

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

3701 Marconi Avenue, Suite 100  
Sacramento, California 95821

Monday, April 18, 2016  
6:30 p.m.

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

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

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Sacramento Suburban Water District Human Resources at 679.3972. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

**Call to Order**

**Roll Call**

**Announcements**

**Public Comment**

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

**Consent Items**

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

1. Minutes of the March 21, 2016 Regular Board Meeting  
*Recommendation: Approve subject minutes.*

2. Minutes of the April 1, 2016 Special Board Meeting  
*Recommendation: Approve subject minutes.*
3. Resolution No. 16-07 Accepting Grant of Easement and Right of Way for 2200 Gramercy Drive  
*Recommendation: Adopt subject resolution.*
4. Resolution No. 16-08 Accepting Grant of Easement and Right of Way for Trinity United Methodist Church at 2245 Highridge Drive  
*Recommendation: Adopt subject resolution.*
5. Resolution No. 16-09 Accepting Grant of Easement and Right of Way for Mallard Creek Apartments at 2724 Elvyra Way  
*Recommendation: Adopt subject resolution.*
6. Resolution No. 16-10 Calling for the November 8, 2016 District Election  
*Recommendation: Adopt subject resolution.*
7. Strategic Plan (PL - BOD 001)  
*Recommendation: Adopt subject policy.*
8. Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy (PL - Adm 003)  
*Recommendation: Adopt subject policy.*

**Items for Discussion and Action**

9. Resolution No. 16-11 to Request Recission of the Emergency Conservation Regulation  
*Receive written staff report and direct staff as appropriate.*
10. Urban Water Management Plan – Request for Public Hearing on May 16, 2016  
*Receive written staff report and direct staff as appropriate.*
11. Acquisition of Property at Bainbridge/Holmes Well (#59A) Site  
*Receive written staff report and direct staff as appropriate.*
12. Status of the San Juan Water District Reorganization Discussion  
*Receive written staff report and direct staff as appropriate.*
13. Drought Tolerant Garden – Fulton/El Camino Parks and Recreation District  
*Receive written staff report and direct staff as appropriate.*

**Information Items**

14. Water Conservation and Regional Water Efficiency Program Report
  - a. Drought Report
  - b. Summary of Activities During March 2016
  - c. Water Conservation Program and Results
  - d. Upcoming Events
15. District Activity Reports
  - a. Water Operations and Exceptions Report
  - b. Customer Service Report
  - c. Community Outreach Report
16. Engineering Report
  - a. Major Capital Improvement Projects
  - b. County and City Projects/Coordination
  - c. McClellan Business Park
  - d. Groundwater Quality Projects
  - e. Developer Projects
  - f. Planning Studies
  - g. Other
17. Financial Report
  - a. Draft Financial Statements – March 2016
  - b. Draft Investments Outstanding and Activity – March 2016
  - c. Draft Cash Expenditures – March 2016

- d. Draft Credit Card Expenditures – March 2016
  - e. Draft Directors Compensation and Expense Accounting – Through March 2016
  - f. Draft Market Report Yields – March 2010 through March 2016
  - g. Draft District Reserve Balances – March 2016
  - h. Information Required by Bond Agreement
18. Financial Markets Quarterly Report
  19. Year-to-Date Interest Expense Quarterly Report
  20. Human Resources Quarterly Report
  21. CIP Projects Quarterly Report
  22. 2015 Main Replacement Projects - Customer Comments
  23. Foundation for Cross-Connection Control and Hydraulic Research Laboratory Letter
  24. Increase in Rebate Amounts
  25. Board Packet Preparation Process
  26. California Urban Water Conservation Council Coverage Reports (BMPs)
  27. Charges for Non-Project Use of Excess Capacity in Bureau of Reclamation Facilities
  28. Legislative and Regulatory Update
  29. General Manager's Report
    - a. McClellan Restoration Advisory Board (RAB) Meeting Update
    - b. Continuous Flow Report
    - c. Well 32A Landscape Improvement Conceptual Plan
    - d. Employee Recruitment, Hiring and Promotion Policy (PL – HR 009)
    - e. Upcoming Customer Service Vacancy

30. Upcoming Policy Review
  - a. Information Technology/Disaster Recovery Policy (PL – IT 004)
  - b. Purchasing Card Policy (PL – Fin 006)
31. Upcoming Water Industry Events

**Committee Reports**

32. a. Facilities and Operations Committee (Director Locke)  
Notes from the April 1, 2016 Meeting
- b. Finance and Audit Committee (Director Thomas)  
No report.
- c. Government Affairs Committee (Director Locke)  
No report.
- d. Ad Hoc Water Banking and Transfer Committee (Director Wichert)  
Notes from the March 25, 2016 Meeting.

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

33. a. Regional Water Authority (Director Thomas)  
No report.  
  
Regional Water Authority Executive Committee (General Manager Roscoe)  
Agenda from the March 23, 2016 Meeting.
- b. Sacramento Groundwater Authority (Director Schild)  
Agenda from the April 14, 2016 Meeting.
- c. Water Forum Successor Effort (General Manager Roscoe)  
No report.  
  
Carryover Storage Working Group Meetings  
No report.  
  
Water Forum Dry Year Conference Meeting  
No report.  
  
Water Caucus Meeting  
No report.

d. Other Reports

**Miscellaneous Correspondence and General Information**

- 34. Correspondence received by the District
- 35. General Information

**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)**

- 36. Conference with Board Negotiating Committee (Director Thomas) Involving the General Manager Under Government Code Sections 54954.5(f) and 54957.6.

**Adjournment**

\*\*\*\*\*

**Upcoming Meetings**

Friday, April 29, 2016 at 3:00 p.m., Finance and Audit Committee Meeting  
Monday, May 16, 2016 at 6:30 p.m., Regular Board Meeting

\*\*\*\*\*

I certify that the foregoing agenda for the April 18, 2016 meeting of the Sacramento Suburban Water District Board of Directors was posted by April 14, 2016 in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was freely available to the public.

---

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

## Minutes

### Sacramento Suburban Water District Regular Board Meeting Monday, March 21, 2016

#### Call to Order

President Thomas called the meeting to order at 6:31 p.m.

#### Roll Call

Directors Present: Frederick Gayle, Craig Locke, Neil Schild, Kevin Thomas and Robert Wichert.

Directors Absent: None.

Staff Present: General Manager Robert Roscoe, Assistant General Manager Dan York, Finance Director Dan Bills, Heather Hernandez-Fort, Greg Bundesen, David Espinoza, Dave Jones, John Valdes, Annette O'Leary, Lynne Yost and David Armand.

Public Present: Mitch Dion, Jim DeHart, William Eubanks, Avery Wiseman, Brenda Davis, Alex MacDonald, Rodney Fricke and Paul Stanbrough.

#### Announcements

- A corrected Item 11 was at the dais.
- Sacramento Taxpayers Association Annual Banquet flyer.
- The District's new website announcement.
- Attempt to schedule a Finance and Audit meeting for the first week in May.
- Attempt to schedule an Ad Hoc Water Banking and Transfer meeting.
- Form 700's due by April 1, 2016.

Dan Bills (Mr. Bills) recommended scheduling a Finance and Audit meeting on Friday, April 29, 2016 at 3:00 p.m. President Thomas and Director Schild agreed to the date and time.

#### Public Comment

None.

#### Consent Items

1. Minutes of the February 19, 2016 Strategic Plan Workshop
2. Minutes of the February 22, 2016 Regular Board Meeting
3. Resolution No. 16-03 Accepting Grant of Easement and Right of Way for Cottage Park, APN 279-0101-024

4. Resolution No. 16-04 and 16-05 Accepting Two Grants of Easement and Rights of Way for 3932 Dudley Boulevard – United States Cold Storage, Inc.
5. Resolution No. 16-06 Accepting Grant of Easement and Right of Way for 4850 Antelope Road – EJL Homes LLC
6. Reasonable Accommodation and Interactive Process Policy (PL - HR 014)

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

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

**Items for Discussion and Action**

**7. Arc Flash Hazard Assessment and Mitigation Update**

General Manager Robert Roscoe (GM Roscoe) introduced Jim DeHart (Mr. DeHart) from Affinity Engineering who presented a PowerPoint presentation on Arc Flash. Mr. DeHart explained what Arc Flash is, why it is a safety hazard, and what work has been performed by the District over the past few years to reduce or eliminate these hazards.

**8. Groundwater Monitoring Wells Project**

GM Roscoe presented the staff report.

John Valdes (Mr. Valdes) informed the Board that the Department of Water Resources (DWR) would not give a definitive answer on what would happen if the District decided to drill only one monitoring well. He further noted that DWR prefers to wait until the Board takes formal action before they make a final decision on grant funding. However, they did promise to be flexible and they will not necessarily reduce the District’s grant amount if a decision is made to drill only one well.

GM Roscoe introduced Alex MacDonald (Mr. MacDonald) a Senior Engineer from the Central Valley Regional Water Quality Control Board (CVRWQCB) who presented a PowerPoint presentation with background on Aerojet and their historical operations, the current status of any groundwater contamination plumes, and the cleanup and monitoring efforts to date.

Director Gayle inquired if anyone from Aerojet was going to Cap-to-Cap and further commented about mutual benefits of working together.

Mr. MacDonald showed where four recent groundwater monitoring wells have been constructed by Aerojet. He added that two groundwater extraction wells are scheduled to be drilled later this year.



Director Wichert inquired about further information on the groundwater monitoring wells.

Director Locke suggested positioning the District's groundwater monitoring wells further out from the District boundary to monitor if/when contaminate plumes get closer to the District.

GM Roscoe explained that there are additional benefits to the proposed wells other than just monitoring the Aerojet contamination plume. He stated that these monitoring wells can be added to the Sacramento Groundwater Authority (SGA) groundwater monitoring network to provide water level information and other data for regional groundwater management.

Director Locke inquired if other surrounding providers received grant funding.

President Thomas inquired if Aerojet is willing to share data from their groundwater monitoring wells with surrounding providers.

Mr. MacDonald replied that they are, they just ask that surrounding purveyors to also share their data.

Further discussion ensued on groundwater modeling.

Director Wichert recommended that Mr. MacDonald periodically present updates to the Board when available. Mr. MacDonald commented that when he has updated information, he will contact staff to decide if a presentation is needed.

William Eubanks (Mr. Eubanks) commented.

GM Roscoe stated that staff's recommendation was to approve awarding a contract to Roadrunner Drilling & Pump Company for the construction of two groundwater monitoring wells consistent with the project definition and the District's Local Groundwater Assistance (LSA) grant.

Director Schild commented that he didn't think that there was a need for two groundwater monitoring wells, and suggested drilling only one well.

Director Gayle expressed concern over funding. He further recommended exploring the options of a joint effort with the other purveyors in this area.

GM Roscoe further explained what Superfund was and specified who was involved with paying for the clean-up.

GM Roscoe further stated that he was concerned with the unknown direction and never-ending string of surprises with the groundwater contamination plume. He further stated that he didn't believe that the leading edge has been identified yet.

Director Wichert believed the presentation identified where the leading edge of the plumes were.

Director Locke further explained his interpretation of the unknown direction of the plume.

President Thomas echoed Director Lock stating that there is continually new information being provided by Aerojet.

Director Locke expressed his support for the two groundwater monitoring wells further noting that the Board should focus on creating a more systematic and regional approach to this type of effort in the future. He supported the idea of getting a break in cost for the two groundwater monitoring wells.

Director Wichert commented that he did not agree with spending additional money just because some funds have already been expended and there is a partial grant. He did not support the idea of drilling two groundwater monitoring wells and rather suggested that staff attempt to work with Carmichael Water District on groundwater monitoring.

GM Roscoe reminded the Board that SGA recommended and supports the two monitoring wells.

The Board requested color copies of Mr. MacDonald's PowerPoint presentation. Director Locke requested his color copy electronically.

Director Schild moved to authorize one groundwater monitoring well at the Winston Churchill Middle School location.

Director Thomas inquired if there was a significant maintenance cost associated with these wells. Mr. Valdes expressed that the maintenance costs are minimal.

Director Locke moved to approve staff's recommendation with the recommendation that staff attempt to work regionally when applying for future grants; Director Gayle seconded. The motion carried by 3/2 vote.

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

9. **Facility Development Charges**

Mr. Bills presented the staff report.

Avery Wiseman (Mr. Wiseman) expressed his displeasure with HDR Engineering and further stated that the Board should not consider their data which provided the basis for the proposed change in Facility Development Charges (FDC).

Director Wichert requested further detail.

Mr. Bills explained what the primary purpose of FDC charges was and further clarified why the FDC charges were reviewed annually.

GM Roscoe echoed Mr. Bills stating that the existing system infrastructure assets have increased in value over the prior year, therefore, the charges have increased.

Director Wichert expressed that he did not feel comfortable with an indexed rate increase without the background information, further noting that he didn't believe that the ENR number was appropriate.

Mr. Bills expressed that it is standard throughout the industry.

Director Wichert moved not accept the update on the FDC and not support an increase; Director Schild Seconded. The motion failed on a 2/3 vote.

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

Director Locke expressed his interpretation further supporting that this is an equitable charge for the investment existing District customers have made in the District's system.

David Espinoza (Mr. Espinoza) expressed his support and further clarified that the increase to the FDC was for new developers to buy-in to the District's existing system capacity.

President Thomas moved to accept staff's recommendation; Director Locke seconded. The motion carried by a 3/2 vote.

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

**10. Board Member Out of State Travel Request**

GM Roscoe presented the staff report.

Director Wichert moved to approve the staff recommendation, President Thomas seconded. The motion carried by unanimous vote.

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

**11. Strategic Plan (PL - BOD 001)**

GM Roscoe presented the staff report.

Director Wichert commented that he did not agree with Director Schild's suggestion to strikeout "Manage the District's water supplies to ensure their quality and quantity" under 1. Water Supply, letter D. He suggested leaving that sentence in. The Board agreed.

Director Wichert also suggested inserting the word "that" between "connection fees" and "reflect the cost..." on 4. Finance, letter B, to make it a complete sentence. The Board agreed.

Director Locke commented that he did not agree with Director Schild's suggestion to strikeout "and physical system assets" in 3. Customer Service, letter D. He suggested leaving that phrase in. The Board agreed.

Dave Jones (Mr. Jones) commented that the predecessor District's had negative ramifications from using the term "lowest" and encouraged the Board to reconsider that term.

Director Wichert suggested combining all of the changes from both exhibits into one document, including the changes suggested today and also using the Mission Statement agreed on at the Board workshop.

The Board agreed and President Thomas recommended staff bring back the item as a Consent Item.

12. **2016 Water Transfer Program**

AGM York presented the staff report and PowerPoint presentation.

Director Wichert expressed concern that the funding was not adequate.

Discussion ensued regarding the details of the 4 different options.

Director Wichert commented that he didn't want to get rushed into a bargain and that he didn't want to sell water for less than its worth.

GM Roscoe expressed that timing is important with potential transfers.

Director Gayle requested block diagram of all the transfers.

William Eubanks (Mr. Eubanks) commented.

GM Roscoe stated that staff recommendation is to authorize the General Manager to execute all agreements necessary to implement the Temporary Water Transfer Program for 2016.

Director Schild expressed his concern with the options and further suggested not to enter into any agreements at this time.

GM Roscoe informed the Board that the contract with PCWA is in draft.

Director Locke inquired if the Board would see any contracts before agreed upon. GM Roscoe stated they could come back if that was the desire of the Board.

Director Wichert noted that he is not in favor of selling water to Southern California.

Director Schild moved to not enter into any agreements for water transfer for the remainder of the year; Director Wichert seconded. The motion carried by 3/2 vote.

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

Mr. Bills requested clarification on the direction for the budget, and inquired if the Board wanted him to present an amended budget.

President Thomas recommended that staff bring the budget to the Finance and Audit Committee.

Later in the meeting, Director Wichert requested to reopen this item. See discussion following Agenda Item 31.

13. **Long Term Warren Act Contract**

AGM York presented the staff report.

Director Schild expressed his concerns with the estimated cost, and further explained that he was also concerned that the environmental agencies may not support it.

GM Roscoe explained the lengthy analysis prepared by the recently retired Area Manager for the Bureau of Reclamation (Reclamation), looking at risks and cost of continuing with short term or continuing with long term included with the staff report.

GM Roscoe reported that Reclamation staff informed District staff that temperatures in the American River was a major concern that a temperature model would be required.

Director Locke moved to support staff's recommendation; Director Gayle seconded. The motion passed by a 4/1 vote.

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

## Information Items

### 14. **Water Conservation and Regional Water Efficiency Program Report**

A written report was provided; Greg Bundesen (Mr. Bundesen) presented the staff report.

Director Schild verified that the District's conservation requirement goal was 29%.

Mr. Bundesen concurred that the conservation requirement was 29%.

Director Schild suggested keeping up conservation efforts.

#### *a. Drought Report*

A written report was provided.

#### *b. Summary of Activities During February 2016*

A written report was provided.

#### *c. Water Conservation Program and Results*

A written report was provided.

#### *d. Upcoming Events*

A written report was provided.

### 15. **District Activity Reports**

A written report was provided.

#### *a. Water Operations and Exceptions Report*

A written report was provided.

#### *b. Customer Service Report*

A written report was provided.

#### *c. Community Outreach Report*

A written report was provided.

### 16. **Engineering Report**

A written report was provided.

#### *a. Major Capital Improvement Projects*

A written report was provided.

#### *b. County and City Projects/Coordination*

A written report was provided.

- c. *McClellan Business Park*  
A written report was provided.
- d. *Groundwater Quality Projects*  
A written report was provided.
- e. *Developer Projects*  
A written report was provided.
- f. *Water System Master Plan Update and 2015 Urban Water Management Plan*  
A written report was provided.
- g. *Other*  
A written report was provided.

17. **Financial Report**

A written report was provided.

- a. *Draft Financial Statements – February 2016*  
A written report was provided.
- b. *Draft Investments Outstanding and Activity – February 2016*  
A written report was provided.
- c. *Draft Cash Expenditures – February 2016*  
A written report was provided.
- d. *Draft Purchasing Card Expenditures – February 2016*  
A written report was provided.
- e. *Draft Directors Compensation and Expense Accounting – February 2016*  
A written report was provided.
- f. *Draft Market Report Yields – January 2010 through January 2016*  
A written report was provided.
- g. *Draft District Reserve Fund Balances – February 2016*  
A written report was provided.
- h. *Information Required by Bond Agreement*  
A written report was provided.

18. **2015 Annual Audit Status**

Mr. Bills presented the staff report.

19. **3941 Madison Avenue Water Main Leak**

Director Wichert asked how the leak occurred.

GM Roscoe explained that the type of pipe was PVC, which can become brittle if improperly stored prior to installation. It was speculated that the pipe segment may have been over inserted which stressed the pipe. He explained that staff reported there was an indication of lighter color suggesting possibly ultraviolet damage done to the pipe before it was installed.

Director Schild requested more detail on potential causes in any future water main leaks.

20. **California Special Districts Association Call for Nominations for Seat B**

GM Roscoe presented the staff report requesting that any Board member that is interested in being considered for nomination contact staff before April 4, 2016.

21. **Sacramento Metro Chamber of Commerce Cap-to-Cap Event 2016**

A written report was provided.

22. **Sacramento River Water Reliability Study Update**

A written report was provided.

23. **2015 Surface Water Sources and Costs**

GM Roscoe gave a brief summary of the staff report.

24. **General Manager's Report**

A written report was provided. GM Roscoe gave a brief summary of each item.

a. *Website Payment Portal*

A written report was provided.

b. *Paperless vs. Paper Billing Cost*

A written report was provided.

c. *Merchant Bank Change Information*

A written report was provided.

Director Schild requested this item come back with further details and a presentation on the process.

d. *Acquisition of Property on Antelope North Road*

A written report was provided.

e. *McClellan Business Park Update*

A written report was provided.



Director Gayle requested to continue to provide further detail on McClellan.

*f. Placer County Water Agency (PCWA) Agreement*

A written report was provided.

**25. Legislative and Regulatory Update**

A written report was provided.

**26. Upcoming Policy Review**

A written report was provided.

*a. Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy (PL - Adm 003)*

A written report was provided. Directors' comments are due by April 4, 2016.

*b. Employee Recruitment, Hiring and Promotion Policy (PL - HR 009)*

A written report was provided. Directors' comments are due by April 4, 2016.

**27. Upcoming Water Industry Events**

A written report was provided.

**Committee Reports**

28. a. Facilities and Operations Committee (Director Locke)

No report.

b. Finance and Audit Committee (Director Thomas)

No report.

c. Government Affairs Committee (Director Locke)

No report.

d. Ad Hoc Water Banking and Transfer Committee (Director Wichert)

No report.

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

29. a. Regional Water Authority (Director Thomas)

Agenda from the March 10, 2016 meeting was provided.

Regional Water Authority Executive Committee (General Manager Roscoe)

No report.

b. Sacramento Groundwater Authority (Director Schild)

No report.

- c. Water Forum Successor Effort (General Manager Roscoe)  
Agenda from the March 10, 2016 meeting was provided.

Carryover Storage Working Group Meetings  
No report.

Water Forum Dry Year Conference Meeting  
No report.

Water Caucus Meeting  
No report.

- d. Other Reports

Director Schild provided oral reports regarding the February 8, 2016 meeting at Carmichael Water District; February 10, 2016 ACWA Groundwater Committee Meeting; February 11, 2016 SGA Board Meeting; February 19, 2016 Planning Meeting; and the February 23, 2016 Challenge of Water Operations Meeting. Director Locke provided an oral report regarding the February 5, 2016 Meeting with AGM York.

**Miscellaneous Correspondence and General Information**

- 30. Certain correspondence received by the District was provided.
- 31. General Information related to District business was provided.

Director Wichert requested to revisit an earlier agenda item on water transfers. President Thomas agreed to revisit Item 12. There was no dissent. Agenda Item 12 was reopened for discussion.

**2016 Water Transfer Program**

Director Wichert directed staff to bring back more specific information that showed advantages to District customers. He further noted that he would consider water transfer agreements as far as Santa Clara.

Director Locke moved to give authority to the Ad Hoc Water Banking and Transfer Committee to approve contract terms and, if appropriate, authorize the General Manager to execute the contracts. President Thomas seconded. The motion passed on a 3/2 vote.

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

Further discussion ensued regarding scheduling an Ad Hoc Water Banking and Transfer Committee meeting. The meeting was scheduled for Friday, March 25, 2016 at 10:00 a.m.

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

Director Gayle requested to bring back the merger discussion to the April Board meeting. GM Roscoe acknowledged his request.

Director Wichert asked how many Directors were required to agendaize a future item. GM Roscoe indicated one unless there was dissent or an action was taken to not bring it back.

Director Locke requested to review the time period in which Directors receive their Board packets. He commented that currently there is not enough time to review the whole packet. He recommended bringing back an item to the May regular Board meeting to discuss all available options.

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

The Board convened in closed session at 9:58 p.m. to discuss the following:

32. a. Public Employee Performance Evaluation Involving the General Manager Under Government Code Section 54954.5(e) and 54957
- b. Conference with Board Negotiating Committee (including Director Thomas) Involving the General Manager Under Government Code Sections 54954.5(f) and 54957.6.

**Return to Open Session**

The Board convened in open session at 10:21 p.m. There was no reportable action.

**Adjournment**

President Thomas adjourned the meeting at 10:22 p.m.

---

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

## Minutes

### Sacramento Suburban Water District Special Board Meeting Friday, April 1, 2016

#### Call to Order

President Thomas called the meeting to order at 4:35 p.m.

#### Roll Call

Directors Present: Frederick Gayle, Craig Locke, Neil Schild, Kevin Thomas and Robert Wichert.

Directors Absent: None.

Staff Present: Assistant General Manager Dan York, Finance Director Dan Bills, Heather Hernandez-Fort, David Espinoza.

Public Present: Mitch Dion and Chantelle Garvin.

#### Announcements

None.

#### Public Comment

None.

#### Item for Discussion and Action

1. **2016 Water Transfer Program**  
President Thomas introduced the item.

William Eubanks (Mr. Eubanks) commented.

Assistant General Manager Dan York (AGM York) clarified the fees and revenues associated with water transfers.

Director Wichert explained that the profit from water transfers would be used for purchasing additional surface water, which would result in additional water banking. He further noted that he supported the staff report.

AGM York noted that the contracts are in draft but that the City of Sacramento wanted to wait until their rate increase was determined before they discussed the option of a water transfer with the City Council.

AGM York further stated that the purchase price would not be finalized until the contract is ready to sign. He clarified that first you get the approval from the Board, then you discuss details pertaining to the contract and finalizing the per acre foot purchase price.

Director Schild requested information on legal costs. AGM York informed the Board that the District would receive \$50,000 from the buyer that is intended to cover legal and administrative costs associated with implementing a water transfer.

Director Wichert commented that he was uncomfortable with using estimates. He further noted that this transfer would need to result in at least a 10 percent increase of surface water over what the District sells. Director Schild commented that it's difficult to determine that.

AGM York notified the Board that he received information that San Luis Delta Mendota Water Authority was not looking for groundwater substitution or reservoir release transfers. He stated that the State Water Contractors were interested in purchasing water at \$550.00 per acre foot (af), depending on the availability to move the water. He further noted that PCWA gave a verbal commitment, but could not finalize a contract until there was approval from the Board.

AGM York stated that if the Board approved to proceed with the water transfers, the District would be placed on the list of who has the rights to move water through the Delta. He further noted that the Board can set the criteria for what the General Manager can approve.

Director Wichert moved to approve the staff recommendation, with an amendment to point three adding the language "to achieve at least 10 percent more in lieu banking than water sold."

Director Locke requested to further modify the motion to remove point four, "General Manager to enter into agreement for water transfers at a rate no less than \$400 per af."

Director Wichert agreed with Director Locke's modification to his motion. Director Schild seconded.

Dan Bills (Mr. Bills) suggested amending the language in point three to include the term "net revenue," stating that it will clarify that \$1.3 million dollars has been earmarked from the budget. The Board agreed to the suggested addition.

The motion carried by unanimous vote.

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

### **Adjournment**

President Thomas adjourned the meeting at 4:59 p.m.

---

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



## Agenda Item: 3

**Date:** April 4, 2016

**Subject:** Resolution No. 16-07 Accepting Grant of Easements and Right of Way for 2200 Gramercy Drive

**Staff Contact:** Dave Jones, Associate Engineer

### **Recommended Board Action:**

Adopt Resolution No. 16-07 Accepting Grant of Easements and Rights of Way for 2200 Gramercy Drive.

### **Discussion:**

The design of new water mains for the Drayton Heights Replacement Project – Phase 2 has necessitated the acquisition of two pipeline easements and access easements for a new water main supporting three (3) new public fire hydrants.

The Drayton Heights Main Replacement Project – Phase 2 calls for three (3) fire hydrants to be upgraded to meet current fire flow requirements. Two hydrants will be located in one easement and the third hydrant will be located in a second easement. These three hydrants will be connected to new ductile iron water mains. As shown on Exhibit 1, the existing public fire hydrants were installed decades ago without easements and are located in the northern and eastern portions of the 2200 Gramercy Drive property. The proposed improvements will require two separate easements on one parcel as shown on Exhibit 1.

One new pipeline will be located within the west side of Parkwood Drive, enter the Gramercy Court property on the north and then angle to the west to the existing fire hydrant to avoid existing utilities. A second new pipeline will be located on the south side of El Prado Way, enter the Gramercy Court property on the east and then traverse the existing parking lot to the south and west to the existing fire hydrant to avoid existing utilities. The District will be required to restore the parking lot per County standards.

Staff, throughout the long negotiations, requested two separate 20-foot wide easements from the property owner (Cottage Park Place, L.P.). The property owner agreed to provide two (2) 20-foot wide water line easements with perpetual right to enter upon the property, and as necessary to locate, construct, install, operate, maintain, repair, modify, replace and remove underground pipelines water mains and all necessary below and above-ground appurtenances. The total easement area being acquired is approximately 7,661 square feet (sf) in size.

**Fiscal Impact:**

There is no fiscal impact for accepting the easements. Minor costs are anticipated for parking lot restoration associated with the main replacement project, and minor survey work.

**Strategic Plan Alignment:**

Facilities and Operations – 2.B. Monitor and improve the District’s efficiencies in operating and maintaining system infrastructure.

District customer’s benefit as the proposed easements allow the District the right to access the new water mains, insures water quality, improves fire flows, and allows for maintenance of the infrastructure and operation of the system.

**RESOLUTION NO. 16-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SACRAMENTO SUBURBAN WATER DISTRICT  
ACCEPT GRANT OF EASEMENT AND RIGHT OF WAY FOR GRAMERCY COURT,  
APN: 279-0084-034**

WHEREAS, the below named Grantor, the owner of record of certain real properties has conveyed to Sacramento Suburban Water District, a political subdivision of the State of California, the real properties of interest therein which is more particularly described in the following instruments of conveyance:

GRANTOR: COTTAGE PARK PLACE, L.P.

INSTRUMENT: GRANT OF EASEMENT AND RIGHT OF WAY

EXECUTED AND DATED: MARCH 9, 2016

AND WHEREAS, it has been duly determined by the Board of Directors of Sacramento Suburban Water District that it is in the public interest for the District to acquire and accept the said real properties or interest therein.

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

1. The District General Manager is hereby authorized and empowered to consent to and accept on behalf of the District, as presented to the Board of Directors on April 18, 2016, the real properties or interest therein conveyed by the aforementioned instruments of conveyance.

2. The properties subject to this resolution is more fully described in the attached legal descriptions and maps, attached hereto and incorporated herein as though fully set forth.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on this 18th day of April, 2016 by the following vote:

AYES:  
NOES:  
ABSENT:

By: \_\_\_\_\_  
Kevin M. Thomas  
President, Board of Directors  
Sacramento Suburban Water District

\*\*\*\*\*



I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 18<sup>th</sup> day of April, 2016.

(SEAL)

By: \_\_\_\_\_  
Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District

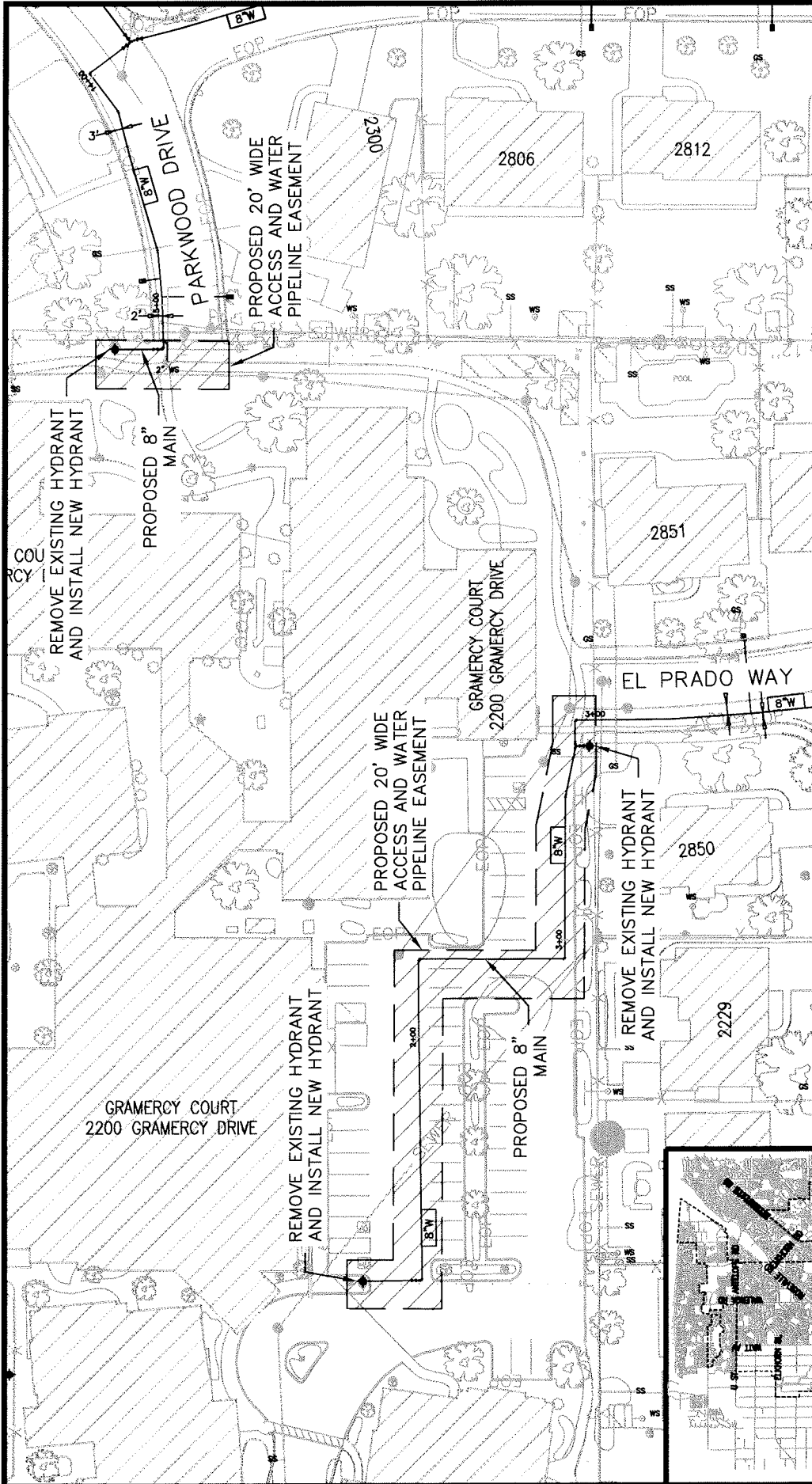
**CERTIFICATE OF ACCEPTANCE**

This is to certify that SACRAMENTO SUBURBAN WATER DISTRICT, a political subdivision of the State of California, acting by and through its General Manager, hereby accepts for public purposes the real properties, or interest therein, conveyed by the within document and consents to the recordation thereof pursuant to authority conferred by:

Resolution No. 16-07 adopted on the 18<sup>h</sup> day of April, 2016.

By: \_\_\_\_\_  
Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District

Dated: April 18, 2016



PORTION OF SACRAMENTO SUBURBAN WATER DISTRICT

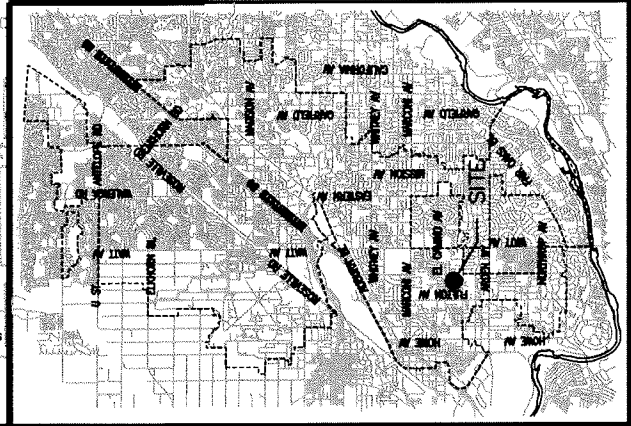
NOT TO SCALE



**EXHIBIT 1**  
NOT FOR RECORDING

**2016 DRAYTON HEIGHTS WATER MAIN REPLACEMENT  
PROJECT PHASE 2  
PROPOSED PIPELINE & INGRESS/EGRESS EASEMENT  
for GRAMERCY COURT, 2200 GRAMERCY DRIVE**

(VOTING DIVISION 5)



Base Data: Sacramento County GIS Base Map  
Projection: CA State Plane 2, NAD 83  
Scale: As Shown  
Prepared By: CJC/AWE  
Citrus Heights, CA 95621  
15073 Gramercy C1 - Ex 1.dwg

THIS MAP SHOWS THE LOCATION OF THE PROJECT SITE AND IS NOT PART OF THE EASEMENT DOCUMENTS

Recording Requested By, And When  
Recorded, Please Mail Document To:

**SACRAMENTO SUBURBAN WATER DISTRICT**  
Attn: General Manager  
3701 MARCONI AVENUE, SUITE 100  
SACRAMENTO, CA 95918

Official Document, Exempt from Recording  
Fees Pursuant to Gov't Code §§ 6103 & 27383

No Document Transfer Tax  
Per R&T Code § 11922

Assessor's Parcel No(s): 279-0084-034

-- This Space for Recorder's Use Only --

---

### GRANT OF EASEMENT AND RIGHT OF WAY

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **COTTAGE PARK PLACE, L.P., a California Limited Partnership**, Grantor, hereby grants to **Sacramento Suburban Water District**, a political subdivision of the State of California, Grantee, a permanent easement and right of way, including the perpetual right to enter upon the real property described below at any time that Grantee may deem necessary, to locate, construct, install, operate, maintain, repair, modify, replace and remove underground pipelines, water mains and all necessary below- and above-ground appurtenances for the purpose of conveying water over, across, through, and under the lands hereinafter described, together with the right to excavate and refill ditches or trenches for the location of said pipelines, water mains and appurtenances, and the further right to remove trees, bushes, undergrowth, ground covering, pavement, and any other obstructions interfering with the location, construction, installation, operation, maintenance, repair, modification, replacement and removal of said pipelines, water mains and appurtenances.

The land burdened by this Grant of Easement and Right of Way is located in the County of Sacramento, State of California, and is more particularly described as follows:

**See Exhibits 'A' and 'B'**

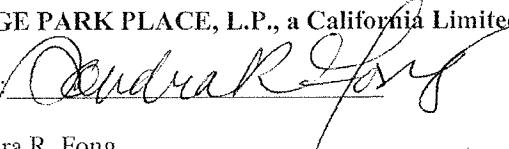
**Attached hereto and made a part hereof this Grant of Easement and Right of Way**

As a condition of this Grant of Easement and Right of Way, Grantor reserves the right to use such land for purposes that will not interfere with Grantee's full enjoyment of the rights hereby granted; provided that Grantor shall not erect or construct any building, wall, fence, or other permanent structure, or drill or operate any well, or construct any reservoir or any other obstruction on said land, or to diminish or substantially add to the ground cover lying over the easement and right-of-way granted herein.

The provisions of this Grant of Easement shall run with the land and inure to the benefit of and bind the heirs, successors, and assigns of the Grantor and Grantee.

Executed this 9<sup>th</sup> day of March, 2016

**COTTAGE PARK PLACE, L.P., a California Limited Partnership,**

Signature: 

By: Sandra R. Fong

Title: Director of Operations

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )  
 COUNTY OF SACRAMENTO )

On 9 MARCH 2016 before me, GERALD VAN WAGNER, notary public,  
date name of notary officer  
 personally appeared SANDRA R FOWLE \_\_\_\_\_  
name(s) of signers)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Gerald Van Wagner  
 Signature of Notary



-----OPTIONAL SECTION-----

**CAPACITY CLAIMED BY SIGNER**

Though statute does not require the Notary to fill in the data below, doing so may prove invaluable to persons relying on the document.

- INDIVIDUAL
- CORPORATE OFFICER(S)

Title(s)

- PARTNER(S)     LIMITED
- GENERAL
- ATTORNEY-IN-FACT
- TRUSTEE(S)
- GUARDIAN/CONSERVATOR
- OTHER: \_\_\_\_\_

**SIGNER IS REPRESENTING:**

Name of Person(s) or entity(ies)

OPTIONAL SECTION:

DATA REQUESTED HERE IS NOT REQUIRED BY LAW.      TITLE OR TYPE OF DOCUMENT: \_\_\_\_\_  
 NUMBER OF PAGES \_\_\_\_\_      DATE \_\_\_\_\_  
 SIGNER(S) OTHER THAN NAMED ABOVE \_\_\_\_\_

**CERTIFICATE OF ACCEPTANCE**

This is to certify that SACRAMENTO SUBURBAN WATER DISTRICT, a political subdivision of the State of California, acting by and through its General Manager, hereby accepts for public purposes the real property, or interest therein, conveyed by the within document and consents to the recordation thereof pursuant to authority conferred by:

Resolution No. \_\_\_\_\_ adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Dated: \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_  
Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District

EXHIBIT 'A'  
Access and Water Pipeline Easements  
APN: 279-0084-034

Easement 1

The North 20.00 feet of the West 55.00 feet of the East 205.00 feet of the real property described as Parcel One in the Grant Deed to Cottage Park Place, L.P., filed in Book 900110 of Official Records, Page 949, Sacramento County Records, State of California.

Containing 1,100 square feet, more or less.

Easement 2

A portion of the real property described as Parcel One in the Grant Deed to Cottage Park Place, L.P., filed in Book 900110 of Official Records, Page 949, Sacramento County Records, State of California, described as follows:

Said Easement 2, being 20.00 feet wide, lying 10.00 feet on both sides of the following described centerline:

BEGINNING at a point on the East line of said Grant Deed, from which point, the Northeast corner of Grant Deed bears North 00°21'32" West, 155.99 feet; THENCE from said POINT OF BEGINNING, leaving said East line, North 89°45'00" West, 7.79 feet; THENCE South 00°15'00" West, 10.80 feet; THENCE South 11°24'00" West, 34.06 feet; THENCE South 00°15'00" West, 61.38 feet; THENCE North 89°45'00" West, 58.00 feet; THENCE South 00°15'00" West, 127.70 feet; THENCE North 89°45'00" West, 29.00 feet.

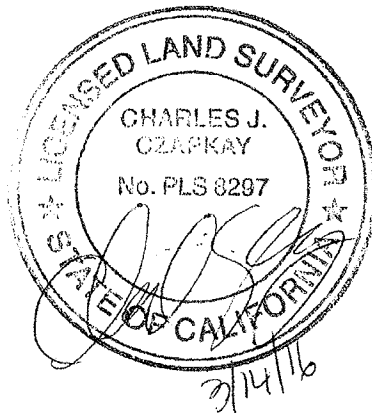
The sidelines of the above described Easement 2 are to be lengthened or shortened to terminate on the East line of said Grant Deed.

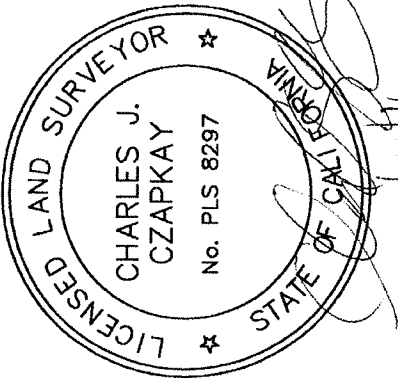
Containing 6,561 square feet, more or less.

The Basis of Bearings for these descriptions and the attached Exhibit 'B', is California Coordinate System Zone 2, NAD '83 as collected by GPS. All bearings and distances are ground distances.

The above descriptions and attached Exhibit 'B' can be rotated counterclockwise 1°24'58" to match the east line as shown on the "Plat of La Hacienda Unit No. 2", filed in Book 61 of Maps, Map No. 20, Sacramento County Records.

End description.



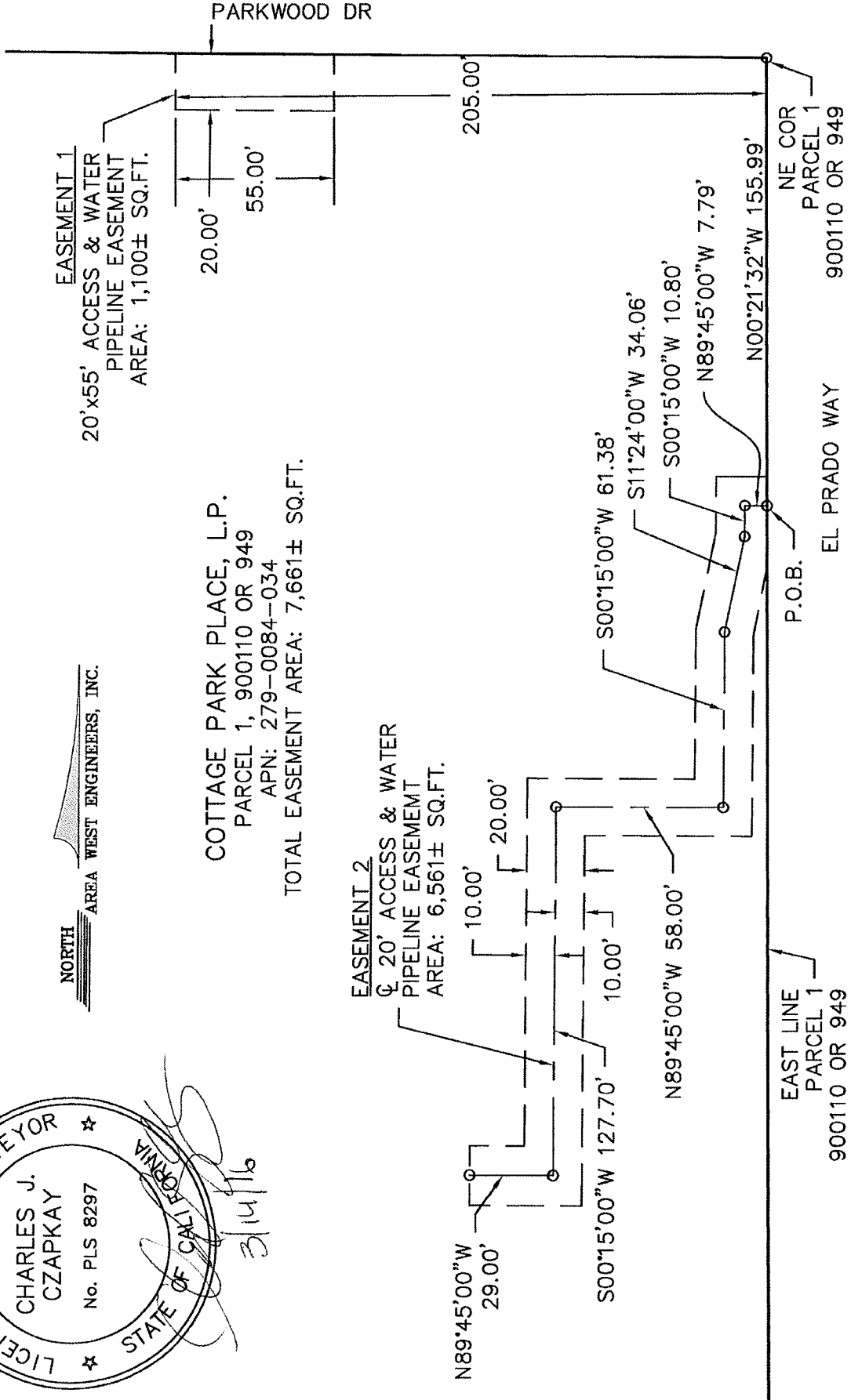


**NORTH**  
AREA WEST ENGINEERS, INC.

**COTTAGE PARK PLACE, L.P.**  
PARCEL 1, 900110 OR 949  
APN: 279-0084-034  
TOTAL EASEMENT AREA: 7,661± SQ.FT.

**EASEMENT 1**  
20'x55' ACCESS & WATER  
PIPELINE EASEMENT  
AREA: 1,100± SQ.FT.

**EASEMENT 2**  
20' ACCESS & WATER  
PIPELINE EASEMENT  
AREA: 6,561± SQ.FT.



<p><b>AREA WEST ENGINEERS, INC.</b> ENGINEERING - SURVEYING - PLANNING 7478 SANDALWOOD DRIVE, SUITE 400 CITRUS HEIGHTS, CA 95621 (916) 725-5551 (916) 725-5808 (FAX) AWE@AREAWESTENG.COM</p>	<p>EXHIBIT 'B'</p> <p>ACCESS &amp; WATER PIPELINE EASEMENTS 2200 GRAMERCY DRIVE APN: 279-0084-034 COUNTY OF SACRAMENTO STATE OF CALIFORNIA</p>		<p>SCALE</p>	<p>14052</p>
	<p>HORIZ.: 1" = 50'</p>	<p>VERT.: NONE</p>	<p>SHEET 1 OF 1</p>	<p>DATE: MARCH, 2016</p>





## Agenda Item: 4

**Date:** April 4, 2016

**Subject:** Resolution No. 16-08 Accepting Grant of Easement and Right of Way for Trinity United Methodist Church at 2245 Highridge Drive

**Staff Contact:** Dave Jones, Associate Engineer

### **Recommended Board Action:**

Adopt Resolution No. 16-08 Accepting Grant of Easement and Right of Way for Trinity United Methodist Church at 2245 Highridge Drive.

### **Discussion:**

The design of new water mains for the Drayton Heights Replacement Project – Phase 2 has necessitated the acquisition of a pipeline easement and an access easement for a new water main supporting one (1) new public fire hydrant.

The Drayton Heights Replacement Project – Phase 2 calls for one (1) new fire hydrant to be installed to meet current fire flow requirements. This new hydrant will be connected to a new ductile iron water main. The proposed improvements will require an easement. The proposed easement is shown on Exhibit 1 with the proposed new water line and new hydrant.

The new pipeline will be located within Highridge Drive, and then enter the Trinity United Methodist Church property on the north and travel south to the new fire hydrant to avoid existing utilities. The District will be required to restore the parking lot per County standards.

Staff drafted the easement with input from the Trinity United Methodist Church’s representative. The property owner agreed to provide a 20-foot wide water line easement with perpetual right to enter upon the property, and as necessary to locate, construct, install, operate, maintain, repair, modify, replace and remove underground pipelines water mains and all necessary below and above-ground appurtenances. The total easement area being acquired is approximately 890 square feet.

### **Fiscal Impact:**

There is no fiscal impact for accepting the easement. Minor costs are anticipated for asphalt restoration associated with the main replacement project, and minor survey work.

Resolution No. 16-08 Accepting Grant of Easement and Right of Way for Trinity United Methodist Church at 2245 Highridge Drive

April 4, 2016

Page 2 of 2

**Strategic Plan Alignment:**

Facilities and Operations – 2.B. Monitor and improve the District’s efficiencies in operating and maintaining system infrastructure.

District customer’s benefit as the proposed easement allows the District the right to access the new water main, insures water quality, improves fire flows, and allows for maintenance of the infrastructure and operation of the system.

**RESOLUTION NO. 16-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SACRAMENTO SUBURBAN WATER DISTRICT  
ACCEPT GRANT OF EASEMENT AND RIGHT OF WAY FOR MALLARD CREEK  
APARTMENT, APN: 268-0280-062**

WHEREAS, the below named Grantor, the owner of record of certain real properties has conveyed to Sacramento Suburban Water District, a political subdivision of the State of California, the real properties of interest therein which is more particularly described in the following instruments of conveyance:

GRANTOR: TRINITY UNITED METHODIST CHURCH OF SACRAMENTO

INSTRUMENT: GRANT OF EASEMENT AND RIGHT OF WAY

EXECUTED AND DATED: FEBRUARY 19, 2016

AND WHEREAS, it has been duly determined by the Board of Directors of Sacramento Suburban Water District that it is in the public interest for the District to acquire and accept the said real properties or interest therein.

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

1. The District General Manager is hereby authorized and empowered to consent to and accept on behalf of the District, as presented to the Board of Directors on April 18, 2016, the real properties or interest therein conveyed by the aforementioned instruments of conveyance.

2. The properties subject to this resolution is more fully described in the attached legal descriptions and maps, attached hereto and incorporated herein as though fully set forth.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on this 18th day of April, 2016 by the following vote:

AYES:  
NOES:  
ABSENT:

By: \_\_\_\_\_  
Kevin M. Thomas  
President, Board of Directors  
Sacramento Suburban Water District

\*\*\*\*\*

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 18<sup>th</sup> day of April, 2016.

(SEAL)

By: \_\_\_\_\_  
Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District

## CERTIFICATE OF ACCEPTANCE

This is to certify that SACRAMENTO SUBURBAN WATER DISTRICT, a political subdivision of the State of California, acting by and through its General Manager, hereby accepts for public purposes the real properties, or interest therein, conveyed by the within document and consents to the recordation thereof pursuant to authority conferred by:

Resolution No. 16-08 adopted on the 18<sup>h</sup> day of April, 2016.

By: \_\_\_\_\_  
Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District

Dated: April 18, 2016



Recording Requested By, And When  
Recorded, Please Mail Document To:

**SACRAMENTO SUBURBAN WATER DISTRICT**  
**Attn: General Manager**  
**3701 MARCONI AVENUE, SUITE 100**  
**SACRAMENTO, CA 95918**

Official Document, Exempt from Recording  
Fees Pursuant to Gov't Code §§ 6103 & 27383

No Document Transfer Tax  
Per R&T Code § 11922

Assessor's Parcel No(s): 279-0110-028

-- This Space for Recorder's Use Only --

**GRANT OF EASEMENT AND RIGHT OF WAY**

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **TRINITY UNITED METHODIST CHURCH OF SACRAMENTO, INC., a California non-profit corporation**, Grantor, hereby grants to **Sacramento Suburban Water District**, a political subdivision of the State of California, Grantee, a permanent easement and right of way, including the perpetual right to enter upon the real property described below at any time that Grantee may deem necessary, to locate, construct, install, operate, maintain, repair, modify, replace and remove underground pipelines, water mains and all necessary below- and above-ground appurtenances for the purpose of conveying water over, across, through, and under the lands hereinafter described, together with the right to excavate and refill ditches or trenches for the location of said pipelines, water mains and appurtenances, and the further right to remove trees, bushes, undergrowth, ground covering, pavement, and any other obstructions interfering with the location, construction, installation, operation, maintenance, repair, modification, replacement and removal of said pipelines, water mains and appurtenances.

The land burdened by this Grant of Easement and Right of Way is located in the County of Sacramento, State of California, and is more particularly described as follows:

**See Exhibits 'A' and 'B'**  
**Attached hereto and made a part hereof this Grant of Easement and Right of Way**

As a condition of this Grant of Easement and Right of Way, Grantor reserves the right to use such land for purposes that will not interfere with Grantee's full enjoyment of the rights hereby granted; provided that Grantor shall not erect or construct any building, wall, fence, or other permanent structure, or drill or operate any well, or construct any reservoir or any other obstruction on said land, or to diminish or substantially add to the ground cover lying over the easement and right-of-way granted herein.

The provisions of this Grant of Easement shall run with the land and inure to the benefit of and bind the heirs, successors, and assigns of the Grantor and Grantee.

Executed this 16 day of February, 2016.

**TRINITY UNITED METHODIST CHURCH OF SACRAMENTO, INC., a California non-profit corporation**

Signature: [Handwritten Signature]

Signature: \_\_\_\_\_

By: Koua Vang

By: \_\_\_\_\_

tie: Trustee

Title: \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA  
COUNTY OF SACRAMENTO


On 16 FEB 2016 before me, STACIE A. SALTER, notary public,  
date name of notary officer

personally appeared KOUA VANG  
name(s) of signor(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

  
Signature of Notary



**OPTIONAL SECTION**

**CAPACITY CLAIMED BY SIGNER**

Though statute does not require the Notary to fill in the data below, doing so may prove invaluable to persons relying on the document.

- INDIVIDUAL
- CORPORATE OFFICER(S)

**Title(s)**

- PARTNER(S)     LIMITED
- GENERAL
- ATTORNEY-IN-FACT
- TRUSTEE(S)
- GUARDIAN/CONSERVATOR
- OTHER: \_\_\_\_\_

**SIGNER IS REPRESENTING:**  
Name of Person(s) or entity(ies)

**OPTIONAL SECTION:**

DATA REQUESTED HERE IS NOT REQUIRED BY LAW.

TITLE OR TYPE OF DOCUMENT: GRANT OF EASEMENT  
NUMBER OF PAGES 6 DATE 2/16/2016  
SIGNER(S) OTHER THAN NAMED ABOVE \_\_\_\_\_



EXHIBIT 'A'  
ACCESS & WATER PIPELINE EASEMENT  
Trinity United Methodist Church of Sacramento to Sacramento Suburban Water District  
APN's: 279-0110-028

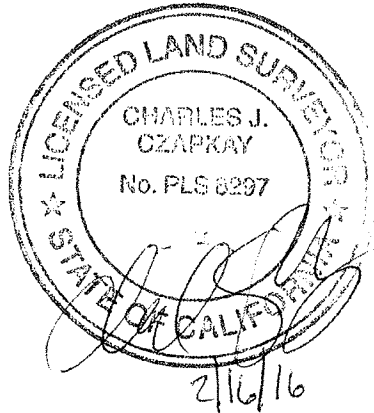
The West 20.00 feet of the East 76.00 feet of the real property as described in the Grant Deed to Trinity United Methodist Church of Sacramento, Inc., recorded in Book 20010305 of Official Records of Sacramento County, Page 127, State of California.

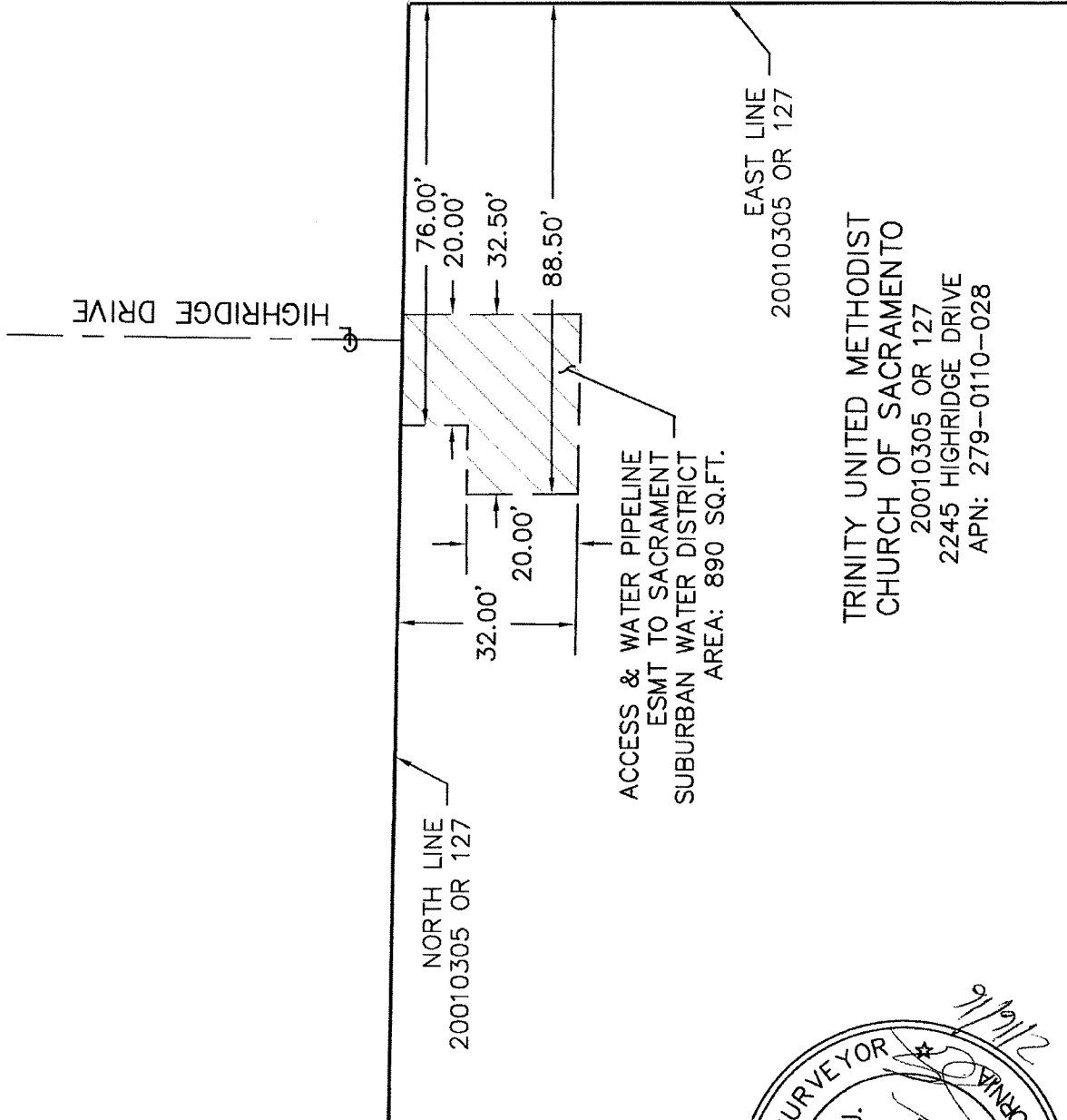
TOGETHER WITH the South 20.00 feet of the North 32.00 feet of the West 32.50 feet of the East 88.50 feet of said Grant Deed.

The sidelines of the above described easement, is to be lengthened or shortened so as to terminate on the North line of said Grant Deed.

Containing 890 square feet, more or less.

End description.





TRINITY UNITED METHODIST  
 CHURCH OF SACRAMENTO  
 20010305 OR 127  
 2245 HIGHRIDGE DRIVE  
 APN: 279-0110-028



**AREA WEST ENGINEERS, INC.**  
 ENGINEERING - SURVEYING - PLANNING  
 7478 SANDALWOOD DRIVE, SUITE 400  
 CITRUS HEIGHTS, CA 95621  
 (916) 725-5551 (916) 725-5808 (FAX)  
 AWE@AREAWESTENG.COM

EXHIBIT 'B'  
 ACCESS & WATER PIPELINE EASEMENT  
 APN: 278-0110-028  
 COUNTY OF SACRAMENTO  
 STATE OF CALIFORNIA

SCALE	15073
HORIZ.: 1" = 30'	
VERT.: NONE	
DATE: FEB., 2016	
SHEET 1 OF 1	



## Agenda Item: 5

**Date:** April 4, 2016

**Subject:** Resolution No. 16-09 Accepting Grant of Easement and Right of Way for Mallard Creek Apartments at 2724 Elvyra Way

**Staff Contact:** Dave Jones, Associate Engineer

### **Recommended Board Action:**

Adopt Resolution No. 16-09 Accepting Grant of Easement and Right of Way for Mallard Creek Apartments at 2724 Elvyra Way.

### **Discussion:**

The design of new water mains for the Drayton Heights Replacement Project – Phase 2 has necessitated the acquisition of a pipeline easement and an access easement for a new water main supporting three (3) new public fire hydrants.

The Drayton Heights Replacement Project – Phase 2 calls for the three (3) existing fire hydrants to be upgraded to meet current fire flow requirements. These three hydrants will be connected to new ductile iron water mains. The proposed improvements will require an easement. As shown on Exhibit 1, the existing public fire hydrants were installed decades ago without the benefit of an easement and are located adjacent to Elvyra Way and near the south property line. The proposed easements are also shown on Exhibit 1 with the proposed water line and new hydrants.

The new pipeline will be located within Elvyra Way, enter the Mallard Creek Apartments property on the west and then travel the south and east to the existing fire hydrant to avoid existing utilities. The District will be required to restore the parking lot per County standards.

Staff drafted the easements with input from the owner of the Mallard Creek Apartments. The property owner agreed to provide a 20-foot wide water line easement with perpetual right to enter upon the property, and as necessary to locate, construct, install, operate, maintain, repair, modify, replace and remove underground pipelines water mains and all necessary below and above-ground appurtenances. The total easement area being acquired is approximately 20,637 square feet.

### **Fiscal Impact:**

There is no fiscal impact for accepting the easements. Minor costs are anticipated for parking lot restoration associated with the main replacement project, and minor survey work.

Resolution No. 16-09 Accepting Grant of Easement and Right of Way for Mallard Creek  
Apartments at 2724 Elvyra Way

April 4, 2016

Page 2 of 2

**Strategic Plan Alignment:**

Facilities and Operations – 2.B. Monitor and improve the District’s efficiencies in operating and maintaining system infrastructure.

District customer’s benefit as the proposed easement allows the District the right to access the new water main, insures water quality, improves fire flows, and allows for maintenance of the infrastructure and operation of the system.

**RESOLUTION NO. 16-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SACRAMENTO SUBURBAN WATER DISTRICT  
ACCEPT GRANT OF EASEMENT AND RIGHT OF WAY FOR MALLARD CREEK  
APARTMENT, APN: 268-0280-062**

WHEREAS, the below named Grantor, the owner of record of certain real properties has conveyed to Sacramento Suburban Water District, a political subdivision of the State of California, the real properties of interest therein which is more particularly described in the following instruments of conveyance:

GRANTOR: KATS FAMILY TRUST

INSTRUMENT: GRANT OF EASEMENT AND RIGHT OF WAY

EXECUTED AND DATED: FEBRUARY 29, 2016

AND WHEREAS, it has been duly determined by the Board of Directors of Sacramento Suburban Water District that it is in the public interest for the District to acquire and accept the said real properties or interest therein.

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

1. The District General Manager is hereby authorized and empowered to consent to and accept on behalf of the District, as presented to the Board of Directors on April 18, 2016, the real properties or interest therein conveyed by the aforementioned instruments of conveyance.

2. The properties subject to this resolution is more fully described in the attached legal descriptions and maps, attached hereto and incorporated herein as though fully set forth.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on this 18th day of April, 2016 by the following vote:

AYES:  
NOES:  
ABSENT:

By: \_\_\_\_\_  
Kevin M. Thomas  
President, Board of Directors  
Sacramento Suburban Water District

\*\*\*\*\*

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 18<sup>th</sup> day of April, 2016.

(SEAL)

By: \_\_\_\_\_  
Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District

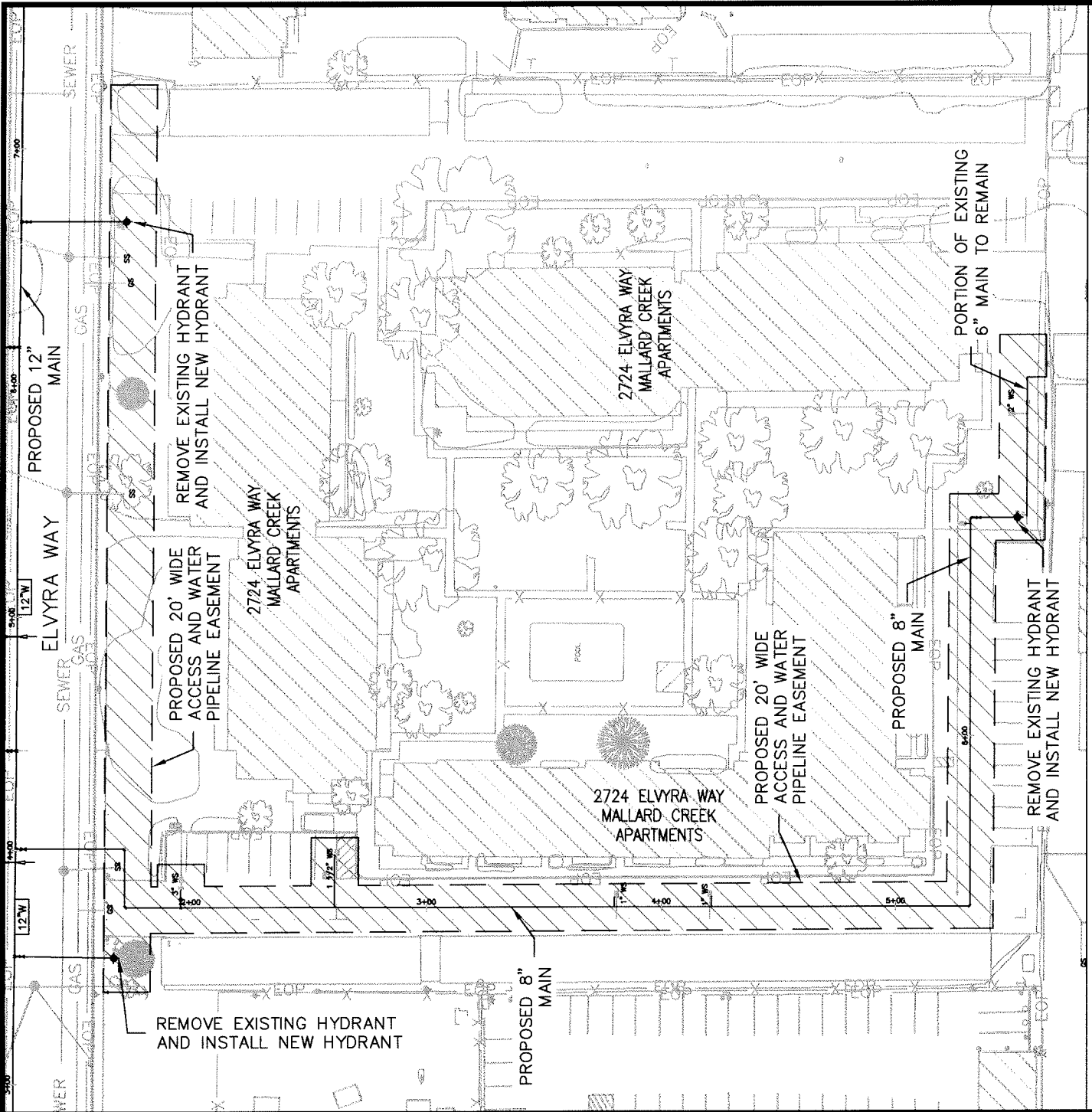
## CERTIFICATE OF ACCEPTANCE

This is to certify that SACRAMENTO SUBURBAN WATER DISTRICT, a political subdivision of the State of California, acting by and through its General Manager, hereby accepts for public purposes the real properties, or interest therein, conveyed by the within document and consents to the recordation thereof pursuant to authority conferred by:

Resolution No. 16-09 adopted on the 18<sup>h</sup> day of April, 2016.

By: \_\_\_\_\_  
Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District

Dated: April 18, 2016



THIS MAP SHOWS THE LOCATION OF THE PROJECT SITE AND IS NOT PART OF THE FASHEMENT DOCUMENT

PORTION OF SACRAMENTO SUBURBAN WATER DISTRICT

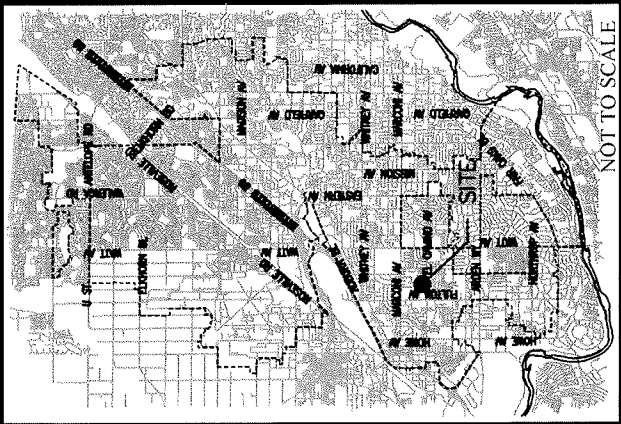
**EXHIBIT 1**  
NOT FOR RECORDING



**2016 DRAYTON HEIGHTS WATER MAIN REPLACEMENT  
PROJECT PHASE 2  
PROPOSED PIPELINE & INGRESS/EGRESS EASEMENT  
for MALLARD CREEK APARTMENTS, 2724 ELVYRA WAY**

(VOTING DIVISION 2)

Base Data: Sacramento County  
GIS Base Map  
Projection: CA State Plane 2, NAD 83  
Scale: 1" = 60'  
Prepared By: CJC AWT  
Citrus Heights, CA 95621  
15073 Mallard Creek Apt - Ex 1.dwg





Recording Requested By, And When  
Recorded, Please Mail Document To:

SACRAMENTO SUBURBAN WATER DISTRICT  
Attn: General Manager  
3701 MARCONI AVENUE, SUITE 100  
SACRAMENTO, CA 95918

Official Document, Exempt from Recording  
Fees Pursuant to Gov't Code §§ 6103 & 27383

No Document Transfer Tax  
Per R&T Code § 11922

Assessor's Parcel No(s): 268-0280-062

-- This Space for Recorder's Use Only --

### GRANT OF EASEMENT AND RIGHT OF WAY

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **WEYLIN G. ENG and ROSELYN M. ENG, Trustees of the Kats Family Trust, UDT dated June 30, 1987**, Grantor, hereby grants to **Sacramento Suburban Water District**, a political subdivision of the State of California, Grantee, a permanent easement and right of way, including the perpetual right to enter upon the real property described below at any time that Grantee may deem necessary, to locate, construct, install, operate, maintain, repair, modify, replace and remove underground pipelines, water mains and all necessary below- and above-ground appurtenances for the purpose of conveying water over, across, through, and under the lands hereinafter described, together with the right to excavate and refill ditches or trenches for the location of said pipelines, water mains and appurtenances, and the further right to remove trees, bushes, undergrowth, ground covering, pavement, and any other obstructions interfering with the location, construction, installation, operation, maintenance, repair, modification, replacement and removal of said pipelines, water mains and appurtenances.

The land burdened by this Grant of Easement and Right of Way is located in the County of Sacramento, State of California, and is more particularly described as follows:

See Exhibits 'A' and 'B'

Attached hereto and made a part hereof this Grant of Easement and Right of Way

As a condition of this Grant of Easement and Right of Way, Grantor reserves the right to use such land for purposes that will not interfere with Grantee's full enjoyment of the rights hereby granted; provided that Grantor shall not erect or construct any building, wall, fence, or other permanent structure, or drill or operate any well, or construct any reservoir or any other obstruction on said land, or to diminish or substantially add to the ground cover lying over the easement and right-of-way granted herein.

The provisions of this Grant of Easement shall run with the land and inure to the benefit of and bind the heirs, successors, and assigns of the Grantor and Grantee.

Executed this 29<sup>th</sup> day of February, 2016

WEYLIN G. ENG and ROSELYN M. ENG, Trustees of the Kats Family Trust, UDT dated June 30, 1987

Signature: Weylin G. Eng

By: WEYLIN G. ENG, Trustee

Signature: Roselyn M. Eng

By: ROSELYN M. ENG, Trustee

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California  
 COUNTY OF Contra Costa

On 02/29/2016 before me, Linda Heasell, notary public,  
date name of notary officer

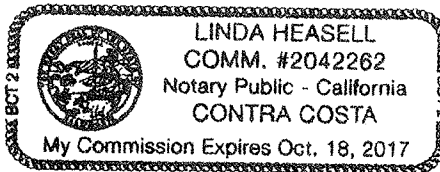
personally appeared Weylin G. Eng and  
name(s) of signor(s)  
Roselyn M. Eng

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~ are subscribed to the within instrument and acknowledged to me that ~~he~~ ~~she~~ they executed the same in ~~his~~ ~~her~~ their authorized capacity(ies), and that by ~~his~~ ~~her~~ their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Linda Heasell  
 Signature of Notary



-----OPTIONAL SECTION-----

CAPACITY CLAIMED BY SIGNER

Though statute does not require the Notary to fill in the data below, doing so may prove invaluable to persons relying on the document.

- INDIVIDUAL  
 CORPORATE OFFICER(S)

Title(s)

- PARTNER(S)     LIMITED  
 GENERAL  
 ATTORNEY-IN-FACT  
 TRUSTEE(S)  
 GUARDIAN/CONSERVATOR  
 OTHER: \_\_\_\_\_

SIGNER IS REPRESENTING:  
 Name of Person(s) or entity(ies)

OPTIONAL SECTION:

DATA REQUESTED HERE IS NOT REQUIRED BY LAW.

TITLE OR TYPE OF DOCUMENT: Grant of Easement and Right of Way  
 NUMBER OF PAGES \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNER(S) OTHER THAN NAMED ABOVE \_\_\_\_\_

EXHIBIT 'A'  
20 Foot Access and Water Pipeline Easement  
APN: 268-0280-062

The South 20.00 feet of the North 45.00 feet of the real property described as described in the Grant Deed to Weylin G. Eng and Roselyn M. Eng, Trustees of the Kats Family Trust, UDT dated June 30, 1987, recorded in Book 880405 of Official Records, Page 5, Sacramento County Records.

TOGETHER WITH the East 20.00 feet of the West 45.00 feet of the North 403.97 feet of said Grant Deed.

ALSO TOGETHER WITH the South 20.00 feet of the North 67.75 feet of the East 9.50 feet of the West 54.50 feet of said Grant Deed.

ALSO TOGETHER WITH the South 20.00 feet of the North 133.00 feet of the East 20.50 feet of the West 65.50 feet of said Grant Deed.

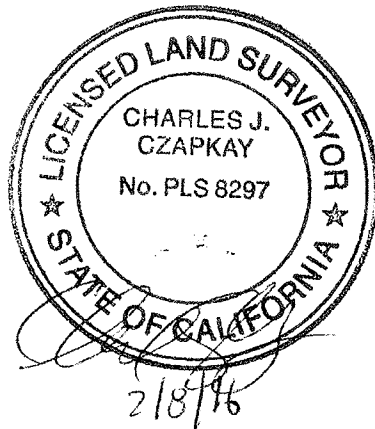
ALSO TOGETHER WITH the North 20.00 feet of the South 41.00 feet of the East 166.22 feet of the West 211.21 feet of said Grant Deed.

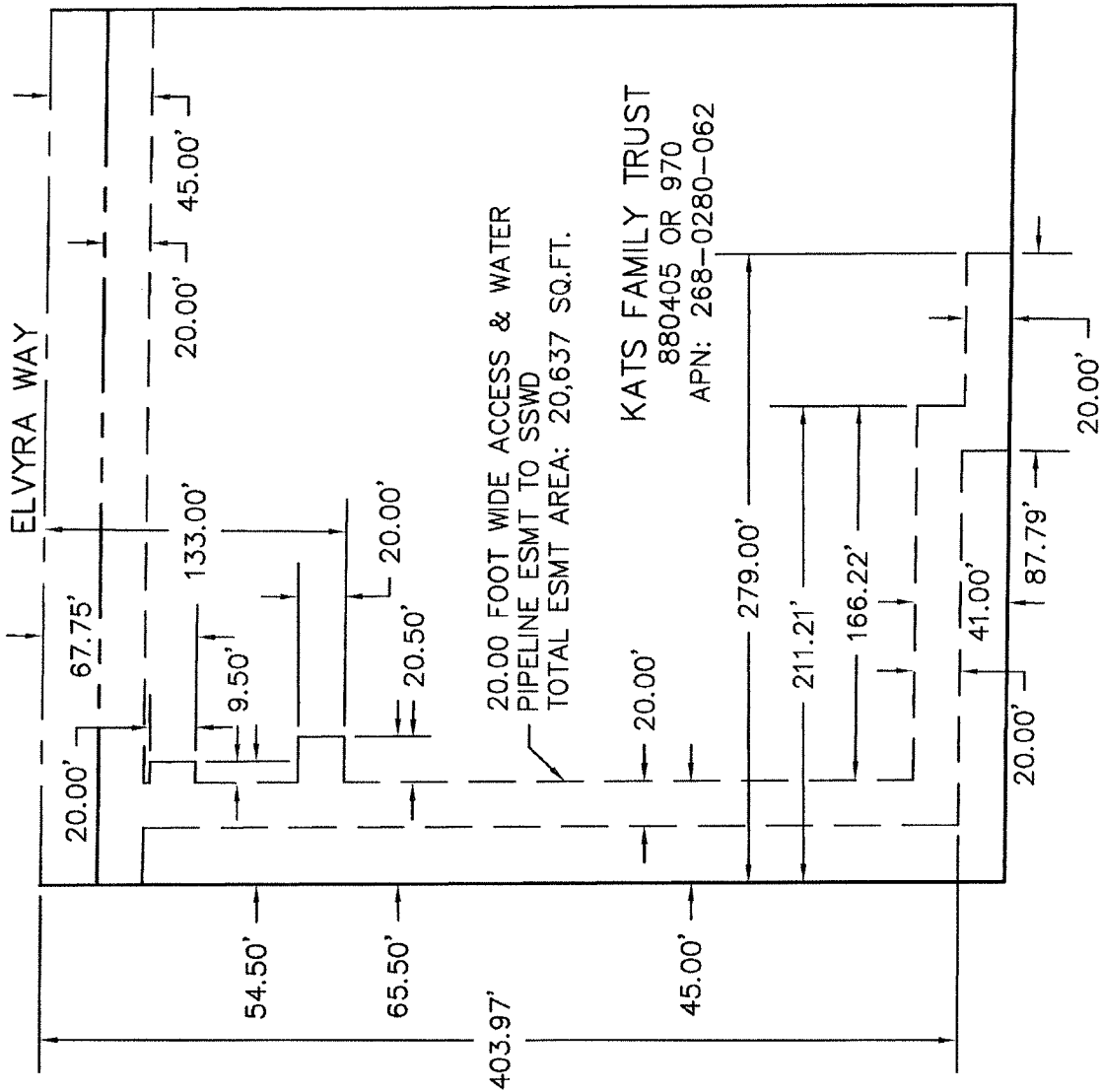
ALSO TOGETHER WITH the South 20.00 feet of the East 87.79 feet of the West 279.00 feet of said Grant Deed.

EXCEPTING THEREFROM all that portion of the above described easement lying within the public right of way of Elvyra Way, a public way.

Containing 20,637 square feet, more or less.

End description.





2/18/16

CHARLES J. CZAPKAY  
No. PLS 8297

REGISTERED LAND SURVEYOR  
STATE OF CALIFORNIA

**AREA WEST ENGINEERS, INC.**  
ENGINEERING - SURVEYING - PLANNING  
7478 SANDALWOOD DRIVE, SUITE 400  
CITRUS HEIGHTS, CA 95621  
(916) 725-5551 (916) 725-5808 (FAX)  
AW@AREAWESTENG.COM

EXHIBIT 'B'  
20 FOOT ACCESS & WATER PIPELINE EASEMENT  
2724 ELVYRA WAY  
APN: 268-0280-062  
COUNTY OF SACRAMENTO  
STATE OF CALIFORNIA

SCALE  
HORIZ.: 1" = 80'  
VERT.: NONE  
DATE: FEB., 2016

14052  
SHEET  
1 OF 1



## Agenda Item: 6

**Date:** April 8, 2016

**Subject:** Resolution No. 16-10 Calling for the November 8, 2016 District Election

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

### **Recommended Board Action:**

It is recommended that the Board of Directors approve the following actions:

1. Adopt Resolution No. 16-10 Calling the November 8, 2016 District Election, Requesting Consolidation of Elections and Designating Payment for Publication of Statements of Qualifications.
2. Authorize the General Manager/Secretary to prepare, execute and submit the necessary documents to the Sacramento County Office of Voter Registration and Elections to call for the election of Directors for Divisions 1 and 2 at the November 8, 2016 general election, including the Notice of District Election and Publication of Notice of Election.
3. Authorize payment of invoices for fees required by the Sacramento County Office of Voter Registration and Elections for the District's share of costs for the elections held in 2016.

### **Discussion:**

SSWD elects Directors by Division in even numbered years. In 2016, Division 1 (Gayle), and Division 2 (Schild) are scheduled for election.

To place items on the November 8, 2016 ballot, the District must take several actions to meet requirements of the County of Sacramento, Office of Voter Registration and Elections. Three items must be returned to the Office of Voter Registration and Elections by the County's administrative deadline of June 8, 2016. Those items include:

- Resolution Calling General District Election
- Notice of District Election
- Publication of Notice of Election
- Certification of Maps and Boundaries

The resolution calling the election, pursuant to elections code, must request consolidation of the District's election of Directors with the General Election and set forth the exact form of any office to be voted upon at the election. The resolution requesting the consolidation shall be

adopted and filed at the same time as the adoption of the resolution calling the election. It must include the date and purpose of the election, a determination of the limits of the candidate's statements of qualifications, and a statement of the determination of payment for the publication of the voluntary candidates' statement.

The Notice of Election must provide information on the date of the election, offices for which candidates may file, qualifications required for the candidates, and, in an effort to reduce costs to the District while still meeting requirements of election code, the statement that the election notice will be published combining information with other districts scheduled for the November 8, 2016 election into one notice. The District must pay the costs of its share of the election in accordance with the fee schedule provided by the office of the Sacramento County Voter Registration and Elections.

The Elections Code further requires that at least 125 days prior to the election, a current map and boundary description must be delivered to the Office of Voter Registration and Elections. An updated District map was submitted to the County after the Board adopted Resolution No. 11-13 Reapportioning Divisions for the Election of Directors After the 2010 Federal Census. The Board has made no changes to the Division Boundaries since then, so the same Division Maps will be used.

Legal Counsel reviewed the resolution and forms included in this report.

**Fiscal Impact:**

While final costs will not be known until a bill is submitted to the District after the November 2016 election, the District has budgeted for expected costs for the election of two directors in 2016.

**Strategic Plan Alignment:**

Customer Service – 3.C. Operate in an open and public manner.

Elections provide District customers an opportunity to become directly involved in SSWD, exercise the democratic process, and voice an opinion on their elected representative on the District's Board of Directors.

## **RESOLUTION NO. 16-10**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO SUBURBAN WATER DISTRICT CALLING THE NOVEMBER 8, 2016 DISTRICT ELECTION, REQUESTING CONSOLIDATION OF ELECTIONS AND DESIGNATING PAYMENT FOR PUBLICATION OF STATEMENTS OF QUALIFICATIONS**

WHEREAS, a statewide general election will be held within the County of Sacramento on Tuesday, November 8, 2016;

WHEREAS, it is the District's policy to hold its elections for Directors on the same date as the statewide general election on the first Tuesday after the first Monday in November in even numbered years;

WHEREAS, an election is required to be held within the Sacramento Suburban Water District on November 8, 2016 for the purpose of electing members of the Board of Directors by and from Divisions 1 and 2, which will affect Sacramento County;

WHEREAS, the Board of Directors adopted a description of the boundaries of and map designating the District's voting divisions on June 20, 2011 ("Map"), a copy of which Map was certified and delivered to the Sacramento County Board of Supervisors and Registrar of Voters;

WHEREAS, it is the District's policy to require candidates for seats on the Board of Directors to pay for the cost of publishing their statements of qualifications; and

WHEREAS, Elections Code section 10403 requires the District to file with the Board of Supervisors, with a copy to the Registrar of Voters, a resolution requesting consolidation with a statewide election if such consolidation is desired.

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

1. In accordance with Elections Code section 10403, the District requests that the Board of Supervisors of Sacramento County consolidate the regularly scheduled general district election with the statewide election to be held on November 8, 2016.
2. The Board hereby re-certifies the Map, which is on file with the Registrar of Voters, and confirms that there have not been any changes in the boundaries of the District's electoral divisions since the Map was certified and filed with the Registrar;
3. In accordance with Water Code sections 30733 and 30735 and section 1, subdivision (h)(3) of Resolution No. LAFC 1237, the Board (a) determines that a candidate for

election to the Board of Directors of the District will be a resident of the division from which he or she is elected, and will be elected by the voters alone of that division, and (b) authorizes and directs the General Manager to hold an election in Divisions 1 and 2, as such divisions are shown on the Map, at the November 8, 2016 general district election.

4. Each candidate for the office of Director in Divisions 1 and 2 will pay the District his or her pro rata share of the costs of publication of that candidate's statement as required under Elections Code section 13307. The limitation on the number of words that each candidate may use in his or her candidate's statement is 200 words. Each candidate will prepay the costs of his or her candidate's statement to the Secretary at the District's administrative office.
5. In accordance with Elections Code sections 1303, 10509 and 10522 and the Sacramento County Registrar of Voters' administrative regulations, the District Board authorizes and directs the Secretary to execute and seal this resolution, and to deliver the signed and sealed resolution to the Sacramento County Registrar of Voters, who will submit this Resolution to the Sacramento County Board of Supervisors on behalf of the District, as required by law, by no later than June 8, 2016.
6. The District agrees to reimburse the Registrar of Voters for actual costs incurred to conduct the District election, such costs to be calculated by the method set forth in the County's current Election Cost Allocation Procedures, and billed to and paid by the District after the November 8, 2016 general election.
7. In accordance with the Sacramento County Registrar of Voters' administrative guidelines, the District hereby certifies that it will use the following method of selecting a winning candidate for Director in Division 1 and 2 in case of a tie vote at the November 8, 2016 general District election:

Upon notification of a tie by the Registrar of Voters, the District Secretary will notify the candidates who have received the tie votes and order those candidates or their designated representatives to appear before the Board of Directors for a determination of the winner at the time and place designated by the Board. At the designated time and place, the Board will determine the tie by a drawing of lots conducted by the Board President or his or her designee, and the winner of the drawing shall be declared the winner by the Board. (Elections Code Section 10551, subd. (b).)

PASSED AND ADOPTED by the Board of Directors of Sacramento Suburban Water District at a meeting on the 18<sup>th</sup> day of April 2016 by the following vote:

AYES:  
NOES:  
ABSENT:



By: \_\_\_\_\_  
Kevin M. Thomas  
President, Board of Directors  
Sacramento Suburban Water District

\*\*\*\*\*

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 18<sup>th</sup> day of April 2016.

(SEAL)

By: \_\_\_\_\_  
Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District

**CERTIFICATE OF ACCEPTANCE**

This is to certify that SACRAMENTO SUBURBAN WATER DISTRICT, a political subdivision of the State of California, acting by and through its General Manager, hereby accepts for public purposes the real properties, or interest therein, conveyed by the within document and consents to the recordation thereof pursuant to authority conferred by:

Resolution No. 16-10 adopted on the 18<sup>h</sup> day of April, 2016.

By: \_\_\_\_\_  
Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District

Dated: April 18, 2016

## NOTICE OF DISTRICT ELECTION

Sacramento Suburban Water District

Notice is hereby given that a General District Election will be held November 8, 2016 in this district. The offices for which candidates may declare their candidacy are:

Director, two positions, representing Divisions 1 and 2.

Qualifications: Each candidate must meet the following qualifications for office as specified in the principal act under which the District is organized (Water Code sections 30000 et seq.):

Each candidate must reside in and be a registered voter of the Division by and from which he or she would be elected both while a candidate and if elected, while he or she remains in office.

(Elections Code section 359; Water Code sections 30021 and 30735.)

Official declarations of candidacy for eligible candidates desiring to file for any of the above elective offices may be obtained from the office of the Registrar of Voters at 7000 65<sup>th</sup> Street, Suite A, Sacramento, CA 95823-2315, on and after July 18, 2016 and must be filed not later than 5:00 p.m. on August 12, 2016. However, if a declaration of candidacy for an incumbent is not filed by the latter date and hour, any person other than the incumbent shall have until 5:00 p.m. on August 12, 2016, to file a declaration of candidacy for such office.

Appointment to each elective office will be made by the supervising authority as prescribed by Elections Code §10515 in the event there are no candidates or an insufficient number of candidates for such office and a petition for an election is not filed within the time prescribed by Elections Code §10515; that is, by 5:00 p.m. on August 12, 2016.

Dated this 18<sup>th</sup> day of April, 2016.

(District Seal)

---

Robert S. Roscoe  
District Secretary

## PUBLICATION OF NOTICE OF ELECTION

Elections Code §12112 requires the publication of a “Notice of Election.” The notice shall contain the date of the general district election, name the offices for which candidates may file, and state the qualifications required by the principal act for each office, as well as other pertinent information.

### Sacramento Suburban Water District

Recommends the following (check one only):

The Registrar of Voters publish a combined election notice with other districts

or

A separate/individual district notice.

If a separate/individual district notice is requested, the district requesting is responsible for publication in a newspaper that circulates district-wide.

Dated: April 18, 2016

---

Robert S. Roscoe  
District Secretary

Voter Registration and Elections Department  
Jill LaVine, Registrar of Voters



Divisions  
Campaign Services  
Precincts  
Registration  
Vote By Mail  
Voting Systems and Technology

County of Sacramento

February 29, 2016

Robert Roscoe, General Manager  
Sacramento Suburban Water District  
3701 Marconi Ave, Suite 100  
Sacramento, CA 95821

Dear Robert Roscoe:

Preparations are currently in progress for the November 8, 2016 Presidential General Election. Several items will need to be acted upon by your district board in conjunction with the required "election resolution". Please provide in writing the information outlined below.

1. **RESOLUTION CALLING THE ELECTION**

The district election will be held on the same date as the November 8, 2016 Presidential General Election. Pursuant to Elections Code §10403, you are required to file a resolution requesting consolidation and setting forth the exact form of any question(s) or office(s) to be voted upon at such election. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election. *Please include in the resolution, in case of a tie vote, the method for determining the winner and who is responsible for determining the winner.*

A. **Elective offices**

Date and purpose of the election. It is the District's responsibility to ensure accurate information is provided to the Registrar's office when a vacancy occurs. According to law, you have 15 days to notify the Registrar's office of the vacancy. However, if that vacancy occurs between the date of your resolution and the beginning of the nomination period you must notify the Registrar within 48 hours of that vacancy.

B. **Candidate's Statement — number of words**

The district board must determine whether to limit candidate statements of qualifications to 200 words or authorize an extension to 400 words (we recommend 200 words). (Reference: Elections Code §13307(a))

*We proudly conduct elections with accuracy, integrity and dignity*

7000 65th Street, Suite A • Sacramento, California 95823-2315 • phone (916) 875-6451 • fax (916) 875-6516 • toll-free (800) 762-8019  
• California Relay Service phone 711  
www.saccounty.net

C. **Candidate's Statement costs**

The district board must determine whether the individual candidate(s) or the district will pay for the publication of the voluntary candidates' statements included in the Sample Ballot and Information Pamphlet. Whether the Candidate or the district pays the cost of the candidate's statement, the candidate statement payment is required at the Voter Registration and Elections office at the time the candidate(s) files their nomination documents, and a statement to this effect must be included in the resolution.

Enclosed is a sample resolution which may be of assistance to you in providing the required information. **The recommended deadline for submission of the resolution requesting consolidation with the November 8, 2016 Presidential General Election is no later than June 8, 2016.** This date is to ensure that the information for your board member election is included in the Candidate's Guide that is prepared and distributed by this office. The necessary arrangements will then be made to have your district's resolution placed on the Board of Supervisors' agenda.

2. **NOTICE OF DISTRICT ELECTION AND PUBLICATION OF ELECTION NOTICE**

Elections Code §12112 requires that we publish a notice of election that contains the date of the election, the offices for which candidates may file, qualifications required by your principal act, and other information. Your district board has a choice of how they would prefer this required publication:

A. **Combined election notice with other districts**

In an effort to reduce costs to the district(s) while still meeting requirements of code, we will publish one election notice, combining information on all districts scheduled for election on November 8, 2016.

B. **A separate/individual district notice**

If a separate/individual district notice is requested, the district will be responsible for the cost of printing such notice.

3. **REIMBURSEMENT OF COSTS**

The Board of Supervisors has adopted an ordinance establishing a schedule of fees and charges for the administration of elections by Sacramento County Voter Registration and Elections.

***A bill will be submitted to your district after the November 8, 2016 election.***

4. **CERTIFICATION OF MAPS AND BOUNDARIES**

Elections Code §10522 requires that at least 125 days before the election a current map and boundary description be delivered to the Registrar of Voters. For the November 8, 2016 Election, **our recommended deadline is June 8, 2016.**

If there have been no boundary changes since your last election, you may certify the map and boundary description, which we have on file, as being current. You can do so by enclosing a signed letter stating that there has been no boundary changes in your resolution submitted to our department.

In addition, jurisdictions that elect by area or division must have their new area or division legal boundary descriptions and maps in our office by our recommended deadline June 8, 2016. Any pending annexation will need to be completed prior to this date and reflected on the map you provide or certify. This certification may be done by letter or by completion of a certification form in this office. Please contact Helen Corbett at (916) 875-6248 if you have any questions in this regard.

5. OTHER

- A. If your district is contemplating placing a measure on the November 8, 2016 Presidential General Election Ballot, please coordinate this with our office at the earliest date possible. The recommended deadline for a district measure to be consolidated with the November election is August 1, 2016. If this deadline cannot be met, contact this office immediately. It is important for your district and our office to coordinate the details of what and how items need to be submitted to us.
- B. If any resolutions necessitate special requirements that the Elections Office needs to fulfill, such requirements need to be listed in the resolution.

6. RETURN TO VOTER REGISTRATION AND ELECTIONS

- |  |  |
|--|--|
| ▶ Your Resolution                        | ▶ Notice of Election                   |
| ▶ Publication of Notice of Election form | ▶ Certification of maps and boundaries |

The nomination period for the November 8, 2016 election is July 18 through August 12, 2016. A "Candidate's Guide" for the election is being prepared and will be provided to all candidates at the time they obtain their nomination papers.

If you have any questions regarding the election, or require additional information or clarification of the above, please call my staff at (916) 875-6276.

Very truly yours,



Karen Startup  
Campaign Services Manager  
Enclosures



## Agenda Item: 7

**Date:** April 8, 2016

**Subject:** Strategic Plan (PL – BOD 001)

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

### **Recommended Board Action:**

Approve the redline strikethrough version (Exhibit 1) showing all proposed changes from the February 19, 2016 Strategic Plan Workshop, additional changes received by Director Schild, and all proposed changes from the March 21, 2016 regular Board meeting.

### **Discussion:**

The Strategic Plan was originally adopted by the Board in October, 2005 and was last revised at the February 19, 2016 Strategic Planning Workshop, and again at the March 21, 2016 regular Board meeting. The Board reviewed in detail the District’s Strategic Plan (PL - BOD 001) and directed staff to make specific changes to the Strategic Plan. Those proposed changes include:

Statement of Purpose, Mission Statement and Values:

- Proposed change to the Mission Statement to “the lowest responsible water rate” after “superior customer service at.”

Water Supply:

- No proposed changes.

Facilities and Operations:

- Proposed change to Principle A: “...and lifecycle cost analysis...”
- Proposed change to Principle D: remove “protective” after “implementing,” and, add “and analysis” after “predictive maintenance.”

Customer Service:

- No proposed changes.

Finance:

- Proposed change to Principle B: remove the phrase “rates and connection fees that are fair” and replace it with “the lowest responsible rates and connection fees.”



- Proposed the addition of Principal J to read: “Produce a balanced budget.”

Leadership:

- No proposed changes.

The Board also received suggested edits from Director Schild. Those suggested edits are included in the exhibit 1 redline strikethrough. In addition to non-substantive edits recommended for acceptance, Director Schild’s proposed substantive edits include:

Water Supply:

- Proposed to remove Principle D.

Facilities and Operations:

- Proposed to edit Principle E to include “personal information, and communications” before “data.”

Customer Service:

- Proposed to add to Goal “and reliable” after “Assure superior.”
- Proposed to remove the statement from Principle B “to ensure safe, efficient and effective job performance” after “and professional development.”
- Proposed to remove the statement from Principle D “and physical system assets” after “sustainability of water resources.”

Lastly, at the March 21, 2016 regular Board meeting, the Board directed staff to combine the two redline strikethrough documents into one redline strikethrough document. In addition to non-substantive edits recommended for acceptance, the Board further suggested making the following edits in addition to the two originally edited versions:

Statement of Purpose, Mission Statement and Values:

- The Board agreed to keep the Mission Statement as originally suggested at the Strategic Plan Workshop as: “the lowest responsible water rate” after “superior customer service at.”

Water Supply:

- The Board agreed to keep letter D included in the final document.

Customer Service

- The Board agreed to keep letter D the way that the Board agreed upon at the Strategic Plan Workshop, in the final document.

President Thomas requested that this redline strikethrough document containing all of the edits above be presented to the full Board as a Consent Item at the April 18, 2016 regular Board meeting.

**Fiscal Impact:**

No impact for the strategic plan itself. Implementation of the plan will have an impact of indeterminable amount as this plan guides staff activities on all levels, including making annual budget recommendations.

**Strategic Plan Alignment:**

Regular updating and refreshing of the District's Strategic Plan ensures District actions remain aligned with the Board's policy intent, and benefits District customers by identifying a clear and concise strategy for operation as a public agency providing drinking water for District customers.

## EXHIBIT 1

Sacramento Suburban Water District

**Strategic Plan**

Adopted: October 17, 2005

Revised: May 18, 2009; March 21, 2011; April 16, 2012; April 15, 2013, April 18, 2016**Statement of Purpose**

The Sacramento Suburban Water District Board of Directors is committed to the long term development of the District and its ability to serve its customers now and into the future. To this end, the Board developed and routinely reviews the Strategic Plan that aligns the District's activities to its Mission Statement. The Strategic Plan is the District's vision and philosophy, ~~expressed as a plan.~~ The plan takes the vision expressed as a mission statement and with values and translates it into ~~broad~~ goals that will guide the formulation of achievable objectives. The Strategic Plan focuses the resources of the District in a manner that strives to achieve the vision ~~and over time,~~ increase value to its ~~the~~ customers.

**Mission Statement**

*To deliver a high quality, reliable supply of water and superior customer service  
at a reasonable price ~~the~~ the lowest responsible water rate.*

**Values**

- Respect customers ~~and~~ while conducting District business through open and transparent governance and communications.
- Practice the highest ethical standards and maintain integrity ~~at all levels of~~ throughout the organization.
- Ensure public health and safety by conducting operations in strict accordance with all statutory and regulatory requirements.
- Achieve high levels of staff professionalism through career development, including training opportunities, and retention of skilled staff with competitive compensation.
- ~~Support~~ Maintain sustainable resources ~~and District~~ facilities asset management through cost effective business practices.
- Emphasize internal and external collaboration in ~~pursuing~~ attaining objectives and resolving issues.

- Provide leadership and vision in water management issues.

## Goals and Principles

### 1. Water Supply

**Goal<sup>1</sup>:** Assure a present and long-term safe and reliable supply of high quality water in an environmentally responsible and sustainable manner for District customers<sup>2</sup>.

#### **Principles<sup>3</sup>**

- A. Protect public health and the environment through compliance with all applicable federal, state and local regulations.
- B. Provide for the long-term future-water supply needs of the District-customers through prudent planning that will ensure sufficient-capacity to serve all-customerssystem demands.
- C. Continue to implement and support demand management strategies and water conservation that comply with federal, state and regional<sup>4</sup> programs; support Water Forum Agreement<sup>5</sup> goals and efficiently meet the water supply needs of the District customers.
- D. Manage the District's water supplies to ensure their quality and quantity.
- E. Ensure the safety and security of the water supply system.

### 2. Facilities and Operations

**Goal:** Plan, construct, operate and maintain the District water system—facilities embracing system embracing sustainable practices to provide reliable delivery of high quality water.

#### **Principles**

- A. The District will utilize appropriate planning tools, identify financial resources necessary, and prioritize system requirements to protect and maintain District assets and attain water resource objectives incorporating resource sustainability and lifecycle cost analysis into the framework.
- B. Monitor and improve the District's-system efficiencies in operating and maintaining system infrastructure.

---

<sup>1</sup> Broadly conceived targets or ends that allow the organization to achieve its mission.

<sup>2</sup> A SSWD District customer is inclusive of the following: someone who receives a SSWD water statement, residents in the District's service area, internal and external stakeholders and owners of property connected to the water system.

<sup>3</sup> Guidelines and approaches used in pursuing goals, i.e., the manner in which the District will pursue the goal; strategies.

<sup>4</sup> Encompassing the general area of North Sacramento County.

<sup>5</sup> An agreement reached in 2000 by the Water Forum (a group of business interests, agricultural leaders, citizens groups, environmentalists, water managers and local governments in Sacramento County), which formalized principles to guide development of a regional solution to water issues.

- C. Develop cost-effective strategies utilizing ~~appropriate~~ technology and ~~other~~ available resources to optimize delivery of water and enhance service.
- D. Manage assets by implementing ~~protective~~, preventive and predictive maintenance and analysis programs on all District assets to extend their life and reduce service interruptions.
- E. ~~Provide~~ Continue with information technology systems that will ~~facilitate~~ provide the availability of timely and accurate information allowing a ~~and enable~~ provision of superior service to our customers.
- F. Safeguard the District's electronic personal information, and communications data.
- G. Maintain up-to-date emergency response plans in conjunction with other public service organizations.
- H. Implement water conservation programs that efficiently ~~utilize~~ provide potable water supplies.
- I. Implement energy management initiatives that reduce energy costs while protecting critical operations from ~~energy or~~ water supply interruptions.

### 3. Customer Service

**Goal:** Assure superior and reliable customer service.

#### **Principles**

- A. Operate in an open ~~and public~~ manner including public ~~reporting~~ information to the Board of Directors.
- B. Attract and retain a well-qualified staff with ~~competitive~~ adequate compensation, effective training, and professional development, ~~to ensure safe, efficient and effective job performance.~~
- C. Assure appropriate staffing at all levels consistent with service goals.
- D. Provide ~~effective~~ customer and community relations by communicating, educating, and providing ~~information~~ updates on District operations, ~~drinking water~~ quality issues, water conservation, fiscal stability, environmental stewardship, sustainability of water resources and physical system assets.
- E. Solicit and respond to customer and community concerns and feedback.
- F. Monitor and benchmark<sup>6</sup> customer service parameters to ensure that ~~District~~ the customers' needs are met.

### 4. Finance

**Goal:** Ensure effective and efficient management and public reporting of all District financial processes.

#### **Principles**

- A. Monitor District operations through internal control procedures, documentation and ~~such~~ other processes necessary to ensure effective financial performance.

---

<sup>6</sup> Data is collected to develop a standard by which services may be measured, evaluated and compared to improve performance.

- B. Establish ~~rates and connection fees that are fair,~~ the lowest responsible rates and connection fees that reflect the cost of service, encourage conservation, are simple to understand, and meet the District's revenue requirements, including bond covenants.
- C. Combine sound and efficient business and financial procedures with regular, frequent reporting to the Board and oversight bodies that explain the District's financial status and activities.
- D. Pay authorized District financial obligations in a timely manner.
- E. Provide ~~responsible~~ cash and investment management and other prudent financial practices in order to meet the District's needs and maintain reserves within District policies.
- F. Manage the District's debt portfolio to minimize debt risk and costs.
- G. Produce annual financial statements and supporting documentation to allow outside auditors to provide the District with unqualified audit opinions.
- H. Produce and monitor an annual budget for ~~necessary~~ system operations, maintenance and improvements/replacements.
- I. Pursue opportunities for grant funding and cost savings activities with collaborative entities.
- I.J. Produce a balanced budget.

## 5. Leadership

**Goal:** Provide leadership on regional, statewide and national water management issues that ~~affect~~ impact the ~~District~~ customers.

### Principles

- A. Engage in legislative affairs on issues affecting the District.
- B. Engage in a ~~leadership~~ role with professional water industry groups to ~~enhance~~ provide proficiency in technical and policy matters.
- C. Participate in regional, statewide and national water management partnerships.
- D. Provide leadership within the community in a positive and ~~progressive~~ manner for the mutual benefit of the area (service groups, adjacent water purveyors, county/city/local government).



## Agenda Item: 8

**Date:** April 6, 2016

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

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

### **Recommended Board Action:**

Approve proposed amendments to Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy (PL – Adm 003), as shown on Exhibit 2.

### **Discussion:**

As presented at the March 21, 2016 Board of Directors meeting, the Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy (PL - Adm 003) had its last biennial review in April 2014. The proposed amendments to the policy were presented at the March 21, 2016 regular Board meeting along with a staff request for any comments from the Board by April 4, 2016. Comments were received from Director Schild by the set deadline. The following summarizes Director Schild's suggested change to the policy:

200.00, 6. – Director Schild suggested deleting “make” and insert “complete” in the last sentence, which will read “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 complete the sale.”

Legal counsel’s recommended amendments, as presented at the March 2016 regular Board meeting, can be found in the following sections of Exhibit 1:

300.00 (format)

400.10 (edits)

500.00 (edits)

Staff agrees with Director Schild’s non-substantive change in the policy. The revisions have been reviewed and approved by legal counsel.

### **Fiscal Impact:**

Changes to the policy will allow staff to efficiently dispose of surplus equipment or vehicles by auction. This is anticipated to save the District small but unquantifiable operating costs.

Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy (PL - Adm 003)

April 6, 2016

Page 2 of 2

**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 proposed policy will provide the General Manager an efficient way to remove surplus items from the District's list of assets which have little value and may cost more to sell than they are worth, which is a benefit to the ratepayers.



EXHIBIT 1

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,  
April 21, 2014, April 18, 2016

---

**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 ~~complete~~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 nominal 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.

Formatted: Font: Not Italic

Formatted: Font: Not Italic

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 take the following actions:

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 has 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 (56) and (67) 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

### 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, April 21, 2014, April 18, 2016

---

### **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 complete 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 nominal 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 take the following actions:

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 has 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 (5) and (6) 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.



## Agenda Item: 9

**Date:** April 13, 2016

**Subject:** Resolution No. 16-11 to Request Rescission of the Emergency Conservation Regulation

**Staff Contact:** Robert Roscoe, General Manager

### **Recommended Board Action:**

Adopt Resolution No. 16-11 to request rescission of the Emergency Conservation Regulation.

### **Discussion:**

While Governor Brown extended the Drought Emergency to October 2016, he gave the State Water Resource Control Board (SWRCB) latitude to adjust mandatory conservation requirements. The SWRCB will consider changes at a public hearing on April 20, 2016 and is expected to revise mandatory requirements, at least in portions of the state, before June. This resolution expresses the District's desire to have the mandatory requirements lifted. If successful, the District would return to voluntary conservation measures to be adopted by the SSWD Board, and would not be subject to enforcement and orders and monetary fines for noncompliance.

A copy of the comment letter submitted by the District is attached following the resolution as exhibit 2.

### **Fiscal Impact:**

None.

### **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.

Leadership – 5.D. Provide leadership within the community in a positive and progressive manner for the mutual benefit of the area (service groups, adjacent water purveyors, county/city/local government).

District customers would benefit if the SWRCB removes the emergency drought mandates allowing the District to return to voluntary instead of mandatory conservation practices.

## **RESOLUTION NO. 16-11**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO SUBURBAN WATER DISTRICT CONCERNING DROUGHT EMERGENCY CONSERVATION REGULATIONS FROM THE STATE WATER RESOURCES CONTROL BOAARD**

WHEREAS, on April 1, 2015, Governor Jerry Brown issued Executive Order B-29-15, which required in part that the State Water Resources Control Board impose restrictions to achieve a 25% reduction in urban potable water use by February 29, 2016, compared to usage in 2013; and

WHEREAS, on May 5, 2015, the State Water Resources Control Board adopted drought emergency conservation regulations to implement the Governor's mandate, including a range of reductions by urban water suppliers which depended on their residential per capita water usage in 2014; and

WHEREAS, the water conservation regulations required the Sacramento Suburban Water District, 32% reduction in water use; and

WHEREAS, on November 13, 2015, Governor Brown issued Executive Order B-36-15, which specified in part that, should drought conditions persist through January, 2016, the State Water Resources Control Board would continue through October 31, 2016 restrictions to achieve statewide reductions in potable water usage, including modifications to address potable and non-potable water, and to incorporate insights gained from existing restrictions; and

WHEREAS, the State Water Resources Control Board issued a notice of proposed rulemaking on January 22, 2016, to extend the conservation regulations until October 31, 2016; and

WHEREAS, on February 5, 2016, the State Water Resources Control Board adopted an extension of the conservation regulations until October 31, 2016, which contained only one minor change in the provisions relevant to Sacramento Suburban Water District, reducing the conservation requirement from 32% to 29%, providing no credit for the District's prior investments in conjunctive use, sustainably managed groundwater and drought resiliency; and

WHEREAS, rainfall in Sacramento is 91% of average as of April 11, 2016.

WHEREAS, on April 1, 2016 the monthly estimate of March through November unimpaired runoff to Folsom Lake was 2,074 acre feet, placing the Sacramento Water Forum designation of regional water supplies in the "wet year – no water Forum restriction Apply" category.

WHEREAS, on April 1, 2016, the United States Bureau of Reclamation announced water supply allocations as follows, with no supply shortages in the Sacramento Region:



- Agricultural water service contractors north-of-Delta are allocated 100% of their contract supply
- Municipal and Industrial water service contractors north-of-Delta are allocated 100% of their contract supply
- Sacramento River Settlement contractors are allocated 100% of their contract supply

WHEREAS, on April 11, 2016, Folsom Reservoir, the major water supply reservoir for the Sacramento region, was at 114% of average storage for that date; and

WHEREAS, pumping restriction on the large Delta export pumps limit the ability for water saved in the Sacramento region to benefit drier portions of the state south-of-the-Delta; and

WHEREAS, the Bureau of Reclamation has “spilled” water from Folsom Lake declaring “surplus” water under section 215 of Reclamation Law is available for any downstream user. With low to no demand for section 215 water north-of-Delta and no transfer ability to move water to south-of-Delta, this “surplus” water was released to the Ocean. This meant water conserved in the Sacramento region provide no benefit to other water users in the state; and

WHEREAS, the Sacramento Suburban Water District has operated a successful conjunctive use system recognized by the Sacramento Groundwater Authority as having placed into groundwater storage over 180,000 acre feet of water available for dry year use in excess of the Districts appropriative groundwater rights; and

WHEREAS, the Board of Directors of Sacramento Suburban Water District find that while certain portions of the state south of the Delta are still experiencing dryer than average conditions, the Sacramento region is not experiencing any water supply shortages and can safely and sustainably meet all customer water demands; and

WHEREAS, on April 20, 2016, the State Water Resources Control Board will conduct a public workshop on potential modifications to the conservation regulations to address hydrologic conditions through March, and will consider changes to the regulations at one of the Board meetings in May, 2016.

NOW, THEREFORE, BE IT RESOLVED THAT due to the lack of any water supply shortages or drought emergency in the Sacramento Region, the Board of Directors of Sacramento Suburban Water District requests that the State Water Resources Control Board rescind the application drought emergency conservation regulations as applied to Sacramento Suburban Water District.

PASSED AND ADOPTED by the Board of Directors of Sacramento Suburban Water District at a meeting on the 18<sup>th</sup> day of April 2016 by the following vote:

AYES:

NOES:

ABSENT:

By: \_\_\_\_\_  
Kevin M. Thomas  
President, Board of Directors  
Sacramento Suburban Water District

\*\*\*\*\*

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 18<sup>th</sup> day of April 2016.

(SEAL)

By: \_\_\_\_\_  
Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District

## **CERTIFICATE OF ACCEPTANCE**

This is to certify that SACRAMENTO SUBURBAN WATER DISTRICT, a political subdivision of the State of California, acting by and through its General Manager, hereby accepts for public purposes the real properties, or interest therein, conveyed by the within document and consents to the recordation thereof pursuant to authority conferred by:

Resolution No. 16-11 adopted on the 18<sup>h</sup> day of April, 2016.

By: \_\_\_\_\_  
Robert S. Roscoe  
General Manager/Secretary  
Sacramento Suburban Water District

Dated: April 18, 2016



---

Exhibit 2

April 14, 2016

**VIA EMAIL TO** [commentletters@waterboards.ca.gov](mailto:commentletters@waterboards.ca.gov)

Felicia Marcus, Chair  
And State Water Resources Control Board (SWRCB or State Water Board)  
1001 I Street  
Sacramento, CA 95814

Attn: Jeanine Townsend, Clerk to the Board

Subject: Comment Letter – Urban Water Conservation Emergency Regulation Revisions

Dear Chair Marcus and Board Members D'Adamo, Doduc, Moore, and Spivey-Weber:

Thank you for scheduling the forthcoming April 20<sup>th</sup> public workshop on the SWRCB's extended emergency urban water conservation regulation. Further action on this regulation is needed thanks to the wet winter that has continued since the SWRCB extended and modified the regulation. The present hydrologic conditions and our ability to continue to sustainably meet all customer demands make it imperative that the SWRCB lift the regulation for our agency, and other in the Sacramento region, without delay. Failure to do so will risk not just the public's cooperation, but also the very credibility of the local water agencies such as Sacramento Suburban Water District (SSWD or District), who must enforce the state's mandates.

SSWD ratepayers have invested many millions of dollars to construct a drought-resilient, fully conjunctive water supply system which banks water in wet times to ensure a sustainable groundwater basin for use when surface water is in short supply. This system was constructed following the co-equal principles of the Sacramento Area Water Forum Agreement which calls for protection of the fishery, recreation and aesthetic values of the lower American River with safe and reliable water supplies. Using this customer investment, the District has banked six years' worth of total annual water supply in the sustainably managed groundwater basin under north Sacramento County.

Because of the welcome changes in our area hydrology, the District is operating in 2016 in the "bank excess water" mode of our conjunctive supply system. In our region, there remains no drought emergency.

Importantly, additional emergency reductions in water use by SSWD will not aid other parts of the state due to restrictions in delivery. In fact, SSWD is trying to pursue groundwater substitution water transfers to willing buyers south of the Delta and is being told there is no transfer ability this year due to Delta restrictions and the need to move available priority contract water whenever pumping restrictions allow.

I have attached a Draft Resolution which will be considered for adoption at our monthly Board meeting on April 18, 2016. The resolution language details recent actions by the State Water Board, recent hydraulic conditions supporting removal of the drought emergency regulations in the Sacramento region, and urges the SWRCB to take appropriate action to rescind the emergency regulation for SSWD.

To address the three specific questions solicited by the SWRCB, we offer the following information.

*1. What elements of the existing February 2016 Emergency Regulation, if any, should be modified and how so?*

Drought emergency regulations should be completely rescinded for hydrologic regions that are experiencing relatively normal hydraulic conditions and full deliveries of water supplies are available. Such areas include, at a minimum, the North Coast and Sacramento Valley hydraulic regions. At a minimum, the mandatory elements of the emergency regulations should be rescinded in such regions. To continue messaging mandatory emergency measures in these areas is counterproductive to customer acceptance of long term water efficiency improvements as called for in the California Water Action Plan.

Should the Drought emergency regulation not be rescinded for the Sacramento region, the State Water Board should make the following changes to the emergency regulations in addition to removing the mandatory obligations:

- Revise language in Section 863 to reflect that drought conditions no longer exist “in some areas of the state.”
- Revise language in section 864 to allow voluntary, not mandatory restrictions in areas of the state no longer experiencing a drought emergency.
- Remove climate adjustment caps.
- Remove caps on drought-resilient supplies which disincentivize further investment in such projects.
- Remove the 2013 project on-line date as qualifying criteria for drought-resilient supplies which fails to recognize those with the foresight to respond to previous droughts and implemented projects before 2013.
- Expand the definition of “drought resilient supplies” to clearly include proven and successful groundwater storage and conjunctive use projects.

*2. How should the State Water Board account for regional differences in precipitation and lingering drought impacts, and what would be the methods of doing so?*

The State Water Board should use available hydrologic data for each region to evaluate whether the drought still represents an “emergency” in a given region. This could be accomplished on a hydrologic region level as defined by the California Department of Water Resources (DWR). DWR publishes monthly water supply condition data in Bulletin 120 that is organized by hydrologic region and includes precipitation, snow water content, reservoir storage and current and forecasted runoff. The State Water Board can use this information to assess each hydrologic region and decide which regions are recovering and which regions are still experiencing “emergency” drought conditions. The variability in conditions in 2016 is significant, with the North Coast, Bay Area, and Sacramento River hydrologic regions

experiencing near normal or better hydrologic and water supply conditions, while other areas of the state differ.

The State Water Board should not rely on the oversimplified and qualitative graphic published as the California Drought Monitor. Scientists at the National Drought Mitigation Center at the University of Nebraska-Lincoln have confirmed that the Drought monitor is not meant to represent water supply conditions and caution against using the drought monitor to make any determinations about whether or not municipal water supplies are affected by drought.” In fact, there have been ongoing discussions about creating a specific water monitor product that would try to incorporate all the nuances of water supply and delivery. SSWD is hopeful this new product is available soon and will help eliminate the confusion caused by misuse of the present Drought Monitor.

*3. To what extent should the State Water Board consider the reliability of urban water supplier supply portfolios in this emergency regulation?*

In a perfect world, the reliability of a water supplier’s portfolio should be the fundamental element in considering mandatory water conservation during drought. Unfortunately, a specific assessment of a water supplier’s unique and changing conditions, considering the Emergency Regulations need for immediate action, precludes the submittal and evaluation by the State Water Board of 411 different supply portfolios for reliability.

Furthermore, the State Water Board is not in any position to conduct such an analysis in any meaningful way. Local water purveyors are not only the best positioned to ensure the reliability of urban water supplies; they are the ones who are directly responsible to their customers to ensure it is correctly done. Not only are the local urban purveyors better positioned, they already do this through preparation of water supply master plans unique to their situations and through the state mandated Urban Water Management Plans updated every five years.

The State Water Board should rely on the exceptional job performed by local water experts throughout the state in ensuring safe, reliable and resilient water supplies to the communities they serve.

Sacramento Suburban Water District appreciates the efforts of the State Water Board to revisit its extended emergency regulations. We believe continuing to message a drought emergency when an emergency so clearly no longer exists not only erodes the public’s continued faith in the providers and regulators of their public water supply, but risks reduced customer response when called upon to sacrifice during future drought emergencies.

We thank you for the opportunity to comment, and we look forward to continuing the discussion on long-term water efficiency following the State Water Board’s prompt action to rescind the emergency regulations as applied to SSWD.

Sincerely,



Robert S. Roscoe, P.E.

General Manager



## Agenda Item: 10

**Date:** April 5, 2016

**Subject:** Urban Water Management Plan – Request for Public Hearing on May 16, 2016

**Staff Contact:** John E. Valdes, Engineering Manager

### **Recommended Board Action:**

Call for a Public Hearing on the District’s Urban Water Management Plan (UWMP) at the May 16, 2016 regular Board meeting of the Sacramento Suburban Water District.

### **Discussion:**

The Urban Water Management Planning Act (Act) under California Code Division 6, Part 2.6; Section 10610 through 10657 requires the District to provide a draft copy of the Urban Water Management Plan (Plan) for public review, receive comments, and conduct a public hearing prior to Board adoption of the UWMP. Compliance with the Act also includes the following tasks:

- Provide 60-day notification of the proposed adoption of the 2015 UWMP to the City of Citrus Heights, the City of Sacramento, California American Water Co., the Citrus Heights Water District and the Sacramento County Water Agency (SCWA). [This task has been completed.]
- Provide copies of the draft UWMP to the Board of Directors for review and comment. Copies of the draft UWMP will be provided to the Board by April 29<sup>th</sup>.
- Provide a copy of the draft UWMP at the Marconi Administration Office for public review.
- Provide a copy of the draft UWMP on the District’s web site for public review.
- Provide copies of the draft UWMP at public libraries within the District’s service area.
- Provide public notice in the Sacramento Bee for a 14-day period with two postings within the notice period.
- Provide copies of the draft UWMP to the City of Sacramento, Placer County Water Agency (PCWA), and the United States Bureau of Reclamation (USBR) for review and comment.

### **Fiscal Impact:**

There is no fiscal impact to the District.

**Strategic Plan Alignment:**

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

The UWMP will quantify all available water supplies and compare it with projected future water demands of the District.

Water Supply – 1.C. – Manage the District’s groundwater supply to ensure its quality and quantity.

The UWMP will review and quantify the appropriate levels of reliability of the District’s water supply and determine if water supplies are sufficient to meet the needs of its customers during normal, dry and multiple dry years through 2040. District customers benefit because the UWMP brings together important information on water supply and usage, recycled water and conservation programs at SSWD. The UWMP also presents SSWD's efforts to promote efficient water use consistent with the California Urban Water Management Planning Act as part of the California Water Code. It also fulfills a legal and regulatory requirement which is important if the District applies for state grant funds in the future. Grant funds are very valuable because they can potentially reduce monetary impacts on customers.

Leadership – 5.D. – Interact with the community in a positive and progressive manner for the mutual benefit of the area.

Customer Service – 3.A. – Operate in an open and public manner including public reporting to the Board of Directors.

The District will solicit review comments and interact with other agencies in the preparation of the UWMP.





## Agenda Item: 11

**Date:** April 7, 2016

**Subject:** Acquisition of Property at Bainbridge/Holmes Well (#59A) Site

**Staff Contact:** John E. Valdes, Engineering Manager

### **Recommended Board Action:**

Receive report from staff on the proposed acquisition of approximately 200 square feet of property adjoining the District's Bainbridge/Holmes Well (#59A) site and authorize the General Manager to execute and transmit a formal offer letter and to prepare and execute an Agreement for Purchase of Real Property for this same portion of land.

**Note:** This report was presented to the Facilities and Operations Committee at their meeting on April 1, 2016, and the committee recommended proceeding to acquire the subject property.

### **Discussion:**

In the late-1990's the former Arcade Water District desired to expand the Bainbridge/Holmes Well site in North Highlands to drill a replacement well and to modernize the facility. Therefore, the District purchased approximately 3,396 square feet (sf) of adjoining property from the Rio Linda Union School District (now the Twin Rivers School District). This purchased land eventually became APN #219-0020-033. See the attached Exhibit 1 for a map of the well site.

It was recently discovered that there is a small piece of land approximately 200 sf in size located between the District's two parcels that is owned by the North Highlands Recreation and Park District (NHRPD). Refer again to Exhibit 1.

The District's engineer, Area West Engineers, utilized the services of Mr. Tyler Boyd, Vice-President with Kidder Mathews, to place a value on the subject property. Mr. Boyd is a real estate broker and not a certified/licensed appraiser so, therefore, he was asked to provide a "Broker Opinion of Value." Mr. Boyd looked at 26 recent sales within 0.5 mile radius of the subject property. These were all residential homes with the same zoning code as the subject property and they all sold within the past 5 months. See the attached Exhibit 2. While the subject property obviously isn't residential, it is the only way Mr. Boyd could derive a value for such a unique property. Mr. Boyd concluded that the average price per square foot for land value over the 26 recent comparables was \$30.13/sf. Applying a unit cost of \$30/sf to the subject parcel results in a value of approximately \$6,000.

Area West has approached the NHRPD and they would find a fee title offer of \$6,000 to be acceptable for the subject piece of property. The purchase of this property will allow the District clear title and one contiguous piece of property allowing ingress/egress for operations and maintenance of the District's well site.

A draft offer letter has been prepared (see Exhibit 3) that includes a legal description and plat map of the property to be acquired. If the Board approves the subject land acquisition, the offer letter will be finalized and mailed to the NHRPD to be followed by an Agreement for Purchase of Real Property.

**Fiscal Impact:**

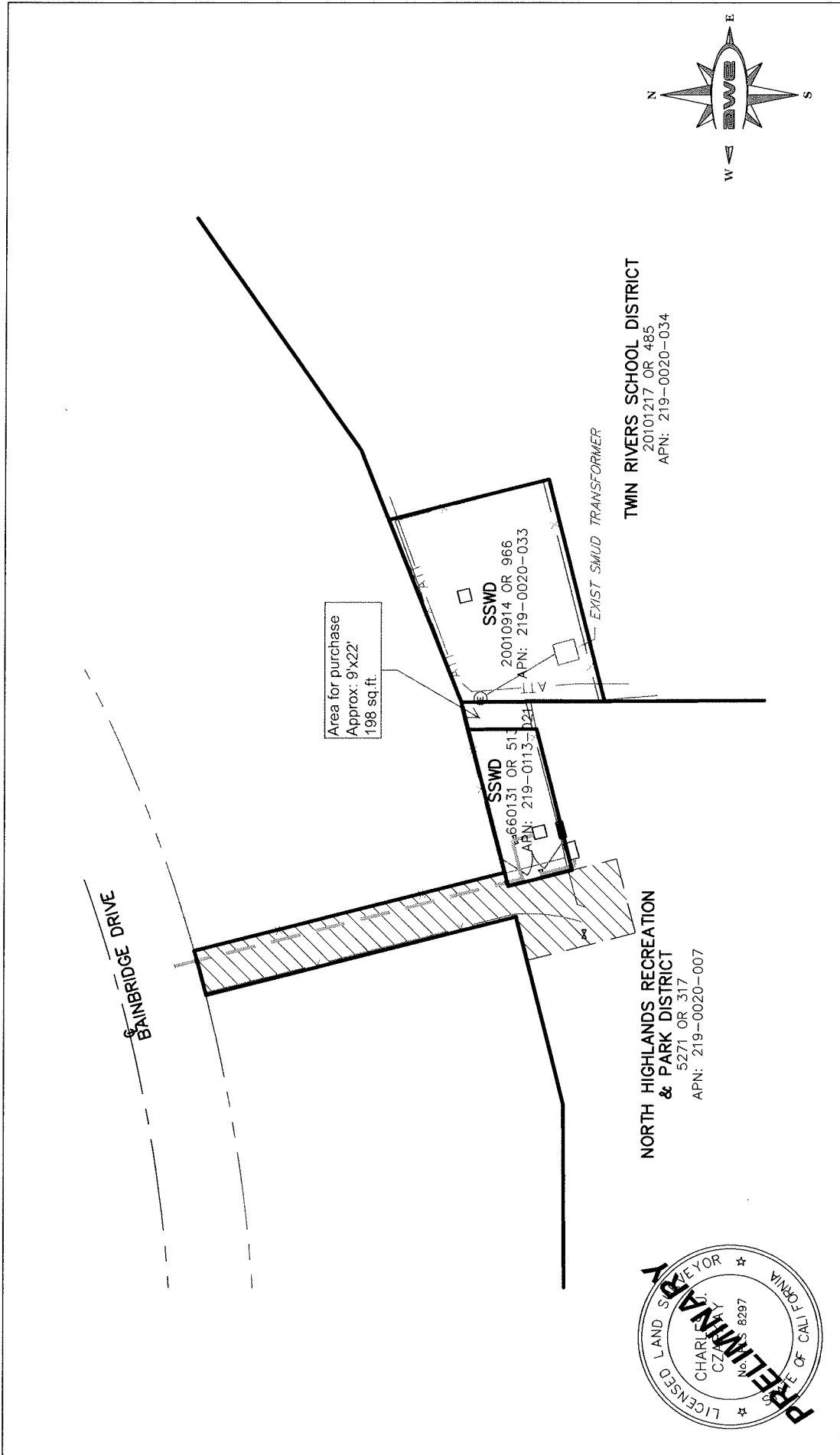
The District will purchase the subject property for \$6,000.

**Strategic Plan Alignment:**

Facilities and Operations – 2.B. Monitor and improve the District's efficiencies in operating and maintaining system infrastructure.

The proposed land acquisition will provide the District with a contiguous piece of property that will make up the well site in its entirety and allow for operation and maintenance of the well site infrastructure.

This action will benefit the District's customers because it resolves a property issue that could result in unwanted liability in the event that someone gets hurt, etc.



**TOPOGRAPHICAL EXHIBIT MAP FOR:**  
 SACRAMENTO SUBURBAN WATER DISTRICT WELL 59A  
 APNs: 219-0020-033 & 219-0113-021  
 BAINBRIDGE DRIVE  
 SACRAMENTO COUNTY

SCALE:	1" = 30'
HORIZ.:	1" = 30'
VERT.:	NONE
DATE:	FEB., 2016
16009	
SHEET 1 OF 1	



**AREE WEST ENGINEERS, INC.**  
 ENGINEERING - SURVEYING - PLANNING  
 7478 SANDALWOOD DRIVE, SUITE 400  
 CITRUS HEIGHTS, CA 95621  
 (916) 725-5551 (916) 725-5808 (FAX)  
 AWE@AREWESTENG.COM

# EXHIBIT 2

SITUS FULL ADDRESS	APN - FORMATTED	NEIGHBORHOOD	GROSS AREA	YEAR BUILT	LAND USE	STATE USE	ZONING	LOT AREA	LOT ACREAGE	LMS-SALE DATE	LMS-RECORDING DATE	LMS-SALE PRICE	LMS-SALE TYPE	LMS-PRICE PER SQFT
7042 LARCHMONT DR, NORTH HIGHLANDS, CA 95660	209-0093-005-0000		1427	1960	SFR	RD 5	6534	0.15	10/14/2015	10/20/2015	\$234,000.00	FULL VALUE	\$156.97	
7242 HUTCHINGS WAY, NORTH HIGHLANDS, CA 95660	219-0103-009-0000		1285	1967	SFR	RD 5	6098	0.14	11/19/2015	12/1/2015	\$210,000.00	FULL VALUE	\$163.42	
7243 LARCHMONT DR, NORTH HIGHLANDS, CA 95660	219-0083-008-0000		1080	1967	SFR	RD 5	6534	0.15	11/19/2015	12/1/2015	\$146,000.00	UNKNOWN	\$133.94	
4170 SCHOPHID WAY, NORTH HIGHLANDS, CA 95660	200-0161-007-0000		1013	1960	SFR	RD 5	6970	0.16	12/1/2015	1/25/2016	\$209,000.00	FULL VALUE	\$206.32	
7299 SAIAZAR DR, NORTH HIGHLANDS, CA 95660	219-0351-001-0000		1338	1977	SFR	RD 5	8276	0.19	11/25/2015	12/9/2015	\$227,500.00	FULL VALUE	\$170.03	
3825 WRIGLEY CIR, NORTH HIGHLANDS, CA 95660	219-0074-014-0000		1804	1967	SFR	RD 5	6970	0.16	12/8/2015	12/11/2015	\$221,000.00	FULL VALUE	\$172.51	
7282 FAIR PLAY DR, NORTH HIGHLANDS, CA 95660	219-0201-004-0000		1364	1977	SFR	RD 5	6534	0.15	10/19/2015	10/22/2015	\$240,000.00	FULL VALUE	\$175.95	
4104 BAINBRIDGE DR, NORTH HIGHLANDS, CA 95660	219-0199-004-0000		1338	1977	SFR	RD 5	6098	0.14	11/20/2015	11/24/2015	\$206,500.00	FULL VALUE	\$154.33	
4230 GALBRAITH DR, NORTH HIGHLANDS, CA 95660	219-0210-028-0000		1364	1977	SFR	RD 5	5277	0.12	9/30/2015	10/2/2015	\$230,000.00	FULL VALUE	\$163.29	
3700 RUMBER DR, NORTH HIGHLANDS, CA 95660	209-0112-001-0000		1102	1957	SFR	RD 5	8712	0.2	11/25/2015	12/2/2015	\$185,000.00	FULL VALUE	\$167.88	
4073 N COUNTRY DR, ANTELOPE, CA 95843	205-0600-007-0000		1428	1987	SFR	RD 5	5863	0.13	11/18/2015	12/4/2015	\$237,500.00	FULL VALUE	\$166.32	
7066 FLUMBER WAY, NORTH HIGHLANDS, CA 95660	209-0055-029-0000		1012	1963	SFR	RD 5	7841	0.18	11/19/2015	11/24/2015	\$170,000.00	FULL VALUE	\$167.98	
7236 FOXFIELD WAY, NORTH HIGHLANDS, CA 95660	219-0670-053-0000		1355	1988	SFR	RD 5	5663	0.13	10/22/2015	10/28/2015	\$219,000.00	FULL VALUE	\$161.62	
7022 THOMAS DR, NORTH HIGHLANDS, CA 95660	200-0107-013-0000		1102	1960	SFR	RD 5	6534	0.15	10/28/2015	11/13/2015	\$146,000.00	FULL VALUE	\$132.49	
4104 CORTRIGHT WAY, NORTH HIGHLANDS, CA 95660	200-0066-008-0000		1012	1963	SFR	RD 5	6098	0.14	2/4/2016	2/5/2016	\$175,000.00	FULL VALUE	\$172.92	
6949 LARCHMONT DR, NORTH HIGHLANDS, CA 95660	209-0092-017-0000		1013	1960	SFR	RD 5	7405	0.17	10/21/2015	10/26/2015	\$176,000.00	FULL VALUE	\$173.74	
3912 SITTING BULL WAY, ANTELOPE, CA 95843	209-0590-058-0000		1088	1987	SFR	RD 5	5863	0.13	11/12/2015	11/16/2015	\$226,000.00	FULL VALUE	\$207.72	
3841 WRIGLEY CIR, NORTH HIGHLANDS, CA 95660	219-0071-010-0000		1914	1967	SFR	RD 5	6534	0.15	1/7/2016	1/29/2016	\$209,000.00	FULL VALUE	\$176.37	
4033 CORTRIGHT WAY, NORTH HIGHLANDS, CA 95660	200-0054-001-0000		1012	1963	SFR	RD 5	6970	0.16	11/2/2015	11/12/2015	\$216,000.00	UNKNOWN	\$213.44	
3633 BUHLER WAY, NORTH HIGHLANDS, CA 95660	200-0032-018-0000		1222	1957	SFR	RD 5	6970	0.16	10/5/2015	10/8/2015	\$190,000.00	FULL VALUE	\$155.48	
4145 ELKHORN BLVD, NORTH HIGHLANDS, CA 95660	200-0082-001-0000		1090	1963	SFR	RD 5	7405	0.17	11/20/2015	11/23/2015	\$143,500.00	UNKNOWN	\$131.65	
4285 WORTHINGTON DR, NORTH HIGHLANDS, CA 95660	219-0194-010-0000		1011	1977	SFR	RD 5	5663	0.13	11/5/2015	11/10/2015	\$178,000.00	FULL VALUE	\$176.06	
7245 HUTCHINGS WAY, NORTH HIGHLANDS, CA 95660	219-0104-009-0000		901	1967	SFR	RD 5	6534	0.15	12/29/2015	12/31/2015	\$175,000.00	FULL VALUE	\$194.23	
4208 STRATHMORE WAY, NORTH HIGHLANDS, CA 95660	219-0210-007-0000		1213	1972	SFR	RD 5	5663	0.13	12/1/2015	12/5/2015	\$185,000.00	FULL VALUE	\$152.51	
7300 BUTHERFORD WAY, NORTH HIGHLANDS, CA 95660	219-0062-008-0000		1320	1967	SFR	RD 5	7405	0.17	10/5/2015	10/8/2015	\$202,000.00	FULL VALUE	\$153.03	
4136 STONFCUTTER WAY, NORTH HIGHLANDS, CA 95660	219-0174-011-0000		1441	1972	SFR	RD 5	5863	0.13	9/29/2015	10/2/2015	\$233,500.00	FULL VALUE	\$162.04	

\$ 198,865      \$ 165.78

Average Price/SF of Land Value  
\$ 30.13

SSWD - Subject Property  
198 SF, approx  
\$ 17,820 \$ 90.00 per SF  
\$ 29,700 \$ 150.00 per SF

\*\*Please keep in mind that this is a Broker's Opinion of Value and I am not a certified/licensed appraiser; however, this value shall be deemed reliable and research based

**D R A F T**

April 7, 2016

Mr. Larry Mazzuca, District Administrator  
North Highlands Recreation and Park District  
6040 Watt Avenue  
North Highlands, CA 95660

Regarding: Sacramento Suburban Water District – Bainbridge/Holmes Well Site  
Conditional Offer to Purchase Portion of APN: 219-0020-007

Dear Mr. Mazzuca:

As you are aware, it has come to the attention of the Sacramento Suburban Water District ("District") that a small area of property exists between two different parcels of land owned by the District off of Bainbridge Drive in North Highlands, CA. Our District desires to purchase this small portion of property from the North Highlands Recreation and Park District (NHRPD). The property interest the District proposes to acquire in fee title is approximately 198 square feet (sf) in size.

Accordingly, the District hereby makes an offer to purchase a portion (198 sf) of NHRPD's parcel for the sum of \$6,000.00. The District hopes that this price is agreeable to the SJUSD and that the acquisition can begin immediately.

The District's offer is the full amount determined to be the fair "Broker Opinion of Value" for the property interest. The basis for this determination is based on an analysis of comparable property sales by Mr. Tyler Boyd, a Vice-President with Kidder Mathews. Mr. Boyd looked at 26 recent sales within 0.5 mile radius of the subject property. These were all residential homes with the same zoning code as the subject property and they all sold within the past 5 months. See the attached Exhibit 2. While the subject property obviously isn't residential, it is the only way Mr. Boyd could derive a value for such a unique property. Mr. Boyd concluded that the average price per square foot for land value over the 26 recent comparables was \$30.13/sf. Applying a unit cost of \$30/sf to the subject parcel results in a value of approximately \$6,000.

The District requests that NHRPD acknowledge receipt of the District's offer as stated in this letter and accompanying report and exhibits. There are two copies of this letter enclosed. Please sign and return one copy of this letter in the enclosed self-addressed envelope. Your signature on a copy of this letter signifies only NHRPD's receipt of the District's offer and intent to enter into negotiations for sale of the subject property to the District. Any final property transaction will be subject to the approval of the District's Board of Directors.

Mr. Larry Mazzuca  
April 7, 2016  
Page 2 of 2

Thank you for your cooperation in this matter and for NHRPD's willingness to negotiate this transaction with the District.

Sincerely,

Robert S. Roscoe, P.E.  
General Manager

Enclosures:

- Broker Opinion of Value Report.
- Property Legal Description and Map (Items are marked Exhibit A and B)

**By signing below, I acknowledge receipt of the above stated offer of the Sacramento Suburban Water District to purchase an interest in the described property and agree only to consider, without any obligation to sign, the District's offer to purchase that property interest made in a written property purchase agreement.**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_, 2016

EXHIBIT 'A'  
Legal Description  
Property Transfer to Sacramento Suburban Water District  
Portion of APN: 219-0020-007

A portion of the real property granted to North Highlands Recreation and Park District as described in the Grant Deed recorded in Book 5271 of Official Records of Sacramento County, Page 317, State of California, more particularly described as follows:

BEGINNING at the Easterly most corner of said 5271 OR 317; THENCE from said POINT OF BEGINNING, along the East line of said 5271 OR 317, South  $00^{\circ}18'21''$  East, 22.00 feet, to the point of intersection of said East line and the easterly extension of the South of the real property granted to Arcade County Water District (a.k.a Sacramento Suburban Water District) as described in the Grant Deed recorded in Book 660131 of Official Records of Sacramento County, Page 513; THENCE along said easterly extension, South  $75^{\circ}52'36''$  West, 9.26 feet, to the Southeast corner of said 660131 OR 513; THENCE along the East line of said 660131 OR 513, North  $00^{\circ}18'21''$  West, 22.00 feet, to the Northeast corner of said 660131 OR 513, said point also being on the North line of said 5271 OR 317; THENCE along said North line, North  $75^{\circ}52'36''$  East, 9.26 feet, to the POINT OF BEGINNING.

Containing 198 square feet, more or less.

The Basis of Bearings for these descriptions and the attached Exhibit 'B', is California Coordinate System Zone 2, NAD '83 as collected by GPS. All bearings and distances are ground distances.

The above descriptions and attached Exhibit 'B' can be rotated counterclockwise  $1^{\circ}28'09''$  to match the centerline of Bainbridge Drive as shown on the map filed in Book 77 of Maps, Map No. 37, Sacramento County Records.

End description.

SACRAMENTO SUBURBAN  
WATER DISTRICT  
20010914 OR 966  
APN: 219-0020-033

AREA WEST ENGINEERS, INC.

NORTH



P.O.B.  
EASTERLY MOST COR  
5271 OR 317

N75°52'36"E 9.26'

S00°18'21"E  
22.00'

N00°18'21"W  
22.00'

SACRAMENTO SUBURBAN  
WATER DISTRICT  
660131 OR 513  
APN: 219-0113-021

PORTION TO  
SACRAMENTO SUBURBAN  
WATER DISTRICT  
AREA: 198± SQ.FT.

S75°52'36"W  
9.26'

NORTH HIGHLANDS RECREATION  
& PARK DISTRICT  
5271 OR 317  
APN: 219-0020-007

€ BAINBRIDGE DRIVE

**AREA WEST ENGINEERS, INC.**  
ENGINEERING - SURVEYING - PLANNING  
7478 SANDALWOOD DRIVE, SUITE 400  
CITRUS HEIGHTS, CA 95621  
(916) 725-5551 (916) 725-5808 (FAX)  
AWE@AREAWESTENG.COM

EXHIBIT 'B'  
GRANT OF PROPERTY  
PORTION OF APN:  
COUNTY OF SACRAMENTO  
STATE OF CALIFORNIA

SCALE	16009
HORIZ.: 1" = 30'	SHEET 1 OF 1
VERT.: NONE	
DATE: APRIL, 2015	





## Agenda Item: 12

**Date:** April 7, 2016

**Subject:** Status of the San Juan Water District Reorganization Discussion

**Staff Contact:** Robert Roscoe, General Manager

### **Recommended Board Action:**

Appoint Board members to a 2X2 Committee to reinstate discussions with SJWD.

### **Background:**

At the June 25, 2015 Joint Board Meeting between SSWD and San Juan Water District (SJWD), two motions by SSWD Directors passed. Paraphrasing, the first was to pay the Phase 2A Consultant, but not accept the Phase 2A report. The second motion was to suspend all work on consolidation with SJWD until SSWD coordinates with SJWD Wholesale Agencies and SSWD can evaluate the independent legal research SSWD commissioned.

Staff met with management personnel of Citrus Heights Water District (CHWD), Fair Oaks Water District (FOWD), Orangevale Water District (OVWD) and the City of Folsom (Folsom). All confirmed that the questions and concerns they had were represented in the written comments they provided prior to the June 25, 2015 Joint Board Meeting. Orangevale Water Company represented that they had no issues.

At the January 25, 2016 Board meeting, the independent legal review of SJWD's water rights and contracts were summarized for the Board by the Brenda Davis Law Group. Therefore, the conditions placed to suspend work on consolidations were met.

During preparation of the 2016 Budget for SSWD, the board discussed whether or not to budget money to continue to Phase 2B. The decision was made to place a \$100,000 item on the budget, title that item "special projects," and direct the General Manager not to spend that money without prior Board approval.

In December 2015 when President Thomas was making Committee appointments, assignments to the previous 2x2 Committee with SJWD were specifically postponed. A 2x2 Committee does not exist today.

Staff was directed to place the subject topic as an Action Item at the February 22, 2016 regular Board meeting. Upon conclusion of Board discussion a motion passed, by a 3/2 vote, that

directed staff to report to SJWD that the District is not interested in pursuing additional consolidation discussions at this time. Staff completed that notification.

**Discussion:**

At the March 21, 2016 regular Board meeting agenda, Director Gayle requested to bring back the merger discussion to the April 18, 2016 regular Board meeting.

Staff is now seeking direction from the Board. Options include at least the following:

1. Direct staff to report to SJWD that SSWD is not interested in pursuing additional consolidation discussions at this time.
2. Direct staff to reinitiate consolidation discussions with SJWD and develop a scope and budget for Phase 2B.
3. Appoint Directors to a 2x2 Committee and reinitiate discussions with SJWD.

Staff has consistently maintained that merging the assets of SSWD and SJWD offers significant potential for benefits to both Districts. However, staff has also consistently maintained that a decision to consolidate public agencies is a policy decision to be made by the officials elected to represent District customers.

As SJWD has embarked on a separate planning process to address future needs for their Districts, it is presently unknown whether SJWD wishes to continue merger discussions with SSWD or not. To determine if there remains an interest in pursuing subsequent merger discussions including a potential Phase 2B study, staff suggests appointing a 2X2 committee to initially gauge interest on the part of SJWD and report back to SSWD.

**Fiscal Impact:**

Unknown at this time.

**Strategic Plan Alignment:**

Consolidation with a neighboring water utility would touch all aspects of the goals and principals in SSWD's Strategic Plan; Water Supply, Facilities and Operations, Customer Service, Finance and Leadership.

The benefit to District customers is not reported, as there is no staff recommendation.



[Back to Agenda](#)

## Agenda Item: 13

**Date:** April 6, 2016

**Subject:** Drought Tolerant Garden - Fulton/El Camino Parks and Recreation District

**Staff Contact:** Greg Bundesen, Water Conservation Supervisor

### **Recommended Board Action:**

Receive report from staff and provide direction regarding a preferred River-Friendly Landscape (RFL) Plan at Howe Park in partnership with the Fulton/El Camino Parks and Recreation District.

**Note:** This report was presented to the Facilities and Operations Committee at their meeting on April 1, 2016, with the Committee providing direction to bring this item to the full Board. In addition, Director Locke requested that staff look into the possibility of a similar partnership with the Mission Oaks Recreation & Park District (MORPD) to install an additional RFL Plan site located at Gibbons Park.

Staff contacted TJ Newman of MORPD to determine their interest in partnering with the District to install an additional RFL Plan site. Mr. Newman stated that MORPD will be working in Gibbons Park in the near future. They are open to discuss options for a RFL Plan site when they begin drafting a Master Plan for the park, however, that might be a year or so in the future.

### **Background:**

In November 2015 the District's Board of Directors (Board) adopted Resolution No. 15-25, which accepted the Grant of Easement and Right of Water and Grant of Access Easement for Howe Ave. Park, APN #278-0112-001. As part of this Grant of Easement, staff has been requested to develop a RFL Garden site plan to be constructed by the District and maintained by the Fulton-El Camino Parks District (Parks District). The size of the easement in question is approximately 14,059 square feet, with an estimated monetary value of approximately \$59,329.

After reviewing the project location, District staff is preparing to utilize existing landscape improvement plans that follow the Principles of RFL ([www.ecolandscape.org/riverfriendly](http://www.ecolandscape.org/riverfriendly)). Six (6) concept RFL Garden plans have been developed by EcoLandscape California (see Exhibit 1) and have been made available to the public ([www.ecolandscape.org](http://www.ecolandscape.org)) at no cost.

By utilizing and adapting one of the six available RFL plans, both the District and Park District will have an excellent promotional space that local residents and park visitors can use as an example of the benefits of transitioning their property to a RFL Garden. Staff will also prepare

information boards that will be installed at the RFL Garden to provide visitors with information regarding the site planning, preparation and construction, as well as, all of the benefits of installing a natural watershed appropriate landscape. An RFL Garden, once established, will call for very little (if any) supplemental water as the plants installed will be native to the Sacramento region, drought tolerant in nature, and soil on site will be amended to maximize its water retention capabilities.

In 2007, the District partnered with the American River Parkway Foundation (ARPF) and Carmichael Water District to install an RFL Garden at William Pond Park. The only plants installed at the one (1) acre ARPF Garden were native to the American River Parkway making it the only demonstration Garden known at the time to represent a specific urban parkway setting. Since their installation the plants have established themselves and water use at the Garden has decreased substantially (see Exhibit 2). When compared to water usage in 2012 (418,132 gallons), water use at the Garden decreased 64% in 2013 (151,096 gallons), 80% in 2014 (84,524 gallons), and 67% in 2015 (11,968 gallons). As part of the installation of the Garden, the District agreed to pay maintenance costs for the upkeep of the ARPF Garden. Those maintenance costs have also decreased as the ARPF has been utilizing volunteers to maintain the Garden instead of a Landscape Maintenance Contactor. Maintenance costs have reduced by 88% since 2012. By replacing the existing turf landscape with a RFL Garden, staff estimates that the water use for the site will mimic the ARPF Garden water use and become very minimal once the RFL Garden is established.

If agreed to by both the District and Parks District to move forward, staff from both agencies will meet and discuss a site plan that can be adapted to best fit the location. A Memorandum of Understanding (MOU) regarding the installation and maintenance of the RFL Garden will also be generated between the District and the Parks District. Since construction costs are unknown at this time, the District will issue a Request for Bid for the RFL Garden's installation to landscape technicians qualified in RFL installations. Once a qualifying bid is received, staff will make a recommendation to the Board to approve signing a contract and the funding needed for the RFL Garden's construction. Before and during construction, staff will solicit donations from irrigation supply companies, local nurseries, and building materials retailers in an effort to keep construction costs at a minimum.

As part of the MOU, the District will request that once the District completes the construction of the RFL Garden and it is accepted by the Parks District, the Parks District will assume maintenance responsibilities for the RFL Garden's ongoing upkeep. Staff intends to advertise the RFL Garden location on the District's website, the Parks District website, local newspapers, and monthly bill inserts.

**Fiscal Impact:**

1. The value of the easement is approximately \$59,329 (14,059 ft<sup>2</sup> at a value of \$4.22 per ft<sup>2</sup>. For a comparison, the District acquired the Rutland Well site property for a cost of \$4.22 per ft<sup>2</sup>).

2. If approved to continue, the construction costs for the RFL Garden will be realized once the RFP process is concluded. Staff does not have a preliminary estimated construction cost.

**Strategic Plan Alignment:**

Water Supply – 1.C. – Continue to implement and support demand management strategies and water conservation that comply with federal, state and regional<sup>4</sup> programs; support Water Forum Agreement<sup>5</sup> goals and efficiently meet the needs of the District customers.

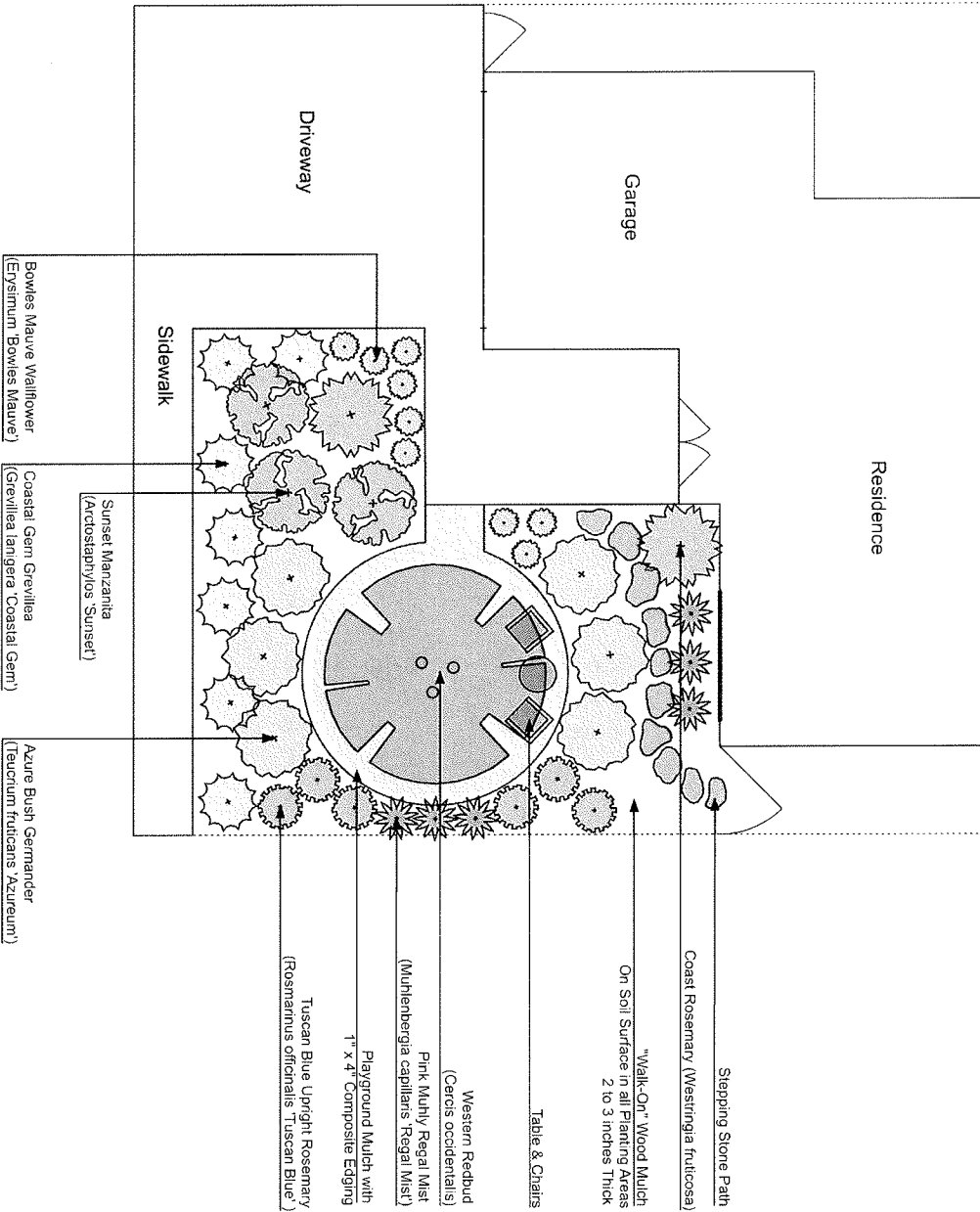
Facilities and Operations – 2.H. – Implement water conservation programs that efficiently utilize potable water supplies.


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.



Leadership – 5.C. Participate in regional, statewide and national water management partnerships.

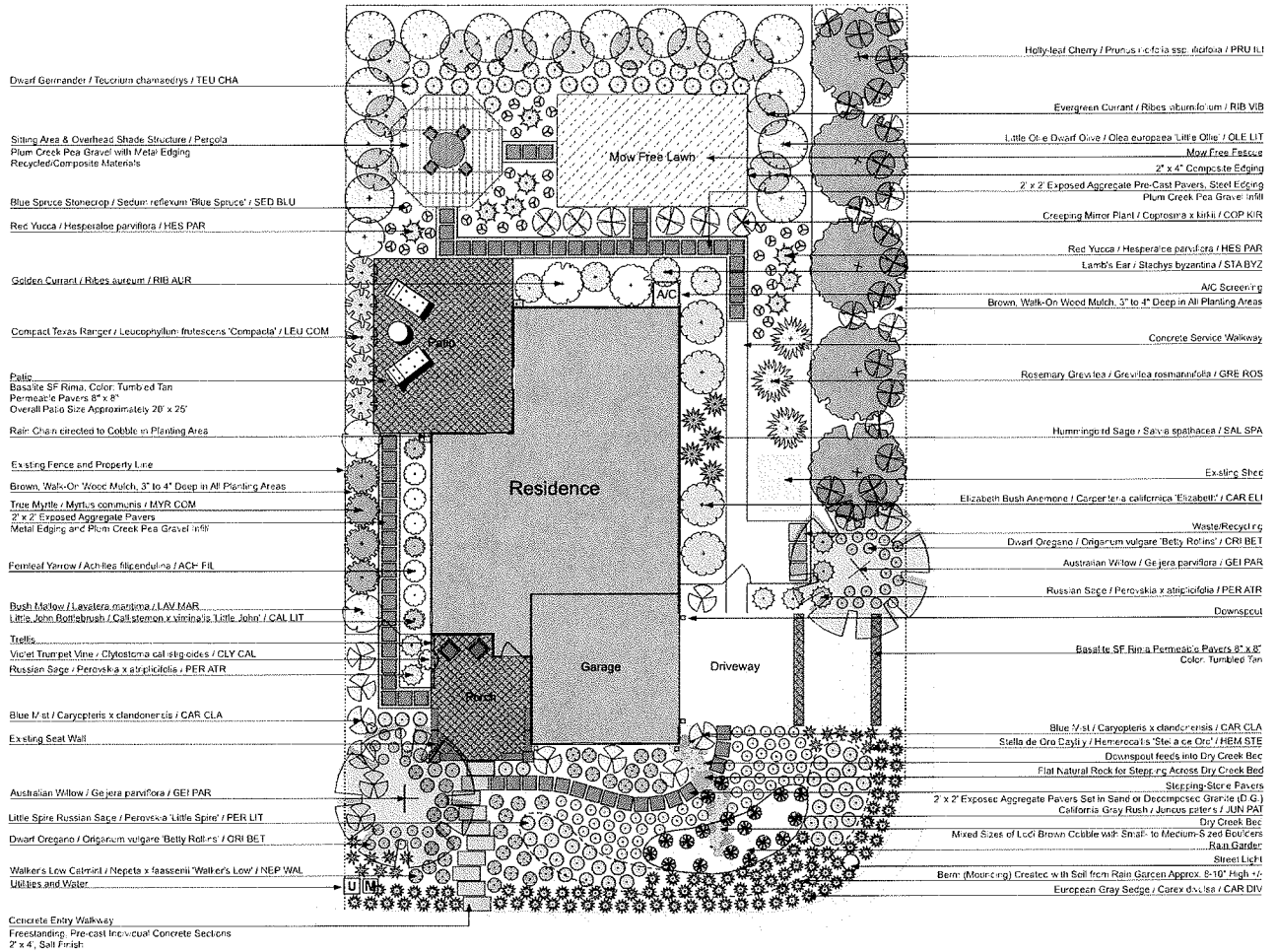
Leadership – 5.D. – Provide leadership within the community in a positive and progressive manner for the mutual benefit of the area (service groups, adjacent water purveyors, county/city/local government).

Constructing an RFL Garden at Howe Park is a great opportunity to continue to show Sacramento area residence the benefits of positive landscape transitions. Water conservation and use efficiency is going to continue to be significant as California goes in and out of drought conditions. Installing an RFL Demonstration Garden at Howe Park is a direct benefit to District customers because as our customers become more willing to transition their properties away from water intensive grass landscaping they will be looking for examples of alternatives landscaping. The District has a unique opportunity to provide its customers with a great example of a RFL and how it can be applied in a residential setting.



Paper Size: 11" X 17" 

<p><b>PROJECT:</b> County of Sacramento Community Development Department</p>		<p><b>SHEET DESCRIPTION:</b> Example Landscape Design Single-Family Home #2 Front Yard California Native &amp; Drought Tolerant Low Water-Use Plants</p>		<p>Developed &amp; Supported by  </p>	
<p>DATE: 3/4/13</p>	<p>TOG NUMBER: 1</p>	<p>DRAWN BY: CB</p>	<p>CHECKED BY: CB</p>	<p>SCALE: 1/8" = 1'-0"</p>	<p>SHEET: 1 of 1</p>
<p>REVISIONS: None</p>					



**Project Notes:**  
Refer to Project Notes for more information about this Conceptual Landscape Plan.

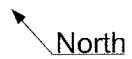
**Plants:**  
Plants were specifically chosen and placed based on mature size. Plants with the same water and sun exposure requirements are grouped together and are on the same zone (valve). If plant substitutions are made, select plants with the same cultural requirements and mature size.

**Please note:**

The information presented is provided as a public service. This information is not a substitute for the exercise of sound judgement in particular circumstances, and is not intended as recommendations for particular products or services.

This design, project notes, diagrams, resources, and any other information provided herein are for informational and illustration purposes only and in no way are they to be interpreted as construction details or specifications.

A site-specific design should be prepared by a qualified landscape designer and irrigation designer prior to any landscape installation. When hiring contractors to install a landscape or irrigation plan, contract with professionals who are licensed and insured for the work to be performed.

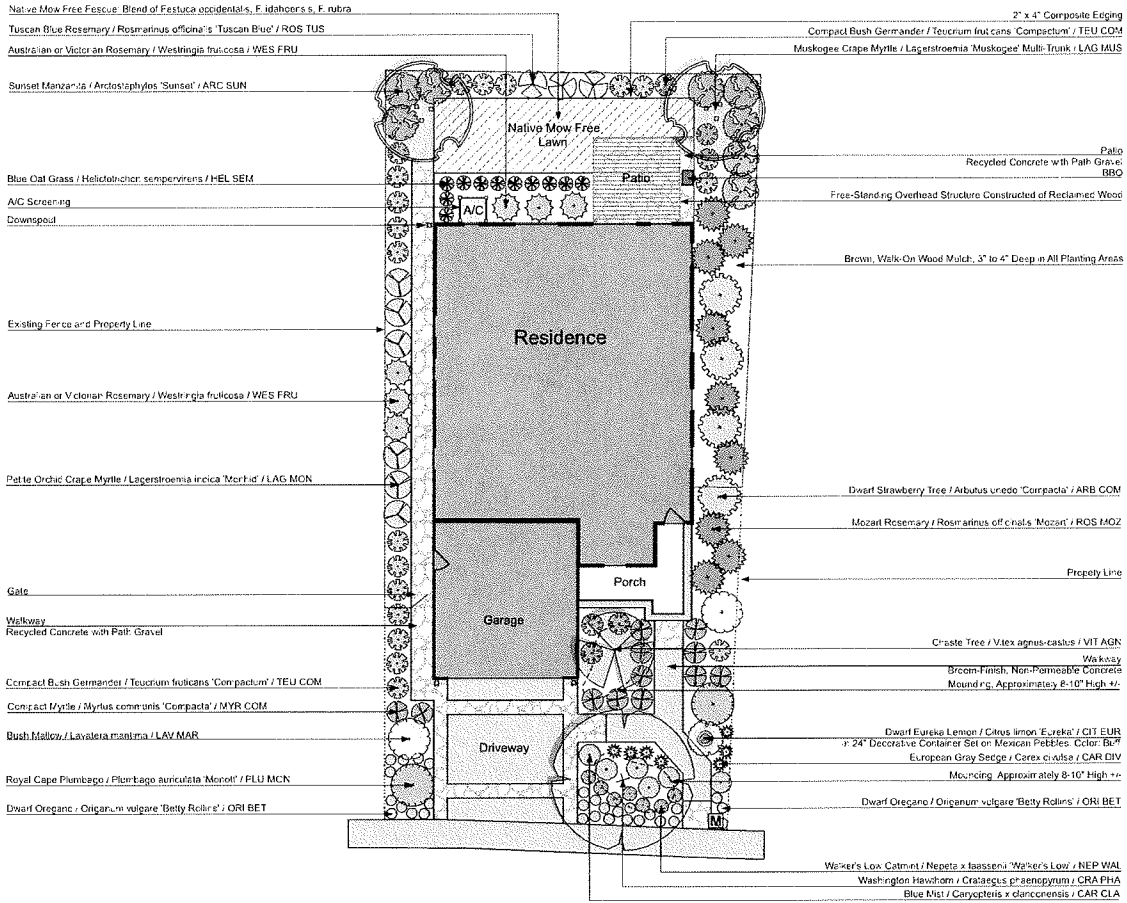


SHEET:	1 of 2
SCALE:	No Scale
CHECKED BY:	ELC
DRAWN BY:	ELC
DATE:	October 2013
JOB NUMBER:	RFR
REVISIONS:	NONE

**PROJECT:**  
Right as Rain  
Eco-Friendly Design Plans for  
The New California Landscape

**SHEET DESCRIPTION:**  
Conceptual Landscape Design Plan





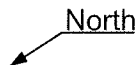
**Project Notes:**  
Refer to Project Notes for more information about this Conceptual Landscape Plan.

**Plants:**  
Plants were specifically chosen and placed based on mature size. Plants with the same water and sun exposure requirements are grouped together and are on the same zone (valve). If plant substitutions are made, select plants with the same cultural requirements and mature size.

**Please note:**  
The information presented is provided as a public service. This information is not a substitute for the exercise of sound judgement in particular circumstances, and is not intended as recommendations for particular products or services.

This design, project notes, diagrams, resources, and any other information provided herein are for informational and illustration purposes only and in no way are they to be interpreted as construction details or specifications.

A site-specific design should be prepared by a qualified landscape designer and irrigation designer prior to any landscape installation. When hiring contractors to install a landscape or irrigation plan, contract with professionals who are licensed and insured for the work to be performed.



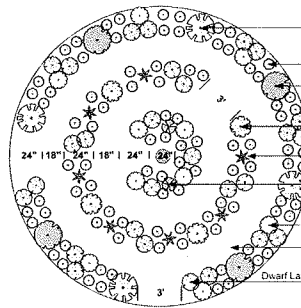
<b>REVISIONS:</b> NONE	<b>PROJECT:</b> Neat & Petite Eco-Friendly Design Plans for The New California Landscape	<b>SHEET DESCRIPTION:</b> Conceptual Landscape Design Plan	
<b>SCALE:</b> No Scale	<b>SHEET:</b> 1 of 2		



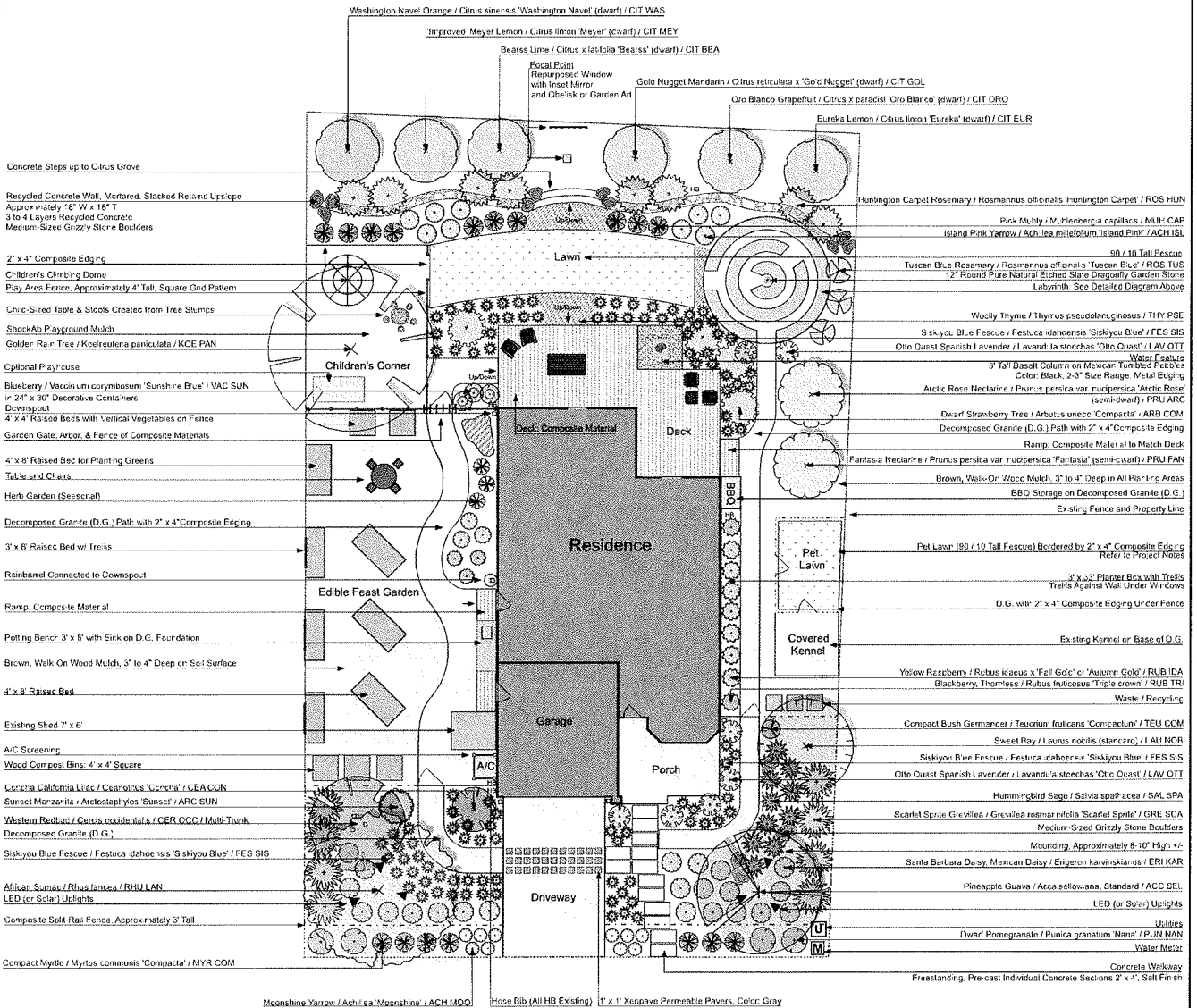
**Detailed Labyrinth**



Center of Labyrinth  
12" Round Pure Natural Etched  
Slate Dragonfly Garden Stone  
or Beneficial Insect



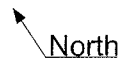
- Culinary Sage / *Salvia officinalis* / SAL OFF
- Annual / ANN
- Thyme / *Thymus vulgaris* / THY VUL
- Scented Leaf Geranium / *Pelargonium x* / PEL X
- Chive / *Allium schoenoprasum* / ALL SCH
- Sweet Violet / *Violeta odorata* / VIO ODO
- Sweet Alyssum / *Lobularia maritima* / LOB MAR
- Walk-On Mulch
- Dwarf Lavender Hybrids / *Lavandula angustifolia* / LAV ANG



**Project Notes:**  
Refer to Project Notes for more information about this Conceptual Landscape Plan.

**Plants:**  
Plants were specifically chosen and placed based on mature size. Plants with the same water and sun exposure requirements are grouped together and are on the same zone (valve). If plant substitutions are made, select plants with the same cultural requirements and mature size.

**Please note:**  
The information presented is provided as a public service. This information is not a substitute for the exercise of sound judgment in particular circumstances, and is not intended as recommendations for particular products or services.  
This design, project notes, diagrams, resources, and any other information provided herein are for informational and illustrative purposes only and in no way are they to be interpreted as construction details or specifications.  
A site-specific design should be prepared by a qualified landscape designer and irrigation designer prior to any landscape installation. When hiring contractors to install a landscape or irrigation plan, contract with professionals who are licensed and insured for the work to be performed.

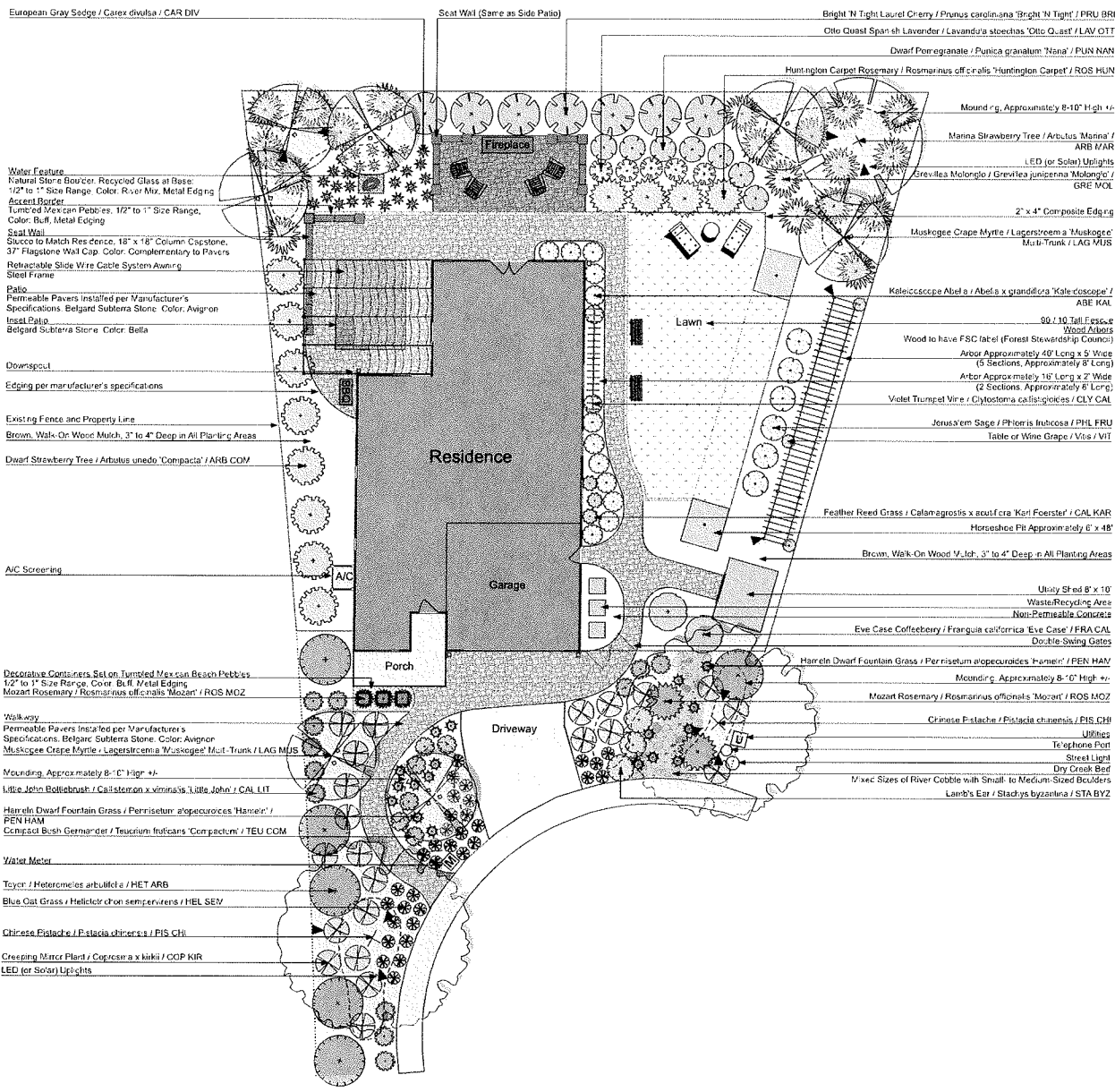


DATE:	October 2013
JOB NUMBER:	WH
DRAWN BY:	ELC
CHECKED BY:	ELC
SCALE:	1/8" = 1'-0"
SHEET:	1 of 2

**PROJECT:**  
Wholesome Habitat  
Eco-Friendly Design Plans for  
The New California Landscape

**SHEET DESCRIPTION:**  
Conceptual Landscape Design Plan





**Project Notes:**  
Refer to Project Notes for more information about this Conceptual Landscape Plan.

**Plants:**  
Plants were specifically chosen and placed based on mature size. Plants with the same water and sun exposure requirements are grouped together and are on the same zone (wave). If plant substitutions are made, select plants with the same cultural requirements and mature size.

**Please note:**

*The information presented is provided as a public service. This information is not a substitute for the exercise of sound judgment in particular circumstances, and is not intended as recommendations for particular products or services.*

*This design project notes, diagrams, resources, and any other information provided herein are for informational and illustration purposes only and in no way are they to be interpreted as construction details or specifications.*

*A site-specific design should be prepared by a qualified landscape designer and irrigation designer prior to any landscape installation. When hiring contractors to install a landscape or irrigation plan, contract with professionals who are licensed and insured for the work to be performed.*

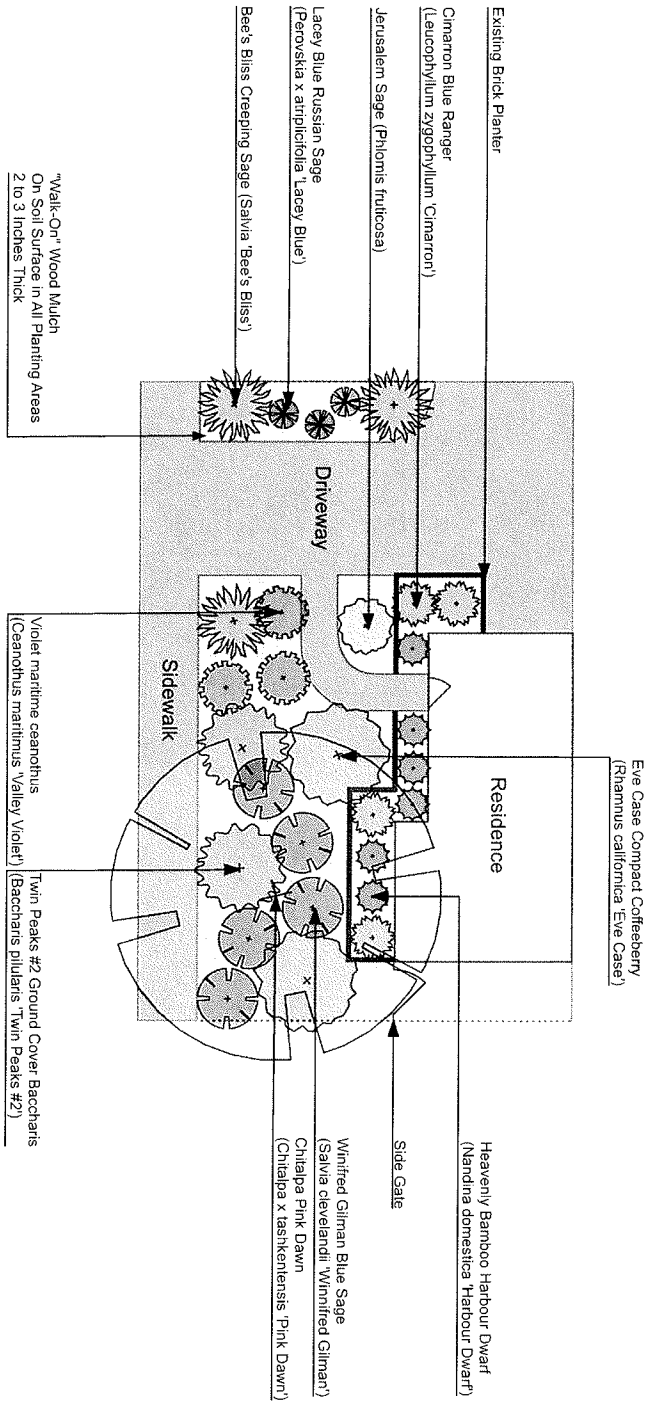


SHEET:	1 of 2
SCALE:	No Scale
DATE:	October 2013
JOB NUMBER:	R/D
DRAWN BY:	
CHECKED BY:	
ELC:	
ELC:	
REVISIONS:	NONE

**PROJECT:**  
Recreation Destination  
Eco-Friendly Design Plans for  
The New California Landscape

**SHEET DESCRIPTION:**  
Conceptual Landscape Design Plan





Paper Size: 11" x 17"



REVISIONS:	None
DATE:	1/24/13
JOB NUMBER:	1
DRAWN BY:	CB
CHECKED BY:	CB
SCALE:	1/8" = 1'-0"
SHEET:	1 of 1

**PROJECT:**  
County of Sacramento  
Community Development Department

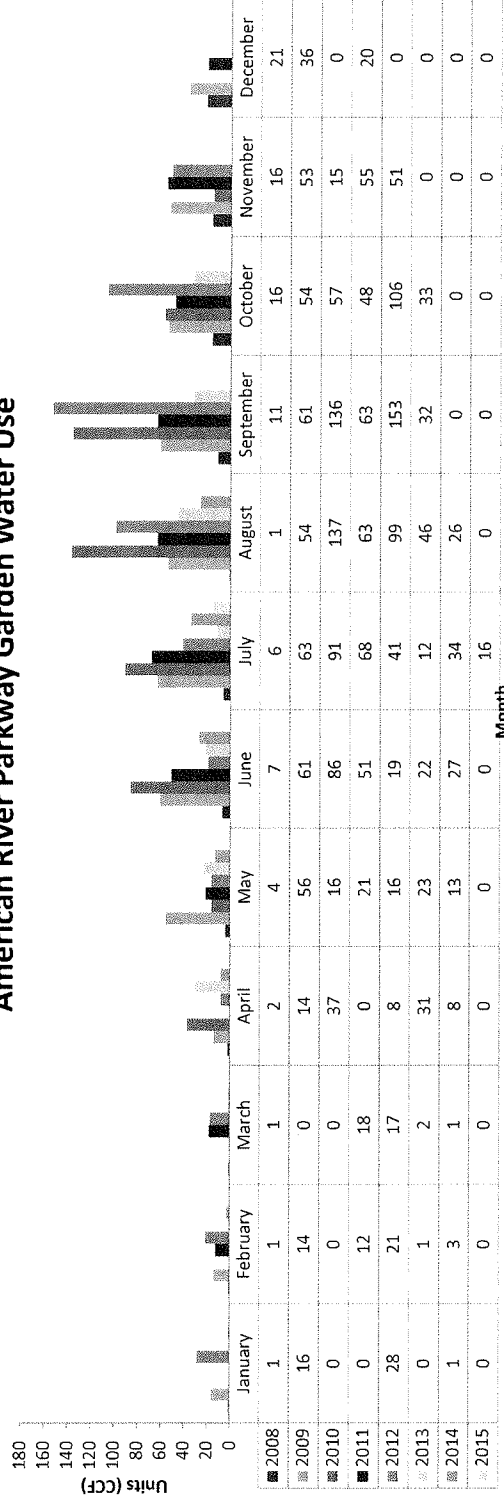
**SHEET DESCRIPTION:**  
Example Landscape Design  
Single-Family Home #1 Front Yard  
California Native & Drought-Tolerant  
Low Water-Use Plants

Developed & Supported by:

### ARPF Demonstration Garden Historical Usage

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Totals
2008	1	1	1	2	4	7	6	1	11	16	16	21	87
2009	16	14	0	14	56	61	63	54	61	54	53	36	482
2010	0	0	0	37	16	86	91	137	136	57	15	0	575
2011	0	12	18	0	21	51	68	63	63	48	55	20	419
2012	28	21	17	8	16	19	41	99	153	106	51	0	559
2013	0	1	2	31	23	22	12	46	32	33	0	0	202
2014	1	3	1	8	13	27	34	26	0	0	0	0	113
2015	0	0	0	0	0	0	16	0	0	0	0	0	16
2016	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Monthly Totals</b>	<b>46</b>	<b>52</b>	<b>39</b>	<b>100</b>	<b>149</b>	<b>273</b>	<b>331</b>	<b>426</b>	<b>456</b>	<b>314</b>	<b>190</b>	<b>77</b>	<b>2453</b>

### American River Parkway Garden Water Use



■ 2008 ■ 2009 ■ 2010 ■ 2011 ■ 2012 ■ 2013 ■ 2014 ■ 2015

### Comments

The ARPF has drastically reduced water consumption now that the plants are fully established. Since 2012, water use at the Garden has decreased by 64% in 2013, 80% in 2014 and 97% in 2015. The ARPF is now using volunteers to maintain the Garden keeping maintenance costs at a minimum. Maintenance costs decreased by 88% in 2015 compared to 2012.



## Agenda Item: 14

**Date:** April 7, 2016

**Subject:** Water Conservation and Regional Water Efficiency Program Report

**Staff Contact:** Greg Bundesen, Water Conservation Supervisor

### Background

As previously reported, on April 1, 2015 the Governor of California issued Executive Order B-29-15 calling on the State Water Resources Control Board (SWRCB) to impose restrictions on urban water suppliers to achieve a 25% reduction in statewide water use by the end of February 2016. The SWRCB met in May 5, 2015 and passed its Emergency Regulations for meeting the Governor's 25% reduction. Following recent amendments to the emergency regulations, the District has been assigned a 29% reduction target by October 31, 2016 from the SWRCB, down from the previous 32%. Water utilities are mandated to reduce their total water production, not Gallons Per Capita per Day (GPCD), by the amount of their assigned tier. GPCD was only used to set the water utilities target reduction tier.

### a. Drought Report

The District exceeded the SWRCB mandatory water conservation reduction target of 29% in March 2016. The District reduced its water use by 32% (see Exhibit 1) when compared to March 2013. Cumulatively (June 2015 – March 2016) the District reduced its water use by 30%, exceeding its 29% mandatory Reduction Standard. The District has saved 54% (3083 Million Gallons (MG)) of its October 2016 goal of 5,729 MG.

The SWRCB noted in their April 4, 2016 media release (see Exhibit 2), that Californians reduced water use statewide by 12% in February 2016, missing the state's 25% reduction mandate. The Statewide cumulative water savings since June 2015 fell just below the 25% mandate and is now at 23.9%. Also noted in this release were compliance statistics for the 399 water suppliers who reported water production totals for the month of February 2016. Of the reporting water suppliers, 55% met or were within one percentage point of meeting their standard, 17% were between 1 and 5 percent of their compliance standard, 26% were between 5 and 15 percent of their compliance standard, and 3% were greater than 15 percent off of their compliance standard.

The Regional Water Authority (RWA) published its February 2016 water conservation results for its member agencies. According to the RWA's February 2016 report (see Exhibit 3) the region reduced its water consumption in February by 14.9% and has reduced its consumption by 30.7% cumulatively from June 2015 through February 2016. The RWA

monthly reports are published after Board Meeting agenda packet deadlines and summarize data from the previous month.

The Department of Water Resources released its final Snow Survey Report of the season on March 30, 2016 (see Exhibit 4). The March 30, 2016 Snow Survey showed snow water content of 26 inches, 97% of the April 1<sup>st</sup> average for the Phillips Station site. Electronic readings showed a statewide average of 24.2 inches of snow water content, 86% of the statewide April 1<sup>st</sup> average. The snow pack is below average for this time of year, and water storage in the state's eight largest reservoirs are currently: 54% (Trinity Lake), 90% (Lake Shasta) 88% (Lake Oroville), 74% (Folsom Lake), 26% (New Melones), 61% (Don Pedro Reservoir), 35% (Exchequer Reservoir), 51% (San Luis Reservoir), 63% (Millerton Lake), 40% (Pine Flat Reservoir), 36% (Paris Lake) and 42% (Castaic Lake).

**b. Summary of Activities During March 2016**

In response to the SWRCB mandatory 29% water reduction target, the District has implemented a very aggressive Drought Response Plan. The District has taken the following Demand Management Measures (DMM) approach to meet the SWRCB reduction target:

DMM 1 – Water Loss Control

The District's 2015 Water Loss Control Leak Detection Program wrapped up in February 2016. Utility Services Associates completed just over 200 miles of contracted leak detection services with very few findings. Staff will provide the Board with a full report once USA provides staff with a final Leak Detection report.

Staff has completed the CY2015 Water Loss Analysis using the American Water Works Association's Water Loss Software. The Water Loss Report (see Exhibit 5) estimates that the District lost 6.4% of the water it produced to real losses, apparent losses, and non-revenue water. Real Losses are defined as water that is produced and lost between the District's Production meters and the customer's connection; apparent losses are the sum of water that is lost to unauthorized consumption (i.e. water theft), customer meter inaccuracies (i.e. inaccurate old meters), and systematic data handling errors (i.e. estimated meter reads); and, Non-Revenue water is the sum of the unbilled unmetered water use (1.25% of total production by default) and unbilled metered consumption. The industry standard for system water loss is estimated at 10%. The financial impact of the amount of 6.4% water loss is estimated to be \$498,216. The 2015 Water Loss report will help staff identify operating practices that the District can improve on to ensure a valid Water Loss Audit can be conducted in accordance with Senate Bill 555 which will require each water utility to turn in a validated Water Loss Report to the Department of Water Resources each year by October 1<sup>st</sup> for the previous calendar year. The District's first validated Water Audit Report will be conducted for CY2016 and will be due to DWR by October 1, 2017.

DMM 2 – Water Metering

The District retrofitted 162 water meters in March 2016.

DMM 3 – Community Outreach

- a. Online Advertising – Staff did not conduct any online advertising in March 2016.
- b. Local Newspapers – Staff submitted an editorial to the local newspaper, Antelope News, regarding the District’s winter water conservation messaging. The editorial was picked up and run by Arden/Carmichael Times in February (see Exhibit 6).

The District also began advertising the opening of the Antelope Gardens facility to the public. The Garden will open Monday through Friday from 9:00 am to 3:00 pm beginning on May 2, 2016 and on the second Saturday of each month beginning in May and lasting through October. Exhibit 7 shows the newspaper advertisement that was sent out to the Messenger Publishing Group and the Antelope News Corporation.

- c. District Website Update – The District’s Water Conservation webpage was updated with information regarding the washing of vehicles, irrigating a sloped landscape, and rebates.

#### DMM 4 – Education Programs

No additional activities were generated for the School Education Program.

#### DMM 6 – Residential Programs

In March 2016 staff used the District’s Advanced Metering System to identify 352 customers that had 72 hours of continuous water use indicating the strong possibility that a leak existed at the location. Using this information, staff sent out a post card notifying both the location and the property owners of the suspected leak (see Exhibit 8, Figures 1 & 2). More information on this topic is available in the General Manager’s Report.

#### DMM 7 – Commercial, Industrial, and Institutional Programs

The District did not perform any Commercial, Industrial or Institutional water audits in March 2016.

#### DMM 8 – Large Landscape Irrigation Customers

The current Modified Stage 3 – Water Crisis states “*Except where non-potable water is used, all CII must cease all turf irrigation. Non-ornamental turf, such as the active playing surfaces of sports fields, may be irrigated provided the overall system water use is reduced by greater than 30%.*” Staff has been meeting with the District’s CII customers to convey the new regulation and solicit feedback regarding the new regulation. Some customers have begun submitting variances to the current Water Crisis Stage. The General Manager has been granted the authority to make exceptions to the Water Crisis Stage enforcement on a case by case basis. Staff has developed a new Large Landscape Customer Alternate Services Agreement that may allow park districts an alternative method of compliance to ceasing all ornamental turf irrigation. The General Manager has granted seven such variances. Staff continues to review the water use for those customers with approved watering day variances and communicates any concerns with those agencies.

**c. Water Conservation Program and Results**

District staff continues to promote water conservation directly to the District customers. To date, District staff and our contract company performed 8 indoor residential Water-Wise House Calls (WWHC) and 26 outdoor residential WWHCs in March 2016. Staff received 41 notifications of water waste and issued 28 Information Only Notices, 16 Notice of Violations, and 1 Warning Notice of Violation for Water Waste in March.

Through the District's rebate program customers were provided 1 cash for grass rebate (\$351), 5 hot water pump rebates (\$1,000), and 1 Irrigation Efficiency Upgrade rebate (\$500). Exhibit 9 provides a breakdown of how many rebates of each type were distributed in March 2016, as well as, year to date.

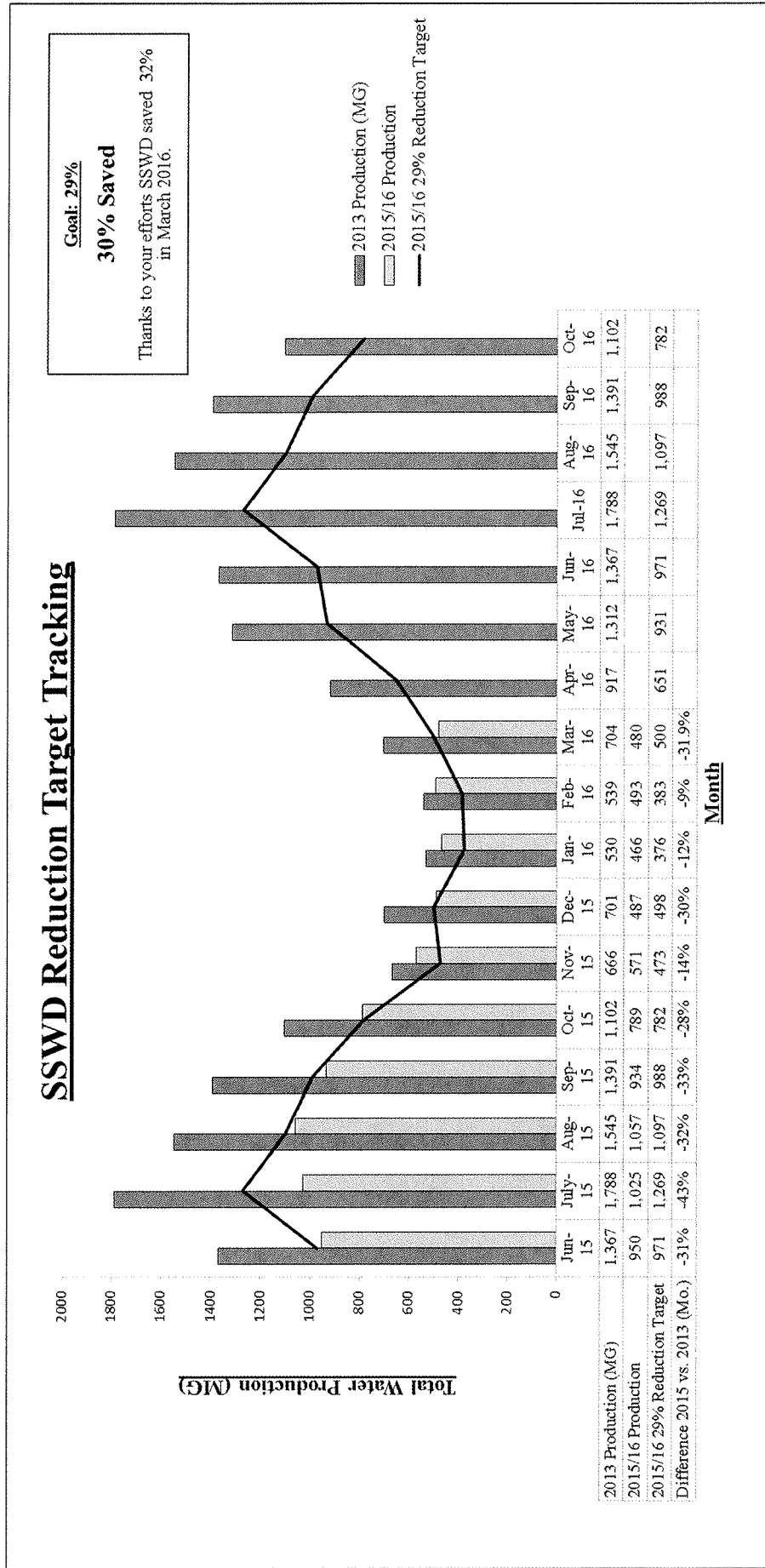
**d. Upcoming Events**

1. California Urban Water Conservation Council Plenary Meeting – April 13, 2016 – Chino Basin Water District, CA.



Exhibit 1

**Figure 1 SSWD Reduction Target Tracking Graph**





# February 2016 Statewide Conservation Data

## February Conservation Summary

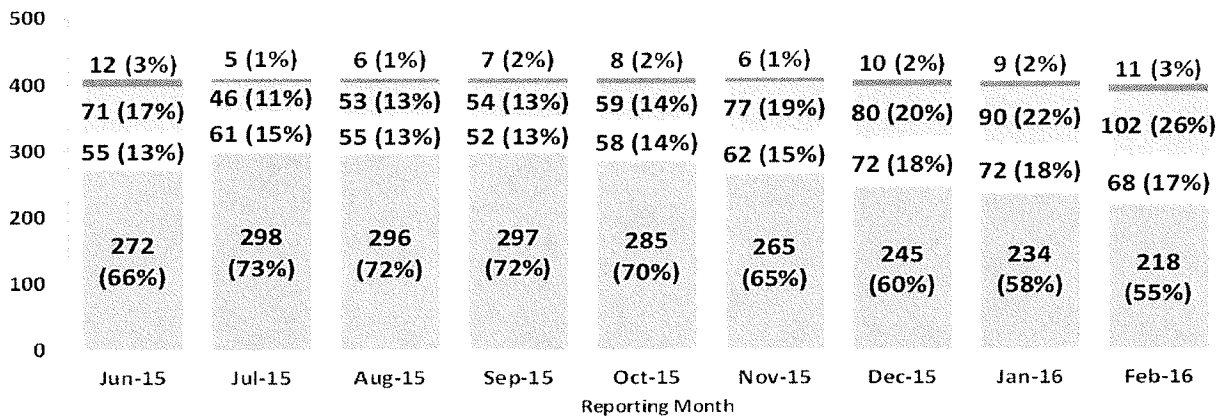
After five straight months of monthly water savings below 25 percent, the state ended the nine months for which the Governor called for 25 percent conservation just off that target, at 23.9 percent.

February marks the ninth month that the state’s 400-plus urban water suppliers must be in compliance with the emergency conservation standards that followed the Governor’s April 1, 2015, Executive Order. This fact sheet summarizes the results for February and illustrates the progress made since June 2015 when urban water suppliers were first required to submit monthly conservation reports. The current report is posted here.

The percentage of water saved collectively by the state’s large urban water suppliers decreased from 17.1 percent in January to 12 percent in February as compared to the same months in 2013, which serves as the baseline for determining water savings. As expected, monthly water savings have declined in the cooler winter months when outdoor water use is lower.

Despite the dip in the cumulative savings rate, the total amount of water saved remains strong, with nearly 1.19 million acre-feet of water saved since June 2015, or 96 percent of the goal of 1.24 million acre feet. Despite 2015 being one of the hottest years of record, average statewide water use continues to stay at historic lows, with 67 residential gallons per capita per day (R-GPCD) reported in February – the second lowest per-person rate since water-use recording began in June 2014.

### Conservation Standard Compliance June 2015 to February 2016



- 1 Greater than 15 percentage points from meeting standard
- 2 Between five and 15 percentage points from meeting standard
- 3 Between one and five percentage points from meeting standard
- 0 Met or within one percentage point from meeting standard



Overall compliance by water suppliers decreased from January to February by three percentage points – from 58 percent to 55 percent – due to lower monthly savings. With 399 water supplier reports submitted for February, 218 suppliers (55 percent) met or were within one percentage point of their conservation standard; 68 suppliers (17 percent) were between one and five percentage points of meeting their conservation standard; and 102 suppliers (26 percent) were between five and 15 percentage points of meeting their conservation standard. Eleven suppliers (3 percent) were more than 15 percentage points from meeting their conservation standard. Beginning in March, compliance figures will improve owing to reduced conservation standards from adjustments approved by the Board in February.

The State Water Resources Control Board continues to work closely with water suppliers to implement the regulation and to support improved local efforts where conservation savings are falling short. Information about the Board's compliance actions is located [here](#).

### Water Savings by Hydrologic Region June 2014 to February 2016

Hydrologic Region	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16
Central Coast	9.5%	13.5%	15.2%	15.9%	14.4%	21.6%	29.2%	9.4%	8.8%	9.4%	19.1%	30.5%	30.6%	31.9%	28.1%	26.9%	24.1%	27.3%	24.7%	19.0%	20.8%
Colorado River	6.6%	3.1%	7.0%	6.9%	5.4%	6.7%	7.4%	12.2%	-0.9%	7.3%	11.9%	19.8%	25.2%	34.0%	24.7%	17.2%	24.6%	21.3%	10.9%	27.1%	18.7%
North Coast	4.0%	10.8%	13.1%	9.5%	22.0%	19.6%	15.9%	15.7%	7.4%	-4.0%	22.8%	28.8%	16.0%	32.5%	19.7%	20.0%	16.8%	18.0%	20.5%	19.5%	14.5%
North Lahontan	0.0%	1.4%	13.9%	5.3%	-0.9%	0.8%	12.7%	8.8%	11.9%	9.8%	16.8%	38.4%	29.8%	32.4%	25.0%	16.2%	10.0%	12.9%	18.8%	27.7%	23.2%
Sacramento River	14.0%	19.6%	22.1%	16.7%	18.8%	25.9%	21.6%	6.0%	14.1%	11.5%	23.5%	38.8%	36.3%	38.4%	34.5%	28.2%	25.5%	31.3%	24.6%	13.5%	20.7%
San Francisco Bay	10.3%	12.9%	15.1%	15.4%	14.9%	17.8%	20.9%	2.4%	7.9%	6.5%	19.9%	31.9%	32.3%	32.3%	30.5%	25.3%	23.3%	26.8%	23.5%	13.6%	18.3%
San Joaquin River	6.7%	12.2%	13.1%	10.1%	9.9%	20.6%	18.2%	12.3%	13.5%	11.4%	19.9%	34.9%	33.3%	34.5%	30.0%	26.7%	26.7%	31.0%	21.0%	15.4%	17.4%
South Coast	-0.1%	2.3%	8.4%	8.1%	1.8%	3.3%	23.8%	6.2%	-2.6%	0.6%	9.0%	25.8%	22.9%	28.2%	23.7%	26.7%	20.6%	14.1%	15.9%	17.9%	6.9%
South Lahontan	5.4%	4.3%	11.1%	8.6%	0.7%	1.5%	7.0%	10.9%	3.4%	10.0%	12.0%	21.5%	31.1%	35.9%	29.3%	25.8%	22.9%	18.8%	5.0%	16.8%	14.9%
Tulare Lake	5.0%	8.6%	14.4%	11.6%	6.3%	16.5%	26.2%	8.7%	9.9%	4.3%	17.2%	31.3%	29.4%	32.2%	28.0%	25.9%	22.1%	28.3%	21.7%	15.9%	17.2%
<b>Statewide</b>	<b>4.4%</b>	<b>7.5%</b>	<b>12.0%</b>	<b>10.6%</b>	<b>6.8%</b>	<b>10.0%</b>	<b>22.3%</b>	<b>6.6%</b>	<b>2.5%</b>	<b>3.9%</b>	<b>13.7%</b>	<b>29.0%</b>	<b>27.5%</b>	<b>31.4%</b>	<b>27.0%</b>	<b>26.2%</b>	<b>22.2%</b>	<b>20.2%</b>	<b>18.3%</b>	<b>17.1%</b>	<b>12.0%</b>

As stated above, statewide monthly savings for February was 12 percent, with hydrologic region monthly savings for February ranging from 6.9 percent to 23.2 percent. In February 2016, five of the ten hydrologic regions reported higher monthly savings than they did in January 2016. However, all ten hydrologic regions reported higher monthly savings in February 2016 than they did in February 2015, with Californians saving more than four times the amount of water than was saved in February 2015 statewide.

### R-GPCD by Hydrologic Region June 2014 to February 2016

Hydrologic Region	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16
Central Coast	99.9	95.0	90.6	88.6	83.4	65.9	54.3	60.5	62.1	65.1	71.5	71.5	75.6	75.9	76.5	76.2	70.5	59.9	53.4	49.1	53.0
Colorado River	221.8	241.0	222.1	183.3	172.6	169.3	117.7	117.6	135.4	125.7	163.2	163.2	169.9	153.8	171.7	161.9	131.7	138.3	111.2	94.6	112.3
North Coast	88.5	95.2	81.9	84.2	66.9	54.8	56.5	54.3	54.5	61.5	60.0	64.1	78.7	73.5	75.7	73.3	70.7	53.4	52.3	50.1	52.2
North Lahontan	162.0	147.8	131.2	126.6	93.8	68.2	72.4	70.2	63.7	61.2	66.3	83.4	115.2	113.5	117.7	113.4	81.4	56.2	61.6	57.9	54.7
Sacramento River	187.0	196.1	176.3	163.5	129.6	88.0	70.2	73.6	74.3	97.3	104.2	118.0	136.7	151.1	148.4	141.7	117.5	80.6	68.5	67.5	66.5
San Francisco Bay	98.7	98.2	90.7	84.0	76.7	62.8	53.0	56.8	57.9	63.4	65.4	65.9	70.0	72.0	72.3	72.2	67.4	55.1	51.0	49.2	51.0
San Joaquin River	195.0	194.3	171.7	156.1	127.7	89.8	70.8	67.9	71.2	92.1	103.8	111.3	127.5	131.2	131.6	123.6	102.5	76.9	66.4	61.3	66.7
South Coast	121.3	120.1	112.5	111.5	103.6	88.6	64.7	73.5	79.6	83.5	90.3	81.5	91.5	88.7	94.9	89.4	83.7	78.5	70.5	62.5	71.9
South Lahontan	187.9	190.1	178.6	157.8	132.4	107.2	71.7	71.1	77.6	95.5	113.2	121.0	133.3	131.3	148.3	129.7	107.1	88.9	73.6	66.8	69.4
Tulare Lake	201.0	211.4	188.9	178.6	148.2	105.5	80.1	74.7	77.7	101.0	128.0	132.0	154.9	162.5	164.0	150.2	124.4	88.8	76.8	69.8	70.7
<b>Statewide</b>	<b>132.6</b>	<b>132.9</b>	<b>122.8</b>	<b>117.4</b>	<b>105.1</b>	<b>85.9</b>	<b>65.0</b>	<b>70.6</b>	<b>75.1</b>	<b>82.5</b>	<b>90.6</b>	<b>87.6</b>	<b>98.1</b>	<b>98.0</b>	<b>102.3</b>	<b>96.9</b>	<b>87.3</b>	<b>75.6</b>	<b>67.2</b>	<b>61.1</b>	<b>67.3</b>

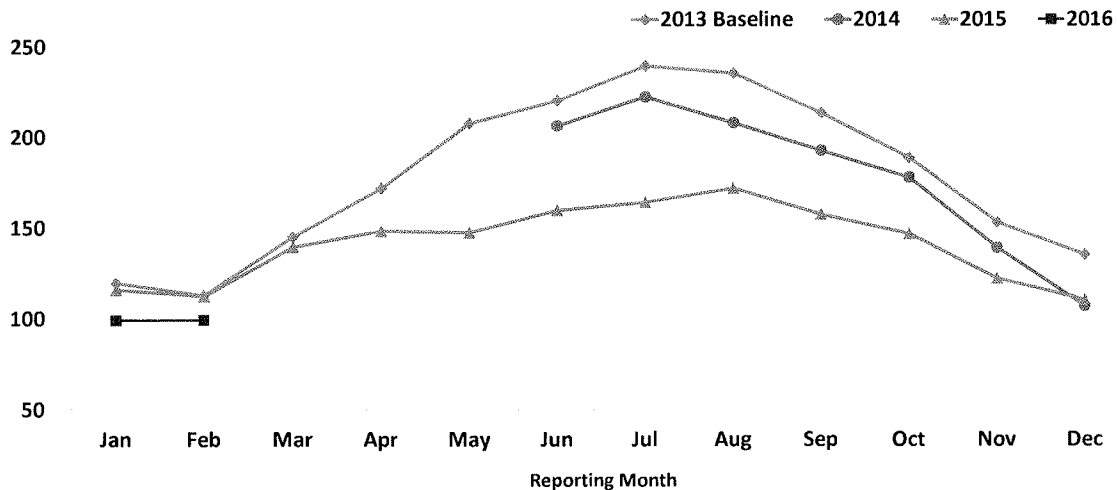
As stated above, average statewide R-GPCD for February was 67.3, the third lowest reported per-person rate since water-use reporting began in June 2014 due to the drought. The table

provides the average R-GPCD by hydrologic region for June 2014 to February 2016. Average hydrologic region R-GPCDs for February 2016 range from 51 to 112.3.

## Statewide Water Production Trends

The graph below shows the statewide trends in water production reductions, in billion gallons, for June 2014 through February 2016, as compared to reported production in the respective 2013 baseline month. Historically, February has the second-lowest monthly water production (as seen in the 2013 baseline), as outdoor water use is lower in the cooler winter months. This low baseline makes achieving a high percent of monthly savings more difficult. In February 2016, Californians saved 13.6 billion gallons of water, which is almost 4.7 times the amount of water saved in February 2015 (2.9 billion gallons).

**Statewide Water Conservation Results**  
**Water Production June 2014 - February 2016 (Billion Gallons)**



## Caring for Trees While Conserving Water

Saving trees is important for cooling city streets and public safety, and watering them is essential and requires some care. That is why the Save Our Water campaign has partnered with California ReLeaf to provide residents with tips on how to maintain trees while reducing outdoor water use. Information is available at: [www.saveourwater.com/trees](http://www.saveourwater.com/trees).

## Rebate Programs for Turf Removal and Toilet Replacement

Inefficient toilets and turf grass use large volumes of water, and present opportunities for significant water savings. Rebates are now available at: <http://saveourwaterrebates.com/>.

*(This fact sheet was last updated April 4, 2016)*

## RWA Drought Summary February 2016

REDUCTION BY VOLUME (Million Gallons)													
	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total
2016	6,154	5,916											12,070
2013	6,954	7,233											14,186
%	11.5%	18.2%											14.9%

STATE WATER BOARD WATER SAVINGS TRACKING (Million Gallons)										
	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Total
2015/16	12,419	13,789	13,866	12,560	10,759	7,131	6,217	6,154	5,916	88,810
2013	19,488	22,418	20,859	17,316	14,836	10,649	8,433	6,954	7,233	128,186
%	36.3%	38.5%	33.5%	27.5%	27.5%	33.0%	26.3%	11.5%	18.2%	<b>30.7%</b>

REDUCTION BY AGENCY (Data compared to 2013)			
Water Agency	Conservation Target	Feb. 2016 Reduction	June 15-Feb. 16 Reduction
California American Water	20%	26.4%	34.2%
Carmichael Water District	36%	24.1%	33.2%
Citrus Heights Water District	32%	20.1%	33.9%
City of Davis	28%	21.4%	26.1%
City of Folsom	32%	13.3%	26.0%
City of Lincoln	32%	21.2%	31.7%
City of Roseville	28%	24.0%	34.1%
City of Sacramento	28%	17.8%	28.4%
City of West Sacramento	28%	7.3%	30.8%
City of Woodland	24%	22.7%	29.8%
City of Yuba City	32%	13.9%	26.3%
Del Paso Manor Water District	25%	23.4%	33.9%
El Dorado Irrigation District	28%	21.0%	29.6%
Elk Grove Water District	28%	28.8%	34.9%
Fair Oaks Water District	36%	25.7%	34.9%
Golden State Water Company	36%	11.5%	30.1%
Orange Vale Water Company	36%	25.6%	36.5%
Placer County Water Agency	32%	14.0%	29.5%
Rancho Murieta CSD	25%	3.6%	25.6%
Rio Linda/Elverta CWD	36%	16.3%	32.3%
Sacramento County Water Agency	32%	18.5%	34.4%
<b>Sacramento Suburban WD</b>	<b>32%</b>	<b>8.7%</b>	<b>29.7%</b>
San Juan Water District	36%	20.6%	35.0%
Average	30.5%	18.7%	31.3%
Minimum	20.0%	3.6%	25.6%
Maximum	36.0%	28.8%	36.5%





**March 30, 2016**

**Contacts:**

**Doug Carlson, Information Officer – (916) 653-5114**

[Doug.Carlson@water.ca.gov](mailto:Doug.Carlson@water.ca.gov)

**Ted Thomas, Information Officer – (916) 653-9712**

[Ted.Thomas@water.ca.gov](mailto:Ted.Thomas@water.ca.gov)

**Elizabeth Scott, Information Officer – (916) 712-3904 (mobile at survey site)**

[Elizabeth.Scott@water.ca.gov](mailto:Elizabeth.Scott@water.ca.gov)

## **Sierra Nevada Snowpack Grew During First Half of March, But Dry Spell Leaves Water Content Still below Average**

**SACRAMENTO** – California’s statewide snowpack usually reaches its peak depth and water content each year around the first of April, after which the snow begins to melt as the sun’s path across the sky moves a little further north each day. Therefore, conditions today were just about as good as they’re going to get this year when the Department of Water Resources (DWR) conducted its media-oriented snow survey at Phillips Station in the Sierra Nevada east of Sacramento.

The same is true for the statewide snowpack, which some had expected to benefit more than it has from El Niño conditions. Statewide, water content of the mountain snowpack today is only 87 percent of the March 30 historical average.

Frank Gehrke, chief of the California Cooperative Snow Surveys Program, and his survey team measured snow that was 58.4 inches deep at Phillips with a water content of 26 inches, just 97 percent of the long-term average there. The Phillips conditions for this time of year are dramatically improved compared to 2015’s zero depth and zero water content on April 1. Governor Edmund G. Brown Jr. stood on bare ground that day when he mandated a 25-percent reduction in water use throughout California.

The statewide readings also are much better compared to last year, when the water content of the snowpack was only five percent of normal, the lowest dating back to 1950. Today, the statewide snowpack’s water content is 24.4 inches, 87 percent of average.

Gehrke’s message to the media today was essentially the same one he delivered four weeks ago at Phillips: “While for many parts of the state there will be both significant gains in both reservoir storage and stream flow, the effects of previous dry years will remain for now.”

Electronic readings of northern Sierra Nevada snow conditions found 28.1 inches of water content (97 percent of average for March 30), 25.2 inches in the central region (88 percent of average) and 19.3 inches in the southern region (72 percent of average).

In normal years, the snowpack supplies about 30 percent of California's water needs as it melts in the spring and early summer. The greater the snowpack water content, the greater the likelihood California's reservoirs will receive ample runoff as the snowpack melts to meet the state's water demand in the summer and fall.

Results of today's manual readings by DWR near Echo Summit are as follows:

<b>Location</b>	<b>Elevation</b>	<b>Snow Depth</b>	<b>Water Content</b>	<b>% of Long-Term Average</b>
Alpha	7,600 feet	75.5 inches	35.5 inches	106
Phillips Station	6,800 feet	58.4 inches	26 inches	97
Lyons Creek	6,700 feet	75.5 inches	30 inches	94
Tamarack Flat	6,550 feet	64 inches	28.8 inches	101

Electronic snowpack readings can be found at:

<http://cdec.water.ca.gov/cdecapp/snowapp/sweq.action>

For earlier readings, click the calendar icon below the map, select a date, then Refresh Data.

Detailed information on major reservoir storage is found here:

<http://cdec.water.ca.gov/cdecapp/resapp/getResGraphsMain.action>

Water Year 2016 precipitation is found at: [http://cdec.water.ca.gov/snow\\_rain.html](http://cdec.water.ca.gov/snow_rain.html)

Look in the right-hand column for the Northern Sierra 8-station index for updated rainfall readings in the critical northern portion of the state, as well as the San Joaquin 5-station and Tulare Basin 6-station links.

**VIDEO NOTE:** Raw video will be available for downloading at approximately 1 p.m. today at this website: <http://bit.ly/23NXgqe> Edited video will be posted around 2 p.m. here: <https://vimeo.com/calwater>

High-resolution photographs from today's survey will be posted here:

<http://bit.ly/1RkyYea>.



Governor Brown declared a drought State of Emergency on January 17, 2014 and directed state officials to take all necessary actions to prepare for water shortages. On April 1, 2015, when the statewide snowpack's water content was historically low at five percent of that date's average, Governor Brown mandated a 25-percent reduction in water use across the state.

Conservation – the wise, sparing use of water – remains California's most reliable drought management tool. Each individual act of conservation, such as letting the lawn go brown or replacing a washer in a faucet to stop a leak, makes a difference over time.

For a broader snapshot of current and historical weather conditions, see DWR's "Water Conditions" and "Drought" pages:

**Water Conditions Page:**

<http://www.water.ca.gov/waterconditions/waterconditions.cfm>

**Drought Page:**

<http://www.water.ca.gov/waterconditions/index.cfm>

**Everyday water conservation tips at Save Our Water:**

<http://www.saveourwater.com>

**Information on the State's turf and toilet rebate program:**

<http://www.saveourwaterrebates.com/>

– 30 –

*Visit [SaveOurWater.com](http://SaveOurWater.com) to find out how everyone can do their part, and visit <http://drought.ca.gov> to learn more about how California is dealing with the effects of the drought. The Department of Water Resources operates and maintains the State Water Project, provides dam safety and flood control and inspection services, assists local water districts in water management and water conservation planning, and plans for future statewide water needs.*



Exhibit 5

**AWWA Free Water Audit Software: Reporting Worksheet**
V5AS v5.0  
American Water Works Association  
Copyright © 2011 AWWA. All Rights Reserved.

---

**Water Audit Report for: Sacramento Suburban Water District (CA3410001)**  
**Reporting Year: 2015 1/2015 - 12/2015**

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

All volumes to be entered as: MILLION GALLONS (US) PER YEAR

---

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

← Enter grading in column 'E' and 'J' →

**WATER SUPPLIED**

Volume from own sources:	<input type="text" value="7"/>	<input type="text" value="8,935.333"/>	MG/Yr
Water imported:	<input type="text" value="7"/>	<input type="text" value="26.087"/>	MG/Yr
Water exported:	<input type="text" value="n/a"/>	<input type="text" value="0.000"/>	MG/Yr

**WATER SUPPLIED: 9,143.774 MG/Yr**

---

**AUTHORIZED CONSUMPTION**

Billed metered:	<input type="text" value="7"/>	<input type="text" value="7,478.155"/>	MG/Yr
Billed unmetered:	<input type="text" value="4"/>	<input type="text" value="1,082.000"/>	MG/Yr
Unbilled metered:	<input type="text" value="10"/>	<input type="text" value="0.012"/>	MG/Yr
Unbilled unmetered:	<input type="text" value="5"/>	<input type="text" value="114.297"/>	MG/Yr

Default option selected for Unbilled unmetered - a grading of 5 is applied but not displayed

**AUTHORIZED CONSUMPTION: 8,674.464 MG/Yr**

---

**WATER LOSSES (Water Supplied - Authorized Consumption)**

**469.310 MG/Yr**

**Apparent Losses**

Unauthorized consumption:	<input type="text" value="5"/>	<input type="text" value="22.859"/>	MG/Yr
---------------------------	--------------------------------	-------------------------------------	-------

Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Customer metering inaccuracies:	<input type="text" value="7"/>	<input type="text" value="393.588"/>	MG/Yr
Systematic data handling errors:	<input type="text" value="5"/>	<input type="text" value="18.695"/>	MG/Yr

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

**Apparent Losses: 435.143 MG/Yr**

---

**Real Losses (Current Annual Real Losses or CARL)**

**Real Losses = Water Losses - Apparent Losses:**   MG/Yr

**WATER LOSSES: 469.310 MG/Yr**

---

**NON-REVENUE WATER**

**NON-REVENUE WATER: 583.619 MG/Yr**

= Water Losses + Unbilled Metered + Unbilled Unmetered

---

**SYSTEM DATA**

Length of mains:	<input type="text" value="9"/>	<input type="text" value="696.0"/>	miles
Number of active AND inactive service connections:	<input type="text" value="9"/>	<input type="text" value="46,414"/>	
Service connection density:	<input type="text" value="9"/>	<input type="text" value="67"/>	conn./mile main

Are customer meters typically located at the curbstop or property line?  Yes! (length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line:   Average length of customer service line has been set to zero and a data grading score of 10 has been applied

Average operating pressure:   psi

---

**COST DATA**

Total annual cost of operating water system:	<input type="text" value="10"/>	<input type="text" value="\$24,913,909"/>	\$/Year
Customer retail unit cost (applied to Apparent Losses):	<input checked="" type="text" value="10"/>	<input type="text" value="\$0.84"/>	\$/100 cubic feet (cft)
Variable production cost (applied to Real Losses):	<input type="text" value="10"/>	<input type="text" value="\$278.74"/>	\$/Million gallons <input type="checkbox"/> Use Customer Retail Unit Cost to value real losses

---

**WATER AUDIT DATA VALIDITY SCORE:**

\*\*\* YOUR SCORE IS: 75 out of 100 \*\*\*

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score

**PRIORITY AREAS FOR ATTENTION:**

Based on the information provided, audit accuracy can be improved by addressing the following components:

- 1: Volume from own sources
- 2: Billed unmetered
- 3: Billed metered

**Master Meter and Supply Error Adjustments**

Pcnt:	<input type="text" value="7"/>	<input type="text" value="-2.00%"/>	MG/Yr
Value:	<input type="text" value="7"/>	<input type="text" value=""/>	MG/Yr

Enter negative % or value for under-registration  
Enter positive % or value for over-registration

Click here:  for help using option buttons below

Pcnt:  Value:  MG/Yr

Use buttons to select percentage of water supplied OR value

Pcnt:  Value:  MG/Yr

MG/Yr

MG/Yr

AWWA Free Water Audit Software v5.0

Reporting Worksheet 1



**AWWA Free Water Audit Software:**  
System Attributes and Performance Indicators

WAS v5.0  
American Water Works Association  
Copyright © 2004, 2007, 2010

**Water Audit Report for:** Sacramento Suburban Water District (CA3410001)  
**Reporting Year:** 2015 1/2015 - 12/2015

\*\*\* YOUR WATER AUDIT DATA VALIDITY SCORE IS: 75 out of 100 \*\*\*

**System Attributes:**

Apparent Losses:	435.143	MGYr
+ Real Losses:	34.167	MGYr
= <b>Water Losses:</b>	<b>469.310</b>	MGYr
Unavoidable Annual Real Losses (UARL):	195.78	MGYr
Annual cost of Apparent Losses:	\$488,629	
Annual cost of Real Losses:	\$9,524	

Valued at **Variable Production Cost**

Return to Reporting Worksheet to change this assumption

**Performance Indicators:**

Financial:	Non-revenue water as percent by volume of Water Supplied:	6.4%
	Non-revenue water as percent by cost of operating system:	2.1%
Operational Efficiency:	Apparent Losses per service connection per day:	25.69 gallons/connection/day
	Real Losses per service connection per day:	2.02 gallons/connection/day
	Real Losses per length of main per day*:	N/A
	Real Losses per service connection per day per psi pressure:	0.04 gallons/connection/day/psi
From Above, Real Losses = Current Annual Real Losses (CARL):		
	Infrastructure Leakage Index (ILI) [CARL/UARL]:	34.17 million gallons/year
		0.17

\* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline

# AWWA Free Water Audit Software: Water Balance

WAS 6.0  
American Water Works Association

**Water Audit Report for: Sacramento Suburban Water District (CA3410001)**

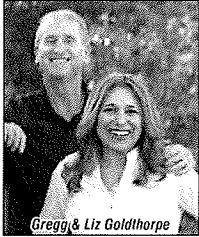
Reporting Year: 2015

1/2015 - 12/2015

Data Validity Score: 75

	Water Exported <i>0.000</i>						
Own Sources (Adjusted for known errors)	9,117.687	System Input 9,143.774	Water Supplied 9,143.774	Water Exported <i>0.000</i>	Billed Water Exported	Revenue Water 0.000	
					Billed Metered Consumption (water exported is removed)	Revenue Water 8,560.155	
				Authorized Consumption 8,674.464	Billed Authorized Consumption 8,560.155		
					Unbilled Authorized Consumption 114.309		
					Unbilled Metered Consumption 0.012		Non-Revenue Water (NRW)
					Unbilled Unmetered Consumption 114.297		
					Unauthorized Consumption 22.859		583.619
					Customer Metering Inaccuracies 393.588		
					Systematic Data Handling Errors 18.695		
				Water Losses 469.310	Leakage on Transmission and/or Distribution Mains Not broken down		
					Real Losses 34.167		
					Leakage and Overflows at Utility's Storage Tanks Not broken down		
					Leakage on Service Connections Not broken down		
Water Imported 26.087							

The Antelope News is a monthly publication, published by EGnews Inc., 5098 Foothills Blvd., #3 PMB 405 • Roseville, CA 95747 (916) 727-6393 • Fax: (916) 727-6373 • E-mail: egnews@egnews.com Ad rates are available on the Internet at <http://www.egnews.com>



Gregg & Liz Goldthorpe

**EDITORS**  
Liz & Gregg Goldthorpe

**PRODUCTION ASSISTANT**  
Madison Goldthorpe & Emily Goldthorpe

**ADVERTISING**  
Gregg Goldthorpe

**CONTRIBUTORS**  
Lisa Lisonbee, Roberta MacGlashan, Dori Kelsey, Brad Tooker, Scott A. Loehr, Luke Campbell, Angelina Hughes, Frank Cropper, Cindy Campbell, Madisen Carter, Patty Spore, Dena Borders.

**CIRCULATION**

The Antelope News is delivered free directly to 11,000 homes in the Antelope community. An additional 200 copies are distributed throughout the community, i.e., library, local stores, offices, schools, etc. The delivery is targeted for the first week of each month.

**SUBSCRIPTIONS**

For a one year mailed subscription to the Antelope News, send address and \$26 to the Antelope News Subscription, 5098 Foothills Blvd., #3 PMB 405, Roseville, CA 95747. Please make checks payable to: Antelope News.

**DISPLAY ADS**

A variety of display ad sizes are available to fit your business needs and budget. For rate information call Gregg at 727-6393. Display ads must be submitted by the 10th of each month to guarantee placement in the following month's issue and to avoid late fees. The publisher (EGnews Inc.) reserves the right to refuse any display ads it deems unsuitable.

**CLASSIFIED ADS**

For classified ads, please complete the form provided in this issue. Send appropriate payment with completed form to the Antelope News. Deadline for the classified ads is the 15th of each month. The publisher (EGnews Inc.) reserves the right to refuse any classified ads it deems unsuitable.

**SUBMISSIONS**

The Antelope News welcomes announcements from social clubs, schools, charitable organizations, non-profit organizations, local government and community events. Also, editorial contributions as well as articles, cartoons and photographs are welcomed and considered for publication. Deadline for submissions is the 15th of each month. Please submit via email.

All information submitted to the Antelope News must be accompanied by your name, phone number and written consent. All letters received become the property of the publisher (EGnews Inc.). The Antelope News reserves the right to condense and edit letters for publication and liability purposes.

*All content and letters to the editors represents the opinion of the various authors and all content and letters should be considered as opinion and editorial in nature. Any representations expressed by the various authors are not necessarily shared or verified by the publisher.*

*Any advertisement may be refused without explanation. Advertisers are solely responsible for all representations made by their advertisements. EG NEWS INC. is not responsible for the content or accuracy of any advertisements. The presence of an ad within our publications or electronic communications does not imply endorsement of the advertised company, product, or service. Readers should use all due diligence regarding representations, products or services before a transaction is performed.*

Sun Senior News is not associated with Del Webb Corporation.  
Del Webb's Sun City is a registered trademark of Del Webb Corporation.  
EG Graphics, publishers of the Antelope News, Sun Senior News - Roseville,  
Sun Senior News - Lincoln Hills & Woodcreek News.

**Tires LES SCHWAB** Doing the Right Thing Since 1952.  
ANTELOPE • 7880 WALERGA RD. • 916-729-1339

**National Fix A Leak Week — March 14 – 20**  
*Take Some Time to Check and Fix This Week*

It's that time of year again when our nation's attention turns to fixing that leaky faucet, stopping that running toilet, and searching for leaks wherever they may be.

"We're asking all of our customers to take some time this week to be a leak detective," said Greg Bundesen, Water Conservation Supervisor for Sacramento Suburban Water District (SSWD). "That leaky faucet may not seem like a big deal, but over time it can waste thousands of gallons of water."

It is estimated that the average household's leaks can account for more than 10,000 gallons of water wasted, more than enough to do 270 loads of laundry, and that household leaks waste more than 1 trillion gallons of water annually nationwide, that's equal to the amount of water used by more than 11 million homes each year.

Some of the most common culprits inside the home are worn toilet flappers, old and worn out faucet washers and gaskets, and loose showerhead connections. Outside, sources of leaks can be broken sprinkler heads, cracked pipes or leaky spigots and garden hoses.

**How to Check for Leaks**

- Make sure no water is being used inside or outside of your home.
- Check your water meter and record the reading. Wait 15 minutes and check it again. If the

meter shows usage, you probably have a leak. The meter also has a blue or red flow indicator that turns when water is used. If all water is off, this flow indicator should not move.

- Visually examine all of your faucets and showerheads. Even a slow dripping faucet can waste more than 1,000 gallons a year.
- Check your toilet with a simple dye test. Place dye tablets or a couple of drops of food coloring into the tank. If the colored water appears in the bowl within 15 minutes, there is a leak in the flapper valve. SSWD has dye tablets available to customers at its Administration Office.
- Turn on your sprinklers one zone at a time and visually inspect each sprinkler for leaks.
- Set up a Water-Wise house call by contacting the SSWD office online or by calling the Customer Service Team at 916-972-7171.

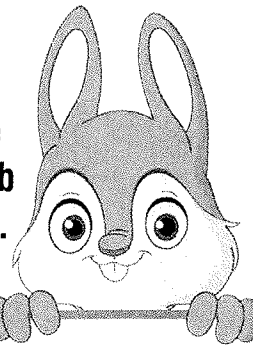
One of their water-efficiency professionals will help you check for leaks, evaluate the water use on your property and make recommendations on how you can use water more efficiently.

And remember, fixing leaks shouldn't be confined to only one week a year. Check your faucets, toilets, sprinklers and other water using appliances on a regular basis to make sure there aren't any problems, and fix them as soon as you find them.



March 14-20, 2016  
**Fix a Leak Week**

The Antelope Lions Club Present...



Breakfast with the Easter Bunny!

When: Saturday, March 26, 2016 from 8:30 – 10:30 a.m.

Where: Tetotum Park, Antelope

What: Enjoy a pancake breakfast with the Easter Bunny, and then have fun hunting for Easter Eggs.

Cost: Adults \$5, Children 12 and under \$3  
Breakfast includes pancakes, sausage, coffee, and juice.

Specialty coffees will be available for an additional expense.

Proceeds benefit local youth projects. For more information, please contact Lion Jeri Wartena, 916-217-9486.

Exhibit 7

## It's Tour Time

at Antelope Gardens

Take a self-guided tour  
of the 2 acre Antelope  
Gardens for ideas  
on creating your own  
river-friendly landscape.

**Open May 2 to  
October 31, 2016**

Monday - Friday  
& the 2nd Saturday  
of each month

9:00 a.m. to 3:00 p.m.

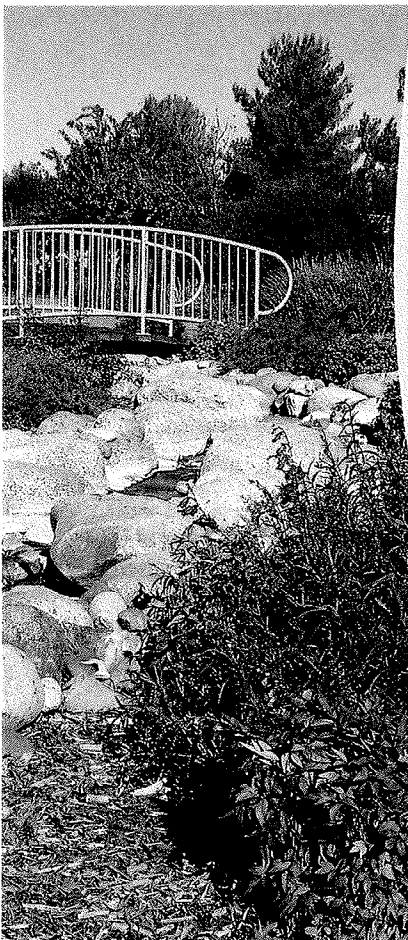
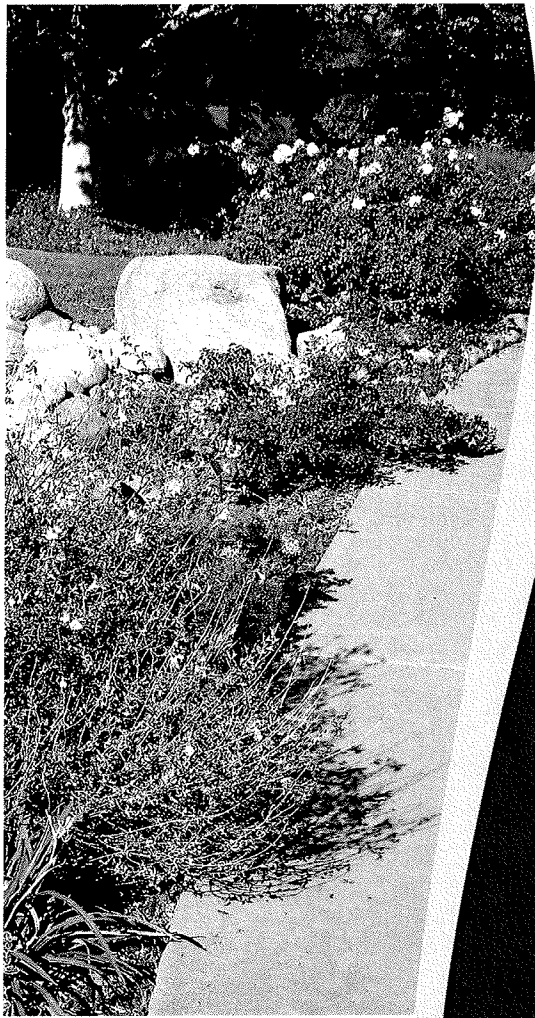
**FREE Admission**

7800 Antelope North Road  
Antelope

916-972-7171



**sswd.org**



**Figure 1 - Possible Leak Notification (Front)**

The flyer features the Sacramento Suburban Water District logo in the top right corner. The main heading reads "IMPORTANT DROUGHT MESSAGE" in large, bold, black letters. Below the heading are four circular icons: a showerhead, a faucet, a wrench, and a toilet. To the right of these icons, the text states: "You may have a LEAK. A recent review of your water meter shows continuous use of water at all times of the day. Contact us today to schedule a free Water Wise House Call. We can help you evaluate your water use indoors and outside. 916.972.7171 or conservation@sswd.org". At the bottom right, the website "sswd.org" is displayed in a large, white font against a dark background.

**Figure 2 - Possible Leak Notification (Back)**

The back of the flyer includes the Sacramento Suburban Water District logo and address: "3701 Marconi Avenue, Suite 100 Sacramento, CA 95821". The main heading is "How to identify the source of the leak on your own". Below this heading are three icons (faucet, wrench, toilet) corresponding to the following instructions: "Visually inspect all faucets, showerheads and your outdoor irrigation system.", "Walk around your house and look for signs of leaks, such as mold, discoloration, or soggy and abnormally green spots in your yard.", and "Take the toilet test - Add a couple of drops of food coloring to the tank, wait 20 minutes, check to see if the color of the water has changed in the bowl." A grey box on the right side contains the contact information: "Contact us today at 916-972-7171 or email us at conservation@sswd.org". At the bottom, a disclaimer reads: "This notice has been sent as a courtesy. Residents are responsible for resolving plumbing leaks on their property in a timely manner."



## 2016 BMP Activity Report

<u>Foundational BMPs - No Measurable Water Savings</u>	<u>Month</u>	<u>Year</u>
	<u>March</u>	<u>2016</u>
1.1-1 Conservation Coordinator	*	Yes
1.1-2 Water Waste Prevention	*	Yes
1.1-3 Wholesale Agency Assistance	N/A	N/A
1.2 Water Loss Control	N/A	Yes
1.3 Metering/Commodity Rates	162	425
1.4 Retail Conservation Pricing	*	N/A
2.1 Public Information	*	N/A
2.2 School Education	*	N/A

### Programmatic BMPs - Demonstrated Water Savings

3 Residential Audits - Indoors	8	24
3 Residential Audits - Outdoors	26	57
4 CII Audits	0	2
5 Large Landscape Audits	0	0
3 Water Conservation Kits	25	39
3 High Bill Investigates	12	32
3 Leak Notifications	352	491

### Current Rebates

	<u>Monthly Spend</u>		<u>To Date Spent</u>	
Rebates - Cash for Grass	1	\$351	6	\$3,227
Rebates - Pool Covers	0	\$0	0	\$0
Rebates - Hot Water Pumps	5	\$1,000	11	\$761
Rebates - WBIC	0	\$0	4	\$104
Rebates - Rain Sensors	0	\$0	0	\$0
Rebates - Irrigation Upgrdaes	1	\$500	3	\$569
Rebates - Clothes Washers	8	\$680	23	\$1,955
Rebates - HET Toilets	0	\$0	0	\$0

### Water Waste Calls and Notifications

Water Waste Calls	23	57
Water Waste via Website	18	54
Notice - Information Only	28	75
Notice of Violation	16	55
Warning Notice of Violation	1	2
1st Violation - Water Waste	0	0
2nd Violation - Water Waste	0	0
3rd Violation - Water waste	0	0

\* Not all BMPs are quantifiable. Of those that are not, if the District is implementing them, they're noted as "Yes." If the District is not implementing them, they are noted as, "N/A."





## Agenda Item: 15

**Date:** April 6, 2016

**Subject:** District Activity Report

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

Described below are significant District Activities and milestones over the past month. The report is separated into the following sections: Water Operations and Exception Report, and Customer Service Report, and Community Outreach Report.

### **a. Water Operations And Exceptions Report**

#### **i. Monthly Water Production – Exhibit WO-1**

This indicates the amount of water produced, both ground and surface water, in the District's North Service Area (McClellan Business Park, The Arbors at Antelope, and portions of North Highlands, Antelope, Carmichael, and Citrus Heights) and South Service Area (Portions of Arden Arcade, Carmichael, and City of Sacramento) for Calendar Year 2015 and 2016. As a result of the near normal precipitation this past winter, Placer County Water Agency surface water supplies, treated by San Juan Water District, are currently being utilized in the North Service Area. The South Service Area continues to rely solely on groundwater sources, as Hodge flow limitations in the lower American River preclude access to Area D surface water supplies from the City of Sacramento.

#### **ii. Water Wheeled to Other Purveyors – Exhibit WO-2**

This indicates the amount of water the District served to other water purveyors in Calendar Year 2016. The amount is indicated in Million Gallons (MG) and Acre Feet (AF).

#### **iii. Water Operations Activity – Exhibit WO-3**

This shows the types and number of activities that are conducted daily in the Production, Distribution and Field Services Departments.

#### **iv. Claims Update – Exhibit WO-4**

This is a summary report of claims received by the District that are less than \$10,000, and approved or rejected by the General Manager.

#### **v. General System Discharges by Category – Exhibit WO-5**

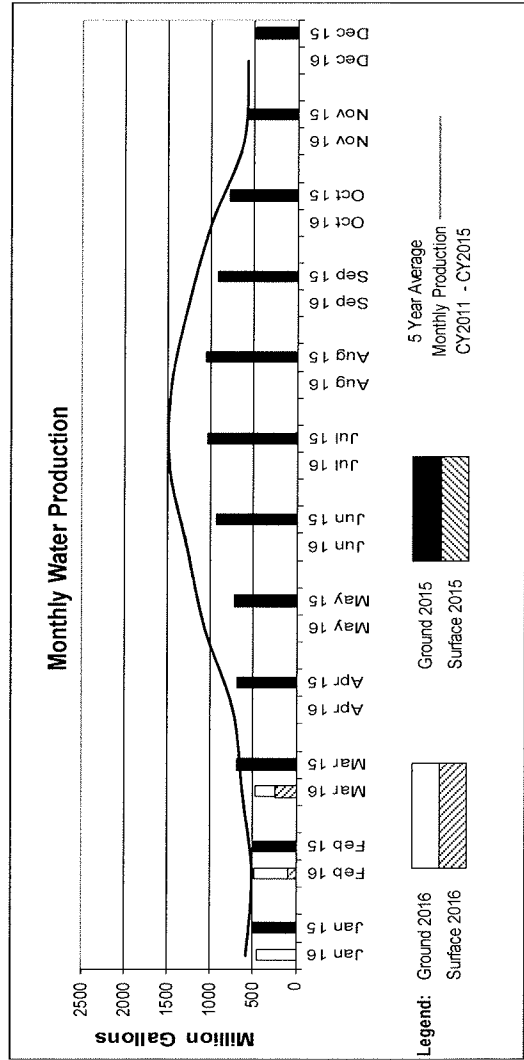
This report quantifies the amount of water discharged to waste for each discharge type. In March 2016, the total volume of water flushed was 0.170 MG or 0.04% of the total water produced for the month.

- vi. Exception Report for March**  
None to report.

**Exhibit WO-01**

**Monthly Water Production  
 2016**

Month	North Service Area *		South Service Area **		Sub Total (MG)	Total North & South Service Areas (MG)	Average MG/Day	% Of Total Year to Date Production
	Surface (MG)†	Ground (MG)	Surface (MG)	Ground (MG)				
Jan	0.000	283.684	0.000	182.615	182.615	466.299	15.042	32.415
Feb	97.141	200.496	0.000	194.894	194.894	492.531	16.984	34.238
Mar	244.314	42.863	0.000	192.734	192.734	479.711	15.475	33.347
Apr								
May								
Jun								
July								
Aug								
Sep								
Oct								
Nov								
Dec								
<b>MG</b>	<b>341.455</b>	<b>526.843</b>	<b>0.000</b>	<b>570.243</b>	<b>570.243</b>	<b>1438.541</b>		<b>15.808</b>
<b>AF</b>	<b>1,047.887</b>	<b>1,616.822</b>	<b>0.000</b>	<b>1,750.012</b>	<b>1,750.012</b>	<b>4,414.720</b>		



Mo/Yr	Surface	Ground	Total	Difference
Jan 16	0.000	466.299	466.299	-45.265
Jan 15	0.000	511.564	511.564	
Feb 16	97.141	395.390	492.531	-8.454
Feb 15	0.000	500.985	500.985	
Mar 16	244.314	235.397	479.711	-212.510
Mar 15	0.000	692.221	692.221	
Apr 16				
Apr 15	0.000	702.405	702.405	
May 16				
May 15	0.000	722.950	722.950	
Jun 16				
Jun 15	5.200	944.611	949.811	
Jul 16				
Jul 15	0.466	1,042.233	1,042.698	
Aug 16				
Aug 15	0.000	1,057.321	1,057.321	
Sep 16				
Sep 15	20.375	913.428	933.803	
Oct 16				
Oct 15	0.000	788.885	788.885	
Nov 16				
Nov 15	0.000	571.407	571.407	
Dec 16				
Dec 15	0.047	487.323	487.370	

\* North Service Area (North Highlands, Northridge, McClellan Park and The Arbors)  
 \*\* South Service Area (Town and Country)

**Exhibit WO-2**

**SACRAMENTO SUBURBAN WATER DISTRICT**  
**Water Wheeled To Other Purveyors**  
 2016

Month	California American Water		Citrus Heights Water District		City of Sacramento		County of Sacramento		Rio Linda / Elverta Water		San Juan Water District		City of Roseville	
	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)
January	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	13.058	4.255	0.000	0.000
February	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.178	0.058
March	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
April														
May														
June														
July														
August														
September														
October														
November														
December														
YTD	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	13.058	4.255	0.178	0.058

Note: Water wheeled to other purveyors includes water sold.

**Exhibit WO-3**

**Water Operations Activity**

	<u>March 2016</u>	<u>Monthly Average</u>	<u>CY 2016</u>
<b><u>Production Department</u></b>			
<b><u>Service Orders</u></b>			
Preventive Maintenance: Work Orders Completed	115	387	1161
Corrective Maintenance: Work Orders Completed	19	10	30
<b><u>Water Quality</u></b>			
Complaints	4	2	6
Inquiries	15	25	74
<b><u>Distribution Department</u></b>			
<b><u>Service Orders</u></b>			
Main Leaks	7	9	26
Service Line Leaks	10	6	19
Locate & Expose (L&E)	18	16	48
Determine Responsibility (DR)	39	42	126
<b><u>Water Main Shutdown</u></b>			
-- Emergency	4	4	11
-- Scheduled	2	2	6
<b><u>Preventive Maintenance Program</u></b>			
Fire Hydrants Inspected	55	79	237
Fire Hydrant Valves Inspected	56	75	226
Fire Hydrant Valves Exercised	46	69	206
Mainline Valves Inspected	197	74	221
Mainline Valves Exercised	147	57	171
<b><u>Underground Service Alert</u></b>			
Reviewed	1939	1740	5219
Marked	469	411	1232
<b><u>After Hours Activity (On-Call Technician)</u></b>			
Calls Received	54	73	220
Calls Responded	37	45	134
Average Call Time Hours	2	2	2
Overtime Hours	69	78	233
<b><u>Field Services Department</u></b>			
<b><u>Meters</u></b>			
Preventive Maintenance - Meters Tested	4	3	10
Preventive Maintenance - Meters Replaced	0	0	1
Preventive Maintenance - Meter Re-Builds	3	14	42
<b><u>Customer Service</u></b>			
Shut Off (non-payment)	125	170	511
Restore Service	124	163	490
Customer Pressure Inquiries	10	8	25
<b><u>Field Operations Department</u></b>			
Service Requests Generated	1165	1356	4068
Work Orders Generated	844	1008	3024

**Exhibit WO-4**

**Date:** April 6, 2016

**Subject:** Claims Update

**Staff Contact:** Jim Arenz, Operations Manager

On December 21, 2009, the District adopted a Claims Processing Policy. The Policy requires any claim in excess of \$10,000 be brought before the Board for approval or rejection of said claim. The General Manager has the authority to approve or reject claims up to \$10,000. The Policy further requires that all claims less than \$10,000 be reported to the Board as an information item.

The following information provides an overview of the claims that have been submitted to the District:

**CLAIMS APPROVED/REJECTED BY GENERAL MANAGER**

There were no claims approved/rejected by the General Manager this month.

**CLAIMS UNDER REVIEW/INVESTIGATION**

There are no claims under review or investigation at this time.

**CLAIMS IN LITIGATION**

There are no claims in litigation at this time.

**Exhibit WO-5**

# **General System Discharges by Category**

From 3/1/2016 to 3/31/2016

**Report Group**

**Water Used (MG)**

**Distribution Flushing** (11 detail records)

Sub Total 0.135

**Meter Testing** (6 detail records)

Sub Total 0.009

**Raw Water - Pump to Waste** (1 detail record)

Sub Total 0.024

**Reuse - Land Application** (19 detail records)

Sub Total 0.002

---

**Total Gallons Flushed for all Types of Discharges: 0.170**

**Total Monthly Production for March 2016 (MG): 479.711**

**Percent of Total Production Discharged to Waste: 0.04%**

## **b. Customer Service Report**

### **i. Customer Service Monthly Activity - Exhibits CS-1 & CS-2**

1. Customer Service Activity Report shows Customer Service activity for the month of March 2016.
2. Call Volume Report shows number of calls received, abandoned calls, and queue times.

### **ii. Customer Service Exceptions**

There were no significant exceptions.



## Exhibit CS-1

	<u>March 2016</u>		<u>Calendar Year 2016</u>	
<b><u>Customer Service Department</u></b>				
<b><u>Billing</u></b>				
Water Connections - Total Active	46,494		n/a	
Active Flat w/o Meter	9,553		n/a	
Active Flat w/Meters	2,161		n/a	
Active Meter Non-Residential	6,995		n/a	
Active Meter Residential	27,785		n/a	
Water Connections - Suspended	545		n/a	
Owner/Tenant Billing Agreement	1,267		n/a	
E-billing	2,573		n/a	
Water Statements Mailed	39,966		119,054	
Monthly Calls	3,960		12,545	
Customer Changes	209		614	
<b><u>Collections</u></b>				
15-Day Notices	1,288		4,382	
48-hour Door Tags Generated	692		2,343	
Lock-off Door Tags Generated	191		685	
Bankruptcy Processed	25		35	
<b><u>Payments</u></b>				
Cash/Check Payments (Front Office)	1,684	4.5%	5,159	4.5%
Credit Card Payments (Front Office)	791	2.1%	2,333	2.0%
SSWD Customer Web Payments	3,330	8.9%	10,325	9.0%
Direct Payment Service (Auto Pay-Checking)	4,772	12.8%	14,211	12.4%
Direct Payment Service (Auto Pay-Credit Card)	2,238	6.0%	6,129	5.3%
IVR (Automated Phone System)	1,296	3.5%	4,488	3.9%
Electronic Payments (Online Banking)*	11,184	30.0%	33,560	29.3%
LockBox (Checks)	11,929	32.0%	38,390	33.5%
<b>Total Payments</b>	<b>37,224</b>	<b>100.0%</b>	<b>114,595</b>	<b>100.0%</b>

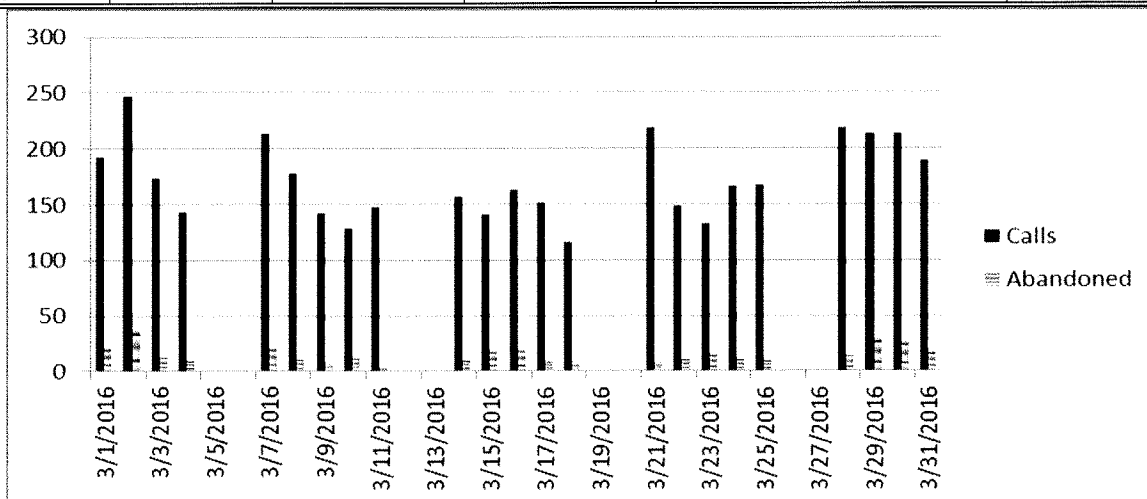
\*Electronic payments have been combined into one category

### Exhibit CS-2

Date Ranges : 03/01/2016 - 03/31/2016

Time Ranges : 08:00 a.m. - 04:30 p.m.

Date	Calls Accepted	Calls Abandoned	% of Calls Abandoned	Average Wait On Queue	Max Wait on Queue	Average Call Time
3/1/2016	192	22	11.46%	0:02:22	0:11:51	0:03:18
3/2/2016	247	38	15.38%	0:02:44	0:16:44	0:02:53
3/3/2016	174	13	7.47%	0:01:51	0:07:26	0:02:22
3/4/2016	143	10	6.99%	0:01:57	0:09:29	0:02:36
3/7/2016	213	22	10.33%	0:01:41	0:10:03	0:03:02
3/8/2016	178	11	6.18%	0:01:36	0:09:11	0:02:48
3/9/2016	142	7	4.93%	0:01:23	0:05:24	0:02:18
3/10/2016	129	12	9.30%	0:01:31	0:12:07	0:02:50
3/11/2016	147	3	2.04%	0:01:43	0:07:17	0:02:36
3/14/2016	157	10	6.37%	0:02:18	0:11:58	0:02:53
3/15/2016	141	19	13.48%	0:01:58	0:12:33	0:02:45
3/16/2016	163	20	12.27%	0:01:45	0:09:38	0:03:00
3/17/2016	151	9	5.96%	0:01:24	0:05:57	0:02:40
3/18/2016	116	8	6.90%	0:01:17	0:06:58	0:03:02
3/21/2016	219	8	3.65%	0:01:04	0:08:45	0:02:45
3/22/2016	148	11	7.43%	0:02:02	0:08:14	0:03:02
3/23/2016	133	15	11.28%	0:02:16	0:12:54	0:03:06
3/24/2016	166	11	6.63%	0:01:32	0:07:46	0:02:51
3/25/2016	167	10	5.99%	0:02:03	0:11:24	0:02:57
3/28/2016	219	14	6.39%	0:01:34	0:07:42	0:02:51
3/29/2016	213	30	14.08%	0:02:06	0:17:32	0:03:18
3/30/2016	213	27	12.68%	0:02:14	0:11:50	0:03:39
3/31/2016	189	18	9.52%	0:01:51	0:14:26	0:02:39
<b>GroupTotal</b>	<b>3960</b>	<b>348</b>	<b>8.79%</b>	<b>0:01:56</b>	<b>0:17:32</b>	<b>0:02:53</b>



**c. Community Outreach Report**

**i. May Bill Insert**

The May bill insert will begin on April 25, 2016 and continue until May 22, 2016. The bill insert includes the following articles:

- Set Up Your Water-Wise House Call Today
- H2O Hero: Creating a Low-Water Use Work of Art
- 365 Conserve Water Every Day: Creating a River-Friendly Landscape
- Save Money and Water with SSWD’s Rebates

The bill insert is scheduled to be posted on the District’s website at the end of April 2016. A sample of the bill insert has been included with this report.

**ii. May Envelope Message**

The May envelope shows the 365 Conserve Water Every Day logo and directs customers to the website for ways to conserve water. The envelope will begin on April 25, 2016 and continue until May 22, 2016.

**iii. Community Meetings/Events**

Staff, representing SSWD, attended the following agency meetings, conference calls, community meetings, and events in March 2016:

<u>Date</u>	<u>Meeting</u>	<u>Staff</u>
03/01/16	Cap to Cap Water Resources	Dan York
03/02/16	Regional Water Transfer Meeting	Dan York
03/02/16	Lobbyist Subscription Program	Dan York
03/03/16	ACWA Board’s Strategic and Business Plan Workshop	Rob Roscoe
03/04/16	Northern CA Water Association Annual Meeting	Rob Roscoe
03/07/16	Cal Water Policy Seminar Series – Leg Topics: State & Fed	Rob Roscoe
03/08/16	Kennedy/Jenks Water Quality Meeting	Rob Roscoe
03/09/16	Infrastructure Presentation to the Legislature’s Env. Caucus	Rob Roscoe
03/10/16	Regional Water Transfer Meeting	Roscoe/York
03/10/16	Water Forum Plenary	Rob Roscoe
03/14/16	Yolo Water Resources Meeting	Rob Roscoe
03/15/16	McClellan Business Park Improvement Meeting	Dan York
03/17/16	Regional Water Transfer Meeting	Dan York
03/18/16	HDR Flow Management Standard Meeting	Dan York
03/21/16	SWRCB Mandatory Conservation Proposal Meeting	Rob Roscoe
03/23/16	RWA Executive Committee Meeting	Rob Roscoe
03/23/16	Fire Agencies/Water Purveyors Meeting	Espinoza/Arenz
03/25/16	ACWA Board Meeting	Rob Roscoe
03/30/16	Bureau of Reclamation – LTWAC	Dan York

00162000



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

May 2016

## Set Up Your Water-Wise House Call Today

Spring is a great time to set up a complimentary Water-Wise House Call and have a SSWD water-efficient expert do an evaluation of your water use inside and outdoors. During the visit, our professionals will:

- Check appliances and plumbing fixtures for leaks
- Measure the flow rate of faucets and showerheads
- Perform a sprinkler system survey
- Troubleshoot your sprinkler system if deficiencies are found
- Develop a custom watering schedule for your yard
- Provide you with recommendations on how you can make every drop count

Call our Customer Service Team at 916/972-7171 or go online to [sswd.org](http://sswd.org) today to schedule your appointment.

[sswd.org](http://sswd.org)

Phone: 916/972-7171

Fax: 916/972-7639

3701 Marconi Avenue, Suite 100

Sacramento, CA 95821-5346

Hours: M-F, 8:00 am. to 4:30 p.m.



## H<sub>2</sub>O Hero: Creating a Low-Water Use Work of Art

Our May H<sub>2</sub>O Hero Judi Semple was concerned about the impact of the drought and decided it was time for a change. She enlisted the services of landscape designer Roberta Walker and together they came up with a plan to replace her lawn with a low water use landscape that is also a piece of stunning visual art.

Judi had seen a home in her neighborhood with steel panels in their front yard and liked the look of it, but wanted to take it a step further. She described the idea to Roberta and got her started on developing a plan. Roberta put together a detailed plant book and layout, incorporating succulents like variegated yucca, agave, and aloe as well as drought tolerant plants and grasses like yarrow, blue fescue, lavender and lantana.

[H<sub>2</sub>O Hero | page 2](#)

## Creating a River-Friendly Landscape

365

Save the Water Every Day

A River-Friendly Landscape is an environmental and water-efficient approach to landscaping with a focus on safeguarding the Sacramento River watershed. We'll be promoting River-Friendly Landscaping throughout the year, and giving you the advice and information on how to create one at your home.

### Principle 1: Nurture the Soil

One of the Seven Principles of River-Friendly Landscaping is to nurture the soil around your plants. Ensuring that your soil is healthy will create a positive soil structure, store and cycle nutrients, protect plants from pests, improve water infiltration and storage, and filter out urban pollutants.

[365 Conservation | page 2](#)



## Save Money and Water with SSWD's Rebates

Get ready for summer by taking advantage of SSWD's rebates. You can save even more money this year by taking advantage of the increased rebate amounts. Rebates are available for:

- \* Pool Covers
- \* Recirculating Hot Water Pumps
- \* Irrigation Upgrades
- \* Clothes Washer
- \* Weather-Based Irrigation Controllers
- \* Rain Sensors

Complete details on the rebate programs are available on the SSWD website.

Remember to always look for the WaterSense label when you're shopping for water fixtures and appliances.



110 Items | from page 7

Judi then contacted local sculptor Diane Gaethlicher and provided her with the plant book to use as inspiration for the series of sculpted steel panels. While Diane was cutting the panels, Judi met with a few different contractors until she found the ideal one to execute her vision.

Walden Green built three stucco covered stands for the panels and also dug a dry well that is fed by her home's downspouts. Rainwater runs from the spouts down into the well, percolates deep into the soil, and will ultimately replenish the ground water table. The new plants are all irrigated by a drip irrigation system and Judi will do the occasional hand watering with water she collects from her sink and shower.

Low-voltage LED lighting was placed in front of the three panels and near the new trees, making the yard even more beautiful at night.

Are you a H2O Hero? Contact the SSWD office with your tales of water efficiency. You could be featured in our next bill insert.

165 Construction | from page 1

There are 3 steps to nurturing your soil:

### Step 1: Amend your soil with compost before planting

Amending your soil fosters a diverse, fertile, and disease suppressive soil that will result in stronger, healthier plants. Utilizing compost as a soil amendment will also improve soil structure, aeration, and water holding capacity.

### Step 2: Mulch Regularly

Mulch provides many different benefits. It acts like a layer of insulation and moderates the temperature of the soil, slows evaporation, hinders the growth of weeds, and adds helpful nutrients to the soil.

Make sure to avoid piling mulch up against the trunk of a tree or the base of a plant. It can cause moisture to build up and lead to root rot, decay and other problems. If mulching around a tree, try to extend the mulch all the way out to the drip line.

### Step 3: Feed soils naturally, avoid synthetic, quick release fertilizers.

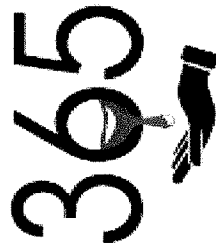
Compost and mulch naturally feed and improve your soil. Slow release fertilizers only make nutrients available to the plants when they are present, and often wash away before plants can utilize them. They can also damage your soil's structure.

Are you interested in transitioning your yard to a River-Friendly Landscape or curious to know if your yard qualifies as a River-Friendly Landscape? Call today for a Water-Wise House Call for more information about River-Friendly Landscaping or to have your landscape evaluated.

Information regarding River-Friendly Landscaping is provided by EcoLandscape California. For more information regarding the 7 Principles of River-Friendly Landscaping, please visit [www.ecolandscape.org/riverfriendly/](http://www.ecolandscape.org/riverfriendly/)



Visit [sswd.org](http://sswd.org)  
for ways to  
conserve water 365



Conserve Water Every Day

