

Agenda

Sacramento Suburban Water District Facilities and Operations Committee

3701 Marconi Avenue, Suite 100
Sacramento, CA 95821

Wednesday, April 2, 2014
5:00 p.m.

Public documents relating to any open session item listed on this agenda that are distributed to the Committee members 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 Committee concerning any item of interest. 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 Committee Chair 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 679-3972. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

Call to Order

Roll Call

Public Comment

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

Items for Discussion and Action

- 1. Relinquishment of Public Utility Easements - Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy (PL-Adm 003)**
Review report on relinquishing Public Utility Easements.
- 2. Water Statement Modification – Phase II Update**
Review status of draft water statement.
- 3. Directors' Compensation and Expense Reimbursement Policy (PL – BOD 003)**
Review and comment on draft policy.

- 4. Reasonable Accommodation and Interactive Process Policy (PL – HR 014) and Employee Recruitment, Hiring and Promotion Policy (PL – HR 009)**
Review and comment on draft policy.
- 5. Water Conservation Outreach Program Update**
Review report on the status of the District’s Water Conservation Program.

Adjournment

Upcoming Meetings:

Wednesday, April 9, 2014 at 3:00 p.m., Finance & Audit Committee Meeting

Monday, April 14, 2014 at 6:00 p.m., Board Workshop

Wednesday, April 16, 2014 at 6 p.m., Government Affairs Committee Meeting

Monday, April 21, 2014 at 6:30 p.m., Regular Board Meeting

I certify that the foregoing agenda for the April 2, 2014, meeting of the Sacramento Suburban Water District Facilities and Operations Committee was posted by March 28, 2014 in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was made available to the public during normal business hours.

Robert S. Roscoe
 General Manager/Secretary
 Sacramento Suburban Water District



Facilities & Operations Committee

Agenda Item: 1

Date: March 27, 2014

Subject: Relinquishment of Public Utility Easements - Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy (PL-Adm 003)

Staff Contact: David Espinoza, Associate Engineer

Recommended Committee Action:

1) Receive report from staff on the current policy for relinquishing interests in a Public Utility Easement (PUE) or a Dedicated Water Line Easement (DWLE); 2) Recommend approval of a minor revision to the District's existing policy for Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy (PL-Adm 003) as shown in Exhibit 1; and 3) Recommend not charging a fee for staff time related to relinquishing District rights to an easement.

Discussion:

At the District's February 24, 2014 Board Meeting, there was some concern raised regarding the costs incurred by staff for time spent on relinquishing PUE or DWLE. Staff was directed to determine if there is current policy for abandoning easements. If not, staff was directed to generate a new policy. Staff has determined that Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy (PL-Adm 003) is the current policy in place governing the process to relinquish easements. Specifically, Section 300.00, 1-3, outlines the process. In reviewing the policy, staff recommends a minor change to adequately describe the relinquishment process for a PUE.

Section 300.00, Item 2, currently reads as follows:

If staff determines that the easement has no fair market value, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign and record a quitclaim deed to relinquish the District's interest in the easement.

Staff is recommending the following change as shown in Exhibit 1:

If staff determines that the easement has no fair market value, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign and record a quitclaim deed to relinquish the District's interest in the easement. *If*

the easement is a Public Utility Easement, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign an easement relinquishment letter.

Although the processes are similar, this staff report will address the processing of a request to abandon a PUE or a DWLE separately.

PUEs

PUEs are utilized for the purpose of public utility agencies installing utilities to serve their customers. Typical utilities include storm drain/water, sanitary sewer, electrical power, telephone lines, and natural gas lines. A PUE is typically granted to the local agency that is accepting the PUE and the public Right of Ways (i.e., County of Sacramento). The District has the right to use a PUE for the installation of appurtenances for the purpose of providing water for its customers. The District is rarely asked to relinquish rights to a PUE.

In order to quitclaim a PUE, the owner of the property must apply to the appropriate local agency which accepted the PUE and request to quitclaim or vacate the easement. Local agency staff is then responsible for issuing letters to all utility agencies that might potentially have utilities in the easement and inquire on any potential objection to quitclaim the PUE. If no objections are received by the local agency, then their staff will pursue the public process of notifying the public and taking the item to their local agency Board of Directors/Council for execution of a Quitclaim Deed for the PUE.

The District does not pay for PUEs so there's no need to research whether cost was incurred in the acquisition of the PUE. Staff would review the request and research the water facilities records, within and surrounding the PUE, and make a determination if the easement is of any use to the District, either at the present time or future.

There are three separate scenarios to be considered regarding the abandonment of a PUE.

- Scenario 1: No need for PUE: If staff determines that the PUE has no present or future value to the District, staff would prepare a report and a letter or fill out the required County form (Exhibit 2). The General Manager would execute the letter or form and a staff report would be prepared for the next regular Board meeting. This research, response and staff report preparation would entail approximately 2 to 3 hours of staff's time, or an estimated \$150.00.
- Scenario 2: Need for PUE: If staff determines that the PUE is necessary for the everyday operation of the water facilities, then an objection letter would be prepared or the County's form would be utilized. Unlike Scenario 1, staff would respond to the request and an approximate 1 hour of staff's time would be expensed or an estimated \$50.00.

- Scenario 3: Need for Portion of PUE: If staff determines that only a portion of the PUE is necessary, and a replacement easement is necessary, then staff would convey this to the property owner. A solution could be that the property owner is then required to hire a surveyor to prepare the legal documents for a replacement dedicated water line easement. Once all the legal documents (Grant Deed, Legal Description, and Legal Plat) have been reviewed and preliminarily approved by staff, the General Manger would execute the relinquishment letter or County form, and Grant Deed and a subsequent staff report would be prepared for the Board meeting following the recordation of the Quitclaim Deed and the Grant Deed. This process would take staff approximately 4 hours, or an estimated \$250.00 which would include the initial review, review of legal documents and preparation of a staff report.

As noted above, staff has determined that the preparation in scenarios 1 through 3 above ranges from 1 to 4 hours of staff time on average for the PUE relinquishment processes. This is between approximately \$50.00 and \$250.00 in expensed time incurred by the District.

DWLE

A DWLE is for the sole use and purpose of the District. This easement is granted to the District by a Grant Deed from the property owner and accepted by the Board of the District.

If an owner wishes to have a DWLE abandoned, the owner would make a request to the District. Staff would review the request and research the water facilities records, within and surrounding the DWLE, and make a determination if the easement is of any use to the District, either at the present time or future. In some instances, the District pays or provides in kind services for the DWLE. In the case where the District paid for the DWLE, staff would follow Policy Adm 003, Section 300.00, and Subsection 1 which states:

Staff determines if an easement no longer meets the needs of daily, emergency and/or future operations of the District... If staff determines that the easement has fair market value, the General Manger will present the staff report to the Board at its next regular meeting with a recommendation for Board action on relinquishing the easement in accordance with Article 200.00 of this policy.

Similar to PUE's there are three separate scenarios to be considered for the quitclaim of a DWLE:

- Scenario 1: No need for DWLE: If staff determines that the easement has no present or future value to the District, staff would prepare a report and a Quitclaim Deed. If a legal description and plat is necessary, the owner would be responsible for providing it. The General Manger would execute the Quitclaim Deed and a staff report would be prepared for the Board meeting following the recordation of the Quitclaim Deed. This research, response and staff report preparation would entail approximately 3 hours of staff's time or an estimated \$180.00.

- Scenario 2: Need for DWLE: If staff determines that the DWLE is necessary for the everyday operation of the water facilities, then an objection letter would be prepared by staff. Unlike scenario 1, staff would respond to the request and an approximate 1 hour of staff's time would be expensed or an estimated \$50.00.

- Scenario 3: Need for Portion of DWLE: If staff determines that only a portion of the DWLE is necessary and or a replacement easement is necessary, then staff would convey this to the property owner. A solution could be that the property owner is then required to hire a surveyor to prepare the legal documents for a replacement dedicated DWLE. Once all the legal documents (Grant Deed, Legal Description, and Legal Plat) have been reviewed and preliminarily approved by staff, the General Manger would execute the Quitclaim Deed and Grant Deed. A staff report would be prepared for the Board meeting following the recordation of the Quitclaim Deed and the Grant Deed. This process would take staff approximately 5 hours, expensed or an estimated \$300.00, which would include the initial review, review of legal documents and preparation of a staff report.

As noted above, staff has determined that the preparation in scenarios 1 though 3 of a DWLE ranges from 1 hours to 5 hours of staff time on average for the DWLE quitclaim processes. This is approximately \$50.00 and \$300.00 in expensed time incurred by the District.

District staff was tasked with contacting local water purveyors with regards to their charges for relinquishing PUEs or quitclaiming DWLEs. The following are the results:

	Placer County Water Agency	El Dorado Irrigation District	Citrus Heights Water District	Carmichael Water District
Does the Agency charge for processing easement quitclaims?	No	No	No	No

According to the above information, the District policy for not charging customers in the easement relinquishment/quitclaim process is consistent with policies of local water purveyors.

With regard to the question of fee collection, staff is recommending that the District continue providing this service to its customers at no charge as is consistent with current policy. However, should this committee determine that a fee should be imposed for the quitclaim process, staff will produce a report for the consideration of the Board of Directors with an amendment to the current policy and an inclusion of a fee in the District's Regulations Governing Water Service.

Fiscal Impact:

If the current policy is amended, there would continue to be minimal costs to the District for processing easement quitclaims.

Strategic Plan Alignment:

Finance 4C – Combine sound and efficient business procedures with regular and simple reporting, ensuring proper handling and reporting of all District financial processes.

The amendment of the existing policy will continue to provide the General Manager an efficient way to remove surplus items (easements in this case) which have little or no value from the District's assets.

Exhibit 1

PL - Adm 003

Sacramento Suburban Water District

Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy

Adopted: July 21, 2003

Revised: June 19, 2006, May 18, 2009, February 22, 2010, July 18, 2011, September 16, 2013

100.00 Purpose of the Policy

The primary purpose of this policy is to allow management staff to determine if a parcel of real property, easement, vehicles or large equipment or other personal property is no longer needed for daily, emergency and/or future operations. A staff report is generated to document why a parcel of real property, easement, vehicles or large equipment or other District property should not be retained.

100.10 Definitions

Real Property – Any parcel of land owned by the District.

Easement – An interest in another’s real property that permits the District to make limited use of that real property for a District purpose.

Vehicles and Large Equipment – Utility trucks, dump trucks, tractors, backhoes, forklifts, and other significant self-propelled equipment used in District operations.

Personal Property – Small equipment (cut-off saws, drills, etc), computer equipment (monitors, printers, etc), office furniture.

200.00 Disposal of Real Property

1. District management staff determines if a parcel of real property no longer meets the needs of daily, emergency and/or future operations. A staff report is generated to document why the parcel should not be retained.
2. District management staff determines if a parcel falls within the notice and offer procedures provided in Government Code sections 54220 through 54232, as they may be amended from time to time. If the statutory notice and offer procedures must be followed, the District must obtain a qualified appraisal of the parcel and offer the surplus real property to specified public agencies before it can sell the

property to other public agencies or a private party. The specified public agencies are as follows:

- a) Sacramento County for developing low- and moderate-income housing;
 - b) Sacramento County Parks and Recreation Department for park and recreational purposes;
 - c) Any regional park authority that has jurisdiction over the area in which the surplus real property is located if it is to be used for park and recreational purposes;
 - d) The State Resources Agency for park and recreational purposes; and
 - e) The school district in whose jurisdiction the parcel is located.
3. A parcel of real property is exempt from the statutory notice and offer procedures if it:
- a) Is less than 5,000 square feet; **or**
 - b) Is less than “the minimum legal residential building lot size for the jurisdiction in which the parcel is located”; **or**
 - c) Has no recorded access and is less than 10,000 square feet; **and**
 - d) Is not: (a) contiguous to land owned by a state or local agency that is used for park, recreational, open-space, low- or moderate-income housing; or (b) located in an enterprise zone or high-density, economically-distressed areas involved in certain redevelopment program; **and**
 - e) Is sold to the owner of contiguous land.
4. The Board of Directors declares real property surplus and determines if a parcel must be offered to the designated public agencies under the statutory notice and offer procedures prescribed by the Government Code or is exempt from such procedures. If the District must sell a surplus parcel under the statutory notice and offer procedures, the General Manager will give qualifying public agencies notice of the parcel’s availability for purchase. If none of the agencies to which notice must be given notifies the District within 60 days after receiving notice that they are interested in buying the surplus parcel, then the District may sell the parcel by advertised public sale.
5. In all cases where the statutory notice and offer procedures have not resulted in disposal of a parcel, the District will sell surplus real property by public sale. The General Manager will notice the parcel’s sale at the appraised value unless the

Board of Directors authorizes a different price. The notice of sale will contain a description of the property; a statement of time and place for opening bids. Bids for the purchase of real property will be accepted or rejected by a resolution of the District Board of Directors. Alternatively, the District may list the surplus parcel for public sale with a licensed real estate broker in good standing who advertises the parcel through a multiple listing service or similar listing system at a fair market value determined by the broker using comparable sales data. Documents for the conveyance of title to surplus real property will be executed by the President of the Board upon authorization by the Board of Directors.

6. If the General Manager determines that a surplus parcel is exempt from the Government Code's notice and offer procedures, it will not be necessary to obtain a formal appraisal of the property. If circumstances warrant, the surplus parcel may be sold for less than fair market value. In such cases, the General Manager or his designee will prepare a staff report documenting why the parcel was not appraised, why it may be sold for less than fair market value, the fiscal impact of selling the parcel and why it is exempt from the Government Code notice and offer procedures. After review of the staff report, the Board of Directors may approve the sale of the surplus parcel by motion. A staff report and a certified copy of the Board of Directors Meeting minutes reflecting the Board's approval of the sale is sufficient to authorize the General Manager to make the sale.

300.00 Relinquishment of District Interest in Easements

1. Staff determines if an easement no longer meets the needs of daily, emergency and/or future operations of the District. Staff then will generate a report that documents the justification for relinquishing the easement and makes a determination whether the easement has any fair market value. Staff then will forward the report to the General Manager for review. If staff determines that the easement has fair market value, the General Manager will present the staff report to the Board at its next regular meeting with a recommendation for Board action on relinquishing the easement in accordance with Article 200.00 of this policy.
2. If staff determines that the easement has no fair market value, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign and record a quitclaim deed to relinquish the District's interest in the easement. *If the easement is a Public Utility Easement, the General Manager shall have the authority, upon review and approval of the recommendation in the staff report, to sign an easement relinquishment letter.*
3. If, upon recommendation of staff, the General Manager authorizes disposal of an easement under this Article, then the General Manager will report the disposal

of the easement to the Board at its next regular meeting following the recording of the quitclaim deed relinquishing the easement.

400.00 Disposal of Vehicles and Large Equipment

1. At least once each fiscal year, the General Manager will prepare a list of District vehicles and items of large equipment that are deemed surplus because they exceed the District's Vehicle Point System. This system is used to project actual vehicle and equipment value throughout the life of the asset. The system utilizes age/depreciation, maintenance and repairs, miles, type of service, reliability, and condition as criteria for this determination.
2. District management staff will establish values and set minimum bid prices for each vehicle or item of large equipment to be sold by public auction. If staff, during the process of establishing value to a vehicle or piece of large equipment, determines that the particular vehicle or equipment has diminutive or no value or the costs of preparation for sale and sale are greater than the value of the vehicle or equipment, then the General Manager is authorized to dispose of the property in accordance with Sections 500.00 (5) and (6) of this policy.
3. The General Manager may authorize the sale of surplus vehicles and large equipment with an estimated value of \$4,000 or less. Vehicles and large equipment with an estimated value greater than \$4,000 will be sold as surplus following authorization by the Board of Directors at a public meeting.
4. Vehicles or large equipment are to be sold at public auction. The General Manager will consign the vehicles or equipment to a public auctioneer after posting a notice concerning the sale of the vehicle and/or large equipment.

400.10 Guidelines Concerning the Sale of Surplus Vehicles and Large Equipment

Prior to the sale of surplus vehicles or large equipment, the General Manager will direct staff to assist in the following:

1. Remove all District equipment from the vehicle or large equipment (radio, decals, etc.).
2. Clean and if necessary, repair the vehicle or large equipment if it is an immediate safety issue.
3. Vehicle or large equipment will be sold at public auction.
4. Establish vehicle or large equipment value using an appropriate, publicly available valuation tool such as the Kelley Blue Book, qualified appraisal, trade

publications or classified newspaper advertisements. Staff will prepare a written report concerning the valuation of the item and attach appropriate documentation.

5. Arrange for the delivery and consignment of the item and in consultation with the General Manager and auctioneer, determine an appropriate reserve or minimum price for the item.
6. Prepare and post a notice of sale. The notice and advertisement will include the vehicle or large equipment description, minimum bid, conditions of sale, and place of public auction.
7. When the vehicle or large equipment is sold, the General Manager or his/her designee will sign the "pink slip", bill of sale and any other documents required to complete the sale.
8. After the vehicle or large equipment is sold, the General Manager or his/her designee will complete paperwork as required by DMV to report the sale of the vehicle or large equipment, and return all completed forms and vehicle license plates to DMV.

500.00 Disposal of Other Personal Property Other than Vehicles/Large Equipment

1. At least once each fiscal year, the General Manager will prepare a list of District personal property, other than vehicles and large equipment, which is deemed surplus.
2. District management staff will establish values and set minimum bid prices for each item of personal property to be sold by public auction. If staff, during the process of establishing value to an item of personal property, determines it to be of diminutive or no value, the General Manager is authorized to dispose of the property in accordance with Sections 500.00 (6) and (7) of this policy.
3. The General Manager may authorize the sale of personal property with an estimated value of \$4,000 or less. Personal property with an estimated value greater than \$4,000 will be sold as surplus following authorization by the Board of Directors at a public meeting.
4. Surplus personal property is to be sold at public auction. The General Manager will consign the personal property to a public auctioneer after posting a notice concerning the District's sale of the property.
5. For surplus items not sold, the General Manager has the authority to donate such items to another government agency or any non-discriminatory, tax exempt non-profit organization qualified under Internal Revenue Code section 501(c)(3).

6. If an item of surplus property is not sold during sale and the General Manager is unable to donate the surplus items to a qualified government agency or tax-exempt organization, the General Manager may properly dispose of such items at a legal disposal site.

600.00 Revenue from Disposal of Surplus Property

All revenue received from the disposal of surplus real or personal property will be deposited in the District's General Operating Fund unless otherwise specified by the Board of Directors.

700.00 Prohibition Against Upgrades

Unless necessary to ensure the safety, merchantability and/or serviceability of surplus property, District staff may not make any repairs or upgrades to any real or personal property recommended or already deemed to be surplus. For example, staff may not replace a vehicle's worn but serviceable tires with new tires, nor may staff add or replace optional equipment that enhances a vehicle's value. Before sale and upon the General Manager's authorization, District staff may repair or replace parts on a surplus item if it is necessary to ensure that it is safe, serviceable and/or merchantable.

800.00 Prohibited Director, Officer and Employee Transactions

In accordance with Government Code section 1090, all members of the District Board of Directors and the General Manager are prohibited from purchasing surplus District real or personal property. Staff members generally are eligible to buy surplus District real or personal property noticed for sale on the same terms and conditions as those offered to members of the public, except that any District employee who actively participated in determining an item's price, surplus status or conditions of sale is prohibited from purchasing such items because the employee is deemed by law to have a prohibited interest in the sale. The General Manager, in consultation with the Board and legal counsel, will determine if an employee has a prohibited interest in an item of surplus property.

900.00 Lot or Group Sales

The District reserves the right to place items of surplus property in a group or lot for sale to the highest bidder.

900.10 Discretion of Board and General Manager

Except as prohibited by law, the Board of Directors and General Manager will have the discretion to waive any minor irregularity in the procedures for the surplus and disposing of surplus property. Such discretion will be exercised in a non-discriminatory manner.

1000.00 Policy Review

This Policy shall be reviewed at least biennially.

Exhibit 2

Community Development
Department
Lori Moss, Director



Divisions
Building Permits & Inspection
Code Enforcement
County Engineering
Planning and Environmental Review

Vacation (Abandonment) Clearance Letter

TO: Sacramento Suburban Water District
3701 Marconi Avenue, Suite 100
Sacramento, CA 95821-5346
Attn: Warren Jung, PE, Engineering Services Manager

FROM: Douglas W. Craig and My-Ai T. Bui
5098 Keane Drive
Carmichael, CA 95608

1. Location of vacation:	
5098 Keane Drive, Carmichael, CA 95608; APN 289-0492-002-0000	
2. Proposed use of vacated area:	
We propose to abandon the existing 10-foot wide P.U.E. on the east border of the property recorded in Del Dayo Estates Unit No. 16, Book 82 at Page 10. We wish to modify the footprint of the existing in-ground pool to approach no closer than five (5) feet of the east property boundary.	
3. Are Public Utility Easements to be retained?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

This vacation is being requested of the County of Sacramento. Please check the appropriate box below. Type or print your comments, if applicable, and return this document to the applicant within two weeks.

- No objection to the proposed vacation.
- No objection to the proposed vacation provided the following conditions are met.
- Not approved.

Comments:	
SSWD Signature:	Date:



Facilities and Operations Committee

Agenda Item: 2

Date: March 23, 2014

Subject: Water Statement Modification – Phase II Update

Staff Contact: Annette O’Leary, Administrative Service Manager

Recommended Committee Action:

Informational item. No recommended action at this time.

Discussion:

As previously reported at the March 17, 2014 Board meeting, the Phase II modification to the billing statement is progressing on schedule. Staff had a meeting with DST Output, the design group that is working on the mock-up statement, and provided the aesthetic changes recommended by the Board. The Board requested changes to key areas in order for them to be more noticeable to the customer. Those changes were to the Account Number, Total Amount Due, Total Current Charges and Amount Due.

Provided with this staff report is the final statement mock-up which includes comments received at the Board meeting (Exhibit 1). As this is provided for review of layout, print size, readability, etc., the data presented is purely fictional. The current statement is provided for comparison (Exhibit 2).

The statement has a compartmentalized look for easier reading, but the following new features are also included:

- Account Summary clearly showing amount due and due date.
- Questions about the bill are on the front page with optional ways to contact SSWD.
- QR Code that, when scanned, will take the customer to sswd.org.
- Total gallons included in the “This Period/Last Period” chart.
- Redundant information has been eliminated on the statement.
- The backside of the statement has been reduced for easier reading or directing customer to the District’s web site for further information.



3701 Marconi Ave. Ste 100
 Sacramento, CA 95821-5346
 916.972.7171
sswd.org
feedback@sswd.org

Exhibit 1

YOUR WATER STATEMENT

Account Number: 123456-00
Service For: Donald Duck
Statement Date: 11/21/2011
Service Address: 123 Main St

Page 1 of 2

ACCOUNT SUMMARY

Previous Charges:
 Payments Received - 09/15/2013 - Thank YouXXXX50 -\$ 100.00
 Balance \$ 100.00

Current Charges:
 Billing Period - 10/01/2013 - 10/31/2013 \$528.37
Total New Charges \$528.37

Total Amount Due by 12/10/2013 \$528.37

IMPORTANT MESSAGE

XXXXXXXXXXXX10XXXXXXXXXXXX20XXXXXXXXXXXX
 XXXX30XXXXXXXXXXXX40XXXXXXXXXXXX50
 XXXX60XXXXXXXXXXXX70XXXXXXXXXXXX
 XXXX80XXXXXXXXXXXX90XXXXXXXXXXXX100XXXX
 XXXX10XXXXXXXXXXXX20XXXXXXXXXXXX
 30XXXXXXXXXXXX40XXXXXXXXXXXX50.

ACCOUNT DETAIL

Current Charges Detail:

Backflow Chrg (1 @ \$4.00)	\$	4.00
8" Private Fire Service	\$	146.46
Meter 12345678 3" Meter Service	\$	49.20
3" Capital Facilities	\$	287.30
Usage - 41ccf @ \$1.01	\$	41.41
Total Current Charges		\$528.37

Questions about your bill?

Phone: 916.972.7171 or email feedback@sswd.org
Customer Service Hours: 8 a.m. to 4:30 p.m. (M-F)
 or write to: SSWD, Customer Service 3701
 Marconi Avenue, Suite 100

Please scan here to visit our webpage.

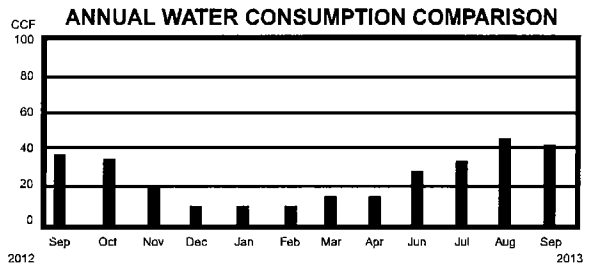


Meter Number	Reading Dates		Readings		Units
	Prev	Curr	Prev	Curr	
08481858	08/09/2013	09/11/2013	1169	1210	41

One billing unit = 100 cubic feet (ccf) of water or 748 gallons

History	Read Date	Total Units	Days	Unts/day	Gal/day	Total Gallons
This Period	11/16/2011	30	35	0.85	641.14	22440
Last Year	11/16/2010	38	35	1.08	812.11	28424

Comparative statistics will be provided after a year of metered water usage.



12411

◆ PLEASE DETACH AND RETURN WITH YOUR PAYMENT ◆



Check here for address and/or name change and note on back of payment coupon.

Please include your Account Number on your check.
 Make check or money order payable to:
Sacramento Suburban Water District or SSWD

AV 01 000020 09278 B 1 A**DGT



DONALD DUCK
 1123 MAIN ST
 SUITE 100
 ANYTOWN, ST 12345-6789

Account Number 123456-00	Payment Due Date 10/19/2013	Amount Due \$528.37
------------------------------------	---------------------------------------	-------------------------------

Amount Enclosed:
\$



Please Remit and Make Check/Money Order Payable To:

Sacramento Suburban Water District or SSWD
 P.O. Box 919008
 West Sacramento, CA 95691-9008

Billing

For a complete explanation of SSWD rates and charges visit sswd.org/water-rates:

How to Pay Your Bill

SSWD offers many convenient payment options:

- In person at the Administration Office. Acceptable methods of payment: check, cash, money order, Visa, MasterCard or bankcards with the Visa/MasterCard logo.
- At sswd.org using a Visa or MasterCard.
- Automatic payment deductions called Direct Payment Service, allows your monthly water bill payment to be deducted from a designated checking account.
- Mail a payment to: Sacramento Suburban Water District, P.O. Box 919008, West Sacramento, CA 95691-9009

For further information go to sswd.org/payment-options.

Account Responsibility

Property owner retains responsibility for water service. It is the owner's responsibility to notify SSWD of any changes regarding water service.

Delinquent Bill Procedures

Once mailed the bill is due and payable and will become delinquent if full payment is not received by SSWD within 19 days after the date mailed. SSWD may discontinue service after giving notice for any bills unpaid in full.

Disputed Bill Procedures:

Should a Customer dispute a bill, a written explanation must be received before the next regular billing. All disputed bills must be paid before the due date to avoid discontinuance of water service. District staff will review the dispute and contact the owner of the property to resolve the issue. For additional information, visit sswd.org/regulations and go to Regulations Governing Water Service, Regulation 5.H – Billing, Payments and Miscellaneous Charges.

Board Meetings:

All customers are invited to attend the monthly board meetings at 6:30 p.m. on the third Monday of every month at the Administration Office.

District Information:

The Administration Office is located at 3701 Marconi Avenue, Suite 100, Sacramento, CA 95821. The main telephone number is 916.972.7171. Office hours are Monday through Friday 8:00 a.m. until 4:30 p.m., excluding holidays. SSWD's web site is sswd.org.

Address Change Information - *Please mark box on reverse side of payment coupon*

Name	New Street Address		
City	State	Zip	Phone
<input type="checkbox"/> Address change only		<input type="checkbox"/> New Owner	
		Escrow Date _____	

Thank you for your comments



3701 Marconi Avenue, Suite 100
 Sacramento, CA 95821-5346
 916.972.7171
 916.972.7639
 www.sswd.org

WATER STATEMENT

Account Number: 0000005-024031
 Name: DONALD DUCK
 Service Address: 123 MAIN ST
 Service Period: 01/01/2014-01/31/2014
 Route: 0077
 Bill Date: 01/22/2014
 Date Due: **02/10/2014**
 Amount Due: **\$117.06**

ACCOUNT ACTIVITY

Previous Balance	\$	134.07
Payment Received		134.07
Balance		0.00
Backflow Charge (1 @ 4.00)		4.00
Meter 17848261		
1-1/2" Meter Service		16.60
1-1/2" Capital Facilities		95.65
Usage (tier1 1 ccf @ 0.81)		0.81

If payment is not received by the due date you are subject to a 10% late fee.

Meter Number	Reading Dates		Readings		Units	Charge
	Prev	Curr	Prev	Curr		
17848261	12/17/2013	01/21/2014	2282	2283	1	113.06

One billing unit = 100 cubic feet (ccf) of water or 748 gallons

Amount Due \$ 117.06
 If payment is not received by the due date you are subject to a 10% late fee.

History	Read Date	Total Units	Days	Units/day	Gal/day
This Period	01/2014	1	35	0.03	22.44
Last Year	01/2013	75	35	2.14	1600.72

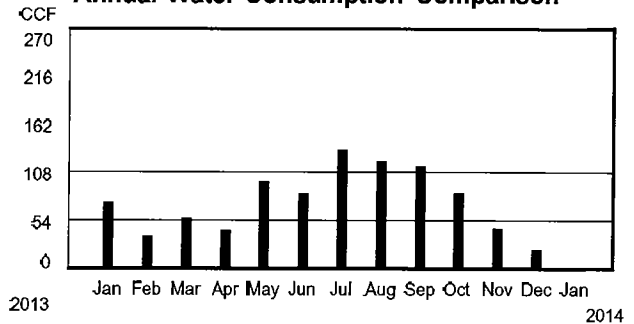
For explanation of charges see reverse side of statement.

Page 1 of 2

SPECIAL MESSAGE

Happy New Year! 2014 May turn into a very dry year and it will be more important than ever to conserve water. Make a resolution to conserve water in 2014. Read our monthly bill inserts or visit sswd.org for great ideas on using water wisely. Cooler temperatures mean less water is needed for lawns and landscapes, so remember to "Water with the Weather!"

Annual Water Consumption Comparison



◆ PLEASE DETACH AND RETURN WITH YOUR PAYMENT ◆



Check here for address and/or name change and note on back of payment coupon.

PAYMENT COUPON

Please include your Account Number on your check.
 Make check or money order payable to:
Sacramento Suburban Water District or SSWD

DONALD DUCK
 123 MAIN ST
 SUITE 100
 ANYTOWN, ST 12345-6789

Account Number: 0000005-024031
 Service Address: 123 MAIN ST
 Service Period: 01/01/2014-01/31/2014
 Route: 0077
 Bill Date: 01/22/2014
 Date Due: **02/10/2014**
 Amount Due: **\$117.06**
 Amount Enclosed: \$ _____

PDF VERSION
 NOT ACTUAL PRODUCTION

00000050240310000000117062



Please Remit and Make Check/Money Order Payable To:

Sacramento Suburban Water District or SSWD
 P.O. Box 919008
 West Sacramento, CA 95691-9008

Account Responsibility

The legal owner agrees to comply with all Regulations Governing Water Service as adopted by the Board of Directors, including payment of all rates and charges. To view these regulations go to sswd.org or to the Administration Office. It is the legal owner's responsibility to notify SSWD of any changes regarding water service.

Billing

Each bill is comprised of the following components:

Flat/Meter Service Charge: This charge is based on meter/connection size. The charge is allocated to pay SSWD's fixed operation and maintenance costs.

Usage Charge: This charge is based on lot size or the amount of water going through the water meter. The Usage Charge is for variable operation and maintenance costs.

For metered customers, consumption for current billing period is measured in hundred cubic feet (ccf). 1 ccf = 100 cubic feet of water or 748 gallons.

Capital Facilities Charge: This charge is based on meter/connection size. The monies collected are used to fund financing of capital improvement projects and to pay principal and interest on prior debt SSWD borrowed to pay for large capital improvement projects.

Some customers may see the following additional charges on their water bill:

Multiple-Unit Charge: Flat rate customers with multiple dwellings on a single parcel (duplexes, etc.) have an additional per unit charge.

Private Fire Service Charge: A standby dedicated service that is available for private fire protection. The monthly charge is based on fire service connection size.

Backflow Charge: Monies collected are used to administer and monitor the backflow program. The monthly charge is per backflow device.

Payments

For your convenience, payments can be made at the Administration Office. SSWD accepts check, cash, money order, Visa, MasterCard or bankcards with the Visa/MasterCard logo. On-line payments can be made at www.sswd.org. SSWD also offers direct payment service, which allows your monthly water bill payment to be deducted from a designated checking account. Contact our Customer Service Team for an application or visit our web site.

Delinquent Bill Procedures

Once mailed the bill is due and payable and will become delinquent if full payment is not received by SSWD within 19 days after the date mailed. SSWD may discontinue service after giving notice for any bills unpaid in full. SSWD will consider alternative payment arrangements that may be appropriate for individual circumstances.

Disputed Bill Procedures

Should a Customer dispute a bill, a written explanation must be received before the next regular billing. All disputed bills must be paid before the due date to avoid discontinuance of water service. District staff will review the dispute and contact the owner of the property to resolve the issue. If staff rules in favor of the Customer the Customer's account will be credited for the disputed item. If the Customer is dissatisfied with staff's resolution, the Customer may appeal to SSWD's General Manager. If customer is dissatisfied with the General Manager's decision, then an appeal may be made to the SSWD Board of Directors. All decisions made by the Board of Directors are final.

Board Meetings

All customers are invited to attend the board meetings at 6:30 p.m. on the third Monday of every month at the Administration Office.

District Information

The Administration Office is located at 3701 Marconi Avenue, Suite 100, Sacramento, CA 95821. The main telephone number is 916.972.7171. Office hours are Monday through Friday 8:00 a.m. until 4:30 p.m., excluding holidays. SSWD's web site is www.sswd.org.

SSWD, 3701 Marconi Ave, Ste 100
 Sacramento, CA 95821-5346, 916.972.7171

Address Change Information

Name	New Street Address		
City	State	Zip	Phone
<input type="checkbox"/> Address change only		<input type="checkbox"/> New Owner	
		Escrow Date _____	

Thank you for your comments

251 9097748



Facilities & Operations Committee

Agenda Item: 3

Date: March 25, 2014

Subject: Directors' Compensation and Expense Reimbursement Policy (PL – BOD 003)

Staff Contact: Dan York, Assistant General Manager

Recommended Committee Action:

Receive report and direct staff as appropriate to bring to the full Board for approval.

Discussion:

The Directors' Compensation and Expense Reimbursement Policy (PL – BOD 003) was originally adopted by the Board in July 2003 and most recently revised in July 2013.

Staff submitted the policy to legal counsel for review and his recommended changes to clarify portions of the policy are shown in the attached redline version.

Below are areas for consideration by the Committee:

1. Section 200.20 (h). Following a reimbursement policy would minimize the District's financial exposure. For example, if the District pre-pays for conference registration, flights, rental car, and/or hotel reservations, and a director does not attend the conference, the District must absorb the cancellation costs and keep track of any credit amounts, if any. If the District pre-pays, staff must track that the items paid were actually used for the intended activity. In Section 200.20 (h), staff is recommending adding language that states a Director will be responsible for reimbursing the District for all amounts paid unless the event arises from circumstances beyond the control of the Director.
2. Section 300.10. Director expenses that are not deemed to be reimbursable were previously mentioned in in the first paragraph of Section 300.10. Staff is recommending highlighting them in Section 300.30.
3. Section 300.20 (c). If the District pre-pays the cost of one or more meals with a meeting, function or conference registration, then the Director must attend the pre-paid meal function.

A redline version is provided for the Committee's consideration. The policy is scheduled for Board review at the April 21, 2014 regular Board meeting.

Sacramento Suburban Water District

Directors' Compensation and Expense Reimbursement Policy

Adopted: July 21, 2003

Revised: May 15, 2006; May 19, 2008; May 17, 2010; June 20, 2011; July 15, 2013;
April XX, 2014**100.00 Purpose of the Policy**

This document sets forth the policy of the Sacramento Suburban Water District concerning Directors' compensation and the payment of actual and necessary expenses incurred in the performance of official duties and is intended to comply with the requirements of Government Code sections 53232 through 53232.4.

200.00 Directors' Compensation**200.10 Amount of Compensation**

Each member of the Board of Directors of the District will be entitled to receive \$100 per day for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, as provided in article 200.20.

200.20 Types of Service for Which Compensation Will Be Provided

Applicable law (Government Code section 53232.1) permits the District to compensate Directors for each day's attendance at meetings of the Board, or for each day's service rendered as a Director, subject to a written policy adopted in a public meeting. A Director can be compensated for up to 10 days per calendar month of service in accordance with the Board's adoption of Ordinance No. 02-01. (Water Code section 20202.) The District encourages Directors to take advantage of opportunities to be informed concerning matters of interest to the District, and to inform others of the activities and interests of the District. The General Manager or his or her designee will provide to the Board on a monthly basis a list of meetings attended by each Director for which the Director was compensated under this policy. Directors will be compensated (for up to 10 days per calendar month) for attending the following types of meetings:

- a. Meetings of the Board of Directors of the District and the Board of Directors of the Sacramento Suburban Water District Financing Corporation;

- b. Committee meetings of the Board, attended as a member of the committee;
- c. Other meetings necessary for the disposition of duties assigned to a Board committee, attended by a member of the committee;
- d. Meetings of other governmental entities, associations or duly-recognized committees on which the District is officially represented, attended by the liaison representative of the Board and/or the liaison representative alternate who has been appointed to represent the District on the governmental entity or committee (both liaison representative and liaison representative alternate should attend all meetings to be informed on the issues and therefore both will be compensated for attending those meetings);
- e. Conferences, seminars, workshops and other events held within the State of California that are sponsored by industry associations or nonprofit entities for the purpose of discussing relevant water issues, including days while attending the conference, seminar, workshop or event, but excluding days in transit to or from the conference, seminar, workshop or event (attendance at conferences, seminars, workshops and events held outside the State of California will be approved by the Board of Directors on a case-by-case basis);
- f. Educational training, seminars, and courses designed to improve Directors' understanding of District business and their obligations as public officials, including ethics training mandated under Government Code section 53235(a) and harassment prevention training under Government Code section 12950.1; and
- g. 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; and
- g-h. In connection with professional, business, educational and ceremonial vocational meetings, functions and conferences for which the District has prepaid for a Director's attendance, the Director shall attend such meetings or conference events. If on the event the Director is not unable to attend the pre-paid event, the Director shall immediately notify the District. If the District cannot obtain a refund of fees paid, then the District shall bill the Director for reimbursement for all amounts paid, unless the Director's failure to notify the District attend the event arises from circumstances beyond the control of the Director.

300.00 Reimbursement of Directors' Expenses

300.10 Policy and General Rules

The District encourages Directors to attend conferences, seminars and other meetings that require their participation or provide an opportunity to be informed concerning matters of interest to the District. Each Director is entitled to reimbursement for the amount of the reasonable and prudent expenditures (i.e., registration fees, travel, meals, lodging, and other actual and necessary expenses) incurred in the performance of his or her official duties. ~~In accordance with California law, the District does not reimburse for expenses incurred by Directors' spouses, domestic partners, or other family members or other Director personal expenses such as charitable contributions, non-mileage vehicle expenses, or the personal portion of any trip otherwise related to District business.~~ When a Director pre-pays expenses (e.g. registration, airfare, hotel), the Director may submit such items for expense reimbursement prior to the meeting occurrence as described in article 300.20.

A Director may use his or her personal funds for meeting registration. The District will reimburse the Director for the actual amount of the registration, if properly reported and documented in accordance with article 300.30. If requested, staff will register a Director for qualifying meetings as described in article 200.20.

The District's annual budget will set an appropriate level of funding for payment of Directors' expenses. A Director will not be entitled to receive in excess of \$ 4,000 per fiscal year for reimbursable expenses, exclusive of registration fees, unless the Board of Directors preapproves a Director's request to increase this amount for the applicable fiscal year. A maximum of five paid meeting days per conference will be allowed with the following exception: ancillary programs that are not a part of the main conference (e.g. ACWA/JPIA meetings). The General Manager or his or her designee will be responsible for ensuring that the budgeted amount is not exceeded without prior approval of the Board.

Any exceptions for expenses that do not come within the District's expense reimbursement policy must be approved by the Board in a public meeting in advance of the time when the expense will be incurred. (Government Code, §53232.2, subd. (f).) Any question concerning the propriety of a particular expense should be resolved by the Board before the expense is incurred.

300.20 Reimbursable Expenses

Directors' direct expenses for attendance at meetings and events authorized by this policy, including registration fees, reasonable travel, lodging, and meal costs, and other actual necessary expenses, will be paid by the District in accordance with the guidelines and per diem rates for an accountable expense reimbursement plan as defined in the United States Internal Revenue Service's Publication 463 ("Travel, Entertainment, Gift and Car Expenses") and Publication 1542 ("Per Diem Rates (For

Travel Within the Continental United States”) (collectively, the “IRS Publications”). A copy of the current IRS Publications can be obtained from the Finance Director.

The following expenses are authorized business-related expenditures:

- a. Personal Vehicle Mileage. A Director will be reimbursed for actual vehicle travel miles at the rate authorized under the IRS Publications for all meetings attended and services provided as defined in article 200.20, Director’s Compensation, above. A Director will be considered to have accounted for personal vehicle expenses by indicating the actual miles traveled, the business purpose of the travel, and the date of travel on the approved District expense reimbursement form and submitted in accordance with article 300.30. The District will not reimburse Directors for any other personal vehicle expenses.
- b. Hotel Expenses. A Director will be reimbursed for reasonable lodging expenses incurred in accordance with this Policy when a Director attends conferences, seminars or meetings, if the Director stays at the hotel or other lodging listed in the event’s registration materials at the group rate obtained for the event. If a Director travels on District business for which no hotel is designated or is unable to book lodging at a specified conference rate, he or she may either (a) be reimbursed at the per diem hotel rate provided in the IRS Publications for the city in which the hotel is located; or (b) use the Director’s personal funds to pay for hotel charges, in which case the District will reimburse the Director for actual charges, but only up to three times the maximum per diem hotel rate provided for in the IRS Publications for the event location.
- c. Meals. A Director may be reimbursed for the cost of meals while attending authorized conferences, seminars or meetings away from the District based on the per meal rate provided for in the IRS Publications. A Director may either (a) report meals at the IRS per diem rate or (b) use the Director’s personal funds to pay for meals, in which case the District will reimburse the Director for actual charges, but only up to three times the maximum per diem meal rates provided for in the IRS Publications. If a Director is not traveling for a full day, defined as from 12:01 a.m. to 12:00 Midnight, the per diem meal/incidental allowance will be prorated according to the actual hours of travel unless a Director uses his or her personal funds to pay for meals, in which case the District will reimburse the Director for actual charges for meals incurred while traveling, but only up to three times the maximum meal rate provided for in the IRS Publications. If the District pre-pays the cost of one or more meals (breakfast, lunch or dinner) is pre-paid with the a meeting, function or conference registration, a Director must attend that prepaid meals function. If a Director fails to attend a pre-paid meal function, a Director may not submit a claim for reimbursement for an

alternative meal taken in lieu of the pre-paid meal during that time period cannot be submitted for reimbursement.

- d. Incidental Allowance. Tips for meals will be reimbursed up to a maximum of 15% of the cost of the reimbursable portion of any meal in accordance with the tip shown on the receipt attached to an expense reporting form. The District will reimburse a Director for tips actually given to cabbies, baggage porters, bellhops and hotel housekeepers that are reasonable and customary for the area. A Director may be reimbursed for toll charges and parking fees up to the actual amount expended.
- e. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Director may use regularly-scheduled commercial carriers for travel. Consistent with scheduling needs and the most-direct route, a Director traveling by plane, train, rental vehicle, bus, or taxi will travel by the least-expensive fare actually available for the date and time of the travel. When possible, travel should be planned in advance to permit use of advance fares. Long-term parking must be used at airports for travel exceeding 24 hours. The District will reimburse the Director for the actual amount of the fare and related, necessary expenses (e.g., baggage fees), if properly reported in accordance with article 300.30.
- f. Telephone/Fax/Cellular/Internet. A Director will be reimbursed for actual telephone, fax and reasonable internet expenses incurred for District business. Telephone bills should identify which calls were made for District business. For cellular calls when the Director has a particular number of minutes included in the Director's plan, the Director can identify the percentage of calls made for District business.

300.30 Types of Service Expenses for Which Reimbursement Will Not be Provided

These Director expenses that are not deemed to be reimbursable business expenses may include, but are not limited to:

- a. Barber and/or beauty shop charges**
- b. Fines for traffic or parking violations**
- c. Expenses of any persons accompanying the person subject to this policy a Director on a District-approved trip or event**
- d. Personal telephone calls**
- e. Fitness/Health Facility or Massages**
- f. Alcoholic beverages**
- g. Entertainment expenses (movies, sporting events, etc.)**
- h. Non-Mileage vehicle expenses**
- a.i. Charitable contributions**

300.430 Expense Reporting Procedures

In order to be reimbursed for any expense authorized under this Policy, within 60 days of incurring the expense, a Director must fill out and sign a District-provided expense report form available from the Finance Department. The expense report form is designed to ensure that Directors' expense reimbursements comply with the requirements of Government Code section 53232.3 and the IRS Publications. Accordingly, the General Manager will review each expense report form, and sign it to indicate compliance with the requirements of this policy. In all cases when a Director seeks reimbursement for expenses incurred while attending a conference, seminar or other meeting, a copy of the conference registration form must either be attached to his or her expense report or on file at the District (e.g. copy attached to check request or purchasing card paperwork). In addition, a Director will be required to attach the following documentation to his or her expense reimbursement report as a condition of receiving reimbursement for an appropriately-incurred business expense:

- a. **Personal Vehicle Mileage.** To verify mileage, the General Manager or designee will document personal vehicle mileage, using tools such as Google or MapQuest, which will be attached to the Director's expense report.
- b. **Lodging Expenses.** If a Director wishes to be reimbursed for lodging expenses, he or she must attach to the expense report an itemized bill issued by the hotel and a copy of the credit card receipt or other proof of the Director's payment. Except when attending a conference, seminar or other meeting and using the available group rate booked for the event, the District will reimburse a Director only for the actual amount of the hotel expenses incurred up to a maximum amount equal to three times the applicable per diem rate shown in the IRS Publications.
- c. **Meal Expenses.** If a Director wishes to be reimbursed for meal expenses at the IRS per diem rate, he or she may fill out the expense report form and claim the expense without further documentation. If a Director pays for meals with his or her own funds, he or she must attach to the expense report an itemized bill, copy of a credit card receipt or other proof of the Director's payment. In such cases, the District will reimburse a Director only for the actual amount of the meal expense incurred up to a maximum amount of three times the applicable per diem rate shown in the IRS Publications.
- d. **Common Carrier Travel.** A Director must attach to his or her expense report the fare, coupon, or itemized bill from a travel agency, airline, rental vehicle, bus or train showing the actual amount expended for such travel. A boarding pass, conference badge, business receipt from the destination or other documentation indicating the travel occurred must be attached to the Director's expense report.

- e. Incidental Expenses. Whenever possible, a Director should obtain a receipt for incidental expenses such as tolls and parking fees. For incidental expenses where no receipt is available, such as tips and parking meter costs, a reimbursement request for such expenses may be claimed on the District approved expense report. Certification that such expenses were related to District business, reasonable, appropriate, and actually incurred by the Director is made when signing the District approved expense report form.

In all cases, the Director will remain responsible for filing an expense report and attaching the appropriate documentation obtained by the Director in conformance with paragraphs a. through e. above. Flat-rate advances or payments of expenses are prohibited under Government Code section 53232.2, except for per diem payments authorized in accordance with the IRS Publications.

A Director must substantiate all expenses on an expense report with the appropriate documentation attached within 60 days of incurring or paying the expense. An expense report submitted after the 60 days will only be paid if approved by the Board at a regular meeting. Any mis- or late-reported expenses incurred by a Director will not meet the requirements of the IRS Publications and will be considered income to the affected Director. To comply with the applicable tax laws, the District will issue to a Director a Form W-2 including all mis- or late-reported expenses as income.

300.50 Reporting

Upon returning from a professional, educational or vocational meeting where expenses are reimbursed by the District, Directors will provide a verbal report during the next regular meeting of the Board. If multiple Directors attend the same session(s), each Director is responsible to report to the Board.

300.6450 Disclosure

To comply with reporting requirements of Government Code section 53232.3, the District will prepare a list of the meetings attended by each Director for which the District provided compensation, and a list of the amount and purpose of each expense reimbursement paid by the District to each Director. This information will be included with the agenda materials for each regular monthly Board of Directors meeting. At the next regular Board meeting, Directors also must provide either an oral or written report of meetings and other authorized events attended for which they were compensated by the District. If multiple officials attended the same event, a joint report may be made.

All expenses are subject to verification that they comply with this Policy. Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records

subject to disclosure under the Public Records Act, except that the District will ensure that no Director personal information, such as credit card numbers and home addresses, is provided to the public in the event of a request for such records.

| 300.560 Penalties

Government Code Section 53232.4 defines the penalties for falsifying or misusing public funds. The penalties include: (1) loss of the violator's reimbursement privileges; (2) restitution of misused District funds; (3) civil penalties of up to \$1,000 per day for each day of violation and three times the value of the public resources misused; and (4) criminal prosecution and lifetime bar from holding public office. The Board will report any violation of this Policy to the appropriate authorities.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Facilities & Operations Committee

Agenda Item: 4

Date: March 23, 2014

Subject: Reasonable Accommodation and Interactive Process Policy (PL – HR 014)
and Employee Recruitment, Hiring and Promotion Policy (PL – HR 009)

Staff Contact: Lynne Yost, Human Resources Coordinator

Recommended Committee Action:

Approve staff's recommendation to take this item to the full Board of Directors with the recommendation to approve the Reasonable Accommodation and Interactive Process Policy (PL – HR 014) and deleting the reasonable accommodation paragraph as duplicative and unnecessary in the Employee Recruitment, Hiring and Promotion Policy (PL – HR 009).

Discussion:

At the March 17, 2014 Board Meeting, staff recommended the Board adopt a new Reasonable Accommodation and Interactive Process Policy (PL – HR 014). This new policy, attached as Exhibit 1, was drafted to include language recommended by ACWA/JPIA and their legal counsel, and was submitted for the Board's initial review in February 2014. Additional policy language was included as recommended by the District's legal counsel when the policy came back for the Board's final review and approval at the March 17, 2014 Board Meeting. Director Schild commented that he believed Americans with Disability Act (ADA) language was also in another Board policy. Staff was directed to locate that policy and take this item to the Facilities and Operations Committee prior to bringing the new policy back to the full Board for final review and approval at the April 21, 2014 Board Meeting.

Staff confirmed a paragraph regarding reasonable accommodation under the ADA is included in the Employee Recruitment, Hiring and Promotion Policy (PL – HR 009) under Section 210.00, Equal Opportunity Employer and Reasonable Accommodation, which was last reviewed and revised in September 2013. If the new reasonable accommodation policy language is approved by the Board, it will be a standalone policy as recommended by ACWA/JPIA. Following that Board action, when PL – HR 009 next came up for review, staff would have recommended deleting the reasonable accommodation paragraph as duplicative and unnecessary. Although the language in both policies is consistent and could have remained in place pending the normal review cycle for PL – HR 009, staff has revised that policy, attached as Exhibit 2, out of cycle and will bring both policies to the full Board for final review and approval at the April 21, 2014 Board Meeting.

Sacramento Suburban Water District

Reasonable Accommodation and Interactive Process PolicyAdopted: April XX, 2014

100.00 Purpose of the Policy

The purpose of this policy is to confirm the District's commitment to comply with state and federal laws to insure equal employment opportunities for qualified individuals with a disability by making reasonable accommodations for known physical or mental limitations of applicants or employees unless undue hardship would result.

200.00 Policy

An interactive good faith communication process between the District and a disabled applicant or employee is required to select appropriate reasonable accommodation(s), if any exist. This is a timely individual process where management and the individual discuss the request and effective reasonable accommodation(s) that would be required in order for the employee or applicant to perform the essential functions of the job.

An applicant or employee who requires an accommodation can initiate the interactive process by contacting the District's Human Resources Coordinator. The District will engage in an interactive process with the employee or applicant to identify possible accommodations, if any, that will help him/her perform the job. Both the District and the applicant or employee must actively participate in the interactive process in good faith. If the applicant or employee refuses to participate in the process, the District is not obligated to continue it.

The District will initiate an interactive process when: 1) an applicant or employee with a known disability requests a reasonable accommodation; 2) the District otherwise becomes aware of the need for an accommodation through a third party or by observation; or 3) the District becomes aware of the possible need for an accommodation because an employee has a disability and has exhausted leave under the Workers' Compensation Act, the California Family Rights Act (CFRA), the Family Medical Leave Act (FMLA), and/or other federal, state or employer leave provisions, if applicable.

Whether the applicant, employee or District initiates the interactive process, the following is a non-exclusive list of management considerations when reviewing a request for accommodation:

- a. Confirm the essential functions of the job.
- b. Determine how the disability limits performance of the essential functions.
- c. Identify accommodation options that overcome limitations and determine the reasonableness of the proposed accommodation(s).
- d. Select the most appropriate reasonable accommodation(s), if any exist.

If an accommodation request is made by an applicant, employee or the District, the District will initiate the interactive process and confer with the individual applicant or employee until the interactive process is complete. The process will be deemed complete when the District and the applicant or employee agree on and implement a reasonable accommodation, the District determines there are no reasonable accommodations that would permit the applicant or employee to perform the essential functions of the job, or the applicant or employee fails to engage in the interactive process.

300.00 Policy Review

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

Employee Recruitment, Hiring and Promotion Policy

Adopted: June 18, 2007

Revised: June 15, 2009; August 15, 2011; September 16, 2013; April XX, 2014**100.00 Purpose of the Policy**

The purpose of this policy is to establish a uniform and consistent process for recruiting, hiring and promoting District employees that is fair and equitable to all applicants/employees and will result in hiring/promoting the most qualified candidate who best meets the needs of the District.

100.10 Definitions

Introductory/Regular/Management Employees: Employees who work on a full-time basis, which is at least 40 hours per week; newly-hired employees must successfully complete a minimum six-month Introductory period before they are classified as Regular or Management employees.

Temporary/Seasonal Employees: Employees who work 29 hours or less per week, and 1000 hours or less per CalPERS fiscal year (July 1 – June 30), including retired CalPERS members appointed as “retired annuitants” who work 960 hours or less per CalPERS fiscal year. Temporary employees hired through an employment agency are also subject to a maximum of 1000 hours per CalPERS fiscal year. These employees are not eligible for retirement or other benefits and do not receive any paid time off unless required by law.

Volunteers: Non-paid, non-employees who volunteer their time to assist the District in accomplishing its mission.

Directors: Members of the District’s Board of Directors who are elected or appointed in accordance with statutory requirements.

This policy does not pertain to independent contractors or any other persons or entities performing work for the District under contract.

200.00 Policy

Employment with the District is “at will” and all employees serve at the pleasure of the General Manager (California Water Code Section 30580). This means that all

employees and the District, by and through the General Manager or his/her designee, have the right to terminate employment at any time, with or without advance notice and with or without cause. "At will" status applies to all employee classifications defined above.

The District is committed to insuring a fair and equitable recruitment and hiring process for all new, vacant and promotional positions that complies with all state and federal laws, will result in selecting the most qualified candidate based on the needs of the District, provides a diverse and dynamic work force, and will avoid any favoritism or discrimination. The process, which shall be utilized for all positions classified as either Introductory/Regular/Management or Temporary/Seasonal, shall identify and attract qualified candidates, including members of protected groups, as well as encourage the career growth of current staff.

The objective of the employment selection process is to select employees solely on the basis of what best meets the needs of the District. Any technique or procedure used in the selection of employees will be designed to measure only the job-related qualifications of applicants. Employment with the District is subject to successfully completing a background check, physical examination, and drug and alcohol testing to be paid by the District. The District prohibits hiring individuals with a past or present history of violence to insure employee and customer safety.

The Board of Directors shall approve the hiring 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.

Closely-related employees will be assigned to positions where, in the discretion of the General Manager, no direct or indirect supervisory relationship exists, and where there is no access to confidential information, such as employee personnel records. Any necessary reassignment will be accomplished as soon as possible. Closely-related employees are defined as: spouses, registered domestic partners, children, stepchildren, parents, brothers, sisters, grandparents, step parents, step grandparents, grandchildren and in-laws of an employee or his/her spouse or registered domestic partner.

210.00 Equal Opportunity Employer and Reasonable Accommodation

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. District policy prohibits unlawful discrimination based on race, sex, color, national origin, ancestry and all other protected classes under federal, state or local 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.

~~In order to comply with applicable laws insuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of his or her job should contact the Human Resources Coordinator and request such an accommodation. The individual with the disability should specify what accommodation s/he needs to perform the job. The District will then engage in an interactive process to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The District will consider and identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.~~

300.00 Authority and Responsibility

The General Manager is authorized and responsible for establishing recruiting, hiring and promotional processes that will be implemented and administered by the General Manager or his/her designee. Prior approval from the General Manager or his/her designee is required to fill vacant staff positions and/or to reorganize a department's existing staffing needs. However, the reorganization cannot result in any additional staff positions that will increase the total number of Introductory/Regular/Management employees beyond that previously approved by the District's Board of Directors.

The General Manager or his/her 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 authorized in California Water Code Section 30580.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Facilities & Operations Committee

Agenda Item: 5

Date: March 23, 2014

Subject: Water Conservation Outreach Program Update

Staff Contact: Greg Bundesen, Water Conservation Supervisor

Recommended Committee Action:

Receive report regarding staff's proposal to alter the District's Water Conservation Program by implementing the Water Conservation Outreach – 20% Challenge and direct staff as appropriate.

Discussion:

In December 2013, the Regional Water Authority (RWA) announced they would be launching their Plan B Public Outreach Program for CY2013. Due to extreme drought conditions, the RWA developed a series of dry year messages that will assist in guiding customers to reduce their water consumption by 20%. One part of the dry year messaging that the RWA developed is the "How Low Can You Go" campaign (Campaign). The Campaign challenges customers to stretch their water use. Though the Campaign is a good strategy to inspire customers to think about how to use water more efficiently, staff believes that the Campaign can go a step further by actually challenging customers to reduce their water use by 20% and providing an incentive for them to do so. Staff has incorporated the Campaign, and created a challenge that will incentivize customers to save 20% of their water use. Below is an outline of the How Low Can You Go Challenge:

Project Name

How Low Can You Go Challenge (Challenge).

Purpose

To guide customers to a 20% water savings.

Goal

To have customers achieve a 20% water savings.

Qualified Customers

Any customer with a water meter and at least 12 months of prior usage can participate. Due to the fact that the customer's water usage is being compared to the 12 months prior to signing up, customers can participate every year as long as they sign a new Challenge agreement.

Water Conservation Outreach - 20% Challenge

March 23, 2014

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Program Dates

Start: May 1, 2014

End: None, Program will be offered continuously.

Program Administration

Once the customer initiates interest in the program, they will receive a Challenge Agreement (Agreement). The Agreement will outline how much water the customer used in the prior 12 month period and show the amount of water the customer will need to reduce their usage by to achieve the 20% reduction goal. The original Agreement will be retained by the District, and a signed copy will be sent to the customer. Staff will then schedule and perform a Water-Wise House Call to show the customer how they can save water both indoors and outdoors. The Technician will also offer water efficient devices for the customer to install. The Technician will then supply the customer with an irrigation schedule that is unique to the customer's property and inform the customer of any rebate incentives that the District is currently offering. Staff will track the customer's water use for one (1) year and provide monthly or quarterly updates about the customer's progress toward their 20% reduction goal. Staff will provide the customer with achievement incentive rewards and other information regarding the customer's results at the end of the one year period.

Customer Incentive

There have been many suggestions as how to properly incentivize customers to participate. Some of those suggestions are listed below:

- Provide \$20 gift card to customers that achieve a 20% or more reduction in water use.
- Provide a certificate and signed commendation letter from the General Manager.
- Paint a blue water drop next to the customers address on the sidewalk, or provide them with a metal water drop for them to display in or around their home.

Any one, or a combination of the above, should provide incentive for customers to participate.

BMP & Regulatory Alignment

The Challenge aligns with the following:

- California Urban Water Conservation Council (CUWCC) Best Management Practice 3 – Residential Assistance.
- CUWCC Gallons Per Capita Per Day (GPCD) Compliance Tract (decrease GPCD 18% by 2018).
- State mandated 20% reduction in GPCD by 2020.
- District's Modified Water Conservation Stage 2 – Water Warning asking customers to voluntarily reduce their water consumption by 20%.
- California Governor's Drought Declaration asking California Residents to reduce their water use by 20%.

Fiscal Impact:

Customer Cost

There are no additional charges from the District to the customer for participating.

District Cost

Depending on customer interest, District costs may vary. Though difficult to determine, staff is estimating that 100 customers will participate in the first year. If the \$20 gift card incentive is approved as the achievement incentive, the Community Outreach Committee (COC) budget is estimated to increase by \$2,000, plus another \$1,000 for additional outreach materials. If this program is successful and has a vast customer participation rate, additional funding may be requested from outside the Operations & Maintenance budget.

Strategic Plan Alignment:

Water Supply – 1.B. Provide for the long-term future needs of the District through prudent planning that will ensure sufficient capacity to serve all customers.

Water Supply – 1.C. Continue to implement and support demand management strategies and water conservation that comply with federal, state and regional programs; support Water Forum Agreement goals and efficiently meet the needs of the District customers.

Facilities and Operations – 2.H. Implement water conservation programs that efficiently utilize potable water supplies.

Customer Service – 3.D. Provide effective customer and community relations by communicating, educating, and providing information on District operations, drinking water issues, resource sustainability and environmental stewardship.

The goal of the 20% Challenge is to effectively assist customers to reduce their water consumption through education and awareness. The 20% Challenge will help the District safeguard its future water supplies while providing superior customer service.