

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

3701 Marconi Avenue, Suite 100  
Sacramento, California 95821

Monday, December 19, 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/85325188382?pwd=ZzZtejBwck1lWFpBMm01U05vMVVGdz09>

**Meeting ID: 853 2518 8382**

**Password: 513165**

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

New to Zoom? Get the app now and be ready when your first meeting starts: <https://zoom.us/>  
Zoom uses encryption of data during Zoom meetings. The District uses a secure password to restrict access to scheduled meetings. The meeting host has control of content sharing, recording, and chat.

**Please mute your line.**

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

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

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

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

### **Swearing in Newly Elected Directors**

The District Secretary will swear in the newly elected Directors.

### **Call to Order**

### **Pledge of Allegiance**

### **Roll Call**

### **Election of District Officers**

1. Election of District Officers

### **Announcements**

### **Public Comment**

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

### **Consent Items**

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

2. 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).*
3. Minutes of the November 21, 2022, Regular Board Meeting  
*Recommendation: Approve subject minutes.*

4. Treasurer's Report  
**Recommendation: Approve the items in the report as recommended.**
5. Policy Review – Claims Processing Policy (PL - Adm 007)  
**Recommendation: Approve subject policy with changes.**
6. Policy Review – Investment Policy (PL – Fin 003)  
**Recommendation: Approve subject policy with changes and Affirm the Board of Directors desire to delegate its investment authority to the District Treasurer for a period of one year (Calendar Year 2023) pursuant to Government Code section 53607 and Investment Policy.**
7. Policy Review – Capital Improvement Program Policy (PL – Eng 003)  
**Recommendation: Adopt new Board Policy.**
8. General Manager and Director Out of State Travel Request  
**Recommendation: Approve the General Manager and Director(s) out of state travel to attend the Sacramento Metro Chamber's Cap-to-Cap Conference.**

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

9. Resolution No. 22-14 Honoring James Arenz On His Retirement  
**Recommendation: Approve subject Resolution.**
10. State of the District 2022  
**Recommendation: No action. The General Manager will provide the State of the District 2022 presentation.**
11. Memorandum of Understanding with Del Paso Manor Water District for a Communications Plan for Public Outreach on the Combination Discussions  
**Recommendation: Approve the Memorandum of Understanding with Del Paso Manor Water District for a Communications Plan for Public Outreach on the Combination Discussions and authorize the General Manager to sign the Memorandum of Understanding, subject to final review and approval by District legal counsel.**
12. Disconnections for Delinquency  
**Recommendation: Cease the use of temporary disconnections of water services as the primary means of collection on delinquent accounts and begin using the direct tax levy. Direct staff to update the appropriate regulations and policies necessary to begin using the direct levy process instead, by adding delinquent bills to the Sacramento County secured property tax roll each August 1, starting in 2023.**

13. Committee and Liaison Appointments for 2023

***Recommendation: The Board President will consider committee and liaison appointments for 2023.***

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

14. General Manager's Report
  - a. Loehman's Plaza Fire Loop
  - b. Municipal Services Review Update

### **Department/Staff Reports**

15. Financial Report
  - a. Financial Statement Highlights
  - b. Budgets
16. District Activity Report
17. Engineering Report
  - a. Major Capital Improvement Program Projects
  - b. Active Wells
  - c. Planning Documents
  - d. Other Projects

### **Information Items**

18. ACWA/JPIA President's Special Recognition Award
19. Association of California Water Agencies/Joint Powers Insurance Authority H.R. LaBounty Safety Award
20. Sacramento County Local Agency Formation Commission Annexation Proposal for a Development Project
21. Upcoming Water Industry Events

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

22. a. Regional Water Authority (Director Wichert)

None.

Regional Water Authority Executive Committee (General Manager York)  
Agenda for the December 14, 2022 meeting.

- b. Sacramento Groundwater Authority (Director Wichert)

Agenda for the December 8, 2022 meeting.

- c. Director Reports – AB 1234

**Committee Reports**

23. a. Del Paso Manor Water District/SSWD 2x2 Meeting (Director Wichert)

Agenda from the December 6, 2022 meeting.

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

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

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

24. Public Employee Performance Evaluation Involving the General Manager Under Government Code Section 54954.5(e) and 54957.

**Adjournment**

**Upcoming Meetings**

Wednesday, December 21, 2022, at 4:00 p.m., CWD/SSWD 2x2 Committee Meeting

Monday, January 23, 2023, at 5:45 p.m., Financial Corporation Meeting

Monday, January 23, 2023, at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the December 19, 2022, meeting of the Sacramento Suburban Water District Board of Directors was posted by December 14, 2022, in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was freely available to the public.

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Dan York

General Manager/Secretary

Sacramento Suburban Water District



## Agenda Item: 1

**Date:** December 19, 2022

**Subject:** Election of District Officers

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

According to the Rules for Proceedings of the Board of Directors (PL - BOD 002), annually at the first regular meeting in December, the Board may select a President and/or Vice President to serve for the coming year. Below is an excerpt from the Rules for Proceedings of the Board of Directors Policy PL - BOD 002 that outlines the selection of officers and the duties of the President.

### **Rule 1 – Selection of Officers**

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

### **Rule 2 – Duties of President of Board**

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

The newly elected Board President is anticipated to consider committee and liaison appointments at the December regular Board meeting.



## Agenda Item: 2

**Date:** December 19, 2022

**Subject:** AB361 Findings to Continue Permitting Director Remote Participation in Board Meetings

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

### Recommended Board Action:

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

### Summary:

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

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people.<sup>1</sup>

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

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

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

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

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



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## **Agenda Item: 3**

**Date:** December 19, 2022

**Subject:** Minutes of the November 21, 2022, Regular Board Meeting

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

**Recommended Board Action:**

Approve the draft minutes of the November 21, 2022, Regular Board Meeting.

**Attachment:**

1 – Draft Minutes



## **Minutes**

Sacramento Suburban Water District  
**Regular Board Meeting**  
Monday, November 21, 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 #824 4353 1689

### **Call to Order**

Vice President Jones (Director Jones) called the meeting to order at 6:00 p.m.

### **Pledge of Allegiance**

Director Jones led the Pledge of Allegiance.

### **Roll Call**

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

Directors Absent: Craig Locke.

Staff Present: General Manager Dan York, Assistant General Manager Matt Underwood, Heather Hernandez-Fort, Jeff Ott, Dana Dean, David Armand, and Julie Nemitz.

Public Present: William Eubanks, Melanie Greco, Mike Luken, and Molly DenBoer Stuart.

### **Announcements**

Director Jones announced that President Locke was not present at that evening's meeting.

General Manager Dan York (GM York) announced:

- 2023 Calendar Magnets were available for Directors and public.
- Happy Thanksgiving to all.

### **Public Comment**

None.

### **Consent Items**

1. **AB 361 Findings to Continue Permitting Director Remote Participation in Board Meetings**
2. **Minutes of the October 17, 2022, Regular Board Meeting**

3. **Minutes of the November 9, 2022, Special Board Meeting**
4. **Treasurer’s Report**
5. **Policy Review – Employment Rules and Procedures Policy (PL - HR 001)**
6. **Policy Review – Ethics Policy (PL – BOD 004)**

Director Jones requested to pull Items 1, 3, and 4 for discussion.

Director Thomas moved to approve Items 2, 5, and 6; Director Boatwright seconded. The motion passed by unanimous vote.

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

Regarding Item 1, William Eubanks (Mr. Eubanks) requested for Directors to not be allowed to join meetings remotely unless they have a stable and well established internet connection.

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

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

Regarding Item 4, Mr. Eubanks asked clarifying questions on the Treasurer’s Report, and additionally requested for some of the terminology in the report to be made more clear and transparent for the public.

Jeff Ott (Mr. Ott) expressed staff would review and attempt to make the terms more clear.

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

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

Regarding Item 3, Director Wichert inquired where the list was that the Board generated at the meeting.

GM York reviewed the draft Minutes of the November 9, 2022 Special Board meeting and pointed out where the Board provided the comments and questions that Director

Wichert was inquiring about. He additionally expressed that he provided the list to Carmichael Water District as well.

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

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

### Items for Discussion and/or Action

7. **Resolution No. 22-13 Amending Regulation No. 15 – Water Conservation, of the Regulations Governing Water Service**

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

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

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

8. **Rating Downgrade of a District Investment**

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

Melanie Greco inquired what the original amount of the CD was.

Mr. Ott clarified the amount.

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

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

9. **Regional Water Authority Membership**

GM York presented the staff report and answered clarifying questions.

Director Wichert requested clarification on the Executive Director's (ED) compensation and expressed he was not in support of continuing the RWA membership.

GM York provided the answers to Director Wichert's questions, expressed that the Executive Director would be initiating a compensation study for the ED position by December of 2023, and expressed he would keep the Board apprised of any changes.

## **General Manager's Report**

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

GM York presented the staff report.

- a. *Sacramento County Water Agency - Emergency Assistance*  
A written report was provided.
- b. *Hinkle Reservoir Liner and Cover Replacement Project Update*  
A written report was provided.

Mr. Eubanks asked clarifying questions.

Assistant General Manager Matt Underwood (AGM Underwood) answered the questions and explained how the Hinkle Reservoir project will proceed.

- c. *Del Paso Manor Water District Combination Discussion Update*  
A written report was provided.

## **Department/Staff Reports**

### **11. Financial Report**

Mr. Ott presented the staff report.

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

### **12. District Activity Report**

AGM Underwood presented the staff report and answered clarifying questions.

### **13. Engineering Report**

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

Director Wichert inquired on the status of the projects in the Engineering Report.

AGM Underwood provided additional clarification to 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**

- 14. **Perfluorohexane Sulfonic Acid Notification and Response Level Exceedances**  
David Armand presented the staff report and answered clarifying questions.
- 15. **Regulations Governing Water Service, Regulation 3 – Fees and Charges and Wholesale Rates Study**  
Mr. Ott presented the staff report.
- 16. **Upcoming Water Industry Events**  
A written report was provided.
- 17. **Upcoming Policy Review**  
A written report was provided.
  - a. Claims Processing Policy (PL - Adm 007)
  - b. Investment Policy (PL – Fin 003)

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

- 18. a. Regional Water Authority (Director Wichert)  
The agenda for the November 10, 2022 meeting was provided.  
  
Regional Water Authority Executive Committee (General Manager York)  
The agenda for the October 26, 2022 meeting was provided.
- b. Sacramento Groundwater Authority (Director Wichert)  
None.
- c. Director Reports – AB 1234  
Director Jones provided an oral report of the meeting he had with GM York on September 14, 2022.

Director Thomas provided an oral report of the Del Paso Manor Water District Board Meeting he attended on September 6, 2022; the Discussion on Surface/Groundwater meeting he attended on September 8, 2022; the Water Board

meeting he attended on September 9, 2022; the meeting with the General Manager he had on September 14, 2022; the AeroJet CAG meeting he attended on September 21, 2022; the RWA Executive Committee Meeting he attended on September 28, 2022; the RWA Board Meeting he attended on September 29, 2022; the DPMWD Board Meeting he attended on October 3, 2022; The Open House event he attended on October 6, 2022; the Webinar, “Looking Back and Forward, 2021 Water Review” he attended on October 7, 2022; the meeting he had with President Locke on October 11, 2022; the meeting he had with GM York on October 12, 2022; and the Water Bank Webinar he attended on October 26, 2022.

### **Committee Reports**

19. a. Carmichael Water District/SSWD 2x2 Meeting (Director Locke)  
The Draft Minutes from the October 13, 2022, meeting were provided.
- b. Del Paso Manor Water District/SSWD 2x2 Meeting (Director Wichert)  
The Draft Minutes from the October 18, 2022, meeting were provided.

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

None.

### **Adjournment**

Director Jones adjourned the meeting at 7:47 p.m.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District



## Agenda Item: 4

**Date:** December 19, 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 November 1, 2022 through November 30, 2022.
2. Accept the credit card expenditures listing for the period November 1, 2022 through November 30, 2022.
3. Ratify the Investment Activity register for the period November 1, 2022 through November 30, 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:

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

- Cash Expenditures (AP Warrants) Register – November 2022

- Credit Card Expenditures Register – November 2022
- Investment Activity Register – November 2022

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

During the month of November 2022, the District made cash payments totaling \$4.1 million. The primary expenditures were \$1.3 million for capital improvement projects, \$0.6 million for payroll, \$0.2 million for pension and health benefits, \$0.9 million for water costs including pumping costs, \$0.4 million for construction & contract services, \$0.3 million for general insurance liability and \$0.4 million for all other O&M expenses. Per District Policy PL – Fin 014, the District Treasurer confirms that the cash expenditures contained in this register conform to the approved amended 2022 Annual Budget. The Cash Expenditures (AP Warrants) Register is included as Attachment 1.

**Credit Card Expenditures Register – November 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 \$14,750 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 – November 2022**

During the month of November 2022, the District purchased one US Treasury Note for \$1.1 million (par). The District received principal pay downs on two Federal Agency Collateralized Mortgage Obligations for \$1,156 (par) and five Asset-Backed Security Obligations for \$29,795 (par). The District sold two US Treasury Notes for \$1.2 million (par). Details of the investment transactions are included as Attachment 3.

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

**Attachments:**

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



**Cash Expenditures  
November 2022**

# AP Warrant List From: 11/1/2022 To: 11/30/2022

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
A.I. ELECTRIC	82106	11/11/2022	\$715.00	CONTRACT SERVICES
		TOTAL	\$715.00	
	82174	11/17/2022	\$5,666.00	CONTRACT SERVICES
		TOTAL	\$5,666.00	
AARON CAUDILLO	82108	11/11/2022	\$250.00	UNIFORMS
		TOTAL	\$250.00	
	6895	11/22/2022	\$7,145.71	ACCRUAL PAYOUT
		TOTAL	\$7,145.71	
ABEL RAMIREZ	6900	11/22/2022	\$353.79	ACCRUAL PAYOUT
		TOTAL	\$353.79	
	6914	11/30/2022	\$945.49	ACCRUAL PAYOUT
		TOTAL	\$945.49	
ACWA JPIA INSURANCE AUTHORITY	82113	11/11/2022	\$273,015.53	PREPAID INSURANCE - GENERAL LIABILITY
		TOTAL	\$273,015.53	
ACWA JPIA INSURANCE EAP	82073	11/11/2022	\$171.36	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$171.36	
ADP, INC	0078802	11/18/2022	\$4,938.70	FINANCIAL SERVICES
		TOTAL	\$4,938.70	
	ACH-PR11042022	11/4/2022	\$266,974.79	PAYROLL
		TOTAL	\$266,974.79	
	ACH-PR11182022	11/18/2022	\$277,387.72	PAYROLL
		TOTAL	\$277,387.72	
AFFORDA-TEST	82063	11/3/2022	\$1,347.40	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$1,347.40	
ALL PRO BACKFLOW	000007567	11/11/2022	\$5,757.00	BACKFLOW SERVICE
		TOTAL	\$5,757.00	
ALLIED UNIVERSAL	82066	11/3/2022	\$842.96	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$842.96	
AMAZON BUSINESS	000007573	11/11/2022	\$151.09	EMPLOYEE COMM/TEAMBUILDING
			\$689.08	OPERATING SUPPLIES
		TOTAL	\$840.17	
	000007600	11/30/2022	\$215.20	COMMUNICATION
			\$166.50	OFFICE SUPPLIES
			\$750.13	OPERATING SUPPLIES
TOTAL	\$1,131.83			
AMERITAS (VISION)	82094	11/11/2022	\$2,132.04	EMPLOYEE BENEFIT - VISION INSURANCE
		TOTAL	\$2,132.04	
ANN BRADFORD	6881	11/1/2022	\$20.00	PAYROLL
		TOTAL	\$20.00	
ANSWERNET	000007560	11/11/2022	\$721.00	COMMUNICATION
		TOTAL	\$721.00	
AT&T	82105	11/11/2022	\$3,915.69	COMMUNICATION
		TOTAL	\$3,915.69	
	82211	11/30/2022	\$4,305.00	COMMUNICATION
		TOTAL	\$4,305.00	
ATLAS DISPOSAL	82074	11/11/2022	\$286.54	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$286.54	
ATLAS FENCE	82171	11/17/2022	\$2,625.00	CONSTRUCTION SERVICES
		TOTAL	\$2,625.00	
AUBURN CONSTRUCTORS	82085	11/11/2022	\$7,012.81	PROJECT: WELL 84 ANTELOPE/DON JULIO

# AP Warrant List From: 11/1/2022 To: 11/30/2022

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$7,012.81	
AUTONATION	82097	11/11/2022	\$1,251.33	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,251.33	
AWWA	82039	11/3/2022	\$7,488.00	PREPAID MEMBERSHIP & DUES
		TOTAL	\$7,488.00	
BADGER METER INC	000007543	11/3/2022	\$5.34	COMMUNICATION
		TOTAL	\$5.34	
	000007557	11/11/2022	\$3,615.50	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
			\$245.37	PROJECT: 5038 MADISON AVE 22802210001
		TOTAL	\$3,860.87	
	000007577	11/17/2022	\$474.42	PROJECT: HOWE AVE BICYCLE & PEDESTRIAN
		TOTAL	\$474.42	
BARTEL ASSOCIATES LLC	82197	11/30/2022	\$9,846.00	CONSULTING SERVICES
		TOTAL	\$9,846.00	
BARTKIEWICZ KRONICK & SHANAHAN	000007586	11/30/2022	\$11,340.25	LEGAL SERVICES
		TOTAL	\$11,340.25	
BASIC PACIFIC	0078648	11/7/2022	\$744.60	OPEB - RETIREE BENEFITS PREMIUM
		TOTAL	\$744.60	
BEN HARRIS	6882	11/1/2022	\$20.00	PAYROLL
		TOTAL	\$20.00	
BRIAN PATTERSON	82173	11/17/2022	\$250.00	UNIFORMS
		TOTAL	\$250.00	
BROADRIDGE MAIL LLC	82058	11/3/2022	\$24,054.71	CONTRACT SERVICES
			\$77.28	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$24,131.99	
	0078649	11/7/2022	\$3,439.13	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$3,439.13	
	0078650	11/7/2022	\$437.52	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$437.52	
	82098	11/11/2022	\$5,243.20	PRINTING
		TOTAL	\$5,243.20	
	0078717	11/15/2022	\$1,028.74	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$1,028.74	
	0078718	11/15/2022	\$5,500.81	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$5,500.81	
	0078719	11/15/2022	\$13.91	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$13.91	
	82207	11/30/2022	\$20.96	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$20.96	
	0078867	11/23/2022	\$34.66	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$34.66	
	0078868	11/23/2022	\$7,265.30	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$7,265.30	
	0078869	11/23/2022	\$1.55	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$1.55	
BROWER MECHANICAL	000007550	11/3/2022	\$349.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$349.00	
BRYCE CONSULTING INC	000007562	11/11/2022	\$595.00	CONSULTING SERVICES
		TOTAL	\$595.00	
BUD'S TRI COUNTY TREE SERVICE	000007578	11/17/2022	\$785.00	CONSTRUCTION SERVICES

# AP Warrant List From: 11/1/2022 To: 11/30/2022

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$785.00	
BURTON ROBB /BURT'S LAWN & GARDEN SERVICE	000007579	11/17/2022	\$600.00	CONTRACT SERVICES
		TOTAL	\$600.00	
	000007587	11/30/2022	\$8,115.00	CONTRACT SERVICES
		TOTAL	\$8,115.00	
CALIFORNIA LABORATORY SERVICES	82090	11/11/2022	\$3,206.00	INSPECTION & TESTING
		TOTAL	\$3,206.00	
CAPITAL SWEEPER SERVICE	82061	11/3/2022	\$184.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$184.00	
CENTRAL VALLEY ENG & ASPHALT	000007584	11/17/2022	\$7,260.00	CONSTRUCTION SERVICES
		TOTAL	\$7,260.00	
	000007593	11/30/2022	\$10,526.00	MISC. REPAIRS
		TOTAL	\$10,526.00	
CHAD JIVIDEN	6884	11/22/2022	\$193.24	ACCRUAL PAYOUT
		TOTAL	\$193.24	
CHRIS CARTER	6893	11/22/2022	\$1,550.63	ACCRUAL PAYOUT
		TOTAL	\$1,550.63	
CIGNA-DENTAL INS	82053	11/3/2022	\$14,533.91	EMPLOYEE BENEFIT - DENTAL INSURANCE
		TOTAL	\$14,533.91	
CINTAS	82075	11/11/2022	\$1,108.18	BUILDING MAINTENANCE - OFFICE & YARD
			\$1,666.84	UNIFORMS
		TOTAL	\$2,775.02	
CITY OF SACRAMENTO DEPT OF UTILITIES	82167	11/17/2022	\$29.00	UTILITIES
		TOTAL	\$29.00	
	82199	11/30/2022	\$9.39	UTILITIES
		TOTAL	\$9.39	
CITY OF SACRAMENTO WATER	82089	11/11/2022	\$500.68	PURCHASED WATER-CITY OF SACRAMENTO
		TOTAL	\$500.68	
CODY SCOTT	82202	11/30/2022	\$227.99	UNIFORMS
		TOTAL	\$227.99	
COLLECTION PLUS	000007574	11/11/2022	\$617.50	EMPLOYMENT COST
		TOTAL	\$617.50	
COMPASSCOM	000007570	11/11/2022	\$7,732.80	PREPAID LICENSES & PERMIT
		TOTAL	\$7,732.80	
CONSOLIDATED COMMUNICATIONS	82196	11/30/2022	\$546.99	COMMUNICATION
		TOTAL	\$546.99	
COUNTY OF SAC ENVIRO MGT DEPT	82092	11/11/2022	\$7,304.00	LICENSES, PERMITS & FEES
		TOTAL	\$7,304.00	
COUNTY OF SAC PUBLIC WORKS	82041	11/3/2022	\$3,149.00	PROJECT: WELL 78 BUTANO - PUMP STATION
		TOTAL	\$3,149.00	
	82076	11/11/2022	\$997.50	LICENSES, PERMITS & FEES
		TOTAL	\$997.50	
	82158	11/17/2022	\$133.00	PROJECT: GREENBERRY COMPLEX
			\$133.00	PROJECT: INTRATIE-W#60 WHITNEY/CONCETTA
			\$791.00	PROJECT: WELL 78 BUTANO - PUMP STATION
TOTAL	\$1,057.00			
COUNTY OF SAC UTILITIES	82040	11/3/2022	\$275.16	UTILITIES
		TOTAL	\$275.16	
	82188	11/30/2022	\$979.47	UTILITIES
		TOTAL	\$979.47	

# AP Warrant List From: 11/1/2022 To: 11/30/2022

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
CRAIG LOCKE	82055	11/3/2022	\$644.00	TRAVEL CONFERENCES
		TOTAL	\$644.00	
Customer Refunds	82072	11/9/2022	\$15,042.47	Refund Clearing Account
		TOTAL	\$15,042.47	
DAN YORK	82077	11/11/2022	\$11.00	LOCAL TRAVEL COST
		TOTAL	\$11.00	
	6875	11/1/2022	\$15,158.77	ACCRUAL PAYOUT
		TOTAL	\$15,158.77	
DANA DEAN	6888	11/22/2022	\$3,219.15	ACCRUAL PAYOUT
		TOTAL	\$3,219.15	
DARYL VINA VONG	6897	11/22/2022	\$7,052.37	ACCRUAL PAYOUT
		TOTAL	\$7,052.37	
	6906	11/22/2022	\$1,193.72	ACCRUAL PAYOUT
		TOTAL	\$1,193.72	
DAVE JONES	82168	11/17/2022	\$321.88	TRAVEL CONFERENCES
		TOTAL	\$321.88	
DAVID ESPINOZA	6901	11/22/2022	\$1,227.67	ACCRUAL PAYOUT
		TOTAL	\$1,227.67	
DELL MARKETING LP	000007588	11/30/2022	\$1,733.64	PROJECT: 2022 DESKTOP & LAPTOP REFRESH
		TOTAL	\$1,733.64	
DELTA WIRELESS	82095	11/11/2022	\$879.74	OPERATING SUPPLIES
		TOTAL	\$879.74	
DITCH WITCH EQUIPMENT CO	82086	11/11/2022	\$2,191.55	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$2,191.55	
DOMCO PLUMBING	82050	11/3/2022	\$1,400.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$1,400.00	
	82203	11/30/2022	\$225.00	MISC. REPAIRS
		TOTAL	\$225.00	
DOMENICHELLI & ASSOCIATES	000007544	11/3/2022	\$12,289.53	PROJECT: Q STREET MAIN REPLACEMENT
		TOTAL	\$12,289.53	
	000007580	11/17/2022	\$14,765.00	PROJECT: Q STREET MAIN REPLACEMENT
		TOTAL	\$14,765.00	
E&M ELECTRIC AND MACHINERY/WONDERWARE	000007595	11/30/2022	\$800.00	LICENSES, PERMITS & FEES
		TOTAL	\$800.00	
ELEVATOR TECHNOLOGY INC	000007554	11/3/2022	\$575.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$575.00	
	000007601	11/30/2022	\$218.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$218.00	
EMCOR SERVICES	82172	11/17/2022	\$4,316.38	CONTRACT SERVICES
		TOTAL	\$4,316.38	
EMIGH ACE HARDWARE	000007581	11/17/2022	\$24.51	OPERATING SUPPLIES
		TOTAL	\$24.51	
EMPLOYEE RELATIONS	000007563	11/11/2022	\$1,093.68	EMPLOYMENT COST
		TOTAL	\$1,093.68	
EMPLOYMENT DEVELOPMENT	82078	11/11/2022	\$4,050.00	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$4,050.00	
ERC CONTRACTING	000007571	11/11/2022	\$700.00	PROJECT: WELL N38 WTR QUALITY INVESTIGA
		TOTAL	\$700.00	
	000007597	11/30/2022	\$1,250.00	PROJECT: INTRATIE-W#60 WHITNEY/CONCETTA
			\$1,150.00	PROJECT: WELL 35-ULYSSES/MER PUMP REPA

# AP Warrant List From: 11/1/2022 To: 11/30/2022

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
			\$2,300.00	PROJECT: WELL 60 - CONDITION ASSESSMENT
		TOTAL	\$4,700.00	
ERROL L MONTGOMERY & ASSOCIATES INC	82065	11/3/2022	\$10,412.50	PROJECT: WELL N38 WTR QUALITY INVESTIGA
		TOTAL	\$10,412.50	
	82213	11/30/2022	\$3,445.00	PROJECT: WELL N38 WTR QUALITY INVESTIGA
		TOTAL	\$3,445.00	
EUROFINS EATON ANALYTICAL	000007569	11/11/2022	\$6,313.00	INSPECTION & TESTING
		TOTAL	\$6,313.00	
	000007596	11/30/2022	\$2,038.00	INSPECTION & TESTING
		TOTAL	\$2,038.00	
EVELYN TRINH	82177	11/17/2022	\$121.00	MEMBERSHIP & DUES
		TOTAL	\$121.00	
FLEETWASH INC	000007553	11/3/2022	\$1,363.68	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,363.68	
	000007598	11/30/2022	\$427.72	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$427.72	
FLOWLINE CONTRACTORS INC	000007551	11/3/2022	\$1,237.50	PROJECT: GREENBERRY COMPLEX
		TOTAL	\$1,237.50	
	000007556	11/3/2022	\$68.75	PROJECT: GREENBERRY COMPLEX
		TOTAL	\$68.75	
	000007566	11/11/2022	\$20,175.00	PROJECT: VALVE/HYDRANT/SERV REPL
			\$16,728.00	CONSTRUCTION SERVICES
		TOTAL	\$36,903.00	
FRISCH ENGINEERING INC	82198	11/30/2022	\$1,230.00	PROJECT: WELL 20A-WATT/ARDEN-ELEC IMPRV
			\$13,645.00	PROJECT: WELL 60 - CONDITION ASSESSMENT
			\$1,510.00	PROJECT: WELL N10 - PUMP REPLACEMENT
		TOTAL	\$16,385.00	
FUTURE FORD	82042	11/3/2022	\$2,491.50	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$2,491.50	
	82159	11/17/2022	\$89.95	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$89.95	
	82189	11/30/2022	\$89.95	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$89.95	
FUTURE FORD FLEET OF ROSEVILLE	82062	11/3/2022	\$2,790.89	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$2,790.89	
	82210	11/30/2022	\$233.87	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$233.87	
GEI CONSULTANTS	82208	11/30/2022	\$13,368.50	PROJECT: WELL N35 - A N WATER TREATMENT
		TOTAL	\$13,368.50	
GM CONSTRUCTION & DEVELOPERS	82160	11/17/2022	\$10,560.00	PROJECT: INTRATIE-W#60 WHITNEY/CONCETTA
		TOTAL	\$10,560.00	
GOVERNMENT FINANCE OFFICERS ASSOCIATION	82190	11/30/2022	\$150.00	MEMBERSHIP & DUES
		TOTAL	\$150.00	
GRAINGER	82043	11/3/2022	\$1,555.53	OPERATING SUPPLIES
		TOTAL	\$1,555.53	
	82079	11/11/2022	\$535.95	OPERATING SUPPLIES
		TOTAL	\$535.95	
GRAYSON MOYSE	82185	11/23/2022	\$2,211.01	TRAVEL CONFERENCES
		TOTAL	\$2,211.01	
	6899	11/22/2022	\$376.72	ACCRUAL PAYOUT

# AP Warrant List From: 11/1/2022 To: 11/30/2022

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$376.72	
	6910	11/22/2022	\$2,452.43	ACCRUAL PAYOUT
		TOTAL	\$2,452.43	
GREEN MEDIA CREATIONS INC	000007576	11/11/2022	\$6,711.04	CONTRACT SERVICES
		TOTAL	\$6,711.04	
GREG BUNDESEN	6876	11/1/2022	\$110.00	PAYROLL
		TOTAL	\$110.00	
	6911	11/28/2022	\$969.16	ACCRUAL PAYOUT
		TOTAL	\$969.16	
HANNAH DUNRUD	6908	11/22/2022	\$2,032.36	ACCRUAL PAYOUT
		TOTAL	\$2,032.36	
HEATHER HERNANDEZ-FORT	6879	11/1/2022	\$30.00	PAYROLL
		TOTAL	\$30.00	
	6904	11/22/2022	\$1,188.84	ACCRUAL PAYOUT
		TOTAL	\$1,188.84	
HECTOR SEGOVIANO	82044	11/3/2022	\$72.47	TRAVEL CONFERENCES
		TOTAL	\$72.47	
	6903	11/22/2022	\$1,114.59	ACCRUAL PAYOUT
		TOTAL	\$1,114.59	
HOLT OF CALIFORNIA	82165	11/17/2022	\$1,478.77	CONTRACT SERVICES
		TOTAL	\$1,478.77	
ICONIX WATERWORKS (US) INC	000007603	11/30/2022	\$329,721.12	PROJECT: Q STREET MAIN REPLACMENT
		TOTAL	\$329,721.12	
IN COMMUNICATIONS	82201	11/30/2022	\$9,020.66	PUBLIC RELATIONS
		TOTAL	\$9,020.66	
JAMES ARENZ	6913	11/29/2022	\$39.20	ACCRUAL PAYOUT
		TOTAL	\$39.20	
JOAN FRANZINO	82104	11/11/2022	\$225.00	CONTRACT SERVICES
		TOTAL	\$225.00	
JOE CROCKETT	82048	11/3/2022	\$51.00	TRAVEL CONFERENCES
		TOTAL	\$51.00	
	6886	11/22/2022	\$1,292.84	ACCRUAL PAYOUT
		TOTAL	\$1,292.84	
	6907	11/22/2022	\$1,581.13	ACCRUAL PAYOUT
		TOTAL	\$1,581.13	
JOSH TAYLOR	6898	11/22/2022	\$84.52	ACCRUAL PAYOUT
		TOTAL	\$84.52	
JUSTIN MCGOWAN	82214	11/30/2022	\$125.00	OTHER TRAINING
		TOTAL	\$125.00	
KIRBY PUMP AND MECHANICAL	82051	11/3/2022	\$5,520.00	PROJECT: WELL N6A-REHAB/REDEVELOPE/TEST
		TOTAL	\$5,520.00	
	82093	11/11/2022	\$46,334.84	PROJECT: WELL N36-VERNER- PUMP REPLACE
		TOTAL	\$46,334.84	
	82204	11/30/2022	\$66,711.47	PROJECT: WELL N10 - PUMP REPLACEMENT
			\$45,407.37	PROJECT: WELL N36-VERNER- PUMP REPLACE
			\$112,962.50	PROJECT: WELL N38 WTR QUALITY INVESTIGA
		TOTAL	\$225,081.34	
KNIESELS COLLISION - CARMICHAEL	82084	11/11/2022	\$3,597.06	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$3,597.06	
KRISTI CRIPE	82112	11/11/2022	\$75.00	CONSERVATION REBATES

# AP Warrant List From: 11/1/2022 To: 11/30/2022

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$75.00	
KYLE JIVIDEN	82170	11/17/2022	\$1,920.00	EDUCATION ASSISTANCE
		TOTAL	\$1,920.00	
LES SCHWAB TIRE CENTER MADISON	82045	11/3/2022	\$332.85	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$332.85	
LIFEGUARD FIRST AID	000007552	11/3/2022	\$158.72	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$158.72	
LISA PHENIX	82069	11/3/2022	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
MANNA MACIEL	82111	11/11/2022	\$127.15	CONSERVATION REBATES
		TOTAL	\$127.15	
MARK TAYLOR	82191	11/30/2022	\$18.00	TRAVEL CONFERENCES
		TOTAL	\$18.00	
	6891	11/22/2022	\$1,309.60	ACCRUAL PAYOUT
		TOTAL	\$1,309.60	
MATT UNDERWOOD	6909	11/22/2022	\$3,068.29	ACCRUAL PAYOUT
		TOTAL	\$3,068.29	
MATT WINANS	6877	11/1/2022	\$50.00	PAYROLL
		TOTAL	\$50.00	
	6896	11/22/2022	\$7,204.42	ACCRUAL PAYOUT
		TOTAL	\$7,204.42	
MAYNARD THOMAS FOX	82088	11/11/2022	\$250.00	UNIFORMS
		TOTAL	\$250.00	
	6883	11/8/2022	\$3,373.35	ACCRUAL PAYOUT
		TOTAL	\$3,373.35	
MEINA LU	82068	11/3/2022	\$500.00	CONSERVATION REBATES
		TOTAL	\$500.00	
MICHAEL CAMPOS	82110	11/11/2022	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
MICHAEL PHILLIPS LANDSCAPE CORP	000007545	11/3/2022	\$5,446.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$5,446.00	
	000007589	11/30/2022	\$5,085.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
			\$2,060.00	CONTRACT SERVICES
		TOTAL	\$7,145.00	
MISCOWATER	82178	11/17/2022	\$32,041.23	PROJECT: FLUORIDE PUMP REPL-14 FACILITI
		TOTAL	\$32,041.23	
MOBILE-MED WORK HEALTH SOLUTIONS INC	82101	11/11/2022	\$2,736.00	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$2,736.00	
NAVIANT	82102	11/11/2022	\$60,190.99	PREPAID LICENSES & PERMIT
		TOTAL	\$60,190.99	
NINJIO LLC	82103	11/11/2022	\$173.63	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$173.63	
OFFICE DEPOT INC	82192	11/30/2022	\$1,107.22	OFFICE SUPPLIES
		TOTAL	\$1,107.22	
ONE STOP TRUCK SHOP	000007546	11/3/2022	\$79.29	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$79.29	
	000007558	11/11/2022	\$4,735.76	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$4,735.76	
PACE SUPPLY CORP	000007564	11/11/2022	\$39,817.72	ACCRUED PURCHASES - (RECEIVED NOT VOUCHERED)
			\$19,217.22	PROJECT: WATT MAIN EXTENSIION



# AP Warrant List From: 11/1/2022 To: 11/30/2022

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
			\$227.14	OPERATING SUPPLIES
		TOTAL	\$59,262.08	
PACIFIC RIVER SUPPLY CO INC	82209	11/30/2022	\$68.06	OPERATING SUPPLIES
		TOTAL	\$68.06	
PANATRACK INC	000007599	11/30/2022	\$3,454.62	LICENSES, PERMITS & FEES
		TOTAL	\$3,454.62	
PARKER LANDSCAPE DEVELOPMENT INC	82180	11/17/2022	\$2,473.78	CONTRACT SERVICES
		TOTAL	\$2,473.78	
PAUL WHITE	6892	11/22/2022	\$1,535.21	ACCRUAL PAYOUT
		TOTAL	\$1,535.21	
PEOPLEREADY	82057	11/3/2022	\$1,333.20	TEMPORARY HELP
		TOTAL	\$1,333.20	
PERS 457 PLAN	ACH-PR11042022P	11/4/2022	\$3,258.46	ACCRUED DEFERRED COMPENSATION, PERS
		TOTAL	\$3,258.46	
	ACH-PR11182022P	11/18/2022	\$3,458.46	ACCRUED DEFERRED COMPENSATION, PERS
		TOTAL	\$3,458.46	
PERS HEALTH	0078651	11/7/2022	\$1,676.99	EMPLOYEE BENEFITS - MEICAL INSURUANCE
		TOTAL	\$1,676.99	
	0078652	11/7/2022	\$107,487.33	EMPLOYEE BENEFITS - MEDICAL INSURANCE
		TOTAL	\$107,487.33	
PERS LONG TERM CARE PROGRAM	82081	11/11/2022	\$5,049.25	OPEB - RETIREE BENEFITS PREMIUM
		TOTAL	\$5,049.25	
PERS PENSION	0078910	11/9/2022	\$6,174.20	EMPLOYEE BENEFIT - PENSION
			\$36,227.52	EMPLOYEE BENEFIT - PENSION
		TOTAL	\$42,401.72	
PEST PROS PEST SOLUTIONS	82060	11/3/2022	\$84.75	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$84.75	
	82100	11/11/2022	\$96.05	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$96.05	
PETERSON BRUSTAD INC	82054	11/3/2022	\$37,380.78	PROJECT: CAPEHART TANK CONDITION ASSMNT
		TOTAL	\$37,380.78	
	82206	11/30/2022	\$2,569.88	PROJECT: ANTELOPE&WATT/ELKHORN RESERVOI
			\$5,693.63	PROJECT: ENTERPR/NORTHDROP RESERVIOR/PS
		TOTAL	\$8,263.51	
PFM ASSET MANAGEMENT LLC	000007549	11/3/2022	\$3,828.33	FINANCIAL SERVICES
		TOTAL	\$3,828.33	
PG&E	82080	11/11/2022	\$199.27	UTILITIES
		TOTAL	\$199.27	
	82161	11/17/2022	\$25.11	UTILITIES
		TOTAL	\$25.11	
	82193	11/30/2022	\$48.61	UTILITIES
		TOTAL	\$48.61	
PSOMAS	000007548	11/3/2022	\$6,080.00	PROJECT: PRO ACQU-WALERGA/ANTELOPE-PHAM
		TOTAL	\$6,080.00	
	000007583	11/17/2022	\$28,769.73	PROJECT: MBP EASEMENTS
		TOTAL	\$28,769.73	
PURE TECHNOLOGIES DBA WACHS	82067	11/3/2022	\$92,580.00	CONTRACT SERVICES
		TOTAL	\$92,580.00	
	82215	11/30/2022	\$135,650.00	CONTRACT SERVICES
		TOTAL	\$135,650.00	

# AP Warrant List From: 11/1/2022 To: 11/30/2022

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
RAFTELIS	000007602	11/30/2022	\$7,755.95	CONSULTING SERVICES
		TOTAL	\$7,755.95	
RAMOS ENVIRONMENTAL SERVICES	82162	11/17/2022	\$195.00	HAZARDOUS WASTE DISPOSAL
		TOTAL	\$195.00	
RAMOS OIL COMPANY	82109	11/11/2022	\$6,632.67	OPERATING SUPPLIES
		TOTAL	\$6,632.67	
RAUL PALOMAR	82200	11/30/2022	\$15.00	TRAVEL CONFERENCES
		TOTAL	\$15.00	
RAWLES ENGINEERING	82046	11/3/2022	\$4,200.00	PROJECT: VALVE/HYDRANT/SERV REPL
		TOTAL	\$4,200.00	
	82194	11/30/2022	\$24,100.00	PROJECT: VALVE/HYDRANT/SERV REPL
		TOTAL	\$24,100.00	
RAY MORGAN CO	000007559	11/11/2022	\$92.78	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$92.78	
	000007590	11/30/2022	\$1,785.93	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$1,785.93	
RICHARDSON & CO LLP	82205	11/30/2022	\$1,170.00	CONSULTING SERVICES
		TOTAL	\$1,170.00	
RIVER CITY FIRE EQUIP CO INC	82049	11/3/2022	\$1,480.05	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$1,480.05	
ROBIN GEIGER EMPLOY	6887	11/22/2022	\$1,780.14	ACCRUAL PAYOUT
		TOTAL	\$1,780.14	
	6902	11/22/2022	\$959.04	ACCRUAL PAYOUT
		TOTAL	\$959.04	
ROSALIND RECASTODIO-WONG	82070	11/3/2022	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
RUE EQUIPMENT INC	82047	11/3/2022	\$394.20	EQUIPMENT MAINTENANCE SERVICES
			\$392.50	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$786.70	
	82082	11/11/2022	\$3,461.03	VEHICLE MAINTENANCE SERVICES
TOTAL		\$3,461.03		
S E AHLSTROM INSPECTION	000007572	11/11/2022	\$285.00	PROJECT: GREENBERRY COMPLEX
			\$1,045.00	PROJECT: WATT MAIN EXTENSION
			\$8,265.00	PROJECT: WELL 78 BUTANO - PUMP STATION
		TOTAL	\$9,595.00	
SAC ICE LLC	82056	11/3/2022	\$866.74	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$866.74	
SAN JUAN WATER DISTRICT	000007591	11/30/2022	\$555,857.90	ACCRUED SJWD WATER COST
			\$23,175.39	MISCELLANEOUS REPAIRS & MAINTENANCE
		TOTAL	\$579,033.29	
SARAH DAINS	6878	11/1/2022	\$50.00	PAYROLL
		TOTAL	\$50.00	
SHAWN CHANEY	6880	11/1/2022	\$20.00	PAYROLL
		TOTAL	\$20.00	
SHRED-IT STERICYCLE	82096	11/11/2022	\$177.34	CONTRACT SERVICES
		TOTAL	\$177.34	
SIERRA CHEMICAL COMPANY	000007592	11/30/2022	\$72,804.39	HFA, CHEMICAL & DELIVERY
		TOTAL	\$72,804.39	
SMUD	82083	11/11/2022	\$116,009.91	ELECTRICAL CHARGES
		TOTAL	\$116,009.91	

# AP Warrant List From: 11/1/2022 To: 11/30/2022

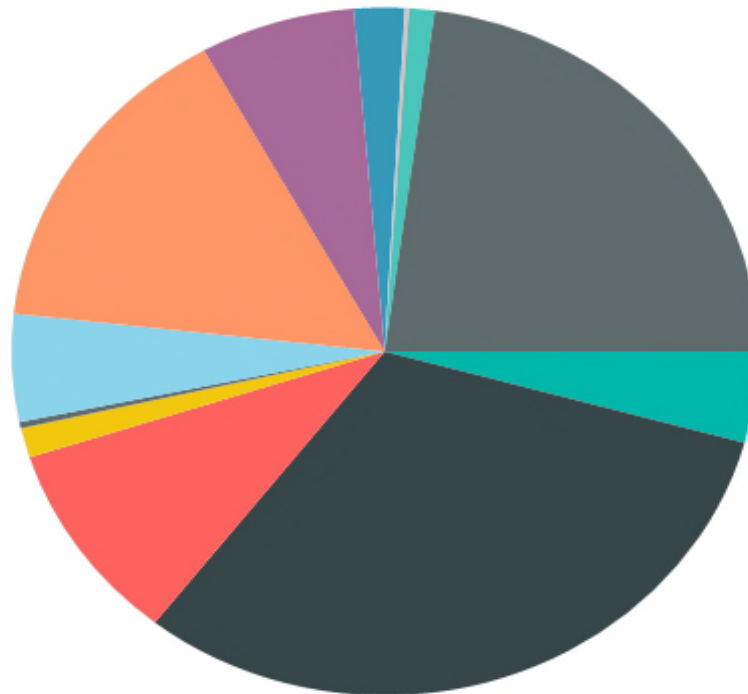
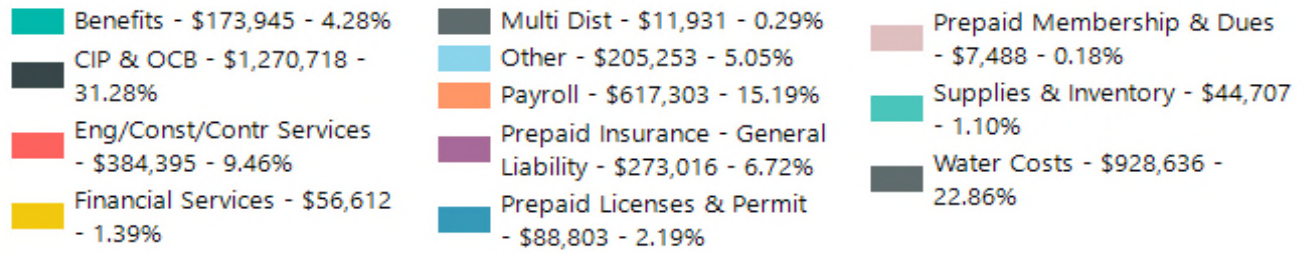
VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
	82163	11/17/2022	\$70.47	ELECTRICAL CHARGES
	TOTAL		\$70.47	
	82195	11/30/2022	\$151,277.33	ELECTRICAL CHARGES
	TOTAL		\$151,277.33	
SONITROL	000007547	11/3/2022	\$2,658.72	BUILDING SERVICE EXPENSE - OFFICE & YARD
			\$903.14	CONTRACT SERVICES
		TOTAL	\$3,561.86	
SPRINKLER SERVICE & SUPPLY	82169	11/17/2022	\$15.59	OPERATING SUPPLIES
		TOTAL	\$15.59	
T&S CONSTRUCTION COMPANY INC	000007585	11/17/2022	\$159,717.98	PROJECT: WELL 78 BUTANO - PUMP STATION
		TOTAL	\$159,717.98	
TAK COMMUNICATIONS CA INC	82064	11/3/2022	\$1,065.00	PROJECT: AMI ENDPOINTS
		TOTAL	\$1,065.00	
	82107	11/11/2022	\$17,580.00	PROJECT: AMI ENDPOINTS
			\$14,900.00	PROJECT: VALVE/HYDRANT/SERV REPL
		TOTAL	\$32,480.00	
	82175	11/17/2022	\$16,800.00	PROJECT: LARGE METER REPLACEMENT
			TOTAL	\$16,800.00
	82212	11/30/2022	\$16,980.00	PROJECT: AMI ENDPOINTS
			TOTAL	\$16,980.00
	TEE JANITORIAL & MAINTENANCE	82059	11/3/2022	\$4,108.00
TOTAL			\$4,108.00	
TESCO	82164	11/17/2022	\$3,329.05	CONTRACT SERVICES
		TOTAL	\$3,329.05	
THE COATS COMPANY LLC	82052	11/3/2022	\$380.90	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$380.90	
TINA LYNN DESIGN	000007565	11/11/2022	\$1,901.55	CONTRACT SERVICES
		TOTAL	\$1,901.55	
	000007594	11/30/2022	\$1,283.83	OPERATING SUPPLIES
		TOTAL	\$1,283.83	
TOM DICKINSON	6889	11/22/2022	\$2,704.14	ACCRUED PAYROLL
		TOTAL	\$2,704.14	
UNUM	82176	11/17/2022	\$4,929.84	EMPLOYEE BENEFIT - LIFE INSURANCE
		TOTAL	\$4,929.84	
US BANK CORPORATE PAYMENT SYSTEM	82186	11/23/2022	\$12,650.63	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$12,650.63	
	82187	11/23/2022	\$2,099.66	EMPLOYMENT ADS
		TOTAL	\$2,099.66	
UTILITY SERVICES ASSOCIATES	82091	11/11/2022	\$10,692.72	CONTRACT SERVICES
		TOTAL	\$10,692.72	
VALIC AIG	ACH-PR11042022V	11/4/2022	\$4,425.00	ACCRUED DEFERRED COMPENSATION, VALIC
		TOTAL	\$4,425.00	
	ACH-PR11182022V	11/18/2022	\$4,725.00	ACCRUED DEFERRED COMPENSATION, VALIC
		TOTAL	\$4,725.00	
VALLEY BATTERY	82099	11/11/2022	\$173.13	EQUIPMENT MAINTENANCE SUPPLIES
			\$561.87	OPERATING SUPPLIES
			\$314.04	VEHICLE MAINTENANCE SUPPLIES
		TOTAL	\$1,049.04	
VERIZON WIRELESS DALLAS TX	82087	11/11/2022	\$5,787.98	COMMUNICATION
		TOTAL	\$5,787.98	

# AP Warrant List From: 11/1/2022 To: 11/30/2022

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
VICKI SPRAGUE	6885	11/22/2022	\$591.57	PAYROLL
		TOTAL	\$591.57	
WALNUT INDUSTRIAL CENTER LLC	82179	11/17/2022	\$2,000.00	H&D WALNUT PARKING LOT LEASE
		TOTAL	\$2,000.00	
WATERTRAX	82071	11/4/2022	\$20,879.56	PREPAID LICENSES & PERMIT
		TOTAL	\$20,879.56	
WATERWISE CONSULTING, INC.	000007568	11/11/2022	\$3,655.00	CONTRACT SERVICES
		TOTAL	\$3,655.00	
WEST YOST & ASSOCIATES	000007561	11/11/2022	\$316.50	PROJECT: WELL 60 - CONDITION ASSESSMENT
			\$44,392.25	PROJECT: WELL 80 WALNUT/AUBURN
			\$11,578.50	PROJECT: WELL 84 ANTELOPE/DON JULIO
			\$89,303.62	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
	TOTAL	\$145,590.87		
	000007582	11/17/2022	\$7,618.00	CONSULTING SERVICES
		TOTAL	\$7,618.00	
WESTAMERICA BANK ANALYSIS FEES	0078801	11/18/2022	\$5,906.57	FINANCIAL SERVICES
		TOTAL	\$5,906.57	
WESTAMERICA CARD PROCESSING STMT	0078803	11/18/2022	\$29,660.75	FINANCIAL SERVICES
		TOTAL	\$29,660.75	
WEX	000007555	11/3/2022	\$18,891.37	OPERATING SUPPLIES
		TOTAL	\$18,891.37	
WIENHOFF DRUG TESTING	82166	11/17/2022	\$935.00	EMPLOYMENT COST
		TOTAL	\$935.00	
WILLIAM SADLER	6890	11/22/2022	\$941.92	PAYROLL
		TOTAL	\$941.92	
WOLF CONSULTING	000007575	11/11/2022	\$2,400.00	CONSULTING SERVICES
		TOTAL	\$2,400.00	
WORLDPAY INTEGRATED PAYMENTS	0078716	11/15/2022	\$937.25	FINANCIAL SERVICES
		TOTAL	\$937.25	
<b>GRAND TOTAL</b>			<b>\$4,062,807.03</b>	

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



**Credit Card Expenditures  
November 2022**

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

Vendor Name	Description	Amount	Proj/GLAcct
Roundtable Pizza	Lunch with the General Manager	\$92.63	02-51403
Authorize	Water Job Posting	\$145.00	17-51402
APWA	Training Registration - Moulton	\$345.00	15-54007
Raley's	Lunch with the General Manager	\$13.40	02-51403
ACWA	Registration - Greg Bundesen	\$50.00	13-51406
PCWA	Training - Vicki Sprague	(\$65.00)	13-55001
GRAC	Staff Registration	\$600.00	15-51406
South Point Hotel	Vicki Sprague - Training Accomodations	\$259.54	13-55001
Roundtable Pizza	Open House Staff Dinner	\$200.39	02-55002
Raley's	Open House Refreshments	\$11.12	02-55002
Don Quixote	Staff Event	\$26.83	02-51403
Raley's	All Staff Meeting	\$20.97	02-51403
Raley's	All Staff Meeting	\$24.10	02-51403
AWWA	Dave Jones - Registration	\$50.00	01-55001
Noahs	October Staff Meeting	\$111.87	02-51403
Costco	Calendar Project	\$90.55	02-52101
Diamond Shine	Car Detail number 83	\$60.00	12-54005
Trimble	Cityworks Training	\$1,000.00	15-51406
Smartnetna	Real Time GPS Correction	\$7,980.00	18-54509
Ziprecruiter	Job Advertisement	\$160.00	17-51402
CWEA - Paypal	Job Advertisement	\$305.00	17-51402
CSDA	Job Advertisement	\$105.00	17-51402
BC Water Jobs	Job Advertisement	\$200.00	17-51402
Government Jobs	Job Advertisement	\$199.00	17-51402
ACWA	Job Advertisement	\$475.00	17-51402
Transittalent	Job Advertisement	\$145.00	17-51402
Panera	Interview Lunches	\$78.66	17-51407
Ziprecruiter	Job Advertisement	\$432.00	17-51402
TARGET	WAREHOUSE SUPPLIES	\$60.34	05-52101
LEARN IT INC.	TRAINING- PAUL JOHNSON	\$295.00	06-51407
LEARN IT INC	TRAINING-PAUL JOHNSON	\$295.00	06-51407
COSTCO	OPEN HOUSE REFRESHMENTS (ON 1 RECEIPT, TOTALING \$373.47) 1/3	\$103.69	02-55002
COSTCO	OFFICE/KITCHEN SUPPLIES-WALNUT (ON 1 RECEIPT, TOTALING \$373.47) 2/3	\$19.92	03-52108
COSTCO	WATER PROFESSIONAL LUNCHEON (ON 1 RECEIPT, TOTALING \$373.47) 3/3	\$249.86	02-51403
COSTCO	OFFICE SUPPLIES-WALNUT & MARCONI	\$90.47	03-52108
LEARN IT INC.	TRAINING-SARAH DAINS	\$295.00	03-51407
FRED PRYOR	TRAINING-JOE CROCKETT	\$129.00	07-51407
THOUGHTFUL LEARNING	TRAINING-TOM DICKINSON	\$59.95	14-51407
SAVEMART	COMMUNICATIONS AND TEAM BUILDING-OCT.	\$36.00	02-51403
	Totals:	<b>\$14,750.29</b>	

**Investment Activity  
November 2022**





## Managed Account Security Transactions & Interest

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

### SACRAMENTO SUBURBAN WATER DISTRICT -

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>BUY</b>										
11/01/22	11/04/22	US TREASURY NOTES DTD 11/15/2016 2.000% 11/15/2026	912828U24	1,200,000.00	(1,095,093.75)	(11,282.61)	(1,106,376.36)			
<b>Transaction Type Sub-Total</b>				<b>1,200,000.00</b>	<b>(1,095,093.75)</b>	<b>(11,282.61)</b>	<b>(1,106,376.36)</b>			

<b>INTEREST</b>										
11/01/22	11/01/22	CINTAS CORPORATION NO. 2 CORP NOTE (CALL DTD 05/03/2022 3.450% 05/01/2025	17252MAP5	85,000.00	0.00	1,449.96	1,449.96			
11/01/22	11/01/22	MONEY MARKET FUND	MONEY0002	0.00	0.00	3,562.74	3,562.74			
11/01/22	11/01/22	CA ST UNIV TXBL REV BONDS DTD 07/29/2021 0.862% 11/01/2025	13077DQD7	115,000.00	0.00	495.65	495.65			
11/01/22	11/25/22	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	5,568.74	0.00	14.86	14.86			
11/01/22	11/25/22	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	1,140.59	0.00	1.99	1.99			
11/01/22	11/25/22	FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	0.00	701.71	701.71			
11/04/22	11/04/22	AMERICAN EXPRESS CO (CALLABLE) CORPORATE DTD 11/04/2021 1.650% 11/04/2026	025816CM9	325,000.00	0.00	2,681.25	2,681.25			
11/06/22	11/06/22	FREDDIE MAC NOTES DTD 11/05/2020 0.250% 11/06/2023	3137EAEZ8	450,000.00	0.00	562.50	562.50			
11/07/22	11/07/22	FANNIE MAE NOTES DTD 11/12/2020 0.500% 11/07/2025	3135G06G3	450,000.00	0.00	1,125.00	1,125.00			
11/12/22	11/12/22	AMAZON.COM INC CORPORATE NOTES DTD 05/12/2021 0.450% 05/12/2024	023135BW5	355,000.00	0.00	798.75	798.75			
11/13/22	11/13/22	APPLE INC CORPORATE NOTES DTD 05/13/2015 3.200% 05/13/2025	037833BG4	600,000.00	0.00	9,600.00	9,600.00			
11/15/22	11/15/22	COMET 2021-A1 A1 DTD 07/22/2021 0.550% 07/15/2026	14041NFW6	415,000.00	0.00	190.21	190.21			
11/15/22	11/15/22	CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1	300,000.00	0.00	992.50	992.50			
11/15/22	11/15/22	COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	130,000.00	0.00	83.42	83.42			



## Managed Account Security Transactions & Interest

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

### SACRAMENTO SUBURBAN WATER DISTRICT -

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>INTEREST</b>										
11/15/22	11/15/22	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	54,137.41	0.00	15.34	15.34			
11/15/22	11/15/22	MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	195,000.00	0.00	65.00	65.00			
11/15/22	11/15/22	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	275,000.00	0.00	126.04	126.04			
11/15/22	11/15/22	HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	100,000.00	0.00	61.67	61.67			
11/15/22	11/15/22	UNIV OF CAL TXBL REV BONDS DTD 07/16/2020 0.883% 05/15/2025	91412HGE7	100,000.00	0.00	441.50	441.50			
11/15/22	11/15/22	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	116,329.21	0.00	48.47	48.47			
11/15/22	11/15/22	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	95,000.00	0.00	30.08	30.08			
11/15/22	11/15/22	DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	250,000.00	0.00	120.83	120.83			
11/15/22	11/15/22	UNITEDHEALTH GROUP INC (CALLABLE) CORPOR DTD 05/19/2021 1.150% 05/15/2026	91324PEC2	325,000.00	0.00	1,868.75	1,868.75			
11/15/22	11/15/22	US TREASURY NOTES DTD 11/15/2016 2.000% 11/15/2026	912828U24	2,300,000.00	0.00	23,000.00	23,000.00			
11/15/22	11/15/22	TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	450,000.00	0.00	97.50	97.50			
11/15/22	11/15/22	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314OAC8	145,000.00	0.00	62.83	62.83			
11/15/22	11/15/22	NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	410,000.00	0.00	112.75	112.75			
11/16/22	11/16/22	GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	170,000.00	0.00	68.00	68.00			
11/16/22	11/16/22	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	110,000.00	0.00	62.33	62.33			
11/16/22	11/16/22	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	93,817.47	0.00	29.71	29.71			



## Managed Account Security Transactions & Interest

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

### SACRAMENTO SUBURBAN WATER DISTRICT -

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
<b>INTEREST</b>											
	11/19/22	11/19/22	JPMORGAN CHASE & CO NOTES (CALLABLE) DTD 11/19/2020 1.045% 11/19/2026	46647PBT2	250,000.00	0.00	1,306.25	1,306.25			
	11/20/22	11/20/22	VWALT 2020-A A4 DTD 12/03/2020 0.450% 07/21/2025	92868VAD1	265,000.00	0.00	99.38	99.38			
	11/20/22	11/20/22	VWALT 2022-A A4 DTD 06/14/2022 3.650% 01/20/2027	92868AAD7	145,000.00	0.00	441.04	441.04			
	11/20/22	11/20/22	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	54,596.77	0.00	84.17	84.17			
	11/20/22	11/20/22	GMALT 2021-2 A4 DTD 05/26/2021 0.410% 05/20/2025	380144AD7	50,000.00	0.00	17.08	17.08			
	11/21/22	11/21/22	HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	130,000.00	0.00	95.33	95.33			
	11/24/22	11/24/22	INTL BK RECON & DEVELOP NOTES DTD 11/24/2020 0.250% 11/24/2023	459058JM6	600,000.00	0.00	750.00	750.00			
	11/25/22	11/25/22	BMWLT 2021-2 A4 DTD 09/15/2021 0.430% 01/27/2025	09690AAD5	370,000.00	0.00	132.58	132.58			
	11/27/22	11/27/22	FANNIE MAE NOTES DTD 11/25/2020 0.250% 11/27/2023	3135G06H1	400,000.00	0.00	500.00	500.00			
	11/28/22	11/28/22	ASTRAZENECA FINANCE LLC (CALLABLE) CORP DTD 05/28/2021 1.200% 05/28/2026	04636NAA1	325,000.00	0.00	1,950.00	1,950.00			
	11/30/22	11/30/22	US TREASURY NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	300,000.00	0.00	2,437.50	2,437.50			

<b>Transaction Type Sub-Total</b>					<b>11,585,590.19</b>	<b>0.00</b>	<b>56,284.67</b>	<b>56,284.67</b>			
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### PAYDOWNS

	11/01/22	11/25/22	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	15.36	15.36	0.00	15.36	0.00	0.00	
	11/01/22	11/25/22	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	1,140.59	1,140.59	0.00	1,140.59	0.03	0.00	
	11/15/22	11/15/22	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	666.00	666.00	0.00	666.00	0.07	0.00	



## Managed Account Security Transactions & Interest

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

### SACRAMENTO SUBURBAN WATER DISTRICT -

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>PAYDOWNS</b>										
11/15/22	11/15/22	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	2,989.42	2,989.42	0.00	2,989.42	0.59	0.00	
11/15/22	11/15/22	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	7,495.52	7,495.52	0.00	7,495.52	1.65	0.00	
11/16/22	11/16/22	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	6,317.33	6,317.33	0.00	6,317.33	1.35	0.00	
11/20/22	11/20/22	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	12,326.54	12,326.54	0.00	12,326.54	1.44	0.00	
<b>Transaction Type Sub-Total</b>				<b>30,950.76</b>	<b>30,950.76</b>	<b>0.00</b>	<b>30,950.76</b>	<b>5.13</b>	<b>0.00</b>	
<b>SELL</b>										
11/01/22	11/04/22	US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	550,000.00	526,710.94	3,796.20	530,507.14	(31,539.06)	(26,274.68)	FIFO
11/01/22	11/04/22	US TREASURY NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	650,000.00	622,476.56	4,486.41	626,962.97	(40,675.78)	(32,201.89)	FIFO
<b>Transaction Type Sub-Total</b>				<b>1,200,000.00</b>	<b>1,149,187.50</b>	<b>8,282.61</b>	<b>1,157,470.11</b>	<b>(72,214.84)</b>	<b>(58,476.57)</b>	
<b>Managed Account Sub-Total</b>					<b>85,044.51</b>	<b>53,284.67</b>	<b>138,329.18</b>	<b>(72,209.71)</b>	<b>(58,476.57)</b>	
<b>Total Security Transactions</b>					<b>\$85,044.51</b>	<b>\$53,284.67</b>	<b>\$138,329.18</b>	<b>(\$72,209.71)</b>	<b>(\$58,476.57)</b>	



## Agenda Item: 5

**Date:** December 19, 2022

**Subject:** Policy Review – Claims Processing Policy (PL – Adm 007)

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

### **Recommended Board Action:**

Approve the Claims Processing Policy (PL – Adm 007) with changes.

### **Background:**

Claims Processing Policy (PL – Adm 007) (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 March 16, 2020.

The Policy was presented at the November 21, 2022, regular Board meeting, and comments were requested by November 28, 2022. No comments from Directors have been received to date.

This Policy update was reviewed by legal counsel.

### **Discussion:**

Since no comments were received by the deadline, this Policy is being placed as a Consent Item on the December 19, 2022, regular Board meeting agenda.

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

**Section 100.00:** Minor grammatical edits and the addition of “breaches of contract”.

**Section 200.00:** Minor grammatical edits and the addition of “breaches of contract”.

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:**

Goal B: Optimize Operational and Organizational Efficiencies

Goal D: Maintain Excellent Customer Service

### **Attachments:**

- 1) Claims Processing Policy (PL – Adm 007) – redline
- 2) Claims Processing Policy (PL – Adm 007) – clean

Sacramento Suburban Water District

**Claims Processing Policy**

Adopted: December 21, 2009

Approved with Changes on ~~March 16, 2020~~ December 19, 2022

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**100.00 Purpose of the Policy**

The purpose of this policy is to establish a claims handling process that complies with the Government Claims Act, Government Code sections 810 and following, and Ordinance 02-02 establishing local claims procedures for the Sacramento Suburban Water District (District). This process will be used by persons and entities that file claims seeking reimbursement from the District for damages incurred due to injuries to personal or real property, ~~or for~~ personal injuries, or breaches of contract alleged to be caused by District facilities or equipment, or its directors, officers, employees, or agents.

**200.00 Policy**

Pursuant to authority granted by the Government Claims Act and the County Water District Law, the District must take action on each claim made by a person or entity against the District for damages incurred as a result of injuries to personal or real property, ~~or~~ personal injuries, or breaches of contract before the person or entity is permitted to file legal action on such claims. Under this 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. In accordance with the policies of the District's risk pool, ACWA-JPIA, all claims involving bodily injury and all liability claims over \$25,000 must be reported to ACWA-JPIA for handling. 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 claims presentation. All claims will be presented as information to the Board of Directors at a regularly scheduled Board Meeting.

**300.00 Authority and Responsibility**

The General Manager, or designee, has the authority to approve or reject all claims. The Operations Manager has the responsibility to receive claim documentation and prepare an investigation report with recommendation for action to the General Manager. The General Manager shall adopt and implement appropriate procedures to carry out this Policy and report to the District Board of Directors at its next regular meeting on each claim.

**400.00 Tender of Claims to Risk Pool or Insurer**

Upon receipt of any claim, District staff will provide notice of the claim and all relevant documents to ACWA-JPIA or to any other risk pool or insurer from which the District may obtain any insurance coverage or indemnity for claims from time to time.

**500.00 Policy Review**

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

**Claims Processing Policy**

Adopted: December 21, 2009  
Approved with Changes on December 19, 2022

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**500.00 Policy Review**

This Policy shall be reviewed at least biennially.



## Agenda Item: 6

**Date:** December 19, 2022

**Subject:** Policy Review - Investment Policy (PL – Fin 003)

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

### Recommended Board Action:

1. Approve the Investment Policy PL – Fin 003 with changes.
2. Affirm the Board of Directors desire to delegate its investment authority to the District Treasurer for a period of one year (Calendar Year 2023) pursuant to Government Code section 53607 and Investment Policy (PL – Fin 003).

### Background:

Government Code section 53646(a)(2) states: “the treasurer or chief fiscal officer of the local agency may annually render to the legislative body of that local agency and any oversight committee of that local agency a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting. Any change in the policy shall also be considered by the legislative body of the local agency at a public meeting”. In addition, Government Code section 53607 states: “The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency... Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year”.

The Investment Policy PL – Fin 003 (Policy) was last reviewed by the Board in December 2021.

On November 21, 2022, the Policy update was brought to the Board for review. To date no comments have been received from the Board.

### Discussion:

Staff is recommending certain Policy changes based upon recommendations provided by the District’s investment advisor, PFM Asset Management, LLC, and from staff review. The Policy is in compliance with the California Government Code (Code) that governs the investment of public funds. Policy changes are in response to changes to Code that will go into effect on January 1, 2023, following the passage of Senate Bill 1489 (SB 1489). SB 1489, also known as the Local Government Omnibus Act of 2022, made a number of changes to Code, including several that impact the investment of public funds and the reporting practices of public agencies. Changes made to Code section 53601, the section of Code that governs the investment of public funds,

include language stating that an investment's term or remaining maturity shall be measured from the settlement date to final maturity, and, that a security purchased in accordance with Code section 53601 shall not have a forward settlement date exceeding 45 days from the time of investment. Previously, Code was silent on both items.

SB 1489 also modified Code section 53646 and its quarterly reporting requirements. Per Code, producing a quarterly report is optional for public agencies. However, should an agency choose to produce a quarterly report, certain requirements must be met. One of those requirements was to produce the quarterly report within thirty (30) days following the end of the quarter. With SB 1489 that time has been extended to forty-five (45) days. The District's Policy does not explicitly require quarterly reports and contains no language regarding the due date of reporting. As such, no Policy changes are needed to address this Code change.

The suggested changes were not reviewed by legal counsel. The suggested Policy changes are summarized below:

1. **Section 610.00 (a) – Maturity Limitations:** Staff recommends adding the following language:

For purposes of compliance with this section, an investment's term or remaining maturity shall be measured from the settlement date to final maturity.

2. **Section 630.00 – Purchase and Sale of Securities:** Staff recommends adding the following language as item (h):

A security purchased in accordance with this Policy shall not have a forward settlement date exceeding 45 days from the time of investment.

3. **Section 704.00(e) & (f) – Negotiable Certificates of Deposit:** Staff recommends removing both (e) and (f) as these sections are not in the Code for Negotiable Certificates of Deposit.

- e. The investment will not exceed the District's equity of any depository bank. For the purpose of this constraint, shareholders' equity will be deemed to include capital notes and debentures.

- f. The investment will not exceed the total of the net worth of any depository savings and loan association, except that investments up to a total of \$500,000 may be made to a savings and loan association without regard to the net worth of that depository, if such investments are insured or secured as required by law.

4. **Appendix B – Glossary:** Staff are recommending replacing the term Comprehensive Annual Financial Report (CAFR) with the new term Annual Comprehensive Financial Report (ACFR) as required by the Governmental Accounting Standards Board (GASB) Statement No. 98 – the Annual Comprehensive Financial Report.

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

**Fiscal Impact:**

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

**Strategic Plan Alignment:**

Goal C: Ensure Fiscal Responsibility and Affordable Rates

**Attachments:**

- 1) Investment Policy PL – Fin 003 – redlined
- 2) Investment Policy PL – Fin 003 – clean

Sacramento Suburban Water District

**Investment Policy**

Adopted: December 16, 2002

Approved with changes on: December ~~2019~~, ~~2021~~2022

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**100.00 Investment Authority**

In accordance with section 53600 et. seq. of the Government Code of the State of California (Government Code), the authority to invest public funds is expressly delegated to the Board of Directors for subsequent re-delegation to the Director of Finance and Administration/District Treasurer. Investments by the Director of Finance and Administration/District Treasurer, or his/her designee, pursuant to the delegation made by this Investment Policy are limited to those instruments described herein (the “Policy”). The District may delegate investment authority to an investment advisor. The advisor will follow the Investment Policy and such other written instructions as are provided.

**200.00 Scope**

This investment policy applies to all investment activities and financial assets of the District. The funds covered by this policy are accounted for and incorporated in the District’s Annual Comprehensive Financial Report (ACFR). This policy specifically exempts any bond proceed funds. Bond proceeds shall be invested in accordance with the requirements and restrictions outlined in the bond documents. Also exempt are pension or other post-employment benefit funds held in a trust.

**300.00 Statement of Objectives**

In order of importance, four fundamental criteria will be followed in the investment program:

**310.00 Safety of Principal**

Investments will be undertaken in a manner which first seeks to ensure the preservation of capital in the portfolio. Each investment transaction will be entered into seeking quality in issuer and in underlying security or collateral. Market risk will be reduced by diversifying the portfolio, by limiting the average maturity of the portfolio, by limiting the maximum maturity of any one security, and by performing cash flow analyses to avoid the need to sell securities prior to maturity.

### **320.00 Liquidity**

Investments will be made with maturity dates compatible with cash flow requirements to permit conversion to cash without a significant loss in value.

### **330.00 Interest Rate Risk Hedging**

The District's investment portfolio will be designed with the objective of mitigating interest rate risk that arises due to adjustable-rate debt financing or other contractual arrangements, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio.

### **340.00 Return on Investment**

The District's investment portfolio will be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio.

### **400.00 Prudent Investor Standard**

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing the District's funds, the Board and those to whom investment authority has been delegated shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District. This standard will be applied in all investment decisions, including those related to hedging interest rate risks associated with debt financing.

### **500.00 Authorized Financial Dealers and Institutions**

The Director of Finance and Administration/District Treasurer will maintain a list of approved financial institutions authorized to provide investment services to the public agency in the State of California. A determination should be made to ensure that all approved broker/dealer firms, and individuals covering the public agency, are reputable and trustworthy. In addition, the broker/dealer firms should have the ability to meet all of their financial obligations in dealing with the District. The firms, and individuals covering the agency, should be knowledgeable and experienced in Public Agency investing and the investment products involved. No public deposit shall be made except in a qualified public depository as established by the established state laws. An annual review of the financial condition and registrations of the qualified institutions utilized by the District will be conducted by the Director of Finance and Administration/District Treasurer. A current audited financial statement is required to be on file for each

financial institution and broker/dealer that the District utilizes as part of its portfolio management.

## **600.00 Portfolio Management**

Any reference to the District's portfolio will mean the total of the cash and securities under management by the Director of Finance and Administration/District Treasurer, excluding cash and securities held in escrow or in trust on behalf of the District. Any reference to the Director of Finance and Administration/District Treasurer herein will include his/her designee or designees (such as a professional portfolio manager or financial advisor). The Director of Finance and Administration/District Treasurer may invest in any security authorized for investment under this Policy, subject to the limitations described below:

## **610.00 Maturity Limitations**

- a. With the exception of securities underlying repurchase agreements, the Director of Finance and Administration/District Treasurer is authorized to invest the District's fund balances to a maximum term of five years, unless a longer maturity would be warranted and has been approved by the Board at least 90 days in advance of the investment. [For purposes of compliance with this Policy section, an investment's term or remaining maturity shall be measured from the settlement date to final maturity.](#) Investment of bond proceeds held by the bond Trustee such as bond reserve funds, construction funds or funds established for the refunding and defeasance of bonds shall be subject to the applicable provisions set forth in the bond agreements, rather than the provisions of the Government Code.
- b. For certain instruments, the term of the investment is limited by market convention or as otherwise prescribed herein.

## **620.00 Diversification**

The District will diversify its investments by security type and institution. With the exception of U.S. Government, Agencies, and Government Sponsored Enterprises, and authorized pools, limitations will be placed the amount invested in a single security type or with a single financial institution. Limitations are described in Section 700.00 Authorized Investments.

## **630.00 Purchase and Sale of Securities**

- a. Information concerning investment opportunities and market developments will be gained by maintaining contact with the financial community together with information provided by financial advisors to the District.
- b. The purchase of any investment other than those purchased directly from the issuer

will be, to the extent possible, purchases from a firm designated as a Primary Dealer (dealers) by the Federal Reserve Bank of New York.

- c. All dealers will be required to provide confirmations of all purchases or sales directly to the Director of Finance and Administration/District Treasurer.
- d. Initially and when there are material changes to this Policy, the Director of Finance and Administration/District Treasurer will transmit a copy of the current Policy to its professional portfolio manager or financial advisor, requiring them to return a signed statement indicating receipt and understanding of the Policy.
- e. When practicable, the Director of Finance and Administration/District Treasurer will solicit more than one quotation on each trade. Investment trades will be awarded on a competitive bid basis.
- f. Prohibited investments include inverse floaters, range notes, interest-only strips derived from a pool of mortgages (Collateralized Mortgage Obligations), and any security that could result in zero interest accrual if held to maturity. (Zero interest accrual means the security has the potential to realize zero earnings through its maturity.)

Notwithstanding the prohibition in the above paragraph, the District may invest in securities issued by, or backed by, the United States government that could result in zero- or negative-interest accrual if held to maturity, in the event of, and for the duration of, a period of negative market interest rates. The District may hold these instruments until their maturity dates. This paragraph shall remain in effect only until January 1, 2026, and as of that date is repealed.

- g. If the District uses a professional portfolio manager, the portfolio manager may use its own list of approved brokers, dealers, and financial institutions to conduct security transactions on behalf of the District subject to the provisions of Government Code section 53601.5.

[h. A security purchased in accordance with this Policy shall not have a forward settlement date exceeding 45 days from the time of investment.](#)

## **640.00 Exchange of Securities**

An exchange of securities is a shift of assets from one instrument to another and may be done for a variety of reasons, such as for interest rate risk hedging purposes, to increase yield, to lengthen or shorten maturities, to realize a profit, or to increase investment quality. In no instance will an exchange be undertaken for speculative purposes. Exchanges, to the extent practicable, will be simultaneous (same day execution of sale and purchase).



## **650.00 Portfolio Adjustments**

- a. District portfolio percentage limitations for each category of investment are applicable only at the date of purchase. Should an investment percentage of portfolio limitation be exceeded due to an incident such as a fluctuation in portfolio size, the affected securities may be held to maturity, if deemed necessary, to avoid losses.
- b. In the event a security held by the District is subject to a ratings change that brings it below the minimum ratings specified in this Policy, the Director of Finance and Administration/District Treasurer shall notify the Board of the change. The course of action to be followed will be decided on a case-by-case basis, subject to Board approval, considering such factors as the reason for the ratings drop, prognosis for recovery or further ratings drops, and the market price of the security.
- c. The Director of Finance and Administration/District Treasurer may at any time further restrict the securities approved for investment as deemed appropriate.

## **660.00 Safekeeping**

- a. All securities transactions, including collateral, for repurchase agreements entered into by the District will be conducted on a delivery versus payment (DVP) basis.
- b. Securities will be held in safekeeping pursuant to a safekeeping agreement by an independent custodian, which does not act as a principal or secondary broker-dealer.
- c. All financial institutions which provide safekeeping services for the District will be required to provide reports or safekeeping receipts directly to the Director of Finance and Administration/District Treasurer to verify securities taken into their possession.
- d. A counterparty bank's trust department or separate safekeeping department may be used for physical delivery of a security. The security must be held in the District's name.

## **670.00 Review of Investment Portfolio**

The securities held by the District must be in compliance with Section 700.00 Authorized Investments at the time of purchase. Because some securities may not comply with Section 700.00 Authorized Investments subsequent to the date of purchase, the Director of Finance and Administration/District Treasurer shall at least quarterly review the portfolio to identify those securities that do not comply. The Director of Finance and Administration/District Treasurer shall establish procedures to report to the Board major and critical incidences of noncompliance identified through the review of the portfolio.

Any investment held by the District at the time this Policy is adopted or amended will not be sold to conform to any part of this Policy unless its sale is judged to be prudent by the Director of Finance and Administration/District Treasurer.

#### **680.00 Investment Pools/Mutual Funds**

A thorough investigation of pool/fund's used by the District is required prior to investing, and on an annual basis. The review may address the following questions:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. A fee schedule, and when and how is it assessed.

#### **690.00 Collateralization**

Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value for Certificate of Deposits and 102% for reverse repurchase agreements of principal and accrued interest.

#### **700.00 Authorized Investments**

The following are types of securities that may be purchased subject to the limitations specified. A summary of these security types and the limitations on the percentage of portfolio is shown in Appendix A.

#### **701.00 U.S. Government, Agencies, and Government Sponsored Enterprises**

- a. Investments in U.S. Treasury obligations will not be subject to any limitations. Purchases may be affected through the Federal Book Entry System which includes acceptance of a Federal Reserve receipt on behalf of the District.
- b. Investments in direct obligations of federal agencies guaranteed by the U.S. Government will not be subject to any limitations.
- c. Investments in federal agency obligations not explicitly guaranteed by the U.S.

Government will not be subject to any limitations.

- d. Investments in government sponsored enterprise obligations not explicitly guaranteed by the U.S. Government will not be subject to any limitations.

#### **702.00 Municipal Obligations**

- a. Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled or operated by the state or any local agency or by a department, board, agency or authority of the state or any local agency.
- b. Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United, in addition to California.

#### **703.00 Bankers' Acceptances**

Restrictions are as follows:

- a. Investments in prime bankers' acceptances will not exceed 40 percent of the portfolio in effect immediately after any such investment is made.
- b. No more than 5 percent of the total portfolio may be invested in the securities of any one non-government issuer regardless of security type.
- c. Eligible bankers' acceptances will be rated in the highest short-term ratings category by a Nationally Recognized Statistical Rating Organization (NRSRO).
- d. The maximum maturity will be limited to 180 days.

#### **704.00 Negotiable Certificates of Deposit**

Restrictions are as follows:

- a. Investments in negotiable certificates of deposit will not exceed 30 percent of the total portfolio in effect immediately after any such investment is made.
- b. No more than 5 percent of the District's portfolio may be invested in the securities of any one non-government issuer regardless of security type.
- c. To be eligible, a certificate of deposit must be issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or a federally- or state-licensed branch of a foreign bank.

- d. Eligible negotiable certificates of deposits will be rated in a rating category of “A” long-term or “A-1” short-term, or its equivalent, or better by at least one NRSRO.
- ~~e. The investment will not exceed the Districts’ equity in any depository bank. For the purpose of this constraint, shareholders’ equity will be deemed to include capital notes and debentures.~~
- ~~f. The investment will not exceed the total of the net worth of any depository savings and loan association, except that investments up to a total of \$500,000 may be made to a savings and loan association without regard to the net worth of that depository, if such investments are insured or secured as required by law.~~
- g. The District’s Board and the Director of Finance and Administration/District Treasurer or other official of the District having legal custody of the moneys are prohibited from investing District funds, or funds in the custody of the District, in negotiable certificates of deposit issued by a state or federal credit union if a member of the District’s Board, or a person with investment decision making authority at the District also serves on the board of directors of the credit union, or any committee appointed by the credit union board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.
- h. The maximum maturity will be limited to five years.

## **705.00 Commercial Paper**

Restrictions are as follows:

- a. Only commercial paper of prime quality of the highest ranking or of the highest letter and numerical rating, at the time of purchase, as provided by an NRSRO, may be purchased.
- b. Investment of the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):
  - (1) The entity meets the following criteria:
    - a. Is organized and operating in the United States as a general corporation.
    - b. Has total assets in excess of five hundred million dollars (\$500,000,000).
    - c. Has debt other than commercial paper, if any, that is rated in a rating category of “A”, its equivalent, or higher by an NRSRO.
  - (2) The entity meets the following criteria:

- a. Is organized within the United States as a special purpose corporation, trust, or limited liability company.
  - b. Has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond.
  - c. Has commercial paper that is rated in a rating category of “A-1”, its equivalent, or higher, by an NRSRO.
- c. Investments in commercial paper will not exceed 25 percent of the District’s portfolio.
  - d. Each investment will not exceed 270 days maturity.
  - e. No more than 5 percent of the District’s portfolio may be invested in the securities of any one non-government issuer regardless of security type.

**706.00 Repurchase Agreements**

A repurchase agreement is a purchase of authorized securities with terms including a written agreement by the seller to repurchase the securities on a later specified date for a specified amount. Restrictions are as follows:

- a. The percentage limit for investment in repurchase agreements will be 50 percent of the total portfolio.
- b. Repurchase agreements will be made only with primary dealers of the Federal Reserve Bank of New York or with a nationally- or state-chartered bank that has had a significant banking relationship with the District. The bank must be rated in the highest short-term ratings category by an NRSRO.
- c. Such investments will provide for purchased securities with a market value of at least 102 percent of the amount of the invested funds. The value will be adjusted not less than quarterly.
- d. Purchased securities are limited to those protected by United States Bankruptcy Code, Treasury bills, bonds and notes, or other investments that are direct obligations of or fully guaranteed as to principal and interest by the United States or any agency thereof. Zero coupon and stripped coupon instruments are not acceptable.
- e. Such investments will provide for transfer of ownership and possession of the purchased securities either to the District directly or to a custodian depository institution which will take record title and will establish and maintain a sub-account in its financial records for the securities in the District’s name, and such custodian will not be the dealer from which the securities were purchased.

- f. Each repurchase agreement will have a valid and perfected first security interest therein under the California Commercial Code or pursuant to the book entry procedures described by 31 C.F.R. Part 306 and/or 31 C.F.R. Part 357.
- g. The term of a repurchase agreement may not exceed one year.

## **707.00 Time Deposits**

For purposes of this policy, collateralized time deposits will be considered investments. The following criteria will be used in evaluating financial institutions and form of collateral to determine eligibility for deposits:

- a. Must have been in existence for at least five years.
- b. Must have received an overall rating of not less than “satisfactory” in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California’s communities. Eligibility for deposits will be limited to those financial institutions that have a branch in the State of California and maintain a rating equivalent to Thompson BankWatch Service of “B” or better. Credit requirements may be waived for a time deposit that is federally insured.
- c. The deposit will not exceed the shareholders’ equity of any depository bank. For the purpose of this constraint, shareholders’ equity will be deemed to include capital notes and debentures.
- d. The deposit will not exceed the total of the net worth of any depository savings and loan association, except that deposits not exceeding a total of \$500,000 may be made to a savings and loan association without regard to the net worth of that depository, if such deposits are insured or secured as required by law.
- e. Deposits must be insured up to the FDIC’s current limit. For uninsured deposits, the financial institution will maintain in the collateral pool securities having a market value of at least 10 percent in excess of the total amount deposited. The District, at its discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. The District shall have a signed agreement with any depository accepting District funds. Promissory notes secured by real estate mortgages or deeds of trust are not acceptable as collateral.
- gf. When other factors are equal, appropriate consideration will be given to a financial institution that either individually or as a member of a syndicate bids on or makes a substantial investment in the District’s securities, contributes service to the District, and offers significant assistance to the District, so as to provide for distribution of total deposits among eligible financial institutions.
- hg. Purchased time deposits will be limited to a maximum maturity of one year.

i.h. Purchases of securities authorized by this subdivision may not exceed 50% of the District's portfolio.

#### **708.00 Medium-Term Notes**

Restrictions are as follows:

- a. Investment in medium-term notes are limited to corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.
- b. Notes eligible for investment under this subdivision will be rated in the rating category of "A", its equivalent, or better by at least one NRSRO.
- c. Purchases of medium-term notes may not exceed 30 percent of the District's portfolio.
- d. No more than 5 percent of the District's portfolio may be invested in the securities of any one non-government issuer regardless of security type.
- e. Purchases of medium-term notes will be limited to a maximum maturity of five years.

#### **709.00 Mortgage Obligations and Asset Backed Securities**

The District may invest in any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond. Restrictions are as follows:

- a. A maximum of five years to maturity.
- b. Securities eligible for investment must be rated in a rating category of "AA", its equivalent, or better by an NRSRO.
- c. Purchase of securities authorized by this subdivision may not exceed 20 percent of the District's portfolio.
- d. No more than 5 percent of the District's portfolio may be invested in the securities of any one non-government issuer regardless of security type.

#### **710.00 Local Agency Investment Fund Deposits**

Deposits for the purpose of investment in the Local Agency Investment Fund of the

State Treasury may be made up to the maximum amount permitted from time to time by State Treasury policy.

**711.00 Shares of Beneficial Interest (Money Market Funds)**

The Director of Finance and Administration/District Treasurer may invest, for temporary periods pending disbursement or reinvestment, in shares of beneficial interest issued by eligible diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. These companies must meet the following criteria:

- a. Attain the highest ranking of the highest letter and numerical rating provided by not less than two nationally recognized rating agencies, or retain an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market funds with assets under management in excess of \$500 million.
- b. The purchase price of the shares will not include any commission that the companies may charge and will not exceed 20 percent of the District's portfolio.

**712.00 Shares of Beneficial Interest Issued by a Joint Powers Authority (Local Government Investment Pools)**

Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q) of Government Code Section 53601, inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria: (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission. (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q) Government Code Section 53601, inclusive. (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

**713.00 Supranationals**

United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB).

Restrictions are as follows:

- a. A maximum of five years to maturity.



- b. Must be eligible for purchase and sale within the United States.
- c. Notes eligible for investment under this subdivision will be rated in a rating category of “AA”, its equivalent, or better by at least one NRSRO.
- d. Purchases of these securities may not exceed 30 percent of the District’s portfolio.
- e. No more than 10 percent of the District’s portfolio may be invested in the securities of any one supranational issuer.

### **800.00 Reporting**

On a regular basis, the Director of Finance and Administration/District Treasurer will provide a report to the public and Board of Directors showing the holdings and investment transactions, issuers, maturity dates, par and dollar amounts invested, cash balances, amounts held by the Local Agency Investment Fund and any other amounts under the management of contracted parties. On a monthly basis, in accordance with Government Code 53607, the Director of Finance and Administration/District Treasurer shall make a monthly report of investment transactions to the legislative body.

### **900.00 Performance Standards**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The District will establish an appropriate performance benchmark to compare the performance of its portfolio to the performance of the benchmark.

### **1000.00 Internal Controls**

The Director of Finance and Administration/District Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, fraud or misuse. Accordingly, the Finance Director/District Treasurer shall establish an independent review process. This review process will provide internal control by assuring compliance with policies and procedures.

### **1100.00 Conflicts of Interest**

The Director of Finance and Administration /District Treasurer and his or hers designees will perform duties under this Policy in accordance with sections 1090 and 1126 of the Government Code as well as any other state law referred to in this policy.

**1200.00 Conflicts**

In the event any provision of this Policy is in conflict with any of the statutes referred to herein or any other state or federal statute, the provision of such statutes will govern.

**1300.00 Policy Review**

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

**APPENDIX A**

**State Authorized Investments vs. District's Statement of Investment Policy**

<b>Investment Type</b>	<b>Maximum Maturity <sup>(1)</sup></b>	<b>Maximum Percentage of Portfolio</b>	<b>Percentage By Any Issuer or Bank</b>
U.S. Treasury Obligations:			
State Code	5 years	100	--
District Policy		100	--
Federal Agencies and Government Sponsored Enterprises:			
State Code	5 years	100	--
District Policy		100	--
Municipal Obligations:			
State Code	5 years	100	--
District Policy		100	--
Repurchase Agreements:			
State Code	1 year	100	--
District Policy	1 year	50	--
Bankers Acceptances:			
State Code	180 days	40	30
District Policy	180 days	40	5
Commercial Paper:			
State Code	270 days	25	--
District Policy	270 days	25	5
Negotiable Certificates of Deposit:			
State Code	5 years	30	--
District Policy		30	5
Medium Term Notes:			
State Code	5 years	30	--
District Policy	5 years	30	5
Time Deposits:			
State Code	--	100	--
District Policy	1 year	50	--
Mortgage Backed and Asset Backed Obligations:			
State Code	5 years	20	--
District Policy	5 years	20	5
Local Agency Investment Fund:			
State Code	N/A	<sup>(2)</sup>	--
District Policy	N/A	<sup>(2)</sup>	--

Shares of Beneficial Interest (Money Market Fund):			
State Code	N/A	20	--
District Policy	N/A	20	10
Shares of Beneficial Interest (Local Government Investment Pools):			
State Code	N/A	100	--
District Policy	N/A	100	--
Supranationals:			
State Code	5 years	30	--
District Policy	5 years	30	10

Note: For funds established by Indentures of Trust, the provisions of such Indentures will govern investments.

- (1) California Government Code provides authority to the Board to permit maturities beyond five years with certain restrictions. The current Policy provides for maturities longer than five years for funds established by Indentures of Trust.
- (2) District will allow up to the amount allowed by Local Agency Investment Fund.

## APPENDIX B

### Glossary

**AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.

**ASKED:** The price at which securities are offered.

~~**COMPREHENSIVE ANNUAL FINANCIAL REPORT (Annual Report):** The official annual report of the District. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.~~

**COMPREHENSIVE ANNUAL COMPREHENSIVE FINANCIAL REPORT (Annual ReportACFR):** The official annual report of the District. It includes five combined the required financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes the audit opinion, supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material including management's discussion and analysis (MDA), required supplemental information (RSI), and a detailed Statistical Section.

**BANKERS' ACCEPTANCE (BA):** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BENCHMARK:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BID:** The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CD's are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

~~**COMPREHENSIVE ANNUAL FINANCIAL REPORT (Annual Report):** The official annual report of the District. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.~~

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DELIVERY VERSUS PAYMENT:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities

with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DISCOUNT:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount and redeemed at maturity for full face value (*e.g., U.S. Treasury Bills.*)

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**DURATION:** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$250,000 per entity.

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL HOME LOAN BANKS (FHLB):** Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):** FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:** The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae):** Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FHA mortgages. The term “pass-throughs” is often used to describe Ginnie Maes.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL GOVERNMENT INVESTMENT POOL (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party’s rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers’ acceptances, etc.) are issued and traded.

**OFFER:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve’s most important and most flexible monetary policy tool.

**PORTFOLIO:** Collection of securities held by an investor.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

**REPURCHASE AGREEMENT (REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this.

**REVERSE REPURCHASE AGREEMENT (REVERSE REPO):** A reverse-repurchase agreement (reverse repo) involves an investor borrowing cash from a financial institution in exchange for securities. The investor agrees to repurchase the securities at a specified date for the same cash value plus an agreed upon interest rate. Although the transaction is similar to a repo, the purpose of entering into a reverse repo is quite different. While a repo is a straightforward investment of public funds, the reverse repo is a borrowing.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**TREASURY BILLS:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

**TREASURY NOTES:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.



Sacramento Suburban Water District

**Investment Policy**

Adopted: December 16, 2002  
Approved with changes on: December 19, 2022

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**100.00 Investment Authority**

In accordance with section 53600 et. seq. of the Government Code of the State of California (Government Code), the authority to invest public funds is expressly delegated to the Board of Directors for subsequent re-delegation to the Director of Finance and Administration/District Treasurer. Investments by the Director of Finance and Administration/District Treasurer, or his/her designee, pursuant to the delegation made by this Investment Policy are limited to those instruments described herein (the “Policy”). The District may delegate investment authority to an investment advisor. The advisor will follow the Investment Policy and such other written instructions as are provided.

**200.00 Scope**

This investment policy applies to all investment activities and financial assets of the District. The funds covered by this policy are accounted for and incorporated in the District’s Annual Comprehensive Financial Report (ACFR). This policy specifically exempts any bond proceed funds. Bond proceeds shall be invested in accordance with the requirements and restrictions outlined in the bond documents. Also exempt are pension or other post-employment benefit funds held in a trust.

**300.00 Statement of Objectives**

In order of importance, four fundamental criteria will be followed in the investment program:

**310.00 Safety of Principal**

Investments will be undertaken in a manner which first seeks to ensure the preservation of capital in the portfolio. Each investment transaction will be entered into seeking quality in issuer and in underlying security or collateral. Market risk will be reduced by diversifying the portfolio, by limiting the average maturity of the portfolio, by limiting the maximum maturity of any one security, and by performing cash flow analyses to avoid the need to sell securities prior to maturity.

### **320.00 Liquidity**

Investments will be made with maturity dates compatible with cash flow requirements to permit conversion to cash without a significant loss in value.

### **330.00 Interest Rate Risk Hedging**

The District's investment portfolio will be designed with the objective of mitigating interest rate risk that arises due to adjustable-rate debt financing or other contractual arrangements, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio.

### **340.00 Return on Investment**

The District's investment portfolio will be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio.

### **400.00 Prudent Investor Standard**

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing the District's funds, the Board and those to whom investment authority has been delegated shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District. This standard will be applied in all investment decisions, including those related to hedging interest rate risks associated with debt financing.

### **500.00 Authorized Financial Dealers and Institutions**

The Director of Finance and Administration/District Treasurer will maintain a list of approved financial institutions authorized to provide investment services to the public agency in the State of California. A determination should be made to ensure that all approved broker/dealer firms, and individuals covering the public agency, are reputable and trustworthy. In addition, the broker/dealer firms should have the ability to meet all of their financial obligations in dealing with the District. The firms, and individuals covering the agency, should be knowledgeable and experienced in Public Agency investing and the investment products involved. No public deposit shall be made except in a qualified public depository as established by the established state laws. An annual review of the financial condition and registrations of the qualified institutions utilized by the District will be conducted by the Director of Finance and Administration/District Treasurer. A current audited financial statement is required to be on file for each

financial institution and broker/dealer that the District utilizes as part of its portfolio management.

#### **600.00 Portfolio Management**

Any reference to the District's portfolio will mean the total of the cash and securities under management by the Director of Finance and Administration/District Treasurer, excluding cash and securities held in escrow or in trust on behalf of the District. Any reference to the Director of Finance and Administration/District Treasurer herein will include his/her designee or designees (such as a professional portfolio manager or financial advisor). The Director of Finance and Administration/District Treasurer may invest in any security authorized for investment under this Policy, subject to the limitations described below:

#### **610.00 Maturity Limitations**

- a. With the exception of securities underlying repurchase agreements, the Director of Finance and Administration/District Treasurer is authorized to invest the District's fund balances to a maximum term of five years, unless a longer maturity would be warranted and has been approved by the Board at least 90 days in advance of the investment. For purposes of compliance with this Policy section, an investment's term or remaining maturity shall be measured from the settlement date to final maturity. Investment of bond proceeds held by the bond Trustee such as bond reserve funds, construction funds or funds established for the refunding and defeasance of bonds shall be subject to the applicable provisions set forth in the bond agreements, rather than the provisions of the Government Code.
- b. For certain instruments, the term of the investment is limited by market convention or as otherwise prescribed herein.

#### **620.00 Diversification**

The District will diversify its investments by security type and institution. With the exception of U.S. Government, Agencies, and Government Sponsored Enterprises, and authorized pools, limitations will be placed the amount invested in a single security type or with a single financial institution. Limitations are described in Section 700.00 Authorized Investments.

#### **630.00 Purchase and Sale of Securities**

- a. Information concerning investment opportunities and market developments will be gained by maintaining contact with the financial community together with information provided by financial advisors to the District.
- b. The purchase of any investment other than those purchased directly from the issuer

will be, to the extent possible, purchases from a firm designated as a Primary Dealer (dealers) by the Federal Reserve Bank of New York.

- c. All dealers will be required to provide confirmations of all purchases or sales directly to the Director of Finance and Administration/District Treasurer.
- d. Initially and when there are material changes to this Policy, the Director of Finance and Administration/District Treasurer will transmit a copy of the current Policy to its professional portfolio manager or financial advisor, requiring them to return a signed statement indicating receipt and understanding of the Policy.
- e. When practicable, the Director of Finance and Administration/District Treasurer will solicit more than one quotation on each trade. Investment trades will be awarded on a competitive bid basis.
- f. Prohibited investments include inverse floaters, range notes, interest-only strips derived from a pool of mortgages (Collateralized Mortgage Obligations), and any security that could result in zero interest accrual if held to maturity. (Zero interest accrual means the security has the potential to realize zero earnings through its maturity.)

Notwithstanding the prohibition in the above paragraph, the District may invest in securities issued by, or backed by, the United States government that could result in zero- or negative-interest accrual if held to maturity, in the event of, and for the duration of, a period of negative market interest rates. The District may hold these instruments until their maturity dates. This paragraph shall remain in effect only until January 1, 2026, and as of that date is repealed.

- g. If the District uses a professional portfolio manager, the portfolio manager may use its own list of approved brokers, dealers, and financial institutions to conduct security transactions on behalf of the District subject to the provisions of Government Code section 53601.5.
- h. A security purchased in accordance with this Policy shall not have a forward settlement date exceeding 45 days from the time of investment.

#### **640.00 Exchange of Securities**

An exchange of securities is a shift of assets from one instrument to another and may be done for a variety of reasons, such as for interest rate risk hedging purposes, to increase yield, to lengthen or shorten maturities, to realize a profit, or to increase investment quality. In no instance will an exchange be undertaken for speculative purposes. Exchanges, to the extent practicable, will be simultaneous (same day execution of sale and purchase).

## **650.00 Portfolio Adjustments**

- a. District portfolio percentage limitations for each category of investment are applicable only at the date of purchase. Should an investment percentage of portfolio limitation be exceeded due to an incident such as a fluctuation in portfolio size, the affected securities may be held to maturity, if deemed necessary, to avoid losses.
- b. In the event a security held by the District is subject to a ratings change that brings it below the minimum ratings specified in this Policy, the Director of Finance and Administration/District Treasurer shall notify the Board of the change. The course of action to be followed will be decided on a case-by-case basis, subject to Board approval, considering such factors as the reason for the ratings drop, prognosis for recovery or further ratings drops, and the market price of the security.
- c. The Director of Finance and Administration/District Treasurer may at any time further restrict the securities approved for investment as deemed appropriate.

## **660.00 Safekeeping**

- a. All securities transactions, including collateral, for repurchase agreements entered into by the District will be conducted on a delivery versus payment (DVP) basis.
- b. Securities will be held in safekeeping pursuant to a safekeeping agreement by an independent custodian, which does not act as a principal or secondary broker-dealer.
- c. All financial institutions which provide safekeeping services for the District will be required to provide reports or safekeeping receipts directly to the Director of Finance and Administration/District Treasurer to verify securities taken into their possession.
- d. A counterparty bank's trust department or separate safekeeping department may be used for physical delivery of a security. The security must be held in the District's name.

## **670.00 Review of Investment Portfolio**

The securities held by the District must be in compliance with Section 700.00 Authorized Investments at the time of purchase. Because some securities may not comply with Section 700.00 Authorized Investments subsequent to the date of purchase, the Director of Finance and Administration/District Treasurer shall at least quarterly review the portfolio to identify those securities that do not comply. The Director of Finance and Administration/District Treasurer shall establish procedures to

report to the Board major and critical incidences of noncompliance identified through the review of the portfolio.

Any investment held by the District at the time this Policy is adopted or amended will not be sold to conform to any part of this Policy unless its sale is judged to be prudent by the Director of Finance and Administration/District Treasurer.

#### **680.00 Investment Pools/Mutual Funds**

A thorough investigation of pool/fund's used by the District is required prior to investing, and on an annual basis. The review may address the following questions:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. A fee schedule, and when and how is it assessed.

#### **690.00 Collateralization**

Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value for Certificate of Deposits and 102% for reverse repurchase agreements of principal and accrued interest.

#### **700.00 Authorized Investments**

The following are types of securities that may be purchased subject to the limitations specified. A summary of these security types and the limitations on the percentage of portfolio is shown in Appendix A.

#### **701.00 U.S. Government, Agencies, and Government Sponsored Enterprises**

- a. Investments in U.S. Treasury obligations will not be subject to any limitations. Purchases may be affected through the Federal Book Entry System which includes acceptance of a Federal Reserve receipt on behalf of the District.
- b. Investments in direct obligations of federal agencies guaranteed by the U.S. Government will not be subject to any limitations.

- c. Investments in federal agency obligations not explicitly guaranteed by the U.S. Government will not be subject to any limitations.
- d. Investments in government sponsored enterprise obligations not explicitly guaranteed by the U.S. Government will not be subject to any limitations.

**702.00 Municipal Obligations**

- a. Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled or operated by the state or any local agency or by a department, board, agency or authority of the state or any local agency.
- b. Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United, in addition to California.

**703.00 Bankers' Acceptances**

Restrictions are as follows:

- a. Investments in prime bankers' acceptances will not exceed 40 percent of the portfolio in effect immediately after any such investment is made.
- b. No more than 5 percent of the total portfolio may be invested in the securities of any one non-government issuer regardless of security type.
- c. Eligible bankers' acceptances will be rated in the highest short-term ratings category by a Nationally Recognized Statistical Rating Organization (NRSRO).
- d. The maximum maturity will be limited to 180 days.

**704.00 Negotiable Certificates of Deposit**

Restrictions are as follows:

- a. Investments in negotiable certificates of deposit will not exceed 30 percent of the total portfolio in effect immediately after any such investment is made.
- b. No more than 5 percent of the District's portfolio may be invested in the securities of any one non-government issuer regardless of security type.
- c. To be eligible, a certificate of deposit must be issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal

credit union, or a federally- or state-licensed branch of a foreign bank.

- d. Eligible negotiable certificates of deposits will be rated in a rating category of “A” long-term or “A-1” short-term, or its equivalent, or better by at least one NRSRO.
- e. The District’s Board and the Director of Finance and Administration/District Treasurer or other official of the District having legal custody of the moneys are prohibited from investing District funds, or funds in the custody of the District, in negotiable certificates of deposit issued by a state or federal credit union if a member of the District’s Board, or a person with investment decision making authority at the District also serves on the board of directors of the credit union, or any committee appointed by the credit union board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.
- f. The maximum maturity will be limited to five years.

## **705.00 Commercial Paper**

Restrictions are as follows:

- a. Only commercial paper of prime quality of the highest ranking or of the highest letter and numerical rating, at the time of purchase, as provided by an NRSRO, may be purchased.
- b. Investment of the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):
  - (1) The entity meets the following criteria:
    - a. Is organized and operating in the United States as a general corporation.
    - b. Has total assets in excess of five hundred million dollars (\$500,000,000).
    - c. Has debt other than commercial paper, if any, that is rated in a rating category of “A”, its equivalent, or higher by an NRSRO.
  - (2) The entity meets the following criteria:
    - a. Is organized within the United States as a special purpose corporation, trust, or limited liability company.
    - b. Has program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond.
    - c. Has commercial paper that is rated in a rating category of “A-1”, its equivalent, or higher, by an NRSRO.



- c. Investments in commercial paper will not exceed 25 percent of the District's portfolio.
- d. Each investment will not exceed 270 days maturity.
- e. No more than 5 percent of the District's portfolio may be invested in the securities of any one non-government issuer regardless of security type.

#### **706.00 Repurchase Agreements**

A repurchase agreement is a purchase of authorized securities with terms including a written agreement by the seller to repurchase the securities on a later specified date for a specified amount. Restrictions are as follows:

- a. The percentage limit for investment in repurchase agreements will be 50 percent of the total portfolio.
- b. Repurchase agreements will be made only with primary dealers of the Federal Reserve Bank of New York or with a nationally- or state-chartered bank that has had a significant banking relationship with the District. The bank must be rated in the highest short-term ratings category by an NRSRO.
- c. Such investments will provide for purchased securities with a market value of at least 102 percent of the amount of the invested funds. The value will be adjusted not less than quarterly.
- d. Purchased securities are limited to those protected by United States Bankruptcy Code, Treasury bills, bonds and notes, or other investments that are direct obligations of or fully guaranteed as to principal and interest by the United States or any agency thereof. Zero coupon and stripped coupon instruments are not acceptable.
- e. Such investments will provide for transfer of ownership and possession of the purchased securities either to the District directly or to a custodian depository institution which will take record title and will establish and maintain a sub-account in its financial records for the securities in the District's name, and such custodian will not be the dealer from which the securities were purchased.
- f. Each repurchase agreement will have a valid and perfected first security interest therein under the California Commercial Code or pursuant to the book entry procedures described by 31 C.F.R. Part 306 and/or 31 C.F.R. Part 357.
- g. The term of a repurchase agreement may not exceed one year.

## **707.00 Time Deposits**

For purposes of this policy, collateralized time deposits will be considered investments. The following criteria will be used in evaluating financial institutions and form of collateral to determine eligibility for deposits:

- a. Must have been in existence for at least five years.
- b. Must have received an overall rating of not less than “satisfactory” in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California’s communities. Eligibility for deposits will be limited to those financial institutions that have a branch in the State of California and maintain a rating equivalent to Thompson BankWatch Service of “B” or better. Credit requirements may be waived for a time deposit that is federally insured.
- c. The deposit will not exceed the shareholders’ equity of any depository bank. For the purpose of this constraint, shareholders’ equity will be deemed to include capital notes and debentures.
- d. The deposit will not exceed the total of the net worth of any depository savings and loan association, except that deposits not exceeding a total of \$500,000 may be made to a savings and loan association without regard to the net worth of that depository, if such deposits are insured or secured as required by law.
- e. Deposits must be insured up to the FDIC’s current limit. For uninsured deposits, the financial institution will maintain in the collateral pool securities having a market value of at least 10 percent in excess of the total amount deposited. The District, at its discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. The District shall have a signed agreement with any depository accepting District funds. Promissory notes secured by real estate mortgages or deeds of trust are not acceptable as collateral.
- f. When other factors are equal, appropriate consideration will be given to a financial institution that either individually or as a member of a syndicate bids on or makes a substantial investment in the District’s securities, contributes service to the District, and offers significant assistance to the District, so as to provide for distribution of total deposits among eligible financial institutions.
- g. Purchased time deposits will be limited to a maximum maturity of one year.
- h. Purchases of securities authorized by this subdivision may not exceed 50% of the District’s portfolio.

## **708.00 Medium-Term Notes**

Restrictions are as follows:

- a. Investment in medium-term notes are limited to corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.
- b. Notes eligible for investment under this subdivision will be rated in the rating category of “A”, its equivalent, or better by at least one NRSRO.
- c. Purchases of medium-term notes may not exceed 30 percent of the District’s portfolio.
- d. No more than 5 percent of the District’s portfolio may be invested in the securities of any one non-government issuer regardless of security type.
- e. Purchases of medium-term notes will be limited to a maximum maturity of five years.

## **709.00 Mortgage Obligations and Asset Backed Securities**

The District may invest in any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond. Restrictions are as follows:

- a. A maximum of five years to maturity.
- b. Securities eligible for investment must be rated in a rating category of “AA”, its equivalent, or better by an NRSRO.
- c. Purchase of securities authorized by this subdivision may not exceed 20 percent of the District’s portfolio.
- d. No more than 5 percent of the District’s portfolio may be invested in the securities of any one non-government issuer regardless of security type.

## **710.00 Local Agency Investment Fund Deposits**

Deposits for the purpose of investment in the Local Agency Investment Fund of the State Treasury may be made up to the maximum amount permitted from time to time by State Treasury policy.

### **711.00 Shares of Beneficial Interest (Money Market Funds)**

The Director of Finance and Administration/District Treasurer may invest, for temporary periods pending disbursement or reinvestment, in shares of beneficial interest issued by eligible diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. These companies must meet the following criteria:

- a. Attain the highest ranking of the highest letter and numerical rating provided by not less than two nationally recognized rating agencies, or retain an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market funds with assets under management in excess of \$500 million.
- b. The purchase price of the shares will not include any commission that the companies may charge and will not exceed 20 percent of the District's portfolio.

### **712.00 Shares of Beneficial Interest Issued by a Joint Powers Authority (Local Government Investment Pools)**

Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q) of Government Code Section 53601, inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria: (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission. (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q) Government Code Section 53601, inclusive. (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

### **713.00 Supranationals**

United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB).

Restrictions are as follows:

- a. A maximum of five years to maturity.
- b. Must be eligible for purchase and sale within the United States.

- c. Notes eligible for investment under this subdivision will be rated in a rating category of “AA”, its equivalent, or better by at least one NRSRO.
- d. Purchases of these securities may not exceed 30 percent of the District’s portfolio.
- e. No more than 10 percent of the District’s portfolio may be invested in the securities of any one supranational issuer.

**800.00 Reporting**

On a regular basis, the Director of Finance and Administration/District Treasurer will provide a report to the public and Board of Directors showing the holdings and investment transactions, issuers, maturity dates, par and dollar amounts invested, cash balances, amounts held by the Local Agency Investment Fund and any other amounts under the management of contracted parties. On a monthly basis, in accordance with Government Code 53607, the Director of Finance and Administration/District Treasurer shall make a monthly report of investment transactions to the legislative body.

**900.00 Performance Standards**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The District will establish an appropriate performance benchmark to compare the performance of its portfolio to the performance of the benchmark.

**1000.00 Internal Controls**

The Director of Finance and Administration/District Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, fraud or misuse. Accordingly, the Finance Director/District Treasurer shall establish an independent review process. This review process will provide internal control by assuring compliance with policies and procedures.

**1100.00 Conflicts of Interest**

The Director of Finance and Administration /District Treasurer and his or hers designees will perform duties under this Policy in accordance with sections 1090 and 1126 of the Government Code as well as any other state law referred to in this policy.

**1200.00 Conflicts**

In the event any provision of this Policy is in conflict with any of the statutes referred to herein or any other state or federal statute, the provision of such statutes will govern.

**1300.00 Policy Review**

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

**APPENDIX A**

**State Authorized Investments vs. District's Statement of Investment Policy**

<b>Investment Type</b>	<b>Maximum Maturity <sup>(1)</sup></b>	<b>Maximum Percentage of Portfolio</b>	<b>Percentage By Any Issuer or Bank</b>
U.S. Treasury Obligations:			
State Code	5 years	100	--
District Policy		100	--
Federal Agencies and Government Sponsored Enterprises:			
State Code	5 years	100	--
District Policy		100	--
Municipal Obligations:			
State Code	5 years	100	--
District Policy		100	--
Repurchase Agreements:			
State Code	1 year	100	--
District Policy	1 year	50	--
Bankers Acceptances:			
State Code	180 days	40	30
District Policy	180 days	40	5
Commercial Paper:			
State Code	270 days	25	--
District Policy	270 days	25	5
Negotiable Certificates of Deposit:			
State Code	5 years	30	--
District Policy		30	5
Medium Term Notes:			
State Code	5 years	30	--
District Policy	5 years	30	5
Time Deposits:			
State Code	--	100	--
District Policy	1 year	50	--
Mortgage Backed and Asset Backed Obligations:			
State Code	5 years	20	--
District Policy	5 years	20	5
Local Agency Investment Fund:			
State Code	N/A	<sup>(2)</sup>	--
District Policy	N/A	<sup>(2)</sup>	--

Shares of Beneficial Interest (Money Market Fund):			
State Code	N/A	20	--
District Policy	N/A	20	10
Shares of Beneficial Interest (Local Government Investment Pools):			
State Code	N/A	100	--
District Policy	N/A	100	--
Supranationals:			
State Code	5 years	30	--
District Policy	5 years	30	10

Note: For funds established by Indentures of Trust, the provisions of such Indentures will govern investments.

- (1) California Government Code provides authority to the Board to permit maturities beyond five years with certain restrictions. The current Policy provides for maturities longer than five years for funds established by Indentures of Trust.
- (2) District will allow up to the amount allowed by Local Agency Investment Fund.



## APPENDIX B

### Glossary

**AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.

**ASKED:** The price at which securities are offered.

**ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR):** The official annual report of the District. It includes the required financial statements prepared in conformity with GAAP. It also includes the audit opinion, supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material including management's discussion and analysis (MDA), required supplemental information (RSI), and a detailed statistical section.

**BANKERS' ACCEPTANCE (BA):** A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BENCHMARK:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BID:** The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CD's are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DELIVERY VERSUS PAYMENT:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DISCOUNT:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount and redeemed at maturity for full face value (*e.g., U.S. Treasury Bills.*)

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**DURATION:** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$250,000 per entity.

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL HOME LOAN BANKS (FHLB):** Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):** FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:** The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae):** Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL GOVERNMENT INVESTMENT POOL (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party’s rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers’ acceptances, etc.) are issued and traded.

**OFFER:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve’s most important and most flexible monetary policy tool.

**PORTFOLIO:** Collection of securities held by an investor.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

**REPURCHASE AGREEMENT (REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this.

**REVERSE REPURCHASE AGREEMENT (REVERSE REPO):** A reverse-repurchase agreement (reverse repo) involves an investor borrowing cash from a financial institution in

exchange for securities. The investor agrees to repurchase the securities at a specified date for the same cash value plus an agreed upon interest rate. Although the transaction is similar to a repo, the purpose of entering into a reverse repo is quite different. While a repo is a straightforward investment of public funds, the reverse repo is a borrowing.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**TREASURY BILLS:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

**TREASURY NOTES:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.



## Agenda Item: 7

**Date:** December 19, 2022

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

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

**Recommended Board Action:**

Adopt the new Capital Improvement Program Policy (PL – Eng 003).

**Background:**

Staff was requested by the Board to develop a new Capital Improvement Program Policy (Policy).

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

The draft Policy was presented at the June 20, 2022, regular Board meeting, and comments were requested by July 5, 2022. Directors Wichert and Boatwright provided recommended changes, additions, and deletions.

The updated Policy was presented at the September 19, 2022, regular Board meeting, and comments were requested by October 4, 2022. No additional comments from Directors have been received to date.

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

This Policy update was reviewed by legal counsel.

**Discussion:**

Since no additional comments were received, this Policy is being placed as a Consent Item on the December 19, 2022, regular Board meeting agenda.

District Legal Counsel conducted a final review of the Policy and recommended that the text in Section 600.00 Contracting be replaced with language stating that all contracting will be conducted in accordance with the District’s Public Works Contracting Policy (PL-Eng 002) and Procurement Policy (PL-Fin 005) and related procedures. The Policy has been updated accordingly.

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

**Fiscal Impact:**

Adopting the Policy does not have a fiscal impact.

**Strategic Plan Alignment:**

Goal B: Optimize Operational and Organizational Efficiencies

Goal C: Ensure Fiscal Responsibility and Affordable Rates

**Attachments:**

- 1) New Capital Improvement Program Policy (PL – Eng 003)

Sacramento Suburban Water District

**Capital Improvement Program Policy**

Adopted: December 19, 2022

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**100.00 Purpose**

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

1. Maintain alignment with goals and objectives of the District’s Strategic Plan and other Board direction.
2. Promote District financial stability and long-term financial capacity to meet capital needs.
3. Promote accomplishing the Capital Improvement Program in a timely and cost effective manner.

**200.00 Capital Improvement Program**

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

1. Wells, well sites and structures
2. Distribution System
3. Transmission Systems
4. Storage Facilities and their Pump Stations
5. Buildings and Structures
6. Meters and Remote Meter Reading

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

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

For the purposes of this Policy, all capital expenditures in excess of \$100,000 shall be grouped into Projects. A Project is a set of related capital improvement tasks and accomplishments that culminate in a specific result.

### **300.00 Planning**

The Water System Master Plan (WSMP) shall be the primary long-term planning document for CIP. The WSMP has a fifteen-year horizon and identifies the Project categories and their planning-level funding requirements. It will be updated periodically as the need requires (e.g., as significant changes to the long-term capital asset needs of the District occur based on updates to asset management plans, changing priorities, or changing assumptions such as costs or the remaining useful life of assets).

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

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

1. A five-year rolling projection (planning horizon) of the District's capital needs.
2. A formal mechanism for decision-making related to planning and budgeting for capital asset acquisition/replacement.
3. A link to the District's long-range Asset Management Plans (AMPs) which guide the planning for renewal and replacement of water system assets.
4. A financial management tool for identifying future financial requirements for capital asset acquisition/replacement over the planning horizon.
5. Planning for each Project shall include a detailed Project schedule prepared by the District. The Contractor shall provide a detailed construction schedule for the construction phase within the project duration provided in the District schedule. The contractor shall be held accountable for completion on schedule and within budget. The District's Project schedule shall be prepared prior to Project initiation to include major milestones including completion of design, start of construction, completion of construction, start-up and commissioning, and in-service date. The Contractor shall provide a detailed activity schedule, which shall be approved by the District. Following the completion of design, the Project schedule shall be updated to include detailed Project milestones applicable to the Project including major equipment purchases, securing all permits, excavation, drilling, equipment and material installation, quality checks, start-up and commissioning, and placing in service. This updated schedule shall serve as the baseline schedule for the Project.
6. All schedules shall be completed with suitable scheduling software, such as Microsoft Project or Primavera as selected by the District. Contractor and District shall use the same scheduling software.



## 400.00 Budgeting

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

1. The District shall base the annual capital budget on capital Project priorities, schedules and budget estimates as established in the CIP Plan.
2. Multi-year Projects shall have their budget estimates divided into annual funding amounts based on engineering estimates and timing of Project activities. The Board will approve each years' funding estimate as part of the annual capital budget.
3. The annual capital budget will include the future year budget estimates for multi-year Projects.
4. Board approval of a Project includes approval of the entire Project budget. Engineering will determine the annual funding amounts which will be requested in each years' capital budget.
5. Accumulated unspent Project funds from each years' capital budget shall rollover to the subsequent year and be available for spending on the specific Project.
6. The Project budget shall be loaded month by month into the Project schedule and shall be reviewed monthly to assess progress and to allow for corrective action to bring schedule and budget in line with the baseline Project schedule and budget.

## 500.00 Funding

There are two general approaches applicable to funding:

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

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

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

#### Rollover Funds

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

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

### **600.00 Contracting**

All contracting will be conducted in accordance with the District’s Public Works Contracting Policy (PL-Eng 002) and Procurement Policy (PL-Fin 005) and related procedures.

### **700.00 Staffing**

1. Each Project over \$250,000 shall have an assigned District staff member responsible for Project accomplishment, schedule and budget. It is intended that this staff member be a working-level employee to allow frequent field engagement with the Project contractor at the Project site and other locations in support of Project tasks.
2. Each District staff member responsible for a Project shall have received formal Project management training. College or University training is encouraged. Professional Project Management Certification training is also acceptable.
3. The designated District staff member responsible for a Project shall be at the project site at least weekly, and be available daily, when work is scheduled to occur to document safe work practices, quality work product, adherence to schedule, and to assist in problem solving. Notes shall be kept for the job record and progress photos are encouraged. When District action is needed to move the Project forward, it shall be the responsibility of the assigned staff member to facilitate the District action as their first priority.

### **800.00 CIP Plan Assessment**

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

1. **Short-term** - Progress of the CIP’s execution will be by comparison with the annual budget:
  - a. Percent encumbered (i.e., contracted) – target of at least 90%
  - b. Percent expended – target of at least 80%

2. **Long-term** - Accomplishment of the objectives in the CIP Plan:

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

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

**900.00 Reporting**

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

Weekly Project meetings will be held with the Primary Project contractor(s) at the jobsite, to allow District management to be apprised of progress, accomplishments, work in progress, issues to be resolved, schedule and budget. The assigned District employee shall prepare an executive summary of the weekly site meeting and shall present that to District Management within three days of the Site Meeting.

Each Project shall be listed in the Engineering Report to the Board at their monthly meeting. Deviations from the baseline schedule and budget shall be shown with the appropriate planned corrective action.

**1000.00 Policy Review**

This Policy shall be reviewed at least biennially.



## Agenda Item: 8

**Date:** December 19, 2022

**Subject:** General Manager and Director Out of State Travel Request

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

**Recommended Board Action:**

Approve the General Manager and Director(s) out of state travel to attend the the Sacramento Metropolitan Chamber's Cap-to-Cap Conference.

**Discussion:**

The Sacramento Metropolitan Chamber of Commerce's Capitol to Capitol Conference is in Washington, D.C., April 21 through April 26, 2023. Registration for this conference is currently open.

This conference takes place out of state, therefore, Board approval is required for attendance.

**Fiscal Impact:**

Within budgeted amounts for staff and Board travel and conferences.

**Strategic Plan Alignment:**

Goal B - Optimize Operational and Organizational Efficiencies

By staff and Directors attending conferences related to the water industry, District customers will benefit as there is a potential to form new relationships, networking opportunities, discover new solutions to water industry issues, attend workshops that showcase new technologies, workflow, and processes.



## Agenda Item: 9

**Date:** December 19, 2022

**Subject:** Resolution No. 22-14, Honoring James Arenz On His Retirement

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

**Recommended Board Action:**

Adopt Resolution No. 22-14 Honoring James Arenz, Senior Project Manager, on His Retirement.

**Discussion:**

James Arenz (Mr. Arenz) has been a valued employee of the Sacramento Suburban Water District for over 23 years, having been hired on May 3, 1999. His retirement will be effective January 1, 2023. The Resolution commemorates his service. Staff has prepared a ceremonial, framed version of this Resolution for presentation to Mr. Arenz.

**Fiscal Impact:**

Minimal.

**Strategic Plan Alignment:**

**Goal E** Retain and Recruit a Qualified and Stable Workforce

This resolution benefits District customers by recognizing staff who have provided significant benefit to the overall operation and success of the District in various ways during their years of service to the District, such as providing superior customer service, promoting team cohesion and effectiveness, and contributing to a high level of employee morale thereby contributing to staff retention.

**Resolution No. 22-14**  
**A Resolution Honoring**  
**James Arenz**  
**On His Retirement**

Whereas, James (Jim) Arenz completed over 23 years of service with the Sacramento Suburban Water District, having been hired on May 3, 1999, by the former Arcade Water District; and

Whereas, Jim’s dedication to the Sacramento Suburban Water District made it a more efficient organization with improved customer service and increased water supply reliability; and

Whereas, Jim earned the admiration and respect of his fellow employees, District management staff, the Board of Directors, and the public for his dedication, collegiality, enthusiasm, and hard work; and

Whereas, Jim’s knowledge of District operations is formidable – maybe second-to-none, it is only overshadowed by his depth of kindness and consideration for others; and

Whereas, Jim’s consistent passion he brought to the prospect of investigating new ideas, or developing new ways to improve the District and customer service, Jim can now direct that energy to his *Honey-Do List* at his new home (aka – “Project Command Center”); and

Whereas, Jim’s mental hard-drive of “encyclopedic District knowledge” can be offered to the Library of Congress, so Jim can sleep better; and

Whereas, Jim’s readiness with levity to ease tension when needed can now be partnered with low-stress activities, like bicycle rides with his wife, Paula; and

Whereas, Jim’s wonderfully infectious laugh will be missed by all staff, contractors, and others around him; and

Whereas, Jim’s retirement from the Sacramento Suburban Water District will be effective Saturday, January 1, 2023.

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 to James Arenz for his years of dedicated public service to the District.

The Board of Directors wishes Jim 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 19<sup>th</sup> day of December, 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:** December 19, 2022

**Subject:** State of the District 2022

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

**Recommended Board Action:**

No action. The General Manager will provide the State of the District 2022 presentation.





## Agenda Item: 11

**Date:** December 19, 2022

**Subject:** Memorandum of Understanding with Del Paso Manor Water District for a Communications Plan for Public Outreach on the Combination Discussions

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

### Recommended Board Action:

Approve the Memorandum of Understanding with Del Paso Manor Water District for a Communications Plan for Public Outreach on the Combination Discussions and authorize the General Manager to sign the Memorandum of Understanding, subject to final review and approval by District legal counsel.

### Discussion:

At the December 6, 2022, DPMWD/SSWD 2x2 Committee meeting, the Committee requested staff from each agency to present to their respective Boards a Memorandum of Understanding to develop and implement a communications plan for customer/stakeholder outreach on the Combination Discussions between the two districts. SSWD has a public relations firm already under contract for the District's external customer outreach program. The subject contract can be amended to assist with the public outreach for the DPMWD/SSWD Combination Discussions.

The estimated cost to conduct the subject outreach is estimated to not exceed \$20,000. Both DPMWD and SSWD will share the associated costs 50/50, with SSWD responsible for administering the agreement/invoices.

### Fiscal Impact:

The estimated cost for the Public Outreach is not to exceed \$20,000, which will be split 50/50 between DPMWD and SSWD.

### 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 C - Ensure Fiscal Responsibility and Affordable Rates

Goal D - Maintain Excellent Customer Service

**MEMORANDUM OF UNDERSTANDING REGARDING COMMUNICATIONS FOR  
COMBINATION BETWEEN SACRAMENTO SUBURBAN WATER DISTRICT AND  
DEL PASO MANOR WATER DISTRICT**

THIS MEMORANDUM OF UNDERSTANDING (“Agreement”) is entered into and made effective on this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the Sacramento Suburban Water District (SSWD) and Del Paso Manor Water District (DPMWD).

**T E R M S**

The above parties in consideration of the mutual promises set forth in this Agreement, agree as follows:

1. Consultant. SSWD has an existing Professional Services Agreement with IN Communications. SSWD and DPMWD mutually desire to utilize IN Communications for public outreach and communication pertaining to combination discussions between SSWD and DPMWD.
2. Funding Provisions. The estimated cost to complete the Public Outreach is estimated at \$20,000. DPMWD and SSWD will split the cost for Public Outreach on a 50/50 allocation. Failure to timely remit share of the funding may result in excluding DPMWD from the Public Outreach or suspension or termination of the Combination Discussions at SSWD’s election. IN Communications fee schedule is attached as Exhibit 1.
3. Cost Accounting. In Communications shall separately track the expenses associated with the public outreach and communication pertaining to Combination Discussions between SSWD and DPMWD.
4. Term. This Agreement shall terminate upon completion of the Combination Discussion and no later than December 31, 2023, except by mutual agreement of DPMWD and SSWD.
5. Dispute Resolution. If DPMWD and SSWD disagree on a specific issue, DPMWD and SSWD shall meet and confer and negotiate in good faith to resolve the issue. If DPMWD and SSWD are unable to resolve the specific issue in dispute after good faith negotiations, they shall agree to engage an outside mediator to attempt to resolve the disputed issue.
6. Consultant Payment Schedule. SSWD shall pay all costs incurred according to the schedule set forth in the Professional Services Agreement. SSWD shall forward all invoices for costs attributable to DPMWD within fifteen (15) days of receipt. DPMWD shall promptly review the invoice and notify SSWD of any objections

within thirty (30) days of transmittal of the invoice by SSWD. If DPMWD has no objections, SSWD shall pay the invoice to IN Communications.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

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Alan Gardner  
General Manager  
Del Paso Manor Water District

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Dan York  
General Manager  
Sacramento Suburban Water District

Exhibit 1

**2022-24 Fee Schedule**

<b>Title</b>	<b>Personnel</b>	<b>Rate/Hour</b>
Project Manager/Principal(s)	Christine Kohn Bruce Hartzell Michelle Smira	\$155
Graphic Designer/Photographer	Chris Guzman Robert Ortegon Meredith Carty	\$115
Project Coordinator	Chris Perry Wesley Fagundes	\$95



## Agenda Item: 12

**Date:** December 19, 2022

**Subject:** Disconnections for Delinquency

**Staff Contact:** Julie Nemitz, Customer Services Manager

### **Recommended Board Actions:**

Cease the use of temporary disconnections of water services as the primary means of collection on delinquent accounts and begin using the direct tax levy. Direct staff to update the appropriate regulations and policies necessary to begin using the direct levy process instead, by adding delinquent bills to the Sacramento County secured property tax roll each August 1, starting in 2023.

### **Background:**

Sacramento Suburban Water District (District) has always used lock offs for delinquency as a primary collection tool, with few changes to the process over the years. The last three years have presented two important issues that have prompted staff to prepare this recommendation for change.

The passage of California Senate Bill 998 (SB998) in 2019 was intended to ensure transparency and equity in the collection of delinquent water bills. SB998 is particularly concerned with notices and procedures surrounding lock offs, mandating several steps that must be followed prior to disconnection. The law also includes the application of significant daily fines against water districts that do not comply with the required steps, making an already important process even more so. SB998 became effective on February 1, 2020, just prior to the onset of the COVID-19 pandemic.

Governor Newsom's first Executive Order requiring a moratorium on lock offs for delinquency during the pandemic was issued in March 2020, making SB998 temporarily irrelevant. As the pandemic continued, the Executive Order was extended a number of times, effectively eliminating the District's longstanding collections practices for over two years. In May of 2022, staff merged the old collections process and the new SB998 requirements and resumed collections.

Recently, staff became aware of the use of a direct levy to the property as the primary means of collection for delinquent utility bills by a number of regional water agencies, to include Citrus Heights Water District, the City of Sacramento, and the City of West Sacramento. Staff then researched the feasibility of using this same method at SSWD.

### **Discussion:**

Staff recommends the cessation of lock offs for delinquency for four reasons: safety, equitable customer care, fiscal responsibility, and efficiency.

- *Safety.* A common understanding at the District is that safety is not a priority, but a value. Locking off a water account has always been a potentially dangerous activity undertaken by staff because of the inherent volatility associated with collections. With the current economic, political, and health climate, this danger has increased as community stress has increased.
- *Equitable customer care.* While locking off water can be potentially dangerous and unpleasant task for staff, it can be even more so for customers. SB998 attempts to address inequities in the collections process that disproportionately affect tenants and non-English speakers; however, ceasing lock offs altogether relieves residents of the difficult and sometimes dangerous experience of being deprived of water service. Additionally, avoiding lock offs for delinquency shields the District from the significant legal and financial liability now associated with an improperly conducted disconnection.
- *Fiscal Responsibility.* The District's current collections process is cumbersome by necessity, to comply with SB998, and by design, in recognition of the seriousness of locking off water service. It is also costly. There are five steps in the process: a 15-day notice enclosed with the second unpaid invoice, a 10-day notice sent via United States Postal Service (USPS) First Class Mail to the service address (and the owner, if different), two-day notices sent by USPS Priority Mail to each dwelling at the service address, a site visit to lock off and deliver a door hanger, and finally, a site visit to restore service. Each of these steps have costs associated.

The District passes along permitted costs to the customer; however, SB998 limits disconnection charges to \$50. Though the language doesn't explicitly prohibit charging the customer \$50 twice (once for the lock off and once for the restore), the District has elected to charge \$50 for the round trip, regardless of numbers of dwellings, believing this to be adherent to the spirit of the law. At an actual approximate cost of \$60 per trip, the District is spending \$70 on every lock off.

Additionally, when a two-day notice is issued, the customer account is charged \$35. This covers the actual cost of preparing and mailing the notice for a single family residence with one dwelling. However, per SB998, every dwelling has to be noticed. When a multi-family dwelling is affected, the account still incurs a \$35 fee, but the cost to the District can be substantially more.

Finally, locking off costs the customers themselves. The collection fees applied to each account that is locked off are \$85, not including 10% late fees. For some customers, who may be locked off multiple times in a year, these fees are prohibitive.

- *Efficiency.* The reason for lock offs is to collect delinquent bills that are owed to the District. This is an important function to ensure equity and financial health of SSWD for all ratepayers. Lock offs, though effective, are not efficient. The staff recommendation is

not just to cease lock offs, but also to begin using the much more efficient direct tax levy process as the primary means of collection.

While this new process will require administrative staff time, it will be a significant reduction from the time required to conduct weekly collection activities. This recovered time can be used for cross training to aid in succession planning and better District-wide staff coverage, increased training opportunities, important data projects such as endpoint change outs, and proactive customer outreach to aid conservation efforts.

The greatest time savings will be realized in Field Services, where at least a full day will be recovered per week. This will result in more time available for preventative maintenance, reduced handling time on service requests and work orders, and opportunities for cross training.

The process will begin each year with staff preparing a written report of delinquent water service charges that will be added to the County secured property tax roll. These charges must be aged at least 60 days and at least \$50. Next is a resolution, approved by a two-thirds vote of the Board, calling a Public Hearing on the written report, directing the District Secretary to publish the Hearing Notice, and directing staff to mail a personalized letter to each customer on the report. At the Public Hearing, the Board must hear all comments and protests made to the filed written report. If a majority of the delinquent property owners appear and protest the written report, then the Board must reject the report and direct staff to collect the delinquent charges in another manner. If no protest occurs or an attempted protest is made by less than a majority of the delinquent property owners, then the Board may adopt the written report, with or without changes, and a certified copy of the report will be filed by the Board Secretary, or their designee, with the Sacramento County Auditor-Controller by August 1.

The direct tax levy process is not new to the region, so implementing it at the District will not require creating new processes and forms from scratch. Special thanks is owed to Citrus Heights Water District for generously making their knowledge and documentation available to the District for our review and use. Additionally, our legal counsel has provided excellent guidance on the direct levy process and template documents needed to proceed.

**Fiscal Impact:**

The County fees of approximately \$150 for inclusion on and removal from the property tax rolls will be charged to the customer account and included with the direct levy. While this fee is more than the District's \$85 collection fee, it will only be applied once per year per parcel, and only after ample notice.

Direct levies that remain unpaid when property taxes remain unpaid are most often purchased by the County on their Teeter Plan, which allows SSWD to collect our delinquent charges upfront for a small fee.

A conservative estimate of the annual cost savings to the District is \$175,000. This assumes a savings of \$70 each for a yearly average of 2,500 lock offs and does not include the savings realized by not sending multiple two day notices for multi-family and commercial properties. Much of this

savings is in labor costs for Field Operations staff, which will be better utilized in other important District tasks.

This new process will result in a delay of cash receipts on a rolling basis, since delinquencies will be collected in a yearly batch. However, the pandemic demonstrated that SSWD is able to adjust to delayed cash with little negative impact on operations.

**Strategic Plan Alignment:**

Goal B: Optimize Operational and Organizational Efficiencies

Goal C: Ensure Fiscal Responsibility and Affordable Rates

Goal D: Maintain Excellent Customer Services





## Agenda Item: 13

**Date:** December 19, 2022

**Subject:** Committee and Liaison Appointments for 2023

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

**Recommended Board Action:**

The Board President makes appointments to Board committees and assigns Board member liaisons to outside organizations.

**Discussion:**

The Board President appoints Directors to various committees. Typically, there is an annual review of committee assignments.

Included with this report is the most recent list of the 2022 Committee and Liaison Assignments indicating the appointments for the past year (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:**

Payment to Directors will be made in accordance to District policy. Total annual payments are expected to be within budgeted amounts.

**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 (10/17/22)..... Bob Wichert  
 ..... 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:** December 19, 2022

**Subject:** General Manager's Report

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

**a. Loehman's Plaza Fire Loop**

The District provides domestic water service to Loehman's Plaza and several residential homes within that vicinity. The fire hydrants/infrastructure system is supported by the County of Sacramento (County). In the late 1990's, the former Arcade Water District (Arcade) purchased this area from Citizens Utilities (Citizens). Arcade's legal counsel at the time was concerned of the potential liability regarding the County providing fire supplies to Arcade's newly acquired service area. When the final documents were provided to Arcade following the purchase of the subject area from Citizens, there were no documents pertaining to an agreement between the County and Citizens for the fire hydrants/infrastructure system. Arcade and the County never communicated at the necessary level to conduct the discussions for Arcade to take over the fire hydrant/infrastructure.

The County is currently in the process of conducting major improvements to their water system near the Loehman's Plaza and have contacted District staff to initiate discussions to potentially relinquish the Loehman's Fire Loop system to the District. The County staff is in the process of determining legally how to relinquish the subject system to the District and any associated costs to do so. District staff is in the process of determining potential costs for necessary improvements to the subject system not covered by the County.

**b. Municipal Services Review Update**

Municipal Service Reviews (MSR) are designed to equip LAFCo with relevant information and data necessary for the LAFCo Commission to make informed decisions on Sphere of Influences (SOI). The LAFCo has broad discretion in deciding how to conduct MSRs, including geographic focus, scope of study, and the identification of alternatives for improving the efficiency, cost-effectiveness, accountability, and reliability of public services. The purpose of a MSR in general is to provide a comprehensive inventory and analysis of the services provided by local municipalities, service areas, and special districts. A MSR evaluates the structure and operation of the local municipalities, service areas, and special districts and discusses possible areas for improvement and coordination. The MSR is intended to provide information and analysis to support a sphere of influence update.

MSR's are typically conducted every ten years, with the District having completed a MSR / SOI in 2010 and 2021. LAFCo also requires a MSR / SOI during Combination Discussions. The District is currently in Combination Discussions with both Del Paso Manor Water District (DPMWD) and Carmichael Water District (CWD), therefore, the LAFCo Executive Director has requested that SSWD, DPMWD and CWD complete an up-to-date MSR / SOI. The District provided LAFCo with an amended MSR / SOI in September 2022. Staff was recently informed by the LAFCo Executive Director that the MSR / SOI adopted by the LAFCo Commission, by resolution in March 2021, was not at the level he prefers when it pertains to Combination Discussions. The LAFCo Executive Director is in the process of obtaining a proposal for one of their consultants to conduct the District's MSR / SOI.

Staff will provide the Board a draft copy prior to it being presented to the LAFCo Commission.

Note: Items provided in the District's MSR /SOI are the following; System map, Organization Chart, Public Works Contracting Policy, Water Systems Facilities Map, CY Budget, Detail Fixed Assets Schedule, Bond Rating, Bond Rating Analysis, Investment Strategy, Director's Compensation and Expense Reimbursement Policy, and Summary of SSWD Information.



## Agenda Item: 15

**Date:** December 19, 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 October 31, 2022. More detailed information can be found in the following attached financial reports:

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

### Financial Statement Highlights – October 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>Year-To-Date</u>	<u>Variance</u>
	<u>10/31/2022</u>	<u>10/31/2021</u>	
<b>LIQUIDITY</b>	\$10,687,208.60	\$16,702,872.75	(6,015,664.15)
<b>INVESTMENT</b>	38,793,433.60	39,604,214.21	(810,780.61)
<b>CAPITAL ASSETS</b>	315,822,209.55	306,207,909.33	9,614,300.22
<b>LIABILITIES</b>	55,046,845.62	65,376,519.90	(10,329,674.28)
<b>NET POSITION</b>	293,669,096.89	287,406,482.94	6,262,613.95

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

	Year-To-Date	Year-To-Date	Variance
	10/31/2022	10/31/2021	
Operating Revenue	42,758,236.34	41,629,741.37	1,128,494.97
Operating Expense	(18,087,704.60)	(16,188,571.85)	(1,899,132.75)
Other, Net	(14,703,012.69)	(10,139,330.16)	(4,563,682.53)
<b>NET INCOME</b>	<b>9,967,519.05</b>	<b>15,301,839.36</b>	<b>(5,334,320.31)</b>

Key information from this report indicates the District's cash balance is \$6.0 million and investments are \$0.8 million less than on October 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. Operating revenues increased \$1.1 million, operating expenses increased \$1.6 million and other, net expenses increased \$4.6 million, year to date compared to the same period a year ago. Operating revenues increased primarily due to the 3% rate increase occurred on January 1, 2022, an increase in number of connections from Barrett Ranch subdivision and other charges for service related to late fees and collections charges. Operating expense increase is primarily related to \$0.9 million increase in purchased water, as SJWD surface water was available from January through October, \$0.3 million increase in miscellaneous repairs, asphalt restoration, from the main line leak on Elkhorn Boulevard of last year, \$0.2 million increase in consulting services and \$0.1 million increase in general insurance services. Other, net expenses increased primarily related to a \$2.0 million reduction in capital contributions (capacity fees and developer contributions), \$0.5 million increase in interest expense and debt related costs primarily related to costs of issuance for the revenue refunding bonds series 2022A and series 2022B, and \$2.0 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	43,657,912	43,210,940	446,972
Operations and Maintenance	18,087,705	19,945,398	(1,857,693)
Capital Expenditures *	17,433,274	26,180,668	(8,747,394)
Debt Service - Swap Termination	5,642,000	5,642,000	-
Debt Service - P & I	1,736,883	1,970,848	(233,965)

\*Capital budget includes rollover budget from previous years.

The District's revenues for first nine months of 2022 were \$0.4 million more than budgeted amount due primarily to the net effects of: 1) water service charge was more than budget amount due to

the increase in number of connections from Barrett Ranch subdivision – approximately \$0.1 million; 2) capacity fees were collected at a minimal amount for the first ten 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 collection activities approximately \$0.5 million; and 4) rent and other income were less than budget – approximately \$0.1 million.

The District's operating and maintenance expenditures as of October 31, 2022, came in less than the approved budget by \$1.9 million. Salaries and benefits are under budget approximately \$1.2 million due primarily to staff vacancies. Water costs expenses are under budget approximately \$0.3 million mostly related to minimal surface water availability and reduced usage through October. Outside services are under budget approximately \$0.4 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 ten months, \$16.0 million has been spent while an additional \$8.8 million is under commitment. CIP year-to-date expenditures came in less than the approved budget by \$8.7 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 October 31, 2022, were \$1.5 million while \$1.0 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 year-to-date expenditures came in less than the approved budget by \$1.2 million.

Scheduled 2022 principal payments of \$5.4 million were made at the end of October. Total principal outstanding as of October 31, 2022 is \$55.0 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 ten months of 2022, the District has incurred interest expense of \$1.7 million versus a forecast of \$1.9 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 – October 31, 2022
2. Budget to Actual Reports – October 31, 2022

**Financial Statements**  
**October 31, 2022**



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

	As Of		<u>Month End</u> <u>10/31/2022</u>	<u>Month End</u> <u>10/31/2021</u>
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash and cash equivalents			\$10,687,194.57	\$16,702,862.91
Restricted Cash and cash equivalents			14.03	9.84
Accounts receivable, net of allowance for uncollectible accounts			3,068,282.30	3,815,860.39
Interest receivable			160,074.77	120,064.13
Grants receivables			7,296.94	7,296.94
Other receivables			24.42	
Inventory			1,058,878.33	1,162,775.70
Prepaid expenses and other assets			1,213,075.55	1,279,552.40
<b>TOTAL CURRENT ASSETS</b>			<u><b>\$16,194,840.91</b></u>	<u><b>23,088,422.31</b></u>
<b>NONCURRENT ASSETS</b>				
Investments			38,793,433.60	39,604,214.21
<b>TOTAL NONCURRENT ASSETS</b>			<u><b>38,793,433.60</b></u>	<u><b>39,604,214.21</b></u>
Property, plant and equipment			539,189,904.43	516,648,609.66
Accumulated depreciation			(223,367,694.88)	(210,440,700.33)
<b>TOTAL CAPITAL ASSETS</b>			<u><b>315,822,209.55</b></u>	<u><b>306,207,909.33</b></u>
<b>TOTAL ASSETS</b>			<u><b>370,810,484.06</b></u>	<u><b>368,900,545.85</b></u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Deferred amount on long-term debt refunding			4,289,165.07	4,152,115.10
Deferred outflow of effective swaps				1,162,609.00
Pension contribution subsequent to measurement date			1,720,366.00	1,960,128.00
Other post-employment benefits			578,563.00	240,049.00
Deferred outflow of Asset Obligation			966,186.87	
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>			<u><b>378,364,765.00</b></u>	<u><b>376,415,446.95</b></u>
<b>LIABILITIES</b>				
<b>CURRENT LIABILITIES</b>				
Current portion of Compensated Absences			1,000,000.00	880,000.00
Accounts payable			653,537.31	259,721.68
Accrued interest			0.05	0.04
Deferred revenue and other liabilities			5,178,524.87	3,874,011.62
Accrued expenses			719,284.36	295,778.45
<b>TOTAL CURRENT LIABILITIES</b>			<u><b>7,551,346.59</b></u>	<u><b>5,309,511.79</b></u>
<b>NONCURRENT LIABILITIES</b>				
Long-term debt			55,046,845.62	65,376,519.90
Compensated absences			208,409.90	324,352.32
Net pension liability			5,806,835.00	10,600,173.00
Net other post-employment benefits liability			3,590,451.00	4,642,228.00
Asset Retirement Obligation			5,080,865.00	
Fair value of interest rate swaps				1,162,609.00
<b>TOTAL NONCURRENT LIABILITIES</b>			<u><b>69,733,406.52</b></u>	<u><b>82,105,882.22</b></u>
<b>TOTAL LIABILITIES</b>			<u><b>77,284,753.11</b></u>	<u><b>87,415,394.01</b></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Employee pensions			5,448,430.00	481,215.00
Other post-employment benefits			1,962,485.00	1,112,355.00
<b>NET POSITION</b>				
Invested in capital assets, net of related debt			247,827,877.16	238,711,824.11
Restricted			15.77	39.69
Unrestricted			45,841,203.96	48,694,619.14
<b>TOTAL NET POSITION</b>			<u><b>293,669,096.89</b></u>	<u><b>287,406,482.94</b></u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>			<u><b>378,364,765.00</b></u>	<u><b>376,415,446.95</b></u>

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

	<b>Year-To-Date</b>	<b>Year-To-Date</b>
	<b>10/31/2022</b>	<b>10/31/2021</b>
<b>OPERATING REVENUES</b>		
Water consumption sales	\$ 13,425,747.31	\$ 13,736,621.73
Water service charge	28,494,781.30	27,566,241.28
Wheeling water charge	6,058.02	5,592.83
Other charges for services	831,855.48	321,285.53
<b>TOTAL OPERATING REVENUES</b>	<b>42,758,442.11</b>	<b>41,629,741.37</b>
<b>OPERATING EXPENSES</b>		
Source of supply	1,690,191.97	825,926.06
Pumping	4,409,526.07	4,420,329.99
Transmission and distribution	3,436,238.36	3,153,816.84
Water conservation	456,307.92	357,916.45
Customer accounts	1,400,977.31	1,143,534.57
Administrative and general	6,694,462.97	6,287,047.94
<b>TOTAL OPERATING EXPENSES</b>	<b>18,087,704.60</b>	<b>16,188,571.85</b>
Operating income before depreciation	24,670,737.51	25,441,169.52
Depreciation and amortization	(11,480,108.70)	(11,323,202.33)
<b>OPERATING INCOME</b>	<b>13,190,628.81</b>	<b>14,117,967.19</b>
<b>NON-OPERATING REV. (EXP.)</b>		
Rental income	261,785.64	267,584.88
Interest and investment income	(2,067,761.29)	(198,082.13)
Interest expense and debt related costs	(2,264,661.81)	(1,761,186.52)
Other non-operating revenues	39,175.14	76,109.36
Grant revenue pass-through to sub recipients		468,000.00
Other non-operating expenses	(250.08)	5,302.37
Sub recipient grant expenses		(468,000.00)
Gain(loss) on disposal of capital assets		35,475.00
<b>NON-OPERATING REV. (EXP.)</b>	<b>(4,031,712.40)</b>	<b>(1,574,797.04)</b>
<b>NET INCOME (LOSS) BEFORE CAPITAL</b>	<b>9,158,916.41</b>	<b>12,543,170.15</b>
<b>CAPITAL CONTRIBUTIONS</b>		
Capacity fees	26,935.00	945,751.00
Developer contributions	781,667.64	1,812,918.21
<b>TOTAL CAPITAL CONTRIBUTIONS</b>	<b>808,602.64</b>	<b>2,758,669.21</b>
<b>CHANGE IN NET POSITION</b>	<b>9,967,519.05</b>	<b>15,301,839.36</b>
<b>Net position at beginning of year</b>	283,701,577.84	272,104,643.58
<b>NET POSITION AT END OF PERIOD</b>	<b>\$ 293,669,096.89</b>	<b>\$ 287,406,482.94</b>

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

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

	<b>Actual Year-To-Date 10/31/2022</b>	<b>Budget Year-To-Date 10/31/2022</b>	<b>Variance Year-To-Date</b>
<b>REVENUES</b>			
Water consumption sales	\$13,425,747.31	\$13,356,000.00	\$69,747.31
Water service charge	28,494,781.30	28,375,000.00	119,781.30
Wheeling water charge	6,058.02	10,000.00	(3,941.98)
Other charges for services	831,855.48	340,000.00	491,855.48
Capacity fees	26,935.00	250,000.00	(223,065.00)
Interest and investment income	578,998.71	478,340.00	100,658.71
Rental & other income	293,535.78	401,600.00	(108,064.22)
<b>TOTAL REVENUES</b>	<b>43,657,911.60</b>	<b>43,210,940.00</b>	<b>446,971.60</b>

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

	10/31/2022 - YTD			2022
	Actual	Budget	Variance	Annual Budget
<b>BUDGETED OPERATING EXPENSES</b>				
<b>Board of Directors</b>	\$37,696.59	\$35,760.20	(\$1,936.39)	\$53,112.24
<b>Administrative</b>	2,356,850.05	2,223,220.20	(133,629.85)	2,653,447.24
<b>Finance</b>	878,441.70	949,108.90	70,667.20	1,138,958.68
<b>Customer Services</b>	1,187,422.16	1,183,318.50	(4,103.66)	1,417,680.20
<b>Field Operations</b>	343,043.44	361,801.94	18,758.50	432,758.28
<b>Production</b>	5,515,307.77	6,050,732.20	535,424.43	6,908,093.68
<b>Environmental Compliance</b>	584,410.27	688,335.70	103,925.43	826,003.84
<b>Distribution</b>	2,509,326.85	2,795,235.70	285,908.85	3,577,400.04
<b>Field Services</b>	926,911.51	1,231,142.00	304,230.49	1,477,374.68
<b>Maintenance</b>	543,140.21	625,942.88	82,802.67	751,131.56
<b>Water Conservation</b>	456,307.92	551,235.20	94,927.28	755,861.24
<b>Engineering</b>	1,175,603.83	1,397,245.10	221,641.27	1,676,690.12
<b>GIS/CAD</b>	322,516.12	341,569.70	19,053.58	409,883.64
<b>Human Resources</b>	246,128.86	303,203.90	57,075.04	363,840.88
<b>Information Technology</b>	791,042.17	1,017,275.30	226,233.13	1,220,730.36
<b>Community Outreach</b>	213,555.15	190,270.00	(23,285.15)	228,380.00
<b>TOTAL OPERATING EXPENSES</b>	<b>18,087,704.60</b>	<b>19,945,397.42</b>	<b>1,857,692.82</b>	<b>23,891,346.68</b>

**Sacramento Suburban Water District  
Capital Budget  
10/31/2022**

<b>Project Name</b>	<b>Original Budget</b>	<b>Adjusted Budget</b>	<b>Roll-Over From Prior Year Budget</b>	<b>Total Budget Available</b>	<b>Current Month Expenditures</b>	<b>Expenditures Year-To-Date</b>	<b>Committed Year- To-Date</b>	<b>Remaining Balance</b>
CIP-Well Rehad/Pump St Improv	\$2,105,000.00	\$1,768,642.76	\$1,279,896.00	\$3,048,538.76	\$142,467.19	\$1,345,035.90	\$1,009,892.51	\$693,610.35
CIP-SCADA/Communication Improv	385,000.00	13,000.00	373,561.99	386,561.99	42,200.00	78,317.81	271,562.68	36,681.50
CIP-Well Destruction	325,000.00	-	-	-	-	-	-	-
CIP-Well New Construction	11,357,000.00	12,250,412.24	2,481,207.65	14,731,619.89	643,211.61	8,444,186.07	5,003,741.80	1,283,692.02
CIP-Trans & Dist Improvements	5,235,000.00	5,745,000.00	869,452.34	6,614,452.34	358,879.80	4,355,982.75	1,763,987.56	494,482.03
CIP-Meter Retrofit Program	22,000.00	173,180.00	-	173,180.00	134,522.00	134,522.00	38,658.00	-
CIP-Reservoir/Tank Improv	325,000.00	215,233.00	181,670.25	396,903.25	66,143.68	176,664.95	173,858.35	46,379.95
CIP-Corrosion Control	75,000.00	51,650.00	-	51,650.00	-	-	51,650.00	-
CIP-Valve/Hydrant/Service Repl	400,000.00	828,000.00	-	828,000.00	53,974.53	392,443.89	301,169.73	134,386.38
CIP-Large Meter Replacement	40,000.00	40,000.00	-	40,000.00	18,100.00	18,100.00	-	21,900.00
CIP-Meter Replacement PM	310,000.00	310,000.00	-	310,000.00	50,633.78	89,847.93	-	220,152.07
CIP-AMI Endpoints	1,400,000.00	700,000.00	-	700,000.00	42,133.67	624,002.88	1,515.00	74,482.12
CIP-Special Projects	15,000.00	33,000.00	928.04	33,928.04	-	-	2,281.07	31,646.97
CIP-Water Related Street Imprpv	200,000.00	459,882.00	96,000.00	555,882.00	-	315,498.17	176,333.83	64,050.00
CIP Subtotal	<b>\$ 22,194,000.00</b>	<b>\$ 22,588,000.00</b>	<b>\$ 5,282,716.27</b>	<b>\$ 27,870,716.27</b>	<b>\$ 1,552,266.26</b>	<b>\$ 15,974,602.35</b>	<b>\$ 8,794,650.53</b>	<b>\$ 3,101,463.39</b>
OCP - Equipment	\$ 20,000.00	\$ 12,000.00	-	\$ 12,000.00	-	-	-	\$ 12,000.00
OCP - Fleet & Facilities	369,000.00	169,000.00	73,613.88	242,613.88	-	10,510.96	154,794.00	77,308.92
OCP - Information Technology	262,000.00	262,000.00	71,850.75	333,850.75	12,460.36	109,718.19	129,771.92	94,360.64
OCP - Maintenance	501,000.00	424,000.00	-	424,000.00	-	210,865.00	29,636.00	183,499.00
OCP - Operations	506,000.00	397,000.00	197,553.90	594,553.90	9,039.62	219,306.34	233,334.33	141,913.23
OCP - Property Acquisition	900,000.00	900,000.00	992,341.25	1,892,341.25	5,360.53	907,271.49	411,475.69	573,594.07
OCB Subtotal	<b>\$ 2,558,000.00</b>	<b>\$ 2,164,000.00</b>	<b>\$ 1,335,359.78</b>	<b>\$ 3,499,359.78</b>	<b>\$ 26,860.51</b>	<b>\$ 1,457,671.98</b>	<b>\$ 959,011.94</b>	<b>\$ 1,082,675.86</b>
Total	<b>\$ 24,752,000.00</b>	<b>\$ 24,752,000.00</b>	<b>\$ 6,618,076.05</b>	<b>\$ 31,370,076.05</b>	<b>\$ 1,579,126.77</b>	<b>\$ 17,432,274.33</b>	<b>\$ 9,753,662.47</b>	<b>\$ 4,184,139.25</b>



## Agenda Item: 16

**Date:** December 19, 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

	November 2022	Monthly Average CY 2022	Total CY 2022	Total # in System	Goal CY 2022	% of Goal Completed in CY 2022
<b>Preventive Maintenance Program - Distribution</b>						
Fire Hydrants Inspected	45	102	1122	6173	1235	91%
Fire Hydrant Valves Inspected	60	112	1230	5869	1174	105%
Mainline Valves Inspected	266	246	2705	11023	2205	123%
Blow Off Valves Inspected	-	24	267	1049	210	127%
ARV/CARV Inspected	-	-	-	283	57	0%
<b>Preventive Maintenance Program - Meters</b>						
Meters Tested (3 - 10 inch)	15	11	122	450	120	102%
Meters Replaced ( <sup>6</sup> / <sub>8</sub> - 1 inch)	350	65	716	41167	1000	72%
Meter Re-Builds (1 <sup>1</sup> / <sub>2</sub> - 2 inch)	35	24	264	2449	245	108%
<b>Preventive Maintenance Program - Production</b>						
Air Release Valves	-	-	-	96	32	0%
Backflow Prevention Assembly Testing	6	5	41	47	47	87%
Chemical Systems - Sodium Hypochlorite	2	7	66	67	67	99%
Chemical Systems - Hydrofluorosilicic Acid	3	2	17	29	29	59%
Generator Inspection & Maintenance	-	3	23	23	23	100%
Generator Load Bank Testing	-	1	6	23	6	100%
Generator Battery Replacement	-	1	11	23	11	100%
Hydraulic Control Valves	5	2	17	48	48	35%
Level Transducers	-	0	2	36	36	6%
Motors (Vertical Turbine)	-	8	81	81	81	100%
Pressure Transducers	4	1	11	93	93	12%
Sumps and Associated Pumps	-	-	-	17	17	0%

	November 2022	Monthly Average	YTD Completed	Total With GPS	Total Assets	Percentage Completed
<b>Global Positioning System</b>						
GPS Coordinates Marked	476	356	3917	25945	84541	31%

	November 2022	Monthly Average CY 2022	Total CY 2022
<b>Service Requests</b>			
Main Leaks	5	4	48
Service Line Leaks	5	7	72
Customer Pressure Inquiries	6	7	79
<b>Water Main Shutdown</b>			
-- Unscheduled	4	5	58
-- Scheduled	4	5	53
<b>After Hours Activity (On-Call Technician)</b>			
Calls Received Distribution	56	56	615
Calls Responded Distribution	22	33	364
Calls Received Production	48	25	280
Calls Responded Production	13	3	37
<b>Water Quality</b>			
Complaints	2	3	37
Taste & Odor Complaints	-	-	-

Note: Mainline Valves Inspected is exceeding the 2022 goal due to the High Traffic Valve PM Project.



## 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 – 4640 Mt Auburn Ct. – Claim #23-0186.

Claim – On September 19, 2022, damage to vehicles and structure resulting from a failed water main located at 4640 Mt. Auburn Ct. has had further developments:

- On October 25, 2022, ACWA JPIA agreed to a settlement with Tai Corbett and Melissa Bayley for vehicle and dwelling damage in the amount of \$20,575.05. This settlement brings this portion of the claim to a conclusion.

All claims for this address are being handled by ACWA JPIA under one claim number.

## 3. Customer Service Monthly Activity Report

Customer Service Activity Report for the month of November 2022.

Total Calls	Calls Abandoned	% of Calls Abandoned	Average Wait on Queue	Max Wait on Queue	Average Talk Time
2,547	52	2.04%	36s	6m, 58s	3m, 26s

## 4. Community Outreach Report

### January Bill Insert

The January 2023 bill insert will begin on December 27, 2022, and will continue until January 23, 2023. A sample of the bill insert is shown below.

00281481



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

January 2023



## Working Together for a Better Tomorrow

SSWD is launching a new series of articles focused on providing tips and information to help our customers use water wisely and solve common water-related problems. If you have a question or topic you would like covered, please send an email to [feedback@sswd.org](mailto:feedback@sswd.org).

### How to Identify SSWD Employees

SSWD staff is often out in the field making improvements and repairs to the water system, such as installing new water mains, retrofitting water meters, and fixing leaks.

SSWD staff rarely need to enter a customer's home, but there are occasions when they will need access to your property. These times will typically be scheduled in advance and you will receive prior notification.

You can identify a SSWD employee through the following:

- Photo ID Tag
- Uniforms with SSWD logo
- White vehicle with SSWD logo

If someone appears at your door without an appointment and asks to check your water system, do not let them inside your home without verifying their identity. First ask them for their name and request to see their SSWD photo ID card.

If you suspect the person is an imposter, immediately call 911 and inform SSWD by calling 916.972.7171.

### I'm for Water | Take the WaterSense Pledge

There's no better time than the start of the New Year to commit to being a good steward of this most precious resource. Sign on to the WaterSense pledge and download their list of monthly water-wise actions at: <https://www.epa.gov/watersense/im-water-pledge>.

## Breaking Ground on New Groundwater Wells

SSWD is forging ahead on many great improvements to the water system this year, foremost of which is the construction of five new groundwater wells in the North Service Area. These new wells will increase capacity and replace wells that are reaching the end of their operational life.

We will be posting updates and photos of their construction on SSWD's Facebook page.

## 2023 Rate Increase

A 3 percent rate increase will take effect for all customers starting this January as part of the rate plan adopted in 2019.

The rate increase is necessary in order to cover the increased costs of maintenance and improvements to the water system and to maintain the same high level of service.

For more information, please visit [sswd.org/water-rates](https://sswd.org/water-rates).

### 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.





### California Snow Surveys | Gauging the Water Supply

California's snowpack is an integral part of the water supply with the Sierra snowpack providing around 30 percent of the state's water needs. As the snowpack melts it feeds into rivers, supporting our environment and communities downstream.

Each year, California conducts multiple snow surveys, starting in January and ending in April to determine the depth of snow and its water content. Data from these surveys in combination with other metrics are used to project how much water will be available in the state's reservoirs in summer and fall, to allocate water supplies to communities, the environment and agriculture, and to set conservation targets, if needed.

The California Cooperative Snow Surveys (CCSS) were created by the California Legislature in 1929, and today involve over 50 state, federal and private agencies.

The CCSS analyzes and distributes snow data from more than 265 snow courses and 130 snow sensors located throughout the Sierra Nevada and Shasta-Trinity mountains. California is the only state to conduct its own snow survey and does more seasonal snow measurements than any other state.

Last year's snow survey began with much promise with the snow pack at 160 percent of normal in January, but by April, after months of little to no precipitation, the snow pack had fallen to 38 percent of average.

As the climate continues to warm and impacts the snowpack, California will need to adapt through projects like water banking, new and expanded storage facilities, and increased efficiency and conservation efforts.

### The Heat Was On

In September, 2022, California experienced an unprecedented heat wave. For nine straight days, temperatures reached over 100 degrees Fahrenheit in the Sacramento region, with one of those days breaking the all-time record of 116 degrees in downtown Sacramento. The heat wave led to the largest demand for power on record.

As the heat wave descended, the SSWD operations team triggered its emergency plans to keep SSWD staff safe, prepare for power outages, and handle any after-hour emergencies.

This action proved to be critical when Sacramento Municipal Utility District experienced a power outage that affected multiple groundwater wells in SSWD's South Service Area. District staff and contractors immediately worked to fix any problems caused by the outages and get the well sites back into service.

There were a total of eight well outages caused by power issues and equipment overheating during the heat wave, but SSWD staff was able to maintain adequate water pressure, meet customer demands, and stay safe.

### Keep Up to Date With SSWD

SSWD's 2023 calendars are still available for pick up at the District office at 3701 Marconi Avenue. These colorful magnet calendars will let you know in one quick glance when the office will be open throughout the year.





## Agenda Item: 17

**Date:** December 19, 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 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 have a significant impact on 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. 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.

	DESIGN AND CONSTRUCTION		
	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
Well 78 Butano / Cottage	<i>Production Well</i>		
	Complete	Complete	n/a
	<i>Pump Station</i>		
	Complete	<i>December 2022 (prior) January 2023</i>	Delays (SMUD; site work/paving) have moved completion into January

FACILITY COMMISSIONING		
Start	End	Notes
January 2023	March 2023	n/a

Well 80 Walnut / Auburn	DESIGN AND CONSTRUCTION		
	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
	<u>Production Well</u>		
	Complete	Complete	n/a
	<u>Pump Station</u>		
	Complete	May 2023 (original) September 2023	Electrical component supply chain shortage; SMUD design; and County permitting process are expected to delay completion into September 2023
	FACILITY COMMISSIONING		
	Start	End	Notes
	September 2023	November 2023	n/a

Wells 81, 82, and 83 Antelope North / Poker	DESIGN AND CONSTRUCTION		
	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
	<u>Production Well</u>		
	Complete	September 2023	No Change
	<u>Pump Station</u>		
	April 2023 (pending completion date of Production Well)	December 2024 (pending completion date of Production Well)	No Change
	FACILITY COMMISSIONING		
	Start	End	Notes
	n/a	n/a	n/a

Well <b>84</b> Antelope / Don Julio	DESIGN AND CONSTRUCTION		
	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
	<i>Production Well</i>		
	January 2023	May 2023	Design completion delayed due to challenging subsurface conditions while constructing Well 81 in late CY2022.
	<i>Pump Station</i>		
	March 2023 (pending completion date of Production Well)	June 2024 (pending completion date of Production Well)	No Change
	FACILITY COMMISSIONING		
Start	End	Notes	
n/a	n/a	n/a	

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 (3 phases) (4.7 miles of main total)	Complete	December 2026	Design is completed. Phase 1: materials being purchased for construction next year.

**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 (6,900 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:* February 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:* April 2023 (preliminary)

N10 Walnut

*Capacity / Status:* 700 gpm / Off-line 7/8/2021  
*Reason:* Pump and motor replacement; Station improvements  
*Project Phase:* Construction (pump and motor); Design (station).  
Waiting for parts (pump delivery expected January 2023,  
motor delivery unknown)  
*Expected Completion:* Unknown due to unknown motor delivery date.

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 investigation (bacteriological)  
Following replacement of the pump the well was disinfected,  
but did not pass bacteriological testing.  
*Project Phase:* Initial investigation  
*Expected Completion:* March 2023

**COMPLETED PROJECTS**

None

SOUTH SERVICE AREA

*Total Active capacity off-line for listed projects:* 6,900 gpm (6,900 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:* June 2023 (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  
*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:*  
*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:* Waiting for well contractor availability  
*Expected Completion:* May 2023 (for assessment)

Proactive Projects

60 Whitney/Concetta

*Capacity / Status:* 500 gpm / Off-line 5/13/2021  
*Reason:* Motor failure and pump worn out; station improvements  
*Project Phase:* Construction (pump and motor); Design (station improvements)  
*Expected Completion:* August 2023 (based on anticipated Tesco schedule)

**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  
*Expected Completion:* March 2023

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:* March 2023 (based on 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.

<b>Plan</b>	<b>Approximate Completion</b>	<b>Change in Completion Status Since Last Report</b>
Meter AMP	<i>November 2022 (original)</i> January 2023	No Change

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

<b>Plan</b>	<b>Last Update</b>	<b>Next Update</b>
Buildings and Structures AMP	2020	2026
Distribution Main AMP	2019	2024
Fleet AMP	2020	2025
Groundwater Well AMP	2020	2025
Meter AMP	2015	2023
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. The consultant is developing a revised plan and staff expects to schedule the switch-over in January 2023.

##### 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 January 2023 because facility operation could not be interrupted to complete programmable logic controller programming during the 2022 water transfer project.



## Agenda Item: 18

**Date:** December 19, 2022

**Subject:** ACWA/JPIA President's Special Recognition Award

**Staff Contact:** Ben Harris, Safety/Risk Officer

Property, workers' compensation and liability insurance can be very costly to a public utility if measures are not taken to provide a safe and healthy work place for employees. Sacramento Suburban Water District (District) has made safety a primary goal and continues its commitment to ensure the health and safety of its employees and customers. Each year at its annual Fall Conference, the District's insurance carrier, ACWA/JPIA, provides recognition for the hard work and commitment of District staff and Board of Directors in keeping safety at the forefront.

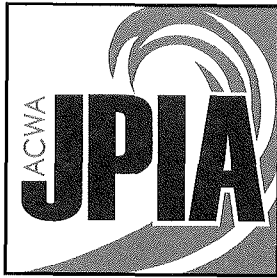
On November 28, 2022, the District received a letter from Melody McDonald, President of ACWA/JPIA, commending the District for its efforts in reducing claims (Attachment 1). In recognition of this effort, ACWA/JPIA approved a President's Special Recognition Award certificate for each of the programs the District qualified in: Property and Workers' Compensation.

These awards were presented for achieving low ratios of "Paid Claims and Case Reserves" to "Deposit Premiums" in the Property and Workers' Compensation Programs for the period 07/01/2018 – 06/30/2021. A member district must have a loss ratio of 20% or less to receive the President's Special Recognition Award. Loss ratios are calculated by dividing incurred losses by the total premiums in a three year period.

Based on the type and volume of work conducted on a daily basis by member agencies throughout the state, District staff believes these awards are significant and represent the District's continued commitment to the health and safety of its customers and staff.

**Attachments:**

1 – Letter from ACWA/JPIA with President's Special Recognition Award Certificates



YOUR BEST PROTECTION

11/28/2022

## ACWA JPIA

P. O. Box 619082  
Roseville, CA 95661-9082

phone  
916.786.5742  
800.231.5742

[www.acwajpia.com](http://www.acwajpia.com)

**President**

E.G. "Jerry" Gladbach

**Vice President**

Melody A. McDonald

**Chief Executive Officer**

Walter "Andy" Sells

**Executive Committee**

Fred Bockmiller

David Drake

E.G. "Jerry" Gladbach

Cathy Green

Brent Hastey

Chris Kapheim

Melody A. McDonald

Randall Reed

J. Bruce Rupp

*Core Values*

- *People*
- *Service*
- *Integrity*
- *Innovation*

Sacramento Suburban Water District (S053)  
3701 Marconi Avenue, Ste. 100  
Sacramento, CA 95821-5346

**General Manager:**

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Sacramento Suburban Water District (S053) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2023.

Sincerely,

Melody McDonald  
President

Enclosure: President's Special Recognition Award(s)

# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Sacramento Suburban Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Property Program for the period 07/01/2018 - 06/30/2021  
announced at the Board of Directors' Meeting in Indian Wells.*



*Melody McDonald, President*



*November 28, 2022*

# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Sacramento Suburban Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Workers' Compensation Program for the period 07/01/2018 - 06/30/2021  
announced at the Board of Directors' Meeting in Indian Wells.*



*Melody McDonald, President*



*November 28, 2022*



## Agenda Item: 19

**Date:** December 19, 2022

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

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

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

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

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

Listed below is the award winner, award amount, and description of nomination:

Heat Illness Prevention and Response Kits

By: Paul Johnson

Award Amount: \$250

During approximately six months of the year, heat illness is a significant concern for District staff working outdoors. The District provides annual training on heat exposure, and how to prevent, address, and treat associated illnesses. Paul Johnson (Mr. Johnson) and his manager believed it would be a benefit to have a Heat Illness Prevention and Response Kit ready to go to proactively, and as needed, reactively address the issue.



Working with his manager and the Safety/Risk Officer, Mr. Johnson organized and led a project team that developed and purchased a kit that includes the necessary supplies for preventing and treating heat illness, which is carried in each District vehicle, and is replenished as needed. The kit includes:

- Electrolyte mix for water bottles
- Gallon Ziplock bags for ice packs
- Chemical ice packs
- Sunscreen
- Cooling towel
- Symptom and response card for treatment guidance

Staff's efforts to promote safe workplace behavior and improve existing operational practices is greatly appreciated.



## Agenda Item: 20

**Date:** December 19, 2022

**Subject:** Sacramento County Local Agency Formation Commission Annexation Proposal for a Development Project

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

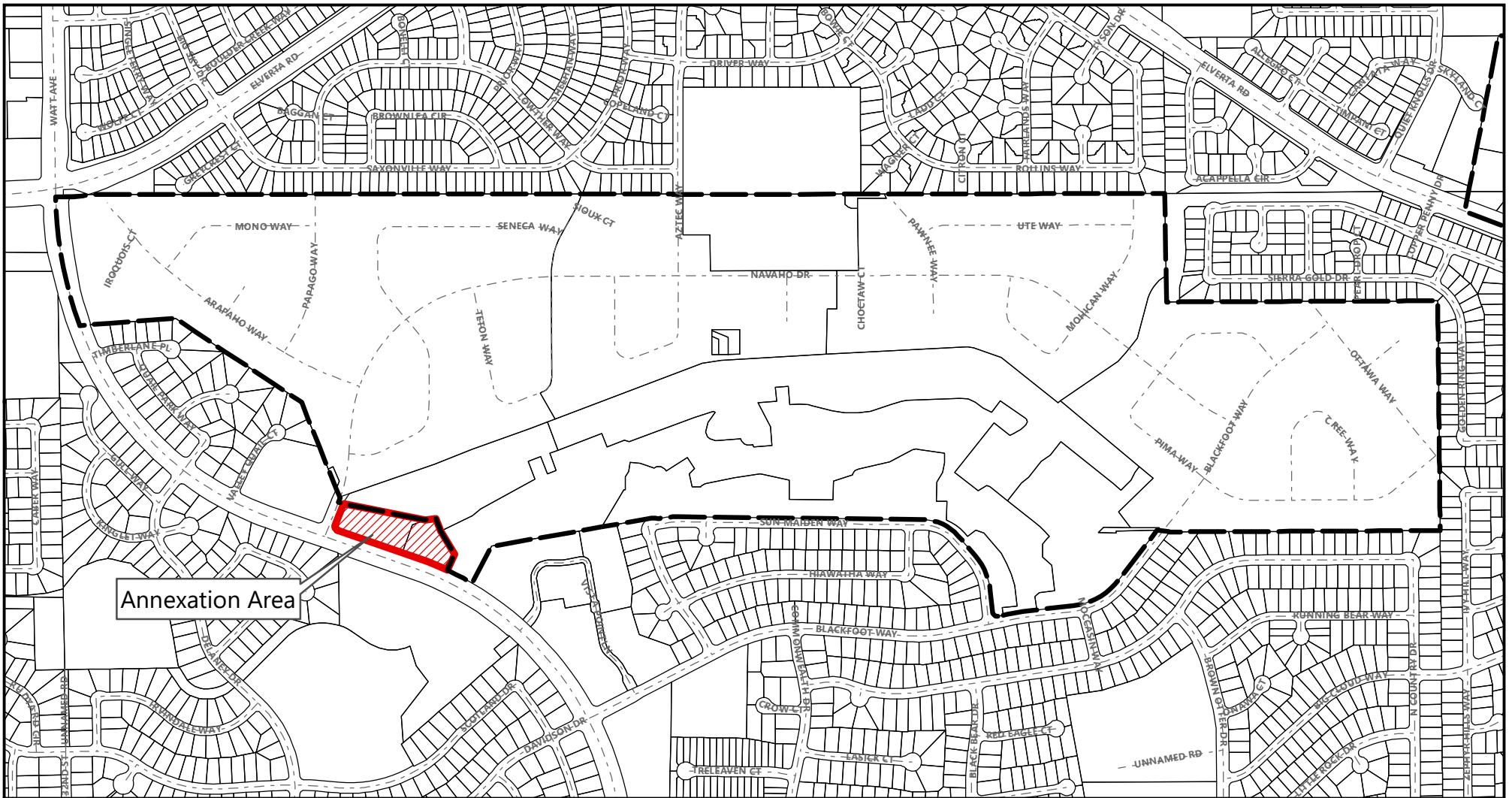
A private developer, KB Home, Inc. (KB) has proposed to the Sacramento County Local Agency Formation Commission (LAFCo) that Sacramento Suburban Water District (District) annex the portion of their development that is not within the District's service area. A map of the proposed annexation area is provided in Attachment 1. The annexation area is located within unincorporated Sacramento County adjacent to the "Arbors" area of the District's North Service Area. See map of the District's voting divisions and the annexation area in Attachment 2.

The annexation encompasses about 2.4 acres and is currently undeveloped and is not being served water by another water purveyor. California American Water Company's (CalAm's) service area abuts, but does not overlap the annexation area. CalAm has stated a non-opposition position relative to the proposed annexation.

The annexation proponent, KB, plans to develop a part of the annexation area with single-family homes (seven lots are planned) as part of their larger single-family residential development of the former McClellan Air Force Base recreational area. The District has informed LAFCo of a neutral position by the District relative to the proposed annexation.

**Attachments:**

1. Proposed Annexation Area
2. District's Voting Divisions and the Annexation Area

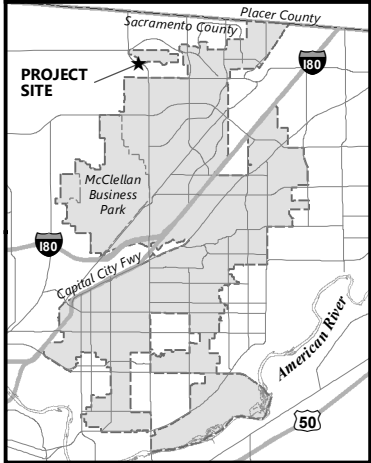


Annexation Area

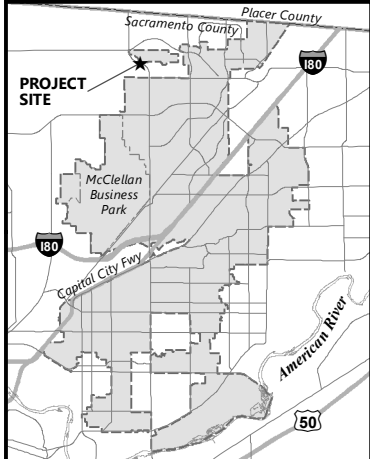
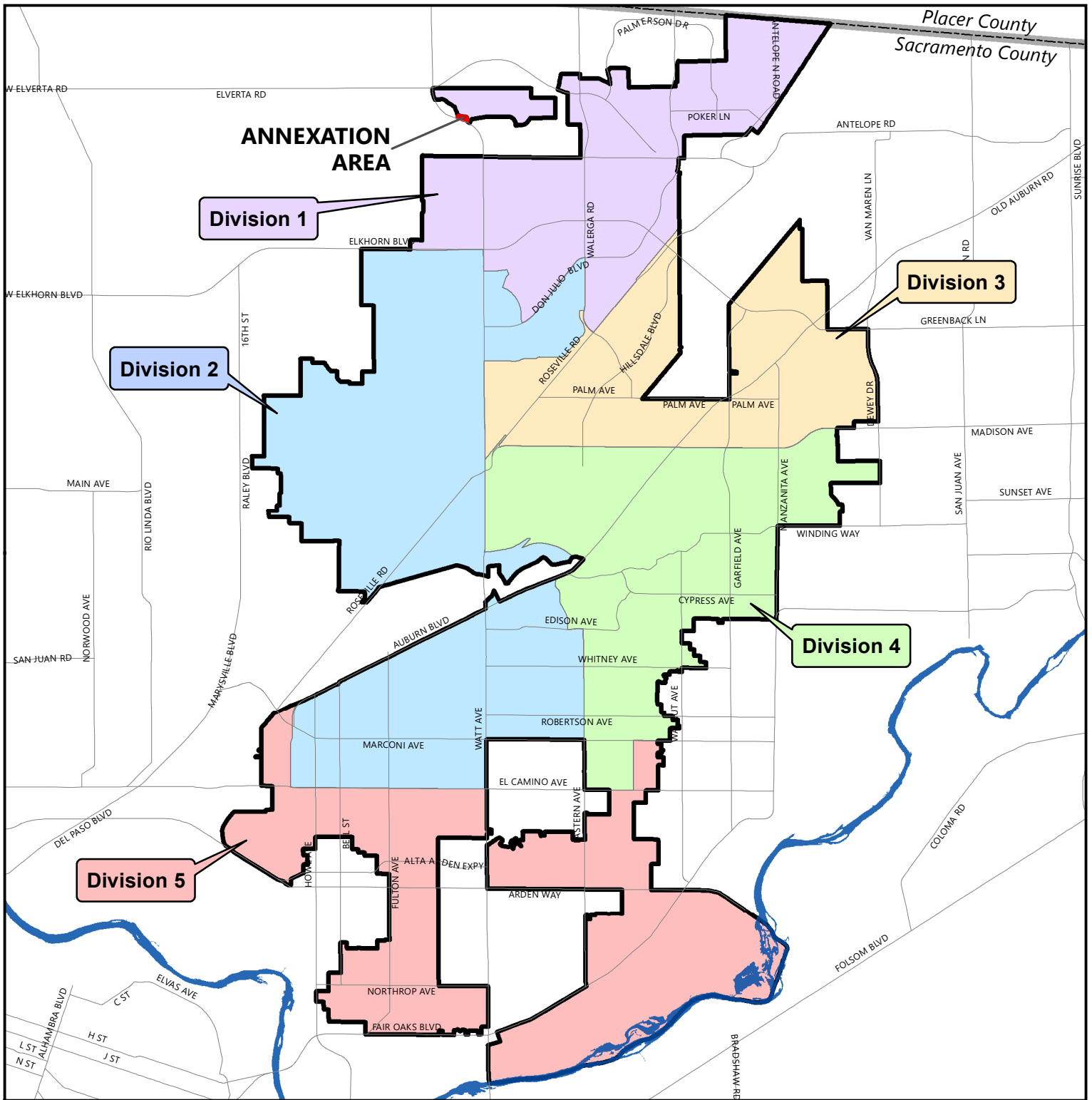
Portion of Sacramento Suburban Water District

**ATTACHMENT 1**

**PROPOSED ANNEXATION AREA**



Prepared by: JWS, SSWD  
 Sacramento, CA - November 30, 2022  
 Property Annexation 01.mxd



Portion of Sacramento Suburban Water District

## ATTACHMENT 2

# DISTRICT'S VOTING DIVISIONS AND THE ANNEXATION AREA



Prepared by: JWS, SSWD  
Sacramento, CA - November 30, 2022  
Property Annexation 02.mxd



## Agenda Item: 21

**Date:** December 19, 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 Spring Conference  
April 2-5, 2023  
San Diego, CA  
[https://www.ca-nv-awwa.org/canv/CNS/Events\\_Classes/Future\\_Events/CNS/EventsandClasses/Events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849](https://www.ca-nv-awwa.org/canv/CNS/Events_Classes/Future_Events/CNS/EventsandClasses/Events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849)
2. Sacramento Metro Chamber of Commerce Cap-to-Cap  
April 21, 2023 – April 26, 2023  
Washington DC  
<https://metrochamber.org>
3. ACWA 2023 Spring Conference & Exhibition  
May 9, 2023 – May 11, 2023  
Monterey, CA  
<https://www.acwa.com/events/page/3/>
4. CA-NV AWWA Fall Conference  
October 23-26, 2023  
Las Vegas, NV  
[https://www.ca-nv-awwa.org/canv/CNS/Events\\_Classes/Future\\_Events/CNS/EventsandClasses/Events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849](https://www.ca-nv-awwa.org/canv/CNS/Events_Classes/Future_Events/CNS/EventsandClasses/Events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849)

5. ACWA 2023 Fall Conference & Exhibition

November 28 - 30, 2023

Indian Wells, CA

<https://www.acwa.com/events/page/3/>

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

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

**REGIONAL WATER AUTHORITY  
EXECUTIVE COMMITTEE AGENDA  
December 14, 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 Committee 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. Committee members are encouraged to attend in person but are not required to do so.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/82722075259?pwd=RjUzbnJMc0cnIFV0IkRUtGdGEeYzVjdz09>

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

**United States:** 1 669 900 6833

**Meeting ID:** 827 2207 5259 **Passcode:** 657391

**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 October 26, 2022 Executive Committee Meeting

**Action: Approve Consent Calendar**

**4. 2022 AUDIT REPORT**

PRESENTATION: PEGGY VANDE VOOREN, GILBERT ASSOCIATES, INC.

**ACTION: RECOMMEND ACCEPTANCE OF THE 2022 RWA FINANCIAL AUDIT REPORT TO THE RWA BOARD OF DIRECTORS VIA CONSENT CALENDAR**

**5. STRATEGIC PLAN SURVEY**

Discussion: Jim Peifer, Executive Director

**6. REGIONAL WATER BANK UPDATE AND CONTRACT APPROVAL** Discussion: Trevor Joseph, Manager of Technical Services  
**Action: Authorize the Executive Director to enter into a Professional Services Agreement with Khadam Consulting Inc. in the amount of \$103,750 for technical support (Task Order T01) of RWA's development of the Sacramento Regional Water Bank (SRWB) and 2). Waive RWA Policy 300.2 Competitive Process**

**7. 2023 RWA POLICY PRINCIPLES AND FEDERAL AFFAIRS PLATFORM**  
Presentation and Discussion: Jim Peifer, Executive Director and Ryan Ojakian, Legislative and Regulatory Affairs Manager  
**ACTION: RECOMMEND APPROVAL OF THE 2023 POLICY PRINCIPLES TO THE RWA BOARD OF DIRECTORS VIA CONSENT CALENDAR**  
**ACTION: RECOMMEND APPROVAL OF THE 2023 FEDERAL AFFAIRS PLATFORM TO THE BOARD OF DIRECTORS VIA CONSENT CALENDAR**

**8. PROTOCOLS FOR PRESS RELEASES**  
Discussion: Jim Peifer, Executive Director  
**Action: Provide direction regarding Press Release Protocols**

**9. RWA JANUARY 2023 BOARD MEETING AGENDA**  
**Action: Approve the RWA January 12, 2023 Board Meeting Agenda**

**10. AD HOC COMMITTEE UPDATES**  
Information: Jim Peifer, Executive Director

**11. EXECUTIVE DIRECTOR'S REPORT**

**12. DIRECTORS' COMMENTS**

**ADJOURNMENT**

**Upcoming meetings:**

Regular Board Meetings: Thursday, January 12, 2023 commencing at 9:00 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

Executive Committee Meeting: Wednesday, January 25, 2023 commencing 8:30 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

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



**SACRAMENTO GROUNDWATER AUTHORITY**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
Thursday, December 8, 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 [josette@rwah2o.org](mailto:josette@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 SGA Board members and members of the public. SGA Board members are encouraged to attend in person but are not required to do so.

**Meeting Information:**  
SGA Board Meeting  
December 8, 2022 09:00 AM (PST)

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

<https://us06web.zoom.us/j/87434265812?pwd=cmo1U2RSb25pSWICVEJENThkWUwvUT09>

**You can also dial in using your phone**  
**United States: +16694449171**  
**Meeting ID: 874-3426 5812 Passcode: 229697**

- 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. 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
  - 3b. Approve the minutes of October 13, 2022 Board meeting
  - 3c. Approve Woodard & Curran Task Order 22-02 in the amount of \$42,179

- 3d. Approve GEI Consultants Task Order 22-03 in the amount of \$75,446
- 3e. Affirm SGA Investment Policy 400.1

**Action: Approve Consent Calendar Items**

**4. 2022 AUDIT REPORT**

**Presentation: Peggy Vande Vooren, Gilbert Associates, Inc.**

**Action: Accept 2022 SGA financial audit report**

**5. GROUNDWATER SUSTAINABILITY PROGRAM UPDATE**

Information Update: Trevor Joseph, Manager of Technical Services

**Action: Approve Resolution 2022-4 authorizing SGA to enter into a grant agreement with the Department of Water Resources for the *Advancing North American Subbasin (NASb) Sustainable Groundwater Management* project**

**6. ELECTION OF SGA 2023 OFFICERS**

Information Update: SGA Ad Hoc Nominating Committee

**Action: Elect 2023 SGA Chair and Vice Chair**

**7. EXECUTIVE DIRECTOR'S REPORT**

**8. DIRECTORS' COMMENTS**

**ADJOURNMENT**

**Next SGA Board of Director's Meetings:**

February 9, 2023 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/>.

**Craig Locke AB1234 Report**  
**November 16th**  
**Aerojet CAG**

**November 10th**  
**RWA Board Meeting**

**November 9th**  
**SSWD Special Meeting**

**November 9th**  
**Veterans Transition to the Water Workforce Webinar**

Panelists will present the perspectives of veterans on their transition to civilian life, how the water industry can attract veterans into the workforce, and the value of their set of strengths from their military career experience.

**November 8th**  
**Take Charge of Water Conservation With Actionable Data**

As a result of persistent drought conditions, extreme weather and environmental hazards, water conservation has evolved from a trend to a regulation. Many states across the country, like California, Georgia, Texas and Washington, have enacted mandates requiring swift, proven reductions in water consumption.

To support impactful changes in water usage, cellular-enabled AMI deployments provide utility staff with data that allows them to monitor consumption, recognize patterns, identify unusual flow and spot leaks that could derail conservation efforts. Armed with this data, they also can make proactive decisions that lead to revenue capture, cost reduction, risk mitigation, enhanced sustainability, and improved customer satisfaction.

**November 7th**  
**DPMWD**

Jay Boatwright  
Attended meetings  
November 2022

- 11/07/2022: Attended DPMWD board meeting. Major topic was to continue with the combination work between our two districts. DPMWD voted 4 to 1 to do so.
- 11/09/2022: SSWD had a special board meeting to review the combination with the Carmichael Water District. The report was accepted, but an additional list of questions for the combination was developed.
- 11/10/2022: Attended the RWA board meeting. Attended virtually.
- 11/14/2022: Attended the Carmichael Water District board meeting. Was interested in their review of the proposed combination with SSWD.
- 01/17/2022: Met with GM York to review the agenda for the upcoming board meeting.
- 11/21/2022: Regular meeting of the SSWD board of directors
- 11/28/2022: Was in Indian Wells to serve as the voting delegate for the ACWA JPIA board of directors meeting, and to listen to the presentations regarding our insurance programs.
- 11/29/2022: ACWA JPIA and ACWA committee meetings.
- 11/29/2022: LAFCO Special Districts Advisory Committee Meeting
- 11/30/2022: Attended LAFCO conference, Conference started this day. Attended multiple meetings and presentations relating to water, conservation, groundwater, etc.



Agenda Item 23 a.

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## Agenda

### Del Paso Manor Water District/Sacramento Suburban Water District 2x2 Committee Meeting

3701 Marconi Avenue  
Sacramento, CA 95821

Tuesday, December 6, 2022  
2:00 p.m.

**This meeting will be conducted both in-person in the Sacramento Suburban Water District's Boardroom at the address above, and by videoconference and teleconference using the information provided below. The public is invited to listen, observe, and provide comments during the meeting by any method provided. The Chairperson will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call. If a member of the public chooses to participate in this public meeting via videoconference and/or teleconference, please see the instructions below.**

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

**Join the meeting from a computer, tablet or smartphone:**

<https://us02web.zoom.us/j/87232377415?pwd=cFhDcklwc2RIVENwbW1qQXg0UWFDQT09>

**Meeting ID: 872 3237 7415**

**Password: 837691**

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

New to Zoom? Get the app now and be ready when your first meeting starts: <https://zoom.us/>  
Zoom uses encryption of data during Zoom meetings. The two Agencies use a secure password to restrict access to scheduled meetings. The meeting host has control of content sharing, recording, and chat.

**Please mute your line.**

Where appropriate or deemed necessary, the Committee may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Committee less than 72 hours before the meeting are available for public inspection at each Agency's Administrative Offices.

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

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

### **Call to Order**

### **Roll Call**

### **Announcements**

### **Public Comment**

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

### **Consent Items**

The Committee will be asked to approve all Consent Items at one time without discussion. Consent Items are expected to be routine and non-controversial. If any 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. **Minutes of the October 18, 2022, DPMWD/SSWD 2x2 Committee Meeting**  
*Recommendation: Approve subject minutes.*

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

2. **Condition Assessment of Del Paso Manor Water District Infrastructure**  
*Recommendation: No action. Information only.*
3. **Municipal Services Review Update**  
*Recommendation: No action. Information only.*
4. **Del Paso Manor Water District Board Direction on Combination and Proposition 218 Process**  
*Recommendation: No action. Information only.*
5. **Combination Benefits – Rates, Costs, Operations**  
*Recommendation: No action. Information only.*

- 6. **Combination Communications Plan**  
*Recommendation: Receive staff presentation and direct staff as appropriate.*
  
- 7. **Combination – Process, Milestones, and Timelines**  
*Recommendation: Receive presentation and provide direction as appropriate.*
  
- 8. **Next Meeting Date and Time**
  
- 9. **Public Comment**

**Adjournment**

\*\*\*\*\*

I certify that the foregoing agenda for the December 6, 2022, meeting of the Del Paso Manor Water District/Sacramento Suburban Water District 2x2 Committee was posted by December 2, 2022, in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Sacramento, CA 95821, and at the Del Paso Manor Water District office, 1817 Maryal Drive, Suite 300, Sacramento, CA 95864, and was made available to the public during normal business hours.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District