

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, May 15, 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.

All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference locations for the meeting are as follows: (1) District boardroom at the above address, and (2) Residence Inn Dulles Marriott Room #427 45250 Monterey Place, Dulles, VA 20166; telephone number (916) 712-4481. Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location.

Call to Order

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 April 17, 2017 Regular Board Meeting
Recommendation: Approve subject minutes.
2. Minutes of the April 24, 2017 Special Board Workshop
Recommendation: Approve subject minutes.
3. Engagement of Auditor Policy (PL – Fin 001)
Recommendation: Adopt subject policy.
4. Unclaimed Check Policy (PL – Fin 007)
Recommendation: Adopt subject policy.
5. Legislative Response Policy (PL – Adm 004)
Recommendation: Adopt subject policy.
6. Resolution No. 17-05 Honoring Patricia D. Weddle on Her Retirement
Recommendation: Adopt subject resolution.
7. Resolution No. 17-06 Amending Regulation No. 15 of the Regulations Governing Water Service
Recommendation: Adopt subject resolution.

Items for Discussion and Action

8. A Day in the Life of a Distribution Operator
Presentation by District staff member Shawn Chaney.
9. 2017 Water Conservation Program and Stage Declaration
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. Water Main and Sewerage Collection Separation Requirements
 - c. County and City Projects/Coordination
 - d. McClellan Business Park
 - e. Groundwater Quality Projects
 - f. Developer Projects
 - g. Planning Studies
 - h. Other
12. Financial Report
 - a. Financial Statements – April 2017
 - b. Cash Expenditures – April 2017
 - c. Credit Card Expenditures – April 2017
 - d. District Reserve Balances – April 2017
 - e. Information Required by Bond Agreement
13. WaterSMART Grant Application Submission
14. Association of California Water Agencies Region 4 Nomination
15. McClellan Business Park and Operations Agreement Update
16. Succession Planning
17. California Water Fix Update
18. Biannual Groundwater Elevations Report
19. Legislative and Regulatory Update

20. General Manager's Report
 - a. Long Term Warren Act Contract Update
 - b. City of Sacramento Wholesale Water Rates and 9,023 af of Area D Water
 - c. Regional Water Authority – Regional Water Planning Efforts
 - d. McClellan Business Park (MBP) Property Transfer
 - e. Water Transmission Main Asset Management Plan Update
 - f. McClellan Restoration Advisory Board (RAB)
21. Upcoming Policy Review
 - a. Budget Policy (PL – Fin 012)
22. Upcoming Water Industry Events

Committee Reports

23.
 - a. Facilities and Operations Committee (Director Schild)
Notes from the April 27, 2017 meeting.
 - 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.
 - f. Ad Hoc Selection Committee (Director Wichert)
No report.
 - g. Ad Hoc Process Committee (Director Wichert)
No report.

- h. Ad Hoc Compensation Committee (Director Schild)
No report.

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

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

Regional Water Authority Executive Committee (General Manager Roscoe)
Agenda from the April 26, 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

- 25. Correspondence received by the District
- 26. 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)

- 27. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9 (d)(1); *In re Municipal Bond Insurance Litigation*, San Francisco Superior Court Case No. JCCP 4555 (Sacramento Suburban Water District, et al.) – Proposed Settlement with Ambac.

- 28. Conference with legal counsel -- existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); Claim for damages for Chromium 6 contamination of District wells filed against the United States Air Force.

Adjournment

Upcoming Meetings

Monday, June 19, 2017 at 6:30 p.m., Regular Board Meeting

I certify that the foregoing agenda for the May 15, 2017 meeting of the Sacramento Suburban Water District Board of Directors was posted by May 11, 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, April 17, 2017

Call to Order

Vice President Locke (VP Locke) called the meeting to order at 6:30 p.m.

Pledge of Allegiance

VP Locke led the Pledge of Allegiance.

Roll Call

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

Directors Absent: Robert Wichert.

Staff Present: General Manager Robert Roscoe, Assistant General Manager Dan York, Finance Director Dan Bills, Heather Hernandez-Fort, Annette O'Leary, Mitch Dion, Lynne Yost, David Espinoza, John Valdes, Doug Cater and Tommy Molton.

Public Present: William Eubanks, Avery Wiseman, Doug Kuramoto, Jim DeHart, Brenda Davis and Frederick Gayle.

Announcements

General Manager Robert Roscoe (GM Roscoe) announced:

- The Special Board Workshop on April 24, 2017 at 6:30 p.m. and;
- Requested for Item 9 to be moved to Consent as the honoree was not able to attend the meeting.

Public Comment

Director Schild inquired if there were any further updates regarding the construction taking place at the ACWA Spring Conference locations.

GM Roscoe informed the Board that there have been no further updates announced.

Consent Items

1. **Minutes of the March 27, 2017 Special Board Meeting**
2. **Minutes of the March 27, 2017 Regular Board Meeting**
3. **Employee Compensation Policy (PL – HR 002)**
4. **Reserve Policy (PL – Fin 004)**

5. **Facilities and Operations Committee Mission Statement and Charter**
6. **Water Quality Committee Mission Statement and Charter**
7. **Finance and Audit Committee Mission Statement and Charter**

Director Schild moved to approve all Consent Items including agenda Item 9.

VP Locke announced that there was public comment regarding Items 5, 6 and 7 and requested to pull Items 5, 6, 7 from Consent.

VP Locke requested for William Eubanks (Mr. Eubanks) to provide his comments.

Regarding Items 5, 6 and 7, Mr. Eubanks commented that some of the duties in the Mission Statements and Charters of those committees have never been executed. He further commented that he believed that there was a lot of overlap in the responsibilities.

Mr. Eubanks additionally commented that the Finance and Audit Committee did a terrific job putting the Board in a position to have the tightest fiscal controls, and have done an outstanding job under the leadership of Dan Bills (Mr. Bills) and his staff, and that the Board should be proud of that.

Mr. Eubanks further commented that the Water Quality Committee meeting was the worst meeting that he attended; noting that he didn't believe the Committee had a purpose. He further commented that he hoped that the next time that Committee met, they would have more of a targeted agenda, and focus on significant topics such as TCE treatment. He additionally commented that it seemed like the committee was trying to anticipate what the Department of Health (DH) will do in terms of water quality standards but that no decisions have come from the DH yet.

Director Schild expressed that he couldn't disagree with Mr. Eubank's comments however, he expressed that the Water Quality Committee had only met once and that they were still establishing their purpose.

Mr. Eubanks further commented that he believed that the Committee structure did not function like normal committee's do.

Director Jones expressed that the Water Quality Committee was still brand new and that they were still trying to establish their direction, noting that there were changes in water quality on the horizon. He stated that it was a committee formed to focus on the detailed information and bring back information to the full Board as consent.

VP Locke noted that he would be ok with having the detailed information presented to a committee and then come to the full Board for consent, rather than re-present all of the details to the full Board.

Mr. Eubanks further commented that he believed the committee members should present information from those committee's to the full Board as it being thoroughly presented and reviewed at the committee level, therefore it would not be necessary to spend time reviewing all of the details again at a full Board meeting.

VP Locke thanked Mr. Eubanks for his comments.

Director Thomas seconded the original motion to approve all consent Items, including Item 9. The motion passed by unanimous vote.

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

Items for Discussion and Action

8. 2016 Comprehensive Annual Financial Report and Annual Audit

GM Roscoe presented a summary of the staff report. He noted that this came to the full Board with unanimous support from the Committee.

Mr. Bills provided a summary of the staff report.

Mr. Kuramoto provided an overview of the Annual Financial Report and Annual Audit.

Director Schild commented about the meter readings miscalculations.

Mr. Kuramoto noted that there were not a lot of discrepancies, but that the auditors wanted to bring it to staff's attention as a recommendation for review.

Director Thomas moved to accept the Annual Financial Report and Annual Audit, Director Schild seconded the motion. The motion passed by unanimous vote.

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

9. Resolution No. 17-04 Honoring David E. Bruns on His Retirement

This Item was moved and approved as a Consent Item.

10. Water Service Charges

Mr. Bills presented the staff report.

Director Schild commented that he didn't believe the fees were high enough.

VP Locke inquired why the District was not continuing to charge for the labor and materials for meter testing on the cross connection control fees.

Mr. Bills expressed that the staff time involved was being charged. He further noted that if there were repairs needed, the customer would be responsible for those repairs.

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

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

11. **Select Candidates for the Executive Committee Election at the 2017 ACWA/JPIA Spring Conference**

GM Roscoe presented the staff report, noting that there were four positions open.

Director Schild noted that they need to have 51 percent of the voting delegates agreeing on a nominee, and that sometimes it would go 6 or 7 rounds before a candidate was selected.

Director Thomas noted that he thought that it would be nice to have a representative from Northern California on the Executive Committee.

Director Schild suggested selecting Tom Cuquet, Melody McDonald and Kathleen J. Tiegs.

VP Locke moved to support Tom Cuquet, Melody McDonald and Kathleen J. Tiegs on the first round and to leave it to Director Schild’s judgement for the fourth candidate; Director Jones seconded. The motion passed by unanimous vote.

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

12. **Claim for Damages - Sacramento Area Sewer District (Perspective Way, Accord Ct., and Event Way)**

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

GM Roscoe provided further information about the claim, noting that the recommendation from JPIA was to deny the claim.

Director Thomas moved to support the staff report; VP Locke seconded. The motion passed by unanimous vote.

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

Information Items

13. 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; GM Roscoe announced that the District received the 2nd place CAPIO award.

Director Thomas noted the Creek Week event and inquired if District staff was putting together a team.

All Directors expressed interest in information about the District putting together a team. Staff will follow up and notify the Directors.

14. Engineering Report

A written report was provided.

a. Major Capital Improvement Projects

A written report was provided.

Mr. Dion announced that the District received the ASCE Energy Project of the Year award for the Rutland Well.

b. County and City Projects/Coordination

A written report was provided.

c. McClellan Business Park

A written report was provided.

d. Groundwater Quality Projects

A written report was provided.

e. Developer Projects

A written report was provided.

f. Planning Studies
A written report was provided.

g. Other
A written report was provided.

15. Financial Report

A written report was provided.

Mr. Bills provided a summary of the quarterly reports that were included in the Financial Report.

b. DRAFT - Financial Statements – March 2017
A written report was provided.

c. Investments Outstanding and Activity – First Quarter 2017
A written report was provided.

d. Cash Expenditures – March 2017
A written report was provided.

e. Credit Card Expenditures – March 2017
A written report was provided.

f. Directors Compensation and Expense Accounting – First Quarter 2017
A written report was provided.

Frederick Gayle (Mr. Gayle) wanted to compliment Mr. Bills on the Directors Compensation and Expense Accounting report.

Mr. Gayle further expressed his comments regarding his support for the McClellan Business Park.

g. Market Report Yields – January 2011 through March 2017
A written report was provided.

h. DRAFT - District Reserve Balances – March 2017
A written report was provided.

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

16. Financial Markets Quarterly Report

A written report was provided.

17. **Year-to-Date Interest Expense Quarterly Report**

A written report was provided.

18. **Human Resources Quarterly Report**

A written report was provided.

19. **CIP Projects Quarterly Report**

A written report was provided.

20. **Executive Order B-40-17**

A written report was provided.

Director Schild commented that he felt that it was not a good use of District money, as there were not a lot of leaks in the system.

GM Roscoe expressed that staff wouldn't know if there were any leaks until they conducted a leak detection, and that the District was still performing leak detections on distribution systems as a conservation practice.

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

A written report was provided.

22. **Legislative and Regulatory Update**

A written report was provided. GM Roscoe provided further status updates.

23. **General Manager's Report**

A written report was provided. GM Roscoe provided additional comments about the Top Op's competition, noting that the team from the District came in third place.

Director Thomas requested to convey his congratulations to staff.

a. Long Term Warren Act Contract Update

A written report was provided.

b. McClellan Business Park and Operations Agreement Update

A written report was provided.

c. Failed Network Switch

A written report was provided.

d. Municipal Derivatives Antitrust Update

A written report was provided.

24. **Upcoming Policy Review**

A written report was provided.

a. *Engagement of Auditor Policy (PL – Fin 001)*

A written report was provided. Directors' comments are due by May 1, 2017.

b. *Unclaimed Check Policy (PL – Fin 007)*

A written report was provided. Directors' comments are due by May 1, 2017.

c. *Legislative Response Policy (PL – Adm 004)*

A written report was provided. Directors' comments are due by May 1, 2017.

25. **Upcoming Water Industry Events**

A written report was provided.

Committee Reports

26. a. Facilities and Operations Committee (Director Schild)

No report.

b. Finance and Audit Committee (Director Thomas)

The notes from the April 7, 2017 meeting were provided.

c. Water Quality Committee (Director Wichert)

The notes from the March 27, 2017 meeting were provided.

d. Government Affairs Committee (Director Locke)

No report.

e. Ad Hoc Water Banking and Transfer Committee (Director Schild)

No report.

f. Ad Hoc Selection Committee (Director Wichert)

The notes from the March 31, 2017 meeting were provided.

g. Ad Hoc Process Committee (Director Wichert)

The notes from the March 31, 2017 meeting were provided.

h. Ad Hoc Compensation Committee (Director Schild)

No report.

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

27. a. Regional Water Authority (Director Thomas)

No report.

Regional Water Authority Executive Committee (General Manager Roscoe)
No report.

- b. Sacramento Groundwater Authority (Director Schild)
The Agenda for the April 13, 2017 meeting was provided.
- c. Water Caucus Meeting
The announcement for the meeting on April 12, 2017 was provided.
- d. Water Forum Successor Effort (General Manager Roscoe)
The Agenda for the April 13, 2017 meeting was provided.
- e. Other Reports
Director Thomas provided oral reports regarding his meeting with Director Locke regarding the General Manager's review on March 3, 2017; the Lecture on Recycled Water that he attended on April 3, 2017; the SGA meeting that he attended on April 13, 2017; and his meeting with the General Manager on April 14, 2017.

Director Jones provided an oral report regarding the meeting he attended on GRA Legislative Symposium on March 29, 2017; the Water Education Foundation meeting that he attended on March 23, 2017; and his meeting with the Assistant General Manager on March 2, 2017.

Director Locke provided an oral report on the meeting he had with the Assistant General Manager on January 27, 2017; and the meeting he had with Director Thomas regarding the General Manager's review on March 3, 2017.

Miscellaneous Correspondence and General Information

- 28. **Certain correspondence received by the District was provided.**
Mr. Eubanks commented the he didn't believe that Director Schild defended him in regards to an email correspondence that spoke of Mr. Eubanks.

Director Schild commented that he didn't believe that the comment in the email was valid or worth responding to.

- 29. **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)

None.

Adjournment

Vice President Locke adjourned the meeting at 7:48 p.m.

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

DRAFT

ITEM 2

Minutes

Sacramento Suburban Water District Special Board Workshop Monday, April 24, 2017

Call to Order

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

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, Heather Hernandez-Fort, James Arenz, Mitch Dion and Lynne Yost.

Public Present: William Eubanks, Avery Wiseman and Shelley Anderson.

Pledge of Allegiance

President Wichert led the Pledge of Allegiance.

Announcements

General Manager Robert Roscoe (GM Roscoe) announced:

- The new updated GM Recruitment schedule that was passed out at the dais, and;
- That Director's Schild and Thomas would be attending the Bureau of Reclamation meeting at the ACWA Spring Conference in May 2017, and;
- That Creek Week did not have a clean-up group formed. President Wichert expressed that he would still be attending.

Public Comment

None.

Items for Discussion and Action

1. General Manager Recruitment

GM Roscoe presented the staff report and introduced Shelley Anderson (Ms. Anderson) with Bryce Consulting.

President Wichert agreed with the schedule as presented. Director Thomas expressed that it was a little aggressive.

Director Jones expressed concerns with the budget stating that he believed the new General Manager should have input on the 2018 budget.

The Board discussed the General Manager Recruitment brochure and suggested some edits including the following:

- Remove the division map on page 2 and use the map on the back of the brochure.
- Remove the McClellan Elevated Tank photo.
- Under the Qualifications, be sure that a Bachelor's Degree in Civil Engineering was listed first.
- Make the image of the Enterprise facility a little larger.
- Change the District Priorities to the following:
 - Partnering with neighboring agencies to optimize conjunctive use opportunities.
 - Continued strong leadership on regional water issues.
 - Management of District operations in a changing regulatory landscape.
 - Infrastructure maintenance and modernization.
 - Ensuring the efficient use of energy resources.
 - Continued sustainable groundwater management.
 - Maintaining superior customer service.
 - Successful implementation of succession planning for key positions.
 - Effectively addressing rate payer concerns.
- Update the Ideal Candidate to the following:
 - A strong working knowledge of water system operations.
 - A strong working knowledge of principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
 - Knowledge of laws, rules, ordinances, and legislative processes controlling District functions, programs and operations including California water rights, the Sustainable Groundwater Management Act and State regulations impacting District operations.
 - An ability to plan, organize, coordinate and direct the work of staff to achieve efficient operations and meet program goals.
 - An ability to exercise leadership, authority and supervision tactfully and effectively.
 - An ability to provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs and policies.
 - Strong communication and conflict resolution skills.

The Board agreed that the closing date of the job recruitment would be July 17, 2017.

The Board agreed to allow President Wichert to have the final review and approval of the brochure.

The Board agreed to the updated General Manager's Classification Specification.

GM Roscoe expressed that there was a potential for an overlap of two General Managers which was not permitted in the Water Code.

President Wichert expressed that GM Roscoe would remain the General Manager position and the new hire would be in a learning position.

William Eubanks suggested that the new General Manager could be appointed and that GM Roscoe would then be allowed to stay on under a separate contract.

Adjournment

President Wichert adjourned the meeting at 7:49 p.m.

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



Agenda Item: 3

Date: April 28, 2017

Subject: Engagement of Auditor Policy (PL – Fin 001)

Staff Contact: Daniel A. Bills, Finance Director

Recommended Board Action:

Approve the updated Engagement of Auditor Policy (PL – Fin 001) as attached.

Discussion:

The Engagement of Auditor Policy was last reviewed in June 2015. Staff has no recommended changes to the Policy, but would mention that a new bill has been introduced by the State that would require audit partner or firm rotation after 6 years instead of 5 years. The District's Policy is 5 years as stated in section 500.00. No suggested edits were received from Directors.

Fiscal Impact:

The Policy does not directly increase or decrease the District's net position.

Strategic Plan Alignment:

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

Sacramento Suburban Water District

Engagement of Auditor Policy

Adopted: March 21, 2005

Revised: March 19, 2007; May 18, 2009; June 20, 2011; July 15, 2013; June 15, 2015; May XX, 2017**100.00 Purpose of the Policy**

The purpose of this policy is to ensure objective auditing of the District's financial statements by an external independent auditor. Independence requires that the District's auditor maintain the highest level of independence at all times as defined by the U.S. General Accountability Office's "Government Auditing Standards."

As an audit is dependent on the individual auditor's assessment of risk in the District's control procedures and financial statement disclosures and is designed to provide reasonable, but not absolute, disclosure of such risk, changing auditors periodically may provide the District with a different risk assessment and, perhaps, a different approach to testing risk in the District's control procedures and financial statement disclosures as defined in the Statements on Auditing Standards (SAS) "risk assessment" standards No. 122, ~~and 128.~~

The Finance and Audit Committee is responsible for recommending the District's auditor to the full Board of Directors (Board) for appointment and compensation, and administering the relationship between the District and auditor during the course of the audit, as set forth in the Finance and Audit Committee Mission Statement and Charter and per the requirements of SAS 115, "Communicating Internal Control Related Matters Identified in an Audit."

200.00 Maintaining Auditor Independence

The Board recognizes the importance of ensuring the independence of the District's auditor and ensuring effective communication between the auditor and the Board and Finance and Audit Committee. The Finance and Audit Committee shall evaluate the auditor's independence annually in connection with its determination to engage the auditor for the ensuing year.

To ensure the auditor's independence from the District, the Finance and Audit Committee shall, at least annually, obtain and review a formal written statement from the auditor delineating all relationships between the auditor and the District and discuss with the auditor the auditor's methods and procedures used for ensuring independence.

300.00 Auditor Services

The Finance and Audit Committee shall recommend the auditor provide only Audit and Audit-Related Services for the District. The Finance and Audit Committee shall pre-approve all Audit and Audit-Related Services, in order to assure that the provision of such services do not impair the auditor's independence.

Audit Services means all services and accounting consultation necessary to perform an audit of the District's financial statements, and other attest services required by statute, regulation, contracts, agreements or grants.

Audit-Related Services means assurance and related services that are reasonably related to the performance of the annual audit of the District's financial statements or that are traditionally performed by the auditor, including employee benefit plan audits, due diligence related to mergers, accounting consultations, internal control reviews and attest services not required by statute or regulation.

400.00 Prohibited Services

The following accounting, finance and professional services shall not be performed for the District by the auditor.

1. Bookkeeping or other services related to accounting records.
2. Financial Information Systems design and implementation.
3. Appraisal or valuation services.
4. Actuarial services.
5. Internal audit outsourcing services.
6. Management functions.
7. Human resource functions.
8. Broker-dealer or investment advisory functions.
9. Legal services.
10. Expert services unrelated to the audit.

500.00 Auditor Rotation

In order to avoid the appearance of a single-auditor's objectivity in relation to the District, the Finance and Audit Committee shall seek proposals from potential auditors no greater than every five years. The District's current auditor shall be considered in the proposal process if the past performance of the auditor has proven satisfactory to the District. Selection of an auditor shall be performed in accordance with the District's Procurement Policy requirements (PL - Fin 005.)

600.00 Policy Review

This policy shall be reviewed at least biennially.



Agenda Item: 4

Date: April 28, 2017

Subject: Unclaimed Check Policy (PL – Fin 007)

Staff Contact: Daniel A. Bills, Finance Director

Recommended Board Action:

Approve the updated Engagement of Auditor Policy (PL – Fin 001) as attached.

Discussion:

The Unclaimed Check Policy was last reviewed in June 2015. As California Government Code Section 50050 et. seq., upon which this Policy is based, has not substantively changed since the last time this Policy was reviewed, staff has no recommended changes to the Policy. No suggested edits were received from Directors.

Fiscal Impact:

The Policy does not directly increase or decrease the District’s net position. Instead, there may be small expense reductions for unclaimed checks that are more than a minimum of one year old.

Strategic Plan Alignment:

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

Sacramento Suburban Water District

Unclaimed Check Policy

Adopted: March 21, 2005

Revised: April 16, 2007, March 16, 2009, May 16, 2011, June 17, 2013; June 15, 2015; May XX, 2017

100.00 Purpose of the Policy

This document sets forth the policy of the Sacramento Suburban Water District (District) concerning money that is not property of the District but remains unclaimed in the official custody of the District.

200.00 Authority

In conformance with the California Government Code, Section 50050, et. seq. (Code), money that remains unclaimed in the official custody of the District for three years (one year if the amount is less than \$15.00) becomes property of the District providing the District Treasurer follows certain processes as defined in the Code.

300.00 Responsibility

The General Manager and District Treasurer are responsible for establishing the District's process for unclaimed money that is not the property of the District, yet remains in its custody in conformity with the Code. The process as defined in the Code will be maintained as a separate document and will be considered the District procedures implementing this policy

400.00 Policy Review

This Policy shall be reviewed at least biennially.

GOVERNMENT CODE - GOV

TITLE 5. LOCAL AGENCIES [50001 - 57550]

(Title 5 added by Stats. 1949, Ch. 81.)

DIVISION 1. CITIES AND COUNTIES [50001 - 52203]

(Division 1 added by Stats. 1949, Ch. 81.)

PART 1. POWERS AND DUTIES COMMON TO CITIES AND COUNTIES [50001 - 51298.5]

(Part 1 added by Stats. 1949, Ch. 81.)

CHAPTER 1. General [50001 - 50290]

(Chapter 1 added by Stats. 1949, Ch. 81.)

ARTICLE 3. Financial Affairs [50050 - 50057]

(Article 3 added by Stats. 1949, Ch. 81.)

50050.

For purposes of this article, "local agency" includes all districts. Except as otherwise provided by law, money, excluding restitution to victims, that is not the property of a local agency that remains unclaimed in its treasury or in the official custody of its officers for three years is the property of the local agency after notice if not claimed or if no verified complaint is filed and served. At any time after the expiration of the three-year period, the treasurer of the local agency may cause a notice to be published once a week for two successive weeks in a newspaper of general circulation published in the local agency. At the expiration of the three-year period, money representing restitution collected on behalf of victims shall be deposited into the Restitution Fund or used by the local agency for purposes of victim services. If a local agency elects to use the money for purposes of victim services, the local agency shall first document that it has made a reasonable effort to locate and notify the victim to whom the restitution is owed. The local agency may utilize fees collected pursuant to subdivision (l) of Section 1203.1 or subdivision (f) of Section 2085.5 of the Penal Code to offset the reasonable cost of locating and notifying the victim to whom restitution is owed. With respect to moneys deposited with the county treasurer pursuant to Section 7663 of the Probate Code, this three-year period to claim money held by a local agency is extended for an infant or person of unsound mind until one year from the date his or her disability ceases. For purposes of this section, "infant" and "person of unsound mind" have the same meaning as given to those terms as used in Section 1441 of the Code of Civil Procedure.

(Amended by Stats. 2013, Ch. 457, Sec. 1. Effective January 1, 2014.)

50051.

The notice shall state the amount of money, the fund in which it is held, and that it is proposed that the money will become the property of the local agency on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice.

(Added by Stats. 1949, Ch. 81.)

50052.

Upon or prior to publication, a party of interest may file a claim with the treasurer which must include the claimant's name, address, amount of claim, the grounds on which the claim is founded, and any other information that may be required by the treasurer. The claim shall be filed before the date the unclaimed money becomes the property of the local agency as provided under Section 50051 and the treasurer shall accept or reject that claim. If the claim is rejected by the treasurer, the party who submitted the claim may file a verified complaint seeking to recover all, or a designated part, of the money in a court of competent jurisdiction within the county in which the notice is published, and serves a copy of the complaint and the summons issued thereon upon the treasurer. The copy of the complaint and summons shall be served within 30 days of receiving notice that the claim was rejected. The treasurer shall withhold the release of the portion of unclaimed money for which a court action has been filed as provided in this section until a decision is rendered by the court.

(Amended by Stats. 1984, Ch. 866, Sec. 2.)

50052.5.

(a) Notwithstanding Section 50052, the treasurer may release to the depositor of the unclaimed money, their heir, beneficiary, or duly appointed representative, unclaimed money if claimed prior to the date the money becomes the property of the local agency upon submitting proof satisfactory to the treasurer, unless the unclaimed money is deposited pursuant to Section 7663 of the Probate Code.

(b) Notwithstanding Section 50052, the treasurer may release unclaimed money deposited with the county treasurer pursuant to Section 7663 of the Probate Code, to any adult blood relative of either the decedent or the decedent's predeceased spouse.

(c) Notwithstanding Section 50052, the treasurer may release unclaimed money deposited with the county treasurer pursuant to Section 7663 of the Probate Code to the parent who has legal and physical custody of a minor who is a blood relative of either the decedent or the decedent's predeceased spouse without the need to appoint a legal guardian for the minor as follows:

(1) If the value of the unclaimed money deposited with the county treasurer is five thousand dollars (\$5,000) or less, the treasurer may release the money according to Section 3401 of the Probate Code.

(2) If the value of the unclaimed money deposited with the county treasurer is sixty thousand dollars (\$60,000) or less, and the money is not released under paragraph (1), the unclaimed money may be released by the treasurer to the parent who shall, after payment of any costs incurred in making the claim, hold the money in trust, to be used only for the care, maintenance, and education of the minor, and the parent shall be liable therefor to the minor under the fiduciary laws of this state. The money held in trust shall be released to the minor when the minor reaches the age of majority.

(d) The claim shall be presented to the county treasurer in affidavit form and signed under penalty of perjury. Notwithstanding Section 13101 of the Probate

Code, the claimant, to be entitled to the entire escheated estate, needs only to establish with documentary proof the existence of a blood relationship to either the decedent or of the predeceased spouse, if any, and the documentary proof, if regular on its face, need not be certified. Notwithstanding Section 13101 of the Probate Code, the claimant shall not be required to declare that no other person has an equal or superior claim to the escheated estate.

The county treasurer may rely in good faith on the sworn statements made in the claim and shall have no duty to inquire into the truth or credibility of evidence submitted.

In paying out the escheated estate, the county treasurer shall be held harmless to all. Payment shall act as total acquittance and shall completely discharge the county treasurer from any liability.

If the county treasurer rejects any claim made hereunder, the claimant may take his or her grievance to the Superior Court of the county holding the escheated estate.

Any claim paid hereunder shall be paid without interest.

(Amended by Stats. 2000, Ch. 333, Sec. 1. Effective January 1, 2001.)

50053.

When any such money becomes the property of a local agency and is in a special fund, the legislative body may transfer it to the general fund.

(Added by Stats. 1949, Ch. 81.)

50054.

Whenever any city or county or city and county renders construction services or constructs public works for any city, county, city and county or any other governmental agency below the level of the state government, the price charged for such services or construction shall be sufficient to reimburse the governmental body performing such services for the full cost thereof including labor, material, equipment costs or rentals and a reasonable allowance for overhead. In computing overhead, without limitation on other factors properly includable, there shall be allocated to the overhead cost its proportionate share of indirect labor and administrative costs.

(Added by Stats. 1971, Ch. 558.)

50055.

Any other provision of this article notwithstanding, any individual items of less than fifteen dollars (\$15), or any amount if the depositor's name is unknown, which remain unclaimed in the treasury or in the official custody of an officer of a local agency for the period of one year or upon an order of the court may be transferred to the general fund by the legislative body without the necessity of publication of a notice in a newspaper.

(Amended by Stats. 1996, Ch. 89, Sec. 1. Effective July 1, 1996.)

50056.

The responsibilities of the treasurer as provided under this article may be delegated by the treasurer to the agency, district, or department that maintains the supporting records of the unclaimed money based on the initial receipt or deposit of that money or both.

(Added by Stats. 1984, Ch. 866, Sec. 4.)

50057.

For individual items in the amount of five thousand dollars (\$5,000) or less, the legislative body of any county may, by resolution, authorize the county treasurer to perform on its behalf any act required or authorized to be performed by it under Sections 50050, 50053, and 50055. The resolution shall require that the county auditor be informed of each act performed under the authorization.

(Amended by Stats. 2011, Ch. 382, Sec. 2. Effective January 1, 2012.)



Agenda Item: 5

Date: May 6, 2017

Subject: Legislative Response Policy (PL - Adm 004)

Staff Contact: Dan York, Assistant General Manager

Recommended Board Action:

Approve without revisions the Legislative Response Policy (PL - Adm 004), attached as Exhibit 1.

Discussion:

The Legislative Response Policy (PL - Adm 004) is scheduled for its biennial review. A copy of the current policy was included with the staff report provided at the April 17, 2017 regular Board Meeting.

Staff reviewed the current policy and have no recommended changes to this policy. Comments from Directors were requested by Monday, May 1, 2017. Director Schild contacted staff to inform them that he reviewed the policy, however, did not have any recommended changes. Therefore, the subject policy will be footnoted to indicate it was reviewed without revision in May 2017.

District's legal counsel did not review the current policy.

The next scheduled review for this policy is in May 2019.

Fiscal Impact:

None.

Strategic Plan Alignment:

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

The District's customers will benefit from this policy as it establishes the District's policy relative to legislative proposals, and the process to respond to requests of support or opposition from various agencies, e.g. ACWA.

EXHIBIT 1

Sacramento Suburban Water District

Legislative Response Policy

Adopted: September 14, 2003

Revised: August 21, 2006, August 20, 2007, March 21, 2011, May XX, 2017**100.00 Purpose of the Policy**

The primary purpose of this policy is to establish the District's position relative to legislative proposals, and to respond to requests of support or opposition from various agencies, e.g. ACWA.

200.00 Policy

The General Manager reviews proposed legislation to recommend the District's position. A written report will be provided at the regular Board meeting with a recommended District position. The recommended position will become the District's position unless modification is requested or directed by the Board.

If sufficient time is available, the legislation will be reviewed by the full Board at a regular meeting. If necessary, staff will recommend or draft a response for Board consideration.

If immediate action is warranted and sufficient time is not available for full Board review of the legislation, the General Manager or his/her designee will transmit the proposed response to the Board President and convey a deadline for a response.

If the Board President is opposed to staff's proposed response, the proposed response will be modified to become acceptable or a response will not be sent. If no statement of opposition is received by the deadline, the proposed response will be transmitted as the District's position on the legislation.

If a new policy position is taken due to the need for immediate action, this position will be brought to the full Board at the next regular Board meeting for consideration and possible ratification.

300.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 6

Date: April 28, 2017

Subject: Resolution No. 17-05 Honoring Patricia D. Weddle on Her Retirement

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

Recommended Board Action:

Adopt Resolution No. 17-05 Honoring Patricia D. Weddle on Her Retirement.

Discussion:

Patricia “Tricia” Weddle has been a valued employee of the Sacramento Suburban Water District for over 20 years, having been hired on November 4, 1996, by the predecessor Arcade Water District. Her last day of work as the Purchasing Specialist for the District will be Friday, June 2, 2017, and her retirement will be effective June 3, 2017. The resolution commemorates her service. Staff has prepared a ceremonial, framed version of this resolution for presentation to Ms. Weddle. Since Ms. Weddle will be unable to attend the Board meeting, the framed resolution will be presented to her at a later date.

Fiscal Impact:

Minimal.

Strategic Plan Alignment:

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

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

Resolution No. 17-05

**A Resolution Honoring
Patricia D. Weddle
On Her Retirement**

Whereas, Patricia “Tricia” D. Weddle will have completed over 20 years of service with the Sacramento Suburban Water District, having been hired on November 4, 1996, by the predecessor Arcade Water District; and

Whereas, Tricia’s dedication to public service and expertise in performing customer service, purchasing and warehouse functions for the District, including the development of new systems that have significantly improved the District’s inventory process, have made the Sacramento Suburban Water District a more efficient and respected organization; and

Whereas, Tricia has earned the respect and admiration of District customers, vendors, staff and management; and

Whereas, Tricia can now spend more time with her husband, children and beloved grandchildren and will have more time to read, relax and pursue other interests since her time will be her own; and

Whereas, Tricia will be able to see all the movies she wants, at matinee prices, and spend all her internet shopping time buying items for herself and her family instead of for the District; and

Whereas, Tricia’s last day of work will be June 2, 2017, and her retirement from the Sacramento Suburban Water District will be effective June 3, 2017.

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

The Board of Directors expresses its deep and sincere appreciation to Patricia “Tricia” D. Weddle for her many years of dedicated public service to the District.

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

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on this 15th day of May 2017.

AYES:
NOES:
ABSENT

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

(SEAL)

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



Agenda Item: 7

Date: May 3, 2017

Subject: Resolution No. 17-06 Amending Regulation No. 15 of the Regulations Governing Water Service

Staff Contact: Greg Bundesen, Water Conservation Supervisor

Recommended Board Action:

Adopt Resolution No. 17-06 Amending Regulation No. 15 of the Regulations Governing Water Service.

Discussion:

The Regulations Governing Water Service is a District Ordinance that provides the direction for governance of the business related functions necessary to operate the various processes performed to serve water to our customers. Each year, staff reviews the ordinance and recommends changes for Board review and approval. These changes typically reflect updated information, clarity edits, updates to fees and rates, and incorporation of policy changes enacted by the Board. The proposed changes to the regulations have been reviewed by District Legal Counsel. A redline version of the changes to Regulation No. 15 is attached as Exhibit 1. An updated clean version of Regulation No. 15 is shown as Exhibit 2.

Staff is presenting Regulation No. 15 for public comment and Board approval. The Ordinance was adopted on July 19, 2004 and last updated on June 7, 2016.

The following provides a summary of the edits to Regulation No. 15:

- Part A – Water Conservation Stage Declaration
 - Normal Water Supply Stage updated as follows:
 - Item 9 – The language of this item was updated to clarify that watering within 48 hours of measurable rainfall is prohibited.
 - Item 10 – Updated to move the requirement for written notification to drain a swimming pool to Stage 1 – Water Alert.
 - Stage 1 – Water Alert
 - Item 4 – Added to require that customers seeking to drain and refill their pool notify the District via written request unless an immediate health or safety condition exists.

Fiscal Impact:

Fiscal impacts will depend on which Water Conservation Stage is declared in a particular year.

Strategic Plan Alignment:

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

Facilities and Operations – 1.H. Implement water conservation programs that efficiently utilize potable water supplies.

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

The changes to this Regulation address the need to inform the District regarding the draining of a pool for health and safety or structural maintenance. The Governor has called an end to the drought, and as a result staff feels that District customers should have the discretion to drain their pool if they feel there is an immediate health or safety concern or the need for structural improvements is warranted during Normal Water Supply conditions.

RESOLUTION NO. 17-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SACRAMENTO SUBURBAN WATER DISTRICT
AMENDING REGULATIONS NO. 15
OF THE REGULATIONS GOVERNING WATER SERVICE**

WHEREAS, on July 19, 2004, the Board enacted Ordinance 2004-03, entitled “An Ordinance of the Board of Directors of Sacramento Suburban Water District Adopting Regulations Governing Water Service”;

WHEREAS, the Board now desires to amend Regulation No. 15 as described in this Resolution; and

WHEREAS, none of the described amendments to Regulation No. 15 are subject to Proposition 218’s notice and hearing requirements as provided in Article XIII D, section 6 of the California Constitution.

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

1. Regulation No. 15 is hereby amended as shown in Exhibit 2, which is attached to and made a part of this Resolution.
2. The Board authorizes and directs the General Manager and staff to take all actions necessary to amend Regulation No. 15 and to enforce such amended regulation in accordance with the authority granted by this Resolution.
3. Except as modified by the terms of this Resolution, the provisions of the existing District Regulations Governing Water Service shall remain in full force and effect. Any provisions in the existing regulations that conflict with the amendments set forth in this Resolution are deemed superseded and of no further effect.
4. This Resolution shall take effect immediately.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on the 15th day of May 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 15th day of May 2017.

(SEAL)

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

Exhibit 1

Regulation No. 15
Water Conservation
Water Shortage Contingency Plan

Adopted: July 19, 2004

Amended: November 17, 2008; March 16, 2009; April 20, 2009;

December 21, 2009; April 19, 2010; December 20, 2010; May 14, 2015; June 7, 2016; May 15, 2017

A. Water Conservation Stage Declaration

Each year, the District Board of Directors shall determine, based on data in the California Department of Water Resource's (DWR) Bulletin #120 and present water conditions, the water stage applicable to the District. The declaration shall consist of "normal water supply", or one of the four (4) stages of varying water conservation measures. The applicable stage determined by the District shall be effective upon adoption by the Board of Directors each water year and shall remain in effect until changed by the Board based on updated data from DWR, past water usage within the District, and existing water supply and use conditions. The water year shall be defined as the period starting October 1 and lasting until September 30 of the following year.

Regardless of water supply availability or service conditions within the District, the Board of Directors reserves the right to set water conservation goals and modify stage declarations as necessary to align with regional or state water conservation policies, agreements or declarations, or legal requirements. All wasteful practices or unreasonable uses of District water, whether willful or negligent, are always prohibited. The General Manager, following the guidelines set forth in this Regulation and other relevant Board policies, state laws and regulations, shall determine what constitutes a wasteful practice or unreasonable use of water.

In addition to Normal Water Supply Conditions, the following four stages, including their conservation requirements, shall be observed by all water users within the District:

NORMAL WATER SUPPLY

Water supply conditions are adequate to meet the demands of the District's Customers. The goal of this stage is the use of water efficiently in conformance with the water conservation Best Management Practices (BMPs) specified in the District's Urban Water Management Plan. Requirements specified in this stage are applicable to and in force at all times and in all other stages of this regulation. The following requirements shall be in force during Normal Water Supply and in all subsequent stage declarations unless the Board modifies or adds to these restrictions:

1. Water must not be permitted to discharge, flow, or run to waste into any gutter, sanitary sewer, water course, or storm drain, or to any adjacent lot, from any tap, hose, faucet, pipe, sprinkler, or nozzle. In the case of irrigation, “discharge,” “flow,” or “run to waste” means that the earth intended to be irrigated has been saturated with water to the point that excess water flows over the earth to waste. In the case of washing, “discharge,” “flow,” or “run to waste” means the water in excess of that which is necessary to wash, wet or clean the dirty or dusty object, such as an automobile or boat, flows to waste;
2. The washing of vehicles is permitted only with the use of a water saver hose end nozzle equipped with automatic shut-off and bucket, provided minimal runoff occurs on sidewalks or street;
3. The use of water for washing down sidewalks, walkways, driveways, parking lots, homes or buildings is prohibited except as necessary for health, sanitary, or fire protection purposes. A Customer desiring a variance may submit a written request to the District which will be reviewed by the Water Conservation Supervisor and submitted to the General Manager or his designee for approval or denial;
4. Customers watering food grown for personal consumption are exempt from any watering day restrictions in all Water Conservation Stages;
5. All water hoses or filling apparatus shall be equipped with a control water saver hose end nozzle capable of completely shutting off the flow of water except when positive pressure to the water saver hose end nozzle is applied;
6. All water fixtures or heating or cooling devices must not be allowed to leak or discharge. All known leaks must be repaired within seven (7) days or less depending on the severity of the leak.
7. The operation of an irrigation system that applies water to an impervious surface (example: concrete or asphalt) or that is in disrepair is prohibited;
8. Water during cooler morning and evening hours to reduce evaporation and avoid peak energy demand times. Outdoor watering from 12:00 noon to 8:00 p.m. during the months of May - August is prohibited; & watering from 12:00 noon to 6:00 p.m. during the months of September – April is prohibited;
9. Irrigation of landscaping ~~during and~~ within 48 hours ~~after~~ of measurable rainfall is prohibited. Measurable rainfall shall be defined as any rainfall equal to or greater than 1/8 of an inch;
10. Backwashing or overfilling, so as to discharge water to waste, swimming pools, decorative basins, or ponds in excess of the frequency reasonably necessary to maintain the clarity or cleanliness of the water is prohibited. ~~Pool draining and refilling will be allowed only for health or structural maintenance/repair considerations upon submittal of a written report by a health official or pool professional and approved by the Water Conservation Supervisor;~~

11. All pools, spas, decorative or ornamental fountains, ponds and waterways must be equipped with a recirculation pump and must be constructed to be leak-proof;
12. The use of water from a fire hydrant without the expressed written permission from the District is prohibited;
13. The use of water in new conveyer car washes and new commercial laundry systems that do not use a recirculation system shall be prohibited;
14. Customers enrolled in the Large Irrigation Services Customer (LISC) program ~~will~~shall adhere to the LISC Agreement, as signed by both the customer and the District;
15. The serving of water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased is prohibited;
16. The irrigation of any ornamental turf located in a street median is prohibited;
17. The irrigation of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development is prohibited;
18. To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language;
19. Customers may register their Weather Based Irrigation Controllers (WBIC) with the District for consideration in subsequent Water Conservation Stages. Customers with a registered WBIC shall be exempt from any watering schedule in any subsequent Water Conservation Stage, provided the WBIC is in good repair and set to operate off of its intended weather based operating instructions. Customers with a registered WBIC can allow the controller to operate with 100% of evapotranspiration (ET) settings for the Sacramento area in Normal Water Supply conditions; and,
20. Customers utilizing a drip irrigation system to irrigate their landscape (including subsurface drip irrigation systems for turf/lawn areas) are exempt from any watering day restrictions listed or determined by the Board in all subsequent Water Conservation Stages.

The following are recommended practices for Normal Water Supply conditions:

1. Watering three (3) days or less per week is encouraged;
 - a. Customers whose address ends with an odd number are encouraged to only water on Tuesdays, Thursdays and Saturdays.
 - b. Customers whose address ends with an even number are encouraged to only water on Sundays, Wednesdays and Fridays.
 - c. Watering on Mondays is not recommended.
2. Pool covers for swimming pools and spas are recommended to reduce evaporation;

3. Customers are encouraged to wash only full loads of laundry and dishes; and,
4. District Customers are encouraged to take advantage of the District's conservation programs and rebates.
5. Customers with WBIC are recommended to operate their controller using 80% of ET for the Sacramento region.

STAGE 1 – WATER ALERT

Water supply conditions may be impeded by lack of available sources including surface water supplies conjunctively used by the District, regional circumstances or statewide climate influences. The goal of this stage is to reduce District-wide consumption of water by up to 20% in order to meet the needs of District Customers, comply with State mandates, cooperate with regional programs and/or comply with County regulations declaring water shortages. The following requirements shall be in force during Stage 1 and all subsequent increases in Stage Declarations:

1. All requirements of Normal Water Supply Conditions shall continue to be enforced unless modified below.
2. The District will make mandatory and will enforce the following watering schedule:
 - a. Three (3) day per week Odd/Even outdoor watering shall be followed.
 - i. Odd addresses water on Tuesday, Thursday, and Saturday.
 - ii. Even addresses water on Wednesday, Friday, and Sunday.
 - iii. Watering on Monday is prohibited.
3. Customers with registered WBIC shall set their controllers to operate at 80% of ET for the Sacramento Region.
- 3.4. Pool draining and refilling will be allowed only for structural maintenance/repair considerations upon submittal of a written report by a health official or pool professional and approved by the Water Conservation Supervisor unless an immediate health or safety condition exists.

The following are recommended practices for Stage 1 – Water Alert:

1. All recommendations of Normal Water Supply Conditions unless modified to mandatory requirements listed above; and,
2. New or expanded landscaping should be limited to drought tolerant trees, shrubs and ground cover. The planting of new turf or grass, whether hydro-seeded or laid, is discouraged.

STAGE 2 – WATER WARNING

Water supply conditions may be impeded by lack of available sources including surface water supplies conjunctively used by the District, regional circumstances or statewide climate

influences. The goal of this stage is to reduce District-wide consumption of water by up to 30% in order to meet the needs of District Customers, comply with State mandates, cooperate with regional programs and/or comply with County regulations declaring water shortages. The following requirements shall be in force during Stage 2 and all subsequent increases in stage declarations:

1. All requirements of the previous stages unless further modified below;
2. Outdoor watering shall be limited to no more than two days per week, as determined by the Board of Directors at the time of a Stage 2 declaration;
3. Hydrant permits for construction water will be issued only with the approval of the General Manager. A construction water use plan must be submitted to the District for review that addresses how impacts to existing water users will be mitigated (such as dust control);
4. Customers with a registered WBIC shall set their controller to operate at 70% of the ET rate for the Sacramento region; and,
5. New or expanded landscaping shall be limited to drought tolerant trees, shrubs and ground cover. No new turf or grass shall be planted, hydro-seeded or laid without prior approval of the General Manager via written request.

The following are recommended practices for Stage 2 – Water Warning:

1. All recommendations of the previous stages unless modified to requirements.
2. Washing of vehicles and other mobile equipment are recommended to be conducted at commercial establishments that use recycled water.

STAGE 3 – WATER CRISIS

Water supply conditions are significantly impeded by interruption of available sources, a regional emergency, a county emergency or state mandates. The goal of this stage is to reduce District-wide consumption of water by up to 40% in order to meet the needs of District Customers. A declaration of this stage will be in conformance with the activation of the District’s Emergency Response Plan and/or Water Shortage Contingency Plan. The following requirements shall be in force during Stage 3 and any subsequent increase in stage declaration:

1. All requirements of the previous stages unless further modified below;
2. Outdoor landscape irrigation shall be limited to one day per week, as determined by the Board of Directors at the time of a Stage 3 declaration;
3. Customer with a registered WBIC shall set their controller to operate at 60% of the ET rate for the Sacramento region;
4. Watering day variances for the planting of new or expanded landscaping shall be considered if the project can demonstrate that the new or expanded landscaping will

result in a decrease in water use. Variance requests are subject to the approval of the General Manager via written request; and,

5. Except where non-potable water is used, all Large Landscape Irrigation Customers (Commercial Industrial, and Institutional) must cease all ornamental turf irrigation. Non-ornamental turf areas, such as the active playing surfaces of sports fields or outdoor classrooms may be irrigated and maintained to a level that will ensure the safety of those using it, provided the overall system water use is reduced by 40%. Customers irrigating non-ornamental turf areas for the purposes outlined above shall be exempt from the watering day schedule unless a 40% reduction in overall water use is not achieved.

The following are recommended practices for Stage 3 – Water Crisis:

1. All recommendations of the previous stages unless modified to requirements.
2. Washing of vehicles and other mobile equipment is recommended to be conducted at commercial establishments that use recycled water.

STAGE 4 – WATER EMERGENCY (Public Health and Safety Only)

Water supply conditions are significantly impeded by interruption of available sources, a regional emergency, a county emergency or state mandates. The goal of this stage is to reduce District-wide consumption of water by greater than 50% in order to meet the needs of District Customers. A declaration of this stage will be in conformance with the activation of the District’s Emergency Response Plan. The following requirements shall be in force during Stage 4:

1. All requirements of the previous stages unless further modified below;
2. Use of District water for filling pools, ponds, or spas is prohibited;
3. Outdoor landscape irrigation is prohibited;
4. All washing of vehicles and other mobile equipment is prohibited unless conducted at a commercial establishment that utilizes recycled water;
5. All metered services will be subject to additional tiered rates approved by the District Board of Directors; and,
6. No commitments will be provided for new water service connections until the District has returned, at a minimum, to Stage 3 restrictions. The District reserves the right to limit or refuse new service connections until Stage 2 conditions exist.

Recommended practices identified in previous stages are not applicable in Stage 4.

WATER USE PERMITTED

Water used for the following purposes is considered essential for public health and safety and is therefore permitted during all stage declarations:

- A. Water use for firefighting or routine inspection of fire hydrants or from fire training activities;

- B. Water applied to abate spills of flammable or other hazardous materials, where water is an appropriate abatement methodology; and,
- C. Water applied to prevent or abate imminent health, safety, or accident hazards when alternate methods are not available.

B. ENFORCEMENT

Enforcement of any violation of the water conservation requirements provided in this Regulation No. 15, as they may be amended from time to time by the District Board of Directors, is provided in this section. Service charges will be assessed for a violation of the District's conservation rules in accordance with the following provisions. A Customer will be notified when violations may result in service charges. The service charges that may be assessed are provided in Section L of Regulation No. 3. In cases of tenant occupancy, landowners retain full responsibility for the use of water by their tenants, including payment of any service charges imposed for violations of this Regulation No. 15.

Enforcement of the requirements of each water conservation stage will be conducted in a progressive manner and may ultimately lead to termination of service in cases where a violator refuses to discontinue activities constituting water waste. The enforcement steps are as follows:

Notice of Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of a violation, the District shall request Customer compliance with this Regulation via a notice of violation delivered in person.

Warning Notice of Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of a violation, the District shall request Customer compliance with this Regulation via a Warning Notice of Violation delivered in person.

First Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of the next violation after a Warning was issued, the District shall request Customer compliance with this Regulation via a notice delivered in person by District personnel, and/or by certified mail to the billing address of the Parcel upon which the 1st violation has occurred.

The first violation charged to a Parcel will begin the District's monitoring of that Parcel for water waste. Should there be no additional violations on the Parcel prior to the conclusion of the current water year, then that Parcel's violation from the previous year will be expunged and the Parcel will be deemed to be free of violations and the counting of any violations incurred in the new water year will begin on a clean record. The District shall keep on file

copies of all violations of the District's water conservation requirements that were incurred in the same water year.

For one time only, and upon customer request, a customer may participate in a Water-Wise House Call to remove a First Violation from the customer's record for the current water year.

Second Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a second water conservation violation of any kind on the same Parcel, the Customer and Landowner shall be notified of the 2nd violation in writing at the established billing address by District personnel and/or via certified mail. The District will assess a service charge for the violation, which will be added to the Customer's next bill. The second violation service charge will be billed in accordance with Regulation No. 3, Section L.1.

If a second violation occurs at a Stage 2 or higher Water Conservation Stage in this Regulation on any non-metered service, the District shall install a permanent water meter on any existing Service Connection on the Parcel where the violation occurred and/or the District may impose an additional service charge as approved by the District Board of Directors. Metered rate billing will be initiated on the account at the next billing period following the meter installation.

A Customer may avoid paying a service charge for a Second Violation by attending a water conservation awareness workshop at the customer's expense and participating in a Water-Wise House Call if not completed following the first violation.

Third Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a third water conservation violation of any kind on the same Parcel, the Customer and Landowner shall be notified of the violation in writing at the established billing address by District personnel and/or via certified mail. The District will assess a service charge for the violation, which will be added to Customer's next bill in accordance to Regulation 3, Section L.2. The notice of violation also will state that a subsequent violation may result in disconnection or reduction of service.

Fourth Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a fourth water conservation violation of any kind on the same Parcel, the Customer and Landowner shall be notified of the violation in writing at the established billing address by District personnel or via certified mail. The District will assess a charge for the fourth violation as follows:

Flat Rate Services: Upon the fourth water conservation violation of a non-metered account, the District may discontinue or reduce the water supply to the Parcel where the violation occurred. The District shall, in its sole discretion, decide whether to terminate or reduce service based on all of the facts and circumstances of the violation and the Customer's past

water use history. The Landowner shall be notified in writing by District personnel and/or via certified mail of the violation that a water meter shall be installed on that Parcel. The Landowner shall bear the cost of installing the meter, which shall be based on the cost of the District's time and materials. The installation of this meter shall cause the billing for the Parcel to be changed from a flat rate to a metered rate. The monthly charge for a metered service will be computed on the current metered rate as more specifically set forth in the District's Regulation No. 3 and any additional tiered water conservation rates adopted by the Board. The installation of this Meter shall be deemed permanent.

Metered Services: Upon the fourth water conservation violation on an existing metered service, the District will notify the Landowner of the violation in writing at the established billing address by District personnel and/or via certified mail. The Landowner will be informed that an additional charge for servicing the violation will be included in his/her next billing. The amount of the charge is as follows:

- (i) 1-inch or smaller service: 25% of the amount of the water bill for the month in which the violation occurs.
- (ii) 1½ inch or larger service: 50% of the amount of the water bill for the month in which the violation occurs.

In addition, the District may discontinue or reduce the water supply to the Parcel where the violation occurred. The District shall, in its sole discretion, decide whether to terminate or reduce service based on all of the facts and circumstances of the violation and the Customer's past water use history. To restore service or full flow capabilities, the affected Customer will be required to request a hearing of the

District Board of Directors, where the Customer may present evidence to the Board concerning the violation and request the restoration of water service. At its next regular meeting after the hearing, the District Board shall enter into the record its findings and decision concerning the service restoration request and each issue there under. The Board's decision will be final. The Secretary of the Board will mail the Board's written findings and decision to the Customer within thirty days (30) after the date that the Board renders its decision.

Where compliance with the requirements of this Regulation No. 15 are beyond the control of the Customer or Landowner and written justification and supporting evidence has been provided by the Customer or Landowner and verified by a District representative, the General Manager may excuse the violation. Approval of such a variance by the General Manager shall be conditioned on the Customer's or Landowner's cooperation with the District in resolving the violation.

Where a water conservation violation occurs on a Parcel improved with multiple family units, and it is not practical to determine which unit is responsible for the violation, the District will assess the service charge described above for existing metered rates.

Where water is wastefully or negligently used on a water user's premises to the extent that the violation seriously affects the District's general service capability, the District may discontinue service to the premises if the water waste conditions causing the general service disruption are not corrected within twenty-four (24) hours after the District provides the water user with the violation notice. A door hanger (notice) shall be deemed sufficient written notice for this purpose.

When encountered in the course of routine daily activity, District personnel have the responsibility and authority to control leaks on any Premises at the point of connection or at the valve controlling the Customer's System. When water is shut off for control of a leak, the District will provide the Customer with notice of the condition.

When a leak is discovered on a customer's property and it is verified that the leak is occurring from the customer's side of the Point of Connection, the District shall require the following:

1. The District will provide written notification via mail and/or notice left at the location that the customer has 7 days to make the repairs necessary to abate the leak in question.
 - a. The District will offer the customer a Water-Wise House Call to evaluate the water use at the location. The location's water use will be surveyed and evaluated; however, the District will not perform any kind in-depth water leak detection services.
 - b. The customer can extend the 7 day period by providing a written verification that the leak has been scheduled to be repaired.
2. If the leak in question is not repaired at the end of the 7 day period, the District shall issue the customer a 48 hour (business hours) notice to repair by either mail and/or notice left at the location.
 - a. The customer can extend the 48 hour period by providing a written verification that the leak has been scheduled to be repaired within the 48-hour extension.
3. If the leak in question had not been repaired at the end of the 48 hour period, the District shall issue a 24 hour (business hours) to repair by either mail or notice left at the location.
 - a. The customer can extend the 24 hour period by providing a written verification that the leak has been scheduled to be repaired.
4. If the leak in question has not been repaired at the end of the 24 hour period, and the customer has not provided the District with a written verification that the leak is scheduled for immediate repair, the District may discontinue service to the location until all necessary repairs to abate the leak have been demonstrated as complete or scheduled to be completed.

Exhibit 2

Regulation No. 15
Water Conservation
Water Shortage Contingency Plan

Adopted: July 19, 2004

Amended: November 17, 2008; March 16, 2009; April 20, 2009;

December 21, 2009; April 19, 2010; December 20, 2010; May 14, 2015; June 7, 2016

A. Water Conservation Stage Declaration

Each year, the District Board of Directors shall determine, based on data in the California Department of Water Resource's (DWR) Bulletin #120 and present water conditions, the water stage applicable to the District. The declaration shall consist of "normal water supply", or one of the four (4) stages of varying water conservation measures. The applicable stage determined by the District shall be effective upon adoption by the Board of Directors each water year and shall remain in effect until changed by the Board based on updated data from DWR, past water usage within the District, and existing water supply and use conditions. The water year shall be defined as the period starting October 1 and lasting until September 30 of the following year.

Regardless of water supply availability or service conditions within the District, the Board of Directors reserves the right to set water conservation goals and modify stage declarations as necessary to align with regional or state water conservation policies, agreements or declarations, or legal requirements. All wasteful practices or unreasonable uses of District water, whether willful or negligent, are always prohibited. The General Manager, following the guidelines set forth in this Regulation and other relevant Board policies, state laws and regulations, shall determine what constitutes a wasteful practice or unreasonable use of water.

In addition to Normal Water Supply Conditions, the following four stages, including their conservation requirements, shall be observed by all water users within the District:

NORMAL WATER SUPPLY

Water supply conditions are adequate to meet the demands of the District's Customers. The goal of this stage is the use of water efficiently in conformance with the water conservation Best Management Practices (BMPs) specified in the District's Urban Water Management Plan. Requirements specified in this stage are applicable to and in force at all times and in all other stages of this regulation. The following requirements shall be in force during Normal Water Supply and in all subsequent stage declarations unless the Board modifies or adds to these restrictions:

1. Water must not be permitted to discharge, flow, or run to waste into any gutter, sanitary sewer, water course, or storm drain, or to any adjacent lot, from any tap, hose, faucet, pipe, sprinkler, or nozzle. In the case of irrigation, “discharge,” “flow,” or “run to waste” means that the earth intended to be irrigated has been saturated with water to the point that excess water flows over the earth to waste. In the case of washing, “discharge,” “flow,” or “run to waste” means the water in excess of that which is necessary to wash, wet or clean the dirty or dusty object, such as an automobile or boat, flows to waste;
2. The washing of vehicles is permitted only with the use of a water saver hose end nozzle equipped with automatic shut-off and bucket, provided minimal runoff occurs on sidewalks or street;
3. The use of water for washing down sidewalks, walkways, driveways, parking lots, homes or buildings is prohibited except as necessary for health, sanitary, or fire protection purposes. A Customer desiring a variance may submit a written request to the District which will be reviewed by the Water Conservation Supervisor and submitted to the General Manager or his designee for approval or denial;
4. Customers watering food grown for personal consumption are exempt from any watering day restrictions in all Water Conservation Stages;
5. All water hoses or filling apparatus shall be equipped with a control water saver hose end nozzle capable of completely shutting off the flow of water except when positive pressure to the water saver hose end nozzle is applied;
6. All water fixtures or heating or cooling devices must not be allowed to leak or discharge. All known leaks must be repaired within seven (7) days or less depending on the severity of the leak.
7. The operation of an irrigation system that applies water to an impervious surface (example: concrete or asphalt) or that is in disrepair is prohibited;
8. Water during cooler morning and evening hours to reduce evaporation and avoid peak energy demand times. Outdoor watering from 12:00 noon to 8:00 p.m. during the months of May - August is prohibited; & watering from 12:00 noon to 6:00 p.m. during the months of September – April is prohibited;
9. Irrigation of landscaping within 48 hours of measurable rainfall is prohibited. Measurable rainfall shall be defined as any rainfall equal to or greater than 1/8 of an inch;
10. Backwashing or overfilling, so as to discharge water to waste, swimming pools, decorative basins, or ponds in excess of the frequency reasonably necessary to maintain the clarity or cleanliness of the water is prohibited;
11. All pools, spas, decorative or ornamental fountains, ponds and waterways must be equipped with a recirculation pump and must be constructed to be leak-proof;
12. The use of water from a fire hydrant without the expressed written permission from the District is prohibited;
13. The use of water in new conveyer car washes and new commercial laundry systems that do not use a recirculation system shall be prohibited;

14. Customers enrolled in the Large Irrigation Services Customer (LISC) program shall adhere to the LISC Agreement, as signed by both the customer and the District;
15. The serving of water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased is prohibited;
16. The irrigation of any ornamental turf located in a street median is prohibited;
17. The irrigation of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development is prohibited;
18. To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language;
19. Customers may register their Weather Based Irrigation Controllers (WBIC) with the District for consideration in subsequent Water Conservation Stages. Customers with a registered WBIC shall be exempt from any watering schedule in any subsequent Water Conservation Stage, provided the WBIC is in good repair and set to operate off of its intended weather based operating instructions. Customers with a registered WBIC can allow the controller to operate with 100% of evapotranspiration (ET) settings for the Sacramento area in Normal Water Supply conditions; and,
20. Customers utilizing a drip irrigation system to irrigate their landscape (including subsurface drip irrigation systems for turf/lawn areas) are exempt from any watering day restrictions listed or determined by the Board in all subsequent Water Conservation Stages.

The following are recommended practices for Normal Water Supply conditions:

1. Watering three (3) days or less per week is encouraged;
 - a. Customers whose address ends with an odd number are encouraged to only water on Tuesdays, Thursdays and Saturdays.
 - b. Customers whose address ends with an even number are encouraged to only water on Sundays, Wednesdays and Fridays.
 - c. Watering on Mondays is not recommended.
2. Pool covers for swimming pools and spas are recommended to reduce evaporation;
3. Customers are encouraged to wash only full loads of laundry and dishes; and,
4. District Customers are encouraged to take advantage of the District's conservation programs and rebates.
5. Customers with WBIC are recommended to operate their controller using 80% of ET for the Sacramento region.

STAGE 1 – WATER ALERT

Water supply conditions may be impeded by lack of available sources including surface water supplies conjunctively used by the District, regional circumstances or statewide climate influences. The goal of this stage is to reduce District-wide consumption of water by up to 20% in order to meet the needs of District Customers, comply with State mandates, cooperate with regional programs and/or comply with County regulations declaring water shortages. The following requirements shall be in force during Stage 1 and all subsequent increases in Stage Declarations:

1. All requirements of Normal Water Supply Conditions shall continue to be enforced unless modified below.
2. The District will make mandatory and will enforce the following watering schedule:
 - a. Three (3) day per week Odd/Even outdoor watering shall be followed.
 - i. Odd addresses water on Tuesday, Thursday, and Saturday.
 - ii. Even addresses water on Wednesday, Friday, and Sunday.
 - iii. Watering on Monday is prohibited.
3. Customers with registered WBIC shall set their controllers to operate at 80% of ET for the Sacramento Region.
4. Pool draining and refilling will be allowed only for structural maintenance/repair considerations upon submittal of a written report by a health official or pool professional and approved by the Water Conservation Supervisor unless an immediate health or safety condition exists.

The following are recommended practices for Stage 1 – Water Alert:

1. All recommendations of Normal Water Supply Conditions unless modified to mandatory requirements listed above; and,
2. New or expanded landscaping should be limited to drought tolerant trees, shrubs and ground cover. The planting of new turf or grass, whether hydro-seeded or laid, is discouraged.

STAGE 2 – WATER WARNING

Water supply conditions may be impeded by lack of available sources including surface water supplies conjunctively used by the District, regional circumstances or statewide climate influences. The goal of this stage is to reduce District-wide consumption of water by up to 30% in order to meet the needs of District Customers, comply with State mandates, cooperate with regional programs and/or comply with County regulations declaring water shortages. The following requirements shall be in force during Stage 2 and all subsequent increases in stage declarations:

1. All requirements of the previous stages unless further modified below;

2. Outdoor watering shall be limited to no more than two days per week, as determined by the Board of Directors at the time of a Stage 2 declaration;
3. Hydrant permits for construction water will be issued only with the approval of the General Manager. A construction water use plan must be submitted to the District for review that addresses how impacts to existing water users will be mitigated (such as dust control);
4. Customers with a registered WBIC shall set their controller to operate at 70% of the ET rate for the Sacramento region; and,
5. New or expanded landscaping shall be limited to drought tolerant trees, shrubs and ground cover. No new turf or grass shall be planted, hydro-seeded or laid without prior approval of the General Manager via written request.

The following are recommended practices for Stage 2 – Water Warning:

1. All recommendations of the previous stages unless modified to requirements.
2. Washing of vehicles and other mobile equipment are recommended to be conducted at commercial establishments that use recycled water.

STAGE 3 – WATER CRISIS

Water supply conditions are significantly impeded by interruption of available sources, a regional emergency, a county emergency or state mandates. The goal of this stage is to reduce District-wide consumption of water by up to 40% in order to meet the needs of District Customers. A declaration of this stage will be in conformance with the activation of the District’s Emergency Response Plan and/or Water Shortage Contingency Plan. The following requirements shall be in force during Stage 3 and any subsequent increase in stage declaration:

1. All requirements of the previous stages unless further modified below;
2. Outdoor landscape irrigation shall be limited to one day per week, as determined by the Board of Directors at the time of a Stage 3 declaration;
3. Customer with a registered WBIC shall set their controller to operate at 60% of the ET rate for the Sacramento region;
4. Watering day variances for the planting of new or expanded landscaping shall be considered if the project can demonstrate that the new or expanded landscaping will result in a decrease in water use. Variance requests are subject to the approval of the General Manager via written request; and,
5. Except where non-potable water is used, all Large Landscape Irrigation Customers (Commercial Industrial, and Institutional) must cease all ornamental turf irrigation. Non-ornamental turf areas, such as the active playing surfaces of sports fields or outdoor classrooms may be irrigated and maintained to a level that will ensure the safety of those using it, provided the overall system water use is reduced by 40%. Customers irrigating

non-ornamental turf areas for the purposes outlined above shall be exempt from the watering day schedule unless a 40% reduction in overall water use is not achieved.

The following are recommended practices for Stage 3 – Water Crisis:

1. All recommendations of the previous stages unless modified to requirements.
2. Washing of vehicles and other mobile equipment is recommended to be conducted at commercial establishments that use recycled water.

STAGE 4 – WATER EMERGENCY (Public Health and Safety Only)

Water supply conditions are significantly impeded by interruption of available sources, a regional emergency, a county emergency or state mandates. The goal of this stage is to reduce District-wide consumption of water by greater than 50% in order to meet the needs of District Customers. A declaration of this stage will be in conformance with the activation of the District’s Emergency Response Plan. The following requirements shall be in force during Stage 4:

1. All requirements of the previous stages unless further modified below;
2. Use of District water for filling pools, ponds, or spas is prohibited;
3. Outdoor landscape irrigation is prohibited;
4. All washing of vehicles and other mobile equipment is prohibited unless conducted at a commercial establishment that utilizes recycled water;
5. All metered services will be subject to additional tiered rates approved by the District Board of Directors; and,
6. No commitments will be provided for new water service connections until the District has returned, at a minimum, to Stage 3 restrictions. The District reserves the right to limit or refuse new service connections until Stage 2 conditions exist.

Recommended practices identified in previous stages are not applicable in Stage 4.

WATER USE PERMITTED

Water used for the following purposes is considered essential for public health and safety and is therefore permitted during all stage declarations:

- A. Water use for firefighting or routine inspection of fire hydrants or from fire training activities;
- B. Water applied to abate spills of flammable or other hazardous materials, where water is an appropriate abatement methodology; and,
- C. Water applied to prevent or abate imminent health, safety, or accident hazards when alternate methods are not available.

B. ENFORCEMENT

Enforcement of any violation of the water conservation requirements provided in this Regulation No. 15, as they may be amended from time to time by the District Board of Directors, is provided in this section. Service charges will be assessed for a violation of the District's conservation rules in accordance with the following provisions. A Customer will be notified when violations may result in service charges. The service charges that may be assessed are provided in Section L of Regulation No. 3. In cases of tenant occupancy, landowners retain full responsibility for the use of water by their tenants, including payment of any service charges imposed for violations of this Regulation No. 15.

Enforcement of the requirements of each water conservation stage will be conducted in a progressive manner and may ultimately lead to termination of service in cases where a violator refuses to discontinue activities constituting water waste. The enforcement steps are as follows:

Notice of Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of a violation, the District shall request Customer compliance with this Regulation via a notice of violation delivered in person.

Warning Notice of Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of a violation, the District shall request Customer compliance with this Regulation via a Warning Notice of Violation delivered in person.

First Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of the next violation after a Warning was issued, the District shall request Customer compliance with this Regulation via a notice delivered in person by District personnel, and/or by certified mail to the billing address of the Parcel upon which the 1st violation has occurred.

The first violation charged to a Parcel will begin the District's monitoring of that Parcel for water waste. Should there be no additional violations on the Parcel prior to the conclusion of the current water year, then that Parcel's violation from the previous year will be expunged and the Parcel will be deemed to be free of violations and the counting of any violations incurred in the new water year will begin on a clean record. The District shall keep on file copies of all violations of the District's water conservation requirements that were incurred in the same water year.

For one time only, and upon customer request, a customer may participate in a Water-Wise House Call to remove a First Violation from the customer's record for the current water year.

Second Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a second water conservation violation of any kind on the same

Parcel, the Customer and Landowner shall be notified of the 2nd violation in writing at the established billing address by District personnel and/or via certified mail. The District will assess a service charge for the violation, which will be added to the Customer's next bill. The second violation service charge will be billed in accordance with Regulation No. 3, Section L.1.

If a second violation occurs at a Stage 2 or higher Water Conservation Stage in this Regulation on any non-metered service, the District shall install a permanent water meter on any existing Service Connection on the Parcel where the violation occurred and/or the District may impose an additional service charge as approved by the District Board of Directors. Metered rate billing will be initiated on the account at the next billing period following the meter installation.

A Customer may avoid paying a service charge for a Second Violation by attending a water conservation awareness workshop at the customer's expense and participating in a Water-Wise House Call if not completed following the first violation.

Third Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a third water conservation violation of any kind on the same Parcel, the Customer and Landowner shall be notified of the violation in writing at the established billing address by District personnel and/or via certified mail. The District will assess a service charge for the violation, which will be added to Customer's next bill in accordance to Regulation 3, Section L.2. The notice of violation also will state that a subsequent violation may result in disconnection or reduction of service.

Fourth Violation: Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a fourth water conservation violation of any kind on the same Parcel, the Customer and Landowner shall be notified of the violation in writing at the established billing address by District personnel or via certified mail. The District will assess a charge for the fourth violation as follows:

Flat Rate Services: Upon the fourth water conservation violation of a non-metered account, the District may discontinue or reduce the water supply to the Parcel where the violation occurred. The District shall, in its sole discretion, decide whether to terminate or reduce service based on all of the facts and circumstances of the violation and the Customer's past water use history. The Landowner shall be notified in writing by District personnel and/or via certified mail of the violation that a water meter shall be installed on that Parcel. The Landowner shall bear the cost of installing the meter, which shall be based on the cost of the District's time and materials. The installation of this meter shall cause the billing for the Parcel to be changed from a flat rate to a metered rate. The monthly charge for a metered service will be computed on the current metered rate as more specifically set forth in the

District's Regulation No. 3 and any additional tiered water conservation rates adopted by the Board. The installation of this Meter shall be deemed permanent.

Metered Services: Upon the fourth water conservation violation on an existing metered service, the District will notify the Landowner of the violation in writing at the established billing address by District personnel and/or via certified mail. The Landowner will be informed that an additional charge for servicing the violation will be included in his/her next billing. The amount of the charge is as follows:

- (i) 1-inch or smaller service: 25% of the amount of the water bill for the month in which the violation occurs.
- (ii) 1½ inch or larger service: 50% of the amount of the water bill for the month in which the violation occurs.

In addition, the District may discontinue or reduce the water supply to the Parcel where the violation occurred. The District shall, in its sole discretion, decide whether to terminate or reduce service based on all of the facts and circumstances of the violation and the Customer's past water use history. To restore service or full flow capabilities, the affected Customer will be required to request a hearing of the

District Board of Directors, where the Customer may present evidence to the Board concerning the violation and request the restoration of water service. At its next regular meeting after the hearing, the District Board shall enter into the record its findings and decision concerning the service restoration request and each issue there under. The Board's decision will be final. The Secretary of the Board will mail the Board's written findings and decision to the Customer within thirty days (30) after the date that the Board renders its decision.

Where compliance with the requirements of this Regulation No. 15 are beyond the control of the Customer or Landowner and written justification and supporting evidence has been provided by the Customer or Landowner and verified by a District representative, the General Manager may excuse the violation. Approval of such a variance by the General Manager shall be conditioned on the Customer's or Landowner's cooperation with the District in resolving the violation.

Where a water conservation violation occurs on a Parcel improved with multiple family units, and it is not practical to determine which unit is responsible for the violation, the District will assess the service charge described above for existing metered rates.

Where water is wastefully or negligently used on a water user's premises to the extent that the violation seriously affects the District's general service capability, the District may discontinue service to the premises if the water waste conditions causing the general service disruption are not corrected within twenty-four (24) hours after the District provides the water user with the

violation notice. A door hanger (notice) shall be deemed sufficient written notice for this purpose.

When encountered in the course of routine daily activity, District personnel have the responsibility and authority to control leaks on any Premises at the point of connection or at the valve controlling the Customer's System. When water is shut off for control of a leak, the District will provide the Customer with notice of the condition.

When a leak is discovered on a customer's property and it is verified that the leak is occurring from the customer's side of the Point of Connection, the District shall require the following:

1. The District will provide written notification via mail and/or notice left at the location that the customer has 7 days to make the repairs necessary to abate the leak in question.
 - a. The District will offer the customer a Water-Wise House Call to evaluate the water use at the location. The location's water use will be surveyed and evaluated; however, the District will not perform any kind in-depth water leak detection services.
 - b. The customer can extend the 7 day period by providing a written verification that the leak has been scheduled to be repaired.
2. If the leak in question is not repaired at the end of the 7 day period, the District shall issue the customer a 48 hour (business hours) notice to repair by either mail and/or notice left at the location.
 - a. The customer can extend the 48 hour period by providing a written verification that the leak has been scheduled to be repaired within the 48-hour extension.
3. If the leak in question had not been repaired at the end of the 48 hour period, the District shall issue a 24 hour (business hours) to repair by either mail or notice left at the location.
 - a. The customer can extend the 24 hour period by providing a written verification that the leak has been scheduled to be repaired.
4. If the leak in question has not been repaired at the end of the 24 hour period, and the customer has not provided the District with a written verification that the leak is scheduled for immediate repair, the District may discontinue service to the location until all necessary repairs to abate the leak have been demonstrated as complete or scheduled to be completed.



Agenda Item: 8

Date: May 3, 2017

Subject: A Day in the Life of a Distribution Operator

Staff Contact: Shawn Chaney, Distribution Foreman

The Distribution Department is primarily responsible for field activities related to distribution system operation, repair and maintenance. On a daily basis they can respond to a number of different types of Services Requests (SR) and/or Work Orders (WO) that range between marking the location of underground facilities (USA's), locating and exposing service valves, determining responsibility for leaks, repairing leaks determined to be on District owned facilities, replacing damage distribution system components such as valves, hydrants, and air release valves, replacing service lines, and completing preventive maintenance activities. On an annual basis, Distribution Department staff members complete more than 2,500 WOs and mark more than 4,800 USA's.

To provide a small insight into the every day life of a Distribution Department staff member, a PowerPoint presentation showing some of the tasks and duties assigned to this department will be presented at the board meeting. A copy of the PowerPoint is attached.

A Day in the Life of a Distribution Operator



Who is Distribution



Who is Distribution

Distribution Superintendent

- 2 Distribution Foremen
- 10 Distribution Operators
 - 3 Main Departmental Tasks
 - Distribution System Repair/Replace
 - Preventative Maintenance
 - Underground Service Alerts (USA)

Our Responsibilities

Maintain, Repair, and/or Replace the District's infrastructure throughout 36 Square Miles of Service Area.

- Number of Service Connections 46,414
- Number of miles Distribution/Transmission System 696
- Number of Mainline Valves 11,100
- Number of Fire Hydrants 6,471



What We Do

- **Leak Repairs**
 - Repair Distribution System Leaks
 - Repair/Replace Damaged or Inoperative Appurtenances
 - Locate and Expose Service Valves
 - Determine Responsibility of Leaks
- **Preventive Maintenance**
 - Maintain and Exercise Distribution System Valves, Hydrants and Air Release Valves
 - Assist with System Shut Downs
- **USAs**
 - Mark Location of Underground District Facilities
 - Assist with Other Tasks as Necessary

What We Do, Annually

<u>Work Task</u>	<u>Yearly Average</u>
Mains Repaired	69
Service Lines Replaced	119
Locate & Expose	276
Determine Responsibility	773
Valves Exercised	1,449
USA's Marked	4,869
After Hours Response	1,183

Our Office



Water Main Repairs



Water Main Repairs



Water Main Repairs



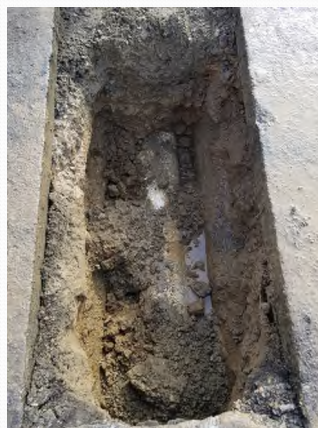
Water Main Repairs



Main Repair/Replace



Main Repair/Replace



Main Repair/Replace



Restoring Water



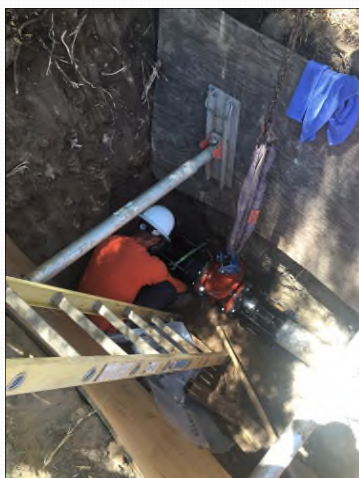
Restoring Water



Service Repair/Replace



Valve Replacement/Install



Fire Hydrant Repair/Replace



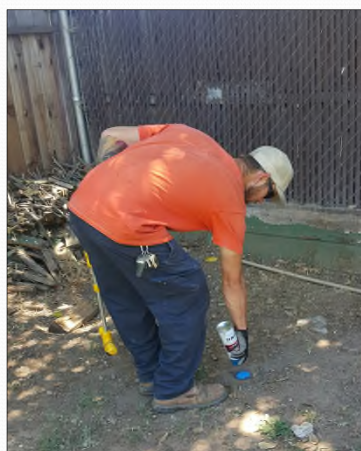
Repair/Replace/Maintain Air Release Valves



Determine Responsibility



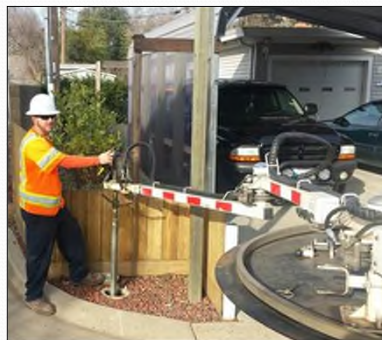
Locating & Exposing Curb Stops



Preventive Maintenance

2016

- Hydrants: 251 inspected
- FH Valves: 247 inspected
225 Exercised
- MLVs: 880 inspected
705 Exercised



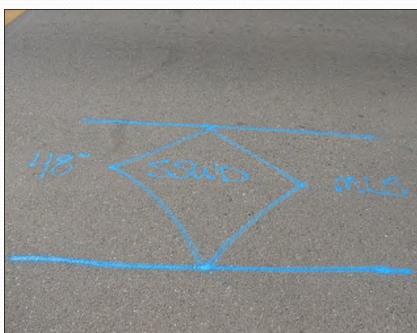
Marking District Facilities

Digsmart Data
 From Date: 1/1/2016
 To Date: 12/31/2016

Received: 21341
 Marked: 4566

ID	Asset Type	Asset Name	Asset ID	Asset Class	Asset Status	Asset Location	Asset Date	Asset Description	Asset Notes
1000000001	Hydrant	Hydrant 1000000001	1000000001	Hydrant	Active	1000000001	1/1/2016	Hydrant 1000000001	
1000000002	Hydrant	Hydrant 1000000002	1000000002	Hydrant	Active	1000000002	1/1/2016	Hydrant 1000000002	
1000000003	Hydrant	Hydrant 1000000003	1000000003	Hydrant	Active	1000000003	1/1/2016	Hydrant 1000000003	
1000000004	Hydrant	Hydrant 1000000004	1000000004	Hydrant	Active	1000000004	1/1/2016	Hydrant 1000000004	
1000000005	Hydrant	Hydrant 1000000005	1000000005	Hydrant	Active	1000000005	1/1/2016	Hydrant 1000000005	

Marking District Facilities

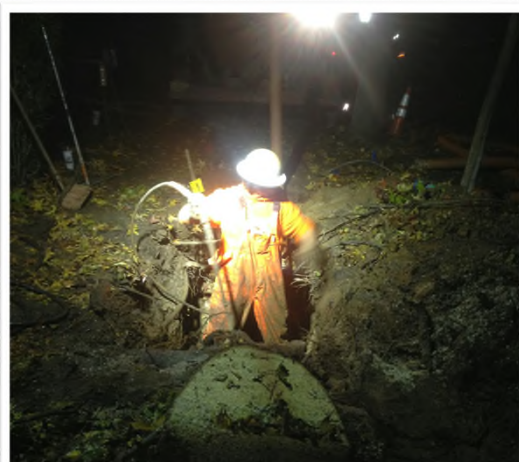


“Distribution”

More than a job; it's a way of life!



A Distribution Operator in His Element!



QUESTIONS





Agenda Item: 9

Date: May 3, 2017

Subject: 2017 Water Conservation Program and Stage Declaration

Staff Contact: Greg Bundesen, Water Conservation Supervisor

Recommended Board Action:

1. Staff is recommending that the District declare a Normal Water Supply for 2017 with the associated enforcement actions listed under Normal Water Supply in Regulation No. 15 as amended by Resolution No. 17-06.
2. To continue the message that water conservation and use efficiency remain a priority for the District, set a non-mandatory District-wide Water Conservation Goal of 10% when compared to calendar year 2013.

Discussion

On April 7, 2017 Governor Jerry Brown issued Executive Order B-40-17 rescinding the Emergency Drought Declaration that was made on January 17, 2014. As part of E.O. B-40-17, the Governor has recognized that the need to make conservation a way of life in California remains a top priority. As part of E.O. B-40-17, the Governor orders that the provisions contained in E.O. B-37-16 (Making Conservation a Way of Life in California) remain in full force and effect.

Typically in the spring of each year, the District's Board of Directors determine the District's current Water Conservation enforcement based on Department of Water Resources (DWR) California Cooperative Snow Survey Bulletin 120 (Bulletin) and current water conditions. As of April 1, 2017 the Sacramento Region Water Supply Index is forecast to be 13.9 assuming median meteorological conditions for the remainder of the year. This classifies 2017 as a "wet" year in the Sacramento Valley according to the State Water Resources Control Board (SWRCB). According to the Bulletin, as of April 1, 2017 the state snowpack was holding 160% of the April 1 average. The seasonal precipitation is about 170% of normal, and reservoir storage is about 115% of average. DWR is designating 2017 as a "wet" year due to snow pack readings standing at 160% of the April 1 average. Due to the wet winter conditions, the District is anticipating utilization of its conjunctive use surface water supply. Therefore, it is the recommendation of staff that the District declare a Normal Water Supply and implement all of the enforcement measures under Normal Water Supply conditions as outlined in Regulations No. 15 (as amended by Resolution No. 17-06) based on the District's ability to meet 100% of its customer demand for 2017.

Staff recognizes the incredible effort District customers put forth the last several years to weather both of the voluntary and mandatory water conservation programs of the District and the SWRCB. In CY2016, District customers reduced their water use by 24% when compared to CY2013. Staff is also recommending that the Board continue to set a non-mandatory, District-wide Water

Conservation Goal of 10% when compared to calendar year 2013, and continue to message the importance of water use efficiency. The 10% goal does not carry any alternate compliance actions to those listed under Normal Water Supply in Regulation No. 15. Customers willing to participate in the 10% goal will have the option of following the Normal Water Supply Recommended Practices outlined in Regulation No. 15. The Normal Water Supply Recommended Practices will not be enforced while Normal Water Supply Conditions have been declared and will only be used as a guide to help customers who are willing to assist the District achieve the 10% conservation goal.

Fiscal Impacts:

1. Staff budgeted for Normal Water Supply Conditions in CY2017.
2. Declaring a Normal Water Supply will not affect the District's projected expenses or revenue for the remainder of the year.
3. Additional revenue that may be realized from customers who do not comply with the mandatory water use restrictions associated with Normal Water Supply conditions are not known at this time, but are expected to be negligible.

Strategic Plan Alignment:

Water Supply – 1.C. Continue to implement and support demand management strategies and water conservation that comply with federal, state and regional4 programs; support Water Forum Agreement goals and efficiently meet the needs of the District customers.

Facilities and Operations – 1.H. Implement water conservation programs that efficiently utilize potable water supplies.

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

By declaring Normal Water Supply Conditions the District is acknowledging its customer's extraordinary efforts to reach a water conservation target of 32% and providing sufficient data to the SWRCB of the District's ability to serve its customers up to and beyond 100% of their water demand for the comparison period and beyond. Customers will be able to water their yards and revive their plant life while keeping water use efficiency in mind.



Agenda Item: 10

Date: May 2, 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 April 2017, the total volume of water discharged was 0.506 MG or 0.10% of the total water produced for the month, of which 13.8% or 0.070 MG was reused through land application.

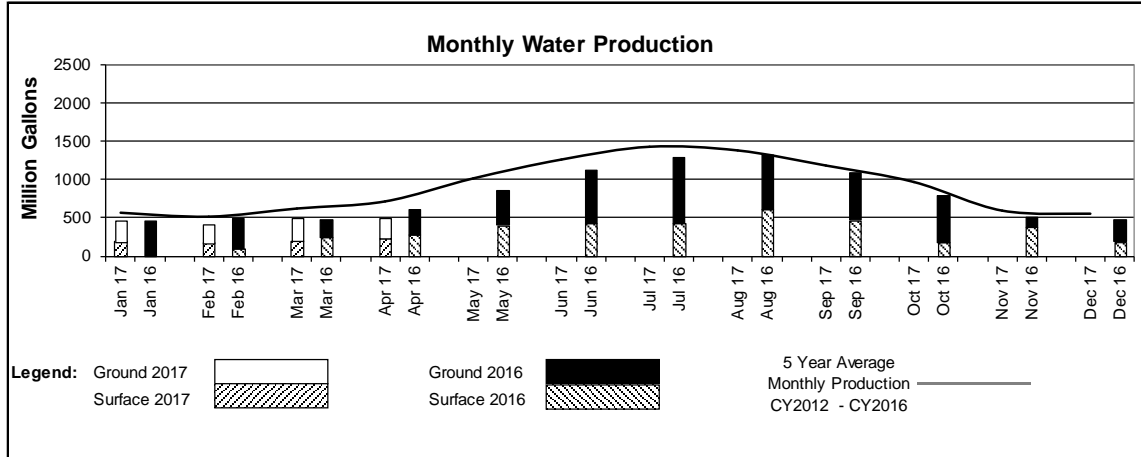
vi. Exception Report for April

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	25.012
Feb	174.222	74.344	248.566	0.000	165.299	165.299	413.865	14.781	21.910
Mar	191.993	99.806	291.799	0.000	210.246	210.246	502.045	16.195	26.578
Apr	231.705	66.983	298.688	0.000	201.879	201.879	500.567	16.686	26.500
May									
Jun									
July									
Aug									
Sep									
Oct									
Nov									
Dec									
MG	785.438	334.282	1,119.720	0.000	769.229	769.229	1888.949	15.741	
AF	2,410.421	1,025.874	3,436.295	0.000	2,360.677	2,360.677	5,796.972		



* 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)			
	Surface	Ground	Total	Difference
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	191.993	310.052	502.045	22.472
Mar 16	244.176	235.397	479.573	
Apr 17	231.705	268.862	500.567	-118.368
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	

District Activity Report

May 2, 2017

Page 4 of 25

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	97.446	31.753	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
April	88.583	28.865	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
May														
June														
July														
August														
September														
October														
November														
December														
YTD	380.140	123.869	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>April 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>	603	634	2535
<u>Corrective Maintenance: Work Orders Completed</u>	10	6	25
<u>Water Quality</u>			
<u>Complaints</u>	1	1	4
<u>Inquiries</u>	10	9	34
<u>Distribution Department</u>			
<u>Service Orders</u>			
<u>Main Leaks</u>	4	4	16
<u>Service Line Leaks</u>	8	13	53
<u>Locate & Expose (L&E)</u>	20	14	55
<u>Determine Responsibility (DR)</u>	37	45	179
<u>Water Main Shutdown</u>			
<u>-- Emergency</u>	4	3	10
<u>-- Scheduled</u>	0	0	1
<u>Preventive Maintenance Program</u>			
<u>Fire Hydrants Inspected</u>	0	1	2
<u>Fire Hydrant Valves Inspected</u>	4	5	18
<u>Fire Hydrant Valves Exercised</u>	4	4	16
<u>Mainline Valves Inspected</u>	55	92	366
<u>Mainline Valves Exercised</u>	53	86	344
<u>Underground Service Alert</u>			
<u>Reviewed</u>	2035	1671	6683
<u>Marked</u>	511	356	1422
<u>After Hours Activity (On-Call Technician)</u>			
<u>Calls Received</u>	25	39	156
<u>Calls Responded</u>	10	25	101
<u>Average Call Time Hours</u>	2.6	2	2
<u>Overtime Hours</u>	26	51	203
<u>Field Services Department</u>			
<u>Meters</u>			
<u>Preventive Maintenance - Meters Tested</u>	15	12	47
<u>Preventive Maintenance - Meters Replaced</u>	0	2	7
<u>Preventive Maintenance - Meter Re-Builds</u>	18	10	38
<u>Customer Service</u>			
<u>Shut Off (non-payment)</u>	127	157	629
<u>Restore Service</u>	128	155	620
<u>Customer Pressure Inquiries</u>	7	6	24
<u>Field Operations Department</u>			
<u>Service Requests Generated</u>	1255	1411	5643
<u>Work Orders Generated</u>	1002	1029	4115

Exhibit WO-4

Date: May 2, 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

Erik Rasmussen, Broken Headlight

On April 3, 2017, the District received a claim from Eric Rasmussen alleging that his vehicle was damaged when loose gravel struck the front end of his car while driving in an area that was recently repaved as part of the Parkland Estates Phase I Water Main Replacement Project. Mr. Rasmussen states another vehicle turned right in front of him, causing rocks to be strewn towards his car breaking his left headlight. Mr. Rasmussen claims that the loose gravel that flew up and damaged the headlight of his car was the result of “new road repair (Waterline replacement project).”

Upon receipt of the claim, District staff provided a report and recommendation to the General Manager that this claim be approved in the amount of \$240.94.

Claim Amount - \$240.94

Incident Date: December 31, 2016

CLAIMS UNDER REVIEW/INVESTIGATION

There are no claims in review/investigation at this time.

CLAIMS IN LITIGATION

There are no claims in litigation at this time.

Exhibit WO-5

General System Discharges by Category

From 4/1/2017 to 4/30/2017

Report Group	Water Used (MG)
Distribution Flushing (10 detail records)	
Discharge Sub Total	0.208
Portion Reused	0.068
Meter Testing (1 detail record)	
Discharge Sub Total	0.033
Portion Reused	0.002
Raw Water Pump-to-Waste (2 detail records)	
Sub Total	0.259
Portion Reused	0.0
Tank Flushing – Non Event (1 detail record)	
Sub Total	0.005
Portion Reused	0.0
Other – Non Event (1 detail records)	
Sub Total	0.001
Portion Reused	0.0
Total Water Flushed for all Types of Discharges::	0.506
Total Monthly Production for April 2017:	500.567
Percent of Total Production Discharged to Waste:	0.10%
Total Water Reused for all Types of Discharges:	0.070
Percent of Discharged Water Reused:	13.8%

b. Water Conservation and Regional Water Efficiency Program Report

i. Program Overview for April 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 April 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 45.4% reduction in April 2017 (when compared to April 2013), exceeding the District's 10% goal. Since the Emergency Drought Regulations were enacted in June 2015, the District has achieved a 27.6% reduction in water use when compared to 2013.
- b. The Regional Water Authority (RWA) issued the regional water conservation results for March 2017. The Sacramento Region reduced water use by 34.4% in March 2017 (compared to March 2013), 24.6% CY2017 (compared to CY2013), and 23.1% since Emergency Drought Regulations were enacted in June 2015. Data graphics can be provided upon request.
- c. Customer Leak Notifications – Staff sent out 299 notifications of 72 hour continuous flow events in April 2017.
- d. Public Outreach – The District utilized an info graphic for public outreach in April 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 1 shows the various graphics used for public outreach. The online advertisements used for Facebook generated 145 clicks, reached 94,295 people and left 122,126 impressions. The online advertisements used for Google generated 515 clicks and left 239,778 impressions. The District's main focus for April 2017 was the opening of the Howe Park Garden, the District's Mulch Mayhem event and low-flow indoor fixtures.

ii. Water Conservation Program and Results

District staff continues to promote water conservation directly to the District customers. During April 2017 District staff and our contract company performed 18 indoor residential Water-Wise House Calls (WWHC) and 23 outdoor residential WWHC's. Staff received 11 calls and 3 reports via the District's website regarding reports of water waste. Staff issued 9 Information Only Notices, 15 Notices of Violation, and 1 Warning Notice of Violation (see Exhibit 2).

The District issued rebates for 5 toilets (\$750) and 2 irrigation efficiency upgrades (\$864) in April 2017. Also, as part of the Water Energy Grant Program (operated by the Regional Water Authority) Southwest Environmental has scheduled the replacement of 83 toilets in various multi-family residential disadvantaged communities throughout the District.

iii. State Water Resource Control Board

On April 26, 2017 in response to the Governor’s Executive Order B-40-17 which called an end to the emergency drought declaration, the State Water Resources Control Board (SWRCB) rescinded the water supply “stress test” requirements and the remaining mandatory conservation standards for urban water suppliers. The SWRCB will be keeping in place the water use reporting requirements and the prohibitions of wasteful water use practices listed in Executive Order B-37-16. Regulation No. 15 includes all of the prohibited water use practices outlined in Executive Order B-37-16. The SWRCB will now focus on the framework for making water conservation a way of life in California and staff will continue to update the Board of Directors on all of the relevant developments as they occur.

iv. Upcoming Events

- a. Howe Park Ribbon Cutting – May 13, 2017 at Howe Park

April 2017 Public Outreach Online Advertisements



Get Set for Mulch Mayhem!

sswd.org

On Saturday, May 6 at Antelope Gardens from
9:00 am until noon you can get free mulch

**MULCH
MAYHEM**

FREE MULCH
Available for pick-up

Saturday, May 6th
9 a.m. to 12 p.m.

Antelope Gardens
7800 Antelope North Rd.
Antelope, CA



sswd.org
916-972-7171



Do The Twist

sswd.org

Install a WaterSense-labeled faucet or aerator and save water every time you turn on the tap.



Flush With Savings

sswd.org

Rebates are available for WaterSense-labeled toilets. They can save thousands of gallons.

FLUSH WITH SAVINGS

Replace your old toilet with a WaterSense-labeled one and you could save thousands of gallons a year!

sswd.org

REBATES ARE AVAILABLE.



DO THE TWIST

Install a WaterSense-labeled faucet or aerator and save 30 percent every time you turn on the tap.

sswd.org





Exhibit 2

2017 Water Conservation Activity Report

<u>Non-Measurable Water Saving Programs</u>	<u>Month</u> <u>April</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	163	756
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>		
3 Residential Audits - Indoors	18	59
3 Residential Audits - Outdoors	23	68
3 Water Conservation Kits - Indoor	37	83
3 Water Conservation Kits - Outddor	1	4
3 High Bill Investigates	5	22
3 Leak Notifications Sent - All Customers	299	1147
4 CII Audits	0	3
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	5	8
Rebates - WBIC	0	2
Rebates - Rain Sensors	0	0
Rebates - Irrigation Upgrades	2	3
Rebates - Clothes Washers	0	1
Rebates - HET Toilets (DAC)	83	395
<u>Water Waste Calls and Notifications</u>		
Water Waste Calls	11	32
Water Waste via Website	3	27
Notice - Information Only	9	36
Notice of Violation	15	29
Warning Notice of Violation	1	1
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."

c. Customer Service Report

i. Customer Service Monthly Activity - Exhibits CS-1 & CS-2

1. Customer Service Activity Report shows the Customer Service activity for the month of April 2017.
2. The Call Volume Report shows the number of calls received, abandoned calls, and queue times.

ii. Customer Service Exceptions

There were no significant exceptions to report.

Exhibit CS-1

	April 2017		Calendar Year 2016
<u>Customer Service Department</u>			
<u>Billing</u>			
Water Connections - Total Active	46,895		n/a
Active Flat w/o Meter	7,504		n/a
Active Flat w/Meters	2,524		n/a
Active Meter Non-Residential	7,344		n/a
Active Meter Residential	29,523		n/a
Water Connections - Suspended	492		n/a
Owner/Tenant Billing Agreement	1,293		n/a
E-billing	3,080		n/a
Water Statements Mailed	39,935		159,793
Monthly Calls	2,955		12,281
Customer Changes	215		863
<u>Collections</u>			
15-Day Notices	1,355		5,835
48-hour Door Tags Generated	729		2,980
Lock-off Door Tags Generated	15		648
Bankruptcy Processed	1		2
<u>Payments</u>			
Cash/Check Payments (Front Office)	1,279	3.5%	5,502 3.7%
Credit Card Payments (Front Office)	671	1.8%	3,378 2.2%
SSWD Customer Web Payments	3,648	10.0%	15,243 10.1%
Direct Payment Service (Auto Pay-Checking)	4,609	12.6%	18,529 12.3%
Direct Payment Service (Auto Pay-Credit Card)	3,171	8.7%	12,128 8.1%
IVR (Automated Phone System)	1,395	3.8%	5,667 3.8%
Electronic Payments (Online Banking)*	10,306	28.2%	42,631 28.4%
LockBox (Checks)	11,428	31.3%	47,129 31.4%
Total Payments	36,507	100.0%	150,207 100.0%

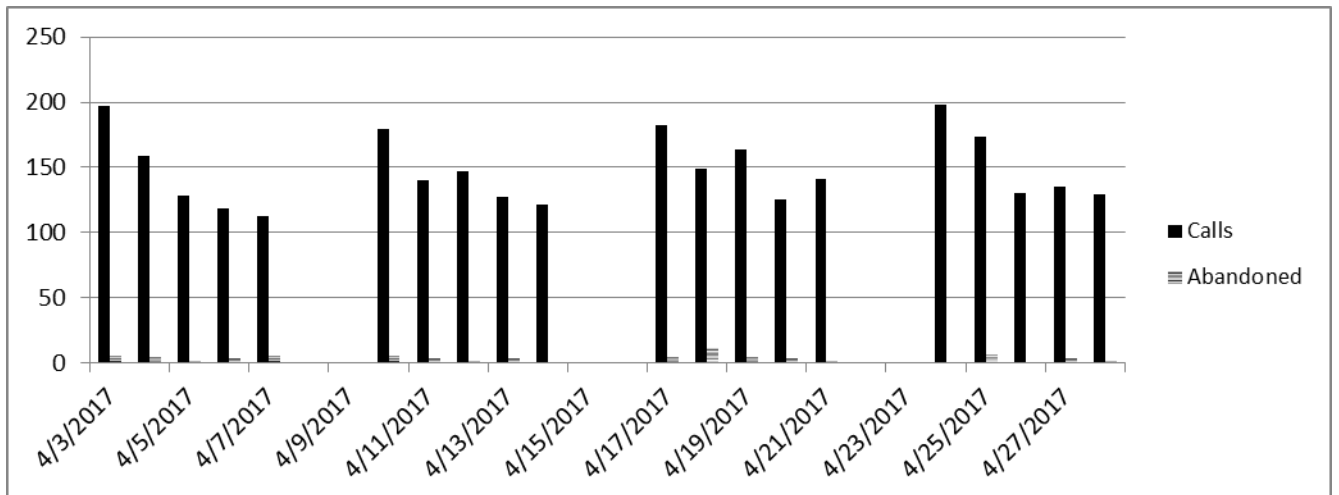
*Electronic payments have been combined into one category

Exhibit CS-2

Date Ranges : 04/01/2017 - 04/30/2017

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
4/3/2017	197	5	2.54%	52s	10m, 40s	3m, 6s
4/4/2017	159	4	2.52%	34s	3m, 31s	3m, 3s
4/5/2017	128	2	1.56%	34s	4m, 53s	2m, 23s
4/6/2017	118	3	2.54%	21s	2m, 45s	2m, 35s
4/7/2017	113	5	4.42%	36s	11m, 13s	2m, 58s
4/10/2017	179	5	2.79%	41s	6m, 18s	2m, 43s
4/11/2017	140	3	2.14%	38s	7m, 19s	2m, 18s
4/12/2017	147	2	1.36%	35s	4m, 33s	2m, 36s
4/13/2017	127	3	2.36%	44s	7m, 4s	2m, 18s
4/14/2017	121	0	0.00%	45s	8m, 4s	3m, 11s
4/17/2017	182	4	2.20%	22s	3m, 13s	2m, 33s
4/18/2017	149	11	7.38%	43s	9m, 17s	2m, 39s
4/19/2017	164	4	2.44%	33s	6m, 13s	2m, 24s
4/20/2017	125	3	2.40%	55s	8m, 17s	3m, 12s
4/21/2017	141	2	1.42%	43s	5m, 25s	2m, 28s
4/24/2017	198	1	0.51%	23s	3m, 24s	2m, 9s
4/25/2017	173	6	3.47%	46s	7m, 19s	2m, 58s
4/26/2017	130	1	0.77%	22s	4m, 10s	2m, 32s
4/27/2017	135	3	2.22%	36s	4m, 57s	2m, 17s
4/28/2017	129	2	1.55%	33s	4m, 2s	3m, 1s
GroupTotal	2955	69	2.34%	37s	6m, 37s	2m, 50s



d. Community Outreach Report

i. June Bill Insert

The June bill insert will begin on May 22, 2017 and continue until June 25, 2017. The bill insert includes the following articles:

- Annual Water Quality Report Available
- Summer Watering Recommendations
- SSWD's Conservation Team: Working Every Day to Help You Be Water Wise
- WaterSense: Helping Make America Water-Efficient for Over a Decade
- Take the Guess Work Out of Watering: With a "Smart Sprinkler Controller"
- Conservation 365: Knowing When to Water

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

ii. June Envelope Message

The June envelope encourages customers to take the Screwdriver Test to see if their yard needs water. The envelope will begin on May 22, 2017 and continue until June 25, 2017.

iii. Spring Newsletter

The 2017 spring newsletter was mailed to all customers in April. The newsletter includes the following articles:

- Kick Off Spring With a Garden Tour
- Howe Park Demonstration Gardens: Opening Celebration Set For May 13, 2017
- Water-Wise House Calls: Reduce Water Consumption Up to 20%
- New Toilet Rebate Available
- Types of Irrigation Systems: Steps to Keep Your System Operating Most Efficiently
- New Remittance Address
- What's in Your Water
- Mulch Mayhem is May 6, 2017.

The newsletter has been posted to the website. A sample of the newsletter has been included with this report.

iv. Community Meetings/Events

District Activity Report

May 2, 2017

Page 18 of 25

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

<u>Date:</u>	<u>Meeting:</u>	<u>Staff:</u>
04/03/17	McClellan Business Park	Dan York
04/11/17	ASCE Award Banquet for Well N39 Rutland	Rob Roscoe
04/12/17	Water Caucus	Rob Roscoe
04/10-04/13	AWWA Spring Conference	Dan York
04/13/17	SGA	Rob Roscoe
04/18/17	McClellan Business Park	Dan York
04/24/17	Cap-to-Cap Meeting	Dan York
04/24/17	Integrated Regional Water Management Program	Dan York
04/26/17	RWA Executive Committee	Rob Roscoe

00190378




H₂O on the Go

June 2017



Annual Water Quality Report Available

Each year, SSWD publishes a Consumer Confidence Report, a detailed water quality report on the state of the drinking water we supply and the steps taken to treat it. You can view the report online at sswd.org starting in July. 

Summer Watering Recommendations

Though SSWD does not have mandatory watering days this summer, we're encouraging all of our customers to keep up their great work

[Summer Watering](#) | [page 2](#)

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.

SSWD's Water Conservation Team | Working Every Day to Help You Be Water Wise

SSWD Water Conservation team members oversee and manage all of the District's efforts to be proper stewards of our water supplies. The team is responsible for:

- ▶ Developing, implementing and administering the District's water use efficiency and demand management programs, including long-term water efficiency efforts
- ▶ Educating customers regarding the most efficient water use practices.
- ▶ Providing Water-Wise House Call services to all customer classes with recommendations for making changes to their water use practices in an effort to help improve their water use efficiency.
- ▶ Leading the efforts to define, calculate, collect, interpret and report all of the data related to water use and determine the effectiveness of the water efficiency efforts
- ▶ Applying for grants and other funding sources for all water efficiency programs and overseeing their administration
- ▶ Serving as the District Ambassador at public outreach events and representing the District at regional meetings
- ▶ Reviewing all pending legislation as it pertains to water use, providing comments and developing strategies to keep the District in compliance.



The SSWD Water Conservation Team is dedicated to helping you use water as efficiently as possible and helping to make sure that the District can continue to provide high-quality water service for generations to come. ■



Watersense | Helping Make America Water-Efficient for Over a Decade

The WaterSense label is given to products that have been independently certified to be at least 20 percent more efficient than standard models and to perform just as well or better.

Sponsored by the U.S. Environmental Protection Agency, products that feature the label include:

- ▶ Showerheads
- ▶ Toilets
- ▶ Bathroom sink faucets and accessories, like aerators
- ▶ Sprinkler controllers
- ▶ Urinals
- ▶ Pre-rinse spray valves
- ▶ New homes

And studies show the WaterSense program is making a difference. Since its launch in 2006, WaterSense products have helped consumers save 1.5 trillion gallons of water, 212 billion kilowatt-hours of electricity and more than \$32.6 billion on their water and energy bills.

You can learn more about WaterSense and search for products online at <https://www3.epa.gov/watersense/index.html>.

Summer Watering | from page 1

at using water as wisely as possible. Please voluntarily limit your water use by running sprinklers no more than two or three days a week in the morning to reduce evaporation. Following this voluntary schedule will help you be water-efficient and keep your yard looking great.

Take the Guess Work Out of Watering | With a "Smart" Sprinkler Controller



As we enter the hot days of summer, outdoor watering begins to reach its peak. Residential water use in the United States accounts for nearly 9 billion gallons of water each day, mainly for landscape watering, and as much of half of it is wasted. One of the best ways you can water more efficiently and have a healthier landscape is by installing a WaterSense-labeled weather-based sprinkler controller.

Instead of running according to a preset schedule, weather-based sprinkler controllers adjust for local weather conditions and run based on the needs of your plants and soil conditions. The controllers use real-time measurements, historic weather information and information about your yard's plants and soil to determine the precise amount of water that is needed.

Replacing a standard clock timer sprinkler controller with a WaterSense-labeled weather-based controller can save you over 8,000 gallons of water annually. SSWD has rebates available up to \$150 dollars to help cover the cost.

You can find out more at: <https://www3.epa.gov/watersense/products/controltech.html>.

Conservation 365 | Knowing When to Water

There are some telltale signs you can look for to tell if your plants need watering this summer.



Under-watering

- * Soil is dry
- * Older leaves turn yellow or brown and may even drop off
- * Leaves are wilted and/or curled

Over-watering

- * Soil is constantly damp
- * Young leaves become light green or yellow
- * Young shoots are wilted
- * Leaves are green yet brittle
- * Algae and mushrooms are growing

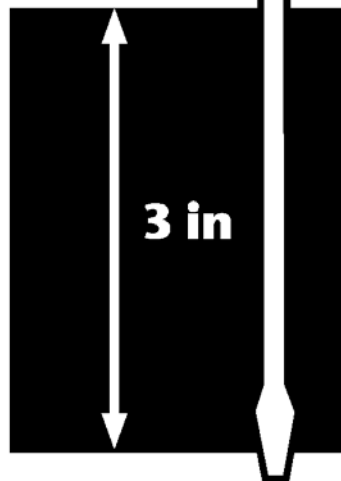
Test Your Soil

One sure way to determine if you need to water is to check the soil. You can use a soil moisture sensor or go low-tech with a screwdriver. Stick an eight-inch screwdriver into the soil. If you can push it more than three inches below the surface, your landscape does not need to be watered.



Take the Screwdriver Test to See if Your Yard Needs Water

Push a
screwdriver
into the
ground. If it
goes in more
than three
inches - you
don't need to
water.



More tips are available
at sswd.org or
BeWaterSmart.info.

Spring 2017, Volume 15 No. 1

**SACRAMENTO
SUBURBAN
WATER
DISTRICT**

Water Matters

Kick Off Spring With a Garden Tour

Looking for a fun outdoor outing? Take a tour of one of SSWD's Water-Wise Demonstration Gardens. You can get ideas for low-water use plants, landscape designs and water-efficient sprinkler systems.

Antelope Gardens

7800 Antelope North Road,
Antelope, CA 95843

Open May through October,
Monday through Friday and the
second Saturday of each month
from 9:00 a.m. to 3:00 p.m.

Garden on Eden

4900 Eden Court,
Carmichael CA 95608

Open Monday through Friday
from 8:00 a.m. to 4:30 p.m.

American River Parkway River-Friendly Garden

5700 Arden Way,
Carmichael CA 95608

Open 7 days per week
6:00 a.m. – 8:30 p.m.



Howe Park Demonstration Gardens Opening Celebration Set for Saturday, May 13

Working with EcoLandscape California, SSWD has converted a section of Howe Park into four, state-of-the-art demonstration gardens. Participants in the spring SSWD Green Gardening class helped do some of the planting and clearing.

The four gardens include:

Sensible Switchover: This garden is designed to represent the layout of most Sacramento residential front yards, but features low-water plants and low maintenance solutions perfect for our region's climate.

Wilder Wonders: A wilder, less structured garden filled with color and texture. It's designed to provide food and shelter for birds, butterflies and bees.

Water Works: A working rain garden that shows how plants can take in, filter and hold water in the soil. It's designed to capture the rain and let it percolate into our groundwater instead of flowing unchecked and unfiltered into our rivers, the Delta and ultimately the Pacific Ocean.

Effortless Edibles: This attractive garden features low-water edibles and aromatics, and can provide lots of goodies for your table, and color for your house.

Each of the gardens will feature informational signage that identifies all of the landscape's water-efficient features and plants used.

The Howe Park demonstration gardens' grand opening celebration will be on Saturday, May 13. We'll be sharing more information on the celebration soon.



Water-Wise House Calls | Reduce Water Consumption Up to 20%

SSWD would like to thank the more than 300 customers who set up complementary Water-Wise House Calls in 2016. The one-hour house call helped them reduce their water consumption by 20 percent!

Members of our Water Conservation team perform the Water-Wise House Call. They can help determine if you have any leaks inside or outside your home and how you can water your yard more efficiently.

You'll receive a list of recommendations, and a complete report summarizing their findings will be mailed or emailed to you. They'll also leave you with some lovely parting gifts, including faucet aerators, showerheads and handouts.

Set up your Water-Wise House Call today by calling 916/972-7171 or by going online to sswd.org.

New Toilet Rebate Available

We are excited to announce that SSWD now has rebates available for high-efficiency toilets. If you have a toilet that was manufactured prior to 1992 and uses 3.5 gallons or more per flush, you may be eligible for a \$150 rebate toward a new toilet. If you rent or lease, let your landlord know about the rebate.

Here's what to do:

- * Review rebate guidelines and download an application from the SSWD web site
- * Find a new toilet that has a flush volume equal to or less than 1.28 gallons per flush
- * Return the application to SSWD with the required receipts and documentation to start saving some money!



SSWD also has rebates available for:

Clothes Washers: Save up to \$75 with the purchase of a Tier III high-efficiency clothes washer. These washers use 40 percent less water, 50 percent less energy, require less detergent and even extract more water during the cleaning process leading to shorter drying times. You can find a complete list of approved clothes washers at sswd.org.

Irrigation Efficiency Upgrades: Rebates up to \$500 are available to our customers to upgrade their sprinkler system by adding high-efficiency rotator sprinklers or drip irrigation. You can improve your sprinkler system's efficiency by 25 to 30 percent by replacing your old sprinklers.

Pool Covers: Reduce evaporation from your pool by purchasing a pool cover with some help from SSWD. Rebates up to \$100 are available.

Rain Sensors: Receive a rebate of \$100 for installing a rain sensor on your sprinkler system. Rain sensors shut off your sprinklers when it rains, saving you time and hassle.

WaterSense-Labeled Weather-Based Sprinkler Controllers: SSWD will help you upgrade your sprinkler timer with \$150 toward the purchase and installation of a WaterSense-labeled Weather-Based Sprinkler Controller. These controllers use weather and soil conditions to deliver just the right amount of water your plants need.

Types of Irrigation Systems | Steps to Keep Your System Operating Most Efficiently

You can make a big difference in your outdoor water use by upgrading your sprinkler system. Most of the water we use in Sacramento is used outdoors and nearly 30 percent of that is wasted.

Here are some steps you can take to help your sprinkler system operate at its best.

- 1 Replace your old pop-up sprinklers with new high-efficiency rotator sprinklers and you can improve its efficiency by 20 percent. They slowly deliver multiple rotating streams of water, reducing waste by applying it at a rate the soil more easily absorbs. **(REBATES ARE AVAILABLE)**
- 2 Install drip irrigation for your trees, shrubs and flowers. For 500 square feet of landscaping, a water-efficient drip irrigation system can save 15 gallons each time you water.

And if you're not sure your yard needs water, do the screwdriver test. Stick an eight-inch screwdriver into the soil. If you can push it more than three inches below the surface, you don't need to water.

Remember to also check out the Sacramento Region Smart Sprinkler Scheduler at BeWaterSmart.info. It will provide you with a custom-watering schedule based upon the weather and local watering guidelines. 💧



Sacramento Suburban Water District and Sacramento County Pave the Way

SSWD and Sacramento County are working together on two new paving projects to make your ride smoother.

Usually the utility is responsible for repairing the small portion of road disrupted by work on lines. But, by combining efforts with the county, we are able to restore the entire roadway, and make the repairing of residential streets happen sooner.

The result: Cost savings for ratepayers and a top-notch road finish. Two areas now being addressed are the Drayton Heights area and the Whitney/Edison area along Eastern Avenue. 💧

New Remittance Address

In an effort to save ratepayer money, SSWD changed its payment processing service. The new mailing address for paying your monthly water bill is:

**Sacramento Suburban
Water District**
PO Box 1420
Suisun City, CA 94585-4420

For a complete list of payment options please visit sswd.org/payments-options online. 💧

What's in Your Water

Each June, SSWD publishes the Consumer Confidence Report, a detailed water quality report that describes the state of the drinking water we supply and how it is treated. You can view the report online at sswd.org after July 1st. 💧



SSWD Board of Directors

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Robert P. Wichert, Division 3
Vice President
Craig M. Locke, Division 5

David A. Jones, Division 1
Neil W. Schild, Division 2
Kevin M. Thomas, Division 4

Contact SSWD

Monday - Friday, 8:00 am - 4:30 pm
916.972.7171 Fax 916.972.7639
sswd.org feedback@sswd.org

MULCH MAYHEM

Mulch Mayhem is May 6th

Stop by Antelope Gardens on Saturday, May 6th to get free mulch for your yard. We'll be there from 8 a.m. until 12 p.m. or until the mulch is gone. Mulch helps control the temperature of the soil, reduce evaporation and slow down weed growth. It's an easy way to use water wisely.

Make sure to bring a shovel, container and a way to bring it back to your landscape. Antelope Gardens is located at 7800 Antelope North Rd., Antelope, CA 95843.

And if you can't make it to Mulch Mayhem, SMUD also offers free wood chips. More details are available online at <https://www.smud.org/en/about-smud/community/beautification.htm>.

Watering Days

SSWD recommends running your sprinklers two to three days a week and scheduling them for the morning before noon. Following this voluntary schedule will help you be water-efficient and keep your yard looking great.



sswd.org



- Inside...
- Howe Park Demonstration Gardens | Opening May 13
- Water-Wise House Calls
- Reduce Water Consumption 20%
- New Toilet Rebate Available
- Types of Irrigation Systems
- Steps to Keep Your System Operating Most Efficiently
- What's in Your Water
- SSWD and Sacramento County Pave the Way

PPSRT STD.
US POSTAGE
PAID
Sacramento, CA
Permit No. 516

3701 Marconi Avenue, Suite 100
Sacramento, CA 95821





Agenda Item: 11

Date: May 1, 2017
Subject: Engineering Report
Staff Contact: Mitchell S. Dion, Technical Services Director
John E. Valdes, Engineering Manager

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

a. Major Capital Improvement Projects

Wet weather continued to be a factor. Wet season work requires additional considerations, such as, limited daylight hours, stormwater runoff control provisions and simply non-work days. The District continues to deliver CIP projects at a steady rate, supporting operations and ensuring the readiness of District supply and facilities consistent with the funding program as approved by the Board of Directors.

1) Supply

Rutland Well (N39) Pumping Plant Construction

This project is completed. A final retention payment to the contractor (Koch & Koch) is currently in processing. Any warranty related items will continue to be brought to the contractor's attention.

Replacement Palm Well (#N6A)

The District's consultant, Luhdorff and Scalmanini Consulting Engineers (LSCE), previously prepared a report detailing the work performed to investigate the occurrence of manganese in the replacement well and the analysis of their findings. The work completed as part of their investigation included pumping the well and collecting water samples at various flow rates, conducting flow surveys under static and dynamic conditions, and collection of depth specific water samples. A meeting was held with LSCE on April 20th to discuss various options. The District anticipates reviewing the proposal to incorporate the design of manganese treatment facilities on this site with space constraints and having the scope for the pump station configuration before the end of May.

Various Well Investigation and/or Rehabilitation Projects

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

- Well #2A, El Prado/Park Estates – This project consists of raising an existing well pump/motor out of a below ground vault and other necessary improvements. All construction work is completed. A final inspection is scheduled to confirm that the contractor (Clyde G. Steagall, Inc.) has satisfactorily completed their work and manufacturer's O&M Manuals are submitted. Once accepted, a Notice of Completion will be filed at the County Clerk/Recorder's Office.
- Well #59A, Bainbridge/Holmes – An existing sound enclosure was salvaged, refurbished and re-installed over the vertical turbine pump to control noise. The fan for the enclosure was replaced. A redundant tablet feeder chlorination system is planned to be installed.
- Well #31A, Watt/Elkhorn – The work to lift and replace gravel pack around liner is scheduled to be complete by Road Runner well drillers under the supervisor of Luhdorff and Scalmanini Consulting Engineers (LSCE).
- Well #N8, Field – It was recently determined that the previous refurbishment of the well (installation of a liner) failed to correctly vent the well casing. A contractor has been hired to pull the pump and extend the vent tube correctly. This altered the District's planned work as the pedestal required reconstruction. Prodigy Electric will finish all wiring and water lube controls once the discharge piping is raised. Work is scheduled to completion near the end of May.
- Well #22, Becerra/West – The District's consultant (Aqua-Tech) has recommended that the hydro-pneumatic tank not be used due to its current condition. Limited site conditions provide unique challenges. The District is performing a constructability assessment to determine whether or not a replacement tank can be installed. This assessment will be completed by mid-May 2017.
- Well #N15, Cabana – Concentrations of Trichloroethylene (TCE) above the maximum contaminant level (MCL) was detected in 2016 and the well was taken off-line. Phase 1 of an environmental site assessment was recently completed by Sierra West Consultants and a report was made to the Water Quality Committee meeting on March 27th. The committee concurred with the recommended action for SWC to proceed to the next phase. This will include refining and developing information for regulators to see if a responsible party can be identified. SWC submitted a proposal for the scope of work which was returned for revisions.
- Well #N17, Oakdale – A scope of work was prepared for the rehabilitation of this well. The pump and column were previously pulled because of oil buildup in the

well. Work is expected to begin once Oakdale School is adjourned for summer break.

- Well #47, Copenhagen/Arden – Concerns regarding flush-to-waste discharge, odors, and local hydraulic pressures has been noted historically. This site has been problematic. The site is limited in size, while the existing pump and motor configuration and lack of easements limit options. Another project scope of work is currently being refined and Wood Rodgers has been retained to assist in determining the best course of action for this site.

2) Distribution

Drayton Heights Phase 2 Main Replacement Project

There are no changes on this project. Sacramento County will be starting paving with a projected date of July 2017. Doug Veerkamp General Engineering has been issued a contract to lower and raise valves on this project and will complete the work just prior to the County paving so that we have continued access to the valves.

Edison Meadows Main Replacement Project

Construction work on the project is anticipated in late 2017 for completion in 2018. The design is nearly complete with additional potholing work is occurring to address sanitary sewerage separation requirements and other conflicts. Potholing is being performed by Doug Veerkamp General Engineering. This project is being developed as the base bid for the multiple year waterline replacement contracts.

Parkland Estates Phase 1 Main Replacement Project

Doug Veerkamp General Engineering has completed all the scheduled work on this project for the mainlines, including the abandonments. GM Construction has completed all project work for the service conversions. The District has requested approval by the County. The County has indicated the paving on Eastern Avenue will commence in June. The last remaining item is the adjusting the 2-inch service for Eastern Oak Park to accommodate their renovation project which is under construction.

Parkland Estates Phase 2 Main Replacement Project

Doug Veerkamp General Engineering has completed all project layout and potholing work. Due to weather related delays and pending results by the SWRCB, Division of Drinking Water (DDW) relating to sewerage separation requirements, Veerkamp will commence to work along Marconi Avenue the week May 8th and the schedule is mapped to avoid conflicted areas early in the project. Meter Location Surveys with residents are being performed by ERC Contracting (Ricky Ingraham) with assistance from Scott Ahlstrom. The service line connection contract has been negotiated and approved for GM Construction, while bond and insurance documents are pending.

Edison Avenue Water Main Extension Project

This water main extension project consists of approximately 1,200 feet of pipe and meter installation. The project design is being completed by District personnel. The bid documents are nearly complete and it is anticipated that this project will be ready for bid in mid-May 2017.

Connie Drive Water Main Extension Project

This project consists of a short water main extension roughly 800 feet in length with meter installation to follow. In-house design work is underway on this project. This project is located near this year's meter retrofit area, providing an opportunity to replace the existing back yard mains to accommodate new meters in the front yard verse installing new meters on lines which may be replaced in near future.

2017 Meter Retrofit Project

Flowline Contractors, Inc. began construction of the project on January 25th and has installed 516 meters (of 1151 scheduled for 2017) through the end of April. Improved weather in April resulted in better productivity and it is anticipated the project will be successfully completed by the deadline of December 15, 2017.

b. Water Main and Sewerage Collection Separation Requirements

The State of California, in Title 22 of the California Code of Regulations (CCR) details the water main separation requirements with other underground utility pipelines. The oversight is administered by the Division of Drinking Water (DDW) of the State Water Resources Control Board. Sacramento Suburban Water District had been issued a waiver in 2009 and was successfully complying with the requirements in both design and construction. In January 2017, the District issued the Notice to Proceed on Parkland Estates Phase 2 based upon the criteria of the 2009 wavier. In February 2017, the District was notified by DDW that the waiver was no longer valid. The requirements which were to be enforced were more restrictive and the reporting requirements are more stringent.

Subsequently, the District had to redesign some portions of the project and submit a request for a variance in accordance with the DDW protocol. The District received the approval for the first phase of the request and is awaiting the response to the second, which was submitted to DDW the week of April 24th . As a result, the sequencing of the project has been altered. Because of harsh weather, the District has not experienced a delay due to this changing requirement, to date.

This change in project approach without the previous waiver has the potential to greatly increase the cost of the cost of District main replacement projects.

c. County and City Projects/Coordination

The District and the County have exchanged preliminary information related to County Department of Transportation projects. However, their funding is in flux, therefore, the District continues to work towards obtaining a list of planned road replacement work to coordinate the lowering and raising of the "iron" for 2017.

Howe Avenue Safe Routes to School Phase 2

The County installed new sidewalk and curb ramps at the intersection of Howe Avenue and Marconi Avenue. The County's contractor will be paving the intersection in May. The District has hired GM Construction and Developers (GM) to lower 9 valve boxes in anticipation of the pavement grinding. Once paved, GM will ultimately raise all 13 valve boxes within the project limit.

d. McClellan Business Park

There is nothing new to report this month.

e. Groundwater Quality Projects

Local Groundwater Assistance Grant Project

Test results from the final quarter of water quality samples were received by the District in late-March. The Monitoring Results Technical Memorandum and Project Completion Report, both of which were previously submitted to the Department of Water Resources (DWR), were then amended to include the final water quality data. All deliverables have been submitted to DWR required by the grant. Engineering and Operations are currently coordinating to develop a monitoring plan for these new wells.

f. Developer Projects

There are approximately 40 development projects in various stages of the approval process within the District. The majority of these are commercial projects. Currently there are 23 projects approved by the District, 9 of which have started or are under construction, and 14 that are scheduled, but have not provided the required deliverables prior to start of construction.

During the month of April, the following project was approved for construction:

▪ 3255 Freedom Park Drive – Maranatha Church

This project is located in Division 2 of the District's North Service Area (NSA). The project consists of installing a 1½-inch domestic service, 1½-inch irrigation service and two 12-inch fire services.

Total fees collected for CY 2017 are approximately **\$96,544**, of which Facilities Development Charges accounted for approximately **\$75,580**.

g. Planning Studies

Water Master Plan Update

The CIP expenditure graph in the Water Master Plan report has been revised the final report has been submitted to the District and posted on the website.

h. Other

Sacramento Suburban GPS/GIS Implementation Project

Work is continuing on a program to acquire and use Global Positioning System (GPS) and eliminate inefficient and inaccurate descriptive criteria in mapping. Included is an update of the base maps which will facilitate the use of GPS data and improve the mapping products available from the District's Geographic Information System team. The District has initiated base map adjustments to become GPS compatible and investigating GPS products to ensure that GPS and GIS tools are fully integrated.

RFQ for General Surveying Services

On April 5 and 6, 2017, interviews were conducted with three short-listed surveying firms (based on the review of submitted Statements of Qualifications). Following the interviews, the selection committee determined that Area West Engineers and Andregg Geomatics were the best qualified. A recommendation was made and approved by the General Manager to contract with these two firms for Master Service Agreements (MSA's) for general surveying services. Contracts have now been prepared with both firms and it is anticipated they will be under contract starting on June 1, 2017. The duration of the MSA's is three years, with an option of an extension.



Agenda Item: 12

Date: May 5, 2017

Subject: Financial Report

Staff Contact: Daniel A. Bills, Finance Director

Eight reports are attached for your information. They are:

- Financial Statements – April 2017
- Cash Expenditures – April 2017
- Credit Card Expenditures – April 2017
- District Reserve Balances – April 2017
- Information Required by Bond Agreement

Financial Statements

For the prior months of 2017, the financial statements have been presented in draft form awaiting completion of the December 31, 2016 audit. Now that the audit and the December 31, 2016 financial statements are complete and have been accepted by the Board, changes from the draft versions amounted primarily to depreciation expense and accumulated depreciation. As such amounts are not considered material revisions to the draft financial statements will not be made.

Balance Sheet:

District cash and cash equivalents increased to \$4.5 million as of April 30, 2017, up from \$2.7 million at December 31 2016. Cash held in the District's bank accounts (\$3.2 million as of April 30) is held in accordance with state and federal regulations, which state that cash held in the District's bank accounts above the FDIC insured limits must be fully collateralized with government securities that are equal to or greater than 110% of the District's cash balance in the bank at any time.

Investments remained unchanged since December 31, 2016 at a total of \$34.6 million. At the request of the Board, Investment portfolio and activity information are now reported quarterly.

Capital assets grew \$3.6 million to \$449.2 million as of April 30, 2017, reflecting expenditures on distribution main replacement projects, well improvement projects and meter retrofits. Capital assets are primarily funded by monthly remuneration from customers through "capital facilities charges," developer contributions, as well as grant funds, when available, and District reserves when necessary.

Net position stands at \$235.6 million as of April 30, 2017, compared to \$233.9 million at December 31, 2016 for an increase of \$1.7 million.

Income Statement:

The net position increase of \$1.7 million in 2017, when compared to \$2.3 million for the same year-to-date period in 2016, shows:

1. Operating revenues increased by \$0.4 million compared to the same period of 2016 due primarily a 4.0 percent rate increase that occurred on January 1, 2017.
2. Operating expenses increased by \$0.7 million compared to the same period a year ago due to - 1) Surface water costs increased \$0.4 million compared to the same period a year ago as surface water was unavailable in the North Service Area until mid-March 2016; 2) two major leak repairs occurred in 2017 relative to the same period in 2016.
3. Interest and investment income decreased \$0.3 million compared to the same period a year ago primarily due to unrealized holding gains in 2016 not recurring in 2017.

Budgets:

The District's operating and maintenance expenditures through April 2017 are less than the amended budget by \$0.8 million. Most of this positive variance is due budgetary timing differences.

Operating capital project expenditures year-to-date have been \$0.2 million. The total budget for the year is \$1.1 million.

The District's capital improvement project (CIP) budget for 2017 is \$17.0 million. For 2017, \$3.4 million has been spent, while \$7.7 million is encumbered. Expenditures continue to be primarily in distribution system replacements, well improvements and meter retrofit projects.

Debt – April 2017

This report shows District activity in repaying its long-term debt obligations. Scheduled 2017 principal payments of \$4.1 million are not due until the end of October. Total principal outstanding as of April 30, 2017 is now \$85.6 million.

Cash Expenditures – April 2017

During the month of April, the District made cash payments totaling \$3.2 million. The primary expenditures were – \$1.3 million for capital improvement projects, \$1.2 million for debt service, \$0.1 million for water costs including pumping and chemical costs, and \$0.6 million for payroll, pension and health benefits.

Purchasing Card Expenditures – April 2017

Per the District's Purchasing Card Policy (PL – FIN 006), a monthly report detailing each purchasing card transaction by cardholder is provided.

During the month, the District spent \$11,013 for various purchases on the six District purchasing cards. Details by vendor and purpose are included in this report.

District Reserve Fund Balances

The District's Reserve Policy, PL – Fin 004, requires the District to maintain a certain level of cash and investments on hand at any one time, as determined by the Board annually. Balances as of April 30, 2017 are \$42,607,369 compared to \$40,845,329 at December 31, 2016.

DRAFT - Information Required by Bond Agreement

Per Article 5.2 (b) of the 2009A COP Reimbursement Agreement with Sumitomo Mitsui Banking Corporation, year-to-date net revenues available for the payment of debt service costs and an estimate of debt service payments for the upcoming six months are provided.

Financial Statements
April 30, 2017

**Sacramento Suburban Water District
Balance Sheet**

As Of

	Month End 4/30/2017	Year End 12/31/15
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$4,543,168.28	\$2,694,456.00
Restricted Cash and cash equivalents	17,338.80	263.28
Accounts receivable, net of allowance for uncollectible accounts	1,820,407.80	2,277,678.14
Interest receivable	127,974.41	134,041.26
Restricted Interest receivable	2,331.02	8,714.06
Grants receivables	87,156.64	285,928.89
Other receivables	130,550.13	130,550.13
Inventory	402,519.09	463,850.02
Prepaid expenses and other assets	425,500.57	1,949,109.81
TOTAL CURRENT ASSETS	7,556,946.74	7,944,591.59
NONCURRENT ASSETS		
Investments	34,579,027.32	34,619,873.12
Restricted Investments	3,528,504.33	3,531,060.83
Fair value of interest rate swaps	14,266.00	14,266.00
TOTAL NONCURRENT ASSETS	38,121,797.65	38,165,199.95
Property, plant and equipment	449,249,606.09	445,666,713.19
Accumulated depreciation	(163,028,391.71)	(158,959,856.15)
TOTAL CAPITAL ASSETS	286,221,214.38	286,706,857.04
TOTAL ASSETS	331,899,958.77	332,816,648.58
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amount on long-term debt refunding	7,106,839.51	7,321,214.15
Pension contribution subsequent to measurement date	2,078,534.00	2,078,534.00
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	341,085,332.28	342,216,396.73
LIABILITIES		
CURRENT LIABILITIES		
Current portion of long-term debt and capital leases	4,060,000.00	4,060,000.00
Accounts payable	335,293.82	2,339,210.63
Accrued interest	0.03	465,592.15
Deferred revenue and other liabilities	869,853.57	701,139.54
Accrued expenses	656,886.15	1,048,093.02
TOTAL CURRENT LIABILITIES	5,922,033.57	8,614,035.34
NONCURRENT LIABILITIES		
Long-term debt	90,224,836.28	90,441,926.68
Compensated absences	1,189,482.97	1,087,883.47
Net pension liability	7,654,038.00	7,654,038.00
TOTAL NONCURRENT LIABILITIES	99,068,357.25	99,183,848.15
TOTAL LIABILITIES	104,990,390.82	107,797,883.49
DEFERRED INFLOWS OF RESOURCES		
Deferred inflow of effective swaps	14,266.00	14,266.00
Employee pensions	543,791.00	543,791.00
NET POSITION		
Invested in capital assets, net of related debt	199,526,144.51	199,526,144.51
Restricted	3,540,038.17	3,540,038.17
Unrestricted	32,470,701.78	30,794,273.56
TOTAL NET POSITION	235,536,884.46	233,860,456.24
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	341,085,332.28	342,216,396.73

**Sacramento Suburban Water District
Income Statement**

Period Ended

	<u>Month</u> <u>4/30/2017</u>	<u>Year-To-Date</u> <u>4/30/2017</u>	<u>Month</u> <u>4/30/2016</u>	<u>Year-To-Date</u> <u>4/30/2016</u>
OPERATING REVENUES				
Water consumption sales	\$548,928.46	\$2,095,455.38	\$564,625.55	\$2,055,394.61
Water service charge	538,974.82	2,081,696.84	533,799.01	2,076,151.15
Capital facilities charge	1,957,726.58	7,531,762.30	1,879,785.26	7,232,530.69
Wheeling water charge	393.12	1,432.78	352.88	1,284.84
Other charges for services	70,589.76	355,410.01	68,850.87	309,304.35
TOTAL OPERATING REVENUES	3,116,612.74	12,065,757.31	3,047,413.57	11,674,665.64
OPERATING EXPENSES				
Source of supply	219,596.13	793,429.14	178,154.88	429,609.28
Pumping	234,038.13	1,016,341.17	252,712.66	1,067,244.65
Transmission and distribution	253,402.99	1,197,986.72	374,364.08	1,038,837.78
Water conservation	46,139.23	140,821.48	55,726.73	130,666.46
Customer accounts	101,900.79	409,890.16	102,617.61	338,361.87
Administrative and general	450,867.29	2,066,490.76	582,249.07	1,923,649.31
TOTAL OPERATING EXPENSES	1,305,944.56	5,624,959.43	1,545,825.03	4,928,369.35
Operating income before depreciation	1,810,668.18	6,440,797.88	1,501,588.54	6,746,296.29
Depreciation and amortization	(1,016,541.34)	(4,068,535.56)	(988,174.34)	(3,961,310.20)
OPERATING INCOME	794,126.84	2,372,262.32	513,414.20	2,784,986.09
NON-OPERATING REV. (EXP.)				
Rental income	19,297.05	80,152.67	21,024.09	87,008.05
Interest and investment income	115,740.59	297,791.53	32,270.53	522,997.17
Interest expense	(280,320.82)	(1,176,073.73)	(272,503.11)	(1,164,211.47)
Other non-operating revenues	28,773.30	49,595.59	31.70	4,210.97
Grant revenue pass-through to sub recipients		186,191.70		88,603.00
Other non-operating expenses		563.84	(0.20)	6.56
Sub recipient grant expenses		(186,191.70)		(88,603.00)
NON-OPERATING REV. (EXP.)	(116,509.88)	(747,970.10)	(219,176.99)	(549,988.72)
NET INCOME (LOSS) BEFORE CAPITAL	677,616.96	1,624,292.22	294,237.21	2,234,997.37
CAPITAL CONTRIBUTIONS				
Facility development charges	(157,920.00)	51,611.00		62,370.00
Federal, state and local capital grants		525.00		
TOTAL CAPITAL CONTRIBUTIONS	(157,920.00)	52,136.00		62,370.00
CHANGE IN NET POSITION	519,696.96	1,676,428.22	294,237.21	2,297,367.37
Net position at beginning of period	235,017,187.50	233,860,456.24	227,739,321.13	225,736,190.97
NET POSITION AT END OF PERIOD	<u>235,536,884.46</u>	<u>235,536,884.46</u>	<u>228,033,558.34</u>	<u>228,033,558.34</u>

Sacramento Suburban Water District
Operations and Maintenance Budget
Period Ended

	<i>Month Of April</i>			<i>2017 YTD</i>		
	Actual	Budget	Variance	Actual	Budget	Variance
BUDGETED OPERATING EXPENSES						
Board of Directors	\$3,641.65	\$2,704.88	<i>(\$936.77)</i>	\$10,583.94	\$20,919.52	<i>\$10,335.58</i>
Administrative	124,795.29	177,859.48	<i>53,064.19</i>	593,040.27	721,687.92	<i>128,647.65</i>
Finance	72,977.22	86,472.88	<i>13,495.66</i>	367,577.92	461,391.52	<i>93,813.60</i>
Customer Services	101,900.79	107,221.55	<i>5,320.76</i>	409,890.16	430,322.20	<i>20,432.04</i>
Field Operations	34,001.65	46,292.47	<i>12,290.82</i>	123,891.97	173,169.88	<i>49,277.91</i>
Production	453,634.26	577,181.06	<i>123,546.80</i>	1,809,770.31	2,084,987.16	<i>275,216.85</i>
Distribution	136,174.95	197,650.37	<i>61,475.42</i>	706,155.71	750,551.48	<i>44,395.77</i>
Field Services	117,228.04	107,237.66	<i>(9,990.38)</i>	491,831.01	430,780.64	<i>(61,050.37)</i>
Maintenance	45,290.14	59,875.65	<i>14,585.51</i>	166,342.22	239,502.60	<i>73,160.38</i>
Water Conservation	46,139.23	43,929.27	<i>(2,209.96)</i>	140,821.48	168,867.08	<i>28,045.60</i>
Engineering	103,792.18	123,957.02	<i>20,164.84</i>	393,098.78	495,093.08	<i>101,994.30</i>
GIS/CAD	28,409.26	32,988.82	<i>4,579.56</i>	109,400.01	124,455.28	<i>15,055.27</i>
Human Resources	11,642.72	25,437.96	<i>13,795.24</i>	52,025.20	83,996.84	<i>31,971.64</i>
MIS	26,317.18	65,514.81	<i>39,197.63</i>	250,530.45	262,059.24	<i>11,528.79</i>
TOTAL OPERATING EXPENSES	<u>1,305,944.56</u>	<u>1,654,323.88</u>	<u>348,379.32</u>	<u>5,624,959.43</u>	<u>6,447,784.44</u>	<u>822,825.01</u>

SACRAMENTO SUBURBAN WATER DISTRICT
OPERATING CAPITAL AMENDED BUDGET
4/30/2017

Project Number	Project Name	Original Budget	Budget Amendments	Amended Budget	Current Month Expenditures	Expenditures Year-To-Date	Committed Year-To-Date	Remaining Balance
SF17-396	VEH REPL - RIGHT SIZE/TRUCK#41	33,000.00		\$33,000.00	\$ 400.00	\$ 26,336.45		\$ 6,663.55
SF17-397	VEH REPL-RIGHT SIZE TRUCK#25	70,000.00		\$70,000.00	-	-		70,000.00
SF17-398	VEH REPL-RIGHT SIZE/TRUCK#27	130,000.00		\$130,000.00	-	-		130,000.00
SF17-399	NEW VEH-PROD DEPT/CCCS	34,500.00		\$34,500.00	-	-	23,490.00	11,010.00
SF17-400	FACILITY SIGN HOLDER REPL	7,200.00		\$7,200.00	-	-	4,060.00	3,140.00
SF17-401	PROD MAG METER REPL	23,000.00		\$23,000.00	-	-	2,920.00	20,080.00
SF17-402	CHEMICAL TRAILER REFURB/REPL	10,000.00		\$10,000.00	-	-		10,000.00
SF17-403	SECURITY CAMERAS	30,000.00		\$30,000.00	-	-		30,000.00
SF17-404	SCADA CONTRL SYS INTEGRATION	75,000.00		\$75,000.00	-	-		75,000.00
SF17-405	VAN AIR UNDERDECK-AIR SUPPLY-T30	25,000.00		\$25,000.00	-	-		25,000.00
SF17-406	METER FAULT LID RETROFIT	10,500.00		\$10,500.00	-	-		10,500.00
SF17-407	GPS/GIS INTEGRATION-PH 1	70,000.00		\$70,000.00	-	-		70,000.00
SF17-408	BUILDING/STRUCTURE MAINT	95,000.00		\$95,000.00	-	-	53,200.00	41,800.00
SF17-409	HVAC/ROOF/BUILDING REPAIRS	30,000.00		\$30,000.00	-	1,928.00		28,072.00
SF17-410	WALNUT FACILITY LIGHT UPGRADE	40,000.00		\$40,000.00	9,098.11	22,639.89	8,940.22	8,419.89
SF17-411	DRIVEWAY/PARKING/IRRIGA-WALNUT	10,000.00		\$10,000.00	-	-		10,000.00
SF17-412	INTERIOR PAINT-WALNUT 1ST FLOOR	25,000.00	\$11,000.00 ¹	\$36,000.00 ¹	-	-	27,800.00	8,200.00
SF17-413	EXTERIOR PAINT-WALNUT	40,000.00	(\$40,000.00) ¹	\$0.00 ¹	-	-		-
SF17-414	FOREMAN OFF RENOVATION-WALNUT	15,000.00	\$22,000.00 ¹	\$37,000.00 ¹	40,381.00	40,381.00	-	(3,381.00)
SF17-415	FOYER FURNITURE UPGRADE-WALNUT	6,000.00	\$2,000.00 ¹	\$8,000.00 ¹	-	-		8,000.00
SF17-416	MULCH - ANTELOPE GARDEN	20,000.00		\$20,000.00	-	-	20,000.00	-
SF17-417	SECURITY UPGRADE-MARCONI	15,000.00		\$15,000.00	-	10,220.00	1,005.00	3,775.00
SF17-418	TRAILER REFURBISH - 33A	10,000.00		\$10,000.00	-	-		10,000.00
SF17-419	NEW STAFF OFF FURNITURES	10,000.00	\$5,000.00 ¹	\$15,000.00 ¹	18,812.46	24,897.57		(9,897.57)
SF17-420	HARDWARE REFRESH	82,800.00		\$82,800.00	-	55,942.16	9,261.00	17,596.84
SF17-421	SOFTWARE ENHANCEMENTS	85,000.00		\$85,000.00	-	-		85,000.00
SF17-422	GPS/GIS INTEGRATION - HARDWARE	75,000.00		\$75,000.00	-	-		75,000.00
SF17-423	WEBSITE UPGRADE	58,000.00		\$58,000.00	12,017.50	24,035.00	24,036.00	9,929.00
SF17-424	2 DESK TOP/2 LAPTOP- NEW STAFF	6,000.00		\$6,000.00	-	-	6,000.00	-
		1,141,000.00	\$0.00	\$1,141,000.00	\$ 80,709.07	\$ 206,380.07	\$ 180,712.22	\$ 753,907.71

**Sacramento Suburban Water District
Capital Improvement Project Amended Budget
4/30/2017**

Project No.	Project Name	Original Budget	Amended Budget	Current Month Expenditures	Expenditures Year-To-Date	Committed Year-To-Date	Remaining Balance
SC17-009	WELL REHAB/PUMP ST IMPROVEMENT	700,000.00	\$700,000.00	\$ 97,895.90	\$ 326,791.92	\$ 231,094.47	\$ 142,113.61
SC17-010	SCADA RTU/COMMUN IMPROVEMENT	75,000.00	\$75,000.00	3,910.00	8,910.00	48,090.00	18,000.00
SC17-011	WELLHEAD TREATMENT/CHEM FEED	250,000.00	\$250,000.00	1,032.00	1,032.00	169,068.00	79,900.00
SC17-012	WELL REPLACEMENTS	2,000,000.00	\$2,000,000.00	13,890.17	14,621.67	175,148.33	1,810,230.00
SC17-013	ELECTRICAL IMPROV @WELL SITES	25,000.00	\$25,000.00	2,140.00	2,140.00	12,160.00	10,700.00
SC17-018	DISTRIBUTION MAIN REPLACEMENTS	9,250,000.00	\$9,250,000.00	706,339.13	2,038,735.55	6,000,781.55	1,210,482.90
SC17-019	DIST MAIN IMPRV/EXT/INTERTIES	600,000.00	\$600,000.00		8,731.25	19,571.75	571,697.00
SC17-020	MCCLELLAN LINE REPL	50,000.00	\$50,000.00		-	-	50,000.00
SC17-022	WTR RELATED STREET IMPRV	200,000.00	\$200,000.00		50,570.00	23,945.00	125,485.00
SC17-024	METER RETROFIT PROGRAM	2,540,000.00	\$2,540,000.00	203,098.93	881,090.78	1,008,593.25	650,315.97
SC17-034	RESERVIOR/TANK IMPROVMENT	100,000.00	\$100,000.00	2,440.00	2,554.72	38,105.28	59,340.00
SC17-034A	CORROSION CONTROL-TRAN MAINS	450,000.00	\$450,000.00		3,750.45		446,249.55
SC17-038	LARGE WTR METER >3" REPL	100,000.00	\$100,000.00		31,650.00		68,350.00
SC17-040	ENGINE GENERATOR COMPLIANCE	35,000.00	\$35,000.00		8,000.00		27,000.00
SC17-042	METER REPLACE/REPAIR - WMP	50,000.00	\$50,000.00		-		50,000.00
SC17-046	TANK INSPECTION & REPAIRS	200,000.00	\$200,000.00		-		200,000.00
SC17-047	NSA TRANSMISSION LINES	300,000.00	\$300,000.00		-		300,000.00
SC17-048	RIGHT OF WAY/EASEMENT ACQUISTI	50,000.00	\$50,000.00		-		50,000.00
Totals SSWD		\$ 16,975,000.00	\$ 16,975,000.00	\$ 1,030,746.13	\$ 3,378,578.34	\$ 7,726,557.63	\$ 5,869,864.03

**Sacramento Suburban Water District
Debt
4/30/2017**

Current Month

	Series 2009A COP	Series 2009B COP	Series 2012A	Total
Beginning Balance	\$ 42,000,000	\$ 24,095,000	\$ 19,520,000	\$ 85,615,000
Additions:				-
Reductions: Payment	-	-	-	-
Ending Balance	<u>\$ 42,000,000</u>	<u>\$ 24,095,000</u>	<u>\$ 19,520,000</u>	<u>\$ 85,615,000</u>

Year-To-Date

	Series 2009A COP	Series 2009B COP	Series 2012A	Total
Beginning Balance	\$ 42,000,000	\$ 24,095,000	\$ 19,520,000	\$ 85,615,000
Additions:				-
Reductions: Payment	-			
Ending Balance	<u>\$ 42,000,000</u>	<u>\$ 24,095,000</u>	<u>\$ 19,520,000</u>	<u>\$ 85,615,000</u>

**Cash Expenditures
April 2017**

AP Warrant List from 4/1/2017 to 4/30/2017

GROUP	Vendor Name	Amount	Description
PAYROLL			
	ACWA JPIA INSURANCE/EAP - Invoices:1	\$148.05	Miscellaneous Employee Benefits
	BASIC - Invoices:3	\$288.50	Miscellaneous Employee Benefits
	CIGNA GROUP INS LIFE/LTD - Invoices:1	\$3,919.80	Employee Benefit - LTD Insurance
	CIGNA-DENTAL INS - Invoices:1	\$11,238.26	Employee Benefit - Dental
	PAYROLL -2	\$376,391.00	April Payroll
	PERS HEALTH - Invoices:2	\$92,543.65	Miscellaneous Employee Benefits
	PERS PENSION - Invoices:7	\$69,049.69	Employee Benefit - PERS
CONSTRUCTION			
	A1 FABRICATION & WELDING - Invoices:1	\$400.00	Construction In Progress
	AFFINITY ENGINEERING INC - Invoices:9	\$38,783.00	Construction In Progress
	ALL ELECTRIC MOTORS INC - Invoices:1	\$10,548.35	Construction In Progress
	AREA WEST ENGINEERS - Invoices:2	\$8,731.25	Construction In Progress
	ARMORCAST PRODUCTS COMPANY -	\$34,217.99	Construction In Progress
	ASCO POWER SERVICES, INC - Invoices:1	\$8,708.71	Construction In Progress
	COUNTY OF SAC DEPT OF	\$158,377.00	Construction In Progress
	COUNTY OF SAC PUBLIC WORKS -	\$1,540.82	Construction In Progress
	DOMENCHELLI & ASSOCIATES - Invoices:1	\$19,380.00	Construction In Progress
	DON PEZZUTO LIGHTING - Invoices:1	\$9,098.11	Construction In Progress
	DOUG VEERKAMP GENERAL ENGR -	\$190,049.22	Construction In Progress
	EATON PUMPS SALES AND SERVICE -	\$6,897.55	Construction In Progress
	ERC CONTRACTING - Invoices:2	\$25,070.00	Construction In Progress
	ERNEST L LEPORINI, PE - Invoices:2	\$5,814.00	Construction In Progress
	FERGUSON WATERWORKS - Invoices:8	\$132,446.56	Construction In Progress
	FLOWLINE CONTRACTORS INC - Invoices:1	\$190,022.61	Construction In Progress
	GEI CONSULTANTS - Invoices:1	\$2,185.50	Consulting Services
	GM CONSTRUCTION & DEVELOPERS -	\$159,002.13	Construction In Progress
	KIRBY PUMP AND MECHANICAL -	\$8,714.80	Construction In Progress
	LEO ORCIUOLI ELECTRIC - Invoices:2	\$11,700.00	Construction In Progress
	LOEWEN PUMP MAINTENANCE - Invoices:4	\$21,800.00	Construction In Progress
	LUHDORFF & SCALMANINI - Invoices:6	\$20,383.79	Construction In Progress
	PRODIGY ELECTRIC - Invoices:6	\$37,621.54	Construction In Progress
	RAWLES ENGINEERING - Invoices:5	\$16,535.00	Construction Services
	S E AHLSTROM INSPECTION - Invoices:2	\$10,160.00	Construction In Progress
	SILICON VALLEY SHELVING AND EQUIP -	\$15,066.24	Construction In Progress
	SPANDA INDUSTRIAL - Invoices:1	\$40,381.00	Construction In Progress
	TELDATA - Invoices:1	\$3,746.22	Construction In Progress
	VFD'S.COM - Invoices:1	\$16,808.17	Construction In Progress
	VISION TECHNOLOGY SOLUTIONS LLC -	\$12,017.50	Construction In Progress
	W ROSENAU MOTOR REWINDING -	\$10,192.53	Construction In Progress
	WOOD RODGERS ENGINEERING -	\$24,949.71	Consulting Services
FINANCIAL			
	CITIGROUP GLOBAL MARKETS INC -	\$12,945.21	2009A COP Interest Expense
	SUMITOMO MITSUI BANKING	\$30,133.29	2009A COP Interest Expense
	WELLS FARGO SWAP - Invoices:1	\$79,640.23	2009A COP Interest Expense
	UNION BANK - Invoices: 2	\$1,042,350.44	2009B & 2012A Interest Expense
OTHER			
	ADP, INC - Invoices:4	\$1,921.49	Financial Services

BRINKS - Invoices:2	\$646.07	Financial Services
RICHARDSON & CO LLP - Invoices:1	\$8,300.00	Audit Services
VANTIV INTEGRATED PAYMENT	\$443.06	Financial Services
WELLS FARGO STATEMENTS & NOTICES -	\$1,518.76	Financial Services
WESTAMERICA BANK ANALYSIS FEES -	\$6,533.23	Financial Services
WESTAMERICA CARD PROCESSING STMT -	\$4,990.07	Financial Services
<hr/>		
ABEL RAMIREZ - Invoices:1	\$225.95	Uniforms
ADVANCED INTEGRATED PEST	\$311.50	Building Service Expense - Office &
ALL PRO BACKFLOW - Invoices:1	\$244.00	Backflow Testing Services
ALLTECH GATES - Invoices:1	\$165.00	Contract Services
ANNETTE O'LEARY - Invoices:1	\$466.53	Public Relations
ANSWERNET/SIGNIUS INV CORP -	\$474.69	Communication
AQUA TECH COMPANY - Invoices:1	\$2,650.00	Contract Services
AT&T CALNET 3 - Invoices:3	\$2,648.70	Communication
ATLAS DISPOSAL - Invoices:2	\$324.80	Building Service Expense - Office &
BADGER METER INC - Invoices:1	\$45.00	Communication
BROADRIDGE MAIL LLC - Invoices:7	\$21,566.09	Contract Services
BROWER MECHANICAL - Invoices:1	\$157.00	Building Service Expense - Office &
BSK ANALYTICAL LABORATORY -	\$180.00	Inspection & Testing
BURTON ROB /BURT'S LAWN & GARDEN	\$7,180.00	Contract Services
CAPITOL ELEVATOR COMPANY - Invoices:2	\$225.00	Building Service Expense - Office &
CDWG - Invoices:1	\$308.10	Office Supplies
CINTAS - Invoices:8	\$1,143.96	Building Maintenance - Office &
CITY OF SACRAMENTO DEPT OF UTILITIES	\$12.77	Utilities
CLEAR VISION WINDOW CLEANING -	\$225.00	Building Service Expense - Office &
COMCAST - Invoices:1	\$27.37	Communication
CONSOLIDATED COMMUNICATIONS -	\$413.36	Communication
COUNTY OF SAC UTILITIES - Invoices:1	\$265.48	Utilities
CRUSADER FENCE CO INC - Invoices:1	\$1,216.18	Building Maintenance - Office &
CULLIGAN - Invoices:1	\$69.00	Building Maintenance - Office &
Customer Refunds: 88	\$3,507.81	Refund Clearing Account
DAN YORK - Invoices:1	\$766.51	Travel Conferences
DAVE JONES - Invoices:2	\$1,585.42	Local Travel Cost
DIRECT TV - Invoices:1	\$5.00	Communication
ECOLANDSCAPE CALIFORNIA - Invoices:1	\$1,250.00	Consulting Services
EG NEWS INC - Invoices:1	\$175.00	Public Relations
EMIGH ACE HARDWARE - Invoices:6	\$193.12	Building Maintenance - Office &
EMPLOYEE RELATIONS NETWORK -	\$81.75	Employment Cost
GREG BUNDESEN - Invoices:2	\$145.89	Required Training
HANNAH DUNRUD - Invoices:1	\$2,372.25	Education Assistance
HARROLD FORD - Invoices:9	\$3,044.90	Vehicle Maintenance Services
HAZARD MANAGEMENT SERVICES, INC.	\$1,150.00	Required Training
HERBURGER PUBLICATIONS INC -	\$400.00	Public Relations
IN COMMUNICATIONS - Invoices:1	\$7,393.27	Public Relations
IRON MOUNTAIN OFF SITE DATA	\$434.62	Equipment Maintenance Services
JOSE RUIZ - Invoices:1	\$150.00	BMP Rebates
LES SCHWAB TIRE CENTER/MADISON -	\$1,099.72	Vehicle Maintenance Services
LIFEGUARD FIRST AID - Invoices:1	\$95.25	Building Service Expense - Office &
MARGO KAUFMAN - Invoices:1	\$150.00	BMP Rebates
MATT UNDERWOOD - Invoices:1	\$719.00	Travel Conferences

MESSENGER PUBLISHING GROUP -	\$750.00	Public Relations
MICHAEL PHILLIPS LANDSCAPE CORP -	\$4,315.00	Building Service Expense - Office &
MICHELLE FLICHT-MCDONOUGH -	\$364.00	BMP Rebates
MILLER MECHANICAL - Invoices:1	\$351.07	Contract Services
NORMAC - Invoices:1	\$20.00	Required Training
PACIFIC COPY & PRINT - Invoices:1	\$21.65	Printing
PALADIN PRIVATE SECURITY - Invoices:1	\$460.00	Building Service Expense - Office &
PAUL BAKER PRINTING INC - Invoices:1	\$893.06	Printing
PG&E - Invoices:2	\$33.44	Utilities
PITNEY BOWES LEASES - Invoices:2	\$1,022.83	Equipment Rental/Lease
PROTECTION ONE - Invoices:1	\$522.87	Building Service Expense - Office &
RAUL PALOMAR - Invoices:1	\$250.00	Uniforms
RAY MORGAN CO - Invoices:2	\$596.67	Equipment Maintenance Services
ROBERT ROSCOE - Invoices:1	\$93.25	Local Travel Cost
RUE EQUIPMENT INC - Invoices:13	\$2,919.40	Equipment Maintenance Services
SACRAMENTO CO DEPT OF CHILD	\$573.23	Garnishment
SACRAMENTO SUBURBAN WATER	\$154.28	Office Supplies
SIGN UP - Invoices:1	\$375.00	Building Maintenance - Office &
SONITROL - Invoices:3	\$2,578.69	Building Service Expense - Office &
SOPHOS SOLUTIONS - Invoices:1	\$7,440.00	Consulting Services
SUTTER MEDICAL FOUNDATION -	\$216.00	Employment Cost
TEE JANITORIAL & MAINTENANCE -	\$3,273.80	Building Service Expense - Office &
THINK, INC - Invoices:1	\$7,836.57	Printing
TINA LYNN DESIGN - Invoices:2	\$600.00	Consulting Services
TODD ARTRIP - Invoices:1	\$704.00	Travel Conferences
UNITED PARCEL SERVICE - Invoices:2	\$40.78	Shipping
US BANK CORPORATE PAYMENT SYSTEM -	\$11,013.04	CalCard Program
VANS CARPETS - Invoices:1	\$2,510.00	Building Maintenance - Office &
VERIZON WIRELESS/DALLAS TX -	\$2,565.06	Communication
WASTE MANAGEMENT - Invoices:3	\$578.95	Building Service Expense - Office &
WATER SYSTEMS OPTIMIZATION INC -	\$20,000.00	Consulting Services
WELLS SWEEPING -Monthly - Invoices:1	\$88.75	Building Service Expense - Office &

Supplies Inventory

A & A STEPPING STONE MFG., INC -	\$82.05	Operating Supplies
AIRGAS USA LLC - Invoices:1	\$125.62	Operating Supplies
AM CONSERVATION GROUP INC -	\$2,389.40	Operating Supplies
ASTRAL COMMUNICATIONS INC -	\$15.00	Operating Supplies
CORIX WATER PRODUCTS US INC. -	\$4,523.36	Operating Supplies
HD Supply/WHITE CAP - Invoices:2	\$967.60	Operating Supplies
HEADSETS.COM - Invoices:1	\$358.00	Office Supplies
NATIONAL METER AND AUTOMATION INC -	\$520.82	Meter Supplies
OFFICE DEPOT INC - Invoices:12	\$2,952.62	Office Supplies
PACE SUPPLY CORP - Invoices:2	\$3,424.38	Operating Supplies
POLLARD WATER - Invoices:1	\$6,868.80	Operating Supplies
RAMOS OIL COMPANY - Invoices:1	\$1,341.30	Operating Supplies
VOYAGER FLEET SYSTEMS - Invoices:1	\$6,531.15	Operating Supplies

SIERRA CHEMICAL COMPANY - Invoices:3	\$9,865.20	HFA, Chemical & Delivery
SMUD - Invoices:3	\$75,780.96	Electrical Charges

\$3,248,522.74

**Credit Card Expenditures
April 2017**

Sacramento Suburban Water District
 US Bank Purchasing Card Program
 CalCard Expenditures
 April 2017

Vendor Name	Description	Amount	Proj/GLAcct
WATER RITE PRODUCTS	DOUBLE CHECK ASSEMBLY RPP, UNION AND NIPPLE	\$316.32	06-52101
WATER RITE PRODUCTS	1" X 24" BRASS NIPPLE	\$35.56	06-52101
CAL NEVA AWWA	REGISTRATION FOR DAN YORK CONFERENCE	\$495.00	02-55001
ACWA	REGISTRATION FOR DAN YORK CONFERENCE	\$699.00	02-55001
DISNEYLAND HOTEL	HOTEL REGISTRATION FOR AWWA CONFERENCE AT THE DISNEYLAND HOTEL	\$267.93	02-55001
SOUTHWEST	DAN YORK FLIGHT TO AWWA CONFERENCE IN ANAHEIM	\$246.88	02-55001
SUBWAY SANDWICH	LUNCH PROVIDED FOR BOARD MEMBERS FOR MEETING ON 2/23/17	\$37.24	02-55002
SAC METRO CHAMBER	REGISTRATION FOR DAN YORK	\$10.00	02-55002
WILSON TROPHY	PLATE RE-MADE FOR JOSH HOROWITZ	\$86.60	02-52108
WILSON TROPHY	PLATE MADE FOR AMY BULLOCK	\$86.60	02-52108
RALEY'S	ALL HANDS/SAFETY MEETING REFRESHMENTS	\$9.18	02-51403
NOAH'S	GENERAL MANAGERS MEETING AT SSWD REFRESHMENTS	\$29.98	02-55002
CHIPOTLE	BOARD MEETING DINNER PROVIDED FOR BOARD MEMBERS	\$41.24	02-55002
SAC EWRI	EWRI MEETING REGISTRATION FOR ROB ROSCOE	\$25.00	02-55002
RALEY'S	SSWD HOSTED MEETING ON 3/14/17 REFRESHMENTS	\$17.98	02-55002
GRA	GRA MEETING REGISTRATION FOR ROB ROSCOE	\$390.00	02-55002
THE HOME DEPOT	HOT WATER DISPENSER FOR MARCONI KITCHEN	\$300.62	12-54008
J&J LOCKSMITH	REPLACE MISSING/BROKEN/BENT JANITORIAL KEYS	\$47.41	12-52101
AMAZON.COM	RECOIL FOR TAMPER	\$28.50	12-54003
BUBBAS CAR WASH	10 EACH CAR WASH CARDS WITH 5 WASHES EACH	\$300.00	12-54005
WALMART.COM	4 PACK WHIRLPOOL WATER FILTERS FOR REFRIGERATOR AT MARCONI	\$46.09	12-54008
COMPLIANCE SIGNS.COM	RESTROOM SIGNS, AND FIRE EXTINGUISHER SIGNS	\$178.50	12-54008
DISNEYLAND HOTEL	HANNAH DUNRUD - ROOM DEPOSIT	\$267.93	06-55001
THE HOME DEPOT	BI-ANNUAL ROOT KILLER FOR SEWER AT WALNUT, ACCESS PANEL DOUG'S OFFICE	\$87.84	12-52101
J&J LOCKSMITH	LOCKSET PLUGS (FORMEN' OFFICE) AND KEY BOX KEYS	\$25.86	12-52101
THE HOME DEPOT	SILICONE ADHESIVE (TO ATTACH SIGNS)	\$9.85	12-52101
THE HOME DEPOT	1X3 TO HANG CABINETS IN NEW CONSERVATION OFFICES WALNUT	\$21.64	12-54008
THE HOME DEPOT	34"X10" KICK PLATES - CHANGING ROOMS AT WALNUT	\$75.36	12-54008
MAITA TOYOTA	REPLACE TURN SIGNAL ASY (LEFT AND RIGHT) ONE LEAKED BOTH BROKE TABS	\$148.65	12-54005
COSTCO	SURGE EXTENSION CORDS	\$30.16	05-52101
COSTCO	REPLACEMENT JUMP STARTER FOR WALNUT	\$86.19	12-52101
CA-NV AWWA	SPRING CONF REGISTRATION FOR HECTOR SEGOVIANO	\$445.00	06-55001
SKILLPATH SEMINARS	SEMINAR REGISTRATION CODY SCOTT 5-8-17 @ HOLIDAY INN EXPRESS	\$111.75	07-51406
OCT WATER QUALITY ACADEMY	REGISTRATION/WTR DISTR EXAM REVIEW FOR ERIK F. 03/15&16/17	\$350.00	07-51406

ULINE	(5) REPLACEMENT BINDERS FOR SAFETY DATA SHEETS FOR THREE SITES	\$129.69	05-52101
CA-NV AWWA	SPRING CONF REGISTRATION FOR HANNAH DUNRUD	\$495.00	06-55001
DISNEYLAND HOTEL	HOTEL RESERVATIONS FOR HECTOR S. DISNEYLAND HOTEL 4/9-4/12/17	\$267.93	06-55001
SOUTHWEST AIRLINES	RT AIRFARE/RESERVATIONS FOR HANAH DUNRUD TO SPRING CONF	\$351.88	06-55001
AWWA.ORG	WSO WATER TREATMENT, GRADE 2	\$81.50	08-52101
SEARS.COM	(2) CRAFTSMANS 16 OZ. RIP CLAW HAMMERS	\$38.77	07-52101
SMART & FINAL	COFFEE, CREAMER, SWEETNERS & CLEANING PRODUCTS FOR WALNUT FACILITY	\$148.07	03-52108
HEADSETS.COM	(2) OFFICE RUNNER WIRELESS HEADSETS RODNEY/JOYCE (WALNUT)	\$714.34	03-52108
SOUTHWEST AIRLINES	RT AIRFARE/RESERVATIONS FOR HECTOR SEGOVIANO TO SPRING CONF ANAHEIM	\$393.88	06-55001
CYBERGUYS	CROSSOVER CABLES FOR TRUCK MODEMS AND CRIMP TOOL AND CONNECTORS	\$146.52	18-52101
FLASHPOINT STUDIOS	MONTHLY FEE FOR ONHOLD MESSAGES	\$79.00	03-52502
CABLEWHHOLDESALE.COM	NEW PATCH CABLES FOR NEW NETWORK SWITCHES	\$831.03	18-52101
GRA	WEBCAST FOR JOHN VALDES (DECISION SUPPORT MODELING ...)	\$75.00	15-51407
AWWA	M! PRINCIPLES OF WATER 7TH EDITION	\$117.50	03-52502
CYBERGUYS	CAT 6 CONNECTORS TO FIX PATCH CABLES	\$45.41	18-52101
SECURITY METRICS	PCI MONITORING SERVICE ANNUAL FEE	\$1,694.86	18-54509
OFFICE DEPOT	FILE DIVIDERS & BINDERS FOR NEW EMPLOYEE ORIENTATION	\$33.88	17-52108
OFFICE DEPOT	PRE-INKED STAMP "COPY"	\$12.92	17-52108
Totals:		\$11,013.04	

**District Reserve Balances
April 30, 2017**

**Sacramento Suburban Water District
Reserve Fund Balance**

	<u>April 30, 2017</u>	<u>December 31, 2016</u>
Debt Service Reserve	\$ 3,548,174	\$ 3,549,384
Facilities Reimbursement	-	-
Emergency/Contingency	10,931,500	10,387,000
Operating	7,270,250	6,490,750
Rate Stabilization	5,976,000	5,630,000
Interest Rate Risk	-	-
Grant	210,000	1,068,000
Capital Asset	14,734,445	13,720,195
TOTAL	\$ 42,670,369	\$ 40,845,329

**Cash and Investments
Per District Balance Sheet
(Provided for Reconciliation Purposes)**

	<u>April 30, 2017</u>	<u>December 31, 2016</u>
Cash and cash equivalents	\$ 4,543,168	\$ 2,676,072
Investments	34,579,027	34,619,873
Restricted assets	3,548,174	3,549,384
TOTAL	\$ 42,670,369	\$ 40,845,329

DRAFT - Information Required by Bond Agreement

**Sacramento Suburban Water District
Schedule of Net Revenues**

	<i>As Of</i>	
	<i>Actual Year-To-Date 4/30/2017</i>	<i>Budget Year-To-Date 4/30/2017</i>
REVENUES		
Water sales charges	\$4,533,995.01	\$6,916,332.00
Capital facilities charge	7,531,762.30	7,659,000.00
Facility development charges	51,611.00	166,664.00
Interest and investment income	297,791.53	288,000.00
Rental & other income	129,748.26	83,332.00
TOTAL REVENUES	12,544,908.10	15,113,328.00
EXPENSES		
Source of supply	793,429.14	838,445.00
Pumping	1,016,341.17	1,246,542.16
Transmission and distribution	1,197,986.72	1,206,332.12
Water conservation	140,821.48	168,867.08
Customer accounts	409,890.16	430,322.20
Administrative and general	2,065,926.92	2,557,275.88
TOTAL EXPENSES	5,624,395.59	6,447,784.44
NET REVENUE	6,920,512.51	8,665,543.56

Sacramento Suburban Water District
6 - Months Debt Service Schedule
4/30/2017

Month	Total SSWD Debt Service					Debt Service
	Principal	Interest Adjustable/Fixed/Swap		Facility Fee	Remarketing	
May-17	\$ -	\$	101,810.88	\$ -	\$ -	\$ 101,810.88
June-17	-		101,810.88	47,250.00	13,125.00	162,185.88
July-17	-		101,810.88	-	-	101,810.88
Aug-17	-		101,810.88	-	-	101,810.88
Sept-17	-		101,810.88	47,250.00	13,125.00	162,185.88
Oct-17	4,060,000.00		1,144,773.88	-	-	5,204,773.88

Month	Series 2012A Fixed Rate Bonds (\$23,440,000.00)					Debt Service
	Principal	Interest - Fixed 4.25%				
May-17	\$ -	\$	-	\$ -	\$ -	\$ -
June-17	-		-	-	-	-
July-17	-		-	-	-	-
Aug-17	-		-	-	-	-
Sept-17	-		-	-	-	-
Oct-17	2,030,000.00		421,713.00	-	-	2,451,713.00

Month	Series 2009A Adjustable Rate COPs (\$42,000,000.00)					Debt Service
	Principal	Interest, Adjustable 0.92%		Facility Fee 0.450%	Remarketing 0.125%	
May-17	\$ -	\$	32,200.00			\$ 32,200.00
June-17	-		32,200.00	47,250.00	13,125.00	92,575.00
July-17	-		32,200.00	-	-	32,200.00
Aug-17	-		32,200.00	-	-	32,200.00
Sept-17	-		32,200.00	47,250.00	13,125.00	92,575.00
Oct-17	-		32,200.00	-	-	32,200.00

Month	Series 2009B Fixed Rate COPs (\$27,915,000)					Debt Service
	Principal	Interest - Fixed 5.00%				
May-17	\$ -	\$	-	\$ -	\$ -	\$ -
June-17	-		-	-	-	-
July-17	-		-	-	-	-
Aug-17	-		-	-	-	-
Sept-17	-		-	-	-	-
Oct-17	2,030,000.00		621,250.00	-	-	2,651,250.00

Month	2012 SWAP Interest, Net (\$33,000,000.00)					Debt Service
	Principal	Interest, Swap Net (3.283-0.5945-.18)%				
May-17		\$	69,610.88	-	-	69,610.88
June-17		\$	69,610.88	-	-	69,610.88
July-17		\$	69,610.88	-	-	69,610.88
Aug-17		\$	69,610.88	-	-	69,610.88
Sept-17		\$	69,610.88	-	-	69,610.88
Oct-17		\$	69,610.88	-	-	69,610.88