

Agenda

Sacramento Suburban Water District Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, December 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.

Swearing in Newly Elected Directors

The District Secretary will swear in the newly elected directors.

Call to Order

Roll Call

Election of District Officers

1. Election of District Officers

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.

2. Minutes of the November 21, 2016 Special Board Meeting
Recommendation: Approve subject minutes.
3. Minutes of the November 21, 2016 Regular Board Meeting
Recommendation: Approve subject minutes.
4. Minutes of the December 5, 2016 Special Board Meeting
Recommendation: Approve subject minutes.
5. Minutes of the December 12, 2016 Special Board Meeting
Recommendation: Approve subject minutes.
6. Resolution No. 16-26 in Recognition of Dave Jones
Recommendation: Adopt subject resolution.
7. Resolution No. 16-27 in Recognition of Shauna Laurence
Recommendation: Adopt subject resolution.
8. Employee Recognition and Retention Expense Policy (PL – HR 005)
Recommendation: Adopt subject policy.
9. Return to Work Policy (PL – HR 007)
Recommendation: Adopt subject policy.
10. Surplus Vehicles #13, 26, 32 and 33
Consider approving surplus vehicles.

Items for Discussion and Action

11. Resolution No. 16-28 Honoring Frederick A. Gayle as Board Member
Recommendation: Adopt subject resolution.
12. Well 32A Landscape Transition Project Update
Presentation by Eco Landscape.
13. Committee and Liaison Appointments for 2017
The Board President will consider committee and liaison appointments for 2017.
14. General Manager's Out of State Travel Requests
Consider approving out of state travel requests.
15. Director Compensation and Travel Reimbursement Policy and Reporting
Receive written staff report and direct staff as appropriate.

16. Parkland Estates Paving Partnership Agreement with the County of Sacramento
Receive written staff report and direct staff as appropriate.
17. State Water Resources Control Board Draft Executive Order Implementation Proposal
Receive written staff report and direct staff as appropriate.

Information Items

18. 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
19. 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
20. Financial Report
 - a. Financial Statements – November 2016
 - b. Investments Outstanding and Activity – November 2016
 - c. Cash Expenditures – November 2016
 - d. Credit Card Expenditures – November 2016

- e. Directors Compensation and Expense Accounting – Through November 2016
 - f. Market Report Yields – January 2010 through November 2016
 - g. District Reserve Balances – November 2016
 - h. Information Required by Bond Agreement
- 21. 2016 Leak Detection Project
 - 22. ACWA/JPIA President's Special Recognition Awards
 - 23. Legislative and Regulatory Update
 - 24. General Manager's Report
 - a. McClellan Park Improvement Issues Update
 - b. Water Transfers – Bureau of Reclamation Update
 - c. Long Term Warren Act Contract Update
 - d. County of Sacramento Proposed Paving Requirements
 - e. City of Sacramento – Wholesale Water Rates
 - f. Walnut Corporation Yard Improvements
 - 25. Upcoming Policy Review
 - a. Drug and Alcohol Program Policy – (PL – HR 010)
 - 26. Upcoming Water Industry Events

Committee Reports

- 27. a. Facilities and Operations Committee (Director Locke)
Notes from the December 9, 2016 meeting.
- b. Finance and Audit Committee (Director Thomas)
No report.
- c. Government Affairs Committee (Director Locke)
No report.

- d. Ad Hoc Water Banking and Transfer Committee (Director Wichert)
No report.

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

- 28. a. Regional Water Authority (Director Thomas)
No report.

Regional Water Authority Executive Committee (General Manager Roscoe)
Agenda from the December 7, 2016 Meeting.

- b. Sacramento Groundwater Authority (Director Schild)
Agenda from the December 8, 2016 Meeting.

- c. Water Forum Successor Effort (General Manager Roscoe)
Agenda from the December 15, 2016 Meeting.

Carryover Storage Working Group Meetings
No report.

Water Forum Dry Year Conference Meeting
No report.

Water Caucus Meeting
Agenda from the December 14, 2016 Meeting

- d. Other Reports

Miscellaneous Correspondence and General Information

- 29. Correspondence received by the District

- 30. 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)

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

Adjournment

Upcoming Meetings

Monday, January 23, 2017 at 6:00 p.m., Financial Corporation Annual Board Meeting
Monday, January 23, 2017 at 6:30 p.m., Regular Board Meeting

I certify that the foregoing agenda for the December 19, 2016 meeting of the Sacramento Suburban Water District Board of Directors was posted by December 15, 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



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Agenda Item: 1

Date: December 12, 2016

Subject: Election of District Officers

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

According to the Rules for Proceedings of the Board of Directors (PL - BOD 002), annually at the first regular meeting in December the Board may select a president and/or vice president to serve for the coming year. Below is an excerpt from PL - BOD 002 that outlines the selection of officers and the duties of the president.

Rule 1 – Selection of Officers

The President and Vice-President of the Board will be elected by the members of the Board for a one year term. The election will be held at the first regular meeting in December of each year or at any earlier special meeting called for the purpose of swearing in new members and organizing the Board. (See Water Code section 30520 and Elections Code section 10554.) The remaining provisions of this paragraph will be considered discretionary guidelines for the Board to follow in selecting its President and Vice-President, and will not be binding on the Board. The Board will normally follow a rotation for the election of President and Vice-President under which the Vice President will normally be elected President at the conclusion of the President's one year term. If the membership on the Board of the President is terminated before the expiration of his or her one year term of office, the Vice-President will automatically become the President for the balance of that term.

In the event of a contested election, the following is the recommended procedure for nominating and selecting the Board President or Vice President: (1) the then-presiding President should open nominations and ask if there are there any nominations for the contested office; (2) any Director then may make a nomination -- e.g., "I nominate Director X" -- no second is required for a nomination, although sometimes one or more Directors will second a nomination to indicate endorsement (a Director may nominate himself or herself, but nominations cannot be accepted from members of the public); (3) a Director may decline a nomination; (4) when it appears that no one else wishes to make a nomination, the President should ask if there are additional nominations -- if there is no response, the President then should declare that the nominations for the office are closed and state the names of the nominees (it is unnecessary to have a motion to close the nominations); (5) after nominations have been closed, nominations may be reopened only

by a motion, second and majority vote to reopen them; (6) after nominations have been closed and before the vote, the public should be provided an opportunity to comment on the agenda item; (7) the President then should call for votes on the nominees by a roll call vote on each nominee, and each Director should cast his or her yea or nay vote on each nominee, e.g., "For the first nominee for President, Director X, please state your vote by yea or nay;" (8) nominees should be voted on in the order in which they are nominated and the process should continue until there is a majority approval of one of the nominees; and (9) as soon as one of the nominees receives a majority vote, the President should declare that person elected to the office and no vote is taken on any remaining nominees.

The Board will by majority vote appoint a Secretary and Treasurer, who will serve at the pleasure of the Board. (See Water Code sections 30540-30543.)

Rule 2 – Duties of President of Board

The President of the Board of Directors will be its presiding officer. (See Water Code section 30520.) The President's duties will include, but not be limited to, the following: acting as the liaison between the General Manager and the Board, calling special meetings of the Board, presiding over meetings of the Board, establishing and appointing committees of the Board, and appointing representatives of the District to associations of which the District is a member or in which it has a significant interest. The Board will appoint representatives of the District to joint powers authorities of which the District is a member. In the President's absence, the Vice-President of the Board will perform such duties. If both the President and Vice-President are absent from a noticed public meeting, the remaining three Board members will choose one of their number to preside.

The newly elected Board President is anticipated to consider committee and liaison appointments at the December regular Board meeting. See Agenda item 13.

ITEM 2

Minutes

Sacramento Suburban Water District
Special Board Meeting – Closed Session
Monday, November 21, 2016

Call to Order

President Thomas called the meeting to order at 5:30 p.m.

Roll Call

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

Directors Absent: None.

Staff Present: General Manager Robert Roscoe, Assistant General Manager Dan York and Legal Counsel Josh Horowitz.

Public Present: None.

Announcements

None.

Public Comment

None.

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

The Board convened in closed session at 5:31 p.m. to discuss the following:

- 1. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiation of litigation involving one case.**

Return to Open Session

The Board convened in open session at 6:35 p.m. There was no reportable action.

Adjournment

President Thomas adjourned the meeting at 6:36 p.m.

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

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Minutes

Sacramento Suburban Water District

Regular Board Meeting

Monday, November 21, 2016

Call to Order

President Thomas called the meeting to order at 6:37 p.m.

Roll Call

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

Directors Absent: Neil Schild.

Staff Present: General Manager Robert Roscoe, Assistant General Manager Dan York, Finance Director Dan Bills, Amy Bullock, Annette O’Leary, James Arenz and Mitch Dion.

Public Present: Avery Wiseman, William Eubanks, Larry Ernst, Doug Brown and Anthony Chacun.

Public Comment

None.

Announcements

General Manager Robert Roscoe (GM Roscoe) announced:

- SSWD Ribbon Cutting event at Eden/Root well site on December 14, 2016 at 9:00 a.m.

Consent Items

1. **Minutes of the October 17, 2016 Regular Board Meeting**
2. **Setting the Dates for January and February 2017 Regular Board Meetings**
3. **Resolution No. 16-25 in Recognition of Robert A. Churchill**
4. **Debt Management Policy (PL – Fin 011)**

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

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

Items for Discussion and Action

5. Review of Debt Obligation Continuing Disclosure Policy (PL – Fin 013)

Dan Bills (Mr. Bills) presented the staff report and turned the presentation over to Doug Brown with Stradling Yocca Carlson & Rauth Attorneys at Law (Mr. Brown).

Mr. Brown reviewed his presentation on the Board and Staff’s continuing obligations related to debt disclosures with the Board.

William Eubanks (Mr. Eubanks) stated that Mr. Brown’s presentation was clear and concise and that all of his questions were answered or addressed in the presentation.

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

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

6. Series 2009B Refinancing Opportunity

Dan Bills (Mr. Bills) presented the staff report noting that the item was presented to the Finance and Audit Committee (F&A Committee) with two opportunities and was being presented to the full Board for direction.

Director Locke inquired if the item would have to come in front of the full Board again once the bond was drafted.

GM Roscoe reminded the Board that the staff recommendation included identifying the principal members of the refinancing team, and stated that if Mr. Brown is bond counsel, Mr. Brown would likely feel comfortable spending the time in advance preparing the legal documents for when we are ready.

Mr. Eubanks withdrew his comment.

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

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

7. 2016 Audit Engagement Letter and Contract

Mr. Bills presented the staff report.

Director Wichert inquired how much the increase would be.

Mr. Bills stated that the increase was \$1,000.00 due to a new pension disclosure.

President Thomas inquired if the F&A Committee agreed with staff recommendations, and was informed they did.

Director Wichert inquired if the District had ever considered arbitration instead of settling in Superior or Federal court on a contract dispute.

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

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

8. Resolution No. 16-22 Amending District Conflict of Interest Code

Assistant General Manager Dan York (AGM York) presented the staff report.

AGM York stated that after careful review of the language, staff recommended not changing the language in an attempt to make it shorter. He suggested one minor edit to re-word "his" to read "his or her" in item two, middle of the paragraph.

Mr. Eubanks commented on designated staff regarding the form 700, and inquired if the form 700's were kept at the District office.

GM Roscoe expressed that he believed that the forms were kept online and through the FPPC website.

Director Wichert noted that the forms were now completed electronically online.

GM Roscoe stated that it is a public document, and believed it could be found on the FPPC website.

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

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

9. Treasury Management Services Provider

Mr. Bills presented the staff report.

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

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

10. Director Compensation and Travel Reimbursement Policy and Reporting

Mr. Bills presented the staff report.

President Thomas inquired about how mileage was reimbursed.

Mr. Bills clarified the two options and the forms and documentation needed in order to be reimbursed for mileage.

Director Wichert expressed that he was against the process requiring Director's to turn in timecards noting that the minutes reflect what meetings he has attended.

GM Roscoe noted that Board members are covered by the District's workers compensation insurance and that the District needs to provide what meetings the Board members attend and would prefer that information come from the Board members.

Director Wichert noted that if the item passed, that he would comply and fill out a timecard notifying of his meetings attended but still not request compensation.

Director Locke inquired about doing the timesheets quarterly verses monthly noting that he was in favor of that process; and he suggested extending it to 60 days.

Mr. Eubanks suggested that if a Director chose not to be reimbursed, that there should be a letter on file of such. He further suggested that the Director should also provide a letter stating that they would not sue the District if they were involved in any insurance claims during the time that Director conducting District business.

GM Roscoe noted that there could be a potential for additional lawsuits should something happen while a director was on District business.

President Thomas noted that the Board was in agreement that the travel expense should show in the report.

Director Locke moved to do quarterly reporting and that there is transparency in reporting Director's travel expenses; President Thomas seconded.

GM Roscoe suggested an amendment to the motion to direct staff direction to amend the staff report and bring it back to the December regular Board meeting. Director Locke agreed to the amendment to the motion.

Mr. Eubanks commented that some Directors may feel that serving on the Board of Directors is a public service and that they chose to not be compensated for it; however there should be a letter on file explaining that.

GM Roscoe clarified that the motion on the floor was to direct staff to come back with a compensation travel reimbursement policy that requires a minimum of a quarterly report, and have a more complete travel expense report.

President Thomas noted that the motion has changed from a formal motion, to direction to staff.

Staff will represent the item at the December regular Board meeting.

11. Drayton Heights Paving Partnership with the County of Sacramento

Mitch Dion (Mr. Dion) presented the staff report.

GM Roscoe noted that staff was asking the Board for a bit of latitude with an extremely small contingency, so that there is no delay and it can remain consistent with the budget.

Director Wichert moved the staff report and for the budget to not exceed \$450,000; Director Locke second. The motion passed by unanimous vote.

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

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.

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

15. SAWWA Top Ops Competition

A written report was provided.

16. Succession Planning

A written report was provided.

Director Wichert inquired if the Senior Engineer position had been filled.

GM Roscoe stated that staff conducted interviews but has not extended an employment offer for the position yet.

17. Federal Tax Implications on Water Conservation Rebates

A written report was provided.

18. Elected Officials/Divisions Represented – the LAFCo Process

A written report was provided.

Mr. Eubanks commented that he did not understand why staff was going through the process and wanted clarification on the objective.

Director Locke stated that his understanding was that if you vote by District and your Board representation did not adequately reflect the population, then you can be exposed to some sort of litigation if you are at large.

Avery Wiseman (Mr. Wiseman) commented that the District is restricting itself to a geographical area and population requirement, and that he did not agree with the district re-drawing the line in previous years based on population.

GM Roscoe clarified the different options. One option was at large which meant a Director could reside wherever within District boundaries and is elected by everyone in the District. Another option was by division, at large, which means the district is segregated into zones or divisions and there would have to be residency within that division. The third option was how the District currently operates which was residency by division, and only elected by that division.

The Board unanimously agreed that no action or further discussion on this topic was needed.

Mr. Wiseman stated for the record that he did not feel like he was adequately represented.

Mr. Eubanks noted that he disagreed with the premise that things get better with the changing of an election process and that he supported the way things presently are.

19. Drought Resistant Landscape at Well 32A by Eco Landscape Inc.

A written report was provided.

20. Biannual Groundwater Elevations Report

A written report was provided.

21. Legislative and Regulatory Update

A written report was provided.

22. General Manager's Report

A written report was provided.

a. Sacramento Area Sewer District Lateral Conflict

A written report was provided.

Director Wichert inquired how many lines were affected.

GM Roscoe stated that over 40 lines were affected and that the District was working with the Sewer District on a resolution.

Director Wichert requested that the item be placed on a future agenda.

b. Payment Card Industry Compliance

A written report was provided.

c. Water Transfer – Bureau of Reclamation Update

A written report was provided.

d. Long Term Warren Act Contract Update

A written report was provided.

e. Cal WaterFix Testimony

A written report was provided.

President Thomas noted that GM Roscoe did a great job testifying for the District.

f. McClellan Business Park Improvement Issues Update

A written report was provided.

g. American River Pipeline Conveyance Project

A written report was provided.

h. HDR Engineering Review of Fees and Charges

A written report was provided.

Mr. Wiseman inquired how the District came to do business with HDR Engineering and if they were a nationwide or local company.

GM Roscoe stated that they are both local as well as nationwide.

Mr. Wiseman stated that he was not happy with the District's choice in using HDR Engineering and inquired if there were any other options.

GM Roscoe stated that the District has used other Engineering Firms in the past however the Board was not satisfied with the reports provided by those Firms.

- i. *Division of Drinking Water Annual System Inspection*
A written report was provided.

23. Upcoming Policy Review

- a. *Employee Recognition and Retention Expense Policy – (PL – HR 005)*
A written report was provided. Directors’ comments were due by Monday, December 5, 2016.
- b. *Return to Work Policy – (PL – HR 007)*
A written report was provided. Directors’ comments were due by Monday, December 5, 2016.

24. Upcoming Water Industry Events

A written report was provided.

Committee Reports

- 25. a. Facilities and Operations Committee (Director Locke)
No report.
- b. Finance and Audit Committee (Director Thomas)
Notes from the November 1, 2016 meeting were provided.
- 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)

- 26. a. Regional Water Authority (Director Thomas)
Agenda from the November 10, 2016 meeting was provided.

Regional Water Authority Executive Committee (General Manager Roscoe)
Agenda from the October 26, 2016 meeting was provided.
- b. Sacramento Groundwater Authority (Director Schild)
No report.
- 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 November 9, 2016 Meeting was provided.

d. Other Reports

Director Wichert provided oral reports regarding Robert A. Churchill's retirement event that he attended.

President Thomas provided oral reports regarding his meeting with Public Priorities of California Water; the Delta Science Council meeting, his meeting with AGM York; his N9 Well Site tour with AGM York; his meeting with the Water Education Forum in Stockton, California and his meeting with GM Roscoe.

Director Locke provided an oral report regarding attending two San Juan Water District Board Meetings and a Ribbon cutting event at the Sacramento River Treatment Plant.

Miscellaneous Correspondence and General Information

27. Certain correspondence received by the District was provided.

28. General Information related to District business was provided.

Director's Comments/Staff Statements and Requests

None.

President Thomas noted that a closed session was not needed.

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

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

A closed session was not held.

Adjournment

President Thomas adjourned the meeting at 8:15 p.m.

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

ITEM 4

Minutes

Sacramento Suburban Water District
Special Board Meeting – Closed Session
Monday, December 5, 2016

Call to Order

President Thomas called the meeting to order at 3:00 p.m.

Roll Call

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

Directors Absent: None.

Staff Present: General Manager Robert Roscoe, Assistant General Manager Dan York and Legal Counsel Josh Horowitz.

Public Present: Vic Sher and Matt Edling.

Announcements

None.

Public Comment

None.

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

The Board convened in closed session at 3:01 p.m. to discuss the following:

- 1. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiation of litigation involving one case.**

Return to Open Session

The Board convened in open session at 4:37 p.m. There was no reportable action.

Adjournment

President Thomas adjourned the meeting at 4:39 p.m.

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

ITEM 5

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Minutes

Sacramento Suburban Water District Special Board Meeting – Closed Session Monday, December 12, 2016

Call to Order

President Thomas called the meeting to order at 3:03 p.m.

Roll Call

Directors Present: Craig Locke, Kevin Thomas, Neil Schild and Robert Wichert (Director Wichert joined the meeting at 3:21 p.m.)

Directors Absent: None.

Staff Present: General Manager Robert Roscoe, Assistant General Manager Dan York Mitch Dion, and Legal Counsel Josh Horowitz.

Public Present: None.

Announcements

General Manager Robert Roscoe announced:

- SSWD Ribbon Cutting event at Eden/Root well site on December 14, 2016 at 9:00 a.m.
- Director Gayle was sworn in as a member of the Sacramento Metropolitan Fire District Board of Directors. He is no longer an SSWD Director.

Public Comment

Director Schild noted the McClellan Restoration Advisory Board Meeting on Wednesday, December 14, 2016 at 6:30 p.m.

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

The Board convened in closed session at 3:08 p.m. to discuss the following:

1. **Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiation of litigation involving one case.**

Return to Open Session

The Board convened in open session at 4:06 p.m. to report the following:

The Board has approved a legal services agreement with special counsel Sher Edling, LLP to prosecute the District's claims against the United States and other parties for damages incurred as a result of Chromium 6 contamination in District wells, and the Board directed special counsel to file a claim for such damages with the United States Air Force. Directors Thomas, Locke and Wichert approved the actions, with Director Schild opposed.

Adjournment

President Thomas adjourned the meeting at 4:07 p.m.

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

DRAFT



Agenda Item: 6

Date: December 7, 2016

Subject: Resolution No. 16-26 in Recognition of Dave Jones

Staff Contact: Robert S. Roscoe, P.E., General Manager

Recommended Board Action:

Adopt Resolution No. 16-26 Honoring David A. Jones on His Retirement.

Discussion:

Dave Jones has been a valued employee of the Sacramento Suburban Water District for over 11 years, having been hired on July 18, 2005. His last day of work as an Associate Engineer for the District will be Friday, January 20, 2017, and his retirement will be effective January 21, 2017. The resolution commemorates his service. Staff has prepared a ceremonial, framed version of this resolution for presentation to Mr. Jones. Since Mr. Jones will be unable to attend the Board meeting, the framed resolution will be presented to him by the General Manager at a later date.

Fiscal Impact:

Minimal.

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.

This resolution benefits District customers in that it recognizes staff who provided superior customer service during their years of service to the District and increases employee morale.

Resolution No. 16-26

**A Resolution Honoring
David A. Jones
On His Retirement**

Whereas, David A. Jones will have completed 11-1/2 years of service with the Sacramento Suburban Water District at the time of his retirement, having been hired on July 18, 2005; and

Whereas, Dave's dedication to public service and expertise in overseeing the District's Main Replacement Program and other capital projects has made the District a more efficient organization with improved customer service and increased water supply reliability; and

Whereas, Dave has earned the respect and admiration of his coworkers, management staff, the Board of Directors and the public for his dedication, collegiality, enthusiasm and hard work; and

Whereas, Dave's service includes oversight of 34 main replacement projects costing over \$110 million, installing over 80 miles of water mains and appurtenances around existing utilities in developed neighborhoods with more customer compliments than complaints; and

Whereas, Dave will now be able to spend more time with his five grandchildren, and focus on serving his constituents in his position as a newly elected member of the Sacramento Suburban Water District Board of Directors.

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

The Board of Directors expresses its deep and sincere appreciation to David A. Jones for his many years of dedicated public service to the District.

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

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on this 19th day of December 2016.

AYES:
NOES:
ABSENT

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

(SEAL)

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



Agenda Item: 7

Date: December 6, 2016

Subject: Resolution No. 16-27 in Recognition of Shauna Lorange

Staff Contact: Dan York, Assistant General Manager

Recommended Board Action:

Adopt Resolution No. 16-27 Honoring Shauna Lorange as General Manager of San Juan Water District.

Discussion:

As a result of her retirement on December 7, 2016, Shauna Lorange will no longer be General Manager of San Juan Water District. The recommended resolution is to recognize Ms. Lorange's 20+ years of public service with San Juan Water District.

Fiscal Impact:

None.

Strategic Plan Alignment:

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

RESOLUTION NO. 16-27

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SACRAMENTO SUBURBAN WATER DISTRICT
IN RECOGNITION OF SHAUNA LORANCE**

WHEREAS, Shauna Lorance was hired as Assistant General Manager for San Juan Water District on March 15, 1994; and was promoted to General Manager on September 4, 2003; and

WHEREAS, Ms. Lorance has decided to retire from San Juan Water District after 20 years of service to pursue a new career opportunity in consulting; and

WHEREAS, the Sacramento Suburban Water District thanks Ms. Lorance for her leadership and active participation in regional and statewide organizations including the Sacramento Water Forum, Regional Water Authority, Sacramento Groundwater Authority, and the Association of California Water Agencies in order to advance the District's interests; and

WHEREAS, the Sacramento Suburban Water District recognizes Ms. Lorance for her partnership on major regional projects such as the Cooperative Transmission Pipeline and the Antelope Pump-Back Project to advance regional conjunctive use and water supply reliability.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sacramento Suburban Water District hereby expresses sincere gratitude and appreciation to Shauna Lorance for her many years of excellent service to the regional water industry as the General Manager of San Juan Water District:

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

- AYES:
- NOES:
- ABSENT:

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

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting thereof held on the 19th day of December 2016.

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



Agenda Item: 8

Date: December 6, 2016

Subject: Employee Recognition and Retention Expense Policy (PL – HR 005)

Staff Contact: Lynne Yost, Human Resources Coordinator

Recommended Board Action:

Adopt the updated Employee Recognition and Retention Expense Policy (PL – HR 005).

Discussion:

Included with this report is a redline version of the Employee Recognition and Retention Expense Policy (PL – HR 005) for the Board’s final review. The only change made to the policy is to confirm the increase to \$250.00 per employee per annum as approved by the Board in the 2017 budget.

The recommended policy update was submitted to the Board last month as an information item. Comments from Directors were requested by December 5, 2016; none were received. The policy was not submitted to legal counsel for review.

The policy was originally adopted by the Board in September 2003 and last reviewed in December 2014.

Fiscal Impact:

Increase to \$250.00 per employee per annum as approved in 2017 budget.

Strategic Plan Alignment:

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

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 promoting employee morale, efficiency, initiative and retention.

Sacramento Suburban Water District

Employee Recognition and Retention Expense Policy

Adopted: September 15, 2003

Revised: ~~September 19, 2005, October 15, 2007, December 15, 2008, April 18, 2011; May 20, 2013; December XX, 2016~~**100.00 Purpose of the Policy**

The purpose of this policy is to promote employee morale, efficiency, initiative and retention. In the normal course of District operations, the Board of Directors recognizes that District employees accomplish various achievements and other job related successes for which recognition is both desirable and warranted. Significant events may occur in the lives of employees during their term of employment with the District that would warrant District recognition. The recognition of such accomplishments and milestones can improve employee safety, morale and job performance. Because the District is a direct beneficiary of increased employee safety, morale and job performance, the Board of Directors has established a policy for discretionary employee recognition and retention-related expenses.

200.00 Policy

The Board of Directors authorizes the General Manager to spend monies, not to exceed \$~~1~~250.00 per employee per annum, for the following purposes:

1. Employee job-related achievement or superior performance recognition.
2. Employee exemplary safety record.
3. Employee superior customer service, outstanding teamwork and/or exceptional efforts to display and exemplify the District's Mission Statement and Values and its Strategic Plan Goals.
4. Employment anniversary dates and retirements, birth of an employee's child, and bereavement acknowledgments for the death of an employee or his/her immediate family member.
5. Other similar milestones, successes, achievements and/or events as deemed appropriate by the General Manager and in accordance with applicable law.

Types of expenses authorized under this policy are for items such as: plaques, flowers, cards, refreshments, or other minor items.

300.00 Policy Review

This policy is consistent with State law and will be reviewed at least biennially. Further, this policy will be utilized in the District's annual budgeting process.



Agenda Item: 9

Date: December 6, 2016

Subject: Return to Work Policy (PL – HR 007)

Staff Contact: Lynne Yost, Human Resources Coordinator

Recommended Board Action:

Approve the Return to Work Policy (PL – HR 007) without revision.

Discussion:

Included with this report is the Return to Work Policy (PL – HR 007) for the Board’s final review. Staff is recommending the Board approve the policy with no revisions.

The policy was submitted to the Board last month as an information item. Comments from Directors were requested by December 5, 2016; none were received. The policy was not submitted to legal counsel for review and there have been no changes in ACWA/JPIA’s sample policy language since the last review.

The policy was originally adopted by the Board in December 2003 and last revised in December 2014.

Staff is also reviewing the Return to Work Program Manual and any recommended changes will be submitted for General Manager review and approval after the policy is approved by the Board.

Fiscal Impact:

None.

Strategic Plan Alignment:

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

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 having a return to work program that reduces workers’ compensation costs and allows injured/ill workers to recover and return to productive work in the shortest time possible.

Sacramento Suburban Water District

Return to Work Policy

Effective: December 15, 2003

Revised: October 15, 2007, September 21, 2009; December 17, 2012; December 15, 2014

100.00 Purpose of the Policy

The primary purpose of this policy is to develop a Return to Work (RTW) Program to minimize or reduce the effects of disability due to on-the-job and off-the-job injuries and illnesses and reduce workers' compensation costs (if applicable). This policy is consistent with the District's responsibilities under the Americans with Disabilities Act to provide reasonable accommodations to persons with disabilities.

200.00 Policy

The District considers a RTW Program an essential element in an overall risk management program. In conjunction with a well implemented safety program, it is an effective tool in returning employees to productive work in the shortest time possible to keep workers' compensation costs to a minimum.

It is the District's goal to maintain a productive work force. The RTW Program will support that goal by returning an employee to work in a productive capacity as soon as possible without risk to the employee's health. Supervisors and Managers will assist by directing the employee to appropriate care and assisting in proper reporting of the injury or illness while maintaining a positive flow of communication with the injured worker. They will assist in arranging work which meets the District's business needs within the employee's work restrictions. Management and Human Resources staff will work with the District's workers' compensation carrier (if applicable) and the physician to assist with the assessment of the employee's ability to return to work. By this joint effort, the District will help the injured/ill worker recover at a faster rate, minimize the employees' wage loss and reduce workers' compensation costs.

The transitional work/modified duty provided for employees with on-the-job or off-the-job injuries or illnesses must meet the business needs of the District and the employee must agree to comply with all requirements and procedures in the RTW Program Manual.

300.00 Authority and Responsibility

The Human Resources Coordinator, Assistant General Manager and General Manager will be responsible for administering this policy. This will include maintaining the RTW Program Manual that is provided to all current and new employees.

400.00 Policy Review

This Policy will be reviewed at least biennially.



Agenda Item: 10

Date: December 6, 2016

Subject: Surplus District Vehicles #13, 26, 32 and 33

Staff Contact: Jim Arenz, Operations Manager

Recommended Action:

Approve staff recommendation to declare the following vehicles as surplus:

- Truck #13 (2005 Ford F-150)
- Truck #26 (2004 Ford F-150)
- Truck #32 (2000 Ford F-450)
- Truck #33 (2000 Ford F-450)

Discussion:

The District has adopted a Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property Policy, PL Adm 003. The subject policy was last revised on April 21, 2014. In this policy it defines the guidelines for disposing of District real property, vehicles and large equipment and other personal property. Timely replacement of vehicles is important because it may affect vehicle availability, safety, reliability, and operating costs.

During the CY2009 Budget discussion process, previous guideline criteria for deeming a vehicle surplus (based on vehicle age and hours of operations or total miles) was questioned by members of the Board. In order to achieve the maximum return of investment in the District's motor vehicle fleet, staff developed a method that will allow the District to look into the future to project actual fleet costs throughout the life of the vehicles. The method developed by staff was a Vehicle Point System (see Exhibit 1). The Vehicle Point System is a process that utilizes age/depreciation, maintenance and repairs, mileage, type of service, reliability, and condition of vehicle. The process was presented and agreed upon by the Facilities and Operations Committee and the full Board in April 2009.

The following vehicles were approved for replacement in the years noted:

Truck Number	Description	Budget Year	Current Mileage
13	(2005 Ford F-150)	CY2016	117,368
26	(2004 Ford F-150)	CY2016	122,412
32	(2000 Ford F-450)	CY2016	102,589
33	(2000 Ford F-450)	CY2015	96,294

Truck #13

A 2005 Ford F-150, with approximately 117,368 miles on the odometer. In respect to the District's Vehicle Point System, Condition 4, with a maximum of 35 points for a vehicle means it should be considered for replacement. This vehicle rated Condition 4, at 35.28 points. This truck was equipped with a cross bed and side tool box and was used for marking USAs. Truck #13 was replaced with the same type and size vehicle.

Truck #26

A 2004 Ford F-150, with approximately 122,412 miles on the odometer. In respect to the District's Vehicle Point System, Condition 4, with a maximum of 35 points for a vehicle means it should be scheduled for replacement. This vehicle rated Condition 4, at 37.06 points. This truck was equipped with a cross bed and side tool box and was used after-hour call outs by the Standby Technician. Truck #26 was replaced with the same type and size vehicle.

Truck #32

A 2000 Ford F-450, with approximately 102,589 miles on the odometer. In respect to the District's Vehicle Point System, Condition 4, with a maximum of 35 points for a vehicle means it should be scheduled for replacement. This vehicle rated Condition 4, at 37.75 points. This truck was equipped with a semi-custom utility bed that includes many compartments housing numerous hand and power tools, pneumatic equipment, acetylene torches, pipe repair bands, numerous types and sizes of pipe fittings, as well as many other items necessary to complete the repair and/or replacement of the District's underground infrastructure. It is currently utilized in the Distribution Department on a daily basis in conjunction with a utility trailer that hauls a Takeuchi Mini-Excavator, trash pump, other necessary tools and equipment, and bulky or oversized supplies used for leak repair and distribution system improvements. Truck #32 will be replaced with a Ford F-550. The Ford F-550 has a larger gross vehicle weight rating to better handle the total weight of the utility bed, its contents and trailer.

Truck #33

A 2000 Ford F-450, with approximately 96,294 miles on the odometer. In respect to the District's Vehicle Point System, Condition 4, with a maximum of 35 points for a vehicle means it should be scheduled for replacement. This vehicle rated Condition 4, at 37.94 points. This truck is equipped exactly the same as Truck #32 and utilized for the same purpose. Truck #33 was recently replaced with a Ford F-550.

District management staff establishes values for vehicles and/or equipment that are being prepared for surplus. The General Manager may authorize the sale of surplus vehicles and large equipment with an estimated value of \$4,000 or less. Vehicles and large equipment with an estimated value greater than \$4,000 will be sold as surplus following authorization by the Board of Directors at a public meeting. To obtain surplus values, staff utilizes Commercial Truck Trader and online commercial websites. The estimated value of the vehicle is greater than \$4,000, which is listed below:

Surplus District Vehicles #13, 26, 32 and 33

December 6, 2016

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Truck #13 - \$ 5,000

Truck #26 - \$ 4,700

Truck #32 - \$12,500

Truck #33 - \$12,500

Once approval is received, Trucks #13, #26 and #33 will be sold by public auction. Truck #32 will continue to be utilized by staff until its replacement has been received, at which time it will also be sold by public auction.

Fiscal Impact:

If approved, the estimated revenue from the sale of these vehicles at auction is unknown at this time. All proceeds from the sale of these vehicles will be placed in the general ledger.

Strategic Plan Alignment:

Facilities and Operations – 2.D. Implement protective, preventive and predictive maintenance programs on all District assets to extend their life and reduce service interruptions.

Replacing vehicles/equipment in a timely manner improves fleet management and promotes a more efficient and economical vehicle support function.

Vehicle Point System - 2016

Factor	Points
Age	One point for each year of chronological age, based on in-service date.
Miles/Hours	One point for each 10,000 miles for gas vehicles/One point each 20,000 miles for diesel vehicles.
Type of Service	1 to 5 points are assigned based on the type of service that vehicles receives. 1= Administration/Pool Vehicle 2= Supervisory 3= Foremen, Inspectors, USA, Fac Fleet Spec, On-Call, Conservation 4= Production, Field Services, Distribution, Dump Trucks 5= Distribution (pulling trailers)
Reliability	Points are assigned as 1, 3, or 5 depending on the frequency that a vehicle is in the shop for repair. 1= in the shop once every 6 months or less 3= in the shop once every 3 months 5=in the shop once every month
Maintenance Costs	1 to 5 points are assigned based on total life maintenance costs. A 5 is assigned to a vehicle with life maintenance costs equal or greater to the vehicle's original purchase price, while a 1 is given to a vehicle with life maintenance costs equal to 20% or less of its original purchase cost: 1=20%, 2=40%, 3=60%, 4=80%, 5=100%
	1 to 5 points are assigned based on total life repair costs (not including repair of accident damage). A 5 is assigned to a vehicle with life repair costs equal or greater to the vehicle's original purchase price, while a 1 is given to a vehicle with life repair costs equal to 20% or less of its original purchase cost: 1=20%, 2=40%, 3=60%, 4=80%, 5=100%
Condition	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being poor condition.

Under 18 points	Condition 1 Excellent
18 to 24 points	Condition 2 Good
25 to 29 points	Condition 3 Qualifies for replacement
Over 30 points	Condition 4 Needs to be scheduled for replacement

Used 2014-2016 data to determine Reliability

Used a three year average for the average miles per year.

Vehicle # 13	2005 Ford F-150 - Gas	
Cost New	\$24,070	
Age	11	11
Miles/Hours	119,327	11.93
Type of Service	USA- Average miles per year 8,070	3
Reliability	2	1
Maintenance Costs	\$12,157	2.5
Repair Costs	\$13,728	2.85
Condition	3	3
TOTAL	Replaced Differential 2/24/12 @ 86,670 miles - Replaced transmission 12/18/13 @ 102,496	35.28

Vehicle # 26	2004 Ford F-150 - Gas	
Cost New	\$23,572	
Age	12	12
Miles/Hours	122,586	12.26
Type of Service	On-Call - Average miles per year 14,918	3
Reliability	2	3
Maintenance Costs	\$11,714	2.5
Repair Costs	\$10,794	2.3
Condition	3	2
TOTAL	Transmission replaced 9/14/11 @52,280	37.06

Vehicle # 32	2000 Ford F-450 - Diesel	
Cost New	\$29,369	
Age	16	16
Miles/Hours	100,030	5.00
Type of Service	Distribution (pulls trailer)- Average miles per year 4,517	5
Reliability	2	2
Maintenance Costs	\$25,071	4.25
Repair Costs	\$17,238	3
Condition	2.5	2.5
TOTAL	Transmission replaced 9/14/07 @ 50,816	37.75

Vehicle # 33	2000 Ford F-450 - Diesel	
Cost New	\$29,369	
Age	16	16
Miles/Hours	93,759	4.69
Type of Service	Distribution (pulls trailer)- Average miles per year 5,505	5
Reliability	2	1
Maintenance Costs	\$24,318	4.2
Repair Costs	\$26,915	4.55
Condition	2.5	2.5
TOTAL	Transmission replaced 10/30/12	37.94



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Agenda Item: 11

Date: December 6, 2016

Subject: Resolution No. 16-28 Honoring Frederick A. Gayle as Board Member

Staff Contact: Dan York, Assistant General Manager

Recommended Board Action:

Adopt Resolution No. 16-28 Honoring Frederick A. Gayle as Board Member.

Discussion:

As a result of the November 7, 2016 election, Director Gayle will not be continuing as a District Director. The recommended resolution is to recognize Director Gayle's public service with Sacramento Suburban Water District.

Fiscal Impact:

None.

Strategic Plan Alignment:

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

Resolution No. 16-28
A Resolution Honoring
Frederick A. Gayle
as a Board Member

Whereas, Frederick A. Gayle has faithfully served Sacramento Suburban Water District as a Board Member since he was elected in November 2008; and

Whereas, Mr. Gayle has served as a Sacramento Suburban Water District liaison to the Regional Water Authority, Sacramento Groundwater Authority, Sacramento Water Forum Successor Effort and Association of California Water Agencies Water Management Committee; and

Whereas, Mr. Gayle has served on Sacramento Suburban Water District standing and ad hoc committees including: Facilities and Operations, Finance and Audit, Government Affairs, General Manager Performance Review, Conjunctive Use Planning, Water Banking and Transfer, Master Plan and Personnel Benefits; and

Whereas, Mr. Gayle championed the District's Sustainability Policy and Asset Management Plans establishing long-term visioning as a guiding principle for all operations and business decisions of the District; and

Whereas, Mr. Gayle seldom missed a McClellan RAB meeting where he interacted with the public and assisted staff; and

Whereas, by his service and dedication toward improving Sacramento Suburban Water District and the services it provides to the public, Mr. Gayle has earned the respect and admiration of community leaders, other elected officials, customers, service providers within the water industry, his fellow board members and the staff of the District.

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

The Board of Directors does hereby extend its deep and sincere appreciation to Frederick A. Gayle for his leadership, commitment and extensive contributions to the District and for his dedicated and selfless public service.

The Board of Directors wishes Mr. Gayle and his family all the best for a healthy, happy and productive future, including continuing public service as a Director of the Sacramento Metropolitan Fire District.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on this 19th day of December 2016.

AYES:

NOES:

ABSENT:

By: _____

Kevin M. Thomas
President, Board of Directors
Sacramento Suburban Water District

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting thereof held on the 19th day of December 2016.

(SEAL)

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



Agenda Item: 12

Date: December 7, 2016

Subject: Well 32A Landscape Transition Project Update

Staff Contact: Greg Bundesen, Water Conservation Supervisor

Recommendation

Receive presentation from EcoLandscape California regarding the landscape Transition Project at Well 32A.

Discussion

In September 2016 Sacramento Suburban Water District (District) entered into an Agreement with Eco Landscape California (ELC) to transition the landscape of Well 32A (Eden/Root) from all turf to a Model Water Efficient Landscape Ordinance (MWELo) compliant Right as Rain River-Friendly Landscape demonstration garden (Project). Staff chose the Right as Rain California Native Landscape design because it incorporates all principles included in River-Friendly Landscaping while creating a miniature bio-diverse watershed.

A copy of the power point presentation will be made available to the Board of Directors and the public at the Regular Board Meeting on Monday, December 19, 2016. A dedication of the new landscaping was scheduled for December 14, 2016.



Agenda Item: 13

Date: December 6, 2016

Subject: Committee and Liaison Appointments for 2017

Staff Contact: Dan York, Assistant General Manager

Recommended Board Action:

The Board President makes appointments to Board standing and ad hoc committees and assigns Board member liaisons to outside organizations.

Discussion:

The Board President appoints Directors to various committees. Typically, there is an annual review of committee assignments.

Included with this report is the most recent list of the 2016 Committee and Liaison Assignments indicating the appointments for the past year (Exhibit 1). Staff is recommending that the Government Affairs Committee have no regularly assigned meeting time. That committee would be convened on an as needed basis.

Fiscal Impact:

Payment to Directors will be made in accordance to District policy. Total annual payments are expected to be within budgeted amounts.

Strategic Plan Alignment:

Leadership – 5.B. Engage with professional water industry groups (e.g. ACWA, AWWA, SAWWA) to enhance proficiency in technical and policy matters.

Representation at meetings can forward the District’s position and increase knowledge of other professional groups’ activities.

EXHIBIT 1

Sacramento Suburban Water District 2016 Committee and Liaison Assignments

Committees (date of last appointment)

Facilities and Operations Committee (12/21/15).....	Craig Locke, Chair
(Standing: no regularly assigned meeting time)	Neil Schild
.....	Staff Contact: Dan York
Finance and Audit Committee (12/21/15)	Kevin Thomas, Chair
(Standing: no regularly assigned meeting time)	Neil Schild
.....	Staff Contact: Dan Bills
Ad Hoc General Manager Performance Review Committee (12/21/15)....	Fred Gayle, Chair
(no regularly assigned meeting time)	Bob Wichert
2x2 Water Management Ad Hoc Committee (12/21/15)	Open, Chair
(no regularly assigned meeting time)	Open
.....	Open, Alternate
(Committee Chair: Open/Vice Chair: Open)	Staff Contact: Rob Roscoe
Ad Hoc Water Banking and Transfer Committee (12/21/15)	Bob Wichert, Chair
(no regularly assigned meeting time)	Neil Schild
.....	Staff Contact: Rob Roscoe
Government Affairs Committee (12/21/15)	Craig Locke, Chair
(no regularly assigned meeting time/quarterly)	Kevin Thomas
.....	Staff Contact: Rob Roscoe
Ad Hoc Water Right Review Committee (12/21/15)	Neil Schild, Chair
.....	Bob Wichert
.....	Staff Contact: Rob Roscoe

Liaison Assignments (date of last appointment)

ACWA/JPIA (12/21/15)	Director Position: Neil Schild
.....	Staff Position: Rob Roscoe
ACWA/JPIA Workers Compensation Committee (12/21/15)	Neil Schild
ACWA Federal Affairs Committee (12/21/15)	Neil Schild
ACWA General Election Voting Delegate (12/21/15).....	Neil Schild

ACWA Groundwater Committee (12/21/15) Craig Locke
..... Neil Schild
..... Kevin Thomas
..... Bob Wichert
..... Robert Roscoe

ACWA Local Government & Outreach Committees (12/21/15) Kevin Thomas

ACWA Water Management Committee (12/21/15)..... Fred Gayle
..... Craig Locke
..... Kevin Thomas
..... Robert Roscoe

California Special Districts Association (12/21/15) Fred Gayle
..... Craig Locke

CSDA Transparency and Formation Expert Feedback Teams (12/21/15). Fred Gayle

CSDA Fiscal and Education Committees (12/21/15)..... Fred Gayle

LAFCo Special District Advisory Committee (12/21/15)..... Fred Gayle
..... Kevin Thomas

Regional Water Authority (12/21/15)..... Kevin Thomas
..... Robert Roscoe
..... Neil Schild, Alternate
..... Bob Wichert, Alternate
..... Craig Locke, Alternate

Sacramento Groundwater Authority (12/21/15)..... Neil Schild, Board Rep.
..... Rob Roscoe, Staff Rep.
..... Kevin Thomas, Alternate
..... Bob Wichert, Alternate
..... Craig Locke, Alternate

Sacramento Water Forum Successor Effort (12/21/15)..... Staff Rep: Robert Roscoe
..... Neil Schild
..... Craig Locke, Alternate
..... Kevin Thomas, Alternate
..... Bob Wichert, Alternate



Agenda Item: 14

Date: December 6, 2016

Subject: General Manager's Out of State Travel Requests

Staff Contact: Dan York, Assistant General Manager

Recommended Board Action:

Approve the General Manager's out of state travel to attend the following conferences in 2017:

- Sacramento Metropolitan Chamber of Commerce's Capitol to Capitol trip
- American Water Works Association Annual Conference & Exposition

Discussion:

General Manager Robert Roscoe is considering attending the Sacramento Metropolitan Chamber of Commerce's Capitol to Capitol Conference in Washington, D.C., March 29, 2017 through April 3, 2017. Early registration for this conference is in January, 2017. In addition, he is considering attending the American Water Works Association Annual Conference & Exposition, June 11-14, 2017 in Philadelphia, PA.

Pursuant to the General Manager's current employment contract, Board approval is now required for out of state travel.

Fiscal Impact:

Within budgeted amounts for staff travel and conferences.

Strategic Plan Alignment:

Leadership – 5.A. Engage in legislative affairs on issues affecting the District.

Leadership – 5.B. Engage in a leadership role with professional water industry groups to enhance proficiency in technical and policy matters.

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

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



Agenda Item: 15

Date: December 8, 2016

Subject: Director Compensation and Travel Reimbursement Policy and Reporting

Staff Contact: Daniel A. Bills, Finance Director

Recommended Board Action:

As discussed at the November Board meeting, approve the Director Compensation and Expense Reimbursement Policy PL – BOD 003 (Exhibit 1) as attached.

Discussion:

As discussed in November, two primary changes were requested to be made by the Board to the Policy. The first change was to have Director meeting attendance and related compensation reported at Board meetings quarterly instead of monthly. Similarly, the second request was to have Director expenses also reported quarterly at Board meetings as opposed to monthly, but to also add to the quarterly report direct expenses paid on behalf of a Director by the District. Historically, only reimbursable expenses were reported. Directors may still turn in timesheets and reimbursement requests at anytime.

Finally, staff is recommending an update to the source document for Per Diem Rates. The IRS no longer promulgates these rates, the General Services Administration does (GSA). Other minor clean-up items are recommended in section 300.30 and 300.40.

Fiscal Impact:

None.

Strategic Plan Alignment:

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

Customer Benefit:

Comprehensive reporting in a single location of Director attendance at compensated meetings attended and total expenses, reimbursed and direct payments incurred by each Director per quarter and year-to-date.

Sacramento Suburban Water District

Directors' Compensation and Expense Reimbursement Policy

Adopted: July 21, 2003

Revised: May 15, 2006; May 19, 2008; May 17, 2010; June 20, 2011; July 15, 2013;
August 18, 2014; August 17, 2015; December XX, 2016**100.00 Purpose of the Policy**

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

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

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

200.20 Types of Service for Which Compensation Will Be Provided

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

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

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

300.00 Reimbursement of Directors' Expenses

300.10 Policy and General Rules

The District encourages Directors to attend conferences, seminars and other meetings that require their participation or provide an opportunity to be informed concerning matters of interest to the District. Each Director is entitled to reimbursement for the amount of the reasonable and prudent expenditures (i.e., registration fees, travel, meals, lodging, and other actual and necessary expenses) incurred in the performance of his or her official duties.— When a Director pre-pays expenses (e.g. registration, airfare, hotel), the Director may submit such items for expense reimbursement prior to the meeting occurrence as described in article 300.20.

A Director may use his or her personal funds for meeting registration. The District will reimburse the Director for the actual amount of the registration, if properly reported and documented in accordance with article 300.40. If requested, staff will register a Director for qualifying meetings as described in article 200.20.

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

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

300.20 Reimbursable Expenses

Directors' direct expenses for attendance at meetings and events authorized by this policy, including registration fees, reasonable travel, lodging, and meal costs, and other actual necessary expenses, will be paid by the District in accordance with the guidelines and per diem rates for an accountable expense reimbursement plan as defined in the United States Internal Revenue Service's Publication 463 ("Travel, Entertainment, Gift and Car Expenses") and GSA Per Diem Rates ~~Publication 1542~~ ("Per Diem Rates (For Travel Within the Continental United States") (collectively, the "IRS Publications"). A copy of the current IRS Publications can be obtained from the ~~Finance Director~~ District Treasurer.

The following expenses are authorized business-related expenditures:

- a. **Personal Vehicle Mileage.** A Director will be reimbursed for actual vehicle travel miles at the rate authorized under the IRS Publications for all meetings attended and services provided as defined in article 200.20, Director's Compensation, above. A Director will be considered to have accounted for personal vehicle expenses by indicating the actual miles traveled, the business purpose of the travel, and the date of travel on the approved District expense reimbursement form and submitted in accordance with article 300.40. The District will not reimburse Directors for any other personal vehicle expenses.
- b. **Hotel Expenses.** A Director will be reimbursed for reasonable lodging expenses incurred in accordance with this Policy when a Director attends conferences, seminars or meetings, if the Director stays at the hotel or other lodging listed in the event's registration materials at the group rate obtained for the event. If a Director travels on District business for which no hotel is designated or is unable to book lodging at a specified conference rate, he or she may either (a) be reimbursed at the per diem hotel rate provided in the IRS Publications for the city in which the hotel is located; or (b) use the Director's personal funds to pay for hotel charges, in which case the District will reimburse the Director for actual charges, but only up to three times the maximum per diem hotel rate provided for in the IRS Publications for the event location.
- c. **Meals.** A Director may be reimbursed for the cost of meals while attending authorized conferences, seminars or meetings away from the District based on the per meal rate provided for in the IRS Publications. A Director may either (a) report meals at the ~~IRS-GSA~~ per diem rate or (b) use the Director's personal funds to pay for meals, in which case the District will reimburse the Director for actual charges, but only up to three times the maximum per diem meal rates provided for in the IRS Publications. If a Director is not traveling for a full day, defined as from 12:01 a.m. to 12:00 Midnight, the per diem meal/incidental allowance will be prorated according to the actual hours of travel unless a Director uses his or her personal funds to pay for meals, in which case the District will reimburse the Director for actual charges for meals incurred while traveling, but only up to three times the maximum meal rate provided for in the IRS Publications. If the District pre-pays the cost of one or more meals with a meeting, function or conference registration, a Director must attend the prepaid meals. If a Director fails to attend a pre-paid meal, a Director may not submit a claim for reimbursement for an alternative meal taken in lieu of the pre-paid meal.
- d. **Incidental Allowance.** Tips for meals will be reimbursed up to a maximum of 15% of the cost of the reimbursable portion of any meal in accordance with the tip shown on the receipt attached to an expense reporting form.

The District will reimburse a Director for tips actually given to cabbies, baggage porters, bellhops and hotel housekeepers that are reasonable and customary for the area. A Director may be reimbursed for toll charges and parking fees up to the actual amount expended.

- e. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Director may use regularly-scheduled commercial carriers for travel. Consistent with scheduling needs and the most-direct route, a Director traveling by plane, train, rental vehicle, bus, or taxi will travel by the least-expensive fare actually available for the date and time of the travel. When possible, travel should be planned in advance to permit use of advance fares. Long-term parking must be used at airports for travel exceeding 24 hours. The District will reimburse the Director for the actual amount of the fare and related, necessary expenses (e.g., baggage fees), if properly reported in accordance with article 300.30.
- f. Telephone/Fax/Cellular/Internet. A Director will be reimbursed for actual telephone, fax and reasonable internet expenses incurred for District business. Telephone bills should identify which calls were made for District business. For cellular calls when the Director has a particular number of minutes included in the Director's plan, the Director can identify the percentage of calls made for District business.

300.30 Types of Expenses for Which Reimbursement Will Not be Provided

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

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

300.40 Expense Reporting Procedures

In order to be reimbursed for any expense authorized under this Policy, within 60 days of incurring the expense, a Director must fill out and sign a District-provided expense report form available from the ~~Finance Department~~ District Treasurer. The

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

- a. Personal Vehicle Mileage. To verify mileage, the General Manager or designee will document personal vehicle mileage, using tools such as Google or MapQuest or by using the District's Mileage Log (Form Fin 009), which will be attached to the Director's expense report.
- b. Lodging Expenses. If a Director wishes to be reimbursed for lodging expenses, he or she must attach to the expense report an itemized bill issued by the hotel ~~and a copy of the credit card receipt~~ or other proof of the Director's payment having sufficient detail of the expenses incurred. Except when attending a conference, seminar or other meeting and using the available group rate booked for the event, the District will reimburse a Director only for the actual amount of the hotel expenses incurred up to a maximum amount equal to three times the applicable per diem rate shown in the IRS Publications.
- c. Meal Expenses. If a Director wishes to be reimbursed for meal expenses at the IRS per diem rate, he or she may fill out the expense report form and claim the expense without further documentation. If a Director pays for meals with his or her own funds, he or she must attach to the expense report an itemized bill, ~~copy of a credit card receipt~~ or other proof of the Director's payment having sufficient detail of the expenses incurred.- In such cases, the District will reimburse a Director only for the actual amount of the meal expense incurred up to a maximum amount of three times the applicable per diem rate shown in the IRS Publications.
- d. Common Carrier Travel. A Director must attach to his or her expense report the fare, coupon, or itemized bill from a travel agency, airline, rental vehicle, bus or train showing the actual amount expended for such travel. A boarding pass, conference badge, business receipt from the destination or other documentation indicating the travel occurred must be attached to the Director's expense report.
- e. Incidental Expenses. Whenever possible, a Director should obtain a receipt for incidental expenses such as tolls and parking fees. For incidental

expenses where no receipt is available, such as tips and parking meter costs, a reimbursement request for such expenses may be claimed on the District approved expense report. Certification that such expenses were related to District business, reasonable, appropriate, and actually incurred by the Director is made when signing the District approved expense report form.

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

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

300.50 Disclosure

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

All expenses are subject to verification that they comply with this Policy. Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act, except that the District will ensure that no Director personal information, such as credit card numbers and home addresses, is provided to the public in the event of a request for such records.

300.60 Penalties

Government Code Section 53232.4 defines the penalties for falsifying or misusing public funds. The penalties include: (1) loss of the violator's reimbursement privileges; (2) restitution of misused District funds; (3) civil penalties of up to \$1,000 per day for each day of violation and three times the value of the public resources

misused; and (4) criminal prosecution and lifetime bar from holding public office. The Board will report any violation of this Policy to the appropriate authorities.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 16

Date: December 9, 2016

Subject: Parkland Estates Paving Partnership Agreement with the County of Sacramento

Staff Contact: Mitchell S. Dion, Technical Services Director

Recommended Board Action:

As recommended by the Facilities and Operations Committee authorize the General Manager, upon completion of legal counsel review, to execute a Paving Partnership Agreement for the Parkland Estates Main Replacement Project Phase One.

Discussion:

The 2016 Parkland Estates Water Main Replacement Project is a main replacement project to be completed in two phases consisting of over 30,000 feet of new Rain lines, over 470 new meter installations and more than 50 fire hydrant upgrades and installations. The project area for both phases is shown on the attached map (see Exhibit 1).

The District has engaged in discussions with the County's Department of Transportation concerning the final paving solution for Phase One of the Parkland Estates Main Replacement Project. Phase one of the Parkland Estates only addresses the trench restoration and paving work to be completed within the Right of Way of Eastern Avenue from Marconi Avenue north to Chicken Ranch Slough, approximately 2,900 feet in length. The project site is shown in Exhibit 2. Pipeline replacement is currently under construction.

The District's trench restoration and final paving requirements of the Encroachment Permit is to place 6" of asphalt in what is known as a "T" trench, directly over the water line, measuring 4 feet wide. The District is also required to place a final paving solution known as a 2" grind and pave. This final solution consists of grinding the asphalt to a 2" depth for the entire width of the roadway lane, (12' to 14'), for the entire length of the newly installed waterline plus 15' at the beginning and end of the trench line.

The County intends to pave Eastern Avenue in 2017. This would create a five year pavement moratorium prohibiting any work within the Right of Way without incurring very expensive pavement restoration requirements, which prompted the pipeline replacement.

In lieu of working within a pavement moratorium area, the District initiated fast-tracking Parkland Estates Phase One work to be completed prior to the County issuing a contract to pave Eastern Avenue. Furthermore, the District proposed to the County to complete Phase One work with only minimal trench restoration work and eliminate the final full width lane paving, creating a temporary trench cap to be followed with additional work in 2017 by the County's paving project. The District would be responsible for the maintenance of the temporary trench cap until the County begins work on the paving contract. This is expected to be six months, but shall not exceed one year.

This would be known as the Parkland Estates Phase One Paving Partnership. The partnership would allow the District to place 6" of pavement in the 36" wide trench cut, rather than completing a full trench restoration and full width traffic lane paving as required by the Encroachment Permit as if there were no paving partnership. Under the agreement the County would relieve the District's obligation to perform a 2" grind and pave and reduce the trench cap width from 4' to 3'.

There is a favorable difference in the manner the trench restoration asphalt is placed between the Encroachment Permit requirements without a paving partnership in place and one with a paving partnership in place. The total cost to the District for the trench restoration and paving without a paving partnership in place is \$194,527.80, derived from adding line items 30 and 31. (See Exhibit 3 Bid Schedule)

Placing a trench cap with a paving partnership requires the Contractor to place a 6" asphalt cap 36" wide over the installed pipe at time of pipe installation. However, the cost of the 2" temporary asphalt cap is currently recognized in the bid schedule under line item 8 and 9 as part of the scope of work pertaining to the pipe installation under these bid items. An additional 4" of asphalt is required to be placed to meet the 6" pavement depth requirement of the paving partnership. The cost to place the additional 4" of asphalt is captured in bid item 34 (3' wide x 3000 lineal feet @ \$6.41/sf) \$57,690.00. To correctly identify the cost available to the County for the paving partnership, funds from line 34 are deducted from line item 30 (\$99,374.40), for a total of **\$41,684.00**. ($\$99,374.40 - 57,690.00 = \$41,684.00$)

The District also calculates soft costs that would incur if no paving partnership existed. The soft costs include in-house project management and inspection, County Inspection services, and transfer of liability. The transfer of liability eliminates any District risk associated with the placement or maintenance of the asphalt final paving. The District retains the responsibility for a one year warranty on all work performed under our contract within the County Right of Way excluding the placement of asphalt. Costs are shown below:

In-house project management / inspection.	20 hrs. @ \$ 77.00/hr.	\$ 1,540.00
County Inspection services	40 hrs. @ \$140.00/hr.	\$ 5,600.00
Transfer of liability	10% of contract*	<u>\$14,400.00</u>
	TOTAL	\$21,540.00

* Excludes soft costs

The County will complete the final pavement placement with their project in 2017. The District will provide funds identified for trench restoration and paving in the Bid Schedule line items 30 & 31, “6” trench cap, 2 grind and pave”, with a deduct for additional pavement noted in line item 34, “4 inch trench cap”, plus soft costs. The District will provide these funds to the County for use on their Eastern Avenue paving project in exchange for a Paving Partnership with an alternate trench cap.

Similar to past projects, the District has partnered with the County providing funds committed in trench and paving restoration tasks as shown in various past project bid schedules. Under this type of an agreement, the funds designated for trench and street restoration within the County Right of Way are provided to the County for their pavement project.

Based on the bid schedule for the Parkland Estates Main Replacement Project, the funds available for use by the County is \$158,377.80, as shown below.

Bid Schedule Item	District Paving Funds Available
#30 6” Trench Cap	\$ 99,374.40
#34 4” Additional Trench Cap (deduct)	-\$ 57,690.00
#31 2” Grind and Pave	\$ 95,153.40
Soft Costs (Project Management)	\$ 21,540.00
Total	\$158,377.80

The Parkland Estates Phase One Project was bid with the assumption there would be no paving partnership. Therefore, all costs to meet the County’s Encroachment Permit requirements are contained in the main replacement budget.

As indicated the available funding for the 2016 Parkland Estates Phase One Project’s paving is **\$158,377.80**. The District is also responsible for “soft” costs during paving operations associated. The paving partnership transfers these costs, such as, County Inspection, Project Management, liability and liability transfer from the District to the County. Based on previous experience with past main replacement projects these costs represent approximately 10% or more of the paving costs.

The County has informed the District that they will not have a final Paving Partnership Agreement ready for signature until early spring 2017. The County has requested a budget number from SSWD identifying the available funds the District can contribute so they can plan their budgets and obtain approvals. This is not an unusual request and has been honored in the past.

A draft agreement will be prepared and presented to the County Board of Supervisors for approval prior to sending it to the District. Therefore, it is recommended the Board authorize the General Manager, after our legal counsel has reviewed the contract, to execute a Paving Partnership Agreement with the County, not to exceed District contribution amount of **\$168,377.00**. The contribution amount includes a small contingency (\$10,000 for District use) over the amount to allow for some negotiating flexibility with the County of Sacramento and

possible legal fees. A copy of the Board approved Drayton Heights Paving Partnership (Attachment 1) is provided as an example of a similar paving partnership.

Fiscal Impact:

There is no additional financial impact to the District due to the fact that the amount that would have been spent on final paving will remain the same.

Strategic Plan Alignment:

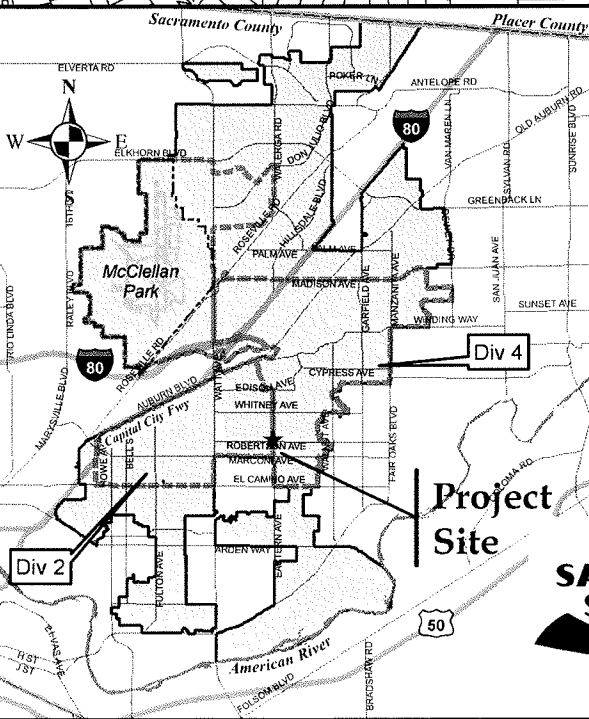
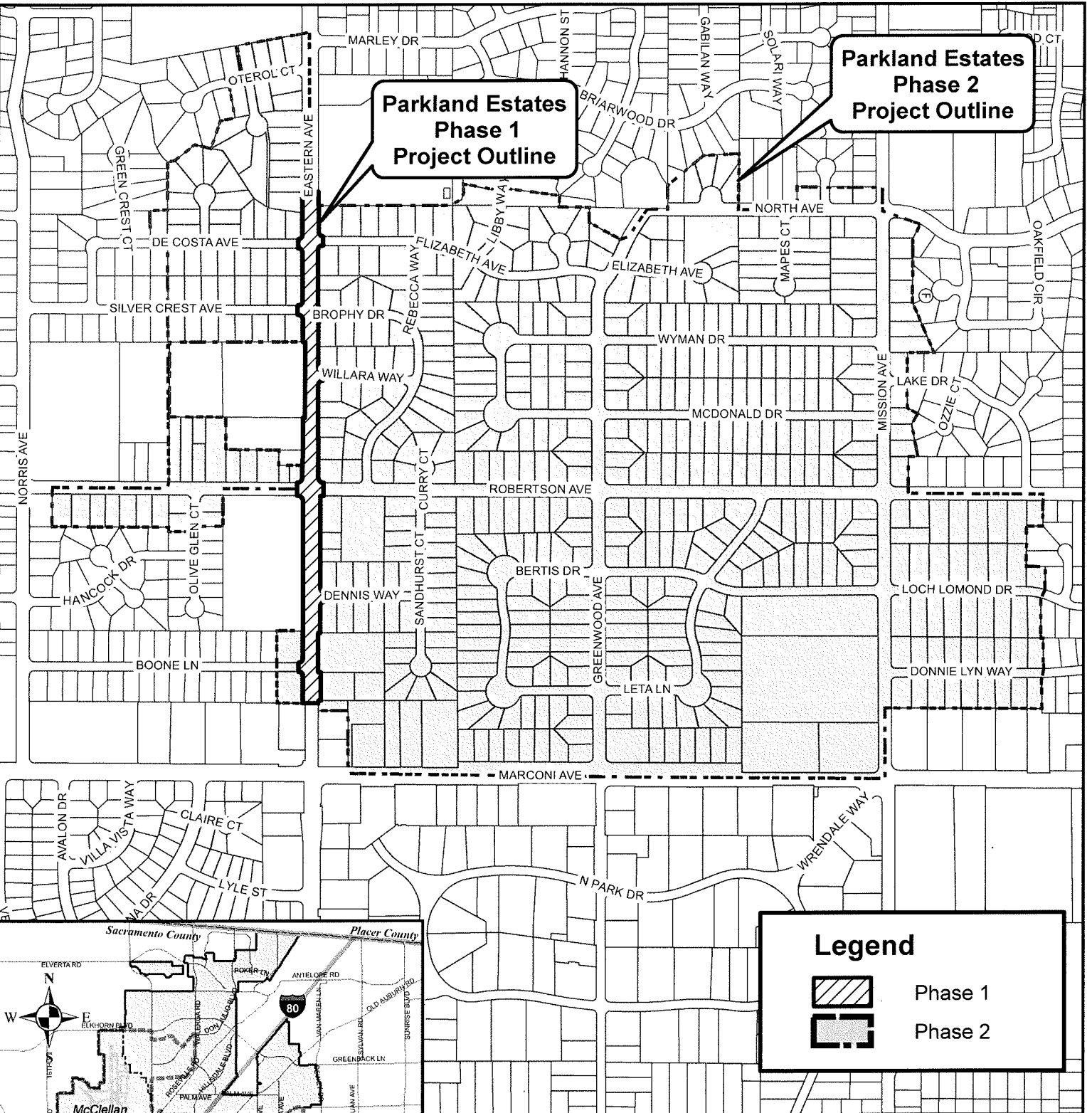
Facilities and Operations – 2.B. Monitor and improve the District’s efficiencies in operating and maintaining system infrastructure.

Facilities and Operations – 2.D. Implement protective, preventative and predictive maintenance programs on all District assets to extend their life and reduce service interruptions.



Customer Service – 3.D. Provide effective customer and community relations by communicating, educating, and providing information on the District and drinking water issues.

The upgrade of the existing water mains, hydrant and water services with new facilities will extend the life and reduce future maintenance of the distribution system. As part of the main replacement program, the District will upgrade and relocate existing water mains to the public right-of-ways, install new fire hydrants and water services with meters.

This agreement will also benefit the District’s customers as the paving overlay project will add completeness and visually pleasing aspect to the main replacement projects with new street surfaces over the entire project sites.



Legend

-  Phase 1
-  Phase 2

NO SCALE Portion of Sacramento Suburban Water District

EXHIBIT 1

NOT FOR RECORDING

**Parkland Estates
Phase 1 & 2
Project Outlines**

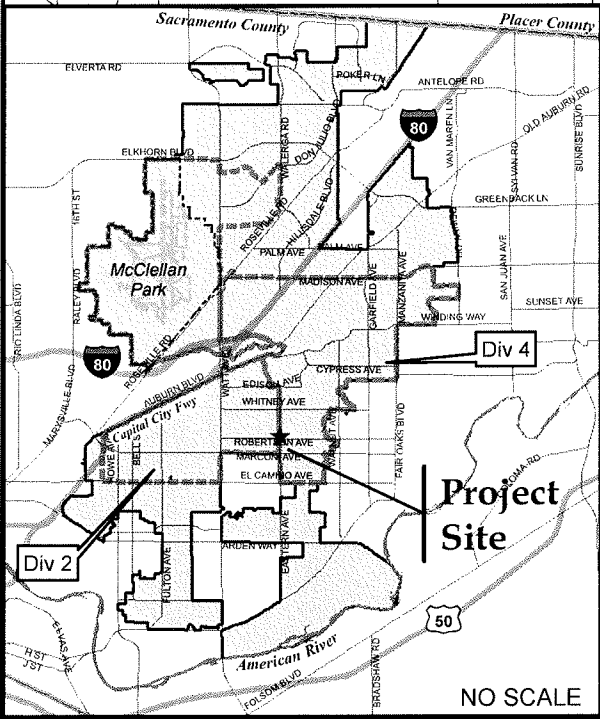
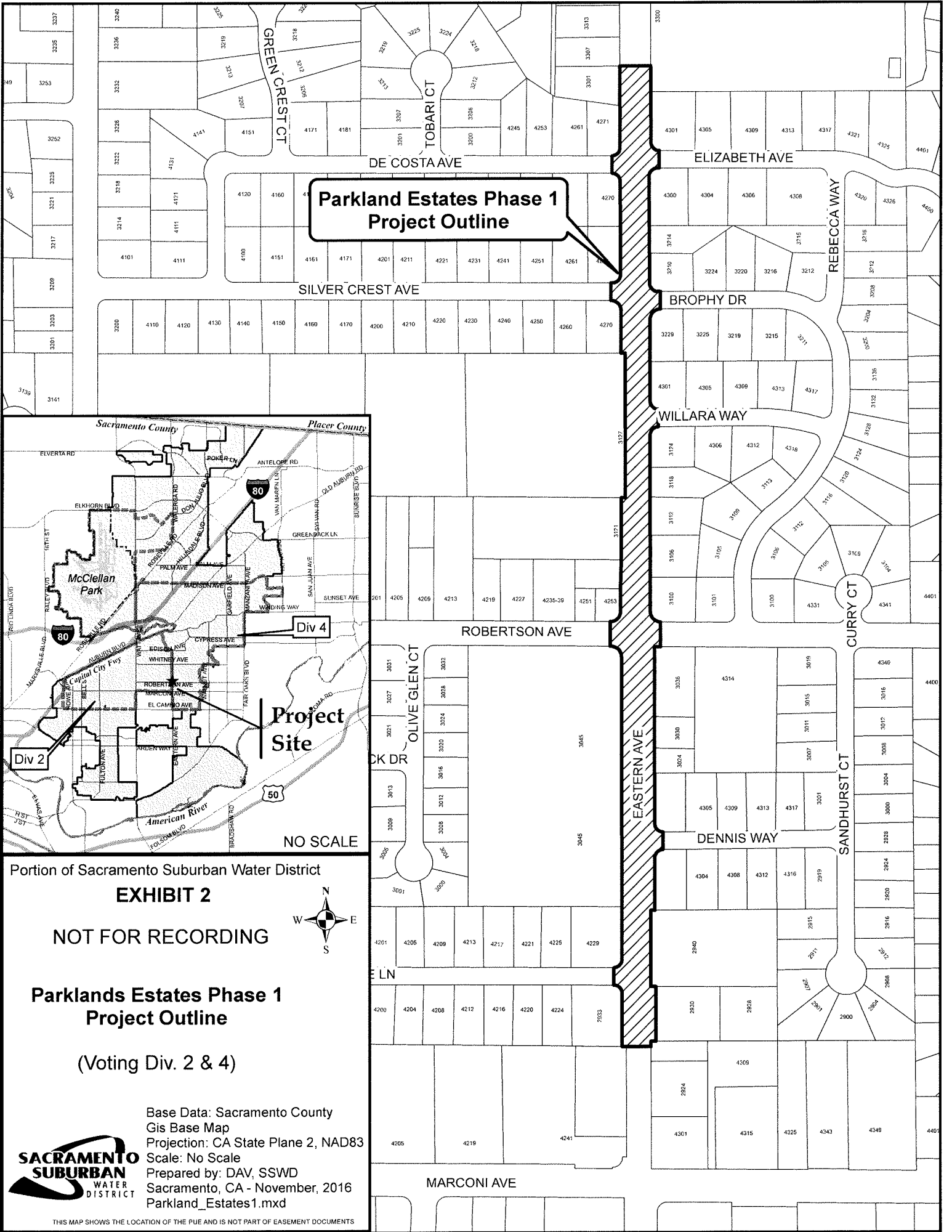
(Voting Div. 2 & 4)

Base Data: Sacramento County
 Gis Base Map
 Projection: CA State Plane 2, NAD83
 Scale: No Scale
 Prepared by: DAV, SSWD
 Sacramento, CA - November, 2016
 Parkland_Estates.mxd



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

**Parkland Estates Phase 1
Project Outline**



Portion of Sacramento Suburban Water District


EXHIBIT 2

NOT FOR RECORDING

**Parklands Estates Phase 1
Project Outline**

(Voting Div. 2 & 4)

Base Data: Sacramento County
Gis Base Map
Projection: CA State Plane 2, NAD83
Scale: No Scale
Prepared by: DAV, SSWD
Sacramento, CA - November, 2016
Parkland_Estates1.mxd



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

EXHIBIT 3

Y:\BIDDING PROJECTS 16\MR\16-MR-040 SSWD Parkland Estates\Revised Parkland Estates Phase I Estimated Bid Quantities - BLANK 10.20.16.xlsx

1.3 Bid Schedule

2016 PARKLAND ESTATES WATERLINE REPLACEMENT PROJECT PHASE 1					
BID SCHEDULE					
NO.	Item	ESTIMATE QUANTITY	UNIT	UNIT PRICE	CONTRACT TOTAL
1	Mobilization/Demobilization	1	LS	\$13,820.00	\$13,820.00
2	Administration, including SB854, Staking, As Builts	1	LS	\$18,750.00	\$18,750.00
3	Traffic Control	1	LS	\$39,770.00	\$39,770.00
4	Storm Water Pollution Prevention Compliance	1	LS	\$9,400.00	\$9,400.00
5	Demolition & Abandonment	1	LS	\$6,250.00	\$6,250.00
6	Potholing (Minor Roads)	20	EA	\$260.00	\$5,200.00
7	Potholing (Major Roads)	100	EA	\$345.00	\$34,500.00
8	8" DIP Installation (Major Roads)	328	LF	\$120.00	\$39,360.00
9	12" DIP Installation (Major Roads)	2,671	LF	\$89.00	\$237,719.00
10	Deepend Trenches (LF/0.5 FT)	2,412	FT/ 0.5 FT	\$6.50	\$15,678.00
11	4" Gate Valve	1	EA	\$580.00	\$580.00
12	8" Gate Valve	7	EA	\$620.00	\$4,340.00
13	10" Gate Valve	1	EA	\$635.00	\$635.00
14	12" Butterfly Valve	16	EA	\$650.00	\$10,400.00
15	New/Replace Fire Hydrant Assembly	10	EA	\$4,800.00	\$48,000.00
16	2" (temporary) blow-off	10	EA	\$750.00	\$7,500.00
17	8" Tie-In (Major Roads)	1	EA	\$10,340.00	\$10,340.00
18	10" Tie-In (Major Roads)	1	EA	\$9,120.00	\$9,120.00
19	12" Tie-In (Major Roads)	1	EA	\$9,720.00	\$9,720.00
20	8" Straight Pipe or Cap (Major Roads)	1	EA	\$5,360.00	\$5,360.00
21	6" Utility Conflict (2 Fittings)	5	EA	\$1,660.00	\$8,300.00
22	8" Deflection (1 Fitting)	1	EA	\$830.00	\$830.00
23	8" Utility Conflict (2 Fittings)	9	EA	\$1,660.00	\$14,940.00
24	12" Deflection (1 Fitting)	7	EA	\$830.00	\$5,810.00
25	12" Utility Conflict (2 Fittings)	31	EA	\$1,660.00	\$51,460.00
26	Minor Concrete & Asphalt Repair	100	SF	\$40.00	\$4,000.00
27	Flush, Pressure Test & Disinfect	1	LS	\$9,000.00	\$9,000.00
28	Replace Traffic Loop	4	LS	\$2,000.00	\$8,000.00
29	Control Density Backfill	30	LF	\$54.00	\$1,620.00
30	6" Trench Cap - Major Roads (Night & Day) 4' x 3,015'	12,060	SF	\$8.24	\$99,374.40
31	2" Grind & Overlay	36,180 ✓	SF	\$2.63	\$95,153.40
32	4" Metered Pipe Installation (Major Roads)	20	LF	\$107.00	\$2,140.00
33	Raise Valve Box (Temporary)	28	EA	\$100.00	\$2,800.00
Total Base Bid:					\$829,869.80
OPTIONAL BID ITEMS:					
Note: The Contractor is made aware that these optional bid items may not be used and therefore there may ultimately be no payment for these items.					
NO.	Item	ESTIMATE QUANTITY	UNIT	UNIT PRICE	CONTRACT TOTAL
34	(Optional) 4" Temporary Additional Trench Cap	12,060	SF	\$6.41	\$77,304.60
35	(Optional) 3 Man Crew Utility Work - Day	20	HR	\$340.00	\$6,800.00
36	(Optional) 3 Man Crew Utility Work - Night	20	HR	\$450.00	\$9,000.00
37	(Optional) Asphalt Work at Night	6	NIGHT	\$3,730.00	\$22,380.00
Total Optional Bid:					\$115,484.60
Project Total Bid (Total Base Bid + Total Optional Bid):					\$945,354.40

COUNTY OF SACRAMENTO
DEPARTMENT OF TRANSPORTATION

**AGREEMENT FOR
THE COST SHARE OF STREET AND TRENCH RESTORATION
WITH THE SACRAMENTO SUBURBAN WATER DISTRICT
(Drayton Heights)**

THIS AGREEMENT is made and entered into on _____, 2016, by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and the SACRAMENTO SUBURBAN WATER DISTRICT, a county water district created pursuant to California Water Code Sections 30000 et seq., hereinafter referred to as "WATER DISTRICT."

RECITALS

WHEREAS, WATER DISTRICT applied for, and COUNTY issued, encroachment permits to WATER DISTRICT to construct a water supply improvement project referred to as Drayton Heights located north of Cottage Way, east of Fulton Avenue, south of El Camino Avenue and west of Butano Drive (hereinafter "Improvement Projects") and said encroachment permits require that the pavement on the affected half of the roadway receive a slurry seal treatment by WATER DISTRICT; and

WHEREAS, during construction of WATER DISTRICT'S Improvement Projects, COUNTY has determined that it would be beneficial to apply an overlay of asphalt concrete to the entire roadway surface on streets within the project areas; and

WHEREAS, WATER DISTRICT is nearing completion of the Improvement Projects and COUNTY will be approving the work permitted under the encroachment permit, subject to the execution of this Agreement; and

WHEREAS, if WATER DISTRICT restores Improvement Projects trenches in accordance with encroachment permit requirements, WATER DISTRICT's effort and costs will be substantially lost when COUNTY thereafter grinds affected pavement preparatory to the overlay with asphalt concrete; and

WHEREAS, it is in the best interests of the public and both COUNTY and WATER DISTRICT to consolidate the Improvement Projects trench restoration with the overlay of asphalt concrete to lessen inconvenience to the public and save both effort and cost; and

WHEREAS, State of California Streets and Highways Code sections 943 and 1462 provide authority for COUNTY to enter into this Agreement for the purposes stated herein; and

WHEREAS, COUNTY and WATER DISTRICT desire to enter into this Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, COUNTY and WATER DISTRICT agree as follows:

1. **TERM**

This Agreement shall be effective and commence as of the date first written above and shall remain in effect until December 31, 2017.

2. **NOTICE**

Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

To COUNTY:

Attn: Hardeep Sidhu, Project Manager
Department of Transportation
County of Sacramento
4100 Traffic Way
Sacramento, CA 95827

To WATER DISTRICT:

Attn: John Valdez
Sacramento Suburban Water District
3701 Marconi Avenue, Suite 100
Sacramento, CA 95821-5346

Either party may change the address or addressee to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address and/or addressee to the other party, which shall be effective upon receipt.

3. **SCOPE OF AGREEMENT AND CONSIDERATION**

COUNTY issued Encroachment Permits No. ENUC2015-00350 to WATER DISTRICT for construction of WATER DISTRICT'S Drayton Heights Waterline Replacement Project Phase 2, specifically, for those streets identified in the map attached hereto as Exhibit A and incorporated herein by this reference. Under said encroachment permits, WATER DISTRICT was required to restore trenches in accordance with "Standard Requirements for Encroachment Projects – Attachment A," a copy of which is attached hereto as Exhibit B and incorporated herein as reference. During construction of WATER DISTRICT'S Improvement Projects, COUNTY determined those streets identified in Exhibit A are in need of repair with an overlay of asphalt concrete.

- A. WATER DISTRICT is completing its Improvement Project and in lieu of trench restoration in accordance with Exhibit B and partial slurry seal in accordance with encroachment permit requirements, WATER DISTRICT has, at the direction of COUNTY, installed 3 inches of temporary asphalt concrete.
- B. COUNTY shall not require WATER DISTRICT to restore trenches or slurry seal streets subject to this Agreement and shall not hold WATER DISTRICT liable for trench restoration warranty.
- C. WATER DISTRICT shall pay COUNTY the sum of \$423,896 to fund a portion of the estimated \$1,305,000 cost for trench restoration and overlay with asphalt concrete. WATER DISTRICT shall make such payment to COUNTY within THIRTY (30) days after execution of this Agreement. The foregoing sum shall represent the WATER DISTRICT's sole and full liability of the costs for trench restoration and overlay of the identified streets with asphalt concrete, and COUNTY shall be solely liable for any additional costs incurred to perform the work under this Agreement.
- D. COUNTY shall utilize the \$423,896 payment from WATER DISTRICT solely toward construction costs for the trench restoration and asphalt concrete overlay of streets

identified in Exhibit A. COUNTY shall complete the construction of this work by no later than the expiration of the term set forth in Section 1 of this Agreement.

- E. COUNTY shall perform all trench restoration and asphalt concrete overlay work provided in this Agreement in accordance with applicable, federal, state and local laws, regulations and ordinances, and in a good and workman-like manner.

4. **GOVERNING LAWS AND JURISDICTION**

This Agreement shall be deemed to have been executed and to be performed within the State of California and shall be construed and governed by the internal laws of the State of California. Any legal proceedings arising out of or relating to this Agreement shall be brought in Sacramento County, California.

5. **INDEMNIFICATION**

- A. WATER DISTRICT shall defend, indemnify and hold harmless COUNTY, its Board of Supervisors, officers, directors, agents, employees and volunteers from and against all demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of WATER DISTRICT's obligations under this Agreement, caused in whole or in part by the negligent or intentional acts or omissions of WATER DISTRICT'S officers, directors, agents, employees, contractors, or subcontractors.
- B. COUNTY shall defend, indemnify, and hold harmless WATER DISTRICT, its officers, directors, agents, employees, and subcontractors from and against all demands, claims, actions, liabilities, losses, damages and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of COUNTY's obligations under this Agreement, caused in whole or in part by the negligent or intentional acts or omissions of COUNTY'S Board of Supervisors, officers, directors, agents, employees, contractors, or subcontractors.
- C. It is the intention of COUNTY and WATER DISTRICT that the provisions of this paragraph be interpreted to impose on each party responsibility to the other for the acts and omissions of their respective officers, directors, agents, employees, COUNTY'S Board of Supervisors, and each party's contractors and subcontractors. It is also the intention of COUNTY and WATER DISTRICT that, where comparative fault is determined to have been contributory, principles of comparative fault will be followed and each party shall bear the proportionate cost of any damage attributable to the fault of that party, its officers, directors, agents, employees, volunteers, COUNTY'S Board of Supervisors and the party's contractors and subcontractors.
- D. The provisions of this indemnity shall survive the expiration or termination of the Agreement.

6. **INSURANCE**

Each party, at its sole cost and expense, shall carry insurance, or self-insure, its activities in connection with this Agreement, and obtain, keep in force and maintain, insurance or equivalent programs of self-insurance, for general liability, workers compensation, and business automobile liability adequate to cover its potential liabilities hereunder. Each party agrees to provide the other thirty (30) days' advance written

notice of any cancellation, termination or lapse of any of the insurance or self-insurance coverages.

7. **AMENDMENT AND WAIVER**

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon COUNTY unless agreed in writing by COUNTY'S Director and counsel for COUNTY. No interpretation of any provision of this Agreement shall be binding upon WATER DISTRICT unless agreed in writing by WATER DISTRICT's General Manager and legal counsel.

8. **SUCCESSORS**

This Agreement shall bind the successors of COUNTY and WATER DISTRICT in the same manner as if they were expressly named.

9. **TIME**

Time is of the essence of this Agreement.

10. **INTERPRETATION**

This Agreement shall be deemed to have been prepared equally by both of the parties, and the Agreement and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

11. **DIRECTOR**

As used in this Agreement, "Director" shall mean the Director of the COUNTY'S Department of Transportation, or his/her designee.

12. **DISPUTES**

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between themselves. If the dispute cannot be resolved within fifteen (15) calendar days of initiating such negotiations or such other time period as may be mutually agreed to by the parties in writing, either party may pursue its available legal and equitable remedies, pursuant to the laws of the State of California. Nothing in this Agreement or provision shall constitute a waiver of any of the government claim filing requirements set forth in Title 1, Division 3.6, of the California Government Code or as otherwise set forth in local, state and federal law.

13. **TERMINATION**

- A. The parties may terminate this Agreement by mutual written consent.
- B. Either party may terminate this Agreement for cause upon giving written notice to the other party stating the cause and giving a reasonable period to correct the failure, which period shall be stated in the notice.
- C. Upon termination of this Agreement under either A or B, above, WATER DISTRICT shall restore trenches as required under the encroachment permit for the Improvement Project and applicable County ordinances and the COUNTY shall refund to the WATER DISTRICT any monies paid by the WATER

DISTRICT to the COUNTY which have not been expended by the COUNTY to accomplish work as required pursuant to this Agreement. Remittance of the refund shall be made within sixty (60) days of the termination of this Agreement.

14. PRIOR AGREEMENTS

This Agreement constitutes the entire contract between COUNTY and WATER DISTRICT regarding the subject matter of this Agreement. Any prior agreements, whether oral or written, between COUNTY and WATER DISTRICT regarding the subject matter of this Agreement are hereby terminated effective immediately upon full execution of this Agreement.

15. SEVERABILITY

If any term or condition of this Agreement or the application thereof to any person(s) or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Agreement are declared severable.

16. FORCE MAJEURE

Neither WATER DISTRICT nor COUNTY shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism, or other disasters, whether or not similar to the foregoing, and acts or omissions or failure to cooperate of the other party or third parties (except as otherwise specifically provided herein).

17. SURVIVAL OF TERMS

The parties' performance of this Agreement is subject to all of the terms and conditions set forth herein, notwithstanding the expiration of the initial term of this Agreement or any extension thereof. Further, the terms and conditions contained in this Agreement that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Agreement shall so survive.

18. AUTHORITY TO EXECUTE

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement for or on behalf of the parties to this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized.

19. COUNTERPARTS

This Agreement may be executed in counterparts. The Agreement shall be deemed executed when it has been signed by both parties.

(SIGNATURE PAGE FOLLOWS)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

COUNTY OF SACRAMENTO

SACRAMENTO SUBURBAN WATER DISTRICT

By: _____
Michael J. Penrose, Director
Department of Transportation

By: _____
Robert S. Roscoe
General Manager

Date: _____

Date: _____

Agreement approved by the Board of Supervisors with authority delegated to the Director to sign:

Agenda Date: _____

Item Number: _____

Resolution Number: _____

Reviewed and Approved by County Counsel

By: _____
William Burke, Deputy County Counsel

Date: _____

Prepared by: _____
Chalon Rogers, Senior Contract Services Officer
Contract & Purchasing Services Division
Department of General Services
Phone: (916) 876-6287

Z:\Contract Services (CSS)\Agreements\Sacramento Suburban Water District\70720 Drayton Heights\70720 SSWD Agreement DRAFT.doc



Agenda Item: 17

Date: December 7, 2016

Subject: State Water Resources Control Board Draft Executive Order Implementation Proposal

Staff Contact: Greg Bundesen, Water Conservation Supervisor

Discussion

On November 30, 2016 the State Water Resources Control Board (SWRCB) released the draft of their proposal (Proposal) for implementing the Governor's Executive Order B-37-16 (EO) (Exhibit 1). Issued on May 9, 2016, EO B-37-16 called on the state's EO Agencies (SWRCB, California Department of Water Resources (DWR), the California Public Utilities Commission (PUC), the California Department of Food and Agriculture (DFA), and the California Energy Commission (CEC)) to develop a strategy that would make conservation a way of life in California. The elements of the EO include using water more wisely, eliminating water waste, strengthening local drought resilience, and improving agricultural water use efficiency and drought planning. The following is a summary of the draft proposal's key elements and their implementation schedule (due to the size of the Proposal, a copy was not provided as part of this report. The Proposal can be made available upon request).

EO Provisions

There are three provisions to the EO each with their own objectives (10 objectives in total, 9 that will affect the District):

1. Use Water Wisely
 1. Build on EO B-29-15 and lessons learned in 2016;
 2. Create customized water use targets; and,
 3. Require monthly reporting.
2. Eliminate Water Waste
 4. Prohibit practices that waste water;
 5. Direct actions that minimize system leaks;
 6. Accelerate data collection, improve system management and prioritize capital improvement projects; and,
 7. Certification by the California Energy Commission for water loss and conservation projects which will increase energy efficiency.
3. Improve Local Drought Resilience
 8. Strengthen Water Shortage Contingency Planning (WSCP);

9. Update WSCPs; and,
10. Provide assistance to small water agencies (not applicable to the District).

EO Provision 1, Objective 1: Build off of EO B-29-15 and Lessons Learned in 2016

Objective 1 called for the State Water Resources Control Board (SWRCB) to build on EO B-29-15 and the lessons learned in 2016. The SWRCB responded by creating a certification process allowing water utilities to demonstrate that they could meet 100% of customer demand for the next three years if the next three years mimicked the past three drought years. If a water agency could meet those requirements, they could self-certify their own water conservation standard. The District was able to demonstrate three years of adequate water supply to meet the self-certification water conservation standard of zero. Also, The SWRCB has been requiring monthly reporting since EO B-29-15 was declared in 2015. The District has been reporting its monthly production totals, its water conservation program activities, and any enforcement actions that the District has taken against customers who have been found to be in violation of the District's water use prohibitions.

EO Provision 1, Objective 2: Create Customized Water Use Targets

There are six elements of EO Provision 1, Object 2:

1. Indoor Water Use Target
2. Outdoor Water Use Target
3. Commercial, Industrial, and Institutional (CII) Performance Measures
4. Water Loss Target
5. Reporting
6. Enforcement

These six elements will make up a water utility's unique water use target for 2025. Reporting will begin in 2019 and conclude with a compliance report in 2026. Enforcement measures may be taken beginning in 2026 based on the water utility's compliance report. The water use target is a type of water budget for each water agency that is based on a set of criteria developed through the Water Conservation Act of 2009. The annual water use targets will be calculated as a total number (not individual), and will be enforced as such. The following is a list of the criteria for each of the water use target types:

Indoor Water Use Target – The SWRCB has determined that 55 gallons per capita per day (GPCD) shall be used to set the indoor water use target for all water utilities. Using the census data outlined in the District's Urban Water Management Plan (UWMP), the District has a population of 173,380 and its annual indoor water use target would therefore be calculated as $173,380 \times 55 \times 365 = 3,481$ Millions Gallons (MG).

Outdoor Water Use Target – The outdoor water use target is set using the criteria from the Model Efficient Landscape Ordinance's (MWELO) Maximum Applied Water Allowance¹ (MAWA). MWELO was created in 2010 and updated in 2015. The SWRCB has determined that the

¹ MAWA Calculation = Landscape Area x ETo x 0.62 (conversion factor changing inches to gallons)

percent of evapotranspiration (ET_o) used in the MAWA calculation shall be based on the year the customer property was developed. The following is the ET_o requirements by year:

1. Land developed before 2010 = 80% of ET_o (Reference ET_o)²
2. Land Developed between 2010 and 2015 = 70% of ET_o
3. Land Developed after 2015 = 55% of ET_o

The SWRCB and DWR will be responsible for generating the calculation for the landscape area for the Proposal's water use target calculation. The SWRCB and DWR will create a pilot project and utilize satellite imagery to measure the landscape for several water agencies in the state during 2017/18 with the final measurements for each water utility being developed in 2019/20. During this time, DWR will also host several Landscape Commission meetings to discuss the terminology that will be used to create the outdoor water use targets such as irrigated landscape and irrigable landscape.

CII Water Use Target – The SWRCB has chosen to not establish CII water use targets as these customer classes vary widely throughout the state. Instead, performance measures have been established to show that each water utility is progressing toward CII water use efficiency and conservation programs. These performance measures are as follows:

1. Converting mixed use water meters to dedicated irrigation meters for CII landscapes above a yet to be determined size;
2. The classification of all CII accounts using the North American Industry Classification System (or another similar classification system selected by the EO Agencies)
3. Conducting water audits or requiring a Water Management Plan for CII accounts above a yet to be determined size, volume, or percentage threshold.

Water Loss Target – The Water Loss Target will be developed as part of implementation of SB 555. SB 555 calls on water utilities to perform and submit a validated American Water Works Association water loss audit each year beginning in 2017 for the previous year. The water loss target for the purposes of the Proposal will be developed out of the results of the SB 555 compliance reporting in 2019/20.

EO Provision 1, Objective 3: Monthly Reporting

Reporting – Reporting will begin in 2019 and shall consist of the calculation of progress towards meeting the standard based on prior year target developed using 2025 standards and production data, documentation of CII performance measures, and a description of refined actions taken by the water supplier to ensure compliance by 2025. Reports will be provided each year beginning in 2022 through 2025. In 2026, water suppliers will submit a concluding compliance report documenting their accomplishments and outcomes in complying with the 2025 water use targets.

Enforcement – Enforcement will consist of Information orders, Conservation orders, Cease and Desist orders, and Administrative civil liability penalties (fines, amount yet to be determined) for water utilities that do not comply with the new standards-based water use targets. Water utilities

² Reference ET_o = amount of water needed to keep cool season turf grass healthy

can use discretionary enforcement actions of their choosing on individual accounts or users to ensure that their overall water use target is achieved.

EO Provision 2, Objective 4: Prohibit Practices that Waste Water

Beginning in 2016/17 the EO Agencies will begin gathering data and engaging stakeholders to develop an ongoing list of water use practices deemed to be regarded as wasteful. The final list is said to be in place by 2020, but will continue to be refined in the future. The current prohibited practices are:

1. Using a hose to wash a sidewalk and/or driveway;
2. Washing a car with a hose not fitted with a shutoff nozzle;
3. Using a fountain that does not have a recirculating system;
4. Irrigation that leads to excessive runoff or within 48 hours of measureable rain fall; and,
5. The irrigation of ornamental turf street medians.

These practices have been prohibited since the SWRCB passed its revision of its emergency regulations in May 2015. The District has updated its Regulation No. 15 to ensure compliance with the wasteful practices listed above and will continue to update Regulation No. 15 as needed to maintain compliance with any future actions the SWRCB prohibits that are not previously listed.

EO Provision 2, Objectives 5 & 6: Direct Actions that Minimize System Leaks and Accelerate data collection, Improve System Management, and Prioritize Capital Improvement Projects

Objective 5 (like the Water Loss Water Use Target) will build off of SB 555 and will be enforced as such. Objective 6 will also build off of SB 555, but will require the following from the EO Agencies:

DWR

1. Collect water loss data
2. Ensure data validity
3. Provide a certification avenue for water utility personnel to become Certified Data Validators
4. Create a method of submission for the water audit reports (probably via the UWMP)
5. Conduct audit reviews

SWRCB

1. Develop performance standards for water audits
2. Set rules for the Life Cycle cost accounting to evaluate the cost of meeting performance standards
3. Identify standards for water use targets

Water Utilities

1. Submit validated AWWA Water Loss Audit on an annual basis as outlined in SB 555.

EO Provision 2, Objective 7: California Energy Commission

The SWRCB has tasked the California Energy Commission to continue to implement appliance rebate programs to replace inefficient appliances, adopt emergency regulations establishing

standards to improve the efficiency of water appliances, implement Water Energy Technology (WET) program to deploy innovative water management technologies, and expedite applications or petitions for power plant certifications to secure alternate water supply necessary for continued power plant operation. These efforts will be conducted on several levels, as follows:

1. Utility Level
 - a. Improve system leak detection technology to discover leaks within the distribution/transmission system.
2. House Level
 - a. Develop and promote residential leak detection technology.
3. Appliance Level
 - a. Technology that will detect leaks at specific appliances (faucets, dishwashers, water heaters, etc.).

EO Provision 3, Objectives 8 and 9: Strengthen and Update Water Shortage Contingency Plans
Objectives 8 & 9 call for the reform of the WSCPs that water agencies submit with their UWMPs. Objective 8 outlines the intentions of strengthening the WSCPs as follows:

1. 5 year Drought Assessment
 - a. Water utilities will have to provide a 5 year drought assessment that uses projected water supplies and demand to determine if the utility will experience a shortage that will trigger their WSCP at any point within the 5 years.
2. Evaluation Criteria
 - a. Drought hydrology for the water utility's water supply
 - b. Projected effects to a utility's water supply from projected climate change
 - c. Plausible changes to or new regulations that may effect efficiency standards (EO Provision 1, Objective 2) and any plausible changes to a utility's supply or demand
 - d. Demand projections
3. Drought Risk Assessment
 - a. Performed every 5 years to ensure a water utility is operating in the appropriate water conservation stage.

EO Objective 9 calls for the EO Agencies to create a set of criteria for requiring an update to all urban water utility's WSCP. Those updates include:

1. Annual Water Budget forecasts procedures
 - a. Explain the process, data, and water year schedule for the creation of the water use target budgets.
2. Annual assessment methodology
 - a. Include forecast definitions for the current year and 1 additional year assuming a dry year triggers Shortage Response Actions (SRA).
3. Define a set of evaluation criterial used to conduct the water budget forecast
 - a. Current year unconstrained demand considering:

- i. Weather;
 - ii. Growth; and,
 - iii. Other influencing factors such as supply management policies.
 - b. Current year available supply considering:
 - i. Hydrology
 - ii. Regulatory conditions.
 - c. Existing infrastructure
 - i. Operating capacity
 - ii. Plausible constraints.
4. Shortage Levels
 - a. Define levels as follows:
 - i. Shortage Level 1: Up to 10%
 - ii. Shortage Level 2: Up to 20%
 - iii. Shortage Level 3: Up to 30%
 - iv. Shortage Level 4: Up to 40%
 - v. Shortage Level 5: Up to 50%
 - vi. Shortage Level 6: Greater than 50%
5. Shortage Response Actions
 - a. Define a set of appropriate responses for each shortage level listed above. Actions are not going to be assigned to each level and will be left to the regard of the water utilities.
6. Communications Plan
 - a. Include a plan to communicate any changes to a water utility's WSCP with customers.
7. Customer compliance and performance with SRAs
 - a. Outline water utility's enforcement measures to ensure customer compliance with SRAs.
 - b. Include a customer appeal process for customers to dispute a violation.
8. Implementation Authorities
 - a. Include information regarding the authority in which a water utility will take appropriate enforcement measures;
 - i. Ordinance
 - ii. Resolution
 - iii. Or other CWC 350
9. Financial Plan
 - a. Include a plan for revenue and expenditure variance management.
10. Monitoring and Reporting
 - a. Monitor and report customer compliance statistics as required.
11. Re-Evaluate/Improvement

- a. Identify procedures for monitoring and systematically evaluating the functionality of the WSCP to assure shortage risk tolerance is adequate.

EO Objective 9 also outlines the implementation requirements for the water utilities and enforcement mechanisms for the EO Agencies as follows:

1. Water Utilities
 - a. Conduct annual water budget forecast
 - b. Initiate Shortage Stage Level based on the results
2. DWR
 - a. Prepare compliance criteria for 5 year Drought Risk Assessment
 - b. Develop information submission tools (online database possibly) for water suppliers
 - c. Review and assess reporting information
 - d. Compliance and Enforcement
 - e. Technical and Financial Assistance

Staff will continue to follow and report on any activity regarding the Proposal. The District, as well as other water related entities (Association of California Water Agencies, Regional Water Authority, etc.) will be holding meetings to discuss the Proposal and generate comment letters regarding the Proposal's content and viability. Staff will provide copies of any letters of comment sent to the EO Agencies from the District or that the District has signed. A comment letter is expected to be issued and jointly signed by numerous water agencies the week of December 19, 2016.

**EXECUTIVE ORDER B-37-16
MAKING WATER CONSERVATION A CALIFORNIA WAY OF LIFE**

WHEREAS California has suffered through a severe multi-year drought that has threatened the water supplies of communities and residents, devastated agricultural production in many areas, and harmed fish, animals and their environmental habitats; and

WHEREAS Californians responded to the drought by conserving water at unprecedented levels, reducing water use in communities by 23.9% between June 2015 and March 2016 and saving enough water during this period to provide 6.5 million Californians with water for one year; and

WHEREAS severe drought conditions persist in many areas of the state despite recent winter precipitation, with limited drinking water supplies in some communities, diminished water for agricultural production and environmental habitat, and severely-depleted groundwater basins; and

WHEREAS drought conditions may persist in some parts of the state into 2017 and beyond, as warmer winter temperatures driven by climate change reduce water supply held in mountain snowpack and result in drier soil conditions; and

WHEREAS these ongoing drought conditions and our changing climate require California to move beyond temporary emergency drought measures and adopt permanent changes to use water more wisely and to prepare for more frequent and persistent periods of limited water supply; and

WHEREAS increasing long-term water conservation among Californians, improving water use efficiency within the state's communities and agricultural production, and strengthening local and regional drought planning are critical to California's resilience to drought and climate change; and

WHEREAS these activities are prioritized in the California Water Action Plan, which calls for concrete, measurable actions that "Make Conservation a California Way of Life" and "Manage and Prepare for Dry Periods" in order to improve use of water in our state.

NOW, THEREFORE, I, EDMUND G. BROWN JR., Governor of the State of California, in accordance with the authority vested in me by the Constitution and statutes of the State of California, in particular California Government Code sections 8567 and 8571, do hereby issue this Executive Order, effective immediately.

IT IS HEREBY ORDERED THAT:

The orders and provisions contained in my January 17, 2014 Emergency Proclamation, my April 25, 2014 Emergency Proclamation, Executive Orders B-26-14, B-28-14, B-29-15, and B-36-15 remain in full force and in effect except as modified herein.

State agencies shall update temporary emergency water restrictions and transition to permanent, long-term improvements in water use by taking the following actions.

USE WATER MORE WISELY

1. The State Water Resources Control Board (Water Board) shall, as soon as practicable, adjust emergency water conservation regulations through the end of January 2017 in recognition of the differing water supply conditions across the state. To prepare for the possibility of another dry winter, the Water Board shall also develop, by January 2017, a proposal to achieve a mandatory reduction in potable urban water usage that builds off of the mandatory 25% reduction called for in Executive Order B-29-15 and lessons learned through 2016.
2. The Department of Water Resources (Department) shall work with the Water Board to develop new water use targets as part of a permanent framework for urban water agencies. These new water use targets shall build upon the existing state law requirements that the state achieve a 20% reduction in urban water usage by 2020. (Senate Bill No. 7 (7th Extraordinary Session, 2009-2010).) These water use targets shall be customized to the unique conditions of each water agency, shall generate more statewide water conservation than existing requirements, and shall be based on strengthened standards for:
 - a. Indoor residential per capita water use;
 - b. Outdoor irrigation, in a manner that incorporates landscape area, local climate, and new satellite imagery data;
 - c. Commercial, industrial, and institutional water use; and
 - d. Water lost through leaks.

The Department and Water Board shall consult with urban water suppliers, local governments, environmental groups, and other partners to develop these water use targets and shall publicly issue a proposed draft framework by January 10, 2017.

3. The Department and the Water Board shall permanently require urban water suppliers to issue a monthly report on their water usage, amount of conservation achieved, and any enforcement efforts.

ELIMINATE WATER WASTE

4. The Water Board shall permanently prohibit practices that waste potable water, such as:
 - Hosing off sidewalks, driveways and other hardscapes;
 - Washing automobiles with hoses not equipped with a shut-off nozzle;
 - Using non-recirculated water in a fountain or other decorative water feature;
 - Watering lawns in a manner that causes runoff, or within 48 hours after measurable precipitation; and
 - Irrigating ornamental turf on public street medians.
5. The Water Board and the Department shall direct actions to minimize water system leaks that waste large amounts of water. The Water Board, after funding projects to address health and safety, shall use loans from the Drinking Water State Revolving Fund to prioritize local projects that reduce leaks and other water system losses.
6. The Water Board and the Department shall direct urban and agricultural water suppliers to accelerate their data collection, improve water system management, and prioritize capital projects to reduce water waste. The California Public Utilities Commission shall order investor-owned water utilities to accelerate work to minimize leaks.
7. The California Energy Commission shall certify innovative water conservation and water loss detection and control technologies that also increase energy efficiency.

STRENGTHEN LOCAL DROUGHT RESILIENCE

8. The Department shall strengthen requirements for urban Water Shortage Contingency Plans, which urban water agencies are required to maintain. These updated requirements shall include adequate actions to respond to droughts lasting at least five years, as well as more frequent and severe periods of drought. While remaining customized according to local conditions, the updated requirements shall also create common statewide standards so that these plans can be quickly utilized during this and any future droughts.
9. The Department shall consult with urban water suppliers, local governments, environmental groups, and other partners to update requirements for Water Shortage Contingency Plans. The updated draft requirements shall be publicly released by January 10, 2017.

10. For areas not covered by a Water Shortage Contingency Plan, the Department shall work with counties to facilitate improved drought planning for small water suppliers and rural communities.

IMPROVE AGRICULTURAL WATER USE EFFICIENCY AND DROUGHT PLANNING

11. The Department shall work with the California Department of Food and Agriculture to update existing requirements for Agricultural Water Management Plans to ensure that these plans identify and quantify measures to increase water efficiency in their service area and to adequately plan for periods of limited water supply.

12. The Department shall permanently require the completion of Agricultural Water Management Plans by water suppliers with over 10,000 irrigated acres of land.

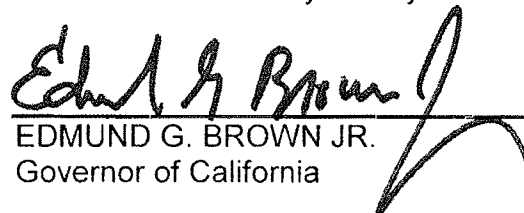
13. The Department, together with the California Department of Food and Agriculture, shall consult with agricultural water suppliers, local governments, agricultural producers, environmental groups, and other partners to update requirements for Agricultural Water Management Plans. The updated draft requirements shall be publicly released by January 10, 2017.

The Department, Water Board and California Public Utilities Commission shall develop methods to ensure compliance with the provisions of this Executive Order, including technical and financial assistance, agency oversight, and, if necessary, enforcement action by the Water Board to address non-compliant water suppliers.

This Executive Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

I FURTHER DIRECT that as soon as hereafter possible, this order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this order.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 9th day of May 2016.


EDMUND G. BROWN JR.
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State



Agenda Item: 18

Date: December 6, 2016

Subject: District Activity Report

Staff Contact: Dan York, Assistant General Manager

Described below are significant District Activities and milestones over the past month. The report is separated into the following sections: Water Operations and Exception Report, and Customer Service Report, and Community Outreach Report.

a. Water Operations And Exceptions Report

i. Monthly Water Production – Exhibit WO-1

This indicates the amount of water produced, both ground and surface water, in the District's North Service Area (McClellan Business Park, The Arbors at Antelope, and portions of North Highlands, Antelope, Carmichael, and Citrus Heights) and South Service Area (Portions of Arden Arcade, Carmichael, and City of Sacramento) for Calendar Year 2015 and 2016. The District continues to receive surface water supplies as the primary water source for the North Service Area. Testing with the City of Sacramento is now complete and the South Service Area has been returned to groundwater as its primary source.

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 continues to take surface water deliveries from the North Service Area.

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 November 2016, the total volume of water flushed was 0.519 MG or

0.10% of the total water produced for the month. Of the 0.519 MG discharged, 0.051 MG or 9.8% was reused through land application.

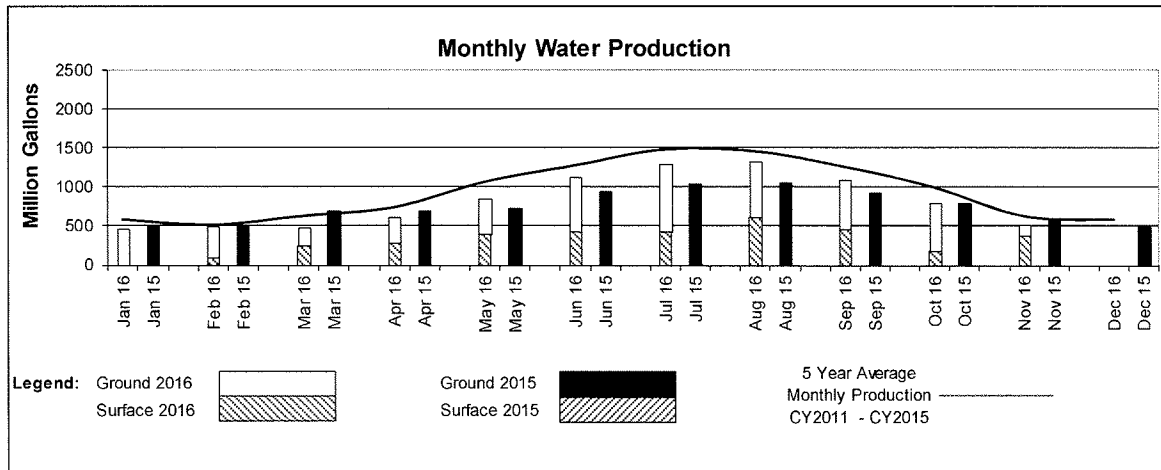
vi. Exception Report for November

No report.

Monthly Water Production 2016

Exhibit WO-1

Month	North Service Area *			South Service Area **			Total North & South Service Areas (MG)	Average MG/Day	% Of Total Year to Date Production
	Surface (MG)‡	Ground (MG)	Sub Total (MG)	Surface (MG)	Ground (MG)	Sub Total (MG)			
Jan	0.000	283.684	283.684	0.000	182.615	182.615	466.299	15.042	5.139
Feb	97.179	200.496	297.675	0.000	194.894	194.894	492.569	16.985	5.428
Mar	244.176	42.663	286.839	0.000	192.734	192.734	479.573	15.470	5.285
Apr	278.717	81.561	360.278	0.000	258.657	258.657	618.935	20.631	6.821
May	406.766	77.756	484.522	0.000	369.033	369.033	853.555	27.534	9.406
Jun	429.012	203.588	632.600	0.000	499.511	499.511	1,132.111	37.737	12.476
July	432.815	303.528	736.343	0.000	558.374	558.374	1,294.717	41.765	14.268
Aug	609.658	105.222	714.880	1.321	609.991	611.312	1,326.192	42.780	14.615
Sep	470.076	132.325	602.401	0.000	491.019	491.019	1,093.420	36.447	12.050
Oct	143.770	315.482	459.252	41.146	301.798	342.944	802.196	25.877	8.840
Nov	289.731	8.776	298.507	95.432	120.624	216.056	514.563	17.152	5.671
Dec									
MG	3401.900	1755.081	5,156.981	137.899	3779.250	3,917.149	9074.130	27.087	
AF	10,440.048	5,386.146	15,826.194	423.196	11,598.092	12,021.289	27,847.482		



* 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.

Note: Reported production values do not include water wheeled/sold to other purveyors.

Mo/Yr	Surface	Ground	Total	Difference
Jan 16	0.000	466.299	466.299	-45.265
Jan 15	0.000	511.564	511.564	
Feb 16	97.179	395.390	492.569	-8.416
Feb 15	0.000	500.985	500.985	
Mar 16	244.176	235.397	479.573	-212.648
Mar 15	0.000	692.221	692.221	
Apr 16	278.717	340.218	618.935	-83.470
Apr 15	0.000	702.405	702.405	
May 16	406.766	446.789	853.555	130.605
May 15	0.000	722.950	722.950	
Jun 16	429.012	703.099	1,132.111	182.300
Jun 15	5.200	944.611	949.811	
Jul 16	432.815	861.902	1,294.717	252.019
Jul 15	0.465	1,042.233	1,042.698	
Aug 16	610.979	715.213	1,326.192	268.871
Aug 15	0.000	1,057.321	1,057.321	
Sep 16	470.076	623.344	1,093.420	159.617
Sep 15	20.375	913.428	933.803	
Oct 16	184.916	617.280	802.196	13.311
Oct 15	0.000	788.885	788.885	
Nov 16	385.163	129.400	514.563	-56.844
Nov 15	0.000	571.407	571.407	
Dec 16				
Dec 15	0.047	487.323	487.370	

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	106.628	34.745	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
October	26.837	8.745	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
November	27.510	8.964	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
December														
YTD	162.454	52.936	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>November 2016</u>	<u>Monthly Average</u>	<u>CY 2016</u>
<u>Production Department</u>			
<u>Service Orders</u>			
Preventive Maintenance: Work Orders Completed	839	680	7483
Corrective Maintenance: Work Orders Completed	7	13	138
<u>Water Quality</u>			
Complaints	0	1	13
Inquiries	14	17	182
<u>Distribution Department</u>			
<u>Service Orders</u>			
Main Leaks	6	5	59
Service Line Leaks	2	6	70
Locate & Expose (L&E)	14	17	191
Determine Responsibility (DR)	50	54	596
Water Main Shutdown			
-- Emergency	2	2	26
-- Scheduled	1	1	12
<u>Preventive Maintenance Program</u>			
Fire Hydrants Inspected	3	23	251
Fire Hydrant Valves Inspected	1	22	247
Fire Hydrant Valves Exercised	1	20	225
Mainline Valves Inspected	2	80	880
Mainline Valves Exercised	1	64	705
<u>Underground Service Alert</u>			
Reviewed	1334	1778	19554
Marked	268	377	4145
<u>After Hours Activity (On-Call Technician)</u>			
Calls Received	47	64	709
Calls Responded	22	37	405
Average Call Time Hours	1.82	2	2
Overtime Hours	40	65	720
<u>Field Services Department</u>			
<u>Meters</u>			
Preventive Maintenance - Meters Tested	14	10	112
Preventive Maintenance - Meters Replaced	307	105	1153
Preventive Maintenance - Meter Re-Builds	14	22	240
<u>Customer Service</u>			
Shut Off (non-payment)	163	152	1670
Restore Service	123	146	1602
Customer Pressure Inquiries	11	13	139
<u>Field Operations Department</u>			
Service Requests Generated	1347	1351	14862
Work Orders Generated	792	1064	11708

Exhibit WO-4

Date: December 6, 2016

Subject: Claims Update

Staff Contact: Jim Arenz, Operations Manager

On December 21, 2009, the District adopted a Claims Processing Policy. The Policy requires any claim in excess of \$10,000 be brought before the Board for approval or rejection of said claim. The General Manager has the authority to approve or reject claims up to \$10,000. The Policy further requires that all claims less than \$10,000 be reported to the Board as an information item.

The following information provides an overview of the claims that have been submitted to the District:

CLAIMS APPROVED/REJECTED BY GENERAL MANAGER

There were no formal claims approved or rejected by the General Manager for this month.

CLAIMS UNDER REVIEW/INVESTIGATION

There are no claims under review or investigation at this time.

CLAIMS IN LITIGATION

There are no claims in litigation at this time.

Exhibit WO-5

General System Discharges by Category

From 11/1/2016 to 11/30/2016

Report Group

Water Used (MG)

Distribution Flushing (12 detail records)

Discharge Sub Total **0.294**

Portion Reused 0.012

Meter Testing (2 detail records)

Discharge Sub Total **0.021**

Portion Reused 0.003

Contractor Flush – SWPPP (2 detail records)

Sub Total **0.059**

Portion Reused 0.000

Raw Water Pump-to-Waste (3 detail records)

Sub Total **0.078**

Portion Reused 0.000

Other – Non Event (1 detail records)

Sub Total **0.067**

Portion Reused 0.036

Total Water Flushed for all Types of Discharges:: **0.519**

Total Monthly Production for November 2016: **514.563**

Percent of Total Production Discharged to Waste: **0.10%**

Total Water Reused for all Types of Discharges: **0.051**

Percent Reuse for all Types of Discharges: **9.8%**

b. Water Conservation and Regional Water Efficiency Program Report

i. Program Overview for November 2016

The District continues to message water conservation and use efficiency to its customers, and the District's website continues to reflect the new watering restrictions and the updates to the District's Regulation No. 15. The District will continue to reach out to customers to ensure they are aware of the conservation programs that the District is offering in 2016. The following is a list of District conservation activities for November 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 possible. The District set an overall water conservation goal of 10%. The District achieved a 22.8% reduction in November 2016 (when compared to November 2013), exceeding the District's 10% goal. Since the Emergency Drought Regulations were enacted in June 2015, the District has achieved a 29.5% reduction in water use when compared to 2013 (see Exhibit 1).
- b. The Regional Water Authority (RWA) issued the regional water conservation results for October 2016. The Sacramento Region has reduced water use by 30.2% in October 2016 (compared to October 2013), 24.1% year to date in 2016 (compared to CY2013), and 27.8% since Emergency Drought Regulations were enacted in June 2015. See Exhibit 2 for regional drought monitoring results.
- c. Customer Leak Notifications – Staff sent out 184 notifications of 72 hour continuous flow events in November 2016. Of those 184 notifications sent, 59 notifications were sent to customers that had not been previously identified on the Continuous Flow Report.
- d. Public Outreach – The District utilized an info graphic for media outreach advising customers to turn off their sprinklers for the winter (see Exhibit 3).

ii. Water Conservation Program and Results

District staff continues to promote water conservation directly to the District customers. During November 2016 District staff and our contract company performed 15 indoor residential Water-Wise House Calls (WWHC) and 21 outdoor residential WWHC's. Staff received 15 calls and 10 reports via the District's website regarding reports of water waste. Staff issued 13 Information Only Notices, 8 Notice of Violations, and 1 Warning Notice of Violation.

Through the District's rebate program customers were provided with 1 Pool Cover rebate, 2 Weather Based Irrigation Controller rebates, 1 hot water pump rebate, and 4

Irrigation Efficiency Upgrade rebates. Exhibit 4 provides a breakdown of how many rebates of each type were distributed in November 2016, as well as year to date.

iii. California Urban Water Conservation Council

The California Urban Water Conservation Council (Council) proposed a major shift in its future direction. Since the early 1990's the Council has served as a voluntary collaborative agency dealing with issues regarding water use efficiency and conservation. In the early years, the Council's Memorandum of Understanding (MOU) and associated Best Management Practices (BMP) laid the groundwork for water utilities to develop and implement cost effective water use efficiency and conservation programs. Since the inception of the Council and the MOU, the State of California has evolved its water conservation efforts through several pieces of legislation, most notably the Water Conservation Act of 2009 (SBx-7/20x2020). These pieces of legislation created direct conflicts with the MOU's BMPs and a water utilities ability to comply with each equally. With the Council being a voluntary membership agency, state legislation will always trump the MOU's BMPs. As a result, the Council and its Board of Directors was forced to consider the Council's future. Through several meetings during CY2015, the Council's Board of Directors has come to an agreement that the Council would best serve its members not as a MOU implementation organization (specific BMP implementation), but a member service organization where members can choose their level of involvement and implement programs that best fit their unique utility. The proposal that will now go to the membership for a vote includes the following changes:

1. A new name (to be determined at a later time);
2. A change from the Council's principal purpose from MOU implementation to other activities that promote conservation and efficiency;
3. The elimination of separate member groups so that all members in good standing will be entitled to serve on the Board and vote on matters submitted to Council members;
4. The inclusion of one-person, one-vote and simple majority decision-making at both the board and member levels;
5. A requirement that members be "in good standing" before they are eligible to vote or enjoy other privileges and benefits;
6. The creation of a Transition Board and officers; and,
7. A transition period for the Transition Board to receive member input and propose additional necessary or desirable bylaws amendments to further revitalize the organization.

The changes listed above will be voted on during the month of December with the transition period beginning on January 1, 2017 if passed by the membership. The District's Water Conservation Supervisor, Greg Bundesen, has been part of the Council's Board of Directors since 2014, and has been part of the strategic planning process for the future of the Council. Mr. Bundesen firmly believes that the new Direction for the Council will benefit the District and all California urban water agencies as they begin to navigate the new proposed legislation from the State Water Resources Control Board to make conservation a way of life in California.

Though not every member of the Council agreed to these changes (several members of Group 2, non-profit environmental organizations such as the Pacific Institute and Friends of the River, will not be continuing on with the successor organization) they did vote to move forward with the transition. The Council will split financial assests between Group 1 and Group 2. This financial split will be sufficient for the Transition Board to complete its task of fully amending the bylaws by the end of CY2017 at which point the new Board of Directors of the successor organization will take effect. Exhibit 5 shows the Council Board memo summarizing the proposed changes. Due to the size of the file, a copy of the full bylaws change (including the redline version) can be provided upon request.

iv. Upcoming Events

- a. CUWCC Winter Plenary Session – December 13, 2016 – Los Angeles, CA
- b. Urban Advisory Group Meeting – Landscape Area Measuring – Sacramento

Exhibit 1

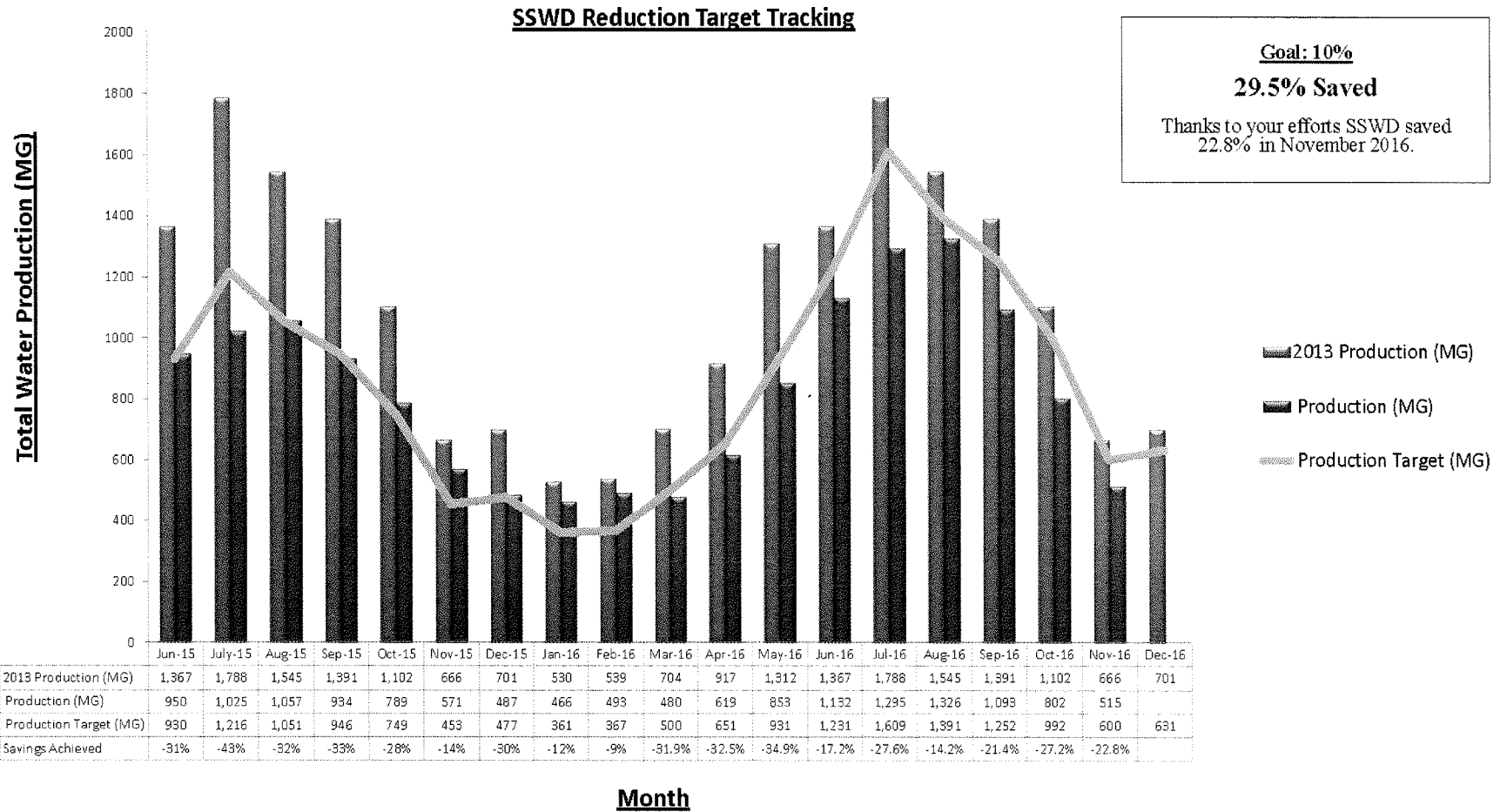


Exhibit 2

RWA Savings Summary October 2016

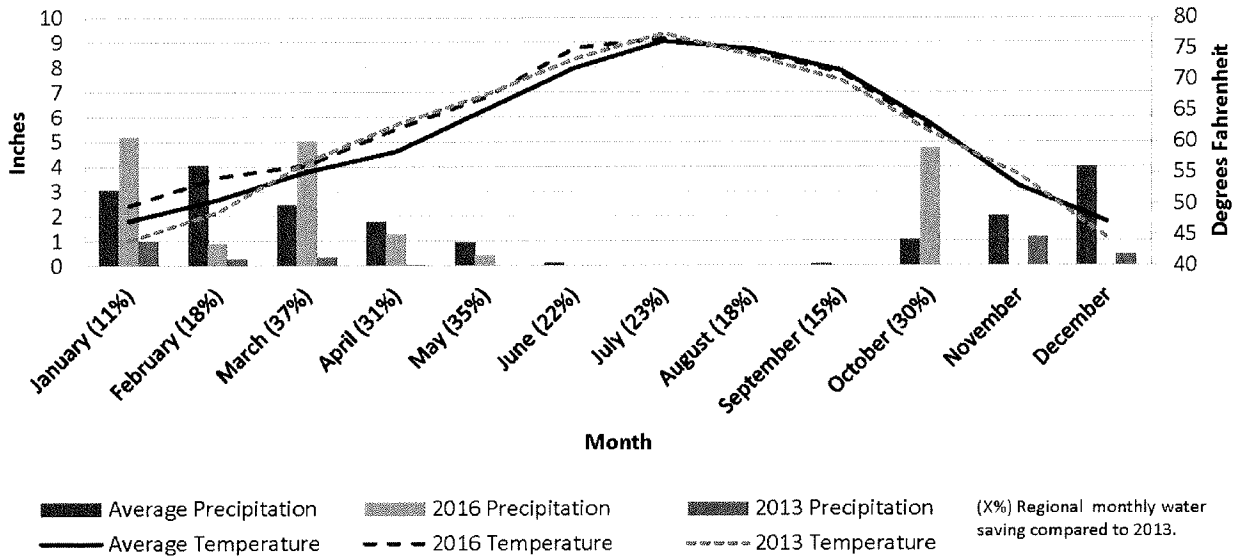
REDUCTION BY VOLUME (Million Gallons)													
	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total
2016	6,154	5,900	6,354	8,435	11,413	15,136	17,257	17,190	14,696	10,357			112,892
2013	6,954	7,233	10,095	12,105	17,472	19,483	22,418	20,855	17,311	14,836			148,760
%	11.5%	18.4%	37.1%	30.3%	34.7%	22.3%	23.0%	17.6%	15.1%	30.2%			24.1%

STATE WATER BOARD WATER SAVINGS TRACKING (Million Gallons)																		
	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	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	17,257	17,190	14,696	10,357	189,632
2013	19,488	22,418	20,859	17,311	14,836	10,649	8,433	6,954	7,233	10,095	12,105	17,472	19,483	22,418	20,855	17,311	14,836	262,755
%	36.3%	38.5%	33.5%	27.4%	27.5%	33.0%	26.3%	11.5%	18.4%	37.1%	30.3%	34.7%	22.3%	23.0%	17.6%	15.1%	30.2%	27.8%

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	Oct. 2016 Reduction	June 15 - Oct. 16 Reduction
California American Water	33.8%	32.6%
Carmichael Water District	36.4%	30.5%
Citrus Heights Water District	35.2%	30.6%
City of Davis	28.9%	24.3%
City of Folsom	21.8%	20.8%
City of Lincoln	29.8%	27.1%
City of Roseville	35.9%	29.2%
City of Sacramento	31.3%	27.9%
City of West Sacramento	25.6%	27.8%
City of Woodland	19.7%	28.6%
City of Yuba City	24.0%	25.9%
Del Paso Manor Water District	15.6%	30.3%
El Dorado Irrigation District	33.2%	26.1%
Elk Grove Water District	23.0%	30.2%
Fair Oaks Water District	38.7%	31.2%
Golden State Water Company	24.7%	27.2%
Orange Vale Water Company	40.3%	34.7%
Placer County Water Agency	20.0%	24.1%
Rancho Murieta CSD	29.9%	24.8%
Rio Linda/Elverta CWD	33.4%	29.7%
Sacramento County Water Agency	31.5%	28.7%
Sacramento Suburban WD	27.2%	27.5%
San Juan Water District	40.5%	28.5%
	Average	28.2%
	Minimum	20.8%
	Maximum	34.7%

Exhibit 2

Precipitation and Temperature, Average (1998-2015), 2013 and 2016



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	122	111	79		
Carmichael Water District	75	78	76	115	155	241	258	276	221	148		
Citrus Heights Water District	80	77	77	107	155	213	237	242	189	123		
City of Davis	59	60	58	79	99	116	124	142	132	92		
City of Folsom	83	89	89	127	166	226	256	259	230	155		
City of Lincoln	59	64	55	104	122	156	188	194	167	121		
City of Roseville	49	41	46	73	85	135	145	166	160	108		
City of Sacramento	72	60	65	85	112	141	156	154	125	90		
City of West Sacramento	85	80	75	103	123	159	168	172	147	106		
City of Woodland	56	58	52	72	85	115	119	120	113	86		
City of Yuba City	73	75	78	105	123	152	144	153	138	104		
El Dorado Irrigation District	76	69	79	80	153	183	302	207	230	104		
Elk Grove Water District	50	54	52	75	93	135	146	144	132	98		
Fair Oaks Water District	69	74	76	122	176	262	293	282	249	149		
Golden State Water Company	83	81	83	107	129	191	202	211	202	144		
Orange Vale Water Company	84	86	76	115	170	263	290	275	239	143		
Placer County Water Agency	56	76	79	95	147	185	211	212	184	139		
Rancho Murieta CSD	77	79	74	117	151	245	294	296	255	217		
Rio Linda/Elverta CWD	84	90	86	123	167	257	281	268	224	138		
Sacramento County Water Agency	65	70	69	102	126	166	171	168	152	103		
Sacramento Suburban WD	64	68	63	89	118	153	163	162	139	112		
San Juan Water District	97	92	114	198	296	466	534	521	415	221		
Sacramento Regional Average	68	66	68	93	123	164	185	180	159	108		

Exhibit 3

November Advertisement



Shhhh, plants are sleeping. During the long winter months, grasses and other plants go dormant and won't need any additional water until spring or early summer. With nearly half of a household's water going to outdoor irrigation, taking this step can make a huge difference.

So turn off your sprinkler system and leave it off until spring. You'll be amazed at how much water you can save.

Looking for a gift for the landscape in your life this holiday season?

Consider purchasing a WaterSense-labeled Weather Based Sprinkler Controller.

It will take the guesswork out of watering and keep your yard looking great

Rebates are available.



sswd.org



Exhibit 4

2016 BMP Activity Report

Foundational BMPs - No Measurable Water Savings	Month November	Year 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	24	2,269
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	15	177
3 Residential Audits - Outdoors	21	297
3 Water Conservation Kits - Indoor	170	481
3 Water Conservation Kits - Outdoor	2	45
3 High Bill Investigates	2	146
3 Leak Notifications Sent - All Customers	140	3,742
3 Leak Notifications - New Customers	45	N/A
4 CII Audits	1	8
5 Large Landscape Audits	1	3

Current Rebates

	Monthly Spend		To Date Spent	
Rebates - Cash for Grass	0	\$0	8	\$4,889
Rebates - Pool Covers	1	\$100	5	\$825
Rebates - Hot Water Pumps	1	\$200	19	\$1,962
Rebates - WBIC	2	\$300	19	\$1,806
Rebates - Rain Sensors	0	\$0	0	\$0
Rebates - Irrigation Upgrades	4	\$1,860	21	\$6,139
Rebates - Clothes Washers	0	\$0	23	\$1,298
Rebates - HET Toilets	368	\$0	368	\$0

Water Waste Calls and Notifications

Water Waste Calls	15	218
Water Waste via Website	10	227
Notice - Information Only	13	363
Notice of Violation	8	361
Warning Notice of Violation	1	41
1st Violation - Water Waste	0	4
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."

Exhibit 5

November 30, 2016

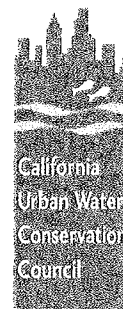
Dear Members of Groups 1 and 2:

Since 1991, the California Urban Water Conservation Council has served as a collaborative and historic forum within which water utilities, the environmental community and other interested organizations have worked together to advance urban water conservation throughout the state. Over the years, the Council has become known as a balanced, fair-minded advocate for the role of water conservation and efficiency in meeting California's present and future water needs. Together, we have greatly advanced water conservation and water use efficiency in California and the United States.

Over the past 25 years, however, social, economic, environmental, regulatory and political conditions have changed substantially. For example, California passed the Water Conservation Act of 2009 mandating a 20 percent reduction in statewide urban per capita water use by 2020. Most recently, California's historic drought prompted new state water conservation mandates (Executive Order B-37-16) and reporting requirements. At the same time, the Sacramento-San Joaquin Delta, a critical hub for California's water supply, remains imperiled as native fish species continue to decline while the state's population growth and climate change places increasing pressure on limited water supplies. More changes and challenges lie ahead.

Against this background, in November 2014, the Council began a strategic planning process to determine its future direction. For the past two years, Council Board, Council members, and other stakeholders have provided substantial input and perspectives on the best way for the Council and its members to move forward.

Groups 1 and 2 were unable to reach agreement on the direction of the Council. In particular, the groups were unable to agree on the governance structure and the role of reporting to evaluate the Council's progress in assisting its members' efforts to advance water conservation and efficiency. Rather than dissolve the organization, Board members have agreed to a process that will allow the Council as we know it to sunset so that a refocused and restructured organization can emerge January 1, 2017. The refocused and restructured organization is envisioned to help achieve efficiency gains by helping its members meet legislative and regulatory requirements, as well as municipal or utility-adopted water use goals; fostering research and evaluation; serving as an information clearinghouse; providing tools, training and professional networking opportunities; advancing modern data analytics; serving as a technical expert to members and local, state and federal agencies; transforming markets for water use efficiency-related products and



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services; sharing successes and building partnerships to improve water efficiency and produce additional benefits for water system and ecosystem resilience.

The Council's planning process has resulted in the Council Board's adoption of proposed bylaws changes, asset allocation and other agreements that are enclosed for your consideration. The proposed changes are designed to implement seven key principles that were essential for the utility members of the Council to evolve in the direction contemplated:

1. A new name (to be determined) to reflect the organization's new approaches toward conservation and efficiency;
2. A change of the Council's principal purpose from MOU implementation (and by extension BMP adoption) to other activities that promote conservation and efficiency, as described above;
3. The elimination of separate member groups (i.e., Groups 1, 2 and 3) so that all members in good standing will be entitled to serve on the Board and vote on matters submitted to Council members;
4. The inclusion of one-person, one-vote and simple majority decision-making at both the Board and member levels;
5. A requirement that members be "in good standing" (i.e., have paid appropriate dues) before they are eligible to vote or enjoy other privileges and benefits;
6. The creation of a Transition Board and officers; and
7. A transition period for the Transition Board to receive member input and propose additional necessary or desirable bylaws amendments to further revitalize the organization.

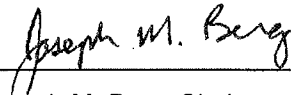
Many of us have been working with the Council for a long time and have devoted countless hours to furthering its cause. As noted above, Group 2 Board members do not support the direction of the refocused and restructured organization at this time, and all but one of them will be resigning from the Board on December 31, 2016. The utility members hope that the refocused and restructured organization demonstrates its success in advancing water conservation and efficiency in California and, in so doing, will attract new members from utilities, NGOs, businesses and research organizations. This includes attracting past members, such as the current Group 2 Board members and other Group 2 MOU signatories who may be leaving the organization, to return to the organization. The input and participation of all NGOs will always be welcome.

Your approval of the proposed changes would sunset the Council as we have known it and lay the groundwork for shifting it into a refocused and restructured organization. As members continue this process, we hope that the spirit of collaboration that is a Council foundation will continue.

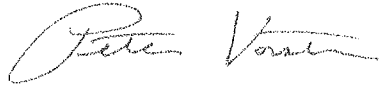
We welcome your input and look forward to discussing the proposed changes during a Webinar scheduled for 10 a.m. to 12 p.m. on December 6, 2016, and during the plenary on December 13, 2016, in downtown Los Angeles. You

can find more detailed explanations of these proposed changes in the accompanying packet.

After any questions you may have are answered, we look forward to receiving your vote on the attached ballot. As the ballot itself explains, you can submit your vote in a variety of ways at any time up until 5 p.m. on Friday, December 30, 2016. The results of the vote will be released immediately after they are counted.



Joseph M. Berg, Chair



Peter Vorster,
Vice-Chair

List of attachments:

- Ballot
- Explanatory memo
- Proposed bylaws changes
- Redlined version of proposed bylaws changes

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

ii. Customer Service Exceptions

There were no significant exceptions to report.

Exhibit CS-1

	<u>November 2016</u>		<u>Calendar Year 2016</u>	
<u>Customer Service Department</u>				
<u>Billing</u>				
Water Connections - Total Active	46,621		n/a	
Active Flat w/o Meter	8,110		n/a	
Active Flat w/Meters	1,969		n/a	
Active Meter Non-Residential	7,309		n/a	
Active Meter Residential	29,233		n/a	
Water Connections - Suspended	488		n/a	
Owner/Tenant Billing Agreement	1,263		n/a	
E-billing	2,828		n/a	
Water Statements Mailed	39,930		436,765	
Monthly Calls	2,873		40,083	
Customer Changes	222		2,685	
<u>Collections</u>				
15-Day Notices	1,471		15,572	
48-hour Door Tags Generated	744		7,839	
Lock-off Door Tags Generated	188		2,162	
Bankruptcy Processed	0		52	
<u>Payments</u>				
Cash/Check Payments (Front Office)	1,309	3.9%	17,371	4.1%
Credit Card Payments (Front Office)	664	2.0%	8,054	1.9%
SSWD Customer Web Payments	3,328	10.0%	39,340	9.3%
Direct Payment Service (Auto Pay-Checking)	4,486	13.5%	51,352	12.2%
Direct Payment Service (Auto Pay-Credit Card)	2,684	8.1%	26,033	6.2%
IVR (Automated Phone System)	1,224	3.7%	15,251	3.6%
Electronic Payments (Online Banking)*	9,961	30.0%	120,999	28.7%
LockBox (Checks)	9,588	28.8%	142,925	33.9%
Total Payments	33,244	100.0%	421,325	100.0%

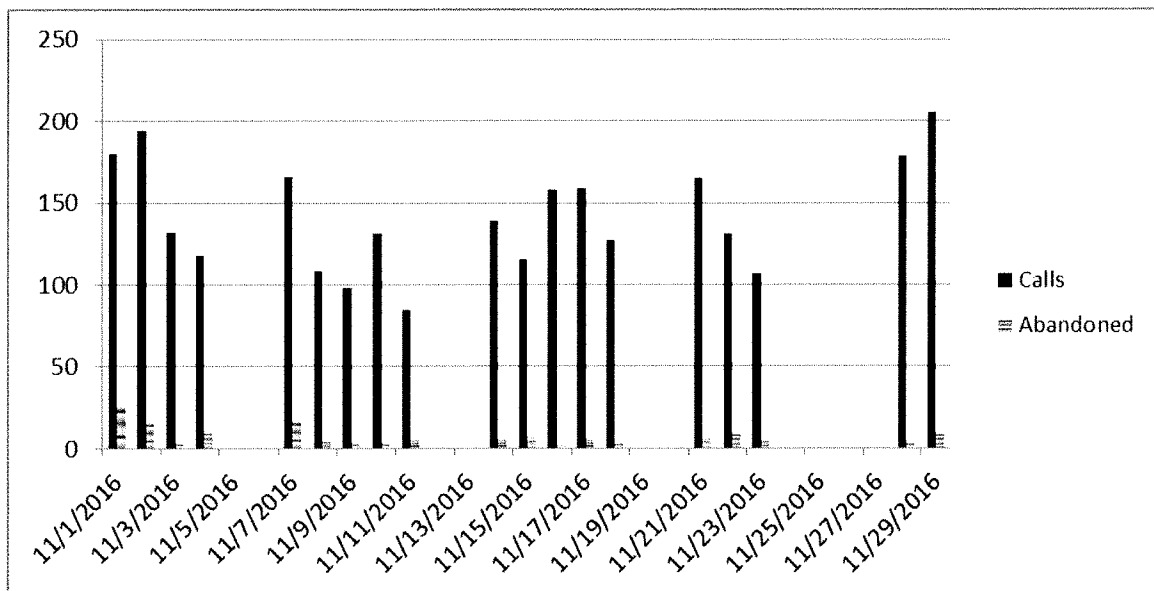
*Electronic payments have been combined into one category

Exhibit CS-2

Date Ranges : 11/01/2016 - 11/30/2016

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
11/1/2016	180	26	14.44%	2m, 34s	13m, 30s	3m, 20s
11/2/2016	194	16	8.25%	45s	6m, 47s	2m, 51s
11/3/2016	132	3	2.27%	25s	4m, 19s	3m, 14s
11/4/2016	118	10	8.47%	24s	4m, 10s	3m, 10s
11/7/2016	166	17	10.24%	1m, 59s	20m, 27s	3m, 17s
11/8/2016	108	4	3.70%	36s	4m, 41s	3m, 17s
11/9/2016	98	3	3.06%	41s	5m, 20s	3m, 0s
11/10/2016	131	3	2.29%	37s	5m, 12s	3m, 36s
11/11/2016	85	5	5.88%	46s	9m, 21s	3m, 32s
11/14/2016	139	5	3.60%	1m, 12s	8m, 31s	3m, 32s
11/15/2016	115	7	6.09%	1m, 26s	12m, 12s	3m, 24s
11/16/2016	158	2	1.27%	1m, 14s	10m, 1s	3m, 20s
11/17/2016	159	5	3.14%	44s	5m, 39s	3m, 17s
11/18/2016	127	3	2.36%	22s	4m, 48s	2m, 59s
11/21/2016	165	6	3.64%	1m, 3s	8m, 9s	4m, 0s
11/22/2016	131	9	6.87%	1m, 57s	9m, 22s	3m, 46s
11/23/2016	107	4	3.74%	49s	10m, 13s	3m, 19s
11/28/2016	178	3	1.69%	1m, 3s	9m, 43s	3m, 9s
11/29/2016	205	9	4.39%	1m, 47s	18m, 58s	3m, 35s
11/30/2016	177	9	5.08%	2m, 3s	12m, 24s	3m, 30s
GroupTotal	2873	149	5.19%			



d. Community Outreach Report

i. January Bill Insert

The January bill insert will begin on December 26, 2016 and continue until January 22, 2017. The bill insert includes the following articles:

- SSWD Customer Service
- H₂O Hero: Putting In a Water-Wise Lawn
- Conservation 365, Creating the Garden on Eden
- 2017 Calendar Magnets
- 2017 Rate Increase

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

ii. January Envelope Message

The January envelope gives customers ideas for New Year’s Resolutions for 2017. The envelope will begin on December 26, 2016 and continue until January 22, 2017.

iii. Community Meetings/Events

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

<u>Date:</u>	<u>Meeting:</u>	<u>Staff:</u>
11/02/16	RWA Lobbyist Subscription Program	Roscoe/York
11/03/16	SMUD - Re: County Paving Issue	Dan York
11/07/16	ACWA Putah Creek Walking Tour	Rob Roscoe
11/09/16	Water Caucus	Roscoe/York
11/10/16	Presentation to the Arden-Arcade Business Council	Rob Roscoe
11/10/16	RWA Board Meeting	Rob Roscoe
11/15/16	RWA Legislature Water Quality Tour	Dan York
11/16/16	City of Sacramento Wholesale Water Costs	Roscoe/York
11/16/16	Aero Jet CAG Meeting	Dan York
11/17/16	SAWWA Meeting	Rob Roscoe/York
11/17/16	LTWAC – Bureau of Reclamation	Dan York
11/18/16	ACWA Board Meeting	Rob Roscoe
11/18/16	Bob Churchill – Retirement Event	Roscoe/York
11/29-12/2	ACWA Fall Conference	Rob Roscoe

00183343



H₂O on the Go

January 2017

SSWD Customer Service

Do you have a question about your service, need help understanding your bill or want to know more about what SSWD is doing in your neighborhood?

The dedicated SSWD customer service staff is there for you. They process payments in-person, over the phone, from the night-drop, countertop box or mail, and can answer all of your questions. Customer service representatives work closely with all of the other departments to make sure you receive prompt, courteous and accurate information and can direct you to the right department for further assistance or help.

They're there for you – Monday through Friday, from 8:00 a.m. to 4:30 p.m. Stop in and say hello.



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.



H₂O Hero: Putting In a Water-Wise Lawn

Dale Strand, our January H₂O Hero wanted to rethink his front yard and replace the weeds that had taken over and add some new trees. His goal was to have a lawn, but also use water efficiently. After doing research, he discovered the perfect way to do both.

Dale first checked out the rebates available through SSWD and also got in touch with Sacramento Municipal Utility District (SMUD) about their free shade tree program. He set up a SSWD Water-Wise House Call in order to be eligible for the rebate program and called on an arborist with the Sacramento Tree Foundation to determine the ideal locations for the new trees.

H₂O Hero | page 2

Conservation 365 | Creating the Garden on Eden

This past fall, Sacramento Suburban Water District (SSWD) partnered with EcoLandscape California to host a workshop series for customers on how to create a River-Friendly Landscape. The program covered the basics of healthy soil, the differences between compost and mulch, water-wise irrigation, plant placement, integrated pest management, and landscape design, among other topics.



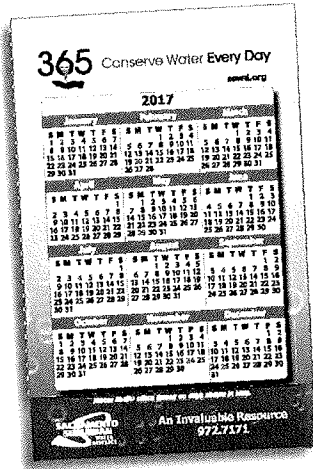
The workshop also included two hands-on landscape installation days at a SSWD groundwater well site at Eden Court and Root Avenue in the Arden-Arcade area. Workshop

Conservation 365 | page 2



2017 Calendar Magnet

Be sure to stop by the District office and pick up your 2017 calendar magnet while supplies last. It will make a beautiful addition to your refrigerator.



2017 Rate Increase

This January a 4 percent rate increase will take effect for all of our customers, as part of a rate plan adopted in 2013. The rate increases are necessary to ensure the continued delivery of reliable, high-quality water to our customers. The funding will be used for infrastructure renewal and maintenance, to cover the rising cost of purchased water and continuing debt service.

This is the third of four rate increases adopted by the SSWD Board of Directors on August 27, 2013.

For more information on the rate increase, please visit sswd.org/water-rates.

H2O Hero | from page 1

Dale then mapped out plans for a sub-surface drip irrigation system. Sub-surface drip irrigation applies water directly to the root system using buried tubing. The advantage of this system is that it applies water right where it is needed and eliminates evaporation. The top inches of the soil stay dry, but the roots are watered. He also added a new irrigation control system that blows out debris and pressurizes the system.

Dale began the installation process by removing the existing lawn and several inches of soil to both level the front yard and for later planting. He then staked out the layout for the irrigation system and installed tubing for the new drip system. Once finished, he returned the existing soil and planted drought-tolerant, dwarf fescue sod. He bordered his lawn with a low-water flowerbed, which is fed by the new drip irrigation system, and added two inches of organic compost obtained free from SMUD.

He decided on three trees from the SMUD shade tree program, two crape myrtles and a blossoming magnolia--and also purchased a fruitless plum from a local nursery.

The whole process took about a month to complete and also served as an inspiration for his neighbors, with many of them stopping by to ask questions and learn more about what he was constructing.

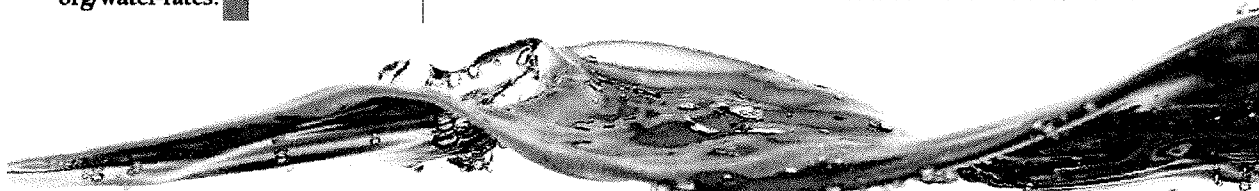
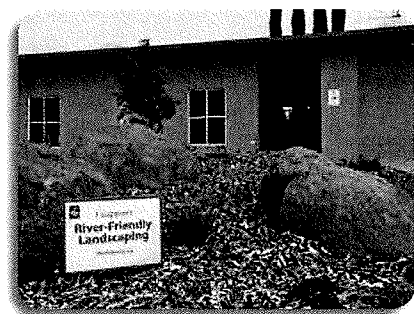
Are you a H2O Hero? Let us know and you could be featured in the next bill insert or on the web site.

Conservation 365 | from page 1

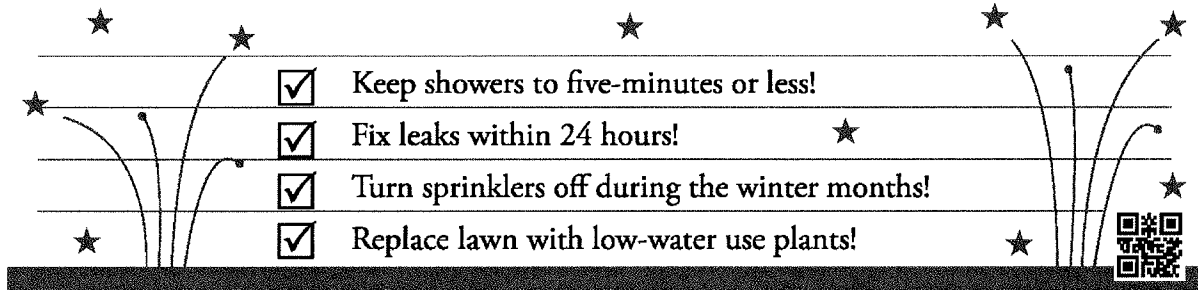
participants learned how to remove thirsty lawn by sheet mulching, install a drip irrigation system and properly place plants. They helped transform the facility's landscape into an attractive, sustainable River-Friendly Landscape that now serves as a demonstration garden for SSWD customers and landscape professionals.

"The Garden on Eden project will join Antelope Gardens as a stunning, educational landscape designed to inspire visitors," said Greg Bundesen, SSWD's Water Conservation Supervisor.

The garden is open for self-guided tours Monday through Friday from 8:00 a.m. to 4:30 p.m. Learn more about the transformation at Garden on Eden and information about visiting the new demonstration garden at sswd.org/demonstrationgardens.




Your 2017 New Year's Resolutions



A decorative graphic featuring a dark horizontal bar at the bottom. Above it, several stylized fireworks or sparklers are depicted with thin lines and small circles at their tips, some reaching upwards. Scattered throughout the graphic are several five-pointed stars. The graphic is positioned behind a list of four resolutions, each preceded by a checkmark in a square box.

- Keep showers to five-minutes or less!
- Fix leaks within 24 hours!
- Turn sprinklers off during the winter months!
- Replace lawn with low-water use plants!



A square QR code is located in the bottom right corner of the decorative graphic area.



[Back to Agenda](#)

Agenda Item: 19

Date: December 2, 2016

Subject: Engineering Report

Staff Contact: Mitchell S. Dion, Technical Services Director
John E. Valdes, Engineering Manager

Described below are significant engineering department activities and milestones over the past month. The report is separated into the following sections: Major Capital Improvement Projects, County and City Projects/Coordination, McClellan Business Park, Groundwater Quality Projects, Developer Projects, Planning Studies and Other.

a. Major Capital Improvement Projects

i. Supply

Rutland Well (#N39) Pumping Plant Construction

The well continues to produce water into the system. Minor adjustments are being made and final completion has been delayed to accommodate O & M adjustments and neighborhood requests. Site modifications were completed in November to improve the site drainage. This included installation of a storm drain drop inlet (DI) at the southwest corner of the well site. The new DI inlet connects to an existing storm drain on site and the drainage is routed to the County of Sacramento's storm drain system. These storm drain modifications have been included, along with a few other small items, in a final contract change order with Koch & Koch. Koch & Koch has now completed all punch list items and a final inspection and walk-through is expected to be conducted during the week of December 5, 2016.

Sacramento Metropolitan Air Quality Management District (SMAQMD) conducted a field inspection of the standby engine generator on November 8, 2016. Following the inspection, the District received a Permit to Operate the engine generator.

Replacement Palm Well (#N6A)

The District's consultant, Luhdorff and Scalmanini Consulting Engineers (LSCE), is providing design, bidding and construction management services for the construction of a replacement well at the District's Palm Well (#N6A) site. The replacement well and pumping facilities are anticipated to be constructed and operational by June 2017. The District's contractor, Roadrunner Drilling & Pump Company, has now completed the development of the well. Design of the pump and facilities is nearing completion and is scheduled for bid in January 2017.

Well Evaluation and Rehabilitation Consulting Services

The District has included nearly \$1 million annually in its capital improvement program budget for required well evaluation/rehabilitation and well improvements. A portion of this annual amount has gone to hire consultants to assist District staff in making recommendations on specific well rehabilitation work and improvements. These services include project management, review of existing well data and design information, well exploration and evaluation recommendations and services, well rehabilitation recommendations and services, design of recommended well improvements, permitting services, coordination with regulatory agencies, bidding and/or contractor selection services, and construction oversight and management. In November, the District prepared and distributed a Request for Qualifications (RFQ) to nine qualified consulting firms to provide the required services. This is anticipated to be a multi-year contract for up to three years. Statements of Qualifications (SOQ) are due to the District on December 13, 2016. The submitted SOQ's will then be evaluated and ranked and a decision made on the most qualified consultant.

Aquifer Storage and Recovery (ASR) Program Assistance

The District is contemplating a contract with GEI Consultants, Inc. to provide Aquifer Storage and Recovery (ASR) program assistance including strategic advice and technical services. As part of this project, GEI will assist with development and permitting of an ASR program. A kickoff meeting will be held with GEI sometime in December to agree on scope and budget.

Various Well Investigation and/or Rehabilitation Projects

Some of the ongoing projects are discussed in more detail below:

- Well #2A, El Prado/Park Estates – This project consists of raising an existing well pump/motor out of a below ground vault and other necessary improvements. General contractor Clyde G. Steagall, Inc. is under contract for this work. The construction work at this site continues and a considerable amount of work was completed in November. All underground utilities (wet and dry) have been installed and the site has been graded and is ready for final paving. A concrete pad was poured for the new motor control center (MCC) panel. A Factory Acceptance Test (FAT) on the new MCC panel will be conducted on December 8th. The MCC panel will be delivered to the site on December 12th and will be installed that same week. The District pre-purchased a new submersible pump/motor for the well. A factory test on the new pump/motor will be conducted on December 5/6 and then the new pump/motor will be delivered and installed, by Kirby's Pump & Mechanical, later in December. The contracted completion date for the project is January 12, 2017.
- Well #59A, Bainbridge/Holmes – Additional well and pump testing has recently been performed on this well and final operational range has been determined to be approximately 1800 gpm. A final summary report on the recent rehabilitation work and modifications from Brown and Caldwell (B&C) is due. An existing

sound enclosure is being refurbished and re-installed over the vertical turbine pump to control noise. This well can be operated into the system daytime only until the sound enclosure is completed, anticipated for December 2016.

- Well #31A, Watt/Elkhorn – The well was recently videoed and the source of the new gravel is clearly the knifed slots installed after rehab several years ago. LSCE has requested additional information and is doing additional analysis prior to making a recommendation regarding possible repairs.
- Well #3A, Kubel/Armstrong – The improvements to this site has begun in anticipation of SMUD schedule. SMUD has initiated the upgrades to their system to support our planned work. A new pump for this well was purchased and this well was scheduled to return to service in August 2016; however, SMUD rescheduled their work making it likely that this well will be returned to service in December. Site electrical, controls and fluoride alterations are being completed.
- Well #N8, Field – A consultant was selected for oversight of the light rehab. Well has been videoed and the District is awaiting a formal report of assessment. The well will likely receive a brushing and flushing and new pump and motor installed. The well was taken out of service and required oil (food grade lubricating oil) was removed from casing. Over 200 gallons of pump oil were removed from the well. The motor and pump are not suited for returning to the well for even limited operations. A new pump and motor has been sized and ordered.
- Well #N15, Cabana – Concentrations of Trichloroethylene (TCE) above the maximum contaminant level (MCL) was detected and the well was taken off-line. TCE is a volatile solvent commonly used as an industrial degreaser or is a by-product of Tetrachloroethylene (PCE) degradation. Additionally, the well has elevated Chromium 6. The well also has elevated concentrations of iron and manganese, as well as other challenges. The District has retained Sierra West Consultants to perform an Environmental Assessment (ESA) in an attempt to determine the source of the TCE contamination. The study will also examine past land uses dating back 50 to 100 years using database searches, historical Sanborn insurance maps, and dated aerial photographs. This approach will be used on a wider scale in the vicinity of the groundwater capture area of Well #N15.
- Well #N17, Oakdale – A 5,000 gallon hydro pneumatic tank has been ordered to replace the existing hydro pneumatic tank. The existing tank is one of several hydro pneumatic tanks operated by the District where the calculated pressure rating was found to be near or below the normal system pressure at the tank location. The tank manufacturer has submitted corrected tank drawings that were approved. It is anticipated that the new hydro pneumatic tank will be delivered and installed before the end of December. Small tank fittings will remain to be installed and an electrical connection must be made to the tank's air compressor.

An assessment of the site indicates that other work should be undertaken while it is off line this winter.

ii. Distribution

2017/2018 Water Transmission Mains Project

On November 18th, the District received Statements of Qualifications (SOQ) from seven (7) qualified consulting firms interested in providing design and construction management services for three proposed sections of transmission mains. These three segments of transmission main are located on Madison Avenue, Palm Avenue and Garfield Avenue, respectively. The total length of these three segments is approximately 1.8 miles. Following review, four of the firms were short listed and interviewed. The District intends to retain the two most qualified consultants. The short listed firms are Domenichelli & Associates, Forsgren Associates, Quincy Engineering, and MWH/Stantec.

Drayton Heights Phase 2 Main Replacement Project

Doug Veerkamp General Engineering has installed the entire pipe on the project except for abandonments of the backyard mains and five tie-ins to the existing distribution system. To date, GM Construction installed over 260 meters, over 280 service lines, and has completed 9 of the 10 construction phases. The construction work is approximately 90% complete (95% on main lines and 90% on service lines).

Keema Avenue Waterline Extension Project

Construction work by Tetra-Tech is completed. Close-out documentation is underway.

Edison Meadows Main Replacement Project

This project has been rescheduled until 2017 due to the uncertainty of asphalt availability and weather conditions while working inside neighborhoods. Additionally, the County of Sacramento's planned road work elevated the priority of the Eastern Avenue work which was originally planned for 2017/2018. Therefore, Eastern Avenue waterline replacement is under construction at this time.

Parkland Estates Main Replacement Project

This project has been divided into two phases. The County of Sacramento intends to pave Eastern Avenue in the late spring of 2017. Therefore the District had to initiate work earlier than planned. Phase 1 work is underway with over 1,800 feet of water main installed. Phase 1 work includes the installation of 3,000 feet of main line along Eastern Avenue. Phase 1 will support the proposed water main project known as Parkland Estates, located just east of Eastern Avenue. Work is anticipated to be substantially complete (i.e., main line installed) in December. Final completion is expected in April 2017 following paving, testing, and pipe abandonments.

2017 Meter Retrofit Project

The 2017 Meter Retrofit Project was placed out to bid in November. The bid opening for the project is scheduled for December 22, 2016. The project will retrofit and install approximately 1,150 meters located within 15 areas. Seven areas are located in the North Service Area (NSA) and eight in the South Service Area (SSA). The engineer's estimate for this project is \$1,450,000. The winning bidder will be reported at the January 2017 Board meeting. Approximately 2100 meters were installed in 2016 and the balance of unmetered accounts is approximately 7,500.

b. County and City Projects/Coordination

The County trench and paving repairs initiative has been tentatively scheduled presentation to the Supervisors on February 6, 2017.

c. McClellan Business Park

There is nothing to report this month.

d. Groundwater Quality Projects

Local Groundwater Assistance Grant Project

The second quarter water quality samples were taken on November 2, 2016, and taken to the laboratory for testing. The test results were received later in the month. Staff and the District's consultant, Brown and Caldwell (B&C), continue to make progress on completing the required deliverables for this project per the Grant Funding Agreement with the Department of Water Resources (DWR). This includes a "Groundwater Monitoring Results Technical Memorandum (TM)" and a "Final Project Completion Report." Per the grant agreement, these deliverables are due to the State Department of Water Resources (DWR) by December 31, 2016. Because of the grant deadline, third "quarter" water quality samples will be taken and tested in December so that the results can be included in the Groundwater Monitoring Results TM.

e. Developer Projects

General

There are approximately 40 projects in various stages of the approval process within the District. The majority of these are commercial projects. Currently there are 19 projects approved by the District, 11 of which have started or are under construction, and 8 that are scheduled, but have not provided the required deliverables prior to start of construction.

During the month of November, the following projects were approved for construction:

▪ **4636 Fair Oaks Boulevard**

This project is located in the South Service Area, Division 5, of the District's service area. The project is the remodeling of a pet hospital. One domestic service, one irrigation service and one fire service will be installed.

▪ **5945 Watt Avenue**

This project is located in the North Service Area, Division 2, of the District's service area. The project is the construction of a parking lot. One irrigation service will be installed.

Total fees collected for CY 2016 are approximately \$343,875, of which Facilities Development Charges accounted for approximately \$264,768.

f. Planning Studies

Water Master Plan Update

The District's consultant, Brown and Caldwell (B&C), has completed an Administrative Draft of the Water Master Plan Update report. The draft report includes a comprehensive assessment and description of the District's ultimate needs (to the year 2031) for water distribution, supply and treatment based on future population growth, land use, proposed water quality regulations, etc. The master plan update also includes a recommended 15-year Capital Improvement Program (CIP). It is intended to allow the District to better plan and budget for future facilities projects and capital improvements. The administrative draft is currently undergoing staff review and comments are scheduled to be returned to B&C by December 9th. Representatives from B&C will be making a presentation on the Water Master Plan Update to the Facilities and Operations Committee at their meeting on December 9, 2016. The proposed schedule is:

December 9, 2016, Presentation of the Administrative Review to F & O

December 29, 2016, Review Comments due

16 January 2017 (week of), Present Final Draft to F & O

January 27, 2017, Final Comments due

February 17, 2017, Distribution of Draft for Board of Directors

February 27, 2017, Adoption by Board of Directors

g. Other

Sacramento County LAFCo proceeding on the Carmichael/SSWD annexation and deannexation was rescheduled for February.

Greenhouse Gas Inventory for 2015

In accordance with the District's Sustainability Policy, District staff has completed the Greenhouse Gas (GHG)/carbon footprint inventory for 2015. The inventory for 2015 again included GHG emissions from all the electricity, natural gas and fuel used in the District's operations including: groundwater pumping and supply, reservoirs and storage tanks, surface water supplies, district fleet vehicles, administration and other buildings, capital improvement projects, small equipment, employee commuting and personal vehicle use, and air travel.

The District's total GHG emissions for calendar year 2015 were **5,505 metric tons (MT)** of carbon dioxide equivalent or CO₂e. These are the units that are recognized internationally. One metric ton is equivalent to 2,204.6 U.S. pounds. To put this amount into context, a typical household's annual electricity consumption (12,000 kWh) contributes 18,000 pounds of CO₂e emissions. Therefore, the District's total GHG emissions for 2015 (5,505 metric tons, or 12,136,323 U.S. pounds) is roughly equivalent to the amount of emissions that would be produced through the annual electricity consumption by 674 typical residential households. By far, the largest contributing emissions category for the District is groundwater pumping and supply emissions at 3,705 MT CO₂e which represents 67.3 percent of total 2015 emissions.

SSWD's total emissions for calendar year 2014 and 2013 were 5,524 MT and 5,943 MT of CO₂e, respectively. Therefore, total emissions in the 2015 reporting year are less (-0.3% and -7.4%, respectively) as compared to 2014 and 2013. All three years were considered drought years with no surface water supplies. But, in 2015 there were also mandated drought cutbacks by the State of California so water use was down significantly as compared to 2014 and 2013. A total of 27,502 acre-feet (AF) of groundwater was pumped in 2015 as compared to 32,561 AF in 2014 and 38,554 AF in 2013. This difference reflects significantly increased water conservation efforts in 2015 as compared to both 2014 and 2013. Based on significantly less groundwater pumping in 2015, it would be expected that the total greenhouse gas emissions for 2015 would be even lower when compared to 2014 and 2013. However, a significant factor for 2015 is that it was discovered that emissions from employee commuting and business travel were under reported in both 2013 and 2014 due to spreadsheet errors. This category is significant as it represents 13.2% of total 2015 greenhouse gas emissions.

Sacramento Area Sanitation District (SASD) failing sewer lateral repairs. As the SASD has proceeded to separate private and public laterals, they found a small area in Sacramento Suburban Water District where the alignment of the Water and Sewerage collection lines were laid in manner which appears to be conflicted. Initially, it was indicated that as many as 49 sewer laterals could have been installed with damage, but the number has been revised to approximately 28. Damaged sewer laterals were installed by the developer (1981) and correction to the situation is complex due to the placement of the water line. Sewer laterals crossing the water line at a perpendicular line are required to be separated, vertically, and it is preferred that the sewerage collection line be below the water line to minimize the possibility of contamination. When it is not possible, the sewerage collection lines are required to be glued joints and solid piece of pipe crossing the water line. The District met with the County and sought out the best solution including looking to relocate the water line. However, due to the location of the stormwater collection and sewerage collection lines other locations were not feasible without leaving sewer laterals above the water line and undamaged clay lines would then need to be replaced as part of the water line project. The current water line is PVC C900 and has had no leak history and should have another 35 to 50 years of service.