

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue
Sacramento, California 95821

Monday, January 22, 2024
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/81683017763?pwd=cmtUN3FyWVRiM2VWcXRKRFAyZVRjUT09>

Meeting ID: 816 8301 7763

Password: 430000

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 December 18, 2023, Regular Board Meeting
Recommendation: Approve the Draft Minutes of the December 18, 2023, Regular Board Meeting.
2. Treasurer's Report
Recommendation: Approve the items in the report as recommended.
3. Policy Review - Electronic Communication Management and Retention Policy (PL - IT 003)
Recommendation: Approve the Electronic Communication Management and Retention Policy (PL - IT 003) with changes.
4. Agreement Between Del Paso Manor Water District and Sacramento Suburban Water District for Cost Sharing, Ownership, Operation and Maintenance of Interties
Recommendation: Authorize the General Manager to execute the Agreement Between Del Paso Manor Water District and Sacramento Suburban Water District for Cost Sharing, Ownership, Operation and Maintenance of Interties.

5. Cancel the April Regular Board Meeting and Scheduled a Special Board Meeting in its Place
Recommendation: Cancel the April 15, 2024, Regular Board Meeting and schedule a Special Board Meeting on April 22, 2024, in its place.

Items for Discussion and/or Action

6. Resolution No. 24-01, Honoring Ben Harris on his Retirement
Recommendation: Adopt Resolution No. 24-01 Honoring Ben Harris, Safety/Risk Officer, on his Retirement.
7. Progressive Design-Build Projects – 2024 Milestones
Recommendation: No action. Receive staff presentation and provide direction as appropriate.
8. Groundwater Well Asset Management Plan Implementation Status Update
Recommendation: Receive status update on the Groundwater Well Asset Management Plan and direct staff as appropriate.
9. Carmichael Water District/Sacramento Suburban Water District Combination Discussion Update
Recommendation: Receive staff presentation and direct staff as appropriate.

General Manager's Report

10. General Manager's Report
 - a. Regional Collaboration Information

Department/Staff Reports

11. Groundwater Well Status Report
12. Engineering Report
 - a. Major Capital Improvement Program Projects
 - b. Planning Documents
 - c. Other Projects
13. Financial Report
 - a. Financial Highlights

- b. Financial Statements
 - c. Budgets
14. District Activity Report

Information Items

15. Certificate of Achievement for Excellence in Financial Reporting
16. Association of California Water Agencies/Joint Powers Insurance Authority H.R. LaBounty Safety Award
17. Upcoming Water Industry Meetings/Conferences
18. Upcoming Policy Review
- a. Employee Recruitment, Hiring and Promotion Policy (PL – HR 009)

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

19. a. Regional Water Authority (Director Wichert)
None.
- b. Sacramento Groundwater Authority (Director Boatwright)
None.
- c. Director Reports – AB 1234

Committee Reports

20. a. Carmichael Water District/SSWD 2x2 Committee Meeting (Director Locke)
Minutes from the December 13, 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.

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

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

- 22. Conference to provide the District’s labor negotiator, Director Robert Wichert, with direction concerning changes to the General Manager’s compensation and benefits; Government Code sections 54954.5(f) and 54957.6.

Open Session

- 23. Report from Closed Session.

Adjournment

Upcoming Meetings

Wednesday, January 31, 2024, at 6:30 p.m., Special Board Meeting - SSWD/CWD Combination Discussion Public Information Workshop
 Wednesday, February 7, 2024, at 3:00 p.m., CWD/SSWD 2x2 Committee Meeting
 Monday, February 26, 2024, at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the January 22, 2024, meeting of the Sacramento Suburban Water District Board of Directors was posted by January 12, 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: January 22, 2024

Subject: Draft Minutes of the December 18, 2023, Regular Board Meeting

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the Draft Minutes of the December 18, 2023, Regular Board Meeting.

Attachment:

1 – Draft Minutes of the December 18, 2023, Regular Board Meeting

Attachment 1

Minutes

Sacramento Suburban Water District
Regular Board Meeting
December 18, 2023

Location:

3701 Marconi Avenue, Sacramento, CA 95821, Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting ID #823 8060 4397

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, Julie Nemitz, Dana Dean, Jeff Ott, and Todd Artrip.

Public Present: Jennifer Harris and Kyler Rayden.

Election of District Officers

1. **Election of District Officers**

General Manager Dan York (GM York) introduced the Item.

Director Wichert nominated Director Thomas for President; Director Locke seconded. The motion passed by unanimous vote.

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

President Thomas nominated Director Wichert for Vice President; Director Locke seconded. The motion passed by unanimous vote.

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

Announcements

President Thomas announced that due to a Director needing to leave the meeting early, the Board would convene into Closed Session earlier than listed on the Agenda.

Public Comment

None.

Consent Items

2. **Draft Minutes of the November 20, 2023, Regular Board Meeting**
3. **Treasurer’s Report**
4. **General Manager Out of State Travel Request**
5. **Policy Review - Water Banking and Transfer Policy (PL - BOD 006)**
6. **Policy Review - Investment Policy (PL - Fin 003)**

Director Wichert requested to pull Items 5 and 6, and moved to approve the remaining Items. Director Locke seconded. The motion passed by unanimous vote.

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

Regarding Item 5, Director Wichert requested to table the Policy until further progress was made with the Sacramento Regional Water Bank through the Regional Water Authority.

Assistant General Manager Matt Underwood (AGM Underwood) clarified that the primary changes to the Policy were specific terms for clarity among other minor changes; and recommended to approve the changes, noting the Board could bring the Policy back anytime in the future for additional changes if needed.

Director Locke endorsed making the proposed changes to the Policy now, further agreeing that if additional changes were needed in the future, the Board could bring the Policy back. He moved to approve the Policy with the proposed changes.

Director Boatwright seconded the motion. The motion passed by unanimous vote.

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

Regarding Item 6, Director Wichert expressed concern over the supranational investments, given the current international policy status.

Jeff Ott (Mr. Ott) provided additional details.

Director Wichert moved to eliminate supernational from the Policy, but to leave the current investment that is in place.

The motion died for a lack of a second.

Director Locke inquired if there were any other investments that the Policy excluded the District from investing in.

Mr. Ott clarified that the Policy stated what the District can invest in, noting anything not on the list was not permitted.

Director Wichert moved to revise the Policy to clarify that the District would not enter into any supranational investments after December 18, 2023, noting they would leave the current supranational investment. President Thomas seconded. The motion passed by 3/2 vote, Directors Boatwright and Locke opposed.

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

Mr. Ott reminded the Board of the second recommended Board Action for this item, to affirm the Board of Directors' desire to delegate its investment authority to the District Treasurer for a period of one year (Calendar Year 2024) pursuant to Government Code section 53607 and Investment Policy (PL – Fin 003).

The Board unanimously agreed with this recommendation.

The Board agreed to allow the change to the Policy to be made now, and that staff did not need to bring the item back.

Items for Discussion and/or Action

- 7. Consider Conducting a Valuation of Kirby's Pump & Mechanical, Inc.**
AGM Underwood presented the staff report.

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

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

8. **CY2023 Operating and Capital Budget Amendments**

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

Director Wichert inquired about the amount of the request for CIP.

Dana Dean (Mr. Dean) responded that it was his opinion that Auburn Constructors was optimistic, and that he expected actual 2023 billings to be less than the staff’s requested increase.

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

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

9. **Committee and Liaison Appointments for 2024**

GM York presented the staff report.

President Thomas appointed the following appointments:

Committees

Audit Committee..... Craig Locke, Chair
 Jay Boatwright

Facilities and Operations Committee..... Dave Jones, Chair
 Craig Locke
 Jay Boatwright, Alternate

Regulatory Compliance/Water Quality Committee..... Robert Wichert, Chair
 Kevin Thomas

Water Banking Committee..... Robert Wichert, Chair
 Kevin Thomas

Carmichael Water District/SSWD 2x2 Committee..... Craig Locke, Chair
 Jay Boatwright
 Dave Jones, Alternate

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

General Manager Performance Review Committee..... Robert Wichert
..... Kevin Thomas

Liaison Assignments

ACWA/JPIA..... Jay Boatwright
..... Staff Position: Dan York
..... Craig Locke, Alternate
..... Kevin Thomas, Alternate

ACWA General Election Voting Delegate Jay Boatwright
..... Dan York, Alternate

ACWA Groundwater Committee..... Dave Jones
..... Kevin Thomas
..... Craig Locke
..... Dan York
..... Jay Boatwright
..... Ed Winkler
..... Jim Peifer

ACWA Water Quality Committee..... Dave Jones
..... Jay Boatwright
..... Kevin Thomas

ACWA Energy Committee Robert Wichert

ACWA Federal Affairs Committee..... Robert Wichert

ACWA Board..... Jim Peifer

ACWA Legal Affairs Committee..... Ryan Bezerra

ACWA State Legislative Committee Ryan Ojikian

ACWA Business Development Committee Edward Winkler

California Special Districts Association..... Dave Jones

LAFCo Special District Advisory Committee Jay Boatwright

Regional Water Authority Robert Wichert
..... Dan York, Alternate
..... Jay Boatwright, Alternate
..... Dave Jones, Alternate
..... Craig Locke, Alternate
..... Kevin Thomas, Alternate

Sacramento Groundwater Authority	Jay Boatwright, Board Rep.
.....	Robert Wichert, Alternate
.....	Kevin Thomas, Alternate
Sacramento Water Forum Successor Effort	Staff Rep: Dan York
.....	Craig Locke, Alternate
.....	Kevin Thomas, Alternate
.....	Dave Jones, Alternate

General Manager’s Report

10. General Manager’s Report

GM York presented the staff report.

a. CSDA Virtual Tour: Water Infrastructure for Firefighting

GM York presented the staff report and presented the final CSDA video.

Jennifer Harris expressed she felt it was a very important collaboration.

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

The Board convened in Closed Session at 6:52 p.m. to discuss the following:

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

Return to Open Session

The Board convened in Open Session at 7:15 p.m.

President Thomas announced the Board came to a consensus on the General Manager’s Goals for 2024.

Director Locke left the meeting at 7:17 p.m.

Department/Staff Reports

11. Groundwater Well Status Report

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

12. Engineering Report

Mr. Dean presented the staff report.

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.

13. **Financial Report**

Mr. Ott presented the staff report.

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

14. **District Activity Report**

Todd Artrip presented the staff report.

Information Items

15. **ACWA/JPIA President's Special Recognition Award**

AGM Underwood presented the staff report.

16. **Combination with Carmichael Water District**

GM York presented the staff report.

Discussion ensued regarding the outline of the Public Information Workshop and how to format the meeting.

The Board agreed to hold the meeting as an open house format.

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

A written report was provided.

18. **RiverArc Project**

GM York presented the staff report.

19. **Upcoming Policy Review**

A written report was provided.

- a. *Electronic Communication Management and Retention Policy (PL - IT 003)*

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

- 20. a. Regional Water Authority (Director Wichert)
None.

- b. Sacramento Groundwater Authority (Director Boatwright)
The Agenda for the December 14, 2023, Board Meeting was provided.
- c. Director Reports – AB 1234

Director Wichert provided an oral report of the RWA Holiday Social he attended and the meeting he had with the General Manager.

Director Jones provided an oral report of the RWA Anniversary Event he attended on September 21, 2023; the RWA/CNRA/DWR Media Event he attended on September 25, 2023; the Open House Event he attended on October 4, 2023; and the meeting he had with the General Manager on October 10, 2023.

President Thomas provided an oral report of the meeting he had with the General Manager on November 14, 2023; the AeroJet CAG meeting he attended on November 15, 2023; and the ACWA Conference he attended November 28 through November 30, 2023.

Committee Reports

- 21. a. Carmichael Water District/SSWD 2x2 Committee Meeting (Director Locke)
The Agenda for the December 13, 2023, meeting was provided.

Director's Comments/Staff Statements and Requests

None.

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

This item was re-agendized for earlier in the meeting.

- 22. **Public Employee Performance Evaluation Involving the General Manager Under Government Code Section 54954.5(e) and 54957.**
- 23. **Report from Closed Session.**
A written report was provided.

Adjournment

President Thomas adjourned the meeting at 8:05 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 2

Date: January 22, 2024

Subject: Treasurer's Report

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

Recommended Board Actions:

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

1. Ratify the SSWD Warrant Register as submitted for the period December 1, 2023, through December 31, 2023.
2. Accept the credit card expenditures listing for the period December 1, 2023, through December 31, 2023.
3. Ratify the Investment Activity register for the period December 1, 2023, through December 31, 2023.
4. Accept the Investment Portfolio Register as of the end of 4th Quarter of 2023.
5. Accept the Debt Portfolio Register as of the end of 4th Quarter of 2023.

Background:

The Treasurer's Report contains several items required by various Government Code sections and District policy that need to be presented to the Board of Directors (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:

Four (4) registers are included for Board review and acceptance or ratification:

- Cash Expenditures (AP Warrants) Register – December 2023
- Credit Card Expenditures Register – December 2023
- Investment Activity Register – December 2023
- Investment Portfolio Register – 4th Quarter 2023

Cash Expenditures (AP Warrants) Register– December 2023

During the month of December 2023, the District made cash payments totaling \$5.5 million. The primary expenditures were \$3.6 million for capital improvement projects, \$0.7 million for payroll, \$0.2 million for pension and health benefits, \$0.4 million for engineering, construction, contract & financial services, \$0.1 for water costs, \$0.1 million for supplies and inventory, \$0.1 million for licenses and permits, and \$0.3 million for all other O&M expenses. Per District Policy PL – Fin 014, the District Treasurer confirms that the cash expenditures contained in this register conform to the approved 2023 Annual Budget. The Cash Expenditures (AP Warrants) Register is included as Attachment 1.

Credit Card Expenditures Register – December 2023

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

During the month, the District spent \$10,553 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 – December 2023

During the month of December 2023, the District purchased two Federal Agency Commercial Mortgages for \$0.5 million (par). The District sold three U.S. Treasury Notes for \$0.55 million (par). One Federal Agency Note was matured for \$0.4 million (par). The District also received principal pay downs on fifteen Asset-Backed Security Obligations for \$0.2 million (par) and three Federal Agency Commercial Mortgages for \$1,048 (par). Details of the investment transactions are included as Attachment 3.

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

Investment Portfolio Register – 4th Quarter 2023

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

PFM market portfolio is currently earning a rate of 2.82 % per annum (at cost), while LAIF is earning 3.93%. District staff monitors investment assets quarterly and reviews the effective duration of the District's portfolio against its benchmark index on a quarterly basis as well.

Summary of District's Investment Portfolio December 31, 2023):

Fair Market Value	Security Type	Yield
\$ 2,599,355.73	Money Market	4.99%
11,830.65	LAIF	3.93%
	PFM Portfolio	
3,143,482.74	Asset-Backed Securities	2.00%
9,873,698.62	Corporate Notes	2.43%
2,773,683.50	Federal Agency Securities Bonds/Notes	0.53%
5,205,474.02	Federal Agency Collateralized Mortgage Obligation	4.64%
1,630,149.90	Municipal Obligations	0.98%
425,851.80	Supra-National Agency Bond	0.52%
13,058,812.32	Treasury Bonds/Notes	3.38%
36,111,152.90	Total PFM Portfolio	2.82%
\$ 38,722,339.28		2.97%

Par value of the PFM Portfolio as of December 31, 2023, is \$37,533,958 versus the market value of \$36,111,153. The difference is primarily related to increasing interest rates, which affects the market value of the investments.

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

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

Debt Portfolio Register – 4th Quarter 2023

Total principal outstanding as of December 31, 2023, is now \$43.0 million. The following table shows the District's long-term debt obligations as of December 31, 2023. Scheduled 2024 principal payments of \$5.0 million are not due until the end of October 2024.

Summary of District's Debt Portfolio:

Debt	Original Par	Outstanding	Issuance	Final Maturity
2018A	19,615,000	5,630,000	Fixed Rate Revenue Bond	11/1/2028
2022A	34,725,000	34,455,000	Fixed Rate Revenue Bond	11/1/2031
2022B	6,585,000	2,960,000	Fixed Rate Revenue Bond	11/1/2024
	90,125,000	43,045,000		

Attachments:

1. Cash Expenditures (AP Warrants) Register – December 2023
2. Credit Card Expenditures Register – December 2023
3. Investment Activity Register – December 2023
4. Investment Portfolio Register – 4th Quarter 2023

**Cash Expenditures
December 2023**

AP Warrant List From: 12/1/2023 To: 12/31/2023

Attachment 1

	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
ACE BODY SHOP & TOWING	84972	12/28/2023	\$8,681.75	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$8,681.75	
ACWA JPIA INSURANCE EAP	84713	12/6/2023	\$183.52	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$183.52	
ADP, INC	ACH0084524	12/29/2023	\$679,845.21	PAYROLL
		TOTAL	\$679,845.21	
	ACH0084525	12/22/2023	\$3,019.97	FINANCIAL SERVICES
		TOTAL	\$3,019.97	
	ACH0084608	12/22/2023	\$395.25	FINANCIAL SERVICES
		TOTAL	\$395.25	
AFLAC	84889	12/15/2023	\$601.27	ACCRUED SUPPLEMENT INSURANCE - AFLAC
		TOTAL	\$601.27	
AIRGAS USA LLC	000008407	12/18/2023	\$50.37	OPERATING SUPPLIES
		TOTAL	\$50.37	
ALL PRO BACKFLOW	000008426	12/28/2023	\$314.99	CONSTRUCTION SERVICES
		TOTAL	\$314.99	
ALLEN FURR	84921	12/15/2023	\$250.00	UNIFORMS
		TOTAL	\$250.00	
ALLIED UNIVERSAL	84917	12/15/2023	\$44.42	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$44.42	
	84938	12/28/2023	\$862.42	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$862.42	
AMAZON BUSINESS	000008373	12/6/2023	\$12.70	BUILDING MAINTENANCE - OFFICE & YARD
			\$171.36	DISTRICT - OFFICE SUPPLIES
			\$144.93	FIELD OPS - OPERATING SUPPLIES
			TOTAL	\$328.99
	000008398	12/15/2023	\$227.27	EMPLOYEE COMM/TEAMBUILDING
			\$258.70	OFFICE SUPPLIES
			\$130.21	OPERATING SUPPLIES
			TOTAL	\$616.18
	000008409	12/18/2023	\$41.45	OPERATING SUPPLIES
			TOTAL	\$41.45
	000008428	12/28/2023	\$249.92	ENGINEERING - OFFICE SUPPLIES
			\$1,394.59	FIELD OPS - OPERATING SUPPLIES
TOTAL			\$1,644.51	
AMERITAS (VISION)	84898	12/15/2023	\$2,268.96	EMPLOYEE BENEFIT - VISION
		TOTAL	\$2,268.96	
ANSWERNET	000008365	12/6/2023	\$721.00	DISTRIBUTION - COMMUNICATION
		TOTAL	\$721.00	
AQUATIC INFORMATICS INC	000008403	12/15/2023	\$22,550.00	PREPAID LICENSES & PERMIT
		TOTAL	\$22,550.00	
AT&T	84746	12/6/2023	\$2,558.21	IT - COMMUNICATION
		TOTAL	\$2,558.21	
	84914	12/15/2023	\$1,917.31	IT - COMMUNICATION
		TOTAL	\$1,917.31	
	84975	12/28/2023	\$3,847.41	IT - COMMUNICATION
		TOTAL	\$3,847.41	
ATLAS DISPOSAL	84878	12/15/2023	\$312.49	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$312.49	
AUBURN CONSTRUCTORS	84711	12/5/2023	\$256,926.24	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
		TOTAL	\$256,926.24	
	84712	12/5/2023	\$607,180.20	PROJECT: WELL 84 ANTELOPE/DON JULIO
		TOTAL	\$607,180.20	
	84875	12/14/2023	\$310,293.60	PROJECT: WELL 84 ANTELOPE/DON JULIO
			TOTAL	\$310,293.60

AP Warrant List From: 12/1/2023 To: 12/31/2023

	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$310,293.60	
	84890	12/15/2023	\$164,593.16	PROJECT: WELL 80 WALNUT/AUBURN
		TOTAL	\$164,593.16	
	84950	12/28/2023	\$236,060.90	PROJECT: WELL 80 WALNUT/AUBURN
		TOTAL	\$236,060.90	
	84983	12/28/2023	\$257,732.10	PROJECT: WELL 84 ANTELOPE/DON JULIO
		TOTAL	\$257,732.10	
BADGER METER INC	000008358	12/6/2023	\$577.55	FIELD SERVICE - EQUIPMENT MAINTENANCE
		TOTAL	\$577.55	
BARTKIEWICZ KRONICK & SHANAHAN	000008381	12/15/2023	\$4,100.25	LEGAL SERVICES
		TOTAL	\$4,100.25	
BAY ALARM COMPANY	84923	12/18/2023	\$395.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$395.00	
BRIAN PATTERSON	84742	12/6/2023	\$244.97	FIELD - UNIFORMS
		TOTAL	\$244.97	
BROADRIDGE MAIL LLC	ACH0084445	12/11/2023	\$177.81	CUST SERV - POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$177.81	
	ACH0084446	12/11/2023	\$3,630.43	CUST SERV - POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$3,630.43	
BROWER MECHANICAL	000008421	12/28/2023	\$1,892.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$1,892.00	
BROWN & CALDWELL	84725	12/6/2023	\$2,728.82	ENGINEERING - CONSULTING SERVICES
		TOTAL	\$2,728.82	
	84894	12/15/2023	\$1,871.34	PROJECT: CALIBRATION HYDROLIC MODEL
		TOTAL	\$1,871.34	
	84926	12/18/2023	\$54,270.27	PROJECT: WELL 79 VERNER/PANORAMA- NEW
		TOTAL	\$54,270.27	
	84955	12/28/2023	\$535.15	ENGINEERING - CONSULTING SERVICES
		TOTAL	\$535.15	
BSK ASSOCIATES	000008379	12/14/2023	\$9,110.00	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
		TOTAL	\$9,110.00	
	000008395	12/15/2023	\$44,567.00	INSPECTION & TESTING
		TOTAL	\$44,567.00	
	000008411	12/28/2023	\$7,260.00	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
		TOTAL	\$7,260.00	
	000008425	12/28/2023	\$5,269.50	INSPECTION & TESTING
		TOTAL	\$5,269.50	
BUD'S TRI COUNTY TREE SERVICE	000008359	12/6/2023	\$3,200.00	MISC. REPAIRS
		TOTAL	\$3,200.00	
	000008382	12/15/2023	\$3,400.00	MISC. REPAIRS
		TOTAL	\$3,400.00	
BUREAU OF RECLAMATION	84954	12/28/2023	\$6,388.20	WATER - BUREAU CONTRACT - SEC 215
		TOTAL	\$6,388.20	
BURTON ROBB /BURT'S LAWN & GARDEN SERVICE	000008414	12/28/2023	\$8,640.00	CONTRACT SERVICES
		TOTAL	\$8,640.00	
CALIFORNIA LABORATORY SERVICES	84729	12/6/2023	\$356.00	ENVIRON COMP - HAZARDOUS WASTE DISPOSAL
			\$10,918.00	ENGINEERING - INSPECTION & TESTING
		TOTAL	\$11,274.00	
	84958	12/28/2023	\$7,033.00	ENGINEERING - INSPECTION & TESTING
		TOTAL	\$7,033.00	
CAPITAL SWEEPER SERVICE	84743	12/6/2023	\$1,237.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$1,237.00	
CDWG	000008383	12/15/2023	\$11,875.00	IT - LICENSES, PERMITS & FEES
		TOTAL	\$11,875.00	

AP Warrant List From: 12/1/2023 To: 12/31/2023

	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
CENTRAL VALLEY ENG & ASPHALT	000008391	12/15/2023	\$14,598.50	DISTRIBUTION - MISC. REPAIRS
		TOTAL	\$14,598.50	
CHAD JIVIDEN	84966	12/28/2023	\$250.00	UNIFORMS
		TOTAL	\$250.00	
CHASE PAYMENTECH	ACH0084447	12/4/2023	\$15,828.86	CUST SERV - CREDIT CARD FEES
		TOTAL	\$15,828.86	
CITY OF SACRAMENTO DEPT OF UTILITIES	84724	12/6/2023	\$14.95	PRODUCTION - UTILITIES
		TOTAL	\$14.95	
	84953	12/28/2023	\$14.69	PRODUCTION - UTILITIES
		TOTAL	\$14.69	
CITY OF SACRAMENTO/ ENCROACHMENT REV DIVISION	84733	12/6/2023	\$1,230.00	DISTRIBUTION - LICENSES, PERMITS & FEES
		TOTAL	\$1,230.00	
CODY SCOTT	84730	12/6/2023	\$250.00	UNIFORMS
		TOTAL	\$250.00	
COLIN CRANE-SMITH	84749	12/6/2023	\$179.43	UNIFORMS
		TOTAL	\$179.43	
COLLEGE OAK TOWING	84880	12/15/2023	\$192.50	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$192.50	
COMCAST	84941	12/28/2023	\$93.82	IT - COMMUNICATION
		TOTAL	\$93.82	
CONSOLIDATED COMMUNICATIONS	84949	12/28/2023	\$597.69	IT - COMMUNICATION
		TOTAL	\$597.69	
COUGHRAN MECHANICAL SERVICE	84714	12/6/2023	\$54,557.99	PRODUCTION - CONTRACT SERVICES
		TOTAL	\$54,557.99	
	84984	12/31/2023	\$58,073.31	PRODUCTION - CONTRACT SERVICES
		TOTAL	\$58,073.31	
COUNTY OF SAC DEPT OF FINANCE	84932	12/18/2023	\$104.30	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$104.30	
COUNTY OF SAC PUBLIC WORKS	84881	12/15/2023	\$604.00	DISTRIBUTION - LICENSES, PERMITS & FEES
		TOTAL	\$604.00	
	84942	12/28/2023	\$413.00	DISTRIBUTION - LICENSES, PERMITS & FEES
		TOTAL	\$413.00	
COUNTY OF SAC REVENUE RECOVERY	84892	12/15/2023	\$350.08	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$350.08	
COUNTY OF SAC UTILITIES	84715	12/6/2023	\$127.35	UTILITIES
		TOTAL	\$127.35	
CULLIGAN	84903	12/15/2023	\$41.00	OPERATING SUPPLIES
		TOTAL	\$41.00	
CUSTOMER REFUNDS	Multiple Payments	12/13/2023	\$23,606.95	Customer Refunds: 127
		TOTAL	\$23,606.95	
DAN YORK	84934	12/19/2023	\$951.82	TRAVEL CONFERENCES
		TOTAL	\$951.82	
DEWBERRY ENGINEERS INC	84907	12/15/2023	\$4,715.00	PROJECT: AUBURN BLVD BRIDGE PIPE REPL
		TOTAL	\$4,715.00	
	84961	12/28/2023	\$13.00	COMMUNICATION
		TOTAL	\$13.00	
DMITRY ROSHKO	84899	12/15/2023	\$250.00	UNIFORMS
		TOTAL	\$250.00	
DOMCO PLUMBING	84731	12/6/2023	\$325.00	FIELD SERV - CONSTRUCTION SERVICES
		TOTAL	\$325.00	
DOUG VEERKAMP GENERAL ENGR	000008394	12/15/2023	\$18,995.20	DISTRIBUTION - CONSTRUCTION SERVICES
		TOTAL	\$18,995.20	
DYLAN HUNTZINGER	84896	12/15/2023	\$172.40	UNIFORMS
		TOTAL	\$172.40	

AP Warrant List From: 12/1/2023 To: 12/31/2023

	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
	84959	12/28/2023	\$348.75	OTHER TRAINING
		TOTAL	\$348.75	
EDWARD HIDALGO	84904	12/15/2023	\$250.00	UNIFORMS
		TOTAL	\$250.00	
ELEVATOR TECHNOLOGY INC	000008399	12/15/2023	\$226.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$226.00	
ELOISA ESPARZA	84740	12/6/2023	\$1,517.65	TRAVEL CONFERENCES
		TOTAL	\$1,517.65	
EMIGH ACE HARDWARE	000008360	12/6/2023	\$3.87	OPERATING SUPPLIES
		TOTAL	\$3.87	
EMPLOYEE RELATIONS	000008390	12/15/2023	\$30.00	EMPLOYMENT COST
		TOTAL	\$30.00	
ERC CONTRACTING	000008357	12/5/2023	\$125.00	PROJECT: WELL 84 ANTELOPE/DON JULIO
		TOTAL	\$125.00	
	000008371	12/6/2023	\$4,000.00	PROJECT: KPM CONTRACT - 2023 TERM 1
		TOTAL	\$4,000.00	
	000008396	12/15/2023	\$20,950.00	PROJECT: KPM CONTRACT - 2023 TERM 1
			\$4,375.00	PROJECT: WATT MAIN EXTENSIION
			\$1,825.00	PROJECT: WELL 41 - PUMP STATION IMPROVE
	TOTAL	\$27,150.00		
	000008427	12/28/2023	\$10,700.00	PROJECT: KPM CONTRACT - 2023 TERM 1
		TOTAL	\$10,700.00	
000008433	12/28/2023	\$4,875.00	PROJECT: WELL 84 ANTELOPE/DON JULIO	
	TOTAL	\$4,875.00		
EUROFINS EATON ANALYTICAL	84734	12/6/2023	\$3,121.00	INSPECTION & TESTING
		TOTAL	\$3,121.00	
	84876	12/14/2023	\$1,230.00	PROJECT: WELL 84 ANTELOPE/DON JULIO
		TOTAL	\$1,230.00	
	84900	12/15/2023	\$2,358.00	INSPECTION & TESTING
		TOTAL	\$2,358.00	
	84937	12/28/2023	\$7,885.00	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
		TOTAL	\$7,885.00	
	84963	12/28/2023	\$259.00	INSPECTION & TESTING
		TOTAL	\$259.00	
FLEETWASH INC	000008372	12/6/2023	\$502.06	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$502.06	
	000008397	12/15/2023	\$477.12	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$477.12	
FUTURE FORD	84943	12/28/2023	\$98.20	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$98.20	
GRAINGER	84716	12/6/2023	\$193.95	PROJECT: WELL 79 VERNER/PANORAMA- NEW
			\$243.48	FIELD OPS - OPERATING SUPPLIES
			TOTAL	\$437.43
	84939	12/28/2023	\$431.00	INVENTORY
			TOTAL	\$431.00
	84944	12/28/2023	\$1,276.12	PRODUCITON - OPERATING SUPPLIES
TOTAL			\$1,276.12	
GRAYSON MOYSE	84747	12/6/2023	\$1,405.71	IT - CONFERENCES
		TOTAL	\$1,405.71	
GREEN MEDIA CREATIONS INC	000008376	12/6/2023	\$1,231.25	CONTRACT SERVICES
		TOTAL	\$1,231.25	
HACH COMPANY	000008412	12/28/2023	\$3,709.85	INVENTORY
		TOTAL	\$3,709.85	
	000008415	12/28/2023	\$654.82	ENVIRON COMP - OPERATING SUPPLIES

AP Warrant List From: 12/1/2023 To: 12/31/2023

	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$654.82	
HARRINGTON PLASTICS	84940	12/28/2023	\$8,344.88	INVENTORY
		TOTAL	\$8,344.88	
	84945	12/28/2023	\$205.92	OPERATING SUPPLIES
		TOTAL	\$205.92	
HDR ENGINEERING	000008366	12/6/2023	\$2,270.00	CONSULTING SERVICES
		TOTAL	\$2,270.00	
HECTOR SEGOVIANO	84717	12/6/2023	\$232.45	TRAVEL CONFERENCES
		TOTAL	\$232.45	
	84882	12/15/2023	\$225.00	EMPLOYEE COMM/TEAMBUILDING
		TOTAL	\$225.00	
	84924	12/18/2023	\$259.36	EMPLOYEE COMM/TEAMBUILDING
		TOTAL	\$259.36	
HYDROPRO SOLUTIONS	84910	12/15/2023	\$1,178.76	FIELD SERV - OPERATING SUPPLIES
		TOTAL	\$1,178.76	
ICONIX WATERWORKS (US) INC	000008401	12/15/2023	\$10,774.70	PROJECT: WATT MAIN EXTENSIION
		TOTAL	\$10,774.70	
	000008429	12/28/2023	\$613.86	OPERATING SUPPLIES
		TOTAL	\$613.86	
IN COMMUNICATIONS	84727	12/6/2023	\$4,133.19	PUBLIC RELATIONS
		TOTAL	\$4,133.19	
	84895	12/15/2023	\$4,244.63	PUBLIC RELATIONS
		TOTAL	\$4,244.63	
INTERWEST INSURANCE SERVICES LLC	84877	12/14/2023	\$328.00	PROJECT: WELL 84 ANTELOPE/DON JULIO
		TOTAL	\$328.00	
	84920	12/15/2023	\$1,441.00	PROJECT: WELL 78 BUTANO - PUMP STATION
		TOTAL	\$1,441.00	
INVOICE CLOUD INC	84971	12/28/2023	\$23,396.50	FINANCIAL SERVICES
		TOTAL	\$23,396.50	
JAY BOATWRIGHT	84935	12/19/2023	\$1,661.45	TRAVEL CONFERENCES
		TOTAL	\$1,661.45	
JEGO SYSTEMS	84908	12/15/2023	\$39,360.00	PROJECT: 2023 SCADA NETWORK IMPROVEMENT
		TOTAL	\$39,360.00	
JOE CROCKETT	84891	12/15/2023	\$125.00	UNIFORMS
		TOTAL	\$125.00	
JOSH TAYLOR	84736	12/6/2023	\$285.00	REQUIRED TRAINING
		TOTAL	\$285.00	
JUSTIN MCGOWAN	84978	12/28/2023	\$190.00	OTHER TRAINING
			\$250.00	UNIFORMS
		TOTAL	\$440.00	
KENNEDY JENKS CONSULTANTS	000008393	12/15/2023	\$22,876.15	PROJECT: WATT MAIN EXTENSIION
		TOTAL	\$22,876.15	
KEVIN M THOMAS	84936	12/19/2023	\$3,079.50	TRAVEL CONFERENCES
		TOTAL	\$3,079.50	
KIRBY PUMP AND MECHANICAL	84732	12/6/2023	\$143,222.87	PROJECT: KPM CONTRACT - 2023 TERM 1
			\$39,502.67	PROJECT: WELL 28 - CONDITION ASSESSMENT
		TOTAL	\$182,725.54	
	84897	12/15/2023	\$142,235.41	PROJECT: KPM CONTRACT - 2023 TERM 1
			\$29,502.37	PROJECT: WELL 28 - CONDITION ASSESSMENT
			\$8,155.13	PROJECT: WELL N20 - CA & MN MITIGATION
			\$45,200.17	PROJECT: WELL N3 - WATER QUALITY INVEST
			TOTAL	\$225,093.08
	84929	12/18/2023	\$166,154.17	PROJECT: KPM CONTRACT - 2023 TERM 1
			6 \$2,637.37	PROJECT: WELL 28 - CONDITION ASSESSMENT

AP Warrant List From: 12/1/2023 To: 12/31/2023

Attachment 1

	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
			\$43,636.45	PROJECT: WELL N3 - WATER QUALITY INVEST
		TOTAL	\$212,427.99	
	84962	12/28/2023	\$146,039.46	PROJECT: KPM CONTRACT - 2023 TERM 1
			\$74,738.34	PROJECT: KPM CONTRACT - 2024 TERM 1
			\$195,697.72	PROJECT: WELL N20 - CA & MN MITIGATION
		TOTAL	\$416,475.52	
KNUTSEN PUMP TESTING	84977	12/28/2023	\$11,250.00	PRODUCTION - CONTRACT SERVICES
		TOTAL	\$11,250.00	
LAW OFFICE OF TOM JOHNSON	84981	12/28/2023	\$8,226.45	LEGAL SERVICES
		TOTAL	\$8,226.45	
LEGION SOLUTIONS & SERVICES	000008375	12/6/2023	\$16,800.00	PROJECT: 2022 CROSSION CONTROL SURVEY
			\$45,015.75	PROJECT: 2023 CORROSION CONTROL SURVEY
		TOTAL	\$61,815.75	
LEICA GEOSYSTEMS INC	84737	12/6/2023	\$7,182.00	IT - PREPAID LICENSES & PERMIT
		TOTAL	\$7,182.00	
LES SCHWAB TIRE CENTER MADISON	84718	12/6/2023	\$1,192.58	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$1,192.58	
	84883	12/15/2023	\$1,240.07	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,240.07	
	84925	12/18/2023	\$686.54	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$686.54	
LIEBERT CASSIDY WHITMORE	84906	12/15/2023	\$156.52	LEGAL SERVICES
		TOTAL	\$156.52	
	84967	12/28/2023	\$338.00	LEGAL SERVICES
		TOTAL	\$338.00	
LIFEGUARD FIRST AID	000008408	12/18/2023	\$142.55	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$142.55	
MARIO HERNANDEZ	84979	12/28/2023	\$250.00	UNIFORMS
		TOTAL	\$250.00	
MARK TAYLOR	84884	12/15/2023	\$235.00	REQUIRED TRAINING
		TOTAL	\$235.00	
MARY BANCHERO	84750	12/6/2023	\$500.00	CONSERVATION REBATES
		TOTAL	\$500.00	
MICHAEL PHILLIPS LANDSCAPE CORP	000008404	12/18/2023	\$3,425.00	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$3,425.00	
	000008416	12/28/2023	\$2,935.00	CONSERVATION - CONTRACT SERVICES
		TOTAL	\$2,935.00	
MISCOWATER	84980	12/28/2023	\$1,665.75	PRODUCITON - OPERATING SUPPLIES
		TOTAL	\$1,665.75	
MOBILE-MED WORK HEALTH SOLUTIONS INC	84973	12/28/2023	\$691.00	MISCELLANEOUS EMPLOYEE BENEFITS
		TOTAL	\$691.00	
MONICA VAZQUEZ	84919	12/15/2023	\$198.00	UNIFORMS
		TOTAL	\$198.00	
NAVIANT	84741	12/6/2023	\$64,705.31	IT - PREPAID LICENSES & PERMIT
		TOTAL	\$64,705.31	
	84974	12/28/2023	\$7,089.50	PROJECT: ONBASE SOFTWARE UPGRADE
		TOTAL	\$7,089.50	
NDS SOLUTIONS INC	000008361	12/6/2023	\$204.68	DISTRICT - OPERATING SUPPLIES
		TOTAL	\$204.68	
NINJIO LLC	84911	12/15/2023	\$189.83	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$189.83	
OFFICE DEPOT INC	84885	12/15/2023	\$1,435.10	DISTRICT - OFFICE SUPPLIES
		TOTAL	\$1,435.10	
OK TIRE AND AUTOMOTIVE	84728	12/6/2023	\$642.12	VEHICLE MAINTENANCE SERVICES

AP Warrant List From: 12/1/2023 To: 12/31/2023

Attachment 1

	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$642.12	
	84928	12/18/2023	\$1,658.75	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$1,658.75	
	84957	12/28/2023	\$399.91	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$399.91	
ONE STOP TRUCK SHOP	000008384	12/15/2023	\$555.91	VEHICLE MAINTENANCE SERVICES
		TOTAL	\$555.91	
PACE SUPPLY CORP	000008368	12/6/2023	\$44,208.26	INVENTORY
			\$3,175.16	DISTRIBUTION - OPERATING SUPPLIES
		TOTAL	\$47,383.42	
	000008406	12/18/2023	\$17.58	PROJECT: WATT MAIN EXTENSIION
		TOTAL	\$17.58	
	000008413	12/28/2023	\$45.26	INVENTORY
		TOTAL	\$45.26	
PATRON TRUCKING INC	84739	12/6/2023	\$1,213.23	OPERATING SUPPLIES
		TOTAL	\$1,213.23	
	84970	12/28/2023	\$1,574.95	OPERATING SUPPLIES
		TOTAL	\$1,574.95	
PERS 457 PLAN	ACH0084528	12/15/2023	\$3,747.17	ACCRUED DEF COMP, PERS ROTH 457B
		TOTAL	\$3,747.17	
	ACH0084530	12/29/2023	\$2,365.38	ACCRUED DEF COMP, PERS ROTH 457B
		TOTAL	\$2,365.38	
PERS HEALTH	ACH0082781	12/7/2023	\$126,840.13	EMPLOYEE BENEFIT - HEALTH INSRUANCE
		TOTAL	\$126,840.13	
	ACH0082782	12/7/2023	\$1,695.20	OPEB - RETIREE BENEFITS PREMIUM
		TOTAL	\$1,695.20	
PERS PENSION	ACH0084535	12/15/2023	\$19,547.28	EMPLOYEE BENEFIT - PERS RETIREMENT--ER SHARE
		TOTAL	\$19,547.28	
	ACH0084536	12/15/2023	\$9,774.08	EMPLOYEE BENEFIT - PERS RETIREMENT--ER SHARE
		TOTAL	\$9,774.08	
	ACH0084537	12/15/2023	\$23,734.88	EMPLOYEE BENEFIT - PERS RETIREMENT--ER SHARE
		TOTAL	\$23,734.88	
	ACH0084542	12/28/2023	\$24,015.74	EMPLOYEE BENEFIT - PERS RETIREMENT--ER SHARE
		TOTAL	\$24,015.74	
	ACH0084543	12/28/2023	\$9,708.59	EMPLOYEE BENEFIT - PERS RETIREMENT--ER SHARE
		TOTAL	\$9,708.59	
	ACH0084544	12/28/2023	\$19,075.48	EMPLOYEE BENEFIT - PERS RETIREMENT--ER SHARE
		TOTAL	\$19,075.48	
PEST PROS PEST SOLUTIONS	84968	12/28/2023	\$288.15	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$288.15	
PETERSON BRUSTAD INC	84735	12/6/2023	\$9,374.39	PROJECT: ENTERPR/NORTHDROP RESERVIOR/PS
		TOTAL	\$9,374.39	
	84902	12/15/2023	\$656.25	PROJECT: ENTERPR/NORTHDROP RESERVIOR/PS
			\$378.00	PROJECT: FACILITY OPER PLAN-WELL 32A
			\$15,000.95	PROJECT: MBP DUDLEY DUDLEY MAIN REPL
			\$19,816.65	PROJECT: MBP DUDLEY PEACEKEEPER MAIN RE
			\$1,039.50	PROJECT: WALNUT TANK CONDITION ASSMNT
			\$357.00	CONSULTING SERVICES
		TOTAL	\$37,248.35	
	84964	12/28/2023	\$417.38	PROJECT: CAPEHART TANK CONDITION ASSMNT
		TOTAL	\$417.38	
PFM ASSET MANAGEMENT LLC	000008389	12/15/2023	\$3,722.79	FINANCE - FINANCIAL SERVICES
		TOTAL	\$3,722.79	
PG&E	84719	12/6/2023	\$334.65	PRODUCTION - ELECTRICAL CHARGES

AP Warrant List From: 12/1/2023 To: 12/31/2023

Attachment 1

	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
			\$16.62	UTILITIES
		TOTAL	\$351.27	
	84886	12/15/2023	\$22.44	UTILITIES
		TOTAL	\$22.44	
	84946	12/28/2023	\$16.80	UTILITIES
		TOTAL	\$16.80	
PIP MARKETING SIGNS PRINT	84738	12/6/2023	\$455.00	VEHICLE MAINTENANCE SUPPLIES
		TOTAL	\$455.00	
	84969	12/28/2023	\$316.78	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$316.78	
PLACER WATERWORKS INC	000008362	12/6/2023	\$2,844.60	FIELD SERV - OPERATING SUPPLIES
		TOTAL	\$2,844.60	
PLATT	84744	12/6/2023	\$286.18	OPERATING SUPPLIES
		TOTAL	\$286.18	
POSTMASTER PERMIT RENEWAL	84893	12/15/2023	\$310.00	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$310.00	
PSOMAS	000008380	12/14/2023	\$656.00	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
		TOTAL	\$656.00	
	000008388	12/15/2023	\$5,982.00	PROJECT: MBP EASEMENTS
			\$8,663.00	PROJECT: PRO ACQU-WALERGA/ANTELOPE-PHAM
		TOTAL	\$14,645.00	
	000008420	12/28/2023	\$4,047.16	ENGINEERING - CONSULTING SERVICES
		TOTAL	\$4,047.16	
PURCHASE POWER	000008374	12/6/2023	\$201.01	CUST SERV - POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$201.01	
	000008430	12/28/2023	\$484.11	CUST SERV - POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$484.11	
QUADIENT LEASING USA INC	84930	12/18/2023	\$834.38	EQUIPMENT RENTAL/LEASE
		TOTAL	\$834.38	
R&S OVERHEAD DOORS AND GATES	000008367	12/6/2023	\$694.52	BUILDING MAINTENANCE - OFFICE & YARD
			\$17,515.85	PROJECT: NEW GATE/GATE OPERATOR @ WANUT
			\$427.62	PRODUCTION - CONSTRUCTION SERVICES
		TOTAL	\$18,637.99	
	000008422	12/28/2023	\$704.50	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$704.50	
RAMOS ENVIRONMENTAL SERVICES	84947	12/28/2023	\$333.34	HAZARDOUS WASTE DISPOSAL
		TOTAL	\$333.34	
RAUL PALOMAR	84726	12/6/2023	\$250.00	UNIFORMS
		TOTAL	\$250.00	
RAWLES ENGINEERING	84720	12/6/2023	\$18,662.85	DISTRIBUTION - CONSTRUCTION SERVICES
		TOTAL	\$18,662.85	
RESOURCE TELECOM LLC	000008417	12/28/2023	\$652.50	COMMUNICATION
		TOTAL	\$652.50	
RESTORATION MANAGEMENT CO	84909	12/15/2023	\$630.97	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$630.97	
RIVER CITY FIRE EQUIP CO INC	84960	12/28/2023	\$236.80	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$236.80	
RIVER CITY PAINTING	000008423	12/28/2023	\$490.00	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$490.00	
ROBERT ROSCOE	000008363	12/6/2023	\$722.40	OPEB - RETIREE BENEFITS PREMIUM
		TOTAL	\$722.40	
RUE EQUIPMENT INC	84948	12/28/2023	\$700.00	EQUIPMENT MAINTENANCE SERVICES
			\$271.98	OPERATING SUPPLIES
			\$951.50	VEHICLE MAINTENANCE SERVICES

AP Warrant List From: 12/1/2023 To: 12/31/2023

	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
		TOTAL	\$1,923.48	
SACRAMENTO SUBURBAN WATER DISTRICT	84965	12/28/2023	\$522.42	HR - PUBLIC RELATIONS
		TOTAL	\$522.42	
SARAH DAINS	84905	12/15/2023	\$276.50	TRAVEL CONFERENCES
		TOTAL	\$276.50	
SHAWN CHANEY	84722	12/6/2023	\$306.49	TRAVEL CONFERENCES
		TOTAL	\$306.49	
	84952	12/28/2023	\$241.30	UNIFORMS
		TOTAL	\$241.30	
SHRED-IT STERICYCLE	84901	12/15/2023	\$94.11	CONTRACT SERVICES
		TOTAL	\$94.11	
SIERRA CHEMICAL COMPANY	000008364	12/6/2023	\$1,355.00	HFA, CHEMICAL & DELIVERY
			\$2,964.00	HYPO, CHEMICAL & DELIVERY
		TOTAL	\$4,319.00	
	000008385	12/15/2023	\$9,458.16	HFA, CHEMICAL & DELIVERY
			\$16,563.60	HYPO, CHEMICAL & DELIVERY
		TOTAL	\$26,021.76	
SMUD	84721	12/6/2023	\$788.62	ELECTRICAL CHARGES
		TOTAL	\$788.62	
	84887	12/15/2023	\$58,881.96	ELECTRICAL CHARGES
		TOTAL	\$58,881.96	
SMUD - DESIGN AND CONSTRUCTION SERVICES	84874	12/14/2023	\$83,574.00	PROJECT: WELL 80 WALNUT/AUBURN
		TOTAL	\$83,574.00	
SMUD ACCOUNTING	000008402	12/15/2023	\$1,000.00	PROJECT: WELL N20 - CA & MN MITIGATION
		TOTAL	\$1,000.00	
	000008410	12/18/2023	\$500.00	PROJECT: WELL N20 - CA & MN MITIGATION
		TOTAL	\$500.00	
SMUD NEW SERVICES DIVISION	REMIT00000000000001409	12/14/2023	\$0.00	
		TOTAL	\$0.00	
SONITROL	000008418	12/28/2023	\$2,026.87	BUILDING SERVICE EXPENSE - OFFICE & YARD
			\$44,714.13	PROJECT: WATT/ ELKH RESERVOIR SECURITY
			\$1,280.57	CONTRACT SERVICES
		TOTAL	\$48,021.57	
SPIRITUAL LIFE CENTER	84982	12/28/2023	\$199.00	CONSERVATION REBATES
		TOTAL	\$199.00	
STATE WATER RESOURCES CONTROL BOARD	84888	12/15/2023	\$3,576.00	LICENSES, PERMITS & FEES
		TOTAL	\$3,576.00	
TAK COMMUNICATIONS CA INC	84748	12/6/2023	\$27,090.00	PROJECT: 2023 VALVE/HYDRANT/SERV REPL
			\$43,441.43	DISTRIBUTION - CONSTRUCTION SERVICES
		TOTAL	\$70,531.43	
	84916	12/15/2023	\$87,199.80	PROJECT: 2023 VALVE/HYDRANT/SERV REPL
			\$5,364.74	DISTRIBUTION - CONSTRUCTION SERVICES
		TOTAL	\$92,564.54	
	84976	12/28/2023	\$30,720.00	PROJECT: 2023 VALVE/HYDRANT/SERV REPL
			\$11,520.00	DISTRIBUTION - CONSTRUCTION SERVICES
		TOTAL	\$42,240.00	
TESCO	000008419	12/28/2023	\$470.00	PRODUCTION - CONTRACT SERVICES
		TOTAL	\$470.00	
THOMAS SAWYER	84913	12/15/2023	\$250.00	UNIFORMS
		TOTAL	\$250.00	
TIMAIO DAVIS	84751	12/6/2023	\$500.00	CONSERVATION REBATES
		TOTAL	\$500.00	
TINA LYNN DESIGN	000008369	12/6/2023	\$330.00	CONTRACT SERVICES
		TOTAL	\$330.00	

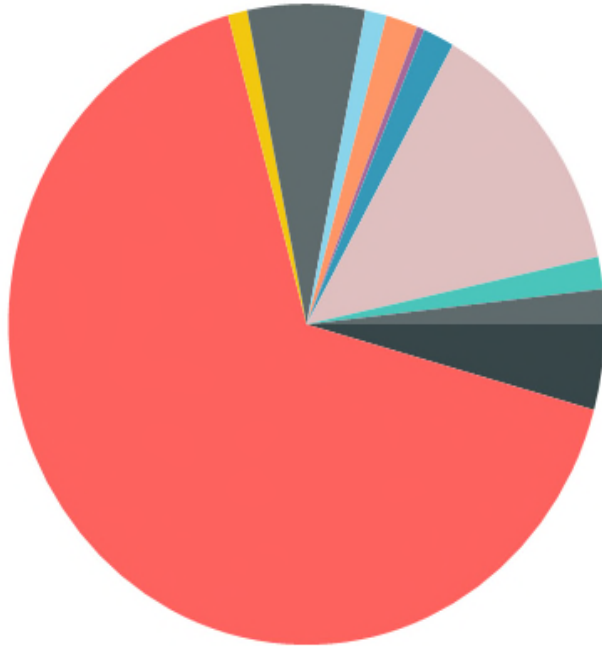
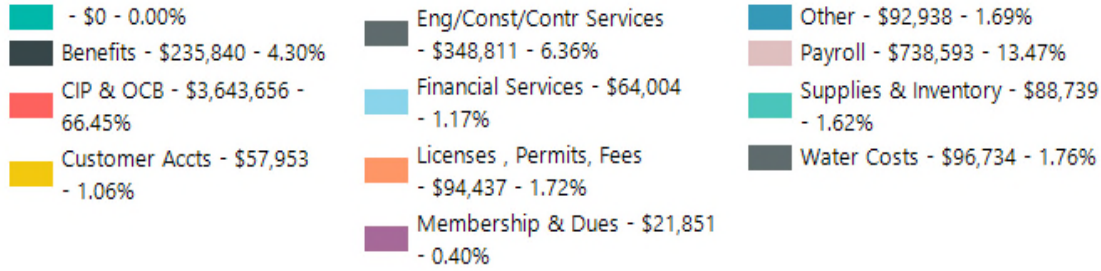
AP Warrant List From: 12/1/2023 To: 12/31/2023

	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
	000008392	12/15/2023	\$1,593.47	OPERATING SUPPLIES
		TOTAL	\$1,593.47	
	000008424	12/28/2023	\$330.00	CONTRACT SERVICES
		TOTAL	\$330.00	
TRIMARK ASSOCIATES INC	000008432	12/28/2023	\$2,420.00	PROJECT: 2023 SCADA NETWORK IMPROVEMENT
		TOTAL	\$2,420.00	
UBEO BUSINESS SERVICES	000008431	12/28/2023	\$126.10	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$126.10	
US BANK CORPORATE PAYMENT SYSTEM	84927	12/18/2023	\$10,553.08	PURCHASING CARD
		TOTAL	\$10,553.08	
USPS	ACH0084538	12/29/2023	\$2,753.47	SSWD/CWD COMBINATION -
		TOTAL	\$2,753.47	
	ACH0084539	12/29/2023	\$16,939.70	SSWD/CWD COMBINATION -
		TOTAL	\$16,939.70	
	ACH0084545	12/31/2023	\$272.72	POSTAGE/SHIPPING/UPS/FED EX
		TOTAL	\$272.72	
VALIC AIG	ACH0084526	12/1/2023	\$37,975.00	ACCRUED DEF COMP, VALIC ROTH 457B
		TOTAL	\$37,975.00	
	ACH0084540	12/29/2023	\$4,745.00	ACCRUED DEF COMP, VALIC ROTH 457B
		TOTAL	\$4,745.00	
	ACH0084541	12/18/2023	\$9,314.36	ACCRUED DEF COMP, VALIC ROTH 457B
		TOTAL	\$9,314.36	
VERIZON WIRELESS DALLAS TX	84723	12/6/2023	\$5,198.94	IT - COMMUNICATION
		TOTAL	\$5,198.94	
VICKI SPRAGUE	84956	12/28/2023	\$75.00	REQUIRED TRAINING
		TOTAL	\$75.00	
WACHS WATER SERVICES	84745	12/6/2023	\$2,015.11	EQUIPMENT MAINTENANCE SERVICES
		TOTAL	\$2,015.11	
WALNUT INDUSTRIAL CENTER LLC	84931	12/18/2023	\$2,060.00	H&D WALNUT PARKING LOT LEASE
		TOTAL	\$2,060.00	
WASTE MANAGEMENT	000008386	12/15/2023	\$182.40	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$182.40	
	000008405	12/18/2023	\$244.38	BUILDING SERVICE EXPENSE - OFFICE & YARD
		TOTAL	\$244.38	
WATER RESEARCH FOUNDATION AWWA	84879	12/15/2023	\$21,851.45	PREPAID MEMBERSHIP & DUES
		TOTAL	\$21,851.45	
WATERWISE CONSULTING, INC.	000008370	12/6/2023	\$1,855.00	CONTRACT SERVICES
		TOTAL	\$1,855.00	
WAYNE BELLERT	84915	12/15/2023	\$250.00	UNIFORMS
		TOTAL	\$250.00	
WCP SOLUTIONS	84912	12/15/2023	\$1,177.44	BUILDING MAINTENANCE - OFFICE & YARD
		TOTAL	\$1,177.44	
WEST YOST & ASSOCIATES	000008377	12/6/2023	\$27,414.75	PROJECT: WELL 84 ANTELOPE/DON JULIO
		TOTAL	\$27,414.75	
	000008378	12/14/2023	\$91,078.01	PROJECT: WLS 81/82/83 ANTELOPE N./POKER
		TOTAL	\$91,078.01	
	000008387	12/15/2023	\$21,849.25	PROJECT: WELL 80 WALNUT/AUBURN
		TOTAL	\$21,849.25	
WESTAMERICA BANK ANALYSIS FEES	ACH0084451	12/18/2023	\$4,819.35	FINANCIAL SERVICES
		TOTAL	\$4,819.35	
WIENHOFF DRUG TESTING	84951	12/28/2023	\$935.00	EMPLOYMENT COST
		TOTAL	\$935.00	
WILLIAM VAN PELT	84918	12/15/2023	\$183.16	UNIFORMS
		TOTAL	\$183.16	

AP Warrant List From: 12/1/2023 To: 12/31/2023

	PAYMENT NO.	DATE	AMOUNT	DESCRIPTION
WOLF CONSULTING	000008400	12/15/2023	\$4,050.00	IT - CONSULTING SERVICES
		TOTAL	\$4,050.00	
GRAND TOTAL			\$5,483,557.47	

AP Warrant List Summary Chart



**Credit Card Expenditures
December 2023**

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

Vendor Name	Description	Amount	Proj/GLAcct
WIENHOFF DRUG TESTING	REASONABLE SUSPICION TRAINING - HOWARD MORELAND	\$50.00	17-51407
AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE)	INFRASTRUCTURE BOOK FOR DEPARTMENT (APPROVED BY DANA DEAN)	\$110.00	15-51407
FOOTHILLS DONUTS	ALL STAFF REFRESHMENTS (APPROVED BY LYNN PHAM)	\$189.00	02-51403
BEL AIR	ALL STAFF REFRESHMENTS (APPROVED BY LYNN PHAM)	\$33.97	02-51403
ACWA	KEVIN THOMAS REGISTRATION	\$815.00	01-55001
COSTCO	EMPLOYEE MORAL - SUPPLIES	\$135.31	02-51403
DON QUIXOTE	LUNCH FOR WATER CAUCUS	\$380.03	02-56000
SMART AND FINAL	DRINKS FOR WATER CAUCUS	\$75.83	02-56000
RALEY'S	GENERAL MANAGERS AND UTILITY DIRECTORS LUNCH	\$66.27	02-56000
DON QUIXOTE	LUNCH FOR GENERAL MANAGERS AND UTILITY DIRECTORS MEETING	\$318.61	02-56000
DON QUIXOTE	LUNCH FOR GENERAL MANAGERS AND UTILITY DIRECTORS MEETING	\$111.05	02-56000
WILSONS	TOM DICKINSON RETIREMENT AWARD	\$27.19	12-54008
ROUND TABLE PIZZA	LUNCH WITH STAFF AND THE GM	\$113.02	02-51403
RALEYS	LUNCH WITH STAFF AND THE GM DRINKS	\$13.98	02-51403
ELDORADO HOTEL	TRAINING-RODNEY LEE	\$205.00	05-55001
RIO HOTEL	TRAINING- SHAWN CHANEY (CREDIT-OVERCHARGED)	(\$164.40)	05-55001
RIO HOTEL	TRAINING-SARAH DAINS (CREDIT-OVERCHARGED)	(\$164.40)	03-55001
RIO HOTEL	TRAINING-HECTOR SEGOVIANO (CREDIT-OVERCHARGED)	(\$164.40)	05-55001
RIO HOTEL	TRAINING- HECTOR SEGOVIANO	\$612.24	05-55001
RIO HOTEL	TRAINING-SHAWN CHANEY	\$816.32	05-55001
RIO HOTEL	TRAINING-SARAH DAINS	\$816.32	03-55001
EL DORADO HOTEL	TRAINING-RODNEY LEE (CREDIT-OVERCHARGED)	(\$48.03)	05-55001
EFFECTIVE PRESENTATIONS	TRAINING-SARAH DAINS	\$695.00	03-51406
HOME DEPOT	FIELD SERVICES SUPPLIES	\$75.21	08-52101
COSTCO	KIT. SUPPLIES (03-52108) (WALNUT) \$49.54----- WAREHOUSE SUPPLIES \$90.47 (05-52101)	\$140.01	SEE NOTE
CALGONATE	WAREHOUSE SUPPLIES	\$615.00	05-52101
MYRON L COMPANY	ENVIRONMENTAL COMPLIANCE SUPPLIES	\$155.72	14-52101
HOME DEPOT	WAREHOUSE SUPPLIES	\$67.68	05-52101
FRED PRYOR	TRAINING-SHAWN CHANEY	\$50.00	07-51407
AWWA.ORG	TRAINING- TOM FOX	\$156.00	07-51407
FRED PRYOR	TRAINING-JOSH GAGNON	\$150.00	07-51406
COSTCO	WAREHOUSE SUPPLIES	\$359.88	05-52101
MITCH'S CERTIFIED CLASS	TRAINING-WAYNE BELLERT	\$800.00	06-51407
FUTURE CHEVROLET	REPAIRS TO BOLT 82	\$209.00	12-54005
HOME DEPOT	FAN ON OFF SWITCHS	\$10.73	12-54008
GLOBAL INDUSTRIES	ENSORB ABSORBENT	\$159.72	12-52101
GLOBAL INDUSTRIES	ABSORBENT PILLOWS	\$105.56	12-52101
EMERSON PRO TOOL REPAIR	REPAIR RIDGID PIPE FREEZE MACHINE	\$798.05	12-52101
SAFELITE AUTO GLASS	REPAIR CRACK TRUCK 67	\$163.59	12-54005

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

Vendor Name	Description	Amount	Proj/GLAcct
APWA	FLEET TRAINING COURSE	\$225.00	12-52101
EMERSON PRO TOOL REPAIR	REPAIR RIDGID PIPE FREEZE MACHINE	\$798.05	12-52101
UPS STORE	SHIPPING FREEZE MACHINE TO REPAIR FACILITY	\$227.09	12-53003
AUTO ZONE	HOSE CLAMPS AND O RINGS	\$25.84	12-52101
SMARTNET NA	RENEWAL (1 MONTH TERM X 4) GPS CORRECTION SERVICE	\$798.00	18-54509
DF SUPPLY	REFUND FOR REMOTE WITH LONG BACKORDER DATE	(\$579.96)	18-52101
	Totals:	\$10,553.08	

**Investment Activity
December 2023**



Managed Account Security Transactions & Interest

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Transaction Type					Principal	Accrued		Realized G/L	Realized G/L	Sale
Trade	Settle	Security Description	CUSIP	Par	Proceeds	Interest	Total	Cost	Amort Cost	Method
BUY										
11/28/23	12/07/23	FHMS K511 A2 DTD 12/01/2023 4.860% 10/01/2028	3137HB3G7	210,000.00	(209,396.67)	(170.10)	(209,566.77)			
12/06/23	12/14/23	FHMS KJ48 A1 DTD 12/01/2023 4.858% 05/01/2028	3137HBC69	300,000.00	(299,997.60)	(526.28)	(300,523.88)			
Transaction Type Sub-Total				510,000.00	(509,394.27)	(696.38)	(510,090.65)			
INTEREST										
12/01/23	12/01/23	MONEY MARKET FUND	MONEY0002	0.00	0.00	4,561.61	4,561.61			
12/01/23	12/01/23	JPMORGAN CHASE & CO (CALLABLE) CORP NOTE DTD 06/01/2021 0.824% 06/01/2025	46647PCH7	395,000.00	0.00	1,627.40	1,627.40			
12/01/23	12/25/23	FHMS K506 A2 DTD 09/01/2023 4.650% 08/01/2028	3137HAMH6	575,000.00	0.00	2,228.13	2,228.13			
12/01/23	12/25/23	FHMS KJ46 A1 DTD 07/01/2023 4.777% 06/01/2028	3137HAD45	299,378.96	0.00	1,191.78	1,191.78			
12/01/23	12/25/23	FHMS K058 A2 DTD 11/09/2016 2.653% 08/01/2026	3137BSP72	450,000.00	0.00	994.88	994.88			
12/01/23	12/25/23	FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	271,515.83	0.00	692.82	692.82			
12/01/23	12/25/23	FNA 2023-M6 A2 DTD 07/01/2023 4.190% 07/01/2028	3136BODE6	375,000.00	0.00	1,309.38	1,309.38			
12/01/23	12/25/23	FHMS K510 A2 DTD 11/01/2023 5.069% 10/01/2028	3137HB3D4	135,000.00	0.00	570.26	570.26			
12/01/23	12/25/23	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			
12/01/23	12/25/23	FHMS K508 A2 DTD 10/01/2023 4.740% 08/01/2028	3137HAQ74	375,000.00	0.00	1,481.25	1,481.25			
12/01/23	12/25/23	FHMS K064 A2 DTD 05/15/2017 3.224% 03/01/2027	3137BXQY1	375,000.00	0.00	1,007.50	1,007.50			
12/01/23	12/25/23	FHMS K509 A2 DTD 10/01/2023 4.850% 09/01/2028	3137HAST4	280,000.00	0.00	1,131.67	1,131.67			
12/01/23	12/25/23	FHMS K505 A2 DTD 07/01/2023 4.819% 06/01/2028	3137HACX2	375,000.00	0.00	1,505.94	1,505.94			



Managed Account Security Transactions & Interest

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
INTEREST											
	12/01/23	12/25/23	FHMS K061 A2 DTD 01/30/2017 3.347% 11/01/2026	3137BTUM1	260,000.00	0.00	725.18	725.18			
	12/01/23	12/25/23	FHMS K507 A2 DTD 09/01/2023 4.800% 09/01/2028	3137HAMS2	375,000.00	0.00	1,500.00	1,500.00			
	12/01/23	12/25/23	FHMS K054 A2 DTD 04/20/2016 2.745% 01/01/2026	3137BNGT5	200,000.00	0.00	457.50	457.50			
	12/09/23	12/09/23	NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 06/09/2022 3.905% 06/09/2027	63254ABE7	300,000.00	0.00	5,857.50	5,857.50			
	12/09/23	12/09/23	NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 06/09/2022 3.500% 06/09/2025	63254ABD9	335,000.00	0.00	5,862.50	5,862.50			
	12/15/23	12/15/23	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	31,854.76	0.00	10.09	10.09			
	12/15/23	12/15/23	DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	250,000.00	0.00	120.83	120.83			
	12/15/23	12/15/23	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	170,828.97	0.00	78.30	78.30			
	12/15/23	12/15/23	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	19,788.67	0.00	5.61	5.61			
	12/15/23	12/15/23	AMXCA 2023-3 A DTD 09/19/2023 5.230% 09/15/2028	02582JKD1	330,000.00	0.00	1,438.25	1,438.25			
	12/15/23	12/15/23	CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1	300,000.00	0.00	992.50	992.50			
	12/15/23	12/15/23	NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	203,467.97	0.00	55.95	55.95			
	12/15/23	12/15/23	BACCT 2023-A1 A1 DTD 06/16/2023 4.790% 05/15/2028	05522RDG0	135,000.00	0.00	538.88	538.88			
	12/15/23	12/15/23	COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	100,917.33	0.00	64.76	64.76			
	12/15/23	12/15/23	COMET 2021-A1 A1 DTD 07/22/2021 0.550% 07/15/2026	14041NFW6	415,000.00	0.00	190.21	190.21			
	12/15/23	12/15/23	TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	202,749.16	0.00	43.93	43.93			



Managed Account Security Transactions & Interest

For the Month Ending **December 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										
12/15/23	12/15/23	NATIONAL RURAL UTIL COOP CORPORATE NOTES DTD 05/04/2022 3.450% 06/15/2025	63743HFE7	65,000.00	0.00	1,121.25	1,121.25			
12/15/23	12/15/23	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	63,773.94	0.00	27.64	27.64			
12/15/23	12/15/23	MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	38,065.79	0.00	12.69	12.69			
12/15/23	12/15/23	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	31,129.92	0.00	12.97	12.97			
12/15/23	12/15/23	HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	74,339.65	0.00	45.84	45.84			
12/15/23	12/15/23	AMXCA 2023-1 A DTD 06/14/2023 4.870% 05/15/2028	02582JJZ4	150,000.00	0.00	608.75	608.75			
12/16/23	12/16/23	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	21,148.62	0.00	6.70	6.70			
12/16/23	12/16/23	GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	100,702.19	0.00	40.28	40.28			
12/16/23	12/16/23	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	84,225.38	0.00	47.73	47.73			
12/18/23	12/18/23	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 06/18/2021 1.125% 06/18/2026	89236TJK2	190,000.00	0.00	1,068.75	1,068.75			
12/19/23	12/19/23	BANK OF AMERICA CORP NOTES (CALLABLE) DTD 06/16/2020 1.319% 06/19/2026	06051GJD2	325,000.00	0.00	2,143.38	2,143.38			
12/20/23	12/20/23	VWALT 2022-A A4 DTD 06/14/2022 3.650% 01/20/2027	92868AAD7	145,000.00	0.00	441.04	441.04			
12/21/23	12/21/23	HAROT 2023-4 A3 DTD 11/08/2023 5.670% 06/21/2028	438123AC5	70,000.00	0.00	474.08	474.08			
12/21/23	12/21/23	HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	97,226.48	0.00	71.30	71.30			
12/25/23	12/25/23	BMWLT 2021-2 A4 DTD 09/15/2021 0.430% 01/27/2025	09690AAD5	370,000.00	0.00	132.58	132.58			



Managed Account Security Transactions & Interest

For the Month Ending **December 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										
12/27/23	12/27/23	AMERICAN HONDA FINANCE CORP NOTE DTD 06/27/2019 2.400% 06/27/2024	02665WCZ2	375,000.00	0.00	4,500.00	4,500.00			
12/30/23	12/30/23	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 06/30/2022 3.950% 06/30/2025	89236TKC8	125,000.00	0.00	2,468.75	2,468.75			
12/31/23	12/31/23	US TREASURY NOTES DTD 12/31/2020 0.375% 12/31/2025	91282CBC4	1,000,000.00	0.00	1,875.00	1,875.00			
12/31/23	12/31/23	US TREASURY NOTES DTD 12/31/2019 1.750% 12/31/2024	912828YY0	100,000.00	0.00	875.00	875.00			
Transaction Type Sub-Total				11,336,113.62	0.00	53,231.78	53,231.78			
MATURITY										
12/04/23	12/04/23	FREDDIE MAC NOTES DTD 12/04/2020 0.250% 12/04/2023	3137EAF2	400,000.00	400,000.00	500.00	400,500.00	396.00	0.00	
Transaction Type Sub-Total				400,000.00	400,000.00	500.00	400,500.00	396.00	0.00	
PAYDOWNS										
12/01/23	12/25/23	FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	472.27	472.27	0.00	472.27	(23.39)	0.00	
12/01/23	12/25/23	FHMS KJ46 A1 DTD 07/01/2023 4.777% 06/01/2028	3137HAD45	186.92	186.92	0.00	186.92	0.00	0.00	
12/01/23	12/25/23	FHMS K061 A2 DTD 01/30/2017 3.347% 11/01/2026	3137BTUM1	388.62	388.62	0.00	388.62	11.96	0.00	
12/15/23	12/15/23	TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	19,459.51	19,459.51	0.00	19,459.51	2.10	0.00	
12/15/23	12/15/23	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	5,314.87	5,314.87	0.00	5,314.87	1.17	0.00	
12/15/23	12/15/23	HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	5,288.24	5,288.24	0.00	5,288.24	1.18	0.00	
12/15/23	12/15/23	MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	20,487.55	20,487.55	0.00	20,487.55	1.55	0.00	



Managed Account Security Transactions & Interest

For the Month Ending **December 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										
12/15/23	12/15/23	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	143140AC8	5,737.80	5,737.80	0.00	5,737.80	1.24	0.00	
12/15/23	12/15/23	NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	18,196.09	18,196.09	0.00	18,196.09	0.31	0.00	
12/15/23	12/15/23	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	4,380.56	4,380.56	0.00	4,380.56	0.46	0.00	
12/15/23	12/15/23	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	2,193.66	2,193.66	0.00	2,193.66	0.43	0.00	
12/15/23	12/15/23	CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	10,724.20	10,724.20	0.00	10,724.20	1.76	0.00	
12/15/23	12/15/23	COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	6,310.70	6,310.70	0.00	6,310.70	0.12	0.00	
12/16/23	12/16/23	GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	7,265.09	7,265.09	0.00	7,265.09	0.45	0.00	
12/16/23	12/16/23	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	4,398.30	4,398.30	0.00	4,398.30	0.94	0.00	
12/16/23	12/16/23	GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	4,977.53	4,977.53	0.00	4,977.53	0.13	0.00	
12/21/23	12/21/23	HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	6,674.69	6,674.69	0.00	6,674.69	1.41	0.00	
12/25/23	12/25/23	BMWLT 2021-2 A4 DTD 09/15/2021 0.430% 01/27/2025	09690AAD5	94,698.84	94,698.84	0.00	94,698.84	3.58	0.00	
Transaction Type Sub-Total				217,155.44	217,155.44	0.00	217,155.44	5.40	0.00	
SELL										
11/29/23	12/07/23	US TREASURY NOTES DTD 12/31/2019 1.750% 12/31/2024	912828YY0	125,000.00	120,659.18	951.09	121,610.27	(12,944.34)	(6,428.79)	FIFO
11/29/23	12/07/23	US TREASURY NOTES DTD 12/31/2019 1.750% 12/31/2024	912828YY0	100,000.00	96,527.34	760.87	97,288.21	(10,003.91)	(5,026.77)	FIFO
12/07/23	12/14/23	US TREASURY NOTES DTD 12/31/2019 1.750% 12/31/2024	912828YY0	325,000.00	314,247.07	2,581.01	316,828.08	(33,122.07)	(16,084.22)	FIFO
Transaction Type Sub-Total				550,000.00	531,433.59	4,292.97	535,726.56	(56,070.32)	(27,539.78)	



Managed Account Security Transactions & Interest

For the Month Ending **December 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									
Managed Account Sub-Total					639,194.76	57,328.37	696,523.13	(55,668.92)	(27,539.78)	
Total Security Transactions					\$639,194.76	\$57,328.37	\$696,523.13	(\$55,668.92)	(\$27,539.78)	

**Outstanding Investments
December 2023**



Managed Account Detail of Securities Held

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 12/31/2019 1.750% 12/31/2024	912828YY0	100,000.00	AA+	Aaa	08/05/20	08/07/20	106,882.81	0.18	4.81	101,563.30	97,046.88
US TREASURY NOTES DTD 12/31/2020 0.375% 12/31/2025	91282CBC4	50,000.00	AA+	Aaa	07/01/21	07/07/21	49,017.58	0.82	0.52	49,562.17	46,343.75
US TREASURY NOTES DTD 12/31/2020 0.375% 12/31/2025	91282CBC4	950,000.00	AA+	Aaa	11/02/21	11/04/21	924,060.55	1.05	9.79	937,525.82	880,531.25
US TREASURY NOTES DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	400,000.00	AA+	Aaa	01/04/22	01/06/22	390,250.00	1.33	510.99	394,738.10	370,062.48
US TREASURY NOTES DTD 04/30/2021 0.750% 04/30/2026	91282CBW0	750,000.00	AA+	Aaa	02/18/22	02/25/22	717,656.25	1.83	958.10	731,972.34	693,867.15
US TREASURY NOTES DTD 07/31/2021 0.625% 07/31/2026	91282CCP4	225,000.00	AA+	Aaa	07/05/22	07/08/22	205,971.68	2.84	588.49	212,921.38	206,085.94
US TREASURY NOTES DTD 07/31/2021 0.625% 07/31/2026	91282CCP4	350,000.00	AA+	Aaa	05/03/22	05/05/22	316,750.00	3.03	915.42	329,766.47	320,578.13
US TREASURY NOTES DTD 07/31/2021 0.625% 07/31/2026	91282CCP4	450,000.00	AA+	Aaa	08/01/22	08/04/22	414,281.25	2.74	1,176.97	426,906.61	412,171.87
US TREASURY NOTES DTD 07/31/2021 0.625% 07/31/2026	91282CCP4	675,000.00	AA+	Aaa	06/02/22	06/06/22	614,276.37	2.94	1,765.46	637,268.03	618,257.81
US TREASURY NOTES DTD 07/31/2021 0.625% 07/31/2026	91282CCP4	925,000.00	AA+	Aaa	08/08/22	08/15/22	842,328.13	3.04	2,419.33	871,143.22	847,242.19
US TREASURY NOTES DTD 11/15/2016 2.000% 11/15/2026	912828U24	1,100,000.00	AA+	Aaa	10/05/22	10/11/22	1,013,804.69	4.10	2,840.66	1,039,559.57	1,040,187.50
US TREASURY NOTES DTD 11/15/2016 2.000% 11/15/2026	912828U24	1,200,000.00	AA+	Aaa	11/01/22	11/04/22	1,095,093.75	4.39	3,098.90	1,125,240.04	1,134,750.00
US TREASURY NOTES DTD 11/15/2016 2.000% 11/15/2026	912828U24	3,000,000.00	AA+	Aaa	01/04/23	01/06/23	2,791,054.69	3.96	7,747.25	2,844,440.29	2,836,875.00
US TREASURY NOTES DTD 04/30/2022 2.750% 04/30/2027	91282CEN7	1,100,000.00	AA+	Aaa	01/31/23	02/03/23	1,059,136.72	3.70	5,152.47	1,067,906.34	1,058,406.25



Managed Account Detail of Securities Held

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 07/31/2022 2.750% 07/31/2027	91282CFB2	1,100,000.00	AA+	Aaa	03/02/23	03/06/23	1,026,480.47	4.44	12,658.97	1,040,242.52	1,056,171.82
US TREASURY NOTES DTD 07/31/2022 2.750% 07/31/2027	91282CFB2	1,500,000.00	AA+	Aaa	05/01/23	05/05/23	1,449,316.41	3.62	17,262.23	1,457,207.07	1,440,234.30
Security Type Sub-Total		13,875,000.00					13,016,361.35	3.38	57,110.36	13,267,963.27	13,058,812.32
Supra-National Agency Bond / Note											
INTER-AMERICAN DEVEL BK NOTES DTD 09/23/2021 0.500% 09/23/2024	4581X0DZ8	440,000.00	AAA	Aaa	09/15/21	09/23/21	439,674.40	0.52	598.89	439,920.98	425,851.80
Security Type Sub-Total		440,000.00					439,674.40	0.52	598.89	439,920.98	425,851.80
Municipal Bond / Note											
CHAFFEY UHSD, CA TXBL GO BONDS DTD 12/05/2019 2.101% 08/01/2024	157411TK5	100,000.00	AA-	Aa1	11/06/19	12/05/19	100,000.00	2.10	875.42	100,000.00	98,242.00
SAN JUAN USD, CA TXBL GO BONDS DTD 10/29/2020 0.702% 08/01/2024	798306WN2	200,000.00	NR	Aa2	10/16/20	10/29/20	200,000.00	0.70	585.00	200,000.00	194,828.00
NY ST URBAN DEV CORP TXBL REV BONDS DTD 12/23/2020 0.870% 03/15/2025	650036DT0	425,000.00	NR	NR	12/16/20	12/23/20	425,000.00	0.87	1,088.71	425,000.00	403,261.25
UNIV OF CAL TXBL REV BONDS DTD 07/16/2020 0.883% 05/15/2025	91412HGE7	100,000.00	AA	Aa2	07/10/20	07/16/20	100,000.00	0.88	112.83	100,000.00	94,917.00
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	75,000.00	AA	Aa3	09/03/20	09/16/20	75,530.25	1.11	471.75	75,165.84	71,223.75
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	105,000.00	AA	Aa3	09/03/20	09/16/20	105,696.15	1.12	660.45	105,217.72	99,713.25
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	200,000.00	AA	Aa3	09/03/20	09/16/20	200,000.00	1.26	1,258.00	200,000.00	189,930.00
MN ST TXBL GO BONDS DTD 08/25/2020 0.630% 08/01/2025	60412AVJ9	130,000.00	AAA	Aaa	08/11/20	08/25/20	130,000.00	0.63	341.25	130,000.00	122,206.50



Managed Account Detail of Securities Held

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Municipal Bond / Note											
LOS ANGELES CCD, CA TXBL GO BONDS DTD 11/10/2020 0.773% 08/01/2025	54438CYK2	175,000.00	AA+	Aaa	10/30/20	11/10/20	175,000.00	0.77	563.65	175,000.00	164,480.75
CA ST UNIV TXBL REV BONDS DTD 07/29/2021 0.862% 11/01/2025	13077DOD7	115,000.00	AA-	Aa2	07/09/21	07/29/21	115,000.00	0.86	165.22	115,000.00	107,359.40
NJ TURNPIKE AUTHORITY TXBL REV BONDS DTD 02/04/2021 1.047% 01/01/2026	646140DP5	90,000.00	AA-	A1	01/22/21	02/04/21	90,000.00	1.05	471.15	90,000.00	83,988.00
Security Type Sub-Total		1,715,000.00					1,716,226.40	0.98	6,593.43	1,715,383.56	1,630,149.90
Federal Agency Commercial Mortgage-Backed Security											
FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	271,043.56	AA+	Aaa	03/19/20	03/25/20	284,468.68	1.95	691.61	273,670.55	265,617.77
FHMS K054 A2 DTD 04/20/2016 2.745% 01/01/2026	3137BNGT5	200,000.00	AA+	Aaa	04/11/23	04/14/23	191,718.75	4.37	457.50	193,903.73	192,843.49
FHMS K058 A2 DTD 11/09/2016 2.653% 08/01/2026	3137BSP72	450,000.00	AA+	Aaa	04/06/23	04/12/23	431,050.78	4.02	994.88	435,195.43	429,628.47
FHMS K061 A2 DTD 01/30/2017 3.347% 11/01/2026	3137BTUM1	259,611.38	AA+	Aaa	05/19/23	05/24/23	251,620.22	4.31	724.10	253,031.55	252,044.97
FHMS K064 A2 DTD 05/15/2017 3.224% 03/01/2027	3137BXOY1	375,000.00	AA+	Aaa	08/16/23	08/18/23	353,730.47	4.98	1,007.50	355,971.10	362,274.59
FHLMC MULTIFAMILY STRUCTURED P DTD 07/01/2017 3.243% 04/01/2027	3137F1G44	375,000.00	AA+	Aaa	06/08/23	06/13/23	359,340.82	4.44	1,013.44	361,619.75	361,944.89
FHMS KJ48 A1 DTD 12/01/2023 4.858% 05/01/2028	3137HBC69	300,000.00	AA+	Aaa	12/06/23	12/14/23	299,997.60	4.86	1,214.50	299,997.62	304,014.14
FHMS KJ46 A1 DTD 07/01/2023 4.777% 06/01/2028	3137HAD45	299,192.04	AA+	Aaa	07/19/23	07/27/23	299,184.54	4.78	1,191.03	299,185.21	300,499.46
FHMS K505 A2 DTD 07/01/2023 4.819% 06/01/2028	3137HACX2	375,000.00	AA+	Aaa	07/13/23	07/20/23	378,745.50	4.59	1,505.94	378,397.91	381,149.61
FNA 2023-M6 A2 DTD 07/01/2023 4.190% 07/01/2028	3136BODE6	375,000.00	AA+	Aaa	07/18/23	07/31/23	368,642.58	4.58	1,309.38	369,187.40	372,362.82



Managed Account Detail of Securities Held

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Commercial Mortgage-Backed Security											
FHMS K508 A2 DTD 10/01/2023 4.740% 08/01/2028	3137HAQ74	375,000.00	AA+	Aaa	10/11/23	10/19/23	366,774.00	5.26	1,481.25	367,080.52	380,665.40
FHMS K506 A2 DTD 09/01/2023 4.650% 08/01/2028	3137HAMH6	575,000.00	AA+	Aaa	09/07/23	09/14/23	566,494.03	4.99	2,228.13	566,955.02	581,647.31
FHMS K509 A2 DTD 10/01/2023 4.850% 09/01/2028	3137HAST4	280,000.00	AA+	Aaa	10/25/23	10/31/23	271,072.76	5.60	1,131.67	271,346.32	285,619.54
FHMS K507 A2 DTD 09/01/2023 4.800% 09/01/2028	3137HAMS2	375,000.00	AA+	Aaa	09/20/23	09/28/23	370,517.63	5.07	1,500.00	370,726.00	381,889.48
FHMS K510 A2 DTD 11/01/2023 5.069% 10/01/2028	3137HB3D4	135,000.00	AA+	Aaa	11/14/23	11/21/23	134,609.72	5.14	570.26	134,617.60	138,822.91
FHMS K511 A2 DTD 12/01/2023 4.860% 10/01/2028	3137HB3G7	210,000.00	AA+	Aaa	11/28/23	12/07/23	209,396.67	4.93	850.50	209,404.14	214,449.17
Security Type Sub-Total		5,229,846.98					5,137,364.75	4.64	17,871.69	5,140,289.85	5,205,474.02
Federal Agency Bond / Note											
FEDERAL HOME LOAN BANK NOTES DTD 04/16/2020 0.500% 04/14/2025	3130AJHU6	450,000.00	AA+	Aaa	04/15/20	04/16/20	447,768.00	0.60	481.25	449,426.09	427,526.10
FANNIE MAE NOTES DTD 04/24/2020 0.625% 04/22/2025	3135G03U5	450,000.00	AA+	Aaa	04/22/20	04/24/20	449,073.00	0.67	539.06	449,757.58	427,798.35
FREDDIE MAC NOTES DTD 07/23/2020 0.375% 07/21/2025	3137EAEU9	500,000.00	AA+	Aaa	07/21/20	07/23/20	497,510.00	0.48	833.33	499,225.97	469,825.50
FANNIE MAE NOTES DTD 08/27/2020 0.375% 08/25/2025	3135G05X7	450,000.00	AA+	Aaa	08/25/20	08/27/20	447,894.00	0.47	590.63	449,304.93	421,384.50
FEDERAL HOME LOAN BANK NOTES DTD 09/11/2020 0.375% 09/04/2025	3130AK5E2	200,000.00	AA+	Aaa	09/10/20	09/11/20	199,400.00	0.44	243.75	199,798.13	187,218.20
FREDDIE MAC NOTES DTD 09/25/2020 0.375% 09/23/2025	3137EAEX3	450,000.00	AA+	Aaa	09/23/20	09/25/20	448,645.50	0.44	459.38	449,531.42	420,366.60



Managed Account Detail of Securities Held

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Bond / Note											
FANNIE MAE NOTES DTD 11/12/2020 0.500% 11/07/2025	3135G06G3	450,000.00	AA+	Aaa	11/09/20	11/12/20	448,389.00	0.57	337.50	449,401.96	419,564.25
Security Type Sub-Total		2,950,000.00					2,938,679.50	0.53	3,484.90	2,946,446.08	2,773,683.50
Corporate Note											
PNC BANK NA CORP NOTES (CALLABLE) DTD 01/23/2019 3.500% 01/23/2024	693475AV7	380,000.00	A-	A3	02/12/19	02/15/19	382,705.60	3.34	5,837.22	380,000.00	379,596.06
CHARLES SCHWAB CORP NOTES (CALLABLE) DTD 03/18/2021 0.750% 03/18/2024	808513BN4	135,000.00	A-	A2	03/16/21	03/18/21	134,932.50	0.77	289.69	134,995.26	133,564.28
BANK OF NY MELLON CORP NOTES (CALLABLE) DTD 04/26/2021 0.500% 04/26/2024	06406RAS6	365,000.00	A	A1	04/19/21	04/26/21	364,609.45	0.54	329.51	364,958.66	359,169.13
MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDO6	375,000.00	A-	A1	07/19/19	07/23/19	396,483.75	2.59	2,502.60	376,467.60	372,723.75
AMAZON.COM INC CORPORATE NOTES DTD 05/12/2021 0.450% 05/12/2024	023135BW5	355,000.00	AA	A1	05/10/21	05/12/21	354,481.70	0.50	217.44	354,937.58	348,731.41
AMERICAN HONDA FINANCE CORP NOTE DTD 06/27/2019 2.400% 06/27/2024	02665WCZ2	375,000.00	A-	A3	07/11/19	07/15/19	373,140.00	2.51	100.00	374,816.98	369,403.88
GOLDMAN SACHS GROUP INC (CALLABLE) BONDS DTD 07/08/2014 3.850% 07/08/2024	38141EC23	375,000.00	BBB+	A2	07/08/19	07/11/19	392,467.50	2.84	6,938.02	375,987.78	371,324.63
BB&T CORPORATION CORP BONDS DTD 07/29/2019 2.500% 08/01/2024	05531FBH5	400,000.00	A-	A3	08/01/19	08/05/19	400,664.00	2.46	4,166.67	400,067.44	393,292.80
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 08/09/2021 0.500% 08/09/2024	69371RR40	170,000.00	A+	A1	08/03/21	08/09/21	169,908.20	0.52	335.28	169,981.49	165,020.19
WALT DISNEY COMPANY/THE (CALLABLE) DTD 09/06/2019 1.750% 08/30/2024	254687FK7	400,000.00	A-	A2	09/03/19	09/06/19	398,368.00	1.84	2,352.78	399,783.00	390,472.00



Managed Account Detail of Securities Held

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
BANK OF NY MELLON CORP DTD 10/24/2019 2.100% 10/24/2024	06406RAL1	150,000.00	A	A1	01/21/20	01/28/20	150,660.00	2.00	586.25	150,113.24	146,497.35
AMAZON.COM INC CORPORATE NOTES DTD 04/13/2022 3.000% 04/13/2025	023135CE4	200,000.00	AA	A1	04/11/22	04/13/22	199,682.00	3.06	1,300.00	199,864.21	195,684.20
HOME DEPOT INC (CALLABLE) CORPORATE NOTE DTD 03/28/2022 2.700% 04/15/2025	437076CM2	35,000.00	A	A2	03/24/22	03/28/22	34,938.75	2.76	199.50	34,974.16	34,134.28
CINTAS CORPORATION NO. 2 CORP NOTE (CALL DTD 05/03/2022 3.450% 05/01/2025	17252MAP5	85,000.00	A-	A3	04/26/22	05/03/22	84,981.30	3.46	488.75	84,991.69	83,470.51
APPLE INC CORPORATE NOTES DTD 05/13/2015 3.200% 05/13/2025	037833BG4	600,000.00	AA+	Aaa	11/24/21	11/29/21	636,930.00	1.37	2,560.00	614,584.57	588,054.60
JPMORGAN CHASE & CO (CALLABLE) CORP NOTE DTD 06/01/2021 0.824% 06/01/2025	46647PCH7	395,000.00	A-	A1	05/24/21	06/01/21	395,000.00	0.82	271.23	395,000.00	388,157.81
NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 06/09/2022 3.500% 06/09/2025	63254ABD9	335,000.00	AA-	Aa3	05/31/22	06/09/22	335,000.00	3.50	716.53	335,000.00	329,335.15
NATIONAL RURAL UTIL COOP CORPORATE NOTES DTD 05/04/2022 3.450% 06/15/2025	63743HFE7	65,000.00	A-	A2	04/27/22	05/04/22	64,982.45	3.46	99.67	64,991.81	63,658.47
TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 06/30/2022 3.950% 06/30/2025	89236TKC8	125,000.00	A+	A1	06/27/22	06/30/22	124,881.25	3.98	13.72	124,940.84	123,417.13
IBM CORP CORPORATE NOTES DTD 07/27/2022 4.000% 07/27/2025	459200KS9	300,000.00	A-	A3	07/20/22	07/27/22	300,000.00	4.00	5,133.33	300,000.00	296,657.70
BANK OF AMERICA CORP NOTES DTD 07/30/2015 3.875% 08/01/2025	06051GFS3	275,000.00	A-	A1	08/18/20	08/20/20	314,011.50	0.93	4,440.10	287,478.50	271,559.48



Managed Account Detail of Securities Held

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
UNITEDHEALTH GROUP INC (CALLABLE) CORPOR DTD 05/19/2021 1.150% 05/15/2026	91324PEC2	325,000.00	A+	A2	05/17/21	05/19/21	324,434.50	1.19	477.57	324,731.53	300,877.20
ASTRAZENECA FINANCE LLC (CALLABLE) CORP DTD 05/28/2021 1.200% 05/28/2026	04636NAA1	325,000.00	A	A2	07/16/21	07/20/21	325,390.00	1.17	357.50	325,189.74	300,594.78
TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 06/18/2021 1.125% 06/18/2026	89236TJK2	190,000.00	A+	A1	09/08/21	09/13/21	189,578.20	1.17	77.19	189,781.94	174,987.34
BANK OF AMERICA CORP NOTES (CALLABLE) DTD 06/16/2020 1.319% 06/19/2026	06051GJD2	325,000.00	A-	A1	07/23/21	07/27/21	326,491.75	1.22	142.89	325,560.85	305,979.38
AMERICAN EXPRESS CO (CALLABLE) CORPORATE DTD 11/04/2021 1.650% 11/04/2026	025816CM9	325,000.00	BBB+	A2	11/19/21	11/23/21	324,506.00	1.68	849.06	324,716.23	299,867.43
JPMORGAN CHASE & CO NOTES (CALLABLE) DTD 11/19/2020 1.045% 11/19/2026	46647PBT2	250,000.00	A-	A1	11/24/21	11/29/21	242,655.00	1.66	304.79	245,741.03	231,425.25
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 01/10/2022 1.700% 01/08/2027	14913R2U0	325,000.00	A	A2	01/11/22	01/13/22	323,358.75	1.81	2,655.07	324,005.88	300,435.53
TARGET CORP CORP NOTES (CALLABLE) DTD 01/24/2022 1.950% 01/15/2027	87612EBM7	60,000.00	A	A2	01/19/22	01/24/22	59,898.00	1.99	539.50	59,937.69	55,990.92
BERKSHIRE HATHAWAY CORP NOTES (CALLABLE) DTD 03/15/2022 2.300% 03/15/2027	084664CZ2	625,000.00	AA	Aa2	03/15/22	03/17/22	613,275.00	2.70	4,232.64	617,485.46	589,396.25
NATIONAL AUSTRALIA BK/NY CORPORATE NOTES DTD 06/09/2022 3.905% 06/09/2027	63254ABE7	300,000.00	AA-	Aa3	06/09/22	06/13/22	297,318.00	4.10	715.92	298,152.63	293,499.30



Managed Account Detail of Securities Held

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
WALMART INC CORPORATE NOTES (CALLABLE) DTD 04/18/2023 3.900% 04/15/2028	931142FB4	320,000.00	AA	Aa2	04/12/23	04/18/23	319,411.20	3.94	2,634.67	319,494.48	316,927.36
LOCKHEED MARTIN CORP NOTES (CALLABLE) DTD 05/25/2023 4.450% 05/15/2028	539830BZ1	45,000.00	A-	A2	05/23/23	05/25/23	44,919.00	4.49	255.88	44,928.85	45,211.32
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 07/14/2023 4.950% 07/14/2028	24422EXB0	275,000.00	A	A2	07/21/23	07/25/23	277,101.00	4.78	6,314.69	276,915.89	281,978.40
CITIBANK NA CORP NOTES (CALLABLE) DTD 09/29/2023 5.803% 09/29/2028	17325FBB3	550,000.00	A+	Aa3	10/02/23	10/04/23	547,272.00	5.92	8,156.44	547,388.08	572,603.35
Security Type Sub-Total		10,135,000.00					10,224,436.35	2.43	66,592.10	10,147,965.09	9,873,698.62
Asset-Backed Security											
MBALT 2021-B A3 DTD 06/29/2021 0.400% 11/15/2024	58769KAD6	17,578.24	AAA	NR	06/22/21	06/29/21	17,576.91	0.40	3.13	17,577.90	17,524.83
BMWLT 2021-2 A4 DTD 09/15/2021 0.430% 01/27/2025	09690AAD5	275,301.16	NR	Aaa	09/08/21	09/15/21	275,290.75	0.43	19.73	275,297.84	274,308.26
CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	25,815.05	AAA	NR	10/14/20	10/21/20	25,809.38	0.50	5.74	25,813.14	25,544.64
GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	16,750.32	AAA	NR	10/06/20	10/14/20	16,746.74	0.38	2.65	16,749.12	16,612.17
HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	27,474.20	AAA	NR	04/20/21	04/28/21	27,471.32	0.38	4.64	27,473.08	27,099.14
NAROT 2021-A A3 DTD 06/23/2021 0.330% 10/15/2025	65480BAC1	185,271.88	AAA	Aaa	06/15/21	06/23/21	185,268.75	0.33	27.17	185,270.58	181,216.15
TAOT 2021-B A3 DTD 06/14/2021 0.260% 11/17/2025	89190GAC1	183,289.65	AAA	NR	06/08/21	06/14/21	183,269.91	0.26	21.18	183,281.28	179,139.33



Managed Account Detail of Securities Held

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	17,595.01	AAA	NR	01/20/21	01/27/21	17,591.54	0.34	2.66	17,593.62	17,277.36
HAROT 2021-4 A3 DTD 11/24/2021 0.880% 01/21/2026	43815GAC3	90,551.79	NR	Aaa	11/16/21	11/24/21	90,532.71	0.89	22.13	90,542.36	87,852.83
CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	58,036.14	AAA	NR	04/13/21	04/21/21	58,023.63	0.52	13.41	58,030.62	56,749.36
HART 2021-C A3 DTD 11/17/2021 0.740% 05/15/2026	44935FAD6	69,051.41	AAA	NR	11/09/21	11/17/21	69,035.99	0.75	22.71	69,043.28	67,208.18
CARMX 2021-3 A3 DTD 07/28/2021 0.550% 06/15/2026	14317DAC4	160,104.77	AAA	Aaa	07/21/21	07/28/21	160,078.42	0.55	39.14	160,091.53	154,994.10
GMCAR 2021-3 A3 DTD 07/21/2021 0.480% 06/16/2026	380140AC7	93,437.10	AAA	NR	07/13/21	07/21/21	93,431.33	0.48	18.69	93,434.21	90,810.98
COMET 2021-A1 A1 DTD 07/22/2021 0.550% 07/15/2026	14041NFW6	415,000.00	AAA	NR	07/15/21	07/22/21	414,983.19	0.55	101.44	414,991.44	404,469.54
COPAR 2021-1 A3 DTD 10/27/2021 0.770% 09/15/2026	14044CAC6	94,606.63	AAA	Aaa	10/19/21	10/27/21	94,604.84	0.77	32.38	94,605.64	91,547.93
DCENT 2021-A1 A1 DTD 09/27/2021 0.580% 09/15/2026	254683CP8	250,000.00	AAA	Aaa	09/20/21	09/27/21	249,946.48	0.58	64.44	249,970.85	241,722.38
GMCAR 2021-4 A3 DTD 10/21/2021 0.680% 09/16/2026	362554AC1	79,247.85	AAA	Aaa	10/13/21	10/21/21	79,245.83	0.68	22.45	79,246.73	76,633.54
VWALT 2022-A A4 DTD 06/14/2022 3.650% 01/20/2027	92868AAD7	145,000.00	NR	Aaa	06/07/22	06/14/22	144,973.00	3.65	161.72	144,982.09	143,112.48
CARMX 2022-3 A3 DTD 07/20/2022 3.970% 04/15/2027	14318MAD1	300,000.00	AAA	NR	07/12/22	07/20/22	299,992.92	3.97	529.33	299,995.09	295,912.95
BACCT 2023-A1 A1 DTD 06/16/2023 4.790% 05/15/2028	05522RDG0	135,000.00	AAA	NR	06/08/23	06/16/23	134,969.44	4.79	287.40	134,972.83	135,441.80
AMXCA 2023-1 A DTD 06/14/2023 4.870% 05/15/2028	02582JJZ4	150,000.00	AAA	NR	06/07/23	06/14/23	149,986.70	4.87	324.67	149,988.19	151,156.07

Managed Account Detail of Securities Held

For the Month Ending **December 31, 2023**

SACRAMENTO SUBURBAN WATER DISTRICT - Combined Portfolio

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
HAROT 2023-4 A3 DTD 11/08/2023 5.670% 06/21/2028	438123AC5	70,000.00	NR	Aaa	11/01/23	11/08/23	69,987.67	5.67	110.25	69,988.02	71,477.57
AMXCA 2023-3 A DTD 09/19/2023 5.230% 09/15/2028	02582JKD1	330,000.00	AAA	NR	09/12/23	09/19/23	329,985.25	5.23	767.07	329,985.99	335,671.15
Security Type Sub-Total		3,189,111.20					3,188,802.70	2.00	2,604.13	3,188,925.43	3,143,482.74
Managed Account Sub-Total		37,533,958.18					36,661,545.45	2.82	154,855.50	36,846,894.26	36,111,152.90
Securities Sub-Total		\$37,533,958.18					\$36,661,545.45	2.82%	\$154,855.50	\$36,846,894.26	\$36,111,152.90
Accrued Interest											\$154,855.50
Total Investments											\$36,266,008.40



Agenda Item: 3

Date: January 22, 2024

Subject: Policy Review – Electronic Communication Management and Retention Policy (PL – IT 003)

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

Recommended Board Action:

Approve the Electronic Communication Management and Retention Policy (PL – IT 003) with changes.

Background:

The Electronic Communication Management and Retention Policy (Policy) was adopted by the Board of Directors (Board) on February 25, 2008, and was last reviewed by the Board and approved with changes on May 17, 2021. On December 18, 2023, the Policy was brought to the Board for its biennial review. Comments from Directors were requested by December 25, 2023. No comments from Directors have been received to date.

This Policy was reviewed by legal counsel for this update.

Discussion:

This Policy was adopted by the Board for the purpose of stating the responsibilities of all District employees concerning the creation, removal, storage, and retention of electronic communications that are designated official District records.

Staff are recommending minor language changes to the Policy.

The suggested Policy changes are summarized below:

1. **Name:** Recommend changing name from Electronic Communication Management and Retention Policy to Electronic Communications System Management and Retention Policy.
2. **Section 100.00 – Purpose:** Staff recommend updating the name of the referenced policy PL – Adm 002 to “Records Management Policy”. Minor clarifications in language have also been recommended consistent with the Policy name change and clarifying the purpose.
3. **Section 100.10 – Scope:** Staff recommend minor clarifications in language.
4. **Section 300.00 – Policy Review:** The last sentence is being replaced with the following language due to the change in policy review adopted by the Board of Directors:

This Policy shall be periodically reviewed by the Board of Directors in accordance with its established Policy Review Schedule.

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

Fiscal Impact:

Approving the Policy does not have a fiscal impact.

Strategic Plan Alignment:

Goal B: Optimize Operational and Organizational Efficiencies

Goal C: Fiscal Responsibility and Affordable Rates

Attachments:

- 1) Electronic Communication Management and Retention Policy (PL – IT 003) – redlined
- 2) Electronic Communication Management and Retention Policy (PL – IT 003) – clean

Sacramento Suburban Water District

Electronic Communications System Management and Retention Policy

Adopted: February 25, 2008

Approved with changes: ~~May 17, 2024~~ January 22, 2024

100.00 Purpose

The Sacramento Suburban Water District (District) provides electronic communications services and devices, including ~~(“e-mail, cell/desk telephoned, and mobile telephones (“electronic communications system”)~~ for the to facilitate its employees’ to conduct of District business. In return for providing electronic communications system, the District expects the employees to manage and protect records resulting from their use of the electronic communications system such as e-mails, text or voice messages. This policy is adopted by the Board for the purposes of stating the responsibilities of all District employees concerning the creation, ~~removal,~~ storage, ~~and retention,~~ and destruction of records generated by the electronic communications system that are designated official District records.

The District electronic communications systems ~~(e-mail, cell /desk phones) are~~ is intended solely as a means of communicating District information. All District employees are forbidden from using the District electronic communications systems ~~s~~ for the storage and maintenance of District records. To ensure the District electronic communications systems ~~s~~ functions s as intended, it is imperative that all District employees regularly delete electronic communications, including ~~(e-mails, text and voice messages,)~~ from the system as provided in this policy.

This policy supplements and is intended to be ~~carried out~~ implemented in concert with the District’s Records ~~Inspection, Retention and Disposal~~ Management Policy (PL – Adm 002, “Records Policy”). While not all electronic communications are designated District records, all electronic communications are subject to discovery and can be used as electronic evidence in the event of litigation. Unmanaged and unidentified electronic communications residing on District systems and devices could create expensive and unmanageable problems in the event of litigation and pose a threat to the District’s ability to properly and coherently document and reconstruct business and allow decision-making processes.

The Board makes the following findings concerning specific features of the District’s computer network and related hardware and software that comprise the District electronic communications systems:

1. District performs an electronic back-up of its computer network, including the e-mail system, on a regular schedule. The District does not backup District cell/desk phone data. Those back-ups are an electronic recording of the status of the District's computer systems at a particular moment in time and cannot accurately capture or reflect all electronic communications or other activity that occurred on the District's computer network on a specific day. For example, a back-up does not capture items on employees' desktops or in their non-networked drives.
2. District maintains a particular computer system back-up for a set period of time, after which that back-up is completely over-written. Such overwriting is necessary for management and security reasons and to aid the recovery of the computer system in case of a complete failure. Because the process is transitory, a back-up is not reliable and cannot constitute official District records.
3. District maintains an e-mail filter which reduces SPAM, Phishing, viruses, and other unwanted e-mail and malware from entering the District's system. Employees of the District are responsible for reviewing summary e-mail lists from the e-mail filter to determine if valid e-mails were captured by the filter. The e-mail filter system automatically deletes filtered e-mail after a certain set-time period.
4. District has implemented an electronic Records Management System (RMS) which serves as the repository of all District records for future storage and retrieval, retention control, and document protection. The RMS will be used to notify District employees of all records that have met retention policy requirements and are available for deletion from the system.

100.10 Scope

Electronic communications generally are considered public records and therefore, the retention and disposition of public records is governed by the District's Records Policy. In general, electronic communications fall into three categories:

1. Communications that document official District business, which include without limitation, approvals for staff action initiating a business transaction, requests and replies to a request for public information, and direction to employees or consultants. Such communications generally should be transferred to the RMS and retained in accordance with the District's Records Policy.
2. Communications that provide transitory information, such as announcing the date and time of a meeting, responses to professional organizations in which an employee participates, external colleague communications, and for other transitory-general information about the District. Such communications are transitory and are not considered District records that must be managed according to the District's Records Policy and shall be routinely deleted from

District electronic communications systems ~~(e-mail, cell/desk phone)~~. If a District employee believes that any communication of this type constitutes a District official record, such ~~an~~ e-mails or e-mail attachments, text messages or voice messages should be transferred to the RMS and retained in accordance with the District's Records Policy.

~~2.~~

3. Electronic documents such as personal e-mail or text correspondence, informal e-mail, text or voice communications between District employees, and working notes and drafts (unless intentionally saved for an official purpose). Such documents are not District records and should be permanently deleted from the District's electronic ~~facilities-communications system,~~ including (servers, workstations, laptops, cell/desk phones, etc.,) as soon as they are received and read, or are otherwise superseded or subject to deletion under this policy.

200.00 Policy

It is the Policy of the District that any electronic communication containing information that documents District business must be saved into the RMS in accordance with the District's Records Policy. Responsibility for complying with this policy is imposed on each District employee. If an employee has any question or concern about retaining an electronic communication or attachment or other issues of compliance with this policy, he or she should discuss the issue with the General Manager or his/her designee. If deemed necessary, the General Manager or designee may consult with legal counsel about any electronic communication retention or removal issue.

200.10 Text or Instant Messages

It is the policy of the District that employees may use text or instant messaging only for routine or transitory messages that do not need to be retained by the District. Examples include informal notices of meetings, directions, scheduling information, and other routine messages that would not be kept in a file if it were a paper communication.

200.20 Violation of Policy

While the Board recognizes that occasional lapses in the use and management of electronic communications occur in the process of business, a failure to adhere to this policy also could have serious legal and financial consequences for the District. Therefore, violations of this policy will be reviewed on a case-by-case basis. In appropriate cases, as determined by the General Manager, a violation may result in disciplinary action against an employee, up to and including termination.

200.30 Procedures

The General Manager will prepare procedures outlining implementation protocols for this policy.

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

Electronic Communications System Management and Retention Policy

Adopted: February 25, 2008
Approved with changes: January 22, 2024

100.00 Purpose

The Sacramento Suburban Water District (District) provides electronic communications services and devices, including e-mail, desk telephoned, and mobile telephones (“electronic communications system”) to facilitate its employees’ conduct of District business. In return for providing electronic communications system, the District expects the employees to manage and protect records resulting from their use of the electronic communications system such as e-mails, text or voice messages. This policy is adopted by the Board for the purposes of stating the responsibilities of all District employees concerning the creation, storage, retention, and destruction of records generated by the electronic communications system that are designated official District records.

The District electronic communications system is intended solely as a means of communicating District information. All District employees are forbidden from using the District electronic communications system for the storage and maintenance of District records. To ensure the District electronic communications system functions as intended, it is imperative that all District employees regularly delete electronic communications, including e-mails, text and voice messages, from the system as provided in this policy.

This policy supplements and is intended to be implemented in concert with the District’s Records Management Policy (PL – Adm 002, “Records Policy”). While not all electronic communications are designated District records, all electronic communications are subject to discovery and can be used as electronic evidence in the event of litigation. Unmanaged and unidentified electronic communications residing on District systems and devices could create expensive and unmanageable problems in the event of litigation and pose a threat to the District’s ability to properly and coherently document and reconstruct business and allow decision-making processes.

The Board makes the following findings concerning specific features of the District’s computer network and related hardware and software that comprise the District electronic communications system:

1. District performs an electronic back-up of its computer network, including the e-mail system, on a regular schedule. The District does not backup

District cell/desk phone data. Those back-ups are an electronic recording of the status of the District's computer systems at a particular moment in time and cannot accurately capture or reflect all electronic communications or other activity that occurred on the District's computer network on a specific day. For example, a back-up does not capture items on employees' desktops or in their non-networked drives.

2. District maintains a particular computer system back-up for a set period of time, after which that back-up is completely over-written. Such overwriting is necessary for management and security reasons and to aid the recovery of the computer system in case of a complete failure. Because the process is transitory, a back-up is not reliable and cannot constitute official District records.
3. District maintains an e-mail filter which reduces SPAM, Phishing, viruses, and other unwanted e-mail and malware from entering the District's system. Employees of the District are responsible for reviewing summary e-mail lists from the e-mail filter to determine if valid e-mails were captured by the filter. The e-mail filter system automatically deletes filtered e-mail after a certain time period.
4. District has implemented an electronic Records Management System (RMS) which serves as the repository of all District records for future storage and retrieval, retention control, and document protection. The RMS will be used to notify District employees of all records that have met retention policy requirements and are available for deletion from the system.

100.10 Scope

Electronic communications generally are considered public records and therefore, the retention and disposition of public records is governed by the District's Records Policy. In general, electronic communications fall into three categories:

1. Communications that document official District business, which include without limitation, approvals for staff action initiating a business transaction, requests and replies to a request for public information, and direction to employees or consultants. Such communications generally should be transferred to the RMS and retained in accordance with the District's Records Policy.
2. Communications that provide transitory information, such as announcing the date and time of a meeting, responses to professional organizations in which an employee participates, external colleague communications, and for other general information about the District. Such communications are transitory and are not considered District records that must be managed according to the District's Records Policy and shall be routinely deleted from District electronic communications system. If a District employee believes that any communication of this type constitutes a District official record, such e-mails

or e-mail attachments, text messages or voice messages should be transferred to the RMS and retained in accordance with the District's Records Policy.

3. Electronic documents such as personal e-mail or text correspondence, informal e-mail, text or voice communications between District employees, and working notes and drafts (unless intentionally saved for an official purpose). Such documents are not District records and should be permanently deleted from the District's electronic communications system, including servers, workstations, laptops, cell/desk phones, etc., as soon as they are received and read, or are otherwise superseded or subject to deletion under this policy.

200.00 Policy

It is the Policy of the District that any electronic communication containing information that documents District business must be saved into the RMS in accordance with the District's Records Policy. Responsibility for complying with this policy is imposed on each District employee. If an employee has any question or concern about retaining an electronic communication or attachment or other issues of compliance with this policy, he or she should discuss the issue with the General Manager or his/her designee. If deemed necessary, the General Manager or designee may consult with legal counsel about any electronic communication retention or removal issue.

200.10 Text or Instant Messages

It is the policy of the District that employees may use text or instant messaging only for routine or transitory messages that do not need to be retained by the District. Examples include informal notices of meetings, directions, scheduling information, and other routine messages that would not be kept in a file if it were a paper communication.

200.20 Violation of Policy

While the Board recognizes that occasional lapses in the use and management of electronic communications occur in the process of business, a failure to adhere to this policy also could have serious legal and financial consequences for the District. Therefore, violations of this policy will be reviewed on a case-by-case basis. In appropriate cases, as determined by the General Manager, a violation may result in disciplinary action against an employee, up to and including termination.

200.30 Procedures

The General Manager will prepare procedures outlining implementation protocols for this policy.

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: 4

Date: January 22, 2024

Subject: Agreement Between Del Paso Manor Water District and Sacramento Suburban Water District for Cost Sharing, Ownership, Operation and Maintenance of Interties

Staff Contact: Dan York, General Manager

Recommended Board Action:

Authorize the General Manager to execute the Agreement Between Del Paso Manor Water District and Sacramento Suburban Water District for Cost Sharing, Ownership, Operation and Maintenance of Interties.

Background:

Del Paso Manor Water District (DPMWD) is a County Water District in Sacramento County that serves a portion of the unincorporated communities generally bounded by Eastern Avenue, Ione Street/Maryal Drive, Watt Avenue, and Marconi Avenue ("DPMWD Service Area").

Sacramento Suburban Water District (SSWD) is a County Water District in Sacramento County serving portions of the unincorporated communities generally bounded by the Placer County line to the north; Dewey Drive, Manzanita Avenue and Walnut Avenue to the east; the American River to the south; and the City of Sacramento and the western boundary of McClellan Business Park to the west ("SSWD Service Area").

Discussion:

The Agreement Between Del Paso Manor Water District and Sacramento Suburban Water District for Cost Sharing, Ownership, Operation and Maintenance of Interties (Agreement) (Attachment 1) covers responsibilities and financial obligations of the Parties, jointly and individually, for the operation and maintenance of the three interties described in Section 1 of the Agreement.

The Agreement shall supplement the Mutual Aid and Assistance Agreement Between Del Paso Manor Water District and Sacramento Suburban Water District dated January 11, 2011 (the "Mutual Aid Agreement"). To the extent of any inconsistencies between the two agreements, the Mutual Aid Agreement shall control.

Legal Counsels of both agencies have reviewed and approved the Agreement.

The Agreement was presented to the DPMWD Board of Directors on January 9, 2024, and was approved.

Fiscal Impact:

There is no fiscal impact associated with executing the Agreement.

Strategic Plan Alignment:

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

Goal B: Optimize Operational and Organizational Efficiencies

Goal C: Ensure Fiscal Responsibility and Affordable Rates

Goal D: Maintain Excellent Customer Service

Attachment:

1. Draft Agreement Between Del Paso Manor Water District and Sacramento Suburban Water District for Cost Sharing, Ownership, Operation and Maintenance of Interties

**AGREEMENT BETWEEN DEL PASO MANOR WATER DISTRICT AND
SACRAMENTO SUBURBAN WATER DISTRICT FOR COST SHARING, OWNERSHIP,
OPERATION AND MAINTENANCE OF INTERTIES**

This Agreement Between Del Paso Manor Water District and Sacramento Suburban Water District for Cost Sharing, Ownership, Operation and Maintenance of Interties ("Agreement") is entered into this **DATE**, by and between Del Paso Manor Water District, hereinafter "DPMWD" and Sacramento Suburban Water District, hereinafter "SSWD". The "Parties" refers jointly to both parties to this Agreement and a "Party" refers to one of the parties to this Agreement.

BACKGROUND

A. DPMWD is a county water district in Sacramento County that serves a portion of the unincorporated communities generally bounded by Eastern Avenue, Ione Street/Maryal Drive, Watt Avenue, and Marconi Avenue ("DPMWD Service Area").

B. SSWD is a county water district in Sacramento County serving portions of the unincorporated communities generally bounded by the Placer County line to the north; Dewey Drive, Manzanita Avenue and Walnut Avenue to the east; the American River to the south; and the City of Sacramento and the western boundary of McClellan Business Park to the west ("SSWD Service Area").

C. This Agreement covers responsibilities and financial obligations of the Parties, jointly and individually, for the operation and maintenance of the interties described in Section 1 below.

D. This Agreement shall supplement the Mutual Aid and Assistance Agreement Between Del Paso Manor Water District and Sacramento Suburban Water District dated January 11, 2011 (the "Mutual Aid Agreement"). To the extent of any inconsistencies between the two agreements, the Mutual Aid Agreement shall control.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises contained herein, the Parties hereby agree as follows:

1. Ownership and Maintenance of Interties.

Marconi/Becerra Intertie 1

- a) SSWD shall be the owner of the pipelines and appurtenances from the flange on the north side of the bi-directional flow meter to a point of connection with its distribution system and shall be solely responsible for all costs and expenses relating to the operation, maintenance, repair, and replacement of these pipelines and appurtenances after construction.

- b) DPMWD shall be the owner of the pipelines and appurtenances from the flange on the south side of the automatic control valve to a point of connection with its distribution system, and shall be solely responsible for all costs and expenses relating to the operation, maintenance, repair, and replacement of these pipelines and appurtenances after construction.
- c) Both Parties shall jointly own the intertie vault, including the automatic control valve, gate valve, and bi-directional flow meter, except for the meter reading endpoints and related accessories which will be owned by SSWD. All expenses associated with the repair, operation, maintenance, and replacement of the intertie shall be jointly paid by the Parties in equal shares, except SSWD will pay for all expenses associated with the meter reading endpoints and related accessories that SSWD owns. To the extent there are any inconsistencies between the terms of the Mutual Aid Agreement and this Agreement, the Mutual Aid Agreement shall control.

Eastern/Annette Intertie 2

- a) SSWD shall be the owner of the pipelines and appurtenances from the flange on the north side of the bi-directional flow meter to a point of connection with its distribution system and shall be solely responsible for all costs and expenses relating to the operation, maintenance, repair, and replacement of these pipelines and appurtenances after construction.
- b) DPMWD shall be the owner of the pipelines and appurtenances from the flange on the south side of the automatic control valve to a point of connection with its distribution system, and shall be solely responsible for all costs and expenses relating to the operation, maintenance, repair, and replacement of these pipelines and appurtenances after construction.
- c) Both Parties shall jointly own the intertie vault, including the automatic control valve, gate valve, and bi-directional flow meter, except for the meter reading endpoints and related accessories which will be owned by SSWD. All expenses associated with the repair, operation, maintenance, and replacement of the intertie shall be jointly paid by the Parties in equal shares, except SSWD will pay for all expenses associated with the meter reading endpoints and related accessories that SSWD owns. To the extent there are any inconsistencies between the terms of the Mutual Aid Agreement and this Agreement, the Mutual Aid Agreement shall control.

Watt/Maryal Intertie 3

- a) SSWD shall be the owner of the pipelines and appurtenances from the flange on the west side of the bi-directional flow meter to a point of connection with its distribution system and shall be solely responsible for all costs and expenses relating to the operation,

maintenance, repair, and replacement of these pipelines and appurtenances after construction.

- b) DPMWD shall be the owner of the pipelines and appurtenances from the flange on the north side of the automatic control valve to a point of connection with its distribution system, and shall be solely responsible for all costs and expenses relating to the operation, maintenance, repair, and replacement of these pipelines and appurtenances after construction.
- c) Both Parties shall jointly own the intertie vault, including the automatic control valve, gate valve, and bi-directional flow meter, except for the meter reading endpoints and related accessories which will be owned by SSWD. All expenses associated with the repair, operation, maintenance, and replacement of the intertie shall be jointly paid by the Parties in equal shares, except SSWD will pay for all expenses associated with the meter reading endpoints and related accessories that SSWD owns. To the extent there are any inconsistencies between the terms of the Mutual Aid Agreement and this Agreement, the Mutual Aid Agreement shall control.

2. Intertie Locations.

- a) Marconi/Becerra Intertie 1 is located at the northwest corner of Marconi Avenue and Becerra Way.
- b) Eastern/Annette Intertie 2 is located south of the southwestern corner of Eastern Avenue and Annette Street.
- c) Watt/Maryal Intertie 3 is located in the parking lot at 2150 Watt Avenue, on the east side of Watt Avenue, south of Maryal Drive.

3. Wholesale Water Rates and Charges.

Pursuant to the Mutual Aid Agreement, both Parties will set wholesale water rates and charges from time to time for furnishing interim water supplies to the Requesting Party, that reflect the Responding Party's costs of furnishing interim water supplies, including without limitation, the costs of untreated water, extraction, treatment, conveyance, wheeling (if applicable), and the cost of operation, maintenance, repair, replacement of, and capital improvements to, the Responding Party's Water System, together with costs incurred by the Responding Party under other sections of the Mutual Aid Agreement. The Responding Party's wholesale water rates and charges will reflect the cost of water depending on the sources of supply utilized by the Responding Party. The wholesale water rate upon the effective date of this Agreement will be the current rates at the time of this Agreement. The current rates at the time of this Agreement are attached as Exhibit A. The rate reflects the cost of providing water service from all sources of supply available to the Responding Party during the term of this Agreement. In no event will the amount charged

to the Requesting Party for water supplies under this Agreement exceed the total retail rate charged by the Responding Party to retail water customers of the Responding Party in its service area.

4. Representatives.

The Parties will each designate a Representative to serve as liaison in connection with the performance of the obligations described in this Agreement.

5. Access to Property and Facilities.

The Parties shall grant each other permission for necessary, reasonable, and noticed access to property and facilities for Project pre-construction activities and for Project construction, including access to pipes, roads, power sources, and other water system facilities and components. Each Party agrees to grant easements to the other as may be necessary for the Project.

6. Indemnification.

A Party (“Indemnifying Party”) shall, at its expense and the request of the other Party (“Indemnified Party”), defend, indemnify, and hold harmless the Indemnified Party, and its directors, officers, employees, agents, representatives, and independent contractors, from any and all claims, causes of action, damages, suits, judgments, attorneys' fees, and liability of every description arising from or relating to the negligence, wrongful acts or breach of contract of the Indemnifying Party or its directors, officers, employees, agents, representatives, or independent contractors in their performance of this Agreement.

7. Governing Law.

This Agreement shall be construed, interpreted, and applied in accordance with the laws of the State of California.

8. Amendments to this Agreement.

Any amendments to this Agreement must be approved in writing by both Parties.

9. Assignment.

Neither Party will have the power or right to assign this Agreement or any rights or responsibilities hereunder without obtaining the other Party’s prior written consent.

10. Further Assurance.

The Parties agree to provide each other assistance in the form of executed documents, responses, and actions as necessary to complete the Project. Each Party agrees to cooperate in providing information and documents to the other Parties, and shall execute, acknowledge, and deliver, or cause to be executed, acknowledged, and delivered, such further instruments and documents as may be reasonably necessary in order to complete the transactions contemplated in this Agreement and to carry out the intent and purpose of this Agreement.

11. Severability.

If any term or provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected.

12. Waivers.

A waiver or breach of covenant or provision in this Agreement shall not be deemed a waiver of any other covenant or provision in this Agreement, and no waiver shall be valid unless in writing and executed by the waiving Party. An extension of time for performance of any obligation or act shall not be deemed an extension of the time for performance of any other obligation or act.

13. Interpretation.

Each Party has reviewed and revised this Agreement in consultation with its legal counsel and agrees that the rule of construction to the effect that any ambiguities are to be resolved against the drafting Party shall not be employed in the interpretation of this Agreement or any amendments or Exhibits hereto. This Agreement shall be construed neither for nor against any Party, but shall be given a reasonable interpretation in accordance with the plain meaning of its terms and the intent of the Parties.

14. Signatures and Authority.

Each Party warrants that the person signing this Agreement is authorized to act on behalf of the Party for whom that person signs. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. Counterparts may be delivered by facsimile, electronic mail (including PDF or any electronic signature complying with California's Uniform Electronic Transactions Act (Cal. Civ. Code, §1633.1, et seq.) or any other applicable law) or other transmission method. The Parties agree that any electronic signatures appearing on the Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date set forth above.

Adam Coyan, General Manager
Del Paso Manor Water District

Dan York, General Manager
Sacramento Suburban Water District

EXHIBIT A
SSWD Wholesale Water Rates

Rate	2020	2021	2022	2023	2024
Non-Residential	\$1.33	\$1.38	\$1.42	\$1.47	\$1.52

Rate is per 100 cubic feet (ccf) of water.

Del Paso Manor Water District Volumetric Rate

Volumetric Rate	11/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027
\$/100 Cubic ft	\$2.15	\$2.26	\$2.38	\$2.49	\$2.62



Agenda Item: 5

Date: January 22, 2024

Subject: Cancel the April Regular Board Meeting and Schedule a Special Board Meeting in its Place

Staff Contact: Dan York, General Manager

Recommended Board Action:

Cancel the April 15, 2024, Regular Board Meeting and schedule a Special Board Meeting on April 22, 2024, in its place.

Discussion:

The April Regular Board Meeting is scheduled for Monday, April 15, 2024. The Annual Sacramento Metropolitan Chamber’s Capitol-to-Capitol Conference (Conference) is taking place April 13 through April 17, 2024, in Washington D.C.

The General Manager has been asked to participate and be the lead on certain committees at the subject conference. Additionally, three Directors have registered to attend the subject Conference, thus creating a schedule conflict that will not provide the required quorum to conduct a Regular Board meeting.

Staff is recommending canceling the April 15, 2024, Regular Board meeting and hold a Special Board meeting in its place on April 22, 2024, the fourth Monday in April, in order to allow Directors and the General Manager to attend the Conference. The Board can consider a different date to hold the Special Board meeting, if desired.

Strategic Plan Alignment:

Goal B - Optimize Operational and Organizational Efficiencies

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



Agenda Item: 6

Date: January 22, 2024

Subject: Resolution No. 24-01, Honoring Ben Harris on his Retirement

Staff Contact: Dan York, General Manager

Recommended Board Action:

Adopt Resolution No. 24-01 Honoring Ben Harris, Safety/Risk Officer, on his Retirement.

Discussion:

Ben Harris (Mr. Harris) has been a valued employee of the Sacramento Suburban Water District for almost 5 years, having been hired on May 30, 2019. His retirement will be effective April 5, 2024. This Resolution commemorates his service. Staff has prepared a ceremonial, framed version of this Resolution for presentation to Mr. Harris.

Fiscal Impact:

Minimal.

Strategic Plan Alignment:

Goal E Retain and Recruit a Qualified and Stable Workforce

This resolution benefits District customers by recognizing staff who have provided significant benefit to the overall operation and success of the District in various ways during their years of service to the District. This resolution specifically reinforces the District's commitment to its Mission and Vision Statements by recognizing employees that have performed their duties in accordance with District Values.

Resolution No. 24-01
A Resolution Honoring
Ben Harris
on His Retirement

Whereas, Ben Harris completed 5 years of dedicated service with the Sacramento Suburban Water District, having been hired on May 30, 2019; and

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

Whereas, Ben's commitment to safety has been an example to his co-workers and truly appreciated by management; and

Whereas, Ben's technical expertise and mentoring has increased the overall knowledge base of other District staff that has resulted in a more risk aware workforce and enhanced safety protocols; and

Whereas, Ben's continued commitment toward making improvements in Sacramento Suburban Water District's Safety Program is a major reason why it is among the most highly-respected programs in the Sacramento Region; and

Whereas, Ben's knowledge of safety is only overshadowed by his depth of kindness and consideration for others; and

Whereas, Ben will have more time to spend with his wife Helen walking and hiking, while searching for something new to can; and

Whereas, Ben will have more time to spend with his family and travel to Montana to help his son work on his house; and

Whereas, Ben will continue to check for new OSHA regulations each morning; and

Whereas, Ben will have more time to Salvage (dumpster dive) and repurpose his finds. Although, he's run out of storage space, so Helen might have to step in to set some boundaries; and

Whereas, Ben will have more time to spend fishing, wood working, and metal working; and

Whereas, Ben's retirement from the Sacramento Suburban Water District will be effective Friday, April 5, 2024.

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

The Board of Directors expresses its deep and sincere appreciation to Ben for his dedicated public service to the District.

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

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on this 22nd day of January 2024.

AYES:
NOES:
ABSENT:

By: _____
Kevin Thomas
President, Board of Directors
Sacramento Suburban Water District

(SEAL)

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



Agenda Item: 7

Date: January 22, 2024

Subject: Progressive Design-Build Projects – 2024 Milestones

Staff Contact: Mitchell McCarthy, P.E., Senior Engineer

Recommended Board Action:

No action. Receive staff presentation and provide direction as appropriate.

Background:

Currently Auburn Constructors, LLC (Auburn) is in construction on the following three *Progressive Design-Build* (PDB) projects:

- Well 80 Walnut/Auburn
- Wells 81, 82, and 83 Antelope North/Poker
- Well 84 Antelope/Don Julio

At the August 21, 2023, regular Board meeting, District staff and Auburn staff jointly presented an overview of the three PDB well projects. The presentation focused on the projects' scope and facility capacity.

At the September 18, 2023, regular Board meeting, the Board requested that staff prepare a second brief presentation by Auburn, this time with a focus on schedule and cost. Pursuant to this request both District staff and Auburn's PDB team presented update number two to the Board at its November 20, 2023, regular meeting.

At the December 18, 2023, regular Board meeting, the Board requested that staff prepare a third update outlining anticipated construction progress milestones representing overall progress consistent with the District's intent to secure the maximum amount of the funds made available to it via the Voluntary Agreement Funding Agreement Grant (Grant) between the Regional Water Authority and the Department of Water Resources. Of the above-listed projects, two are eligible for Grant funding:

- a) Wells 81, 82, and 83 Antelope North/Poker
- b) Well 84 Antelope/Don Julio

This report provides the requested information and relevant discussion.

Discussion:

Construction Milestones

The following construction completion milestones were developed by Auburn at the Board’s request. Staff would be happy to provide more information as requested by the Board.

PROJECT	MILESTONE				
	FOUNDATION	UNDERGROUND	PAVING	BUILDING	BEGIN START-UP
81/82/83	Oct 2024	Nov 2024	May 2024	May 2025	Apr 2026
84	May 2024	Jun 2024	Sep 2024	Oct 2024	Aug 2025

- Foundation: Building’s foundation and slab concrete poured.
- Underground: All underground installed.
- Paving: All site paving constructed.
- Building: Building’s walls, roof, and doors constructed/installed (“weather-tight”).

Grant Funding

A total of \$18.8 million is available to the District through the Grant. Staff projects that 100% of the Grant funds available will be covered by expenditures, as shown in the table below.

Grant funds are disbursed based solely on provided documentation of construction costs for work performed beginning July 21, 2023. While the Grant agreement does ostensibly require all work to be completed by the end of CY2025, staff have consulted with the Grant administrator, RWA, and the consultant RWA retained to manage the program (West Yost Associates), and it is the District’s understanding that this is not a firm criterion for termination of the reimbursement window, and that flexibility can be afforded.

Grant Funding Capture

The following summarizes anticipated billings applicable to the Grant funding by calendar year.

	YEAR			
	2023	2024	2025	2026
ANTICIPATED	\$ 3.7M (a)	\$ 12.8M	\$ 3.6M	\$ 0.6M (b)
RUNNING TOTAL	\$ 3.7M	\$ 16.5M	\$ 20.1M	\$ 20.7M

- (a) 2023 expenses include \$ 2.1M previously submitted to RWA for the third quarter.
- (b) 2026 expenses are likely eligible for Grant funding, however they are expected to exceed the Grant’s available funds.

Staff will keep the Board apprised of any changes impacting the District’s ability to capture all available Grant funding. Monthly updates to schedule will continue to be provided to the Board in the Engineering Report.



Agenda Item: 8

Date: January 22, 2024

Subject: Groundwater Well Asset Management Plan Implementation Status Update

Staff Contact: Todd Artrip, Operations Manager
Howard Moreland, Production Superintendent

Recommended Board Action:

Receive status update on the Groundwater Well Asset Management Plan and direct staff as appropriate.

Background:

The Sacramento Suburban Water District (District) Board of Directors adopted the first Groundwater Well Asset Management Plan (GWAMP) on January 26, 2009. The 2009 GWAMP focused primarily on the borehole and well casing (below ground components) as these are the most expensive components of a groundwater well facility. An updated GWAMP was adopted by the Board on November 16, 2020.

The 2020 GWAMP is more than just an update of the 2009 GWAMP, as it was completely revised to focus on managing groundwater well facilities that includes all of the components, and considers all factors pertaining to maintenance, repair, and replacement decisions. These factors include the District's well inventory, system-wide risk and reliability, maintenance plan requirements, and consideration for rehabilitation and replacement cost decisions.

Discussion:

At the November 20, 2023, Regular Board meeting staff provided the Board with a GWAMP implementation status update. The update identified that: a) implementation was behind schedule that was established in the 2020 GWAMP; and b) substantial progress had been made since 2021 to improve managing the District's groundwater facilities. At that meeting the Board directed staff to provide monthly updates until a new implementation schedule is developed and approved by the Board.

Implementation Status Update

Since the inception of the Implementation Team (Team) in 2021, some key members are no longer in the same roles, or no longer with the District. To get back on-track, in December 2023 a new Team was assembled that is comprised of the following positions:

- Operations Manager
- Engineering Manager

Groundwater Well Asset Management Plan Implementation Status

January 22, 2024

Page 2 of 2

- Production Superintendent (new hire)
- Production Foremen – two staff (new to the Team)
- IT Manager (new hire)
- IT Analyst
- Operations Coordinator (new to the Team)
- Senior Project Manager (new to the Team)

The new Team is meeting bi-weekly with a focus on reviewing each section of the GWAMP to establish a baseline common understanding of the recommendations with which to move forward with strong alignment for best efficiency as a group.

The Team has been productive and has begun to develop a new implementation schedule. It is anticipated the revised schedule will be provided to the Board in February or March 2024.

Fiscal Impact:

There is no fiscal impact related to the reporting of the GWAMP implementation status.

Strategic Plan Alignment:

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

Goal B: Optimize Operational and Organizational Efficiencies



Agenda Item: 9

Date: January 22, 2024

Subject: Carmichael Water District/Sacramento Suburban Water District
Combination Discussion Update

Staff Contact: Dan York, General Manager

Recommended Board Action:

Receive staff presentation and direct staff as appropriate.

Discussion:

At the December 13, 2023, Carmichael Water District (CWD) and Sacramento Suburban Water District (SSWD) 2x2 Committee (Committee) meeting, the Committee discussed several items which include:

- Communication Outreach
- Public Information Workshop Overview
- LAFCo Resolution Timeline
- Combination Discussion Process and Timeline
- Next 2x2 Committee meeting

Additional details on each Agenda Item are below:

Communication Outreach

Attached as Attachment 1 is the Draft Fact Sheet: Highlights of the Further Analysis Report. Staff is requesting review and approval of this document for public distribution.

Public Information Workshop Overview

CWD's Public Information Workshop is on Wednesday January 24, 2024, at 6:30 p.m. SSWD's Workshop is on Wednesday, January 31, 2024, at 6:30 p.m. Directors are welcome to attend the other agency's Workshop as observers only. The Workshops will also be available virtually via Zoom.

Discussion took place at the Committee meeting regarding the format of holding the subject Workshops. Several ideas were discussed, however, the Committee ultimately agreed on holding each Workshop as an open house format. In post-meeting discussions, it was determined that there would not be sufficient staffing for each "station," and that holding the Workshops in a regular format would be customer friendly.

LAFCo Resolution Timeline

The next step in the combination discussion process is to review and finalize a substantially similar resolution approved by both Boards for submittal of a consolidation application to LAFCo. The

substantially similar resolution is part of the application process to LAFCo to begin its proceedings to review and combine the two districts. Items included in the resolution could potentially bind the future consolidated Board. A draft copy of the resolution was included in the October Joint Board meeting and is anticipated to be on the February 7, 2024, 2x2 Committee agenda. Staff recommends that the District's Board discuss any concerns they may have and provide direction to the 2x2 Committee.

Combination Discussion Process and Timeline

Attached as Attachment 2 is an updated Draft Process and Timeline spreadsheet.

Employee Survey

Direction was provided to staff at the October 2023, Joint Board Meeting to conduct an Employee Survey among CWD and SSWD staff. CWD is in the process of finding a firm for the Employee Survey. Due to the holidays, CWD staff did not receive proposals in time for this Board packet and will bring this discussion topic to the 2x2 Committee at the February 7, 2024, meeting.

Staff has been apprised that the CWD Board continues to discuss the following items:

- Union Representation
- Water Rights
- Water Quality – Fluoride
- Governance and Representation



FACT SHEET

Highlights from the Report: “Further Analysis of Combining Carmichael Water District and Sacramento Suburban Water District”

The Further Analysis Report (Report) was developed by Carmichael Water District (CWD) and Sacramento Suburban Water District (SSWD) to shed additional light on issues and questions the Boards of Directors, executive staff, and stakeholders raised with respect to potentially combining the two agencies to improve long-term sustainability for the rate payers including the water reliability, operational efficiencies, financial strength, and positive political position.

The Report details major aspects of both districts including governance, district wide policies and regulations, finance, and employee benefits. The full Report is available on the CWD website at carmichaelwd.org and SSWD website at sswd.org.

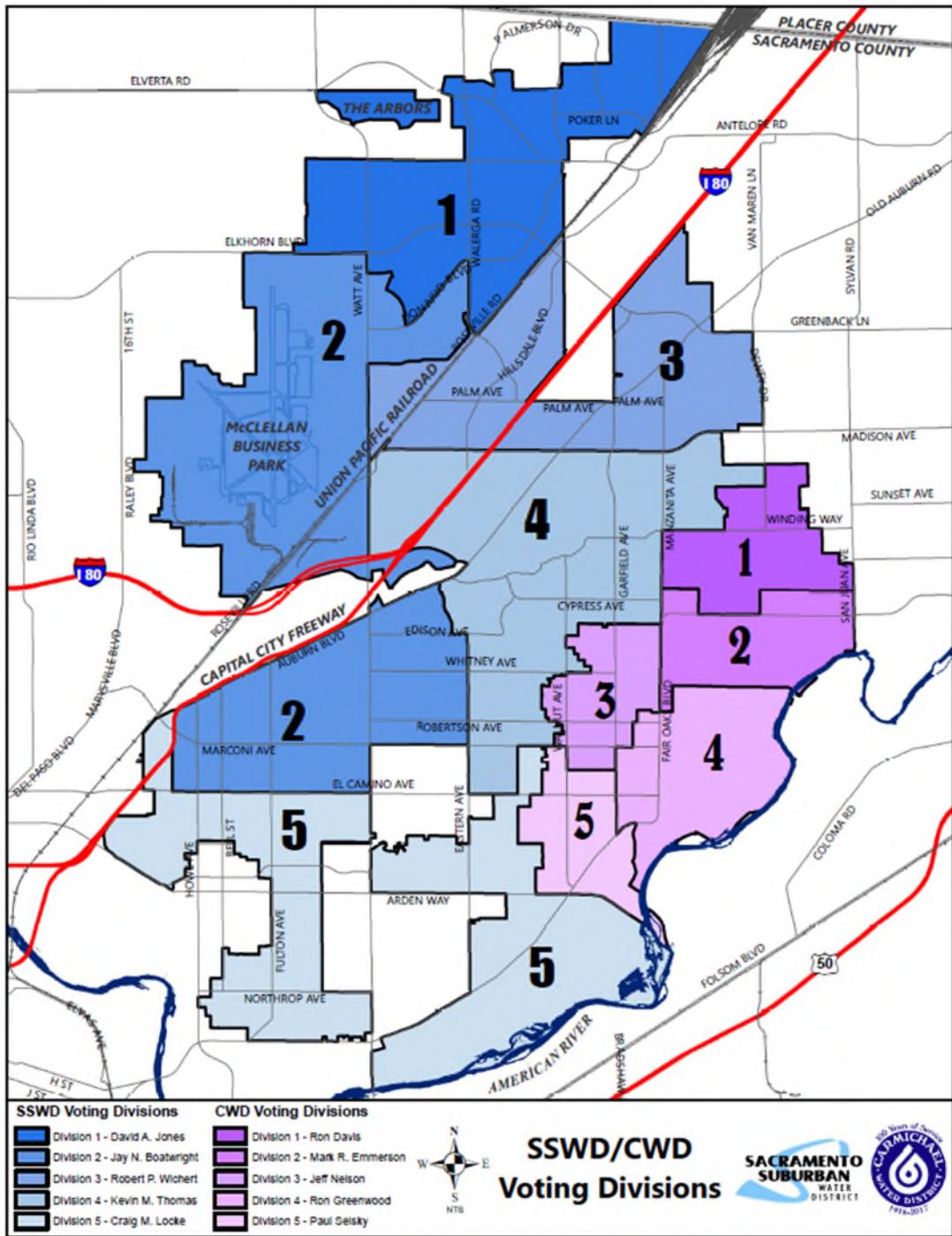
Key Highlights

DISTRICTS' CURRENT BUSINESS AND OPERATIONS

While both CWD and SSWD provide water services to their respective communities, there are notable differences in terms of personnel, financials, and operational aspects. The specific needs and circumstances of each district's service area drive these differences. Despite their distinctiveness, the two districts provides same services to both of their customers and present potential opportunities for enhanced value as a combined district.

CARMICHAEL WATER DISTRICT	SACRAMENTO SUBURBAN WATER DISTRICT
Governed by a 5-member Board of Directors elected by division.	Governed by a 5-member Board of Directors elected by division.
Employs 25 full-time-equivalents (FTEs) positions with a focus on management/administration and operations.	Employs 75 FTEs with a focus on management/administration and operations.
Holds surface water rights and active groundwater wells with backup supplies.	Maintains surface water entitlements and extensive groundwater wells with backup supplies.
Implements a water rate structure consisting of fixed and usage charges based on 100 cubic foot (cu) measurement. <ul style="list-style-type: none"> ▪ A typical 1-inch residential customer pays 4x% fixed charge and 5x% usage charge. 	Implements a water rate structure consisting of fixed and usage charges based on 100 cubic foot (cu) measurement.
Single-tier usage rate for all customers, a primary residential meter size of 1.0", and a Water Shortage Surcharge.	Two-tier usage rate for residential customers, a primary residential meter size of 3/4", and no Water Shortage Surcharge.

CARMICHAEL WATER DISTRICT	SACRAMENTO SUBURBAN WATER DISTRICT
In the 5 th year of the current rate schedule commencing in 2024. New rate schedule for 2025 will be developed in 2024.	Has approved a 5-year rate schedule at varying percentages per year, with the 5 th year commencing in 2024.
Operates with a Fiscal Year budget that runs from July 1 to July 30 of each year.	Operates on a Calendar Year budget that runs from January 1 to December 31 of each year.
Serves the Carmichael community.	Serves a broader range of communities.



Fluoride: SSWD’s South Service Area is fluoridated with funding from the First Five Commission, set to expire in 2027. After the agreement ends, a combined district, or SSWD, isn't obligated to continue fluoridation unless they choose to cover costs, receive state-mandated funding, or have an outside funding source.

Average Billing Per Month by Customer Type:

- **Residential Customers:** The average billing between CWD and SSWD for residential customers is within \$10 per month (see table below). Both districts have a significant portion of residential customers, with CWD having 83% and SSWD having 77%.
- **Non-Residential Customers:** The average billing between CWD and SSWD for non-residential customers is within \$5 per month (see table below). SSWD has a slightly larger percentage of non-residential customers, with 23% compared to CWD's 17%.

	CARMICHAEL WATER DISTRICT	SACRAMENTO SUBURBAN WATER DISTRICT
Residential Customers	\$86.34	\$76.39
Non-Residential Customers	\$343.94	\$339.36

MODEL MERGED DISTRICT

County Water District vs. Irrigation District: CWD is an Irrigation District, while SSWD is a County Water District. CWD has authority to provide water service, drainage, electric power, sewer services, and more. SSWD is authorized to provide water service, wastewater, fire protection, and solid waste services, among others. Both districts don't actively exercise certain additional powers.

SSWD’s and CWD’s authority under their respective enabling acts are more similar than different. Combining the districts into a new entity does not inherently grant additional powers but may enhance efficiency and streamline operations. Ultimately, the choice of district type (Irrigation or County Water) depends on the specific needs and characteristics of the community served.

- *Note that the 2x2 Committee is recommending a County Water District format, should combination move forward.*

Consolidation vs. Reorganization: Both consolidation and reorganization have their own set of advantages and disadvantages. For example, consolidation may be preferable when a fresh start is desired for the combined entity and there is an opportunity to streamline operations, but it comes with potential disruption and complexity for existing contracts (such as labor contracts). Reorganization may be a more stable option when continuity is important, but it requires careful planning and educational efforts.

- Note that the 2x2 Committee is recommending a consolidation process where both districts dissolve and form a new water district with a new name, should combination move forward.

Board of Directors: The combined district's initial Board may consist of 11 members, drawn from CWD and SSWD’s Boards. If needed, a Director can voluntarily resign to ensure an odd number of Directors temporarily. While the statutory size is a minimum of five members, it can be larger (e.g., seven or nine) with SSWD and CWD's request and LAFCo's approval.

- *Note that the CWD and SSWD Boards have tentatively agreed to transition to seven directors with the 2026 election, should combination move forward.*

Provision of Water Service: There will be initial (one-time) start-up costs, which will be offset by future savings. Capital improvements will continue to be a significant portion of the rate base and costs for each district.

Water Rates: Rates will be based on the combined Operations and Maintenance and capital costs for each service area. Rates will remain separate for each service area until all outstanding debt has been retired, avoiding rate shifts between areas so that one service area does not pay for capital programs in another service area. Note that this is subject to reassessment by the new Board over time.

Debt and Debt Service: *As of June 30, 2022*

	CARMICHAEL WATER DISTRICT	SACRAMENTO SUBURBAN WATER DISTRICT
Outstanding Debt	\$32.5 million or \$2,795 per account	\$54.9 million or \$1,212 per account
Annual Debt Service	approximately \$2.5 million or \$215 per account, fully amortized in 2038	approximately \$7 million or \$154 per account, fully amortized in 2031

Human Resources and Benefits: A combined agency would have approximately 100 employees. Both CWD and SSWD offer comprehensive benefit packages to their employees. While some benefits are similar, such as health coverage and retirement plans through CalPERS, there are variations in specific offerings, such as dental and vision plans, sick leave policies, and vacation accrual. Benefits are anticipated to remain consistent throughout the combination process, with the final decisions ultimately resting in the hands of the board overseeing the combined agency.

Integration of Software: Information technology (IT) and software combination is anticipated to be one of the more expensive and time consuming items to work through for the new combined agencies.

HOW COMBINATION COULD AFFECT CUSTOMERS, EMPLOYEES AND OTHER STAKEHOLDERS

Water Rights: Both districts practice conjunctive use (using surface water or groundwater according to availability to increase the reliability of both and would benefit from a combination of broader surface and groundwater sources, enhancing supply reliability and resilience. CWD's senior water rights provide a historical advantage and greater diversion capacity, but they also come with the regulatory risk of curtailments. SSWD's surface water entitlements may have some limitations due to the availability of surface water and geographical constraints.

Combining the two districts could potentially mitigate the risks and enhance water supply reliability. In the long term, the development of the Sacramento Regional Water Bank and the efficient utilization of surface water rights, when available, can improve supply reliability for both districts.

Overall, the combined district would broaden water supply portfolio, which could help ensure water reliability for both service areas in a variety of conditions, including droughts and regulatory challenges.

Opportunities for Employees

A combination of SSWD and CWD offers opportunities to create a more efficient, specialized, and adaptable workforce that can provide high-quality water services to both service areas.

A larger, more specialized workforce can bring expertise and efficiency to the new organization. Specialization can also result in more defined career paths for employees, offering them opportunities for growth. Knowledge sharing between staff from both districts can promote best practices and accelerate the adoption of efficient operational methods.

Equipment sharing and joint purchasing are additional benefits that can be realized under a combined organization, leading to potential cost savings. In the interim structure, field operations staff could maintain split roles, adapting to the differences in infrastructure and geography between the two service areas. Over time, the organization can transition to a single, deployable force, depending on operational experience and the homogenization of systems.

Employee Representation

A portion of CWD's employees is represented by the American Federation of State, County, and Municipal Employees, and continued representation would depend on a majority affirmative vote of the employees.

GOVERNANCE

The Report outlines a transition in the Board of Directors from 11 members, representing CWD and SSWD, to seven members after the combination by November 2026 election. Initially, the combined District would have 11 Directors, maintaining existing terms. The reduction to seven Directors is planned for the November 2026 general district election, contingent on LAFCo approval timing. To achieve a seven-member Board, new voting division maps will be developed, considering factors like topography, geography, and community interests. The proposed maps will undergo public considerations, legal counsel review, input from County of Sacramento Registrar, and approval through special Board meetings.

LESSONS LEARNED FROM ARCADE/NORTHRIDGE CONSOLIDATION

The Report outlines key areas that should have been more thoroughly analyzed and addressed during the 2002 consolidation process for the former Arcade and Northridge Water Districts, understanding that the drivers for current CWD-SSWD combination discussions are based on potential cost savings, water reliability, and stability of employee resources. These are distinct from Arcade-Northridge discussions. Further analysis of these areas could provide valuable insights that can lead to more effective and efficient combined operations.

Attachment 2

SSWD / CWD COMBINATION DISCUSSIONS
“DRAFT” PROCESS AND TIMELINE
ACTIVITIES AT A GLANCE
January 11, 2024

TOPICS	TIMING	ACTIVITIES/PRODUCTS	DECISIONS/RECOMMENDATION	WHO
TASK 1: PUBLIC OUTREACH	June 2023	Public Outreach to both agencies	<ul style="list-style-type: none"> How to respond to public 	<ul style="list-style-type: none"> Boards GMs Communication Facilitators
	July 11, 2023 2x2 Committee Meeting	<ul style="list-style-type: none"> Post Public Outreach Assessment Communications Contract Amendment Combination Discussion Process and Timeline CWD SSWD Financial and Debt Comparison CWD SSWD Water Rate Comparison Powers of Authority Analysis Municipal Services Review Update 	<ul style="list-style-type: none"> Additional outreach needed? Approve communication contract amendment to full Boards Approve draft process and timeline to full Boards Accept report on financial and debt comparison Accept report on water rate comparison Approve legal counsel analysis for powers of authority options 	<ul style="list-style-type: none"> 2x2 GMs
	August 9, 2023 2x2 Committee Meeting	<ul style="list-style-type: none"> Receive legal opinion on alternatives for a Form of District 	Done	<ul style="list-style-type: none"> 2x2 GMs
	October 11, 2023 2X2	<ul style="list-style-type: none"> Receive Draft Technical Analysis Receive Draft Resolution Framework Format Receive Updated Schedule 	<ul style="list-style-type: none"> Recommend to move forward to Jt Boards with Draft Resolution Framework 	<ul style="list-style-type: none"> 2X2 GMs Facilitator
	October 24, 2023	Joint Board Meeting <ul style="list-style-type: none"> Post Public Outreach Assessment Vote to proceed with Combination or terminate process 	<ul style="list-style-type: none"> Vote to Continue with Combo Process Draft Resolution for LAFCo 	<ul style="list-style-type: none"> Joint Boards GMs Facilitators Communication

SSWD / CWD COMBINATION DISCUSSIONS
“DRAFT” PROCESS AND TIMELINE
ACTIVITIES AT A GLANCE
January 11, 2024

TOPICS	TIMING	ACTIVITIES/PRODUCTS	DECISIONS/RECOMMENDATION	WHO
			<ul style="list-style-type: none"> • Present Draft Technical Analysis Report <ul style="list-style-type: none"> ○ Tech analysis reveals no Fatal Flaws. • Approved Tech Analysis Report 	
	January 24, 2024	Public Information Workshop - CWD		
	January 31, 2024	Public Information Workshop – SSWD		
IF JT BOARDS VOTE YES TO MOVE FORWARD				
TASK 2: BOARD DECISIONS	January 22, 2024, SSWD Board Meeting	Joint Board Meeting <ul style="list-style-type: none"> • LAFCo Application Process timeline 	<ul style="list-style-type: none"> • Resolution <ul style="list-style-type: none"> ○ Consolidation ○ Form of District ○ Board #s: 7 ○ Name of Agency ○ Management Structure 	<ul style="list-style-type: none"> • Legal • GMs • Individual Boards
	January 16, 2024 CWD Board Meeting		<ul style="list-style-type: none"> • Resolution <ul style="list-style-type: none"> ○ Consolidation ○ Form of District ○ Board #s: 7 ○ Name of Agency ○ Management Structure 	<ul style="list-style-type: none"> • Legal • GMs • Individual Boards
AFTER GROUP 2 DECISIONS				
TASK 3: OPERATIONAL AND FINANCIAL DECISIONS	March 4, 2024	Individual Boards <ul style="list-style-type: none"> • Draft 2 “Substantially Similar” Resolutions (**) 	<ul style="list-style-type: none"> • Outstanding Indebtedness <ul style="list-style-type: none"> ○ Notify Bondholders ○ Inventory non-bonded loans/grants and notice 	<ul style="list-style-type: none"> • 2X2 • GMs • Joint Boards • Legal

SSWD / CWD COMBINATION DISCUSSIONS
“DRAFT” PROCESS AND TIMELINE
ACTIVITIES AT A GLANCE
January 11, 2024

TOPICS	TIMING	ACTIVITIES/PRODUCTS	DECISIONS/RECOMMENDATION	WHO
			<ul style="list-style-type: none"> • Insurance claims/litigation <ul style="list-style-type: none"> ○ Identify and notify outstanding items and substitute new district ○ Notify ACWA JPIA and terminate and obtain new coverage • Determine Schedule for Regulatory DDW <ul style="list-style-type: none"> ○ Water System Permit ○ Assignment surface water transfer of CWD ○ Well Permits for CWD+SSWD • Due Diligence Plan <ul style="list-style-type: none"> ○ Final Audits • Employment <ul style="list-style-type: none"> ○ Process to Hire G.M. ○ **Retention Staff ○ Assignments / Jt Org Chart ○ Salary Schedule ○ **Unified Benefits Plan ○ **Retirement Supplemental CALPERS Plans ○ Employee Manuals / Policies • Consultants/Vendors Inventory <ul style="list-style-type: none"> ○ Selection/retention • Real Property Disposition Inventory <ul style="list-style-type: none"> ○ Consolidating Properties ○ Inventory Plan to maintain easements 	

SSWD / CWD COMBINATION DISCUSSIONS
“DRAFT” PROCESS AND TIMELINE
ACTIVITIES AT A GLANCE
January 11, 2024

TOPICS	TIMING	ACTIVITIES/PRODUCTS	DECISIONS/RECOMMENDATION	WHO
			<ul style="list-style-type: none"> ○ Surplus Property disposal ○ **Real property transfer for Customers Benefit ● Inventory, consolidate, surplus, dispose of “personal” property <ul style="list-style-type: none"> ○ Leased/rented ○ Fleet ○ Transfer for customer benefit ● Ordinances/Resolutions/Rules and Policies <ul style="list-style-type: none"> ○ Inventory, review & select ● Financial System <ul style="list-style-type: none"> ○ Select Acct System, Software, Financial Reporting Protocols ○ **Determine how cash receivables / liabilities are transferred ● Software/Operating Systems <ul style="list-style-type: none"> ○ Inventory & Prepare Plan ○ Coordinate, transfer, and terminate 	
			DURING COURSE OF GROUP 3 ACTIVITIES, BUT AFTER THOSE ACTIVITIES REQUIRED TO MAKE DECISIONS FOR LAFCO APPLICATION REQUIREMENTS)	
TASK 4: FINAL DECISION BY JOINT BOARD	March 4, 2024	Joint Board Meeting #3 <ul style="list-style-type: none"> ● Adopt “substantially similar” resolutions of application to LAFCo, which then prohibits LAFCo from denying the application and requires it to approve the application with or without condition 	<ul style="list-style-type: none"> ● Official Signatories and Contact to LAFCo on behalf of Board ● Request of LAFCo ● Territory map affected ● Zones of Benefit/Benefit Assessments (confirm as neither agency has them) 	Jt Boards GMs 2X2 Legal

SSWD / CWD COMBINATION DISCUSSIONS
“DRAFT” PROCESS AND TIMELINE
ACTIVITIES AT A GLANCE
January 11, 2024

TOPICS	TIMING	ACTIVITIES/PRODUCTS	DECISIONS/RECOMMENDATION	WHO
			<ul style="list-style-type: none"> • Fiscal / Ops considerations • Governance Requirements • CEQA Exemption Evaluation/Notification 	
	Post March 2024	<ul style="list-style-type: none"> • Two Public Meetings 	<ul style="list-style-type: none"> • Public meetings for LAFCo process 	<ul style="list-style-type: none"> • LAFCo
TASK 5: LAFCO APPLICATION AND APPROVAL PROCESS	One Year from filing	<ul style="list-style-type: none"> • Staff prepares and files application with the Sacramento LAFCo. <ul style="list-style-type: none"> ○ outer boundary survey and related maps ○ plan of service for new agency ○ municipal service review • Property tax negotiation under Revenue & Taxation Code section 99 with Sacramento County (check box) • 	<ul style="list-style-type: none"> • LAFCo Decision Process <ul style="list-style-type: none"> ○ Step 1: LAFCo Staff Analysis <ul style="list-style-type: none"> ▪ Review for Content ▪ Certificate of Filing ▪ Approval Hearing Date Set (21 days advanced notice) ○ Step 2: Approval Hearing <ul style="list-style-type: none"> ▪ LAFCo considers facts (written / oral, environmental review) ▪ Commission approves with or without conditions / or denies. <ul style="list-style-type: none"> • If Denies process stops • If Approves w/o conditions 	<ul style="list-style-type: none"> • GMs • Legal • LAFCo

SSWD / CWD COMBINATION DISCUSSIONS
“DRAFT” PROCESS AND TIMELINE
ACTIVITIES AT A GLANCE
January 11, 2024

TOPICS	TIMING	ACTIVITIES/PRODUCTS	DECISIONS/RECOMMENDATION	WHO
			<p style="text-align: right;">will issue a Certificate of Completion and consolidation / reorg completed</p> <ul style="list-style-type: none"> • If Approves with conditions, one year for SSWD/CWD to satisfy conditions ○ Step 3: 30 Day Consideration Period <ul style="list-style-type: none"> ▪ Open to the public? ○ Step 4: Conducting Authority Hearings (21 day advance notice) (by passed if decision is Reorganization) <ul style="list-style-type: none"> ▪ Protest Hearing ▪ Voting details in doc 	
<p>TASK 6: POST-COMBINATION ACTIONS TO</p>	<p>ASAP from LAFCO Certificate of Completion</p>	<ul style="list-style-type: none"> • Initial meeting of new agency board • Roster of Public Agencies filings with the Secretary of State for new agency and CWD and SSWD • Complete Group 3 Actions 	<ul style="list-style-type: none"> • Actions to continue or adopt amended or new ordinances, resolutions, and policies • Elect board officers 	<ul style="list-style-type: none"> • New Agency Board • GM • Legal

SSWD / CWD COMBINATION DISCUSSIONS
“DRAFT” PROCESS AND TIMELINE
ACTIVITIES AT A GLANCE
January 11, 2024

TOPICS	TIMING	ACTIVITIES/PRODUCTS	DECISIONS/RECOMMENDATION	WHO
<p>IMPLEMENT NEW AGENCY</p>		<ul style="list-style-type: none"> • Consolidation: <ul style="list-style-type: none"> ○ Prop 218 proceedings ○ Mitigation fee Act • Record notice of transfer of real property interests, if deemed appropriate by management and legal counsel 	<ul style="list-style-type: none"> • Appoint secretary, treasurer, auditor, and legal counsel. 	

DRAFT



Agenda Item: 10

Date: January 22, 2024

Subject: General Manager’s Report

Staff Contact: Dan York, General Manager

a. Regional Collaboration Information

On December 18, 2023, Citrus Heights Water District (CHWD) contacted the District to request assistance locating a leak in the intersection of Sunrise Avenue and Madison Avenue via the District’s leak detection equipment. For leak detection, the District owns a Correlator, which is a powerful electronic device staff utilizes to locate leaks on water mains. With two sensors placed on mainline valves located on both sides of a suspected leak, staff can locate the leak via an electronic signal that is displayed on the Correlator. District staff have been very successful correlating leaks within the District’s service area.

Ironically, the leak was not surfacing in the intersection of Sunrise Avenue and Madison Avenue. It was actually surfacing through a SMUD box ¼ mile away in an apartment complex located in the Fair Oaks Water District (FOWD) service area. After FOWD and SMUD staff investigated and found water flowing through several SMUD boxes, it was determined the leak was running through an electrical conduit that was coming from the CHWD service area. CHWD staff had an idea where the leak could be coming from, but other than excavating and chasing the leak, they could not confirm its location. District staff was able to correlate the leak and marked its approximate location.

On December 19, 2023, CHWD Distribution Supervisor Tim Cutler contacted Todd Artrip, Operations Manager, complimenting Shawn Chaney, Distribution Foreman, and Brian Patterson, Distribution Operator II, for their assistance, and thanking the District for its continued collaborative support.



Agenda Item: 11

Date: January 22, 2024

Subject: Groundwater Well Status Report

Staff Contact: Tommy Moulton, Senior Project Manager

This report summarizes off-line Active sources, their project status, and when they are expected to be operational (on-line). Additionally, the report includes a list of on-line sources that have been identified for future proactive projects. This information is categorized by the following sections: A) Capacity Status Summary; B) Off-Line Capacity Detail; and C) Proactive Projects.

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.

Note: Work has been initiated on numerous facilities and steady progress is underway as indicated below in Section B. Unless specified differently, Kirby’s Pump and Mechanical, Inc. (KPM) is the contractor for a project.

A. CAPACITY STATUS SUMMARY

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

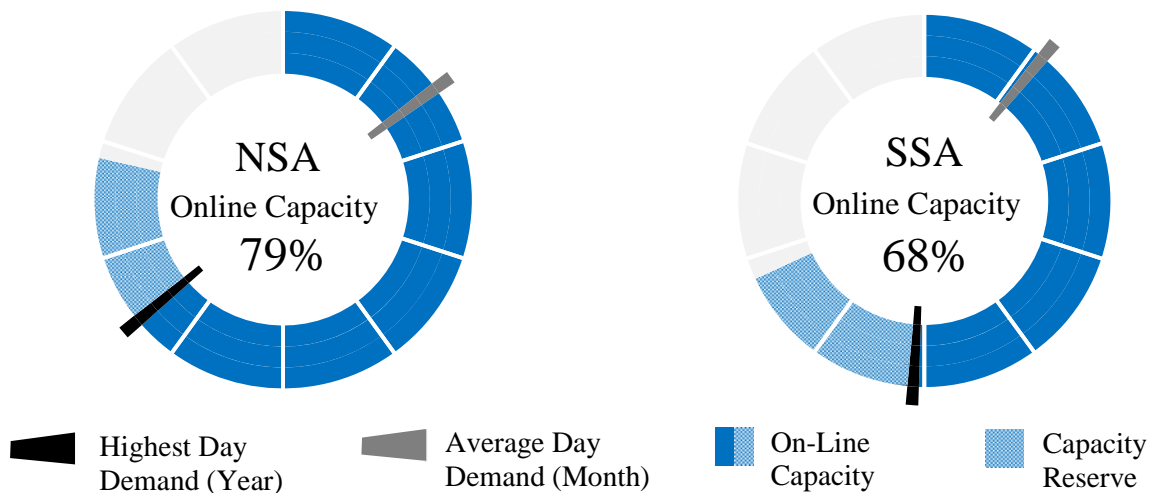
Table 1. Status Summary of Groundwater Supply Capacity by Service Area

Area	Groundwater Supply Capacity			Demand Projection (MGD)	
	Active (MGD)	On-Line (MGD)	On-Line (%)	Average Day (Month)	Highest Day (Year)
NSA	58.9	46.2	79%	8.8	37.6
SSA	59.7	40.7	68%	6.6	30.4
Total	118.6	86.9	73%	15.4	66.6

MGD = Million Gallons per Day

Figure 1 below presents the Table 1 data graphically.

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: 8,700 gpm / 12.6 MGD
 (8,700 gpm last report)

Summary of Change in Well Status		
<u>Well</u>	<u>Status</u>	<u>Capacity (gpm)</u>
N/A	N/A	N/A
Net Change in Capacity:		0

CONDITION ASSESSMENT AND INVESTIGATIVE PROJECTS

Listed below are Condition Assessment (CA) and preliminary investigative projects for off-line sources. 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: 0 gpm

None

Planned Projects: 0 gpm

None. See Section C for proactive projects.

REPAIR AND REHABILITATION PROJECTS

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

In-Progress Projects: 1,800 gpm

59A Bainbridge/Holmes

Capacity / Status: 1,800 gpm / Off-line 11/27/2023

Reason: Leaking check valve

Project Phase: Check valve being replaced

Expected Completion: February 2024

Planned Projects: 0 gpm

None. See Section C for proactive projects.

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: 900 gpm

N3 Engle

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

Reason: HP tank structural deficiencies. (Off-line due to safety concerns). Pump needs to be replaced.

Project Phase: HP tank has been replaced.

Discharge pipe modifications are underway. Waiting for equipment delivery.

Expected Completion: February 2024

Planned Projects: 0 gpm

None. See Section C for proactive projects.

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: 2,800 gpm

N6A Palm

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

Reason: Bacteriological

Project Phase: Well disinfection and treatment plant conditioning complete. Flowmeter and PLC troubleshooting.

Contractor: Frisch Engineering, Inc.

Expected Completion: March 2024

N20 Cypress

Capacity / Status: 1,100 gpm / Off-line 8/23/2018

Reason: Manganese

Project Phase: Well rehabilitation in progress. Water quality testing underway.

Expected Completion: March 2024 (for rehabilitation)

Groundwater Well Status Report

January 22, 2024

Page 6 of 11

Planned Projects: 3,200 gpm

N1 Evergreen

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

Reason: PFAS

Contractor: Roadrunner

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

Tentative Start: April 2024

Expected Completion: May 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: May 2024 (this will most likely require a chemical treatment approach that is relatively time-consuming)

Expected Completion: July 2024

N23A Freeway

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

Reason: Bacteriological

Project Phase: Disinfection with a more aggressive chemical treatment

Tentative Start: March 2024

Expected Completion: April 2024

COMPLETED PROJECTS

Restored Capacity: 0 gpm

None

SOUTH SERVICE AREA

Total Active capacity off-line for listed projects: 13,200 gpm / 19.0 MGD
(12,600 gpm last report)

Summary of Change in Well Status

<u>Well</u>	<u>Status</u>	<u>Capacity (gpm)</u>
32A Eden/Root	Off	(1,600)
66 Eastern/Woodside Church	On	1,000
Net Change in Capacity:		(600)

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 installed. Well disinfection being scheduled
Expected Completion: February 2024

Planned Projects: 1,600 gpm

32A Eden/Root

Capacity / Status: 1,600 gpm / Off-line 12/21/2023
Reason: Treatment plant malfunctioning
Project Phase: Investigating issue (suspect a failed valve)
Expected Completion: March 2024

REPAIR AND REHABILITATION PROJECTS

In-Progress Projects: 5,500 gpm

4B Bell/Marconi

Capacity / Status: 2,700 gpm / Off-line 11/10/2023
Reason: Discharge pipe repairs
Project Phase: Replacement fittings on order
Expected Completion: February 2024

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
Expected Completion: January 2026 (est. 24-month project duration)

41 Albatross/Iris

Capacity / Status: 500 gpm / Off-line 11/5/2018
Reason: Site electrical power supply line replacement
Contractor: Auburn Constructors
Project Phase: Contractor has installed new conduit. Currently waiting for SMUD to install new power pole (to connect well site to SMUD's pole-mounted transformer). Operational testing to follow.
Expected Completion: February 2024 (based on SMUD anticipated schedule to install new power pole and conductors)

60 Whitney/Concetta

Capacity / Status: 500 gpm / Off-line 5/13/2021
Reason: Motor failure and pump worn out (Loewen); and pump station improvements (KPM)
Contractor: Loewen; followed by KPM
Project Phase: Piping modifications in process
Expected Completion: March 2024

Planned Projects: 2,400 gpm

13 Calderwood/Marconi

Capacity / Status: 700 gpm / Off-line 7/16/2020
Reason: Capacity loss (pump breaking suction)
Project Phase: Condition assessment completed.
In work queue for well cleaning.
Tentative Start: April 2024
Expected Completion: June 2024

20A Watt/Arden

Capacity / Status: 1,100 gpm / Off-line 3/1/2022
Reason: Electrical service failure (SMUD requires upgrade from 3- to 4-wire)
Project Phase: Plan has been approved by SMUD
In work queue for construction of upgraded electrical lines
Tentative Start: March 2024
Expected Completion: June 2024 (based on anticipated SMUD schedule)

70 Sierra/Blackmer

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

Expected Completion: June 2024

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: February 2024

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: February 2024

COMPLETED PROJECTS

Restored Capacity: 1,000 gpm

66 Eastern/Woodside Church

Capacity / Status: 1,000 gpm / Off-line 11/14/2023

Reason: Motor failure

Resolution: Motor replaced

C. PROACTIVE PROJECTS

Listed below are on-line groundwater facilities selected for proactive work. Wells in this category are showing signs of declining health or have not been evaluated in a significant amount of time. When the project begins it is moved to the Condition Assessment or Investigative Projects in Section B.

NORTH SERVICE AREA

Planned Projects: 3,500 gpm

56A Fairbairn/Karl
Capacity 1,900 gpm

N5 Hillsdale
Capacity 700 gpm

N22 River College
Capacity 900 gpm

SOUTH SERVICE AREA

Planned Projects: 5,600 gpm

25 Thor/Mercury
Capacity 600 gpm

33A Auburn/Norris
Capacity 2,500 gpm

74 Riverwalk/NETP South
Capacity 2,500 gpm



Agenda Item: 12

Date: January 22, 2024

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

Below are major CIP projects consistent with the Board’s approved funding program.

SUPPLY – NEW WELLS

The table below shows the 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	<i>January 2024 (previous)</i> March 2024	End changed from January 2024 to March 2024 (see Note 1)

Note 1. Commissioning began in May, operational testing has been initiated with the contractor, the integrator, and District Operations staff and is moving forward while a programming issue (for the chemical feed while under backup electrical power) is sorted out. As a result, Facility Commissioning is now expected to be completed in March 2024.

Comment: The facility, save backup electrical power capability, is fully operational and has been pumping into the distribution system since early December.

Well 80 Walnut / Auburn	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	May 2023 (original) July 2024	Construction changed from December 2023 to July 2024 (see Note 1)
	FACILITY COMMISSIONING		
	Start	End	Notes
	Dec. 2023 (previous) July 2024	May 2024 (previous) August 2024	Start changed from December 2023 to July 2024 (see Note 1)

Note 1. The electrical power component supplier now reports delivery of the electrical equipment has been further delayed - until May 2024 (from December 2023). Auburn Constructors has updated their project schedule based on this, and on information learned about the new SMUD process (discussed below). The project schedule has been updated accordingly.

The shortage of electrical power components industry-wide has been a persistent issue impacting this project’s schedule. Staff and Auburn Constructors continue to work diligently to pursue all possible approaches to shorten schedules.

There are two major components impacting this project’s schedule:

Supply-Chain

- As consistently reported, there is a persistent shortage of electrical power components industry-wide that is both broad (many manufacturers) and deep (multiple levels in the supply-chain), which is the major issue impacting this project’s schedule, as well as other District projects. Auburn is “leaving no stone unturned” in efforts to look for replacement suppliers, manufacturers, vendors, and subcontractors to mitigate this situation.

SMUD

- SMUD recently revised its policy for installing new transformers and meters because of electrical component shortages as they attempt to control the impact of the supply-chain on their own operations and ability to serve customers.
 - SMUD will now only schedule transformer installations once “all” of the new facility’s electrical equipment is installed.
 - Estimated project delay: 8 weeks.

District staff are working directly with SMUD to look for ways to shorten/improve this process. Staff are in communication with SMUD to set a meeting with key

stakeholders of both parties. A key point will be that the District is not a “regular” customer in that it is also a public agency that provides our common customers an “essential service” – just like SMUD does, and as such, the District should be afforded preferential consideration in some cases.

	DESIGN AND CONSTRUCTION		
	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
	Wells 81, 82, and 83 Antelope North / Poker	<i>Production Wells</i>	
Complete		Complete	n/a
<i>Pump Station</i>			
Complete		<i>December 2024 (original) October 2025 (previous) March 2026</i>	Construction changed from October 2025 to March 2026 (see Note 1)
FACILITY COMMISSIONING			
Start		End	Notes
March 2026		May 2026	These dates are new for this section and are the project’s “Original”

Note 1. Following execution in December 2023 of the Pump Station Task Directive (for final design and construction of the facility), Auburn Constructors received updated estimated schedules from their subcontractors and suppliers for equipment and materials. Auburn Constructors has updated their project schedule based on this, and on information learned at the Well 80 project about the new SMUD process (discussed below). The project schedule has been updated accordingly.

Staff and Auburn Constructors continue to work diligently to pursue all possible approaches to shorten schedules.

There are two major components impacting this project’s schedule:

Supply-Chain

- As still being experienced for the Well 80 project under construction, there is a persistent shortage of electrical power components industry-wide that is both broad (many manufacturers) and deep (multiple levels in the supply-chain), which is the major issue impacting this project’s schedule. Auburn is “leaving no stone unturned” in efforts to look for replacement suppliers, manufacturers, vendors, and subcontractors to mitigate this situation.
 - Estimated project delay: 8 weeks.

SMUD

- SMUD recently revised its policy for installing new transformers and meters because of component shortages as they attempt to control the impact of the supply-chain on their own operations and ability to serve customers.
 - SMUD will now only schedule transformer installations once “all” of the new facility’s electrical equipment is installed.
 - Estimated project delay: 15 weeks.

District staff are working directly with SMUD to look for ways to shorten/improve this process. Staff are in communication with SMUD to set a meeting with key stakeholders of both parties. A key point will be that the District is not a “regular” customer in that it is also a public agency that provides our common customers an “essential service” – just like SMUD does, and as such, the District should be afforded preferential consideration in some cases.

				DESIGN AND CONSTRUCTION					
				Approximate Completion		Change in Completion Status Since Last Report			
				Design	Construction				
Well 84 Antelope / Don Julio				<i>Production Well</i>					
				Complete	Complete	n/a			
				<i>Pump Station</i>					
				Complete	<i>June 2024 (original) March 2025 (previous) July 2025</i>	Construction changed from March 2025 to July 2025 (see Note 1)			
				FACILITY COMMISSIONING					
						Start	End	Notes	
						July 2025	September 2025	These dates are new for this section and are the project’s “Original”	

Note 1. Auburn Constructors has updated their project schedule based on information learned at the Well 80 project regarding the new SMUD process (discussed below). The project schedule has been updated accordingly.

SMUD

- SMUD recently revised its policy for installing new transformers and meters because of electrical component shortages as they attempt to control the impact of the supply-chain on their own operations and ability to serve customers.
 - SMUD will now only schedule transformer installations once “all” of the new facility’s electrical equipment is installed.
 - Estimated project delay: 15 weeks.

District staff are working directly with SMUD to look for ways to shorten/improve this process. Staff are in communication with SMUD to set a meeting with key stakeholders of both parties. A key point will be that the District is not a “regular” customer in that it is also a public agency that provides our common customers an “essential service” – just like SMUD does, and as such, the District should be afforded preferential consideration in some cases.

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	
Auburn Blvd. Bridge Main Replacement	March 2024	Pending City Planning	Construction Schedule Under Review by City
MBP Dudley Peacekeeper Main Replacement	September 2024	2025	No Change
MBP Dudley Dudley Main Replacement	October 2024	2025	No Change

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 AMPs and MPs and their update status.

Plan	Last Update	Next Update	Comment
Buildings and Structures AMP	2020	2026	
Distribution Main AMP	2019	2024	
Fleet AMP	2020	2025	
Groundwater Well AMP	2020	2026	
Meter AMP	2023	2028	
Reservoir and Booster Pump Station AMP	2011	n/a	Note 1
SCADA AMP	2021	2026	
Transmission Main AMP	2020	2024	
Water System MP	2017	n/a	Note 2

Note 1. Updating has been deferred until resolution of the Combination Study with Carmichael Water District.

Note 2. Updating has been deferred pending further progress of the Combination Study with Carmichael Water District.

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. Based on information gained during field testing with the integrator and District Operations staff in October 2023, programming modifications have been requested by the District to enhance operational flexibility.

As a result of the request for additional programming, project completion – as anticipated by District staff – has been extended from October 2023 into March 2024. Staff is awaiting confirmation of this schedule by the integrator. If confirmed, start-up and testing would be anticipated to begin mid-February. Barring any complications, the project would be expected to be complete in March 2024.



Agenda Item: 13

Date: January 22, 2024

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 November 30, 2023.

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

Financial Statements

Financial Statement Highlights – November 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.

	Statement of Net Position		
	Year-To-Date	Year-To-Date	Variance
	11/30/2023	11/30/2022	
LIQUIDITY	\$11,447,844.93	11,471,197.72	(23,352.79)
INVESTMENT	36,286,836.79	39,035,056.43	(2,748,219.64)
CAPITAL ASSETS	333,719,804.90	316,031,024.09	17,688,780.81
DEBT	49,283,197.50	54,981,180.38	(5,697,982.88)
NET POSITION	317,937,999.88	296,324,540.16	21,613,459.72

Statements of Revenues, Expenses and Changes in Net Position

	Year-To-Date 11/30/2023	Year-To-Date 11/30/2022	Variance
Operating Revenue	48,334,843.98	47,050,615.01	1,284,228.97
Operating Expense	(22,480,525.09)	(20,227,106.90)	(2,253,418.19)
Other, Net	(10,372,664.89)	(14,200,524.36)	3,827,859.47
NET INCOME	15,481,654.00	12,622,983.75	2,858,670.25

Key information from this report indicates that combined the District’s cash balance is \$23,353 less than the balance on November 30, 2023, and investments are \$2.7 million less than on November 30, 2022; long-term debt has decreased by \$5.7 million; and net position has increased by \$21.6 million in the last 12 months as the District continues to invest in capital infrastructure replacements while decreasing its outstanding debt. Operating revenues increased \$1.3 million, operating expenses increased \$2.3 million and other, net expenses decreased \$3.8 million, year to date compared to the same period a year ago. Increase in operating revenues primarily due to the 3% rate increase that occurred on January 1 of this year and water wheeling income from Cal-American Water Company. The year-over-year operating expense increase of \$2.3 million is primarily related to net effects of \$1.9 million increase in surface water costs as more surface water was taken than last year and \$0.2 million decrease in pumping cost as less ground water was taken, transmission and distribution construction cost decreases of \$0.1 million, conservation costs increase \$0.1 million, and G&A increases of \$0.5 million. Other, net expenses decreased \$3.8 million net from 2022 primarily related to the combination of a \$3.3 million net increase in investment income/loss and unrealized gains/losses of the investment portfolio from the previous year, \$0.4 million decrease in interest expense and related costs, \$0.5 million decrease in capacity fees and \$0.5 million increase in capital developer contributions.

Budgets:

Budget Item	Actual Amount YTD	Adjusted Budget Amount YTD	Variance YTD
Revenues and Sources of Funds	50,101,698	48,893,600	1,208,098
Operations and Maintenance	22,480,525	23,875,922	(1,395,397)
Capital Expenditures *	20,372,630	27,888,331	(7,515,701)
Debt Service - Principal	4,910,000	4,910,000	-
Debt Service - Interest	1,902,743	1,911,140	(8,397)

*Capital budget includes rollover budget from previous years.

The District’s revenues for first eleven months of 2023 were \$1.2 million more than budgeted amount primarily due to water service charges, water wheeling income from Cal-American Water Company and rental & other income that were more than the budgeted.

The District's operating and maintenance expenditures as of November 30, 2023, came in less than the approved budget by \$1.4 million. Most of this positive variance is due to timing differences. A \$1.0 million budget amendment was approved at the December 18, 2023, regular Board meeting to cover the increase in surface water and transmission and distribution repair costs that are over budget and is included in the Adjusted Budget Amount YTD reported above.

The District's adjusted Capital Improvement Program (CIP) budget for 2023 is \$24.5 million plus \$3.9 million in rollover funds from previous years' budgets for a total of \$28.4 million. As of November 30, 2023, \$19,347,568 million has been spent while an additional \$4.9 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 \$1.3 million in rollover funds from previous years' budgets for a total of \$2.0 million. As of November 30, 2023, \$1.0 million has been spent while an additional \$0.5 million is under commitment.

Scheduled 2023 principal payments of \$4.9 million were paid in October 2023. Total principal outstanding as of November 30, 2023, is \$49.3 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 – November 30, 2023
2. Budget to Actual Reports – November 30, 2023

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

	As Of	
	<u>Month End</u> <u>11/30/2023</u>	<u>Month End</u> <u>11/30/2022</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$11,447,825.99	\$11,471,183.69
Restricted Cash and cash equivalents	18.94	14.03
Accounts receivable, net of allowance for uncollectible accounts	4,205,389.09	3,010,243.21
Interest receivable	182,198.22	164,723.70
Grants receivables		0.01
Other receivables		24.42
Inventory	908,622.67	1,036,944.25
Prepaid expenses and other assets	1,986,369.51	1,380,844.38
TOTAL CURRENT ASSETS	18,730,424.42	\$17,063,977.69
NONCURRENT ASSETS		
Investments	36,286,836.79	39,035,056.43
TOTAL NONCURRENT ASSETS	36,286,836.79	39,035,056.43
Property, plant and equipment	570,398,736.88	540,544,812.69
Accumulated depreciation	(236,678,931.98)	(224,513,788.60)
TOTAL CAPITAL ASSETS	333,719,804.90	316,031,024.09
TOTAL ASSETS	388,737,066.11	372,130,058.21
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amount on long-term debt refunding	3,250,813.47	4,209,291.87
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	399,112,553.45	379,604,465.95
LIABILITIES		
CURRENT LIABILITIES		
Current portion of Compensated Absences	1,000,000.00	1,000,000.00
Accounts payable	1,283,811.83	720,608.44
Accrued interest	165,332.67	173,741.05
Deferred revenue and other liabilities	3,619,823.80	4,078,169.51
Accrued expenses	1,149,140.61	239,255.93
TOTAL CURRENT LIABILITIES	7,218,108.91	6,211,774.93
NONCURRENT LIABILITIES		
Long-term debt	49,283,197.50	54,981,180.38
Compensated absences	247,042.16	197,904.48
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	70,524,782.66	69,657,235.86
TOTAL LIABILITIES	77,742,891.57	75,869,010.79
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	47,394,028.98	48,496,647.23
TOTAL NET POSITION	317,937,999.88	296,324,540.16
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	399,112,553.45	379,604,465.95

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

	Year-To-Date	Year-To-Date
	11/30/2023	11/30/2022
OPERATING REVENUES		
Water consumption sales	\$ 14,272,200.02	\$ 14,636,020.14
Water service charge	32,477,079.25	31,382,301.63
Wheeling water charge	632,833.07	6,524.46
Other charges for services	952,731.64	1,025,974.55
TOTAL OPERATING REVENUES	48,334,843.98	47,050,820.78
OPERATING EXPENSES		
Source of supply	3,690,064.98	1,776,550.69
Pumping	4,786,767.18	5,030,894.02
Transmission and distribution	3,820,903.33	3,945,563.93
Water conservation	630,752.64	505,123.57
Customer accounts	1,546,591.84	1,554,077.25
Administrative and general	8,005,445.12	7,414,897.44
TOTAL OPERATING EXPENSES	22,480,525.09	20,227,106.90
Operating income before depreciation	25,854,318.89	26,823,713.88
Depreciation and amortization	(12,589,392.93)	(12,626,202.42)
OPERATING INCOME	13,264,925.96	14,197,511.46
NON-OPERATING REV. (EXP.)		
Rental income	292,599.25	283,753.03
Interest and investment income	1,575,265.74	(1,683,160.34)
Interest expense and debt related costs	(2,059,030.23)	(2,452,610.77)
Other non-operating revenues	214,033.94	43,222.81
Other non-operating expenses	(20,746.82)	(250.08)
Gain(loss) on disposal of capital assets	14,015.00	
NON-OPERATING REV. (EXP.)	16,136.88	(3,809,045.35)
NET INCOME (LOSS) BEFORE CAPITAL	13,281,062.84	10,388,466.11
CAPITAL CONTRIBUTIONS		
Capacity fees	923,585.00	1,452,850.00
Developer contributions	1,277,006.16	781,667.64
TOTAL CAPITAL CONTRIBUTIONS	2,200,591.16	2,234,517.64
CHANGE IN NET POSITION	15,481,654.00	12,622,983.75
Net position at beginning of year	302,456,345.88	283,701,556.41
NET POSITION AT END OF PERIOD	\$ 317,937,999.88	\$ 296,324,540.16

**Sacramento Suburban Water District
Budget to Actual As Of
Period Ended**

	11/30/2023 - YTD			2023
	Actual	Budget	Variance	Annual Budget
REVENUES				
Water consumption sales	\$14,272,200.02	\$14,272,000.00	\$200.02	\$15,232,000.00
Water transfer sales				
Water service charge	32,477,079.25	32,035,000.00	442,079.25	35,556,000.00
Wheeling water charge	632,833.07	6,600.00	626,233.07	7,000.00
Other charges for services	952,731.64	970,000.00	(17,268.36)	1,115,000.00
Capacity fees	923,585.00	840,000.00	83,585.00	1,000,000.00
Interest and investment income	336,995.02	451,000.00	(114,004.98)	484,000.00
Rental & other income	506,274.11	319,000.00	187,274.11	350,000.00
Grant income				900,000.00
TOTAL REVENUES	50,101,698.11	48,893,600.00	1,208,098.11	54,644,000.00
EXPENSES				
Board of Directors	68,959.21	94,172.96	25,213.75	98,552.32
Administrative	2,343,185.47	2,428,483.95	85,298.48	2,650,665.40
Finance	1,012,140.73	1,204,331.27	192,190.54	1,312,902.84
Customer Services	1,300,388.34	1,548,557.01	248,168.67	1,689,344.92
Field Operations	443,863.44	507,650.44	63,787.00	553,798.44
Production	7,758,838.90	7,842,350.71	83,511.81	8,402,330.79
Environmental Compliance	717,993.26	815,142.78	97,149.52	889,248.04
Distribution	2,650,117.61	2,711,357.59	61,239.98	2,944,208.64
Field Services	1,170,785.72	1,416,369.06	245,583.34	1,545,130.12
Maintenance	840,509.47	666,713.08	(173,796.39)	727,324.00
Water Conservation	630,752.64	639,129.40	8,376.76	683,394.80
Engineering	1,334,021.86	1,622,185.97	288,164.11	1,768,859.24
GIS/CAD	409,152.83	437,050.68	27,897.85	476,770.56
Human Resources	337,257.22	386,520.64	49,263.42	421,672.88
Information Technology	1,216,354.89	1,246,232.79	29,877.90	1,359,526.68
Community Outreach	246,203.50	309,674.00	63,470.50	336,450.00
TOTAL OPERATING EXPENSES	22,480,525.09	23,875,922.33	1,395,397.24	25,860,179.67

**Sacramento Suburban Water District
Capital Budget
11/30/2023**

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	\$2,666,103.68	\$947,452.84	\$3,613,556.52	\$244,850.26	\$1,656,437.66	\$431,120.28	\$1,525,998.58
CIP-SCADA/Communication Improv	\$266,000.00	\$260,292.48	\$195,497.03	\$455,789.51	\$21,618.75	\$246,928.26	\$165,077.88	\$43,783.37
CIP-Well Destruction	\$253,500.00	-	-	-	-	-	-	-
CIP-Well New Construction	\$13,898,500.00	\$17,274,330.06	\$1,835,195.67	\$19,109,525.73	\$1,577,126.79	\$13,088,095.68	\$3,823,553.52	\$2,197,876.53
CIP-Trans & Dist Improvements	\$1,847,750.00	\$2,104,526.00	\$632,313.17	\$2,736,839.17	\$964,936.35	\$2,345,722.16	\$280,755.04	\$110,361.97
CIP-Meter Retrofit Program	\$5,000.00	-	-	-	-	-	-	-
CIP-Reservoir/Tank Improv	\$337,000.00	\$348,797.78	\$170,506.67	\$519,304.45	-	\$403,258.49	\$103,911.22	\$12,134.74
CIP-Corrosion Control	\$57,000.00	\$45,650.00	\$16,800.00	\$62,450.00	-	-	\$634.25	\$61,815.75
CIP-Valve/Hydrant/Service Repl	\$380,000.00	\$747,786.98	\$24,882.75	\$772,669.73	\$18,400.00	\$496,869.82	\$100,494.43	\$175,305.48
CIP-Large Meter Replacement	\$38,000.00	\$44,801.42	-	\$44,801.42	-	\$44,801.42	-	-
CIP-Meter Replacement PM	\$294,500.00	\$187,313.60	-	\$187,313.60	\$5,930.76	\$183,348.19	\$2,674.45	\$1,290.96
CIP-AMI Endpoints	\$665,000.00	\$331,954.00	-	\$331,954.00	-	\$331,953.58	-	\$0.42
CIP-Special Projects	\$14,250.00	\$6,000.00	\$33,913.81	\$39,913.81	-	\$33,153.00	\$528.57	\$6,232.24
CIP-Water Related Street Imprpv	\$237,500.00	\$517,000.00	\$12,665.46	\$529,665.46	-	\$517,000.00	\$12,665.46	-
CIP Subtotal	\$22,095,000.00	\$24,534,556.00	\$3,869,227.40	\$28,403,783.40	\$2,832,862.91	\$19,347,568.26	\$4,921,415.10	\$4,134,800.04
OCP - Equipment	-	-	\$6,100.00	\$6,100.00	-	\$6,026.67	-	\$73.33
OCP - Fleet & Facilities	\$118,000.00	\$240,341.00	\$169,000.00	\$409,341.00	\$73,273.91	\$362,813.31	\$2.52	\$46,525.17
OCP - Information Technology	\$316,000.00	\$216,800.00	\$111,269.27	\$328,069.27	-	\$303,729.27	\$10,206.03	\$14,133.97
OCP - Maintenance	\$20,000.00	\$3,103.00	\$250,000.00	\$253,103.00	-	\$28,529.91	\$24,694.75	\$199,878.34
OCP - Operations	\$256,000.00	\$210,200.00	\$375,219.15	\$585,419.15	\$9,294.99	\$280,422.17	\$136,034.48	\$168,962.50
OCP - Property Acquisition	-	-	\$437,818.15	\$437,818.15	\$805.00	\$43,540.50	\$353,279.03	\$40,998.62
OCB Subtotal	\$710,000.00	\$670,444.00	\$1,349,406.57	\$2,019,850.57	\$83,373.90	\$1,025,061.83	\$524,216.81	\$470,571.93
Total	\$22,805,000.00	\$25,205,000.00	\$5,218,633.97	\$30,423,633.97	\$2,916,236.81	\$20,372,630.09	\$5,445,631.91	\$4,605,371.97



Agenda Item: 14

Date: January 22, 2024

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 various types and number of activities that are in the 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

	December 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	-	108	1298	6490	1298	100%
Fire Hydrant Valves Inspected	-	98	1174	5869	1174	100%
Mainline Valves Inspected	-	188	2251	11255	2251	100%
Blow Off Valves Inspected	-	23	281	1049	210	134%
ARV/CARV Inspected	-	5	62	283	57	110%
Preventive Maintenance Program - Meters						
Meters Tested (3 - 10 inch)	-	10	120	450	120	100%
Meters Replaced (5/8 - 1 inch)	5	69	832	41167	826	101%
Meter Re-Builds (1 1/2 - 2 inch)	-	20	245	2449	245	100%
Preventive Maintenance Program - Production						
Air Release Valves	-	3	32	96	32	100%
Chemical Systems - Sodium Hypochlorite	-	6	67	67	67	100%
Chemical Systems - Hydrofluorosilicic Acid	2	2	29	29	29	100%
Generator Inspection & Maintenance	-	2	23	23	23	100%
Generator Load Bank Testing	-	1	10	23	10	100%
Generator Battery Replacement	-	1	6	23	6	100%
Hydraulic Control Valves	-	4	48	48	48	100%
Level Transducers	-	3	35	35	35	100%
Motors (Vertical Turbine)	-	7	81	81	81	100%
Pressure Transducers	-	8	95	95	95	100%
Sumps and Associated Pumps	-	1	17	17	17	100%
	December 2023	Monthly Average	YTD Completed	Total With GPS	Total Assets	Percentage Completed
Global Positioning System						
GPS Coordinates Marked	33	458	5493	25945	84541	31%
	December 2023	Monthly Average CY 2023	Total CY 2023			
Service Requests						
Main Leaks	3	6	73			
Service Line Leaks	7	5	63			
Customer Pressure Inquiries	7	8	100			
Water Main Shutdown						
-- Unscheduled	3	5	57			
-- Scheduled	4	5	59			
Customer Service						
Calls Received Distribution	19	41	494			
Calls Responded Distribution	17	27	328			
Calls Received Production	36	30	358			
Calls Responded Production	2	3	40			
Water Quality						
Complaints	-	1	16			
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 December.

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
December	1396	12	.86%	15s	5m, 28s	2m, 46s
November	1446	14	.97%	15s	6m,52s	2m, 54s
October	1721	18	1.05%	13s	5m, 14s	3m, 7s
September	1864	29	1.56%	21s	6m,31s	3m,11s
August	2543	41	1.61%	20s	6m, 41s	2m, 48s
July	2281	42	1.84%	27s	6m, 31s	3m, 14s

4. Community Outreach Report

Bill Insert

A sample of the February 2024 Bill Insert is shown below.

00293966



H₂O on the GO

February 2024



Pour Your Heart Out for Water this Valentine's Day

SSWD is daring its customers to write a short poem expressing their love for H₂O. Dip your quill in the river of creativity and make water swoon by sharing your poetic prowess and free-flowing verses on our Facebook page. The wordsmith with the most likes will receive a weather-based sprinkler timer.

We'll unveil the poetic champion on Earth Day, Monday, April 22nd, and feature their masterpiece in our monthly bill insert.



Working Behind the Scenes to Keep Water Flowing | SSWD GIS – Mapping the Past and the Future

Sacramento Suburban Water District's (SSWD's) service area is over 36 square miles and is comprised of 693 miles of pipes and mains, 11,255 mainline valves, 46,722 service connections, 6,490 fire hydrants, 48 interties, and 71 groundwater production wells.

SSWD uses a Geographic Information System (GIS) to precisely track all aspects of the system. GIS allows the District to not only map the locations of water system assets, but also record essential details about each asset. These details include water main type (distribution or transmission), water main size, construction material (steel, concrete, concrete-covered steel), and installation year.

Working Behind the Scenes | page 2

Our Region's Most Important Bank | The Sacramento Regional Water Bank

Just like you put money away to save for a rainy day, the region's water providers, including SSWD, are working to "bank" water in the groundwater aquifer for a drought year and to prepare for the projected impacts of climate change.

The Sacramento Regional Water Bank builds upon the region's successful conjunctive use programs, which have helped the aquifer to recover and be managed sustainably. Conjunctive use is the ability to utilize groundwater or surface water supplies according to availability. In years with normal or above-average precipitation, local water providers shift to using more surface water, which has allowed the groundwater aquifer to recharge.

Regional Water Bank | page 2

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.





Regional Water Bank | from page 1

The groundwater aquifer from which SSWD draws much of its water can hold twice the volume of water as Folsom Reservoir. Water banking occurs through three means:

- ☀️ **Natural Recharge:** When rain falls and percolates down through the soil into the aquifer, helping it to recharge.
- ☀️ **In Lieu Recharge:** When water providers like SSWD utilize surface water instead of groundwater.
- ☀️ **Direct Recharge:** When water providers pump treated water into the aquifer, storing it there for future usage, using Aquifer Storage and Recovery technology.

You can learn more about the Sacramento Regional Water Bank at: <https://sacwaterbank.com/water-bank/>.

SSWD and Carmichael Water District Joint Board Meeting

On Monday, March 4th, the Boards of Directors of SSWD and Carmichael Water District (CWD) will hold a special Joint Board Meeting in the SSWD Boardroom at 3701 Marconi Avenue to continue the discussion of combining the two water districts.

Complete details on how to attend in person or virtually are available at sswd.org.

Working Behind the Scenes | from page 1

The use of GIS dates back to SSWD's predecessor water agencies, Northridge Water District and Arcade Water District. Each water agency had begun migrating all of their paper maps over to a computer-assisted drafting (CAD) platform, a process that took the better part of a decade to complete. When the two water districts consolidated to form SSWD, they merged the two different mapping systems to form one complete system-wide map.

The CAD system SSWD initially relied upon required the use of large desk maps, which were updated by field staff and then reprinted every three months. SSWD used this hybrid model until 2006 when the District then switched to a completely digital platform.

The new system allowed the implementation of expanded features and functions, including the installation of a wireless system that provides field staff access to GIS while in the field and the creation of an automated work order processing system.

The interconnection between GIS and the work order processing system enables field staff to see all changes to the system within 24 hours and respond appropriately. Additionally, GIS has been used to analyze water flows, pressure zones, fire hydrant coverage, water infrastructure for new neighborhoods and commercial centers, and plot systemwide maps.

SSWD is only beginning to tap the many benefits that come from a strong GIS foundation established 32 years ago.





Agenda Item: 15

Date: January 22, 2024

Subject: Certificate of Achievement for Excellence in Financial Reporting

Staff Contact: Lynn Pham, Controller

For the twelfth straight year, the Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the District for its Annual Report for the year ended December 31, 2022. In order to be awarded a Certificate of Achievement, a government agency must publish an easily readable and efficiently organized annual comprehensive financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

Preparation of the 2022 Annual Report was accomplished by the combined efforts of District staff. District management appreciates the dedicated efforts and professionalism that our staff members bring to the District. Staff would also like to thank the Board of Directors for their continued support in the planning, implementation and oversight of the financial and internal control policies of the District.

Attachments:

- 1) GFOA Certificate of Achievement

Attachment 1



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Sacramento Suburban Water District
California**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2022

Christopher P. Morill

Executive Director/CEO



Agenda Item: 16

Date: January 22, 2024

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

Staff Contact: Todd Artrip, Operations Manager

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

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

In 2023, the District submitted five nominations to be considered for the H.R. LaBounty Safety Award. Submissions were made in February and September. The submissions were evaluated by the JPIA Risk Management Committee and scored on a best practice scoring criteria. After careful consideration, the District’s submissions were recognized as exceptional and worthy of receiving the H.R. LaBounty Safety Award. Along with an award certificate, all but one of the submissions received a monetary award.

Listed below are the award winners, award amounts, and description of nominations:

Ergonomic Fire Hydrant Repair Station

By: Joe Crockett

Award Amount: \$250

Performing repairs and maintenance on fire hydrants in the field creates consistent, unsafe exposure to traffic. In addition, the location and positioning of hydrants in the field result in the Operator working on hydrants in positions and settings that are at increased risk of ergonomic injury.

At the Corporation yard, Joe configured a hydrant repair station by attaching a 24” hydrant bury extension to a check valve in the ground. The hydrant requiring repair is attached to the extension, raising the hydrant to the operator’s working power zone. This provides

better leverage when wrenching and less stooping and bending. Additionally, the District needed a process to verify that the repairs made were successful. A hydrant pattern blind flange was installed between the check and the extension. Also installed was a ¾” saddle with a hose bib on the 24” extension. Once the hydrant repairs have been made, the Operator can pressurize the hydrant through the hose bib. The Operator checks for leaks, and also ensures each port operates correctly.

The repaired hydrants are then ready to be put back into service.

Safety Calendar Coloring Contest

By: Ben Harris

Award Amount: \$0

Building a deep safety culture requires a commitment to safety by employees and this must carry beyond the workplace for employees. The Safety Calendar Drawing Contest engages children, grandchildren, and nieces/nephews of District employees in understanding and supporting safety of their District-employed relatives.

District children are offered the opportunity to draw a picture of their District relative “working safely”. The drawing must be done by hand on paper. Drawings are collected and sorted by age or school grade groups.

A judging committee of four District employees is selected and these judges review the drawings selecting a winner or winners in each category. Winning drawings are featured on different months of a District annual calendar. In cases with larger quantity submissions, all drawings not selected for posting to a month are arranged into collages to be used on calendar inner and outer covers. Regardless of the number of submissions, all drawings will appear in the calendar.

An amazing outcome of this contest is seeing how children are tuned in to what safety efforts parents engage in at work and how they express it. It connects children and parents to the importance of working safely at work and at home.

Well Pump Turbine Motor Oiling Process

By: Allen Furr

Award Amount: \$250

Allen performs well site maintenance including changing/adding oil for bearings on the District’s 81 vertical turbine pump motors. This process was performed by lifting an oil container up to the top of the motor where the fill port is located. That location is typically above the operator’s head. The oil container being used holds about 3 gallons of oil. Allen realized this was a significant repetitive ergonomic risk and proposed to secure a battery-operated fluid pump and hose to perform the oil change/fill process with the oil container stationary on the ground.

Allen found an appropriate pump and had his supervisor purchase it. He reorganized the process to include pumping the oil into the vertical turbine well pump motors while doing preventive maintenance (PM). This improvement has dramatically reduced his (and others performing PM) ergonomic exposure for this process.

Meter Box Replacement Job Hazard Analysis (JHA)

By: Abel Ramirez

Award Amount: \$250

Abel developed a JHA for the replacement of meter boxes. This is a very common process performed by the District and has many elements and hazards that require focus to properly complete. In the past, there have been injuries incurred during this process; the goal was to document and review the JHA with staff to identify risks and avoid future injuries.

The District Safety/Risk Officer worked with Abel to fully document the JHA of the meter box replacement process. Each step was documented and photographed through the process with tasks, risks, and controls. This detailed process review brought to light several steps that were not being regularly performed and clarified potential hazards while performing the process. These were further improved during the review of the JHA with staff. Their input and engagement during Abel's presentation led to four valuable additions to the final JHA.

To-Go Trauma Kits

By: Joe Crockett

Award Amount: \$100

At the District, we have fixed first aid kits located in the three main facilities. The problem with fixed locations is if there is a need for emergency first aid at a more remote portion of a facility, how can you effectively respond to provide care? Joe identified this problem and recommended the District purchase three to-go trauma kits with medical response items targeting needs such as blood clotting and cut pressure pads. This would supplement the regular fixed first aid kits with expanded care materials as well as being able to go directly to the injured person.

Joe worked with the District Safety/Risk Officer (SRO) to identify a kit that would have the best mix of emergency medical response items, and the optimum locations at the 3 facilities. The SRO added this new information to the emergency response plan training so all employees understand the application and locations of these kits.

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



Agenda Item: 17

Date: January 22, 2024

Subject: Upcoming Water Industry Meetings/Conferences

Staff Contact: Heather Hernandez-Fort, Executive Assistant to the General Manager

Note that the Board adopted Policy PL – BOD 003 governing Director compensation and expense reimbursement section 200.20(g) states that Directors may receive a meeting stipend for “meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President...” Information provided on upcoming water industry events, or regularly scheduled meetings of other water districts, does not imply that approval for a compensable meeting or reimbursement of expenses are triggered.

Below is a list of upcoming water industry meetings/conferences:

Upcoming Meetings:

1. LAFCo Meeting (Tentatively Scheduled)
March 6, 2024
In-Person and Virtual
<https://saclafco.saccounty.gov/Pages/default.aspx>

Upcoming Conferences:

2. WEF/AWWA The Utility Management Conference
February 13-16, 2024
Portland, OR
https://www.wef.org/events--education/conferences/utilitymanagement2024/?utm_medium=display&utm_source=awwa_web&utm_campaign=umc_24
3. ACWA 2024 Spring Conference & Exhibition
May 7-9, 2024
Sacramento, CA
<https://www.acwa.com/events/page/3/>
4. ACE24
June 10-13, 2024
Anaheim, CA
<https://www.awwa.org/ace/>

5. CSDA Annual Conference & Exhibitor Showcase
September 9-12, 2024
Indian Wells, CA
https://www.csda.net/annualconference/home?_ga=2.61373484.1833878149.1701801111-843909300.1701801111
6. AWWA Fall Conference
October 21-24, 2024
Reno, NV
<https://ca-nv-awwa.org/canv/events>
7. 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.

Upcoming Water Industry Meetings/Conferences

January 22, 2024

Page 3 of 3

- 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: 18 a.

Date: January 22, 2024

Subject: Upcoming Policy Review – Employee Recruitment, Hiring and Promotion Policy (PL – HR 009)

Staff Contact: Susan Schinnerer, Human Resources Manager

The Employee Recruitment, Hiring and Promotion Policy (PL – HR 009) (Policy) is scheduled for its annual review. The Policy was adopted by the Board of Directors (Board) on June 18, 2007, and was last reviewed by the Board and ratified without changes on May 16, 2022. Prior to that, it was approved on May 18, 2020, with refining language changes.

The Policy is scheduled for Board review and approval at the February 26, 2024, regular Board meeting. If a Director desires to comment on the Policy, staff requests that they do so by January 29, 2024. If no comment is received, this Policy will be placed as a Consent Item on the February 26, 2024, regular Board meeting agenda.

The purpose of the Policy is to ensure equality in the District’s recruitment practices, both internal and external.

Staff and legal counsel have reviewed the Policy and are recommending minor changes to the Policy as shown in the attached redlined version.

In addition, at the September 18, 2023, regular Board meeting, the Board approved an updated Policy Review Schedule (Schedule), which provides an opportunity for staff to recommend a different review period for policies when they are brought forward for Board review than what is listed on the Schedule. The Employee Recruitment, Hiring and Promotion Policy is currently listed for review every year on the Schedule, and staff is recommending that the review period be updated to every two years. This is due to the general language in the Policy and staff’s observation of a pattern of only minor language changes to the Policy being recommended to the Board over the last two reviews. There are no ongoing legal concerns at this time, though staff will continue to monitor for any required updates. In addition, the Board can request a review of a Policy at any time.

If the Board approves of updating the review period to every two years, the Policy and the Schedule will be updated to reflect this change.

Fiscal Impact:

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

Strategic Plan Alignment:

Goal E: Retain and Recruit a Qualified and Stable Workforce

This Policy is a benefit for District customers because it supports the District’s mission to retain quality employees and supports fair and equitable treatment under the law.

Attachment:

1 – Employee Recruitment, Hiring and Promotion Policy (PL – HR 009) – redline

2 - Employee Recruitment, Hiring and Promotion Policy (PL – HR 009) - clean

Sacramento Suburban Water District

Employee Recruitment, Hiring, and Promotion Policy

Adopted: June 18, 2007

~~Ratified/Approved~~ without changes on: ~~May 16, 2022~~ ~~February 26, 2024~~

100.00 Purpose of the Policy

To establish a uniform and consistent process for recruiting, hiring, and promoting District employees that is fair and equitable to all applicants; ~~and employees and to enable hiring~~ the most qualified candidates that best meets the needs of the District.

200.00 Policy

The District is committed to ensuring a fair and equitable recruitment and hiring process that complies with all applicable state and federal laws; results in selecting the most qualified candidate based on the needs of the District; contributes to a diverse and dynamic work-force; and, shall avoid any favoritism or discrimination. The process, which shall be utilized for all Introductory/Regular/Management and Temporary/Seasonal positions, shall identify and attract qualified candidates, including members of protected groups, and encourage the career growth of current staff. ~~The District will not hire individuals with a documented past or present history of violence to ensure employee and customer safety.~~

210.00 Equal Opportunity Employer

The District is an equal opportunity employer, and employment decisions are made on the basis of merit, experience, and other bona fide occupational qualifications. The District is committed to complying with all applicable laws providing equal employment opportunities. This policy prohibits discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors; ~~race, sex, color, national origin, ancestry, and in addition to all~~ other protected classes under applicable federal or state laws. This policy applies to all persons involved in the operation of the District, including employees, directors, other officers, contractors, consultants, and vendors. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, transfer, termination, reduction in force, compensation, and other benefits.

300.00 Authority and Responsibility

The General Manager is responsible for administering this policy and has established processes for recruiting, hiring, and promoting staff that align with this policy and the District's Strategic Plan, and are consistent with applicable state and federal labor laws, as set forth in the Employee Recruitment, Hiring, and Promotion Procedure (PR - HR 009). Prior approval from the General Manager or his/her/their designee is required to fill vacant staff positions or to reorganize a department's existing staffing needs.

The General Manager or his/her/their designee must also approve the hiring or promotion of the recommended candidate and starting pay within the pay/salary band for the position. Nothing in this policy is intended to infringe on the duties of the General Manager as the General Manager has full power and authority to employ and discharge all employees, ~~as authorized~~ under California Water Code Section 30580.

The Board of Directors shall approve the ~~hiring establishment~~ of any new staff positions that will increase the total number of regular, full-time District employees. The Board of Directors shall also determine the recruitment process and selection criteria to be used in the event of a vacancy in the position of General Manager.

400.00 Policy Review

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

Sacramento Suburban Water District

Employee Recruitment, Hiring, and Promotion Policy

Adopted: June 18, 2007

Approved with changes on: February 26, 2024

100.00 Purpose of the Policy

To establish a uniform and consistent process for recruiting, hiring, and promoting District employees that is fair and equitable to all applicants; to enable hiring the most qualified candidates that best meet the needs of the District.

200.00 Policy

The District is committed to ensuring a fair and equitable recruitment and hiring process that complies with all applicable state and federal laws; results in selecting the most qualified candidate based on the needs of the District; contributes to a diverse and dynamic workforce; and shall avoid any favoritism or discrimination. The process, which shall be utilized for all Introductory/Regular/Management and Temporary/Seasonal positions, shall identify and attract qualified candidates, including members of protected groups, and encourage the career growth of current staff. .

210.00 Equal Opportunity Employer

The District is an equal opportunity employer, and employment decisions are made on the basis of merit, experience, and other bona fide occupational qualifications. The District is committed to complying with all applicable laws providing equal employment opportunities. This policy prohibits discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors, in addition to other protected classes under applicable federal or state laws. This policy applies to all persons involved in the operation of the District, including employees, directors, other officers, contractors, consultants, and vendors. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, transfer, termination, reduction in force, compensation, and other benefits.

300.00 Authority and Responsibility

The General Manager is responsible for administering this policy and has established processes for recruiting, hiring, and promoting staff that align with this policy and the District's Strategic Plan, and are consistent with applicable state and federal labor

laws, as set forth in the Employee Recruitment, Hiring, and Promotion Procedure (PR - HR 009). Prior approval from the General Manager or their designee is required to fill vacant staff positions or to reorganize a department's existing staffing needs.

The General Manager or their designee must also approve the hiring or promotion of the recommended candidate and starting pay within the pay/salary band for the position. Nothing in this policy is intended to infringe on the duties of the General Manager as the General Manager has full power and authority to employ and discharge all employees under California Water Code Section 30580.

The Board of Directors shall approve the establishment of any new positions that will increase the total number of regular, full-time District employees. The Board of Directors shall also determine the recruitment process and selection criteria to be used in the event of a vacancy in the position of General Manager.

400.00 Policy Review

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

Craig Locke

November 13th

Meet with GM to discuss Agenda

November 9th

Meet with Directors

Selsky and Nelson to discuss RWA and DPM meeting

November 8th

SJWD Board Meeting

November 8th

ACWA Groundwater Committee

The subcommittee will be receiving a presentation from the Central Valley Water Board on the issues they are currently facing in the south valley, the Salt and Nitrate Control Programs implemented as part of CV-SALTS, and some indirect impacts they are seeing with regards to SGMA and Flood-Mar

November 6th

Del Paso Manor Board Meeting

November 6th

Water Loss Cal Cities Discussion

The regulatory rulemaking for new, permanent water conservation measures is underway. Join us learn how these regulations could impact urban water systems and learn how water loss/leakage in water conveyance systems is one of several standards that contribute to a city's overall conservation goal. This discussion will focus solely on water loss and how to request modifications to obtain a more economically feasible water loss standard for your city. Panelists will provide an overview of the water loss regulation's economic model, key model inputs, input customization method, and a customization case study from the city of Sacramento. The discussion will conclude with a conversation on how cities are managing water loss. There will be ample opportunity for a detailed discussion between participants and panelists. To encourage candid discussions, the session will not be recorded.

November 2nd

SSWD Special Meeting

November 1st

SSWD Audit Committee

December 22nd

Meet with Director Nelson and Boatwright to discuss Joint Meeting

December 19th

State Water Board to provide an update December 19th regarding the potential probationary hearings process for 6 basins under the Sustainable Groundwater Management Act

The State Water Board will be discussing the process for potential probationary hearings under the Sustainable Groundwater Management Act (SGMA) at its December 19th, 2023, public Board Meeting. In March 2023, the Department of Water Resources (DWR) determined that the groundwater sustainability plans (GSPs) for six critically overdrafted, high-priority groundwater basins in the Central Valley are inadequate. The six basins with inadequate GSPs, from north to south, are the Chowchilla, Delta-Mendota, Kaweah, Tulare Lake, Tule, and Kern County subbasins.

As required by SGMA, DWR referred the basins with inadequate GSPs to the State Water Board to decide whether to move forward with state intervention. More information about SGMA, state intervention, and the role of the State Water Board can be found online [here](#). During the Board Meeting, staff from the State Water Board will present an updated recommended schedule for potential probationary hearings and discuss potential processes GSAs can use to exit or avoid state intervention.

**December 18th
SSWD Meeting**

**December 15th
Meet with GM to discuss Agenda**

**December 14th
SGA Board Meeting**

**December 13th
CWD SSWD 2x2 Meeting**

**December 12th
Sustainable Infrastructure, Resilient Water Supplies: Digital Solutions for Water Loss**
Learn how to accurately quantify nonrevenue water. Data analytics, smart metering, and other digital technologies and services can work together to improve how utilities measure and bill for water consumption. Developing a more holistic, accurate understanding of nonrevenue water can help utilities postpone or avoid costly capacity upgrades to water treatment plants and other infrastructure.

**December 12th
Regional Water Bank Stakeholder Forum**
The Regional Water Authority (RWA) is hosting its third Stakeholder Forum for the Sacramento Regional Water Bank, a project using the Sacramento region's natural infrastructure, our groundwater aquifer, as a reservoir for depositing water during wet times for withdrawal during dry times. During this event, we'll be highlighting Sacramento Regional Water Bank activities from this past year and detailing what's ahead for 2024 and beyond. We hope you can join us!

**December 10th
Meet with Director Nelson 2x2 Prep**

**December 9th
Meet with GM to discuss 2x2 Agenda**

Jay Boatwright
Attended meetings.
December 2023

- 12/06/2023: Attended the Regional Water Authority annual holiday gathering.
- 12/12/2023: Participated in the Regional Water Authority Groundwater Bank Stakeholder Forum #3.
- 12/13/2023: Attended and observed the CWD SSWD 2x2 meeting for informational purposes.
- 12/14/2023: Attended the Sacramento Groundwater Authority Board meeting as the representative of SSWD. No major action. An update on the water bank and the water accounting framework was the major part of the meeting.
- 12/15/2023: Met with GM York to review agenda items for the 12/18/23 regular board meeting. Discussed protocol for the election of the new board President and Vice President.
- 12/18/2023: Attended the SSWD Regular board meeting. This was my last meeting as President and the gavel was handed over to President Thomas following the board elections.
- 12/26/2023: Met with Del Paso Manor Water District Board President Ryan Saunders. Director Saunders is leaving the board in February. Got an update on the implementation of their rate increase and also the CIP plans and financing challenges of a small district.
- 12/27/2023: Completed anti-harassment training. Certificate provided to Executive Assistant Heather.
- 12/28/2023: Met with SSWD Director Locke and CWD Director Nelson. Discussed potential next steps regarding combination discussions.



Minutes

Carmichael Water District/Sacramento Suburban Water District 2x2 Committee Meeting December 13, 2023

Location:

3701 Marconi Avenue, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting Id #875 3766 7349

Call to Order – Videoconference/Audioconference Meeting

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

Roll Call

SSWD Directors

Present: Dave Jones and Craig Locke.

SSWD Directors

Absent: None.

CWD Directors

Present: Jeff Nelson and Mark Emmerson.

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).

Public Present: Legal Counsel Josh Horowitz, Kevin Thomas, Ellen Cross, Jennifer Persike, Jay Boatwright, Christine Kohn, Jose Henriquez, Kyler Rayden, and Greg Zlotnick.

Public Comment

None.

Consent Items

1. **Draft Minutes of the October 11, 2023, Carmichael Water District/Sacramento Suburban Water District 2x2 Committee Meeting**

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

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

Items for Discussion and/or Action

2. Communication Outreach Summary

CWD GM Lee presented the staff report, noting both documents would be posted to each District’s website.

Chair Nelson expressed he would provide his edits to CWD GM Lee.

3. Public Information Workshop Overview

SSWD GM York presented the staff report.

Jennifer Persike expressed that the intent of the Public Information Workshops was to be an open house style, noting that an open house workshop style allows customers to move around the room and ask questions, and that it is a more informal interaction in a neutral setting. She noted she and Ellen Cross (Ms. Cross) would be there to collect questions and comments from customers, and she answered clarifying questions from the Committee.

CWD Director Emmerson expressed he was in support of the open house style and recommended providing refreshments. He additionally suggested having an online survey/questionnaire available for the customers attending the meeting virtually.

SSWD Director Jones expressed he was in favor of the informal style.

SSWD Director Locke agreed as well, and expressed he was interested in finding out how the customers felt about the information provided and what they learned from the meeting.

Chair Nelson suggested handing out a questionnaire when customers entered the meeting in an effort to open up discussion among the customers in attendance, and even possibly handing out an additional questionnaire as they left the meeting as well, to see if their opinion changed at all.

Further discussion ensued regarding collecting information and opinions from the customers.

It was additionally suggested for each staff member and Director to have nametags.

SSWD Director Locke recommended each Director be allowed to attend each workshop.

Christine Kohn expressed that if the Committee was considering a survey, for them to identify what the goals of the survey were, as only surveying the customers that attend the meeting would provide a very limited number of opinions from the customers each District serves.

Chair Nelson was looking to collect information just from the customers in attendance to see what their concerns/questions were and learn if they understood the information better after the workshop.

SSWD GM York expressed each General Manager would bring the request to both Boards in January for recommendations.

4. **LAFCo Resolution Timeline**

CWD GM Lee presented the staff report.

Chair Nelson pointed out that both workshops should take place before moving forward on the resolution, and further recommended including the resolution in each District's January regular Board meeting. He suggested to then hold the workshops, present it again at each District's February regular Board meeting, then present it again to the Joint Board meeting in March, or allow each District to vote on it at their own regular Board meeting.

SSWD Director Jones expressed he was getting fatigued, as these discussions have taken place for a few years, and he would like to see some decisions being made.

Chair Nelson expressed it would be important to hold the workshops before anything was decided on the resolution.

SSWD GM York expressed that more time would allow legal counsel has an opportunity to review the resolution.

Chair Nelson stated that both Districts could discuss the resolution at their January regular Board meetings.

5. **Combination Discussion Process and Timeline**

SSWD GM York presented the staff report and answered clarifying questions.

Jose Henriquez agreed that if the districts were to submit a resolution to LAFCo in March, staff would then begin with the tasks listed in the Process and Timeline document.

SSWD GM York expressed that there were a few items that would need to be decided prior to submitting the resolution to LAFCo.

SSWD Director Locke clarified that the districts would have opportunities to review the resolution at their January and February Board meetings, with the anticipation of solidifying it at the March Joint Board Meeting.

SSWD GM York agreed with SSWD Director Locke's statement, and further expressed that he and CWD GM Lee would finalize the Process and Timeline document for the January Board meetings.

Chair Nelson expressed that the January 8, 2024, Joint Board Meeting was possibly not needed.

Ms. Cross expressed that the Boards could finalize the language for the resolution at the January 8, 2024, Joint Board Meeting.

Discussion ensued regarding the timeline between the LAFCo resolution and the next general election.

Josh Horowitz, District Legal Counsel, reminded the Committee that candidates for Director seats would need to pull their papers in August of 2024, for the November 2024 election, which would determine how many candidates were running for each seat.

SSWD GM York expressed he and CWD GM Lee would finalize the Process and Timeline.

6. 2x2 Committee Meetings for 2024

Chair Nelson presented the item, noting he felt there would be value in holding another CWD/SSWD 2x2 Committee Meeting after the Public Information Workshops.

SSWD Director Locke recommended having another meeting on February 7, 2024, and suggested having a light agenda just to discuss the outcome of the Public Information Workshops.

SSWD Director Jones recommended dissolving the Committee after the resolution has been voted on.

SSWD GM York pointed out that the Committee was beneficial, as there were still items that could be brought to the Committee for consideration for recommendations to the full Boards.

Chair Nelson proposed having a discussion on if the 2x2 Committee should continue as a committee or not.

CWD Director Emmerson agreed with the idea of holding a Committee meeting following the Public Information Workshops.

SSWD Director Locke proposed to set a standing meeting of the Committee, something like the last Wednesday of the month, and if a meeting was not needed, to just cancel it.

Chair Nelson liked the idea of a standing meeting of the Committee. He agreed with the idea of holding the Committee meeting the first part of February and recommended

there be only one Agenda Item to review the feedback from the Public Information Workshops without the need for any Agenda materials.

The Committee agreed to hold the next meeting on February 7, 2024, at 3:00 p.m., noting that if it is decided that the meeting is not needed, it can be canceled.

The Committee requested to place an item on the next Committee Meeting Agenda to decide if additional meetings are necessary.

Adjournment

Chair Nelson adjourned the meeting at 4:12 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

DRAFT



Agenda Item: 23

Date: January 22, 2024

Subject: Report from Closed Session

Staff Contact: Dan York, General Manager

This is a placeholder in the event there is a report back from Closed Session.