

Agenda

Sacramento Suburban Water District

Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, September 19, 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.

All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference location for the meeting are as follows: 44652 Guilford Drive, Suite 107, Ashburn, Virginia 20147; telephone number (916) 712-4481. Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location.

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 August 15, 2016 Regular Board Meeting
Recommendation: Approve subject minutes.
2. Water Service Charges and Rate Setting Policy (PL – Fin 009)
Recommendation: Adopt subject policy.
3. Driver Record and Insurance Review Policy – (PL – HR 006)
Recommendation: Adopt subject policy.

Items for Discussion and Action

4. 2016 Compensation Study
Presentation by Shelley Anderson of Bryce Consulting, Inc.
5. Update and Demonstration on Website Improvements
Presentation by Annette O’Leary on District Website.
6. California Special Districts Association 2017 Committee & Expert Feedback Team Participation
Consider becoming a member of CSDA’s 2017 Committee & Expert Feedback Team.
7. 2016 Operations and Maintenance Expense Forecast
Receive written staff report and direct staff as appropriate.
8. Resolution No. 16-21 Delegate Authority to Accept Easements – General Manager
Recommendation: Adopt subject resolution.

Information Items

9. District Activity Report
 - a. Water Operations and Exceptions Report
 - b. Water Conservation and Regional Water Efficiency Program Report
 - c. Customer Service Report
 - d. Community Outreach Report
10. 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
11. Financial Report
- a. Financial Statements – August 2016
 - b. Investments Outstanding and Activity – August 2016
 - c. Cash Expenditures – August 2016
 - d. Credit Card Expenditures – August 2016
 - e. Directors Compensation and Expense Accounting – Through August 2016
 - f. Market Report Yields – January 2010 through August 2016
 - g. District Reserve Balances – August 2016
 - h. Information Required by Bond Agreement
12. 2017/18 Budget Status
13. Internal Controls Update from Audit
14. Sacramento County Paving Requirements
15. Cost Increase for Water Supply Agreement for Groundwater Stabilization
16. CEQA Exemptions for Miscellaneous Water Facility Projects
17. California WaterFix – Joint Group Submissions
18. Legislative and Regulatory Update

19. General Manager's Report
 - a. Regional Water Reliability Plan Update
 - b. Elections Status Report
 - c. Water Conservation Executive Order Update (EO B-37-16)
 - d. Outreach Letter to Schools on Lead
 - e. Division of Drinking Water Annual System Inspection
 - f. Agreement Between Fulton El Camino Parks and Recreation
 - g. 2016 Premium Only Plan (POP) Discrimination Testing Results
 - h. Long Term Warren Act Contract Update
 - i. 2017 Benefits Renewal Analysis for Dental, Vision and Life/Disability Insurance Plans
20. Upcoming Policy Review
 - a. Facility Development Charge Setting Policy (PL – Fin 010)
 - b. Employment Rules & Procedures Policy (PL – HR 01)
21. Upcoming Water Industry Events

Committee Reports

22.
 - a. Facilities and Operations Committee (Director Locke)
Notes from the September 1, 2016 Meeting.
 - b. Finance and Audit Committee (Director Thomas)
Notes from the August 12, 2016 Meeting.
 - 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)

23. a. Regional Water Authority (Director Thomas)
Agenda from the September 8, 2016 Meeting.

Regional Water Authority Executive Committee (General Manager Roscoe)
Agenda from the August 24, 2016 Meeting.
- b. Sacramento Groundwater Authority (Director Schild)
No report.
- c. Water Forum Successor Effort (General Manager Roscoe)
Agenda from the September 15, 2016 Meeting.

Carryover Storage Working Group Meeting
No report.

Water Forum Dry Year Conference Meeting
No report.

Water Caucus Meeting
No report.
- d. Other Meetings
Notice for the September 15, 2016 McClellan Restoration Advisory Board (RAB)
Meeting.

Miscellaneous Correspondence and General Information

24. Correspondence Received by the District
25. 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)

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

Adjournment

Upcoming Meetings

Friday, September 30, 2016 at 3:00 p.m., Facilities and Operations Committee Meeting
Monday, October 17, 2016 at 6:30 p.m., Regular Board Meeting

I certify that the foregoing agenda for the September 19, 2016 meeting of the Sacramento Suburban Water District Board of Directors was posted by September 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

ITEM 1

Minutes

Sacramento Suburban Water District
Regular Board Meeting
Monday, August 15, 2016

Call to Order

President Thomas called the meeting to order at 6:35 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, David Espinoza, Annette O'Leary, Lynne Yost, James Arenz, John Valdes, David Jones, David Armand, Mitch Dion and Hannah Dunrud.

Public Present: Avery Wiseman, Jim DeHart, William Eubanks, Mark Rowlings, Cathy Medley, Ted Costa and Jim Leonard.

Announcements

General Manager Robert Roscoe (GM Roscoe) announced:

- A Customer compliment for David Jones and Veerkamp Construction at the dais.
- The Carmichael Founders Day Event September 24, 2016 from 10-3pm.
- A Groundwater Substitution Transfers Update.
- The Resignation of 2 Distribution Operators.

Public Comment

Avery Wiseman (Mr. Wiseman) requested clarity regarding a meeting schedule for Friday, August 29, 2016. President Thomas noted that there was not a meeting scheduled for that day.

Director Gayle joined the meeting at 6:39p.m.

Jim Leonard (Mr. Leonard) expressed his concern regarding the homeless problem at the Palm Well #N6A site. He noted that he, along with other neighbors, were concerned that the District has cleared an area for homeless camps and requested that the District consider additional fencing of the area and/or adding street lights.

GM Roscoe expressed that staff would look into his concerns and contact him.

Director Gayle suggested Mr. Leonard additionally contact the County Board of Supervisors regarding the homeless issues.

Consent Items

- 1. Minutes of the July 18, 2016 Regular Board Meeting**
- 2. Public Works Contracting Policy (PL – Eng 002)**
- 3. Procurement Policy (PL – Fin 005)**

Director Wichert moved to approve all Consent Items; Director Schild seconded. The motion passed by 4/1 vote.

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

Public Hearings

- 4. Public Hearing on Initial Study and Proposed Mitigated Negative Declaration for Palm Well #N6A Project**

President Thomas opened the Public Hearing. GM Roscoe provided an overview of the Public Hearing process.

Mitch Dion (Mr. Dion) provided additional information regarding the project. He noted that staff received a customer comment to review the drainage issue at the site. He expressed that staff will review all drainage options and come back with any recommended changes.

Mr. Dion also stated that the District received standard comment letters from both SMUD and the Central Valley Regional Water Quality Control Board.

President Thomas opened the floor for public comment.

Mr. Leonard expressed his concern regarding the homeless issues at the site and suggested installing a street light in the area and/or a fence. He requested to include his initial comments regarding his homeless concerns as well.

GM Roscoe expressed that staff has considered installing street lights, noting that adjacent neighbors generally have mixed opinions regarding them.

GM Roscoe expressed that staff will review options and contact Mr. Leonard regarding any recommended changes.

GM Roscoe clarified that the fencing that is included in the report, is the existing fencing that is at the property. He noted that the customer comment was to expand the

fencing to cover more of the ground, and preclude other areas of the property. He further explained that lighting was not a part of the initial project.

GM Roscoe further clarified that the item was being presented regarding the two initial study items, noise and raptor nesting, noting that growth inducing was not one of them. He further noted that staff did consider moving it from 1,200 to 1,500 gpm, and final capacity will depend on final decision after drilling.

Director Wichert commented that staff should consider including some additional impact studies on land use and planning.

Mr. Dion expressed that land use and planning was not impacted, noting that staff is working with neighbors and will continue to do so.

There being no further public comments, President Thomas closed the Public Hearing.

5. Potential Adoption of an Initial Study/Mitigated Negative Declaration for the Palm Well #N6A Project

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

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

6. 2016 Triennial Public Health Goal Report

President Thomas opened the Public Hearing. GM Roscoe provided an overview of the Triennial Public Health Goal Report.

GM Roscoe introduced David Armand (Mr. Armand) and Hannah Dunrud (Ms. Dunrud) who presented the PowerPoint presentation.

Director Wichert commented that he was not in favor of the mapping presented.

Mr. Armand explained the maps for further clarity.

Director Gayle complimented staff, stating that they have done a tremendous amount of work and that staff was doing a great job.

Further information was provided regarding Nitrate.

Director Wichert expressed his concern about the standard EPA language that is in the Annual Water Quality Report. He suggested including language to express that they have never exceeded the state mandate. Mr. Armand stated the language was determined by EPA.

President Thomas closed the Public Hearing.

President Thomas moved to approve the staff recommendation to accept the Public Health Goal Report as Final; Director Gayle seconded the motion. The motion passed by a 4/1 vote.

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

Items for Discussion and Action

7. Master Service Agreement for Main Replacements

Mr. Dion presented the staff report.

Director Schild expressed concern over protecting the ratepayers.

Mr. Dion expressed that staff follows the policy and examines all aspects to determine the best value for the ratepayers.

Discussion ensued regarding pricing and bidding.

Director Wichert moved to approve the staff recommendation to extend the contract for one year; Director Locke seconded. The motion passed by a 4/1 vote.

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

8. Resolution No. 16-19 Fixing the 2017 Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees’ Medical and Hospital Care Act, and Resolution No. 16-20 Fixing the 2017 Employer Contribution Under Section 22893 of the Public Employees’ Medical and Hospital Care Act

Mr. Bills presented the staff report.

Lynne Yost (Ms. Yost) further explained the resolution premium difference in detail.

Director Wichert moved to approve both Resolutions; Director Gayle seconded. The motion passed by unanimous vote.

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

9. Classify District Property as Surplus

Mr. Dion presented the staff report and PowerPoint presentation.

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

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

10. Supplemental Budget Augmentation to 2016 Capital Improvement Program to Support Water Production Facilities

Mr. Dion presented the staff report and PowerPoint presentation.

Director Wichert stated that he believed this item should have gone to the Facilities and Operations Committee (F&O Committee) for review. He further inquired about the Operations and Maintenance Budget, asking if it was possible to transfer from that budget.

Mr. Bills expressed that the budget was not yet complete in order to know the balances in each budget.

Director Wichert suggested providing further details to the F&O Committee regarding the projects.

Mr. Dion provided some additional details to the Board.

Director Schild moved to approve the budget augmentation amount of \$855,000 for CIP, and directed staff to bring back to the full board at the September regular Board meeting, the estimated year end amount for O&M for the Board to consider an O&M to CIP transfer at that time.

Mr. Eubanks stated that if the Item was to be presented to the F&O Committee, that he hoped the Committee be able to recommend a Board action instead of requiring another duplicate presentation to the full Board. He further complimented staff on the quality of work staff has produced noting that it has improved exponentially.

GM Roscoe restated the motion; President Thomas seconded the motion. The motion passed by unanimous vote.

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

11. 2016 Inter-Budget Reallocation

Mr. Bills presented the staff report.

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

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

Information Items

12. District Activity Report

A written report was provided.

a. Water Operations and Exceptions Report

A written report was provided.

b. Water Conservation and Regional Water Efficiency Program Report

A written report was provided.

c. Customer Service Report

A written report was provided.

d. Community Outreach Report

A written report was provided.

13. Engineering Report

A written report was provided.

Director Wichert commented on Well N15 Cabana, noting a constituent was detected above the MCL. He suggested that if the well was subsequently turned off, staff should have put that information in the staff report.

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. Planning Studies

A written report was provided.

g. Other

A written report was provided.

14. Financial Report

A written report was provided.

a. Financial Statements – July 2016

A written report was provided.

b. Investments Outstanding and Activity – July 2016

A written report was provided.

c. Cash Expenditures – July 2016

A written report was provided.

d. Credit Card Expenditures – July 2016

A written report was provided.

e. Directors Compensation and Expense Accounting – Through July 2016

A written report was provided.

f. Market Report Yields – January 2010 through July 2016

A written report was provided.

g. District Reserve Balances – July 2016

A written report was provided.

h. Information Required by Bond Agreement

A written report was provided.

15. Status of 2017/18 Budget Preparation Process

A written report was provided.

16. 2016 Budget Reallocations

Director Wichert expressed his displeasure that staff didn't report that action was taken to improve the water quality with regards to manganese treatment.

Mr. Armand expressed that there is no public health goal for manganese.

17. Annexation of Carmichael Water District Properties

A written report was provided.

18. McClellan Business Park and Operations Agreement Update

A written report was provided.

19. Update on Forensic Analysis and Testing of Pipe

A written report was provided.

20. Central Valley Project Restoration Fund Charges

A written report was provided.

21. ACWA/JPIA Liability, Property, and Workers' Compensation Risk Assessment

A written report was provided.

22. General Manager's Report

A written report was provided.

a. Water Transfer - Bureau of Reclamation

A written report was provided.

b. McClellan Restoration Advisory Board (RAB) Meeting

A written report was provided.

c. Drinking Water Fee Regulations Update

A written report was provided.

d. Transition to Statewide General NPDES Permit

A written report was provided.

e. County of Sacramento Proposed Paving Requirements

A written report was provided.

f. Staffing Level/Turnover Report

A written report was provided.

g. Long Term Warren Act Contract Update

A written report was provided.

23. Legislative and Regulatory Update

A written report was provided.

24. Upcoming Policy Review

A written report was provided.

a. Water Service Charges and Rate Setting Policy (PL – Fin 009)

A written report was provided. Directors' comments are due by Tuesday, September 6, 2016

b. Driver Record and Insurance Review Policy (PL – HR 006)

A written report was provided. Directors' comments are due by Tuesday, September 6, 2016.

25. Upcoming Water Industry Events

A written Report was provided.

Committee Reports

26. a. Facilities and Operations Committee (Director Locke)
Notes from the July 22, 2016 Meeting were provided.

b. Finance and Audit Committee (Director Thomas)
Agenda for the August 12, 2016 Meeting was provided.

Mr. Bills expressed that there was a schedule conflict with the previously scheduled September 9, 2016 meeting, and that staff would need to be reschedule for another time.

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)

27. a. Regional Water Authority (Director Thomas)
No report.

Regional Water Authority Executive Committee (General Manager Roscoe)
Agenda from the July 27, 2016 Meeting was provided

b. Sacramento Groundwater Authority (Director Schild)
Director Schild provided an oral report regarding the August 11, 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
Agenda from the August 10, 2016 Meeting was provided.

d. Other Reports
President Thomas provided oral reports regarding his meeting with GM Roscoe on July 19, 2016; the Aerojet meeting on July 27, 2016, his meeting with GM Roscoe on July 29, 2016; the Delta Smelt Meeting on August 4, 2016; his meeting with

AGM York on August 8, 2016; and the meeting at San Juan Water District on August 10, 2016.

Director Gayle provided an oral report regarding the Sac Bee Forum

Director Locke provided an oral report regarding the CA Rural Water Association Conference on April 26-28, 2016, also attended by Director Gayle who concurred.

Miscellaneous Correspondence and General Information

28. Certain correspondence received by the District was provided.

29. General Information related to District business was provided.

Director's Comments/Staff Statements and Requests

Director Locke inquired about a previous meeting item regarding the customer Ms. Haggeman.

AGM York expressed that he sent several attempts to contact her, however she has not responded.

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

The Board convened in closed session at 9:03 p.m. with counsel Ryan Bezerra to discuss the following:

30. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); State Water Resources Control Board proceedings concerning Cal. WaterFix.

Return to Open Session

The Board convened in open session at 9:29 p.m. There was no reportable action.

Adjournment

President Thomas adjourned the meeting at 9:30 p.m.

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



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Agenda Item: 2

Date: September 2, 2016

Subject: Water Service Charges and Rate Setting Policy (PL - Fin 009)

Staff Contact: Daniel A. Bills, Finance Director

Recommended Board Action:

Approve the attached updated policy – Water Service Charges and Rate Setting Policy (PL - Fin 009).

Discussion:

At last month's board meeting, an update of the Water Service Charges and Rate Setting Policy (PL - Fin 009) was provided to the Board for review and comment (see Exhibit 1). Recommended changes include consideration of recent court findings regarding water rate setting and clarifying language. This updated Policy has been reviewed by Legal Counsel. In addition, comments were received from Director Schild, which have been incorporated into the attached version.

Fiscal Impact:

None.

Strategic Plan Alignment:

Finance – 4.A. Monitor District operation through internal control procedures, documentation and such other processes necessary to ensure effective financial performance.

Exhibit 1

Sacramento Suburban Water District

Water Service Charges and Rate Setting PolicyAdopted: September 15, 2014; September XX, 2016**100.00 Purpose of the Policy**

It is important for the District to have cost-based rates that are fair, equitable, and defensibleable. The basis for establishing water rates that are fair, equitable, and defensibleable has traditionally been cost of service principles and methodologies.¹ At the same time, the courts have historically recognized that municipal entities can take into account policy items other than strictly cost of service when establishing rates (e.g., conservation, efficient use, ability to pay, accrual of prudent reserves, etc.). In contrast, †The people State of California, however, have established certain legal constraints regardingon setting water rates-setting policy latitude, namely pursuant to Proposition 218. Therefore, †This policy has been developed to provide guidance and consistency in District financial planning and the rate setting decision-making process for the Board and staff. Also, this policy† provides a foundation for the long-term financial sustainability of the District, while providing the outside financial community with a better understanding of the District’s commitment to managing the District in a financially prudent and sustainable manner.

200.00 Policy

The District’s water service charges and rates will be reviewed biennially, to confirm sufficient funding, and to assess needed adjustments to reflect inflation, construction needs, maintain bond covenants, and/or to avoid immediate or major increasesrate adjustments. This does not imply that rates must be adjusted biennially, simply that the rates are reviewed and a determination is made of their adequacy inthat they are adequately funding the District.

The District will establish user-water rates and charges using “generally accepted” rate setting and costing methodologies, including establishing appropriate cost basesis for the tiers (price blocks) of theany existing or future District’s tiered-water rate structure imposed or proposed to be imposed on District ratepayers, and in compliance with all appropriate laws (i.e., Proposition 218). The District will be viewed on a “stand-alone” basis to help assure self-sufficiency and sustainability. The analyses associated with “generally accepted” rate-setting techniques include the following analyses:

¹ Generally-accepted cost of service principles and methodologies are best defined and discussed within the American Water Works Association M-1 Manual, Principles of Water Rates, Fees and Charges.

~~⁺ Generally accepted cost of service principles and methodologies are best defined and discussed within the American Water Works Association M-1 Manual, Principles of Water Rates, Fees and Charges.~~

A. Revenue Requirement Analysis – Establishes the overall level of financial and rate needs of the District. In developing the revenue requirements for the District, the District will consider the following:

1. Revenue requirements, including anticipated external funding, will be established on a “cash basis” approach that will include all District programs, operation & maintenance expenses, any applicable taxes/transfer payments, debt service (P&I), and capital improvements funded from rates.
2. Revenues and costs will be annually projected for a five year period (the proposed budget year plus four additional projected years).
3. Projections of Operations & Maintenance (O&M) costs should include any estimated incremental O&M costs associated with increased service levels (or future capital improvements.)
4. The District will continue to develop a five year capital improvement plan and update it regularly by way of its Asset Management Plans and Water System Master Plan.
5. On an annual basis, the District will fund, through its rates and other available revenues, an amount to adequately maintain the existing infrastructure of the District. To achieve this goal, the District will fund selected capital projects pursuant to the District’s Capital Asset Replacement Management Plans and the Water System Master Plan. At a minimum, capital projects will be funded based on a running historical 5-year average of capital expenditures, excluding unusually large one-time capital projects.
6. The system’s capital improvement program will consider mandated necessary capital improvements, growth related capital improvements, and replacement capital improvements.
7. The level of any proposed rate adjustment(s) will reflect all of the above costs (direct, indirect and costs of administration), such that rates will be cost-based and provide for full cost recovery of providing water services to customers.

B. Cost of Service Analysis – Determines the equitable allocation of costs (revenue requirements) between the various customer groups.

1. When possible, a cost of service study will be utilized to equitably allocate the District costs to the customer classifications of service.
2. The cost allocation methodology will utilize techniques that are “generally accepted” by the industry (e.g. American Water Works Association) including conservation-based methodologies. The cost of service for the District will consider the specific circumstances and unique characteristics of the District in the cost allocation methodology.

3. A cost of service analysis will be conducted at least once every five years to determine if rates remain equitable between different customer classes of service.

C. Rate Design Analysis – The District will design rates to collect the appropriate level of revenue that reflects the rate design goals, objectives and policies of the District, including water conservation policies established by the District Board.

1. Rate designs will be reflective of system needs, and also reflect the greater public purpose and policy goals of the District Board.
2. Rate structures will be developed to promote understanding by the District's customers (e.g. bills that are easy to understand).
3. Rates will be set at a level that recovers necessary costs, by customer classification, yet flexible enough to accomplish the District's objectives. As deemed appropriate, rate structures will be designed to reward the preservation of valuable resources (conservation), the efficient use of resources, while discouraging excessive or wasteful usage. (e.g. public purpose programs).
4. ~~Rates will reflect District supported water conservation goals.~~
- 5.4. ~~_____~~ Rates will be designed to be equitable, and detailed to a level to reflect the service provided (e.g., private fire protection, multi-family services, etc).
- 6.5. ~~_____~~ Rates will balance the overall goals and objectives of the rate design process with any administrative or District billing issues. Providing rates that are easy to understand and administer is beneficial to both the customer and the District.

300.00 Revenue Diversification

The District has limited ability for revenue diversification. Where possible, the District will explore additional revenue sources such as grants, developer contributions, etc.

400.00 Reviews and Updates

The District will closely monitor the financial/rate performance of the District to help maintain adequate rates and charges through:

- A. Annual~~Biennial~~ Reviews - District rates will be reviewed ~~biennially~~annually as part of the budget process, to determine the adequacy of revenues, and, as necessary, adjustments made to reflect inflation, construction needs, maintain bond covenants, and avoid major periodic increases.
- B. Comprehensive Rate Studies - District rate studies will be conducted, at a minimum, every five years to update assumptions and plan for the long-term solvency and viability of the District's utilities.

500.00 Authority

The General Manager and District Treasurer are responsible for adherence to this policy and regular reporting of the District's financial status. Board oversight will be accomplished through regular reporting of financial status and review of this Policy.

600.00 Policy Review

This Policy will be reviewed at least biennially.



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Agenda Item: 3

Date: September 2, 2016

Subject: Driver Record and Insurance Review Policy (PL – HR 006)

Staff Contact: Lynne Yost, Human Resources Coordinator

Recommended Board Action:

Adopt the updated Driver Record and Insurance Review Policy (PL – HR 006).

Discussion:

Included with this report is a redline version of the Driver Record and Insurance Review Policy (PL – HR 006) for the Board’s final review. This policy was submitted to the Board last month as an information item with the following changes recommended by staff:

1. In the last paragraph of Section 200.00, the final sentence was moved up to maintain consistency in referencing Directors first throughout the policy.
2. Section 300.00 was revised for consistency with language used in other policies and to omit a repetitive reference.

Director Schild subsequently recommended the following additional changes:

1. In the third paragraph of Section 200.00, define “immediately” by adding “(within 24 hours).”
2. In the last paragraph of Section 200.00, add “on District business” to clarify when a staff member or volunteer is subject to disciplinary action for failing to notify his/her supervisor of a revoked or suspended driver’s license.

The policy was originally adopted by the Board in August 2006 and last reviewed in October 2014. Staff previously noted that ACWA/JPIA does not have model policy language and the policy was not submitted for legal counsel review.

As also previously noted, staff has reviewed the Driver Record and Insurance Review Procedure (PR – HR 003) and one recommended change, to fully reference the “DMV Employer Pull Notice Program,” will be submitted for General Manager approval after the updated policy is adopted by the Board.

Fiscal Impact:

None.

Strategic Plan Alignment:

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

Driver Record and Insurance Review Policy (PL – HR 006)

September 2, 2016

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Customer Service – 3.B. Attract and retain a well-qualified staff with competitive compensation, effective training, and professional development to ensure safe, efficient and effective job performance.

District customers benefit from the District's commitment to driver safety and the requirement that DMV driver records will be reviewed for all prospective and current Directors, staff and volunteers.

EXHIBIT 1

Sacramento Suburban Water District

Driver Record and Insurance Review Policy

Adopted: August 21, 2006

Revised: August 18, 2008; June 21, 2010; October 15, 2012; September XX, 2016**100.00 Purpose of the Policy**

The purpose of this policy is to establish and apply uniform criteria when accessing and evaluating driver record, class and financial responsibility/insurance information for Directors, staff, prospective staff and volunteers who drive a District or personal vehicle while on District business.

200.00 Policy

It is the policy of the District to require every Director, staff member, prospective staff member and volunteer who drive a District or personal vehicle while on District business to hold a valid State of California driver's license. Additionally, any personal vehicle driven for District business purposes must meet the requirements of the California Compulsory Financial Responsibility Law, California Vehicle Code Sections 16000 through 16078.

Prospective staff members and volunteers will be required to authorize the District to obtain a current Department of Motor Vehicles ("DMV") driving record report after a conditional offer of employment has been made or volunteer opportunity has been presented.

Every Director, staff member and volunteer will be responsible for reporting to the General Manager or designee (Directors), or their immediate supervisor (staff members and volunteers), any moving violation or accident that occurs while they are driving a District or personal vehicle on District business, and shall do so immediately (within 24 hours) following the violation or accident.

Every Director, staff member and volunteer will be enrolled in the DMV Employer Pull Notice Program ("Pull Program") and will be required to sign an Authorization for Release of Driver Record Information for enrollment into the Pull Program. The information received from the Pull Program will be used to validate any moving violations or accidents reported by a Director, staff member or volunteer. Upon

termination of employment, the Director, staff member or volunteer will be removed from the Pull Program.

Under the requirements of the California Compulsory Financial Responsibility Law, every Director, staff member and volunteer shall also sign a "Proof of Insurance" form to assure financial responsibility (most commonly established by maintaining automobile insurance coverage) for any personal vehicle used on District business. This form shall be signed at the time of hire, taking office, or the start of the volunteer assignment and shall be resubmitted on an annual basis.

If a Director's, staff member's or volunteer's license is revoked or suspended by the DMV or a court of law, or in the event of any loss of financial responsibility/insurance, the Director, staff member or volunteer must immediately inform the General Manager or designee (Directors) or his/her immediate supervisor (staff members and volunteers) by the next business day. If a Director violates this policy, the General Manager will report the violation and any recommended action to the Board of Directors. If a staff member or volunteer fails to notify his/her immediate supervisor or continues to drive a District or personal vehicle on District business after the loss of a license, license class or financial responsibility/insurance, appropriate disciplinary action may be taken up to and including termination of employment. ~~If a Director violates this policy, the General Manager will report the violation and any recommended action to the Board of Directors.~~

300.00 Authority and Responsibility

The General Manager is responsible for administering this policy and has authorized to establish a procedure for reviewing and evaluating driver record and financial responsibility information as set forth in the Driver Record and Insurance Review Procedure (PR-HR 003) ~~that will include review criteria and appropriate actions to be taken.~~ The General Manager shall be responsible for implementing the procedure in an effort to reduce the District's exposure to liability as well as ensure the safety of Directors, staff members, volunteers, customers and members of the general public.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



[Back to Agenda](#)

Agenda Item: 4

Date: September 7, 2016

Subject: 2016 Compensation Study

Staff Contact: Robert S. Roscoe, P.E., General Manager
Dan York, Assistant General Manager
Lynne Yost, Human Resources Coordinator

Recommended Board Action:

Receive and accept the 2016 Compensation Study and authorize the General Manager to implement the recommended changes.

Discussion:

As reported at the Facilities & Operations Committee meeting on September 1, 2016, and as previously reported to the full Board, a Request for Proposals for 2016 Compensation Study was released on June 10, 2016, and sent to seven firms in Sacramento, Davis and the greater Bay Area. (The last study was done in 2013 and focused on total compensation with surveyed agencies in the local area that are the most comparable and competitive with additional agencies surveyed for management classes.) The project was awarded to Shellie Anderson, Principal of Bryce Consulting, Inc., as the sole bidder (all other firms declined to propose). Ms. Anderson is very familiar with the District organizational structure and survey requirements as a result of conducting prior studies. She knows the local labor market very well, has developed contacts with local agencies that will be included in the study, and has gained an even greater knowledge of local and state water agencies through her human resources contract work for ACWA. Ms. Anderson's proposal included a projected cost of \$11,040 for professional services and \$500 for direct project related expenses (e.g., travel, telephone, printing and binding), which was an increase of just \$90 over the cost of the 2013 study she conducted for the District. It was also noted the proposal submitted by another firm for the 2013 study was \$4,540 higher than Bryce Consulting, Inc., for a similar scope of work, and a local consulting firm that declined to propose also did not submit a proposal for the 2013 study because they did not believe they would be cost competitive.

Ms. Anderson's final report, attached as Exhibit 1, includes the following recommendations:

1. For Assistant Controller, based on a separate classification review of the duties assigned to the position, change the position title to Financial Analyst, revise the job description to reflect the current duties and level of work, and set the salary approximately 10% above the data collected for Accountant by changing the pay range from 370 to exempt salary range 650.

2. For GIS/Information Technology Technician, since the classification is 7.79% behind market, change the pay range from 320 to 330 to be within 5% of market to be competitive. Since the GIS Coordinator has traditionally been set 15% above the GIS/Information Technology Technician, change the pay range from 350 to 360 to maintain that relationship. Since the Engineering Project Coordinator is also linked to the GIS/Information Technology Technician, change the pay range from 320 to 330 to maintain that relationship.
3. No other adjustments are recommended.

For all other positions, the study results show total compensation does not exceed the targeted range of 5% above or below market. To provide context for the internal relationships and pay/salary bands and amounts referenced in the study, a copy of the District's position list and pay/salary bands are attached as Exhibit 2.

A draft compensation study was provided to the Facilities & Operations Committee. The final report (Exhibit 1) includes amended information for the Technical Services Director position as well as other nonsubstantive changes (i.e., confirm "exempt" range 650 for the Financial Analyst on page 16, confirm "pay" ranges for the other positions discussed on page 17, and correct an internal relationship on Appendix C). Also, in response to the Committee's comments that Appendix C was difficult to read, column and job titles were narrowed and/or abbreviated to expand and enlarge the chart to the fullest extent possible while keeping all of the information on one page.

As previously reported to the Board, staff turnover this year is expected to exceed the highest level seen since the merger forming Sacramento Suburban Water District. Since that report, 2 more resignations have been received, bringing the total full-time vacancies to 8 so far this year, including 6 resignations, 1 termination and 1 retirement (note: the prior report incorrectly referenced 2 terminations). Implementing the changes recommended in the study will maintain competitive compensation in the local labor market and allow the District to attract and retain well-qualified staff as set forth in the compensation policy and strategic plan.

The Facilities & Operations Committee reviewed the report and directed it be presented to the full Board with a recommendation for acceptance. Ms. Anderson will attend the Board meeting to answer any questions and present information previously provided to the Committee (including the updated PowerPoint presentation attached as Exhibit 3) as deemed necessary by the Board. The final report accepted by the Board will be posted on the District's website so that it will be available for Board member, employee and public review at any time.

Fiscal Impact:

No immediate fiscal impact since the recommendations affect only pay/salary ranges. Future financial impacts will be effectuated through the District's merit incentive program based on individual employee performance as budgeted annually in the labor budget.

Strategic Plan Alignment:

Customer Service – 3.B. Attract and retain a well-qualified staff with competitive compensation, effective training, and professional development to ensure safe, efficient and effective job performance.

District customers benefit by staff regularly conducting compensation studies to assist the Board in determining whether competitive compensation is being offered that will continue to attract and retain well-qualified staff.

EXHIBIT 1

**BRYCE
CONSULTING**

SACRAMENTO SUBURBAN WATER DISTRICT 2016 TOTAL COMPENSATION STUDY



Submitted by:

Bryce Consulting, Inc.
3436 American River Drive, Suite 7A
Sacramento, CA 95864
September 2016

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SECTION I - PROJECT OVERVIEW

Bryce Consulting was retained by the Sacramento Suburban Water District to conduct a comprehensive compensation study of District classifications. This report presents the compensation survey results and salary/pay recommendations. The report includes:

- Section I Project Overview
- Section II Compensation Survey Parameters
- Section III Compensation Survey Results
- Section IV Salary/Pay Recommendations

STUDY OBJECTIVES

The study consisted of the following objectives:

- Collect and analyze base salary/pay and benefit survey data for the selected survey classes.
- Update the salary/pay plan for all classes in the District using market data and internal relationships to ensure parity to the labor market and internal equity within the organization.

SECTION II – COMPENSATION SURVEY PARAMETERS

This section of the report presents the compensation survey parameters and includes:

- Selection of labor market employers and survey classes
- Survey scope
- Survey methodology

SURVEY EMPLOYERS

The overall objective in selecting survey employers is to define as accurately as possible the District's "Labor Market". A labor market consists of those employers with whom the District competes for employees. The criteria typically utilized in identifying those employers includes the following:

- **EMPLOYER SIZE** - As a general rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. Specifically, agencies of similar size to Sacramento Suburban Water District are likely to have departmental structures and organization of positions more similar to the District than organizations that are significantly larger or smaller in size.
- **GEOGRAPHIC PROXIMITY** - Geographic proximity is another factor utilized in identifying an appropriate labor market. This factor is particularly important because it identifies those employers that the District must directly compete with to recruit and retain quality staff.

It should be noted that for management classifications, the recruitment area will be broader as the candidate pool is smaller. Therefore, five additional agencies were selected for management survey classifications since it would be expected that the District would need to reach candidates from a further geographic proximity.

- **NATURE OF SERVICES PROVIDED** - As a general rule, similar organizations are selected as survey employers, because they provide similar services. This is important for the following reasons:
 - Employers who provide similar services are most likely to compete with one another for employees.
 - These employers are most likely to have comparable jobs.

- These employers are most likely to have similar organizational characteristics.

While some survey agencies may not meet all of the criteria, it is important to have a balanced labor market.

RECOMMENDED LABOR MARKET

Table 1 displays the survey agencies, which were also surveyed in 2007, 2009 and 2013, based on the above considerations. The only exception is the City of Lodi which was added by the District this year. These agencies are geographically proximate, are competitors for staff and/or provide similar services.

Table 1	
Survey Agencies	
<i>Survey Agencies</i>	<i>Classifications Surveyed</i>
Carmichael Water District	All Classes
Citrus Heights Water District	All Classes
City of Davis	All Classes
City of Folsom	All Classes
City of Roseville	All Classes
City of Sacramento	All Classes
City of West Sacramento	All Classes
City of Woodland	All Classes
El Dorado Irrigation District	All Classes
Elk Grove Water District	All Classes
Fair Oaks Water District	All Classes
Placer County Water Agency	All Classes
Sacramento County	All Classes
San Juan Water District	All Classes
Amador Water Agency	Management Classes
City of Lodi	Management Classes
San Luis and Delta Mendota Water	Management Classes
Stockton East Water District	Management Classes
Stockton Municipal Utility	Management Classes

SURVEY CLASSES

Survey classes are a representative sample of all classes within the District’s classification plan, and provide a reference point for the subsequent salary/pay determinations of classifications not surveyed. Survey classifications should generally be selected utilizing the following criteria:

- The survey classifications should have a significant relationship to other classes in their occupational group. This ensures that they will make good reference points in relating and establishing salaries for other classes within their occupational group.
- They should be reasonably well known and able to be clearly and concisely described. This enables the employer to more easily communicate with survey employers in establishing accurate comparabilities for the survey classes.
- They should be classes for which counterparts can readily be found in other agencies so that sufficient compensation data can be gathered.

Table 2, below, displays the survey classifications based on the above criteria.

Table 2 Survey Classifications
Accountant
Administrative Assistant II
Administrative Services Manager
Assistant Controller
Assistant General Manager
Associate Registered Engineer
Customer Service Representative II
Distribution Operator II
Electrical and Instrumentation Technician
Executive Assistant to the General Manager
Finance Director
GIS/IT Technician (GIS Technician)
GIS/IT Technician (IT Technician)
Human Resources Coordinator
Manager, Information Technology
Operations Manager
Production Operator II
Senior Inspector
Superintendent, Distribution
Technical Services Director
Water Conservation Supervisor
Water Conservation Technician II

SURVEY SCOPE

The scope of the survey included the labor market agencies presented in this report. The benefit data included elements that new employees would be eligible since the goal of a compensation study is to ensure the District is competitive with respect to recruitment and retention. The only exception is the portion of the employee's share of retirement paid by the employer. Since public agencies may continue to pay all or a portion of the employee's share of retirement for Classic employees, and with the bulk of public employees being in the Classic tier, data for this tier was collected and compared. The data collected for each survey class included:

- Title of each comparable class
- Maximum base pay/salary
- Employee's Portion of Retirement Paid by Employer (% & \$) for "classic" employees
- Longevity Pay Paid by Employer
- Deferred Compensation Paid by Employer
- Health, Dental and Vision Plan Premiums Paid by Employer
- Long-Term Insurance Plan Premium Paid by Employer
- Life Insurance Plan Premium Paid by Employer
- Retiree Health Savings Account Paid by Employer
- Social Security Paid by Employer
- Employer's Portion of Retirement Paid by Employee (% & \$)
- Date and amount of last and next Cost of Living Increase
- Equal Pay Act Information (whether there are different pay/salary levels for employees of the opposite sex who perform essentially the same duties and the salaries provided)
- Retirement practices (retirement benefit, plan, formula, and employer's cost)
- Retiree Medical Information (employer contribution for retiree, retiree and spouse and retiree and family, plus vesting policy)
- Retiree Dental Information (employer contribution for retiree, retiree and spouse and retiree and family)
- Retiree Vision Information (employer contribution for retiree, retiree and spouse and retiree and family)
- Leave Benefits (vacation, sick leave, holidays and administrative leave)

SURVEY METHODOLOGY

The survey methodology utilized by Bryce Consulting included:

- The agencies' websites were utilized to collect salary and benefit data and to compare job

descriptions, where available.

- The survey agencies were contacted by the consultant to collect additional information and gain clarification regarding benefits and classifications.

In addition to the collection of base salary and benefit information, careful efforts were made to document the full-range of duties and requirements of all job classes as comparable to the District's corresponding survey classes. This included the review of:

- Reporting relationships
- Functional areas of responsibility
- The class's relationship to other classes in the series

It is the District's policy to remain competitive within the local labor market. Per the District's policy, in order to accomplish this, the General Manager will target a level of compensation in the appropriate labor market when setting compensation for District positions. This includes retirement, health and dental insurance, life insurance, holidays and other benefits, including vacation and sick leave. Based on this policy, the consultant has recommended the mid-point of the third quartile as the point of comparison. The median, or 50th percentile, would place the District at the mid-point which would be consistent with the market but not competitive. Through conversations with the District, salary has become a concern leading to turnover, as evident through exit interviews, as well as difficulty recruiting. The mid-point of the third quartile will help to ensure that the District is conservatively competitive in the labor market with the goal of reducing turnover and costs associated with recruiting and training, especially as it relates to the more technical classifications.

SECTION III – COMPENSATION SURVEY RESULTS

This section of the report presents the compensation survey findings including base salary/pay, total cash and total compensation. In addition, miscellaneous benefit data is presented including cost of living information, retirement practices, retiree health benefits, and leave benefits.

As indicated in the previous section, the survey involved the collection of compensation information for each of the survey classes from the labor market employers identified. **Table 3**, below, displays the comparability for each survey classification.

Survey Classification	Number of Comparable Matches
Accountant	8
Administrative Assistant II	8
Administrative Services Manager	2
Assistant Controller	12
Assistant General Manager	7
Associate Registered Engineer	12
Customer Service Representative II	12
Distribution Operator II	13
Electrical and Instrumentation Technician	9
Executive Assistant to the General Manager	3
Finance Director	9
GIS/IT Technician (GIS Technician)	13
GIS/IT Technician (IT Technician)	9
Human Resources Coordinator	9
Manager, Information Technology	6
Operations Manager	7
Production Operator II	12
Senior Inspector	9
Superintendent, Distribution	9
Technical Services Director	10
Water Conservation Supervisor	5
Water Conservation Technician II	7

With respect to comparability, there are a few District classifications that either have unique duties assigned or the title do not correlate to the duties as noted below.

- Two classifications resulted in limited comparable data. With respect to Administrative Services Manager, the classification resulted in two comparable matches. It is responsible for supervising customer service staff and administrative operations including billing and collections, records management, document system imaging, and storage and retrieval.

The organization of duties assigned to the classification is somewhat unique in that in many of the organizations, customer service reports to Finance resulting in a lack of comparability.

- For the Executive Assistant to the General Manager, the classification resulted in three comparable matches. It supports both the General Manager as well as Board of Director activities. For the city organizations, positions supporting the City Manager will not have governing board functions assigned to it as that function is within the City Clerk's Office. For some of the special districts, the position that supports the General Manager has additional unrelated duties assigned to it such as human resources resulting in a lack of comparability.
- As noted in previous studies, the duties performed by the District's classification of Accountant are consistent with a journey level Accounting Technician in the market. The classification is responsible for accounts payable, accounts receivable, daily cash receipts, and journal entries. In addition, the classification requires an Associate's degree which is consistent with a technical classification, not a professional Accountant classification. The labor market data for this classification consists of journey level classifications performing technical accounting duties.
- With respect to the Assistant Controller, in past studies, the classification has been compared to journey level Accountants based on the duties; however, the consultant recently reviewed the position and has found that some of the more recent duties that have been assigned are beyond a journey level Accountant and more analytical in nature. Therefore, journey level Accountant data has still been collected and will be used to develop a recommendation for the classification that is above the market data to recognize the increase in responsibility and complexity of duties.
- With respect to the Assistant General Manager, it is important to note the District has allowed experience to substitute for a Bachelor's degree which is unusual at this level.
- The District's classification of Senior Inspector is consistent with a journey level inspector rather than an advanced journey level inspector, as the title denotes. The classification does not have lead responsibilities; therefore, the labor market data consists of classifications performing journey level construction inspection duties.
- The District also has the classification of GIS/Information Technology Technician. It is not uncommon for smaller organizations to blend classifications that require similar skill sets. For the purpose of collecting accurate compensation data, data for journey level Engineering Technician or GIS Technician and journey level Information Technology Technician was collected as organizations pay for the highest skill set.
- With respect to Manager, Information Technology, while the position does not supervise professional staff, the scope and responsibility level for the District's

information technology program is comparable to a supervisor. Therefore, the classifications that were determined to be comparable were either a supervisory classification, if the agency had such a level, or the highest level professional information technology classification in the absence of a supervisor.

SURVEY RESULTS

The table below summarizes the comparison between the District and the market for base salary, total cash (maximum base salary/pay plus the employee's share of retirement paid by the agency, longevity pay at year 10, as well as the agency's contribution towards deferred compensation), and total compensation (elements of total cash plus the agency's contribution towards health, dental and vision insurance, long term disability, life insurance, retiree health savings, and social security, minus the amount the employee pays towards the employer's cost of retirement).

SSWD Classification	% SSWD is Above or Below Market for Max Base Salary/Pay	% SSWD is Above or Below Market for Total Cash	% SSWD is Above or Below Market for Total Compensation
Accountant	5.58%	6.82%	8.86%
Administrative Assistant II	-3.25%	2.07%	5.50%
Administrative Services Manager	---	---	---
Assistant Controller	-2.38%	-2.16%	4.66%
Assistant General Manager	-8.07%	-4.83%	-3.73%
Associate Registered Engineer	-7.95%	-5.77%	0.46%
Customer Service Representative II	1.41%	3.32%	4.12%
Distribution Operator II	-14.26%	-12.83%	-3.68%
Electrical and Instrumentation Technician	-11.70%	-6.90%	-1.09%
Executive Assistant to the General Manager	5.79%	9.86%	4.74%
Finance Director	-8.19%	-1.11%	1.38%
GIS/IT Technician (GIS Technician)	-5.68%	-3.40%	0.18%
GIS/IT Technician (IT Technician)	-17.61%	-12.34%	-7.79%
Human Resources Coordinator	-9.47%	-5.15%	1.75%
Manager, Information Technology	-17.38%	-13.42%	-2.09%
Operations Manager	-2.80%	-0.70%	2.47%
Production Operator II	-14.66%	-9.36%	0.11%
Senior Inspector	-14.10%	-9.58%	-1.22%
Superintendent, Distribution	-0.62%	4.08%	5.27%
Technical Services Director	-6.53%	-3.78%	4.58%
Water Conservation Supervisor	-14.16%	-9.30%	-0.34%
Water Conservation Technician II	-11.44%	-5.38%	-1.86%

Based on the comparison of total compensation, a handful of classifications are over market; however, they are less over market than in previous studies demonstrating that with the more generous cost of living increases provided by the survey agencies, the market is catching up to the District's compensation for these classifications.

Accountant

- The District is currently 8.86% above market
- The District was 9.30% above market in 2013
- The District was 11.74% over market in 2009

Administrative Assistant II

- The District is currently 5.50% above market
- The District was 11.71% above market in 2009 (not a survey class in 2013)

Assistant Controller

- The District is currently 4.66% above market
- The District was 5.36% above market in 2013
- The District was 8.08% above market in 2009

Executive Assistant to the General Manager

- The District is currently 4.74% above market
- The District was 12.60% above market in 2013 (not a survey class in 2009)

Superintendent, Distribution

- The District is currently 5.27% above market
- The District was 7.02% above market in 2013

MISCELLANEOUS BENEFIT DATA

Appendix B presents the miscellaneous benefit data that was collected including cost of living information, retirement practices, retiree health benefits, and leave benefits.

COST OF LIVING INCREASE-APPENDIX B-TABLE 1

The District's last cost of living increase was 0.3% in February 2016. The District does not have a future cost of living increase scheduled.

With respect to the market:

- 17 of the responding agencies received their last cost of living increase in 2016 (depending on bargaining unit)
- Amounts ranged from 1% to 6%
- 10 have a cost of living increase scheduled for 2017 (depending on bargaining unit)
- Amounts range from 1% to a maximum of 6%.

RETIREMENT PRACTICES COST OF LIVING INCREASE-APPENDIX B-TABLE 2

The District has a CalPERS retirement plan. For Classic members, the plan includes:

- A benefit of 2% @ 55
- A formula of the average of the three highest years
- 100% of the employees' share of CalPERS paid by the District

With respect to the market:

- 17 of the survey agencies are in CalPERS; one is a 1937 Act agency; and one has a defined contribution plan
- Eight have a benefit of 2% @ 55; two have a benefit of 2.7% @ 55; one has a benefit of 2.5% @ 55; one has a benefit of 3% @ 60; four have a benefit of 2% @ 60; and one has a benefit of 1.92% @ 60
- Five agencies have a formula of single highest year; 11 have a formula of average of three highest years; one has a formula of average of final three years; and one has a formula of final compensation
- Three agencies pay a portion or all of the employees' share of CalPERS

RETIREE MEDICAL, DENTAL AND VISION BENEFITS COST OF LIVING INCREASE-APPENDIX B-TABLE 3

The District does not contribute to a Retiree Health Savings account but does contribute to post-employment retiree health, dental and vision based on years of service with 50% of the premium paid by the District with 10 years of service and an additional 5% with each year of service. The contribution for dental and vision are included in the amount provided for retiree health benefits.

With respect to the market:

- Three of the survey agencies contribute to a Retiree Health Savings Plan
- 13 of the responding agencies offer retiree medical benefits
 - Eight of the agencies have a benefit similar to the District where the amount contributed by the District varies based on the employee's years of service.

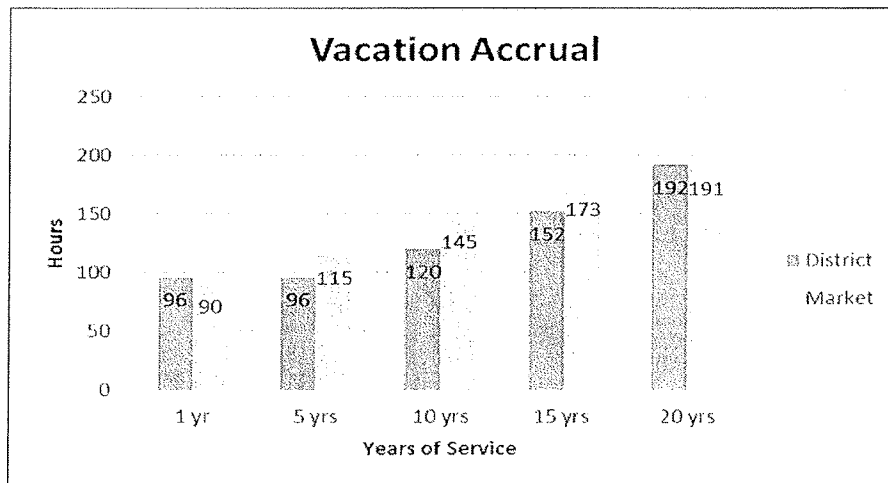
- Three agencies provide dental and/or vision benefits in addition to the retiree medical benefit provided based on years of service.

LEAVE BENEFITS COST OF LIVING INCREASE-APPENDIX B-TABLE 4 - 6

The District offers 96 hours of vacation after the first year of service, 96 hours with 5 years of service, 120 hours with 10 years of service, 152 hours with 15 years of service, and 192 hours with 20 years of service. The District offers 12 days of sick leave per year with a mandatory buyout once the employee reaches an accrual of 30 days up to age 55 and an unlimited accrual after age 55. The District observes 13 holidays per year and provides 40 hours of administrative leave to exempt employees.

MANAGEMENT

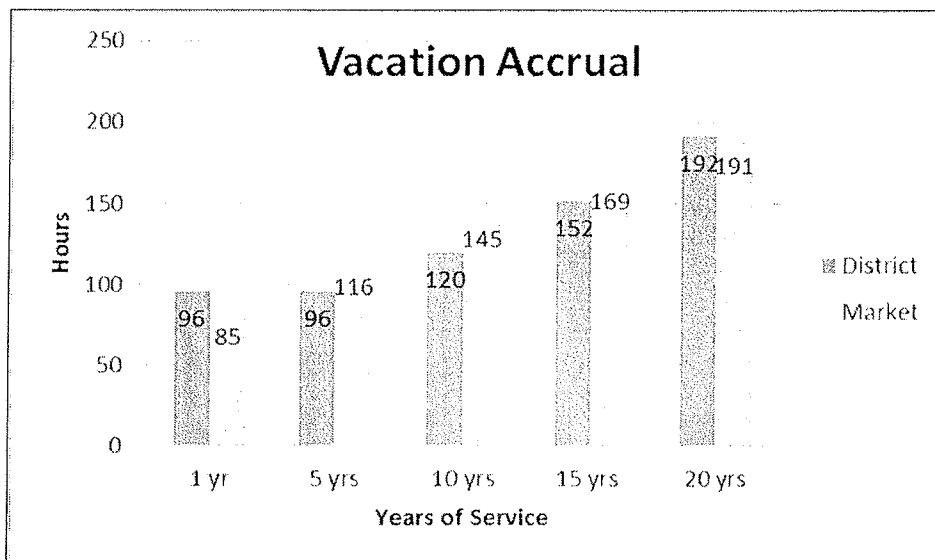
Two of the survey agencies have paid time off whereby vacation and sick leave are combined. For those with separate sick leave and vacation, the graph below depicts a comparison between the District and the market with respect to vacation.



The District is low on vacation accrual at 5, 10 and 15 years of service. With respect to sick leave, for those without paid time off, the labor market average is 12 days per year with most having an unlimited accrual, consistent with the District. With respect to holidays, the labor market average is 12.5 holidays per year, consistent with the District. 17 agencies provide administrative leave ranging from 20 hours to 100 hours.

PROFESSIONAL AND GENERAL

Two of the survey agencies have paid time off whereby vacation and sick leave are combined. For those with separate sick leave and vacation, the graph below depicts a comparison between the District and the market with respect to vacation.



The District is low on vacation accrual at 5, 10 and 15 years of service. With respect to sick leave, for those without paid time off, the labor market average is 12 days per year with most having an unlimited accrual, consistent with the District. With respect to holidays, the labor market average is 12.5 holidays per year, consistent with the market. Six agencies have administrative leave for exempt classifications ranging from 18 to 80 hours. One agency provides 40 hours of personal leave.

EQUAL PAY – APPENDIX B-TABLE 7

Bryce asked each agency if they have a different pay/salary level for employees of the opposite sex who performs substantially similar work and all of the survey agencies reported that they do not.

SECTION IV – SALARY/PAY RECOMMENDATIONS

This section of the report presents the salary/pay recommendations for all District classes and includes the salary/pay setting methodology and the salary/pay range recommendations.

SALARY/PAY SETTING METHODOLOGY

In setting salary/pay levels, both market data and internal relationships are taken into consideration so that the District's compensation plan is both competitive with the market and internally balanced. As stated in the District's Employee Compensation Policy, salary/pay levels must be set to remain competitive within the local labor market with the General Manager targeting a level of compensation.

Where sufficient data has been collected, the salary has generally been set to market. Given that the market typically will change twice a year, in July and January with cost of living increases, the salaries have been recommended to be within 5% of market; however, in order for the District to remain competitive, it is important that cost of living increases are applied. For those classifications that are more than 5% over market, given that the salaries are trending down as shown on page 12, no adjustment has been recommended.

With respect to classification series, data has been collected for the journey level in the series with the entry level set 20% below the journey level. For classes that were not surveyed and that are not part of a series, the recommended salaries are based on an internal relationship across the organization by analyzing the organizational level of the classification, the scope and complexity of the duties, and the knowledge, abilities and education required to perform the duties. For example, data has been collected for Superintendent, Distribution, with the class being set to market and the classifications of Administrative Services Manager, Superintendent, Production, and Superintendent, Field Services being set to Superintendent, Distribution. The classifications are all similar in terms of organizational level, education requirements, scope and complexity.

For Assistant Controller, based on a review of the duties assigned to the position, it is recommended that the classification title be changed to Financial Analyst, that the job description be revised to reflect the current duties and level of work, and that the salary be set approximately 10% above the data collected for Accountant, moving the classification from range 370 to exempt range 650. For GIS/Information Technology Technician, the classification is 7.79%

behind market, with a current pay range of 320. It is recommended that the pay range be increased to be within 5% of market (range 330) in order to be competitive. The GIS Coordinator has traditionally been set 15% above the GIS/Information Technology Technician; therefore, in order to maintain the relationship, the pay range for GIS Coordinator would go from range 350 to 360. The Engineering Project Coordinator is also linked to the GIS/Information Technology Technician; therefore, it is recommended that the pay range be increased from 320 to 330. No other adjustments are recommended.

SALARY/PAY RECOMMENDATIONS

Using the above methodology, Bryce Consulting has prepared salary/pay recommendations for all District classes. The recommended salary/pay plan is presented in **Appendix C**.

APPENDIX A

COMPENSATION SURVEY DATA SHEETS



Appendix A
Summary

SSWD Classification	Max Base Salary/Pay			Total Cash			Total Compensation		
	SSWD Max Base Salary/Pay	Labor Market Max Base	% SSWD is above or below market	SSWD Total Cash	Labor Market Cash	% SSWD is above or below market	SSWD Total Compensation	Labor Market Total Compensation	% SSWD is above or below market
Accountant	\$5,346	\$5,048	5.58%	\$5,720	\$5,330	6.82%	\$8,133	\$7,412	8.86%
Administrative Assistant II	\$4,853	\$5,011	-3.25%	\$5,193	\$5,086	2.07%	\$7,566	\$7,149	5.50%
Administrative Services Manager	\$7,497	Insuff Data	---	\$8,021	Insuff Data	---	\$10,611	Insuff Data	---
Assistant Controller	\$6,828	\$6,990	-2.38%	\$7,306	\$7,463	-2.16%	\$9,840	\$9,382	4.66%
Assistant General Manager	\$12,222	\$13,208	-8.07%	\$13,077	\$13,709	-4.83%	\$15,910	\$16,503	-3.73%
Associate Registered Engineer	\$8,270	\$8,927	-7.95%	\$8,849	\$9,359	-5.77%	\$11,502	\$11,449	0.46%
Customer Service Representative II	\$4,401	\$4,339	1.41%	\$4,709	\$4,553	3.32%	\$7,044	\$6,754	4.12%
Distribution Operator II	\$4,853	\$5,546	-14.26%	\$5,193	\$5,859	-12.83%	\$7,566	\$7,844	-3.68%
Electrical and Instrumentation Technician	\$6,186	\$6,910	-11.70%	\$6,619	\$7,076	-6.90%	\$9,101	\$9,201	-1.09%
Executive Assistant to the General Manager	\$7,140	\$6,726	5.79%	\$7,639	\$6,886	9.86%	\$10,200	\$9,716	4.74%
Finance Director	\$11,081	\$11,989	-8.19%	\$11,857	\$11,989	-1.11%	\$14,666	\$14,464	1.38%
GIS/IT Technician (GIS Technician)	\$5,346	\$5,649	-5.68%	\$5,720	\$5,914	-3.40%	\$8,133	\$8,118	0.18%
GIS/IT Technician (IT Technician)	\$5,346	\$6,287	-17.61%	\$5,720	\$6,426	-12.34%	\$8,133	\$8,766	-7.75%
Human Resources Coordinator	\$7,140	\$7,816	-9.47%	\$7,639	\$8,033	-5.15%	\$10,200	\$10,021	1.75%
Manager, Information Technology	\$7,873	\$9,241	-17.38%	\$8,424	\$9,554	-13.42%	\$11,044	\$11,276	-2.05%
Operations Manager	\$10,048	\$10,330	-2.80%	\$10,752	\$10,826	-0.70%	\$13,540	\$13,206	2.47%
Production Operator II	\$5,094	\$5,841	-14.66%	\$5,451	\$5,961	-9.36%	\$7,843	\$7,834	0.11%
Senior Inspector	\$5,614	\$6,406	-14.10%	\$6,007	\$6,583	-9.58%	\$8,442	\$8,545	-1.22%
Superintendent, Distribution	\$7,497	\$7,543	-0.62%	\$8,021	\$7,694	4.08%	\$10,611	\$10,052	5.27%
Technical Services Director	\$11,081	\$11,805	-6.53%	\$11,857	\$12,305	-3.78%	\$14,666	\$13,995	4.58%
Water Conservation Supervisor	\$7,140	\$8,151	-14.16%	\$7,639	\$8,350	-9.30%	\$10,200	\$10,234	-0.34%
Water Conservation Technician II	\$4,853	\$5,409	-11.44%	\$5,193	\$5,473	-5.38%	\$7,566	\$7,706	-1.86%

Sacramento Suburban Water District
Total Compensation Study
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Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 40)	Deferred Comp	Total Cash	Califera	Health	Dental	Vision	LTD	Life Insurance	RHSA	Social Security	Employee's Portion of Retirement Paid by Employee (%)	Employee's Portion of Retirement Paid by Employee (\$)	Total Compensation	Comments
Sacramento Suburban Water District	Accountant	\$5,346	7%	\$374	\$0	\$0	\$5,720	\$0	\$1,785	\$170	\$20	\$19	\$17	\$0	\$409	0%	\$0	\$6,133	
Garmichael Water District	No Comparable Class																		
Citrus Heights Water District	No Comparable Class																		
City of Davis	No Comparable Class																		
City of Folsom	Accounting Technician II	\$5,402	0%	\$0	\$0	\$0	\$5,402	\$0	\$1,453	\$154	\$22	\$19	\$7	\$50	\$413	0%	\$0	\$7,520	
City of Roseville	Finance Technician II	\$4,956	6.197%	\$309	\$125	\$150	\$5,569	\$1,440	inc	inc	inc	\$13	\$15	\$100	\$72	6.197%	\$508	\$6,901	
City of Sacramento	Accounting Technician	\$4,495	0%	\$0	\$0	\$0	\$4,495	\$0	\$1,286	\$0	\$0	\$0	\$3	\$0	\$344	1%	\$45	\$6,082	
City of West Sacramento	Accounting Technician II	\$4,319	0%	\$0	\$60	\$0	\$4,379	\$1,625	inc	inc	inc	\$43	\$5	\$0	\$63	0%	\$0	\$6,115	
City of Woodland	No Comparable Class																		
El Dorado Irrigation District	Finance Technician	\$5,150	0%	\$0	\$0	\$0	\$5,150	\$0	\$1,640	\$140	\$20	\$0	\$3	\$0	\$384	0%	\$0	\$7,347	
Elk Grove Water Service	No Comparable Class																		
Fair Oaks Water District	No Comparable Class																		
Placer County Water Agency	Accounting Technician II	\$4,850	6.5%	\$315	\$121	\$0	\$5,287	\$0	\$1,770	\$61	\$18	\$15	\$19	\$0	\$371	0%	\$0	\$7,540	
Sacramento County	Accounting Technician	\$4,700	0%	\$0	\$0	\$0	\$4,700	\$0	\$1,338	\$121	inc	\$0	\$1	\$54	\$460	8%	\$76	\$6,200	
San Juan Water District	Accounting Technician II	\$5,579	0%	\$0	\$0	\$0	\$5,579	\$0	\$2,242	\$146	\$8	\$39	\$187	\$0	\$427	0%	\$0	\$8,728	
	Labor Market	\$5,048					\$5,330											\$7,412	
	% SSWD is above or below labor market	5.58%					6.82%											8.86%	
	Comparability	8																	

NOTES:
Roseville- Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service
Sacramento County- Employer contribution towards employer's retirement is an average

Sacramento Suburban Water District
Total Compensation Study
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Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 10)	Overhead Comp	Total Cash	Criteria	Health	Dental	Vision	LTD	Life Insurance	RISA	Social Security	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments	
Sacramento Suburban Water District	Administrative Assistant II	\$4,659	7%	\$340	\$0	\$0	\$5,199	\$0	\$1,785	\$170	\$20	\$12	\$15	\$0	\$371	0%	\$0	\$7,566		
Cornichon Water District	No Comparable Class																			
Clitus Heights Water District	No Comparable Class																			
City of Davis	Administrative Aide	\$4,776	0%	\$0	\$119	\$0	\$4,896	\$0	\$1,709	\$221	\$0	\$35	\$7	\$0	\$69	0%	\$0	\$5,937		
City of Folkom	Administrative Assistant	\$5,402	0%	\$0	\$0	\$0	\$5,402	\$0	\$1,453	\$154	\$2,204	\$19	\$7	\$50	\$413	0%	\$0	\$9,702		
City of Roseville	Administrative Assistant	\$5,798	6.197%	\$359	\$145	\$58	\$6,360	\$1,440	inc	inc	inc	\$9	\$17	\$100	\$84	6.197%	\$359	\$7,652		
City of Sacramento	Administrative Assistant	\$5,749	0%	\$0	\$0	\$115	\$5,864	\$0	\$1,243	\$0	\$0	\$0	\$14	\$0	\$440	1%	\$57	\$7,503		
City of West Sacramento	Secretary	\$4,963	0%	\$0	\$60	\$0	\$4,423	\$1,635	inc	inc	inc	\$44	\$5	\$0	\$63	0%	\$0	\$6,160		
City of Woodland	No Comparable Class																			
[E] Dorado Irrigation District	Administrative Assistant II	\$3,662	0%	\$0	\$0	\$0	\$3,662	\$0	\$1,640	\$140	\$20	\$0	\$3	\$0	\$95	0%	\$0	\$5,961		
Ell Grove Water Service	No Comparable Class																			
Fair Oaks Water District	No Comparable Class																			
Water County Water Agency	Office Assistant	\$4,189	6.5%	\$272	\$105	\$0	\$4,566	\$0	\$1,770	\$61	\$18	\$13	\$16	\$0	\$20	0%	\$0	\$6,764		
Sacramento County	Secretary	\$3,903	0%	\$0	\$0	\$0	\$3,903	\$0	\$1,339	\$221	inc	\$0	\$1	\$54	\$99	8%	\$322	\$5,405		
San Juan Water District	No Comparable Class																			
Labor Market		\$5,011					\$5,086											\$7,149		
% SSWD is above or below labor market:		-3.25%					2.07%											5.50%		

NOTES: Roseville- Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service
Sacramento County- Employee contribution towards employer's retirement is an average

Sacramento Suburban Water District
Total Compensation Study
July 2016

Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 10)	Deferred Comp	Total Cash	Cafeteria	Health	Dental	Vision	LTD	Life Insurance	RISA	Social Security	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments
Sacramento Suburban Water District	Administrative Services Manager	\$7,497	7%	\$525	\$0	\$0	\$9,023	\$0	\$1,785	\$170	\$20	\$18	\$24	\$0	\$572	0%	\$0	\$10,611	Financial Services Supervisor over all finance Accounting Supervisor over all finances
Germichael Water District	No Comparable Class																		
Citrus Heights Water District	No Comparable Class																		
City of Davis	No Comparable Class																		
City of Folsom	Revenue and Disbursement Supervisor	\$8,960	0%	\$0	\$0	\$403	\$9,363	\$0	\$1,453	\$154	\$22	\$32	\$11	\$50	\$665	0%	\$0	\$11,770	
City of Roseville	Finance Supervisor	\$8,441	6.197%	\$523	\$0	\$84	\$9,048	\$1,440	inc	inc	inc	\$13	\$25	\$100	\$122	6.197%	\$523	\$10,227	
City of Sacramento	No Comparable Class																		
City of West Sacramento	No Comparable Class																		
City of Woodland	No Comparable Class																		
El Dorado Irrigation District	No Comparable Class																		
Elk Grove Water Service	No Comparable Class																		
Fair Oaks Water District	No Comparable Class																		
Placer County Water Agency	No Comparable Class																		
Sacramento County	No Comparable Class																		
San Juan Water District	No Comparable Class																		

Insuff Data	Insuff Data
% SSWD is above or below labor market	...
Comparability	2

Insuff Data

Insuff Data

NOTES:
Roseville- Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service

Sacramento Suburban Water District
Total Compensation Study
July 2016

Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 10)	Deferred Comp	Total Cash	Cafeteria	Health	Dental	Vision	LTD	Life Insurance	RISA	Social Security	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments
Sacramento Suburban Water District	Assistant Controller	\$6,828	7%	\$478	\$0	\$0	\$7,306	\$0	\$1,785	\$170	\$20	\$17	\$22	\$0	\$522	0%	\$0	\$9,840	
Garmichael Water District	Staff Accountant	\$6,263	0%	\$0	\$0	\$0	\$6,263	\$0	\$2,302	\$115	\$24	\$14	\$29	\$0	\$479	0%	\$0	\$9,225	
Citrus Heights Water District	Senior Accountant	\$7,014	7%	\$491	\$0	\$0	\$7,505	\$0	\$1,786	\$125	\$31	\$22	\$49	\$0	\$558	0%	\$0	\$10,076	
City of Davis	Accountant II	\$7,199	0%	\$0	\$180	\$0	\$7,379	\$0	\$1,709	\$221	\$0	\$35	\$23	\$0	\$104	0%	\$0	\$9,472	
City of Folsom	Financial Analyst	\$7,930	0%	\$0	\$357	\$0	\$8,287	\$0	\$1,453	\$154	\$22	\$28	\$7	\$50	\$607	0%	\$0	\$10,607	
City of Roseville	Accountant II	\$6,822	6.197%	\$423	\$171	\$205	\$7,620	\$1,440	inc	inc	inc	\$18	\$20	\$100	\$99	6.197%	\$423	\$8,875	
City of Sacramento	Accountant-Auditor	\$7,355	0%	\$0	\$294	\$0	\$7,649	\$0	\$1,743	\$0	\$0	\$9	\$14	\$0	\$563	1%	\$74	\$9,404	
City of West Sacramento	Accountant II	\$6,287	0%	\$0	\$0	\$0	\$6,287	\$950	inc	inc	inc	inc	inc	\$0	\$91	0%	\$0	\$7,328	
City of Woodland	Accountant II	\$6,111	0%	\$0	\$25	\$122	\$6,258	\$0	\$1,991	\$154	\$19	\$18	\$1	\$50	\$89	8%	\$489	\$8,090	
El Dorado Irrigation District	Accountant	\$6,805	0%	\$0	\$0	\$0	\$6,805	\$0	\$1,640	\$140	\$20	\$0	\$3	\$0	\$21	0%	\$0	\$9,129	
Elk Grove Water Service	No Comparable Class																		
Fair Oaks Water District	No Comparable Class																		
Placer County Water Agency	Accountant	\$5,895	6.5%	\$383	\$147	\$0	\$6,426	\$0	\$1,770	\$61	\$18	\$18	\$23	\$0	\$451	0%	\$0	\$8,765	
Sacramento County	Accountant	\$6,090	0%	\$0	\$0	\$0	\$6,090	\$0	\$1,339	\$121	inc	\$0	\$1	\$54	\$466	8%	\$487	\$7,585	
San Juan Water District	Accountant	\$7,475	0%	\$0	\$0	\$0	\$7,475	\$0	\$2,342	\$146	\$8	\$52	\$51	\$0	\$372	0%	\$0	\$10,847	
	Labor Market	\$6,990					\$7,463											\$9,382	
	% SSWD is above or below labor market	-2.33%					-2.16%											4.66%	
	Comparability	12																	

NOTES:

Carmichael Water District-age 50 is used for life insurance cost
Roseville- Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service
Sacramento County- Employee contribution towards employer's retirement is an average

Sacramento Suburban Water District
Total Compensation Study
July 2016

Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 10)	Deferred Emp	Total Cash	Celestia	Health	Dental	Vision	LTD	Life Insurance	RHSA	Social Security	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments
Sacramento Suburban Water District	Assistant General Manager	\$12,222	7%	\$856	\$0	\$0	\$13,077	\$0	\$1,786	\$170	\$20	\$30	\$39	\$0	\$729	0%	\$0	\$15,910	Over operations, administrative services, engineering and IT
Carmichael Water District	Assistant General Manager	\$12,756	0%	\$0	\$0	\$433	\$13,189	\$0	\$2,302	\$115	\$24	\$19	\$52	\$0	\$797	0%	\$0	\$16,507	Over finance, distribution and production
Citrus Heights Water District	Assistant General Manager	\$12,940	7%	\$906	\$0	\$0	\$13,846	\$0	\$1,786	\$125	\$31	\$41	\$49	\$0	\$612	0%	\$0	\$16,460	Over finance, human resources, information technology, risk management and conservation
City of Davis	No Comparable Class																		
City of Folsom	No Comparable Class																		
City of Roseville	No Comparable Class																		
City of Sacramento	No Comparable Class																		
City of West Sacramento	No Comparable Class																		
City of Woodland	No Comparable Class																		
El Dorado Irrigation District	No Comparable Class																		
Elk Grove Water Service	Assistant General Manager	\$12,282	1%	\$223	\$307	\$0	\$12,712	\$0	\$2,220	\$128	\$23	\$0	\$28	\$0	\$178	0%	\$0	\$15,290	
Fair Oaks Water District	No Comparable Class																		
Placer County Water Agency	No Comparable Class																		
Sacramento County	No Comparable Class																		
San Juan Water District	Assistant General Manager	\$15,921	0%	\$0	\$0	\$0	\$15,921	\$0	\$2,342	\$146	\$8	\$111	\$535	\$0	\$843	0%	\$0	\$19,907	Over all functions
Amador Water Agency	Manager/Clerk of the Board	\$9,494	0%	\$0	\$0	\$0	\$9,494	\$0	\$1,700	\$123	\$24	\$27	\$68	\$0	\$726	0%	\$0	\$12,162	
City of Lodi	No Comparable Class																		
San Luis Delta Mendocino Water	Assistant Executive Director	\$15,888	0%	\$0	\$0	\$2,065	\$17,954	\$0	\$1,833	\$164	\$24	\$318	inc	\$0	\$230	\$0	\$0	\$20,522	
Stockton East Water District	Assistant General Manager	\$12,297	0%	\$0	\$0	\$0	\$12,297	\$0	\$2,998	\$131	\$23	\$24	\$49	\$0	\$193	0%	\$0	\$15,791	
Stockton Municipal Utility Department	No Comparable Class																		
	Labor Market	\$13,709					\$13,709											\$16,503	
	% SSWD is above or below labor market	-8.07%					-4.83%											-3.73%	
	Comparability	7																	

NOTES:
Carmichael Water District - age 50 is used for life insurance cost

Sacramento Suburban Water District
Total Compensation Study
July 2016

Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employee (%)	Longevity Pay (Year 10)	Deferred Comp	Total Cash	Criteria	Health	Dental	Vision	LTD	Life Insurance	RUSA	Social Security	Employee's Portion of Retirement Paid by Employee (%)	Employee's Portion of Retirement Paid by Employee (\$)	Total Compensation	Comments	
Sacramento Suburban Water District	Associate Registered Engineer	\$8,270	7%	\$579	\$0	\$0	\$8,669	\$0	\$1,785	\$179	\$20	\$20	\$26	\$0	\$693	0%	\$0	\$11,502	PE	
Carmichael Water District	No Comparable Class																			
City of Davis	Associate Civil Engineer	\$8,822	7%	\$618	\$0	\$0	\$9,440	\$0	\$1,786	\$125	\$31	\$28	\$49	\$0	\$701	0%	\$0	\$12,160	PE	
City of Davis	Associate Civil Engineer	\$7,964	0%	\$0	\$199	\$0	\$8,163	\$0	\$1,709	\$221	\$0	\$36	\$7	\$0	\$415	0%	\$0	\$10,250	PE	
City of Folsom	Associate Civil Engineer	\$8,091	0%	\$0	\$0	\$275	\$8,366	\$0	\$1,433	\$154	\$22	\$29	\$11	\$50	\$619	0%	\$0	\$10,703	PE	
City of Roseville	Associate Engineer	\$8,693	6.197%	\$539	\$217	\$261	\$9,710	\$1,440	inc	inc	inc	\$23	\$36	\$100	\$126	6.197%	\$539	\$10,887	5% provided for PE - not required.	
City of Sacramento	Associate Civil Engineer	\$9,112	0%	\$0	\$0	\$182	\$9,294	\$0	\$1,743	\$0	\$0	\$0	\$8	\$0	\$697	1%	\$91	\$11,132	PE	
City of West Sacramento	Associate Civil Engineer	\$8,621	0%	\$0	\$0	\$0	\$8,621	\$950	inc	inc	inc	inc	inc	\$0	\$125	0%	\$0	\$9,696	PE	
City of Woodland	Associate Civil Engineer	\$8,018	0%	\$0	\$25	\$160	\$8,203	\$0	\$1,991	\$154	\$19	\$22	\$1	\$50	\$116	8%	\$641	\$9,915	PE	
El Dorado Irrigation District	Associate Civil Engineer	\$8,999	0%	\$0	\$0	\$0	\$8,999	\$0	\$1,640	\$140	\$20	\$0	\$3	\$0	\$688	0%	\$0	\$11,491	PE	
Elk Grove Water Service	Associate Civil Engineer	\$8,942	1%	\$89	\$224	\$0	\$9,255	\$0	\$2,220	\$128	\$23	\$0	\$24	\$0	\$130	0%	\$0	\$11,780	PE	
Fair Oaks Water District	No Comparable Class																			
Pleasant County Water Agency	Associate Engineer	\$8,710	6.9%	\$566	\$218	\$0	\$9,494	\$0	\$1,770	\$61	\$18	\$26	\$33	\$0	\$666	0%	\$0	\$12,069	PE	
Sacramento County	Associate Civil Engineer	\$9,368	0%	\$0	\$0	\$0	\$9,368	\$0	\$1,339	\$121	inc	\$0	\$1	\$54	\$717	8%	\$749	\$10,851	PE	
San Juan Water District	Associate Engineer	\$10,519	0%	\$0	\$0	\$0	\$10,519	\$0	\$2,342	\$146	\$8	\$74	\$93	\$0	\$765	0%	\$0	\$14,206	PE	
Labor Market		\$8,927					\$9,359											\$11,449		
% SSWD is above or below labor market		-7.95%					-5.77%											0.46%		
Comparability		12																		

NOTES:
Folsom- Employer contribution towards deferred compensation is with 10 years of service (15 - 20 years- \$300)
Roseville- Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service
Sacramento County- Employer contribution towards employer's retirement is an average

Sacramento Suburban Water District
Total Compensation Study
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Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 4.0)	Deferred Comp	Total Cash	Criteria	Health	Dental	Vision	LTD	Life Insurance	RISA	Social Security	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments
Sacramento Suburban Water District	Distribution Operator II	\$4,653	7%	\$340	\$0	\$0	\$5,193	\$0	\$1,785	\$170	\$20	\$12	\$35	\$0	\$321	0%	\$0	\$7,566	D2, T1 within 1 year
Carmichael Water District	Distribution Operator II	\$4,897	0%	\$0	\$0	\$0	\$4,897	\$0	\$2,302	\$115	\$24	\$11	\$23	\$0	\$375	0%	\$0	\$7,746	D2
Citrus Heights Water District	Distribution Operator	\$5,477	7%	\$383	\$0	\$0	\$5,860	\$0	\$1,786	\$125	\$31	\$18	\$49	\$0	\$435	0%	\$0	\$8,304	D2 with \$40 added to base pay for D2 certification; \$20 added to base pay for T1 certification
City of Davis	Water Distribution Operator II	\$4,720	0%	\$0	\$118	\$0	\$4,838	\$0	\$1,709	\$223	\$0	\$35	\$7	\$0	\$68	0%	\$0	\$6,878	D2
City of Folsom	Water Distribution Operator II	\$5,402	0%	\$0	\$0	\$0	\$5,402	\$0	\$1,453	\$154	\$22	\$19	\$7	\$50	\$413	0%	\$0	\$7,520	D2; added 1% to base pay for T1
City of Roseville	Water Distribution Worker II	\$5,823	6.197%	\$361	\$0	\$100	\$6,283	\$1,440	inc	inc	inc	\$16	\$17	\$100	\$84	6.197%	\$361	\$7,580	Utilities Operations and Maintenance Service Worker requires D1 only
City of Sacramento	No Comparable Class																		
City of West Sacramento	Senior Maintenance Worker	\$4,641	0%	\$0	\$60	\$0	\$4,701	\$1,625	inc	inc	inc	\$46	\$5	\$0	\$67	0%	\$0	\$6,445	Senior MW is journey; \$50 added to base for D2
City of Woodland	Utilities Maintenance Worker II	\$4,114	0%	\$0	\$25	\$0	\$4,139	\$0	\$1,991	\$154	\$19	\$12	\$1	\$50	\$60	1%	\$41	\$6,384	D2 and Grade 1 Wastewater Collection System Maintenance sort
El Dorado Irrigation District	Distribution Operator II	\$5,099	0%	\$0	\$0	\$0	\$5,099	\$0	\$1,640	\$140	\$20	\$0	\$3	\$0	\$390	0%	\$0	\$7,293	D2
Elk Grove Water Service	Water Distribution Operator II	\$5,765	1%	\$38	\$144	\$0	\$5,967	\$0	\$2,200	\$128	\$23	\$0	\$15	\$0	\$84	0%	\$0	\$8,437	D2, T1
Fair Oaks Water District	Distribution System Operator II	\$5,208	0%	\$0	\$0	\$0	\$5,208	\$0	\$2,160	\$128	\$24	\$19	\$4	\$0	\$398	0%	\$0	\$7,943	D2, T1
Placer County Water Agency	Distribution Operator II	\$5,614	6.5%	\$365	\$140	\$0	\$6,119	\$0	\$1,770	\$61	\$18	\$17	\$22	\$0	\$429	0%	\$0	\$8,436	D3
Sacramento County	Water System Operator	\$5,873	0%	\$0	\$0	\$0	\$5,873	\$0	\$1,339	\$121	inc	\$0	\$1	\$54	\$449	8%	\$470	\$7,369	T1 (2% added to base pay for D2);
San Juan Water District	Distribution Operator II	\$5,858	0%	\$0	\$0	\$0	\$5,858	\$0	\$2,342	\$146	\$8	\$41	\$197	\$0	\$448	0%	\$0	\$9,040	D2
	Labor Market	\$5,645					\$5,859											\$7,844	
	% SSMD is above or below labor market	-14.26%					-12.83%											-3.66%	
	Comparability	13																	

NOTES:
Carmichael Water District - age 50 is used for life insurance cost
Roseville - Employer contribution towards deferred compensation can also go towards cafeteria plan; LTD and retiree health requires 5 years of service
Sacramento County - Employee contribution towards employer's retirement is an average

Sacramento Suburban Water District
Total Compensation Study
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Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer [%]	Employee's Portion of Retirement Paid by Employee [%]	Longevity Pay (Year 20)	Deferred Comp	Total Cash	Criteria	Health	Dental	Vision	LTD	Life Insurance	RISA	Social Security	Employee's Portion of Retirement Paid by Employee [%]	Employee's Portion of Retirement Paid by Employee (\$)	Total Compensation	Comments	
Sacramento Suburban Water District	Executive Assistant to the General Manager	\$7,140	7%	\$520	\$0	\$0	\$7,659	\$0	\$1,785	\$170	\$20	\$16	\$23	\$0	\$546	0%	\$0	\$10,200		
Carmichael Water District	No Comparable Class																			
Citrus Heights Water District	No Comparable Class																			
City of Davis	No Comparable Class																			
City of Folsom	No Comparable Class																			
City of Roseville	No Comparable Class																			
City of Sacramento	No Comparable Class																			
City of West Sacramento	No Comparable Class																			
City of Woodland	No Comparable Class																			
El Dorado Irrigation District	Executive Assistant/Clerk of the Board	\$6,739	0%	\$0	\$0	\$0	\$6,739	\$0	\$1,640	\$140	\$20	\$0	\$3	\$0	\$516	0%	\$0	\$9,058		
Elk Grove Water Service	No Comparable Class																			
Fair Oaks Water District	No Comparable Class																			
Flower County Water Agency	Agency Secretary/Clerk to the Board	\$6,721	6.5%	\$437	\$168	\$0	\$7,326	\$0	\$1,770	\$61	\$18	\$20	\$26	\$0	\$514	0%	\$0	\$9,736	HR Administrator/Executive Assistant 8% added to base for Confidential pay	
Sacramento County	Administrative																			
San Juan Water District	Assistant/Board Secretary	\$6,458	0%	\$0	\$0	\$0	\$6,458	\$0	\$2,342	\$146	\$8	\$45	\$17	\$0	\$844	0%	\$0	\$9,710		
	Labor Market	\$6,726					\$6,886											\$9,716		
	% SSWD is above or below labor market	5.79%					9.86%											4.74%		
	Comparability	3																		

NOTES:

Sacramento Suburban Water District
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Surveyed Agency	Classification Title	Minimum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 10)	Deferred Comp	Total Cash	Cafeteria	Health	Dental	Vision	LTD	Life Insurance	RHEA	Social Security	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments	
Sacramento Suburban Water District	Finance Director	\$11,081	7%	\$776	\$0	\$0	\$11,857	\$0	\$1,785	\$170	\$20	\$27	\$35	\$0	\$773	0%	\$0	\$14,666	Supervisor level	
Carmichael Water District	No Comparable Class																			
Citrus Heights Water District	No Comparable Class																			
City of Davis	No Comparable Class																			
City of Folsom	No Comparable Class																			
City of Roseville	No Comparable Class																			
City of Sacramento	No Comparable Class																			
City of West Sacramento	No Comparable Class																			
City of Woodland	No Comparable Class																			
El Dorado Irrigation District	Director of Finance	\$13,995	0%	\$0	\$0	\$167	\$13,562	\$0	\$1,640	\$140	\$20	\$0	\$45	\$0	\$806	0%	\$0	\$16,214		
Elk Grove Water Service	Finance Manager	\$11,412	1%	\$114	\$285	\$0	\$11,812	\$0	\$2,220	\$138	\$33	\$0	\$38	\$0	\$165	0%	\$0	\$14,376		
Fair Oaks Water District	Finance Manager	\$9,583	0%	\$0	\$0	\$0	\$9,583	\$0	\$2,160	\$128	\$24	\$35	\$8	\$0	\$733	0%	\$0	\$12,673		
Placer County Water Agency	Director of Financial Services	\$13,230	6.5%	\$860	\$331	\$0	\$14,421	\$0	\$1,770	\$61	\$18	\$32	\$51	\$0	\$804	0%	\$0	\$17,156		
Sacramento County	No Comparable Class																			
San Juan Water District	Director of Finance	\$13,756	0%	\$0	\$0	\$0	\$13,756	\$0	\$2,342	\$146	\$8	\$86	\$462	\$0	\$812	0%	\$0	\$17,632		
Amador Water Agency	Financial Manager	\$7,554	0%	\$0	\$0	\$0	\$7,554	\$0	\$1,700	\$123	\$24	\$22	\$54	\$0	\$578	0%	\$0	\$10,054		
City of Lehi	No Comparable Class																			
San Luis Delta Mendota Water	Director, Finance	\$10,362	0%	\$0	\$0	\$1,347	\$11,710	\$0	\$1,833	\$164	\$74	\$0	\$0	\$0	\$150	0%	\$0	\$13,680		
Stockton East Water District	Finance Director Municipal Utility	\$11,989	0%	\$0	\$0	\$0	\$11,989	\$0	\$2,098	\$131	\$23	DMA	\$48	\$0	\$174	0%	\$0	\$14,464		
Stockton Municipal Utility Department	Department Finance Officer	\$11,146	0%	\$0	\$0	\$0	\$11,146	\$1,486	inc	inc	inc	\$43	\$7	\$0	\$162	0%	\$0	\$12,854		
	Labor Market	\$11,989					\$11,989											\$14,464		
	% SSWD is above or below labor market																		1.35%	
	Comparability	9																		

Sacramento Suburban Water District
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Surveyed Agency	Classification Title	Maximum Salary/yr	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employee (%)	Longevity Pay (Year 20)	Deferred Comp	Total Cash	Cafeteria	Health	Dental	Vision	LTD	Life Insurance	RISA	Social Security	Employee's Portion of Retirement Paid by Employee (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments
Sacramento Suburban Water District	GIS/IT Technician (GIS Technician)	\$5,346	7%	0%	\$0	\$0	\$5,720	\$0	\$1,785	\$270	\$20	\$13	\$17	\$0	\$029	0%	\$0	\$8,139	
Carmichael Water District	GIS Specialist	\$4,096	0%	0%	\$0	\$0	\$4,096	\$0	\$2,302	\$115	\$24	\$8	\$19	\$0	\$313	0%	\$0	\$6,878	
Citrus Heights Water District	Engineering Technician	\$5,865	7%	0%	\$0	\$0	\$6,276	\$0	\$1,786	\$125	\$31	\$19	\$48	\$0	\$466	0%	\$0	\$8,751	
City of Davis	Engineering Technician II	\$5,040	0%	0%	\$126	\$0	\$5,166	\$0	\$1,709	\$221	\$0	\$35	\$7	\$0	\$73	0%	\$0	\$7,211	
City of Folsom	Engineering Technician II	\$6,254	0%	0%	\$0	\$0	\$6,254	\$0	\$1,453	\$154	\$22	\$22	\$7	\$50	\$478	0%	\$0	\$8,440	
City of Roseville	Engineering Technician II	\$5,399	6.197%	0%	\$135	\$162	\$6,031	\$1,440	inc	inc	inc	\$15	\$16	\$100	\$78	6.197%	\$335	\$7,345	
City of Sacramento	Engineering Technician II	\$5,463	0%	0%	\$0	\$0	\$5,463	\$0	\$1,285	\$0	\$0	\$0	\$3	\$0	\$418	1%	\$55	\$7,116	
City of West Sacramento	Engineering Technician II	\$5,034	0%	0%	\$60	\$0	\$5,094	\$1,625	inc	inc	inc	\$50	\$5	\$0	\$73	0%	\$0	\$6,848	
City of Woodland	GIS Technician II	\$5,533	0%	0%	\$25	\$0	\$5,558	\$0	\$1,391	\$154	\$19	\$16	\$1	\$50	\$80	1%	\$55	\$7,814	
El Dorado Irrigation District	Engineering Technician II	\$5,862	0%	0%	\$0	\$0	\$5,862	\$0	\$1,640	\$140	\$20	\$0	\$3	\$0	\$448	0%	\$0	\$8,114	
Elk Grove Water Service	GIS Technician	\$5,765	1%	0%	\$144	\$0	\$5,907	\$0	\$2,220	\$128	\$23	\$0	\$15	\$0	\$84	0%	\$0	\$8,437	Senior Engineering Technician is only level and does not perform mapping or GIS
Fair Oaks Water District	No Comparable Class																		
Placer County Water Agency	CAD/GIS Technician II	\$5,347	6.5%	0%	\$134	\$0	\$5,481	\$0	\$1,770	\$61	\$18	\$16	\$21	\$0	\$409	0%	\$0	\$8,123	
Sacramento County	GIS Technician II	\$4,992	0%	0%	\$0	\$0	\$4,992	\$0	\$1,339	\$121	inc	\$0	\$1	\$54	\$382	8%	\$999	\$6,491	
San Juan Water District	Engineering Technician II	\$6,781	0%	0%	\$0	\$0	\$6,781	\$0	\$2,342	\$146	\$8	\$47	\$28	\$0	\$219	0%	\$0	\$10,071	

\$5,914
-3.40%

\$8,118
0.18%

NOTES:

Carmichael Water District- age 50 is used for life insurance cost.
Roseville- Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service.
Sacramento County- Employer contribution towards employer's retirement is an average

Sacramento Suburban Water District
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Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employee (%)	Longevity Pay (Year 30)	Deferred Comp	Total Cash	Cafeteria	Health	Dental	Vision	LTD	Life Insurance	RHSA	Social Security	Employee's Portion of Retirement Paid by Employee (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments	
Sacramento Suburban Water District	GS/IT Technician II	\$5,246	7%	\$374	\$0	\$0	\$5,720	\$0	\$1,785	\$170	\$20	\$13	\$17	\$0	\$409	0%	\$0	\$9,133		
Carmichael Water District	No Comparable Class																			
Citrus Heights Water District	No Comparable Class																			
City of Davis	Computer Support Technician II-Conf.	\$4,377	0%	\$0	\$109	\$0	\$4,487	\$0	\$1,709	\$221	\$0	\$35	\$7	\$0	\$63	0%	\$0	\$6,522		
City of Folsom	Information Systems Technician	\$7,418	0%	\$0	\$0	\$0	\$7,418	\$0	\$1,453	\$154	\$22	\$16	\$7	\$50	\$567	0%	\$0	\$9,698		
City of Roseville	Information Technology Technician II	\$5,603	6.197%	\$347	\$140	\$168	\$6,258	\$1,440	inc	inc	inc	\$15	\$17	\$100	\$81	6.197%	\$347	\$7,564		
City of Sacramento	Information Technology Support Specialist II	\$7,526	0%	\$0	\$0	\$0	\$7,526	\$0	\$1,286	\$0	\$0	\$0	\$3	\$0	\$576	1%	\$75	\$9,315		
City of West Sacramento	Application Support Specialist	\$6,287	0%	\$0	\$0	\$0	\$6,287	\$950	inc	inc	inc	inc	inc	\$0	\$91	0%	\$0	\$7,328		
City of Woodland	No Comparable Class																			
El Dorado Irrigation District	Information Technology Technician II	\$5,042	0%	\$0	\$0	\$0	\$5,042	\$0	\$1,640	\$140	\$20	\$0	\$3	\$0	\$462	0%	\$0	\$8,208		
Elk Grove Water Service	No Comparable Class																			
Fair Oaks Water District	Information Technology Technician	\$5,667	0%	\$0	\$0	\$0	\$5,667	\$0	\$2,160	\$128	\$24	\$35	\$6	\$0	\$510	0%	\$0	\$9,520		
Placer County Water Agency	Information Systems Technician II	\$5,895	6.5%	\$383	\$147	\$0	\$6,426	\$0	\$1,770	\$61	\$18	\$18	\$23	\$0	\$451	0%	\$0	\$8,766		
Sacramento County	Information Technology Technician II	\$4,729	0%	\$0	\$0	\$0	\$4,729	\$0	\$1,339	\$121	inc	\$0	\$1	\$54	\$362	8%	\$378	\$6,228		
San Juan Water District	No Comparable Class																			
							\$6,426											\$8,766		
																			-7.79%	

NOTES:
Carmichael Water District- age 50 is used for life insurance cost
Roseville- Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service
Sacramento County- Employee contribution towards employer's retirement is an average

Sacramento Suburban Water District
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July 2015

Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 10)	Deferred Comp	Total Cash	Celestis	Health	Dental	Vision	LTD	Life Insurance	RHSA	Social Security	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments
Sacramento Suburban Water District	Manager, Information Technology	\$7,873	7%	\$551	\$0	\$0	\$9,424	\$0	\$1,785	\$170	\$20	\$19	\$25	\$0	\$602	0%	\$0	\$11,044	
Carmichael Water District	No Comparable Class																		
Clutus Heights Water District	No Comparable Class																		
City of Davis	No Comparable Class																		
City of Folsom	Supervisor Information Systems	\$7,320	0%	\$0	\$0	\$275	\$7,795	\$0	\$1,453	\$154	\$22	\$27	\$11	\$50	\$75	0%	\$0	\$10,086	
City of Roseville	Information Technology Supervisor	\$9,443	6.187%	\$585	\$0	\$94	\$10,123	\$1,440	inc	inc	inc	\$15	\$28	\$100	\$137	6.187%	\$585	\$11,258	
City of Sacramento	Information Technology Supervisor	\$9,157	0%	\$0	\$0	\$366	\$9,523	\$0	\$1,243	\$0	\$0	\$12	\$14	\$0	\$701	1%	\$92	\$11,401	
City of West Sacramento	Technical Services Manager	\$8,153	0%	\$0	\$0	\$122	\$8,275	\$950	inc	inc	inc	inc	inc	\$0	\$118	0%	\$0	\$9,344	Reports to IT Manager.
City of Woodland	No Comparable Class																		
El Dorado Irrigation District	No Comparable Class																		
Elk Grove Water Service	No Comparable Class																		
Fair Oaks Water District	No Comparable Class																		
Placer County Water Agency	No Comparable Class																		
Sacramento County	Senior Information Technology Analyst	\$9,213	0%	\$0	\$0	\$92	\$9,305	\$0	\$1,339	\$121	inc	\$0	\$4	\$54	\$705	8%	\$737	\$10,791	3.35% added to base for Management Differential
San Juan Water District	Information Technology Administrator	\$9,773	0%	\$0	\$0	\$0	\$9,773	\$0	\$2,342	\$146	\$8	\$58	\$28	\$0	\$748	0%	\$0	\$13,414	
	Labor Market	\$9,241					\$9,554											\$11,276	
	% SSWD is above or below labor market	-17.38%					-13.42%											-2.09%	
	Comparability	6																	

NOTES:
Folom- Employer contribution towards deferred compensation is with 10 years of service (15 - 20 years: \$300)
Roseville- Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service
Sacramento County- Employer contribution towards employer's retirement is an average

Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 30)	Deferred Comp	Total Cash	Calenda	Health	Dental	Vision	LTD	Life Insurance	RISA	Social Security	Employer's Portion of Retirement Paid by Employee (%)	Employee's Portion of Retirement Paid by Employee (\$)	Total Compensation	Comments	
Sacramento Suburban Water District	Operations Manager	\$10,048	7%	\$723	\$0	\$0	\$1,075	\$0	\$1,785	\$170	\$20	\$25	\$32	\$0	\$738	0%	\$0	\$13,540	D4, T2	
Carmichael Water District	No Comparable Class																			
Citrus Heights Water District	Operations Manager	\$10,153	7%	\$711	\$0	\$0	\$10,864	\$0	\$1,786	\$125	\$31	\$32	\$49	\$0	\$412	0%	\$0	\$13,499	D4, T2; over distribution, water quality, groundwater production, facilities, fleet and purchasing	
City of Davis	Water Division Manager	\$8,315	0%	\$0	\$208	\$0	\$8,523	\$0	\$1,709	\$221	\$0	\$15	\$23	\$0	\$121	0%	\$0	\$10,632	D4, T2; Cross Connection Specialist	
City of Folsom	No Comparable Class																			
City of Roseville	No Comparable Class																		Utilities Manager req PE	
City of Sacramento	Utilities Operations and Maintenance Superintendent	\$10,679	0%	\$0	\$0	\$427	\$11,106	\$0	\$1,243	\$0	\$0	\$13	\$14	\$0	\$767	1%	\$107	\$13,036	D3; T5 desirable	
City of West Sacramento	No Comparable Class																			
City of Woodland	Water System Administrator	\$10,264	0%	\$0	\$25	\$205	\$10,494	\$0	\$1,991	\$154	\$19	\$22	\$1	\$50	\$149	8%	\$821	\$12,058	D5, T2	
El Dorado Irrigation District	Drinking Water Operations Manager	\$11,769	0%	\$0	\$0	\$0	\$11,769	\$0	\$1,640	\$40	\$20	\$0	\$3	\$0	\$783	0%	\$0	\$14,355	T5; D5	
Elk Grove Water Service	Operations Manager	\$10,352	1%	\$104	\$259	\$0	\$10,714	\$0	\$2,220	\$128	\$23	\$0	\$28	\$0	\$150	0%	\$0	\$13,263	D2, T2	
Fair Oaks Water District	No Comparable Class																		PE Required	
Placer County Water Agency	No Comparable Class																		Over treatment plant and field	
Sacramento County	Water Distribution Manager	\$5,195	0%	\$0	\$0	\$92	\$5,288	\$0	\$1,359	\$121	inc	\$0	\$4	\$54	\$704	8%	\$736	\$10,774	D5; 3.35% add'l to base for medical/diff. over distribution, customer service and conservation	
San Juan Water District	No Comparable Class																		Operations Manager is also over wastewater, civil maintenance and operations, and engineering	
Amador Water Agency	No Comparable Class																		Utilities Manager is over water, wastewater, streets, fleet	
City of Lodi	No Comparable Class																		Operations and Maintenance Manager is also over plant	
San Luis Delta Mendota Water	No Comparable Class																			
Stockton East Water District	No Comparable Class																			
Stockton Municipal Utility Department	No Comparable Class																			
	Labor Market	\$10,330																		
	% SSWD is above or below labor market	-2.80%																		
	Comparability	7																		
		\$10,826																		
		-0.70%																		
		\$13,206																		
		2.47%																		

NOTES:
Sacramento County - Employee contribution towards employer's retirement is an average

Sacramento Suburban Water District
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Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employee (%)	Total Cash	CalSaveria	Health	Dental	Vision	LTD	Life Insurance	RHSA	Social Security	Employee's Portion of Retirement Paid by Employee (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments
Sacramento Suburban Water District	Production Operator II	\$5,094	7%	\$357	\$0	\$0	\$178	\$170	\$20	\$13	\$16	\$0	\$590	0%	\$0	\$7,843	TZ, D1
Garnichael Water District	Treatment Plant Operator II	\$3,832	0%	\$0	\$0	\$0	\$2,202	\$115	\$24	\$9	\$18	\$0	\$293	0%	\$0	\$6,592	T1 or D1; T2 within 12 months; T3 within 36 months; Maxwaper certificate within 12 months
Citrus Heights Water District	Water Quality Technician	\$5,852	7%	\$410	\$0	\$0	\$1,786	\$125	\$31	\$19	\$49	\$0	\$465	0%	\$0	\$8,737	T1 may be required; D1 may be required (\$40 added to base pay for T2 and \$20 added to base pay for D1)
City of Davis	No Comparable Class																D3 required for Water Production System Operator
City of Folsom	Water Treatment Plant Operator II	\$5,402	0%	\$0	\$0	\$0	\$1,453	\$154	\$22	\$19	\$7	\$50	\$413	0%	\$0	\$7,520	T2
City of Roseville	Water Treatment Plant Operator II	\$5,400	6.137%	\$335	\$162	\$6,032	inc	inc	inc	\$15	\$16	\$100	\$78	6.197%	\$335	\$7,346	T2
City of Sacramento	Plant Operator	\$6,179	0%	\$0	\$0	\$6,179	\$0	\$0	\$0	\$0	\$3	\$0	\$473	1%	\$62	\$7,879	T2
City of West Sacramento	Water Treatment Plant Operator II	\$5,267	0%	\$0	\$0	\$5,327	inc	inc	inc	\$53	\$5	\$0	\$76	0%	\$0	\$7,086	T2
City of Woodland	Water Systems Operator II	\$4,431	0%	\$0	\$0	\$4,456	\$0	\$1,991	\$154	\$13	\$1	\$50	\$64	1%	\$44	\$6,703	T2
El Dorado Irrigation District	Water Treatment Plant Operator II	\$5,921	0%	\$0	\$0	\$5,921	\$0	\$1,640	\$140	\$0	\$3	\$0	\$493	0%	\$0	\$8,177	T2, D1
Elk Grove Water Service	Water Treatment Operator II	\$5,765	1%	\$58	\$144	\$5,967	\$0	\$2,220	\$128	\$33	\$0	\$15	\$84	0%	\$0	\$8,437	T2, D2 within 18 months
Fair Oaks Water District	Water Supply Operator	\$6,667	0%	\$0	\$0	\$6,667	\$0	\$2,150	\$128	\$24	\$25	\$6	\$510	0%	\$0	\$9,520	T2, D3 within 12 months
Placer County Water Agency	Treatment Plant Operator Trainee II	\$4,619	6.5%	\$300	\$115	\$5,035	\$0	\$1,770	\$61	\$14	\$18	\$0	\$353	0%	\$0	\$7,259	T2
Sacramento County	Water System Operator	\$5,873	0%	\$0	\$0	\$5,873	\$0	\$1,339	\$121	inc	\$0	\$54	\$449	8%	\$470	\$7,369	T1, D1 (2% added to base pay for T2)
San Juan Water District	No Comparable Class																Grade 3 required within 3 years
		\$5,841			\$5,961											\$7,894	
		-14.66%			-9.36%											0.11%	

NOTES:

Garnichael Water District - age 50 is used for life insurance cost.
Poseville - Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service.
Sacramento County - Employee contribution towards employer's retirement is an average.

Sacramento Suburban Water District
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Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employee (%)	Total Cash	CalFeSta	Health	Dental	Vision	LTD	Life Insurance	RHSA	Social Security	Employee's Portion of Retirement Paid by Employee (%)	Employee's Portion of Retirement Paid by Compensation	Comments
Sacramento Suburban Water District	Senior Inspector	\$5,614	7%	\$393	\$0	\$0	\$1,785	\$170	\$20	\$14	\$18	\$0	\$428	0%	\$8,462	02, 71
Carmichael Water District	No Comparable Class Senior Construction Inspector	\$6,406	7%	\$448	\$0	\$0	\$1,786	\$125	\$31	\$21	\$49	\$0	\$509	0%	\$9,375	
City of Davis	Public Works Inspector II	\$6,374	0%	\$0	\$158	\$0	\$1,709	\$221	\$0	\$35	\$7	\$0	\$92	0%	\$8,545	Registered PW Inspector certificate may be required
City of Folsom	Construction Inspector II	\$6,254	0%	\$0	\$0	\$0	\$1,453	\$154	\$22	\$22	\$7	\$50	\$478	0%	\$8,440	
City of Roseville	Construction Inspector II	\$6,027	6.197%	\$373	\$181	\$181	inc	inc	inc	\$16	\$18	\$100	\$87	6.197%	\$8,020	
City of Sacramento	Construction Inspector II	\$6,503	0%	\$0	\$0	\$0	\$1,286	\$0	\$0	\$0	\$3	\$0	\$488	1%	\$8,225	
City of West Sacramento	No Comparable Class															
City of Woodland	No Comparable Class															Engineering Technician does
El Dorado Irrigation District	Construction Inspector II	\$6,164	0%	\$0	\$0	\$0	\$1,640	\$140	\$20	\$0	\$3	\$0	\$472	0%	\$6,459	
Elk Grove Water Service	No Comparable Class															
Fair Oaks Water District	No Comparable Class															
Placer County Water Agency	Inspector II	\$6,039	6.5%	\$393	\$151	\$0	\$1,770	\$61	\$18	\$18	\$23	\$0	\$462	0%	\$8,935	
Sacramento County	Construction Inspector	\$6,440	0%	\$0	\$0	\$0	\$1,339	\$121	inc	\$0	\$1	\$64	\$493	8%	\$7,933	
San Juan Water District	Construction Inspector II	\$6,946	0%	\$0	\$0	\$0	\$2,342	\$146	\$8	\$49	\$233	\$0	\$531	0%	\$10,216	D3
					\$6,583										\$8,545	
					-9.58%										-1.22%	

NOTES:
Roseville Employer contribution lowers deferred compensation. LTD and retiree health requires 5 years of service
Sacramento County Employer contribution lowers employer retirement as an average

Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employee (%)	Longevity Pay (Year 10)	Deferred Comp	Total Cash	Catalysis	Health	Dental	Vision	LTD	Life Insurance	RISA	Social Security	Employee's Portion of Retirement Paid by Employee (%)	Employee's Portion of Retirement Paid by Employer (%)	Total Compensation	Comments
Sacramento Suburban Water District	District Superintendent	\$7,487	7%	\$525	\$0	\$0	\$9,021	\$0	\$1,785	\$170	\$20	\$18	\$24	\$0	\$573	0%	\$0	\$10,611	D2 (and D3 within 1 year); T2 D4; T3; Backflow & Cross Connection Specialist Certificate
Carmichael Water District	Field Superintendent Water Distribution	\$9,060	0%	\$0	\$217	\$0	\$9,277	\$0	\$2,302	\$115	\$24	\$19	\$32	\$0	\$693	0%	\$0	\$12,480	
Citrus Heights Water District	Supervisor	\$8,066	7%	\$565	\$0	\$0	\$8,631	\$0	\$1,786	\$125	\$31	\$26	\$49	\$0	\$841	0%	\$0	\$11,269	D3
City of Davis	No Comparable Class																		
City of Folsom	No Comparable Class																		
City of Roseville	Supervisor Water Distribution	\$8,094	6.197%	\$502	\$0	\$81	\$8,677	\$1,440	inc	inc	inc	\$13	\$24	\$100	\$117	6.197%	\$502	\$9,870	D3; D4 within 1 year; T2 Desired
City of Sacramento	Utilities Operations and Maintenance Supervisor	\$7,543	0%	\$0	\$151	\$0	\$7,694	\$0	\$1,286	\$0	\$0	\$0	\$6	\$0	\$577	1%	\$75	\$9,488	D2
City of West Sacramento	No Comparable Class																		
City of Woodland	No Comparable Class																		
El Dorado Irrigation District	No Comparable Class																		
Elk Grove Water Service	Supervisor Water Distribution	\$7,181	3%	\$72	\$160	\$0	\$7,433	\$0	\$2,220	\$128	\$23	\$0	\$19	\$0	\$104	0%	\$0	\$8,927	D3; T2
Fair Oaks Water District	Operator IV System	\$7,083	0%	\$0	\$0	\$0	\$7,083	\$0	\$2,160	\$128	\$24	\$26	\$6	\$0	\$42	0%	\$0	\$9,970	D4; T2; Cross Connection
Placer County Water Agency	Distribution Supervisor Water Distribution	\$6,991	6.5%	\$464	\$175	\$0	\$7,630	\$0	\$1,770	\$61	\$18	\$21	\$27	\$0	\$35	0%	\$0	\$10,852	D4; D5 within 2 years; Backflow Prevention; Cross Connection
Sacramento County	Supervisor	\$7,162	0%	\$0	\$0	\$0	\$7,162	\$0	\$1,339	\$121	inc	\$0	\$1	\$54	\$46	8%	\$573	\$8,653	D3
San Juan Water District	Distribution Lead Worker	\$7,293	0%	\$0	\$0	\$0	\$7,293	\$0	\$3,342	\$146	\$8	\$51	\$45	\$0	\$58	0%	\$0	\$10,643	D4

\$10,652
5.27%

\$7,694
4.08%

NOTES:
 Carmichael Water District - age 50 is used for life insurance cost
 Roseville - Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service
 Sacramento County - Employee contribution towards employer's retirement is an average

Sacramento Suburban Water District
Total Compensation Study
July 2016

Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 10)	Deferred Comp	Total Cash	Cafeteria	Health	Dental	Vision	LTD	Life Insurance	RRSA	Social Security	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments	
Sacramento Suburban Water District	Technical Services Director	\$11,081	7%	\$776	\$0	\$0	\$11,857	\$0	\$1,795	\$170	\$20	\$27	\$35	\$0	\$773	0%	\$0	\$14,666		
Carmichael Water District	No Comparable Class																			
Citrus Heights Water District	No Comparable Class																			
City of Davis	No Comparable Class																			
City of Folsom	No Comparable Class																			
City of Roseville	Principal Engineer	\$11,666	6.197%	\$723	\$0	\$117	\$12,506	\$1,440	inc	inc	inc	\$19	\$35	\$100	\$169	6.197%	\$723	\$13,545	PE	
City of Sacramento	Engineering Manager	\$13,916	0%	\$0	\$557	\$14,473	\$0	\$1,243	\$0	\$0	\$0	\$18	\$14	\$0	\$834	1%	\$139	\$15,422	PE	
City of West Sacramento	Manager	\$10,122	0%	\$0	\$152	\$10,274	\$950	inc	inc	inc	inc	inc	inc	\$0	\$147	0%	\$0	\$11,371	PE	
City of Woodland	No Comparable Class																			
El Dorado Irrigation District	Director of Engineering	\$13,395	0%	\$0	\$167	\$13,562	\$0	\$1,640	\$140	\$20	\$0	\$0	\$15	\$0	\$806	0%	\$0	\$16,214	PE	
Elk Grove Water Service	No Comparable Class																			
Fair Oaks Water District	No Comparable Class																			
Placer County Water Agency	No Comparable Class																			
Sacramento County	Principal Civil Engineer	\$11,651	0%	\$0	\$119	\$11,970	\$0	\$1,839	\$121	inc	inc	\$0	\$4	\$54	\$784	8%	\$948	\$13,324	PE; highest used in department; 3.35% added to base pay for management differential	
San Juan Water District	Manager	\$13,098	0%	\$0	\$0	\$13,098	\$0	\$2,342	\$146	\$8	\$2	\$22	\$440	\$0	\$802	0%	\$0	\$16,928	PE	
Amador Water Agency	No Comparable Class																			
City of Goli	Director	\$11,570	0%	\$0	\$347	\$11,917	\$0	\$1,709	\$83	\$17	DNA	DNA	\$83	\$0	\$168	0%	\$0	\$13,981	PE; may be assigned to serve as LEV Engineer	
San Luis Delta Mendocino Water	Engineering	\$10,362	0%	\$0	\$1,347	\$11,710	\$0	\$1,833	\$164	\$24	\$0	\$0	\$0	\$0	\$150	\$0	\$0	\$13,880	PE	
Stockton East Water District	District Engineer	\$11,535	0%	\$0	\$0	\$11,535	\$0	\$2,099	\$131	\$23	DNA	DNA	\$49	\$0	\$167	0%	\$0	\$14,003	PE	
Stockton Municipal Utility Department	Manager	\$11,727	0%	\$0	\$0	\$11,727	\$1,496	inc	inc	inc	inc	\$45	\$7	\$0	\$170	0%	\$0	\$13,445	PE desirable	
		\$12,305																\$13,995		
		-3.78%																4.58%		

NOTES:
Roseville: Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service
Sacramento County: Employee contribution towards employer's retirement is an average

Sacramento Suburban Water District
Total Compensation Study
July 2016

Surveyed Agency	Classification Title	Maximum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 40)	Deferred Comp	Total Cash	Cafeteria	Health	Dental	Vision	LTD	Life Insurance	RHSA	Social Security	Employee's Portion of Retirement Paid by Employee (%)	Employee's Portion of Retirement Paid by Employee (\$)	Total Compensation	Comments	
Sacramento Suburban Water District	Water Conservation Supervisor	\$7,140	7%	\$500	\$0	\$0	\$7,639	\$0	\$1,285	\$170	\$20	\$18	\$23	\$0	\$566	0%	\$0	\$10,200	BA/AMWA Water Use Efficiency Practitioner Grade 1 within 2 years, CDA within 2 years, DI within 2 years	
Carmichael Water District	No Comparable Class																			
Citrus Heights Water District	No Comparable Class																			Water Efficiency Coordinator does not require a BA
City of Davis	Conservation Coordinator	\$6,295	0%	\$0	\$157	\$0	\$6,453	\$0	\$1,709	\$221	\$0	\$35	\$7	\$0	\$91	0%	\$0	\$8,516	Does not supervise	
City of Folsom	Water Management Coordinator	\$7,065	0%	\$0	\$0	\$0	\$7,065	\$0	\$1,493	\$154	\$22	\$25	\$7	\$50	\$540	0%	\$0	\$8,916	Does not supervise	
City of Roseville	Water Conservation Administrator	\$8,979	6.197%	\$553	\$0	\$89	\$9,572	\$1,440	Inc	Inc	Inc	\$14	\$27	\$100	\$129	6.197%	\$553	\$10,729	Grade 1 Water Conservation Practitioner	
City of Sacramento	Program Specialist	\$8,970	0%	\$0	\$0	\$359	\$9,328	\$0	\$1,243	\$0	\$0	\$11	\$14	\$0	\$686	1%	\$90	\$11,093		
City of West Sacramento	No Comparable Class																			Conservation Coordinator does not require a BA
City of Woodland	No Comparable Class																			
El Dorado Irrigation District	Water Use Efficiency Analyst	\$7,372	0%	\$0	\$0	\$0	\$7,372	\$0	\$1,640	\$140	\$20	\$0	\$3	\$0	\$564	0%	\$0	\$9,739	Does not supervise	
Elk Grove Water Service	No Comparable Class																			
Fair Oaks Water District	No Comparable Class																			
Placer County Water Agency	No Comparable Class																			
Sacramento County	No Comparable Class																			
San Juan Water District	No Comparable Class																			Conservation is under the Customer Service Manager
							\$8,350											\$10,234		
							-9.80%											-0.34%		

NOTES:
Roseville: Employer contribution towards deferred compensation, LTD and retiree health requires 5 years of service

Surveyed Agency	Classification Title	Minimum Salary/Pay	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Longevity Pay (Year 10)	Deferred Comp	Total Cash	Health	Dental	Vision	LTD	Life Insurance	RMSA	Social Security	Employee's Portion of Retirement Paid by Employer (%)	Employee's Portion of Retirement Paid by Employer (\$)	Total Compensation	Comments
Sacramento Suburban Water District	Water Conservation Technician I	\$4,859	7%	\$340	\$0	\$0	\$5,193	\$0	\$1,785	\$170	\$20	\$12	\$0	\$371	0%	\$0	\$7,566	D1 and CIA
Carmichael Water District	Water Efficiency Specialist	\$3,838	0%	\$0	\$0	\$0	\$3,838	\$0	\$2,302	\$115	\$24	\$9	\$0	\$284	0%	\$0	\$6,598	Water Use Efficiency within 1 year; Irrigation Association Water Auditor cert within 2 years; D1 within 2 years
Citrus Heights Water District	No Comparable Class																	
City of Davis	No Comparable Class																	
City of Eufonia	Water Management Specialist	\$4,901	0%	\$0	\$0	\$0	\$4,901	\$0	\$1,453	\$154	\$22	\$17	\$0	\$375	0%	\$0	\$6,979	AWWA Water Conservation Practitioner req within 1 year
City of Roseville	Water Conservation Specialist	\$5,356	6.197%	\$334	\$0	\$100	\$6,850	\$1,440	inc	inc	\$17	\$19	\$100	\$82	6.197%	\$394	\$8,124	Irrigation Auditors Certificate and Water Conservation Practitioner Grade 1 by end of prob period.
City of Sacramento	Water Conservation Specialist	\$4,853	0%	\$0	\$0	\$0	\$4,853	\$0	\$1,286	\$0	\$0	\$3	\$0	\$371	1%	\$49	\$6,465	Water Use Efficiency by end of probation
City of West Sacramento	No Comparable Class																	
City of Woodland	No Comparable Class																	
El Dorado Irrigation District	Water Use Efficiency Technician	\$5,578	0%	\$0	\$0	\$0	\$5,578	\$0	\$1,640	\$140	\$20	\$3	\$0	\$427	0%	\$0	\$7,608	
Elk Grove Water Service	No Comparable Class																	
Fair Oaks Water District	No Comparable Class																	
Placer County Water Agency	Water Efficiency Specialist II	\$4,731	6.5%	\$308	\$118	\$0	\$5,157	\$0	\$1,770	\$61	\$18	\$18	\$0	\$362	0%	\$0	\$7,400	Field Services Technician also repairs meters, performs disconnects and reconnects D1 within 12 months; CIA certification within 12 months; Water Conservation Practitioner I and D1 are desirable
Sacramento County	No Comparable Class																	
San Juan Water District	Conservation Technician II	\$6,000	0%	\$0	\$0	\$0	\$6,000	\$0	\$2,342	\$146	\$8	\$42	\$0	\$459	0%	\$0	\$9,199	State Certified Unseepage Auditor certificate
	Labor Market	\$5,409					\$5,473										\$7,706	
	% SSWD is above or below labor market	-11.44%					-5.38%										-1.86%	

NOTES:
Carmichael Water District - age 50 is used for life insurance cost
Roseville - Employer contribution towards deferred compensation can also go towards cafeteria plan; LTD and retiree health requires 5 years of service

APPENDIX B

MISCELLANEOUS BENEFIT DATA

**TABLE 1
COLA/SALARY INCREASE¹**

Survey Agency	Last Increase 2/2016	Amount of Last Increase 0.3%	Next Increase None Scheduled	Amount of Next Increase NA
Sacramento Suburban Water District				
Carmichael Water District	Unrepresented 7/2016 Represented 7/2016 7/2014	Unrepresented 1.39% Represented 1% for Dist. Operators 3 steps add for Txt. Operator 3 and \$ (each step 4.25%	Unrepresented 7/2017 Represented 7/2017	Unrepresented TBD Represented 1%- Dist. Operators only
Citrus Heights Water District	1/2016	1.1%	1/2017	TBD
City of Davis	PASEA and General Management 7/2016 DCEA DNA- at impasse 6/2016	PASEA and General Management 1% DCEA DNA- at impasse 2.5% (Step added)	PASEA and General Management None Scheduled DCEA DNA- at impasse 7/2017	PASEA and General Management NA DCEA DNA- at impasse 2.5%
City of Folsom	Local 39 2/2016	Local 39 2%	Local 39 1/2018	Local 39 2%
City of Roseville	IBEW/Mngt./Conf. 1/2016	IBEW/Mngt./Conf. 2%	IBEW/Mngt./Conf. 1/2018	IBEW/Mngt./Conf. 2%

¹ All July 2016 increases are included in datasheets

**TABLE 1
COLA/SALARY INCREASE¹**

Survey Agency	Last Increase	Amount of Last Increase	Next Increase	Amount of Next Increase
City of Sacramento	Plant Operators 6/2016	Plant Operators 2.5%	Plant Operators None Scheduled	Plant Operators NA
	Local 447 6/2016	Local 447 3%	Local 447 None Scheduled	Local 447 NA
	Local 39 6/2016	Local 39 2.5%	Local 39 None Scheduled	Local 39 NA
	SCXEA 6/2016	SCXEA 2%	SCXEA 6/2017	SCXEA 2%
	WCOE 6/2016	WCOE 2%	WCOE None Scheduled	WCOE NA
	Supervisors 6/2016	Supervisors 2.5%	Supervisors None Scheduled	Supervisors NA
City of West Sacramento	Local 39 1/2016	Local 39 1%	Local 39 In negotiations	Local 39 TBD
	Mngt/Conf/Spec/Prof 7/2016	Mngt/Conf/Spec/Prof 1% (1x payment only)	Mngt/Conf/Spec/Prof None Scheduled	Mngt/Conf/Spec/Prof NA
City of Woodland	General 1/2016	General 2%	General None Scheduled	General NA
	Confidential 7/2016	Confidential 2%	Confidential None Scheduled	Confidential NA
	Mid Management 7/2016	Mid Management 1%	Mid Management 7/2017	Mid Management 0% - 2% (based on PERS rate)
El Dorado Irrigation District	1/2015	1.6%	None Scheduled	NA

**TABLE 1
COLA/SALARY INCREASE¹**

Survey Agency	Last Increase	Amount of Last Increase	Next Increase	Amount of Next Increase
Elk Grove Water Service	7/2016	1.3%	7/2017	TBD
Fair Oaks Water District	Agency does not provide COLAS			
Placer County Water Agency	1/2016	1.5%	1/2017	1.5% - 6% CPI Based
Sacramento County	6/2016	4%	7/2017	2% - 5% CPI Based
San Juan Water District	7/2016	(Some units received an additional 1% for a delayed COLA) 2.5%	None Scheduled	NA
Amador Water Agency	7/2016	2%	None Scheduled	NA
City of Lodi	1/2016	2%	1/2017	2%
San Luis and Delta Mendota Water Authority	3/2016	Average of 9%- (Not a COLA)-salary adjustment - various %'s for individual job classifications	None Scheduled	NA
Stockton East Water District	4/2016	2.5%	4/2017	2.5% - 6% CPI Based
Stockton Municipal Utility Department	7/2016	6%	None Scheduled	NA

**TABLE 2
RETIREMENT PRACTICES**

Survey Agency	Retirement Benefit (New Classic Members) Miscellaneous	Retirement Formula	Retirement Plan	Employer Contribution towards Retirement
<i>Sacramento Suburban Water District</i>	2% @ 55	<i>Average of 3 Highest Years</i>	PERS	9.055%
Carmichael Water District	2% @ 55	Single Highest Year	PERS	9.846%
Citrus Heights Water District	2% @ 55	Average 3 Highest Years	PERS	8.377%
City of Davis	2.5% @ 55	Single Highest Year	PERS	30.304%
City of Folsom	2% @ 55	Average 3 Highest Years	PERS	29.228%
City of Roseville	2.7% @ 55	Single Highest Year	PERS	24.66%
City of Sacramento	2% @ 55	Single Highest Year	PERS	16.488%
City of West Sacramento	2% @ 60	Average 3 Highest Years	PERS	19.341%
City of Woodland	2% @ 60	Average 3 Highest Years	PERS	29.514%
El Dorado Irrigation District	2% @ 55	Average Final 3 years	PERS	29.443%
Elk Grove Water Service	2% @ 55	Average 3 Highest Years	PERS	8.377%
Fair Oaks Water District	2% @ 55	Average 3 Highest Years	PERS	8.377%
Placer County Water Agency	2.7% @ 55	Single Highest Year	PERS	22.502%
Sacramento County	1.92% @ 60	Average 3 Highest Years	SCERS	15.12% (Average)

**TABLE 2
RETIREMENT PRACTICES**

Survey Agency	Retirement Benefit (New Classic Members) Miscellaneous	Retirement Formula	Retirement Plan	Employer Contribution towards Retirement
San Juan Water District	3% @ 60	Average 3 Highest Years	PERS	11.995%
Amador Water Agency	2% @ 60	Average 3 Highest Years	PERS	7.159%
City of Lodi	2% @ 55	Average 3 Highest Years	PERS	21.797%
San Luis and Delta Mendota Water Authority	NA- Not PERS	NA- Not PERS	Defined Contribution	13% (401a & 457)
Stockton East Water District	2% @ 55	Final Year	PERS	10.523%
Stockton Municipal Utility Department	2% @ 60	Average 3 Highest Years	PERS	23.859%

**TABLE 3
RETIREE HEALTH BENEFITS**

Agency	Agency Contribution to Retiree Health Savings	Agency Monthly Contribution for Retiree (Medical)	Agency Monthly Contribution for Retiree + 1 (Medical)	Agency Monthly Contribution for Retiree + 2 (Medical)	Vesting	Retiree Dental	Retiree Vision
Sacramento Suburban Water District	\$0	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	10 years	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%
Carmichael Water District	\$0	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	10 years	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%
Citrus Heights Water District	\$0	20 years- \$321 25 years- \$361 30 years- \$402	No additional contribution	No additional contribution	20 years	Can use \$ from retiree medical	Can use \$ from retiree medical
City of Davis	\$0	= to the Medicare Supplemented/ Managed Medicare (Kaiser Bay Area Rate)	= to the Medicare Supplemented/ Managed Medicare (Kaiser Bay Area Rate)	No additional contribution	5 years	\$0	\$0
City of Folsom	\$50	\$0	\$0	\$0	NA	\$0	\$0
City of Roseville	\$100 (With 5 years of service)	PEMHCA Minimum	No additional contribution	No additional contribution	10 years with PERS, 5	\$0	\$0

**TABLE 3
RETIREE HEALTH BENEFITS**

Agency	Agency Contribution to Retiree Health Savings	Agency Monthly Contribution for Retiree (Medical)	Agency Monthly Contribution for Retiree + 1 (Medical)	Agency Monthly Contribution for Retiree + 2 (Medical)	Vesting	Retiree Dental	Retiree Vision
City of Sacramento	\$0	\$0	\$0	\$0	with Agency	\$0	\$0
City of West Sacramento	\$0	10-14 years= \$50+ 25% 15-19 years= \$75 + 30% 20 + years= \$100 + 50% Benefit not to exceed \$750	10-14 years= \$50+ 25% 15-19 years= \$75 + 30% 20 + years= \$100 + 50% Benefit not to exceed \$750	10-14 years= \$50+ 25% 15-19 years= \$75 + 30% 20 + years= \$100 + 50% Benefit not to exceed \$750	10 years	Inc in medical	\$0
City of Woodland	\$50	PEMHCA Minimum	No additional contribution	No additional contribution	10 years with PERS, 5 with Agency	\$0	\$0
El Dorado Irrigation District	\$0	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	CalPERS Vesting Schedule 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	10 years	\$0	\$0
Elk Grove Water Service	\$0	100%	100%	No additional contribution	15 years	100% with 15 years	100% with 15 years
Fair Oaks Water District	\$0	\$0	\$0	\$0	NA	\$0	\$0
Placer County Water Agency	\$0	CalPERS Vesting Scheduled 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	CalPERS Vesting Scheduled 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	CalPERS Vesting Scheduled 10 years = 50%; 5% increase each additional year of service; 20 years = 100%	10 years	\$0	\$0
Sacramento County	\$54	\$0	\$0	\$0	NA	\$0	\$0
San Juan Water	\$0	CalPERS Vesting Scheduled	CalPERS Vesting Scheduled	CalPERS Vesting Scheduled	10	\$0	\$0

**TABLE 3
RETIREE HEALTH BENEFITS**

Agency	Agency Contribution to Retiree Health Savings	Agency Monthly Contribution for Retiree (Medical)	Agency Monthly Contribution for Retiree + 1 (Medical)	Agency Monthly Contribution for Retiree + 2 (Medical)	Vesting	Retiree Dental	Retiree Vision
District		10 years = 50%; 5% increase each additional year of service; 20 years = 100%	10 years = 50%; 5% increase each additional year of service; 20 years = 100%	10 years = 50%; 5% increase each additional year of service; 20 years = 100%	years		
Amador Water Agency	\$0	10 years = 50%; 5% increase each additional year of service; 20 years = 100%	10 years = 50%; 5% increase each additional year of service; 20 years = 100%	10 years = 50%; 5% increase each additional year of service; 20 years = 100%	10 years	\$0	\$0
City of Lodi	\$0	PEMHCA Minimum	No additional contribution	No additional contribution	10 years with PERS, 5 years with Agency	\$0	\$0
San Luis and Delta Mendota Water Authority	\$0	\$0	\$0	\$0	NA	\$0	\$0
Stockton East Water District	\$0	50% with 20 years 100% with 30 years	50% with 20 years 100% with 30 years	No additional contribution	20 years	\$0	\$0
Stockton Municipal Utility Department	\$0	\$0	\$0	\$0	NA	\$0	\$0

**TABLE 4
PAID LEAVE - MANAGEMENT**

Agency	Vacation - Annual Accrual (hours per year)						Sick Leave (days per year)			Holidays + Floating (days per year)	Management/ Administrative Leave (hours per year)
	Year 1	Year 5	Year 10	Year 15	Year 20	Max Accrual	Annual Accrual	Max Accrual			
Sacramento Suburban Water District	96	96	120	152	192	400 (up to 55); Unl. (55+)	12	Mandatory buyout at 30 days (up to age 55); Unl (55+)	13 + 0 = 13	40-Exempt	
Carmichael Water District	96	120	144	176	176	240	12	Unl	11 + 1 floating (12)	40- Senior Mngt. 20- Exempt	
Citrus Heights Water District	96	120	144	168	216	300	12	Unl	9 + 0 = 9	72	
City of Davis	120	136	160	216	224	1x	12	Unl	12 + 2.5 = 14.5	80	
City of Folsom	192	224	256	288	288	320	PTO	NA	12 + 1 = 13	80	
City of Roseville	96	112	128	144	160	2x	12	Unl	11 + 1 = 12	Up to 100	
City of Sacramento ²	80	120	120	120	160	480	12	Unl	12 + 2 = 14	80	
City of West Sacramento	80	80	120	160	200	356	12	Unl	10 + 3.5 = 13.5	80	
City of Woodland	84	108	136	160	199	352	12	Unl	10.5 + 2 = 12.5	96	
El Dorado Irrigation District	176	216	256	296	296	280	PTO	NA	12 + 1 = 13	80-DH's 40- Supv/Exempt	
Elk Grove Water Service	40	120	160	200	208	320	12	40	11 + 1 = 12	80-Exempt	
Fair Oaks Water District	80	120	160	160	160	2x	10	Unl	10 + 1 = 11	64	
Placer County Water Agency ³	120	120	160	160	200	320	12	Unl	10 + 3 = 13	72	
Sacramento County	80	120	161	200	200	400	12	Unl	13.5 + 0 = 13.5	20 - 32 hours depending upon	

² Sacramento-With 10 years of service employee receives 24 hours of Longevity Leave (not included above)

³ PCWA- at Year 20, EE receives 40 hours of Longevity Leave (not included above)

**TABLE 4
PAID LEAVE - MANAGEMENT**

Agency	Vacation - Annual Accrual (hours per year)					Max Accrual	Sick Leave (days per year)		Holidays + Floating (days per year)	Management/ Administrative Leave (hours per year)
	Year 1	Year 5	Year 10	Year 15	Year 20		Annual Accrual	Max Accrual		
San Juan Water District	96	120	144	168	192	240	12	Unl	11 + 1 = 12	unit 40
Amador Water Agency	96	96	144	200	200	2x	12	Unl	13 + 1 = 14	64
City of Lodi	80	80	120	160	160	2x	12	Unl	9.5 + 4.5 = 14	80
San Luis and Delta Mendota Water Authority	80	120	120	120	160	480	12	Unl	9 + 0 = 9	40 - 80 (varies by class)
Stockton East Water District	80	120	160	200	200	360	12	Unl	12 + 2 = 14	0
Stockton Municipal Utility Department ⁴	120	148	188	229	229	431 ⁵	12	Unl	12 + 1 = 13	0

⁴ Stockton MUD- amount listed is for exempt (non- exempt receives 40 hours less at each year)

⁵ Stockton MUD- Max at 29 years- EE shall receive an additional 7 hours for each year of service.

**TABLE 5
PAID LEAVE - PROFESSIONAL**

Agency	Vacation – Annual Accrual (hours per year)					Sick Leave (days per year)		Holidays + Floating (days per year)	Management/ Administrative Leave (hours per year)	
	Year 1	Year 5	Year 10	Year 15	Year 20	Annual Accrual	Max Accrual			
Sacramento Suburban Water District	96	96	120	152	192	400 (up to 55); Unl. (55+)	12	30 (up to age 55); Unl (55+)	13 + 0 = 13	40 (Exempt)
Carmichael Water District	96	120	144	176	176	240	12	Unl	11 + 1 floating (12)	20- Exempt
Citrus Heights Water District	96	120	144	168	216	300	12	Unl	9 + 0 = 9	0
City of Davis	120	136	160	216	224	1x	12	Unl	12 + 2.5 = 14.5	0
City of Folsom	192	224	256	288	288	320	PTO	NA	12 + 1 = 13	80- some classes
City of Roseville	96	112	128	144	160	2.5x	12	Unl	11 + 1 = 12	40-Personal Leave
City of Sacramento ⁶	80	120	120	120	160	480	12	Unl	12 + 2 = 14	80- exempt
City of West Sacramento	80	80	120	160	200	356	12	Unl	10 + 3.5 = 13.5	0
City of Woodland	80	104	136	160	200	352	12	Unl	10.5 + 2 = 12.5	0
El Dorado Irrigation District	176	216	256	296	296	280	PTO	NA	12 + 1 = 13	40- Exempt
Elk Grove Water Service	40	120	160	200	208	320	12	40	11 + 1 = 12	80-Exempt
Fair Oaks Water District	80	120	160	160	160	2x	10	Unl	10 + 1 = 11	0
Placer County Water Agency ⁷	80	120	160	160	200	320	12	Unl	10 + 3 = 13	0
Sacramento County	80	120	161	200	200	400	12	Unl	13.5 + 0 =	0

⁶ Sacramento-With 10 years of service employee receives 24 hours of Longevity Leave (not included above)

⁷ PCWA- at Year 20, EE receives 40 hours of Longevity Leave (not included above)

**TABLE 5
PAID LEAVE - PROFESSIONAL**

Agency	Vacation – Annual Accrual (hours per year)					Sick Leave (days per year)		Holidays + Floating (days per year)	Management/ Administrative Leave (hours per year)		
	Year 1	Year 5	Year 10	Year 15	Year 20	Max Accrual	Annual Accrual			Max Accrual	
San Juan Water District	96	120	144	168	192	240	12	Unl	13.5	11 + 1 = 12	0

**TABLE 6
PAID LEAVE - GENERAL**

Agency	Vacation – Annual Accrual (hours per year)					Sick Leave (days per year)		Holidays + Floating (days per year)	Management/ Administrative Leave (hours per year)	
	Year 1	Year 5	Year 10	Year 15	Year 20	Annual Accrual	Max Accrual			
Sacramento Suburban Water District	96	96	120	152	192	400 (up to age 55); Unl. (55+)	12	30 (up to age 55); Unl (55+)	13 + 0 = 1313	0
Carmichael Water District	96	120	144	176	176	240	12	Unl	11 + 1 floating (12)	0
Citrus Heights Water District	96	120	144	168	216	300	12	Unl	9 + 0 = 9	0
City of Davis	120	136	160	216	224	1x	12	Unl	12 + 2.5 = 14.5	0
City of Folsom	192	224	256	288	288	320	PTO	NA	12 + 1 = 13	0
City of Roseville	96	112	128	144	160	2.5x	12	Unl	11 + 1 = 12	40 (Personal Leave-Local 39)
City of Sacramento ⁸	80	120	120	120	160	480	12	Unl	12 + 2 = 14	80-(Personal Leave-IBEW)
City of West Sacramento	80	80	120	160	200	356	12	Unl	10 + 3.5 = 13.5	0
City of Woodland	80	104	136	160	200	352	12	Unl	10.5 + 2 = 12.5	0
El Dorado Irrigation District	176	216	256	296	296	280	PTO	NA	12 + 1 = 13	0
Elk Grove Water Service	40	120	160	200	208	320	12	40	11 + 1 = 12	0
Fair Oaks Water District	80	120	160	160	160	2x	10	Unl	10 + 1 = 11	0
Placer County Water Agency ⁹	80	120	160	160	200	320	12	Unl	10 + 3 = 13	0

⁸ Sacramento-With 10 years of service employee receives 24 hours of Longevity Leave (not included above)

⁹ PCWA- at Year 20, EE receives 40 hours of Longevity Leave (not included above)

**TABLE 6
PAID LEAVE - GENERAL**

Agency	Vacation – Annual Accrual (hours per year)						Sick Leave (days per year)		Holidays + Floating (days per year)	Management/ Administrative Leave (hours per year)
	Year 1	Year 5	Year 10	Year 15	Year 20	Max Accrual	Annual Accrual	Max Accrual		
Sacramento County	80	120	161	200	200	400	12	Unl	13.5 + 0 = 13.5	0
San Juan Water District	96	120	144	168	192	240	12	Unl	11 + 1 = 12	0

**TABLE 7
EQUAL PAY**

Survey Agency	Does your agency have different pay/salary levels for employees of the opposite sex who perform substantially similar work?
<i>Sacramento Suburban Water District</i>	No
Carmichael Water District	No
Citrus Heights Water District	No
City of Davis	No
City of Folsom	No
City of Roseville	No
City of Sacramento	No
City of West Sacramento	No
City of Woodland	No
El Dorado Irrigation District	No
Elk Grove Water Service	No
Fair Oaks Water District	No
Placer County Water Agency	No
Sacramento County	No
San Juan Water District	No
Amador Water Agency	No
City of Lodi	No
San Luis and Delta Mendota Water Authority	No
Stockton East Water District	No
Stockton Municipal Utility Department	No

APPENDIX C

SALARY/PAY RECOMMENDATIONS

Appendix C											
Salary Recommendations											
Current Classification Title	Current Range	Maximum Base	Current Total Compensation	Labor Market Total Compensation	% Above or Below Market Total Compensation	Management		Information Technology		Distribution/Production	
						Recommended Range	Recommended Max	Recommended Range	Recommended Max	Recommended Range	Recommended Max
Administrative Services Manager	660	\$7,497	\$10,661	Insuff Data	---	660	\$7,497	\$0	0.00%	Same as Superintendent, Distribution	
Operations Manager	720	\$10,048	\$13,540	\$13,206	2.47%	720	\$10,048	\$0	0.00%	Set to market	
Engineering Manager	730	\$10,553	---	---	---	730	\$10,553	\$0	0.00%	5% above Operations Manager	
Technical Services Director	740	\$11,081	\$14,666	\$13,995	4.58%	740	\$11,081	\$0	0.00%	Same as Finance Director (market includes PE)	
Finance Director	740	\$11,081	\$14,666	\$14,464	1.38%	740	\$11,081	\$0	0.00%	Set to market	
Assistant General Manager	760	\$12,222	\$15,910	\$16,503	-3.73%	760	\$12,222	\$0	0.00%	Set to market	
Administrative											
Customer Service Representative I	240	\$3,623	---	---	---	240	\$3,623	\$0	0.00%	Approx. 20% below CSR II	
Customer Service Representative II	280	\$4,401	\$7,044	\$6,754	4.12%	280	\$4,401	\$0	0.00%	Set to market	
Administrative Assistant I	260	\$3,992	---	---	---	260	\$3,992	\$0	0.00%	Approx 20% below Admin Asst II	
Administrative Assistant II	300	\$4,853	\$7,566	\$7,149	5.50%	300	\$4,853	\$0	0.00%	Set to market	
Executive Assistant to the GM	650	\$7,140	\$10,200	\$9,716	4.74%	650	\$7,140	\$0	0.00%	Set to market	
Human Resource Coordinator	650	\$7,140	\$10,200	\$10,021	1.75%	650	\$7,140	\$0	0.00%	Set to market	
Accounting											
Purchasing Specialist	310	\$5,094	---	---	---	310	\$5,094	\$0	0.00%	5% below Accountant	
Accountant	320	\$5,346	\$8,133	\$7,412	8.86%	320	\$5,346	\$0	0.00%	Set to market	
Financial Analyst (Former Assistant Controller)	370	\$6,828	\$9,840	\$9,382	4.66%	650	\$7,140	\$312	4.58%	Approximately 10% above Market (Acct)	
Information Technology											
GIS/Information Technology Tech	320	\$5,346	\$8,133	\$8,766	-7.79%	330	\$5,614	\$269	5.03%	Set to market using IT Tech data	
GIS Coordinator	350	\$6,186	---	---	---	360	\$6,502	\$315	5.10%	15% above GIS/IT Technician	
Manager, Information Technology	670	\$7,873	\$11,044	\$11,276	-2.09%	670	\$7,873	\$0	0.00%	Set to market	
Distribution/Production											
Distribution Operator I	260	\$3,992	---	---	---	260	\$3,992	\$0	0.00%	Approx 20% below Dist Op II	
Distribution Operator II	300	\$4,853	\$7,566	\$7,844	-3.68%	300	\$4,853	\$0	0.00%	Set to market	
Production Operator I	270	\$4,193	---	---	---	270	\$4,193	\$0	0.00%	Approx 20% below Prod Op II	
Production Operator II	310	\$5,094	\$7,834	\$7,834	0.11%	310	\$5,094	\$0	0.00%	Set to market	
Field Operations Coordinator	320	\$5,346	---	---	---	320	\$5,346	\$0	0.00%	Same as Accountant	
Environmental Compliance Tech	320	\$5,346	---	---	---	320	\$5,346	\$0	0.00%	Approximately 5% above Prod Op II	
Environmental Compliance Supervisor	650	\$7,140	---	---	---	650	\$7,140	\$0	0.00%	Same as Water Conservation Supervisor	
Foreman, Distribution	340	\$5,895	---	---	---	340	\$5,895	\$0	0.00%	Approx 20% above Dist Op II	
Electrical & Instrumentation Tech	350	\$6,186	\$9,101	\$9,201	-1.09%	350	\$6,186	\$0	0.00%	Set to market	
Foreman, Production	350	\$6,186	---	---	---	350	\$6,186	\$0	0.00%	Approx 20% above Prod Op II	
Superintendent, Distribution	660	\$7,497	\$10,611	\$10,052	5.27%	660	\$7,497	\$0	0.00%	Set to market	
Superintendent, Production	660	\$7,497	---	---	---	660	\$7,497	\$0	0.00%	Same as Superintendent, Distribution	
Superintendent, Field Services	660	\$7,497	---	---	---	660	\$7,497	\$0	0.00%	Same as Superintendent, Distribution	
Engineering											
Engineering Drafter	280	\$4,401	---	---	---	280	\$4,401	\$0	0.00%	Approx 15% below Engineer Proj Coord	
Engineering Project Coordinator	320	\$5,346	---	---	---	330	\$5,614	\$269	5.03%	Same as GIS/IT Technician	
Assistant Engineer	370	\$6,828	---	---	---	370	\$6,828	\$0	0.00%	Approx. 15% below Associate Engineer	
Associate Engineer	670	\$7,873	---	---	---	670	\$7,873	\$0	0.00%	Approx. 5% below Associate Reg Engineer	
Associate Registered Engineer	680	\$8,270	\$11,502	\$11,449	0.46%	680	\$8,270	\$0	0.00%	Set to market	
Conservation											
Water Conservation Technician I	260	\$3,992	---	---	---	260	\$3,992	\$0	0.00%	Approx 20% below Water Con Tech II	
Water Conservation Technician II	300	\$4,853	\$7,566	\$7,706	-1.86%	300	\$4,853	\$0	0.00%	Set to market	
Water Conservation Supervisor	650	\$7,140	\$10,200	\$10,234	-0.34%	650	\$7,140	\$0	0.00%	Set to market	
Maintenance											
Facilities and Fleet Specialist	310	\$5,094	---	---	---	310	\$5,094	\$0	0.00%	Same as Prod Op II	
Inspection											
Senior Inspector	330	\$5,614	\$8,442	\$8,545	-1.22%	330	\$5,614	\$0	0.00%	Set to market	

EXHIBIT 2

Pay/Salary Band Position List

9/16/2016

Salary Band Number	Position	Number of Employees
240	Customer Service Representative I	1 Flex Position
260	Administrative Assistant I	1 Flex Position
	Distribution Operator I	3 Flex Position
	Water Conservation Technician I	0 Flex Position
270	Production Operator I	0 Flex Position
280	Customer Service Representative II	3 Flex Position
	Engineering Drafter	1
300	Administrative Assistant II	0 Flex Position
	Distribution Operator II	9 Flex Position
	Water Conservation Technician II	1 Flex Position
310	Facilities and Fleet Specialist	1
	Production Operator II	7 Flex Position
	Purchasing Specialist	1
320	Accountant	1
	Engineering Project Coordinator	1
	Environmental Compliance Technician	1
	Field Operations Coordinator	1
	GIS/IT Technician	1
330	Senior Inspector	1
340	Distribution Foreman	3
350	Electrical & Instrumentation Technician	1
	GIS Coordinator	1
	Production Foreman	1
370	Assistant Controller	1
	Assistant Engineer	0 Flex Position
650	Environmental Compliance Supervisor	1
	Executive Assistant to the GM	1
	Human Resources Coordinator	1
	Water Conservation Supervisor	1
660	Administrative Services Manager	1
	Superintendent (Dist, Field Serv, Prod)	3
670	Associate Engineer	1 Flex Position
	Information Technology Manager	1
680	Associate Engineer (Registered)	1 Flex Position
710	Senior Engineer	0
		0
720	Operations Manager	1
730	Engineering Manager	1
740	Technical Services Director	1
	Finance Director	1
760	Assistant General Manager	1
Contract Employee	General Manager	1
		<u>58</u>

Fully Staffed at 63

2/29/2016	SSWD PAY/SALARY MATRIX	COLA FACTOR	1.003	
		COLA AWARD	0.30%	
NON-EXEMPT	(+/-10%)	HOURLY PAY		
BAND #	Minimum	Mid Point	Maximum	Annual Range

230	16.26	18.07	19.87	
240	17.10	19.00	20.90	33,820.80 41,329.60
250	17.96	19.96	21.95	35,568.00 43,472.00
260	18.85	20.94	23.03	37,356.80 45,656.00
270	19.79	21.99	24.19	39,208.00 47,902.40
280	20.77	23.08	25.39	41,163.20 50,315.20
290	21.80	24.23	26.65	43,201.60 52,811.20
300	22.92	25.46	28.00	45,344.00 55,432.00
310	24.04	26.72	29.39	47,673.60 58,240.00
320	25.23	28.04	30.84	50,003.20 61,131.20
330	26.50	29.45	32.39	52,478.40 64,147.20
340	27.82	30.92	34.01	55,120.00 67,371.20
350	29.21	32.45	35.69	57,865.60 70,740.80
360	30.68	34.10	37.51	60,756.80 74,235.20
370	32.23	35.81	39.39	63,814.40 78,020.80
380	33.83	37.60	41.36	67,038.40 81,931.20
390	35.56	39.50	43.43	70,366.40 86,028.80
400	37.34	41.49	45.64	73,964.80 90,334.40
				77,667.20 94,931.20

EXEMPT	(+/-15%)	MONTHLY & HOURLY SALARY				
BAND #	Minimum	Mid Point	Maximum	Annual Range*		
630	4,780.53	5,624.67	6,468.80			
	Hrly* 27.58	32.45	37.32	57,366.40	77,625.60	
640	5,024.93	5,911.53	6,798.13			
	Hrly* 28.99	34.11	39.22	60,299.20	81,577.60	
650	5,276.27	6,207.93	7,139.60			
	Hrly* 30.44	35.82	41.19	63,315.20	85,675.20	
660	5,539.73	6,518.20	7,496.67			
	Hrly* 31.96	37.61	43.25	66,476.80	89,960.00	
670	5,818.80	6,845.80	7,872.80			
	Hrly* 33.57	39.50	45.42	69,825.60	94,473.60	
680	6,113.47	7,191.60	8,269.73			
	Hrly* 35.27	41.49	47.71	73,361.60	99,236.80	
690	6,415.07	7,547.80	8,680.53			
	Hrly* 37.01	43.55	50.08	76,980.80	104,166.40	
700	6,737.47	7,927.40	9,117.33			
	Hrly* 38.87	45.74	52.60	80,849.60	109,408.00	
710	7,072.00	8,320.00	9,568.00			
	Hrly* 40.80	48.00	55.20	84,864.00	114,816.00	
720	7,429.07	8,738.60	10,048.13			
	Hrly* 42.86	50.42	57.97	89,148.80	120,577.60	
730	7,796.53	9,174.53	10,552.53			
	Hrly* 44.98	52.93	60.88	93,558.40	126,630.40	
740	8,191.73	9,636.47	11,081.20			
	Hrly* 47.26	55.60	63.93	98,300.80	132,974.40	
750	8,606.00	10,123.53	11,641.07			
	Hrly* 49.65	58.41	67.16	103,272.00	139,692.80	
760	9,034.13	10,627.93	12,221.73			
	Hrly* 52.12	61.32	70.51	108,409.60	146,660.80	

*Hourly Rates Used to Comply with ADP Payroll System Limitations and to Calculate Annual Range; Monthly & Annual Amounts Rounded to Nearest Cent.

SSWD PAY/SALARY BANDS - CY 2016 (effective 8/12/16)

NON-EXEMPT POSITIONS

Title	Hrly Minimum	Hrly Maximum	Annual Range	
Customer Service Representative I	17.10	20.90	35,568.00	43,472.00
Administrative Assistant I				
Distribution Operator I	18.85	23.03	39,208.00	47,902.40
Water Conservation Technician I				
Production Operator I	19.79	24.19	41,163.20	50,315.20
Customer Service Representative II				
Engineering Drafter	20.77	25.39	43,201.60	52,811.20
Administrative Assistant II				
Distribution Operator II	22.92	28.00	47,673.60	58,240.00
Water Conservation Technician II				
Facilities & Fleet Specialist				
Production Operator II	24.04	29.39	50,003.20	61,131.20
Purchasing Specialist				
Accountant				
Engineering Project Coordinator				
Environmental Compliance Technician	25.23	30.84	52,478.40	64,147.20
Field Operations Coordinator				
GIS/IT Technician				
Senior Inspector	26.50	32.39	55,120.00	67,371.20
Distribution Foreman	27.82	34.01	57,865.60	70,740.80
Electrical & Instrumentation Technician				
GIS Coordinator	29.21	35.69	60,756.80	74,235.20
Production Foreman				
Assistant Controller				
Assistant Engineer	32.23	39.39	67,038.40	81,931.20

EXEMPT POSITIONS

Title	Mthly Minimum	Mthly Maximum	Annual Range	
Environmental Compliance Supervisor				
Executive Assistant to the General Manager				
Human Resources Coordinator	5,276.27	7,139.60	63,315.20	85,675.20
Water Conservation Supervisor				
Administrative Services Manager				
Superintendent (Distribution, Field Services, Production)	5,539.73	7,496.67	66,476.76	89,960.00
Associate Engineer				
Information Technology Manager	5,818.80	7,872.80	69,825.60	94,473.60
Associate Engineer (Registered)	6,113.47	8,269.73	73,361.60	99,236.80
Senior Engineer	7,072.00	9,568.00	84,864.00	114,816.00
Operations Manager	7,429.07	10,048.13	89,148.80	120,577.60
Engineering Manager	7,796.53	10,552.53	93,558.40	126,630.40
Technical Services Director				
Finance Director	8,191.73	11,081.20	98,300.80	132,974.40
Assistant General Manager	9,034.13	12,221.73	108,409.60	146,660.80
General Manager			Contract Salary	

SSWD Administrative Office

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Business Hours: Monday-Friday 8:00 a.m. to 4:30 p.m. | sswd.org



Sacramento Suburban Water District

2016 Compensation Study
Board Meeting
September 19, 2016

Agenda

- Survey Agencies
- Data Elements
- Survey Classes
- Methodology
- Compensation Findings
- Recommendations

Survey Agencies

All Classes

- Carmichael Water District
- Citrus Heights Water District
- City of Davis
- City of Folsom
- City of Roseville
- City of Sacramento
- City of West Sacramento
- City of Woodland
- El Dorado Irrigation District
- Elk Grove Water District

- Fair Oaks Water District
- Placer County Water Agency
- Sacramento County
- San Juan Water District

Management Classes

- Amador Water Agency
- City of Lodi
- San Luis and Delta Mendota Water
- Stockton East Water District
- Stockton Municipal Utility

3

Data Elements

- Title of each comparable class
- Maximum base pay/salary
- Employee's Portion of Retirement Paid by Employer (% & \$) for "classic" employees
- Longevity Pay Paid by Employer
- Deferred Compensation Paid by Employer
- Health, Dental and Vision Plan Premiums Paid by Employer
- Long-Term Insurance Plan Premium Paid by Employer
- Life Insurance Plan Premium Paid by Employer
- Retiree Health Savings Account Paid by Employer
- Social Security Paid by Employer
- Employer's Portion of Retirement Paid by Employee (% & \$)

4

Data Elements

- Date and amount of last and next Cost of Living Increase
- Equal Pay Act Information (whether there are different pay/salary levels for employees of the opposite sex who perform essentially the same duties and the salaries provided)
- Retirement practices (retirement benefit, plan, formula, and employer's cost)
- Retiree Medical Information (employer contribution for retiree, retiree and spouse and retiree and family, plus vesting policy)
- Retiree Dental Information (employer contribution for retiree, retiree and spouse and retiree and family)
- Retiree Vision Information (employer contribution for retiree, retiree and spouse and retiree and family)
- Leave Benefits (vacation, sick leave, holidays and administrative leave)

5

Survey Classes

<ul style="list-style-type: none"> ▪ Accountant ▪ Administrative Assistant II ▪ Administrative Services Manager ▪ Assistant Controller ▪ Assistant General Manager ▪ Associate Registered Engineer ▪ Customer Service Representative II ▪ Distribution Operator II ▪ Electrical and Instrumentation Technician ▪ Executive Assistant to the General Manager 	<ul style="list-style-type: none"> ▪ Finance Director ▪ GIS/IT Technician ▪ Human Resources Coordinator ▪ Manager, Information Technology ▪ Operations Manager ▪ Production Operator II ▪ Senior Inspector ▪ Superintendent, Distribution ▪ Technical Services Director ▪ Water Conservation Supervisor ▪ Water Conservation Technician II
---	---

6

Compensation Policy

- SSWD Employee Compensation Policy 200.00 a) states, "It is the District's policy to remain competitive within the local labor market. To accomplish this, the General Manager will target a level of compensation in the appropriate labor market when setting compensation for District positions. This includes retirement, health and dental insurance, life insurance holidays and other benefits, including vacation and sick leave."
- The consultant has recommended the mid-point of the third quartile as the point of comparison to help ensure the District is competitive in the labor market

7

Methodology

- Collected job descriptions and budget documents to confirm comparability
- Analyzed salary and benefit data
- Analyzed internal relationships
- Reviewed with District

8

Compensation Findings

SSWD Classification	% SSWD is Above or Below Market for Max Base Salary/Pay	% SSWD is Above or Below Market for Total Cash	% SSWD is Above or Below Market for Total Compensation	Number of Comparable Classes
Accountant	5.58%	6.82%	8.86%	8
Administrative Assistant II	-3.25%	2.07%	5.50%	8
Administrative Services Manager	---	---	---	2
Assistant Controller	-2.38%	-2.16%	4.66%	12
Assistant General Manager	-8.07%	-4.83%	-3.73%	7
Associate Registered Engineer	-7.95%	-5.77%	0.46%	12
Customer Service Representative II	1.41%	3.32%	4.12%	12
Distribution Operator II	-14.26%	-12.83%	-3.68%	13
Electrical and Instrumentation Technician	-11.70%	-6.90%	-1.09%	9
Executive Assistant to the General Manager	5.79%	9.86%	4.74%	3
Finance Director	-8.19%	-1.11%	1.38%	9
GIS/IT Technician (GIS Technician)	-5.68%	-3.40%	0.18%	13
GIS/IT Technician (IT Technician)	-17.61%	-12.34%	-7.79%	9
Human Resources Coordinator	-9.47%	-5.15%	1.75%	9
Manager, Information Technology	-17.38%	-13.42%	-2.09%	6
Operations Manager	-2.80%	-0.70%	2.47%	7
Production Operator II	-14.66%	-9.36%	0.11%	12
Senior Inspector	-14.10%	-9.58%	-1.22%	9

Compensation Findings

SSWD Classification	% SSWD is Above or Below Market for Max Base Salary/Pay	% SSWD is Above or Below Market for Total Cash	% SSWD is Above or Below Market for Total Compensation	Number of Comparable Classes
Superintendent, Distribution	-0.62%	4.08%	5.27%	9
Technical Services Director	-6.53%	-3.78%	4.58%	10
Water Conservation Supervisor	-14.16%	-9.30%	-0.34%	5
Water Conservation Technician II	-11.44%	-5.38%	-1.86%	7

Recommendations

- Both market data and internal relationships have been taken into consideration so that the District's compensation plan is both competitive with the market and internally balanced
- Salaries have been recommended to be within 5% of market

11

Recommendations

- Assistant Controller
 - Change title to Financial Analyst
 - Recommend 10% above market data for Accountant (due to change in duties)
 - Move from range from 370 to exempt 650
- GIS/Information Technology Technician
 - 7.79% behind market
 - Move from range 320 to 330
- GIS Coordinator
 - Set internally 15% above the GIS/Information Technology Technician
 - Move from range 350 to 360
- Engineering Project Coordinator
 - Linked to the GIS/Information Technology Technician
 - Move from range 320 to 330
- No other adjustments are recommended

12

Q & A

13



Agenda Item: 5

Date: September 6, 2016

Subject: Update and Demonstration on Website Improvements

Staff Contact: Annette O’Leary, Administrative Services Manager

The District has operated an online website since 2004. A major upgrade was performed in 2012, which is the current site. This upgrade was designed to enhance the user experience, simplify content management, add search capabilities, and provide better information and customer service to its ratepayers, while meeting high standards for design quality and visual appeal.

Since 2014, Annette O’Leary, Administrative Services Manager, has been the administrator of the website. There are a number of individual staff members who update pages and/or provide content for the website. The Administrator ensures that the information going onto the website conveys a consistent message to the customer.

In late 2015, the District contracted with an outside public relations firm, InCommunications to review the website and make recommendations on possible improvements. The results of that review indicated that District’s website was generally excellent; easy to navigate, complete with useful information, easily accessible business forms and contact information, etc. At staff’s request, the consultant was requested to suggest any changes or improvements to the website, and those suggestions are shown in Exhibit A attached.

A PowerPoint presentation and demonstration of some of the existing website features and newly developed pages will be presented at the board meeting. A copy of the PowerPoint is attached.

Exhibit A



Sacramento Suburban Water District Web Site Update Suggestions December 31, 2015

Navigation

Redo top menu and add Conservation as one of the menu choices. Revised menu could be:

- Home
- About Us
- Customer Service or Customer Care
 - Regroup “How Do I” under this header
- Conservation (note that title should change to Water Efficiency or How to Save after the drought):
- Departments
- Education
- Employment
- Publications
- Water Quality

Lose the top small menu – Calendar, Employment, Pay Your Bill, Contact Us.

- Keep Contact Us up at the top and make it bigger.
- Move Employment to “About SSWD.”

Home Page:

Make 2016 theme “52/365 Conservation” part of the home page. It could be a scrolling tip at the bottom of the page or in the bottom corner. Consider making a “52/365 Conservation Tip” part of the scrolling banner.

Instead of Events & Meetings on the home page, retitle it as Calendar.

Tighten up the overall design of the home page to reduce wasted space and redundancy:

- Shrink the scrolling banner
- Shrink the size of the top menu bar
- Lose the pop-up sprinkler image in the bottom right hand corner, instead use a WaterSense logo or something more conservation-focused.

Add an e-mail sign up box. This could be used for a 52/365 monthly tip and/or news updates from SSWD.

Add a Watering Days reminder box to the home page slider.

Sub-Pages

Conservation section: Make the following updates:

- Highlight Water-Wise House Call on Conservation home page

Exhibit A



- Update link on Water Conservation home page: Find out more about [river friendly landscaping](#)
- Add page about graywater to left bar. Include brief overview (currently found on Drought Information page) and link to BWS.info.
- Add page about WaterSense
- Add a 52/365 Conservation page that would list monthly tips and focuses. Include links to rebates, other sites with more information, like WaterSense, BeWaterSmart, etc.
- Create a Landscape Design page with links to information on the low-water plants, rain gardens, irrigation systems, weather-based irrigation controllers and best practices.
- Add page on Caring for Trees During Drought to left bar. Include brief overview and link to BWS.info.

Add more images and graphics to the subpages.

Perhaps have relevant tips pop up on every page. Some sort of dynamic set of rotating tips and information that could include Water Myths, information on rebates, mini-H2o Hero profiles.

Drought Information Websites Page – The word (Link) could be removed from each listing. People recognize hyperlinks at this point.

Other

Compile and Review Visitor Stats Monthly—Review stats for number of unique visitors, page visits, most visited pages, etc. in order to see how the Web site is being used and adjust as needed.

###

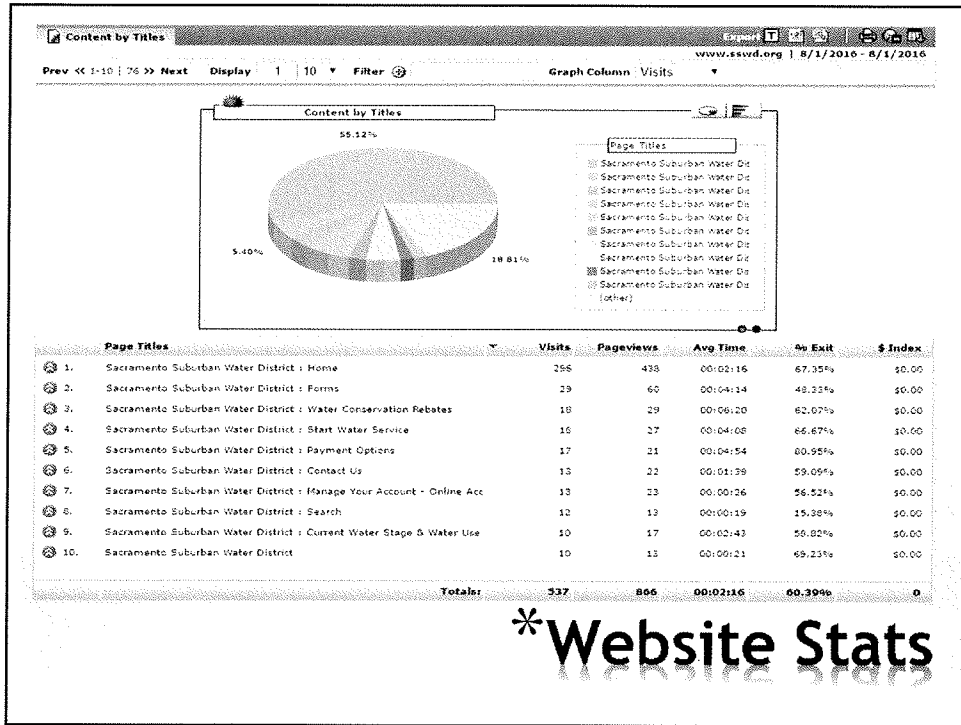


* Website Update/Demo

Regular Board Meeting
September 19, 2016
sswd.org

- * Since 2004 the District has had a website, but performed a major upgrade in 2012.
- * Since 2014 the website administrator has been Annette O'Leary
- * An outside review of the website was conducted in 2015
- * Several staff members maintain content and/or update information on the website. Those staff members are:
 - * Wayne Scherffius
 - * Greg Bundesen
 - * Rachel Middlestead
 - * Heather Hernandez-Fort
 - * Amy Bullock

* Website Information



- * About SSWD
 - * Catalog of Enterprise Systems
 - * New Development
 - * Departments
 - * Engineering/CIP
 - * CIP Projects
 - * Development Services
 - * Field Operations
 - * Lead/Copper Sampling Program
 - * Water Quality
 - * Call 811 Before You Dig
 - * Finance
 - * Prevailing Wage
 - * Human Resource
 - * Job Announcements
- *New Pages**

- * About SSWD
 - * Meetings
 - * Policies
 - * Regulations Governing Water Service
- * Rotating Banner Updated as needed
- * Featured News
- * Events & Meetings
- * Departments
 - * Conservation
 - * Current Watering Stage & Water Use Restrictions
 - * Water Conservation Rebates
- * Education
 - * Antelope Gardens
- * Publications
 - * Bill Inserts
 - * Newsletter
 - * Reports (Public Health Goals, Consumer Confidence Report, etc.)

*Ongoing Updates

- *2016 Budget; OCB Project to Upgrade Website
 - * Board of Directors directed staff to delay this project.
- *2017 Budget; OCB Project to Upgrade Website
 - * Provide customers with an enhanced the customer experience.
 - * Provides staff with a system with simplifies content management.

*Future Plans

***Demo and Questions**



[Back to Agenda](#)

Agenda Item: 6

Date: September 9, 2016

Subject: California Special Districts Association 2017 Committee & Expert Feedback Team Participation

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

Recommended Board Action:

Consider having the Board President appoint a member to one or more of the California Special District Association's 2017 Committee & Expert Feedback Teams.

Discussion:

The District received a request for participants to join the 2017 California Special Districts Association (CSDA) Committee & Expert Feedback Team. The CSDA Committee & Expert Feedback Team is responsible for providing feedback on particular policy matters.

Time commitment for the CSDA Committee & Expert Feedback Team Participation includes the following:

- CSDA advocacy staff will send an email to each expert feedback team member asking for their input. Team members need only reply with their thoughts, opinions and experiences.
- The workload of a team member will ultimately be what he or she makes of it.
- Team members will not be required to travel; they should expect to receive a handful of emails each month and, on a rare occasion, they may be contacted by phone.

The deadline for submitting nominations to CSDA is Friday, October 14, 2016. The selection and ratification of CSDA's committees will take place in November and selected participants will be notified by the end of November 2016. Committee participation begins in January, 2017.

The CSDA call for interested participant's information is included with this report as Exhibit 1.

If a Director wishes to be considered for the position of CSDA Committee & Expert Feedback Team Member, please let staff know by Friday, September 30, 2016 and staff will request appointment by Board President Thomas and prepare the necessary paperwork.

Fiscal Impact:

None.

Strategic Plan Alignment:

5.B. Engage in a role with professional water industry groups to provide proficiency in technical and policy matters.

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

Actively engaging in water agency groups to provide input and feedback is a benefit to District customers, as SSWD input will help shape regulatory and legislative activities by CSDA.



**California Special
Districts Association**
Districts Stronger Together

Received

AUG 5 2016

SSWD

MEMORANDUM

DATE: August 1, 2016

TO: CSDA Members (Regular, Associate, and Business Affiliate)

FROM: Bill Nelson, CSDA President
Neil McCormick, Chief Executive Officer

SUBJECT: 2017 CSDA Committee & Expert Feedback Team Participation

CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district board members and staff and Business Affiliate members in the work of the association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district or company (staff and/or board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

If you or any others from your district or company would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

In regard to **CSDA's Expert Feedback Teams**, when a need for feedback arises on a particular policy matter, CSDA advocacy staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and, on rare occasions, they may be contacted by phone.

Please return the attached form by **5:00 PM on October 14, 2016**. The selection and ratification of CSDA's 2017 committees will take place in November and selected participants will be notified by the end of November 2016. Committee participation begins in January 2017.

Thank you for your continued support of CSDA!

California Special Districts Associations
1112 I Street, Suite 200
Sacramento, CA 95814
Toll Free: 877-924-CSDA (2732)
Phone: 916-442-7887
Fax: 916-442-7889

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
Toll Free: 800-537-7790
Fax: 916-231-4111

CSDA Finance Corporation
1121 I Street, Suite 200
Sacramento, CA 95814
Toll Free: 877-924-CSDA (2732)
Fax: 916-442-7889



**California Special
Districts Association**

Districts Stronger Together

**2017 COMMITTEE AND EXPERT FEEDBACK TEAM
INTEREST FORM**

Please make additional copies for each participant.
Please use actual contact information where you can be reached

Name: _____

Title/Position: _____

District/Company: _____

Telephone: _____ Fax: _____

E-mail: _____

COMMITTEES: We hope your District or Company will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of individuals from member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: **1 = 1st choice; 2 = 2nd choice; 3 = 3rd choice**

If we are able to place you on more than one committee, how many committees would you like to serve on?
_____ (maximum 3)

NOTE: All committees meet in-person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

_____ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: May meet with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

_____ **Professional Development Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

_____ **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.

_____ **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.

_____ **Member Services Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

_____ **Legislative Committee (space is limited):** Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets up to six times a year in Sacramento. Attending CSDA's Special Districts Legislative Days (May 16-17) and Annual Conference (September 25-28) is expected if you serve on this committee. All 2017 Legislative Committee applicants are invited to join the 2016 committee members and CSDA staff for a legislative planning session on November 3, 2016.

Each Legislative Committee member will be assigned to 1 or 2 working groups. Please rank from 1 to 6 which working groups you prefer to serve on (1 being most preferred):

- _____ Environment Working Group
- _____ Formation & Reorganization Working Group
- _____ Governance Working Group
- _____ Human Resources & Personnel Working Group
- _____ Public Works & Facilities Working Group
- _____ Revenue Working Group

I prefer to serve on ___ (1 or 2) Legislative Committee working groups

_____ **Alternative Option: CSDA Blog and Legislative Distribution List** - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list will be subscribed to receive "real-time" e-mail updates from the CSDA Blog and will be copied on Legislative Committee e-mails. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee, but still want to keep informed of the latest legislative issues impacting special districts and provide input to CSDA as appropriate.

EXPERT FEEDBACK TEAMS: In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts, we depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

_____ **Environment:** CEQA; Greenhouse Gas/AB 32; Land Use; Renewable Energy; Sustainable Communities/SB 375

_____ **Formation & Reorganization:** LAFCO

_____ **Governance:** Audits and Reporting; Bankruptcy; Elections; Ethics; Mandates and Mandate Reimbursement; Political Reform/Conflict of Interest/FPPC; Transparency and Accountability

_____ **Human Resources & Personnel:** Contracted Services; Occupational Safety; Labor Relations; Retirement and Other Benefits; Workers' Compensation and Other Insurance

_____ **Legal:** General legal matters affecting special districts

_____ **Public Works & Facilities:** Bidding Process (Design Build, JOC, P3, Best Value); Bonds and Financings; Indemnification; Prevailing Wage; Retention Proceeds

_____ **Revenue:** Benefit Assessments; Fees/Prop 218; Mello-Roos/CFDs; Property Taxes; Redevelopment Agencies/(E)FIDs; Special Taxes

Committee and Expert Feedback Team participation is open to both member district board members and staff as well as Business Affiliates. **Please note that the Association does not reimburse any expenses incurred from this participation.** CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through webinars, conference calls and e-mail; however, most committees do meet at least two times a year in person.

***Either the District GM/Board President or Company President must authorize below**

*Signature: _____ Date: _____

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email charlottel@cstda.net no later than **5:00 PM on Friday, October 14, 2016.**

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 www.cstda.net



[Back to Agenda](#)

Agenda Item: 7

Date: September 8, 2016

Subject: 2016 Operations and Maintenance Expense Forecast

Staff Contact: Daniel A. Bills, Finance Director

Recommended Board Action:

Receive report and direct staff as appropriate.

Discussion:

As requested at last month's Board meeting, staff has prepared an updated Operations and Maintenance (O&M) Expense forecast for 2016. This request was the result of a Board approval to increase the Capital Improvement Program (CIP) Budget by \$855,000.

See Exhibit A attached for the updated forecast.

Fiscal Impact:

\$68,000 decrease to 2016 O&M expenses; \$68,000 increase in cash reserves.

Strategic Plan Alignment:

Finance – 4.H. Produce and monitor an annual budget for necessary system operations, maintenance and improvements.

2016 Updated O&M Forecast

Board Meeting
September 19, 2016

2016 Budget History*

(\$000s)	Original Budget	June 2016 Amendment	August 2016 CIP Addition	August 2016 Reallocation
O&M	\$18,158	\$17,320	\$17,320	\$17,895
CIP	18,395	18,516	19,371	18,796
OCB	1,088	974	974	974
Debt Service	<u>7,805</u>	<u>7,605</u>	<u>7,605</u>	<u>7,605</u>
Total	<u>\$45,446</u>	<u>\$44,415</u>	<u>\$45,270</u>	<u>\$45,270</u>
Reserves	<u>\$45,060</u>	<u>\$44,960</u>	<u>\$44,105</u>	<u>\$44,105</u>

*Since its original adoption in 2015, the 2016 budget has been amended 3 times.

2016 Projected O&M Expenses As of September 1, 2016

(\$000s)	August 2016 Reallocation	September 2016 O&M Update	Difference
Water Costs	\$3,941	\$4,464	\$523
Public Outreach & Conservation	623	623	-
Salaries & Benefits	7,775	7,240	(535)
Construction & Contract Services	1,992	1,964	(28)
Other O&M	<u>3,564</u>	<u>3,536</u>	<u>(28)</u>
Total	<u>\$17,895</u>	<u>\$17,827</u>	<u>(\$68)</u>

3

2016 Projection As of September 1, 2016

(\$000s)	August 2016 Reallocation	September 2016 O&M Update
O&M	\$17,895	\$17,827
CIP	18,796	18,796
OCB	974	974
Debt Service	<u>7,605</u>	<u>7,605</u>
Total	<u>\$45,270</u>	<u>\$45,202</u>
Reserves	<u>\$44,105</u>	<u>\$44,173</u>

4



Agenda Item: 8

Date: September 2, 2016

Subject: Resolution No. 16-21 Delegate Authority to Accept Easements – General Manager

Staff Contact: Mitchell S. Dion, Technical Services Director

Recommended Board Action:

Approve recommendation from Facilities and Operations Committee and adopt Resolution No. 16-21 granting the General Manager authority to approve and consent to the recordation of easements, deeds and other grants of conveying real property interests on behalf of the District, with a ceiling on District payments to landowners for acquiring easements of \$5,000.00 for easements which are consistent with the District's standards.

Discussion:

The current policy of the District is that all property transactions, including easements, are presented to the Board of Directors for approval. This includes easements that are donated to the District as a condition of obtaining water service and other easements where compensation is involved. These easements are typically handled as Consent Items at the District's regular Board Meetings.

There are citations to statute in the Government Code of the State of California that allows Board of Directors to authorize the General Manager to accept and consent to the recordation of easements, deeds and other grants conveying real property interests on behalf of the District.

With continuing water main replacement, meter retrofits transitioning to backyards and transmission line projects over the next several years, the District anticipates the rate of easement acquisitions will increase as well as the need to resolve easements at McClellan Park on a frequent basis. This proposed action by the Board of Directors will authorize the General Manager to accept and consent to such documents, streamline the District's easement acquisition process, and reduce process time for the District thereby improving responsiveness to customers. This authority is limited to easements which are consistent with the approved policies and standards of the District at the time of conveyance.

The staff recommendation to the Facilities and Operations Committee was to authorize the General Manager to process easements up to a landowner payment of \$10,000. The Committee is recommending the ceiling be initially set at a landowner payment of \$5,000 (excluding staff time, surveying, recording costs, etc.) and be further limited to easements which are consistent with the District's standards.

Note that the form of the easement documents has been established and accepted by District legal counsel and District staff reviews grant of easement documents prior to the acceptance of an easement to ensure that the easement locations and dimensions are correct. A new certificate of acceptance form is also proposed, see the attached Exhibit 1.

Attached to this report as Exhibit 2, is a draft resolution.

Fiscal Impact:

There is no anticipated direct fiscal impact as the direct cost to acquire easements is not expected to change. However, this proposed action could expedite processing and provide some cost avoidance with a shortened process improving customer responsiveness while eliminating administrative time and consideration by the Board of Directors.

Strategic Plan Alignment:

Facilities and Operations – 2.B. Monitor and improve the system efficiencies in operating and maintaining system infrastructure. This item aligns with this goal because easements are necessary to maintain the District’s infrastructure such as pipelines.

This proposal is consistent with improving and implementing the cost effective and timely project delivery in the replacement of infrastructure to support the long term reliability of water delivery for customers.

District customers benefit by reducing administrative costs from a streamlined process and the benefit of timely processing of easements for projects.

**CERTIFICATE OF ACCEPTANCE
UNDER SECTION 27281 OF THE
CALIFORNIA GOVERNMENT CODE**

This is to certify that the interest in real property conveyed by the deed or grant dated _____ from _____ to SACRAMENTO SUBURBAN WATER DISTRICT, a governmental agency, is hereby accepted by the undersigned officer or agent on behalf of the board of Directors of Sacramento Suburban Water District pursuant to authority conferred by Resolution No. 2016-XX adopted on the XX day of September 2016, and the grantee consents to recordation hereof by its duly authorized officer.

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

Dated: Month XX, 20XX

EXHIBIT 2

RESOLUTION NO. 16-21

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SACRAMENTO SUBURBAN WATER DISTRICT
AUTHORIZING GENERAL MANAGER TO ACCEPT
EASEMENTS, DEEDS AND OTHER GRANTS CONVEYING REAL PROPERTY
INTERESTS**

WHEREAS, the Sacramento Suburban Water District undertakes the development and construction of water supply projects and improvements that requires the District to acquire necessary lands and rights-of-way for water pipelines and services;

WHEREAS, Government Code section 27281 authorizes the Board of Directors to authorize the District General Manager to accept and consent to the recordation of easements, deeds and other grants conveying real property interests to the District;

WHEREAS, in order to expedite the process of delivery, acceptance and recording of the right-of-way easements, deed and grants, the District Board of Directors desires to authorize the General Manager to accept and record certain project-related easements, deed and grants; and,

WHEREAS, for pipeline easements the Board also desires to authorize the General Manager to negotiate and approve the purchase of easements from and enter into easement agreements with the private owners;

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

1. Pursuant to Government Code section 27281 and the Joint Powers Agreement, the Board hereby authorizes the General Manager to take the following actions:

(a) Negotiate, approve, accept and consent to the recordation of easements, deeds and other grants conveying water pipeline easements and rights-of-way to the District, however, that the price of any easement shall not exceed \$5,000 per parcel/easement and shall be consistent with the right-of-way funding authorized in the District budget and are in compliance with the District's approved policies and standards at the time of conveyence;

(b) Accept and consent to the recordation of an easement or easements conveying water pipeline easements and rights-of-way to the District on lands within its service area.

2. The General Manager may approve and execute certificates of acceptance (in the form required by Government Code section 27281) accepting such easements, deeds and other grants, and present such documents for recording.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on this 19 day of September 2016 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

By: _____
Kevin M. Thomas, President

Attest:

Robert S. Roscoe, Secretary



Agenda Item: 9

Date: September 9, 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, surface water supplies are currently being utilized in the North Service Area, and limited quantities of surface water will be utilized in the South Service Area in September.
- 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). Cal American Water started taking wholesale surface water deliveries in August 2016.
- 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 August 2016, the total volume of water flushed was 1.273 MG or 0.096%

of the total water produced for the month. Of the 1.273 MG discharged, 0.070 MG or 5.5% was reused through land application.

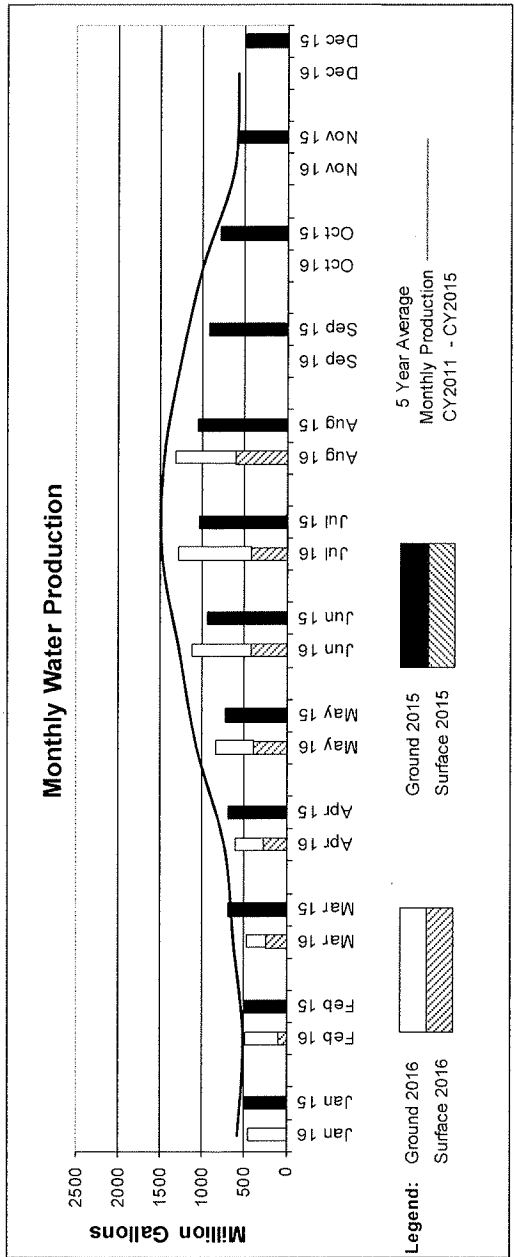
vi. Exception Report for August
No report.

Monthly Water Production
 2016

Exhibit WO-1

Mo/Yr	North Service Area *			South Service Area **			Million Gallons (MG)			
	Surface (MG)†	Ground (MG)	Sub Total (MG)	Surface (MG)	Ground (MG)	Sub Total (MG)	Surface	Ground	Total	Difference
Jan 16	0.000	283.684	283.684	0.000	182.615	182.615	0.000	466.299	466.299	-45.265
Jan 15	97.179	200.496	297.675	0.000	194.894	194.894	97.179	395.390	492.569	-8.416
Feb 16	244.176	42.663	286.839	0.000	192.734	192.734	0.000	500.985	500.985	
Feb 15	278.717	81.561	360.278	0.000	258.657	258.657	0.000	479.573	492.569	-8.416
Mar 16	406.766	77.756	484.522	0.000	369.033	369.033	0.000	853.555	853.555	
Mar 15	429.012	203.588	632.600	0.000	499.511	499.511	0.000	1,132.111	1,132.111	
Apr 16	432.815	303.528	736.343	0.000	558.374	558.374	0.000	1,294.717	1,294.717	
Apr 15	609.657	105.222	714.879	1.321	609.991	611.312	1.326	1,326.191	1,326.191	
May 16	2498.322	1298.498	3,796.820	1.321	2865.809	2,867.130	2865.809	6663.950	6663.950	
May 15	7,667.069	3,984.944	11,652.013	4.054	8,794.845	8,798.899	8,794.845	20,450.912	20,450.912	
Jun 16										
Jun 15										
Jul 16										
Jul 15										
Aug 16										
Aug 15										
Sep 16										
Sep 15										
Oct 16										
Oct 15										
Nov 16										
Nov 15										
Dec 16										
Dec 15										

Month	Surface (MG)†	Ground (MG)	Sub Total (MG)	Surface (MG)	Ground (MG)	Sub Total (MG)	Total North & South Service Areas (MG)	Average MG/Day	% Of Total Year to Date Production
Jan	0.000	283.684	283.684	0.000	182.615	182.615	466.299	15.042	6.997
Feb	97.179	200.496	297.675	0.000	194.894	194.894	492.569	16.985	7.392
Mar	244.176	42.663	286.839	0.000	192.734	192.734	479.573	15.470	7.197
Apr	278.717	81.561	360.278	0.000	258.657	258.657	618.935	20.631	9.288
May	406.766	77.756	484.522	0.000	369.033	369.033	853.555	27.534	12.809
Jun	429.012	203.588	632.600	0.000	499.511	499.511	1,132.111	37.737	16.989
Jul	432.815	303.528	736.343	0.000	558.374	558.374	1,294.717	41.765	19.429
Aug	609.657	105.222	714.879	1.321	609.991	611.312	1,326.191	42.780	19.901
Sep									
Oct									
Nov									
Dec									
MG	2498.322	1298.498	3,796.820	1.321	2865.809	2,867.130	6663.950	27.311	
AF	7,667.069	3,984.944	11,652.013	4.054	8,794.845	8,798.899	20,450.912		



* North Service Area (North Highlands, Northridge, McClellan Park and The Arbors)
 ** South Service Area (Town and Country)
 † The delivered quantities of surface water for February 2016 through June 2016 have been amended to match the delivered quantities reported to USBR by San Juan Water-District (SJWD) to ensure reporting consistency. The difference between the previously reported quantities and the amended quantities from SJWD are a result of a slight time differential in meter reads and are considered inconsequential. The differences range from 0.038 MG in February which accounted for 0.01% of total production, to 0.565 MG in June which accounted for 0.05% of total monthly production. Going forward SJWD's reported monthly surface water delivery quantities will be considered the data of record for reporting.

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	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
May	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
June	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
July	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
August	1.479	0.482	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
September														
October														
November														
December														
YTD	1.479	0.482	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>August 2016</u>	<u>Monthly Average</u>	<u>CY 2016</u>
<u>Production Department</u>			
<u>Service Orders</u>			
Preventive Maintenance: Work Orders Completed	616	650	5198
Corrective Maintenance: Work Orders Completed	17	13	102
<u>Water Quality</u>			
Complaints	3	2	12
Inquiries	21	19	151
<u>Distribution Department</u>			
<u>Service Orders</u>			
Main Leaks	10	6	44
Service Line Leaks	8	7	56
Locate & Expose (L&E)	25	18	143
Determine Responsibility (DR)	84	54	428
<u>Water Main Shutdown</u>			
-- Emergency	5	2	18
-- Scheduled	1	1	9
<u>Preventive Maintenance Program</u>			
Fire Hydrants Inspected	2	31	247
Fire Hydrant Valves Inspected	0	31	245
Fire Hydrant Valves Exercised	0	28	223
Mainline Valves Inspected	3	110	877
Mainline Valves Exercised	3	88	703
<u>Underground Service Alert</u>			
Reviewed	2175	1865	14922
Marked	315	391	3131
<u>After Hours Activity (On-Call Technician)</u>			
Calls Received	86	70	560
Calls Responded	45	42	334
Average Call Time Hours	2.2	2	2
Overtime Hours	98	71	570
<u>Field Services Department</u>			
<u>Meters</u>			
Preventive Maintenance - Meters Tested	16	9	68
Preventive Maintenance - Meters Replaced	5	19	154
Preventive Maintenance - Meter Re-Builds	22	22	174
<u>Customer Service</u>			
Shut Off (non-payment)	150	146	1170
Restore Service	127	148	1183
Customer Pressure Inquiries	16	13	100
<u>Field Operations Department</u>			
Service Requests Generated	1525	1327	10619
Work Orders Generated	1092	1148	9187

Exhibit WO-4

Date: September 9, 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 formal claims approved or rejected by the General Manager for this month.

CLAIMS UNDER REVIEW/INVESTIGATION

Geico General Insurance Company (Robin Ediger) – Sycamore Avenue, Sacramento

Claim – On September 7, 2016, staff received a District Claim Form from Geico requesting reimbursement for damages for one of their insured. Geico asserts that their insured damaged the vehicle in question by driving over an unprotected water main (blow-off box).

Claim Amount – \$2,469.18

Date of loss – April 26, 2016

CLAIMS IN LITIGATION

There are no claims in litigation at this time.

Exhibit WO-5

General System Discharges by Category

From 8/1/2016 to 8/31/2016

Report Group	Water Used (MG)
Distribution Flushing (13 detail records)	
Discharge Sub Total	0.275
Portion Reused	0.039
Meter Testing (3 detail records)	
Discharge Sub Total	0.029
Portion Reused	0.007
Contractor Flush – SWPPP (3 detail records)	
Sub Total	0.684
Portion Reused	0.0
Raw Water Pump-to-Waste (3 detail records)	
Sub Total	0.190
Portion Reused	0.024
Storage Tank Flush (2 detail records)	
Sub Total	0.095
Portion Reused	0.0
Total Water Flushed for all Types of Discharges::	<hr/> 1.273
Total Monthly Production for August 2016:	1,325.898
Percent of Total Production Discharged to Waste:	0.096%
Total Water Reused for all Types of Discharges:	0.070
Percent Reuse for all Types of Discharges:	5.53%

b. Water Conservation and Regional Water Efficiency Program Report

i. Program Overview for August 2016

The District continues to message water conservation and use efficiency to its customers. Staff has updated the District's website to reflect both the new watering restrictions and updates to the District's Regulation No. 15. The District will continue to reach out to customers to ensure they are aware of programs that will continue to be offered by the District in 2016. The following is a list of District conservation activities for August 2016:

- a. In May 2016 the District's Board of Directors declared Normal Water Supply conditions but called on District customers to continue to use water as efficiently as possibly. The District set an overall water conservation goal of 10%. The District achieved a 14.2% reduction in August 2016 (when compared to August 2013) exceeding the District's 10% goal. Since the Emergency Drought Regulations were enacted in June 2015, the District has achieved a 27.7% reduction in water use when compared to 2013 (see Exhibit 1)
- b. The Regional Water Authority (RWA) issued the regional water conservation results for July 2016 (see Exhibit 2). The Sacramento Region has reduce water use by 23.1% in July 2016 (compared to July 2013), 26.2% year to date in 2016 (compared to CY2013), and 29.7% since the beginning of the Emergency Drought Regulations were enacted in June 2015.
- c. Customer Leak Notifications – Staff sent out 487 notifications of 72 hour continuous flow events in August 2016. Of those 479 notifications sent, 190 notifications were sent to customers that had not been previously identified on the Continuous Flow Report.
- d. The District signed an agreement with EcoLandscape California to transition the landscape at Well 32A, Root / Eden to a River-Friendly Landscape. As part of the landscape transition, ELC is offering a River-Friendly Landscaping Workshop for District customers and Sacramento area residents. The training will involve three classroom education sessions and two hands on work days at the well site. Participants will learn the benefits of River-Friendly Landscaping, be afforded a hands on opportunity to install both low-volume irrigation and California native plants. The transition is expected to be completed in November with a commemorative ribbon cutting ceremony in December 2016.
- e. The District utilized a variety of media outlets to continue to advertise water conservation and use efficiency during the month of August. The following are the different advertisements that were sent out (see Exhibit 3):

- i. An article regarding Antelope Gardens was sent to various newspaper outlets;
- ii. A press release regarding the River-Friendly Landscaping training was sent to various media outlets;
- iii. An info graphic regarding the District's 10% reduction request was sent to the Arden-Carmichael Times (Exhibit 3, Figure 1);
- iv. An advertisement regarding the River-Friendly Landscaping Workshop was taken out in the Messenger Publishing Group's newspapers. The distribution areas include Citrus Heights and Arden Oaks (Exhibit 3, Figure 2)
- v. An info graphic was used to advertise the River-Friendly Landscaping Workshop on both Facebook and Google (Exhibit 3, Figure 3).
 1. Facebook Stats: Reached 25,924 with 151,174 impressions resulting in 208 clicks.
 2. Google Stats: 29,179 impressions resulting in 57 clicks.

- f. The District has also entered into an Agreement with the Fulton-El Camino Parks and Recreation District for the installation of a River-Friendly Landscape demonstration garden at Howe Park. The District is looking at options that again include utilizing ELC to provide a training program for District customers to help with the demonstration garden's installation. The Howe Park Garden is scheduled to be installed in the spring of 2017 to ensure the stakeholders have enough time to properly advertise any training programs and plan for the garden's installation.

ii. Water Conservation Program and Results

District staff continues to promote water conservation directly to the District customers. During August 2016 District staff and our contract company performed 18 indoor residential Water-Wise House Calls (WWHC) and 36 outdoor residential WWHCs. Staff received 26 calls and 37 reports via the District's website regarding reports of water waste. Staff issued 58 Information Only Notices, 66 Notice of Violations, 9 Warning Notice of Violations, and 1 First Violation for Water Waste.

Through the District's rebate program customers were provided with, 6 Weather Based Irrigation Controller rebates (\$801), 5 Irrigation Efficiency Upgrade rebates (\$2,016), and 1 Recirculating Hot Water Pump rebate (\$200). Exhibit 4 provides a breakdown of how many rebates of each type were distributed in August 2016, as well as year to date.

iii. Upcoming Events

- a. Urban Advisory Group Meeting– Southern California – September 19-20, 2016
- b. Carmichael Founders Day – Carmichael Park, Carmichael, Saturday, September 24, 2016 from 10:00 am – 3:00 pm.

Exhibit 1

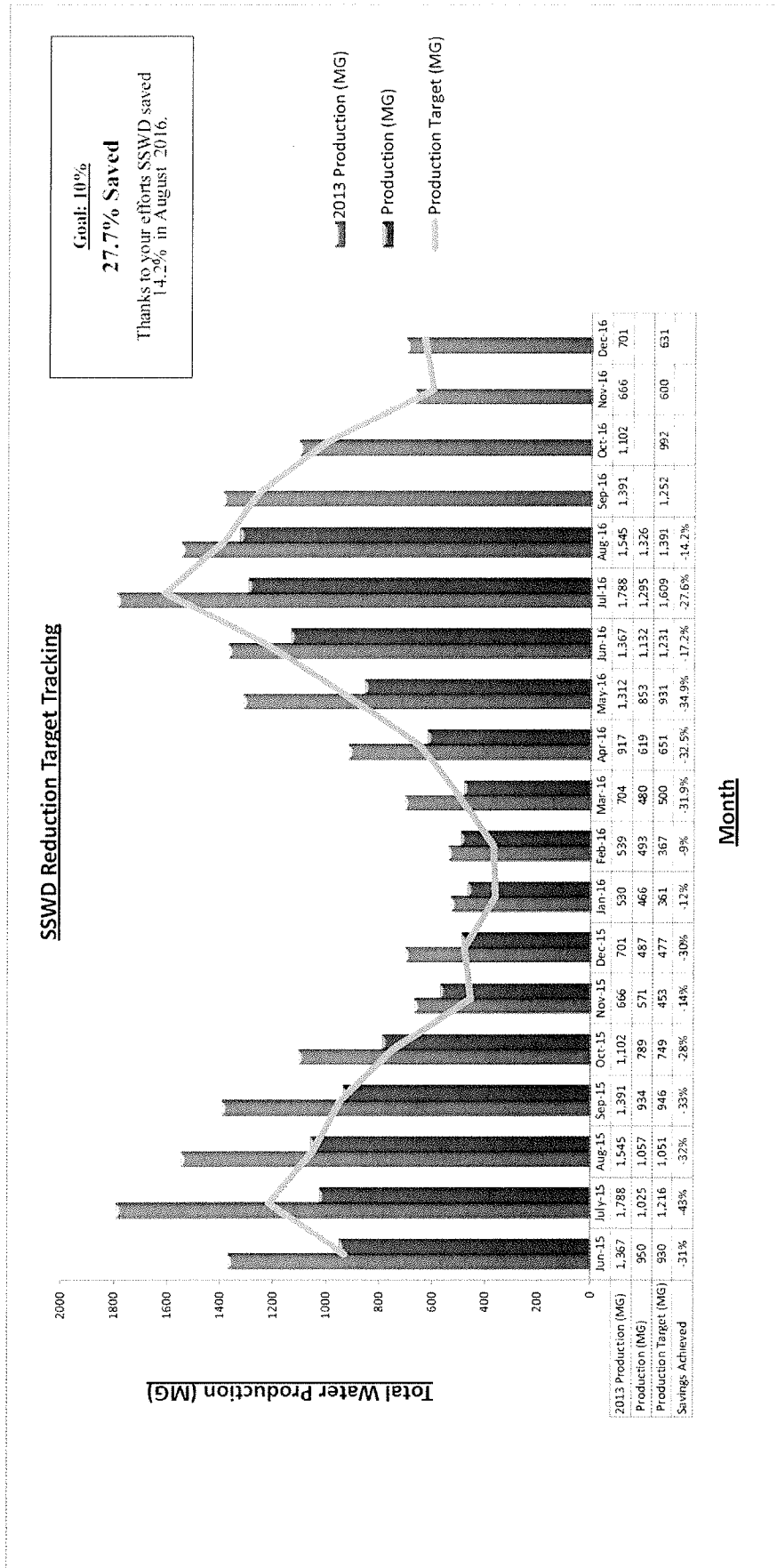


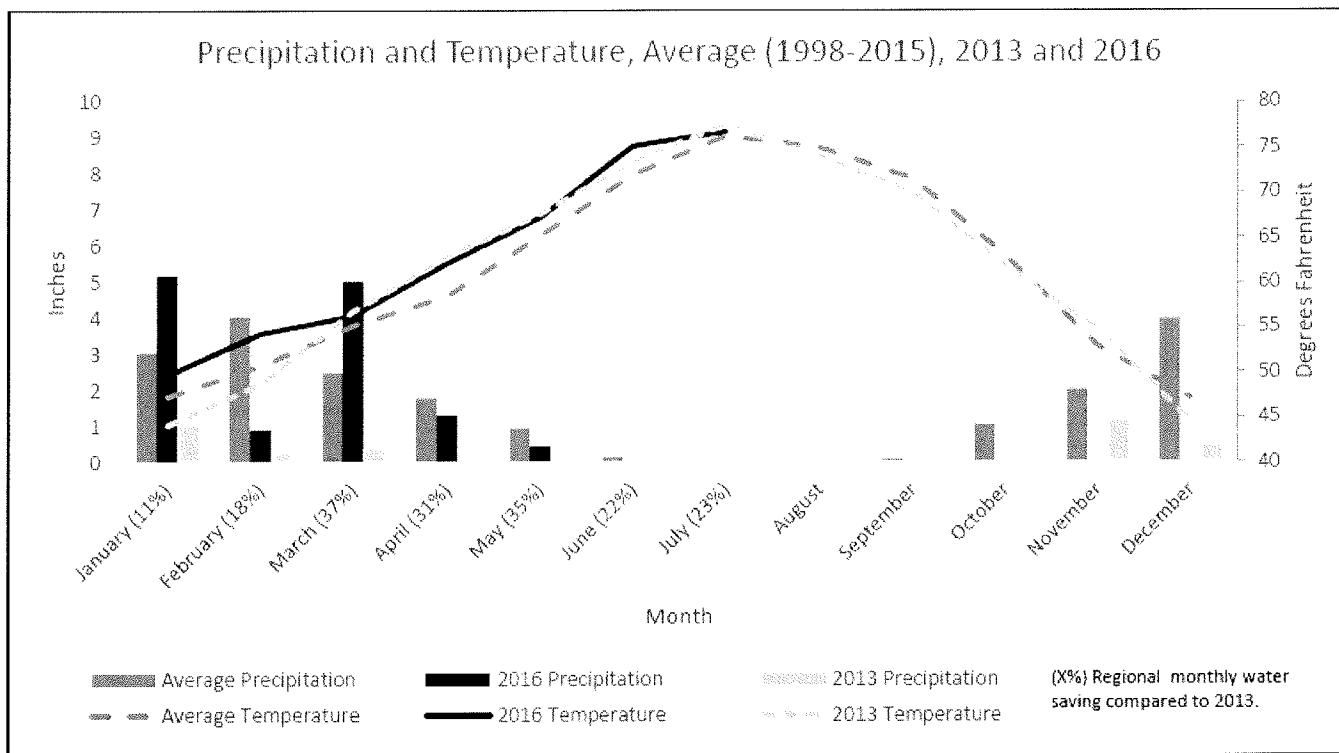
Exhibit 2

RWA Savings Summary July 2016

REDUCTION BY VOLUME (Million Gallons)													
	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total
2016	6,154	5,900	6,354	8,435	11,413	15,136	17,250						70,642
2013	6,954	7,233	10,095	12,105	17,472	19,483	22,418						95,758
%	11.5%	18.4%	37.1%	30.3%	34.7%	22.3%	23.1%						26.2%

STATE WATER BOARD WATER SAVINGS TRACKING (Million Gallons)															
	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Total
2015/16	12,419	13,789	13,866	12,560	10,759	7,131	6,217	6,154	5,900	6,354	8,435	11,413	15,136	17,250	147,383
2013	19,488	22,418	20,859	17,316	14,836	10,649	8,433	6,954	7,233	10,095	12,105	17,472	19,483	22,418	209,758
%	36.3%	38.5%	33.5%	27.5%	27.5%	33.0%	26.3%	11.5%	18.4%	37.1%	30.3%	34.7%	22.3%	23.1%	29.7%

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	July 2016 Reduction	June 15-July 16 Reduction
California American Water	28.5%	34.2%
Carmichael Water District	24.0%	32.7%
Citrus Heights Water District	25.0%	32.8%
City of Davis	20.9%	26.2%
City of Folsom	10.8%	23.9%
City of Lincoln	17.9%	29.6%
City of Roseville	19.6%	31.4%
City of Sacramento	25.1%	28.7%
City of West Sacramento	24.0%	29.7%
City of Woodland	32.0%	31.4%
City of Yuba City	29.7%	27.2%
Del Paso Manor Water District	29.2%	34.5%
El Dorado Irrigation District	17.4%	28.4%
Elk Grove Water District	21.7%	32.9%
Fair Oaks Water District	22.8%	33.3%
Golden State Water Company	22.1%	29.5%
Orange Vale Water Company	26.6%	37.0%
Placer County Water Agency	22.2%	26.7%
Rancho Murieta CSD	18.9%	26.4%
Rio Linda/Elverta CWD	28.1%	31.3%
Sacramento County Water Agency	20.9%	31.2%
Sacramento Suburban WD	30.1%	29.3%
San Juan Water District	13.5%	31.2%
Average	23.1%	30.4%
Minimum	10.8%	23.9%
Maximum	32.0%	37.0%



Water Agency	2016 Residential Gallons Per Capita Per Day (R-GPCD)											
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
California American Water	59	59	58	76	91	121	131					
Carmichael Water District	75	78	76	115	155	241	280					
Citrus Heights Water District	80	77	77	107	155	213	237					
City of Davis	59	60	58	79	99	116	124					
City of Folsom	83	89	89	127	166	226	256					
City of Lincoln	59	64	55	104	122	156	188					
City of Roseville	49	41	46	73	85	135	145					
City of Sacramento	72	60	65	85	112	141	156					
City of West Sacramento	85	80	75	103	123	159	168					
City of Woodland	56	58	52	72	85	115	119					
City of Yuba City	73	75	78	105	123	152	144					
El Dorado Irrigation District	76	69	79	80	153	183	302					
Elk Grove Water District	50	54	52	75	93	135	146					
Fair Oaks Water District	69	74	76	122	176	262	293					
Golden State Water Company	83	81	83	107	129	191	202					
Orange Vale Water Company	84	86	76	115	170	263	290					
Placer County Water Agency	56	76	79	95	147	185	211					
Rancho Murieta CSD	77	79	74	117	151	245	294					
Rio Linda/Elverta CWD	84	90	86	123	167	257	281					
Sacramento County Water Agency	65	70	69	102	126	166	171					
Sacramento Suburban WD	64	68	63	89	118	153	163					
San Juan Water District	97	92	114	198	296	466	534					
Sacramento Regional Average	68	66	68	93	123	164	185					

Exhibit 3

Figure 1 – 10% Reduction Request

HELP US REACH A **10% SAVINGS**



Thank you for your great efforts to conserve water during the drought, which helped us reduce water use by **OVER 32%**.

Please continue to use water wisely by following this watering schedule:

RECOMMENDED WATERING DAYS

- Even Numbered Addresses (0, 2, 4, 6, 8):
Wednesday, Friday and Sunday
- Odd Numbered Addresses (1, 3, 5, 7, 9):
Tuesday, Thursday and Saturday
- Required watering hours: Before noon or after 8 p.m.



* Registered weather-based irrigation controllers and drip irrigation systems are not subject to watering days restrictions

And remember to visit the Sacramento Suburban Water District (SSWD) website to find rebates that will help you conserve water and save money. Rebates are available for:

- WaterSense-labeled weather-based sprinkler controllers
- Drip irrigation systems
- Water-efficient sprinkler heads
- Pool covers
- Rain sensors



BeWaterSmart.info



sswd.org

Figure 2 – Green Gardening Workshop Advertisement



**Green Gardening
Workshop**

Learn how to create a beautiful, sustainable landscape at your home.

Spaces are limited

sswd.org

Sponsored by:



**SACRAMENTO
SUBURBAN**
WATER
DISTRICT

Taught by:



EcoLandscape
CALIFORNIA
EcoLandscape.org



Figure 3 – Facebook and Google Ads



Green Gardening Class

sswd.org

Sign up now for a class on beautiful low-water gardening. Register by Sept 1



Green Gardening Class

sswd.org

Sign up now for a class on beautiful River-Friendly Landscaping. Register by Sept 1

Exhibit 4

2016 BMP Activity Report

<u>Foundational BMPs - No Measurable Water Savings</u>		<u>Month</u> August	<u>Year</u> 2016
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		1,386
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	18	107
3	Residential Audits - Outdoors	36	208
3	Water Conservation Kits - Indoor	31	245
3	Water Conservation Kits - Outddor	5	35
3	High Bill Investigates	28	108
3	Leak Notifications Sent - All Customers	487	2,828
3	Leak Notitications - New Customers	190	996
4	CII Audits	1	5
5	Large Landscape Audits	0	1

Current Rebates

	Monthly Spend		To Date Spent
Rebates - Cash for Grass	0	8	\$4,889
Rebates - Pool Covers	1	1	\$540
Rebates - Hot Water Pumps	1	16	\$1,362
Rebates - WBIC	6	14	\$1,356
Rebates - Rain Sensors	0	0	\$0
Rebates - Irrigation Upgrdaes	5	11	\$3,582
Rebates - Clothes Washers		23	\$1,298
Rebates - HET Toilets	0	0	\$0

Water Waste Calls and Notifications

Water Waste Calls	26	163
Water Waste via Website	37	177
Notice - Information Only	58	286
Notice of Violation	66	294
Warning Notice of Violation	9	20
1st Violation - Water Waste	1	2
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."

c. 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 August 2016.
2. Call Volume Report shows number of calls received, abandoned calls, and queue times.

ii. Customer Service Exceptions

There were no pertinent exceptions.

Exhibit CS-1

	<u>August 2016</u>		<u>Calendar Year 2016</u>	
<u>Customer Service Department</u>				
<u>Billing</u>				
Water Connections - Total Active	46,547		n/a	
Active Flat w/o Meter	8,483		n/a	
Active Flat w/Meters	3,261		n/a	
Active Meter Non-Residential	7,018		n/a	
Active Meter Residential	27,785		n/a	
Water Connections - Suspended	492		n/a	
Owner/Tenant Billing Agreement	1,266		n/a	
E-billing	2,730		n/a	
Water Statements Mailed	39,906		318,544	
Monthly Calls	3,537		30,649	
Customer Changes	264		1,966	
<u>Collections</u>				
15-Day Notices	1,378		11,153	
48-hour Door Tags Generated	506		5,571	
Lock-off Door Tags Generated	151		1,620	
Bankruptcy Processed	0		52	
<u>Payments</u>				
Cash/Check Payments (Front Office)	1,651	4.5%	13,008	4.2%
Credit Card Payments (Front Office)	722	2.0%	5,894	1.9%
SSWD Customer Web Payments	3,448	9.4%	28,258	9.1%
Direct Payment Service (Auto Pay-Checking)	4,721	12.9%	37,413	12.0%
Direct Payment Service (Auto Pay-Credit Card)	2,569	7.0%	18,071	5.8%
IVR (Automated Phone System)	1,614	4.4%	11,277	3.6%
Electronic Payments (Online Banking)*	10,709	29.3%	88,737	28.5%
LockBox (Checks)	11,132	30.4%	108,535	34.9%
Total Payments	36,566	100.0%	311,193	100.0%

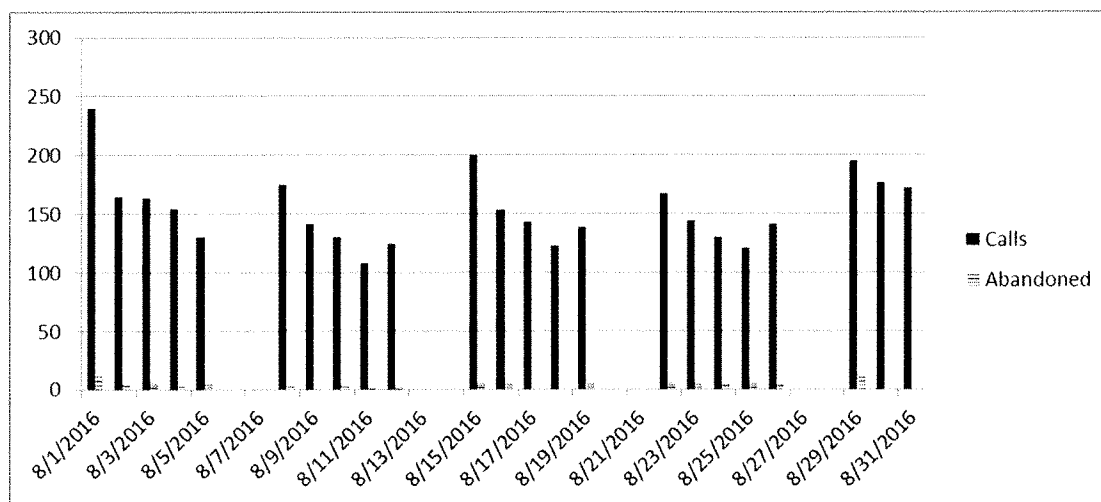
*Electronic payments have been combined into one category

Exhibit CS-2

Date Ranges : 08/01/2016 - 08/31/2016

Time Ranges : 08:00 a.m. - 04:30 p.m.

Date	Calls Accepted	Calls Abandoned	% of Calls Abandoned	Avg Wait On Queue	Max Wait on Queue	Avg Talk Time
8/1/2016	240	12	5.00%	1m, 13s	9m, 54s	3m, 7s
8/2/2016	165	4	2.42%	53s	6m, 44s	2m, 53s
8/3/2016	164	6	3.66%	39s	8m, 36s	3m, 3s
8/4/2016	154	3	1.95%	26s	7m, 14s	2m, 58s
8/5/2016	130	5	3.85%	18s	6m, 55s	3m, 8s
8/8/2016	175	3	1.71%	53s	8m, 55s	2m, 57s
8/9/2016	141	0	0.00%	12s	4m, 8s	2m, 53s
8/10/2016	130	3	2.31%	29s	12m, 14s	3m, 2s
8/11/2016	108	2	1.85%	28s	5m, 51s	3m, 25s
8/12/2016	125	2	1.60%	41s	7m, 44s	3m, 14s
8/15/2016	200	6	3.00%	59s	10m, 43s	2m, 42s
8/16/2016	153	5	3.27%	23s	4m, 14s	2m, 23s
8/17/2016	143	1	0.70%	30s	4m, 46s	2m, 41s
8/18/2016	123	1	0.81%	45s	9m, 45s	3m, 4s
8/19/2016	139	5	3.60%	48s	11m, 19s	3m, 3s
8/22/2016	167	6	3.59%	39s	8m, 9s	3m, 0s
8/23/2016	144	5	3.47%	51s	7m, 9s	3m, 18s
8/24/2016	130	4	3.08%	56s	8m, 24s	3m, 52s
8/25/2016	121	6	4.96%	1m, 0s	9m, 18s	3m, 11s
8/26/2016	141	4	2.84%	31s	4m, 19s	2m, 41s
8/29/2016	195	11	5.64%	55s	7m, 16s	3m, 38s
8/30/2016	177	1	0.56%	1m, 3s	6m, 51s	3m, 8s
8/31/2016	172	1	0.58%	43s	8m, 8s	3m, 0s
GroupTotal	3537	96	2.71%			



d. Community Outreach Report

i. October Bill Insert

The October bill insert will begin on September 25, 2016 and continue until October 23, 2016. The bill insert includes the following articles:

- Remember to Vote; Make Your Voice Heard
- Your Money at Work
- River-Friendly Landscaping; The Easiest and Best Way to Reduce Water
- Curb Appeal

The bill insert is scheduled to be posted on the District's website at the end of September, 2016. A sample of the bill insert has been included with this report.

ii. October Envelope Message

The October envelope reminds customers to dial back their sprinklers this fall. The envelope will begin on September 25, 2016 and continue until October 23, 2016.

iii. Fall Newsletter

The fall newsletter will be mailed by September 17, 2016 and will include the following articles:

- Conservation Never Goes Out of Style
- Water Meters; SSWD Continues Steady Progress
- SSWD H2O Heroes are Stars of Local Ad Campaign
- Fall Planting Tips; Rethink Your Yard and Create a Beautiful, Low-water Use Landscape
- Preventative Maintenance

The newsletter is scheduled to be posted on the District's website before the mailing of the newsletter.

iv. Community Meetings/Events

Staff, representing SSWD, attended the following agency meetings, conference calls, community meetings, and events in August 2016:

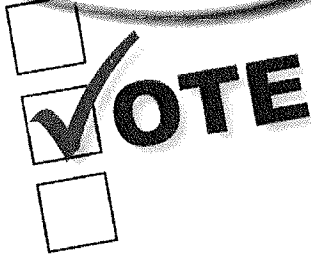
<u>Date</u>	<u>Meeting</u>	<u>Staff</u>
08/03/16	Cal WaterFix Meeting	Dan York
08/04/16	County Paving Proposed Requirements	Dan York
08/10/16	Water Caucus	Rob Roscoe/Dan York
08/11/16	SGA Meeting	Rob Roscoe/Dan York
08/19/16	SGMA Workshop	Dan York
08/24/16	Natomas Visionary Meeting	Rob Roscoe/Dan York
08/30/16	County Paving Proposed Requirements	Rob Roscoe/Dan York
08/31/16	Supervisor Serna: County Paving Proposed Req.	Rob Roscoe/Dan York

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H₂O on the Go

October 2016



Remember to Vote | Make Your Voice Heard

When you go to vote on Tuesday, November 8th remember to vote for SSWD Board members for Division 1 and 2.

Board members serve a four-year term and board meetings are regularly held on the third Monday of each month, excluding holidays, at 6:30 p.m. in the Board Room at the SSWD Administrative Office at 3701 Marconi Avenue, Suite 100, Sacramento.

Board meetings are open to the public. We encourage you to attend to learn more about SSWD plans and to make your voice heard on a regular basis.

sswd.org

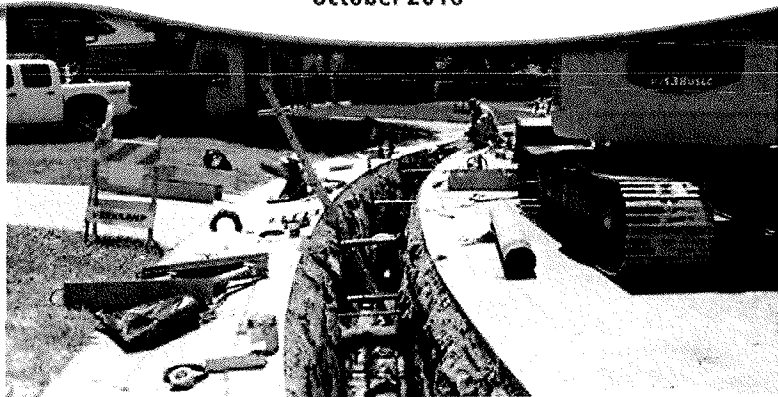
Phone: 916.972.7171

Fax: 916.972.7639

3701 Marconi Avenue, Suite 100

Sacramento, CA 95821-5346

Hours: M-F, 8:00 a.m. to 4:30 p.m.



Your Money at Work

Sacramento Suburban Water District is continuing to improve its intricate system of wells, pipelines and equipment that make it possible to deliver high-quality water to homes and businesses. Here are some highlights from the past year:

Meter Retrofit

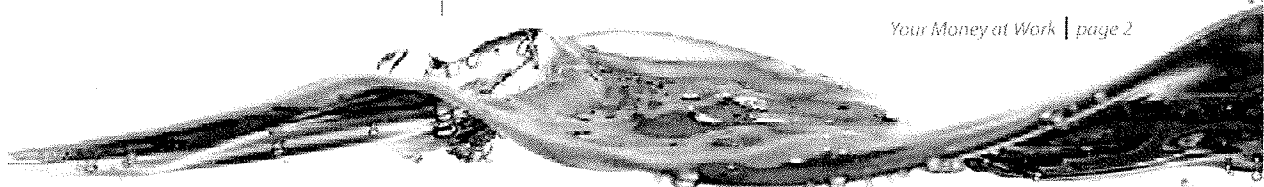
SSWD is using funding from two separate grants to help increase the number of meters installed in in order to meet the state mandate of having all customers metered by 2025. By the end of 2016, nearly 80 percent of SSWD customers will be metered.

Drayton Heights Main Replacement

As part of this project, new ductile iron water mains were installed to replace the existing water mains, hydrants were replaced and upgraded, and 400 new meters were installed in an area bounded by Elvyra Way on the north, Fulton Avenue on the west, Cottage Avenue on the south, and Morse Avenue on the East.

Edison Meadow Main Replacement

This effort includes the installation of 16,400 feet of new 6, 8, and 12-inch ductile iron water mains. The new water mains will be installed in the street right of ways and will replace existing backyard water mains that have outlived their useful life. As part of this project, fire hydrants will also be replaced and upgraded. In addition, approximately 250 new water service lines with water meters are to be installed. This project area is bounded by Edison Avenue on the north, Watt Avenue on the west, Whitney Avenue on the south and Norris Avenue on the east.



Your Money at Work | from page 1

Well Projects

Sacramento Suburban Water District currently operates approximately 73 active groundwater wells. Over time, it is common for the characteristics of a well to change, which may affect the quantity or quality of water produced. In order to continue to meet customers' needs, we continually rehabilitate or replace existing wells and construct new ones.

Rutland Well Construction

The existing groundwater wells in the North Service Area (NSA) are aging and in need of replacement. Therefore, SSWD began the Rutland Well project in 2014 by drilling a new well on newly acquired property. Since then a pumping plant and control building have been constructed. The building is designed with architectural features, such as fake windows, that make it look residential so that it blends in better with the neighborhood. The new well produces 1,500 gallons per minute (gpm) of water. The project was completed in September.

Palm Well Construction

This past April SSWD also broke ground on the Palm Well replacement project. The new well will be drilled on the site of the old Palm well that outlived its useful life. The well drilling phase should be completed soon. The second phase of the project will include the construction of the new pumping station, and is expected to be completed in July 2017. When complete the well will produce 1,500 gpm. ■

River-Friendly Landscaping | The Easiest and Best Way to Reduce Water Use

Most of the water Californians use in our homes goes toward our yards and of that nearly 30 percent is lost to overwatering or evaporation. By changing your yard to a River-Friendly Landscape, you can make a huge change in your annual water use.

Here are some things to consider and do:

- ◆ **Water according to need** — consider what plants need based on the weather, soil type, sun exposure and slope.
- ◆ **Make every drop count** — fix leaking, broken and misaligned sprinklers in your irrigation system. Water plants deeply and early in the day.
- ◆ **Mulch around plants** — mulch saves water by reducing evaporation.
- ◆ **Upgrade your sprinkler system** — Install drip irrigation, high-efficiency rotators, and a WaterSense-labeled weather-based irrigation controller. Rebates are available.

And when you decide to plant your River-Friendly Landscape, make sure to do the following:

- ◆ **Design and install high-efficiency irrigation systems** — drip systems are generally more efficient than overhead sprinklers because they minimize overspray, evaporation and runoff. Plants are healthier because the water is applied more closely to plant root zones.
- ◆ **Group plants by water needs** (called hydrozoning) — plants vary a great deal in their need for water. Group plants by their water needs and place each group on its own irrigation valve.
- ◆ **Plant low-water California natives or Mediterranean plants** — Many California natives, as well as many Mediterranean species, tolerate dry summers with little or no water once they are established.

And most importantly, minimize the lawn. Lawns use a lot more water than other landscape areas. ☺

Curb Appeal

Concerned that converting your front yard might be too much work to start? Want to test out some different looks for your yard? Try changing out the parking strip — the narrow band of landscape between the sidewalk and street — into a low-water, River-Friendly landscape.

You can experiment with colorful native plants or grasses and use it as a template for your entire yard. Plant a row of Blue Fescue, Creeping Rosemary or add Pink Creeping Thyme for a blanket of color. You could even plant lavender to add some blasts of purple as long as you make sure to leave space for people to walk past.

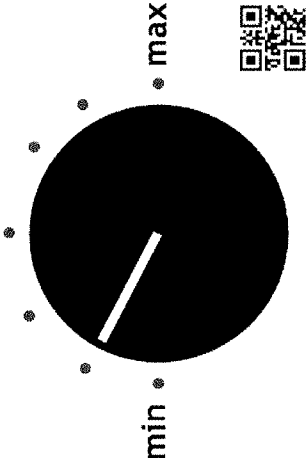
You can find a great list of plants to consider at BeWaterSmart.info. ■



Dial Back Your Sprinklers this Fall

As the days get shorter and cooler your yard requires less water.

Start dialing back your sprinkler times by a couple of minutes this fall.



Fall 2016, Volume 14 No. 2

**SACRAMENTO
 SUBURBAN
 WATER
 DISTRICT**

Water Matters

Conservation Never Goes Out of Style

Bell-bottoms and wide collar shirts may no longer be in style, but water conservation has always been "in" in California.

Check out these bill inserts from the 70s and you'll see that conservation messages from 40 years ago are still relevant today.



Water Meters | SSWD Continues Steady Progress

Sacramento Suburban Water District is continuing to make progress toward meeting a state-mandated deadline of installing water meters on all homes by the year 2025.

Water meters help us manage the water system better and are an invaluable tool in detecting leaks. They also allow customers to understand how much water they use so that they can adjust their water use as needed.

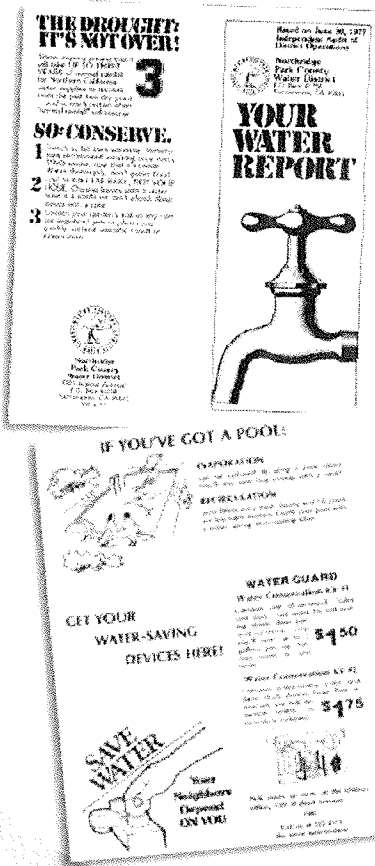
Since 2004, the District has been installing between 1,300 and 1,500 meters a year, and now has installed meters on 80 percent of our service connections.

SSWD is dedicated to making the transition to metered rates as smooth as possible for customers while complying with the state mandate.

For example, before the transition to a metered rate we provide customers water use data so that you can compare your current flat rate bill to your future metered rate. Shortly after the meter is installed, your water bill will include: 1) a consumption graph showing how much water is used each month; and 2) a message (located under the graph) noting what your metered bill would be based on that month's consumption.

We also offer programs and rebates to help customers use water efficiently such as Water-Wise House Calls and rebates for irrigation efficiency upgrades and WaterSense-labeled weather-based irrigation controllers, which may help save money on a metered rate.

Ultimately, studies show that metered households use 15 to 20 percent less water and find that their metered bill is the same as – or less than – their flat-rate bill over the course of a year.



Water Meters from page 1

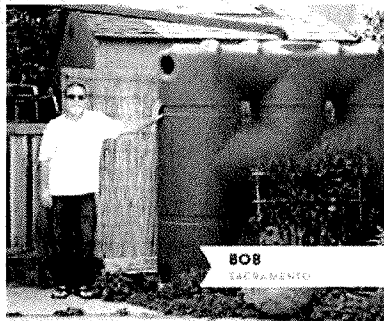
Remember once you start seeing the meter data on your bill, you can request to switch to a metered rate before your scheduled transition. If you don't have a meter, you can ask to have a meter installed by simply contacting the SSWD office at 916/972-7171.

About the State Mandate
Since 1992, California state law has required water meters be installed as part of all new construction in California. In 2004, the legislature passed AB 2572, which requires water suppliers to install water meters on all customer connections by January 1, 2025. The law also requires that all metered services be billed at a metered rate, but allows for a short adjustment period after the meter is installed.

In accordance with the law, the SSWD Board approved a Water Meter Retrofit Plan in 2004 that outlined the criteria and mechanism to determine when an area within the District would receive their water meters. You can read the Water Meter Retrofit Plan at sswd.org.

The cost of installing and retrofitting services is spread among all customers, and defrayed by state grants SSWD has received. In 2016, SSWD received nearly \$250,000 in grant funds to help underwrite the costs of the program. The line item on your monthly bill entitled "Capital Facilities Charge" covers the costs of capital improvements, including meters and meter installation.

2



SSWD H₂O Heroes are Stars of Local Ad Campaign

This past summer two of SSWD's H₂O Heroes were featured in #Rethink Your Yard, a social media and outdoor advertising campaign created by the Regional Water Authority (RWA), SSWD and other local water providers to promote water-efficient landscape practices and make water efficiency a way of life.

The #Rethink Your Yard campaign features individuals from throughout the Sacramento region who embraced a water-wise lifestyle and made permanent, long-term changes in the way they use water every day.

"For many people, the drought gave them an opportunity to rethink the way they view and use their landscape and to consider whether it's time for a change," said Amy Talbot, Water Efficiency Program Manager for RWA, which represents two dozen water providers throughout the Sacramento region, including SSWD. "This campaign is all about telling their story – the changes they made, why they did it and the benefits that go way beyond saving water – and encouraging others to do the same."

SSWD customers Richard Commins and Bob Price were nominated by SSWD staff and chosen by a select panel for the efforts they both took to make their yards more water efficient.

Richard was chosen for removing nearly 10,000 square feet of grass in his yard and replacing it with a new low-water use landscape – and this 88-year-old did almost all of the work on his own.

He spent months removing all of the grass in his yard and enlisted his wife Rona and grandchildren, Tyler and Timothy, to help him with some of the other work. Rona pitched in by helping with the rebate application, and his grandsons assisted him by using a wheel barrow to haul in the nine truckloads worth of mulch that a local tree trimmer provided. They also helped tamp down and level the soil for the new paths Richard created using decomposed granite.

Richard was even profiled for his efforts in the Arden-Carmichael newspaper and was also featured on the KMAX-TV Good Day morning show in July.

See H₂O Heroes | page 3

Fall Planting Tips | Rethink Your Yard and Create a Beautiful, Low-water Use Landscape

Planting in the fall gives your plants a great opportunity to set down some roots and get well established. The peak heat of summer has passed, the soil is still warm and the rains are, hopefully, on their way. Plants require less water in the fall because the days are cooler and soil stays wet longer than it does during spring and summer.

Here are some plants to consider using as you Rethink Your Yard:

Groundcover

- * **Prostrate Acacia** - It will grow to 1 to 2 feet tall by 10 to 15 feet wide with small yellow flowers in the spring. Plant in full sun to light shade. Requires very little water once established.
- * **Dwarf Coyote Bush** - It grows about 1 to 2 feet by 10 to 12 feet wide with light green rounded leaves. Plant in full sun.
- * **Sageleaf Rockrose** - It will grow to around 2 feet tall and 6 to 8 feet wide. The rockrose has gray-green foliage and white flowers with orange yellow stamens in the spring. Plant in full sun.

Trees

All of these shade trees are available free to SMUD customers. To find out more visit: <https://www.smud.org/en/residential/environment/shade-trees>

- * **Zelkova Serrata** - This evergreen grows to 50 to 60 feet high and is disease resistant. It is a good shade tree with a vase-shaped crown and its leaves turn yellow and red in the fall.
- * **Valley Oak** - The valley oak grows to 40 to 90 feet. The oak's leaves turn yellow in the fall, grows at a moderate rate and has twisted, sculptural branches.
- * **Western Redbud** - A lovely, small native tree that grows to 15 to 20 feet in height. It has small pink flowers that bloom in early spring and rounded heart shaped leaves.

You can find a great list of low-water use plants online at BeWaterSmart.info or at ecolandscape.org.



Prostrate Acacia



Dwarf Coyote Bush



Sageleaf Rockrose

H2O Heros from page 2

Bob Price was recognized for the way he incorporated water-efficiency into his home renovations. Bob and his wife Anne installed new gutters on their home and did so with the goal of capturing as much run off as possible. The gutters feed into five cisterns, three 860 gallon tanks and two 530 gallon ones, that help to provide water for their landscape and pool. They also added swales and infiltration basins so that any additional run off percolates down through the soil and stays out of the storm drains. Their efforts will help replenish the ground water, minimize their outdoor water use, and keep the waterways clean.

Congratulations to Bob and Richard for being chosen to be part of this effort and to all of our customers who have worked so hard to make water-efficiency a way of life.

SSWD Board of Directors

President

Kevin M. Thomas, Division 4

Vice President

Robert P. Wichert, Division 3

Frederick A. Gayle, Division 1

Craig M. Locke, Division 5

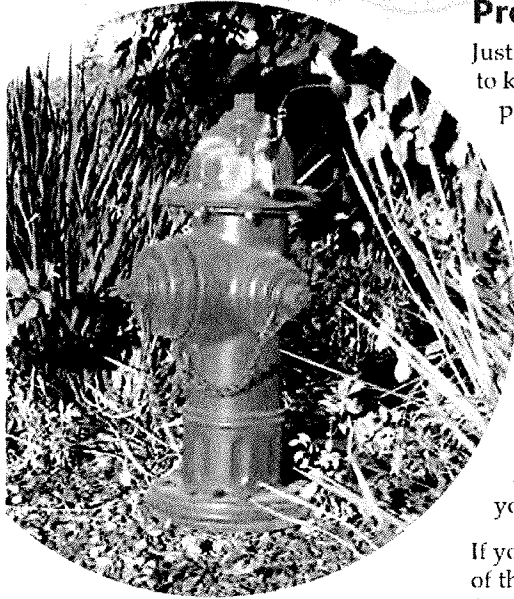
Neil W. Schild, Division 2

Contact SSWD

Monday - Friday, 8:00 am - 4:30 pm

916.972.7171 Fax 916.972.7639

sswd.org feedback@sswd.org



Preventive Maintenance

Just like you do with your home, SSWD does regular maintenance to keep the water system working at its best. On a regular basis preventive maintenance crews inspect, operate, service and repair (if necessary) the District's main line valves, fire hydrants, blow-offs, and air release valves.

Part of this maintenance includes clearing away vegetation or other obstructions that can hide fire hydrants possibly delaying the fire department's response in an emergency.

You can help by making sure fire hydrants on your property are easily accessible. While SSWD provides the water service for fire hydrants, the Fire Code places the responsibility for fire hydrant clearance on the property owner.

Please keep plants, landscaping, fences and other obstacles away from the fire hydrant at all times. This will help to ensure your safety and the safety of fire crews and SSWD employees.

If you have a hydrant on your property, keep a minimum clearance of three feet on all sides of the hydrant at all times. It is critical that fire fighters not have to waste precious time locating a hydrant and removing brush or obstacles in order to access it.

sswd.org



Preventive Maintenance
Your Yard
Fall Planting Tips | Rethink
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SSWD H2O Heroes are Stars
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