

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue
Sacramento, California 95821

Monday, September 18, 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.

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/83786020155?pwd=b2taN0Rkc1YzcXFCWFZUb2loR0Y3Zz09>

Meeting ID: 837 8602 0155

Password: 557083

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

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

Please mute your line.

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

The public may address the Board concerning an agenda item 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. Draft Minutes of the August 21, 2023, Regular Board Meeting
Recommendation: Approve the Draft Minutes of the August 21, 2023, Regular Board Meeting.
2. Treasurer's Report
Recommendation: Approve the items in the report as recommended.

Items for Discussion and/or Action

3. Social Media Update
Recommendation: No action. Receive update from staff regarding Sacramento Suburban Water District's Social Media Program.
4. Buildings and Structures Asset Management Plan – Status Update
Recommendation: Receive presentation and direct staff as appropriate.
5. Committee and Liaison Appointments – Association of California Water Agencies Appointments
Recommendation: The Board President will consider assigning Board member and external Committee Appointment Considerations to the Association of California Water Agencies. Direct the General Manager to complete and submit the Committee

Consideration Form to the Association of California Water Agencies by September 30, 2023.

6. Recommended Change to Board Policy Review Period
Recommendation: Approve the recommended Board Policy review period.
7. Sacramento Suburban Water District Goals – 2023 Update
Recommendation: Receive an update on the 2023 Goals set by the Board of Directors.

General Manager’s Report

8. General Manager’s Report
 - a. North Watt Avenue Corridor – Sacramento Area County Of Government
 - b. First Amendment Auditor

Department/Staff Reports

9. Groundwater Well Status Report
10. Engineering Report
 - a. Major Capital Improvement Program Projects
 - b. Planning Documents
 - c. Other Projects
11. Financial Report
 - a. Financial Highlights
 - b. Financial Statements
 - c. Budgets
12. District Activity Report

Information Items

13. Upcoming Water Industry Meetings/Conferences

- 14. Upcoming Policy Review
 - a. Impaired Capital Asset Policy (PL - Fin 008)
 - b. Capacity Fee Setting Policy (PL - Fin 010)
 - c. Payment of Demands Policy (PL - Fin 014)

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

- 15. a. Regional Water Authority (Director Wichert)
None.
- b. Sacramento Groundwater Authority (Director Boatwright)
Agenda from the August 18, 2023, Special Board Meeting
- c. Director Reports – AB 1234

Committee Reports

- 16. a. Carmichael Water District/SSWD 2x2 Committee Meeting (Director Locke)
Draft Minutes from the August 9, 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, October 2, 2023, at 5:00 p.m., Special Board Workshop – Budget
Wednesday, October 11, 2023, at 3:00 p.m., CWD/SSWD 2x2 Committee Meeting
Monday, October 16, 2023, at 6:00 p.m., Regular Board Meeting
Tuesday, October 24, 2023, at 6:00 p.m., Joint Board Meeting

SSWD Regular Board Meeting Agenda

September 18, 2023

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I certify that the foregoing agenda for the September 18, 2023, meeting of the Sacramento Suburban Water District Board of Directors was posted by September 8, 2023, in a publicly accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Sacramento, California, and was freely available to the public.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 1

Date: September 18, 2023

Subject: Draft Minutes of the August 21, 2023, Regular Board Meeting

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the Draft Minutes of the August 21, 2023, Regular Board Meeting.

Attachment:

1 – Draft Minutes of the August 21, 2023, Regular Board Meeting

Minutes

Sacramento Suburban Water District

Regular Board Meeting

Monday, August 21, 2023

Location:

3701 Marconi Avenue, Sacramento, CA 95821, Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting ID #883 3332 0698

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, Craig Locke, Dave Jones, Kevin Thomas, and Robert Wichert.

Directors Absent: None.

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

Public Present: Brian Campbell, Kyler Rayden, and Jennifer Harris.

Announcements

None.

Public Comment

None.

Consent Items

1. **Draft Minutes of the July 17, 2023, Regular Board Meeting**
2. **Draft Minutes of the August 7, 2023, Special Board Workshop – Strategic Plan Meeting**
3. **Treasurer’s Report**
4. **Policy Review - Unclaimed Funds Policy (PL – Fin 007)**
5. **Policy Review - Communications and Team Building Policy (PL – Adm 008)**

- 6. **Urban Community Drought Relief Grant**
- 7. **Sacramento Local Agency Formation Commission Election of Special District Representative**

Director Wichert requested to pull Item 2 for discussion.

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

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

Regarding Item 2, Director Wichert pointed out that during the August 7, 2024, Special Board Workshop Strategic Plan Meeting, there was a part of the discussion that was missing from the minutes. He explained that he asked for consideration of allowing handymen to be allowed to perform leak repairs and clarified that he was speaking directly about gardeners. He requested that the discussion be placed in the minutes.

Director Wichert moved to approve Item 2, with the addition of his comments noted above, Director Thomas seconded. The motion passed by unanimous vote.

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

Items for Discussion and/or Action

- 8. **Voluntary Agreement Early Implementation Funding Agreement**
General Manager Dan York (GM York) presented the staff report and answered clarifying questions.

Director Thomas inquired how much the Regional Water Authority (RWA) was being compensated for doing the administrative work for the project and asked that staff report back to the Board on the final amount after the project was completed.

GM York expressed that RWA was being compensated roughly 1.1 million dollars for managing the project, and explained further details on how the grant funding was being divided and accounted for. He expressed he would provide an update to the Board on further details about the committee that is being formed to monitor the project.

Director Wichert inquired if the member agencies could oversee the contract for the consultant, as he was not confident there would be a lot of work for a consultant to do.

GM York stated he would bring up Director Wichert’s questions with RWA as he is on the committee.

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

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

9. **Auburn Constructors – Progressive Design-Build Projects Update**

Mitchell McCarthy (Mr. McCarthy) summarized the staff report and introduced Brian Campbell, Project Manager for Auburn Constructors, who presented the Power Point presentation.

Mr. McCarthy answered clarifying questions.

Director Wichert requested to have a follow-up presentation which would include the budget and schedule.

Mr. McCarthy provided an overview of the schedule and answered clarifying questions.

GM York expressed the budget would be discussed during the budget workshop presentation.

10. **2023 Mid-Year Budget Update**

Jeff Ott (Mr. Ott) summarized the staff report, presented the Power Point presentation, and answered clarifying questions.

GM York expressed there has been discussions between some of the General Managers and Utility Directors in the region to discuss a regional collaboration effort on a purchasing program, and expressed he would keep the Board apprised of those discussions.

11. **Calendar Year 2024 Budget Assumptions**

Lynn Pham presented the staff report and answered clarifying questions.

Director Wichert expressed the policy targets the midpoint of the third quartile for merit, noting he felt that staff actually received 5% above that, due to the fact that when someone has reached the top of their pay band, they receive up to 5% vacation in lieu of merit, noting he felt like it was exceeding the policy allotment. He recommended terminating that program in an effort to encourage staff to seek promotions.

Director Locke pointed out that the program only applied to those staff that have reached the top of their pay band.

Director Wichert expressed that regardless of where staff was in their pay band, it was still an option for staff to essentially earn above the allotment agreed upon in the policy, clarifying that it is not the money that is being spent, but rather the salary ranges that is adjusted by 5% over the midpoint of the third quartile.

GM York clarified that when a person reaches the top of their pay band, their performance evaluation determines the merit increase, which could be anywhere from 3, 4, or 5 percent and further explained how the merit pool worked.

Director Wichert pointed out that the in lieu of vacation amount was not taken into account during the compensation study.

Susan Schinnerer clarified that typically merit was not considered in a compensation study as it was not a guaranteed increase to salary.

Director Locke pointed out that it was not a lot of money and asked additional clarifying questions.

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

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

12. Recommended Change to Board Policy Review Period

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

Director Locke expressed he was happy with the 2-year review period as he felt it kept the Policies accurate, and additionally noted that reviewing the Policies at least every 4 years would allow for each Director to see each policy at least once during their term. He expressed he was not in support of all of the proposed changes.

Director Wichert stated he agreed with Director Locke.

President Boatwright expressed he supported a 4-year review period, noting a lot of the Policies were reviewed by legal counsel as well.

The Board expressed they would like to table this item for further discussion.

13. Association of California Water Agencies Region 4 Board Election

GM York presented the staff report.

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

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

14. **Association of California Water Agencies President and Vice President Election**
GM York presented the staff report.

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

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

15. **Reservoir and Booster Pump Station Asset Management Plan – Status Update**
Todd Artrip (Mr. Artrip) presented the staff report and answered clarifying questions.

General Manager’s Report

16. **General Manager’s Report**
GM York presented the staff report.

- a. *Federal/State Agencies Tour of District Facilities*
GM York provided an update and showed pictures and video of the tours that took place.

Department/Staff Reports

17. **Groundwater Well Status Report**
Dana Dean (Mr. Dean) presented the staff report.

18. **Engineering Report**
Mr. Dean presented the staff report and answered clarifying questions.

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

- b. *Planning Documents*
A written report was provided.

- c. *Other Projects*
A written report was provided.

19. **Financial Report**

Mr. Ott presented the staff report.

a. *Financial Statements*

A written report was provided.

b. *Financial Highlights*

A written report was provided.

c. *Budgets*

A written report was provided.

20. **District Activity Report**

Mr. Artrip presented the staff report.

Julie Nemitz presented information on the new payment system, Invoice Cloud.

Jennifer Harris commented that she likes the new payment system.

Information Items

21. **Association of California Water Agencies Committee Appointment Considerations for the 2024-2025 Term**

GM York presented the staff report.

Director Wichert expressed his interest in being considered for the Energy Committee.

President Boatwright expressed his interest in the Groundwater Committee.

22. **Upcoming Water Industry Meetings/Conferences**

A written report was provided.

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

23. a. Regional Water Authority (Director Wichert)
None.

b. Sacramento Groundwater Authority (Director Boatwright)
None.

President Boatwright provided an oral report of the SGA Board meeting.

c. Director Reports – AB 1234

Director Thomas provided an oral report of the Water Forum Meeting he attended on July 12, 2023; the meeting he had with the General Manager on July 13, 2023; the AeroJet CAG Meeting he attended on July 19, 2023; the EPA Wildfire Impact

on Drinking Water Meeting he attended on July 28, 2023; and the San Juan Water District Board Meeting he attended on July 26, 2023.

President Boatwright and Director Locke provided written reports of their meetings attended.

Committee Reports

24. a. Carmichael Water District/SSWD 2x2 Committee Meeting (Director Locke)
The Agenda from the August 9, 2023, meeting was provided.

Director Locke provided an oral report of the meeting.

Director's Comments/Staff Statements and Requests

None.

Adjournment

President Boatwright adjourned the meeting at 7:56 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 2

Date: September 18, 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 Sacramento Suburban Water District Warrant Register as submitted for the period August 1, 2023, through August 31, 2023.
2. Accept the credit card expenditures listing for the period August 1, 2023, through August 31, 2023.
3. Ratify the Investment Activity register for the period August 1, 2023, through August 31, 2023.

Background:

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

Per District Policy PL – Fin 014, Payment of Demands, the Board 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 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 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 – August 2023
- Credit Card Expenditures Register – August 2023
- Investment Activity Register – August 2023

Cash Expenditures (AP Warrants) Register– August 2023

During the month of August 2023, the District made cash payments totaling \$4.4 million. The primary expenditures were \$2.4 million for capital improvement projects, \$0.6 million for payroll, \$0.3 million for pension and health benefits, \$0.2 million for engineering, construction & contract services, \$0.5 for water costs, and \$0.4 million for all other O&M expenses. Per District Policy PL – Fin 014, the District Treasurer confirms that the cash expenditures contained in this register conform to the approved 2023 Annual Budget. The Cash Expenditures (AP Warrants) Register is included as Attachment 1.

Credit Card Expenditures Register – August 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 of August 2023, the District spent \$18,225 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 – August 2023

During the month of August 2023, the District purchased one Federal Agency Commercial Mortgages-Backed Security for \$0.4 million (par). The District received principal pay downs on one Federal Agency Commercial Mortgages-Backed Security for \$145 (par) and fifteen Asset-Backed Security Obligations for \$0.1 million (par). Details of the investment transactions are included as Attachment 3.

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

Attachments:

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

**Cash Expenditures
August 2023**

AP Warrant List From: 8/1/2023 To: 8/31/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION	
ACS CONSTRUCTION	000008145	8/10/2023	\$495.00	BUILDING MAINTENANCE - OFFICE & YARD	
		TOTAL	\$495.00		
ACWA JPIA INSURANCE EAP	83914	8/11/2023	\$173.60	MISCELLANEOUS EMPLOYEE BENEFITS	
		TOTAL	\$173.60		
ADP, INC	ACH0081630	8/18/2023	\$1,929.37	FINANCIAL SERVICES	
		TOTAL	\$1,929.37		
	ACH0081631	8/18/2023	\$251.10	FINANCIAL SERVICES	
		TOTAL	\$251.10		
	ACH0081633	8/10/2023	\$251.10	FINANCIAL SERVICES	
		TOTAL	\$251.10		
ADP, INC		1/1/1900	\$586,417.84	PAYROLL	
		TOTAL	\$586,417.84		
AFFORDA-TEST	83951	8/11/2023	\$386.20	BUILDING MAINTENANCE - OFFICE & YARD	
		TOTAL	\$386.20		
AFLAC	84101	8/25/2023	\$601.27	ACCRUED SUPPLEMENT INSURANCE - AFLAC	
		TOTAL	\$601.27		
ALICIA ADAMS	83959	8/11/2023	\$84.01	CONSERVATION REBATES	
		TOTAL	\$84.01		
ALL PRO BACKFLOW	000008136	8/10/2023	\$5,511.00	BACKFLOW SERVICES	
		TOTAL	\$5,511.00		
AMAZON BUSINESS	000008139	8/10/2023	\$302.35	OPERATING SUPPLIES	
		TOTAL	\$302.35		
	000008156	8/17/2023	\$192.87	OPERATING SUPPLIES	
		TOTAL	\$192.87		
	000008168	8/24/2023	\$200.86	BUILDING MAINTENANCE - OFFICE & YARD	
			\$197.85	OFFICE SUPPLIES	
			\$194.76	OPERATING SUPPLIES	
	TOTAL	\$593.47			
	AMERITAS (VISION)	84045	8/17/2023	\$2,171.16	EMPLOYEE BENEFIT - VISION INSURANCE
			TOTAL	\$2,171.16	
ANNIE PARKER	84048	8/17/2023	\$184.36	CLAIMS & INSURANCE REIMB.	
		TOTAL	\$184.36		
ANSWERNET	000008123	8/10/2023	\$813.30	COMMUNICATION	
		TOTAL	\$813.30		
ARETTA KOCH	83960	8/11/2023	\$150.00	CONSERVATION REBATES	
		TOTAL	\$150.00		
ARMANINO	000008169	8/24/2023	\$360.94	CONSULTING SERVICES	
		TOTAL	\$360.94		
AT&T	83950	8/11/2023	\$244.78	COMMUNICATION	
		TOTAL	\$244.78		
	84111	8/25/2023	\$612.09	COMMUNICATION	
		TOTAL	\$612.09		
ATLAS DISPOSAL	84093	8/25/2023	\$310.43	BUILDING SERVICE EXPENSE - OFFICE & YARD	
		TOTAL	\$310.43		
AUBURN CONSTRUCTORS	83930	8/11/2023	\$150,570.53	PROJECT: WELL 84 ANTELOPE/DON JULIO	
			\$539,807.19	PROJECT: WLS 81/82/83 ANTELOPE N./POKER	
		TOTAL	\$690,377.72		
	84041	8/17/2023	\$613,193.17	PROJECT: WLS 81/82/83 ANTELOPE N./POKER	
		TOTAL	\$613,193.17		
	84102	8/25/2023	\$523,403.61	PROJECT: WELL 80 WALNUT/AUBURN	

AP Warrant List From: 8/1/2023 To: 8/31/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$523,403.61	
AVILES LIGHTING AND ELECTRICAL REPAIR	000008140	8/10/2023	\$2,302.28	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$2,302.28	
BADGER METER INC	000008113	8/10/2023	\$72,858.77	INVENTORY
			\$245.37	PROJECT: 5240 JACKSON STREET 2280131013
		TOTAL	\$73,104.14	
	000008147	8/17/2023	\$27,524.74	INVENTORY
			\$576.96	PROJECT: 3449 EL CAMINO AVE 2680364018
			\$347.91	PROJECT: 5540 DATE AVE 2280091033
			\$26,229.63	PROJECT: LAKES AT ANTELOPE UNIT 4
		TOTAL	\$54,679.24	
BARTKIEWICZ KRONICK & SHANAHAN	000008114	8/10/2023	\$9,507.74	LEGAL SERVICES
		TOTAL	\$9,507.74	
BAY ALARM COMPANY	84094	8/25/2023	\$116.55	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$116.55	
BILLY WALLACE	83955	8/11/2023	\$100.00	CONSERVATION REBATES
		TOTAL	\$100.00	
BRADY WORLDWIDE INC	84047	8/17/2023	\$671.93	OPERATING SUPPLIES
		TOTAL	\$671.93	
BROADRIDGE MAIL LLC	ACH0081374	8/1/2023	\$94.50	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$94.50	
	ACH0081584	8/7/2023	\$3,246.69	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$3,246.69	
	ACH0081585	8/8/2023	\$37.27	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$37.27	
	ACH0081586	8/7/2023	\$657.90	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$657.90	
BROWER MECHANICAL	000008131	8/10/2023	\$320.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$320.00	
	000008166	8/24/2023	\$383.90	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$383.90	
BUD'S TRI COUNTY TREE SERVICE	000008115	8/10/2023	\$2,280.00	PROJECT: WELL N3 - WATER QUALITY INVEST
		TOTAL	\$2,280.00	
CALIFORNIA LABORATORY SERVICES	84107	8/25/2023	\$4,398.00	ENGINEERING - INSPECTION & TESTING
		TOTAL	\$4,398.00	
	84118	8/25/2023	\$3,323.00	ENVIR COMPLIANCE - INSPECTION & TESTING
		TOTAL	\$3,323.00	
CAREERS IN GOVERNMENT INC	83954	8/11/2023	\$2,500.00	HR - MEMBERSHIP & DUES
		TOTAL	\$2,500.00	
CDWG	000008116	8/10/2023	\$24,488.45	IT - PREPAID LICENSES & PERMIT
		TOTAL	\$24,488.45	
	000008159	8/24/2023	\$2,000.00	PROJECT: 2022 - MICROSOFT 365 AND SETUP
		TOTAL	\$2,000.00	
CENTRAL VALLEY ENG & ASPHALT	000008134	8/10/2023	\$8,367.00	MISC. REPAIRS
		TOTAL	\$8,367.00	
CHASE PAYMENTECH	ACH0081688	8/2/2023	\$20,018.28	CUSTOMER SERVICES - FINANCIAL SERVICES
		TOTAL	\$20,018.28	
CHRISTIAN CORDOVA	83965	8/11/2023	\$48.41	CONSERVATION REBATES
		TOTAL	\$48.41	
CIGNA-DENTAL INS	83938	8/11/2023	\$15,311.45	EMPLOYEE BENEFIT - DENTAL INSURANCE

AP Warrant List From: 8/1/2023 To: 8/31/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$15,311.45	
CINTAS	83915	8/11/2023	\$1,221.76	BUILDING MAINTENANCE - OFFICE & YARD
			\$1,755.37	UNIFORMS
		TOTAL	\$2,977.13	
CITY OF SACRAMENTO DEPT OF UTILITIES	83932	8/11/2023	\$24.34	UTILITIES
		TOTAL	\$24.34	
CITY OF SACRAMENTO WATER	83933	8/11/2023	\$35,426.76	PURCHASE WATER - CITY OF SACRAMENTO
			\$500.68	PURCHASED WATER-CITY OF SACRAMENTO
		TOTAL	\$35,927.44	
CITY OF SACRAMENTO/ ENCROACHMENT REV DIVISION	83936	8/11/2023	\$1,004.00	PROJECT: WELL 41 - PUMP STATION IMPROVE
		TOTAL	\$1,004.00	
CLA-VAL COMPANY	84119	8/25/2023	\$1,190.52	PROJECT: DWMWD INTERTIE VALVES
		TOTAL	\$1,190.52	
CLEAR VISION WINDOW CLEANING	83929	8/11/2023	\$225.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$225.00	
	84100	8/25/2023	\$225.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$225.00	
COLLEGE OAK TOWING	83916	8/11/2023	\$804.37	PROJECT: WELL 80 WALNUT/AUBURN
		TOTAL	\$804.37	
COMCAST	84095	8/25/2023	\$89.07	COMMUNICATION
		TOTAL	\$89.07	
CONSOLIDATED COMMUNICATIONS	84099	8/25/2023	\$553.46	COMMUNICATION
		TOTAL	\$553.46	
COUNTY OF SAC PUBLIC WORKS	84034	8/17/2023	\$310.40	PROJECT: WELL 78 BUTANO - PUMP STATION
			\$110.00	PROJECT: WELL 84 ANTELOPE/DON JULIO
		TOTAL	\$420.40	
COUNTY OF SAC UTILITIES	83917	8/11/2023	\$127.35	UTILITIES
		TOTAL	\$127.35	
CUSTOMER REFUNDS	Multiple Payments	8/11/2023	\$11,409.99	CUSTOMER REFUNDS: 99
		TOTAL	\$11,409.99	
D AND H WATER SYSTEMS INC	83946	8/11/2023	\$5,949.75	PROJECT: WALNUT TANK CL ANALYZER
		TOTAL	\$5,949.75	
DAPHNE RHOE	83970	8/11/2023	\$75.00	CONSERVATION REBATES
		TOTAL	\$75.00	
DAVID HIGBEE	83957	8/11/2023	\$100.00	CONSERVATION REBATES
		TOTAL	\$100.00	
DEL PASO MANOR WATER DISTRICT	84120	8/25/2023	\$27,534.91	PROJECT: DWMWD INTERTIE VALVES
		TOTAL	\$27,534.91	
DIANE JURICH	83961	8/11/2023	\$500.00	CONSERVATION REBATES
		TOTAL	\$500.00	
DIRECT TV	83935	8/11/2023	\$11.25	COMMUNICATION
		TOTAL	\$11.25	
ED STEININGER	83969	8/11/2023	\$500.00	CONSERVATION REBATES
		TOTAL	\$500.00	
ELEVATOR TECHNOLOGY INC	000008170	8/24/2023	\$226.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$226.00	
EMCOR SERVICES	83945	8/11/2023	\$2,798.99	PRODUCTION - CONTRACT SERVICES
		TOTAL	\$2,798.99	
EMIGH ACE HARDWARE	000008117	8/10/2023	\$95.42	OPERATING SUPPLIES
		TOTAL	\$95.42	

AP Warrant List From: 8/1/2023 To: 8/31/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
EMPLOYEE RELATIONS	000008132	8/10/2023	\$636.69	EMPLOYMENT COST
		TOTAL	\$636.69	
ERC CONTRACTING	000008155	8/17/2023	\$3,825.00	PROJECT: WATT MAIN EXTENSIION
			\$625.00	PROJECT: WELL 41 - PUMP STATION IMPROVE
			\$300.00	PROJECT: WELL 60 - CONDITION ASSESSMENT
		TOTAL	\$4,750.00	
FEDERAL EXPRESS CORPORATION	84035	8/17/2023	\$16.80	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$16.80	
FLEETWASH INC	000008167	8/24/2023	\$464.65	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$464.65	
FLOWLINE CONTRACTORS INC	000008135	8/10/2023	\$33,024.00	PROJECT: 2023 VALVE/HYDRANT/SERV REPL
		TOTAL	\$33,024.00	
FUTURE FORD FLEET OF ROSEVILLE	84054	8/22/2023	\$1,713.05	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,713.05	
	84121	8/25/2023	\$2,308.62	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$2,308.62	
GEOTECH ENVIRONMENTAL EQUIP	83948	8/11/2023	\$907.90	PROJECT: WELL 72-WATER QUALITY INVESTIG
		TOTAL	\$907.90	
GRANITE CONSTRUCTION COMPANY	84042	8/17/2023	\$1,387.82	OPERATING SUPPLIES
		TOTAL	\$1,387.82	
GREEN MEDIA CREATIONS INC	000008158	8/17/2023	\$8,627.25	CONSERVATION - CONTRACT SERVICES
		TOTAL	\$8,627.25	
GREG BUNDESEN	000008172	8/25/2023	\$60.00	REQUIRED TRAINING
		TOTAL	\$60.00	
GROUNDWATER RESOURCES ASSOCIATION OF CA	84096	8/25/2023	\$2,870.00	ENGINEERING - REQUIRED TRAINING
		TOTAL	\$2,870.00	
GULU KARAM	83964	8/11/2023	\$75.00	CONSERVATION REBATES
		TOTAL	\$75.00	
HACH COMPANY	000008118	8/10/2023	\$8,233.03	INVENTORY
			\$546.98	OPERATING SUPPLIES
		TOTAL	\$8,780.01	
HARRINGTON PLASTICS	83918	8/11/2023	\$513.18	INVENTORY
		TOTAL	\$513.18	
HDR ENGINEERING	000008128	8/10/2023	\$1,052.50	FINANCE - CONSULTING SERVICES
		TOTAL	\$1,052.50	
HELEN CLAYTON	83962	8/11/2023	\$264.04	CONSERVATION REBATES
		TOTAL	\$264.04	
ICONIX WATERWORKS (US) INC	000008157	8/17/2023	\$268.47	PROJECT: Q STREET MAIN REPLACEMENT
			\$1,675.85	PROJECT: WATT MAIN EXTENSIION
		TOTAL	\$1,944.32	
IN COMMUNICATIONS	83934	8/11/2023	\$6,723.70	OUTREACH - CONTRACT SERVICES
			\$9,864.13	OUTREACH - PUBLIC RELATIONS
		TOTAL	\$16,587.83	
INDUSTRIAL ELECTRICAL CO	000008143	8/10/2023	\$9,453.94	PROJECT: WELL N8 - MOTOR REPAIR
		TOTAL	\$9,453.94	
JONATHAN KAMINSKY	83968	8/11/2023	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
JOSHUA GAGNON	84106	8/25/2023	\$250.00	UNIFORMS
		TOTAL	\$250.00	
KIMBERLY KAUFFMAN	83966	8/11/2023	\$500.00	CONSERVATION REBATES

AP Warrant List From: 8/1/2023 To: 8/31/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$500.00	
KNEISELS COLLISION - CARMICHAEL	84040	8/17/2023	\$6,571.56	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$6,571.56	
KYLE JIVIDEN	83937	8/11/2023	\$180.27	UNIFORMS
		TOTAL	\$180.27	
	6970	8/18/2023	\$1,518.41	TUITION REIMBURSEMENT
		TOTAL	\$1,518.41	
LES SCHWAB TIRE CENTER MADISON	84052	8/22/2023	\$3,138.93	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$3,138.93	
	84097	8/25/2023	\$1,632.80	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,632.80	
	84116	8/25/2023	\$1,549.45	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,549.45	
LIFEGUARD FIRST AID	000008138	8/10/2023	\$123.64	OPERATING SUPPLIES
		TOTAL	\$123.64	
LILIYA IVAKHOV	83963	8/11/2023	\$75.00	CONSERVATION REBATES
		TOTAL	\$75.00	
MARINA MARR	83971	8/11/2023	\$100.00	CONSERVATION REBATES
		TOTAL	\$100.00	
MATHEW CURRAN	83958	8/11/2023	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
MATTHIAS SCHLINGMANN	83967	8/11/2023	\$100.00	CONSERVATION REBATES
		TOTAL	\$100.00	
MCGUIRE & HESTER	84104	8/25/2023	\$1,213.08	FIRE HYDRANT PERMIT DEPOSITS
		TOTAL	\$1,213.08	
MICHAEL CROCKETT	83956	8/11/2023	\$150.00	CONSERVATION REBATES
		TOTAL	\$150.00	
MICHAEL PHILLIPS LANDSCAPE CORP	000008119	8/10/2023	\$2,060.00	PRODUCTION - CONTRACT SERVICES
		TOTAL	\$2,060.00	
	000008160	8/24/2023	\$4,235.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$4,235.00	
MID AMERICA METER INC	83944	8/11/2023	\$12,666.80	PROJECT: 2023 METER REPLACEMENT-PM
		TOTAL	\$12,666.80	
MOBILE-MED WORK HEALTH SOLUTIONS INC	84049	8/17/2023	\$1,295.00	EMPLOYMENT COST
		TOTAL	\$1,295.00	
NINJIO LLC	84110	8/25/2023	\$185.20	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$185.20	
OFFICE DEPOT INC	84053	8/22/2023	\$411.57	OFFICE SUPPLIES
		TOTAL	\$411.57	
	84098	8/25/2023	\$210.21	OFFICE SUPPLIES
		TOTAL	\$210.21	
	84117	8/25/2023	\$605.59	OFFICE SUPPLIES
		TOTAL	\$605.59	
ONE STOP TRUCK SHOP	000008161	8/24/2023	\$290.00	COMMUNICATION
			\$12,289.09	MAINTENANCE - VEHICLE MAINTENANCE SERVICES
		TOTAL	\$12,579.09	
PACE SUPPLY CORP	000008133	8/10/2023	\$1,592.90	INVENTORY
			\$421.54	PROJECT: 11 HYDRANTS METERS
			\$645.71	OPERATING SUPPLIES
		TOTAL	\$2,660.15	

AP Warrant List From: 8/1/2023 To: 8/31/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
	000008152	8/17/2023	\$21,782.84	INVENTORY
			\$565.69	OPERATING SUPPLIES
		TOTAL	\$22,348.53	
PERS HEALTH	ACH0081395	8/9/2023	\$121,243.79	EMPLOYEE BENEFITS - HEALTH INSURANCE
		TOTAL	\$121,243.79	
	ACH0081396	8/9/2023	\$1,695.20	OPEB - RETIREE BENEFITS PREMIUM
		TOTAL	\$1,695.20	
PERS LONG TERM CARE PROGRAM	83920	8/11/2023	\$5,049.25	OPEB - RETIREE BENEFITS PREMIUM
		TOTAL	\$5,049.25	
PERS PENSION	ACH0081634	8/10/2023	\$1,050.00	CONSULTING SERVICES
		TOTAL	\$1,050.00	
	ACH0081682	8/10/2023	\$24,039.75	EMPLOYEE BENEFITS - PENSION TIER 3
		TOTAL	\$24,039.75	
	ACH0081683	8/10/2023	\$8,642.48	EMPLOYEE BENEFITS - PENSION TIER 2
		TOTAL	\$8,642.48	
	ACH0081684	8/10/2023	\$19,960.09	EMPLOYEE BENEFITS - PENSION TIER 1
		TOTAL	\$19,960.09	
	ACH0081685	8/25/2023	\$19,960.09	EMPLOYEE BENEFITS - PENSION TIER 1
		TOTAL	\$19,960.09	
	ACH0081686	8/25/2023	\$8,634.29	EMPLOYEE BENEFITS - PENSION TIER 2
		TOTAL	\$8,634.29	
	ACH0081687	8/25/2023	\$24,581.70	EMPLOYEE BENEFITS - PENSION TIER 3
		TOTAL	\$24,581.70	
PEST PROS PEST SOLUTIONS	84109	8/25/2023	\$372.90	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$372.90	
PETERSON BRUSTAD INC	83940	8/11/2023	\$19,239.38	PROJECT: WALNUT TANK CONDITION ASSMNT
			\$1,593.03	PROJECT: WELL 41 - PUMP STATION IMPROVE
		TOTAL	\$20,832.41	
	84046	8/17/2023	\$6,860.20	PRODUCTION - CONSULTING SERVICES
		TOTAL	\$6,860.20	
	84108	8/25/2023	\$1,869.00	PROJECT: ANTELOPE&WATT/ELKHORN RESERVOI
			\$4,276.13	PROJECT: ENTERPR/NORTHDROP RESERVIOR/PS
			\$2,816.63	PROJECT: FACILITY OPER PLAN-WELL 32A
	TOTAL	\$8,961.76		
PFM ASSET MANAGEMENT LLC	000008130	8/10/2023	\$3,523.46	FINANCE - FINANCIAL SERVICES
		TOTAL	\$3,523.46	
PG&E	83919	8/11/2023	\$27,016.80	PROJECT: WELL 80 WALNUT/AUBURN
		TOTAL	\$27,016.80	
PLACER COUNTY WATER AGENCY	83921	8/11/2023	\$346,140.00	PURCHASED WATER - PCWA
		TOTAL	\$346,140.00	
PLACER WATERWORKS INC	000008120	8/10/2023	\$4,336.94	PROJECT: 11 HYDRANTS METERS
		TOTAL	\$4,336.94	
POLLARD WATER	83922	8/11/2023	\$495.54	OPERATING SUPPLIES
		TOTAL	\$495.54	
PSOMAS	000008129	8/10/2023	\$7,802.00	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
			\$16,006.00	ENGINEERING - CONSULTING SERVICES
		TOTAL	\$23,808.00	
	000008151	8/17/2023	\$1,408.36	ENGINEERING - CONSULTING SERVICES
TOTAL		\$1,408.36		
PSS ONSITE INC.	84114	8/25/2023	\$1,410.28	BUILDING MAINTENANCE - OFFICE & YARD

AP Warrant List From: 8/1/2023 To: 8/31/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$1,410.28	
QUADIENT LEASING USA INC	83949	8/11/2023	\$660.81	EQUIPMENT RENTAL/LEASE
		TOTAL	\$660.81	
RAMOS ENVIRONMENTAL SERVICES	83923	8/11/2023	\$368.28	HAZARDOUS WASTE DISPOSAL
			\$362.11	OPERATING SUPPLIES
		TOTAL	\$730.39	
	84038	8/17/2023	\$104.34	OPERATING SUPPLIES
		TOTAL	\$104.34	
RAWLES ENGINEERING	83924	8/11/2023	\$5,150.00	PROJECT: 2023 VALVE/HYDRANT/SERV REPL
			\$1,950.00	DISTRIBUTION - MISC. REPAIRS
		TOTAL	\$7,100.00	
	84039	8/17/2023	\$11,385.00	DISTRIBUTION - CONSTRUCTION SERVICES
		TOTAL	\$11,385.00	
ROBERT ROSCOE	000008121	8/10/2023	\$722.40	OPEB - RETIREE BENEFITS PREMIUM
		TOTAL	\$722.40	
ROTO-ROOTER	83972	8/11/2023	\$7,000.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$7,000.00	
RUE EQUIPMENT INC	83925	8/11/2023	\$2,000.65	EQUIPMENT MAINTENANCE SERVICES
			\$3,012.84	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$5,013.49	
SACRAMENTO GROUNDWATER AUTHORITY	000008162	8/24/2023	\$500.00	MEMBERSHIP & DUES
		TOTAL	\$500.00	
SACRAMENTO METRO CHAMBER OF COMMERCE	83926	8/11/2023	\$1,000.00	MEMBERSHIP & DUES
		TOTAL	\$1,000.00	
SAFETY CENTER INC	83927	8/11/2023	\$645.00	REQUIRED TRAINING
		TOTAL	\$645.00	
SECUREWORKS	000008142	8/10/2023	\$51,063.34	IT - PREPAID LICENSES & PERMIT
		TOTAL	\$51,063.34	
SENSUS USA INC	000008141	8/10/2023	\$515.00	IT - LICENSES, PERMITS & FEES
		TOTAL	\$515.00	
SHRED-IT STERICYCLE	83939	8/11/2023	\$94.11	CUSTOMER SERVICES - CONTRACT SERVICES
		TOTAL	\$94.11	
SIERRA CHEMICAL COMPANY	000008122	8/10/2023	\$1,150.00	PRODUCTION - HFA, CHEMICAL & DELIVERY
			\$54,912.29	PRODUCTION - HYPO, CHEMICAL & DELIVERY
		TOTAL	\$56,062.29	
SMUD	83928	8/11/2023	\$95,847.68	PRODUCTION - ELECTRICAL CHARGES
		TOTAL	\$95,847.68	
SONITROL	000008124	8/10/2023	\$2,673.07	BUILDING SERVICE EXPENSE - OFFICE & YARD
			\$2,207.38	CONTRACT SERVICES
		TOTAL	\$4,880.45	
	000008163	8/24/2023	\$25.52	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$25.52	
SUPERIOR TANK SOLUTIONS	83953	8/11/2023	\$62,350.00	PRODUCITON - CONTRACT SERVICES
		TOTAL	\$62,350.00	
TAK COMMUNICATIONS CA INC	83952	8/11/2023	\$3,075.00	PROJECT: 2023 AMI ENDPOINTS
			\$49,970.97	PROJECT: 2023 VALVE/HYDRANT/SERV REPL
			\$2,325.00	DISTRIBUTION - MISC. REPAIRS
		TOTAL	\$55,370.97	
	84112	8/25/2023	\$164,800.30	PROJECT: 2023 AC OVERLAY PHASE E
			\$7,011.51	DISTRIBUTION - CONSTRUCTION SERVICES

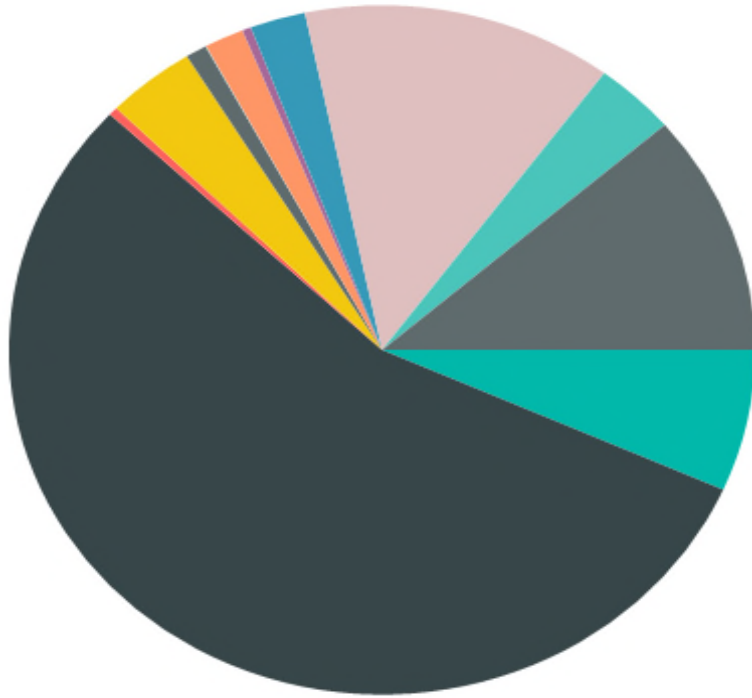
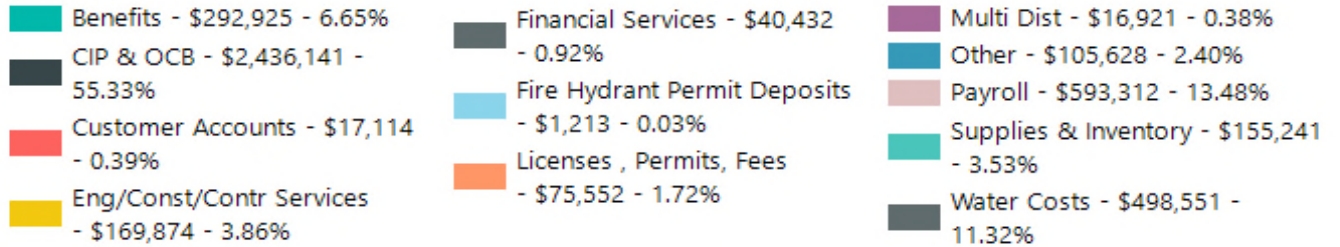
AP Warrant List From: 8/1/2023 To: 8/31/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$171,811.81	
TEE JANITORIAL & MAINTENANCE	83942	8/11/2023	\$4,108.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$4,108.00	
TELSTAR INSTRUMENTS	83941	8/11/2023	\$2,423.00	PRODUCTION - CONTRACT SERVICES
		TOTAL	\$2,423.00	
TESCO	000008125	8/10/2023	\$3,774.80	PRODUCTION - CONTRACT SERVICES
		TOTAL	\$3,774.80	
	000008171	8/25/2023	\$5,467.62	PRODUCTION - CONTRACT SERVICES
		TOTAL	\$5,467.62	
TINA LYNN DESIGN	000008153	8/17/2023	\$455.00	OUTREACH - CONTRACT SERVICES
		TOTAL	\$455.00	
ULINE SHIPPING SUPPLY SPECIALISTS	84044	8/17/2023	\$354.63	OPERATING SUPPLIES
		TOTAL	\$354.63	
UNUM	84113	8/25/2023	\$5,312.53	EMPLOYEE BENEFIT - LIFE INSURANCE
		TOTAL	\$5,312.53	
US BANK CORPORATE PAYMENT SYSTEM	84105	8/25/2023	\$18,224.55	CALCARD PAYMENT
		TOTAL	\$18,224.55	
VERIZON WIRELESS DALLAS TX	83931	8/11/2023	\$7,422.73	IT - COMMUNICATION
		TOTAL	\$7,422.73	
WALNUT INDUSTRIAL CENTER LLC	84051	8/17/2023	\$2,060.00	H&D WALNUT PARKING LOT LEASE
		TOTAL	\$2,060.00	
WASTE MANAGEMENT	000008126	8/10/2023	\$278.02	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$278.02	
	000008164	8/24/2023	\$351.78	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$351.78	
WATERWISE CONSULTING, INC.	000008137	8/10/2023	\$4,695.00	CONSERVATION - CONTRACT SERVICES
		TOTAL	\$4,695.00	
WEST YOST & ASSOCIATES	000008127	8/10/2023	\$43,233.75	PROJECT: WELL 80 WALNUT/AUBURN
			\$1,075.25	PROJECT: WELL# N32A-C - WELLS BLENDING
		TOTAL	\$44,309.00	
	000008150	8/17/2023	\$417.25	PROJECT: Q STREET MAIN REPLACEMENT
		TOTAL	\$417.25	
	000008165	8/24/2023	\$47,446.22	PROJECT: WELL 84 ANTELOPE/DON JULIO
			\$54,088.53	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
		TOTAL	\$101,534.75	
WESTAMERICA BANK ANALYSIS FEES	ACH0081587	8/16/2023	\$4,901.19	CUSTOMER SERVICES - FINANCIAL SERVICES
		TOTAL	\$4,901.19	
WESTAMERICA CARD PROCESSING STMT	ACH0081588	8/3/2023	\$50.00	FINANCIAL SERVICES
		TOTAL	\$50.00	
WEX	000008146	8/10/2023	\$13,949.69	OPERATING SUPPLIES
		TOTAL	\$13,949.69	
WILLIAM ZANGENEH-LESTER	84115	8/25/2023	\$75.00	CONSERVATION REBATES
		TOTAL	\$75.00	
WINNER CHEVROLET INC	83943	8/11/2023	\$30,049.45	PROJECT: VEHICLE NEW-WTR CONSERVATION
		TOTAL	\$30,049.45	
WOLF CONSULTING	000008144	8/10/2023	\$2,700.00	IT - CONSULTING SERVICES
		TOTAL	\$2,700.00	
WOOD RODGERS ENGINEERING	84103	8/25/2023	\$1,590.00	PROJECT: MARCONI BLDG ELECTRICAL UPGRAD
			\$7,567.50	PROJECT: WELL 78 BUTANO - PUMP STATION
		TOTAL	\$9,157.50	

AP Warrant List From: 8/1/2023 To: 8/31/2023

VENDOR	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
ZORO	83947	8/11/2023	\$1,316.45	OPERATING SUPPLIES
		TOTAL	\$1,316.45	
GRAND TOTAL			\$4,398,128.57	

AP Warrant List Summary Chart



**Credit Card Expenditures
August 2023**

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

Vendor Name	Description	Amount	Proj/GLAcct
MCCLATCHY ADVERTISING (SAC BEE)	SACRAMENTO BEE - LEGAL NOTICE (ON BEHALF CUSTOMER SERVICE)	\$530.12	04-54508
SACRAMENTO MOTHER-LODE	MEMBERSHIP RENEWAL	\$50.00	17-52501
SACRAMENTO MOTHER-LODE	HR TRAINING - MARKCUS	\$15.00	17-51407
CWEA	JOB ADVERTISEMENT - PRODUCTION SUPER.	\$673.00	17-51402
WATER AND WASTEWATER JOBS	JOB ADVERTISEMENT - PRODUCTION SUPER.	\$185.00	17-51402
CSDA	JOB ADVERTISEMENT - PRODUCTION SUPER.	\$260.00	17-51402
GOVERNMENT JOBS (NEOGOV)	JOB ADVERTISEMENT - PRODUCTION SUPER	\$199.00	17-51402
ACWA	JOB ADVERTISEMENT - PRODUCTION SUPER	\$825.00	17-51402
CAJPA	JOB ADVERTISEMENT - PRODUCTION SUPER.	\$100.00	17-51402
BC WATER	JOB ADVERTISEMENT - PRODUCTION SUPER.	\$200.00	17-51402
TRANSIT TALENT	JOB ADVERTISEMENT - PRODUCTION SUPER.	\$175.00	17-51402
YOUR MEMBERSHIP (NGWA)	JOB ADVERTISEMENT - PRODUCTION SUPER.	\$699.00	17-51402
AWRA	JOB ADVERTISEMENT - PRODUCTION SUPER.	\$770.00	17-51402
SURVEYMONKEY	STAFF SURVEY	\$192.00	17-52501
AWWA	MITCHELL AWWA CONFERENCE REGISTRATION	\$509.00	15-55001
NOAH'S BAGELS	ALL STAFF MEETING REFRESHMENTS	\$114.87	02-51403
DOODLE	DOODLE POLL ANNUAL MEMBERSHIP	\$83.40	18-54509
SAFELITE AUTOGLASS	WINDSHIELD REPLACEMENT TRUCK 75	\$503.05	12-54005
FOX FURY	REPLACEMENT BATTERIES FOR DISTRIBUTION WORK LIGHTS	\$441.78	12-52101
AWWA	TRAINING - REGISTRATION - HECTOR SEGOVIANO	\$509.00	05-55001
AWWA	TRAINING - REGISTRATION-SHAWN CHANEY	\$509.00	05-55001
AWWA	TRAINING - REGISTRATION-MATT UNDERWOOD	\$509.00	02-55001
SOUTHWEST	TRAINING - AIRFARE - HECTOR SEGOVIANO	\$197.95	05-55001
SOUTHWEST	TRAINING - AIRFARE - SHAWN CHANEY	\$182.97	05-55001
SOUTHWEST	TRAINING - AIRFARE - MATT UNDERWOOD	\$197.96	02-55001
RIO SUITES	TRAINING - LODGING - HECTOR SEGOVIANO	\$164.40	05-55001
RIO SUITES	TRAINING - LODGING - SHAWN CHANEY	\$164.40	05-55001
RIO SUITES	TRAINING - LODGING -MATT UNDERWOOD	\$164.40	02-55001
B2B PRIME	AMAZON BUSINESS PRIME MEMBERSHIP RENEWAL	\$537.67	03-52501
HOME DEPOT	DISTRIBUTION SUPPLIES	\$48.68	07-52101
NOTHING BUNDT CAKES	COMMUNICATIONS & TEAM BUILDING REFRESHMENTS	\$442.75	02-51403
HOME DEPOT	DISTRIBUTION SUPPLIES	\$2.66	07-52101
HOME DEPOT	WAREHOUSE SUPPLIES- CREDIT	(\$25.80)	05-52101
USPS	SHIPPING COSTS - RETURN PARTS	\$53.35	06-52501
HOME DEPOT	WAREHOUSE SUPPLIES	\$80.72	05-52101
ROUND TABLE PIZZA	INVENTORY LUNCH	\$100.99	03-55002
TOGOS	INVENTORY LUNCH	\$112.30	03-55002
HOME DEPOT	WAREHOUSE SUPPLIES	\$90.25	05-52101
SAC COUNTY	WELL N23A & WELL N38 PERMIT	\$307.89	14-54509
COSTCO	OFFICE SUPPLIES-MARCONI	\$95.94	03-52108
AMERICAN SOCIETY OF CIVIL ENGINEERS	MITCHELL MCCARTHY - MEMBERSHIP RENEWAL	\$295.00	15-52501

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

Vendor Name	Description	Amount	Proj/GLAcct
WALMART SUPERCENTER	ALL STAFF REFRESHMENTS	\$26.10	02-51403
FRED PRYOR CAREER TRACK	ANGELA TUPOLO - MICROSOFT TRAINING	\$198.00	15-51406
AMERICAN SOCIETY OF CIVIL ENGINEERS	ENGINEERING DEPARTMENT STAFF TRAINING	\$2,380.00	15-51407
AMAZON MARKETPLACE	DANA DEAN - AQUIFER STORAGE RECOVER BOOK	\$160.98	15-52502
CA SECRETARY OF STATE WEB	NONPROFIT CORP - STATEMENT OF INFORMATION	\$20.00	03-54509
ESRI	ARCGIS ONLINE: ESSENTIAL WORKFLOWS TRAINING FOR DARYL VINAVONG	\$851.00	16-51406
HARBOR FREIGHT TOOLS	INDUSTRIAL FAN FOR SERVER ROOM	\$172.39	18-52101
MICROSOFT	CREDIT FOR CANCELLED ONEDRIVE ACCOUNTS	(\$135.62)	18-54509
E&M ELECTRIC MACHINERY	AVEVA IN TOUCH HMI 2020 R2 TRAINING FOR ELOISA	\$3,285.00	18-51406
	Totals:	\$18,224.55	

**Investment Activity
August 2023**



Managed Account Security Transactions & Interest

For the Month Ending **August 31, 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										
08/16/23	08/18/23	FHMS K064 A2 DTD 05/15/2017 3.224% 03/01/2027	3137BXOY1	375,000.00	(353,730.47)	(570.92)	(354,301.39)			
Transaction Type Sub-Total				375,000.00	(353,730.47)	(570.92)	(354,301.39)			
INTEREST										
08/01/23	08/01/23	MONEY MARKET FUND	MONEY0002	0.00	0.00	5,627.86	5,627.86			
08/01/23	08/01/23	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			
08/01/23	08/01/23	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			
08/01/23	08/01/23	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			
08/01/23	08/01/23	MN ST TXBL GO BONDS DTD 08/25/2020 0.630% 08/01/2025	60412AVJ9	130,000.00	0.00	409.50	409.50			
08/01/23	08/01/23	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			
08/01/23	08/01/23	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			
08/01/23	08/25/23	FHMS K054 A2 DTD 04/20/2016 2.745% 01/01/2026	3137BNGT5	200,000.00	0.00	457.50	457.50			
08/01/23	08/25/23	FHMS K061 A2 DTD 01/30/2017 3.347% 11/01/2026	3137BTUM1	260,000.00	0.00	725.18	725.18			
08/01/23	08/25/23	FHMS KJ46 A1 DTD 07/01/2023 4.777% 06/01/2028	3137HAD45	300,000.00	0.00	1,194.25	1,194.25			
08/01/23	08/25/23	FHMS K505 A2 DTD 07/01/2023 4.819% 06/01/2028	3137HACX2	375,000.00	0.00	1,505.94	1,505.94			
08/01/23	08/25/23	FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	0.00	701.71	701.71			
08/01/23	08/25/23	FNA 2023-M6 A2 DTD 07/01/2023 4.190% 07/01/2028	3136BQDE6	375,000.00	0.00	1,309.38	1,309.38			
08/01/23	08/25/23	FHMS K058 A2 DTD 11/09/2016 2.653% 08/01/2026	3137BSP72	450,000.00	0.00	994.88	994.88			
08/01/23	08/25/23	FHLMC MULTIFAMILY STRUCTURED P DTD 07/01/2017 3.243% 04/01/2027	3137F1G44	375,000.00	0.00	1,013.44	1,013.44			



Managed Account Security Transactions & Interest

For the Month Ending **August 31, 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										
08/09/23	08/09/23	PACCAR FINANCIAL CORP CORPORATE NOTES DTD 08/09/2021 0.500% 08/09/2024	69371RR40	170,000.00	0.00	425.00	425.00			
08/15/23	08/15/23	CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1	300,000.00	0.00	992.50	992.50			
08/15/23	08/15/23	MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	111,580.95	0.00	37.19	37.19			
08/15/23	08/15/23	BACCT 2023-A1 A1 DTD 06/16/2023 4.790% 05/15/2028	05522RDG0	135,000.00	0.00	1,059.79	1,059.79			
08/15/23	08/15/23	DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	250,000.00	0.00	120.83	120.83			
08/15/23	08/15/23	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	89,146.15	0.00	38.63	38.63			
08/15/23	08/15/23	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	51,042.66	0.00	16.16	16.16			
08/15/23	08/15/23	HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	97,784.36	0.00	60.30	60.30			
08/15/23	08/15/23	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	29,439.47	0.00	8.34	8.34			
08/15/23	08/15/23	COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	127,860.01	0.00	82.04	82.04			
08/15/23	08/15/23	NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	286,205.01	0.00	78.71	78.71			
08/15/23	08/15/23	AMXCA 2023-1 A DTD 06/14/2023 4.870% 05/15/2028	02582JJZ4	150,000.00	0.00	608.75	608.75			
08/15/23	08/15/23	COMET 2021-A1 A1 DTD 07/22/2021 0.550% 07/15/2026	14041NFW6	415,000.00	0.00	190.21	190.21			
08/15/23	08/15/23	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	218,187.77	0.00	100.00	100.00			
08/15/23	08/15/23	TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	287,913.61	0.00	62.38	62.38			
08/15/23	08/15/23	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	54,564.51	0.00	22.74	22.74			



Managed Account Security Transactions & Interest

For the Month Ending **August 31, 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										
08/16/23	08/16/23	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	40,697.01	0.00	12.89	12.89			
08/16/23	08/16/23	GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	133,035.42	0.00	53.21	53.21			
08/16/23	08/16/23	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	106,282.32	0.00	60.23	60.23			
08/20/23	08/20/23	GMALT 2021-2 A4 DTD 05/26/2021 0.410% 05/20/2025	380144AD7	50,000.00	0.00	17.08	17.08			
08/20/23	08/20/23	VWALT 2022-A A4 DTD 06/14/2022 3.650% 01/20/2027	92868AAD7	145,000.00	0.00	441.04	441.04			
08/21/23	08/21/23	HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	126,737.30	0.00	92.94	92.94			
08/25/23	08/25/23	FANNIE MAE NOTES DTD 08/27/2020 0.375% 08/25/2025	3135G05X7	450,000.00	0.00	843.75	843.75			
08/25/23	08/25/23	BMWLT 2021-2 A4 DTD 09/15/2021 0.430% 01/27/2025	09690AAD5	370,000.00	0.00	132.58	132.58			
08/30/23	08/30/23	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				8,485,476.55	0.00	35,753.94	35,753.94			

PAYDOWNS										
08/01/23	08/25/23	FHMS KJ46 A1 DTD 07/01/2023 4.777% 06/01/2028	3137HAD45	144.64	144.64	0.00	144.64	0.00	0.00	
08/15/23	08/15/23	HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	6,065.82	6,065.82	0.00	6,065.82	1.35	0.00	
08/15/23	08/15/23	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	4,914.62	4,914.62	0.00	4,914.62	0.52	0.00	
08/15/23	08/15/23	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	6,379.48	6,379.48	0.00	6,379.48	1.37	0.00	
08/15/23	08/15/23	MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	16,457.70	16,457.70	0.00	16,457.70	1.24	0.00	
08/15/23	08/15/23	NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	21,683.08	21,683.08	0.00	21,683.08	0.37	0.00	



Managed Account Security Transactions & Interest

For the Month Ending **August 31, 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									
PAYDOWNS										
08/15/23	08/15/23	TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	21,765.90	21,765.90	0.00	21,765.90	2.34	0.00	
08/15/23	08/15/23	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	2,369.17	2,369.17	0.00	2,369.17	0.47	0.00	
08/15/23	08/15/23	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	11,736.54	11,736.54	0.00	11,736.54	1.93	0.00	
08/15/23	08/15/23	COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	6,791.48	6,791.48	0.00	6,791.48	0.13	0.00	
08/15/23	08/15/23	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	5,871.31	5,871.31	0.00	5,871.31	1.29	0.00	
08/16/23	08/16/23	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	5,665.36	5,665.36	0.00	5,665.36	0.14	0.00	
08/16/23	08/16/23	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	5,012.87	5,012.87	0.00	5,012.87	1.07	0.00	
08/16/23	08/16/23	GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	8,207.75	8,207.75	0.00	8,207.75	0.51	0.00	
08/20/23	08/20/23	GMALT 2021-2 A4 DTD 05/26/2021 0.410% 05/20/2025	380144AD7	17,692.40	17,692.40	0.00	17,692.40	1.49	0.00	
08/21/23	08/21/23	HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	7,672.49	7,672.49	0.00	7,672.49	1.62	0.00	
Transaction Type Sub-Total				148,430.61	148,430.61	0.00	148,430.61	15.84	0.00	
Managed Account Sub-Total					(205,299.86)	35,183.02	(170,116.84)	15.84	0.00	
Total Security Transactions					(205,299.86)	35,183.02	(170,116.84)	15.84	0.00	



Agenda Item: 3

Date: September 18, 2023

Subject: Social Media Update

Staff Contact: Greg Bundesen, Conservation and Communications Supervisor

Recommended Board Action:

No action. Receive update from staff regarding Sacramento Suburban Water District’s Social Media Program.

Background:

In April 2022, the Sacramento Suburban Water District (District) Board of Directors approved the use of social media as a customer engagement tool utilizing Facebook and YouTube. Staff created the Social Media Procedure in May 2022. The District’s Facebook page went live in June 2022.

Discussion:

After creating the District’s Facebook page staff began aggressively posting to gain interest from customers and stakeholders. Working with the District’s Public Relations firm, IN Communications, staff aligned its Facebook content with the District’s outreach calendar and WaterSense calendar to ensure consistent messaging. Since the District’s Facebook page went live, it have amassed 643 followers. Staff continues to push, boost, and advertise to customers to generate more followers. The following is a breakdown of the Facebook Insights regarding the District’s Facebook page.

Audience

Currently, the District’s Facebook page has a reach of 43,315¹. People that are following the District live in Carmichael (26.6%), Sacramento (20.7%), North Highlands (15.7%). Citrus Heights (6.8%), Antelope (5.9%), Rancho Cordova (5%), Fair Oaks (2.8%), Rio Linda (2.8%), Rosemont (2.8%), and Roseville (1.2%). Of the followers, 76.4% identify as women and 23.6% identify as men. Over 75% of the followers are over the age of 45.

Benchmarking

When compared to other similar businesses, the District’s published content (8 posts) in the last 28 days is “similar to others”. The District’s followers (643) are “similar to others,” the new Facebook followers (4) is “similar to others”, and the content interactions (292) was “higher than others”.

Engagement

¹ “Reach” is the total number of people that are seeing posts, ads, and comments on our Facebook page.

Between March 31, 2023, and May 29, 2023, the District experienced 174 post reactions, comments, and shares. Between May 30, 2023, and August 27, 2023, the District experienced 205 post reactions, a 17.8% increase.

Messaging

The District does not get a significant number of direct messages. The messages that staff has received vary in topics ranging from contest respondents to customers seeking clarification on watering days and rebate information. Staff received 19 messages in 2023 regarding various topics.

Public Posts

Staff reviews public posts daily to ensure the content is appropriate in accordance with the District's Social Media Procedure. Staff does not delete public comments that do not meet the Procedure's guidelines. Staff will "hide" a public post that is not appropriate. Staff has hidden 15 posts that violated the District's Social Media Procedure. Violations include profanity, defamatory statements, advertisements, personal information, and threatening language. All prohibited language and engagement guidelines can be found in the About, Details About You section of the District's Facebook page.

Loyalty

District followers increased by 20% in 2023, growing from 540 to 648, while only 8 people have unfollowed the District.

Staff feels that the District's Facebook page is a success. Customers that do engage with the District appreciate the information they are receiving. Staff will continue to focus on generating more followers through advertisements and other relevant District information.

YouTube

Staff also maintains a District YouTube channel. The YouTube channel has been in place since 2018, however, it has never been fully utilized. Originally, our YouTube channel contained a video regarding the District's Backflow Portal. Staff has since posted two videos, one video regarding the District's May 2023, Mulch Mayhem event and the June 21, 2023, CWD/SSWD Public Information Workshop video. Staff is planning on releasing several more videos including instructional videos on how customers can find their house valve and how to check their meter for leaks.

Fiscal Impact:

The District has spent \$560 on Facebook advertising, reaching 35,246 people, generating 487 post engagements, 293 clicks, and 66 event responses.

Strategic Plan Alignment:

- Goal D: Maintain excellent customer service.
 - Engage customers through a variety of venues/methods to create broader-based outreach.
 - Educate and inform customers on relevant real time topics.

Attachment:

1. Power Point Presentation

Social Media Update

September 18, 2023

Greg Bundesen

Conservation and Communications Supervisor



Facebook

- Approved by the Board in April 2022.
- Facebook Procedure created in in May 2022
- June 2022 Facebook Page goes live!



Sacramento Suburban Water District

Published by Greg Sswd · June 20, 2022 · 1 · 3



Welcome to Sacramento Suburban Water District's Facebook page! We are excited to be joining Facebook and providing a new way to communicate with our customers and the general public. Our Facebook page will share information about the news and events at SSWD, including current watering guidelines, response to the drought, capital improvement projects, board meetings, special events, achievements, workshops, and other District happenings. Our page will also provide another means to connect with our dedicated staff. They will be actively posting to our Facebook page and are ready to assist you, as always, with any questions or requests you might have.

Dan York
General Manager



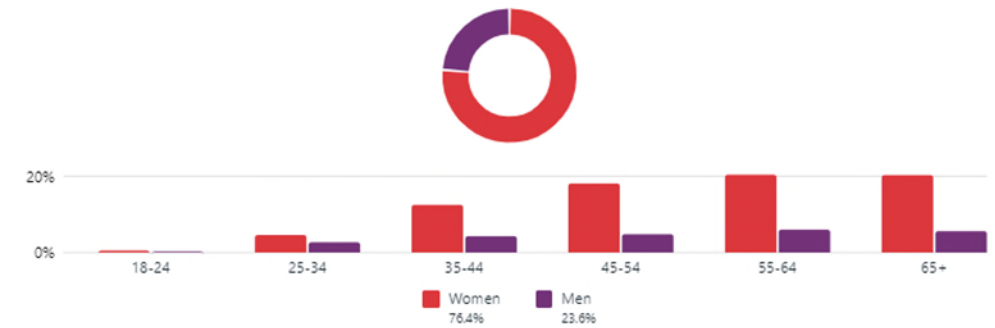
Audience

- 643 Followers
- 43,315 people reached on average
- Carmichael, Sacramento, North Highlands
- Women 76.4%
- Men 23.6%
- 75% are over 45 years old

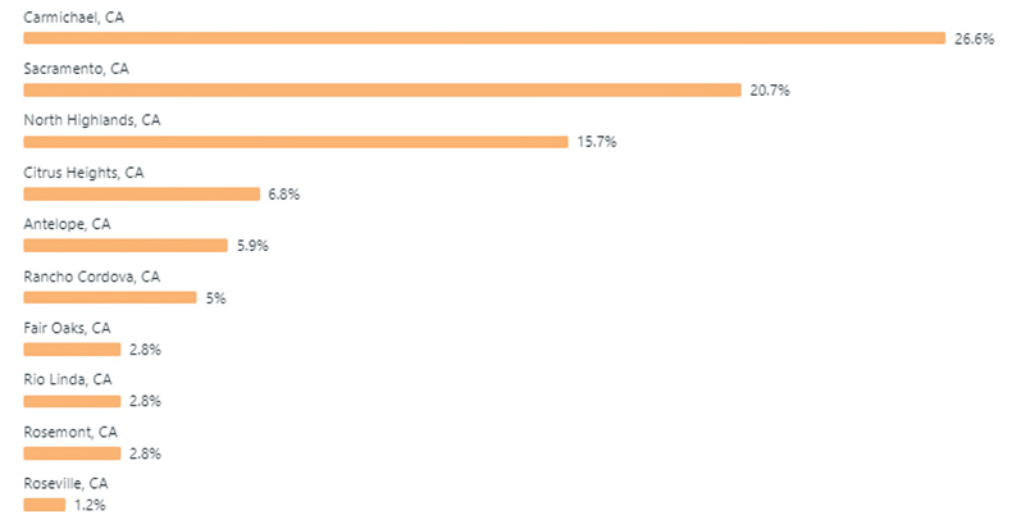
Facebook followers ⓘ

643

Age & gender ⓘ



Top cities



Benchmarking

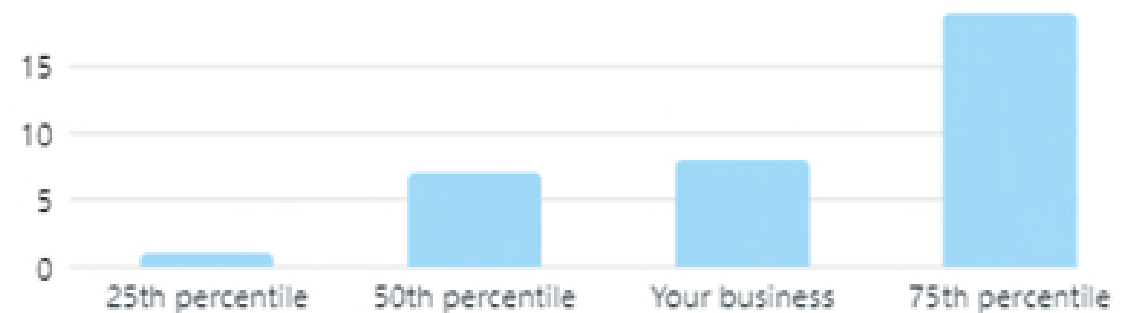
- 643 Followers
- 43,315 people reached on average
- Carmichael, Sacramento, North Highlands
- Women 76.4%
- Men 23.6%
- 75% are over 45 years old

Published content ⓘ

8

Similar to others

How often your business published versus others in this category



Facebook followers ⓘ

643

Similar to others

Typically: 546

New Facebook followers ⓘ

4

Similar to others

Typically: 3

Content interactions ⓘ

292

Higher than others

Typically: 30

Engagement

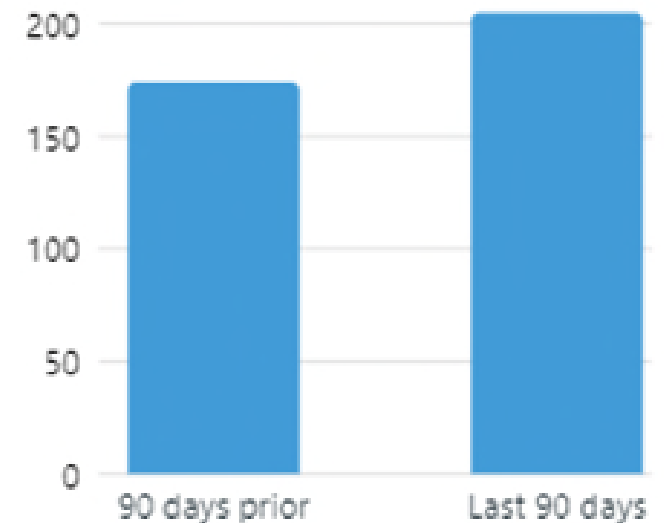
- 3/31/2023 – 5/29/2023
 - 174 post reactions
- 5/30/2023 – 8/27/2023
 - 205 post reactions
 - 17.8% increase

Engagement

Post reactions, comments and shares ⓘ

205 ↑ 17.8%

Total from last 90 days vs 90 days prior



Messaging

- 19 direct messages in 2023 regarding District activity.

Messaging performance

Track your progress toward your business messaging goals.

Messaging conversations started ⓘ

36

New contacts ⓘ

22



Public Posts and Loyalty

- Facebook Procedure
- 15 Hidden posts
- 108 new followers in 2023
 - 20% increase in followers
- 8 people have unfollowed

Follower activity

A look at your new followers, net followers and people who unfollowed. Metrics are estimated.

Jan 1, 2023 - Aug 28, 2023

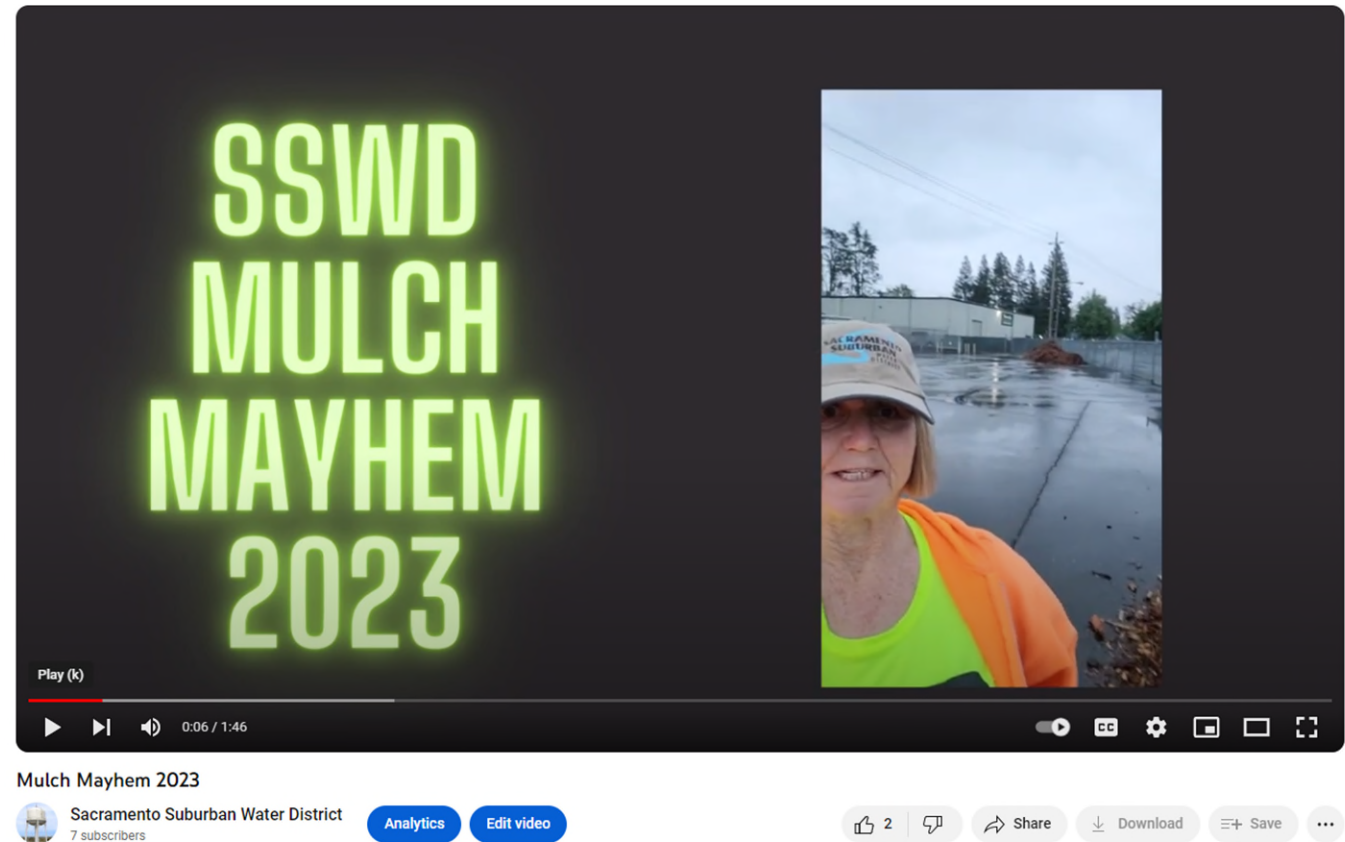
108 **New followers** 540 **Previous period** 8 **People who unfollowed**

22 **Previous period**



YouTube

- 3 videos
 - Backflow Portal
 - 2023 Mulch Mayhem
 - CWD/SSWD Workshop
- Future videos
 - Locating House valve
 - How to detect leaks with water meter





Questions?



Agenda Item: 4

Date: September 18, 2023

Subject: Buildings and Structures Asset Management Plan – Status Update

Staff Contact: Todd Artrip, Operations Manager

Recommended Board Action:

Receive presentation and direct staff as appropriate.

Background:

The initial *Buildings and Structures Asset Management Plan* (Plan) was adopted at the November 15, 2011, Board Meeting. The 2011 Plan focused primarily on roofing membranes and building painting in order to maintain the assets. An updated Plan was adopted by the Board on December 21, 2020. The focus of the updated Plan is on managing the District’s 40 buildings, structures, and associated system components related to maintenance, repair, and replacement decisions. The Plan includes the District’s building and structure inventory, building system risk and reliability, maintenance plan requirements, and replacement recommendations.

Discussion:

Summary

Implementation Status:	Not On-Track
Last Update:	2020
Planned Update:	2026

The Plan can be accessed here:

<https://www.sswd.org/home/showpublisheddocument/9819/637479594994900000>

Implementation

Implementation is not on-track; however, some items such as pavement replacement at the Walnut Corporation Yard and demolition of Awning 2 at the Auburn Corporation Yard have been completed. In addition, staff have recently determined that the District’s Computer Maintenance Management System (CMMS) that is used for managing Distribution and Production system maintenance and repairs can also be utilized to manage Buildings and Structures maintenance and repairs.

In order to get on-track and to assist with implementing the Plan, staff has submitted a budget item to engage a consultant in 2024. The consultant’s scope would be development of a detailed implementation plan that includes a schedule, budget projections, and importantly the necessary workforce and associated expertise. Staff plans on soliciting consultant interest in Q1 2024.

Next Update

This Plan is on a 4 to 6 year update cycle and the next update is scheduled for 2026. For the 2026 update, staff plans to retain the services of a subject matter expert (consultant). The District's Mission Statement and Values contribute to staff's plan to utilize a consultant.

- Mission Statement: With increased cost in every aspect of construction, receiving an outside recommendation from a consultant will provide supporting direction on how the District should establish a schedule to conduct regular condition assessments, identify and schedule needed projects and priorities, and develop long term planning allowing SSWD to provide water at the lowest responsible water rate.
- Value: This Plan update will be a major work product that would benefit from internal and external collaboration with a consultant, who has increased knowledge of the ever changing and evolving asset management field.
- Value: Having the support of a consultant will allow staff to continue to execute projects more efficiently, therefore continue to provide superior customer service as we strive to meet our CIP spending and development plan review goals.

Staff plans to begin soliciting consultant interest in the Plan update project in the mid- to late-2025 timeframe with the intent to have a consultant under contract in early 2026 so as to provide maximum time in the year with a goal to complete the project in late 2026 or early 2027.

Fiscal Impact:

2024 consulting services for Plan implementation - preliminary estimate \$200,000.

Strategic Plan Alignment:

Goal B: Optimize Operational and Organizational Efficiencies

Goal C: Ensure Fiscal Responsibility and Affordable Rates

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



Agenda Item: 5

Date: September 18, 2023

Subject: Committee and Liaison Appointments – Association of California Water Agencies Appointments

Staff Contact: Dan York, General Manager

Recommended Board Action:

The Board President will consider assigning Board member and external Committee Appointment Considerations to the Association of California Water Agencies. Direct the General Manager to complete and submit the Committee Consideration Form to the Association of California Water Agencies by September 30, 2023.

Discussion:

The District received a call for Association of California Water Agencies (ACWA) committee appointment considerations for the 2024-2025 term (see Attachment 1).

The ACWA Committee appointment process occurs every two years, for a 2-year term that begins on January 1 of even-numbered years.

ACWA committees meet throughout the year, providing key technical, policy and organizational input to the ACWA Board of Directors. The committees bring together expertise and perspectives from across the state on key state and federal issues to help ACWA advocate for members in Sacramento and in Washington D.C.

To be considered for a committee appointment, a completed and signed committee consideration form must be submitted to ACWA by September 30, 2023.

At the August 21, 2023, regular Board meeting, staff presented a report requesting if a Director wishes to be considered for any of the ACWA committees, to notify staff by Friday, September 1, 2023.

There are thirteen (13) ACWA standing committees and member limits listed below:

ACWA Committee List:

1. Agriculture – Unlimited
2. Business Development – Unlimited
3. Communication – Limited to 40
4. Energy – Unlimited
5. Federal Affairs – Limited to 5 per Region

6. Finance – Limited to 2 per Region (1 Region Chair/Vice Chair and 1 with financial experience)
7. Groundwater – Unlimited
8. Legal Affairs – Limited to 45
9. Local Government – Limited to 3 per Region
10. Membership – Unlimited
11. State Legislative – Limited to 4 per Region
12. Water Management – Limited to 4 per Region
13. Water Quality – Unlimited

To date, staff has received the following Director interests:

Director Locke:

- Business Development
- Energy
- Groundwater
- Water Quality

Director Wichert:

- Energy

Director Boatwright:

- Groundwater

Additionally, staff has received the following external nomination support requests:

District Legal Counsel Ryan Bezerra:

- Legal Affairs

Michelle Banonis:

- Water Management

Trevor Joseph:

- Groundwater

Ed Winkler:

- Business Development

The Board President may select Director/external nominations at his pleasure. Once selected, staff will prepare and send the Committee Appointment Considerations Forms to ACWA by the September 30, 2023, deadline.

Fiscal Impact:

Payment to Directors will be made in accordance with 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. Call for Association of California Water Agencies Committee Appointment Consideration Announcement.



JOIN A COMMITTEE AND GET INVOLVED

ACWA has 13 standing committees that members can join and get involved. This is a great way for members to engage in state and local issues and influence policy and legislation. Committees are structured to include representation from all 10 ACWA Regions, bringing together diverse voices on technical and policy matters. **Take action, join a committee!**

COMMITTEE APPOINTMENT PROCESS TIMELINE

2024 - 2025 TERM

Committee consideration forms emailed to member agency general managers and board presidents.

28

JUNE

Region Chair and Vice Chair recommendation deadline.

9

NOV

Incoming ACWA President appoints members of committees.

13

DEC

30

SEPT

All completed consideration forms due.
Any consideration submitted after deadline will be put on a waiting list.

29

NOV

Region recommendations given to incoming ACWA President.

31

DEC

ACWA notifies committee members of appointments and rosters posted on acwa.com.

COMMITTEE COMPOSITION

Committee members are appointed for two-year terms that begin on Jan. 1 of even-numbered years. You can learn more about ACWA's 13 standing committees below. For more information and bylaws, visit www.acwa.com. If you have any questions, please contact Region and Member Engagement Specialist Ana Javid at anaj@acwa.com.

Committee	Description	Composition	Meetings Per Year	Liaison
Agriculture	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of ACWA and its members. 	Unlimited	4	Stephen Pang State Relations Advocate stephenp@acwa.com
Business Development	<ul style="list-style-type: none"> Develops and recommends to the Board of Directors programs and activities to be provided or administered by the association that generate non-dues revenue and provide a service or benefit to association members. 	Unlimited	2	Joseph Ramos Business Development Representative josephr@acwa.com
Communications	<ul style="list-style-type: none"> Develops and recommends to the Board of Directors and ACWA staff regarding communications and public affairs programs. Promotes sound public information and education programs and practices among member agencies. Prepares and distributes materials for use by member agencies in their local outreach efforts. Provides input and guidance to ACWA's Communications Department. 	Limited to 40	4	Heather Engel Director of Communications heathere@acwa.com
Energy	<ul style="list-style-type: none"> Recommends policies and programs to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee as appropriate. 	Unlimited	4	Nick Blair State Relations Advocate nickb@acwa.com
Federal Affairs	<ul style="list-style-type: none"> Coordinates with other ACWA committees regarding input on federal issues before both Congress and the federal administrative branches. 	Limited to 5 per Region	2	David Reynolds Director of Federal Relations davidr@acwa.com
Finance	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors regarding annual budgets, investment strategies, annual audits and auditor selection, dues formula and schedule, and other financial matters. 	Limited to 2 per Region (1 Region Chair/ Vice Chair and 1 with financial experience)	4 - 5	Dan Gumpert Controller dang@acwa.com
Groundwater	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors on groundwater policy issues. Monitors state and federal regulations and legislation affecting the quality and management of groundwater. Conducts studies and gathers data on groundwater issues. Develops policies regarding groundwater management. Coordinates with other committees on groundwater issues. 	Unlimited	4	Soren Nelson State Relations Advocate sorenn@acwa.com

Committee	Description	Composition	Meetings Per Year	Liaison
Legal Affairs	<ul style="list-style-type: none"> • Acts on requests for assistance on legal matters of significance to ACWA member agencies. • Reviews proposed ACWA bylaw revisions and works with staff to produce publications to assist member agencies in complying with state and federal laws. • Files amicus curiae filing on important cases, comments on proposed regulations and guidelines of state agencies such as the Fair Political Practices Commission and monitors and engages in water rights matters of interest to member agencies. 	Limited to 45	2 - 3	Kris Anderson State Relations Advocate krisa@acwa.com
Local Government	<ul style="list-style-type: none"> • Makes recommendations to the Board of Directors and the State Legislative Committee on local government matters affecting water agencies, including planning issues, local government organization, and finance. • Gathers and disseminates information on the value of special districts, and shares information promoting excellence in local government service delivery. 	Limited to 3 per Region	2	Julia Hall Legislative Relations Manager juliah@acwa.com
Membership	<ul style="list-style-type: none"> • Makes recommendations to the Board of Directors regarding membership policies, eligibility and applications for membership. • Assists staff in developing membership recruitment and retention programs and reviews and makes recommendations to the Finance Committee regarding an equitable dues structure. 	Unlimited	2	Katie Dahl Member Services Manager katied@acwa.com
State Legislative	<ul style="list-style-type: none"> • Reviews relevant introduced and amended legislation, and develops positions and provides recommendations to the Board of Directors on ballot measures and other major statewide policy issues. • Works with staff amendments to bills and provides direction for staff on legislative matters. 	Limited to 4 per Region	10 - 12	Adam Quiñonez Director of State Relations adamq@acwa.com
Water Management	<ul style="list-style-type: none"> • Makes recommendations to the Board of Directors on policy and programs related to water management. • Reviews and recommends positions on legislation and regulations as requested by other committees. • Assists in gathering and disseminating information regarding agricultural and urban water management, water conservation and water use efficiency, development and use of water resources, wastewater treatment and water recycling and reuse. 	Limited to 4 per Region	4	Chelsea Haines Regulatory Relations Manager chelseah@acwa.com
Water Quality	<ul style="list-style-type: none"> • Makes recommendations to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee on policy and programs regarding water quality issues. • Promotes cost-effective state and federal water quality regulations and provides a forum for members to work together to develop and present unified comments on water quality regulations. • Develops and recommends positions and testimony on water quality regulatory issues. 	Unlimited	4	Nick Blair State Relations Advocate nickb@acwa.com

TO GET INVOLVED, SUBMIT YOUR CONSIDERATION FORM NOW!



Agenda Item: 6

Date: September 18, 2023

Subject: Recommended Change to Board Policy Review Period

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the recommended Board Policy review period as set forth in Attachment 1.

Summary:

At the August 21, 2023, regular Board meeting, staff presented a recommended Board Policy review schedule. Directors provided direction that the maximum frequency for a review period should be set at four years to coincide with the election term of a Director to ensure a Director has an opportunity to review all Policies at least once during an election term. Directors also provided direction that Policies requiring review more frequently than every four years should be set to a maximum review period of two years.

Background:

Following the consolidation of the former Arcade Water District and Northridge Water District, the Sacramento Suburban Water District (District) legal counsel began drafting Board Policies (Policy) for review and approval, as well as recommending a review period for such documents.

The District's current review period of Policies is biennially, by virtue of the review provision at the end of each Policy. This was initiated for transparency purposes in 2002/03 of the newly formed District.

Currently, District staff review the Policies that are on schedule for Board approval. If staff feels it's appropriate for legal counsel to review a Policy for any legal components, then it will be forwarded to legal counsel.

There are no statutes, regulations, or legal rules requiring a local agency board to review its policies on any particular timetable. While the District has no separate policy for Policy review, the "policy" for biennial review exists by virtue of the review provision at the end of each Policy.

At the April 17, 2023, regular Board meeting, staff presented the Board with a presentation on the biennial review period of Board Policies and discussed the potential to reduce the review period and determination of staff and legal counsel involvement in the review process. Staff informed the Board that they would bring the item to a future meeting once the Policies had been thoroughly reviewed by staff and legal counsel, to determine which policies needed legal counsel review, and which could be reviewed by staff, and would provide a more detailed process that would provide options for how often the Policies would be reviewed.

Recommended Change to Board Policy Review Period

September 18, 2023

Page 2 of 2

Discussion:

Staff and legal counsel have thoroughly reviewed all Policies to determine which Policies require review by legal counsel and which Policies are reviewed by staff, and have recommended a revised review period for each based on Direction from the Board (Attachment 1).

The Board has the discretion to review or amend any existing Policy out-of-cycle.

All Policies are subject to a shorter review period in case of a change in state or federal law.

Fiscal Impact:

None.

Strategic Plan Alignment:

Goal B – Optimize Operational and Organizational Efficiencies

Attachment:

1. Recommended Board Policy Review Schedule

Recommended Board Policy Review Schedule

Policy Number	Policy Name	Purposed New Frequency of Policy Review	Requires Legal Counsel Review (Y/N)	Justification/Comments (reason for other than 5 year frequency)**
ADMINISTRATION				
PL - Adm 001	Regulations Governing Water Service	N/A	Y	Not a policy. Through the public Proposition 218 process, the Board of Directors adopted the Regulations Governing Water Service by Ordinance No. 2004-03 on July 19, 2004. On a regular basis, regulations are reviewed and approved by resolution.
PL - Adm 002	Records Mangement Policy	2 years	Y	This is all legal and should be reviewed regularly. Requires two reviews, Gladwell Services and general counsel.
PL - Adm 003	Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy	4 years	Y	
PL - Adm 004	Legislative Response Policy	4 years	N	
PL - Adm 005	Environmental Sustainability Policy	4 years	N	
PL - Adm 006	Workplace Dishonesty Policy	2 years	Y	
PL - Adm 007	Claims Processing Policy	4 years	Y	
PL - Adm 008	Communication and Team Building Policy	4 years	N	
BOARD OF DIRECTORS				
PL - BOD 001	Strategic Plan	4 years	N	Not a policy. This is the Strategic Plan.
PL - BOD 002	Rules for Proceedings of the Board of Directors	4 years	Y	
PL - BOD 003	Directors' Compensation and Expense Reimbursement Policy	2 years	Y	Should be reviewed regularly and should have general counsel review for any legal changes.
PL - BOD 004	Ethics Policy	2 years	Y	
PL - BOD 005	Director Sexual Harassment Prevention Training Policy	2 years	Y	State and federal harassment law changes frequently. Should be reviewed regularly and should have general counsel review for any legal changes.
PL - BOD 006	Water Banking and Transfer Policy	4 years	Y	
ENGINEERING				
PL - Eng 001	Improvement Standards and Technical Specifications	4 years	N	
PL - Eng 002	Public Works Contracting Policy	4 years	Y	
PL - Eng 003	Capital Improvement Program Policy	ANNUALLY	N	New Policy should be reviewed annually for the first few years.
FINANCE				
PL - Fin 001	Engagement of Auditor Policy	4 years	N	
PL - Fin 002	Capital Asset Policy	4 years	N	

Policy Number	Policy Name	Purposed New Frequency of Policy Review	Requires Legal Counsel Review (Y/N)	Justification/Comments (reason for other than 5 year frequency)**
PL - Fin 003	Investment Policy	ANNUALLY	Y	Requires two reviews, Investment Advisors and general counsel. For the past three years there has been updates to the laws regarding public agency investments. As such, we have our investment advisor review the policy each year after the legislative session is over to incorporate any new laws into the policy. In addition, each year we need the board to reaffirm their intent to delegate their investment authority to the Director of Finance and Administration. So we wrap this all up into one staff report for policy review and delegation of investment authority.
PL - Fin 004	Reserve Policy	ANNUALLY	N	This policy is reviewed each year during the budget preparation time to determine if any changes are needed. Only if changes are requested will it then go through the formal board approval process. But it is looked at each year.
PL - Fin 005	Procurement Policy	4 years	Y	
PL - Fin 006	Purchasing Card Policy	4 years	N	
PL - Fin 007	Unclaimed Funds Policy	4 years	Y	General counsel should review for legal changes.
PL - Fin 008	Impaired Capital Asset Policy	4 years	N	
PL - Fin 009	Water Service Charges and Rate Setting Policy	4 years	Y	Should be reviewed along with rate studies.
PL - Fin 010	Capacity Fee Setting Policy	4 years	Y	Should be reviewed along with rate studies.
PL - Fin 011	Debt Management Policy	4 years	N	
PL - Fin 012	Budget Policy	2 years	N	
PL - Fin 013	Debt Obligation Disclosure Policy	2 years	Y	Should be reviewed biennially and should have general counsel review for any legal changes. Requires two reviews, Bond Counsel and general counsel.
PL - Fin 014	Payment of Demands Policy	4 years	N	
PL - Fin 015	Lease and SBITA Accounting Policy	4 years	N	
HUMAN RESOURCES				
PL - HR 001	Employment Rules & Procedures Policy	2 years	Y	State and federal employment law changes frequently. Should be reviewed regularly and should have general counsel review for any legal changes.
PL - HR 002	Employee Compensation Policy	4 years	N	
PL - HR 003	Employee Performance Evaluation, Merit and COLA Policy	4 years	N	
PL - HR 004	Training and Career Development Policy	4 years	N	
PL - HR 005	MOVED TO ADMIN 008	N/A	N/A	
PL - HR 006	Driver Record and Insurance Review Policy	4 years	Y	
PL - HR 007	Modified/Alternate Duty Policy	4 years	Y	
PL - HR 008	Catastrophic Leave Policy	4 years	N	
PL - HR 009	Employee Recruitment, Hiring and Promotion Policy	4 years	Y	

Policy Number	Policy Name	Purposed New Frequency of Policy Review	Requires Legal Counsel Review (Y/N)	Justification/Comments (reason for other than 5 year frequency)**
PL - HR 010	Drug and Alcohol Program Policy	4 years	Y	
PL - HR 011	Employee Standards of Conduct and Discipline Policy	2 years	Y	
PL - HR 012	Discrimination and Harassment Prevention Policy	2 years	Y	State and federal harassment law changes frequently. Should be reviewed regularly and should have general counsel review for any legal changes.
PL - HR 013	Workplace Violence Policy	4 years	Y	
PL - HR 014	Reasonable Accommodation & Interactive Process Policy	4 years	Y	
Information Technology				
PL - IT 003	Electronic Communication Management and Retention Policy	2 years	Y	With PL-ADM 002
PL - IT 004	Technology Maintenance, Security, Protection and Recovery Policy	2 years	Y	Should be reviewed regularly in light of cyber security concerns.
PL - IT 005	Technology Use Policy	2 years	Y	Should be reviewed regularly.
Customer Service				
PL - CS 001	Disconnection of Residential Water Service Policy	4 years	Y	

**All policies are subject to a shorter review period in case of a change in state or federal law.



Agenda Item: 7

Date: September 18, 2023

Subject: Sacramento Suburban Water District Goals – 2023 Update

Staff Contact: Dan York, General Manager

Recommended Board Action:

Receive an update on the 2023 Goals set by the Board of Directors.

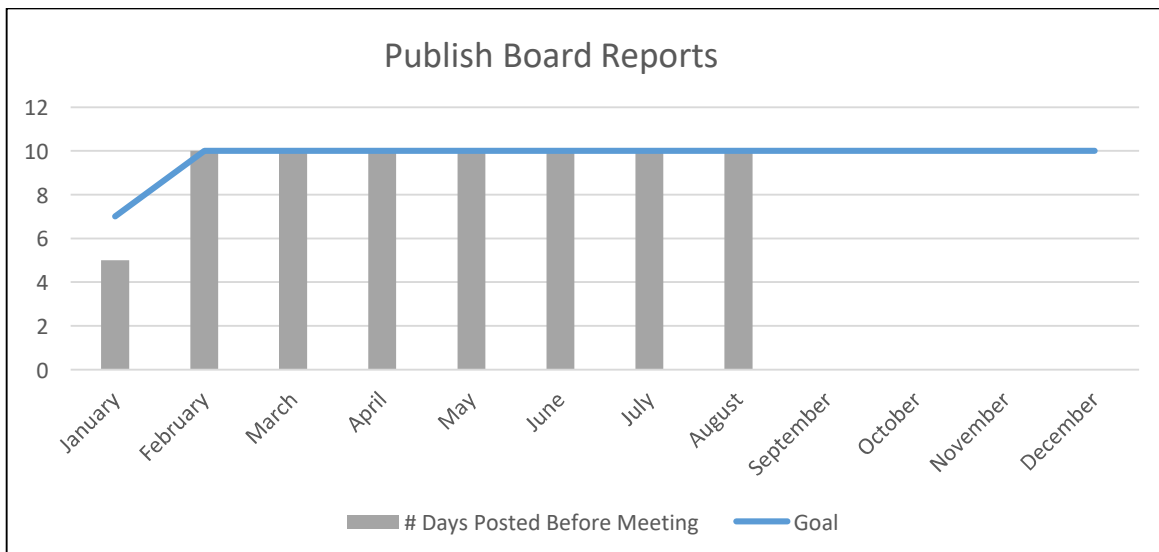
Discussion:

The General Manager was provided a list of District goals to be achieved throughout Calendar Year 2023. Below is an update on the status of each goal:

1. Produce Board packet at least 10 days (Friday) before every Board meeting. Facilitate additional communication (verbal or written) about agenda items with Board members and solicit their feedback on efficacy.

Comment:

The February through August Board packets were completed and posted no later than 10 days in advance of each meeting. Note: The subject goals were approved at the February 27, 2023, regular Board meeting, however, this particular goal was implemented in February prior to approval. Each month prior to the Board Packet being posted online, the General Manager sends an email to each Director to schedule a meeting the week prior to a Board meeting.



2. Organize a Strategic Plan status update workshop in May or June for the entire board.

Comment:

The subject workshop was conducted on August 7, 2023.

3. Review current status of Board-approved Asset Management Plans and provide a plan, acceptable to the Board, for achieving their goals. Provide Monthly updates. One AMP at a time.

- Water Meter AMP
- Building and Structures AMP
- Groundwater Well AMP
- SCADA AMP
- Transmission Main AMP
- Distribution Main AMP
- Reservoir & Booster Pump Station
- Fleet

Comment:

To date, five of the eight Asset Management Plans (AMP) have been presented to the Board. The Buildings and Structures AMP is scheduled to be presented at the September 18, 2023, regular Board meeting. The SCADA and Groundwater Well AMP's will be presented in October and November 2023. Below are the AMP's that have been presented to the Board:

- Water Meter AMP - March 2023
- Distribution Main AMP - April 2023
- Fleet AMP - May 2023
- Transmission Main AMP - June 2023
- Reservoir and Booster Pump Station AMP - July 2023 and an update in August 2023

4. Provide a roadmap, acceptable to the Board, for capital improvements necessary to meet future water demands for the District utilizing components within the 2017 Water System Master Plan.

- Emphasize ground water supply portion with emphasis on potential treatment requirements.

Comment:

At the July 2023 regular Board meeting, staff presented the Roadmap Scope of Work for acceptance by the Board. The scope of work focused on groundwater supply and addressed vulnerability to supply from a potential need to add treatment.

After staff and Board discussion, the Board unanimously voted to table the item at this time.

- Remain diligent and responsive in the litigation efforts regarding Cr6, TCP, and PFAS.

Comment:

Staff continue to work closely with legal counsel and remain diligent and responsive in the litigation efforts regarding Cr6, TCP, and PFAS.

- Prepare to do a full update in 2024.

Comment:

Due to the current combination discussions with Carmichael Water District, updating of the Water System MP has been directed by the Board to start in CY2024. Staff anticipates including a project to update the Water System Master Plan in the draft CY2024 budget presented to the Board in late 2023. A preliminary estimate of the project's duration is 24 to 30 months due the comprehensive scope of the project and corresponding anticipated effort. Provided a very early start in CY2024 is achieved, this would indicate completing the update in early to mid CY2026.

5. Comply with the Capital Improvement Program Policy by encumbering at least 90% and expending at least 80% of the CY2023 approved CIP budget.

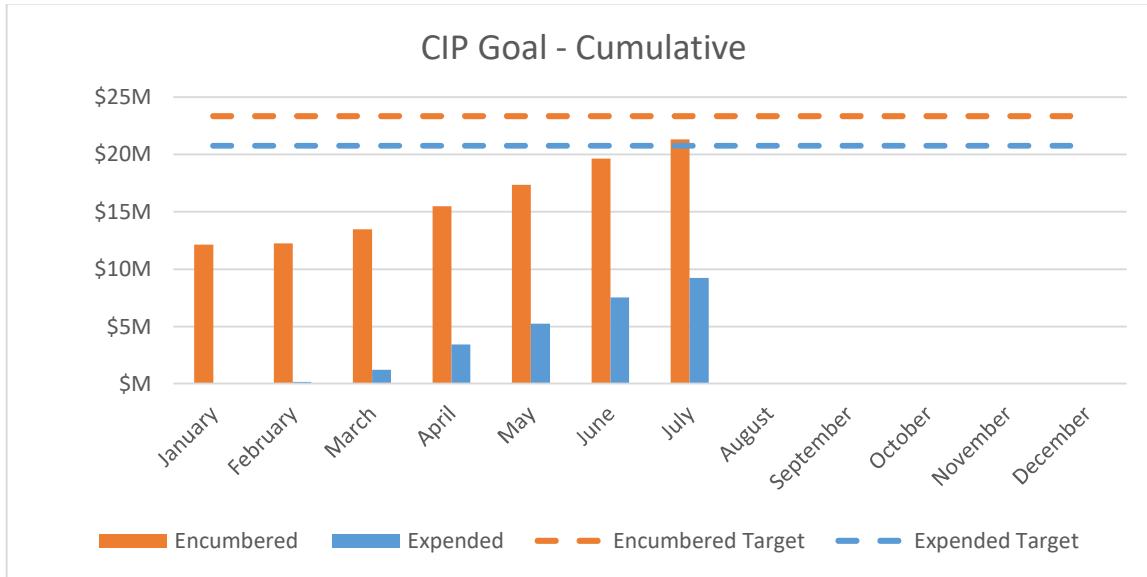
Comment:

Budget: \$25.9m (\$22.1m Annual + \$3.8m Rollover)

90% Encumbered: \$23.3m

80% Expended: \$20.7m

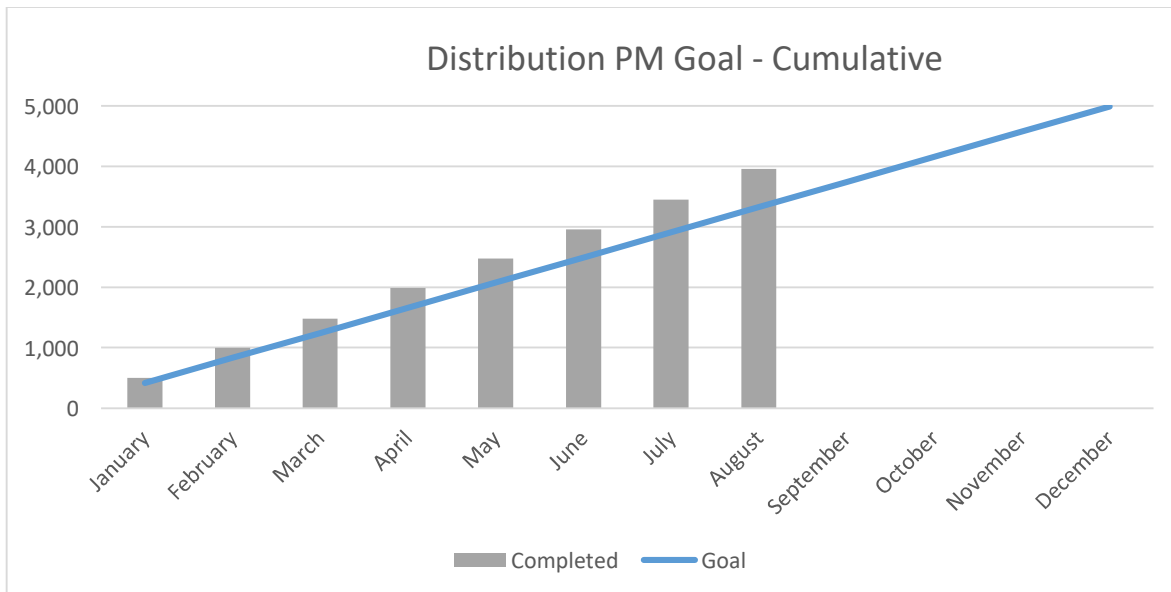
The graph below shows progress through the July billing cycle.

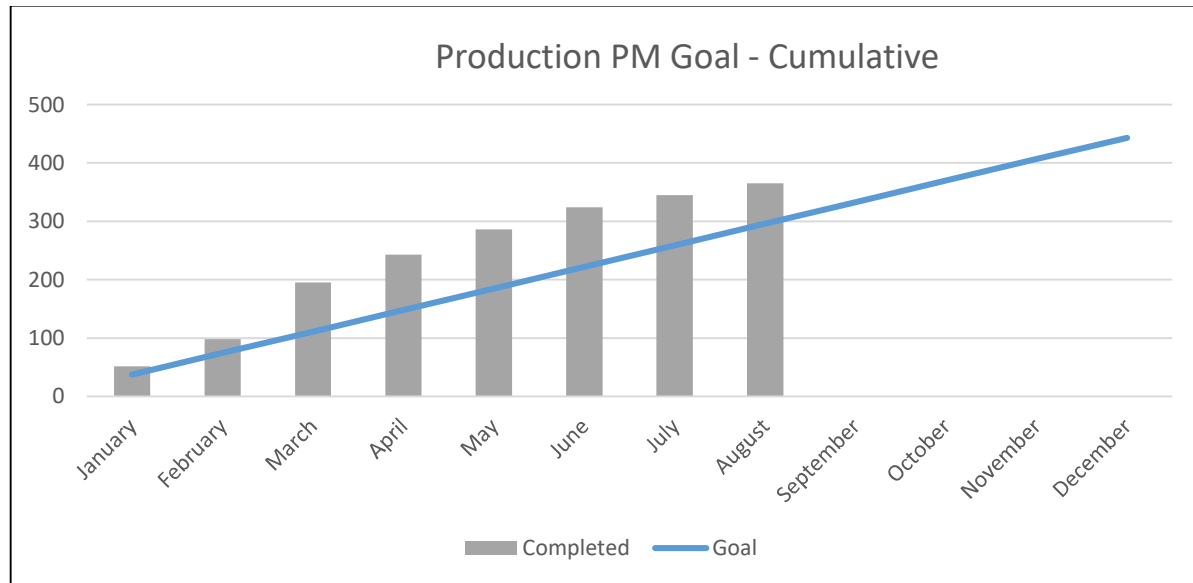


- 6. Meet all CY2023 Preventive Maintenance individual line-item goals as outlined in the District Activity Report.

Comment:

The graphs below indicate that this goal is on track.





7. Maintain the District’s strong AA+ credit rating.

- Continuing to achieve excellence in audit findings and financial reporting. Zero audit findings in the Management Letter.

Comment:

For the 11th straight year, the District received the GFOA Excellence in Financial Reporting award for its 2021 Annual Comprehensive Financial Report (ACFR). The 2022 audit had no audit findings and staff anticipates that the 2022 ACFR will receive the GFOA Excellence in Financial Reporting award.

8. Continue to lead the Combination Discussions with Carmichael WD and Del Paso Manor WD in a professional and ethical manner to achieve an outcome that is in the best interest of the District’s ratepayers, now and into the future.

- Provide adequate information to allow the Board to make a decision regarding combining with Carmichael and Del Paso by the end of the year.

Comment:

District staff continues to lead the subject effort. In CY23, there have been seven 2x2 Committee meetings, two Public Information Workshops, and a Joint Board meeting with CWD. There is very good progress on the further analysis component and Communications Plan. A Del Paso Manor Water District (DPMWD) and SSWD Joint Board took place on May 22, 2023, where it was decided to hold off on continuing combination discussions until DPMWD’s 218 Process was complete.

9. Develop alternatives to the current merit matrix compensation system and COLA policy.
 - Emphasize standardizing the evaluation process fairly across all departments that will revamp the performance scorecard in order to identify the top performers, mid-range performers, and under performers.

Comment:

Complete. The District uses a merit-based system that is able to identify top, mid-range, and under performers as evidenced by numerical ratings given to staff as follows:

5: Exceptional

4: Exceeds Expectations

3: Meets expectations

2: Below expectations

1: Unsatisfactory

Staff continually educates evaluators on the importance of accurate evaluations. Last year, for the 2022 evaluations, the AGM and HR Manager worked directly with evaluators to ensure that differentiation in scores between high performing and lesser performing employees was correctly documented.

For the upcoming 2023 evaluation process, the AGM and HR Manager held meetings with all evaluators on July 25, 2023, and September 6, 2023, to review best practices for performance assessment and share updates to the performance evaluation document and 2023 schedule.

In addition, four (4) alternatives to the merit matrix and COLA policy were developed and presented to the Board at the July 17, 2023, regular Board meeting, along with a recap of the current policy. The Board took no action.

Finally, at the August 21, 2023, regular Board meeting, the 2023 merit percentage recommendation was brought to the Board as a part of the budget assumption process and will be included again as part of the October Budget Workshop.

- Conduct compensation study prior to presenting CY2024 Draft Budget Assumptions.

Comment:

This is complete. The Board approved the 2023 Compensation Study at the June 19, 2023, Board meeting.

10. Demonstrate acceptable significant improvement in off-line capacity percentage in each Service Area using the dedicated Kirby Pump contract, or other means. Wells off-line for contamination are not counted in this evaluation.

Comment:

Staff has developed a new standing report, *Groundwater Well Status Report*, which was first presented to the Board at the April 17, 2023, regular Board meeting. The report summarizes significant activity at Active well sites related to restoration of capacity, and maintenance and repair activities. The capacity restored in the prior month is summarized. The report also includes a summary of the Active supply that is on-line for the current month and a comparison of this amount with the month's anticipated demands.

In the first six months of the contract (March through August 2023) 22 off-line wells were returned to on-line status which represents a combined capacity of 26,800 gpm. Additionally, important non-capacity projects were completed, such as replacement of the booster pump at the Walnut Tank, and installation of a mixer in the Watt/Elkhorn Reservoir.

11. Evaluate impact of tax-based delinquency recovery program on staff time and resources. Provide Board update.

Comment:

On August 1, 695 delinquent customer accounts were forwarded to Sacramento County for inclusion on the 2023-2024 property tax rolls. It is anticipated that this action will prompt additional customer calls and emails, like those received during lock off cycles. Though lock-offs have ceased, collections notices will continue year-round to give customers every opportunity to settle their bill before moving to the direct levy step. Staff are still applying late fees and including delinquent notices with late bills and have begun using outbound texts and emails to notify customers of their delinquency.

Coordinating with Sacramento County and applying the direct levies to the customer accounts was a large additional project but will only be occurring once per year. There has not been a noticeable reduction in customer contacts as a result of this program. The Customer Service Department has experienced a reduction in phone call volume of approximately 15%; this translates to about 5 hours/month per CSR now available for other tasks. However, this is not an overall 15% reduction in CSR workload - just in this portion of their work. In fact, emailed customer contacts continue to increase. All other tasks on the CSR job description remain.

Operations evaluation has been completed and one full-time position was reallocated from Field Services to the Production Department. Previously, the Field Services staffing level had been needed to perform the tasks associated with meter related issues, customer service, and customer billing functions. The billing functions included: processing and hanging 48-hour service disconnect notices, performing service disconnects for non-payment, and utilizing AMR (drive-by meter reading). These were labor intensive functions that are no longer performed by Field Services staff. As each of these functions were eliminated, staff focused on replacing the District's legacy AMI endpoints that had failed; however, that task was completed in Q2 2023. After evaluating the remaining workload, it was determined Field

Services was overstaffed by approximately 40 hours per week, thus freeing up a position that could be better utilized in the Production Department.

In recent years, in addition to maintaining 71 Active and Standby wells, the standards and requirements in the Production Department pertaining to environmental compliance, and employee safety at water production facilities have become continually more stringent. Furthermore, in recent years, water quality sampling demands have increased significantly. New sampling requirements have been mandated, such as per-fluorinated alkyl substances (PFAS), which requires two PO's to follow the DDW sampling guidance. As a result, Production staff are increasingly assigned to completing sampling tasks for time-sensitive regulatory requirements, which competes with operational demands for maintenance and repairs. After evaluating the workload, which included historical overtime hours, it was determined the Production Department was understaffed by 40 hours per work week.

12. Continue with development and ongoing execution of a succession planning program for positions within the District.

Comment:

Career Advancement Team (CAT) meeting regularly and providing training recommendations to the GM. Implemented recommendations include District-wide training of the DiSC communication style tool and a revamp of the District's Alternative Staffing Program to a Flexible Staffing Program, which streamlines the ability for staff in flexibly staffed job families (i.e. positions that have a I and II level) to progress when deemed appropriate by the District.

Job shadowing has been introduced and was utilized for a Senior Accounting Technician position, with emphasis on singular positions and cross training. Several other positions have been noted for future interest and the matter is a subject of interest for the CAT.

Currently in process of utilizing Floating Box in response to announced retirement with maximum notice (IT Manager recruitment was completed based upon current IT Manager's announced retirement for late 2023). The new IT Manager will have a month to work with the current IT Manager to ensure knowledge transfer for this important position.

13. Provide leadership, professionalism, and excellent management throughout the year.
 - Maintain sensitivity towards costs savings.
 - Continue collaboration efforts with local water agencies, such as shared services, purchasing and water transfers.
 - Identify potential construction projects that will facilitate the inter district conveyance of water and potential cooperative projects to increase reliability in the event of emergencies.
 - Provide a High-Quality Reliable Water Supply by Ensuring it is Sustainable, Clean, and Safe.

- Remain engaged with the Sacramento Regional Water Bank process to ensure goals, objectives, principles and constraints are addressed in the best interest of the District's ratepayers.

Comment:

Staff has been attending and engaged at the Water Bank Program Committee meetings. In addition, the District has hosted two events related to the regions attempts to have a Federal and State recognized Groundwater Banking Program. The events were hosted at the District's Enterprise/Northrop and Antelope Pump Back facilities.



Agenda Item: 8

Date: September 18, 2023

Subject: General Manager’s Report

Staff Contact: Dan York, General Manager

a. North Watt Avenue Corridor – Sacramento Area County Of Government

In 2020, staff met with Sacramento Area County Of Government (SACOG) to discuss potential funding for infrastructure improvements to the North Watt Avenue Corridor (NWAC). Recently, Sacramento County and SACOG met to discuss participation in a Reconnecting Communities and Neighborhoods Grant, which involves NWAC, that SACOG plans to prepare and submit for grant funding. SACOG has decided that the NWAC Master Plan is worthy for a grant application. A meeting was held on August 23, 2023, with all member jurisdictions (e.g., water, electric, gas, sewer, storm, transit) in Sacramento County to receive feedback in regard to providing SACOG with a general scope and low/high cost estimate for the effort.

Planning: Neighborhood Transit Oriented Development. The project also requests to create the “Smart Growth Street” General Plan designation and to designate Watt Avenue from I-80 north to U Street a “Smart Growth Street.” Additionally, the project is a request for a Community Plan Amendment and corresponding Rezone of the corridor areas parcels to the Special Planning Area designation.

Project Location: The North Watt Avenue Corridor is located along Watt Avenue from Interstate-80 on the south end to Antelope Road/U Street on the north end. The Corridor Plan consists of approximately 750 acres distributed along a 4-mile stretch of Watt Avenue located within the North Highlands community of the unincorporated Sacramento County. The Corridor Plan area is generally situated between the McClellan Business Park and an area informally called “West of Watt” (a 2030 General Plan Update proposed new growth area) to the west and single-family residential neighborhoods in the North Highlands community to the east.

Project Vision Statement: The NWAC states the following Vision Statement for the plan:

- The NWAC Plan is a comprehensive guide to the implementation of the community’s vision for a vibrant, economically healthy corridor that enhances the quality of life in North Highlands and the greater Sacramento region.

The NWAC Plan is intended to guide growth and public improvements in the Plan area within a planning period of 20 years.

Project Cost for SSWD: Staff provided the following “soft costs” for infrastructure improvements related to the water supply:

Distribution system upgrades/improvements: Low - \$57 million and High - \$92 million
Groundwater Well: If supply capacity is increased, new groundwater well = \$10 million

b. First Amendment Auditor

The District experienced visits from a First Amendment Auditor (FAA) on August 11th, 14th and 21st. Following the FAA's final visit on August 21st, the FAA posted two separate videos of his visits on YouTube. Once the videos became public, staff was inundated with emails/phone calls/voicemails, as well as Public Records Requests (PRR). The communication received were from supporters/followers of this particular FAA, as there were no communications received from District customers/stakeholders.

Staff responded to communications that warranted a response. In addition, all PRR's were responded to per legal requirements. In regards to PRR responses, District legal counsel reviewed all responses to ensure all legal requirements were met for each PRR.

Directly following the second visit from the FAA, the appropriate training was conducted on the subject topic of FAA's. In addition, staff contacted other water agencies in the region, as well as request for Regional Water Authority to send the subject notice to all of its member agencies. Note: Following the FAA's visits at the District's Marconi facility, this person has made numerous visits to several public agencies throughout the region.



Agenda Item: 9

Date: September 18, 2023

Subject: Groundwater Well Status Report

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

Introduction

The purpose of this report is to give a comprehensive overview of the current condition and capacity of the Active groundwater wells within the District. Historically, many of the Active but off-line wells in the District did not fit into any of the existing regular/standing reporting categories. This report aims to identify all of the off-line Active sources, their project status, and when they are expected to be operational (on-line). This information is categorized by the following sections: A) Capacity Status Summary; and B) Off-Line Capacity Detail.

NOTE: New capacity projects in construction are addressed in the Engineering Report. This report addresses projects pertaining to existing Active sources.

Definitions

Active – A well is defined as an Active source within the District’s Drinking Water Permit.

On-line – A well is considered on-line when it is Active and available for operation into the distribution system.

Off-line – A well is considered off-line when it is Active and locked-out and tagged-out. As a result, it cannot and will not be used as a source of supply. There are various reasons why a well may be off-line, such as maintenance, power supply, water quality, among others.

Background

Groundwater well contractor availability was a critical challenge facing the District given its dependence on groundwater. The lack of availability of groundwater well contractors has been a chronic problem, not only for the District, but for all public and private water agencies operating groundwater pumping facilities throughout the state of California. Many of these agencies operate wells that are of a similar age to the District’s, and therefore require a similar level of maintenance and repair to maintain both their production capacity and reliability to serve customer demands and provide return on investment.

At the August 2022 regular Board meeting, all five Directors supported the approach presented by staff to enter into a long-term contract with a groundwater well contractor to help ensure an ongoing and adequate groundwater supply for the District to meet system demands.

On September 29, 2022, the District executed a long-term exclusive work contract (Agreement) with Kirby’s Pump and Mechanical, Inc. (KPM). The Agreement provided the District a dedicated crew and equipment to perform well rehabilitation, maintenance, and destruction services. In return, the District pays a daily rate to KPM for their exclusive service to the District during the term of the Agreement.

KPM started work for the District under the Agreement on March 1, 2023. Work has been initiated on numerous facilities and steady progress is underway as indicated below in Section B. Unless specified differently, KPM is the contractor for a project.

A. CAPACITY STATUS SUMMARY

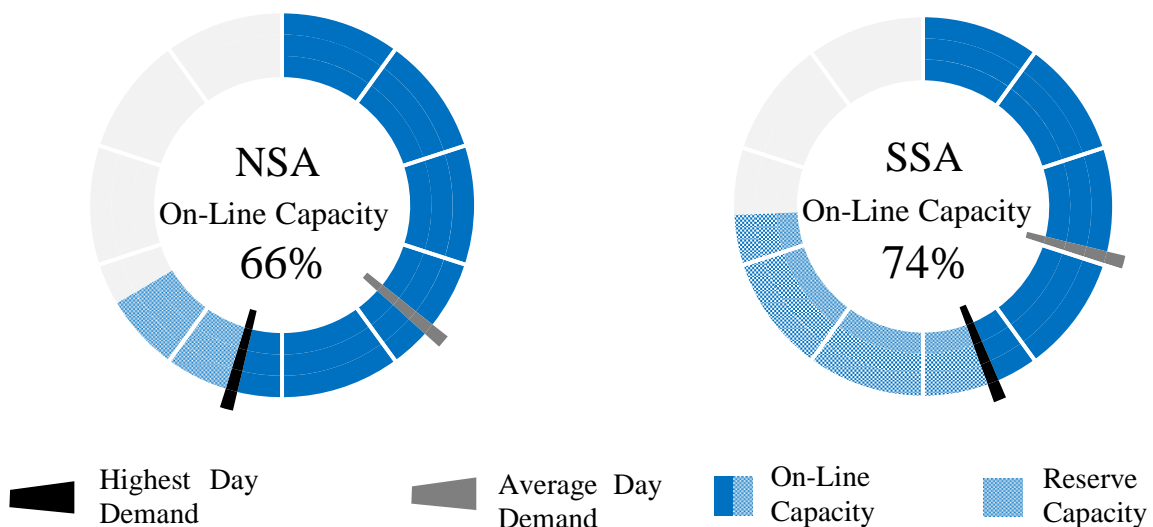
Table 1 below lists the District’s groundwater supply capacity for Active wells, the On-Line amount and percentage, the current month’s projected daily demand based on a 3-year rolling average (*Average Day*), and the current month’s projected highest day demand calculated using a factor of 1.5 applied to the Average Day demand (*Highest Day*). Figure 1 below presents the capacity and demand data graphically.

Table 1. Status Summary of Groundwater Supply Capacity by Service Area

Area	Groundwater Supply Capacity			Monthly Demand Projection	
	Active (MGD)	On-Line (MGD)	On-Line (%)	Average Day (MGD)	Highest Day (MGD)
NSA	58.9	39.1	66%	21.3	31.9
SSA	57.6	42.8	74%	16.9	25.3
Total	116.5	81.9	70%	38.2	57.3

MGD = Million Gallons per Day

Figure 1. Capacity vs. Demand by Service Area



B. OFF-LINE CAPACITY DETAIL

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

NORTH SERVICE AREA

Total Active capacity off-line for listed projects: 13,700 gpm / 19.8 MGD
 (12,800 gpm last report)

Summary of Change in Well Status		
<u>Well</u>	<u>Status</u>	<u>Capacity (gpm)</u>
N10 Walnut	Off	(900)
Net Change in Capacity:		(900)

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 is used in planning any further work efforts.

Projects in this category frequently move to the *Repair and Rehabilitation Projects* or the *Water Quality* category following completion of the CA and/or investigative project before moving to the *Completed* category.

In-Progress Projects: 1,700 gpm

52 Weddigen/Gothberg

Capacity / Status: 800 gpm / Off-line 5/16/2023

Reason: Pump noise

Project Phase: Pump pulled and needs to be replaced. Replacement pump options and delivery schedules being assessed.

Expected Completion: October 2023

N10 Walnut

Capacity / Status: 900 gpm / Off-line 8/17/2023

Reason: VFD A/C failure

Project Phase: Awaiting replacement A/C unit

Expected Completion: October 2023

Planned Projects: 0 gpm

None

REPAIR AND REHABILITATION PROJECTS

Listed below are current projects of well casing repair / rehabilitation, pump repair / replacement, and other significant activities.

In-Progress Projects: 2,300 gpm

N7 Rosebud

Capacity / Status: 1,100 gpm / Off-line 9/24/2021

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

Project Phase: Waiting for SMUD to install new transformer

Expected Completion: October 2023 (based on anticipated SMUD schedule to connect upgraded site wiring)

N36 Verner

Capacity / Status: 1,200 gpm / Off-line 6/13/2023

Reason: Electrical room A/C failure

Contractor: EMCOR Services

Project Phase: Additional A/C replacement components ordered; waiting for delivery schedule

Expected Completion: September 2023

Planned Projects: 0 gpm

None

HYDRO-PNEUMATIC TANK PROJECTS

Background

In 2012, the District's insurance carrier, ACWA/JPIA, alerted its member agencies of the hazards concerning aging hydro-pneumatic (HP) tanks and the potential for catastrophic failure (with potential for major damage, injury, and death). They recommended regular preventive maintenance and inspections be conducted.

The process of performing HP tank inspections involves the following. The well and tank are isolated from the distribution system and the tank is drained. The tank is then cleaned and an inspection is performed which consists of visual inspection and metal thickness measurements. If needed, appurtenances like safety relief valves are replaced and coating repairs are completed.

Tanks are returned to service if the inspection shows that it is in serviceable condition. However, a tank may need to be recoated and/or repaired, or even replaced.

Projects

Listed below are current HP tank projects and inspections. An inspection is the initial step in assessing a tank's coating and physical condition and is used in planning work efforts.

Recent inspections have revealed significant deficiencies in several HP tanks that may have reached the end of their service life and require removal from service or need to be remediated prior to returning to service. District staff and KPM have been evaluating facilities with HP tanks where inspections have identified deficiencies. To determine the optimum solution for each facility, various factors are taken into consideration, including: coating composition, tank age and structural certification, operational considerations, as well as the cost and lead-times for new tanks.

In-Progress Projects: 3,000 gpm

N3 Engle

Capacity / Status: 900 gpm / Off-line 1/13/2023

Reason: HP tank structural deficiencies. (offline due to safety concerns)

Project Phase: Well condition assessment complete. Re-installing pump, and discharge pipe modifications is underway.

Expected Completion: November 2023

N9 Cameron

Capacity / Status: 1,200 gpm / Off-line 1/13/2023

Reason: HP tank structural deficiencies

Project Phase: Tank removed from service; making discharge pipe modifications is underway.

Expected Completion: October 2023

N22 River College

Capacity / Status: 900 gpm / Off-line 1/13/2023

Reason: HP tank structural deficiencies

Project Phase: HP tank removed from service; and construction of piping modifications is underway

Expected Completion: October 2023

Planned Projects: 0 gpm

None

WATER QUALITY PROJECTS

Listed below are current water quality investigation and remediation projects.

Wells in this category tend to require significant downhole modifications, chemical rehabilitation, and/or treatment plants. The probability of inactivation is higher for a well in this category than for those in the previous categories.

In-Progress Projects: 3,400 gpm

N6A Palm

Capacity / Status: 1,700 gpm / Off-line 3/4/2020

Reason: Bacteriological

Project Phase: Well disinfection and treatment plant conditioning

Expected Completion: October 2023

N23A Freeway

Capacity / Status: 1,000 gpm / Off-line 7/6/2023

Reason: Bacteriological

Project Phase: Well cleaning and pre-lube modifications

Expected Completion: October 2023

N32C Poker C

Capacity / Status: 700 gpm / Off-line 10/27/2014

Reason: Hexavalent chromium

Project Phase: Construction complete; pending water quality analysis

Expected Completion: November 2023

Planned Projects: 3,300 gpm

N1 Evergreen

Capacity / Status: 1,100 gpm / Off-line 6/1/2021

Reason: PFAS

Contractor: Pacific Coast Well Drilling or Roadrunner

Project Phase: Project is well modification in an attempt to mitigate PFAS contamination. Ready for construction; waiting for well contractor availability

Tentative Start: March 2024 (pending well contractor availability)

Expected Completion: April 2024

N8 Field

Capacity / Status: 1,100 gpm / Off-line 5/2/2023

Reason: Bacteriological

Project Phase: Lab results received. Currently evaluating water quality data

Tentative Start: November 2023

Expected Completion: December 2023

N20 Cypress

Capacity / Status: 1,100 gpm / Off-line 8/23/2018
Reason: Manganese
Project Phase: Ready for well rehabilitation
Tentative Start: October 2023
Expected Completion: December 2023

COMPLETED PROJECTS

Restored Capacity: 0 gpm

None

SOUTH SERVICE AREA

Total Active capacity off-line for listed projects: 10,300 gpm / 14.8 MGD
(13,000 gpm last report)

Summary of Change in Well Status

<u>Well</u>	<u>Status</u>	<u>Capacity (gpm)</u>
4B Bell/Marconi	On	2,700
Net Change in Capacity:		2,700

CONDITION ASSESSMENT AND INVESTIGATIVE PROJECTS

In-Progress Projects: 600 gpm

28 Red Robin/Darwin

Capacity / Status: 600 gpm / Off-line 9/21/2020
Reason: Capacity loss (pump breaking suction)
Project Phase: Pump testing
Expected Completion: October 2023

Planned Projects: 0 gpm

None

REPAIR AND REHABILITATION PROJECTS

<i><u>In-Progress Projects:</u></i>	2,400 gpm
<u>41 Albatross/Iris</u>	
<i>Capacity / Status:</i>	500 gpm / Off-line 11/5/2018
<i>Reason:</i>	Site electrical power supply line replacement
<i>Contractor:</i>	Auburn Constructors
<i>Project Phase:</i>	Contractor has installed new conduit. Currently waiting for SMUD to install new power pole (to connect well site to SMUD's pole-mounted transformer), which is expected to take place in late September. Operational testing to follow.
<i>Expected Completion:</i>	November 2023 (based on SMUD anticipated schedule to install new power pole and conductors)
<u>60 Whitney/Concetta</u>	
<i>Capacity / Status:</i>	500 gpm / Off-line 5/13/2021
<i>Reason:</i>	Motor failure and pump worn out; station improvements
<i>Contractor:</i>	KPM and Loewen
<i>Project Phase:</i>	Replacement pump and motor have been installed. Currently working on piping modifications.
<i>Expected Completion:</i>	September 2023
<u>72 River Walk/NETP</u>	
<i>Capacity / Status:</i>	1,400 gpm / Off-line 8/25/2022
<i>Reason:</i>	Capacity loss (pump breaking suction)
<i>Project Phase:</i>	Reinstallation of pump
<i>Expected Completion</i>	September 2023
<i><u>Planned Projects:</u></i>	3,200 gpm
<u>13 Calderwood/Marconi</u>	
<i>Capacity / Status:</i>	700 gpm / Off-line 7/16/2020
<i>Reason:</i>	Capacity loss (pump breaking suction)
<i>Project Phase:</i>	Condition assessment completed. In work queue for well cleaning.
<i>Tentative Start:</i>	December 2023
<i>Expected Completion:</i>	February 2024
<u>20A Watt/Arden</u>	
<i>Capacity / Status:</i>	1,100 gpm / Off-line 3/1/2022
<i>Reason:</i>	Electrical failure (SMUD requires upgrade from 3- to 4-wire)
<i>Project Phase:</i>	Plan has been approved by SMUD. In work queue for construction of upgraded electrical lines.
<i>Tentative Start:</i>	October 2023
<i>Expected Completion:</i>	December 2023 (based on anticipated SMUD schedule)

35 Ulysses/Mercury

Capacity / Status: 800 gpm / Off-line 6/7/2023
Reason: Electrical service failure (SMUD requires upgrade from 3-
to 4-wire)
Contractor: Frisch Engineering (design); KPM (construction)
Project Phase: Scoping/contracting with designer and contractor
Tentative Start: October 2023 (design)
Expected Completion: April 2025 (est. 18-months-plus project duration)

70 Sierra/Blackmer

Capacity / Status: 600 gpm / Off-line 5/10/2019
Reason: Capacity loss (total). Additionally, HP tank has structural
deficiencies (removed from service due to safety concerns)
Project Status: Well condition assessment completed. In work queue for
well cleaning.
Tentative Start: February 2024
Expected Completion: April 2024

HYDRO-PNEUMATIC TANK PROJECTS

In-Progress Projects: 0 gpm

None

Planned Projects: 1,300 gpm

18 Riding Club/Ladino

Capacity / Status: 900 gpm / Off-line 4/8/2022
Reason: HP tank inspection (off-line due to safety concerns)
Additionally, fluoride injection system is malfunctioning.
Project Phase: Site access alternatives assessment
Tentative Start: November 2023 (for assessment)
Expected Completion: September 2024

77 Larch/Northrop

Capacity / Status: 400 gpm / Off-line 12/21/2022
Reason: HP tank inspection (off-line due to safety concerns)
Project Phase: Pump testing to assess well condition
Tentative Start: December 2023 (for well condition assessment)
Expected Completion: December 2023

WATER QUALITY PROJECTS

In-Progress Projects: 0 gpm

None

Planned Projects: 2,800 gpm

46 Jonas/Sierra

Capacity / Status: 700 gpm / Off-line 7/16/2018

Reason: PFAS

Contractor: N/A

Project Phase: Evaluation for inactivation

Tentative Start: N/A

Expected Completion: September 2023

68 Northrop/Dornajo

Capacity / Status: 1,600 gpm / Off-line 11/3/2021

Reason: Entrained gas; manganese

Project Phase: Condition assessment completed. In work queue for well cleaning.

Tentative Start: May 2024

Expected Completion: July 2024

69 Hilldale/Cooper

Capacity / Status: 500 gpm / Off-line 1/25/2017

Reason: Bacteriological

Contractor: N/A

Project Phase: Evaluation for inactivation

Tentative Start: N/A

Expected Completion: September 2023

COMPLETED PROJECTS

Restored Capacity: 2,700 gpm

4B Bell/Marconi

Capacity / Status: 2,700 gpm / Off-line 7/3/2023

Reason: Motor repair

Resolution Motor repaired



Agenda Item: 10

Date: September 18, 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) Planning Documents; and C) Other Projects.

A. MAJOR CAPITAL IMPROVEMENT PROGRAM PROJECTS

The District continues to deliver CIP projects consistent with the Board’s approved funding program. However, New Well projects (Wells 81, 82, and 83; and Well 84 – both Multi-Year projects) have seen costs increase substantially since approval of the budget in October 2022. At the July 19, 2023, regular Board meeting, the Board approved approximately \$10 million in additional multi-year funding for the Wells 81, 82, and 83 projects and the Well 84 project.

SUPPLY – NEW WELLS

The table below shows stages of the current projects.

Well 78 Butano / Cottage	DESIGN AND CONSTRUCTION		
	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
	<i>Production Well</i>		
	Complete	Complete	n/a
	<i>Pump Station</i>		
	Complete	Complete	n/a
	FACILITY COMMISSIONING		
	Start	End	Notes
	May 2023	October 2023	See Note 1

Note 1. Commissioning began in May, however a delay with the integrator for final programming and sourcing a replacement for a defective flow meter slowed progress substantially. The flow meter has been replaced and programming has been completed. Operational testing is underway with the contractor, the integrator, and District Operations staff. The generator was found to have a faulty part and the contractor is working to source a replacement. Facility Commissioning would be expected to be completed in October 2023.

Well 80 Walnut / Auburn	DESIGN AND CONSTRUCTION		
	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
	<u><i>Production Well</i></u>		
	Complete	Complete	n/a
	<u><i>Pump Station</i></u>		
	Complete	<i>May 2023 (original) November 2023</i>	No Change
	FACILITY COMMISSIONING		
	Start	End	Notes
	November 2023	January 2024	No Change

Wells 81, 82, and 83 Antelope North / Poker	DESIGN AND CONSTRUCTION		
	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
	<u><i>Production Well</i></u>		
	Complete (81)	Complete	n/a
	Complete (82)	<i>July 2023 (prior) October 2023</i>	No Change
	Complete (83)	Complete	n/a
	<u><i>Pump Station</i></u>		
	Complete	<i>December 2024 (prior) August 2025</i>	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	Complete	n/a
	<i>Pump Station</i>		
	Complete	June 2024 (prior) March 2025	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.

Project	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
Watt Main Extension	Complete	October 2023	Note 1

Note 1. An unknown storm drain utility was encountered during construction. Crossing this pipeline will require a waiver from the Division of Drinking Water (DDW). Anticipated project completion has been extended from September to October as a result.

B. PLANNING DOCUMENTS

The District has planning documents (e.g., Asset Management Plans (AMPs) and Master Plans (MPs)) for all of its infrastructure categories. AMPs are generally updated on a staggered schedule and the update frequencies range from 4 to 6 years.

The table below lists all of the District’s Asset Management Plans (AMPs) and Master Plans (MPs) and their update status.

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	2023	2028
Reservoir and Booster Pump Station AMP	2011	Note 1
SCADA AMP	2021	2026
Transmission Main AMP	2020	2024
Water System MP (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.

C. OTHER PROJECTS

Enterprise Reservoir and Booster Pump Station – 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. Anticipated project completion has been extended into October 2023 as additional time is required by the integration contractor to complete operational programming. Start-up and testing are now anticipated to begin mid-September, and barring any complications the project is expected to be complete in early October 2023.



Agenda Item: 11

Date: September 18, 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 July 31, 2023.

- Financial Statements – July 2023
- Budget to Actual Reports – July 2023

Financial Statements

Financial Statement Highlights – July 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 7/31/2023	Year-To-Date 7/31/2022	Variance
LIQUIDITY	\$15,807,843.87	\$13,149,617.88	2,658,225.99
INVESTMENT	36,572,863.83	40,905,877.86	(4,333,014.03)
CAPITAL ASSETS	326,651,922.08	312,396,017.13	14,255,904.95
DEBT	54,455,858.46	60,896,502.30	(6,440,643.84)
NET POSITION	308,692,325.14	290,293,652.73	18,398,672.41

Statements of Revenues, Expenses and Changes in Net Position

	Year-To-Date 7/31/2023	Year-To-Date 7/31/2022	Variance
Operating Revenue	28,215,510.64	28,175,328.77	40,181.87
Operating Expense	(13,725,747.51)	(11,559,960.23)	(2,165,787.28)
Other, Net	(8,253,783.87)	(10,023,272.22)	1,769,488.35
NET INCOME	6,235,979.26	6,592,096.32	(356,117.06)

Key information from this report indicates that combined the District’s cash balance is \$2.7 million more than balance on July 31, 2022, while investments are \$4.0 million less than on July 31, 2022; long-term debt has decreased by \$6.4 million; and net position has increased by \$19.4 million in the last 12 months as the District continues to invest in capital infrastructure replacements while decreasing its outstanding debt. Operating revenues increased \$40 thousand, operating expenses increased \$2.2 million and other, net expenses decreased \$1.8 million, year to date compared to the same period a year ago. Minimal increase in operating revenues primarily due to the net effects of an 11% decrease in water consumption year-over-year and a 3% rate increase that occurred on January 1 of this year. The year-over-year operating expense increase of \$2.2 million is primarily related to \$0.7 million increase in surface water costs as more surface water was taken and across the board increases in costs led by pumping cost increases of \$0.4 million, transmission and distribution construction cost increase of \$0.3 million and general and administrative increases of \$0.5 million. Other, net expenses decreased \$1.8 million primarily related to the net effects of a \$2.4 million swing in the fair market value of the investment portfolio and \$0.8 million decrease in capital developer contributions.

Budgets:

Budget Item	Actual Amount YTD	Budget Amount YTD	Variance YTD
Revenues and Sources of Funds	\$ 28,498,053	\$ 31,049,200	\$ (2,551,147)
Operations and Maintenance	13,725,748	14,473,232	(747,484)
Capital Expenditures *	10,078,800	16,347,137	(6,268,337)
Debt Service	1,216,187	1,216,180	7

*Capital budget includes rollover budget from previous years.

The District’s revenues for first seven months of 2023 were \$2.6 million less than budgeted amount primarily due to the combined effects of: 1) water consumption sales were less than budgeted amount due primarily to cooler temperatures and Spring rains that resulted in a corresponding reduction in demand; 2) no capacity fees were recognized for the first seven months as there were

no developer projects completed during this time; 3) investment losses resulting from investment repurchases discussed in previous reports; budgeted grant funds for Verner well project haven't been collected as the project hasn't completed.

The District's operating and maintenance expenditures as of July 31, 2023, came in less than the approved budget by \$0.75 million. Most of this positive variance is due to 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. As of July 31, 2023, \$9.2 million has been spent while an additional \$12.3 million is under commitment. Expenditures continue to be primarily in new well construction, well rehabilitation, and distribution system replacements.

The District's adjusted Operating Capital Program (OCP) for 2023 is \$0.7 million plus \$1.4 million in rollover funds from previous years' budgets for a total of \$2.1 million. As of July 31, 2023, \$0.9 million has been spent while an additional \$0.6 million is under commitment.

Scheduled 2023 principal payments of \$4.9 million are not due until the end of October. Total principal outstanding as of July 30, 2023, 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. Interest payments are in line with the 2023 budget.

Attachments:

1. Financial Statements – July 31, 2023
2. Budget to Actual Reports – July 31, 2023

Financial Statements
July 31, 2023

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

	As Of		
		<u>Month End</u>	<u>Month End</u>
		<u>7/31/2023</u>	<u>7/31/2022</u>
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents		\$15,807,817.05	\$13,143,555.31
Restricted Cash and cash equivalents		26.82	6,062.57
Accounts receivable, net of allowance for uncollectible accounts		3,832,391.92	3,479,992.49
Interest receivable		133,568.21	109,916.34
Grants receivables			7,296.94
Other receivables			11.40
Inventory		920,379.98	1,073,883.81
Prepaid expenses and other assets		1,748,156.85	1,320,719.14
TOTAL CURRENT ASSETS		<u>22,442,340.83</u>	<u>\$19,141,438.00</u>
NONCURRENT ASSETS			
Investments		36,572,863.83	40,905,877.86
TOTAL NONCURRENT ASSETS		<u>36,572,863.83</u>	<u>40,905,877.86</u>
Property, plant and equipment		558,754,859.55	532,321,486.56
Accumulated depreciation		(232,102,937.47)	(219,925,469.43)
TOTAL CAPITAL ASSETS		<u>326,651,922.08</u>	<u>312,396,017.13</u>
TOTAL ASSETS		<u>385,667,126.74</u>	<u>372,443,332.99</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred amount on long-term debt refunding		3,570,306.27	4,528,784.67
Pension contribution subsequent to measurement date		4,842,834.00	1,720,366.00
Other post-employment benefits		1,300,500.00	578,563.00
Deferred outflow of Asset Obligation		981,339.87	966,186.87
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		<u><u>396,362,106.88</u></u>	<u><u>380,237,233.53</u></u>
LIABILITIES			
CURRENT LIABILITIES			
Current portion of long-term debt and capital leases		4,910,000.00	5,390,000.00
Current portion of Compensated Absences		1,000,000.00	1,000,000.00
Accounts payable		1,056,075.27	657,363.47
Accrued interest		521,223.03	527,116.36
Deferred revenue and other liabilities		4,876,139.26	4,038,356.20
Accrued expenses		1,047,431.33	753,302.01
TOTAL CURRENT LIABILITIES		<u>13,410,868.89</u>	<u>12,366,138.04</u>
NONCURRENT LIABILITIES			
Long-term debt		49,545,858.46	55,506,502.30
Compensated absences		286,849.39	181,874.46
Net pension liability		12,721,219.00	5,806,835.00
Net other post-employment benefits liability		3,139,340.00	3,590,451.00
Asset Retirement Obligation		5,133,984.00	5,080,865.00
TOTAL NONCURRENT LIABILITIES		<u>70,827,250.85</u>	<u>70,166,527.76</u>
TOTAL LIABILITIES		<u>84,238,119.74</u>	<u>82,532,665.80</u>
DEFERRED INFLOWS OF RESOURCES			
Employee pensions		705,650.00	5,448,430.00
Other post-employment benefits		2,726,012.00	1,962,485.00
NET POSITION			
Invested in capital assets, net of related debt		270,541,612.06	247,827,877.16
Restricted		2,358.84	15.77
Unrestricted		38,148,354.24	42,465,759.80
TOTAL NET POSITION		<u>308,692,325.14</u>	<u>290,293,652.73</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION		<u><u>396,362,106.88</u></u>	<u><u>380,237,233.53</u></u>

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

	<u>Year-To-Date</u> <u>7/31/2023</u>	<u>Year-To-Date</u> <u>7/31/2022</u>
OPERATING REVENUES		
Water consumption sales	\$ 7,250,979.68	\$ 7,940,229.21
Water service charge	20,435,342.84	19,777,040.78
Wheeling water charge	37,918.01	3,864.12
Other charges for services	491,270.11	454,400.43
TOTAL OPERATING REVENUES	28,215,510.64	28,175,534.54
OPERATING EXPENSES		
Source of supply	1,853,432.78	1,181,987.80
Pumping	2,757,734.24	2,315,491.43
Transmission and distribution	2,755,305.36	2,450,789.97
Water conservation	451,695.76	282,170.55
Customer accounts	934,346.72	908,080.27
Administrative and general	4,973,232.65	4,421,440.21
TOTAL OPERATING EXPENSES	13,725,747.51	11,559,960.23
Operating income before depreciation	14,489,763.13	16,615,574.31
Depreciation and amortization	(8,013,398.42)	(8,037,883.25)
OPERATING INCOME	6,476,364.71	8,577,691.06
NON-OPERATING REV. (EXP.)		
Rental income	189,526.09	162,252.41
Interest and investment income	840,894.78	(1,133,768.04)
Interest expense and debt related costs	(1,315,642.72)	(1,848,471.54)
Other non-operating revenues	65,584.20	25,789.89
Other non-operating expenses	(20,747.80)	(0.10)
NON-OPERATING REV. (EXP.)	(240,385.45)	(2,794,197.38)
NET INCOME (LOSS) BEFORE CAPITAL	6,235,979.26	5,783,493.68
CAPITAL CONTRIBUTIONS		
Capacity fees	-	26,935.00
Developer contributions	-	781,667.64
TOTAL CAPITAL CONTRIBUTIONS		808,602.64
CHANGE IN NET POSITION	6,235,979.26	6,592,096.32
Net position at beginning of year	302,456,345.88	283,701,556.41
NET POSITION AT END OF PERIOD	\$ 308,692,325.14	\$ 290,293,652.73

**Budget to Actual Reports
July 31, 2023**

Sacramento Suburban Water District
Budget to Actual As Of
Period Ended

	7/31/2023 - YTD			2023
	Actual	Budget	Variance	Annual Budget
REVENUES				
Water consumption sales	\$7,250,979.68	\$8,380,000.00	(\$1,129,020.32)	\$15,248,000.00
Water transfer sales				
Water service charge	20,435,342.84	20,183,000.00	252,342.84	35,556,000.00
Wheeling water charge	37,918.01	4,200.00	33,718.01	7,000.00
Other charges for services	491,270.11	602,000.00	(110,729.89)	1,115,000.00
Capacity fees		490,000.00	(490,000.00)	1,000,000.00
Interest and investment income	27,693.64	287,000.00	(259,306.36)	484,000.00
Rental & other income	254,848.89	203,000.00	51,848.89	350,000.00
Grant income		900,000.00	(900,000.00)	900,000.00
TOTAL REVENUES	28,498,053.17	31,049,200.00	(2,551,146.83)	54,660,000.00
EXPENSES				
Board of Directors	52,409.47	50,155.52	(2,253.95)	98,552.32
Administrative	1,437,415.25	1,554,946.15	117,530.90	2,650,665.40
Finance	672,960.46	770,028.99	97,068.53	1,312,902.84
Customer Services	786,611.56	985,445.37	198,833.81	1,689,344.92
Field Operations	307,339.65	323,050.28	15,710.63	553,798.44
Production	4,188,984.11	4,364,453.03	175,468.92	7,552,330.79
Environmental Compliance	422,182.91	518,728.77	96,545.86	889,248.04
Distribution	1,976,098.06	1,629,954.83	(346,143.23)	2,794,208.64
Field Services	779,207.30	901,325.78	122,118.48	1,545,130.12
Maintenance	477,664.57	424,271.96	(53,392.61)	727,324.00
Water Conservation	451,695.76	410,707.80	(40,987.96)	683,394.80
Engineering	792,999.39	1,035,492.89	242,493.50	1,768,859.24
GIS/CAD	263,048.91	278,123.16	15,074.25	476,770.56
Human Resources	224,808.01	245,967.68	21,159.67	421,672.88
Information Technology	744,586.94	793,057.23	48,470.29	1,359,526.68
Community Outreach	147,735.16	187,523.00	39,787.84	336,450.00
TOTAL OPERATING EXPENSES	13,725,747.51	14,473,232.44	747,484.93	24,860,179.67

Sacramento Suburban Water District
Capital Budget
7/31/2023

Project Name	Original Budget	Adjusted Budget	Roll-Over From Prior Year Budget	Total Budget Available	Current Month Expenditures	Expenditures Year- To-Date	Committed Year- To-Date	Remaining Balance
CIP-Well Rehad/Pump St Improv	\$3,801,000.00	\$2,248,000.00	\$947,482.84	\$3,195,482.84	\$351,193.32	\$718,813.91	\$1,963,039.41	\$513,629.52
CIP-SCADA/Communication Improv	\$266,000.00	\$266,000.00	\$195,497.03	\$461,497.03	\$12,650.00	\$124,955.21	\$191,982.10	\$144,559.72
CIP-Well Destruction	\$253,500.00	\$3,500.00	-	\$3,500.00	-	-	-	\$3,500.00
CIP-Well New Construction	\$13,898,500.00	\$14,778,500.00	\$1,835,195.67	\$16,613,695.67	\$1,128,027.64	\$7,239,663.87	\$6,671,529.78	\$2,702,502.02
CIP-Trans & Dist Improvements	\$1,847,750.00	\$2,279,750.00	\$632,313.17	\$2,912,063.17	\$13,832.88	\$74,666.62	\$2,475,560.59	\$361,835.96
CIP-Meter Retrofit Program	\$5,000.00	\$5,000.00	-	\$5,000.00	-	-	-	\$5,000.00
CIP-Reservoir/Tank Improv	\$337,000.00	\$508,000.00	\$170,506.67	\$678,506.67	\$92,640.15	\$226,505.38	\$411,998.08	\$40,003.21
CIP-Corrosion Control	\$57,000.00	\$57,000.00	\$16,800.00	\$73,800.00	-	-	\$62,450.00	\$11,350.00
CIP-Valve/Hydrant/Service Repl	\$380,000.00	\$652,006.50	\$24,882.75	\$676,889.25	\$53,432.38	\$310,745.30	\$151,681.65	\$214,462.30
CIP-Large Meter Replacement	\$38,000.00	\$46,000.00	-	\$46,000.00	-	-	\$44,802.00	\$1,198.00
CIP-Meter Replacement PM	\$294,500.00	\$294,500.00	-	\$294,500.00	\$17,961.72	\$52,655.81	\$2,674.45	\$239,169.74
CIP-AMI Endpoints	\$665,000.00	\$384,849.50	-	\$384,849.50	-	\$392,148.58	-	(\$7,299.08)
CIP-Special Projects	\$14,250.00	\$14,250.00	\$33,913.81	\$48,163.81	\$12,115.00	\$33,153.00	\$510.57	\$14,500.24
CIP-Water Related Street Imprv	\$237,500.00	\$537,500.00	\$12,665.46	\$550,165.46	-	\$52,232.00	\$309,459.46	\$188,474.00
CIP Subtotal	\$22,095,000.00	\$22,074,856.00	\$3,869,257.40	\$25,944,113.40	\$1,681,853.09	\$9,225,539.68	\$12,285,688.09	\$4,432,885.63
OCP - Equipment	-	-	\$6,100.00	\$6,100.00	-	\$6,026.67	-	\$73.33
OCP - Fleet & Facilities	\$118,000.00	\$156,144.00	\$169,000.00	\$325,144.00	\$89,142.92	\$259,489.95	\$2.52	\$65,651.53
OCP - Information Technology	\$316,000.00	\$316,000.00	\$111,269.27	\$427,269.27	\$10,538.80	\$290,641.03	\$17,508.32	\$119,119.92
OCP - Maintenance	\$20,000.00	-	\$250,000.00	\$250,000.00	-	\$28,529.91	\$25,209.44	\$196,260.65
OCP - Operations	\$256,000.00	\$258,000.00	\$375,219.15	\$633,219.15	\$59,021.31	\$225,870.50	\$173,989.99	\$233,358.66
OCP - Property Acquisition	-	-	\$437,818.15	\$437,818.15	\$18,389.75	\$42,701.75	\$359,780.78	\$35,335.62
OCB Subtotal	\$710,000.00	\$730,144.00	\$1,349,406.57	\$2,079,550.57	\$177,092.78	\$853,259.81	\$576,491.05	\$649,799.71
Total	\$22,805,000.00	\$22,805,000.00	\$5,218,663.97	\$28,023,663.97	\$1,858,945.87	\$10,078,799.49	\$12,862,179.14	\$5,082,685.34



Agenda Item: 12

Date: September 18, 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

	August 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	158	118	943	6490	1298	73%
Fire Hydrant Valves Inspected	110	114	914	5869	1174	78%
Mainline Valves Inspected	229	227	1818	11255	2251	81%
Blow Off Valves Inspected	9	33	265	1049	210	126%
ARV/CARV Inspected	-	2	17	283	57	30%
Preventive Maintenance Program - Meters						
Meters Tested (3 - 10 inch)	-	15	120	450	120	100%
Meters Replaced (⁵ / ₈ - 1 inch)	191	49	395	41167	826	48%
Meter Re-Builds (1 ¹ / ₂ - 2 inch)	77	31	245	2449	245	100%
Preventive Maintenance Program - Production						
Air Release Valves	-	4	32	96	32	100%
Chemical Systems - Sodium Hypochlorite	3	8	63	67	67	94%
Chemical Systems - Hydrofluorosilicic Acid	3	1	10	29	29	34%
Generator Inspection & Maintenance	-	-	-	23	23	0%
Generator Load Bank Testing	-	-	-	23	10	0%
Generator Battery Replacement	-	-	-	23	6	0%
Hydraulic Control Valves	-	6	45	48	48	94%
Level Transducers	2	4	35	35	35	100%
Motors (Vertical Turbine)	10	9	68	81	81	84%
Pressure Transducers	-	12	95	95	95	100%
Sumps and Associated Pumps	2	2	17	17	17	100%
	August 2023	Monthly Average	YTD Completed	Total With GPS	Total Assets	Percentage Completed
Global Positioning System						
GPS Coordinates Marked	693	427	3416	25945	84541	31%

	August 2023	Monthly Average CY 2023	Total CY 2023
Service Requests			
Main Leaks	6	5	43
Service Line Leaks	7	5	40
Customer Pressure Inquiries	13	9	69
Water Main Shutdown			
- Unscheduled	4	5	36
- Scheduled	5	5	40
Water Quality			
Complaints	2	2	14
Taste & Odor Complaints	-	0	1

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 August.

3. Customer Service Monthly Activity Report

Customer Service Activity Report.

	Total calls	Calls Abandoned	% of Calls Abandoned	Avg. Wait on Queue	Max. Wait on Queue	Avg. Talk Time
August	2543	41	1.61%	20s	6m, 41s	2m, 48s
July	2281	42	1.84%	27s	6m, 31s	3m, 14s
June	2636	47	2.00%	33s	6m, 48s	2m, 57s
May	2084	27	1.31%	21s	6m, 49s	2m, 58s
April	1977	31	1.57%	22s	6m, 37s	3m, 2s
March	1980	16	.81%	17s	5m, 48s	2m, 46s

Direct Levy Process Update:

On August 1, 695 delinquent accounts were transferred to the Sacramento County Auditor-Controller’s Office for inclusion on the 2023-2024 property tax rolls. The total of the delinquent charges was \$391,186.84, down from 1644 accounts for \$753,997.60 on June 1.

Staff worked closely with TruePoint, our Customer Information Service vendor, to create a new process to remove the delinquent charges from the customer accounts while holding open invoices that can be paid after the County sends the District payment for our levies.

For all direct levies billed on the property tax roll, payments are due by December 10th and April 10th. Payments received will be apportioned to the District in late January and the middle of May; any direct levies not collected by June 30 will be collected as redemption accounts under the Teeter Plan.

4. Community Outreach Report

October Bill Insert

A sample of the October 2023 bill insert is shown below.

00281490



H₂O on the GO

October 2023

October
1-9, 2023

CALIFORNIA WATER PROFESSIONALS APPRECIATION WEEK



The first week of October has been designated by the California Legislature as Water Professionals Appreciation Week. Established in 2017, Water Professionals Appreciation Week recognizes the vital role of California's water industry.

California has the fifth largest economy in the world and this would not be possible without the invaluable contributions of water providers and their dedicated employees. Not only is water essential for keeping the economy growing, it's also essential for daily life. From the start of our day until we turn out the lights at night, water plays a part in nearly every moment.

We are continually honored and proud of the dedication and commitment our staff brings to work every day to make sure life keeps flowing.

Working Together | How to Get a Job in the Water Industry

Are you interested in working in the water industry? It's estimated that over 60,000 people work in the water industry in California and that 6,000 new employees are needed each year.

Drawing upon people with varied backgrounds and educational experience, the water industry offers a wide variety of careers, opportunities for advancement, and long-term employment. It also provides a way to give back to your community.

Employees also have opportunities to continue to add to their skill set and knowledge by obtaining special certifications required by the California State Water Resources Control Board. Certification preparation courses are offered online or in-person by a variety of state-approved organizations.

Working Together | page 2

Imagine a Day Without Water – October 19th

Imagine A Day Without Water is a national education campaign created to raise awareness of the essential role of water and the need for investment in the infrastructure that provides it.

In 2019, the US Water Alliance and DigDeep, two non-profit groups focused on water issues, estimated that there are 2 million people in the United States that lack access to adequate clean drinking water and sanitation.

SSWD has made improving our infrastructure one of our key priorities and invests millions of dollars into improvements annually.

You can learn more about the campaign online at imagineadaywithoutwater.org.

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.



Cycle and Soak
Water in shorter segments
to increase absorption.
SAVE 40 gallons
from going into the gutter.



Make Every Drop Count by Using the Cycle and Soak Method

Have you noticed water pooling on the surface of your yard or running out into the street? This can be caused by your sprinklers delivering water faster than it can be absorbed by the soil and most often occurs if your yard has clay soil.

Clay soil is comprised of small particles that are easily compacted, which makes it hard for water to percolate down to a plant's roots. This can result in more run off and water lost to evaporation.

The best way to water a yard that has clay soil is to use the Cycle and Soak method. Here's how:

Set your sprinklers to run for three to five minutes, wait an hour, and then run them again for another three to five minutes. Make sure to check the soil between intervals with a moisture meter or screwdriver to see if you still need to water.

Working Together | from page 1

Positions in the water industry range from construction and engineering, to customer service and accounting, water efficiency and geographic information systems, and environmental compliance and human resources.

A high school diploma or its equivalent is necessary for initial entry into the industry as a:

- Water Conservation Technician
- Customer Service Representative
- Production Operator
- Engineering Project Coordinator
- IT Technician
- Purchasing Specialist
- Distribution Operator

The most common degrees people have are in accounting, business administration, chemistry, civil engineering, computer science, engineering, environmental science, and finance.

If you're interested in finding out what positions are currently available at SSWD, please visit sswd.org and search "employment opportunities."

Fight that Leak With Help From SSWD

SSWD offers a rebate up to \$500 to help with the cost of fixing a leak in your home or yard. Complete details are at sswd.org/rebates.

If you need help determining the source of a leak, set up a complimentary Leak Investigation by contacting our Customer Service Team at 916.972.7171.

Digging Deep for New Wells

SSWD recently completed the drilling and construction of four new 600-foot-deep groundwater wells in the North Service Area. The wells will replace those that have reached the end of their service life. Construction will begin soon on the new pump stations, which are tentatively slated to be complete in 2025. When operational, the wells will be able to produce approximately 7,500 gallons per minute, enough water to serve up to 20,000 homes per year.





Agenda Item: 13

Date: September 18, 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. ACWA Board Meeting
September 29, 2023
In-Person and Virtual
<https://www.acwa.com/>

2. LAFCo Meeting
October 4, 2023
In-Person and Virtual
<https://saclafco.saccounty.gov/Pages/default.aspx>

3. SGA Board Meeting
October 12, 2023
In-Person for voting Board Directors, virtual option for all public
<https://www.sgah2o.org/meetings/board-meetings/>

4. LAFCo Meeting
November 1, 2023
In-Person and Virtual
<https://saclafco.saccounty.gov/Pages/default.aspx>

Upcoming Water Industry Meetings/Conferences

September 18, 2023

Page 2 of 3

5. RWA Board Meeting
November 9, 2023
In-Person for voting Board Directors, virtual option for all public
<https://rwah2o.org/meetings/board-meetings/>
6. ACWA Board Meeting
November 17, 2023
In-Person and Virtual
<https://www.acwa.com/>
7. LAFCo Meeting
December 6, 2023
In-Person and Virtual
<https://sacdafco.saccounty.gov/Pages/default.aspx>
8. SGA Board Meeting
December 8, 2023
In-Person for voting Board Directors, virtual option for all public
<https://www.sgah2o.org/meetings/board-meetings/>

Upcoming Conferences:

9. 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
10. ACWA 2023 Fall Conference & Exhibition
November 27 - 30, 2023
Indian Wells, CA
<https://www.acwa.com/events/page/3/>
11. ACWA 2024 Spring Conference & Exhibition
May 7-9, 2024
Sacramento, CA
<https://www.acwa.com/events/page/3/>
12. ACWA 2024 Fall Conference & Exhibition
December 3-5, 2024
Palm Desert, 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.
- 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 Water District: <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.



Agenda Item: 14 a.

Date: September 18, 2023

Subject: Upcoming Policy Review – Impaired Capital Asset Policy (PL – Fin 008)

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

Summary:

The Impaired Capital Asset Policy (PL – Fin 008) (Policy) is scheduled for review. The Policy was adopted by the Board on July 16, 2007, and was last reviewed by the Board on August 16, 2021, and revised with minor changes. Staff have reviewed the Policy and related Government Code sections and are recommending only one minor change to the Policy related to policy review period.

The Policy is scheduled for Board review and approval at the October 16, 2023, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by September 25, 2023. If no comment is received, this Policy will be placed as a Consent Item on the October 16, 2023, regular Board meeting agenda.

Background:

The purpose of this Policy is to implement the requirements of Governmental Accounting Standards Board (GASB) Statement No. 42, “Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries” (GASB 42).

Discussion:

Staff have reviewed the Policy and recommend the following change to the Policy.

Section 300.00 Policy Review – Removing the words “at least biennially” and change the sentence to read “This Policy will be periodically reviewed by the Board of Directors in accordance with its established policy review schedule.” This is related to the recent request to change policy review periods. Policy review periods will be approved by the Board and implemented separately, and the Policy will refer to the Board approved review schedule.

This Policy update was not reviewed by legal counsel.

Fiscal Impact:

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

Strategic Plan Alignment:

Goal C: Ensure Fiscal Responsibility and Affordable Rates

Upcoming Policy Review – Impaired Capital Asset Policy (PL – Fin 008)
September 18, 2023
Page 2 of 2

Attachment:

- 1 – Impaired Capital Asset Policy (PL – Fin 008) – redline version
- 2 – Impaired Capital Asset Policy (PL – Fin 008) – clean version

Sacramento Suburban Water District

Impaired Capital Asset Policy

Adopted: July 16, 2007

Approved with changes: ~~August-October~~ 16, ~~2021~~2023

100.00 Purpose of the Policy

To implement the requirements of Governmental Accounting Standards Board (GASB) Statement No. 42, "Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries" (GASB 42). The requirements of GASB 42 only apply to capital assets **with material carrying values** (e.g. this standard would not apply to fully depreciated capital assets). GASB 42 defines asset impairment as "a significant, unexpected decline in the service utility of a capital asset." The significant and unexpected decline is based on events or changes in circumstances that were not anticipated when the capital asset was placed in service. Service utility, as defined by GASB 42, refers to the usable capacity that at acquisition was expected to be used to provide service, as distinguished from the level of utilization, which is the portion of the usable capacity currently being used.

200.00 Policy

Departments should contact Finance if they suspect that a capital asset is impaired. The determination of whether a capital asset is impaired is a two-step process of identifying potential impairments and testing for the impairment. Impairment losses recognized in accordance with this policy should not be reversed in a future year, even if events or circumstances that caused the impairment have changed. If the District has material capital assets that are impaired or potentially impaired, a determination needs to be made as to whether the impairment loss should be reported and disclosed.

The District will implement procedures to conform to the requirements of GASB 42.

200.10 Capital Asset Impairment Evaluation

When events or changes in circumstances suggest that the service utility of the capital asset may have significantly and unexpectedly declined, impairment is indicated. Common indicators of impairment, as stated by GASB 42, paragraph 9, include:

1. Evidence of physical damage, such as for a building damaged by fire or flood, when the level of damage is such that restoration efforts are needed to restore service utility.
2. Enactment or approval of laws or regulations or other changes in

environmental factors, such as new water quality standards that a water treatment plant does not meet (and cannot be modified to meet).

3. Technological development or evidence of obsolescence, such as that related to a major piece of diagnostic or research equipment (for example, a magnetic resonance imaging machine or a scanning electron microscope) that is rarely used because newer equipment provides better service.
4. A change in the manner or expected duration of use of a capital asset, such as closure of a school prior to the end of its useful life. If a government intends to sell an asset, but it is still being used until it is sold, it is not an indicator of potential impairment. However, if the asset will not continue to be used, it may qualify as a potential impairment indicator.
5. Construction stoppage, such as stoppage of construction of a building due to lack of funding.

The list above is not all-inclusive. Professional judgment must be used to identify other events and changes that could indicate impairment.

Generally impairment is considered permanent. If the impairment is temporary, the historical cost of the capital asset should not be written down. An asset should only be considered temporarily impaired if there is evidence to support such a conclusion. Temporary impairments are generally only associated with enactment or approval of laws or regulations or other changes in environmental factors, changes in technology or obsolescence, changes in manner or duration of use, or construction stoppage. If management would be required to take action to reverse the impairment, the impairment would be considered permanent. Thus, if physical damage causes impairment to a capital asset, the impairment would be considered to be permanent.

200.20 Testing for Impairment

If a potential impairment is indicated by one of the five factors above, or by some other means, then the asset should be tested for impairment. GASB 42 provides for the testing of capital asset impairment by determining whether both of the following factors are present:

1. The magnitude of the decline in service utility is significant. A significant decline is indicated if the continued operating expenses related to the use of the impaired asset or the cost to restore the asset is significant in relationship to the service utility of the asset.
2. The decline in service utility is unexpected. Restoration costs or other impairment circumstances are not part of the normal life cycle of a capital asset, and if they were contemplated because of an event or change, that development would suggest an unexpected decline in service utility. Normal maintenance costs or preservation costs do not suggest capital asset impairment.

200.30 Insurance Recoveries

An insurance recovery should be recorded in the fiscal year in which it is realized or

realizable. For example, an insurance recovery would be realizable if an insurer has admitted or acknowledged coverage. The insurance recovery generally would not be realizable if the insurer has denied coverage.

300.00 Policy Review

This policy shall be periodically reviewed by the Board of Directors in accordance with its established policy review schedule ~~at least biennially~~.

Sacramento Suburban Water District

Impaired Capital Asset Policy

Adopted: July 16, 2007

Approved with changes: October 16, 2023

100.00 Purpose of the Policy

To implement the requirements of Governmental Accounting Standards Board (GASB) Statement No. 42, “Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries” (GASB 42). The requirements of GASB 42 only apply to capital assets **with material carrying values** (e.g. this standard would not apply to fully depreciated capital assets). GASB 42 defines asset impairment as “a significant, unexpected decline in the service utility of a capital asset.” The significant and unexpected decline is based on events or changes in circumstances that were not anticipated when the capital asset was placed in service. Service utility, as defined by GASB 42, refers to the usable capacity that at acquisition was expected to be used to provide service, as distinguished from the level of utilization, which is the portion of the usable capacity currently being used.

200.00 Policy

Departments should contact Finance if they suspect that a capital asset is impaired. The determination of whether a capital asset is impaired is a two-step process of identifying potential impairments and testing for the impairment. Impairment losses recognized in accordance with this policy should not be reversed in a future year, even if events or circumstances that caused the impairment have changed. If the District has material capital assets that are impaired or potentially impaired, a determination needs to be made as to whether the impairment loss should be reported and disclosed.

The District will implement procedures to conform to the requirements of GASB 42.

200.10 Capital Asset Impairment Evaluation

When events or changes in circumstances suggest that the service utility of the capital asset may have significantly and unexpectedly declined, impairment is indicated. Common indicators of impairment, as stated by GASB 42, paragraph 9, include:

1. Evidence of physical damage, such as for a building damaged by fire or flood, when the level of damage is such that restoration efforts are needed to restore service utility.
2. Enactment or approval of laws or regulations or other changes in environmental factors, such as new water quality standards that a water

treatment plant does not meet (and cannot be modified to meet).

3. Technological development or evidence of obsolescence, such as that related to a major piece of diagnostic or research equipment (for example, a magnetic resonance imaging machine or a scanning electron microscope) that is rarely used because newer equipment provides better service.
4. A change in the manner or expected duration of use of a capital asset, such as closure of a school prior to the end of its useful life. If a government intends to sell an asset, but it is still being used until it is sold, it is not an indicator of potential impairment. However, if the asset will not continue to be used, it may qualify as a potential impairment indicator.
5. Construction stoppage, such as stoppage of construction of a building due to lack of funding.

The list above is not all-inclusive. Professional judgment must be used to identify other events and changes that could indicate impairment.

Generally, impairment is considered permanent. If the impairment is temporary, the historical cost of the capital asset should not be written down. An asset should only be considered temporarily impaired if there is evidence to support such a conclusion. Temporary impairments are generally only associated with enactment or approval of laws or regulations or other changes in environmental factors, changes in technology or obsolescence, changes in manner or duration of use, or construction stoppage. If management would be required to take action to reverse the impairment, the impairment would be considered permanent. Thus, if physical damage causes impairment to a capital asset, the impairment would be considered to be permanent.

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If a potential impairment is indicated by one of the five factors above, or by some other means, then the asset should be tested for impairment. GASB 42 provides for the testing of capital asset impairment by determining whether both of the following factors are present:

1. The magnitude of the decline in service utility is significant. A significant decline is indicated if the continued operating expenses related to the use of the impaired asset or the cost to restore the asset is significant in relationship to the service utility of the asset.
2. The decline in service utility is unexpected. Restoration costs or other impairment circumstances are not part of the normal life cycle of a capital asset, and if they were contemplated because of an event or change, that development would suggest an unexpected decline in service utility. Normal maintenance costs or preservation costs do not suggest capital asset impairment.

200.30 Insurance Recoveries

An insurance recovery should be recorded in the fiscal year in which it is realized or realizable. For example, an insurance recovery would be realizable if an insurer has

admitted or acknowledged coverage. The insurance recovery generally would not be realizable if the insurer has denied coverage.

300.00 Policy Review

This policy shall be periodically reviewed by the Board of Directors in accordance with its established policy review schedule.



Agenda Item: 14 b.

Date: September 18, 2023

Subject: Upcoming Policy Review – Capacity Fee Setting Policy (PL – Fin 010)

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

Summary:

The Capacity Fee Setting Policy (PL – Fin 010) (Policy) is scheduled for review. The Policy was adopted by the Board on September 15, 2014, and was last reviewed by the Board on July 19, 2021, and revised with minor changes. Staff have reviewed the Policy and related Government Code sections and are recommending only one minor change to the Policy related to policy review period.

The Policy is scheduled for Board review and approval at the October 16, 2023, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by September 25, 2023. If no comment is received, this Policy will be placed as a Consent Item on the October 16, 2023, regular Board meeting agenda.

Background:

The purpose of this Policy is to establish how the District will establish and approve Capacity Fees. Capacity Fees (formerly called Facility Development Charges) provide the means of balancing the District's cost requirements for new infrastructure between existing customers and new customers.

Discussion:

Staff have reviewed the Policy and recommend the following changes to the Policy.

Section 100.00 Purpose – Add the sentence “The purpose of this policy is to establish how the District will establish and approve Capacity Fees.” to clarify the purpose of the Policy. Remove the reference to Facility Development Charges.

Section 300.00 FDC Consideration and Approval Process – Change FDC to Capacity Fee in section title.

Section 500.00 Policy Review – Removing the words “at least biennially” and change the sentence to read “This Policy will be periodically reviewed by the Board of Directors in accordance with its established policy review schedule.” This is related to the recent request to change policy review periods. Policy review periods will be approved by the Board and implemented separately, and the Policy will refer to the Board approved review schedule.

Upcoming Policy Review – Capacity Fee Setting Policy (PL – Fin 010)

September 18, 2023

Page 2 of 2

This Policy update was reviewed by legal counsel.

Fiscal Impact:

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

Strategic Plan Alignment:

Goal C: Ensure Fiscal Responsibility and Affordable Rates

Attachment:

1 – Capacity Fee Setting Policy (PL – Fin 010) – redline version

2 – Capacity Fee Setting Policy (PL – Fin 010) – clean version

Sacramento Suburban Water District

Capacity Fee Setting Policy

Adopted: September 15, 2014

Approved with Changes: ~~July 19, 2021~~October 16, 2023

100.00 Purpose of the Policy

The purpose of this policy is to establish how the District will establish and approve Capacity Fees. Capacity Fees (~~formerly called Facility Development Charges~~) provide the means of balancing the District's cost requirements for new infrastructure between existing customers and new customers. A portion of the costs of buying into existing infrastructure that will provide service (capacity) to new customers is included in the District's Capacity Fees. In contrast, the District has future capital improvement projects that are related to renewal and replacement of existing infrastructure. These infrastructure costs are typically included within the rates charged to the District's customers, and are not included in the Capacity Fees. By establishing cost-based Capacity Fees, the District will continue its policy of having "growth pay for growth" and existing District customers, for the most part, be sheltered from the financial impacts of growth. The establishment of Capacity Fees will include consideration of the following:

- A. Growth-Related Capital Projects – Within the District's capital improvement plans and rate studies, growth-related capital projects will be clearly identified.
- B. Growth Related Capital – The District's intent is for the cost of growth-related assets to be paid for by the use of Capacity Fees. In other words, growth should pay for growth, and existing customers should be sheltered from the costs of serving growth.
- C. Use of Capacity Fee Proceeds – Capacity Fee revenues will only be used for two purposes – to pay for growth-related debt service or to directly pay for growth-related capital improvements.
- D. Limitation on the Use of Capacity Fees to Pay Debt Service – The use of Capacity Fee revenues to pay for growth-related debt service will be limited in any year, for planning and rate setting purposes, to fifty percent (50%) of the annual Capacity Fee revenue projected to be collected. If growth and the corresponding Capacity Fee revenue is less than projected, the District should still have sufficient Capacity Fee revenue to make the annual debt service payments associated with the growth-related capital projects.

200.00 Policy

Capacity Fees are intended to reflect the cost of growth and capacity expansion to serve new customers and additional capacity requirements. Capacity Fees are a common method of assessing the cost of expansion and its additional capacity requirements. In

establishing Capacity Fees, and in concert with Regulation No. 7, “New or Additional Service Connections”, the following will be considered:

- A. Meeting Legal Requirements – Capacity Fees will be established and administered to comply with applicable legal requirements.
- B. Methodologies – Capacity Fees will be established using “generally accepted” methodologies and will include a debt service credit to fairly account for the method of financing used for growth and expansion projects.
- C. Determination of Cost-Basis – As appropriate, Capacity Fees will be calculated to determine the cost-based levels for new customers seeking connections to the District’s water system.
- D. Establishing Final Capacity Fees – The Board will establish the final Capacity Fees, taking into consideration the cost-based levels of the charges and the Board’s policy as it relates to the sharing of growth-related costs between existing ratepayers and new customers connecting to the water system. At no time will the Board establish or adopt Capacity Fees greater than the calculated cost-based Capacity Fees except as permitted under Government Code section 66013.
- E. Adjustments – In accordance with Regulation No. 7, section H. 5 - Capacity Fees will be adjusted annually utilizing the model used in -the most recent capacity fee study. Further, “a comprehensive review and update of the Capacity Fee methodology shall occur at least every five years.”
- F. Master Plan and Capacity Fees – Every three to five years, or whenever the Water System Master Plan is updated, the Capacity Fees will be updated to reflect the changes in planning, infrastructure, and capital financing.

300.00 FDC-Capacity Fee Consideration and Approval Process

California Government Code sections 66013 and 66016 require that new or updated Capacity Fees or similar charges be properly noticed. Under section 66016, the District must agendize consideration of the proposed new or increased fees on the agenda of at least one regular Board meeting and permit the public to present oral or written comments on the proposal. In addition, the District must mail written notice of the meeting at which the matter will be heard, including a “general explanation of the matter to be considered, and a statement that the data required by this section is available”, at least 14 days before the meeting to all parties that have filed a written request with the District for mailed notice of meetings at which new or increased fees and charges will be considered (any such request is valid for one year from the date on which it is filed and any renewal request must be filed by April 1 of the following year).

Also, the District must make publicly available the capacity fee study and any related data at least 10 days before the meeting at which a proposal to adjust Capacity Fees will be considered. If the Board proposes to adopt the proposed Capacity Fees, with or without change, the Board may take that action only by ordinance or resolution. A formal public hearing on the issue is not required.

400.00 Authority

The General Manager and District Treasurer are responsible for compliance with this policy and regular reporting of the District's financial status, including the Capacity Fees accounting required under Government Code section 66013, subdivisions (c) through (f). Board oversight will be accomplished through regular reporting of financial status and review of this Policy.

500.00 Policy Review

This Policy will be periodically reviewed by the Board of Directors in accordance with its established policy review schedule~~-at least biennially~~.

Sacramento Suburban Water District

Capacity Fee Setting Policy

Adopted: September 15, 2014
Approved with Changes: October 16, 2023

100.00 Purpose of the Policy

The purpose of this policy is to establish how the District will establish and approve Capacity Fees. Capacity Fees provide the means of balancing the District's cost requirements for new infrastructure between existing customers and new customers. A portion of the costs of buying into existing infrastructure that will provide service (capacity) to new customers is included in the District's Capacity Fees. In contrast, the District has future capital improvement projects that are related to renewal and replacement of existing infrastructure. These infrastructure costs are typically included within the rates charged to the District's customers, and are not included in the Capacity Fees. By establishing cost-based Capacity Fees, the District will continue its policy of having "growth pay for growth" and existing District customers, for the most part, be sheltered from the financial impacts of growth. The establishment of Capacity Fees will include consideration of the following:

- A. Growth-Related Capital Projects – Within the District's capital improvement plans and rate studies, growth-related capital projects will be clearly identified.
- B. Growth Related Capital – The District's intent is for the cost of growth-related assets to be paid for by the use of Capacity Fees. In other words, growth should pay for growth, and existing customers should be sheltered from the costs of serving growth.
- C. Use of Capacity Fee Proceeds – Capacity Fee revenues will only be used for two purposes – to pay for growth-related debt service or to directly pay for growth-related capital improvements.
- D. Limitation on the Use of Capacity Fees to Pay Debt Service – The use of Capacity Fee revenues to pay for growth-related debt service will be limited in any year, for planning and rate setting purposes, to fifty percent (50%) of the annual Capacity Fee revenue projected to be collected. If growth and the corresponding Capacity Fee revenue is less than projected, the District should still have sufficient Capacity Fee revenue to make the annual debt service payments associated with the growth-related capital projects.

200.00 Policy

Capacity Fees are intended to reflect the cost of growth and capacity expansion to serve new customers and additional capacity requirements. Capacity Fees are a common method of assessing the cost of expansion and its additional capacity requirements. In

establishing Capacity Fees, and in concert with Regulation No. 7, “New or Additional Service Connections”, the following will be considered:

- A. Meeting Legal Requirements – Capacity Fees will be established and administered to comply with applicable legal requirements.
- B. Methodologies – Capacity Fees will be established using “generally accepted” methodologies and will include a debt service credit to fairly account for the method of financing used for growth and expansion projects.
- C. Determination of Cost-Basis – As appropriate, Capacity Fees will be calculated to determine the cost-based levels for new customers seeking connections to the District’s water system.
- D. Establishing Final Capacity Fees – The Board will establish the final Capacity Fees, taking into consideration the cost-based levels of the charges and the Board’s policy as it relates to the sharing of growth-related costs between existing ratepayers and new customers connecting to the water system. At no time will the Board establish or adopt Capacity Fees greater than the calculated cost-based Capacity Fees except as permitted under Government Code section 66013.
- E. Adjustments – In accordance with Regulation No. 7, section H. 5 - Capacity Fees will be adjusted annually utilizing the model used in the most recent capacity fee study. Further, “a comprehensive review and update of the Capacity Fee methodology shall occur at least every five years.”
- F. Master Plan and Capacity Fees – Every three to five years, or whenever the Water System Master Plan is updated, the Capacity Fees will be updated to reflect the changes in planning, infrastructure, and capital financing.

300.00 Capacity Fee Consideration and Approval Process

California Government Code sections 66013 and 66016 require that new or updated Capacity Fees or similar charges be properly noticed. Under section 66016, the District must agendize consideration of the proposed new or increased fees on the agenda of at least one regular Board meeting and permit the public to present oral or written comments on the proposal. In addition, the District must mail written notice of the meeting at which the matter will be heard, including a “general explanation of the matter to be considered, and a statement that the data required by this section is available”, at least 14 days before the meeting to all parties that have filed a written request with the District for mailed notice of meetings at which new or increased fees and charges will be considered (any such request is valid for one year from the date on which it is filed and any renewal request must be filed by April 1 of the following year).

Also, the District must make publicly available the capacity fee study and any related data at least 10 days before the meeting at which a proposal to adjust Capacity Fees will be considered. If the Board proposes to adopt the proposed Capacity Fees, with or without change, the Board may take that action only by ordinance or resolution. A formal public hearing on the issue is not required.

400.00 Authority

The General Manager and District Treasurer are responsible for compliance with this policy and regular reporting of the District's financial status, including the Capacity Fees accounting required under Government Code section 66013, subdivisions (c) through (f). Board oversight will be accomplished through regular reporting of financial status and review of this Policy.

500.00 Policy Review

This Policy will be periodically reviewed by the Board of Directors in accordance with its established policy review schedule.



Agenda Item: 14 c.

Date: September 18, 2023

Subject: Upcoming Policy Review – Payment of Demands Policy (PL – Fin 014)

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

Summary:

The Payment of Demands (PL – Fin 014) (Policy) is scheduled for review. The Policy was adopted by the Board on July 19, 2021. Staff have reviewed the Policy and related Government Code sections and are recommending one minor change to the Policy related to policy review period.

The Policy is scheduled for Board review and approval at the October 16, 2023, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by September 25, 2023. If no comment is received, this Policy will be placed as a Consent Item on the October 16, 2023, regular Board meeting agenda.

Background:

The purpose of this Policy is to govern the process for the payment of demands made against the District for the purchase of goods and services and for the payment of employee salaries and benefits in compliance with the requirements of the California Water and Government Codes.

Discussion:

Staff have reviewed the Policy and recommend the following change to the Policy.

Section 500.00 Policy Review – Removing the words “at least biennially” and change the sentence to read “This Policy will be periodically reviewed by the Board of Directors in accordance with its established policy review schedule.” This is related to the recent request to change policy review periods. Policy review periods will be approved by the Board and implemented separately, and the Policy will refer to the Board approved review schedule.

This Policy update was not reviewed by legal counsel.

Fiscal Impact:

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

Strategic Plan Alignment:

Goal C: Ensure Fiscal Responsibility and Affordable Rates

Upcoming Policy Review – Payment of Demands Policy (PL – Fin 014)
September 18, 2023
Page 2 of 2

Attachment:

- 1 – Payment of Demands (PL – Fin 014) – redline version
- 2 – Payment of Demands (PL – Fin 014) – clean version

Sacramento Suburban Water District

Payment of Demands Policy

Adopted: July 19, 2021

[Approved with changes: October 16, 2023](#)

100.00 Purpose

The purpose of this policy is to govern the process for the payment of demands made against the District for the purchase of goods and services and for the payment of employee salaries and benefits in compliance with the requirements of the California Water and Government Codes.

200.00 Authority and Responsibility

Section 31302 of the California Water Code requires that the Board of Directors authorize the payment of all disbursements, claims, and warrants (“demands”). In addition, section 53910 of the Government Code authorizes the Board to adopt procedures by resolution concerning the payment of demands it deems convenient, efficient and in the public interest. The Board of Directors has adopted Resolution 21-08, which establishes procedures for the payment of demands and authorizes the General Manager to create this policy for the payment of demands that is convenient, efficient and in the public interest in conformance with Resolution 21-08, California law, and Generally Accepted Accounting Principles applicable to public agencies.

The General Manager and the Director of Finance and Administration/District Treasurer are responsible for carrying out the directives of this policy.

300.00 Scope

This policy covers all demands against the District regardless of how the demand is satisfied, be it through cash, check, EFT, direct debit or any other method against any depository account, cash fund or any other store of monies held by the District.

400.00 Policy

Per District Budget Policy PL – Fin 012, the District prepares an Annual Budget each year that is approved by the Board of Directors and which directs District staff in the authorized spending of District funds for the budgeted year. As required by the Budget Policy, District staff regularly reports to the Board of Directors on the status of the Annual Budget and provides monthly information on expenditures in the Financial Report delivered for each board meeting.

The District has implemented a framework of internal controls that governs the procurement of materials, supplies and services. These internal controls establish procedures for the recording, authorization, storing and payment of demands presented to the District for purchased materials, supplies and services, and for the processing and disbursement of payroll.

To allow for the efficient processing of demands, the following directives are hereby established for the payment of demands.

400.10 General

No check, order, warrant or payment of any kind upon the district treasury shall be drawn unless there are sufficient monies in the fund upon which it is drawn. All checks, orders, warrants and payments of any kind upon the district treasury of any money shall bear the signature or approval of the persons authorized by the Board of Directors.

400.20 Approval of Demands (Warrants)

Payroll warrants and disbursements, and warrants and disbursements drawn for payment of demands that have been certified by the Director of Finance and Administration/District Treasurer or the General Manager as conforming to a budget approved by the Board of Directors, need not be approved by the Board of Directors prior to payment.

Following audit of the demands, the Director of Finance and Administration/District Treasurer shall prepare a register of demands showing claimant's name, amount of demand, description of the demand and any other information requested by the Board of Directors, and shall transmit the register to the Board of Directors for ratification at the earliest regular Board meeting following the month of payment. Due to privacy concerns, payroll demands will be publicly reported for the aggregated payroll and not on a per-employee basis. Notwithstanding this policy, confidential staff members shall prepare and maintain a payroll showing all expenditures for employee salaries and benefits on a per-employee basis, which shall be subject to appropriate review and audit.

500.00 Policy Review

This Policy shall be periodically reviewed by the Board of Directors in accordance with its established policy review schedule-at least biennially.

Sacramento Suburban Water District

Payment of Demands Policy

Adopted: July 19, 2021
Approved with changes: October 16, 2023

100.00 Purpose

The purpose of this policy is to govern the process for the payment of demands made against the District for the purchase of goods and services and for the payment of employee salaries and benefits in compliance with the requirements of the California Water and Government Codes.

200.00 Authority and Responsibility

Section 31302 of the California Water Code requires that the Board of Directors authorize the payment of all disbursements, claims, and warrants (“demands”). In addition, section 53910 of the Government Code authorizes the Board to adopt procedures by resolution concerning the payment of demands it deems convenient, efficient and in the public interest. The Board of Directors has adopted Resolution 21-08, which establishes procedures for the payment of demands and authorizes the General Manager to create this policy for the payment of demands that is convenient, efficient and in the public interest in conformance with Resolution 21-08, California law, and Generally Accepted Accounting Principles applicable to public agencies.

The General Manager and the Director of Finance and Administration/District Treasurer are responsible for carrying out the directives of this policy.

300.00 Scope

This policy covers all demands against the District regardless of how the demand is satisfied, be it through cash, check, EFT, direct debit or any other method against any depository account, cash fund or any other store of monies held by the District.

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Per District Budget Policy PL – Fin 012, the District prepares an Annual Budget each year that is approved by the Board of Directors and which directs District staff in the authorized spending of District funds for the budgeted year. As required by the Budget Policy, District staff regularly reports to the Board of Directors on the status of the Annual Budget and provides monthly information on expenditures in the Financial Report delivered for each board meeting.

The District has implemented a framework of internal controls that governs the procurement of materials, supplies and services. These internal controls establish procedures for the recording, authorization, storing and payment of demands presented to the District for purchased materials, supplies and services, and for the processing and disbursement of payroll.

To allow for the efficient processing of demands, the following directives are hereby established for the payment of demands.

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400.20 Approval of Demands (Warrants)

Payroll warrants and disbursements, and warrants and disbursements drawn for payment of demands that have been certified by the Director of Finance and Administration/District Treasurer or the General Manager as conforming to a budget approved by the Board of Directors, need not be approved by the Board of Directors prior to payment.

Following audit of the demands, the Director of Finance and Administration/District Treasurer shall prepare a register of demands showing claimant's name, amount of demand, description of the demand and any other information requested by the Board of Directors, and shall transmit the register to the Board of Directors for ratification at the earliest regular Board meeting following the month of payment. Due to privacy concerns, payroll demands will be publicly reported for the aggregated payroll and not on a per-employee basis. Notwithstanding this policy, confidential staff members shall prepare and maintain a payroll showing all expenditures for employee salaries and benefits on a per-employee basis, which shall be subject to appropriate review and audit.

500.00 Policy Review

This Policy shall be periodically reviewed by the Board of Directors in accordance with its established policy review schedule.

Agenda Item 15 b.



SACRAMENTO GROUNDWATER AUTHORITY
SPECIAL MEETING OF THE BOARD OF DIRECTORS

Friday, August 18, 2023
at 9:00 a.m.

2295 Gateway Oaks, Suite 100
Sacramento, CA 95833
(916) 967-7692

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

IMPORTANT NOTICE REGARDING VIRTUAL PUBLIC PARTICIPATION:

The Sacramento Groundwater Authority currently provides in person as well as virtual public participation via the Zoom link below until further notice. 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.

Join the meeting from your computer, tablet or smartphone

<https://us06web.zoom.us/j/87477001727?pwd=R0pyblMvZzEzbkpzUUFKaEI0dklHdz09>

Phone: 1-669-900-6833

Meeting ID: 874 7700 1727 Passcode: 516752

Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection on SGA's website. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact jpeifer@rwah2o.org. Requests must be made as early as possible, and at least one full business day before the start of 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. Anyone may request an item be removed for separate consideration.

3.1 Approve the draft meeting minutes of April 13, 2023 regular SGA Board meeting.

3.2 Approve task order 23-01 for professional services between GEI consulting and SGA.

Action: Approve Consent Calendar items as presented

4. Information/Presentation: NORTH AMERICAN SUBBASIN GROUNDWATER SUSTAINABILITY PLAN ANNUAL REPORT PUBLIC MEETING DEBRIEF

Presenters: Trevor Joseph, Manager of Technical Services and Raiyna Villasenor, Associate Project Manager

5. Information/Presentation: NORTH AMERICAN SUBBASIN GROUNDWATER SUSTAINABILITY PLAN APPROVAL FROM THE DEPARTMENT OF WATER RESOURCES

Presenter: Trevor Joseph, Manager of Technical Services

6. Information/Presentation: DEPARTMENT OF WATER RESOURCES SUSTAINABLE GROUNDWATER MANAGEMENT ROUND 2 GRANT RECOMMENDATION

Presenter: Trevor Joseph, Manager of Technical Services

7. Information/Presentation: SACRAMENTO REGIONAL WATER BANK UPDATE

Presenter: Trevor Joseph, Manager of Technical Services

8. Information/Presentation: LEGISLATIVE AND REGULATORY UPDATE

Presenter: Ryan Ojakian, Legislative and Regulatory Affairs Manager

9. EXECUTIVE DIRECTOR'S REPORT

10. DIRECTORS' COMMENTS

ADJOURNMENT

Next SGA Board of Director's Meetings:

October 12, 2023, 9:00 a.m. at the RWA/SGA office, 2295 Gateway Oaks, Suite 100, Sacramento, CA 95833. The location is subject to change.

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

Posted on: August 10, 2023

Ashley Flores
Ashley Flores, CMC, Secretary

Agenda Item 15 c.

Jay Boatwright
Attended meetings.
August 2023

- 08/02/2023: Attended the LAFCo regular meeting. Attended via Metro Channel 14.
- 05/07/2023: Special board workshop -Strategic Plan Review
- 08/09/2023: Attended the SSWD/CWD 2x2. Attended as a member of the public. Update presented, next steps, etc.
- 08/16/2023: Met with Board President Ryan Saunders with DPMWD for an update on their Prop 218 rate review and the upcoming community meeting.
- 08/17/2023: Met with GM York to review the agenda for the August 21, 2023 Board Meeting.
- 08/18/2023: Represented SSWD at the Sacramento Groundwater Authority special board meeting. There were no action items, just updates and presentations.
- 08/21/2023: SSWD Regular Board Meeting.
- 08/28/2023: Attended the California Special Districts Association conference in Monterey, CA. day one. Particular sessions I found of interest included the Brown Act, running meetings, and strategic planning.
- 08/29/2023: Attended the California Special Districts Association conference in Monterey, CA. day two.
- 08/30/2023: Attended the California Special Districts Association conference in Monterey, CA. day three.
- 08/31/2023: Attended the California Special Districts Association conference in Monterey, CA. day four.



Minutes

**Carmichael Water District/Sacramento Suburban Water District
2x2 Committee Meeting
August 9, 2023**

Location:

3701 Marconi Avenue, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting Id #884 2272 4401

Call to Order – Videoconference/Audioconference Meeting

CWD Director Jeff Nelson (Chair Nelson) called the meeting to order at 3:00 p.m.

SSWD Directors

Present: Dave Jones and Craig Locke.

SSWD Directors

Absent: None.

CWD Directors

Present: Mark Emmerson and Jeff Nelson.

CWD Directors

Absent: None.

SSWD Staff Present: Sacramento Suburban Water District (SSWD) General Manager Dan York (SSWD GM York), Matt Underwood, and Heather Hernandez-Fort.

CWD Staff Present: Carmichael Water District (CWD) General Manager Cathy Lee (CWD GM Lee) and Debbie Martin.

Public Present: Legal Counsel Josh Horowitz, William Eubanks, Ellen Cross, Ted Costa, Jay Boatwright, Paul Helliker, Kevin Thomas, Greg Zlotnick, Christine Kohn, Carl Jones, Ron Greenwood, Jennifer Williams, and Jose Henriquez.

Public Comment

None.

Consent Items

- Draft Minutes of the July 11, 2023, Carmichael Water District/Sacramento Suburban Water District 2x2 Committee Meeting**

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

AYES:	Emmerson, Nelson, Jones, and Locke.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Items for Discussion and/or Action

2. **Powers of Authority**

CWD GM Lee presented the staff report and introduced Legal Counsel Josh Horowitz (Mr. Horowitz) who provided a summary of the staff report and answered clarifying questions.

Chair Nelson inquired which power of authority would be the most advantageous for a potential combined district.

Mr. Horowitz answered that many of the powers currently needed already exist under either a County or Irrigation Authority, noting that the County Authority was better administratively.

Jose Henriquez (Mr. Henriquez), Executive Officer of LAFCo, echoed Mr. Horowitz, noting a County Authority provides maximum flexibility in operations.

SSWD Director Jones pointed out that there could be some benefit to having a police force in the future.

SSWD Director Locke agreed, noting that someday in the future it might be nice to have the option of having a police force.

Chair Nelson expressed he was not interested in having parks and recreation.

Mr. Horowitz stated that if security was a concern, the District could always consider additional security and alarm options.

CWD Director Emmerson moved to recommend to both full Boards, that if the two Districts were to combine, the structure would be a County Water Agency; SSWD Director Locke seconded. The motion passed by unanimous vote.

AYES:	Emmerson, Nelson, Jones, and Locke.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

CWD Director Emmerson suggested that the 2x2 Committee members report the recommendation to their respective Boards.

3. **Consolidation or Reorganization**

SSWD GM York presented the staff report.

Mr. Henriquez provided further details of the process, the resolution requirements for each option, as well as the pros and cons of consolidation and reorganization. He expressed that the process of a consolidation provides more of a risk, as it is contingent upon the registered voters of both districts approving the formation of a new district.

SSWD Director Locke inquired how much an election generally costs.

Mr. Henriquez expressed it would be roughly \$5 per registered voter, therefore, for both districts it would be roughly \$600,000, depending on what direction the districts decided to go. He provided further clarification on the difference between reorganization and consolidation.

William Eubanks (Mr. Eubanks) encouraged the Committee to consider naming the new proposed district something with more of a historical significance to the area.

CWD Director Emmerson moved to table the item.

SSWD Director Locke reminded the Committee that each Director of both districts would want to have an opportunity to share their opinion on this topic, and recommended tabling the item until it can be presented at a Joint Board meeting.

SSWD Director Jones further supported tabling the item.

Chair Nelson expressed he was slightly more interested in a consolidation, however, he agreed to table the item. He further recommended staff bring the item back to the next 2x2 Committee meeting to allow Mr. Henriquez an opportunity to provide additional details of the voting structure between a consolidation and reorganization. He expressed that at some point, the Committee should make a recommendation to the Joint Boards on this topic.

4. **Final Number of Board of Directors**

CWD GM Lee presented the staff report.

Mr. Horowitz answered clarifying questions and provided details on the number of Directors if the districts were to combine.

Mr. Henriquez provided additional clarification on the LAFCo process.

Chair Nelson recommended the proposed new district start with 11 Directors.

CWD Director Emmerson agreed with Chair Nelson and added a suggestion to gradually phase to either 7 or 5 Directors.

SSWD Director Jones expressed he would be willing to resign from the Board at the time of a combination to avoid additional costs.

SSWD Director Locke recommended to include a phasing out deadline, such as phasing out Director seats every 2 years.

Mr. Horowitz explained that there were statutes that require a timeframe for phasing out Director seats and offered to provide the Arcade and Northridge original Resolutions, as well as the Certificate of Completion as assistance in how the predecessor Districts consolidated.

SSWD Director Locke expressed he would be interested in having 7 Director seats, and then allowing those 7 Directors to decide if they felt it was necessary to reduce to 5 Director seats.

The Committee agreed to table the item until the next meeting of the 2x2 Committee, where the Committee would then make a recommendation to the full Boards, including examples and deadlines.

5. **Board of Director Division Maps**

SSWD GM York presented the staff report.

In an effort to save money, CWD Director Emmerson recommended that staff draft the Director Division Maps.

SSWD Director Jones agreed with CWD Director Emmerson.

SSWD Director Locke expressed that although he was confident staff was capable of creating the Director Division Maps, he felt that hiring an outside independent consultant would assist with the perception of it being an unbiased process.

Chair Nelson expressed that the item was presented a little soon in the process, and recommended that when ready, the Boards should consider an outside independent consultant to draft the Division maps.

CWD Director Emmerson expressed he was not worried so much about the details and expressed that it would save money for staff to draft the maps.

SSWD GM York expressed staff would table the item for now and bring it back at a more appropriate time.

Jennifer Williams expressed that there was current legislation, AB764, pending on this topic.

6. **Implementation Costs**

CWD GM Lee presented the staff report and answered clarifying questions.

Chair Nelson and SSWD Director Locke agreed that there were a lot of unknowns that remain unknown.

Chair Nelson expressed he thought the surface water rights cost estimate was high.

Mr. Horowitz concurred that the surface water rights cost estimate seemed high.

SSWD GM York expressed that if the two districts did decide to combine, they would provide resolutions to LAFCo which would include a more thorough analysis of costs.

CWD Director Emmerson suggested staff of each district work together now to find efficiencies between the districts.

Mr. Eubanks asked clarifying questions about water rights costs and provided his opinion about the item.

7. **Regular Board Meeting – Consider Changing Standing Meeting Day**

SSWD GM York presented the staff report.

CWD Director Emmerson expressed he was open to changing the date of the CWD regular Board meeting if needed.

Chair Nelson pointed out that the CWD regular Board meeting was established for CWD business, and that if the intent was to hold both meetings on the same day, it would make for a very long day for the Directors.

SSWD GM York expressed there were challenges with scheduling the next meeting of the Joint Boards due to vacations; however, a Joint Board meeting has been scheduled for October 24, 2023.

CWD GM Lee suggested to begin attempting to schedule future meetings of the Joint Boards now.

SSWD Director Locke expressed his frustration with how challenging it has been to get the meetings scheduled. He noted that he would be available on the third Tuesday of each month if CWD could possibly move their regularly scheduled meetings. He further suggested to see about scheduling the Joint Board meetings in three months increments.

Ellen Cross (Ms. Cross) suggested to set a standing meeting every two or three months between now and 2025.

SSWD Director Locke suggested staff work on scheduling a Joint Board meeting in January and March of 2024, and if meetings cannot be set, to revisit the topic at the next meeting of the CWD/SSWD 2x2 Committee.

Chair Nelson agreed with the suggestion, requesting to try to schedule meetings in the second or third week in January 2024, one in March 2024, and even one in May 2024. He expressed he was not available on Friday afternoons.

SSWD Director Jones inquired if the meetings could be set with a majority of the Board members, rather than each full Board.

Mr. Horowitz stated that Directors can attend the meetings via teleconference under the Brown Act requirements.

Mr. Eubanks urged the Board to hold meetings with the majority of the Directors, instead of trying to ensure every single Director was there.

8. **Next Public Information Workshop**

CWD GM Lee presented the staff report, noting that SSWD Board requested for this Committee to discuss the consideration of another Public Information Workshop.

SSWD Director Jones expressed he was interested in another Public Information Workshop, but not until after the next Joint Board meeting, and answers to questions from the current agenda were completed.

SSWD Director Locke expressed he did not think another Public Information Workshop should take place until after the next Joint Board meeting.

Chair Nelson agreed with Directors Locke and Jones.

SSWD Director Locke recommended to have this as a topic at the next Joint Board meeting to see if all Directors felt the same way.

Ms. Cross pointed out that the Joint Boards should consider identifying some potential dates at the next Joint Board meeting, so staff can prepare and have time to inform the public.

Chair Nelson recommended staff provide November dates for a Public Information Workshop at the October 24, 2023, Joint Board meeting, to be approved by the Joint Boards.

SSWD Director Locke suggested to propose dates either before Thanksgiving or after Christmas.

Mr. Eubanks asked clarifying questions.

9. **Outreach Summary Report**

SSWD GM York presented the staff report.

Chair Nelson expressed that he and Director Emmerson looked at the questions, and came up with 6 categories, and that they were generating answers for them. He further expressed that Directors Locke and Jones were additionally looking at the questions to provide their answers. He noted he would eventually like the questions and answers to be uploaded to each district's website.

SSWD Director Locke suggested that once all of the Committee members provide their comments, the public relations team should assist with ensuring the final product was customer friendly. He noted he would be interested in seeing the final product before it was available to the public.

Ms. Cross noted that other Directors of each Board have expressed interest in being a part of commenting on public documents before they are posted.

Mr. Horowitz explained that SSWD GM York can send the document to each of the Directors individually for feedback.

SSWD GM York expressed he and CWD GM Lee would collect all of the Committee comments, then provide them to the public relations team, who will reframe the document. Once the document was prepared, SSWD GM York would individually send the document to each Director for their feedback on it.

Ms. Cross noted the final document will be presented at the next CWD/SSWD 2x2 Committee meeting.

Adjournment

Chair Nelson adjourned the meeting at 4:57 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District