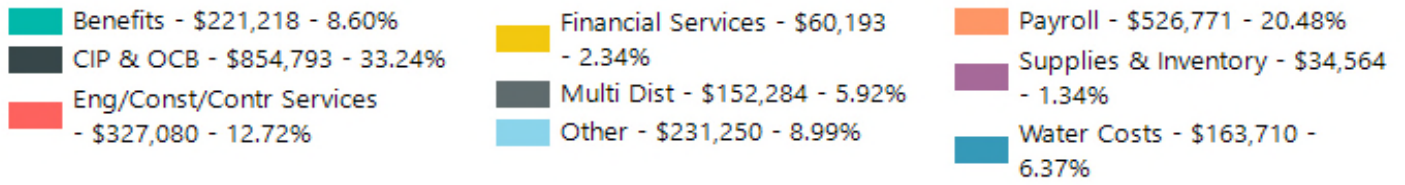
Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$4,433.29	
	80632	5/24/2022	\$4,499.37	EMPLOYEE BENEFIT - LIFE INSURANCE
		TOTAL	\$4,499.37	
US BANK CORPORATE PAYMENT SYSTEM	80443	5/4/2022	\$13,522.54	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$13,522.54	
	80490	5/10/2022	\$7,365.16	BUILDING MAINTENANCE - OFFICE & YARD
			\$2,670.18	EMPLOYMENT ADS
		TOTAL	\$10,035.34	
VALLEY OAK PRESS INC	80508	5/10/2022	\$440.00	PUBLIC RELATIONS
		TOTAL	\$440.00	
VERIZON WIRELESS/DALLAS TX	80488	5/10/2022	\$5,769.05	COMMUNICATION
		TOTAL	\$5,769.05	
WALKERS EXPRESS OFFICE PRODUCTS	80504	5/10/2022	\$974.19	OFFICE SUPPLIES
		TOTAL	\$974.19	
WALNUT INDUSTRIAL CENTER LLC	80515	5/10/2022	\$2,000.00	H&D WALNUT PARKING LOT LEASE
		TOTAL	\$2,000.00	
WASTE MANAGEMENT	000007173	5/19/2022	\$574.07	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$574.07	
WATERWISE CONSULTING, INC.	000007157	5/10/2022	\$5,225.00	CONSULTING SERVICES
		TOTAL	\$5,225.00	
WCP SOLUTIONS	80507	5/10/2022	\$597.48	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$597.48	
WEST YOST & ASSOCIATES	000007151	5/10/2022	\$10,164.50	PROJECT: WELL# N32A-C - WELLS BLENDING
		TOTAL	\$10,164.50	
	000007174	5/19/2022	\$671.25	PROJECT: Q STREET MAIN REPLACMENT
			\$29,979.50	PROJECT: WELL 80 WALNUT/AUBURN
			\$14,472.50	PROJECT: WELL 84 ANTELOPE/DON JULIO
			\$1,159.50	PROJECT: WELL N6A-REHAB/REDEVELOPE/TEST
			\$34,394.50	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
		TOTAL	\$80,677.25	
	000007189	5/24/2022	\$4,739.75	PROJECT: WATT MAIN EXTENSIION
			\$3,335.50	TEMPORARY HELP
		TOTAL	\$8,075.25	
WESTAMERICA BANK ANALYSIS FEES	0076569	5/17/2022	\$6,832.53	FINANCIAL SERVICES
		TOTAL	\$6,832.53	
WESTAMERICA CARD PROCESSING STMT	0076735	5/25/2022	\$25,411.79	FINANCIAL SERVICES
		TOTAL	\$25,411.79	
WHOLESALE TRAILER SUPPLY	80586	5/19/2022	\$134.28	EQUIPMENT MAINTENANCE SUPPLIES
		TOTAL	\$134.28	
WILLIAM SADLER	80605	5/19/2022	\$247.79	UNIFORMS
		TOTAL	\$247.79	
WOOD RODGERS ENGINEERING	80591	5/19/2022	\$31,232.50	PROJECT: WELL 78 BUTANO - PUMP STATION
			\$2,832.50	PROJECT: WELL N8 FIELD-CONTROL IMPRV
		TOTAL	\$34,065.00	
	80622	5/24/2022	\$743.25	PROJECT: MARCONI BLDG ELECTRICAL UPGRAD
			\$555.00	PROJECT: WELL 52 - MCC PANEL UPGRADE
			\$555.00	PROJECT: WELL N8 FIELD-CONTROL IMPRV
		TOTAL	\$1,853.25	
ZORO	80604	5/19/2022	10 \$7,444.83	PROJECT: WELL 32A - CA/PUMP REPAIR

# AP Warrant List From: 5/1/2022 To: 5/25/2022

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$7,444.83	
<b>GRAND TOTAL</b>			<b>\$2,571,862.92</b>	

## AP Warrant List Summary Chart



**Credit Card Expenditures  
May 2022**

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

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Proj/GLAcct</b>
AWWA	TRAINING-SHAWN CHANEY	\$100.00	05-55001
AWWA	TRAINING-KYLE JIVIDEN	\$100.00	05-55001
COSTCO	HEAT ILLNESS KIT SUPPLIES	\$290.84	05-52101
COSTCO	HEAT ILLNESS KIT SUPPLIES	\$517.02	05-52101
COSTCO	HEAT ILLNESS KIT SUPPLIES	\$79.69	05-52101
SAMS CLUB	HEAT ILLNESS KIT SUPPLIES	\$302.11	05-52101
HOME DEPOT	12-54006=\$60.11***05-52101=\$21.47***12-54008=\$96.43	\$178.01	SEE NOTE
SAFETYSIGN.COM	NFPA DIAMOND LABELS	\$512.52	06-52101
HOME DEPOT	FACILITY REPAIR SUPPLIES-CREDIT	(\$96.43)	12-54008
SMART SIGN	SAFETY SIGNAGE-WALNUT	\$34.60	05-52101
REV.COM	TRANSCRIPT SERVICES	\$112.50	05-54506
MITCHS CERTIFIED CLASS	TRAINING- TOM FOX	\$450.00	08-51406
ROUND TABLE PIZZA	ERP TABLETOP EXERCISE	\$207.26	05-55002
DLR RESORT	TRAINING-KYLE JIVIDEN	\$594.36	05-55001
DLR RESORT	TRAINING-SHAWN CHANEY	\$594.36	05-55001
DLR RESORT	TRAINING-HECTOR SEGOVIANO	\$891.54	05-55001
DLR RESORT	TRAINING-SARAH DAINS	\$891.54	03-55001
ONLC TRAINING	TRAINING-MARK TAYLOR	\$295.00	08-51407
USPS	SHIPPING	\$77.05	08-52101
ONLC TRAINING	TRAINING-MARK TAYLOR-REFUND	(\$295.00)	08-51407
O'REILLY AUTO PARTS	WIPER BLADES	\$241.21	12-54006
GLOBAL TEST SUPPLY	PRODUCTION TEST PUMP	\$895.55	06-52101
ACWA	DAN YORK REGISTRATION	\$775.00	02-55001
RALEY'S	COOKIES FOR FILED OPS MEETING	\$9.08	05-55002
SAC COUNTY	PROCESSING FEE FOR WELL CONSTRUCTION	\$145.25	14-54509
CA WATER EFFICIENCY	CALIFORNIA WATER EFFICIENCY - CALWEP.ORG (TRAINING FOR VICKI SPRAGUE)	\$257.50	13-55001
YOUR MEMBERSHIP (MISAC)	MUNICIPAL INFORMATION SYSTEMS ASSOCIATION OF CALIFORNIA (IT TECH JOB POSTING)	\$99.00	17-51402
CSDA	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (IT TECH JOB POSTING)	\$105.00	17-51402
NEOGOV 1	GOVERNMENTJOBS (IT TECH JOB POSTING)	\$199.00	17-51402
NEOGOV 2	GOVERNMENTJOBS (FACILITIES AND FLEET SPECIALIST JOB POSTING)	\$199.00	17-51402
DICE	DICE CAREER SOLUTIONS (IT TECH JOB POSTING)	\$495.00	17-51402
BROWN & CALDWELL 1	BROWN AND CALDWELL (IT TECH JOB POSTING)	\$200.00	17-51402
BROWN & CALDWELL 2	BROWN AND CALDWELL (FACILITIES AND FLEET JOB POSTING)	\$200.00	17-51402
ZOOM.US	ANNUAL FEE FOR ZOOM	\$299.80	18-54509
MICROSOFT	FEE FOR ADDITIONAL ONE DRIVE LICENSES	\$57.53	18-54509
EMIGH	SOCKET AND SCREWDRIVER ATTACHMENT	\$20.45	18-52101
	<b>Totals:</b>	<b>\$10,035.34</b>	

**Investment Activity  
May 2022**

PFM Asset Management

As of May 31, 2022

Managed Account Transactions & Interest

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Trade Date	Settlement Date	Transaction Type	CUSIP	Security Description	Coupon Rate	Principal Proceeds	Par	Accrued Interest	Total Amount
04/26/2022	05/03/2022	BUY	17252MAP5	CINTAS CORPORATION NO. 2 CORP NOTE (CALL	3.45	(84,981.30)	85,000.00	-	(84,981.30)
04/27/2022	05/04/2022	BUY	63743HFE7	NATIONAL RURAL UTIL COOP CORPORATE NOTES	3.45	(64,982.45)	65,000.00	-	(64,982.45)
05/03/2022	05/05/2022	BUY	91282CCP4	US TREASURY N/B NOTES	0.625	(316,750.00)	350,000.00	(568.02)	(317,318.02)
<b>477 BUY Total</b>						<b>(466,713.75)</b>	<b>500,000.00</b>	<b>(568.02)</b>	<b>(467,281.77)</b>
05/01/2022	05/25/2022	INTEREST	3137FQ3V3	FHMS KJ27 A1	2.092	-	28,042.08	62.40	62.40
05/01/2022	05/25/2022	INTEREST	3137BGK24	FHMS K043 A2	3.062	-	275,000.00	701.71	701.71
05/01/2022	05/25/2022	INTEREST	3137BM6P6	FHLMC SERIES K721 A2	3.09	-	92,895.24	239.21	239.21
05/01/2022	05/25/2022	INTEREST	3137FKK39	FHMS KP05 A	3.203	-	5,662.04	15.11	15.11
05/01/2022	05/01/2022	INTEREST	13077DQD7	CA ST UNIV TXBL REV BONDS	0.862	-	115,000.00	495.65	495.65
05/02/2022	05/02/2022	INTEREST	MONEY0002	MONEY MARKET FUND	0	-	-	4.08	4.08
05/04/2022	05/04/2022	INTEREST	025816CM9	AMERICAN EXPRESS CO (CALLABLE) CORPORATE	1.65	-	325,000.00	2,681.25	2,681.25
05/06/2022	05/06/2022	INTEREST	3137EAEZ8	FREDDIE MAC NOTES	0.25	-	450,000.00	562.50	562.50
05/07/2022	05/07/2022	INTEREST	3135G06G3	FANNIE MAE NOTES	0.5	-	450,000.00	1,125.00	1,125.00
05/12/2022	05/12/2022	INTEREST	023135BW5	AMAZON.COM INC CORPORATE NOTES	0.45	-	355,000.00	798.75	798.75
05/13/2022	05/13/2022	INTEREST	037833BG4	APPLE INC CORPORATE NOTES	3.2	-	600,000.00	9,600.00	9,600.00
05/15/2022	05/15/2022	INTEREST	44935FAD6	HART 2021-C A3	0.74	-	100,000.00	61.67	61.67
05/15/2022	05/15/2022	INTEREST	254683CP8	DCENT 2021-A1 A1	0.58	-	250,000.00	120.83	120.83
05/15/2022	05/15/2022	INTEREST	14317DAC4	CARMX 2021-3 A3	0.55	-	275,000.00	126.04	126.04
05/15/2022	05/15/2022	INTEREST	65478NAD7	NAROT 2018-C A3	3.22	-	12,294.27	32.99	32.99
05/15/2022	05/15/2022	INTEREST	14314QAC8	CARMX 2021-2 A3	0.52	-	145,000.00	62.83	62.83
05/15/2022	05/15/2022	INTEREST	91412HGE7	UNIV OF CAL TXBL REV BONDS	0.883	-	100,000.00	441.50	441.50
05/15/2022	05/15/2022	INTEREST	44933LAC7	HART 2021-A A3	0.38	-	95,000.00	30.08	30.08
05/15/2022	05/15/2022	INTEREST	65480BAC1	NAROT 2021-A A3	0.33	-	410,000.00	112.75	112.75
05/15/2022	05/15/2022	INTEREST	14044CAC6	COPAR 2021-1 A3	0.77	-	130,000.00	83.42	83.42
05/15/2022	05/15/2022	INTEREST	14041NFU0	COMET 2019-A2 A2	1.72	-	800,000.00	1,146.67	1,146.67
05/15/2022	05/15/2022	INTEREST	89190GAC1	TAOT 2021-B A3	0.26	-	450,000.00	97.50	97.50
05/15/2022	05/15/2022	INTEREST	91324PEC2	UNITEDHEALTH GROUP INC (CALLABLE) CORPOR	1.15	-	325,000.00	1,868.75	1,868.75
05/15/2022	05/15/2022	INTEREST	14316HAC6	CARMX 2020-4 A3	0.5	-	150,000.00	62.50	62.50
05/15/2022	05/15/2022	INTEREST	14316NAC3	CARMX 2021-1 A3	0.34	-	65,000.00	18.42	18.42
05/15/2022	05/15/2022	INTEREST	14041NFW6	COMET 2021-A1 A1	0.55	-	415,000.00	190.21	190.21
05/15/2022	05/15/2022	INTEREST	58769KAD6	MBALT 2021-B A3	0.4	-	195,000.00	65.00	65.00
05/16/2022	05/16/2022	INTEREST	380140AC7	GMCAR 2021-3 A3	0.48	-	170,000.00	68.00	68.00
05/16/2022	05/16/2022	INTEREST	362554AC1	GMCAR 2021-4 A3	0.68	-	110,000.00	62.33	62.33
05/16/2022	05/16/2022	INTEREST	36260KAC8	GMCAR 2020-4 A3	0.38	-	135,000.00	42.75	42.75
05/19/2022	05/19/2022	INTEREST	46647PBT2	JPMORGAN CHASE & CO NOTES (CALLABLE)	1.045	-	250,000.00	1,306.25	1,306.25
05/20/2022	05/20/2022	INTEREST	380144AD7	GMALT 2021-2 A4	0.41	-	50,000.00	17.08	17.08
05/20/2022	05/20/2022	INTEREST	92348TAA2	VZOT 2020-A A1A	1.85	-	139,580.80	215.19	215.19
05/20/2022	05/20/2022	INTEREST	92868VAD1	VWALT 2020-A A4	0.45	-	265,000.00	99.38	99.38
05/21/2022	05/21/2022	INTEREST	43815GAC3	HAROT 2021-4 A3	0.88	-	130,000.00	95.33	95.33
05/24/2022	05/24/2022	INTEREST	459058JM6	INTL BK RECON & DEVELOP NOTES	0.25	-	600,000.00	750.00	750.00
05/25/2022	05/25/2022	INTEREST	09690AAD5	BMWLT 2021-2 A4	0.43	-	370,000.00	132.58	132.58
05/27/2022	05/27/2022	INTEREST	3135G06H1	FANNIE MAE NOTES	0.25	-	400,000.00	500.00	500.00
05/28/2022	05/28/2022	INTEREST	04636NAA1	ASTRAZENECA FINANCE LLC (CALLABLE) CORP	1.2	-	325,000.00	1,950.00	1,950.00
05/31/2022	05/31/2022	INTEREST	912828R69	US TREASURY NOTES	1.625	-	300,000.00	2,437.50	2,437.50
<b>INTEREST Total</b>							<b>9,858,474.43</b>	<b>28,483.21</b>	<b>28,483.21</b>
05/01/2022	05/25/2022	PAYDOWNS	3137BM6P6	FHLMC SERIES K721 A2	3.09	13,330.82	13,330.82	-	13,330.82
05/01/2022	05/25/2022	PAYDOWNS	3137FQ3V3	FHMS KJ27 A1	2.092	3,880.68	3,880.68	-	3,880.68
05/01/2022	05/25/2022	PAYDOWNS	3137FKK39	FHMS KP05 A	3.203	15.83	15.83	-	15.83
05/15/2022	05/15/2022	PAYDOWNS	65478NAD7	NAROT 2018-C A3	3.22	12,241.55	12,241.55	-	12,241.55
05/16/2022	05/16/2022	PAYDOWNS	36260KAC8	GMCAR 2020-4 A3	0.38	3,804.78	3,804.78	-	3,804.78
05/20/2022	05/20/2022	PAYDOWNS	92348TAA2	VZOT 2020-A A1A	1.85	15,442.38	15,442.38	-	15,442.38
<b>PAYDOWNS Total</b>						<b>48,716.04</b>	<b>48,716.04</b>	<b>-</b>	<b>48,716.04</b>
<b>Grand Total</b>						<b>(417,997.71)</b>	<b>10,407,190.47</b>	<b>27,915.19</b>	<b>(390,082.52)</b>



## Agenda Item: 4

**Date:** June 20, 2022

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

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

### **Recommended Board Action:**

Approve the Information Technology/Disaster Recovery Policy (PL – IT 004) with changes.

### **Background:**

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 maintenance, security, protection and recovery of District electronic facilities including computers, servers, printers, scanners, software, internet, intranet, phones, copier/fax machines and all other technology-related devices and data. On March 21, 2022, the Policy was brought to the Board for its biennial review. At the April 18, 2022 regular Board meeting, a Director asked staff to review the Policy for data security and recovery best practices. Staff have reviewed and updated the Policy as directed. This Policy update was not reviewed by legal counsel.

The Policy is scheduled for Board review and approval at the June 20, 2022, regular Board meeting. However, due to the updates following the April 18 regular Board meeting, the Board had another opportunity to review the Policy and provide staff with comments by May 23, 2022. No comments have been received to date and this Policy update is being placed as a Consent Item on the June 2022 regular Board meeting agenda.

### **Discussion:**

Staff is recommending some substantial changes to the Policy. The following summarizes the proposed changes:

1. The Policy is being renamed to reflect the focus on not just disaster recovery but also data protection and security.
2. Emphasis has been added to include appropriate cybersecurity training and awareness for staff.
3. Authorized and unauthorized usage sections have been modified as the District maintains a technology usage policy.

4. The Electronic Facilities and Data Security section has been enhanced with various industry best practices.
5. The Disaster Recovery section has been updated to indicate the types of disasters District staff should be prepared to address and that District staff will maintain disaster preparedness at all times. The District maintains various electronic disaster recovery scenarios in both the District's Emergency Response Plan and IT procedures.

Both a redlined and clean version of the Policy are attached to this report for reference (Attachments 1 and 2, respectively).

**Fiscal Impact:**

There is no fiscal impact.

**Strategic Plan Alignment:**

Goal C: Ensure Fiscal Responsibility and Affordable Rates

**Attachments:**

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



Sacramento Suburban Water District

**Information Technology / Disaster Maintenance, Security, Protection and Recovery Policy**

Adopted: April 21, 2008  
Approved with Changes: ~~April 18~~ June 20, 2022

**100.00 Purpose of the Policy**

The purpose of this policy is to establish and ensure appropriate guidance for the ~~usage, support~~ maintenance, security, ~~and protection~~, and recovery 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 maintenance and support of District electronic facilities through such means as the following:

1. Investing in both staff and technology resources to ensure adequate support and maintenance of all District electronic facilities.
- ~~1-2~~ Maximizing system uniformity with standard configurations.
- ~~2-3~~ Sustaining District electronic facilities by periodic upgrades and replacements on a regular cycle.
- ~~3-4~~ 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~~ the District's Technology Use Policy (PL – IT 005).

### ~~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")~~

### ~~200.4030~~ 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, are compatible with District systems, and are purchased or developed at the best possible price.

### ~~200.5040~~ Electronic Facilities and Data Security

Appropriate hardware and, software ~~and~~ monitoring shall be in place to ensure the protection of District data as well as all District electronic facilities. Appropriate security measures will include, at a minimum, the following:

1. Maintaining protected backups of District servers and data both on and off-site.
2. Educating District staff on basic security, personal cybersecurity and methods of malicious actors and attacks. Develop a culture of cybersecurity awareness amongst staff.
3. The use of strong passwords and multi-factor authentication.
4. Utilization of tools and external resources to monitor, track, report and respond to suspicious activity within District electronic facilities.
5. Perform timely updates to software and firmware.
6. Maintain security trained IT staff and/or partnerships with 3<sup>rd</sup> party security experts.
7. 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/activity at any time.

It is the responsibility of each employee to protect District electronic facilities and data. All employees, by their use of electronic facilities, are part of the District's cybersecurity program. Each employee plays a vital role in protecting the District from cyberattacks. Cyberattacks include all methods of gaining access to District electronic facilities and data for the purpose of causing damage, harm, extortion or the stealing of District information

by means of malware, viruses, hacking, social engineering or actual physical access. The following guidelines are for all employees:

1. All District electronic facilities and data must be secured at all times by District staff and contract personnel.
2. Any loss, theft, or suspicious activity of District electronic facilities or data must be reported to the IT ~~Manager or designee~~ Department immediately.
3. Employees are to use extreme care when opening links or attachments to ensure they are free from viruses or malicious code that could infect District electronic facilities and data. Files that are downloaded from the internet or received via electronic communications must be checked with virus detection software before being opened and used.
4. Passwords are to be kept secure and employees should never share passwords with another individual. Passwords should be appropriately complex to eliminate easy guessing or deciphering. Passwords should be periodically changed.
- 2.5. All District employees will participate in cybersecurity awareness training.
- ~~3.1. 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.~~

## **200.6050 Disaster Recovery**

The District will maintain procedures and plans that will address disaster recovery from various disaster types. The District maintains an Emergency Response Plan which includes particular electronic facilities disaster response scenarios. The District will maintain additional disaster response plans to cover scenarios not part of the Emergency Response Plan. Refer to Procedure PR – IT 003 Technology Maintenance, Security, Protection and Recovery Procedure, section 700, for specific disaster recovery procedures.

The District will maintain electronic facilities disaster preparedness at all times. The District will regularly test its electronic facilities disaster preparedness. Disaster preparedness will address, at a minimum, the following situations:

1. Electrical outages
2. Loss of communications:
  - a. Network communications
  - b. Internet communications
  - c. Telephony communications
  - d. Cellular communications
  - e. Radio communications
  - f. Satellite communications
3. Data backup and recovery
  - a. On premise
  - b. Cloud based
4. Cyberattacks and data breaches
5. Virus and malware attacks
6. Data corruption
7. Hardware failures
8. Software and firmware update failures

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. The District will maintain partnerships with 3<sup>rd</sup> party electronic facilities providers to assist in system recovery in the event of a critical disaster at both primary facilities.

Specific steps for how District electronic facilities will be protected and how and when the District's critical systems will be back online will be kept as part of IT Procedure PR – IT 003 and updated as necessary.

### **300.00 Policy Review**

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

Sacramento Suburban Water District

## **Technology Maintenance, Security, Protection and Recovery Policy**

Adopted: April 21, 2008  
Approved with Changes: June 20, 2022

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### **100.00 Purpose of the Policy**

The purpose of this policy is to establish and ensure appropriate guidance for the maintenance, security, protection, and recovery 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 maintenance and support of District electronic facilities through such means as the following:

1. Investing in both staff and technology resources to ensure adequate support and maintenance of all District electronic facilities.
2. Maximizing system uniformity with standard configurations.
3. Sustaining District electronic facilities by periodic upgrades and replacements on a regular cycle.
4. 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 the District's Technology Use Policy (PL – IT 005).

## **200.30 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, are compatible with District systems, and are purchased or developed at the best possible price.

## **200.40 Electronic Facilities and Data Security**

Appropriate hardware and software monitoring shall be in place to ensure the protection of District data as well as all District electronic facilities. Appropriate security measures will include, at a minimum, the following:

1. Maintaining protected backups of District servers and data both on and off-site.
2. Educating District staff on basic security, personal cybersecurity and methods of malicious actors and attacks. Develop a culture of cybersecurity awareness amongst staff.
3. The use of strong passwords and multi-factor authentication.
4. Utilization of tools and external resources to monitor, track, report and respond to suspicious activity within District electronic facilities.
5. Perform timely updates to software and firmware.
6. Maintain security trained IT staff and/or partnerships with 3<sup>rd</sup> party security experts.
7. 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/activity at any time.

It is the responsibility of each employee to protect District electronic facilities and data. All employees, by their use of electronic facilities, are part of the District's cybersecurity program. Each employee plays a vital role in protecting the District from cyberattacks. Cyberattacks include all methods of gaining access to District electronic facilities and data for the purpose of causing damage, harm, extortion or the stealing of District information by means of malware, viruses, hacking, social engineering or actual physical access. The following guidelines are for all employees:

1. All District electronic facilities and data must be secured at all times by District staff and contract personnel.
2. Any loss, theft, or suspicious activity of District electronic facilities or data must be reported to the IT Department immediately.
3. Employees are to use extreme care when opening links or attachments to ensure they are free from viruses or malicious code that could infect District electronic facilities and data. Files that are downloaded from the internet or received via electronic communications must be checked with virus detection software before being opened and used.

4. Passwords are to be kept secure and employees should never share passwords with another individual. Passwords should be appropriately complex to eliminate easy guessing or deciphering. Passwords should be periodically changed.
5. All District employees will participate in cybersecurity awareness training.

## **200.50 Disaster Recovery**

The District will maintain procedures and plans that will address disaster recovery from various disaster types. The District maintains an Emergency Response Plan which includes particular electronic facilities disaster response scenarios. The District will maintain additional disaster response plans to cover scenarios not part of the Emergency Response Plan. Refer to Procedure PR – IT 003 Technology Maintenance, Security, Protection and Recovery Procedure, section 700, for specific disaster recovery procedures.

The District will maintain electronic facilities disaster preparedness at all times. The District will regularly test its electronic facilities disaster preparedness. Disaster preparedness will address, at a minimum, the following situations:

1. Electrical outages
2. Loss of communications:
  - a. Network communications
  - b. Internet communications
  - c. Telephony communications
  - d. Cellular communications
  - e. Radio communications
  - f. Satellite communications
3. Data backup and recovery
  - a. On premise
  - b. Cloud based
4. Cyberattacks and data breaches
5. Virus and malware attacks
6. Data corruption
7. Hardware failures
8. Software and firmware update failures

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.

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. The District will maintain partnerships with 3<sup>rd</sup> party electronic facilities providers to assist in system recovery in the event of a critical disaster at both primary facilities.

Specific steps for how District electronic facilities will be protected and how and when the District's critical systems will be back online will be kept as part of IT Procedure PR – IT 003 and updated as necessary.

**300.00 Policy Review**

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





## Agenda Item: 5

**Date:** June 20, 2022

**Subject:** 2023 Budget Preparation Timeline

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

**Recommended Board Action:**

Approval of the proposed budget timeline as set forth in Attachment 1, or as amended.

**Background:**

In 2014, the Board adopted Budget Policy PL – Fin 012 that establishes an annual budget to be prepared by staff and approved by the Board of Directors. Each year at the inception of the annual budget process, staff provides the Board with the budget schedule and certain key assumptions that are necessary to begin the Budget preparation process.

**Discussion:**

Attached for the Board’s review is the proposed schedule for developing and adopting the 2023 Calendar Year budget. Each year at the inception of the annual budget process, staff prepares a schedule of the needed budget preparation tasks and meetings with corresponding due dates. As directed by the Board in 2018, the budget is scheduled for adoption at the November regular Board meeting. This schedule provides flexibility to ensure an adopted budget is in place before year-end.

**Fiscal Impact:**

Adoption of the 2023 Calendar Year budget preparation timeline will have no effect on the District’s financial position.

**Strategic Plan Alignment:**

Goal C - Ensure Fiscal Responsibility and Affordable Rates.

**Attachments:**

1 –2023 Budget Preparation Timeline



**Date:** June 20, 2022

**Subject:** 2023 Calendar Year Budget Preparation Timeline

**Staff Contact:** Jeff Ott, Director of Finance and Administration

Below is the proposed schedule for preparation of the District’s 2023 Calendar Year Budget. The necessary preparation tasks and their corresponding due dates are detailed below. Please note the schedule presumes adoption of the Budget in November.

<u>Meeting</u>	<u>Purpose</u>	<u>Due</u>	<u>Date</u>	<u>Time</u>
<b>Board Meeting</b>	Approve Schedule	Monday	June 20	6:00 pm
Kick-Off Meeting	Staff Training	Monday	August 15	Noon
<b>Board Meeting</b>	Review Assumptions	Monday	August 15	6:00 pm
1st Draft Due	Send to Finance Dept	Friday	September 2	COB
<b>Ex Comm/CO</b>	Review 1 <sup>st</sup> Draft	Monday	September 12	9:00 am
Budget Preparers	Informed of Changes	Wednesday	September 14	Noon
<b>Board Meeting</b>	Status Report	Monday	September 19	6:00 pm
2 <sup>nd</sup> Draft Due	Send to Finance Dept	Tuesday	September 20	COB
<b>Ex Comm/CO</b>	Review 2 <sup>nd</sup> Draft	Friday	September 23	9:00 am
<b>Board Workshop</b>	Budget Presentation	Monday	October 3	6:00 pm
<b>Board Meeting</b>	Budget Presentation	Monday	October 17	6:00 pm
<b>Board Workshop**</b>	Board Presentation	Monday	November 7	6:00 pm
<b>Ex Comm/CO</b>	Review Final Draft	Thursday	November 10	9:00 am
<b>Board Meeting</b>	Approve Final Budget	Monday	November 21	6:00 pm
Budget Preparers	Final Budgets Provided	Friday	December 2	COB

\*\* If needed

Ex Comm – General Manager, Assistant General Manager & Director of Finance and Administration  
 CO – Controller  
 COB – Close of business

(Note: the budget is comprised of the Revenues and Sources of Funds, Operations and Maintenance Budget (O&M), Capital Budget (CB) which is comprised of Capital Improvements Program (CIP) and Operating Capital Program (OCP), and the Debt Service Budget.



## Agenda Item: 6

**Date:** June 20, 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, and March 21, 2022, regular Board meetings, 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**

**Standing Committees**

Audit Committee..... Kevin Thomas, Chair  
 ..... Jay Boatwright

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

**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 list)

ACWA Legal Affairs Committee ..... Ryan Bezerra

California Special Districts Association ..... Dave Jones

LAFCo Special District Advisory Committee ..... Jay Boatwright

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: 7

**Date:** June 20, 2022

**Subject:** Sacramento Groundwater Authority and Sacramento Central Groundwater Authority Consolidation Evaluation Update

**Staff Contact:** Dan York, General Manager

**Recommended Board Action:**

Information Item only, no action required.

**Discussion:**

Since mid-2020, representatives and staff of the Regional Water Authority (RWA), Sacramento Groundwater Authority (SGA), and Sacramento Central Groundwater Authority (SCGA) have evaluated options related to staffing if SGA and SCGA were to consolidate into one organization. On June 7, 2021, a joint workshop of the RWA, SGA, and SCGA Boards was held to discuss an option of a consolidated SGA and SCGA. The workshop encouraged participants to express their concerns relative to a merged organization and described a four-phase process in which concerns would be evaluated and addressed within the appropriate phase. In August 2021, the SCGA Board voted to move forward to Phase 2 to explore possible governance options of a potential consolidated organization. SGA has deferred action on Phase 2 to allow for more information to be provided on potential consolidated organization and to prioritize completion of the required Groundwater Sustainability Plan (GSP) for the North American Sub-basin.

On October 14, 2021, John Woodling, interim Executive Director, provided an overview of the SCGA at an SGA Board Workshop. Mr. Woodling described the existing governance, staffing, and financing of SCGA and the current status of the South American Sub-basin and its GSP.

A 3x3 Ad Hoc Committee was developed for the purpose to jointly explore effective and appropriate governance structures of a consolidated SGA and SCGA. The boards of SCGA and SGA are the ultimate decision makers on consolidation and the governance option. The RWA Board must authorize any needed changes to the management agreement between SGA and RWA.

The 3x3 Committee has been exploring topics including:

- Vision of the governance structure
- Criteria for evaluating structures
- Could a different legal structure provide for groundwater management, such as a community services district, potentially a memorandum of agreement, or some other structure?

- Who should be represented on a board of directors for a consolidated SGA and SCGA?

An SGA Board meeting was held on June 9, 2022. The purpose of this item at the SGA Board meeting was to explain the draft board representation and to receive input and direction from the SGA Board. Presented at the SGA Board meeting was a briefing document by the 3x3 Committee and a draft board composition, attached to this staff report as Attachment 1 and 2, respectively.

Once this particular item is at a point for a vote at an upcoming SGA/RWA Board meeting, staff will place this item on the agenda for a regular Board meeting to determine how the District's SGA Representative should vote on behalf of the District.

The 3x3 Committee is in the process of setting up 2-3 additional meetings to analyze and present various options to the SGA Board.

The 3x3 Ad Hoc Committee members are as follows:

SCGA

Chair, Paul Schubert  
Vice Chair, Dalia Fadl  
Director, Brett Ewart

SGA

Chair, Marcus Yasutake  
Vice Chair, Randy Marx  
Director, Mary Harris

RWA

Chair, Dan York  
Vice Chair, Tony Firenzi  
Director, Kerry Schmitz

**Fiscal Impact:**

Unknown at this time.

**Strategic Plan Alignment:**

**Goal B** - Optimize Operational and Organizational Efficiencies.

# Briefing Material: SCGA and SGA Consolidation

Updated 6/2/2022

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# Introduction

The purpose of this document is to outline the work plan and key issues for consideration as the boards of RWA, SCGA, and SGA make decisions regarding a potential consolidation of SGA and SCGA, with RWA serving as staff to the consolidated authority. This potential consolidation has been under consideration since 2019. The Consensus Building Institute facilitator will update this briefing document regularly.

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## 2022 Ad Hoc 3x3 Committee Members

### **SCGA**

Chair Paul Schubert

Vice Chair Dalia Fadl

Director Brett Ewart

John Woodling, Interim SCGA Executive Director

### **SGA**

Chair, Marcus Yasutake

Vice Chair Randy Marx

Director Mary Harris

### **RWA**

Chair Dan York

Vice Chair Tony Firenzi

Director Kerry Schmitz

Jim Peifer, SGA and RWA Executive Director

~~

Staff: Rob Swartz, SGA and RWA

Facilitation Team: Gina Bartlett and Sophie Carrillo-Mandel, CBI



# Process Roadmap

## Decision-Making Roadmap:

### SCGA, SGA, and RWA Shared Operations

01/19/22

#### Discussion Topics and Phases for Decision-Making

*The recommended approach anticipates boards' decisions to proceed to subsequent phases and finalizing the whole package in Phase 4.*

#### Phase 1

Assessment: issues and questions

Vision for ideal organization

Decision-making timeline

#### Phase 2

Governance structures and options

- Representation
- Voting
- Public Involvement

Criteria for evaluating options

#### Phase 3

Staffing, funding, cost structure

Package governance, staffing, funding

#### Phase 4

Legal structure and documentation

Approval process



# Ad Hoc 3x3 Meetings and Anticipated Topics

Dates	Anticipated Discussion Topics
1 3/16 at 1	Committee organization: operating guidelines and process road map Vision for consolidated entity
2 4/6 at 9	Criteria to weigh options Discuss roles and responsibilities and public involvement for effective groundwater management Prepare to brief Boards
4/7 at 9	SGA Board Meeting - <i>provide high level briefing</i>
4/13 at 9	SCGA Board Meeting – <i>provide high level briefing</i>
3 4/20 at 9	Discuss Board feedback Revisit vision statement Continue discussing roles, responsibilities, and potential structure Prepare to brief Boards on Criteria and Roles and Responsibilities
5/17 at 9:30	SGA Board Special Meeting or <i>Vision, Criteria, Roles and Responsibilities, Options Discussion</i>
4 5/18 at 9	Discuss any Board feedback Develop proposal for potential structure Begin discussing board representation and voting
5 5/24 at 3	Discuss board representation Decide on next steps
6 6/2 at 8	Discuss board representation and voting Craft governance proposal for Boards' consideration
	<b>Submit Governance Structure(s) to Boards for Consideration</b>
6/8 at 9	SCGA Board Meeting
6/9 at 9	SGA Board Meeting
7/7 at 9	RWA Board Meeting

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# Vision for a Consolidated Entity – Working Proposal

On 4/20/22, the 3x3 agreed to this vision statement as its working proposal. The Committee also discussed during its inaugural meeting on 3/16/2022. The Committee recognized that a new entity would need to undergo strategic planning and develop its own mission, vision, and goals. The purpose of the vision is to serve as a “north star” for considering governance options for the consolidated entity.

***Sustainably and cost effectively manage groundwater to support the regional economy, environment, and quality of life and collaboratively govern with representation and engagement of water suppliers and stakeholders in the North and South American Sub-basins.***

## Additional Concept for Consideration

Integrated Resource Management: Mindful of how climate change, the demand for reliable safe water, and surface water availability can create either opportunities or pressure on effective groundwater management.

---

# Criteria to Weigh Governance Options

The purpose of these criteria is to reflect the collective interests of the Authorities and assist in understanding and weighing governance structure proposals. *The Ad Hoc 3x3 Committee discussed and generally supported these concepts during its 4/6/22 meeting.*

**Effective regional groundwater coordination:** Facilitates sustainable groundwater coordination and management in the North and South American Subbasins, including successful SGMA implementation and groundwater banking.

**Representative, yet nimble:** Structure encompasses beneficial users of groundwater, but is small enough to make decisions efficiently.

**Opportunity for stakeholder engagement:** Creates an opportunity for stakeholder engagement in sustainable groundwater management.

**Cost efficient:** Provides for operational efficiencies and cost savings.

**Organizational integration:** Integrates Boards' and organizational cultures. Draws on staff expertise effectively.

**JPA signatories' support:** Current signatories as well as future (if a JPA would be the structure moving forward).

**Manages likely legal / financial risks or liability**

---

# Governance under Exploration

## Option 2: Establish Single Board

(Either combining existing boards or a reconfiguration)



### Board Responsibilities

- Approve annual budgets and report
- Approve staffing levels
- Assess fees
- Approve audits
- Approve contracts
- Serve as GSA Board for each subbasin
- Adopt GSP updates
- Approve policies
- Responsible basin management
- Can form committees, including one for each subbasin

## Board Composition Proposal

This proposal combines the existing boards and trims a few seats. Grey boxes would not have board seats in the proposal. Yellow boxes represent change.

Full Combined Board	Working Proposal	Comment
<b>Entity</b>	<b>Entity</b>	
California American Water	California American Water	
Carmichael Water District	Carmichael Water District	
Citrus Heights Water District	Citrus Heights Water District	
City of Citrus Heights	City of Citrus Heights	
City of Elk Grove	City of Elk Grove	
City of Folsom	City of Folsom	
City of Rancho Cordova	City of Rancho Cordova	
City of Sacramento	City of Sacramento	
County of Sacramento	County of Sacramento	One seat combines with SCWA
Del Paso Manor Water District	Del Paso Manor Water District	
Elk Grove Water District	Elk Grove Water District	
Fair Oaks Water District	Fair Oaks Water District	
Golden State Water Company	Golden State Water Company	
Natomas Central Mutual WC	Natomas Central Mutual WC	
Orange Vale Water Company	Orange Vale Water Company	
Rio Linda Elverta CWD	Rio Linda Elverta CWD	
Sacramento County Water Agency	County of Sacramento / Sacramento County Water Agency	
Sacramento Suburban Water District	Sacramento Suburban Water District	
San Juan Water District	San Juan Water District	
Sac Regional Sanitation District	Sac Regional Sanitation District	Alternate Supplier. May need to reconsider after OHWD annexation
Agriculture	Agriculture	GW User
Agricultural-Residential	Agricultural-Residential	GW User
Conservation Landowners	Conservation Landowners	GW User/ Landowner
Public Agencies Self-Supplied	Public Agencies Self-Supplied	Drop and combine into self-supplied CII
Self-Supplied Industry	Self Supplied Commercial/Industrial/Institutional (CII)	
25 Seats	19 Seats	
14 Potable Water Suppliers	14 Potable Water Suppliers	
1 ag water supplier	1 ag water supplier	
1 recycled water supplier	1 recycled water supplier	
5 self supplied	4 self supplied	

## Voting

SCGA voting requires simple majority for approvals. For the budget, all five JPA signatories must vote “yes” on the budget.

SGA is a simple majority for most votes with two exceptions:

- For the administrative costs, two majority votes must pass: (1) simple majority of the voting members and (2) a majority vote weighted according to the financial contribution of members.
- For water costs, two majority votes must pass: (1) simple majority of the voting members and (2) a majority vote weighted on the basis of water production (defined in JPA).

## Potential Features depending on Board Composition

Briefing JPA Members / Land Use Agencies

- Process to be decided. Conduct outreach and collaborate with land use agencies on issues for which SGA has combined but distributed responsibilities. It may include joint presentations to Boards and Councils and collaboration with planning and permitting departments.

Board Code of Conduct

- Code would provide guidance on best practice for engaging in board meetings and operating under the Brown Act.
- Board members would commit to the code of conduct and hold one another accountable to comply and engage with the framework.

Governance Refinement over Time

- The board would form a subcommittee to support organizational integration and consider modifications to the governance structure over the first 2-3 years. The subcommittee might consider further reducing the size of the board, depending on function and board observations. The governing board would be the final decision maker on any modifications.

Pros / Cons of Option 2: Single Board		
<i>Topic-specific subcommittees would be the forum for regional issues and stakeholder engagement</i>		
Pros	Cons	Other Considerations
<ul style="list-style-type: none"> <li>▪ Easier to keep board informed</li> <li>▪ Potentially more streamlined structure</li> <li>▪ Likely most cost-effective</li> <li>▪ Could modify existing JPA; the existing JPAs have been efficient and worked well</li> </ul>	<ul style="list-style-type: none"> <li>▪ Would require large and possibly duplicative board to represent all the representative interests</li> <li>▪ Concern for less (or diluted) local control and engagement in technical issues</li> <li>▪ Requires delegation of authority to non-public agencies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Board could form topic-specific committees</li> <li>▪ “Roll call” system could provide regional emphasis</li> <li>▪ Can add “guardrails” to address specific interests / concerns associated with JPA as legal structure</li> <li>▪ New entity could incorporate or adopt SGMA authorities</li> <li>▪ If two subbasins combine, there may be justification to</li> </ul>

		combine the whole Sacramento Valley basin – where are the “firewalls”?
--	--	------------------------------------------------------------------------

### Weighing Option against Criteria

Criteria	Option 2 – Single Board
<b>Effective regional groundwater coordination</b>	Enhances coordination because the staff are working together under the same entity. Cross-boundary issues would be managed cohesively.
<b>Representative, yet nimble</b>	Board would be representative. One board rather than board and councils (option 1) would be simplified.
<b>Opportunity for stakeholder engagement</b>	The entity could for committees to solicit input on activities.
<b>Cost efficient</b>	The staffing proposal demonstrates that a consolidated entity would be more cost efficient than independent.
<b>Organizational integration</b>	One board would address organizational issues. Staff would have common leadership rather than separate.
<b>JPA signatories’ support</b>	To be determined.
<b>Manages likely legal / financial risks or liability</b>	Entity would develop an annual budget with consideration for subbasins for board approval.



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# Legal Agreements / Structures

The following summarizes information and ongoing feedback on potential legal agreements / structures for the consolidated entity, should it be approved to proceed.

## Community Services District (CSD)

An SGA Board member recommended a CSD to serve as the legal entity under Option 3, SGMA Model.

A CSD would not be a viable option since it is for unincorporated areas of a county and would not include municipalities.

Community Services Districts are a form of independent local government used to provide services in unincorporated areas of a county. A CSD may span unincorporated areas of multiple cities and/or counties. A CSD may issue bonds or form an improvement district for the purpose of issuing bonds, as any City or County might do. Any bond issuance or other long-term debt will require a 2/3rds majority approval of registered voters residing within the CSD. Source:

<http://www.californiataxdata.com/pdf/CSD.pdf>

A CSD cannot be formed without a two-thirds majority vote of residents living within the proposed boundaries.

Property owners pay fees to the CSD for services provided.

## Joint Powers Agreement (JPA)

- JPAs can only exercise common powers of member public agencies.
- The existing JPAs have been stable and served the region well for many years.
- The existing SGA JPA could be refined to serve the consolidated entity.
- SGA JPA of the public entities provides for regulating groundwater well permitting (SGMA does not) and water quality.
- JPA agreements can be refined to address concerns and new developments under consideration.
- Members of the JPA can delegate authority to provide for non-public agencies to serve on the governing board (as it is now for both SGA and SCGA).

## Memorandum of Agreement / Understanding (MOA / MOU)

- Non-public agency members could join an MOU if supported by other members.
- Decision making under MOA: To adopt a GSP under an MOU would require approval and legal review from each member agency. (In contrast, under SGA or SCGA JPA, the board is independent and can approve as a single entity.)
- Stability of MOU is a concern. If an MOA participant withdraws, this leaves a gap in management area of the subbasin. Clarification made that leaving an MOU is somewhat easier than leaving a JPA.

# Board Member Representation across Authorities

Agency	SGA	SCGA	Appointing JPA Signatory
California American Water	Member	Member	Sacramento City Council (SGA) Sacramento County Board of Supervisors (SCGA)
Carmichael Water District	Member		Sacramento County Board of Supervisors
Citrus Heights Water District	Member		Citrus Heights City Council
City of Elk Grove		Member	Elk Grove City Council
City of Folsom	Member	Member	Folsom City Council
City of Rancho Cordova		Member	Rancho Cordova City Council
City of Sacramento	Member	Member	Sacramento City Council
Del Paso Manor Water District	Member		Sacramento City Council
Elk Grove Water District/FRCD		Member	Elk Grove City Council
Fair Oaks Water District	Member		Sacramento County Board of Supervisors
Golden State Water Company	Member	Member	Sacramento City Council (SGA) ( <i>north of river</i> ) City of Rancho Cordova (SCGA) ( <i>south of river</i> )
Natomas Central Mutual Water Company	Member		Sacramento City Council
Orange Vale Water Company	Member		Sacramento County Board of Supervisors
Rio Linda/Elverta Community Water District	Member		Sacramento County Board of Supervisors
Sacramento County Water Agency	Member		Sacramento County Board of Supervisors (SGA)
Sacramento County		Member	Sacramento County Board of Supervisors
Sacramento Suburban Water District	Member		Sacramento City Council
San Juan Water District	Member		Sacramento County Board of Supervisors
Sacramento Regional County Sanitation District		Member	Sacramento County Board of Supervisors
Interest Group	SGA	SCGA	Appointing JPA Signatory
Agricultural-Residential		Member	Sacramento County Board of Supervisors
Agriculture	Member	Member	Sacramento County Board of Supervisors
Self-Supplied Industry	Member	Member	Sacramento City Council (SGA) Sacramento County Board of Supervisors (SCGA)
Conservation Landowners		Member	Sacramento County Board of Supervisors
Public Agencies Self-Supplied		Member	Sacramento County Board of Supervisors

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# Existing Joint Powers Agreement Signatories

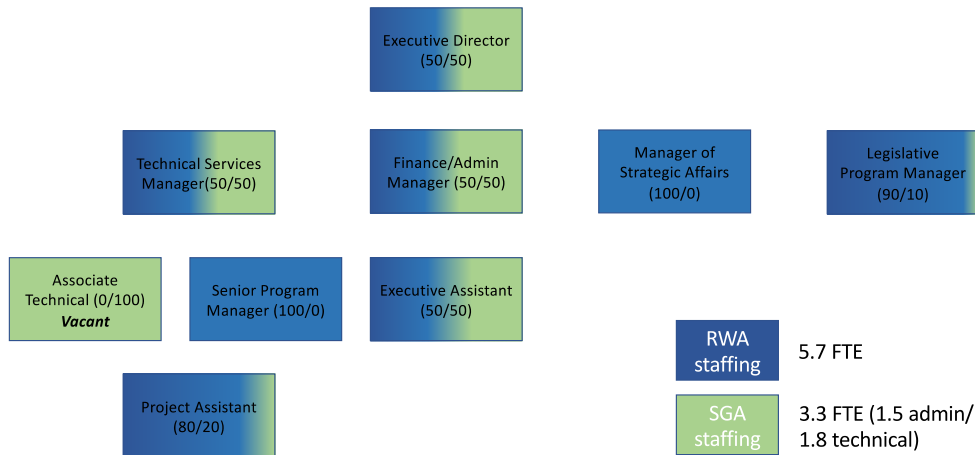
SGA JPA Signatories	SCGA JPA Signatories
Sacramento County*	Sacramento County
City of Folsom	City of Folsom
City of Sacramento	City of Sacramento
City of Citrus Heights*	
	City of Elk Grove
	City of Rancho Cordova

\*Appointing entity. No-board seat.

# Staffing Concept – Working Proposal

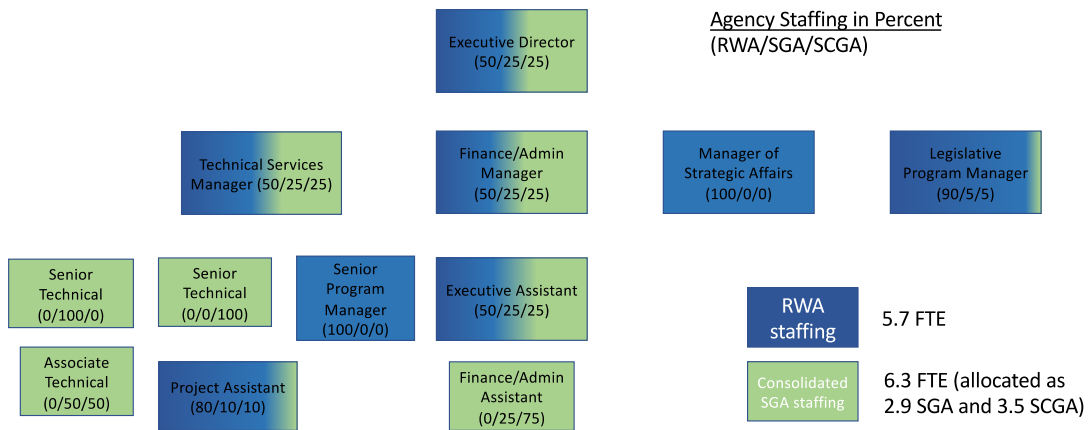
These staffing considerations are based on the recommendations of the “3x3 RWA-SCGA-SGA Ad Hoc Committee” (3x3 Committee) convened from August to December of 2020 to contemplate staffing issues and options. The outcomes of the 3x3 Committee’s deliberations were presented in December 2020 – January 2021. SGA / RWA staff member Rob Swartz presented this same proposed staffing structure to the SGA board on Jan 25, 2022, included here for easy reference.

## Current RWA and SGA Staffing SGA



Presented to SGA Board 01/25/2022

## Potential RWA and Combined SGA Staffing SGA



Presented to SGA Board 01/25/2022

# Cost Estimates – Working Proposal

Staff presented this potential cost estimate to the SGA Board on Jan. 25, 2022. For the purposes of developing a governance structure proposal in Phase 2, the Boards will assume that this staffing model / cost estimate is the working proposal. In Phase 3 Funding would likely be generated via dues and grants. A detailed funding plan would be developed as part of the package for consideration.

## Budget Comparison



### Current

Staffing	RWA	SGA
Executive Director	50%	50%
Technical Services Manager	50%	50%
Senior Technical - North American		
Senior Technical - South American		
Senior Program Manager (WEP)	100%	
Associate Specialist		100%
Project Assistant	80%	20%
Finance/Admin Manager	50%	50%
Executive Assistant	50%	50%
Finance/Admin Assistant		
Manager of Strategic Affairs	100%	
Legislative Program Manager	90%	10%
<b>FTE</b>	<b>5.7</b>	<b>3.3</b>
<b>Estimated FY23 Loaded Labor Costs</b>	<b>\$ 1,322,058</b>	<b>\$ 715,478</b>



1.8 technical staff

### Potential

Staffing	RWA	SGA	SCGA
Executive Director	50%	25%	25%
Technical Services Manager	50%	25%	25%
Senior Technical - North American		100%	
Senior Technical - South American			100%
Senior Program Manager (WEP)	100%		
Associate Specialist		50%	50%
Project Assistant	80%	10%	10%
Finance/Admin Manager	50%	25%	25%
Executive Assistant	50%	25%	25%
Finance/Admin Assistant		25%	75%
Manager of Strategic Affairs	100%		
Legislative Program Manager	90%	5%	5%
<b>FTE</b>	<b>5.7</b>	<b>2.9</b>	<b>3.4</b>
<b>Estimated FY23 Loaded Labor Costs</b>	<b>\$ 1,322,058</b>	<b>\$ 632,739</b>	<b>\$ 698,739</b>

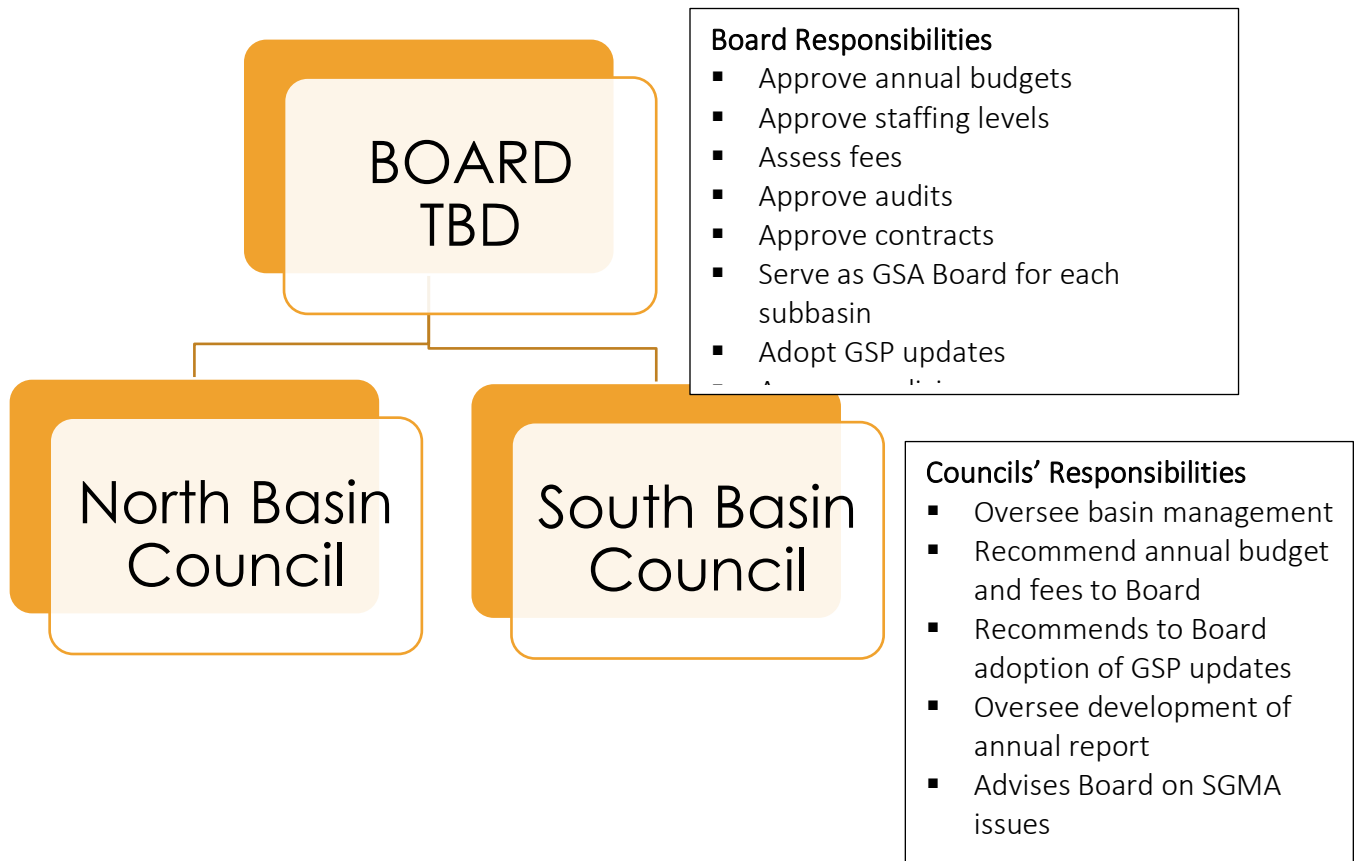


1.9 technical staff

Presented to SGA Board 01/25/2022

# Options Explored by 3x3

Option 1: Establish Board with active Subbasin Councils  
(Either combining existing boards or a reconfiguration)



Pros / Cons of Option 1: Board with Active Subbasin Councils		
<i>Subbasin councils would provide a forum for subbasin-specific groundwater issues and targeted stakeholder engagement</i>		
<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>▪ Subbasin councils provide in-depth discussion forum on specific GW issues</li> <li>▪ Basin councils retain expertise</li> <li>▪ Preserves some functional elements of SGA &amp; SCGA</li> <li>▪ Allows flexible response to local needs</li> </ul>	<p><b>Cons</b></p> <ul style="list-style-type: none"> <li>▪ Bifurcation does not necessarily support co-managing groundwater resources to the benefit of everyone</li> <li>▪ Potential inefficiencies with multiple authorities and meetings</li> <li>▪ Complication identifying what issues apply to only one basin vs. both basins</li> </ul>	<p><b>Other Considerations</b></p> <ul style="list-style-type: none"> <li>▪ Current JPA could change</li> <li>▪ Shared staff and coordinated meetings would help with consistency of information</li> <li>▪ Would representatives that pump from both basins have more votes or power?</li> </ul>

### Option 3 “SGMA Model” - Eliminate existing JPA Authority and Re-form under SGMA

**Option 3-MOA:** Memorandum of Agreement would serve as the legal agreement to form the entity.

**Option 3-JPA:** A JPA would serve as the legal agreement to form the entity. A JPA would require an additional agreement with investor-owned utilities.

**Option 3-CSD:** Entities would seek to form an independent Community Services District to serve as the legal entity.

Pros and Cons of Option 3: SGMA Model		
The 3x3 will continue to explore the pros and cons of these options with the Authorities’ Boards.		
Pros	Cons	Other Considerations
<ul style="list-style-type: none"> <li>▪ Could eliminate some of the minor inconsistencies between SGMA authority and existing JPA limitations</li> <li>▪ Under MOA, participants would have more flexibility in appointing representatives</li> </ul>	<ul style="list-style-type: none"> <li>▪ Under MOU, each participating entity must approve the GSP and implementation plan – reducing efficiency and increasing uncertainty</li> <li>▪ Forming a new entity would be a very heavy lift and might not provide more benefits than other options</li> <li>▪ Concern that forming a new entity is outside SCGA Board’s direction on consolidation</li> <li>▪ Under MOU, would lose police powers on well permitting provided for under JPA</li> </ul>	<ul style="list-style-type: none"> <li>▪ A MOA or CSD would likely dissolve PERS benefits for current SCGA employees</li> <li>▪ A JPA may allow employees to still be classic CalPERS employees (like in transition from Sac Metro Water Authority to RWA) and fulfill intent of SGMA model</li> <li>▪ A new entity could have a separate contract on liabilities (retirement, benefits, unfunded liability costs)</li> </ul>

## Option 4: Subscription Model

The RWA’s JPA allows for the creation of subscription programs between two or more RWA members. Under a subscription program, the RWA would provide staffing services to provide groundwater management activities. Under this proposal, the RWA Board of Directors would be in charge of employees performing those services, and ultimately in charge of the work that is performed for groundwater management activities in the SCGA area.

Pros and Cons of Option 4: Subscription Model		
The 3x3 will continue to explore the pros and cons of these options with the Authorities’ Boards.		
<b>Pros</b> <ul style="list-style-type: none"> <li>Would provide staff to SCGA without requiring a consolidation</li> </ul>	<b>Cons</b> <ul style="list-style-type: none"> <li>SCGA board approved consolidation as the path forward</li> </ul>	<b>Other Considerations</b> <p>Would SCGA members create a GSA under an MOU or would RWA become a GSA?</p>

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## Other Options Considered and Rationale for Setting Aside

### “Triangle” Option – RWA provides Staff to SGA and SCGA

This option is not feasible because the complexity of the staffing necessary to manage a third organization. Costs would increase. This option would necessitate a separate membership in PERS with a different retirement formula for a subset of staff that would be problematic.



## Timeline of Activities to Date

Timeline	Major Activities
May 17, 2022	SGA Board Special Meeting to review Ad Hoc Committee work to date
March-May 2022	3x3 Ad Hoc Committee Meetings
Jan. 25, 2022	SGA Board votes to move to Phase 2 governance
Aug. 12, 2021	SGA Board Workshop
Aug. 11, 2021	SCGA Board votes to move to Phase 2 governance
June 7, 2021	Joint Board Workshop on assessment and process recommendations
April-June 2021	Consensus Building Institute conducts independent issue assessment via interviews and Tri-Board (RWA, SCGA, SGA) Workshop
March 2021	Secure DWR funding and hire impartial facilitation services from the Consensus Building Institute
Dec 2020 to Jan 2021	3x3 Report - Presentations on Staffing to RWA, SGA and SCGA
Aug to Dec 2020	3x3 members <sup>(1)</sup> (chair, vice chair, +1 from each authority) discuss proposed staffing for SCGA
July 2020	RWA-SGA-SCGA MOU approved and “3x3” Committee convened
March 2020	Water Forum White Paper presented to SCGA
December 2019	RWA presents to the SCGA Board on RWA staffing for SGA
August 2019	Established “2x2” meetings (Chair and Vice Chair of the authorities) to begin discussing the potential to have the RWA provide staffing to SCGA
2019	SCGA prepares a strategic plan that includes provisions to: <ul style="list-style-type: none"> <li>▪ “Consider status quo, merger with SGA, or other measures to most effectively and efficiently govern”</li> <li>▪ “Create new governance to foster independence, transparency, accountability, and cost efficiency as it relates to the long term management of the basin.”</li> </ul>

(1)

### 2020 Ad Hoc 3x3 Committee Members

**RWA:** Kerry Schmitz (Sacramento County Water Agency), Sean Bigley (City of Roseville) , Cathy Lee (Carmichael Water District)

**SGA:** Caryl Sheehan (Citrus Heights Water District), Brett Ewart (City of Sacramento), Robert Reisig (Rio Linda Elverta Community Water District)

**SCGA:** Todd Eising (City of Folsom), Paul Schubert (Golden State Water Co.), Dalia Fadl (City of Rancho Cordova)

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## [3x3] Ad Hoc Committee Operating Guidelines

### SCGA - SGA – RWA

Updated 5/24/2022 Prepared by Senior Mediator Gina Bartlett, CBI

*On May 24, the 3x3 Ad Hoc Committee refined to better reflect the Committee's intent. On March 16, 2022, the 3x3 Ad Hoc Committee agreed to work under the original guidelines.*

#### Intent

The purpose of the 3x3 Ad Hoc Committee is to jointly explore effective and appropriate governance structures for the consolidation of SGA and SCGA. The boards of SCGA and SGA are the ultimate decision makers on consolidation and the governance option. The RWA Board must authorize any needed changes to the management agreement between SGA and RWA.

The 3x3 will serve as a representative group to anticipate issues to be considered in developing governance proposals. Staff in cooperation with the facilitator will develop the governance proposal(s) for the boards to consider that reflect the insights of the Ad Hoc 3x3 Committee.

#### Tasks

The primary tasks of the Ad Hoc 3x3 Committee are to:

- ✦ Help develop vision for a consolidated entity.
- ✦ Identify criteria to evaluate governance options considering board feedback to date.
- ✦ Discuss governance structure options, including representation, voting, and public involvement.
- ✦ Vet and refine governance options with the three boards, refining the proposals for governance based on feedback received.
- ✦ Submit governance proposal to the SGA and SCGA boards by June 2022.

#### Meetings and Schedule

Staff have scheduled six meetings, every two weeks for 75 minutes. The goal is to craft a governance proposal by June 2022.

## Roles and Responsibilities

### *Board Members*

Board members can jointly explore but must independently evaluate options and proposals. Ultimate decision making is with each board, following board protocols. Ad Hoc 3x3 Committee members along with the Executive Directors will regularly update each Authority.

### *Executive Directors*

Per the MOU, the Executive Directors of SGA, RWA, and SCGA will participate in the committee.

### *Staff*

Staff will provide technical expertise and supportive information.

### *Facilitator*

The Consensus Building Institute (CBI) will provide impartial facilitation services and guidance on governance structures. The primary role of the facilitator is to work with all the parties to ensure the process is credible and effective. The facilitator will organize the process, developing a work plan, designing meetings, and guiding the group toward its desired outcomes. The facilitator may identify and synthesize points of agreement, assist in building consensus, and serve as a confidential communication channel for participants. CBI also works with organizations designing governance structures and can share best practices and examples with the Ad Hoc.

### *Decision Making*

The Ad Hoc 3x3 Committee will strive for consensus outcomes and proposals where possible, recognizing that each Authority board retains full decision-making autonomy. The definition of consensus spans the range from strong support to neutrality, to “I can live with it,” to abstention.

When exploring the level of support for any proposal, the facilitator will check with each Authority as an entity.

If the Ad Hoc 3x3 Committee does not agree on a particular issue, staff and the facilitator will write up the viewpoints as appropriate and present to the boards for decision.

### *Process Agreements*

The following process agreements will guide the Ad Hoc 3x3 Committee’s work.

**Everyone agrees to factor in existing information that has been presented to boards.** Staff have presented detailed information and numerous proposals, including most recently, a staffing and funding proposal to the boards of the Authorities. The Ad Hoc will build on previous boards’ conversations and proposals and refrain from revisiting options that have already been “set aside” unless compelling or new information has emerged. For this phase, the Ad Hoc will assume that the staffing and funding structure, presented during the SGA Board meeting on Jan

25, 2022, is the working model. Once governance is decided, staff may revisit the staffing and funding proposal and present to the boards as part of Phase 3.

**Everyone agrees to address the issues and concerns of the three boards, to the extent that those issues and concerns are understood.** For the process to be successful, committee members acknowledge the issues and concerns of the Authorities and will attempt to craft a proposal that is responsive. When unable to be responsive to a particular issue, the Ad Hoc will document and continue its work, recognizing that the boards of the Authorities will ultimately decide on the governance structure and consolidation.

### Working Agreements

**All ideas and points of view have value.**

**Focus on the work at hand:** Thank you in advance for staying focused on the task set in the meeting and attempting to move the process forward.

**Take Space. Make Space.**

**Honor the overall timeline of this effort and each meeting:** The goal is to use the Ad Hoc 3x3 Committee's time as effectively as possible. Participants will strive to be concise and follow the process.

## Board Composition Proposal

This proposal combines the existing boards and trims a few seats. Grey boxes would not have board seats in the proposal. Yellow boxes represent change.

Full Combined Board	Working Proposal	Comment
<b>Entity</b>	<b>Entity</b>	
California American Water	California American Water	
Carmichael Water District	Carmichael Water District	
Citrus Heights Water District	Citrus Heights Water District	
City of Citrus Heights	City of Citrus Heights	
City of Elk Grove	City of Elk Grove	
City of Folsom	City of Folsom	
City of Rancho Cordova	City of Rancho Cordova	
City of Sacramento	City of Sacramento	
County of Sacramento	County of Sacramento	One seat combines with SCWA
Del Paso Manor Water District	Del Paso Manor Water District	
Elk Grove Water District	Elk Grove Water District	
Fair Oaks Water District	Fair Oaks Water District	
Golden State Water Company	Golden State Water Company	
Natomas Central Mutual WC	Natomas Central Mutual WC	
Orange Vale Water Company	Orange Vale Water Company	
Rio Linda Elverta CWD	Rio Linda Elverta CWD	
Sacramento County Water Agency	County of Sacramento / Sacramento County Water Agency	
Sacramento Suburban Water District	Sacramento Suburban Water District	
San Juan Water District	San Juan Water District	
Sac Regional Sanitation District	Sac Regional Sanitation District	Alternate Supplier. May need to reconsider after OHWD annexation
Agriculture	Agriculture	GW User
Agricultural-Residential	Agricultural-Residential	GW User
Conservation Landowners	Conservation Landowners	GW User/Landowner
Public Agencies Self-Supplied	Public Agencies Self-Supplied	Drop and combine into self-supplied CII
Self-Supplied Industry	Self Supplied Commercial/Industrial/Institutional (CII)	
25 Seats	19 Seats	
14 Potable Water Suppliers	14 Potable Water Suppliers	
1 ag water supplier	1 ag water supplier	
1 recycled water supplier	1 recycled water supplier	
5 self supplied	4 self supplied	



## Agenda Item: 8

**Date:** June 20, 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 the below listed property for the purposes of operation and maintenance of distribution system pipeline and related appurtenances for the listed projects:

- KB Home Sacramento, Inc., Sacramento, California (New Development project).

**b. Bureau of Reclamation Tour – Sacramento Region Groundwater Bank**

Regional Water Authority (RWA) initiated and coordinated a field trip with Bureau of Reclamation (Reclamation) staff to visit the District's Antelope Reservoir facility as well as an Aquifer Storage and Recovery (ASR) facility. The subject tour occurred on May 25, 2022. The purpose of the field trip was to provide Reclamation a visual of the infrastructure utilized for conjunctive use programs and ASR. The field trip began at the District's Antelope Reservoir facility. There was a one hour presentation by RWA and a presentation by the District on its conjunctive use program. The District then showcased its pressure reducing facility that receives surface water through the Cooperative Transmission Pipeline and Antelope Transmission Pipeline. Also, showcased was the Antelope Pumpback facility. The field trip ended at one of the City of Roseville's ASR facilities.

**c. Directors' Compensation and Expense Reimbursement Policy Update**

For the purpose of increasing the Board's meeting stipend, staff are preparing an ordinance, staff report and Public Hearing materials for presentment to the Board at the July 18, 2022 regular Board meeting. Per Water Code section 20203, there must be a Public Hearing on a director compensation ordinance. Notice of that Public Hearing must be published in accordance with Government Code section 6066. The 14-calendar day publication period must end no later than the day before the scheduled Public Hearing. The ordinance cannot take effect for 60 days after it is enacted. This "waiting period" is built in because of the authorization in Water Code section 20205 for a citizen referendum to challenge and set aside the ordinance. Staff are preparing the Notice of Public Hearing to be published starting July 1, 2022, with the publishing period ending July 15, 2022, just prior to the July 18 regular Board meeting. The Public Hearing will be held at the July 18 regular Board meeting. The 60 day waiting period for any referendum will expire on September 16, 2022, just prior to the September regular Board meeting. Staff will bring the updated Directors' Compensation and Expense Reimbursement

General Manager's Report

June 20, 2022

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Policy to the August regular Board meeting for review and then to the September 19 regular Board meeting for potential approval. The new stipend, if enacted, will be effective starting September 19, 2022, which is the start of a new payroll cycle. The annual increases, which are not allowed to exceed 5.0% per year, will take effect starting the first payroll cycle in January of each year, starting in 2023.



## Agenda Item: 9

**Date:** June 20, 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 April 30, 2022. More detailed information can be found in the following attached financial reports:

- Financial Statements – April 2022
- Budget to Actual Reports – April 2022

### Financial Statements

#### Financial Highlights – April 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

	Year-To-Date 4/30/2022	Year-To-Date 4/30/2021
<b>LIQUIDITY</b>		
Cash and cash equivalents	\$13,230,668.00	\$14,216,158.18
<b>INVESTMENT</b>		
Investments	38,858,938.13	39,817,785.22
<b>ACCOUNT RECEIVABLE</b>		
Account Receivable	3,903,073.90	3,779,760.32
<b>CAPITAL ASSETS</b>		
Property, plant and equipment	525,772,033.49	508,726,860.38
Accumulated depreciation	(216,482,193.08)	(203,643,575.14)
	<b>309,289,840.41</b>	<b>305,083,285.24</b>



**LIABILITIES**

Long Term Debt	<b>(60,896,502.30)</b>	<b>(70,640,943.80)</b>
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**NET POSITION**

Net Position	<b>285,617,655.08</b>	<b>277,731,334.36</b>
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**Statements of Revenues, Expenses and Changes in Net Position**

	Year-To-Date 4/30/2022	Year-To-Date 4/30/2021
<b>NET INCOME</b>		
Operating Revenue	14,693,977.53	14,200,567.55
Operating Expense	(5,795,111.20)	(5,673,832.19)
Other, Net	(6,982,767.66)	(2,900,044.58)
	<b>1,916,098.67</b>	<b>5,626,690.78</b>

Key information from this report indicates the District's cash balance as well as investments are \$1.0 million less than on April 30, 2021; long-term debt has decreased by \$9.7 million; and net position has increased by \$7.9 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, staff is anticipating a decrease in outstanding receivables as the District resumes collections activities in May 2022. Accounts receivable have increased \$0.1 million to \$3.9 million as of April 30, 2022, from April 30, 2021. Operating revenues increased \$0.5 million, operating expenses increased \$0.1 million and other, net other revenues/(expenses) increased \$4.1million, year to date compared to the same period a year ago. Operating revenues increased primarily due to a 3.0% increase in rates that took effect January 1, 2022. Fixed charges increased approximately \$0.2 million and usage charges increased approximately \$0.3 million from 2021. Operating expense increase is primarily related to \$0.2 million increase in purchased water, as surface water was available during January to April. Other, net revenues/(expenses) increased primarily related to a \$2.2 million reduction in capital contributions (capacity fees and developer contributions), \$0.4 million increase in interest expense and debt related costs primarily related to costs of issuance for the revenue refunding bonds series 2022A and series 2022B, and \$1.3 million decrease in the fair market value of the investment portfolio related to rising interest rates.

**Budgets:**

<b>Budget Item</b>	<b>Actual Amount</b>	<b>Budget Amount</b>	<b>Variance</b>
Revenues and Sources of Funds	15,040,372	14,727,960	312,412
Operations and Maintenance	5,795,111	7,491,229	1,696,118
Capital Expenditures *	4,820,776	31,384,076	26,563,300
Debt Service - Swap Termination	5,642,000	5,642,000	-
Debt Service - P & I	583,556	665,656	82,100

\*Capital budget includes \$6.6 million in rollover budget from previous years. Budget amount is for entire year.

The District’s revenues for first four months of 2022 were \$0.3 million more than budgeted amount due primarily to the net effects of: 1) water consumption sales were more than the budgeted amount due to the increase in water usage – approximately \$0.3 million; 2) capacity fees were not collected for the first four months as there were no developer projects completed during this time – approximately \$0.1 million; and 3) rent and other income were less than budget – approximately \$50,000.

The District’s operating and maintenance expenditures as of April 30, 2022, came in less than the approved budget by \$1.7 million. Salaries and benefits are under budget approximately \$0.6 million due primarily to staff vacancies. Water costs are under budget approximately \$0.3 million mostly related to minimal surface water availability through April. Outside services are under budget approximately \$0.5 million. The remainder of the positive variance is due primarily to timing differences.

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 the first four months, \$3.9 million has been spent while an additional \$12.1 million is under commitment. Expenditures continue to be primarily in new well construction, distribution system replacements, well rehabilitation, and meter reading system projects.

Operating Capital Program (OCP) expenditures as of April 30, 2022, were \$0.9 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.

Scheduled 2022 principal payments of \$5.4 million are not due until the end of October. Total principal outstanding as of April 30, 2022, is \$60.9 million. The District’s amended debt service budget for 2022 is \$13.1 million consisting of \$7.8 million for principal and interest payments, and \$5.6 million for swap termination.

Financial Report

June 20, 2022

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For the first four months of 2022, the District has incurred interest expense of \$584,556 versus a forecast of \$656,656, or an \$82,100 positive variance due to low interest rates on the unhedged portion of the 2009A COPs.

**Financial Statements**  
**April 30, 2022**

**Sacramento Suburban Water District  
Statements of Net Position**

	As Of		
		<u>Month End</u>	<u>Month End</u>
		<u>4/30/2022</u>	<u>4/30/2021</u>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents		\$13,210,071.69	\$14,216,148.34
Restricted Cash and cash equivalents		20,596.31	9.84
Accounts receivable, net of allowance for uncollectible accounts		3,383,419.05	3,076,690.95
Interest receivable		125,897.02	134,010.36
Grants receivables		22,780.41	7,296.94
Other receivables		1.45	47,532.56
Inventory		951,324.51	726,213.60
Prepaid expenses and other assets		762,201.39	766,544.35
<b>TOTAL CURRENT ASSETS</b>		<b><u>\$18,476,291.83</u></b>	<b><u>18,974,446.94</u></b>
<b>NONCURRENT ASSETS</b>			
Investments		38,858,938.13	39,817,785.22
<b>TOTAL NONCURRENT ASSETS</b>		<b><u>38,858,938.13</u></b>	<b><u>39,817,785.22</u></b>
Property, plant and equipment		525,772,033.49	508,726,860.38
Accumulated depreciation		(216,482,193.08)	(203,643,575.14)
<b>TOTAL CAPITAL ASSETS</b>		<b><u>309,289,840.41</u></b>	<b><u>305,083,285.24</u></b>
<b>TOTAL ASSETS</b>		<b><u>366,625,070.37</u></b>	<b><u>363,875,517.40</u></b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred amount on long-term debt refunding		4,768,404.27	4,482,487.28
Deferred outflow of effective swaps			1,162,609.00
Pension contribution subsequent to measurement date		1,720,366.00	1,960,128.00
Other post-employment benefits		578,563.00	240,049.00
Deferred outflow of Asset Obligation		966,186.87	
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>		<b><u>374,658,590.51</u></b>	<b><u>371,720,790.68</u></b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Current portion of long-term debt and capital leases		5,390,000.00	4,965,000.00
Current portion of Compensated Absences		1,000,000.00	880,000.00
Accounts payable		475,352.10	739,453.47
Accrued interest		10,016.69	0.04
Deferred revenue and other liabilities		3,957,834.82	2,858,548.86
Accrued expenses		642,702.54	477,187.11
<b>TOTAL CURRENT LIABILITIES</b>		<b><u>11,475,906.15</u></b>	<b><u>9,920,189.48</u></b>
<b>NONCURRENT LIABILITIES</b>			
Long-term debt		55,506,502.30	65,675,943.80
Compensated absences		169,460.98	394,743.04
Net pension liability		5,806,835.00	10,600,173.00
Net other post-employment benefits liability		3,590,451.00	4,642,228.00
Asset Retirement Obligation		5,080,865.00	
Fair value of interest rate swaps			1,162,609.00
<b>TOTAL NONCURRENT LIABILITIES</b>		<b><u>70,154,114.28</u></b>	<b><u>82,475,696.84</u></b>
<b>TOTAL LIABILITIES</b>		<b><u>81,630,020.43</u></b>	<b><u>92,395,886.32</u></b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Employee pensions		5,448,430.00	481,215.00
Other post-employment benefits		1,962,485.00	1,112,355.00
<b>NET POSITION</b>			
Invested in capital assets, net of related debt		247,827,877.16	238,711,824.11
Restricted		15.77	39.69
Unrestricted		37,789,762.15	39,019,470.56
<b>TOTAL NET POSITION</b>		<b><u>285,617,655.08</u></b>	<b><u>277,731,334.36</u></b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>		<b><u>374,658,590.51</u></b>	<b><u>371,720,790.68</u></b>

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

	<b>Year-To-Date</b>	<b>Year-To-Date</b>
	<b>4/30/2022</b>	<b>4/30/2021</b>
<b>OPERATING REVENUES</b>		
Water consumption sales	\$ 3,488,135.46	\$ 3,222,961.08
Water service charge	11,051,687.12	10,798,987.54
Wheeling water charge	1,749.87	1,314.89
Other charges for services	152,610.85	177,304.04
<b>TOTAL OPERATING REVENUES</b>	<b>14,694,183.30</b>	<b>14,200,567.55</b>
<b>OPERATING EXPENSES</b>		
Source of supply	634,717.23	443,817.55
Pumping	1,047,019.04	1,188,949.26
Transmission and distribution	1,162,102.01	1,148,155.00
Water conservation	137,259.37	138,566.93
Customer accounts	404,474.65	382,704.31
Administrative and general	2,409,538.90	2,371,639.14
<b>TOTAL OPERATING EXPENSES</b>	<b>5,795,111.20</b>	<b>5,673,832.19</b>
Operating income before depreciation	8,899,072.10	8,526,735.36
Depreciation and amortization	(4,594,606.90)	(4,526,077.14)
<b>OPERATING INCOME</b>	<b>4,304,465.20</b>	<b>4,000,658.22</b>
<b>NON-OPERATING REV. (EXP.)</b>		
Rental income	84,070.90	107,253.60
Interest and investment income	(1,398,589.13)	(68,333.57)
Interest expense and debt related costs	(1,077,214.65)	(632,317.89)
Other non-operating revenues	3,366.35	32,194.42
Other non-operating expenses		5,300.00
Gain(loss) on disposal of capital assets		21,680.00
<b>NON-OPERATING REV. (EXP.)</b>	<b>(2,388,366.53)</b>	<b>(534,223.44)</b>
<b>NET INCOME (LOSS) BEFORE CAPITAL</b>	<b>1,916,098.67</b>	<b>3,466,434.78</b>
<b>CAPITAL CONTRIBUTIONS</b>		
Facility development charges		867,146.00
Developer contributions		1,293,110.00
<b>TOTAL CAPITAL CONTRIBUTIONS</b>		<b>2,160,256.00</b>
<b>CHANGE IN NET POSITION</b>	<b>1,916,098.67</b>	<b>5,626,690.78</b>
<b>Net position at beginning of period</b>	283,701,556.41	284,962,328.57
<b>NET POSITION AT END OF PERIOD</b>	<b>\$ 285,617,655.08</b>	<b>\$ 290,589,019.35</b>

**Budget to Actual Reports  
April 30, 2022**

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

	<b>Actual Year-To-Date 4/30/2022</b>	<b>Budget Year-To-Date 4/30/2022</b>	<b>Variance Year-To-Date 4/30/2022</b>
<b>REVENUES</b>			
Water consumption sales	\$3,488,135.46	\$3,160,000.00	\$328,135.46
Water service charge	11,051,687.12	11,051,000.00	687.12
Wheeling water charge	1,749.87	4,000.00	(2,250.13)
Other charges for services	152,610.85	85,000.00	67,610.85
Capacity Fees		100,000.00	(100,000.00)
Interest and investment income	258,751.74	191,320.00	67,431.74
Rental & other income	87,437.25	136,640.00	(49,202.75)
<b>TOTAL REVENUES</b>	<b>15,040,372.29</b>	<b>14,727,960.00</b>	<b>312,412.29</b>



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

	<b>4/30/2022 - YTD</b>			<b>2022</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
<b>BUDGETED OPERATING EXPENSES</b>				
<b>Board of Directors</b>	\$11,006.37	\$11,904.08	\$897.71	\$53,112.24
<b>Administrative</b>	707,752.96	932,500.08	224,747.12	2,653,447.24
<b>Finance</b>	365,288.88	379,623.56	14,334.68	1,138,958.68
<b>Customer Services</b>	368,237.87	468,957.40	100,719.53	1,417,680.20
<b>Field Operations</b>	167,972.67	165,254.08	(2,718.59)	467,758.28
<b>Production</b>	1,501,973.95	2,083,606.86	581,632.91	7,505,093.68
<b>Environmental Compliance</b>	179,762.32	275,334.28	95,571.96	826,003.84
<b>Distribution</b>	806,289.27	980,462.96	174,173.69	2,941,400.04
<b>Field Services</b>	355,812.74	492,456.80	136,644.06	1,477,374.68
<b>Maintenance</b>	198,455.64	250,377.00	51,921.36	751,131.56
<b>Water Conservation</b>	137,259.37	150,926.08	13,666.71	679,861.24
<b>Engineering</b>	457,588.86	558,898.04	101,309.18	1,676,690.12
<b>GIS/CAD</b>	120,784.24	136,627.88	15,843.64	409,883.64
<b>Human Resources</b>	69,950.06	121,281.56	51,331.50	363,840.88
<b>Information Technology</b>	310,739.22	406,910.12	96,170.90	1,220,730.36
<b>Community Outreach</b>	36,236.78	76,108.00	39,871.22	228,380.00
<b>TOTAL OPERATING EXPENSES</b>	<b>5,795,111.20</b>	<b>7,491,228.78</b>	<b>1,696,117.58</b>	<b>23,811,346.68</b>

**Sacramento Suburban Water District  
Capital Budget  
4/30/2022**

Project No.	Project Name	Original Budget	Adjusted Budget	Roll-Over From Prior Year Budget	Total Budget Available	Current Month Expenditures	Expenditures Year- To-Date	Committed Year- To-Date	Remaining Balance
CIP-009	CIP-Well Rehad/Pump St Improv	\$2,105,000.00	\$2,075,000.00	\$1,279,896.00	\$3,354,896.00	\$149,307.20	\$236,686.88	\$1,445,668.87	\$1,672,540.25
CIP-010	CIP-SCADA/Communication Improv	\$385,000.00	\$385,000.00	\$373,561.99	\$758,561.99	\$2,333.10	\$8,963.50	\$336,853.04	\$412,745.45
CIP-011	CIP-Well Destruction	\$325,000.00	\$75,000.00	-	\$75,000.00	-	-	-	\$75,000.00
CIP-012	CIP-Well New Construction	\$11,357,000.00	\$11,357,000.00	\$2,481,207.65	\$13,838,207.65	\$403,880.27	\$1,768,059.92	\$7,614,227.34	\$4,455,920.39
CIP-018	CIP-Trans & Dist Improvements	\$5,235,000.00	\$5,235,000.00	\$883,452.34	\$6,118,452.34	\$440,704.39	\$1,402,129.96	\$1,959,556.77	\$2,756,765.61
CIP-024	CIP-Meter Retrofit Program	\$22,000.00	\$22,000.00	-	\$22,000.00	-	-	-	\$22,000.00
CIP-034	CIP-Reservoir/Tank Improv	\$325,000.00	\$325,000.00	\$181,670.25	\$506,670.25	\$10,340.41	\$20,640.41	\$322,405.19	\$163,624.65
CIP-035	CIP-Corrosion Control	\$75,000.00	\$75,000.00	-	\$75,000.00	-	-	-	\$75,000.00
CIP-037	CIP-Valve/Hydrant/Service Repl	\$400,000.00	\$430,000.00	-	\$430,000.00	\$13,664.00	\$140,223.55	\$106,277.35	\$183,499.10
CIP-038	CIP-Large Meter Replacement	\$40,000.00	\$40,000.00	-	\$40,000.00	-	-	\$38,550.00	\$1,450.00
CIP-039	CIP-Meter Replacement PM	\$310,000.00	\$310,000.00	-	\$310,000.00	-	-	\$11,910.00	\$298,090.00
CIP-040	CIP-AMI Endpoints	\$1,400,000.00	\$1,400,000.00	-	\$1,400,000.00	\$18,070.02	\$242,765.34	\$13,000.00	\$1,144,234.66
CIP-048	CIP-Special Projects	\$15,000.00	\$15,000.00	\$928.04	\$15,928.04	-	-	-	\$15,928.04
CIP-049	CIP-Water Related Street Imprv	\$200,000.00	\$450,000.00	\$96,000.00	\$546,000.00	-	\$79,662.00	\$308,427.00	\$157,911.00
<b>CIP Total</b>		<b>\$22,194,000.00</b>	<b>\$22,194,000.00</b>	<b>\$5,296,716.27</b>	<b>\$27,490,716.27</b>	<b>\$1,038,299.39</b>	<b>\$3,899,131.56</b>	<b>\$12,156,875.56</b>	<b>\$11,434,709.15</b>
OCB-EQUIP	OCB - Equipment	\$20,000.00	\$20,000.00	-	\$20,000.00	-	-	-	\$20,000.00
OCB-FLTAC	OCB - Fleet & Facilities	\$369,000.00	\$369,000.00	\$73,613.88	\$442,613.88	-	\$10,510.96	\$55,986.52	\$376,116.40
OCB-IT	OCB - Information Technology	\$262,000.00	\$262,000.00	\$71,850.75	\$333,850.75	\$12,420.00	\$61,544.92	\$44,245.83	\$228,060.00
OCB-MAINT	OCB - Maintenance	\$501,000.00	\$501,000.00	-	\$501,000.00	-	-	-	\$501,000.00
OCB-OPS	OCB - Operations	\$506,000.00	\$506,000.00	\$197,553.90	\$703,553.90	\$7,275.90	\$31,169.50	\$174,431.40	\$497,953.00
OCB-PROPERTY	OCB - Property Acquisition	\$900,000.00	\$900,000.00	\$992,341.25	\$1,892,341.25	\$18,036.19	\$818,419.36	\$53,210.89	\$1,020,711.00
<b>OCP Total</b>		<b>\$2,558,000.00</b>	<b>\$2,558,000.00</b>	<b>\$1,335,359.78</b>	<b>\$3,893,359.78</b>	<b>\$37,732.09</b>	<b>\$921,644.74</b>	<b>\$327,874.64</b>	<b>\$2,643,840.40</b>
<b>Capital Budget Total</b>		<b>\$24,752,000.00</b>	<b>\$24,752,000.00</b>	<b>\$6,632,076.05</b>	<b>\$31,384,076.05</b>	<b>\$1,076,031.48</b>	<b>\$4,820,776.30</b>	<b>\$12,484,750.20</b>	<b>\$14,078,549.55</b>



## Agenda Item: 10

**Date:** June 20, 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 a copy of the monthly bill insert.

## 1. Water Operations Monthly Activity Report

	May 2022	Monthly Average CY 2022	Total CY 2022	Total # in System	Goal CY 2022	% of Goal Completed in CY 2022
<b>Preventive Maintenance Program - Distribution</b>						
Fire Hydrants Inspected	122	131	655	6173	1235	53%
Fire Hydrant Valves Inspected	119	120	600	5869	1174	51%
Mainline Valves Inspected	201	225	1123	11023	2205	51%
Blow Off Valves Inspected	46	26	129	1049	210	61%
ARV/CARV Inspected	-	-	-	283	57	0%
<b>Preventive Maintenance Program - Meters</b>						
Meters Tested (3 - 10 inch)	13	17	84	450	120	70%
Meters Replaced ( <sup>5</sup> / <sub>8</sub> - 1 inch)	-	2	11	41167	1000	1%
Meter Re-Builds (1 <sup>1</sup> / <sub>2</sub> - 2 inch)	16	18	89	2449	245	36%
<b>Preventive Maintenance Program - Production</b>						
Air Release Valves	-	-	-	96	32	0%
Backflow Prevention Assembly Testing	-	-	-	47	47	0%
Chemical Systems - Sodium Hypochlorite	-	11	57	67	67	85%
Chemical Systems - Hydrofluorosilicic Acid	-	-	-	29	29	0%
Generator Inspection & Maintenance	-	-	-	23	23	0%
Generator Load Bank Testing	-	-	-	23	6	0%
Generator Battery Replacement	-	-	-	23	11	0%
Hydraulic Control Valves	-	0	1	48	48	2%
Level Transducers	-	-	-	36	36	0%
Motors (Vertical Turbine)	1	0	1	81	81	1%
Pressure Transducers	-	-	-	93	93	0%
Sumps and Associated Pumps	-	-	-	17	17	0%

	May 2022	Monthly Average	YTD Completed	Total With GPS	Total Assets	Percentage Completed
<b>Global Positioning System</b>						
GPS Coordinates Marked	305	345	1724	25945	84541	31%

	May 2022	Monthly Average CY 2022	Total CY 2022
<b>Service Requests</b>			
Main Leaks	-	4	18
Service Line Leaks	1	5	25
Customer Pressure Inquiries	7	6	31
<b>Water Main Shutdown</b>			
-- Unscheduled	4	7	35
-- Scheduled	3	4	19
<b>After Hours Activity (On-Call Technician)</b>			
Calls Received Distribution	47	53	264
Calls Responded Distribution	26	31	156
Calls Received Production	24	20	101
Calls Responded Production	-	2	12
<b>Water Quality</b>			
Complaints	13	6	31
Taste & Odor Complaints	-	-	-

## 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 – 4400 Elkhorn Blvd.

Claim – On August 24, 2021, damages to apartment units and contents resulting from a broken water main on August 24, 2021, located at Walerga Road near Elkhorn Boulevard, has had further developments:

- On May 24, 2022, ACWA JPIA provided final settlement for damages with Carmen Foley in the amount of \$1,462.

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 May 2022.

Total Calls	Calls Abandoned	% of Calls Abandoned	Average Wait on Queue	Max Wait on Queue	Average Talk Time
2,820	43	2.00%	26s	65m, 57s	3m, 47s

## 4. Community Outreach Report

### July Bill Insert

The July 2022 bill insert will begin on June 28, 2022, and will continue until July 25, 2022. A sample of the bill insert is shown below.

00269425



# H<sub>2</sub>O on the GO

July 2022



## 20<sup>th</sup> Anniversary Story | Securing Grant Funding to Help Keep Costs Down

Over the past 20 years, SSWD has secured over \$15 million in grant funding for a wide variety of capital improvement projects. This successful effort has helped to keep rates lower and speed up water system development and improvements. Here are a few of the highlights:

### Enterprise/Northrop Reservoir and Booster Station (2007)

SSWD received a \$3.3 million grant through the California Proposition 84 Integrated Regional Water Management Grant program to construct the Enterprise/Northrop reservoir and pump station, which are vital to the District's conjunctive use program. This project included a 5-million

[20<sup>th</sup> Anniversary Story | page 2](#)

## Summer Watering Schedule

In response to Governor Newsom's Executive Order calling on water providers to implement their drought contingency plans, the SSWD Board of Directors has declared a Stage 1 Water Alert and is asking customers to reduce their water use by up to 20 percent.

Landscape watering is limited to three days a week over the summer, according to the following schedule:

- **Properties that end in an Odd number:** Water on Tuesday, Thursday, and Saturday
- **Properties that end in an Even number:** Water on Wednesday, Friday, and Sunday

Landscape watering must occur before noon or after 8:00 p.m.

## Smart Irrigation Month How To Raise the IQ of Your Sprinkler System

Water use peaks during the hot summer months as more household water goes toward watering our yards.

Here are some tips for making sure you are watering efficiently outdoors:

- ☺ Install a "smart" weather-based sprinkler timer to reduce water use by 30 percent, or more, and help you have a healthier yard. *Rebates are available.*

[Smart Irrigation Month | page 2](#)

## Consumer Confidence Report Now Available

SSWD's 2021 Consumer Confidence Report (CCR) is now available. The CCR is an annual water quality report based on water supply samples taken throughout the year. You can view the new CCR and previous reports online at [sswd.org](http://sswd.org).

[sswd.org](http://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.



## Cover Up This Summer

The hot summer sun cannot only cause sunburns; it can also cause your pool to lose a lot of water to evaporation.

Fortunately, there is an easy solution – a pool cover.

Adding a pool cover can reduce the amount of water lost to evaporation by up to 95 percent. It will help conserve water, keep leaves out of the pool, and moderate temperatures. You'll also save money on heating your pool.

SSWD has \$100 rebates available to help with the cost of purchasing a pool cover. You can download a rebate application and check out the other rebates available at [sswd.org/rebates](https://www.sswd.org/rebates).



## SSWD Joins Facebook

SSWD has launched its Facebook page. Become a friend today to stay up to date on the latest District news, discover water-wise tips for your home and business, read Leak Brother comic strips, and more! Find out how at [SSWD.org](https://www.sswd.org)

## 20<sup>th</sup> Anniversary Story | from page 1

gallon steel reservoir, a 20,000-gallon-per-minute booster pump station, and an intertie with the City of Sacramento. The Enterprise/Northrop Reservoir and Booster station allows SSWD to receive surface water from the City of Sacramento when it is available, which in turn helps sustain the groundwater aquifer.

### South-Service Area Fluoridation (2007)

SSWD received a \$2.3 million grant from First 5 California to offset the costs of fluoridating water in the South Service Area (SSA). The funding was used to help fund installation of fluoridation equipment on the District's groundwater wells in the SSA.

### Coyle and Rutland Pump (2017)

SSWD received a \$2.2 million grant from the California Department of Water Resources to construct two new groundwater well sites and pump stations in the North Service Area.

### Water Meter Retrofits (2011)

SSWD received a \$1.1 million grant from the U.S. Bureau of Reclamation to help cover costs for installing water meters on customer accounts. SSWD is on track to be fully metered in 2023.

## Smart Irrigation Month | from page 1

- ☺ Upgrade your old pop-up sprinklers with high-efficiency rotator sprinklers or drip irrigation. They deliver water at a slower rate that is more easily absorbed by the soil. *Rebates are available.*
- ☺ Set your sprinkler timer to run early in the morning to reduce the amount of water lost to evaporation.
- ☺ Check your sprinkler system for leaks or clogged and misdirected sprinkler heads and fix any problems you find.
- ☺ Install a rain sensor that will automatically turn off your sprinklers when rain is detected. *Rebates are available.*
- ☺ Request a complimentary Water-Wise House Call to find out more ways you can save and to get help in devising the ideal irrigation schedule for your yard.

## Leading the Way on Safety

SSWD is very proud to announce that Safety Officer Ben Harris and Water Conservation Supervisor Greg Bundesen received LaBounty Safety Awards this past May.

The H.R. LaBounty Safety Award Program honors employees who have implemented and promoted safe workplace behavior and initiatives. Mr. Harris was recognized for his development and oversight of the "Blue Card Program", which encourages staff to observe, recognize, and report unsafe workplace conditions through an incentive-based process. Mr. Bundesen was honored for developing a training program that highlighted the various hazards a technician may encounter in the field.





## Agenda Item: 11

**Date:** June 20, 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. However, staff is working diligently with consultants and contractors to find creative alternatives to conventional approaches to mitigate supply chain issues (e.g., advanced ordering of long-lead time items, substitutions, construction sequencing adjustments, etc.).

### A. MAJOR CAPITAL IMPROVEMENT PROGRAM PROJECTS

The District continues to deliver CIP projects consistent with the Board’s approved funding program.

SUPPLY – NEW WELLS

The table below shows stages of the current projects.

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



	<u>Pump Station</u>		
	Complete	June 2022	(note 2)

Well	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
80 Walnut / Auburn	<u>Production Well</u>		
	Complete	Complete	n/a
	<u>Pump Station</u>		
	Complete	May 2023	No Change
81, 82, and 83 Antelope North / Poker	<u>Production Wells</u>		
	June 2022	March 2023	No Change
	<u>Pump Station</u>		
	Not Started		

- 1 Well 78: Changes to schedule since last report:
  - Recent discussion with Sacramento County staff indicates permit approval (for county-related items like storm drain tie-in and frontage work) may extend into July.
  - Staff anticipates to have the well on-line in August 2022.
  
- 2 Well 79: Failure of a new component has impacted schedule by approximately two weeks. As a result of this delay, coordinating follow-on events have pushed completion into June 2022.
  
- 3 Well 80: The preliminary project schedule (listed in prior reports) was expected to be updated in May 2022 following completion of the design. The design is now completed and the project completion date is anticipated to be spring 2023, as a result of material and equipment availability lead times, and a slightly delayed construction start date due to longer construction time of the groundwater well and design changes to adjust for budget constraints.
  
- 4 Wells 81, 82, and 83: The final estimated completion date for the groundwater wells is March 2023. Construction of the project’s monitoring wells was completed in late May 2022. Overall project completion is anticipated to be summer 2024.

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	N/A	May 2022	Completed
Watt Main Extension	June 2022	October 2022	No Change
Q Street (4.7 miles of main)	September 2022	December 2024	No Change

**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 approximately 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)	Complete	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:* 7,800 gpm (8,500 gpm last report)

**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

N7 Rosebud

*Capacity / Status:* 1,100 gpm / Off-line

*Reason:* Electrical upgrade

*Project Phase:* SMUD design

*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.

N1 Evergreen

*Capacity / Status:* 1,100 gpm / Off-line

*Reason:* Water quality (PFAS)

*Project Phase:* Casing repair in an attempt to mitigate PFAS contamination is in design.

*Expected Completion:* March 2023

N6A Palm

*Capacity / Status:* 1,700 gpm / Off-line

*Reason:* Water quality (bacteriological)

*Project Phase:* Well currently being rehabilitated

*Expected Completion:* July 2022

N10 Walnut

*Capacity / Status:* 700 gpm / Off-line

*Reason:* Pump replacement

*Project Phase:* Pump ordered on April 4, 2022

*Expected Completion:* July 2022

N20 Cypress

*Capacity / Status:* 1,100 gpm / Off-line

*Reason:* Water quality (manganese)

*Project Phase:* Preparation for cleaning well casing

*Expected Completion:* December 2022

N29 Merrihill

*Capacity / Status:* 900 gpm / Off-line

*Reason:* Water quality (bacteriological)

*Project Phase:* Casing repair in design

*Expected Completion:* September 2022

N38 Coyle

*Capacity / Status:* 1,200 gpm / Off-line  
*Reason:* Water quality (entrained gas)  
*Project Phase:* Investigation of casing degradation  
*Expected Completion:* October 2022

**COMPLETED PROJECTS**

Listed below are projects that were recently completed.

N36 Verner

*Capacity / Status:* 1,200 gpm / On-line  
*Reason:* Pump replacement

N34 Cottage

*Capacity / Status:* 1,800 gpm / On-line  
*Reason:* Motor failure

**SOUTH SERVICE AREA**

*Total Active capacity off-line for listed projects:* 6,300 gpm (5,200 last report)

**CONDITION ASSESSMENT AND INVESTIGATIVE PROJECTS**

*Reactive Projects*

20A Watt/Arden

*Capacity / Status:* 1,100 gpm / Off-line  
*Reason:* Electrical failure  
*Project Phase:* SMUD design (incoming power from 3-wire to 4-wire)  
*Expected Completion:* August 2022

35 Ulysses/Mercury

*Capacity / Status:* 800 gpm / Off-line  
*Reason:* Submersible pump motor failure  
*Project Phase:* Pump installation & discharge modifications to comply with flow meter installation specifications.  
*Expected Completion:* August 2022

68 Northrop/Dornajo

*Capacity / Status:* 1,600 gpm / Off-line  
*Reason:* Water quality (entrained gas, manganese)  
*Project Phase:* Preparation for cleaning well casing  
*Expected Completion:* December 2022

69 Hilldale/Cooper

*Capacity / Status:* 500 gpm / Off-line  
*Reason:* Water quality (bacteriological)  
*Project Phase:* Evaluating replacing well on same site  
*Expected Completion:* October 2022

70 Sierra/Blackmer

*Capacity / Status:* 600 gpm / Off-line  
*Reason:* Capacity Loss  
*Project Phase:* Preparation for cleaning well casing  
*Expected Completion:* November 2022

Proactive Projects

60 Whitney/Concetta

*Capacity / Status:* 500 gpm / Off-line  
*Reason:* Motor failure; pump worn out  
*Project Phase:* Pump in design  
*Expected Completion:* August 2022

**REPAIR PROJECTS**

13 Calderwood/Marconi

*Capacity / Status:* 700 gpm / Off-line  
*Reason:* Water Quality (entrained gas)  
*Project Phase:* Cleaning well casing  
*Expected Completion:* September 2022

41 Albatross/Iris

*Capacity / Status:* 500 gpm / Off-line  
*Reason:* Site electrical power supply line repair  
*Project Phase:* SMUD design and permitting  
*Expected Completion:* September 2022

**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.

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

The table below lists all of the District’s Asset Management Plans (AMPs) and Master Plans (MPs) and their update status. Plans are generally scheduled to be updated on a 4 to 6 year cycle.

Plan	Last Update	Next Update
Buildings and Structures AMP	2020	2026
Distribution Main AMP	2019	2024
Fleet AMP	2020	2025
Groundwater Well AMP	2020	2025
Meter AMP	2015	2022
Reservoir and Booster Pump Station AMP *	2011	2023
SCADA AMP	2021	2026
Transmission Main AMP	2020	2024
Water System MP #	2017	2024

\*this is the last AMP that is in the process of bringing its update status current.

# updating of the Reservoir AMP is preferred to be completed prior to updating the Water System MP since the reservoir AMP is outdated and its updated version will support the update to the Water System MP.

**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 July 2022 from the original estimate of March 2021.

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 July 2022 (most recently from May 2022) from the original expected completion of Q4 2021 due to additional contractor delays in completing programmable logic controller programming.



## Agenda Item: 12

**Date:** June 20, 2022

**Subject:** Association of California Water Agencies/Joint Powers Insurance Authority  
H.R. LaBounty Safety Award

**Staff Contact:** Todd Artrip, Operations Manager

The District's insurance carrier, the Association of California Water Agencies/Joint Powers Insurance Authority (JPIA) encourages all member agencies and their staff to not only practice good safety, but to actively seek improvements to further reduce risk and protect workers. The H.R. LaBounty Safety Award Program is designed for all JPIA members as a way to promote safe workplace behavior and operations practices while rewarding those employees who demonstrate safe behavior, take part in recognizable proactive activities, or participate in risk-reducing actions. It gives members another way to foster a safety culture that reduces the potential for losses.

JPIA staff receives nominations for safety awards from member agencies who choose to participate in the safety program, and twice a year, select nominees who have made contributions to their respective agencies through some significant action or behavior. JPIA staff, the chairpersons of the Executive Committee, Risk Management Subcommittee, and Workers' Compensation Subcommittee then evaluate each of the nominations. Monetary awards ranging from \$50 to \$500 may be awarded to selected nominees.

In February 2022, the District submitted two nominations to be considered for the H.R. LaBounty Safety Award. The submissions were evaluated by the JPIA Risk Management Committee and scored on a best practices scoring criteria. After careful consideration, both submissions were recognized as exceptional and worthy of receiving the H.R. LaBounty Safety Award. Along with an award certificate, one submission received a monetary award of \$100 and one submission received a monetary award of \$250.

Listed below are the two award winners, with descriptions of nominations:

Field Operations Pest Awareness Training

By: Greg Bundesen

Award Amount: \$100

After two near miss incidents with rattlesnakes and one with a hive of bees at Greg's home, he began to think about all of the places District staff may encounter various pests in the workplace. He developed a training module for District staff that informs them of the different pests that could be encountered at work, where those encounters could happen,

how to prevent pest infestations, and what to do if a staff member encounters a pest or infestation. He delivered the training to all District staff.

Hazard Recognition Safety Award Program (Blue Card Program)

By: Ben Harris

Award Amount: \$250

Getting employees engaged in workplace hazard recognition can be challenging. Ben developed and implemented a Hazard Recognition Program, referred to as the Blue Card Program, where employees submit hazards they recognize in the workplace on a Blue Card and become eligible for prize drawings. Ben tracks the recognized hazards for correction and closure. Staff who submit valid Blue Cards are put into a “hat” for monthly, quarterly, and annual drawings for prizes. Recognized and corrected hazards were increased by 131% over the previous year.





## Agenda Item: 13

**Date:** June 20, 2022

**Subject:** Water Conservation Survey

**Staff Contact:** Greg Bundesen, Water Conservation Supervisor

On June 9, 2022, the Regional Water Authority (RWA) issued a Drought Response Survey (Survey). The RWA issued the Survey to ensure they have the most up to date information regarding the drought actions being taken by their member agencies in the event they are contacted by state regulators or members of the media. The Survey questions range from drought response to expanded water conservation programs. Staff provided responses to the Survey based on the 2022 Water Conservation Stage Declaration approved by the Board at the May 16, 2022 regular Board Meeting. A copy of the survey has been provided as Attachment 1.

**Attachment:**

1 – RWA 2021/2022 Supplier Drought Survey

### 2021/2022 Supplier Drought Survey

**\* 1. What year did your agency start implementing or participating in a water conservation/efficiency program? Participation in RWA's Regional Water Efficiency Program counts. (ex: 1992)**

Since the formation of SSWD in 2002.

**\* 2. What is your agency's current annual water efficiency budget? Please include both program and staff costs. (no commas)**

\$676,861

**\* 3. Did your agency increase its water efficiency and/or public outreach budget any time from May 2021 through today OR does your agency plan to increase the budget some time this year to respond to the current drought conditions?**

- Yes.  
 No.  
 Not sure.

If yes, by what percent? 11%

**\* 4. Is your agency currently performing any outreach to CII customers related to the non-functional turf watering ban as part of the State Water Board's Emergency Drought Regulation?**

- Yes.  
 No.  
 Not now, but we plan to in the future.  
 Don't know.

**\* 5. How will your agency outreach to CII customers about the non-functional turf watering ban? Check all that apply.**

- Bill inserts  
 Supplier website  
 Paper mailers  
 Targeted online ads  
 Direct phone calls  
 Site visits  
 Webinar  
 In-person meeting  
 News/Press release  
 Commercial landscape management companies/contractors that serve CII customers  
 Commercial nurseries/plant wholesalers  
 We do not plan to outreach to CII customers about the non-functional turf watering ban.

Other (please specify)

Social media

**\* 6. Is your agency currently communicating Water Shortage Contingency Plan Stage 2 (or equivalent up to 20% reduction) demand reduction actions to customers?**

- Yes.  
 No.  
 No, but we will be in within the next few months.

**\* 7. Does your agency plan on making changes to Stage 2 (or equivalent up to 20% reduction) demand actions to comply with the Emergency Drought Regulation. Changes can include removing, modifying or adding water conservation demand actions.**

- Yes.  
 No.  
 Other (please specify)

**8. Is your agency's Stage 2 (or equivalent up to 20% reduction) mandatory or voluntary?**

- Mandatory.  
 Voluntary.  
 Not sure.  
 Other (please specify)

**\* 9. How many days a week are customers currently allowed to water outdoors?**

- 1  
 2  
 3  
 4  
 5  
 6  
 7

Other (please specify)

**\* 10. Does your agency restrict the times for outdoor watering? (ex: no watering between 8:00 a.m. and 8:00 p.m.)**

- Yes.

No.

Other (please specify)

**\* 11. What water efficiency/conservation customer programs did your agency add AND/OR expand (in terms of funding/staffing) after the Governor's request for a voluntary 15% reduction (any time between May 2021 through today)? Check all that apply.**

- No additional programs were added or expanded.
- Cash for Grass/Turf Replacement
- Toilet Rebates
- Clothes Washer Rebates
- Dishwasher Rebates
- Irrigation Efficiency Rebates (controllers, nozzles, etc.)
- Indoor Fixtures Direct Installation
- Residential Surveys
- CII Indoor Surveys
- Large Landscape Survey
- Residential Retrofit Kits
- Pre-rinse Spray Valves
- Water Wise House Calls
- Local School Education Program
- Local Public Outreach Program
- Customer Leak Detection and Repair Program
- Other (please specify)

**\* 12. Has your agency seen a general increase in rebate/program participation any time from May 2021 through today compared to previous years?**

- Yes.
- No.
- Not sure.

**\* 13. If yes to the previous question, what rebates/programs did you see a participation increase/expansion in? Check all that apply.**

- Water Wise House Calls
- Toilet Rebates
- Clothes Washer Rebates

- Cash for Grass/Turf Replacement
- Irrigation Equipment Rebates (controllers, nozzles, etc.)
- Residential and CII Surveys
- Customer Leak Detection and Repair Program
- We have not experienced an increase in any rebates/programs.

Other (please specify)

**\* 14. Has your agency increased enforcement efforts any time from May 2021 through today? This includes increasing enforcement staffing, issuing of warnings and citations, etc.**

- Yes, we have increased enforcement efforts.
- No, we have not increased enforcement efforts.
- Not yet, but we plan on increasing enforcement efforts later this year.
- Other (please specify)

**\* 15. How many additional staff (or full time equivalents) has your agency hired or reassigned to support enforcement efforts since May 2021?**

- None
- 1
- 2
- 3
- 4
- 5
- Other (please specify)

**\* 16. Is your agency's website linked to RWA's BeWaterSmart.info and the state's saveourwater.com?**

- Yes, bewatersmart.info only.
- Yes, saveourwater.com only.
- Yes, both websites.
- No.
- Other (please specify)

**\* 17. The State Water Board recently requested (not required) that suppliers send their monthly data (specifically population, production and % residential use) by the 3rd business day of the following month for the previous month's data (ex:**

**submit June data by July 5th). The current deadline is the 28th day of the following month. Please pick the answer that most accurately reflects your agency's ability to respond to this request.**

- We are able to submit data by the 3rd business day of the following month. (New requested deadline)
- We are able to submit data within the first week of the following month.
- We are able to submit data within the first two weeks of the following month.
- We are able to submit data within the first three weeks of the following month.
- We are able to submit data within 28 days of the following month. (Current deadline)
- Don't know/I need to contact someone else at my agency for the answer.

**\* 18. If your agency is unable to provide monthly data by the 3rd business day, what are the limiting factors/reasons why this is not possible ? Click all that apply.**

- Production data not available until later in the month - internal reason (ex: meter data collected on different time schedules throughout the month).
- Production data not available until later in month - external reason (ex: wholesaler needs to provide data to local supplier).
- All customer meter data is not available until later in the month - cannot calculate % residential metric.
- Data needs to be approved by upper management or/and Board.
- Not comfortable releasing preliminary data.
- Staff shortage.
- Don't know/I need to contact someone else at my agency for the answer.
- Other (please specify)
- None of the above. We are able to submit data by the 3rd business day of the following month.

**\* 19. Please fill in your contact information.**

Name:

Water Agency:

Done

Powered by



## Agenda Item: 14

**Date:** June 20, 2022

**Subject:** Biannual Groundwater Level Report

**Staff Contact:** Todd Artrip, Operations Manager

### Summary

Spring static (non-pumping) groundwater levels were recently collected at the District’s production wells in April 2022. While the groundwater levels District-wide continue to indicate an overall trend toward a replenishment of the aquifer over the past 18 years, recent measurements are indicative of drought conditions in the groundwater basin (Attachment 1).

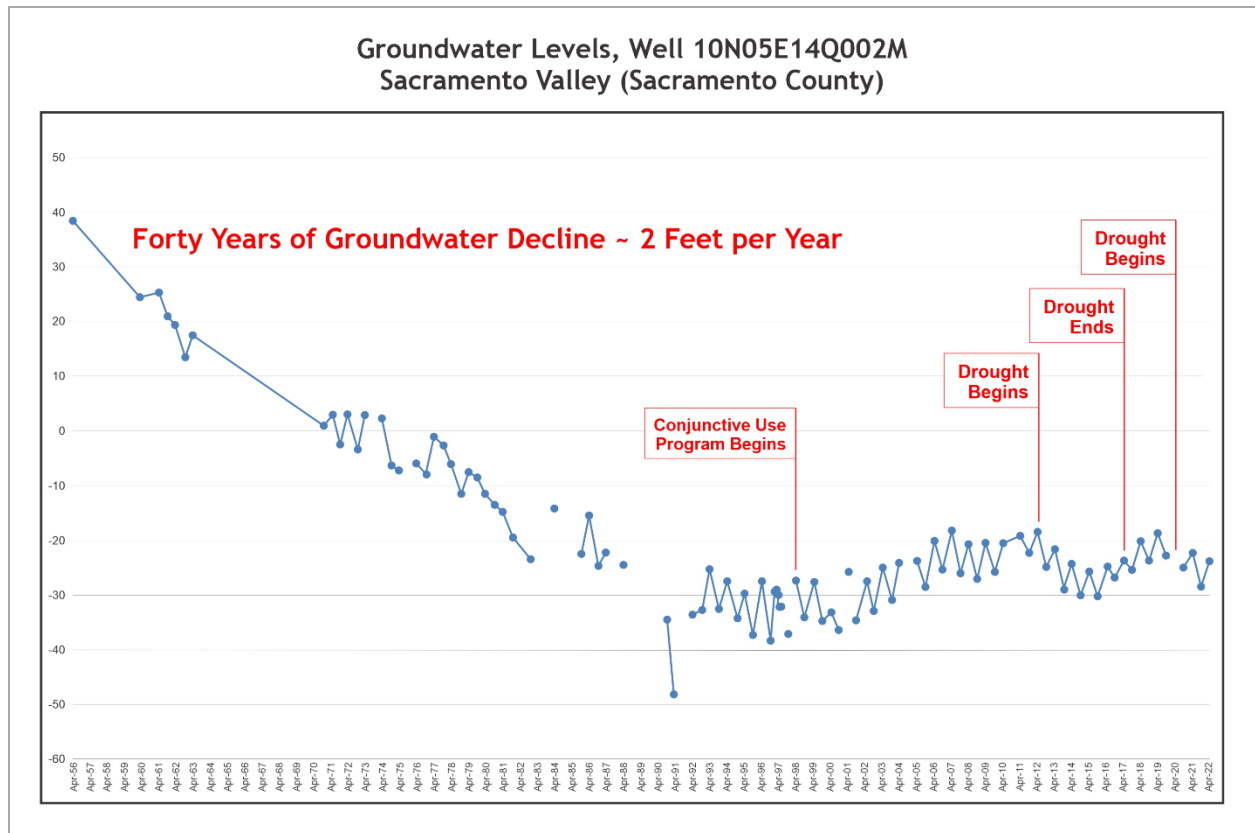
### Background

Groundwater level monitoring provides useful information to evaluate aquifer conditions and manage local groundwater supplies. A properly-managed groundwater basin helps ensure a reliable and sustainable water supply and helps prevent the adverse effects of overdraft. Throughout the history of the District, investments in a Conjunctive Use Program have had a significant effect on bolstering groundwater supplies in the region. By supplementing supplies with surface water when it is available during wetter years, groundwater pumping can be reduced, thereby allowing for more aquifer recharge.

### Monitoring and Trends

Groundwater levels are monitored in spring and fall of each year due to seasonal variation. In general, the summer season is associated with higher water demands and reduced aquifer recharge due to lower precipitation, resulting in deeper groundwater levels in the fall season. Conversely, the winter season is generally associated with lower water demands and increased aquifer recharge due to higher precipitation, resulting in shallower groundwater levels in the spring season.

Despite seasonal variation, groundwater level trends can be observed by comparing data over time. Since 2003, there has been an overall upward trend of aquifer recovery, which has been significantly aided by the District’s Conjunctive Use Program. During this time, the District has banked in excess of 230,000 acre-feet of groundwater for supply reliability, which is exhibited by the general trend of rising groundwater levels. The Conjunctive Use Program was initially implemented by one of the District’s predecessors, Northridge Water District, in 1998. As demonstrated in the Sacramento valley groundwater level chart below, this water supply management strategy reversed the historical trend of groundwater level decline by reducing groundwater pumping and allowing the aquifer to passively recharge.



However, aquifer recovery can be impacted by changes in groundwater pumping and recharge conditions, so on-going monitoring and management is essential. For example, the District has not received surface water in the SSA since February 2020 due to drought conditions. Additionally, surface water supplies in the NSA have been reduced below the volume typically available to the District.

As part of previous agreements associated with groundwater substitution transfers, the District has a credit with the City of Sacramento to receive approximately 7,200 acre-feet of surface water in the SSA at no cost to the District. Therefore, when surface water is available, the District will initiate its Conjunctive Use Program in the SSA to assist in aquifer recovery. Additionally, the District renewed its agreement with San Juan Water District in 2022 to make surface water supplies available in the NSA to enhance groundwater stabilization.

### Biannual Data Update

The charts included as an attachment to this report provide an overview of static groundwater level measurements collected at the District's monitored sources. With the reduced availability of surface water combined with notably dry conditions in recent years, the local groundwater basin has shown a decline in average spring static groundwater levels since 2020. Based on the overall trend in the data, most of this decline occurred between 2020 and 2021, with a slight decline between 2021 and 2022.



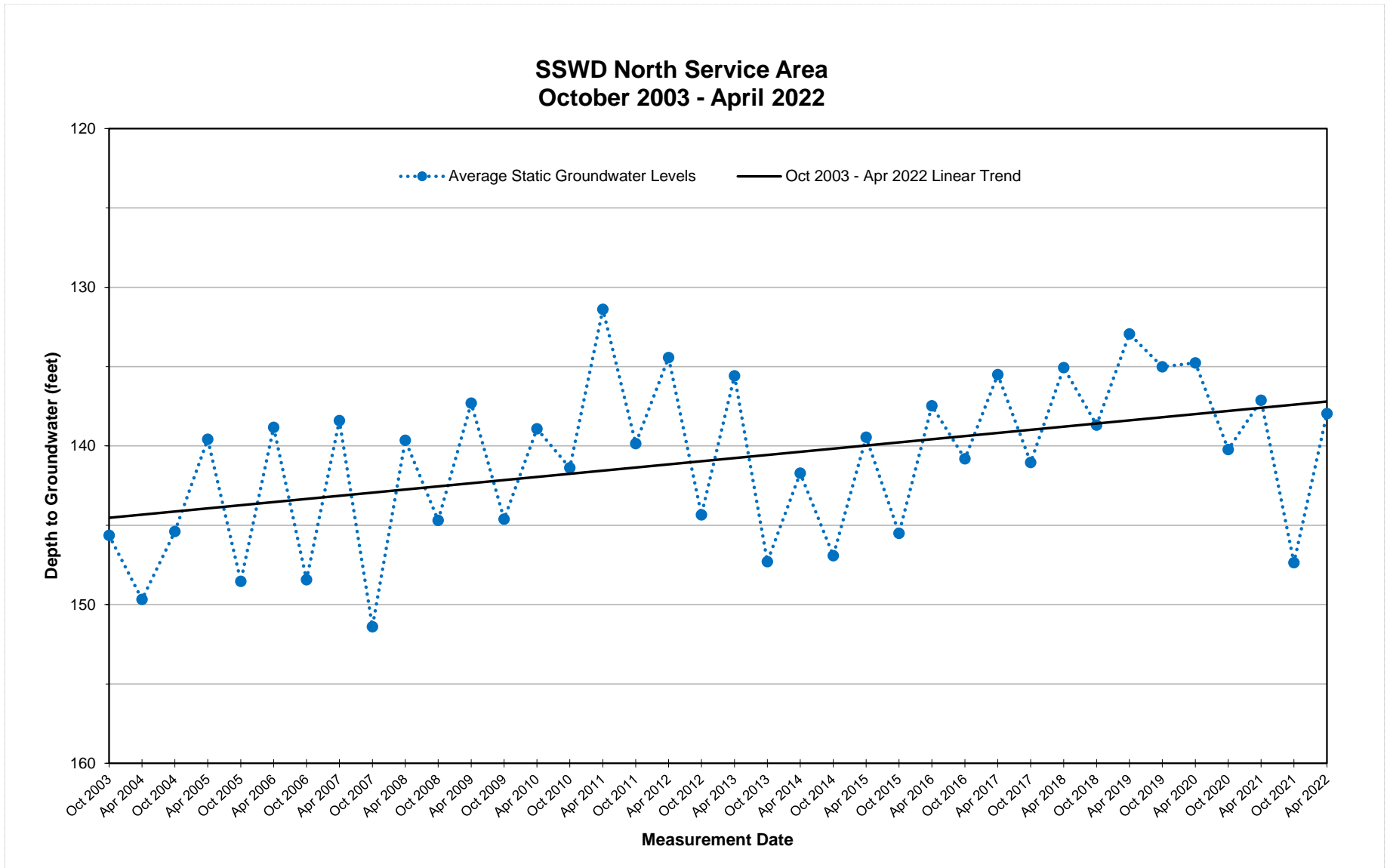
Despite the seasonal rise in water levels from fall 2021 to spring 2022, drought conditions have had an impact on groundwater levels throughout the basin. In fall 2021, average static groundwater levels were similar to the levels observed during drought conditions in 2014. At that time, NSA groundwater levels showed a notably greater decline than in the SSA. However, the spring 2022 data from both services areas showed a similar result after the winter season: the average static groundwater levels are slightly deeper than the levels in spring 2021.

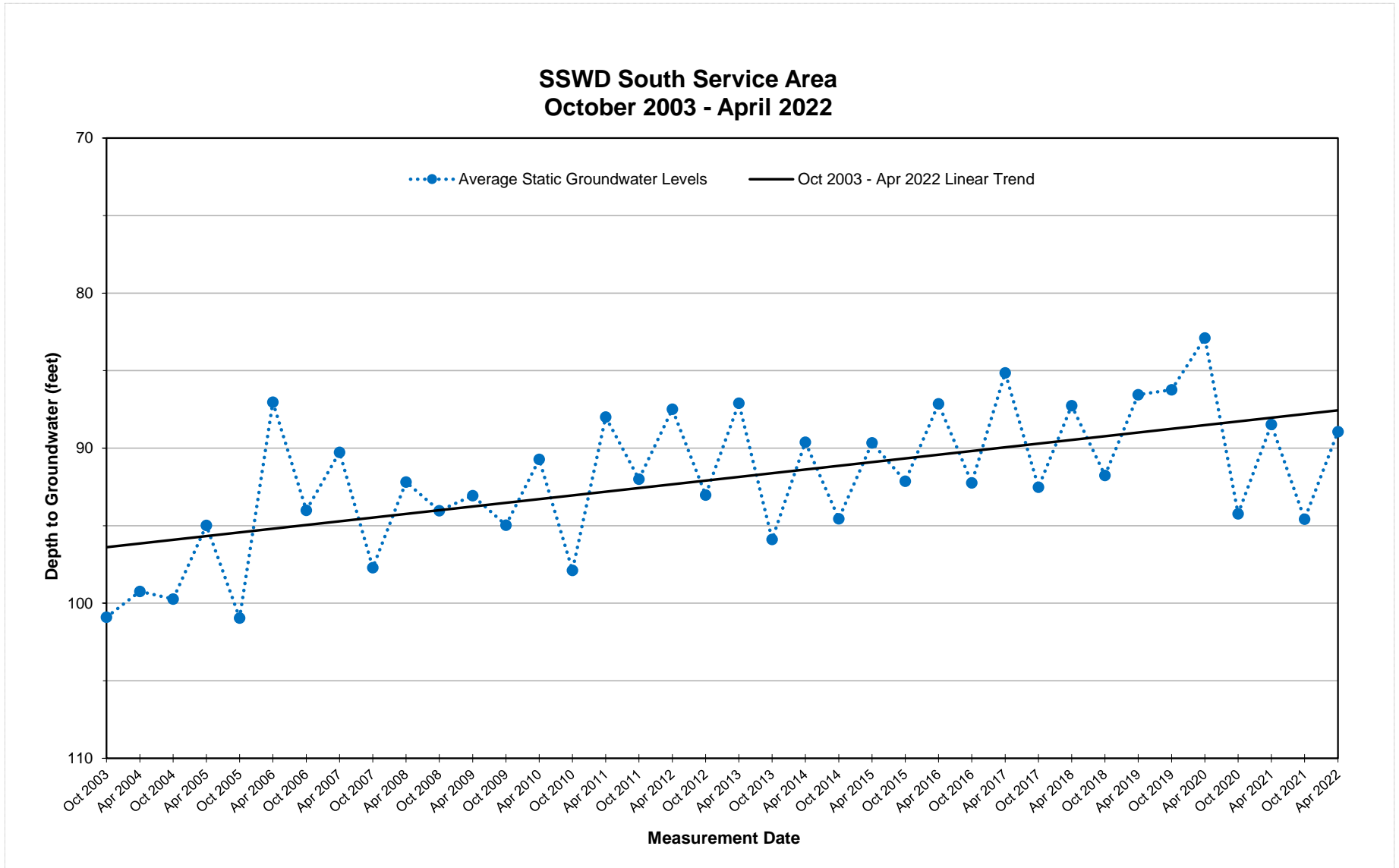
The Sacramento Groundwater Authority (SGA) has been observing similar findings on a regional scale. Based on monthly data collected throughout the region, Rob Swartz, Manager of Technical Services at the SGA, found that the fall 2021 groundwater levels in other parts of the SGA area were near or slightly below those observed in fall 2014. This finding is consistent with the groundwater conditions experienced by the District last fall.

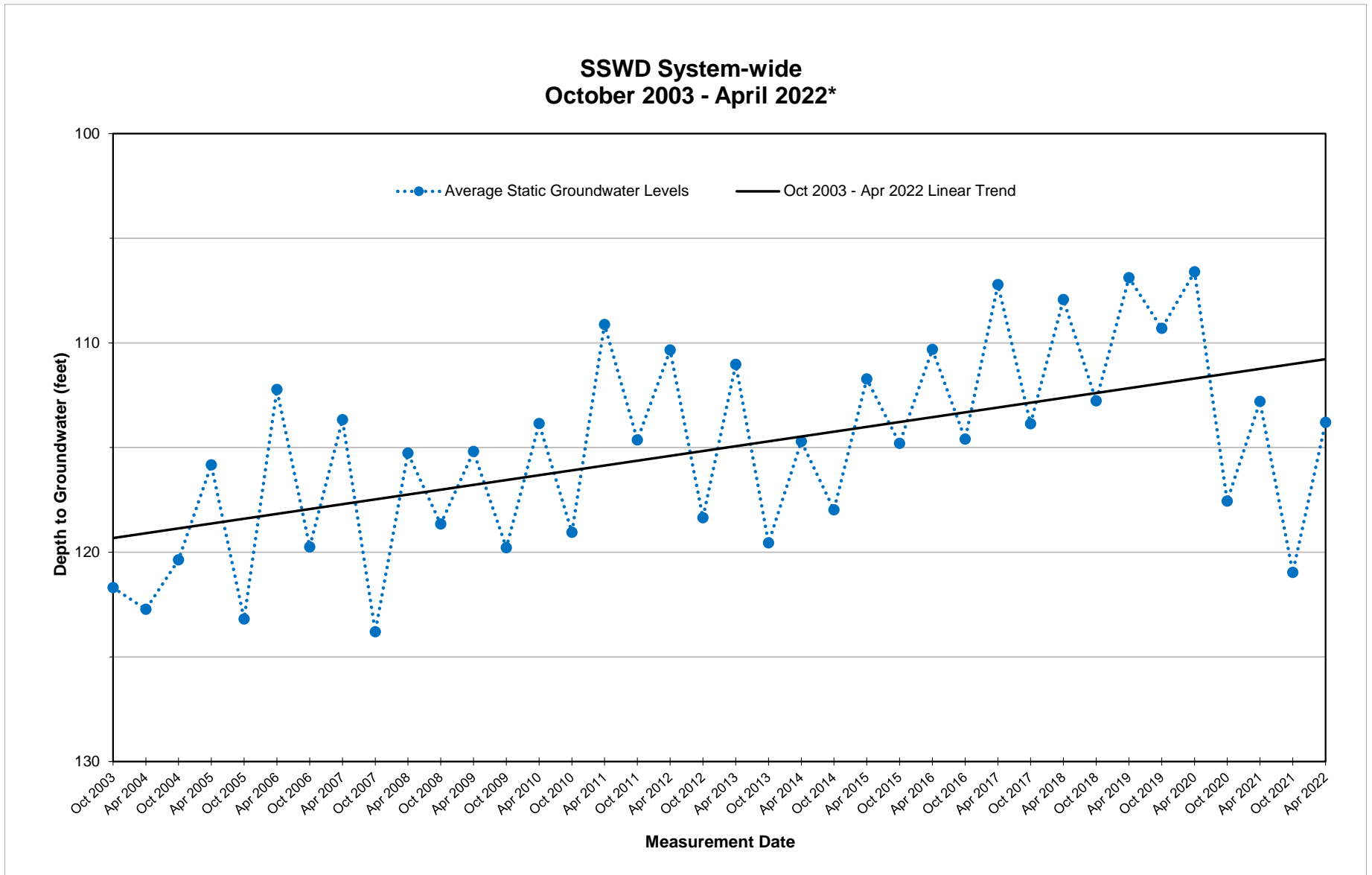
The District continues to play a significant role in stabilizing groundwater supplies to the extent feasible by taking surface water when available and continuing to coordinate with other agencies on a regional scale.

#### **Attachments**

1. Average Biannual Static Groundwater Levels







\*Graph represents data from a separate table (not depicted in Attachment 1) that contains the combined data from both the North Service Area and the South Service Area from October 2003 - April 2022.



## Agenda Item: 15

**Date:** June 20, 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  
June 22, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
2. RWA Board Meeting  
July 7, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
3. RWA Executive Committee Meeting  
July 27, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
4. Tri-State Seminar – Keeping Water on Par  
Augst 8-11, 2022  
Las Vegas, NV  
<https://www.kelmanonline.com/httpdocs/files/Tri-State-Seminar/issue1-2022/index.html#>

## Upcoming Water Industry Events

June 20, 2022

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5. SGA Board Meeting  
August 11, 2022  
Virtual  
<https://www.sgah2o.org/meetings/board-meetings/>
6. CSDA Annual Conference and Exhibitor Showcase  
August 22 – August 25, 2022  
Palm Desert, CA  
<https://members.cstda.net/imis1/EventDetail?EventKey=22ANNCONF>
7. RWA Executive Committee Meeting  
August 24, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
8. RWA Board Meeting  
September 8, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
9. CSDA Special District Leadership Academy  
September 18 – September 21, 2022  
Napa, CA  
<https://members.cstda.net/imis1/EventDetail?EventKey=22SDLACON2>
10. RWA Executive Committee Meeting  
September 28, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
11. SGA Board Meeting  
October 13, 2022  
Virtual  
<https://www.sgah2o.org/meetings/board-meetings/>
12. CA-NV AWWA Annual Fall Conference  
October 24-26, 2022  
Sacramento, CA  
[https://www.ca-nv-awwa.org/canv/CNS/Events\\_Classes/Future\\_Events/CNS/EventsandClasses/Events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849](https://www.ca-nv-awwa.org/canv/CNS/Events_Classes/Future_Events/CNS/EventsandClasses/Events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849)
13. RWA Executive Committee Meeting  
October 26, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>

## Upcoming Water Industry Events

June 20, 2022

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14. RWA Board Meeting  
November 10, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
15. ACWA 2022 Fall Conference & Exhibition  
November 29, 2022 – December 2, 2022  
Indian Wells, CA  
<https://www.acwa.com/events/page/3/>
16. SGA Board Meeting  
December 8, 2022  
Virtual  
<https://www.sgah2o.org/meetings/board-meetings/>
17. 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 3<sup>rd</sup> Tuesday of the month at 6:00 p.m.
- Citrus Heights Water District: <http://chwd.org/> - Every 3<sup>rd</sup> Wednesday of the month at 6:30 p.m.
- Del Paso Manor Water District: <https://www.delpasomanorwd.org/> (916)487-0419 - Every 1<sup>st</sup> Tuesday of the month at 6:30 p.m.
- El Dorado County Water Agency - <http://www.edlafco.us/> - Every 2<sup>nd</sup> Wednesday of the month at 10:00 a.m.
- El Dorado Irrigation District - <http://www.eid.org/> - Every 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month at 9:00 a.m.
- Fair Oaks Water District: <http://www.fowd.com/> - Every 3<sup>rd</sup> Monday of the month at 6:30 p.m.
- Natomas Mutual Water Company - <http://natomaswater.com/> - Every 2<sup>nd</sup> Tuesday of the month at 9:00 a.m.
- Orangevale Water Company - <https://orangevalewater.com/> - Every 1<sup>st</sup> Tuesday of the month at 4:00 p.m.

## Upcoming Water Industry Events

June 20, 2022

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- Placer County Water Agency: <https://pcwa.net/> - Every 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month at 2:00 p.m.
- Rio Linda/Elverta Community WD: <http://www.rlecwd.com/> - Every 3<sup>rd</sup> Monday of the month at 6:30 p.m.
- San Juan Water District: <http://www.sjwd.org/> - Every 4<sup>th</sup> Wednesday of the month at 6:00 p.m.





## Agenda Item: 16 a.

**Date:** June 20, 2022

**Subject:** Upcoming Policy Review – Employee Standards of Conduct and Discipline Policy (PL – HR 011)

**Staff Contact:** Susan Schinnerer, Human Resources Administrator

The subject Policy is scheduled for its biennial review. The Policy was adopted by the Board on October 20, 2007, and was last reviewed by the Board on August 17, 2020.

Staff has reviewed the Policy and has several minor suggested edits, mostly to ease readability and for better flow of the document. Attachment 1 is the Red-line version where the minor edits can be reviewed.

The Policy is scheduled for Board review and approval at the July 18, 2022, regular Board meeting. If a Director desires to comment on the policy, staff requests that they do so by June 27, 2022. If no comment is received, this Policy will be placed as a Consent Item on the July 18, 2022 regular Board meeting agenda.

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

### **Attachments:**

- 1 – Employee Standards of Conduct and Discipline Policy (PL – HR 011) (Red-line version)
- 2 - Employee Standards of Conduct and Discipline Policy (PL – HR 011) (Clean version)

Sacramento Suburban Water District

## Employee Standards of Conduct and Discipline Policy

Adopted: October 20, 2008

Approved with changes on: ~~August 17, 2020~~ July 18, 2022

### 100.00 Purpose of the Policy

The purpose of this policy is to assure a safe, efficient workplace and ~~harmonious effective~~ operation of the District by authorizing the establishment of standards of conduct and a corrective process to provide general guidance to supervisors and managers in situations involving employee misconduct or unacceptable work performance. ~~In keeping with the District's status as an at-will employer, Since the District is an at-will employer, this -this-~~ policy is intended to provide guidelines for employee discipline in cases where standards of conduct are violated, but any actual discipline imposed pursuant to this policy will be determined on a case-by-case basis in accordance with ~~the individual~~ facts and circumstances. ~~-of the relevant incident. AsAs an at-will employer, both the District -,-~~ by and through the General Manager ~~-, and its employees havehas~~ the right to terminate employment at any time, with or without advance notice, and with or without cause.

### 200.00 Policy

The District is an at-will employer. The employment of every District employee will be conditioned on ~~good appropriate workplace~~ behavior and satisfactory ~~jobwork~~ performance. The District has established standards of conduct to provide employees with ~~timely~~ notice of what is expected of them. Employees should be aware that any conduct that adversely affects or is otherwise detrimental to the interests ~~-of the District, other employees, or the public, or that negatively effects the operation of the District,-~~ may result in disciplinary action up to and including termination. Examples ~~of slists, issues, or infractions -or lists of grounds for-~~ that could initiate disciplinary action as listed in the Employee Handbook are illustrative only and shall not be construed to alter the at-will nature of employment, ~~or~~ require the District to show "good cause" for termination, or reduce or affect in any manner the General Manager's broad authority over employment of District staff provided in California Water Code Section 30580.

### 300.00 Authority and Responsibility

The General Manager is authorized to establish and implement standards of conduct for all employees and guidelines for a ~~flexible~~ appropriate corrective process to be used by supervisors and managers as general guidance for possible disciplinary action up to and including termination in cases of misconduct or unacceptable performance.

**400.00 Policy Review**

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

**Employee Standards of Conduct and Discipline Policy**

Adopted: October 20, 2008

Approved with changes on: July 18, 2022

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**100.00 Purpose of the Policy**

The purpose of this policy is to assure a safe, efficient workplace and effective operation of the District by authorizing the establishment of standards of conduct and a corrective process to provide general guidance to supervisors and managers in situations involving employee misconduct or unacceptable work performance. Since the District is an at-will employer, this policy is intended to provide guidelines for employee discipline in cases where standards of conduct are violated, but any actual discipline imposed pursuant to this policy will be determined on a case-by-case basis in accordance with individual facts and circumstances. As an at-will employer, the District - by and through the General Manager - has the right to terminate employment at any time, with or without advance notice, and with or without cause.

**200.00 Policy**

The District is an at-will employer. The employment of every District employee will be conditioned on appropriate workplace behavior and satisfactory job performance. The District has established standards of conduct to provide employees with notice of what is expected of them. Employees should be aware that any conduct that adversely affects or is otherwise detrimental to the interests of the District, employees, or the public, or that negatively effects the operation of the District may result in disciplinary action up to and including termination. Examples of lists, issues, or infractions that could initiate disciplinary action as listed in the Employee Handbook are illustrative only and shall not be construed to alter the at-will nature of employment, require the District to show “good cause” for termination, or reduce or affect in any manner the General Manager’s broad authority over employment of District staff provided in California Water Code Section 30580.

**300.00 Authority and Responsibility**

The General Manager is authorized to establish and implement standards of conduct for all employees and guidelines for an appropriate corrective process to be used by supervisors and managers as general guidance for possible disciplinary action up to and including termination in cases of misconduct or unacceptable performance.

**400.00 Policy Review**

This Policy shall be reviewed at least biennially.



## **Agenda Item: 16 b.**

**Date:** June 20, 2022

**Subject:** Upcoming Policy Review – Director Sexual Harassment Prevention Training Policy (PL – BOD 005)

**Staff Contact:** Matt Underwood, Assistant General Manager

Director Sexual Harassment Prevention Training Policy (PL – BOD 005) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on June 16, 2008, and was last reviewed by the Board on April 20, 2020.

This Policy update was reviewed by legal counsel.

The Policy is scheduled for Board review and approval at the July 18, 2022, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by June 27, 2022. If no comment is received, this Policy will be placed as a Consent Item on the July 18, 2022, regular Board meeting agenda.

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

**Section 100.00:** Clarification language was added regarding the purpose of the Policy.

**Section 200.00:** Clarification language was added regarding training requirements.

**Section 300.00:** Clarification language was added regarding reporting.

**Section 400.00:** Clarification language was added regarding penalties for Policy violation.

Both a redlined and clean version of the Policy are attached to this report for reference (Attachments 1 and 2, respectively).

**Fiscal Impact:**

Adopting the updated policy does not have a fiscal impact.

**Strategic Plan Alignment:**

Aligns with the core values of the District – Professionalism, Ethics, and Respect.

**Attachments:**

- 1) Director Sexual Harassment Prevention Training Policy (PL – BOD 005) – redline
- 2) Director Sexual Harassment Prevention Training Policy (PL – BOD 005) – clean

Sacramento Suburban Water District

**Director Sexual Harassment Prevention Training Policy**

Adopted: June 16, 2008

Approved with changes on: ~~April 20, 2020~~ July 18, 2022

**100.00 Purpose of the Policy**

Under California law and regulations established by the California Fair Employment and Housing ~~Commission Council~~ (~~“FEHC”~~ FEH Council) under the Department of Fair Employment and Housing (“DFEH”), Directors are required to receive at least two hours of effective interactive training and education regarding sexual harassment prevention upon taking office and ~~then at least once every two years~~ every two years thereafter. The sexual harassment prevention training and education required by this policy is intended to establish a minimum threshold. ~~and a~~ Directors may participate in additional training as ~~he or she~~ they deems appropriate. (Government (Gov’t) Code sections 53237.1 and 12950.1(a).)

**200.00 Harassment Prevention Training Requirement**

Within six months after a Director assumes office, he or she must attend at least two hours of classroom or other effective interactive training and education regarding sexual harassment prevention in the workplace. After meeting the initial training requirement, each Director must attend sexual harassment prevention training and education at least once every two years for as long as the Director remains in office. (Gov’t Code sections 53237.1(b) & 12950.1(a); 2 C.C.R, section 11024, subds. (b)(1) & (b)(4).)

The education and training must include information and guidance regarding the definition, prohibition against, prevention, and correction of sexual harassment, and the remedies available to victims in employment. The training shall include practical examples aimed at instructing the Director in the response to sexual harassment, discrimination, retaliation, and prevention of abusive conduct ~~identify behaviors that create or contribute to “sexual harassment” as that term is defined in California and federal law, and help instill values in Directors that will assist them in preventing and effectively responding to incidents of sexual harassment.~~ The training shall also be inclusive of preventing harassment based on gender identity, gender expression, and sexual orientation, and ~~The training shall include, but is not~~ not be limited to, all subjects described in ~~Government Gov’t~~ Code sections 53237.1(d) and 12950.1, ~~subds. (a), (b), and (c),~~ and 2 C.C.R. section 11024, subd. (c)(2).

A Director is not required to receive the training in two consecutive hours ~~as~~ long as ~~all of the~~ applicable total hourly requirement is met, but the first required training ~~is~~ must be completed within the six-month period ~~and~~ all of each subsequent training

~~must be~~ completed within the same calendar year. (Gov't Code sections 12950.1(a) and Gov't Code section 53237.1(b)); 2 C.C.R, section 11024, subd. (b)(~~7~~6).)

Training may be received by any of the following methods: (1) "classroom training," in-person instruction, attendance in a classroom setting; (2) "e-learning," individualized, interactive, computer-based training, or (3) "webinar," participation in an internet-based interactive seminar conducted in real time. (~~"webinar"; or (3) by interactive computer-based training ("e-learning").~~) (Gov't Code section 53237.1(e); 2 C.C.R, section 11024, subdivision (a)(2).) The required training and education must be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Gov't Code sections 53237.1(d) and 12950.1(a), and; 2 C.C.R, section 11024, subd. (a)(10).~~)~~)

A Director who receives supervisor sexual harassment prevention training as a result of his/her service with an employer or another agency is not required to receive separate training because of his or her service with the District. However, such Director must: (1) receive, read, and acknowledge receipt in writing of the District's anti-harassment policy; and (2) submit to the Executive Assistant to the General Manager a duplicate copy of the proof of his/her participation in the mandated training that was obtained on behalf of the Director's employer or other agency. (Gov't Code sections 53237.1(f) and (h) & 53237.2; 2 C.C.R, section 11024, subd. (b)(~~5~~6).)

### **300.00 Reporting**

The Executive Assistant to the General Manager will inform Directors of available harassment prevention training opportunities, including any training opportunities offered at District facilities or through District resources for ~~staff~~-supervisors subject to the training requirement. Each Director must obtain proof of ~~his or her~~ participation after ~~he or she completed~~completion of the mandated periodic training and submit proof of completion of such training to the Executive Assistant to the General Manager within thirty days of completing any training component. Each Director's personnel file shall include records of the dates of participation in sexual harassment prevention training and the person or entity providing the training. (Gov't Code sections 53237.1(f) and (g) & 53237.2; 2 C.C.R, section 11024, subd. (b)(2).) All sexual harassment prevention policies and attendance records are public records subject to disclosure under the California Public Records Act and must be retained by the District for a minimum of five years after a Director receives the training. (Gov't Code section 53237.2(b).)

### **400.00 Penalties for Policy Violation**

It is the responsibility of each Director to ensure ~~their~~-his/-or-her/~~their~~ compliance with this policy, including choosing the sexual harassment prevention training courses and securing and submitting the training completion documentation to the Executive Assistant to the General Manager as required in Article 300.00. While failure to comply with this policy does not impose strict liability on the District or a

non-complying Director in any legal action involving a sexual harassment claim, such non-compliance can be used as evidence against the District and any non-complying Director in the prosecution of such claims. (Gov't Code sections 53237.5 ~~& and~~ 12950.1(c).)

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 a Director who has violated this policy, or (b) injunctive relief, ~~or (c) referral of the violation to the FEHCDFEH, which has the legal authority to issue an order compelling any Director violating this policy to comply with the sexual harassment prevention training requirements, within sixty days of the issuance of such an order. (Gov't Code section 12950.1(f); 2 C.C.R, section 11024, subd. (d).)~~

#### **500.00 Policy Review**

This Policy shall be reviewed at least biennially.



Sacramento Suburban Water District

**Director Sexual Harassment Prevention Training Policy**

Adopted: June 16, 2008

Approved with changes on: July 18, 2022

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**100.00 Purpose of the Policy**

Under California law and regulations established by the California Fair Employment and Housing Council (“FEH Council”) under the Department of Fair Employment and Housing (“DFEH”), Directors are required to receive at least two hours of effective interactive training and education regarding sexual harassment prevention upon taking office and every two years thereafter. The sexual harassment prevention training and education required by this policy is intended to establish a minimum threshold. Directors may participate in additional training as they deem appropriate. (Government (Gov’t) Code sections 53237.1 and 12950.1(a).)

**200.00 Harassment Prevention Training Requirement**

Within six months after a Director assumes office, he or she must attend at least two hours of classroom or other effective interactive training and education regarding sexual harassment prevention in the workplace. After meeting the initial training requirement, each Director must attend sexual harassment prevention training and education at least once every two years for as long as the Director remains in office. (Gov’t Code sections 53237.1(b) & 12950.1(a); 2 C.C.R., section 11024, subs. (b)(1) & (b)(4).)

The education and training must include information and guidance regarding the definition, prohibition against, prevention, and correction of sexual harassment, and the remedies available to victims in employment. The training shall include practical examples aimed at instructing the Director in the response to sexual harassment, discrimination, retaliation, and prevention of abusive conduct. The training shall also be inclusive of preventing harassment based on gender identity, gender expression, and sexual orientation, and shall include, but not be limited to, all subjects described in Gov’t Code sections 53237.1(d) and 12950.1, subs. (a), (b), and (c), and 2 C.C.R. section 11024, subd. (c)(2).)

A Director is not required to receive the training in two consecutive hours as long as the applicable total hourly requirement is met, but the first required training must be completed within the six-month period and all of each subsequent training must be completed within the same calendar year. (Gov’t Code sections 12950.1(a) and 53237.1(b); 2 C.C.R., section 11024, subd. (b)(7).)

Training may be received by any of the following methods: (1) “classroom training,” in-person instruction, (2) “e-learning,” individualized, interactive, computer-based training, or (3) “webinar,” participation in an internet-based interactive seminar conducted in real time. (Gov’t Code section 53237.1(e); 2 C.C.R, section 11024, subdivision (a)(2).) The required training and education must be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. (Gov’t Code sections 53237.1(d) and 12950.1(a), and 2 C.C.R, section 11024, subd. (a)(10).)

A Director who receives supervisor sexual harassment prevention training as a result of his/her service with an employer or another agency is not required to receive separate training because of his or her service with the District. However, such Director must: (1) receive, read, and acknowledge receipt in writing of the District’s anti-harassment policy; and (2) submit to the Executive Assistant to the General Manager a duplicate copy of the proof of his/her participation in the mandated training that was obtained on behalf of the Director’s employer or other agency. (Gov’t Code sections 53237.1(f) and (h) & 53237.2; 2 C.C.R, section 11024, subd. (b)(6).)

### **300.00 Reporting**

The Executive Assistant to the General Manager will inform Directors of available harassment prevention training opportunities, including any training opportunities offered at District facilities or through District resources for supervisors subject to the training requirement. Each Director must obtain proof of participation after completion of the mandated periodic training and submit proof of completion of such training to the Executive Assistant to the General Manager within thirty days of completing any training component. Each Director’s personnel file shall include records of the dates of participation in sexual harassment prevention training and the person or entity providing the training. (Gov’t Code sections 53237.1(f) and (g) & 53237.2; 2 C.C.R, section 11024, subd. (b)(2).) All sexual harassment prevention policies and attendance records are public records subject to disclosure under the California Public Records Act and must be retained by the District for a minimum of five years after a Director receives the training. (Gov’t Code section 53237.2(b).)

### **400.00 Penalties for Policy Violation**

It is the responsibility of each Director to ensure his/her/their compliance with this policy, including choosing the sexual harassment prevention training courses and securing and submitting the training completion documentation to the Executive Assistant to the General Manager as required in Article 300.00. While failure to comply with this policy does not impose strict liability on the District or a non-complying Director in any legal action involving a sexual harassment claim, such non-compliance can be used as evidence against the District and any non-complying Director in the prosecution of such claims. (Gov’t Code sections 53237.5 and 12950.1(c).)

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 a Director who has violated this policy, or (b) injunctive relief.

**500.00 Policy Review**

This Policy shall be reviewed at least biennially.



## **Agenda Item: 16 c.**

**Date:** June 20, 2022

**Subject:** Upcoming Policy Review – Electronic Mail, Internet and Computer Use Policy (PL – IT 005)

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

Electronic Mail, Internet and Computer Use Policy (PL – IT 005) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on September 20, 2004, and was last reviewed by the Board on February 24, 2020. The Policy sets forth appropriate guidelines for the use of all technology resources provided by the District.

This Policy update was reviewed by legal counsel.

The Policy is scheduled for Board review and approval at the July 18, 2022, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by June 27, 2022. If no comment is received, this Policy will be placed as a Consent Item on the July 18, 2022, regular Board meeting agenda.

Staff is recommending some substantial changes to the Policy. The following summarizes the proposed changes:

1. The Policy is being renamed to simply the Technology Use Policy as it covers all District technology resources.
2. Minor language changes are being proposed to bring consistency with other information technology policies.
3. Social Media section has been updated now that social media is authorized for business use.
4. Specifically Prohibited Usage/Activity section has been enhanced with additional prohibitions.
5. Software Installation and Usage section has been enhanced.
6. Ownership and Privacy section has been enhanced.
7. Data Management and Protection section has been substantially rewritten and enhanced.

Both a redlined and clean version of the Policy are attached to this report for reference (Attachments 1 and 2, respectively).

**Fiscal Impact:**

There is no fiscal impact.

**Strategic Plan Alignment:**

Goal C: Ensure Fiscal Responsibility and Affordable Rates

**Attachments:**

- 1) Electronic Mail, Internet and Computer Use Policy PL – IT 005 – redline
- 2) Electronic Mail, Internet and Computer Use Policy PL – IT 005 – clean

Sacramento Suburban Water District

**Electronic Mail, Internet and Computer Technology Use Policy**

Adopted: September 20, 2004

Approved with Changes: ~~June 20~~July 18, 2022

**100.00 Purpose of the Policy**

The purpose of this policy is to provide guidelines for the appropriate use of all technology resources provided by the District. These resources include computers, servers, printers, scanners, software, Internet, Intranet, phones, copier/fax machines, and all other technology-related devices ~~(collectively referred to as “electronic facilities”)~~ and data.

**200.00 Policy**

The District uses various forms of electronic communication and equipment including, but not limited to, computers, tablets, ~~printers~~, modems, telephones, cell phones, voice mail, ~~copier~~/fax machines, internet, ~~texting~~, and e-mail ~~(collectively referred to as “electronic facilities”)~~. All electronic ~~communications facilities, including all software and hardware, and data~~ are and will remain the sole property of the District. All messages sent and received, including any personal messages, and all data and information stored on the District’s ~~computer systems~~ electronic facilities are the District’s property regardless of content.

**200.10 Social Media**

Use of District electronic ~~communication and equipment facilities~~ to access and use any form of social media ~~for personal purposes~~ is not permitted. Employees who may need to ~~utilize-use~~ social media for District-related business must obtain prior approval from the General Manager or his/her designee ~~and comply with the District’s Social Media Procedures promulgated by the General Manager~~. Any form of social media ~~utilized used~~ by the District as an outreach or communications tool ~~will be~~ subject to ~~the Social Media p~~Procedures promulgated by the General Manager and shall not be used in a manner that creates ~~an open~~ public forum.

**200.20 Specifically Prohibited Usage/Activity**

Electronic ~~communications facilities~~ will not be used in any manner that would: (1) be discriminatory, lewd, derogatory, defamatory, disparaging, sexually explicit, harassing, threatening, or obscene; (2) constitute copyright, trademark infringement or

misappropriation of trade secrets; or (3) be for any other purpose which is illegal, against District policy, or not in the best interests of the District.

Unless pre-approved by the Information Technology Manager or the General Manager, 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
4. Personal flash drives or other portable storage devices

External connections to the District's internal network are not permitted unless expressly authorized in advance by the Information Technology Manager or the General Manager and necessary for a District purpose.

Employees must not place stickers, decals, tape or other such attachments on District electronic facilities unless expressly authorized.

### **200.30 Software Installation and Usage**

To avoid any security breach or other harm, eEmployees will not install personal software in District ~~computer systems~~electronic facilities. Unless otherwise noted~~determined by the Information Technology Manager or other qualified person, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.~~

All software on any District ~~computer system~~electronic facility must be licensed to the District. Any updates to existing software must be approved by the Information Technology Manager prior to installing the update.

### **200.40 Ownership and Privacy**

All electronic information created by any employee using any ~~means of electronic communication owned, leased, operated, or employed by the~~ District facility is the property of the District and will remain the property of the District. **Employees should understand that they have no right or expectation of privacy with respect to any messages or information created or maintained on the District's ~~computer systems and electronic facilities~~ devices, including personal information or messages, and that any electronic information created, sent, received or accessed by an employee may be a public record subject to disclosure upon request.** Personal passwords may be used for purposes of security, but the use of a personal password does not affect the District's ownership of, or ability to access, the electronic information.

All District electronic facilities provided to employees for the performance of District work will remain the property of the District. Employees are expected to exercise due

care and proper safeguards while using District--provided electronic facilities and to notify the Information Technology department in the event of any potential or actual damage, breach, theft or other loss of District electronic facilities or data immediately. Employees must not place stickers on laptop computers.

The District reserves the right to enter, access, search, monitor, review, copy, and/or retrieve electronic files, messages, e-mail, texts, voice mail, history of internet usage, and any other type of electronic file or information created or stored on any District electronic facility, without notice, for any legitimate business purpose including, but not limited to, ensuring that there is no misuse or violation of District policy or any law, investigating theft, and monitoring disclosure of District information. The District may override personal passwords if it becomes necessary or appropriate to do so for any reason.

All electronic communications, including e-mail, voicemail, texts, access to the internet, and usage of other types of District paid communication access are to be used solely in accordance with District Procedures.

## **200.50 Data Management and Protection**

All employees must use, manage and protect District records resulting from their use of District e-mail/electronic communications facilities as required by this policy, the District's Records Inspection, Retention and Disposal/Management Policy (PL - Adm 002), Electronic Mail-Communication Management and Retention Policy (PL - IT 003) and all related procedures promulgated by the General Manager Procedure (PR - IT 002), which sets forth the responsibilities of all District employees concerning the creation, removal, storage, and protection, retention, and disposal of e-mail/electronic documents and communications that are designated as either official or not official District records. Employees are advised that if they use their personal electronic devices on District business, they may be creating District records that must be preserved and that may subject their personal electronic devices to surrender to the District to search for, view, and possibly extract any District records.

Drafts, copies, duplicates, support files and other types of documents as outlined in Policy PL - Adm 002 Records Management Policy, Section 300.30.b should be removed from District electronic facilities (especially file stores and email) when no longer required. The email system is not to be used as a file storage system. Attachments should be removed and stored with other electronic files in appropriately designated locations in accordance with District Policy PL - IT 003 Electronic Communication Management and Retention Policy, Section 100.10 and 200.00.

The Internet does not guarantee the privacy and confidentiality of information. Sensitive District records or other material transferred over the Internet may be at risk of detection or interception by a third party. Employees must exercise caution and due care when transferring such records and materials in any form over the internet. When



possible, Employees should use a file sharing site or other secure program for transmitting files instead of attaching sensitive information to an email.

The introduction of viruses, malware or malicious tampering with any electronic facility is expressly prohibited. Employees are to use extreme care when opening links or attachments to ensure they are free from viruses or malicious code that could infect District electronic facilities. Files that are downloaded from the internet must be checked with virus detection software before being opened and used. The truth or accuracy of information on the internet and in unsolicited e-mails should be considered suspect until confirmed by a separate (reliable) source.

### **200.60 Policy Violation**

Any employee who misuses the District's electronic ~~communications~~facilities or otherwise violates this policy or its related procedures will be subject to discipline up to and including termination.

### **300.00 Policy Review**

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District  
**Technology Use Policy**

Adopted: September 20, 2004  
Approved with Changes: July 18, 2022

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**100.00 Purpose of the Policy**

The purpose of this policy is to provide guidelines for the appropriate use of all technology resources provided by the District. These resources include computers, servers, printers, scanners, software, Internet, Intranet, phones, copier/fax machines, and all other technology-related devices and data.

**200.00 Policy**

The District uses various forms of electronic communication and equipment including, but not limited to computers, tablets, printers, modems, telephones, cell phones, voice mail, copier/fax machines, internet, texting, and e-mail (collectively referred to as “electronic facilities”). All electronic facilities and data are and will remain the sole property of the District. All messages sent and received, including any personal messages, and all data and information stored on the District’s electronic facilities are the District’s property regardless of content.

**200.10 Social Media**

Use of District electronic facilities to access and use any form of social media for personal purposes is not permitted. Employees who may need to use social media for District-related business must obtain prior approval from the General Manager or his/her designee and comply with the District’s Social Media Procedures promulgated by the General Manager. Any form of social media used by the District as an outreach or communications tool are subject to the Social Media Procedures promulgated by the General Manager and shall not be used in a manner that creates an open public forum.

**200.20 Specifically Prohibited Usage/Activity**

Electronic facilities will not be used in any manner that would: (1) be discriminatory, lewd, derogatory, defamatory, disparaging, sexually explicit, harassing, threatening, or obscene; (2) constitute copyright, trademark infringement or misappropriation of trade secrets; or (3) be for any other purpose which is illegal, against District policy, or not in the best interests of the District.

Unless pre-approved by the Information Technology Manager or the General Manager, 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
4. Personal flash drives or other portable storage devices

External connections to the District's internal network are not permitted unless expressly authorized in advance by the Information Technology Manager or the General Manager and necessary for a District purpose.

Employees must not place stickers, decals, tape or other such attachments on District electronic facilities unless expressly authorized.

### **200.30 Software Installation and Usage**

To avoid any security breach or other harm, employees will not install personal software in District electronic facilities. Unless otherwise determined by the Information Technology Manager or other qualified person, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.

All software on any District electronic facility must be licensed to the District. Any updates to existing software must be approved by the Information Technology Manager prior to installing the update.

### **200.40 Ownership and Privacy**

All electronic information created by any employee using any District facility is the property of the District and will remain the property of the District. **Employees should understand that they have no right or expectation of privacy with respect to any messages or information created or maintained on the District's electronic facilities, including personal information or messages, and that any electronic information created, sent, received or accessed by an employee may be a public record subject to disclosure upon request.** Personal passwords may be used for purposes of security, but the use of a personal password does not affect the District's ownership of, or ability to access, the electronic information.

All District electronic facilities provided to employees for the performance of District work will remain the property of the District. Employees are expected to exercise due care and proper safeguards while using District-provided electronic facilities and to notify the Information Technology department in the event of any potential or actual damage, breach, theft or other loss of District electronic facilities or data immediately.

The District reserves the right to enter, access, search, monitor, review, copy, and/or retrieve electronic files, messages, e-mail, texts, voice mail, history of internet usage, and any other type of electronic file or information created or stored on any District electronic facility, without notice, for any legitimate business purpose including, but not limited to, ensuring that there is no misuse or violation of District policy or any law, investigating theft, and monitoring disclosure of District information. The District may override personal passwords if it becomes necessary or appropriate to do so for any reason.

## **200.50 Data Management and Protection**

All employees must use, manage and protect District records resulting from their use of District electronic facilities as required by this policy, the District's Records Management Policy (PL - Adm 002), Electronic Communication Management and Retention Policy (PL - IT 003) and all related procedures promulgated by the General Manager, which set forth the responsibilities of all District employees concerning the creation, storage, protection, retention, and disposal of electronic documents and communications that are designated as either official or not official District records. Employees are advised that if they use their personal electronic devices on District business, they may be creating District records that must be preserved and that may subject their personal electronic devices to surrender to the District to search for, view, and possibly extract any District records.

Drafts, copies, duplicates, support files and other types of documents as outlined in Policy PL – Adm 002 Records Management Policy, Section 300.30.b should be removed from District electronic facilities (especially file stores and email) when no longer required. The email system is not to be used as a file storage system. Attachments should be removed and stored with other electronic files in appropriately designated locations in accordance with District Policy PL – IT 003 Electronic Communication Management and Retention Policy, Section 100.10 and 200.00.

The Internet does not guarantee the privacy and confidentiality of information. Sensitive District records or other material transferred over the Internet may be at risk of detection or interception by a third party. Employees must exercise caution and due care when transferring such records and materials over the internet. When possible, Employees should use a file sharing site or other secure program for transmitting files instead of attaching sensitive information to an email.

The introduction of viruses, malware or malicious tampering with any electronic facility is expressly prohibited. Employees are to use extreme care when opening links or attachments to ensure they are free from viruses or malicious code that could infect District electronic facilities. Files that are downloaded from the internet must be checked with virus detection software before being opened and used. The truth or accuracy of information on the internet and in unsolicited e-mails should be considered suspect until confirmed by a separate (reliable) source.

**200.60 Policy Violation**

Any employee who misuses the District's electronic facilities or otherwise violates this policy or its related procedures will be subject to discipline up to and including termination.

**300.00 Policy Review**

This Policy shall be reviewed at least biennially.



## **Agenda Item: 16 d.**

**Date:** June 20, 2022

**Subject:** New Policy Review – Capital Improvement Program Policy (PL – Eng 003)

**Staff Contact:** Matt Underwood, Assistant General Manager

A new policy is attached for the Board’s review. Staff was requested by the Board to develop the subject Capital Improvement Program Policy (Policy).

The primary purpose of the Policy is to provide Board guidance to the General Manager and District staff related to goals and objectives of the District’s Capital Improvement Program.

Following adoption of the Policy, the General Manager will direct staff to develop appropriate associated procedure(s) for review and approval.

Policies are adopted by the Board of Directors. Policies are high-level documents that determine the District’s strategic direction. A policy is a statement of intent and is implemented as a procedure.

Procedures are developed by staff and approved by the General Manager. Procedures are protocols that identify processes and methods used to reach the objectives of their guiding policies. A procedure is the subordinate to a policy; it is the instruction on how a policy is implemented and followed.

The Policy is scheduled for Board review and approval at the July 18, 2022, regular Board Meeting. Staff looks forward to receiving input from Directors. Please provide comments to staff by Tuesday, July 5, 2022.

**Attachment:**

1 – Capital Improvement Program Policy (PL – Eng 003) – Policy (DRAFT)

Sacramento Suburban Water District

**Capital Improvement Program Policy**

Adopted: July 18, 2022

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**100.00 Purpose**

The primary purpose of this policy is to provide Board guidance to the General Manager and District staff related to goals and objectives of the District's Capital Improvement Program (CIP). The goals of the CIP are:

1. Maintain alignment with goals and objectives of the District's Strategic Plan and other Board direction.
2. Promote District financial stability and long-term financial capacity to meet capital needs.

**200.00 Capital Improvement Program**

The CIP is a continual program of capital asset life-cycle management necessary to meet service level goals and objectives. The CIP consists of the following major asset categories:

1. Wells
2. Distribution System
3. Transmission System
4. Storage Facilities and their Pump Stations
5. Buildings and Structures
6. Meters and Meter Reading

The CIP includes all land and land improvements, structures, transmission and distribution assets, source of supply and production assets, system replacements, storage facilities, and other related assets which result in a capitalized asset as these are defined by the Board in PL – Fin 002 Capital Asset Policy.

Future operating and maintenance costs associated with new capital improvements will be forecast and included in the annual operating budget.

**300.00 Planning**

The Water System Master Plan (WSMP) shall be the primary long-term planning document for CIP. The WSMP has a fifteen-year horizon and identifies the project categories and their planning-level funding requirements. It will be updated periodically as the need

requires (e.g., as significant changes to the long-term capital asset needs of the District occur based on updates to asset management plans, changing priorities, or changing assumptions such as costs or the remaining useful life of assets).

A Capital Improvement Plan (CIP Plan) shall be prepared and maintained. It is subject to annual review and modification by District staff, and approval by the Board of Directors as part of the annual budget process. The CIP Plan shall consider the availability and allocation of existing and anticipated human and financial resources to replace, renew, expand, or acquire new capital facilities, and infrastructure.

The CIP Plan has a five-year horizon and identifies the projects or project categories, their priority, their scheduling and their funding estimates and sources to be undertaken over the planning period. The CIP Plan will be a management tool to guide capital planning and financing activities. The CIP Plan functions as:

1. A five-year rolling projection (planning horizon) of the District's capital needs.
2. A formal mechanism for decision-making related to planning and budgeting for capital asset acquisition/replacement.
3. A link to the District's long-range Asset Management Plans (AMPs) which guide the planning for renewal and replacement of water system assets.
4. A financial management tool for identifying future financial requirements for capital asset acquisition/replacement over the planning horizon.

#### **400.00 Budgeting**

The CIP Plan represents the District's rolling five-year projection of capital needs which is a driver of anticipated future financial requirements. The CIP Plan does not impart spending authority, but rather it constitutes a foundational element for development of the annual capital budget. The cost projections in the CIP Plan are based on engineering estimates, historical project costs or other common estimating methods. These cost projections may also originate from the various District AMPs. While the CIP Plan is a management tool, the annual capital budget is the Board's current year spending authorization for capital expenditures. The following relationship between the CIP Plan and the capital budget is established:

1. The District shall base the annual capital budget on capital project priorities, schedules and budget estimates as established in the CIP Plan.
2. Multi-year projects shall have their budget estimates divided into annual funding amounts based on engineering estimates and timing of project activities. The Board will approve each year's funding estimate as part of the annual capital budget.
3. The annual capital budget will include the future year budget estimates for multi-year projects.
4. Board approval of a project includes approval of the entire project budget. Engineering will determine the annual funding amounts which will be requested in each year's capital budget.



5. Accumulated unspent project funds from each years' capital budget shall rollover to the subsequent year and be available for spending on the project.

## **500.00 Funding**

There are two general approaches applicable to funding:

- a) **Pay-as-you-go funding** – Capital projects should be funded through current revenues. Pay-as-you-go refers to the use of current financial resources, including current revenues, reserve balances, and grants to fund capital improvements.
- b) **Pay-as-you-use funding** – Capital projects may also be funded through authorized debt (Pay-as-you-use funding). Pay-as-you-use funding refers to the issuance of various debt instruments to fund capital improvements.

In considering which funding method to utilize, the District prefers to utilize Pay-as-you-go funding. However, certain projects may require Pay-as-you-use funding which should be carefully evaluated for its effect on the District's financial position. If debt-funded, the term of the debt should generally not exceed the anticipated useful life of the asset.

While the CIP Plan can contain planning-level funding estimates for projects and project categories, the annual capital budget will be based on anticipated expenditures for each project or project category (such as well rehabilitation and main replacements) for the budget period.

### Rollover Funds

Projects that do not reach completion at year-end and have unspent funds allocated to them will have their funds automatically transfer ("rollover") to their funding for the subsequent year. Project Category funds not allocated to specific projects may not rollover and shall be returned to District reserves. The following guidelines will control the use of rollover funds:

1. Rollover funds may only be expended for the rollover project.
2. Rollover funds shall be expended first, followed by current-year funds.
3. Rollover funds not expended at project completion shall be returned to reserves.

## **600.00 CIP Plan Assessment**

Assessment of the CIP will use both short- and long-term objectives.

1. **Short-term** - Progress of the CIP's execution will be by comparison with the annual budget:
  - a. Percent encumbered (i.e., contracted) – target of at least 90%
  - b. Percent expended – target of at least 80%
2. **Long-term** - Accomplishment of the objectives in the CIP Plan:
  - a. Asset replacements

- b. Funds expended versus the identified funding need within the planning horizon

Reassessment and updating of the CIP Plan will be based on both short- and long-term objectives, achievements, available human and financial resources, and changing priorities.

### **700.00 Reporting**

Reporting will be accomplished through regular reports to the Board, such as capital budget reporting, the Engineering Report, and the annual capital spending and roll-forward analysis.

### **800.00 Policy Review**

This Policy shall be reviewed at least biennially.

DRAFT

**REGIONAL WATER AUTHORITY  
EXECUTIVE COMMITTEE AGENDA  
May 25, 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, May 25, 2022 8:30 AM - 11:30 AM (PDT)

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

<https://meet.goto.com/323934261>

**You can also dial in using your phone.**

United States: [+1 \(872\) 240-3311](tel:+18722403311)

**Access Code:** 323-934-261

- 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. Minutes of the April 27, 2022, Executive Committee meeting**Action: Approve Consent Calendar**
- 4. DRAFT RWA POLICY 500.19 – WATER EFFICIENCY PROGRAM RESERVE POLICY**  
Information and Presentation: Amy Talbot, Water Efficiency Program Manager  
**Action: Recommend Approval of Draft RWA Policy 500.19 - Water Efficiency Reserve Policy to the RWA Board of Directors via consent calendar**
- 5. LEGISLATIVE/REGULATORY UPDATE**  
Information: Ryan Ojakian, Legislative and Regulatory Affairs Manager  
**Action: Take Positions on Legislation**

**6. AD HOC COMMITTEE UPDATES**

Information: Dan York, Chair and Jim Peifer, Executive Director

**7. EXECUTIVE DIRECTOR'S REPORT**

**8. DIRECTORS' COMMENTS**

**ADJOURNMENT**

**Upcoming meetings:**

Executive Committee Meeting: Wednesday, June 22, 2022, commencing 8:30 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

Regular Board Meeting: Thursday, July 7, 2022, commencing 9:00 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  
Tuesday, May 17, 2022; 9:30 a.m.**

**AGENDA**

**This is a Special Board Meeting regarding Phase 2 - Governance  
Options of the Sacramento Groundwater Authority (SGA) and  
the Sacramento Central Groundwater Authority (SCGA)**

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.

**Note: Pursuant to the Governor's Executive Order N-29-20 and given the state of emergency regarding the threat of COVID-19, the meeting will be held via teleconference.**

**Meeting Information:**

Tues., May 17, 2022 9:30 AM - 11:30 AM (PST)

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

<https://global.gotomeeting.com/join/621468781>

**You can also dial in using your phone.**

United States: [+1 \(312\) 757-3121](tel:+13127573121)

**Access Code: 621-468-781**

- 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. Any 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**

**4. POTENTIAL GOVERNANCE OPTIONS FOR INTEGRATION OF  
SACRAMENTO GROUNDWATER AUTHORITY (SGA) AND SACRAMENTO  
CENTRAL GROUNDWATER AUTHORITY (SCGA)**

Presentation and Discussion: Led by Gina Bartlett, Consensus Building Institute

**Action: Provide Direction on Preference for Potential Governance Options**

**5. APPOINTMENT TO THE 3X3 COMMITTEE**

**Action: Chair to Appoint a Member to the 3x3 Committee**

**ADJOURNMENT**

**SACRAMENTO GROUNDWATER AUTHORITY**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**

Thursday, June 9, 2022; 9:00 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, Jun 9, 2022 9:00 AM - 12:00 PM (PDT)

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

<https://meet.goto.com/644426517>

**You can also dial in using your phone.**

United States: [+1 \(224\) 501-3412](tel:+12245013412)

**Access Code:** 644-426-517

- 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.
  - b. Approve the minutes of April 7, 2022 Board meeting**Action: Approve Consent Calendar Items**

- 4. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY AND SACRAMENTO GROUNDWATER AUTHORITY – PHASE 2 (GOVERNANCE)**  
Information and Discussion: Marcus Yasutake (Chair), Randy Marx (Vice Chair), and Mary Harris  
**Action: Provide Direction to the 3x3 Committee Members**
- 5. GROUNDWATER SUSTAINABILITY PROGRAM UPDATE**  
Information and Presentation: Rob Swartz, Manager of Technical Services
- 6. LEGISLATIVE/REGULATORY UPDATE**  
Information and Presentation: Ryan Ojakian, Legislative and Regulatory Affairs Manager
- 7. EXECUTIVE DIRECTOR’S REPORT**
- 8. DIRECTORS’ COMMENTS**

#### **ADJOURNMENT**

#### **Next SGA Board of Director’s Meetings:**

August 11, 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 17 c.

Jay Boatwright  
Attended meetings  
May 2022

- 05/02/2022: ACWA/JPIA Board meeting, Sacramento. Served as delegate for SSWD
- 05/03/2022: ACWA/JPIA Sessions and ACWA Committee meetings, Sacramento. Observed various sessions/
- 05/04/2022: ACWA Sacramento. Attended general and individual sessions re California water.
- 05/04/2022: ACWA Sacramento final day. Also, served on the Audit Committee for SSWD and met in session to review the audit.
- 05/12/2022: Attended Regional Water Authority regular meeting. Topics included the strategic plan review, approval of the budget, drought update and the legislative update.
- 05/16/2022: Attended SSWD regular board meeting for May, 2022
- 05/17/2022: Attended Sacramento Groundwater Authority (SGA) meeting. This meeting was specific to the proposed merger with the Sacramento Central Groundwater Authority (SCGA). The review was to review and select proposed structure options.
- 05/24/2022: Detailed conversation with Dan York regarding project planning and approach to project management, with general review of procedures, and detailed review of the Butano wall construction.
- 05/24/2022: Completed the required mandatory Ethics in the Workplace training.

/

**Craig Locke**  
**May Meetings**

**May 24th**

**Lead Copper Rule Compliance – AWWA Webinar**

The EPA's updated Lead and Copper Rule (LCR) mandates point-of-use filtration during lead service line replacement, but it can be complex to decide how to select and implement a program that best meets municipalities' and consumers' needs. This webinar will include best practices, case studies and unique insights to consider in your holistic LCR planning.

As a brand with product offerings for both municipalities and consumers, Brita uniquely understands the needs of both a municipality and its residents. Our world-class human insight capabilities will bring a differentiated perspective on a consumer's knowledge of the LCR and how to maximize filter adoption and compliance. Learning Objectives: Best practices for implementing a POU filtration program that meets EPA's updated LCR POU filtration requirements. Insights and communication tools for building trust and confidence with affected residents.

**May 22nd**

**Meet with President Nelson**

**May 18th**

**EPA ORD Webinar: Green Infrastructure: Ecosystem Benefits and Applications Confirmation**

**May 16th**

**SSWD Board Meeting**

**May 11th**

**North State Drinking Water Solutions Network Webinar (NCWA)**

The North State Drinking Water Solutions Network is convened by the Northern California Water Association (NCWA) as a forum for interested parties to share information and coordinate efforts related to ensuring that all communities in the Sacramento River Basin have access to safe drinking water. Representatives from local government, water systems, nonprofit technical providers, community representatives, landowners, and others interested in advancing drinking water solutions are all invited to participate and share your ideas. The two-hour webinar will focus on sharing information regarding:

- Ensuring Drinking Water Resiliency for the Sacramento Valley in a Dry Year
- How California Groundwater Live Supports Communities in a Dry Year
- Lessons Learned from 2021 Dry Year to Prepare for 2022
- Senate Bill 552 – Water Shortage Planning for Small Water Suppliers and Counties
- Funding for Small Communities and Counties
- Advancing Water Resiliency of Community Water Systems – Palermo and Orland
- Funding Safe Drinking Water Solutions – Governor's May Revise Budget

**May 9th**

**Meet with GM to review agenda**

**May 6th**

**Harvest Water Project: Increasing Water Supply Reliability and Ecological Resiliency through Collaboration**

The Sacramento Regional County Sanitation District (Regional San), in collaboration with regional stakeholders, is developing an innovative program known as Harvest Water. The Program provides an exceptional opportunity to proactively restore groundwater levels, support groundwater dependent ecosystems, benefit wildlife habitat, sustain agricultural lands, and improve regional water supply reliability. Harvest Water has the potential to provide up to 50,000 acre-feet per year of tertiary-treated recycled water to irrigate approximately 16,000 acres of agriculture and habitat lands in southern Sacramento County.

The recycled water will be used in-lieu of pumping groundwater. By providing recycled water to existing agricultural lands that historically pump groundwater, Harvest Water would reduce withdrawals of groundwater and allow levels in the Program area to recover, benefitting groundwater dependent ecosystems and local streamflows. A portion of stored groundwater could be withdrawn in future dry years to meet the needs of agricultural users, therefore enhancing water management in the southern Sacramento region by conjunctively managing surface and groundwater resources.

**May 5th**

**ACWA – WEF Open house and reception**

**May 4th**

**EPA Water Workforce Webinar**

on May 4, 2022 from 1:00-2:30 PM ET. This is part of an ongoing series of webinars to provide information across the water sector on ways utilities and others are addressing the challenges of building and maintaining a sustainable water workforce for the future. We have had excellent feedback on our previous webinars. A link to these webinars can be found [here](#). The May webinar will focus on the most fundamental part of every utility's program - how to **retain and develop** a strong and resilient workforce. The two leading utilities will present on their approaches to ensuring their employees have the right training, career progression opportunities, and other incentives to help them succeed and advance in their careers. **WaterOne** and **Central Utah Water Conservancy District** are highlighted in our recently released

**May 4th**

**ACWA – NCWA**

**May 3rd**

**ACEC Qualifications Based Selection Interviews & Negotiations**

ACEC CA, APWA Region VIII, ASCE Region 9

<https://www.acec-ca.org/events/EventDetails.aspx?id=1619864>

**May 3rd**

**Del Paso Manor WD**

**May 1st**

**Meet with Director Nelson re 2x2**



## Agenda

### Carmichael Water District/Sacramento Suburban Water District 2x2 Committee Meeting

3701 Marconi Avenue, Suite 100  
Sacramento, CA 95821

Thursday, June 16, 2022  
2:00 p.m.

**This meeting will be conducted both in-person in the Sacramento Suburban Water 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 Chairperson will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call. If a member of the public chooses to participate in this public meeting via videoconference and/or teleconference, please see 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/86511783849?pwd=SEtONzRONG40MCtmYjFDVGxQTnZudz09>

**Meeting ID:** 865 1178 3849

**Password:** 185537

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

New to Zoom? Get the app now and be ready when your first meeting starts: <https://zoom.us/>  
Zoom uses encryption of data during Zoom meetings. The two Agencies use 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 Committee 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 Committee less than 72 hours before the meeting are available for public inspection at each Agency's Administrative Offices.

The public may address the Committee concerning an agenda item either before or during the Committee'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 either one of the General

Managers. The Chairperson will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

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

**Call to Order**

**Roll Call**

**Announcements**

**Public Comment**

This is an opportunity for the public to comment on non-agenda items within the subject matter jurisdiction of the Committee. Comments are limited to 3 minutes.

**Consent Items**

The Committee 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 Committee 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.

- 1. Minutes of the February 18, 2022, CWD/SSWD 2x2 Committee Meeting  
*Recommendation: Approve subject minutes.*

**Items for Discussion and/or Action**

- 2. Combination Study Business Case Analysis Status Update  
*Recommendation: Review and discuss the update from Raftelis.*

**Adjournment**

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I certify that the foregoing agenda for the June 16, 2022, meeting of the Carmichael Water District/Sacramento Suburban Water District 2x2 Committee was posted by June 9, 2022 in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and at the Carmichael Water District office, 7837 Fair Oaks Boulevard, Carmichael, CA 95608, and was made available to the public during normal business hours.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District