

Agenda

Sacramento Suburban Water District Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, March 27, 2017
6:30 p.m.

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

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

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

Call to Order

Pledge of Allegiance

Roll Call

Announcements

Public Comment

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

Consent Items

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

1. Minutes of the February 27, 2017 Regular Board Meeting
Recommendation: Approve subject minutes.

2. Minutes of the March 9, 2017 Special Board Meeting – Closed Session
Recommendation: Approve subject minutes.
3. Improvement Standards and Technical Specifications Policy (PL – Eng 001)
Recommendation: Adopt subject policy
4. Resolution No. 17-03 Accepting Grant of Easement and Right of Way for 3124 Auburn Blvd.
Recommendation: Adopt subject resolution.

Items for Discussion and Action

5. Water System Master Plan Update
Recommendation: Review and Adopt Water System Master Plan
6. Strategic Plan Policy (PL – BOD 001)
Recommendation: Adopt subject policy
7. General Manager's Employment Agreement
Report from Board negotiator, Robert Wichert, and consider approving revisions to the General Manager's Employment Agreement.
8. Facility Development Charges
Receive written staff report and direct staff as appropriate.
9. Federal Watersmart Water Marketing Strategy Grant
Receive written staff report and direct staff as appropriate.

Information Items

10. 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
11. Engineering Report
 - a. Major Capital Improvement Projects
 - b. County and City Projects/Coordination

- c. McClellan Business Park
 - d. Groundwater Quality Projects
 - e. General
 - f. Planning Studies
 - g. Other
12. Financial Report
- a. DRAFT - Financial Statements – February 2017
 - b. Cash Expenditures – February 2017
 - c. Credit Card Expenditures – February 2017
 - d. DRAFT - District Reserve Balances – February 2017
 - e. DRAFT - Information Required by Bond Agreement
13. California WaterFix Update
14. McClellan Business Park and Operations Agreement Update
15. California Special Districts Association Call for Nominations for Seat C
16. ACWA Bay-Delta Flow Requirements
17. Legislative and Regulatory Update
18. General Manager's Report
- a. Easements Accepted on Behalf of the District by the General Manager
 - b. Sacramento Area Sewer District Lateral Damage
 - c. Parkland Estates Pipeline Separation Requirements
 - d. Long Term Warren Act Contract Update
 - e. Invitation from Doug Veerkamp General Engineering Inc.
 - f. Update on District Action to Address Chromium 6 Contamination of Groundwater Wells

- g. Rate Consultant Proposed Changes to Regulation
 - h. 2017 CAPIO Excellence in Communications Award
 - i. The ASCE Sacramento Section Outstanding Energy Project of the Year
 - j. SIGMA and the State Water Resources Control Board Draft Fee Sheet
19. Upcoming Policy Review
- a. Employee Compensation Policy (PL – HR 002)
 - b. Reserve Policy (PL Fin 004)
20. Upcoming Water Industry Events

Committee Reports

21. a. Facilities and Operations Committee (Director Schild)
No report.
- b. Finance and Audit Committee (Director Thomas)
Agenda for the April 4, 2017 Meeting.
- c. Water Quality Committee (Director Wichert)
Agenda for the March 27, 2017 Meeting.
- d. Government Affairs Committee (Director Locke)
No report.
- e. Ad Hoc Water Banking and Transfer Committee (Director Schild)
No report.

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

22. a. Regional Water Authority (Director Thomas)
Agenda from the March 9, 2017 meeting.
- Regional Water Authority Executive Committee (General Manager Roscoe)
Agenda from the March 22, 2017 meeting.
- b. Sacramento Groundwater Authority (Director Schild)
No report.
- c. Water Caucus Meeting
No report.

- d. Water Forum Successor Effort (General Manager Roscoe)
No report.
- e. Other Reports

Miscellaneous Correspondence and General Information

- 23. Correspondence Received by the District
- 24. 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)

None.

Adjournment

Upcoming Meetings

Tuesday, April 4, 2017 at 3:00 p.m. Finance and Audit Committee Meeting
Monday, April 17, 2017 at 6:30 p.m., Regular Board Meeting

I certify that the foregoing agenda for the March 27, 2017 meeting of the Sacramento Suburban Water District Board of Directors was posted by March 23, 2017 in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was freely available to the public.

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

ITEM 1

Minutes

Sacramento Suburban Water District

Regular Board Meeting

Monday, February 27, 2017

Call to Order

President Wichert called the meeting to order at 6:30 p.m.

Pledge of Allegiance

President Wichert led the Pledge of Allegiance.

Roll Call

Directors Present: Dave Jones, Craig Locke, Neil Schild, Kevin Thomas and Robert Wichert.

Directors Absent: None.

Staff Present: General Manager Robert Roscoe, Assistant General Manager Dan York, Legal Counsel Josh Horowitz, Finance Director Dan Bills, Heather Hernandez-Fort, Annette O’Leary, Lynne Yost, Greg Bundesen, Doug Cater, David Espinoza and Tom Dickinson.

Public Present: William Eubanks, Avery Wiseman, Ted Costa, Mike Grace, Brenda Davis, Marian Bender, Mike Grace and Jim DeHart.

Announcements

General Manager Robert Roscoe (GM Roscoe) announced:

- The Bureau of Reclamation’s cost increase;
- Letter at the dais from the Auburn Dam Council requesting funding;
- And a request to move Agenda Item 10 closer to the beginning to accommodate the presenters.

Public Comment

None.

Consent Items

1. Minutes of the January 23, 2017 Regular Board Meeting
2. Electronic Mail Management and Retention Policy (PL – IT 003)
3. Investment Policy (PL – Fin 003)
4. Resolution No. 17-01 Concurring the Nomination of Cucamonga Valley Water District’s Kathleen J. Tiegs to the ACWA/JPIA Executive Committee

5. Resolution No. 17-02 In Support of Repealing Federal Water Rebate Taxation

President Wichert requested to pull Item 5 noting that there was a public comment on the Item.

Director Thomas moved to approve all Consent Items except Item 5; Director Locke seconded. The motion passed by unanimous vote.

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

Regarding Item 5, William Eubanks (Mr. Eubanks) inquired what the District’s interest was with supporting repealing the Federal Water Rebate Taxation.

President Wichert expressed that the people that get energy conservation rebates don’t have to pay taxes and the idea is that it should be equitably treated.

Mr. Eubanks expressed that he didn’t understand why the District believed it could give away public funds with the rebates. He further inquired how much the “cash for grass” program has saved the District.

Greg Bundesen (Mr. Bundesen) expressed that it would take 12 months from the date of installation to determine the water savings per customer.

President Wichert restated the objective.

Mr. Eubanks urged that the District not get involved with this.

Director Schild moved to not approve the staff recommendation. The motion died for lack of a second.

Director Thomas moved to approve the staff recommendation, Director Jones seconded. The motion passed by a 4/1 vote.

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

Items for Discussion and Action

Agenda Item 10 was taken out of order as requested by staff in the announcements.

10. Howe Park River-Friendly Demonstration Garden

Mr. Bundesen presented the staff report and introduced Mariam Bender (Ms. Bender) with Eco Landscape. Ms. Bender explained further options if the additional funding was approved.

Mr. Bundesen introduced Mike Grace (Mr. Grace), President Fulton El Camino Park District (FECPD).

Mr. Grace expressed his support for the project and explained the benefit to the community by working together as Special Districts. He expressed that the FECPD planed on maintaining the garden.

Director Jones inquired if FECPD was willing to contribute to the additional \$30,000.

Mr. Grace explained that he was unsure.

Further discussion ensued regarding the proposed plans for the garden.

President Wichert expressed that he was confident that the original approved budget would provide enough funding for a quality garden.

GM Roscoe expressed his support for the additional funding noting that it is beneficial to continue to have a good working relationship with FECPD as mutual agreements will inevitably come up in the future. He further pointed out that the original \$60,000 was in lieu of writing a check for \$60,000 for the easement that they granted to the District.

Director Schild moved to allocate the original \$60,000, and if later on it warranted another \$30,000 then we can give it consideration at that time; Director Thomas seconded. The motion passed by unanimous vote.

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

6. A Week in the Life of Production

Doug Cater (Mr. Cater) presented the PowerPoint presentation on the Life of a Production Operator.

President Wichert requested Division of Drinking Water Monthly Water Quality Report as well as the Triennial Water Quality Monitoring Report to be placed on the agenda for the Water Quality Committee.

Director Thomas inquired if there was anything else staff needed.

Mr. Cater expressed that there was already a budget for additional security cameras at a few of the wellsite's. Director Thomas expressed that it sounded like a good investment.

7. New Account Payable and Inventory Systems

Dan Bills (Mr. Bills) presented a PowerPoint presentation on the staff report.

8. Setting the Dates for Future Regular Board Meetings

GM Roscoe presented the staff report.

President Wichert restated the options.

Director Schild moved to hold the March meeting on March 27, 2017; Director Jones seconded. The motion passed by unanimous vote.

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

There was no changes to the standard 3rd Monday of the month at 6:30 for the regular Board meetings.

9. McClellan Business Park and Operations Agreement Update

GM Roscoe presented the staff report.

Director Schild expressed his concerns that the original agreement was poorly written and identified a few specific issues. He explained that if the contract was not negotiated properly, it could be very costly for the District. He further commented that the District should not be financing McClellan Business Park’s (MBP) systems.

President Wichert inquired what staff’s goal was.

GM Roscoe clarified that the goal was to define better contract language, clarify what the contract covers, and come to a mutual agreement.

Director Schild inquired what the terms were.

Assistant General Manager Dan York (AGM York) explained that staff was trying to get some guidelines set that both parties could agree to, recognizing that there were several issues.

GM Roscoe further explained that the ultimate goal was for staff to get to a resolution with Sac County noting that staff cannot move forward without the Board agreeing to amend the contract.

President Wichert inquired what the dollar estimate to finish the agreement was.

AGM York answered that it was roughly 2 million dollars.

Mr. Bills expressed that the District has recovered roughly 16 million in revenue from MBP overall.

President Wichert requested an update at the next regular Board meeting including what is budgeted for 2017 for MBP improvements.

Director Locke remarked favorably that staff and the County of Sacramento have been working together to try to come to an agreement without costing the rate payers a lot of money up front.

Legal Counsel Josh Horowitz (Mr. Horowitz) recognized that it was a two track process, the first being to come to an agreement about the the contract with the county, and the second being to get the three parties to quantify how MBP would be transitioned to a regular customer of the District.

Director Thomas noted that one of the representatives at MBK was an attorney by occupation and cautioned that staff may need legal representation as well.

Mr. Eubanks commented that he was unsure why the District was negotiating the old contract with MBP.

GM Roscoe expressed that the District didn't have a contract like this with anyone else.

Mr. Eubanks urged the District to either terminate the existing contract with MBP or to finish up negotiating with them on the existing contract using the existing standards of the District. He didn't understand why there would be a need for a new contract. He further noted that he had all the confidence that the General Manager and the Assistant General Manager would not give away public funds and urged the District to protect itself from potential litigation.

10. Howe Park River-Friendly Demonstration Garden

Item 10 was presented earlier in the meeting.

Information Items

11. Update on District Actions to Address Chromium 6 Contamination of Groundwater Wells

President Wichert presented the staff report. He added to the answer of question number 1 that the District plans to sue those that the District feels are responsible for contamination, and that the Board was not convinced that it was a naturally occurring contaminate.

Mr. Eubanks commented that the answers to the questions were not very good, but that he understood that there might not be answers just yet.

Mr. Horowitz expressed that with question number 2, there was no guarantee of success, but that counsel believed that there was a probability that the District had a good case.

President Wichert requested for staff to bring an update to the next regular Board meeting.

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.

Director Thomas inquired if staff prepared anything to provide to ratepayers regarding why the District changed banks.

Mr. Bills expressed that staff only changed back to the previous banking institution that the District contracted with, and that staff didn't want to confuse the ratepayers.

13. Engineering Report

President Wichert inquired about why the Master Plan appeared to intentionally be moving towards larger transmission systems and larger wells.

GM Roscoe expressed that the Master Plan was recommending moving toward some larger wells and transmission mains in anticipation of future wellhead treatment.

He noted that several of the District wells were on small lots where space for treatment would not be possible.

Director Jones clarified that the transmission mains that President Wichert was referring to were just short segments and not a program for the next 5 or 10 years.

President Wichert requested for a quantitative analysis presentation to Facilities and Operations Committee in the future regarding these wells and transmission mains.

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. General
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. DRAFT - Financial Statements – January 2017
A written report was provided.

b. Cash Expenditures – January 2017
A written report was provided.

c. Credit Card Expenditures – January 2017
A written report was provided.

d. DRAFT - District Reserve Balances – January 2017
A written report was provided.

e. DRAFT - Information Required by Bond Agreement
A written report was provided.

15. 2017 Budget Impact from Newly Adopted San Juan Water District Wholesale Water Rates

A written report was provided.

16. Proposed San Juan Water District Wholesale Water Rate Contract Discussion Points

GM Roscoe presented the staff report.

17. 2017 OCB Budget Reallocations

A written report was provided.

18. New Catastrophic Leave Procedure (PR – HR 008)

A written report was provided.

19. McClellan Business Park Reservoir Tank Property

A written report was provided.

20. Examination of Well Pump Motors Failures

A written report was provided.

Jim DeHart with Affinity engineering further explained the cause of the failure.

21. Annexation of Carmichael Water District Properties

A written report was provided.

22. County of Sacramento Proposed Paving Requirements

A written report was provided.

President Wichert thanked Mr. Horowitz for his excellent work regarding this Item.

23. Comments on Final Environmental Impact Report/Environmental Impact Statement for the Bay-Delta Conservation Plan/California WaterFix

GM Roscoe provided further details about the Item.

24. Ongoing State Board and Delta Issues

A written report was provided.

25. Division of Drinking Water Annual System Inspection

A written report was provided.

President Wichert requested for this report to be presented to the Water Quality Committee as well.

26. CEQA Exemptions for Water Facility Projects: Edison Avenue - Juliesse Avenue Water Main Extension and Connie Drive Water Main Extension

A written report was provided.

27. Legislative and Regulatory Update

A written report was provided.

28. General Manager's Report

A written report was provided.

a. Long Term Warren Act Contract Update

A written report was provided.

b. City of Sacramento Wholesale Water Rates and 9,023 af of Area D Water

A written report was provided.

c. Water Transfer – Bureau of Reclamation Update

A written report was provided.

- d. *How Other Districts Handle Firefighting Water Use*
A written report was provided.
- e. *Sustainable Groundwater Management Act Implementation (SGMA)*
A written report was provided.

29. Upcoming Policy Review

A written report was provided.

- a. *Improvement Standards and Technical Specifications (PL – Eng 001)*
A written report was provided. Directors' comments were due by March 6, 2017.
- b. *Strategic Plan Policy (PL – BOD 01)*
A written report was provided. Directors' comments were due by March 6, 2017.

President Wichert noted that he would have comments regarding the mission statement being represented throughout the entire document.

30. Upcoming Water Industry Events

A written report was provided.

Director's Schild and Thomas requested to sign up for the Legislative Symposium on March 8th.

Committee Reports

- 31. a. Facilities and Operations Committee (Director Schild)
The notes from the January 20, 2017 Meeting and the notes from the February 16, 2017 Meeting were provided.
- b. Finance and Audit Committee (Director Thomas)
No report.
- c. Water Quality Committee (Director Wichert)
No report.
- d. Government Affairs Committee (Director Locke)
No report.
- e. Ad Hoc Water Banking and Transfer Committee (Director Schild)
No report.

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

- 32. a. Regional Water Authority (Director Thomas)
The agenda from the February 22, 2017 Meeting was provided.

Regional Water Authority Executive Committee (General Manager Roscoe)
The agenda from the January 25, 2017 Meeting was provided.

- b. Sacramento Groundwater Authority (Director Schild)
The agenda from the February 9, 2017 Meeting was provided.
- c. Water Forum Successor Effort (General Manager Roscoe)
The agenda from the February 9, 2017 Meeting was provided.

Carryover Storage Working Group Meetings
No report.

Water Forum Dry Year Conference Meeting
No report.

Water Caucus Meeting
No report.

- d. Other Reports
Director Thomas provided an oral report regarding the AeroJet CAG that he attended on January 18, 2017, and the meeting he had with the General Manager on January 24, 2017.

President Wichert provided an oral report regarding the meeting he and Director Jones had with Brown and Caldwell regarding the Master Plan on February 9, 2017.

Director Jones provided an oral report regarding his meeting on January 27, 2017 with the General Manager.

Director Schild provided an oral report regarding the Water Forum's Fish Group webinar that he attended on February 3, 2017; the ACWA Groundwater Committee meeting that he attended on February 15, 2017; and the JPIA Sexual Harassment training session he attended on February 23, 2017.

Director Locke provided an oral report regarding his meeting with Director Thomas regarding the GM Review on February 14, 2017; the ACWA Groundwater Committee meeting that he attended on February 15, 2017; the ACWA Energy Committee meeting that he attended on February 16, 2017; his meeting with AGM York on February 17, 2017; and his facility tour with AGM York on February 23, 2017.

Miscellaneous Correspondence and General Information

- 33. Certain correspondence received by the District was provided.**
- 34. General Information related to District business was provided.**

Director's Comments/Staff Statements and Requests

None.

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

The Board convened in closed session at 8:55 p.m. to discuss the following:

- 35. Public Employee Performance Evaluation Involving the General Manager Under Government Code Section 54954.5(e) and 54957
- 36. Conference with Board negotiating committee (including Director Wichert) involving the General Manager under Government Code sections 54954.5(f) and 54957.6.

Return to Open Session

The Board convened in open session at 9:51 p.m. There was no reportable action.

Adjournment

President Wichert adjourned the meeting at 9:52 p.m.

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

Minutes**Sacramento Suburban Water District
Special Board Meeting – Closed Session**

Thursday, March 9, 2017

Call to Order

President Wichert called the meeting to order at 5:06 p.m.

Roll Call

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

Directors Absent: None.

Staff Present: General Manager Robert Roscoe and Heather Hernandez-Fort.

Public Present: William Eubanks.

Announcements

None.

Public Comment

William Eubanks (Mr. Eubanks) expressed his appreciation for the General Manager, Rob Roscoe (GM Roscoe). He noted that he had been coming to the District's Board meetings for many years and stated that the District has come a very long way thanks to the leadership and management of GM Roscoe. He further expressed that he had witnessed some of the Board members micromanaging and being disrespectful towards GM Roscoe, and that it was very disturbing to him. He further commented that GM Roscoe had done an outstanding job and he should be given the respect that he deserved. He concluded by expressing that he believed that GM Roscoe was a terrific manager, and stated that he was very impressed with the organization due to the leadership of GM Roscoe, and that the District would be a whole lot worse off if GM Roscoe were not here.

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

The Board convened in closed session at 5:14 p.m. to discuss the following:

1. Public Employee Performance Evaluation Involving the General Manager Under Government Code Section 54954.5(e) and 54957.
2. Conference with Board Negotiating Committee (including Director Wichert) Involving the General Manager under Government Code sections 54954.5(f) and 54957.6.

Return to Open Session

The Board convened in open session at 6:12 p.m. There was no reportable action.

Adjournment

President Wichert adjourned the meeting at 6:13 p.m.

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



Agenda Item: 3

Date: March 14, 2017

Subject: Improvement Standards and Technical Specifications Policy (PL – Eng 001)

Staff Contact: Mitchell S. Dion, Technical Services Director

Recommended Board Action:

Reaffirm the Improvement Standards and Technical Specifications Policy (PL – Eng 001) without changes.

Discussion:

The District’s Improvement Standards and Technical Specifications Policy (PL – Eng 001) was originally adopted by the Board of Directors (Board) in February 2011 and was most recently reviewed without revision in April 2015. This policy is to be reviewed every two years. A copy of the current policy is attached as Exhibit 1. The policy was submitted to the Board last month as an information item.

There are no recommended changes to the existing policy. Following the last meeting there were no recommended changes to the policy from members of the public or the Board. Since no changes are being recommended, the policy was not submitted to legal counsel for review. Therefore, it is recommended that the Board reaffirm the policy with no changes.

Fiscal Impact:

None.

Strategic Plan Alignment:

Facilities and Operations – 2.B: Monitor and improve the District’s efficiencies in operating and maintaining system infrastructure. By separating procedures from policy, the guiding documents necessary for clear direction to contractors and staff can be maintained thereby providing for efficient implementation and consistent improvements to the system.

Sacramento Suburban Water District

Improvement Standards and Technical Specifications Policy

Adopted: February 28, 2011

100.00 Purpose of the Policy

This document sets forth the policy of the Sacramento Suburban Water District concerning the establishment of Improvement Standards and Technical Specifications for the design and construction of improvements to the water works of the District. Improvement Standards and Technical Specifications are necessary to require minimum acceptable quality of design and construction of water infrastructure improvements. All improvements, modifications, and repairs to the District's water system will be planned, designed, and constructed in conformance with these Improvement Standards and Technical Specifications, any applicable District Regulations, and with any applicable special conditions that have been approved by the District.

200.00 Authority

In conformance with the California Water Code, Division 12, County Water Districts, the General Manager has the full responsibility and authority to set standards and specifications for the planning, design, construction, modification or repair of the water works system of the District. The Board of Directors recognizes this authority and through this document, acknowledges this as the policy of the District.

300.00 Responsibility

The General Manager shall be responsible for the establishment of the Improvement Standards and Technical Specifications of the District. He may, at his discretion, utilize District staff to update and maintain the Improvement Standards and Technical Specifications. The Improvement Standards and Technical Specifications will be maintained as a separate document and will be considered the procedures of this policy. The General Manager may review and change the Improvement Standards and Technical Specifications as necessary to meet the needs of the District.

400.00 Policy Review

This policy shall be reviewed at least biennially.



Agenda Item: 4

Date: March 20, 2017

Subject: Resolution No. 17-03 Accepting Grant of Easement and Right of Way for 3124 Auburn Blvd.

Staff Contact: Mitchell S. Dion, Technical Services Director

Recommended Board Action:

Adopt Resolution No. 17-03 Accepting Grant of Easement and Right of Way for 3124 Auburn Blvd. APN # 254-0280-35 and authorize the General Manager to execute and record.

Discussion:

The District has received a Grant of Easement and Right of Way for 3124 Auburn Blvd (Exhibit 1). The property which is owned by Maita Property contains a 12-inch DIP main that traverses half the eastern property line and terminates at a valve and fire hydrant. This Easement encompasses the District owned main and facilities that are situation within the property boundaries. This easement was voluntarily conveyed to the District at no cost.

The waterline was installed in 2013 and an easement was conveyed to the District but not accepted or recorded. The District found this unrecorded easement in a process to identify and correct discrepancies in this program.

Per Resolution 16-21, adopted on September 19, 2016, the District General Manager is granted the authority to accept Easement, Deed and other Grants conveying real property interests on the District's behalf. However, this work predated that authority, and is therefore brought for the approval of the Board of Directors.

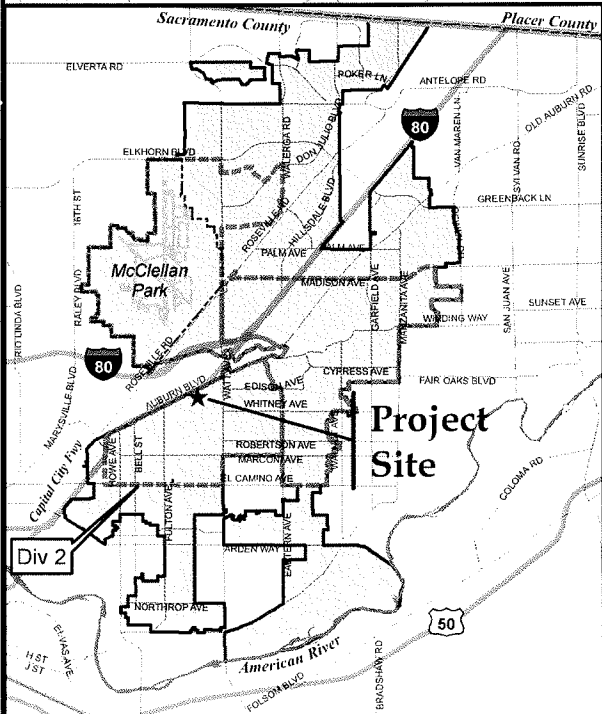
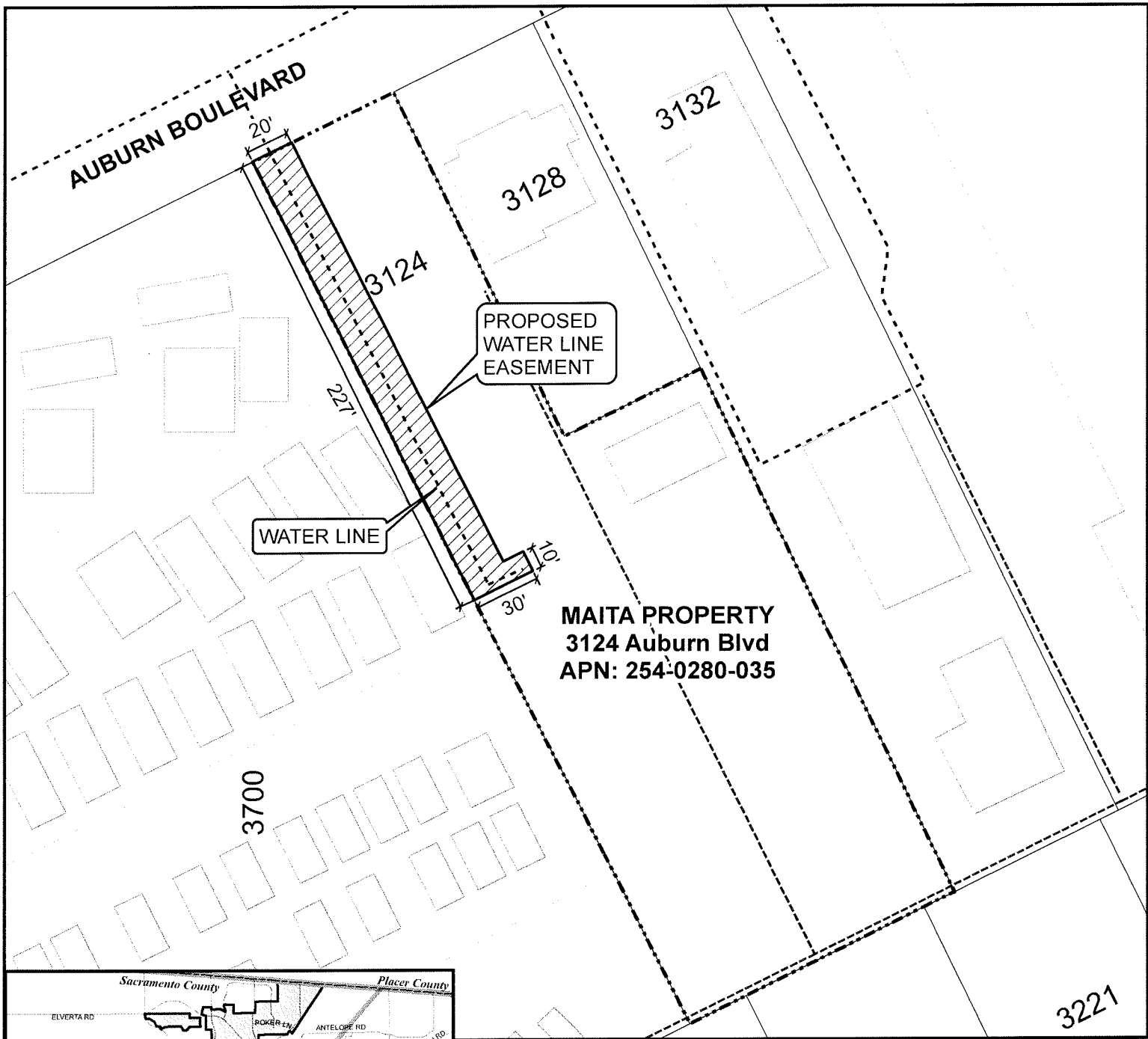
Fiscal Impact:

There is no significant fiscal impact for accepting this easement as it was granted at no cost. Incidental costs such as recording fees will be incurred.

Strategic Plan Alignment:

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

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



NOT TO SCALE Portion of Sacramento Suburban Water District

Exhibit 1

NOT FOR RECORDING

Proposed Water Line Easement

3124 Auburn Boulevard

(Voting Division 2)



Base Data: Sacramento County Gis Base Map
 Projection: CA State Plane 2, NAD83
 Scale: No Scale
 Prepared by: DAV, SSWD
 Sacramento, CA - Feb 2017
 Auburn_3124_Esmt.mxd

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

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

SACRAMENTO SUBURBAN WATER DISTRICT
Attn: General Manager
3701 MARCONI AVENUE, SUITE 100
SACRAMENTO, CA 95821

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

No Document Transfer Tax
Per R&T Code § 11922

Assessor's Parcel No.: 254-0280-035

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

GRANT OF EASEMENT AND RIGHT OF WAY

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

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

See Exhibits "A" and "B"
attached to and made a part of this Grant of Easement and Right of Way

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

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

Executed this 12 day of MARCH, 2013.

Maita Property
By: [Signature]
STEVEN V. MAITA

SIGNED IN COUNTER PART

By: _____

NOTARY ACKNOWLEDGEMENT

STATE OF California }
COUNTY OF Sacramento }

On March 12th, 2013, before me, NINA ALBANO, Notary Public personally appeared Steven V. Maita who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she~~/~~they~~ executed the same in his/~~her~~/~~their~~ authorized capacity(ies), and that by his/~~her~~/~~their~~ signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.



Signature: Nina Albano

[Notary Seal]

**EXHIBIT A
WATERLINE EASEMENT OVER
MAITA PROPERTY**

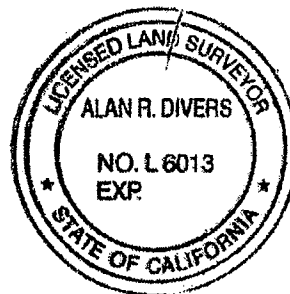
An easement over a portion of Lot 39, as laid out and shown on that certain Subdivision Map entitled "Plat of Del Paso Park View Tract No. 1", filed in Book 13 of Maps, at Page 37 of the Sacramento County Records, lying in Sacramento County, State of California; and more particularly described as follows:

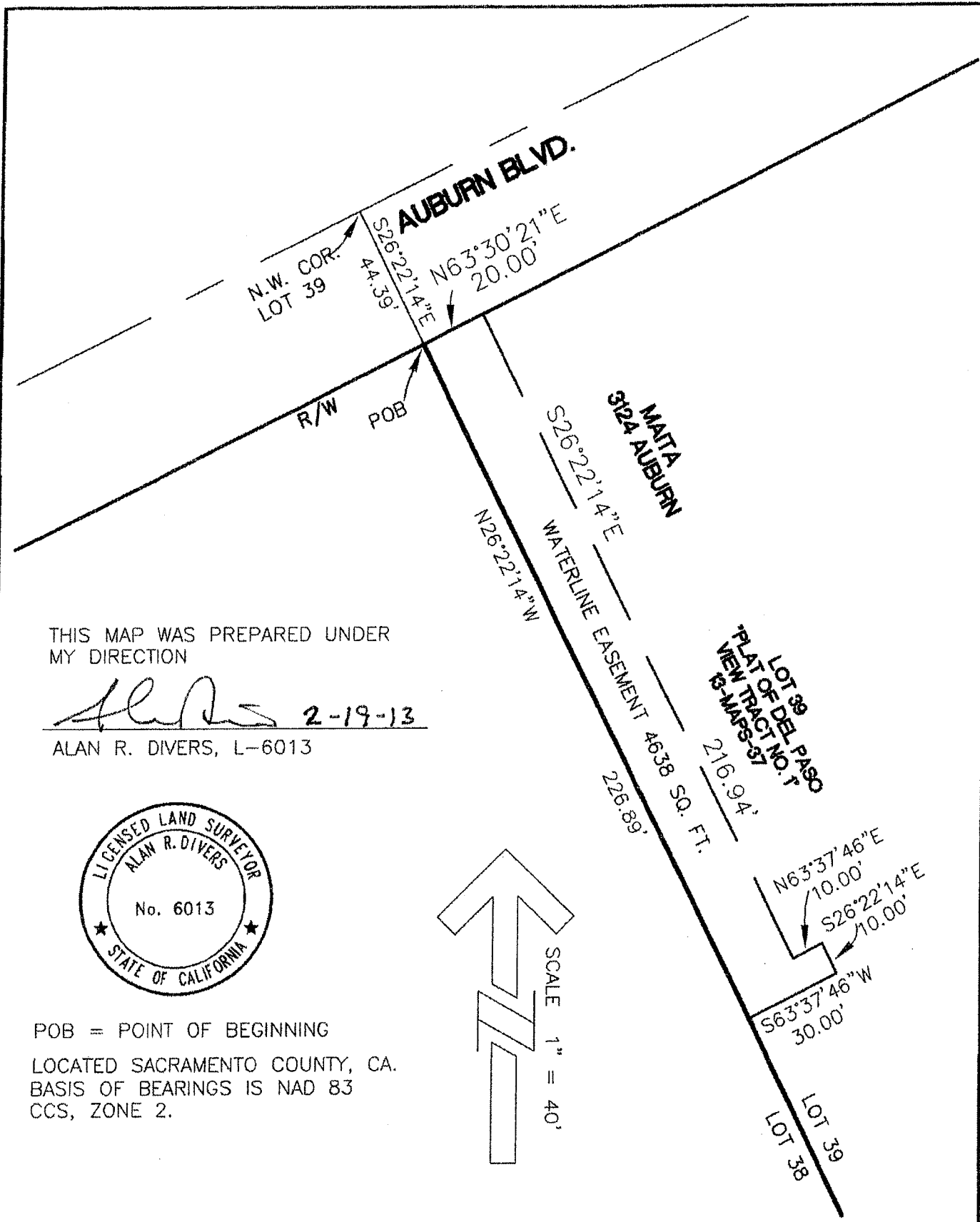
Beginning at a point on the southern Right of Way line of Auburn Blvd, as described in a Relinquishment Deed conveyed to the County of Sacramento and recorded in Book 3087, at page 210 in said Sacramento County Records, said point also lies on the western boundary of said Lot 39 and South 26°22'14" East 44.39 feet from the northwestern most corner thereof; thence along said Right of Way North 63°30'21" East 20.00 feet; thence South 26°22'14" East 216.94 feet; thence North 63°37'46" East 10.00 feet; thence South 26°22'14" East 10.00 feet; thence South 63°37'46" West 30.00 feet to a point on said western boundary of said Lot 39; thence North 26°22'14" West 226.89 feet to the POINT OF BEGINNING.

Containing 4638 square feet of land more or less.

Saving and excepting there from any portion of the above description lying within an existing building or parking structure.

 2-19-13
ALAN R. DIVERS, LS 6013





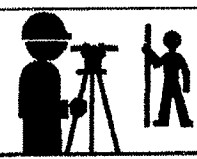
THIS MAP WAS PREPARED UNDER MY DIRECTION

Alan R. Divers 2-19-13
 ALAN R. DIVERS, L-6013



POB = POINT OF BEGINNING
 LOCATED SACRAMENTO COUNTY, CA.
 BASIS OF BEARINGS IS NAD 83
 CCS, ZONE 2.

DATE: 2/7/2013
 SCALE: 1"=40'
 JOB NUMBER: 12-05
 DWG NAME: 3124-ESMT



Alan R. Divers
 Professional Land Surveyor
 3045-C ESTEPA DR., CAMERON PARK
 CA. 95682 - (530) 642-1755

EXHIBIT B
WATERLINE EASEMENT
MAITA PROPERTY

RESOLUTION NO. 17-03

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SACRAMENTO SUBURBAN WATER DISTRICT
ACCEPT GRANT OF EASEMENT AND RIGHT OF WAY FOR 3124 AUBURN BLVD.
APN # 254-0280-35**

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

GRANTOR: MAITA PROPERTY

INSTRUMENT: GRANT OF EASEMENT AND RIGHT OF WAY

EXECUTED AND DATED: MARCH 12, 2013

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

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

1. The District General Manager is hereby authorized and empowered to consent to and accept on behalf of the District, as presented to the Board of Directors on March 27, 2017, the real properties or interest therein conveyed by the aforementioned instruments of conveyance.

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

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on this 27th day of March, 2017 by the following vote:

AYES:
NOES:
ABSENT:

By: _____
Robert P. Wichert
President, Board of Directors
Sacramento Suburban Water District

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 27th day of March, 2017.

(SEAL)

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

CERTIFICATE OF ACCEPTANCE

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

Resolution No. 17-03 adopted on the 27th day of March, 2017.

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

Dated: March 27, 2017



Agenda Item: 5

Date: March 15, 2017

Subject: Water System Master Plan Update

Staff Contact: Mitchell S. Dion, Technical Services Director

Recommended Board Action:

Receive presentation and adopt the Water Master Plan Update.

Discussion:

In June 2015, following a qualification based selection process, Brown and Caldwell (B&C) was selected to prepare the District's 2015 Urban Water Management Plan (UWMP) and Water Master Plan Update (WMPU). The previous Water Master Plan was adopted by the Board in July 2009 and major updates were planned at approximately five year intervals. Taken together, these plans provide broad guidance on the future direction for the District with respect to sustainable water supply and asset management. The UWMP is not meant to limit planning flexibility, as it is expressly recognized that conditions will evolve. The assumptions and planning horizons require decision makers to continuously use critical evaluation tools balancing risk and benefit on behalf of the ratepayers. There is no future funding commitment with adoption of the plan.

The WMPU provides a comprehensive assessment and description of the District's ultimate needs (to the year 2035) for water supply, treatment and distribution based on future population growth, land use, etc. The WMPU also includes an assessment of the District's various asset management plans and a recommended capital improvement program. The master plan update is intended to allow the District to better plan and budget for future facilities projects and capital improvements.

During the preparation of the WMPU, the Facilities and Operations Committee was used to monitor the progress of the project and to make various policy level decisions during the master planning process. In 2015 and 2016, this committee consisted of Directors Locke and Schild. In 2017, this committee consists of Directors Jones and Schild. The committee has met with District staff and B&C representatives on eight different occasions to discuss the 2015 UWMP and the WMPU and received public input. The dates of these meetings and the main topics and/or policy decisions (regarding the WMPU only) are listed below:

- July 23, 2015 – Kickoff meeting for the 2015 UWMP and the WMPU. Discuss project scope of work and schedule and the expectations of the committee.
- October 29, 2015 – Receive status report and update on project progress including demographic analysis and population projections.

- January 8, 2016 – Review draft Long Term Well Plan (including well rehabilitation and replacement assumptions).
- April 1, 2016 – Review inventory of existing water supply facilities and assumptions and methodology used to update existing and buildout (2035) water demand requirements.
- July 22, 2016 – Review future infrastructure needs, asset management plan review and prioritization, and draft capital improvement plan.
- September 30, 2016 – Review draft 15-year capital improvement program (CIP) and detailed list of recommended projects in the Supply, Transmission, Distribution, Storage and Special Projects categories.
- December 9, 2016 – Review Well Business Case analysis and findings and Well Investment Decision Tool.
- January 20, 2017 – Review Draft Water Master Plan Update report and policy implications.

In January, a draft WMPU report was provided to the Board of Directors for review. A public copy was also made available to the public at the Marconi front desk, in addition to posting on the District website. At that time, the one remaining element still to be completed was the hydraulic modeling element. The WMPU report is now complete (a copy of the final report is attached to this staff report). The report is divided up into the following chapters:

Chapter 1 – Introduction

Chapter 2 – Description of Existing Water System

Chapter 3 – Water Requirements

Chapter 4 – Water Supplies

Chapter 5 – Asset Management

Chapter 6 – Supply Facilities Analysis

Chapter 7 – Transmission Facilities Analysis

Chapter 8 – Distribution Facilities Analysis

Chapter 9 – Storage Facilities Analysis

Chapter 10 – Special Project Analysis

Chapter 11 – Hydraulic Modeling

Chapter 12 – Capital Improvement Plan

Chapter 13 – References

Appendix A – Land Use Categories from General Plans

Appendix B – Long Term Cumulative Costs by CIP Category

Appendix C – New Transmission Mains Cost Calculations

Appendix D – Capital Needs Assessment Escalated Costs

Appendix E – Hydraulic Model Data

The WMPU includes a Long-Term Well Replacement Plan and recommends reducing the number of active groundwater wells from the current number of 73 wells to approximately 40 over time. In the long term, this will reduce operation and maintenance (O&M) costs. In order to accomplish this task, improvements to the transmission main backbone system will be required in the North Service Area (NSA) to allow for water to be efficiently moved between

subareas. The update discusses future regulations and water quality issues that might impact future groundwater treatment needs. As a result, it is recommended that future well sites be larger in size (one acre minimum) to allow for well campuses and possible wellhead treatment. The master plan update also includes a Well Investment Decision Tool to shape informed decisions in the future on rehabilitation and other major expenditures. The WMPU also recommends additional efforts to investigate potential opportunities to expand existing conjunctive use operations, work with regional partners to expand banking and exchange opportunities putting existing District assets to fuller use to benefit District rate payers. And finally, the master plan update includes a recommended 15-year capital improvement program and estimates the financial implications of the program.

The WMPU is an important document that will be used by District into the future. However, efforts will be made to keep it current with new information as it becomes available.

A presentation on the WMPU by the B&C representatives will be provided. A copy of their presentation is attached as Exhibit 1. Following the presentation, it is recommended that the Board of Directors adopt the WMPU. Following adoption, the document will be made available on the District's web site and printed copies will be maintained for review at the District office.

Fiscal Impact:

The WMPU report includes a capital needs analysis for a 15 year period from 2017 through 2031. It is intended to be used as a planning tool for future capital improvement program (CIP) budget discussions with the Board of Directors. However, the master plan update does not represent a financial commitment, other than those funds already by the Board in the approved and adopted budget.

Strategic Plan Alignment:

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

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

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

The WMPU aligns with each of the goals/principles outlined above. It will help in managing the District's groundwater supply and to estimate the future water supply needs for District's customers. It also included recommended capital improvement projects that are necessary to replace existing assets that have outlived their useful life. The plan can also be used as a tool to effectively communicate information to the District's customers on drinking water supply and other relevant planning issues.

March 27, 2017

Water System Master Plan Update Sacramento Suburban Water District

The logo for Sacramento Suburban Water District features a stylized blue wave graphic to the left of the text. The text is arranged in three lines: "SACRAMENTO" in a large, bold, sans-serif font, "SUBURBAN" in a slightly smaller, bold, sans-serif font, and "WATER DISTRICT" in a smaller, all-caps, sans-serif font.

**SACRAMENTO
SUBURBAN**
WATER
DISTRICT

A dark grey silhouette strip at the bottom of the slide contains various water infrastructure elements: a water tower, several buildings, trees, and a large cylindrical tank.

Presented by: Melanie Holton, PE
Paul Selsky, PE

The logo for Brown and Caldwell is enclosed in a white rectangular border. It features the company name "Brown AND Caldwell" in a bold, sans-serif font, with "AND" in smaller letters between "Brown" and "Caldwell".

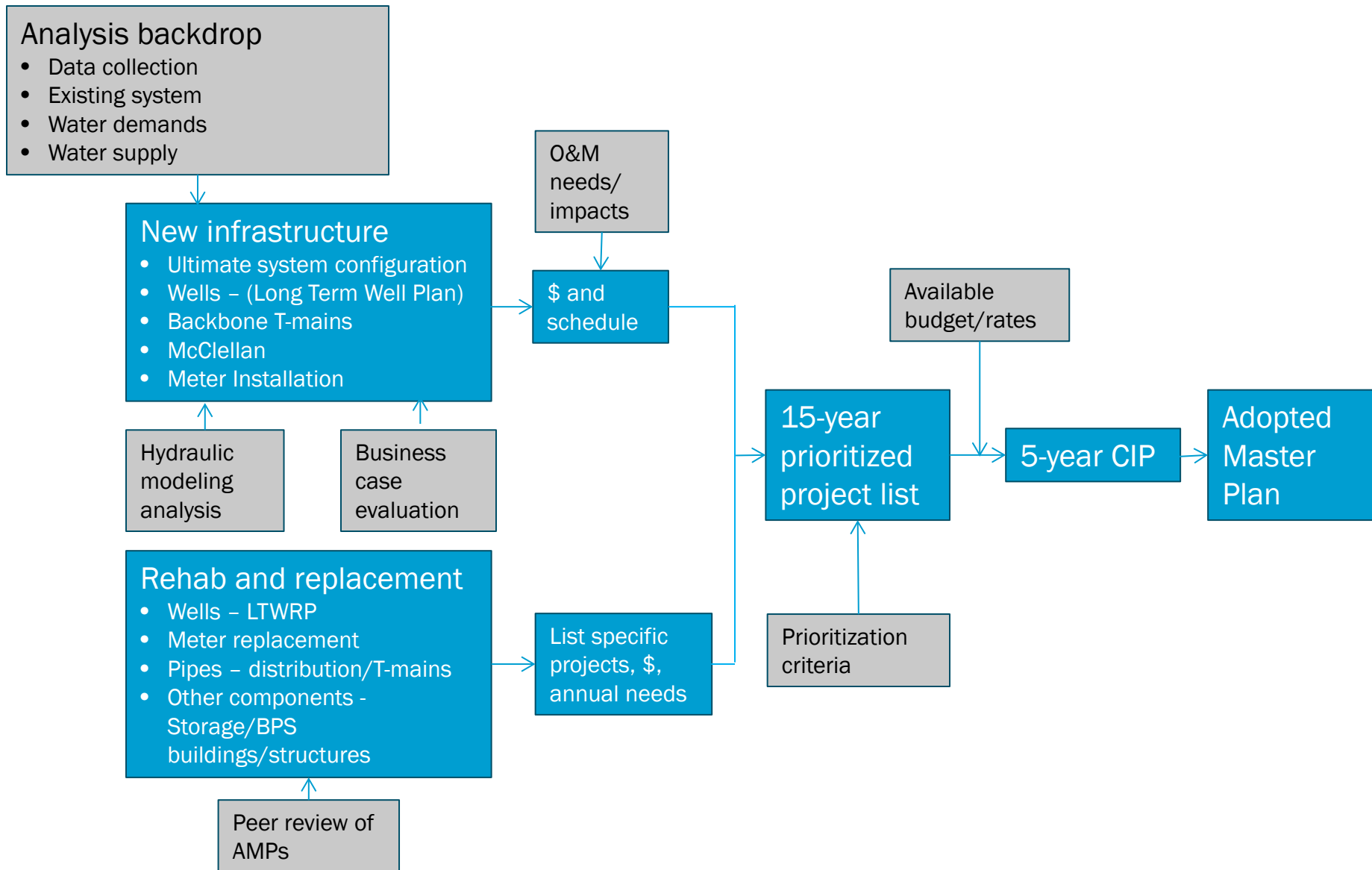
**Brown AND
Caldwell**

Today's Agenda >

1. Water System Master Plan approach
2. F&O presentations
3. Water System Master Plan overview
4. Conclusions



Water System Master Plan Approach

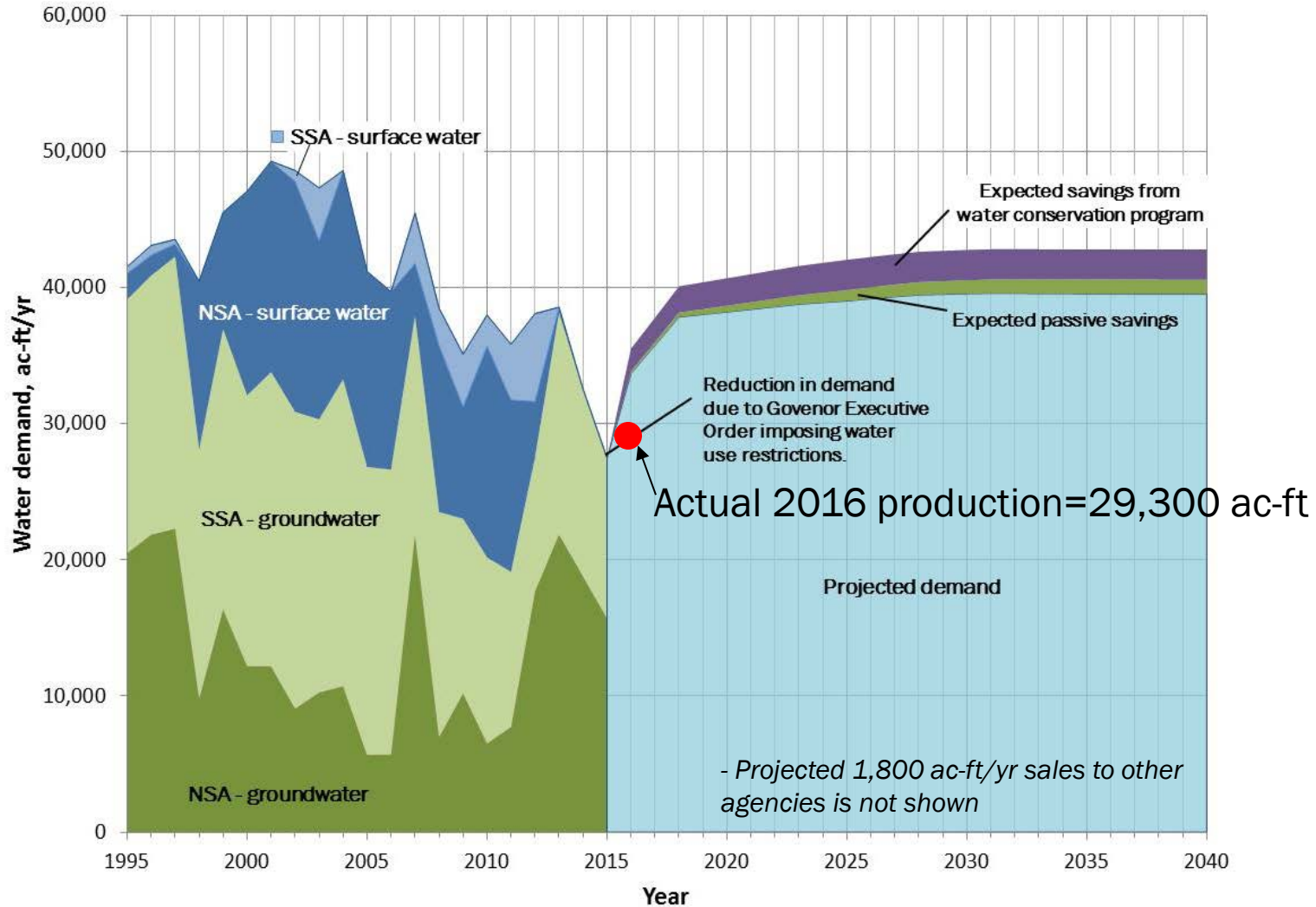


F&O presentations on master plan elements allowed for progressive review process

- [July 23, 2015](#) – Kickoff meeting for the 2015 UWMP and the Water System Master Plan (WSMP)
- [October 29, 2015](#) – Project status/demographic analysis and population projections.
- [January 8, 2016](#) – Draft Long Term Well Plan
- [April 1, 2016](#) – Water supplies and water demand
- [July 22, 2016](#) – Future infrastructure needs, asset management plan review and prioritization, and draft CIP
- [September 30, 2016](#) – Draft 15-year CIP and detailed list of recommended projects in the supply, transmission, distribution, storage, and special projects categories
- [December 9, 2016](#) – Well operations and maintenance business case analysis and findings and well investment decision tool
- [January 20, 2017](#) – Draft WSMP overview and policy implications

Water System Master Plan Overview

Water Requirements



- Parcels currently supplied by private wells will remain private
- Demand projection through buildout is reduced

Water Supplies

- Assumed surface water available from PCWA and the City are reduced
- Higher costs of purchased surface water supplies are considered
- Occurrence of Water Forum drier and driest years has increased in recent years
- Costs and revenue potential of partnering with other water agencies to supply water to others is evaluated, including groundwater banking

- Discuss threats to groundwater
- Fluoridation

Transferring water from District has potential benefit to the rate payer

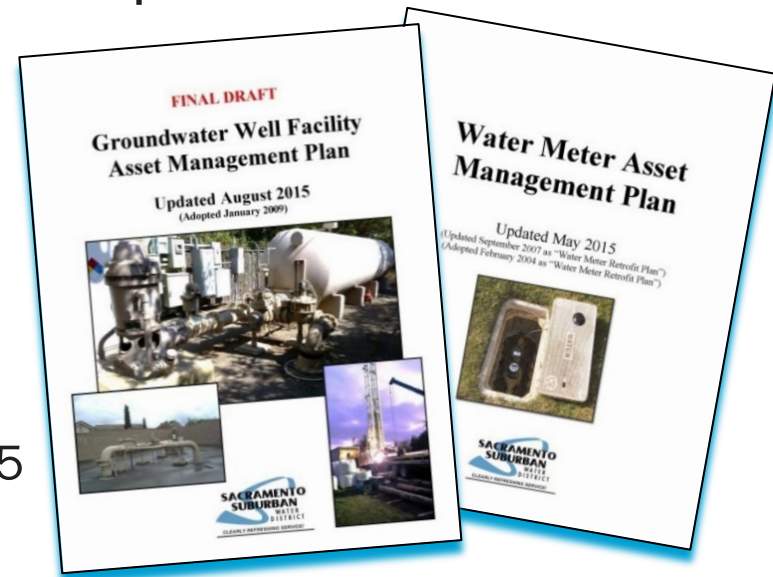
- Alternatives to meet District's needs
 - Conjunctive use
 - Groundwater only with reduced demands
- Alternatives to maximize facility value
 - Export water
 - Approaches to reduce costs to District customers

SSWD Asset Management Plans

- Reviewed District's asset management plans
- Recommends best practices for asset management planning elements to include in future updates of the District's asset management plans

SSWD Asset Management Plans

- Transmission Mains – January 2016
- Groundwater Well Facility - updated August 2015
- Meter Retrofit Plan - updated May 2015
- Distribution Mains – updated October 2014
- Buildings and Structures – Updated November 2011
- Reservoirs and Booster Stations – updated October 2011
- Asset Management Plan Summary Report



Supply Facilities Analysis

- Phased downhole well rehabilitation and pump repair recommendations
- Long Term Well Plan - well replacement program
- Reduction in overall number of well sites from existing system
- Recommends increased expenditures on well replacement compared to current implementation

- Useful life assumptions

Long Term Well Plan – risk based analysis

Use predictive risk based tool for well supply planning and prioritization

- Determine consequence of failure (COF) and likelihood of failure (LOF) for each well
- Calculate risk of failure (ROF) for each well ($ROF = LOF \times COF$)
- Estimate remaining useful life for each well

Define level of service criteria (LOS)

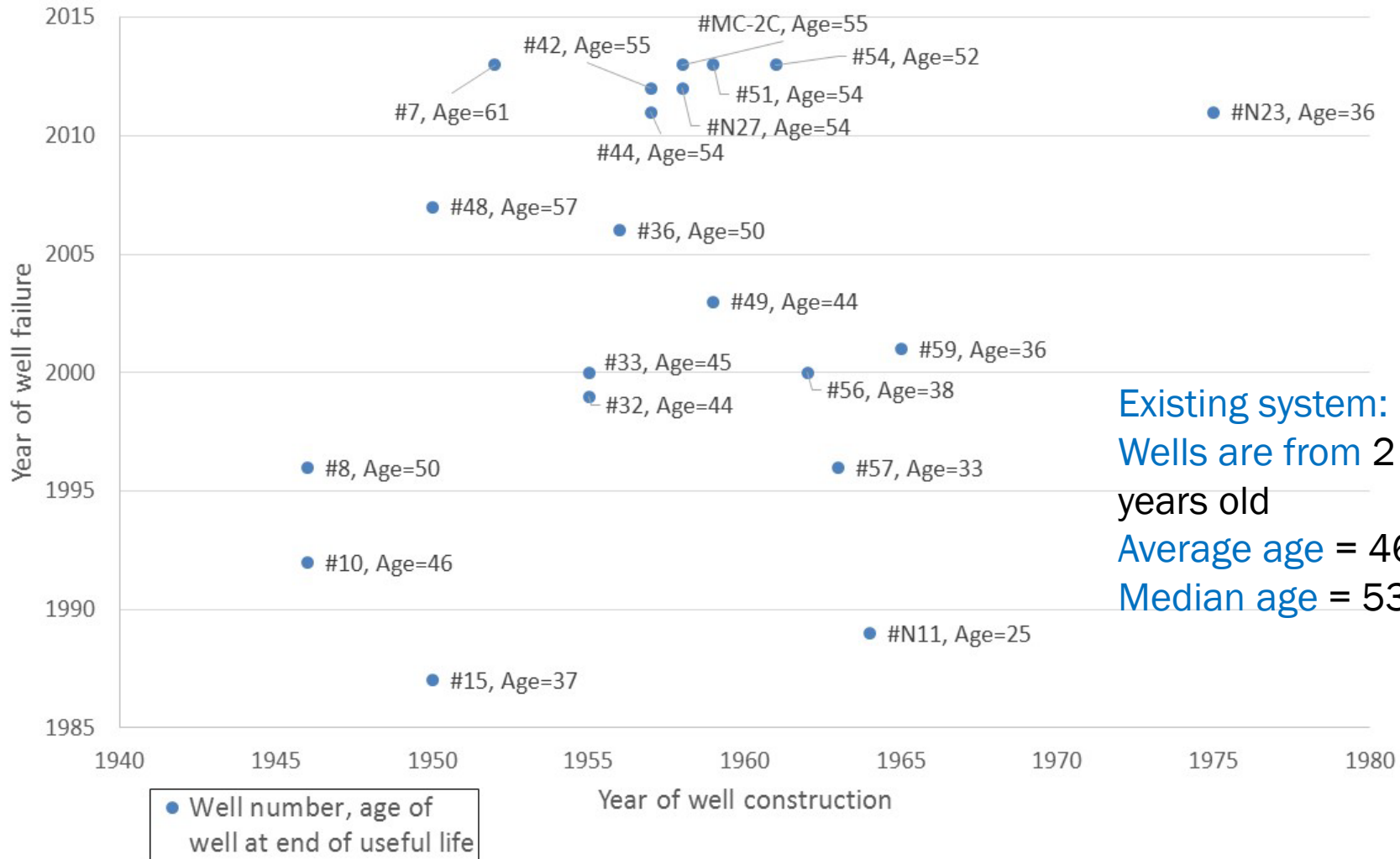
- Meeting production requirements
- Meeting water quality requirements

- Well is under-performing (UP) when the well is no longer meeting the level of service (LOS) for which it was designed
- For wells at UP use prescribed **well under-performing procedures** and **well investment decision tool** for next steps

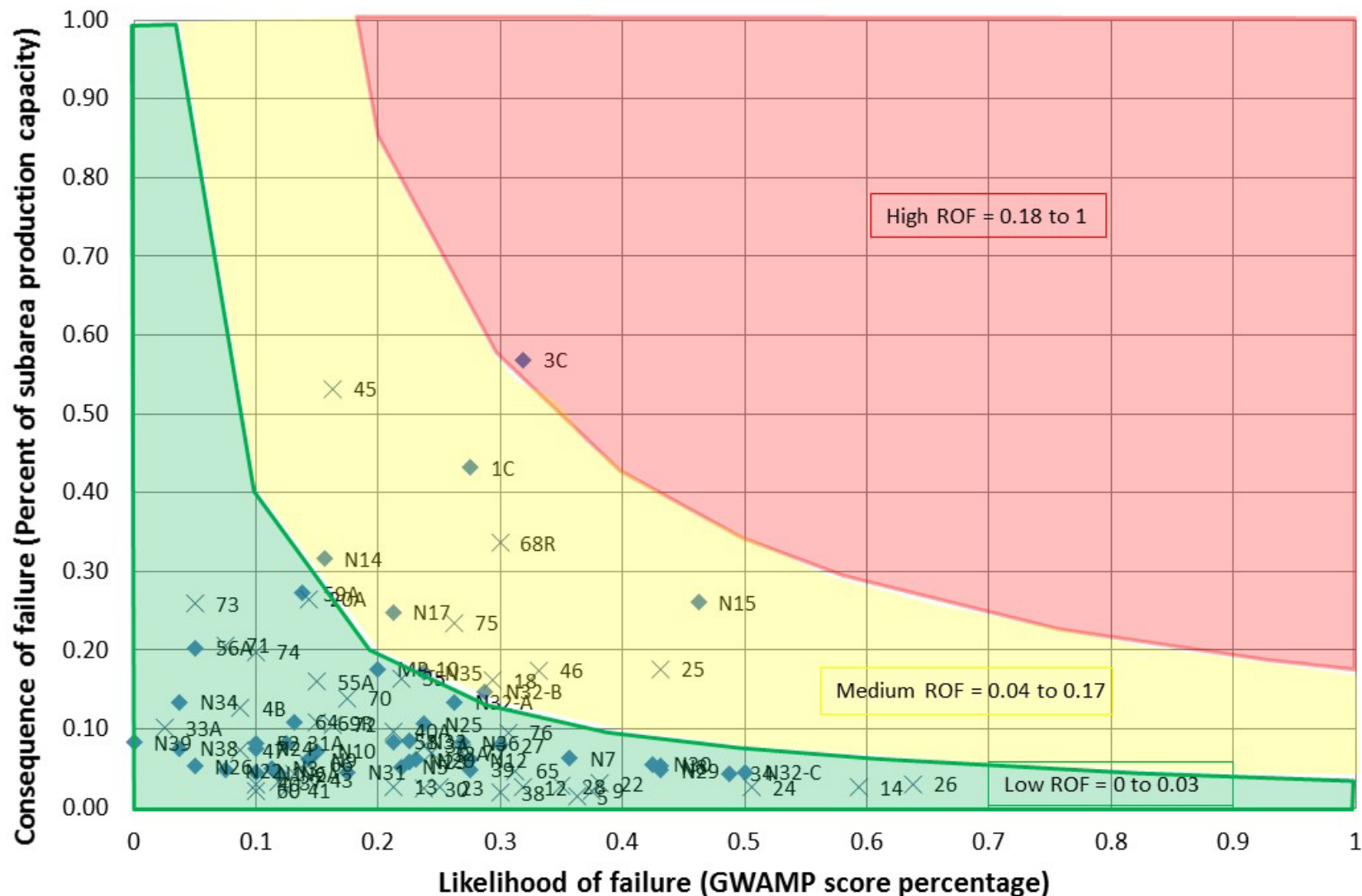
Useful life assumptions based on well risk

- Low ROF wells– Assume 60 year useful life. +5 years of life for wells currently over 60 years old.
- Medium ROF wells– Assume 55 year useful life. +5 years of life for wells currently over 55 years old.
- High ROF wells– Assume 50 years useful life for wells currently under 50 years. For wells over 50 years in age develop plans for well replacement immediately.
- Resulting overall system well field average useful life is 61 years

Historical District well failure – average age at failure is 46 years

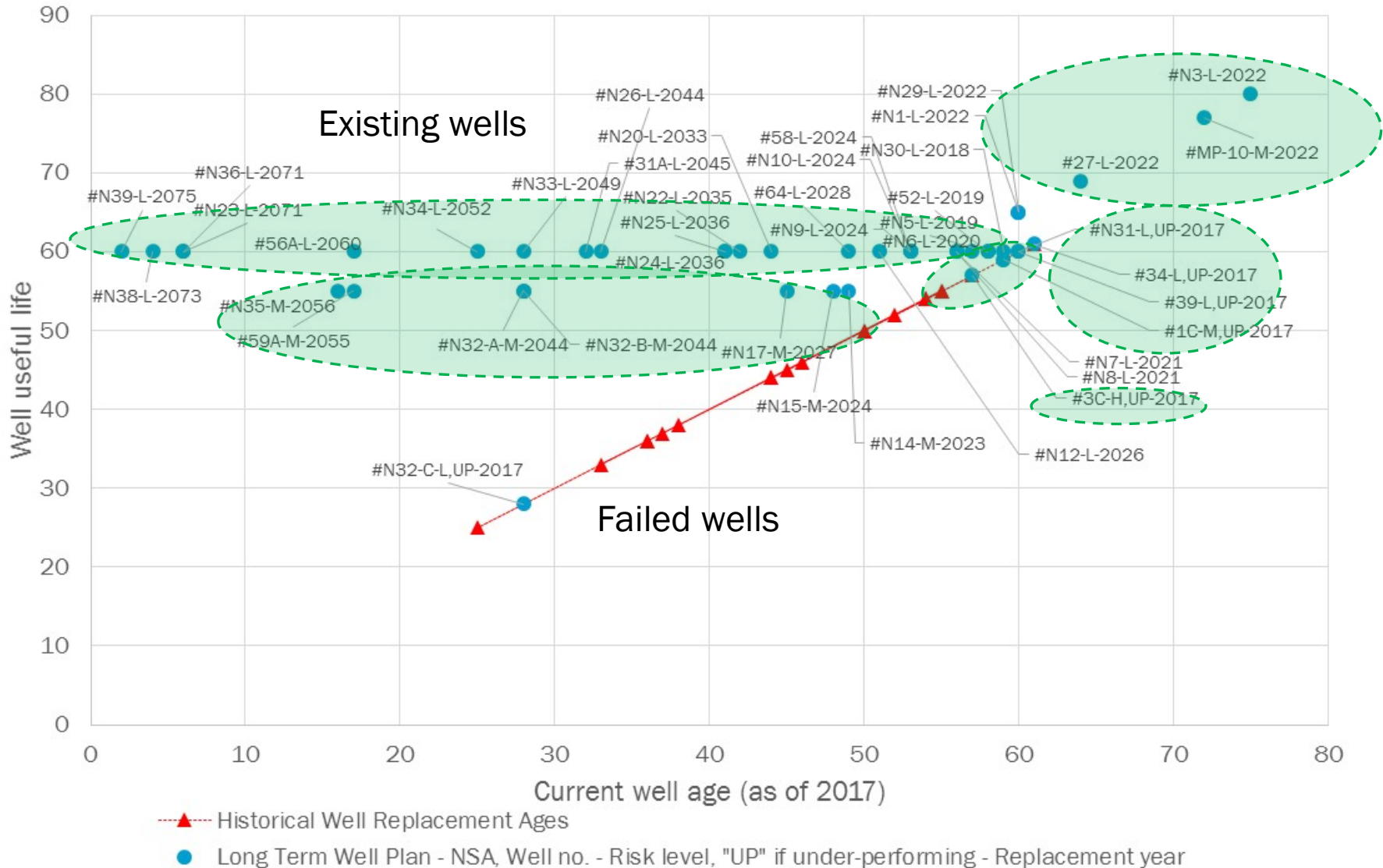


Risk Matrix- Most wells have low risk of failure - low consequence but poor condition



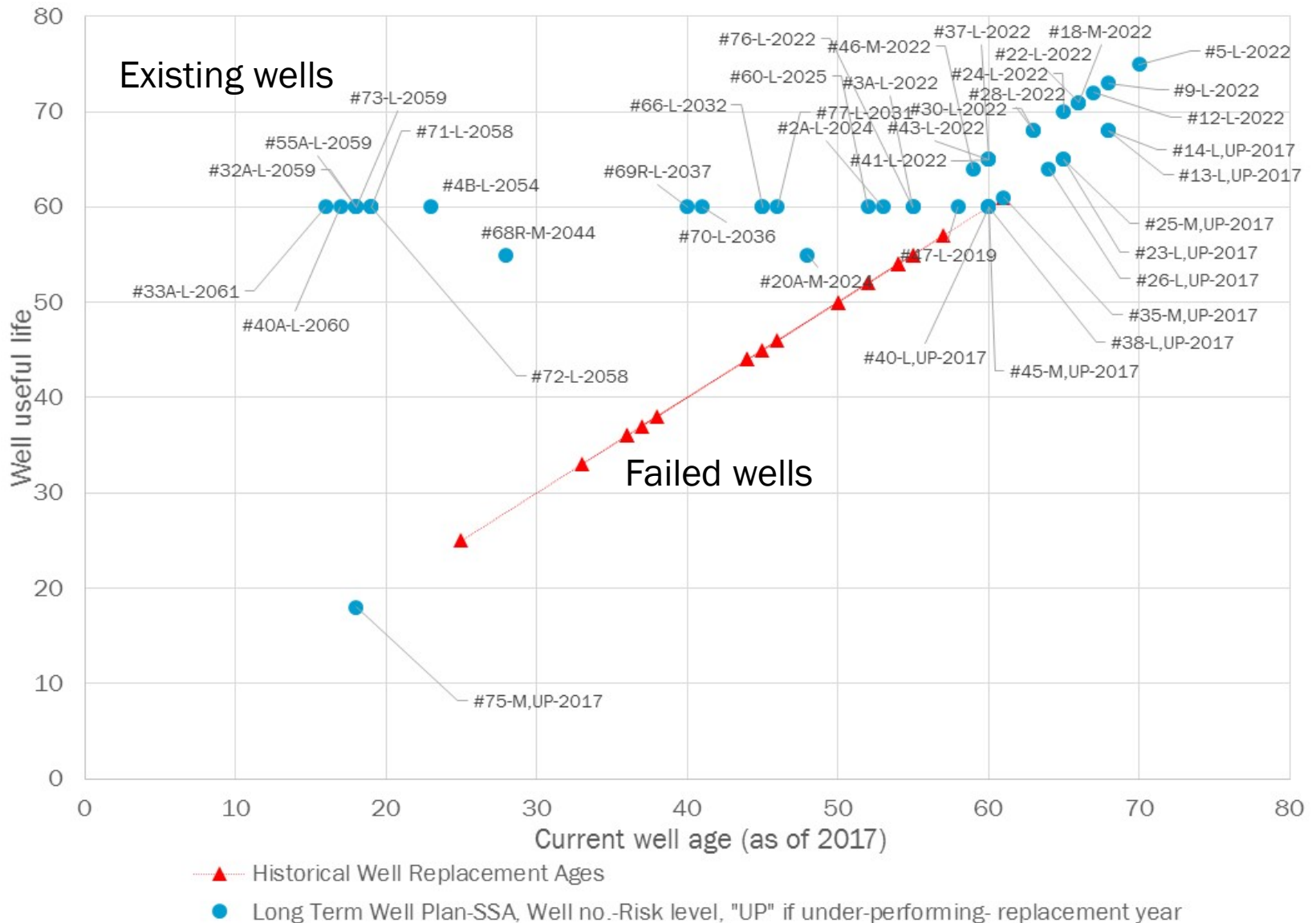
Long Term Well Plan

Well age vs estimated useful life - NSA



Long Term Well Plan

Well age vs estimated useful life - SSA



Long Term Well Plan

- Remaining well useful life based on the assigned risk category
- Resulting average useful life in system is 61 years
- 16 new wells recommended over 15-year CIP
- New well sites
 - Larger sites/well campuses
 - Room for future treatment
 - Near transmission mains

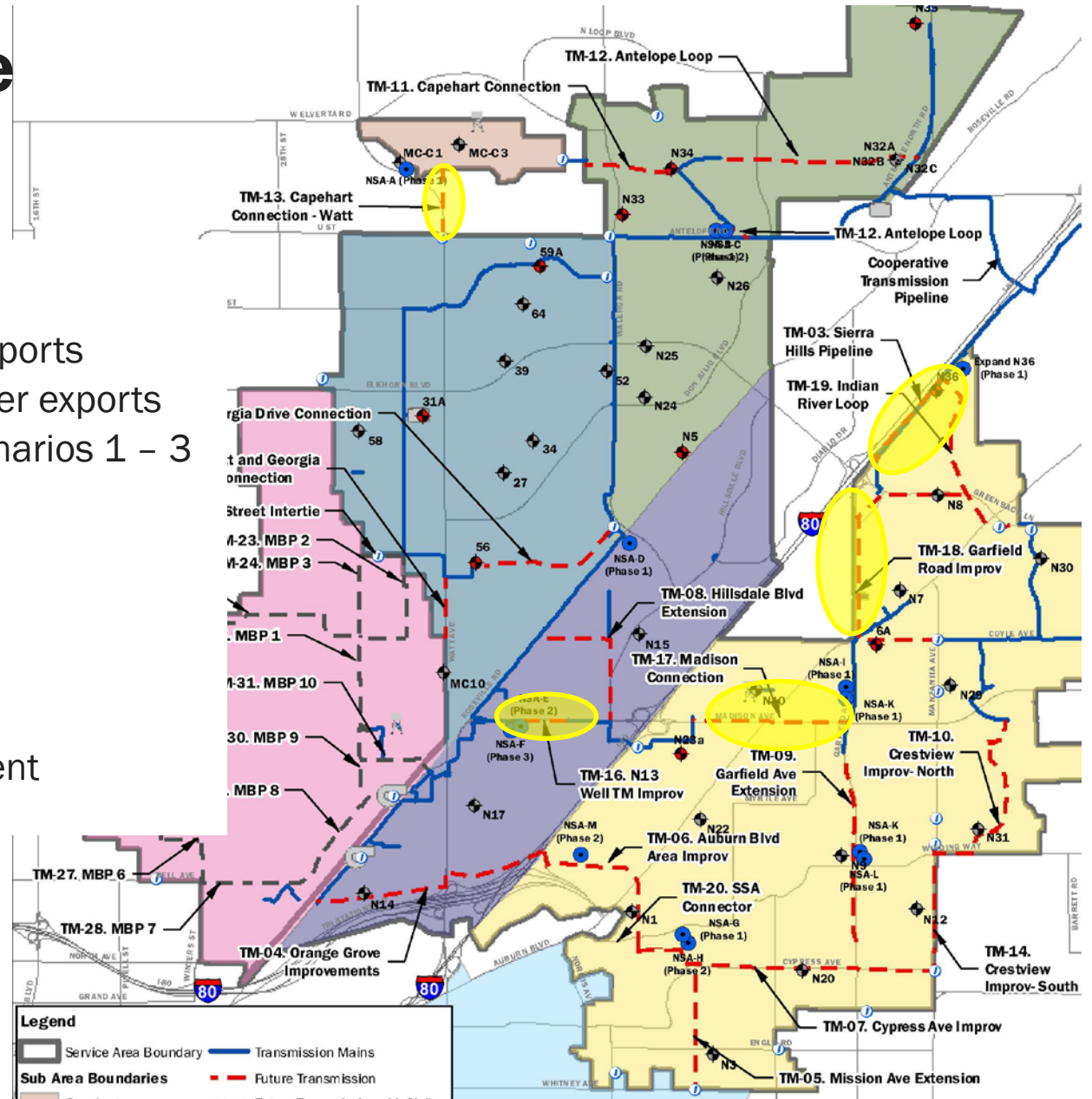
Transmission Facilities Analysis

- Prioritizes long term costs and schedule for transmission main replacement activities
- New transmission mains recommended to complete the system transmission main backbone
 - Allows for fewer wells in future
 - Less reliance on localized well supply due to improved ability to move water within the system
 - Reduced potential for water quality contamination/regulation impacts

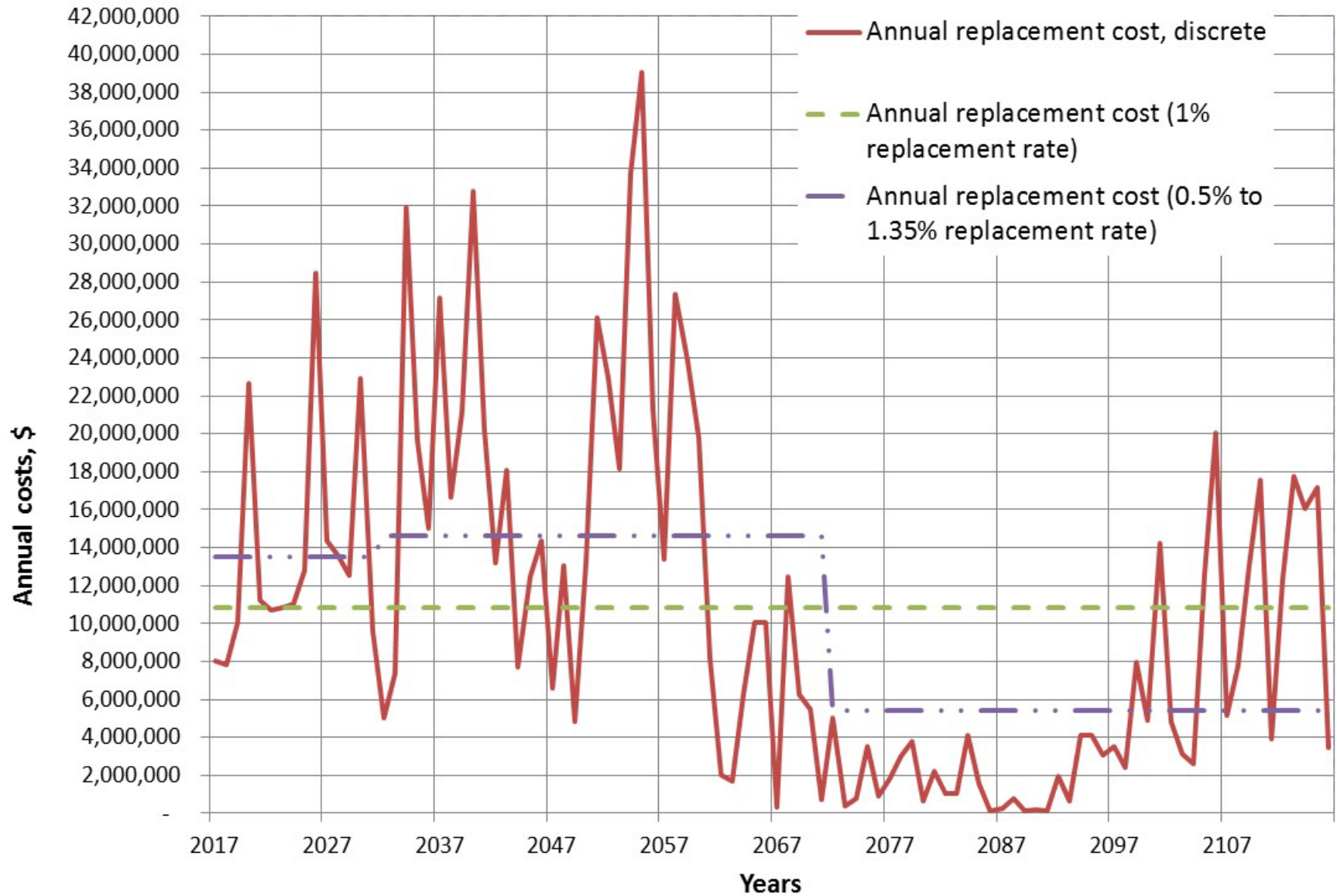
- Need/timing for NSA Backbone

NSA Backbone Prioritization

- Workshop scenarios
 - 1) Status quo
 - 2) Maximize surface imports
 - 3) Maximize groundwater exports
 - 4) Hybrid based on scenarios 1 - 3
- Three priority areas
 - 1) Verner to Greenback
 - 2) Palm to Madison
 - 3) Capehart connection
- 7 to 8 years to implement



Distribution Facilities Analysis



Storage and Special Projects Analysis

Storage Facilities Analysis

- No new storage facilities recommended (with exception of McClellan tank)
- Meet peak hour demands from mix of above ground storage and aquifer storage

Special Projects Analysis

- Increased expenditures on developing and maintaining SCADA system
- Meter installation completion by 2022
- Transition to meter replacement

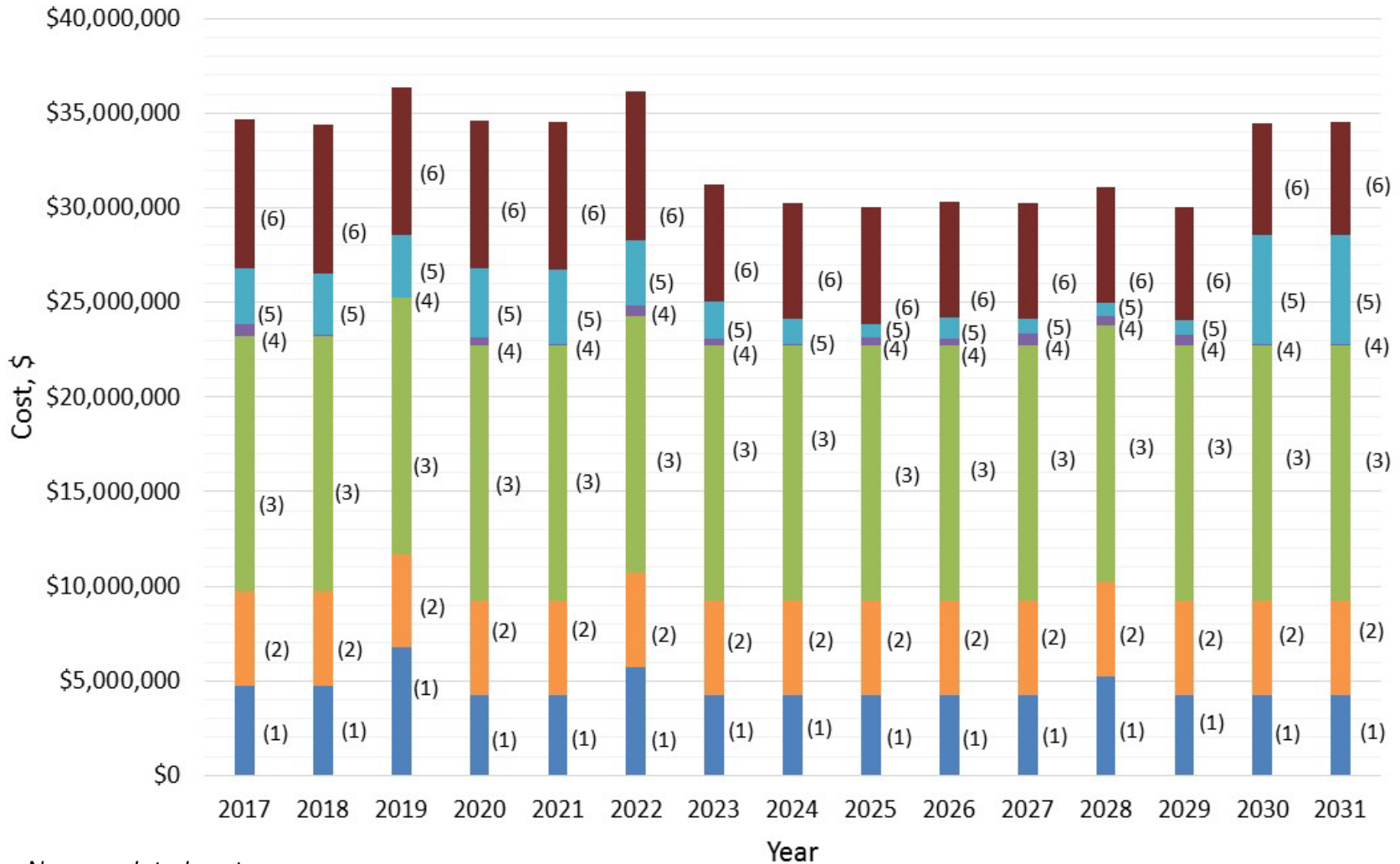
Hydraulic Modeling

- Recommended new facilities meet the District's performance criteria.
- Verified that District's water system provides required fire flows.
- Use District's Innowyze Infowater hydraulic model
 - Analysis of minimum pressures, maximum velocities and unit headlosses, and fire flow availability
 - Three modeling scenarios
 - Scenario 1. All Groundwater – Existing System Maximum Day Demand (MDD)
 - Scenario 1a. Fire Flow Analysis
 - Scenario 2. All Groundwater – Buildout System MDD
 - Scenario 2a. Fire Flow Analysis
 - Scenario 3. Maximize Use of Surface Water – Buildout MDD

Capital Improvement Plan

- Recommended 15-year CIP
- CIP developed to optimize the maintenance and replacement of the District's key water system assets
 - Supply Projects
 - Transmission Projects
 - Distribution Projects
 - Storage Projects
 - Special Projects
 - Debt Service

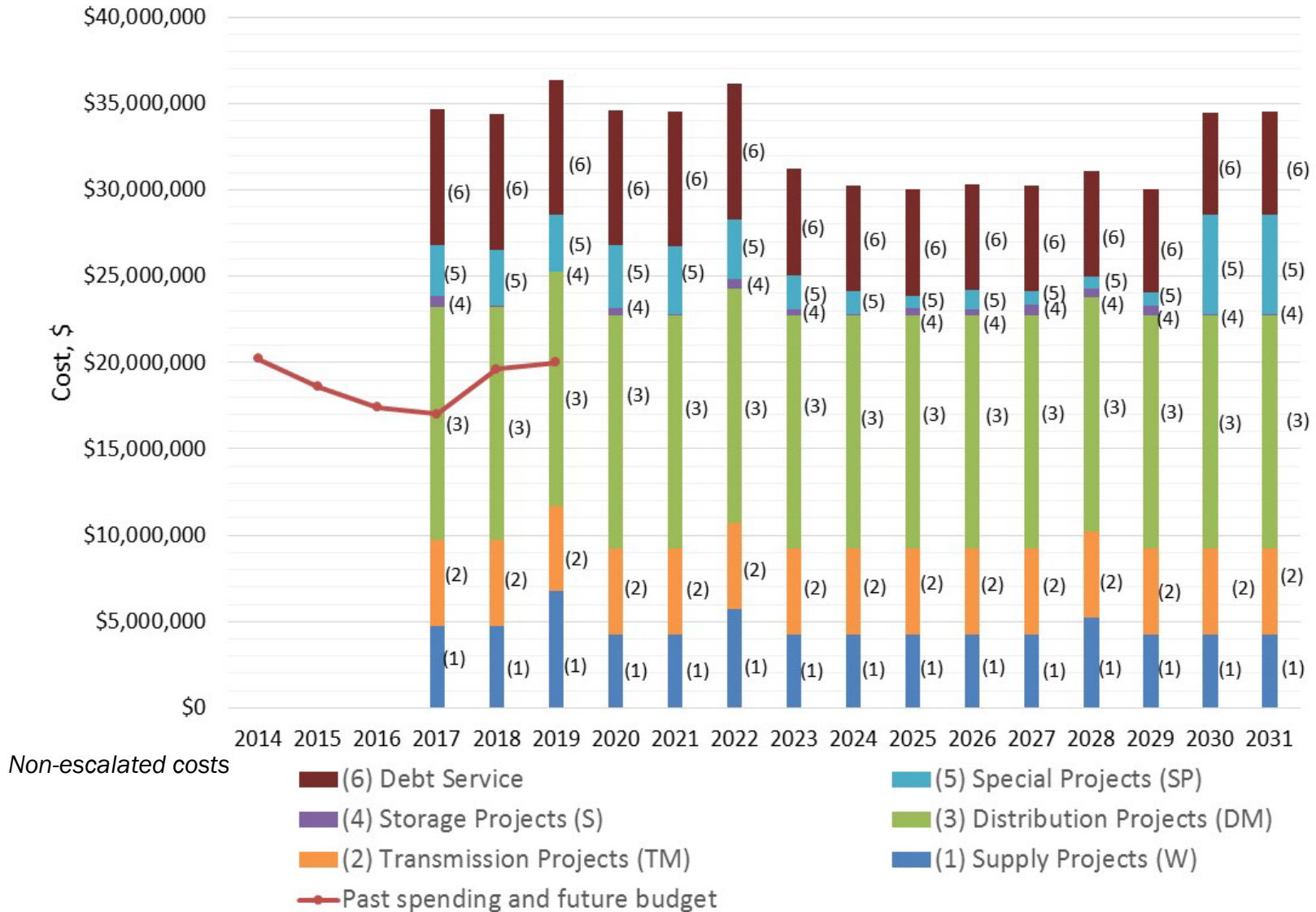
Capital Improvement Plan



Non-escalated costs

- (6) Debt Service
 - (4) Storage Projects (S)
 - (2) Transmission Projects (TM)
- (5) Special Projects (SP)
 - (3) Distribution Projects (DM)
 - (1) Supply Projects (W)

Capital Improvement Plan and past spending/future budget



Conclusion - meeting the WSMP objectives

- Alignment of WSMP with the District's Strategic Plan
- Updated water demand and supply analysis
- Presents the District's ultimate infrastructure vision
- Identifies re-investment priorities
- Provides information for informed infrastructure and supply policy decisions
- Defines an updated 15-year CIP



Thank you.

Questions?



Agenda Item: 6

Date: March 17, 2017

Subject: Strategic Plan Policy (PL –BOD 001)

Staff Contact: Robert Roscoe, General Manager

Recommended Board Action:

Approve the Strategic Plan Policy (PL – BOD 001) attached as Exhibit 1

Discussion:

Included with this report is the Strategic Plan Policy for the Board’s review. A copy of the current policy is attached as Exhibit 1. Currently, staff has no recommended changes to the existing policy.

Biennially, the Board of Directors reviews Sacramento Suburban Water District’s Strategic Plan (PL - BOD 001) which was originally adopted on October 17, 2005. The Strategic Plan was originally scheduled for annual review until April 2014 when the Board of Directors changed to a biennially review in the spring of odd years (following an election). This will allow staff to thoroughly review the Strategic Plan with newly elected Board of Directors, should there be a change in elected representation. When the Strategic plan was scheduled for its biennially review in spring 2015, due to Board member scheduling conflicts, it was not actually reviewed until April, 2016, a year later.

In an effort to keep the Strategic Plan Policy on its scheduled biennial review (following an election), President Wichert requested to bring the Strategic Plan Policy to the February regular Board meeting for Board consideration and adoption at the March regular Board meeting.

Following the last meeting there were no recommended changes to the policy from members of the public or the Board. Since no changes are being recommended, the policy was not submitted to legal counsel for review. Therefore, it is recommended that the Board reaffirm the policy with no changes.

Fiscal Impact:

None at this time. Actions to comply with the Strategic Plan will have fiscal impacts and will be identified at the time those actions are recommended.

Strategic Plan Alignment:

Board Action to re-adopt the Strategic Plan constitutes de facto alignment.

Exhibit 1

Sacramento Suburban Water District

Strategic Plan

Adopted: October 17, 2005

Revised: May 18, 2009; March 21, 2011; April 16, 2012; April 15, 2013, April 25, 2016, March XX 2017**Statement of Purpose**

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

Mission Statement

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

Values

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

- Provide leadership and vision in water management issues.

Goals and Principles

1. Water Supply

Goal¹: Assure a present and long-term safe and reliable supply of high quality water in an environmentally responsible and sustainable manner for District customers².

Principles³

- A. Protect public health and the environment through compliance with all applicable federal, state and local regulations.
- B. Provide for the long-term water supply needs of the customers through prudent planning that will ensure capacity to serve system demands.
- C. Continue to implement and support demand management strategies and water conservation that comply with federal, state and regional⁴ programs; support Water Forum Agreement⁵ goals and efficiently meet the water supply needs of the customers.
- D. Manage the District's water supplies to ensure their quality and quantity.
- E. Ensure the safety and security of the water supply system.

2. Facilities and Operations

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

Principles

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

¹ Broadly conceived targets or ends that allow the organization to achieve its mission.

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

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

⁴ Encompassing the general area of North Sacramento County.

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

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

3. Customer Service

Goal: Assure superior and reliable customer service.

Principles

- A. Operate in an open manner including public information to the Board of Directors.
- B. Attract and retain a well-qualified staff with adequate compensation, effective training, and professional development.
- C. Assure appropriate staffing at all levels consistent with service goals.
- D. Provide customer and community relations by communicating, educating, and providing updates on District operations, water quality issues, water conservation, fiscal stability, environmental stewardship, sustainability of water resources and physical system assets.
- E. Solicit and respond to customer and community concerns and feedback.
- F. Monitor and benchmark⁶ customer service parameters to ensure that the customers' needs are met.

4. Finance

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

Principles

- A. Monitor District operations through internal control procedures, documentation and other processes necessary to ensure effective financial performance.
- B. Establish the lowest responsible rates and connection fees that reflect the cost of service, encourage conservation, are simple to understand, and meet the District's revenue requirements, including bond covenants.

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

- C. Combine sound and efficient business and financial procedures with regular, frequent reporting to the Board and oversight bodies that explain the District's financial status and activities.
- D. Pay authorized District financial obligations in a timely manner.
- E. Provide cash and investment management and other prudent financial practices in order to meet the District's needs and maintain reserves within District policies.
- F. Manage the District's debt portfolio to minimize debt risk and costs.
- G. Produce annual financial statements and supporting documentation to allow outside auditors to provide the District with unqualified audit opinions.
- H. Produce and monitor an annual budget for system operations, maintenance and replacements.
- I. Pursue opportunities for grant funding and cost savings activities with collaborative entities.
- J. Produce a balanced budget.

5. Leadership

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

Principles

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



Agenda Item: 7

Date: March 22, 2017

Subject: General Manager Employment Agreement

Staff Contact: Robert Roscoe, General Manager

Recommended Board Action:

Authorize President Wichert to execute the amended Employment Agreement (Exhibit 2) with Robert Roscoe, General Manager.

Discussion:

Following substantial completion of the General Manager’s performance evaluation, the Board of Directors met in closed session to provide direction for labor negotiations. As a result of those negotiations, the attached amended Employment Contract is presented for Board consideration.

Proposed changes to the agreement include:

1. A cost-of-living adjustment (COLA) of 0.7%, as approved for other staff.
2. A merit adjustment of 2.8%. The Board authorized a merit pool of 3% for all staff in the 2017 budget. The total salary adjustment with COLA plus Merit is 3.5%.
3. Making the contract effective on January 1, 2017.
4. Not extending the contract time. The expiration date remains December 31, 2018 (the contract will be 2 total years from 1/1/2017 to 12/31/18.)

The General Manager has announced his intent to retire in the near future. The Board and General Manager desire that there be a smooth, deliberate transition and that the existing General Manager would retain employment with the District following recruitment and selection of a new General Manager for a period of roughly 60 to 90 days. It is presently anticipated that the General Manager would retire during the first quarter of 2018. Language has been added to Paragraph 7 to address this issue.

Exhibit 1 shows a redline version of all proposed changes to the Employment Agreement, without the job description.

Exhibit 2 is a clean version of the proposed agreement for Board consideration including the job description.

There are no proposed changes to the job description for the General Manager; the March 1, 2015 version is proposed to remain as attached.

Fiscal Impact:

Included in the approved labor budget.

Strategic Plan Alignment:

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

EXHIBIT 1

Sacramento Suburban Water District Employment Agreement with General Manager

This Agreement is entered into as of the ~~XX27th~~ of ~~April 2016~~ March 27, 2017, by and between Sacramento Suburban Water District, a public agency ("District"), and Robert S. Roscoe, an individual ("Mr. Roscoe"), who agree as follows:

1. Recitals. The District selected Mr. Roscoe as the General Manager of the District, commencing on March 10, 2003. The District and Mr. Roscoe now desire to amend Mr. Roscoe's employment by executing a new employment agreement to supersede in full the agreement dated ~~July 20, 2015~~ April 25, 2016.

2. Employment. The District hereby continues Mr. Roscoe's employment as General Manager (and including the duties of District Secretary) of the District for the term specified in Section 3, subject to the terms and conditions of this Agreement. Mr. Roscoe hereby accepts such employment on the terms and conditions of this Agreement. In accordance with the provisions of section 53262 of the Government Code, this Agreement is subject to ratification in an open session of a meeting of the Board of Directors of the District. Mr. Roscoe understands and agrees that he serves at the Board of Directors' will and pleasure.

3. Term. This Agreement will remain in effect for a fixed term that began on January 1, ~~2016~~ 2017 and terminates on December 31, 2018, unless terminated sooner as provided in Section 8 below. The term of this Agreement is subject to extension beyond its term upon agreement of the District and Mr. Roscoe in accordance with Section 13 hereof.

4. Duties. Mr. Roscoe's duties under this Agreement will be those assigned to the office of the General Manager and District Secretary, as described in the job description for the General Manager position adopted and amended from time to time by the District Board of Directors, including the duties specified in sections 30579, 30580 and 30581 of the California Water Code, and such other duties and responsibilities as may be assigned by the District Board of Directors. The current job description for the General Manager is attached as Exhibit A to this Agreement. Mr. Roscoe is the chief executive officer of the District and works under the direction of the District Board of Directors.

5. Work Hours. Mr. Roscoe will devote his full time, attention and energies to his duties, and will be available to work at such times as necessary to fully and competently perform the duties of General Manager, regardless of the number of hours involved. Mr. Roscoe acknowledges that the duties of General Manager may require an average of more than forty hours per week, and that some day-to-day work hours may vary significantly (e.g., on a Board meeting day). Mr. Roscoe will not be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of eight hours per day or forty hours per week. Mr. Roscoe will not engage in any conduct or other employment or business that would interfere with his responsibilities and duties to the District or that would reflect unfavorably on the interests of the District. So that the Board of Directors may be assured of the extent of any other demands upon Mr. Roscoe's time and attention, Mr. Roscoe will disclose in confidence to the Board of Directors the nature and scope of any other business activities during the term of this Agreement.

6. Compensation. For all services to be rendered by Mr. Roscoe under this Agreement, the District will provide to Mr. Roscoe the following salary and benefits:

a. During the term of this Agreement, Mr. Roscoe will be paid a salary in the amount of ~~\$16,398~~~~17,000~~~~16,972~~ per month (i.e., ~~\$196,776~~~~204,000~~~~203,664~~ per year; "Base Salary"), beginning on January 1, 2017~~6~~, provided that the Base Salary will be subject to increase, as of March 1 each year during the term of this Agreement by (1) the amount of any cost-of-living increase approved by the Board of Directors for the General Manager; and/or (2) the amount of any merit salary increase approved by the Board of Directors for the General Manager. Mr. Roscoe will further be paid a one-time cash amount of \$4,000 payable on execution of this contract.

b. The District Board of Directors may, at any time during the term of this Agreement, increase Mr. Roscoe's Base Salary. The Board of Directors will conduct an annual review each year of Mr. Roscoe's job performance, and consider a merit salary increase.

c. During the term of this Agreement, the District will pay Mr. Roscoe an amount of \$350 each month in addition to Base Salary as a vehicle allowance to compensate Mr. Roscoe for use of his personal vehicle for District purposes.

d. Mr. Roscoe will be entitled to receive all other employee benefits (including sick leave, accrual of sick leave, retirement system membership and employer contributions, deferred compensation investment opportunities, and employee and dependent coverage on health, dental and other group insurance programs) as provided in the District's Human Resources Policies (as amended from time to time by the Board of Directors) and Employee Handbook (together the "Employment Policies") as otherwise provided to other regular full-time District employees, but not including vacation, administrative leave or post-retirement health benefits. In lieu of vacation, administrative leave or post-retirement health benefits provided in the Employment Policies, Mr. Roscoe will be entitled to: (1) twenty four days per year of vacation; and (2) thirteen days per year of administrative leave, provided that, any amount of accrued vacation in excess of forty days and any amount of accrued administrative leave in excess of twenty six days will be purchased by the District in accordance with the provisions of the Employment Policies; and (3) Mr. Roscoe is fully vested in District paid post-retirement health benefits (health, dental, vision, etc.) for himself, his spouse and any eligible dependents. The amount of vacation time provided to Mr. Roscoe may be increased from time to time by the Board of Directors.

e. Mr. Roscoe will be entitled to be reimbursed for the reasonable amount of his actual and necessary expenses incurred in carrying out his duties as General Manager to the extent that his expenses are properly documented in conformance with the Employment Policies and the Internal Revenue Service's requirements for an Accountable Plan. Reimbursement for travel-related expenses incurred by Mr. Roscoe as General Manager for travel outside of the State of California will require the approval of the Board of Directors.

7. Other Terms and Conditions of Employment.

a. Subject to the terms of this Agreement, Mr. Roscoe's employment also will be governed by all applicable provisions of the Employment Policies. If any term or condition of this Agreement is inconsistent or in conflict with a term or condition of the Employment Policies, the provisions of this Agreement will govern. If any term or condition of this Agreement is inconsistent or in conflict with a federal or state law, the law will govern. Mr. Roscoe acknowledges that the position of General Manager is one requiring frequent and highly-visible contact and involvement with members of the public and the community, and that in many respects the General Manager is the spokesperson and representative of the District. Mr. Roscoe will not engage in any conduct within or outside the scope of his employment with the District that reflects unfavorably on or discredits the District, its Board of Directors, or other employees.

b. Both parties acknowledge that it is likely Mr. Roscoe will pursue his service retirement

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during the term of this contract. The parties agree that it is in their mutual interest that the transition of the chief executive position is smooth and seamless and that Mr. Roscoe's employment should continue beyond the selection of his replacement to provide transfer of institutional knowledge and continuity in District operations. The parties agree that they will pursue these objectives and will work in good faith toward agreeing on an appropriate schedule for the Board of Directors' recruitment and selection of a replacement General Manager by the Board of Directors and before Mr. Roscoe's retirement date. This section expressly states the parties' intent, and does not alter the Termination provisions in paragraph 8.

8. Termination. This Agreement may be terminated in any one of the following ways:

- a. By mutual agreement of the parties, expressed in writing.
- b. By Mr. Roscoe, upon giving to the District not less than 30 days' prior written notice of his election to terminate.
- c. By the District, for cause, upon giving to Mr. Roscoe written notice of immediate termination. The written notice of termination will specify (1) the particular cause(s) and the facts and circumstances justifying the termination of the Agreement for cause, and (2) the opportunity of Mr. Roscoe to meet with the District Board of Directors on the reasons for his termination. If Mr. Roscoe requests a meeting, the meeting will be held at the Board's earliest convenience in a closed session, unless Mr. Roscoe requests an open session meeting. After the meeting, the Board may affirm, modify or reverse its decision to terminate for cause. For purposes of this Agreement, the following will justify termination for cause: willful breach of duty; habitual neglect of duty; gross insubordination; conviction of a crime involving moral turpitude; conduct that makes it impossible or impracticable to perform the duties under this Agreement, or that seriously impedes District operations; conduct that tends to bring discredit to the District, or conduct unbecoming an employee in public service; mishandling of District funds; any intentional misrepresentation or fraud in connection with the performance of his duties; theft of District property; violation of law; or, violation of the applicable provisions of the Employment Policies.
- d. By the District, without cause, upon giving to Mr. Roscoe written notice of immediate termination and payment of severance pay in an amount equal to Mr. Roscoe's then monthly salary multiplied by either (1) six months; or (2) the number of months or portions thereof between the effective date of termination of employment and the end of the term of this Agreement, whichever is less, consistent with the provisions of Government Code sections 53260 through 53264.
- e. Mr. Roscoe's service or disability retirement, death or inability to perform the essential functions of the General Manager's position due to illness or other disability as medically determined by the Board in accordance with federal and state laws protecting persons with disabilities, and applicable provisions of the Employment Policies. If at any time the District determines that a question exists as Mr. Roscoe's ability to perform the essential functions of his position, the District may require him to undergo a comprehensive fitness for duty medical examination at the District's expense.

Notwithstanding the provisions of any District rule, regulation, policy, procedure or practice to the contrary, upon termination of Mr. Roscoe's employment, whether as a result of refusal to renew/extend the term or of mid-term termination, and whether with or without cause, Mr. Roscoe will not be entitled to any compensation, damages or other monetary award except as specifically authorized by this Agreement.

9. Indemnification and Defense. To the full extent and manner provided for public

employees by applicable law, the District shall indemnify, defend, and hold Mr. Roscoe harmless from any against all demands, claims, suits, actions and legal proceedings brought against him in his official or personal capacity and arising out of events within the scope of his employment with the District.

10. Entire Agreement. This Agreement constitutes the sole, entire, integrated and exclusive contract between the parties respecting Mr. Roscoe's employment by the District, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect. This Agreement terminates and supersedes in full the Employment Agreement with General Manager between Mr. Roscoe and the District, as last amended ~~July 20, 2015~~ April 25, 2016.

11. Notices. Any notice to be given to Mr. Roscoe will be sufficiently served if given to him personally, or if deposited in the United States Mail, regular pre-paid mail, addressed to him at his most recent residence address as shown on the District payroll records. Any notice to be given to the District will be addressed and delivered or mailed to the District Board of Directors at the District office.

12. Successors and Assigns. This Agreement is personal to Mr. Roscoe. He may not transfer or assign the Agreement or any part of it. Subject to this restriction on transfer and assignment, this Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

13. Amendments. This Agreement may be amended only by a subsequent writing approved and signed by both parties. Any amendment by the District must be approved by the District Board of Directors at a public meeting. Individual Board members do not have the authority, express or implied, to amend, modify, waive or in any way alter this Agreement or the terms and conditions of Mr. Roscoe's employment.

14. Waiver. The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Agreement will not be deemed a waiver with respect to any subsequent default or matter.

15. Construction and Interpretation. The parties agree and acknowledge that this Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Agreement.

Sacramento Suburban Water District

~~General Manager~~

By:

~~Kevin Thomas~~ Robert P. Wichert
President, Board of Directors

Robert S. Roscoe
General Manager

EXHIBIT 2

Sacramento Suburban Water District Employment Agreement with General Manager

This Agreement is entered into as March 27, 2017, by and between Sacramento Suburban Water District, a public agency (“District”), and Robert S. Roscoe, an individual (“Mr. Roscoe”), who agree as follows:

1. Recitals. The District selected Mr. Roscoe as the General Manager of the District, commencing on March 10, 2003. The District and Mr. Roscoe now desire to amend Mr. Roscoe’s employment by executing a new employment agreement to supersede in full the agreement dated April 25, 2016.

2. Employment. The District hereby continues Mr. Roscoe’s employment as General Manager (and including the duties of District Secretary) of the District for the term specified in Section 3, subject to the terms and conditions of this Agreement. Mr. Roscoe hereby accepts such employment on the terms and conditions of this Agreement. In accordance with the provisions of section 53262 of the Government Code, this Agreement is subject to ratification in an open session of a meeting of the Board of Directors of the District. Mr. Roscoe understands and agrees that he serves at the Board of Directors’ will and pleasure.

3. Term. This Agreement will remain in effect for a fixed term that began on January 1, 2017 and terminates on December 31, 2018, unless terminated sooner as provided in Section 8 below. The term of this Agreement is subject to extension beyond its term upon agreement of the District and Mr. Roscoe in accordance with Section 13 hereof.

4. Duties. Mr. Roscoe’s duties under this Agreement will be those assigned to the office of the General Manager and District Secretary, as described in the job description for the General Manager position adopted and amended from time to time by the District Board of Directors, including the duties specified in sections 30579, 30580 and 30581 of the California Water Code, and such other duties and responsibilities as may be assigned by the District Board of Directors. The current job description for the General Manager is attached as Exhibit A to this Agreement. Mr. Roscoe is the chief executive officer of the District and works under the direction of the District Board of Directors.

5. Work Hours. Mr. Roscoe will devote his full time, attention and energies to his duties, and will be available to work at such times as necessary to fully and competently perform the duties of General Manager, regardless of the number of hours involved. Mr. Roscoe acknowledges that the duties of General Manager may require an average of more than forty hours per week, and that some day-to-day work hours may vary significantly (e.g., on a Board meeting day). Mr. Roscoe will not be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of eight hours per day or forty hours per week. Mr. Roscoe will not engage in any conduct or other employment or business that would interfere with his responsibilities and duties to the District or that would reflect unfavorably on the interests of the District. So that the Board of Directors may be assured of the extent of any other demands upon Mr. Roscoe’s time and attention, Mr. Roscoe will disclose in confidence to the Board of Directors the nature and scope of any other business activities during the term of this Agreement.

6. Compensation. For all services to be rendered by Mr. Roscoe under this Agreement, the District will provide to Mr. Roscoe the following salary and benefits:

a. During the term of this Agreement, Mr. Roscoe will be paid a salary in the amount of \$16,972 per month (i.e., \$203,664 per year; "Base Salary"), beginning on January 1, 2017.

b. The District Board of Directors may, at any time during the term of this Agreement, increase Mr. Roscoe's Base Salary. The Board of Directors will conduct an annual review each year of Mr. Roscoe's job performance, and consider a merit salary increase.

c. During the term of this Agreement, the District will pay Mr. Roscoe an amount of \$350 each month in addition to Base Salary as a vehicle allowance to compensate Mr. Roscoe for use of his personal vehicle for District purposes.

d. Mr. Roscoe will be entitled to receive all other employee benefits (including sick leave, accrual of sick leave, retirement system membership and employer contributions, deferred compensation investment opportunities, and employee and dependent coverage on health, dental and other group insurance programs) as provided in the District's Human Resources Policies (as amended from time to time by the Board of Directors) and Employee Handbook (together the "Employment Policies") as otherwise provided to other regular full-time District employees, but not including vacation, administrative leave or post-retirement health benefits. In lieu of vacation, administrative leave or post-retirement health benefits provided in the Employment Policies, Mr. Roscoe will be entitled to: (1) twenty four days per year of vacation; and (2) thirteen days per year of administrative leave, provided that, any amount of accrued vacation in excess of forty days and any amount of accrued administrative leave in excess of twenty six days will be purchased by the District in accordance with the provisions of the Employment Policies; and (3) Mr. Roscoe is fully vested in District paid post-retirement health benefits (health, dental, vision, etc.) for himself, his spouse and any eligible dependents. The amount of vacation time provided to Mr. Roscoe may be increased from time to time by the Board of Directors.

e. Mr. Roscoe will be entitled to be reimbursed for the reasonable amount of his actual and necessary expenses incurred in carrying out his duties as General Manager to the extent that his expenses are properly documented in conformance with the Employment Policies and the Internal Revenue Service's requirements for an Accountable Plan. Reimbursement for travel-related expenses incurred by Mr. Roscoe as General Manager for travel outside of the State of California will require the approval of the Board of Directors.

7. Other Terms and Conditions of Employment.

a. Subject to the terms of this Agreement, Mr. Roscoe's employment also will be governed by all applicable provisions of the Employment Policies. If any term or condition of this Agreement is inconsistent or in conflict with a term or condition of the Employment Policies, the provisions of this Agreement will govern. If any term or condition of this Agreement is inconsistent or in conflict with a federal or state law, the law will govern. Mr. Roscoe acknowledges that the position of General Manager is one requiring frequent and highly-visible contact and involvement with members of the public and the community, and that in many respects the General Manager is the spokesperson and representative of the District. Mr. Roscoe will not engage in any conduct within or outside the scope of his employment with the District that reflects unfavorably on or discredits the District, its Board of Directors, or other employees.

b. Both parties acknowledge that Mr. Roscoe will pursue his service retirement during the term of this contract. The parties agree it is in their mutual interest that the transition of the chief executive position is smooth and seamless and that Mr. Roscoe's employment should continue beyond the selection of his replacement to provide transfer of institutional knowledge and continuity in District operations. The parties agree that they will pursue these objectives and will work in good faith toward agreeing on an appropriate schedule for the Board of Directors'

recruitment and selection of a replacement General Manager before Mr. Roscoe's retirement date. This section expressly states the parties' intent, and does not alter the Termination provisions in paragraph 8.

8. Termination. This Agreement may be terminated in any one of the following ways:

a. By mutual agreement of the parties, expressed in writing.

b. By Mr. Roscoe, upon giving to the District not less than 30 days' prior written notice of his election to terminate.

c. By the District, for cause, upon giving to Mr. Roscoe written notice of immediate termination. The written notice of termination will specify (1) the particular cause(s) and the facts and circumstances justifying the termination of the Agreement for cause, and (2) the opportunity of Mr. Roscoe to meet with the District Board of Directors on the reasons for his termination. If Mr. Roscoe requests a meeting, the meeting will be held at the Board's earliest convenience in a closed session, unless Mr. Roscoe requests an open session meeting. After the meeting, the Board may affirm, modify or reverse its decision to terminate for cause. For purposes of this Agreement, the following will justify termination for cause: willful breach of duty; habitual neglect of duty; gross insubordination; conviction of a crime involving moral turpitude; conduct that makes it impossible or impracticable to perform the duties under this Agreement, or that seriously impedes District operations; conduct that tends to bring discredit to the District, or conduct unbecoming an employee in public service; mishandling of District funds; any intentional misrepresentation or fraud in connection with the performance of his duties; theft of District property; violation of law; or, violation of the applicable provisions of the Employment Policies.

d. By the District, without cause, upon giving to Mr. Roscoe written notice of immediate termination and payment of severance pay in an amount equal to Mr. Roscoe's then monthly salary multiplied by either (1) six months; or (2) the number of months or portions thereof between the effective date of termination of employment and the end of the term of this Agreement, whichever is less, consistent with the provisions of Government Code sections 53260 through 53264.

e. Mr. Roscoe's service or disability retirement, death or inability to perform the essential functions of the General Manager's position due to illness or other disability as medically determined by the Board in accordance with federal and state laws protecting persons with disabilities, and applicable provisions of the Employment Policies. If at any time the District determines that a question exists as Mr. Roscoe's ability to perform the essential functions of his position, the District may require him to undergo a comprehensive fitness for duty medical examination at the District's expense.

Notwithstanding the provisions of any District rule, regulation, policy, procedure or practice to the contrary, upon termination of Mr. Roscoe's employment, whether as a result of refusal to renew/extend the term or of mid-term termination, and whether with or without cause, Mr. Roscoe will not be entitled to any compensation, damages or other monetary award except as specifically authorized by this Agreement.

9. Indemnification and Defense. To the full extent and manner provided for public employees by applicable law, the District shall indemnify, defend, and hold Mr. Roscoe harmless from any against all demands, claims, suits, actions and legal proceedings brought against him in his official or personal capacity and arising out of events within the scope of his employment with the District.

10. Entire Agreement. This Agreement constitutes the sole, entire, integrated and exclusive contract between the parties respecting Mr. Roscoe's employment by the District, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect. This Agreement terminates and supersedes in full the Employment Agreement with General Manager between Mr. Roscoe and the District, as last amended April 25, 2016.

11. Notices. Any notice to be given to Mr. Roscoe will be sufficiently served if given to him personally, or if deposited in the United States Mail, regular pre-paid mail, addressed to him at his most recent residence address as shown on the District payroll records. Any notice to be given to the District will be addressed and delivered or mailed to the District Board of Directors at the District office.

12. Successors and Assigns. This Agreement is personal to Mr. Roscoe. He may not transfer or assign the Agreement or any part of it. Subject to this restriction on transfer and assignment, this Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

13. Amendments. This Agreement may be amended only by a subsequent writing approved and signed by both parties. Any amendment by the District must be approved by the District Board of Directors at a public meeting. Individual Board members do not have the authority, express or implied, to amend, modify, waive or in any way alter this Agreement or the terms and conditions of Mr. Roscoe's employment.

14. Waiver. The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Agreement will not be deemed a waiver with respect to any subsequent default or matter.

15. Construction and Interpretation. The parties agree and acknowledge that this Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Agreement.

Sacramento Suburban Water District

By:

Robert P Wichert
President, Board of Directors

Robert S. Roscoe
General Manager

Exhibit A

Sacramento Suburban Water District Classification Specification

Job Class: General Manager
FLSA Status: Exempt
Supervisor: Board of Directors
Effective Date: March 1, 2015

Definition/Distinguishing Characteristics

Under broad policy and general administrative direction from the Board of Directors (“the Board”), the General Manager plans, organizes, directs, and reviews the overall administrative activities and operations of the District; advises and assists the Board; and represents the District’s interests at local, regional, State and Federal levels. The position is employed under contract as the Chief Administrative or Executive Officer for the District, which is the highest-level position in the organization, and also currently serves as the District Secretary.

Broad Duties

The broad duties of the General Manager are set forth in the California Water Code as follows:

Section 30580

The General Manager shall:

- (a) Have full charge and control of the maintenance, operation, and construction of the water works or water-works system of the District.
- (b) Have full power and authority to employ and discharge all employees and assistants at pleasure.
- (c) Prescribe the duties of employees and assistants.
- (d) Fix and alter the compensation of employees and assistants subject to approval by the Board.

Section 30581

The General Manager shall also:

- (a) Perform other duties imposed by the Board.
- (b) Report to the Board in accordance with the rules and regulations as it adopts.

Examples of Duties

The following duties are typical for this position. Depending upon the assignment, the position may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. The Board retains the right to add, remove, or change duties at any time.

- Serves as the Chief Administrative or Executive Officer of the District.
- Directs the development and implementation of District goals, objectives, policies and procedures; approves new or modified programs, systems and administrative/personnel actions.
- Coordinates District activities between divisions and with outside agencies and organizations.

- Provides consultation, advice and recommendations for the Board's consideration and adoption; provides staff assistance to the Board.
- Represents the District by engaging in a high level of involvement and interaction with federal, state and local agencies and elected officials, other special districts, and professional groups and committees.
- Monitors and provides direction for media and public relations; insures the District's interests are represented with customers, stakeholders, governmental agencies, the financial community and the general public.
- Directs and oversees the development of Board agendas.
- Directs and oversees the development, presentation and administration of the District budget; makes recommendations to the Board on final expenditure levels; reviews budget requests for approval or disapproval.
- Confers with and directs the management team and individual managers concerning administrative and operational issues.
- Confers with District legal counsel and outside counsel on legal issues affecting the District.
- Maintains awareness of operations practices and recommends changes which increase the efficiency and economy of District operations.
- Reviews and authorizes District contracts, leases, agreements with other agencies, and other legal and financial documents.
- Insures the District's human resource administration function is properly executed in a fair and equitable manner.
- Researches, prepares and presents technical and administrative reports and studies to the Board and a variety of committees.
- Establishes and maintains cooperative working relationships with co-workers, the Board, outside agencies, and the public.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels by airplane and automobile in conducting District business.
- Communicates frequently with the Board of Directors, Assistant General Manager, staff, representatives from other agencies and the public in one-to-one and group settings.
- Regularly uses telephone for communications.
- Regularly uses computer, keyboard and mouse.
- Uses office equipment such as copier and fax machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Occasionally walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.

Qualifications

Knowledge of:

- Public water system operations.
- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.

- Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.
- Cost estimating and contract administration.
- Public personnel administration and employer-employee relations.
- Principles and practices of personnel administration.

Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Oversee the preparation of Board agendas.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- A Bachelor's Degree in Business Administration, Public Administration, Civil Engineering or a related field from an accredited college or university.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Desirable:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Eight (8) or more years of broad and extensive experience in a management or administrative position responsible for the formulation and implementation of programs, budgets and administrative operations with at least six (6) years in a management or supervisory capacity.

- Eight (8) or more years of progressively responsible technical, supervisory and administrative duties in the design, construction, operation and maintenance of a modern urban water and/or wastewater system.
- Eight (8) or more years of professional civil engineering experience in the planning, design, construction and inspection of water supply projects, including at least four (4) years in a supervisory or lead capacity.
- Possession of a Certificate of Registration as a professional engineer in the State of California and a Masters Degree in Public Administration, Business, Civil Engineering or a related field.
- Possession of State of California Water Distribution Operator Certificate Grade D3 or higher.
- Possession of State of California Water Treatment Operator Certificate Grade T2 or higher.



Agenda Item: 8

Date: March 8, 2017

Subject: Facility Development Charges

Staff Contact: Daniel A. Bills, Finance Director

Recommended Board Action:

Adopt the proposed 2017/18 FDCs by amending Regulation No. 7, part H.5 of the Regulations Governing Water Services as shown in Exhibit 1, effective April 1, 2017.

Discussion:

The District updates its FDC charges annually on April 1 in accordance with Regulation 7, Part H.5, to reflect cost changes in materials, labor or real property applied to projects or project capacity.

The primary purpose for FDC charges is to recoup from new customers the capital outlay necessary to buy-in to the District’s existing system capacity at an equitable cost with current customers. Based on staff’s update, it has been determined that the net cost of the existing system infrastructure assets have increased in value over the prior year by 1.9% using Engineering News – Record’s (ENR’s) 20-Cities Cost Index, the same Index as used in 2016. Therefore, the proposed 2017/18 FDC charges for new development are as follows:

Meter Size	2016/17 Facilities Development Charge	Proposed 2017/18 Facilities Development Charge	Change
5/8"	\$3,168.00	\$3,228.00	\$60.00
3/4"	\$4,728.00	\$4,817.00	\$89.00
1"	\$7,896.00	\$8,045.00	\$149.00
1 ½"	\$15,745.00	\$16,041.00	\$296.00
2"	\$25,202.00	\$25,676.00	\$474.00
3"	\$47,282.00	\$48,172.00	\$890.00
4"	\$78,820.00	\$80,304.00	\$1,484.00
6"	\$157,592.00	\$160,559.00	\$2,967.00
8"	\$252,157.00	\$256,904.00	\$4,747.00
10"	\$362,514.00	\$369,339.00	\$6,825.00
12"	\$531,927.00	\$541,941.00	\$10,014.00

Facility Development Charges

March 8, 2017

Page 2 of 2

Fiscal Impact:

Increases in FDCs will potentially increase District revenue. However, as the District is substantially built-out, increases are expected to be minimal. For example, in 2016 and 2015, FDC revenue totaled \$264,209 and \$542,558, respectively.

Strategic Plan Alignment:

Finance – 4.B. Provide rates and connection fees that are fair, simple to understand, logical and meet the revenue requirements, including bond rate covenants, of the District.

The benefit to District customers is that the increased FDC charges means new District customers will pay their fair share of the equity in the District's system equivalent to what existing customers have paid. In other words, absent the increase, existing customers will subsidize new customers by "selling" to the new customer a stake in the District at a value less than what current customers paid.

EXHIBIT 1

Regulation No. 7
New or Additional Service Connections

Adopted: July 19, 2004

Amended: December 19, 2011; March 19, 2012; January 28, 2013;

March 18, 2013; April 21, 2014; June 15, 2015; March 21, 2016; March XX, 2017

Water Service from Sacramento Suburban Water District is not transferable or assignable and is subject to full compliance with the District's Regulations Governing Water Service, including the following terms and conditions:

A. New or Additional Service Connections Generally

No New Service shall be connected to the District Water System unless there exists a District water main in a street or right-of-way fronting an Applicant's property accessible to the proposed location of the Applicant's service. A New Service will be located only in the front of a Parcel if an existing water main fronts a Customer's property. A New Service shall only be permitted in a backyard when no other viable option is available. A District water main available to serve a New Service shall have Adequate and Reserve Capacity and pressure to provide safe and reliable water service for domestic and fire protection use as solely and conclusively determined by the District. The District, in determining the adequacy of the existing facilities, will take into consideration all factors such as the water requirements of the project to be served by a New Service, the flows required for fire protection, and whether the use of the water will significantly impair service to existing Customers. If the District determines that the New Service will not be connected into the District Water System unless the Applicant provides such adequate extensions or additions as may be necessary in accordance with District regulations, Master Plan and technical specifications, then the District shall determine the location, capacity, and design of such extensions or additions and provide its determination to the Applicant. In making this determination, the District may consider all factors, including but not limited to, anticipated future land uses, water requirements, the desirability of looping water mains to increase reliability and adequacy of service, required flows needed for fire protection, and the long range plans for capital improvements of the District Water System. The District's determination will be conclusive on the Applicant.

B. No Prior Service

1. Adequate Main Abuts Applicant's Parcel

A New Service will be connected provided the following conditions are fulfilled:

- (a) The Parcel to be served is within the District's geographical boundaries or is annexed to the District in accordance with an order of LAFCO;

EXHIBIT 1

- (b) The Applicant's Parcel is or has been made subject to applicable bonded indebtedness of the District, if any;
- (c) The District possesses adequate water supply to serve the Applicant's requested needs;
- (d) A District water main of Adequate and Reserve Capacity exists in a public right-of-way fronting the Principal Boundary or Principal Boundaries of the Applicant's Parcel, where the public right-of-way is less than 80 feet wide. For public rights-of-way 80 feet or wider, a water main of Adequate and Reserve Capacity shall exist fronting the Applicant's Principal Boundary from within the area measured from the centerline of the public right-of-way to the Applicant's property line contiguous to the public right-of-way; and
- (e) An Application for Water Service has been filed with the District in compliance with Section D, hereof.

2. No Adequate Main Abuts Applicant's Parcel

Service will be connected provided the following conditions are fulfilled:

- (a) The Parcel to be served is within the District's geographical boundaries or is annexed to the District in accordance with an order of LAFCO;
- (b) The Applicant's Parcel is or has been made subject to applicable bonded indebtedness of the District, if any;
- (c) The District possesses adequate water supply to serve the Applicant's requested needs;
- (d) The Applicant will provide a main of Adequate and Reserve Capacity at his/her own cost and expense, which main shall be constructed in a public right-of-way fronting the entire frontage of the Applicant's Parcel. Should the Applicant's Parcel front two or more rights-of-way, the Applicant shall be required to install the main along the Parcel's Principal Boundary as designated in the District's Master Plan as the right-of-way necessary to provide for future extension of the District Water System. Should the Applicant be required to service the Parcel from a right-of-way other than the principal right-of-way (service shall also mean fire service if required by the applicable fire agency), then the Applicant shall be required to install water mains of Adequate and Reserve Capacity along both the principal and the service frontage. All provisions for main extensions shall be in accordance with all applicable District Regulations, Master Plans, Plans and Specifications; and

EXHIBIT 1

- (e) An Application for Water Service has been filed with the District in compliance with Section D, hereof.

C. Prior Service

1. A Parcel to which service has been discontinued will be re-connected upon the filing of a new application together with the payment of all fees and the upgrade of all District facilities affected by the re-connection as required by District Regulations.
2. If any one of the following, but not limited to, conditions exists on an Applicant's Parcel, the District will require an upgrade of the existing service before reconnection to the District Water System will be permitted:
 - (a) An improvement on the Parcel requires an increase in water pressure or quantity. The District's increase of water pressure or quantity determination shall be based on the quantity of added water use facilities to be installed as a result of the improvement. The Applicant's engineer shall submit to the District a record of all the plumbing fixtures and flows required to serve all existing and proposed improvements on the Applicant's Parcel. Based on this information, the District shall determine if the existing service is adequate to serve the Premises. The District shall use AWWA Standards to determine the adequacy of all services and the consequent need for upgrades.
 - (b) An improvement on the Parcel requires increased water pressure or quantity in order to satisfy ISO Fire Suppression Standards as more specifically described in Regulation No. 9, Section O.
 - (c) An improvement changes a multiple unit Premises from master-metered to individually-metered units.
3. In those cases when service has not been interrupted but the Parcel has been improved, the provisions and requirements of Regulations Nos. 7 and 9 hereof shall apply if any one of the conditions described above in subparagraph 2 exists.

D. Application for Service

1. The District will not provide or continue service to any Parcel unless the present Landowner has filed an Application for Water Service with the District.
2. Application for service shall be made in writing on forms provided by the District and signed by the Landowner.

EXHIBIT 1

3. Applications shall be supported by plat maps and a legal description of the Parcel, and a project description that includes construction type and number of living units, plan of water distribution, project approval by the appropriate fire service district, the planned service date, the name and billing address of the Landowner, the domestic water requirements in gallons per minute, and the total fire-flow requirements, as well as the location of existing and/or proposed fire hydrants to meet applicable fire-flow requirements.
4. The failure of an Applicant to request the connection of his or her Parcel to the District Water System within one year of the District's Plan Approval shall automatically terminate the application and entitle the Applicant to the return of all fees paid except the plan check fee, any annexation fee, and other fees as described in Subsection G hereof. A request for refunding of fees shall be made in writing to the District.
5. The Applicant must deposit with the District, on or before the Plan Approval date, an amount equal to the cost of all Extension Facilities proposed to be constructed by the District, together with all service charges, fees, and Facilities Development Charges in effect on the date of the Final Approval.
6. Any decision by the District's staff concerning an application for service is appealable to the District Board of Directors or the Board's Facilities and Operations Committee. An Applicant's appeal must comply with the applicable requirements provided in Regulation 17, Procedures for Variance Application.
7. In situations where a retail municipal water supplier must allocate service connections due to supply limitations, Government Code section 65889.7 requires the District to provide a service priority to proposed residential developments that include units affordable to lower income households, as such are defined in Health & Safety Code sections 50052.5, 50053 and 50079.5. The District currently has sufficient supplies to serve all anticipated new demands and given its largely built-out condition, expects to have sufficient supplies to meet all future new demands. If, however, an allocation of new services becomes necessary, the following states the District's low income housing priority policy. An application for service to a proposed development that includes housing units affordable to lower income households, as defined by Government Code section 65589.7(d)(1), shall not be denied, conditionally approved, or the amount of service applied for reduced without specific written findings that the denial, condition, or reduction is necessary due to one or more of the following:
 - a. The District does not have "sufficient water supply," as defined in paragraph (2) of subdivision (a) of Section 66473.7, or is operating under a water shortage emergency or distribution capacity to serve the needs of the proposed development, as demonstrated by a written engineering analysis and report;

EXHIBIT 1

- b. The District is subject to a compliance order issued by the State Department of Public Health that prohibits new water connections;
- c. The Applicant has failed to agree to reasonable terms and conditions relating to the provisions of service generally applicable to development projects seeking service from the District, including, but not limited, the requirements of local, state, or federal laws and regulations or payment of a connection fee or capacity charge imposed pursuant to Government Code section 66013.

In accordance with Water Code section 10631.1, the District will include in its Urban Water Management Plans projections of water use by single- and multiple-family housing needed for low income families.

E. Water Main Sizes

- 1. The size of water mains to be installed in accordance with this Regulation 7 shall be in compliance with the provisions of Regulation 9, Sections N and O.
- 2. Whenever Extension Facilities are required to be installed in accordance with this Regulation 7, the District may require, in accordance with its approved Master Plan and for the purposes of public convenience, necessity, and safety, the installation of an Up-Sized Line. Whenever the District requires the installation of an Up-Sized Line, the line shall be designed in accordance with one of the following procedures at the District's option:
 - (a) An Applicant, with approval from the District, shall have his or her engineer design the Up-Sized Line. The Applicant shall competitively bid and in accordance with the lowest responsive and responsible bid, construct the extension facility in accordance with the following conditions:
 - (1) The Applicant's engineer will prepare a spreadsheet detailing the Applicant's cost of installation of the line size required in accordance with provisions of Regulation 9, Sections N and O.
 - (2) The Applicant's engineer will prepare a spreadsheet detailing the cost of the installation of the Up-Sized Line.
 - (3) The Applicant's engineer shall design plans and specifications for both the main size required in accordance with District Regulations and the Up-Sized Line. The design of the water mains shall be according to District Standards with plan review, revisions, and Plan Approval by District staff.

EXHIBIT 1

- (4) The District shall pay to the Applicant, when the job is completed and accepted by the District, the difference in cost between the cost of the Up-Sized Line based on the lowest responsive and responsible bid and the cost of the installation of the line of the size required to adequately serve his or her Parcel, based on the average of the three lowest responsive and responsible bids. The District shall pay for the Up-Sized Line in accordance with Regulation 9, Section L.
 - (5) The Applicant shall pay to the contractor the full cost of the main installed.
 - (6) The Applicant shall pay all of the District's fees, charges and costs required for the installation of the water main.
 - (7) The Applicant shall comply with all applicable regulations of the District and any amendments adopted from time to time by the Board of Directors.
- (b) The District shall design plans and call for separate bidding to construct the Extension Facilities as follows:
- (1) District staff will prepare spreadsheets detailing the cost of installing the line size required in accordance with provisions of Regulation 9, Sections N and O.
 - (2) District staff will prepare spreadsheets detailing the cost of installing the Up-Sized Line.
 - (3) The Applicant shall pay to the District the full cost of the installation of the line of the size required to adequately serve his or her Parcel, based on the average of the three lowest responsive and responsible bids, and the District will pay the difference for the cost of the Up-Sized Line as contained in those bids. Applicant's payment to the District shall be no later than 30 calendar days after the District has awarded the project.
 - (4) The Applicant shall comply with all rules and regulations of the District and any amendments adopted from time to time by the Board of Directors.

F. District Final Plan Approval

The date of the District's final Plan Approval is defined as that date when the District shall, after receipt of all applicable fees, charges, applications and grants of easements, date and sign the Applicant's plans as approved for construction, or where no Extension

EXHIBIT 1

Facilities are required, on that date when the District shall, after receipt of all applicable fees, charges, application and grants of easements, approve and date the said application. Should Applicant not obtain District's approval of his or her plans, the Applicant shall not be allowed to connect to the District Water System until he or she has obtained final Plan Approval. The District's Final Plan Approval is subject to all time limits and other restrictions provided in this Regulation 7 and such approval does not create any vested right in an Applicant except to the extent provided herein.

G. Expired Plans/Un-Built Projects

If construction of the required extension has not begun on the one-year anniversary date of Plan Approval or the District receives a written statement from an Applicant that the project will not be built, the District shall deem the plans void. The District will refund collected fees upon the Applicant's written request, except for plan review, hydrant permit, construction water, annexation, and fire hydrant flow test fees. Should an Applicant resubmit plans for approval, the District will review the plans in accordance with this Regulation 7 and Regulation 9. New and/or additional fees will be calculated and assessed for review of resubmitted plans. New Plan Approval shall be per Section F hereof.

H. Charges for New or Improved Service Connections

1. Plan Check Fee

A charge shall be assessed by the District for the review of the Applicant's construction plans for new or improved water service. The charge will be assessed at the rate of \$90.00 per hour for each District employee assigned to the review. In addition, the District may charge staff time or consultant fees at cost for any additional services required as part of the review, including but not limited to, hydraulic analyses, site verification, and research. The District shall estimate the cost of reviewing such plans and notify the Applicant of the estimated costs for the services required. The Applicant shall deposit with the District the estimated plan check costs as a condition precedent to plan review. In the event that the actual cost for plan checking incurred by the District exceeds the amount deposited, the Applicant shall pay the excess fees due to the District before final Plan Approval. The charge for Plan Review shall be in accordance with Regulation 3, Section R.

2. Service Line Charge

The District charge for the installation of a new metered water service line from the existing water main to an Applicant's Parcel shall equal the District's actual cost of materials, installation, labor, equipment, and normal overhead charges. The charge for the installation of a new service line shall be in accordance with Regulation 3, Section U.

EXHIBIT 1

3. Service Line Relocation

The District charge for the relocation of a service line from the existing water main to an Applicant's Parcel (which will be relocated according to current specifications) shall equal the District's actual cost of materials, installation, labor, equipment, and normal overhead charges. The charge for relocation of a service line shall be in accordance with Regulation 3, Section V.

4. Water Meters

District charges for installing and setting water meters will consist of the District's actual cost of materials, labor, equipment, installation, and overhead. The installation of a metered New Service shall be charged according to Section H.2 of this Regulation 7, provided that all applicable conditions of the District's Regulations have been satisfied. When the only service rendered is restoring water service by reinstalling a Meter, a charge will be assessed in accordance to Regulation 3, Section I for each reinstallation.

5. Facilities Development Charge

To cover a portion of the District's costs incurred for the installation of wells, pumps, and storage and treatment facilities, and to provide a fund for reimbursement of a portion of Customers' costs of Extension Facilities pursuant to Regulation No. 9, Section A, a Facilities Development Charge will be imposed in accordance with the following schedule for each new or improved service:

Service Size	Facilities Development Charge*
5/8"	\$3,168.00 <u>\$3,228.00</u>
3/4"	\$4,728.00 <u>\$4,817.00</u>
1"	\$7,896.00 <u>\$8,045.00</u>
1 1/2"	\$15,745.00 <u>\$16,041.00</u>
2"	\$25,202.00 <u>\$25,676.00</u>
3"	\$47,282.00 <u>\$48,172.00</u>
4"	\$78,820.00 <u>\$80,304.00</u>
6"	\$157,592.00 <u>\$160,559.00</u>
8"	\$252,157.00 <u>\$256,904.00</u>
10"	\$362,514.00 <u>\$369,339.00</u>
12"	\$531,927.00 <u>\$541,941.00</u>

EXHIBIT 1

* Each year the Facilities Development Charges will be adjusted to reflect cost changes in materials, labor or real property applied to projects or project capacity. This adjustment in cost is not considered a change in the Facilities Development Charge methodology. The cost adjustment shall be made by applying one or more specific cost indexes or other periodic data sources. A specific cost index or periodic data source must be:

1. A relevant measure of the average change in prices or cost over an identified time period for materials, labor, real property or a combination of the three;
2. Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the Facilities Development Charges methodology;
3. Publicly-available and generally recognized in the utility industry as an authoritative resource for calculating periodic cost adjustments; and
4. Shall be adopted from time to time by Resolution of the Board

The effective date of the recalculated Facilities Development Charges will be April 1st. A comprehensive review and update of Facility Development Charge methodology shall occur at least every five years.

Private Fire Protection

Size of Each Private Fire Service Connection	Private Fire Protection Connection Fee **
4 Inch and under	\$1,750.00
6-inch	\$1,825.00
8-inch	\$1,900.00
10-inch	\$1,975.00
12-inch	\$2,050.00

**Each year the Private Fire Protection Connection Fee will be adjusted to reflect cost changes in materials, labor and other relevant costs. The cost adjustment shall be made by applying one or more specific cost indexes or other periodic data sources. A specific cost index or periodic data source must be:

1. A relevant measure of the average change in prices or cost over an identified time period for materials, labor, real property or a combination of the three;
2. Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the Facilities Development Charges methodology;
3. Publicly-available and generally recognized in the utility industry as an authoritative resource for calculating periodic cost adjustments; and

EXHIBIT 1

4. Shall be adopted from time to time by Resolution of the Board.

The effective date of the recalculated Private Fire Protection Connection Fee will be April 1st. A comprehensive review and update of Private Fire Protection Connection Fee shall occur at least every five years.

The District will determine the Facilities Development Charge for services greater than twelve (12) inches at time of application.

- (a) In the event that the Facilities Development Charge assessed to the Applicant impose a financial burden on his or her project, the Applicant may request that the District enter into a deferred payment plan on the all of following terms:
 - (1) The written application includes a request for deferment of the payment of all or part of the Facilities Development Charge.
 - (2) The District Board of Directors must approve the request.
 - (3) The request is accompanied by a surety bond or an irrevocable letter of credit in an amount equal to the Facilities Development Charge imposed on the Applicant as specified above, and the specified security is issued by a surety or financial institution authorized to do business and in good standing with the appropriate agency of the State of California.
 - (4) The deferment request is accompanied by an executed Contract on a form provided by the District, which Contract includes the provisions of this subsection and provides for the payment of such Facilities Development Charge as may be in effect on the date of payment, together with interest at the legal rate. The Contract also will provide that the Applicant will pay the Facilities Development Charge in full no later than a date that is no more than 12 months from the date of the filing of the Service Application with the District.
 - (5) The written application and accompanying plans must comply with all applicable District Ordinances, Regulations, Plans and Specifications.
 - (6) The deferment rights granted to an Applicant, if any, are not assignable except upon the District's written consent.

6. Supervision and Inspection Charges

EXHIBIT 1

A charge shall be assessed for District supervision and inspection of water system improvements based upon hourly rate of \$75.00 per hour. At the time of service application, the District will estimate the minimum cost for District supervision and inspection of the proposed water system improvements, which the Applicant shall deposit with the District in advance of Plan Approval, in addition to all other charges owing under the District's regulations. In the event that actual supervision and inspection costs for supervision and inspection incurred by the District exceed the amount deposited, the Applicant will pay the excess fees due to the District as a condition precedent to final District acceptance of the water system improvements and connection of service. Should any additional costs be required due to damage to District facilities by Applicant's contractor during construction, the cost shall be billed separately to the contractor. The contractor's payment of billed damages shall be due as a condition of commencing water service and final District acceptance of the improvements. The charge for Supervision and Inspection shall be in accordance with Regulation 3, Section S.

Should the need for an inspection occur weekdays between 4:30 p.m. and 8:00 a.m. the following day, or on weekends or holidays, the requested inspection shall be scheduled through the District to ensure the availability of personnel for the time requested. Overtime costs for inspections outside of normal business hours by District personnel shall be calculated and paid by the Applicant in advance of scheduling the after-hours work. The overtime charge shall be at least one and one-half (1½) times the standard hourly rate for inspection.

7. Fire Hydrant Flow Test

When requested by the local fire agency having jurisdiction over a project within the District, a fire hydrant flow test will be performed to determine the flow available at the test date. The flow test will only demonstrate the pressure and distribution capabilities at the time and under the conditions existing when the test is performed. The District will not guarantee that the flow test results obtained will be consistent with flows available at all times and under all conditions.

Flow tests will be performed either in the field or using the District's updated water model. Tests will be performed by District staff as time allows but not to exceed 4 weeks after a request is made. For design purposes, fire flow tests using the water model will be run with the most conservative assumptions reasonable in order to establish the projected worst case conditions prevailing in the District's water system.

A charge will be assessed for the District to supervise and perform the test and to provide written results. The charge shall be in accordance with Regulation 3, Section T.

8. Bacteriological Testing

EXHIBIT 1

After installation and disinfection, the District will sample all new Extension Facilities and have the sample tested by a certified laboratory for bacteria. The Extension Facilities will be super-chlorinated and flushed using at least three times the volume of water in the facilities before bacteria testing is to begin. After flushing is complete, the first set of bacteria testing will be collected from the Extension Facilities. 24 hours after the first collection, a second set of bacteria testing will be collected. If the new Extension Facilities fail to meet applicable federal, state and local bacteriological standards, the Applicant will be responsible for re-disinfecting and re-testing those facilities until they pass. A charge for this test and any required retests will be assessed in accordance to Regulation 3, Section J.

9. Backflow Prevention Assembly Test Charge

A charge will be assessed for the District to test all Backflow Prevention Assemblies as part of a new development to verify the operating status of each such device. If a Backflow Prevention Assembly does not pass the first inspection, the Applicant will be required to repair the Backflow Prevention Assembly and re-test it at the Applicant's expense. Each backflow test charge shall be in accordance with Regulation 3, Section D.

10. Environmental Document Charge

Whenever the District determines that an environmental impact report or other environmental document is required for a proposed Extension Facility necessary to serve an Applicant's Parcel, the District will estimate the cost of preparing such a document, including overhead expenses, preparation, and hearings. In addition to all other costs that may be due to the District for provision of service, the Applicant shall deposit with the District the estimated Environmental Document Charge as a condition precedent to the District's approval of an environmental document. In the event that the actual cost to prepare an environmental document exceeds the amount deposited, the Applicant will pay the excess amount before Final Approval. If the deposit exceeds the cost, the District will refund the balance.

In the event that the Applicant delivers to the District a certified copy of an environmental document duly approved and filed by the County of Sacramento relevant to the Applicant's Parcel, the District may determine, in its sole discretion, that the provisions of this paragraph do not apply.

11. Furnish-Only Fees

Meters, as shown on the standard detail drawing of the District's Improvement Standards and Technical Specifications adopted by the Board of Directors and any revision thereto, are required on all new or improved Service Connections and shall be Furnish-Only Materials by the District. The District will charge fees

EXHIBIT 1

for Furnish-Only Materials to an Applicant in accordance with the number, the cost, and the District's inventory and overhead cost for furnishing the required Meter(s).

I. Water Service

The District shall make water service available to an Applicant's new or improved Service Connection subject to the following terms and conditions:

1. No service shall be granted or continued unless an Applicant has filed an application for service on a District-furnished form.
 - (a) All new construction and improved Parcels shall have a Meter installed on the Principal Boundary no more than one foot behind a sidewalk or curb.
 - (b) Monthly water billing shall be computed on actual consumption based on the Metered Rates in Regulation No. 3.
 - (c) A separate Service Connection and Meter shall be installed on each Parcel. A separate Service Connection may include multiple meters except as otherwise limited by this Regulation 7.
 - (d) If a Parcel is found to be served by more than one Service Connection, it will be at the sole discretion of the District, in consultation with the Customer, to determine how the parcel will receive water through a metered connection(s). The owner of the parcel will be responsible for the cost of any changes to the service configuration, including the abandonment of any existing unused Service Connection or the upgrade to District current standards of additional Service Connections as determined necessary by the District.
 - (e) The minimum water service size for a new residential Service Connection shall be one inch in diameter.
 - (f) No more than one Service Connection per Single Family Residential Parcel will be permitted unless otherwise determined by the District.
 - (g) Each residential unit is required to have its own District-approved Service Connection.
 - (h) A separate metered irrigation service shall be required for all non-residential units.
 - (i) No credit will be allowed for vacancies in multiple family residential units.

EXHIBIT 1

- (j) All non-residential services and multi-family residential structures containing 5 or more units fed from a single connection services shall have water meters with an approved Backflow Prevention Assembly.
- 2. Use of a 5/8" meter shall be limited to multi-family residential units fed by a single water service such as, but not limited to, duplexes, triplexes, fourplexes, apartment buildings with five or more residential units, and condominiums.
- 3. Voluntary Meter Installation on an Existing Residential Service
 - (a) At a Customer's request, the District will install a permanent Meter on an existing un-metered Service Connection for a residential Parcel at no direct charge. However, should the Parcel be within a current main replacement project area that is scheduled for a new water service installation a new meter will be installed only after the installation of the new water main.
 - (b) Upon installation of a Meter, the District will compute and charge the Parcel's water bill based on actual consumption at the Metered Rates stated in Regulation No. 3.

J. Connection to Facilities Extended by District

- 1. If an Applicant for water service to a Parcel fronting Extension Facilities built with District funds desires to connect to such facilities, he or she shall deposit with the District, together with a New Service application, a portion of the total cost of designing and installing the Extension Facilities. The Applicant's cost share shall be determined by comparing the length of the Applicant's frontage along the right-of-way in which the water service facilities will or have been located to the total combined frontage along said right-of-way of all Parcels served by the Extension Facilities. The District also will calculate and charge all other applicable fees and charges established by District Regulations.
- 2. If an Applicant chooses, payment of the costs and charges to connect to District-constructed Extension Facilities as defined in Regulation 9, Section A may be deferred for a period not to exceed 12 months from the date on which the District approves the Application for Water Service, provided:
 - (a) The Applicant requests the District defer the charges in writing before the date the application is approved, and
 - (b) The full amount of such fees and charges together with interest thereon at the legal rate is guaranteed by a surety bond issued by a surety company acceptable to the District, and the Applicant executes an agreement to make such payment together with interest at the legal rate within the 12-month deferment period, and

EXHIBIT 1

(c) The deferment is not transferable.

3. Reimbursement for eligible costs of Extension Facilities as defined by Regulation 9, Section A will not be made until all connection charges have been paid by the Applicant.

K. Abandonment of Service Line

The District charge for the abandonment of an existing water service from the existing water main to the Applicant's Parcel shall equal the District's actual cost of materials, labor, equipment and normal overhead charges. The charge for service abandonment shall be in accordance with Regulation 3, Section W.

L. Existing Services

All Service Connections that are not directly affected by an improvement, but which exist on a Parcel to be improved, shall be upgraded to current District Standards if the Landowner intends to use such service(s) in the future. If the unaffected Service Connection(s) will not be used, the Landowner shall be required to abandon such service(s) in accordance with District Standards. This requirement applies to all services that serve other buildings or appurtenances on the Parcel being improved.

District-required upgrades of existing Service Connection(s) shall include, but are not limited to, repair, upgrade and/or replacement of existing facilities to current District Specifications and Standard Details.

Credit will be given for existing unused services on improvement projects affecting the Parcel. Credit will be given in the amount of the existing Facilities Development Charge on the Plan Approval date, subject to abandonment of the unused Service Connection(s) as required herein. Credit will only apply to new Facilities Development Charges and will not exceed the total for the project.

M. Existing Services on Split Parcels

After a parcel split, the existing service will serve only the Parcel on which it is installed. If any unserved portion of a split Parcel will be developed, the Landowner shall be required to install a New Service on such Parcel in accordance with all applicable District ordinances, rules, regulations, plans and specifications.



Agenda Item: 9

Date: March 21, 2017

Subject: Federal Watersmart Water Marketing Strategy Grant

Staff Contact: Robert Roscoe, General Manager

Recommended Board Action:

Approve SSWD’s participation in the grant application and authorize the Board President to send a confirming letter of support.

Background:

The Bureau of Reclamation has announced a grant opportunity that aligns very well with activities already planned for SSWD and other regional partners. The attached white paper and schedule, prepared by Montgomery Watson Harza Engineering (MWH), provides a good summary of the opportunity. The grant application will be led by El Dorado County Water Agency who has contracted with MWH to prepare the application. Staff believes this is a very timely opportunity to leverage existing activities already planned to provide the 50% cost-share, should the application be successful.

Fiscal Impact:

The District’s share of the cost to prepare the application is expected to be in the \$5,000 range, depending on the number of participants. If successful the grant could leverage \$400,000 for regional water marketing activities.

Strategic Plan Alignment:

Facilities and Operations – 2.A. The District will utilize appropriate planning tools, identify financial resources necessary, and prioritize system requirements to protect and maintain District assets and attain water resource objectives incorporating resource sustainability and lifecycle cost analysis into the framework.

Facilities and Operations – 2.C. Develop cost-effective strategies utilizing technology and available resources to optimize delivery of water and enhance service.

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

The benefit to District ratepayers is by coordinating with regional partners to leverage existing assets for improved water supply reliability and potential future income from non-customer sources.

Federal WaterSMART Water Marketing Strategy Grants

WHAT IT IS

In February 2017, the Department of the Interior, Bureau of Reclamation (Reclamation) issued a Funding Opportunity Announcement for WaterSMART grants to support the development of water marketing strategies that will help prevent water conflicts and will contribute to water supply sustainability. Authorized in the 2009 SECURE Water Act under Public Law 111-11, Section 9502; this is the first time such grants are being made available. For Fiscal Year 2017, Reclamation has \$3 million in project funding and estimates it will make 10 to 12 awards of up to \$200k and \$400k each (depending on project scope). Proposals are due on April 19, 2017; Reclamation intends to announce awards in June 2017.

WHY WE ARE INTERESTED

This is a timely opportunity for water purveyors in the American River Basin as water marketing strategies are being actively considered in development of both the ongoing Regional Water Authority (RWA) Regional Water Reliability Plan and the upcoming federal American River Basin Study. As the reliability of existing water rights and contract entitlements become more uncertain under changing regulations and extreme events continue to intensify under climate change, viable water marketing strategies will be critically important to investing in the regional infrastructure and institutional arrangements for a sustainable water future. This grant would provide resources and opportunities for the region to further the necessary asset development and investments, market focus and capture, and implementation and governance. The grant would help advance our water marketing strategy as an essential part of integrated water management for regional sustainability.

WHO IS INVOLVED

Lead Agency: El Dorado County Water Agency (EDCWA)

Participating Agencies: Placer County Water Agency (PCWA), City of Sacramento (Sacramento), City of Folsom (Folsom), Sacramento Suburban Water District (SSWD), and RWA (representing its member agencies in the region)

Technical Support: MWH, now part of Stantec

KEY REQUIREMENTS

Cost-Share: 50 percent or more non-Federal cost share in the form of in-kind and/or cash contributions

Eligible Projects: Development of a water marketing strategy to establish or expand water markets or water marketing activities

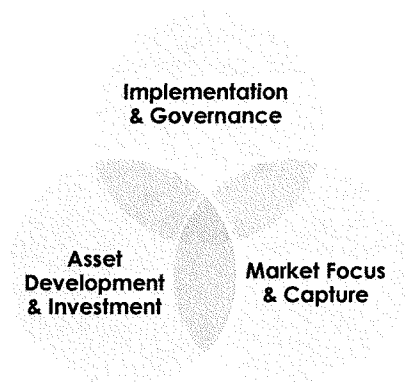
Ineligible Projects: Studies and activities other than water marketing strategies, such as:

- Construction activities
- Water conservation projects
- Normal OM&R
- Title XVI projects
- Water purchases
- Construction of buildings for administration purposes
- On-farm improvements

**SCHEDULE AND NEEDED ACTIONS FROM LEAD AND PARTICIPATING AGENCIES
(WHO IS DOING WHAT AND WHEN)**

Due Date*	Needed Actions	Responsible Agency(ies)
3/29/2017	Agree on Scope of Work and Associated Cost-share; Agree on List of Stakeholder Support Letters to be Sought	EDCWA, PCWA, Sacramento, Folsom, SSWD, RWA
4/5/2017	Provide Draft Application for Review (with interim discussions as necessary)	MWH-Stantec
4/10/2017	Complete Review of Draft Application and Provide Comments for Incorporation	EDCWA, PCWA, Sacramento, Folsom, SSWD, RWA
4/17/2017	Complete Mandatory Federal Forms for Inclusion	EDCWA
4/17/2017	Complete Letters of Funding Commitment for Inclusion (to the extent possible and applicable, leveraging existing/committed investments)	EDCWA, PCWA, Sacramento, Folsom, SSWD, RWA
4/17/2017	Secure Letters of Support from Stakeholders for Inclusion	EDCWA, PCWA, Sacramento, Folsom, SSWD, RWA
4/17/2017	Complete Official Resolution for Inclusion	EDCWA
4/18/2017	Complete and Submit Final Grant Application	MWH-Stantec

* Agencies are encouraged to complete actions early; the due dates may move earlier as needed.



VIABLE WATER MARKETING STRATEGIES WILL BE CRITICALLY IMPORTANT TO INVESTING IN THE REGIONAL INFRASTRUCTURE AND INSTITUTIONAL ARRANGEMENTS FOR A SUSTAINABLE WATER FUTURE.



Agenda Item: 10

Date: March 8, 2017

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 2016 and 2017. The District continues to receive surface water supplies as the primary water source for the North Service Area, while the primary source in the South Service remains groundwater.

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 2017. 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

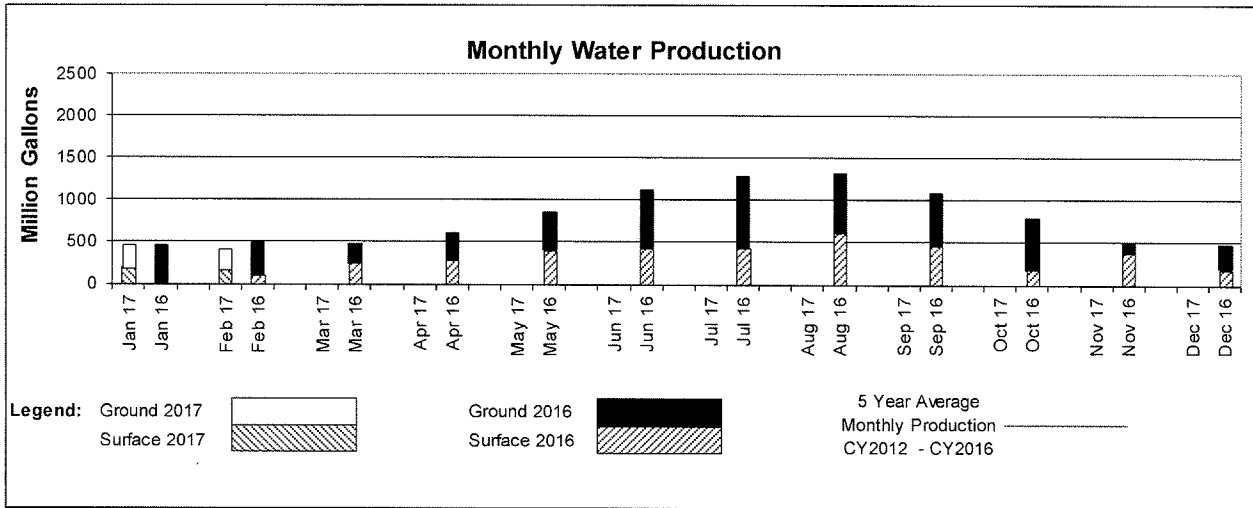
This report quantifies the amount of water discharged for each discharge type. In February 2017, the total volume of water discharged was 0.393 MG or 0.10% of the total water produced for the month, of which 10.2% or 0.040 MG was reused through land application.

- vi. Exception Report for February**
No report.

Monthly Water Production 2017

Exhibit WO-1

North Service Area *			South Service Area **			Total North & South Service Areas (MG)	Average MG/Day	% Of Total Year to Date Production	
Month	Surface (MG)**	Ground (MG)	Sub Total (MG)	Surface (MG)	Ground (MG)				Sub Total (MG)
Jan	187.518	93.149	280.667	0.000	191.805	191.805	472.472	15.241	53.306
Feb	174.222	74.344	248.566	0.000	165.299	165.299	413.865	14.781	46.694
Mar									
Apr									
May									
Jun									
July									
Aug									
Sep									
Oct									
Nov									
Dec									
MG	361.740	167.493	529.233	0.000	357.104	357.104	886.337	15.023	
AF	1,110.139	514.017	1,624.156	0.000	1,095.912	1,095.912	2,720.068		



* North Service Area (North Highlands, Northridge, McClellan Park and The Arbors)
 ** South Service Area (Town and Country)
 ***The surface water delivery quantities are reported from SJWD's monthly records.
 Note: Reported production values do not include water wheeled/sold to other purveyors.

Mo/Yr	Million Gallons (MG)			Difference
	Surface	Ground	Total	
Jan 17	187.518	284.954	472.472	6.173
Jan 16	0.000	466.299	466.299	
Feb 17	174.222	239.643	413.865	-78.704
Feb 16	97.179	395.390	492.569	
Mar 17				
Mar 16	244.176	235.397	479.573	
Apr 17				
Apr 16	278.717	340.218	618.935	
May 17				
May 16	406.766	446.789	853.555	
Jun 17				
Jun 16	429.012	703.099	1,132.111	
Jul 17				
Jul 16	432.815	861.902	1,294.717	
Aug 17				
Aug 16	610.979	715.213	1,326.192	
Sep 17				
Sep 16	470.076	623.344	1,093.420	
Oct 17				
Oct 16	184.916	617.280	802.196	
Nov 17				
Nov 16	385.163	129.400	514.563	
Dec 17				
Dec 16	190.646	286.450	477.096	

Exhibit WO-2

SACRAMENTO SUBURBAN WATER DISTRICT
Water Wheeled To Other Purveyors
 2017

Month	California American Water Company		Citrus Heights Water District		City of Sacramento		County of Sacramento		Rio Linda / Elverta Water District		San Juan Water District		City of Roseville	
	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)
January	106.368	34.660	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
February	87.743	28.591	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
March														
April														
May														
June														
July														
August														
September														
October														
November														
December														
YTD	194.110	63.251	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Note: Water wheeled to other purveyors includes water sold.

Exhibit WO-3

Water Operations Activity

	<u>February 2017</u>	<u>Monthly Average</u>	<u>CY 2017</u>
<u>Production Department</u>			
<u>Service Orders</u>			
<u>Preventive Maintenance: Work Orders Completed</u>	608	576	1152
<u>Corrective Maintenance: Work Orders Completed</u>	4	5	9
<u>Water Quality</u>			
<u>Complaints</u>	0	1	2
<u>Inquiries</u>	6	7	13
<u>Distribution Department</u>			
<u>Service Orders</u>			
<u>Main Leaks</u>	6	6	11
<u>Service Line Leaks</u>	6	18	35
<u>Locate & Expose (L&E)</u>	8	10	19
<u>Determine Responsibility (DR)</u>	39	47	94
<u>Water Main Shutdown</u>			
<u>– Emergency</u>	4	3	6
<u>– Scheduled</u>	0	1	1
<u>Preventive Maintenance Program</u>			
<u>Fire Hydrants Inspected</u>	1	1	1
<u>Fire Hydrant Valves Inspected</u>	6	4	8
<u>Fire Hydrant Valves Exercised</u>	5	3	6
<u>Mainline Valves Inspected</u>	155	95	190
<u>Mainline Valves Exercised</u>	143	89	177
<u>Underground Service Alert</u>			
<u>Reviewed</u>	1367	1282	2564
<u>Marked</u>	200	239	477
<u>After Hours Activity (On-Call Technician)</u>			
<u>Calls Received</u>	40	48	95
<u>Calls Responded</u>	28	33	65
<u>Average Call Time Hours</u>	2	2	2
<u>Overtime Hours</u>	56	65	129
<u>Field Services Department</u>			
<u>Meters</u>			
<u>Preventive Maintenance - Meters Tested</u>	3	2	3
<u>Preventive Maintenance - Meters Replaced</u>	1	4	7
<u>Preventive Maintenance - Meter Re-Builds</u>	0	0	0
<u>Customer Service</u>			
<u>Shut Off (non-payment)</u>	154	173	346
<u>Restore Service</u>	161	170	339
<u>Customer Pressure Inquiries</u>	4	6	11
<u>Field Operations Department</u>			
<u>Service Requests Generated</u>	1585	1657	3313
<u>Work Orders Generated</u>	627	1077	2154

Exhibit WO-4

Date: March 7, 2017

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.

IN RECEIPT OF CLAIM(S)

On March 17, 2017, the District received a claim from Sacramento Area Sewer District (SASD) alleging damages to 29 parcels on Perspective Way, Accord Court and Event Way. SASD asserts during the original water main installation in this area, SSWD, or a District contractor damaged SASD's sewer assets. Repairs made by SSWD or its contractor did not conform to SASD's standards and specifications. The substandard work has since required SASD to initiate proper repair of 29 lower sewer laterals.

Amount of claim:\$167,744.81

Exhibit WO-5

General System Discharges by Category

From 2/1/2017 to 2/28/2017

Report Group

Water Used (MG)

Distribution Flushing (10 detail records)

Discharge Sub Total	0.196
Portion Reused	0.039

Meter Testing (2 detail record)

Discharge Sub Total	0.009
Portion Reused	0.002

Raw Water Pump-to-Waste (2 detail records)

Sub Total	0.162
Portion Reused	0.000

Tank Flushing – Non Event (1 detail records)

Sub Total	0.026
Portion Reused	0.000

Total Water Flushed for all Types of Discharges::	0.393
--	--------------

Total Monthly Production for February 2017:	413.865
--	----------------

Percent of Total Production Discharged to Waste:	0.10%
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Total Water Reused for all Types of Discharges:	0.040
--	--------------

Percent of Discharged Water Reused:	10.2%
--	--------------

b. Water Conservation and Regional Water Efficiency Program Report

i. Program Overview for February 2017

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 2017. The following is a list of District conservation activities for February 2017.

- 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 23.2% reduction in February 2017 (when compared to February 2013), exceeding the District's 10% goal. Since the Emergency Drought Regulations were enacted in June 2015, the District has achieved a 27% reduction in water use when compared to 2013 (see Exhibit 1).
- b. The Regional Water Authority (RWA) issued the regional water conservation results for January 2017. The Sacramento Region reduced water use by 9.6% in January 2017 (compared to January 2013), 9.6% CY2017 (compared to CY2013), and 22.1% since Emergency Drought Regulations were enacted in June 2015. See Exhibit 2 for regional drought monitoring results.
- c. Customer Leak Notifications – Staff sent out 155 notifications of 72 hour continuous flow events in February 2017.
- d. Public Outreach – The District utilized an info graphic for public outreach in February 2017. Staff utilized local newspapers, online advertising, and the District's website to communicate the District's message to use water as efficiently as possible during the winter months. Exhibit 3 shows the various graphics used for public outreach (similar to the ones used in January 2017). The online advertisements used for Facebook generated 397 clicks, reached 43,588 people and left 396,475 impressions. The online advertisements used for Google generated 456 clicks and left 264,738 impressions. The District heavily advertised the Howe Park landscape transition classes as part of our outreach efforts.

ii. Water Conservation Program and Results

District staff continues to promote water conservation directly to the District customers. During February 2017 District staff and our contract company performed 13 indoor residential Water-Wise House Calls (WWHC) and 11 outdoor residential WWHC's. Staff received 7 calls and 9 reports via the District's website regarding reports of water waste. Staff issued 6 Information Only Notices, and 1 Notice of Violation (see Exhibit 4).

The District issued rebates for 1 toilet (\$150), 2 weather-based irrigation controllers (\$300), and 1 irrigation efficiency upgrade (\$500) in February 2017.

iii. California Department of Water Resources & State Water Resources Control Board

On March 1, 2017 the State Department of Water Resources (DWR) conducted its third snow survey of the year. The results of the survey showed that California's snow pack has a snow water equivalent of 45.5 inches or 185% of the March 1 average (24.6 inches) (see Exhibit 5). The State Water Resources Control Board will continue to monitor California's water supply and reevaluate water conditions in May 2017 if the Governor has not rescinded his emergency drought order. As part of the decision to continue to monitor conditions until May 2017, the SWRCB is allowing water agencies an opportunity to update their self-certification information if their water supply conditions have improved as a result of the amount of rain the state has received. Staff did not resubmit the District's self certification information as the District had already submitted a self-certification in May 2016 stating that the District has enough water supply to service 100% of its customer demand if the hydrologic condition in the next three years mirror the previous three years.

iv. California Urban Water Conservation Council (Council)

The California Urban Water Conservation Council is undergoing a bylaws change and is in the process of the changing the name of the organization. New names were submitted to the Council Board for consideration. The Council Board will review the submissions and make a decision regarding the organization's name as soon as possible.

v. Upcoming Events

- a. EPA's "Fix A Leak Week" 2017 – March 20-26, 2017
- b. Creek Week 2017 – April 21, 2017 at Carmichael Park

Exhibit 1

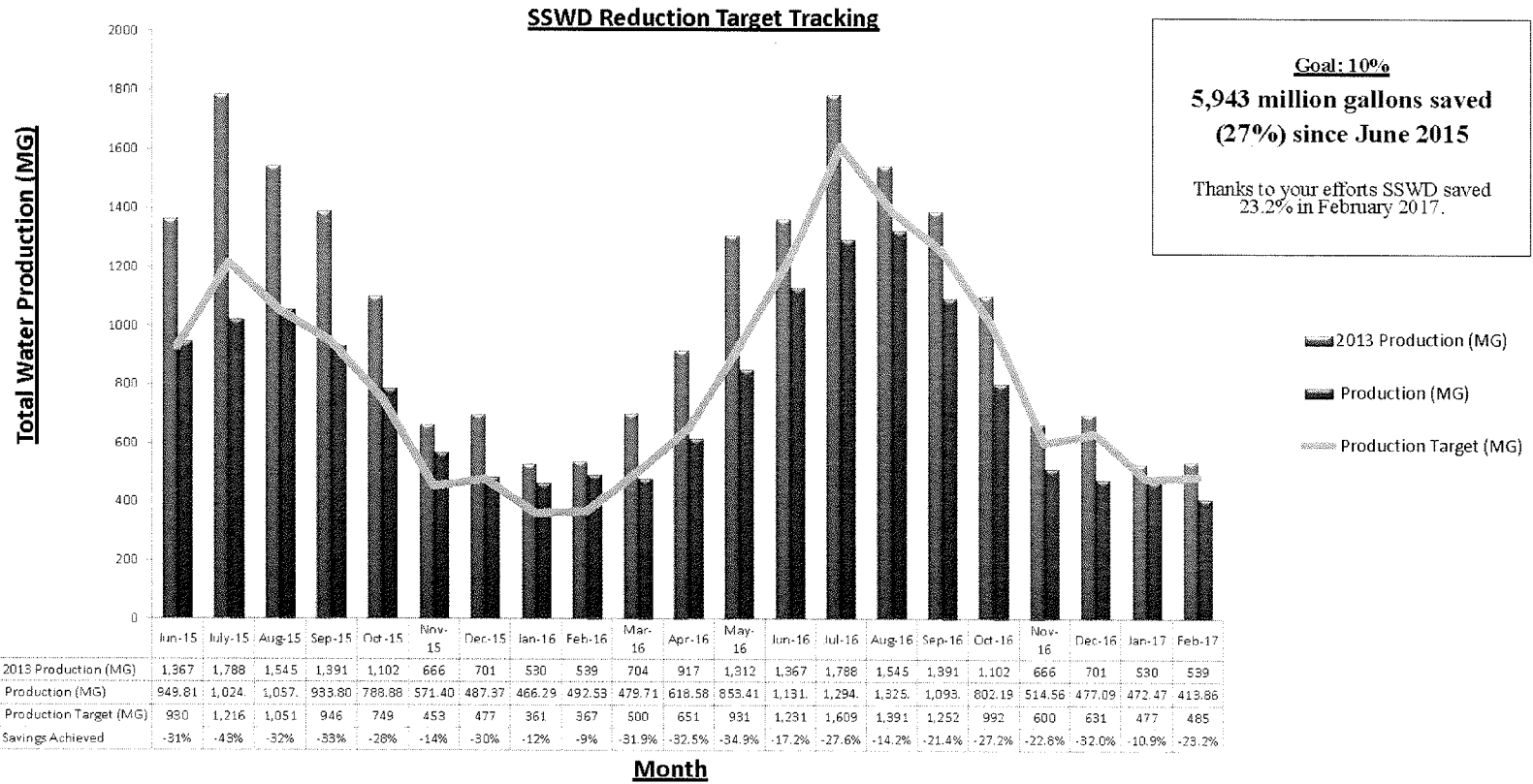


Exhibit 2

RWA Savings Summary January 2017

REDUCTION BY VOLUME (Million Gallons)													
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2017	6,285												6,285
2013	6,953	7,233	10,095	12,105	17,472	19,483	22,418	20,855	17,311	14,836	10,649	8,430	167,839
%	9.6%												9.6%

STATE WATER BOARD WATER SAVINGS TRACKING (Million Gallons)													
	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Total
2016/17	15,136	17,257	17,190	14,696	10,357	6,910	6,407	6,285					94,238
2013	19,483	22,418	20,855	17,311	14,836	10,649	8,430	6,953					120,935
%	22.3%	23.0%	17.6%	15.1%	30.2%	35.1%	24.0%	9.6%					22.1%

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	Jan. 2017 Reduction*	Jun. 2016 - Jan. 2017 Reduction
California American Water	18.3%	27.6%
Carmichael Water District	7.8%	24.4%
Citrus Heights Water District	15.9%	24.7%
City of Davis	13.6%	20.1%
City of Folsom	-10.2%	10.2%
City of Lincoln	9.4%	20.0%
City of Roseville	14.3%	22.2%
City of Sacramento	11.0%	25.0%
City of West Sacramento	13.7%	22.4%
City of Woodland	14.5%	22.6%
City of Yuba City	11.4%	23.4%
Del Paso Manor Water District	9.5%	24.3%
El Dorado Irrigation District	20.1%	19.3%
Elk Grove Water District	14.8%	24.3%
Fair Oaks Water District	16.9%	25.5%
Golden State Water Company	-1.4%	19.4%
Orange Vale Water Company	19.4%	28.5%
Placer County Water Agency	-2.2%	17.5%
Rancho Murieta CSD	14.3%	21.9%
Rio Linda/Elverta CWD	8.7%	24.0%
Sacramento County Water Agency	-13.4%	19.1%
Sacramento Suburban WD	10.9%	22.3%
San Juan Water District	26.5%	20.7%
Average	10.6%	22.1%
Minimum	-13.4%	10.2%
Maximum	26.5%	28.5%

Exhibit 3

February 2017 Public Outreach

Figure 1: Google Advertisement



Figure 2: Facebook Advertisement



Give Them A Holiday

sswd.org

Give your sprinklers a winter break and leave them off until spring

Figure 3: Google/Facebook



When It's Duck Weather.

sswd.org

Remember to turn off your sprinklers and consider leaving them off until spring.

Figure 4: Howe Park Landscape Class (x3)



Green Gardening Workshop

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

sswd.org

Sponsored by:

SACRAMENTO SUBURBAN WATER DISTRICT

Taught by:

EcoLandscape CALIFORNIA
EcoLandscape.org



Get Dirty with SSWD

sswd.org

Sign up now for a hands on class on beautiful River-Friendly Landscaping.



Green Gardening Class

sswd.org

Sign up now for a class on beautiful, low-water gardening. Classes begin on March 2nd.



Exhibit 4

2017 Water Conservation Activity Report

<u>Non-Measurable Water Saving Programs</u>	<u>Month</u> <u>February</u>	<u>Year</u> <u>2017</u>
1.1-1 Conservation Coordinator	*	Yes
1.1-2 Water Waste Prevention	*	Yes
1.1-3 Wholesale Agency Assistance	N/A	N/A
1.2 Water Loss Control	N/A	Yes
1.3 Metering/Commodity Rates	261	369
1.4 Retail Conservation Pricing	*	N/A
2.1 Public Information	*	N/A
2.2 School Education	*	N/A

<u>Demonstrated Water Saving Programs</u>	<u>Month</u> <u>February</u>	<u>Year</u> <u>2017</u>
3 Residential Audits - Indoors	13	33
3 Residential Audits - Outdoors	11	30
3 Water Conservation Kits - Indoor	13	33
3 Water Conservation Kits - Outddor	2	3
3 High Bill Investigates	1	7
3 Leak Notifications Sent - All Customers	155	456
4 CII Audits	1	1
5 Large Landscape Audits	0	0

<u>Current Rebates</u>	<u>Monthly Spend</u>	<u>To Date Spent</u>
Rebates - Cash for Grass	0	\$0
Rebates - Pool Covers	0	\$0
Rebates - Toilet	1	\$150
Rebates - WBIC	2	\$300
Rebates - Rain Sensors	0	\$0
Rebates - Irrigation Upgrades	1	\$500
Rebates - Clothes Washers	0	\$0
Rebates - HET Toilets	0	\$0

<u>Water Waste Calls and Notifications</u>	<u>Month</u> <u>February</u>	<u>Year</u> <u>2017</u>
Water Waste Calls	7	15
Water Waste via Website	9	18
Notice - Information Only	6	18
Notice of Violation	1	7
Warning Notice of Violation	0	0
1st Violation - Water Waste	0	0
2nd Violation - Water Waste	0	0
3rd Violation - Water waste	0	0

* Not all BMPs are quantifiable. Of those that are not, if the District is implementing them, they're noted as "Yes." If the District is not implementing them, they are noted as, "N/A."

Exhibit 5



March 1, 2017

Contacts:

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

Doug.Carlson@water.ca.gov

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

Ted.Thomas@water.ca.gov

Chris Orrock, Information Officer – (916) 690-5498 (mobile at survey site)

Chris.Orrock@water.ca.gov

Snowpack's Water Content Remains Far above Average

SACRAMENTO – The Sierra Nevada snowpack continues to build during one of the wettest winters in California's recorded history. Today's manual snow survey by the Department of Water Resources (DWR) at Phillips Station in the Sierra Nevada found a snow water equivalent (SWE) of 43.4 inches. February's Phillips survey found 28.0 inches of SWE, and January's reading was 6.0 inches. The March 1 average at Phillips is 24.3 inches.

SWE is the depth of water that theoretically would result if the entire snowpack melted instantaneously. That measurement is more important than depth in evaluating the status of the snowpack. On average, the snowpack supplies about 30 percent of California's water needs as it melts in the spring and early summer.

More telling than a survey at a single location are DWR's electronic readings from 98 stations scattered throughout the Sierra Nevada. Statewide, the snowpack today holds 45.5 inches of SWE, or 185 percent of the March 1 average (24.6 inches). On January 1 before a series of January storms, the SWE of the statewide snowpack was 6.5 inches, just 64 percent of the New Year's Day average. On February 1, the statewide SWE was 30.5 inches, 174 percent of average for that date.

Measurements indicate the water content of the northern Sierra snowpack is 39.2 inches, 159 percent of the multi-decade March 1 average. The central and southern Sierra readings are 49.0 inches (191 percent of average) and 46.4 inches (201 percent of average) respectively.

State Climatologist Michael Anderson said the winter season has been "historic," especially in the central and southern Sierra where elevations are higher and where snowfall has been near the 1983 record amount.

The Phillips snow course, near the intersection of Highway 50 and Sierra-at-Tahoe Road, is one of hundreds surveyed manually throughout the winter. Manual measurements augment the electronic readings from about 100 sensors in the state's mountains that provide a current snapshot of the water content in the snowpack.

Frank Gehrke, chief of the California Cooperative Snow Surveys Program, conducted today's survey at Phillips and said of his findings, "It's not the record, the record being 56.4 (inches), but still a pretty

phenomenal snowpack.... January and February came in with some really quite phenomenal atmospheric river storms, many of which were cold enough to really boost the snowpack.”

Gehrke said the central and southern regions in the Sierra Nevada are tracking close to 1983, which had the maximum recorded snowpack statewide. “Most of the snow courses are well over their April 1 accumulations, which at (Phillips) is 25 inches,” Gehrke said, “so we’ve busted through April 1 values pretty much at all snow courses throughout the state.”

Water Year 2017’s heavy precipitation is particularly remarkable because of the five dry years that preceded it. Since October 1, the Northern California, San Joaquin and Tulare Basin indices’ rainfall totals are, respectively, 76.5 inches (average is 34.7), 60.7 inches (average is 27.4) and 41.0 inches (average is 19.4). Collectively, the three regions had a total of 178.2 inches of rainfall, or 218 percent of the five-month average (81.5 inches).

Many Californians continue to experience the effects of drought, and some Central Valley communities still depend on water tanks and bottled water. Groundwater – the source of at least a third of the supplies Californians use – will take much more than even an historically wet water year to be replenished in many areas.

California’s climate is the most variable of any state. Historically, it swings from drought to flood and back to drought. In addition, as global warming drives up average temperatures in California, more precipitation will fall as rain, not as snow stored in the Sierra Nevada and other mountains. To help prepare for these ever-wider extremes, Californians can learn ways to save water every day by visiting SaveOurWater.com.

Video of today’s Phillips survey will be posted at DWR’s [File Transfer System page](#) after processing. Photography will be available for download in [DWR’s online gallery](#) after processing.

Electronic snowpack readings are available at the California Data Exchange Center’s (CDEC) [Snow Water Equivalent webpage](#). For earlier readings, click the calendar icon below the map, select a date, then Refresh Data.

Water Year 2017’s precipitation can be found at CDEC’s [Precipitation page](#). Look in the right-hand column for the Northern Sierra 8-station index for updated rainfall readings in the critical northern portion of the state, as well as the San Joaquin 5-station and Tulare Basin 6-station links.

For a broader snapshot of current and historical weather conditions, see DWR’s [Water Conditions](#) and [Drought](#) pages.

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 February 2017.
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>February 2017</u>		<u>Calendar Year 2016</u>	
<u>Customer Service Department</u>				
<u>Billing</u>				
Water Connections - Total Active	46,835		n/a	
Active Flat w/o Meter	7,936		n/a	
Active Flat w/Meters	2,112		n/a	
Active Meter Non-Residential	7,321		n/a	
Active Meter Residential	29,466		n/a	
Water Connections - Suspended	507		n/a	
Owner/Tenant Billing Agreement	1,285		n/a	
E-billing	2,992		n/a	
Water Statements Mailed	39,999		79,916	
Monthly Calls	2,787		6,323	
Customer Changes	180		411	
<u>Collections</u>				
15-Day Notices	1,542		3,097	
48-hour Door Tags Generated	861		1,661	
Lock-off Door Tags Generated	226		428	
Bankruptcy Processed	0		1	
<u>Payments</u>				
Cash/Check Payments (Front Office)	1,280	3.4%	3,054	4.0%
Credit Card Payments (Front Office)	720	1.9%	2,060	2.7%
SSWD Customer Web Payments	3,844	10.4%	7,791	10.2%
Direct Payment Service (Auto Pay-Checking)	4,638	12.5%	9,301	12.1%
Direct Payment Service (Auto Pay-Credit Card)	2,973	8.0%	5,862	7.6%
IVR (Automated Phone System)	1,379	3.7%	2,912	3.8%
Electronic Payments (Online Banking)*	10,443	28.1%	21,607	28.2%
LockBox (Checks)	11,863	31.9%	24,156	31.5%
Total Payments	37,140	100.0%	76,743	100.0%

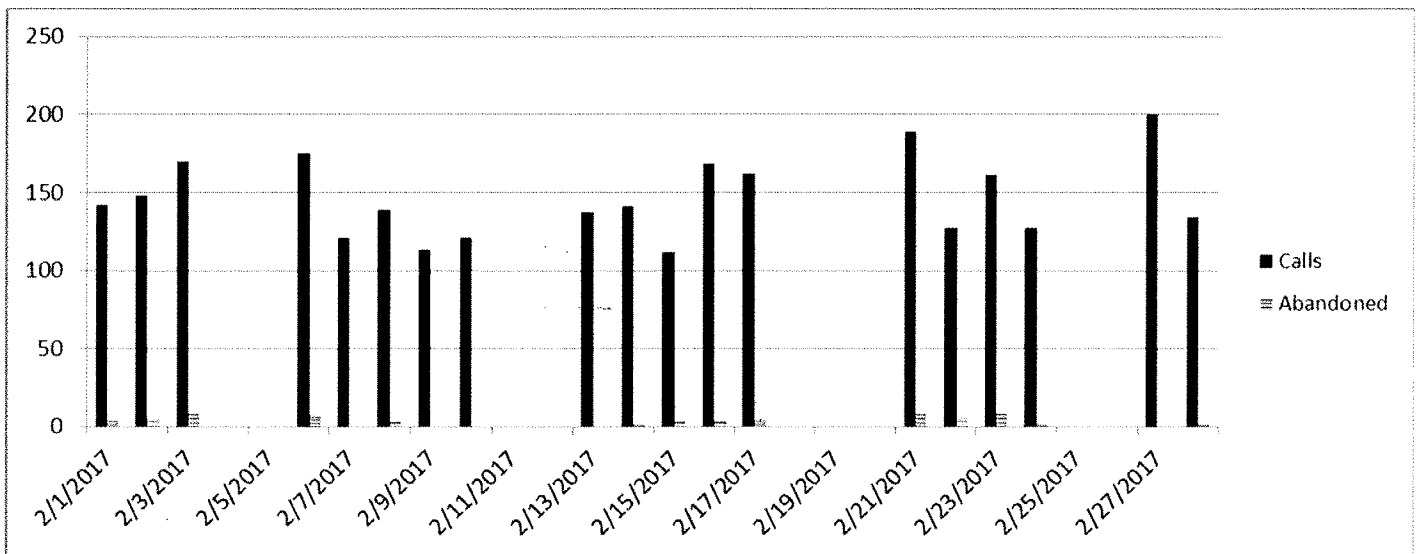
*Electronic payments have been combined into one category

Exhibit CS-2

Date Ranges : 2/01/2017 - 02/28/2017

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

Date	Total Calls	Calls Abandoned	% of Calls Abandoned	Avg Wait On Queue	Max Wait on Queue	Avg Talk Time
2/1/2017	142	4	2.82%	45s	6m, 11s	3m, 43s
2/2/2017	148	6	4.05%	50s	8m, 32s	3m, 12s
2/3/2017	170	9	5.29%	1m, 7s	11m, 17s	3m, 12s
2/6/2017	175	7	4.00%	1m, 28s	8m, 38s	4m, 0s
2/7/2017	121	0	0.00%	24s	6m, 50s	3m, 37s
2/8/2017	139	3	2.16%	1m, 18s	10m, 4s	3m, 9s
2/9/2017	113	1	0.88%	58s	7m, 14s	3m, 49s
2/10/2017	121	1	0.83%	24s	7m, 1s	3m, 0s
2/13/2017	137	1	0.73%	50s	6m, 20s	3m, 19s
2/14/2017	141	2	1.42%	35s	8m, 14s	3m, 25s
2/15/2017	112	3	2.68%	17s	3m, 30s	3m, 0s
2/16/2017	168	3	1.79%	42s	6m, 10s	3m, 26s
2/17/2017	162	4	2.47%	1m, 20s	10m, 24s	3m, 21s
2/21/2017	189	9	4.76%	1m, 1s	9m, 26s	3m, 18s
2/22/2017	127	6	4.72%	33s	4m, 55s	3m, 3s
2/23/2017	161	9	5.59%	1m, 4s	8m, 18s	3m, 44s
2/24/2017	127	2	1.57%	25s	4m, 11s	3m, 12s
2/27/2017	200	1	0.50%	1m, 14s	7m, 19s	3m, 3s
2/28/2017	134	2	1.49%	39s	7m, 50s	3m, 27s
GroupTotal	2787	73	2.62%	65s	7m, 34s	3m, 24s



d. Community Outreach Report

i. April Bill Insert

The April bill insert will begin on March 28, 2017 and continue until April 23, 2017. The bill insert includes the following articles:

- Get Dirty on Earth Day
- Go With the Flow
- E-Mail List
- Are You Ready for Mulch Mayhem?
- Water-Wise House Call, SSWD's Service Team in Action; Water Conservation Department
- Conservation 365, Neat and Petite

The bill insert is scheduled to be posted on the District's website at the end of March, 2017. A sample of the bill insert has been included with this report.

ii. April Envelope Message

The April envelope reminds customers to Go with the Flow; replace old inefficient fixtures. The envelope will begin on March 28, 2017 and continue until April 23, 2017.

iii. Community Meetings/Events

Staff, representing SSWD, attended the following agency meetings, conference calls, community meetings, and events in February 2017:

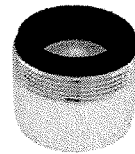
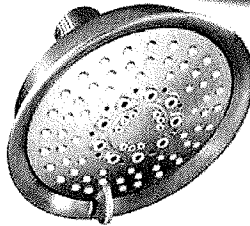
<u>Date:</u>	<u>Meeting:</u>	<u>Staff:</u>
02/01/17	- ACWA Region 4 Mid-term Meeting	Rob Roscoe
02/01/17	- LAFCo – Annexation	Dan York
02/02/17	- ACWA Board Workshop	Rob Roscoe
02/03/17	- ACWA Regular Board Meeting	Rob Roscoe
02/06/17	- MBP Meeting – McClellan Water Master Plan	Dan York
02/07/17	- Meeting with Paul Helliker	Rob Roscoe
02/08/17	- Regional Reliability/Drought Plan Meeting	Rob Roscoe
02/09/17	- SGA	Rob Roscoe/Dan York
02/09/17	- WFSE Plenary Meeting	Rob Roscoe
02/13/17	- Metro Chamber Water Resources Committee Meeting	Dan York
02/14/17	- Cap-to-Cap 2017: Water Resources Team Meeting –RWA	Dan York
02/15/17	- ACWA Groundwater Committee Meeting	Rob Roscoe
02/16/17	- SAWWA Meeting	Dan York
02/17/17	- City of Sacramento - Wholesale Rates	Dan York
02/22/17	- RWA Executive Committee Meeting	Rob Roscoe/Dan York
02/28/17	- ASCE Cal WaterFix Meeting	Rob Roscoe

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H₂O on the Go

April 2017



Get Dirty on Earth Day

Saturday, April 22nd is Earth Day! Show you care by getting your yard ready for summer by pulling weeds, laying down compost and mulch, pruning back bushes and trees and upgrading your sprinkler system.

SSWD has rebates available for irrigation upgrades. Find out more by calling the office at 916.972.7171.

E-Mail List

Interested in getting the latest news about watering guidelines, upcoming events, rebates, other SSWD activities and updates? You can sign up online at <http://sswd.org/e-notification>.

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.

Go With the Flow

Did you know that by replacing your old, inefficient faucets and aerators with WaterSense-labeled models you can conserve water and reduce your energy bill? It's a win every time you turn on the tap.

WaterSense-labeled sink faucets and accessories use a maximum of 1.5 gallons of water per minute and do it without sacrificing performance. All products that meet the WaterSense standards have been independently certified to be water-efficient and high-quality.

Replacing older inefficient faucets and aerators can save the average family 700 gallons of water per year. If every home in the United States installed WaterSense-labeled models, we could save \$1.2 billion in water and energy costs and 64 billion gallons of water!

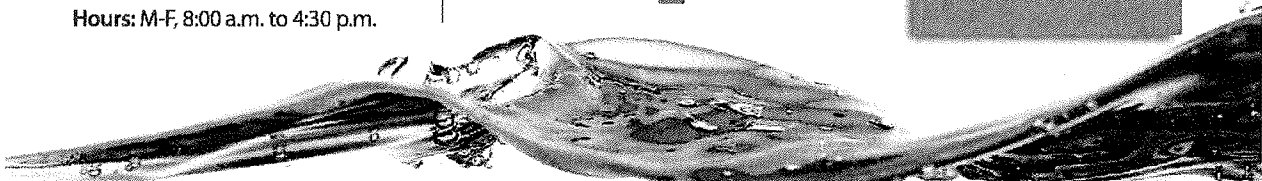
Make a difference every time you turn on the faucet by installing WaterSense-labeled faucets and aerators. And remember to turn off the tap when brushing your teeth or shaving.

SSWD even has free WaterSense-labeled aerators available at the office! Pick one up today; twist it into place and start using water wisely.

Are You Ready for Mulch Mayhem?

SSWD will be holding its second annual Mulch Mayhem on Saturday, May 6th at Antelope Gardens (7800 Antelope North Rd, Antelope, CA 95843) from 8 a.m. until 12 p.m. (or until supplies last). Bring a shovel, container or tarp and a way to haul it back to your yard.

Spread the word to your neighbors and friends. It's time to get free mulch for your yard. First come, first-served until supplies are gone. ■



Water-Wise House Call | SSWD's Service Team in Action

Do some spring tuning up of your water use by setting up a free SSWD Water-Wise House Call. This complimentary service is available to all of our customers, including single- and multi-family residential, as well as commercial, industrial, and institutional. It usually takes an hour for a residence, one to two hours for a commercial property and about three to four hours for large landscapes. By signing up for a Water-Wise House Call you'll be able to take advantage of the many rebates available.



The Water-Wise House Call is performed by members of our Water Conservation team – Vicki or Greg – who are trained water efficiency professionals and begins with a meter reading and check of the low-flow indicator for leaks. They will also do the following:

Indoors

- Check all appliances and plumbing fixtures for water leaks, such as leaky faucets, worn toilet flappers, moisture at isolation valves and high water levels in toilets
- Measure the flow rate of faucets and showerheads

Outdoors

- Check for leaking or broken sprinkler heads
- Check the water pressure
- Test the irrigation controller and assist in programming
- Perform a landscape irrigation survey to see if there are brown spots, excessively wet areas or run off
- Develop an efficient, custom watering schedule for your landscape

Before leaving the property, the technician will thoroughly explain their findings and recommendations. They will also leave you with handouts and a conservation kit filled with water-saving items, like faucet aerators and sprinkler nozzles.

A final customer report, which includes findings from the indoor and outdoor inspection along with a suggested irrigation schedule will be mailed or e-mailed shortly after the appointment.

Request your Water-Wise House Call today online or by contacting SSWD's Customer Service Team at 916.972.7171.

365

Conserve Water Every Day

Conservation 365 | Neat and Petite

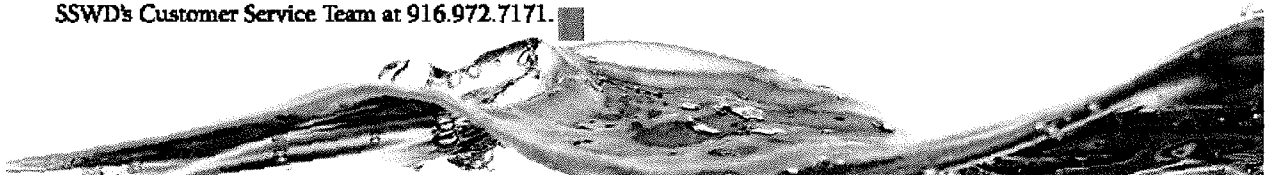
Are you interested in freeing up your leisure hours for leisure - instead of yard work? Consider a "Neat and Petite" landscape for your home. These yards emphasize the use of recycled material, tidy and low-water use plants and high-efficiency irrigation equipment.

This landscape features a lawn of native, mow-free grasses, like a blend of fescues, such as Western Fescue (*Festuca occidentalis*), which has very thin stems reaching around three feet in length, Idaho Fescue (*Festuca idahoensis*), which grows to a foot tall and Red Fescue (*Festuca rubra*), a lush, green grass that does well in shady spots.

It also includes low-water use plants situated in the ideal spots so that they require little or no pruning and are grouped according to their watering needs.

The yard utilizes drip irrigation controlled by a WaterSense-labeled weather-based sprinkler controller (REBATES ARE AVAILABLE) to make the process of watering even easier.

You can view a sample landscape plan, list of plants and photos online at <http://www.ecolandscape.org/new-ca>.





Go With the Flow!

Replace old inefficient fixtures
with WaterSense labeled models!

