

Agenda

Sacramento Suburban Water District Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, December 18, 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) Hotel Hokhara Grand, Pardi Bazarr, Pokhara 33700, Nepal, Skype User Id kevint10000. 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

Election of District Officers

1. Election of District Officers

Announcements

Public Comment

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

Consent Items

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

2. Minutes of the November 20, 2017 Regular Board Meeting
Recommendation: Approve subject minutes.
3. Minutes of the December 4, 2017 Special Board Meeting
Recommendation: Approve subject minutes.
4. Minutes of the December 11, 2017 Special Board Meeting
Recommendation: Approve subject minutes.
5. Claims Processing Policy (PL - Adm 007)
Recommendation: Adopt subject policy.
6. Capital Asset Policy (PL – Fin 002)
Recommendation: Adopt subject policy.

Public Hearings

7. Public Hearing on Initial Study and Proposed Mitigated Negative Declaration for Well 78 - Butano/Cottage Production Well and Pumping Plant Project
Hold a public hearing on Initial Study and Proposed Mitigated Negative Declaration for Well 78 Butano/Cottage Project. Receive staff presentation, open public hearing, receive public comment on the Initial Study and Proposed Mitigated Negative Declaration for Well 78 Butano/Cottage Project, close public hearing, respond as appropriate to public comments and accept the Initial Study and Proposed Mitigated Negative Declaration for Well 78 Butano/Cottage Project.

Items for Discussion and Action

8. Potential Adoption of an Initial Study/Mitigated Negative Declaration for the Well 78 - Butano/Cottage Production Well and Pumping Station
Recommendation: Accept the report as presented as final.
9. Committee and Liaison Appointments for 2018
The Board President will consider committee and liaison appointments for 2018.
10. New Website Overview
Presentation by Annette O'Leary on the District's new website.

11. A Day in the Life of the IT Department
Presentation by Matt Winans of the IT Department.
12. Debt Management
Presentation by Dan Bills of the Finance Department.
13. General Manager's Out of State Travel Requests
Consider approving out of state travel request.
14. New Other Post Employment Benefit (OPEB) Valuation
Receive written staff report and direct staff as appropriate.

Information Items

15. Chromium 6 Court Complaint Update
16. 2017 Budget Reallocations
17. Final 2018 Budget
18. Regional Water Authority Elections
19. Demonstration Gardens Featured in the Fall 2017 AWWA Source Magazine
20. Legislative and Regulatory Update
21. Upcoming Water Industry Events
22. Upcoming Policy Review
 - a. Employee Standards of Conduct and Discipline Policy (PL – HR 011)
23. 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

24. Engineering Report
 - a. Major Capital Improvement Projects
 - b. County and City Projects/Coordination
 - c. Development Projects
 - d. Planning Studies
 - e. Other
25. General Manager's Report
 - a. McClellan Business Park Successor Agreement Update
 - b. Long Term Warren Act Contract Update
 - c. Cal WaterFix Update
 - d. Grant of Easement and Right of Way at 3521 Arden Way
 - e. Grant of Variance to Public Utility Easement
26. Financial Report
 - a. Financial Statements – November 2017
 - b. Cash Expenditures – November 2017
 - c. Credit Card Expenditures – November 2017
 - d. District Reserve Balances – November 2017
 - e. Information Required by Bond Agreement

Committee Reports

27. a. Facilities and Operations Committee (Director Schild)
No report.
- b. Finance and Audit Committee (Director Thomas)
Draft Minutes from the December 5, 2017 Meeting.

- c. Water Quality Committee (Director Wichert)
Agenda for the December 18, 2017 Meeting.
- 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)

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

Regional Water Authority Executive Committee (General Manager Roscoe)
Agenda for the December 6, 2017 Meeting.
- b. Sacramento Groundwater Authority (Director Schild)
Agenda for the December 14, 2017 Meeting.
- c. Water Caucus Meeting
No report.
- d. Water Forum Successor Effort (General Manager Roscoe)
Agenda for the December 14, 2017 Meeting.
- e. Other Reports

Miscellaneous Correspondence and General Information

- 29. Correspondence received by the District

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)

- 30. 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 MBIA and Jason Kissane.
- 31. Conference to provide District’s labor negotiator, Robert Wichert, with direction concerning changes to existing General Manager’s compensation and benefits and proposed compensation and benefits for new General Manager; Government Code sections 54954.5(f) and 54957.6.
- 32. Public employee appointment involving the position of General Manager; Government Code sections 54954.5(e) and 54957(b)(1).

Open Session

- 33. General Manager Employment Agreement – Robert Roscoe
Consider approving revisions to the current General Manager’s Employment Agreement.
- 34. General Manager Employment Agreement – Dan York
Consider approving a new General Manager’s Employment Agreement with Mr. Dan York

Adjournment

Upcoming Meetings

Monday, January 22, 2018 at 6:00 p.m., Regular Board Meeting

SSWD Regular Board Meeting Agenda

December 18, 2017

Page 7 of 7

I certify that the foregoing agenda for the December 18, 2017 meeting of the Sacramento Suburban Water District Board of Directors was posted by December 14, 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



Agenda Item: 15

Date: December 10, 2017

Subject: Chromium 6 Court Complaint Update

Staff Contact: Dan York, Assistant General Manager

Background:

The United States caused toxic hexavalent chromium to contaminate Sacramento Suburban Water District (“District”) municipal supply wells. The presence of this dangerous substance in the District’s drinking water wells deprives the District of its protectable property interest in its right to appropriate groundwater. The District therefore brought in the Court of Federal Claims (CFC) a claim for an unconstitutional taking of private property. The Government submitted a motion in the CFC that only the District Court in Sacramento had jurisdiction to hear the District’s case. The District opposed the motion. Summary is below.

Discussion:

The United States Air Force (Air Force) has filed a motion to dismiss, in which they argued that chromium concentrations in wells outside of McClellan are naturally occurring because they do not exceed the natural background concentration of 14 parts per billion (ppb) calculated by the Air Force. As reported at the November 20, 2017 regular Board meeting, the District’s outside legal counsel, Sher Edling, have made a compelling case obtained from experts that the Air Force is grievously wrong on their background concentration determination.

As an update on the process of the litigation, Rio Linda/Elverta Community Water District’s claim is now before the same judge hearing the District’s claim, Senior Judge Robert Hodges. Sher Edling’s research on Judge Hodges is that he is conservative and tends to rule accordingly. It is expected that Judge Hodges will be scheduling oral argument on the motion to dismiss in the early part of 2018.



Agenda Item: 16

Date: December 1, 2017

Subject: 2017 Budget Reallocations

Staff Contact: Daniel A. Bills, Finance Director

Discussion:

CIP Budget Reallocations

At budget adoption, the Board authorizes “the General Manager to adjust and/or reallocate amongst the project type cost categories as necessary within the total CIP Budget amount.” Recently, the General Manager authorized transfers between various projects as described in Exhibit 1. The total amended CIP budget of \$16,975,000 is unchanged.

OCB Budget Reallocations

Similar to the CIP budget, the Board authorizes “the General Manager to adjust and/or reallocate amounts amongst the project type cost categories as necessary during the budget year within the total OCB Budget amount.” Necessary reallocations related to various projects are described in Exhibit 2. The total amended OCB budget of \$1,166,000 is unchanged.

New OCB Project

As approved by the Board in November, staff has added a project for purchasing the Ditch Witch Vacuum trailer in the amount of \$103,000. The total OCB budget of \$1,166,000 did not change.

EXHIBIT 1 - CY2017 CIP Budget Transfers

Project Number	Project Name	Amended or Reallocated Budget Estimate	Reallocated Amount	Current Budget Estimate	Reason for Transfer
SC17-009	Well Rehab/Pump Station Improvements	\$1,000,000	\$300,000	\$1,300,000	Additional budget funds needed due to a higher number of well rehabilitation projects needed compared to prior years.
SC17-010	SCADA/RTU Panels	\$75,000	\$40,000	\$115,000	Additional scope in work for the Arbors PLC Project into the Arbors Subzone Reoperation Plan.
SC17-018	Distribution Main Replacements	\$9,250,000	(\$950,000)	\$8,300,000	Budgeted funds are available due to delays in the Parkland Estates Phase 2 projects to 2018
SC17-022	Water Related Street Improvements	\$200,000	\$150,000	\$350,000	Based on the number of County overlay projects in 2017, more lowering/raising of valve boxes are necessary.
SC17-034	Corrosion Control for Transmission Mains	\$100,000	(\$40,000)	\$60,000	Transmission Main corrosion control will not be completed in 2017.
SC17-042	Meter Replacement and Repair	\$50,000	\$300,000	\$350,000	Budget funds needed for repair of 1,200 small meters in the District.
SC17-040	Engine Generator Compliance	\$35,000	\$350,000	\$385,000	Budget funds needed to complete engine generator work at the Marconi building.
SC17-047	NSA Transmission Mains	\$300,000	(\$150,000)	\$150,000	Project delayed to allow for hydraulic modeling prioritization analysis before proceeding.
Total		\$11,010,000	\$0	\$11,010,000	

EXHIBIT 2 – 2017 OCB Budget Transfers

Project Number	Project Category	Amended Budget Estimate	Reallocated Amount	Amended Budget Estimate	Reason for Transfer
SF17-402	Chemical Trailer Replacement	\$10,000	\$1,700	\$11,700	Actual cost of chemical trailer came in higher than budgeted.
SF17-403	Security Cameras	\$30,000	(\$10,200)	\$19,800	Staff is unable to locate security cameras with a self-monitoring function. Staff is reassessing, therefore budgeted funds are not needed.
SF17-420	Hardware Refresh Program	\$82,800	\$13,500	\$96,300	Per IT refresh policy, need to purchase 3 servers, one for well videos, in 2017. Extra funds needed due to some server budgeted funds being used earlier in the year to pay for new backflow software.
SF17-421	Software Enhancement Modules	\$85,000	\$21,000	\$106,000	Purchase Microsoft Office 2016 for District.
SF17-422	GPS/GIS Integration Hardware	\$75,000	(\$26,000)	\$49,000	Actual cost of GPS equipment was less than budgeted.
Total		\$282,800	\$0	\$282,800	



Agenda Item: 17

Date: December 6 2017

Subject: Final 2018 Budget

Staff Contact: Daniel A. Bills, Finance Director

Discussion:

As approved by the Board in November, attached is the final budget for 2018.

Fiscal Impact:

As adopted, the 2018 O&M budget is \$21.8 million, including funding other post-employment benefits of \$0.56 million; the 2018 CIP budget is \$19.2 million; the 2018 OCB budget is \$1.2 million, and the 2018 debt service forecast is \$7.7 million. The total of the three budgets and the forecast is \$49.9 million. Revenues are projected to be \$46.5 million resulting in a planned drawdown of reserves of \$3.4 million. The reserve planned drawdown is the result of \$3.7 million of delayed 2017 CIP projects, consisting of the Parkland Estates Phase 2 distribution main project and the Palm well. Projected reserve level at the end of 2018 is expected to be \$41.5 million.

Strategic Plan Alignment:

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

District customers benefit by ensuring that planned expenditures of ratepayer funds is open, transparent, and responsive to customer needs.

EXHIBIT A

2018/19 Budget

Operations and Maintenance Budget	2018 Budget; w/3.0% COLA
Water Costs	\$5,850,000
Salaries	5,404,000
GM Contract Budget Adjustment	0
Employee Benefits	2,640,000
Employer Taxes and Insurance	505,000
OPEB	560,000
Engineering and Construction Services	2,667,000
Public Outreach & Conservation	523,000
Other	3,711,000
Total	\$21,860,000

Capital Improvement Program Budget	2018 Proposed Budget
Production (Source of Supply)	\$4,950,000
Transmission	50,000
Storage	200,000
Distribution	13,910,000
Special Projects	50,000
Total	\$19,160,000

Operating Capital Budget	2018 Proposed Budget
Information Technology	\$318,500
Maintenance	255,000
Operations	299,500
Vehicles and Fleet	263,000
Office Furniture and Equipment	25,000
Total	\$1,161,000

Total 2018 Budget	\$42,181,000
--------------------------	---------------------

Capital Improvement Program Budget	2019 Inaugural Budget
Production (Source of Supply)	\$500,000
Distribution	1,800,000
Total 2019 CIP Inaugural Budget	\$2,300,000

EXHIBIT A (continued)

Capital Improvement Program (CIP) Projects for 2018 & 2019
Parkland Estates Phase 2 Distribution Main Project
Edison Meadows Distribution Main Project
Jonas – Albatross Distribution Main Project
Well 78, 69A, N6A and N36A – Treatment, Drilling and Pump Stations
Meter Retrofit Program – 1,290 meters in 2018 and 1,230 meters in 2019
Special Projects – Buy Parcels for Future Well Sites with Prior Board Approval; Easement Acquisitions
CIP Projects - Recurring Maintenance, Failures or Improvements
Production Projects – Well Rehabilitation; SCADA Terminals/RTUs; Electrical Improvements; and Engine Generator Compliance Projects
Transmission Projects – Corrosion Control; Pipeline Connections
Storage Projects– Tank/Well Corrosion Control; Tank Inspection/Repairs
Distribution Projects – Small Projects – e.g., Utility Conflicts; McClellan Line Replacements; Lowering/Raising Valve Boxes; Meter Replacement/Repair
Operating Capital Projects for 2018 and 2019
2018
Various Well Site Asphalt & Sealing
Fence Replacement – 4 Well Sites
Peristaltic Chemical Dosing Pumps
UCMR 4 Monitoring
Compact Mini Excavator
Foreman Furniture
Trailer Replacement #168 and #169
Meter Vault Lid Retrofit
Folding Tables and Chairs
Vehicle Replacement/Right Size - Truck #2, 11, 14, 47 and 48
Rekey All Facilities
Walnut Facility Window Covering Replacement
Walnut Facility Improvements Exterior Seal and Office Remodel
Well Site and Building Structures Maintenance
Computer Hardware Refresh Program Purchases
Software Enhancements/Modules
Server Room
2019
Folding Tables and Chairs
Environmental Compliance Furniture
Meter Vault Lid Retrofit
Computer Hardware Refresh Program Purchases
Software Enhancements



Agenda Item: 18

Date: December 11, 2017

Subject: Regional Water Authority Elections

Staff Contact: Robert Roscoe, General Manager

Every year at the January meeting, the Regional Water Authority (RWA) elects new members to the Executive Committee. The 9 member Executive Committee requires 2 elected official positions, 2 staff positions, at least 1 representative from a City or a County, and at least 1 representative from an Investor Owned Utility. All remaining seats up to the total of 9 are elected at large. You must be present to be elected unless you have expressed your desire to run in advance of the meeting. Following the election of the new Executive Committee, the Chair and Vice-Chair positions will be elected by the full Board from the new list of Executive Committee Members. The election is made from the roll of RWA Board Members appointed by each member entity. Attached is a letter from RWA Executive Director John Woodling, and excerpts from the RWA bylaws explaining the election process.



November 9, 2018

Jim Peifer, Chair
Marcus Yasutake, Vice
Chair

Kevin Thomas
Sacramento Suburban Water District
3701 Marconi Avenue #100
Sacramento, CA 95821

Members

California American Water
Carmichael Water District
Citrus Heights Water District
Del Paso Manor Water District
El Dorado Irrigation District
Elk Grove Water District
Fair Oaks Water District
Folsom, City of
Golden State Water Company
Lincoln, City of
Orange Vale Water Company
Placer County Water Agency
Rancho Murieta Community
Services District
Roseville, City of
Rio Linda / Elverta Community
Water District
Sacramento, City of
Sacramento County Water
Agency
Sacramento Suburban Water
District
San Juan Water District
West Sacramento, City of
Yuba City, City of

Associates

County of Placer
El Dorado County Water
Agency
Sacramento Municipal Utility
District
Sacramento Regional County
Sanitation District
Sacramento Area Flood
Control Agency

RE: RWA Elections

Dear Mr. Thomas:

The Regional Water Authority (RWA) will be holding elections for the positions of Chair, Vice Chair and the Executive Committee at the January 11, 2018 board meeting. Attached you will find a list of current RWA board members. Please review the list of representatives for your organization and provide written confirmation of any changes to the RWA office by the close of business on November 30, 2017. Please note that alternates are not eligible to be selected for the Executive Committee.

A Board member who is not present at the time of the election will not be included as a candidate unless the Board member or the RWA entity that he or she represents has notified the RWA Executive Director that the Board member wishes to be included as a candidate. (see attached "Procedures for Selection of the Executive Committee" section 3g)

If you have any questions, feel free to contact me or Cecilia Partridge at (916) 967-7692.

Sincerely,


John Woodling
Executive Director

Attachments
cc: RWA Board of Directors

RWA Board of Directors
2017 Chair: Jim Peifer
2017 Vice Chair: Marcus Yasutake

S. Audie Foster, General Manager, California American Water
Vacant, Operations Manager, California American Water

Ron Greenwood, Board Member, Carmichael Water District
Steve Nugent, General Manager, Carmichael Water District

Hilary Straus, General Manager, Citrus Heights Water District
Al Dains, Director, Citrus Heights Water District
Raymond Riehle, Director, Citrus Heights Water District (alternate)

Vacant, City of Folsom
Marcus Yasutake, Environmental/Water Resources Director, City of Folsom, Vice Chair

Matthew Wheeler, Community Development Engineer, City of Lincoln
Paul Joiner, Council Member, City of Lincoln
Stan Nader, Council Member, City of Lincoln (alternate)

Kelye McKinney, Assistant Environmental Utilities Director, City of Roseville
Susan Rohan, Mayor, City of Roseville
Rich Plecker, General Manager, City of Roseville (alternate)
Jim Mulligan, Water Utility Manager, City of Roseville (alternate)
Scott Alvord, Councilmember, City of Roseville (alternate)

Rick Jennings, Council Member, City of Sacramento
Jim Peifer, Senior Engineer, City of Sacramento, Chair
Bill Busath, Director of Utilities, City of Sacramento (alternate)
Dan Sherry, Supervising Engineer, City of Sacramento (alternate)
Dennis M. Rogers, Chief of Staff, City of Sacramento (alternate)

Denix Anbiah, Public Works Director, City of West Sacramento
Brendan Leonard, Environment/Utilities Commissioner, City of West Sacramento

Stan Cleveland, Vice Mayor, City of Yuba City
Diana Langley, Public Works Director, City of Yuba City
Mike Paulucci, Utilities Deputy Director, City of Yuba City (alternate)

Ryan Saunders, Board Member, Del Paso Manor Water District
Debra Sedwick, General Manager, Del Paso Manor Water District

Michael Raffety, Director, El Dorado Irrigation District
Jim Abercrombie, General Manager, El Dorado Irrigation District
Brian Mueller, El Dorado Irrigation District (alternate)
Dale Coco, El Dorado Irrigation District (alternate)

<p>Tom Nelson, Board Chair, Elk Grove Water District Mark Madison, General Manager, Elk Grove Water District</p>
<p>Randy Marx, Board Member, Fair Oaks Water District Tom Gray, General Manager, Fair Oaks Water District Dave Underwood, Director, Fair Oaks Water District (alternate)</p>
<p>Paul Schubert, General Manager, Golden State Water Company Ernie Gisler, Capital Program Manager, Golden State Water Company</p>
<p>Michael Schaefer, Board Member, Orange Vale Water Company Sharon Wilcox, General Manager, Orange Vale Water Company</p>
<p>Robert Dugan, Board Member, Placer County Water Agency Brent Smith, Director of Technical Services, Placer County Water Agency Matt Young, Director of Customer Service, Placer County Water Agency, (alternate) Einar Maisch, General Manager, Placer County Water Agency (alternate) Mike Lee, Board Member, Placer County Water Agency (alternate)</p>
<p>Gerald (Jerry) Pasek, Board Member, Rancho Murieta Community Services District Mark Martin, General Manager, Rancho Murieta Community Services District</p>
<p>Mary Henrici, Board Member, Rio Linda/Elverta Community Water District Mitch Dion, Interim General Manager, Rio Linda/Elverta Community Water District</p>
<p>Vacant, Sacramento County Water Agency Kerry Schmitz, Division Chief, Water Supply, Sacramento County Water Agency</p>
<p>Rob Roscoe, General Manager, Sacramento Suburban Water District Kevin Thomas, Board Member, Sacramento Suburban Water District Neil Schild, Board Member, Sacramento Suburban Water District (alternate) Bob Wichert, Board Member, Sacramento Suburban Water District (alternate)</p>
<p>Paul Helliker, General Manager, San Juan Water District Pam Tobin, Board Member, San Juan Water District Bob Walters, Director, San Juan Water District (alternate)</p>

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Board of Directors
Policy Title : Procedures for Selection of the Executive Committee
Policy Number : 200.3
Date Adopted : November 19, 2001
Date Amended : March 10, 2005
November 13, 2014

REGIONAL WATER AUTHORITY PROCEDURES FOR SELECTION OF THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS AND THE CHAIR AND VICE-CHAIR OF THE EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS

Background

The Joint Exercise of Powers Agreement ("JPA") under which the Regional Water Authority ("RWA") was formed and operates provides for the selection of (1) the members of the Executive Committee of the Board of Directors, and (2) the Chair and Vice-Chair of the Board of Directors. (See Articles 10 and 18, respectively, of the JPA.) The Board of Directors will follow the procedures set forth in this document for the selection of the members of the Executive Committee and the Chair and Vice-Chair. This document may be amended at any time by the Board of Directors.

In accordance with Article 8 of the JPA, each Member and Contracting Entity (as defined in Article 3 of the JPA) will have two representatives on the Board of Directors, either of whom may cast a single vote on behalf of his or her Member or Contracting Entity. It will be the responsibility of a Member and Contracting Entity to notify RWA in writing from time to time of (1) its designated representatives to the Board of Directors, including alternates who may act in the absence of a representative, and (2) the priority for voting of its representatives to the Board of Directors of RWA. In the absence of such written notification, the Secretary of RWA will determine that an elected representative of a Member will have voting priority over the Member's non-elected representative to the Board of Directors, and a Member or Contracting Entity's senior management staff will have priority over the Member or Contracting Entity's junior management staff, in the event that the Member or Contracting Entity's two representatives disagree as to who should cast a vote on behalf of the Member or Contracting Entity concerning a particular matter.

Reference in this document to a majority vote of the Board of Directors will refer to the affirmative vote of a majority of the representatives (one for each Member and

Contracting Entity) on the Board of Directors who are entitled to vote on a matter and who are present at the Board meeting during the vote. A seat on the Board of Directors of RWA will become vacant when a representative of a Member or Contracting Entity no longer meets the qualifications set forth in Article 8 of the JPA, or upon the happening of any of the events set forth in Government Code section 1770.

I. **Procedures for Election of the Executive Committee of the Board of Directors**

1. The Executive Committee will be a standing committee of the Board of Directors of RWA, and will be selected as individuals from the membership of the Board of Directors, except that, no Member or Contracting Entity of RWA will have more than one representative on the Executive Committee.
2. In accordance with the Brown Act (Government Code section 54952), the Executive Committee will comprise less than a quorum of the number of members of the Board of Directors. The Executive Committee of RWA will consist of nine members, subject to the Board of Directors approving a smaller odd-number of members of the Executive Committee to avoid a violation of the Brown Act. These procedures assume that the Executive Committee will comprise nine members.
3. The nine members of the Executive Committee will be selected by the Board of Directors according to the following procedures:
 - a. At least two seats on the Executive Committee will be held by members of the Board of Directors who are members of a governing board of a Member of RWA (as defined in Articles 2 and 3(i) of the JPA).
 - b. At least two seats on the Executive Committee will be held by members of the Board of Directors who are members of management staff of a Member of RWA.
 - c. At least one seat on the Executive Committee will be held by a member of the Board of Directors who represents a City or County Member of RWA.
 - d. At least one seat on the Executive Committee will be held by a member of the Board of Directors who represents a Contracting Entity of RWA (as defined in Article 3(d) of the JPA).
 - e. A majority of the seats on the Executive Committee (i.e., five seats

on a nine-member Executive Committee) will be held by members of the Board of Directors who represent a Member of RWA.

- f. The Chair of the Board of Directors will conduct the election of the Executive Committee. The Chair may appoint an elections committee to assist the Chair and the RWA Secretary in preparing and counting ballots. No secret ballot will be used for the election. (See Government Code section 54953(c) of the Brown Act: "No legislative body will take action by secret ballot, whether preliminary or final.")
- g. For each ballot, the Chair will ask which members of the Board want to be included on that ballot for election for membership on the Executive Committee. A Board member who is not present at the time of the election will not be included as a candidate unless the Board member or the RWA entity that he or she represents has notified the Executive Director that the Board member wishes to be included as a candidate.
- h. Candidates for election to the Executive Committee may prepare and distribute to the members of the Board of Directors a statement of their qualifications. Prior to the vote on a ballot on which a candidate's name appears, a candidate for election to the Executive Committee will have an opportunity to make an oral presentation of not more than two minutes concerning his or her qualifications to serve on the Executive Committee.
- i. The first election will be to fill two seats on the Executive Committee to be held by members of a governing board of a Member of RWA. The RWA Secretary will prepare a ballot comprising the names of the members of the RWA Board of Directors who are eligible to fill these seats, excluding from the ballot any member of the Board of Directors who has indicated that he or she does not wish to serve on the Executive Committee. The ballot will state: "Vote for two seats," and it will have on it the name of the Member or Contracting Entity that is casting the ballot. The representatives on the Board of Directors will cast votes on the ballot on behalf of the Member or Contracting Entity that they represent, i.e., each Member and Contracting Entity can return one ballot. In order to be counted as a valid ballot, a ballot must have a vote cast for each seat that is to be voted on, e.g., if there are two seats to be voted on, a ballot will not be counted if it is returned with a vote for one or none of the candidates. No cumulative voting will be allowed, i.e., a Member or Contracting Entity cannot cast two votes on the same ballot for the same candidate. In order to be

elected on the first ballot, a candidate must receive no less than a majority of the votes of the Board of Directors who are present at the time of the vote. The two candidates who receive the highest number of votes will be elected to the Executive Committee. One or more runoff elections will be held among the three remaining candidates (plus ties) who received the highest number of votes if the election does not fill both seats on the ballot. For a runoff election, the candidate who receives the highest number of votes will be elected, even if it represents less than a majority vote of the Board of Directors. If an election on a ballot with only three candidates does not result in the election of a member of the Executive Committee, then the next runoff ballot will include the two candidates who received the highest number of votes on the previous ballot, and (1) the candidate who receives the higher number of votes (even if less than a majority) will be elected; and (2) in case of a tie, a coin flip will determine the winner.

- j. Upon the filling of the first two seats on the Executive Committee, the Chair will call for the election to fill two seats on the Executive Committee to be held by members of management staff of a Member of RWA. The Chair will follow the voting procedures set forth above to fill these seats on the Executive Committee.
- k. The Chair will next call for the election to fill one seat on the Executive Committee to be held by a member of the Board of Directors who represents a City or County Member of RWA, to the extent that this seat has not already been filled. The Chair will follow the voting procedures set forth above to fill this seat on the Executive Committee.
- l. The Chair will next call for the election to fill one seat on the Executive Committee to be held by a member of the Board of Directors who represents a Contracting Entity of RWA. The Chair will follow the voting procedures set forth above to fill this seat on the Executive Committee.
- m. The Chair will next determine whether a majority of the seats on the Executive Committee are held by members of the Board of Directors who represent Members of RWA. (Under the above-referenced procedures, a minimum of four seats on the Executive Committee would have already been filled by representatives of Members of RWA.) If they have not, then the Chair will call for the election for the seat on the Executive Committee needed to result in a majority of the seats being held by members of the Board of Directors who represent Members of RWA. In that case, the Chair

will follow the voting procedures set forth above to fill this seat on the Executive committee.

- n. The Chair will next call for the election to fill the remaining seats on the Executive Committee. The Chair will follow the voting procedures set forth above to fill these seats on the Executive Committee.
 - o. In the event that vacancies arise from time to time on the Executive Committee, such vacancies will be filled following these procedures concerning the composition and selection of the Executive Committee.
 - p. There will be no alternate members of the Executive Committee.
- 4. Prior to January 31 each year, the Board of Directors will elect the members of the Executive Committee for the following year. The members of the Executive Committee will serve a term that commences at the conclusion of the Board meeting during which they were selected, and runs until their successors take office.
 - 5. The RWA Board of Directors will select from the Executive Committee membership a Chair and Vice-Chair, who will also serve as the Chair and Vice-Chair of the RWA Board of Directors. The procedures for selecting the Chair and the Vice-Chair are set forth below.
 - 6. Executive Committee meetings will be open to the public (except for authorized closed sessions), noticed and conducted in accordance with applicable law. A majority of all of the members of the Executive Committee (i.e., five members on a nine-member Executive Committee) will (a) constitute a quorum for the purpose of transacting business, and (b) be required for an affirmative vote to take action.
 - 7. Members of the RWA Board of Directors who are not members of the Executive Committee may attend an Executive Committee meeting only as observers, and they will not participate in the committee meeting, ask questions or sit with the committee members at the Board table. (See subsection (c)(6) of Government Code section 54952.2 and 81 Ops.Cal.Atty.Gen. 156 (1998).)

II. Procedures for Election of Chair and Vice-Chair of the Executive Committee and the Board of Directors

- 1. The Chair and Vice-Chair will be elected by the Board of Directors from the membership of the Executive Committee.

2. The current Chair of the Board of Directors will conduct the election of the Chair and Vice-Chair of the Executive Committee as separate elections. The Chair may appoint an elections committee to assist the Chair and the RWA Secretary in preparing and counting ballots. No secret ballot will be used for the election. (See Government Code section 54953(c) of the Brown Act.)
3. The Chair will ask which members of the Executive Committee want to be considered at the election for Chair of the Executive Committee. A Board member who is not present at the time of the election will not be included as a candidate unless the Board member or the RWA entity that he or she represents has notified the Executive Director that the Board member wishes to be included as a candidate.
4. Candidates for election as Chair of the Executive Committee may prepare and distribute to the members of the Board of Directors a statement of their qualifications. Prior to the vote, a candidate will have an opportunity to make an oral presentation of not more than two minutes concerning his or her qualifications to serve as Chair.
5. The RWA Secretary will prepare a ballot for Chair comprising the names of the members of the Executive Committee, excluding from the ballot any member of the Executive Committee who has indicated that he or she does not wish to serve as Chair. To the extent applicable, the procedures set forth above for the election of members of the Executive Committee will be followed for the election of the Chair of the Executive Committee, until the Chair has been elected. The candidate who receives the highest number of votes on the first ballot, and at least a majority of the vote of the Board of Directors who are present at the time of the vote, will be elected Chair. One or more runoff elections will be held, if necessary, among the three candidates (plus ties) who received the highest number of votes on the previous ballot. For a runoff election, the candidate who receives the highest number of votes will be elected, even if it represents less than a majority vote of the Board of Directors. If an election on a ballot with only three candidates does not result in the election of the Chair, then the next runoff ballot will include the two candidates who received the highest number of votes on the previous ballot, and (a) the candidate who receives the higher number of votes (even if less than a majority) will be elected; and (2) in case of a tie, a coin flip will determine the winner.
6. The Chair will follow the same procedures for the election of Vice-Chair of the Executive Committee.

7. Prior to January 31 of each year, the Board of Directors will elect the Chair and Vice-Chair of the Executive Committee for the following year. The Chair and Vice-Chair will serve a term that commences at the conclusion of the Board meeting during which they were selected, and runs until their successors take office.
8. In the event that the Chair does not serve his or her full term, the Vice-Chair will succeed the Chair, and the Board of Directors will elect a Vice-Chair following these procedures.

III. **Procedures for Filling a Post-Election Vacancy on the Executive Committee**

1. In the event that a vacancy occurs on the Executive Committee the Member or Contracting Entity whose representative held the Executive Committee seat that was vacated may recommend a replacement by sending the Chair of the Board of Directors a letter making that recommendation.
2. The recommended Executive Committee replacement must be one of the two identified representatives on the Board of Directors for that Member or Contracting Entity, provided the nomination is consistent with the RWA JPA and the Executive Committee Election Policy.
3. The recommended replacement to the Executive Committee may begin to serve immediately, but must be approved by a majority vote of the Board of Directors at its next regularly scheduled meeting.
4. In the event that a recommended replacement is not identified or not approved, the Board of Directors will select a member consistent with the procedures identified in Section I. of this policy.



Agenda Item: 19

Date: December 6, 2017

Subject: Demonstration Gardens Featured in the Fall 2017 AWWA Source Magazine

Staff Contact: Greg Bundesen, Water Conservation Supervisor

In the summer of 2017 Sacramento Suburban Water District (District) staff was contacted by the American Water Works Association's (AWWA) Source Magazine editor for an article that featured recent activities related to the installation of two (2) new Water Efficient Landscape Gardens located at Eden Ct. and Howe Park. District staff, the District's public relations firm IN Communications, and Marion Bender of EcoLandscape California worked together to generate an article that not only highlighted the landscaping benefits that each garden demonstrates, but the technical process that was used to complete each project including the classes, work days, and partnerships. The article was featured in the Fall 2017 edition of the Source Magazine and was distributed to all members of the AWWA CA-NV Section. A copy of the article can be found in Exhibit 1¹.

¹ Advertisements from Pittsburg Tank and Tower Maintenance Co., INC. (page 31) and CalgonCarbon (page 32) have been removed from Exhibit 1.

Ratepayers Get Their Hands Dirty

Sacramento Suburban Water District makes demonstration gardens work.

By Greg Bundesen and Marian Bender

SACRAMENTO SUBURBAN WATER DISTRICT'S (SSWD) Garden on Eden and the Gardens at Howe Park grew out of discussions at the California Water Efficiency Partnership (formerly the California Urban Water Conservation Council) on expanding the benefits of low-water landscapes beyond water conservation. The potential for multiple benefits was attractive given that the district was looking for alternative ways to provide ideas and inspiration to customers on what drought-tolerant landscapes could look like as it continues to evolve and refine its dialogue on water conservation.

SSWD serves approximately 174,434 customers in the eastern suburbs of Sacramento County. The district's source water include 73 active groundwater wells, contractual rights to 26,064 acre-feet from the City of Sacramento surface water entitlement, and a contract to purchase up to 29,000 acre-feet of surface water per year from Placer County Water Agency.

The Garden on Eden

One of the district's well sites is located in a residential subdivision. To help the facility blend into the neighborhood, a façade was constructed that mimicked the surrounding tract homes, complete with a conventional lawn. The lawn had been allowed to go "brown" during the recent drought, but when the rains finally arrived and weeds started appearing, the district realized the site could provide an important canvas for a more beautiful, water-wise garden and provide an opportunity to "Walk the Talk" when it comes to transforming thirsty lawns into water-wise plant-based landscapes.

Familiar with EcoLandscape California, a local non-profit dedicated to educating and advocating for ecologically responsible landscapes, and aware that it offered four complete landscape and irrigation plans on its website, the district invited EcoLandscapes to implement one of those landscapes at the well site, coupling it with a workshop for SSWD customers. EcoLandscape was enthusiastic about the idea and suggested that

the project include some onsite hands-on classes in which the participants would actually help install the landscape. This provided a chance to realize the goal of EcoLandscape instructors to increase the impact of their workshops by providing students the opportunity to actually practice what they learned.

EcoLandscape brought a proposal for the project to the district for review by the Board of Directors. After it was approved, three classes were held in a district classroom facility on weekday evenings, with two additional Saturday hands-on classes held at the landscape installation site. The workshop series was promoted by both EcoLandscape and the district, through social media, emails, calendar listings, and articles in local community newspapers. Twenty-one students completed the course. Weekday evening classes focused on *How Landscaping Affects Our Watershed*, *Choosing the Right Plants and Putting Them in the Right Place*, *Water-Efficient Irrigation*, *Building Healthy Soil*, and *Integrated Pest Management*. The weekend hands-on classes offered brief on-site training, after which the students participated in sheet-mulching a portion of the landscape, installing a grid of inline emitter drip irrigation, and identifying, placing and planting plants. Each student received a workbook featuring all the PowerPoint presentations from the workshops and links to other helpful resources. They were also provided full planting and irrigation plans for the site.



EcoLandscape had sturdy interpretive signs for the site that provide information on the plants and the water saving features demonstrated in the landscape. Each sign features a QR code that visitors can scan with their phones, which brings them to a page on the district web site featuring the complete plant lists, landscape design, irrigation plan, information on sheet mulching, and more resources that visitors can use to implement low-water landscapes in their own yards.



Well site after volunteers helped relandscape.

The multi-benefit landscape was designed to provide year-round color and beauty and minimize maintenance and the water needed to irrigate it. Participants gave the courses glowing reviews, and the landscape they helped create provides a creative example of water-wise and "River-Friendly" landscaping (plants found in the local area.) The previous landscape of cool season turf grass and inefficient sprinklers had a water requirement of 125,829 gallons per year (GPY). Once established, the new landscape, with its low- and very-low-water plants and efficient drip system, will only need 33,113 GPY.

Lessons Learned

The well-site landscape training project was the first of its kind in the Sacramento region, and lessons were learned for future projects.

1. In general, the district realized that completely re-landscaping the nearly 5,000- square-foot site required a more significant financial investment than it originally estimated. The sod needed to be removed and the landscape sculpted so that rain gardens and stormwater management swales could be added, which increased the equipment needed for the job. In addition, the soil on the site had been heavily compacted and was low in organic material, so a significant amount of organic compost had to be added.
2. The size of the project required extensive drip irrigation supplies and 174 plants, 58 percent of which were California natives, and five flats of groundcover. In addition, the specific characteristics of the site required completely new, custom landscape and irrigation designs (as opposed to the sample plans on the EcoLandscape website). Although EcoLandscape was able to defray those costs by getting some items and services donated, the total project cost

was greater than expected.

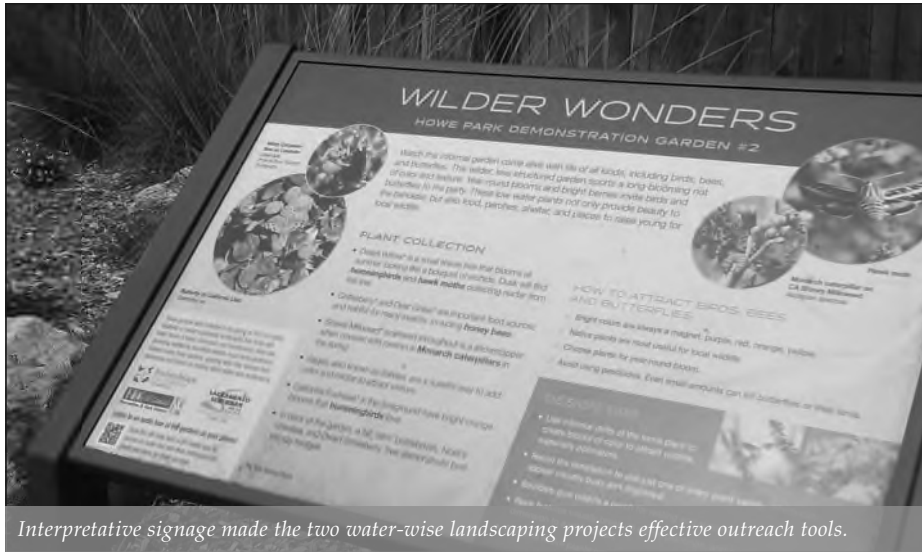
3. While many of the participants were very engaged in the project and put in many hours of work at the site, a number of class attendees opted out of the hands-on training days, so less work than expected was completed. This meant that the landscape contractor had to put in more hours, which also affected the cost of the project. In retrospect, expanding the size of the class, or involving other community groups in the work would have helped to defray this additional cost.

Despite these challenges, the project resulted in a beautiful water-wise, low-maintenance demonstration garden at the district's well site. The customers who participated shared that they learned much more by being able to "get their hands dirty" on the actual landscape installation and many returned to celebrate the landscape's grand opening, and some of them signed up for additional EcoLandscape workshops.

An additional benefit was the sense of community and camaraderie when students, EcoLandscape and district's staff members gathered for lunch during the hands-on training days. Participants shared the pleasures and problems they were dealing with in their own landscapes and how helpful it was to work alongside industry professionals and get all their questions answered.

Five Different Gardens at Howe Park

In 2015, SSWD and the Fulton-El Camino Recreation and Park District (FECRPD) began discussions about securing



Interpretative signage made the two water-wise landscaping projects effective outreach tools.

utility easements SSWD needed for new pipelines in portions of Howe Park and other parks managed by FECRPD. Eventually FECRPD and SSWD developed an agreement whereby the park district would donate the easements to the water district, and in exchange SSWD would

fund an educational water-wise garden on an underutilized strip of patchy lawn at Howe Park.

Once again the district and EcoLandscape California partnered to offer a series of four classes and two hands-on training days to create four public demonstration

gardens, each representing a different key benefit of water-wise gardening: *Sensible Switchover*, which represents the layout of most Sacramento residential front yards but features low-water plants and low-maintenance solutions perfect for the region's climate; *Wilder Wonders*, a wilder, less-structured garden filled with color and texture that is 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; and *Effortless Edibles*, which features low-water edibles and aromatics that can provide goodies for the table, and color for the home. Each garden features an interpretive sign, with a QR code that is linked to an audio tour of the garden that is played on visitor's smart phones.

Learning from the previous project, the partnership reduced the scope of the proposed landscape transformation to ensure that it stayed within the budget set by the district, and increased the pre-project promotion to attract 31 training attendees. ♦



Agenda Item: 20

Date: December 11, 2017

Subject: Legislative and Regulatory Update

Staff Contact: Dan York, Assistant General Manager

RWA Government Affairs Committee

The State legislature reconvenes January 3, 2018. The last day for bills to be introduced in February 16, 2018. The 2018 Tentative Legislative Calendar is attached to this report as Exhibit 1.

State

On Thursday, November 30, 2017 the California Department of Water Resources (DWR) announced an initial State Water Project allocation of 15 percent for most contractors. According to DWR, the initial allocation will likely change depending on rain and snowfall received this winter. In 2016, DWR's initial allocation of 20 percent was raised to 85 percent by the end of the water year thanks to an extremely wet winter.

In announcing this year's conservative 15 percent initial allocation, DWR Director Grant Davis highlighted the need for better weather forecasting technologies. "Planning for the year and providing more accurate early estimates for water managers so they can better plan for the year is just one of the many reasons the state needs to improve our forecasting ability," he said in a statement.

With the exception of Lake Oroville, which is at a lower water level due to the spillway reconstruction project, many of the state's major reservoirs are currently holding much more water than their historical averages. As of Nov. 30, water levels at the state's reservoirs were:

Lake Shasta: 71% capacity (119% historical average)
San Luis Reservoir: 75% capacity (124% historical average)
New Melones Lake: 83% capacity (147% historical average)
Don Pedro: 80% capacity (123% historical average)
Folsom Lake: 63% capacity (131% historical average)
Lake Oroville: 36% capacity (59% historical average)
Castaic Lake: 83% capacity (109% historical average)

Federal

The U.S. Environmental Protection Agency (EPA) is in no rush to strengthen federal health standards related to lead, even after the Flint Michigan lead issue. The EPA is delaying publication of rules that could prevent lead poisoning. The EPA now expects a draft rule to limit the risks from lead and copper in drinking water to be published in January 2018. That is six months later than the timeline the EPA announced a year ago.

The legal process for promulgating a federal regulation is deliberative and time consuming. It starts with releasing a draft of the proposed rule. The draft then goes through a round of public comments followed by agency review. Under the most favorable timeline the final rule, according to the EPA, will not be ready before July 2019, nearly four years after the Flint scandal made national headlines and more than a decade after EPA announced that a stronger lead and copper rule was necessary.

Federal Bills of Interest (115th Congress)

- a. **HR 1653: Drinking Water Affordability Act (Latta)** - This bill amends the Safe Drinking Water Act to revise requirements concerning national primary drinking water regulations, including by removing a requirement that the Environmental Protection Agency (EPA) maintain, or provide greater, protection of human health when revising those regulations; extending the repayment schedule for loans from the drinking water state revolving funds (SRFs); authorizing states to protect public drinking water source areas; removing federal reporting requirements if state or local requirements are not less stringent than federal requirements; and requiring the EPA to conduct a review on best practices for streamlining the application process for public water systems to receive loans or loan guarantees from an SRF as well as best practices for administering SRFs efficiently.
- b. **S 700: Water Efficiency Improvement Act of 2017 (Udall)** - This bill is to amend the Energy Policy and Conservation Act to establish a WaterSense program within the Environmental Protection Agency (EPA). There is a need to establish within the EPA a voluntary WaterSense program to identify and promote water-efficient products, buildings and building landscapes, facilities, processes, and services that, through voluntary labeling of, or other forms of communications regarding, products, buildings and building landscapes, facilities, processes, and services while meeting strict performance criteria.

Exhibit 1

2018 TENTATIVE LEGISLATIVE CALENDAR

COMPILED BY THE OFFICE OF THE ASSEMBLY CHIEF CLERK
Revised 9-20-17

DEADLINES

- Jan. 1** Statutes take effect (Art. IV, Sec. 8(c)).
- Jan. 3** Legislature reconvenes (J.R. 51(a)(4)).
- Jan. 10** Budget must be submitted by Governor (Art. IV, Sec. 12(a)).
- Jan. 12** Last day for **policy committees** to hear and report to **fiscal committees** fiscal bills introduced in their house in the odd-numbered year (J.R. 61(b)(1)).
- Jan. 15** Martin Luther King, Jr. Day.
- Jan. 19** Last day for any committee to hear and report to the **Floor** bills introduced in that house in the odd-numbered year. (J.R. 61(b)(2)). Last day to submit **bill requests** to the Office of Legislative Counsel.
- Jan. 31** Last day for each house to pass bills introduced in that house in the odd-numbered year (J.R. 61(b)(3)) (Art. IV, Sec. 10(c)).

JANUARY							
	S	M	T	W	TH	F	S
Wk. 1		1	2	3	4	5	6
Wk. 2	7	8	9	10	11	12	13
Wk. 3	14	15	16	17	18	19	20
Wk. 4	21	22	23	24	25	26	27
Wk. 1	28	29	30	31			

FEBRUARY							
	S	M	T	W	TH	F	S
Wk. 1					1	2	3
Wk. 2	4	5	6	7	8	9	10
Wk. 3	11	12	13	14	15	16	17
Wk. 4	18	19	20	21	22	23	24
Wk. 1	25	26	27	28			

- Feb. 16** Last day for bills to be **introduced** (J.R. 61(b)(4), J.R. 54(a)).
- Feb. 19** Presidents' Day.

MARCH							
	S	M	T	W	TH	F	S
Wk. 1					1	2	3
Wk. 2	4	5	6	7	8	9	10
Wk. 3	11	12	13	14	15	16	17
Wk. 4	18	19	20	21	22	23	24
Spring Recess	25	26	27	28	29	30	31

- Mar. 22** **Spring Recess** begins upon adjournment (J.R. 51(b)(1)).
- Mar. 30** Cesar Chavez Day observed.

APRIL							
	S	M	T	W	TH	F	S
Wk. 1	1	2	3	4	5	6	7
Wk. 2	8	9	10	11	12	13	14
Wk. 3	15	16	17	18	19	20	21
Wk. 4	22	23	24	25	26	27	28
Wk. 1	29	30					

- Apr. 2** Legislature reconvenes from Spring Recess (J.R. 51 (b)(1)).
- Apr. 27** Last day for **policy committees** to hear and report to fiscal committees **fiscal bills** introduced in their house (J.R. 61(b)(5)).

MAY							
	S	M	T	W	TH	F	S
Wk. 1			1	2	3	4	5
Wk. 2	6	7	8	9	10	11	12
Wk. 3	13	14	15	16	17	18	19
Wk. 4	20	21	22	23	24	25	26
No Hrgs.	27	28	29	30	31		

- May 11** Last day for **policy committees** to hear and report to the Floor **nonfiscal** bills introduced in their house (J.R. 61(b)(6)).
- May 18** Last day for **policy committees** to meet prior to June 4 (J.R. 61(b)(7)).
- May 25** Last day for **fiscal committees** to hear and report to the **Floor** bills introduced in their house (J.R. 61 (b)(8)). Last day for **fiscal committees** to meet prior to June 4 (J.R. 61 (b)(9)).
- May 28** Memorial Day.
- May 29 – June 1** **Floor session only.** No committee may meet for any purpose except for Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees (J.R. 61(b)(10)).

*Holiday schedule subject to final approval by Rules Committee.

2018 TENTATIVE LEGISLATIVE CALENDAR

COMPILED BY THE OFFICE OF THE ASSEMBLY CHIEF CLERK
Revised 9-20-17

JUNE							
	S	M	T	W	TH	F	S
No Hrgs.						1	2
Wk. 1	3	4	5	6	7	8	9
Wk. 2	10	11	12	13	14	15	16
Wk. 3	17	18	19	20	21	22	23
Wk. 4	24	25	26	27	28	29	30

- June 1** Last day for each house to pass bills introduced in that house (J.R. 61(b)(11)).
- June 4** Committee meetings may resume (J.R. 61(b)(12)).
- June 15** Budget Bill must be passed by midnight (Art. IV, Sec. 12(c)).
- June 28** Last day for a legislative measure to qualify for the Nov. 6 General Election ballot. (Elec. Code Sec. 9040)
- June 29** Last day for **policy committees** to hear and report **fiscal bills** to fiscal committees (J.R. 61(b)(13)).

JULY							
	S	M	T	W	TH	F	S
Wk. 1	1	2	3	4	5	6	7
Summer Recess	8	9	10	11	12	13	14
Summer Recess	15	16	17	18	19	20	21
Summer Recess	22	23	24	25	26	27	28
Summer Recess	29	30	31				

- July 4** Independence Day.
- July 6** Last day for **policy committees** to meet and report bills (J.R. 61(b)(14)). **Summer Recess** begins on adjournment, provided Budget Bill has been passed (J.R. 51(b)(2)).

AUGUST							
	S	M	T	W	TH	F	S
Summer Recess				1	2	3	4
Wk. 2	5	6	7	8	9	10	11
Wk. 3	12	13	14	15	16	17	18
No Hrgs.	19	20	21	22	23	24	25
No Hrgs.	26	27	28	29	30	31	

- Aug. 6** Legislature reconvenes from Summer Recess (J.R. 51(b)(2)).
- Aug. 17** Last day for **fiscal committees** to meet and report bills (J.R. 61(b)(15)).
- Aug. 20 – 31** **Floor session only.** No committee may meet for any purpose except Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees (J.R. 61(b)(16)).
- Aug. 24** Last day to **amend** on Floor (J.R. 61(b)(17)).
- Aug. 31** Last day for each house to pass bills (Art. IV, Sec 10(c), J.R. 61(b)(18)). **Final Recess** begins on adjournment (J.R. 51(b)(3)).

IMPORTANT DATES OCCURRING DURING FINAL RECESS

2018

- Sept. 30 Last day for Governor to sign or veto bills passed by the Legislature before Sept. 1 and in the Governor's possession on or after Sept. 1 (Art. IV, Sec.10(b)(2)).
- Oct. 1 Bills enacted on or before this date take effect January 1, 2019 (Art. IV, Sec. 8(c)).
- Nov. 6 General Election.
- Nov. 30 Adjournment *sine die* at midnight (Art. IV, Sec. 3(a)).
- Dec. 3 2019-20 Regular Session convenes for Organizational Session at 12 noon (Art. IV, Sec. 3(a)).

2019

- Jan. 1 Statutes take effect (Art. IV, Sec. 8(c)).

*Holiday schedule subject to final approval by Rules Committee.



Agenda Item: 21

Date: December 11, 2017

Subject: Upcoming Water Industry Events

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

Note that the Board adopted Policy governing Director compensation and expense reimbursement section 200.20(g) states that Directors may receive a meeting stipend (currently \$100.00) for “meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President...” Just because information is presented on upcoming water industry events or regularly scheduled meetings of other water districts does not necessarily imply that approval for a compensable meeting or reimbursement of expenses are triggered.

Below is a list of upcoming water industry events:

Upcoming Events

1. RWA Board Meeting
January 11, 2018 at 9:00am
RWA Office
www.rwah2o.org
2. California Special District Association – Special District Leadership Academy Cnfc
February 4-7, 2017
La Quinta, CA
<http://www.csda.net/conferences/>
3. Water Education Foundation – Water 101 Workshop: The Basics and Beyond
February 22, 2018
Sacramento, CA
<https://www.eventbrite.com/e/water-101-workshop-the-basics-and-beyond-tickets-39661131512?ref=ebtn>
4. ACWA Legislative Symposium
March 14, 2018
Sacramento, CA
<https://www.acwa.com/events/>

5. Sacramento Metro Chamber Cap-to-Cap 2018
April 14-18, 2018
Washington DC
<https://metrochamber.org/>
6. ACWA 2018 Spring Conference
May 8 – May 11, 2018
Sacramento, CA
<https://www.acwa.com/events/2018-acwa-spring-conference-exhibition/>
7. American Water Works Association Annual Conference & Exposition
June 11-14, 2018
Las Vegas, NV
<https://www.awwa.org/conferences-education/conferences/annual-conference.aspx>

Below is a partial list of local Water Purveyors Regular Board Meeting information and websites:

- Carmichael Water District: <http://carmichaelwd.org/> - Every 3rd Monday of the month
- Citrus Heights Water District: <http://chwd.org/> - Every 2nd Tuesday of the month
- Del Paso Manor Water District: (916)487-0419 - Every 1st Monday of the month
- El Dorado County Water Agency - <http://www.edlafco.us/> - Every 2nd Wednesday of the month
- El Dorado Irrigation District - <http://www.eid.org/> - Every 2nd and 4th Monday's of the month
- Fair Oaks Water District: <http://www.fowd.com/> - Every 2nd Monday of the month
- Natomas Mutual Water Company - <http://natomaswater.com/> - Every 2nd Tuesday of the month
- Orangevale Water Company - <https://orangevalewater.com/> - Every 1st Tuesday of the month
- Placer County Water Agency: <https://pcwa.net/> - Every 1st and 3rd Thursdays of the month
- Rio Linda/Elverta Community WD: <http://www.rlecwd.com/> - Every 3rd Monday of the month
- San Juan Water District: <http://www.sjwd.org/> - Every 2nd and 4th Wednesday of the month



Agenda Item: 22

Date: December 4, 2017

Subject: Upcoming Policy Review – Employee Standards of Conduct and Discipline Policy (PL – HR 011)

Staff Contact: Lynne Yost, Human Resources Coordinator

The Employee Standards of Conduct and Discipline Policy (PL – HR 011) was originally adopted by the Board in October 2008 and last revised in December 2015.

Staff has no recommended changes to the policy and it was not submitted to legal counsel for review.

This policy is scheduled for Board consideration and adoption at the January Board meeting. If a Director wishes to have his comments included in hard copy for Board review and consideration, please provide those comments to staff by Monday, January 8, 2018.

Sacramento Suburban Water District

Employee Standards of Conduct and Discipline Policy

Adopted: October 20, 2008

Revised: November 18, 2013; December 21, 2015

100.00 Purpose of the Policy

The purpose of this policy is to assure a safe, efficient workplace and harmonious operation of the District by authorizing the establishment of standards of conduct and a corrective process to provide general guidance to supervisors and managers in situations involving employee misconduct or unacceptable work performance. In keeping with the District's status as an at-will employer, this policy is intended to provide guidelines for employee discipline in cases where standards of conduct are violated, but any actual discipline imposed pursuant to this policy will be determined on a case-by-case basis in accordance with the facts and circumstances of the relevant incident. As an at-will employer, both the District, by and through the General Manager, and its employees have the right to terminate employment at any time, with or without advance notice, and with or without cause.

200.00 Policy

The District is an at-will employer. The employment of every District employee will be conditioned on good behavior and satisfactory work performance. The District has established standards of conduct to provide employees with timely notice of what is expected of them. Because these standards cannot identify every type of unacceptable conduct and performance, employees should be aware that any conduct which adversely affects or is otherwise detrimental to the interests of the District, other employees, or the public, may result in disciplinary action up to and including termination. Any examples or lists of grounds for disciplinary action are illustrative only and shall not be construed to alter the at-will nature of employment, require the District to show "good cause" for termination, or reduce or affect in any manner the General Manager's broad authority over employment of District staff provided in California Water Code Section 30580.

300.00 Authority and Responsibility

The General Manager is authorized to establish and implement standards of conduct for all employees and guidelines for a flexible corrective process to be used by supervisors and managers as general guidance for possible disciplinary action up to and including termination in cases of misconduct or unacceptable performance.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 23

Date: December 4, 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, 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 Years 2016 and 2017. The District continues to receive surface water supplies as the primary water source for the North Service Area. The District continues to utilize groundwater as the primary water source for the South Service Area.

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). California 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 November 2017, the total volume of water discharged was 0.261 MG or 0.04% of the total water produced for the month, of which 6.5% or 0.017 MG was reused through land application. This will be the final occasion that this information will

be provided monthly. This information is included in the District's annual Water Audit that is required by SB 555.

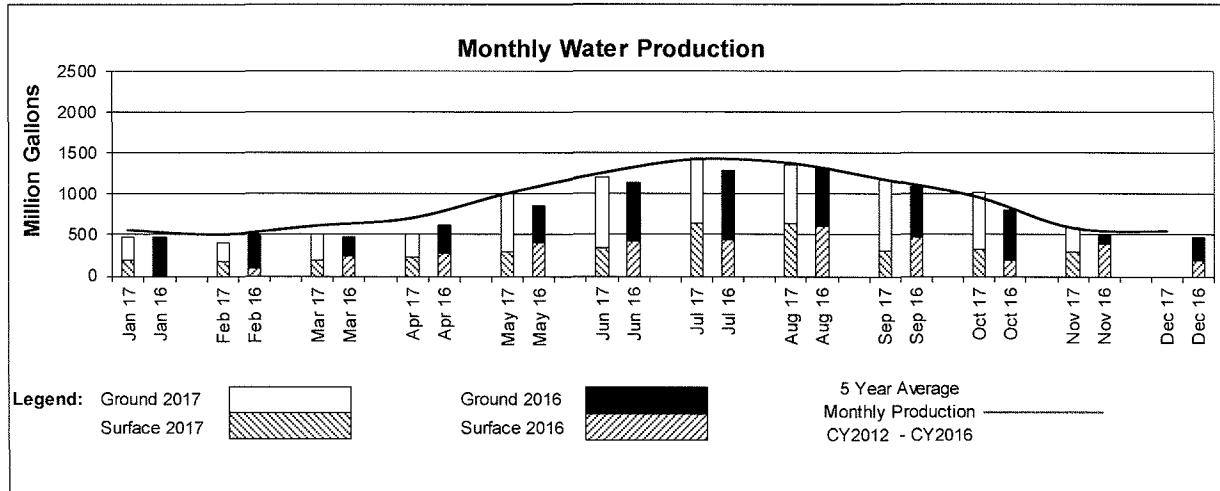
vi. **Exception Reports for November**

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	4.866
Feb	174.222	74.344	248.566	0.000	165.299	165.299	413.865	14.781	4.263
Mar	191.993	99.806	291.799	0.000	210.246	210.246	502.045	16.195	5.171
Apr	231.705	66.983	298.688	0.000	201.879	201.879	500.567	16.686	5.156
May	299.000	254.180	553.180	0.000	452.839	452.839	1,006.019	32.452	10.362
Jun	343.160	326.951	670.111	0.000	540.501	540.501	1,210.612	40.354	12.469
July	416.913	376.335	793.248	228.121	426.447	654.568	1,447.816	46.704	14.912
Aug	451.051	314.514	765.565	195.788	400.963	596.751	1,362.316	43.946	14.032
Sep	314.565	322.750	637.315	0.000	537.550	537.550	1,174.865	39.162	12.101
Oct	324.859	249.856	574.715	0.000	454.687	454.687	1,029.402	33.207	10.603
Nov	293.807	41.032	334.839	0.000	254.066	254.066	588.905	19.630	6.066
Dec									
MG	3228.793	2219.900	5,448.693	423.909	3836.282	4,260.191	9708.884	29.069	
AF	9,908.802	6,812.623	16,721.425	1,300.929	11,773.117	13,074.046	29,795.471		



* North Service Area (North Highlands, Northridge, McClellan Park and The Arbors)

** South Service Area (Town and Country)

***The surface water delivery quantities are reported from SJWD's monthly records.

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

Mo/Yr	Million Gallons (MG)			Difference
	Surface	Ground	Total	
Jan 17	187.518	284.954	472.472	6.173
Jan 16	0.000	466.299	466.299	
Feb 17	174.222	239.643	413.865	-78.704
Feb 16	97.179	395.390	492.569	
Mar 17	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	299.000	707.019	1,006.019	152.464
May 16	406.766	446.789	853.555	
Jun 17	343.160	867.452	1,210.612	78.501
Jun 16	429.012	703.099	1,132.111	
Jul 17	645.034	802.782	1,447.816	153.099
Jul 16	432.815	861.902	1,294.717	
Aug 17	646.839	715.477	1,362.316	36.124
Aug 16	610.979	715.213	1,326.192	
Sep 17	314.565	860.300	1,174.865	81.445
Sep 16	470.076	623.344	1,093.420	
Oct 17	324.859	704.543	1,029.402	227.206
Oct 16	184.916	617.280	802.196	
Nov 17	293.807	295.098	588.905	74.342
Nov 16	385.163	129.400	514.563	
Dec 17				
Dec 16	190.646	286.450	477.096	

Exhibit WO-2

SACRAMENTO SUBURBAN WATER DISTRICT
Water Wheeled To Other Purveyors
 2017

Month	California American Water Company		Citrus Heights Water District		City of Sacramento		County of Sacramento		Rio Linda / Elverta Water District		San Juan Water District		City of Roseville	
	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)	(AF)	(MG)
January	106.368	34.660	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
February	87.743	28.591	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
March	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	112.232	36.571	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
June	127.592	41.576	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
July	304.342	99.170	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
August	304.596	99.253	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
September	285.164	92.921	0.000	0.000	0.000	0.000	0.000	0.000	0.384	0.125	0.000	0.000	0.000	0.000
October	275.245	89.689	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
November	145.198	47.313	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
December														
YTD	1934.510	630.362	0.000	0.000	0.000	0.000	0.000	0.000	0.384	0.125	0.000	0.000	0.000	0.000

Note: Water wheeled to other purveyors includes water sold.

Exhibit WO-3

Water Operations Activity

	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Monthly Avg</u>	<u>Total</u>	<u>Total # in</u>	<u>% Completed</u>
	<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>CY 2017</u>	<u>CY 2017</u>	<u>System</u>	<u>CY 2017</u>
<u>Production Department</u>								
<u>Service Orders</u>								
Preventive Maintenance: Work Orders Completed	922	765	758		712	7835		
Corrective Maintenance: Work Orders Completed	16	12	9		10	112		
<u>Water Quality</u>								
Complaints	5	0	2		3	33		
Inquiries	12	1	19		10	114		
<u>Distribution Department</u>								
<u>Service Orders</u>								
Main Leaks	8	1	5		4	46		
Service Line Leaks	8	7	2		9	100		
Locate & Expose (L&E)	23	18	6		14	156		
Determine Responsibility (DR)	54	40	40		54	589		
<u>Water Main Shutdown</u>								
– Emergency	4	1	3		2	25		
– Scheduled	1	0	1		0	5		
<u>Preventive Maintenance Program</u>								
Fire Hydrants Inspected	7	0	4		2	25	6,486	0.4%
Fire Hydrant Valves Inspected	6	0	1		4	48	5,759	0.8%
Fire Hydrant Valves Exercised	6	0	1		4	46	5,759	0.8%
Mainline Valves Inspected	98	105	1		63	691	11,132	6.2%
Mainline Valves Exercised	73	96	1		57	624	11,132	5.6%
<u>Underground Service Alert</u>								
Reviewed	1985	2070	1645		1956	21517		
Marked	516	644	461		495	5444		
<u>After Hours Activity (On-Call Technician)</u>								
Calls Received	48	45	25		47	519		
Calls Responded	29	24	12		29	324		
Average Call Time Hours	2.17	2.4	2.83		2	2		
Overtime Hours	63	58	34		59	645		
<u>Field Services Department</u>								
<u>Meters</u>								
PM - Meters Tested (3 - 10 inch)	15	5	4		12	135	451	29.9%
PM - Meters Replaced (5/8 - 1 inch)	24	151	91		25	273	35,728	0.8%
PM - Meter Re-Builds (1 1/2 - 2 inch)	10	0	0		21	232	2,441	9.5%
<u>Customer Service</u>								
Shut Off (non-payment)	181	168	161		152	1675		
Restore Service	172	151	137		151	1664		
Customer Pressure Inquiries	11	11	12		10	108		
<u>Field Operations Department</u>								
Service Requests Generated	1852	1849	1473		1481	16287		
Work Orders Generated	1123	1293	1345		1186	13041		

Exhibit WO-4

Date: December 4, 2017

Subject: Claims Update

Staff Contact: Matt Underwood, 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 are less than \$10,000 that have been submitted to the District:

CLAIMS APPROVED/REJECTED BY GENERAL MANAGER

Watt Avenue & Grattan Way – Valve Box

Claim – On November 9, 2017, staff received a claim from Mr. Smal alleging he damaged his vehicle when he drove over an open water box. Mr. Smal is requesting reimbursement for the cost of his deductible that he did not receive from his insurance company.

Mr. Smal states that he was driving Northbound on Watt Avenue at Grattan Way on May 30, 2017, when his vehicle struck an open hole damaging the undercarriage of his vehicle. Mr. Smal contacted the California Highway Patrol to document the incident.

On July 11, 2017, the District received a call from Sacramento County 311, stating that a caller had informed them of an issue with this valve box. Customer Service staff created a Service Request and promptly dispatched staff to investigate. Staff arrived at the location and found the valve box lid laying off to the edge of the road. Staff determined that the box had failed and replacement of the lid was not an option. A second crew responded and temporarily filled the valve box and riser with sand and cutback until a permanent repair was scheduled. The final valve box replacement occurred on September 26, 2017.

Upon receipt of the claim, District staff conducted a thorough investigation of the incident. The findings of this investigation led staff to make a recommendation to the General Manager approving Mr. Smal's claim for \$1,500.00.

Claim Amount – \$1,500.

Date of Loss – May 30, 2017

CLAIMS UNDER REVIEW/INVESTIGATION

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

Exhibit WO-5

General System Discharges by Category

From 11/1/2017 to 11/30/2017

Report Group

Water Used (MG)

Distribution Flushing (8 detail records)

Discharge Sub Total	0.141
Portion Reused	0.015

Meter Testing (4 detail records)

Discharge Sub Total	0.008
Portion Reused	0.002

Raw Water Pump-to-Waste (1 detail records)

Discharge Sub Total	0.100
Portion Reused	0.000

Tank Flush (3 detail record)

Discharge Sub Total	0.012
Portion Reused	0.000

Total Water Flushed for all Types of Discharges:

.261

Total Monthly Production for November 2017:

588.905

Percent of Total Production Discharged to Waste:

0.04%

Total Water Reused for all Types of Discharges:

0.017

Percent of Discharged Water Reused:

6.5%

b. Water Conservation and Regional Water Efficiency Program Report

i. Program Overview for November 2017

The District continues to message water conservation and use efficiency to its customers. The District's website reflects the current water use restrictions and the current update to Regulation No. 15. Staff will continue to engage customers in an effort ensure they are aware of the most up to date water use efficiency practices and water conservation programs being offered by the District. The following is a list of District water conservation activities for November 2017.

- a. In May 2017, 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 11.6% reduction in November 2017 (when compared to November 2013), which met the District's 10% goal. Since the Emergency Drought Regulations were enacted in June 2015, the District has achieved a 24% reduction in water use when compared to 2013.
- b. The Regional Water Authority (RWA) issued the regional water conservation results for October 2017. The Sacramento Region reduced water use by 9.3% in October 2017 (compared to October 2013) and 18.8% reduction for CY2017 (compared to CY2013). Data graphics can be provided upon request.
- c. Customer Leak Notifications – Staff sent out 540 notifications of 72-hour continuous flow events in November 2017.
- d. Public Outreach – The District utilized various info graphics for public outreach in November 2017. Staff utilized local newspapers, online advertising, and the District's website to communicate the District's water use efficiency message. Exhibit 1 shows the various graphics used for public outreach. The online advertisements used for Facebook generated 288 clicks, reached 98,259 people and left 266,287 impressions. The online advertisements used for Google generated 200 clicks and left 67,926 impressions. The District's focus for November 2017 was to advertise sprucing up sprinkler systems, water efficient devices offered by the District, fall planting ideas, and the various District rebate programs, and turning off sprinklers for during rain events. See Exhibit 1 for the Public Outreach graphics used in November 2017.

ii. Water Conservation Program and Results

District staff continues to promote water conservation directly to District customers. During the month of November 2017, District staff and our contract company performed 23 indoor residential Water-Wise House Calls (WWHC), 28 outdoor residential WWHC's, and 28 Commercial WWHCs. Staff received 3 calls and 4 reports via the District's website regarding water waste. Staff issued 6 Information Only Water Waste Notices and 12 Notices of Violation (see Exhibit 2).

The District issued rebates for 1 cash for grass, 2 toilets, 3 Weather-Based Irrigation Controllers, 6 Irrigation Efficiency Upgrade, and 1 rain sensor in November 2017. In addition, as part of the Water Energy Grant Program (operated by the Regional Water Authority) Southwest Environmental (SWE) has scheduled the replacement of high volume toilets in various multi-family residential disadvantaged communities throughout the District. SWE replaced 8 toilets in November 2017 bringing the total number of high-volume toilets replaced to 572. SWE has also replaced 32 high-volume urinals with low-flow urinals.

iii. Upcoming Events

There are no upcoming events scheduled.

Exhibit 1

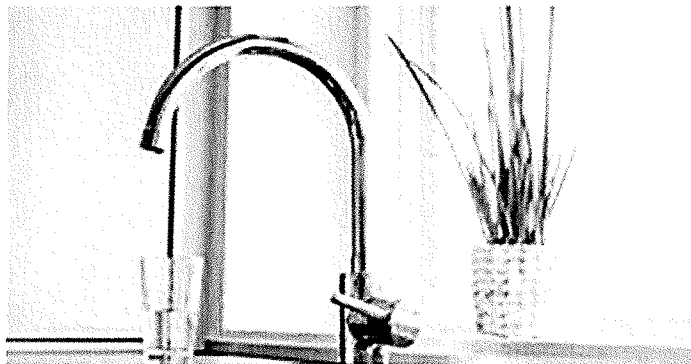
November 2017 Public Outreach Advertisements



Spruce Up Your Sprinklers

sswd.org

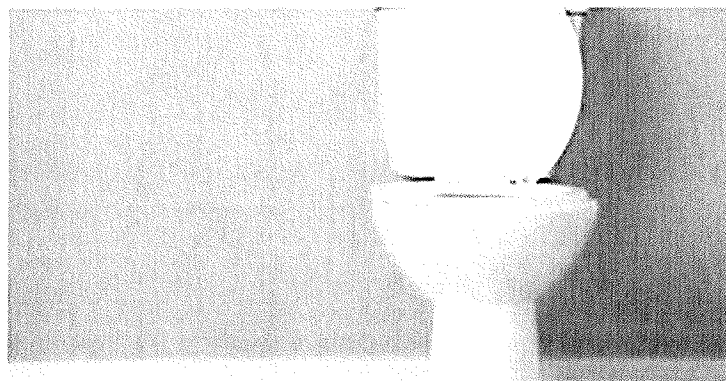
Get your sprinkler system ready for summer by replacing old heads with high-efficiency ones.



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

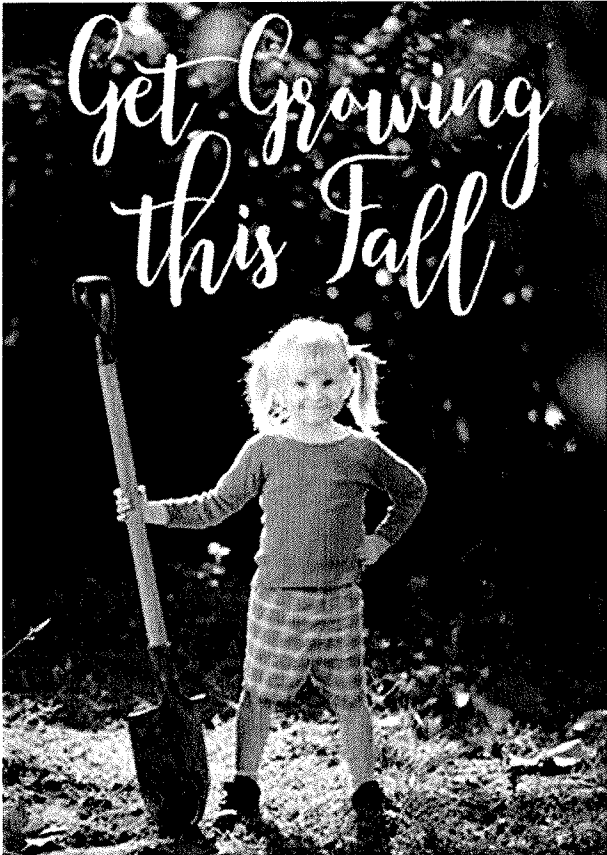
Rebates are available for WaterSense-labeled toilets. They can save thousands of gallons.



Get Growing This Fall


sswd.org

Start your low-water yard this fall. SSWD has rebates for sprinkler system upgrades.




*Get Growing
this Fall*

*Fall is a great time to create a
water-wise landscape.*

 **Be
WATER
SMART**
Regional Water Authority

BeWaterSmart.info

 **SACRAMENTO
SUBURBAN
WATER
DISTRICT**

SSWD.org





Turn off your sprinklers during rain





Exhibit 2

2017 Water Conservation Activity Report

	<u>Month</u> <u>November</u>	<u>Year</u> <u>2017</u>
<u>Non-Measurable Water Saving Programs</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	16	1,584
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	23	214
3 Residential Audits - Outdoors	28	317
3 Water Conservation Kits - Indoor	26	536
3 Water Conservation Kits - Outdoor	2	14
3 High Bill Investigates	20	153
3 Leak Notifications Sent - All Customers	540	4,847
4 CII Audits	28	44
5 Large Landscape Audits	0	0
<u>Current Rebates</u>		
	Monthly Spend	To Date Spent
Rebates - Cash for Grass	1	\$350
Rebates - Pool Covers	0	\$0
Rebates - Toilets (District)	2	\$300
Rebates - WBIC	3	\$428
Rebates - Rain Sensors	1	\$72
Rebates - Irrigation Upgrades	6	\$1,855
Rebates - Clothes Washers	0	\$0
Rebates - HET Toilets (DAC)	0	\$0
<u>Water Waste Calls and Notifications</u>		
Water Waste Calls	3	179
Water Waste via Website	4	102
Notice - Information Only	6	205
Notice of Violation	12	573
Warning Notice of Violation	0	24
1st Violation - Water Waste	0	4
2nd Violation - Water Waste	0	2
3rd Violation - Water waste		0

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

c. Customer Service Report

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

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

ii. Customer Service Exceptions

There are no exceptions to report.

Exhibit CS-1

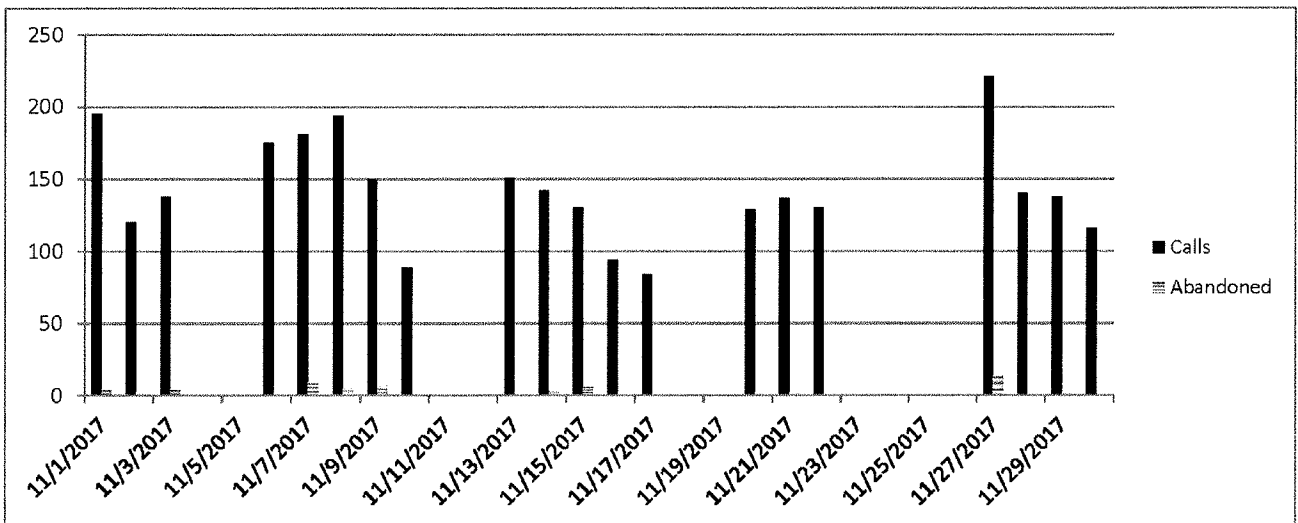
	<u>November 2017</u>		<u>Calendar Year 2017</u>	
<u>Customer Service Department</u>				
<u>Billing</u>				
Water Connections - Total Active	46,228		n/a	
Active Flat w/o Meter	6,563		n/a	
Active Flat w/Meters	1,438		n/a	
Active Meter Non-Residential	7,028		n/a	
Active Meter Residential	31,199		n/a	
Water Connections - Suspended	474		n/a	
Owner/Tenant Billing Agreement	1,311		n/a	
E-billing	3,334		n/a	
Water Statements Mailed	39,924		437,896	
Monthly Calls	2,854		35,963	
Customer Changes	264		2,620	
<u>Collections</u>				
15-Day Notices	1,732		15,724	
48-hour Door Tags Generated	703		8,074	
Lock-off Door Tags Generated	213		2,091	
Bankruptcy Processed	0		7	
<u>Payments</u>				
Cash/Check Payments (Front Office)	873	2.5%	13,806	3.3%
Credit Card Payments (Front Office)	718	2.0%	8,508	2.0%
SSWD Customer Web Payments	4,493	12.7%	47,320	11.2%
Direct Payment Service (Auto Pay-Checking)	4,340	12.2%	49,785	11.7%
Direct Payment Service (Auto Pay-Credit Card)	3,404	9.6%	35,795	8.4%
IVR (Automated Phone System)	1,352	3.8%	15,878	3.7%
Electronic Payments (Online Banking)*	10,241	28.9%	120,345	28.4%
LockBox (Checks)	10,023	28.3%	132,463	31.2%
Total Payments	35,444	100.0%	423,900	100.0%

*Electronic payments have been combined into one category

Exhibit CS-2

Date Ranges : 11/01/2017 - 11/30/2017
 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
11/1/2017	195	4	2.05%	39s	4m, 41s	2m, 58s
11/2/2017	120	2	1.67%	32s	4m, 15s	2m, 40s
11/3/2017	138	4	2.90%	24s	4m, 40s	2m, 22s
11/6/2017	175	1	0.57%	19s	2m, 29s	2m, 33s
11/7/2017	181	9	4.97%	1m, 3s	8m, 11s	2m, 31s
11/8/2017	194	5	2.58%	59s	6m, 10s	2m, 42s
11/9/2017	150	7	4.67%	34s	8m, 18s	3m, 12s
11/10/2017	89	1	1.12%	17s	3m, 29s	2m, 35s
11/13/2017	151	1	0.66%	46s	6m, 17s	2m, 36s
11/14/2017	142	3	2.11%	25s	5m, 45s	1m, 59s
11/15/2017	130	6	4.62%	29s	4m, 53s	2m, 56s
11/16/2017	94	0	0.00%	15s	2m, 21s	2m, 53s
11/17/2017	84	1	1.19%	21s	4m, 11s	2m, 55s
11/20/2017	129	2	1.55%	32s	4m, 29s	3m, 26s
11/21/2017	137	2	1.46%	35s	8m, 11s	3m, 9s
11/22/2017	130	0	0.00%	26s	4m, 48s	2m, 21s
11/27/2017	221	14	6.33%	1m, 45s	10m, 17s	3m, 48s
11/28/2017	140	1	0.71%	19s	3m, 33s	2m, 42s
11/29/2017	138	2	1.45%	50s	9m, 7s	2m, 57s
11/30/2017	116	1	0.86%	29s	6m, 48s	2m, 47s
GroupTotal	2854	66	2.31%	51s	7m, 19s	2m, 51s



d. Community Outreach Report

i. January Bill Insert

The January bill insert will begin on December 27, 2017 and continue until January 28, 2018. The bill insert includes the following articles:

- Dan York; New General Manager of SSWD
- We're Connected; Yesterday, Today and Tomorrow
- H₂O Hero; Setting Good Examples for Everyone to Follow
- 4 Percent Rate Increase
- Board Meeting Time Change
- 2018 SSWD Calendar Magnets
- SSWD Wins Sustainable Business of the Year Award

A sample of the bill insert has been included with this report.

ii. January Envelope Message

The January envelope is notification of the new Board of Directors meeting time change. The envelope will begin on December 27, 2017 and continue until January 28, 2018.

iii. Community Meetings/Events

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

<u>Date:</u>	<u>Meeting:</u>	<u>Staff:</u>
11/02/17	ACWA Region 4 Board Strategic Workshop	Dan York
11/09/17	ACWA "Can we really predict the weather?"	Rob Roscoe
11/09/17	RWA Board Meeting	Dan York
11/15/17	RWA Lobbyist Subscription Program	Roscoe/York
11/15/17	McClellan Successor Agreement/County	Dan York
11/16/17	Nimbus Fish Hatchery – "The drought salmon return"	Rob Roscoe
11/16/17	SAWWA	Rob Roscoe
11/16/17	ACWA Board Meeting	Rob Roscoe
11/17/17	ACWA Board Meeting	Rob Roscoe
11/27 – 11/30	ACWA Fall Conference	Dan York
11/28 – 12/1	ACWA Fall Conference	Rob Roscoe

00200791



H₂O on the Go

January 2018



Dan York | New General Manager of SSWD

The Sacramento Suburban Water District (SSWD) Board of Directors has announced the appointment of Dan York as the District's next General Manager. Dan will succeed Robert Roscoe, who will be retiring in 2018 after serving as SSWD's General Manager for the past 15 years and a long career in water engineering and management.

Dan has nearly 40 years of water utility experience with 22 years at Sacramento Suburban Water District. He has served as the District's Assistant General Manager since 2013 and has been responsible for supervising SSWD's employees and all aspects of the utility's

Dan York | 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.



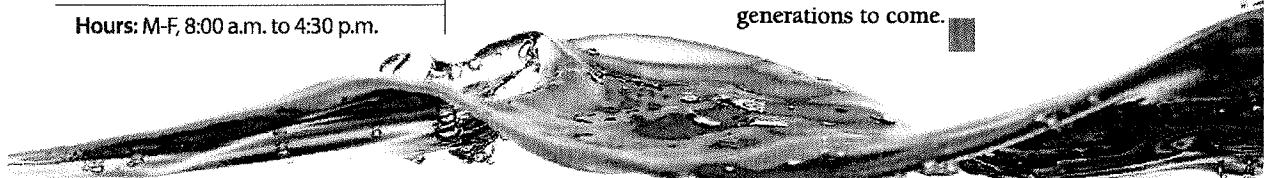
We're Connected | Yesterday, Today and Tomorrow

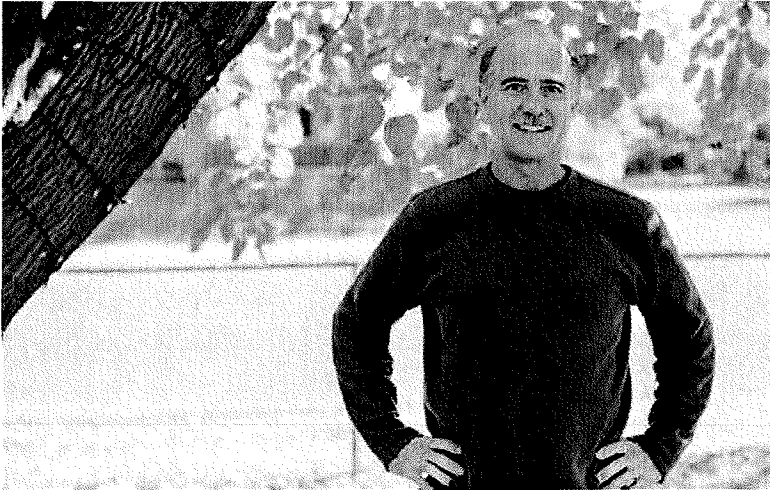
Water is central to our daily lives, but few people stop to consider what it takes to deliver a safe and reliable water supply to homes and businesses every day. This year, we're going to explore the infrastructure below ground — pumps, mains and pipelines that connect SSWD directly to you, our customers, and how we are all stewards of the water system handed down to us from previous generations.

Though SSWD has only been around since 2002, we trace our roots back for generations and to the start of the publicly owned Arcade Water District in 1954. At that time, the district had 144 miles of water mains serving 11,987 service connections and a population of 43,000. In 2002, Arcade merged with Northridge Water District to become Sacramento Suburban Water District.

Today, our water system encompasses 696 miles with 46,661 service connections, serving a population of nearly 174,500. We provide water to our customers from 82 active groundwater wells and have 66 full time employees dedicated to ensuring we continue to deliver reliable, high-quality water to our customers.

As we look toward tomorrow, our continual focus will be on improving our efficiency, upgrading water meters and main water lines, working with our customers to ensure this valuable resource isn't wasted, and continuing to provide the same high quality water and service for generations to come. ■





Dan York | from page 1

operations and planning. Prior to that, he was Operations Manager for both SSWD and its predecessor, the Arcade Water District.

“Dan brings a unique mix of experience, expertise and leadership to this position,” said SSWD Board President Bob Wichert. “Dan literally started at the ground level, with a shovel in his hands. He has progressed to a position of leadership, and is widely respected throughout the region. He is the right person to lead the District into its future.”

H2O Hero | Setting Good Examples for Everyone to Follow

Our January H2O Hero Mike Hitchcock has made a commitment to doing the small things inside and outside of his home to use water wisely.

Mike installed the complementary low-flow showerheads from SSWD in his bathrooms and added one of the low-flow aerators to a sink. He also turns off the water in his shower while lathering up and makes sure to keep his showers to five minutes or less. When brushing his teeth or washing his face, Mike always makes sure to turn off the water.

He uses a tub in his kitchen sink to hold water for scrubbing pots and pans, and only washes full loads of laundry.

Outside his home, Mike reduced the watering of his front yard to almost nothing and only waters when it is absolutely necessary, making sure to take care of his trees

“I value water and don’t like to waste it,” Mike said, “and I can see the savings in my water bill every month.”

Are you a H2O Hero? Let us know and you could be featured in our next bill insert.

SSWD Wins Sustainable Business of the Year Award

Sacramento’s Business Environmental Resource Center honored SSWD with a 2017 Sustainable Business of Year Award for its two new demonstration gardens, The Garden on Eden and Gardens at Howe Park.

The gardens were recognized not only for conserving water and reducing pollution, but also for their ability to inspire and educate homeowners and businesses for years to come. The demonstration gardens feature high efficiency irrigation systems, a variety of low-water use landscapes filled with native and climate appropriate plants, and educational signage. The gardens collectively are expected to use nearly 180,000 fewer gallons of water per year.

4 Percent Rate Increase

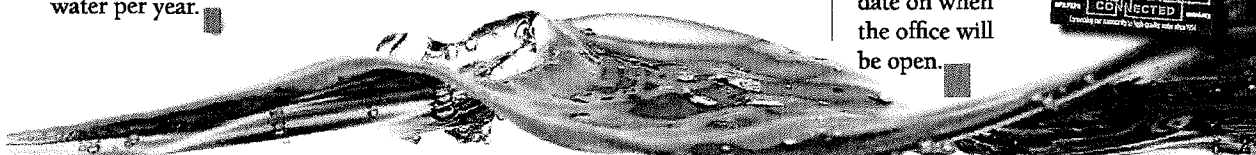
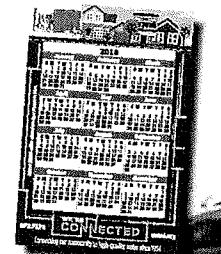
A 4 percent rate increase has taken effect for all of our customers. This is the last of the rate increases adopted by the SSWD Board of Directors on August 27, 2013. For more information, please visit sswd.org/water-rates.

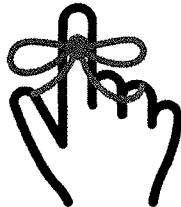
Board Meeting Time Change

Effective January 22, the SSWD Board meeting will be held at 6:00 p.m. instead of 6:30 p.m. The meeting will be held in the Board Room at the District Administration Office at 3701 Marconi Avenue, Suite 100. The public is welcome to attend and participate.

2018 SSWD Calendar Magnets

Stop by the District office to pick up the beautiful 2018 calendar magnet. You’ll stay up to date on when the office will be open.





New Time for Board of Director’s Meeting

Effective January 1, 2018 your Board of Directors
will meet the third Monday of each month at 6:00 p.m.
Go to sswd.org for more information





Agenda Item: 24

Date: December 5, 2017

Subject: Engineering Report

Staff Contact: Dana Dean, P.E., Acting 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, Developer Projects, Planning Studies and Other.

a. Major Capital Improvement Projects

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

Well N6A – Palm (Replacement Well)

The District's consultant, Lohdorff and Scalmanini Consulting Engineers, has added a wellhead manganese treatment facility to the project design. The project's schedule has been revised in an effort to avoid construction during the rainy season and allow staff additional time for review of the design plans and specifications. The preliminary revised schedule is to bid in January 2018, award contract in February, and start construction in the spring.

Well 78 – Butano/Cottage (New Well Site)

Engineering is moving ahead with plans to design and construct a new production well in the South Service Area. The Well Design Report prepared by Wood Rodgers (WR) has been approved and finalized, and staff has provided comments on the 100% design. WR has prepared an Initial Study/Mitigated Negative Declaration (IS/MND) document to comply with California Environmental Quality Act (CEQA) requirements. A site layout has been selected and is included in the IS/MND as it is needed to complete the environmental review process. Staff reports have been prepared for a Public Hearing on the IS/MND and for Potential Adoption of the IS/MND for this month's Board Meeting.

Various Well Investigation and/or Rehabilitation Projects

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

- Well 4B – Bell/Marconi: This well is off-line for pump repair. After the well suddenly stopped producing water this fall the pump was pulled for inspection. Inspection found catastrophic damage to the impellers and bowls; the specific cause of the failure has yet to be determined.
- Well 32A – Root/Eden: This well is off-line for repair of the manganese removal filters. In November the filter vessels at this site were inspected following operator confirmation of recent customer complaints about filter media present in the distribution system downstream of the facility. The inspection report concluded that there was a strong possibility that the PVC filter underdrain system had been compromised in both filters resulting in a loss of media into the distribution system. To correct this condition, new stainless steel underdrain systems and replacement media are planned to be purchased in 2017 and both filters rebuilt in early 2018.
- Well 65 – Merrily/Annadale: This well is off-line for rehabilitation. The well pump motor was found to have failing bearings and requires repair or replacement.
- Well 67 – El Camino/Eastern: This well is off-line for destruction. Work has been delayed due to site access issues caused primarily by wet weather.
- Well N17 – Oakdale: This well has been placed back into normal service. The well work has been completed but the recoating of the piping has been delayed. It is anticipated to take place in December.

2) Distribution

Parkland Estates Phase 2 Main Replacement Project

Doug Veerkamp General Engineering (Veerkamp) began construction in May 2017. Last week Veerkamp completed installation of all distribution main. Remaining significant work for their contract consists of approximately 20 hydrant installations, tie-ins and abandonments in concert with progress by the service line contractor, Flowline Contractors, Inc., (Flowline), and paving at the end of the project. Flowline began work on installation of service lines and meters in October and to date has installed 129 services. This project is expected to be completed in fall 2018.

Edison Meadows Main Replacement Project

This Main Replacement Program project consists of about 23,000 feet of 12- and 8-inch-diameter distribution main replacing primarily steel and asbestos-cement backyard main, and about 340 new metered services.

The design is complete and construction work on the mainline portion of the project by Veerkamp is anticipated to begin in late-2017 for completion in late-2018 to early-2019. Staff plans to put the service lines portion of the project out to public bid late this year or early next year for the next 3- to 5-year MSA.

District staff and Sacramento County Department of Transportation staff are in discussions regarding a possible Pavement Partnership for the project. County staff have indicated that they are open to looking into a partnership for this project's minor streets (i.e., all but Watt Avenue).

Edison Avenue Water Main Extension Project

This water main extension project consists of approximately 1,200 feet of distribution main and 36 new metered services. Rawles Engineering Inc., is expecting to complete work in late December.

Jonas Water Main Replacement Project

Staff is preparing to begin the design phase for a planned construction in 2019. This project is preliminarily estimated to consist of approximately 19,000 feet of distribution main and 350 new metered services. Staff plans to put the distribution main portion of the project out to bid in the fall of 2018 for the next 3- to 5-year Master Service Agreement, and utilize a service line MSA contractor for the service lines.

Meter Retrofit Program

- 2017 Meter Retrofit Project
Flowline Contractors Inc., has completed the 2017 project. A Notice of Completion has been recorded with the County Recorder's office.
- 2018 Meter Retrofit Project
The next Meter Retrofit Project is anticipated to be put out to bid in the first quarter of 2018 and consists of about 1290 meter retrofits.

b. County and City Projects/Coordination

The County has a variety of projects scheduled in the next couple of years. Including the projects listed below, the County has approximately 6 capital projects which require coordination for District facilities. As projects come forward the District's action will be summarized in this report.

- Fulton Avenue A.C. Overlay Project Phase 2
The County has suspended paving of Fulton Avenue between Arden Way and Marconi Avenue due to cold weather. The District has 157 valve boxes within the project and has entered into contract with the County's contractor, Teichert Construction, to lower and raise the boxes. The County plans to complete paving in the spring of 2018.
- Garfield A.C. Overlay Project
The County has suspended the paving on Garfield Avenue from Verner Avenue to Greenback Lane due to cold weather. The District has 7 valve boxes within the project limits. The District has entered into contract with GM Construction & Developers to lower and raise the boxes. The County plans to complete paving in the spring of 2018.
- Drayton Heights Main Replacement Project Area A.C. Overlay Project
The County has suspended the paving for this project due to cold weather. The District has 135 valve boxes within the project limits. The District has entered into contract with Veerkamp (the mainline project contractor) to lower and raise the boxes. The County plans to complete paving in the spring of 2018.

c. Development Projects

There are approximately 50 development projects within the District in various stages of the approval process. The majority of these are commercial projects. Currently there are 22 projects approved by the District, of which 14 are in construction and 8 are scheduled but have not yet provided required documents to start construction.

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

- 3608 Plymouth Drive – Single family residence
- 3670 Plymouth Drive – Single family residence
- 4916 Cambridge Place – Condominium building

Total fees collected to date in 2017 are approximately \$335,000 which includes approximately \$269,000 in Facilities Development Charges.

d. Planning Studies

Transmission Main Modeling and Prioritization

Brown and Caldwell (B&C) previously completed additional hydraulic modeling work related to identifying and prioritizing need for new transmission main. B&C prepared a draft technical memorandum for review and comment. B&C concludes that their modeling has confirmed a reduced urgency for completing a backbone transmission system in the NSA.

However, an improved transmission main network in the NSA will ultimately be needed for water system reliability and to ensure new production facilities are able to push water into vulnerable areas.

e. Other

New Engine Generator for Administration Building

Construction on the new engine generator and related work at the Marconi Office commenced on October 18, 2017. The project is comprised of two major parts:

Part 1 – New Generator and Enclosure

Work is progressing again after delays due to weather and permitting issues related to the size and location of the natural gas supply line for the generator. Contractor scheduling conflicts have also hampered progress thereby extending the completion date into the first quarter of 2018.

Part 2 – New Transformer and Electrical Panels

Work related to the installation of the new transformer and electrical panels has been delayed due to issues with SMUD regarding the location for a new transformer. Affinity Engineering is currently coordinating with SMUD on this issue. Once this issue is resolved a Request for Proposals will be prepared to complete the installation of the new transformer and electrical panels as a separate job in early 2018.

Sacramento Suburban GPS/GIS Implementation Project

One of the GPS units has been deployed by the Field Services division to use in a pilot study to help determine future processes for data acquisition and implementation. This pilot project has field staff gathering location data on meters as they replace them. This will assist GIS and IT staff in determining the best way to transfer precise location data for assets into the GIS database.



Agenda Item: 25

Date: December 11, 2017

Subject: General Manager's Report

Staff Contact: Robert S. Roscoe, General Manager

a. McClellan Business Park Successor Agreement Update

The draft Successor Agreement was delivered to County of Sacramento (County) and McClellan Business Park (MBP) for their review and comments the week of October 9, 2017. As reported at the November 18, 2017 regular Board meeting, the District received a draft redline Successor Agreement from MBP on November 14, 2017. There is a substantial amount of edits/strikeouts suggested by MBP. Due to the amount of suggested edits/strikeouts, District staff and legal counsel are scheduled to meet on December 13, 2017. A meeting has been scheduled with MBP's staff and legal counsel on December 18, 2017. Based on the results of those meetings, staff can provide a verbal update at the December 18, 2017 regular Board meeting if required.

b. Long Term Warren Act Contract Update

As mentioned in previous staff reports, the District has been attempting to obtain a 25-year Long-Term Warren Act Contract (LTWAC) from the Bureau of Reclamation (Reclamation) since 2004. The District has been unsuccessful in obtaining a LTWAC, however, it has been able to enter into "wet-year only" Temporary 1-year contracts, and, currently, a temporary 5-year Warren Act Contract (5-year WAC). The District's current Temporary 5-year WAC expires in February 28, 2018.

A meeting was held on October 12, 2017 between District staff, ECORP Consulting and Reclamation. Based on the result of the meeting and continued delays by Reclamation, it is necessary for the District to obtain an extension to the current 5-year WAC. The new 5-year WAC would be implemented March 1, 2018. In terms of Environmental Compliance, Reclamation has contacted NMFS regarding the District's 5-year WAC and they are aware of the timeline and need for contract execution by March 1st.

On November 30, 2017, District staff met with Reclamation at the ACWA Fall Conference. Based on the result of that meeting, Reclamation mentioned consideration of a clause to reflect replacement of the new 5-year WAC with the LTWAC, once executed during the term of this contract. This would reference the District and Reclamation's current effort to secure the LTWAC.

The District received a draft 5-year WAC from Reclamation. On December 6, 2017 staff returned the draft 5-year WAC to Reclamation requesting a clause to reflect replacement of the new 5-year WAC with the LTWAC. The District received confirmation from Reclamation on December 8th that they have agreed to include the requested language. Reclamation has committed to deliver a draft 5-year short-term WAC with the subject language the week of December 11th.

c. Cal WaterFix Update

The District is a member of the American River Water Agencies (ARWA) group in the State Water Board's California WaterFix hearing and on matters related to the Bay-Delta generally. On November 30, 2017 the ARWA group and the Water Forum jointly filed in that hearing the proposed lower American River modified flow management standard (Modified FMS) and all of the Water Forum's supporting technical information. The Modified FMS's primary goal is to protect Folsom Reservoir storage in dry years to support both better water-supply reliability and better conditions in the lower American River for fish. The material that the Water Forum filed to support the Modified FMS included: (1) proposed amendments to the Bureau of Reclamation's water-right permits for Folsom Dam and Reservoir that would implement the Modified FMS; (2) hydrologic modeling that shows that implementing the Modified FMS would not redirect negative impacts to Shasta Reservoir and the Sacramento River and also would have little effect on south-of-Delta exports; and (3) detailed fishery analysis explaining how implementing the Modified FMS would improve water temperatures in the lower American River for fish. All of this information is both available on the State Water Board's website and can be obtained from the Water Forum and the District's attorneys. We expect that, in the hearing, the ARWA/Water Forum witnesses will testify before the State Water Board in support of the Modified FMS in February or March. Many other parties also filed testimony for the California WaterFix hearing on November 30. For example, the Department of Water Resources filed new modeling results and environmental groups filed testimony requesting high Bay-Delta flow requirements. The District's staff and attorneys are cooperating with other members of the ARWA group, the Water Forum and other Sacramento Valley agencies to review this material and determine how to approach it when live testimony resumes in the hearing on January 18, 2018.

d. Grant of Easement and Right of Way at 3521 Arden Way

Pursuant to Resolution 16-21, the General Manager has accepted a Grant of Easement and Right of Way for the below listed property for the purposes of operation and maintenance of existing distribution main pipeline and related appurtenances in the Arden Creek Town Center commercial plaza:

- 3521 Arden Way, Sacramento, California

e. Grant of Variance to Public Utility Easement

Pursuant to Resolution 16-21, the General Manager has granted a request for variance to a Public Utility Easement for the below listed property:

- 4030 Wycombe Drive, Sacramento, California



Agenda Item: 26

Date: December 8, 2017

Subject: Financial Report

Staff Contact: Daniel A. Bills, Finance Director

Eight reports are attached for your information. They are:

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

Financial Statements

Balance Sheet:

District cash and cash equivalents increased to \$10.4 million as of November 30, 2017, up from \$2.7 million at December 31, 2016. Cash held in the District's bank accounts (\$4.7 million as of November 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 decreased since December 31, 2016 by \$0.8 million to a total of \$33.8 million, reflecting 1) the net liquidation of \$0.5 million of investments, plus 2) unrealized market value losses and the reinvestment of interest received. At the request of the Board, Investment positions and activity are now reported quarterly.

Capital assets grew \$10.5 million to \$456.2 million as of November 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 \$244.8 million as of November 30, 2017, compared to \$233.9 million at December 31, 2016 for an increase of \$10.9 million.

Income Statement:

The 2017 net position increase of \$10.9 million, when compared to \$9.9 million for the same year-to-date period in 2016, shows:

1. Water Consumption Sales increased by \$1.4 million (13.6 percent) compared to the same period in 2016 due primarily to increased water deliveries as 29,795 acre-feet of water was delivered in the first eleven months of 2017 compared to 27,847 acre-feet in 2016 or an increase of 7.0 percent. In addition to the increased volume of water consumption, there was a 4.0 percent rate increase that occurred on January 1, 2017.
2. Operating expenses increased by \$1.7 million compared to the same period a year ago due to - 1) Surface water cost increases of \$0.6 million as surface water was unavailable in the North Service Area until mid-March 2016 and has been available all of 2017; 2) two major leak repairs occurred in 2017 relative to the same period in 2016; and 3) legal cost increases due primarily to CalWaterFix.
3. Facility Development Charges and Developer Contributions decreased by \$0.1 million and \$0.4 million, respectively, compared to the same period a year ago.
4. Capital grant revenue increased \$0.8 million compared to the same period a year ago, due to funding received on the Coyle and Rutland well projects.

Budgets:

The District's operating and maintenance expenditures through November 2017 are less than the budget by \$2.1 million. Most of this positive variance is due to water cost savings that stem primarily from savings on surface purchased from the City of Sacramento.

Operating capital project expenditures year-to-date have been \$0.78 million with \$0.27 encumbered. The total budget for the year is \$1.2 million.

The District's 2017 capital improvement project (CIP) budget is \$17.0 million. For 2017, \$9.3 million has been spent, while \$4.7 million is encumbered, leaving \$2.9 million unspent and unencumbered. The unencumbered amount is due to delays in the Palm Well (\$1.45 million) and the Parkland Estates Phase 2 Distribution Main projects (\$2.24 million).

Debt – November 2017

This report shows District activity in repaying its long-term debt obligations. Scheduled 2017 principal payments of \$4.1 million were made in November. Total principal outstanding as of November 30, 2017 is \$81.6 million.

Cash Expenditures – November 2017

During the month of November, the District made cash payments totaling \$3.0 million. The primary expenditures were – \$1.2 million for capital improvement projects, \$0.9 million for water costs including pumping and chemical costs, \$0.1 million for debt service, \$0.1 million for customer billing services and refund, and \$0.5 million for payroll, pension and health benefits.

Purchasing Card Expenditures – November 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 \$6,410 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 November 30, 2017 are \$47,876,389 compared to \$40,988,408 at December 31, 2016.

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
November 30, 2017**

**Sacramento Suburban Water District
Balance Sheet**

As Of

	Month End	Year End
	11/30/2017	12/31/16
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$10,416,597.36	\$2,694,456.00
Restricted Cash and cash equivalents	11,621.68	263.28
Accounts receivable, net of allowance for uncollectible accounts	2,158,296.24	2,277,678.14
Interest receivable	123,637.43	134,041.26
Restricted Interest receivable	5,155.46	8,714.06
Grants receivables	140,945.88	285,928.89
Other receivables		130,550.13
Inventory	729,503.18	463,850.02
Prepaid expenses and other assets	753,521.10	1,949,109.81
TOTAL CURRENT ASSETS	14,339,278.33	7,944,591.59
NONCURRENT ASSETS		
Investments	33,792,244.54	34,619,873.12
Restricted Investments	3,527,133.21	3,531,060.83
Fair value of interest rate swaps	14,266.00	14,266.00
TOTAL NONCURRENT ASSETS	37,333,643.75	38,165,199.95
Property, plant and equipment	456,200,401.73	445,666,713.19
Accumulated depreciation	(170,130,639.52)	(158,959,856.15)
TOTAL CAPITAL ASSETS	286,069,762.21	286,706,857.04
TOTAL ASSETS	337,742,684.29	332,816,648.58
DEFERRED OUTFLOWS OF RESOURCES		
Deferred amount on long-term debt refunding	6,731,683.89	7,321,214.15
Pension contribution subsequent to measurement date	1,926,537.00	2,078,534.00
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	346,400,905.18	342,216,396.73
LIABILITIES		
CURRENT LIABILITIES		
Current portion of long-term debt and capital leases	4,240,000.00	4,060,000.00
Accounts payable	668,783.57	2,339,210.63
Accrued interest	158,602.14	465,592.15
Deferred revenue and other liabilities	875,875.37	701,139.54
Accrued expenses	749,845.71	1,048,093.02
TOTAL CURRENT LIABILITIES	6,693,106.79	8,614,035.34
NONCURRENT LIABILITIES		
Long-term debt	85,603,107.58	90,441,926.68
Compensated absences	1,132,004.23	1,087,883.47
Net pension liability	7,654,038.00	7,654,038.00
TOTAL NONCURRENT LIABILITIES	94,389,149.81	99,183,848.15
TOTAL LIABILITIES	101,082,256.60	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	41,694,408.90	30,794,273.56
TOTAL NET POSITION	244,760,591.58	233,860,456.24
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	346,400,905.18	342,216,396.73

**Sacramento Suburban Water District
Income Statement**

Period Ended

	<u>Month</u>	<u>Year-To-Date</u>	<u>Month</u>	<u>Year-To-Date</u>
	<u>11/30/2017</u>	<u>11/30/2017</u>	<u>11/30/2016</u>	<u>11/30/2016</u>
OPERATING REVENUES				
Water consumption sales	\$1,041,113.73	\$11,854,172.33	\$774,335.64	\$10,438,514.65
Water service charge	516,575.63	5,809,762.77	516,289.99	5,776,433.92
Capital facilities charge	1,959,408.31	21,248,125.47	1,883,910.29	20,411,087.72
Wheeling water charge	476.84	167,662.66	785.84	167,032.42
Other charges for services	99,218.05	973,660.53	73,559.52	885,886.62
TOTAL OPERATING REVENUES	<u>3,616,792.56</u>	<u>40,053,383.76</u>	<u>3,248,881.28</u>	<u>37,678,955.33</u>
OPERATING EXPENSES				
Source of supply	241,416.64	2,937,477.65	202,039.55	2,178,456.35
Pumping	387,089.58	3,538,957.78	274,984.10	3,439,197.44
Transmission and distribution	246,378.73	3,368,048.37	249,849.09	3,007,926.22
Water conservation	27,961.93	394,228.97	27,293.71	493,064.00
Customer accounts	105,433.03	1,121,422.33	54,607.93	996,821.73
Administrative and general	570,064.62	6,021,358.95	465,321.47	5,614,319.43
TOTAL OPERATING EXPENSES	<u>1,578,344.53</u>	<u>17,381,494.05</u>	<u>1,274,095.85</u>	<u>15,729,785.17</u>
Operating income before depreciation	2,038,448.03	22,671,889.71	1,974,785.43	21,949,170.16
Depreciation and amortization	(1,011,499.00)	(11,170,783.37)	(975,496.63)	(10,860,447.80)
OPERATING INCOME	<u>1,026,949.03</u>	<u>11,501,106.34</u>	<u>999,288.80</u>	<u>11,088,722.36</u>
NON-OPERATING REV. (EXP.)				
Rental income	21,205.72	237,394.72	19,990.61	236,659.19
Interest and investment income	(68,471.00)	482,727.77	(237,765.29)	514,798.22
Interest expense	(270,007.36)	(3,169,608.92)	(292,557.03)	(3,269,447.03)
Other non-operating revenues	8,048.30	187,957.40	131.70	11,948.47
Grant revenue pass-through to sub recipients		389,100.55		763,754.28
Other non-operating expenses		3,652.99		(3,577.07)
Sub recipient grant expenses		(389,100.55)		(763,754.28)
Gain(loss) on disposal of capital assets	27,545.00	27,545.00		
NON-OPERATING REV. (EXP.)	<u>(281,679.34)</u>	<u>(2,230,331.04)</u>	<u>(510,200.01)</u>	<u>(2,509,618.22)</u>
NET INCOME (LOSS) BEFORE CAPITAL	<u>745,269.69</u>	<u>9,270,775.30</u>	<u>489,088.79</u>	<u>8,579,104.14</u>
CAPITAL CONTRIBUTIONS				
Facility development charges	39,159.00	130,256.00	14,789.00	264,209.00
Developer contributions		413,977.00		773,540.00
Federal, state and local capital grants		1,085,127.04	99,500.00	249,325.00
TOTAL CAPITAL CONTRIBUTIONS	<u>39,159.00</u>	<u>1,629,360.04</u>	<u>114,289.00</u>	<u>1,287,074.00</u>
CHANGE IN NET POSITION	<u>784,428.69</u>	<u>10,900,135.34</u>	<u>603,377.79</u>	<u>9,866,178.14</u>
Net position at beginning of period	<u>243,976,162.89</u>	<u>233,860,456.24</u>	<u>234,998,991.32</u>	<u>225,736,190.97</u>
NET POSITION AT END OF PERIOD	<u>244,760,591.58</u>	<u>244,760,591.58</u>	<u>235,602,369.11</u>	<u>235,602,369.11</u>

**Sacramento Suburban Water District
Operations and Maintenance Budget
Period Ended**

	<i>Month Of November</i>			<i>2017 YTD</i>		
	Actual	Budget	Variance	Actual	Budget	Variance
BUDGETED OPERATING EXPENSES						
Board of Directors	\$4,408.59	\$2,704.88	(<i>\$1,703.71</i>)	\$37,713.01	\$39,853.68	\$2,140.67
Administrative	191,660.64	175,357.48	(<i>16,303.16</i>)	1,808,583.31	1,960,702.28	152,118.97
Finance	64,402.10	86,472.88	22,070.78	883,764.83	1,066,701.68	182,936.85
Customer Services	105,433.03	107,221.55	1,788.52	1,121,422.33	1,183,745.05	62,322.72
Field Operations	32,894.89	34,792.47	1,897.58	480,111.72	480,717.17	605.45
Production	628,506.22	692,342.06	63,835.84	6,476,435.43	7,591,956.78	1,115,521.35
Distribution	166,254.56	197,654.37	31,399.81	2,067,930.60	2,161,158.07	93,227.47
4 Field Services	80,124.17	109,637.66	29,513.49	1,299,466.83	1,197,419.26	(<i>102,047.57</i>)
Maintenance	49,464.45	59,837.71	10,373.26	559,391.42	658,594.53	99,203.11
Water Conservation	27,961.93	61,554.27	33,592.34	394,228.97	521,821.97	127,593.00
Engineering	82,755.56	123,462.02	40,706.46	1,077,193.08	1,365,222.22	288,029.14
GIS/CAD	22,681.84	29,486.82	6,804.98	312,709.30	332,875.02	20,165.72
Human Resources	17,527.42	11,512.96	(<i>6,014.46</i>)	193,532.40	197,997.56	4,465.16
MIS	104,269.13	65,514.81	(<i>38,754.32</i>)	669,010.82	727,662.91	58,652.09
TOTAL OPERATING EXPENSES	<u><u>1,578,344.53</u></u>	<u><u>1,757,551.94</u></u>	<u><u>179,207.41</u></u>	<u><u>17,381,494.05</u></u>	<u><u>19,486,428.18</u></u>	<u><u>2,104,934.13</u></u>

SACRAMENTO SUBURBAN WATER DISTRICT
OPERATING CAPITAL AMENDED BUDGET
11/30/2017

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	(\$3,335.00) ²	\$29,665.00		\$ 29,638.26		\$ 26.74
SF17-397	VEH REPL-RIGHT SIZE TRUCK#25	70,000.00		\$70,000.00	1,395.20	68,805.40	1,181.00	13.60
SF17-398	VEH REPL-RIGHT SIZE/TRUCK#27	130,000.00		\$130,000.00		-	118,111.00	11,889.00
SF17-399	NEW VEH-PROD DEPT/CCCS	34,500.00	\$1,669.00 ²	\$36,169.00 ²		34,744.18	1,250.00	174.82
SF17-400	FACILITY SIGN HOLDER REPL	7,200.00		\$7,200.00		4,040.63	-	3,159.37
SF17-401	PROD MAG METER REPL	23,000.00		\$23,000.00		20,000.00	200.00	2,800.00
SF17-402	CHEMICAL TRAILER REFURB/REPL	10,000.00	\$1,700.00 ⁶	\$11,700.00 ⁶		-	11,697.00	3.00
SF17-403	SECURITY CAMERAS	30,000.00	(\$10,200.00) ^{5,6}	\$19,800.00 ^{5,6}		-	-	19,800.00
SF17-404	SCADA CONTRL SYS INTEGRATION	75,000.00		\$75,000.00	21,375.00	27,441.07	47,125.00	433.93
SF17-405	VAN AIR UNDERDECK-AIR SUPPLY-T30	25,000.00		\$25,000.00		21,501.72	-	3,498.28
SF17-406	METER FAULT LID RETROFIT	10,500.00		\$10,500.00		10,025.00	-	475.00
SF17-407	GPS/GIS INTEGRATION-PH 1	70,000.00		\$70,000.00		44,513.52	-	25,486.48
SF17-408	BUILDING/STRUCTURE MAINT	95,000.00		\$95,000.00		59,390.00	32,250.00	3,360.00
SF17-409	HVAC/ROOF/BUILDING REPAIRS	30,000.00		\$30,000.00	4,264.00	10,942.00		19,058.00
SF17-410	WALNUT FACILITY LIGHT UPGRADE	40,000.00	(\$16,259.00) ²	\$23,741.00 ²		23,740.65	-	0.35
SF17-411	DRIVEWAY/PARKING/IRRIGA-WALNUT	10,000.00		\$10,000.00		7,180.00	-	2,820.00
SF17-412	WALNUT - INTERIOR PAINTING	25,000.00	\$16,700.00 ^{1, 2}	\$41,700.00 ^{1,2}		41,700.00	2,800.00	(2,800.00)
SF17-413	EXTERIOR PAINT-WALNUT	40,000.00	(\$40,000.00) ¹	\$0.00 ¹		-	-	-
SF17-414	WALNUT - NEW OFFICES	15,000.00	\$26,716.00 ^{1, 2}	\$41,716.00 ^{1,2}		41,716.00	-	-
SF17-415	WALNUT - NEW FOYER FURNITURE	6,000.00	\$2,000.00 ¹	\$8,000.00 ¹		-	15,304.00	(7,304.00)
SF17-416	ANTELOPLE GARDEN - MULCH	20,000.00		\$20,000.00		16,305.00	7,390.00	(3,695.00)
SF17-417	MARCONI - SECURITY UPGRADE	15,000.00	(\$4,321.00) ²	\$10,679.00 ²		11,224.08		(545.08)
SF17-418	TRAILER REFURBISH - VEHICLE 33A	10,000.00		\$10,000.00		9,592.19	-	407.81
SF17-419	WALNUT - NEW OFFICE FURNITURE	10,000.00	\$16,830.00 ^{1,2}	\$26,830.00 ^{1,2}		27,181.51		(351.51)
SF17-420	HARDWARE REFRESH PROGRAM	82,800.00	\$13,500.00 ^{4,5}	\$96,300.00 ^{4,5}	8,381.86	95,990.68	200.00	109.32
SF17-421	SOFTWARE ENHANCEMENTS/MODULES	85,000.00	\$21,000.00 ³	\$106,000.00 ³	19,633.00	102,744.66	-	3,255.34
SF17-422	GPS/GIS INTEGRATION - HARDWARE	75,000.00	(\$26,000.00) ^{3,4}	\$49,000.00 ^{3,4}	1,200.00	1,200.00	18,800.00	29,000.00
SF17-423	WEBSITE UPGRADE	58,000.00		\$58,000.00		36,052.50	12,019.00	9,928.50
SF17-424	NEW STAFF - 2 DESK TOPS/2 LAPTOPS	6,000.00		\$6,000.00		6,479.15		(479.15)
SF17-425	MARCONI GARAGE SECURITY		\$25,000.00	\$25,000.00		23,696.00	-	1,304.00
		1,141,000.00	\$25,000.00	\$1,166,000.00	\$ 56,249.06	\$ 775,844.20	\$ 268,327.00	\$ 121,828.80

5

**Sacramento Suburban Water District
Capital Improvement Project Amended Budget
11/30/2017**

Project No.	Project Name	Original Budget	Changes	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	\$600,000.00 ^{1,3}	\$1,300,000.00 ^{1,2}	\$ 49,107.56	\$ 811,209.31	\$ 319,499.00	\$ 169,291.69
SC17-010	SCADA RTU/COMMUN IMPROVEMENT	75,000.00	\$40,000.00 ⁶	\$115,000.00 ⁶	7,080.00	30,755.00	79,620.00	4,625.00
SC17-011	WELLHEAD TREATMENT/CHEM FEED	250,000.00		\$250,000.00 ⁻	590.95	3,701.95	161,275.00	85,023.05
SC17-012	WELL REPLACEMENTS	2,000,000.00	(\$300,000.00) ¹	\$1,700,000.00 ¹	67,254.46	164,970.45	622,503.00	912,526.55
SC17-013	ELECTRICAL IMPROV @WELL SITES	25,000.00		\$25,000.00 ⁻	7,787.00	25,595.00	15,850.00	(16,445.00)
SC17-018	DISTRIBUTION MAIN REPLACEMENTS	9,250,000.00	(\$950,000.00) ^{3,2,4}	\$8,300,000.00 ²	1,056,373.06	6,045,316.66	1,886,716.00	367,967.34
SC17-019	DIST MAIN IMPRV/EXT/INTERTIES	600,000.00		\$600,000.00 ⁻	3,191.25	33,350.30	490,473.00	76,176.70
SC17-020	MCCLELLAN LINE REPL	50,000.00		\$50,000.00 ⁻		-	5,000.00	45,000.00
SC17-022	WTR RELATED STREET IMPRV	200,000.00	\$150,000.00 ⁵	\$350,000.00 ⁵	350.19	112,586.19	206,200.00	31,213.81
SC17-024	METER RETROFIT PROGRAM	2,540,000.00		\$2,540,000.00 ⁻	107,488.49	1,925,097.94	502,619.00	112,283.06
SC17-034	RESERVIOR/TANK IMPROVMENT	100,000.00		\$100,000.00 ⁻	9,840.00	85,246.10	51,546.00	(36,792.10)
SC17-034A	CORROSION CONTROL-TRAN MAINS	450,000.00	(\$40,000.00) ⁶	\$410,000.00 ⁶		3,750.45		406,249.55
SC17-038	LARGE WTR METER >3" REPL	100,000.00		\$100,000.00 ⁻	1,496.48	82,283.48	4,004.00	13,712.52
SC17-040	ENGINE GENERATOR COMPLIANCE	35,000.00	\$350,000.00 ⁴	\$385,000.00 ⁴		13,335.43	354,600.00	17,064.57
SC17-042	METER REPLACE/REPAIR - WMP	50,000.00	\$300,000.00 ²	\$350,000.00 ²		6,636.09	3,229.00	340,134.91
SC17-046	TANK INSPECTION & REPAIRS	200,000.00		\$200,000.00 ⁻		5,980.00	-	194,020.00
SC17-047	NSA TRANSMISSION LINES	300,000.00	(\$150,000.00) ⁵	\$150,000.00 ⁵		-	-	150,000.00
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	\$ 1,310,559.44	\$ 9,349,814.35	\$ 4,703,134.00	\$ 2,922,051.65

**Sacramento Suburban Water District
Debt
11/30/2017**

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	-	(2,030,000)	(2,030,000)	(4,060,000)
Ending Balance	<u>\$ 42,000,000</u>	<u>\$ 22,065,000</u>	<u>\$ 17,490,000</u>	<u>\$ 81,555,000</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	-	(2,030,000)	(2,030,000)	(4,060,000)
Ending Balance	<u>\$ 42,000,000</u>	<u>\$ 22,065,000</u>	<u>\$ 17,490,000</u>	<u>\$ 81,555,000</u>

**Cash Expenditures
November 2017**

AP Warrant List from 11/1/2017 to 11/30/2017

Group	Vendor Name	Amount	Description
Benefit	ACWA JPIA INSURANCE/EAP - Invoices:1	\$ 152.75	Miscellaneous Employee Benefits
	AFLAC - Invoices:2	\$ 851.25	Supplemental Insurance
	AMERITAS (VISION) - Invoices:1	\$ 1,858.20	Employee Benefit - Vision Insurance
	BASIC - Invoices:1	\$ 34.00	Miscellaneous Employee Benefits
	CIGNA GROUP INS LIFE/LTD - Invoices:1	\$ 3,813.39	Employee Benefit - LTD Insurance
	CIGNA-DENTAL INS - Invoices:1	\$ 11,760.42	Employee Benefit - Dental Insurance
	EMPLOYMENT DEVELOPMENT - Invoices:1	\$ 181.00	Miscellaneous Employee Benefits
	Payroll	\$ 375,783.15	Payroll
	PERS LONG TERM CARE PROGRAM - Invoices:2	\$ 2,657.04	Miscellaneous Employee Benefits
	PERS PENSION - Invoices:3	\$ 64,880.47	Employee Benefit - PERS Retirement--
Construction	COUNTY OF SAC PUBLIC WORKS - Invoices:4	\$ 9,426.50	Construction In Progress
	DOMENCHELLI & ASSOCIATES - Invoices:2	\$ 11,730.00	Construction In Progress
	LOEWEN PUMP MAINTENANCE - Invoices:2	\$ 12,820.00	Construction In Progress
	ONE STOP TRUCK SHOP - Invoices:1	\$ 1,180.06	Construction In Progress
	RIVER CITY PAINTING - Invoices:2	\$ 6,060.00	Construction In Progress
	FERGUSON WATERWORKS - Invoices:9	\$ 22,417.44	Construction In Progress
	US BANK CORPORATE PAYMENT SYSTEM -	\$ 12,726.67	Construction In Progress
	CENTRAL VALLEY ENG & ASPHALT - Invoices:1	\$ 3,700.00	Construction In Progress
	FLOWLINE CONTRACTORS INC - Invoices:2	\$ 221,949.04	Construction In Progress
	GEOCON CONSULTANTS INC - Invoices:1	\$ 3,772.50	Construction In Progress
	SOPHOS SOLUTIONS - Invoices:2	\$ 5,600.00	Construction In Progress
	DOUG VEERKAMP GENERAL ENGR - Invoices:2	\$ 803,589.92	Construction In Progress
	AFFINITY ENGINEERING INC - Invoices:14	\$ 40,197.00	Construction In Progress
	CORIX WATER PRODUCTS US INC. - Invoices:6	\$ 9,278.37	Construction In Progress
	CRUSADER FENCE CO INC - Invoices:1	\$ 2,716.00	Construction In Progress
	TRUE POINT SOLUTIONS LLC - Invoices:1	\$ 19,635.00	Construction In Progress
	ERC CONTRACTING - Invoices:3	\$ 14,360.00	Construction In Progress
	NATIONAL METER AND AUTOMATION INC -	\$ 9,663.34	Construction In Progress
	S E AHLSTROM INSPECTION - Invoices:1	\$ 12,000.00	Construction In Progress
	DKS ELECTRIC - Invoices:4	\$ 3,592.00	Construction In Progress
Debt	SUMITOMO MITSUI BANKING CORPORATION -	\$ 29,327.81	2009A COP Interest Expense
	WELLS FARGO SWAP - Invoices:1	\$ 58,078.68	2009A COP Interest Expense
Financial	PFM ASSET MANAGEMENT LLC - Invoices:1	\$ 3,697.03	Financial Services
	ADP, INC - Invoices:4	\$ 2,570.88	Financial Services
	WESTAMERICA BANK ANALYSIS FEES -	\$ 6,984.82	Financial Services
	WESTAMERICA CARD PROCESSING STMT -	\$ 8,568.24	Financial Services
	VANTIV INTEGRATED PAYMENT SOLUTIONS -	\$ 515.25	Financial Services
	BRINKS - Invoices:2	\$ 820.76	Financial Services
Other	A & A STEPPING STONE MFG., INC - Invoices:1	\$ 80.27	Operating Supplies
	ABC PRINTING - Invoices:1	\$ 479.25	Printing
	AIRGAS USA LLC - Invoices:1	\$ 125.62	Operating Supplies
	ALL AWARDS - Invoices:1	\$ 241.34	Public Relations
	ALL PRO BACKFLOW - Invoices:4	\$ 2,982.00	Backflow Services
	ALLTECH GATES - Invoices:1	\$ 1,200.00	Building Maintenance - Office & Yard
	AMY BULLOCK - Invoices:1	\$ 249.82	Travel Conferences

ANN KELLY - Invoices:1	\$	75.00	BMP Rebates
ANSWERNET - Invoices:1	\$	408.07	Communication
ASTRAL COMMUNICATIONS INC - Invoices:1	\$	15.00	Operating Supplies
AT&T CALNET 3 - Invoices:7	\$	6,880.08	Communication
ATLAS DISPOSAL - Invoices:2	\$	338.83	Building Service Expense - Office &
BADGER METER INC - Invoices:1	\$	72.00	Communication
BEUTLER AIR CONDITIONING & PLUMBING -	\$	1,883.00	Contract Services
BRIAN HENSON - Invoices:1	\$	1,837.00	Backflow Services
BROADRIDGE MAIL LLC - Invoices:18	\$	62,990.61	Contract Services
BROWER MECHANICAL - Invoices:2	\$	548.00	Building Service Expense - Office &
BRYCE CONSULTING INC - Invoices:2	\$	3,120.00	Consulting Services
BUD'S TRI COUNTY TREE SERVICE - Invoices:1	\$	4,300.00	Misc. Repairs
BURTON ROB /BURT'S LAWN & GARDEN	\$	7,730.00	Contract Services
CAL STRIPE INC - Invoices:1	\$	2,159.78	Parking Striping
CALIF SPECIAL DISTRICTS ASSOCIATION -	\$	6,842.00	Membership & Dues
CAPITOL ELEVATOR COMPANY - Invoices:2	\$	225.00	Building Service Expense - Office &
CDWG - Invoices:1	\$	4,525.00	Licenses, Permits & Fees
CHRISTOPHER SHEARER - Invoices:1	\$	300.00	BMP Rebates
CINTAS - Invoices:16	\$	2,858.72	Building Maintenance - Office & Yard
CITY OF SACRAMENTO DEPT OF UTILITIES -	\$	12.77	Utilities
CLEAR VISION WINDOW CLEANING - Invoices:1	\$	225.00	Building Service Expense - Office &
COMCAST - Invoices:1	\$	27.44	Communication
CONSOLIDATED COMMUNICATIONS - Invoices:1	\$	412.04	Communication
CONTINENTAL PRODUCTS - Invoices:1	\$	1,556.99	Public Relations
COOKS TRUCK BODY - Invoices:1	\$	500.00	Vehicle Maintenance Services
COUNTY OF SAC ENVIRO MGT DEPT -	\$	7,827.00	Licenses, Permits & Fees
COUNTY OF SAC UTILITIES - Invoices:4	\$	856.61	Utilities
COUNTY OF SACRAMENTO WEB - Invoices:1	\$	4,330.00	Licenses, Permits & Fees
CRAIG LOCKE - Invoices:1	\$	736.31	Travel Conferences
CROWN DISTRIBUTING - Invoices:1	\$	557.07	Building Maintenance - Office & Yard
CULLIGAN - Invoices:1	\$	69.00	Building Maintenance - Office & Yard
Customer Refunds: 104	\$	14,808.13	Refund Clearing Account
DAVE JONES - Invoices:1	\$	506.04	Travel Conferences
DAVID ARMAND - Invoices:1	\$	291.51	Travel Conferences
DAVID ESPINOZA - Invoices:1	\$	685.21	Travel Conferences
DAVID STEINBERG - Invoices:1	\$	150.00	BMP Rebates
DELTA KING - Invoices:1	\$	2,921.50	Employee Retention/Morale
DIRECT TV - Invoices:1	\$	5.00	Communication
DITCH WITCH EQUIPMENT CO - Invoices:1	\$	72.84	Equipment Maintenance Services
DOUG CATER - Invoices:1	\$	326.82	Travel Conferences
EDWARD AND CYNTHIA SPITA - Invoices:1	\$	100.00	Miscellaneous
ELEVATOR TECHNOLOGY INC - Invoices:1	\$	225.00	Building Maintenance - Office & Yard
EMIGH ACE HARDWARE - Invoices:4	\$	106.97	Building Maintenance - Office & Yard
EMPLOYEE RELATIONS NETWORK - Invoices:1	\$	318.60	Employment Cost
FASTENAL COMPANY - Invoices:5	\$	1,808.89	Operating Supplies
FEDERAL EXPRESS CORPORATION - Invoices:1	\$	27.40	Postage/Shipping/UPS/Fed Ex
FRESH LOOK MOBILE WASH LLC - Invoices:2	\$	1,300.00	Vehicle Maintenance Services
GEOSPACE TECHNOLOGIES - Invoices:2	\$	5,311.32	Operating Supplies
GM CONSTRUCTION & DEVELOPERS - Invoices:7	\$	56,371.15	Construction Services
GRAINGER - Invoices:1	\$	555.42	Operating Supplies
GREG BUNDESEN - Invoices:2	\$	413.18	Travel Conferences
HACH COMPANY - Invoices:3	\$	1,490.86	Operating Supplies

HAROLD FORD - Invoices:5	\$	1,743.78	Vehicle Maintenance Services
HD Supply/WHITE CAP - Invoices:1	\$	291.67	Operating Supplies
HEADSETS.COM - Invoices:1	\$	210.65	Equipment Maintenance Supplies
HEATHER HERNANDEZ-FORT - Invoices:1	\$	259.28	Travel Conferences
HECTOR SEGOVIANO - Invoices:2	\$	425.41	Travel Conferences
HELEN TENNYSON - Invoices:1	\$	150.00	BMP Rebates
HILDA B GARRETT - Invoices:1	\$	150.00	BMP Rebates
HODGE PRODUCTS - Invoices:1	\$	2,860.77	Operating Supplies
IBM CORPORATION - Invoices:1	\$	2,808.00	Licenses, Permits & Fees
IN COMMUNICATIONS - Invoices:1	\$	4,745.13	Public Relations
JERRY BEAMS - Invoices:1	\$	238.14	Uniforms
JOHN GEIST - Invoices:1	\$	150.00	BMP Rebates
JOHN SLIMAN - Invoices:1	\$	75.00	BMP Rebates
KIRBY PUMP AND MECHANICAL - Invoices:1	\$	4,697.51	Contract Services
LAUREL LEWIS - Invoices:1	\$	75.00	BMP Rebates
LES SCHWAB TIRE CENTER/MADISON -	\$	1,794.91	Equipment Maintenance Services
LIFEGUARD FIRST AID - Invoices:2	\$	212.97	Building Service Expense - Office &
MAITA TOYOTA - Invoices:1	\$	1,023.07	Vehicle Maintenance Services
MICHAEL PHILLIPS LANDSCAPE CORP -	\$	5,780.00	Building Service Expense - Office &
MICHELLE HIRT - Invoices:1	\$	60.00	Required Training
MIKE ROBERTSON - Invoices:1	\$	646.00	BMP Rebates
MITCHELL MCCARTHY - Invoices:1	\$	403.51	Travel Conferences
MUNICIPAL CONSULTING GROUP - Invoices:2	\$	19,474.98	Consulting Services
NORCAL ROTOCO INC - Invoices:1	\$	2,287.46	Hydrant Meter Deposit Return
NORTHERN CALIF WATER ASSOCIATION -	\$	5,683.08	Consulting Services
OAK GARDEN APARTMENTS - Invoices:1	\$	600.00	BMP Rebates
OFFICE DEPOT INC - Invoices:9	\$	1,377.55	Office Supplies
PALADIN PRIVATE SECURITY - Invoices:1	\$	460.00	Building Service Expense - Office &
R&S OVERHEAD DOORS AND GATES - Invoices:2	\$	1,994.97	Building Maintenance - Office & Yard
RAWLES ENGINEERING - Invoices:1	\$	2,365.00	Construction Services
RAY MORGAN CO - Invoices:3	\$	958.14	Equipment Maintenance Services
REGIONAL WATER AUTHORITY - Invoices:3	\$	280.00	Local Travel Cost
RELIABLE PEST MANAGEMENT - Invoices:3	\$	255.00	Building Service Expense - Office &
ROADRUNNER DRILLING & PUMP CO -	\$	247.50	Contract Services
RUE EQUIPMENT INC - Invoices:1	\$	1,910.79	Equipment Maintenance Services
SACRAMENTO SUBURBAN WATER DISTRICT -	\$	402.93	Local Travel Cost
SAFE SOFTWARE - Invoices:1	\$	670.00	Licenses, Permits & Fees
SAMS CLUB / MEMBERSHIP SERVICES -	\$	100.00	Membership & Dues
SAWWA - Invoices:1	\$	100.00	Miscellaneous
SHAWN CHANEY - Invoices:1	\$	220.95	Uniforms
SHRED-IT - Invoices:1	\$	63.86	Contract Services
SIGNS IN 1 DAY - Invoices:1	\$	134.54	Building Maintenance - Office & Yard
SONG DANG - Invoices:1	\$	244.53	Uniforms
SONITROL - Invoices:2	\$	1,696.84	Building Service Expense - Office &
SUTTER MEDICAL FOUNDATION - Invoices:1	\$	533.00	Employment Cost
TEE JANITORIAL & MAINTENANCE - Invoices:1	\$	3,223.50	Building Service Expense - Office &
TETRA TECH INC - Invoices:1	\$	3,035.00	Construction Services
TINA LYNN DESIGN - Invoices:2	\$	1,542.56	Consulting Services
TODD ARTRIP - Invoices:1	\$	334.26	Travel Conferences
UNITED PARCEL SERVICE - Invoices:4	\$	221.03	Operating Supplies
VALLEY POWER SYSTEMS - Invoices:29	\$	20,875.00	Contract Services
VALLEY REDWOOD & YARD SUPPLY - Invoices:1	\$	41.48	Operating Supplies
VERIZON WIRELESS/DALLAS TX - Invoices:2	\$	6,479.67	Communication

VISION TECHNOLOGY SOLUTIONS LLC -	\$	243.10	Equipment Maintenance Services
VOYAGER FLEET SYSTEMS - Invoices:1	\$	7,555.55	Operating Supplies
WASTE MANAGEMENT - Invoices:3	\$	459.92	Building Service Expense - Office &
WATERWISE CONSULTING, INC. - Invoices:1	\$	3,550.00	Consulting Services
WHOLESALE TRAILER SUPPLY - Invoices:1	\$	45.51	Equipment Maintenance Supplies
WIENHOFF DRUG TESTING - Invoices:1	\$	700.00	Employment Cost
<hr/>			
PG&E - Invoices:4	\$	1,080.48	Utilities
SAN JUAN WATER DISTRICT - Invoices:1	\$	663,613.23	Water
SIERRA CHEMICAL COMPANY - Invoices:4	\$	26,878.78	HFA, Chemical & Delivery
SMUD - Invoices:5	\$	170,418.77	Electrical Charges
	\$	<u>2,997,481.20</u>	

**Purchasing Card Expenditures
November 2017**

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

Vendor Name	Description	Amount	Proj/GLAcct
CSDA	REFUND FOR CSDA FOR DAN YORK REG.	(\$215.00)	02-55001
EB WATER EDUCATION	ROB ROSCOE AND DAN YORK REGISTRATION FOR EVENT	\$369.48	02-55002
GOVERNMENT FINANCE	DAN BILLS SEMINAR	\$135.00	03-51406
RALEY'S	MANAGER'S MEETING REFRESHMENTS FOR JOHN RETIREMENT	\$13.23	02-56000
BROWN AND CALDWELL	JOB POSTING WITH BROWN AND CALDWELL	\$200.00	17-52502
BOXWOOD TECHNOLOGY	JOB POSTING WITH CSDA	\$105.00	17-52502
TRANSITALENT	JOB POSTING WITH WATER DISTRICT JOBS	\$145.00	17-52502
HOME DEPOT	FRAUDULENT ACTIVITY	\$0.00	
RALEY'S	BIRTHDAY'S OCTOBER	\$29.98	02-51403
RALEY'S	ALL HANDS/SAFETY BREAKFAST	\$17.97	02-51403
VCN FEE	FEE FOR NOTARY	\$2.50	02-52501
VCN SACRAMENTO CLERK	NOTARY OATH FEE	\$86.00	02-52501
ALDANBERTOS	ALL HANDS REFRESHMENTS	\$450.00	02-51403
GOOGLE	FRAUDULENT	\$0.00	
AWWA	MITCHELL MCCARTHY REGISTRATION FOR AWWA CONFERENCE	\$595.00	15-55001
SOUTHWEST	MITCHELL MCCARTHY FLIGHT FOR CONFERENCE	\$575.96	15-55001
EZ OFFICE PRODUCTS	NEW EMBOSSER FOR ADMIN	\$35.24	02-52108
LEARNTOPROGRAM	TRAINING FOR WAYNE SCHERFFIUS	\$199.00	16-51406
GRAC.ORG	GRA WEBCAST ON WATER WLLL VIDEO LOGGING FOR DANA DEAN	\$75.00	15-51407
FLASHPOINT STUDIOS	MONTHLY FEE FOR ON-HOLD RECORDINGS	\$79.00	04-54506
SMARTFTP.COM	TWO ADDITIONAL LICENSES FOR SMARTFTP FOR CUSTOMER SERVICE	\$173.89	18-54509
ESRI	WORKING WITH CAD DATA IN ARCGIS DESKTOP FOR DARYL VINAVONG	\$537.00	16-51406
AMAZON	LARGER CAPACITY DVD FOR IT	\$35.00	18-52101
GOVERNMENT FINANCE	GOVERNMENT FINANCE OFFICERS ASSOCIATION FOR DAN BILLS	\$170.00	03-51406
UNIBELL PVC	WEBINAR FOR MITCHELL MCCARTHY	\$89.00	15-51406
UNIBELL PVC	WEBINAR FOR MITCHELL MCCARTHY	\$49.00	15-51406
GOVERNMENT FINANCE	REFUND FOR CAFR AWARD	(\$70.00)	03-51406
SMART & FINAL	TWO PANS TO USE FOR OIL CHANGES	\$24.76	12-52101
PEP BOYS	ENGINE OIL AND GEAR OIL - EQUIPMENT MAINTENNACE	\$50.04	12-54004
PEP BOYS	1157 BULS - VEHICLE MAINTENANCE	\$8.60	12-54006
PEP BOYS	ENGINE DEGREASER AND BRAKE FLUID	\$14.51	12-52101
AMAZON.COM	3 SET OF JUMPER CABLES	\$73.86	12-52101
SHANKS LAWN.COM	RUBBER FEET FOR HONDA GENERATORS	\$60.91	12-54003
AMAZON.COM	7 EACH - STEERING WHEEL COVERS	\$67.76	12-54005
AMAZON.COM	1 EACH SCREEN PROTECTOR FOR SAMSUNG PHONE	\$7.99	12-53503
BATH & BODY WORKS	HAND SOAPS	\$26.94	12-54008
PEP BOYS	MISC. MINI FUSES	\$24.77	12-54006
AMAZON.COM	4X8 WHITE BOARD FOR SHAWN SHEDEHELM'S OFFICE	\$138.20	12-52108
AMAZON.COM	2 EACH SAMPLE PHONE CASES FOR SAMSUNG 8	\$33.09	12-53503
OFFICE DEPOT	PRODUCT RETURN CORK BOARD	(\$96.96)	08-52101
AMAZON	DISTRIBUTION UMBRELLA'S (SAMPLING)	\$335.09	07-52101
YARDSTICK SOFTWARE INC	COURSE CRDITS TRAILERSAFETY.COM	\$24.99	07-51406
SO PT HOTEL/VEGAS	HOTEL RESERVATION (GREG BUNDENSEN)	\$192.10	13-55001
HOME DEPOT	KNEELING CUSHIONS/ HAND TROWELS	\$145.89	08-52101
ATLANTIS CASINO RESORT	AWWA CONFRENCE RENO (DAVID A/CATER)	\$297.54	06-55001
AWWA	WATER WELL REHABILITATION SHAWN S, HANNAH D, RYAN W	\$450.00	06-51406
PUBLIC SAFETY EDUCATION	VERBAL EXCELLENCE LEADING HECTOR S, JERRY B, RAUL P	\$297.00	08-51407
OFFICE DEPOT	WAREHOUSE SHRINK WRAP (WAREHOUSE USE)	\$61.40	05-52101
SAWWA	BRIDGING TROUBLED WATERS (TRAINING DAY) DAVID A., DOUG C.	\$80.00	06-51406
AWWA	WELL REHABILITATION WORKSHOP JEOVANI BENAVIDEZ	\$150.00	06-51406
UNIBELL PVC	WEBINAR FOR MITCHELL MCCARTHY	\$49.00	15-51406

Totals: \$6,409.73

**District Reserve Balances
November 30, 2017**

**Sacramento Suburban Water District
Reserve Fund Balance**

	<u>November 30, 2017</u>	<u>December 31, 2016</u>
Debt Service Reserve	\$ 3,543,910	\$ 3,540,038
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	19,944,729	13,872,620
TOTAL	<u><u>\$ 47,876,389</u></u>	<u><u>\$ 40,988,408</u></u>

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

	<u>November 30, 2017</u>	<u>December 31, 2016</u>
Cash and cash equivalents	\$ 10,416,597	\$ 2,694,456
Investments	33,915,882	34,753,914
Restricted assets	3,543,910	3,540,038
TOTAL	<u><u>\$ 47,876,389</u></u>	<u><u>\$ 40,988,408</u></u>

Information Required by Bond Agreement

Sacramento Suburban Water District
6 - Months Debt Service Schedule
11/30/2017

Month	Total SSWD Debt Service					Debt Service
	Principal	Interest Adjustable/Fixed/Swap	Facility Fee	Remarketing		
Dec-17	\$ -	\$ 97,636.93	\$ 47,250.00	\$ 13,125.00	\$ -	\$ 158,011.93
Jan-18	-	97,636.93	-	-	-	97,636.93
Feb-18	-	97,636.93	-	-	-	97,636.93
Mar-18	-	97,636.93	47,250.00	13,125.00	-	158,011.93
Apr-18	4,270,000.00	1,033,337.93	-	-	-	5,303,337.93
May-18	-	97,636.93	-	-	-	97,636.93

Month	Series 2012A Fixed Rate Bonds (\$23,440,000.00)					Debt Service
	Principal	Interest - Fixed 4.25%				
Dec-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan-18	-	-	-	-	-	-
Feb-18	-	-	-	-	-	-
Mar-18	-	-	-	-	-	-
Apr-18	2,135,000.00	374,096.00	-	-	-	2,509,096.00
May-18	-	-	-	-	-	-

Month	Series 2009A Adjustable Rate COPs (\$42,000,000.00)					Debt Service
	Principal	Interest, Adjustable 0.91%	Facility Fee 0.450%	Remarketing 0.125%	5	
Dec-17	\$ -	\$ 31,850.00	\$ 47,250.00	\$ 13,125.00	\$ -	\$ 92,225.00
Jan-18	-	31,850.00	-	-	-	31,850.00
Feb-18	-	31,850.00	-	-	-	31,850.00
Mar-18	-	31,850.00	47,250.00	13,125.00	-	92,225.00
Apr-18	-	31,850.00	-	-	-	31,850.00
May-18	-	31,850.00	-	-	-	31,850.00

Month	Series 2009B Fixed Rate COPs (\$27,915,000)					Debt Service
	Principal	Interest - Fixed 5.00%				
Dec-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jan-18	-	-	-	-	-	-
Feb-18	-	-	-	-	-	-
Mar-18	-	-	-	-	-	-
Apr-18	2,135,000.00	561,605.00	-	-	-	2,696,605.00
May-18	-	-	-	-	-	-

Month	2012 SWAP Interest, Net (\$33,000,000.00)					Debt Service
	Principal	Interest, Swap Net (3.283-0.77323-.18)%				
Dec-17	\$ -	\$ 65,786.93	\$ -	\$ -	\$ -	\$ 65,786.93
Jan-18	-	65,786.93	-	-	-	65,786.93
Feb-18	-	65,786.93	-	-	-	65,786.93
Mar-18	-	65,786.93	-	-	-	65,786.93
Apr-18	-	65,786.93	-	-	-	65,786.93
May-18	-	65,786.93	-	-	-	65,786.93

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

	<i>As Of</i>	
	<i>Actual Year-To-Date <u>11/30/2017</u></i>	<i>Budget Year-To-Date <u>11/30/2017</u></i>
REVENUES		
Water sales charges	\$18,805,258.29	\$21,011,913.00
Capital facilities charge	21,248,125.47	21,062,250.00
Facility development charges	130,256.00	458,332.00
Interest and investment income	509,462.87	792,000.00
Rental & other income	452,897.12	229,163.00
TOTAL REVENUES	<u>41,145,999.75</u>	<u>43,553,658.00</u>
EXPENSES		
Source of supply	2,937,477.65	3,363,305.00
Pumping	3,538,957.78	4,228,651.78
Transmission and distribution	3,368,048.37	3,427,327.33
Water conservation	394,228.97	521,821.97
Customer accounts	1,121,422.33	1,183,745.05
Administrative and general	6,017,705.96	6,761,577.05
TOTAL EXPENSES	<u>17,377,841.06</u>	<u>19,486,428.18</u>
NET REVENUE	<u>23,768,158.69</u>	<u>24,067,229.82</u>

Minutes

Sacramento Suburban Water District
Finance and Audit Committee Meeting
Tuesday, December 5, 2017

Call to Order

Chair Thomas called the meeting to order at 4:01 p.m.

Roll Call

Directors Present: Kevin Thomas and Neil Schild.

Directors Absent: None.

Staff Present: General Manager Robert Roscoe, Finance Director Dan Bills and Heather Hernandez-Fort.

Public Present: William Eubanks.

Announcements

None.

Public Comment

None.

Items for Discussion and Action

1. New Other Post Employment Benefit (OPEB) Actuarial Valuation
William Eubanks (Mr. Eubanks) spoke regarding recent court cases similar to the topic.

Chair Thomas commented that he would look into those court cases.

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

Clarifying questions were asked by the Committee.

Director Schild recommended staff present a summary to the Board and provide the same detailed information as was given to the Committee.

The Committee supported the staff recommendation which was to 1) use CERBT's Asset Allocation Strategy No. 1 with a 7.28% expected long-term rate of return and a standard deviation of 11.74%; 2) to, at a minimum, fully fund the ARC as determined by the biennial actuarial valuation, and 3) because the contribution is fully funded at the beginning of the year, the District will seek reimbursement from CERBT for all direct medical, dental and vision payments made during the year on behalf of current retirees on a quarterly basis.

The Committee requested to bring this to the full Board with a recommendation of approval.

Mr. Bills provided further slides about CERBT investment results.

Clarifying questions were asked by the Board.

Director Thomas requested staff present this item to the full Board as part of the 2019 budget.

Adjournment

Chair Thomas adjourned the meeting at 5:00 p.m.

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

ITEM 27 c.

Agenda

Sacramento Suburban Water District Water Quality Committee

3701 Marconi Avenue, Suite 100
Sacramento, CA 95821

Monday, December 18, 2017
3:00 p.m.

Public documents relating to any open session item listed on this agenda that are distributed to the Committee members 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 Committee concerning any item of interest. 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 Committee Chair 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 (916)679-3972. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

Call to Order

Pledge of Allegiance

Roll Call

Announcements

Public Comment

This is an opportunity for the public to comment on non-agenda items within the subject matter jurisdiction of the Committee. Comments are limited to 3 minutes.

Consent Items

The committee 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 member of the Committee, staff or interested person requests that an item be removed from the Consent Items, it will be considered with the action items.

1. Meeting Notes of the October 16, 2017 Water Quality Committee Meeting

Recommendation: Approve subject meeting notes.

Items for Discussion and Action

- 2. Update on the Regulation and Monitoring of 1,2,3 – Trichloropropane**
Receive written staff report.

- 3. Water Quality Test Reports From Third and Fourth Quarter 2017**
Receive written staff report.

- 4. Customer Taste & Odor Complaints – 2017 Year To Date**
Receive written staff report.

- 5. District Efforts Toward Complying with SB 427 (Lead User Service Lines)**
Receive written staff report.

- 6. Update on the District’s Lead Monitoring in K-12 Schools**
Receive update.

Adjournment

Upcoming Meetings:

Monday, December 18, 2017 at 6:30 p.m., Regular Board Meeting

I certify that the foregoing agenda for the December 18, 2017, meeting of the Sacramento Suburban Water District Water Quality Committee was posted by December 12, 2017, in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was made available to the public during normal business hours.

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

ITEM 28 a.

REGIONAL WATER AUTHORITY EXECUTIVE COMMITTEE AGENDA

December 6, 2017; 8:30 a.m.

5620 Birdcage Street, Suite 110

Citrus Heights, CA 95610

(916) 967-7692

AGENDA

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. 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 Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

1. **CALL TO ORDER AND ROLL CALL**
2. **PUBLIC COMMENT:** Members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.
3. **CONSENT CALENDAR**
Minutes of the October 25, 2017 Executive Committee meeting
Action: Approve Consent Calendar item
4. **RWA 2017 AUDIT REPORT**
Presentation: Ingrid Sheipline, Richardson and Company
Action: Recommend RWA Board acceptance of 2017 RWA financial audit report
5. **STRATEGIC PLAN UPDATE**
Presentation: John Woodling, Executive Director
Action: Recommend RWA Board approval of modifications to the Information/Education element of the RWA Strategic Plan 2018+
6. **2018 RWA BOARD MEETING SCHEDULE**
Action: Recommend RWA Board approval of the proposed RWA Board meetings for 2018
7. **RWA JANUARY 11, 2018 BOARD MEETING AGENDA**
Action: Approve Agenda for January 11, 2018 Meeting of the RWA Board of Directors
8. **SUBCOMMITTEE UPDATE**
Update from Subcommittee on Conferences/Education

9. EXECUTIVE DIRECTOR'S REPORT

10. DIRECTORS' COMMENTS

ADJOURNMENT

Upcoming meetings:

Upcoming Executive Committee Meetings –January 24, 2018 and February 28, 2018 at 8:30 a.m. at the RWA office

Next RWA Board of Directors' Meeting – Thursday, January 11, 2018, at 9:00 a.m. in the RWA conference room, 5620 Birdcage Street, Suite. 110, Citrus Heights, CA 95610

ITEM 28 b.

SACRAMENTO GROUNDWATER AUTHORITY REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, December 14, 2017; 9:00 a.m.

5620 Birdcage Street, Suite 110

Citrus Heights, CA 95610

(916) 967-7692

Agenda

The Board will discuss all items on this agenda, and may take action on any of those items, including information items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. 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 Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENT: Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.

3. CONSENT CALENDAR

Minutes of October 12, 2017 meeting

Action: Approve October 12, 2017 meeting minutes

4. 2017 AUDIT REPORT

Information Presentation: Ingrid Sheipline, Richardson and Company

Action: Accept 2017 Financial Audit report

5. ELECTION OF 2018 SGA OFFICERS

Information Update: SGA Nominating Committee update and recommendations

Action: Elect 2018 SGA Chair and Vice Chair

6. FEDERAL GOVERNMENT APPROVES SOCIAL SECURITY COVERAGE FOR SGA EMPLOYEES

Information Update: John Woodling, Executive Director

Action: Approve Resolution of Intention to Amend the SGA PERS Contract to Include Social Security Coverage

7. SUSTAINABLE GROUNDWATER MANAGEMENT ACT (SGMA) UPDATE

Information Update: John Woodling, Executive Director

8. GROUNDWATER MANAGEMENT PROGRAM UPDATE

Information Update: Rob Swartz, Manager of Technical Services

9. EXECUTIVE DIRECTOR'S REPORT

10. DIRECTORS' COMMENTS

ADJOURNMENT

Next SGA Board of Director's Meeting – February 8, 2018, 9:00 a.m., RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights.

WATER FORUM SUCCESSOR EFFORT

Thursday, December 14, 2017

5:30 PM – 8:00 PM

WATER FORUM
1330 21st Street, Ste. 103
Sacramento, CA 95811

Agenda

5:30 DINNER

5:45 INTRODUCTIONS

6:00 DISCLOSURES/ REPORT BACKS / ANNOUNCEMENTS

6:15 PRESENTATION

Otolith research shows winter-run rear in LAR

- Corey Phillips – Metropolitan Water District of Southern CA

6:45 PRESENTATION

A Day in the Life of Otolith Collection

- Cassandra Miller – CivicSpark Water Fellow
- Katherine Perkins – CivicSpark Water Fellow

7:00 PRESENTATION

Latest Updates to FMS

- Tom Gohring – Water Forum

7:30 UPDATES

River and Water Supply Conditions – Tom Gohring
Habitat Management – Lilly Allen

- USACE 408 Permit update
- Groundwater Facilitation – John Lowrie

8:00 ADJOURN

Water Forum office: located on the corner of 21st and N streets in midtown Sacramento. See map for parking information.

From: Annette O'Leary
Sent: Tuesday, December 05, 2017 12:59 PM
To: 'Issues' <@cwo.com>
Subject: RE: To Sacramento Suburban Water District Board of Directors and General Manager

Mr.,

Assistant General Manager Dan York asked me to respond to your email, since he is currently out of the office.

Thank you for your email regarding your water bills and I appreciate the spreadsheet you provided. As you are aware, a meter was installed at the property located at Hilltop Drive, Carmichael on in 2015. During this period, you received a water billing showing your water usage and what your metered bill would have been. While you remained on the flat rate, this information was provided to prepare you for metered billing. Where your flat rate was the same each month, regardless of the water being used, metered billing will fluctuate each month.

Looking at your spreadsheet your metered water bill for the 2017 winter months (January – April) is less than your 2016 flat rate. Just for your information if your property was still on a flat rate your monthly bill would be \$58.36. You can see in the months your irrigation is not running your water bill is quite a bit lower than your flat rate from 2016. The months of June – September are your high usage months due to irrigation usage. We can offer you a Water-Wise House Call to give you some assistance in reducing your summertime water usage, which ultimately would reduce your water bill. If you would like this service, please let me know and I'll send a request to our field staff.

In addition, you are more than welcome to attend a board meeting to address your elected officials on the District's water rates.

<u>YEAR 2017</u>		<u>Monthly</u>				<u>Total</u>
<u>Bill Date</u>	<u>Nr Days</u>	<u>Meter Svs & Capital Fixed Cost</u>	<u>Meter Units Use</u>	<u>Meter use Cost</u>	<u>Total Bill Cost Fixed + Usage</u>	<u>Amts</u>
Jan 2017	28	\$38.19	5	\$4.50	\$42.69	
Feb 2017	28	\$38.19	8	\$7.20	\$45.39	
Mar 2017	25	\$38.19	11	\$10.12	\$48.31	
Apr 2017	31	\$38.19	8	\$7.20	\$45.39	
May 2017	35	\$38.19	19	\$19.08	\$57.27	359 Units
Jun 2017	25	\$38.19	47	\$50.44	\$88.63	(for 11 months)
Jul 2017	25	\$38.19	37	\$39.24	\$77.43	
Aug 2017	38	\$38.19	80	\$87.40	\$125.59	
Sep 2017	28	\$38.19	60	\$65.00	\$103.19	
Oct 2017	28	\$38.19	53	\$57.16	\$95.35	
Nov 2017	34	\$38.19	31	\$32.50	\$70.71	
Subtotal			359			\$799.95
						11 months
<u>YEAR 2016</u>						
Jan 2016	34	\$47.15	12	\$8.97	\$56.12	
Feb 2016	28	\$47.15	9	\$8.97	\$56.12	
Mar 2016	29	\$47.15	10	\$8.97	\$56.12	
Apr 2016	31	\$47.15	14	\$8.97	\$56.12	
May 2016	28	\$47.15	13	\$8.97	\$56.12	295 units
Jun 2016	28	\$47.15	19	\$8.97	\$56.12	(for 11 months)
Jul 2016	35	\$47.15	47	\$8.97	\$56.12	
Aug 2016	27	\$47.15	50	\$8.97	\$56.12	
Sep 2016	36	\$47.15	66	\$8.97	\$56.12	
Oct 2016	28	\$47.15	51	\$8.97	\$56.12	
Nov 2016	28	\$36.72	4	\$3.48	\$40.20	
Dec 2016	28	\$36.72	8	\$6.96	\$43.68	

Regards,

Annette O'Leary

Sacramento Suburban Water District

From: Issues [mailto: @cwo.com]

Sent: Sunday, November 19, 2017 5:53 PM

To: feedback <feedback@sswd.org>

Subject: To Sacramento Suburban Water District Board of Directors and General Manager

Sacramento Suburban Water District Board of Directors Robert Wichert, Craig M. Locke, David A. Jones and Neil W. Schild and General Manager Robert Roscoe, P.E.

Re: Dramatically Increasing Water
Bills

20 Nov 2017

Sirs:

My husband and I have owned a 1500 sq ft house on a typical size lot in Carmichael since 1966 (Acct Nr.). The property is tenant occupied by the same family for several years. We pay the monthly water bills. In the last 6 months we've noticed the water bills are skyrocketing and are not attributable to unreasonable usage by my tenants, but rather we believe to your pricing.

The last 6 months (June-Nov 2017, ave \$93/mo) water bills in 2017 have risen **66%** compared to this same time period in 2016 (**73%** rise when compared to 2015). Total yearly cost for 2016 was \$645 and \$648 for 2015. When 2017 concludes, yearly cost is projected to be close to \$900, a **40%** yearly rise compared to 2016, not the **4%** rate increase you informed all customers to expect for 2017 (Ref: Important Message section in Jan 2017 Water Statement). (At the **4%** rise, the 2017 bill would be \$671 for the year). I haven't contacted you sooner about this because I needed to observe several months of billings to judge whether this was a one or two month problem or an ongoing cost billing dilemma, which it is.

I checked with neighbors on the same street as my property and their reaction was the same as mine, charges are too high. I compared bill cost to other water districts like Roseville and Fair Oaks. A Roseville homeowner I know with a bigger lot and house, indicated her bill is about \$48 to \$50 per month. In Fair Oaks, \$92 to \$100 each two months (\$46 to \$50 per month) is what their average homeowner pays. The Fair Oaks Water District just notified their customers that 2018 water prices are planned to increase about 10% with a typical homeowner seeing \$8.51 more on their 60 day billing cycle (\$51 yrly increase) which seems to be a reasonable.

As you are probably aware, Lincoln water customers won a lawsuit in Oct 2017 about expensive water bills. Ref: <http://sacramento.cbslocal.com/2017/10/25/lincoln-illegal-water-rates-city/>. The judge found in their favor, that the tiered water pricing was illegal and a violation of Prop 218 because a water provider is not to make a profit, rather only charge for their cost to provide water. The court has ordered refunds to customers.

Studying the Sacramento Suburban monthly water bills, it appears you are also using this tiered water pricing method like Lincoln. But regardless, no matter the pricing method, whether in house or outside consultant developed, Prop 218 must not be violated.

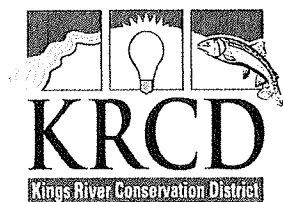
Therefore, cease overcharging and refund me and other customers for the overpricing. If your reply is there's no overcharging, then prove that to your customers because something is very wrong to see such escalating water bill charges. If necessary, bring in an independent auditor to determine what are your costs and determine whether you are in violation of Prop 218 and let your customers know the audit results. A table showing three years of my property water billing information is attached in support of my assessment. I ask for a reply concerning your plan of action. Any questions contact me, not my tenants.

Sincerely,

Marion

email: @cwo.com

Atch: Three Years of Billing Information



4886 East Jensen Avenue
Fresno, California 93725

Tel: 559-237-5567
Fax: 559-237-5560
@kingsrivercd
www.krcd.org

November 16, 2017

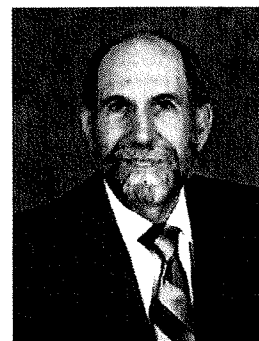
Robert Roscoe, General Manager
Sacramento Suburban Water District
3701 Marconi Avenue, Suite 100
Sacramento, CA 95821-5346

Re: Letter of Support for Dr. David Cehrs for Chairman of the proposed ACWA
Agriculture Committee

Dear Robert Roscoe:

Due to your past service on the ACWA Board of Directors, Kings River Conservation District (KRC D) is seeking your support for Dr. David Cehrs for Chairman of the proposed ACWA Agriculture Committee.

As you are aware, one of ACWA's priority goals for 2016-2017 is to "Improve involvement by ACWA's agricultural members" by exploring "ways to increase involvement and engagement by agricultural members in the association." KRC D believes that Dr. Cehrs is an ideal candidate to chair the proposed ACWA Agriculture Committee to help lead this increased engagement effort.



Being a farmer in eastern Fresno County, Dr. Cehrs currently earns his living from farming. He farms mainly citrus and some nuts and vines. As a farmer and businessman, Dr. Cehrs has a broad-based background and experience of the agricultural industry. Having a Ph.D. in hydrology, being a registered geologist and certified hydrogeologist with the State of California further enhances Dr. Cehrs knowledge and ability to effectively communicate agricultural and hydrologic concerns, ideas and solutions while working collaboratively with a broad audience.

Dr. Cehrs' background is further enhanced by his previous ACWA Region 6 board experience; ACWA Water Management Committee membership; North Kings Groundwater Sustainability Agency technical GSP Ad Hoc Committee membership; experience as a KRC D board member; USDA Agricultural Research Service work experience at the Water Management Research Laboratory in Fresno; and involvement with California Water Resources Control Board's nitrate research project associated with the Irrigated Lands Regulatory Program.

The above outlined farming background, technical and scientific understanding and knowledge, and varied experience combined with both a practical approach to explaining

BOARD OF DIRECTORS

Division I, NORMAN B. WALDNER • Division II, MASARU YOSHIMOTO • Division III, GREGORY BEBERIAN • Division IV, MARK McKEAN
Division V, D. PAUL STANFIELD • Division VI, CEBL W. HOWE, JR. • Division VII, DR. DAVID CEHRS

OFFICERS

DR. DAVID CEHRS, President • D. PAUL STANFIELD, Vice President

Robert Roscoe
November 17, 2017
Page 2

and solving problems and a knack for communicating and problem solving with both urban and agriculture ACWA member agencies, other ACWA Committee boards and the ACWA board makes Dr. Cehrs an ideal candidate for the new ACWA Agriculture Committee Chairman role.

We appreciate your support for Dr. Cehrs in being appointed to this very important and critical role.

Sincerely,

A handwritten signature in cursive script that reads "Paul D. Peschel".

Paul Peschel
General Manager

DC/PP/CT/cjs

L17-0102
File: 301.10

**SACRAMENTO SUBURBAN WATER DISTRICT
EMPLOYMENT AGREEMENT WITH ROBERT S. ROSCOE**

This Agreement is entered into on December 1, 2017, by and between Sacramento Suburban Water District, a public agency (“District”), and Robert S. Roscoe, an individual (“Mr. Roscoe”), who agree as follows:

1. Recitals. The District selected Mr. Roscoe as the General Manager of the District, commencing on March 10, 2003. The District and Mr. Roscoe now desire to amend Mr. Roscoe’s employment by executing a new employment agreement to supersede in full the agreement dated March 27, 2017. The Board of Directors has selected Daniel R. York (“Mr. York”) to succeed Mr. Roscoe as General Manager as of January 1, 2018.

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

3. Term. This Agreement will remain in effect for a fixed term beginning on December 1, 2017 and terminating on January 30, 2019, unless terminated sooner as provided in Section 8 below.

a. Term as General Manager. Mr. Roscoe will serve as General Manager from December 1, 2017 until December 31, 2017.

b. Term as Special Advisor. Mr. Roscoe will serve as Special Advisor to the General Manager from January 1, 2018 until January 30, 2019.

4. Duties.

a. Mr. Roscoe’s initial duties under this Agreement will be those assigned to the office of the General Manager and District Secretary, as described in the job description for the General Manager position adopted and amended from time to time by the District Board of Directors, including the duties specified in sections 30579, 30580 and 30581 of the California Water Code, and such other duties and responsibilities as may be assigned by the District Board of Directors until Mr. York takes the position of General Manager on January 1, 2018 in accordance with a separate contract between the Board of Directors and Mr. York. The current job description for the General Manager is attached as Exhibit A to this Agreement. As General Manager, Mr. Roscoe is the chief executive officer of the District and works under the direction of the District Board of Directors.

b. After Mr. York becomes General Manager of the District, Mr. Roscoe will assume the role of Special Advisor to the General Manager, as a regular, exempt employee, in full employment status, with the same salary and benefits. In his capacity as Special Advisor to the General Manager, Mr. Roscoe will report to Mr. York and be assigned duties as determined by Mr. York as further provided in this Agreement, and will no longer have the responsibilities of the General Manager or report to the Board of Directors.

5. Work Hours.

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

b. While serving as Special Advisor to the General Manager Mr. Roscoe will have his work hours determined by Mr. York.

6. Compensation. For all services to be rendered by Mr. Roscoe under this Agreement, whether serving as General Manager or after Mr. York assumes the position of General Manager, the District will provide to Mr. Roscoe the following salary and benefits:

a. During the term of this Agreement, Mr. Roscoe will be paid a salary in the amount of \$ 17,905 per month (i.e., \$214,860 per year; "Base Salary"), beginning on December 1, 2017. This increased salary consists of a 3 percent cost of living adjustment and a 2.5 percent merit increase.

b. Mr. Roscoe will not be entitled to any additional increases in his Base Salary during the term of this agreement.

c. The District will pay Mr. Roscoe an amount of \$350 each month in addition to Base Salary as a vehicle allowance to compensate Mr. Roscoe for use of his personal vehicle for District purposes. This allowance will be terminated when Mr. York becomes General Manager on January 1, 2018. Thereafter, if Mr. Roscoe uses his personal vehicle on District business, he will be reimbursed for that use in accordance with the District's Employment Policies.

d. Except as otherwise provided in this Agreement, Mr. Roscoe will be entitled to receive all other employee benefits (including sick leave, accrual of sick leave, retirement system membership and employer contributions, deferred compensation investment opportunities, and employee and dependent coverage on health, dental and other group insurance programs) as provided in the District's Human Resources Policies (as amended from time to time by the Board of Directors) and Employee Handbook (together the "Employment Policies") as otherwise provided to other regular full-time District employees, but not including vacation, administrative leave or post-retirement health benefits. In lieu of vacation, administrative leave or post-retirement health benefits provided in the Employment Policies, Mr. Roscoe will be entitled to: (1) twenty four days per year of vacation; and (2) thirteen days per year of administrative leave, provided that, any amount of accrued vacation in excess of forty days and any amount of accrued administrative leave in excess of twenty six days will be purchased by the District in accordance with the provisions of the Employment Policies; and (3) Mr. Roscoe is fully vested in 100% District paid post-retirement health benefits (health, dental, vision, etc.) for himself, his spouse and

any eligible dependents. Notwithstanding the foregoing, Mr. Roscoe will not be entitled after December 31, 2018 to receive any further accruals of vacation time, administrative leave, personal holidays or other time off allowances, except for any sick leave that he is entitled to receive by law for the period of January 1, 2019 through January 30, 2019.

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

7. Other Terms and Conditions of Employment.

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

b. So as to support the initial transition of Chief Executives, transfer of institutional knowledge, and the smooth transition of ongoing District activities, the parties agree that Mr. Roscoe will coordinate taking accrued vacation with Mr. York following Mr. York assuming the General Manager position. The parties acknowledge that Mr. Roscoe has accrued considerable vacation benefits and that he may exercise accrued vacation for much of the contract term, at his discretion, following the initial transition period. The parties acknowledge that Mr. Roscoe will be allowed to take unpaid leave, at his discretion, provided such leave is coordinated with Mr. York.

8. Conditions of Special Advisor Position. Mr. Roscoe will serve as special advisor to the General Manager through January 30, 2019, subject to the following conditions:

a. Mr. Roscoe will cease performing the positions of General Manager and Secretary on January 1, 2018 and as of that date he will assume the responsibilities of Special Advisor to the General Manager, Mr. York.

b. After May 1, 2018, Mr. Roscoe will remain employed as Special Advisor, but will use his accrued vacation in lieu of reporting to work and he will not report to work except as requested by Mr. York to provide advisory services to the District. For each day that Mr. Roscoe is called into work after May 1, 2018, he would be deemed to have worked and would be deemed to not to have used a vacation day.

c. If Mr. Roscoe has insufficient days of work and paid vacation to ensure that he remains in paid employment by the District until January 30, 2019, the Board will grant Mr. Roscoe an unpaid leave of absence to maintain his employment between

his last paid day and the January 30, 2019 expiration of this Agreement.

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

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

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

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

d. The Board would agree to not terminate Mr. Roscoe without cause at any time during the term of his amended employment agreement. Consequently, there would be no severance pay provided to Mr. Roscoe under his amended employment agreement. The District, however, would retain the right to terminate Mr. Roscoe for cause.

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

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

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

11. Entire Agreement. This Agreement constitutes the sole, entire, integrated and exclusive contract between the parties respecting Mr. Roscoe's employment by the District, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this writing are null and void, and of no force and effect. This Agreement terminates and supersedes in full the Employment Agreement with General Manager between Mr. Roscoe and the District, as last amended March 27, 2017.

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

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

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

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

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

Sacramento Suburban Water District

By: _____

President, Board of Directors

Robert S. Roscoe

Item 34

**SACRAMENTO SUBURBAN WATER DISTRICT
EMPLOYMENT AGREEMENT WITH GENERAL MANAGER**

This Employment Agreement with General Manager (“Agreement”) is entered into and made effective as of January 1, 2018, by and between Sacramento Suburban Water District, a public agency (“District”), and Dan York, an individual who agree as follows:

1. **Recitals.** The District has selected Mr. York as the General Manager of the District and Mr. York consents to such selection, subject to the terms of this Agreement.

2. **Employment.** The District hereby employs Mr. York as General Manager of the District (and including the duties of District Secretary) commencing on January 1, 2018, subject to the terms and conditions of this Agreement. Mr. York hereby accepts such employment on the terms and conditions of this Agreement. In accordance with the provisions of sections 53262 and 54957 of the Government Code, this Agreement is subject to ratification in an open session of a regular meeting of the Board of Directors of the District.

3. **Term.** The initial term of this Agreement shall be for 2 years ending on December 31, 2019, unless earlier terminated by either party in accordance with Section 8 of this Agreement. The parties may mutually agree to renegotiate or extend the term of this contract at any time, in accordance with Section 14 of this Agreement.

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

5. **Work Hours.** Mr. York will devote his full time, attention and energies to his duties, and will be available to work at such times as necessary to fully and competently perform the duties of General Manager, regardless of the number of hours involved. Mr. York acknowledges that the duties of General Manager may require an average of more than forty hours per week, and that some day-to-day work hours may vary (for example on Board meeting days). Except as otherwise provided in this Agreement, Mr. York will not be compensated for overtime hours worked or otherwise earned, or be entitled to compensatory time off for hours worked in excess of eight hours per day or forty hours per week. Mr. York will not engage in any conduct or other employment or business that would interfere with his responsibilities and duties to the District or that would reflect unfavorably on the interests of the District.

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

a. During the term of this Agreement, Mr. York will be paid a salary in the amount of \$165,000 per year ("Base Salary"). The District will pay Mr. York his Base Salary in accordance with the pay periods established for all District employees.

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

c. Mr. York will be entitled to 240 hours per year of General Manager's vacation leave, but will not be entitled to any overtime pay or other compensatory time off benefits.

d. During this Agreement's term, Mr. York will not be entitled to cash out any General Manager's vacation leave time unless first approved by the Board. It is the Board's policy that the General Manager should use his leave time each year to rest and rejuvenate, to maintain the highest possible performance.

e. Mr. York will be entitled to receive all other employee benefits (including, but not limited to, sick leave, retirement system membership and employer contributions, deferred compensation investment opportunities, and employee and dependent coverage on health, dental and other group insurance programs), as provided in the District Employee Handbook, as amended from time to time by the Board of Directors, and as otherwise provided to other regular full-time District employees.

f. Mr. York will be entitled to be reimbursed for the reasonable amount of his actual and necessary expenses incurred in carrying out his duties as General Manager, including mileage payments for the use of his personal car in the course of official District business payable at the current IRS Standard Mileage Rates to the extent that his expenses have been properly documented in conformance with the District Employee Handbook and policies, and the Internal Revenue Service's requirements for an Accountable Plan. Reimbursement for travel-related expenses incurred by Mr. York as General Manager for travel outside of California will require the prior approval of the Board of Directors.

7. Other Terms and Conditions of Employment. The performance of duties by Mr. York also will be governed by the District Employee Handbook, and the District and Mr. York will comply with all applicable provisions of the Employee Handbook. If any term or condition of this Agreement is inconsistent or in conflict with a term or condition of the Employee Handbook, the provisions of this Agreement will govern. Mr. York acknowledges that the position of General Manager is one requiring frequent and highly-visible contact and involvement with members of the public and the community, and that in many respects

the General Manager is the spokesperson and representative of the District. Mr. York will not engage in any conduct within or outside the scope of his employment with the District that reflects unfavorably on or discredits the District, its Board of Directors, or other employees.

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

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

b. By Mr. York, upon giving to the District not less than 90 days' prior written notice of his election to terminate.

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

d. By the District, without cause, upon giving to Mr. York written notice of immediate termination and payment of severance pay in a maximum amount equal to Mr. York's then-monthly salary multiplied by 3 months, consistent with, and as may be limited by, the provisions of Government Code sections 53260 through 53264.

Notwithstanding the provisions of any District rule, regulation, policy, procedure or practice to the contrary, upon termination of Mr. York's employment, whether with or without cause, Mr. York will not be entitled to any compensation, damages or other monetary award except as specifically authorized by this Agreement.

9. Report Date. Mr. York will use his best efforts to report to the District and assume his duties as General Manager as soon as possible, but in no case later than January 1, 2018.

10. Dispute Resolution. If any dispute arises between the District and Mr. York over the conditions of his employment or the terms of this Agreement, the District and Mr. York

agree that they first will meet and confer to try to resolve the dispute. If that informal process does not result in a resolution of the dispute, the parties then will agree on a mutually acceptable mediator and attempt to mediate the dispute. If mediation is ineffective, the parties agree to submit the dispute to binding arbitration before a single mutually acceptable arbitrator using the procedures set forth in the California Arbitration Act, Code of Civil Procedure sections 1280 and following. Each party will bear its own costs in all phases of the dispute resolution process.

11. Entire Agreement. This Agreement constitutes the sole, entire, integrated and exclusive contract between the parties respecting Mr. York's employment by the District, and any other contracts, contract terms, understandings, promises or representations not expressly set forth or referenced in this Agreement are void and of no effect.

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

13. Successors and Assigns. This Agreement is personal to Mr. York. Neither the Agreement nor any part of it may be transferred or assigned. Subject to this restriction on transfer and assignment, this Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

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

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

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

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

SACRAMENTO SUBURBAN
WATER DISTRICT

DAN YORK:

By: _____
President, Board of Directors

By: _____
Dan York

Attest:

Sacramento Suburban Water District Classification Specification

Job Class: General Manager
FLSA Status: Exempt
Supervisor: Board of Directors
Effective Date: ~~April~~November 2017

Definition/Distinguishing Characteristics

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

Broad Duties

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

Section 30580

The General Manager shall:

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

Section 30581

The General Manager shall also:

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

Examples of Duties

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

- Serves as the Chief Administrative or Executive Officer of the District.
- Directs the development and implementation of District goals, objectives, policies and procedures; approves new or modified programs, systems and administrative/personnel actions.
- Coordinates District activities between divisions and with outside agencies and organizations.
- Provides consultation, advice and recommendations for the Board’s consideration and adoption; provides staff assistance to the Board.

- Represents the District by engaging in a high level of involvement and interaction with federal, state and local agencies and elected officials, other special districts, and professional groups and committees.
- Monitors and provides direction for media and public relations; insures the District's interests are represented with customers, stakeholders, governmental agencies, the financial community and the general public.
- Directs and oversees the development of Board agendas and staff reports.
- Directs and oversees the development, presentation and administration of the District budget, including maintenance and capital projects.
- Confers with and directs the management team and individual managers concerning administrative and operational issues.
- Confers with District legal counsel and outside counsel on legal issues affecting the District.
- Maintains awareness of operations practices and recommends changes which increase the efficiency and economy of District operations.
- Reviews and authorizes District contracts, leases, agreements with other agencies, and other legal and financial documents.
- Researches, prepares and presents technical and administrative reports and studies to the Board and a variety of committees.
- Establishes and maintains cooperative working relationships with co-workers, the Board, outside agencies, and the public.

Mental and Physical Requirements

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

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

Qualifications

Knowledge Of:

- Public water system operations.
- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Relevant Federal, State and local laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.
- Cost estimating and contract administration.

- Public personnel administration and employer-employee relations.
- Principles and practices of personnel administration.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).

Ability To:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Oversee the preparation of Board agendas.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Provide excellent customer service and resolve public concerns and complaints.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Effectively represent the District with the public, community groups, contractors and other organizations.
- Establish and maintain cooperative working relationships with the Board, staff, outside agencies, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- ~~A~~ Bachelor's Degree in Civil Engineering, Business Administration, Public Administration or a related field from an accredited college or university. Two (2) years of qualifying experience may be substituted for one (1) year of the required education with a high school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
 - Ten (10) years of broad and extensive administrative and management experience within the water industry that included responsibility for planning, organizing, implementing and supervising programs, budgets and administrative operations, preferably within a public agency, including at least six (6) years in a supervisory capacity.

Desirable:

- Additional years of broad and extensive administrative and management experience within the water industry that involved responsibility for planning, organizing, implementing and supervising programs, budgets and administrative operations, preferably within a public agency.
- Additional years of supervisory experience.
- Eight (8) or more years of progressively responsible technical, supervisory and administrative duties in the design, construction, operation and maintenance of a modern urban water system.
- Eight (8) or more years of professional civil engineering experience in the planning, design, construction and inspection of water supply projects, including at least four (4) years in a supervisory or lead capacity.
- ~~Possession of a~~ Certificate of Registration as a professional engineer in the State of California.
- ~~Possession of a~~ Master's Degree in Public Administration, Business, Civil Engineering or a related field.
- ~~Possession of~~ State of California Water Distribution Operator Certificate Grade D3 or higher.
- ~~Possession of~~ State of California Water Treatment Operator Certificate Grade T2 or higher.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.