

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, October 17, 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/83050753416?pwd=djFjU0ppVVZOTVo4UDZZbUczKzFmUT09>

Meeting ID: 830 5075 3416

Password: 958284

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

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

Please mute your line.

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

The public may address the Board concerning an agenda item either before or during the Board’s consideration of that agenda item. Persons who wish to comment on either agenda or non-

agenda items should fill out a Comment Card and give it to the General Manager. The President will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

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

Call to Order

Pledge of Allegiance

Roll Call

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 September 19, 2022, Regular Board Meeting
Recommendation: Approve subject minutes.
3. Minutes of the September 26, 2022, Special Board Meeting
Recommendation: Approve subject minutes.
4. Minutes of the October 5, 2022, Special Board Workshop
Recommendation: Approve subject minutes.

5. Treasurer's Report
Recommendation: Approve the items in the report as recommended.
6. Policy Review – Procurement Policy (PL – Fin 005)
Recommendation: Ratify subject policy without changes.
7. Policy Review – Driver Record and Insurance Review Policy (PL – HR 006)
Recommendation: Approve subject policy with changes.
8. Policy Review – Lease and Subscription-Based Information Technology Arrangements Accounting Policy (PL – Fin 015)
Recommendation: Adopt the new Board Policy.
9. Resolution No. 22-12 Honoring Robert J. Swartz, PG, CHG, On His Retirement
Recommendation: Adopt subject resolution.
10. 2022 Audit Engagement Letter and Task Order 3
Recommendation: Approve 2022 Audit Engagement Letter and Task Order 3, with Maze & Associates Accountancy Corporation, and grant authorization for the Audit Committee Chair to execute the Engagement Letter and Task Order 3, as recommended by the Committee at the October 10, 2022, Committee meeting.

Items for Discussion and/or Action

11. Calendar Year 2023 Budget
Recommendation: Staff are recommending the Board to take the following actions: Adopt the Calendar Year 2023 Budget as presented; Adopt the multi-year project budgets and spending schedule as presented; Adopt implementation of the planned 3.0% rate increase as approved by the Board at the October 16, 2019 Rate Hearing effective January 1, 2023; and Approve the attached salary band schedule for 2023.
12. Heat Response by District
Recommendation: None, information only.
13. Committee and Liaison Appointments
Recommendation: The Board President will consider assigning Board member committee and liaison appointments for 2022.

General Manager's Report

14. General Manager's Report
 - a. Collaboration Efforts in North Service Area

Department/Staff Reports

15. Financial Report
 - a. Financial Highlights
 - b. Financial Statements
 - c. 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. Regional Water Authority Membership
19. 2021 Water Loss Audit
20. Water Conservation Legislation Update
21. Mount Auburn Court Water Main Leak
22. Well Pump Efficiency Testing Annual Report
23. Water System Sanitary and Compliance Inspection
24. Environmental Review for Watt Avenue Main Extension Project
25. Upcoming Water Industry Events
26. Upcoming Policy Review
 - a. Employment Rules and Procedures Policy (PL - HR 001)

- b. Ethics Policy (PL – BOD 004)

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

- 27. a. Regional Water Authority (Director Jones)
Agenda for the September 29, 2022 meeting.

Regional Water Authority Executive Committee (General Manager York)
Agenda for the September 28, 2022 meeting.
- b. Sacramento Groundwater Authority (Director Wichert)
Agenda for the October 13, 2022 meeting.
- c. Director Reports – AB 1234

Committee Reports

- 28. a. DPMWD/SSWD 2x2 Committee Meeting (Director Wichert)
Draft Minutes from the September 20, 2022 meeting.
- b. Audit Committee Meeting (Director Thomas)
Draft Minutes from the October 10, 2022 meeting.
- c. DPMWD/SSWD 2x2 Committee Meeting – Facilities Tour (Director Wichert)
Draft Minutes from the October 11, 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

Upcoming Meetings

- Tuesday, October 18, 2022 at 2:00 p.m., DPMWD/SSWD 2x2 Committee Meeting
- Monday, November 21, 2022 at 6:00 p.m., Regular Board Meeting

SSWD Regular Board Meeting Agenda

October 17, 2022

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I certify that the foregoing agenda for the October 17, 2022, meeting of the Sacramento Suburban Water District Board of Directors was posted by October 12, 2022, in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was freely available to the public.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 1

Date: October 17, 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.¹

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

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

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

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

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



Agenda Item: 2

Date: October 17, 2022

Subject: Minutes of the September 19, 2022, Regular Board Meeting

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the draft minutes of the September 19, 2022, Regular Board Meeting.

Attachment:

1 – Draft Minutes

Minutes

Sacramento Suburban Water District

Regular Board Meeting

Monday, September 19, 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 1238 1932

Call to Order

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

Pledge of Allegiance

President Locke led the Pledge of Allegiance.

Roll Call

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

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Matt Underwood, Heather Hernandez-Fort, Jeff Ott, Dana Dean, Ann Bradford, Aaron Caudillo, David Armand, Monica Vazquez, Todd Artrip, and Susan Schinnerer.

Public Present: William Eubanks, J Hannum, and Legal Counsel Josh Horowitz.

Announcements

General Manager Dan York (GM York) announced:

- Water Professional's Appreciation Week, October 1-9, 2022.
- District's Open House, Thursday, October 6, 2022, from 5:00 p.m. – 7:00 p.m.

Public Comment

None.

Consent Items

1. **AB 361 Findings to Continue Permitting Director Remote Participation in Board Meetings**
2. **Minutes of the August 15, 2022, Regular Board Meeting**
3. **Treasurer's Report**

4. **Policy Review – Public Works Contracting Policy (PL – Eng 002)**
5. **Policy Review – Environmental Sustainability Policy (Adm 005)**
6. **Policy Review – Directors’ Compensation and Expense Reimbursement Policy (PL - BOD 003)**
7. **Policy Review – Information Technology/Disaster Recovery Policy (PL - IT 004)**

Director Wichert requested to pull Item 3 for discussion.

Director Thomas moved to approve all Consent Items, except Item 3; Director Wichert seconded. The motion passed by unanimous vote.

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

Regarding Item 3, Director Wichert inquired why there was a payment to the City of Sacramento, as he didn’t think the District owed them anything.

Jeff Ott (Mr. Ott) explained that it was an annual payment to maintain the surface water contract rights to the Area D water.

Mr. Ott answered clarifying questions.

Director Wichert moved to approve Item 3; President Locke seconded. The motion passed by unanimous vote.

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

Public Hearing

8. **2022 Triennial Public Health Goal Report**
 President Locke opened the Public Hearing on the 2022 Triennial Public Health Goal Report.

GM York provided a summary of the need for the Public Hearing.

David Armand (Mr. Armand) and Monica Vazquez presented the staff report and answered clarifying questions.

Mr. Armand stated that no verbal and written comments have been received to date regarding the 2022 Triennial Public Health Goal Report.

President Locke requested comments from the public.

President Locke closed the Public Hearing.

Items for Discussion and/or Action

9. **Accepting the 2022 Triennial Public Health Goal Report**

Mr. Armand presented the staff report.

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

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

10. **Long-Term Contract With a Groundwater Well Contractor – Kirby’s Pump and Mechanical, Inc.**

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

J Hannum (Mr. Hannum) with Kirby’s Pump and Mechanical Inc. (Kirby’s) clarified that Kirby’s works on wells and pump systems with the motors and piping, and downhole maintenance, but that they do not drill wells.

Director Jones identified that this was a service contract to keep the existing wells maintained, adding to the District’s reliability of the water supply. He supported the staff recommendation.

AGM Underwood continued in his presentation, discussing the contract terms.

Director Jones expressed he wanted to be sure there was a way the District could get out of the contract if needed, as a safeguard.

AGM Underwood continued with noting that there was a potential for collaboration opportunities; if mutually agreeable, the District could release Kirby’s to contract with other agencies at the District’s discretion.

Director Wichert expressed he would be more comfortable in that scenario, if the District had the authority to negotiate price with other agencies, rather than the contractor. He additionally expressed any sub-contracted work should not be below the approved amount from the District.

AGM Underwood answered additional clarifying questions.

Mr. Eubanks commented the he felt there should be added language in the contract to address any unexpected issues or conflicts.

Director Boatwright requested the \$9,600 daily rate be broken out to explain what it included.

The Board agreed to have staff and District legal counsel include some of the Director comments into the contract, and bring it back at a Special Board Meeting to be held on Monday, September 26, 2022, at 5:00 p.m.

11. Succession Planning Program

GM York presented the staff report, PowerPoint presentation, and answered clarifying questions.

Director Wichert moved to allow the creation of a floating box with no time limit, Director Jones seconded. The motion passed by unanimous vote.

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

12. Water Distribution Operator Vendor Showcase

AGM Underwood presented the staff report, PowerPoint Presentation, and answered clarifying questions.

General Manager's Report

13. General Manager's Report

GM York presented the staff report.

- a. *Del Paso Manor Water District/Sacramento Suburban Water District 2x2 Committee Meeting*
GM York presented the staff report.
- b. *Conflict of Interest Code*
GM York presented the staff report.
- c. *Heat Wave Response*
GM York presented the staff report.

Department/Staff Reports

14. **Financial Report**

Mr. Ott presented the staff report.

a. Summary

A written report was provided.

b. Financial Statement Highlights

A written report was provided.

c. Budgets

A written report was provided.

15. **District Activity Report**

Todd Artrip presented the staff report and answered clarifying questions.

Director Wichert requested a trend graph on the leaks, service requests, main leaks etc., either a year or whatever staff felt was appropriate.

16. **Engineering Report**

Dana Dean presented the staff report.

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

17. **Report on 2023 CalPERS Health Plan Premiums**

Susan Schinnerer presented the staff report.

18. **Upcoming Water Industry Events**

A written report was provided.

19. **Upcoming Policy Review**

A written report was provided.

- a. Procurement Policy (PL – Fin 005)
- b. Driver Record and Insurance Review Policy (PL – HR 006)
- c. Lease and Subscription-Based Information Technology Arrangements Accounting Policy (PL – Fin 015)
- d. Capital Improvement Program Policy (PL – Eng 003)

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

- 20. a. Regional Water Authority (Director Jones)
The agenda for the September 8, 2022 meeting was provided.

President Locke requested to bring the Committee and Liaison Appointments to the October Regular Board meeting as an Action Item.

Regional Water Authority Executive Committee (General Manager York)
The agenda for the August 24, 2022 meeting was provided.
- b. Sacramento Groundwater Authority (Director Wichert)
None.
- c. Director Reports – AB 1234
Director Thomas provided an oral report of the DPMWD Board meeting he attended on August 1, 2022; the webinar on North State Drinking Water that he attended on August 5, 2022; the ACWA Water Efficiency Subcommittee he attended on August 10, 2022; and the Hydro Power Webinar he attended on August 24, 2022.

Director’s Comments/Staff Statements and Requests

None.

Adjournment

President Locke adjourned the meeting at 8:19 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 3

Date: October 17, 2022

Subject: Minutes of the September 26, 2022, Special Board Meeting

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the draft minutes of the September 26, 2022, Special Board Meeting.

Attachment:

1 – Draft Minutes

Minutes

Sacramento Suburban Water District
Special Board Meeting
Monday, September 26, 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 #857 0389 8086

Call to Order

President Locke called the meeting to order at 5:00 p.m.

Pledge of Allegiance

President Locke led the Pledge of Allegiance.

Roll Call

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

Directors Absent: None.

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

Public Present: William Eubanks, J Hannum, and Legal Counsel Josh Horowitz.

Announcements

None.

President Locke announced that going forward, he would like to conduct Board meetings by allowing staff to do their presentation first, then questions, then allowing public to comment with a 3 minute comment period, and concluding with Board discussion and vote.

Public Comment

None.

Items for Discussion and/or Action

1. **Long-Term Contract With a Groundwater Well Contractor – Kirby's Pump and Mechanical, Inc.**

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

Legal Counsel Josh Horowitz provided an explanation of binding arbitration.

Several questions were addressed.

Director Wichert moved to approve the staff recommendation, including allowing staff to negotiate mutual prorated terms with the contractor for a truncated crew, Director Boatwright seconded. The motion passed by unanimous vote.

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

William Eubanks expressed his appreciation to staff's efforts on this report and contract.

General Manager Dan York echoed Mr. Eubanks, expressing his appreciation for the Board's confidence in staff on this new endeavor.

Adjournment

President Locke adjourned the meeting at 5:18 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 4

Date: October 17, 2022

Subject: Minutes of the October 5, 2022, Special Board Workshop

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the draft minutes of the October 5, 2022, Special Board Workshop.

Attachment:

1 – Draft Minutes

Minutes

Sacramento Suburban Water District
Special Board Workshop
Wednesday, October 5, 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 #849 2462 8707

Call to Order

President Locke called the meeting to order at 5:00 p.m.

Roll Call

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

Directors Absent: None.

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

Public Present: William Eubanks, Jennifer Harris, and Gwynne Pratt.

Announcements

General Manager Dan York (GM York) announced:

- The District's 3rd Annual Open House event is on Thursday, October 6, 2022, from 5:00 – 7:00 p.m.

Public Comment

None.

Items for Discussion and/or Action

1. **Calendar Year 2023 Budget Workshop**

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

Director Wichert commented that he didn't believe there was a regulatory requirement for the District to belong to RWA, and stated he felt SGA fulfilled what the District needed, and moved to remove RWA membership fees from the budget.

The motion failed for a lack of a second.

GM York expressed that there were a few RWA programs that were beneficial for the District to be a part of.

President Locke expressed that the RWA membership was a separate discussion and requested to include a staff report at the next Regular Board Meeting to address Director Wichert's concerns.

Director Wichert moved to make the CIP budget equal to the planning budget from the rate study.

The motion failed for a lack of a second.

Director Wichert requested staff provide the Board with the amount the District is saving on debt service due to the refinancing of the District's variable rate debt.

Mr. Ott expressed he would provide that figure to the Board at the next Board meeting.

Mr. Ott expressed he would like the Board to consider transferring approximately \$440,000 from the Capital Asset Reserve to the Well Property Acquisition Reserve to bring the total Well Property Acquisition Reserve balance to \$900,000 as of December 31, 2022.

The Board expressed they were in favor of Mr. Ott's request to transfer funds from the Capital Asset Reserve to the Well Property Acquisition Reserve.

GM York acknowledged staff's efforts in preparing the budget, as it is a very time consuming process, noting he felt staff did an excellent job.

William Eubanks commended staff for an excellent presentation.

Adjournment

President Locke adjourned the meeting at 6:41 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 5

Date: October 17, 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 September 1, 2022 through September 30, 2022.
2. Accept the credit card expenditures listing for the period September 1, 2022 through September 30, 2022.
3. Ratify the Investment Activity register for the period September 1, 2022 through September 30, 2022.
4. Accept the Investment Portfolio Register as of the end of 3rd Quarter of 2022.
5. Accept the Debt Portfolio Register as of the end of 3rd Quarter of 2022.
6. Ratify the Quarterly Directors Compensation and Expense Register for 3rd 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, section 800.00, requires the District Treasurer to report to the Board of Directors monthly on the investment transactions conducted and regularly 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 – September 2022
- Credit Card Expenditures Register – September 2022
- Investment Activity Register – September 2022
- Investment Portfolio Register – 3rd Quarter 2022
- Directors Compensation and Expense Register – 3rd Quarter 2022

Cash Expenditures (AP Warrants) Register– September 2022

During the month of September 2022, the District made cash payments totaling \$5.5 million. The primary expenditures were \$3.6 million for capital improvement projects, \$0.5 million for payroll, \$0.2 million for pension and health benefits, \$0.5 million for water costs including pumping costs, \$0.2 million for construction & contract services, \$0.2 million for supplies and inventory, and \$0.3 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 – September 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 \$9,031 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 – September 2022

During the month of September 2022, the District received principal pay downs on two Federal Agency Collateralized Mortgage Obligations for \$101 (par) and four Asset-Backed Security Obligations for \$32,899 (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 – 3rd 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 1.35% per annum, while LAIF is earning 1.5%.

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 September 30, 2022):

Status of District Investment Portfolio

9/30/2022

<u>Fair Market Value</u>	<u>Security Type</u>	<u>Yield</u>
\$ 1,578,413.57	Money Market	2.46%
7,743,535.30	LAIF	1.51%
	PFM Portfolio	
4,167,276.99	Asset-Backed Securities	0.86%
693,805.30	Certificates of Deposit	1.42%
8,935,130.98	Corporate Notes	1.99%
6,219,519.65	Federal Agency Securities Bonds/Notes	0.38%
273,440.37	Federal Agency Collateralized Mortgage Obligation	1.98%
1,647,164.55	Municipal Obligations	1.00%
1,289,836.91	Supra-National Agency Bond	0.36%
15,794,465.06	Treasury Bonds/Notes	1.59%
<u>39,020,639.81</u>	Total PFM Portfolio	<u>1.345%</u>
<u>\$ 48,342,588.68</u>		<u>1.41%</u>

Par value of the PFM Portfolio as of September 30, 2022 is \$41,541,336 versus the market value of \$39,020,640. 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 – 3rd 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 September 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:

Debt	Original Par	Outstanding	Issuance	Final Maturity
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
	90,125,000	53,345,000		

Directors Compensation and Expense Register – 3rd Quarter 2022

Director meetings attended for the 3rd 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 – September 2022
2. Credit Card Expenditures Register – September 2022
3. Investment Activity Register – September 2022
4. Investment Portfolio Register – 3rd Quarter 2022
5. Directors Compensation and Expense Register – 3rd Quarter 2022

**Cash Expenditures
September 2022**

AP Warrant List From: 9/1/2022 To: 9/30/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION	
A.I. ELECTRIC	81705	9/21/2022	\$1,870.00	CONTRACT SERVICES	
		TOTAL	\$1,870.00		
ACWA JPIA INSURANCE EAP	81575	9/7/2022	\$164.22	MISCELLANEOUS EMPLOYEE BENEFITS	
		TOTAL	\$164.22		
ADP, INC	0078279	9/23/2022	\$388.50	FINANCIAL SERVICES	
		TOTAL	\$388.50		
	0078280	9/23/2022	\$4,385.20	FINANCIAL SERVICES	
		TOTAL	\$4,385.20		
	ACH-PR09092022	9/9/2022	\$256,956.39	PAYROLL	
		TOTAL	\$256,956.39		
	ACH-PR09232022	9/23/2022	\$260,434.24	PAYROLL	
		TOTAL	\$260,434.24		
AFLAC	81554	9/1/2022	\$601.27	ACCRUED SUPPLEMENT INSURANCE - AFLAC	
		TOTAL	\$601.27		
ALL PRO BACKFLOW	000007403	9/1/2022	\$51.00		
		TOTAL	\$51.00		
	000007460	9/20/2022	\$102.00		
		TOTAL	\$102.00		
ALLIANCE FOR WATER EFFICIENCY	81559	9/1/2022	\$8,000.00	CONSULTING SERVICES	
		TOTAL	\$8,000.00		
ALLIED UNIVERSAL	81570	9/1/2022	\$842.96	BUILDING SERVICE EXPENSE - OFFICE & YARD	
		TOTAL	\$842.96		
ALLISON ANDRUSYNA	81716	9/21/2022	\$138.23	BMP REBATES	
		TOTAL	\$138.23		
AM CONSERVATION GROUP INC	000007402	9/1/2022	\$10,084.81	OPERATING SUPPLIES	
		TOTAL	\$10,084.81		
AMAZON BUSINESS	000007406	9/1/2022	\$522.09	OFFICE SUPPLIES	
			\$5.87	OPERATING SUPPLIES	
		TOTAL	\$527.96		
		000007419	9/7/2022	\$91.82	OFFICE SUPPLIES
	\$263.63			OPERATING SUPPLIES	
	TOTAL	\$355.45			
	000007445	9/15/2022	\$64.63	EQUIPMENT MAINTENANCE SUPPLIES	
			\$24.58	OFFICE SUPPLIES	
		\$63.38	OPERATING SUPPLIES		
		TOTAL	\$152.59		
	AMERITAS (VISION)	81621	9/15/2022	\$2,073.36	EMPLOYEE BENEFIT - VISION INSURANCE
			TOTAL	\$2,073.36	
ANSWERNET	000007411	9/7/2022	\$1,025.70	COMMUNICATION	
		TOTAL	\$1,025.70		
AT&T	81704	9/21/2022	\$636.97	COMMUNICATION	
		TOTAL	\$636.97		
AUBURN CONSTRUCTORS	81583	9/7/2022	\$546,870.46	PROJECT: WELL 84 ANTELOPE/DON JULIO	
			\$1,694,716.14	PROJECT: WLS 81/82/83 ANTELOPE N./POKER	
		TOTAL	\$2,241,586.60		
	81689	9/21/2022	\$359,119.71	PROJECT: WELL 80 WALNUT/AUBURN	
		TOTAL	\$359,119.71		
AVILES LIGHTING AND ELECTRICAL REPAIR	000007447	9/15/2022	\$1,712.44	BUILDING MAINTENANCE - OFFICE & YARD	
		TOTAL	\$1,712.44		
BADGER METER INC	000007393	9/1/2022	\$40,686.83	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)	

AP Warrant List From: 9/1/2022 To: 9/30/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$40,686.83	
	000007409	9/7/2022	\$4,961.30	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
			\$7.12	COMMUNICATION
		TOTAL	\$4,968.42	
	000007448	9/20/2022	\$164,087.77	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
		TOTAL	\$164,087.77	
BARTEL ASSOCIATES LLC	81691	9/21/2022	\$3,503.00	CONSULTING SERVICES
		TOTAL	\$3,503.00	
BARTKIEWICZ KRONICK & SHANAHAN	000007424	9/15/2022	\$16,614.10	LEGAL SERVICES
		TOTAL	\$16,614.10	
BASIC PACIFIC	0078002	9/14/2022	\$744.60	OPEB - RETIREE BENEFITS PREMIUM - ROSCOE
		TOTAL	\$744.60	
	81718	9/29/2022	\$38.50	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$38.50	
BAY ALARM COMPANY	81543	9/1/2022	\$116.55	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$116.55	
BENDER ROSENTHAL INC	81628	9/15/2022	\$82.50	PROJECT: PROP ACQU- CONSULTING SERVICES
		TOTAL	\$82.50	
BOB'S TRUCKING INC	81630	9/15/2022	\$1,432.14	OPERATING SUPPLIES
		TOTAL	\$1,432.14	
BROADRIDGE MAIL LLC	81565	9/1/2022	\$14,318.55	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$14,318.55	
	81593	9/7/2022	\$45,540.09	CONTRACT SERVICES
		TOTAL	\$45,540.09	
	81625	9/15/2022	\$9,021.88	CONTRACT SERVICES
			\$142.70	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$9,164.58	
	81700	9/21/2022	\$84.22	POSTAGE/SHIPPING/UPS/FED EX
			\$5,912.67	PRINTING
		TOTAL	\$5,996.89	
	0078161	9/23/2022	\$1,175.96	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$1,175.96	
	0078162	9/23/2022	\$5,376.52	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$5,376.52	
	0078163	9/23/2022	\$1.55	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$1.55	
	0078164	9/23/2022	\$609.66	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$609.66	
	0078165	9/23/2022	\$3,279.89	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$3,279.89	
	0078166	9/26/2022	\$5,872.78	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$5,872.78	
	0078167	9/26/2022	\$947.40	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$947.40	
	0078168	9/28/2022	\$279.10	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$279.10	
BROWER MECHANICAL	000007400	9/1/2022	\$2,194.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$2,194.00	
	000007412	9/7/2022	\$169.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$169.00	

AP Warrant List From: 9/1/2022 To: 9/30/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
	000007437	9/15/2022	\$220.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$220.00	
BROWN & CALDWELL	81612	9/15/2022	\$44,676.99	PROJECT: CALIBRATION HYDROLIC MODEL
			\$21,651.50	PROJECT: WELL 79 VERNER/PANORAMA- NEW
		TOTAL	\$66,328.49	
BRYCE CONSULTING INC	000007436	9/15/2022	\$170.00	CONSULTING SERVICES
		TOTAL	\$170.00	
BSK ASSOCIATES	000007416	9/7/2022	\$7,895.75	INSPECTION & TESTING
		TOTAL	\$7,895.75	
BUD'S TRI COUNTY TREE SERVICE	000007425	9/15/2022	\$14,300.00	CONSTRUCTION SERVICES
		TOTAL	\$14,300.00	
BURTON ROBB /BURT'S LAWN & GARDEN SERVICE	000007426	9/15/2022	\$600.00	CONTRACT SERVICES
		TOTAL	\$600.00	
	000007449	9/20/2022	\$1,350.00	CONTRACT SERVICES
		TOTAL	\$1,350.00	
CA/NV AWWA WFP WATER SLAM	81703	9/21/2022	\$250.00	PUBLIC RELATIONS
		TOTAL	\$250.00	
CALIFORNIA SURVEYING & DRAFTING	000007427	9/15/2022	\$71.12	OPERATING SUPPLIES
			\$1,154.00	PRINTING
		TOTAL	\$1,225.12	
CAPITAL SWEEPER SERVICE	81598	9/7/2022	\$184.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$184.00	
CDWG	000007394	9/1/2022	\$1,406.07	OPERATING SUPPLIES
		TOTAL	\$1,406.07	
	000007428	9/15/2022	\$554.00	LICENSES, PERMITS & FEES
		TOTAL	\$554.00	
CENTENNIAL EQUIPMENT CO INC	81632	9/15/2022	\$1,808.00	OPERATING SUPPLIES
		TOTAL	\$1,808.00	
CENTRAL VALLEY ENG & ASPHALT	000007457	9/20/2022	\$24,630.00	MISC. REPAIRS
		TOTAL	\$24,630.00	
CHRIS CARTER	81706	9/21/2022	\$60.00	REQUIRED TRAINING
		TOTAL	\$60.00	
CIGNA-DENTAL INS	81560	9/1/2022	\$14,391.31	EMPLOYEE BENEFIT - DENTAL INSURANCE
		TOTAL	\$14,391.31	
CINTAS	81544	9/1/2022	\$574.46	BUILDING SERVICE EXPENSE - OFFICE & YARD
			\$203.29	UNIFORMS
		TOTAL	\$777.75	
	81576	9/7/2022	\$366.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
			\$114.56	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$480.56	
CITY OF SACRAMENTO DEPT OF UTILITIES	81611	9/15/2022	\$24.02	UTILITIES
		TOTAL	\$24.02	
	81692	9/21/2022	\$14.37	UTILITIES
		TOTAL	\$14.37	
CITY OF SACRAMENTO WATER	81613	9/15/2022	\$1,001.36	PURCHASED WATER-CITY OF SACRAMENTO
		TOTAL	\$1,001.36	
CLEAR VISION WINDOW CLEANING	81553	9/1/2022	\$450.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$450.00	
	81688	9/21/2022	\$225.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$225.00	

AP Warrant List From: 9/1/2022 To: 9/30/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
CODY SCOTT	81589	9/7/2022	\$90.00	REQUIRED TRAINING
		TOTAL	\$90.00	
	6869	9/28/2022	\$1,724.24	ACCRUED SALARIES
		TOTAL	\$1,724.24	
COLLECTION PLUS	000007463	9/20/2022	\$207.50	EMPLOYEE BENEFIT - LIFE INSURANCE
		TOTAL	\$207.50	
COLLEGE OAK TOWING	81677	9/21/2022	\$429.00	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$429.00	
COMCAST	81545	9/1/2022	\$83.49	COMMUNICATION
		TOTAL	\$83.49	
	81678	9/21/2022	\$83.49	COMMUNICATION
		TOTAL	\$83.49	
CONSOLIDATED COMMUNICATIONS	81686	9/21/2022	\$550.81	COMMUNICATION
		TOTAL	\$550.81	
COTTON SHOPPE	81687	9/21/2022	\$334.52	PUBLIC RELATIONS
		TOTAL	\$334.52	
COUNTY OF SAC PUBLIC WORKS	81578	9/7/2022	\$336.00	LICENSES, PERMITS & FEES
		TOTAL	\$336.00	
	81679	9/21/2022	\$224.00	PROJECT: GREENBERRY COMPLEX
		TOTAL	\$224.00	
COUNTY OF SAC UTILITIES	81577	9/7/2022	\$394.41	UTILITIES
		TOTAL	\$394.41	
	81603	9/15/2022	\$746.52	UTILITIES
		TOTAL	\$746.52	
CULLIGAN	81697	9/21/2022	\$47.50	OPERATING SUPPLIES
		TOTAL	\$47.50	
Customer Refunds	81574	9/1/2022	\$7,491.08	REFUND CLEARING ACCOUNT
		TOTAL	\$7,491.08	
DANIEL LOURIM	81715	9/21/2022	\$117.45	BMP REBATES
		TOTAL	\$117.45	
ELEVATOR TECHNOLOGY INC	000007446	9/15/2022	\$218.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$218.00	
EMCOR SERVICES	81629	9/15/2022	\$240.00	CONTRACT SERVICES
		TOTAL	\$240.00	
	81702	9/21/2022	\$295.00	CONTRACT SERVICES
		TOTAL	\$295.00	
EMIGH ACE HARDWARE	000007429	9/15/2022	\$73.94	OPERATING SUPPLIES
		TOTAL	\$73.94	
EMPLOYEE RELATIONS	000007438	9/15/2022	\$421.60	EMPLOYMENT COST
		TOTAL	\$421.60	
ERC CONTRACTING	000007417	9/7/2022	\$5,700.00	PROJECT: WELL N6A-REHAB/REDEVELOPE/TEST
		TOTAL	\$5,700.00	
	000007444	9/15/2022	\$2,000.00	PROJECT: AC OVERLAY SB1-2022 PHASE 3
		\$2,625.00	PROJECT: MCCLELLAN BLDG 251 - MAIN REPL	
		\$375.00	PROJECT: WELL 78 BUTANO - PUMP STATION	
		\$425.00	PROJECT: WELL 79 VERNER/PANORAMA- NEW	
		\$125.00	PROJECT: WLS 81/82/83 ANTELOPE N./POKER	
	TOTAL	\$5,550.00		
ERROL L MONTGOMERY & ASSOCIATES INC	81569	9/1/2022	\$8,770.40	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
		TOTAL	\$8,770.40	

AP Warrant List From: 9/1/2022 To: 9/30/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
FEDERAL EXPRESS CORPORATION	81547	9/1/2022	\$38.45	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$38.45	
FLEETWASH INC	000007404	9/1/2022	\$407.04	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$407.04	
	000007462	9/20/2022	\$442.68	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$442.68	
FLOWLINE CONTRACTORS INC	000007441	9/15/2022	\$118,121.52	PROJECT: GREENBERRY COMPLEX
			\$48,106.17	PROJECT: HOWE BICYCLE/PEDESTRIAN IMPRV
			\$13,326.00	CONSTRUCTION SERVICES
	TOTAL	\$179,553.69		
	000007459	9/20/2022	\$26,621.00	PROJECT: VALVE/HYDRANT/SERV REPL
		TOTAL	\$26,621.00	
FORENSIC ANALYTICAL CONSULTING SERVICES	000007421	9/7/2022	\$4,000.00	REQUIRED TRAINING
		TOTAL	\$4,000.00	
FRANK OLSEN COMPANY	81622	9/15/2022	\$3,941.03	CONTRACT SERVICES
		TOTAL	\$3,941.03	
FUTURE FORD	81604	9/15/2022	\$1,834.25	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,834.25	
FUTURE FORD FLEET OF ROSEVILLE	81631	9/15/2022	\$866.65	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$866.65	
GEI CONSULTANTS	81627	9/15/2022	\$13,674.00	PROJECT: WELL N35 - A N WATER TREATMENT
		TOTAL	\$13,674.00	
GEOCON CONSULTANTS INC	81556	9/1/2022	\$1,542.50	PROJECT: INTRATIE-W#60 WHITNEY/CONCETTA
		TOTAL	\$1,542.50	
	81617	9/15/2022	\$1,652.57	PROJECT: WELL N35 - A N WATER TREATMENT
		TOTAL	\$1,652.57	
GM CONSTRUCTION & DEVELOPERS	81605	9/15/2022	\$144,911.00	PROJECT: INTRATIE-W#60 WHITNEY/CONCETTA
			\$4,500.00	PROJECT: METER REPLACEMENT-PM
			\$6,300.00	PROJECT: VALVE/HYDRANT/SERV REPL
		TOTAL	\$155,711.00	
GOODFELLOW BROS CALIFORNIA LLC	81707	9/21/2022	\$2,992.50	PROJECT: AC OVERLAY SB1 2022 PHASE 4
		TOTAL	\$2,992.50	
GRAINGER	81548	9/1/2022	\$34.19	EQUIPMENT MAINTENANCE SUPPLIES
			\$225.90	OPERATING SUPPLIES
			TOTAL	\$260.09
	81579	9/7/2022	\$280.39	OPERATING SUPPLIES
		TOTAL	\$280.39	
	81606	9/15/2022	\$401.74	OPERATING SUPPLIES
TOTAL		\$401.74		
GRANITE CONSTRUCTION COMPANY	81587	9/7/2022	\$136,876.00	PROJECT: AC OVERLAY SB1-2022 PHASE 3
		TOTAL	\$136,876.00	
GREG BUNDESEN	000007442	9/15/2022	\$279.08	TRAVEL CONFERENCES
		TOTAL	\$279.08	
HACH COMPANY	81549	9/1/2022	\$2,180.44	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
		TOTAL	\$2,180.44	
HECTOR SEGOVIANO	81680	9/21/2022	\$30.74	MISCELLANEOUS
		TOTAL	\$30.74	
INTEGRA CHEMICAL CO	81594	9/7/2022	\$11,207.51	OPERATING SUPPLIES
		TOTAL	\$11,207.51	
JANICE KLAR	81714	9/21/2022	\$150.00	BMP REBATES

AP Warrant List From: 9/1/2022 To: 9/30/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$150.00	
JOSH TAYLOR	81563	9/1/2022	\$239.25	UNIFORMS
		TOTAL	\$239.25	
JOSHUA GAGNON	81694	9/21/2022	\$12.00	FINANCIAL SERVICES
		TOTAL	\$12.00	
	6865	9/2/2022	\$930.19	ACCRUED SALARIES
		TOTAL	\$930.19	
KELLY GREENBERG	81711	9/21/2022	\$600.00	BMP REBATES
		TOTAL	\$600.00	
KENNEDY JENKS CONSULTANTS	000007415	9/7/2022	\$13,014.01	PROJECT: WELL PUMP/MOTOR STANDARDIZATIO
		TOTAL	\$13,014.01	
KYLE JIVIDEN	6867	9/14/2022	\$1,244.03	ACCRUED SALARIES
		TOTAL	\$1,244.03	
	81620	9/15/2022	\$140.00	OTHER TRAINING
		TOTAL	\$140.00	
LES SCHWAB TIRE CENTER MADISON	81550	9/1/2022	\$359.82	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$359.82	
	81580	9/7/2022	\$1,755.65	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,755.65	
	81681	9/21/2022	\$1,586.07	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,586.07	
LIFEGUARD FIRST AID	000007461	9/20/2022	\$69.82	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$69.82	
LOEWEN PUMP MAINTENANCE	000007410	9/7/2022	\$3,950.00	PROJECT: WELL 35-ULYSSES/MER PUMP REPA
			\$8,600.00	PROJECT: WELL 41 - PUMP STATION IMPROVE
		TOTAL	\$12,550.00	
	000007430	9/15/2022	\$9,240.00	PROJECT: WELL 66 - DISCHARGE PIPING MOD
		TOTAL	\$9,240.00	
MARIO HERNANDEZ	81709	9/21/2022	\$250.00	UNIFORMS
		TOTAL	\$250.00	
MARY CUMMINS	81713	9/21/2022	\$500.00	BMP REBATES
		TOTAL	\$500.00	
MICHAEL PHILLIPS LANDSCAPE CORP	000007451	9/20/2022	\$5,930.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
			\$2,060.00	CONTRACT SERVICES
		TOTAL	\$7,990.00	
MISCOWATER	81634	9/15/2022	\$1,371.48	OPERATING SUPPLIES
		TOTAL	\$1,371.48	
MONICA VAZQUEZ	81633	9/15/2022	\$173.00	TRAVEL CONFERENCES
		TOTAL	\$173.00	
NEW RESOURCES GROUP INC	81568	9/1/2022	\$410.67	OPERATING SUPPLIES
		TOTAL	\$410.67	
NINJIO LLC	81597	9/7/2022	\$134.46	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$134.46	
OFFICE DEPOT INC	81551	9/1/2022	\$471.99	OFFICE SUPPLIES
		TOTAL	\$471.99	
	81581	9/7/2022	\$605.15	OFFICE SUPPLIES
		TOTAL	\$605.15	
	81682	9/21/2022	\$227.52	OFFICE SUPPLIES
		TOTAL	\$227.52	
ONE STOP TRUCK SHOP	000007431	9/15/2022	\$598.31	VEHICLE MAINTENANCE SERVICES

AP Warrant List From: 9/1/2022 To: 9/30/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
			\$344.75	VEHICLE MAINTENANCE SUPPLIES
		TOTAL	\$943.06	
PACE SUPPLY CORP	000007401	9/1/2022	\$5,791.52	OPERATING SUPPLIES
		TOTAL	\$5,791.52	
	000007413	9/7/2022	\$7,664.08	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
			\$2,196.17	OPERATING SUPPLIES
		TOTAL	\$9,860.25	
	000007439	9/15/2022	\$783.00	PROJECT: MCCLELLAN BLDG 251 - MAIN REPL
			\$117,929.79	PROJECT: WATT MAIN EXTENSIION
		TOTAL	\$118,712.79	
000007456	9/20/2022	\$42,156.11	PROJECT: WATT MAIN EXTENSIION	
	TOTAL	\$42,156.11		
PAPE MACHINERY	81690	9/21/2022	\$639.78	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$639.78	
PEOPLEREDY	81564	9/1/2022	\$5,332.80	TEMPORARY HELP
		TOTAL	\$5,332.80	
	81592	9/7/2022	\$2,666.40	TEMPORARY HELP
		TOTAL	\$2,666.40	
	81624	9/15/2022	\$2,133.12	TEMPORARY HELP
		TOTAL	\$2,133.12	
	81699	9/21/2022	\$2,666.40	TEMPORARY HELP
		TOTAL	\$2,666.40	
PERS 457 PLAN	ACH- PR09092022P	9/9/2022	\$3,708.46	ACCRUED DEFERRED COMPENSATION, PERS
		TOTAL	\$3,708.46	
	ACH- PR09232022P	9/23/2022	\$3,708.46	ACCRUED DEFERRED COMPENSATION, PERS
		TOTAL	\$3,708.46	
PERS HEALTH	0077999	9/12/2022	\$1,676.99	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$1,676.99	
	0078000	9/12/2022	\$108,282.58	EMPLOYEE BENEFIT - MEDICAL INSURANCE
		TOTAL	\$108,282.58	
PERS PENSION	0078277	9/9/2022	\$35,836.80	EMPLOYEE BENEFIT - PENSION CONTRIBUTION
			\$8,158.57	EE PENSION CONTRIBUTION - TIER 2
		TOTAL	\$43,995.37	
	0078278	9/23/2022	\$36,247.23	EMPLOYEE BENEFIT - PENSION CONTRIBUTION
			\$8,135.30	EE PENSION CONTRIBUTION - TIER 2
TOTAL	\$44,382.53			
PEST PROS	81595	9/7/2022	\$107.35	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$107.35	
	81701	9/21/2022	\$96.05	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$96.05	
PETERSON BRUSTAD INC	81561	9/1/2022	\$32,334.02	PROJECT: CAPEHART TANK CONDITION ASSMNT
		TOTAL	\$32,334.02	
PFM ASSET MANAGEMENT LLC	000007399	9/1/2022	\$3,998.93	FINANCIAL SERVICES
		TOTAL	\$3,998.93	
PG&E	81683	9/21/2022	\$68.70	UTILITIES
		TOTAL	\$68.70	
PITNEY BOWES EASY PERMIT POSTAGE	81582	9/7/2022	\$168.95	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$168.95	
PITNEY BOWES POSTAGE	000007452	9/20/2022	\$5,000.00	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$5,000.00	

AP Warrant List From: 9/1/2022 To: 9/30/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
PLACER WATERWORKS INC	000007423	9/12/2022	\$6,222.57	PROJECT: CONSTRUCTION HYDRANT METERS 11
		TOTAL	\$6,222.57	
	000007432	9/15/2022	\$39.96	OPERATING SUPPLIES
		TOTAL	\$39.96	
PSOMAS	000007435	9/15/2022	\$9,703.97	PROJECT: PRO ACQU-WALERGA/ANTELOPE-PHAM
		TOTAL	\$9,703.97	
RAMOS ENVIRONMENTAL SERVICES	81607	9/15/2022	\$563.91	HAZARDOUS WASTE DISPOSAL
		TOTAL	\$563.91	
RAMOS OIL COMPANY	81573	9/1/2022	\$3,848.16	OPERATING SUPPLIES
		TOTAL	\$3,848.16	
RAUL PALOMAR	6868	9/14/2022	\$355.92	ACCRUED SALARIES
		TOTAL	\$355.92	
RAWLES ENGINEERING	81552	9/1/2022	\$13,000.00	PROJECT: VALVE/HYDRANT/SERV REPL
		TOTAL	\$13,000.00	
	81684	9/21/2022	\$28,721.64	PROJECT: VALVE/HYDRANT/SERV REPL
		\$41,518.91	CONSTRUCTION SERVICES	
	TOTAL	\$70,240.55		
RAY MORGAN CO	000007453	9/20/2022	\$90.67	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$90.67	
RESOURCE TELECOM LLC	000007454	9/20/2022	\$652.50	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$652.50	
ROMAN ANDERSON	81590	9/7/2022	\$193.94	OFFICE SUPPLIES
		TOTAL	\$193.94	
S E AHLSTROM INSPECTION	000007418	9/7/2022	\$8,075.00	PROJECT: INTRATIE-W#60 WHITNEY/CONCETTA
		\$475.00	PROJECT: WELL 78 BUTANO - PUMP STATION	
		TOTAL	\$8,550.00	
SACRAMENTO METRO CHAMBER OF COMMERCE	81608	9/15/2022	\$1,000.00	MEMBERSHIP & DUES
		TOTAL	\$1,000.00	
SCOTT BLAKE	81599	9/7/2022	\$227.99	UNIFORMS
		TOTAL	\$227.99	
SECUREWORKS	000007422	9/7/2022	\$51,063.34	PREPAID LICENSES & PERMIT
		TOTAL	\$51,063.34	
SENSUS USA INC	000007407	9/1/2022	\$16,051.42	PREPAID LICENSES & PERMIT
		TOTAL	\$16,051.42	
SHAWN CHANEY	6866	9/13/2022	\$1,587.72	ACCRUED SALARIES
		TOTAL	\$1,587.72	
SHERMAN FORKLIFT	000007405	9/1/2022	\$120.00	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$120.00	
SHRED-IT STERICYCLE	81591	9/7/2022	\$1,029.91	CONTRACT SERVICES
		TOTAL	\$1,029.91	
SIERRA CHEMICAL COMPANY	000007396	9/1/2022	\$22,062.22	HFA, CHEMICAL & DELIVERY
		TOTAL	\$22,062.22	
	000007433	9/15/2022	\$1,670.00	HFA, CHEMICAL & DELIVERY
		\$26,173.80	HYPO, CHEMICAL & DELIVERY	
	TOTAL	\$27,843.80		
SMUD	81602	9/9/2022	\$130,030.80	ELECTRICAL CHARGES
		TOTAL	\$130,030.80	
	81685	9/21/2022	\$200,980.52	ELECTRICAL CHARGES
		TOTAL	\$200,980.52	
STATE OF CA DEPT OF INDUSTRIAL	81695	9/21/2022	\$225.00	BUILDING SERVICE EXPENSE - OFFICE & YARD

AP Warrant List From: 9/1/2022 To: 9/30/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
RELATIONS		TOTAL	\$225.00	
SUBURBAN PROPANE	81616	9/15/2022	\$7,596.42	OPERATING SUPPLIES
		TOTAL	\$7,596.42	
TEE JANITORIAL & MAINTENANCE	81626	9/15/2022	\$4,108.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$4,108.00	
TELSTAR INSTRUMENTS	81623	9/15/2022	\$4,384.20	CONTRACT SERVICES
		TOTAL	\$4,384.20	
	81698	9/21/2022	\$3,376.80	CONTRACT SERVICES
		TOTAL	\$3,376.80	
TESCO	81609	9/15/2022	\$6,944.59	CONTRACT SERVICES
		TOTAL	\$6,944.59	
TINA LYNN DESIGN	000007414	9/7/2022	\$420.00	CONTRACT SERVICES
		TOTAL	\$420.00	
	000007440	9/15/2022	\$265.00	CONTRACT SERVICES
		TOTAL	\$265.00	
	000007458	9/20/2022	\$312.00	PRINTING
		TOTAL	\$312.00	
TRAFFIC MANAGEMENT GROUP INC (TMI)	81618	9/15/2022	\$5,733.00	CONSTRUCTION SERVICES
		TOTAL	\$5,733.00	
ULINE SHIPPING SUPPLY SPECIALISTS	81557	9/1/2022	\$234.86	OPERATING SUPPLIES
		TOTAL	\$234.86	
	81588	9/7/2022	\$234.38	OPERATING SUPPLIES
		TOTAL	\$234.38	
UNDERGROUND SERVICE ALERT	81584	9/7/2022	\$18,568.99	PREPAID MEMBERSHIP & DUES
		TOTAL	\$18,568.99	
UNUM	81572	9/1/2022	\$4,596.59	EMPLOYEE BENEFIT - LIFE INSURANCE
		TOTAL	\$4,596.59	
	81708	9/21/2022	\$4,690.80	EMPLOYEE BENEFIT - LIFE INSURANCE
		TOTAL	\$4,690.80	
US BANK CORPORATE PAYMENT SYSTEM	81614	9/15/2022	\$9,030.54	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$9,030.54	
USA BLUEBOOK	81615	9/15/2022	\$2,632.86	OPERATING SUPPLIES
		TOTAL	\$2,632.86	
	81693	9/21/2022	\$2,827.32	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
		TOTAL	\$2,827.32	
USA REPLACEMENT AUTO GLASS CO	81696	9/21/2022	\$345.89	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$345.89	
VALIC AIG	ACH-PR09092022V	9/9/2022	\$4,425.00	ACCRUED DEFERRED COMPENSATION, VALIC
		TOTAL	\$4,425.00	
	ACH-PR09232022V	9/23/2022	\$4,425.00	ACCRUED DEFERRED COMPENSATION, VALIC
		TOTAL	\$4,425.00	
VALLEY REDWOOD & YARD SUPPLY	81586	9/7/2022	\$29.09	OPERATING SUPPLIES
		TOTAL	\$29.09	
VERIZON WIRELESS DALLAS TX	81585	9/7/2022	\$3,137.39	COMMUNICATION
		TOTAL	\$3,137.39	
	81610	9/15/2022	\$2,656.76	COMMUNICATION
		TOTAL	\$2,656.76	
WALNUT INDUSTRIAL CENTER LLC	81710	9/21/2022	\$2,000.00	H&D WALNUT PARKING LOT LEASE
		TOTAL	\$2,000.00	
WASTE MANAGEMENT	000007397	9/1/2022	\$220.56	BUILDING SERVICE EXPENSE - OFFICE & YARD

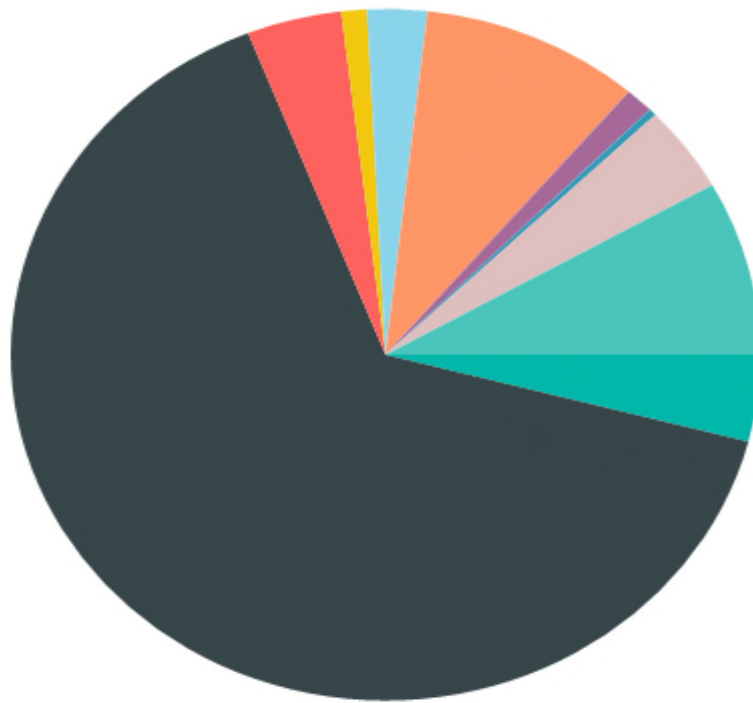
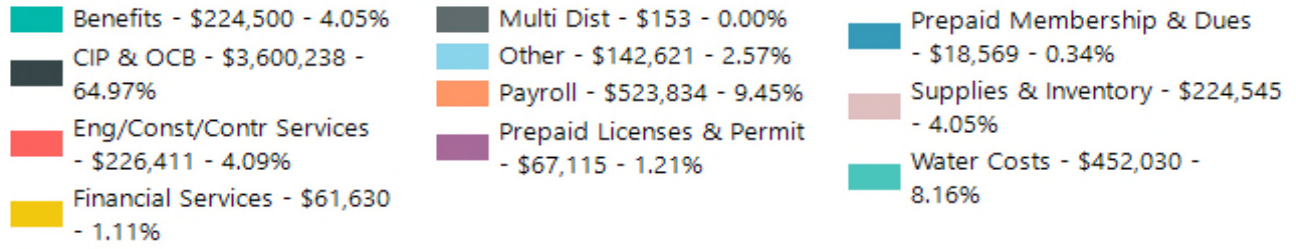
AP Warrant List From: 9/1/2022 To: 9/30/2022

Attachment 1

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$220.56	
	000007455	9/20/2022	\$220.56	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$220.56	
WATERWISE CONSULTING, INC.	000007443	9/15/2022	\$5,830.00	CONTRACT SERVICES
		TOTAL	\$5,830.00	
WES MCCORMICK	81712	9/21/2022	\$455.22	BMP REBATES
		TOTAL	\$455.22	
WEST YOST & ASSOCIATES	000007398	9/1/2022	\$305.25	PROJECT: Q STREET MAIN REPLACMENT
			\$305.25	PROJECT: WATT MAIN EXTENSIION
		TOTAL	\$610.50	
	000007434	9/15/2022	\$57,799.50	PROJECT: WELL 80 WALNUT/AUBURN
			\$14,055.12	PROJECT: WELL 84 ANTELOPE/DON JULIO
			\$562.50	PROJECT: WELL# N32A-C - WELLS BLENDING
			\$39,447.75	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
			\$18,366.00	CONSULTING SERVICES
		TOTAL	\$130,230.87	
WESTAMERICA BANK ANALYSIS FEES	0078102	9/20/2022	\$7,019.98	FINANCIAL SERVICES
		TOTAL	\$7,019.98	
WESTAMERICA CARD PROCESSING STMT	0078103	9/20/2022	\$28,303.93	FINANCIAL SERVICES
		TOTAL	\$28,303.93	
WEX	000007408	9/1/2022	\$16,480.77	OPERATING SUPPLIES
		TOTAL	\$16,480.77	
WHITE CAP	81571	9/1/2022	\$1,269.83	OPERATING SUPPLIES
		TOTAL	\$1,269.83	
WOLF CONSULTING	000007420	9/7/2022	\$1,800.00	CONSULTING SERVICES
		TOTAL	\$1,800.00	
WOOD RODGERS ENGINEERING	81555	9/1/2022	\$899.00	PROJECT: MARCONI BLDG ELECTRICAL UPGRAD
		TOTAL	\$899.00	
WORLDPAY INTEGRATED PAYMENTS	0078101	9/20/2022	\$907.66	FINANCIAL SERVICES
		TOTAL	\$907.66	
ZORO	81567	9/1/2022	\$506.59	OPERATING SUPPLIES
		TOTAL	\$506.59	
	81596	9/7/2022	\$96.78	OPERATING SUPPLIES
		TOTAL	\$96.78	
GRAND TOTAL			\$5,541,646.41	

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
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AP Warrant List Summary Chart



**Credit Card Expenditures
September 2022**

**Sacramento Suburban Water District
US Bank Purchasing Card Program
CalCard Expenditures
September 2002**

Vendor Name	Description	Amount	Proj/GLAcct
US SAWS	WAREHOUSE SUPPLIES	\$1,184.02	05-52101
HARBOR FREIGHT	WAREHOUSE SUPPLIES	\$77.82	05-52101
COSTCO	WAREHOUSE SUPPLIES	\$81.85	05-52101
HOME DEPOT	WAREHOUSE SUPPLIES	\$636.16	05-52101
CA TOXIC MAIN/US EPA FEE	HAZARDOUS WASTE MANIFEST FEE	\$37.50	14-54509
SACRAMENTO COUNTY	WELL N20 PERMIT	\$571.80	14-54509
TARGET	CARDS	\$85.27	05-52101
EZ STREET ASPHALT	WAREHOUSE SUPPLIES	\$1,344.00	05-52101
ROUND TABLE	BUDGET PREP WORKSHOP LUNCH	\$231.43	03-56000
HOLIDAY INN EXPRESS	TRAINING-HANNAH DUNRUD	\$180.32	05-55001
HOLIDAY INN EXPRESS	TRAINING-MONICA VAZQUEZ	\$180.32	05-55001
SACRAMENTO COUNTY	WELL 20 PERMIT	\$182.08	14-54509
US BANK	MONTHLY CALCARD STATEMENT DATED 08/22/22		
AWWA EVENTS REGISTRATION	VICKI SPRAGUE REGISTRATION FOR INNOVATIONS CONFERENCE	\$490.00	13-55001
SOUTHWEST	VICKI SPRAGUE FLIGHT TO CONFERENCE	\$112.95	13-55001
SOUTH POINT HOTEL	VICKI SPRAGUE HOTEL FOR	\$111.87	13-55001
RALEY'S	ALL STAFF MEETING - COMMUNICATIONS - REFRESHMENTS	\$24.10	02-51403
NOAH'S BAGELS	ALL STAFF MEETING - COMMUNICATIONS - REFRESHMENTS	\$107.97	02-51403
WIENHOFF DRUG TESTING	DOT SUPERVISOR TRAINING FOR MARKCUS S.	\$50.00	17-51407
CYBERSOURCE	CPS CLASS & COMP TRAINING FOR SUSAN S.	\$284.00	17-51407
CYBERSOURCE	CPS CLASS & COMP TRAINING FOR MARKCUS S.	\$284.00	17-51407
CYBERSOURCE	CPS FUNDAMENTALS HR TRAINING FOR MARKCUS S.	\$284.00	17-51407
CYBERSOURCE	CPS FUNDAMENTALS HR TRAINING FOR SUSAN S.	\$284.00	17-51407
CYBERSOURCE	CPS JOB ANALYSIS TRAINING FOR MARKCUS S.	\$184.00	17-51407
CYBERSOURCE	CPS JOB ANALYSIS TRAINING FOR SUSAN S.	\$184.00	17-51407
CYBERSOURCE	CPS RECRUITMENT TRAINING FOR MARKCUS S.	\$184.00	17-51407
CYBERSOURCE	CPS EE RELATIONS TRAINING FOR MARKCUS S.	\$184.00	17-51407
ZIPRECRUITER	ZIPRECRUITER - DO I/II JOB POSTING	\$336.00	17-51402
I FIX APPLIANCE REPAIR	REPAIR FOR WALNUT DISHWASHER	\$89.99	12-54008
MOTION AND FLOW CONTROL PRODUCTS	REPLACEMENT PART FOR VAC TRAILER 131 HOSE REEL	\$64.06	12-54004
EXPRESS-ALLIANCE	ASSET TAGS FOR ELECTRONIC EQUIPMENT	\$459.03	18-52101
MISAC	RENEW MEMBERSHIP FOR IT DEPT AND JEFF OTT TO MISAC	\$520.00	18-52501
	Totals:	\$9,030.54	

**Investment Activity
September 2022**



Managed Account Security Transactions & Interest

For the Month Ending **September 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									
INTEREST										
09/01/22	09/01/22	MONEY MARKET FUND	MONEY0002	0.00	0.00	982.85	982.85			
09/01/22	09/25/22	FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	0.00	701.71	701.71			
09/01/22	09/25/22	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	1,322.53	0.00	2.31	2.31			
09/01/22	09/25/22	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	5,600.16	0.00	14.95	14.95			
09/04/22	09/04/22	FEDERAL HOME LOAN BANK NOTES DTD 09/11/2020 0.375% 09/04/2025	3130AK5E2	200,000.00	0.00	375.00	375.00			
09/08/22	09/08/22	FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	850,000.00	0.00	1,062.50	1,062.50			
09/10/22	09/10/22	JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 09/10/2021 0.625% 09/10/2024	24422EVU0	90,000.00	0.00	281.25	281.25			
09/15/22	09/15/22	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	145,000.00	0.00	62.83	62.83			
09/15/22	09/15/22	MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	195,000.00	0.00	65.00	65.00			
09/15/22	09/15/22	NY ST URBAN DEV CORP TXBL REV BONDS DTD 12/23/2020 0.870% 03/15/2025	650036DT0	425,000.00	0.00	1,848.75	1,848.75			
09/15/22	09/15/22	NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	410,000.00	0.00	112.75	112.75			
09/15/22	09/15/22	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	132,624.83	0.00	55.26	55.26			
09/15/22	09/15/22	TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	450,000.00	0.00	97.50	97.50			
09/15/22	09/15/22	BERKSHIRE HATHAWAY CORP NOTES (CALLABLE) DTD 03/15/2022 2.300% 03/15/2027	084664CZ2	625,000.00	0.00	7,187.50	7,187.50			
09/15/22	09/15/22	DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	250,000.00	0.00	120.83	120.83			
09/15/22	09/15/22	COMET 2021-A1 A1 DTD 07/22/2021 0.550% 07/15/2026	14041NFW6	415,000.00	0.00	190.21	190.21			



Managed Account Security Transactions & Interest

For the Month Ending **September 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									
INTEREST										
09/15/22	09/15/22	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	60,966.04	0.00	17.27	17.27			
09/15/22	09/15/22	HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	100,000.00	0.00	61.67	61.67			
09/15/22	09/15/22	CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1	300,000.00	0.00	992.50	992.50			
09/15/22	09/15/22	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	275,000.00	0.00	126.04	126.04			
09/15/22	09/15/22	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	95,000.00	0.00	30.08	30.08			
09/15/22	09/15/22	COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	130,000.00	0.00	83.42	83.42			
09/16/22	09/16/22	GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	170,000.00	0.00	68.00	68.00			
09/16/22	09/16/22	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	110,000.00	0.00	62.33	62.33			
09/16/22	09/16/22	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	108,117.07	0.00	34.24	34.24			
09/18/22	09/18/22	CHARLES SCHWAB CORP NOTES (CALLABLE) DTD 03/18/2021 0.750% 03/18/2024	808513BN4	135,000.00	0.00	506.25	506.25			
09/20/22	09/20/22	GMALT 2021-2 A4 DTD 05/26/2021 0.410% 05/20/2025	380144AD7	50,000.00	0.00	17.08	17.08			
09/20/22	09/20/22	VWALT 2020-A A4 DTD 12/03/2020 0.450% 07/21/2025	92868VAD1	265,000.00	0.00	99.38	99.38			
09/20/22	09/20/22	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	80,705.87	0.00	124.42	124.42			
09/20/22	09/20/22	VWALT 2022-A A4 DTD 06/14/2022 3.650% 01/20/2027	92868AAD7	145,000.00	0.00	441.04	441.04			
09/21/22	09/21/22	HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	130,000.00	0.00	95.33	95.33			
09/23/22	09/23/22	FREDDIE MAC NOTES DTD 09/25/2020 0.375% 09/23/2025	3137EAEX3	450,000.00	0.00	843.75	843.75			



Managed Account Security Transactions & Interest

For the Month Ending **September 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									
INTEREST										
09/23/22	09/23/22	INTER-AMERICAN DEVEL BK NOTES DTD 09/23/2021 0.500% 09/23/2024	4581X0DZ8	440,000.00	0.00	1,100.00	1,100.00			
09/25/22	09/25/22	BMWLT 2021-2 A4 DTD 09/15/2021 0.430% 01/27/2025	09690AAD5	370,000.00	0.00	132.58	132.58			
Transaction Type Sub-Total				7,884,336.50	0.00	17,996.58	17,996.58			
PAYDOWNS										
09/01/22	09/25/22	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	85.81	85.81	0.00	85.81	0.00	0.00	
09/01/22	09/25/22	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	15.19	15.19	0.00	15.19	0.00	0.00	
09/15/22	09/15/22	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	3,552.43	3,552.43	0.00	3,552.43	0.70	0.00	
09/15/22	09/15/22	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	8,589.67	8,589.67	0.00	8,589.67	1.89	0.00	
09/16/22	09/16/22	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	7,465.02	7,465.02	0.00	7,465.02	1.59	0.00	
09/20/22	09/20/22	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	13,292.14	13,292.14	0.00	13,292.14	1.56	0.00	
Transaction Type Sub-Total				33,000.26	33,000.26	0.00	33,000.26	5.74	0.00	
Managed Account Sub-Total					33,000.26	17,996.58	50,996.84	5.74	0.00	
Total Security Transactions					\$33,000.26	\$17,996.58	\$50,996.84	\$5.74	\$0.00	

**Outstanding Investments
September 2022**



Managed Account Detail of Securities Held

For the Month Ending **September 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
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	25,000.00	AA+	Aaa	01/07/19	01/10/19	24,639.65	2.51	134.26	24,977.40	24,917.97
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,375,000.00	AA+	Aaa	01/30/19	01/31/19	1,353,193.36	2.55	7,384.08	1,373,612.30	1,370,488.35
US TREASURY NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	300,000.00	AA+	Aaa	06/03/19	06/07/19	297,644.53	1.83	1,638.32	299,607.96	295,125.00
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	650,000.00	AA+	Aaa	07/01/19	07/03/19	645,708.98	1.78	4,420.18	648,927.92	631,617.22
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	2,050,000.00	AA+	Aaa	10/02/19	10/04/19	2,061,771.48	1.48	13,940.55	2,053,124.82	1,992,023.54
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	375,000.00	AA+	Aaa	02/03/20	02/07/20	385,180.66	1.36	1,895.38	379,046.89	360,527.33
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	475,000.00	AA+	Aaa	03/02/20	03/06/20	498,137.70	0.85	2,400.81	484,360.72	456,667.94
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	650,000.00	AA+	Aaa	11/01/19	11/06/19	663,152.34	1.55	3,285.33	654,941.81	624,914.03
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	925,000.00	AA+	Aaa	01/02/20	01/07/20	938,622.07	1.66	4,675.27	930,312.27	889,300.73
US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	1,925,000.00	AA+	Aaa	12/02/19	12/05/19	1,953,875.00	1.66	9,729.62	1,936,037.90	1,850,706.94
US TREASURY NOTES DTD 12/31/2019 1.750% 12/31/2024	912828YY0	550,000.00	AA+	Aaa	08/05/20	08/07/20	587,855.47	0.18	2,432.40	569,363.53	520,953.13
US TREASURY NOTES DTD 12/31/2019 1.750% 12/31/2024	912828YY0	975,000.00	AA+	Aaa	06/03/20	06/05/20	1,036,356.45	0.36	4,311.99	1,005,200.60	923,507.81
US TREASURY NOTES DTD 12/31/2019 1.750% 12/31/2024	912828YY0	1,000,000.00	AA+	Aaa	07/01/20	07/06/20	1,065,312.50	0.28	4,422.55	1,032,755.87	947,187.50
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	94.77	98,576.15	88,421.88



Managed Account Detail of Securities Held

For the Month Ending **September 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
U.S. Treasury Bond / Note											
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	236.92	247,047.50	221,054.70
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	473.84	493,084.36	442,109.40
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	900.30	929,716.65	840,007.86
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	1,255.44	391,909.05	354,250.00
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	2,353.94	722,279.82	664,218.75
US TREASURY N/B NOTES DTD 07/31/2021 0.625% 07/31/2026	91282CCP4	225,000.00	AA+	Aaa	07/05/22	07/08/22	205,971.68	2.84	236.92	207,061.58	196,839.86
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	368.55	319,950.42	306,195.33
US TREASURY N/B NOTES DTD 07/31/2021 0.625% 07/31/2026	91282CCP4	450,000.00	AA+	Aaa	08/01/22	08/04/22	414,281.25	2.74	473.85	415,703.14	393,679.71
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	710.77	618,962.82	590,519.57
US TREASURY N/B NOTES DTD 07/31/2021 0.625% 07/31/2026	91282CCP4	925,000.00	AA+	Aaa	08/08/22	08/15/22	842,328.13	3.04	974.02	845,015.25	809,230.51
Security Type Sub-Total		16,850,000.00					16,771,241.22	1.59	68,750.06	16,681,576.73	15,794,465.06
Supra-National Agency Bond / Note											
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	176.09	314,820.46	308,383.11
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	529.17	599,506.38	572,982.00
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	48.89	439,785.21	408,471.80



Managed Account Detail of Securities Held

For the Month Ending **September 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
Supra-National Agency Bond / Note											
Security Type Sub-Total		1,355,000.00					1,352,732.35	0.36	754.15	1,354,112.05	1,289,836.91
Municipal Bond / Note											
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	313.86	85,000.00	83,032.25
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	350.17	100,000.00	95,998.00
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	234.00	200,000.00	186,520.00
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	164.33	425,000.00	390,111.75
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	333.58	100,000.00	90,561.00
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	235.87	75,304.39	68,080.50
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	330.22	105,399.62	95,312.70
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	629.00	200,000.00	181,548.00
MN ST TXBL GO BONDS DTD 08/25/2020 0.630% 08/01/2025	60412AVJ9	130,000.00	AAA	Aaa	08/11/20	08/25/20	130,000.00	0.63	136.50	130,000.00	117,013.00
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	225.46	175,000.00	156,898.00
CA ST UNIV TXBL REV BONDS DTD 07/29/2021 0.862% 11/01/2025	13077DQD7	115,000.00	AA-	Aa2	07/09/21	07/29/21	115,000.00	0.86	413.04	115,000.00	101,812.95
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	235.58	90,000.00	80,276.40



Managed Account Detail of Securities Held

For the Month Ending **September 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
Security Type Sub-Total		1,800,000.00					1,801,226.40	1.00	3,601.61	1,800,704.01	1,647,164.55

Federal Agency Commercial Mortgage-Backed Security

FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	5,584.97	AA+	Aaa	12/07/18	12/17/18	5,584.95	3.20	14.91	5,584.97	5,506.56
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	1,236.72	AA+	Aaa	11/20/19	11/26/19	1,236.69	2.09	2.16	1,236.71	1,236.72
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	281,301.35	266,697.09
Security Type Sub-Total		281,821.69					295,442.73	1.98	718.78	288,123.03	273,440.37

Federal Agency Bond / Note

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	308.33	1,199,635.48	1,158,930.00
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	58.30	365,020.74	351,813.65
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	77.46	484,950.19	467,478.40
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	237.76	414,462.81	397,823.15
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	453.13	449,851.82	430,807.95
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	344.44	399,824.58	382,050.40
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	325.00	399,844.85	381,473.20
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	1,043.75	448,866.87	408,914.55
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	1,242.19	449,525.32	409,917.60



Managed Account Detail of Securities Held

For the Month Ending **September 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
Federal Agency Bond / Note											
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	364.58	498,602.11	448,265.00
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	168.75	448,777.27	401,963.85
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	56.25	199,647.39	178,528.40
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	37.50	449,192.05	400,870.80
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	900.00	448,997.66	400,682.70
Security Type Sub-Total		6,665,000.00					6,649,557.15	0.38	5,617.44	6,657,199.14	6,219,519.65
Corporate Note											
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	190.00	99,960.42	96,153.60
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	2,512.22	380,684.03	373,665.78
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	36.56	134,967.11	127,764.00
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	785.76	364,795.82	342,400.66
MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDQ6	375,000.00	A-	A1	07/19/19	07/23/19	396,483.75	2.59	6,135.42	382,103.70	368,644.88
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	616.81	354,721.46	332,986.10



Managed Account Detail of Securities Held

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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
Corporate Note											
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	2,350.00	374,347.10	360,323.25
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	3,328.65	380,594.03	367,338.75
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	1,666.67	400,236.77	383,049.60
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	122.78	169,943.21	157,792.13
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	602.78	399,373.20	378,054.40
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	32.81	89,962.10	83,393.01
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	1,373.75	150,287.49	142,903.35
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	351.56	124,955.40	115,829.50
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	2,800.00	199,731.61	192,899.60
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	480.38	34,949.03	33,369.42
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	3,882.08	291,710.91	261,820.08
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	1,205.58	84,983.88	82,323.86



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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
Corporate Note											
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	7,360.00	627,968.40	580,068.60
JPMORGAN CHASE & CO (CALLABLE) CORP NOTE DTD 06/01/2021 0.824% 06/01/2025	46647PCH7	395,000.00	A-	A1	05/24/21	06/01/21	395,000.00	0.82	1,084.93	395,000.00	365,591.07
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	3,647.78	335,000.00	322,854.24
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	915.69	64,984.76	62,648.76
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	1,248.09	124,891.33	122,236.13
IBM CORP CORPORATE NOTES DTD 07/27/2022 4.000% 07/27/2025	459200KS9	300,000.00	A-	A3	07/20/22	07/27/22	300,000.00	4.00	2,133.33	300,000.00	293,773.50
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	1,776.04	297,344.72	266,314.68
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	1,411.94	324,589.69	286,677.95
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	1,332.50	325,292.00	285,269.08
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	611.56	189,671.10	166,497.76
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	1,214.58	326,039.93	287,534.65



Managed Account Detail of Securities Held

For the Month Ending **September 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
Corporate Note											
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	2,189.69	324,591.29	283,418.53
JPMORGAN CHASE & CO NOTES (CALLABLE) DTD 11/19/2020 1.045% 11/19/2026	46647PBT2	250,000.00	A-	A1	11/24/21	11/29/21	242,655.00	1.66	957.92	243,892.65	216,053.25
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	1,273.82	323,593.99	286,941.20
TARGET CORP CORP NOTES (CALLABLE) 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	247.00	59,912.03	53,782.08
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	638.89	614,547.78	569,075.63
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	3,644.67	297,479.92	285,681.90
Security Type Sub-Total		9,535,000.00					9,655,736.15	1.99	60,162.24	9,593,106.86	8,935,130.98
Certificate of Deposit											
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	2,742.67	400,000.00	398,938.00
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	973.50	300,000.00	294,867.30
Security Type Sub-Total		700,000.00					700,000.00	1.42	3,716.17	700,000.00	693,805.30
Asset-Backed Security											
VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	67,413.73	AAA	Aaa	01/21/20	01/29/20	67,405.84	1.85	38.11	67,410.55	67,076.38



Managed Account Detail of Securities Held

For the Month Ending **September 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
Asset-Backed Security											
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	194,990.75	188,343.05
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	369,990.34	349,966.68
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	49,997.22	47,934.71
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	264,966.82	259,126.20
CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	124,035.16	AAA	NR	10/14/20	10/21/20	124,007.86	0.50	27.56	124,018.88	120,849.61
GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	100,652.05	AAA	NR	10/06/20	10/14/20	100,630.54	0.38	15.94	100,639.26	98,197.87
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	94,993.26	91,704.52
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	409,995.12	392,681.89
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	449,965.75	430,998.48
CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	57,413.61	AAA	NR	01/20/21	01/27/21	57,402.27	0.34	8.68	57,406.16	55,472.08
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	129,978.21	123,209.29
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	144,978.11	140,389.67
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	99,982.01	94,437.06
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	274,965.67	261,940.09



Managed Account Detail of Securities Held

For the Month Ending **September 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
Asset-Backed Security											
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	169,992.05	162,215.22
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	414,987.22	386,763.32
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	129,998.01	122,874.48
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	249,957.37	231,447.03
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	109,997.74	103,769.64
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	161.72	144,974.75	142,409.63
CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1	300,000.00	AAA	NR	07/12/22	07/20/22	299,992.92	3.97	529.33	299,993.22	295,470.09
Security Type Sub-Total		4,354,514.55					4,354,047.02	0.86	1,454.34	4,354,178.47	4,167,276.99
Managed Account Sub-Total		41,541,336.24					41,579,983.02	1.35	144,774.79	41,429,000.29	39,020,639.81
Securities Sub-Total		\$41,541,336.24					\$41,579,983.02	1.35%	\$144,774.79	\$41,429,000.29	\$39,020,639.81
Accrued Interest											\$144,774.79
Total Investments											\$39,165,414.60



SACRAMENTO SUBURBAN WAT
ACCOUNT NUMBER:

September 1, 2022 to September 30, 2022

ASSET DETAIL

Security Description

	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
Cash & Equivalents								
Cash/Money Market								
First American Government - 31846V203 Oblig Fd Cl Y #3763	1,578,413.570	1.0000	1,578,413.57	1,578,413.57	0.00	3.9	38,876.64	2.46
Total Cash/Money Market			\$1,578,413.57	\$1,578,413.57	\$0.00	3.9	\$38,876.64	
Total Cash & Equivalents			\$1,578,413.57	\$1,578,413.57	\$0.00	3.9	\$38,876.64	

California State Treasurer *Fiona Ma, CPA*



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

October 03, 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:

September 2022 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	7,770,133.26
Total Withdrawal:	0.00	Ending Balance:	7,770,133.26

**Directors Compensation and Expense Accounting
Third Quarter, September 30, 2022**

Sacramento Suburban Water District
Board of Directors Meetings Attended (1)
Pay Rate per Diem is \$100.00
3rd Quarter 2022 (July - September)

Director Thomas:

08/01/2022 Del Paso Manor Water District Board Meeting
08/05/2022 Webinar – State Drinking Water
08/08/2022 Del Paso Manor 2X2 Meeting
08/10/2022 ACWA Water Efficiency Subcommittee
08/15/2022 SSWD Regular Board Meeting
08/24/2022 Hydropower Webinar
09/06/2022 Del Paso Manor 2X2 Meeting
09/08/2022 Discussion on Surface/Groundwater in Sacramento
09/09/2022 Safer Advisory Group Meeting
09/14/2022 Meeting with Dan York
09/19/2022 SSWD Regular Board Meeting
09/20/2022 Del Paso Manor 2X2 Meeting
09/21/2022 Aerojet CAG
09/26/2022 SSWD Special Board Meeting
09/28/2022 RW Executive Committee Meeting
09/29/2022 RWA Board Meeting

Director Jones:

None Submitted: Verbal Report

Director Boatwright:

07/07/2022 RWA Regular Board Meeting
07/18/2022 SSWD Regular Board Meeting
07/20/2022 Carmichael 2X2 Meeting
07/27/2022 RWA Executive Committee Meeting

08/02/2022 Meeting with Director Wichert – CIP Policy
08/08/2022 Del Paso Manor 2X2 Meeting
08/09/2022 Meeting with Dan York
08/11/2022 SGA Meeting
08/15/2022 SSWD Regular Board Meeting
08/16/2022 Carmichael Water District Board Meeting
08/24/2022 RWA Executive Committee Meeting
08/30/2022 Conference Call Wichert and GM York CIP Policy

Director Locke:

07/05/2022 Del Paso Manor Water District Board Meeting
07/06/2022 Meeting with President Nelson – SGA SCGA Merger
07/09/2022 Meeting with Director Thomas – Lafco Memo
07/13/2022 Discuss Cooperative Agreement with Legal Council
07/14/2022 Bipartisan Infrastructure Law
07/18/2022 SSWD Regular Board Meeting
07/19/2022 ACWA SGMA Implementation Subcommittee Meeting
07/20/2022 Carmichael 2X2 Meeting
07/26/2022 Communications Plan Review – Pres Nelson
07/27/2022 GRACA Webinar
08/01/2022 Del Paso Manor Water District Board Meeting
08/03/2022 San Juan Water District Board Meeting
08/05/2022 North State Drinking Water Solutions Networking Meeting
08/08/2022 Del Paso Manor 2X2 Meeting
08/10/2022 EPA – Getting the Lead Out: Guidance for Developing
Service Line Inventories and Funding Information on BIL
08/11/2022 SGA Board Meeting
08/15/2022 SSWD Regular Board Meeting
08/24/2022 Workforce Webinar
08/29/2022 Meeting with President Nelson regarding Study
08/31/2022 USEPA Webinar – People are a Utilities most important
Asset
09/08/2022 RWA Meeting
09/09/2022 Safer Advisory Group Meeting
09/12/2022 Meeting with Gm And Carmichael Water District
09/13/2022 Delta Conveyance Project Zoom
09/15/2022 Agenda Review with GM
09/19/2022 SSWD Regular Board Meeting
09/21/2022 Virtual Briefing for Policymakers and Decision Makers on
American River Basin Study
09/26/2022 SSWD Special Board Meeting
09/27/2022 Planning and Prioritizing Capital Improvements
09/28/2022 San Juan Water District Meeting

Director Boatwright (continued):

09/19/2022 SSWD Regular Board Meeting
09/20/2022 Del Paso Manor 2X2 Meeting
09/21/2022 Virtual Meeting – American River Basin
09/25/2022 RWA Watershed Meeting
09/26/2022 SSWD Special Board Meeting
09/28/2022 RW Executive Committee Meeting
09/29/2022 RWA Board Meeting

Director Wichert:

No Pay – Verbal Report

(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
3rd Quarter

Event/Purpose	Jones	Locke	Boatwright	Thomas	Wichert	Total
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
Total	2,639.32	1,188.72	1,024.96	1,168.34	775.00	6,796.34

Directors Expense Report
2022 Year to Date

Event/Purpose	Jones	Locke	Boatwright	Thomas	Wichert	Total
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						-
Total	2,639.32	1,188.72	1,024.96	1,168.34	775.00	6,796.34

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 \$7,500.00.



Agenda Item: 6

Date: October 17, 2022

Subject: Policy Review – Procurement Policy (PL – Fin 005)

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

Recommended Board Action:

Ratify Procurement Policy (PL – Fin 005) without 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 reviewed by the Board and approved with changes on September 21, 2020.

Staff has reviewed the Policy and has no recommended changes.

The Policy was presented at the September 19, 2022, regular Board meeting, and comments were requested by September 26, 2022. No comments from Directors have been received to date.

This Policy update was not reviewed by legal counsel.

Discussion:

Since no comments were received by the deadline, this Policy is being placed as a Consent Item on the October 17, 2022, regular Board meeting agenda.

A clean version of the Policy is attached to this report for reference (Attachment 1).

Attachment:

1 – Procurement Policy (PL – Fin 005)

Sacramento Suburban Water District

Procurement Policy

Adopted: September 20, 2004
Approved without changes on October 17, 2022

100.00 Purpose of the Policy

This document sets forth the policy of the Sacramento Suburban Water District concerning its purchases or procurement of materials (including supplies, inventory and equipment) and trade services. This Policy is adopted in accordance with the provisions of Article 7, Chapter 5, Part 1, Division 2 of Title 5 of the California Government Code (commencing with Section 54201).

The primary purpose of this Policy is to provide guidance for the purchase of materials and trade services with the objective that they will be available at the proper time, in the proper place, in the proper quantity, in the proper quality, and at a competitive price, consistent with the anticipated needs of the District.

When used in this Policy, the term “procurement,” “purchase,” or “purchases” includes the purchase, lease or rental of materials and/or trade services.

When used in this Policy, the term “trade services” means services provided to the District other than those provided by licensed contractors performing construction of public works. Public works construction services are covered under District Policy PL – Eng. 002, “Public Works Contracting Policy.”

200.00 Policy

200.10 Authority

The General Manager of the District has the authority to make purchases, sign contracts and otherwise encumber the District for the acquisition of materials (including supplies, inventory and equipment) or trade services, within the limitations of the adopted annual Budget in accordance with the District’s Budget Policy (PL – Fin 012). Board approval of expenditures is required when amounts exceed the purchasing authority of the General Manager. The General Manager has the authority to appoint one or more designees to act as the District’s purchasing agent and may delegate his/her authority to District staff within established procedures and controls.

All District material or trade services purchases, excepting those made under District Policy PL – Eng. 002, “Public Works Contracting Policy,” will be made in accordance with this Policy.

Purchases from loan and/or grant funds will be approved in accordance with the sponsoring agency's contract or grant procedures, in addition to the requirements of this Policy to the extent they do not conflict with the loaning or granting agency's requirements.

200.20 Purchases of Materials and Trade Services Up To \$100,000

For non-emergency purchases or other encumbrances up to \$100,000 per annum per vendor the General Manager or designee will have the authority to make the purchase without the prior authorization of the Board of Directors and without following the procedures described in Section 200.30 of this Policy. Purchases under this section may be made by negotiation, requests for proposal/qualifications or competitive bid at the General Manager's discretion, provided that the method chosen is reasonable and ensures that the goods or services are procured from a responsible vendor at a price that is fair to the District and its ratepayers. The General Manager has the authority to determine which purchasing process is appropriate.

For emergency purchasing guidance, see Section 200.50.

Irrespective of monetary or other limitations specified in this section, the Board of Directors may, at its discretion, direct the manner in which a specific purchase will be made.

200.30 Purchases of Materials and Trade Services in Excess of \$100,000

Except as otherwise specified herein, all purchases of materials and trade services where the estimated contractual amount is in excess of \$100,000, or the estimated cumulative amount per annum per vendor will exceed \$100,000, will be made by a competitive process in the following manner.

An RFQ or RFP inviting bids for such purchases or trade services will be sent to at least three qualified bidders as determined by the District, at least 10 days prior to the date designated for receipt of responses to the RFQ or RFP. If there are not three qualified bidders, then staff shall prepare a memorandum to the General Manager (and retained in the project file) describing the nature of the work and reason that fewer than three qualified bidders were solicited to provide the materials or services.

For trade services, selection criteria will be established by the District, which may be based solely on qualifications of the candidate(s). The bidder with the highest score in accordance with the scoring criteria stated in the RFP/RFQ shall be selected.

For material purchases, the responsible and responsive bidder providing the lowest cost bid shall be selected.

A written contract will be executed for all such purchases, preferably a contract prepared by the District.

The General Manager may determine and declare a bidder not to be a responsible bidder

upon consideration of the following factors:

- (a) The bidder's record of performance on previous contract(s) or service(s), including the number and dollar amount of change orders;
- (b) The bidder's previous and existing compliance with laws and ordinances relating to the contract or service;
- (c) The bidder's ability, capacity, and skill to perform the work or provide the service required;
- (d) Whether the bidder has the facilities to perform the work or provide the service promptly, or within the time specified, without delay or interference;
- (e) The sufficiency of the financial resources of the bidder to perform the work or provide the service;
- (f) The ability of the bidder to provide future maintenance and service (if required) of the commodity purchased; and
- (g) The character, integrity, reputation, judgment, experience, and efficiency of the bidder.

Upon determination that a bidder is not a responsible bidder, the General Manger will transmit to the bidder a statement of the basis for such determination, and the bidder will be given a reasonable opportunity to refute the basis for such determination, prior to awarding the contract to a responsible bidder.

Once notified, a non-responsible bidder may appeal the District's proposed determination of disqualification. The District will provide a two-tiered appeal process, consisting of an initial appeal to (1) the General Manager, and (2) if dissatisfied with the General Manager's decision, to the Board of Directors or a committee of Directors assigned by the Board President. The Board of Directors' ruling on a disqualification appeal is final.

200.40 General Purchasing Guidelines

- (a) Purchases made with the District's Purchasing Card (Cal Card) shall conform to this Policy and Policy PL Fin 006 "Purchasing Card Policy."
- (b) Purchases made under this Policy shall be pre-authorized in accordance with District Procedures.
- (c) Employees not designated under a signed authorization issued by the General Manager or his/her designee shall not encumber the District for materials or trade services without prior, written authorization from the General Manager or his/her designee.

- (d) Sales, Use, and other excise taxes shall be paid when required by State or Federal law.
- (e) Once materials or trade services received by the District have been confirmed to be acceptable and an appropriate invoice has been received, the District shall process the invoice, obtain the necessary approvals and pay for the materials or trade services within 30 days of receipt of invoice. If the invoice received is not approved, the District will provide notification of the deficiencies to the vendor within two weeks of receipt of invoice.
- (f) All orders and invoices received by the District must be approved within the terms and conditions set forth by the General Manager in appropriately established purchasing procedures and controls before payment is made.
- (g) The General Manager may establish one or more imprest (cash) accounts for the purposes of paying vendors or reimbursing employees for District expenditures of materials or trade services costing less than \$500. Appropriate controls and procedures will be established by the General Manager or his/her designee.
- (h) All District purchases shall be made for District purposes only. Staff are prohibited from using District resources of any kind for personal purchases.

200.50 Emergency Purchases

In case of emergency, where a purchase has not been authorized by the Board of Directors or this Policy requires such purchase to be made by competitive process or RFQ or RFP, and the General Manager has determined that the best interests of the District require that such purchase be made before the Board of Directors can meet to authorize such purchase, the General Manager or designee is authorized to make such purchase by negotiation after first obtaining the written or verbal consent of **two members** of the Board of Directors, one of who should be the Board President unless he or she is unavailable. The General Manager will thereafter promptly report in writing to the Board of Directors at the next regularly scheduled meeting of the Board of Directors the nature and amount of the purchase and the emergency circumstances justifying such purchase.

200.60 Direct Award Approval

Competitive bidding in accordance with section 200.30 generally is required for purchases of materials or trade services greater than \$100,000. However, in certain situations, the District may benefit from waiving required competitive bidding and negotiating a materials or trade services agreement directly with a single service provider or vendor. Examples of such situations include:

- a) Selecting a consultant or service provider based on unique experience, ability and/or knowledge.

- b) Purchasing replacement equipment parts where doing so from other than the original equipment manufacturer or other select manufacturer could adversely impact a warranty or ongoing maintenance.
- c) Purchasing new or replacement equipment or work which must integrate with existing assets and where it is not reasonably available from a source other than the service provider or vendor who supplied the existing asset or where equipment or operations compatibility concerns compel a purchase from a particular manufacturer.

In these situations, and before a contract is issued by the District, the General Manager must approve the waiver. To make a waiver request, a justification shall be prepared by the employee with authority to make the purchase or enter into the contract to explain the reasons for waiving competitive bidding and sent to the General Manager. At minimum, the justification shall address the economics, operating efficiencies, and any legal considerations of using a Direct Award approach.

The General Manager shall review the justification and prepare a written reply to the requesting employee indicating approval or disapproval of the request.

The employee responsible for issuing a contract under an approved Direct Award request should ensure that a copy of the request/justification and General Manager's reply is retained in the respective project file.

200.70 Acquisitions of Real Property Interests

When the acquisition of a real property interest is being considered, the General Manager must comply with the following process:

- (a) The Board of Directors must be informed in writing, in advance of the intended acquisition, of its estimated cost (including purchase price, transaction costs, and required or prudent site assessments and studies), known or suspected environmental concerns, the District purpose and public necessity for purchasing the real property interest, and the need for any budget augmentation for the purchase. This may be done at annual Budget time or at any point throughout the year.
- (b) After Board approval in principle of the proposed purchase of the real property interest, staff is authorized to expend District resources on site studies, professional assistance and other studies/consultation.
- (c) If staff proposes to move forward with a purchase of an interest in real property after performing appropriate due diligence, the Board of Directors must first provide final approval of the acquisition.
- (d) After such Board approval, the General Manager may proceed to close on the purchase.
- (e) Nothing in this section is intended to limit the General Manager's authority to accept easements and other interests in real property that are necessary for a District public works project and that are donated or granted as a condition of accepting the work or project.

300.00 Policy Review

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



Agenda Item: 7

Date: October 17, 2022

Subject: Policy Review – Driver Record and Insurance Review Policy (PL – HR 006)

Staff Contact: Susan Schinnerer, Human Resources Administrator

Recommended Board Action:

Approve the Driver Record and Insurance Review Policy (PL – HR 006) with changes.

Background:

The subject Policy was adopted by the Board on August 21, 2006, and was last reviewed and approved with changes by the Board on September 21, 2020. On September 19, 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 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 who is covered under the Policy, and the requirement for annual resubmittal of “Proof of Insurance” form was removed.

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) Driver Record and Insurance Review Policy (PL – HR 006) – redline
- 2) Driver Record and Insurance Review Policy (PL – HR 006) – clean

Sacramento Suburban Water District

Driver Record and Insurance Review Policy

Adopted: August 21, 2006

Approved with changes on: ~~September 21, 2020~~October 17, 2022

100.00 Purpose of the Policy

The purpose of this policy is to establish and apply uniform criteria when accessing and evaluating driver records, class and financial responsibility/insurance information for Directors, prospective and current staff, ~~prospective staff~~ and volunteers who drive a District or personal vehicle while conducting~~on~~ District business.

200.00 Policy

It is the policy of the District to require every Director, ~~staff member,~~ prospective and current staff member, and volunteer who drives a District or personal vehicle while conducting~~on~~ District business to hold a valid State of California driver's license. Additionally, any personal vehicle driven for District business purposes must meet the requirements of the California Compulsory Financial Responsibility Law, California Vehicle Code Sections 16000 through 16078.

Prospective staff members and volunteers will be required to authorize the District to obtain a current Department of Motor Vehicles ("DMV") driving record report after a conditional offer of employment has been made or volunteer opportunity has been presented.

Every Director, ~~staff member, and volunteer~~ will be responsible for reporting to the General Manager or designee ~~(Directors), and every staff member and volunteer responsible for reporting to their immediate supervisor (staff members and volunteers)~~, any moving violation or accident that occurs while they are driving a District or personal vehicle on District business, and shall do so immediately ~~(within one business day)~~ following the violation or accident.

Every Director, staff member and volunteer will be enrolled in the DMV Employer Pull Notice Program ("Pull Program") and is required to sign an Authorization for Release of Driver Record Information for enrollment into the Pull Program. The information received from the Pull Program will be used to validate any moving violations or accidents of an enrollee. Upon termination of employment, enrollees will be removed from the Pull Program.

Under the requirements of the California Compulsory Financial Responsibility Law, every driver and every owner of a motor vehicle is to maintain financial responsibility (~~liability coverage~~) at all times in the form of a legally-mandated. ~~The most commonly used form is a~~ motor vehicle liability insurance policy with at least the statutory minimum forms of coverage and coverage limits. Every Director, staff member, and volunteer shall sign a “Proof of Insurance” form to confirm financial responsibility for any personal vehicle used on District business. This form shall be signed at the time of hire, taking office, or the start of the volunteer assignment. Failure by a Director, staff member, or volunteer to maintain the required coverages while in office shall be grounds for appropriate discipline, including: (1) for Directors, prohibition of use of their personal vehicle while conducting District business and non-payment of mileage reimbursements; and (2) employees and volunteers, non-payment of mileage reimbursements and discipline, up to and including termination or release. ~~and shall be resubmitted on an annual basis.~~

If a license is revoked or suspended by the DMV or a court of law, or in the event of any loss of ~~financial responsibility~~/required automobile liability insurance, the Director, staff member, or volunteer must immediately inform the General Manager or designee (Directors) or ~~his/her~~their immediate supervisor (staff members and volunteers) by the next business day. If a Director violates this policy, the General Manager will report the violation and any recommended action to the Board of Directors. If a staff member or volunteer fails to notify ~~their~~his/her immediate supervisor or continues to drive a District or personal vehicle while conducting District business after the loss of a license, license class, or financial responsibility/insurance, appropriate disciplinary action may be taken up to and including termination of employment.

300.00 Authority and Responsibility

The General Manager is responsible for administering this policy and has established a process for reviewing and evaluating driver record and financial responsibility information as set forth in the Driver Record and Insurance Review Procedure (PR-HR 003) ~~in an effort~~ to reduce the District’s exposure to liability, as well as ensure the safety of Directors, staff members, volunteers, customers, and members of the ~~general~~ public.

400.00 Policy Review

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

Driver Record and Insurance Review Policy

Adopted: August 21, 2006
Approved with changes on: October 17, 2022

100.00 Purpose of the Policy

The purpose of this policy is to establish and apply uniform criteria when accessing and evaluating driver records, class and financial responsibility/insurance information for Directors, prospective and current staff, and volunteers who drive a District or personal vehicle while conducting District business.

200.00 Policy

It is the policy of the District to require every Director, prospective and current staff member, and volunteer who drives a District or personal vehicle while conducting District business to hold a valid State of California driver's license. Additionally, any personal vehicle driven for District business purposes must meet the requirements of the California Compulsory Financial Responsibility Law, California Vehicle Code Sections 16000 through 16078.

Prospective staff members and volunteers will be required to authorize the District to obtain a current Department of Motor Vehicles ("DMV") driving record report after a conditional offer of employment has been made or volunteer opportunity has been presented.

Every Director will be responsible for reporting to the General Manager or designee, and every staff member and volunteer responsible for reporting to their immediate supervisor, any moving violation or accident that occurs while they are driving a District or personal vehicle on District business, and shall do so within one business day following the violation or accident.

Every Director, staff member and volunteer will be enrolled in the DMV Employer Pull Notice Program ("Pull Program") and is required to sign an Authorization for Release of Driver Record Information for enrollment into the Pull Program. The information received from the Pull Program will be used to validate any moving violations or accidents of an enrollee. Upon termination of employment, enrollees will be removed from the Pull Program.

Under the requirements of the California Compulsory Financial Responsibility Law, every driver and every owner of a motor vehicle is to maintain financial responsibility at all times in the form of a legally-mandated motor vehicle liability insurance policy with at least the statutory minimum forms of coverage and coverage limits. Every Director, staff member, and volunteer shall sign a "Proof of Insurance" form to confirm financial responsibility for any personal vehicle used on District business. This form shall be signed at the time of hire, taking office, or the start of the volunteer assignment. Failure by a Director, staff member, or volunteer to maintain the required coverages while in office shall be grounds for appropriate discipline, including: (1) for Directors, prohibition of use of their personal vehicle while conducting District business and non-payment of mileage reimbursements; and (2) employees and volunteers, non-payment of mileage reimbursements and discipline, up to and including termination or release.

If a license is revoked or suspended by the DMV or a court of law, or in the event of any loss of required automobile liability insurance, the Director, staff member, or volunteer must immediately inform the General Manager or designee (Directors) or their immediate supervisor (staff members and volunteers) by the next business day. If a Director violates this policy, the General Manager will report the violation and any recommended action to the Board of Directors. If a staff member or volunteer fails to notify their immediate supervisor or continues to drive a District or personal vehicle while conducting District business after the loss of a license, license class, or financial responsibility/insurance, appropriate disciplinary action may be taken up to and including termination of employment.

300.00 Authority and Responsibility

The General Manager is responsible for administering this policy and has established a process for reviewing and evaluating driver record and financial responsibility information as set forth in the Driver Record and Insurance Review Procedure (PR-HR 003) to reduce the District's exposure to liability, as well as ensure the safety of Directors, staff members, volunteers, customers, and members of the public.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 8

Date: October 17, 2022

Subject: Policy Review – Lease and Subscription-Based Information Technology Arrangements Accounting Policy (PL - Fin 015)

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

Recommended Board Action:

Adopt the new Lease and Subscription-Based Information Technology Arrangements Accounting Policy (PL - Fin 015).

Background:

The Governmental Accounting Standards Board (GASB) has introduced two new accounting statements: GASB Statement No. 87, *Leases* (GASB 87) and GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* (SBITA). In accordance with GASB 87 and GASB Statement No. 96, SBITAs (GASB 96), a lease and a SBITA are defined as a contract that conveys control of the right to use another entity’s nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction (i.e., buildings, land, vehicles, equipment, and information technology resources). Any contract that meets this definition should be accounted for under the guidance of GASB 87 or GASB 96 as appropriate. GASB 87 is effective for the District for the year ending December 31, 2022. GASB 96 is effective for the District for the year ending December 31, 2023. Earlier application is always encouraged by GASB.

Prior to issuance of GASB 87 and GASB 96, the District recorded revenues or expenditures on most of its leases and SBITAs when revenues are received, or payments are made. The new statements require the District to record an asset or liability for leases and SBITAs that are material in nature. Due to the quantity and value of lease and SBITA contracts entered into as of the implementation date of January 1, 2022, District management has decided to not record existing lease and SBITA agreements in accordance with GASB 87 and GASB 96 as they, individually and collectively, do not have a material impact on the District’s financial statements taken as a whole.

In order to properly analyze and potentially record an asset or liability related to an agreement that falls under the scope of GASB 87 or GASB 96, the District will need to centrally maintain all lease and SBITA contracts. Each time a new contract is approved that is a lease or SBITA contract or is a contract with a lease or SBITA component, the contracting department must include the Finance Department on the distribution list for the contract. If there is any uncertainty as to the nature of

New Policy – Lease and Subscription-Based Information Technology Arrangements Accounting Policy (PL - Fin 015)

October 17, 2022

Page 2 of 2

an agreement or the applicability of GASB 87 or GASB 96, the contracting department should contact the Finance Department to obtain clarity.

The District will set a lease and SBITA capitalization threshold based on 1% of the 5-year average of annual total assets for lease or SBITA contracts to be recorded under the new pronouncements. Any lease or SBITA agreement with a present value at inception less than that amount will be deemed immaterial in relation to the financial statements as a whole and, thereby, excluded from reporting.

The Policy was presented at the September 19, 2022, regular Board meeting, and comments were requested by September 26, 2022. No comments from Directors have been received to date.

The new Policy has been reviewed by the District's auditor, Maze and Associates. Staff discussed policy with legal counsel. Legal counsel indicated they did not need to review accounting related policies.

Discussion:

Since no comments were received by the deadline, this Policy is being placed as a Consent Item on the October 17, 2022, regular Board meeting agenda.

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

Fiscal Impact:

Adopting the updated policy does not have a fiscal impact.

Strategic Plan Alignment:

Goal C: Ensure Fiscal Responsibility and Affordable Rates.

Attachments:

1. New Lease and Subscription-Based Information Technology Arrangements Accounting Policy (PL - Fin 015)

Sacramento Suburban Water District

**Lease and Subscription-Based Information Technology Arrangements
Accounting Policy**

Adopted: October 17, 2022

100.00 Purpose

The Governmental Accounting Standards Board (GASB) has introduced two new accounting statements: GASB Statement No. 87, *Leases* (GASB 87) and GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* (SBITA). In accordance with GASB 87 and GASB Statement No. 96, SBITAs (GASB 96), a lease and a SBITA are defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transactions (i.e., buildings, land, vehicles, equipment, and information technology resources). Any contract that meets this definition should be accounted for under the guidance of GASB 87 or GASB 96 as appropriate. Subject to certain provisions and exceptions noted in the guidance, leases and SBITAs are generally reported as follows in a District's external financial statements:

Lessee/Contractee: A lessee/contractee should recognize a liability and an asset at the commencement of the lease/contract term. A lessee/contractee should reduce the liability as payments are made and recognize an outflow of resources (i.e., expense) for interest on the liability. The lessee/contractee should amortize the asset in a systematic and rational manner over the shorter of the lease/contract term or the useful life of the underlying asset.

Lessor: A lessor should recognize a lease receivable and a deferred inflow of resources at the commencement of the lease term. A lessor should recognize interest revenue on the lease receivable and an inflow of resource (i.e., revenue) from the deferred inflows of resources in a systematic and rational manner over the term of the lease.

200.00 Scope

This policy covers all contracts or agreements entered into between the District and another party for the use of another party's non-financial asset(s). Both statements allow application only for items material to the District's financial statements taken as a whole.

300.00 Policy

Prior to issuance of GASB 87 and GASB 96, the District recorded revenues or expenditures on most of its leases and SBITAs when revenues are received, or payments are made. The new statements require the District to record an asset or liability for leases and SBITAs that are material in nature. Due to the quantity and value of lease and SBITA contracts entered into as of the implementation date of January 1, 2022, District management has decided to not record existing lease and SBITA agreements in accordance with GASB 87 and GASB 96 as they, individually and collectively, do not have a material impact on the District's financial statements taken as a whole.

In order to properly analyze and potentially record an asset or liability related to an agreement that falls under the scope of GASB 87 or GASB 96, the District will need to centrally maintain all lease and SBITA contracts. Each time a new contract is approved that is a lease or SBITA contract or is a contract with a lease or SBITA component, the contracting department must include the Finance Department on the distribution list for the contract. If there is any uncertainty as to the nature of an agreement or the applicability of GASB 87 or GASB 96, the contracting department should contact the Finance Department to obtain clarity.

The District will set a lease and SBITA capitalization threshold based on 1% of the 5-year average of annual total assets for lease or SBITA contracts to be recorded under the new pronouncements. Any lease or SBITA agreement with a present value at inception less than that amount will be deemed immaterial in relation to the financial statements as a whole and, thereby, excluded from reporting.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 9

Date: October 17, 2022

Subject: Resolution No. 22-12 Honoring Robert J. Swartz, PG, CHG, On His Retirement

Staff Contact: Dan York, General Manager

Recommended Board Action:

Adopt Resolution No. 22-12 Honoring Robert J. Swartz, PG, CHG, On His Retirement.

Discussion:

Robert Swartz (Mr. Swartz) has worked for the Regional Water Authority/Sacramento Groundwater Authority (RWA/SGA) for over 19 years. Mr. Swartz was hired as a Senior Project Manager in 2003 and promoted to Manager of Technical Services in 2014. Mr. Swartz's dedication to public service and expertise in groundwater management made the RWA/SGA an effective organization with a reputation as the model for outstanding groundwater management. His focus on long-term sustainability has positioned the region to enjoy a high level of water supply reliability well into the future with numerous contributions to the region, including the establishment of RWA/SGA's Groundwater Management Plan, the Water Accounting Framework, the North American Basin's First Groundwater Sustainability Plan, the Regional Water Reliability Plan, and the Sacramento Regional Water Bank. Mr. Swartz was instrumental in obtaining and managing more than \$68 million of state and federal grant funds to conduct planning and implement water supply, water quality, and environmental restoration projects for the region. Mr. Swartz will be retiring from his position on October 14, 2022.

Staff has prepared a ceremonial, framed version of the resolution to be presented to Mr. Swartz commemorating his service to the water industry.

Fiscal Impact:

None.

Resolution No. 22-12
A Resolution Honoring
Robert J. Swartz, PG, CHG,
On His Retirement

WHEREAS, Robert “Rob” J. Swartz, PG, CHG, has worked for the Regional Water Authority/Sacramento Groundwater Authority for over 19 years, having been hired as a Senior Project Manager in 2003 and promoted to Manager of Technical Services in 2014; and

WHEREAS, Rob’s dedication to public service and expertise in groundwater management made the Regional Water Authority/Sacramento Groundwater Authority an effective organization with a reputation as the model for outstanding groundwater management; and

WHEREAS, Rob’s focus on long-term sustainability has positioned the region to enjoy a high level of water supply reliability well into the future with numerous contributions to the region, including the establishment of Regional Water Authority/Sacramento Groundwater Authority’s Groundwater Management Plan, the Water Accounting Framework, the North American Basin’s First Groundwater Sustainability Plan, the Regional Water Reliability Plan, and the Sacramento Regional Water Bank; and

WHEREAS, Rob was instrumental in obtaining and managing more than \$68 million of state and federal grant funds to conduct planning and implement water supply, water quality, and environmental restoration projects for the region; and

WHEREAS, Rob has earned the admiration and respect of his fellow colleagues, the Regional Water Authority/Sacramento Groundwater Authority Board of Directors and the public for his dedication, collegiality, enthusiasm, hard work, and consummate professionalism; and

WHEREAS, Rob can now spend time with his family and friends, taking frequent trips to the California coast with his wife, and visit brewpubs; and

Now therefore, be it resolved by the Board of Directors of the Sacramento Suburban Water District that:

The Board of Directors expresses its deep and sincere appreciation in recognition of Rob’s valuable contributions and dedication to the water industry and to the people served by that industry.

The Board of Directors wishes Rob all the best for a healthy, happy, and productive future.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on this 17th day of October, 2022.

AYES:

NOES:

ABSENT:

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

(SEAL)

By: _____
Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 10

Date: October 17, 2022

Subject: 2022 Audit Engagement Letter and Task Order 3

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

Recommended Board Action:

Approve 2022 Audit Engagement Letter and Task Order 3, with Maze & Associates Accountancy Corporation, and grant authorization for the Audit Committee (Committee) Chair to execute the Engagement Letter and Task Order 3, as recommended by the Committee at the October 10, 2022, Committee meeting.

Background:

Per the District’s “Engagement of Auditor Policy” (PL – Fin 001), “the Finance and Audit Committee is responsible for recommending the District’s independent auditor to the full Board for appointment and compensation, and administering the relationship between the District and independent auditor during the course of the audit...” At the October 10, 2022, Committee meeting, the Committee approved the Audit Engagement Letter and Task Order 3, and recommended for full Board approval, as a Consent Item, at the October 17, 2022 regular Board meeting.

Discussion:

The District has received the “Required Communication Letter” and the “Engagement Letter” for the December 31, 2022, audit from Maze & Associates Accountancy Corporation (Attachments 1 & 2, respectively). The 2022 Engagement Letter is the scope of work for the audit and serves as Attachment 1 to Task Order 3 (Attachment 3). The Master Services Agreement between the District and the auditors is for the full five-year term, unless terminated by either party. The Chair of the Committee needs authorization to sign the Engagement Letter and Task Order 3.

Fiscal Impact:

\$41,859 for the complete audit, comprised of \$36,208 for the financial statement audit, and \$5,650 for the District requested additional procedures.

Strategic Plan Alignment:

Goal B Optimize Operational and Organizational Efficiencies

Goal C Ensure Fiscal Responsibility and Affordable Rates

Attachments:

- 1) Required Communication Letter
- 2) Engagement Letter
- 3) Task Order 3



Audit Committee
Sacramento Suburban Water District
Sacramento, CA

We are engaged to audit of the Sacramento Suburban Water District (District) financial statements for the year ended December 31, 2022. Professional standards require that we provide you with the following information related to our audit. Topics include audit scope, management representations, fraud risk considerations and audit timing. We have presented an overview of these topics below: We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter provided to the Chair of the Audit Committee on September 12, 2022 (copy enclosed), our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also, in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the District's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the District's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the District's compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the Required Supplementary Information which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because of the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have not been engaged to report on the Introductory and Statistical Section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope and Other

The audit scope is included in the engagement letter provided to the Chair of the Audit Committee on September 12, 2022 (copy enclosed). It defines what an audit of the District's financial statements is and discusses internal control, fraud considerations and management responsibilities for data contained in financial statements. It is the standard used when a financial statement audit is to be conducted. This letter is a clarification of the audit process contemplated in the contract we have entered into with the District pursuant to the Board's approval.

Management Representations

We will request representations from management that data and assertions provided are complete and accurate. We rely primarily on our audit verification tests and procedures, however, management assertions and judgments unavoidably affect financial data.

Fraud Risk Considerations

Audit standards require us to have discussions with our clients to discuss both the potential for and any occurrences of fraud and the impact on financial statements. "Fraud" is defined as an intentional act that results in a *material misstatement in financial statements* that are subject to audit. In this case, fraud includes two concepts. The first is fraudulent financial reporting, including misapplication of accounting principles, the omission of data or disclosures, fictitious transactions or sham transactions and concealment of relevant data. The second concept is that of misappropriations of assets, including theft, its concealment and conversion to cash.

In accordance with audit standards, we met with management and asked:

- a. Is management aware of known instances of fraud or allegations of suspected fraud?
- b. Are there areas management believes are "Susceptible to Fraud"?
 - i. Areas presumed susceptible to fraud under audit standards:
 - i. Improper revenue recognition
 - ii. Management override of Internal Control

Audit Timing

We have met with District staff and agreed to the following schedule:


- The interim phase of the audit (internal control review and tests) is in process (January 2023).
- The final phase of the audit (substantive tests and financial report preparation) is scheduled for March 2023
- Our plan is to finalize the reports by the end of April 2023

Communicating the Audit Process

We discussed the above topics with staff and wish to provide you with an opportunity to participate in the audit process prior to its completion. If you could please respond to the following questions related to the District and its component units and if the answer to any question is “yes,” please provide an explanation:

- a. Are you aware of any instances of fraud or allegations of suspected fraud?
- b. Are there any areas you believe are “Susceptible to Fraud”?
- c. Are you aware of any possible or actual noncompliance or waste or abuse of programs and controls?
- d. Are you aware of any related-party transactions? (Transactions between the District or its component units and elected or appointed officials)

Sincerely,



David Alvey
Audit Partner
Maze & Associates



September 12, 2022

Kevin M. Thomas, Chair
Finance and Audit Committee
Sacramento Suburban Water District
3701 Marconi Avenue, Suite 100
Sacramento, CA 95821

Dear Chair Thomas,

We are pleased to confirm our understanding of the services we are to provide for the Sacramento Suburban Water District as of and for the year ended December 31, 2022.

Audit Scope and Objectives

The services we have been engaged to provide are outlined below, but we are also available to provide additional services at your request:

1. Audit of the Basic Financial Statements, preparation of the Memorandum on Internal Control and issuance of our reports thereon.
2. Extended audit procedures as outlined in section 3e of the RFP for Professional Auditing Services dated May 2020.
3. Single Audit, if needed.

Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

If the District's financial statements are accompanied by supplementary information other than RSI, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

In connection with our audit of the basic financial statements, we will read the other information accompanying the financial statements and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the accompanying supplementary information when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance, but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of the accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of waste and abuse is subjective, *Governmental Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of cash, investments and certain other assets and liabilities by correspondence with selected customers, funding sources, creditors and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill the District for responding to this inquiry.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures - Internal Control

We will obtain an understanding of the District and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and the Council internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the District has complied with federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each major program. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement, identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes in conformity with GAAP and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and the related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management's responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with GAAP; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Management's responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). Management is also responsible for providing us with (1) access to all information of which management is aware is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. We understand that the District will provide us with the Closing Checklist information required for our audit and that the District is responsible for the accuracy and completeness of that information. At the conclusion of our audit, we will require certain written representations from management about responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated

by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that it complies with applicable laws, regulations, contracts, agreements and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings must be made available for our review.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Maze & Associates, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent will be a separate engagement. With regard to an exempt offering document with which Maze & Associates is not involved, you agree to clearly indicate in the exempt offering document that Maze & Associates is not involved with the contents of such offering document.

Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. Management agrees to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. Management also agrees to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Management's responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that: (1) management is responsible for presentation of the supplementary information in accordance with GAAP; (2) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objective section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or other studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Management agrees to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. Management will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide prior to their issuance and have accepted responsibility for them. Further, management agrees to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report to you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is our property and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maze & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We will retain audit documentation for this engagement for seven years after the report release date pursuant to state regulations. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in January 2023 and to issue our reports no later than May 2023. David Alvey is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

To ensure that Maze & Associates' independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are billed based on our contract with the District. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the District's account becomes thirty days or more overdue and may not be resumed until the District's account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

These fees are based on anticipated cooperation from District personnel, the completion of schedules and data requested on our Checklists by District personnel, preparation of audit confirmations we request by District personnel, location of any documents selected by us for testing, and the assumption that there will be no unexpected increases in work scope, such as new Single Audit Act major programs, new debt issues, etc., or delays which are beyond our control, as discussed on the Fees Attachment to this letter. If significant additional time is necessary, we will discuss it with District management and arrive at a new fee before we incur any additional costs.

We understand you will provide us with basic workspace sufficient to accommodate the audit team assigned to your audit. We understand the basic workspace will be equipped with a telephone and direct Internet access, preferably a temporary network outside of your network, a public IP address and a wired connection. We understand you will also provide us with access to a fax machine and read only access to your general ledger system.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Our most recent peer review report accompanies this letter.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements, which, if the financial statements include information other than RSI and supplemental information, will also address other information in accordance with AU-C 720, *The Auditor's Responsibilities Relating to Other Information Included in Annual Reports*. Our reports will be addressed to the District Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with District management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return the entire copy to us.

Maze & Associates

Maze & Associates

RESPONSE:

This letter correctly sets forth the understanding of the District.

By: _____

Title: _____

Date: _____

**Sacramento Suburban Water District Engagement Letter
Engagement Letter
Fees Attachment
December 31, 2022**

Our fees for the work described in the attached engagement letter will be as follows, unless they are adjusted for one or more of the items below.

Service	Fees
Comprehensive Annual Financial Report	\$36,208
Memorandum on Internal Control	Included above
Other Items:	
Expanded Audit Procedures	5,650
Single Audit (Per tested program), if needed	4,370
	\$46,228

2022 Fees – Our fees have been based on our Proposal with the District dated June 24, 2020.

Additional Services - The above fees are for audit and assurance services described in the accompanying engagement letter. They do not include fees for assisting with closing the books nor providing other accounting services. Should the District require assistance beyond audit services we will provide a cost estimate before proceeding.

Post-Closing Client Adjusting Entries - The first step in our year-end audit is the preparation of financial statement drafts from your final closing trial balance. That means any entries you make after handing us your closing trial balance must be handled as audit adjustments, or in extreme cases, by re-inputting the entire trial balance, even if the amounts are immaterial. If you make such entries and the amounts are in fact immaterial, we will bill you for the costs of the adjustments or re-input at our normal hourly rates.

Recurring Audit Adjustments - Each year we include the prior year's adjusting entries as new steps in our Closing Checklist, so that you can incorporate these entries in your closing. If we are required to continue to make these same adjustments as part of this year's audit, we will bill for this service at our normal hourly rates.

Single Audit Act - Additional programs will each cost \$4,370 in 2022, unless there are other factors which add to that program's cost; in that case, we will provide a cost estimate before proceeding.

Grant Programs Requiring Separate Audit - Grant programs requiring separate audits represent a significant increase in work scope, and fees for these audits vary based on the grant requirements. If you wish us to determine and identify which programs are subject to audit, we will bill you for that time at our normal hourly rates.

Changes in District Personnel - Our experience is that changes and /or reductions in Finance Department staff can have a pronounced impact on costs of performing the audit. If such changes occur, we will meet with you to assess their impact and arrive at a new fee before we begin the next phase of our work. However, we reserve the right to revisit this subject at the conclusion of the audit, based on your actual performance and our actual costs.



Report on the Firm's System of Quality Control

February 9, 2021

To Maze & Associates Accountancy Corporation and the Peer Review
Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

190 Camino Oruga, Suite 1 • Napa, CA 94558 • telephone: 707.255.0677 • fax: 707.255.0687
Member: American Institute of CPAs • California, Hawaii, & Oregon Societies of CPAs

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

Coughlan Napa CPA Company, Inc.

Coughlan Napa CPA Company, Inc.

**Task Order 3 to Master Services Agreement (MSA) Between
Sacramento Suburban Water District and Maze & Associates
Dated October 26, 2021**

This Task Order 3 (Task Order) is issued by the Sacramento Suburban Water District (“District”) to the Contractor listed above (“Contractor”), who agrees as follows:

1 General Provisions

- 1.1 Terms and Conditions: This Task Order is governed by all of the terms, conditions, and stipulations as stated in the MSA referenced above.
- 1.2 Order of Precedence: The MSA will take precedence for any conflicts between this Task Order and the MSA.

2 Scope of Work

The following is the agreed to scope of work:

- 2.1 Audit the District's basic financial statements in accordance with Generally Accepted Auditing Standards (GAAS) in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the State Controller’s Minimum Audit Requirements for California Special Districts.
- 2.2 Express an opinion on the financial statements as to whether they present fairly, in all material respects, the financial position of the District and the changes in financial position and cash flows in conformity with generally accepted accounting principles (GAAP), and issue an independent auditors' report stating this opinion.
- 2.3 Test internal controls over financial reporting and on compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters, in accordance with Government Auditing Standards and those issue by the Comptroller General of the United States, and issue an independent auditors’ report on their consideration.
- 2.4 Apply limited procedures related to the Required Supplementary Information (RSI), Management's Discussion and Analysis (MD&A) and the additional Supplementary Information contained in the ACFR, which is prepared by District staff.
- 2.5 Perform additional procedures by expanding the scope of your expense testing to include additional sample sizes for general cash disbursements, payroll disbursements, wire and ACH transfers, petty cash, and purchasing card payments. This testing will include verifying payments to District employees and Board members on a sample basis. Payment verification will include verifying the pay rates for at least one period of senior management, finance staff, anyone involved in the payroll processing function and a sample of 10 other employees.

- 2.6 Prepare a "Single Audit" Report and issue a related audit opinion, if necessary, for federal grant monies received and expenses made.
- 2.7 Prepare a Report to the Board of Directors which identifies significant audit findings, difficulties encountered in performing the audit, identify any corrected and uncorrected misstatements, disagreements with management, management representations, control deficiencies, significant deficiencies and material weaknesses, if any, and your recommendations for improvements in accounting and administrative controls.
- 2.8 Present and discuss the results of the audit and the annual financial statements to the Audit Committee of the Board and the full Board of Directors during one of its regularly scheduled meetings before June.
- 2.9 Communicate immediately and in writing all irregularities and illegal acts, or indications of illegal acts, of which the auditor becomes aware, to the appropriate level of management and/or Directors of the District.
- 2.10 Provide general consultation as required, during the year, on financial accounting and reporting matters.
- 2.11 Present to the Audit Committee a written statement indicating the independence of the Contractor as required by generally accepted auditing standards.

3 Cost

The total compensation for the services provided under in this Task Order shall be on a Fixed Fee basis as follows. Annual Comprehensive Financial Report and Management Letter, \$36,208; Expanded Audit Procedures, \$5,650; and, Single Audit (if necessary), \$4,370. Compensation shall be based on scope of work as stated above. There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by District. Contractor's fee includes all of Contractor's costs and expenses related to the Scope of Work.

4 Term

This Task Order shall take effect on the date fully executed below, and continue in effect until the earlier of the work being completed or December 31, 2023, unless sooner terminated as provided in the MSA.

Sacramento Suburban Water District:

Dated: _____

By: _____

Name: _____

Title: _____

Maze & Associates:

Dated: September 28, 2022

By:  _____

Name: David Alvey

Title: Audit Partner



Agenda Item: 11

Date: October 17, 2022

Subject: Calendar Year 2023 Budget

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

Recommended Board Action:

Staff are recommending the Board to take the following actions:

1. Adopt the Calendar Year 2023 Budget as presented. (Attachment 1)
2. Adopt the multi-year project budgets and spending schedule as presented. (Attachment 1)
3. Adopt implementation of the planned 3.0% rate increase as approved by the Board at the October 16, 2019 Rate Hearing effective January 1, 2023.
4. Approve the attached salary band schedule for 2023. (Attachment 2)

Background:

Staff presented to the Board at the October 5, 2022, Special Board Workshop its proposed draft of the Calendar Year 2023 Budget (CY2023) for review and comment. The Board reviewed and discussed the proposed CY2023 Budget and had no recommended changes as presented.

Discussion:

Staff are presenting for final consideration the proposed CY2023 Budget. The following is a summary of the proposed CY2023 Budget:

Source Budgets:	<u>2023 Proposed Budget</u>
Income From Customers	\$ 51,926,000
Water Transfers	-
Total Other Income	2,734,000
Reserve Use	-
Total Sources	<u><u>\$ 54,660,000</u></u>
Use Budgets:	
Operations and Maintenance	24,860,000
Capital	22,805,000
Debt Service	6,995,000
Reserve Funding	-
Total Uses	<u><u>54,660,000</u></u>

Reserve Balance:

Change in Reserve Balance

-

Reserve Balance, Beginning of Year

40,799,815

Reserve Balance, End of Year

\$ 40,799,815

For the first time, staff are presenting for Board approval Multi-Year Capital Improvement Projects. These are projects that extend beyond two years and require Board approval to enable the General Manager to sign contracts for amounts greater than the current year’s authorized spending (budget amount). Per District policy PL – Eng 002 – Public Works Contracting Policy, Section 200.00, the General Manager is authorized to sign contracts up to the approved budget amount. By approving these multi-year projects, the Board is authorizing the General Manager to enter into contracts up to the total budget amount for each project.

Description	Actual 2021	Projected 2022	Budget* 2023	Forecast 2024	Forecast 2025	Forecast 2026	Total Project
Wells 81, 82, 83	\$ 100,756	\$ 5,341,393	\$ 6,146,500	\$ 8,298,250	\$ -	\$ -	\$ 19,886,899
Well 84	-	1,480,883	4,754,750	3,424,750	-	-	9,660,383
Q St Main Repl	266,153	866,417	1,558,000	3,325,000	4,370,000	4,370,000	14,755,570
Total Costs	\$ 366,909	\$ 7,688,693	\$ 12,459,250	\$ 15,048,000	\$ 4,370,000	\$ 4,370,000	\$ 44,302,852

*Calendar Year 2023 approved spending limit and included in total 2023 Capital Budget.

Fiscal Impact:

If adopted as presented, the CY2023 operating budget would be \$24.9 million; the CY2023 capital budget would be \$22.8 million, and the CY2023 debt service budget would be \$7.0 million. The total of all three budgets would be \$54.7 million. Revenues are projected to be \$54.7 million (if customer rate increases per the Study are implemented) with no use of reserves. Reserves are projected to be approximately \$40.8 million.

Strategic Plan Alignment:

Goal C – Ensure Fiscal Responsibility and Affordable Rates.

Attachments:

- 1 – Proposed Calendar Year 2023 Budget
- 2 – Proposed Calendar Year 2023 Salary Bands

2023 BUDGET

Revenues and Sources of Funds Budget	2023 Budget
Revenue from Customers	\$ 51,926,000
Other Revenue	2,734,000
Total 2023 Revenue	\$ 54,660,000

Reserve Use	\$ -
--------------------	-------------

Total 2023 Revenues and Sources	\$ 54,660,000
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Operating Budget	2023 Budget
Board of Directors Total	\$ 99,000
Administrative Total	2,666,000
Finance Total	1,313,000
Customer Services Total	1,689,000
Field Operation Total	554,000
Production Total	7,546,000
Distribution Total	2,888,000
Field Services Total	1,545,000
Maintenance Total	727,000
Conservation Total	683,000
Environmental Compliance Total	889,000
Engineering Total	1,769,000
GIS/CAD Total	477,000
Human Resource Total	422,000
Information Technology Services Total	1,272,000
Community Outreach Total	321,000
Total Operating Budget	\$ 24,860,000

Capital Budget	2023 Budget
Capital Improvement Program (CIP)	
Meter Retrofit	\$ 5,000
Dist. Main Replacement	1,847,000
Well Replacement	13,899,000
Well Rehab. And Related Capital Costs	4,055,000
Other Re-occurring Annual Capital Costs	1,629,000
SCADA	266,000
Reservoir and Booster P.S.	337,000
Transmission Main	57,000
CIP Subtotal	\$ 22,095,000
Operating Capital Program (OCP)	
Operations	\$ 239,000
Vehicles/Fleet/Equipment	118,000
Information Technology	316,000
Maintenance	37,000
OCP Subtotal	\$ 710,000
Total Capital Budget	\$ 22,805,000

Debt Service Budget	\$ 6,995,000
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Total 2023 Costs	\$ 54,660,000
-------------------------	----------------------

Reserve Use	\$ -
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Capital Improvement Program (CIP) - Multi-Year Project Budget

Description	Actual 2021	Projected 2022	Budget * 2023	Forecast 2024	Forecast 2025	Forecast 2026	Total Project
Wells 81, 82, 83	\$ 100,756	\$ 5,341,393	\$ 6,146,500	\$ 8,298,250	\$ -	\$ -	\$ 19,886,899
Well 84	-	1,480,883	4,754,750	3,424,750	-	-	9,660,383
Q St Main Repl	266,153	866,417	1,558,000	3,325,000	4,370,000	4,370,000	14,755,570
Total Costs	\$ 366,909	\$ 7,688,693	\$ 12,459,250	\$ 15,048,000	\$ 4,370,000	\$ 4,370,000	\$ 44,302,852

* Included in the total CY2023 Capital Budget

Capital Improvement Program (CIP) Project	2023	2024
Meter Retrofit		
2023 Meter Retrofit (pending assessment of cross-District services)	X	
Dist. Main Replacement		
Watt Ave Main Replacement - From Antelope Rd to The Arbors	X	
MBP Main Replacement - Dudley Blvd.		X
MBP Main Replacement - Dudley/Peacekeeper	X	X
Small Improvement Projects	X	X
Auburn/Walnut Main Replacement		X
Winding Way Creek Crossing		X
Slippery Creek Main Replacement		X
Q Street Main Replacement	X	X
Well Replacement		
Well #80 - Walnut/Auburn (NSA) - Complete Pump Station Construction	X	
Wells #81, 82, 83 - Antelope N/Poker (NSA) - 3 Groundwater Wells & Pump Station Design/Construction	X	X
Well #84 (NSA) - Groundwater Well & Pump Station Design/Construction	X	X
Well #85 - Groundwater Well Design		X
Transmission Main		
Corrosion Control-Variou s Protection and/or Cathodic Protection for existing trans. mains	X	X
Reservoir and Booster P.S.		
Walnut Tank - Condition Assessment/Plans for Re-coating ~ 15 years	X	
Antelope Reservoir - Interior/ Exterior Re-coating	X	
Reservoirs/Tanks Annual Repairs/Modifications As Needed	X	X
Hydropneumatic Tanks - Interior Re-coating	X	X
Capehart Tank - Condition Assessment/Plans for Re-coating ~ 15 years		X
Enterprise Reservoirs - Condition Assessment/Plans for Re-coating ~ 15 years		X
McCellan Tank 216 Reservoirs - Condition Assessment/Plans for Re-coating ~ 15 years		X
Watt/Elkhorn Reservoir		X
SCADA		
Upgrade Tesco PLC for Various Production Location	X	X
SCADA Upgrades	X	X
MCC Panel Upgrades	X	X
Well Rehab. And Related Capital Costs		
Well Rehabilitation/Repair/Upgrade - Various Wells 2023: Wells 25,47,68,69,70,74,N1,N30,N35,N38; 2024: Wells 20A, 33A,71,56A,N3,N5,N22,N24,N32	X	X
Condition Assessment - 2023: Wells 25, 33A, 74, 56A, N22, N24; 2024: Wells 20A, 71, 73, N3, N25, N32A	X	X
Preventive Maintenance - Various Production Wells	X	X
Pump to Waste Flow Meters	X	X

Capital Improvement Program (CIP) Project (continued)	2023	2024
Well Rehab. And Related Capital Costs (continued)		
Well Site Upgrades	X	X
Capacity & Water Quality Investigation - Various Wells	X	X
Well N35 Antelope North/PCE Treatment - Design/Build Delivery (Placeholder as estimated costs are not available)	X	
Destroy abandoned wells - 2023: 2 Wells; 2024: 4 Wells	X	X
Well sites demolition -6 Sites/ Year	X	X
Other Re-occurring Annual Capital Costs		
Adjust Valves Boxes For County Paving Projects	X	X
Right of Way/Easement Acquisitions	X	X
AMI Endpoints Replacements	X	X
Replace Obsolete Large Services (>3")	X	X
Replace Water Meters That Outlived Their Useful Life	X	X
Replace Valves, Hydrants & Services That Outlived Their Useful Life	X	X

Operating Capital Program (OCP) Projects For 2023	2023
Operations	
Facility Operations Plan - Antelope & Verner PRV Stations	X
Fluoride Pump Upgrades - Programing Improvement & Pumps Replacement	X
AMP Implementation: Work Management Program – Phase I/Data (Placeholder)	X
Hydrant Meters (11 Meters)	X
	X
Vehicles/Fleet/Equipment	
Vehicle Replacement - Truck # 50	X
Vehicle Replacement - Truck # 63	X
	X
Information Technology	
Hardware Refresh Program	X
Software Enhancements/Modules	X
	X
Maintenance	
HVAC/Roof/Building Repairs	X
Fence Replacement - Facilities: Well N8 and N3	X

Non-Exempt Classifications

TITLE	2023 ANNUAL RANGE		2023 HOURLY RANGE	
Accountant I	\$ 73,965.53	\$ 92,456.92	\$ 35.56	\$ 44.45
Administrative Assistant I	\$ 58,998.71	\$ 73,748.38	\$ 28.36	\$ 35.46
Administrative Assistant II	\$ 64,898.58	\$ 81,123.22	\$ 31.20	\$ 39.00
Assistant Engineer	\$ 93,366.88	\$ 116,708.60	\$ 44.89	\$ 56.11
Cross Connection Control Specialist	\$ 72,929.27	\$ 91,161.59	\$ 35.06	\$ 43.83
Customer Service Representative I	\$ 51,769.93	\$ 64,712.41	\$ 24.89	\$ 31.11
Customer Service Representative II	\$ 56,948.07	\$ 71,185.09	\$ 27.38	\$ 34.22
Distribution Operator I	\$ 63,145.80	\$ 78,932.25	\$ 30.36	\$ 37.95
Distribution Operator II	\$ 69,458.09	\$ 86,822.61	\$ 33.39	\$ 41.74
Engineering Drafter	\$ 65,219.35	\$ 81,524.18	\$ 31.36	\$ 39.19
Engineering Project Coordinator	\$ 76,526.48	\$ 95,658.09	\$ 36.79	\$ 45.99
Environmental Compliance Technician	\$ 68,885.28	\$ 86,106.61	\$ 33.12	\$ 41.40
Facilities & Fleet Specialist	\$ 69,458.09	\$ 86,822.61	\$ 33.39	\$ 41.74
Field Operations Coordinator	\$ 72,929.27	\$ 91,161.59	\$ 35.06	\$ 43.83
Foreman (Distribution, Production)	\$ 89,288.53	\$ 111,610.66	\$ 42.93	\$ 53.66
GIS Coordinator	\$ 90,090.45	\$ 112,613.06	\$ 43.31	\$ 54.14
GIS Technician I	\$ 72,450.81	\$ 90,563.51	\$ 34.83	\$ 43.54
GIS Technician II	\$ 79,695.89	\$ 99,619.86	\$ 38.32	\$ 47.89
Human Resources Technician	\$ 70,674.55	\$ 88,343.19	\$ 33.98	\$ 42.47
Information Technology Technician I	\$ 69,569.53	\$ 86,961.90	\$ 33.45	\$ 41.81
Information Technology Technician II	\$ 76,526.48	\$ 95,658.10	\$ 36.79	\$ 45.99
Instrumentation & Electrical Technician	\$ 84,465.52	\$ 105,581.91	\$ 40.61	\$ 50.76
Production Operator I	\$ 63,145.80	\$ 78,932.25	\$ 30.36	\$ 37.95
Production Operator II	\$ 69,458.09	\$ 86,822.61	\$ 33.39	\$ 41.74
Purchasing Specialist	\$ 69,458.09	\$ 86,822.61	\$ 33.39	\$ 41.74
SCADA Analyst	\$ 89,288.53	\$ 111,610.66	\$ 42.93	\$ 53.66
Senior Accounting Technician	\$ 64,312.87	\$ 80,396.72	\$ 30.92	\$ 38.65
Senior Customer Service Representative	\$ 62,642.88	\$ 78,303.60	\$ 30.12	\$ 37.65
Senior Inspector	\$ 79,390.49	\$ 99,238.11	\$ 38.17	\$ 47.71
Water Conservation Technician I	\$ 59,961.01	\$ 74,951.27	\$ 28.83	\$ 36.03
Water Conservation Technician II	\$ 65,952.53	\$ 82,440.67	\$ 31.71	\$ 39.63

Exempt Classifications

TITLE	2023 ANNUAL RANGE		2023 HOURLY RANGE	
Accountant II	\$ 71,200.84	\$ 101,715.49	\$ 34.23	\$ 48.90
Assistant General Manager	\$ 144,957.81	\$ 207,082.59	\$ 69.69	\$ 99.56
Associate Engineer	\$ 93,945.41	\$ 134,207.73	\$ 45.17	\$ 64.52
Controller	\$ 105,325.89	\$ 150,465.56	\$ 50.64	\$ 72.34
Customer Services Manager	\$ 97,443.81	\$ 139,205.44	\$ 46.85	\$ 66.93
Engineering Manager	\$ 122,453.82	\$ 174,934.02	\$ 58.87	\$ 84.10
Environmental Compliance Supervisor	\$ 95,599.38	\$ 136,570.55	\$ 45.96	\$ 65.66
Executive Assistant to the General Manager	\$ 65,647.52	\$ 93,782.17	\$ 31.56	\$ 45.09
Director of Finance and Administration	\$ 128,939.38	\$ 184,199.11	\$ 61.99	\$ 88.56
Human Resources Administrator	\$ 84,801.03	\$ 121,144.33	\$ 40.77	\$ 58.24
Information Technology Analyst	\$ 77,786.64	\$ 111,123.77	\$ 37.40	\$ 53.42
Information Technology Manager	\$ 98,235.71	\$ 140,336.73	\$ 47.23	\$ 67.47
Operations Manager	\$ 120,358.79	\$ 171,941.13	\$ 57.86	\$ 82.66
Project Manager	\$ 89,474.69	\$ 127,820.98	\$ 43.02	\$ 61.45
Safety/Risk Officer	\$ 92,762.58	\$ 132,517.97	\$ 44.60	\$ 63.71
Senior Engineer	\$ 108,039.23	\$ 154,341.76	\$ 51.94	\$ 74.20
Senior Project Manager	\$ 102,896.89	\$ 146,995.56	\$ 49.47	\$ 70.67
Superintendent (Distribution, Production)	\$ 93,754.96	\$ 133,935.65	\$ 45.07	\$ 64.39
Water Conservation Supervisor	\$ 83,620.64	\$ 119,458.06	\$ 40.20	\$ 57.43



Agenda Item: 12

Date: October 17, 2022

Subject: Heat Wave Response

Staff Contact: Hannah Dunrud, Production Superintendent

Recommended Board Action:

None, information only.

Discussion:

During the month of September 2022, the District successfully managed the operational challenges of a severe heat wave. For nine consecutive days, from September 1st-9th, the high temperatures were over 100°F. Three of those days were over 110°F, including September 6th, which had a record-breaking temperature of 116°F in Sacramento. During this heat wave, with high water demands, the District proactively worked to protect both supply reliability and staff safety.

These extreme temperatures created an unprecedented rate of demand on California’s power supplies, resulting in a State of Emergency declaration from Governor Gavin Newsom on August 31st. The California Independent System Operator, an organization that oversees energy transmission throughout California, issued Energy Emergency Alerts during the heat wave, urging customers to conserve energy to protect the grid.

Though SMUD warned of potential rotating power outages, the power outage that affected the District on Labor Day (September 5th) was unplanned. This outage resulted in more than 16,000 SMUD customers out of power in the Arden area between roughly 2:40 PM – 4:00 PM. Four of the District’s South Service Area (SSA) wells were affected by this loss of power and another SSA well shut off due to excess heat that same afternoon. The District’s Production On-Call Technician and contracted well contractor, Kirby’s Pump & Mechanical, responded during the holiday to assess the facilities and place them back into service before water demands increased later that evening. In doing so, the District maintained adequate water pressure while meeting customer demands, while continuing to transfer SSA groundwater to the City of Sacramento for the 2022 Water Transfer.

On September 6th, the District’s account representative from SMUD requested a reduction in the District’s demands on the electric grid to help prevent rotating outages. Because the Governor’s State of Emergency Proclamation authorizing running back-up generators for load shedding within peak demand hours when Energy Emergency Alerts were in effect (taking precedence over local air quality regulations), the District elected to voluntarily run generators at select lead wells on September 6th and 7th. These efforts reduced grid usage by an estimated 8,000 kWh, which is

Heat Wave Response

October 17, 2022

Page 2 of 2

equivalent to taking approximately 600 homes off the grid during peak hours during those two days.

A PowerPoint presentation showing the District's heat wave response will be presented at the Board meeting. A copy of the PowerPoint is attached.

Fiscal Impact:

None.

Strategic Plan Alignment:

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

Goal B: Optimize Operational and Organizational Efficiencies

Goal D: Maintain Excellent Customer Service

Attachment:

1. Heat Wave Response Presentation

An aerial photograph of a city at sunset, with a warm orange and yellow sky. A white rectangular box with a black border is centered on the image, containing text. The text is centered within the box and reads: "Sacramento Suburban Water District", "Heat Wave Response", "Hannah Dunrud, Production Superintendent", and "October 17, 2022".

Sacramento Suburban Water District

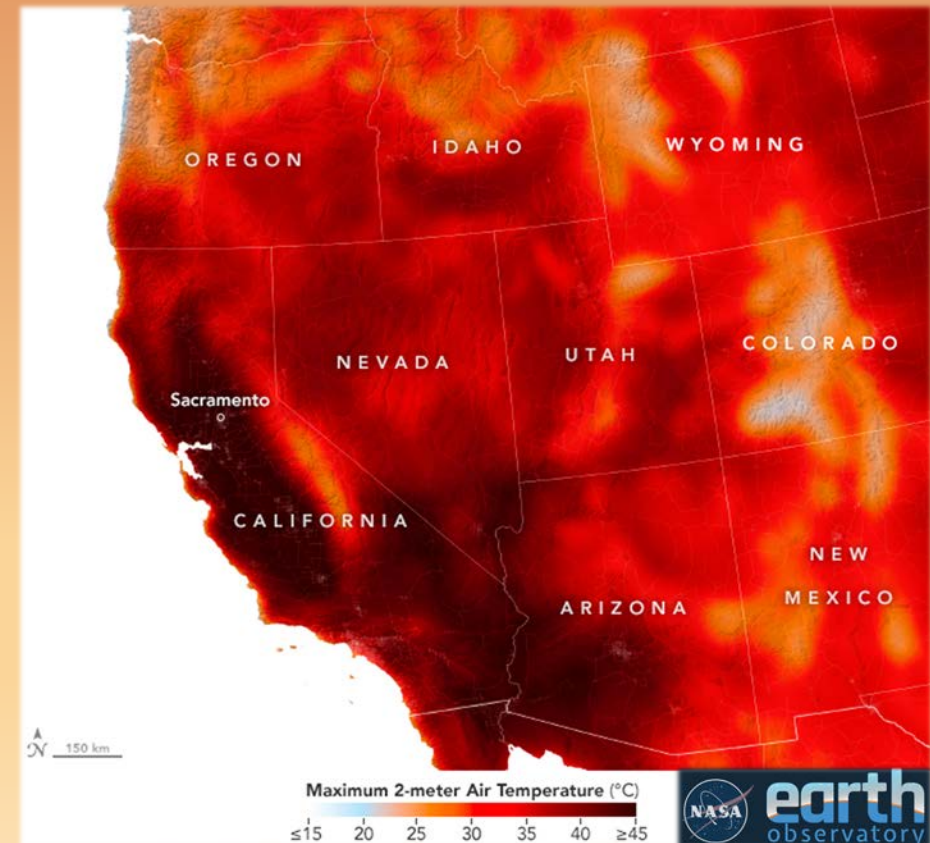
Heat Wave Response

Hannah Dunrud, Production Superintendent

October 17, 2022

September 2022 Heat Wave

- A heat wave is a prolonged period of abnormally hot weather.
- For nine consecutive days, from September 1st-9th, the high temperatures were over 100°F.
- Three of those days were over 110°F.



Unprecedented Heat Wave

RECORDS BROKEN

**DOWNTOWN
SACRAMENTO**

116

HOTTEST EVER

**CALIFORNIA
GRID PEAK**

52,061 MW

HIGHEST EVER



Emergency Declaration

- Extreme heat conditions pose public health risks, especially for vulnerable populations.
- On August 31, 2022, Governor Gavin Newsom signed a State of Emergency Proclamation.



Operational Challenges

- Heat illness threats to worker safety
- High water demand
- Potential power outages and power quality issues
- Labor Day Holiday
- Equipment overheating



Proactive Responses

- At the onset of the heat wave, leaders overseeing Operations collaborated in preparation to address:
 - Worker safety
 - After-hours emergencies
 - Emergency Back-up Generators





Electrical Grid Risks

Energy Demand Alerts

- Due to the extreme load forecast, the Governor's Proclamation called for urgent energy conservation.
- The California Independent System Operator issued Emergency Energy Alerts.
- SMUD warned of potential rotating power outages.



Back-Up Power Generators

- The District currently has 23 emergency generators, many of which serve key facilities.
- Fuel types include diesel, propane, and natural gas.
- Monthly, annual, and triennial maintenance schedules help ensure emergency readiness.



Emergency Readiness



Production On-Call Duties

- On-Call Production Technicians are prepared to respond to after-hours emergencies, including power outages.
- SCADA alarms alert staff to any power outages and pressure issues
- SCADA allows operators to remotely monitor facilities and adjust operational settings, or determine if an on-site response is needed.



Power Outage Response

- On Labor Day (September 5th) afternoon, a large SMUD outage affected multiple wells in the South Service Area (SSA).
- The District's staff and contractor promptly responded to assess the facilities and place them back into service before water demand rose later that evening.



SACRAMENTO - An unplanned outage had more than 16,000 SMUD customers in the Arden area without power on Monday.

Electrical Demand Reduction

- The Governor's Proclamation included unique provisions for running back-up generators for load shedding.
- On September 6th, the District's account representative from SMUD requested a reduction in the District's demands.
- As such, the District voluntarily reduced its energy demands.



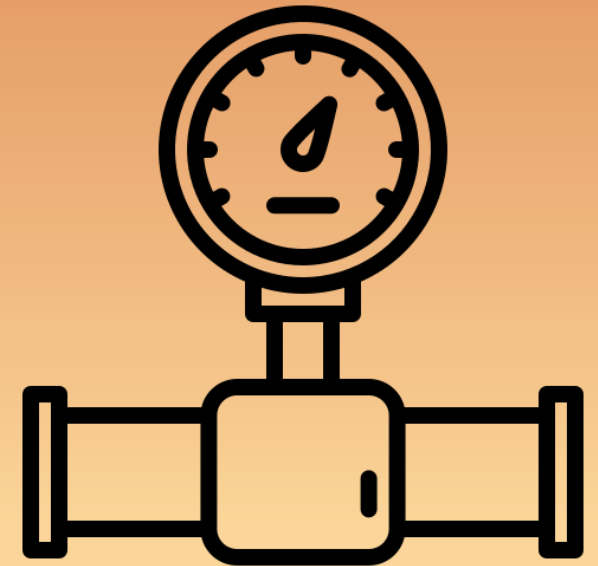
Load Shedding

Generator Operation		Sept. 6 th	Sept. 7 th	Total
Fuel Usage	Diesel	259 gal	300 gal	559 gal
	Natural Gas	122 CF	106 CF	228 gal
	Propane	75 gal	-	75 gal
Energy Reduction Estimate		4399 kWh	3628 kWh	8027 kWh

Equivalent to taking approx. 600 homes off the grid for peak hours during those two days.

Operational Outcomes

- Throughout the heat wave, the District successfully kept its staff safe while providing a continuous water supply to its customers.
- In total, there were 8 well outages due to power issues and equipment overheating, which the District's staff and contractor responded to.
- The District maintained adequate water pressure while meeting customer demands and continuing to transfer SSA groundwater to the City of Sacramento.



The background of the slide is a solid yellow color with a repeating pattern of black question marks of various sizes and orientations scattered across it. In the center, there is a white rectangular box with a thin black border.

Questions?



Agenda Item: 13

Date: October 17, 2022

Subject: Committee and Liaison Appointments for 2022

Staff Contact: Dan York, General Manager

Recommended Board Action:

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

Discussion:

At the September 19, 2022, regular Board meeting, President Locke requested to bring back the Committee and Liaison Appointments for discussion of potential further amendments to committees and liaison appointments.

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

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

Fiscal Impact:

No increased fiscal impact is anticipated.

Strategic Plan Alignment:

Goal B - Optimize Operational and Organizational Efficiencies.

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

Attachments:

1. 2022 Committee and Liaison Assignments

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

Standing Committees

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

Carmichael Water District/SSWD 2x2 Committee Craig Locke, Chair
 Dave Jones

Del Paso Manor Water District/SSWD 2x2 Committee Robert Wichert, Chair
 Jay Boatwright

Liaison Assignments

ACWA/JPIA Jay Boatwright
 Staff Position: Dan York

ACWA General Election Voting Delegate Jay Boatwright

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

ACWA Water Quality Committee..... Craig Locke

ACWA Energy Committee Bob Wichert

ACWA Communications Committee Kevin Thomas

ACWA Legal Affairs Committee Ryan Bezerra

California Special Districts Association Dave Jones

LAFCo Special District Advisory Committee Jay Boatwright

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

Regional Water Authority Executive Committee Staff Rep: Dan York

Sacramento Groundwater Authority (appointed by City Council 7/19/2022) Kevin Thomas, Board Rep.
 Dan York, Staff Rep.
 Bob Wichert, Alternate
 Jay Boatwright, Alt.

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



Agenda Item: 14

Date: October 17, 2022

Subject: General Manager's Report

Staff Contact: Dan York, General Manager

a. Collaboration Efforts in North Service Area

As previously reported, in 2020, the District has established a relationship with San Juan Water District (SJWD) to purchase surface water that has the potential to provide multiple benefits to the District which include; increased access to groundwater stabilization supplies; reduced costs for the purchase of groundwater stabilization supplies; enhanced conjunctive use management of the District's North Service Area (NSA); and, improved capability to undertake future groundwater substitution transfers with SJWD with reduced regulatory uncertainty.

On October 11, 2022, District and SJWD staff met to continue discussing the above mentioned opportunities, as well as a potential collaborative effort on a new groundwater well and participation on groundwater well maintenance activities in the District's North Service Area. The discussion ensued on the groundwater well maintenance activities due to the existing Antelope Pumpback Facility agreement between the two agencies. At the conclusion of the meeting it was determined it was in the best interest of both agencies to continue these collaborative efforts. The intent is to develop talking points to bring forth to the respective Boards of each agency to obtain approval to continue these collaborative efforts.



Agenda Item: 15

Date: October 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 August 31, 2022. More detailed information can be found in the following attached financial reports:

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

Financial Statement Highlights – August 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>8/31/2022</u>	<u>Year-To-Date</u> <u>8/31/2021</u>	<u>Variance</u> <u>8/31/2022</u>
LIQUIDITY (CASH & CASH EQUIVALENTS)	15,392,186.27	19,728,553.29	(4,336,367.02)
INVESTMENT	39,595,064.68	39,687,680.77	(92,616.09)
ACCOUNT RECEIVABLE	3,451,433.02	3,980,711.10	(529,278.08)
CAPITAL ASSETS	312,778,575.88	306,268,862.27	6,509,713.61
LONG-TERM DEBT (par)	(60,896,502.30)	(70,441,534.20)	9,545,031.90
NET POSITION	290,930,390.87	284,637,486.52	6,292,904.35

Statements of Revenues, Expenses and Changes in Net Position

	Year-To-Date 8/31/2022	Year-To-Date 8/31/2021	Variance 8/31/2022
Operating Revenue	33,056,423.80	32,733,360.31	323,063.49
Operating Expense	(14,051,408.01)	(12,848,433.29)	(1,202,974.72)
Other, Net	(11,776,202.76)	(7,352,084.08)	(4,424,118.68)
NET INCOME	7,228,813.03	12,532,842.94	(5,304,029.91)

Key information from this report indicates the District's cash balance is \$4.3 million and investments are \$0.1 million less than on August 31, 2021; long-term debt has decreased by \$9.6 million; and net position has increased by \$6.3 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, staff is anticipating a continued decrease in outstanding receivables as the District resumed collections activities in March 2022. Accounts receivable decreased \$0.5 million compared to the same period a year ago, August 31, 2021. Operating revenues increased \$0.3 million, operating expenses increased \$1.2 million and other, net expenses increased \$4.4 million, year to date compared to the same period a year ago. Operating revenues increased primarily due to an increase in other charges for service related to late fees and collections charges. Water consumption sales have decreased \$0.4 million as customer are conserving water. Operating expense increase is primarily related to \$0.6 million increase in purchased water, as SJWD surface water was available from January through August and \$0.3 million increase in miscellaneous repairs, asphalt restoration, from the main line leak on Elkhorn Boulevard of last year. Other, net expenses increased primarily related to a \$2.0 million reduction in capital contributions (capacity fees and developer contributions), \$0.7 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 \$1.6 million decrease in the fair market value of the investment portfolio related to rising interest rates.

Budgets:

Budget Item	Actual Amount YTD	Budget Amount YTD	Variance YTD
Revenues and Sources of Funds	33,796,111	33,938,920	(142,809)
Operations and Maintenance	(14,051,408)	(15,794,895)	1,743,487
Capital Expenditures *	(12,094,553)	(20,944,535)	8,849,982
Debt Service - Swap Termination	(5,642,000)	(5,642,000)	-
Debt Service - P & I	(1,293,692)	(1,535,784)	242,092

*Capital budget includes rollover budget from previous years.

The District's revenues for first eight months of 2022 were \$0.1 million less than budgeted amount due primarily to the net effects of: 1) water consumption sales were less than the budgeted amount due to the decrease in water usage – approximately \$0.4 million; 2) capacity fees were collected at a minimal amount for the first eight months as there were only a few small developer projects completed during this time – approximately \$27,000; 3) other charge for services were more than budget due to resuming of collection activities mentioned above approximately \$0.3 million; and 4) rent and other income were less than budget – approximately \$0.1million.

The District's operating and maintenance expenditures as of August 31, 2022, came in less than the approved budget by \$1.7 million. Salaries and benefits are under budget approximately \$0.9 million due primarily to staff vacancies. Water costs including electrical and chemical pumping expenses are under budget approximately \$0.2 million mostly related to minimal surface water availability and reduced usage through August. 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 eight months, \$10.7 million has been spent while an additional \$9.7 million is under commitment. CIP's year-to-date expenditures came in less than the approved budget by \$7.8 million. Expenditures continue to be primarily in new well construction, distribution system replacements, well rehabilitation, and meter reading system projects.

Operating Capital Program (OCP) expenditures as of August 31, 2022, were \$1.4 million while \$0.9 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. OCP's year-to-date expenditures came in less than the approved budget by \$1.1 million.

Scheduled 2022 principal payments of \$5.4 million are not due until the end of October. Total principal outstanding as of August 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 eight months of 2022, the District has incurred interest expense of \$1.3 million versus a forecast of \$1.5 million, for a \$0.2 million positive variance due to low interest rates on the unhedged portion of the 2009A COPs from January through March 15, 2022.

Attachments:

1. Financial Statements – August 31, 2022
2. Budget to Actual Reports – August 31, 2022

**Financial Statements
August 31, 2022**

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

	As Of	<u>Month End</u> <u>8/31/2022</u>	<u>Month End</u> <u>8/31/2021</u>
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents		\$15,386,123.70	\$19,728,543.45
Restricted Cash and cash equivalents		6,062.57	9.84
Accounts receivable, net of allowance for uncollectible accounts		2,931,778.17	3,277,433.50
Interest receivable		131,299.60	116,973.59
Grants receivables		7,296.94	7,296.94
Other receivables		6.42	5,495.59
Inventory		1,045,109.25	993,745.83
Prepaid expenses and other assets		1,485,505.50	1,350,284.44
TOTAL CURRENT ASSETS		<u>\$20,993,182.15</u>	<u>25,479,783.18</u>
NONCURRENT ASSETS			
Investments		39,595,064.68	39,687,680.77
TOTAL NONCURRENT ASSETS		<u>39,595,064.68</u>	<u>39,687,680.77</u>
Property, plant and equipment		533,851,811.15	514,444,455.63
Accumulated depreciation		<u>(221,073,235.27)</u>	<u>(208,175,593.36)</u>
TOTAL CAPITAL ASSETS		<u>312,778,575.88</u>	<u>306,268,862.27</u>
TOTAL ASSETS		<u>373,366,822.71</u>	<u>371,436,326.22</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred amount on long-term debt refunding		4,448,911.47	4,262,239.16
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		<u>966,186.87</u>	
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		<u>381,080,850.05</u>	<u>379,061,351.38</u>
LIABILITIES			
CURRENT LIABILITIES			
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		984,838.92	463,341.60
Accrued interest		720,152.56	311,228.96
Deferred revenue and other liabilities		4,051,189.63	3,701,670.52
Accrued expenses		<u>415,811.88</u>	<u>314,617.38</u>
TOTAL CURRENT LIABILITIES		<u>12,561,992.99</u>	<u>10,635,858.46</u>
NONCURRENT LIABILITIES			
Long-term debt		55,506,502.30	65,476,534.20
Compensated absences		192,897.89	312,892.20
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
TOTAL NONCURRENT LIABILITIES		<u>70,177,551.19</u>	<u>82,194,436.40</u>
TOTAL LIABILITIES		<u>82,739,544.18</u>	<u>92,830,294.86</u>
DEFERRED INFLOWS OF RESOURCES			
Employee pensions		5,448,430.00	481,215.00
Other post-employment benefits		1,962,485.00	1,112,355.00
NET POSITION			
Invested in capital assets, net of related debt		247,827,877.16	238,711,824.11
Restricted		15.77	39.69
Unrestricted		<u>43,102,497.94</u>	<u>45,925,622.72</u>
TOTAL NET POSITION		<u>290,930,390.87</u>	<u>284,637,486.52</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION		<u>381,080,850.05</u>	<u>379,061,351.38</u>

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

	<u>Year-To-Date</u> <u>8/31/2022</u>	<u>Year-To-Date</u> <u>8/31/2021</u>
OPERATING REVENUES		
Water consumption sales	\$ 9,788,395.56	\$ 10,464,899.09
Water service charge	22,683,490.50	21,965,211.31
Wheeling water charge	4,647.48	3,970.25
Other charges for services	580,096.03	299,279.66
TOTAL OPERATING REVENUES	33,056,629.57	32,733,360.31
OPERATING EXPENSES		
Source of supply	1,384,087.06	792,100.47
Pumping	3,142,601.51	3,313,327.73
Transmission and distribution	2,803,460.49	2,449,771.57
Water conservation	351,488.46	268,751.18
Customer accounts	1,059,214.26	920,752.38
Administrative and general	5,310,556.23	5,103,729.96
TOTAL OPERATING EXPENSES	14,051,408.01	12,848,433.29
Operating income before depreciation	19,005,221.56	19,884,927.02
Depreciation and amortization	(9,185,649.09)	(9,058,095.36)
OPERATING INCOME	9,819,572.47	10,826,831.66
NON-OPERATING REV. (EXP.)		
Rental income	198,413.10	214,028.26
Interest and investment income	(1,503,127.43)	33,266.14
Interest expense and debt related costs	(2,121,380.94)	(1,404,827.83)
Other non-operating revenues	26,733.29	73,283.13
Grant revenue pass-through to sub recipients		468,000.00
Other non-operating expenses	(0.10)	(3,882.63)
Sub recipient grant expenses		(468,000.00)
Gain(loss) on disposal of capital assets		35,475.00
NON-OPERATING REV. (EXP.)	(3,399,362.08)	(1,052,657.93)
NET INCOME (LOSS) BEFORE CAPITAL	6,420,210.39	9,774,173.73
CAPITAL CONTRIBUTIONS		
Capacity fees	26,935.00	945,751.00
Developer contributions	781,667.64	1,812,918.21
TOTAL CAPITAL CONTRIBUTIONS	808,602.64	2,758,669.21
CHANGE IN NET POSITION	7,228,813.03	12,532,842.94
Net position at beginning of year	283,701,577.84	272,104,643.58
NET POSITION AT END OF PERIOD	\$ 290,930,390.87	\$ 284,637,486.52

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

Sacramento Suburban Water District
Schedule of Net Revenues
As Of

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
	<u>Year-To-Date</u>	<u>Year-To-Date</u>	<u>Year-To-Date</u>
	<u>8/31/2022</u>	<u>8/31/2022</u>	<u>8/31/2023</u>
REVENUES			
Water consumption sales	\$ 9,788,395.56	\$ 10,167,000.00	\$ (378,604.44)
Water service charge	22,683,490.50	22,618,000.00	65,490.50
Wheeling water charge	4,647.48	8,000.00	(3,352.52)
Other charges for services	580,096.03	250,000.00	330,096.03
Capacity fees	26,935.00	200,000.00	(173,065.00)
Interest and investment income	490,225.02	382,640.00	107,585.02
Rental & other income	222,321.39	313,280.00	(90,958.61)
TOTAL REVENUES	\$ 33,796,110.98	\$ 33,938,920.00	\$ (142,809.02)

Sacramento Suburban Water District
Operations and Maintenance Budget
Period Ended

Attachment 2

	8/31/2022 - YTD			2022
	Actual	Budget	Variance	Annual Budget
BUDGETED OPERATING EXPENSES				
Board of Directors	\$28,868.51	\$29,808.16	\$939.65	\$53,112.24
Administrative	1,842,124.24	1,792,980.16	(49,144.08)	2,653,447.24
Finance	707,228.92	759,347.12	52,118.20	1,138,958.68
Customer Services	884,591.83	941,714.80	57,122.97	1,417,680.20
Field Operations	289,763.40	295,841.60	6,078.20	432,758.28
Production	4,062,724.25	4,731,984.82	669,260.57	7,158,093.68
Environmental Compliance	463,964.32	550,668.56	86,704.24	826,003.84
Distribution	2,063,518.43	2,178,073.56	114,555.13	3,327,400.04
Field Services	739,942.06	984,913.60	244,971.54	1,477,374.68
Maintenance	454,689.50	500,754.20	46,064.70	751,131.56
Water Conservation	351,488.46	429,157.16	77,668.70	755,861.24
Engineering	926,057.37	1,117,796.08	191,738.71	1,676,690.12
GIS/CAD	257,135.39	273,255.76	16,120.37	409,883.64
Human Resources	185,824.61	242,563.12	56,738.51	363,840.88
Information Technology	618,864.29	813,820.24	194,955.95	1,220,730.36
Community Outreach	174,622.43	152,216.00	(22,406.43)	228,380.00
TOTAL OPERATING EXPENSES	14,051,408.01	15,794,894.94	1,743,486.93	23,891,346.68

Sacramento Suburban Water District
Capital Budget
8/31/2022

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-Well Rehad/Pump St Improv	\$ 2,105,000.00	\$ 2,558,000.00	\$ 1,280,376.00	\$ 3,838,376.00	\$ 118,122.76	\$ 1,159,189.64	\$ 1,632,408.29	\$ 1,046,778.07
CIP-SCADA/Communication Improv	385,000.00	50,000.00	396,661.99	446,661.99	2,074.00	36,117.81	343,267.79	67,276.39
CIP-Well Destruction	325,000.00	-	-	-	-	-	-	-
CIP-Well New Construction	11,357,000.00	11,357,000.00	2,477,754.31	13,834,754.31	718,120.47	5,030,835.61	5,677,697.91	3,126,220.79
CIP-Trans & Dist Improvements	5,235,000.00	5,235,000.00	883,452.34	6,118,452.34	427,944.53	3,470,469.53	1,226,216.34	1,421,766.47
CIP-Meter Retrofit Program	22,000.00	177,000.00	-	177,000.00	-	-	173,180.00	3,820.00
CIP-Reservoir/Tank Improv	325,000.00	367,000.00	181,670.25	548,670.25	58,700.63	110,521.27	241,076.44	197,072.54
CIP-Corrosion Control	75,000.00	73,000.00	-	73,000.00	-	-	-	73,000.00
CIP-Valve/Hydrant/Service Repl	400,000.00	680,000.00	-	680,000.00	24,821.34	270,604.15	193,657.26	215,738.59
CIP-Large Meter Replacement	40,000.00	40,000.00	-	40,000.00	-	-	-	40,000.00
CIP-Meter Replacement PM	310,000.00	310,000.00	-	310,000.00	-	11,910.00	18,100.00	279,990.00
CIP-AMI Endpoints	1,400,000.00	1,150,000.00	-	1,150,000.00	94,876.38	527,841.37	-	622,158.63
CIP-Special Projects	15,000.00	33,000.00	13,402.04	46,402.04	-	-	31,050.80	15,351.24
CIP-Water Related Street Imprv	200,000.00	473,000.00	96,000.00	569,000.00	12,150.00	118,162.00	171,966.83	278,871.17
Sub-total CIP	\$ 22,194,000.00	\$ 22,503,000.00	\$ 5,329,316.93	\$ 27,832,316.93	\$ 1,456,810.11	\$ 10,735,651.38	\$ 9,708,621.66	\$ 7,388,043.89
OCB - Equipment	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	-	\$ -	\$ -	\$ 20,000.00
OCB - Fleet & Facilities	369,000.00	169,000.00	73,613.88	242,613.88	-	10,510.96	124,744.00	107,358.92
OCB - Information Technology	262,000.00	262,000.00	71,850.75	333,850.75	-	95,598.85	32,214.92	206,036.98
OCB - Maintenance	501,000.00	501,000.00	-	501,000.00	53,980.00	210,865.00	-	290,135.00
OCB - Operations	506,000.00	397,000.00	197,553.90	594,553.90	6,870.48	149,802.00	274,415.18	170,336.72
OCB - Property Acquisition	900,000.00	900,000.00	992,466.25	1,892,466.25	-	892,124.49	430,659.22	569,682.54
Sub-total OCP	\$ 2,558,000.00	\$ 2,249,000.00	\$ 1,335,484.78	\$ 3,584,484.78	\$ 60,850.48	\$ 1,358,901.30	\$ 862,033.32	\$ 1,363,550.16
Total Capital	\$ 24,752,000.00	\$ 24,752,000.00	\$ 6,664,801.71	\$ 31,416,801.71	\$ 1,517,660.59	\$ 12,094,552.68	\$ 10,570,654.98	\$ 8,751,594.05



Agenda Item: 16

Date: October 17, 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

	September 2022	Monthly Average CY 2022	Total CY 2022	Total # in System	Goal CY 2022	% of Goal Completed in CY 2022
Preventive Maintenance Program - Distribution						
Fire Hydrants Inspected	73	120	1077	6173	1235	87%
Fire Hydrant Valves Inspected	111	116	1048	5869	1174	89%
Mainline Valves Inspected	368	241	2167	11023	2205	98%
Blow Off Valves Inspected	25	30	267	1049	210	127%
ARV/CARV Inspected	-	-	-	283	57	0%
Preventive Maintenance Program - Meters						
Meters Tested (3 - 10 inch)	6	11	102	450	120	85%
Meters Replaced (⁵ / ₈ - 1 inch)	65	9	78	41167	1000	8%
Meter Re-Builds (1 ¹ / ₂ - 2 inch)	62	19	171	2449	245	70%
Preventive Maintenance Program - Production						
Air Release Valves	-	-	-	96	32	0%
Backflow Prevention Assembly Testing	21	3	21	47	47	45%
Chemical Systems - Sodium Hypochlorite	2	7	59	67	67	88%
Chemical Systems - Hydrofluorosilicic Acid	2	1	5	29	29	17%
Generator Inspection & Maintenance	14	2	14	23	23	61%
Generator Load Bank Testing	-	-	-	23	6	0%
Generator Battery Replacement	7	1	7	23	11	64%
Hydraulic Control Valves	1	0	2	48	48	4%
Level Transducers	1	0	1	36	36	3%
Motors (Vertical Turbine)	52	7	54	81	81	67%
Pressure Transducers	4	1	4	93	93	4%
Sumps and Associated Pumps	-	-	-	17	17	0%

	September 2022	Monthly Average	YTD Completed	Total With GPS	Total Assets	Percentage Completed
Global Positioning System						
GPS Coordinates Marked	413	329	2959	25945	84541	31%

	September 2022	Monthly Average CY 2022	Total CY 2022
Service Requests			
Main Leaks	2	4	40
Service Line Leaks	5	6	57
Customer Pressure Inquiries	4	7	65
Water Main Shutdown			
-- Unscheduled	4	5	49
-- Scheduled	3	4	39
After Hours Activity (On-Call Technician)			
Calls Received Distribution	50	56	505
Calls Responded Distribution	41	34	303
Calls Received Production	28	24	214
Calls Responded Production	6	3	24
Water Quality			
Complaints	-	4	33
Taste & Odor Complaints	-	-	-

2. District Claims Update Report

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

CLAIMS UNDER REVIEW/INVESTIGATION

Update – 4400 Elkhorn Blvd.

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

- On September 1, 2022, ACWA JPIA provided final settlement for damages with Carl Russell in the amount of \$715.57.

As previously reported, all claims related to this water main failure are being handled by ACWA JPIA under one claim number.

New Claim

On September 19, 2022, a claim was filed with the District by Tai Corbitt for damages to the residence and vehicles associated with an 8 inch water main failure at 4640 Mt Auburn Ct., Sacramento. Claims for this event are being handled by ACWA JPIA.

3. Customer Service Monthly Activity Report

Customer Service Activity Report for the month of September 2022.

Total Calls	Calls Abandoned	% of Calls Abandoned	Average Wait on Queue	Max Wait on Queue	Average Talk Time
2,451	37	1.51%	30s	6m, 56s	3m, 42s

4. Community Outreach Report

November Bill Insert

The November 2022 bill insert will begin on October 25, 2022, and will continue until November 23, 2022. A sample of the bill insert is shown below.

00269429



H₂O on the GO

November 2022



20th Anniversary Story | Stronger Together

One of Sacramento Suburban Water District's (SSWD's) strengths has been its longtime focus on partnership with neighboring water providers. Beyond SSWD's involvement in regional water organizations such as the Regional Water Authority, the Sacramento Groundwater Authority, and the Water Forum, the District has worked with neighboring water providers in a variety of ways.

For example, SSWD has Mutual Aid and Assistance Agreements with neighboring water providers. These agreements enable SSWD to provide support to the other agencies during emergencies or in times of need, and they can do so in turn for SSWD.

A few years ago, Del Paso Manor Water District (DPMWD) faced a critical staffing shortage that impacted their operations. The SSWD Board of Directors approved activating the mutual aid agreement and our employees assisted DPMWD until they were able to bring on new employees. DPMWD compensated SSWD for the support so there was no cost to SSWD ratepayers.

[20th Anniversary Story | page 2](#)

Thankful for Our Customers

November is a time of year where we reflect and give thanks for all of the good things in our lives. We'd like to take this moment to thank our customers for responding in an incredible way to the call to conserve water during the drought. Customers reduced their water usage by 18 percent in July and by 9 percent in August.

We would also like to recognize WaterSense for their leadership in water conservation. The WaterSense label has made it easy to identify fixtures and appliances for homes and businesses that have been independently certified to use at least 20 percent less water and to work as well or better than standard models.



Why Wait for Black Friday?

SSWD can help you save money right away and the water savings will continue for years and years to come. You can save:

- \$75 on a new high-efficiency clothes washer
- \$150 on a WaterSense-labeled weather-based sprinkler timer
- \$150 for a WaterSense-labeled high-efficiency toilet
- \$500 on irrigation system upgrades
- \$100 on a new pool cover
- \$500 for fixing leaks at your home or business

SSWD Holiday Hours

SSWD will be closed on the following days in November:

Thursday, November 24th
Thanksgiving Day

Friday, November 25th
Friday after Thanksgiving:

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.





Prepared for an Emergency

Just as with your home, SSWD depends upon electrical power to function, and just like every home should have, SSWD has an emergency plan in place in case there is a power outage.

One of the ways SSWD has prepared for emergency situations is by investing significantly in standby power generators so the District can still keep the water flowing even if the power is out for up to three days. SSWD checks the generators throughout the year so they are ready to perform in times of need.

If you do not have an emergency plan in place for your home and family, Sacramento County has a helpful website with more information: [sacramento.ready.saccounty.gov](https://www.sacramento.gov/ready) (under the Preparedness tab).

20th Anniversary Story | from page 1

In addition to these agreements, SSWD contracts with the City of Sacramento, Placer County Water Agency and San Juan Water District to purchase and serve surface water when available. These agreements make it possible to sustainably manage and recharge the groundwater aquifer.

In early 2020, SSWD and six other regional water providers participated in the Sacramento Regional Water Utility Collaboration Study to identify opportunities for increased collaboration as a means of improving overall efficiency. This effort led to a new study with Carmichael Water District that explores combination opportunities. Please visit [sswd.org](https://www.sswd.org) and click on the SSWD/Carmichael Water District graphic to learn more.

2023 Calendar Magnets

SSWD's calendar magnets will be available in early December. They will be available for pick up at the SSWD Administrative Office on Marconi Avenue. You'll stay up to date on holidays, know when the office is open, and be able to keep photos, your child's artwork, and other paperwork affixed to your fridge. No home should be without one!



Be Water-Wise This Winter

One of the best ways to be water-wise during the winter months is by reducing the amount of time your sprinklers run. In the Sacramento region, most household water use occurs outdoors. Cutting back on outdoor watering is a quick and easy way to conserve.

Start by reducing sprinkler run times by a few minutes per station. Remember to turn off your sprinklers when rain is forecast or install a weather-based sprinkler timer that will water with the weather.

If you need help programming your sprinkler timer, set up a complimentary Water-Wise House Call by calling 916.972.7171 or by going online to: <https://www.sswd.org/departments/conservation/water-wise-house-call>.

Helping Out in a Time of Need

During September's heat wave, SSWD helped keep the lights on for our customers by utilizing its standby power generators to run the groundwater wells in areas that were projected to be under the greatest threat of rotating outages by the Sacramento Municipal Utility District

The California Independent System Operator had estimated that the state was facing a deficit of 2,000 to 4,000 megawatts and issued a statewide alert asking the public to conserve.

This effort by SSWD and other water providers helped to reduce stress on the power grid during this time of peak demand.





Agenda Item: 17

Date: October 17, 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, but also related to broad and persistent labor shortages, 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 – particularly for electrical components and related goods 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 continuing to work 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	November 2022	No Change

(table continues on next page)

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Well	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
80 Walnut / Auburn	<i>Production Well</i>		
	Complete	Complete	n/a
	<i>Pump Station</i>		
	Complete	May 2023	No Change
81, 82, and 83 Antelope North / Poker	<i>Production Wells</i>		
	Complete	September 2023 (preliminary)	No Change
	<i>Pump Station</i>		
	April 2023 (preliminary)	December 2024 (preliminary)	Added Preliminary Completion Dates
84 Antelope / Don Julio	<i>Production Well</i>		
	November 2022	March 2023 (preliminary)	No Change
	<i>Pump Station</i>		
	March 2023 (preliminary)	June 2024 (preliminary)	Added Preliminary Completion Dates

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	Complete	September 2023	No Change
Q Street (4.7 miles of main)	September 2022	December 2026	See note below

Q Street: Project construction changed to multi-year (3-phase) from a single year to limit impact to CIP budget. This project is now anticipated to be completed in December 2026.

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 this year consists of a relatively small number of unmetered services located throughout the District. The final large metering component is the Greenberry Condominium Complex of approximately 200 units that began in fall of 2021, which has been completed except for final paving planned for late this year.

Project	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
2022 Project (20 meters)	Complete	Complete	Project is complete
Greenberry Complex	Complete	November 2022	No Change

B. ACTIVE WELLS

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

NORTH SERVICE AREA

Total Active capacity off-line for listed projects: 6,900 gpm (8,100 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 9/24/2021
Reason: Electrical upgrade (incoming power from 3-wire to 4-wire)
Project Phase: SMUD design
Expected Completion: January 2023 (based on SMUD’s schedule)

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 6/1/2021

Reason:

Water quality (PFAS). Casing repair in an attempt to mitigate PFAS contamination.

Project Phase:

Waiting for well 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. However, with the recently executed long-term contract with Kirby's Pump & Mechanical, Inc., staff expects significant improvement to progress in completing projects when the Kirby's contract takes effect in the early part of next year.

Expected Completion:

September 2023 (preliminary)

N6A Palm

Capacity / Status:

1,700 gpm / Off-line 3/4/2020

Reason:

Water quality (bacteriological)

Project Phase:

Additional laboratory testing and analysis for water quality

Expected Completion:

January 2023 (preliminary)

N10 Walnut

Capacity / Status:

700 gpm / Off-line 7/8/2021

Reason:

Pump replacement

Project Phase:

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

Expected Completion:

Delivery delayed due to unknown availability of NSF 61 pump.

N20 Cypress

Capacity / Status:

1,100 gpm / Off-line 8/23/2018

Reason:

Water quality (manganese)

Project Phase:

Waiting for well 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. However, with the recently executed long-term contract with Kirby's Pump & Mechanical, Inc., staff expects significant improvement to progress in completing projects when the Kirby's contract takes effect in the early part of next year.

Expected Completion:

April 2023

N38 Coyle

Capacity / Status: 1,200 gpm / Off-line 11/4/2021
Reason: Water quality (entrained gas)
Project Phase: Re-operational testing following pump replacement
Expected Completion: October 2022

COMPLETED PROJECTS

N36 Verner

Capacity / Status: 1,200 gpm
Reason: Submersible motor failure

SOUTH SERVICE AREA

Total Active capacity off-line for listed projects: 7,700 gpm (7,700 last report)

CONDITION ASSESSMENT AND INVESTIGATIVE PROJECTS

Reactive Projects

20A Watt/Arden

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

68 Northrop/Dornajo

Capacity / Status: 1,600 gpm / Off-line 11/3/2021
Reason: Water quality (entrained gas, manganese)
Project Phase: Waiting for well 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. However, with the recently executed long-term contract with Kirby's Pump & Mechanical, Inc., staff expects significant improvement to progress in completing projects when the Kirby's contract takes effect in the early part of next year.
Expected Completion: July 2023

69 Hilldale/Cooper

Capacity / Status: 500 gpm / Off-line 1/25/2017
Reason: Water quality (bacteriological)
Project Phase: Evaluating replacing well on same site
Expected Completion: March 2023 (for evaluation)

70 Sierra/Blackmer

Capacity / Status:

600 gpm / Off-line 5/10/2019

Reason:

Complete Loss of Capacity

Project Phase:

Waiting for well 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. However, with the recently executed long-term contract with Kirby's Pump & Mechanical, Inc., staff expects significant improvement to progress in completing projects when the Kirby's contract takes effect in the early part of next year.

Expected Completion:

March 2023

72 River Walk/NETP

Capacity / Status:

1400 gpm / Off-line 8/25/2022

Reason:

Capacity loss; pump breaking suction

Project Phase:

Condition assessment

Expected Completion:

April 2023

Proactive Projects

60 Whitney/Concetta

Capacity / Status:

500 gpm / Off-line 5/13/2021

Reason:

Motor failure; pump worn out

Project Phase:

Design (new pump; station improvements)

Expected Completion:

December 2022

REPAIR PROJECTS

13 Calderwood/Marconi

Capacity / Status:

700 gpm / Off-line 7/16/2020

Reason:

Water Quality (entrained gas)

Project Phase:

Waiting for well 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. However, with the recently executed long-term contract with Kirby's Pump & Mechanical, Inc., staff expects significant improvement to progress in completing projects when the Kirby's contract takes effect in the early part of next year.

Expected Completion:

December 2022

35 Ulysses/Mercury

Capacity / Status: 800 gpm / Off-line 11/24/2021
Reason: Submersible motor failure; pump needs to be replaced
Project Phase: Pump on order (2/22/2022).
Expected Completion: Delivery delayed due to unknown availability of NSF 61 pump.

41 Albatross/Iris

Capacity / Status: 500 gpm / Off-line 11/5/2018
Reason: Site electrical power supply line repair
Project Phase: SMUD design and permitting
Expected Completion: November 2022 (SMUD schedule)

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.

Plan	Approximate Completion	Change in Completion Status Since Last Report
Meter AMP	November 2022	No Change
Reservoir and Booster Pump Station AMP	See note 2 (below next table)	See note 2 (below next table)

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

Plan	Last Update	Next Update
Buildings and Structures AMP	2020	2026
Distribution Main AMP	2019	2024
Fleet AMP	2020	2025
Groundwater Well AMP	2020	2025
Meter AMP	2015	2022
Reservoir and Booster Pump Station AMP	2011	See note 1
SCADA AMP	2021	2026
Transmission Main AMP	2020	2024
Water System MP	2017	See note 2

1. *Reservoir and Booster Pump Station AMP* - Updating this AMP has been deferred until resolution of the Combination Study with Carmichael Water District. Staff anticipates including this project in the draft CY2024 budget presented to the Board in 2023.
2. *Water System MP* - Updating of the Reservoir and Booster Pump Station AMP is preferred to be completed prior to updating the Water System MP since the Reservoir and Booster Pump Station 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*). Switch-over work (the final project component) was attempted in late August but was aborted due to complications with the temporary power supply and ability to keep data servers operational. As a result, the switch-over has been tentatively rescheduled to later this year pending resolution of issues encountered and coordination of all participants. Staff is consulting with an HVAC contractor about possible options to install a device to mitigate the high electrical load at start-up for the building’s AC unit that cools the server room.

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 October 2022 due to additional contractor delays in completing programmable logic controller programming.



Agenda Item: 18

Date: October 17, 2022

Subject: Regional Water Authority Membership

Staff Contact: Dan York, General Manager

At the October 5, 2022 Special Board Workshop to present the District's Draft CY2023 Budget, a Board of Director made a motion to not approve funding for Regional Water Authority (RWA) membership for 2023. The motion failed for a lack of a second. However, staff was directed to bring back to an upcoming Board meeting a report on what programs the District is a participating member and the benefits of such programs. In addition, a discussion should ensue on the potential consequences/increased costs associated with not participating on regional efforts/programs if the District chose to not be a member of RWA.

As an FYI, currently the below agencies are members of RWA. Funding is derived from each member agency based on their service connections that are categorized by Small (up to 7,000 connections), Medium (up to 30,000 connections) and Large (over 30,000 connections) Agencies. As you can see highlighted below, the District is in the Large Agency category.

<u>Small Agencies</u>	<u>Service Connections</u>
Del Paso Manor WD	1,801
Rancho Murrieta CSD	2,732
Orange Vale WC	5,690

<u>Medium Agencies</u>	<u>Service Connections</u>
Nevada Irrigation District	19,600
Carmichael WD	11,828
Elk Grove WD	13,154
Fair Oaks WD	14,390
City of West Sacramento	15,558
Golden State WC	17,114
City of Lincoln	20,815
Yuba City	19,300
Citrus Heights WD	20,224
City of Folsom	23,183

Regional Water Authority Membership

October 17, 2022

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<u>Large Agencies</u>	<u>Service Connections</u>
San Juan WD	10,721
Placer County WA	39,072
El Dorado ID	43,045
City of Roseville	46,906
Sacramento Suburban WD	47,102
Sacramento County	59,622
CA American Water	66,634
City of Sacramento	144,089

Note: San Juan Water District is a community services district that provides drinking water to 160,000 people in portions of Sacramento and Placer Counties so it is treated as a large member agency.



Agenda Item: 19

Date: October 17, 2022

Subject: 2021 Water Loss Audit

Staff Contact: Greg Bundesen, Water Conservation Supervisor

In 2015, the California State Legislature passed SB 555 requiring water agencies to complete and submit a validated Water Loss Audit by October 1st of each year, beginning in 2017, for the 2016 year. In 2018, the State Legislature passed SB 606 and AB 1668 establishing the creation of water conservation standards for each water agency. The water conservation standards are calculated by establishing values for indoor water use, outdoor water use, and water loss. The District's draft water loss standard, which is gauged by gallons of real water loss¹ per connection per day, as set by the State Water Resources Control Board, is 20.2 gallons.

In September 2022, staff met with E-Source to discuss the validation of the District's 2021 Water Loss Audit. After the meeting, staff began gathering information by communicating information and data needs with the District's Operations Department, IT Department, Customer Service Department, and Finance Department. Staff also utilized information from the 2021 Electronic Annual Report. E-Source reviewed the District's 2021 information and data and validated the District's 2021 Water Loss Audit on September 26, 2022. Staff finalized and submitted the 2021 Water Loss Audit to the Department of Water Resources on September 30, 2022.

The full 2021 water loss audit documentation packet can be provided upon request.

Notable Audit Information:

1. The 2021 Real Loss Gallons per Connection per Day (RLGPCD) was validated to be 13.69, which is below to the District's draft water loss conservation standard of 20.2 RLGPCD.
2. Non-revenue water loss as percent by volume of water supplied was 6%. According to the U.C. Davis Center for Water and Energy Efficiency, the average non-revenue water as percent by volume of water supplied in California is 17%.
3. Non-revenue water loss as percent by cost of operating the system was 1.3% (\$80,746)².

¹ Real loss is defined as physical water lost from the distribution system.

² Real loss valued at the variable production cost of \$343.01 per million gallons.



Agenda Item: 20

Date: October 17, 2022

Subject: Water Conservation Legislation Update

Staff Contact: Greg Bundesen, Water Conservation Supervisor

On May 31, 2018, in an ongoing effort to “make water conservation a way of life in California”, California Governor, Jerry Brown, signed two bills: SB 606 and AB 1668. SB 606 and AB 1668 called on the State Water Resources Control Board (SWRCB) and the Department of Water Resources (DWR) to create a set of water conservation standards for each urban water agency in California. The water conservation standards are to be based on the sum of indoor water use, outdoor water use, and water loss. Water agencies are to comply with the total water use standard, not each water use standard individually.

This update is in regards to the indoor water conservation standard. Existing law requires DWR and the SWRCB to conduct the necessary studies and investigations to recommend to the legislature a standard for indoor water use. Existing law also established that until January 1, 2025, the indoor standard will be 55 gallons per capita per day (GPCD), but starting in 2025, the indoor standard will reduce to 52.5 GPCD and will reduce to 50 GPCD starting in 2030. As part of the existing law requiring DWR and the SWRCB to conduct the necessary studies to recommend a standard for indoor water use, DWR and the SWRCB released their final report in November 2021. The final report indicated that, on average, current indoor residential water use is 48 GPCD. Based on the results of the various studies and input from interested parties, California State Senator Hertzberg, introduced SB 1157 that would reduce the 2025-2030 GPCD indoor water use standard from 52.5 to 47. SB 1157 would further reduce the indoor standard in 2030 from 50 GPCD to 42 GPCD.

The SWRCB has yet to release the final water conservation standards, so it is not yet known how much of an impact SB 1157 will have on the District’s water conservation standard.

The Governor also signed AB 2142 into law. AB 2142 exempts rebates for turf replacement from state income tax. Currently, any person receiving rebate funding of greater than \$600 must claim the rebate funding on their income tax. Staff has joined the California Water Efficiency Partnership and the Alliance for Water Efficiency advocacy teams, and will continue to advocate for exemption for all water related rebates from both state and federal income tax.



Agenda Item: 21

Date: October 17, 2022

Subject: Mount Auburn Court Water Main Leak

Staff Contact: Todd Artrip, Operations Manager

This report summarizes staff's response to a water main leak on Mount Auburn Court that occurred on September 19, 2022, as well as customer impacts.

Incident and Staff Response

On September 19, 2022, Sacramento Suburban Water District's (SSWD) On-Call Technician received a call from Sacramento Metro Fire Department dispatch at approximately 9:55 p.m. stating a water main had burst. The leak was on Mount Auburn Court near McDermott Drive (Attachment 1). In addition, water was entering the residence of 4640 Mount Auburn Court (Attachment 2).

Sacramento Metro Fire Department was the initial responder on site and set up temporary traffic control. SSWD staff arrived at approximately 10:22 p.m. and determined the leak was coming from an 8" PVC water main. Staff proceeded to isolate the failed section of water main and had it shut down by approximately 10:32 p.m. Following the shutdown, additional SSWD staff were called out and worked throughout the night exposing the water main for repairs and cleaning the debris from the roadway and surrounding properties. On September 20, 2022, at approximately 7:00 a.m., a contractor was called in to relieve the SSWD crew and complete the repairs. The shutdown impacted water service at 11 residential properties. Water service was restored at approximately 12:00 p.m. on September 20, 2022.

Upon analysis of the failed section of PVC water, it was determined the failure was due to a deteriorated cast iron service saddle. As the service saddle failed/degraded, it began to separate from the water main and the stream of water from the leak scored a 6" groove along the water main. This affected the pipe's structural integrity, ultimately allowing the main to split laterally from the service tap to the next joint/coupling, which was approximately 3 feet in length (Attachment 3). As per the District's SCADA system, there was an increased flow of approximately 6,400 gallons per minute in the North Service Area between 9:35 p.m.-10:32 p.m. The amount of water discharged from the leak is estimated at 364,800 gallons.

Due to Sacramento County paving requirements, SSWD will be responsible for repaving a large section of Mount Auburn Court. Prior to repaving, staff will replace the remaining nine service saddles on Mount Auburn Court. This will allow staff the opportunity to evaluate the condition of the remaining service saddles in this area that are installed on the PVC water main. Moreover, this

Mount Auburn Court Water Main Leak

October 17, 2022

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will also eliminate the cost of repaving Mount Auburn Court following another service saddle failure in the future.

Note: To further evaluate potential failures, the District's annual leak detection program has shifted priorities and started work in this area beginning October 3, 2022.

Customer Impacts

The water main leak resulted in an uncontrolled discharge that impacted one residence described below:

4640 Mount Auburn Court:

- Damage to the home's exterior and roof
- Damage to contents in the garage
- Damage to three vehicles

One claim form was received from the affected customer. ACWA/JPIA initiated one claim case that will address all damages associated with this leak event.





An ACWA/JPIA claim adjuster is working directly with the customers for damaged real and personal property reimbursements. Costs have not yet been determined.

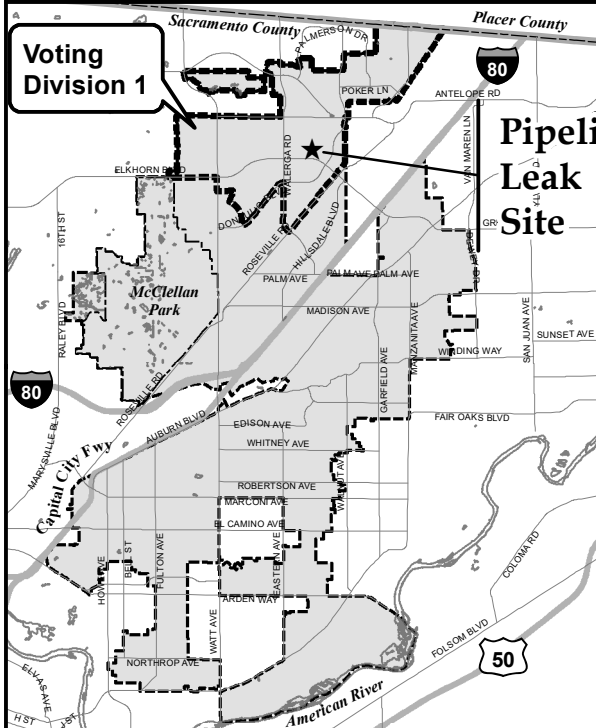
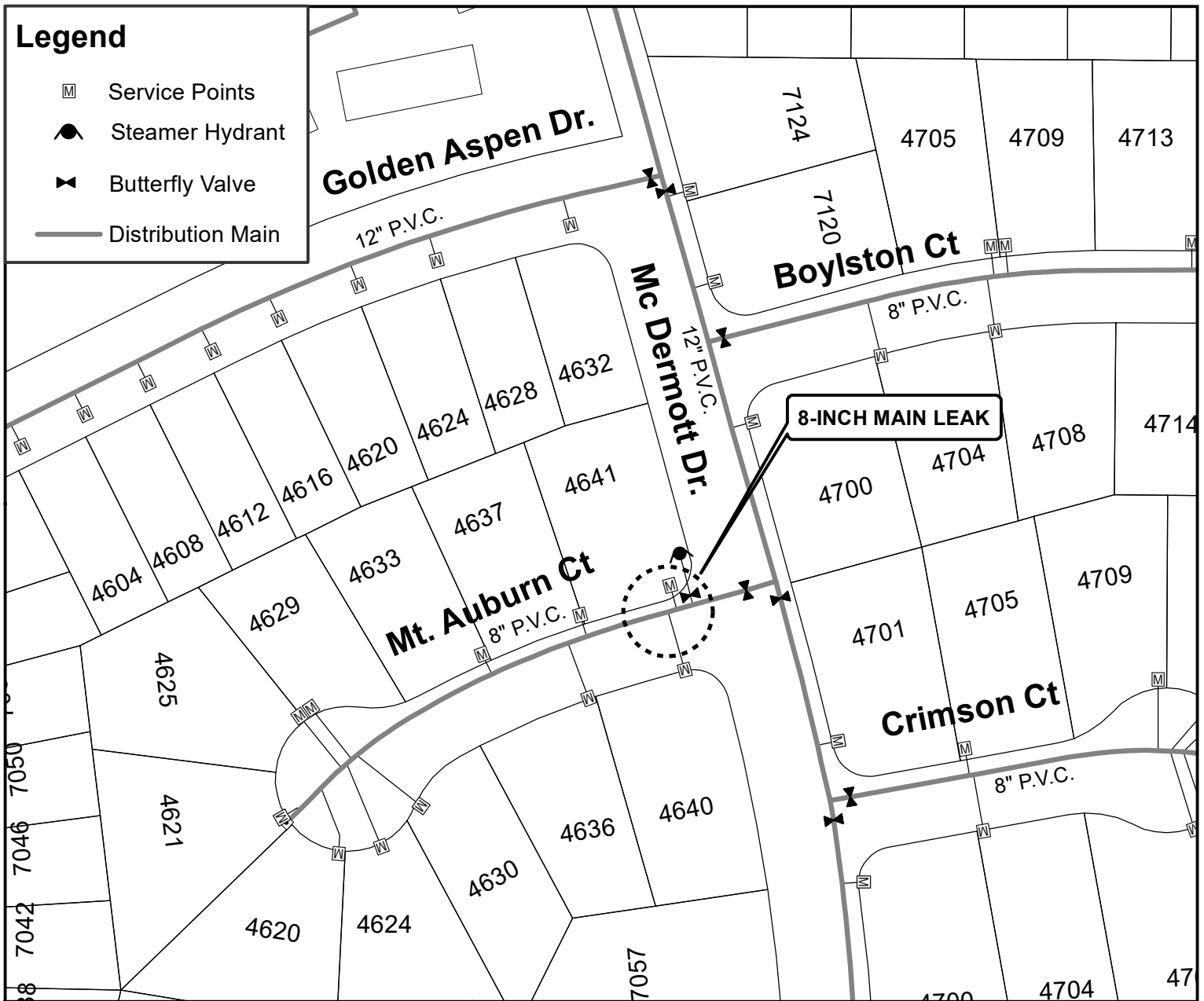
District contractor cost to repair the leak is approximately \$16,800. Cost of roadway restoration is unknown at this time.

Attachments:

1. Incident location and site map
2. Incident photographs
3. PVC water main photographs

Legend

-  Service Points
-  Steamer Hydrant
-  Butterfly Valve
-  Distribution Main



Partial of Sacramento Suburban Water District



Attachment 1

NOT FOR RECORDING

**4640 MOUNT AUBURN COURT
8-INCH MAIN LEAK**

(Voting Division 1)



Prepared by: D.A.V., SSWD
Sacramento, CA - October 2022
Mt_Auburn_Leak.mxd

4640 Mount Auburn Court water main failure



Debris expelled from water main failure



Damage caused by water main failure



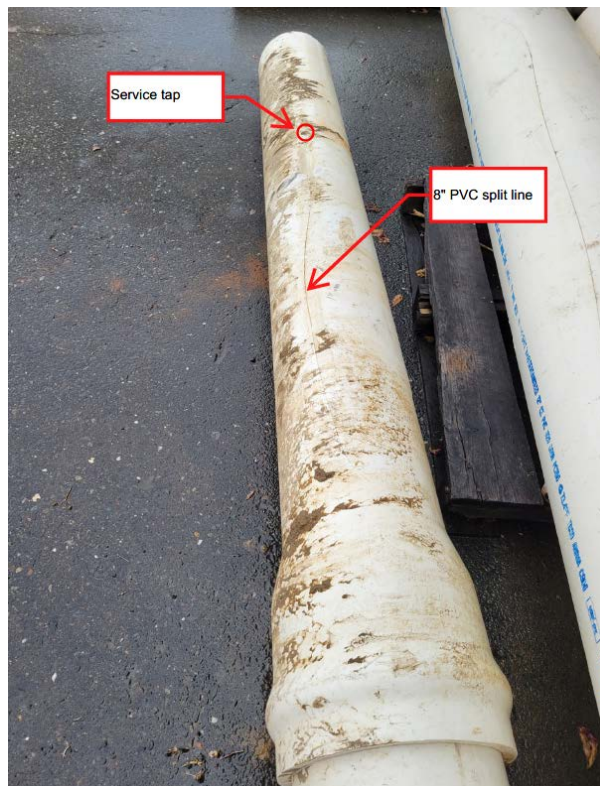
8" Water Main Failure



8" PVC Pipe



8" PVC Pipe





Agenda Item: 22

Date: October 17, 2022

Subject: Well Pump Efficiency Testing Annual Report

Staff Contact: Todd Artrip, Operations Manager

As part of a continuing effort to monitor and maintain the District’s groundwater wells and associated pumping equipment, the District conducts annual Well Pump Efficiency Tests. The data gathered from these tests each year is used to assess the condition and performance of the District’s wells, pumps, and motors over time. Decreasing efficiency can be indicative of a worn pump, failing motor, or plugging of the well screens.

The Production Department typically conducts Well Pump Efficiency Tests on an annual basis for each available well. “Lead” wells operate frequently, as they are the first to respond to system demands. The remaining available wells operate as “Lag” sources to provide additional supply when demands increase. The operational status of each well as Lead or Lag is determined by a number of criteria, including (but not limited to) yield, well pump efficiency, water quality, localized pressure needs, and the overall hydraulic conditions of the distribution system. Staff assess these designations on a regular basis to operate production facilities as efficiently as feasible, while continuously meeting system demands.

Well Pump Efficiency Tests typically consist of a three-point test; one test is performed at current operating pressure, and the other two are performed against successively greater pressures. Three-point testing performed during varying operating conditions provides the District with a range of data to comprehensively assess the condition of each well and pump.

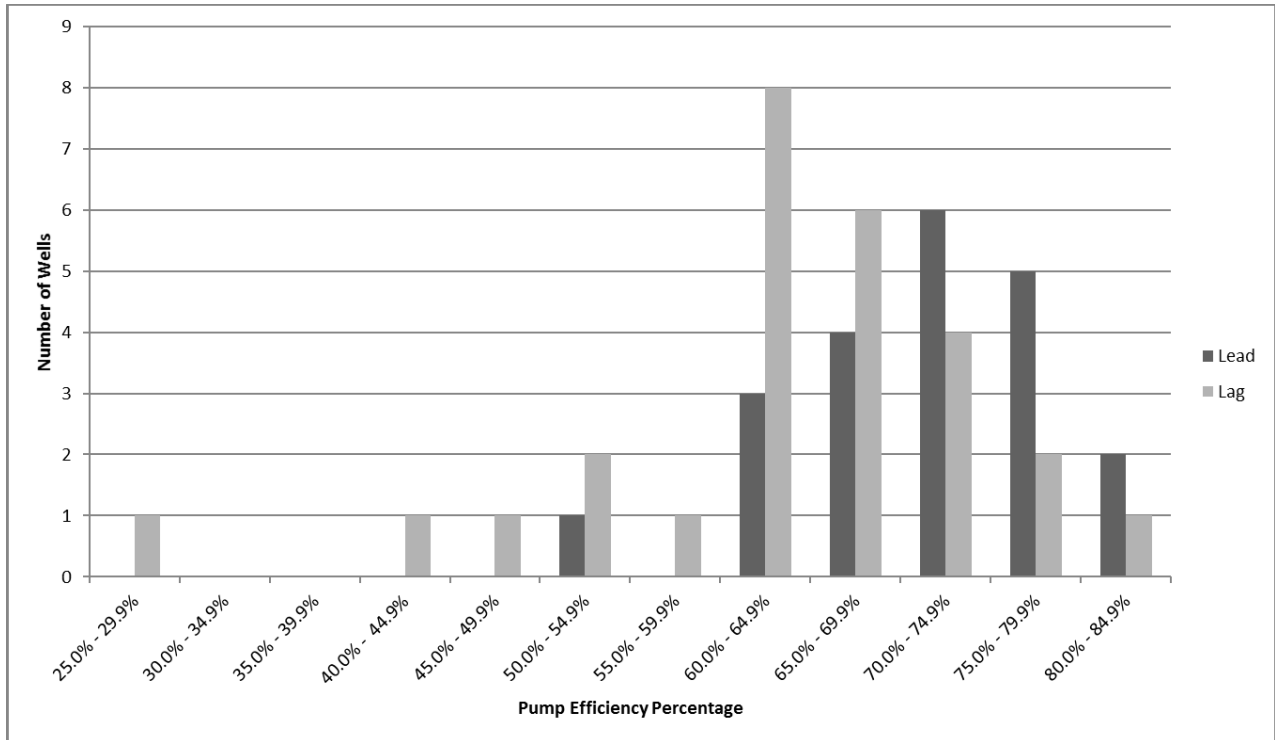
A summary of the results from this year’s testing are shown in the graph on the following page. According to the data, 95% of the District’s Lead wells that were tested are operating at or above 60% efficiency, which is the target set by the District. This finding is evidence of the benefit of the District’s well maintenance and rehabilitation program, which supports the District’s ability to reliably and efficiently provide groundwater to our customers. Wells with lower efficiencies are examined to determine the probable cause then assess whether there is a need for remediation (such as pump/motor repair or well rehabilitation) to improve efficiency and overall performance. Additionally, using the more efficient wells as Lead sources when feasible helps to reduce electrical costs from groundwater pumping.

The data shows that 78% of the Lag wells tested in 2022 had efficiencies at or above 60%. Lag wells generally have lower efficiencies than Lead wells, in part because well efficiency is one of the criteria used to determine the wells operational status designations. Furthermore, older wells are oftentimes kept in Lag status to operate when needed during increased demands.

Well Efficiency Testing Annual Report

October 17, 2022

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Agenda Item: 23

Date: October 17, 2022

Subject: Water System Sanitary and Compliance Inspection

Staff Contact: Matt Underwood, Assistant General Manager

In July and August 2022, The State Water Resources Control Board, Division of Drinking Water (DDW) conducted a Water System Sanitary and Compliance Inspection (Inspection) of the District’s water system. The Inspection began on July 27th, concluded on August 4th, and included all District groundwater production facilities, elevated storage tanks, ground level reservoirs, booster pump stations, and pressure reduction facilities. No significant findings were reported to District staff by DDW personnel during the Inspection.

On August 30, 2022, the District received a Water System Sanitary Survey and Compliance Inspection Report (Report) from DDW for the 2022 Inspection. DDW’s overall assessment, as provided in the Report, is as follows:

“Sacramento Suburban Water District (SSWD) has demonstrated their competency in delivering safe, reliable, and clean drinking water. Personnel representing the District were prepared and educated in the practice of owning and operating a water system. The District is proactively managing their sources to ensure a reliable supply that meets drinking water standards. The system infrastructure ranged in condition from old to new. The District maintained a balance between pre-maturely replacing and maximizing the life-span of infrastructure. Management and operator certifications appeared to be satisfactory.

SSWD has enough source and storage capacity to meet the system Maximum Daily Demand and Peak Hourly Demand per section 64554(a), Article 2, Chapter 16, Division 4, Title 22, of the California Code of Regulations.”

The cover letter for the Report directed District staff to review the document and provide a response to items listed in the Report and its appendices. Items identified as requiring a response by the District included the following:

- Well site specific comments
- Reservoir site specific comments
- Water quality monitoring

The Report includes some minor action items and discrepancies, and many of them have already been addressed by staff, including the majority of the well and reservoir site specific findings and the verification of monitoring data.

Water System Sanitary and Compliance Inspection

October 17, 2022

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District staff is currently drafting a response letter to address each of the findings and discrepancies.

A comprehensive sanitary survey plays an important role in helping water systems protect public health. This is accomplished by assessing the capability of a water system to consistently and reliably deliver a safe and reliable water source to its customers while ensuring the system remains in full compliance with state and federal regulations.



Agenda Item: 24

Date: October 17, 2022

Subject: Environmental Review for Watt Avenue Main Extension Project

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

To comply with the California Environmental Quality Act (CEQA), a project review has been completed by the District's consultant. Based on the review, a Notice of Exemption (NOE) was prepared for the project.

Neither a public review and comment period, nor Board action, is required by CEQA. To comply with public notification requirements, the NOE has been made available for the public viewing as follows:

- The NOE was filed with the State Clearinghouse on September 12, 2022, and recorded at the Sacramento County Recorder's office for circulation to various State agencies.
- The NOE was posted at the District's website (www.sswd.org) on September 12, 2022.

A 30-day public viewing period began on September 12, 2022, and ended on October 12, 2022.



Agenda Item: 25

Date: October 17, 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 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. CA-NV AWWA Annual Fall Conference
October 23-26, 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
2. RWA Executive Committee Meeting
October 26, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
3. RWA Board Meeting
November 10, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>
4. 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

October 17, 2022

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5. RWA Holiday Social
December 8, 2022
Sacramento, CA
6. SGA Board Meeting
December 8, 2022
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>
7. RWA Executive Committee Meeting
December 14, 2022
Virtual
<https://rwah2o.org/meetings/board-meetings/>

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

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

Upcoming Water Industry Events

October 17, 2022

Page 3 of 3

- San Juan Water District: <http://www.sjwd.org/> - Every 4th Wednesday of the month at 6:00 p.m.



Agenda Item: 26. a.

Date: October 17, 2022

Subject: Upcoming Policy Review – Employment Rules and Procedures Policy (PL – HR 001)

Staff Contact: Susan Schinnerer, Human Resources Administrator

The Employment Rules and Procedures Policy (PL – HR 001) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on October 18, 2010, and was last reviewed by the Board with no changes recommended on October 19, 2020. This Policy is to direct the General Manager to establish and maintain fair and consistent rules and procedures relating to District employment.

This Policy update was not reviewed by legal counsel because the recommended changes are minor and do not change the intent of the policy.

The Policy is scheduled for Board consideration and adoption at the November 21, 2022, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by October 24, 2022. If no comment is received, this Policy will be placed as a Consent Item on the November 21, 2022, regular Board meeting agenda.

Staff recommends minor edits as follows:

Section 200.00: Change “insure” to “ensure”.

Section 300.00: Change title of “Human Resources Coordinator” to “Human Resources Administrator.”

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 related to the changes in this Policy.

Strategic Plan Alignment:

Goal E: Retain and Recruit a Qualified and Stable Workforce

Attachments:

- 1) Employment Rules and Procedures Policy (PL – HR 001) – redline
- 2) Employment Rules and Procedures Policy (PL – HR 001) – clean

Sacramento Suburban Water District

Employment Rules and Procedures Policy

Adopted: October 18, 2010

Ratified with~~out~~_changes on: ~~October 19, 2020~~November 21, 2022

100.00 Purpose of the Policy

The purpose of this policy is to direct the General Manager to establish and maintain fair and consistent rules and procedures relating to District employment.

200.00 Policy

Pursuant to California Water Code Section 30580, the General Manager has full power and authority to employ, discharge and prescribe the duties of all District employees. The General Manager will ~~insure~~ensure that all rules and procedures relating to District employment comply with state and federal labor laws and regulations governing public agency employment.

300.00 Authority and Responsibility

The General Manager will be responsible for administering this policy. The Assistant General Manager and Human Resources ~~Coordinator~~Administrator will assist the General Manager in developing and maintaining an Employee Handbook that will be provided to all current and new employees.

400.00 Policy Review

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

Employment Rules and Procedures Policy

Adopted: October 18, 2010
Ratified with changes on: November 21, 2022

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The purpose of this policy is to direct the General Manager to establish and maintain fair and consistent rules and procedures relating to District employment.

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The General Manager will be responsible for administering this policy. The Assistant General Manager and Human Resources Administrator will assist the General Manager in developing and maintaining an Employee Handbook that will be provided to all current and new employees.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 26 b.

Date: October 17, 2022

Subject: Upcoming Policy Review – Ethics Policy
(PL – BOD 004)

Staff Contact: Matt Underwood, Assistant General Manager

Ethics Policy (PL – BOD 004) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on January 27, 2003, and was last reviewed by the Board and approved with changes on February 28, 2020.

This Policy update was reviewed by legal counsel.

The Policy is scheduled for Board review and approval at the November 21, 2022, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by October 24, 2022. If no comment is received, this Policy will be placed as a Consent Item on the November 2022 regular Board meeting agenda.

Staff and legal counsel have reviewed the Policy and are recommending edits as follows:

Section 210.00: Updated Government Code and updated the title of Director of Finance and Administration.

Section 330.00: Updated the amount of the value of gifts to Directors from \$470 to \$520 regarding a disqualifying financial interest in a matter if a Board decision would have a reasonably foreseeable material financial effect.

Section 330.00: Added clarifying language regarding a determination that there is a disqualifying conflict of interest for a Director.

Section 345.00: Updated the title of Director of Finance and Administration, and changed District's "books" to "financial records".

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.

Upcoming Policy Review – Ethics Policy (PL – BOD 004)

October 17, 2022

Page 2 of 2

Strategic Plan Alignment:

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

Attachments:

- 1) Ethics Policy (PL – BOD 004) – redline
- 2) Ethics Policy (PL – BOD 004) – clean

Sacramento Suburban Water District

Ethics Policy

Adopted: January 27, 2003

Approved with Changes on ~~November 21, 2022~~ March 16, 2020

100.00 Purpose of the Policy

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

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

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

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

200.00 Mandatory Ethics Training

210.00 Positions Requiring Training

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

and the designated officers are the District’s “Covered Officials” under this policy. The Board encourages all other District employees to receive ethics training, although such training is not a legal requirement.

220.00 Training Curriculum

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

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

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

230.00 Frequency of Training

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

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

240.00 Training Documentation

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

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

250.00 Miscellaneous Training Rules

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

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

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

300.00 Ethics Guidelines for Directors

310.00 Responsibilities of Public Office

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

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

315.00 Fair and Equal Treatment

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

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

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

320.00 Proper Use and Safeguarding of District Property and Resources

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

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

325.00 Use of Confidential Information

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

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

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

(Government Code section 54963.)

330.00 Conflict of Interest

- A. A Director will not have a financial interest in a contract with the District, or be a purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Director's participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. A Director will not participate in the discussion, deliberation, or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000 and following, relating to conflicts of interest. Generally, a Director has a disqualifying financial interest in a matter if a Board decision would have a reasonably foreseeable material financial effect (as defined by the Fair Political Practices Commission ("FPPC") regulations) on the Director, or his or her immediate family, that is distinguishable from the effect on the public generally on (a) a business entity in which the Director has a direct or indirect investment of \$2,000 or more, (b) real property in which the Director has a direct or indirect interest worth \$2,000 or more, (c) a source of income of the Director amounting to a total of \$500 or more within 12 months before the Board decision, (d) a source of gifts to the Director amounting to ~~\$470~~ 520 or more within 12 months before the Board decision, or (e) a business entity in which the Director holds a position as a director, officer, partner, trustee, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent interest or greater. A Director will not accept gifts or honoraria that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Directors will report all gifts, campaign contributions, income, and financial information as required under the District's Conflict of Interest Code and the provisions of the Fair Political Practices Act and FPPC regulations. The dollar limitations referred to in this section are adjusted from time to time by the FPPC,

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

(Government Code sections 87100 and following.)

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

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

335.00 Soliciting Political Contributions

Directors are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Director will not accept, solicit, or direct a political contribution from (a) District employees, officers, consultants, or contractors, or

(b) any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationary, or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law.

(Government Code section 3205.)

340.00 Incompatible Offices and “Revolving Door” Policy

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

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

345.00 Board-General Manager Relationship

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

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

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

(Water Code sections 30540 and 30580 through 30582.)

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

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

preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Director or District employee of any law or regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a Director or District employee.

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

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

355.00 Compliance with the Brown Act

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

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

360.00 Directors’ Compensation and Expense Reimbursement

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

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

365.00 Changes in Compensation

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

(Water Code sections 20200 and following.)

370.00 Candidate’s Statement

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

(Elections Code section 13313.)

375.00 Violation of Ethics Guidelines

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

400.00 Policy Review

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

Ethics Policy

Adopted: January 27, 2003
Approved with Changes on November 21, 2022

100.00 Purpose of the Policy

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

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

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

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

200.00 Mandatory Ethics Training

210.00 Positions Requiring Training

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

designated officers are the District’s “Covered Officials” under this policy. The Board encourages all other District employees to receive ethics training, although such training is not a legal requirement.

220.00 Training Curriculum

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

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

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

230.00 Frequency of Training

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

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

240.00 Training Documentation

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

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

250.00 Miscellaneous Training Rules

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

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

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

300.00 Ethics Guidelines for Directors

310.00 Responsibilities of Public Office

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

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

315.00 Fair and Equal Treatment

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

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

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

320.00 Proper Use and Safeguarding of District Property and Resources

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

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

325.00 Use of Confidential Information

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

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

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

(Government Code section 54963.)

330.00 Conflict of Interest

- A. A Director will not have a financial interest in a contract with the District, or be a purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Director's participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. A Director will not participate in the discussion, deliberation, or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000 and following, relating to conflicts of interest. Generally, a Director has a disqualifying financial interest in a matter if a Board decision would have a reasonably foreseeable material financial effect (as defined by the Fair Political Practices Commission ("FPPC") regulations) on the Director, or his or her immediate family, that is distinguishable from the effect on the public generally on (a) a business entity in which the Director has a direct or indirect investment of \$2,000 or more, (b) real property in which the Director has a direct or indirect interest worth \$2,000 or more, (c) a source of income of the Director amounting to a total of \$500 or more within 12 months before the Board decision, (d) a source of gifts to the Director amounting to \$520 or more within 12 months before the Board decision, or (e) a business entity in which the Director holds a position as a director, officer, partner, trustee, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent interest or greater. A Director will not accept gifts or honoraria that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Directors will report all gifts, campaign contributions, income, and financial information as required under the District's Conflict of Interest Code and the provisions of the Fair Political Practices Act and FPPC regulations. The dollar limitations referred to in this section are adjusted from time to time by the FPPC,

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

(Government Code sections 87100 and following.)

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

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

335.00 Soliciting Political Contributions

Directors are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Director will not accept, solicit, or direct a political contribution from (a) District employees, officers, consultants, or contractors, or

(b) any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationary, or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law.

(Government Code section 3205.)

340.00 Incompatible Offices and “Revolving Door” Policy

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

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

345.00 Board-General Manager Relationship

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

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

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

(Water Code sections 30540 and 30580 through 30582.)

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

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

attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Director or District employee of any law or regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a Director or District employee.

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

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

355.00 Compliance with the Brown Act

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

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

360.00 Directors’ Compensation and Expense Reimbursement

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

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

365.00 Changes in Compensation

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

(Water Code sections 20200 and following.)

370.00 Candidate’s Statement

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

(Elections Code section 13313.)

375.00 Violation of Ethics Guidelines

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

400.00 Policy Review

This Policy shall be reviewed at least biennially.

REGIONAL WATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, September 29, 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) 967-7692. 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.

Notice: The Board meeting will be held virtually.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/85417812601?pwd=M1RZam54MVVVMIEvSmFQeWI2ajdhZz09>

You can also dial in using your phone.

United States: +1 (669) 900 6833

Meeting ID: 854 1781 2601 Passcode: 343205

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENT: Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.

3. CONSENT CALENDAR: All items listed under the Consent Calendar are considered and acted upon by one motion. Board Members may request an item be removed for separate consideration.

3a. Authorize a Teleconference Meeting

3b. Approve the minutes of September 8, 2022 Board Meeting

Action: Approve Consent Calendar

4. REGIONAL WATER RELIABILITY PLAN PROJECT PRIORITIZATION

Discussion: Jim Peifer, Executive Director

5. CLOSED SESSION

5a. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION

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

Title: Executive Director

5b. 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

6. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

Action: Consider Approval of Recommendations from Executive Committee for Adjustments to Executive Director Compensation

ADJOURNMENT

Next RWA Board of Director's Meeting:

November 10, 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:

October 26, 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
September 28, 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) 967-7692. 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.

Notice: The Board meeting will be held virtually.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/82429819507?pwd=SmtlY0Vvd0lEblhiaTdPQWhLdUM5QT09>

You can also dial in using your phone.

United States: +1 669 900 6833

Meeting ID: 824 2981 9507 **Passcode:** 987267

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENT: Members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.

3. CONSENT CALENDAR:

All items listed under the Consent Calendar are considered and acted upon by one motion. Committee members may request an item be removed for separate consideration.

3a. Authorize a Teleconference Meeting

3b. Minutes of the August 24, 2022 Executive Committee Meeting

Action: Approve Consent Calendar

4. CLOSED SESSION

4a. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION

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

Title: Executive Director

4b. 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

5. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

Action: Consider Recommendation to Board of Directors for Adjustments to Executive Director Compensation

6. EMPLOYEE COMPENSATION SURVEY AND RECLASSIFICATION STUDY

Information and Presentation: Patty Howard, RGS Lead Advisor

Action: Approve the RGS Recommendations for the Reclassification Study

7. RWA POLICY 200.3 REVISIONS – PROCEDURES FOR THE SELECTION OF EXECUTIVE COMMITTEE MEMBERS

Discussion: Kerry Schmitz, Ad Hoc Committee Chair

Action: Consider Ad Hoc Committee Revisions and Make Recommendations on Revisions to Policy 200.3 to the RWA Board of Directors

8. AD HOC COMMITTEE UPDATES

Information: Jim Peifer, Executive Director

9. EXECUTIVE DIRECTOR'S REPORT

10. DIRECTORS' COMMENTS

ADJOURNMENT

Upcoming meetings:

Executive Committee Meeting: Wednesday, October 26, 2022, commencing 8:30 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

Regular Board Meetings: Thursday, September 29, 2022, and Thursday, November 10, 2022 commencing at 9:00 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

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

SACRAMENTO GROUNDWATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, October 13, 2022; 9:00 a.m.

AGENDA

The Board will discuss all items on this agenda, and may take action on any of those items, including information items and continued items. The Board may also discuss other items that do not appear on this agenda but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection on SGA's website. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact cecilia@rwah2o.org. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Notice: The Board meeting will be held in the RWA Board Room and virtually. The RWA Board Room will be open for Committee members and members of the public. Board members are encouraged to attend in person but are not required to do so.

Meeting Information:
SGA Board Meeting
October 13, 2022 09:00 AM (PST)

Please join my meeting from your computer, tablet, or smartphone
Join Zoom Meeting

<https://us06web.zoom.us/j/86451649564?pwd=TVhwZmpmU240SE8xMzRocnNjY3hNZz09>

You can also dial in using your phone
United States: +16694449171
Meeting ID: 864 5164 9564 **Passcode:** 796025

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.
- 3. CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Board members may request an item be removed for separate consideration.
 - a. Extend Resolution 2021-02, including requisite findings, to renew authorization to hold meetings of the Board of Directors via teleconference pursuant to Assembly Bill 361 until such time as the State of Emergency resulting from the COVID-19 pandemic no longer impacts the ability of Board members and the public to safely meet in person.
 - b. Approve the minutes of August 11, 2022 Board meeting.

Action: Approve Consent Calendar Items

4. PRESENTATION OF RESOLUTION 2022-03 HONORING ROB SWARTZ FOR HIS YEARS OF SERVICE

Action: Adopt Resolution 2022-03

5. GROUNDWATER SUSTAINABILITY PROGRAM UPDATE

Information and Presentation: Rob Swartz, Manager of Technical Services

6. APPOINTMENT OF NOMINATIONS COMMITTEE FOR 2023 SGA OFFICERS

Action: Chair Yasutake to Appoint Nominations Committee for 2023 SGA Officers

7. EXECUTIVE DIRECTOR'S REPORT

8. DIRECTORS' COMMENTS

ADJOURNMENT

Next SGA Board of Director's Meetings:

December 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.

Notification will be emailed when the SGA electronic packet is complete and posted on the SGA website at <https://www.sgah2o.org/meetings/board-meetings/>.

Agenda Item 27. c.

Jay Boatwright
Attended meetings
September 2022

- 09/14/2022: Meet with Dan York to review agenda for upcoming SSWD board meeting
- 09/19/2022: SSWD regular board meeting
- 09/20/2022: SSWD/DPMWD 2x2 meeting, representing SSWD as a member.
- 09/21/2022: Attended virtual meeting with a presentation on the American River Basin study. Presented by RWA.
- 09/25/2022: Watched recorded Zoom version of the September 8, 2022 RWA meeting. I had logged into the RWA meeting on the 8th but had poor reception so get much information, so I left the meeting. I am noted as an attendee in the meeting minutes. The recording had an excellent presentation on the water bank. Suggest all board members watch this, if possible.
- 09/26/2022: SSWD Special Board Meeting. Final review of the agreement of the Kirby Pumps contract
- 09/28/2022: Virtually attended the RWA executive committee meeting. Some closed session. Public session included discussion of the executive director employment agreement, employee compensation survey and a policy change on the selection of executive committee members.
- 09/29/2022: Virtually attended the RWA regular board meeting. Most of this meeting was in closed session. Executive director provided a presentation on the regional water reliability plan project prioritization.

Craig Locke
September 29th
Meet with GM and Carmichael

September 28th
SJWD Board Meeting

September 27th
Planning and Prioritizing Capital Improvements – KJ

This presentation will look at improving capital planning using PowerPlan's Asset Investment Optimization (AIO) Suite. Because capital planning decisions are often made based on urgency or "gut feeling," they sometimes miss opportunities to combine and package projects for more cost-effective results. PowerPlan's AIO tool allows users to input and update multiple variables to understand which projects will best deliver sound asset life cycle, budget, and risk management. As conditions change, updates to these variables can help utilities quickly understand impacts and adapt to keep plans on track.

September 27th
Want a Quick Payback on Your Investment? Check Your Pumps

Each year, water and wastewater system managers decide how to spend their capital budget. Consideration usually falls to replacing pipes, upgrading treatment(s), or maybe adding some hydrants, but not much thought is given to the pumps. Many think there's no need to worry about the pumps. If they're not making noise and smoke isn't coming out of the motor, they must be fine. Well, think again. If you're a manager who wants to get a fast and significant payback for your dollars, the best place to start looking is the pumps. An inefficient pump, or a pump poorly matched to the system, can actually waste a big portion of the operating budget and can do it without leaving any clues. Conversely, correcting the situation can give a big payment quickly. The bad news? There is no simple or single reason pumps can waste money. Problems may be mechanical, hydraulic, operational, or some combination thereof. The good news? Locating where you're losing energy and money is doable with the appropriate analysis. And in a world where Return on Investment (ROI) is everything, the ROI for analyzing pump energy can be huge.

September 26th
SSWD Special Board Meeting

September 22nd
Delta Conveyance Draft EIR Hearing

September 21st
Virtual Briefing for Policymakers and Decision Makers on American River Basin Study

Join local experts as we explore findings in the newly-released American River Basin Study, which both paints a dire picture of climate change's projected impacts on water supply, water quality, ecological resilience, and critical habitat within the American River Basin, as well as identifies six strategies to help the Sacramento region adapt to the projected weather extremes and changes in precipitation patterns.

September 20th

EPA ORD Webinar: What Can We Learn From a Consistent 18-Year Dataset?

EPA scientists have developed a set of modeled meteorology, emissions, air quality and pollutant depositions spanning the years 2002 through 2019 called EPA's Air QUALity Time Series Project (EQUATES). The air quality and deposition data are being used by epidemiologists and ecologists to study decadal trends in pollution and link air quality to adverse health and ecological effects. The meteorology and emissions data are being used to test if updates to the air quality modeling system based on new scientific research improve the estimation of pollutants such as ozone and particulate matter. Developers of the database will provide information about EQUATES and how it can be applied, and users of the data will offer additional perspective.

September 20th

EPA's Proposed PFOA & PFOS Designation Under CERCLA: BB&K's Primer on the Need-to-Know

BB&K will provide a high-level overview of the Proposed PFOA/PFOS CERCLA Designation Rule. Presenters will also discuss the risks of liability and recommended next steps for municipalities and special districts.

September 19th

SSWD Board Meeting

September 15th

Agenda Review w/ GM

September 15th

Water World Protecting Critical Water Infrastructure

There are approximately 155,000 public drinking water systems in the U.S. Many of these serve smaller communities with limited budgets, staff, and resources available for cybersecurity initiatives. Today, several systems have begun automating previously closed infrastructure to improve efficiencies, which can open these utilities up to cyber threats – which have become more common in recent years. In order to protect critical water infrastructure, the Cybersecurity and Infrastructure Security Agency has developed a framework that can improve security posture for utilities of all sizes and budgets, safeguarding resources for years to come. A new generation of cybersecurity solutions provides powerful, comprehensive benefits for improved network infrastructure and risk management.

September 13th

Delta Conveyance Project Draft EIR Virtual Public Hearing

The [Draft Environmental Impact Report](#) (EIR) for the Delta Conveyance Project was released for public review and comment on July 27, 2022. The public comment period will end on October 27, 2022. There are several ways to submit public comment on the Delta Conveyance Project Draft EIR, including by email, comment form, regular mail or at a virtual public hearing.

The Department of Water Resources (DWR) is holding the first of three virtual public hearings to receive comments on the Delta Conveyance Project Draft EIR.

The hearings will be held via Zoom webinar and will feature a brief background presentation. The majority of the meeting time will be preserved for public comment.

For instructions on how to use Zoom, click [here](#).

If participating by phone, please use the call-in information that corresponds to your preferred language.

Each commenter will have 3 minutes to make a verbal comment. Longer or supplemental comments are encouraged via writing.

The hearings will offer simultaneous in-meeting Spanish and Chinese (Cantonese) interpretation.

To preserve as much time as possible for public comment, the meeting will not include a Q&A.

A Draft EIR provides an important opportunity for members of the public to review and comment on a number of environmental review considerations. Please see our [tip sheet](#) to learn more.

September 9th

SAFER Advisory Group Meeting #3

The SAFER Advisory Group provides the State Water Board with constructive advice and feedback on the Safe and Affordable Drinking Water Fund Expenditure Plan and other related policies and analyses.

The Group is composed of 20 appointed members that represent public water systems, technical assistance providers, local agencies, nongovernmental organizations, the public and residents served by community water systems in disadvantaged communities, state small water systems, and domestic wells.

The Group meets up to four times a year at locations throughout California to provide many opportunities for public and community input. All meetings are widely publicized, open to the public, and offer translation services.

September 8th

Discussion on Surface/Groundwater Interaction in the Sacramento Valley NCWA

September 8th

RWA Meeting



Minutes

Del Paso Manor Water District/Sacramento Suburban Water District 2x2 Committee Meeting September 20, 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 #835 9170 4388

Call to Order – Videoconference/Audioconference Meeting

DPMWD Director Saunders (Chair Saunders) called the meeting to order at 2:00 p.m.

Roll Call

SSWD Directors

Present: Jay Boatwright and Robert Wichert.

SSWD Directors

Absent: None.

DPMWD Directors

Present: Carl Dolk and Ryan Saunders.

DPMWD Directors

Absent: None.

SSWD Staff Present: General Manager Dan York (SSWD GM York), Assistant General Manager Matt Underwood, Jeff Ott, Heather Hernandez-Fort, and Todd Artrip.

DPMWD Staff Present:

General Manager Alan Gardner (DPMWD GM Gardner), and Victoria Hoppe,

Public Present: William Eubanks, Craig Locke, Jose Henriquez, Dave Jones, Krystle Heaney, Carol Rose, Kevin Thomas, Desirae Fox, Roy Wilson, and Trish Harrington.

Announcements

SSWD General Manager Dan York (SSWD GM York) announced SSWD's Open House event on Thursday, October 6, 2022, from 5:00 p.m. to 7:00 p.m.

Public Comment

None.

Consent Items

1. **Minutes of the August 8, 2022, DPMWD/SSWD 2x2 Committee Meeting**

SSWD Director Wichert moved to approve the Consent Item; SSWD Director Boatwright seconded. The motion passed by unanimous vote.

AYES:	Boatwright, Dolk, Saunders, and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Items for Discussion and/or Action

2. **Vision, Mission, Core Values and Goals of the 2x2 Committee**

Chair Saunders presented the staff report.

SSWD Director Wichert requested to include language into the Mission to state; “lowest responsible water rate,” replacing “at a reasonable rate.”

The 2x2 Committee (Committee) agreed with Director Wichert’s request.

SSWD Director Boatwright expressed he was not interested in a two-tiered rate system, as he would like for the rates to be the same for each agency.

SSWD Director Boatwright moved to approve the staff recommendation with the amendment of adding the language “lowest responsible rate,” and removing, “at a reasonable rate,” from the Mission Statement; DPMWD Director Dolk seconded. The motion passed by unanimous vote.

AYES:	Boatwright, Dolk, Saunders, and Wichert.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

3. **Municipal Services Review Update**

DPMWD GM Gardner presented the staff report, expressing DPMWD’s Municipal Services Review (MSR) was not complete yet. The MSR is anticipated to be in final draft in November 2022.

SSWD GM York provided an update of SSWD’s MSR, stating the update was complete and has been sent to LAFCo for review. SSWD GM York stated that the draft MSR might be ready to present to the Committee and SSWD’s Board in November 2022.

4. **Financial Analysis**

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

Chair Saunders expressed that he felt it was an excellent report.

William Eubanks (Mr. Eubanks) inquired what the Committee got out of the report.

DPMWD Director Dolk expressed it identified that the Districts were pretty similar with regards to residential rates.

Chair Saunders pointed out how far ahead SSWD is with regards to their investment in infrastructure and capital asset valuation, and expressed the information in the report provided a baseline for a rate structure going forward.

SSWD Director Wichert expressed he was surprised to see the SSWD rates were lower, as SSWD is a much larger water agency, with a larger CIP program, noting SSWD's economies of scale was evident in this case.

5. **Del Paso Manor Water District - 2020 Condition Assessment**

DPMWD GM Gardner presented the staff report, noting JPIA would be revisiting DPMWD to review their corrections.

DPMWD Director Dolk invited SSWD staff to join the meeting between DPMWD and JPIA.

SSWD GM York expressed staff would be most interested in attending DPMWD's Division of Drinking Water inspection, scheduled for October 5, 2022.

SSWD Director Boatwright expressed he was interested in seeing the Condition Assessment Report from Forsgren and Associates.

DPMWD GM Gardner expressed the Distribution Main Condition Assessment Report should be ready for the next Committee meeting.

Carol Rose asked clarifying questions.

SSWD Director Wichert requested a copy of DPMWD's Consumer Confident Report.

DPMWD GM Gardner expressed it was on the DPMWD website.

6. **Condition Assessment of Del Paso Manor Water District Infrastructure**

DPMWD GM Gardner presented the staff report in combination with Agenda Item 5.

7. **Next Meeting Date and Time**

The Committee agreed to hold the next meeting of the DPMWD/SSWD 2x2 Committee on Tuesday, October 18, 2022, at 2:00 p.m.

SSWD Director Wichert requested to get a breakdown of each district's rates, to get an idea of how to align them.

8. **Public Comment**

Roy Wilson expressed he was interested in the MSR from DPMWD, inquiring if it would be available at the next meeting.

Adjournment

Chair Saunders adjourned the meeting at 3:09 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

DRAFT

Minutes

Sacramento Suburban Water District
Audit Committee Meeting
Monday, October 10, 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 #864 0699 6448

Call to Order – Videoconference/Audioconference Meeting

Chair Thomas called the meeting to order at 3:30 p.m.

Roll Call

Directors Present: Jay Boatwright and Kevin Thomas.

Directors Absent: None.

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

Public Present: David Alvey, and Craig Locke.

Announcements

None.

Public Comment

None.

Consent Items

1. Minutes of the May 5, 2022, Audit Committee Meeting

Director Boatwright moved to approve Item 1; Chair Thomas seconded. The motion unanimously.

AYES:	Boatwright and Thomas.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Items for Discussion and/or Action

2. 2022 Audit Engagement Letter and Task Order 3

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

Mr. Ott introduced David Alvey, with Maze & Associates, the District’s contracted auditor, who presented the Engagement Letter and Task Order 3.

Director Boatwright requested a copy of the 5 year fee schedule for Maze & Associates.

Director Boatwright moved to provide the 2022 Audit Engagement Letter and Task Order 3, with Maze & Associates Accountancy Corporation, to recommend approval to the full Board of Directors and request authorization for the Audit Committee Chair to execute the Engagement Letter and Task Order 3. He further requested to place the item on Consent at the October Regular Board Meeting, Chair Thomas seconded. The motion passed by unanimous vote.

AYES:	Boatwright and Thomas.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Adjournment

Chair Thomas adjourned the meeting at 3:46 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Minutes

Del Paso Manor Water District/Sacramento Suburban Water District 2x2 Committee Meeting – Facilities Tour

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 #899 1358 7209

Call to Order – Videoconference/Audioconference Meeting

SSWD Director Boatwright called the meeting to order at 1:00 p.m.

Roll Call

SSWD Directors

Present: Jay Boatwright.

SSWD Directors

Absent: Robert Wichert.

DPMWD Directors

Present: Carl Dolk and Ryan Saunders.

DPMWD Directors

Absent: None.

SSWD Staff Present: General Manager Dan York (SSWD GM York), Assistant General Manager Matt Underwood, Aaron Caudillo, Todd Artrip, and Heather Hernandez-Fort.

DPMWD Staff

Present: General Manager Alan Gardner (DPMWD GM Gardner).

Public Present: None.

Announcements

None.

Public Comment

None.

Items for Discussion and/or Action

- 1. Groundwater Facility Tour**

GM York presented the staff report.

The Committee toured the Districts' facilities.

The Committee members thanked staff and one another for the tour.

Adjournment

SSWD Director Boatwright adjourned the meeting at 2:42 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District