

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

3701 Marconi Avenue, Suite 100  
Sacramento, California 95821

Monday, July 18, 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/84312580201?pwd=citid2VtZWpacTVxQ25MRlVfb3NwZz09>

**Meeting ID: 843 1258 0201**

**Password: 077907**

**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 June 20, 2022, Regular Board Meeting  
*Recommendation: Approve subject minutes.*
3. Minutes of the June 27, 2022, Special Board Workshop  
*Recommendation: Approve subject minutes.*
4. Treasurer's Report  
*Recommendation: Approve the items in the report as recommended.*

5. Policy Review – Employee Standards of Conduct and Discipline Policy (PL – HR 011)  
***Recommendation: Approve subject policy with changes.***
6. Policy Review – Director Sexual Harassment Prevention Training Policy (PL - BOD 005)  
***Recommendation: Approve subject policy with changes.***
7. Policy Review – Electronic Mail, Internet and Computer Use Policy (PL - IT 005)  
***Recommendation: Approve subject policy with changes.***

### **Public Hearing**

8. Public Hearing on Proposed Ordinance No. 2022-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Fixing the Compensation of Directors  
***Recommendation: Conduct a Public Hearing on proposed Ordinance No. 2022-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Fixing the Compensation of Directors.***

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

9. Ordinance No. 2022-01 – An Ordinance of the Board of Directors of the Sacramento Suburban Water District Fixing the Compensation of Directors  
***Recommendation: Following the Public Hearing, consider enacting Ordinance No. 2022-01 fixing Director Compensation at \$125 per day's service for up to 10 days of service each month and a schedule of annual increases in compensation of 5% maximum each year.***
10. Former General Manager Post-Retirement Medical Costs  
***Recommendation: Review and provide direction on former General Manager Rob Roscoe's request for reimbursement of Medicare premiums and premiums above the Board-established "cap" on the District's maximum payment for retiree medical insurance premiums***
11. Sacramento Suburban Water District and Del Paso Manor Water District 2x2 Committee  
***Recommendation: Approve and assemble a 2x2 Committee to discuss a potential combination of Del Paso Manor Water District and Sacramento Suburban Water District into one organization.***
12. Late Night Water Waste Patrols  
***Recommendation: Approve a Water Conservation Budget amendment of \$40,000 for late night water waste patrol efforts.***

13. Annual Fraud Prevention Presentation

***Recommendation: No action. Receive staff presentation and review fraud prevention policies and procedures for District operations. Direct staff as appropriate.***

### **General Manager's Report**

14. General Manager's Report

- a. Grant of Easement and Right of Way

- b. Sacramento Groundwater Authority and Sacramento Central Groundwater Authority

### **Department/Staff Reports**

15. Financial Report

- a. Financial Statement Highlights

- b. Budgets

16. District Activity Report

17. Engineering Report

- a. Major Capital Improvement Program Projects

- b. Active Wells

- c. Planning Documents

- d. Other Projects

### **Information Items**

18. Social Media Update

19. Upcoming Water Industry Events

20. Upcoming Policy Review

- a. Budget Policy (PL – Fin 012)

- b. Return to Work Policy (PL – HR 007)



- c. Discrimination and Harassment Training Policy (PL – HR 012)
- d. Workplace Violence Policy (PL - HR 013)

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

- 21. a. Regional Water Authority (Director Jones)  
Agenda for the July 7, 2022 meeting.  
  
Regional Water Authority Executive Committee (General Manager York)  
Agenda for the June 22, 2022 meeting.
- b. Sacramento Groundwater Authority (Director Wichert)  
None.
- c. Director Reports – AB 1234

**Committee Reports**

- 22. a. Carmichael Water District/SSWD 2x2 Meeting (Director Locke)  
Draft Minutes from 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**

Wednesday, July 20, 2022, at 2:00 p.m., CWD/SSWD 2x2 Committee Meeting  
Monday, August 15, 2022, at 6:00 p.m., Regular Board Meeting

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I certify that the foregoing agenda for the July 18, 2022, meeting of the Sacramento Suburban Water District Board of Directors was posted by July 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.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District



## Agenda Item: 1

**Date:** July 18, 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>

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:** July 18, 2022

**Subject:** Minutes of the June 20, 2022, Regular Board Meeting

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

**Recommended Board Action:**

Approve the draft minutes of the June 20, 2022, Regular Board Meeting.

**Attachment:**

1 – Draft Minutes

## Minutes

Sacramento Suburban Water District  
**Regular Board Meeting**  
Monday, June 20, 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 #836 5402 0212

### Call to Order

President Locke called the meeting to order at 6:00 p.m. He expressed he was not feeling well and turned the gavel to Vice President Jones (Director Jones) to conduct the meeting.

### Pledge of Allegiance

Director Jones led the Pledge of Allegiance.

### Roll Call

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

Directors Absent: None.

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

Public Present: William Eubanks, Ted Costa, Paul Helliker, Cathy Lee, and Jeff Nelson.

### Announcements

General Manager Dan York (GM York) announced:

- The new District map on the boardroom wall.

### Public Comment

None.

### Consent Items

1. **AB 361 Findings to Continue Permitting Director Remote Participation in Board Meetings**
2. **Minutes of the May 16, 2022, Regular Board Meeting**
3. **Treasurer's Report**

4. **Policy Review – Information Technology/Disaster Recovery Policy (PL - IT 004)**

Director Wichert requested to pull Item 4 for discussion.

Director Wichert moved to approve all Consent Items except Item 4; Director Thomas seconded. The motion passed by unanimous vote.

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

Regarding Item 4, Director Wichert expressed there was no reference in the policy of the standards or certifications that the District should comply with, and he felt that it should be included the policy. He additionally commented on Section 200.40, number 4, noting that he wanted to be sure dormant items were caught.

Director Wichert requested to table Item 4 for further clarification.

GM York expressed staff would bring the item back to the July regular Board meeting with further clarification.

**Items for Discussion and/or Action**

5. **2023 Budget Preparation Timeline**

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

William Eubanks (Mr. Eubanks) recommended the Board revisit the policy to incorporate all unspent money from CIP, and place it in reserves.

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

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

6. **Committee and Liaison Appointments for 2022**

President Locke presented the staff report and appointed Director’s Boatwright and Wichert as SGA alternates.

7. **Sacramento Groundwater Authority and Sacramento Central Groundwater Authority Consolidation Evaluation Update**

GM York presented the staff report and answered clarifying questions.

Director Wichert expressed he felt there were cost savings associated with having just the one organization to manage the resources, he was in favor of consolidating the two organizations. He additionally expressed that each agency should be allowed to have a voice and a vote, so that no one felt left out.

Ted Costa provided further information on the discussions at the meetings between SGA and SCGA. He additionally promoted the importance of good governance.

Jeff Nelson expressed that Carmichael Water District was going to discuss this topic at their next Board meeting. He added that he felt too many agencies involved could make things difficult and he felt that a lot of the questions about the consolidation have not been answered.

GM York expressed there is a lot of discussion and that it takes time to vet out the information.

The Board requested staff to bring updated information back to the Board at future meetings, including cost savings.

### **General Manager's Report**

#### **8. General Manager's Report**

GM York presented the staff report and answered clarifying questions.

- a. *Grant of Easement and Right of Way*  
A written report was provided.
- b. *Bureau of Reclamation Tour – Sacramento Region Groundwater Bank*  
A written report was provided.
- c. *Director's Compensation and Expense Reimbursement Policy Update*  
A written report was provided.

### **Department/Staff Reports**

#### **9. Financial Report**

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

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

10. **District Activity Report**  
Todd Artrip (Mr. Artrip) presented the staff report and answered clarifying questions.
11. **Engineering Report**  
Dana Dean presented the staff report and answered clarifying questions.  
  
Mr. Eubanks inquired about the status of the permitting process.
  - 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**

12. **Association of California Water Agencies/Joint Powers Insurance Authority H.R. LaBounty Safety Award**  
Mr. Artrip presented the staff report.
13. **Water Conservation Survey**  
Greg Bundesen presented the staff report and answered clarifying questions.
14. **Biannual Groundwater Level Report**  
Mr. Artrip presented the staff report and answered clarifying questions.  
  
Director Boatwright inquired what the vertical line on the graph represented.  
  
GM York expressed staff would get him the answer.
15. **Upcoming Water Industry Events**  
A written report was provided.
16. **Upcoming Policy Review**  
A written report was provided.
  - 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)  
The agenda for the May 25, 2022 meeting was provided.

- b. Sacramento Groundwater Authority (Director Wichert)  
The agenda for the May 17, 2022 Special Board Meeting, and the June 9, 2022 Board meeting were provided.

- c. Director Reports – AB 1234

Director Thomas provided an oral report on the Del Paso Manor Water District Board meeting he attended on May 3, 2022; his meeting with the General Manager on May 6, 2022; the RWA Board meeting he attended on May 12, 2022; the SGA Special Board Meeting he attended on May 17, 2022; and the AeroJet CAG meeting he attended on May 18, 2022.

**Committee Reports**

- 18. a. Carmichael Water District/SSWD 2x2 Meeting (Director Locke)  
The draft Agenda for the June 16, 2022 meeting was provided.

Mr. Eubanks expressed he felt the meetings were not very productive.

**Director’s Comments/Staff Statements and Requests**

None.

**Adjournment**

Director Jones adjourned the meeting at 7:39 p.m.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District





[Back to Agenda](#)

## **Agenda Item: 3**

**Date:** July 18, 2022

**Subject:** Minutes of the June 27, 2022, Special Board Workshop

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

**Recommended Board Action:**

Approve the draft minutes of the June 27, 2022, Special Board Workshop.

**Attachment:**

1 – Draft Minutes

## Minutes

Sacramento Suburban Water District  
**Special Board Workshop – Strategic Planning**  
Monday, June 27, 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 #872 5076 8835

### Call to Order

Director Jones called the meeting to order at 5:01 p.m.

### Roll Call

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

Directors Absent: None.

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

Public Present: Sean Maguire.

### Announcements

General Manager Dan York (GM York) announced:

- The District launched its Facebook page and it is now live.
- He was contacted by the General Manager of Del Paso Manor Water District, who informed him that they were interested in 2x2 discussions and that they have a Special Board Meeting to further discuss it on Thursday, June 30<sup>th</sup> at 6:00 p.m.

### Public Comment

None.

### Items for Discussion and/or Action

#### 1. Strategic Plan Status Update

GM York introduced the staff report and provided a brief history of the 2019 Strategic Plan.

Assistant General Manager Matt Underwood, Todd Artrip, Dana Dean, Jeff Ott, Julie Nemitz, and Greg Bundesen collectively presented the PowerPoint presentation and answered several clarifying questions.

Director Wichert expressed he was interested in the economics of building an ASR well. He additionally inquired if the District had an Equity and Diversity Policy. He commended staff's job on the ARC Flash project.

The Board commended staff on a job well done.

**Adjournment**

Director Jones adjourned the meeting at 7:12 p.m.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District

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## Agenda Item: 4

**Date:** July 18, 2022

**Subject:** Treasurer's Report

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

### Recommended Board Actions:

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

1. Ratify the SSWD Warrant Register as submitted for the period June 1, 2022 through June 30, 2022.
2. Accept the credit card expenditures listing for the period June 1, 2022 through June 30, 2022.
3. Ratify the Investment Activity register for the period June 1, 2022 through June 30, 2022.
4. Accept the Investment Portfolio Register as of the end of 2nd Quarter of 2022.
5. Accept the Debt Portfolio Register as of the end of 2nd Quarter of 2022.
6. Ratify the Quarterly Directors Compensation and Expense Register for 2nd Quarter 2022.

### Background:

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

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

**Discussion:**

Five (5) registers are attached for Board review and acceptance or ratification:

- Cash Expenditures (AP Warrants) Register – June 2022
- Credit Card Expenditures Register – June 2022
- Investment Activity Register – June 2022
- Investment Portfolio Register – 2nd Quarter 2022
- Directors Compensation and Expense Register – 2nd Quarter 2022

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

During the month of June 2022, the District made cash payments totaling \$4.4 million. The primary expenditures were: \$2.0 million for capital improvement projects, \$0.7 million for payroll, \$0.2 million for pension and health benefits, \$0.7 million for water costs including pumping costs, \$0.2 million for construction & contract services, \$0.2 million for supplies and inventory, and \$0.4 million for all other O&M expenses. Per District Policy PL – Fin 014, the District Treasurer confirms that the cash expenditures contained in this register conform to the approved amended 2022 Annual Budget. The Cash Expenditures (AP Warrants) Register is included as Attachment 1.

**Credit Card Expenditures Register – June 2022**

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

During the month, the District spent \$9,275 for various purchases on the five District purchasing cards. Details by vendor and purpose are included in this report as Attachment 2.

**Investment Activity Register – June 2022**

During the month of June 2022, the District purchased one U.S. Treasury Note for \$0.7 million (par), one Asset-Backed Security for \$0.1 million (par) and two Corporate Notes for \$0.4 million (par). The District received principal pay downs on three Federal Agency Collateralized Mortgage Obligations for \$67,486 (par) and three Asset-Backed Security Obligations for \$23,135 (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.

**Investment Portfolio Register – 2nd Quarter 2022**

Excess and reserve funds are invested in diverse investments that consist of corporate notes, Federal Agency bonds and discount notes, U.S. Treasury bonds, notes and bills, Supra-National Agency notes, commercial paper, municipal bonds, negotiable certificates of deposit, asset-backed securities, collateralized mortgage obligations, and Local Agency Investment Fund (LAIF). The District's investments are under the day-to-day management of PFM Asset Management, LLC (PFM). PFM manages the portfolio in compliance with the District's Investment Policy and provides monthly and quarterly reporting, analytics, and proposes strategies for the District. The

PFM market portfolio is currently earning a rate of 1.29% per annum, while LAIF is earning 0.86%. District staff monitors investment assets quarterly and reviews the effective duration of the District's portfolio against its benchmark index on a quarterly basis as well.

**Summary of District's Investment Portfolio June 30, 2022):**

Fair Market Value	Security Type	Yield
\$ 943,256.36	Money Market	0.99%
7,757,585.11	LAIF	0.86%
	PFM Portfolio	
4,790,298.51	Asset-Backed Securities	0.81%
1,872,837.64	Certificates of Deposit	1.46%
8,857,842.80	Corporate Notes	1.93%
6,313,700.62	Federal Agency Securities Bonds/Notes	0.38%
315,536.07	Federal Agency Collateralized Mortgage Obligation	2.06%
1,686,108.55	Municipal Obligations	1.00%
1,302,103.20	Supra-National Agency Bond	0.36%
15,182,922.13	Treasury Bonds/Notes	1.51%
40,321,349.52	Total PFM Portfolio	1.29%
<b>\$ 49,022,190.99</b>		<b>1.21%</b>

Par value of the PFM Portfolio as of June 30, 2022 is \$41,954,137 versus the market value of \$40,321,350. The difference is primarily related to increasing interest rates, which effects the market value of the investments.

The portfolio details are included with this report as Attachment 4.

All investments are invested and accounted for in accordance with the District Investment Policy (PL - FIN 003) and Government Code.

**Debt Portfolio Register – 2nd Quarter 2022**

On March 16, 2022, the District issued two series of Revenue Refunding Bonds, Series 2022A and 2022B. The Series 2022A bonds were issued tax-exempt at a 5.0% coupon rate (true interest cost of 1.57%) with a par amount of \$34,725,000 to refund all of the \$42,000,000 outstanding variable rate 2009A Certificates of Participation. The Series 2022B bonds were issued taxable at an average coupon rate of 1.72% with a par amount of \$6,585,000 to advance refund \$6,265,000 of the \$8,670,000 outstanding 2012A Bonds with an average coupon rate of 4.67%. The District will make the current year 2012A principal payment of \$2,405,000 when due on November 1, 2022. Total principal outstanding as of June 30, 2022, is now \$53.3 million compared to \$60.3 million at December 31, 2021, as a result of the refinancing. In addition, the District terminated the swap agreement with Wells Fargo Bank, N.A.. The termination fee was \$5,642,000. The letter of credit facility agreement with Sumitomo Mitsui Banking Corporation was also terminated. The following

table shows the District's long-term debt obligations. Scheduled 2022 principal payments of 5.4 million are not due until the end of October.

**Summary of District's Debt Portfolio:**

<b>Debt</b>	<b>Original Par</b>	<b>Outstanding</b>	<b>Issuance</b>	<b>Final Maturity</b>
2012A	29,200,000	2,405,000	Fixed Rate Revenue Bond	11/1/2022
2018A	19,615,000	9,630,000	Fixed Rate Revenue Bond	11/1/2028
2022A	34,725,000	34,725,000	Fixed Rate Revenue Bond	11/1/2031
2022B	6,585,000	6,585,000	Fixed Rate Revenue Bond	11/1/2024
	<b>90,125,000</b>	<b>53,345,000</b>		

**Directors Compensation and Expense Register – 2nd Quarter 2022**

Director meetings attended for the 2nd quarter of 2022 (that Directors have reported to staff and have been compensated for attending) and expense reimbursements are attached in accordance with the District's Directors' Compensation and Expense Reimbursement Policy (PL – BOD 003) and Government Code Section 53065.5. Directors who have not reported their meeting attendance to District staff are not included in this report and are expected to make an oral report at the Board meeting. Director's Compensation and Expense Register is included with this report as Attachment 5.

**Attachments:**

1. Cash Expenditures (AP Warrants) Register – June 2022
2. Credit Card Expenditures Register – June 2022
3. Investment Activity Register – June 2022
4. Investment Portfolio Register – 2nd Quarter 2022
5. Directors Compensation and Expense Register – 2nd Quarter 2022

**Cash Expenditures  
June 2022**



# AP Warrant List From: 6/1/2022 To: 6/30/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION	
A.I. ELECTRIC	80773	6/16/2022	\$880.00	CONTRACT SERVICES	
		TOTAL	\$880.00		
	80865	6/28/2022	\$2,144.96	BUILDING MAINTENANCE - OFFICE & YARD	
		TOTAL	\$2,144.96		
A1 FABRICATION & WELDING	80722	6/8/2022	\$122.50	VEHICLE MAINTENANCE SERVICES	
		TOTAL	\$122.50		
AARON CAUDILLO	80869	6/28/2022	\$223.00	OTHER TRAINING	
		TOTAL	\$223.00		
ACS CONSTRUCTION	000007217	6/8/2022	\$1,490.00	BUILDING MAINTENANCE - OFFICE & YARD	
		TOTAL	\$1,490.00		
	000007240	6/16/2022	\$325.00	BUILDING MAINTENANCE - OFFICE & YARD	
		TOTAL	\$325.00		
	000007261	6/28/2022	\$240.00	BUILDING MAINTENANCE - OFFICE & YARD	
		TOTAL	\$240.00		
ACWA JPIA INSURANCE/EAP	80704	6/8/2022	\$492.66	MISCELLANEOUS EMPLOYEE BENEFITS	
		TOTAL	\$492.66		
	80752	6/16/2022	\$159.46	MISCELLANEOUS EMPLOYEE BENEFITS	
		TOTAL	\$159.46		
	ADP, INC	0076986	6/23/2022	\$367.20	FINANCIAL SERVICES
			TOTAL	\$367.20	
0076987		6/23/2022	\$4,257.00	FINANCIAL SERVICES	
		TOTAL	\$4,257.00		
ACH-PR060322		6/3/2022	\$248,993.62	PAYROLL	
		TOTAL	\$248,993.62		
ACH-PR06172022		6/17/2022	\$246,178.38	PAYROLL	
		TOTAL	\$246,178.38		
ACH-PR07012022		6/30/2022	\$245,881.32	PAYROLL	
		TOTAL	\$245,881.32		
AFLAC	80714	6/8/2022	\$601.27	PAYROLL	
		TOTAL	\$601.27		
AIRGAS USA LLC	000007234	6/16/2022	\$41.81	OPERATING SUPPLIES	
		TOTAL	\$41.81		
ALL PRO BACKFLOW	000007257	6/28/2022	\$4,341.00		
		TOTAL	\$4,341.00		
ALLIED UNIVERSAL	80735	6/8/2022	\$842.96	BUILDING SERVICE EXPENSE - OFFICE & YARD	
		TOTAL	\$842.96		
	80866	6/28/2022	\$798.54	BUILDING SERVICE EXPENSE - OFFICE & YARD	
		TOTAL	\$798.54		
AMAZON BUSINESS	000007238	6/16/2022	\$40.28	OFFICE SUPPLIES	
			\$81.74	OPERATING SUPPLIES	
		TOTAL	\$122.02		
	000007260	6/28/2022	\$1,876.72	OPERATING SUPPLIES	
		TOTAL	\$1,876.72		
AMERITAS (VISION)	80765	6/16/2022	\$2,034.24	EMPLOYEE BENEFIT - VISION INSURANCE	
		TOTAL	\$2,034.24		
ANSWERNET	000007207	6/8/2022	\$760.50	COMMUNICATION	
		TOTAL	\$760.50		
AT&T	80734	6/8/2022	\$3,903.23	COMMUNICATION	
		TOTAL	\$3,903.23		
	80864	6/28/2022	\$4,272.98	COMMUNICATION	
		TOTAL	\$4,272.98		
ATLAS DISPOSAL	80753	6/16/2022	\$286.54	BUILDING SERVICE EXPENSE - OFFICE & YARD	

# AP Warrant List From: 6/1/2022 To: 6/30/2022

Attachment 1

		TOTAL	\$286.54	
ATLAS FENCE	80767	6/16/2022	\$6,800.00	PROJECT: WELL 79 VERNER/PANORAMA- NEW
			\$800.00	CONSTRUCTION SERVICES
		TOTAL	\$7,600.00	
AUBURN CONSTRUCTORS	80760	6/16/2022	\$104,830.13	PROJECT: WELL 79 VERNER/PANORAMA- NEW
			\$21,256.76	PROJECT: WELL N36-VERNER- PUMP REPLACE
			\$157,617.33	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
	TOTAL	\$283,704.22		
	80846	6/28/2022	\$162,412.39	PROJECT: WELL 80 WALNUT/AUBURN
	TOTAL	\$162,412.39		
BACKFLOW DISTRIBUTORS INC	80853	6/28/2022	\$425.74	OPERATING SUPPLIES
		TOTAL	\$425.74	
BADGER METER INC	000007201	6/8/2022	\$10,686.10	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
			\$1,263.38	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$11,949.48	
	000007241	6/28/2022	\$1,780.46	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
		TOTAL	\$1,780.46	
BARTKIEWICZ KRONICK & SHANAHAN	000007219	6/16/2022	\$21,454.50	LEGAL SERVICES
		TOTAL	\$21,454.50	
BASIC PACIFIC	80855	6/28/2022	\$38.50	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$38.50	
BAY ALARM COMPANY	80705	6/8/2022	\$116.55	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$116.55	
BENDER ROSENTHAL INC	80858	6/28/2022	\$55.00	PROJECT: PROP ACQU- CONSULTING SERVICES
		TOTAL	\$55.00	
BRENDA ARROYO	80751	6/13/2022	\$316.76	BMP REBATES
		TOTAL	\$316.76	
BRIAN VACCAREZZA	80747	6/8/2022	\$75.00	BMP REBATES
		TOTAL	\$75.00	
BROADRIDGE MAIL LLC	0076872	6/14/2022	\$4,909.95	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$4,909.95	
	0076873	6/14/2022	\$24.74	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$24.74	
	0076874	6/14/2022	\$901.52	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$901.52	
	0076876	6/14/2022	\$43.58	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$43.58	
	0076877	6/14/2022	\$548.76	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$548.76	
	0076878	6/14/2022	\$3,022.64	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$3,022.64	
	0076879	6/14/2022	\$136.91	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$136.91	
	0076880	6/14/2022	\$15.04	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$15.04	
	80769	6/16/2022	\$9,817.84	CONTRACT SERVICES
			\$327.59	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$10,145.43	
	80857	6/28/2022	\$2,456.61	POSTAGE/SHIPPING/UPS/FED EX
TOTAL		\$2,456.61		
0077106	6/27/2022	\$956.46	POSTAGE/SHIPPING/UPS/FED EX	
	TOTAL	\$956.46		
0077107	6/26/2022	\$5,675.51	POSTAGE/SHIPPING/UPS/FED EX	

# AP Warrant List From: 6/1/2022 To: 6/30/2022

Attachment 1

		TOTAL	\$5,675.51	
	0077108	6/20/2022	\$69.33	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$69.33	
	0077109	6/19/2022	\$260.79	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$260.79	
	0077112	6/30/2022	\$41.23	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$41.23	
BROOKS TAYLOR	80875	6/28/2022	\$150.00	BMP REBATES
		TOTAL	\$150.00	
BROWER MECHANICAL	000007226	6/16/2022	\$169.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$169.00	
	000007251	6/28/2022	\$349.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$349.00	
BSK ANALYTICAL LABORATORY	80835	6/28/2022	\$8,737.00	INSPECTION & TESTING
		TOTAL	\$8,737.00	
BUD'S TRI COUNTY TREE SERVICE	000007242	6/28/2022	\$1,380.00	CONTRACT SERVICES
		TOTAL	\$1,380.00	
BURTON ROBB /BURT'S LAWN & GARDEN SERVICE	000007202	6/8/2022	\$9,015.00	CONTRACT SERVICES
		TOTAL	\$9,015.00	
	000007220	6/16/2022	\$675.00	CONTRACT SERVICES
		TOTAL	\$675.00	
	000007243	6/28/2022	\$9,165.00	CONTRACT SERVICES
		TOTAL	\$9,165.00	
CAPITAL SWEEPER SERVICE	80733	6/8/2022	\$1,237.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$1,237.00	
CDWG	000007244	6/28/2022	\$26,409.61	PREPAID LICENSES & PERMIT
		TOTAL	\$26,409.61	
CENTRAL VALLEY ENG & ASPHALT	000007229	6/16/2022	\$6,500.00	MISC. REPAIRS
		TOTAL	\$6,500.00	
	000007253	6/28/2022	\$156,885.00	PROJECT: REPAVE WALNUT YARD-BEHIND GATE
			\$9,000.00	CONSTRUCTION SERVICES
			\$12,167.00	MISC. REPAIRS
		TOTAL	\$178,052.00	
CIGNA-DENTAL INS	80725	6/8/2022	\$14,135.18	EMPLOYEE BENEFIT - DENTAL INSURANCE
		TOTAL	\$14,135.18	
	80854	6/28/2022	\$14,391.31	EMPLOYEE BENEFIT - DENTAL INSURANCE
		TOTAL	\$14,391.31	
CINTAS	80706	6/8/2022	\$2,187.61	BUILDING MAINTENANCE - OFFICE & YARD
			\$149.82	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$2,337.43	
	80836	6/28/2022	\$502.80	BUILDING MAINTENANCE - OFFICE & YARD
			\$96.93	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$599.73	
CITY OF SACRAMENTO DEPT OF UTILITIES	80716	6/8/2022	\$8.39	UTILITIES
		TOTAL	\$8.39	
	80761	6/16/2022	\$13.37	UTILITIES
		TOTAL	\$13.37	
	80848	6/28/2022	\$35.13	UTILITIES
		TOTAL	\$35.13	
CITY OF SACRAMENTO WATER	80762	6/16/2022	\$500.68	PURCHASED WATER-CITY OF SACRAMENTO
		TOTAL	\$500.68	
	80850	6/28/2022	\$500.68	PURCHASED WATER-CITY OF SACRAMENTO
		TOTAL	\$500.68	

# AP Warrant List

From: 6/1/2022 To: 6/30/2022

Attachment 1

CLEAR VISION WINDOW CLEANING	80713	6/8/2022	\$225.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$225.00	
COMCAST	80837	6/28/2022	\$78.73	COMMUNICATION
		TOTAL	\$78.73	
CONSOLIDATED COMMUNICATIONS	80844	6/28/2022	\$541.54	COMMUNICATION
		TOTAL	\$541.54	
COUNTY OF SAC PUBLIC WORKS	80754	6/16/2022	\$2,060.00	LICENSES, PERMITS & FEES
		TOTAL	\$2,060.00	
COUNTY OF SAC UTILITIES	80707	6/8/2022	\$127.35	UTILITIES
		TOTAL	\$127.35	
Customer Refunds	80776	6/16/2022	\$44,814.30	Refund Clearing Account
		TOTAL	\$44,814.30	
DAVID BRATTON	80834	6/23/2022	\$149.77	BMP REBATES
		TOTAL	\$149.77	
DEBRA A PUCKETT	80874	6/28/2022	\$150.00	BMP REBATES
		TOTAL	\$150.00	
DELL MARKETING LP	000007245	6/28/2022	\$34,053.93	PROJECT: 2022 DESKTOP & LAPTOP REFRESH
		TOTAL	\$34,053.93	
DIRECT TV	80723	6/8/2022	\$11.25	COMMUNICATION
		TOTAL	\$11.25	
DOMCO PLUMBING	80764	6/16/2022	\$324.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$324.00	
DOMENICHELLI & ASSOCIATES	000007203	6/8/2022	\$5,272.50	PROJECT: GREENBERRY COMPLEX
			\$7,720.48	PROJECT: WATT MAIN EXTENSIION
		TOTAL	\$12,992.98	
DONALD KAVALOSKI	80738	6/8/2022	\$445.69	BMP REBATES
		TOTAL	\$445.69	
DOUG VEERKAMP GENERAL ENGR	000007256	6/28/2022	\$315,995.60	PROJECT: MCCLELLAN BLDG 251 - MAIN REPL
		TOTAL	\$315,995.60	
	000007263	6/30/2022	\$458,982.87	PROJECT: MCCLELLAN BLDG 251 - MAIN REPL
TOTAL	\$458,982.87			
ELEVATOR TECHNOLOGY INC	000007216	6/8/2022	\$218.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$218.00	
EMCOR SERVICES	80860	6/28/2022	\$696.21	CONTRACT SERVICES
		TOTAL	\$696.21	
EMIGH ACE HARDWARE	000007221	6/16/2022	\$20.67	OFFICE SUPPLIES
			\$52.57	OPERATING SUPPLIES
		TOTAL	\$73.24	
EMPLOYEE RELATIONS NETWORK	000007227	6/16/2022	\$887.38	EMPLOYMENT COST
		TOTAL	\$887.38	
ENVIRO-TECH SERVICES COMPANY	80774	6/16/2022	\$419.29	OPERATING SUPPLIES
		TOTAL	\$419.29	
ERC CONTRACTING	000007214	6/8/2022	\$125.00	PROJECT: WELL 80 WALNUT/AUBURN
		TOTAL	\$125.00	
	000007236	6/16/2022	\$500.00	PROJECT: AC OVERLAY SB1-2022 PHASE 3
			\$1,500.00	PROJECT: GREENBERRY COMPLEX
	TOTAL	\$2,000.00		
	000007258	6/28/2022	\$100.00	PROJECT: WELL 35-ULYSSES/MER PUMP REPA
			\$900.00	PROJECT: WELL 60 - CONDITION ASSESSMENT
			\$250.00	PROJECT: WELL 69 - CA & BACT MITIGATION
\$9,075.00			PROJECT: WELL N6A-REHAB/REDEVELOPE/TEST	
TOTAL	\$10,325.00			
ERIC BUCKLE	80742	6/8/2022	\$100.00	BMP REBATES

# AP Warrant List From: 6/1/2022 To: 6/30/2022

Attachment 1

		TOTAL	\$100.00	
FIDELITY NATIONAL TITLE	80717	6/8/2022	\$71,856.38	PROJECT: PROP ACQU-PARK OAKS DR
		TOTAL	\$71,856.38	
FLEETWASH INC	000007215	6/8/2022	\$368.31	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$368.31	
	000007259	6/28/2022	\$383.28	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$383.28	
FLOWLINE CONTRACTORS INC	000007231	6/16/2022	\$13,895.00	CONSTRUCTION SERVICES
		TOTAL	\$13,895.00	
	000007254	6/28/2022	\$32,439.00	CONSTRUCTION SERVICES
		TOTAL	\$32,439.00	
FUTURE FORD	80708	6/8/2022	\$357.11	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$357.11	
GEOCON CONSULTANTS INC	80851	6/28/2022	\$31,523.75	PROJECT: MCCLELLAN BLDG 251 - MAIN REPL
		TOTAL	\$31,523.75	
GEREMY MOODY	80849	6/28/2022	\$439.00	OTHER TRAINING
		TOTAL	\$439.00	
GLEN HARNISH	80873	6/28/2022	\$100.00	BMP REBATES
		TOTAL	\$100.00	
GM CONSTRUCTION & DEVELOPERS	80709	6/8/2022	\$13,000.00	PROJECT: AMI ENDPOINTS
			\$1,800.00	CONSTRUCTION SERVICES
		TOTAL	\$14,800.00	
	80755	6/16/2022	\$12,990.03	CONSTRUCTION SERVICES
		TOTAL	\$12,990.03	
GREG BUNDESEN	000007233	6/16/2022	\$14.00	TRAVEL CONFERENCES
		TOTAL	\$14.00	
HARROLD FORD	80721	6/8/2022	\$563.95	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$563.95	
HDR ENGINEERING	000007225	6/16/2022	\$19,061.42	TEMPORARY HELP
		TOTAL	\$19,061.42	
HYDRANTGUARD LLC	80772	6/16/2022	\$2,966.11	INVENTORY ISSUES
		TOTAL	\$2,966.11	
IN COMMUNICATIONS	80718	6/8/2022	\$6,907.03	PUBLIC RELATIONS
		TOTAL	\$6,907.03	
INFERRERA CONSTRUCTION MANAGEMENT GROUP	80731	6/8/2022	\$38,400.00	PROJECT: MCCLELLAN BLDG 251 - MAIN REPL
		TOTAL	\$38,400.00	
INTEGRA CHEMICAL CO	80770	6/16/2022	\$7,988.91	OPERATING SUPPLIES
		TOTAL	\$7,988.91	
IPMA-HR SACRAMENTO MOTHER LODGE CHAPTER	80868	6/28/2022	\$50.00	MEMBERSHIP & DUES
		TOTAL	\$50.00	
JAMES ARENZ	80724	6/8/2022	\$100.00	REQUIRED TRAINING
		TOTAL	\$100.00	
JOAN HURLOCK	80741	6/8/2022	\$100.00	BMP REBATES
		TOTAL	\$100.00	
JOHN OLSEN	80743	6/8/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
JOSEPHINE MILLER	80744	6/8/2022	\$225.00	BMP REBATES
		TOTAL	\$225.00	
JULIE NEMITZ	80867	6/28/2022	\$1,917.00	EDUCATION ASSISTANCE
		TOTAL	\$1,917.00	
KENNEDY JENKS CONSULTANTS	000007211	6/8/2022	\$3,104.25	PROJECT: WELL 60 - CONDITION ASSESSMENT
			\$3,355.89	PROJECT: WELL 68-WTR QUALITY INVEST
		TOTAL	\$6,460.14	

# AP Warrant List From: 6/1/2022 To: 6/30/2022

Attachment 1

	000007232	6/16/2022	\$2,436.02	PROJECT: WELL PUMP/MOTOR STANDARDIZATIO
		TOTAL	\$2,436.02	
LANGUAGE WORLD SERVICES	80862	6/28/2022	\$1,575.00	CONTRACT SERVICES
		TOTAL	\$1,575.00	
LISA KARALL	80746	6/8/2022	\$150.00	BMP REBATES
		TOTAL	\$150.00	
LOEWEN PUMP MAINTENANCE	000007262	6/30/2022	\$24,610.10	PROJECT: RESERVIOR/TANK IMPROVEMENT
		TOTAL	\$24,610.10	
M&M BACKFLOW & METER MAINTENANCE	80763	6/16/2022	\$11,910.00	PROJECT: METER REPLACEMENT-PM
		TOTAL	\$11,910.00	
MARIEKE ARMSTRONG	80739	6/8/2022	\$100.00	BMP REBATES
		TOTAL	\$100.00	
MATTHEW FURIA	80749	6/8/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
MAYNARD THOMAS FOX	80847	6/28/2022	\$305.00	REQUIRED TRAINING
		TOTAL	\$305.00	
MICHAEL HUSER	80872	6/28/2022	\$150.00	BMP REBATES
		TOTAL	\$150.00	
MICHAEL PHILLIPS LANDSCAPE CORP	000007204	6/8/2022	\$4,625.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$4,625.00	
	000007222	6/16/2022	\$2,645.00	CONTRACT SERVICES
		TOTAL	\$2,645.00	
	000007246	6/28/2022	\$2,215.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
			\$1,585.00	CONTRACT SERVICES
		TOTAL	\$3,800.00	
MOBILE-MED WORK HEALTH SOLUTIONS INC	80861	6/28/2022	\$769.00	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$769.00	
NINJIO LLC	80732	6/8/2022	\$129.32	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$129.32	
OFFICE DEPOT INC	80756	6/16/2022	\$365.64	OFFICE SUPPLIES
		TOTAL	\$365.64	
ONE STOP TRUCK SHOP	000007205	6/8/2022	\$240.22	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$240.22	
PACE SUPPLY CORP	000007210	6/8/2022	\$16,127.32	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
			\$577.47	PROJECT: MCCLELLAN BLDG 251 - MAIN REPL
			\$363.06	OPERATING SUPPLIES
		TOTAL	\$17,067.85	
	000007228	6/16/2022	\$6,120.82	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
			\$783.00	PROJECT: MCCLELLAN BLDG 251 - MAIN REPL
		TOTAL	\$6,903.82	
	000007252	6/28/2022	\$2,971.46	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
			\$13,669.01	PROJECT: CONSTRUCTION HYDRANT METERS 11
		TOTAL	\$16,640.47	
PACIFIC RIVER SUPPLY CO INC	80729	6/8/2022	\$173.03	OPERATING SUPPLIES
		TOTAL	\$173.03	
PEOPLEREADY	80727	6/8/2022	\$5,332.80	TEMPORARY HELP
		TOTAL	\$5,332.80	
	80768	6/16/2022	\$4,799.52	TEMPORARY HELP
		TOTAL	\$4,799.52	
	80856	6/28/2022	\$2,133.12	TEMPORARY HELP
		TOTAL	\$2,133.12	
PERS 457 PLAN	ACH-PR060322P	6/1/2022	\$4,508.46	PAYROLL - ACCRUED DEFERRED COMPENSATION
		TOTAL	\$4,508.46	

# AP Warrant List From: 6/1/2022 To: 6/30/2022

Attachment 1

	ACH- PR06172022P	6/16/2022	\$4,508.46	PAYROLL - ACCRUED DEFERRED COMPENSATION
		TOTAL	\$4,508.46	
PERS HEALTH	0076804	6/6/2022	\$1,675.65	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$1,675.65	
	0076805	6/6/2022	\$105,618.41	MEDICAL INSURANCE
		TOTAL	\$105,618.41	
PERS PENSION	0077104	6/3/2022	\$35,388.81	PENSION
			\$8,158.57	EE PENSION CONTRIBUTION - TIER 2
		TOTAL	\$43,547.38	
	0077105	6/17/2022	\$35,082.51	PENSION
			\$8,158.57	EE PENSION CONTRIBUTION - TIER 2
		TOTAL	\$43,241.08	
	0077110	6/29/2022	\$200.00	FINANCIAL SERVICES
		TOTAL	\$200.00	
PEST PROS	80730	6/8/2022	\$288.15	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$288.15	
	80859	6/28/2022	\$84.75	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$84.75	
PG&E	80757	6/16/2022	\$1,217.08	UTILITIES
		TOTAL	\$1,217.08	
	80838	6/28/2022	\$1,062.91	UTILITIES
		TOTAL	\$1,062.91	
PITNEY BOWES EASY PERMIT POSTAGE	80758	6/16/2022	\$111.93	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$111.93	
	80839	6/28/2022	\$110.64	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$110.64	
POLLARD WATER	80840	6/28/2022	\$469.78	OPERATING SUPPLIES
		TOTAL	\$469.78	
RAMOS ENVIRONMENTAL SERVICES	80841	6/28/2022	\$1,840.00	HAZARDOUS WASTE DISPOSAL
		TOTAL	\$1,840.00	
RAWLES ENGINEERING	80710	6/8/2022	\$23,025.00	PROJECT: VALVE/HYDRANT/SERV REPL
		TOTAL	\$23,025.00	
	80842	6/28/2022	\$12,053.57	PROJECT: VALVE/HYDRANT/SERV REPL
		TOTAL	\$12,053.57	
RAY MORGAN CO	000007206	6/8/2022	\$136.56	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$136.56	
	000007247	6/28/2022	\$109.05	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$109.05	
RESOURCE TELECOM LLC	000007248	6/28/2022	\$652.50	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$652.50	
REY CASTELLANOS	80863	6/28/2022	\$3,500.00	OTHER TRAINING
		TOTAL	\$3,500.00	
RICHARD STANLEY	80876	6/28/2022	\$100.00	BMP REBATES
		TOTAL	\$100.00	
RIVER CITY PAINTING	000007209	6/8/2022	\$650.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$650.00	
ROADRUNNER DRILLING & PUMP CO	80720	6/8/2022	\$184,542.75	PROJECT: WELL N6A-REHAB/REDEVELOPE/TEST
		TOTAL	\$184,542.75	
ROSEMARIE HOWELL	80740	6/8/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
RUE EQUIPMENT INC	80711	6/8/2022	\$415.00	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$415.00	
S E AHLSTROM INSPECTION	000007237	6/16/2022	\$10,355.00	PROJECT: GREENBERRY COMPLEX

# AP Warrant List

From: 6/1/2022 To: 6/30/2022

Attachment 1

		TOTAL	\$10,355.00	
SACRAMENTO METRO AIR QUALITY	80778	6/20/2022	\$2,038.00	PROJECT: WELL 79 VERNER/PANORAMA- NEW
		TOTAL	\$2,038.00	
SACRAMENTO SUBURBAN WATER DISTRICT	80726	6/8/2022	\$244.18	PETTY CASH
		TOTAL	\$244.18	
SAN JUAN WATER DISTRICT	000007223	6/16/2022	\$448,307.31	PURCHASED WATER-SJWD
		TOTAL	\$448,307.31	
SENSUS USA INC	000007239	6/16/2022	\$159,044.59	INVENTORY
		TOTAL	\$159,044.59	
SIERRA CHEMICAL COMPANY	000007249	6/28/2022	\$11,615.46	HFA, CHEMICAL & DELIVERY
			\$3,504.00	HYPO, CHEMICAL & DELIVERY
		TOTAL	\$15,119.46	
SILICON VALLEY SHELVING AND EQUIP	000007213	6/8/2022	\$1,474.37	OFFICE SUPPLIES
		TOTAL	\$1,474.37	
SMUD	80712	6/8/2022	\$78,489.73	ELECTRICAL CHARGES
		TOTAL	\$78,489.73	
	80759	6/16/2022	\$121,999.63	ELECTRICAL CHARGES
		TOTAL	\$121,999.63	
	80843	6/28/2022	\$85.89	ELECTRICAL CHARGES
		TOTAL	\$85.89	
SONIA TEDSEN	80745	6/8/2022	\$650.00	BMP REBATES
		TOTAL	\$650.00	
STATE OF CA DEPT OF INDUSTRIAL RELATIONS	80719	6/8/2022	\$225.00	LICENSES, PERMITS & FEES
		TOTAL	\$225.00	
SUPERIOR PRESS	0077119	6/22/2022	\$248.01	OFFICE SUPPLIES
		TOTAL	\$248.01	
TANK AND BARRELL	80736	6/8/2022	\$5,853.09	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
		TOTAL	\$5,853.09	
TEE JANITORIAL & MAINTENANCE	80728	6/8/2022	\$4,108.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$4,108.00	
TELSTAR INSTRUMENTS	80766	6/16/2022	\$921.00	CONTRACT SERVICES
		TOTAL	\$921.00	
TESCO	80845	6/28/2022	\$1,973.87	CONTRACT SERVICES
		TOTAL	\$1,973.87	
TINA LYNN DESIGN	000007230	6/16/2022	\$187.50	CONTRACT SERVICES
		TOTAL	\$187.50	
TULLY & YOUNG	000007212	6/8/2022	\$34,612.50	CONSULTING SERVICES
		TOTAL	\$34,612.50	
	000007255	6/28/2022	\$8,170.00	CONSULTING SERVICES
		TOTAL	\$8,170.00	
ULINE SHIPPING SUPPLY SPECIALISTS	80852	6/28/2022	\$428.86	OPERATING SUPPLIES
		TOTAL	\$428.86	
UNUM	80775	6/16/2022	\$4,487.63	EMPLOYEE BENEFIT - LIFE INSURANCE
		TOTAL	\$4,487.63	
US BANK CORPORATE PAYMENT SYSTEM	80750	6/13/2022	\$9,275.15	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$9,275.15	
USPS	0077182	6/28/2022	\$14,567.33	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$14,567.33	
UTILITY METERING SOLUTIONS	80870	6/28/2022	\$67,500.00	PROJECT: AMP UPDATE - WATER METER
		TOTAL	\$67,500.00	
VALIC AIG	ACH-PR060322V	6/1/2022	\$4,700.00	PAYROLL - ACCRUED DEFERRED COMPENSATION
		TOTAL	\$4,700.00	
	ACH-	6/15/2022	\$4,600.00	PAYROLL - ACCRUED DEFERRED COMPENSATION

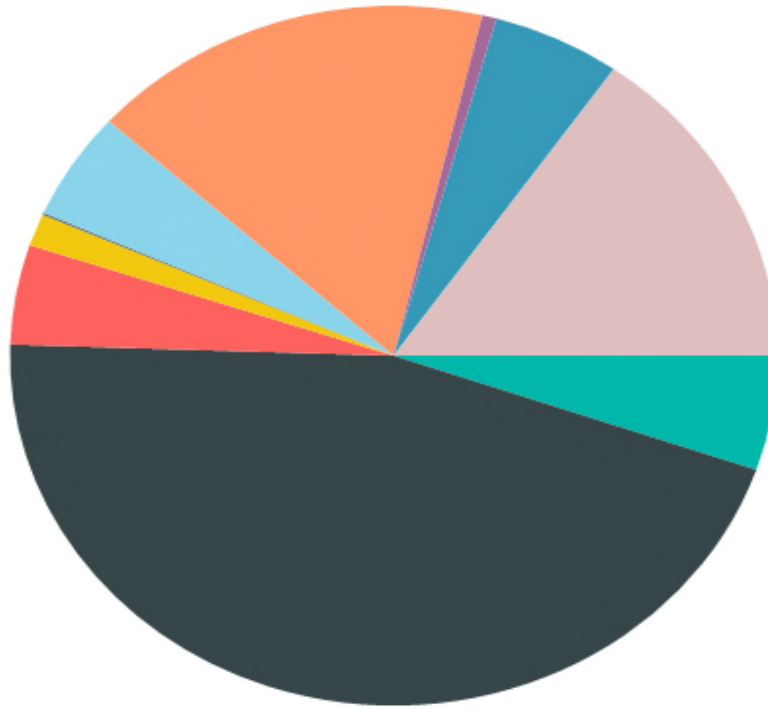


# AP Warrant List From: 6/1/2022 To: 6/30/2022

Attachment 1

	PR06172022V	TOTAL	\$4,600.00	
	ACH- PR07012022V	6/30/2022	\$4,600.00	PAYROLL - ACCRUED DEFERRED COMPENSATION
		TOTAL	\$4,600.00	
VERIZON WIRELESS/DALLAS TX	80715	6/8/2022	\$5,768.70	COMMUNICATION
		TOTAL	\$5,768.70	
WALNUT INDUSTRIAL CENTER LLC	80737	6/8/2022	\$2,000.00	H&D WALNUT PARKING LOT LEASE
		TOTAL	\$2,000.00	
	80871	6/28/2022	\$2,000.00	H&D WALNUT PARKING LOT LEASE
		TOTAL	\$2,000.00	
WASTE MANAGEMENT	000007224	6/16/2022	\$403.62	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$403.62	
WATERWISE CONSULTING, INC.	000007235	6/16/2022	\$5,800.00	CONSULTING SERVICES
		TOTAL	\$5,800.00	
WEST YOST & ASSOCIATES	000007208	6/8/2022	\$13,308.25	CONSULTING SERVICES
			\$1,054.25	TEMPORARY HELP
		TOTAL	\$14,362.50	
	000007250	6/28/2022	\$3,448.75	PROJECT: WATT MAIN EXTENSIION
			\$6,778.50	PROJECT: WELL# N32A-C - WELLS BLENDING
		TOTAL	\$10,227.25	
WESTAMERICA BANK ANALYSIS FEES	0077117	6/30/2022	\$6,268.17	FINANCIAL SERVICES
		TOTAL	\$6,268.17	
WESTAMERICA CARD PROCESSING STMT	0077118	6/30/2022	\$31,161.97	FINANCIAL SERVICES
		TOTAL	\$31,161.97	
WEX	000007218	6/8/2022	\$15,149.61	OPERATING SUPPLIES
		TOTAL	\$15,149.61	
WORLDPAY INTEGRATED PAYMENTS	0076875	6/14/2022	\$857.18	FINANCIAL SERVICES
		TOTAL	\$857.18	
YOLONDA STROBEL	80748	6/8/2022	\$100.00	BMP REBATES
		TOTAL	\$100.00	
ZORO	80771	6/16/2022	\$293.35	OPERATING SUPPLIES
		TOTAL	\$293.35	
<b>GRAND TOTAL</b>			<b>\$4,355,525.54</b>	

## AP Warrant List Summary Chart



**Credit Card Expenditures  
June 2022**

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

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Proj/GLAcct</b>
HOME DEPOT	DISTRIBUTION SUPPLIES	\$ 78.61	07-52101
COSTCO	SAFETY BBQ	\$ 352.91	02-51403
COSTCO	SAFETY BBQ	\$ 415.74	02-51403
AWARDS BY KAY	DUPLICATE SAFETY AWARD	\$ 138.66	05-52101
BEL AIR	SAFETY BBQ	\$ 24.45	02-51403
USPS	SHIPPING COSTS FOR PRODUCTION DEPT	\$ 28.00	06-53003
HOME DEPOT	FIELD SERVICES SUPPLIES	\$ 90.21	08-52101
MYWHITEBOARDS.COM	OFFICE SUPPLIES MARCONI	\$ 154.56	03-52108
US BANK CALCARD	STATEMENT ONLY		
RALEY'S	ALL HANDS REFRESHMENTS	\$ 27.13	02-51403
WILSONS TROPHY	RACHEL MIDDLESTEAD PLAQUE	\$ 27.19	12-54008
NOAH'S BAGELS	ALL HANDS REFRESHMENTS	\$ 143.96	02-51403
CA WATER EFFICIENCY	GREG BUNDESEN REGISRATION	\$ 257.50	13-55001
NOTHING BUNDT CAKES	STAFF SAFETY RECOGNITION BBQ	\$ 398.50	02-51403
NOTHING BUNDT CAKES	STAFF SAFETY RECOGNITION BBQ CREDIT FOR DELIVERY FEE	\$ (17.00)	02-51403
COSTCO	STAFF SAFETY RECOGNITION BBQ	\$ 196.23	02-51403
ACWA	JAY BOATWRIGHT REGISTRATION ACWA EVENT	\$ 70.00	01-55001
CAPITOL SAND AND GRAVEL	MULCH FOR MULCH MAYHEM	\$ 2,586.00	13-53001
RALEY'S	ALL STAFF MEETING REFRESHMENTS	\$ 28.51	02-51403
DONUT FAIR	ALL STAFF MEETING REFRESHMENTS	\$ 92.50	02-51403
TRANSIT TALENT	TRANSIT TALENT (FFS JOB POSTING)	\$ 145.00	17-51402
TRANSIT TALENT	TRANSIT TALENT (IT JOB POSTING)	\$ 145.00	17-51402
WATER/WASTEWATER JOBS	WATER AND WASTE WATER JOBS (FFS JOB POSTING)	\$ 185.00	17-51402
ASSOCIATE OF CA WATER	ASSOCIATE OF CALIFORNIA WATER (FFS JOB POSTING)	\$ 475.00	17-51402
CAJPA	CALIFORNIA ASSOCIATION OF JOINT POWERS AUTHORITIES (JOB POSTING)	\$ 100.00	17-51402
UDEMY	UDEMY ONLINE COURSES (D. VINAVONG TRAINING)	\$ 15.99	16-51407
YOUR MEMBERSHIP	YOUR MEMBERSHIP CAREERS - FACILITIES MGMT ASSOC. CAREERS (FFS JOB POSTING)	\$ 249.00	17-51402
TRADE PRESS MEDIA GROUP	TRADE PRESS MEDIA GROUP (FFS JOB POSTING)	\$ 375.00	17-51402
ZIPRECRUITER, INC	ZIPRECRUITER (IT JOB POSTING)	\$ 528.00	17-51402
AWWA CA-NV SECTION	AMERICAN WATER WORKS ASSOC. CA-NV SECTION (D. VINAVONG TRAINING)	\$ 100.00	16-51407
MICROSOFT ANSWER DESK	MICROSOFT TECH SUPPORT	\$ 499.00	18-54003
AMAZON MARKET PLACE	CREDIT	\$ (11.80)	18-52101
AMAZON MARKET PLACE	CREDIT	\$ (41.30)	18-52101
AMAZON MARKET PLACE	CREDIT	\$ (35.40)	18-52101
CALCPA SOCIETY	CALCPA TRAINING FOR JEFF OTT	\$ 954.00	03-51406
MICROSOFT ANSWER DESK	MICROSOFT TECH SUPPORT	\$ 499.00	18-54003
	<b>Totals:</b>	<b>\$ 9,275.15</b>	

**Investment Activity  
June 2022**



## Managed Account Security Transactions & Interest

For the Month Ending **June 30, 2022**

### SACRAMENTO SUBURBAN WATER DISTRICT -

Transaction Type					Principal	Accrued		Realized G/L	Realized G/L	Sale
Trade	Settle	Security Description	CUSIP	Par	Proceeds	Interest	Total	Cost	Amort Cost	Method
<b>BUY</b>										
05/31/22	06/09/22	NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 06/09/2022 3.500% 06/09/2025	63254ABD9	335,000.00	(335,000.00)	0.00	(335,000.00)			
06/02/22	06/06/22	US TREASURY N/B NOTES DTD 07/31/2021 0.625% 07/31/2026	91282CCP4	675,000.00	(614,276.37)	(1,468.40)	(615,744.77)			
06/07/22	06/14/22	VWALT 2022-A A4 DTD 06/14/2022 3.650% 01/20/2027	92868AAD7	145,000.00	(144,973.00)	0.00	(144,973.00)			
06/09/22	06/13/22	NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 06/09/2022 3.905% 06/09/2027	63254ABE7	300,000.00	(297,318.00)	(130.17)	(297,448.17)			
06/27/22	06/30/22	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 06/30/2022 3.950% 06/30/2025	89236TKC8	125,000.00	(124,881.25)	0.00	(124,881.25)			
<b>Transaction Type Sub-Total</b>				<b>1,580,000.00</b>	<b>(1,516,448.62)</b>	<b>(1,598.57)</b>	<b>(1,518,047.19)</b>			
<b>INTEREST</b>										
06/01/22	06/01/22	MONEY MARKET FUND	MONEY0002	0.00	0.00	519.19	519.19			
06/01/22	06/01/22	JPMORGAN CHASE & CO CORPORATE NOTES DTD 06/01/2021 0.824% 06/01/2025	46647PCH7	395,000.00	0.00	1,627.40	1,627.40			
06/01/22	06/25/22	FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	0.00	701.71	701.71			
06/01/22	06/25/22	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	24,161.40	0.00	42.12	42.12			
06/01/22	06/25/22	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	79,564.42	0.00	204.88	204.88			
06/01/22	06/25/22	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	5,646.21	0.00	15.07	15.07			
06/02/22	06/02/22	DNB BANK ASA/NY LT CD DTD 12/06/2019 2.040% 12/02/2022	23341VZT1	400,000.00	0.00	4,125.33	4,125.33			
06/04/22	06/04/22	FREDDIE MAC NOTES DTD 12/04/2020 0.250% 12/04/2023	3137EAFA2	400,000.00	0.00	500.00	500.00			
06/15/22	06/15/22	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	52.72	0.00	0.14	0.14			



## Managed Account Security Transactions & Interest

For the Month Ending **June 30, 2022**

### SACRAMENTO SUBURBAN WATER DISTRICT -

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>INTEREST</b>										
06/15/22	06/15/22	MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	195,000.00	0.00	65.00	65.00			
06/15/22	06/15/22	COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	130,000.00	0.00	83.42	83.42			
06/15/22	06/15/22	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	150,000.00	0.00	62.50	62.50			
06/15/22	06/15/22	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	145,000.00	0.00	62.83	62.83			
06/15/22	06/15/22	TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	450,000.00	0.00	97.50	97.50			
06/15/22	06/15/22	DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	250,000.00	0.00	120.83	120.83			
06/15/22	06/15/22	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	275,000.00	0.00	126.04	126.04			
06/15/22	06/15/22	NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	410,000.00	0.00	112.75	112.75			
06/15/22	06/15/22	HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	100,000.00	0.00	61.67	61.67			
06/15/22	06/15/22	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	65,000.00	0.00	18.42	18.42			
06/15/22	06/15/22	COMET 2021-A1 A1 DTD 07/22/2021 0.550% 07/15/2026	14041NFW6	415,000.00	0.00	190.21	190.21			
06/15/22	06/15/22	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	95,000.00	0.00	30.08	30.08			
06/15/22	06/15/22	COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	800,000.00	0.00	1,146.67	1,146.67			
06/16/22	06/16/22	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	110,000.00	0.00	62.33	62.33			
06/16/22	06/16/22	GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	170,000.00	0.00	68.00	68.00			
06/16/22	06/16/22	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	131,195.22	0.00	41.55	41.55			



## Managed Account Security Transactions & Interest

For the Month Ending **June 30, 2022**

### SACRAMENTO SUBURBAN WATER DISTRICT -

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
<b>INTEREST</b>											
	06/18/22	06/18/22	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 06/18/2021 1.125% 06/18/2026	89236TJK2	190,000.00	0.00	1,068.75	1,068.75			
	06/19/22	06/19/22	BANK OF AMERICA CORP NOTES (CALLABLE) DTD 06/16/2020 1.319% 06/19/2026	06051GJD2	325,000.00	0.00	2,143.38	2,143.38			
	06/20/22	06/20/22	VWALT 2020-A A4 DTD 12/03/2020 0.450% 07/21/2025	92868VAD1	265,000.00	0.00	99.38	99.38			
	06/20/22	06/20/22	GMALT 2021-2 A4 DTD 05/26/2021 0.410% 05/20/2025	380144AD7	50,000.00	0.00	17.08	17.08			
	06/20/22	06/20/22	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	124,138.42	0.00	191.38	191.38			
	06/21/22	06/21/22	HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	130,000.00	0.00	95.33	95.33			
	06/25/22	06/25/22	BMWLT 2021-2 A4 DTD 09/15/2021 0.430% 01/27/2025	09690AAD5	370,000.00	0.00	132.58	132.58			
	06/27/22	06/27/22	AMERICAN HONDA FINANCE CORP NOTE DTD 06/27/2019 2.400% 06/27/2024	02665WCZ2	375,000.00	0.00	4,500.00	4,500.00			
	06/30/22	06/30/22	US TREASURY NOTES DTD 12/31/2020 0.375% 12/31/2025	91282CBC4	1,800,000.00	0.00	3,375.00	3,375.00			
	06/30/22	06/30/22	US TREASURY NOTES DTD 12/31/2019 1.750% 12/31/2024	912828YY0	2,525,000.00	0.00	22,093.75	22,093.75			
	06/30/22	06/30/22	US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	4,350,000.00	0.00	43,500.00	43,500.00			
	06/30/22	06/30/22	US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,400,000.00	0.00	14,875.00	14,875.00			
<b>Transaction Type Sub-Total</b>					<b>17,374,758.39</b>	<b>0.00</b>	<b>102,177.27</b>	<b>102,177.27</b>			

### PAYDOWNS

	06/01/22	06/25/22	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	14.95	14.95	0.00	14.95	0.00	0.00	
	06/01/22	06/25/22	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	52,109.91	52,109.91	0.00	52,109.91	(443.75)	0.00	



## Managed Account Security Transactions & Interest

For the Month Ending **June 30, 2022**

### SACRAMENTO SUBURBAN WATER DISTRICT -

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>PAYDOWNS</b>										
06/01/22	06/25/22	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	15,361.63	15,361.63	0.00	15,361.63	0.38	0.00	
06/15/22	06/15/22	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	52.72	52.72	0.00	52.72	0.01	0.00	
06/16/22	06/16/22	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	7,931.54	7,931.54	0.00	7,931.54	1.70	0.00	
06/20/22	06/20/22	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	15,150.33	15,150.33	0.00	15,150.33	1.77	0.00	
<b>Transaction Type Sub-Total</b>				<b>90,621.08</b>	<b>90,621.08</b>	<b>0.00</b>	<b>90,621.08</b>	<b>(439.89)</b>	<b>0.00</b>	
<b>SELL</b>										
06/27/22	06/30/22	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 08/14/2020 0.500% 08/14/2023	89236THF5	125,000.00	121,220.00	236.11	121,456.11	(3,683.75)	(3,743.96)	FIFO
<b>Transaction Type Sub-Total</b>				<b>125,000.00</b>	<b>121,220.00</b>	<b>236.11</b>	<b>121,456.11</b>	<b>(3,683.75)</b>	<b>(3,743.96)</b>	
<b>Managed Account Sub-Total</b>					<b>(1,304,607.54)</b>	<b>100,814.81</b>	<b>(1,203,792.73)</b>	<b>(4,123.64)</b>	<b>(3,743.96)</b>	
<b>Total Security Transactions</b>					<b>(\$1,304,607.54)</b>	<b>\$100,814.81</b>	<b>(\$1,203,792.73)</b>	<b>(\$4,123.64)</b>	<b>(\$3,743.96)</b>	

**Outstanding Investments  
June 2022**

### Managed Account Detail of Securities Held

For the Month Ending **June 30, 2022**

#### SACRAMENTO SUBURBAN WATER DISTRICT -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 12/31/2020 0.375% 12/31/2025	91282CBC4	100,000.00	AA+	Aaa	07/01/21	07/07/21	98,035.16	0.82	1.02	98,465.79	91,109.38
US TREASURY NOTES DTD 12/31/2020 0.375% 12/31/2025	91282CBC4	250,000.00	AA+	Aaa	05/04/21	05/06/21	245,771.48	0.75	2.55	246,818.66	227,773.45
US TREASURY NOTES DTD 12/31/2020 0.375% 12/31/2025	91282CBC4	500,000.00	AA+	Aaa	06/28/21	06/29/21	490,410.16	0.81	5.09	492,548.36	455,546.90
US TREASURY NOTES DTD 12/31/2020 0.375% 12/31/2025	91282CBC4	950,000.00	AA+	Aaa	11/02/21	11/04/21	924,060.55	1.05	9.68	928,144.56	865,539.11
US TREASURY N/B NOTES DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	400,000.00	AA+	Aaa	01/04/22	01/06/22	390,250.00	1.33	505.44	391,339.52	366,625.00
US TREASURY N/B NOTES DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	750,000.00	AA+	Aaa	02/18/22	02/25/22	717,656.25	1.83	947.69	720,328.59	687,421.88
US TREASURY N/B NOTES DTD 07/31/2021 0.625% 07/31/2026	91282CCP4	350,000.00	AA+	Aaa	05/03/22	05/05/22	316,750.00	3.03	912.47	317,974.32	317,296.87
US TREASURY N/B NOTES DTD 07/31/2021 0.625% 07/31/2026	91282CCP4	675,000.00	AA+	Aaa	06/02/22	06/06/22	614,276.37	2.94	1,759.75	615,277.75	611,929.69
<b>Security Type Sub-Total</b>		<b>15,750,000.00</b>					<b>15,787,683.60</b>	<b>1.51</b>	<b>15,438.38</b>	<b>15,715,631.54</b>	<b>15,182,922.13</b>
<b>Supra-National Agency Bond / Note</b>											
INTL BK OF RECON AND DEV NOTE DTD 04/20/2021 0.125% 04/20/2023	459058JV6	315,000.00	AAA	Aaa	04/13/21	04/20/21	314,347.95	0.23	77.66	314,738.29	308,357.28
INTL BK RECON & DEVELOP NOTES DTD 11/24/2020 0.250% 11/24/2023	459058JM6	600,000.00	AAA	Aaa	11/17/20	11/24/20	598,710.00	0.32	154.17	599,398.00	577,779.60
INTER-AMERICAN DEVEL BK NOTES DTD 09/23/2021 0.500% 09/23/2024	4581X0DZ8	440,000.00	AAA	Aaa	09/15/21	09/23/21	439,674.40	0.52	598.89	439,757.88	415,966.32
<b>Security Type Sub-Total</b>		<b>1,355,000.00</b>					<b>1,352,732.35</b>	<b>0.36</b>	<b>830.72</b>	<b>1,353,894.17</b>	<b>1,302,103.20</b>
<b>Municipal Bond / Note</b>											



## Managed Account Detail of Securities Held

For the Month Ending **June 30, 2022**

### SACRAMENTO SUBURBAN WATER DISTRICT -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Municipal Bond / Note</b>											
CA ST EARTHQUAKE AUTH TXBL REV BONDS DTD 11/24/2020 1.477% 07/01/2023	13017HAK2	85,000.00	NR	NR	11/13/20	11/24/20	85,000.00	1.48	627.73	85,000.00	83,538.00
CHAFFEY UHSD, CA TXBL GO BONDS DTD 12/05/2019 2.101% 08/01/2024	157411TK5	100,000.00	AA-	Aa1	11/06/19	12/05/19	100,000.00	2.10	875.42	100,000.00	97,808.00
SAN JUAN USD, CA TXBL GO BONDS DTD 10/29/2020 0.702% 08/01/2024	798306WN2	200,000.00	NR	Aa2	10/16/20	10/29/20	200,000.00	0.70	585.00	200,000.00	189,800.00
NY ST URBAN DEV CORP TXBL REV BONDS DTD 12/23/2020 0.870% 03/15/2025	650036DT0	425,000.00	AA+	NR	12/16/20	12/23/20	425,000.00	0.87	1,088.71	425,000.00	395,547.50
UNIV OF CAL TXBL REV BONDS DTD 07/16/2020 0.883% 05/15/2025	91412HGE7	100,000.00	AA	Aa2	07/10/20	07/16/20	100,000.00	0.88	112.83	100,000.00	92,925.00
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	75,000.00	AA	Aa3	09/03/20	09/16/20	75,530.25	1.11	471.75	75,332.28	70,297.50
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	105,000.00	AA	Aa3	09/03/20	09/16/20	105,696.15	1.12	660.45	105,436.24	98,416.50
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	200,000.00	AA	Aa3	09/03/20	09/16/20	200,000.00	1.26	1,258.00	200,000.00	187,460.00
MN ST TXBL GO BONDS DTD 08/25/2020 0.630% 08/01/2025	60412AVJ9	130,000.00	AAA	Aa1	08/11/20	08/25/20	130,000.00	0.63	341.25	130,000.00	119,800.20
LOS ANGELES CCD, CA TXBL GO BONDS DTD 11/10/2020 0.773% 08/01/2025	54438CYK2	175,000.00	AA+	Aaa	10/30/20	11/10/20	175,000.00	0.77	563.65	175,000.00	162,015.00
CA ST UNIV TXBL REV BONDS DTD 07/29/2021 0.862% 11/01/2025	13077DOD7	115,000.00	AA-	Aa2	07/09/21	07/29/21	115,000.00	0.86	165.22	115,000.00	106,320.95
NJ TURNPIKE AUTHORITY TXBL REV BONDS DTD 02/04/2021 1.047% 01/01/2026	646140DP5	90,000.00	AA-	A1	01/22/21	02/04/21	90,000.00	1.05	471.15	90,000.00	82,179.90
<b>Security Type Sub-Total</b>		<b>1,800,000.00</b>					<b>1,801,226.40</b>	<b>1.00</b>	<b>7,221.16</b>	<b>1,800,768.52</b>	<b>1,686,108.55</b>

### Federal Agency Commercial Mortgage-Backed Security



## Managed Account Detail of Securities Held

For the Month Ending **June 30, 2022**

### SACRAMENTO SUBURBAN WATER DISTRICT -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Federal Agency Commercial Mortgage-Backed Security</b>											
FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	27,454.51	AA+	Aaa	04/04/18	04/09/18	27,688.30	2.88	70.70	27,459.11	27,407.26
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	5,631.26	AA+	Aaa	12/07/18	12/17/18	5,631.24	3.20	15.03	5,631.26	5,596.50
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FO3V3	8,799.77	AA+	Aaa	11/20/19	11/26/19	8,799.56	2.09	15.34	8,799.68	8,778.26
FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	AA+	Aaa	03/19/20	03/25/20	288,621.09	1.95	701.71	282,033.32	273,754.05
<b>Security Type Sub-Total</b>		<b>316,885.54</b>					<b>330,740.19</b>	<b>2.06</b>	<b>802.78</b>	<b>323,923.37</b>	<b>315,536.07</b>
<b>Federal Agency Bond / Note</b>											
FREDDIE MAC NOTES DTD 08/21/2020 0.250% 08/24/2023	3137EAEV7	1,200,000.00	AA+	Aaa	08/19/20	08/21/20	1,198,776.00	0.28	1,058.33	1,199,532.92	1,163,613.60
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	365,000.00	AA+	Aaa	09/02/20	09/04/20	365,066.65	0.24	286.42	365,026.32	353,563.82
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	485,000.00	AA+	Aaa	09/02/20	09/04/20	484,839.95	0.26	380.59	484,936.80	469,803.98
FREDDIE MAC NOTES DTD 10/16/2020 0.125% 10/16/2023	3137EAEY1	415,000.00	AA+	Aaa	10/14/20	10/16/20	413,452.05	0.25	108.07	414,332.76	400,158.77
FREDDIE MAC NOTES DTD 11/05/2020 0.250% 11/06/2023	3137EAEZ8	450,000.00	AA+	Aaa	11/03/20	11/05/20	449,595.00	0.28	171.88	449,817.82	433,908.00
FANNIE MAE NOTES DTD 11/25/2020 0.250% 11/27/2023	3135G06H1	400,000.00	AA+	Aaa	11/23/20	11/25/20	399,544.00	0.29	94.44	399,786.34	384,930.00
FREDDIE MAC NOTES DTD 12/04/2020 0.250% 12/04/2023	3137EAFA2	400,000.00	AA+	Aaa	12/02/20	12/04/20	399,604.00	0.28	75.00	399,811.58	384,672.00
FEDERAL HOME LOAN BANK NOTES DTD 04/16/2020 0.500% 04/14/2025	3130AJHU6	450,000.00	AA+	Aaa	04/15/20	04/16/20	447,768.00	0.60	481.25	448,754.29	419,119.20
FANNIE MAE NOTES DTD 04/24/2020 0.625% 04/22/2025	3135G03U5	450,000.00	AA+	Aaa	04/22/20	04/24/20	449,073.00	0.67	539.06	449,478.56	419,923.80

## Managed Account Detail of Securities Held

For the Month Ending **June 30, 2022**

### SACRAMENTO SUBURBAN WATER DISTRICT -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Federal Agency Bond / Note</b>											
FREDDIE MAC NOTES DTD 07/23/2020 0.375% 07/21/2025	3137EAEU9	500,000.00	AA+	Aaa	07/21/20	07/23/20	497,510.00	0.48	833.33	498,476.51	460,712.50
FANNIE MAE NOTES DTD 08/27/2020 0.375% 08/25/2025	3135G05X7	450,000.00	AA+	Aaa	08/25/20	08/27/20	447,894.00	0.47	590.63	448,671.05	413,599.95
FEDERAL HOME LOAN BANK NOTES DTD 09/11/2020 0.375% 09/04/2025	3130AK5E2	200,000.00	AA+	Aaa	09/10/20	09/11/20	199,400.00	0.44	243.75	199,617.04	183,642.60
FREDDIE MAC NOTES DTD 09/25/2020 0.375% 09/23/2025	3137EAEX3	450,000.00	AA+	Aaa	09/23/20	09/25/20	448,645.50	0.44	459.38	449,123.73	413,005.50
FANNIE MAE NOTES DTD 11/12/2020 0.500% 11/07/2025	3135G06G3	450,000.00	AA+	Aaa	11/09/20	11/12/20	448,389.00	0.57	337.50	448,916.27	413,046.90
<b>Security Type Sub-Total</b>		<b>6,665,000.00</b>					<b>6,649,557.15</b>	<b>0.38</b>	<b>5,659.63</b>	<b>6,656,281.99</b>	<b>6,313,700.62</b>
<b>Corporate Note</b>											
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 10/09/2020 0.400% 10/10/2023	24422EVJ5	100,000.00	A	A2	10/06/20	10/09/20	99,884.00	0.44	90.00	99,950.68	96,842.10
PNC BANK NA CORP NOTES (CALLABLE) DTD 01/23/2019 3.500% 01/23/2024	693475AV7	380,000.00	A-	A3	02/12/19	02/15/19	382,705.60	3.34	5,837.22	380,824.51	379,901.96
CHARLES SCHWAB CORP NOTES (CALLABLE) DTD 03/18/2021 0.750% 03/18/2024	808513BN4	135,000.00	A	A2	03/16/21	03/18/21	134,932.50	0.77	289.69	134,961.45	129,494.84
BANK OF NY MELLON CORP NOTES (CALLABLE) DTD 04/26/2021 0.500% 04/26/2024	06406RAS6	365,000.00	A	A1	04/19/21	04/26/21	364,609.45	0.54	329.51	364,763.03	346,545.97
MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDO6	375,000.00	A-	A1	07/19/19	07/23/19	396,483.75	2.59	2,502.60	383,238.32	375,991.88
AMAZON.COM INC CORPORATE NOTES DTD 05/12/2021 0.450% 05/12/2024	023135BW5	355,000.00	AA	A1	05/10/21	05/12/21	354,481.70	0.50	217.44	354,677.95	337,485.72



## Managed Account Detail of Securities Held

For the Month Ending **June 30, 2022**

### SACRAMENTO SUBURBAN WATER DISTRICT -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
AMERICAN HONDA FINANCE CORP NOTE DTD 06/27/2019 2.400% 06/27/2024	02665WCZ2	375,000.00	A-	A3	07/11/19	07/15/19	373,140.00	2.51	100.00	374,252.50	366,734.25
GOLDMAN SACHS GROUP INC (CALLABLE) BONDS DTD 07/08/2014 3.850% 07/08/2024	38141EC23	375,000.00	BBB+	A2	07/08/19	07/11/19	392,467.50	2.84	6,938.02	381,521.33	375,509.63
BB&T CORPORATION CORP BONDS DTD 07/29/2019 2.500% 08/01/2024	05531FBH5	400,000.00	A-	A3	08/01/19	08/05/19	400,664.00	2.46	4,166.67	400,270.86	389,870.00
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 08/09/2021 0.500% 08/09/2024	69371RR40	170,000.00	A+	A1	08/03/21	08/09/21	169,908.20	0.52	335.28	169,935.51	159,937.87
WALT DISNEY COMPANY/THE (CALLABLE) DTD 09/06/2019 1.750% 08/30/2024	254687FK7	400,000.00	BBB+	A2	09/03/19	09/06/19	398,368.00	1.84	2,352.78	399,290.71	385,512.00
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 09/10/2021 0.625% 09/10/2024	24422EVU0	90,000.00	A	A2	09/07/21	09/10/21	89,941.50	0.65	173.44	89,957.19	84,937.32
BANK OF NY MELLON CORP DTD 10/24/2019 2.100% 10/24/2024	06406RAL1	150,000.00	A	A1	01/21/20	01/28/20	150,660.00	2.00	586.25	150,322.56	145,344.45
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 01/10/2022 1.250% 01/10/2025	24422EVY2	125,000.00	A	A2	01/04/22	01/10/22	124,941.25	1.27	742.19	124,950.47	118,364.75
AMAZON.COM INC CORPORATE NOTES DTD 04/13/2022 3.000% 04/13/2025	023135CE4	200,000.00	AA	A1	04/11/22	04/13/22	199,682.00	3.06	1,300.00	199,704.92	198,262.80
HOME DEPOT INC (CALLABLE) CORPORATE NOTE DTD 03/28/2022 2.700% 04/15/2025	437076CM2	35,000.00	A	A2	03/24/22	03/28/22	34,938.75	2.76	244.13	34,943.97	34,254.82
CITIGROUP INC CORP NOTES DTD 04/27/2015 3.300% 04/27/2025	172967JP7	275,000.00	BBB+	A3	08/28/20	09/01/20	305,236.25	0.88	1,613.33	293,348.19	271,007.00
CINTAS CORPORATION NO. 2 CORP NOTE (CALL DTD 05/03/2022 3.450% 05/01/2025	17252MAP5	85,000.00	A-	A3	04/26/22	05/03/22	84,981.30	3.46	472.46	84,982.31	85,122.23



## Managed Account Detail of Securities Held

For the Month Ending **June 30, 2022**

### SACRAMENTO SUBURBAN WATER DISTRICT -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
APPLE INC CORPORATE NOTES DTD 05/13/2015 3.200% 05/13/2025	037833BG4	600,000.00	AA+	Aaa	11/24/21	11/29/21	636,930.00	1.37	2,560.00	630,662.74	599,825.40
JPMORGAN CHASE & CO CORPORATE NOTES DTD 06/01/2021 0.824% 06/01/2025	46647PCH7	395,000.00	A-	A2	05/24/21	06/01/21	395,000.00	0.82	271.23	395,000.00	369,483.79
NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 06/09/2022 3.500% 06/09/2025	63254ABD9	335,000.00	AA-	Aa3	05/31/22	06/09/22	335,000.00	3.50	716.53	335,000.00	331,873.11
NATIONAL RURAL UTIL COOP CORPORATE NOTES DTD 05/04/2022 3.450% 06/15/2025	63743HFE7	65,000.00	A-	A2	04/27/22	05/04/22	64,982.45	3.46	355.07	64,983.34	64,630.22
TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 06/30/2022 3.950% 06/30/2025	89236TKC8	125,000.00	A+	A1	06/27/22	06/30/22	124,881.25	3.98	13.72	124,881.36	125,666.50
BANK OF AMERICA CORP NOTES DTD 07/30/2015 3.875% 08/01/2025	06051GFS3	275,000.00	A-	A2	08/18/20	08/20/20	314,011.50	0.93	4,440.10	299,330.91	273,486.95
UNITEDHEALTH GROUP INC (CALLABLE) CORPOR DTD 05/19/2021 1.150% 05/15/2026	91324PEC2	325,000.00	A+	A3	05/17/21	05/19/21	324,434.50	1.19	477.57	324,561.13	295,340.83
ASTRAZENECA FINANCE LLC (CALLABLE) CORP DTD 05/28/2021 1.200% 05/28/2026	04636NAA1	325,000.00	A-	A3	07/16/21	07/20/21	325,390.00	1.17	357.50	325,312.58	293,261.15
TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 06/18/2021 1.125% 06/18/2026	89236TJK2	190,000.00	A+	A1	09/08/21	09/13/21	189,578.20	1.17	77.19	189,648.78	171,714.78
BANK OF AMERICA CORP NOTES (CALLABLE) DTD 06/16/2020 1.319% 06/19/2026	06051GJD2	325,000.00	A-	A2	07/23/21	07/27/21	326,491.75	1.22	142.89	326,136.37	295,014.53





## Managed Account Detail of Securities Held

For the Month Ending **June 30, 2022**

### SACRAMENTO SUBURBAN WATER DISTRICT -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
AMERICAN EXPRESS CO (CALLABLE) CORPORATE DTD 11/04/2021 1.650% 11/04/2026	025816CM9	325,000.00	BBB+	A2	11/19/21	11/23/21	324,506.00	1.68	849.06	324,566.14	294,622.25
JPMORGAN CHASE & CO NOTES (CALLABLE) DTD 11/19/2020 1.045% 11/19/2026	46647PBT2	250,000.00	A-	A2	11/24/21	11/29/21	242,655.00	1.66	304.79	243,520.55	222,174.75
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 01/10/2022 1.700% 01/08/2027	14913R2U0	325,000.00	A	A2	01/11/22	01/13/22	323,358.75	1.81	2,624.38	323,511.07	297,615.83
TARGET CORP CORPORATE NOTES DTD 01/24/2022 1.950% 01/15/2027	87612EBM7	60,000.00	A	A2	01/19/22	01/24/22	59,898.00	1.99	510.25	59,906.87	55,552.62
BERKSHIRE HATHAWAY CORP NOTES (CALLABLE) DTD 03/15/2022 2.300% 03/15/2027	084664CZ2	625,000.00	AA	Aa2	03/15/22	03/17/22	613,275.00	2.70	4,232.64	613,956.39	590,627.50
NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 06/09/2022 3.905% 06/09/2027	63254ABE7	300,000.00	AA-	Aa3	06/09/22	06/13/22	297,318.00	4.10	715.92	297,344.50	295,833.00
<b>Security Type Sub-Total</b>		<b>9,235,000.00</b>					<b>9,355,736.15</b>	<b>1.93</b>	<b>46,939.85</b>	<b>9,300,219.19</b>	<b>8,857,842.80</b>
<b>Certificate of Deposit</b>											
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 07/14/2020 0.700% 07/08/2022	86565CKU2	380,000.00	A-1	P-1	07/10/20	07/14/20	380,000.00	0.70	1,270.89	380,000.00	379,917.54
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	400,000.00	A-1+	P-1	08/27/19	08/29/19	400,000.00	1.84	2,528.33	400,000.00	399,932.80
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	400,000.00	A-1	P-1	08/29/19	09/03/19	400,000.00	1.85	2,583.33	400,000.00	399,938.80
DNB BANK ASA/NY LT CD DTD 12/06/2019 2.040% 12/02/2022	23341VZT1	400,000.00	A-1+	P-1	12/04/19	12/06/19	400,000.00	2.03	657.33	400,000.00	398,889.20
CREDIT SUISSE NEW YORK CERT DEPOS DTD 03/23/2021 0.590% 03/17/2023	22552G3C2	300,000.00	A-1	P-1	03/19/21	03/23/21	300,000.00	0.59	521.17	300,000.00	294,159.30



## Managed Account Detail of Securities Held

For the Month Ending **June 30, 2022**

### SACRAMENTO SUBURBAN WATER DISTRICT -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Security Type Sub-Total</b>		<b>1,880,000.00</b>					<b>1,880,000.00</b>	<b>1.46</b>	<b>7,561.05</b>	<b>1,880,000.00</b>	<b>1,872,837.64</b>
<b>Asset-Backed Security</b>											
VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	108,988.09	AAA	Aaa	01/21/20	01/29/20	108,975.33	1.85	61.61	108,982.22	108,690.49
COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	800,000.00	AAA	NR	08/28/19	09/05/19	799,798.56	1.73	611.56	799,913.45	799,857.44
MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	195,000.00	AAA	NR	06/22/21	06/29/21	194,985.28	0.40	34.67	194,989.65	188,823.73
BMWLT 2021-2 A4 DTD 09/15/2021 0.430% 01/27/2025	09690AAD5	370,000.00	NR	Aaa	09/08/21	09/15/21	369,986.01	0.43	26.52	369,989.30	351,302.90
GMALT 2021-2 A4 DTD 05/26/2021 0.410% 05/20/2025	380144AD7	50,000.00	AAA	NR	05/18/21	05/26/21	49,995.79	0.41	6.26	49,996.95	48,032.18
VWALT 2020-A A4 DTD 12/03/2020 0.450% 07/21/2025	92868VAD1	265,000.00	AAA	NR	11/24/20	12/03/20	264,945.20	0.45	36.44	264,963.83	258,736.22
CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	150,000.00	AAA	NR	10/14/20	10/21/20	149,966.99	0.50	33.33	149,978.59	146,789.10
GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	123,263.68	AAA	NR	10/06/20	10/14/20	123,237.34	0.38	19.52	123,246.65	120,552.90
HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	95,000.00	AAA	NR	04/20/21	04/28/21	94,990.01	0.38	16.04	94,992.69	92,009.57
NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	410,000.00	AAA	Aaa	06/15/21	06/23/21	409,993.07	0.33	60.13	409,994.71	394,132.30
TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	450,000.00	AAA	NR	06/08/21	06/14/21	449,951.54	0.26	52.00	449,962.99	433,053.72
CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	65,000.00	AAA	NR	01/20/21	01/27/21	64,987.16	0.34	9.82	64,990.90	63,362.33
HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	130,000.00	NR	Aaa	11/16/21	11/24/21	129,972.60	0.89	31.78	129,976.55	124,203.53
CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	145,000.00	AAA	NR	04/13/21	04/21/21	144,968.75	0.52	33.51	144,976.48	140,761.00

### Managed Account Detail of Securities Held

For the Month Ending **June 30, 2022**

#### SACRAMENTO SUBURBAN WATER DISTRICT -

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Asset-Backed Security</b>											
HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	100,000.00	AAA	NR	11/09/21	11/17/21	99,977.68	0.75	32.89	99,980.76	95,401.53
CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	275,000.00	AAA	Aaa	07/21/21	07/28/21	274,954.76	0.55	67.22	274,963.34	264,245.30
GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	170,000.00	AAA	NR	07/13/21	07/21/21	169,989.49	0.48	34.00	169,991.51	163,163.60
COMET 2021-A1 A1 DTD 07/22/2021 0.550% 07/15/2026	14041NFW6	415,000.00	AAA	NR	07/15/21	07/22/21	414,983.19	0.55	101.44	414,986.37	391,527.77
COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	130,000.00	AAA	Aaa	10/19/21	10/27/21	129,997.54	0.77	44.49	129,997.88	123,068.36
DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	250,000.00	AAA	Aaa	09/20/21	09/27/21	249,946.48	0.58	64.44	249,954.65	234,176.60
GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	110,000.00	AAA	Aaa	10/13/21	10/21/21	109,997.20	0.68	31.17	109,997.60	104,500.37
VWALT 2022-A A4 DTD 06/14/2022 3.650% 01/20/2027	92868AAD7	145,000.00	NR	Aaa	06/07/22	06/14/22	144,973.00	3.65	249.93	144,973.27	143,907.57
<b>Security Type Sub-Total</b>		<b>4,952,251.77</b>					<b>4,951,572.97</b>	<b>0.81</b>	<b>1,658.77</b>	<b>4,951,800.34</b>	<b>4,790,298.51</b>
<b>Managed Account Sub-Total</b>		<b>41,954,137.31</b>					<b>42,109,248.81</b>	<b>1.28</b>	<b>86,112.34</b>	<b>41,982,519.12</b>	<b>40,321,349.52</b>
<b>Securities Sub-Total</b>		<b>\$41,954,137.31</b>					<b>\$42,109,248.81</b>	<b>1.28%</b>	<b>\$86,112.34</b>	<b>\$41,982,519.12</b>	<b>\$40,321,349.52</b>
<b>Accrued Interest</b>											<b>\$86,112.34</b>
<b>Total Investments</b>											<b>\$40,407,461.86</b>



SACRAMENTO SUBURBAN WAT  
ACCOUNT NUMBER:

June 1, 2022 to June 30, 2022

**ASSET DETAIL**

**Security Description**

	<b>Shares/Face Amt</b>	<b>Price</b>	<b>Market Value</b>	<b>Tax Cost</b>	<b>Unrealized Gain/Loss</b>	<b>Percent of Total Portfolio</b>	<b>Estimated Annual Income</b>	<b>Estimated Current Yield</b>
<b>Cash &amp; Equivalents</b>								
<b>Cash/Money Market</b>								
First American Government - Oblig Fd Cl Y #3763	943,256.360	1.0000	943,256.36	943,256.36	0.00	2.3	9,345.03	0.99
<b>Total Cash/Money Market</b>			<b>\$943,256.36</b>	<b>\$943,256.36</b>	<b>\$0.00</b>	<b>2.3</b>	<b>\$9,345.03</b>	
<b>Total Cash &amp; Equivalents</b>			<b>\$943,256.36</b>	<b>\$943,256.36</b>	<b>\$0.00</b>	<b>2.3</b>	<b>\$9,345.03</b>	

# California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

July 06, 2022

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

SACRAMENTO SUBURBAN WATER DISTRICT

DIRECTOR OF FINANCE  
3701 MARCONI AVENUE, SUITE 100  
SACRAMENTO, CA 95821

[Tran Type Definitions](#)

**Account Number:** - -

June 2022 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	7,757,585.11
Total Withdrawal:	0.00	Ending Balance:	7,757,585.11

**Directors Compensation and Expense Accounting  
Second Quarter, June 30, 2022**

Sacramento Suburban Water District  
Board of Directors Meetings Attended (1)  
Pay Rate per Diem is \$100.00  
**2<sup>nd</sup> Quarter 2022 (April – June)**

## Director Thomas:

04/04/2022 SSWD Special Board Meeting  
04/07/2022 Sacramento Groundwater Authority  
04/09/2022 Meeting with Craig Locke & Jeff Nelson  
04/11/2022 AWWA Conference  
04/12/2022 AWWA Conference  
04/13/2022 AWWA Conference  
04/14/2022 AWWA Conference  
04/18/2022 SSWD Regular Board Meeting  
04/27/2022 RWA Executive Committee Meeting  
05/03/2022 Del Paso Manor Water District Board Meeting  
05/05/2022 SSWD Audit Committee  
05/06/2022 Meeting with Dan York  
05/12/2022 Regional Water Authority  
05/16/2022 SSWD Regular Board Meeting  
05/17/2022 Sacramento Groundwater Authority  
05/18/2022 Aerojet CAG

## Director Jones:

04/04/2022 SSWD Special Board Meeting  
04/11/2022 AWWA Conference  
04/12/2022 AWWA Conference  
04/13/2022 AWWA Conference  
04/14/2022 AWWA Conference  
04/18/2022 SSWD Regular Board Meeting  
05/16/2022 SSWD Regular Board Meeting  
06/16/2022 Carmichael 2X2 Meeting  
06/20/2022 SSWD Regular Board Meeting  
06/27/2022 SSWD Special Board Meeting

## Director Boatwright:

04/04/2022 SSWD Special Board Meeting  
04/15/2022 Review Agenda with Dan York  
04/18/2022 SSWD Regular Board Meeting  
04/20/2022 Smart Energy Storage for Water Districts

## Director Locke:

04/03/2022 Director Nelson Raftelis  
04/04/2022 SSWD Redistricting  
04/06/2022 Question & Answer Session for Water Utility Companies  
04/07/2022 Sacramento Groundwater Authority  
04/08/2022 OWP – Water Seminar American River Basin Study  
04/09/2022 Meet with President Nelson to schedule 2X2  
04/13/2022 San Juan Water District Special Meeting  
04/18/2022 SSWD Regular Board Meeting  
04/20/2022 Smart Energy Storage for Water Districts  
04/21/2022 PFAS Regulations and the Role of LC-MS/MS  
05/01/2022 Meeting with President Nelson  
05/03/2022 Del Paso Manor Water District Board Meeting  
05/04/2022 EPA Water Workforce Webinar  
05/05/2022 Water Education Foundation Open House  
05/06/2022 Harvest Water Project  
05/09/2022 Meeting with Dan York  
05/11/2022 North State Drinking Water  
05/16/2022 SSWD Regular Board Meeting  
05/17/2022 Sacramento Groundwater Authority  
05/18/2022 US EPA Green Infrastructure  
06/02/2022 Webinar Physical to Digital  
06/09/2022 Sacramento Groundwater Authority  
06/18/2022 Meeting with President Nelson  
06/20/2022 SSWD Regular Board Meeting  
06/21/2022 ACWA SGMA Implementation Committee  
06/22/2022 San Juan Water District Board Meeting  
06/27/2022 SSWD Special Board Meeting  
06/28/2022 Lafco Phone Call  
06/29/2022 Organization Discussion with Del Paso Manor  
06/30/2022 Del Paso Manor Water District Board Meeting

## Director Wichert:

No Pay – Verbal Report

05/02/2022 ACWA/JPIA Board Meeting  
05/03/2022 ACWA/JPIA Sessions & ACWA Committees  
05/04/2022 ACWA Conference  
05/05/2022 ACWA Conference  
05/12/2022 RWA Regular Meeting  
05/16/2022 SSWD Regular Board Meeting  
05/17/2022 Sacramento Groundwater Authority  
05/24/2022 Call with Dan York – Projects  
05/31/2022 Ethics Training  
06/02/2022 ACWA Shasta Tour  
06/09/2022 Sacramento Groundwater Authority  
06/15/2022 Agenda Review with Dan York  
06/16/2022 Carmichael 2X2 Meeting  
06/20/2022 SSWD Regular Board Meeting  
06/22/2022 Regional Water Authority  
06/27/2022 SSWD Special Board Meeting  
06/30/2022 Regional Water Authority  
06/30/2022 Del Paso Manor Water District Board Meeting – no  
pay

(1) Meetings attended during the current quarter as reported by individual directors.

This report meets the reporting requirements of Government Code section 53065.5. This information will be included with the agenda materials for quarterly Board of Directors meetings.



**Directors Expense Report**  
**Calendar Year 2022**  
**2nd Quarter**

<b>Event/Purpose</b>	<b>Jones</b>	<b>Locke</b>	<b>Boatwright</b>	<b>Thomas</b>	<b>Wichert</b>	<b>Total</b>
Local Meeting Mileage						-
Reimbursed by District						
Local Meeting Expenses						
Reimbursed by District						
Paid Directly by District						
Conferences						
Reimbursed by District	1,265.32	1,188.72	179.96	569.34		3,203.34
Paid Directly by District	1,374.00		845.00	599.00	775.00	3,593.00
<b>Total</b>	<b>2,639.32</b>	<b>1,188.72</b>	<b>1,024.96</b>	<b>1,168.34</b>	<b>775.00</b>	<b>6,796.34</b>

**Directors Expense Report**  
**2022 Year to Date**

<b>Event/Purpose</b>	<b>Jones</b>	<b>Locke</b>	<b>Boatwright</b>	<b>Thomas</b>	<b>Wichert</b>	<b>Total</b>
Local Meeting Mileage						-
Reimbursed by District						-
Local Meeting Expenses						-
Reimbursed by District						-
Paid Directly by District						-
Conferences						-
Reimbursed by District	1,265.32	1,188.72	179.96	569.34		3,203.34
Paid Directly by District	1,374.00		845.00	599.00	775.00	3,593.00
Refunded by Director						-
Refunded Directly by Vendor						-
<b>Total</b>	<b>2,639.32</b>	<b>1,188.72</b>	<b>1,024.96</b>	<b>1,168.34</b>	<b>775.00</b>	<b>6,796.34</b>

This report meets the reporting requirements of Government Code sections 53065.5 and 53232.3 and is in conformance with District Policy. Per section 300.10 of the Director's Compensation and Expense Reimbursement Policy (PL-BOD003), a Director's total annual reimburseable expenses, excluding registration fees, may not exceed \$4,000.00.



## Agenda Item: 5

**Date:** July 18, 2022

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

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

### **Recommended Board Action:**

Approve the Employee Standards of Conduct and Discipline Policy (PL – HR 011) with changes.

### **Background:**

The subject Policy is scheduled for its biennial review. The Policy was adopted by the Board on October 20, 2007, and was last approved by the Board on August 17, 2020. The Policy sets forth guidelines to assure a safe and efficient workplace for all employees by establishing standards of conduct and a corrective process for misconduct. On June 20, 2022, the Policy was brought to the Board for its biennial review, with a request for the Board to provide comments to staff by June 27, 2022. To date, no comments have been received. Since no comments were received, this Policy is being placed as a Consent Item on the July 18, 2022, regular Board meeting agenda. This Policy update was not reviewed by legal counsel.

### **Discussion:**

Staff is recommending clerical and clarification changes in the following sections:

**Section 100.00:** Clarification language was added regarding the purpose of the Policy, including changing “harmonious” to “effective.”

**Section 200.00:** Clarification language was added regarding the definition of the Policy, including changing “good” to “appropriate workplace.”

**Section 300.00:** “Flexible” was changed to “appropriate.”

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 to approve the updates to this Policy.

Policy Review – Employee Standards of Conduct and Discipline Policy (PL – HR 011)

July 18, 2022

Page 2 of 2

**Strategic Plan Alignment:**

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

**Attachments:**

1 – Employee Standards of Conduct and Discipline Policy (PL – HR 011) (Redline 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 lists, 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: 6

**Date:** July 18, 2022

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

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

### **Recommended Board Action:**

Approve the Director Sexual Harassment Prevention Training Policy (PL – BOD 005) with changes.

### **Background:**

The Director Sexual Harassment Prevention Training Policy (PL – BOD 005) (Policy) was adopted by the Board on June 16, 2008, and was last reviewed by the Board on April 20, 2020. On June 20, 2022, the Policy was brought to the Board for its biennial review. No comments from Directors have been received to date.

This Policy update was reviewed by legal counsel.

### **Discussion:**

Staff recommends approving the Director Sexual Harassment Prevention Training Policy (PL – BOD 005) with changes.

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, 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 ~~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, ~~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 ~~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: 7

**Date:** July 18, 2022

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

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

### **Recommended Board Action:**

Approve the Electronic Mail, Internet and Computer Use Policy (PL – IT 005) with changes.

### **Background:**

The subject Policy is scheduled for its biennial review. The Policy was adopted by the Board on September 20, 2004, and was last approved by the Board on February 24, 2020. The Policy sets forth appropriate guidelines for the use of all technology resources provided by the District. On June 20, 2022, the Policy was brought to the Board for its biennial review, with a request for the Board to provide comments to staff by June 27, 2022. To date, no comments were received. Since no comments were received, this Policy is being placed as a Consent Item on the July 18, 2022, regular Board meeting agenda. This Policy update was reviewed by legal counsel.

### **Discussion:**

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 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

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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 ~~(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: 8

**Date:** July 18, 2022

**Subject:** Public Hearing on Proposed Ordinance No. 2022-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Fixing the Compensation of Directors

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

### **Recommended Board Action:**

Conduct a Public Hearing on proposed Ordinance No. 2022-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Fixing the Compensation of Directors.

### **Discussion:**

The Board approved a formal Public Hearing on enactment of a new Ordinance fixing the compensation of Directors at the May 16, regular Board Meeting. Notice of the public hearing must be published in accordance with Government Code section 6066. Section 6066 requires that the publication be made once a week for two successive weeks in a newspaper that is published at least once per week. The 14-calendar day publication period must end no later than the day before the scheduled hearing. The first notice was published on July 1, 2022, and the second on July 8, 2022. The format of the Public Hearing will be as follows:

1. Opening of Public Hearing by the President of the Board of Directors and the General Manager (Attachment 1 – Outline of Public Hearing, Attachment 2 - Notifications.)
2. Presentation of the proposed Ordinance No. 2022-01 (Attachment 3)
  - a. Director of Finance and Administration
3. Public comment.
4. Adjourn Public Hearing

### **Fiscal Impact:**

Enacting Ordinance No. 2022-01 will increase Director Compensation from \$100.00 to \$125.00 for the remainder of calendar year 2022. In 2023 and future years, the amount of the stipend for each day of service provided by a Director for up to 10 days per month will increase by no more than 5.0% annually.

Public Hearing on Proposed Ordinance No. 2022-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Fixing the Compensation of Directors

July 18, 2022

Page 2 of 2

**Strategic Plan Alignment:**

Goal C – Ensure fiscal responsibility and affordable rates.

**Attachments:**

1 – Outline of Public Hearing

2 – Notifications published for Public Hearing

3 – Ordinance No. 2022-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Fixing the Compensation of Directors

Public Hearing of the  
Board of Directors of the  
Sacramento Suburban Water District  
Receiving Comment on Ordinance No. 2022-01 – An Ordinance of the Board of  
Directors of Sacramento Suburban Water District Fixing the Compensation of  
Directors

July 18, 2022

**President** “I hereby open the public hearing on the proposed Ordinance No. 2022-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Fixing the Compensation of Directors. This Public Hearing is being held under the provisions of Water Code section 20203. Members of the public are encouraged to comment on the provisions of Ordinance 2022-01.

I now would like to call on the District’s General Manager to give a short summary of what will be occurring and the actions that have led to this hearing.”

**GM** “The District has noticed this hearing in accordance with Water Code Section 20203 and Government Code Section 6066. Two notices were published in the Sacramento Bee. The first on July 1, 2022 followed by the second on July 8, 2022.

The procedures to be followed during this Hearing will be as follows:

Before taking public comment, District staff will read the proposed ordinance. The Hearing will then be open to take public comment.

After receiving any public comments, the hearing will be closed. The Board will then discuss the proposed ordinance. The Board will then vote on enactment of Ordinance No. 2022-01.

**President** *(Introduces staff to make presentation.)*

“The Director of Finance and Administration, Jeff Ott, will read Ordinance No. 2022-01.”

**President** “The Board will now receive comments from the public. I would ask that those who wish to speak fill out a speaker card, give the card to the General Manager. You will be called in turn to approach the podium.

*(Public comment is received from the public.)*

*(When there appears to be no further comment.)*

“Are there any further comments from the public? If not, I declare the Public Hearing closed. On behalf of the Board, we want to thank the public for its participation in this matter. The Board will now take up the next agenda item to discuss and then vote on enacting Ordinance No. 2022-01.”



Beaufort Gazette  
Belleville News-Democrat  
Bellingham Herald  
Bradenton Herald  
Centre Daily Times  
Charlotte Observer  
Columbus Ledger-Enquirer  
Fresno Bee

The Herald - Rock Hill  
Herald Sun - Durham  
Idaho Statesman  
Island Packet  
Kansas City Star  
Lexington Herald-Leader  
Merced Sun-Star  
Miami Herald

el Nuevo Herald - Miami  
Modesto Bee  
Raleigh News & Observer  
The Olympian  
Sacramento Bee  
Fort Worth Star-Telegram  
The State - Columbia  
Sun Herald - Biloxi

Sun News - Myrtle Beach  
The News Tribune Tacoma  
The Telegraph - Macon  
San Luis Obispo Tribune  
Tri-City Herald  
Wichita Eagle

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
49341	282718	Print Legal Ad - IPL0078809		\$359.53	1	40 L

**Attention:** Bruce Hartzell  
Original Communications, Inc.  
3435 Ocean Park Blvd Ste. 107-262  
Ste. 107-262  
Santa Monica, CA 90405

**NOTICE OF PUBLIC HEARING  
OF THE BOARD OF DIRECTORS  
OF THE  
SACRAMENTO SUBURBAN  
WATER DISTRICT  
ON PROPOSED DIRECTOR  
COMPENSATION ORDINANCE**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Sacramento Suburban Water District will hold a public hearing beginning at 6:00 p.m. on July 18, 2022, in the District boardroom located at 3701 Marconi Avenue, Suite 100, Sacramento, California 95821. The hearing is to consider a proposed ordinance pursuant to California Water Code sections 20200 through 20207 to increase the compensation paid to Directors for attending Board meetings or for each day's service rendered as a Board member, not exceeding a total of 10 days in any calendar month. The current compensation per day's service is \$100.00; and the Board of Directors proposes to increase that amount to the previously-approved amount of \$125.00 for October 1, 2022 to December 31, 2022, and to impose increases each calendar year thereafter at up to 5% per year. Any person interested in this matter is invited to attend the public hearing. If you have any questions concerning the proposed ordinance or the public hearing, please contact Heather Hernandez-Fort at the District office at (916) 972-7171, or Email: HHernandez@sswd.org  
IPL0078809  
Jul 1 2022

### DECLARATION OF PUBLICATION (C.C.P.2015.5)

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the printer and principal clerk of the publisher of The Sacramento Bee, printed and published in the City of Sacramento, County of Sacramento, State of California, daily, for which said newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Sacramento, State of California, under the date of September 26, 1994, Action No. 379071; that the notice of which the annexed is a printed copy, has been published in each issue thereof and not in any supplement thereof on the following dates, to wit:

No. of Insertions: 1

Beginning Issue of: 07/01/2022

Ending Issue of: 07/01/2022

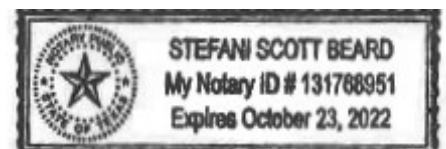
Legals Clerk

### COUNTY OF DALLAS STATE OF TEXAS

I certify (or declare) under penalty of perjury that the foregoing is true and correct and that this declaration was executed at Sacramento, California, on 7/1/2022.

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
Legal document please do not destroy!



Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
 Island Packet  
 Kansas City Star  
 Lexington Herald-Leader  
 Merced Sun-Star  
 Miami Herald

el Nuevo Herald - Miami  
 Modesto Bee  
 Raleigh News & Observer  
 The Olympian  
 Sacramento Bee  
 Fort Worth Star-Telegram  
 The State - Columbia  
 Sun Herald - Biloxi

Sun News - Myrtle Beach  
 The News Tribune Tacoma  
 The Telegraph - Macon  
 San Luis Obispo Tribune  
 Tri-City Herald  
 Wichita Eagle

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
49341	287677	Print Legal Ad - IPL0079595		\$359.53	1	40 L

**Attention:** Bruce Hartzell  
 Original Communications, Inc.  
 3435 Ocean Park Blvd Ste. 107-262  
 Ste. 107-262  
 Santa Monica, CA 90405

**NOTICE OF PUBLIC HEARING  
 OF THE BOARD OF DIRECTORS  
 OF THE  
 SACRAMENTO SUBURBAN  
 WATER DISTRICT  
 ON PROPOSED DIRECTOR  
 COMPENSATION ORDINANCE**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Sacramento Suburban Water District will hold a public hearing beginning at 6:00 p.m. on July 18, 2022, in the District boardroom located at 3701 Marconi Avenue, Suite 100, Sacramento, California 95821. The hearing is to consider a proposed ordinance pursuant to California Water Code sections 20200 through 20207 to increase the compensation paid to Directors for attending Board meetings or for each day's service rendered as a Board member, not exceeding a total of 10 days in any calendar month. The current compensation per day's service is \$100.00; and the Board of Directors proposes to increase that amount to the previously-approved amount of \$125.00 for October 1, 2022 to December 31, 2022, and to impose increases each calendar year thereafter at up to 5% per year. Any person interested in this matter is invited to attend the public hearing. If you have any questions concerning the proposed ordinance or the public hearing, please contact Heather Hernandez-Fort at the District office at (916) 972-7171, or Email: HHernandez@sswd.org  
 IPL0079595  
 Jul 8 2022

### DECLARATION OF PUBLICATION (C.C.P.2015.5)

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the printer and principal clerk of the publisher of The Sacramento Bee, printed and published in the City of Sacramento, County of Sacramento, State of California, daily, for which said newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Sacramento, State of California, under the date of September 26, 1994, Action No. 379071; that the notice of which the annexed is a printed copy, has been published in each issue thereof and not in any supplement thereof on the following dates, to wit:

No. of Insertions: 1  
 Beginning Issue of: 07/08/2022  
 Ending Issue of: 07/08/2022

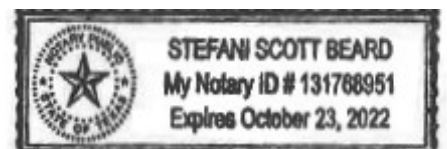
Legals Clerk

### COUNTY OF DALLAS STATE OF TEXAS

I certify (or declare) under penalty of perjury that the foregoing is true and correct and that this declaration was executed at Sacramento, California, on 7/8/2022.

*Stefani Beard*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

**ORDINANCE NO. 2022-01****AN ORDINANCE OF THE BOARD OF DIRECTORS OF  
SACRAMENTO SUBURBAN WATER DISTRICT  
FIXING THE COMPENSATION OF DIRECTORS**

WHEREAS, Water Code section 20201 authorizes the board of directors of a water district, by ordinance, to increase the compensation received by directors to an amount in excess of \$100 per day;

WHEREAS, Water Code section 20202 authorizes a water district board to annually increase the amount of directors' daily compensation in an amount not to exceed five percent per calendar year following the operative date of the last adjustment, and further limits compensation to no more than 10 days in any calendar month;

WHEREAS, Water Code section 20203 provides that no ordinance shall be adopted fixing directors' daily compensation rate in an amount exceeding \$100 except following a public hearing;

WHEREAS, the Board of Directors of the Arcade Water District, one of the District's predecessor agencies, enacted Ordinance No. 91-1 in accordance with Water Code sections 20200 and following to fix the compensation of its directors at \$125 for each day's service;

WHEREAS, Arcade Ordinance No. 91-1 was continued in effect and made an ordinance of the District by virtue of the enactment of Ordinance No. 02-01 at the time the District was formed in February 2002, and Ordinance No. 91-1 has never been amended or repealed; and

WHEREAS, by motion made and approved at its December 16, 2002 meeting, the Board made a policy decision to limit Directors' daily compensation to \$100 per day, which is the current daily stipend amount paid for each day of a Director's service as defined and provided for in the Board's Director's Compensation and Expense Reimbursement Policy.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Sacramento Suburban Water District as follows:

**Section 1. Purpose.** The purpose of this ordinance is to fix the compensation of the Board of Directors and to provide for an annual increase in compensation in accordance with the applicable provisions of the Water Codes.

**Section 2. Findings.** The Board finds that: (1) Ordinance No. 91-1 remains in effect and may be reinstated at any time by rescinding the action by motion to limit Directors' daily compensation to \$100 per day's service taken at the December 16, 2002 board meeting; and (2) the notice of the public hearing on this ordinance was given in the form and manner required by Water Code section 20203 and Government Code section 6066.

**Section 3. Compensation.** The compensation of each director of Sacramento Suburban Water District is hereby fixed at \$125 per day for each day's attendance at meetings of the Board or for each day's service rendered as a member of the Board by request of the Board, and consistent with the

amount previously fixed under Ordinance No. 91-1 as continued in effect by Ordinance No. 02-01. The compensation fixed by the provisions of this section is limited to a maximum of 10 days in any calendar month pursuant to the provisions of Water Code section 20202 and as defined in the Board's Directors' Compensation and Expense Reimbursement Policy adopted in accordance AB 1234 (Government Code sections 53232 and following).

**Section 4. Annual Adjustment.** The compensation fixed in Section 3 of this ordinance will apply for the remainder of calendar year 2022 and, beginning on January 1, 2023 and on each January 1 thereafter, shall be increased in an amount not to exceed 5% for each calendar year following the operative date of the last adjustment of directors' compensation. Nothing in this section prohibits the Board from deciding to take an annual increase in compensation of less than 5% in any calendar year.

**Section 5. Repeal of Previous Ordinances.** This ordinance supersedes, repeals, and voids in full all prior District ordinances, codes, regulations, resolutions, policies and procedures that are inconsistent with this ordinance, including but not limited to, Arcade Water District Ordinance 91-1 and any equivalent ordinances of the Northridge Water District.

**Section 6. Rescission of December 16, 2002 Motion Limiting Stipend.** By voting to enact this ordinance, the Board's approving vote also is intended to, and hereby does, rescind its approval of the motion made and adopted at the December 16, 2002 meeting to impose a policy limit on Director's compensation of \$100 per day.

**Section 7. Effective Date.** This ordinance shall become effective 60 days after its enactment as provided in Water Code section 20204.

**Section 8. Referendum.** This ordinance may be referended within the period and in accordance with the procedures provided in Water Code sections 20205 through 20207.

**Section 9. Posting.** The District Secretary or his designee is directed to post copy of this ordinance in three public places in the District within 10 days after its enactment.

PASSED AND ENACTED by the Board of Directors of the Sacramento Suburban Water District on the 18th day of July 2022, by the following vote:

AYES:  
NOES:  
ABSENT:

By: \_\_\_\_\_  
Craig Locke  
President, Board of Directors  
Sacramento Suburban Water District

\*\*\*\*\*



I hereby certify that the foregoing ordinance was duly and regularly enacted by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 18th day of July 2022.

(SEAL)

By:

\_\_\_\_\_  
Daniel R. York  
General Manager/Secretary  
Sacramento Suburban Water District



## Agenda Item: 9

**Date:** July 18, 2022

**Subject:** Ordinance No. 2022-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Fixing the Compensation of Directors

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

### **Recommended Board Action:**

Following the Public Hearing, consider enacting Ordinance No. 2022-01 fixing Director Compensation at \$125 per day's service for up to 10 days of service each month and a schedule of annual increases in compensation of 5% maximum each year.

### **Background:**

At the March 21, 2022, regular Board meeting, the Board directed staff to review the laws and regulations related to Director compensation and report back to the Board on the findings. At the May 16, 2022, regular Board meeting, staff presented to the Board the results of its findings regarding Director Compensation. Staff identified two previous ordinances that addressed Director Compensation; Arcade Water District Ordinance 91-1 and SSWD Ordinance No. 02-01. After legal counsel review, staff presented several options to the Board to consider regarding Director Compensation. The Board then directed staff to prepare a new ordinance to replace Ordinance No. 91-1, which would affirm the \$125 per day's stipend enacted by that ordinance and allow for annual increases in Director Compensation as authorized by Water Code section 20202. The Board also directed staff to prepare an update to policy PL – BOD 003 – Directors' Compensation and Expense Reimbursement Policy (Policy) to adopt the compensation amount authorized by Ordinance No. 2022-01.

### **Discussion:**

Based on direction from the Board of Directors at the May 16, 2022, regular Board meeting, staff has prepared, and legal counsel has reviewed and provided input on, Ordinance No. 2022-01. This ordinance reaffirms the compensation for Directors at \$125.00, as authorized in Ordinance No. 91-1, and continued by Ordinance No. 02-01, and establishes, among other items, an annual increase of not more than 5.0% in Directors' Compensation effective on January 1<sup>st</sup> of each successive year beginning in January of 2023.

Pursuant to Water Code section 20203, the Board must enact an ordinance to establish or change its daily stipend in an amount exceeding \$100 per day's service. A Public Hearing is required in order for the Board to enact such an ordinance. Notice of that Public Hearing must be published in accordance with Government Code section 6066. Section 6066 requires that the publication be

Ordinance No. 2022-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Fixing the Compensation of Directors

July 18, 2022

Page 2 of 2

made once a week for two successive weeks in a newspaper that is published at least once per week. The 14-calendar day publication period must end no later than the day before the scheduled hearing. The first notice was published on July 1, 2022, and the second on July 8, 2022. The ordinance cannot take effect until 60 days after enactment pursuant to Government Code section 20204 because the statute provides for a citizen referendum to challenge and set aside the ordinance.

Since the ordinance cannot take effect for 60 days from enactment, the Policy update will be presented to the Board at the August 15, 2022, regular Board meeting for review with adoption scheduled for the September 19, 2022, regular Board meeting. The 60-day waiting period concludes on September 16, 2022, three days before the September regular Board meeting.

The Board President will conduct a Public Hearing on the proposed enactment of Ordinance 2022-01 to allow the public to comment on the proposed ordinance. The public may make comments in-person at the Public Hearing or they may make comments by joining the Public Hearing on the District's remote meeting platform, Zoom. After the Public Hearing, the Board will consider whether to enact the ordinance. If enacted, the public has 60 days in which to present a petition challenging the enactment of the ordinance in accordance with Water Code Sections 20205 – 20207. If no petition is filed within the 60 days, the ordinance will become effective on September 16, 2022.

**Fiscal Impact:**

Enacting Ordinance No. 2022-01 will increase Director Compensation from \$100.00 to \$125.00 for the remainder of calendar year 2022. In 2023 and future years, the amount of the stipend for each day of service provided by a Director for up to 10 days per month will increase by no more than 5.0% annually.

**Strategic Plan Alignment:**

Goal C - Ensure Fiscal Responsibility and Affordable Rates.

**Attachments:**

1 – Ordinance No. 2022-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Fixing the Compensation of Directors

**ORDINANCE NO. 2022-01**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF  
SACRAMENTO SUBURBAN WATER DISTRICT  
FIXING THE COMPENSATION OF DIRECTORS**

WHEREAS, Water Code section 20201 authorizes the board of directors of a water district, by ordinance, to increase the compensation received by directors to an amount in excess of \$100 per day;

WHEREAS, Water Code section 20202 authorizes a water district board to annually increase the amount of directors' daily compensation in an amount not to exceed five percent per calendar year following the operative date of the last adjustment, and further limits compensation to no more than 10 days in any calendar month;

WHEREAS, Water Code section 20203 provides that no ordinance shall be adopted fixing directors' daily compensation rate in an amount exceeding \$100 except following a public hearing;

WHEREAS, the Board of Directors of the Arcade Water District, one of the District's predecessor agencies, enacted Ordinance No. 91-1 in accordance with Water Code sections 20200 and following to fix the compensation of its directors at \$125 for each day's service;

WHEREAS, Arcade Ordinance No. 91-1 was continued in effect and made an ordinance of the District by virtue of the enactment of Ordinance No. 02-01 at the time the District was formed in February 2002, and Ordinance No. 91-1 has never been amended or repealed; and

WHEREAS, by motion made and approved at its December 16, 2002 meeting, the Board made a policy decision to limit Directors' daily compensation to \$100 per day, which is the current daily stipend amount paid for each day of a Director's service as defined and provided for in the Board's Director's Compensation and Expense Reimbursement Policy.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Sacramento Suburban Water District as follows:

**Section 1. Purpose.** The purpose of this ordinance is to fix the compensation of the Board of Directors and to provide for an annual increase in compensation in accordance with the applicable provisions of the Water Codes.

**Section 2. Findings.** The Board finds that: (1) Ordinance No. 91-1 remains in effect and may be reinstated at any time by rescinding the action by motion to limit Directors' daily compensation to \$100 per day's service taken at the December 16, 2002 board meeting; and (2) the notice of the public hearing on this ordinance was given in the form and manner required by Water Code section 20203 and Government Code section 6066.

**Section 3. Compensation.** The compensation of each director of Sacramento Suburban Water District is hereby fixed at \$125 per day for each day's attendance at meetings of the Board or for each day's service rendered as a member of the Board by request of the Board, and consistent with the

amount previously fixed under Ordinance No. 91-1 as continued in effect by Ordinance No. 02-01. The compensation fixed by the provisions of this section is limited to a maximum of 10 days in any calendar month pursuant to the provisions of Water Code section 20202 and as defined in the Board's Directors' Compensation and Expense Reimbursement Policy adopted in accordance AB 1234 (Government Code sections 53232 and following).

**Section 4. Annual Adjustment.** The compensation fixed in Section 3 of this ordinance will apply for the remainder of calendar year 2022 and, beginning on January 1, 2023 and on each January 1 thereafter, shall be increased in an amount not to exceed 5% for each calendar year following the operative date of the last adjustment of directors' compensation. Nothing in this section prohibits the Board from deciding to take an annual increase in compensation of less than 5% in any calendar year.

**Section 5. Repeal of Previous Ordinances.** This ordinance supersedes, repeals, and voids in full all prior District ordinances, codes, regulations, resolutions, policies and procedures that are inconsistent with this ordinance, including but not limited to, Arcade Water District Ordinance 91-1 and any equivalent ordinances of the Northridge Water District.

**Section 6. Rescission of December 16, 2002 Motion Limiting Stipend.** By voting to enact this ordinance, the Board's approving vote also is intended to, and hereby does, rescind its approval of the motion made and adopted at the December 16, 2002 meeting to impose a policy limit on Director's compensation of \$100 per day.

**Section 7. Effective Date.** This ordinance shall become effective 60 days after its enactment as provided in Water Code section 20204.

**Section 8. Referendum.** This ordinance may be referended within the period and in accordance with the procedures provided in Water Code sections 20205 through 20207.

**Section 9. Posting.** The District Secretary or his designee is directed to post copy of this ordinance in three public places in the District within 10 days after its enactment.

PASSED AND ENACTED by the Board of Directors of the Sacramento Suburban Water District on the 18th day of July 2022, by the following vote:

AYES:  
NOES:  
ABSENT:

By: \_\_\_\_\_  
Craig Locke  
President, Board of Directors  
Sacramento Suburban Water District

\*\*\*\*\*

I hereby certify that the foregoing ordinance was duly and regularly enacted by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 18th day of July 2022.

(SEAL)

By:

\_\_\_\_\_  
Daniel R. York  
General Manager/Secretary  
Sacramento Suburban Water District



## Agenda Item: 10

**Date:** July 18, 2022

**Subject:** Former General Manager Post-Retirement Medical Costs

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

### Recommended Board Action:

Review and provide direction on former General Manager Rob Roscoe’s request for reimbursement of Medicare premiums and premiums above the Board-established “cap” on the District’s maximum payment for retiree medical insurance premiums.

### Background:

Rob Roscoe (Mr. Roscoe) served as General Manager of the District from 2003-2017, with an employment agreement approved by the Board each year. Each year’s contract discussed the General Manager’s salary and benefits for the associated year, as well as retirement and other benefit information.

When Mr. Roscoe was first recruited to serve as General Manager, the District’s medical insurance plan provided that District employees and retirees received fully-vested, fully-paid medical insurance after five years of service. These “pre-consolidation employees and retirees” retain this benefit today. In 2003, the Board altered the medical insurance benefits for “post-consolidation” (i.e., new) District employees. Under the new medical insurance benefit plan effective January 1, 2003, employees who retire from the District with at least 5 years of service and a minimum of 10 years credited service in the CalPERS system are eligible for post-retirement coverage up to the higher of 1) the higher of the lowest-cost HMO or PPO plan offered by CalPERS, or 2) the CalPERS “100/90 Formula.” This is known as the “cap” on what the District pays for all fully-vested retirees, both pre- and post-consolidation, per policy. The District’s contribution for post-retirement medical insurance coverage for employees and their eligible dependents is a percentage of cost based on the employee’s total credited years of qualifying service under the CalPERS vesting schedule adopted for all post-January 1, 2003 employees:

CREDITED YEARS OF PERS SERVICE	PERCENTAGE OF DISTRICT CONTRIBUTION
10	50
11	55
12	60
13	65
14	70
15	75

<u>16</u>	<u>80</u>
<u>17</u>	<u>85</u>
<u>18</u>	<u>90</u>
<u>19</u>	<u>95</u>
<u>20</u>	<u>100</u>

Mr. Roscoe did not finally negotiate and enter service with the District until after the Board had made the above change in the medical insurance benefit. It is staff's and legal counsel's understanding that Mr. Roscoe believed the Board should honor his original understanding that he would receive the "pre-consolidation" medical benefits that were in effect when he was originally recruited. On that basis, Mr. Roscoe negotiated for, and the Board agreed to provide, this enhanced benefit. This benefit was reflected all post-2003 versions of Mr. Roscoe's employment agreements. Mr. Roscoe retired with a total of 17 years of credited PERS service, so he is technically vested in 85% District-paid medical benefits under the vesting schedule above. As staff and counsel understand the contract, the other, unvested 15% is to be reimbursed directly to Mr. Roscoe in accordance with the terms of his last employment agreement.

Mr. Roscoe, however, claims that his retirement medical benefits differ from what is described above. Mr. Roscoe claims that the post-retirement benefit language added to Paragraph 6.d in his final contract, and approved by the Board in December 2017 (Attachment 1), intended that the District should pay the full costs of post-retirement medical costs for Mr. Roscoe and his spouse as he and his spouse select. In addition to claiming that this contractual term includes 100 percent of the premiums for any CalPERS medical plan the Roscoes select, even if it exceeds the District "cap", Mr. Roscoe contends that the District should pay the cost of supplemental Medicare premiums that are being charged by DHHS purely as the result of a discretionary decision made by the Roscoes to not begin taking Social Security payments when first eligible. Mr. Roscoe states that Board understood that he would bear no out-of-pocket costs for his and his spouse's medical benefits in retirement as a part of his employment contract with the District, regardless of any control the District might have over those costs. Mr. Roscoe also states that this benefit was agreed to by the Board in lieu of providing higher salary increases than he would have otherwise requested during his tenure. Mr. Roscoe's negotiated salary in his 2017 contract was \$214,860 per year.

Regarding Mr. Roscoe's claim related to the additional Medicare premiums he asked the District to pay, in 2021, Mr. Roscoe requested and received \$297/month as reimbursement for his portion of his discretionary Medicare premiums, for a total of \$3,564. In 2022, Mr. Roscoe requested that the District reimburse him a total of \$744.60 per month (\$372.30 each for him and his spouse). Two such reimbursements were made, for a total of \$1,489.20, before management learned of these reimbursement requests and directed staff to stop them pending further review. It was due to this substantial increase in cost from 2021 to 2022, as well as the nature of Mr. Roscoe's request (reimbursement for Medicare premiums), which initiated management's analysis. District staff understands that this substantial increase in cost is established by the Social Security Act, which requires higher premiums for Part B and Part D portions of Medicare for premiums based on a retiree's income.



In researching this matter, management also determined that District staff paid the full cost of the Roscoes' elected medical plan (Blue Shield Access Plus) in excess of the cap in 2019 and 2020. In 2019, the excess payment over the cap was \$364.02 per month, for a total of \$2,912.16. In 2020, the excess payment over the cap was \$791.62 per month, for a total of \$8,707.78. The total paid to Mr. Roscoe above the cap for his and his spouse's medical costs in 2019 and 2020 was \$11,619.94.

Mr. Roscoe has not raised any issues with the District's payments for any of the Roscoes' other health benefits.

The history of how post-retirement medical benefits were addressed in Mr. Roscoe's contracts is as follows:

- 2003: There is no specific discussion of post-retirement benefits, but only this general provision -- "Mr. Roscoe will be entitled to receive all other employee benefits (including vacation and sick leave, accrual of vacation and sick leave retirement system membership and employer contributions, deferred compensation investment opportunities, and employee and dependent coverage on health, dental and other group insurance programs) as provided in the District Personnel Manual...."
- In Mr. Roscoe's employment agreements for 2004 through 2008, the following term was used: "Mr. Roscoe will be entitled to vest with 100% District paid post-retirement health benefits (health, dental, vision, etc.) after a total of five years of service instead of the vesting schedule provided in the existing District Personnel Manual."
- In 2009 through 2012, the following terms was used: "Mr. Roscoe will be entitled to vest with 100% District paid post-retirement health benefits (health, dental, vision, etc.) after a total of five years of service. The parties agree that Mr. Roscoe has exceeded five years of service and is now fully vested in post-retirement health benefits."
- In 2013 through March 2017, the following term was used: "Mr. Roscoe is fully vested in District paid post-retirement health benefits (health, dental, vision, etc.)."
- In the final, and governing, employment agreement of December 2017, this term was used: "Mr. Roscoe is fully vested in 100% District paid post-retirement health benefits (health, dental, vision, etc.)."

Mr. Roscoe apparently is relying on two items to support his argument that the District is required to pay more for his medical insurance than what it would pay for any other fully-vested pre-consolidation employee. First, he points to the addition of "100%" to the phrase "fully vested in District paid post-retirement health benefits" in the December 2017 agreement. Although it is not clear why "100%" was omitted from the similar terms in Mr. Roscoe's employment agreements in 2013 through March 2017, the "100%" was included in his agreements from 2009 through 2012. The addition of "100%" would not appear to support that the District is required to pay more for the Roscoes' medical insurance than for any other fully-vested District retiree. If that was what was intended, the term should have been stated something like, "Mr. Roscoe is fully vested in 100% District paid post-retirement health benefits (health, dental, vision, etc.) for

any plan selected by the Roscoes, including any amounts exceeding the District-established cap or selected by the Roscoes in their discretion.”

Second, Mr. Roscoe points to language in paragraph 6.d of his post-retirement benefits, “In lieu of vacation, administrative leave or post-retirement health benefits” as found only in his contract from 2016 and both contracts from 2017 as somehow signifying that the Board agreed to pay 100% of any post-retirement medical plan he and his spouse chose, regardless of cost. However, the previous language simply states the obvious – each of Mr. Roscoe’s employment agreements contained specific terms for vacation, administrative leave and post-retirement health benefits that are different than what he would have been otherwise entitled to under the Employee Handbook.

In an attempt to seek clarification, staff reviewed all available District documents relevant to this issue. Although the existing documents indicate that the Board and Mr. Roscoe discussed several other changes to Mr. Roscoe’s contract, staff was unable to find any records which discuss or indicate that Mr. Roscoe and the Board negotiated for any special or specific enhancements to his post-retirement benefits and associated District-paid costs as a part of his compensation. General Manager York also asked Mr. Roscoe to provide any documents or information he has that might support his interpretation. None of the information Mr. Roscoe provided addresses this issue with any specificity that might support the Roscoes’ request.

Absent any supporting documentation which points to a different interpretation and the consistency in the contract term over time, District staff and counsel interpret the medical insurance term in Mr. Roscoe’s governing December 2017 employment agreement to mean that the District agreed that Mr. Roscoe would be treated as if he were 100% vested in, and is owed benefit payments at, 100% of the “cap” that the District pays for medical premiums through CalPERS for all pre-consolidation (and any fully-vested post-consolidation) retirees.

This is also consistent with how Mr. Roscoe’s medical insurance was treated during his employment. In 2015, 2016, and 2018, he was responsible for, and agreed to, a payroll deduction to subsidize the portions of his medical premiums that were above the annual “cap” that the District paid. Staff also analyzed the information provided by Mr. Roscoe and in the District’s files, and was unable to confirm that any retired District employee has received a higher benefit level in retirement than they did in active employment. Mr. Roscoe stated that the intent behind the language in his contract is specific to him, and that the benefits provided to vested retirees according to the Employee Handbook do not pertain to him since he negotiated his benefits separately. As noted above, however, knowing that employees and retirees are required to pay any excess premium amounts above the cap, if Mr. Roscoe intended to receive a greater benefit than other fully-vested retirees, he could have requested specific language in this employment agreement to make this clear.

While staff wishes to resolve this issue fairly, and has no intent to take away any benefits that Mr. Roscoe is entitled to, staff also has a duty to act in the best financial interest of the District and its

ratepayers based on available contract terms and records. Absent any clear terms in his December 2017 employment agreement and available records supporting Mr. Roscoe's claim that would authorize staff to accept it, and because he was the Board's employee and negotiated his benefits with the Board, staff and counsel believe that only the Board has the authority to make a final determination on whether to honor Mr. Roscoe's request.

**Discussion:**

Staff therefore requests that the Board consider Mr. Roscoe's request and the information in this report, and provide further direction.

**Fiscal Impact:**

Future impacts will vary based on the Board's decision.

**Strategic Plan Alignment:**

Goal C: Ensure Fiscal Responsibility and Affordable Rates

**Attachments:**

1 – Rob Roscoe (final) Contract, dated December 1, 2017

**SACRAMENTO SUBURBAN WATER DISTRICT  
EMPLOYMENT AGREEMENT WITH ROBERT S. ROSCOE**

This Agreement is entered into on December 1, 2017, by and between Sacramento Suburban Water District, a public agency ("District"), and Robert S. Roscoe, an individual ("Mr. Roscoe"), who agree as follows:

**1. Recitals.** The District selected Mr. Roscoe as the General Manager of the District, commencing on March 10, 2003. The District and Mr. Roscoe now desire to amend Mr. Roscoe's employment by executing a new employment agreement to supersede in full the agreement dated March 27, 2017. The Board of Directors has selected Daniel R. York ("Mr. York") to succeed Mr. Roscoe as General Manager as of January 1, 2018.

**2. Employment.** The District hereby continues Mr. Roscoe's employment as General Manager (and including the duties of District Secretary) of the District for the term specified in Section 3, subject to the terms and conditions of this Agreement. Mr. Roscoe hereby accepts such employment on the terms and conditions of this Agreement. In accordance with the provisions of section 53262 of the Government Code, this Agreement is subject to ratification in an open session of a meeting of the Board of Directors of the District. Mr. Roscoe understands and agrees that while in the position of General Manager, he serves at the Board of Directors' will and pleasure. Upon Mr. York's succession to the position of General Manager, Mr. Roscoe shall become Special Advisor to the General Manager and directly report to Mr. York.

**3. Term.** This Agreement will remain in effect for a fixed term beginning on December 1, 2017 and terminating on January 30, 2019, unless terminated sooner as provided in Section 8 below.

a. Term as General Manager. Mr. Roscoe will serve as General Manager from December 1, 2017 until December 31, 2017.

b. Term as Special Advisor. Mr. Roscoe will serve as Special Advisor to the General Manager from January 1, 2018 until January 30, 2019.

**4. Duties.**

a. Mr. Roscoe's initial duties under this Agreement will be those assigned to the office of the General Manager and District Secretary, as described in the job description for the General Manager position adopted and amended from time to time by the District Board of Directors, including the duties specified in sections 30579, 30580 and 30581 of the California Water Code, and such other duties and responsibilities as may be assigned by the District Board of Directors until Mr. York takes the position of General Manager on January 1, 2018 in accordance with a separate contract between the Board of Directors and Mr. York. The current job description for the General Manager is attached as Exhibit A to this Agreement. As General Manager, Mr. Roscoe is the chief executive officer of the District and works under the direction of the District Board of Directors.

b. After Mr. York becomes General Manager of the District, Mr. Roscoe will assume the role of Special Advisor to the General Manager, as a regular, exempt employee, in full employment status, with the same salary and benefits. In his capacity as Special Advisor to the General Manager, Mr. Roscoe will report to Mr. York and be assigned duties as determined by Mr. York as further provided in this Agreement, and will no longer have the responsibilities of the General Manager or report to the Board of Directors.

## 5. Work Hours.

a. While serving as General Manager, Mr. Roscoe will devote his full time, attention and energies to his duties, and will be available to work at such times as necessary to fully and competently perform the duties of General Manager, regardless of the number of hours involved. Mr. Roscoe acknowledges that the duties of General Manager may require an average of more than forty hours per week, and that some day-to-day work hours may vary significantly (e.g., on a Board meeting day). Mr. Roscoe will not be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of eight hours per day or forty hours per week. As General Manager, Mr. Roscoe will not engage in any conduct or other employment or business that would interfere with his responsibilities and duties to the District or that would reflect unfavorably on the interests of the District. So that the Board of Directors may be assured of the extent of any other demands upon Mr. Roscoe's time and attention while serving as General Manager, Mr. Roscoe will disclose in confidence to the Board of Directors the nature and scope of any other business activities during the term of this Agreement.

b. While serving as Special Advisor to the General Manager Mr. Roscoe will have his work hours determined by Mr. York.

**6. Compensation.** For all services to be rendered by Mr. Roscoe under this Agreement, whether serving as General Manager or after Mr. York assumes the position of General Manager, the District will provide to Mr. Roscoe the following salary and benefits:

a. During the term of this Agreement, Mr. Roscoe will be paid a salary in the amount of \$ 17,905 per month (i.e., \$214,860 per year; "Base Salary"), beginning on December 1, 2017. This increased salary consists of a 3 percent cost of living adjustment and a 2.5 percent merit increase.

b. Mr. Roscoe will not be entitled to any additional increases in his Base Salary during the term of this agreement.

c. The District will pay Mr. Roscoe an amount of \$350 each month in addition to Base Salary as a vehicle allowance to compensate Mr. Roscoe for use of his personal vehicle for District purposes. This allowance will be terminated when Mr. York becomes General Manager on January 1, 2018. Thereafter, if Mr. Roscoe uses his personal vehicle on District business, he will be reimbursed for that use in accordance with the District's Employment Policies.

d. Except as otherwise provided in this Agreement, Mr. Roscoe will be entitled to receive all other employee benefits (including sick leave, accrual of sick leave, retirement system membership and employer contributions, deferred compensation investment opportunities, and employee and dependent coverage on health, dental and other group insurance programs) as provided in the District's Human Resources Policies (as amended from time to time by the Board of Directors) and Employee Handbook (together the "Employment Policies") as otherwise provided to other regular full-time District employees, but not including vacation, administrative leave or post-retirement health benefits. In lieu of vacation, administrative leave or post-retirement health benefits provided in the Employment Policies, Mr. Roscoe will be entitled to: (1) twenty four days per year of vacation; and (2) thirteen days per year of administrative leave, provided that, any amount of accrued vacation in excess of forty days and any amount of accrued administrative leave in excess of twenty six days will be purchased by the District in accordance with the provisions of the Employment Policies; and (3) Mr. Roscoe is fully vested in 100% District paid post-retirement health benefits (health, dental, vision, etc.) for himself, his spouse and

any eligible dependents. Notwithstanding the foregoing, Mr. Roscoe will not be entitled after December 31, 2018 to receive any further accruals of vacation time, administrative leave, personal holidays or other time off allowances, except for any sick leave that he is entitled to receive by law for the period of January 1, 2019 through January 30, 2019.

e. Mr. Roscoe will be entitled to be reimbursed for the reasonable amount of his actual and necessary expenses incurred in carrying out his duties as General Manager to the extent that his expenses are properly documented in conformance with the Employment Policies and the Internal Revenue Service's requirements for an Accountable Plan. Reimbursement for travel-related expenses incurred by Mr. Roscoe as General Manager for travel outside of the State of California will require the approval of the Board of Directors. Following Mr. York assuming the position of General Manager, Mr. Roscoe will be reimbursed for his actual and necessary expenses in accordance with the District's Employment Policies.

## **7. Other Terms and Conditions of Employment.**

a. Subject to the terms of this Agreement, Mr. Roscoe's employment also will be governed by all applicable provisions of the Employment Policies. If any term or condition of this Agreement is inconsistent or in conflict with a term or condition of the Employment Policies, the provisions of this Agreement will govern. If any term or condition of this Agreement is inconsistent or in conflict with a federal or state law, the law will govern. Mr. Roscoe acknowledges that the position of General Manager is one requiring frequent and highly-visible contact and involvement with members of the public and the community, and that in many respects the General Manager is the spokesperson and representative of the District. While Mr. Roscoe remains General Manager, he will not engage in any conduct within or outside the scope of his employment with the District that reflects unfavorably on or discredits the District, its Board of Directors, or other employees.

b. So as to support the initial transition of Chief Executives, transfer of institutional knowledge, and the smooth transition of ongoing District activities, the parties agree that Mr. Roscoe will coordinate taking accrued vacation with Mr. York following Mr. York assuming the General Manager position. The parties acknowledge that Mr. Roscoe has accrued considerable vacation benefits and that he may exercise accrued vacation for much of the contract term, at his discretion, following the initial transition period. The parties acknowledge that Mr. Roscoe will be allowed to take unpaid leave, at his discretion, provided such leave is coordinated with Mr. York.

## **8. Conditions of Special Advisor Position.** Mr. Roscoe will serve as special advisor to the General Manager through January 30, 2019, subject to the following conditions:

a. Mr. Roscoe will cease performing the positions of General Manager and Secretary on January 1, 2018 and as of that date he will assume the responsibilities of Special Advisor to the General Manager, Mr. York.

b. After May 1, 2018, Mr. Roscoe will remain employed as Special Advisor, but will use his accrued vacation in lieu of reporting to work and he will not report to work except as requested by Mr. York to provide advisory services to the District. For each day that Mr. Roscoe is called into work after May 1, 2018, he would be deemed to have worked and would be deemed to not to have used a vacation day.

c. If Mr. Roscoe has insufficient days of work and paid vacation to ensure that he remains in paid employment by the District until January 30, 2019, the Board will grant Mr. Roscoe an unpaid leave of absence to maintain his employment between

his last paid day and the January 30, 2019 expiration of this Agreement.

**9. Termination.** This Agreement may be terminated in any one of the following ways:

a. By mutual agreement of the parties, expressed in writing.

b. By Mr. Roscoe, upon giving to the District not less than 30 days' prior written notice of his election to terminate.

c. By the District, while Mr. Roscoe is General Manager, for cause, upon giving to Mr. Roscoe written notice of immediate termination. The written notice of termination will specify (1) the particular cause(s) and the facts and circumstances justifying the termination of the Agreement for cause, and (2) the opportunity of Mr. Roscoe to meet with the District Board of Directors on the reasons for his termination. If Mr. Roscoe requests a meeting, the meeting will be held at the Board's earliest convenience in a closed session, unless Mr. Roscoe requests an open session meeting. After the meeting, the Board may affirm, modify or reverse its decision to terminate for cause. For purposes of this Agreement, the following will justify termination for cause: willful breach of duty; habitual neglect of duty; gross insubordination; conviction of a crime involving moral turpitude; conduct that makes it impossible or impracticable to perform the duties under this Agreement, or that seriously impedes District operations; conduct that tends to bring discredit to the District, or conduct unbecoming an employee in public service; mishandling of District funds; any intentional misrepresentation or fraud in connection with the performance of his duties; theft of District property; violation of law; or, violation of the applicable provisions of the Employment Policies. After Mr. York becomes General Manager, Mr. York will have the authority to terminate Mr. Roscoe's employment for cause upon demonstration of cause and pursuant to applicable state law.

d. The Board would agree to not terminate Mr. Roscoe without cause at any time during the term of his amended employment agreement. Consequently, there would be no severance pay provided to Mr. Roscoe under his amended employment agreement. The District, however, would retain the right to terminate Mr. Roscoe for cause.

e. Mr. Roscoe's service or disability retirement, death or inability to perform the essential functions of the General Manager's position due to illness or other disability as medically determined by the Board in accordance with federal and state laws protecting persons with disabilities, and applicable provisions of the Employment Policies. If at any time the District determines that a question exists as Mr. Roscoe's ability to perform the essential functions of his position, the District may require him to undergo a comprehensive fitness for duty medical examination at the District's expense.

f. Notwithstanding the provisions of any District rule, regulation, policy, procedure or practice to the contrary, upon termination of Mr. Roscoe's employment, whether as a result of refusal to renew/extend the term or of mid-term termination, and whether with or without cause, Mr. Roscoe will not be entitled to any compensation, damages or other monetary award except as specifically authorized by this Agreement.

**10. Indemnification and Defense.** To the full extent and manner provided for public employees by applicable law, the District shall indemnify, defend, and hold Mr. Roscoe harmless from any against all demands, claims, suits, actions and legal proceedings brought against him in his official or personal capacity and arising out of events within the scope of his employment with the District.

**11. Entire Agreement.** This Agreement constitutes the sole, entire, integrated and exclusive contract between the parties respecting Mr. Roscoe's employment by the District, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect. This Agreement terminates and supersedes in full the Employment Agreement with General Manager between Mr. Roscoe and the District, as last amended March 27, 2017.

**12. Notices.** Any notice to be given to Mr. Roscoe will be sufficiently served if given to him personally, or if deposited in the United States Mail, regular pre-paid mail, addressed to him at his most recent residence address as shown on the District payroll records. Any notice to be given to the District will be addressed and delivered or mailed to the District Board of Directors at the District office.

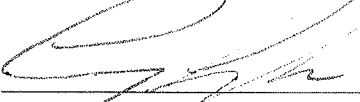
**13. Successors and Assigns.** This Agreement is personal to Mr. Roscoe. He may not transfer or assign the Agreement or any part of it. Subject to this restriction on transfer and assignment, this Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

**14. Amendments.** This Agreement may be amended only by a subsequent writing approved and signed by both parties. Any amendment by the District must be approved by the District Board of Directors at a public meeting. Individual Board members do not have the authority, express or implied, to amend, modify, waive or in any way alter this Agreement or the terms and conditions of Mr. Roscoe's employment.

**15. Waiver.** The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Agreement will not be deemed a waiver with respect to any subsequent default or matter.

**16. Construction and Interpretation.** The parties agree and acknowledge that this Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Agreement.

Sacramento Suburban Water District

By:   
Craig M. Locke  
President, Board of Directors

  
Robert S. Roscoe





## Agenda Item: 11

**Date:** July 18, 2022

**Subject:** Sacramento Suburban Water District and Del Paso Manor Water District 2x2 Committee

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

### **Recommended Board Action:**

Approve and assemble a 2x2 Committee to discuss a potential combination of Del Paso Manor Water District and Sacramento Suburban Water District into one organization.

### **Summary:**

On July 1, 2022, the General Manager received a letter (see Attachment 1) from Del Paso Manor Water District's (DPMWD) Board President, Ryan Saunders, recommending that the Sacramento Suburban Water District (District) Board of Directors approve and assemble a 2x2 Committee to discuss a potential merger between the two agencies. On June 30, 2022, the Directors of DPMWD authorized the initiation of a merger discussion with the District. Mr. Saunders appointed himself and Director Carl Dolk to DPMWD's 2x2 Committee.

### **Background:**

On May 31, 2019, all but one employee of DPMWD resigned/retired, which included the General Manager. A request was made to activate the Mutual Aid Agreement (MAA) that exists between the two districts. The MAA was activated on June 6, 2019. The MAA was developed to cover emergency services (e.g., emergency water, labor, vehicles/equipment and inventory supplies), typically for a short duration. The DPMWD submitted several extensions to the MAA. The services that were being provided to DPMWD was staffing (which includes vehicles), due to them only having one operator for their water system. To cover such services to DPMWD, an Operating Service Agreement (OSA) was developed and approved.

On January 21, 2020, the District received correspondence from DPMWD to enter into discussions on furthering the partnership between SSWD and DPMWD, up to and including a merger between the two agencies.

While conducting operations of DPMWD's water system, an assessment was conducted on their water system by District operations staff. Upon completion of the assessment, there were several operational and safety deficiencies that were documented. District staff delivered the assessment to the DPMWD's Board of Directors for their consideration to correct.

On November 5, 2021, the Sacramento Grand Jury (SGJ) generated findings against DPMWD based off of a formal public complaint. The SGJ found that the DPMWD's Board of Directors had been reckless and irresponsible in its administration of their responsibilities to residents and ratepayers.

Since that document was made public, over the past six months, the DPMWD Board of Directors and staff have done an outstanding job addressing/correcting the deficiencies that were listed in the assessment conducted by the District.

**Discussion:**

The DPMWD Board of Directors has voted to initiate possible merger discussions with the District.

There are several questions and/or options to consider and discuss if the 2x2 Committee is approved. Below are examples of such:

- Condition Assessment of DPMWDs water system, utilizing the District's Asset Management Plans related to distribution system, production facilities and meters.
- Cost of water meter replacement/install
- Interconnection upgrades
- DPMWD relinquishing its State Water System Permit
- Water rate comparison
- Capital Improvement Program
- Debt and finances

**Fiscal Impact:**

Unknown at this time.

**Attachments:**

- 1) DPMWD Letter



# Del Paso Manor Water District

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July 1, 2022

Craig Locke  
President of the Board  
Sacramento Suburban Water District  
3701 Marconi Avenue, Suite 100  
Sacramento, CA 95821

Re: Agenda Item Request for 7/18/2022 Board Meeting - Merger Discussions

Dear Mr. Locke:

On June 30, 2022, the Board of Directors of Del Paso Manor Water District authorized the initiation of a merger discussion with SSWD. I formed an AD Hoc Committee appointing Director Carl Dolk, myself, and our General Manager Alan Gardner as an advisor.

I am writing to request your Board add to its agenda for its July 18, 2022, meeting a discussion that would result in a similar authorization. If your Board agrees we intend to have a report on the potential merger available by the end of August.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Saunders", written over a horizontal line.

Ryan Saunders  
President of the Board

cc: Dan York, General Manager



## Agenda Item: 12

**Date:** July 18, 2022

**Subject:** Late Night Water Waste Patrols

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

### **Recommended Board Action:**

Approve a Water Conservation Budget amendment of \$40,000 for late night water waste patrol efforts.

### **Discussion:**

On May 16, 2022, in response to the Governor's Executive Order N-7-22, the Board of Directors declared a Stage 1 Water Alert asking customers to reduce water use by up to 20%. As part of the Stage 1 Water Alert, the Board enacted the enforcement actions listed in the District's Water Shortage Contingency Plan of a three day per week watering schedule. To ensure customers were informed of the Board's decision, the Board authorized additional funding for mailers to be sent out to all customers regarding the Stage 1 Water Alert.

During the May 2022 regular Board meeting, staff recommended that the Board approve funding for a vendor to perform water waste patrols between the hours of 10:00 p.m. and 6:30 a.m. Staff's recommendation was not approved by the Board at the May meeting. Staff was contacted by a member of the Board who requested to have the Late Night Water Waste Patrol Program placed on the July 18, 2022, regular Board Meeting agenda.

As stated at the May 2022 regular Board meeting, to ensure customer compliance with the water use prohibitions, staff will utilize current Water Conservation staff to inform customers of water use concerns, respond to water use inquiries, and assist customers during regular business hours. As a note, the vendor does not make contact with customers during the late night patrol hours. The vendor takes pictures of the incident and the property and submits the pictures to staff. Staff then sends a letter regarding the incident and the photos to the customer. The District utilized these services for late night water waste patrol during the summer of 2021 and experienced great success. The vendor was able to assist the District in informing over 280 customers regarding water use concerns. Many of the customers notified were grateful for the program and many scheduled a Water-Wise House Call for additional water conservation programs.

The District has a current Agreement in place for late night water patrols and can have a vendor begin work as soon as approved.

**Fiscal Impact:**

Late night water waste patrol beginning in July and ending at the end of October would increase the Water Conservation Budget by \$40,000.

**Strategic Plan Alignment:**

- Goal A: Provide a high quality reliable water supply by ensuring it is sustainable, clean, and safe.
  - Improve conservation through enhanced customer education and incentive programs.
- Goal B: Optimize Operation and Organizational Efficiencies.
  - Enhance water conservation and use efficiency strategies through proven cost effective measures.
- Goal D: Maintain Excellent Customer Service.
  - Engage customers through a variety of venues/methods to create broader based outreach.
  - Educate and inform customers on relevant real time topics.

As drought conditions continue to grip most of California, the District is well-positioned to continue to provide safe, reliable water during 2022. State regulations will impose some restrictions on customer water use, but staff is prepared to ensure those regulations are applied effectively.



## Agenda Item: 13

**Date:** July 18, 2022

**Subject:** Annual Fraud Prevention Presentation

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

### **Recommended Board Action:**

No Action. Receive staff presentation and review fraud prevention policies and procedures for District operations. Direct staff as appropriate.

### **Summary:**

In 2007, the District adopted the Workplace Dishonesty Policy (PL-Adm 006) and a related Procedure (PR-Adm 004) that identify various types of fraudulent activities that may occur in the normal course of District operations with accompanying mitigation practices (see Attachments 1 and 2, respectively). The purpose of this agenda item is for Directors to publicly review District established policies and procedures related to fraud deterrence, prevention and detection and to discuss risks to the District resulting from potential fraudulent activities. An annual review was recommended by the District’s independent auditor as a best practice.

Please note that the Workplace Dishonesty Policy and Procedure and risks resulting from potential fraudulent activities were discussed and reviewed with all District staff on Friday, June 24, 2022.

### **Discussion:**

Fraud is a broad legal concept and is subject to legal determination. For the District, fraud is primarily defined as prohibited conduct or activities of its directors, officers, employees, and those doing business with the District that would be considered dishonest, corrupt, or deceitful (see Attachment 1, section 200.10). For financial reporting purposes, fraud is further defined as intentional act(s) that result in a material misstatement of the financial statements.

The District has implemented various tools to deter, prevent and detect fraudulent activities. These tools primarily consist of the internal control procedures that have been adopted, implemented, and regularly updated. District internal control procedures have been established by way of the District’s Ordinances, Resolutions, Policies, Procedures, and practices.

In order to deter, prevent or detect fraudulent activities from occurring or perpetuating, it is necessary to understand the conditions under which fraud may occur. Typically, in order for fraud to exist, three conditions must be present:

1. Incentive/pressure to perpetrate fraud.
2. An opportunity to carry out the fraud.
3. An attitude/rationalization to justify the fraudulent action.

Established District internal control procedures address risks in each of these three areas and provide specific procedures to be followed to mitigate such risks.

Annually, as part of the financial statement audit, the General Manager and Director of Finance and Administration are required to make various assertions regarding District internal controls and their awareness of any fraudulent activities (see Attachment 3, parts 3, 4, 13, 14, 15, and 24). As an update to these assertions made to the Auditors on April 14, 2022, District officers are currently unaware of any fraudulent activities that are occurring in District operations or activities.

**Fiscal Impact:**

None.

**Strategic Plan Alignment:**

Goal C Ensure Fiscal Responsibility and Affordable Rates

District customers benefit by ensuring all District employees and Directors are aware of the circumstances under which fraudulent actions may occur so the chances and opportunities for fraud are minimized.

**Attachments:**

- 1) Workplace Dishonesty Policy
- 2) Workplace Dishonesty Procedure
- 3) Financial Statement Audit Letter
- 4) PowerPoint Presentation

Sacramento Suburban Water District

**Workplace Dishonesty Policy**

Adopted: December 17, 2007  
Approved with Changes: December 20, 2021

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**100.00 Purpose of the Policy**

The purpose of this policy is to inform directors, officers, employees, and persons providing services to the District pursuant to a contract of the District's "zero tolerance" policy of dishonesty, including examples of the types of workplace conduct that are considered dishonest; to direct the General Manager to establish and maintain a system of internal controls to prevent, discourage, and detect dishonest conduct; to authorize the General Manager to establish appropriate procedures for reporting and investigating alleged dishonesty in the workplace or connected to the District; to provide appropriate sanctions in cases where dishonest conduct or activities are established; and to protect directors, officers, employees and other persons who report such conduct or activities from any form of retaliation.

**200.00 Policy**

The District expects that all directors, officers, employees, agents, vendors, volunteers or other persons connected to the District will adhere to the strictest standards of honest conduct and will treat District property and assets with the same respect required for such public property and assets. It is the District's express policy that all allegations of workplace or other District-related dishonesty will be promptly and fully investigated and, if dishonest conduct is established, to take action as appropriate to discipline the dishonest person or persons, up to and including termination of employment, contract, or other relationship, and to pursue appropriate civil and criminal legal remedies as determined by the General Manager or Board and District legal counsel. To ensure that the District's property and assets are safeguarded against dishonesty, the District will establish and maintain appropriate procedures and internal controls to promptly detect workplace or other District-related dishonesty and take appropriate action against any individuals so involved. It also is the District's policy to protect from retaliation all persons who report possible dishonest conduct to any level of the organization in order to promote full and prompt disclosure of such activities ("Whistleblower Protection").

**200.10 Prohibited Conduct and Activities**

Dishonesty, fraud, corruption, and other deceitful acts prohibited under this Policy include but are in no way limited to:



1. Claiming reimbursement of expenses that are not job-related or authorized by the District's Employee Handbook and other employment policies.
2. Committing forgery, unauthorized alteration of, or fraudulent reporting on any District document (including but not limited to: invoices, receipts, checks, wire and Automated Clearing House (ACH) transfers, timesheets, independent contractor agreements, purchase orders, invoices, receipts, petty cash documents, or budgets).
3. Misappropriating District assets (including but not limited to: funds, District-issued credit cards, securities, supplies, furniture, equipment, or labor).
4. Committing improprieties in the handling or reporting of money, material, labor or accounting transactions.
5. Authorizing reimbursement for work or receiving payment for goods not received by or services not performed for the District.
6. Using a computer issued by the District for unauthorized personal use or alteration, destruction, forgery, or manipulation of District data or misappropriation of District-owned software.
7. Misrepresenting information on District-related documents.
8. Falsifying time records or expense reports or conducting substantial personal business on District time.
9. Violating federal, state, or local laws intended to regulate any form or type of dishonest conduct or activities.
10. Seeking or accepting bribes, gratuities, or other consideration of material value from those doing business with the District, including customers, vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the Political Reform Act of 1974 (Gov't Code sections 87000 et seq.), regulations of the Fair Political Practices Commission (2 Cal. Admin. Code Sections 18100 et seq.), and any amendments to the Act or regulations.
11. Any other type of dishonest, fraudulent, or deceitful conduct in violation of any District policy or of any federal, state or local law or regulation.

## **200.20 Investigation of Prohibited Conduct and Activities**

The District will fully investigate all allegations of conduct and activities prohibited under this policy. A thorough and objective investigation will be conducted regardless of the position, title, tenure, or relationship with the District of any director, officer, employee, agent, vendor, volunteer, or other person providing services to the District who might be involved in or becomes the subject of such investigation.

The General Manager, with appropriate assistance from management staff and District legal counsel, will apply appropriate procedures for investigating all allegations of dishonest conduct by any director, officer, employee, agent, vendor, volunteer or other person providing services to the District.

At the General Manager's discretion, investigations of alleged criminal conduct may be referred to the appropriate prosecutorial or law enforcement officials for investigation.

Directors of the District shall have full authority to investigate allegations of dishonest conduct against the General Manager.

The District will pursue every reasonable effort, including court-ordered restitution, to obtain recovery of any losses suffered by the District that are caused by or connected to dishonest conduct prohibited by this Policy.

### **300.00 Establishment of Internal Controls**

The General Manager or his/her designee is directed to establish and maintain a system of internal controls to prevent and detect fraud, misappropriation of District resources and other dishonest conduct affecting the District, and to institute systems that help the District to promptly identify any indications of such misconduct.

### **400.00 Reporting Dishonest Acts or Conduct – “Whistleblower Protection”**

No director, officer, or employee shall directly or indirectly retaliate or cause retaliation to occur against any director, officer, employee or person providing services to the District who reports alleged dishonesty, who is accused of dishonesty, or who is involved in the investigation of alleged dishonesty. Retaliation includes a director's, officer's, employee's, vendor's or consultant's use of his or her authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing another such person to refrain from filing a good faith report of dishonesty or otherwise bringing to the attention of a supervisor, the General Manager, or the Board any information that, if true, would constitute a dishonest act or conduct. Upon receiving a report of retaliation, the General Manager or Board of Directors shall promptly investigate the report in accordance with Section 350.00.D. of the District's Ethics Policy (PL-BOD 004) or Workplace Dishonesty Procedure (PR - Adm 004), whichever is applicable.

### **500.00 Policy Review**

This policy shall be reviewed at least biennially.

Sacramento Suburban Water District

## Workplace Dishonesty Procedure

Effective: December 18, 2007  
Ratified with changes on: March 7, 2019

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### Purpose

The administrative procedures described in this memorandum are set forth for the purpose of implementing the District's Workplace Dishonesty Policy, PL - Adm 006. The procedures established in this memorandum will ensure that directors, officers, employees, agents, vendors, volunteers or other persons connected to the District are informed of: (1) the types of acts considered to be dishonest, fraudulent, corrupt, or deceitful; (2) the procedures for reporting alleged dishonest acts; (3) the investigative procedures that will be followed when dishonest conduct or activities are alleged; and (4) the consequences if an investigation establishes that dishonest conduct or activities have occurred. This procedure memorandum also delineates District management's responsibility for instituting and maintaining a system of internal controls to prevent and detect dishonesty, fraud, misappropriation of District resources and other corrupt or deceitful conduct.

### Definitions

*Dishonesty* – Dishonesty, fraud, corruption and other deceitful conduct includes:

1. Claiming reimbursement of expenses that are not job-related or authorized by the District's Employee Policies and Procedures Manual and other employment policies.
2. Committing forgery or unauthorized alteration of any District document (for example, invoices, receipts, checks, promissory notes, time sheets, independent contractor agreements, purchase orders, invoices, receipts, petty cash documents or budgets).
3. Misappropriating District assets (for example, money, District-issued credit cards, securities, supplies, furniture, equipment or labor).
4. Committing other improprieties in the handling or reporting of money, material, labor or accounting transactions.
5. Authorizing or receiving payment for goods not received by or services not performed for the District.
6. Using a computer for unauthorized alteration, destruction, forgery, or manipulation of District data or misappropriation of District-owned software.
7. Misrepresenting information on District-related documents.

8. Falsifying time records or expense reports or conducting substantial personal business on District time.
9. Violating federal, state, or local laws related to any form or type of dishonest conduct or activities.
10. Seeking or accepting bribes, gratuities, or other consideration of material value from those doing business with the District including customers, vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the Political Reform Act of 1974 (Gov't Code sections 87000 et seq.), regulations of the Fair Political Practices Commission (2 Cal. Admin. Code Sections 18100 et seq.), and any amendments to the Act or regulations.
11. Any other type of dishonest, fraudulent, corrupt, or deceitful conduct in violation of any District procedures or of any federal, state or local law or regulation.

*Employee* – In this context, employee refers to any individual or group of individuals who receive compensation, either working full or part-time, for the District. The term also includes: (1) any volunteer who provides services to the District through an official arrangement with the District or a District organization; (2) any vendor or consultant who provides any good or service to the District; and (3) any other person who does business with or receives compensation from the District.

*External Auditor* – Refers to audit professionals and firm who perform annual independent audits of the District's financial activities.

*Investigator* – In this context, refers to any person or persons designated by the General Manager to investigate dishonest conduct.

*Manager or Management* – In this context, manager or management refers to any administrator, director, manager, supervisor, or other individual who manages or supervises funds or other resources, including human resources.

*Retaliate or Retaliation* – unlawful discrimination that occurs when an Employee is harassed or suffers an adverse employment action for reporting or assisting in an investigation of alleged or actual Dishonesty. Also referred to as unlawful retaliation or retaliatory harassment.

### **Procedures for Reporting Workplace Wrongdoing**

Employees are entitled to report alleged Dishonesty in a safe and confidential manner without fear of Retaliation. The following reporting procedures should be employed by any person witnessing or suspecting Dishonesty by an Employee:

1. If an Employee is aware of or suspects Dishonesty, the Employee is encouraged to discuss his or her allegations with his or her immediate supervisor.



2. If an Employee is unable to discuss the complaint with his or her immediate supervisor or if the allegation of Dishonesty involves his or her immediate supervisor, then the Employee should report the alleged Dishonesty to his or her Department Head.
3. If the Employee is unable to contact his or her Department Head or if the Department Head is alleged to be involved in the Dishonesty, then the Employee should report the alleged Dishonesty to the Assistant General Manager or the General Manager.
4. The District understands that there may be situations in which an Employee does not feel comfortable reporting alleged Dishonesty directly to other staff members or Managers. As an alternative means of reporting Dishonesty, an Employee may contact a District Director or report to the External Auditor.

No Employee shall retaliate or cause Retaliation to occur against another Employee who reports alleged Dishonesty, who is accused of Dishonesty or is involved in the investigation of alleged Dishonesty. Employees found to have violated this section may be subject to disciplinary action, up to and including termination.

### **Employee Responsibilities**

An Employee who witnesses or knows of actual Dishonesty or who reasonably suspects an occurrence of Dishonesty is required to report his or her knowledge or suspicion to the District in the manner provided in Part III of these Procedures.

A reporting Employee shall refrain from further investigation of any alleged Dishonesty, confrontation with the alleged dishonest Employee(s), or further discussion of the incident with any person, unless requested by the General Manager, Assistant General Manager, District legal counsel, or law enforcement officials.

Any Employee who makes a report under these procedures that the Employee knows or should know is false shall be subject to disciplinary action, up to and including termination.

### **Management Responsibilities**

The District will fully investigate any alleged Dishonesty. The District will conduct a thorough and objective investigation regardless of the position, title, tenure, or relationship with the District of any party who might be involved in or becomes the subject of such an investigation.

Managers are responsible for being alert to and reporting alleged Dishonesty within their areas of responsibility immediately upon observing, learning of or suspecting such misconduct.

Each Manager should be familiar with the types of Dishonesty that are most likely to occur in his or her area of responsibility and to take appropriate action to put in place systems to detect and prevent Dishonesty.

1. When Dishonesty is alleged, or when a Manager receives a report of alleged Dishonesty from an Employee, the Manager shall inform his or her Department Head or superior Manager.
2. All Managers are required to know and uphold the District's Workplace Dishonesty Procedures and to cooperate fully with other involved District departments and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders where appropriate. It may not be appropriate in every case where Dishonesty also constitutes a criminal act for the District to report the act to law enforcement officials and seek its prosecution. The General Manager, in consultation with the Board as appropriate, will determine if it is in the District's best interests to report and seek prosecution of criminal Dishonesty or whether the District's best interests are served by handling the Dishonesty as a purely personnel matter.
3. When requested by senior Management or law enforcement with appropriate authority, Managers must give full and unrestricted access to all necessary District records and personnel. As provided by the District's Employee Procedures and Employee Handbook, all District workspaces, including furniture and contents of desks and computers, are not private and are open to District inspection at any time.
4. During an investigation of alleged Dishonesty, great care must be taken to ensure the integrity of the investigation and protection of the involved parties' rights. Therefore, Management must:
  - a. Avoid making incorrect or false accusations concerning any involved party or making statements that could lead to claims of false accusations or other offenses;
  - b. Act in an objective and impartial manner at all times;
  - c. Make no contact with the suspected Employee(s) to determine facts or demand restitution unless specifically directed to do so by the Board of Directors, General Manager or law enforcement officials. Under no circumstances should a Manager use such language as: "what you did", "the crime", "the fraud", "the misappropriation", etc., unless the facts of the Dishonesty have been conclusively established.
  - d. Avoid discussing the facts or allegations of the alleged Dishonesty with anyone outside the District unless specifically directed to do so by the Board, General Manager, District legal counsel or law enforcement officials investigating the matter. A Manager may discuss the case with other Employees who have a need to know such as the General Manager, Assistant General Manager, District legal counsel, or law enforcement personnel.
  - e. Direct all inquiries from the suspected Employee, or his or her representative, to the General Manager unless otherwise directed. All inquiries by an attorney for the suspected Employee should be directed to District legal counsel. All inquiries from the media should be directed to the General Manager.



## Investigation and Action

A Department Head who receives a report of alleged Dishonesty (or as appropriate, the reporting Employee) shall immediately report the allegation to the General Manager.

The General Manager, in consultation with other District officials that he or she deems necessary, will determine how best to investigate the alleged Dishonesty and appoint an Investigator to conduct the investigation. In cases where the General Manager is the subject of the allegation, the Board, in consultation with such Managers and legal counsel as it deems appropriate, will direct the investigation in accordance with these Procedures.<sup>1</sup> If warranted by the facts and circumstances, the District may refer an allegation of Dishonesty to law enforcement officials for investigation as a criminal matter. The following procedures will be used by the District in an administrative investigation of alleged Dishonesty:

1. Upon assignment by the General Manager, the Investigator will promptly, objectively and thoroughly investigate the alleged Dishonesty. If a preliminary investigation reasonably establishes that there is no support for the allegation of Dishonesty, the General Manager may close the investigation.
2. In all circumstances where there appears to be a reasonable factual basis for suspecting that the alleged Dishonesty has occurred, the Investigator, in consultation with the General Manager or Board and District legal counsel, will determine if the investigation should be conducted as administrative investigation, criminal investigation, or both. Should both administrative and criminal investigations be deemed necessary, the Investigator and law enforcement officials, in consultation with District legal counsel, will make a determination as to the conduct of the investigations (i.e., whether the investigations will be conducted concurrently, the scope of the investigation, the procedures for identifying potential witnesses and evidence, the procedures for sharing information, and etc.).
3. The Investigator shall accept and review all relevant information concerning the alleged Dishonesty to the extent allowed by law.
4. In consultation with District legal counsel and any law enforcement officials involved in the matter, the Investigator may disclose relevant facts obtained in the investigation to potential witnesses if such disclosure would further the investigation.
5. At the conclusion of an investigation, the Investigator will document the results in a confidential report to the General Manager, if the investigation establishes that the alleged Dishonesty occurred. The report will document the allegations of Dishonesty, the witnesses interviewed and documents obtained and reviewed, a discussion of any other relevant facts or evidence adduced, the Investigator's findings and conclusions, and any recommendations concerning Employee discipline, modifications of internal procedures and controls and any further investigation or action concerning the matter.

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<sup>1</sup> In all following references to the General Manager's conduct of the investigation of alleged Dishonesty, it is assumed that the Board would exercise the General Manager's responsibilities in cases where the General Manager is the subject of an allegation of Dishonesty.

6. If the Investigator determines that the allegation of Dishonesty is untrue or cannot be reasonably supported, the Investigator will advise the General Manager before preparing a written report of the investigation. The General Manager, in consultation with legal counsel, shall determine whether a report will be prepared and its disposition if prepared. In cases where an allegation of Dishonesty is unproven, the General Manager may close the investigation without further action or production of a written report.
7. If the report confirms the allegation of Dishonesty, the Investigator will proceed as follows:
  - a. Discuss the evidence, findings and conclusions in the report with the General Manager and other District officials designated by the General Manager.
  - b. Consult with the General Manager and other designated officials to determine if disciplinary action should be taken against the accused Employee and if discipline is warranted, the nature and severity of the discipline.
  - c. Advise the General Manager and District Treasurer if such activities involve theft of District equipment, supplies or cash, in order to assess the effect of the illegal activity on the District's financial statements.
  - d. Advise the District as appropriate to notify the District's insurer of any potential claims or to tender any claims to the District's insurer resulting from the Dishonesty.
  - e. Take immediate action, in consultation with District legal counsel, to prevent the theft, alteration, or destruction of District records and property. Such action shall include, but is not limited to:
    - i. Removing records and property from District facilities to a secure location, or limiting access to the location where the records and property are regularly stored.
    - ii. Preventing the accused Employee from having access to such records and property.
8. Unless exceptional circumstances exist, an Employee determined to have committed Dishonesty will be given notice in writing of the results of the investigation after its conclusion. When such notice is given, the accused employee may submit a written response to the General Manager no later than seven calendar days after the notice is given.
9. If the allegation of Dishonesty is confirmed, the General Manager will consult with the Assistant General Manager, affected Department Head, and other officials designated by the General Manager to determine the nature and severity of any disciplinary action to be imposed on the accused Employee. If the accused Employee



will be subject to discipline, the General Manager will provide written notice of the discipline to the Employee. Upon receipt of such notice, the accused Employee may exercise any such appeal rights that he or she has under applicable laws and District personnel policies.

10. If warranted by the facts obtained in the investigation, the General Manager may forward the Investigator's report to the appropriate state or federal prosecutorial and law enforcement officials for review and action. Before referring such a report to law enforcement and prosecutorial authorities, the General Manager may consult with the Board.
11. The District will pursue every reasonable effort, including court-ordered restitution, to obtain recovery of any District losses sustained as a result of the Dishonesty from the accused Employee or other appropriate sources.
12. If warranted after the conclusion of an investigation in which Dishonesty is proven, the General Manager shall convene a working group, including the Department Head of the department where the Dishonesty occurred and the District Treasurer, to review relevant District administrative procedures, systems and controls and determine how such procedures, systems and controls may be modified or new procedures, systems and controls established to prevent a reoccurrence of the Dishonesty. Upon determination of that existing procedure, systems and controls should be modified or new procedures, systems and controls established, the General Manager shall direct the District Treasurer and appropriate Managers to modify or establish such procedures, systems and controls and to prepare any amended or new policies for Board review and approval.

### **Exceptions**

There will be no exceptions to this Procedure unless provided and approved in writing by the General Manager.

### **Posting**

A copy of this Procedure shall be delivered to all Employees and new hires.

Approved by:

  
\_\_\_\_\_  
Dan York  
General Manager



April 14, 2022

David Alvey, CPA  
Maze and Associates  
Certified Public Accountants  
3478 Buskirk Avenue, Suite 215  
Pleasant Hill, CA 94523

Dear David,

This representation letter is provided in connection with your audit of the financial statements of the Sacramento Suburban Water District (District), which comprise the respective financial position of the business-type activities as of December 31, 2021 and 2020, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, as of the date of this letter the following representations made to you during your audit.

**Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated September 22, 2021 including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.



6. There are no known related-party relationships or transactions that need to be accounted for or disclosed in accordance with U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
9. Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.
10. Note 2 to the financial statements discloses information related to the restatement of the financial statements for implementation of GASB 83. The effects of the restatement have been properly classified, disclosed and reflected in the comparative financial statements in accordance with the requirements of U.S. GAAP.

#### **Information Provided**

11. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of District Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the District and involves:
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.

16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
18. We have disclosed to you the names of the District's related parties and all the related party relationships and transactions, including any side agreements, of which we are aware.

**Government – specific**

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under audit.
21. The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, deferred outflows/inflows of resources or equity.
22. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
23. We have appropriately disclosed all information for conduit debt obligations.
24. We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we believe have a material effect on the financial statements
25. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
26. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
27. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
28. The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
29. The financial statements include all fiduciary activities required by GASB Statement No. 84.

30. The financial statements properly classify all funds and activities in accordance with GASB Statement Nos. 34 and 54, as amended.
31. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
32. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
33. Provisions for uncollectible receivables have been properly identified and recorded.
34. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
35. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
36. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
37. Arrangements with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements, have been properly recorded or disclosed in the financial statements.
38. The fact that “uncollateralized” deposits or “uninsured, unregistered securities held by the counterparty, or by its trust department or agent but not in the District’s name” during the period significantly exceeded the amounts in those categories as of the financial statement date was properly disclosed in the financial statements.
39. The methods and significant assumptions used to determine fair value of financial instruments are properly disclosed in the financial statements. The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.
40. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
41. Capital assets, including intangible assets, have been evaluated for impairment as a result of significant and unexpected decline in service utility. There are no impairment losses or insurance recoveries to record or disclose.
42. Derivative instruments are properly recorded and the characteristics of the hedges are properly disclosed.
43. We have appropriately disclosed the District’s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position is properly recognized under the policy.

44. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
45. Agreements to repurchase assets previously sold have been properly disclosed.
46. Unused lines of credit, collateral pledged to secure debt, certain contractual debt terms (such as significant defaults or termination events), and direct borrowings and private placements have been properly disclosed.
47. Participation in a public entity risk pool has been properly reported and disclosed in the financial statements.
48. We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
49. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
50. With respect to the Supplementary Information included in the financial statements referred to above:
  - a. We acknowledge our responsibility for presenting the Supplementary Information in accordance with accounting principles generally accepted in the United States of America, and we believe the Supplementary Information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the Supplementary Information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the Supplementary Information.
  - b. If the Supplementary Information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the Supplementary Information no later than the date we issue the Supplementary Information and the auditor's report thereon.
51. Expenditures of federal awards were below the \$750,000 threshold for the year ended December 31, 2021 and the District is not required to have an audit in accordance with Uniform Guidance.

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

Title: General Manager

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

Title: Director of Finance & Administration



FRAUD  
PREVENTION

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BOARD MEEETING  
July 18, 2022

# What is Fraud?

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Fraud is any intentional act or omission designed to deceive others, resulting in the victim suffering a loss and/or the perpetrator achieving a gain, usually, monetary.

- Webster's:

The crime of using dishonest methods to take something valuable from another person.



# Three Common Types of Fraud

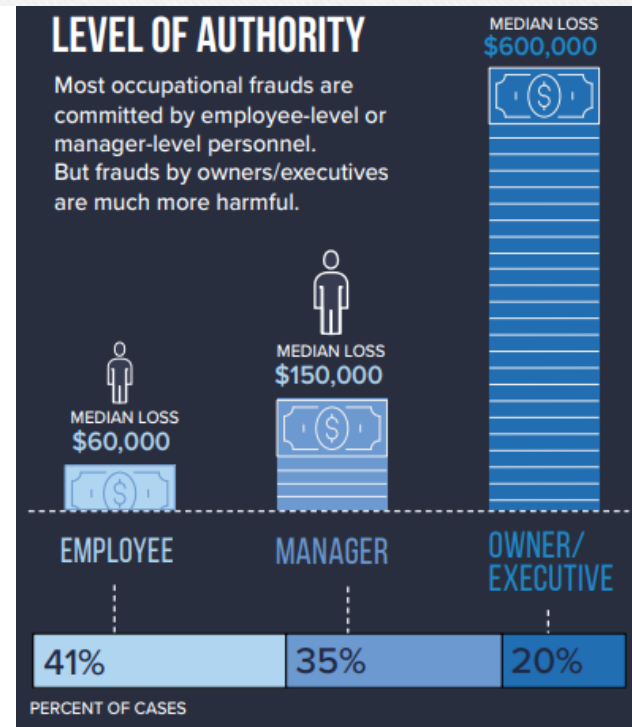
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- Corruption
- Asset Misappropriation
- Financial Statement Fraud

# Who Commits Fraud?

Department*	Number of cases	Percent of cases	Median loss
Operations	288	15%	\$72,000
Accounting	277	14%	\$200,000
Executive/upper management	234	12%	\$596,000
Sales	225	11%	\$94,000
Customer service	175	9%	\$86,000
Administrative support	116	6%	\$76,000
Finance	101	5%	\$100,000
Purchasing	96	5%	\$200,000
Information technology	69	3%	\$200,000
Facilities and maintenance	60	3%	\$100,000
Warehousing/inventory	60	3%	\$85,000
Board of directors	45	2%	\$750,000
Marketing/public relations	40	2%	\$100,000
Manufacturing and production	35	2%	\$275,000
Human resources	27	1%	\$40,000
Research and development	14	1%	\$350,000
Legal	13	1%	\$195,000

\*Departments with fewer than 10 cases were omitted

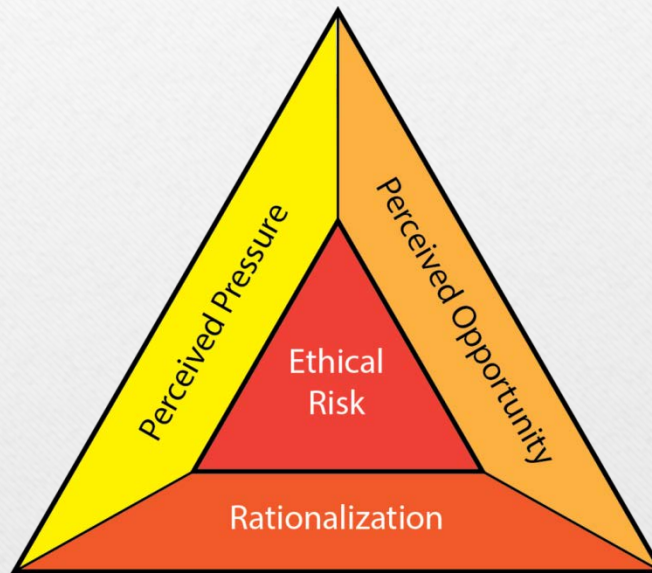


Source: legacy.acfe.com – 2020 Report to the Nations



# FRAUD TRIANGLE

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Breaking the Fraud Triangle is the key to fraud deterrence. Breaking the Fraud Triangle implies that the District must remove one of the elements in the fraud triangle in order to reduce the likelihood of fraudulent activities

# INTERNAL CONTROLS

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- CONTROL ENVIRONMENT
- RISK ASSESSMENT
- CONTROL ACTIVITIES
- INFORMATION & COMMUNICATION
- MONITORING



# DISTRICT CONTROLS

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- WORKPLACE DISHONESTY POLICY (PL-ADM 006)
- WORKPLACE DISHONESTY PROCEDURE (PR-ADM 004)
- DISTRICT ACCOUNTING, INVENTORY AND OTHER PROCESSES
- SECURITY

# DISTRICT CONTROLS continued

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- ANNUAL AUDIT
  - ADDITIONAL PROCEDURES
- ANNUAL COMPLIANCE AUDIT
- BUDGET-TO-ACTUAL
- CONTRACT REVIEW



# Deter, Prevent, Detect

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- Deterrence involves having consequences that will dissuade someone from wanting to committing fraud, whereas prevention involves eliminating factors that may cause fraud.
- Detection involves identifying and stopping existing fraud by a review of historical transactions to identify indicators of a non-conforming transaction.

# QUESTIONS

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## Agenda Item: 14

**Date:** July 18, 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 properties for the purposes of operation and maintenance of distribution system pipeline and related appurtenances for the District's Well 41 Albatross/Iris facility:

- 1812 Iris Avenue (APN 226-0242-007)
- 1814 Iris Avenue (APN 226-0242-008)
- 1824 Iris Avenue (APN 226-0242-009)
- 1860 Iris Avenue (APN 226-0242-010)
- 2851 Albatross Avenue (APN 226-0242-011)

**b. Sacramento Groundwater Authority and Sacramento Central Groundwater Authority**

As discussed at the June 2, 2022 3x3 Ad Hoc Committee (Committee) meeting, the direction of the committee was to develop a recommendation for a new governance structure if the Sacramento Groundwater Authority (SGA) and Sacramento Central Groundwater Authority (SCGA) were to merge into one organization. After a lengthy discussion at the July 5, 2022, Committee meeting, the decision was to conclude its activities with this statement for its boards:

***"Considering all of the input from the SGA and SCGA Boards, the 3x3 Ad Hoc Committee was unable to develop consensus around a governance proposal that would broadly satisfy the interests of all SGA and SCGA members and be likely to gain support from the JPA signatories."***



## Agenda Item: 15

**Date:** July 17, 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 May 31, 2022. More detailed information can be found in the following attached financial reports:

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

### Financial Statement Highlights – May 2022

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

#### Statements of Net Position

	<u>Year-To-Date</u> <u>5/31/2022</u>	<u>Year-To-Date</u> <u>5/31/2021</u>
<b>LIQUIDITY</b>		
Cash and cash equivalents	<b>\$13,937,021.55</b>	<b>\$15,419,821.77</b>
<b>INVESTMENT</b>		
Investments	<b>39,655,662.76</b>	<b>39,898,626.19</b>
<b>ACCOUNT RECEIVABLE</b>		
Account Receivable	<b>3,780,284.43</b>	<b>4,150,684.94</b>
<b>CAPITAL ASSETS</b>		
Property, plant and equipment	527,265,689.68	509,912,708.44
Accumulated depreciation	(217,630,674.73)	(204,776,811.68)
	<b>309,635,014.95</b>	<b>305,135,896.76</b>

### Statements of Net Position

	Year-To-Date 5/31/2022	Year-To-Date 5/31/2021
<b>LIABILITIES</b>		
Long Term Debt	(60,896,502.30)	(70,591,168.15)
<b>NET POSITION</b>		
Net Position	286,731,334.36	279,399,969.36

### Statements of Revenues, Expenses and Changes in Net Position

	Year-To-Date 5/31/2022	Year-To-Date 5/31/2021
<b>NET INCOME</b>		
Operating Revenue	18,835,615.49	18,508,349.81
Operating Expense	(7,741,448.29)	(7,119,717.23)
Other, Net	(8,064,389.25)	(4,093,306.80)
<b>Net Income</b>	<b>3,029,777.95</b>	<b>7,295,325.78</b>

Key information from this report indicates the District's cash balance as well as investments are \$1.5 million less than on May 31, 2021; long-term debt has decreased by \$9.7 million; and net position has increased by \$7.3 million in the last 12 months as the District continues to invest in capital infrastructure replacements while decreasing its outstanding debt. With the Governor of California's Executive Order 42-20 suspending the disconnection of water service for non-payment for residential and certain commercial customers expiring on December 31, 2021, the staff is anticipating a decrease in outstanding receivables as the District resumes collections activities in May 2022. Accounts receivable have decreased \$0.4 million to \$3.8 million as of May 31, 2022 from May 31, 2021. Operating revenues increased \$0.3 million, operating expenses increased \$0.6 million and other, net other expenses increased \$4.0 million, 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. Operating expense increase is primarily related to \$0.3 million increase in purchased water, as limited surface water was available from January through May. Other, net expenses increased primarily related to a \$2.2 million reduction in capital contributions (capacity fees and developer contributions), \$0.5 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 \$1.2 million decrease in the fair market value of the investment portfolio related to rising interest rates.

Staff would also like to highlight for the Board that the mid-year inventory count performed on June 30, 2022, has been completed and the results were outstanding. The count resulted in a discrepancy of only 4 items out of 470 inventory items. The financial effect of these discrepancies was minimal, \$100 variance over a total of one million dollar inventory.

This excellent result was achieved because of the great job staff are doing with inventory check-in and out process.

**Budgets:**

<b>Budget Item</b>	<b>Actual Amount</b>	<b>Budget Amount</b>	<b>Variance</b>
Revenues and Sources of Funds	19,263,672	19,221,950	41,722
Operations and Maintenance	7,741,448	9,262,918	(1,521,470)
Capital Expenditures *	6,311,512	31,416,802	(25,105,290)
Debt Service - Swap Termination	5,642,000	5,642,000	-
Debt Service - P & I	714,583	883,188	(168,605)

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

The District’s revenues for first five months of 2022 were \$41,722 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 \$57,000; 2) capacity fees were not collected for the first five 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 \$60,000.

The District’s operating and maintenance expenditures as of May 31, 2022 came in less than the approved budget by \$1.5 million. Salaries and benefits are under budget approximately \$0.8 million due primarily to staff vacancies. Water costs are under budget approximately \$0.2 million mostly related to minimal surface water availability through May. Outside services are under budget approximately \$0.5 million. The remainder of the 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 five months, \$5.4 million has been spent while an additional \$14.1 million is under commitment. Expenditures continue to be primarily in new well construction, distribution system replacements, well rehabilitation, and meter reading system projects.

Financial Report

July 18, 2022

Page 4 of 4

Operating Capital Program (OCP) expenditures as of May 31, 2022 were \$0.9 million while \$0.4 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 May 31, 2022 is \$60.9 million. The District's amended debt service budget for 2022 is \$13.1 million consisting of \$7.5 million for principal and interest payments, and \$5.6 million for swap termination.

For the first five months of 2022, the District has incurred interest expense of \$714,583 versus a forecast of \$883,188, for a \$168,605 positive variance due to low interest rates on the unhedged portion of the 2009A COPs from January through March 15, 2022.

**Financial Statements**  
**May 31, 2022**

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

	As Of	<u>Month End</u> <u>5/31/2022</u>	<u>Month End</u> <u>5/31/2021</u>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents		\$13,916,425.24	\$15,419,811.93
Restricted Cash and cash equivalents		20,596.31	9.84
Accounts receivable, net of allowance for uncollectible accounts		3,260,629.58	3,447,615.57
Interest receivable		146,371.08	165,614.97
Grants receivables		22,780.41	7,296.94
Other receivables		1.45	41,269.10
Inventory		940,923.58	648,120.56
Prepaid expenses and other assets		614,176.12	584,426.30
<b>TOTAL CURRENT ASSETS</b>		<b><u>\$18,921,903.77</u></b>	<b><u>20,314,165.21</u></b>
<b>NONCURRENT ASSETS</b>			
Investments		39,655,662.76	39,898,626.19
<b>TOTAL NONCURRENT ASSETS</b>		<b><u>39,655,662.76</u></b>	<b><u>39,898,626.19</u></b>
Property, plant and equipment		527,265,689.68	509,912,708.44
Accumulated depreciation		(217,630,674.73)	(204,776,811.68)
<b>TOTAL CAPITAL ASSETS</b>		<b><u>309,635,014.95</u></b>	<b><u>305,135,896.76</u></b>
<b>TOTAL ASSETS</b>		<b><u>368,212,581.48</u></b>	<b><u>365,348,688.16</u></b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred amount on long-term debt refunding		4,688,531.07	4,427,425.25
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>376,166,228.42</u></b>	<b><u>373,138,899.41</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		554,807.04	352,169.27
Accrued interest		141,043.96	77,807.27
Deferred revenue and other liabilities		3,958,478.45	2,877,585.88
Accrued expenses		822,666.53	556,133.15
<b>TOTAL CURRENT LIABILITIES</b>		<b><u>11,866,995.98</u></b>	<b><u>9,708,695.57</u></b>
<b>NONCURRENT LIABILITIES</b>			
Long-term debt		55,506,502.30	65,626,168.15
Compensated absences		172,329.78	405,486.33
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>70,156,983.08</u></b>	<b><u>82,436,664.48</u></b>
<b>TOTAL LIABILITIES</b>		<b><u>82,023,979.06</u></b>	<b><u>92,145,360.05</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		38,903,441.43	40,688,105.56
<b>TOTAL NET POSITION</b>		<b><u>286,731,334.36</u></b>	<b><u>279,399,969.36</u></b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>		<b><u>376,166,228.42</u></b>	<b><u>373,138,899.41</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>5/31/2022</b>	<b>5/31/2021</b>
<b>OPERATING REVENUES</b>		
Water consumption sales	\$ 4,629,544.44	\$ 4,662,849.43
Water service charge	13,960,762.18	13,636,603.40
Wheeling water charge	2,215.32	1,912.43
Other charges for services	243,299.32	206,984.55
<b>TOTAL OPERATING REVENUES</b>	<b>18,835,821.26</b>	<b>18,508,349.81</b>
<b>OPERATING EXPENSES</b>		
Source of supply	799,351.15	538,403.65
Pumping	1,441,651.49	1,509,829.31
Transmission and distribution	1,695,031.70	1,432,124.26
Water conservation	189,115.89	168,532.86
Customer accounts	580,745.56	480,362.54
Administrative and general	3,035,552.50	2,990,464.61
<b>TOTAL OPERATING EXPENSES</b>	<b>7,741,448.29</b>	<b>7,119,717.23</b>
Operating income before depreciation	11,094,372.97	11,388,632.58
Depreciation and amortization	(5,743,088.55)	(5,659,313.68)
<b>OPERATING INCOME</b>	<b>5,351,284.42</b>	<b>5,729,318.90</b>
<b>NON-OPERATING REV. (EXP.)</b>		
Rental income	117,740.16	130,482.56
Interest and investment income	(1,156,509.21)	8,281.12
Interest expense and debt related costs	(1,288,115.12)	(793,319.26)
Other non-operating revenues	5,377.70	33,326.46
Grant revenue pass-through to sub recipients		468,000.00
Other non-operating expenses		5,300.00
Sub recipient grant expenses		(468,000.00)
Gain(loss) on disposal of capital assets		21,680.00
<b>NON-OPERATING REV. (EXP.)</b>	<b>(2,321,506.47)</b>	<b>(594,249.12)</b>
<b>NET INCOME (LOSS) BEFORE CAPITAL</b>	<b>3,029,777.95</b>	<b>5,135,069.78</b>
<b>CAPITAL CONTRIBUTIONS</b>		
Facility development charges	-	867,146.00
Developer contributions	-	1,293,110.00
<b>TOTAL CAPITAL CONTRIBUTIONS</b>	<b>-</b>	<b>2,160,256.00</b>
<b>CHANGE IN NET POSITION</b>	<b>3,029,777.95</b>	<b>7,295,325.78</b>
<b>Net position at beginning of period</b>	283,701,556.41	272,104,643.58
<b>NET POSITION AT END OF PERIOD</b>	<b>\$ 286,731,334.36</b>	<b>\$ 279,399,969.36</b>



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

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

	Actual	Budget	Variance
	Year-To-Date	Year-To-Date	Year-To-Date
	5/31/2022	5/31/2022	5/31/2022

**REVENUES**

Water consumption sales	\$4,629,544.44	\$4,573,000.00	\$56,544.44
Water service charge	13,960,762.18	13,974,000.00	(13,237.82)
Wheeling water charge	2,215.32	5,000.00	(2,784.68)
Other charges for services	243,299.32	125,000.00	118,299.32
Capacity Fees		125,000.00	(125,000.00)
Interest and investment income	307,032.53	239,150.00	67,882.53
Rental & other income	120,817.86	180,800.00	(59,982.14)
<b>TOTAL REVENUES</b>	<b>19,263,671.65</b>	<b>19,221,950.00</b>	<b>41,721.65</b>

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

	<u>5/31/2022 - YTD</u>			<u>2022</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Annual Budget</u>
<b>BUDGETED OPERATING EXPENSES</b>				
<b>Board of Directors</b>	\$21,098.06	\$20,880.10	(\$217.96)	\$53,112.24
<b>Administrative</b>	897,891.61	1,147,620.10	249,728.49	2,653,447.24
<b>Finance</b>	448,487.80	474,554.45	26,066.65	1,138,958.68
<b>Customer Services</b>	487,614.21	589,934.25	102,320.04	1,417,680.20
<b>Field Operations</b>	219,465.77	189,900.95	(29,564.82)	432,758.28
<b>Production</b>	2,006,999.66	2,406,118.60	399,118.94	7,158,093.68
<b>Environmental Compliance</b>	234,002.98	344,167.85	110,164.87	826,003.84
<b>Distribution</b>	1,250,498.83	1,344,330.35	93,831.52	3,247,400.04
<b>Field Services</b>	444,532.87	615,571.00	171,038.13	1,477,374.68
<b>Maintenance</b>	251,376.87	312,971.30	61,594.43	751,131.56
<b>Water Conservation</b>	189,115.89	192,086.60	2,970.71	768,528.24
<b>Engineering</b>	570,322.69	698,622.55	128,299.86	1,676,690.12
<b>GIS/CAD</b>	151,633.53	170,784.85	19,151.32	409,883.64
<b>Human Resources</b>	96,006.27	151,601.95	55,595.68	363,840.88
<b>Information Technology</b>	379,269.90	508,637.65	129,367.75	1,220,730.36
<b>Community Outreach</b>	93,131.35	95,135.00	2,003.65	228,380.00
<b>TOTAL OPERATING EXPENSES</b>	<b><u>7,741,448.29</u></b>	<b><u>9,262,917.55</u></b>	<b><u>1,521,469.26</u></b>	<b><u>23,824,013.68</u></b>

**Sacramento Suburban Water District**  
**Capital Budget**  
**5/31/2022**

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 Improv	\$2,105,000.00	\$2,047,000.00	\$1,280,376.00	\$3,327,376.00	\$289,934.04	\$526,620.92	\$1,400,094.91	\$1,400,660.17
CIP-010	CIP-SCADA/CommImprov	\$385,000.00	\$385,000.00	\$396,661.99	\$781,661.99	\$20,369.06	\$29,332.56	\$335,736.79	\$416,592.64
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	\$2,477,754.31	\$13,834,754.31	\$941,865.60	\$2,709,925.52	\$9,671,767.90	\$1,453,060.89
CIP-018	CIP-Trans & Dist Improvements	\$5,235,000.00	\$5,235,000.00	\$883,452.34	\$6,118,452.34	\$79,824.80	\$1,481,954.76	\$1,898,592.74	\$2,737,904.84
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	-	\$20,640.41	\$297,795.09	\$188,234.75
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	\$25,040.94	\$165,264.49	\$96,155.51	\$168,580.00
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	-	-	-	\$310,000.00
CIP-040	CIP-AMI Endpoints	\$1,400,000.00	\$1,400,000.00	-	\$1,400,000.00	\$133,701.61	\$376,466.95	\$13,920.00	\$1,009,613.05
CIP-048	CIP-Special Projects	\$15,000.00	\$33,000.00	\$13,402.04	\$46,402.04	-	-	\$31,050.80	\$15,351.24
CIP-049	CIP-Water Related Street Imprv	\$200,000.00	\$460,000.00	\$96,000.00	\$556,000.00	-	\$79,662.00	\$282,077.00	\$194,261.00
<b>CIP Total</b>		<b>\$22,194,000.00</b>	<b>\$22,194,000.00</b>	<b>\$5,329,316.93</b>	<b>\$27,523,316.93</b>	<b>\$1,490,736.05</b>	<b>\$5,389,867.61</b>	<b>\$14,065,740.74</b>	<b>\$8,067,708.58</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	\$85,363.52	\$346,739.40
OCB-IT	OCB - Information Technology	\$262,000.00	\$262,000.00	\$71,850.75	\$333,850.75	-	\$61,544.92	\$10,191.90	\$262,113.93
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	-	\$31,169.50	\$254,495.38	\$417,889.02
OCB-PROP	OCB - Property Acquisition	\$900,000.00	\$900,000.00	\$992,466.25	\$1,892,466.25	-	\$818,419.36	\$53,653.51	\$1,020,393.38
<b>OCP Total</b>		<b>\$2,558,000.00</b>	<b>\$2,558,000.00</b>	<b>\$1,335,484.78</b>	<b>\$3,893,484.78</b>	<b>\$0.00</b>	<b>\$921,644.74</b>	<b>\$403,704.31</b>	<b>\$2,568,135.73</b>
<b>Capital Budget Total</b>		<b>\$24,752,000.00</b>	<b>\$24,752,000.00</b>	<b>\$6,664,801.71</b>	<b>\$31,416,801.71</b>	<b>\$1,490,736.05</b>	<b>\$6,311,512.35</b>	<b>\$14,469,445.05</b>	<b>\$10,635,844.31</b>



## Agenda Item: 16

**Date:** July 18, 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

	June 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	123	130	778	6173	1235	63%
Fire Hydrant Valves Inspected	120	120	720	5869	1174	61%
Mainline Valves Inspected	205	221	1328	11023	2205	60%
Blow Off Valves Inspected	23	25	152	1049	210	72%
ARV/CARV Inspected	-	-	-	283	57	0%
<b>Preventive Maintenance Program - Meters</b>						
Meters Tested (3 - 10 inch)	11	16	95	450	120	79%
Meters Replaced ( <sup>6</sup> / <sub>8</sub> - 1 inch)	1	2	12	41167	1000	1%
Meter Re-Builds (1 <sup>1</sup> / <sub>2</sub> - 2 inch)	18	18	107	2449	245	44%
<b>Preventive Maintenance Program - Production</b>						
Air Release Valves	-	-	-	96	32	0%
Backflow Prevention Assembly Testing	-	-	-	47	47	0%
Chemical Systems - Sodium Hypochlorite	-	10	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)	-	0	1	81	81	1%
Pressure Transducers	-	-	-	93	93	0%
Sumps and Associated Pumps	-	-	-	17	17	0%

	June 2022	Monthly Average	YTD Completed	Total With GPS	Total Assets	Percentage Completed
<b>Global Positioning System</b>						
GPS Coordinates Marked	311	368	2205	25945	84541	31%

	June 2022	Monthly Average CY 2022	Total CY 2022
<b>Service Requests</b>			
Main Leaks	5	4	23
Service Line Leaks	6	5	31
Customer Pressure Inquiries	7	6	38
<b>Water Main Shutdown</b>			
-- Unscheduled	2	6	37
-- Scheduled	9	5	28
<b>After Hours Activity (On-Call Technician)</b>			
Calls Received Distribution	45	52	309
Calls Responded Distribution	33	32	189
Calls Received Production	19	20	120
Calls Responded Production	4	3	16
<b>Water Quality</b>			
Complaints	-	5	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

No new claims filed in June.

## 3. Customer Service Monthly Activity Report

Customer Service Activity Report for the month of June 2022.

<b>Total Calls</b>	<b>Calls Abandoned</b>	<b>% of Calls Abandoned</b>	<b>Average Wait on Queue</b>	<b>Max Wait on Queue</b>	<b>Average Talk Time</b>
2,695	31	1.15%	22s	6m, 58s	3m, 40s

## 4. Community Outreach Report

### July Bill Insert

The August 2022 bill insert will begin on July 26, 2022, and will continue until August 22, 2022. A sample of the bill insert is shown below.

00269426



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

August 2022



## 20<sup>th</sup> Anniversary Story | Doing More With Less

Drought is, unfortunately, a way of life in California. In fact, according to a recent study, the past 22 years are the driest the region has been in 1,200 years.

Thanks to improvements in water conservation technology and a commitment by our customers to using water wisely, the daily per-capita usage has fallen from 257 gallons in 2004 to 172 gallons today; and even though the population SSWD serves has grown from 160,923 to 194,444, the amount of water used has not.

Your commitment to conservation and use of our rebate program for water-efficient upgrades has helped save over 18 billion gallons of water since 2015.

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

## Don't Rush to Flush | What to Do With Expired Prescriptions

Do you have expired prescriptions taking up space in your medicine cabinet? The best and safest way to dispose of old medications is by taking them to a Don't Rush To Flush drop-off bin. Properly discarding old medications will prevent them from being misused or entering our waterways. Here's what to do:

- Remove the pills and solid medication from their containers and put them in a clear plastic zipper bag. Keep liquid and cream medication sealed tightly in their original containers, but make sure to remove your personal information.
- Bring the plastic bag containing the medications to a Don't Rush To Flush drop-off location and place it in the bin.

You can find the location nearest you at [www.dontrushofflush.org](http://www.dontrushofflush.org).



## Won't You Be Our Friend?

Follow us on our new Facebook page to stay in the know on the latest news and developments, learn water-wise tips for inside and outside of your home or business, find out about upcoming events and workshops, and more! Find us on Facebook by searching for Sacramento Suburban Water District.

## Summer Watering Times

This summer, landscape watering is limited to three days a week, according to the following mandatory schedule:

- Addresses that end in an **odd number** water on Tuesday, Thursday, and Saturday
- Addresses that end in an **even number** water on Wednesday, Friday, and Sunday

Watering is prohibited between noon and 8:00 p.m. and not allowed on Monday.

[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.





## SSWD's WaterSense Drought H2er0

In support of WaterSense's August focus on Drought H2er0s we are highlighting SSWD customer Rosemarie. Her water meter showed her home had an uninterrupted flow of water for over 72 hours, which typically signals a leak, and she was sent a leak notification post card.

Rosemarie contacted a plumber to help determine the source of the leak. She told the plumber that she had noticed a hot spot in the kitchen tile floor and a mysterious flow of water coming from the rocks in her front yard. The plumber investigated and discovered a leak in the hot water line running through her home's concrete slab.

Rosemarie is now having new water lines installed at her home and abandoning the ones in the slab. She applied and was approved for the \$500 rebate to fix leaks.

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

Some of the advances in water efficiency that have occurred over the past 20 years include:

### High-Efficiency Toilets

New high-efficiency toilets use 1.28 gallons per flush (gpf) or less, and dual-flush toilets, models that provide options for both solid waste and liquid waste, use 1.6 gpf and 0.8 gpf respectively. Upgrading to a high-efficiency toilet from a toilet manufactured prior to 1992 can help the average family save nearly 13,000 gallons of water per year. There are thousands of different models to choose from to fit any bathroom style.

### Weather-Based Sprinkler Timers

One of the best advances in sprinkler systems has been the development of WaterSense-labeled weather-based sprinkler timers. They use local real-time weather data and information about your landscape to automatically adjust how long your sprinklers need to run. Weather-based sprinkler timers make it easy to maintain a healthy yard while reducing your outdoor water use. It's been estimated they can help the average homeowner save 15,000 gallons of water a year.

### High-Efficiency Rotator Sprinkler Heads

One of the biggest problems with traditional pop-up sprinkler heads is that they distribute water faster than the soil can absorb it, which causes water to pool or run-off. They also deliver water in small droplets that can be easily blown away by the wind. Modern rotator sprinkler heads deliver multiple streams of large water droplets at a slower rate that is more easily absorbed by soil. Installing rotator sprinkler heads can reduce water use by 30 percent and help you have a healthier yard.

SSWD has rebates available to help with the cost of all of these upgrades. Find out more at [sswd.org/rebates](https://www.sswd.org/rebates).

**Did you receive a leak notification postcard?** Don't delay in determining the source of the leak. Leaks not only waste water, they can also cause serious damage to your home or business.

You can find complete details on how to apply for the leak rebate at <https://www.sswd.org/rebates>.

## Water Talks | SSWD Speaker's Bureau

SSWD's expert team is available to share information with schools, garden clubs, community groups, homeowners associations, and businesses about a wide variety of topics including:

- Water Conservation
- Water-Wise Landscapes
- State of the Water Supply
- District Finances
- Water Quality
- Capital Improvement Projects

For more information about scheduling a speaker for your next meeting, please contact Heather Hernandez-Fort, Executive Assistant to the General Manager, at 916.679.3981.

## How to Report Water Waste

If you see signs of water waste in your neighborhood, please let us know by calling 916.972.7171 or completing our online form at: [www.sswd.org/departments/conservation/report-water-waste](https://www.sswd.org/departments/conservation/report-water-waste).





## Agenda Item: 17

**Date:** July 18, 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	<i>Production Well</i>		
	Complete	Complete	n/a

	<u>Pump Station</u>		
	Complete	<b>Complete</b>	(see note)

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		

Well 79: Construction is substantially complete: contractor is working on punch-list items. The facility is in a 30-day operational testing phase by the District’s Operations Department.

**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	
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	July 2022	Project completion pushed into July from June due to County coordination for work in public ROW

**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 (7,800 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 (incoming power from 3-wire to 4-wire)  
*Project Phase:* SMUD design  
*Expected Completion:* January 2023

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). Casing repair in an attempt to mitigate PFAS contamination.  
*Project Phase:* Waiting for drilling contractor availability.  
 All types of well contractors are in historically high demand. They are also dealing with a severe labor shortage making

many of them unable to man all of their equipment. Staff is in continuous communication with the contractors to find availability for them to work on SSWD's projects.

*Expected Completion:* March 2023

N6A Palm

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

*Reason:* Water quality (bacteriological)

*Project Phase:* Test pumping well

*Expected Completion:* August 2022

N10 Walnut

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

*Reason:* Pump replacement

*Project Phase:* Pump ordered on April 4, 2022. Delivery delayed due to unknown availability of NSF 61 pump.

*Expected Completion:* Suppliers cannot provide dates for parts availability. Staff is in continuous contact with suppliers to obtain parts.

N20 Cypress

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

*Reason:* Water quality (manganese)

*Project Phase:* Waiting for drilling contractor availability

All types of well contractors are in historically high demand. They are also dealing with a severe labor shortage making many of them unable to staff all of their equipment. Staff is in continuous communication with the contractors to find availability for them to work on SSWD's projects.

*Expected Completion:* June 2023

N29 Merrihill

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

*Reason:* Water quality (bacteriological)

*Project Phase:* Waiting for drilling contractor availability

All types of well contractors are in historically high demand. They are also dealing with a severe labor shortage making many of them unable to staff all of their equipment. Staff is in continuous communication with the contractors to find availability for them to work on SSWD's projects.

*Expected Completion:* September 2022

N38 Coyle

*Capacity / Status:* 1,200 gpm / Off-line

*Reason:* Water quality (entrained gas)

*Project Phase:* Pump design

Waiting for pump contractor availability

All types of well contractors are in historically high demand. They are also dealing with a severe labor shortage making

many of them unable to staff all of their equipment. Staff is in continuous communication with the contractors to find availability for them to work on SSWD's projects.

*Expected Completion:* October 2022

**COMPLETED PROJECTS**

None

**SOUTH SERVICE AREA**

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

**CONDITION ASSESSMENT AND INVESTIGATIVE PROJECTS**

*Reactive Projects*

20A Watt/Arden

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

*Reason:* Electrical failure (incoming power from 3-wire to 4-wire)

*Project Phase:* SMUD design

*Expected Completion:* October 2022

35 Ulysses/Mercury

*Capacity / Status:* 800 gpm / Off-line

*Reason:* Submersible pump motor failure

*Project Phase:* Pump selection

*Expected Completion:* August 2022

68 Northrop/Dornajo

*Capacity / Status:* 1,600 gpm / Off-line

*Reason:* Water quality (entrained gas, manganese)

*Project Phase:* Waiting for drilling contractor availability

All types of well contractors are in historically high demand. They are also dealing with a severe labor shortage making many of them unable to staff all of their equipment. Staff is in continuous communication with the contractors to find availability for them to work on SSWD's projects.

*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 (for evaluation)

70 Sierra/Blackmer

*Capacity / Status:*

600 gpm / Off-line

*Reason:*

Capacity Loss

*Project Phase:*

Waiting for drilling contractor availability

All types of well contractors are in historically high demand.

They are also dealing with a severe labor shortage making many of them unable to staff all of their equipment. Staff is

in continuous communication with the contractors to find availability for them to work on SSWD's projects.

*Expected Completion:*

December 2022

Proactive Projects

60 Whitney/Concetta

*Capacity / Status:*

500 gpm / Off-line

*Reason:*

Motor failure; pump worn out

*Project Phase:*

Design (new pump; station improvements)

*Expected Completion:*

November 2022

**REPAIR PROJECTS**

13 Calderwood/Marconi

*Capacity / Status:*

700 gpm / Off-line

*Reason:*

Water Quality (entrained gas)

*Project Phase:*

Waiting for drilling contractor availability

All types of well contractors are in historically high demand.

They are also dealing with a severe labor shortage making many of them unable to staff all of their equipment. Staff is

in continuous communication with the contractors to find availability for them to work on SSWD's projects.

*Expected Completion:*

October 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

**COMPLETED PROJECTS**

None

**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 schedules to be updated on a 4 to 6 year cycle.

<b>Plan</b>	<b>Last Update</b>	<b>Next Update</b>
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. Switch-over work (the final project component) is planned for late August 2022.

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: 18

**Date:** July 18, 2022

**Subject:** Social Media Update

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

**Discussion:**

At the October 21, 2021, regular Board meeting, the Board of Directors (Board) directed staff to investigate the implementation of a social media presence for Sacramento Suburban Water District (District). At the May 16, 2022, regular Board meeting, staff presented its findings and recommended that the District implement a social media presence, which the Board approved.

Since approval, staff has completed the Social Media Procedure (PR – IT 005) and have created a Facebook page. Staff will be posting regularly regarding District activities. Staff will also be advertising various programs (i.e. rebates) and events (i.e. board meetings and water conservation classes). The District’s Facebook page can be found by searching “Sacramento Suburban Water District” in the Facebook search bar.



## Agenda Item: 19

**Date:** July 18, 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  
July 27, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
  
2. 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#>
  
3. SGA Board Meeting  
August 11, 2022  
Virtual  
<https://www.sgah2o.org/meetings/board-meetings/>
  
4. CSDA Annual Conference and Exhibitor Showcase  
August 22 – August 25, 2022  
Palm Desert, CA  
<https://members.cstda.net/imis1/EventDetail?EventKey=22ANNCONF>

## Upcoming Water Industry Events

July 18, 2022

Page 2 of 3

5. RWA Executive Committee Meeting  
August 24, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
6. RWA Board Meeting  
September 8, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
7. CSDA Special District Leadership Academy  
September 18 – September 21, 2022  
Napa, CA  
<https://members.csdanet.net/imis1/EventDetail?EventKey=22SDLACON2>
8. RWA Executive Committee Meeting  
September 28, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
9. SGA Board Meeting  
October 13, 2022  
Virtual  
<https://www.sgah2o.org/meetings/board-meetings/>
10. 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)
11. RWA Executive Committee Meeting  
October 26, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
12. RWA Board Meeting  
November 10, 2022  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
13. ACWA 2022 Fall Conference & Exhibition  
November 29, 2022 – December 2, 2022  
Indian Wells, CA  
<https://www.acwa.com/events/page/3/>

## Upcoming Water Industry Events

July 18, 2022

Page 3 of 3

### 14. SGA Board Meeting

December 8, 2022

Virtual

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

### 15. 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/> - 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.
- 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: 20 a.

**Date:** July 18, 2022

**Subject:** Upcoming Policy Review – Budget Policy (PL – Fin 012)

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

Budget Policy (PL – Fin 012) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on September 15, 2014, and was last approved with changes by the Board on August 17, 2020. This Policy is intended to provide guidelines to assist in the formulation of the District's Annual Budget.

This Policy update was not reviewed by legal counsel.

The Policy is scheduled for Board review and approval at the August 18, 2022, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by July 25, 2022. If no comment is received, this Policy will be placed as a Consent Item on the August 2022 regular Board meeting agenda.

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

1. Section 100.20 – Definitions and Terms was updated to add the definition of Amended Budget, Budget Amendment, and Budget Rollover.
2. Minor language additions and changes are being proposed to bring consistency with other budget terms.
3. Section 200.10 – Basis of Budgeting was updated to allow including increases/decreases in holding accounts such as inventory, prepaid expenses, compensated absences, etc. as budget expenditures or sources of funds and to exclude Asset Retirement Obligation expenses from budgeting.
4. Section 200.20 – Budgetary Control was updated to include: 1) The budget is for a single year, however, a subsequent year forecasted budget may be developed and included for comparison; 2) Budget Managers authority to update their respective department and project category budgets without reporting; 3) General Manager requesting increase/decrease to budget; and, 4) updated to allow Budget Rollovers.
5. Section 400.00 – Budget Reporting was updated to include Budget Rollover tracking and reporting.

Upcoming Policy Review – Budget Policy PL – Fin 012

July 18, 2022

Page 2 of 2

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) Budget Policy PL – Fin 012 – redline
- 2) Budget Policy PL – Fin 012 – clean

Sacramento Suburban Water District

**Budget Policy**

Adopted: September 15, 2014

Approved with changes on: August ~~17~~15, ~~2020~~2022

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**100.00 Purpose:**

The District's annual budget, as approved by the Board of Directors, will serve as the basis for operating the District financially. The Revenue and Other Sources of Funds, Operating, Capital and Debt Service Budgets are developed on an annual basis utilizing the District's Strategic Plan, Asset Management Plans, Urban Water Management Plan, debt documents and all other District planning documents and as recommended by staff. Together, these documents and activities provide a comprehensive plan to deliver efficient water service to the customers and stakeholders of the District in a manner that aligns resources with the policy, goals, mission and vision for the District.

The formulation of the Revenue and Other Sources of Funds, Operating, Capital and Debt Service Budgets (Annual Budget) is one of the most important financial activities that the District undertakes each year. This policy is intended to provide guidelines to assist in the formulation of the District's Annual Budget.

**100.10 Applicability and Scope:**

This policy shall apply to all revenues and expenditures under the budgetary and fiscal control of the Board of Directors.

**100.20 Definitions and Terms:**

Adopted Budget – The formal budget document approved by the Board of Directors which shows budgeted revenues and expenditures/expenses for the subject calendar year.

Amended Budget – The approved budget after a Board of Directors approved budget amendment.

Budget Amendment – Any adjustment that changes the amount of a budget (operating, capital, debt service or revenues and sources of funds). Budget amendments must be approved by the Board of Directors.

Budget Rollover – Budget amounts allocated to specific capital projects (not master budget amounts) that are unspent at year-end will roll over to subsequent years and be available for spending on the project. Rollover funds may not be transferred to other projects. Unspent rollover funds will be transferred to reserves at project completion.

Capital Budget - The Capital Budget is comprised of two components, Capital Improvements Program (CIP) and Operating Capital Program (OCP). Projects will be segregated and managed separately within these two categories.

Capital Improvement Program (CIP) – The CIP is a component of the Capital Budget and includes a number of general along with specifically identified projects and their projected costs. Projects in the CIP are comprised of the long-term assets generally associated with the water delivery system.

Debt Service – The annual amounts required to satisfy the District’s legal requirements for repaying debt principal, payment of interest and other debt related costs.

Full Accrual Basis of Accounting – Transactions and events are recognized as revenues and expenses when they occur regardless of the timing of related cash flows. This method is consistent with how the District accounts for its normal operational transactions.

Level of Control – The level of budgetary accountability at which the District’s Budget Managers may not reassign resources without approval of the Board of Directors.

Operating Budget – The Operating Budget is comprised expenditures/expenses used to pay for daily operations such as labor costs, materials and supplies, outside services, etc.

Operating Capital Program (OCP) – The OCP will include all Information Technology capital projects, vehicle and fleet capital costs, capitalizable office furniture, and capitalizable costs for operations. Capitalizable costs in the OCP are distinguished from those in the Capital Improvement Program based, generally, on the shorter expected life of the asset and the asset is not part of the general water delivery system.

Rate Covenant – Legal conditions placed on the District as part of obtaining and maintaining debt.

**100.30 Related Documents and References:**

- Capital Asset Policy PL Fin 002
- Reserve Policy PL Fin 004
- Debt Management Policy PL Fin 011
- Employee Compensation Policy PL – HR 002

**200.00 Policy:**

It will be the policy of the District to prepare an Annual Budget each year that will be approved by the Board of Directors before the budget year begins. The following sections outline the specific requirements of this policy.

**200.10 Basis of Budgeting:**



- A. Full Accrual Basis of Accounting will be used for budgeting purposes with the following exceptions:
1. Changes in fair value of investments are not treated as adjustments to revenue in the annual budget.
  2. Debt principal payments are treated as expenditures in the annual budget.
  3. Capital lease payments are treated as expenditures in the annual budget.
  4. Amortization of debt premiums, discounts and defeasance costs are not recognized in the annual budget.
  5. Depreciation expense is not recognized in the annual budget.
  6. Capital purchases are recognized as expenditures in the annual budget.
  - ~~6.~~7. Material increases/decreases in holding accounts such as inventory, prepaid expenses, compensated absences, etc can be recognized as expenditures or sources of funds in the annual budget.
  - ~~7.~~8. Non-cash expenses related to pension, ~~and~~ OPEB, and Asset Retirement Obligations are not recognized in the annual budget.
  - ~~8.~~9. Reserve uses or contributions will be recognized as sources of funds or expenditures in the annual budget, respectively.

**200.20 Budgetary Control:**

- A. The Adopted Budget is not a legally binding appropriation as with other municipal entities. The budget is for cost control and management reporting purposes only. The approved budget is a one-year budget only, however, a subsequent year forecasted budget may be prepared and included for comparison purposes.
- B. Budget Managers will have the authority to reallocate budget amounts within their department/project category budgets without subsequent reporting to the Board. Transfers between departments or project categories must be approved by the General Manager and reported as described in item C below.
- C. The General Manager will have authority to ~~reallocate-transfer~~ specific budgeted amounts within a particular budget (Operating, Capital, or Debt Service) during the year with subsequent reporting to the Board of Directors.
- D. Amounts to be transferred between budgets (e.g., Operating to Capital) will be approved by the Board of Directors prior to the transfer by means of a Budget Amendment. The General Manager may also request to increase or decrease a specific budget by means of a Budget Amendment. ~~The General Manager and District Treasurer are responsible for adherence to this policy and regular reporting of the District's financial status. Board oversight will be accomplished~~

~~through regular reporting of budget-to-actual expenditures during the year and review of this Policy.~~

E. Unspent budgeted funds at year-end will be transferred to reserves except for planned and active capital projects. Planned and active capital projects with unspent budgeted funds at year-end will have their unspent budgeted funds rollover to the subsequent year.

B.F. The General Manager and District Treasurer are responsible for adherence to this policy and regular reporting of the District's financial status. Board oversight will be accomplished through regular reporting of budget-to-actual expenditures during the year and review of this Policy.

**200.30 Balanced Budget:**

- A. The District shall adopt a balanced budget. A budget is balanced when the sum of estimated revenues and appropriated reserves is equal to planned expenditures (including reserve contributions).
- B. Minimum reserve levels shall be maintained unless reserves are being used in accordance with purposes permitted by District policy.

**200.40 Development of the Budget:**

The District's Strategic Plan will serve as a guide/tool in the development of the District's Annual Budget. The District will establish and maintain separate revenue and sources of funds, ~~operations & maintenance~~operating (O&M), capital and debt service budgets (collectively – Annual Budget) in order to provide for proper fund management, financial planning and long-term solvency of the District.

On a combined basis, the Budget will comprise or include the following:

- A. Prioritization – In concert with the adopted District's Strategic Plan, Asset Management Plans, Urban Water Management Plan and all other District planning documents and as recommended by staff, the Board of Directors will prioritize projects and expenditures within the constraint of expected revenues and appropriated reserves.
- B. Capital Accounts – Capital sources of funds from facility development charges, grants, loans and other financing mechanisms will be accounted for separately in capital accounts, such that funds dedicated for capital purposes are expended only for capital purposes.
- C. Adequate Funding to Preserve System Assets – Total ~~O&M~~operating expenditures will be funded at a level that will preserve the intended life and functional requirements of the District's water system and allow the District to remain in compliance with all applicable regulations.
- D. Adequate Funding to Replace System Assets – Total capital expenditures will be funded at a level that will meet the requirements of the District's Asset Replacement Management Plans and/or the Water System Master Plan.

- E. Maintenance of Sufficient Reserves – The District will maintain sufficient reserves in accordance with the District’s Reserve Policy (PL Fin 004.).
- F. Annual Net Income – The District will strive to achieve positive annual net income (total revenue less O&Moperating expenditures, debt service and capital projects funded from rates) greater than or equal to zero.
- G. Bond/COP Rate Covenant Requirements – The District will budget such that it will exceed the Rate Covenant obligations of its indebtedness, which is a minimum of 115% of the District’s annual debt service costs.
- H. Strive for Rate Stability – Rate stability reinforces the concept that costs are being managed and controlled. Rates should be stable in their ability to generate sufficient revenues.
  - 1. Needed rate adjustments will attempt to minimize impacts to customers by phasing-in or transitioning large rate adjustments over time where possible.
  - 2. Where possible and deemed appropriate, excess fund balances will be used to offset rate increases with any remaining balances being used for approved capital purposes. The use of fund balances (reserves) will not compromise the Reserve Policy regarding minimum targeted reserve levels or adequate funding on a long-term self-sustaining basis.
  - 3. Annual rate reviews will consider a minimum three-year projected period in an attempt to stabilize and minimize rates over time.
  - 4. A comprehensive rate study will be conducted at least every five years by an outside party as determined by the Board in order to assess the fairness of the rates to the District’s ratepayers and to verify that necessary revenue is available for the District’s operating and capital needs.
  - 5. Rate stability shall be maintained in line with established District policies and its mission statement.

**300.00 Budget Presentation:**

The budget will be comprised as follows:

- A. Key Assumptions – To include expected water production and source.
- B. Revenue Projections – To include projected net income.
- C. Projected debt service coverage ratio.
- D. Reserve Balance Projections.
- E. Trend and/or Comparative Information
- F. Detailed Annual Budget Data including the following sections:
  - 1. Revenues and Sources of Funds

2. ~~Operations and Maintenance~~Operating Expenditures ~~(O&M)~~: Incorporates all District ~~O&M~~operating expenses, including:
  - a. Expected Other Post Employment Benefit costs and funding to be separately identified and approved.
  - b. Annual labor budget and its components per the Employee Compensation Policy (PL – HR 002) section 300.00
  - c. Other budget categories as required by the Board.
3. Capital Expenditures (CIP and OCP): Incorporates all the District capital expenditures, including:
  - a. Capital Improvement Program expenditures.
  - b. Operating Capital Program expenditures
  - c. Comprised of both general and specific program projects.
4. Debt Service ~~Budget~~: Will be based on contractual obligations for all principal and fixed-rate interest obligations. Adjustable-rate interest obligations will be forecast based on best available market data at budget preparation time.

**400.00 Budget Reporting:**

A. Evaluation and Monitoring of Costs – Costs will be evaluated and monitored through monthly and annual reporting to Board of Directors to ensure that the District is operated in a cost effective and economically prudent manner.

A.B. Rollover budget funds will be tracked and reported.

**500.00 Authority:**

The Board of Directors are responsible for policy formulation and overall direction setting of the District. This includes the approval of financial policies which establish and direct the operations of the District. The General Manager is responsible for carrying out the policy directives of the Board of Directors and managing the day-to-day operations of the District. This policy shall be administered on behalf of the General Manager by the Assistant General Manager and the Director of Finance and Administration.

**600.00 Policy Review**

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

Sacramento Suburban Water District

**Budget Policy**

Adopted: September 15, 2014  
Approved with changes on: August 15, 2022

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**100.00 Purpose:**

The District's annual budget, as approved by the Board of Directors, will serve as the basis for operating the District financially. The Revenue and Other Sources of Funds, Operating, Capital and Debt Service Budgets are developed on an annual basis utilizing the District's Strategic Plan, Asset Management Plans, Urban Water Management Plan, debt documents and all other District planning documents and as recommended by staff. Together, these documents and activities provide a comprehensive plan to deliver efficient water service to the customers and stakeholders of the District in a manner that aligns resources with the policy, goals, mission and vision for the District.

The formulation of the Revenue and Other Sources of Funds, Operating, Capital and Debt Service Budgets (Annual Budget) is one of the most important financial activities that the District undertakes each year. This policy is intended to provide guidelines to assist in the formulation of the District's Annual Budget.

**100.10 Applicability and Scope:**

This policy shall apply to all revenues and expenditures under the budgetary and fiscal control of the Board of Directors.

**100.20 Definitions and Terms:**

Adopted Budget – The formal budget document approved by the Board of Directors which shows budgeted revenues and expenditures/expenses for the subject calendar year.

Amended Budget – The approved budget after a Board of Directors approved budget amendment.

Budget Amendment – Any adjustment that changes the amount of a budget (operating, capital, debt service or revenues and sources of funds). Budget amendments must be approved by the Board of Directors.

Budget Rollover – Budget amounts allocated to specific capital projects (not master budget amounts) that are unspent at year-end will roll over to subsequent years and be available for spending on the project. Rollover funds may not be transferred to other projects. Unspent rollover funds will be transferred to reserves at project completion.

Capital Budget - The Capital Budget is comprised of two components, Capital Improvements Program (CIP) and Operating Capital Program (OCP). Projects will be segregated and managed separately within these two categories.

Capital Improvement Program (CIP) – The CIP is a component of the Capital Budget and includes a number of general along with specifically identified projects and their projected costs. Projects in the CIP are comprised of the long-term assets generally associated with the water delivery system.

Debt Service – The annual amounts required to satisfy the District’s legal requirements for repaying debt principal, payment of interest and other debt related costs.

Full Accrual Basis of Accounting – Transactions and events are recognized as revenues and expenses when they occur regardless of the timing of related cash flows. This method is consistent with how the District accounts for its normal operational transactions.

Level of Control – The level of budgetary accountability at which the District’s Budget Managers may not reassign resources without approval of the Board of Directors.

Operating Budget – The Operating Budget is comprised expenditures/expenses used to pay for daily operations such as labor costs, materials and supplies, outside services, etc.

Operating Capital Program (OCP) – The OCP will include all Information Technology capital projects, vehicle and fleet capital costs, capitalizable office furniture, and capitalizable costs for operations. Capitalizable costs in the OCP are distinguished from those in the Capital Improvement Program based, generally, on the shorter expected life of the asset and the asset is not part of the general water delivery system.

Rate Covenant – Legal conditions placed on the District as part of obtaining and maintaining debt.

**100.30 Related Documents and References:**

- Capital Asset Policy PL Fin 002
- Reserve Policy PL Fin 004
- Debt Management Policy PL Fin 011
- Employee Compensation Policy PL – HR 002

**200.00 Policy:**

It will be the policy of the District to prepare an Annual Budget each year that will be approved by the Board of Directors before the budget year begins. The following sections outline the specific requirements of this policy.

**200.10 Basis of Budgeting:**

- A. Full Accrual Basis of Accounting will be used for budgeting purposes with the following exceptions:
  1. Changes in fair value of investments are not treated as adjustments to revenue in the annual budget.

2. Debt principal payments are treated as expenditures in the annual budget.
3. Capital lease payments are treated as expenditures in the annual budget.
4. Amortization of debt premiums, discounts and defeasance costs are not recognized in the annual budget.
5. Depreciation expense is not recognized in the annual budget.
6. Capital purchases are recognized as expenditures in the annual budget.
7. Material increases/decreases in holding accounts such as inventory, prepaid expenses, compensated absences, etc can be recognized as expenditures or sources of funds in the annual budget.
8. Non-cash expenses related to pension, OPEB, and Asset Retirement Obligations are not recognized in the annual budget.
9. Reserve uses or contributions will be recognized as sources of funds or expenditures in the annual budget, respectively.

**200.20 Budgetary Control:**

- A. The Adopted Budget is not a legally binding appropriation as with other municipal entities. The budget is for cost control and management reporting purposes only. The approved budget is a one-year budget only, however, a subsequent year forecasted budget may be prepared and included for comparison purposes.
- B. Budget Managers will have the authority to reallocate budget amounts within their department/project category budgets without subsequent reporting to the Board. Transfers between departments or project categories must be approved by the General Manager and reported as described in item C below.
- C. The General Manager will have authority to transfer specific budgeted amounts within a particular budget (Operating, Capital, or Debt Service) during the year with subsequent reporting to the Board of Directors.
- D. Amounts to be transferred between budgets (e.g., Operating to Capital) will be approved by the Board of Directors prior to the transfer by means of a Budget Amendment. The General Manager may also request to increase or decrease a specific budget by means of a Budget Amendment.
- E. Unspent budgeted funds at year-end will be transferred to reserves except for planned and active capital projects. Planned and active capital projects with unspent budgeted funds at year-end will have their unspent budgeted funds rollover to the subsequent year.
- F. The General Manager and District Treasurer are responsible for adherence to this policy and regular reporting of the District's financial status. Board

oversight will be accomplished through regular reporting of budget-to-actual expenditures during the year and review of this Policy.

**200.30 Balanced Budget:**

- A. The District shall adopt a balanced budget. A budget is balanced when the sum of estimated revenues and appropriated reserves is equal to planned expenditures (including reserve contributions).
- B. Minimum reserve levels shall be maintained unless reserves are being used in accordance with purposes permitted by District policy.

**200.40 Development of the Budget:**

The District's Strategic Plan will serve as a guide/tool in the development of the District's Annual Budget. The District will establish and maintain separate revenue and sources of funds, operating, capital and debt service budgets (collectively – Annual Budget) in order to provide for proper fund management, financial planning and long-term solvency of the District.

On a combined basis, the Budget will comprise or include the following:

- A. Prioritization – In concert with the adopted District's Strategic Plan, Asset Management Plans, Urban Water Management Plan and all other District planning documents and as recommended by staff, the Board of Directors will prioritize projects and expenditures within the constraint of expected revenues and appropriated reserves.
- B. Capital Accounts – Capital sources of funds from facility development charges, grants, loans and other financing mechanisms will be accounted for separately in capital accounts, such that funds dedicated for capital purposes are expended only for capital purposes.
- C. Adequate Funding to Preserve System Assets – Total operating expenditures will be funded at a level that will preserve the intended life and functional requirements of the District's water system and allow the District to remain in compliance with all applicable regulations.
- D. Adequate Funding to Replace System Assets – Total capital expenditures will be funded at a level that will meet the requirements of the District's Asset Replacement Management Plans and/or the Water System Master Plan.
- E. Maintenance of Sufficient Reserves – The District will maintain sufficient reserves in accordance with the District's Reserve Policy (PL Fin 004.).
- F. Annual Net Income – The District will strive to achieve positive annual net income (total revenue less operating expenditures, debt service and capital projects funded from rates) greater than or equal to zero.



- G. Bond/COP Rate Covenant Requirements – The District will budget such that it will exceed the Rate Covenant obligations of its indebtedness, which is a minimum of 115% of the District’s annual debt service costs.
- H. Strive for Rate Stability – Rate stability reinforces the concept that costs are being managed and controlled. Rates should be stable in their ability to generate sufficient revenues.
  - 1. Needed rate adjustments will attempt to minimize impacts to customers by phasing-in or transitioning large rate adjustments over time where possible.
  - 2. Where possible and deemed appropriate, excess fund balances will be used to offset rate increases with any remaining balances being used for approved capital purposes. The use of fund balances (reserves) will not compromise the Reserve Policy regarding minimum targeted reserve levels or adequate funding on a long-term self-sustaining basis.
  - 3. Annual rate reviews will consider a minimum three-year projected period in an attempt to stabilize and minimize rates over time.
  - 4. A comprehensive rate study will be conducted at least every five years by an outside party as determined by the Board in order to assess the fairness of the rates to the District’s ratepayers and to verify that necessary revenue is available for the District’s operating and capital needs.
  - 5. Rate stability shall be maintained in line with established District policies and its mission statement.

**300.00 Budget Presentation:**

The budget will be comprised as follows:

- A. Key Assumptions – To include expected water production and source.
- B. Revenue Projections – To include projected net income.
- C. Projected debt service coverage ratio.
- D. Reserve Balance Projections.
- E. Trend and/or Comparative Information
- F. Detailed Annual Budget Data including the following sections:
  - 1. Revenues and Sources of Funds
  - 2. Operating Expenditures: Incorporates all District operating expenses, including:
    - a. Expected Other Post Employment Benefit costs and funding to be separately identified and approved.
    - b. Annual labor budget and its components per the Employee Compensation Policy (PL – HR 002) section 300.00

- c. Other budget categories as required by the Board.
3. Capital Expenditures (CIP and OCP): Incorporates all the District capital expenditures, including:
  - a. Capital Improvement Program expenditures.
  - b. Operating Capital Program expenditures
  - c. Comprised of both general and specific program projects.
4. Debt Service: Will be based on contractual obligations for all principal and fixed-rate interest obligations. Adjustable-rate interest obligations will be forecast based on best available market data at budget preparation time.

**400.00 Budget Reporting:**

- A. Evaluation and Monitoring of Costs – Costs will be evaluated and monitored through monthly and annual reporting to Board of Directors to ensure that the District is operated in a cost effective and economically prudent manner.
- B. Rollover budget funds will be tracked and reported.

**500.00 Authority:**

The Board of Directors are responsible for policy formulation and overall direction setting of the District. This includes the approval of financial policies which establish and direct the operations of the District. The General Manager is responsible for carrying out the policy directives of the Board of Directors and managing the day-to-day operations of the District. This policy shall be administered on behalf of the General Manager by the Assistant General Manager and the Director of Finance and Administration.

**600.00 Policy Review**

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



## Agenda Item: 20 b.

**Date:** July 18, 2022

**Subject:** Upcoming Policy Review – Return to Work Policy (PL – HR 007)

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

Return to Work Policy (PL - HR 007) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on December 15, 2003 and was last reviewed by the Board with no changes recommended on July 20, 2020. This Policy is to confirm the District’s commitment to comply with state and federal laws to maintain a program to minimize or reduce the effects of disability due to on-the job (industrial) and off-the-job (non-industrial) injuries and illnesses by allowing employees to work in a modified or alternate capacity as needed.

This Policy update was not reviewed by legal counsel.

The Policy is scheduled for Board consideration and adoption at the August 15, 2022, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by July 25, 2022. If no comment is received, this Policy will be placed as a Consent Item on the August 15, 2022, regular Board meeting agenda.

Staff is recommending a change in title of the Policy from “Return to Work” and “RTW” to “Modified/Alternate Duty.” Since the phrase “Return to Work” can indicate that an injured employee is “back to work” in a full duty capacity, staff is recommending that the title be changed to a more accurate reflection of the intent of the policy, which is to allow injured employees to return to work, but with modified or alternate duties. The term “Modified Duty” is also the more commonly used term for injured employees who return to work in a limited capacity.

In addition, staff recommends clerical and clarification changes in the following sections:

**Section 100.00:** Title Change: In addition, staff recommends adding “industrial” as a clarifier to “on-the-job” and “non-industrial” as a clarifier to “off-the-job” injuries.

**Section 200.00:** 1. Change “physician” to “appropriate healthcare provider.” Change “transitional work” to “alternate.” These updates also reflect commonly-used terminology.

**Section 300.00:** Change “RTW” to “Modified/Alternate Duty.”

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

Upcoming Policy Review – Return to Work Policy (PL – HR 007)

July 18, 2022

Page 2 of 2

**Fiscal Impact:**

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

**Strategic Plan Alignment:**

Goal E: Retain and Recruit a Qualified and Stable Workforce

**Attachments:**

- 1) Modified/Alternate Duty Policy - PL – HR 007 – redline
- 2) Modified/Alternate Duty Policy - PL – HR 007 – clean

Sacramento Suburban Water District

**Return to Work Modified/Alternate Duty Policy**

Effective: December 15, 2003

Ratified with ~~out~~ Changes on: ~~July 20, 2020~~ August 15, 2022

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**100.00 Purpose of the Policy**

The primary purpose of this policy is to develop a ~~Return to Work~~ (RTW) Modified/Alternate Duty Program (Program) to minimize or reduce the effects of disability due to on-the-job (industrial) and off-the-job (non-industrial) injuries and illnesses and reduce workers' compensation costs (if applicable). This policy is consistent with the District's responsibilities under the Americans with Disabilities Act (ADA) to provide reasonable accommodations to persons with disabilities.

**200.00 Policy**

The District considers ~~a RTW~~ the Program an essential element in ~~an~~ overall risk management ~~program~~. In conjunction with a well implemented safety program, it is an effective tool in returning employees to productive work in the shortest time possible to keep workers' compensation costs to a minimum.

It is the District's goal to maintain a productive work force. The ~~RTW~~ Program will support that goal by returning an employee to work in a productive capacity as soon as possible without risk to the employee's health. Supervisors and Managers will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining ~~a positive and constant flow of~~ communication with the injured worker. They will assist in arranging work which meets the employee's work restrictions as needed to reduce lost time and meets the District's business needs. Management and Human Resources will work with the District's workers' compensation carrier (if applicable) and the ~~physician~~ appropriate healthcare provider to assist with the assessment of the employee's ability to return to work. By this joint effort, the District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employees' wage loss and reduce workers' compensation costs.

The ~~transitional work/~~ modified/alternate duty provided for employees with on-the-job or off-the-job injuries or illnesses must meet the business needs of the District and the employee must agree to comply with all requirements and procedures in the ~~RTW~~ Modified/Alternate Duty Program Manual.

### **300.00 Authority and Responsibility**

Human Resources, the Assistant General Manager and the General Manager will be responsible for administering this policy. This will include maintaining the RTW Modified/Alternate Duty Program Manual that is provided to all current and new employees.

### **400.00 Policy Review**

This Policy will be reviewed at least biennially.

Sacramento Suburban Water District

**Modified/Alternate Duty Policy**

Effective: December 15, 2003  
Ratified with Changes on: August 15, 2022

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**100.00 Purpose of the Policy**

The primary purpose of this policy is to develop a Modified/Alternate Duty Program (Program) to minimize or reduce the effects of disability due to on-the-job (industrial) and off-the-job (non-industrial) injuries and illnesses and reduce workers' compensation costs (if applicable). This policy is consistent with the District's responsibilities under the Americans with Disabilities Act (ADA) to provide reasonable accommodations to persons with disabilities.

**200.00 Policy**

The District considers the Program an essential element in overall risk management. In conjunction with a well implemented safety program, it is an effective tool in returning employees to productive work in the shortest time possible to keep workers' compensation costs to a minimum.

It is the District's goal to maintain a productive work force. The Program will support that goal by returning an employee to work in a productive capacity as soon as possible without risk to the employee's health. Supervisors and Managers will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining constant communication with the injured worker. They will assist in arranging work which meets the employee's work restrictions as needed to reduce lost time and meets the District's business needs. Management and Human Resources will work with the District's workers' compensation carrier (if applicable) and the appropriate healthcare provider to assist with the assessment of the employee's ability to return to work. By this joint effort, the District will help the injured/ill worker recover at a more rapid rate, gain production for wages paid, minimize the employees' wage loss and reduce workers' compensation costs.

The modified/alternate duty provided for employees with on-the-job or off-the-job injuries or illnesses must meet the business needs of the District and the employee must agree to comply with all requirements and procedures in the Modified/Alternate Duty Program Manual.

### **300.00 Authority and Responsibility**

Human Resources, the Assistant General Manager, and the General Manager will be responsible for administering this policy. This will include maintaining the Modified/Alternate Duty Program Manual that is provided to all current and new employees.

### **400.00 Policy Review**

This Policy will be reviewed at least biennially.





## Agenda Item: 20 c.

**Date:** July 18, 2022

**Subject:** Upcoming Policy Review – Discrimination and Harassment Policy (PL – HR 012)

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

Discrimination and Harassment Policy (PL – HR 012) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on July 21, 2003, and was last reviewed by the Board on June 15, 2020. This Policy is to confirm the District’s commitment to provide a work environment free of unlawful discrimination and harassment.

This Policy update was reviewed by legal counsel.

The Policy is scheduled for Board review and approval at the August 15, 2022, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by July 25, 2022. If no comment is received, this Policy will be placed as a Consent Item on the August 15, 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 this Policy.

**Section 200.00:** Clarification language was added regarding definitions of discrimination basis, sexual harassment, and retaliation.

**Section 300.00:** Clarification language was added regarding authority and remedies.

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 – Discrimination and Harassment Policy (PL – HR 012) – redline
- 2 - Discrimination and Harassment Policy (PL – HR 012) – clean

Sacramento Suburban Water District

## Discrimination and Harassment Prevention Policy

Adopted: July 21, 2003

Approved with changes on: ~~June 15, 2020~~ July 18, 2022

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### 100.00 Purpose of the Policy

The purpose of this policy is to confirm the District's commitment to provide a work environment free of unlawful discrimination and harassment.

### 200.00 Policy

The District strictly prohibits unlawful discrimination and harassment on the basis of an employee's race, ~~religious creed~~ religion, color, national origin, ancestry, ~~physical disability (physical, mental disability, HIV and AIDS),~~ medical or physical condition, genetic information, marital status, sex, ~~gender~~, gender identity, gender expression, age, sexual orientation, or military or veteran status. Discrimination and harassment in the workplace or in the course and scope of employment by any person in any form that is in violation of this policy is prohibited.

Prohibited unlawful discrimination and harassment includes, but is not limited to, the following:

- Verbal harassment such as epithets, offensive jokes, derogatory comments, name calling, or slurs based on the person's race, religion, color, national origin, ancestry, gender (including gender identity and gender expression), sex, age, marital status, actual or perceived sexual orientation (including gay, lesbian, bisexual or transgender), physical or mental disability or condition, military or veteran status, or genetic information;
- Physical harassment or threats, such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as ~~derogatory offensive objects or materials~~, posters, cartoons, or drawings based on one of the categories above. Also included are e-mails that may be inappropriate, offensive, harassing, or that create a hostile work environment.
- Sexual harassment (see below).

This policy applies to all persons involved in functions of the District, including directors, supervisors, managers, employees, contractors, consultants, vendors, and other third parties. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, transfer, disciplinary action including termination, and reduction in workforce, compensation, and other benefits.

**Sexual harassment** by any person in or from the work environment is strictly prohibited. Sexual harassment includes, but is not limited to, discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. It can be observed occur in the form of ~~unwelcome-unwanted~~ sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual or nonsexual nature, ~~regardless of whether the conduct is motivated by sexual desire,~~ when it creates a hostile or offensive working environment for the harassed employee. It can include the following circumstances:

- ~~Submission to such conduct is made either expressly or by implication of a term or condition of an individual's employment;~~
- "Quid pro quo" (Latin for "this for that"): Occurs when an individual in a position of authority over another (for example, a manager or supervisor) directly or indirectly demands sexual favors from a subordinate in exchange for some benefit such as a promotion or pay increase, or to avoid an adverse employment action such as demotion or termination. ~~When a job, promotion, or other work benefit is based on an employee's response to sexual advances or other conduct based on sex.~~ Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- "Hostile Work Environment": ~~Such Occurs~~ ~~When~~ unwelcome conduct or comments based on sex ~~have~~have the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development.

Sexual harassment can occur regardless of if the harasser and the victim are of different sexes or the same sex. Unlawful conduct does not need to be motivated by sexual desire, but can occur as a result of hostile acts toward an individual because of the individual's gender or sexual orientation.

Sexual harassment also includes any act of retaliation against an employee for reporting harassing conduct or ~~s- of a~~ violation of the is policy, or for participating in the investigation of a sexual harassment complaint. Other examples of sexual harassment include ~~unwelcome-unwanted sexual~~ flirtations or propositions; verbal abuse of a sexual nature; ~~graphic~~ verbal comments about an individual's body; ~~sexually degrading words used~~ or to describe an individual; e-mails that may be inappropriate, offensive, harassing, or create a hostile work environment; and leering, gestures, or the displaying in the work environment of sexually suggestive objects, ~~or~~ pictures, posters, jokes, cartoons, ~~or~~ calendar illustrations or other materials, in addition to physical touching or assault. The District will ~~comply~~ with all laws requiring sexual harassment prevention training for all employees.

The District encourages all employees to immediately report ~~immediately~~ any incidents of discrimination or harassment ~~forbidden by this policy~~ so that complaints can be resolved quickly and fairly. The District will promptly and thoroughly

investigate any complaint of discrimination or harassment of any type and will take whatever corrective and remedial action is deemed necessary, including disciplining or discharging any individual who is ~~believed~~found to have violated this policy. All complaints and investigations will be designated as confidential to the extent possible and permitted by law. However, confidentiality of an investigation cannot be guaranteed.

If ~~the~~an employee chooses, ~~s/he~~they may file a complaint with the State of California Department of Fair Employment and Housing (DFEH) and/or with the United States Equal Employment Opportunity Commission (EEOC). These agencies are charged with the responsibility of accepting and reviewing all complaints.

The District will not retaliate against an employee for reporting an allegation of discrimination or harassment, and it will not tolerate or permit retaliation by other employees against the reporting employee or any employees ~~interviewed during the participating in the~~ investigative phase process investigation of a discrimination or harassment complaint.—Any employee who believes ~~s/he~~they ~~has~~have been retaliated against because of a claim of discrimination or harassment, or ~~being involved in the~~ investigative phase or from participation in the investigative process an investigation a discrimination or harassment complaint, may file a claim of retaliation with the District, the State of California Department of Fair Employment and Housing (DFEH) and/or the United States Equal Employment Opportunity Commission (EEOC).

### **300.00 Authority and Responsibility**

The General Manager and each supervisor ~~or~~ manager will be responsible for maintaining a workplace free of discrimination and harassment. This responsibility includes discussing this policy with all employees and assuring them they are not required to endure insulting, degrading, or exploitative treatment or any other form of discrimination or harassment. The District will ~~distribute~~provide a copy of this policy and the “Sexual Harassment Fact Sheet” from DFEH to all new employees, and will periodically remind all employees of their rights and duties regarding discrimination and harassment, at minimum on an annual basis.—Management and supervisory employees must also comply with the legal requirement to receive supervisor sexual harassment training every two years. All non-supervisory employees must receive one hour of employer-paid sexual harassment prevention training every two years.—The District will post the federal/state anti-discrimination and harassment poster on the employee bulletin board.

The General Manager is responsible for ensuring that all reports and complaints of discrimination or harassment are investigated promptly, thoroughly and fairly, regardless of the manner in which they are made or the individuals involved, and confidentiality shall be maintained to the extent possible. The person who receives the complaint, if other than the General Manager, shall refer the complaint to the General Manager. The General Manager will review every case, including all investigation findings and recommendations. The General Manager has established a timely and thorough process for investigating all reports or complaints of unlawful

discrimination and harassment as set forth in the Discrimination and Harassment Prevention Procedure (PR – HR 008). If a complaint is substantiated, appropriate corrective and remedial action will be taken, up to and including termination of employment.

If the person alleged to have engaged in discrimination or harassment is the General Manager, then the person who received the complaint shall refer it to the President of the District's Board of Directors and the President, in consultation with District counsel, shall be responsible for investigating the complaint. As with all other complaints and investigations, it will be designated as confidential to the extent possible.

If the person alleged to have engaged in discrimination or harassment is a member of the Board of Directors, the General Manager shall consult with District counsel prior to and during the investigative process.

#### **400.00 Policy Review**

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

**Discrimination and Harassment Prevention Policy**

Adopted: July 21, 2003  
Approved with changes on: July 18, 2022

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**100.00 Purpose of the Policy**

The purpose of this policy is to confirm the District's commitment to provide a work environment free of unlawful discrimination and harassment.

**200.00 Policy**

The District strictly prohibits unlawful discrimination and harassment on the basis of an employee's race, religion, color, national origin, ancestry, disability (physical, mental, HIV and AIDS), medical or physical condition, genetic information, marital status, sex gender, gender identity, gender expression, age, sexual orientation, or military or veteran status. Discrimination and harassment in the workplace or in the course and scope of employment by any person in any form that is in violation of this policy is prohibited.

Prohibited unlawful discrimination and harassment includes, but is not limited to, the following:

- Verbal harassment such as epithets, offensive jokes, derogatory comments, name calling, or slurs based on the person's race, religion, color, national origin, ancestry, gender (including gender identity and gender expression), sex, age, marital status, actual or perceived sexual orientation (including gay, lesbian, bisexual or transgender), physical or mental disability or condition, military or veteran status, or genetic information;
- Physical harassment or threats, such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as offensive objects or materials, posters, cartoons, or drawings based on one of the categories above. Also included are e-mails that may be inappropriate, offensive, harassing, or that create a hostile work environment.
- Sexual harassment (see below).

This policy applies to all persons involved in functions of the District, including directors, supervisors, managers, employees, contractors, consultants, vendors, and other third parties. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, transfer, disciplinary action including termination, and reduction in workforce, compensation, and other benefits.

**Sexual harassment** by any person in or from the work environment is strictly prohibited. Sexual harassment includes, but is not limited to, discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. It can occur in the form of unwanted sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual or nonsexual nature, when it creates a hostile or offensive working environment for the harassed employee. It can include the following circumstances:

- “Quid pro quo” (Latin for “this for that”): Occurs when an individual in a position of authority over another (for example, a manager or supervisor) directly or indirectly demands sexual favors from a subordinate in exchange for some benefit such as a promotion or pay increase, or to avoid an adverse employment action such as demotion or termination.
- “Hostile Work Environment”: Occurs when unwelcome conduct or comments based on sex have the purpose or effect of unreasonably interfering with an individual’s work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee’s performance, evaluation, assigned duties, or any other condition of employment or career development.

Sexual harassment can occur regardless of if the harasser and the victim are of different sexes or the same sex. Unlawful conduct does not need to be motivated by sexual desire, but can occur as a result of hostile acts toward an individual because of the individual’s gender or sexual orientation.

Sexual harassment also includes any act of retaliation against an employee for reporting harassing conduct or a violation of this policy, or for participating in the investigation of a sexual harassment complaint. Other examples of sexual harassment include unwanted flirtations or propositions; verbal abuse of a sexual nature; verbal comments about an individual’s body or to describe an individual; e-mails that may be inappropriate, offensive, harassing, or create a hostile work environment; and leering, gestures, or displaying sexually suggestive objects, pictures, posters, jokes, cartoons, calendar illustrations or other materials, in addition to physical touching or assault. The District will comply with all laws requiring sexual harassment prevention training for all employees.

The District encourages all employees to immediately report any incidents of discrimination or harassment so that complaints can be resolved quickly and fairly. The District will promptly and thoroughly investigate any complaint of discrimination or harassment of any type and will take whatever corrective and remedial action is deemed necessary, including disciplining or discharging any individual who is found to have violated this policy. All complaints and investigations will be designated as confidential to the extent possible and permitted by law. However, confidentiality of an investigation cannot be guaranteed.

If an employee chooses, they may file a complaint with the State of California Department of Fair Employment and Housing (DFEH) and/or with the United States Equal Employment Opportunity Commission (EEOC). These agencies are charged with the responsibility of accepting and reviewing all complaints.

The District will not retaliate against an employee for reporting an allegation of discrimination or harassment, and it will not tolerate or permit retaliation by other employees against the reporting employee or any employees participating in the investigation of a discrimination or harassment complaint. Any employee who believes they have been retaliated against because of a claim of discrimination or harassment, or from participation in an investigation, may file a claim of retaliation with the District, the DFEH and/or the EEOC.

### **300.00 Authority and Responsibility**

The General Manager and each supervisor or manager will be responsible for maintaining a workplace free of discrimination and harassment. This responsibility includes discussing this policy with all employees and assuring them they are not required to endure insulting, degrading, or exploitative treatment or any other form of discrimination or harassment. The District will provide a copy of this policy and the “Sexual Harassment Fact Sheet” from DFEH to all new employees, and will periodically remind all employees of their rights and duties regarding discrimination and harassment, at minimum on an annual basis. Management and supervisory employees must also comply with the legal requirement to receive supervisor sexual harassment training every two years. All non-supervisory employees must receive one hour of employer-paid sexual harassment prevention training every two years. The District will post the federal/state anti-discrimination and harassment poster on the employee bulletin board.

The General Manager is responsible for ensuring that all reports and complaints of discrimination or harassment are investigated promptly, thoroughly and fairly, regardless of the manner in which they are made or the individuals involved, and confidentiality shall be maintained to the extent possible. The person who receives the complaint, if other than the General Manager, shall refer the complaint to the General Manager. The General Manager will review every case, including all investigation findings and recommendations. The General Manager has established a timely and thorough process for investigating all reports or complaints of unlawful discrimination and harassment as set forth in the Discrimination and Harassment Prevention Procedure (PR – HR 008). If a complaint is substantiated, appropriate corrective and remedial action will be taken, up to and including termination of employment.

If the person alleged to have engaged in discrimination or harassment is the General Manager, then the person who received the complaint shall refer it to the President of the District’s Board of Directors and the President, in consultation with District counsel, shall be responsible for investigating the complaint. As with all other complaints and investigations, it will be designated as confidential to the extent possible.



If the person alleged to have engaged in discrimination or harassment is a member of the Board of Directors, the General Manager shall consult with District counsel prior to and during the investigative process.

#### **400.00 Policy Review**

This Policy shall be reviewed at least biennially.



## **Agenda Item: 20 d.**

**Date:** July 18, 2022

**Subject:** Upcoming Policy Review – Workplace Violence Policy (PL – HR 013)

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

Workplace Violence Policy (PL – HR 013) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on July 21, 2003, and was last reviewed by the Board on June 15, 2020. The purpose of this Policy is to confirm the District’s Zero Tolerance Policy for workplace violence.

This Policy update was reviewed by legal counsel.

The Policy is scheduled for Board review and approval at the August 15, 2022, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by July 25, 2022. If no comment is received, this Policy will be placed as a Consent Item on the August 15, 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 definitions of prohibited conduct and weapons.

**Section 300.00:** Clarification language was added regarding authority and remedies.

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 – Workplace Violence Policy (PL – HR 013) – redline

2 – Workplace Violence Policy (PL – HR 013) – clean

Sacramento Suburban Water District

## Workplace Violence Policy

Adopted: July 21, 2003

Approved with changes on: ~~June 15, 2020~~ August 15, 2022

### 100.00 Purpose of the Policy

The purpose of this policy is to confirm the District's commitment to providing a safe and secure and violence-free workplace that is free from violence for employees and customers, and to affirm ~~since the e~~District's Zero Tolerance Policy for workplace violence safety and security of employees and customers, are very important to the District. Threats, threatening behavior, acts or threats of violence, or any related conduct that interferes with a director's, employee's, or contractor's work performance or security, a customer's or visitor's safety, or the District's operations work performance or the District's ability to execute business operations will not be tolerated.

### 200.00 Policy

Threats, threatening behavior, or other acts or threats of violence, even those not occurring on ~~off~~ District property, but which directed at District employees or the public while conducting involve District business operations, are a violation of this policy. As part of this policy, the District seeks to prevent workplace violence before it begins and reserves the right to address behavior that suggests a propensity toward violence before any violent behavior occurs. The District believes that prevention of workplace violence begins with recognition of potential early warning signs and has established training programs to address situations that may present the possibility of violence.

Prohibited ~~C~~conduct under this policy includes, but is not limited to:

1. Fighting, challenging another person to fight, participating in hitting, striking, pushing, or other physical violence/aggression/contact of any kind;
2. Making ~~F~~threats of any kind or acts of physical harm directed towards an individual or their family, friends, associates or property. This, includes sing threats made via telephone, fax, electronic or conventional mail, letter, or other forms of written or electronic communication, or any other communication medium, regardless of whether made on District property or off District property;
3. Threatening, physically aggressive, or violent behavior, such as IEngaging in intimidation, coercion, intimidating, coercive, or any other attempts to instill fear in others;

4. Engaging in Other behaviors that suggests a propensity towards violence, including belligerent speech, excessive arguing or swearing, sabotage, or threats to sabotage District property, or a demonstrated pattern of refusal to follow District policies and procedures;
5. Defacing ~~or destruction~~destroying-of District property, threatening to destroy-of destruction-of, or causing physical damage to District the facilities; ~~and~~
6. Surveillance or stalking; and
7. Carrying, displaying, threatening to use or using weapons ~~or firearms~~ of any kind.

~~Dangerous weapon~~Under this Policy, “Weapons” are defined as-is a devices or instruments that are capable of causing death or great bodily harm, including, but not limited to, firearms (loaded or unloaded; further defined under California Penal Code 12020), and weapons including but not limited to chemical agents, clubs or batons, knives, or any other device, tool, or implement -that, if used as a weapon or displayed in such a matter, could cause harm to another person. the following:

~~A firearm of any type, whether loaded or unloaded;~~

~~Any type of bomb, grenade, or other incendiary or explosive device;~~

~~Any type of knife, dirk, dagger, sword, or stiletto having a blade longer than three inches;~~

~~Any razor with an unguarded blade;~~

~~Any wood or metal pipe or bar used or intended to be used as a club;~~

~~Any hand-operated instrument or device such as a crossbow, slingshot, brass or composite knuckles, or shuriken (throwing stars); and~~

~~Any instrument or device capable of releasing or injecting any poisonous substance capable of causing death or great bodily harm.~~

~~Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation.~~

The District’s prohibition against threats and acts of violence applies to all persons involved in the District’s operations, including but not limited to, District staff, contract and temporary workers, ~~and~~ consultants, vendors, customers, or visitors. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation.

To ensure the District maintains a workplace that is safe and free of violence for all employees and customers, the District prohibits the possession or use of ~~dangerous~~ weapons on District property. A license issued by a law enforcement agency to carry a ~~dangerous~~ weapon in a private citizen capacity does not supersede this policy. District property is defined as all District-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under District ownership or control. This policy also applies to all vehicles that come onto District

property and to all District vehicles wherever used or located. Notwithstanding the above, this prohibition does not apply to a ~~dangerous~~-weapon carried by an authorized law enforcement official who is on duty at the time he or she is on District premises for any purpose.

### **300.00 Authority and Remedies**

Employees are responsible for immediately notifying the General Manager, Assistant General Manager, or Human Resources Administrator ~~or any other manager~~ of any ~~threats or violent behavior~~type of workplace violence prohibited under this policy that they have witnessed, received, or have been ~~told~~informed ~~that~~ another person witnessed or received; or whenever they witness any display, use, or threat to use any ~~dangerous~~-weapon on District property or in connection with performance of District business off premises.

An employee shall also notify the General Manager if a restraining order is in effect either protecting or restraining the employee, or if an employee is in any way involved in or connected to a violent or potentially violent non-work-related situation that could result in workplace violence. Any employee that receives a protective or restraining order ~~that lists~~listing District premises as a protected area also is required to provide a copy of the order to the General Manager.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly by the General Manager or ~~his/her/their~~ designee. If warranted, a written report of any investigation or immediate discipline or other corrective action will be prepared concerning the incident or conduct involving workplace violence. A report involving a District employee ~~will~~may become a part of that employee's personnel file and may be used in any further proceedings involving the employee to the extent permitted by law. In appropriate circumstances, the District will inform the reporting individual and any actual or alleged perpetrator of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation. The District may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports actual or suspected workplace violence.

Violations of this policy will lead to disciplinary action that may include termination of employment, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a consultant, vendor or member of the public, the response may also include barring ~~that the~~ responsible person(s) from District property, termination of business relationships with the person(s), and filing charges or seeking a restraining order against the person.

### **400.00 Policy Review**

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

**Workplace Violence Policy**

Adopted: July 21, 2003  
Approved with changes on: August 15, 2022

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**100.00 Purpose of the Policy**

The purpose of this policy is to confirm the District’s commitment to providing a safe and secure workplace that is free from violence for employees and customers, and to affirm the District’s Zero Tolerance Policy for workplace violence. Threats, threatening behavior, acts or threats of violence, or any related conduct that interferes with work performance or the District’s ability to execute business operations will not be tolerated.

**200.00 Policy**

Threats, threatening behavior, or other acts or threats of violence, even those not occurring on District property but which involve District business operations, are a violation of this policy. The District believes that prevention of workplace violence begins with recognition of potential early warning signs and has established training programs to address situations that may present the possibility of violence.

Prohibited conduct under this policy includes, but is not limited to:

1. Fighting, challenging another person to fight, participating in hitting, striking, pushing, or other physical violence/aggression/contact of any kind;
2. Making threats of any kind or acts of physical harm directed towards an individual or their family, friends, associates or property. This includes threats made via telephone, letter, or other forms of written or electronic communication, regardless of whether made on or off District property;
3. Engaging in intimidating, coercive, or other attempt to instill fear in others;
4. Engaging in other behaviors that suggest a propensity towards violence, including belligerent speech, excessive arguing or swearing, sabotage, or threats to sabotage District property, or a demonstrated pattern of refusal to follow District policies and procedures;
5. Defacing or destroying District property, threatening to destroy, or causing physical damage to District facilities;
6. Surveilling or stalking; and
7. Carrying, displaying, threatening to use or using weapons of any kind.

Under this Policy, “Weapons” are defined as devices or instruments that are capable of causing death or great bodily harm, including, but not limited to, firearms (loaded

or unloaded; further defined under California Penal Code 12020), and weapons including but not limited to chemical agents, clubs or batons, knives, or any other device, tool, or implement that, if used as a weapon or displayed in such a manner, could cause harm to another person.

The District's prohibition against threats and acts of violence applies to all persons involved in the District's operations, including but not limited to, District staff, contract and temporary workers, consultants, vendors, customers, or visitors. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation.

To ensure the District maintains a workplace that is safe and free of violence for all employees and customers, the District prohibits the possession or use of weapons on District property. A license issued by a law enforcement agency to carry a weapon in a private citizen capacity does not supersede this policy. District property is defined as all District-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under District ownership or control. This policy also applies to all vehicles that come onto District property and to all District vehicles wherever used or located. Notwithstanding the above, this prohibition does not apply to a weapon carried by an authorized law enforcement official who is on duty at the time he or she is on District premises for any purpose.

### **300.00 Authority and Remedies**

Employees are responsible for immediately notifying the General Manager, Assistant General Manager, or Human Resources Administrator of any type of workplace violence prohibited under this policy that they have witnessed, received, or have been informed another person witnessed or received; or whenever they witness any display, use, or threat to use any weapon on District property or in connection with performance of District business off premises.

An employee shall also notify the General Manager if a restraining order is in effect either protecting or restraining the employee, or if an employee is in any way involved in or connected to a violent or potentially violent non-work-related situation that could result in workplace violence. Any employee that receives a protective or restraining order listing District premises as a protected area also is required to provide a copy of the order to the General Manager.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly by the General Manager or their designee. If warranted, a written report of any investigation or immediate discipline or other corrective action will be prepared concerning the incident or conduct involving workplace violence. A report involving a District employee may become a part of that employee's personnel file and may be used in any further proceedings involving the employee to the extent permitted by law. In appropriate circumstances, the District will inform the reporting

individual and any actual or alleged perpetrator of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation. The District may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports actual or suspected workplace violence.

Violations of this policy will lead to disciplinary action that may include termination of employment, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a consultant, vendor or member of the public, the response may also include barring the responsible person from District property, termination of business relationships with the person, and filing charges or seeking a restraining order against the person.

#### **400.00 Policy Review**

This Policy shall be reviewed at least biennially.



**REGIONAL WATER AUTHORITY**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Thursday, July 7, 2022; 9:00 a.m.**

**AGENDA**

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 847-7589. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Board of Directors may consider any agenda item at any time during the meeting

RWA Board Meeting  
Thu, Jul 7, 2022 9:00 AM - 12:00 PM (PDT)

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

<https://meet.goto.com/974129709>

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

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

**Access Code:** 974-129-709

**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. AUTHORIZE A TELECONFERENCE MEETING**

**Action: Pass a Motion to Authorize a Teleconference Meeting**

**4. PRESENTATIONS:**

4a. Environmental Protection Agency Award to RWA Water Efficiency Program

4b. RWA Board of Directors Orientation

**5. CLOSED SESSION**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code §§ 54954.5(e), 54957(b)(1)

Title: Executive Director

**6. 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.

6a. Approve the minutes of May 12, 2022 Board Meeting

6b. Approve draft RWA Policy 500.19 – Water Efficiency Reserve Policy

6c. Approve No Changes to RWA Operations Policies 300.1, 300.2, and 300.3

**Action: Approve Consent Calendar**

**7. LEGISLATIVE/REGULATORY UPDATE**

Information: Ryan Ojakian, Legislative and Regulatory Affairs Manager

**8. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY (SCGA) - 3X3 COMMITTEE UPDATE**

Information: Dan York (Chair), Tony Firenzi (Vice Chair), and Kerry Schmitz

**9. EXECUTIVE DIRECTOR'S REPORT**

**10. DIRECTORS' COMMENTS**

**ADJOURNMENT**

**Next RWA Board of Director's Meeting:**

September 8, 2022, 9:00 a.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights. The location is subject to change depending on the COVID-19 emergency.

**Next RWA Executive Committee Meeting:**

July 27, 2022, 8:30 a.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights. The location is subject to change depending on the COVID-19 emergency.

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

# REGIONAL WATER AUTHORITY EXECUTIVE COMMITTEE AGENDA

June 22, 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, Jun 22, 2022 8:30 AM - 11:30 AM (PDT)

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

<https://meet.goto.com/288065157>

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

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code:** 288-065-157

### 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. CLOSED SESSION

#### 3a. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code §§ 54954.5(e), 54957(b)(1)

Title: Executive Director

#### 3b. CLOSED SESSION – CONFERENCE WITH LABOR NEGOTIATORS

Government Code §§ 54954.5(f), 54957.6

Agency designated representatives: Dan York and Tony Firenzi

Unrepresented employee: Executive Director

### 4. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

**Action: Consider Recommendation to Board of Directors for adjustments to Executive Director compensation**

### 5. 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.

- 5a. Authorize a Teleconference Meeting
- 5b. Minutes of the May 25, 2022, Executive Committee meeting
- Action: Approve Consent Calendar**

**6. RWA OPERATIONS POLICY UPDATES**

Presentation and Information: Josette Reina-Luken, Finance and Administrative Services Manager

**Action: Recommend Approval of No Changes to RWA Policies 300.1, 300.2, and 300.3 to the RWA Board of Directors via consent calendar**

**7. LEGISLATIVE/REGULATORY UPDATE**

Information: Ryan Ojakian, Legislative and Regulatory Affairs Manager

**Action: Take Positions on Legislation**

**8. AD HOC COMMITTEE UPDATES**

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

**9. RWA JULY 7, 2022 BOARD MEETING AGENDA**

**Action: Approve the RWA July 7, 2022 BOARD MEETING AGENDA**

**10. EXECUTIVE DIRECTOR'S REPORT**

**11. DIRECTORS' COMMENTS**

**ADJOURNMENT**

**Upcoming meetings:**

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.

Executive Committee Meeting: Wednesday, July 27, 2022, commencing 8:30 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

The RWA Board Meeting electronic packet is available on the RWA website at <https://rwah2o.org/meetings/board-meetings/> to access and print the packet.

Agenda Item c.

Jay Boatwright  
Attended meetings  
June 2022

- 06/02/2022: ACWA Regions 2 and 4 Shasta Lake and Shasta Dam tour. Networking opportunity, learned about Shasta's operation.
- 06/09/2022: SGA Board. Observed SGA/SCGA 3x3 update, mostly related to board makeup. Also a regulatory update and an update on the groundwater sustainability plan.
- 06/15/2022: Met with Dan York to review the agenda for the upcoming SSWD board meeting
- 06/16/2022: Virtually attended the joint 2x2 re consolidation update with Carmichael Water District. Update presented on the status of the consultant's progress, how they will analyze and compare the two districts.
- 06/20/2022: Attended regular June SSWD board meeting
- 06/22/2022: Attended the RWA Executive Committee Meeting. Generally updates presented, considerable discussion on legislative positions to be taken by the RWA.
- 06/27/2022: Met with Dan to discuss the upcoming 2x2 with Del Paso Manor Water District.
- Attended SSWD special board meeting where an update on the District and its conformance with the strategic plan was presented by staff.
- 06/30/2022: Attended RWA Coffee Conversation with SWRCB chair Joaquin Esquivel. Discussed drought considerations, plans, etc.
- Attended Del Paso Manor Water District meeting. Main goal was to hear the discussion on appointment of a 2x2 re potential consolidation with SSWD. DPMWD also approved their budget. DPMWD appointed board chair Saunders and Director Dolk to the 2x2.

/

**Craig Locke**  
**Meetings attended**

**June 30th**

**Reuse and Desalination Committee - AWWA**

**June 30th**

**Del Paso Manor Water District Special Board Meeting**

**June 29th**

**U.S. EPA WIFIA program hosting funding opportunity webinars**

The U.S. Environmental Protection Agency (EPA) is hosting a few Water Infrastructure Finance and Innovation Act (WIFIA) webinars in the coming weeks, including two this week:

Participating in the webinars is free, but registration is required at the links above.

To accommodate ongoing community needs, EPA is changing the way it accepts [letters of interest](#) from prospective borrowers. Those interested in receiving WIFIA and SWIFIA loans can submit letters of interest on a rolling basis beginning Sept. 6, until all funds are used. WIFIA program has updated materials available

**June 29th**

**Organizational Discussion with DPMWD Director Bob Mattioli**

**June 28th**

**LAFCO Meeting With GM and Carmichael**

**June 22nd**

**U.S. Environmental Protection Agency [release of new lifetime health advisories](#) (HAs) for PFAS**

The U.S. Environmental Protection Agency (EPA) is hosting a webinar for water utilities to provide information on the recent [release of new drinking water lifetime health advisories](#) (HAs) for per- and polyfluoroalkyl substances (PFAS). The new HAs recently established by EPA are:

**Final Lifetime Health Advisories**

Hexafluoropropylene oxide dimer acid (GenX)..... 10 ng/L

Perfluorobutanesulfonic acid (PFBS).... 2,000 ng/L

**Interim Lifetime Health Advisories**

Perfluorooctanesulfonic acid (PFOA).... 0.004 ng/L

Perfluorooctanesulfonic acid (PFOS).... 0.020 ng/L

The interim lifetime PFOA and PFOS HAs replace the previous 70 ng/L advisory value released in 2016.

[Approved analytical methods](#) for PFOA and PFOS have minimum reporting levels of 4 ng/L, which is much higher than the lifetime HA values released last week.

EPA also announced that \$1 billion in grants would be available in fiscal year 2022 through the U.S. Infrastructure Investment and Jobs Act (IIJA) to help finance community investments to manage PFAS in drinking water. A total of \$5 billion in IIJA funding will be available over the next five years in addition to State Revolving Loan Fund (SRF) funds, which are prioritized toward small utilities and disadvantaged communities. States and territories should [submit a letter](#) of intent by Aug. 15 to receive grant funding.

**June 27th**

**SSWD Special Board Meeting**

**June 21st**  
**ACWA SGMA Implementation Subcommittee**

**June 20th**  
**SSWD Meeting (Zoom)**

**June 18th**  
**Meet with Pres Nelson re 2x2**

**June 9th**  
**SGA Board Meeting**

**June 2nd**  
**Physical to Digital; Big Data for Big Impact**

Many water utilities are failing to make the most of their smart water technology. If you're only using your system data to measure water consumption, you're missing out on countless opportunities to gain greater system visibility.

This presentation will take a look at some of the top challenges utilities face and show how utilizing a smart utility network can leverage the insights for a more proactive approach to utility management and better customer service. [Learn more.](#)



## Minutes

### Carmichael Water District/Sacramento Suburban Water District 2x2 Committee Meeting June 16, 2022

#### Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting Id #865 1178 3849

#### Call to Order – Videoconference/Audioconference Meeting

Chair Jeff Nelson called the meeting to order at 2:01 p.m.

#### Roll Call

SSWD Directors

Present: Dave Jones.

SSWD Directors

Absent: Craig Locke.

CWD Directors

Present: Mark Emmerson and Jeff Nelson.

CWD Directors

Absent: None.

SSWD Staff Present: General Manager Dan York (SSWD GM York) and Grayson Moyse.

CWD Staff Present: General Manager Cathy Lee (CWD GM Lee).

Public Present: Seth Garrison, Zach Green, Ted Costa, and William Eubanks.

#### Announcements

None.

#### Public Comment

None.

#### Consent Items

1. **Minutes of the February 18, 2022, CWD/SSWD 2x2 Committee Meeting**  
The committee requested to bring the minutes of the February 18, 2022 meeting to the next CWD/SSWD 2x2 Committee Meeting for review and approval.



SSWD GM York expressed staff would send them out again before the next meeting.

**Items for Discussion and/or Action**

2. **Combination Study Business Case Analysis Status Update**

SSWD GM York introduced Seth Garrison and Zach Green with Raftelis who provided an update to the Business Case Analysis study and answered clarifying questions.

William Eubanks asked clarifying questions.

**Adjournment**

Chair Nelson adjourned the meeting at 2:20 p.m.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District