

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, March 20, 2023
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/84283752757?pwd=c1JXcGVdWC85OEZlSDdhNFA0aXVQZz09>

Meeting ID: 842 8375 2757

Password: 346389

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

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

Please mute your line.

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

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

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

Call to Order

Pledge of Allegiance

Roll Call

Announcements

Public Comment

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

Consent Items

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

1. Minutes of the February 22, 2023, Special Board Meeting
Recommendation: Approve subject minutes.
2. Minutes of the February 27, 2023, Regular Board Meeting
Recommendation: Approve subject minutes.
3. Treasurer's Report
Recommendation: Approve the items in the report as recommended.
4. Facilities and Operations Committee Mission Statement and Charter Update
Recommendation: Approve the Facilities and Operations Committee Mission Statement and Charter, with changes.

5. Resolution No. 23-02, a Resolution of the Board of Directors of the Sacramento Suburban Water District Authorizing the General Manager to Execute a Letter of Agreement and Individual Annual Contracts for a Period of Five Years for Surplus Central Valley Project Water Under Section 215 Between the District and the United States Bureau of Reclamation
Recommendation: Adopt subject resolution.

Items for Discussion and/or Action

6. Committee and Liaison Appointments for 2023
Recommendation: The Board President makes appointments to Board committees and assigns Board member liaisons to outside organizations.
7. Carmichael Water District and Sacramento Suburban Water District Combination Discussion – Communications Plan
Recommendation: Receive update on Communications Plan and approve attached outreach materials.
8. Water Meter Asset Management Plan
Recommendation: Approve the Water Meter Asset Management Plan Update, as presented to the Facilities and Operations Committee on March 1, 2023. The Committee supported the Water Meter Asset Management Plan and recommended it to be an Action Item at the March 20, 2023 regular Board meeting.
9. Ordinance No. 2023-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Amending Regulations 2, 3, 5, and 6 of the Regulations Governing Water Service
Recommendation: Consider enacting Ordinance No. 2023-01 amending Regulations 2, 3, 5, and 6 of the Regulations Governing Water Service for Sacramento Suburban Water District.

General Manager's Report

10. General Manager's Report
 - a. Employee Handbook Updates

Department/Staff Reports

11. Financial Report
 - a. Draft - Financial Statements
 - b. Draft - Financial Highlights

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

Information Items

- 14. 2022 Budget Transfers
- 15. 2022 Budget Reconciliation
- 16. Upcoming Water Industry Meetings/Conferences
- 17. Upcoming Policy Review
 - a. Legislative Response Policy (PL – Adm 004)
 - b. Improvement Standards and Technical Specifications (PL – Eng 001)
 - c. Water Service Rates, Fees and Charges Setting Policy (PL – Fin 009)

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

- 18. a. Regional Water Authority (Director Wichert)
Agenda for the March 9, 2023 Board meeting.

Regional Water Authority Executive Committee
Agenda for the February 21, 2023 meeting.
- b. Sacramento Groundwater Authority (Director Boatwright)
None.
- c. Director Reports – AB 1234

Committee Reports

- 19. a. Del Paso Manor Water District/SSWD 2x2 Committee Meeting (Director Wichert)
Draft Minutes from the February 14, 2022 meeting.
- b. Facilities and Operations Committee Meeting (Director Jones)
Draft Minutes from the March 1, 2023 meeting.
- c. Carmichael Water District/SSWD 2x2 Committee Meeting (Director Locke)
Draft Minutes from the March 3, 2023 meeting.

Director’s Comments/Staff Statements and Requests

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

Adjournment

Upcoming Meetings

Monday, April 17, 2023, at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the March 20, 2023, meeting of the Sacramento Suburban Water District Board of Directors was posted by March 10, 2023, in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was freely available to the public.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 1

Date: March 20, 2023

Subject: Minutes of the February 22, 2023, Special Board Meeting

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the draft minutes of the February 22, 2023, Special Board Meeting.

Attachment:

1 – Draft Minutes

Minutes

Sacramento Suburban Water District
Special Board Meeting
Monday, February 22, 2023

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, Audio Conference at 1-669-900-6833,
and Video Conference using Zoom at Meeting Id #893 5669 0562

Call to Order

President Boatwright called the meeting to order at 3:00 p.m.

Roll Call

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

Directors Absent: None.

Staff Present: General Manager Dan York and Heather Hernandez-Fort.

Public Present: None.

Announcements

None.

Public Comment

None.

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

The Board convened in Closed Session at 3:02 p.m. to discuss the following:

1. Public employee performance evaluation involving the General Manager; Government Code Section 54954.5(e) and 54957.
2. Conference to provide the District's labor negotiator, Director Robert Wichert, with direction concerning changes to the General Manager's compensation and benefits; Government Code sections 54954.5(f) and 54957.6.

Return to Open Session

The Board convened in Open Session at 3:53 p.m. There was no reportable action.

Adjournment

President Boatwright adjourned the meeting at 3:54 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 2

Date: March 20, 2023

Subject: Minutes of the February 27, 2023, Regular Board Meeting

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the draft minutes of the February 27, 2023, Regular Board Meeting.

Attachment:

1 – Draft Minutes

Minutes

Sacramento Suburban Water District
Regular Board Meeting
Monday, February 27, 2023

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, Audio Conference at 1-669-900-6833,
and Video Conference using Zoom at Meeting Id #846 3524 5654

Call to Order

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

Pledge of Allegiance

President Boatwright led the Pledge of Allegiance.

Roll Call

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

Directors Absent: None.

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

Public Present: William Eubanks, Paul Helliker, Bruce Hartzell, and Ted Costa.

Announcements

General Manager Dan York (GM York) announced:

- Reminded the Board that AB361 was expiring in February, noting this would be the last meeting allowing Directors to attend the meeting virtually.

Public Comment

None.

Consent Items

1. **AB 361 Findings to Continue Permitting Director Remote Participation in Board Meetings**
2. **Minutes of the January 23, 2023, Regular Board Meeting**
3. **Minutes of the January 30, 2023, Special Board Meeting**

4. **Minutes of the February 6, 2023, Special Board Meeting**
5. **Minutes of the February 13, 2023, Special Board Meeting**
6. **Treasurer’s Report**
7. **Municipal Services Review and Sphere of Influence**
8. **Policy Review – Debt Obligation Continuing Disclosure Policy (PL – Fin 013)**
9. **Resolution 23-01 California Governor’s Office of Emergency Services Designation of Applicant’s Agent Resolution Non-State Agencies (OES-FPD-130)**
- 9.5 **General Manager Goals – 2023**

President Boatwright expressed there was Public Comment on Items 6, 7, and 9.5.

Director Thomas moved to approve Items 1-5, 8 and 9; Director Jones seconded. The motion passed by unanimous vote.

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

Regarding Item 6, William Eubanks (Mr. Eubanks) inquired about certain items in the Treasurer’s Report.

GM York provided answers to Mr. Eubanks questions.

Director Thomas moved to approve Item 6; Director Jones seconded. The motion passed by unanimous vote.

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

Regarding Item 7, Mr. Eubanks commented on LAFCo’s requirements.

Director Thomas moved to approve Item 7; Director Wichert seconded. The motion passed by unanimous vote.

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

Regarding Item 9.5, Mr. Eubanks expressed he felt the goals were more like tasks, pointing out he felt they were subjective.

Director Thomas moved to approve Item 9.5; Director Locke seconded. The motion passed by unanimous vote.

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

Items for Discussion and/or Action

10. General Manager Employment Agreement

Director Wichert presented the staff report.

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

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

11. Carmichael Water District and Sacramento Suburban Water District Combination Discussions – A Business Case for a Potential Combination

GM York presented the staff report.

Mr. Eubanks asked clarifying questions and expressed he felt the Board should continue in the combination to allow the District an opportunity to gain additional water rights.

Director Wichert expressed he was disappointed with the report, and noted he was not planning on voting to accept the report.

Director Thomas noted he was not very happy with the report either.

Director Locke expressed he felt there was substance to the report and that it did what was intended, which was to identify if there were any fatal flaws.

Director Jones pointed out there were no fatal flaws identified.

Director Thomas moved to approve the staff recommendation; Director Locke seconded. The motion passed by a 4-1 vote, Director Wichert opposed.

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

12. Carmichael Water District and Sacramento Suburban Water District Combination Discussion – Outreach and Communications Plan Update

GM York presented the staff report and attachments.

Director Thomas expressed he felt the 2x2 Committee was doing a great job and felt they were capable of approving outreach materials.

GM York expressed anything that went before the 2x2 Committee would be brought to the Board for information.

Director Wichert expressed he would like for all outreach materials to be presented to both full Boards for approval before being released to the public.

GM York noted that the Carmichael Water District Board permitted their 2x2 Committee members authority to move forward with approving outreach materials for the public.

Director Thomas expressed he was okay with the 2x2 Committee approving all materials.

Director Wichert expressed it would be good to have the full Board aligned with the materials that went out.

Director Locke noted the point of the 2x2 Committee was to allow a smaller group of representatives to make progress, expressing there could be delays if all materials had to be approved by all 10 members of the Boards.

Mr. Eubanks asked clarifying questions.

Director Locke pointed out that he wants to continue to be transparent with the ratepayers and provide outreach. He additionally expressed he would be interested in providing a one page brief informational document highlighting the pros and cons in bullet points.

Director Wichert noted that most of the materials presented thus far have been information expressing the two districts were thinking about a combination and doing research.

GM York noted there was a CWD/SSWD 2x2 Committee meeting coming up, and that all materials would be provided to that Committee, including the pros and cons list, as well as a map showing both districts side-by-side.

President Boatwright expressed he would feel most comfortable with the full Board weighing in on outreach materials.

Director Locke reiterated that the pros and cons list would be presented at the upcoming Committee meeting, and would prepare it to be presented to the full Boards.

Mr. Eubanks expressed he was concerned that the process is going to be delayed.

13. Carmichael Water District and Sacramento Suburban Water District Combination Discussions – Joint Board Meeting

GM York presented the staff report.

Director Wichert moved to approve the staff recommendation; President Boatwright seconded.

Director Locke requested to attempt to schedule the meeting before the end of April.

Director Wichert requested to attempt to schedule the meeting as soon as possible.

The motion passed by unanimous vote.

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

General Manager’s Report

14. General Manager’s Report

GM York presented the staff report.

a. 2022 Regional Groundwater Substitution Transfer

GM York presented the staff report.

Director Thomas inquired how much water each participating agency contributed to the water transfer.

GM York expressed he would provide that to Director Thomas.

Department/Staff Reports

15. Financial Report

Lynn Pham presented the staff report.

a. Draft Financial Statements

A written report was provided.

b. *Draft Financial Highlights*
A written report was provided.

c. *Budgets*
A written report was provided.

16. **District Activity Report**

Todd Artrip presented the staff report and answered clarifying questions.

Director Wichert requested information on when the preventative maintenance will be completed on the transducers.

GM York expressed he would get him that information.

17. **Engineering Report**

Dana Dean presented the staff report and answered clarifying questions.

President Boatwright requested a 3 month schedule for Kirby.

GM York expressed he would get him that information.

a. *Major Capital Improvement Program Projects*
A written report was provided.

b. *Active Wells*
A written report was provided.

c. *Planning Documents*
A written report was provided.

d. *Other Projects*
A written report was provided.

Information Items

18. **Upcoming Water Industry Events**

A written report was provided.

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

19. a. Regional Water Authority (Director Wichert)
The agenda for the February 21, 2023 meeting was provided.

Regional Water Authority Executive Committee
The agenda for the January 31, 2023 meeting was provided.

- b. Sacramento Groundwater Authority (Director Boatwright)
The agenda for the February 9, 2023 meeting was provided.

President Boatwright provided an oral report of the Sacramento Groundwater Authority meeting.

- c. Director Reports – AB 1234

Director Thomas provided an oral report on the RWA Board Meeting he attended on January 12, 2023; the Del Paso Manor Water District Board Meeting he attended on January 17, 2023; the AeroJet Cag Meeting that he attended on January 18, 2023; the RWA Meeting he attended on January 19, 2023; the meeting he had with the General Manager on January 20, 2023; and the San Juan Water District Board Meeting he attended on January 25, 2023.

President Boatwright provided a written report of his meetings attended.

Committee Reports

- 20. a. Del Paso Manor Water District/SSWD 2x2 Committee Meeting (Director Wichert)
The agenda from the February 14, 2023, meeting was provided.

Director Wichert provided an oral report of the meeting.

- b. Carmichael Water District/SSWD 2x2 Committee Meeting
The Draft Minutes from the February 8, 2023, meeting was provided.

Director's Comments/Staff Statements and Requests

None.

Adjournment

President Boatwright adjourned the meeting at 7:09 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 3

Date: March 20, 2023

Subject: Treasurer's Report

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

Recommended Board Actions:

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

1. Ratify the SSWD Warrant Register as submitted for the period February 1, 2023 through February 28, 2023.
2. Accept the credit card expenditures listing for the period February 1, 2023 through February 28, 2023.
3. Ratify the Investment Activity register for the period February 1, 2023 through February 28, 2023.

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 included for Board review and acceptance or ratification:

- Cash Expenditures (AP Warrants) Register – February 2023
- Credit Card Expenditures Register – February 2023
- Investment Activity Register – February 2023

Cash Expenditures (AP Warrants) Register – February 2023

During the month of February 2023, the District made cash payments totaling \$1.5 million. The primary expenditures were \$0.6 million for payroll, \$0.3 million for pension and health benefits, \$0.1 million for water costs including pumping costs, \$0.2 million for engineering, construction & contract services, and \$0.3 million for all other O&M expenses. Per District Policy PL – Fin 014, the District Treasurer confirms that the cash expenditures contained in this register conform to the approved 2023 Annual Budget. The Cash Expenditures (AP Warrants) Register is included as Attachment 1.

Credit Card Expenditures Register – February 2023

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

During the month, the District spent \$10,543 for various purchases on the six District purchasing cards. Details by vendor and purpose are included in this report as Attachment 2.

Investment Activity Register – February 2023

During the month of February 2023, the District purchased one US Treasury Notes for \$1.1 million (par) and sold one US Treasury Notes for \$1.1 million (par). The District also received principal pay downs on nine Asset-Backed Security Obligations for \$74,631 (par). Details of the investment transactions are included as Attachment 3.

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

Attachments:

1. Cash Expenditures (AP Warrants) Register – February 2023
2. Credit Card Expenditures Register – February 2023
3. Investment Activity Register – February 2023

**Cash Expenditures
February 2023**

AP Warrant List From: 2/1/2023 To: 2/28/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
A & A STEPPING STONE MFG., INC	82919	2/27/2023	\$30.44	OPERATING SUPPLIES
		TOTAL	\$30.44	
A.I. ELECTRIC	82930	2/27/2023	\$338.39	CONTRACT SERVICES
		TOTAL	\$338.39	
AARON CAUDILLO	82856	2/13/2023	\$285.00	OTHER TRAINING
		TOTAL	\$285.00	
ACWA JPIA INSURANCE EAP	82805	2/13/2023	\$176.08	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$176.08	
ADP, INC /EMPLOYEES	ACH & CHECKS	2/28/2023	\$616,596.70	PAYROLL AND PAYROLL TAXES
		TOTAL	\$616,596.70	
AFLAC	82908	2/27/2023	\$601.27	VOLUNTARY SUPPLEMENT INSURANCE - AFLAC
		TOTAL	\$601.27	
AIRGAS USA LLC	000007745	2/13/2023	\$44.92	OPERATING SUPPLIES
		TOTAL	\$44.92	
	000007770	2/27/2023	\$44.92	OPERATING SUPPLIES
		TOTAL	\$44.92	
ALLIED UNIVERSAL	82854	2/13/2023	\$44.42	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$44.42	
	82933	2/27/2023	\$862.42	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$862.42	
ALONZO WICKERS	82941	2/27/2023	\$500.00	CONSERVATION REBATES
		TOTAL	\$500.00	
AMAZON BUSINESS	000007751	2/13/2023	\$338.80	BUILDING MAINTENANCE - OFFICE & YARD
			\$18.59	COMMUNICATION
			\$347.15	OFFICE SUPPLIES
			\$1,266.12	OPERATING SUPPLIES
	TOTAL	\$1,970.66		
	000007774	2/27/2023	\$641.53	OPERATING SUPPLIES
TOTAL		\$641.53		
AMERICAN RIVER PARKWAY FOUNDATION	82825	2/13/2023	\$500.00	PUBLIC RELATIONS
		TOTAL	\$500.00	
	82912	2/27/2023	\$1,000.00	PUBLIC RELATIONS
		TOTAL	\$1,000.00	
AMERITAS (VISION)	82834	2/13/2023	\$2,171.16	EMPLOYEE BENEFIT - VISION INSURANCE
		TOTAL	\$2,171.16	
ANACONDA NETWORKS INC	82850	2/13/2023	\$1,743.91	PROJECT: 2023 VEHICLE MODEM REFRESH
			\$731.95	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$2,475.86	
ANSWERNET	000007738	2/13/2023	\$1,010.20	COMMUNICATION
		TOTAL	\$1,010.20	
ANYPROMO	82851	2/13/2023	\$516.78	PUBLIC RELATIONS
		TOTAL	\$516.78	
APPLIED BEST PRACTICES	82837	2/13/2023	\$1,721.50	CONSULTING SERVICES
		TOTAL	\$1,721.50	
ARMEN ANTONYAN	82943	2/27/2023	\$251.43	CONSERVATION REBATES
		TOTAL	\$251.43	
ARMORCAST PRODUCTS COMPANY	82895	2/27/2023	\$36,316.92	INVENTORY
		TOTAL	\$36,316.92	
AT&T	82852	2/13/2023	\$237.39	COMMUNICATION

AP Warrant List

From: 2/1/2023 To: 2/28/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$237.39	
	82928	2/27/2023	\$624.10	COMMUNICATION
		TOTAL	\$624.10	
ATLAS DISPOSAL	82896	2/27/2023	\$305.48	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$305.48	
AYELEN GARCIA-RUDNIK	82937	2/27/2023	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
BADGER METER INC	000007756	2/27/2023	\$102.54	PROJECT: 5038 MADISON AVE 22802210001
		TOTAL	\$102.54	
BETTE WATERSTREET	82938	2/27/2023	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
BROADRIDGE MAIL LLC	0079554	2/2/2023	\$4.20	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$4.20	
	0079711	2/14/2023	\$3,934.84	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$3,934.84	
	0079712	2/14/2023	\$273.98	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$273.98	
	0079713	2/14/2023	\$5,272.68	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$5,272.68	
	0079714	2/14/2023	\$1,398.18	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$1,398.18	
	0079716	2/15/2023	\$57.88	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$57.88	
	0079717	2/15/2023	\$11.68	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$11.68	
	0079747	2/23/2023	\$6,138.78	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$6,138.78	
	0079748	2/23/2023	\$544.99	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$544.99	
	0079749	2/23/2023	\$3.14	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$3.14	
	0079750	2/23/2023	\$848.11	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$848.11	
	82921	2/27/2023	\$12,449.49	CONTRACT SERVICES
			\$1,183.10	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$13,632.59	
	0079832	2/27/2023	\$99.60	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$99.60	
	0079833	2/27/2023	\$3.60	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$3.60	
	0079835	2/27/2023	\$4.20	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$4.20	
BROWER MECHANICAL	000007741	2/13/2023	\$220.00	BUILDING MAINTENANCE - OFFICE & YARD
			\$742.50	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$962.50	
BROWN & CALDWELL	82913	2/27/2023	\$24,177.79	PROJECT: CALIBRATION HYDROLIC MODEL
		TOTAL	\$24,177.79	
BUD'S TRI COUNTY TREE SERVICE	000007731	2/13/2023	\$3,280.00	CONTRACT SERVICES
			\$8,200.00	MISC. REPAIRS

AP Warrant List

From: 2/1/2023 To: 2/28/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$11,480.00	
BURTON ROBB /BURT'S LAWN & GARDEN SERVICE	000007757	2/27/2023	\$8,705.00	CONTRACT SERVICES
		TOTAL	\$8,705.00	
CALIFORNIA LABORATORY SERVICES	82828	2/13/2023	\$3,723.00	INSPECTION & TESTING
		TOTAL	\$3,723.00	
CALIFORNIA RURAL WATER ASSOCIATION	82915	2/27/2023	\$1,507.00	MEMBERSHIP & DUES
		TOTAL	\$1,507.00	
CAPITAL SWEEPER SERVICE	82848	2/13/2023	\$184.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$184.00	
CDWG	000007732	2/13/2023	\$277.00	LICENSES, PERMITS & FEES
			\$358.08	OPERATING SUPPLIES
		TOTAL	\$635.08	
	000007758	2/27/2023	\$21,442.25	PROJECT: 2022 SERVER AND UPS REFRESS
		TOTAL	\$21,442.25	
CELL ENERGY INC	82897	2/27/2023	\$324.41	OPERATING SUPPLIES
		TOTAL	\$324.41	
CENTENNIAL EQUIPMENT CO INC	82935	2/27/2023	\$5,424.00	OPERATING SUPPLIES
		TOTAL	\$5,424.00	
CIGNA-DENTAL INS	82836	2/13/2023	\$15,116.10	EMPLOYEE BENEFIT - DENTAL INSURANCE
		TOTAL	\$15,116.10	
CINTAS	82806	2/13/2023	\$809.16	BUILDING MAINTENANCE - OFFICE & YARD
			\$1,327.88	UNIFORMS
		TOTAL	\$2,137.04	
CITRUS HEIGHTS SAW & MOWER	82807	2/13/2023	\$145.41	OPERATING SUPPLIES
		TOTAL	\$145.41	
CITY OF SACRAMENTO DEPT OF UTILITIES	82824	2/13/2023	\$14.82	UTILITIES
		TOTAL	\$14.82	
	82911	2/27/2023	\$14.69	UTILITIES
		TOTAL	\$14.69	
CLEAR VISION WINDOW CLEANING	82820	2/13/2023	\$225.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$225.00	
COLLEGE OAK TOWING	82898	2/27/2023	\$165.00	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$165.00	
COMCAST	82899	2/27/2023	\$187.51	COMMUNICATION
		TOTAL	\$187.51	
CONSOLIDATED COMMUNICATIONS	82907	2/27/2023	\$50.34	COMMUNICATION
		TOTAL	\$50.34	
COPART INC	82864	2/13/2023	\$2,300.00	DEPOSIT REFUND
		TOTAL	\$2,300.00	
COUGHRAN MECHANICAL SERVICE	82808	2/13/2023	\$3,422.24	CONTRACT SERVICES
		TOTAL	\$3,422.24	
COUNTY OF SAC ENVIRO MGT DEPT	82829	2/13/2023	\$26,150.00	LICENSES, PERMITS & FEES
		TOTAL	\$26,150.00	
COUNTY OF SAC PUBLIC WORKS	82901	2/27/2023	\$58.50	PROJECT: WATT MAIN EXTENSIION
			\$343.00	LICENSES, PERMITS & FEES
		TOTAL	\$401.50	
COUNTY OF SAC UTILITIES	82809	2/13/2023	\$127.33	UTILITIES
		TOTAL	\$127.33	
	82900	2/27/2023	\$275.16	UTILITIES

AP Warrant List From: 2/1/2023 To: 2/28/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$275.16	
CRAIG LOCKE	82920	2/27/2023	\$4,139.40	TRAVEL CONFERENCES
		TOTAL	\$4,139.40	
CULLIGAN	82839	2/13/2023	\$44.00	OPERATING SUPPLIES
		TOTAL	\$44.00	
CUMMINS SALES AND SERVICE	82927	2/27/2023	\$1,297.20	CONTRACT SERVICES
		TOTAL	\$1,297.20	
CUSTOMER REFUNDS	Multiple Payments	2/7/2023	\$12,085.58	Customer Refunds: 91
		TOTAL	\$12,085.58	
DAVID LOGSDON	82858	2/13/2023	\$430.00	CONSERVATION REBATES
		TOTAL	\$430.00	
DEBBIE PERRYMAN	82942	2/27/2023	\$500.00	CONSERVATION REBATES
		TOTAL	\$500.00	
DIG SMART LLC	82826	2/13/2023	\$9,000.00	LICENSES, PERMITS & FEES
		TOTAL	\$9,000.00	
DILYARA KRAMINSKY	82939	2/27/2023	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
DIRECT TV	82917	2/27/2023	\$2.50	COMMUNICATION
		TOTAL	\$2.50	
DMITRY ROSHKO	82835	2/13/2023	\$305.00	OTHER TRAINING
		TOTAL	\$305.00	
DOMCO PLUMBING	82831	2/13/2023	\$384.00	MISC. REPAIRS
		TOTAL	\$384.00	
ELEVATOR TECHNOLOGY INC	000007752	2/13/2023	\$113.00	BUILDING MAINTENANCE - OFFICE & YARD
			\$113.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$226.00	
EMIGH ACE HARDWARE	000007733	2/13/2023	\$66.75	OPERATING SUPPLIES
		TOTAL	\$66.75	
	000007759	2/27/2023	\$138.59	OPERATING SUPPLIES
		TOTAL	\$138.59	
EMPLOYEE RELATIONS	000007742	2/13/2023	\$20.00	EMPLOYMENT COST
		TOTAL	\$20.00	
ERC CONTRACTING	000007748	2/13/2023	\$750.00	PROJECT: WELL 60 - CONDITION ASSESSMENT
			\$700.00	PROJECT: WELL N10 - PUMP REPLACEMENT
		TOTAL	\$1,450.00	
	000007772	2/27/2023	\$4,625.00	PROJECT: WATT MAIN EXTENSIION
			\$1,750.00	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
		TOTAL	\$6,375.00	
ERIN HODGE	82947	2/27/2023	\$128.22	CONSERVATION REBATES
		TOTAL	\$128.22	
ERROL L MONTGOMERY & ASSOCIATES INC	82932	2/27/2023	\$922.50	PROJECT: WELL N6A-REHAB/REDEVELOPE/TEST
		TOTAL	\$922.50	
EVELYN COX	82945	2/27/2023	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
FIELDMAN ROLAPP & ASSOCIATES	82832	2/13/2023	\$257.00	CONSULTING SERVICES
		TOTAL	\$257.00	
FLEETWASH INC	000007749	2/13/2023	\$885.36	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$885.36	
	000007773	2/27/2023	\$477.11	VEHICLE MAINTENANCE SERVICES

AP Warrant List From: 2/1/2023 To: 2/28/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$477.11	
FLOWLINE CONTRACTORS INC	000007744	2/13/2023	\$44,592.00	CONSTRUCTION SERVICES
		TOTAL	\$44,592.00	
FRISCH ENGINEERING INC	82910	2/27/2023	\$1,602.50	PROJECT: WELL 60 - CONDITION ASSESSMENT
		TOTAL	\$1,602.50	
FUTURE FORD	82810	2/13/2023	\$6,669.27	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$6,669.27	
FUTURE FORD FLEET OF ROSEVILLE	82849	2/13/2023	\$1,446.04	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,446.04	
GEI CONSULTANTS	82841	2/13/2023	\$557.00	PROJECT: WELL N35 - A N WATER TREATMENT
		TOTAL	\$557.00	
	82923	2/27/2023	\$1,003.50	PROJECT: WELL N35 - A N WATER TREATMENT
		TOTAL	\$1,003.50	
GRAINGER	82811	2/13/2023	\$230.66	OPERATING SUPPLIES
		TOTAL	\$230.66	
GRANICUS	000007753	2/13/2023	\$11,705.33	PREPAID LICENSES & PERMIT
		TOTAL	\$11,705.33	
GRAYSON MOYSE	82929	2/27/2023	\$772.10	PROJECT: LAPTOP/DESKTOP REFRESH
		TOTAL	\$772.10	
HEATHER HERNANDEZ-FORT	82902	2/27/2023	\$70.00	REQUIRED TRAINING
		TOTAL	\$70.00	
HEIDI TIMMONS	82940	2/27/2023	\$75.00	CONSERVATION REBATES
		TOTAL	\$75.00	
ICONIX WATERWORKS (US) INC	000007754	2/13/2023	\$2,939.50	PROJECT: Q STREET MAIN REPLACEMENT
		TOTAL	\$2,939.50	
JOE CROCKETT	82821	2/13/2023	\$125.00	UNIFORMS
		TOTAL	\$125.00	
KENNEDY JENKS CONSULTANTS	000007769	2/27/2023	\$314.55	PROJECT: WELL PUMP/MOTOR STANDARDIZATION
		TOTAL	\$314.55	
KYLE JIVIDEN	82833	2/13/2023	\$1,920.00	EDUCATION ASSISTANCE
		TOTAL	\$1,920.00	
LES SCHWAB TIRE CENTER MADISON	82812	2/13/2023	\$316.35	EQUIPMENT MAINTENANCE SERVICES
			\$878.25	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,194.60	
LIFEGUARD FIRST AID	000007771	2/27/2023	\$221.64	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$221.64	
LOEWEN PUMP MAINTENANCE	000007734	2/13/2023	\$2,200.00	PROJECT: WELL 70 - CONDITION ASSESSMENT
		TOTAL	\$2,200.00	
MARY EGAN AND ASSOCIATES	82916	2/27/2023	\$7,201.25	CONSULTING SERVICES
		TOTAL	\$7,201.25	
MICHAEL PHILLIPS LANDSCAPE CORP	000007735	2/13/2023	\$5,588.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$5,588.00	
	000007760	2/27/2023	\$2,745.00	CONTRACT SERVICES
		TOTAL	\$2,745.00	
MICHAEL ZHENG WANG	82949	2/27/2023	\$325.00	CONSERVATION REBATES
		TOTAL	\$325.00	
MOBILE-MED WORK HEALTH SOLUTIONS INC	82845	2/13/2023	\$327.00	EMPLOYMENT COST
		TOTAL	\$327.00	
	82925	2/27/2023	\$576.00	MISCELLANEOUS EMPLOYEE BENEFITS

AP Warrant List From: 2/1/2023 To: 2/28/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$576.00	
NAVIANT	82846	2/13/2023	\$2,096.25	CONSULTING SERVICES
		TOTAL	\$2,096.25	
NINJIO LLC	82847	2/13/2023	\$185.20	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$185.20	
OFFICE DEPOT INC	82813	2/13/2023	\$1,411.22	OFFICE SUPPLIES
		TOTAL	\$1,411.22	
ONE STOP TRUCK SHOP	000007736	2/13/2023	\$280.00	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$280.00	
OTTO CONSTRUCTION	82863	2/13/2023	\$2,300.00	DEPOSIT REFUND
		TOTAL	\$2,300.00	
PACE SUPPLY CORP	000007767	2/27/2023	\$368.50	OPERATING SUPPLIES
		TOTAL	\$368.50	
PACIFIC RIVER SUPPLY CO INC	82842	2/13/2023	\$56.50	OPERATING SUPPLIES
		TOTAL	\$56.50	
PERS 457 PLAN	ACH- PR02102023P	2/10/2023	\$4,268.59	ACCRUED DEFERRED COMPENSATION, PERS
		TOTAL	\$4,268.59	
	ACH- PR02242023P	2/24/2023	\$4,268.59	ACCRUED DEFERRED COMPENSATION, PERS
		TOTAL	\$4,268.59	
PERS HEALTH	0079557	2/2/2023	\$1,695.37	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$1,695.37	
	0079558	2/2/2023	\$120,126.50	ACCRUED MEDICAL PREMIUM
		TOTAL	\$120,126.50	
PERS LONG TERM CARE PROGRAM	82815	2/13/2023	\$5,049.25	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$5,049.25	
PERS PENSION	0079560	2/3/2023	\$426.89	EMPLOYEE BENEFIT - PENSION
		TOTAL	\$426.89	
	0079828	2/10/2023	\$41,078.35	EMPLOYEE BENEFIT - PENSION
			\$9,098.18	EMPLOYEE BENEFIT - PENSION
		TOTAL	\$50,176.53	
	0079829	2/28/2023	\$41,142.38	EMPLOYEE BENEFIT - PENSION
			\$9,030.50	EMPLOYEE BENEFIT - PENSION
		TOTAL	\$50,172.88	
	0079836	2/24/2023	\$82.11	EMPLOYEE BENEFIT - PENSION
		TOTAL	\$82.11	
PEST PROS PEST SOLUTIONS	82843	2/13/2023	\$372.90	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$372.90	
	82924	2/27/2023	\$96.05	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$96.05	
PFM ASSET MANAGEMENT LLC	000007740	2/13/2023	\$3,896.07	FINANCIAL SERVICES
		TOTAL	\$3,896.07	
PG&E	82814	2/13/2023	\$217.10	UTILITIES
		TOTAL	\$217.10	
	82903	2/27/2023	\$18.12	UTILITIES
		TOTAL	\$18.12	
PRONTESTI ENVIRONMENTAL INC	82862	2/13/2023	\$2,300.00	DEPOSIT REFUND
		TOTAL	\$2,300.00	
PROPS AND COMPANY TREE CARE	82909	2/27/2023	\$25,600.00	CONSTRUCTION SERVICES
		TOTAL	\$25,600.00	

AP Warrant List From: 2/1/2023 To: 2/28/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
RAFTELIS	000007776	2/27/2023	\$4,385.95	CONSULTING SERVICES
		TOTAL	\$4,385.95	
RAMOS ENVIRONMENTAL SERVICES	82904	2/27/2023	\$880.59	HAZARDOUS WASTE DISPOSAL
		TOTAL	\$880.59	
RAMOS OIL COMPANY	000007755	2/13/2023	\$6,319.81	OPERATING SUPPLIES
		TOTAL	\$6,319.81	
RAWLES ENGINEERING	82816	2/13/2023	\$12,755.00	CONSTRUCTION SERVICES
		TOTAL	\$12,755.00	
RAY MORGAN CO	000007761	2/27/2023	\$197.20	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$197.20	
RIVER CITY FIRE EQUIP CO INC	82830	2/13/2023	\$148.12	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$148.12	
ROBERT L CARTER	82857	2/13/2023	\$500.00	CONSERVATION REBATES
		TOTAL	\$500.00	
ROBERT ROSCOE	000007737	2/13/2023	\$722.40	OPEB - RETIREE BENEFITS PREMIUM
		TOTAL	\$722.40	
RUE EQUIPMENT INC	82817	2/13/2023	\$3,004.23	EQUIPMENT MAINTENANCE SERVICES
			\$155.00	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$3,159.23	
S E AHLSTROM INSPECTION	000007750	2/13/2023	\$3,800.00	PROJECT: WATT MAIN EXTENSIION
			\$5,415.00	PROJECT: WELL 78 BUTANO - PUMP STATION
		TOTAL	\$9,215.00	
SACRAMENTO METRO AIR QUALITY	82905	2/27/2023	\$4,310.00	PROJECT: WELL 80 WALNUT/AUBURN
		TOTAL	\$4,310.00	
SACRAMENTO SUBURBAN WATER DISTRICT	82840	2/13/2023	\$111.92	EMPLOYEE COMM/TEAMBUILDING
		TOTAL	\$111.92	
SAWWA	82866	2/16/2023	\$250.00	MEMBERSHIP & DUES
		TOTAL	\$250.00	
SECUREWORKS	000007775	2/27/2023	\$11,600.00	PROJECT: PENETRATION TESTING
		TOTAL	\$11,600.00	
SHARON CILLUM	82859	2/13/2023	\$500.00	CONSERVATION REBATES
		TOTAL	\$500.00	
SHRED-IT STERICYCLE	82838	2/13/2023	\$88.67	CONTRACT SERVICES
		TOTAL	\$88.67	
SIERRA CHEMICAL COMPANY	000007762	2/27/2023	\$5,495.39	HFA, CHEMICAL & DELIVERY
			\$12,972.00	HYPO, CHEMICAL & DELIVERY
		TOTAL	\$18,467.39	
SILICON VALLEY SHELVING AND EQUIP	000007747	2/13/2023	\$2,624.10	OPERATING SUPPLIES
		TOTAL	\$2,624.10	
SMUD	82818	2/13/2023	\$3,810.63	ELECTRICAL CHARGES
		TOTAL	\$3,810.63	
	82906	2/27/2023	\$80,766.20	ELECTRICAL CHARGES
		TOTAL	\$80,766.20	
SONITROL	000007763	2/27/2023	\$2,198.89	BUILDING SERVICE EXPENSE - OFFICE & YARD
			\$942.14	CONTRACT SERVICES
		TOTAL	\$3,141.03	
SUBURBAN PROPANE	82827	2/13/2023	\$6,059.36	OPERATING SUPPLIES
		TOTAL	\$6,059.36	
SUSAN SOLARZ	82861	2/13/2023	\$150.00	CONSERVATION REBATES

AP Warrant List

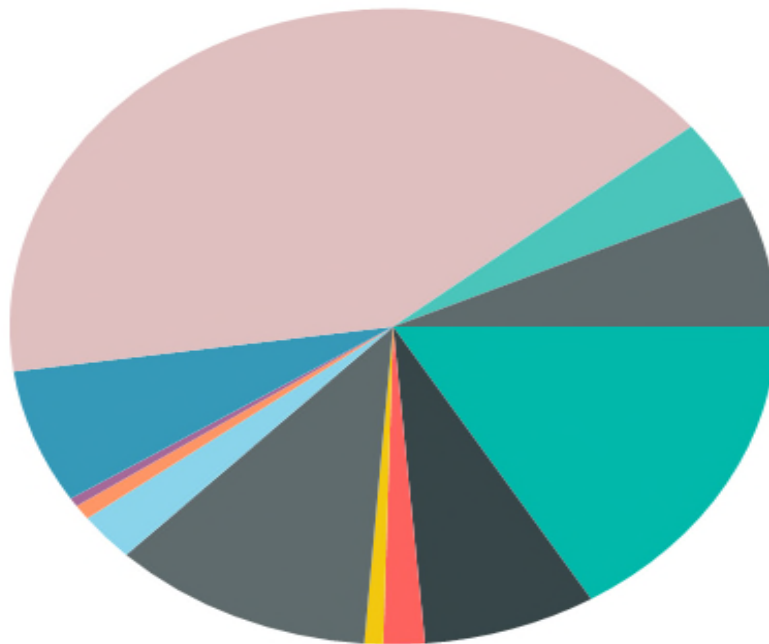
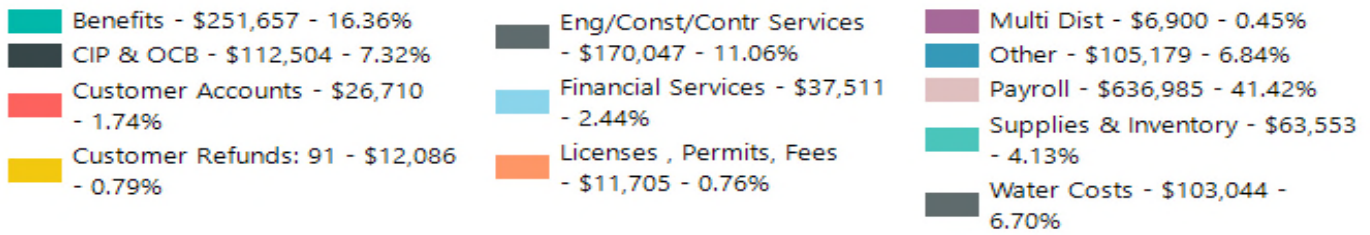
From: 2/1/2023 To: 2/28/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$150.00	
SUSAN V POST	82946	2/27/2023	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
TAK COMMUNICATIONS CA INC	82853	2/13/2023	\$16,283.49	PROJECT: 2023 VALVE/HYDRANT/SERV REPL
		TOTAL	\$16,283.49	
	82931	2/27/2023	\$11,907.78	CONSTRUCTION SERVICES
			\$3,850.00	MISC. REPAIRS
		TOTAL	\$15,757.78	
TEE JANITORIAL & MAINTENANCE	82922	2/27/2023	\$4,108.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$4,108.00	
TESCO	000007764	2/27/2023	\$3,659.72	CONTRACT SERVICES
		TOTAL	\$3,659.72	
TINA LYNN DESIGN	000007743	2/13/2023	\$240.00	CONTRACT SERVICES
		TOTAL	\$240.00	
	000007768	2/27/2023	\$150.00	PRINTING
		TOTAL	\$150.00	
UNITED PARCEL SERVICE	82819	2/13/2023	\$19.30	OPERATING SUPPLIES
		TOTAL	\$19.30	
UNUM	82855	2/13/2023	\$5,888.46	EMPLOYEE BENEFIT - LIFE INSURANCE
		TOTAL	\$5,888.46	
US BANK CORPORATE PAYMENT SYSTEM	82914	2/27/2023	\$10,542.66	COMMUNICATION
		TOTAL	\$10,542.66	
VALERIE MUNOZ	82948	2/27/2023	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
VALIC AIG	ACH-PR02102023V	2/10/2023	\$5,575.00	ACCRUED DEFERRED COMPENSATION, VALIC
		TOTAL	\$5,575.00	
	ACH-PR02242023V	2/24/2023	\$5,675.00	ACCRUED DEFERRED COMPENSATION, VALIC
		TOTAL	\$5,675.00	
VERIZON WIRELESS DALLAS TX	82823	2/13/2023	\$5,645.52	COMMUNICATION
		TOTAL	\$5,645.52	
WALNUT INDUSTRIAL CENTER LLC	82936	2/27/2023	\$2,000.00	H&D WALNUT PARKING LOT LEASE
		TOTAL	\$2,000.00	
WASTE MANAGEMENT	000007739	2/13/2023	\$113.64	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$113.64	
	000007765	2/27/2023	\$444.80	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$444.80	
WATER EDUCATION FOUNDATION	82918	2/27/2023	\$2,800.00	MEMBERSHIP & DUES
		TOTAL	\$2,800.00	
WATERWISE CONSULTING, INC.	000007746	2/13/2023	\$955.00	CONTRACT SERVICES
		TOTAL	\$955.00	
WCP SOLUTIONS	82926	2/27/2023	\$935.81	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$935.81	
WEST YOST & ASSOCIATES	000007766	2/27/2023	\$5,433.75	PROJECT: WELL# N32A-C - WELLS BLENDING
		TOTAL	\$5,433.75	
WESTAMERICA BANK ANALYSIS FEES	0079837	2/10/2023	\$5,833.96	FINANCIAL SERVICES
		TOTAL	\$5,833.96	
WESTAMERICA CARD PROCESSING	0079838	2/10/2023	\$26,801.54	FINANCIAL SERVICES
		TOTAL	\$26,801.54	
WHITE CAP	82934	2/27/2023	\$1,269.83	OPERATING SUPPLIES

AP Warrant List From: 2/1/2023 To: 2/28/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$1,269.83	
WIENHOFF DRUG TESTING	82822	2/13/2023	\$55.55	EMPLOYMENT COST
		TOTAL	\$55.55	
WILLIAM M DONOVAN	82944	2/27/2023	\$405.00	CONSERVATION REBATES
		TOTAL	\$405.00	
WILLIAM MOFFAT	82860	2/13/2023	\$100.00	CONSERVATION REBATES
		TOTAL	\$100.00	
WOLF CONSULTING	82844	2/13/2023	\$5,250.00	CONSULTING SERVICES
		TOTAL	\$5,250.00	
WORLDPAY INTEGRATED PAYMENTS	0079715	2/15/2023	\$979.52	FINANCIAL SERVICES
		TOTAL	\$979.52	
GRAND TOTAL			\$1,537,881.47	

AP Warrant List Summary Chart



**Credit Card Expenditures
February 2023**

**Sacramento Suburban Water District
US Bank Purchasing Card Program
CalCard Expenditures
February 2023**

Vendor Name	Description	Amount	Proj/GLAcct
NOAHS	COMMUNICATIONS & TEAM BUILDING DECEMBER BREAKFAST	\$914.70	02-51403
SAC COUNTY	WELL N6A PERMIT	\$182.08	14-54509
JPIA	TRAINING- TODD ARTRIP	\$75.00	05-51407
HOME DEPOT	WAREHOUSE SUPPLIES	\$94.66	05-52101
JPIA	TRAINING-MATT UNDERWOOD	\$75.00	02-51406
EL BALCON	INVENTORY LUNCH	\$110.43	03-55002
CHIPOTLE	INVENTORY LUNCH	\$97.78	03-55002
HOME DEPOT	WAREHOUSE SUPPLIES	\$372.32	05-52101
HOME DEPOT	WAREHOUSE SUPPLIES	\$26.93	05-52101
HOME DEPOT	WAREHOUSE SUPPLIES-CREDIT	(\$33.57)	05-52101
SAFETY CENTER	TRAINING-BEN HARRIS	\$205.00	02-51406
HOME DEPOT	WAREHOUSE SUPPLIES	\$23.67	05-52101
SAC COUNTY	WELL 72 PERMIT	\$571.80	14-54509
SAC COUNTY	WELL 13 PERMIT	\$90.02	14-54509
SAC COUNTY	WELL 70 PERMIT	\$90.02	14-54509
HOME DEPOT	WAREHOUSE SUPPLIES	\$90.25	08-52101
TOWN & COUNTRY	TRAINING-SARAH DAINS	\$247.03	03-55001
AWWA	TRAINING-SARAH DAINS	\$509.00	03-55001
SOUTHWEST	TRAINING-SARAH DAINS	\$257.96	03-55001
IVES TRAINING GROUP	TRAINING- FORKLIFT	\$469.51	05-51406
HOME DEPOT	TOOLS-PRODUCTION DEPT	\$472.86	06-52101
US BANK	STATEMENT		
RALEY'S	PIES FOR THE OFFICE	\$25.98	02-51403
GRAC	SUSAN SCHINNERER MEMBERSHIP DUES	\$125.00	17-52501
APWA	REGISTRATION MITCHELL MCCARTHY AND EVELYN TRINH	\$690.00	15-51407
APWA	TOMMY MOULTON TRAINING	\$345.00	15-51407
DON QUIXOTE	WATER CAUCUS MEETING LUNCHEON	\$269.65	02-55002
RALEY'S	WATER CAUCUS MEETING LUNCHEON	\$47.85	02-55002
ACWA JPIA	ACWA JPIA TRAINING - SUSAN S.	\$75.00	17-51407
SUBURBAN PROPANE	PAYMENT TO BRING ACCOUNT CURRENT. PAYMENT SUBMITTED PER PRODUCTION	\$300.00	06-52101
CONSOLIDATED COMMUNICATION	PAYMENT TO BRING ACCOUNT CURRENT FOR ANTELOPE LANDLINES	\$557.64	18-53503
ADVANCE AUTO PARTS	LIGHT BULBS AND STEERING WHEEL COVER	\$49.45	12-52101
CALCPA SOCIETY	TRAINING FOR DIRECTOR OF FINANCE	\$685.00	03-51406
CALCPA SOCIETY	ADDITIONAL TRAINING FOR DIRECTOR OF FINANCE	\$318.00	03-51406
MICROSOFT	ONE DRIVE FEE	\$13.64	18-54509
ESRI	ESRI TRAINING FOR WAYNE SCHERFFIUS	\$1,702.00	16-51407
REDGATE	SQL SOFTWARE FOR IT ANALYST	\$396.00	18-54509
	Totals:	\$10,542.66	

Investment Activity
February 2023

Managed Account Security Transactions & Interest

For the Month Ending February 28, 2023

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
BUY										
01/31/23	02/03/23	US TREASURY N/B NOTES DTD 04/30/2022 2.750% 04/30/2027	91282CEN7	1,100,000.00	(1,059,136.72)	(7,938.54)	(1,067,075.26)			
Transaction Type Sub-Total				1,100,000.00	(1,059,136.72)	(7,938.54)	(1,067,075.26)			
INTEREST										
02/01/23	02/01/23	BANK OF AMERICA CORP NOTES DTD 07/30/2015 3.875% 08/01/2025	06051GFS3	275,000.00	0.00	5,328.13	5,328.13			
02/01/23	02/01/23	MONEY MARKET FUND	MONEY0002	0.00	0.00	12,118.44	12,118.44			
02/01/23	02/01/23	CHAFFEY UHSD, CA TXBL GO BONDS DTD 12/05/2019 2.101% 08/01/2024	157411TK5	100,000.00	0.00	1,050.50	1,050.50			
02/01/23	02/01/23	MIN ST TXBL GO BONDS DTD 08/25/2020 0.630% 08/01/2025	60412AVJ9	130,000.00	0.00	409.50	409.50			
02/01/23	02/01/23	LOS ANGELES CCD, CA TXBL GO BONDS DTD 11/10/2020 0.773% 08/01/2025	54438CYK2	175,000.00	0.00	676.38	676.38			
02/01/23	02/01/23	SAN JUAN USD, CA TXBL GO BONDS DTD 10/29/2020 0.702% 08/01/2024	798306WN2	200,000.00	0.00	702.00	702.00			
02/01/23	02/01/23	BB&T CORPORATION CORP BONDS DTD 07/29/2019 2.500% 08/01/2024	05531FBH5	400,000.00	0.00	5,000.00	5,000.00			
02/01/23	02/25/23	FHMS KD43 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	0.00	701.71	701.71			
02/09/23	02/09/23	PACCAR FINANCIAL CORP CORPORATE NOTES DTD 08/09/2021 0.500% 08/09/2024	69371RR40	170,000.00	0.00	425.00	425.00			
02/15/23	02/15/23	DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	250,000.00	0.00	120.83	120.83			
02/15/23	02/15/23	MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	195,000.00	0.00	65.00	65.00			
02/15/23	02/15/23	COMET 2021-A1 A1 DTD 07/22/2021 0.550% 07/15/2026	14041NFW6	415,000.00	0.00	190.21	190.21			
02/15/23	02/15/23	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	94,692.95	0.00	39.46	39.46			
02/15/23	02/15/23	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	83,258.43	0.00	26.37	26.37			

Managed Account Security Transactions & Interest

For the Month Ending February 28, 2023

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
INTEREST											
	02/15/23	02/15/23	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	275,000.00	0.00	126.04	126.04			
	02/15/23	02/15/23	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	143140AC8	131,828.13	0.00	57.13	57.13			
	02/15/23	02/15/23	NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	410,000.00	0.00	112.75	112.75			
	02/15/23	02/15/23	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	45,466.95	0.00	12.88	12.88			
	02/15/23	02/15/23	TACT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	436,064.29	0.00	94.48	94.48			
	02/15/23	02/15/23	HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	100,000.00	0.00	61.67	61.67			
	02/15/23	02/15/23	COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	130,000.00	0.00	83.42	83.42			
	02/15/23	02/15/23	CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1	300,000.00	0.00	992.50	992.50			
	02/16/23	02/16/23	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	75,054.35	0.00	23.77	23.77			
	02/16/23	02/16/23	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	110,000.00	0.00	62.33	62.33			
	02/16/23	02/16/23	GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	170,000.00	0.00	68.00	68.00			
	02/20/23	02/20/23	GMALT 2021-2 A4 DTD 05/26/2021 0.410% 05/20/2025	380144AD7	50,000.00	0.00	17.08	17.08			
	02/20/23	02/20/23	VWALT 2020-A A4 DTD 12/03/2020 0.450% 07/21/2025	92868VAD1	265,000.00	0.00	99.38	99.38			
	02/20/23	02/20/23	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	21,586.23	0.00	33.28	33.28			
	02/20/23	02/20/23	VWALT 2022-A A4 DTD 06/14/2022 3.650% 01/20/2027	92868AAD7	145,000.00	0.00	441.04	441.04			
	02/21/23	02/21/23	HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	130,000.00	0.00	95.33	95.33			
	02/24/23	02/24/23	FREDDIE MAC NOTES DTD 08/21/2020 0.250% 08/24/2023	3137EAEV7	1,200,000.00	0.00	1,500.00	1,500.00			

Managed Account Security Transactions & Interest

For the Month Ending February 28, 2023

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
INTEREST										
02/25/23	02/25/23	FANNIE MAE NOTES DTD 08/27/2020 0.375% 08/25/2025	3135G05X7	450,000.00	0.00	843.75	843.75			
02/25/23	02/25/23	BMWLT 2021-2 A4 DTD 09/15/2021 0.430% 01/27/2025	09690AAD5	370,000.00	0.00	132.58	132.58			
02/28/23	02/28/23	WALT DISNEY COMPANY/THE (CALLABLE) DTD 09/06/2019 1.750% 08/30/2024	254687FK7	400,000.00	0.00	3,500.00	3,500.00			
Transaction Type Sub-Total				7,877,951.33	0.00	35,210.04	35,210.04			
PAYDOWNS										
02/15/23	02/15/23	NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	7,870.85	7,870.85	0.00	7,870.85	0.13	0.00	
02/15/23	02/15/23	TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	25,828.04	25,828.04	0.00	25,828.04	2.78	0.00	
02/15/23	02/15/23	MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	4,149.58	4,149.58	0.00	4,149.58	0.31	0.00	
02/15/23	02/15/23	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	5,572.60	5,572.60	0.00	5,572.60	0.59	0.00	
02/15/23	02/15/23	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	2,675.83	2,675.83	0.00	2,675.83	0.53	0.00	
02/15/23	02/15/23	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	6,858.33	6,858.33	0.00	6,858.33	1.51	0.00	
02/15/23	02/15/23	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314OAC8	7,333.57	7,333.57	0.00	7,333.57	1.58	0.00	
02/16/23	02/16/23	GYCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	5,839.65	5,839.65	0.00	5,839.65	1.25	0.00	
02/20/23	02/20/23	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	8,502.98	8,502.98	0.00	8,502.98	1.00	0.00	
Transaction Type Sub-Total				74,631.43	74,631.43	0.00	74,631.43	9.68	0.00	
SELL										
01/31/23	02/03/23	US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	1,100,000.00	1,074,992.19	4,690.95	1,079,683.14	(31,324.22)	(26,153.93)	FIFO

Managed Account Security Transactions & Interest

For the Month Ending February 28, 2023

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
Transaction Type Sub-Total				1,100,000.00	1,074,992.19	4,690.95	1,079,683.14	(31,324.22)	(26,153.93)	
Managed Account Sub-Total					90,486.90	31,963.35	122,450.25	(31,314.54)	(26,159.93)	
Total Security Transactions					\$90,486.90	\$31,963.35	\$122,450.25	(\$31,314.54)	(\$26,159.93)	



Agenda Item: 4

Date: March 20, 2023

Subject: Facilities and Operations Committee Mission Statement and Charter Update

Staff Contact: Matt Underwood, Assistant General Manager

Recommended Board Action:

Approve the Facilities and Operations Committee Mission Statement and Charter, with changes.

Background:

On December 6, 2004, the Capital Improvement and the Service Area Committees were consolidated into the Facilities and Operations Committee (Committee). The Committee was tasked with planning, evaluating, and recommending facility improvements and to review, resolve, or recommend solutions to the Board of Directors (Board) regarding physical asset planning needs and customer service related issues. The Committee is conducted in accordance with the Ralph M. Brown Act governing transparency in the District's decision making, and the first Committee meeting occurred on April 14, 2005.

The Committee has a Mission Statement and Charter to provide guidance and document the levels of authority assigned to the Committee. As new Board members are assigned to the Committee, it has been customary to review the Mission Statement and Charter for both the orientation of the new Committee members and to provide the opportunity for the Committee to recommend changes of the guiding document to the full Board of Directors.

Discussion:

The Committee met on March 1, 2023. Staff presented a revised Mission Statement and Charter for consideration. Staff recommended updating the name of the staff contact, updating the name of the Finance and Audit Committee to the Audit Committee, adding revised language in regards to the timing of providing Committee updates to the Board of Directors, as well as minor grammatical edits.

The Committee requested that staff make the following changes:

Indicate the position of Assistant General Manager, and not the person in the position. The name of Audit Committee be removed and replaced with "other Committees".

With the revisions stated above, the Committee recommended referral to the full Board of Directors for approval of the attached Committee Mission Statement and Charter as a Consent Item. Redline and clean versions of the Mission Statement and Charter are attached (Attachment 1 and Attachment 2, respectively).

Fiscal Impact:

There are no fiscal impacts resulting from the approval of the Facilities and Operations Committee Mission Statement and Charter.

Strategic Plan Alignment:

Goal B: Optimize Operational and Organizational Efficiencies

Goal C: Ensure Fiscal Responsibility and Affordable Rates

The subject Mission Statement and Charter is a benefit to the District's customers due to the ability of the Committee to assist staff in recommending solutions to the Board regarding physical asset planning needs and customer service related issues.

Attachment:

1 – Facilities and Operations Committee Mission Statement and Charter – Redline

2 – Facilities and Operations Committee Mission Statement and Charter – Clean

**Sacramento Suburban Water District
Facilities and Operations Committee
Mission Statement & Charter**

Effective: May 16, 2005

Approved with Changes: ~~December 17, 2018~~ March 20, 2023

Status: Standing Committee

Meeting Times: Varies, as required.

Staff Contact: ~~Mike Huot~~, Assistant General Manager

I. Mission Statement:

- A. To evaluate and recommend to the Board of Directors the following:
- Investing in water facilities and system improvements that will improve the District's ability to reliably deliver high quality water at a reasonable price;
 - Prioritizing of current and future water facility and system improvement needs;
 - Project planning for necessary long term water facility and system improvements well in advance of their need;
 - Financial Planning for revenue determination and allocation as needed to fund District activities;
 - Coordinating with ~~Finance and Audit~~ other Committees.
- B. To review, comment and provide potential resolutions regarding water service issues as they occur, prior to the item being brought before the Board for consideration.

II. Charter

A. Purpose and Authority

The Facilities and Operations Committee (Committee) is established to assist the Board of Directors in fulfilling its oversight responsibilities in all areas of District's facility and operations planning, including capital improvement needs and prioritization, capital expenditures and budgets, capital improvement program reporting process, and potential resolutions regarding water service issues. The Committee provides an open avenue of communication between District staff, outside consultants, customers, and the Board of Directors.

The Committee also serves in an advisory capacity, assisting staff in the resolution of service issues. The Committee may act in the following manner:

- Without prior approval of the Board, may authorize the General Manager to resolve service area issues and/or disputes at a cost to the District that does not exceed \$50,000.00 per incident, when the resolution complies with District policy, and funds are available for that purpose in the approved budget.
- Act in the capacity of a hearing board for customer appeals of staff decisions on service issues. Where changes in Board adopted policies are involved, the Committee will make appropriate recommendations to the full Board.

B. Composition

The Committee will consist of no more than two members of the Board of Directors. Committee members are appointed by and serve at the discretion of the President of the Board of Directors.

C. Meetings

The Committee will conduct meetings on an as-needed basis, as the Committee Chair or President of the Board of Directors may direct. The Committee may invite members of management, consultants or others to attend meetings and provide pertinent information. The Committee may hold closed sessions in accordance with the requirements of the Brown Act.

D. Responsibilities

The Committee may review all aspects of District facilities, operations planning and revenue determination/allocation with staff, provide input as appropriate, and make recommendations on such matters to the Board of Directors. The responsibilities within the scope of the Committee's jurisdiction will include but are not limited to the following:

1. Reviewing and assessing the need for water facilities and system improvements based on information provided by staff and consultants that takes into account current assets, the condition of the facility to be replaced, and an assessment of future needs. Future water facilities and system improvement needs will be driven by many factors including the need to replace aging facilities, compliance with newly adopted laws and regulations, water quality, and water conservation.
2. Reviewing the prioritization of water facilities and system improvement needs as determined by staff and consultants to ensure that the ranking is consistent with general policies adopted by the Board of Directors.
3. Reviewing and assessing the District's ability to pay for the identified improvements by taking into account historical and projected trends in revenues, expenditures, and indebtedness.

4. Reviewing and assessing District revenue determination and allocation policies necessary to fund improvement projects and other District costs.
5. Reviewing any potential conflict regarding service issues, applications, or District requirements for service.

E. Reporting

The Committee's reporting responsibilities will include oral and written reports to the Board of Directors regarding Committee activities, issues and related recommendations, findings, and actions. ~~At each regularly scheduled meeting of the Board of Directors~~Following each Committee meeting, the Chair of the Committee will provide the Board of Directors with a report of the Committee's activities at the next regularly scheduled meeting of the Board of Directors.

F. Committee Charter

The Committee also will perform other activities related to this Charter, including: (i) a review and assessment of the adequacy of the charter at least annually and request Board approval of any proposed changes; (ii) annual confirmation that the responsibilities outlined in this charter have been carried out; and (iii) ensuring that this charter is posted for public review on the District's website.

**Sacramento Suburban Water District
Facilities and Operations Committee
Mission Statement & Charter**

Effective: May 16, 2005

Approved with Changes: March 20, 2023

Status: Standing Committee

Meeting Times: Varies, as required

Staff Contact: Assistant General Manager

I. Mission Statement:

- A. To evaluate and recommend to the Board of Directors the following:
- Investing in water facilities and system improvements that will improve the District’s ability to reliably deliver high quality water at a reasonable price;
 - Prioritizing of current and future water facility and system improvement needs;
 - Project planning for necessary long term water facility and system improvements well in advance of their need;
 - Financial Planning for revenue determination and allocation as needed to fund District activities;
 - Coordinating with other Committees.
- B. To review, comment and provide potential resolutions regarding water service issues as they occur, prior to the item being brought before the Board for consideration.

II. Charter

A. Purpose and Authority

The Facilities and Operations Committee (Committee) is established to assist the Board of Directors in fulfilling its oversight responsibilities in all areas of District’s facility and operations planning, including capital improvement needs and prioritization, capital expenditures and budgets, capital improvement program reporting process, and potential resolutions regarding water service issues. The Committee provides an open avenue of communication between District staff, outside consultants, customers, and the Board of Directors.

The Committee also serves in an advisory capacity, assisting staff in the resolution of service issues. The Committee may act in the following manner:

- Without prior approval of the Board, may authorize the General Manager to resolve service area issues and/or disputes at a cost to the District that does not exceed \$50,000.00 per incident, when the resolution complies with District policy, and funds are available for that purpose in the approved budget.
- Act in the capacity of a hearing board for customer appeals of staff decisions on service issues. Where changes in Board adopted policies are involved, the Committee will make appropriate recommendations to the full Board.

B. Composition

The Committee will consist of no more than two members of the Board of Directors. Committee members are appointed by and serve at the discretion of the President of the Board of Directors.

C. Meetings

The Committee will conduct meetings on an as-needed basis, as the Committee Chair or President of the Board of Directors may direct. The Committee may invite members of management, consultants or others to attend meetings and provide pertinent information. The Committee may hold closed sessions in accordance with the requirements of the Brown Act.

D. Responsibilities

The Committee may review all aspects of District facilities, operations planning and revenue determination/allocation with staff, provide input as appropriate, and make recommendations on such matters to the Board of Directors. The responsibilities within the scope of the Committee's jurisdiction will include but are not limited to the following:

1. Reviewing and assessing the need for water facilities and system improvements based on information provided by staff and consultants that takes into account current assets, the condition of the facility to be replaced, and an assessment of future needs. Future water facilities and system improvement needs will be driven by many factors including the need to replace aging facilities, compliance with newly adopted laws and regulations, water quality, and water conservation.
2. Reviewing the prioritization of water facilities and system improvement needs as determined by staff and consultants to ensure that the ranking is consistent with general policies adopted by the Board of Directors.
3. Reviewing and assessing the District's ability to pay for the identified improvements by taking into account historical and projected trends in revenues, expenditures, and indebtedness.

4. Reviewing and assessing District revenue determination and allocation policies necessary to fund improvement projects and other District costs.
5. Reviewing any potential conflict regarding service issues, applications, or District requirements for service.

E. Reporting

The Committee's reporting responsibilities will include oral and written reports to the Board of Directors regarding Committee activities, issues and related recommendations, findings, and actions. Following each Committee meeting, the Chair of the Committee will provide the Board of Directors with a report of the Committee's activities at the next regularly scheduled meeting of the Board of Directors.

F. Committee Charter

The Committee also will perform other activities related to this Charter, including: (i) a review and assessment of the adequacy of the charter at least annually and request Board approval of any proposed changes; (ii) annual confirmation that the responsibilities outlined in this charter have been carried out; and (iii) ensuring that this charter is posted for public review on the District's website.



Agenda Item: 5

Date: March 20, 2023

Subject: Resolution No. 23-02, a Resolution of the Board of Directors of the Sacramento Suburban Water District Authorizing the General Manager to Execute a Letter of Agreement and Individual Annual Contracts for a Period of Five Years for Surplus Central Valley Project Water Under Section 215 Between the District and the United States Bureau of Reclamation

Staff Contact: Dan York, General Manager

Recommended Board Action:

Adopt Resolution No. 23-02, a Resolution authorizing the General Manager to execute a Letter of Agreement and individual annual contracts for a period of five years for Surplus Central Valley Project Water under Section 215 between the Sacramento Suburban Water District and the United States Bureau of Reclamation.

This item was presented to the Facilities and Operations Committee at its March 1, 2023, meeting and the Committee recommended approval as a consent item at the March 20, 2023 regular Board meeting.

Background:

At the January 10, 2022, Special Board meeting, the Board of Directors adopted Resolution No. 22-01, authorizing the General Manager to execute a Contract for Surplus Central Valley Project Water under Section 215 between the Sacramento Suburban Water District (District) and the United States Bureau of Reclamation (Bureau).

On January 20, 2022, the General Manager executed Contract No. 22-WC-20-5949 between the District and the Bureau. This contract provided for a maximum of 1,360 acre-feet between January 20, 2022, and February 28, 2023.

The District took delivery of 167 acre-feet of 215 Water in January 2022.

The District took delivery of 156 acre-feet of 215 Water in January 2023.

Discussion:

To place the District in position to continue to receive 215 Water deliveries when available, the Bureau requires a new Board Resolution and a new executed one-year contract between the District and the Bureau.

Resolution No. 23-02, a Resolution of the Board of Directors of the Sacramento Suburban Water District Authorizing the General Manager to Execute a Letter of Agreement and Individual Annual Contracts for a Period of Five Years for Surplus Central Valley Project Water Under Section 215 Between the District and the United States Bureau of Reclamation

March 20, 2023

Page 2 of 2

To provide deliveries of 215 Water in an efficient manner, the Bureau completed environmental compliance documents supporting 215 Water contracts to cover one-year contracts over a five-year term. Giving the Bureau the five-year coverage under the National Environmental Policy Act will allow one-year contracts to be turned around quickly.

The Bureau also requires recipients of 215 Water to enter into a Letter of Agreement (LOA) setting up a reimbursable account for the Bureau's labor charges. The LOA will cover a five-year period March 1, 2023 – 2028, and requires a \$5,000 deposit. These funds will be used for the labor to prepare the environmental documents, and then each contract over the five-year period, as well as any administration fees. If there are funds remaining at the termination of the LOA, they will be sent to the District.

A Resolution authorizing the General Manager to execute a contract between the District and the Bureau and the LOA is included as Attachment 1.

The contract and LOA have been reviewed and approved by District Legal Counsel, and are included as Attachment 2 and Attachment 3, respectively.

Executing annual contracts does not require the District to take water; however, it allows the District the opportunity to access this water if desired.

Fiscal Impact:

The LOA requires a \$5,000 deposit over a five-year term. Based on 2022 rates, 215 Water is \$258.20 per acre-foot, which is the lowest cost surface water option. The cost breakdown per acre-foot is shown below.

Raw water (Bureau):	\$38.04
Treatment (San Juan Water District):	<u>\$220.16</u>
Total:	\$258.20

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

Attachments:

1. Resolution No. 23-02
2. Contract for Temporary Water Service between the United States and Sacramento Suburban Water District
3. Letter of Agreement

RESOLUTION NO. 23-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO SUBURBAN WATER DISTRICT APPROVING A CONTRACT FOR SURPLUS CVP WATER UNDER SECTION 215 BETWEEN THE DISTRICT AND THE UNITED STATES BUREAU OF RECLAMATION

WHEREAS, the United States Bureau of Reclamation (“Bureau”) is authorized to sell surplus project water to qualifying water suppliers under Section 215 of the Reclamation Reform Act of 1982;

WHEREAS, the District, as a qualifying water supplier, is authorized by law to contract for and take surplus project water under Section 215 (“215 Water”) when the Bureau declares its availability from time to time;

WHEREAS, the Bureau’s notification of 215 Water availability is provided on short notice not conforming with District board meeting dates;

WHEREAS, when this water supply is available, District staff should be authorized to execute a 215 Water purchase contract on satisfactory terms and conditions negotiated with the Bureau if the purchase and use of this water supply is determined to be cost-effective and beneficial to the District; and

WHEREAS, the Bureau has completed NEPA review authorizing it to enter into a series of five one-year 215 Water purchase contracts for the period March 1, 2023 through February 29, 2028, and the Bureau has offered to enter into a series of one-year contracts with the District for that period.

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

1. The General Manager and his designees are hereby directed to make a determination of benefit to the District and its ratepayers of purchasing and using 215 Water in each year of the period March 1, 2023 through February 29, 2028, if 215 Water is made available to the District by the Bureau.
2. If the purchase and use of 215 Water is economically beneficial in each of the years it is offered to the District in 2023 through 2027, then the General Manager is hereby authorized to execute a 215 Water purchase contract with the Bureau in each such year, and to implement the purchase and use of such water supplies to the extent available and customer demands permit, subject to legal counsel review and approval of the contract.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on the 20th day of March 2023, by the following vote:

AYES:
NOES:
ABSENT:

By: _____
Jay Boatwright
President, Board of Directors
Sacramento Suburban Water District

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 20th day of March 2023.

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

Temporary Water Service – Year 2023
Contract No. 23-WC-20-6058

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF RECLAMATION
American River Division, Central Valley Project, California

CONTRACT FOR TEMPORARY WATER SERVICE
BETWEEN THE UNITED STATES
AND
SACRAMENTO SUBURBAN WATER DISTRICT
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17 (c) Pursuant to Section 215 of the Act of October 12, 1982 (96 Stat. 1263), neither
18 the ownership limitations of this Act nor the ownership limitations of any other provision of
19 Federal Reclamation law shall apply to lands which receive Temporary Water pursuant to this
20 Contract; and

21 (d) The Contractor is willing to contract with the United States pursuant to terms and
22 conditions of this Contract to obtain a supply of Temporary Water from said Project facilities;
23 and

24 (e) A Categorical Exclusion for this Contract was signed on February 14, 2023, in
25 accordance with the National Environmental Policy Act;

26 NOW, THEREFORE, in consideration of the mutual and dependent covenants
27 herein contained, the parties mutually agree as follows:

28 DEFINITIONS

29 1. When used herein, unless otherwise distinctly expressed or manifestly
30 incompatible with the intent hereof, the term:

31 (a) “Calendar Year” shall mean the period January 1 through December 31,
32 both dates inclusive;

33 (b) “Charges” shall mean the payments required by Federal Reclamation law
34 in addition to the Rates specified in this Contract, as determined annually by the Contracting
35 Officer pursuant to this Contract;

36 (c) “Contracting Officer” shall mean the Secretary of the Interior’s duly
37 authorized representative acting pursuant to this Contract or applicable Reclamation law or
38 regulation;

39 (d) “Contractor’s Service Area” shall mean the area to which the Contractor is
40 permitted to provide Temporary Water under this Contract as depicted in Exhibit A attached
41 hereto, which may be modified upon the mutual written agreement of the parties hereto without
42 amendment of this Contract;

43 (e) “Irrigation Water” shall mean Temporary Water used to irrigate land
44 primarily for the production of commercial agricultural crops or livestock, and domestic and
45 other uses that are incidental thereto;

46 (f) “Municipal and Industrial Water” or “M&I Water” shall mean Temporary
47 Water used for municipal, industrial, and miscellaneous other purposes not falling under the
48 definition of “Irrigation Water” or within another category of water use under an applicable
49 Federal authority;

50 (g) “Operation and Maintenance” or “O&M” shall mean normal and
51 reasonable care, control, operation, repair, replacement (other than capital replacement), and
52 maintenance of Project facilities;

53 (h) Omitted;

54 (i) “Project” shall mean the Central Valley Project owned by the
55 United States and managed by the Department of the Interior, Bureau of Reclamation;

56 (j) “Rates” shall mean the payments determined annually by the Contracting
57 Officer in accordance with the then-current applicable water ratesetting policies for the Project;

58 (k) “Secretary” shall mean the Secretary of the Interior, a duly appointed
59 successor, or an authorized representative acting pursuant to any authority of the Secretary and
60 through any agency of the United States Department of the Interior;

61 (l) “Temporary Water” shall mean a supply of water made, not to exceed one
62 year, possible during the Year as a result of an unusually large water supply not otherwise
63 storable for Project purposes, or infrequent and otherwise unmanaged flood flows of short
64 duration;

65 (m) “Temporary Water Delivered” shall mean Temporary Water made
66 available for use by the Contractor at the point(s) of delivery approved by the Contracting
67 Officer, shown on Exhibit A, which may be changed by mutual agreement of the parties hereto
68 without requiring amendment to this Contract;

69 (n) “Temporary Water Scheduled” shall mean Temporary Water to be made
70 available to the Contractor for which times and quantities for delivery have been established
71 by the Contractor and Contracting Officer pursuant to Article 4 of this Contract; and

72 (o) “Year” shall mean the period from and including March 1 of the
73 Calendar Year through the last day of February of the following Calendar Year.

74 TERM OF CONTRACT

75 2. This Contract shall become effective on the date first hereinabove written and
76 shall remain in effect through February 29, 2024. This Contract shall not be extended or
77 renewed and no provision of this Contract shall be construed in any way as a basis for the
78 Contractor to establish any priority or right to a Project water supply or to obligate the
79 United States to enter into any other contract.

80 WATER TO BE MADE AVAILABLE TO THE CONTRACTOR

81 3. (a) It is understood and agreed that because of its uncertainty as to availability
82 and time of occurrence, Temporary Water will be furnished only if, as, and when it can be made
83 available, as determined by the Contracting Officer. The Contracting Officer shall notify the
84 Contractor of the time period(s) during which Temporary Water can be made available under this
85 Contract. Following such notice by the Contracting Officer, consistent with all applicable State
86 water rights, permits, and licenses; Federal law; and subject to the terms and conditions
87 hereinafter stated, the United States shall make available for delivery to the Contractor within the

88 Contractor's Service Area a maximum of 1,400 acre-feet of Temporary Water for M&I purposes;
89 *Provided, that* the maximum quantity of Temporary Water provided herein may be increased
90 upon the written mutual agreement of the Parties and without requiring amendment to this
91 Contract. Temporary Water Delivered to the Contractor in accordance with this subdivision shall
92 be scheduled and paid for pursuant to the provisions of Articles 4 and 7 of this Contract.

93 (b) Deliveries of Temporary Water shall be terminated when the Contracting
94 Officer determines that Temporary Water is no longer available.

95 (c) The Contracting Officer's notification of the availability and subsequent
96 non-availability of Temporary Water may be made either orally or in writing on 24 hours' or less
97 notice.

98 (d) Delivery and use of the Temporary Water shall be in accordance with all
99 applicable Federal, State and local laws, rules and regulations and Reclamation policy.

100 (e) The Contractor shall make reasonable and beneficial use of all Temporary
101 Water furnished pursuant to this Contract.

102 TIME FOR DELIVERY OF WATER

103 4. The Contractor shall submit to the Contracting Officer a written schedule,
104 satisfactory to the Contracting Officer, showing the monthly quantity and the time for delivery of
105 the Temporary Water to be made available pursuant to subdivision (a) of Article 3 of this
106 Contract: *Provided, That* the Contractor shall not schedule Temporary Water in excess of the
107 quantity that the Contractor intends to put to beneficial use within the Contractor's Service Area,
108 unless approved pursuant to subdivision (c) of Article 5 of this Contract. Said delivery schedule
109 and any revisions thereof shall be submitted at such times as determined by the Contracting
110 Officer and shall be subject to the approval of the Contracting Officer.011593

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POINTS OF DELIVERY – RESPONSIBILITY
FOR DISTRIBUTION OF WATER

117 5. (a) All Temporary Water Delivered to the Contractor pursuant to this Contract
118 shall be measured and recorded with equipment furnished, installed, operated, and maintained by
119 the Contracting Officer, unless undertaken by the Contractor with the consent of the Contracting
120 Officer, at the point or points of delivery established pursuant to subdivision (a) of this Article.

121 Upon the request of either party to this Contract, the Contracting Officer shall investigate the
122 accuracy of such measurements and shall take any necessary steps to adjust any errors appearing
123 therein. For any period of time when accurate measurements have not been made, the
124 Contracting Officer shall make a final determination of the quantity delivered for that period of
125 time. The Contracting Officer shall consult with Contractor prior to making said determination.

126 (b) Temporary Water Delivered pursuant to this Contract shall only be used
127 by the Contractor on lands situated within the Contractor's Service Area depicted on Exhibit A;
128 *Provided, That* Temporary Water Delivered pursuant to this Contract shall not be transferred,
129 exchanged, or banked for other water supplies without the written approval of the Contracting
130 Officer prior to the transfer, exchange, or banking and no transfers, exchanges or banking shall
131 be approved absent all appropriate environmental documentation, including but not limited to
132 documents prepared pursuant to the National Environmental Policy Act and the Endangered
133 Species Act.

134 (c) The Contractor shall be responsible for the control, carriage, handling, use,
135 disposal, or distribution of Temporary Water Delivered to the Contractor pursuant to this
136 Contract beyond the point(s) of delivery specified in subdivision (a) of this Article. The

137 Contractor agrees to indemnify the United States for, and hold the United States and all of its
138 representatives harmless from, all damages resulting from suits, actions, or claims of any
139 character brought on account of any injury to any person or property arising out of any act,
140 omission, neglect, or misconduct in the manner or method of performing any duties of the United
141 States required under this Contract, regardless of who performs those duties. The Contractor
142 does not agree to indemnify the United States for any damages arising from intentional torts or
143 malicious actions committed by employees of the United States.

144 WATER MEASUREMENT WITHIN CONTRACTOR'S SERVICE AREA

145 6. (a) The Contractor shall ensure that all Temporary Water Delivered for
146 municipal and industrial (M&I) purposes is measured at each M&I service. The water
147 measuring devices or water measuring methods of comparable effectiveness must be acceptable
148 to the Contracting Officer. The Contractor shall be responsible for installing, operating, and
149 maintaining and repairing all such measuring devices and implementing all such water
150 measuring methods at no cost to the United States. The Contractor shall use the information
151 obtained from such water measuring devices or water measuring methods to ensure its proper
152 management of the Temporary Water and to bill water users for deliveries of such water by the
153 Contractor. Nothing herein contained, however, shall preclude the Contractor from establishing
154 and collecting any charges, assessments, or other revenues authorized by California law.

155 (b) The Contractor shall inform the Contracting on or before the 20th calendar
156 day of each month of the quantity of M&I Water taken during the preceding month.

157 PAYMENTS AND ADJUSTMENTS

158 7. (a) At the time the Contractor submits a delivery schedule, or any
159 revision thereof, pursuant to Article 4 of this Contract, the Contractor shall make an advance

160 payment to the United States equal to the total amount payable pursuant to the applicable Rates
161 set forth in Exhibit B, for the quantity of Temporary Water Scheduled. Temporary Water shall
162 not be delivered to the Contractor prior to receipt of such advance payment. Temporary Water
163 Scheduled by and Delivered to the Contractor by the United States but subsequently not used by
164 the Contractor shall be considered as having been accepted by the Contractor and no refund shall
165 be made by the United States to the Contractor for such unused Temporary Water: Provided,
166 *That* the Contractor is not required to initially schedule the maximum amount of water specified
167 in subdivision (a) of Article 3 of this Contract.

168 (b) In addition to payment of the Rates in subdivision (b) of this Article, the
169 Contractor shall pay all Charges for Temporary Water Delivered before the end of the month
170 following the month of delivery at the charge set forth in Exhibit B. On or before September 15,
171 the Contracting Officer shall notify the Contractor in writing of the Charges to be in effect during
172 the period October 1 of the current Calendar Year, through September 30, of the following
173 Calendar Year, and such Charges shall replace the Charges in Exhibit B. All Charges due shall
174 be based on the quantities of M&I Water shown in the United States' Monthly Water Statement
175 (MWS) for the subject month. The MWS shall be regarded by the Contractor as a bill for the
176 payment of appropriate Charges. Any monthly adjustment for overpayment or underpayment of
177 Charges shall be accomplished through the adjustment of Charges due to the United States in the
178 next month.

179 (c) Within 60 days of the expiration of this Contract, any payment made by
180 the Contractor in excess of the total amount due to the United States pursuant to this Contract
181 shall, at the option of the Contractor, be refunded by the United States to the Contractor or
182 credited against other obligations due to the United States by the Contractor. With respect to

183 overpayment, such refund or credit shall constitute the sole remedy of the Contractor or anyone
184 having, or claiming to have by or through the Contractor, the right to the use of any of the
185 Temporary Water supply provided for herein.

186 (d) Payments to be made by the Contractor to the United States under this
187 Contract may be paid from any revenues available to the Contractor.

188 RETURN FLOWS

189 8. The United States reserves the right to all seepage and return flow water derived
190 from Temporary Water Delivered to the Contractor hereunder which escapes or is discharged
191 beyond the Contractor's Service Area: *Provided, That* this shall not be construed as claiming for
192 the United States any right to seepage or return flow being put to reasonable and beneficial use
193 pursuant to this Contract within the Contractor's Service Area by the Contractor or those
194 claiming by, through, or under the Contractor.

195 9. Omitted.

196 OPINIONS AND DETERMINATIONS

197 10. (a) Where the terms of this Contract provide for actions to be based upon the
198 opinion or determination of either party to this Contract, said terms shall not be construed as
199 permitting such action to be predicated upon arbitrary, capricious, or unreasonable opinions or
200 determinations. Both parties, notwithstanding any other provisions of this Contract, expressly
201 reserve the right to seek relief from and appropriate adjustment for any such arbitrary, capricious,
202 or unreasonable opinion or determination. Each opinion or determination by either party shall be
203 provided in a timely manner. Nothing in subdivision (a) of this Article is intended to or shall
204 affect or alter the standard of judicial review applicable under Federal law to any opinion or

205 determination implementing a specific provision of Federal law embodied in statute or
206 regulation.

207 (b) The Contracting Officer shall have the right to make determinations
208 necessary to administer this Contract that are consistent with the provisions of this Contract, the
209 laws of the United States and the State of California, and the rules and regulations promulgated
210 by the Secretary. Such determinations shall be made in consultation with the Contractor to the
211 extent reasonably practicable.

212 CHARGES FOR DELINQUENT PAYMENTS

213 11. (a) The Contractor shall be subject to interest, administrative, and penalty
214 charges on delinquent payments. If a payment is not received by the due date, the Contractor
215 shall pay an interest charge on the delinquent payment for each day the payment is delinquent
216 beyond the due date. If a payment becomes 60 days delinquent, the Contractor shall pay, in
217 addition to the interest charge, an administrative charge to cover additional costs of billing and
218 processing the delinquent payment. If a payment is delinquent 90 days or more, the Contractor
219 shall pay, in addition to the interest and administrative charges, a penalty charge for each day the
220 payment is delinquent beyond the due date, based on the remaining balance of the payment due
221 at the rate of 6 percent per year. The Contractor shall also pay any fees incurred for debt
222 collection services associated with a delinquent payment.

223 (b) The interest rate charged shall be the greater of either the rate prescribed
224 quarterly in the Federal Register by the Department of the Treasury for application to overdue
225 payments, or the interest rate of 0.5 percent per month. The interest rate charged will be
226 determined as of the due date and remain fixed for the duration of the delinquent period.

227 (c) When a partial payment on a delinquent account is received, the amount
228 received shall be applied first to the penalty charges, second to the administrative charges, third
229 to the accrued interest, and finally to the overdue payment.

230 GENERAL OBLIGATION – BENEFITS CONDITIONED UPON PAYMENT

231 12. (a) The obligation of the Contractor to pay the United States as provided in
232 this contract is a general obligation of the Contractor notwithstanding the manner in which the
233 obligation may be distributed among the Contractor's water users and notwithstanding the default
234 of individual water users in their obligation to the Contractor.

235 (b) The payment of charges becoming due pursuant to this contract is a
236 condition precedent to receiving benefits under this contract. The United States shall not make
237 water available to the Contractor through American River Division Project facilities during any
238 period in which the Contractor is in arrears in the advance payment of water rates due the United.

239 The Contractor shall not deliver water under the terms and conditions of this contract for lands or
240 parties that are in arrears in the advance payment of water rates as levied or established by the
241 Contractor.

242 NOTICES

243 13. Any notice, demand, or request authorized or required by this Contract shall be
244 deemed to have been given, on behalf of the Contractor, when mailed, postage prepaid, or
245 delivered to the Area Manager, Central California Area Office, 7794 Folsom Dam Road,
246 Folsom, CA. 95630-1799, and on behalf of the United States, when mailed, postage prepaid, or
247 delivered to the President of the Board of Directors, Sacramento Suburban Water District, 3701
248 Marconi Avenue, Suite 100, Sacramento, CA. 95821-5303. The designation of the addressee or
249 the address may be changed by notice given in the same manner as provided in this Article for
250 other notices.

251 CONTINGENT UPON APPROPRIATION OR ALLOTMENT OF FUNDS

252 14. The expenditure or advance of any money or the performance of any obligation of
253 the United States under this contract shall be contingent upon appropriation or allotment of
254 funds. Absence of appropriation or allotment of funds shall not relieve the Contractor from any
255 obligations under this contract. No liability shall accrue to the United States in case funds are
256 not appropriated or allotted.

257 OFFICIALS NOT TO BENEFIT

258 15. No Member of or Delegate to the Congress, Resident Commissioner, or official of
259 the Contractor shall benefit from this contract other than as a water user or landowner in the
260 same manner as other water users or landowners.

261 ASSIGNMENT LIMITED – SUCCESSORS AND ASSIGNS OBLIGATED

262 16. The provisions of this contract shall apply to and bind the successors and assigns
263 of the parties hereto, but no assignment or transfer of this contract or any right or interest therein
264 by either party shall be valid until approved in writing by the other party.

265 BOOKS, RECORDS, AND REPORTS

266 17. (a) The Contractor shall establish and maintain accounts and other books and
267 records pertaining to administration of the terms and conditions of this contract, including the
268 Contractor's financial transactions; water supply data; project operation, maintenance, and
269 replacement logs; project land and rights-of-way use agreements; the water users' land-use (crop
270 census), land-ownership, land-leasing, and water-use data; and other matters that the Contracting
271 Officer may require. Reports shall be furnished to the Contracting Officer in such form and on
272 such date or dates as the Contracting Officer may require. Subject to applicable Federal laws
273 and regulations, each party to this contract shall have the right during office hours to examine
274 and make copies of the other party's books and records relating to matters covered by this
275 contract.

276 (b) Nothing in this Article 15 shall be construed to limit or constrain the
277 ability of the Contracting Officer to conduct contract compliance reviews of this Contract in
278 accordance with Reclamation Manual Directives and Standards PEC 05-08, last revised
279 September 29, 2014, as may be further revised, amended, modified, or superseded.

280 PROTECTION OF WATER AND AIR QUALITY

281 18. (a) Omitted.

282 (b) The United States does not warrant the quality of the water delivered to
283 the Contractor and is under no obligation to furnish or construct water treatment facilities to
284 maintain or improve the quality of water delivered to the Contractor.

285 (c) The Contractor will comply with all applicable water and air pollution
286 laws and regulations of the United States and the State of California; and will obtain all required
287 permits or licenses from the appropriate Federal, State, or local authorities necessary for the
288 delivery of water by the Contractor; and will be responsible for compliance with all Federal[,
289 State, and local] water quality standards applicable to surface and subsurface drainage and/or
290 discharges generated through the use of Federal or Contractor facilities or project water provided
291 by the Contractor within its Project Water Service Area.

292 (d) This article will not affect or alter any legal obligations of the Secretary to
293 provide drainage or other discharge services.

294 EQUAL EMPLOYMENT OPPORTUNITY
295 (Federal Construction)

296 19. The following language is required by Executive Order No. 11246 of September
297 24, 1965, in all government contracts unless and until it is superseded or amended.

298 During the performance of this contract, the Contractor agrees as follows:

299 (a) The Contractor will not discriminate against any employee or applicant for
300 employment because of race, color, religion, sex, sexual orientation, gender identity, or national
301 origin. The Contractor will take affirmative action to ensure that applicants are employed, and
302 that employees are treated during employment, without regard to their race, color, religion, sex,
303 sexual orientation, gender identity, or national origin. Such action shall include, but not be
304 limited to the following: employment, upgrading, demotion, or transfer; recruitment or
305 recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and
306 selection for training, including apprenticeship. The Contractor agrees to post in conspicuous
307 places, available to employees and applicants for employment, notices to be provided by the
308 Contracting Officer setting forth the provisions of this nondiscrimination clause.

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309 (b) The Contractor will, in all solicitations or advancements for employees placed by
310 or on behalf of the Contractor, state that all qualified applicants will receive consideration for
311 employment without regard to race, color, religion, sex, sexual orientation, gender identity, or
312 national origin.

313 (c) The contractor will not discharge or in any other manner discriminate against any
314 employee or applicant for employment because such employee or applicant has inquired about,
315 discussed, or disclosed the compensation of the employee or applicant or another employee or
316 applicant. This provision shall not apply to instances in which an employee who has access to the
317 compensation information of other employees or applicants as a part of such employee's
318 essential job functions discloses the compensation of such other employees or applicants to
319 individuals who do not otherwise have access to such information, unless such disclosure is in
320 response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing,
321 or action, including an investigation conducted by the employer, or is consistent with the
322 contractor's legal duty to furnish information.

323 (d) The Contractor will send to each labor union or representative of workers with
324 which he has a collective bargaining agreement or other contract or understanding, a notice, to be
325 provided by the agency Contracting Officer, advising the labor union or workers' representative
326 of the Contractor's commitments under section 202 of Executive Order No. 11246 of September
327 24, 1965, and shall post copies of the notice in conspicuous places available to employees and
328 applicants for employment.

329 (e) The Contractor will comply with all provisions of Executive Order No. 11246 of
330 Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

331 (f) The Contractor will furnish all information and reports required by Executive
332 Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the
333 Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and
334 accounts by the Contracting Agency and the Secretary of Labor for purposes of investigation to
335 ascertain compliance with such rules, regulations, and orders.

336 (g) In the event of the Contractor's noncompliance with the nondiscrimination
337 clauses of this contract or with any of such rules, regulations, or orders, this contract may be
338 canceled, terminated or suspended in whole or in part and the Contractor may be declared
339 ineligible for further Government contracts in accordance with procedures authorized in
340 Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and
341 remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule,
342 regulation, or order of the Secretary of Labor, or as otherwise provided by law.

343 (h) The Contractor will include the provisions of paragraphs (1) through (8) in every
344 subcontract or purchase order unless exempted by the rules, regulations, or orders of the
345 Secretary of Labor issued pursuant to section 204 of Executive Order No. 11246 of September
346 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The
347 Contractor will take such action with respect to any subcontract or purchase order as may be
348 directed by the Secretary of Labor as a means of enforcing such provisions, including sanctions
349 for noncompliance: *Provided, however*, that in the event the Contractor becomes involved in, or

350 is threatened with, litigation with a subcontractor or vendor as a result of such direction, the
351 Contractor may request the United States to enter into such litigation to protect the interests of
352 the United States.

353

354 COMPLIANCE WITH CIVIL RIGHTS LAWS AND REGULATIONS

355 20. (a) The Contractor shall comply with Title VI of the Civil Rights Act of 1964
356 (Pub. L. 88-352; 42 U.S.C. § 2000d), the Rehabilitation Act of 1973 (Pub. L. 93-112, Title V, as
357 amended; 29 U.S.C. § 791, et seq.), the Age Discrimination Act of 1975 (Pub. L. 94-135,
358 Title III; 42 U.S.C. § 6101, et seq.), [Title II of the Americans with Disabilities Act of 1990
359 (Pub. L. 101-336; 42 U.S.C. § 12131, et seq.), and any other applicable civil rights laws, and
360 with the applicable implementing regulations and any guidelines imposed by the U.S.
361 Department of the Interior and/or Bureau of Reclamation.

362 (b) These statutes prohibit any person in the United States from being
363 excluded from participation in, being denied the benefits of, or being otherwise subjected to
364 discrimination under any program or activity receiving financial assistance from the Bureau of
365 Reclamation on the grounds of race, color, national origin, disability, or age. By executing this
366 contract, the Contractor agrees to immediately take any measures necessary to implement this
367 obligation, including permitting officials of the United States to inspect premises, programs, and
368 documents.

369 (c) The Contractor makes this agreement in consideration of and for the
370 purpose of obtaining any and all Federal grants, loans, contracts, property discounts, or other
371 Federal financial assistance extended after the date hereof to the Contractor by the Bureau of
372 Reclamation, including installment payments after such date on account of arrangements for
373 Federal financial assistance which were approved before such date. The Contractor recognizes
374 and agrees that such Federal assistance will be extended in reliance on the representations and
375 agreements made in this article and that the United States reserves the right to seek judicial
376 enforcement thereof.

377 (d) Complaints of discrimination against the Contractor shall be investigated
378 by the Contracting Officer's Office of Civil Rights.

379 CERTIFICATION OF NONSEGREGATED FACILITIES

380

381 21. The Contractor hereby certifies that it does not maintain or provide for its
382 employees any segregated facilities at any of its establishments and that it does not permit its
383 employees to perform their services at any location under its control where segregated facilities
384 are maintained. It certifies further that it will not maintain or provide for its employees any
385 segregated facilities at any of its establishments and that it will not permit its employees to
386 perform their services at any location under its control where segregated facilities are
387 maintained. The Contractor agrees that a breach of this certification is a violation of the Equal
388 Employment Opportunity clause in this contract. As used in this certification, the term
389 "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms,

390 restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas,
391 parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing
392 facilities provided for employees which are segregated by explicit directive or are in fact
393 segregated on the basis of race, creed, color, or national origin, because of habit, local custom,
394 disability, or otherwise. The Contractor further agrees that (except where it has obtained
395 identical certifications from proposed subcontractors for specific time periods) it will obtain
396 identical certifications from proposed subcontractors prior to the award of subcontracts
397 exceeding \$10,000 which are not exempt from the provisions of the Equal Employment
398 Opportunity clause; that it will retain such certifications in its files; and that it will forward the
399 following notice to such proposed subcontractors (except where the proposed subcontractors
400 have submitted identical certifications for specific time periods):

401 NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR
402 CERTIFICATIONS OF NONSEGREGATED FACILITIES

403 A Certification of Nonsegregated Facilities must be submitted prior to the award of a
404 subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal
405 Employment Opportunity clause. The certification may be submitted either for each subcontract
406 or for all subcontracts during a period (i.e., quarterly, semiannually, or annually). Note: The
407 penalty for making false statements in offers is prescribed in 18 U.S.C. § 1001.

408 MEDIUM FOR TRANSMITTING PAYMENTS

409 22. (a) All payments from the Contractor to the United States under this contract
410 shall be by the medium requested by the United States on or before the date payment is due. The
411 required method of payment may include checks, wire transfers, or other types of payment
412 specified by the United States.

413 (b) Upon execution of the contract, the Contractor shall furnish the Contracting
414 Officer with the Contractor's taxpayer's identification number (TIN). The purpose for requiring
415 the Contractor's TIN is for collecting and reporting any delinquent amounts arising out of the
416 Contractor's relationship with the United States.

417 CONTRACT DRAFTING CONSIDERATIONS

418 23. This Contract has been negotiated and reviewed by the parties hereto, each of
419 whom is sophisticated in the matters to which this Contract pertains. The double-spaced articles
420 of this Contract have been drafted, negotiated, and reviewed by the parties, and no one party
421 shall be considered to have drafted the stated articles. Single-spaced articles are standard articles
422 pursuant to Reclamation policy.

423 IN WITNESS WHEREOF, the parties hereto have executed this Contract as of
424 the day and year first above written.

425 UNITED STATES OF AMERICA

426 By: _____
427 Area Manager,
428 Drew Lessard
429 Central California Area Office,
430 Bureau of Reclamation

431 SACRAMENTO SUBURBAN WATER
432 DISTRICT

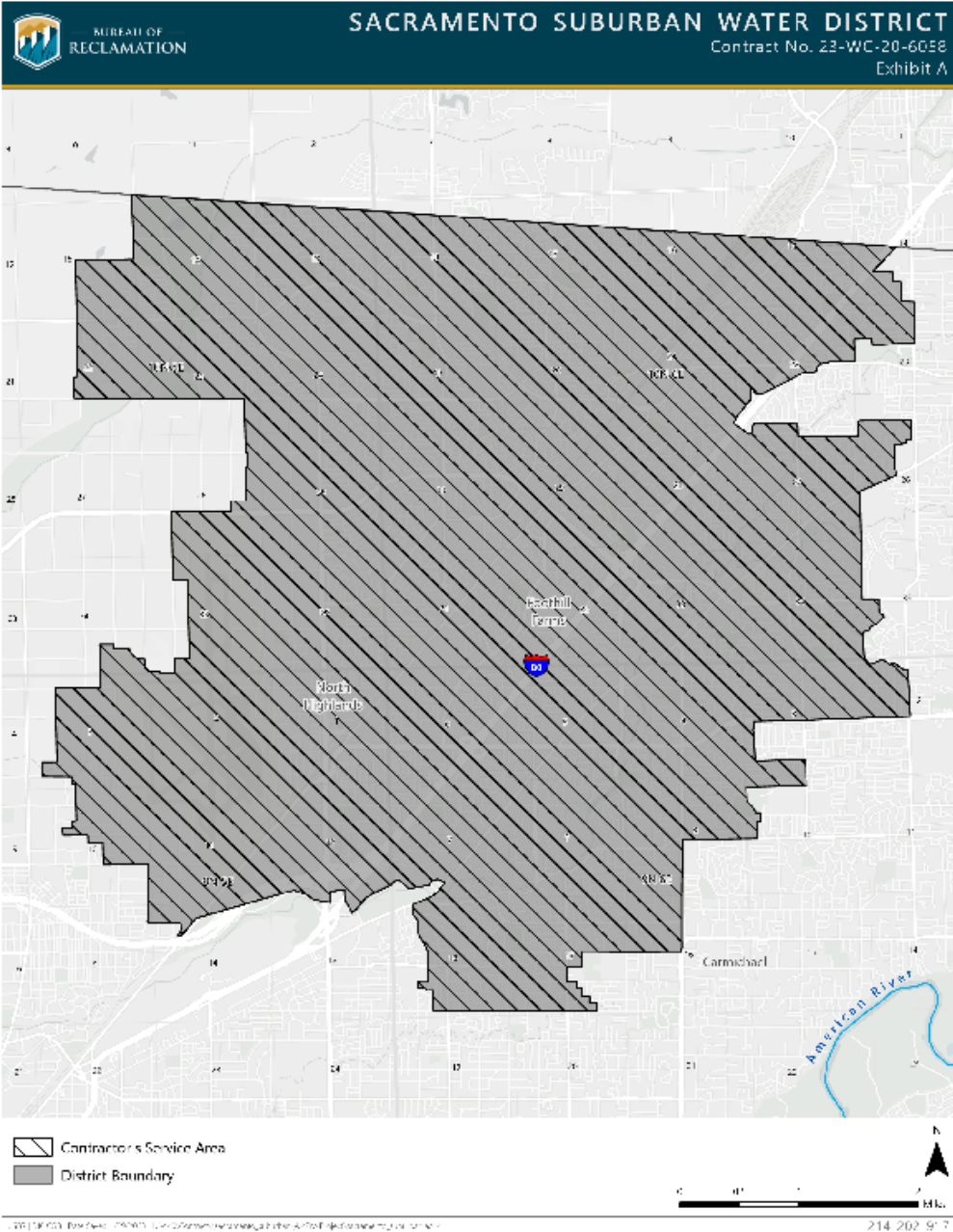
433 By: _____
 President, Board of Directors

434 (SEAL)

435 Attest:

436 By: _____
437 Secretary, Board of Directors

EXHIBIT A



Contract No. 23-WC-20-6058

EXHIBIT B

**Year 2023
SACRAMENTO SUBURBAN WATER DISTRICT
Rates and Charges
(Per Acre-Foot)**

	M&I Water
Capital Component	
Conveyance	\$1.22
Conveyance Pumping	\$0
Direct Pumping	\$0
O&M Component	
Water Marketing	\$15.52
Conveyance ⁱ	\$0
Conveyance Pumping ⁱ	\$0
Direct Pumping	\$0
Total Cost of Service Rate	\$16.74
P.L. 102-575 Surchargesⁱⁱ	
Friant Surcharge	\$
Restoration Fund Surcharge	\$24.05
M&I Surcharge	\$
P.L. 106-377 Assessmentⁱⁱⁱ	
Trinity Public Utilities District	\$0.15
Total Charges and Assessments	\$24.20
Total Per Acre-Foot	\$40.94

ⁱ Conveyance and Conveyance Pumping O&M costs have been removed for ratesetting purposes and the Contractor will be directly billed by the Operating Non-Federal Entity.

ⁱⁱ The P.L. 102-575 Surcharges are required pursuant to Section 3407 of the *Central Valley Project Improvement Act*, Public Law 102-575, Title XXXIV, 106 Stat. 4706, and are determined annually on a fiscal year basis (October 1– September 30). The M&I Surcharge applies to Temporary Water purchased for M&I purposes by any State or local agency or other entity which has not previously been a Project customer prior to October 12, 1992. Entities which held only short-term or interim water service contracts prior to October 31, 1992, without right of renewal, are regarded as not having been a Project customer prior to October 31, 1992.

ⁱⁱⁱ The Trinity Public Utilities District Assessment is required pursuant to Section 203 of Public Law 106-377, and is determined annually for the period from and including March 1 of each Calendar Year through and including the last day of February of the following Calendar Year.



United States Department of the Interior



BUREAU OF RECLAMATION
 Interior Region 10
 Central California Area Office
 7794 Folsom Dam Road
 Folsom, California 95630-1799

IN REPLY REFER TO:

CC-400
 2.2.4.22

Letter of Agreement Number 23-WC-20-6075

MAR 09 2023

VIA ELECTRONIC MAIL AND U.S. MAIL

Dan York
 General Manager
 Sacramento Suburban Water District
 3701 Marconi Avenue
 Sacramento, CA 95821
 dyork@sswd.org

Subject: Letter of Agreement (LOA) Establishing a Reimbursable Account for the Temporary Water Service from the American River Division of the Central Valley Project (CVP) for the five-year period of March 1, 2023 – February 29, 2028.

Dear Mr. York:

The Bureau of Reclamation (Reclamation) received the Sacramento Suburban Water District (District) January 25, 2023, e-mail requesting a Temporary Water Service Contract for the period March 1, 2023 – February 29, 2024. The purpose of this LOA is to obtain agreement from the District to pay, in advance, the costs incurred by Reclamation, which may include, but are not limited to, preparation of draft temporary water supply contract; the development and/or review of all environmental documentation necessary for compliance with National Environmental Policy Act and the Endangered Species Act; meetings, consultations and research, other activities required to ensure compliance with state and Federal law, and administrative and overhead costs expended by Reclamation; and preparation of Contracts for Temporary Water Service from the American River Division of the CVP for the five year period of 2023 – 2027.

By counter signing this LOA, the District agrees to the following conditions:

1. The District shall submit to Reclamation an initial advance deposit of \$5,000 to be deposited into an account established for this action. Reclamation agrees the total cost to complete this process shall not exceed \$5,000 absent further written approval by the District.
2. Upon written request, Reclamation shall provide the District with a quarterly statement of account balance and a summary of expenses incurred by Reclamation in connection with this action. In the event Reclamation foresees expenditures in excess of the account balance, Reclamation shall notify the District of the need for additional deposits in excess of the foregoing amount and shall provide the District with a detailed

INTERIOR REGION 10 • CALIFORNIA-GREAT BASIN

CALIFORNIA*, NEVADA*, OREGON*

* PARTIAL

Dan York

itemization of anticipated expenditures, and the District shall pay the amount requested to Reclamation within 10 days of the request.

3. At the District’s request, Reclamation shall provide a detailed record of actual costs incurred by Reclamation within 60 days of such request.

4. This LOA is effective as of the date signed by the District and will remain in effect until February 29, 2028, or this letter agreement is terminated by either party upon 30 days written notice to the other party, provided that the District shall submit additional funds if needed, to pay Reclamation's costs up to date of termination. Any excess funds in the account will be refunded to the District within 60 days after termination of this LOA.

Please have the appropriate individual sign this LOA, provide documentation which authorizes the individual to sign on behalf of the District, and return the signed LOA and the requested documentation to the Bureau of Reclamation, Central California Area Office, 7794 Folsom Dam Road Folsom, CA 95630, Attention: Ms. Kellye Kennedy, or e-mail to KKennedy@usbr.gov.

A down payment (DP) invoice will be forwarded to you via email. You have the option of sending the check via United States Postal Service mail or via overnight mail. Please remit the DP invoice and the check directly to the appropriate bank lockbox address that is imprinted on the invoice. Reclamation will forward DP invoices for subsequent advance requests. Please retain the copies for your records.

If you have any questions, please contact Ms. Kellye Kennedy, Supervisory Repayment Specialist at (916) 537-7050 or at kkennedy@usbr.gov.

Sincerely,

Drew Lessard
Area Manager

ACTING FOR

SACRAMENTO SUBURBAN WATER DISTRICT

Signature

Date



Agenda Item: 6

Date: March 20, 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. President Boatwright requested to include this item in the March regular Board meeting.

Included with this report is the list of the current 2023 Committee and Liaison Assignments indicating the appointments for the 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. 2023 Committee and Liaison Assignments

**Sacramento Suburban Water District
2023 Committee and Liaison Assignments**

Committees

Audit Committee.....	Craig Locke, Chair
.....	Jay Boatwright
Facilities and Operations Committee.....	Dave Jones, Chair
.....	Craig Locke
Regulatory Compliance/Water Quality Committee.....	Robert Wichert, Chair
.....	Kevin Thomas
Carmichael Water District/SSWD 2x2 Committee	Craig Locke, Chair
.....	Dave Jones
Del Paso Manor Water District/SSWD 2x2 Committee.....	Robert Wichert, Chair
.....	Jay Boatwright
General Manager Performance Review Committee	Robert Wichert
.....	Craig Locke

Liaison Assignments

ACWA/JPIA	Jay Boatwright
.....	Staff Position: Dan York
ACWA General Election Voting Delegate	Jay Boatwright
	Dan York, Alternate
ACWA Groundwater Committee.....	Dave Jones
.....	Kevin Thomas
.....	Craig Locke
.....	Dan York
.....	Jay Boatwright
.....	Ed Winkler
.....	Jim Peifer
ACWA Water Quality Committee.....	Dave Jones
ACWA Energy Committee.....	Robert Wichert
ACWA Federal Affairs Committee	Jim Peifer
.....	Michelle Banonis
ACWA Board (Federal Affairs Committee Chair).....	Jim Peifer
ACWA Legal Affairs Committee	Ryan Bezerra

ACWA State Legislative Committee..... Ryan Ojakian

ACWA Business Development Committee..... Edward Winkler

California Special Districts Association Dave Jones

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

Regional Water Authority (10/17/22)..... Robert Wichert
..... Dan York, Alternate

Sacramento Groundwater Authority Jay Boatwright, Board Rep.
..... Dan York, Staff Rep.
..... Robert Wichert, Alternate
..... Kevin Thomas, Alternate

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



Agenda Item: 7

Date: March 20, 2023

Subject: Carmichael Water District and Sacramento Suburban Water District Combination Discussion – Communications Plan

Staff Contact: Dan York, General Manager

Recommended Board Action:

Receive update on Communications Plan and approve attached outreach materials.

Background:

The Carmichael Water District (CWD) and Sacramento Suburban Water District (SSWD) Boards approved the Memorandum of Understanding (MOU) for a Communications Plan for Public Outreach on the Combination Discussions and was executed on January 24, 2023. SSWD has a public relations firm already under contract for its external customer outreach program and is in the process of amending the subject contract to assist with the public outreach for the CWD/SSWD Combination Discussions. Staff has been working with the public relations firm and has drafted several outreach documents attached for the Boards consideration and approval.

Discussion:

At the March 3, 2023, CWD/SSWD 2x2 Committee (Committee) meeting, discussion suggested that there may be additional intangible benefits for combination which were omitted by the Business Case Analysis consultant, due to the lack of quantifiable data and detailed analyses. The Committee members suggested to include additional benefits on communication and outreach materials. Included as Attachment 4 is the draft list of pros and cons, with a section to include those additional benefits.

The Committee also discussed consideration of consultant services to facilitate Board meeting discussions and requested staff present a scope of work at an upcoming Joint Board meeting.

Additionally, the Committee directed staff to analyze and prepare a few of the sub-sections of the Scope of Work as part of a Further Analysis Study, such as Chapter 4. Model Merged District and Chapter 5. How Reorganization will Affect Customers, Employees and Other Stakeholders, to present at the Joint Board meeting. They also requested staff draft a schedule to go along with the Scope of Work.

The Committee recommended a Joint Board meeting in April 2023 to receive public input and receive direction on the information provided, as well as provide direction on Public information meetings/workshops by each of the Boards.

The District's Board requested to review and approve the communication and outreach materials before being published. Below is a list of materials for approval, along with a brief description of each document:

- **Updated Road map/milestones for the outreach process:** *Outlines the steps and overall approach for the public outreach/engagement process (final draft)*
- **Fact sheet and FAQ on the combination discussions/process:** *Provides an overview of why the districts are discussing combination, activities to date and how the public can learn more (to be designed once text is final)*
- **Fact Sheet and FAQ on the initial study:** *Provides an overview of the initial study findings and seeks to anticipate/answer likely questions (to be designed once text is final)*
- **Summary of pros and cons to combination:** *Highlights perceived advantages and disadvantages to combination (to be designed once text is final)*
- **Postcard for the public information session:** *Invites the public to an information session to learn about combination discussions and the findings of the initial study, ask questions and provide input (final draft)*

Additionally, both districts' webpage postings are similar with neutral contents providing information on the current status of combination, Business Case Analysis report, public engagement, and next steps.

Fiscal Impact:

None at this time.

Attachments:

1. Road map/milestones for the outreach process.
2. Fact sheet and FAQ on the combination discussions/process.
3. Fact Sheet and FAQ on the initial study.
4. Summary of pros and cons to combination.
5. Postcard for the public information session.



OUTREACH ROAD MAP FOR THE CWD-SSWD COMBINATION STUDY

Carmichael Water District (CWD) and Sacramento Suburban Water District (SSWD) initiated a study that explores combination opportunities. The goal is to examine how combining the two neighboring water utilities might encourage efficiencies, reduce costs, improve water supply reliability, and enhance customer service. The following are outreach steps for communicating the study and its findings:

STEP 1:

Exploring the Possible:

Discussing and Analyzing Potential Combination

COMPLETE:

Occurred when the combination study was in progress.

Educated audiences that CWD and SSWD are in the process of identifying collaboration opportunities and that an independent, third-party researcher conducted an analysis.

STEP 2:

Community Conversation:

Sharing the Case for Considering Combination and Initial Study Results

WE ARE HERE:

Began when the initial study was released and accepted as complete by the CWD and SSWD Boards.

Educate audiences about the study findings, taking a neutral, fact-based perspective.

The goal is to share information and hear initial questions and feedback for consideration by the Boards of Directors and to help shape the ongoing technical work.

STEP 3:

A Deeper Dive:

Exploring the Findings of the Additional Technical Analysis

Begins when the Additional Technical Analysis is complete and accepted by the CWD and SSWD Boards.

Educate audiences about the findings of the Additional Technical Analysis.

The goal is to share information and hear questions and feedback for consideration by the Boards of Directors as they consider whether to move forward.

STEP 4:

Decision Time:

Providing Perspectives on Combination

Begins when the CWD and SSWD Boards take a position on whether to move forward with the LAFCO process.

Educate audiences about the position and perspective of the CWD and SSWD Boards of Directors and next steps.

- If the position is to stop moving forward, then educate audiences about the reasons. Outreach concludes.
- If the position is to move forward with combination, then outline next steps for action by the Boards of Directors, including opportunities for audiences to learn more and provide input.

The goal is to share information about the position of the Boards of Directors either in favor of or against combination.

STEP 5:

Seeking Approval:

Engaging in the LAFCO Process

Occurs during the LAFCO Process.

Educate audiences about the position of the Boards of Directors in favor of combination, next steps for combination, the LAFCO process and how the public can provide input.

The goal is to share information about the position of the Boards of Directors and to hear questions and feedback per the LAFCO process.

**Carmichael Water District—Sacramento Suburban Water District
Fact Sheet on Combination—joint product for both Districts
February 23, 2023**

FACT SHEET

**Carmichael Water District and Sacramento Suburban Water District
Combination Study**

Carmichael Water District (CWD) and Sacramento Suburban Water District (SSWD) commissioned a study that explores combination opportunities. The goal is to examine how combining the two neighboring water utilities might encourage efficiencies, reduce costs, improve water supply reliability, and enhance customer service.

Background

The study is part of an ongoing exploratory process that grew from a Sacramento Regional Water Utility Collaboration Study initiated in 2020 in which CWD and SSWD participated with five other regional water providers. The CWD and SSWD Boards of Directors decided to continue exploring the possibility of increased collaboration and created a committee comprised of Board members from both water utilities. The Committee began meeting in July 2021, and in 2022, retained Raftelis, an independent financial consulting firm that specializes in working with government agencies and utilities, to conduct a Combination Study Business Case Analysis.

Content

The study explores trends in the water industry and community, such as changing water demand, pressure to keep rates affordable, regulatory change, water supply reliability, and expansion to meet regional needs, and the feasibility for addressing those trends through combination. The analysis includes a top-to-bottom review of both water providers, including a comparison of organizational structures, management, customer services, billing, staffing, water treatment operations, capital improvement projects, and finances. The analysis details the benefits and costs of potential combination, as well as options for next steps.

Status

The CWD and SSWD Board of Directors are considering whether to accept the study as complete and have directed their respective staffs to do a detailed technical analysis on additional issues and questions raised during the study's initial review. Ultimately, any decisions about moving forward will occur after a deliberative, public process that explores the study's findings and provides opportunities for input.

Stay Updated and Share Your Thoughts

A copy of the study—*Business Case for a Potential Combination*, updates about combination discussions and details about public meetings, are available on the Carmichael Water District website at carmichaelwd.org and SSWD website at sswd.org.

[If possible, please place this text near the top, right as a pull-out box (and/or we can create a graphic)]

YOU'RE INVITED!

Public Information Workshops Exploring a Study on Potential Combination!

We invite you to learn more about the study's findings, ask questions and provide input during a public workshop hosted by each District.

A virtual option will also be available—access details are available at carmichaelwd.org and sswd.org.

**Sacramento Suburban Water District
3701 Marconi Ave. Sacramento, CA 95821**

[Insert Date and Time]

**Carmichael Water District Board Room
7837 Fair Oaks Blvd., Carmichael, CA 95608**

[Insert Date and Time]

FREQUENTLY ASKED QUESTIONS

Why did Carmichael Water District and Sacramento Suburban Water District initiate a study to explore potential combination opportunities?

The water industry and our communities are facing several changes and challenges, including the projected impacts of climate change on our water supplies and increasing regulations that will potentially make it difficult to keep rates affordable. The goal in initiating this independent study is to explore how combining our two neighboring water utilities might encourage efficiencies, reduce costs, improve water supply reliability and enhance customer service.

What does the study examine?

The study explores trends in the water industry and our communities, such as changing water demand, pressure to keep rates affordable, regulatory change, water supply reliability, and expansion to meet regional needs, and the feasibility for addressing those trends through combination. The analysis included a top-to-bottom review of both water providers, including a comparison of organizational structures, management, customer services, billing, staffing, water operations, capital improvement projects, finances, and water supply. The analysis detailed the benefits and costs of potential combination, as well as options for next steps.

Who has been involved in shaping the study?

The study was developed with input from the CWD and SSWD Boards of Directors and staff. Staff provided input as part of the 2020 Sacramento Regional Water Utility Collaboration Study (conducted by CWD, SSWD, and five other water providers), which was used as a foundation for the current study. Customer input avenues have occurred through public meetings of the CWD/SSWD 2x2 Committee, which includes leadership and management from both water providers and has been hosting public

meetings since July 2021, and regular Board meeting updates. In addition, information is posted to the SSWD website at sswd.org and articles have been included in SSWD bill inserts and newsletter.

When was the draft study released?

A draft of the study—[Draft Business Case Study](#)—was released October 10, 2022, and is available on our [Meeting Agendas, Packets, and Minutes](#).

What happens after the report is accepted as complete by CWD and SSWD?

The CWD/SSWD 2x2 Committee and the CWD and SSWD Boards of Directors have both reviewed the study and are considering whether the study is complete. The CWD and SSWD Board of Directors have also directed their staffs to begin a detailed technical analysis of questions and issues raised by the initial study.

After the technical study is completed, reviewed and shared with the public, the Boards of Directors will then determine whether to continue exploring combination opportunities, utilizing the information and data developed by the studies, as well as public and staff input, for continued conversations.

Who paid for the study?

The costs were equally shared by CWD and SSWD.

How can I find out more and provide input?

CWD and SSWD are posting regular updates on their websites (carmichaelwd.org and sswd.org). Customers are also invited to attend public meetings discussing combination opportunities. Complete details on how to attend are available at carmichaelwd.org and sswd.org.

How are CWD and SSWD being thoughtful in exploring combination opportunities?

CWD and SSWD are taking care to undergo a deliberative, public process to explore combination opportunities. To date, this has included public discussions since July 2021 through the CWD/SSWD 2x2 Committee, which includes leadership and management from both water providers, and regular Board meeting reports.

The districts also retained Raftelis, a financial consulting firm that specializes in working with government agencies and utilities, to conduct an independent, third-party analysis that explores combination opportunities. Raftelis released a draft study, which is currently under review by each organization and will inform discussions about combination. In addition, the CWD and SSWD Board of Directors have directed their respective staffs to do a detailed technical analysis on additional issues and questions raised during the study's initial review.

Ultimately, any decisions about moving forward will occur after an open, public process that explores the study's findings and provides opportunities for input.

**Carmichael Water District-Sacramento Suburban Water District
Fact Sheet on CWD-SSWD Report Findings—Joint Product
DRAFT—February 23, 2023**

FACT SHEET

Study: A Business Case for a Potential Combination

Carmichael Water District (CWD) and Sacramento Suburban Water District (SSWD) initiated a study to explore combination opportunities. The goal is to examine how combining the two neighboring water utilities might encourage efficiencies, reduce costs, improve water supply reliability, and enhance customer service.

Produced by independent financial consulting firm Raftelis, the study explores trends in the water industry and community, such as changing water demand, pressure to keep rates affordable, regulatory change, water supply reliability, and expansion to meet regional needs, and the feasibility for addressing those trends through combination.

The analysis includes a top-to-bottom review of both water providers, including a comparison of organizational structures, management, customer services, billing, staffing, water treatment operations, capital improvement projects, water supplies, and finances. The analysis details the benefits and costs of potential combination, as well as options for next steps.

In addition to the current study, the Boards of Directors for CWD and SSWD have requested additional technical analysis to further review and define potential governance structures, water rights assurances, administration, operations, cost savings and other topics.

Pull-quote: -----

“SSWD itself is a product of combination, having been created through the merging of the Arcade Water District and the Northridge Water District. Over time, SSWD has come to recognize that effort as a successful one that allowed for better cost control and more reliable service. CWD has recognized the potential for scale and greater regional coordination to improve the sustainability of its services through an award-winning partnership with Golden State Water Company and Aerojet Rocketdyne.”

KEY FINDINGS

Following are highlights from the study’s key findings. It is important to note that **combination opportunities outlined in the report are conceptual in nature**. The full report, “A Business Case for a Potential Combination” is available at carmichaelwd.org and sswd.org.

GOVERNANCE AND ORGANIZATION

The study primarily considers two potential organizational structures. These include:

- **Reorganization**--where one organization absorbs the other.
- **Consolidation**--where both entities dissolve and merge to create a new utility.

The end result is essentially the same, with one agency assuming the rights, responsibilities, assets, and liabilities from the current organizations.

Organizational Structure

The study examines existing organizational structures and job descriptions to identify conceptual organizational structures (both interim and long-term) for a potential combination, finding that:

- Operations would be less impacted because each district has different assets (groundwater wells, water treatment plants and distribution networks).
- There are opportunities to align staff performing similar functions.
- There are opportunities for efficiency that optimize specialization over time.
- There are efficiencies in administration and management over time.

Over the long-term, combination could, in concept:

- Consolidate the combined boards as terms end, from nine to five members.
- Consolidate the General Manager positions.
- Allow up to \$1.25 million in operational savings (equivalent to 11 full-time employees) every year once fully implemented, to be achieved over time through attrition.

FINANCES

Bookkeeping

- Both Districts operate as enterprise funds.
- The current accounting structures could continue as-is, but would be united in a single set of books with a combined enterprise fund.
- The most difficult aspect of combining finances would be merging into a single chart of accounts and unifying accounting practices and systems.

Revenues and Expenses

- Revenues for each agency are unlikely to be greatly affected by a combination and would remain largely unchanged from current projections in the near- to mid-term.
- In the short-term (two to five years), expenses are likely to increase as the combined utility implements one-time expenditures for aligning and integrating systems and structures.
- Over time, costs are expected to decline as the newly combined entity moves forward and begins to benefit from efficiencies and economies of scale.

Salaries

- The pay scale between the organizations would need to be aligned.
- A classification and compensation study can equalize pay ranges for similar jobs and potentially inform staff decisions around collective bargaining, if collective bargaining remains.
- Part of the challenge in projecting salaries in any combination model is that employee roles and responsibilities might change under varying approaches.

Benefits

- Benefits are generally aligned between the Districts. Each offers a similar range of benefits with reasonable employer contributions for insurance premiums.
- A larger pool of employees may result in lower premiums.

- A combined agency would need to redefine eligibility for all benefit types and determine a single consistent offering to staff.

Debt and Debt Service

- As of 2021, total debt obligations were \$34.2 million for CWD (2037 latest maturity) and \$65.3 million for SSWD (2034 latest maturity), or nearly \$100 million combined.
- Annual combined debt service was \$9.7 million for fiscal year 2021.
- There is the potential for future combination of debt and refinancing (pending a more favorable interest rate environment).
- SSWD and CWD credit ratings are both AA+.
- There is the potential for rating agencies to look more favorably on a larger ratepayer base, potentially resulting in cheaper debt.

Capital Improvement Plans

The study reviewed the Capital Improvement Plans (CIP) for each District, which outline each utility's current and planned investments in the water system from 2018 to 2031. The study found:

- A steady upward trend in investment levels for SSWD.
- Steady investment levels for CWD with a brief peak due to a period of more intensive investment in the system to replace filtration membranes at the CWD water treatment plant.

Rates

- CWD and SSWD have similar rate structures and bill levels.
- The impact of combination on rates is expected to have minimal impact on the bottom lines of a typical household in either District.
- While there are initial net costs to combining, it is expected that over time the rate of growth in rates would be less than otherwise expected given the scale efficiencies of a larger and more efficient combined organization.

FACILITIES

- Treatment facilities would be largely unaffected by combination.

WATER SUPPLY

- CWD and SSWD currently have ample surface water and groundwater supplies to meet their current needs, and both Districts provide reliable water supplies even under extreme drought cycles.
- Both Districts face water reliability challenges from the projected impacts of climate change and increased regulatory requirements to maintain water quality in the Sacramento-San Joaquin Delta.
- CWD and SSWD have numerous opportunities to integrate and diversify their water asset portfolios to meet both short-term and long-term water reliability objectives.

POTENTIAL COST IMACTS AND SAVINGS FROM COMBINATION

- Short-term costs from combining the two organizations could range from \$334,000 to \$1.1 million over a one-year period.
- Long-term savings over the first 10 years of combination could range from \$225,000 to nearly \$14.8 million.

Potential Pull-Out Box, potentially near the front if it can fit-----

COMBINATION PROCEDURES

Both organizational structures examined in the study—whether reorganization or consolidation—would require an application to the Sacramento County Local Area Formation Commission (LAFCo).

LAFCO works with residents, counties, cities, and special districts to encourage the orderly formation of appropriate local agencies. They have the authority to approve and manage combination efforts, as well as enable the transition from one organizational form to another.

In addition, formal notice will need to be sent to all landowners and registered voters within the boundaries any district(s) being dissolved.

Near-Term Timeline

Section 7.1 of the report outlines an implementation timeline if combination is pursued:

- Conduct public outreach to educate CWD and SSWD stakeholders about reasons to consider combination
- Boards review study and vote to move forward with combination next steps including any further studies required to confidently initiate LAFCo process
- Prepare reorganization/consolidation application for LAFCo
- Continue public outreach during LAFCo application process and respond to LAFCo comments and questions
- Establish staff teams to work on key issue areas of HR, IT, facilities, operations, capital delivery, and finance
- LAFCo process activities
- Implement work team recommendations
- Utilities formalize interim combined structure at start of new fiscal year
- Begin interim phase

Potential Pull-Out Box-----

The report notes that while the advantages to combination are significant, there also are some notable disadvantages.

Potential Advantages to Combination

- **Ability to achieve greater scale efficiencies through a larger organization:** Each organization has areas of strength, as well as under- and over-utilized staff. Combining the two entities could provide efficiencies if resources are used strategically.
- **Greater water resource sharing and utilization:** Maximizing the use of water resources is a complex process filled with regulatory and political hurdles. However, there are significant opportunities to maximize water resources with a combined portfolio of groundwater, imported, remediated, and surface water assets possessed by both Districts.
- **Greater political advocacy:** A larger organization that covers a broader service area will likely be able to increase its political advocacy in the region, helping it protect resources and ensure customer needs are represented.

- **Higher levels of customer service**, allowing more specialization of staff, greater levels of scale efficiency, and perhaps new or expanded services.
- **More rate and financial stability** with a larger and more stable supply of water resources, a broader customer base, and an improved ability to address changes in operating conditions brought on by water resource challenges, staffing shortages, and inflation.
- **Upward mobility for staff** at a larger organization.

Potential Disadvantages to Combination

- **A perceived loss of local control and the dilution of representation:** A combined entity would have Board members representing a larger number of constituents, assuming the Board is the same size as the current Boards.
- **More bureaucracy that could come with a larger organization:** Sound leadership will need to ensure scale efficiency is created while avoiding the pitfalls of a larger organization.
- **Adapting to changes can be challenging for staff:** This will require attention and management effort to effectively navigate and thoughtfully consider as a new organization takes shape.
- **Challenges to water resources and/or limited ability to maximize resources:** The regulatory and political environment may make it difficult to use water resources with maximum efficiency and could even invite some challenges to current arrangements.

We invite you to learn more and stay updated. CWD and SSWD are posting regular updates on their websites at carmichaelwd.org and sswd.org.

FREQUENTLY ASKED QUESTIONS

Study: A Business Case for a Potential Combination

Will rates increase from combining SSWD and CWD?

Section 5.7 of the report details the current rate structures and levels of each organization and discusses potential future states. The study finds that CWD and SSWD have similar rate structures and bill levels. The impact of combination on rates is expected to have minimal impact on the bottom lines of a typical household in either District. And, while there are initial net costs to combining, it is expected that over time the rate of growth in rates would be less than otherwise expected given the scale efficiencies of a larger and more efficient combined organization.

What form could the combination take?

Section 3 of the report outlines the current organizational structures and potential structures if combined. The study primarily considers two potential organizational structures. These include:

- **Consolidation:** All agencies are dissolved, and a new one is created in their place with a service area that encompasses the previous districts' service areas. The new agency is the successor entity. This was the approach taken when SSWD was created following the dissolution of the Arcade and Northridge Water Districts. The process initiates when both agencies file for consolidation.
- **Reorganization:** One or more districts are dissolved and one agency annexes all or a portion of their former service areas. An existing agency is the successor entity. The process initiates when one or more districts applies to dissolve, and the remaining district applies to annex the service area of the dissolved district(s).

How will the decision be made whether to combine SSWD and CWD? What is the timeline? Will the decision to combine require a public vote?

The study outlines combination procedures in Section 3.1.3 of the report. Both organizational structures examined in the study—whether consolidation or reorganization—would require an application to the Sacramento County Local Area Formation Commission (LAFCo). LAFCo works with residents, counties, cities and special districts to encourage the orderly formation of appropriate local agencies. They have the authority to approve and manage combination efforts, as well as enable the transition from one organizational form to another. In addition, formal notice will need to be sent to all landowners and registered voters within the boundaries any district(s) being dissolved.

According to Section 7.1 the general process for combination would be as follows:

- Conduct public outreach to educate CWD and SSWD stakeholders about reasons to consider combination
- Boards review study and vote to move forward with combination next steps including any further studies required to confidently initiate LAFCo process
- Prepare reorganization/consolidation application for LAFCo
- Continue public outreach during LAFCo application process and respond to LAFCo comments and questions
- Establish staff teams to work on key issue areas of HR, IT, facilities, operations, capital delivery, and finance
- LAFCo process activities
- Implement work team recommendations
- Utilities formalize interim combined structure at start of new fiscal year
- Begin interim phase

Note that general elections are not automatic under this process.

What are some of the advantages and disadvantages of combination outlined in the study?

Section 8 of the study outlines both pros and cons to combination.

Pros include:

- Greater efficiencies of scale
- Great water resource sharing and utilization
- Greater political advocacy
- Higher levels of customer service and possibly new or expanded services
- More rate and financial stability

Cons include:

- A perceived loss of local control through having Board members potentially presenting a larger number of constituents
- The potential for a larger bureaucracy
- Challenges to staff as they adapt to the changes brought about by the combination
- Challenges water resources

What is the Sacramento LAFCo?

LAFCOs were created by the State of California in response to rapid growth experienced in the 20th century and the urban sprawl that resulted. Each LAFCo works with residents, their parent county, and any cities and special districts in their region on jurisdictional issues to discourage urban sprawl and encourage the orderly formation of appropriate local agencies.

LAFCOs have the authority to approve and manage combination efforts, as well enable the transition from one organizational form to another. Applications for combination, and some forms of collaboration, need to be submitted to the local LAFCo for review, public engagement, and approval.

LAFCOs are able to work with agencies to provide guidance and temporary rules to facilitate combination. This can include arrangements for transitioning Board seats and finances between agencies, or consolidating them in the case of a combination of two or more entities. As part of a consolidation or collaboration process, CWD and SSWD will need to develop a plan for approval with the LAFCo of Sacramento County.

Combination Discussions
SSWD-CWD-DPM—joint product
Fact Sheet on Pros and cons
UPDATED DRAFT—March 10, 2023

Note: This document has been updated to provide space to list additional advantages to combination that are not included in the initial study.

FACT SHEET

Perceived Advantages and Disadvantages to Combination

Carmichael Water District (CWD) and Sacramento Suburban Water District (SSWD) are currently exploring combination opportunities. The goal is to examine how combining neighboring water utilities might encourage efficiencies, reduce costs, improve water supply reliability, and enhance customer service.

The following are potential advantages and disadvantages of combination, as outlined in Section 8 of a study by independent financial consulting firm Raftelis. The study explores trends in the water industry and community, such as changing water demand, pressure to keep rates affordable, regulatory change, water supply reliability, and expansion to meet regional needs, and the feasibility for addressing those trends through combination.

CWD and SSWD are continuing to consider initial study findings and are conducting additional technical analysis to further review and define potential governance structures, water rights assurances, administration, operations, cost savings and other topics.

The full study, “A Business Case for a Potential Combination,” is available at sswd.org and carmichaelwd.org.

Potential Advantages to Combination

- **Ability to achieve greater scale efficiencies through a larger organization:** Each organization has areas of strength, as well as under- and over-utilized staff. Combining the two entities could provide efficiencies if resources are used strategically.
- **Greater water resource sharing and utilization:** Maximizing the use of water resources is a complex process filled with regulatory and political hurdles. However, there are significant opportunities to maximize water resources with a combined portfolio of groundwater, imported, remediated, and surface water assets possessed by both Districts.
- **Greater political advocacy:** A larger organization that covers a broader service area will likely be able to increase its political advocacy in the region, helping it protect resources and ensure customer needs are represented.
- **Higher levels of customer service,** allowing more specialization of staff, greater levels of scale efficiency, and perhaps new or expanded services.

- **More rate and financial stability** with a larger and more stable supply of water resources, a broader customer base, and an improved ability to address changes in operating conditions brought on by water resource challenges, staffing shortages, and inflation.
- **Upward mobility for staff** at a larger organization.
- **Transparent and well preceded process** with LAFCo and SSWD history of success.

Pull-out box:

The following are additional potential advantages to combination not identified in the independent study:

- [Insert bullet: TBD]
 - [Insert bullet: TBD]
 - [Insert bullet: TBD]
 - [Insert bullet: TBD]
-

Potential Disadvantages to Combination

- **A perceived loss of local control and the dilution of representation:** A combined entity would have Board members representing a larger number of constituents, assuming the Board is the same size as the current Boards.
- **More bureaucracy that could come with a larger organization:** Sound leadership will need to ensure scale efficiency is created while avoiding the pitfalls of a larger organization.
- **Adapting to changes can be challenging for staff:** This will require attention and management effort to effectively navigate and thoughtfully consider as a new organization takes shape.
- **Challenges to water resources and/or limited ability to maximize resources:** The regulatory and political environment may make it difficult to use water resources with maximum efficiency and could even invite some challenges to current arrangements.

The study goes on to say that savings in the range of 8-20 percent annually could be achieved once a combination reaches its full potential, typically within 10 years of the planning stage of integration, according to industry data. This proceeds from broad worker productivity gains attributable to increased specialization, systems optimization, and the ability of the combined larger ratepayer base to bring down costs per unit and drive additional efficiencies. The variability in this figure may be driven by the scale of improvements in the use of water resources, which are possible, but may take time to realize.

Given that some of the pros and cons of combination are subjective, a decision to combine cannot be based solely on a quantitative cost-benefit analysis. However, Raftelis estimates that a combined CWD-SSWD entity could over time at least achieve the same level of cost per customer as SSWD currently achieves. This would provide value to current CWD customers and is highly likely to provide some savings to current SSWD customers.

Nevertheless, the biggest potential benefits carry the biggest number of unknowns. Integrating water resources could buttress existing water supplies and has the possibility of substantial monetization, but there are regulatory and political challenges. Integrating the staff and operations of the two entities could provide a host of benefits, but if not managed well could result in new inefficiencies and a host of staffing problems.

DRAFT

YOU'RE INVITED!

Public Information
Workshop Exploring
a Study on Potential
Combination with
Carmichael
Water District

DATE & TIME



Attachment 5

Carmichael Water District (CWD) and Sacramento Suburban Water District (SSWD) are considering the results of a new study exploring combination opportunities between the two districts.

The study, which was conducted by an independent consulting firm, explores how combining the two neighboring water utilities might improve efficiencies, reduce costs, increase water supply reliability, and enhance customer service

We invite you to learn more about the study's findings, ask questions and provide input during a public workshop hosted by Sacramento Suburban District.

See next side for details.



3701 Marconi Ave #100
Sacramento, CA 95821

PUBLIC INFORMATION WORKSHOP

DATE & TIME

Sacramento Suburban Water District Board Room
3701 Marconi Ave.
Sacramento, CA 95821

A virtual option will also be available

Visit sswd.org to find:

- A copy of the study
- Fact sheet and Frequently Asked Questions
- Details about the upcoming Public Information Workshop, including access for a virtual option



916.972.7171
feedback@sswd.org
sswd.org

← Scan the QR code with the camera app on your phone.



Agenda Item: 8

Date: March 20, 2023

Subject: Water Meter Asset Management Plan

Staff Contact: Todd Artrip, Operations Manager

Recommended Board Action:

Approve the Water Meter Asset Management Plan Update, as presented to the Facilities and Operations Committee on March 1, 2023. The Committee supported the Water Meter Asset Management Plan and recommended it to be an Action Item at the March 20, 2023 regular Board meeting.

Background:

The Sacramento Suburban Water District (District) Board of Directors adopted the initial Water Meter Asset Management Plan (Meter AMP) in May of 2015. Predecessor plans were the Water Meter Retrofit Plan adopted in 2004; updated in 2007. The next plan was the 2015 Meter AMP. The 2015 Meter AMP still had at its core the state requirement of installing meters on all accounts by 2025, but did add a component addressing the anticipated future transition to asset management from essentially a retrofitting plan.

Discussion:

The updated Meter AMP is more than just an update of the 2015 Meter AMP, as it has been completely revised to focus on managing water meters, as well as all of their components, and considers all factors pertaining to maintenance, repair, and replacement decisions. These factors include the District's Advanced Meter Infrastructure (AMI), system-wide integration and reliability, maintenance plan requirements, and rehabilitation and replacement cost decisions.

Staff retained the services of a consultant, Utility Metering Solutions (UMS), who provided needed expertise to develop the updated Meter AMP. UMS is a meter-centric consultant whose expertise includes in-depth experience and knowledge of asset management planning, extensive experience with water meters, AMI, utility billing programs, meter data management systems, and ongoing system analytics.

The Meter AMP serves several purposes with the main purposes as follows:

- Provide improved long term planning for the maintenance, repair, and replacement of water meters and AMI.
- Bring focus to the District's existing strategy for maximizing useful life of water meters and AMI.

- Provide an overarching framework for achieving the Meter AMP purpose and vision using the District's 2019 Strategic Plan Goals.
- Continuation of Preventive Maintenance (PM) and proactive repair, testing and replacement of water meters and AMI components.

The goals of the Meter AMP are to:

- Continue providing a reliable and consistent revenue stream.
- Optimize capital investments for water meters and AMI.
- Prioritize the need for maintenance, repair, and replacement of water meters based on condition assessment (CA) and meter testing.
- Prioritize the need for AMI replacement based on the District's extensive experience with endpoint life expectancy and manufacturer's warranty expectations.
- Inform the District's long term Capital Improvement Program (CIP).

This Meter AMP is a tool for ongoing communication between the Board and staff with regard to capital expenditures for water meter maintenance, repair, and replacement. Furthermore, the Meter AMP is a planning tool used to inform staff and the Board during annual CIP and Operations and Maintenance budget discussions. Similar to the District's other Asset Management Plans, the Meter AMP will be updated every 4 to 6 years and incorporate advances in technology, new analysis techniques, and information associated with meter testing data. The draft final Water Meter Asset Management Plan is attached to this staff report as Attachment 2.

Implementation:

Replacement and Maintenance Requirements

The District has done an excellent job managing its metering assets. Preventive maintenance, meter replacement strategy, infrastructure maintenance, and headend software management has been adequately maintained. Staff will continue to follow the proactive strategies that are currently in place.

Risk Assessment and Improvement Opportunities

The Meter AMP lists no fatal flaws in the District's metering approach or areas that have critical deficiencies. Section 8 of the Meter AMP identifies risks that are considered minor, although the risk mitigation offered could benefit the District. The identified risks and staff actions are included in Attachment 1.

Section 9 of the Meter AMP lists improvement opportunities that staff is evaluating and will continue to work on in CY2023.

Fiscal Impact:

As stated in the Plan, the Plan does not represent a financial commitment by the Board. The Plan will be used as a planning tool during annual budget discussions with the Board.

The Plan projects a capital need of approximately \$1.0 million per year averaged over the next 20 years (2023 dollars).

Strategic Plan Alignment:

Goal B: Optimize Operational and Organizational Efficiencies

Goal C: Ensure Fiscal Responsibility and Affordable Rates

The updated Meter AMP benefits District customers, as it is an additional tool to be used by staff to better prioritize allocation of District funds.

Attachments:

1. Risk Assessment and Action
2. Draft Final Water Meter Asset Management Plan

Risk	Mitigation	Action
Network Failure Points	Consider a service agreement on spare collector items for Sensus.	<p>Staff has reached out to Sensus for information on the following:</p> <ol style="list-style-type: none"> 1) Replacement cost for R100 and R400 collectors. 2) Replacement lead time for collectors and/or parts. 3) Does the warranty on collectors and/or or parts begin when shipped from the factory or upon activation? 4) Is there a local service technician and hourly rate?
Over the air firmware updates: From time to time, the vendors will encourage this. It is mostly a positive event; however, an unplanned or haphazard update can cause major system problems.	Set clear ground rules with Sensus and Badger about how these firmware updates occur.	<p>Currently Sensus provides notification via email prior to software or firmware updates.</p> <p>Badger Meter does not currently provide notification. Staff reached out to Badger Meter on March 9, 2023, and formally requested to be notified prior to any software updates or endpoint firmware updates. Staff is awaiting Badger Meter's response.</p>
Management of Integration Points to the Data Warehouse	While primary responsibility is with the IT department, the use of the data warehouse by a variety of stakeholders seeking meter-related data will increase over time. All integrations should be maintained as systems are upgraded over time.	In addition to the Data Warehouse, SSWD has many systems that are integrated with each other. IT is currently in the process of documenting all integration processes to standardize and retain the knowledge for the future.



REPORT | Prepared for
Sacramento Suburban Water District



Water Meter Asset Management Plan

January 31, 2023

Draft Final Report

Acknowledgements

Utility Metering Solutions (UMS) acknowledges the important contributions made by Sacramento Suburban Water District (SSWD) in the development of this Water Meter Asset Management Plan.

UMS recognizes the following individuals at SSWD for their assistance:

- Matt Underwood, Assistant General Manager
- Todd Artrip, Operations Manager
- Hector Segoviano, Distribution Superintendent
- Jeff Ott, Director of Finance and Administration
- Lynn Pham, Controller
- Matt Winans, Information Technology Manager
- Julie Nemitz, Customer Services Manager
- Joe Crockett, Distribution Foreman
- Mark Taylor, Distribution Foreman
- Sarah Dains, Purchasing Specialist

UMS team members:

- Joey Mitchell, Executive Sponsor
- Barry Melvin, Senior Advisor
- Todd Barlow, Senior Advisor
- Rhyne Timberlake, Business Analyst
- Sara Mauney, Business Analyst

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Executive Summary

Throughout the process of evaluating the metering assets, the staff at SSWD has been extremely helpful and collaborative. There is ample evidence in testing records, process analysis and best practices to conclude that a strong and competent team is running a lean and efficient operation. While retirements and attrition can certainly affect future performance, the contents in this document should aid new staff members in orientation to the metering assets and the associated processes for operations and maintenance.

In addition, SSWD may leverage this report in their annual planning process to create more tactical actions around the improvement opportunities outlined in Section 9. As the system build-out reaches 100% with the Sensus and Badger networks, there will be opportunity to mine and share data at unprecedented levels. This should enable the teams in metering to deliver more value to both customers and to internal stakeholders in utility operations.

The key findings in the report include:

- The teams in Field Service and Preventive Maintenance have done an excellent job modernizing metering assets over the last several years. As such, much of the time and attention of utility was focused on selecting the right equipment, configuring it properly and installing new devices in the service territory. The focus in upcoming years should be around the optimization of the system and data usage to drive value to customers and to improve internal operations.
- The strategies and rationale behind the equipment selection from both an expansion and risk perspective are sound. The manufacturer's performance, warranty and maintenance requirements are defined and budgeted appropriately.
- The approach to ongoing O&M and staffing levels are reasonable and aligned with budget forecasts.
- The Capital expenditures outlined are appropriate to upgrade aging equipment to maintain accuracy of water consumption and reliable data transmission.
- The risks and mitigation strategies outlined in Section 8 should be considered in annual planning efforts. The list of opportunities in Section 9 provides SSWD with improvement initiatives that can be executed with internal resources or external contractors. Most of the suggestions have minor impact on budget but offer substantial benefit to the utility and should be considered in annual planning efforts.

In conclusion, the status of the metering assets, the competency of the team and the approach to meter asset planning rank among the best in the industry, including utilities with considerably more size and resources.

1. Introduction

Purpose

The purpose of this Meter Asset Management Plan (Meter AMP) is to define Sacramento Suburban Water District's (SSWD's) approach to managing metering assets. It documents current asset condition and the rationale and direction that supports the management of these assets into the future.

More specifically, the Meter AMP supports specific objectives of the utility including:

- Maximizing the performance of the district's existing metering asset investments
- Defining best-practice criteria for testing, rebuilding, and replacing meters
- Developing accurate cost models for maintenance and replacement (CIP) budgets
- Leveraging the metering assets to support conservation and customer service
- Fostering knowledge transfer from an aging workforce to the next generation of leadership

Scope

In-scope assets include metering assets for water flow measurement for: consumption meters, inertie meters, and hydrant meters. In addition, the Meter AMP includes the two primary meter reading systems referred to as Advanced Meter Infrastructure (AMI). AMI consists of meter endpoints, network devices, and related software required to monitor and transmit data related to the meter.

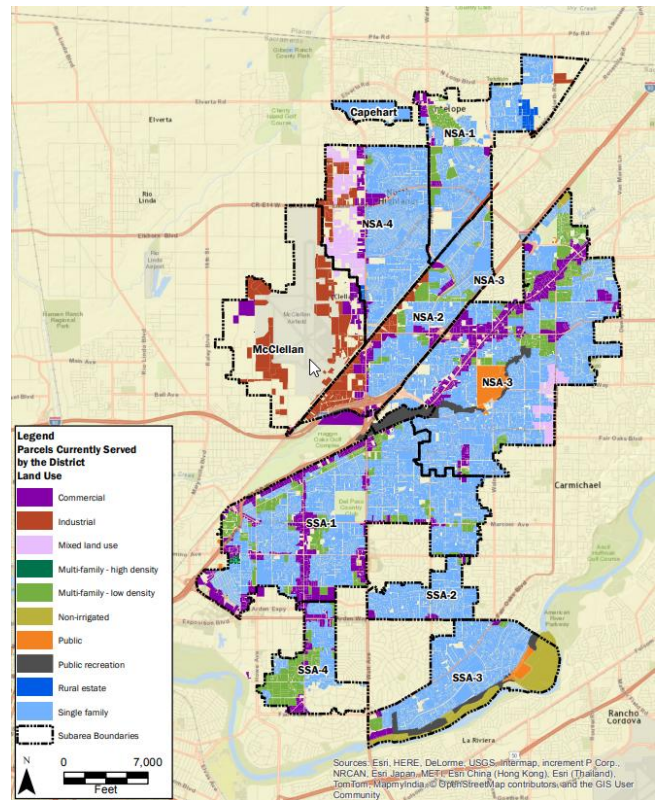
As part of the study, a high-level Application Relationship Diagram (ARD) was developed with SSWD's Information Technology (IT) department. The ARD is a visual diagram that serves to document the present asset-related systems and existing integrations that support operational activities. Supplemental documentation provides the interface name, description, data concept, transmission frequency, and transmission direction.

Utility Background

As one of the twenty-seven water purveyors for Sacramento County, the Sacramento Suburban Water District, hereby referenced as SSWD or the District, currently provides water service at approximately

47,000 service connections. The utility has a history of growth and consolidation with other utility districts that has influenced metering asset preferences and practices over time. The following chronology is provided for historical context to some of the strategies that are referenced in the plan:

- *April 1954 – Arcade Water District was established.*
- *September 1956 – Ben Ali Water Company was purchased by Arcade Water District*
- *November 1956 – Northridge Water District was established.*
- *October 31, 1986 – Arvin Water Company purchased by Northridge Water District.*
- *November 1, 1998 – Northridge Water District assumes operations of McClellan Air Force Base and Military Housing*
- *February 1, 2002 – Arcade Water District and Northridge Water District combine into Sacramento Suburban Water District.*



2. Metering Assets

Overview

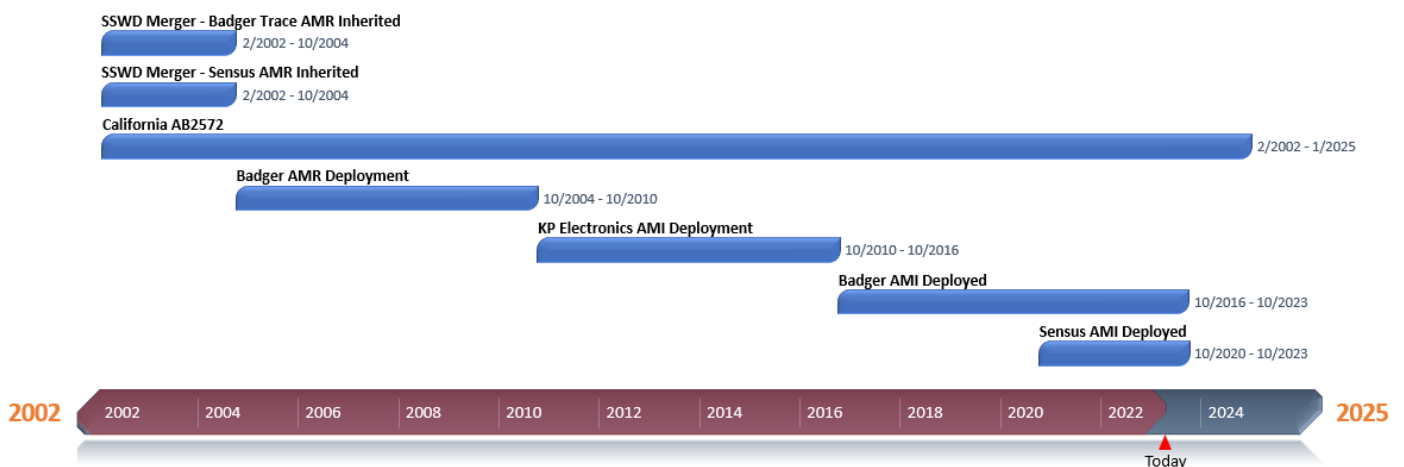
The entire metering population is described in this section. Each metering asset has an Advanced Metering Infrastructure (AMI) transmission device or Endpoint attached to it that transmits data multiple times per day over a network, which enables SSWD to monitor and track individual meter asset performance remotely. The components referenced in this section comprise the core elements of the metering asset plan.

SSWD does have an opt-out option for customers that do not want an Endpoint device monitoring their service location, but less than 5 customers have selected this option due to the additional manual read and service fees applied to non-AMI meters.

Consolidation Impacts

Figure 1.0 below provides a general timeline of events that had an impact on meter asset selection over time. SSWD assets were initially a consolidation of the Arcade Water District and Northridge Water Districts. Upon consolidation, SSWD inherited two separate Automated Meter Reading (AMR) systems – Sensus AMR via the Arcade Water District and Trace AMR via Northridge Water District.

Figure 1.0



SSWD committed to an AMI deployment of KP Electronics (subsequently acquired by Mueller Systems, LLC) in 2010 to establish a true AMI network and halted that installation in 2016 due to high failure rates, which eventually led the utility to evaluate alternative solutions. During this process, two important decisions emerged that influenced the current management approach of metering assets:

Decision 1: SSWD did not want to be dependent on a single manufacturer for metering. After extensive investigation, two of the more mature products in the AMI Space—Sensus Flexnet and Badger Orion Cellular were selected. While “true interoperability” between meters and endpoints is not feasible between vendors in the industry, this two-vendor approach lowers risk and increases flexibility for SSWD. The utility is currently on a path to replace all legacy KP/Mueller equipment in 2023.

Decision 2: In parallel to the decision on vendor technologies, there was a secondary, strategic decision related to the level of advanced meter functionality that was built into the meter. For example, both Sensus and Badger offer solid state meters with advanced features such as remote shut off valves, pressure sensors and extremely low reading resolution to detect small leaks. After careful study, SSWD chose to standardize on more common Positive Displacement meters, that when paired with a reliable network, could transmit consumption, event, and alarm data into a comprehensive, “smart” software suite. While the positive displacement meters may have fewer sensors and logic onboard, the approach was to invest more heavily in software and analytics packages to “mine the value” of the meter data to achieve the desired business results. Numerous utilities have adopted this approach.

Consumption Meters

SSWD has consumption meters ranging in size from 5/8”-10”. Of the active meter population, small meters (5/8”-1”) make up the majority and are primarily manufactured by Badger Meter. This meter population is comprised of 5/8” Badger Recordall (Model M25), 3/4” Badger Recordall (Model M35) and 1” Badger Recordall (Model M70) positive displacement type meters.

Meters assemblies are composed of a meter body with measuring chambers and a separate High Resolution Encoder (HR-E), more commonly referred to as a register. The most common units have six digits of registration in cu-ft units. There are functional differences between electronic registers, for example between the Badger Absolute Digital Encoder (ADE), the Badger mechanical HRE, and the Badger electronic HR-E LCD. There are specific programming requirements to ensure that units of measure are properly communicated. Typically, meter bodies and registers are purchased as a single unit from the factory.

Observations, considerations, and improvement opportunities regarding consumption meters are identified in Section 9. The manufacturer’s relevant installation, operations, maintenance, and warranty documents are found in Appendix A.3-Vendor Documentation.

Table 1.0 provides a breakdown of meters by size and by type of Q1/2023:

Table 1.0		
Asset	Type	Quantity Deployed
5/8" Meter	Consumption Meter	2,463
3/4" Meter	Consumption Meter	37,397
1" Meter	Consumption Meter	3,727
1.5" Meter	Consumption Meter	1,031
2" Meter	Consumption Meter	1,416
3" Meter	Consumption Meter	348
4" Meter	Consumption Meter	104
6" Meter	Consumption Meter	28
8" Meter	Consumption Meter	6
10" Meter	Consumption Meter	1
3" Hydrant Meter	Hydrant Meter	54

Various Size Intertie Meters	Intertie Meter	20*
------------------------------	----------------	-----

*Note that only 20 of the 48 interties are metered.

Hydrant Meters

SSWD currently owns fifty-four (54) hydrant meters that are available for District or customer use. These meters are primarily used for temporary construction purposes. Each hydrant meter has its own account in the billing system, and upon approval, the customer is responsible for paying a deposit and installing the meter on the hydrant.

The Distribution Department oversees the hydrant meter program. All hydrant meters in inventory are the 3” Badger Meter Recordall Turbine type (model 450) meter equipped with HR-E registers and backflow prevention assemblies. All hydrant meters are equipped with the Badger Orion® Cellular endpoint and are activated at the time of inventory acceptance.

Intertie Meters

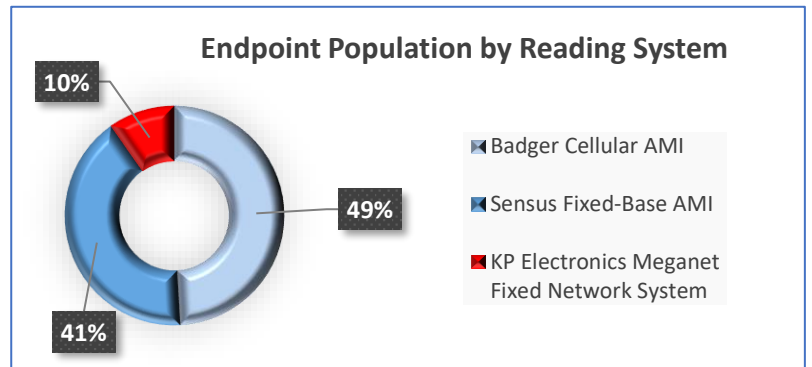
Existing interties are jointly owned by the two agencies they serve. Any costs related to improvements, such as installing meters, are a shared cost. Opening the interties requires the approval of both agencies.

Intertie valves allow adjoined districts to share water and track consumption when metered. Tied districts can request interties to be opened. Written agreements exist with the adjoining districts for emergency or special situation usage. Of the forty-eight (48) currently active interties, twenty (20) are metered. These meters are vaulted and are part of the physical infrastructure.

AMI Systems (Endpoints, Network Devices, Software)

Since metering assets are being monitored through AMI devices, a “best practice” is to include the AMI system as a part of the Meter AMP. The following section provides the current state of those devices.

There are currently three separate AMI systems in place that transmit interval and billable reads to the utility. The current meter reading landscape is comprised of the Mueller Systems (Mueller) Meganet fixed-base AMI system, Badger Orion cellular AMI system, and Sensus FlexNet® fixed-base AMI system.



Deployed in October of 2010, the Mueller Meganet reading system is a proprietary fixed-based AMI system acquired by Mueller Systems from KP Electronics in 2017. Shortly after deployment, SSWD began to experience mass reading failures with this system. The Meganet AMI system is currently reading approximately 3,000 remaining endpoints and is being phased out of operation. For the purposes of this report, detailed analysis of the Meganet components was intentionally omitted since the equipment is being phased out.

Full decommissioning of this read system is expected to be complete by the end of 2023. It is anticipated that all remaining Meganet endpoints will be replaced with Sensus FlexNet SmartPoints. After the Meganet decommissioning and FlexNet SmartPoint retrofitting, SSWD will have roughly a 50/50 percent split between the Badger and Sensus meter reading systems as planned.

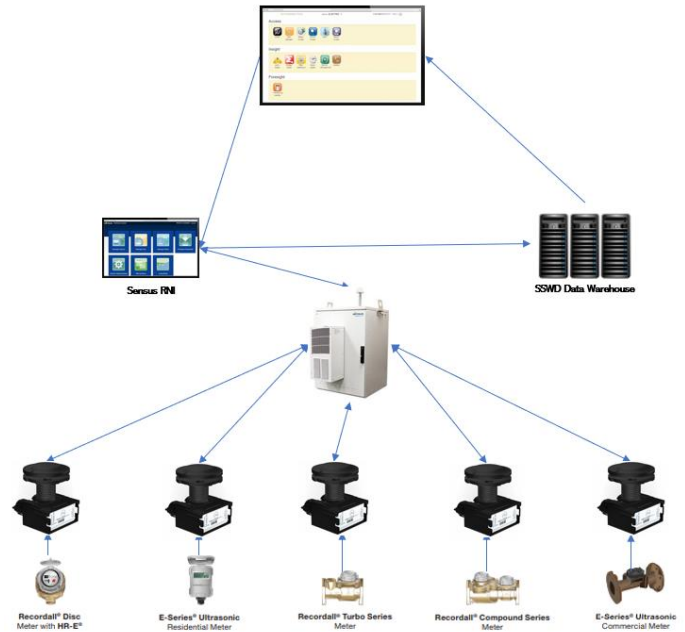
The following table lists the components of the current AMI meter reading networks:

Meter Reading Network Assets Table 2.0				
Endpoints				
Asset	Manufacturer	Model	Approx. Quantity Deployed	Average Age
Endpoint	Badger	Orion Cellular Endpoint	22,600	6
Endpoint	Sensus	Sensus Smart Point	19,500	3
Endpoint				
Collector Stations				
Asset	Manufacturer	Model	Approx. Quantity Deployed	Average Age
Base Station	Sensus	R-100	5	3
Base Station	Sensus	M-400	4	3

Sensus FlexNet AMI Reading System

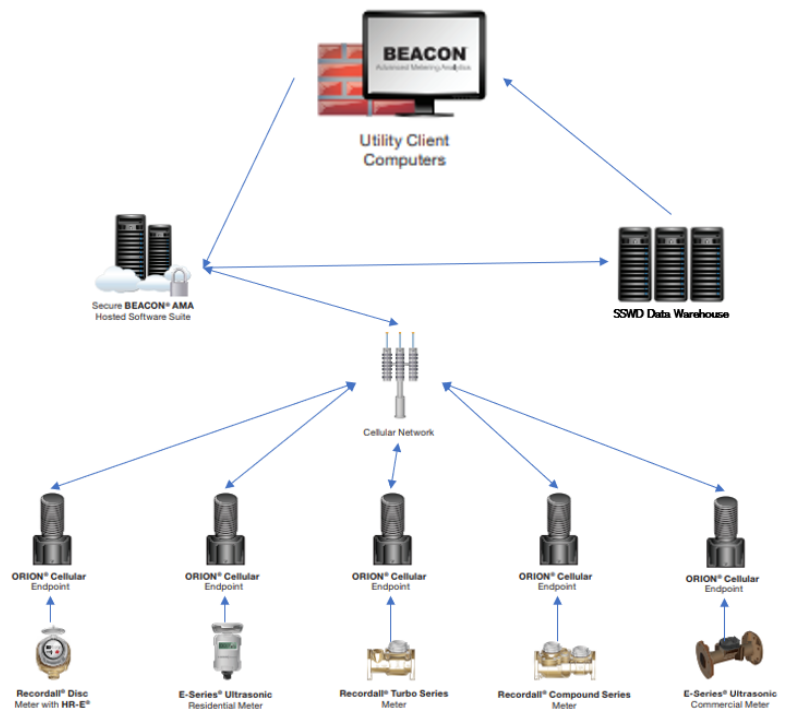
The Sensus FlexNet communication network is a fixed-based AMI system that transmits meter data (reads, events, alarms) via a non-replaceable, battery-powered Endpoint device attached to a meter via a Nicor connector. The FlexNet communication network uses a private FCC-licensed spectrum to mitigate transmission interference. The endpoint transmits one hour interval reads once every four hours.

SSWD purchased Sensus network devices and has assumed responsibilities for operations and maintenance. This approach can be contrasted to a Network as a Service (NaaS) Contract. A NaaS contract is typically one in which the vendor owns, operates, and maintains the network components, while the owner maintains the endpoint devices. Therefore, the base stations require periodic maintenance and upgrades every 7-10 years. Improvement recommendations to this situation are referenced to this in Section 9.



Badger Orion AMI system

The Badger Orion AMI communication network is a cellular-based AMI system using two-way communication via a non-replaceable, battery-powered endpoint attached to a meter via a nicor connector. The Orion cellular endpoint is configured to transmit 15-minute reads and device data four times each workday. It utilizes a direct connection to the AT&T or Verizon public wireless network. Badger provides specific performance and warranty measures around network uptime via their contracts with the wireless carriers. The Beacon software features a configurable schedule that enables utility customers to select call-in times that best support their processes all managed through Badger's proprietary BEACON Software.

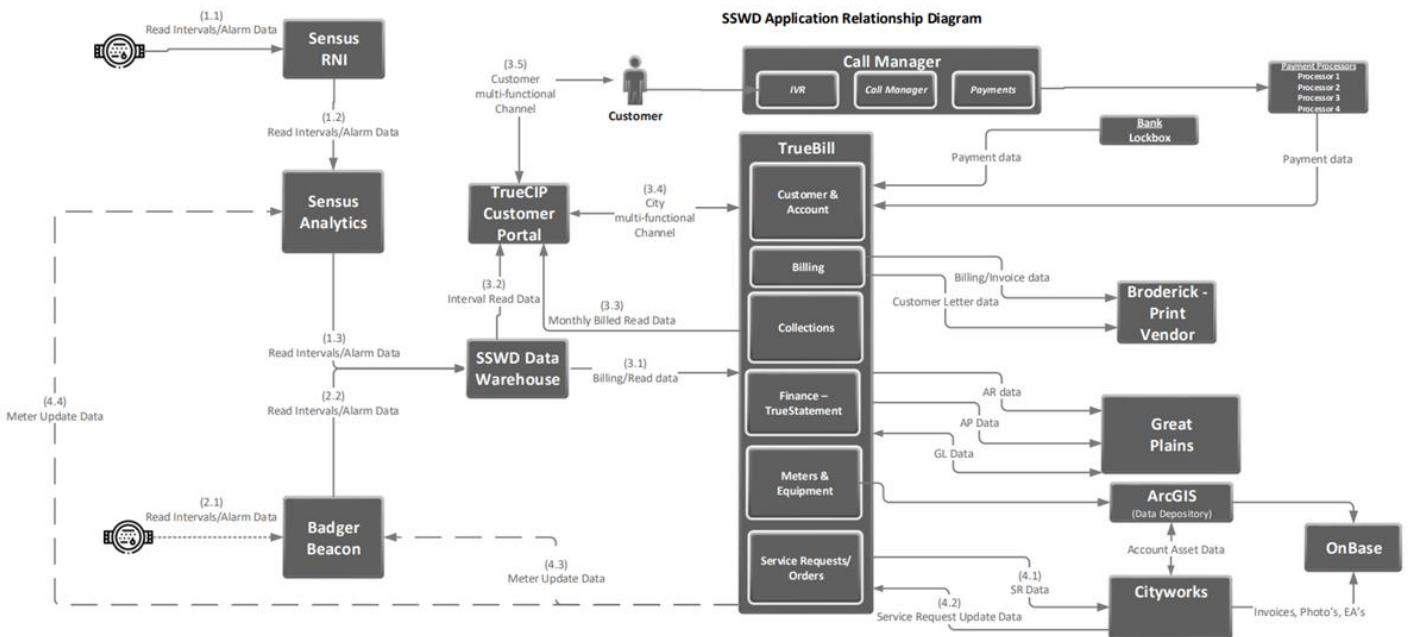


Regarding the Badger network, it can be considered a NaaS operation since Badger is taking responsibility for managing and maintaining the contract with Verizon or AT&T. The performance warranties and service uptime are typically addressed in Badger contract documents.

Additional observations, considerations, and improvement opportunities regarding the Sensus and Badger Metering Assets are identified in Section 9. Each manufacturer’s relevant installation, operations, maintenance, and warranty documents are found in Appendix A.4-Vendor Documentation.

Software Considerations

The Metering Assets are managed by several software packages that work together to perform key business functions for the utility. These packages are graphically illustrated in the following Application Relationship Diagram*.



*The Mueller Meganet software is omitted since it will be removed from service by the end of 2023.

AMI Headend Software

SSWD utilizes two systems, each of which contains several modules. The Sensus software package utilized by SSWD is made up of two modules-- the Regional Network Interface (RNI) and Sensus Analytics. The RNI is the nerve center of the FlexNet® communication network. Functionally, the RNI communicates with endpoints and provides SSWD with a wide range of data point and configurable setting for the utility system. The RNI gathers and processes network and metrology data, and it is equipped with self-diagnostic tools essential to managing the health of the AMI system.

Sensus Analytics is a separate meter data management module that provides SSWD with essential meter data on the FlexNet system. Sensus offers three tiers of Sensus Analytics: Essential, Enhanced and Advanced. SSWD currently operates via the Enhanced Analytics platform providing access to Billing Access, Device Access, Meter Insight, Report Access, Alert Manager and Alarm Insight. This application presents data on dashboards and allows SSWD to monitor their system for real-time alerts and historical consumption patterns.

The Badger Beacon system functions similarly monitoring network performance for both metering devices and other sensors that are compatible with the network. Beacon also contains a data repository of where information can be analyzed and transmitted to other systems including those which may impact customer notifications.

Data Warehouse / CIS / GIS

SSWD has created a data warehouse where raw reads are consumed from the Sensus and Badger AMI systems and then transferred from the data warehouse to other utility systems. The data warehouse provides numerous, long-term benefits for the utility, but it also adds elements of complexity. For example, there are several integration points between systems that must be maintained.

The management of the information provided by these meter reading networks are centralized around the TrueBill Customer Information System (CIS), the ESRI Graphical Information System (GIS), the Cityworks Computerized Maintenance Management System (CMMS) and the data warehouse which was established by internal resources. This collection of critical systems is used to:

1. Monetize the reading data and provide inventory control through the CIS
2. Provide location and spatial management of assets through GIS
3. Support work order and maintenance tracking of assets in CMMS
4. Centralize the collection of reading data from the various deployed networks in the custom data warehouse

With these disparate systems, integration becomes vital. Each connection point becomes its own failure point within the system. The maintenance and support of these systems and their integration points are critical to maximizing the value of SSWD's AMI infrastructure investments.

3. Inventory Considerations

Metering Asset Inventory Practices

SSWD has a high degree of inventory accuracy through defined check in/out processes and frequent counts. SSWD metering inventory is safeguarded with a full-time Purchasing Specialist position and an active work order requirement for any items to be checked out. Material inventory is largely maintained within their warehouse except for limited quantities of items in “on-truck” inventory.

In the absence of the Purchasing Specialist, several administrative positions have an ability to approve inventory in or out, including:

- *Assistant General Manager*
- *Operations Manager*
- *Distribution Superintendent*
- *Production Superintendent*

A full count of inventory is performed twice per year by Operations staff. The resulting "stock status" report and random spot counts performed at the first of every month provide a high level of inventory control. As of July 2022, the last five (5) full count cycles have resulted in less than \$200 in annual unaccounted for inventory loss.

4. Replacement and Maintenance Requirements

Maintenance and Testing Approach

Preventive Maintenance (PM) is the primary way the utility is extending the useful life of this asset class, reducing repair costs, and providing revenue assurance for the utility. Beginning in 2007, SSWD began Meter PM in Field Services. In 2019, the SSWD combined the Field Services Department and Distribution Department under one Distribution Superintendent. At that time, a PM division was created in the newly formed Water Distribution department that combined Meter PM and Distribution PM.

Proactive measures are being taken by staff to prevent unplanned, emergency repairs and replacements. This reduces any potential interruptions in services for customers and creates a safer working environment for SSWD employees.

A PM schedule is created annually at the beginning of each year intended to focus on three key areas in the following order:

1. Meter Testing
2. Meter Rebuild
3. Meter Replacement

Replacement Strategy

The following strategy on meter replacement will apply:

- Small Meters
 - 5/8", 3/4" and 1" meters will be replaced on a 20-year schedule (~1000 annually today; however, the utility will ramp up to ~2000 annually in the next several years. These may vary annually based on install years (age of meters))
- Intermediate Meters
 - 1.5" and 2" meters will be rebuilt every ten years (~245 meters annually)
- Large Meters
 - 3" and 4" meters will be tested every 5 years and rebuilt if the meters are operating outside AWWA standards (~85 meters annually)
 - 6" or larger meters will be tested annually and rebuilt if the meters are operating outside AWWA standards (currently 39 in the system)

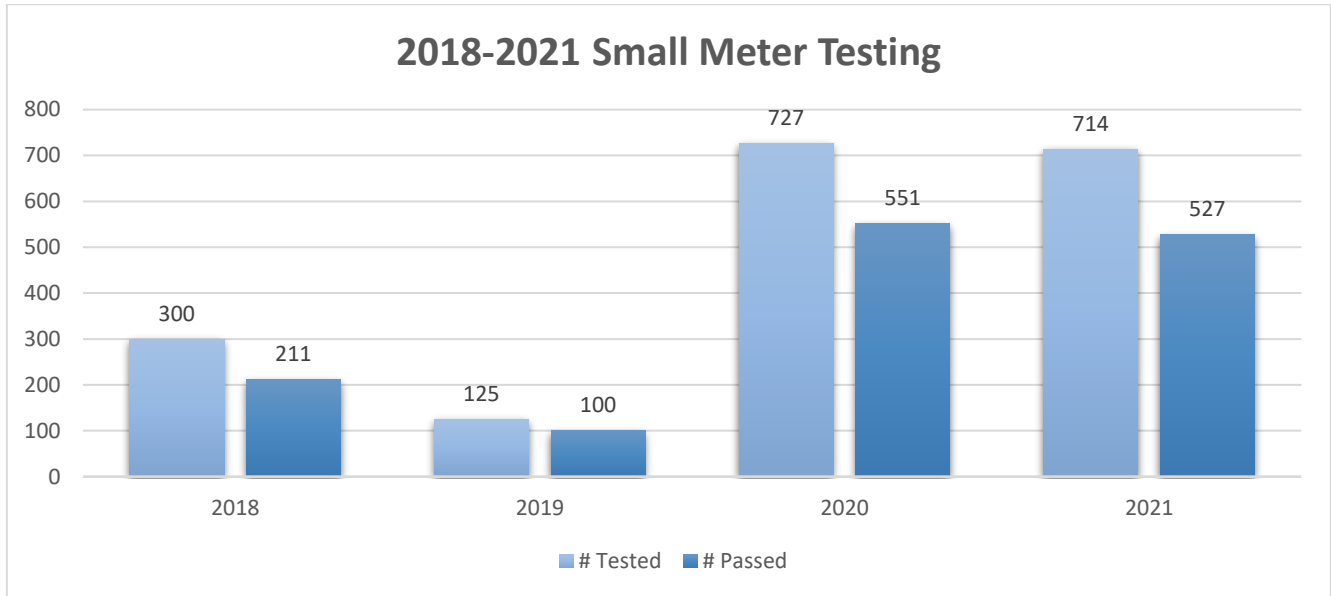
Meter Testing

To keep up with the goals set forth by SSWD, the expectation is that the meter PM team will spend the first half of the year performing large meter testing. Once complete, the team will spend the remainder of the year rebuilding 1.5" and 2" meters and replacing small meters that have met the current twenty-year replacement threshold.

All meter testing, regardless of size, references AWWA Manual M6 Test requirements for cold-water meters (ANSI/AWWA C700 and C710) and establishes a 98.5-101.5% standard for pass/fail criteria. A meter

can fail if testing is under or over the AWWA standard. Currently, SSWD is outsourcing all small meter testing for meters that have met the replacement criteria. It is SSWD's current goal to test at least 50% of the meters changed out due to age.

A sample of testing results between 2018-2021 is provided below.



The current criteria for large meter testing are as follows: 3” and 4” meters are tested every 5 years; units will be re-built if they fail the AWWA test. All 6” and larger sized meters are tested annually; units will be re-built if they fail the AWWA test. In case of failure, it is SSWD’s preference to rebuild these meters in the field at the time of a failed test. Once rebuilt, the meter is retested again for accuracy. In the past five years, there has not been a scenario where a rebuild due to failed testing has resulted in a need for meter replacement post-rebuild.

SSWD currently has thirty-nine (39) meters that are 6” and larger that are tested annually. SSWD currently has (426) 3” and 4” meters that are on a five-year testing plan, approximately 85 tested annually.

Meter / Endpoint Disposal

SSWD does participate in recycling old meters and endpoints. Small meters are recycled by SSWD after they are replaced. If sending off for testing, some of their test vendors will provide flat rate credits to their testing charge to recycle.

Sensus will provide a disposal credit to SSWD towards their Smart Points when they exchange failed endpoints for new endpoints, regardless of the failed endpoint manufacturer.

5. Growth Requirements

The SSWD service area is generally built-out with no major plans for service area expansion. However, there will occasionally be “fill-in” subdivisions or new developments. In this case the developer is required to purchase the meter. While the budget established in Section 7 can accommodate minor purchases for damaged meters, there should be an assessment and revision of the forecast for any contemplated system expansions through acquisition or consolidation.

6. Labor Requirements

Overview

The primary labor force managing the Meter AMP is primarily split between the Preventive Maintenance Division and the Field Services Division with some oversight from senior management. There is one Superintendent splitting time in thirds between Preventive Maintenance, Field Services, and Distribution. Based on the labor division in each department below, the labor force associated with the Meter AMP is approximately 8.33 full time equivalents in following breakdown:

Staffing	FTE	Comments
Superintendent	.33	Splitting time between groups
<i>Preventive Maintenance Division</i>		
• 1 Distribution Foreman	.5	Splitting time between Meter PM and Distribution PM
• 2 Operators	2	Dedicated to Meter PM
<i>Field Services Division</i>		
• 1 Distribution Foreman	1	
• 5 Operators	5	
Total	8.83	

Staffing Levels

The current staffing levels appear to be adequate for the services being provided. This judgment considers:

- Transaction volumes
- Process maps and activities
- Testing results

Adding additional staff in future years is not recommended unless there is a significant change in size of the meter population.

7. Investment Requirement

Investment Overview

In general, SSWD capitalizes most material purchases related to the Meter AMP. Expenditures for labor as referenced in the previous section largely comprise the Operation and Maintenance (O&M) cost for metering related assets.

Key Assumptions:

- Shared services from other departments.
 - The following departments support aspects of the Meter AMP:
 - IT Department (Data Warehouse, Software Hosting, Integration support)
 - Fleet Vehicles (For various aspects of maintenance and operations)
 - Warehousing / Material Storage
 - Tools and Equipment
- The labor used to install the Capital Expenditure (Capital) equipment is provided through the labor force associated with the Operations and Maintenance (O&M) budget.
- Capital and O&M has been modeled for 20 years which is an appropriate timeline for these assets.
- If SSWD wants to implement improvement opportunities outside of the material and labor listed in this report, there may need to be adjustments to this budget. For example, adding additional test equipment.

Capital and O&M Budget

Year	Meters	End Points/Other Capital (Material Only)	O&M
2023	\$ 407,200		\$ 1,827,000.00
2024	\$ 419,416		\$ 1,881,810.00
2025	\$ 431,998		\$ 1,938,264.30
2026	\$ 444,958		\$ 1,996,412.23
2027	\$ 458,307		\$ 2,056,304.60
2028	\$ 472,056		\$ 2,117,993.73
2029	\$ 486,218		\$ 2,181,533.55
2030	\$ 500,805	\$ 200,000	\$ 2,246,979.55
2031	\$ 515,829		\$ 2,314,388.94
2032	\$ 531,304		\$ 2,383,820.61
2033	\$ 547,243	\$ 1,382,314	\$ 2,455,335.23
2034	\$ 563,660	\$ 1,423,783	\$ 2,528,995.28
2035	\$ 580,570	\$ 1,466,497	\$ 2,604,865.14
2036	\$ 597,987	\$ 1,510,492	\$ 2,683,011.09
2037	\$ 615,927	\$ 1,555,807	\$ 2,763,501.43
2038	\$ 634,404	\$ 1,602,481	\$ 2,846,406.47
2039	\$ 653,436	\$ 1,650,555	\$ 2,931,798.66
2040	\$ 673,040		\$ 3,019,752.62
2041	\$ 693,231		\$ 3,110,345.20
2042	\$ 714,028		\$ 3,203,655.56
2043	\$ 735,448		\$ 3,299,765.23

** The proposed 7-year Endpoint replacement period mirrors the original 7-year end point deployment period. This period can be compressed or extended depending on battery performance and the size of labor force used.

Figure 2.0

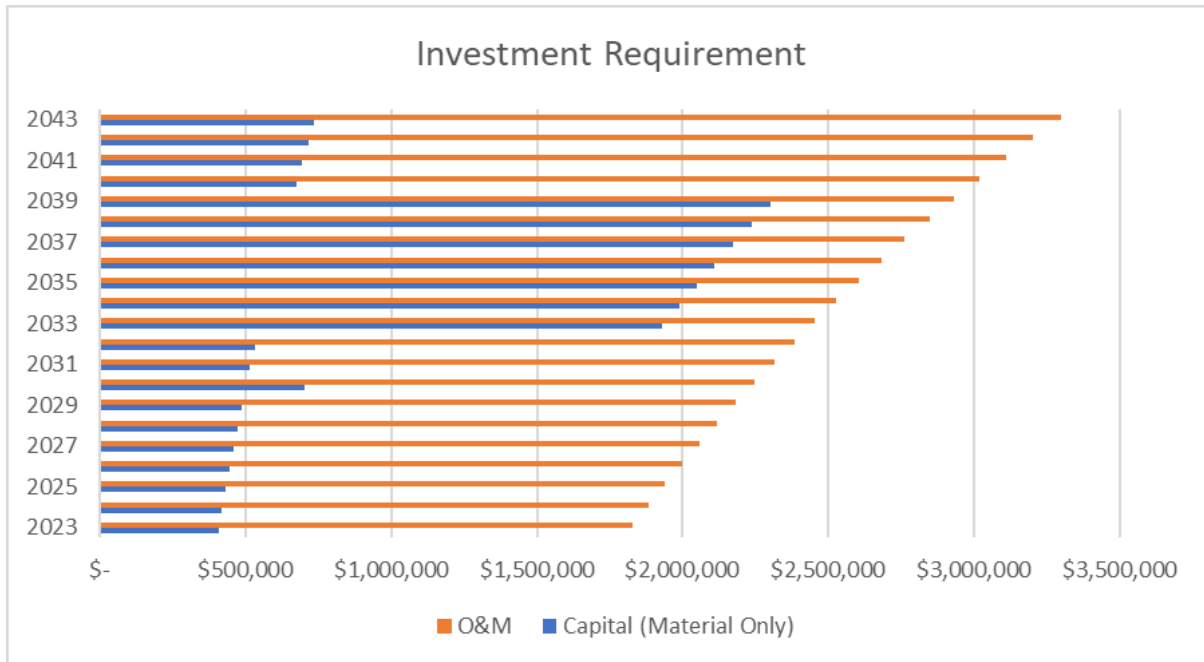


Figure 2.0 above assumes the baseline 2023 approved budgetary figure for O&M and Capital, as well as a 3% cost escalation factor. The Sensus network components will require maintenance and upgrades around years 7-10. For the purposes of this plan, approximately \$200,000 capital budget is estimated at year 10 of system deployment. Based on estimated expected twenty-year endpoint life, SSWD is budgeting for a seven-year, phased approach for endpoint changeout beginning in 2033. This approach could be time-compressed by using third party installation labor. SSWD should closely monitor battery performance beginning in year 15 and adjust the schedule accordingly.

8. Risk Assessment

By taking calculated actions in the last several years, SSWD has dramatically reduced the risk in their Meter AMP. The products being used have a strong industry track record with literally more than 1,000 successful installations. By staggering the product installation dates, additional risk was removed from having a defective product batch and there is little chance of wide-spread failure.

Other risks identified are considered minor, but the risk mitigation concept offered could be converted into an improvement action in the SSWD annual planning process:

Risk	Mitigation	Comment
Network Failure Points	Consider a service agreement on spare collector items for Sensus.	Badger is really a NaaS option. Monitor their performance monthly and annually
Over the air firmware updates: From time to time, the vendors will encourage this. It is mostly a positive event; however, an unplanned or haphazard update can cause major system problems.	Set clear ground rules with Sensus and Badger about how these firmware updates occur.	Hire a subject matter expert if you are uncertain.
Management of Integration Points to the Data Warehouse	While primary responsibility is with the IT department, the use of the data warehouse by a variety of stakeholders seeking meter-related data will increase over time. All integrations should be maintained as systems are upgraded over time.	Included in improvement recommendations.

9. Improvement Opportunities

During the Meter AMP development, the following improvement opportunities were identified.

1. Determine the official system of record for each metering component. For example, the meter, register and endpoint system of record is the CIS. Other equipment, such as the Sensus Collection Equipment should be tracked in CMMS or other systems, with appropriate maintenance records.
2. Create a central data repository, such as a Sharepoint Site, for all related Meter AMP documentation. Many of the manufacturer's records have been consolidated in the appendix of this report. It would be useful for staff to have all contract and warranty information organized in this same area for easy reference.
3. Sensus Network. Review all the Sensus contract terms including performance commitments. SSWD does not have a formal network maintenance agreement. One should be considered. Other considerations:
 - a. Establish a local inventory of critical parts or a complete collector assembly
 - b. Schedule periodic collector maintenance
 - c. Ensure that SSWD has all the necessary tools, equipment and process understanding to read meters in drive-by mode should a network failure occur.
 - d. Define any budgetary gaps between "what Sensus" is providing and "what is needed".
 - e. Cross Train SSWD personnel for emergency maintenance if the standard Sensus response times are inadequate
 - f. Monitor the network performance and periodically meet with Sensus to discuss any network "tuning" that may be needed due to variables that may affect RF transmission
4. Badger Beacon Network. Review all contract items. Specifically determine contacts for emergency calls and verify service level agreements and response times. It appears SSWD had prepaid for several years of service credits, but the utility should have a clear understanding remaining value of the credits and how those credits may apply to upgrades or other functionality. The Badger system should also be able to read in drive-by mode during emergency situations. Verify that all necessary components are in place if the utility desires this backup functionality.
5. Network Expansion. Both Badger and Sensus are constantly releasing new monitoring devices that are compatible with their respective networks. SSWD should periodically evaluate the application and value of such devices. These may include pressure sensors and remote disconnect valves.
6. Establish internal process responsibility for managing the warranty process for all Sensus and Badger components.
7. Establish specific strategies or procedures around equipment upgrades, software and firmware updates and the maintenance of all integration points to other systems.

8. Event / Alarm / Report rationalization. Examine the management of the data between the Data Warehouse and the core modules within Badger and Sensus. The aim is to ensure SSWD is delivering the appropriate event/alarm/reports to the right people at the right time. This can be accomplished through thorough analysis, configuration and testing of all the standard actions (event/alarm/report) in each AMI headend software.
9. Test Bench Establishment. While buying an internal test bench is an improvement possibility, there is little evidence to support the financial investment. In-house testing options for small meters are not factored into the current financial forecasts, but sample testing in years 10-15 could be worthwhile, whether that takes place in-house or through a third-party.
10. Interties. While there are often ownership and operational challenges associated with interties, it is recommended that SSWD meter and monitor all sources that could affect major points of water input and output to the system. Consider cooperative endeavors with other utilities to share in the cost of metering installations.

Appendix

A.1. Financial Snapshots

Current Budgets

Expected Revenue (2022)	\$51,361,000.00
Capital Budget (2022)	\$24,752,000.00
Operations and Maintenance Budget (2022)	\$23,811,000.00
Debt Service (2022)	\$7,503,000.00

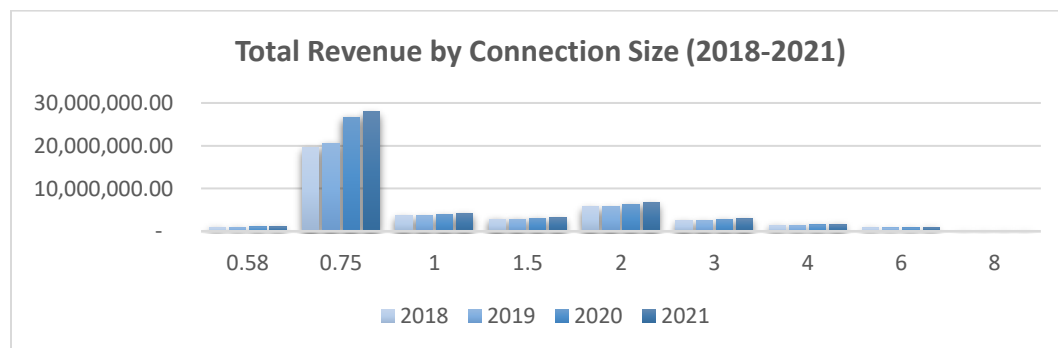
Monthly Rates

\$94.28	Representative metered residential with 1" metered service & 20 units of consumption (1 unit = 748 gallons)
\$57.06	Representative metered residential with 3/4" metered service & 10 units of consumption (1 unit = 748 gallons)

Historical Metering Revenue

Total Revenue by Connection Size				
	2018	2019	2020	2021
5/8"	\$903,310.35	\$909,834.70	\$1,059,539.37	\$1,109,698.51
3/4"	\$19,495,350.53	\$20,644,747.45	\$26,697,201.87	\$27,927,155.81
1"	\$3,622,746.58	\$3,613,626.73	\$3,955,816.45	\$4,179,216.71
1.5"	\$2,866,437.14	\$2,872,952.77	\$3,102,869.13	\$3,179,589.11
2"	\$5,736,515.45	\$5,733,916.41	\$6,334,156.55	\$6,654,855.28
3"	\$2,531,399.31	\$2,524,609.53	\$2,784,636.67	\$2,881,509.71
4"	\$1,380,665.55	\$1,377,940.28	\$1,481,912.75	\$1,576,873.64
6"	\$862,889.54	\$776,760.89	\$839,018.58	\$908,548.35
8"	\$167,131.95	\$170,528.09	\$189,157.15	\$180,781.45
Total	\$37,566,446.40	\$38,624,916.85	\$46,444,308.52	\$48,598,228.57

Revenue by Size



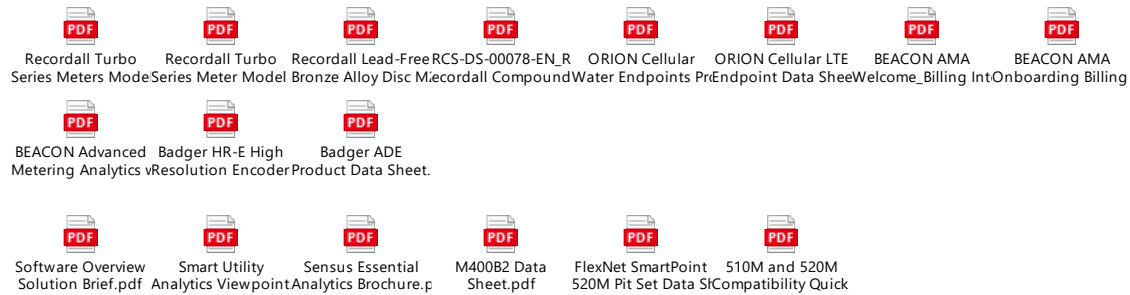
A.2. Asset-Related Workflows

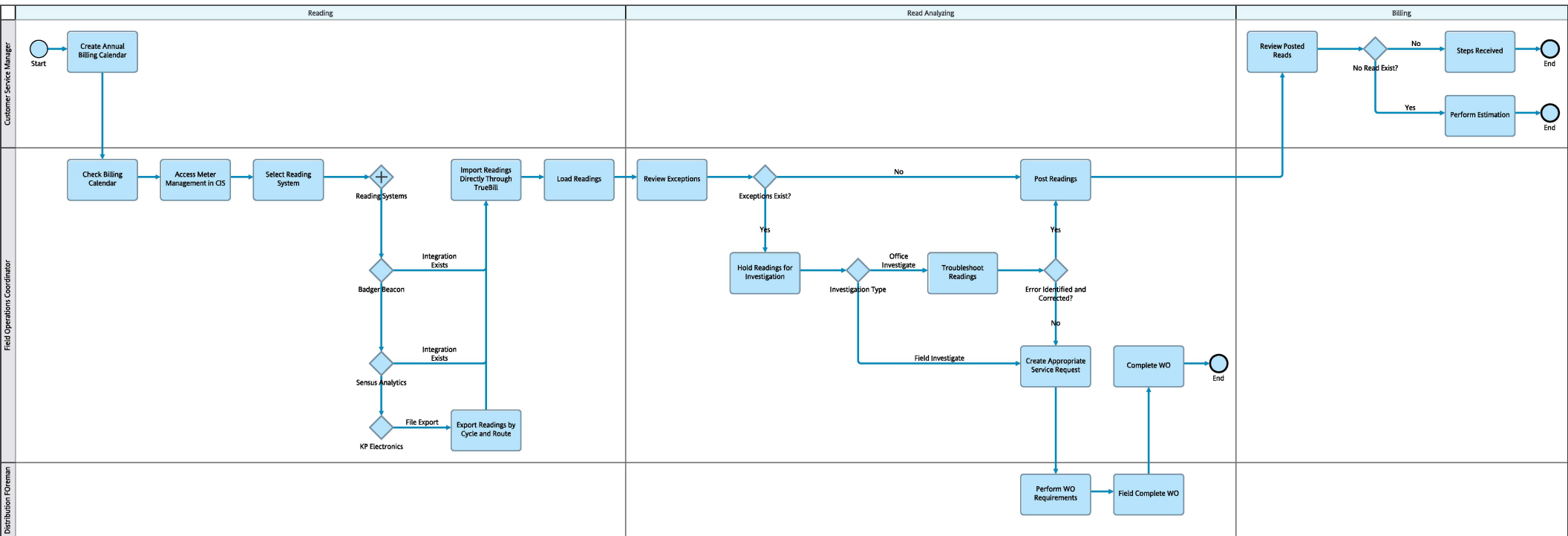
Onsite discovery sessions were conducted to document processes relevant to asset-related operational functions. These workflows were used to understand the operating environment and provides supplemental documentation of how SSWD staff, equipment and material assets are physically utilized. Processes mapped in the scope of this project are:

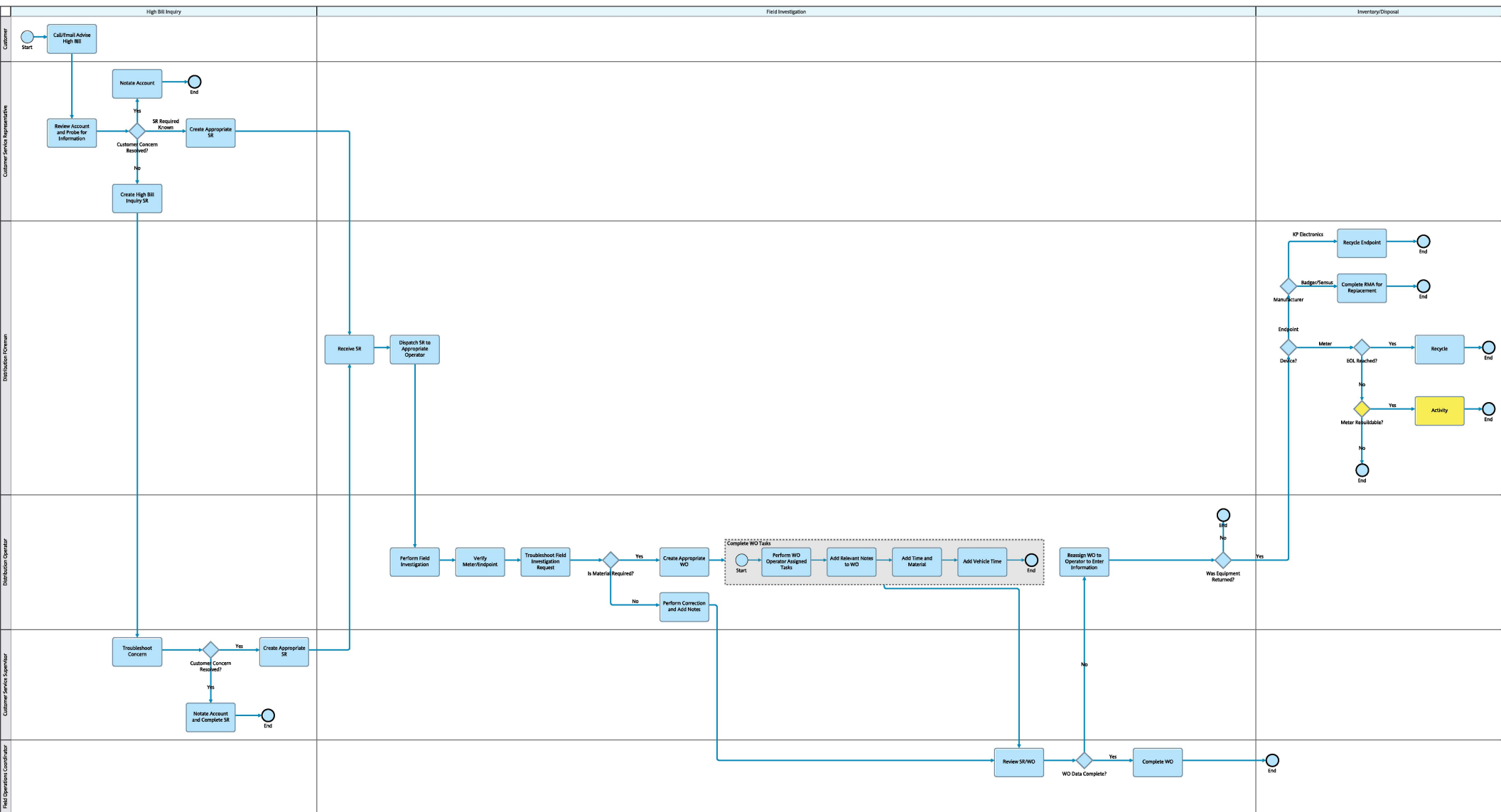
- Cycle Billing
- High Bill Inquiry/Field Investigation
- Meter Testing
- Inventory In
- Inventory Out
- Mid-Year/Annual Inventory Audit
- Current-State Application Relationship Diagram

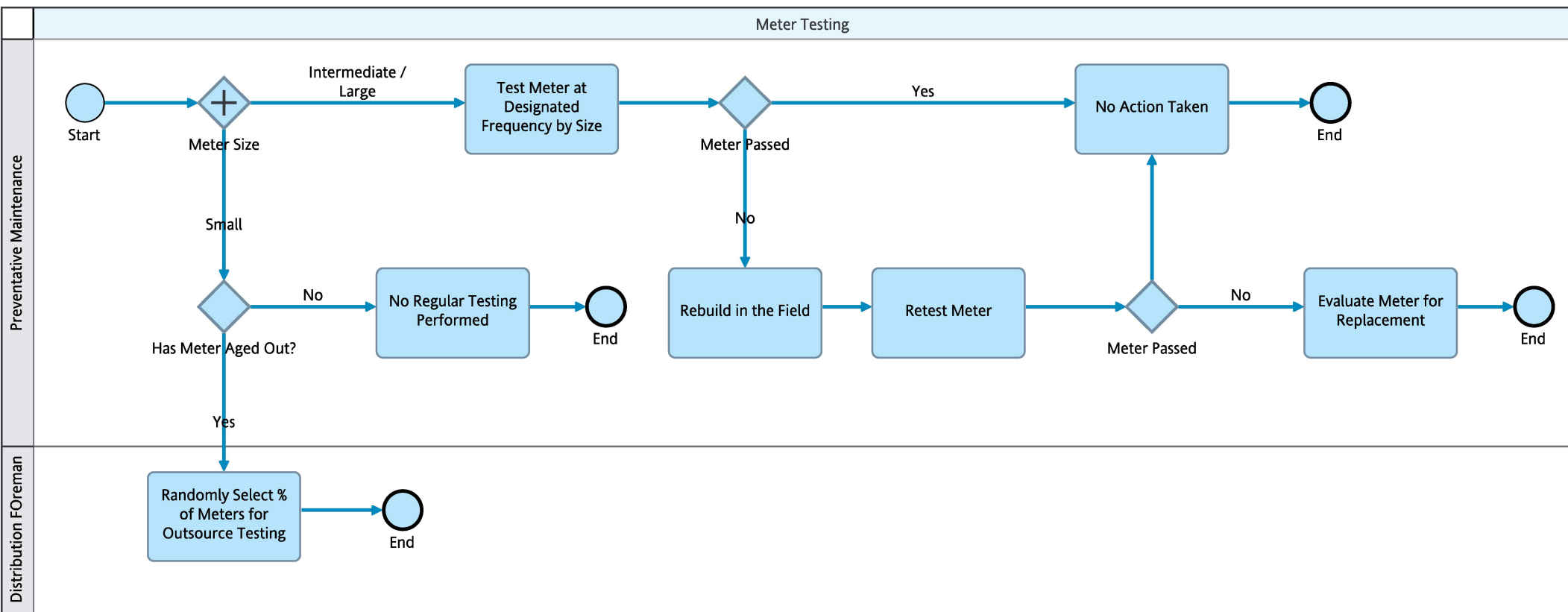


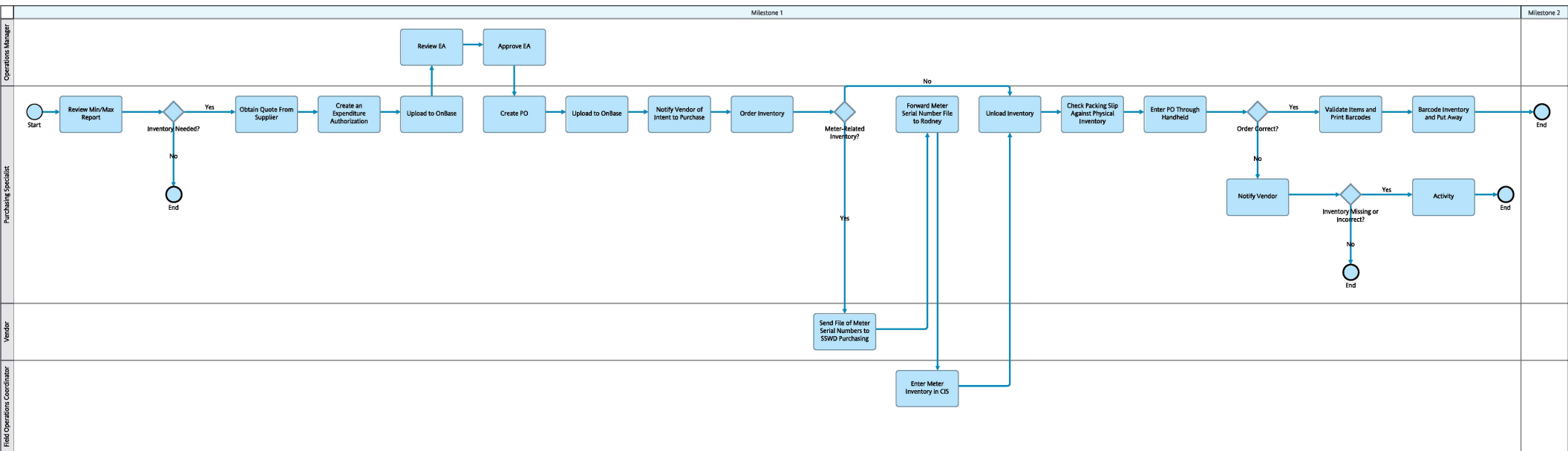
A.3. Vendor Documentation

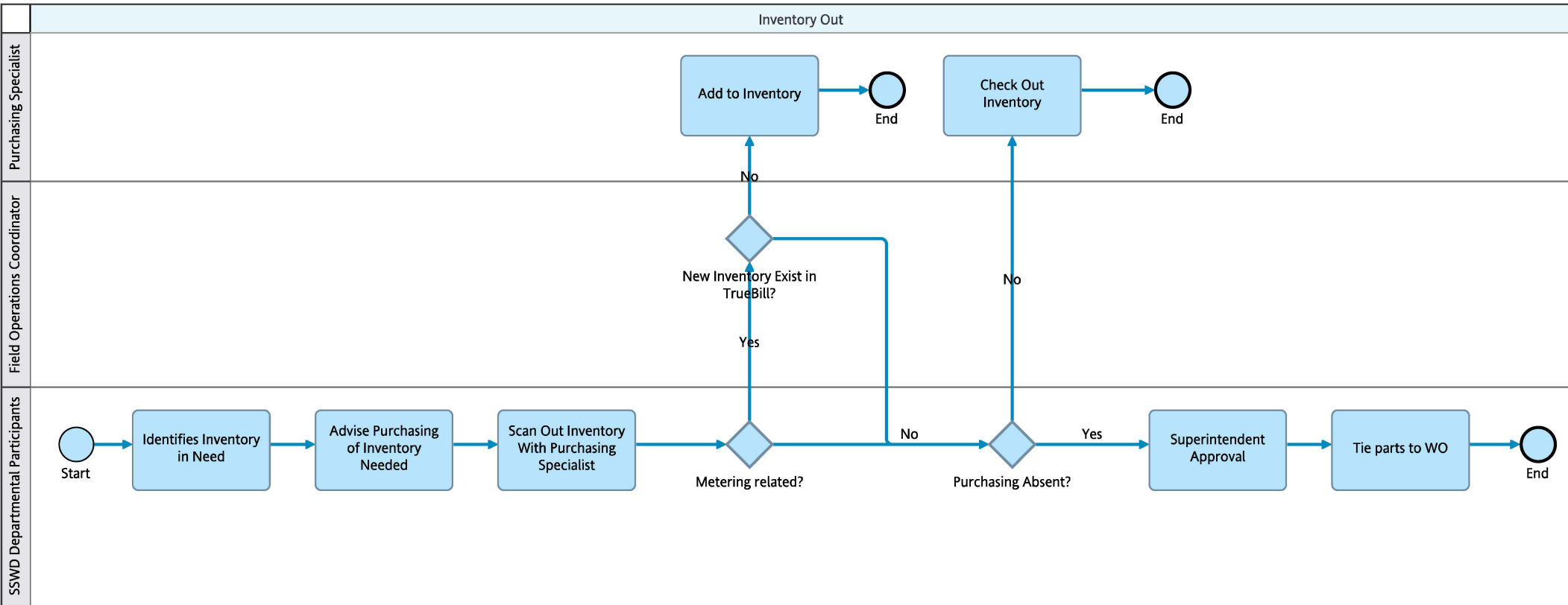


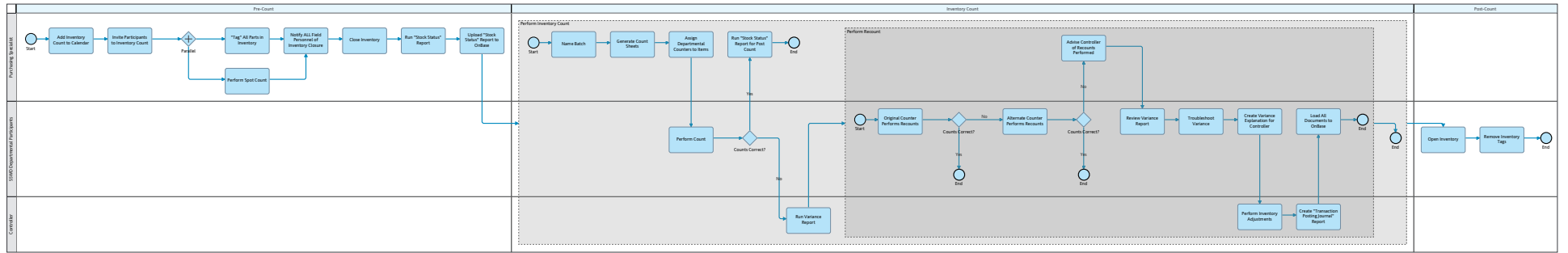




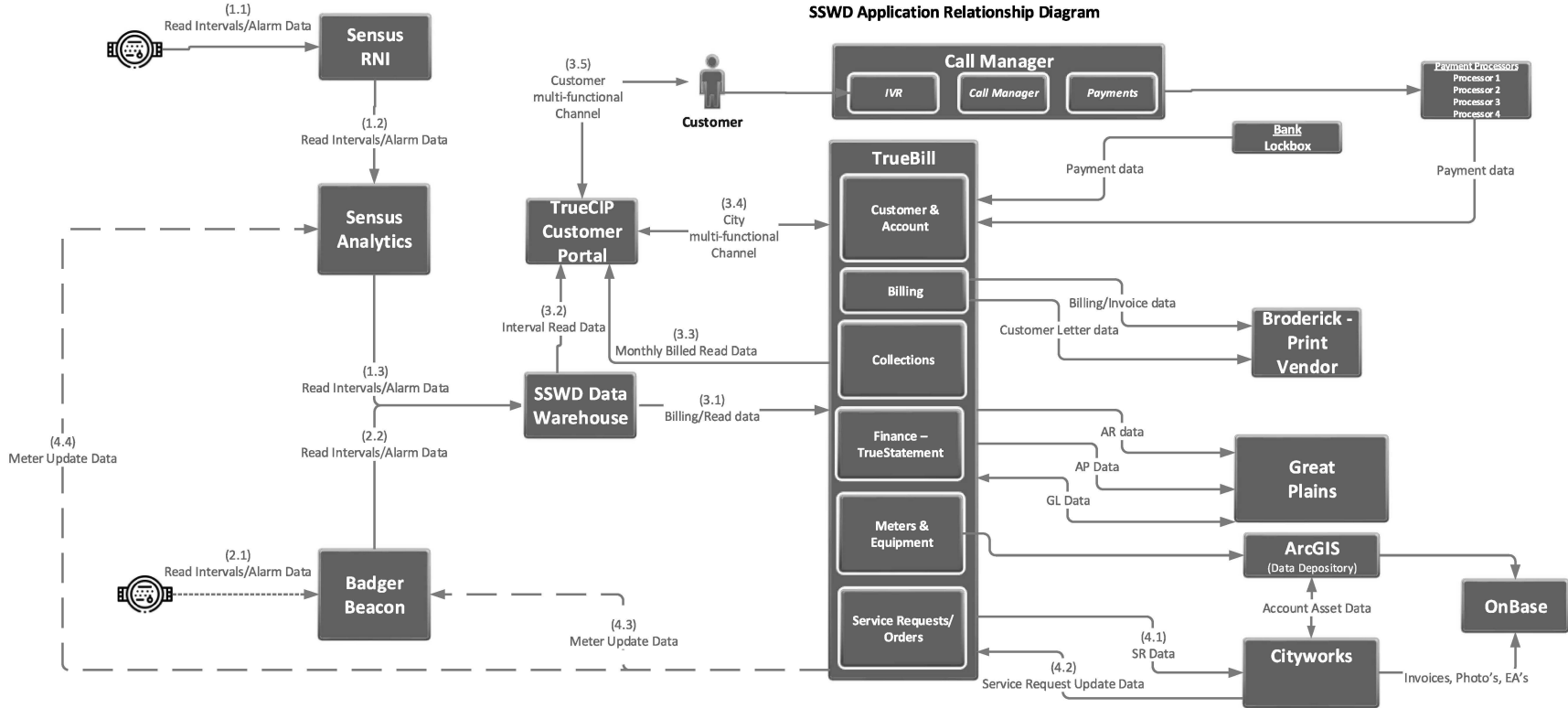








SSWD Application Relationship Diagram





Recordall® Turbo Series Meters

Models 160 (1-1/2 in.), 200 (2 in.), 450 (3 in.), 1000 (4 in.), 2000 (6 in.), 3500 (8 in.), 5500 (10 in.) and 6200 (12 in.)
NSF/ANSI/CAN Standards 61 and 372 Certified

DESCRIPTION

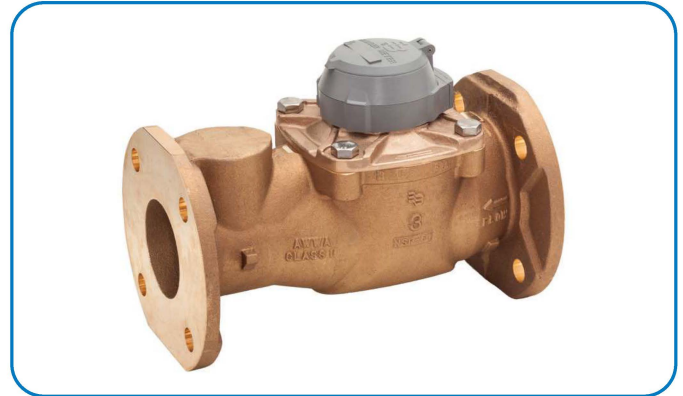
Recordall Turbo Series meters meet or exceed the most recent revision of AWWA Standard C701 Class II Standards and are available in a lead-free bronze alloy for sizes 1-1/2 in. through 10 in. and cast iron for 12 in. meters. Turbo Series meters comply with the lead-free provisions of the Safe Drinking Water Act. Sizes 1-1/2 in. through 12 in. meters are also certified to NSF/ANSI/CAN Standards 61 and 372 (Trade Designation: Turbo Series LL-NS) and carry the NSF-61 mark on the housing. All components of the lead-free alloy meter (housing, measuring element, seals and so on) comprise the certified system.

Models 160 through 6200 are designed for 1-1/2 in. through 12 in. applications. These meters feature:

- Direct coupled turbine based on an exclusive “floating rotor” design that reduces bearing friction—and associated wear and tear.
- Low pressure loss for improved system efficiency.
- Exceptional registration accuracy across low flow rate, normal operating flow rate and maximum continuous operation flow.
- Permanently sealed, tamper-resistant register or encoder.
- Integral strainer helps protect your system from damaging debris and related downtime. Integral strainer is standard on 1-1/2 in. meter, and optional on 2 in. through 4 in. meters.
- Meters and encoders are compatible with Badger Meter AMR/AMI meter reading systems and other approved reading technologies.

Applications: Recordall Turbo Series meters are designed for cold water, commercial and industrial applications where flows are consistent medium to high flows. Applications include hotels, apartment buildings, irrigations centers and manufacturing and processing plants. Turbo Series meters help reduce day-to-day maintenance costs while delivering accurate and efficient performance.

Operation & Performance: Direct magnetic drive is achieved when the magnet carrier is driven by a gear train coupled to the rotor. The gear train consists of two sets of gears connected by a vertical transmission shaft. One gear set is at the magnet carrier, the other is a worm gear set at the rotor shaft. When water flows into the Turbo Series meter measuring element, it contacts the multi-vaned rotor. The resulting rotor rotation is then transmitted by magnetic coupling to a sealed register or encoder. The direct magnetic drive is built to provides a reliable meter-to-registration coupling.



Tamper-Proof Features: Unauthorized removal of the register or encoder is inhibited by the option of a tamper detection seal wire screw, TORX® tamper-resistant seal screw or the proprietary tamper-resistant keyed seal screw. Each can be installed at the meter site or at the factory.

Construction: The Recordall Turbo Series meter is constructed in compliance with ANSI and AWWA C701 standards. It consists of the following basic components: meter housing, interchangeable, unitized measuring element and permanently sealed direct reading registers or encoders.

The measuring element consists of the transmission coupling, rotor, inlet and outlet straightening vanes with nose cones, and calibration ring assembly. The unique inlet and outlet straightening vanes minimize swirl from piping arrangements upstream as well as downstream.

A strainer is recommended to help ensure optimal flow conditioning and protection for the measuring element. The integral strainer is standard on the 1-1/2 in. meter and an available option on the 2 in. through 4 in. meters. The stainless steel strainer is built into the inlet end and includes a removable cover plate to permit easy access for routine cleaning. External strainers are available in sizes 2 in. through 12 in.

To simplify maintenance, the registers or encoders and measuring elements can be removed without removing the meter housing. Interchangeability of certain parts between meters also minimizes spare parts inventory investment.

Meter Installation: The meter is designed for installations where flow is in one direction only. Companion flanges for installation of meters on various pipe types and sizes are available in cast iron or NL bronze as an option. See the *Recordall Turbo Series Meters User Manual* available at badgermeter.com for specific instructions.



SPECIFICATIONS

Turbo Series Model	160 1-1/2 in. (40 mm)	200 2 in. (50 mm)	450 3 in. (80 mm)	1000 4 in. (100 mm)	2000 6 in. (150 mm)	3500 8 in. (200 mm)	5500 10 in. (250 mm)	6200 12 in. (300 mm)
Meter Flanges AWWA 125 Pound Class	Elliptical	Elliptical or Round	Round	Round	Round	Round	Round	Round AWWA 125 lb class
Typical Operating Range (100% ± 1.5%)	4...200 gpm (0.9...45.4 m ³ /h)	4...310 gpm (0.9...70.4 m ³ /h)	5...550 gpm (1.1...124.9 m ³ /h)	10...1250 gpm (2.3...284 m ³ /hr)	20...2500 gpm (4.5...568 m ³ /h)	30...4500 gpm (6.8...1022 m ³ /h)	50...7000 gpm (11.4...1590 m ³ /h)	90...8800 gpm (20.5...1998 m ³ /h)
Typical Low Flow (95% min.)	2.5 gpm (0.6 m ³ /h)	2.5 gpm (0.6 m ³ /h)	4 gpm (0.9 m ³ /h)	6 gpm (1.4 m ³ /h)	12 gpm (2.7 m ³ /h)	20 gpm (4.5 m ³ /h)	30 gpm (6.8 m ³ /h)	65 gpm (14.8 m ³ /h)
Max. Continuous Flow	160 gpm (36 m ³ /h)	200 gpm (45.4 m ³ /h)	450 gpm (102.2 m ³ /h)	1000 gpm (227.1 m ³ /h)	2000 gpm (454 m ³ /h)	3500 gpm (795 m ³ /h)	5500 gpm (1250 m ³ /h)	6200 gpm (1408 m ³ /h)
Maximum Intermittent Flow	200 gpm (45.4 m ³ /h)	310 gpm (70.4 m ³ /h)	550 gpm (124.9 m ³ /h)	1250 gpm (284 m ³ /h)	2500 gpm (568 m ³ /h)	4500 gpm (1022 m ³ /h)	7000 gpm (1590 m ³ /h)	8800 gpm (1988 m ³ /h)
Pressure Loss at Max. Continuous Flow	3.8 psi (0.26 bar)	3.1 psi (0.21 bar)	1.8 psi (0.12 bar)	7.3 psi (0.50 bar)	4.8 psi (0.33 bar)	2.5 psi (0.17 bar)	1.6 psi (0.11 bar)	0.8 psi (0.05 bar)
Pressure Loss at Max. Continuous Flow: With Integral Strainer	9.9 psi (0.68 bar)	8.3 psi (0.57 bar)	5 psi (0.43 bar)	17.8 psi (1.2 bar)	—			
Max. Operating Pressure	150 psi (10 bar)							
Max. Operating Temperature	120° F (49° C)							
Integral Strainer	Optional on 2 in. through 4 in. meters. Built into inlet end. Removable cover plate permits access to strainer for cleaning.				—			
Optional External Strainer	—	Available for Models 200, 450, 1000, 2000, 3500, 5500 and 6200.						
NPT Test Port	Standard with integral strainer; optional for other models.				Optional for Models 2000 and 3500.		—	

MATERIALS

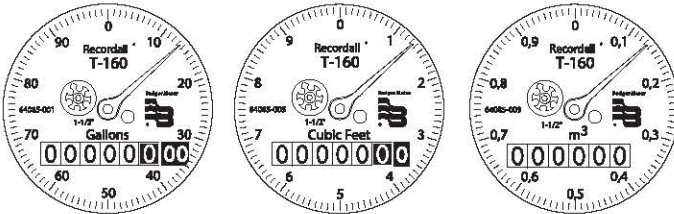
Meter Housing	Lead-free alloy (EXCEPTION: Model 6200 meter housing is blue epoxy-coated cast iron)
Turbo Head	Lead-free alloy
Nose Cone & Straightening Vanes	Thermoplastic
Rotor	Thermoplastic
Rotor Radial Bearings	Lubricated thermoplastic
Rotor Thruster Bearing	Sapphire jewels
Rotor Bearing Pivots	Passivated 316 stainless steel
Calibration Mechanism	Stainless steel & thermoplastic
Magnet	Ceramic
Trim	Stainless steel
Register Housing & Cover	Thermoplastic or bronze
Integral Strainer & Trim	Stainless steel

REGISTERS / ENCODERS

Standard—Sweep-Hand Registration

The standard register is a straight-reading, permanently sealed magnetic drive register. Dirt, moisture, tampering and lens fogging problems are eliminated. The register has a six-odometer wheel totalization display, 360° test circle with center sweep hand, and flow finder to detect leaks. Register gearing is made of self-lubricating engineered polymer, which minimizes friction and provides long life. The multi-position register simplifies meter installation and reading. The register capacity for the 1-1/2 in., 2 in., 3 in. and 4 in. meters is 100,000,000 gallons (10,000,000 ft³, 1,000,000 m³). The register capacity for the 6 in., 8 in., and 10 in. meters is 1,000,000,000 gallons (100,000,000 ft³, 10,000,000 m³). The high-flow register capacity for the 12 in. meter is 10,000,000,000 gallons (1,000,000,000 ft³, 10,000,000 m³).

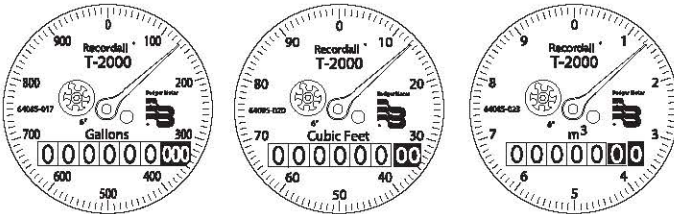
Registers for 1-1/2 in., 2 in., 3 in. and 4 in. Meters



Sweep Hand Revolution

Meter Model	Gallon	Cubic Feet	Cubic Meter
160	100	10	1
200	100	10	1
450	100	10	1
1000	100	10	1

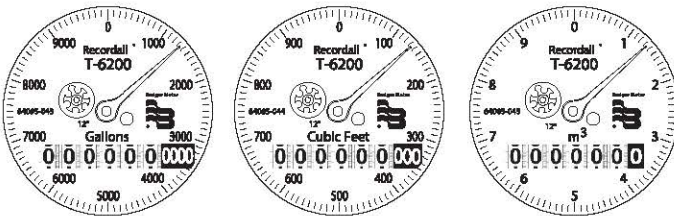
Registers for 6 in., 8 in. and 10 in. Meters



Sweep Hand Revolution

Meter Model	Gallon	Cubic Feet	Cubic Meter
2000	1000	100	10
3500	1000	100	10
5500	1000	100	10

Registers for 12 in. Meters



Sweep Hand Revolution

Meter Model	Gallon	Cubic Feet	Cubic Meter
6200	10000	1000	10

Optional—Encoders for AMR/AMI Reading Solutions

AMR/AMI solutions are available for all Recordall Disc Series meters. All reading options can be removed from the meter without disrupting water service. Badger Meter encoders provide years of reliable, accurate readings for a variety of applications and are also available pre-wired to Badger Meter approved AMR/AMI solutions. See details at badgermeter.com.

PHYSICAL DIMENSIONS OF METERS WITHOUT STRAINER

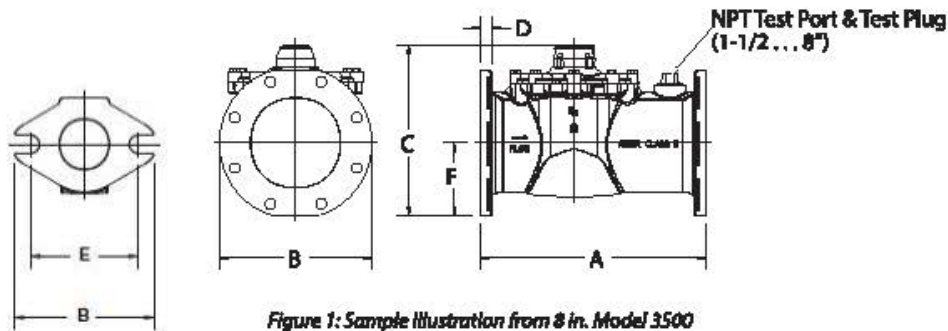


Figure 1: Sample illustration from 8 in. Model 3500

Turbo Series Model	200	200	450	1000	2000	3500	5500	6200
Meter Flanges	2 in. Elliptical	2 in. Round	3 in. Round	4 in. Round	6 in. Round	8 in. Round	10 in. Round	12 in. Round
Meter & Pipe Size	2 in. (50 mm)	2 in. (50 mm)	3 in. (80 mm)	4 in. (100 mm)	6 in. (150 mm)	8 in. (200 mm)	10 in. (250 mm)	12 in. (300 mm)
Net Weight	14.9 lb (6.8 kg)	17.4 lb (7.9 kg)	31 lb (14.1 kg)	40 lb (18.1 kg)	77 lb (35 kg)	123 lb (55.7 kg)	210 lb (95.3 kg)	262 lb (118.8 kg)
Shipping Weight	16.4 lb (7.4 kg)	18.9 lb (8.6 kg)	34 lb (15.4 kg)	45 lb (20.4 kg)	89 lb (40.4 kg)	147 lb (66.6 kg)	235 lb (106.6 kg)	286 lb (129.7 kg)
Qty. of Bolts	2	4	4	8	8	8	12	12
NPT Test Port (optional)	1-1/2 in. (40 mm)	1-1/2 in. (40 mm)	2 in. (50 mm)	2 in. (50 mm)	2 in. (50 mm)	2 in. (50 mm)	—	—
Length (A)	10 in. (254 mm)	10 in. (254 mm)	12 in. (305 mm)	14 in. (356 mm)	18 in. (457 mm)	20 in. (508 mm)	26 in. (660.4 mm)	19-11/16 in. (500 mm)
Width (B)	5-27/32 in. (148 mm)	6 in. (152 mm)	7-1/2 in. (191 mm)	9 in. (229 mm)	11 in. (280 mm)	13-1/2 in. (343 mm)	16 in. (406.4 mm)	19 in. (482 mm)
Height (C)	6-1/2 in. (165 mm)	7-3/32 in. (180 mm)	8-11/16 in. (220 mm)	9-21/32 in. (245 mm)	13-5/16 in. (338 mm)	15-3/16 in. (385 mm)	17-15/32 in. (443 mm)	19-11/16 in. (500 mm)
Flange (D)	25/32 in. (20 mm)	5/8 in. (16 mm)	3/4 in. (19 mm)	13/16 in. (21 mm)	7/8 in. (22 mm)	1 in. (25 mm)	1-1/16 in. (27 mm)	1.26 in. (32 mm)
Bolt Circle (E)	4-1/2 in. (114 mm)	4-3/4 in. (121 mm)	6 in. (152 mm)	7-1/2 in. (191 mm)	9-1/2 in. (241 mm)	11-3/4 in. (298 mm)	14-1/4 in. (362 mm)	17 in. (432 mm)
Centerline (F)	2-1/16 in. (52 mm)	2-5/8 in. (67 mm)	3-11/32 in. (85 mm)	4-5/16 in. (109 mm)	5-1/4 in. (133 mm)	6-3/8 in. (162 mm)	7-7/8 in. (199.4 mm)	8-7/8 in. (226 mm)

PHYSICAL DIMENSIONS OF METERS WITH INTEGRAL STRAINER

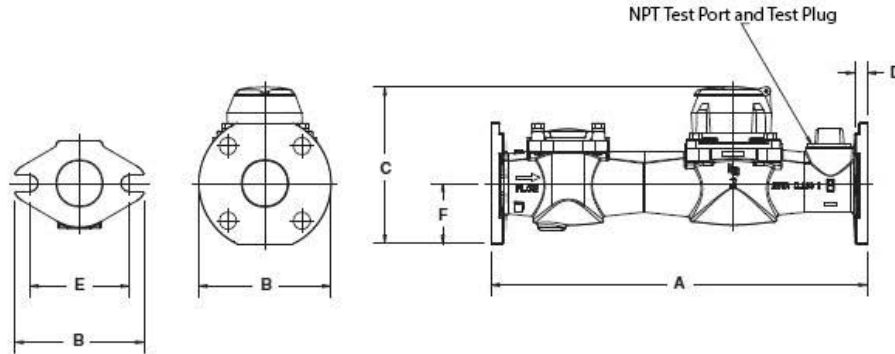
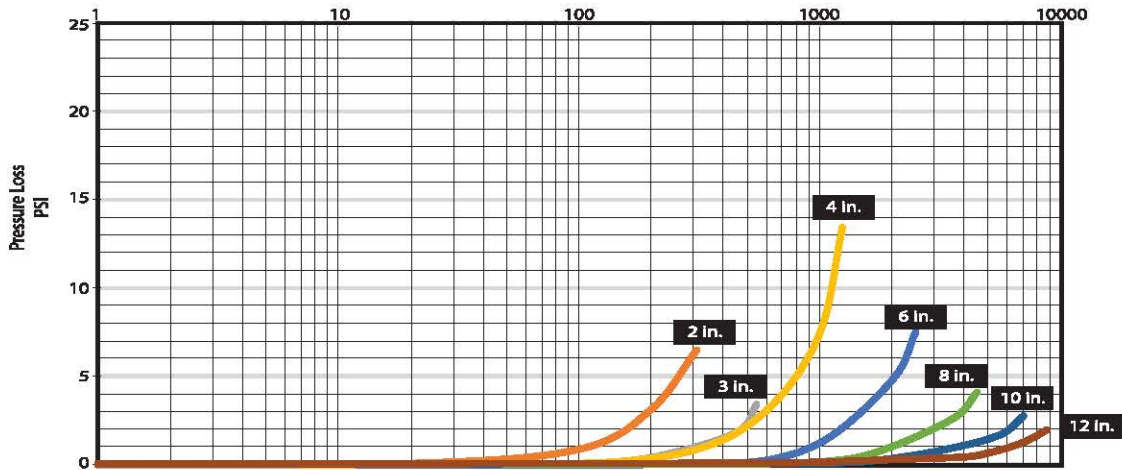


Figure 2: Physical dimensions

Turbo Series Model	160	200	200	450	1000
Meter Flanges	Elliptical	Elliptical	Round	Round	Round
Meter & Pipe Size	1-1/2 in. (40 mm)	2 in. (50 mm)	2 in. (50 mm)	3 in. (80 mm)	4 in. (100 mm)
Net Weight	14.3 lb (6.5 kg)	24 lb (11 kg)	26 lb (12 kg)	49 lb (22 kg)	60 lb (27.22 kg)
Shipping Weight	16.8 lb (7.6 kg)	28 lb (13 kg)	30 lb (14 kg)	55 lb (25 kg)	70 lb (31.75 kg)
Number of Bolts	2	2	4	4	8
NPT Test Port (Standard)	1 in. (25.4 mm)	1-1/2 in. (40 mm)	1-1/2 in. (40 mm)	2 in. (50 mm)	2 in. (50 mm)
Length (A)	13 in. (330 mm)	17 in. (432 mm)	17 in. (432 mm)	19 in. (483 mm)	23 in. (584 mm)
Width (B)	5-7/32 in. (133 mm)	5-27/32 in. (148 mm)	6 in. (152 mm)	7-1/2 in. (191 mm)	9 in. (229 mm)
Height (C)	6-9/32 in. (159 mm)	6-1/2 in. (165 mm)	7-3/32 in. (180 mm)	8-15/16 in. (227 mm)	9-21/32 in. (245 mm)
Flange (D)	51/64 in. (20 mm)	27/32 in. (47 mm)	5/8 in. (16 mm)	27/32 in. (21 mm)	13/16 in. (21 mm)
Bolt Circle (E)	4 in. (102 mm)	4-1/2 in. (114 mm)	4-3/4 in. (121 mm)	6 in. (152 mm)	7-1/2 in. (191 mm)
Centerline (F)	1-27/32 in. (47 mm)	2-1/16 in. (52 mm)	2-5/8 in. (67 mm)	3-19/32 in. (91 mm)	4-5/16 in. (109 mm)

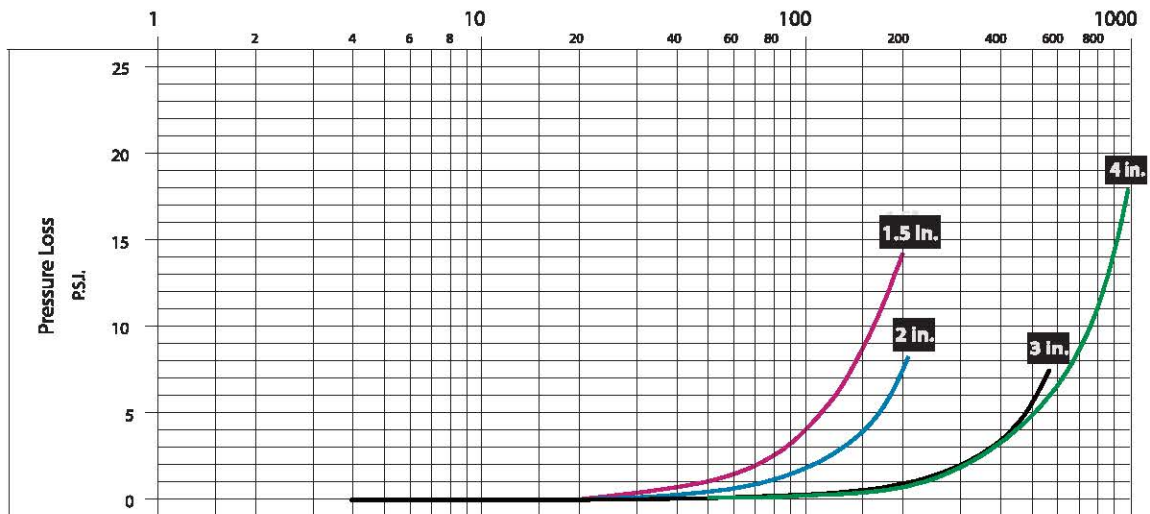
PRESSURE LOSS CHART FOR METERS WITHOUT STRAINER

Rate of flow in gallons per minute (gpm)



PRESSURE LOSS CHART FOR METERS WITH INTEGRAL STRAINER

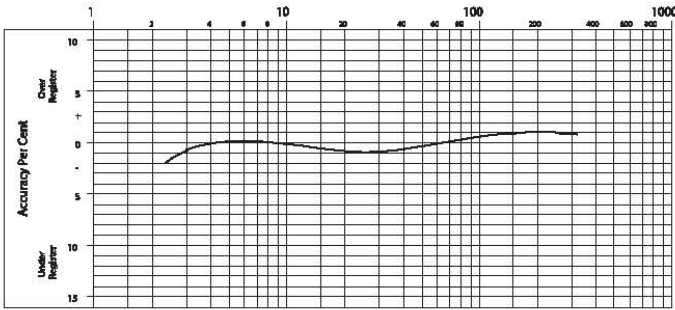
Rate of flow in gallons per minute (gpm)



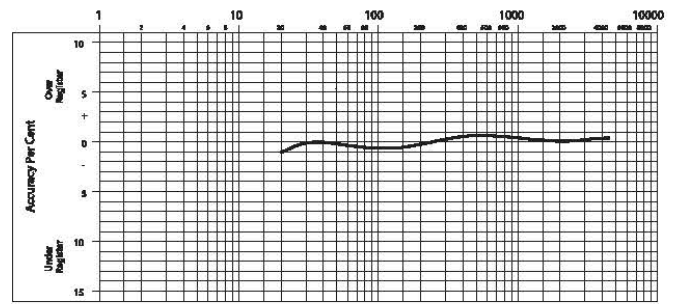
ACCURACY CHARTS FOR METERS WITHOUT STRAINER

Rate of flow in gallons per minute (gpm)

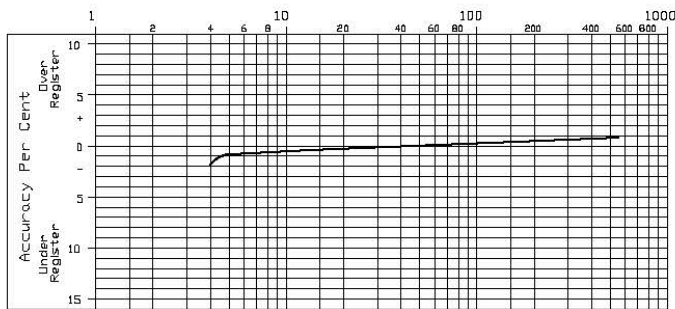
2 in. Meter



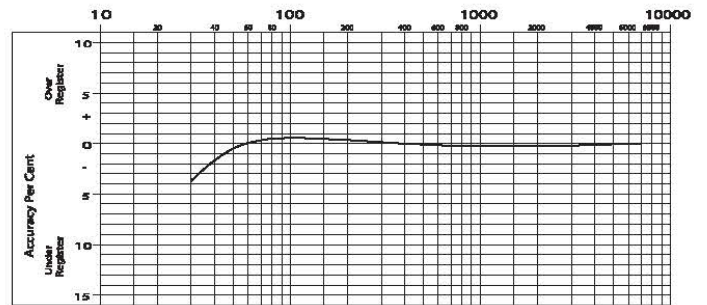
8 in. Meter



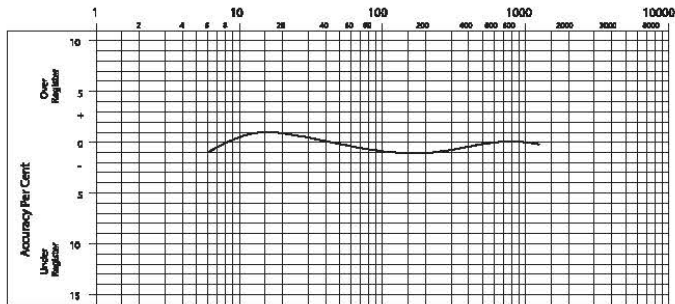
3 in. Meter



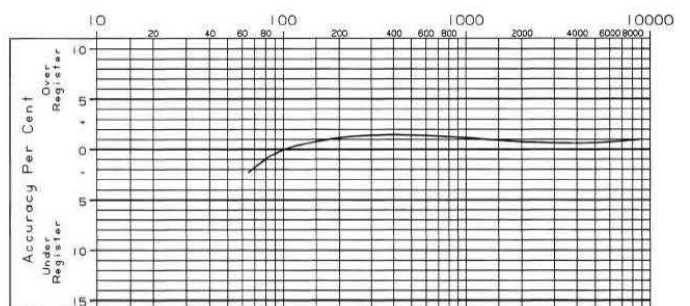
10 in. Meter



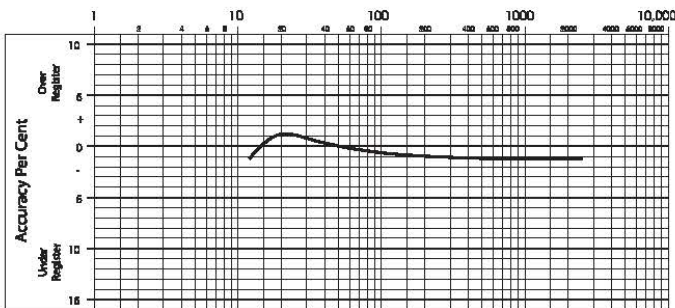
4 in. Meter



12 in. Meter

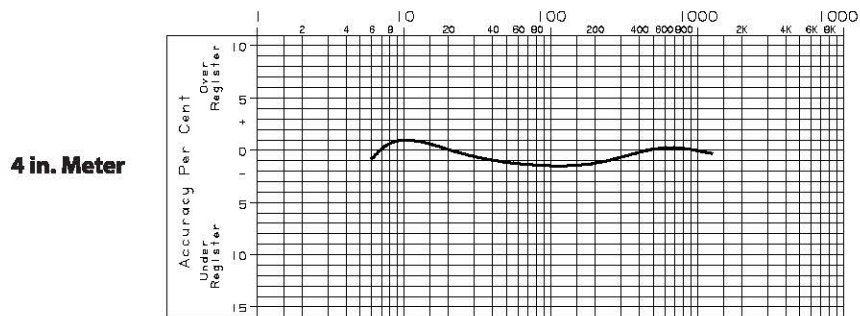
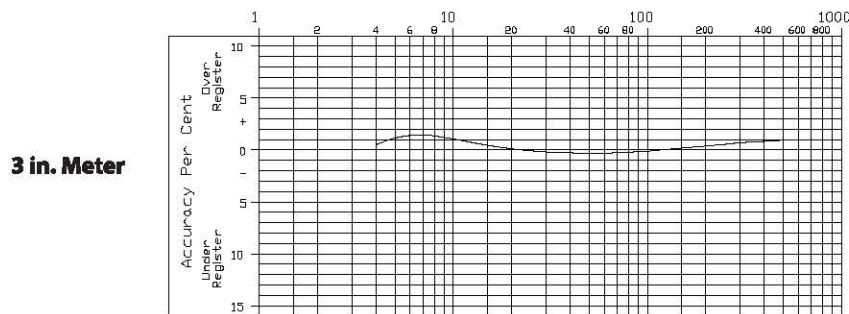
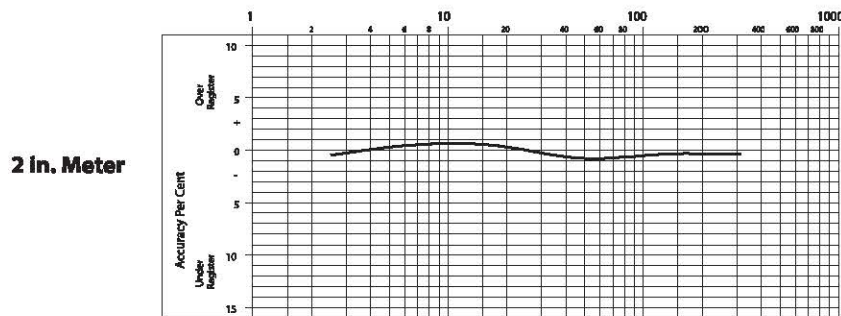
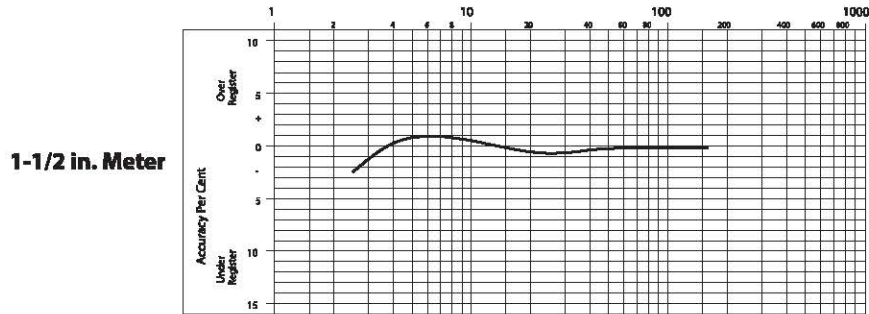


6 in. Meter



ACCURACY CHARTS FOR METERS WITH INTEGRAL STRAINER

Rate of flow in gallons per minute (gpm)



SMART WATER IS BADGER METER

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DESCRIPTION

The Badger Meter Model 450 fire hydrant meter is designed for use in measuring cold water from a fire hydrant or other non-permanent installation where flow is in one direction.

Operation

Water flows into the meter's measuring element where flow readings are obtained by rotor revolutions transmitted by magnetic drive coupling through the meter's cover plate to the sealed register. Magnetic drive is achieved by a right angle worm drive, coupling the rotor to the vertical transmission spindle. A ceramic magnet on the spindle rotates around the vertical axis. Through the magnetic coupling, rotor rotation is transmitted to a follower magnet which transmits rotation to the register gearing.

Operating Performance

The Model 450 fire hydrant meters meet or exceed registration accuracy for the low flow rate, normal operating flow rate, and maximum continuous operation flow rate as specifically stated in AWWA Standard C701.

Construction

The Model 450 fire hydrant meter construction consists of three basic components: meter housing, measuring element, and permanently sealed register. The housing is light-weight heat treated aluminum alloy, compact and easy to handle. The measuring element consists of the transmission coupling, measuring element insert, rotor, straightening vane, and calibration vane assembly. The straightening vanes minimize swirl from piping arrangements upstream.

Magnetic Drive

Direct magnetic drive, through the use of high-strength magnets, provides positive, reliable and dependable register coupling.

Restriction Plate

A permanent orifice, positioned in the outlet side of the meter housing, limits the maximum flow of water through the meter. This is provided to protect the measuring element from overspeeding when the meter discharges to atmosphere.

Sealed Register

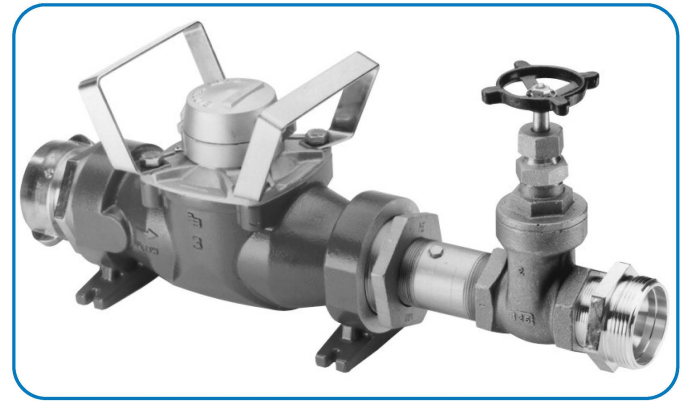
The standard register consists of a straight-reading odometer-type totalization display, 360° test circle with center sweep hand and flow finder to detect leaks. Register gearing consists of self-lubricating thermoplastic gears to minimize friction and provide long life. Permanently sealed; dirt, moisture, tampering and lens fogging problems are eliminated. Multi-position register simplifies meter installation and reading.

Tamper-Resistant Features

Removal of the register to obtain free water is prevented when the tamper detection seal wire screw or TORX® tamper-resistant seal screw is added to the meter. A tamper-resistant calibration plug seal provides protection from unauthorized personnel use.

Strainer

A compression fit double layer stainless steel strainer is installed in the inlet housing tube. The strainer insures optimum long-term field performance.



Maintenance

The Model 450 fire hydrant meters are designed and manufactured to provide long-term service with minimal maintenance. When maintenance is required, it can be performed easily either at the meter installation or at any other convenient location. As an alternative to repair by the utility, Badger Meter offers various maintenance and meter component exchange programs to fit the needs of the utility.

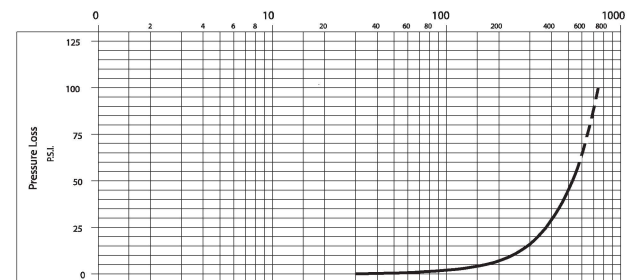
Hose Couplings

The meter is available with standard (2-1/2 in. – 7-1/2 NST) fire hose swivel couplings, unless otherwise specified. Complete thread specifications (listed on the back page of this document) must be furnished for special fire hose fittings.

Options: 2 in. or 2-1/2 in. gate valve, check valve.

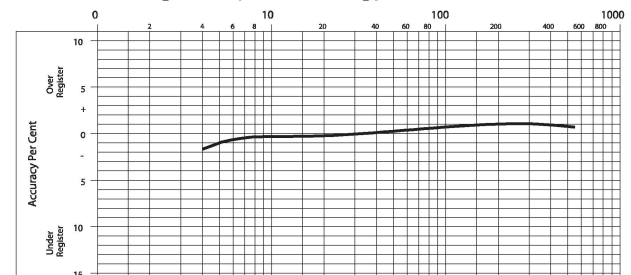
Pressure Loss Chart

Rate of flow in gallons per minute (gpm)



Accuracy Chart

Rate of flow in gallons per minute (gpm)



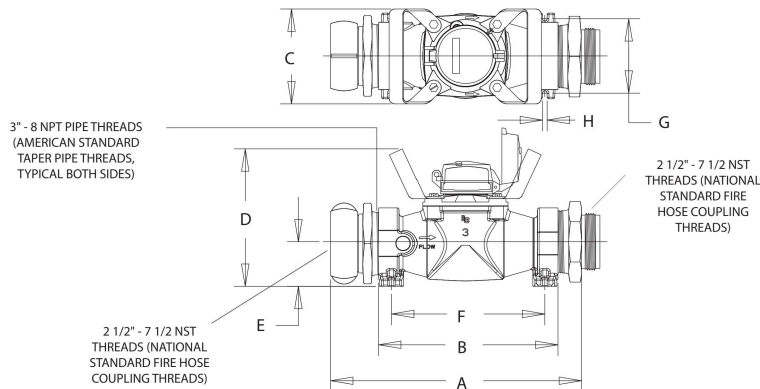
SPECIFICATIONS

Typical Operating Range (100%±1.5%)	5...660 gpm (1.1...150 m ³ /hr)
Maximum Continuous Flow	500 gpm (102 m ³ /hr)
Maximum Intermittant Flow	660 gpm (150 m ³ /hr)
Typical Low Flow (Min. 95%)	4 gpm (0.9 m ³ /hr)
Pressure Loss at Max. Continuous Operation	37 psi @ 450 gpm (2.55 bar @ 102 m ³ /hr) (standard couplings with orifice and screen) Note: 27 psi @ 350 gpm
Maximum Operating Pressure	150 psi (10 bar)
Standard Hose Coupling	2-1/2 in. – 7-1/2 NST threads (78P – 3.4 mm) (National standard fire hose coupling thread)
Register	Straight-reading, permanently sealed magnetic drive standard.
Registration	100,000,000 gallons; 100 gallons/sweep hand revolution. 10,000,000 cubic feet; 10 cubic ft/sweep hand revolution. 1,000,000 m ³ ; 1 m ³ /sweep hand revolution.
Flow Restriction (Orifice)	Limits flow through the meter to 660 gpm @ 85 psi (150 m ³ /hr @ 59 bar) system pressure with standard couplings.

Materials

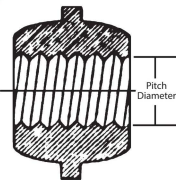
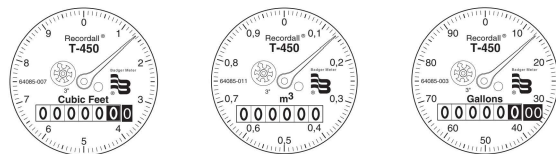
Housing	Heat treated aluminum alloy
Nose Cone and Straightening Vanes	Thermoplastic
Rotor	Thermoplastic
Rotor Radial Bearings	Lubricated thermoplastic
Rotor Thrust Bearings	Sapphire jewels
Rotor Bearing Pivots	Passivated 316 stainless steel
Calibration Mechanism	Stainless steel and thermoplastic
Magnet	Ceramic
Register Cover	Bronze
Options	2 in. gate valve, 2-1/2 in. gate valve, 2 in. check valve, bronze
Trim	Stainless steel
Inlet Screen	Stainless steel with Elastomer

DIMENSIONS

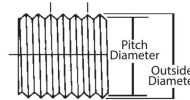


Meter & Pipe Size	Length		Width C	Height D	Ctrline E	F	G	H	Net Weight			Shipping Weight		
	w/coupl. A	w/o coupl. B							w/o Fittings	w/Fittings	w/Valve	w/o Fittings	w/Fittings	w/Valve
3" (DN 80)	17 in. (432 mm)	12 in. (305 mm)	6-3/8 in. (162 mm)	9.0 in. (229 mm)	2-15/16 in. (73 mm)	10-1/4 in. (260 mm)	5 in. (127 mm)	11/32 in. (9 mm)	14.2 lb (6.44 kg)	20.6 lb (9.34 kg)	31.6 lb (14.33 kg)	17.2 lb (7.80 kg)	23.6 lb (10.7 kg)	34.6 lb (15.7 kg)

Specifications for Special Fire Hose Coupling Threads



Female Threads



Male Threads

Required Information

- Number of threads per inch and thread form, if other than American National Standard.
- Outside diameter of male threads.
- Pitch diameter of male threads.
- Pitch diameter of female threads.

SMART WATER IS BADGER METER

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Legacy Document Number: RTS-T-3FH-EN



Badger Meter

Recordall® Disc Meters

Lead-Free Bronze Alloy, Sizes 5/8, 5/8 x 3/4, 3/4 & 1 inch
NSF/ANSI Standards 61 and 372 Certified



Model 25—5/8 in., 5/8 x 3/4 in.



Model 35—3/4 in.



Model 55—1 in.



Model 70—1 in.

DESCRIPTION

The Recordall Disc Series meters meet or exceed the most recent revision of AWWA Standard C700 and are available in a lead-free bronze alloy. The meters comply with the lead-free provisions of the Safe Drinking Water Act, are certified to NSF/ANSI Standards 61 and 372 (Trade Designations: M25-LL, M35-LL, M55-LL, M70-LL) and carry the NSF-61 mark on the housing. All components of the lead-free bronze alloy meter (housing, measuring element, seals, and so on) comprise the certified system.

Applications: For use in measurement of potable cold water in residential, commercial and industrial services where flow is in one direction only.

Operation: Water flows through the meter's strainer and into the measuring chamber where it causes the disc to nutate. The disc, which moves freely, nutates on its own ball, guided by a thrust roller. A drive magnet transmits the motion of the disc to a follower magnet located within the permanently sealed register. The follower magnet is connected to the register gear train. The gear train reduces the disc nutations into volume totalization units displayed on the register or encoder face.

Operating Performance: The Recordall Disc Series meters meet or exceed registration accuracy for the low flow rates (95%), normal operating flow rates (100 ±1.5%), and maximum continuous operation flow rates as specifically stated in AWWA Standard C700.

Construction: Recordall Disc meter construction, which complies with ANSI/AWWA standard C700, consists of three basic components: meter housing, measuring chamber and permanently sealed register or encoder. The meter is available in a lead-free bronze alloy with externally threaded spuds. A corrosion-resistant engineered polymer material is used for the measuring chamber.

Magnetic Drive: Direct magnetic drive, through the use of high-strength magnets, provides positive, reliable and dependable register coupling for straight-reading or AMR/AMI meter reading options.

Tamper-Proof Features: Unauthorized removal of the register or encoder is inhibited by the option of a tamper detection seal wire screw, TORX® tamper-resistant seal screw or the proprietary tamper-resistant keyed seal screw. Each can be installed at the meter site or at the factory.

Maintenance: Badger Meter Recordall Disc Series meters are designed and manufactured to provide long-term service with minimal maintenance. When maintenance is required, it can be performed easily either at the meter installation or at any other convenient location.

To simplify maintenance, the register, measuring chamber, and strainer can be replaced without removing the meter housing from the installation. No change gears are required for accuracy calibration. Interchangeability of parts among like-sized meters and meter models also minimizes spare parts inventory investment. The built-in strainer has an effective straining area of twice the inlet size.

Connections: Tailpieces/Unions for installations of meters on various pipe types and sizes, including misaligned pipes, are available as an option.

Meter Spud and Connection Sizes

Model	Size Designation (in.)	×	"L" Laying Length (in.)	"B" Bore Dia. (in.)	Coupling Nut and Spud Thread (in.)	Tailpiece Pipe Thread (NPT) (in.)
25	5/8	×	7-1/2	5/8	3/4 (5/8)	1/2
	5/8 x 3/4	×	7-1/2	5/8, 3/4	1 (3/4)	3/4
35	3/4	×	7-1/2	3/4	1 (3/4)	3/4
	3/4	×	9	3/4	1 (3/4)	3/4
	3/4 x 1	×	9	3/4	1-1/4 (1)	1
55	1	×	10-3/4	1	1-1/4 (1)	1
70	1	×	10-3/4	1	1-1/4 (1)	1

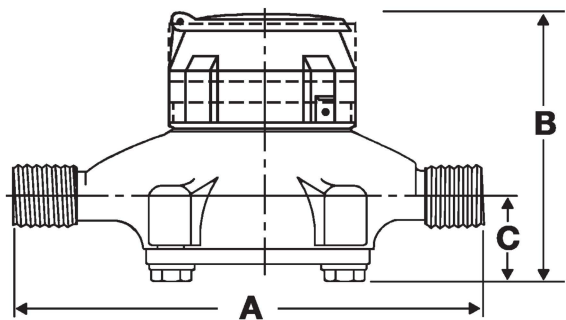
SPECIFICATIONS

	Model 25 (5/8 in. & 5/8 x 3/4 in.)	Model 35 (3/4 in.)	Model 55 (1 in.)	Model 70 (1 in.)
Typical Operating Range (100% ±1.5%)	0.5...25 gpm (0.11...5.7 m ³ /hr)	0.75...35 gpm (0.17...7.9 m ³ /hr)	1...55 gpm (0.23...12.5 m ³ /hr)	1.25...70 gpm (0.28...16 m ³ /hr)
Low Flow	0.25 gpm (0.057 m ³ /hr) Min. 98.5%	0.375 gpm (0.085 m ³ /hr) Min. 97%	0.5 gpm (0.11 m ³ /hr) Min. 95%	0.75 gpm (0.17 m ³ /hr) Min. 95%
Maximum Continuous Operation	15 gpm (3.4 m ³ /hr)	25 gpm (5.7 m ³ /hr)	40 gpm (9.1 m ³ /hr)	50 gpm (11.3 m ³ /hr)
Pressure Loss at Maximum Continuous Operation	5/8 in. size: 3.5 psi @ 15 gpm (0.24 bar @ 3.4 m ³ /hr) 5/8 x 3/4 in. size: 2.8 psi @ 15 gpm (0.19 bar @ 3.4 m ³ /hr)	5 psi @ 25 gpm (0.37 bar @ 5.7 m ³ /hr)	3.4 psi @ 40 gpm (0.23 bar @ 9.1 m ³ /hr)	6.5 psi @ 50 gpm (0.45 bar @ 11.3 m ³ /hr)
Maximum Operating Temperature	80° F (26° C)			
Maximum Operating Pressure	150 psi (10 bar)			
Measuring Element	Nutating disc, positive displacement			
Meter Connections	<i>Available in NL bronze and engineered polymer to fit spud thread bore diameter sizes:</i>			
	5/8 in. size: 5/8 in. (DN 15 mm) 5/8 x 3/4 in. size: 3/4 in. (DN 15 mm)	3/4 in. (DN 20 mm)	1 in. (DN 25 mm)	1 in. (DN 25 mm)

MATERIALS

	Model 25 (5/8 in. & 5/8 x 3/4 in.)	Model 35 (3/4 in.)	Model 55 (1 in.)	Model 70 (1 in.)
Meter Housing	Lead-free bronze alloy			
Housing Bottom Plates	Cast iron, lead-free bronze alloy, engineered polymer	Cast iron, lead-free bronze alloy		
Measuring Chamber	Engineered polymer			
Disc	Engineered polymer			
Trim	Stainless steel			
Strainer	Engineered polymer			
Disc Spindle	Stainless steel	Stainless steel	Engineered polymer	Stainless steel
Magnet	Ceramic	Ceramic	Ceramic	Ceramic
Magnet Spindle	Engineered polymer	Stainless steel	Engineered polymer	Stainless steel
Register Lid and Shroud	Engineered polymer, bronze			

DIMENSIONS



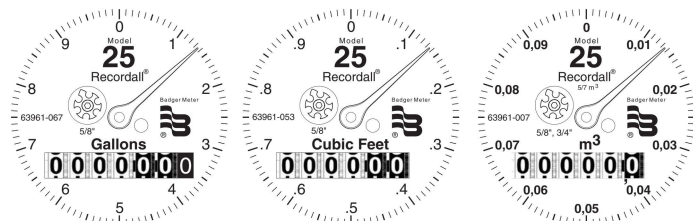
Meter Size	Model	A Laying Length	B Height Reg.	C Centerline Base	Width	Approx. Shipping Weight
5/8 in. (15 mm)	25	7-1/2 in. (190 mm)	4-15/16 in. (125 mm)	1-11/16 in. (42 mm)	4-1/4 in. (108 mm)	4-1/2 lb (2 kg)
5/8 in. x 3/4 in. (15 mm)		7-1/2 in. (190 mm)	4-15/16 in. (125 mm)	1-11/16 in. (42 mm)	4-1/4 in. (108 mm)	4-1/2 lb (2 kg)
3/4 in. (20 mm)	35	7-1/2 in. (190 mm)	5-1/4 in. (133 mm)	1-5/8 in. (41 mm)	5 in. (127 mm)	5-1/2 lb (2.5 kg)
3/4 in. (20 mm)		9 in. (229 mm)	5-1/4 in. (133 mm)	1-5/8 in. (41 mm)	5 in. (127 mm)	5-3/4 lb (2.6 kg)
3/4 in. x 1 in. (20 mm)		9 in. (229 mm)	5-1/4 in. (133 mm)	1-5/8 in. (41 mm)	5 in. (127 mm)	6 lb (2.7 kg)
1 in. (25 mm)	55	10-3/4 in. (273 mm)	6 in. (152 mm)	2-1/32 in. (52 mm)	6-1/4 in. (159 mm)	8-3/4 lb (3.9 kg)
1 in. (25 mm)	70	10-3/4 in. (273 mm)	6-1/2 in. (165 mm)	2-5/16 in. (59 mm)	7-3/4 in. (197 mm)	11-1/2 lb (5.2 kg)

REGISTERS / ENCODERS

Standard—Sweep-Hand Registration

The standard register is a straight-reading, permanently sealed magnetic drive register. Dirt, moisture, tampering and lens fogging problems are eliminated. The register has a six-odometer wheel totalization display, 360° test circle with center sweep hand, and flow finder to detect leaks. Register gearing is made of self-lubricating engineered polymer, which minimizes friction and provides long life. The multi-position register simplifies meter installation and reading. The register capacity is 10,000,000 gallons (1,000,000 ft³, 100,000 m³).

A Model 25 register is used in the following example:



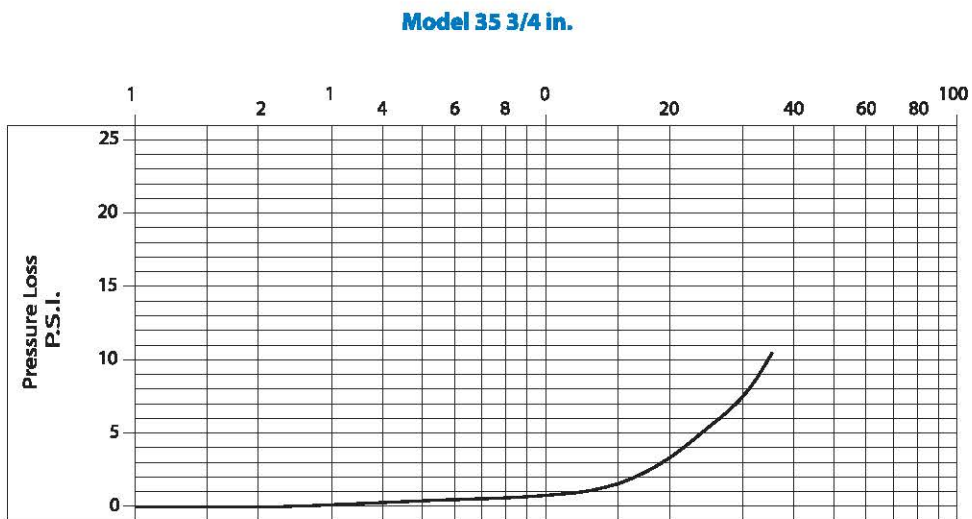
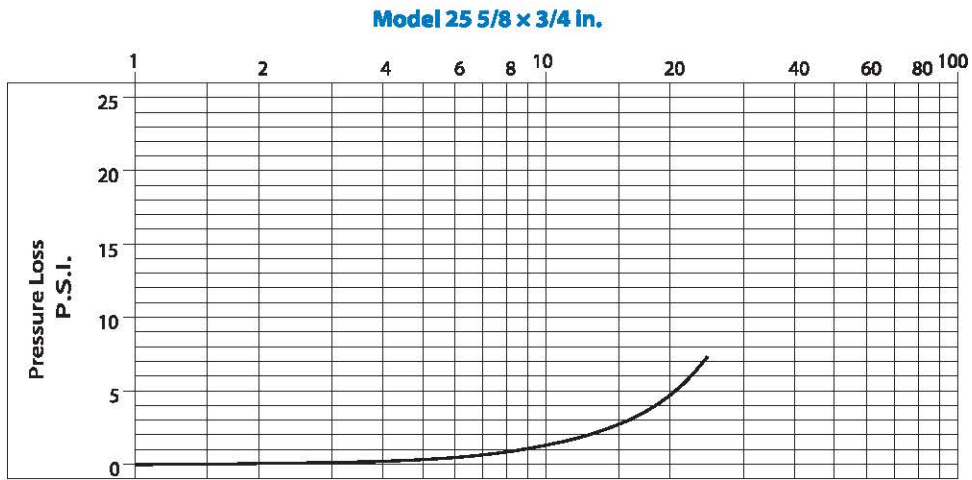
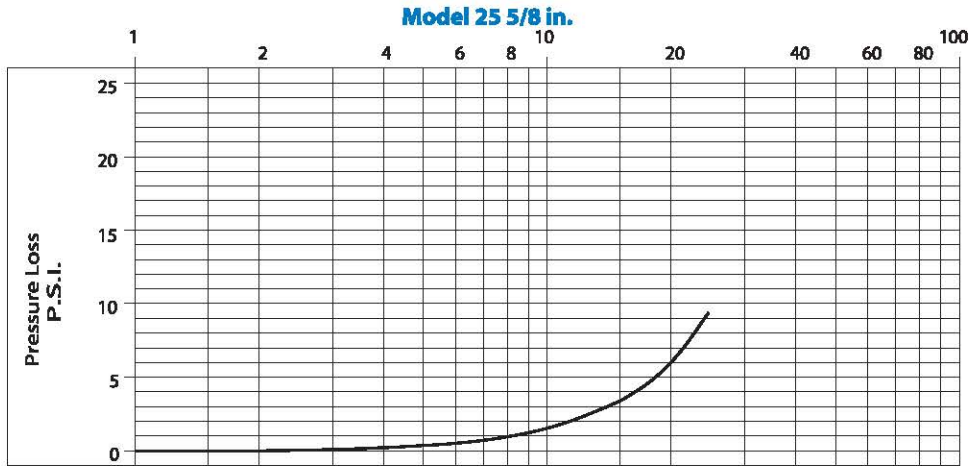
Model	Gallon	Cubic Feet	Cubic Meter
25 (5/8 in.)	10	1	0.1/0.01
25 (5/8 x 3/4 in.)	10	1	0.1/0.01
35	10	1	0.1
55	10	1	0.1
70	10	1	0.1

Optional—Encoders for AMR/AMI Reading Solutions

AMR/AMI solutions are available for all Recordall Disc Series meters. All reading options can be removed from the meter without disrupting water service. Badger Meter encoders provide years of reliable, accurate readings for a variety of applications. See details at www.badgermeter.com.

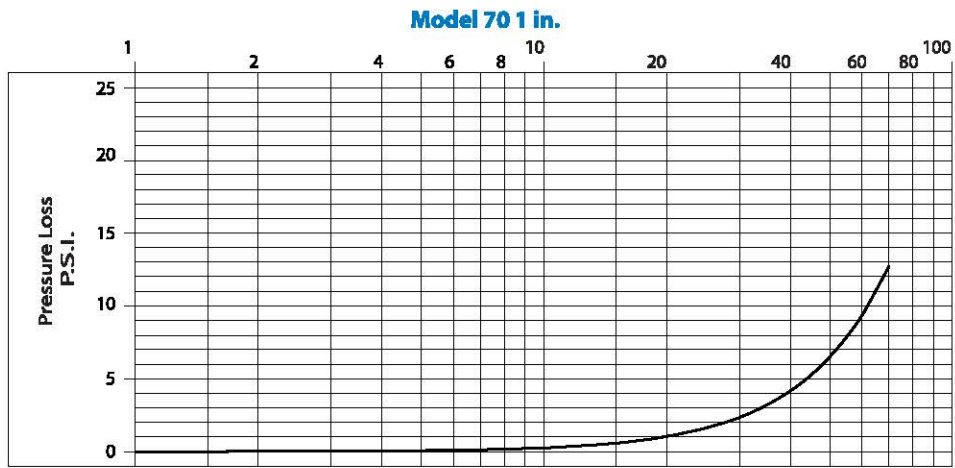
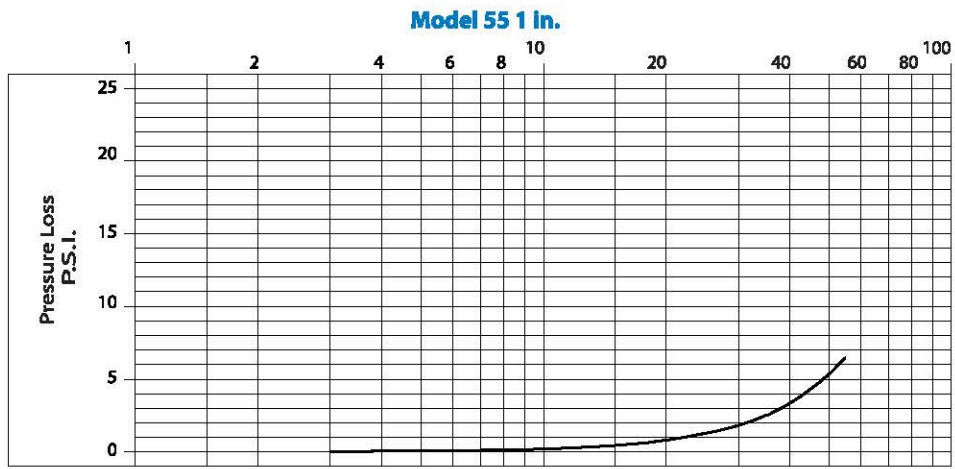
PRESSURE LOSS CHARTS

Rate of Flow in Gallons per Minute



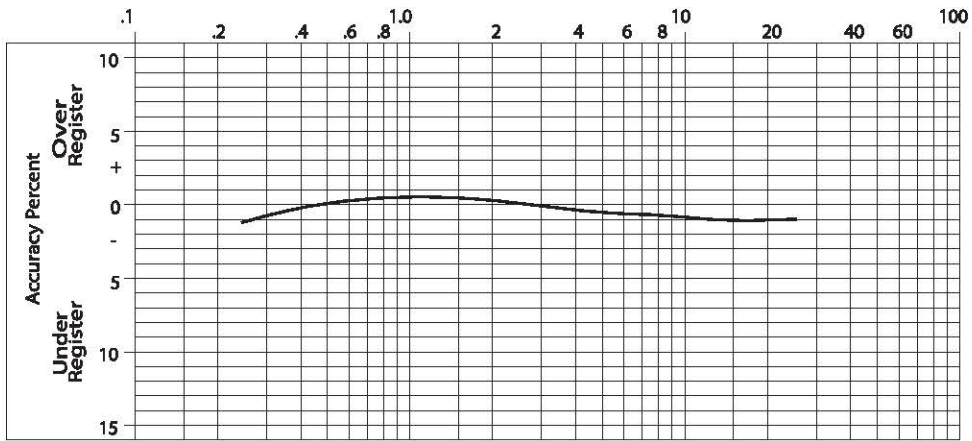
PRESSURE LOSS CHARTS (CONTINUED)

Rate of Flow in Gallons per Minute

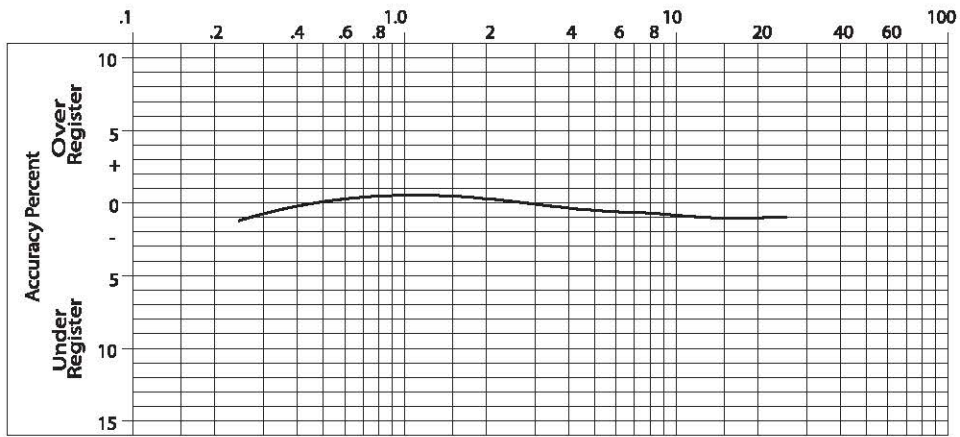


ACCURACY CHARTS

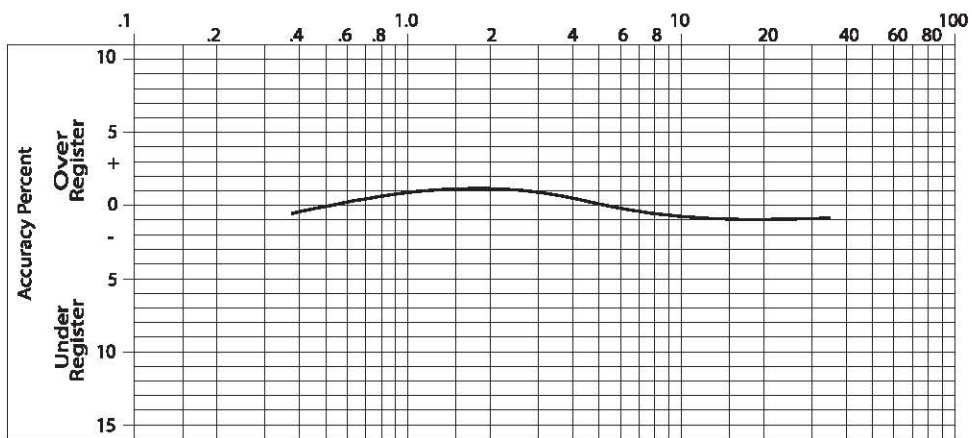
Model 25 5/8 in.



Model 25 5/8 x 3/4 in.

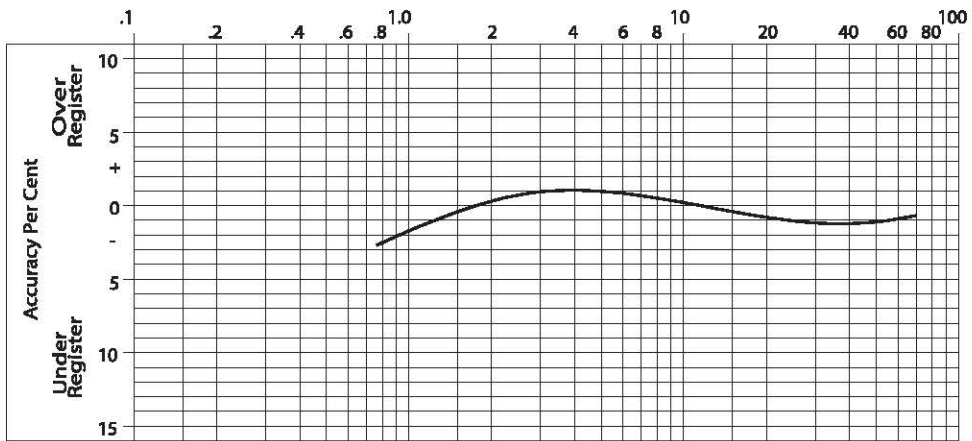


Model 35 3/4 in.

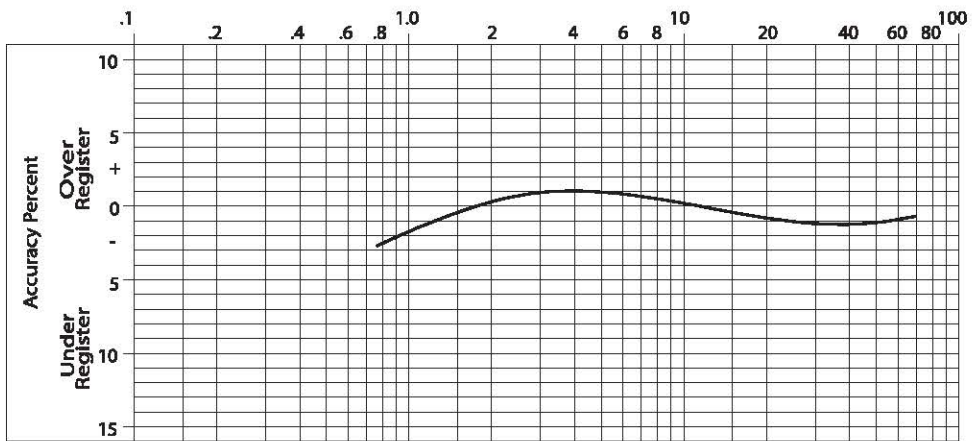


ACCURACY CHARTS (CONTINUED)

Model 55 1 in.



Model 70 1 in.



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Recordall® Compound Series Meter

Lead-Free Bronze Alloy, Sizes 2, 3, 4 & 6 inch
NSF/ANSI/CAN Standards 61 and 372 Certified

DESCRIPTION

The Recordall® Compound Series meters meet or exceed the most recent revision of AWWA Standard C702 and are available in a lead-free bronze alloy. The Compound Series meters comply with the lead-free provisions of the Safe Drinking Water Act, are certified to NSF/ANSI/CAN Standards 61 and 372 (Trade Designation: LL-NS) and carry the NSF-61 mark on the housing. All components of the lead-free bronze alloy meter (housing, measuring element, seals, and so on) comprise the certified system.

Badger Meter Recordall Compound Series meters combine two metering technologies in one innovative package. A positive displacement chamber measures low flow, while a turbine chamber records high flow.

Offered in four sizes, the Compound Series meter features:

- Patented design that eliminates the need for a trigger valve and maintains crossover accuracy
- Permanently sealed, tamper-resistant register or encoder
- Meters and encoders that are compatible with Badger Meter AMR/AMI systems and other approved reading technologies

Badger Meter ORION® and GALAXY® AMR/AMI meter reading systems are available for all Compound Series meters. Itron® ERT reading systems are also available. All register options are removable from the meter without disrupting water service.

TAMPER-PROOF FEATURES

Unauthorized removal of the register or encoder is inhibited by the use of an optional tamper detection seal wire screw, TORX® tamper-resistant seal screw or the proprietary tamper-resistant keyed seal screw. Each can be installed at the meter site or at the factory.

APPLICATIONS

Use the Recordall Compound meter for measuring potable cold water in commercial and industrial applications where flow is in one direction only. The meter is an ideal choice for facilities that experience rapid and wide fluctuations in water demand, such as hospitals, universities, residential complexes and manufacturing or processing facilities.

OPERATION

At low flow rates, the Compound Series meter diverts water up through a bypass to the disc chamber. Leaving the chamber's outlet port, water flows beyond the turbine element and main valve. As the flow rate increases, a pressure differential is created that opens the main valve. The water then flows straight through the turbine chamber. In addition, a portion still flows through the disc chamber before exiting the meter.



Rotor and disc movements are transmitted by magnetic drive couplings to individual register odometers. The direct magnetic drive provides a positive, reliable and dependable register coupling for straight-reading or remote reading options. The self-lubricating thermoplastic register gearing is designed to minimize friction and provide long life.

OPERATING PERFORMANCE

The Recordall Compound Series meets or exceeds registration accuracy for low, normal operating, maximum continuous operation, and changeover flow rates as specified in AWWA Standard C702.

CONSTRUCTION

The Recordall Compound Series meter's construction complies with ANSI and AWWA C702 standards. It consists of three basic components: meter housing, interchangeable measuring elements, and sealed direct reading registers. The measuring element consists of the disc measuring chamber, turbine head assembly, and high flow valve assembly. To simplify maintenance, the registers and measuring elements can be removed without removing the meter housing from the line.

METER INSTALLATION

The meter is designed for installations where flow is in one direction only. A separate strainer is required to ensure optimum flow conditioning and protection of the measuring element. Companion flanges for installation of meters on various pipe types and sizes are available in cast iron or NL bronze as an option.

REGISTERS / ENCODERS

Standard—Sweep-Hand Registration

The standard register is a straight-reading, permanently sealed magnetic drive register. Dirt, moisture, tampering and lens fogging problems are eliminated. The register has a six-odometer wheel totalization display, 360° test circle with center sweep hand, and flow finder to detect leaks. Register gearing is made of self-lubricating engineered polymer, which minimizes friction and provides long life. The multi-position register simplifies meter installation and reading. The register capacity is 100,000,000 gallons (10,000,000 ft³, 1,000,000 m³).

Optional—Encoders for AMR/AMI Reading Solutions

AMR/AMI solutions are available for all Recordall Compound Series meters. All reading options can be removed from the meter without disrupting water service. Badger Meter encoders provide years of reliable, accurate readings for a variety of applications and are also available pre-wired to Badger Meter approved AMR/AMI solutions. See details at www.badgermeter.com.

SPECIFICATIONS

Compound Series Model	2 in. (50 mm)	3 in. (80 mm)	4 in. (100 mm)	6 in. (150 mm)
Meter Flanges, Class 150	2 in. elliptical or round	3 in. round	4 in. round	6 in. round
	(50 mm)	(80 mm)	(100 mm)	(150 mm)
Typical Operating Range (100% ± 1.5%)	0.5...200 gpm (0.1...45 m ³ /h)	0.5...450 gpm (0.1...102 m ³ /h)	0.75...1000 gpm (0.17...227 m ³ /h)	0.75...2000 gpm (0.17...454.4 m ³ /h)
Low Flow Registration (95% minimum)	0.25 gpm (0.06 m ³ /h)	0.25 gpm (0.06 m ³ /h)	0.375 gpm (0.09 m ³ /h)	0.375 gpm (0.09 m ³ /h)
Maximum Continuous Flow	170 gpm (38.3 m ³ /h)	400 gpm (90.3 m ³ /h)	800 gpm (181.6 m ³ /h)	1500 gpm (340.5 m ³ /h)
Pressure Loss at Maximum Continuous Flow	5.4 psi at 170 gpm	6.0 psi at 400 gpm	11.0 psi at 800 gpm	9.3 psi at 1500 gpm
	(0.38 bar at 38.3 m ³ /h)	(0.41 bar at 90.3 m ³ /h)	(0.75 bar at 181.6 m ³ /h)	(0.64 bar at 340.5 m ³ /h)
Crossover Flow Rate, Typical	12 gpm (2.73 m ³ /h)	12 gpm (2.73 m ³ /h)	20 gpm (4.54 m ³ /h)	30 gpm (6.81 m ³ /h)
Pressure Loss at Crossover	3.5 psi (0.24 bar)	4.0 psi (0.28 bar)	4.0 psi (0.28 bar)	5.0 psi (0.35 bar)
Minimum Crossover Accuracy	97%	97%	97%	95%
Maximum Operating Pressure	150 psi (10 bar)			
Maximum Operating Temperature	105° F (41° C)			
NPT Test Port	1-1/2 in.		2 in.	

Materials

Meter Housing & Cover	Lead-free bronze alloy
Turbo Cast Head	Lead-free bronze alloy
Nose Cone & Straightening Vanes	Thermoplastic
Rotor	Thermoplastic
Rotor Radial Bearings	Lubricated thermoplastic
Rotor Thrust Bearing	Sapphire jewels
Rotor Bearing Pivots	Passivated 316 stainless steel
Calibration Mechanism	Stainless steel & thermoplastic
Measuring Chamber & Disc	Thermoplastic
High Flow Valve	Stainless steel & thermoplastic
Magnets	Ceramic
Register Lens	Glass
Register Housing & Cover	Thermoplastic or bronze
Trim	Stainless steel
Drain Plug (3/4 in.)	Stainless steel or lead-free bronze alloy
Test Plug	Stainless steel or lead-free bronze alloy

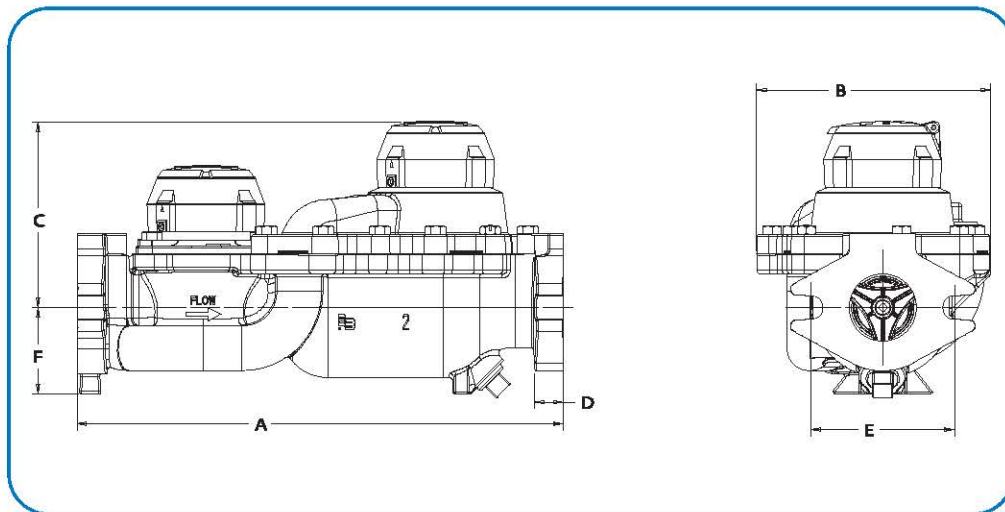
PHYSICAL DIMENSIONS

Compound Series Model	2 in. Elliptical (50 mm)	2 in. Round (50 mm)	3 in. (80 mm)	4 in. (100 mm)	6 in. (150 mm)
Meter & Pipe Size	2 in. (50 mm)		3 in. (80 mm)	4 in. (100 mm)	6 in. (150 mm)
Net Weight	45 lb (20 kg)		51 lb (23 kg)	85 lb (38 kg)	152 lb (69 kg)
Shipping Weight	63 lb (29 kg)		79 lb (36 kg)	120 lb (54 kg)	200 lb (90 kg)
Length (A)	15-1/4 in. * (387 mm)		17 in. (432 mm)	20 in. (508 mm)**	24 in. (610 mm)
Width (B)	7-3/8 in. (187 mm)		8-1/2 in. (216 mm)	9-1/8 in. (232 mm)	12-3/8 in. (314 mm)
Height (C)	5-7/8 in. (149 mm)		6-5/8 in. (168 mm)	7-1/4 in. (184 mm)	8-7/8 in. (225 mm)
Flange (D)	5/8 in. (16 mm)		3/4 in. (19 mm)	7/8 in. (22 mm)	15/16 in. (24 mm)
Bolt Circle (E)	4-1/2 in. (114 mm)	4-3/4 in. (121 mm)	6 in. (152 mm)	7-1/2 in. (191 mm)	9-1/2 in. (241 mm)
Centerline (C) to Base (F)	2-3/4 in. (70 mm)		3-5/8 in. (92 mm)	4-1/4 in. (108 mm)	5-3/8 in. (137 mm)
Number of Bolts	2	4	4	8	8

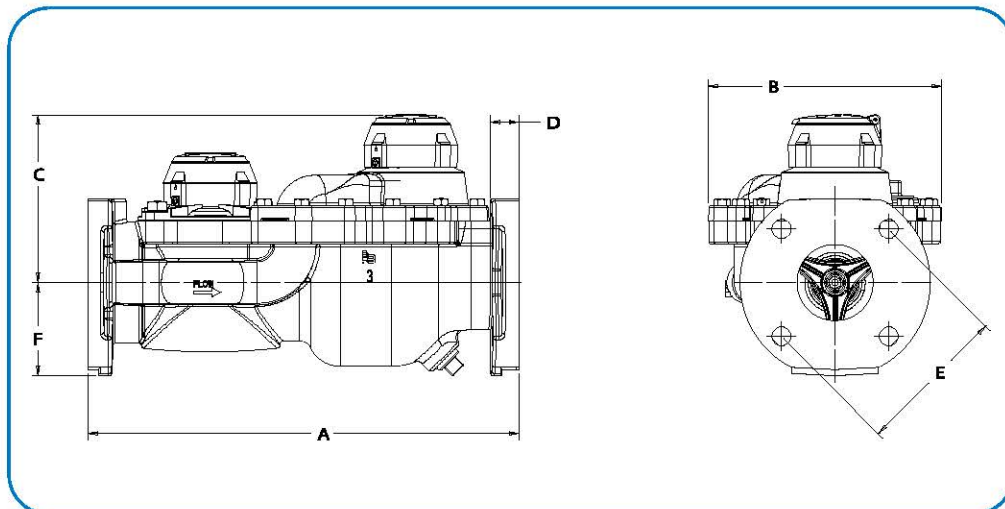
* Adapter available to increase total length to 17 in. (432 mm).

**Adapter available to increase total length to 24 in. (610 mm).

Elliptical Flange (2 in. Only)

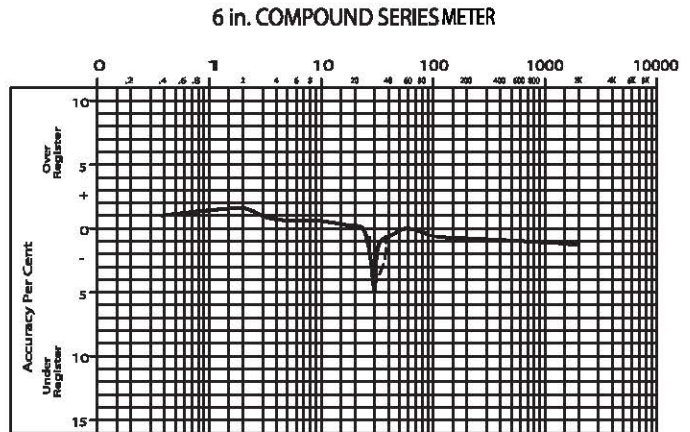
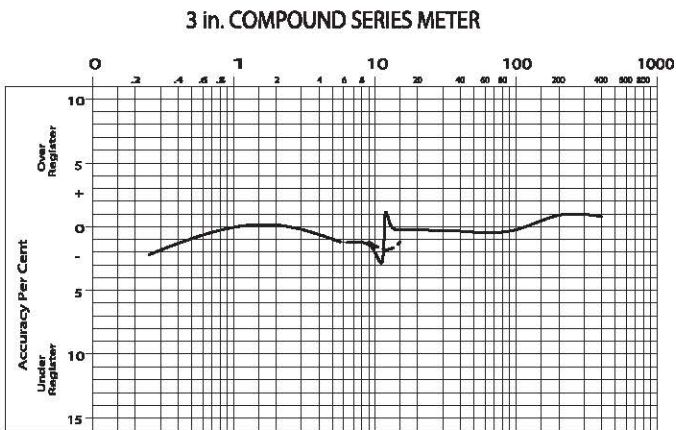
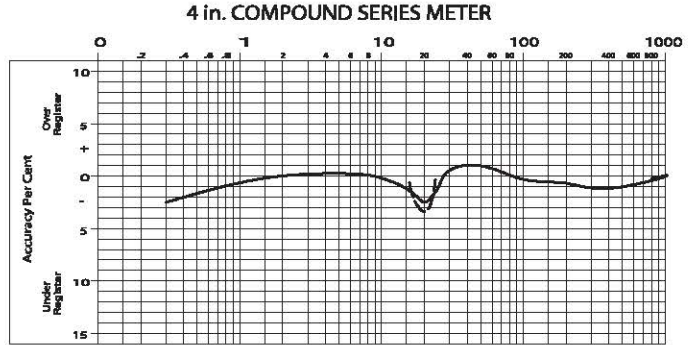
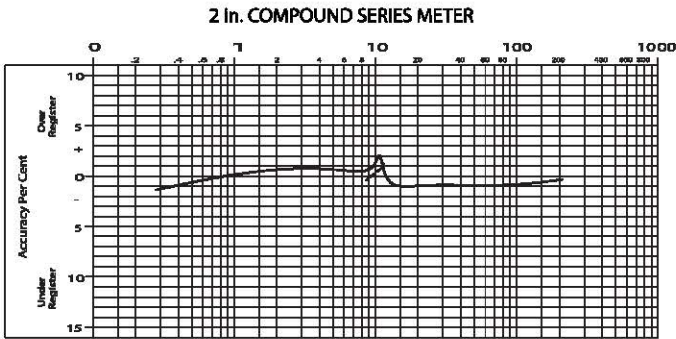


Round Flange



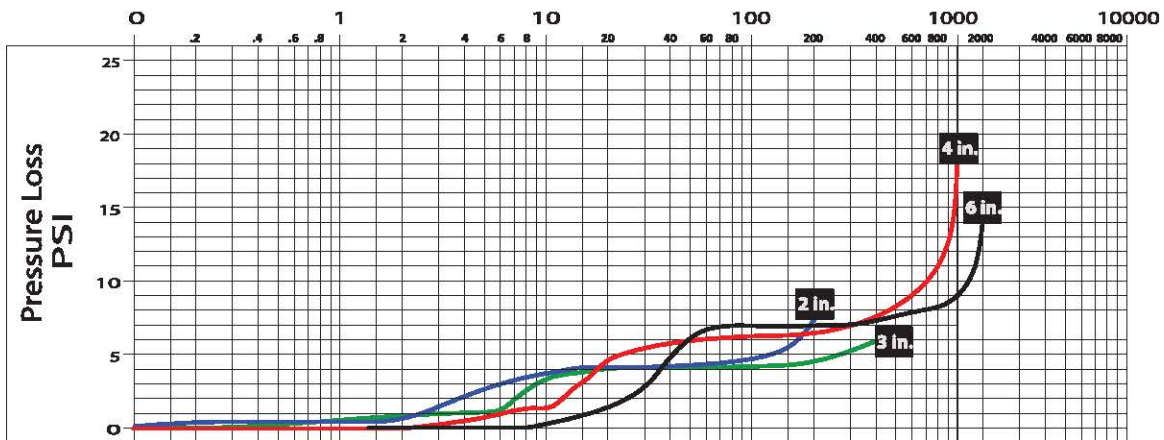
ACCURACY CHARTS

Rate of flow in gallons per minute (gpm). Dashed line on each chart (— — —) represents crossover flow accuracy.



PRESSURE LOSS CHART

Rate of flow in gallons per minute (gpm)



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ORION® Cellular Water Endpoints

DESCRIPTION

ORION® Cellular water endpoints are innovative, two-way endpoints for smart water applications. The endpoints utilize existing IoT (Internet of Things) cellular infrastructure to efficiently and securely deliver meter reading data to the utility in a Network as a Service (NaaS) approach. Leveraging existing cellular infrastructure, the NaaS solution offers all the performance benefits of AMI, while eliminating network-related maintenance and technology concerns and enhancing deployment flexibility.

Cellular endpoints are members of the time-tested ORION family of products from Badger Meter, designed for maximum flexibility. Since 2002, the ORION product family has provided comprehensive Advanced Metering Analytics (AMA) for interval meter reading and data capture using both one-way and two-way communications.

FUNCTIONALITY

Operation: ORION Cellular water endpoints communicate with the encoder and capture 15-minute interval read data and meter status information. The endpoints then automatically broadcast the information, including endpoint status information, via the cellular network to BEACON® Software as a Service (SaaS). ORION NaaS is powered by the proven ORION system for interval data capture and two-way communication. The solution employs cellular endpoints which, as they leverage the public cellular network and require no proprietary gateways to operate, dramatically reduce infrastructure requirements compared to a traditional fixed network. This speeds installations and simplifies expansion as a system evolves.

The endpoints are designed to call in four times each workday and feature a configurable schedule that enables utility customers to select call-in times that best support their processes.

Activation: ORION Cellular water endpoints are shipped in an inactive, non-transmitting state. The Badger Meter IR Communication Device can be used to activate the endpoints and verify the encoder connection. Successful endpoint function can be confirmed through a web app demonstrating that communication has been verified to both the encoder and the network.

Alternatively, the endpoints offer a Smart Activation feature. After installation, the endpoints begin broadcasting data when the encoder senses the first usage of water. No field programming or special tools are required.

Broadcast Mode: ORION Cellular water endpoints broadcast fixed network reading data through the secure cellular network within the service area.

Specific configurations also transmit a radio frequency (RF) message to facilitate troubleshooting in the field. See "[Configurations](#)" on page 2.

Data Storage: The endpoints store 42 days of 15-minute data.



ORION Cellular C endpoint (pictured)

Output Message: ORION Cellular water endpoints broadcast a unique serial number, meter reading data, and applicable status indicators. As an advanced data security measure, each message is securely transported to BEACON SaaS only via private network and never over the public internet.

APPLICATION

Configurations: ORION Cellular water endpoints are multi-purpose endpoints that can be deployed in indoor, outdoor and pit (non-metal pit lid) applications. The electronics and battery assembly are fully encapsulated in epoxy for environmental integrity. The endpoint is available with a connector assembly for ease of installation.

Meter Compatibility: When attached to a Badger Meter High Resolution Encoder, the ORION Cellular water endpoint is compatible with all current Badger Meter Recordall® Disc, Turbo Series, Compound Series, Combo Series and Fire Service meters and assemblies, and with E-Series G2® Ultrasonic, E-Series® Ultrasonic, E-Series® Ultrasonic Plus, and ModMAG® electromagnetic flow meters.

Encoder Compatibility: The ORION Cellular water endpoint is suitable for use with a Badger Meter High Resolution Encoder as well as the following Badger Meter approved three-wire encoder registers that have a manufacture date within 10 years of the current date as long as the encoder has three wires connected to it and is programmed into the three-wire output mode for AMR/AMI: Honeywell® (Elster) ScanCoder® encoder with Sensus® protocol module and evoQ4 meter (encoder output); Master Meter® Octave® Ultrasonic meter encoder output; Metron-Farnier Hawkeye; Mueller Systems 420 Solid State Register (SSR) LCD; Neptune® ProRead, E-Coder®, ARB-V®, and ProCoder; and Sensus iPerl®.



SPECIFICATIONS

Dimensions	5.125 in. (130 mm) (H)	
	1.75 in. (44 mm) Diameter at top	
	2.625 in. (W) x 2.875 in. (D) at base (67 mm (W) x 73 mm (D) at base)	
Broadcast Network	LTE-M cellular network (primary communication technology)	
	NB-IoT (secondary communication technology for certain variants)	
RF Message for Troubleshooting	Where available (see table below) frequency is FCC-regulated 902...928 MHz frequency hopping modulation	
Operating Temperature Range	<ul style="list-style-type: none"> Storage, Meter Reading and RF Message (for troubleshooting) 	-40...60° C (-40...140° F)
	<ul style="list-style-type: none"> Cellular Communications 	-20...60° C (-4...140° F)
Humidity	0%...100% condensing	
Battery	One (1) lithium thionyl chloride D cell (nonreplaceable)	

Construction: All ORION Cellular water endpoints are housed in an engineered polymer enclosure with an ORION RF board, battery and antenna. For long-term performance, the enclosure is fully potted to withstand harsh environments and to protect the electronics in flooded or submerged pit applications.

Wire Connections: ORION Cellular water endpoints are available with in-line connectors (Twist Tight® or Nicor®) for easy installation and connection to compatible encoders/meters. The endpoints are also available with flying leads for field splice connections. Other wire connection configurations may be available upon request.

License Requirements: ORION Cellular water endpoints comply with Part 15, Part 22, Part 24, and Part 27 of the FCC Rules. No license is required by the utility to operate an ORION meter reading system. This device complies with Industry Canada license-exempt RSS standard(s).

Transportation: **WARNING:** The operation of transmitters and receivers on airlines is strictly prohibited by the Federal Aviation Administration. As such, the shipping of radios and endpoints via air is prohibited. Please follow all Badger Meter return and/or shipping procedures to prevent exposure to liability.

Warning: To reduce the possibility of electrical fire and shock hazards, never connect the cable from the endpoint to any electrical supply source. The endpoint cable provides SELV low voltage limited energy power to the load and should only be connected to passive elements of a water meter register.

Caution: Endpoint batteries are *not* replaceable. Users should make no attempt to replace the batteries. Changes or modifications to the equipment that are not expressly approved by Badger Meter could void the user's authority to operate the equipment.

FEATURES

Smart City Ready	Future-proof technology
Communication Type	Two-way
Application Type	Control/Monitor
Endpoint Communication	Configurable call-in schedule, up to four times each workday
Reading Interval Type	15-minute
Encoder Compatibility	Absolute
Fixed Network Reading	✓
Cut-Wire Indication	✓
Encoder Error	✓
Low Battery Indication	✓
Remote Clock Synchronization	✓
Firmware Upgrades	✓

CONFIGURATIONS

Endpoint	Notes
ORION Cellular C	Includes RF and IR messages for troubleshooting
ORION Cellular CS	Secondary carrier; includes RF and IR messages for troubleshooting
ORION Cellular LTE-M	Includes RF and IR messages for troubleshooting
ORION Cellular LTE-MS	Secondary carrier; includes RF and IR messages for troubleshooting
ORION Cellular HLA	Includes IR message for troubleshooting

NOTE: For the ORION Cellular LTE-MP endpoint, see the *ORION Cellular LTE-MP Endpoint product data sheet*, available at www.badgermeter.com.

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ORION® Water Endpoints

Cellular LTE Endpoint

DESCRIPTION

The ORION® Cellular endpoint is an innovative, two-way water endpoint that utilizes existing cellular infrastructure to efficiently and securely deliver meter reading data to the utility via the reliable cellular network.

The Cellular endpoint is a member of the time-tested ORION family of products from Badger Meter, designed for maximum flexibility. Since 2002, the ORION product family has provided comprehensive Advanced Metering Analytics (AMA) for interval meter reading and data capture using both one-way and two-way communications.

FUNCTIONALITY

Operation: The endpoint communicates with the encoder and captures 15-minute interval read data and meter status information. On a regular schedule (up to twice per day) the endpoint then automatically broadcasts the information, including endpoint status information, via the cellular network to the BEACON® AMA software.

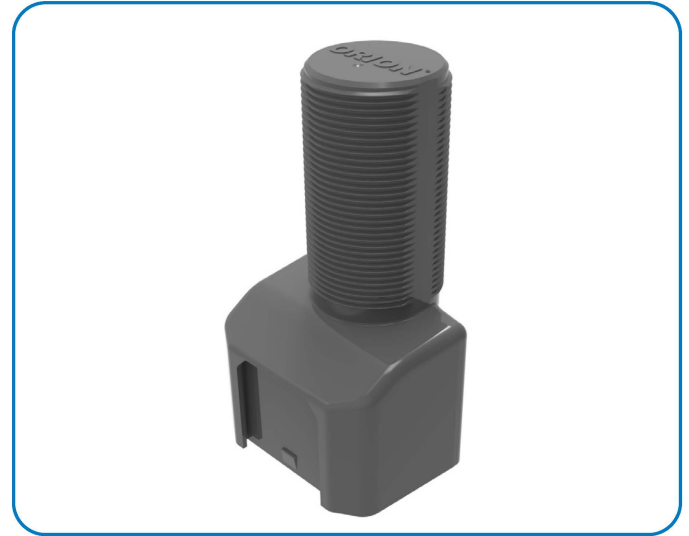
Activation: All ORION Cellular LTE endpoints are shipped in an inactive, non-transmitting state. The endpoints offer a Smart Activation feature. After installation, the endpoint begins broadcasting data when the encoder senses the first usage of water. No field programming or special tools are required. Alternatively, the Badger Meter IR Communication Device can be used to activate the endpoint and verify the encoder connection.

Successful endpoint function can be confirmed through a web app demonstrating that communication has been verified to both the encoder and the network.

Broadcast Mode: The endpoint broadcasts fixed network reading data through the secure existing cellular network within the service area. The endpoint also transmits a mobile message to support troubleshooting in the field.

Data Storage: The endpoint stores 42 days of 15-minute data.

Output Message: The endpoint broadcasts its unique serial number, meter reading data, and applicable status indicators. Each message is securely transported to the BEACON AMA software via Virtual Private Network (VPN) using Advanced Encryption Standard (AES) 256.



APPLICATION

Configurations: The endpoint is a multi-purpose endpoint that can be deployed in indoor, outdoor and pit applications. The electronics and battery assembly are fully encapsulated in epoxy for environmental integrity. The endpoint is available with a connector assembly for ease of installation.

Meter Compatibility: When attached to a Badger Meter High Resolution Encoder, the endpoint is compatible with all current Badger Meter Recordall® Disc, Turbo Series, Compound Series, Combo Series and Fire Service meters and assemblies, and with E-Series® Ultrasonic, E-Series® Ultrasonic Plus, and ModMAG® electromagnetic flow meters.

Encoder Compatibility: ORION Cellular LTE endpoints are suitable for use with Badger Meter High Resolution Encoders as well as the following Badger Meter approved three-wire encoder registers that have a manufacture date within 10 years of the current date as long as the encoder has three wires connected to it and is programmed into the three-wire output mode for AMR/AMI: Honeywell® (Elster) ScanCoder® encoder with Sensus® protocol module and evoQ4 meter (encoder output); Master Meter® Octave® Ultrasonic meter encoder output; Metron-Farnier Hawkeye; Mueller Systems 420 Solid State Register (SSR) LCD; and Sensus iPerl®.



SPECIFICATIONS

Dimensions	5.125 in. (130 mm) (H)
	1.75 in. (44 mm) Diameter at top 2.625 in. (W) x 2.875 in. (D) at base 67 mm (W) x 73 mm (D) at base
Broadcast Network	LTE cellular network, with fallback to 3G where LTE is unavailable. Mobile backup frequency is FCC-regulated 902...928 MHz frequency hopping modulation
Operating Temperature Range	
• Storage, Meter Reading and Mobile Backup	-40...60° C (-40...140° F)
• Cellular Communications	-20...60° C (-4...140° F)
Humidity	0%...100% condensing
Battery	One (1) lithium thionyl chloride D cell (nonreplaceable)

Construction: All ORION Cellular endpoints are housed in an engineered polymer enclosure with an ORION RF board, battery and antenna. To ensure long-term performance, the enclosure is fully potted to withstand harsh environments and to protect the electronics in flooded or submerged pit applications.

Wire Connections: ORION Cellular endpoints are available with in-line connectors (Twist Tight® or Nicor®) for easy installation and connection to compatible encoders/meters. The endpoints are also available with flying leads for field splice connections. Other wire connection configurations may be available upon request.

FEATURES

Communication Type	Two-way
Application Type	Control/Monitor
Reading Interval Type	15-minute
Encoder Compatibility	Absolute
Fixed Network Reading	✓
Premise Leak Detection	✓
Cut-Wire Indication	✓
Reverse Flow Indication	✓
No Usage Indication	✓
Encoder Error	✓
Low Battery Indication	✓
Remote Programming	✓
Remote Clock Synchronization	✓
Firmware Upgrades	✓

License Requirements: ORION Cellular LTE endpoints comply with Part 15, Part 22, Part 24, and Part 27 of the FCC Rules. No license is required by the utility to operate an ORION meter reading system. This device complies with Industry Canada license-exempt RSS standard(s).

Transportation: WARNING: The operation of transmitters and receivers on airlines is strictly prohibited by the Federal Aviation Administration. As such, the shipping of radios and endpoints via air is prohibited. Please follow all Badger Meter return and/or shipping procedures to prevent exposure to liability.

Warning: To reduce the possibility of electrical fire and shock hazards, never connect the cable from the endpoint to any electrical supply source. The endpoint cable provides SELV low voltage limited energy power to the load and should only be connected to passive elements of a water meter register.

Caution: The endpoint batteries are *not* replaceable. Users should make no attempt to replace the batteries. Changes or modifications to the equipment that are not expressly approved by Badger Meter could void the user's authority to operate the equipment.

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ORION® Water Endpoints

Cellular LTE Endpoint

DESCRIPTION

The ORION® Cellular endpoint is an innovative, two-way water endpoint that utilizes existing cellular infrastructure to efficiently and securely deliver meter reading data to the utility via the reliable cellular network.

The Cellular endpoint is a member of the time-tested ORION family of products from Badger Meter, designed for maximum flexibility. Since 2002, the ORION product family has provided comprehensive Advanced Metering Analytics (AMA) for interval meter reading and data capture using both one-way and two-way communications.

FUNCTIONALITY

Operation: The endpoint communicates with the encoder and captures 15-minute interval read data and meter status information. On a regular schedule (up to twice per day) the endpoint then automatically broadcasts the information, including endpoint status information, via the cellular network to the BEACON® AMA software.

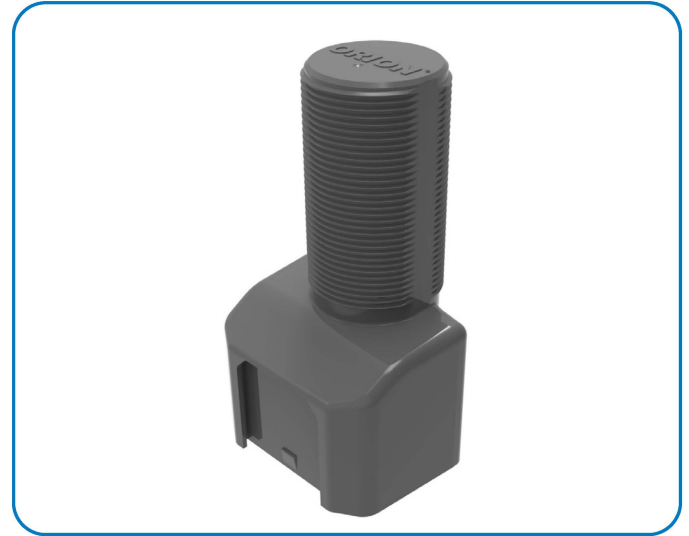
Activation: All ORION Cellular LTE endpoints are shipped in an inactive, non-transmitting state. The endpoints offer a Smart Activation feature. After installation, the endpoint begins broadcasting data when the encoder senses the first usage of water. No field programming or special tools are required. Alternatively, the Badger Meter IR Communication Device can be used to activate the endpoint and verify the encoder connection.

Successful endpoint function can be confirmed through a web app demonstrating that communication has been verified to both the encoder and the network.

Broadcast Mode: The endpoint broadcasts fixed network reading data through the secure existing cellular network within the service area. The endpoint also transmits a mobile message to support troubleshooting in the field.

Data Storage: The endpoint stores 42 days of 15-minute data.

Output Message: The endpoint broadcasts its unique serial number, meter reading data, and applicable status indicators. Each message is securely transported to the BEACON AMA software via Virtual Private Network (VPN) using Advanced Encryption Standard (AES) 256.



APPLICATION

Configurations: The endpoint is a multi-purpose endpoint that can be deployed in indoor, outdoor and pit applications. The electronics and battery assembly are fully encapsulated in epoxy for environmental integrity. The endpoint is available with a connector assembly for ease of installation.

Meter Compatibility: When attached to a Badger Meter High Resolution Encoder, the endpoint is compatible with all current Badger Meter Recordall® Disc, Turbo Series, Compound Series, Combo Series and Fire Service meters and assemblies, and with E-Series® Ultrasonic, E-Series® Ultrasonic Plus, and ModMAG® electromagnetic flow meters.

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Operating Temperature Range	
• Storage, Meter Reading and Mobile Backup	-40...60° C (-40...140° F)
• Cellular Communications	-20...60° C (-4...140° F)
Humidity	0%...100% condensing
Battery	One (1) lithium thionyl chloride D cell (nonreplaceable)

Construction: All ORION Cellular endpoints are housed in an engineered polymer enclosure with an ORION RF board, battery and antenna. To ensure long-term performance, the enclosure is fully potted to withstand harsh environments and to protect the electronics in flooded or submerged pit applications.

Wire Connections: ORION Cellular endpoints are available with in-line connectors (Twist Tight® or Nicor®) for easy installation and connection to compatible encoders/meters. The endpoints are also available with flying leads for field splice connections. Other wire connection configurations may be available upon request.

FEATURES

Communication Type	Two-way
Application Type	Control/Monitor
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Encoder Compatibility	Absolute
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No Usage Indication	✓
Encoder Error	✓
Low Battery Indication	✓
Remote Programming	✓
Remote Clock Synchronization	✓
Firmware Upgrades	✓

License Requirements: ORION Cellular LTE endpoints comply with Part 15, Part 22, Part 24, and Part 27 of the FCC Rules. No license is required by the utility to operate an ORION meter reading system. This device complies with Industry Canada license-exempt RSS standard(s).

Transportation: WARNING: The operation of transmitters and receivers on airlines is strictly prohibited by the Federal Aviation Administration. As such, the shipping of radios and endpoints via air is prohibited. Please follow all Badger Meter return and/or shipping procedures to prevent exposure to liability.

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Caution: The endpoint batteries are *not* replaceable. Users should make no attempt to replace the batteries. Changes or modifications to the equipment that are not expressly approved by Badger Meter could void the user's authority to operate the equipment.

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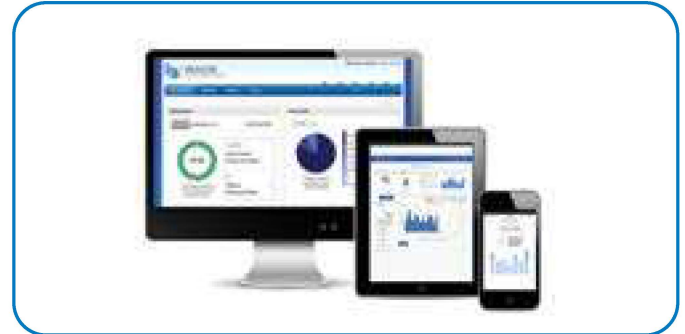
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WELCOME TO BEACON AMA

Thank you for choosing Badger Meter to be part of your water management solution. Our BEACON[®] Advanced Metering Analytics (AMA) Solution brings a whole new level of utility-optimizing information to light while empowering your end users and streamlining your processes.

The following reflects an overview of what you can expect as your BEACON AMA implementation progresses.

Shaded areas indicate action items you and your team need to complete.



1. **Billing Interface**

First things first, since you will be utilizing a billing interface, notify your billing vendor you will require an interface with BEACON AMA and their software.

NOTE: Please contact your billing vendor right away. You need to have the agreement in place with your billing vendor before we can proceed with our interface analysis. Your billing vendor may charge a fee for their services, and you are responsible for any fees they may assess. Direct your billing vendor to <https://helpbeaconama.net/data-exchange/> for more information about the file format requirements and interface approval process.

2. **Onboarding Communication**

Within a few days of order acknowledgment, the person identified as the Primary Admin (PAD) / portfolio Owner on the BEACON Onboarding Questionnaire (BOQ) will receive an email invitation to setup his/her BEACON login credentials.

NOTE: To ensure the invitation is not blocked by your organization's spam filters, please whitelist the following:

- noreply@eyeonwater.com
- noreply@beaconama.net
- alerts-noreply@beaconama.net
- reports-noreply@beaconama.net
- beaconama.ca (Canadian deployments only)

This login invitation is valid for 48 hours. Should the invitation expire before you are able to setup your credentials please contact BEACONOnboarding@badgermeter.com to request a new invitation.

3. **First Login**

When you first login to BEACON you may notice a lack of data. This is because your billing interface has not been approved and implemented yet. Although information may be available in BEACON, your portfolio is not fully configured or active and training will not be scheduled until the interface is complete

NOTE: Feel free to login and browse around to familiarize yourself with the user interface. Your trainer will go over the basic BEACON features and functionality as part of your training session.

4. **Information Collection and Verification**

The utility-specific information provided in the BOQ submitted with your order is used to verify your unique system specifications. Our Onboarding Coordinator may reach out to you to seek additional information or clarification before initiating communication with your billing vendor. A Badger Meter Interface Analyst (Analyst) will be assigned at this time.

NOTE: If you have not contacted your billing vendor (Step 1) to establish an agreement for them to perform interface-related functions on their end, please do so immediately to reduce delays in the overall billing interface evaluation and approval process.

5. Billing Vendor Interface Kickoff Communication

Once our BOQ review is complete and all questions have been answered, our Onboarding Coordinator will send an email to you, your billing vendor contact and your Analyst letting the group know Badger Meter has the information needed to begin work on your billing interface. This communication serves as a kickoff in a series of interface-related communications with the group.

6. BEACON Import Test File Evaluation and Approval

Your Analyst will reach out to your billing vendor to request a test import file for evaluation. Your Analyst will conduct a review of the file received, then document any corrections that may be required. This information will be communicated to you and your billing vendor for correction.

NOTE: This is the part of the process where you need to be highly involved to resolve any data issues identified in the import test file. Issues may include validating register resolutions, verifying correct addresses and establishing a valid format for the various data fields. Your Analyst will be helping you and your billing vendor throughout this process.

7. BEACON Export Test File Evaluation and Approval

Once the BEACON import file is ready to go, your Analyst will provide your billing vendor with a test export file from BEACON to ensure the billing vendor can process the billing data. When your billing vendor approves the file, the interface analysis is complete. Your Analyst will provide notification to you, your billing vendor, and the trainer assigned to your deployment that the interface is approved and training may now be scheduled.

8. Training

After the test file approval notification you will be contacted by your trainer to discuss the next steps. Your trainer will collect any additional information, confirm receipt of any reading hardware you may have ordered, and schedule your training session.

Once your training is complete, you will be ready to enjoy the benefits BEACON has to offer. As a cloud-based platform, new BEACON features and functionalities will be available to you upon release simply by logging into your portfolio.

Visit <https://helpbeaconama.net/training-2/> to learn more about supplemental training opportunities which are available to allow you to maximize your investment in a BEACON solution.

BEACON AMA Mobile Solutions with Windows® 10 Meter Reading Devices

If you are deploying a BEACON AMA Mobile Solution all compatible Windows 10 devices you will be using for mobile meter reading will require setup and configuration before they can be used with the BEACON AMA Mobile Read Module suite of applications (ORION® Mobile Read, ORION Endpoint Utility and Field Director). Please download and follow the instructions provided in the [Windows 10 Hardware Setup Quick Start Guide, UTL-QS-03133-EN](#) prior to powering up your devices to ensure appropriate selections are made during initial hardware boot and configuration.

Once you have completed the hardware setup for each device, please download [ORION® Mobile Read and Endpoint Utility Windows® 10 Device Setup, BEA-QG-03313-EN-01](#) and follow the instructions for installing Google® Chrome® on each device. Your Badger Meter authorized trainer will assist you with the remaining setup (software installation, COM port configuration) at the time your trainer contacts you to schedule your BEACON Mobile Solution training.

Thank you once again for being a valued Badger Meter customer. Should you have any questions about the process outlined in the document, please contact your account manager or BEACONonboarding@badgermeter.com.

ACCOUNT MANAGER

NAME	
EMAIL	
PHONE	

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ONBOARDING OVERVIEW

BEACON AMA onboarding is the entire process a Utility goes through from the time an order is placed until users are trained and deriving value from BEACON AMA. A key part of the onboarding process is integration with the Utility's billing vendor, which can be time consuming and delay implementation of the Utility's BEACON AMA Solution if not properly executed.

This document is intended to help the Utility understand the overall process and responsibilities to help ensure a successful onboarding experience.

Best Practices When Deploying a BEACON® AMA Solution

Use the checklist below to get your BEACON AMA deployment going, and keep it on track.

- Identify a project champion who best understands and promotes the Utility's operational vision for your BEACON AMA Solution
- Establish a project budget
- Obtain a quote for the BEACON AMA Solution
- Contact your billing vendor to obtain a quote for a [BEACON AMA Data Exchange interface](#)
- Obtain project approval
- Issue a PO to Badger Meter for the BEACON AMA Solution and include completed *BEACON AMA Onboarding Questionnaire* (BEA-FM-03070-EN)
- Issue a PO to your billing vendor for the Data Exchange billing integration
- Participate in the Onboarding and Interface Integration kickoff meeting and take an active part in driving the project schedule dates
- Install endpoints and capture installation data, as applicable
- Stay **actively** engaged with your billing vendor and Badger Meter during the integration process
- Enter and export test data file(s) as requested
- Enter and clean up customer data as required
- Actively participate in the BEACON AMA online or onsite training and ensure appropriate Utility personnel attend training
- Use your BEACON AMA system and explore the features and functions!
- Attend BEACON AMA supplemental online training opportunities. Multiple no charge, online courses are available each month to keep users up to date on new features and give you an opportunity to engage with other users to maximize your investment in your BEACON AMA Solution. Visit <https://www.badgermeter.com/training/> to view available online courses and to register.

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Badger Meter

BEACON® Advanced Metering Analytics

With ORION® Network as a Service (NaaS)

OVERVIEW

The BEACON® Advanced Metering Analytics (AMA) Solution with ORION® Network as a Service (NaaS) presents a simple, yet powerful solution to bring a new level of utility optimizing information to light.

The solution combines our intuitive BEACON AMA Software as a Service (SaaS) with a NaaS approach using proven ORION Cellular endpoints to deliver greater visibility and control over utility management.

Built-in infrastructure management services and a system design that keeps you in step with technology advancements, allows you to do what you do best—manage your water utility. Plus, built-in consumer engagement tools help enhance customer service, increase satisfaction and reduce costs.

SOFTWARE APPLICATIONS

BEACON Advanced Metering Analytics (AMA)

With tools beyond meter reading and network management, BEACON AMA software offers targeted Advanced Metering Analytics. BEACON AMA software puts interval meter data to work to increase efficiency in day-to-day utility operations and address demands for actionable intelligence.

- **Problem solver** – User intuitive data tools place the power of water consumption data at your fingertips, allowing you to rapidly respond to customer inquiries and quickly resolve—and even eliminate—many billing issues.
- **Customized design** – A customizable dashboard delivers information configured to user security access level in a format matched to the utility’s individual requirements, providing data management integrity, security and control.
- **Works with you** – Integration with utility systems—billing, work order, inventory, Customer Relationship Management (CRM) and Geographic Information Systems (GIS)—streamlines and improves utility operations without disrupting the current utility billing interface file transfer process.
- **Find out fast** – Alert conditions can be set to monitor and notify users of system exceptions, including continuous flow, for faster leak detection.
- **Innovation at your service** – Secure, hosted platform with automatic software upgrades ensures the latest technology and features are always available.

EyeOnWater®

The BEACON AMA software suite includes informative consumer outreach tools to improve customer service consisting of the EyeOnWater consumer engagement website, smartphone mobile apps, and email or SMS text alerts, providing easy access to personal consumption data and alerts to potential leaks. With these tools, water consumers are able to view their usage activity, and gain greater understanding and control of what they use and the value you provide.

BEA-DS-00554-EN-10 (August 2020)



HARDWARE

ORION NaaS is powered by the proven ORION system for interval data capture and two-way communication. The solution employs cellular endpoints which, as they leverage the public cellular network and require no proprietary gateways to operate, dramatically reduce infrastructure requirements compared to a traditional fixed network. This speeds installations and simplifies expansion as a system evolves.

- **High resolution data** – ORION Cellular endpoints are programmed to automatically broadcast 15-minute meter reading and event data to the BEACON software up to four (4) times per day. The high resolution data helps identify potential customer-side leaks and other anomalies in water use, and provides the utility with a potent tool to enhance its customer service.
- **Two-way communication** – BEACON AMA software communicates with ORION Cellular endpoints to accomplish a number of system tasks, including requesting additional information from the endpoint and synchronizing the internal endpoint clock. If needed, the ORION two-way system architecture sends upgrades to the endpoint firmware over the air via the network, utilizing the powerful BEACON AMA software suite.
- **Data integrity** – Each message from the ORION Cellular endpoint is securely transported to the BEACON AMA software only via private network and never over the public internet.

SECURITY

BEACON AMA is ISO 27001 certified and SOC 2 examined for security, availability and confidentiality.

TECHNICAL SUPPORT AND TRAINING

Configured for the utility, safe and secure BEACON AMA SaaS provides utilities with regular software updates, long-term support and maintenance. Comprehensive BEACON AMA training courses are available for online or on-site delivery at the time of system deployment. To maintain best practices, a library of online resources and options for group web-based training and support are also available. Once deployed, our technical support specialists can be contacted by phone, email and web to provide ongoing, customer-friendly support. Customized one-on-one training is available (fee applies) to further enhance user expertise.

Additionally, Badger Meter offers extended customized training to further enhance user expertise.

TECHNICAL REQUIREMENTS

BEACON AMA

Developed as a hosted software platform, BEACON AMA is a cloud-based application accessed through a standard web browser. Internet access is required. User logins provide secure access.

BEACON AMA supported web browsers include the latest and next previous major releases of Google® Chrome, Microsoft® Edge, Mozilla® Firefox®, Microsoft® Internet Explorer® (IE 11 only); and Apple® Safari®.

EyeOnWater Consumer Engagement

The EyeOnWater consumer engagement website is a cloud-based application accessed through a standard web browser. Internet access is required. Water consumer user logins provide secure access to their information.

Supported web browsers include the latest and next previous major releases of Google® Chrome, Microsoft® Edge, Mozilla® Firefox®, Microsoft® Internet Explorer® (IE 11 only); and Apple® Safari®.

EyeOnWater smartphone applications require Android 6.0 or iOS 9.1 or later, and can be downloaded from Google Play or the Apple Store.

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Badger Meter

HR-E High Resolution Encoder

DESCRIPTION

Applications: The High Resolution Encoder (HR-E) is designed for use with all current Recordall® Disc, Turbo, Compound, Combo and Fire Series meters and assemblies. The HR-E provides connectivity with Badger Meter ORION® and GALAXY® AMR/AMI endpoints, BadgerTouch® modules and other AMR/AMI technology solutions approved by Badger Meter.

Electronic Resolution: Encoder output from the HR-E includes eight-dial resolution to AMR/AMI endpoints and the option of four, five, six, seven or eight-dial resolution for touch applications. Refer to tables on the next page for details.

Mounting: The HR-E in its shroud assembly uses a bayonet mount compatible with all Recordall Disc, Turbo, Compound and Fire Series meters and assemblies. The bayonet mount allows positioning of the register in any of four orientations for visual reading convenience. The HR-E can be removed from the meter without disrupting water service.

Magnetic Drive: A direct-drive, high-strength magnetic coupling, through the meter body to the wetted magnet, provides reliable and dependable register coupling.

Local Indication: The HR-E face features an eight-dial mechanical odometer wheel stack and a flow finder with a calibrated test circle.

Tamper-Resistant Features: Unauthorized removal of the HR-E is inhibited by the option of a tamper detection seal wire screw, tamper-resistant TORX® seal screw, or the proprietary tamper-resistant keyed seal screw. Each can be installed at the meter site or at the factory.

Construction: The housing of the HR-E is constructed of a strengthened glass lens top and a corrosion-resistant metal bottom. Internal construction materials are thermoplastic for long life and high reliability. The encoder gearing is self-lubricating thermoplastic to minimize friction and provide long, reliable life. The shroud assembly is thermoplastic.

Temperature: The operating range of the HR-E is -40...140° F (-40...60° C). The water meter should not be subjected to temperatures below freezing.

Sealing: The HR-E encoder is permanently sealed to eliminate the intrusion of moisture, dirt or other contaminants. The HR-E achieves true water resistance due the unique adhesive technology used to seal the glass dome to the corrosion-resistant metal bottom. Due to this sealing process, the HR-E exceeds all applicable requirements of AWWA Standard C707. With leak rates less than 10-6 cc/sec, as tested by a helium mass spectrometer, the HR-E is suitable for installation in all environments, including meter pits subject to continuous submergence.

Electrical: The electronic circuitry is designed to provide immunity to electrical surges and transients per IEC1000-4-2, IEC1000-4-4. Operation of the HR-E is dependent on the wire length limitations of connected AMR/AMI equipment.



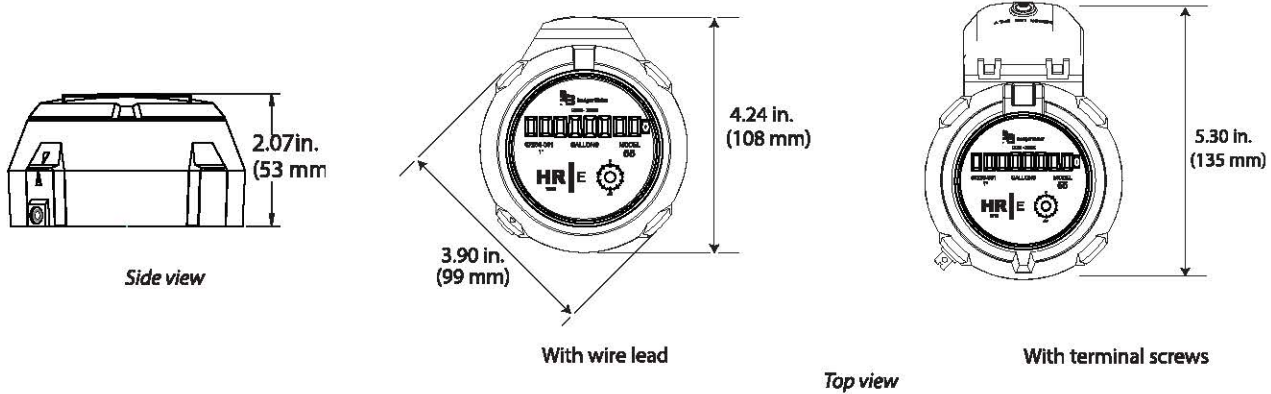
SPECIFICATIONS

Encoder Type	Straight reading, permanently sealed, magnetic drive
Unit of Measure	U.S. Gallons, Cubic Feet, Cubic Meters, clearly identified on encoder face
Number Wheels	Eight with 5/32 inch high numerals
Test Circle	360° circle with ten major increments, ten divisions each
Weight	10 ounces
Humidity	0...100% condensing when equipped with potted lead wire, 0...95% non-condensing with screw-terminal wire connections
Temperature	-40...140° F (-40...60° C)
Signal Output	Industry Standard ASCII Format
Visual Resolution	1/100th of Test Circle
Electronic Resolution	8-dial resolution for AMR/AMI; 4, 5, 6, 7 or 8-dial resolution for BadgerTouch
Signal Type	3-wire synchronous for AMR/AMI solutions (red=clock/power, black=ground, green=data) 2-wire asynchronous for Touch solutions
Power Source	External

Operating Characteristics: The reading obtained by an AMR/AMI device is sensed directly from the position of the encoder's odometer using internal LED light paths to determine the exact position of each number wheel. This technology eliminates electromechanical contacts that could wear out, and provides greater long-term performance.

Wire Connections: The HR-E is available with an in-line connector for easy connection and installation to AMR/AMI endpoints. It is also available with a flying lead for a field splice connection or fully prewired to an AMR/AMI endpoint. A terminal screw version of the HR-E is also available. This version features a tamper-resistant cap over the three-wire terminals. The HR-E with terminal screws is designed for indoor installations in protected environments such as residential basements.

DIMENSIONAL DRAWINGS



MEASUREMENT RESOLUTION

The minimum electronic resolution of the HR-E is as noted below (8-Dial Reading). To verify the correct resolution for your application, contact Badger Meter Customer Service.

Recordall Disc Series	Size (in.)	8-Dial Resolution (gal)	8-Dial Resolution (ft³)	8-Dial Resolution (m³)
M25/MLP	5/8	0.1	0.01	0.001
M25/MLP	3/4	0.1	0.01	0.001
M35	3/4	0.1	0.01	0.001
M40	1	0.1	0.01	0.001
M55	1	0.1	0.01	0.001
M70	1	0.1	0.01	0.001
M120	1-1/2	1	0.1	0.01
M170	2	1	0.1	0.01

Fire Service Series	8-Dial Resolution (gal)	8-Dial Resolution (ft³)	8-Dial Resolution (m³)
3 in.	1	0.1	0.01
4 in.	1	0.1	0.01
6 in.	10	1	0.1
8 in.	10	1	0.1
10 in.	10	1	0.1

Recordall Turbo Series	Size (in.)	8-Dial Resolution (gal)	8-Dial Resolution (ft³)	8-Dial Resolution (m³)
T160	1-1/2	1	0.1	0.01
T200	2	1	0.1	0.01
T450	3	1	0.1	0.01
T1000	4	1	0.1	0.01
T2000	6	10	1	0.1
T3500	8	10	1	0.1
T5500	10	10	1	0.1
T6200	12	100	10	0.1
T6600	16	100	10	1
T10000	20	100	100	1

Recordall Compound Series	Size (in.)	8-Dial Resolution (gal)	8-Dial Resolution (ft³)	8-Dial Resolution (m³)
High Side T200	2	1	0.1	0.01
Low Side M25	2	0.1	0.01	0.001
High Side T450	3	1	0.1	0.01
Low Side M25	3	0.1	0.01	0.001
High Side T1000	4	1	0.1	0.01
Low Side M35	4	0.1	0.01	0.001
High Side T2000	6	10	1	0.1
Low Side M35	6	0.1	0.01	0.001

Resolution stated as individual high and low readings.

Making Water Visible®

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Badger Meter Absolute Digital Encoder

DESCRIPTION

Applications: The Absolute Digital Encoder (ADE) is designed for use with all Recordall® Disc, Turbo, Compound and Fire Service meters to provide connectivity with ORION®, GALAXY, BadgerTouch® Itron ERT, and Badger Meter approved AMR/AMI technology solutions.

Electronic Resolution: Digital output from the ADE includes the option of either four, five or six dial resolution. Refer to tables on the next page for details.

Mounting: The ADE in its shroud assembly uses a bayonet mount compatible with all Recordall Disc, Turbo, Compound and Fire Series meters. The bayonet mount allows positioning of the register in any of four orientations for visual reading convenience. The ADE can be removed from the meter without disrupting water service.

Magnetic Drive: A direct-drive, high-strength magnetic coupling through the meter body to the wetted magnet provides reliable and dependable register coupling.

Local Indication: The ADE register face features a six-digit mechanical odometer wheel stack, a 360° test circle with sweep hand, and a flow finder to indicate leaks.

Tamper-Resistant Features: Unauthorized removal of the register or encoder is inhibited by the option of a tamper detection seal wire screw, resistant TORX® tamper-resistant seal screw, or the proprietary tamper-resistant keyed seal screw. Each can be installed at the meter site or at the factory.

Construction: The housing of the ADE is constructed of a strengthened glass lens top and a corrosion-resistant metal bottom. Internal construction materials are thermoplastic for long life and high reliability. The register gearing is self-lubricating thermoplastic to minimize friction and provide long, reliable life. The shroud assembly is thermoplastic.

Temperature: The operating range of the ADE is -40...140° F (-40...60° C). The water meter should not be subjected to temperatures below freezing.

Sealing: The ADE achieves true water resistance due to the adhesive technology used to seal the glass dome to the corrosion resistant metal bottom. Leak rates less than 10⁻⁶ cc/sec, as tested by a helium mass spectrometer, are comparable to a true hermetic seal. Due to this unique sealing process, the ADE exceeds all applicable requirements of AWWA Standard C707 regarding moisture intrusion.

Wire Connections: The ADE is available with either a wire lead, fully potted to prevent moisture intrusion at the connections, or with terminal screws. When provided with a wire lead, the ADE may be pre-wired at the factory to select Badger Meter-approved AMR/AMI endpoints, or may be furnished with a variety of lead wire lengths. Lead wire equipped ADE registers are suitable for installation in all environments, including continuously submerged water meter pits.

ADE-DS-00183-EN-02 (May 2013)



SPECIFICATIONS

Transmitter/Register	Straight reading, permanently sealed, magnetic drive
Unit of Measure	U.S. Gallons, Cubic Feet, Cubic Meters, clearly identified on register face
Number Wheels	Six with 3/16-inch high numerals
Test Circle	360° circle with ten major increments with ten divisions each
Weight	11 Ounces
Humidity	0% to 100% condensing when equipped with potted lead wire, 0% to 95% non-condensing with screw-terminal wire connections
Temperature	-40...140° F (-40...60° C)
Signal Output	Industry Standard ASCII Format
Visual Resolution	1/100th of Test Circle
Electronic Resolution	4-, 5- or 6-dial resolution
Signal Type	3-wire synchronous for AMR/AMI solutions 2-wire asynchronous for Touch solutions
Power Source	External

The terminal screw version ADE features a tamper-resistant cap over the three-wire terminals. ADE registers with terminal screws are for indoor installation in protected environments, such as residential basements.

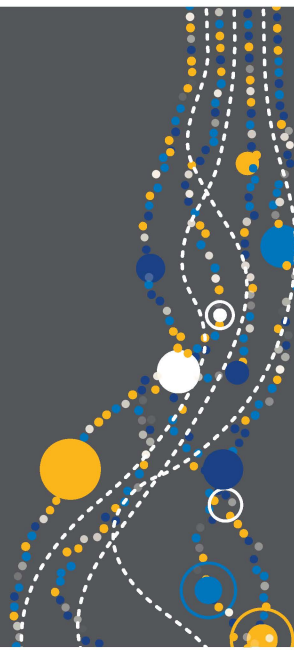
Electrical: The electronic circuitry is designed to provide immunity to electrical surges and transients per IEC801-2, IEC801-4 Severity Level 4. Operation of the ADE is dependent on the wire length limitations of connected AMR equipment.

Operating Characteristics: The digital reading obtained by an AMR/AMI device is sensed directly from the position of the ADE register's odometer using internal LED light paths to determine the exact position of each number wheel. This technology eliminates electromechanical contacts that could wear out, and provides greater long-term performance.

Product Data Sheet

CUSTOMER SUCCESS | SOFTWARE

Critical data, seamless integration



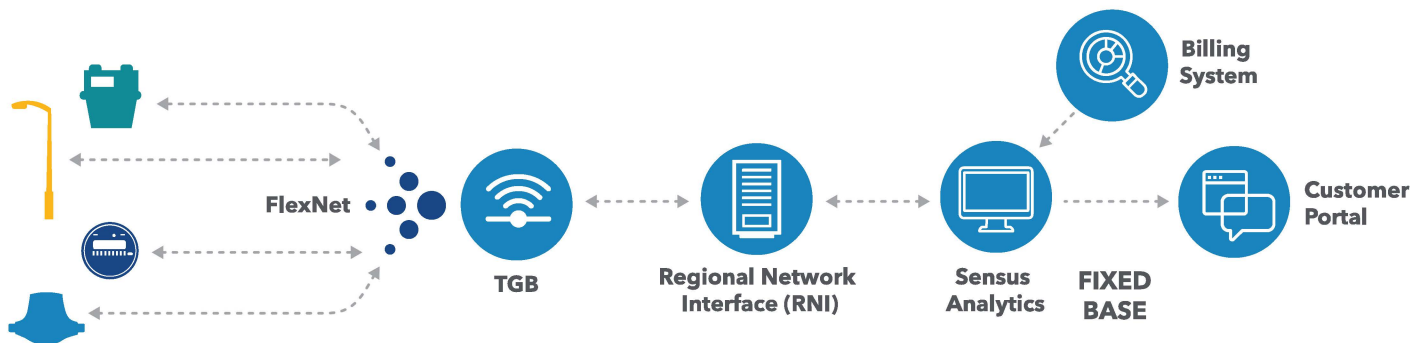
A superior network, intuitive software, incomparable results.



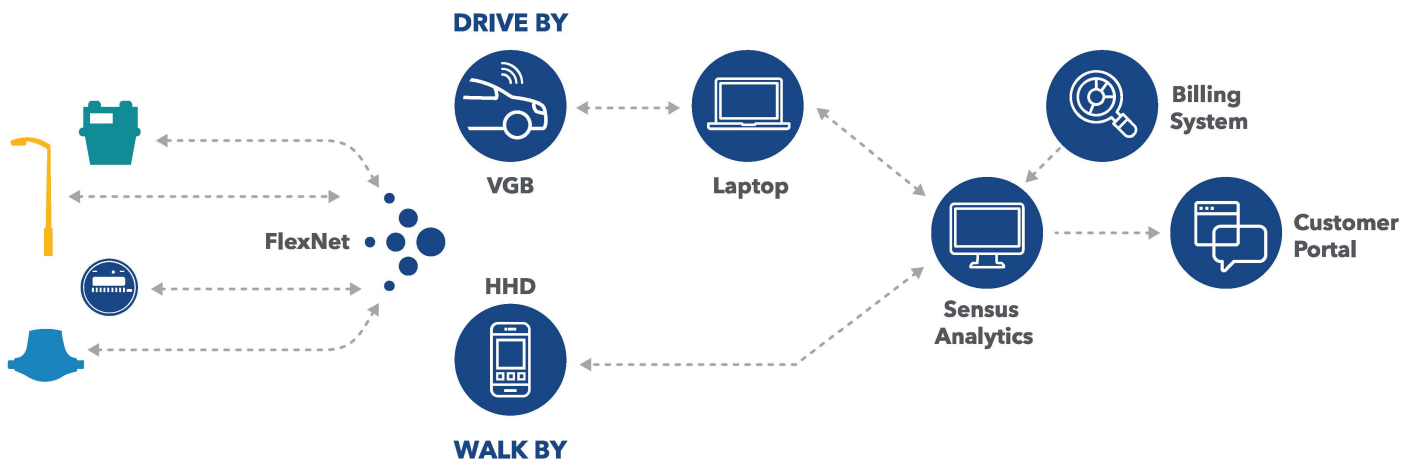
A utility's operations are only as good as its data. And data is only as reliable as the network. But data for data's sake...well, what's the point? At Sensus, our robust, secure network and

easy-to-use software integrate with your CIS, billing systems and other data sources to provide actionable insights that improve safety, increase efficiency and boost your bottom line.

AMI



AMR





The FlexNet™ Communication Network

FlexNet is a point-to-multipoint and fixed-base communication network from Sensus that utilizes a private, FCC-licensed spectrum. As a fundamental part of an overall smart utility solution, FlexNet supplies the reliable two-way communication network needed to deliver data from meters and other infrastructure to utilities, deriving meaningful and actionable insights.

FlexNet is resilient, secure and future-proof.

- Reliable data.
- Fast transmission.
- Remote management.
- Support for scalability.
- Improved efficiencies.
- Low cost of ownership.



Sensus Analytics

Sensus Analytics makes your utility data clear, simple and actionable. A functional and customizable suite of applications with user-friendly dashboards enables you to make informed decisions quickly and confidently. Our powerful data management tools aggregate information from your AMI, AMR and other sources, securely delivering insights through intuitive apps right to your desktop, tablet or smartphone. Role-based access allows service providers to share tailored information across the organization for improved productivity, visibility and decision-making.

Sensus Analytics helps drive the success of your business.

- Prepare and execute billing on meters.
- Support customer service.
- Maintain and manage meter performance and data.



Regional Network Interface™

Regional Network Interface (RNI) is a tool that comes with FlexNet to read, collect and deliver near-real-time data, providing a window into the field. Communicating with end points, RNI continuously gathers and processes network data, providing utility status updates and storing or sending data to CIS and billing systems. Priority alarms are delivered immediately, and onboard diagnostic tools optimize performance by monitoring and managing network health.

RNI is the nerve center of FlexNet, made up of customized hardware, software and database elements.

- Improves operational efficiency.
- Monitors system performance.
- Manages network security.
- Configures end points over the air.
- Enables reliable service, accurate billing and faster response.



Customer Portal

Customers want to be engaged and in control—and that means they want to be smart when it comes to utility usage. The Sensus Customer Portal works in conjunction with Sensus Analytics to improve customer service, enhance customer engagement and promote sustainability. This web-based, interactive application creates easy-to-read usage charts, graphs, billing estimates, tips and more, providing virtually everything a customer needs to correct current issues and make better-informed decisions about future usage.

- Customizable interface with 24/7 access.
- Greater customer control for reduced call volumes.
- Customer target-setting to manage bills and save resources.
- Email or text alerts on important account information.
- Home energy profiles, education and cost-saving tips.

Nothing's out of reach.



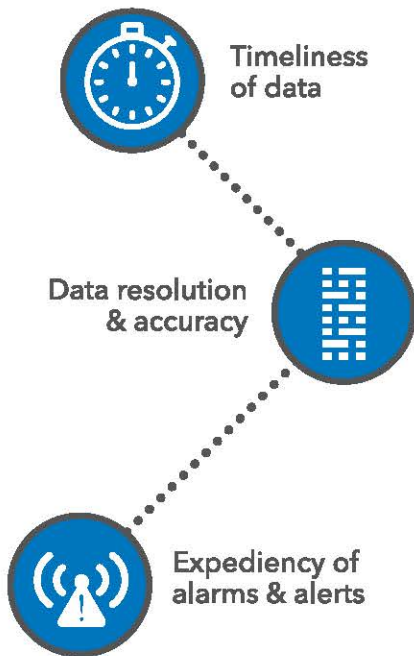
CUSTOMER SUCCESS

Smart utility analytics





Top benefits of an analytics solution for smart utilities



“Big data” is a buzzword used across almost every industry to describe the massive amount of digital information collected in order to discover business or customer patterns, trends and connections. But data for data’s sake doesn’t provide much significance to the collector. Value is created by real-time processing and sorting of this information to deliver actionable insights.

As technology continues to transform the way essential resources are delivered, monitored and billed, utilities are growing increasingly smarter. Data collection from smart meters and sensors, transmitted across a smart communication network, provides an incredible opportunity to optimize operations, improve the customer experience and grow revenue. But the same “data dilemma” exists as in other industries: this smart data must be sorted for relevance and application—or all that technology-generated potential goes to waste.

Analytics software enables smart

Aggregating, sorting and dispensing utility data to generate actionable insights is the purpose of analytics software. According to Ryan Roberts, software product manager at Sensus, “As communication network technology provides the capacity to deliver real-time, two-way data, utilities can implement analytics software to harness the power of all this information, creating smart value that goes well beyond customer usage.”

Because most utilities don’t have a data scientist or statistician to analyze the incoming data, an analytics software solution should provide actionable data without the utility needing experts on staff—or the associated expenses. Analytics software provides value across the utility, from the meter shop to billing to customer service. According to Roberts, the top benefits fall into three main categories: data timeliness, resolution and accuracy of data, and alarm/alert expediency. “With an analytics solution in place, granular data is immediately available to make well-informed, timely decisions,” Roberts says. “Plus, if something is going wrong, that information shows up on the customer’s cellphone right away—not a day later.”

Whether they’re using gas, water or electricity, utility customers want to know usage data by the hour in order to have the ability to assess efficiencies, be notified of problems and plan for future needs. The entire business benefits, as meaningful data drives expansion planning, rate analysis and customer engagement. Plus, utilities can identify vulnerabilities in infrastructure or distribution design, implementing improvements before break-fix situations occur. “Some utilities have a single customer that generates 80% of their revenue,” explains Roberts, “so it’s imperative to see even slight pattern shifts. The smallest changes equate to a lot of money.”



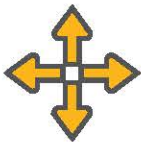
Five key factors to consider when choosing utility analytics software:



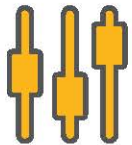
Flexibility



Interoperability



Scalability



Customization



Simplicity

Until about 15 years ago, obtaining utility data could be, well, dodgy. Whether due to human mistakes, mechanical errors or network insufficiencies, data corrections had to be made to ensure the data was usable. Typically, this entailed a meter data management (MDM) system. But today a network, especially a point-to-multipoint communication network, brings in much more accurate data. “Because coverage is better and the data is more accurate and timely, data management has to be more refined as well,” says Roberts. When combined with the right network, analytics software significantly reduces operations costs. “A utility only needed MDM to fill information gaps when their network is not reliable and robust.”

A key example is legacy VEE (Validation, Estimation and Editing). According to Roberts, “A utility can invest \$1 million to \$2 million each year to sustain a VEE that covers gaps in inaccuracy. Or it could spend the same amount of money on improved infrastructure and get 99.5% accurate reads. It’s kind of a no-brainer.”

Evaluating analytics software

When it comes to choosing from utility analytics software on the market today, there are five key factors to consider among vendors.

- 1. Flexibility:** Utilities must be able to determine software functions to meet their unique needs by offering prescriptive and custom reports to view various data relationships based on areas, meters and more.
- 2. Interoperability:** This is the ability to collect and process data from systems and sensors outside of meters. A perfect example is the implementation of stormwater sensors on dams to assess lake-level data.
- 3. Scalability:** The solution should have the capacity to grow with utility complexity, customer increase, area expansion, etc., as well as scale with feature advancements and smart city applications.
- 4. Customization:** The ideal solution offers just the right fit for the customer’s requirements. The utility should be able to purchase just what the customer needs, no more.
- 5. Simplicity:** Is the solution usable right out of the box? An analytics software solution should be user-friendly, easy to install and deployable with minimal expense.



“A city can have meters and sensors on everything and get data from all of them. But if that data is not being aggregated in a relevant way, it is not actionable. Actionable data is the key to a smart city. And analytics is the key to actionable data.”

RYAN ROBERTS

Software product manager
Sensus

Making the case for analytics software

Municipalities and utilities need an analytics solution to optimize their incoming data. But how can a case be built to convince key stakeholders? “Simply put, it’s a matter of looking back and then looking forward to present the facts,” says Roberts. “When you assess issues that have already occurred, you can evaluate the ROI of having the right data, formatted the right way. The financial, safety and customer service impacts can be clearly presented based on what could have been.”

Usage can be segregated by service, by user and by consumption. So when looking ahead to future decisions, utilities can customize reports for the necessary data to justify rate changes or tiered billing. The customer service team can have all the aggregated data at their fingertips, so when calls come in, they can point directly to a day—and hour—and immediately remedy the concern. The reports also provide the ability to be proactive with customers, which markedly improves customer satisfaction.

“Most communities are now crying out for smart city applications, and analytics software is the backbone for the success of smart,” says Roberts. “A city can have meters and sensors on everything and get data from all of them. But if that data is not being aggregated in a relevant way, it is not actionable. Actionable data is the key to a smart city. And analytics is the key to actionable data.” Because the right analytics solution can sort and report on data from across utilities and break down the typical silos, every aspect of a community’s infrastructure can work together for a truly smart city.

Data trends for every utility

Big data is here to stay. And utilities must take advantage of the information that comes from processing their data in relevant ways. Customers—utilities and end-users—want to better manage their resources. So moving actionable data into their hands aligns with our current technology culture and consumer expectations. And it simply creates a better customer experience at all levels.

The other issue that is growing rapidly across utilities is compliance. “Government regulations are changing, and compliance is becoming mandatory,” explains Roberts. “Utilities have to know their data in order to remain in line with federal and state directives.”

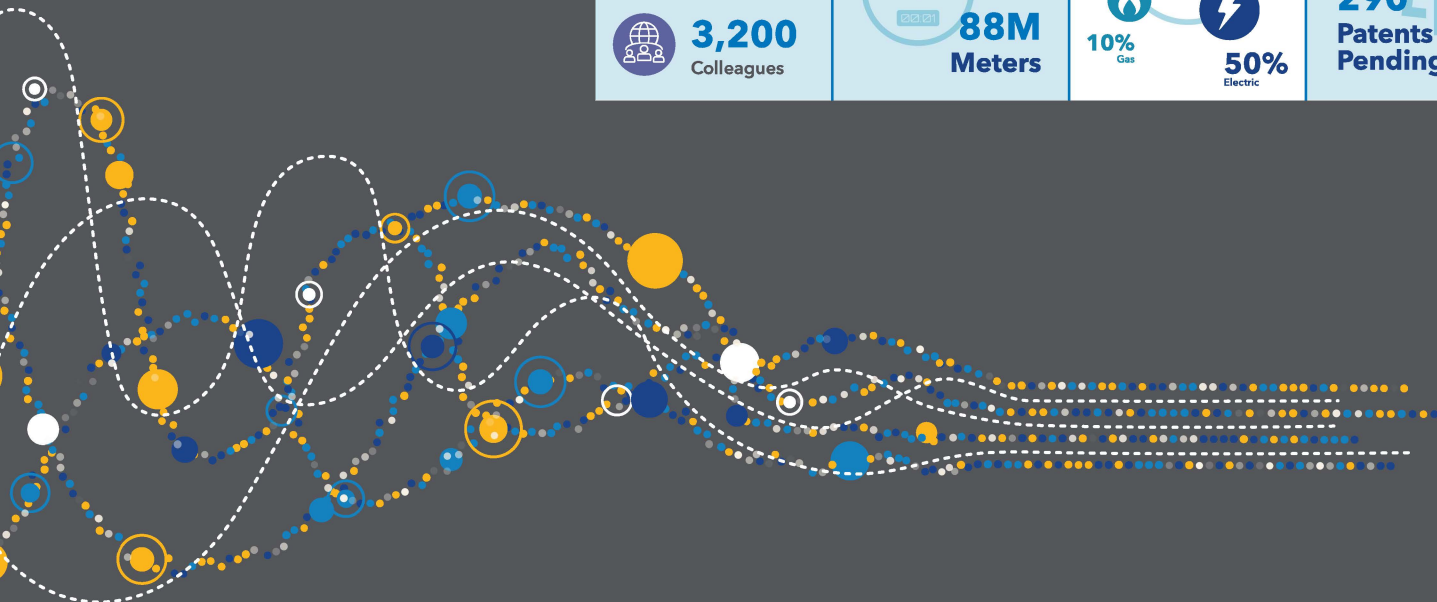
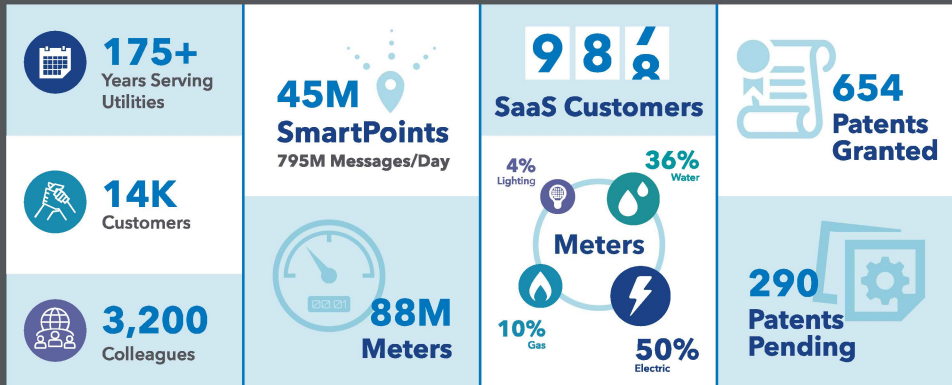
Finally, whether it involves the grid, water or gas, disaster preparation and planning is on the forefront of every municipality. Using data from a municipality’s smart utility network, an analytics software solution is the ideal foundation for better asset utilization when crisis strikes—and for everyday efficiency and customer service.



About Sensus

Sensus, a Xylem brand, helps a wide range of public service providers—from utilities to cities to industrial complexes and campuses—do more with their infrastructure to improve quality of life in their communities. We enable our customers to reach farther through the application of technology and data-driven insights that deliver efficiency and responsiveness. We partner with them to anticipate and respond to evolving business needs with innovation in sensing and communications technologies, data analytics and services. Learn more at sensus.com and follow us on Facebook, LinkedIn and Twitter through @sensusglobal.

Sensus by the numbers





Sensus Essential Analytics

Level the playing field with manageable data insights



Convert data to insight.

Water, gas and electric utilities know that analyzing the information is the best way to optimize your systems and make the most of your investment. Yet the key is sorting through all the data to reveal the right insights – insights to help improve everything from efficiency to customer service.

Sensus Essential Analytics provides the core business functionality you need to do just that. Part of our suite of intelligent infrastructure software, this bundle of applications equips you with user-friendly dashboards, so you can make informed decisions quickly and confidently. Our powerful data management tools aggregate information from your AMI, AMR and other sources. And these intuitive apps are delivered by a secure connection to the cloud right to your desktop, tablet or smart phone - just a click, tap or touch away - wherever and whenever you want.

Role-based access allows service providers to share information across the organization – from customer service and operations to accounting and rates - for improved productivity, visibility and decision-making.

Sensus Essential Analytics:



Data Store - a secure, cloud-based information warehouse that stores system and network data for the applications. Three years of storage is included



Report Access - a management tool that offers a menu of reports that instantly summarize the information you need to know right away



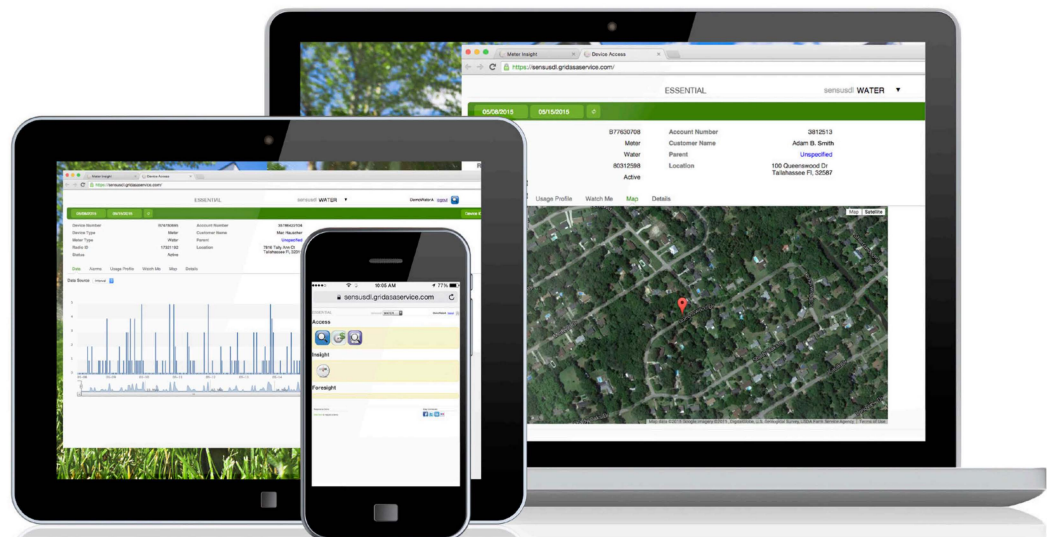
Device Access - a customer service tool that presents detailed usage history and trends, identifies anomalies and enables custom alert programming to track specific issues



Billing Access - a billing interface tool that previews and audits billing extracts for issues, enabling the utility to take corrective action, then generates final billing files for production



Meter Insight - a validation tool that provides a summary of incoming network meter data from and identifies issues to be addressed



Big data doesn't have to be a big deal.

We believe in making data easy to work with. That's why Sensus Analytics offers you the flexibility to purchase single applications or pre-bundled packages of our most popular apps to harness the power of big data for energy and water utilities.

Our cloud-based platform aggregates data from different information systems across your company into intuitive applications that are easy to use and quick to implement. That means less reliance on IT resources and lengthy training and more customer satisfaction, service reliability, quality and operational efficiency.

Here's how we do it:

App-based

Each purpose-built application accesses data from multiple systems and presents it in user-friendly dashboards

Flexible

Select a package of tools for billing and system management or single applications that help achieve key initiatives

Accessible

Our secure, cloud-based delivery platform puts your information within reach no matter where you are

Affordable

There's no need to purchase, install, update or maintain special software, licenses or hardware - or set aside valuable office space to house it

Fresh

Applications are continuously updated as information enters the system, so you can make decisions based on the latest data

Integratable

Sensus Analytics draws information from many systems through the cloud, so there's little time and cost required for standard systems integration

Scalable

Our Data Store and three years of included cloud-based storage enables you to add applications, or increase storage, quickly – often in hours

Visible

Role-based access allows information sharing across the organization – from customer service and operations to accounting and rates - for improved efficiency and cross-functional understanding

Ready to learn more?

Visit sensus.com/analytics.

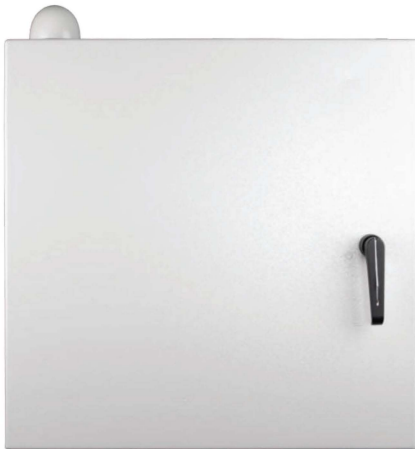
About Sensus

Sensus, a Xylem brand, helps public service providers—from utilities to cities to industrial complexes and campuses—do more with their infrastructure to improve quality of life in their communities. We enable our customers to reach farther by responding to evolving business needs with innovation in sensing and communications technologies, data analytics and services. Learn more at sensus.com.

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**sensus**
a xylem brand



FlexNet M400B2 Base Station

Compact Point-to-Multipoint Base Station

The Sensus FlexNet® M400B2 Base Station offers a strategic communications option for public service providers with endpoints deployed in remote or densely populated areas.

The efficient transceiver can transmit and receive in a 200kHz band of spectrum. 200kHz enables more dedicated channels, resulting in higher network capacity, allowing more granular data and more channels of data. And the Sensus FlexNet communication network delivers double the transmit power of competitive systems over primary-use licensed spectrum - ensuring reliability for mission critical applications.

The tower-based architecture enables reliable communication of status and usage information with fewer access points than other network architectures. These compact, efficient base stations fit in space-constrained environments and require no air conditioning.

FEATURES

- GPS receiver for time synchronization
- Duplexer for single antenna
- IP-addressable power supply with hot-swap capability
- 8-hour battery backup
- Alarms and reporting capability
- Backhaul via Ethernet/IP
- Heated battery for cold weather environments
- Modular construction for easy serviceability

APPLICATIONS

- Two-way Advanced Meter Infrastructure (AMI)
- Distribution Automation (DA)
- Demand Response (DR)
- Home Area Networks (HAN)
- Sensus VantagePoint® Lighting Control

Licensed Radio Spectrum

In North America, FCC/IC protected primary-use spectrum avoids competition with other wireless services, interference from other radio devices and the risk of being taken over by emergency service providers.

Fewer Access Points

Our point-to-multipoint architecture directly connects base stations to endpoints over large geographic areas - greatly reducing the number of network backhaul connections as well as O&M costs.

Resilient Network Design

Sensus Base Stations continue to provide real time data during outages and emergencies because of eight hour plus battery backup - enabling better workforce management and faster service restoration.

Small Footprint

Flexible pole or wall-mounting options enable strategic deployment with a discreet appearance.

Industry Leading Security

Sensus has achieved GE/Wurldtech™ Achilles® communications certification for critical infrastructure security against cyber threats.

FlexNet® M400B2 Base Station

Compact Point-to-Multipoint Base Station



PROPERTIES

Receive bandwidth	200 KHz
Transceivers	Single
Spectrum	Licensed 900 MHz PCS/MAS
Duplexing	Single transmit Sixteen receivers - simultaneous/dedicated
Applications	Single
Expandability	No
Compatibility	SNMP
FlexNet	Requires RNI 3.x or newer

ENCLOSURES - OUTDOOR - POLE/WALL MOUNT

Height	22" (55.9 cm)
Width x Depth	22" (55.9 cm) x 10.5" (26.7 cm)
Capacity	One transceiver
Temperature	-40° to +122° F (-40° to +50° C)
Voltage	120 VAC
Battery backup	8 hours
NEMA rating	4
Air conditioned	No



Xylem.com | Sensus.com

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SmartPoint 520M

Pit Set Module

The SmartPoint® 520M Pit Set Module is a radio transceiver that provides water utilities inbound and outbound access to water measurement and ancillary device diagnostics via radio signal. The SmartPoint 520M is designed for submersible, pit-set environments.

TouchCoupler Design

The SmartPoint 520M Module utilizes TouchCoupler, the patented Sensus inductive coupling communication platform, to interface with the encoded meter. With TouchCoupler, the SmartPoint 520M Module can connect to the meter using existing two wire AMR installations instead of requiring utilities to access the meter to install a new three-wire connection. This results in a fast, efficient and reliable connection at minimal cost.

BENEFITS

- Easily receives input from either walk-by/drive-by or fixed-base collection device
- Controls both deployment and lifetime operation costs
- Compact installation that saves time, space and money - without reducing system performance
- Delivers a fast, efficient and reliable connection at minimal cost
- Minimizes new infrastructure investment
- Enables effective leak detection

Operation

With its migratable, two-way communication ability, the M-Series SmartPoint functions as a walk-by/drive-by endpoint, fixed-base endpoint, or combination of the two. This flexibility increases utility data collection capabilities and streamlines operations. The SmartPoint 520M Module receives input from the meter register and remotely sends data to a walk-by/drive-by or fixed-base collection device. The SmartPoint 520M Module easily migrates from walk-by/drive-by to fixed base by simply installing a Base Station.

In walk-by/drive-by mode, the SmartPoint 520M Module collects data and awaits an activation signal from the Vehicle Gateway Basestation (VGB) or Hand-Held Device (HHD). Upon signal receipt, it transmits readings, the meter identification number and any alarms.

As a fixed-base endpoint, the SmartPoint 520M Module interacts with one or more strategically placed Base Stations located in the utility service area. Top of the hour readings and other diagnostics are instantly forwarded to the Regional Network Interface (RNI)™ at time of transmission. The FlexNet® communication network provides unmatched reliability by using expansive tower receiver coverage of metering end points, data/message redundancy, failover backup provisions and operation on FCC primary use (unshared) RF spectrum.

Powerful Transmission, Flexible Platform

The SmartPoint® 520M Pit Set Module offers several advantages that control both deployment and lifetime operation costs. Its powerful, industry-leading two watt transmitter broadcasts over large distances and minimizes collection infrastructure. And after the SmartPoint is installed, its migratable, two-way system platform can be updated without requiring personnel to visit each meter and/or inconveniencing customers.

SmartPoint 520M

Pit Set Module

Additional Smartpoint 520M Module Features

The SmartPoint 520M Module obtains hourly readings and can monitor continuous flow over a programmable period of time, alerting the utility to leak conditions. In addition, the SmartPoint stores up to 840 consumption intervals (35 days of hourly consumption), providing the utility with the ability to extract detailed usage profiles for consumer information and dispute resolution. The SmartPoint also incorporates a two-port design, allowing the utility to connect multiple registers and ancillary devices (such as acoustic monitoring) to a single SmartPoint. This results in a compact installation that saves time, space and money - without reducing system performance.

SPECIFICATIONS

Service	Pit set installation interfacing the utility meter to the Sensus FlexNet communication network. Unit requires 1.75" diameter hole in pit lid; fits pit lid thicknesses up to 1.75"
Physical characteristics	Width: 4.43" x Height: 5.09" x Depth: 3"
Weight	1.0 lbs/16.0 oz
Color	Black
Frequency range	900 - 950 MHz, 8000 channels X 6.25 kHz steps
Modulation	Proprietary Narrow Band
Memory	Non-Volatile
Power	Lithium Thionyl Chloride batteries
Approvals	US: FCC CFR 47: Part 24D, Part 101C, Part 15 Licensed operation Canada: Industry Canada (IC) RSS-134, RSS-119
Operating temperature	- 22° F to +185° F - 30° C to + 85° C
Options	Dual or single port availability; TouchCoupler only, wired only
Installation environment	100% condensing, water submersible
Compatibility	TouchCoupler and Wired Version: Sensus Encoder Registers, Badger ADE water registers, Master Meter AccuLinx, and Hersey Translator (approved TR/PL Lead) Wired Version Only: Elster Encoder (Sensus protocol), Neptune ARB VI (ProRead), Hersey Translator, Zenner PMN Nitro 01, McCrometer flowcom FC100-00M, and Kamstrup flowIQ 2100 Refer to the 510M/520M SmartPoint® Module Water Meter and Ancillaries Compatibility Quick Guide for the latest compatibility information.
Warranty	20 years - Based on six transmissions per day. Refer to Sensus G-500 for warranty.





510M/520M SmartPoint® Module

Water Meter and Ancillaries Compatibility Quick Guide

Sensus

Register Type	Model	Meter Type
ICE & ICE Opto	All meters that accept ICE & ICE Opto 3-wire.	Positive Displacement, Multi-jet, Compound, Turbine, Propeller, Fire Service
OMNI™	T2, C2, F2, R2	Floating Ball Technology
accuMAG™	accuMAG	Mag
iPERL®	iPERL	Mag
Permalog	Permalog+	Acoustic Technology
Sensus® Electronic Register+™ and E-Register	accuSTREAM, SR II	Positive Displacement
ally	ally	ally
Hydroverse	Hydroverse	Mag

Badger

Register Type	Model	Meter Type
ADE	All meters that accept ADE 3-wire and TouchCoupler support, Sensus Approved TR/PL lead, up to 8 wheels.	Disc, Turbine, Compound, Fire Service
HR-E LCD	All meters that accept HR-E LCD 3-wire, up to 8 wheels. Must be at least SmartPoint firmware version R1.2.1f or higher.	Disc, Turbo Series, Compound Series, Combo Series, Fire Service
E-SERIES 8 digits	All models with firmware version 1.36. 3-wire**	Ultrasonic

Neptune

Register Type	Model	Meter Type
Proread 4 wheel	All meters that accept Proread registers. 3-wire support	Positive Displacement, Turbine, Compound, Fire Service
E-coder with TouchCoupler 4 wheel	All meters with firmware version 01.02. Manufactured after 1/2016.	Positive Displacement, Turbine, Compound, Fire Service
Proread 6 wheel	All meters that accept Proread registers. 3-wire support	Positive Displacement, Turbine, Compound, Fire Service
E-coder 6 wheel	All meters that accept E-coder registers. 3-wire support (Proread protocol only)	Positive Displacement, Turbine, Compound, Fire Service
E-coder with TouchCoupler 6 wheel	All meters with firmware version 01.02. Manufactured after 1/2016.	Positive Displacement, Turbine, Compound, Fire Service
E-coder 8 wheel	All meters that accept E-coder registers. 3-wire support*	Positive Displacement, Turbine, Compound, Fire Service
E-coder with TouchCoupler 8 wheel	All meters with firmware version 01.02. Manufactured after 1/2016.	Positive Displacement, Turbine, Compound, Fire Service
ProCoder 8 wheel	All meters with firmware version 63.16. Manufactured after 7/2018. TouchCoupler and 3-wire**	Positive Displacement, Turbine, Compound, Fire Service

*SmartPoint firmware version 1.2 and above only

**SmartPoint firmware version 1.7 and above only



Elster/Amco

Register Type	Model	Meter Type
Scancoder	All meters that accept Scancoder 3-wire support (Sensus protocol only).	Positive Displacement, Turbine, Multi-jet, Bulk combo, Fire service
InVision	All meters that accept InVision 3-wire support (Sensus protocol only).	Positive Displacement, Turbine, Multi-jet, Bulk combo, Fire service

Master Meter

Register Type	Model	Meter Type
AccuLinx V1.19	All meters that accept AccuLinx 3-wire and TouchCoupler, Sensus approved TR/PL lead.	Positive Displacement
Sonata 8 digits	3-wire and TouchCoupler, firmware version 5.01 or greater.**	Ultrasonic
Octave 8 digits	3-wire only.**	Ultrasonic

McCrometer

Register Type	Model	Meter Type
McCrometer flowcom FC100-00M 8 digits	3-wire reading. Firmware 2.4. Manufactured after 4/2015.	Propeller
ML255 battery powered register 8 digits	3-wire reading only. Firmware 5.09 or greater.**	Propeller
ML Series converter, AC powered 8 digits	3-wire reading only. Firmware 3.03 or greater.**	Propeller

Kamstrup

Register Type	Model	Meter Type
flowIQ 2100 4, 6 and 8 wheel	3-wire reading. Version C1.	Ultrasonic
flowIQ 2100 4, 6, and 8 wheel	3-wire and TouchCoupler version H1.**	Ultrasonic

Diehl

Register Type	Model	Meter Type
Hydrus 8 digits	3-wire support only.** Manufactured after 4/2018.	Ultrasonic

Zenner

Register Type	Model	Meter Type
PMN Nitro 01 4 wheel, 6 wheel	3-wire support only. Manufactured after 8/2015.	Multi-jet

Hersey/Mueller Systems

Register Type	Model	Meter Type
Translator	All meters that accept Translator 3-wire and TouchCoupler support, Sensus approved TR/PL lead.	Positive Displacement, Mag

*SmartPoint firmware version 1.2 and above only

**SmartPoint firmware version 1.7 and above only



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Agenda Item: 9

Date: March 20, 2023

Subject: Ordinance No. 2023-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Amending Regulations 2, 3, 5, and 6 of the Regulations Governing Water Service

Staff Contact: Jeffery S. Ott, Director of Finance and Administration
Julie Nemitz, Customer Service Manager

Recommended Board Action:

Consider enacting Ordinance No. 2023-01 amending Regulations 2, 3, 5, and 6 of the Regulations Governing Water Service for Sacramento Suburban Water District.

Summary:

Regulation No 2 – Conditions of Service is being updated to include language describing the methods the District may utilize to collect delinquent amounts.

Regulation No. 3 – Water Service Charges and Rates is being updated to remove billing in advance for flat rate services as most all services are now metered which are billed in arrears. In addition, staff are proposing to add language for the fees to be charged related to transferring delinquent charges to the Sacramento County secured property tax roll.

Regulation No. 5 – Billing, Payments and Miscellaneous Charges and Regulation No. 6 – Disconnection and Restoration of Service are being amended to add language addressing the transfer of delinquent water service charges to the Sacramento County secured property tax roll, to require that all payments be made in United States dollars, to codify in Regulations the current process for allowing a one-time courtesy leak adjustment to Customer accounts, and to establish the practice of billing disconnected services.

Background:

At the December 19, 2022, regular Board meeting, the Board directed staff to update the appropriate regulations and policies necessary to begin using the direct levy process as the primary means of collection of delinquent water bills. This process will replace lock offs as the primary collection tool for the District, and involves adding delinquent bills to the Sacramento County secured property tax roll each August 1, beginning in 2023. Staff have also been reviewing current billing practices and have provided some recommended changes to Regulations.

Discussion:

Based on direction from the Board of Directors at the December 19, 2022, regular Board meeting, along with other proposed staff process and procedure changes, staff has prepared, and legal counsel has reviewed and provided input on, Regulations 2, 3, 5, and 6, and Ordinance No. 2023-01. The following descriptions detail the recommended changes.

Regulation No. 2 – Conditions of Service:

Staff are proposing to add the following language to Section I of Regulation No. 2. “The District also may collect delinquent charges by any other legally- authorized procedure including service termination, collection on the Sacramento County secured property tax roll, and recordation of a property lien.”

Regulation No. 3 – Water Service Charges and Rates:

Staff are proposing to amend Regulation No. 3 as follows:

- Section A. Remove billing flat rate accounts in advance. As substantially all connections are now metered and metered accounts are billed in arrears, staff would like to establish billing all accounts in arrears only.
- Section B. Add item 4 establishing the fees to be charged for Customers whose delinquent charges are to be transferred to the Sacramento County secured property tax roll.
- Miscellaneous edits for clarity and update references to other Regulations.

Regulation No. 5 – Billing, Payments and Miscellaneous Charges:

Staff are proposing to amend Regulation No. 5 as follows:

- Rename Regulation No. 5 to “Billing, Payments, Miscellaneous Charges and Collections”.
- Section A. Remove billing flat rate accounts in advance. As substantially all connections are now metered and metered accounts are billed in arrears, staff would like to establish billing all accounts in arrears only.
- Section B. Add the following language. “All payments for water service and all other District services, charges and fees must be made only in United States dollars in a form that is fully accepted and negotiable by all government agencies and banks. Payment will not be accepted in any foreign currency, cryptocurrency, or any other form other than fully negotiable United States currency.”
- Section H. Add item 1 with the following language. “A Customer may request a one-time courtesy leak adjustment in their water service bill. The District will compare the Customer’s usage for a single billing period when a leak may have occurred with the same billing period from the prior year. If a difference is found, the District will calculate the refund as one-half of the difference in usage from the same period in the prior year multiplied by the usage charge applied to the water usage billed. This amount will be applied as a credit on the Customer’s account and will not be refunded in cash unless the account is closed. This courtesy adjustment will apply one time during the life of the account to a single billing period occurring within six months of a Customer’s bringing the

potential leak to the District’s attention. Before the District applies a courtesy leak adjustment to a Customer’s account, the Customer must have corrected the leak.”

- Section K. Add item 3, Transfer of Delinquent Charges to County Property Tax Roll, with the following text. “If a parcel has delinquent charges that are transferred to be collected on the Sacramento County secured property tax roll, the District shall levy the charge provided in Section B.4 of Regulation No. 3.”
- Add Section L. Add the following language.

L. Collection of Delinquent Rates, Fees & Charges

The District may choose to collect any delinquent rates, fees, or charges (collectively, charges) by any legally-permitted means within its authority.

1. Termination of Service

The District may attempt to collect delinquent charges by termination of service as provided in Regulation No. 6 – Disconnection and Restoration of Service.

2. Transfer to County Property Tax Roll

The District may also choose to transfer delinquent charges to the County secured property tax rolls for collection on the annual property tax bill following the procedures provided in Water Code sections 31701 through 31701.6 and Health & Safety Code sections 5470 and following.

3. Property Lien

When a Customer’s water bill becomes delinquent and/or when the District terminates water service as provided in Regulation No 6, Sections A and B, or when the District has determined that the recovery of the amount due may be uncertain due to abandonment of a Parcel and/or Service Connection, then the District may file with the Sacramento County Recorder a Notice of Lien, setting forth the legal description of the Parcel, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties and interest, are a lien against the Parcel to which the service was provided. (Govt. Code section 54354.)

- Miscellaneous edits for clarity and update references to other Regulations.

Regulation No. 6 – Disconnection and Restoration of Service:

Staff are proposing to amend Regulation No. 6 as follows:

- Move the reference to Policy PL – CS 001 to Section B as this language relates to non-payment of bills.
- Section E. Adjust the language of this section to establish the billing on disconnected services. Previously the District did not bill when a service was disconnected for any reason. Staff have desired to bill the service charge portion of the rate on disconnected accounts as the District must still maintain the service connection. Discussions with legal counsel indicated that there exists case precedence to justify the charging of the service

charge on disconnected accounts. Staff have established an exception for services disconnected for health or safety reasons. The following language was added.

“The District will continue to bill the service charge and any other miscellaneous fees or charges related to the account, excluding any volumetric charge, while the service is disconnected except for a disconnection related to Section A, item 4.”

- Section F. This section was renamed and most of the original text was moved to Regulation No. 5, Section L.3. The new section name is Collection of Delinquent Charges.
- Miscellaneous edits for clarity and update references to other Regulations.

Fiscal Impact:

Enacting Ordinance No. 2023-01 will impact District finances as follows:

1. Service charge revenue should increase as disconnect services will now be billed the service charge rate.
2. Customer Service and Operations staff time will be recovered for use on other required District activities.
3. Collection of delinquent amounts via the secured property tax roll may be delayed versus the current lock-off process.
4. Staff anticipates a decrease in the total costs incurred in processing delinquent notices and mailings.

Strategic Plan Alignment:

Goal C - Ensure Fiscal Responsibility and Affordable Rates.

Attachments:

- 1 – Ordinance No. 2023-01 – An Ordinance of the Board of Directors of Sacramento Suburban Water District Amending Regulations 2, 3, 5 and 6.
- 2 – Regulation No. 2 – Conditions of Service – redline
- 3 – Regulation No. 3 – Water Service Charges and Rates - redline
- 4 – Regulation No. 5 – Billing, Payments and Miscellaneous Charges - redline
- 5 – Regulation No. 6 – Disconnection and Restoration of Service - redline

ORDINANCE NO. 2023-01

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
SACRAMENTO SUBURBAN WATER DISTRICT
AMENDING REGULATIONS NO. 2, 3, 5 and 6**

WHEREAS, on July 19, 2004, the Board enacted Ordinance 2004-03, entitled “An Ordinance of the Board of Directors of Sacramento Suburban Water District Adopting Regulations Governing Water Service”;

WHEREAS, the Board now desires to amend Regulations No. 2, 3, 5, and 6 of the Regulations Governing Water Service as described in this Ordinance and as further set forth in the revised version of the regulations as attached hereto;

WHEREAS, the Board now desires to utilize the process of transferring delinquent water service charges to the Sacramento County secured property tax roll and to charge the Customer the Sacramento County processing fees related thereto;

WHEREAS, the Board now desires to codify into Regulations a one-time courtesy leak adjustment for Customer accounts;

WHEREAS, the Board now desires to bill water service base charges on disconnected services as permitted by *Paland v. Brooktrails Township Community Services District* [(2009) 179 Cal.App.4th 1358];

WHEREAS, the Board now desires that all payments for water service and all other District services, charges and fees must be made only in United States dollars; and

WHEREAS, none of the described amendments to Regulations No. 2, 3, 5 and 6 are subject to Proposition 218’s notice and hearing requirements as provided in Article XIII D, section 6 of the California Constitution.

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

Section 1. Purpose. The purpose of this ordinance is to amend Regulation Nos. 2, 3, 5 and 6 of the Regulations Governing Water Service to enhance the District’s fiscal system by providing an additional option for collecting delinquent water service charges by transferring the delinquent charges to the Sacramento County secured property tax roll, to establish the fees charged to the Customer for transferring delinquent charges to the Sacramento County secured property tax roll, to codify in the Regulations Governing Water Service a one-time courtesy leak adjustment, to enable the billing of fixed charges on disconnected services, and to establish that all payments for water service and all other District services, charges and fees must be made only in United States dollars.

Section 2. Regulation No. 2. Regulation No. 2 is hereby amended as shown in Attachment 1, which is attached to and made a part of this Ordinance.

Section 3. Regulation No. 3. Regulation No. 3 is hereby amended as shown in Attachment 2, which is attached to and made a part of this Ordinance.

Section 4. Regulation No. 5. Regulation No. 5 is hereby amended as shown in Attachment 3, which is attached to and made a part of this Ordinance.

Section 5. Regulation No. 6. Regulation No. 6 is hereby amended as shown in Attachment 4, which is attached to and made a part of this Ordinance.

Section 6. Repeal of Previous Ordinances. This ordinance supersedes, repeals, and voids in full all prior District ordinances, codes, regulations, resolutions, policies and procedures that are inconsistent with this ordinance.

Section 7. Effective Date. This ordinance shall become effective April 1, 2023.

Section 8. Posting. The District Secretary or his designee is directed to post copy of this ordinance in three public places in the District within 10 days after its enactment.

ENACTED by the Board of Directors of the Sacramento Suburban Water District on the 20th day of March 2023, by the following vote:

AYES:
NOES:
ABSENT:

By: _____
Jay Boatwright
President, Board of Directors
Sacramento Suburban Water District

I hereby certify that the foregoing ordinance was duly and regularly enacted by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 20th day of March 2023.

(SEAL) By: _____
Daniel R. York
General Manager/Secretary
Sacramento Suburban Water District

Regulation No. 2 Conditions of Service

Adopted: July 19, 2004

Amended: November 17, 2008; December 21, 2009; January 28, 2013;
June 15, 2015; January 27, 2020; March 20, 2023

A. Service Subject to District Regulations

Water supply and service will be provided by the District to Customers within defined District boundaries in accordance with regulations governing said service from time to time adopted and amended by the District's Board of Directors.

The District will exercise reasonable care and diligence to deliver to its Customers a continuous and sufficient supply of water under proper pressure and of good quality at the District Point of Responsibility to the Customer's Premises.

B. Non-Liability of District

The District is not, and will not be, liable for any loss, damage, or inconveniences to any Customer by reason of shortage, insufficiency, suspension, discontinuation, shut off, increase, or decrease of water pressure, or by a water quality problem.

C. Service Interruption

The District reserves the right at any and all times to shut off water delivery for the purposes of maintenance, emergency repairs, alterations, or improvements to the system. Whenever practical, advance notice of interruption of service will be given to all Water Users affected either by personal contact, mail, or door hanger.

D. Access Facilities

1. Unrestricted Access

By applying for or receiving water service from the District, each Customer irrevocably licenses the District and its authorized employees and representatives to enter upon the Customer's property at all reasonable times for the purpose of reading, inspecting, testing, checking, repairing, maintaining, or replacing the District's Meters and Water System components.

2. Restricted Access to District Water System

If access to District Water System is obstructed, the Customer will be required to move or modify the obstruction to allow access by authorized District employees or representatives. The cost to move or modify an obstruction will be borne by the Customer. Removal or modification of any obstruction will be carried out in accordance with Regulation No. 16 hereof.

E. Customers' Responsibility for Control of Water Delivered

Title to water furnished by the District, the risk of loss thereof, and full responsibility for the carriage, handling, storage, disposal, and use thereof shall pass from the District to the Customer at the Point of Responsibility. In all cases where a Parcel is leased or rented, the Landowner will retain total responsibility for control of and payment for water delivered.

F. Place of Use of Water: Resale Prohibited

Except with the prior written authorization of the District, no Customer shall use, or permit the use of, any water furnished by the District on any Premises other than specified in his/her Application for Water Service, nor shall any Customer resell any water furnished by the District unless his/her business uses water in the process of producing a product for resale. The bottling of water for resale is not considered a process of producing a product for resale and is expressly prohibited.

G. Electric Grounds

No electric circuit shall be grounded to the District's facilities or to any plumbing or metal in contiguity therewith. Any Customer who makes, or permits to be made, such a connection will be liable for damages to the District's facilities and for personal injury resulting therefrom. Ground Rods may be installed per Sacramento County Standards by District staff or contractor when electrical grounds are found connected to service lines during the course of District business.

H. Water User's Compliance with Regulations

By applying for and/or receiving water service from the District, each Applicant and Customer agrees to be bound by and to comply with all regulations in effect, adopted or amended by the District Board of Directors from time to time. An Applicant or Customer who violates any District regulation is subject to termination of District Water Service if he or she does not immediately resolve the violation to the satisfaction of the District.

I. Responsibility for Payment

Each Landowner is responsible for regular monthly payment for all services rendered by the District to his, her or its Premises, whether an invoice is received or not, until the District receives a notice from the Customer to terminate such service. (Gov. Code Section

54347; Water Code Section 31007.5) A Landowner remains responsible for all District fees and charges incurred on his, her or its Premises regardless of the time or manner in which the charges were incurred. A Landowner remains responsible for payment of all such fees and charges whether or not the Landowner enters into a financial responsibility agreement with the District in accordance with Section I of Regulation No. 5.

In the absence of such notice to terminate services, and/or when the Landowner has been notified of the District's intention to discontinue services, or in the event the Premises are vacant or service has been discontinued in accordance with the provisions of Regulation No. 6 hereof and/or Policy – Disconnection of Residential Water Service Policy (PL – CS 001), and the District has given notice of its demand for payment against the Premises by attaching such notice to the front of or to the principal entrance or any structure located thereon, then water service will not be continued, restored, or re-established until all unpaid bills, charges, fees, and penalties have been paid by the Landowner, Tenant, Agent, or by any subsequent Landowner, Tenant, or Agent.

In some cases a homeowner's association is receiving the water bills for each individual property or unit within the association and making payment for water service on behalf of its members. If the homeowner's association requests to transition the billing to each Customer in the association, the association first will be required to obtain and provide to the District a signed Application for Water Service from each Customer within the association as a condition of the District providing water service to individual Customers in lieu of the homeowner's association. The District also will require the homeowner's association to remain responsible for water bills rendered for District Water Service to all common areas within the association.

The District also may collect delinquent charges by any other legally- authorized procedure including service termination, collection on the Sacramento County secured property tax roll, and recordation of a property lien.

J. Reimbursement

Upon written application of a Customer , the District will consider a credit/refund against future water charges to the extent the Customer has paid water charges erroneously levied by the District in excess of the proper water charge, provided that the credit will not apply to charges levied more than four (4) years before the application for credit was filed. The four year limitation on refunds is based on the statute of limitations for claims made upon a written contract. Nothing in this Section J excuses a Customer from complying with the Government Claims Act if he/she applies for a reimbursement of overpaid water charges.

K. Contracts

The District, at the discretion of the District General Manager and with the approval of the Board of Directors, may enter into a Contract with third parties for the supply or delivery of water and/or other services. The Contract may specify price, delivery

conditions or limitations, schedule, duration, guarantees and/or liabilities as circumstances warrant, as determined in the best interest of the District.

Regulation No. 3 Water Service Charges and Rates

Adopted: March 15, 2004

Approved with Changes on: September 20, 2021; March 20, 2023

A. Charges for Water Service

The District charges all Customers on a monthly basis. All charges are based on the District's costs of providing District Water Service. Therefore, the basis for charges and rates are categorized on the same basis as District costs. Explanations of each charge and the related District costs are as follows:

1. Flat Rate Customers:

Usage Charge: This charge is based on Parcel square footage. The charge is intended to cover District operations and maintenance variable costs, attributable to Residential Flat Rate Customers.

Fixed Charge: This charge is based on connection size. The charge is intended to cover District operations and maintenance fixed costs, attributable to serving Residential Flat Rate Customers.

Sacramento Suburban Water District Flat Rate Customers					
	01/01/20	01/01/21	01/01/22	01/01/23	01/01/24
Usage Charge (\$/1,000 sq. ft.)	\$ 2.35	\$ 2.44	\$ 2.52	\$ 2.59	\$ 2.67
Fixed Charge					
3/4" connection	\$ 44.40	\$ 46.18	\$ 47.56	\$ 48.99	\$ 50.46
1" connection	\$ 69.19	\$ 71.96	\$ 74.12	\$ 76.34	\$ 78.63
1 1/2" connection	\$ 131.17	\$ 136.42	\$ 140.51	\$ 144.72	\$ 149.07
2" connection	\$ 205.53	\$ 213.75	\$ 220.16	\$ 226.77	\$ 233.57

2. Metered Customers:

Usage Charge: This charge is based on water usage. The charge is intended to cover District operations and maintenance variable costs attributable to Metered Rate Customers, including the cost of water and treatment and pumping and conveyance costs. The Usage Charge is based on 100 cubic feet of water (748 gallons.).

Fixed Charge: This charge is based on meter size and property location. The charge is intended to cover District fixed operations and maintenance costs attributable to serving Metered Rate Customers. This charge also covers District capital improvement costs and periodic principal and interest payments due on District debt.

Sacramento Suburban Water District Metered Rate Customers					
Meter Usage Charge (\$/CCF) – 1 CCF = 748 gallons	01/01/20	01/01/21	01/01/22	01/01/23	01/01/24
Residential - 1st Tier (0-15 CCF)	\$ 0.88	\$ 0.92	\$ 0.95	\$ 0.98	\$ 1.01
Residential - 2nd Tier (16+ CCF)	\$ 1.15	\$ 1.20	\$ 1.24	\$ 1.28	\$ 1.32
Multi-Family Residential - Uniform	\$ 1.26	\$ 1.31	\$ 1.35	\$ 1.39	\$ 1.43
Non-Residential - Uniform	\$ 1.33	\$ 1.38	\$ 1.42	\$ 1.47	\$ 1.52
Fixed Charge					
5/8" meter	\$ 32.01	\$ 33.29	\$ 34.29	\$ 35.32	\$ 36.38
3/4" meter	\$ 44.40	\$ 46.18	\$ 47.56	\$ 48.99	\$ 50.46
1" meter	\$ 69.19	\$ 71.96	\$ 74.12	\$ 76.34	\$ 78.63
1 1/2" meter	\$ 131.17	\$ 136.42	\$ 140.51	\$ 144.72	\$ 149.07
2" meter	\$ 205.53	\$ 213.75	\$ 220.16	\$ 226.77	\$ 233.57
3" meter	\$ 403.85	\$ 420.00	\$ 432.60	\$ 445.58	\$ 458.95
4" meter	\$ 626.95	\$ 652.03	\$ 671.59	\$ 691.74	\$ 712.49
6" meter	\$ 1,246.68	\$ 1,296.55	\$ 1,335.44	\$ 1,375.51	\$ 1,416.77
8" meter	\$ 2,238.25	\$ 2,327.78	\$ 2,397.61	\$ 2,469.54	\$ 2,543.63
10" meter	\$ 2,981.93	\$ 3,101.21	\$ 3,194.24	\$ 3,290.07	\$ 3,388.77
12" meter	\$ 4,190.40	\$ 4,358.02	\$ 4,488.76	\$ 4,623.42	\$ 4,762.12

B. Service Fees and Charges

- For each new account to be established, a service charge shall be assessed and added to the first or opening water bill for payment in accordance with the following provisions:

Service charge with water service already on. \$9.00

Service charge during regular business hours,
which requires restoration of water. \$31.00

- The following dispatch service charges shall be assessed in accordance to Section K.2, Regulation No. 5 and Section C, Regulation No. 6:

Dispatching personnel to deliver delinquency notice \$35.00

Dispatching personnel to terminate water service \$60.00

- Other than in an emergency, to locate a service or shut-off water service after regular business hours the District will charge its actual cost of time and material, not to exceed \$150.00.

4. When transferring delinquent water service charges to the Sacramento County secured property tax roll for collection, the District will add the amount of the County's processing fees for collection services to the Customer's delinquent water billing charges transferred to the County secured property tax roll for collection.

C. Temporary Turn-On Charges

When water service has been terminated for non-payment or put into an inactive status, and temporary (24-hour maximum) service is required for third-party inspection purposes, a non-refundable charge of \$40.00 shall be paid before service is turned on.

D. Cross-Connection Control Program

Monthly charges shall be paid to fund the District's Cross-Connection Control Program (CCCP). This charge shall be billed monthly per Backflow Prevention Assembly (Assembly) to each Account holder with one or more Assemblies. Each Assembly is the property of the Landowner. The services covered by this charge shall include, but are not limited to, administering/monitoring the program, notifying Customers, performing inspections, reviewing and recording test results and reporting to the State Water Resources Control Board Division of Drinking Water (DDW). The charge shall be determined each year based on program expenses and the number of Assemblies within the District. The monthly charge for the CCCP shall be (see table below) per Assembly for all connection sizes.

Monthly CCCP Charge					
	01/01/20	01/01/21	01/01/22	01/01/23	01/01/24
Per Unit Charge	\$ 2.31	\$ 2.41	\$ 2.49	\$ 2.57	\$2.65

If a Customer requests Assembly testing or the District determines it is necessary to test an Assembly, the District will impose an Assembly test charge of \$61.00 per Assembly. The charge includes the fee for the required District tag. While the District does not routinely perform repairs or replacements, labor and materials will be charged to the Account holder if the District is required to repair or replace an Assembly.

As part of the Assembly test, a District tag must be attached to the Assembly indicating whether it "passed" or "failed". These tags are to be purchased by the tester at the District office. The cost of the tag shall be determined each year based on the cost of producing the tag and overseeing the tag distribution. The current cost shall be \$1.00 per tag.

E. Privately-Owned Fire Protection Systems

A monthly charge shall be paid for water service at un-metered connections to the District's Water System which supplies water to privately-owned and maintained sprinklers used exclusively for firefighting, irrespective of the quantity of water used and based on the size of the fire service assembly as follows:

Private Fire Service					
Size	01/01/20	01/01/21	01/01/22	01/01/23	01/01/24
2-inch	\$ 13.95	\$ 14.51	\$ 14.95	\$ 15.40	\$ 15.87
3-inch	\$ 26.17	\$ 27.22	\$ 28.04	\$ 28.89	\$ 29.76
4-inch	\$ 42.62	\$ 44.33	\$ 45.66	\$ 47.03	\$ 48.45
6-inch	\$ 84.82	\$ 88.22	\$ 90.87	\$ 93.60	\$ 96.41
8-inch	\$ 150.05	\$ 156.06	\$ 160.75	\$ 165.58	\$ 170.55
10-inch	\$ 234.44	\$ 243.82	\$ 251.14	\$ 258.68	\$ 266.45
12-inch	\$ 261.28	\$ 271.74	\$ 279.90	\$ 288.30	\$ 296.95

F. Security Deposits

Whenever an Applicant's or Customer's credit rating or payment history is or becomes unacceptable to the District because of poor credit history, non-payment of water bills, or frequent delinquent bill payment, a cash deposit may be required in accordance with the schedule set below:

1. Residential Customers shall be required to pay the sum equal to two (2) months water charge, but not less than \$90.00 (cost of ¾" flat base charges).
2. Business Customers shall be required to pay the sum equal to three (3) times the estimated water bill, but not less than \$180.00 (cost of 1" meter base charges).

The District may apply the security deposit to any account of a Customer that is delinquent for more than 30 days and will notify the Customer of such application. Water service may be terminated if the account is not fully paid and the security deposit replenished, subject to the conditions and procedures described in Regulation No. 6, Section B.

The security deposit will be returned to the Customer without interest upon termination of the service and payment of all rates and charges owed to the District by the Customer, or at such earlier time as the District may determine that the credit of the Customer is satisfactory. Security deposits that remain unclaimed after five (5) years from the date the deposit became refundable will become property of the District.

For the purpose of this Regulation No. 3, the District shall determine whether a Customer's credit is satisfactory. The credit of a Customer who has paid all rates and charges without delinquency for twelve months shall be deemed satisfactory.

G. Application of Payments

Any monies received on an account will be applied first to the oldest outstanding charges.

H. Returned Payments

The District shall levy a charge for each returned payment as defined in Regulation No. 5, Section C. The amount shall be the District's actual Bank Service Charge plus \$10.00.

I. Meter Testing Fee

This charge will be assessed to accounts that request a meter test with results within the range set by AWWA per Regulation No. 4, Section D. The fee will be \$285.00 per meter test for large meters (3" and above), \$200.00 for intermediate meters (1-1/2" and 2"), and \$60.00 for small meters (1" and below).

J. Bacteriological Testing

The District will assess actual time and material costs but not less than a minimum charge of \$25.00 for each bacteriological test as defined in Regulation No. 7, Section H.8.

K. Annexation Fees

The District will charge annexation fees for each Parcel located outside of the District's legal boundaries that desires to be annexed into the District. The fee will be charged on a time and materials basis and reflect all District costs to apply for and complete the annexation of a Parcel, including without limitation staff time, attorneys' and consultant fees, LAFCO application fees, and costs of studies and environmental review. Upon application for an annexation into the District, staff will estimate the costs to process the annexation and the applicant shall deposit the estimated costs with the District. Upon conclusion of the annexation proceedings, if a portion of the deposit remains, it will be refunded to the applicant. If the District has expended the entire deposit and advanced additional funds to pay costs of the annexation proceedings, the applicant will repay the entire amount of any funds advanced by the District as a condition of LAFCO's recording of the Certificate of Completion approving the annexation and of the District's approval of the applicant's Application for Water Service.

L. Water Conservation Violation

In accordance with Section B of Regulation No. 15, the following charges may be imposed for a Water User's violation of the District's water conservation regulations:

1. A charge of \$50.00 will be added to the next billing for serving the second water conservation violation as defined in Regulation No. 15, Section C.
2. A charge of \$100.00 will be added to the next billing for serving the third water conservation violation as defined in Regulation No. 15, Section C.

M. Variance Application Service Fees

1. A service fee of \$300.00 will be charged to any person or entity for a filing variance application as provided in Regulation No. 17, Section B.
2. If an Applicant desires a hearing at a special Board of Directors meeting, a fee of \$1,200.00 will be charged as provided in Regulation No. 17, Section E.

N. Facility Use Fees

District Facilities may be used only upon approval of the General Manager. Interested parties must apply for use of District Facilities by completing the District's "Facility Use Application." All charges for use of District Facilities, including insurance requirements, are as noted on the Application and are dependent on facility location, event duration and recovery of all District costs required for the event.

O. Public Information Request

A charge of \$0.10 per page shall be charged for requests for copying of disclosable District records. Additional charges and terms of reproduction and delivery of copies of records are provided in the District's Records Management Policy, PL-Admin 002.

P. Fire Hydrant Water Charge

Water provided by the District for construction, street cleaning or storm/sewer cleaning purposes will be charged subject to conditions of the service or project and in conformance with Regulation No. 12. The following charges will apply:

1. For construction water taken through a District Fire Hydrant Meter the contractor or owner who obtains the permit will be required to pay the following:
 - a) A refundable \$2,300.00 deposit for the hydrant meter with backflow prevention assembly.
 - b) A one-time \$100.00 Application Fee.
 - c) On a monthly basis the following:
 - i) The current metered nonresidential usage rate per hundred cubic feet of water taken.
 - ii) A \$50.00 service charge.
 - iii) A \$20.00 equipment rental charge
 - iv) A \$5.00 Backflow Assembly test fee.
2. For water taken by other municipal agencies or their subcontractors through a District Fire Hydrant for street cleaning or storm/sewer cleaning, the agency is required to obtain a permit in accordance with Regulation No. 12 and to pay the following fees and charges:
 - a) A \$200.00 annual permit fee.
 - b) The current metered nonresidential usage rate per hundred cubic feet of water taken.
3. Use of District Fire Hydrants is authorized by a permit issued by the District only, as conditioned in Regulation No. 13, Section D. Illegal use of a Fire Hydrant may be subject to a \$500.00 charge.

4. The permit holder will be responsible for paying the costs of repair or replacement incurred by the District for any damage sustained to the Fire Hydrant, Fire Hydrant Meter or Backflow Prevention Assembly. The District shall have the right to retain all or a portion of the deposit to pay any such costs incurred.

Q. Plan Check Fee

An hourly rate of \$90.00 shall be assessed for review of an Applicant's construction plans as provided in Regulation No. 7 under Part H.1. The minimum plan check fee shall be \$900.00.

R. Supervision and Inspection

An hourly charge of \$87.00 shall be used to calculate the deposit for supervision and inspection of new or upgraded water facilities to be connected to the District system, as provided in Regulation No. 7, Section H.6. The minimum fee for Supervision and Inspection shall be \$600.00.

S. Hydrant Flow Test

A completed application for hydrant flow test and \$350.00 fee shall be paid in advance to supervise and perform a fire hydrant flow test and to provide written results of the test to the person or entity requesting it.

T. Abandonment of Service and Reinstallation of Abandoned Service

The District charge for abandoning an existing water service from the existing water main as provided in Regulation No.7, Section K shall be calculated on a time and materials basis, with a minimum charge of \$3,000.00. The estimated charge shall be paid to the District prior to scheduling the abandonment. In addition, if requested by a Landowner, the District will restore an abandoned service connection by charging on a time and materials basis, with a minimum charge of \$3,000.00.

U. Administration Fee

This fee will be assessed to those accounts that participate in certain District programs, including without limitation the Large Irrigation Service, Wholesale Water, and Owner/Tenant Billing Agreement. Each fee is based on actual District costs for administering the individual program and is reviewed at least annually.

V. Locking Device Replacement Fee

If the District has installed a locking device on a water meter, curb stop or service valve and such a device is damaged or removed, then a \$35.00 charge shall be imposed on the Landowner.

If installed locking devices on the same service connection continue to be damaged or removed, the District reserves the right to abandon the service. Charges for service abandonment and any subsequent reinstallation of service will be on time and materials for the abandonment of the service as provided in Section T of this Regulation No. 3. The charges will be added to the Customer's water bill and must be paid before service is restored.

W. Manual Meter Reading Fee

In the event a customer declines to allow the District to install an electronic meter reading device at the customer's service connection, thereby requiring the District to read the meter manually, the customer will comply with the following requirements as a condition of receiving water service:

1. Complete an application for manual meter reading and pay a \$13.00 application fee. The customer must complete the application agreeing to the charges.
2. On a monthly basis, pay a \$60.00 manual meter reading fee. The customer also will be responsible for paying all other water service charges imposed as a condition of receiving District water service.

Regulation No. 5 Billing, Payments, Miscellaneous Charges, and Collections

Adopted: July 19, 2004

Amended: November 17, 2008; December 21, 2009; January 28, 2013;
June 15, 2015; January 27, 2020; March 20, 2023

District water service is a privilege and is maintained by prompt payment of all fees and charges and compliance with all District regulations and applicable laws governing water service. Under California law, the responsibility for paying District fees and charges results from ownership of the property on which water is used, rather than from any personal obligation. California law also requires that each Parcel connected to the District water system pay its fair share of the costs to operate and maintain the system. Based on these legal principles, it is the District's policy to minimize the costs of administering the water system and to ensure each Parcel pays its fair share for operating and maintaining the District water system by requiring Landowners to be financially responsible for all fees and charges imposed on their Parcels for the privilege of receiving District water service, whether the Landowner occupies the Parcel or rents or leases it to another person or entity.

A. Billing

1. Flat Rate Service

Bills for flat rate water service will be mailed monthly. If the Customer owns and resides at the subject Premises, the District shall mail the bill to the Premises address or another address designated by the Customer. If a Landowner rents or leases the subject Premises, the District shall mail the bill to the Landowner's designated address or to his or her designated Agent. If a Premises is leased or rented, the District will mail a duplicate bill to a tenant at the Premises address only in accordance with the procedure provided below in section I. (Gov. Code section 54347, Water Code section 31007.5) Non-receipt of a bill shall not relieve a Landowner of any payment obligation to the District.

2. Commercial Metered Rate Service

Bills for commercial metered rate water service will be mailed monthly, following the reading of the Meter, to the mailing address of each Landowner or designated lessee. The Landowner or his/her designated lessee shall be responsible to keep the District advised of the address to which bills are to be mailed. Non-receipt of a bill shall not relieve a Landowner or the lessee of any payment obligation to the District.

3. Residential Metered Rate Service

Bills for residential metered rate water service will be mailed monthly, following the reading of the Meter. If the Customer owns and resides at the subject Premises, the District shall mail the bill to the Premises address or another address designated by the Customer. If a Landowner rents or leases the subject Premises, the District shall mail the bill to the Landowner's designated address or to his or her designated Agent. If a Premises is leased or rented, the District will mail a duplicate bill to a tenant at the Premises address only in accordance with the procedure provided below in section I. (Gov. Code section 54347, Water Code section 31007.5) Non-receipt of a bill shall not relieve a Landowner of any payment obligation to the District.

B. Payment

Bills are due and payable upon receipt. Payment can be made via the District's web site, telephone, mail or in person at the District Office, 3701 Marconi Avenue, Suite 100, Sacramento, California 95821, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. For billing disputes, see Section H hereof.

All payments for water service and all other District services, charges and fees must be made only in United States dollars in a form that is fully accepted and negotiable by all government agencies and banks. Payment will not be accepted in any foreign currency, cryptocurrency, or any other form other than fully negotiable United States currency.

C. Returned Payments

The District shall levy a fee in accordance to Regulation No. 3, Section H for each check payment, electronic payment or credit card payment tendered to the District for water service charges that is returned unpaid.

D. Charges Against Deposits

The District may deduct the amount of any delinquent bill, including delinquent charges, against a security or any other deposit made to the District by the Customer liable for such bill.

E. Estimated Bills

If a Meter fails to register correctly or cannot be read, a water service bill will be based on the District's estimate of the quantity of water delivered, taking into consideration seasonal water demand and any other factors that are material and reasonable in determining a fair charge. Once the meter is repaired or the amount corrected, the subsequent water service bill will be corrected to the actual quantity of water delivered for the billing period(s) in question.

F. Prorated Bills

For water service bills calculated for less than a full billing period, flat rate Customers will pay a prorated amount from the first day of the billing period to the date of termination of service, or from the commencement of service until the last day of the billing period. For water meter fees and charges the bill will be calculated based on actual quantities used from the last billing date to the date the account is closed, plus the prorated charge for the fixed portion of the bill.

G. Vacancies in Multiple Family Residences

No credit will be allowed or approved for any vacancies of multiple family residential water service accounts, unless each unit is separately metered or has a separate connection.

H. Disputed Bills and Other Charges

Should a Customer dispute a current bill for water service, a written explanation must be received before the next regular billing. District staff will review the account in question and contact the owner of the property to resolve the issue. If staff rules in favor of the Customer, the Customer's account will be credited for the disputed item. If the Customer is dissatisfied with the District's resolution, the Customer may appeal the staff decision to the District General Manager. If dissatisfied with the District General Manager's decision, then an appeal may be made to the District Board of Directors. All decisions made by the District Board of Directors are final. A Customer is required to pay any undisputed portion of a water service bill by the due date except as otherwise provided in Regulation No. 6, Section B.

If a Customer disputes any other rate, fee, charge, refund or reimbursement levied or rendered by the District, the Customer must comply with the formal claims presentation requirements of the Government Claims Act (Government Code sections 810 and following) and the District's local claims procedures ordinance, Ordinance No. 02-02. In all cases where a dispute requires a Customer to file a formal complaint, the District's action on the claim will be final and no appeal will be allowed.

1. A Customer may request a one-time courtesy leak adjustment in their water service bill. The District will compare the Customer's usage for a single billing period when a leak may have occurred with the same billing period from the prior year. If a difference is found, the District will calculate the refund as one-half of the difference in usage from the same period in the prior year multiplied by the usage charge applied to the water usage billed. This amount will be applied as a credit on the Customer's account and will not be refunded in cash unless the account is closed. This courtesy adjustment will apply one time during the life of the account to a single billing period occurring within six months of a Customer's bringing the potential leak to the District's attention. Before the District applies a courtesy leak adjustment to a Customer's account, the Customer must have corrected the leak.

I. Duplicate Bill to Tenant; Tenant Non-Payment

1. The District will prepare and mail a duplicate bill to a Tenant, provided the Landowner of the Premises at which the Tenant resides satisfies all of the following terms and conditions:
 - a. The Landowner signs a financial responsibility agreement in the form provided by the District, in which the Landowner agrees to guarantee payment of any fees and charges incurred by his, her or its Tenants as a result of District water service provided to the Landowner's Premises.
 - b. The Landowner pays a monthly duplicate mailing fee set by the District to reflect the costs of generating and mailing the duplicate bill.
 - c. If a Tenant defaults on the payment of any fee or charge, the Landowner will promptly pay the fees and charges due upon receipt of a notice of delinquency.
2. The District reserves the right to require a Landowner to assume sole liability for payment of fees and charges if there is a history of non-payment of bills by a Tenant of the Landowner.

J. Payment of Outstanding Water Service Charges Upon Property Transfer

Consistent with the legal principles set forth in the preface of this Regulation No. 5, a Landowner who acquires real property in the District is responsible for paying any outstanding District fees and charges owing on the acquired Parcel regardless of the time or manner in which those charges were incurred. The District reserves the right to refuse to open an account and to provide water service to a Parcel until the acquiring Landowner pays all outstanding fees and charges. It will be the acquiring Landowner's sole responsibility to pursue any legal remedies it may have to seek reimbursement of such outstanding fees and charges from any former Landowner or occupant of the acquired Parcel. All prospective Landowners considering acquiring a Parcel within the District are urged to call the District prior to acquiring a Parcel to determine the status of its water service account.

K. Delinquency-Related Fees

1. Penalty Charges

The District shall levy a penalty charge if a District bill for water service is not paid in full by the time the District processes the next month's water bills, which in no case will be any earlier than 19 days after the bill was mailed or otherwise presented to a Customer. If a bill becomes delinquent, then a penalty charge in the amount of 10 percent of the unpaid portion of the bill will be assessed on the account and will appear on the Customer's next water bill. The amount of a delinquent water bill and the assessed penalty charge will continue to appear and be marked as

delinquent on a Customer's bill until paid in full. The District may terminate a Customer's water service for non-payment as provided in Regulation No. 6 and/or the Disconnection of Residential Water Service Policy (PL – CS 001). The District may collect delinquent amounts owed as provided in Section L of this regulation.

The District also will charge interest at the rate of one-half of one percent per month on all delinquent water service bills until the principal, penalty charge and any accrued interest is paid in full. The amount of accrued interest on any delinquent water bill also will appear on a Customer's bill until it is paid in full.

In cases where a penalty fee is imposed on a water bill that has become delinquent, the District will have the discretion to waive the penalty fee in circumstances where a Customer, upon receiving the month's bill showing the previous month's water bill as delinquent, contacts the District by no later than 19 days after receipt of the next month's bill to offer a reasonable and substantial excuse for non-payment of the previous month's bill, requests a waiver of the penalty charge, and is willing to immediately pay the full amount of delinquency (less the assessed penalty charge) by telephone or in person. In determining whether to grant or deny a Customer's request to waive a penalty charge, the District may request additional information from the Customer documenting the excuse and may consider the Customer's payment history and waiver request history.

2. Notice of Termination or Turn Off

The District shall levy a charge in accordance with Regulation No. 3, Section B.2 if a District employee must be dispatched to deliver a notice of termination due to delinquency, or terminate water service due to a delinquency or an illegal restoration of a water service in a disconnect status.

3. Transfer of Delinquent Charges to County Property Tax Roll

If a parcel has delinquent charges that are transferred to be collected on the Sacramento County secured property tax roll, the District shall levy the charge provided in Section B.4 of Regulation No. 3.

L. Collection of Delinquent Rates, Fees & Charges

The District may choose to collect any delinquent rates, fees, or charges (collectively, charges) by any legally-permitted means within its authority.

1. Termination of Service

The District may attempt to collect delinquent charges by termination of service as provided in Regulation No. 6 – Disconnection and Restoration of Service.

2. Transfer to County Property Tax Roll

The District may also choose to transfer delinquent charges to the County secured property tax rolls for collection on the annual property tax bill following the procedures provided in Water Code sections 31701 through 31701.6 and Health & Safety Code sections 5470 and following.

3. Property Lien

When a Customer's water bill becomes delinquent and/or when the District terminates water service as provided in Regulation No 6, Sections A and B, or when the District has determined that the recovery of the amount due may be uncertain due to abandonment of a Parcel and/or Service Connection, then the District may file with the Sacramento County Recorder a Notice of Lien, setting forth the legal description of the Parcel, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties and interest, are a lien against the Parcel to which the service was provided. (Govt. Code section 54354.)

Regulation No. 6 Disconnection and Restoration of Service

Adopted July 19, 2004

Amended: January 27, 2020; March 20, 2023

A. Disconnection by the District

The District reserves the right to disconnect any connection to the District Water System and to discontinue water service for any of the following reasons:

1. A Customer fails to comply with any of the District's regulations.
2. The District is furnishing service without a proper application on file.
3. There is evidence of unlawful tampering or interference with the District Water System.
4. The District or a state or county public health officer finds that there exists a condition hazardous to the health and safety of any Customer of the District.
5. A Customer fails, after notice from the District, to remove an obstruction that prevents reading of his/her Meter or observation or repair of any connection at the Point of Responsibility, per Regulation No. 2, Section D.
6. Failing to install or upgrade an authorized Backflow Prevention Assembly per Regulation No. 14, Section G.
7. Committing unlawful acts as defined in Regulation No. 13.
8. For failure to conserve water as provided under Regulation No. 15.
9. Failure to provide access to property for operation and maintenance of District facilities upon request.
10. Failure to repair a leak on a Customer's System after being notified by the District.

B. Nonpayment of Bills

The requirements to terminate or restore water service for residential customers for nonpayment of bills are provided in the District's Disconnection of Residential Water Service Policy (PL – CS 001). The District reserves the right to terminate a Customer's water service for non-payment of any bill rendered by the District upon the following conditions:

1. A District bill for water service becomes delinquent because it is not paid in full by the time the District processes the next month's water bills, which in no case will be any earlier than nineteen (19) days after the bill was mailed or otherwise presented to the Customer, and the Customer is otherwise not excused from the delinquency as provided in Section K, Regulation No. 5 and this Section.
2. When an account is two billings delinquent, the District mails to the Customer at his or her last-known address a 15-day notice of impending service termination at least nineteen (19) days after the delinquent bill was mailed, and at least fifteen (15) days before water service is to be terminated. The 15-day notice will be included in the third bill statement.
3. The District gives final notice of a delinquent water bill and pending termination at least forty-eight (48) hours before water service is to be terminated. The 48-hour termination notice will be delivered to the Parcel where the service is provided and left at the front of or the principal entrance to any structure located thereon. At the District's discretion, this notice may be delivered by priority mail, certified mail/return receipt requested or overnight delivery service. By delivery in this manner the notice may be left where the Customer's typically receives mail delivery. The 48-hour period will commence upon delivery of the notice.
4. During the notice periods described above in subsections (2) and (3), the Customer fails to make full payment of the delinquent charges and any late fees, penalties or other charges accrued thereon, or to make satisfactory arrangements with the District for payment of those amounts.
5. Government Code section 60372 provides general procedures for terminating utility service by public agencies. Subdivision (b) states exceptions to the general rule provided in subdivision (a) that a public agency may terminate utility service for non-payment upon proper notice of the delinquency and impending termination. The exceptions in subdivision (b) are limited to: (1) the time during which a public agency is investigating a Customer dispute or complaint; (2) any extension period a public agency has given a Customer for paying a past due bill; or (3) a licensed doctor's certification that the Customer's life will be threatened if the utility service is terminated, and the Customer is unable to timely pay the bill and is willing to enter into an amortization agreement not exceeding 12 months to repay the delinquent balance.

C. Charge for Service Restoration After a Termination

The District will levy a termination charge in accordance with Regulation No. 3, Section B.2, which will be added to a bill for any service that has been terminated due to delinquency. The District will impose this charge in addition to the dispatch charge in accordance with Regulation No. 3, Section B.2 if the District must deliver a 48-hour

delinquency notice. A Customer must pay current all charges and fees before water service will be restored, except as provided in subsection B.5 hereof.

Upon service termination, if the District has installed a locking device and such a device is damaged or stolen, then a charge sufficient to cover the District's cost for replacing said device will be added to the Customer's water bill and must be paid before service is restored in accordance with Regulation No. 3, Section Y.

D. Termination of Service by Customer

The District will terminate water service on any business day during regular business hours (not a Saturday, Sunday, or Holiday) requested by a Customer, provided that the request is received by the District at least two (2) business days prior to the requested date of termination. The Customer must advise the District if the Premises is occupied. If the Premises is occupied, a 10-day notice of termination will be delivered to the Premises and left at the front of or to the principal entrance or any structure located thereon. Prior to termination, a 48-hour notice to terminate will be delivered to the Premises and left at the front of or the principal entrance to the residence or other structure located on the Premises. If the Premises is unoccupied, a 48-hour notice to terminate will be delivered to the Premises and left at the front of or the principal entrance to any structure located thereon. After the 48-hour period water service will be terminated. The Customer will be responsible for all service furnished by the District prior to the termination of his, her or its service.

E. Billing on Disconnected Services

The District reserves the right to disconnect any connection to the District Water System for the reasons provided above. The District will continue to bill the water service base charge and any other miscellaneous fees or charges related to the account, excluding any volumetric charge, while the service is disconnected except for a disconnection related to Section A, item 4.

F. Collection of Delinquent Charges

The District may choose to collect any delinquent charges by any legally-permitted means within its authority. Refer to Regulation No. 5, Section L.

G. Restoration of Service

For service that the District has disconnected or terminated, a Customer desiring to restore such service shall pay current all delinquent rates, fees, and charges, and if the District so determines, pay a security deposit in accordance with section F of Regulation No. 3. In addition, as condition for restoring service, the District may require the Customer to upgrade the existing water service. The extent of upgrade shall be at the District's discretion, and shall conform to District Specifications and Standard Detail No. 13 for Single Family Residence and Nos. 14, 15 and 16 for Metered Services. A Backflow

Prevention Assembly will be required with each Meter that serves any non-domestic use, including for irrigation. Installation of such devices shall comply with Sacramento County Standard Drawing #8-8A, Drawing #8-8B and Drawing #8-8C for Backflow installation only.

Regulation No. 2 Conditions of Service

Adopted: July 19, 2004

Amended: November 17, 2008; December 21, 2009; January 28, 2013;
June 15, 2015; January 27, 2020; [March 20, 2023](#)

A. Service Subject to District Regulations

Water supply and service will be provided by the District to Customers within defined District boundaries in accordance with regulations governing said service from time to time adopted and amended by the District's Board of Directors.

The District will exercise reasonable care and diligence to deliver to its Customers a continuous and sufficient supply of water under proper pressure and of good quality at the District Point of Responsibility to the Customer's Premises.

B. Non-Liability of District

The District is not, and will not be, liable for any loss, damage, or inconveniences to any Customer by reason of shortage, insufficiency, suspension, discontinuation, shut off, increase, or decrease of water pressure, or by a water quality problem.

C. Service Interruption

The District reserves the right at any and all times to shut off water delivery for the purposes of maintenance, emergency repairs, alterations, or improvements to the system. Whenever practical, advance notice of interruption of service will be given to all Water Users affected either by personal contact, mail, or door hanger.

D. Access Facilities

1. Unrestricted Access

By applying for or receiving water service from the District, each Customer irrevocably licenses the District and its authorized employees and representatives to enter upon the Customer's property at all reasonable times for the purpose of reading, inspecting, testing, checking, repairing, maintaining, or replacing the District's Meters and Water System components.

2. Restricted Access to District Water System

If access to District Water System is obstructed, the Customer will be required to move or modify the obstruction to allow access by authorized District employees or representatives. The cost to move or modify an obstruction will be borne by the Customer. Removal or modification of any obstruction will be carried out in accordance with Regulation [No. 16](#) hereof.

E. Customers' Responsibility for Control of Water Delivered

Title to water furnished by the District, the risk of loss thereof, and full responsibility for the carriage, handling, storage, disposal, and use thereof shall pass from the District to the Customer at the Point of Responsibility. In all cases where a Parcel is leased or rented, the Landowner will retain total responsibility for control of and payment for water delivered.

F. Place of Use of Water: Resale Prohibited

Except with the prior written authorization of the District, no Customer shall use, or permit the use of, any water furnished by the District on any Premises other than specified in his/her Application for Water Service, nor shall any Customer resell any water furnished by the District unless his/her business uses water in the process of producing a product for resale. The bottling of water for resale is not considered a process of producing a product for resale and is expressly prohibited.

G. Electric Grounds

No electric circuit shall be grounded to the District's facilities or to any plumbing or metal in contiguity therewith. Any Customer who makes, or permits to be made, such a connection will be liable for damages to the District's facilities and for personal injury resulting therefrom. Ground Rods may be installed per Sacramento County Standards by District staff or contractor when electrical grounds are found connected to service lines during the course of District business.

H. Water User's Compliance with Regulations

By applying for and/or receiving water service from the District, each Applicant and Customer agrees to be bound by and to comply with all regulations in effect, adopted or amended by the District Board of Directors from time to time. An Applicant or Customer who violates any District regulation is subject to termination of District Water Service if he or she does not immediately resolve the violation to the satisfaction of the District.

I. Responsibility for Payment

Each Landowner is responsible for regular monthly payment for all services rendered by the District to his, her or its Premises, whether an invoice is received or not, until the District receives a notice from the Customer to terminate such service. (Gov. Code Section

54347; Water Code Section 31007.5) A Landowner remains responsible for all District fees and charges incurred on his, her or its Premises regardless of the time or manner in which the charges were incurred. A Landowner remains responsible for payment of all such fees and charges whether or not the Landowner enters into a financial responsibility agreement with the District in accordance with Section I of Regulation [No. 5](#).

In the absence of such notice to terminate services, and/or when the Landowner has been notified of the District's intention to discontinue services, or in the event the Premises are vacant ~~and~~or service has been discontinued in accordance with the provisions of Regulation No. 6 hereof and/or Policy – Disconnection of Residential Water Service Policy (PL – CS 001), and the District has given notice of its demand for payment against the Premises by attaching such notice to the front of or to the principal entrance or any structure located thereon, then water service will not be continued, restored, or re-established until all unpaid bills, charges, fees, and penalties have been paid by the Landowner, Tenant, Agent, or by any subsequent Landowner, Tenant, or Agent.

In some cases a homeowner's association is receiving the water bills for each individual property or unit within the association and making payment for water service on behalf of its members. If the homeowner's association requests to transition the billing to each Customer in the association, the association first will be required to obtain and provide to the District a signed Application for Water Service from each Customer within the association as a condition of the District providing water service to individual Customers in lieu of the homeowner's association. The District also will require the homeowner's association to remain responsible for water bills rendered for District Water Service to all common areas within the association.

[The District also may collect delinquent charges by any other legally- authorized procedure including service termination, collection on the Sacramento County secured property tax roll, and recordation of a property lien.](#)

J. Reimbursement

Upon written application of a Customer , the District will consider a credit/refund against future water charges to the extent the Customer has paid water charges erroneously levied by the District in excess of the proper water charge, provided that the credit will not apply to charges levied more than four (4) years before the application for credit was filed. The four year limitation on refunds is based on the statute of limitations for claims made upon a written contract. Nothing in this Section J excuses a Customer from complying with the Government Claims Act if he/she applies for a reimbursement of overpaid water charges.

K. Contracts

The District, at the discretion of the District General Manager and with the approval of the Board of Directors, may enter into a Contract with third parties for the supply or delivery of water and/or other services. The Contract may specify price, delivery

conditions or limitations, schedule, duration, guarantees and/or liabilities as circumstances warrant, as determined in the best interest of the District.

Regulation No. 3 Water Service Charges and Rates

Adopted: March 15, 2004

Approved with Changes on: September 20, 2021; March 20, 2023

A. Charges for Water Service

The District charges all Customers on a monthly basis. ~~Customers billed on a Residential Flat Rate are billed in advance, while Metered Rate Customers are billed in arrears.~~ All charges are based on the District's costs of providing District Water Service. Therefore, the basis for charges and rates are categorized on the same basis as District costs. Explanations of each charge and the related District costs are as follows:

1. Flat Rate Customers:

Usage Charge: This charge is based on Parcel square footage. The charge is intended to cover District operations and maintenance variable costs, attributable to Residential Flat Rate Customers.

Fixed Charge: This charge is based on connection size. The charge is intended to cover District operations and maintenance fixed costs, attributable to serving Residential Flat Rate Customers.

Sacramento Suburban Water District Flat Rate Customers					
	01/01/20	01/01/21	01/01/22	01/01/23	01/01/24
Usage Charge (\$/1,000 sq. ft.)	\$ 2.35	\$ 2.44	\$ 2.52	\$ 2.59	\$ 2.67
Fixed Charge					
3/4" connection	\$ 44.40	\$ 46.18	\$ 47.56	\$ 48.99	\$ 50.46
1" connection	\$ 69.19	\$ 71.96	\$ 74.12	\$ 76.34	\$ 78.63
1 1/2" connection	\$ 131.17	\$ 136.42	\$ 140.51	\$ 144.72	\$ 149.07
2" connection	\$ 205.53	\$ 213.75	\$ 220.16	\$ 226.77	\$ 233.57

2. Metered Customers:

Usage Charge: This charge is based on water usage. The charge is intended to cover District operations and maintenance variable costs attributable to Metered Rate Customers, including the cost of water and treatment and pumping and conveyance costs. The Usage Charge is based on 100 cubic feet of water (748 gallons.).

Fixed Charge: This charge is based on meter size and property location. The charge is intended to cover District fixed operations and maintenance costs attributable to serving

Metered Rate Customers. This charge also covers District capital improvement costs and periodic principal and interest payments due on District debt.

Sacramento Suburban Water District Metered Rate Customers					
Meter Usage Charge (\$/CCF) – 1 CCF = 748 gallons	01/01/20	01/01/21	01/01/22	01/01/23	01/01/24
Residential - 1st Tier (0-15 CCF)	\$ 0.88	\$ 0.92	\$ 0.95	\$ 0.98	\$ 1.01
Residential - 2nd Tier (16+ CCF)	\$ 1.15	\$ 1.20	\$ 1.24	\$ 1.28	\$ 1.32
Multi-Family Residential - Uniform	\$ 1.26	\$ 1.31	\$ 1.35	\$ 1.39	\$ 1.43
Non-Residential - Uniform	\$ 1.33	\$ 1.38	\$ 1.42	\$ 1.47	\$ 1.52
Fixed Charge					
5/8" meter	\$ 32.01	\$ 33.29	\$ 34.29	\$ 35.32	\$ 36.38
3/4" meter	\$ 44.40	\$ 46.18	\$ 47.56	\$ 48.99	\$ 50.46
1" meter	\$ 69.19	\$ 71.96	\$ 74.12	\$ 76.34	\$ 78.63
1 1/2" meter	\$ 131.17	\$ 136.42	\$ 140.51	\$ 144.72	\$ 149.07
2" meter	\$ 205.53	\$ 213.75	\$ 220.16	\$ 226.77	\$ 233.57
3" meter	\$ 403.85	\$ 420.00	\$ 432.60	\$ 445.58	\$ 458.95
4" meter	\$ 626.95	\$ 652.03	\$ 671.59	\$ 691.74	\$ 712.49
6" meter	\$ 1,246.68	\$ 1,296.55	\$ 1,335.44	\$ 1,375.51	\$ 1,416.77
8" meter	\$ 2,238.25	\$ 2,327.78	\$ 2,397.61	\$ 2,469.54	\$ 2,543.63
10" meter	\$ 2,981.93	\$ 3,101.21	\$ 3,194.24	\$ 3,290.07	\$ 3,388.77
12" meter	\$ 4,190.40	\$ 4,358.02	\$ 4,488.76	\$ 4,623.42	\$ 4,762.12

B. Service Fees and Charges

- For each new account to be established, a service charge shall be assessed and added to the first or opening water bill for payment in accordance with the following provisions:

Service charge with water service already on. \$9.00

Service charge during regular business hours,
which requires restoration of water. \$31.00

- The following dispatch service charges shall be assessed in accordance to Section K.2, Regulation [No. 5](#) and Section C, Regulation [No. 6](#):

Dispatching personnel to deliver delinquency notice \$35.00

Dispatching personnel to terminate water service \$60.00

3. Other than in an emergency, to locate a service or shut-off water service after regular business hours the District will charge its actual cost of time and material, not to exceed \$150.00.

3.4. When transferring delinquent water service charges to the Sacramento County secured property tax roll for collection, the District will add the amount of the County's processing fees for collection services to the Customer's delinquent water billing charges transferred to the County secured property tax roll for collection.

C. Temporary Turn-On Charges

When water service has been terminated for non-payment or put into an inactive status, and temporary (24-hour maximum) service is required for third-party inspection purposes, a non-refundable charge of \$40.00 shall be paid before service is turned on.

D. Cross-Connection Control Program

Monthly charges shall be paid to fund the District's Cross-Connection Control Program (CCCP). This charge shall be billed monthly per Backflow Prevention Assembly (Assembly) to each Account holder with one or more Assemblies. Each Assembly is the property of the Landowner. The services covered by this charge shall include, but are not limited to, administering/monitoring the program, notifying Customers, performing inspections, reviewing and recording test results and reporting to the State Water Resources Control Board Division of Drinking Water (DDW). The charge shall be determined each year based on program expenses and the number of Assemblies within the District. The monthly charge for the CCCP shall be (see table below) per Assembly for all connection sizes.

Monthly CCCP Charge					
	01/01/20	01/01/21	01/01/22	01/01/23	01/01/24
Per Unit Charge	\$ 2.31	\$ 2.41	\$ 2.49	\$ 2.57	\$2.65

If a Customer requests Assembly testing or the District determines it is necessary to test an Assembly, the District will impose an Assembly test charge of \$61.00 per Assembly. The charge includes the fee for the required District tag. While the District does not routinely perform repairs or replacements, labor and materials will be charged to the Account holder if the District is required to repair or replace an Assembly.

As part of the Assembly test, a District tag must be attached to the Assembly indicating whether it "passed" or "failed". These tags are to be purchased by the tester at the District office. The cost of the tag shall be determined each year based on the cost of producing the tag and overseeing the tag distribution. The current cost shall be \$1.00 per tag.

E. Privately-Owned Fire Protection Systems

A monthly charge shall be paid for water service at un-metered connections to the District’s Water System which supplies water to privately-owned and maintained sprinklers used exclusively for firefighting, irrespective of the quantity of water used and based on the size of the fire service assembly as follows:

Private Fire Service					
Size	01/01/20	01/01/21	01/01/22	01/01/23	01/01/24
2-inch	\$ 13.95	\$ 14.51	\$ 14.95	\$ 15.40	\$ 15.87
3-inch	\$ 26.17	\$ 27.22	\$ 28.04	\$ 28.89	\$ 29.76
4-inch	\$ 42.62	\$ 44.33	\$ 45.66	\$ 47.03	\$ 48.45
6-inch	\$ 84.82	\$ 88.22	\$ 90.87	\$ 93.60	\$ 96.41
8-inch	\$ 150.05	\$ 156.06	\$ 160.75	\$ 165.58	\$ 170.55
10-inch	\$ 234.44	\$ 243.82	\$ 251.14	\$ 258.68	\$ 266.45
12-inch	\$ 261.28	\$ 271.74	\$ 279.90	\$ 288.30	\$ 296.95

F. Security Deposits

Whenever an Applicant's or Customer’s credit rating or payment history is or becomes unacceptable to the District because of poor credit history, non-payment of water bills, or frequent delinquent bill payment, a cash deposit may be required in accordance with the schedule set below:

1. Residential Customers shall be required to pay the sum equal to two (2) months water charge, but not less than \$90.00 (cost of ¾” flat base charges).
2. Business Customers shall be required to pay the sum equal to three (3) times the estimated water bill, but not less than \$180.00 (cost of 1” meter base charges).

The District may apply the security deposit to any account of a Customer that is delinquent for more than 30 days and will notify the Customer of such application. Water service may be terminated if the account is not fully paid and the security deposit replenished, subject to the conditions and procedures described in Regulation No. 6, Section B.

The security deposit will be returned to the Customer without interest upon termination of the service and payment of all rates and charges owed to the District by the Customer, or at such earlier time as the District may determine that the credit of the Customer is satisfactory. Security deposits that remain unclaimed after five (5) years from the date the deposit became refundable will become property of the District.

For the purpose of this Regulation No. 3, the District shall determine whether a Customer’s credit is satisfactory. The credit of a Customer who has paid all rates and charges without delinquency for twelve months shall be deemed satisfactory.

G. Application of Payments

Any monies received on an account will be applied first to the oldest outstanding charges.

H. Returned Payments

The District shall levy a charge for each returned payment as defined in Regulation [No. 5](#), Section C. The amount shall be the District's actual Bank Service Charge plus \$10.00.

I. Meter Testing Fee

This charge will be assessed to accounts that request a meter test with results within the range set by AWWA per Regulation [No. 4](#), Section D. The fee will be \$285.00 per meter test for large meters (3" and above), \$200.00 for intermediate meters (1-1/2" and 2"), and \$60.00 for small meters (1" and below).

J. Bacteriological Testing

The District will assess actual time and material costs but not less than a minimum charge of \$25.00 for each bacteriological test as defined in Regulation [No. 7](#), Section H.8.

K. Annexation Fees

The District will charge annexation fees for each Parcel located outside of the District's legal boundaries that desires to be annexed into the District. The fee will be charged on a time and materials basis and reflect all District costs to apply for and complete the annexation of a Parcel, including without limitation staff time, attorneys' and consultant fees, LAFCO application fees, and costs of studies and environmental review. Upon application for an annexation into the District, staff will estimate the costs to process the annexation and the applicant shall deposit the estimated costs with the District. Upon conclusion of the annexation proceedings, if a portion of the deposit remains, it will be refunded to the applicant. If the District has expended the entire deposit and advanced additional funds to pay costs of the annexation proceedings, the applicant will repay the entire amount of any funds advanced by the District as a condition of LAFCO's recording of the Certificate of Completion approving the annexation and of the District's approval of the applicant's Application for Water Service.

L. Water Conservation Violation

In accordance with Section B of Regulation [No. 15](#), the following charges may be imposed for a Water User's violation of the District's water conservation regulations:

1. A charge of \$50.00 will be added to the next billing for serving the second water conservation violation as defined in Regulation [No. 15](#), Section [BC](#).

2. A charge of \$100.00 will be added to the next billing for serving the third water conservation violation as defined in Regulation No. 15, Section BC.

M. Variance Application Service Fees

1. A service fee of \$300.00 will be charged to any person or entity for a filing variance application as provided in Regulation No. 17, Section B.
2. If an Applicant desires a hearing at a special Board of Directors meeting, a fee of \$1,200.00 will be charged as provided in Regulation No. 17, Section E.

N. Facility Use Fees

District Facilities may be used only upon approval of the General Manager. Interested parties must apply for use of District Facilities by completing the District's "Facility Use Application." All charges for use of District Facilities, including insurance requirements, are as noted on the Application and are dependent on facility location, event duration and recovery of all District costs required for the event.

O. Public Information Request

A charge of \$0.10 per page shall be charged for requests for copying of disclosable District records. Additional charges and terms of reproduction and delivery of copies of records are provided in the District's Records ~~Inspection, Retention and Disposal~~Management Policy, PL-Admin 002.

P. Fire Hydrant Water Charge

Water provided by the District for construction, street cleaning or storm/sewer cleaning purposes will be charged subject to conditions of the service or project and in conformance with Regulation No. 12. The following charges will apply:

1. For construction water taken through a District Fire Hydrant Meter the contractor or owner who obtains the permit will be required to pay the following:
 - a) A refundable \$2,300.00 deposit for the hydrant meter with backflow prevention assembly.
 - b) A one-time \$100.00 Application Fee.
 - c) On a monthly basis the following:
 - i) The current metered nonresidential usage rate per hundred cubic feet of water taken.
 - ii) A \$50.00 service charge.
 - iii) A \$20.00 equipment rental charge
 - iv) A \$5.00 Backflow Assembly test fee.
2. For water taken by other municipal agencies or their subcontractors through a District Fire Hydrant for street cleaning or storm/sewer cleaning, the agency is

required to obtain a permit in accordance with Regulation No. 12 and to pay the following fees and charges:

- a) A \$200.00 annual permit fee.
 - b) The current metered nonresidential usage rate per hundred cubic feet of water taken.
3. Use of District Fire Hydrants is authorized by a permit issued by the District only, as conditioned in Regulation No. 13, Section D. Illegal use of a Fire Hydrant may be subject to a \$500.00 charge.
 4. The permit holder will be responsible for paying the costs of repair or replacement incurred by the District for any damage sustained to the Fire Hydrant, Fire Hydrant Meter or Backflow Prevention Assembly. The District shall have the right to retain all or a portion of the deposit to pay any such costs incurred.

Q. Plan Check Fee

An hourly rate of \$90.00 shall be assessed for review of an Applicant's construction plans as provided in Regulation No. 7 under Part H.1. The minimum plan check fee shall be \$900.00.

R. Supervision and Inspection

An hourly charge of \$87.00 shall be used to calculate the deposit for supervision and inspection of new or upgraded water facilities to be connected to the District system, as provided in Regulation No. 7, Section H.6. The minimum fee for Supervision and Inspection shall be \$600.00.

S. Hydrant Flow Test

A completed application for hydrant flow test and \$350.00 fee shall be paid in advance to supervise and perform a fire hydrant flow test and to provide written results of the test to the person or entity requesting it.

T. Abandonment of Service and Reinstallation of Abandoned Service

The District charge for abandoning an existing water service from the existing water main as provided in Regulation No. 7, Section K shall be calculated on a time and materials basis, with a minimum charge of \$3,000.00. The estimated charge shall be paid to the District prior to scheduling the abandonment. In addition, if requested by a Landowner, the District will restore an abandoned service connection by charging on a time and materials basis, with a minimum charge of \$3,000.00.

U. Administration Fee

This fee will be assessed to those accounts that participate in certain District programs, including without limitation the Large Irrigation Service, Wholesale Water, and Owner/Tenant Billing Agreement. Each fee is based on actual District costs for administering the individual program and is reviewed at least annually.

V. Locking Device Replacement Fee

If the District has installed a locking device on a water meter, curb stop or service valve and such a device is damaged or removed, then a \$35.00 charge shall be imposed on the Landowner.

If installed locking devices on the same service connection continue to be damaged or removed, the District reserves the right to abandon the service. Charges for service abandonment and any subsequent reinstallation of service will be on time and materials for the abandonment of the service as provided in Section T of this Regulation No. 3. The charges will be added to the Customer's water bill and must be paid before service is restored.

W. Manual Meter Reading Fee

In the event a customer declines to allow the District to install an electronic meter reading device at the customer's service connection, thereby requiring the District to read the meter manually, the customer will comply with the following requirements as a condition of receiving water service:

1. Complete an application for manual meter reading and pay a \$13.00 application fee. The customer must complete the application agreeing to the charges.
2. On a monthly basis, pay a \$60.00 manual meter reading fee. The customer also will be responsible for paying all other water service charges imposed as a condition of receiving District water service.

Regulation No. 5
Billing, Payments, ~~and~~ Miscellaneous Charges, and Collections

Adopted: July 19, 2004

Amended: November 17, 2008; December 21, 2009; January 28, 2013;
June 15, 2015; January 27, 2020; March 20, 2023

District water service is a privilege and is maintained by prompt payment of all fees and charges and compliance with all District regulations and applicable laws governing water service. Under California law, the responsibility for paying District fees and charges results from ownership possession of the property on which water is used, rather than from any personal obligation. California law also requires that each Parcel connected to the District water system pay its fair share of the costs to operate and maintain the system. Based on these legal principles, it is the District's policy to minimize the costs of administering the water system and to ensure each Parcel pays its fair share for operating and maintaining the District water system by requiring Landowners to be financially responsible for all fees and charges imposed on their Parcels for the privilege of receiving District water service, whether the Landowner occupies the Parcel or rents or leases it to another person or entity.

A. Billing

1. Flat Rate Service

Bills for flat rate water service will be mailed ~~at the beginning of the~~ monthly ~~period~~. If the Customer owns and resides at the subject Premises, the District shall mail the bill to the Premises address or another address designated by the Customer. If a Landowner rents or leases the subject Premises, the District shall mail the bill to the Landowner's designated address or to his or her designated Agent. If a Premises is leased or rented, the District will mail a duplicate bill to a tenant at the Premises address only in accordance with the procedure provided below in section I. (Gov. Code section 54347, Water Code section 31007.5) Non-receipt of a bill shall not relieve a Landowner of any payment obligation to the District.

2. Commercial Metered Rate Service

Bills for commercial metered rate water service will be mailed monthly, following the reading of the Meter, to the mailing address of each Landowner or designated lessee. The Landowner or his/her designated lessee shall be responsible to keep the District advised of the address to which bills are to be mailed. Non-receipt of a bill shall not relieve a Landowner or the lessee of any payment obligation to the District.

3. Residential Metered Rate Service

Bills for residential metered rate water service will be mailed monthly, following the reading of the Meter. If the Customer owns and resides at the subject Premises, the District shall mail the bill to the Premises address or another address designated by the Customer. If a Landowner rents or leases the subject Premises, the District shall mail the bill to the Landowner's designated address or to his or her designated Agent. If a Premises is leased or rented, the District will mail a duplicate bill to a tenant at the Premises address only in accordance with the procedure provided below in section I. (Gov. Code section 54347, Water Code section 31007.5) Non-receipt of a bill shall not relieve a Landowner of any payment obligation to the District.

B. Payment

Bills are due and payable upon receipt. Payment can be made via the District's web site, telephone, mail or in person at the District Office, 3701 Marconi Avenue, Suite 100, Sacramento, California 95821, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. For billing disputes, see Section H hereof.

All payments for water service and all other District services, charges and fees must be made only in United States dollars in a form that is fully accepted and negotiable by all government agencies and banks. Payment will not be accepted in any foreign currency, cryptocurrency, or any other form other than fully negotiable United States currency.

C. Returned Payments

The District shall levy a fee in accordance to Regulation No. 3, Section H for each check payment, electronic payment or credit card payment tendered to the District for water service charges that is returned unpaid.

D. Charges Against Deposits

The District may deduct the amount of any delinquent bill, including delinquent charges, against a security or any other deposit made to the District by the Customer liable for such bill.

E. Estimated Bills

If a Meter fails to register correctly or cannot be read, a water service bill will be based on the District's estimate of the quantity of water delivered, taking into consideration seasonal water demand and any other factors that are material and reasonable in determining a fair charge. Once the meter is repaired or the amount corrected, the subsequent water service bill will be corrected to the actual quantity of water delivered for the billing period(s) in question.

F. Prorated Bills

For water service bills calculated for less than a full billing period, flat rate Customers will pay a prorated amount from the first day of the billing period to the date of termination of service, or from the commencement of service until the last day of the billing period. For water meter fees and charges the bill will be calculated based on actual quantities used from the last billing date to the date the account is closed, plus the prorated charge for the fixed portion of the bill.

G. Vacancies in Multiple Family Residences

No credit will be allowed or approved for any vacancies of multiple family residential water service accounts, unless each unit is separately metered or has a separate connection.

H. Disputed Bills and Other Charges

Should a Customer dispute a current bill for water service, a written explanation must be received before the next regular billing. District staff will review the account in question and contact the owner of the property to resolve the issue. If staff rules in favor of the Customer, the Customer's account will be credited for the disputed item. If the Customer is dissatisfied with the District's resolution, the Customer may appeal the staff decision to the District General Manager. If dissatisfied with the District General Manager's decision, then an appeal may be made to the District Board of Directors. All decisions made by the District Board of Directors are final. A Customer is required to pay any undisputed portion of a water service bill by the due date except as otherwise provided in Regulation [No. 6](#), Section B.

If a Customer disputes any other rate, fee, charge, refund or reimbursement levied or rendered by the District, the Customer must comply with the formal claims presentation requirements of the Government Claims Act (Government Code sections 810 and following) and the District's local claims procedures ordinance, Ordinance No. 02-02. In all cases where a dispute requires a Customer to file a formal complaint, the District's action on the claim will be final and no appeal will be allowed.

1. A Customer may request a one-time courtesy leak adjustment in their water service bill. The District will compare the Customer's usage for a single billing period when a leak may have occurred with the same billing period from the prior year. If a difference is found, the District will calculate the refund as one-half of the difference in usage from the same period in the prior year multiplied by the usage charge applied to the water usage billed. This amount will be applied as a credit on the Customer's account and will not be refunded in cash unless the account is closed. This courtesy adjustment will apply one time during the life of the account to a single billing period occurring within six months of a Customer's bringing the potential leak to the District's attention. Before the District applies a courtesy leak adjustment to a Customer's account, the Customer must have corrected the leak.

I. Duplicate Bill to Tenant; Tenant Non-Payment

1. The District will prepare and mail a duplicate bill to a Tenant, provided the Landowner of the Premises at which the Tenant resides satisfies all of the following terms and conditions:
 - a. The Landowner signs a financial responsibility agreement in the form provided by the District, in which the Landowner agrees to guarantee payment of any fees and charges incurred by his, her or its Tenants as a result of District water service provided to the Landowner's Premises.
 - b. The Landowner pays a monthly duplicate mailing fee set by the District to reflect the costs of generating and mailing the duplicate bill.
 - c. If a Tenant defaults on the payment of any fee or charge, the Landowner will promptly pay the fees and charges due upon receipt of a notice of delinquency.
2. The District reserves the right to require a Landowner to assume sole liability for payment of fees and charges if there is a history of non-payment of bills by a Tenant of the Landowner.

J. Payment of Outstanding Water Service Charges Upon Property Transfer

Consistent with the legal principles set forth in the preface of this Regulation No. 5, a Landowner who acquires real property in the District is responsible for paying any outstanding District fees and charges owing on the acquired Parcel regardless of the time or manner in which those charges were incurred. The District reserves the right to refuse to open an account and to provide water service to a Parcel until the acquiring Landowner pays all outstanding fees and charges. It will be the acquiring Landowner's sole responsibility to pursue any legal remedies it may have to seek reimbursement of such outstanding fees and charges from any former Landowner or occupant of the acquired Parcel. All prospective Landowners considering acquiring a Parcel within the District are urged to call the District prior to acquiring a Parcel to determine the status of its water service account.

K. Delinquency-Related Fees

1. Penalty Charges

The District shall levy a penalty charge ~~in accordance to Regulation 3, Section Z~~ if a District bill for water service is not paid in full by the time the District processes the next month's water bills, which in no case will be any earlier than 19 days after the bill was mailed or otherwise presented to a Customer. If a bill becomes delinquent, then a penalty fee charge in the amount of 10 percent of the unpaid

portion of the bill will be assessed on the account and will appear on the Customer's next water bill. The amount of a delinquent water bill and the assessed penalty charge will continue to appear and be marked as delinquent on a Customer's bill until paid in full. The District may terminate a Customer's water service for non-payment as provided in Regulation [No. 6](#) and/or the Disconnection of Residential Water Service Policy (PL – CS 001). [The District may collect delinquent amounts owed as provided in Section L of this regulation.](#)

The District also will charge interest at the rate of one-half of one percent per month on all delinquent water service bills until the principal, penalty charge and any accrued interest is paid in full. The amount of accrued interest on any delinquent water bill also will appear on a Customer's bill until it is paid in full.

In cases where a penalty fee is imposed on a water bill that has become delinquent, the District will have the discretion to waive the penalty fee in circumstances where a Customer, upon receiving the month's bill showing the previous month's water bill as delinquent, contacts the District by no later than 19 days after receipt of the next month's bill to offer a reasonable and substantial excuse for non-payment of the previous month's bill, requests a waiver of the penalty charge, and is willing to immediately pay the full amount of delinquency (less the assessed penalty charge) by telephone or in person. In determining whether to grant or deny a Customer's request to waive a penalty charge, the District may request additional information from the Customer documenting the excuse and may consider the Customer's payment history and waiver request history.

2. Notice of Termination or Turn Off

The District shall levy a charge in accordance with Regulation [No. 3](#), Section B.2 if a District employee must be dispatched to deliver a notice of termination due to delinquency, or terminate water service due to a delinquency or an illegal restoration of a water service in a disconnect status.

[3. Transfer of Delinquent Charges to County Property Tax Roll](#)

[If a parcel has delinquent charges that are transferred to be collected on the Sacramento County secured property tax roll, the District shall levy the charge provided in Section B.4 of Regulation No. 3.](#)

[L. Collection of Delinquent Rates, Fees & Charges](#)

[The District may choose to collect any delinquent rates, fees, or charges \(collectively, charges\) by any legally-permitted means within its authority.](#)

[1. Termination of Service](#)

The District may attempt to collect delinquent charges by termination of service as provided in Regulation No. 6 – Disconnection and Restoration of Service.

2. Transfer to County Property Tax Roll

The District may also choose to transfer delinquent charges to the County secured property tax rolls for collection on the annual property tax bill following the procedures provided in Water Code sections 31701 through 31701.6 and Health & Safety Code sections 5470 and following.

3. Property Lien

When a Customer's water bill becomes delinquent and/or when the District terminates water service as provided in Regulation No 6, Sections A and B, or when the District has determined that the recovery of the amount due may be uncertain due to abandonment of a Parcel and/or Service Connection, then the District may file with the Sacramento County Recorder a Notice of Lien, setting forth the legal description of the Parcel, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties and interest, are a lien against the Parcel to which the service was provided. (Govt. Code section 54354.)

Regulation No. 6 Disconnection and Restoration of Service

Adopted July 19, 2004

Amended: January 27, 2020; March 20, 2023

~~The requirements to discontinue or restore water service for residential customers are provided in the District's Disconnection of Residential Water Service Policy (PL—CS-001). For all non-residential customers, the process for discontinuing or restoring water service is as follows:~~

A. Disconnection by the District

The District reserves the right to disconnect any connection to the District Water System and to discontinue water service for any of the following reasons:

1. A Customer fails to comply with any of the District's regulations.
2. The District is furnishing service without a proper application on file.
3. There is evidence of unlawful tampering or interference with the District Water System.
4. The District or a state or county public health officer finds that there exists a condition hazardous to the health and safety of any Customer of the District.
5. A Customer fails, after notice from the District, to remove an obstruction that prevents reading of his/her Meter or observation or repair of any connection at the Point of Responsibility, per Regulation No. 2, Section D.
6. Failing to install or upgrade an authorized Backflow Prevention Assembly per Regulation No. 14, Section G.
7. Committing unlawful acts as defined in Regulation No. 13.
8. For failure to conserve water as provided under Regulation No. 15.
9. Failure to provide access to property for operation and maintenance of District facilities upon request.
10. Failure to repair a leak on a Customer's System after being notified by the District.

B. Nonpayment of Bills

The requirements to terminate or restore water service for residential customers for nonpayment of bills are provided in the District's Disconnection of Residential Water

Service Policy (PL – CS 001). The District reserves the right to terminate a Customer's water service for non-payment of any bill rendered by the District upon the following conditions:

1. A District bill for water service becomes delinquent because it is not paid in full by the time the District processes the next month's water bills, which in no case will be any earlier than nineteen (19) days after the bill was mailed or otherwise presented to the Customer, and the Customer is otherwise not excused from the delinquency as provided in Section K, Regulation No. 5 and this Section.
2. When an account is two billings delinquent, the District mails to the Customer at his or her last-known address a 15-day notice of impending service termination at least nineteen (19) days after the delinquent bill was mailed, and at least fifteen (15) days before water service is to be terminated. The 15-day notice will be included in the third bill statement.
3. The District gives final notice of a delinquent water bill and pending termination at least forty-eight (48) hours before water service is to be terminated. The 48-hour termination notice will be delivered to the Parcel where the service is provided and left at the front of or the principal entrance to any structure located thereon. At the District's discretion, this notice may be delivered by priority mail, certified mail/return receipt requested or overnight delivery service. By delivery in this manner the notice may be left where the Customer's typically receives mail delivery. The 48-hour period will commence upon delivery of the notice.
4. During the notice periods described above in subsections (2) and (3), the Customer fails to make full payment of the delinquent charges and any late fees, penalties or other charges accrued thereon, or to make satisfactory arrangements with the District for payment of those amounts.
5. Government Code section 60372 provides general procedures for terminating utility service by public agencies. Subdivision (b) states exceptions to the general rule provided in subdivision (a) that a public agency may terminate utility service for non-payment upon proper notice of the delinquency and impending termination. The exceptions in subdivision (b) are limited to: (1) the time during which a public agency is investigating a Customer dispute or complaint; (2) any extension period a public agency has given a Customer for paying a past due bill; or (3) a licensed doctor's certification that the Customer's life will be threatened if the utility service is terminated, and the Customer is unable to timely pay the bill and is willing to enter into an amortization agreement not exceeding 12 months to repay the delinquent balance.

C. Charge for Service Restoration After a Termination

The District will levy a termination charge in accordance with Regulation No. 3, Section B.2, which will be added to a bill for any service that has been terminated due to

delinquency. The District will impose this charge in addition to the dispatch charge in accordance with Regulation No. 3, Section B.2 if the District must deliver a 48-hour delinquency notice. A Customer must pay current all charges and fees before water service will be restored, except as provided in subsection B.5 hereof.

Upon service termination, if the District has installed a locking device and such a device is damaged or stolen, then a charge sufficient to cover the District's cost for replacing said device will be added to the Customer's water bill and must be paid before service is restored in accordance with Regulation No. 3, Section Y.

D. Termination of Service by Customer

The District will terminate water service on any business day during regular business hours (not a Saturday, Sunday, or Holiday) requested by a Customer, provided that the request is received by the District at least two (2) business days prior to the requested date of termination. The Customer must advise the District if the Premises is occupied. If the Premises is occupied, a 10-day notice of termination will be delivered to the Premises and left at the front of or to the principal entrance or any structure located thereon. Prior to termination, a 48-hour notice to terminate will be delivered to the Premises and left at the front of or the principal entrance to the residence or other structure located on the Premises. If the Premises is unoccupied, a 48-hour notice to terminate will be delivered to the Premises and left at the front of or the principal entrance to any structure located thereon. After the 48-hour period water service will be terminated. The Customer will be responsible for all service furnished by the District prior to the termination of his, her or its service.

E. Billing on Disconnected Services

The District reserves the right to disconnect any connection to the District Water System for ~~various the~~ reasons ~~as noted~~provided above. ~~The water bill will be affected as follows:~~The District will continue to bill the water service base charge and any other miscellaneous fees or charges related to the account, excluding any volumetric charge, while the service is disconnected except for a disconnection related to Section A, item 4.

~~1. Non Payment Disconnection; water billing will be suspended for the service disconnected for non payment issues.~~

~~2. Vacancy/Maintenance Disconnection; water billing will be suspended for the service disconnected.~~

~~3. Backflow Non Compliance; water billing will be suspended for the service disconnected for non-compliance.~~

~~4. Non Compliance of Notice to Repair Leak; water billing will be suspended for the service disconnected for non-compliance of leak repair.~~

~~5. Conservation; water billing will be suspended for non-compliance of conservation restrictions.~~

F. ~~Notice of Lien~~Collection of Delinquent Charges

~~When a Customer's water bill becomes delinquent and/or when the District terminates water service as provided in Sections A and B above, or when the District has determined that the recovery of the amount due may be uncertain due to abandonment of a Parcel and/or Service Connection, then the District may file with the Sacramento County Recorder a Notice of Lien, setting forth the legal description of the Parcel, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties and interest, are a lien against the Parcel to which the service was provided. (Govt. Code section 54354.)~~ The District also may choose to collect any delinquent charges by any ~~other~~ legally-permitted means within its authority. Refer to Regulation No. 5, Section L.

G. Restoration of Service

For service that the District has disconnected or terminated, a Customer desiring to restore such service shall pay current all delinquent rates, fees, and charges, and if the District so determines, pay a security deposit in accordance with section F of Regulation No. 3. In addition, as condition for restoring service, the District may require the Customer to upgrade the existing water service. The extent of upgrade shall be at the District's discretion, and shall conform to District Specifications and Standard Detail No. 13 for Single Family Residence and Nos. 14, 15 and 16 for Metered Services. A Backflow Prevention Assembly will be required with each Meter that serves any non-domestic use, including for irrigation. Installation of such devices shall comply with Sacramento County Standard Drawing #8-8A, Drawing #8-8B and Drawing #8-8C for Backflow installation only.



Agenda Item: 10

Date: March 20, 2023

Subject: General Manager’s Report

Staff Contact: Dan York, General Manager

a. Employee Handbook Updates

Due to several updates to California law in 2023, the Employee Handbook has been updated effective January 2023. Three (3) sections of the Handbook that were updated are categorized under the shared responsibility of both the Board and the GM, though they fall within the General Manager’s statutory authority to operate the personnel system and administrative services of the District. Two (2) sections are under the General Manager’s authority, but as a matter of information for the Board, the material updates for 2023 are as follows:

- 1) Pg. 23 Section J (Board/GM), Tuition Reimbursement: “Reimbursement for any and all approved off-duty education or educational programs will not exceed the IRS guidelines amount of \$5,250.00 per calendar year to equal a total of \$20,000.00 during the employee’s career with the District.”
- 2) Pg. 27 Section B (Board/GM), Administrative Leave: “Exempt EEs will receive five (5) days per calendar year of annual administrative leave in recognition of work performed over and above the standard 40-hour schedule”:
- 3) Pg. 32 Section I (Board/GM), Bereavement Leave: CA Bereavement leave law language update (new law requires 5 days of bereavement leave, but it can be unpaid): “The District provides up to three (3) days of paid bereavement leave for Regular/Management employees in the event of death of a spouse, registered domestic partner, child, parent, sibling, grandparent or grandchild and step-relatives, or a spouse’s or domestic partner’s parent or sibling. An employee may also choose to use up to three (3) days of sick leave as additional bereavement leave to provide up to a total of five (5) days of leave. Bereavement leave is not required to be taken consecutively, but it must be taken within three months of the family member’s date of death.
- 4) Pg. 33 Section M (GM), Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA): Updated designation and use language that is effective Jan. 1, 2023. “FMLA/CFRA leave may be taken for the birth of the employee’s child; placement of a child with the employee in connection with an adoption or foster care; or to care for, under CFRA, a “designated person – which means any individual related by blood or whose association with the employee is the equivalent of a family relationship” with a

serious health condition; or for the employee's serious health condition. For purposes of CFRA, the designated person may be identified by the employee at the time the employee requests the leave. The District may limit an employee to one designated person per 12-month period for family care and medical leave.

- 5) Pg. 34 Section N (GM), Parental Leave: Added language regarding introductory employees: "The General Manager may approve Parental Leave for Introductory Employees at their discretion."



Agenda Item: 11

Date: March 20, 2023

Subject: Financial Report

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

Summary:

This staff report contains summarized information on the District’s financial condition for the period ended January 31, 2023. More detailed information can be found in the following attached financial reports:

- Financial Statements – January 2023
- Budget to Actual Reports – January 2023

DRAFT - Financial Statements

These Financial Statements and certain other reports noted above are presented in Draft form and should not be relied upon for investment or other decision-making purposes. As December 31 is the District’s year-end for financial reporting purposes, amounts presented in this report will remain “Draft” until the external auditor’s financial audit is complete and the Board accepts the 2022 audited annual comprehensive financial report (ACFR). The results of the audit and the ACFR are expected to be complete and brought to the Board for approval at the May Board meeting.

Financial Statement Highlights – January 2023

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

Statements of Net Position

	Year-To-Date	Year-To-Date	Variance
	1/31/2023	1/31/2022	
LIQUIDITY	\$10,988,174.96	\$14,242,325.61	(3,254,150.65)
INVESTMENT	37,465,845.69	41,530,254.26	(4,064,408.57)
CAPITAL ASSETS	324,589,626.96	308,647,233.66	15,942,393.30
LIABILITIES	54,849,849.90	65,226,109.95	(10,376,260.05)
NET POSITION	305,105,003.22	284,115,373.68	20,989,629.54

Statements of Revenues, Expenses and Changes in Net Position

	Year-To-Date	Year-To-Date	Variance
	1/31/2023	1/31/2022	
Operating Revenue	3,210,435.24	3,111,542.47	98,892.77
Operating Expense	(801,139.94)	(1,063,618.38)	262,478.44
Other, Net	(900,592.74)	(1,634,128.25)	733,535.51
NET INCOME	1,508,702.56	413,795.84	1,094,906.72

Key information from this report indicates both the District’s cash balance and investments are \$7.3 million less than on January 31, 2022; long-term debt has decreased by \$10.3 million; and net position has increased by \$21.0 million in the last 12 months as the District continues to invest in capital infrastructure replacements while decreasing its outstanding debt. Operating revenues increased \$0.1 million, operating expenses decreased \$0.3 million and other, net expenses decreased \$0.7 million, year to date compared to the same period a year ago. Operating revenues increased primarily due to the 3% rate increase that occurred on January 1, 2023 and other charges for service related to late fees and collections charges. Operating expense decrease is primarily related to \$0.2 million decrease in purchased water, due to limited available surface water from SJWD during the first month of the year. Other, net expenses decreased primarily related to a \$0.9 million increase in the fair market value of the investment portfolio.

Budgets:

Budget Item	Actual Amount YTD	Budget Amount YTD	Variance YTD
Revenues and Sources of Funds	3,116,267	3,275,600	(159,333)
Operations and Maintenance	801,140	1,973,747	(1,172,607)
Capital Expenditures *	48,156	2,335,305	(2,287,149)
Debt Service - Principal	-	4,910,000	(4,910,000)
Debt Service - Interest	173,741	173,741	-

*Capital budget includes rollover budget from previous years.

The District’s revenues for January 2023 were \$0.2 million less than budgeted amount primarily due to investment loss.

The District’s operating and maintenance expenditures as of January 31, 2023 came in less than the approved budget by \$1.2 million. Most of this positive variance due to limited availability of surface water and timing differences.

The District's adjusted Capital Improvement Program (CIP) budget for 2023 is \$22.8 million plus \$5.2 million in rollover funds from previous years' budgets for a total of \$28.0 million. For January 2023, \$48,000 has been spent while an additional \$13.8 million is under commitment. CIP year-to-date expenditures came in less than the approved budget by \$2.1 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 for January 2023 were minimal while \$1.0 million were committed. The 2023 adjusted budget for the year is \$0.7 million plus \$1.4 million in rollover funds from previous years' budgets for a total of \$2.1 million. OCP year-to-date expenditures came in less than the approved budget by \$0.2 million.

Scheduled 2023 principal payments of \$4.9 million are not due until the end of October. Total principal outstanding as of January 31, 2021 is \$54.8 million. The District's debt service budget for 2023 is \$7.0 million consisting of \$4.9 million for principal and \$2.1 for interest payments.

During January 2023, the District has incurred the approved forecasted interest expense amount of \$173,741.

Attachments:

1. Financial Statements – January 31, 2023
2. Budget to Actual Reports – January 31, 2023

Financial Statements
January 31, 2023

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**Sacramento Suburban Water District
Balance Sheet**

As Of

	<u>Month End</u> <u>1/31/2023</u>	<u>Year End</u> <u>12/31/2022</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$10,988,174.96	\$11,743,777.22
Restricted Cash and cash equivalents	2,358.84	2,358.84
Accounts receivable, net of allowance for uncollectible accounts	2,677,157.30	3,202,609.76
Interest receivable	113,434.88	117,080.56
Grants receivables		
Other receivables	1,797,583.39	1,797,583.39
Inventory	925,115.96	947,206.89
Prepaid expenses and other assets	1,207,242.95	1,290,766.78
TOTAL CURRENT ASSETS	\$17,711,068.28	19,101,383.44
NONCURRENT ASSETS		
Investments	37,465,845.69	37,208,891.51
TOTAL NONCURRENT ASSETS	37,465,845.69	37,208,891.51
Property, plant and equipment	548,679,166.01	548,631,010.46
Accumulated depreciation	(225,229,493.83)	(224,089,539.05)
TOTAL CAPITAL ASSETS	323,449,672.18	324,541,471.41
TOTAL ASSETS	378,626,586.15	380,851,746.36
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amount on long-term debt refunding	4,049,545.47	4,129,418.67
Pension contribution subsequent to measurement date	4,842,834.00	4,842,834.00
Other post-employment benefits	1,300,500.00	1,300,500.00
Deferred outflow of Asset Obligation	981,339.87	981,339.87
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	389,800,805.49	392,105,838.90
LIABILITIES		
CURRENT LIABILITIES		
Current portion of long-term debt and capital leases	4,910,000.00	4,910,000.00
Current portion of Compensated Absences	1,000,000.00	1,000,000.00
Accounts payable	764,693.48	3,658,728.41
Accrued interest	521,223.06	347,482.06
Deferred revenue and other liabilities	3,761,978.16	3,801,332.95
Accrued expenses	128,107.51	1,168,466.72
TOTAL CURRENT LIABILITIES	11,086,002.21	14,886,010.14
NONCURRENT LIABILITIES		
Long-term debt	49,939,849.90	50,005,515.14
Compensated absences	383,699.94	331,762.74
Net pension liability	12,721,219.00	12,721,219.00
Net other post-employment benefits liability	3,139,340.00	3,139,340.00
Asset Retirement Obligation	5,133,984.00	5,133,984.00
TOTAL NONCURRENT LIABILITIES	71,318,092.84	71,331,820.88
TOTAL LIABILITIES	82,404,095.05	86,217,831.02
DEFERRED INFLOWS OF RESOURCES		
Employee pensions	705,650.00	705,650.00
Other post-employment benefits	2,726,012.00	2,726,012.00
NET POSITION		
Invested in capital assets, net of related debt	273,755,374.94	273,755,374.94
Restricted	2,358.84	2,358.84
Unrestricted	30,207,314.66	28,698,612.10
TOTAL NET POSITION	303,965,048.44	302,456,345.88
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	389,800,805.49	392,105,838.90

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

	<u>Year-To-Date</u> <u>1/31/2023</u>	<u>Year-To-Date</u> <u>1/31/2022</u>
OPERATING REVENUES		
Water consumption sales	\$ 744,608.03	\$ 750,979.55
Water service charge	2,410,114.85	2,345,590.89
Wheeling water charge	247.05	591.03
Other charges for services	55,465.31	14,381.00
TOTAL OPERATING REVENUES	3,210,435.24	3,111,542.47
OPERATING EXPENSES		
Source of supply	62,573.28	213,705.80
Pumping	113,464.62	45,077.17
Transmission and distribution	164,260.91	220,131.94
Water conservation	17,618.59	32,029.01
Customer accounts	60,719.86	57,513.09
Administrative and general	382,502.68	495,161.37
TOTAL OPERATING EXPENSES	801,139.94	1,063,618.38
Operating income before depreciation	2,409,295.30	2,047,924.09
Depreciation and amortization	(1,139,954.78)	(1,148,731.01)
OPERATING INCOME	1,269,340.52	899,193.08
NON-OPERATING REV. (EXP.)		
Rental income	22,111.60	9,394.43
Interest and investment income	388,881.51	(335,944.80)
Interest expense and debt related costs	(187,948.96)	(159,079.47)
Other non-operating revenues	16,308.84	232.60
Other non-operating expenses	9.05	
NON-OPERATING REV. (EXP.)	239,362.04	(485,397.24)
NET INCOME (LOSS) BEFORE CAPITAL	1,508,702.56	413,795.84
CAPITAL CONTRIBUTIONS		
CHANGE IN NET POSITION	1,508,702.56	413,795.84
Net position at beginning of year	302,456,345.88	283,701,577.84
NET POSITION AT END OF PERIOD	\$ 303,965,048.44	\$ 284,115,373.68

**Budget to Actual Reports
January 31, 2023**

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

	Actual Year-To-Date 1/31/2023	Budget Year-To-Date 1/31/2023	Variance Year-To-Date
REVENUES			
Water consumption sales	744,608.03	750,000.00	(5,391.97)
Water service charge	2,410,114.85	2,405,000.00	5,114.85
Wheeling water charge	247.05	600.00	(352.95)
Other charges for services	55,465.31	50,000.00	5,465.31
Interest and investment income	(132,588.30)	41,000.00	(173,588.30)
Rental & other income	38,420.44	29,000.00	9,420.44
TOTAL REVENUES	3,116,267.38	3,275,600.00	(159,332.62)

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

	1/31/2023 - YTD			2023
	Actual	Budget	Variance	Annual Budget
BUDGETED OPERATING EXPENSES				
Board of Directors	\$1,965.32	\$4,929.36	\$2,964.04	\$98,552.32
Administrative	137,694.02	222,139.45	84,445.43	2,665,665.40
Finance	38,901.79	108,575.57	69,673.78	1,312,902.84
Customer Services	56,286.25	140,777.91	84,491.66	1,689,344.92
Field Operations	27,760.74	46,150.04	18,389.30	553,798.44
Production	153,761.55	548,157.39	394,395.84	7,546,330.79
Environmental Compliance	22,276.35	74,104.25	51,827.90	889,248.04
Distribution	104,831.76	240,683.69	135,851.93	2,888,204.64
Field Services	59,429.15	128,760.86	69,331.71	1,545,130.12
Maintenance	7,594.92	57,610.28	50,015.36	727,324.00
Water Conservation	17,618.59	47,565.40	29,946.81	683,394.80
Engineering	57,659.58	146,673.27	89,013.69	1,768,859.24
GIS/CAD	19,742.86	39,731.88	19,989.02	476,770.56
Human Resources	6,889.95	35,138.24	28,248.29	421,672.88
Information Technology	84,293.50	105,960.89	21,667.39	1,271,530.68
Community Outreach	4,433.61	26,789.00	22,355.39	321,450.00
TOTAL OPERATING EXPENSES	801,139.94	1,973,747.48	1,172,607.54	24,860,179.67

**Sacramento Suburban Water District
Capital Budget
1/31/2023**

Project Name	Original Budget	Adjusted Budget	Roll-Over From Prior Year Budget	Total Budget Available	Current Month Expenditures	Expenditure s Year-To- Date	Committed Year- To-Date	Remaining Balance
CIP-Well Rehad/Pump St Improv	\$3,801,000.00	\$301,000.00	\$947,482.84	\$1,248,482.84	\$219.00	\$219.00	\$860,414.60	\$387,849.24
CIP-SCADA/Communication	\$266,000.00	\$266,000.00	\$195,497.03	\$461,497.03	-	-	\$199,524.06	\$261,972.97
CIP-Well Destruction	\$253,500.00	\$3,500.00	-	\$3,500.00	-	-	-	\$3,500.00
CIP-Well New Construction	\$13,898,500.00	\$14,698,500.00	\$1,835,195.67	\$16,533,695.67	-	-	\$9,777,502.26	\$6,756,193.41
CIP-Trans & Dist Improvements	\$1,847,750.00	\$4,797,750.00	\$632,313.17	\$5,430,063.17	-	-	\$2,567,158.78	\$2,862,904.39
CIP-Meter Retrofit Program	\$5,000.00	\$5,000.00	-	\$5,000.00	-	-	-	\$5,000.00
CIP-Reservoir/Tank Improv	\$337,000.00	\$337,000.00	\$170,506.67	\$507,506.67	-	-	\$153,889.73	\$353,616.94
CIP-Corrosion Control	\$57,000.00	\$57,000.00	\$16,800.00	\$73,800.00	-	-	\$16,800.00	\$57,000.00
CIP-Valve/Hydrant/Service Repl	\$380,000.00	\$380,000.00	\$24,882.75	\$404,882.75	-	-	\$189,192.81	\$215,689.94
CIP-Large Meter Replacement	\$38,000.00	\$38,000.00	-	\$38,000.00	-	-	-	\$38,000.00
CIP-Meter Replacement PM	\$294,500.00	\$294,500.00	-	\$294,500.00	-	-	\$15,341.25	\$279,158.75
CIP-AMI Endpoints	\$665,000.00	\$646,000.00	-	\$646,000.00	\$47,601.55	\$47,601.55	\$18,375.00	\$580,023.45
CIP-Special Projects	\$14,250.00	\$14,250.00	\$33,913.81	\$48,163.81	-	-	\$33,663.57	\$14,500.24
CIP-Water Related Street Imprv	\$237,500.00	\$237,500.00	\$12,665.46	\$250,165.46	-	-	\$12,665.46	\$237,500.00
CIP Subtotal	\$22,095,000.00	\$22,076,000.00	\$3,869,257.40	\$25,945,257.40	\$47,820.55	\$47,820.55	\$13,844,527.52	\$12,052,909.33
OCP - Equipment	-	-	\$6,100.00	\$6,100.00	-	-	\$0.33	\$6,099.67
OCP - Fleet & Facilities	\$118,000.00	\$137,000.00	\$169,000.00	\$306,000.00	-	-	\$203,744.00	\$102,256.00
OCP - Information Technology	\$316,000.00	\$316,000.00	\$111,269.27	\$427,269.27	\$335.00	\$335.00	\$132,239.11	\$294,695.16
OCP - Maintenance	\$20,000.00	\$20,000.00	\$250,000.00	\$270,000.00	-	-	\$26,786.00	\$243,214.00
OCP - Operations	\$256,000.00	\$256,000.00	\$375,219.15	\$631,219.15	-	-	\$296,957.44	\$334,261.71
OCP - Property Acquisition	-	-	\$437,818.15	\$437,818.15	-	-	\$358,047.53	\$79,770.62
OCB Subtotal	\$710,000.00	\$729,000.00	\$1,349,406.57	\$2,078,406.57	\$335.00	\$335.00	\$1,017,774.41	\$1,060,297.16
Total	\$22,805,000.00	\$22,805,000.00	\$5,218,663.97	\$28,023,663.97	\$48,155.55	\$48,155.55	\$14,862,301.93	\$13,113,206.49



Agenda Item: 12

Date: March 20, 2023

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

	February 2023	Monthly Average CY 2023	Total CY 2023	Total # in System	Goal CY 2023	% of Goal Completed in CY 2023
Preventive Maintenance Program - Distribution						
Fire Hydrants Inspected	98	79	157	6490	1298	12%
Fire Hydrant Valves Inspected	103	110	220	5869	1174	19%
Mainline Valves Inspected	256	249	497	11255	2251	22%
Blow Off Valves Inspected	33	56	112	1049	210	53%
ARV/CARV Inspected	5	5	10	283	57	18%
Preventive Maintenance Program - Meters						
Meters Tested (3 - 10 inch)	41	28	56	450	120	47%
Meters Replaced (⁵ / ₈ - 1 inch)	32	20	40	41167	826	5%
Meter Re-Builds (1 ¹ / ₂ - 2 inch)	35	25	50	2449	245	20%
Preventive Maintenance Program - Production						
Air Release Valves	-	-	-	96	32	0%
Chemical Systems - Sodium Hypochlorite	8	10	20	67	67	30%
Chemical Systems - Hydrofluorosilicic Acid	-	-	-	29	29	0%
Generator Inspection & Maintenance	-	-	-	23	23	0%
Generator Load Bank Testing	-	-	-	23	10	0%
Generator Battery Replacement	-	-	-	23	6	0%
Hydraulic Control Valves	2	5	10	48	48	21%
Level Transducers	-	14	27	35	35	77%
Motors (Vertical Turbine)	11	6	12	81	81	15%
Pressure Transducers	24	13	26	95	95	27%
Sumps and Associated Pumps	2	2	3	17	17	18%
	February 2023	Monthly Average	YTD Completed	Total With GPS	Total Assets	Percentage Completed
Global Positioning System						
GPS Coordinates Marked	337	258	515	25945	84541	31%

	February 2023	Monthly Average CY 2023	Total CY 2023
Service Requests			
Main Leaks	5	7	14
Service Line Leaks	3	5	9
Customer Pressure Inquiries	4	5	10
Water Main Shutdown			
-- Unscheduled	6	9	17
-- Scheduled	3	3	5
-			
Calls Received Distribution	38	49	97
Calls Responded Distribution	27	35	70
Calls Received Production	31	26	51
Calls Responded Production	4	3	5
Water Quality			
Complaints	2	1	2
Taste & Odor Complaints	-	-	-

2. District Claims Update Report

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

CLAIMS UNDER REVIEW/INVESTIGATION

No new claims filed in February.

3. Customer Service Monthly Activity Report

Customer Service Activity Report for the month of February 2023.

Total Calls	Calls Abandoned	% of Calls Abandoned	Average Wait on Queue	Max Wait on Queue	Average Talk Time
1,828	22	1.20%	15s	4m, 58s	3m, 6s

4. Community Outreach Report

April Bill Insert

A sample of the April 2023 bill insert is shown below.

00281484

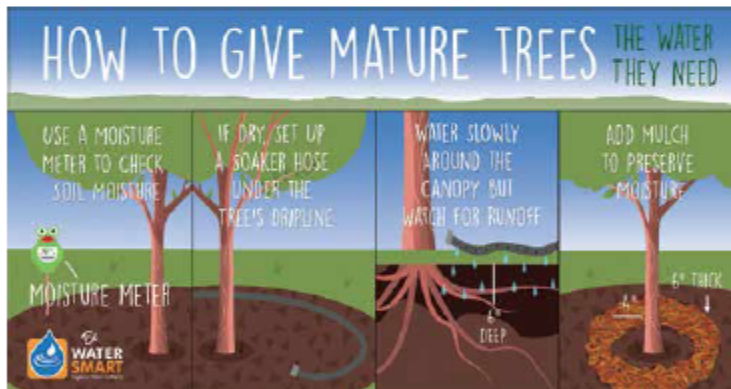


H₂O on the GO

April 2023

Working Together | How to Properly Water Your Trees

Trees are a vital part of our region's environment. The last few years have been hard on the region's canopy with the drought and recent storms killing thousands of trees. Here's how to make sure your trees get the water they need so they last for generations to come.



SSWD's Commitment to Sustainability

One of SSWD's guiding principles is a commitment to environmental sustainability. In 2007, the Board of Directors adopted a formal policy of sustainability that is reviewed every two years.

The current policy establishes that the District will, when practical and prudent, make best efforts to:

Commitment to Sustainability | page 2

Before You Dig, Call 811

If you're installing a new sprinkler system, redoing your yard, putting in a new fence, or doing anything else that requires digging, make sure to call 811 at least two days prior to starting your project. It is important that you know where a power line or other utility is buried on your property in order to avoid causing you harm or disruption to a critical service.

811 is the national call-before-you-dig phone number. When you call, you will be automatically connected to a representative from California's 811 call center.

You will need to provide the exact address for where you plan to dig, as well as the type of project you're undertaking. The 811 operator will provide you with a confirmation number and an estimate on how long it will take for the local utilities to come out to your property and mark the location of the buried utility lines.

Once all underground utilities have been marked, you are all set to get to work.

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.





Commitment to Sustainability | from page 1

- Encourage and develop connections between environmental quality and operational efficiency
- Include long-term and cumulative impacts in its decision making and actively work to protect environmental quality in the community
- Use resources efficiently and, when possible, reduce demand for natural resources
- Purchase products based on long-term environmental and operating costs and find ways to include environmental and social costs in short-term prices
- Use cost-effective measures to mitigate additional pollution through planned, proactive measures rather than only corrective action

What's the Difference Between Mulch and Compost?

Mulch and compost are both important parts of a healthy, water-wise yard, but are very different materials.

Compost – Compost is nutrient-rich, decayed organic material that looks like soil. It's created through the decomposition of fruits, vegetables, coffee grounds, grass clippings, leaves, eggshells, paper products, and other vegetative matter. Compost improves the health of your yard by adding valuable nutrients and microorganisms to the soil. It also helps to loosen up compact soil and increases its ability to absorb water. Composting at home also reduces waste and helps fight climate change.

Mulch – Mulch is either organic or inorganic material that is layered over the soil and used as a cover around plants and trees. It can be made of shredded bark, pine needles, grass clippings, and even newspaper. Mulch can also be made of gravel, stones, and rubber.

Mulch helps reduce evaporation, limits weed growth, and moderates soil temperature.

Organic mulch will break down over time and, like compost, add important nutrients to the soil.

You can read the entire policy online at: <https://www.sswd.org/about/policies>.



Get Ready for Mulch Mayhem!

WHEN: Saturday, May 6th, 8:00 a.m. to 12:00 p.m.

WHERE: 917 Enterprise Dr., Sacramento, CA 95825

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

First-come, first-served, while supplies last.





Agenda Item: 13

Date: March 20, 2023

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.

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	March 2023	Anticipated to be complete in March and move to the Facility Commissioning phase.
	FACILITY COMMISSIONING		
	Start	End	Notes
	March 2023	May 2023	DDW site inspection for permit amendment scheduled for March 10, 2023. See Note 1.

Note 1. Commissioning: A site inspection by DDW is required prior to DDW issuing SSWD an amended permit allowing SSWD to connect a new well to the

distribution system. Connection of the well to the distribution system is a prerequisite to beginning operational testing.

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	No Change
	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 (81)	Complete	n/a
	Complete (82)	July 2023	No Change
	Complete (83)	September 2023	No Change
	<u>Pump Station</u>		
	April 2023	December 2024 (pending completion date of Production Wells)	No Change
	FACILITY COMMISSIONING		
Start	End	Notes	
n/a	n/a	n/a	

Well 84 Antelope / Don Julio	DESIGN AND CONSTRUCTION		
	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
	<i>Production Well</i>		
	Complete	May 2023	Design completed
	<i>Pump Station</i>		
	March 2023	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	August 2023	No Change
Q Street - Phase 1 (0.9 miles of main)	Complete	October 2023	No Change
Q Street - purchase materials for Phases 2 and 3	Complete in 2024		No Change
Q Street - Phase 2 (1.9 miles of main)	May 2023	July 2025	No Change
Q Street - Phase 3 (1.9 miles of main)	May 2023	July 2026	No Change

B. ACTIVE WELLS

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

Update on long-term contract with Kirby’s Pump & Mechanical, Inc. (KPM):

KPM started work for the District under this contract on March 1, 2023. Work has been initiated on numerous facilities and progress is good.

NORTH SERVICE AREA

Total Active capacity off-line for listed projects: 5,700 gpm (5,700 gpm last report)

CONDITION ASSESSMENT AND INVESTIGATIVE PROJECTS

Listed below are current Condition Assessment (CA) and preliminary 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 and Rehabilitation Projects* category following completion of the CA and/or investigative project before moving to the *Completed* category.

Reactive Projects

None

Proactive Projects

None

REPAIR AND REHABILITATION 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.
Contractor: Pacific Coast Well Drilling
Project Phase: Waiting for well contractor availability
Expected Completion: December 2023

N6A Palm

Capacity / Status: 1,700 gpm / Off-line 3/4/2020
Reason: Water quality (bacteriological)
Contractor: KPM
Project Phase: Disinfection
Expected Completion: May 2023

N7 Rosebud

Capacity / Status: 1,100 gpm / Off-line 9/24/2021
Reason: Electrical upgrade (incoming power from 3- to 4-wire)
Contractor: Frisch Engineering (Design); KPM (Construction)
Project Phase: Construction
Expected Completion: August 2023 (based on anticipated SMUD schedule)

N10 Walnut

Capacity / Status: 700 gpm / Off-line 7/8/2021
Reason: Pump and motor replacement; Station improvements
Contractor: KPM
Project Phase: Construction (pump and motor); Design (electrical)
Expected Completion: May 2023

N20 Cypress

Capacity / Status: 1,100 gpm / Off-line 8/23/2018
Reason: Water quality (manganese)
Contractor: KPM
Project Phase: Waiting for well contractor availability
Expected Completion: November 2023

COMPLETED PROJECTS

None

SOUTH SERVICE AREA

Total Active capacity off-line for listed projects: 7,500 gpm (7,500 gpm last report)

CONDITION ASSESSMENT AND INVESTIGATIVE PROJECTS

Reactive Projects

69 Hilldale/Cooper

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

70 Sierra/Blackmer

Capacity / Status: 600 gpm / Off-line 5/10/2019
Reason: Complete loss of capacity; HP tank structural deficiencies
Contractor: KPM
Project Phase: Construction (capacity loss)
Expected Completion: September 2023 (assessment completed)

72 River Walk/NETP

Capacity / Status: 1,400 gpm / Off-line 8/25/2022
Reason: Capacity loss; pump breaking suction
Contractor: KPM
Project Phase: Construction
Expected Completion: September 2023 (assessment completed)

Proactive Projects

None

REPAIR AND REHABILITATION PROJECTS

13 Calderwood/Marconi

Capacity / Status: 700 gpm / Off-line 7/16/2020

Reason: Water Quality (entrained gas)

Contractor: KPM

Project Phase: Construction

Expected Completion: July 2023

20A Watt/Arden

Capacity / Status: 1,100 gpm / Off-line 3/1/2022

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

Contractor: KPM

Project Phase: Construction

Expected Completion: October 2023 (based on anticipated SMUD schedule)

25 Thor/Mercury

Capacity / Status: 600 gpm / Off-line 12/12/2022

Reason: Hydro-pneumatic tank structural deficiencies

Contractor: KPM

Project Phase: Design

Expected Completion: December 2023

41 Albatross/Iris

Capacity / Status: 500 gpm / Off-line 11/5/2018

Reason: Site electrical power supply line replacement

Contractor: Auburn Constructors

Project Phase: Construction

Expected Completion: July 2023

60 Whitney/Concetta

Capacity / Status: 500 gpm / Off-line 5/13/2021

Reason: Water quality (entrained gas, manganese)

Contractor: KPM and Loewen

Project Phase: Construction (pump and motor); Design (station improvements)

Expected Completion: August 2023

68 Northrop/Dornajo

Capacity / Status: 1,600 gpm / Off-line 11/3/2021

Reason: Water quality (entrained gas, manganese)

Contractor: KPM

Project Phase: Construction

Expected Completion: December 2023

COMPLETED PROJECTS

None

C. PLANNING DOCUMENTS

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

Plan	Approximate Completion	Change in Completion Status Since Last Report
Meter AMP	March 2023	Draft report was presented to the Facilities and Operations Committee at their March 1, 2023, meeting; is on the March regular Board meeting agenda for review and recommended approval.

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

Plan	Last Update	Next Update
Buildings and Structures AMP	2020	2026
Distribution Main AMP	2019	2024
Fleet AMP	2020	2025
Groundwater Well AMP	2020	2025
Meter AMP	2015	2023
Reservoir and Booster Pump Station AMP	2011	see note 1
SCADA AMP	2021	2026
Transmission Main AMP	2020	2024
Water System MP (see note 2)	2017	2024

1. *Reservoir and Booster Pump Station AMP* - Updating this AMP has been deferred until resolution of the Combination Study with Carmichael Water District.
2. *Water System MP* - Updating of the Water System MP has been directed by the Board to start in CY2024. Staff anticipates including this project in the draft CY2024 budget presented to the Board in late 2023.

D. OTHER PROJECTS

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 May 2023 as additional time is required by the consultant to complete operational programming.



Agenda Item: 14

Date: March 20, 2023

Subject: 2022 Budget Transfers

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

Background:

Per District policy, PL – Fin 012 Budget Policy, Section 200.20, the General Manager is authorized to reallocate specific budgeted amounts within a particular budget (operating, capital, debt service) during the year with subsequent reporting to the Board. Amounts to be transferred between budgets must be approved by the Board prior to transfer. No transfers were conducted between budgets in CY2022.

Discussion:

Staff is reporting the following budget transfers approved by the General Manager and any budget amendments approved by the Board during CY2022:

Capital Budget Transfers

During CY2022, the General Manager authorized transfers between various capital projects as described in Attachment 1. There were no capital budget amendments in CY2022. The total capital budget of \$24,752,000 was unchanged.

Debt Service Budget

During CY2022, the Board made one budget amendment to the debt service budget. At the February 7, 2022, Special Board meeting, the Board approved a \$5,642,000 budget amendment to provide funding to terminate the SWAP agreement with Wells Fargo Bank, N.A. as part of the 2022 debt refinancing. The final debt service budget for CY2022 was \$13,145,000.

Attachments:

1. 2022 Capital Budget Transfers

**Sacramento Suburban Water District
2022 Capital Project Budget Reallocation**

Project No.	Project Name	Original Budget	Reallocated Amount	Board Approved Amendments	Adjusted Budget	Reason for changes
CIP-009	CIP-Well Rehab/Pump St Improv	2,105,000	(503,878)		1,601,122	Projects delayed due to contractor unavailability
CIP-010	CIP-SCADA/Com Improv	385,000	(354,791)		30,209	The Operations Department re-prioritized this project and did not require the funds for 2022 for SCADA or communications projects.
CIP-011	CIP-Well Destruction	325,000	(325,000)		-	The Engineering Department re-prioritized this project and did not destroy any wells in 2022.
CIP-012	CIP-Well New Construction	11,357,000	1,024,381		12,381,381	Funds were needed and transferred from other projects as bids for construction of new well projects were significantly above the budgeted amount. Over the last there has been significant disruption to the global and national supply chains which has significantly impacted parts/materials availability and pricing. Additionally as the national economy builds manufacturing capacity and momentum, labor costs have been risen appreciably. The District is also utilizing design/build methods to speed up projects which also costs more.
CIP-018	CIP-Trans & Dist Improvements	5,235,000	688,907		5,923,907	Budget for Watt Ave main replacement was allocated to complete Greenberry. Additional budget was then needed to keep Watt Ave project moving. Funding for Phase three of Watt Ave that is planned for CY2023 was not included in the CY2023 budget. All available uncommitted CY2022 capital funds not planned for necessary rollover were moved to Watt Ave project.
CIP-024	CIP-Meter Retrofit Program	22,000	112,622		134,622	Additional funds required to substantially complete meter retrofit program.
CIP-034	CIP-Reservoir/Tank Improv	325,000	(93,742)		231,258	Project was completed under budget.
CIP-035	CIP-Corrosion Control	75,000	(23,350)		51,650	Project was completed under budget.
CIP-037	CIP-Valve/Hydrant/Service Repl	400,000	297,031		697,031	Funds were needed due to unforeseen occurrences and repairs happened during the year.
CIP-038	CIP-Large Meter Replacement	40,000	(5,100)		34,900	Project was completed under budget.
CIP-039	CIP-Meter Replacement PM	310,000	(108,778)		201,222	This account has excess funds after funding other projects.
CIP-040	CIP-AMI Endpoints	1,400,000	(658,900)		741,100	Funds were transferred to a higher priority project, Valve/Hydrant/Service Replacement and Watt Ave. This project was downsized and shifted to CY2023.
CIP-048	CIP-Special Projects	15,000	48,673		63,673	Fund were needed to complete MBP Easements project as many initial unknowns were identified and accounted for.
CIP-049	CIP-Water Related Street Imprv	200,000	225,982		425,982	County is executing unplanned paving projects and this accounts funding is insufficient as a result.
	CIP Subtotal	22,194,000	324,058		22,518,058	
						Project was completed under budget.
OCB-EQUIP	OCP - Equipment	20,000	(12,900)		7,100	Staff reevaluated the need for a two behind compressor. It was determined that a lessor expensive portable compressor would be adequate.
OCB-FLT/FAC	OCP - Fleet & Facilities	369,000	(200,000)		169,000	Due to unavailability of replacement dump trucks, staff reevaluated and subsequently repaired the existing dump truck. Excess funds were moved to Well Rehab, County Paving and Reservoir and Tank Repair.
OCB-IT	OCP - Information Technology	262,000	(22,000)		240,000	Excess funds were available and transferred to Watt Ave Main Replacement.
OCB-MAINT	OCP - Maintenance	501,000	(37,150)		463,850	Project completed under budget. Excess funds moved to other projects
OCB-OPS	OCP - Operations	506,000	(52,008)		453,992	AMP Implementation and Reservoir and Booster Pump Amp projects cancelled. Excess funds were moved to Well Rehab, County Paving and Reservoir and Tank Repair.
OCB-PROPERTY	OCP - Property Acquisition	900,000	-		900,000	
	OCB Subtotal	2,558,000	(324,058)		2,233,942	
	Total	24,752,000	0		24,752,000	



Agenda Item: 15

Date: March 20, 2023

Subject: 2022 Budget Reconciliation

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

Background:

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

Discussion:

Upon completion of a calendar year and closing of the year for accounting purposes, staff will prepare a final budget to actual comparison. Staff will present for discussion purposes the financial results of the completed calendar year. The following discussion is staff’s analysis of the results for CY2022.

Revenues and Sources of Funds Budget

	<i>2022 YTD</i>		
	Actual	Budget	Variance
Income			
Income from Customers & Transfers:			
Water Sales Charge	\$ 15,545,075	\$ 15,465,000	\$ 80,075
Water Service Charge	34,920,697	34,051,000	869,697
Water Transfers	1,748,400		1,748,400
Wheeling Water	6,806	11,000	(4,194)
Other Charges for Service	1,137,823	430,000	707,823
Total Income from Customers & Transfers	\$ 53,358,801	\$ 49,957,000	\$ 3,401,801
Other Income:			
Interest and Investments	\$ 651,543	\$ 574,000	\$ 77,543
Other Income	368,325	530,000	(161,675)
Gain on Sale of Assets	-	-	-

2022 Budget Reconciliation

March 20, 2023

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	<i>2022 YTD</i>		
	Actual	Budget	Variance
Capacity Fees	1,680,572	300,000	1,380,572
Grant Income	-	-	-
Total Other Income	2,700,441	1,404,000	1,296,441
Total Income	\$ 56,059,241	\$ 51,361,000	\$ 4,698,241

Water sales charges were on target at \$80,075 (0.5%) greater than budget. Water service charges were ~\$870,000 (2.6%); a portion of this variance is related to new water services from Barret Ranch that were not budgeted. The District participated in a water transfer in CY2022 that grossed \$1.7 million in unbudgeted revenues. There was not a significant amount of wheeling water budgeted in CY2022. No PCWA surface water was available in CY2022 to wheel. Other charges for service came in \$0.7 million over budget primarily due to an increase in late fees and collections charges exceeding budget projections. In total, income from customers and transfers came in \$3.4 million (6.8%) over budget.

Interest and investment income came in ~\$77,000 (13.5%) over budget due to returns and interest rates higher than projected. Other income was under budget by ~\$162,000 due primarily to a decrease in rental revenue versus projections. Capacity fees came in ~\$1.3 million over budget related to additional units completed over projection at Barret Ranch. There was no grant income budgeted for CY2022. Total other income came in ~\$1.3 million (92.3%) over budget. Total revenues and sources of funds came in ~\$4.7 million (9.1%) over budget for the year.

Operations and Maintenance Budget

	<i>2022 YTD</i>		
	Actual	Budget	Variance
Operations and Maintenance Expenses:			
Source of supply	\$ 1,849,669	\$ 2,100,889	\$ 251,220
Source of supply raw water	435,646		(435,646)
Pumping	5,604,929	5,633,209	28,280
Transmission and distribution	4,678,738	4,839,775	161,037
Water conservation	653,411	755,861	102,450
Customer accounts	1,828,522	1,646,060	(182,462)
Administrative and general	8,534,157	8,835,553	301,396
Total Operations and Maintenance	\$ 23,585,072	\$ 23,811,347	\$ 226,274

Source of supply was under budget by ~\$251,000 due to limited surface water availability in CY2022. No PCWA surface water was available, only San Juan surface water was available. The Source of Supply – Raw Water costs (~\$436,000) relates to costs associated with the 2022 Water Transfer. Pumping costs came in approximately at budget for the year. Transmission and Distribution is under budget by ~\$161,000 (3.3%) mostly related to staff vacancies and reduced spending on repairs. Water Conservation was ~\$102,000 (13.6%) under budget relating mostly to reduced spending on consultants, public relations and rebates. Customer accounts, which includes outreach, is over budget ~\$182,000 primarily related to increased credit card transaction costs. The District’s long standing transaction credits were eliminated by the bank during CY2022 which was not anticipated during budgeting. Administrative and general is under budget ~\$301,000 (3.4%)

2022 Budget Reconciliation

March 20, 2023

Page 3 of 5

primarily related to underspending on administrative employee labor and related costs. Overall operations and maintenance budgeted expenses were ~\$226,000 (1.0%) under budget.

Capital Budget

The CY2022 capital budget was \$24,752,000.

The table below reconciles CY2022 Budget and 2021 Rollover with actual amounts spent and returned to reserves.

	<i>2022 YTD</i>		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Capital Expenditures:			
Capital Expenditures	\$ 25,526,026	\$ 24,752,000	
<u>Rollovers:</u>			
Previous Rollover Spent	(5,395,022)		
Previous Rollover Available	<u>(1,028,140)</u>		
Previous Rollover (Total)	(6,423,162)		
Current Year Rollover	<u>5,218,664</u>		
Net Rollover Amount	<u>(1,204,498)</u>		
Total Spent and Rollover Capital	\$ 24,321,528	\$ 24,752,000	\$ 430,472

Total capital expenditures for CY2022 were \$25,526,026 compared to budget and rollover of \$31,370,076 for a variance of \$5,844,050. The difference between the budget and rollover variance of \$5,844,050 and the Current Year Rollover of \$5,218,664 is the variance of \$625,386 (\$430,472 current year, \$194,914 rollover), which will be returned to reserves. Of the CY2022 expenditures, \$5,395,022 were rollover funds from previous years and \$20,131,004 were from CY2022 projects. Of the \$6,618,076 in 2021 rollover funds, \$5,395,022 was spent in 2022, \$1,028,140 is still allocated to projects to be spent, and \$194,914 was unspent and returned to reserves. The total CY2022 rollover is \$5,218,634, a decrease of \$1,204,528 from CY2021 as the rate of spending in CY2022 increased related to the new well projects in process. Of the \$5,218,634 in CY2022 rollover funds, ~\$82,000 (1.5%) has been spent through March 7, 2023.

Debt Service

	<i>2022 YTD</i>		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Debt Service:			
Debt Service - Principal	\$ 5,390,000	\$ 5,120,000	\$ (270,000)
Debt Service - Interest	2,084,365	2,383,000	298,635
Debt Service - SWAP	5,642,000	5,642,000	-
Total Debt Service	\$ 13,116,365	\$ 13,145,000	\$ 28,635

In February 2022, the Board approved staff to refinance the 2009A Certificates of Participation (COPs) and the 2012A Revenue Bonds (Bonds) along with a \$5,642,000 budget amendment to the CY2022 Debt Service Budget to fund the termination of the Wells Fargo Bank, N.A. swap agreement as part of the debt refinancing. The \$42,000,000 outstanding par value 2009A COPs were refinanced with \$34,725,000 par value revenue bonds with coupon rate of 5.00%. The \$8,670,000 outstanding

2022 Budget Reconciliation

March 20, 2023

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par value 2012A Bonds were refinanced with \$6,585,000 par value revenue bonds with an average coupon rate of 1.72%. The District's future debt service was restructured as a result of the refinancing to maintain a consistent \$7.0 million in annual debt service through 2030 with final maturity in 2031. The previous maturity was through 2034. With the debt restructuring, the CY2022 debt service budget was underspent by \$28,635.

Budget Summary:

	<i>2022 YTD</i>		
	Actual	Budget	Variance
Total Income	\$ 56,059,241	\$ 51,361,000	\$ 4,698,241
Total Operations and Maintenance	23,585,072	23,811,347	226,274
Amount Remaining for Debt & Capital	32,474,169	27,549,6563	4,924,516
Total Debt Service	13,116,365	13,145,000	28,635
Amount Remaining for Capital	19,357,804	14,404,653	4,953,151
Total Spent and Rollover Capital	24,321,528	24,752,000	430,472
Previous Year Rollover to Reserves	194,914		
Increase/(Decrease) to Reserves	\$ (4,768,810)	\$ (10,095,000)	\$ 5,326,190

The actual deficit for CY2022 is \$(4,963,724) compared to \$(10,095,000) as budgeted for a positive variance of \$5,131,276. The total deficit including unspent previous year rollover of \$(4,768,810) will be transferred to reserves.

Reserves

	12/31/2021	12/31/2022	Variance
Emergency/Contingency	\$ 11,168,658	\$ 11,168,658	\$ -
Operating	12,771,000	7,940,945	(5,173,856)
Rate Stabilization	6,156,786	6,218,030	61,244
Grant	500,000	500,000	-
Well Property Acquisition	-	500,000	500,000
Capital Asset	16,206,400	15,706,400	(500,000)
Total Reserve Balance	\$ 46,802,843	\$ 42,034,033	\$ (4,768,810)

The reserve target from the 2019 Rate Study for CY2022 is \$38,853,261 compared to CY2022 reserve balance of \$42,034,033 for a \$3,180,772 positive variance. This is primarily related to District revenues being higher than planned while operating expenses have been lower than projected in the 2019 Rate Study. The CY2023 budget is reserve neutral and if the CY2023 financial plan comes in as budgeted and with a reserve target for CY2023 of \$43,086,208 that would create a reserve target deficit of ~\$1.1 million versus plan. With the current rate of capital spending planned for CY2023 and CY2024, the reserve target set for the end of the rate study

period (CY2024) of ~\$47,500,000 will be unlikely meet. However, to meet our financial target of 600 days cash on hand, the reserve balance at the end of CY2024 would need to be ~\$42.1 million. With current capital spending planned for CY2023 and CY2024, that target appears reachable.

Strategic Plan Alignment:

Goal C – Ensure Fiscal Responsibility and Affordable Rates



Agenda Item: 16

Date: March 20, 2023

Subject: Upcoming Water Industry Meetings/Conferences

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

Note that the Board adopted Policy PL – BOD 003 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...” Information provided on upcoming water industry events, or regularly scheduled meetings of other water districts, does not imply that approval for a compensable meeting or reimbursement of expenses are triggered.

Below is a list of upcoming water industry meetings/conferences:

Upcoming Meetings:

1. LAFCo Meeting
April 5, 2023
In-Person and Virtual
<https://saclafco.saccounty.gov/Pages/default.aspx>
2. SGA Board Meeting
April 13, 2023
In-Person
<https://www.sgah2o.org/meetings/board-meetings/>
3. LAFCo Meeting
May 3, 2023
In-Person and Virtual
<https://saclafco.saccounty.gov/Pages/default.aspx>
4. RWA Board Meeting
May 18, 2023
In-Person
<https://rwah2o.org/meetings/board-meetings/>

Upcoming Water Industry Meetings/Conferences

March 20, 2023

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5. ACWA Board Meeting
June 2, 2023
In-Person and Virtual
<https://www.acwa.com/>
6. LAFCo Meeting
June 7, 2023
In-Person and Virtual
<https://saclafco.saccounty.gov/Pages/default.aspx>
7. SGA Board Meeting
June 8, 2023
In-Person
<https://www.sgah2o.org/meetings/board-meetings/>
8. RWA Board Meeting
June 29, 2023
In-Person
<https://rwah2o.org/meetings/board-meetings/>
9. ACWA Board Meeting
July 28, 2023
In-Person and Virtual
<https://www.acwa.com/>
10. LAFCo Meeting
August 2, 2023
In-Person and Virtual
<https://saclafco.saccounty.gov/Pages/default.aspx>
11. SGA Board Meeting
August 10, 2023
In-Person
<https://www.sgah2o.org/meetings/board-meetings/>
12. LAFCo Meeting
September 6, 2023
In-Person and Virtual
<https://saclafco.saccounty.gov/Pages/default.aspx>
13. RWA Board Meeting
September 14, 2023
In-Person
<https://rwah2o.org/meetings/board-meetings/>

Upcoming Water Industry Meetings/Conferences

March 20, 2023

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14. ACWA Board Meeting
September 29, 2023
In-Person and Virtual
<https://www.acwa.com/>
15. LAFCo Meeting
October 4, 2023
In-Person and Virtual
<https://saclafco.saccounty.gov/Pages/default.aspx>
16. SGA Board Meeting
October 12, 2023
In-Person
<https://www.sgah2o.org/meetings/board-meetings/>
17. LAFCo Meeting
November 1, 2023
In-Person and Virtual
<https://saclafco.saccounty.gov/Pages/default.aspx>
18. RWA Board Meeting
November 9, 2023
In-Person
<https://rwah2o.org/meetings/board-meetings/>
19. ACWA Board Meeting
November 17, 2023
In-Person and Virtual
<https://www.acwa.com/>
20. LAFCo Meeting
December 6, 2023
In-Person and Virtual
<https://saclafco.saccounty.gov/Pages/default.aspx>
21. SGA Board Meeting
December 8, 2023
In-Person
<https://www.sgah2o.org/meetings/board-meetings/>

Upcoming Conferences:

22. 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
23. Sacramento Metro Chamber of Commerce Cap-to-Cap
April 21, 2023 – April 26, 2023
Washington DC
<https://metrochamber.org>
24. ACWA 2023 Spring Conference & Exhibition
May 8, 2023 – May 11, 2023
Monterey, CA
<https://www.acwa.com/events/page/3/>
25. 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
26. ACWA 2023 Fall Conference & Exhibition
November 27 - 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 3rd Tuesday of the month at 6:00 p.m.
- Citrus Heights Water District: <http://chwd.org/> - Every 3rd Wednesday of the month at 6:30 p.m.
- Del Paso Manor Water District: <https://www.delpasomanorwd.org/> - Every 1st and 3rd Monday of the month at 6:00 p.m.
- El Dorado County Water Agency - <http://www.edlafco.us/> - Every 2nd Wednesday of the month at 10:00 a.m.

Upcoming Water Industry Meetings/Conferences

March 20, 2023

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- El Dorado Irrigation District - <http://www.eid.org/> - Every 2nd and 4th Mondays of the month at 9:00 a.m.
- Fair Oaks Water District: <http://www.fowd.com/> - Every 3rd Monday of the month at 6:30 p.m.
- Natomas Mutual Water Company - <http://natomaswater.com/> - Every 2nd Tuesday of the month at 9:00 a.m.
- Orangevale Water Company - <https://orangevalewater.com/> - Every 1st Tuesday of the month at 4:00 p.m.
- Placer County Water Agency: <https://pcwa.net/> - Every 1st and 3rd Thursdays of the month at 2:00 p.m.
- Rio Linda/Elverta Community WD: <http://www.rlecwd.com/> - Every 3rd Monday of the month at 6:30 p.m.
- San Juan Water District: <http://www.sjwd.org/> - Every 4th Wednesday of the month at 6:00 p.m.
- LAFCo Regular Meetings: Every 1st Wednesday of the month at 5:30p.m., except January and July.



Agenda Item: 17. a

Date: March 20, 2023

Subject: Upcoming Policy Review – Legislative Response Policy
(PL – Adm 004)

Staff Contact: Matt Underwood, Assistant General Manager

The subject Policy is scheduled for its biennial review. The Policy was adopted by the Board on September 14, 2003, and was last reviewed by the Board and ratified without changes on April 19, 2021.

Staff has reviewed the Policy and has no recommended changes.

The Policy is scheduled for Board review and approval at the April 17, 2023, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by March 27, 2023. If no comment is received, this Policy will be placed as a Consent Item on the April 2023 regular Board meeting agenda.

This Policy update was not reviewed by legal counsel.

Attachment:

1 – Legislative Response Policy (PL – Adm 004) – Policy

Sacramento Suburban Water District

Legislative Response Policy

Adopted: September 14, 2003
Ratified without changes: April 19, 2021

100.00 Purpose of the Policy

The primary purpose of this policy is to establish the District's position relative to legislative proposals, and to respond to requests of support or opposition from various agencies, e.g. ACWA.

200.00 Policy

The General Manager reviews proposed legislation to recommend the District's position. A written report will be provided at the regular Board meeting with a recommended District position. The recommended position will become the District's position unless modification is requested or directed by the Board.

If sufficient time is available, the legislation will be reviewed by the full Board at a regular meeting. If necessary, staff will recommend or draft a response for Board consideration.

If immediate action is warranted and sufficient time is not available for full Board review of the legislation, the General Manager or his/her designee will transmit the proposed response to the Board President and convey a deadline for a response.

If the Board President is opposed to staff's proposed response, the proposed response will be modified to become acceptable or a response will not be sent. If no statement of opposition is received by the deadline, the proposed response will be transmitted as the District's position on the legislation.

If a new policy position is taken due to the need for immediate action, this position will be brought to the full Board at the next regular Board meeting for consideration and possible ratification.

300.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 17 b.

Date: March 20, 2023

Subject: Upcoming Policy Review – Improvement Standards and Technical Specifications (PL – Eng 001)

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

The subject Policy is scheduled for its biennial review. The Policy was adopted by the Board on February 28, 2011, and was last reviewed by the Board and ratified without changes on April 19, 2021.

Staff has reviewed the Policy and has no recommended changes.

The Policy is scheduled for Board review and approval at the April 17, 2023, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by March 27, 2023. If no comment is received, this Policy will be placed as a Consent Item on the April 2023 regular Board meeting agenda.

This Policy update was not reviewed by legal counsel.

Attachment:

1 – Improvement Standards and Technical Specifications (PL – Eng 001) – Policy

Sacramento Suburban Water District

Improvement Standards and Technical Specifications Policy

Adopted: February 28, 2011
Ratified without changes on: April 19, 2021

100.00 Purpose of the Policy

This document sets forth the policy of the Sacramento Suburban Water District concerning the establishment of Improvement Standards and Technical Specifications for the design and construction of improvements to the water works of the District. Improvement Standards and Technical Specifications are necessary to require minimum acceptable quality of design and construction of water infrastructure improvements. All improvements, modifications, and repairs to the District’s water system will be planned, designed, and constructed in conformance with these Improvement Standards and Technical Specifications, any applicable District Regulations, and with any applicable special conditions that have been approved by the District.

200.00 Authority

In conformance with the California Water Code, Division 12, County Water Districts, the General Manager has the full responsibility and authority to set standards and specifications for the planning, design, construction, modification or repair of the water works system of the District. The Board of Directors recognizes this authority and through this document, acknowledges this as the policy of the District.

300.00 Responsibility

The General Manager shall be responsible for the establishment of the Improvement Standards and Technical Specifications of the District. He may, at his discretion, utilize District staff to update and maintain the Improvement Standards and Technical Specifications. The Improvement Standards and Technical Specifications will be maintained as a separate document and will be considered the procedures of this policy. The General Manager may review and change the Improvement Standards and Technical Specifications as necessary to meet the needs of the District.

400.00 Policy Review

This policy shall be reviewed at least biennially.



Agenda Item: 17 c.

Date: March 20, 2023

Subject: Upcoming Policy Review - Water Service Rates, Fees, and Charges Setting Policy (PL - Fin 009)

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

The Water Service Rates, Fees and Charges Setting Policy (PL - Fin 009) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on September 15, 2014, and was last reviewed by the Board on November 16, 2020. The Policy sets forth appropriate guidelines for the Sacramento Suburban Water District (District) to establish water service rates, fees, and charges that reflect the costs of providing the services rendered and that are fair, equitable, and defensible. The basis for establishing water service rates, fees, and charges has traditionally been cost-of-service principles and methodologies. Under principles established in California law, the District can take into account factors such as conservation, water use efficiency, ability to pay, and accrual of prudent reserves when determining the costs of providing District water service. California law, however, also imposes certain legal constraints on setting water service rates, fees and charges pursuant to Propositions 218 and Proposition 26 (Articles XIII C and XIII D of the California State Constitution), the Proposition 218 Omnibus Implementation Act (Government Code sections 53750 and following), and the Mitigation Fee Act (Government Code sections 66000 and following). Therefore, this policy has been developed to provide guidance for District financial planning and the rate-setting process for the Board of Directors and staff. This policy also provides a foundation for the long-term financial sustainability of the District, while providing ratepayers and the outside financial community with a better understanding of how District water rates, fees, and charges are determined. Staff have reviewed the Policy and have no recommended changes.

The Policy is scheduled for Board review and approval at the April 17, 2023, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by March 27, 2023. If no comment is received, this Policy will be placed as a Consent Item on the April 2023 regular Board meeting agenda. This Policy update was not reviewed by legal counsel.

The current Policy (Attachment 1) is included with this staff report.

Attachment:

1 – Water Service Rates, Fees and Charges Setting Policy PL - Fin 009

Sacramento Suburban Water District

Water Service Rates, Fees, and Charges Setting Policy

Adopted: September 15, 2014
Approved with Changes: November 16, 2020

100.00 Purpose of the Policy

The Sacramento Suburban Water District is required to establish water service rates, fees, and charges that reflect the costs of providing the services rendered and that are fair, equitable, and defensible. The basis for establishing water service rates, fees, and charges has traditionally been cost-of-service principles and methodologies.¹ Under principles established in California law, the District can take into account factors such as conservation, water use efficiency, ability to pay, and accrual of prudent reserves when determining the costs of providing District water service. California law, however, also imposes certain legal constraints on setting water service rates, fees and charges pursuant to Propositions 218 and Proposition 26 (Articles XIII C and XIII D of the California State Constitution), the Proposition 218 Omnibus Implementation Act (Government Code sections 53750 and following), and the Mitigation Fee Act (Government Code sections 66000 and following). Therefore, this policy has been developed to provide guidance for District financial planning and the rate-setting process for the Board of Directors and staff. This policy also provides a foundation for the long-term financial sustainability of the District, while providing ratepayers and the outside financial community with a better understanding of how District water rates, fees, and charges are determined.

200.00 Policy

The District's water service rates, fees, and charges will be reviewed annually to confirm sufficient funding and to assess the need for adjustments to reflect inflation, construction needs, maintain bond covenants, and/or to avoid major rate adjustments resulting from the lack of regular analysis and planning.

200.10 Water Service Rates. The District will establish water service rates using generally accepted rate-setting and costing methodologies, which includes compliance with applicable legal requirements including Proposition 218 and the Proposition 218 Omnibus Implementation Act. The analyses associated with generally accepted rate-setting methodologies include the following:

- A. Revenue Requirement Analysis – Establishes the level of financial resources required to prudently administer District operations and programs, and to maintain, repair, improve, and replace District water service facilities. In

¹ Generally-accepted cost-of-service principles and methodologies are defined and discussed in the American Water Works Association's M-1 Manual, Principles of Water Rates, Fees, and Charges.

developing the District's revenue requirement for current and forecasted future operations of the District, the District will consider the following:

1. Revenue requirements, including anticipated external funding will include all District programs, operations, and maintenance expenses, applicable taxes/transfer payments, debt service (P&I), and capital improvements funded from rates.
2. Revenues and costs will be projected annually, at a minimum, for a three-year period (the proposed budget year plus two additional projected years).
3. Projections of operations and maintenance (O&M) costs should include any estimated incremental O&M costs associated with increased service levels or future capital improvements.
4. Annually, the District will fund, through its water service rates, fees, and charges, an amount to adequately maintain the existing infrastructure of the District. The District will fund selected capital projects based on the District's Capital Asset Replacement Management Plans and the Water System Master Plan.
5. The level of any proposed increase in rates, fees, or charges will be based on the full cost of providing water service to retail and wholesale customers.

B. Cost of Service Analysis – Determines the equitable allocation of the revenue requirement between the various customer groups.

1. When possible, a cost of service study will be utilized to equitably allocate District costs to the various customer classes.
2. The District will utilize generally-accepted methodologies in this analysis, but will also consider the specific circumstances and unique characteristics of the District.

C. Rate Design Analysis – The District will design rates to collect the required level of revenue taking into consideration the following:

1. Rate designs will be reflective of the customers served, District needs, and the policy goals set by the Board of Directors.
2. Rates will be set to recover the costs of delivering water to different customer classes (e.g. single family, multi-family, or commercial).
3. Rates will be designed to be equitable for the service provided.
4. Rates will be set in a manner that is easy for customers to understand and for the District to administer.
5. It shall be the policy of the Board of Directors to set rates at the lowest responsible level.
6. If revenue generated exceeds planned expenditures, including planned reserve requirements, rates can be reduced by the Board of Directors.

200.20 Fee and Charge Analysis. The District maintains various fees and charges to recover the costs of providing certain services or facilities to specific customers or users. Fees

and charges must comply with applicable legal requirements, including Proposition 26 and the Mitigation Fee Act. A fee or charge will be developed when a specific customer or user can be identified, the amount of the fee and the service for which it is being charged can be determined with reasonable accuracy, and it is necessary to encourage or discourage certain behavior. The District will set fees and charges that reflect the goals, objectives, and policies of the Board of Directors and take into consideration the following principles:

1. Beneficiaries of a service should pay for that service.
2. Services provided for the benefit of a specific individual or class requiring District services other than ordinary water service should not be paid from general water rate revenues to avoid subsidies from ratepayers for special benefits.
3. The level of fees and charges should be related to the cost of providing the service consistent with legal requirements.

300.00 Revenue Diversification

The District has limited ability for revenue diversification. Where possible, the District will explore additional revenue sources such as water banking, water transfers, and grants.

400.00 Reviews and Updates

The financial performance of the District will be closely monitored to maintain rates, fees, and charges adequate to finance District operations through:

- A. Annual Reviews - District water service rates, fees, and charges will be reviewed annually as part of the budget process to determine the adequacy of revenues to cover the planned expenditures and to comply with this Policy.
- B. Comprehensive Studies – The District will conduct studies of its water service rates and fees and charges at least every five years to update assumptions, ensure that rates, fees and charges reflect the costs of service and are sufficient to fund District operations, and plan for the long-term solvency and viability of the District.

500.00 Authority

The General Manager and Director of Finance and Administration are responsible for complying with this policy and for regular reporting to the Board of Directors of the District's financial status.

600.00 Policy Review

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



REGIONAL WATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, March 9, 2023 at 9:00 a.m.

**5620 Birdcage Street, Suite 110
Citrus Heights, CA 95610**

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Board of Directors may consider any agenda item at any time during the meeting.

AGENDA

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.

3.1 Approve the draft meeting minutes of January 12, 2023 regular board meeting.

3.2 Adopt Resolution No. 2023-01, A Resolution of the Regional Water Authority Setting the Location, Date, and Time of Regular Meetings of the Board of Directors through the end of the Fiscal Year 22-2023.

3.3 Adopt Resolution No. 2023-02, A Resolution of the Regional Water Authority Nominating David Wheaton to The Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority.

3.4 Adopt Resolution No. 2023-03, A Resolution of the Regional Water Authority Nominating Pamela Tobin to The Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority.

3.5 Authorize the Executive Director to enter into a Professional Services Agreement for the WEP Sacramento Regional Indoor Direct Install Project.

Action: Approve Consent Calendar

4. RWA STRATEGIC PLAN PRIORITIES

Discussion/Action: Jim Peifer, Executive Director

Action: Adopt Strategic Plan Priorities

5. RWA PRINCIPAL OFFICE LOCATION

Discussion/Action: Jim Peifer, Executive Director

Action: Approve 2295 Gateway Oaks Drive as the RWA Principal Office Location; and Authorize the Executive Director to sign a lease for the proposed office location

6. LEGISLATIVE/REGULATORY UPDATE

Information: Ryan Ojakian, Manager of Legislative and Regulatory Affairs

7. WATER BANK PROJECT UPDATE

Presentation/Information: Trevor Joseph, Manager of Technical Services

8. EXECUTIVE DIRECTOR'S REPORT

9. DIRECTORS' COMMENTS

ADJOURNMENT

Next RWA Board of Director's Meeting:

May 18, 2023 9:00 a.m. at the RWA/SGA office, 5620 Birdcage Street Ste110, Citrus Heights. The location is subject to change.

Next RWA Executive Committee Meeting:

March 28, 2023, 1:30 p.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights.

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



**REGIONAL WATER AUTHORITY
EXECUTIVE COMMITTEE MEETING**

**Tuesday, February 21, 2023
at 1:30 p.m.**

**5620 Birdcage Street, Suite 110
Citrus Heights, CA 95610
(916) 967-7692**

The public shall have the opportunity to directly address the Committee on any item of interest before or during the Committee's consideration of that item. Public comment on items within the jurisdiction of the Committee 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 Committee 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: In compliance with AB361 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.

Participation via your computer, tablet, or smartphone

Zoom Meeting Information

<https://us06web.zoom.us/j/87104777115?pwd=Q3lUQWplcllCTit6OTJJNjg2Skpydz09>

**Phone: 1-669-900-6833
Meeting ID: 871 0477 7115 Passcode: 335120**

AGENDA

- 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.

- 3.1 Authorize a Teleconference Meeting.
- 3.2 Approve draft meeting minutes of the January 31, 2023 Executive Committee Special Meeting.
- 3.3 Recommendation to RWA Board to authorize the Executive Director to enter into a Professional Services Agreement for the WEP Sacramento Regional Indoor Direct Install Project.

Action: Approve Consent Calendar

4. FY2024 BUDGET OVERVIEW

Discussion/Action: Josette Reina-Luken, Finance and Administrative Services Manager

Action: Provide direction on key issues for the FY2024 Budget

5. RWA PRINCIPAL OFFICE LOCATION

Discussion/Action: Jim Peifer, Executive Director and Josette Reina-Luken, Finance and Administrative Services Manager

Actions: 1. Waive the lease provision to extend the lease at the Birdcage Street Office; and 2. Recommendation of a new principal office location at 2295 Gateway Oaks Drive to the Board of Directors

6. RWA STRATEGIC PLAN PRIORITIES

Discussion/Action: Jim Peifer, Executive Director

Action: Approve Strategic Plan Priorities

7. LEGISLATIVE AND REGULATORY UPDATE

Information: Ryan Ojakian, Legislative and Regulatory

Action: Approve positions on legislative bills to oppose unless amended on AB 249 and support for AB 285 and SB 23

8. RWA BOARD AGENDA

Discussion/Action: Jim Peifer, Executive Director

Action: Approve RWA Board Agenda for March 9, 2023 Board Meeting

9. EXECUTIVE DIRECTOR'S REPORT

10. DIRECTORS' COMMENTS

ADJOURNMENT

Upcoming meetings:

RWA Board Meeting: Thursday, March 9, 2023 at 9:00 a.m. at the RWA Office.

Executive Committee Meeting: Tuesday, March 23, 2023 at 1:30 p.m. at the RWA Office.

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

Agenda Item 18 c.

Craig Locke
AB1234

February 28th

EPA webinar series, hosted by the Office of Research and Development, is focused on communicating research and tools intended to help communities and local decision-makers protect their assets and reduce vulnerabilities. Topics include site remediation and restoration, community health and wellbeing, and community resilience.

February 27th

SSWD Board Meeting

February 24th

Meet GM to review agenda

February 23th

The Fifth Unregulated Contaminant Monitoring Rule (UCMR 5) Webinar: Accessing and Communicating UCMR 5 Results. EPA to provide public water systems (PWSs), States, and other interested stakeholders with information on accessing and communicating UCMR 5 monitoring results. The presentation will review the reporting requirements and data review functionality in EPA's web-based Safe Drinking Water Accession and Review System (SDWARS) for large (i.e., those serving more than 10,000 people) and small (i.e., those serving 10,000 or fewer people) PWSs. The presentation will also discuss the plan for communicating results from small PWSs, how the public can access the UCMR 5 results in the National Contaminant Occurrence Database, and provide additional resources developed by EPA and other stakeholders to communicate results.

February 22nd

Special Board Meeting Goals

February 15th

AWWA Water Sector Compensation, Retirement and Benefits Trends

February 14th

DPMWD 2x2

February 13th

SSWD Board Meeting/ RWA Water Bank

February 9th

SGA Meeting

February 8th

SSWD CWD 2x2

February 6th

SSWD Board Meeting/ DPMWD Meeting

Jay Boatwright
Attended meetings
February 2023

02/06/2023: SSWD Special Board Meeting (GM review)

02/08/2023: Attended the SSWD/CWD 2x2 committee meeting as and observer

02/09/2023: Attended the Sacramento Groundwater Authority monthly meeting as the SSWD member. Discussed the strategic goals and budget preplanning.

Met with GM York

02/13/2023: SSWD Special Board Meeting (GM review)

02/14/2023: DPMWD/SSWD combination 2x2 meeting.

02/21/2023: Met with GM York to review the upcoming agenda.

02/22/2023: SSWD Special Board Meeting (GM review)

02/23/2023: Attended UCMR-5 webinar, which primarily focused on reporting. Will discuss our current reporting status with GM York when we next meet. Provided slides to GM York.

02/24/2023: Attended the California Special District's Emergency Preparedness seminar. Good information on natural disaster preparedness as well as cyber protection.

02/27/2023: SSWD regular board meeting



Minutes

Del Paso Manor Water District/Sacramento Suburban Water District 2x2 Committee Meeting Tuesday, February 14, 2023

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting Id #851 5677 8149

Call to Order – Videoconference/Audioconference Meeting

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

Roll Call

SSWD Directors

Present: Jay Boatwright and Robert Wichert.

SSWD Directors

Absent: None.

DPMWD Directors

Present: Carl Dolk and Ryan Saunders.

DPMWD Directors

Absent: None.

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

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

Public Present: Gwyn Pratt, Carol Rose, William Eubanks, Kevin Thomas and Christine Kohn.

Public Comment

None.

Consent Items

1. **Minutes of the January 10, 2023, Del Paso Manor Water District/Sacramento Suburban Water District 2x2 Committee Meeting**

Chair Wichert requested to pull Item 1 for discussion. He provided clarification that the \$52 million dollars would be needed over 20 years, as opposed to immediately.

Chair Wichert moved to approve the Consent Item; SSWD Director Boatwright seconded.

Mr. Eubanks expressed concern over the financial impact to SSWD ratepayers.

DPMWD Director Saunders clarified that their intent was for an equitable relationship with mutual agreement.

The motion passed by unanimous vote.

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

Items for Discussion and/or Action

2. **Municipal Services Review Update**

DPMWD GM Gardner presented the staff report and an update on DPMWD's Municipal Services Review (MSR).

SSWD GM York provided an update to SSWD's MSR.

3. **Combination Discussion – Next Steps/Analysis**

SSWD GM York presented the staff report and PowerPoint presentation.

GM York expressed staff was not planning on hiring outside consultants, as he felt staff would be able to conduct the analysis internally.

DPMWD Director Saunders expressed DPMWD Board wanted to see all outreach materials before being published.

Mr. Eubanks asked clarifying questions.

Chair Wichert expressed he would not vote to move the item forward until it was clear that each topic was a Board decision.

SSWD GM York clarified that each topic was for Board decision and staff was providing higher level information to the Committee.

DPMWD GM Gardner expressed that the information provided was intended to be an educational and decision making document which included options in each area for the Boards to make decisions.

DPMWD Director Saunders pointed out it was a lot of work, and suggested targeting a few components at a time, to present to both Boards, to assess the position of the Boards.

DPMWD Director Dolk suggested holding several Joint Board meetings, with the first being an informal, educational, meet-and-greet, to get a feel for how the Boards would react to the information provided.

SSWD Director Boatwright suggested presenting the information to both Boards and request that they authorize the 2x2 Committee to gather and review more information, and then make recommendations to the full Boards.

Chair Wichert didn't think the full Boards would allow the 2x2 Committee to make any decisions, and additionally recommended a Joint Board meeting as a meet-and-greet. He additionally suggested for staff to bring background, current structure, and possibly perceived benefits, to that Joint Board meeting.

SSWD GM York expressed that if the full Boards were not comfortable providing authority to the 2x2 Committee, that perhaps they should discontinue holding 2x2 Committee meetings and only holding Joint Board meetings.

The Committee agreed with SSWD GM York's suggestion.

DPMWD Director Saunders recommended there be a Joint Board meeting, with presenting the topics Chair Wichert suggested, and additionally present the next steps/analysis.

Mr. Eubanks expressed that having a Joint Board meeting would identify how comfortable the Boards were with moving forward on a combination.

The Committee agreed to hold a Joint Board meeting as an introductory meeting.

4. **Combination Discussion Communications Plan Update**

SSWD GM York presented the staff report.

Discussion ensued regarding presenting the Communications Plan to the Joint Board meeting. The Committee agreed to not include the Communications Plan at the first Joint Board meeting.

SSWD GM York suggested that staff could present recommendations on what their next Joint Board meeting topics would include.

Carol Rose requested the Committee address not only the potential benefits, but also the disadvantages of a combination.

5. **Joint Board Meeting**

SSWD GM York presented the staff report.

6. **Next Meeting Date and Time**

The Committee agreed to hold the Joint Board meeting before scheduling another meeting of the 2x2 Committee.

7. **Public Comment**

None.

Adjournment

Chair Wichert adjourned the meeting at 3:25 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

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Minutes

Sacramento Suburban Water District **Facilities and Operations Committee Meeting** March 1, 2023

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting Id #825 7076 0689

Call to Order

Chair Locke called the meeting to order at 5:02 p.m.

Roll Call

Directors Present: Craig Locke.

Directors Absent: Dave Jones.

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

Public Present: William Eubanks, Paul Helliker, Ted Costa, Jay Boatwright, and Kevin Thomas.

Announcements

General Manager Dan York (GM York) announced:

- A reminder of the Carmichael Water District/Sacramento Suburban Water District 2x2 Committee Meeting on Friday, March 3, 2023, at 2:00 p.m.

Public Comment

None.

Consent Items

1. **Minutes of the April 27, 2021, Facilities and Operations Committee Meeting**
Chair Locke requested to move this item to the next meeting when Director Jones would be present.

Items for Discussion and/or Action

2. **Groundwater Banking Partnership Between Sacramento Suburban Water District and San Juan Water District**
Assistant General Manager Matt Underwood (AGM Underwood) presented the staff report and answered clarifying questions.

Chair Locke supported the item.

GM York expressed staff would continue to proceed forward in collaboration with San Juan Water District.

3. Facilities and Operations Committee Mission Statement and Charter

AGM Underwood presented the staff report.

Chair Locke recommended removing any name associated with the position, and leave just the position title. He additionally suggested removing “Audit Committee,” and replacing it with, “other Committees.”

AGM Underwood agreed and expressed he would make those changes.

With those two changes, Chair Locke supported the staff recommendation, requesting that the item be placed on Consent at the next regular Board meeting.

4. Draft Updated Water Meter Asset Management Plan

Todd Artrip presented the staff report and answered clarifying questions.

Chair Locke supported the staff recommendation and recommend the item be presented to the full Board at the March 20, 2023, regular Board meeting.

5. United States Bureau of Reclamation Section 215 Water

GM York presented the staff report and answered clarifying questions.

Chair Locke supported the staff recommendation, requesting that the item be placed on Consent at the next regular Board meeting, and requested staff include a breakdown of the costs associated with the 215 Water in the staff report.

Adjournment

Chair Locke adjourned the meeting at 5:55 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Minutes

**Carmichael Water District/Sacramento Suburban Water District 2x2
Committee Meeting
March 3, 2023**

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting Id #868 8331 9319

Call to Order – Videoconference/Audioconference Meeting

SSWD Director Craig Locke (Chair Locke) called the meeting to order at 2:01 p.m.

SSWD Directors

Present: Craig Locke.

SSWD Directors

Absent: Dave Jones.

CWD Directors

Present: Jeff Nelson.

CWD Directors

Absent: Mark Emmerson.

SSWD Staff Present: Heather Hernandez-Fort.

CWD Staff Present: Carmichael Water District General Manager Cathy Lee (CWD GM Lee).

Public Present: William Eubanks, Ted Costa, Christine Kohn, Jay Boatwright, Carl Jones, and Bruce Hartzell.

Announcements

CWD GM Lee announced SSWD GM Dan York was absent due to illness.

Public Comment

None.

Consent Items

1. **Minutes of the February 8, 2023, Carmichael Water District/Sacramento Suburban Water District 2x2 Committee Meeting**

CWD Director Nelson moved to approve the Consent Item; Chair Locke seconded. The motion passed by unanimous vote.

AYES:	Locke and Nelson.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:	Emmerson and Jones.		

Items for Discussion and/or Action

2. **Combination Discussions – Draft Outline Report**

CWD GM Lee presented the staff report and answered clarifying questions.

CWD Director Nelson requested for this information to be provided to both Boards for consideration, and requested for a schedule to be included.

The Committee agreed to proceed with the outline as presented, with a goal of preparing 30% of the Scope of Work to present to the next meeting.

Chair Locke suggested to hold another 2x2 Committee meeting towards the end of March to review the progress and provide further direction.

William Eubanks (Mr. Eubanks) commented that he can see the value in a combination, however, he was concerned about the financial impact to the ratepayers.

3. **Combination Discussions – Communications Plan Update**

CWD GM Lee introduced Christine Kohn (Ms. Kohn) with InCommunications, who presented the staff report and reviewed each attachment.

Ms. Kohn highlighted that the outreach materials prepared were intended to be a neutral way to help share information and shape discussions.

Chair Locke reminded the Committee that the SSWD Board would like to be included in approving all outreach materials.

CWD Director Nelson expressed he was sensitive to the material about potential advantages of a combination, noting he didn't feel all of the advantages were included.

Ms. Kohn pointed out that the materials on advantages and disadvantages were reflective of the Raftelis report, from a neutral third party perspective.

CWD Director Nelson expressed that the scope of the Raftelis report was limited, and that there were more advantages that were not included or identified in the report. He suggested adding the additional advantages to the materials as he felt it was very important to include all advantages.

Chair Locke pointed out that the Raftelis report was more of a fatal flaw analysis, and was not intended to point out advantages as much. He suggested discussing it further at the next Committee meeting.

Discussion ensued regarding the status of the two districts' websites, where Ms. Kohn informed the Committee that the SSWD website was updated with current information, and CWD GM Lee informed the Committee that the CWD website was in the process of being updated with the same information, and will be live by their next Board meeting in March.

CWD GM Lee informed the Committee that the CWD Board delegated authority to the 2x2 Committee to approve outreach materials.

The Committee continued reviewing the attachments.

Chair Locke recommended a single document with key information, and advantages of a combination, to capture customer's attention.

CWD Director Nelson agreed with Chair Locke, noting he felt the advantages and disadvantages was a very important message to deliver.

Ms. Kohn expressed to the Committee that the outreach materials were intended to not be persuasive, but rather information sharing as neutral as possible. She continued with expressing that it was important to provide a complete evaluation of the report for the public, as there was a lot of information in the report.

CWD Director Nelson commented that the Raftelis report was only a part of the analysis.

Ms. Kohn expressed that she felt there could be a way to add the rest of the advantages into the one page external document that Chair Locke recommended.

Chair Locke noted that the Committee was not entirely neutral when initiating combination discussions, as he felt the Committee was in support of combination discussions from the start, noting the Raftelis analysis was to identify if there were any fatal flaws.

CWD Director Nelson agreed with Director Locke.

The Committee agreed to present the materials to each Board to provide an opportunity for input and approval.

The Committee discussed providing a companion document to the Raftelis Report Fact Sheet, which described the opinion of the Boards on the report.

Mr. Eubanks supported Chair Locke's recommendation of a single document with key information.

Ted Costa recommended the Committee look into consultants to assist with the further analysis.

4. **Carmichael Water District and Sacramento Suburban Water District - Joint Board Meeting Agenda**

CWD GM Lee presented the staff report, and noted that April might be difficult to schedule a Joint Board meeting with the other meetings and conferences occurring.

The Committee agreed they would like to schedule a Joint Board meeting as soon as possible, and suggested early April.

The Committee directed staff to present the most influential topics from the Scope of Work document to the Joint Board meeting, such as category 4. Model Merged District and category 5. How Reorganization will Affect Customers, Employees and Other Stakeholders. They recommended staff update the Boards on where staff was with those items, as well as provide a schedule to the Scope of Work.

Mr. Eubanks recommended having water rights and place of use as the highest priority to analyze.

5. **Consultant Services**

CWD GM Lee presented the staff report and answered clarifying questions.

The Committee was in support of considering consultant services, and requested staff present a scope of work at the Joint Board meeting.

Chair Locke recommended staff request funding for consultant services to each respective Board.

6. **Field Trip of Buildings/Water Production Facilities**

CWD GM Lee presented the staff report.

The Committee was not interested in holding a tour, but recommended seeing more of the statistics of each District.

Chair Locke noted if anyone was interested in an actual tour, they could schedule them individually with staff.

7. **Next Meeting of 2x2 Committee**

The Committee requested staff provide a quick summary and overview of what staff was preparing to present to the Joint Board meeting, at the next 2x2 Committee meeting at end of March or beginning of April.

8. **Public Comment**

None.

Adjournment

Chair Locke adjourned the meeting at 3:18 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

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