

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, November 18, 2019
6:00 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 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 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 Items for Discussion and/or Action.

1. Minutes of the October 16, 2019 Special Board Meeting
Recommendation: Approve subject minutes.

2. Minutes of the October 21, 2019 Regular Board Meeting
Recommendation: Approve subject minutes.
3. General Manager and Director Out of State Travel Request
Recommendation: Consider approving the out of state travel requests.
4. Records Inspection, Retention and Disposal Policy (PL – Adm 002)
Recommendation: Approve subject policy with changes.

Items for Discussion and/or Action

5. Association of California Water Agencies (ACWA) Officer Elections and Designate the Voting Representative
Recommendation: Receive written staff report, consider candidate selection as appropriate, and designate the District's voting representative for the upcoming ACWA Fall convention.
6. Sacramento LAFCo Election of Special District Commissioner and Alternate Special District Commissioner
Recommendation: Receive written staff report, consider candidate selection, and direct staff to process ballot as appropriate.
7. 2020 Budget – Review and Consider Second Draft of Budget
Recommendation: Approve the 2020 budget.

General Manager's Report

8. General Manager's Report
 - a. Del Paso Manor Water District Update
 - b. Sacramento Region Collaboration Study Update
 - c. McClellan Business Park/County of Sacramento Agreement Update
 - d. Groundwater Substitution Transfer – San Juan Water District

Assistant General Manager's Report

9. Assistant General Manager's Report
 - a. Regional Water Supply Opportunities

Department/Staff Reports

10. Financial Report
 - a. Financial Highlights – October 2019
 - b. Financial Statements – October 2019
 - c. Investments Outstanding and Activity – October 2019
 - d. Cash Expenditures – October 2019
 - e. Credit Card Expenditures – October 2019
 - f. District Reserve Balances – October 2019
 - g. Information Required by LOC Agreement
 - h. Financial Markets Report – October 2019
11. District Activity Report
12. Engineering Report
 - a. Major Capital Improvement Program (CIP) Projects
 - b. Planning Documents
 - c. Other

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

13. a. Regional Water Authority (President Jones)
Agenda for the November 14, 2019 meeting.

Regional Water Authority Executive Committee (General Manager York)
Agenda for the October 23, 2019 meeting.
- b. Sacramento Groundwater Authority (Director Thomas)
None.
- c. Water Caucus Meeting (General Manager York)
None.

- d. Water Forum Successor Effort (General Manager York)
Agenda for the November 14, 2019 meeting.
- e. Other Reports – AB 1234

Committee Reports

- 14. a. Facilities and Operations Committee (Director Jones)
None.
- b. Finance and Audit Committee (Director Wichert)
None.
- c. San Juan Water District/Sacramento Suburban Water District Water
Management/Re-Organization Committee (Director Jones)
None.
- d. Employee Benefits Ad Hoc Committee (Director Wichert)
Draft Notes of the November 7, 2019 meeting.

Information Items

- 15. Biannual Groundwater Elevations Report
- 16. ACWA/JPIA President's Special Recognition Awards
- 17. Legislative and Regulatory Update
- 18. Upcoming Water Industry Events
- 19. Upcoming Policy Review
 - a. Water Service Charges and Rate Setting Policy (PL - Fin 009)
 - b. Capital Asset Policy (PL - Fin 00)

Miscellaneous Correspondence and General Information

- 20. 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)

- 21. Public employee performance evaluation involving the General Manager under Government Code section 54954.5(e) and 54957.
- 22. Conference with Board negotiating committee (including Director Jones) involving the General Manager under Government Code sections 54954.5(f) and 54957.6.

Adjournment

Upcoming Meetings

Monday, December 16, 2019 at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the November 18, 2019 meeting of the Sacramento Suburban Water District Board of Directors was posted by November 15, 2019 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.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

AGENDA ITEM: 1

Minutes

Sacramento Suburban Water District Special Board Meeting Wednesday, October 16, 2019

Call to Order

President Jones called the meeting to order at 6:00 p.m.

Pledge of Allegiance

President Jones led the Pledge of Allegiance.

Roll Call

Directors Present: Dave Jones, Craig Locke, Kathleen McPherson, Kevin Thomas and Robert Wichert.

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Mike Huot, Director of Finance and Administration Dan Bills, Heather Hernandez-Fort and Julie Nemitz.

Public Present: William Eubanks, Avery Wiseman, Paul Olmstead, Jane Kwong, Debbie Burnett, Sandi Scheiber, Jan Yarnet, Juan Martinez, Ray Fishbach, Pat Fishbach, Elaine Cannon, Lok Law, Lance Salisbury, Sam Zarek, Habib Isaac, Jennifer Harris, Christine Kohn, and District Legal Counsel Josh Horowitz.

Announcements

None.

Public Comment

None.

Public Hearing on Proposed Increase in Water Service Charges

1. **Public Hearing on Proposed Increase in Water Service Charges**

President Jones opened the Public Hearing and asked General Manager Dan York (GM York) to provide a summary of the circumstances that brought forth the need for the Public Hearing.

GM York provided a time line from the Board action calling for the Public Hearing through legal notices provided to the Public. He explained the order of the proceeding for the Public Hearing as follows: before public comment would be taken, staff would present findings and recommendations relative to the action before the Board; staff would summarize comments and written protests; the Board President would then open the Public Hearing to take additional public comment; and after all public comment has

been received, the Public Hearing would be closed and the Board would then deliberate.

President Jones introduced Director of Finance and Administration Dan Bills (Mr. Bills).

Mr. Bills presented a PowerPoint Presentation highlighting the findings of the Rate Study which included:

- Basis and Reasons for the District's Proposed Rate Adjustment
- Proposed Financial Plan
- Summary of Cost of Service
- Proposed Rate Schedule

GM York then provided a summary of the written and verbal comments received from the public up to the opening of the Public Hearing and stated that there were a total of 27 written comments submitted.

President Jones then called for public comment at 6:09 p.m.

There were a total of 9 customers who provided oral comment. In addition to statements in opposition to the rate increase, additional comments were made relating to:

- Suggestions to capture rainfall
- Suggestions on decreasing expenses
- Concerns over details on a specific well drilled adjacent to a customer's property
- Inquiries over the cost of employee benefits and retirement packages
- Inquiries over the Director stipend amounts
- Requests for additional information regarding the CA WaterFix tunnels
- The desire for low income programs

President Jones closed the public comment portion of the Public Hearing at 7:02 p.m. and requested the total number of written comments received from the public.

GM York stated that there were a total of 28 written comments submitted.

President Jones determined that 50% plus 1 protests which were required to be filed to constitute a valid protest was not met, therefore, the protest failed.

President Jones closed the Public Hearing at 7:03 p.m.

Items for Discussion and Action

2. **Comprehensive Water Cost of Service Study Report**
Mr. Bills presented the staff report.

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

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

3. **Resolution No. 19-14 Amending Regulation No. 3 of the Regulations Governing Water Service**

Mr. Bills presented the item.

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

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

Adjournment

President Jones adjourned the meeting at 7:07 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Minutes

Sacramento Suburban Water District Regular Board Meeting Monday, October 21, 2019

Call to Order

President Jones called the meeting to order at 6:00 p.m.

Pledge of Allegiance

President Jones led the Pledge of Allegiance.

Roll Call

Directors Present: Dave Jones, Craig Locke, Kathleen McPherson, Kevin Thomas, and Robert Wichert.

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Mike Huot, Director of Finance and Administration Dan Bills, Heather Hernandez-Fort, Cassie Crittenden, Julie Nemitz, Dana Dean, Matt Underwood, Doug Cater, and Raul Palomar.

Public Present: William Eubanks, Alan Driscoll, Avery Wiseman and Robert Cassinelli.

Announcements

General Manager Dan York (GM York) announced:

- Reminder that Friday, October 25, 2019 is the Well N6A Open House
- SSWD Employees won the Top Ops competition for the second time in the last 4 years

Public Comment

Robert Cassinelli (Mr. Cassinelli) requested additional information from staff regarding the charges he claims he paid to have his water meter installed back in 2004.

President Jones requested staff contact Mr. Cassinelli to look into his concerns.

William Eubanks (Mr. Eubanks) inquired about Director McPherson's comment in the Special Board Meeting on October 8, 2019, stating that she commented that she was working on getting rates based on income for the ratepayers.

Director McPherson explained that she informally discussed the topic with GM York and legal counsel to gain a better understanding of the options available.

Director Wichert commented that the Board briefly discussed looking into a voluntary contribution by ratepayers, but that nothing was decided.

Consent Items

1. **Minutes of the September 16, 2019 Regular Board Meeting**
2. **Records Inspection, Retention and Disposal Policy (PL – Adm 002)**
3. **Rules for Proceedings of the Board of Directors (PL – BOD 002)**

Director Wichert requested to pull Item 2 for discussion.

Director Thomas moved Items 1 and 3, Director Locke seconded. The motion passed by unanimous vote.

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

Regarding Item 2, Director Wichert inquired about the rule for having emails on personal devices such as cell phones.

Dan Bills (Mr. Bills) explained that the intent was to protect the Directors from having their personal computers be subject to discovery because they contained District information.

Director Wichert moved to approve the item.

Director Locke expressed that he would feel more comfortable if the Policy was clear as to when items needed to be deleted or removed from personal communication devices.

GM York expressed that staff could get better clarification from legal counsel and bring the item back at a future Board meeting.

Director Wichert withdrew his motion.

Items for Discussion and/or Action

4. **Fiscal Year 2020 Budget – First Draft**

Mr. Bills presented the staff report and PowerPoint Presentation.

Director Wichert expressed that he would prefer that all finance items go to the Finance and Audit Committee prior to a regular Board meeting.

Director Wichert recalled that there was money budgeted for surface water from the City of Sacramento.

Mr. Bills expressed that he would look into it and correct if needed.

Discussion ensued regarding the cost of taking 215 water.

Director Wichert requested to list the total cost of 215 water in future presentations.

Discussion ensued regarding the proposed 4% merit increase.

Discussion ensued regarding the 2019 compensation study.

The Board agreed to have the topic further discussed at the next Employee Benefits Ad Hoc Committee meeting.

Director Wichert suggested staff continue to assess the need for hiring contract engineers as there were already several on staff.

Director McPherson requested for the category "other" in the Operations and Maintenance (O&M) budget be broken out into further detail.

Director McPherson requested to correct slide 17, the O&M Expense Detail Water Cost slide, to show the actual trend.

Further discussion ensued regarding merit and COLA percentages.

Director McPherson recommended to use the average of the Western Cities Index (2.9%) and the Social Security Index (1.6%) 2.25% COLA, and the average of 2.6% for merit.

Director Locke recommended reviewing ways to balance the internal inequity between the PEPRA employee's and Classic employees, and was hopeful the discussion could take place at the Employee Benefits Ad Hoc Committee meeting.

President Jones noted that it was determined from the compensation study just performed that the District was almost at the bottom of the pay scale in the region by not keeping the pay at a consistent rate. He expressed that cutting salaries to try to balance the budget was not responsible, and that would only position the District to be back in the same situation down the road.

Mr. Bills reminded the Board that there were several other expenses in the budget to review as well.

Director Locke stated that the topic would be reviewed at the Employee Benefits Ad Hoc Committee meeting, and requested to move on to the CIP portion of the budget.

Director Wichert requested to budget 3 million dollars in 2020, then 3 million dollars in 2021 for well replacement, instead of 6 million in one year. He further explained his

recommendation to smooth out the well replacement projects over more time. He requested more justification for doubling the budget for well replacements.

Director Locke reminded the Board that well replacement was generally a three year process.

Director McPherson noted that she wanted to be sure staff was looking at getting land at a low cost.

Director Locke wanted to be sure there was enough in the budget for property acquisition.

Director Locke requested a copy of the vehicle replacement guideline the District utilizes.

Mr. Eubanks reminded the Board that they had a spending plan, not a budget, and encouraged the Board to look into building more wells in the South Service Area as he felt there was an inequality between the North and South Service areas. He further complimented Mr. Bills on his efforts with the “spending plan.”

The Employee Benefits Ad Hoc Committee members agreed to hold the meeting on November 7, 2019, as a public meeting.

General Manager’s Report

5. General Manager’s Report

GM York presented the staff report.

a. Placer County Water Agency Wholesale Water

GM York presented the staff report.

b. Sacramento Region Collaboration Study Update

GM York presented the staff report.

c. McClellan Business Park/County of Sacramento Agreement Update

GM York presented the staff report.

Mr. Eubanks suggested the Board send a letter to the Board of Supervisors requesting them to expedite the signing of the contract.

Department/Staff Reports

6. Financial Report

A written report was provided.

- a. *Financial Highlights – September 2019*
A written report was provided.
- b. *Financial Statements – September 2019*
A written report was provided.
- c. *Investments Outstanding and Activity – September 2019*
A written report was provided.
- d. *Cash Expenditures – September 2019*
A written report was provided.
- e. *Credit Card Expenditures – September 2019*
A written report was provided.
- f. *Directors Compensation and Expense Accounting Quarterly Report*
A written report was provided.
- g. *District Reserve Balances – September 2019*
A written report was provided.
- h. *Information Required by LOC Agreement*
A written report was provided.
- i. *Financial Markets Report – September 2019*
A written report was provided.

7. **District Activity Report**
A written report was provided.

8. **Engineering Report**
A written report was provided.

- a. *Major Capital Improvement Program (CIP) Projects*
A written report was provided.
- b. *Planning Documents*
A written report was provided.
- c. *Other*
A written report was provided.

Mr. Eubanks inquired about the water modeling, and asked when it would be complete. He additionally inquired about the surface water placement.

Dana Dean (Mr. Dean) answered that the modeling would be done within the next few days, and additionally showed Mr. Eubanks where the surface water would be used on the map.

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

9. a. Regional Water Authority (President Jones)
None.

Regional Water Authority Executive Committee (General Manager York)
The agenda for the September 25, 2019 meeting was provided.

- b. Sacramento Groundwater Authority (Director Thomas)
The agenda from the October 10, 2019 meeting was provided.
- c. Water Caucus Meeting (General Manager York)
None.
- d. Water Forum Successor Effort (General Manager York)
None.
- e. Other Reports – AB 1234

Director McPherson provided an oral report on her meeting with the General Manager on May 29, 2019; her time spent listening to the recording of the Finance and Audit Committee meeting on June 10, 2019; the RWA meeting that she attended on July 11, 2019; the Jonas Main Line Replacement Open House she attended on July 18, 2019; and her meeting with the General Manager on July 31, 2019.

Director Thomas provided an oral report his GM Performance Evaluation meeting he attended on September 12, 2019; the Western Groundwater Conference he attended September 17 – 19, 2019; his two meetings with the General Manager on September 20 and 24, 2019; the General Manager Performance Evaluation meeting he attended on October 3, 2019; the Auburn Dam Counsel Meeting he attended on October 4, 2019, and the General Manager Performance Evaluation meeting he attended on October 7, 2019.

President Jones provided an oral report on the RWA meeting he attended on September 12, 2019; the Tour of the Delta that he attended on September 17, 2019; and the CSDA Conference he attended September 25-28, 2019.

Committee Reports

10. a. Facilities and Operations Committee (Director Jones)
None.

- b. Finance and Audit Committee (Director Wichert)
None.
- c. San Juan Water District/Sacramento Suburban Water District Water Management/Re-Organization Committee (Director Jones)
None.

Information Items

- 11. **ACWA Region Election Results**
A written report was provided.
- 12. **Moody's Annual Issuer Comment Report**
A written report was provided.
- 13. **Well Efficiency Testing Annual Report**
A written report was provided.

Director Wichert inquired why the highest efficiency wells were in lag.

Matt Underwood (Mr. Underwood) stated that staff would look into it.
- 14. **Legislative and Regulatory Update**
A written report was provided.
- 15. **Upcoming Water Industry Events**
A written report was provided.

Director's Comments/Staff Statements and Requests

None.

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

The Board convened in Closed Session at 8:18 p.m. to discuss the following:

- 16. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); *Sacramento Suburban Water District v. United States*, United States Court of Federal Claims case no. 1:17-cv-00860-RHH, and *Sacramento Suburban Water District v. United States, et al.*, United States District Court for the Eastern District of California, case no. 2:17-cv-01353-TLN-AC.
- 17. Conference with legal counsel – potential litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiating litigation involving one case.
- 18. Public employee performance evaluation involving the General Manager under Government Code section 54954.5(e) and 54957.

Return to Open Session

The Board convened in open session at 8:48 p.m. There was no reportable action.

Adjournment

President Jones adjourned the meeting at 8:49 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

DRAFT



Agenda Item: 3

Date: November 11, 2019

Subject: General Manager and Director Out of State Travel Requests

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve the General Manager and Director(s) out of state travel to attend the following in 2020:

- Sacramento Metropolitan Chamber of Commerce’s Capitol to Capitol trip
- Legislative Washington D.C. Trip

Discussion:

The Sacramento Metropolitan Chamber of Commerce’s Capitol to Capitol Conference is in Washington, D.C., April 25 through April 29, 2020. Early registration for this conference is in January, 2020.

In addition, there is a possibility for a Legislative Washington D.C. trip by a selected group of participants in Spring 2020.

Both take place out of state, therefore, Board approval is required for each conference.

Fiscal Impact:

Within budgeted amounts for staff travel and conferences.

Strategic Plan Alignment:

Goal B - Optimize Operational and Organizational Efficiencies

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



Agenda Item: 4

Date: November 4, 2019

Subject: Records Inspection, Retention, and Disposal Policy (PL – Adm 002)

Staff Contact: Mike Huot, Assistant General Manager

Recommended Board Action:

Approve the updated Records Inspection, Retention, and Disposal Policy (PL – Adm 002) with changes.

Background:

On September 16, 2019, the Records Inspection, Retention, and Disposal Policy Update was brought to the Board for review. No comments have been received to date.

On October 21, 2019, staff brought the Records Inspection, Retention, and Disposal Policy with changes to the Board for approval. The Board approved the changes but requested modifications to Section 200.50 so it addresses Directors deleting District records from their personal devices.

Discussion:

Staff contacted legal counsel to inquire about deleting District records from the Boards personal devices. Legal counsel added language to Section 200.50 to clarify the obligation of employees and Directors regarding District records on personal devices. Following is the update provided by legal counsel:

Section 200.50 – Additional Public Records

- Language added to address personal devices
 - Writings involving official District business created, used, or retained on a personal electronic device owned, leased, or possessed by a District Director or employee are public records of the District and must be retained in accordance with this policy and all other applicable District policies. A Director or employee should avoid retaining District records on a personal device indefinitely to avoid inadvertent destruction or tampering, and should contact the District Secretary or his/her designee as soon as possible to arrange to transfer such records into the District’s records management system. After District records are transferred off the device, the Director or employee may delete the records from their personal device. Directors and employees should avoid retaining District records on a personal device indefinitely to avoid inadvertent destruction or tampering, and should contact the District Secretary or his/her designee as soon as possible to arrange to transfer such records into the District’s records management system.

As provided in the October 21, 2019 Board meeting, below is a summary of the other changes made by staff and legal counsel:

Section 300.20 – Records Retention Schedule

- Changes to the Records Retention Schedule for the following
 - Board of Directors and Committees
 - Agendas and Staff Reports – Changed from 3 years to 5 years
 - As-built plans/documents
 - Changed from 7 years to permanent or until facility is decommissioned and removed from service
 - Personal Property
 - Inventory and Maintenance and Inspection Logs – Changed from 4 years to 3 years
 - Insurance
 - Memoranda of coverage, insurance policies, endorsements, certificates of insurance, coverage opinions, and surety/fidelity bonds - Changed from 5 years to 3 years
 - Membership
 - Program participation agreements – Changed from 10 years to 7 years
 - Personnel
 - Employment testing results (non-hires) – Changed from 2 years to 1 year

Staff recommends adopting the updated Records Inspection, Retention, and Disposal Policy. Both, a redline version (Attachment 1) and clean version (Attachment 2) are included for your reference.

Fiscal Impact:

Adopting the policy updates has a negligible fiscal impact.

Strategic Plan Alignment:

Goal B: Optimize Operational and Organizational Efficiencies

District customers benefit from an established records management program that increases efficiencies for storing documents and purging old documents.

Attachments:

1 – Records Inspection, Retention, and Disposal Policy - redlined

2 – Records Inspection, Retention, and Disposal Policy - clean

Sacramento Suburban Water District

Records Inspection, Retention, and Disposal Policy

Adopted: October 20, 2003

Revised: ~~January 23, 2006; January 28, 2008; August 17, 2009; November 21, 2011; October 21, 2013; December 16, 2013; December 21, 2015; October 16, 2017~~ Approved with Changes: October, XX, 2019

100.00 Purpose of the Policy

This document describes the Sacramento Suburban Water District's policy concerning records inspection, retention, destruction, and storage.

200.00 Inspection

200.10 Purpose and Scope

This section provides criteria for the inspection of records.

200.20 General

Public records of the District are open to inspection during normal office hours and any person has a right to inspect these records.

200.30 Definitions

As used in this section:

- a. "Public Records" includes any writing containing information relating to the conduct of public business prepared, owned, used, or retained by the District regardless of physical form or characteristics and which is not otherwise exempt from disclosure in accordance with applicable laws.
- b. "Writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing or any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, or drives, drums, or other documents. Writing does not include compilations of writings created outside the normal course of business.

200.40 Exemptions

Nothing in this section requires disclosure of the following records:

- a. Preliminary drafts, notes, or intra- or inter-agency memoranda not retained by the District in the ordinary course of business, if the public interest in withholding such records clearly outweighs the public interest in disclosure;
- b. Records pertaining to pending litigation in which the District is a party or to claims made pursuant to Division 3.6 (Commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;
- c. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy or that is otherwise limited by law;
- d. Geological and geophysical data, plant production data, and similar information relating to utility systems development obtained in confidence from any source, related to groundwater well drilling/development;
- e. Test questions, scoring keys, and other examination data used to administer examinations for employment;
- f. The contents of real estate appraisals, engineering, or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective supply and construction contracts, until such time as the property has been acquired or the contract agreement has been obtained. The law of eminent domain will not be affected by this provision;
- g. Records exempted or prohibited from disclosure pursuant to provisions of Federal or State Law, including, but not limited to, provisions of the Evidence Code relating to privilege;
- h. Data, plans, drawings, schematics, manuals, and other documents related to the security and protection of the District's water supplies;
- i. Private information pertaining to any customer, director or employee that is explicitly exempt under Government Code sections 6254(c) and 6254.16 or that may be exempt because of personal safety and privacy concerns under Government Code section 6255, including, but not limited to, personal identifying information and private data such as social security numbers, home address, telephone number, credit history, water usage, and confidential personnel and financial records.
- j. Computer software developed by the District for internal use and not otherwise made available to the public except by selling, leasing, or licensing

such software for commercial or non-commercial use.—. The District's proprietary computer software may include computer mapping systems, computer programs, and computer graphics systems.

- k. Information security, if disclosure of that information would reveal vulnerabilities of, or otherwise increase the potential for an attack on the District's information technology system.—. This exemption in no way limits the District's obligation to disclose otherwise public records stored within its information technology system; and
- l. Other records the disclosure of which is not required by law.

200.50 Additional Public Records

Notwithstanding the foregoing:

- a. Every employment contract between the District and a public official or public employee is a public record.
- b. An itemized statement of the total expenditures and disbursements of the District provided for in Article VI of the California Constitution will be open for inspection; and
- c. Documents concerning an open session item of a noticed public meeting that are provided to all or a majority of the Board or a committee less than 72 hours before that meeting are public records;
- e.d. Writings involving official District business created, used, or retained on a personal electronic device owned, leased, or possessed by a District Director or employee are public records of the District and must be retained in accordance with this policy and all other applicable District policies. Directors and employees must maintain District records created, used or stored on their personal electronic devices until they can be transferred to the District's records management system. After District records are transferred off the device, the Director or employee may delete the records from their personal device. Directors and employees should avoid retaining District records on a personal device indefinitely to avoid inadvertent destruction or tampering, and should contact the District Secretary or his/her designee as soon as possible to arrange to transfer such records into the District's records management system.

200.60 Justification for Withholding of Records

The District will justify withholding a record by demonstrating the record is exempt under the express provisions of Government Code sections 6254 and 6254.16 and any other applicable statute (including the records listed above in section 200.40) or by demonstrating that the public interest served by not making the record available clearly outweighs the public interest served by disclosing the record. Written notice of intent to

withhold records stating the reasons for withholding the records, the person making such determination, and an estimated time for when disclosable documents will be furnished will be provided to the person requesting the record within ten days, or later if good cause requires, of the request for inspection as required by Government Code sections 6253, subdivision (c) and 6255, subdivision (b).

200.70 Confidentiality of Certain Records

While the District supports and implements the legal principles underlying the “government sunshine laws”, including the Public Records Act and Brown Act, it also recognizes the equally important constitutional principles underlying its customers’, directors’, and employees’ rights to privacy in their personal information. Such information includes those items described in Section 200.40 (i) of this Policy. The District will not disclose private information of any customer, director, or employee unless compelled by a legally-authorized subpoena, court order or order of another government agency with the power to obtain such records or authorized by the customer, director, or employee in writing. In cases where there is no clear exemption from disclosure, the District will attempt to contact the customer, director, or employee whose private information is being requested, inform the customer, director, or employee of the request, and provide that person or entity with the opportunity to object to the request and if desired, to seek a court order to protect the private information being requested from disclosure.

200.80 Copies of Records

- a. A person may obtain copies of identifiable records, by written request on the District’s request form. Upon request, District staff will assist the requestor to identify records and complete the request form. The District Secretary is the custodian of the District’s records and will provide the requestor with copies of all requested records unless a record is in electronic form or in a specialized format, in which case the District will provide the most accurate copy possible within the limits of available technology and the requestor’s instructions and willingness to pay the appropriate costs to retrieve and reproduce copies of such non-standard records, if applicable. Officers, agents, and employees of the District are not required to request records in compliance with this section when acting within the course and scope of employment or office holding. If the District is unable to provide requested copies within ten days of the request, it will advise the requestor in writing of the date when the record will be provided.
- b. The charge for plain paper standard black and white letter or legal size photocopies will be in accordance with the Regulation 3 of the District’s Regulations Governing Water Service, which reflects the District’s direct copying costs. Large format documents, maps, color copies, and similar specialized documents will be charged at cost, which the District will determine and advise the requestor of and receive approval from the requestor before copying begins. Payment for all services is required at the time copies are

provided, although the District may require a deposit as provided below in subdivision (c) before beginning copying and/or sending the job to an outside copy service, in which case the copy service's actual charges will be passed through to the requestor. No charge will be imposed for research.

- e. ~~c.~~ The District Secretary or designee may require a person who desires to obtain a ~~copy~~ copy of a ~~record~~ records to deposit an amount equal to the estimated fees for copying prior to starting reproduction ~~receiving the record~~. The portion of the deposit not ~~required~~ used for the costs of reproduction will be refunded. If the deposit is insufficient, the District ~~may~~ will require the requestor to pay any balance of copying charges due before any records are released.

200.90 Public Counter Records

- a. Except for writings exempt from public disclosure, the District Secretary or designee will maintain a duplicate copy of the last approved Board meeting minutes and the agenda and written materials distributed to the Board for discussion or consideration at the next scheduled Board meeting. ~~These records will be maintained at the public counter located in the District's administrative office. Public records discussed during a public meeting but not previously available will be made available before the commencement of discussion at such meeting or as soon thereafter as practicable.~~
- b. Public counter records also include those public meeting documents described in subdivision (c) of section 200.50 of this Policy.
- c. No charge will be imposed for the use or review of the records described in this section. ~~However, the District will, however, impose a copy charge if a copy of a public counter record is requested.~~
- d. The District also posts on its website copies of all public counter records, archived Board meeting minutes and agendas, current Board policies, and other important District documents. ~~Requestors are encouraged to view and obtain copies of available documents on the District's website by visiting: www.sswd.org.~~

200.95 Recording-Keeping

The District Secretary or designee will maintain a record of all requests for records filed with the District, including those ~~inspection~~ that are denied and the reasons for the denial.

300.00 Retention, Disposal, and Storage

300.10 Purpose and Scope

This section provides criteria for the retention, destruction, and storage of records.

300.20 Records Retention Schedule

This is the District's Records Retention Schedule, which has been adopted by the Board of Directors by Resolution 06-01 in accordance with Government Code sections 12236 and 60201, subdivision (b)(2), and reviewed at least biennially. –As provided by California law, the District will retain, store, and dispose of its records in accordance with this schedule and the requirements and procedures set forth in this policy. In accordance with Government Code sections 60201 and 60203, the District may keep a copy of any record listed in the schedule below either in its original form or as an electronic record stored in the District's Records Management System, which is a trusted system within the meaning of Government Code section 60203(a).

R = Legally required retention period.

<u>Title</u>	<u>Minimum Retention Period</u>	<u>Notes/Comments</u>
<u>Administration:</u>		
Correspondence	3 years	
Policy and Procedures	7 years after cancellation	
Formation/accreditation	Permanent	
Consumer confidence reports	10 years	R
Oaths of office/ballots/other official materials related to election or appointment of directors and officers	Term of Office + 7 years	R
Filings with Secretary of State	Permanent	R
Work Orders/-Time Sheets	3 years	
Form 700 Statements of Economic Interests	7 years after filing	R
Form 801 Gift to Agency	7 years after filing	R
Form 470 annual Financial Disclosure Statements	7 years after filing	R
<u>Board of Directors:</u>		
Agendas	53 years	
Meeting Notices	3 years	
Staff Reports	35 years	
Board and standing committee meeting minutes	Permanent	R
Ordinances and Resolutions	Permanent	R

Conflict of Interest Code	Current + 3 years	R
Board policies and procedures	Current + 3 years	R
Ethics Code	Current + 3 years	R
Proofs of Completion of Directors' and Designated Employees' Ethics Training	5 years	R
<u>Committees:</u>		
Agendas	53 years	
Meeting notices	3 years	
Minutes	Permanent	R
Staff Reports	53 years	

<u>Title</u>	<u>Minimum Retention Period</u>	<u>Notes/Comments</u>
<u>Contracts:</u>		
Agreements and contracts	7 years following end of contract	R
Requests for proposal and requests for qualifications	Contract Termination + 5 years	
Responses to requests for proposal and requests for qualifications	Contract Termination + 5 years and 2 years for all unaccepted proposals and qualifications	R
<u>Capital Improvements:</u>		
Capital improvement contracts	7 years following end of contract	R
Accepted and proposed bid documents	5 years	
As-built plans/-documents	<u>Permanent or until facility is decommissioned and removed from service</u> 7 years following end of contract	
Unaccepted construction bids and proposals	2 years	R
<u>Elections Materials:</u>		
General	3 years	
Special	3 years	
<u>Financial:</u>		
	<u>All categories below: Audit +</u>	<u>Records of Grant-reimbursed expenses must be kept until state DOF audit complete</u>
<u>Accounts payable</u>	<u>All categories below: - Audit +</u> 2 years	
Correspondence	3 years	
A/P ledger/distribution journal	3 years	
Cash disbursements	3 years	
Payroll/stipend payments	3 years	R
Petty cash reports	3 years	R
Expense reports	3 years	R
Invoices	3 years	R
Purchase orders	3 years	R
Warrants	3 years	R
<u>Accounts Receivable</u>		
A/R register	3 years	

Aged trial balance	3 years	
Invoices	3 years	
<u>Title</u>	<u>Minimum Retention Period</u>	<u>Notes/Comments</u>
<u>Audit Reporting</u>		
Correspondence	3 years	
Reports	3 years	
State Controller's report	Permanent	R
Work papers	3 years	
<u>Banking</u>		
Correspondence	3 years	
Bank confirmations	3 years	
Bank reconciliations	3 years	
Bank statements	3 years	
Canceled and voided checks	3 years	
Deposit slips	3 years	
Signature authorization	3 years	
<u>Financial Reporting</u>		
Correspondence	7 years	
Reports and studies	7 years	
Charts of accounts	7 years	
Treasurer's reports	7 years	
Accountant reports	7 years	
<u>Ledgers</u>	All categories below - Audit + 2 years	
Account analysis		
Balance sheets		
General ledger		
Journal entries		
<u>Annual Budgets</u>	2 years	
<u>Issuance of Indebtedness:</u>	All categories below: 4 years after repayment	R
<u>Bond Insurance</u>	All categories below: 4 years after repayment	
Trust indentures	<u>4 years</u>	R
Funds management agreement	<u>4 years</u>	R
Other permanent bond records	<u>4 years</u>	R
Canceled checks for bond interest payments/redemption	10 years	
<u>Securities</u>		
Acquisition of securities	3 years	
Broker/-bank receipts	3 years	
Periodic statements	3 years	
<u>Personal Property</u>		

Inventory	4-3 years	
Maintenance and inspection logs	4-3 years	
<u>Title</u>	<u>Minimum Retention Period</u>	<u>Notes/Comments</u>
Computer licenses and documentation	Until eExpiration/obsolescence	
<u>Insurance:</u>		
Memoranda of coverage	Expiration + 5-3 years	
Insurance policies	Expiration + 5-3 years	
Endorsements	Expiration + 5-3 years	
Certificates of insurance	Expiration + 5-3 years	
Coverage opinions	Expiration + 5-3 years	
Surety/Fidelity Bonds	Expiration + 5-3 years	
Required to be maintained by insurer	10 years	
<u>Legal:</u>		
General correspondence	3 years	
Attorney correspondence	3 years	
Claims and claims records	2 years after close of claim	R
Minor's claims	2 years from age of 18	R
Litigation	2 years after litigation concludes	R
Opinions	7 years	R
<u>Membership:</u>		
Membership records	7 years	
Program participation agreements	7-10 years	
Appointment resolutions/letters	7 years	
<u>Personnel:</u>		
Personnel files	Permanent	R
Amount of compensation paid to Officers and Employees	7 years after date of payment	R
Reimbursements, advances, and credit card payment records for Officer and Employee travel and other District-related expenses	7 years after date of payment	R
Job descriptions	Current + 2 years	R
Time sheets	Current + 4 years	
Call reports and logs	Current + 4 years	
Employment Agreements	Expiration/Termination + 4 years	
Job applications and resumes (non-hires)	1 year	R
Position advertisements	2 years	R
Employment testing results (non-	12 years	R

hires)		
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<u>Title</u>	<u>Minimum Retention Period</u>	<u>Notes/Comments</u>
OSHA logs and records	5 years	
Safety and training records	Employment + 4 years	
Drug & alcohol program records	5 years	
Form DE 34-New Employee Report	4 years	
Form I9-Employment Eligibility	3 years after hire or 1 year after termination, whichever is later	
Harassment Training Records	2 years	
<u>Real Property:</u>		
Deeds and other documents related to real property interests	Permanent	R
Eminent domain	Permanent	R
Annexation and detachment	Permanent	R
<u>Tax-Related:</u>		
Auditor's assessed valuation certificates	5 years	R
District tax collection information	5 years	R
<u>Miscellaneous:</u>		
Other records Board determines to be of significant and lasting historical, administrative, financial, legal, or research value	Permanent	R
Records not prepared or received nor required to be maintained pursuant to state or federal law	2 years	
Other records prepared or received pursuant to state or federal law, but not expressly required to be maintained	3 years	
Board meeting tape recordings	After approval of minutes by Board or 30 days, whichever is later, if District chooses to record	R

300.30 Retention of Other Records

- a. The District must retain the following records, regardless of any different destruction policy or schedule as to any identified record or records specified in the records retention schedule set forth in section 2300.2 above:
 - i. Any record of the District that is the subject of a pending request made under the California Public Records Act, Government Code sections 6250 through 6276.48, until the District has either (A) complied with the request or (B) waited at least two years after the record was withheld and written notice denying the request was provided to the requestor; **(R)**
 - ii. Documents related to pending public works projects not accepted by the District or to which a stop notice claim may be legally presented; **-(R)**
 - iii. Documents related to any non-discharged District debt; and **-(R)**
 - iv. Any document that has not yet fulfilled the administrative, fiscal, or legal purpose for which it was created or received by the District. **-(R)**
- b. The District may dispose of the following records at any time, without maintenance of a copy:
 - i. Duplicates, the original, or a permanent photographic record of which is on file;
 - ii. ~~Rough~~ Working ~~d~~ Drafts, notes, and working papers prepared or kept by any employee or accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document, including but not limited to meter books after the contents thereof have been transferred to other records;
 - iii. Cards, listings, non-permanent indices, other papers used for controlling work and transitory files including letters of transmittal, suspense letters, and tracer letters;
 - iv. Canceled coupon sheets from registered bonds; and
 - v. Shorthand notebooks, telephone messages, and inter-departmental notes.

300.40 Records Storage

All of the records referenced in this section will be maintained at the District's Administrative office located at 3701 Marconi Avenue, Suite 100, Sacramento, California 95821; ~~District facilities at 5331 Walnut Avenue, Sacramento, California 95841; 7800 North Antelope Road, Antelope, California 95843;~~ and/or such other repository that the District may designate from time to time. -All records requests should be directed to the District's administrative office at 3701 Marconi Avenue, Suite 100, Sacramento, California 95821.

300.50 Records Disposal

The ~~General Manager~~District Secretary, or his or her designee, may destroy and discard, by any permanent method that protects the confidentiality of any privileged or confidential information contained therein, any District record after the expiration of the applicable retention period described in the above Records Retention Schedule.

400.00 Policy Review

This policy shall be reviewed at least biennially.

Sacramento Suburban Water District

Records Inspection, Retention, and Disposal Policy

Adopted: October 20, 2003

Approved with Changes: October, XX, 2019

100.00 Purpose of the Policy

This document describes the Sacramento Suburban Water District's policy concerning records inspection, retention, destruction, and storage.

200.00 Inspection

200.10 Purpose and Scope

This section provides criteria for the inspection of records.

200.20 General

Public records of the District are open to inspection during normal office hours and any person has a right to inspect these records.

200.30 Definitions

As used in this section:

- a. "Public Records" includes any writing containing information relating to the conduct of public business prepared, owned, used, or retained by the District regardless of physical form or characteristics and which is not otherwise exempt from disclosure in accordance with applicable laws.

"Writing" means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing or any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Writing does not include compilations of writings created outside the normal course of business.

200.40 Exemptions

Nothing in this section requires disclosure of the following records:

- a. Preliminary drafts, notes, or intra- or inter-agency memoranda not retained by the District in the ordinary course of business, if the public interest in withholding such records clearly outweighs the public interest in disclosure;
- b. Records pertaining to pending litigation in which the District is a party or to claims made pursuant to Division 3.6 (Commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;
- c. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy or that is otherwise limited by law;
- d. Geological and geophysical data, plant production data, and similar information relating to utility systems development obtained in confidence from any source, related to groundwater well drilling/development;
- e. Test questions, scoring keys, and other examination data used to administer examinations for employment;
- f. The contents of real estate appraisals, engineering, or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective supply and construction contracts, until such time as the property has been acquired or the contract agreement has been obtained. The law of eminent domain will not be affected by this provision;
- g. Records exempted or prohibited from disclosure pursuant to provisions of Federal or State Law, including, but not limited to, provisions of the Evidence Code relating to privilege;
- h. Data, plans, drawings, schematics, manuals, and other documents related to the security and protection of the District's water supplies;
- i. Private information pertaining to any customer, director or employee that is explicitly exempt under Government Code sections 6254(c) and 6254.16 or that may be exempt because of personal safety and privacy concerns under Government Code section 6255, including, but not limited to, personal identifying information and private data such as social security numbers, home address, telephone number, credit history, water usage, and confidential personnel and financial records.
- j. Computer software developed by the District for internal use and not otherwise made available to the public except by selling, leasing, or licensing such software for commercial or non-commercial use. The District's proprietary computer software may include computer mapping systems, computer programs, and computer graphics systems.

- k. Information security, if disclosure of that information would reveal vulnerabilities of, or otherwise increase the potential for an attack on the District's information technology system. This exemption in no way limits the District's obligation to disclose otherwise public records stored within its information technology system; and
- l. Other records the disclosure of which is not required by law.

200.50 Additional Public Records

Notwithstanding the foregoing:

- a. Every employment contract between the District and a public official or public employee is a public record.
- b. An itemized statement of the total expenditures and disbursements of the District provided for in Article VI of the California Constitution will be open for inspection;
- c. Documents concerning an open session item of a noticed public meeting that are provided to all or a majority of the Board or a committee less than 72 hours before that meeting are public records;
- d. Writings involving official District business created, used, or retained on a personal electronic device owned, leased, or possessed by a District Director or employee are public records of the District and must be retained in accordance with this policy and all other applicable District policies. Directors and employees must maintain District records created, used or stored on their personal electronic devices until they can be transferred to the District's records management system. After District records are transferred off the device, the Director or employee may delete the records from their personal device. Directors and employees should avoid retaining District records on a personal device indefinitely to avoid inadvertent destruction or tampering, and should contact the District Secretary or his/her designee as soon as possible to arrange to transfer such records into the District's records management system.

200.60 Justification for Withholding of Records

The District will justify withholding a record by demonstrating the record is exempt under the express provisions of Government Code sections 6254 and 6254.16 and any other applicable statute (including the records listed above in section 200.40) or by demonstrating that the public interest served by not making the record available clearly outweighs the public interest served by disclosing the record. Written notice of intent to withhold records stating the reasons for withholding the records, the person making such determination, and an estimated time for when disclosable documents will be furnished will be provided to the person requesting the record within ten days, or later if good

cause requires, of the request for inspection as required by Government Code sections 6253, subdivision (c) and 6255, subdivision (b).

200.70 Confidentiality of Certain Records

While the District supports and implements the legal principles underlying the “government sunshine laws”, including the Public Records Act and Brown Act, it also recognizes the equally important constitutional principles underlying its customers’, directors’, and employees’ rights to privacy in their personal information. Such information includes those items described in Section 200.40 (i) of this Policy. The District will not disclose private information of any customer, director, or employee unless compelled by a legally-authorized subpoena, court order or order of another government agency with the power to obtain such records or authorized by the customer, director, or employee in writing. In cases where there is no clear exemption from disclosure, the District will attempt to contact the customer, director, or employee whose private information is being requested, inform the customer, director, or employee of the request, and provide that person or entity with the opportunity to object to the request and if desired, to seek a court order to protect the private information being requested from disclosure.

200.80 Copies of Records

- a. A person may obtain copies of identifiable records, by written request on the District’s request form. Upon request, District staff will assist the requestor to identify records and complete the request form. The District Secretary is the custodian of the District’s records and will provide the requestor with copies of all requested records unless a record is in electronic form or in a specialized format, in which case the District will provide the most accurate copy possible within the limits of available technology and the requestor’s instructions and willingness to pay the appropriate costs to retrieve and reproduce copies of such non-standard records, if applicable. Officers, agents, and employees of the District are not required to request records in compliance with this section when acting within the course and scope of employment or office holding. If the District is unable to provide requested copies within ten days of the request, it will advise the requestor in writing of the date when the record will be provided.
- b. The charge for plain paper standard black and white letter or legal size photocopies will be in accordance with the Regulation 3 of the District’s Regulations Governing Water Service, which reflects the District’s direct copying costs. Large format documents, maps, color copies, and similar specialized documents will be charged at cost, which the District will determine and advise the requestor of and receive approval from the requestor before copying begins. Payment for all services is required at the time copies are provided, although the District may require a deposit as provided below in subdivision (c) before beginning copying or sending the job to an outside copy

service, in which case the copy service's actual charges will be passed through to the requestor. No charge will be imposed for research.

- c. The District Secretary or designee may require a person who desires to obtain copies of records to deposit an amount equal to the estimated fees for copying prior to starting reproduction. The portion of the deposit not use for the costs of reproduction will be refunded. If the deposit is insufficient, the District will require the requestor to pay any balance of copying charges due before any records are released.

200.90 Public Counter Records

- a. Except for writings exempt from public disclosure, the District Secretary or designee will maintain a duplicate copy of the last approved Board meeting minutes and the agenda and written materials distributed to the Board for discussion or consideration at the next scheduled Board meeting. These records will be maintained at the public counter located in the District's administrative office. Public records discussed during a public meeting but not previously available will be made available before the commencement of discussion at such meeting or as soon thereafter as practicable.
- b. Public counter records also include those public meeting documents described in subdivision (c) of section 200.50 of this Policy.
- c. No charge will be imposed for the use or review of the records described in this section. However, the District will impose a copy charge if a copy of a public counter record is requested.
- d. The District also posts on its website copies of all public counter records, archived Board meeting minutes and agendas, current Board policies, and other important District documents. Requestors are encouraged to view and obtain copies of available documents on the District's website by visiting: www.sswd.org.

200.95 Recording-Keeping

The District Secretary or designee will maintain a record of all requests for records filed with the District, including those that are denied and the reasons for the denial.

300.00 Retention, Disposal, and Storage

300.10 Purpose and Scope

This section provides criteria for the retention, destruction, and storage of records.

300.20 Records Retention Schedule

This is the District's Records Retention Schedule, which has been adopted by the Board of Directors by Resolution 06-01 in accordance with Government Code sections 12236 and 60201, subdivision (b)(2), and reviewed at least biennially. As provided by California law, the District will retain, store, and dispose of its records in accordance with this schedule and the requirements and procedures set forth in this policy. In accordance with Government Code sections 60201 and 60203, the District may keep a copy of any record listed in the schedule below either in its original form or as an electronic record stored in the District's Records Management System, which is a trusted system within the meaning of Government Code section 60203(a).

R = Legally required retention period.

<u>Title</u>	<u>Minimum Retention Period</u>	<u>Notes/Comments</u>
<u>Administration:</u>		
Correspondence	3 years	
Policy and Procedures	7 years after cancellation	
Formation	Permanent	
Consumer confidence reports	10 years	R
Oaths of office/ballots/other official materials related to election or appointment of directors and officers	Term of Office + 7 years	R
Filings with Secretary of State	Permanent	R
Work Orders/Time Sheets	3 years	
Form 700 Statements of Economic Interests	7 years after filing	R
Form 801 Gift to Agency	7 years after filing	R
Form 470 annual Financial Disclosure Statements	7 years after filing	R
<u>Board of Directors:</u>		
Agendas	5 years	
Meeting Notices	3 years	
Staff Reports	5 years	
Board meeting minutes	Permanent	R
Ordinances and Resolutions	Permanent	R
Conflict of Interest Code	Current + 3 years	R
Board policies and procedures	Current + 3 years	R
Ethics Code	Current + 3 years	R
Proofs of Completion of Directors' and Designated Employees' Ethics Training	5 years	R

Committees:		
Agendas	5 years	
Meeting notices	3 years	
Minutes	Permanent	R
Staff Reports	5 years	

<u>Title</u>	<u>Minimum Retention Period</u>	<u>Notes/Comments</u>
<u>Contracts:</u>		
Agreements and contracts	7 years following end of contract	R
Requests for proposal and requests for qualifications	Contract Termination + 5 years	
Responses to requests for proposal and requests for qualifications	Contract Termination + 5 years and 2 years for all unaccepted proposals and qualifications	R
<u>Capital Improvements:</u>		
Capital improvement contracts	7 years following end of contract	R
Accepted and proposed bid documents	5 years	
As-built plans/documents	Permanent or until facility is decommissioned and removed from service	
Unaccepted construction bids and proposals	2 years	R
<u>Elections Materials:</u>		
General	3 years	
Special	3 years	
<u>Financial:</u>		
	All categories below: Audit +	Records of grant-reimbursed expenses must be kept until state DOF audit complete
<u>Accounts payable</u>	2 years	
Correspondence	3 years	
A/P ledger/distribution journal	3 years	
Cash disbursements	3 years	
Payroll/stipend payments	3 years	R
Petty cash reports	3 years	R
Expense reports	3 years	R
Invoices	3 years	R
Purchase orders	3 years	R
Warrants	3 years	R
<u>Accounts Receivable</u>		
A/R register	3 years	
Aged trial balance	3 years	
Invoices	3 years	

<u>Title</u>	<u>Minimum Retention Period</u>	<u>Notes/Comments</u>
<u>Audit Reporting</u>		
Correspondence	3 years	
Reports	3 years	
State Controller's report	Permanent	R
Work papers	3 years	
<u>Banking</u>		
Correspondence	3 years	
Bank confirmations	3 years	
Bank reconciliations	3 years	
Bank statements	3 years	
Canceled and voided checks	3 years	
Deposit slips	3 years	
Signature authorization	3 years	
<u>Financial Reporting</u>		
Correspondence	7 years	
Reports and studies	7 years	
Charts of accounts	7 years	
Treasurer's reports	7 years	
Accountant reports	7 years	
<u>Ledgers</u>		
	All categories below - Audit + 2 years	
Account analysis		
Balance sheets		
General ledger		
Journal entries		
<u>Annual Budgets</u>		
	2 years	
<u>Issuance of Indebtedness:</u>		
<u>Bond Insurance</u>		
	All categories below: 4 years after repayment	
Trust indentures	4 years	R
Funds management agreement	4 years	R
Other permanent bond records	4 years	R
Canceled checks for bond interest payments/redemption	10 years	
<u>Securities</u>		
Acquisition of securities	3 years	
Broker/bank receipts	3 years	
Periodic statements	3 years	
<u>Personal Property</u>		
Inventory	3 years	
Maintenance and inspection logs	3 years	

<u>Title</u>	<u>Minimum Retention Period</u>	<u>Notes/Comments</u>
Computer licenses and documentation	Until expiration/obsolescence	
<u>Insurance:</u>		
Memoranda of coverage	Expiration + 3 years	
Insurance policies	Expiration + 3 years	
Endorsements	Expiration + 3 years	
Certificates of insurance	Expiration + 3 years	
Coverage opinions	Expiration + 3 years	
Surety/Fidelity Bonds	Expiration + 3 years	
Required to be maintained by insurer	10 years	
<u>Legal:</u>		
General correspondence	3 years	
Attorney correspondence	3 years	
Claims and claims records	2 years after close of claim	R
Minor's claims	2 years from age of 18	R
Litigation	2 years after litigation concludes	R
Opinions	7 years	R
<u>Membership:</u>		
Membership records	7 years	
Program participation agreements	7 years	
Appointment resolutions/letters	7 years	
<u>Personnel:</u>		
Personnel files	Permanent	R
Amount of compensation paid to Officers and Employees	7 years after date of payment	R
Reimbursements, advances, and credit card payment records for Officer and Employee travel and other District-related expenses	7 years after date of payment	R
Job descriptions	Current + 2 years	R
Time sheets	Current + 4 years	
Call reports and logs	Current + 4 years	
Employment Agreements	Expiration/Termination + 4 years	
Job applications and resumes (non-hires)	1 year	R
Position advertisements	2 years	R
Employment testing results (non-hires)	1 year	R

<u>Title</u>	<u>Minimum Retention Period</u>	<u>Notes/Comments</u>
OSHA logs and records	5 years	
Safety and training records	Employment + 4 years	
Drug & alcohol program records	5 years	
Form DE 34-New Employee Report	4 years	
Form I9-Employment Eligibility	3 years after hire or 1 year after termination, whichever is later	
Harassment Training Records	2 years	
<u>Real Property:</u>		
Deeds and other documents related to real property interests	Permanent	R
Eminent domain	Permanent	R
Annexation and detachment	Permanent	R
<u>Tax-Related:</u>		
Auditor's assessed valuation certificates	5 years	R
District tax collection information	5 years	R
<u>Miscellaneous:</u>		
Other records Board determines to be of significant and lasting historical, administrative, financial, legal, or research value	Permanent	R
Records not prepared or received nor required to be maintained pursuant to state or federal law	2 years	
Other records prepared or received pursuant to state or federal law, but not expressly required to be maintained	3 years	
Board meeting tape recordings	After approval of minutes by Board or 30 days, whichever is later, if District chooses to record	R

300.30 Retention of Other Records

- a. The District must retain the following records, regardless of any different destruction policy or schedule as to any identified record or records specified in the records retention schedule set forth in section 300.2 above:
 - i. Any record of the District that is the subject of a pending request made under the California Public Records Act, Government Code sections 6250 through 6276.48, until the District has either (A) complied with the request or (B) waited at least two years after the record was withheld and written notice denying the request was provided to the requestor; **(R)**
 - ii. Documents related to pending public works projects not accepted by the District or to which a stop notice claim may be legally presented; **(R)**
 - iii. Documents related to any non-discharged District debt; and **(R)**
 - iv. Any document that has not yet fulfilled the administrative, fiscal, or legal purpose for which it was created or received by the District. **(R)**
- b. The District may dispose of the following records at any time, without maintenance of a copy:
 - i. Duplicates, the original or a permanent photographic record of which is on file;
 - ii. Working drafts, notes, and working papers prepared or kept by any employee or accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document, including but not limited to meter books after the contents thereof have been transferred to other records;
 - iii. Cards, listings, non-permanent indices, other papers used for controlling work and transitory files including letters of transmittal, suspense letters, and tracer letters;
 - iv. Canceled coupon sheets from registered bonds; and
 - v. Shorthand notebooks, telephone messages, and inter-departmental notes.

300.40 Records Storage

All of the records referenced in this section will be maintained at the District's Administrative office located at 3701 Marconi Avenue, Suite 100, Sacramento, California 95821; District facilities at 5331 Walnut Avenue, Sacramento, California

95841; and/or such other repository that the District may designate from time to time. All records requests should be directed to the District's administrative office at 3701 Marconi Avenue, Suite 100, Sacramento, California 95821.

300.50 Records Disposal

The District Secretary, or his or her designee, may destroy and discard, by any permanent method that protects the confidentiality of any privileged or confidential information contained therein, any District record after the expiration of the applicable retention period described in the above Records Retention Schedule.

400.00 Policy Review

This policy shall be reviewed at least biennially.



Agenda Item: 5

Date: November 11, 2019

Subject: Association of California Water Agencies (ACWA) Officer Elections and Designate the Voting Representative

Staff Contact: Dan York, General Manager

Recommended Board Action:

1. Appoint a new voting representative as the current voting representative, Director Locke, will not be attending the ACWA Fall Conference, and fill out who will be designated to vote at the General Session on the Proxy Designation Form.
2. Direct the appointed voting representative to support Pam Tobin for ACWA Vice President, as approved by the Board in Resolution Number 19-13, on September 16, 2019.
3. Direct the appointed voting representative to support Steven Lamar, ACWA's Nominating Committee's recommended candidate for ACWA President.

Discussion:

There will be a General Session Membership Meeting at the 2019, ACWA Fall Conference in San Diego on Wednesday, December 4, 2019. The purpose of the meeting is to formally nominate and elect ACWA's President and Vice President for the 2020-2021 term. (See Attachment 1).

On December 17, 2018, Director Locke was appointed the ACWA General Election Voting Delegate. Director Locke notified staff that he is unable to attend the ACWA Fall Conference, therefore, a new voting representative must be appointed. The Proxy Designation Form is attached as Attachment 2, for the Board to determine and fill out who will be designated to vote at the General Session.

At the September 16, 2019 regular Board meeting, the Board of Directors supported the nomination of Pam Tobin, San Juan Water District (SJWD) for ACWA Board Vice President, and authorized the General Manager to submit the resolution to the SJWD and ACWA offices. Staff is recommending continuing the support of Pam Tobin as ACWA Vice President, as requested in her letter dated October 18, 2019 (See Attachment 3).

Association of California Water Agencies (ACWA) Officer Elections, and Designate the Voting Representative
November 11, 2019
Page 2 of 2

Staff received the attached letter (Attachment 4) dated October 15, 2019 from Steven E. LaMar stating that he has officially received the 2020-2021 nomination for President of ACWA, and has requested the Board's support at the Fall Conference. Staff recommends supporting the ACWA nominating committee's selections for President for 2020-2021 term.

Fiscal Impact:

None.

Strategic Plan Alignment:

Goal B - Optimize Operational and Organizational Efficiencies

Actively engaging in exercising the District's vote to elect association officers is fundamental to engaging in a leadership role.



MEMORANDUM

TO: ACWA Member Agency Board Presidents and General Managers

CC: ACWA Board of Directors

FROM: Dave Eggerton, ACWA Executive Director

DATE: October 4, 2019

SUBJECT: Notice of General Session Membership Meeting at ACWA 2019 Fall Conference

There will be a General Session Membership Meeting at the 2019 Fall Conference in San Diego, California, on **Wednesday, December 4**. The purpose of this meeting is to formally nominate and elect ACWA's President and Vice President for the 2020-2021 term. The General Session Membership Meeting will convene at 1:15 p.m., immediately following the Wednesday luncheon program, which will be located in the Harbor Ballroom A-F, Manchester Grand Hyatt.

Election / Voting Process

The ACWA Nominating Committee has announced a 2020-2021 slate that recommends current **Vice President Steven LaMar for ACWA President** and current **Region 5 Vice Chair Sarah Palmer for ACWA Vice President**.

As provided by ACWA's Bylaws (Article 9, Section 9) nominations from the floor will be accepted prior to the vote. The Bylaws require that floor nominations and seconds be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second. **(See attached for detailed General Session/Election Procedures.)**

ACWA will issue one proxy voting card to each member agency's designated voting representative (delegate) as identified by the member agency on the attached proxy designation form. The designated voting representative must be **present** at the General Session Membership Meeting and must sign-in as the delegate to receive the proxy voting card. Proxy voting cards will **only** be available for pick-up on **Wednesday, December 4**, between **9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer**, Manchester Grand Hyatt. Proxy voting cards will not be issued before or after these hours.

To expedite the sign-in process at the **ACWA General Session Desk**, please indicate your voting delegate in advance on the enclosed proxy designation form and return it by email (**donnap@acwa.com**) or fax

GENERAL SESSION/ELECTION PROCEDURES FOR ACWA 2019 FALL CONFERENCE

The following information is provided to inform the ACWA member agency delegates attending the 2019 Fall Conference of the procedures to be used pertaining to the nomination and election of ACWA officers during the General Session Membership Meeting.

PROXY VOTING CARDS – (REQUIRED FOR VOTING)

ACWA will issue one proxy voting card each member agency's designated voting representative (delegate) as officially identified by the member agency. In order to vote during the General Session Membership Meeting, the designated voting representative must be **present** at the General Session Membership Meeting and must sign-in as the delegate to receive the proxy voting card no later than **12:00 p.m. on Wednesday, December 4**. Upon sign-in, the voting delegate will receive the required proxy voting cards. Proxy voting cards will **only** be available for pick-up on **Wednesday, December 4, between 9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer**, Manchester Grand Hyatt. Proxy voting cards will not be issued before or after these hours. The luncheon and General Session Membership Meeting will be held in the Harbor Ballroom A-F.

GENERAL SESSION MEMBERSHIP MEETING, WEDNESDAY, DEC. 4 (DOORS OPEN AT 1:05 P.M.)

1. The General Session Membership Meeting will be called to order at 1:15 p.m. and a quorum will be determined. The presence of 50 authorized voting representatives is required to establish a quorum for transacting business.
2. Legal Affairs Committee Chair Jennifer Buckman will provide an overview of the agenda and election procedures.
3. Nominating Committee Chair DeAna Verbeke will present the committee's report and announce the candidate for ACWA President.
4. President Brent Hasteley will call for floor nominations for ACWA President.
5. If there are no floor nominations for President, the election will proceed. President Hasteley will close the nominations and delegates will vote by holding up their "Yes" or "No" proxy voting cards.
6. If there **are** floor nominations for President, the nomination will follow the procedures established by Article 9 of ACWA's Bylaws, stating that floor nominations and seconds shall be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second.
 - a. Ballots will be distributed to the voting delegates.
 - b. Delegates will complete their ballots and place them in the ballot box, which will be centrally located in the Harbor Ballroom A-F meeting room.
 - c. Tellers' Committee will count the ballots. President Hasteley has appointed the following staff members to serve as the Tellers' Committee: Clerk of the Board Donna Pangborn; Director of Business Development & Events Paula Currie; and Executive Assistant Lili Vogelsang.
 - d. Legal Affairs Committee Chair Jennifer Buckman will serve as the proctor to oversee the ballot counting process.
 - e. Candidates are welcome to designate an observer to be present during the ballot counting process.



ASSOCIATION OF CALIFORNIA WATER AGENCIES
 GENERAL SESSION MEMBERSHIP MEETING(S)

WEDNESDAY, DECEMBER 4, 2019 AT 1:15 PM
 THURSDAY, DECEMBER 5, 2019 AT 1:15PM (IF NEEDED)

TO: Donna Pangborn, Clerk of the Board

EMAIL: donnap@acwa.com

FAX: 916-325-4857

The person designated below will be attending the ACWA General Session Membership Meeting(s) on **Wednesday, December 4, 2019 (and December 5, 2019 if necessary)** as our voting delegate.

MEMBER AGENCY'S NAME	AGENCY'S TELEPHONE No.
MEMBER AGENCY'S AUTHORIZED SIGNATORY (print)	SIGNATURE
DELEGATE'S NAME (print)	SIGNATURE
DELEGATE'S EMAIL	DELEGATE'S TELEPHONE No.
DELEGATE'S AFFILIATION (if different from assigning agency) ¹	DATE

¹ If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above. Note: Delegates need to sign the proxy form indicating they have accepted the responsibility of carrying the proxy.

REMINDER: Proxy voting cards will **only** be available for pick up on **Wednesday, December 4**, between **9:00 a.m. and 12:00 p.m.** at the **ACWA General Session Desk** in the **Harbor Foyer**, Manchester Grand Hyatt. The luncheon and General Session Membership Meeting will be held in the Harbor Ballroom A-F.

Attachment 3

P.O. Box 2157 | 9935 Auburn Folsom Road | Granite Bay, CA 95746 | 916-791-0115 | sjwd.org



Board Chair/President
Sacramento Suburban Water District
3701 Marconi Avenue #100
Sacramento, CA 95821

October 18, 2019

Dear ACWA Member Agency Board Chairs and Presidents:

I wanted to inform you that I will be nominated from the floor for the office of ACWA Vice President during the General Session Membership Meeting on December 4th, at the ACWA Fall Conference.

I feel strongly that I am the best candidate to bring the *experience and leadership* needed to help ACWA fulfill its vision and mission. Consequently, I believe I have an obligation to the ACWA membership to continue to offer myself to serve in this important role.

GO TO THE FOLLOWING WEB ADDRESS TO ACCESS MY STATEMENT OF QUALIFICATIONS, CURRICULUM VITAE, AND MY PRIORITIES FOR ACWA: <https://www.sjwd.org/pam-tobin-for-acwa-vp>

Many ACWA members across the State -- north and south, ag and urban -- have also encouraged me to continue my bid for ACWA Vice President. Among those urging me to continue my candidacy are *former ACWA Presidents: Jerry Gladbach and Bette Boatman*. They and others have told me that they value my 15 years of experience in California water, the leadership roles I have played and my active participation in ACWA and ACWA-JPIA over the last several years.

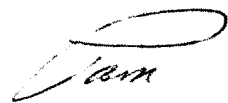
I would appreciate **YOUR AGENCY'S VOTE** at conference in support of my candidacy for ACWA Vice President. **PLEASE BE SURE TO DESIGNATE AND DIRECT YOUR DELEGATE TO CAST YOUR VOTE FOR ME.**

Information regarding the voting process, the delegate designation form, and a facsimile of the ballot your delegate will receive at conference may also be found at the web address above.

I would be pleased to speak to you and your Board colleagues to provide more information about myself or answer any questions you might have. I welcome and invite such a conversation.

Thank you for your consideration.

Sincerely,



Pam Tobin
Director, San Juan Water District
Chair, ACWA Region 4; Director, ACWA-JPIA
916-275-0875 | petpyrs@surewest.net

cc: ACWA Member Agency General Managers



October 15, 2019

General Manager
Sacramento Suburban Water District
3701 Marconi Avenue, #100
Sacramento, CA 95821

Dear Colleague:

I am pleased to share with you that the Association of California Water Agencies (ACWA) Nominating Committee has selected me as their recommended candidate to serve in the role of ACWA President for the 2020-2021 term. I am excited about having the continued opportunity to play a leadership role in ACWA and represent your water agency and the other 457 ACWA member agencies in addressing California's increasingly complex water issues. I am writing to respectfully request your agency's support for my candidacy during the ACWA Officer Election at our fall conference.

My experience in serving as the ACWA Vice President the past two years, in addition to participating on various ACWA committees and in numerous events over the years, has shown me that it is the people that make the difference in the success of our statewide organization. The diversity among water agencies – north/south, east/west, large/small, ag/urban, coastal/mountain, desert/forest – provides a stellar example of the value of collaboration. Statewide, ACWA member agencies have the expertise to solve almost any water issue when given the opportunity. One of the things I enjoy most about being a part of ACWA is being able to learn from water experts from each of our regions. Together we are a mighty force throughout California and together we can solve difficult issues to the benefit of all Californians.

I have attached a brief summary of my experience. While this experience is indeed important, what I treasure most is having the support of people whom I respect within ACWA – past presidents, fellow ACWA Board members, friends from other water agency boards, general managers and district staff.

Many agencies have already indicated support for my candidacy, and I am very grateful for their early votes of confidence. I respectfully ask for an opportunity to represent the best interests of water agencies throughout California and ask for your agency's vote. I look forward to seeing you at our fall conference in San Diego. Thank you in advance for your support. Please contact me if you have any questions about my candidacy at 714-227-2869.

Respectfully,

A handwritten signature in black ink that reads "Steven E. LaMar". The signature is written in a cursive style with a large, prominent "S" and "L".

Steven E. LaMar
Director

Enclosure: Statement of Qualifications

STEVEN E. LAMAR

**Statement of Qualifications for President
Association of California Water Agencies**

- Inclusive Leadership
- Active Advocacy
- Strong Commitment to the Water Community

“Seeing things from all perspectives and working together to make a difference. This is not only the best way to forge alliances and make tough policy decisions, it’s essential for good governance.”



Inclusive Leadership: Experience that Counts

Steve LaMar has been a member of the Irvine Ranch Water District (IRWD) Board of Directors since early 2009, serving multiple terms as Board President. In past elections, he received support and endorsements from both the business community (e.g., Orange County Business Council, Building Industry Association) and environmental groups (e.g., Orange County League of Conservation Voters, Sierra Club).

Mr. LaMar has also served in leadership roles for the Association of California Water Agencies (ACWA). He is currently Vice President, past Chair of the ACWA Federal Affairs Committee, and a member of ACWA’s Executive Committee. He is a past Chair of ACWA’s Headwaters Task Force. Mr. LaMar has served on the board of directors of several other water-related organizations, including the National Water Resources Association (representing 17 Western states), the Southern California Water Coalition, CalDesal, and the National Water Research Institute.

Beyond his water industry involvement, Steve has held leadership positions at a wide range of organizations, such as President of the Natural Communities Coalition of Orange County, a nonprofit organization responsible for implementing California’s first natural community conservation plan and for protecting 37,000 acres of habitat. He was a past leader in the California Building Industry Association, where he chaired both the Water Resources Committee and the Government Affairs Committee.

Active Advocacy: Not Just Words

Mr. LaMar has a history of advocating for ACWA’s policies and initiatives in his current role as an ACWA officer and through service on numerous ACWA committees. He currently chairs ACWA’s Water Resilience Portfolio Working Group to develop ACWA’s recommendations to the Newsom Administration and the ACWA Board Steering Committee to draft ACWA’s first five-year strategic plan.

A Long-Term Commitment to the Water Community: Live What You Believe

Steve’s commitment to the water community pre-dates his joining the Board of IRWD. He worked on the Delta Vision Stakeholders Coordinating Group as a business representative, the AB 2717 Landscape Task Force as the chair of the Economics Work Group, the 2005 and 2009 Advisory Committees for the California Water Plan, the State Water Desalination Task Force, and Governor Davis’ Drought Advisory Panel.

Serving on the Board of IRWD has provided Mr. LaMar with the knowledge and understanding of what goes into providing retail water service to a broad and diverse community. He has a Bachelor of Arts in Political Science from Pittsburg State University and an Environmental Management Institute Certificate from the U.S. Environmental Protection Agency.

Irvine Ranch Water District is a large retail water and sewer agency in Orange County, California serving over 400,000 residents in a 180-square-mile area, with approximately 115,000 water and sewer service connections.



Agenda Item: 6

Date: November 12, 2019

Subject: Sacramento LAFCo Election of Special District Commissioner and Alternate Special District Commissioner

Staff Contact: Dan York, General Manager

Recommended Board Action:

Direct the Secretary of the Board to either: 1) Cast a vote for the position of Special District Commissioner for Office No. 6, and Alternate Special District Commissioner for Office No. 6 & 7, as selected by the Board; or 2) not submit a ballot.

Discussion:

Sacramento Local Agency Formation Commission (LAFCo) is holding an election for Office No. 6 Special District Commissioner, the term for these positions is 4 years, running January 1, 2020 to December 31, 2023; and Alternate Special District Commissioner Office No. 6 & 7, the term for these positions is 2 years, running January 1, 2020 to December 31, 2021. A letter from LAFCo, ballots and candidate information is included with this report as Attachment 1.

Staff received a letter of recommendation for Director Elliott Mulberg (Mr. Mulberg), of the Florin Resource Conservation District from Board President Tom Nelson of the Elk Grove Water District dated October 17, 2019. Additionally, staff received a letter from Mr. Mulberg requesting the District's support dated October 1, 2019. Both letters are attached as Attachment 2 for your consideration.

Staff additionally received a letter from Lindsey Liebig of Herald Fire Protection District requesting the District's support dated October 1, 2019 attached as Attachment 3 for your consideration.

The 8 candidates for Office No. 6 Special District Commissioner are:

- Jason Green, Rio Linda Elverta Community Water District
- Michael Hanson, Arcade Creek Recreations & Park District
- Lindsey Liebig, Herald Fire Protection District
- Charlea Moore, Rio Linka Elverta Recreations & Park District
- Elliot Mulberg, Florin Resource Conservation District
- Gary Page, Fair Oaks Water District
- Brandon Rose, Sacramento Municipal Utility District
- Michael Yearwood, Cordova Recreation & Park District

The 5 candidates for Alternate Special District Commissioner are:

Jason Green, Rio Linda Elverta Community Water District
Michael Hanson, Arcade Creek Recreations & Park District
Lindsey Liebig, Herald Fire Protection District
Charlea Moore, Rio Linka Elverta Recreations & Park District
Michael Yearwood, Cordova Recreation & Park District

Valid ballots, voted by the majority vote of the Board and certified by the Secretary of the Board, must be received by LAFCo by Thursday, November 21, 2019. The winning candidate of each ballot is determined by a majority vote and announced within seven days.

Fiscal Impact:

None.

Strategic Plan Alignment:

Goal B - Optimize Operational and Organizational Efficiencies

By voting, the District is actively participating and advancing the District's position by support of a candidate.



Sacramento

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

DATE: September 24, 2019
TO: Special Districts' Selection Committee
FROM: Donald Lockhart, Executive Officer
RE: **Selection of Special District Commissioner**
Term of Office: January 1, 2020 to December 31, 2023
and Selection of Alternate Special District Commissioner
Term of Office: January 1, 2020 to December 31, 2021
for the Sacramento Local Agency Formation Commission

Pursuant to the provisions of Section 56332 of the Government Code, the Executive Officer has determined that a meeting of the Special District Selection Committee for the purpose of selecting a Special District Commissioner [Office No. 6] and Alternate Special District Commissioner [for Offices No. 6 & 7] to serve on the Sacramento Local Agency Formation Commission is not feasible. Based on past experience, due to the size of the Special District Selection Committee, it has been difficult to establish a quorum. Therefore, the business of the Special District Selection Committee will be conducted in writing, as provided in the cited section code.

Please see the attached Ballot

Please select one candidate for Special District Commissioner **and one candidate** for Alternate Special District Commissioner.

Please return the ballot to the LAFCo office no later than:

4:00 P.M. on THURSDAY, NOVEMBER 21, 2019

To be valid, selection of a candidate must be done by a majority vote of the governing board of an Independent Special District in an official meeting of that board and certified by the secretary or clerk of the board.

Any ballot received after the date specified above shall not be valid. The candidate who receives the most votes will be determined the winner outright. In the event of a tie, there will be a run-off selection held in the same format as the initial selection. The LAFCo Executive Officer will announce the results of the selection within seven days of the specified date.

If you have questions, please contact Sacramento LAFCo at (916) 874-6458.

Return ballot to:
Sacramento LAFCo
1112 "I" Street; Suite 100
Sacramento, CA 95814

or e-mail to: **Diane.Thorpe@SacLAFCo.org**



Sacramento

Ballot

LAFCo Special District Commissioner & Alternate

Commissioner & Alternate Commissioner

Please select **one** candidate **from each COLUMN**

Ballot A

Commissioner - Office No. 6

Please select **ONE** candidate **BELOW**

Jason Green Rio Linda Elverta Community Water District	<input type="checkbox"/>
Michael Hanson Arcade Creek Recreation & Park District	<input type="checkbox"/>
Lindsey Liebig Herald Fire Protection District	<input type="checkbox"/>
Charlea Moore Rio Linda Elverta Recreation & Park District	<input type="checkbox"/>
Elliot Mulberg Florin Resource Conservation District	<input type="checkbox"/>
Gary Page Fair Oaks Water District	<input type="checkbox"/>
Brandon Rose Sacramento Municipal Utility District	<input type="checkbox"/>
Michael Yearwood Cordova Recreation & Park District	<input type="checkbox"/>

Ballot B

Alternate Commissioner - for Offices No. 6 & 7

Please select **ONE** candidate **BELOW**

Jason Green Rio Linda Elverta Community Water District	<input type="checkbox"/>
Michael Hanson Arcade Creek Recreation & Park District	<input type="checkbox"/>
Lindsey Liebig Herald Fire Protection District	<input type="checkbox"/>
Charlea Moore Rio Linda Elverta Recreation & Park Dis-	<input type="checkbox"/>
Michael Yearwood Cordova Recreation & Park District	<input type="checkbox"/>

Ballot must be received by **4:00 pm on Thursday November 21, 2019**

Special Districts must return the ballots to LAFCo by the date specified above. Any ballot received after the specified date shall not be valid. *The information below must be complete*

The candidate who receives the most votes will be determined the winner outright.

The LAFCo Executive Officer will announce the results of the election within seven days of the specified date.

Name of Special District

Street Address

Date of Meeting

District Phone Number

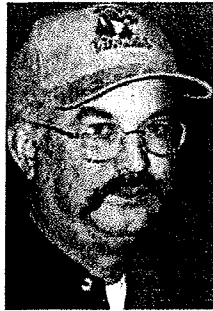
Signature of Secretary or Clerk of the Board

Phone Number

Print Name

E-mail Address

Attachment 1



Jason A. Green

Seven-year resident of Rio Linda.

Appointed Board Member for Rio Linda Elverta Community Water District in February 2019.

Currently employed as an electrician in IBEW Local 340 and have been an electrician in the construction industry for 30-years.

President of the Rio Linda/Elverta Historical Society. Member of Rio Linda Grange and participate in several non-profit community benefit organizations, e.g. Rio Linda Food Closet.

Michael Hanson

[REDACTED]
Sacramento, CA 95841

SUMMARY

Information Technology Professional proven experience including roles as a manager, project manager, systems analyst, systems integrator and software developer of systems in the mainframe and midrange environments. Experienced in all stages of software development life cycle, from analysis through implementation. Successfully managed numerous projects and led teams in system & vendor selection, analysis of business requirements, vendor management, system development & implementation. Strengths include:

- Project Manager
- Vendor Management
- Systems Integration
- Database Analysis
- Application Architecture
- System Analysis
- Software Development Lifecycle
- Managing Projects Across Technologies

Elected to Arcade Creek Recreation and Park District 2014

- Serve as Chair 2015
- Serve as director 2016
 - Lead in the Master Plan project
- Serve as Secretary/Treasurer 2017

PROFESSIONAL EXPERIENCE

CSAA IG, Glendale AZ

1993-Present

Previously, CSAA, San Francisco, CA

AAA Membership and Insurance Co.

Project Manager

2002 – Present

As an EDS/HP employee supporting CSAA (outsourced in 1996), led projects involved in mainframe upgrades and support activities.

- Created proposal to upgrade all application software to a consistent and supportable level. The application software would not be supported under the new operating system (the environment was scheduled to be upgraded). Worked with leadership to document proposal and create the accepted SOW. (Project size >65K staff hours)
- Managed teams' efforts associated with the application. Assumed role as the Technical Lead and Application Architect. Needed to allow concurrent business changes to occur while upgrading the infrastructure. Delivered a consolidated toolset for mainframe application support including the customized Configuration Management tool, the approach to managing DB2, and the build process itself.

- Reviewed infrastructure requirements and worked with senior management to create an accepted SOW to upgrade the system software.
- Managed a multi-stage mainframe software upgrade the environment to supported levels. Managed the efforts of EDS, Mphasis, and CSAA teams to upgrade the environment with minimal interruption to the business.
- Technical lead for the CSAA account for the mainframe portion of the Data Replication Project by providing stats and coordinating various teams. In addition, provided communication and follow-through for questions/concerns related to the midrange portion of the effort. Help to coordinate the efforts to deliver a successful data replication environment where the mainframe and midrange have replication in place for Disaster Recovery purposes.
- Manage mainframe hardware upgrades. Managed 4 mainframe CPU upgrades for the CSAA account. The scope included the coordination of the teams, the actual upgrade itself, and validation all components would continue to support the business/applications in the new environment as they did on the current hardware including the encryption coprocessor.
- Manage mainframe system software upgrades. Managed migrations from IBM OS/390 through z/OS 1.13, DB2 v7 through DB2 v10, and similar upgrades to CICS, Datacom, and the infrastructure in general. Each major upgrade required a level of acceptance testing and burn-in prior to moving the upgrades to production.

Team Lead

1996 – 2002

As a Systemhouse/MCI/WorldCom employee supporting CSAA (outsourced in 1996), led teams addressing improvements in the Travel/Touring and Membership area.

- Coordinated the install of the TripTik system developed by the AAA National team to automate the Tourbook and map process used to support members in their travels. This was a client-server app where workstations would communicate to a SUN Sparc back-office server.
- Lead the development of the processes internal to CSAA to handle “vanity cards.” This is the AAA VISA cards for the CSAA members which allowed them to autopay their membership. Later, added the capability to Autopay their insurance premiums as well.
- Scheduled to manage the Claims replacement project (HAL), a Client-Server application. Studied the architecture and status with the current PM who then was able to stay and complete the project.

Team Lead

1993 – 1996

Managed team supporting Travel and Touring

- Brought onboard to support the project replacing all Membership, Insurance, and Claims. The architecture of the system was client-server based with the data storage being DB2 on the mainframe and the client residing on workstations running OS/2 and communicating to the mainframe. Directed the efforts of the Membership team (and supported other team's efforts) related to productionalizing the system.

Education: BA in Management, St. Mary's College, Moraga CA.

Lindsey Liebig

[REDACTED] Galt, CA 95632 | [REDACTED] | [REDACTED] | lindsey@heraldfire.com

Education

BACHELOR OF SCIENCE | 2008 | CAL POLY SAN LUIS OBISPO, CA

- Major: Agricultural Business
- Minor: Wine & Viticulture
- Concentration: Fair & Event Planning and Marketing

Experience

EXECUTIVE DIRECTOR | SACRAMENTO COUNTY FARM BUREAU | MARCH 2018 - PRESENT

- Manage all organizational functions including personnel, budget, legislative advocacy, communications and membership development.
- Responsible for event management for fundraising events, membership recruitment activities and business member development.
- Manage Board of Directors, committees and advisory groups within the organization.

PROGRAM DIRECTOR | CALIFORNIA FARM BUREAU FEDERATION | DECEMBER 2013 - MARCH 2018

- Managed the Young Farmers & Ranchers and Leadership Farm Bureau programs including committee development, leadership development, event planning and fundraising.
- Assisted with marketing campaigns and membership development efforts for the statewide organization.
- Responsible for organizing conferences, meetings and agricultural tours for members and legislative officials.

PROGRAM COORDINATOR | SACRAMENTO COUNTY FARM BUREAU | JANUARY 2012 - DECEMBER 2013

- Responsible for various member programs and events within the county including safety seminars, fundraising dinners, legislative tours and educational presentations.
- Responsible for organizing events, fundraising efforts and membership recruitment.

MARKETING CONSULTANT | CALIFORNIA SPECIALIZED TRAINING INSTITUTE | JUNE 2008 - JULY 2013

- Managed marketing efforts for the training division of the Governor's Office of Emergency Services.
- Responsible for course catalog, course marketing, website and social media functions.
- Assisted in curriculum development for federal grant funding applications.

Community Involvement

- Board Chair, Herald Fire Protection District - Elected to 4-year term in 2016
- Member, Protest Provisions Rewrite Working Group, CSDA/CALAFCO - 2019
- Alternate Representative, Sacramento Central Groundwater Authority - 2018 - present
- Member, Sacramento LAFCo Special District Advisory Committee - 2019
- President, Sacramento Farm Bureau Foundation for Ag Education - 2015 - present
- President, National Sigma Alpha Educational Foundation - 2019
- Past President, Sigma Alpha National Sorority - 2012-2016

Charlea R Moore

• Elverta, CA 95626

Applicant Statement for the Special District LAFCO Representative

I moved from Glassboro New Jersey to Rio Linda Elverta in 1981, along with my 3 year old daughter and my husband.

Almost immediately I became involved with Sacramento County Service Area #3 which was the forerunner of our current independant Parks and Recreation District serving the Rio Linda Elverta Communities. This involvement was the result of reading a statement in the local paper, indicating that the Parks Advisory Board had determined that there were sufficient equestrian trails in the area. I was very happy to advocate for additional trails and in the process begin my education in local governance processes.

Over the next several decades I was appointed to numerous County and Local advisory boards, steering committees and ad hoc committees. My interest expanded to include growth issues, flood issues and agriculture/suburban/urban issues.

I learned a great deal about how government works and how Special Districts fit into the process. I became a strong advocate for local governance after going through 3 incorporation attempts in the Rio Linda Elverta communities and in the education process I switched from anti-incorporation to pro-incorporation for unincorporated communities.

In about 1992 I was appointed to the RLE CPAC in and served during the Community Plan Update. I am familiar with the governance process and with procedures for arriving at a decision as a board member. I have served several terms on CPAC under four different County Supervisors since that initial appointment. All of these experiences were very educational for me.

In 2002 I successfully ran for the Rio Linda Elverta Recreation and Parks District. I truly enjoyed and have greatly benefited from the experience of becoming an elected board member. I ran again in 2016 and am currently serving as Secretary for the RLE Recreation and Parks District.

I believe that my history in the community and experience as an elected public official will be an asset for Special Districts as a LAFCO Special District Board member.

Thank you,

Charlea R. Moore

Attachment 1

Resume
Elliot Mulberg

[REDACTED]
Elk Grove, CA 95758
[REDACTED]
[REDACTED]

Community Service:

Florin Resource Conservation District / Elk Grove Water District - Director

Sacramento LAFCO Special District Advisory Committee

California Special District Association Legislative Committee

Friends of Stone Lakes National Wildlife Refuge

Elk Grove Western Festival

Rotary Club of Elk Grove

Past Community Service:

Sacramento Local Agency Formation Commission

Chair 2003, Vice Chair 2002

Special District Commissioner 2001- 2006, Special District Alternate 1995-2001

Elk Grove (now Cosumnes) Community Services District (parks and fire services) -Director 1994 – 2006

CALAFCO (statewide association of LAFCo's) Board of Directors

Special District Representative 2001-2006

California Special District Association Sacramento Chapter - Treasurer 1995-99

Sacramento Regional Council of Recreation & Park Agencies Vice President 1995

Franklin Laguna Area Community Planning Advisory Council Secretary 1993-1994

Elk Grove Historical Society President 2000, 2001

Professional Experience:

Environmental/ LAFCO Consultant– E Mulberg & Associates 2011-Present, CEQA analysis, municipal service reviews for water districts ,sewer districts, reclamation districts, resource conservation districts, health care districts, full service cities; sphere of influence updates; change of organization analysis annexations, consolidations, dissolutions; Solano LAFCO Executive Officer; Senior Air Quality Scientist, and Senior Air Quality Planner Michael Brandman Associates 2008-2011, Senior Analyst Monterey LAFCO 2006-08. Air Pollution Specialist CA Air Resources Board 25 years.

Professional Affiliations:

American Planning Association

Association of Environmental Professionals

American Meteorological Society

Education:

B.S. St. Louis University

M.S. UCLA



Gary Page

[REDACTED]
Fair Oaks, California 95628
[REDACTED]
[REDACTED]

Profile

Passionate to improve government services, for over 40 years, Gary is dedicated to public and community servant-leadership.

Formal Education

Eastern Michigan University:
Bachelor of Science Degree in Public Administration

Southern Illinois University at Edwardsville:
Master of Science Degree in Urban Affairs and Public Policy Analysis

“Real Work” Experience

US Air Force: Security Police and Law Enforcement
Gravel Pit: Sand Plant Operator
Sweat Shop (2 days): Molten metal pourer
Can Factory: Fork Lift Operator
General Motors Assembly Plant: Parts Production

Professional Experience

Current: California Department of Education - Education Programs Consultant
Illinois State Auditor General - Senior Management Auditor
California State Auditor General – Management Auditor
California Department of Education – Internal Auditor
Certified Fraud Examiner

Skills

Skilled at writing for various audiences and purposes

- State Legislatures for information/action
 - Organizational studies (management/systems/outcomes)
 - Legislation (bill analysis)
 - Program Advocacy (met with advocates/legislators)
- Local decision makers for desirable outcomes (Sacramento City Superintendent)
- General public for program awareness/promotion (TechWire contributor)
- School community for information/action (announcements/fundraisers)
- Teachers to establish and promote community/action (EdSynergy Publisher)
- Established non-profit foundation (501 c3) (Met Sacramento)
- Wrote school policies (Met Sacramento)
- Wrote model curriculum standards (California CTE)
- Wrote contract proposals and contracts (UC Davis C-STEM Center)

Leadership Team Experience

- Grassroots advocacy/representation/results
 - Fair Oaks Water District 3 Director
 - Royal Rangers (Wrote a federal grant to get land to build a Camp)
 - Neighborhood Association (Website - Built a Park – Park Day)
 - Sacramento County Alliance of Neighborhoods (Community Support)
 - Environmental Council of Sacramento (Won Smart Growth Policies)
 - Sacramento County Water Forum (Interest-based negotiation)
- Educational leadership
 - Team Lead: Coordinated Compliance Reviews
 - Met Sacramento (Board President/Treasurer/Secretary)
 - Alliance for California Computing Education for Students and Schools (ACCESS)
 - National Visiting Committee member (Mid-Pacific ICT)
 - ICT (Information and Communication Technologies) Sector Lead
 - Project Lead the Way (California)
 - C-STEM (UC Davis)
 - Exploring Computer Science (UCLA/LAUSD)

Technology and Social Media

- Website Designer/Developer (Responsive Web Design)
- ICT Sector Lead (CTE Sector and Pathways)
 - Information Support and Services
 - Networking
 - Software and Systems Development
 - Games and Simulation
- Listserv Publisher (3900 teachers/administrators)

www.EdSynergy.org Blog (Collaborating to Transform Education)

Responsive to Mobile

Search Engine Optimization

Twitter Feed with Re-Tweets

Easy to Maintain and Sustain (WordPress)

Worked with Google/Cisco/Adobe/Code.org to promote technologies

Issue Analysis/Problem Solving

Master's Degree in Public Policy Analysis

Issue Analysis

Program Design

Program Implementation

Program Evaluation

Performance/Management Auditor in Illinois and California

Legal Research

Gathering evidence (data) to support conclusions (findings)

Focus on Problem Identification (corrective actions)

Systems Focus

Input/Process/Output

Budget Systems

Reporting Systems

Systems include people!

BRANDON ROSE

Fair Oaks
linkedin.com/in/brandonrose · facebook.com/BrandonRoseSMUDDirector

Thank you for consideration as the Special District Commissioner to the Sacramento Local Agency Formation Commission (LAFCO). As fellow governing board members, I know you understand the vital role our special districts serve in Sacramento. Our agencies provide a diverse set of unique services across the County and we are called on time and time again when our communities are in need. I believe that as special districts, we have our hands on the pulse of our diverse populace and it is critical that our unique voice, insights and interests be strongly represented on the Commission. That is why I consider representing special districts on a regional body such as LAFCO a vitally important role. Please find my professional and academic qualifications as well as dedication to public service below. Thank you for your support and please don't hesitate to contact me directly at 916-844-5510 if I can be of service or you have any questions.

PUBLIC SERVICE

2017 – CURRENT

DIRECTOR, SACRAMENTO MUNICIPAL UTILITY DISTRICT, WARD 1

As a board member, I work with my fellow directors to establish policies and values about how the organization best represents the community. The Board sets the budget (\$1.75 billion), governance structures, the long-term strategic direction and monitors compliance. I actively engage the public, strategic partners and government organizations across a spectrum of issues.

2008 – 2017

DIRECTOR, FAIR OAKS RECREATION AND PARK DISTRICT

As an elected member of the Board of Directors and past chair, I worked in conjunction with the district administrator to determine long term policy development and strategic planning. As former chair of the Personnel and Management Committee I was responsible for updates to personnel policies as well as negotiations with the employees association and management. As chair of the Finance and Budget Committee, I direct the drafting and approval of the annual budget. In addition, as board chair, I focused on completion of a long term master plan.

2011 – 2019

CHAIR & SPECIAL DISTRICT REPRESENTATIVE, SACRAMENTO COUNTY TREASURY OVERSIGHT COMMITTEE

The Special District Representative is elected by the region's local governments to oversee the County's pooled investment funds, which total approximately \$4 billion. Duties include review of the annual investment policy; quarterly review of investments; and causation and review of an annual portfolio audit. Board Chair 2014-2018.

2010 – 2011

MEMBER, SPECIAL DISTRICT ADVISORY COMMITTEE; SACRAMENTO COUNTY LOCAL AGENCY FORMATION COMMISSION

The advisory committee provided a forum for valuable learning and information exchange with LAFCO staff.

WORK EXPERIENCE

2007 – CURRENT

AIR POLLUTION SPECIALIST, CALIFORNIA AIR RESOURCES BOARD

Duties in the Mobile Source Control Division include research, analysis and development of public health regulations including economic analysis, emission modeling as well as report, database, and training development. My current focus is on commercial fleet electrification and supporting the adoption of battery and fuel cell trucks and buses.

2004 – 2007

ENERGY SPECIALIST, CALIFORNIA ENERGY COMMISSION

I was lead for the Solar Rebate program's Performance Based Incentive pilot and managed the list of eligible equipment. In addition, I co-authored the New Solar Homes Partnership Program and the Emerging Renewables Program Guidebooks. I was a member of the California Solar Initiative Submetering Committee Working Group, as well as the Office of the State Fire Marshal Photovoltaic Building Standards Task Force. Activities included presenting at Solar Power International Conference, the California Council for Affordable Housing, and testifying at California Public Utilities Commission proceedings

2003 – 2004

RESEARCH ASSISTANT IV (HYDROLOGY), UC DAVIS

I conducted fluvial geomorphologic surveying and data collection of Sierra Nevada streams in the Feather River watershed as part of a larger CalFed Bay Delta effort.

1998 – 2002

ASSISTANT POOL MANAGER, SUNRISE RECREATION & PARK DISTRICT

Duties included working with the management team to ensure smooth operation of the aquatic division.

EDUCATION

2004

ENVIRONMENTAL POLICY ANALYSIS & PLANNING, UC DAVIS

Specialization in City and Regional Planning with a focus in Public Lands Management and Land Use Planning.

Study Abroad in Wilderness & Natural Area Management, University of Tasmania, Australia

MEMBERSHIPS

- Professional Engineers in California Government
- Young Professional in Energy
- Environmental Council of Sacramento (Past President)

Michael T. Yearwood

Rancho Cordova, CA 95670

Experience Summary:

Customer Service Leader with over ten years of experience with direct customer problem solving within the health insurance industry. Expert level experience with hiring, training, staff retention, process improvement projects, managing deadlines and increasing production of teams.

Health Net of California

2016-2019

Claims Supervisor - Performance Team

- Supervise a team of 17 Claims Analysts
- Coach and mentor staff to exceed expectations
- Responsible for talent and performance management of Claims Team
- Daily operational leadership and support through work distribution and monitoring
- Coordinate with scheduling to assist with daily forecast ensuring accurate staffing coverage
- Identify individual performance gaps to recommend and implement action plans that achieve desired result
- Monitor daily productivity through the Macess System
- Collaborate with peers and managers on process improvements

State of California - Health Benefits Exchange (Covered California)

2015-2016

Supervising Program Technician III

- Supervise a team of 15 Customer Service Representatives
- Coach and mentor staff to exceed expectations
- Assist representatives with questions regarding health plan options and policy and procedures
- Research and resolve escalated calls from consumers
- Monitor daily productivity through the IEX System
- Audit inbound calls through the Nice System
- Collaborate with peers and managers on process improvements

Vision Service Plan

2007-2015

Client Broker Representative - Inside Sales

- Assisted and resolved clients and brokers service issues
- Provided phone support and customer service to clients and brokers
- Provided e-mail coverage for Sales Team in their absence
- Implemented installation of new groups and pull-outs according to guidelines
- Processed renewals for clients according to guidelines
- Provided Resource Center support to clients and brokers

References available upon request

Michael Yearwood

Rancho Cordova, CA 95670

Service to My Community

Cordova Recreation and Park District (Board Chairperson)
2015-Present: Director

As a Cordova Recreation and Park District (CRPD) Board Member I am responsible for the budget and for setting policies that safeguard the vitality of the district. The five non-partisan members of the Board of Directors are elected to four-year terms by residents located within CRPD's boundaries. The elected board is held accountable to the following laws that govern public officials: The Brown Act, California Public Records Act, FPPC Reporting Requirements and biannual ethics training.

Specific functions and duties of my role as a Board Director are:

1. To perform its legal responsibility.
2. To set up by-laws, regulations and operation procedures
3. To select, employ, and if necessary, dismiss the District Administrator.
4. To control the operating budget, the financial plans and the insurance program.
5. To care and maintain property.
6. To be responsible for program.
7. To assure personnel policies.
8. To maintain good public relations.
9. To appoint, commission, supervise and receive reports from committees and the District Administrator.

BOARD MEMBERS RESPONSIBILITIES

1. Board members should understand the significance and importance of recreation in the community.
2. Board members should be aware of the relationship of the recreation services to other community services.
3. Board members should look objectively at their specific responsibility as board members and at local community recreation needs, and keep abreast of changing conditions, continuously reassessing their efforts and reasons for service.
4. Board members should have the courage to resist pressures of all types and insist upon high standards for their agencies, particularly in regard to competent, professional personnel.
5. Board members should be aware of their role as board members, acting in concert with their fellow board members without usurping the functions of the District Administrator.

Michael Yearwood

Rancho Cordova, CA 95670

Rancho Cordova Athletic Association

2013: Founding Member
2013-2015: Secretary
2016: CRPD Representative

Leadership Rancho Cordova

2014-2016: Governing Board
2014: Graduate of Class VIII

Rancho Cordova Youth Soccer Club (RCSC)

2002: Coach
2003: U-6 Age Coordinator
2004: Coach & U-8 Boys Age Coordinator
2005: Coach & U-8 Girls Age Coordinator
2006: Coach & U-6 Age Coordinator
2007-2009: Club Manager & Coach
2012: Coach

American River Youth Soccer League (ARYSL)

2007-2009: Board Member – RCSC Representative
2010: League Treasurer

Cordova Girls Softball League

2010-2011: League Vice President
2011-2012: League Vice President
2012-2013: Secretary
2013-2014: Secretary
2014-2015: NORCAL Representative

Folsom Cordova Unified School District

Cordova High School Site Council
2014-2015: Parent Representative

Cordova Lane Elementary School Site Council

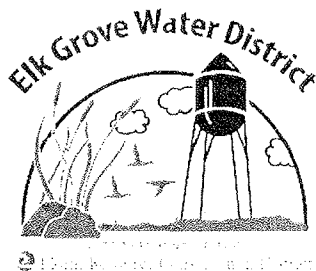
1998-2006: Elected Parent Representative

Navigator Elementary School Site Council

2006-2008: Elected Parent Representative

Measure M & P Oversight Committees

2014-2016: Parent/PTSO Member Representative



October 17, 2019

Regional Water Authority Members and Associates
5620 Birdcage Street, Ste 180
Citrus Heights, CA 95610

RECOMMENDATION FOR ELLIOT MULBERG

The Sacramento County Local Area Formation Commission (LAFCo) is presently soliciting ballots to select one Special District Commissioner (Office No. 6) and one Alternate Special District Commissioner (Offices No. 6&7), due by 4:00pm on Thursday, November 21, 2019.

By this letter, **the Florin Resource Conservation District Board of Directors recommend Elliot Mulberg for Special District Commissioner.**

Mr. Mulberg has over 25 years of LAFCo experience as a LAFCo commissioner, LAFCo Executive Officer, LAFCo staff member, and LAFCo consultant. Mr. Mulberg has also completed over 40 Municipal Service Reviews that include full-service cities, water districts, sewer districts, irrigation districts, and fire districts.

He has served as a Director of the Cosumnes Community Services District, which provides parks, recreation, fire and emergency medical services to the Cities of Elk Grove and Galt. He now serves as a Director of the Florin Resource Conservation District, which provides potable water to over 45,000 residents of the City of Elk Grove.

Mr. Mulberg has worked with the California Special Districts Association (CSDA) as a member of the Legislative Committee and expert feedback teams in governance and air quality. In addition, he co-authored CSDA's Formation Guide and serves on the CSDA/California Local Area Formation Commission (CALAFCo) Protest Provisions Rewrite Committee.

As a CALAFCo Director, Elliot helped rewrite the principal acts for community service districts and mosquito abatement districts. He also co-authored the CALAFCo White Paper on the State of the Art of Agricultural Preservation. As a previous LAFCo special district commissioner, Mr. Mulberg formed the Special District Advisory Committee as a way for Sacramento LAFCo and special districts to foster improved communication.

9257 Elk Grove Blvd. Elk Grove, CA 95624 (916) 685-3556 Fax (916) 685-5376


October 17, 2019
Regional Water Authority Members and Associates

RECOMMENDATION FOR ELLIOT MULBERG

Page 2

Attached is Elliot Mulberg's resume, which further outlines his background and experience. As you can see, Mr. Mulberg is uniquely qualified for this role and we urge you to vote for him when submitting your ballot.

Thank you for your consideration.



TOM NELSON
BOARD CHAIR

Attachment

P.S. **VOTE FOR ELLIOT MULBERG!**

Attachment 2



Resume

Elliot Mulberg

4941 Brownstone Ct.

Elk Grove, CA 95758

916-217-8393

mulberg@gmail.com

Community Service:

Florin Resource Conservation District / Elk Grove Water District - Director

Sacramento LAFCO Special District Advisory Committee

California Special District Association Legislative Committee

Friends of Stone Lakes National Wildlife Refuge

Elk Grove Western Festival

Rotary Club of Elk Grove

Past Community Service:

Sacramento Local Agency Formation Commission

Chair 2003, Vice Chair 2002

Special District Commissioner 2001- 2006, Special District Alternate 1995-2001

Elk Grove (now Cosumnes) Community Services District (parks and fire services) -Director 1994 – 2006

CALAFCO Board of Directors Special District Representative 2001-2006

California Special District Association Sacramento Chapter - Treasurer 1995-99

Sacramento Regional Council of Recreation & Park Agencies Vice President 1995

Franklin Laguna Area Community Planning Advisory Council Secretary 1993-1994

Elk Grove Historical Society President 2000, 2001

Professional Experience:

Environmental/ LAFCO Consultant– E Mulberg & Associates 2011-Present, CEQA analysis, municipal service reviews for water districts ,sewer districts, reclamation districts, resource conservation districts, health care districts, full service cities; sphere of influence updates; change of organization analysis annexations, consolidations, dissolutions; Solano LAFCO Executive Officer; *Senior Air Quality Scientist, and Senior Air Quality Planner* Michael Brandman Associates 2008-2011, *Senior Analyst* Monterey LAFCO 2006-08. *Air Pollution Specialist* CA Air Resources Board 25 years.

Professional Affiliations:

American Planning Association

Association of Environmental Professionals

American Meteorological Society

Education:

B.S. St. Louis University

M.S. UCLA

October 1, 2019

Mr. Dan York, General Manager
Sacramento Suburban Water District
3701 Marconi Ave. Suite 100
Sacramento, CA 95821

RECEIVED
OCT 3 2019

Sacramento Suburban Water District


Dear Dan:

I am writing to follow up on our conversation at the CSDA Conference last week. I am a candidate for the Special District seat on Sacramento LAFCO. I currently serve as a Director of the Florin Resource Conservation District/Elk Grove Water District. Prior to that I served as Director of the Elk Grove (now Cosumnes) CSD. As you know the CSD provides parks for Elk Grove and fire for Elk Grove and Galt.

I was previously a Special District Commissioner and would like to return to the Commission. I left in 2006 to pursue a career as a LAFCO professional. Since then I have been a senior analyst for Monterey LAFCO and a LAFCO consultant. One of my contracts was Executive Officer for Solano LAFCO. I also produced municipal service reviews, sphere of influence updates for cities, water districts, sewer districts, reclamation districts and healthcare districts. At present I am completing the MSR for the Santa Clarita Valley Water Agency.

I am attaching my resume. It shows my commitment to special districts and my community. I am requesting you pass this on to your board and hope they can support me as your LAFCO Special District Commissioner.

Sincerely,



Elliot Mulberg, Director
Florin Resource Conservation District/ Elk Grove Water District

Attachment 2



Resume

Elliot Mulberg
4941 Brownstone Ct.
Elk Grove, CA 95758
916-217-8393
mulberg@gmail.com

Community Service:

Florin Resource Conservation District / Elk Grove Water District - Director

Sacramento LAFCO Special District Advisory Committee

California Special District Association Legislative Committee

Friends of Stone Lakes National Wildlife Refuge

Elk Grove Western Festival

Rotary Club of Elk Grove

Past Community Service:

Sacramento Local Agency Formation Commission

Chair 2003, Vice Chair 2002

Special District Commissioner 2001- 2006, Special District Alternate 1995-2001

Elk Grove (now Cosumnes) Community Services District (parks and fire services) -Director 1994 – 2006

CALAFCO Board of Directors Special District Representative 2001-2006

California Special District Association Sacramento Chapter - Treasurer 1995-99

Sacramento Regional Council of Recreation & Park Agencies Vice President 1995

Franklin Laguna Area Community Planning Advisory Council Secretary 1993-1994

Elk Grove Historical Society President 2000, 2001

Professional Experience:

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Professional Affiliations:

American Planning Association
Association of Environmental Professionals
American Meteorological Society

Education:

B.S. St. Louis University
M.S. UCLA

RECEIVED
OCT 3 2019

Herald Fire Protection District

Sacramento Suburban Water District

October 1, 2019

Dear Sacramento Suburban Water District Board of Directors,

As a candidate for the open Independent Special District Commissioner and Alternate Commissioner vacancy, I wanted to introduce myself to you and your Board. I am currently the Chairperson of the Herald Fire Protection District Board of Directors and have been since April 2017. I have been a Board member since my appointment in December 2015 and elected to a four-year term in 2016. Throughout my tenure on the HFPD Board, it is no secret that our District has overcome many challenges and obstacles. I am proud of what we have accomplished in such a short amount of time, but more so in how our District is choosing to tackle new obstacles, including becoming more engaged within our community and industry. My decision to pursue this position, is purely from my desire to continue to give back to the community, represent our District and the various special districts in Sacramento County and to further be a voice for issues that uniquely affect us and our constituents.

As my resume describes, I am currently the Executive Director of the Sacramento County Farm Bureau, a non-profit, non-governmental organization representing farmers and ranchers in Sacramento County. I am well versed in issues focusing on the many facets of water, land use and planning, open space preservation and community development.

Additionally, I currently serve on Sacramento LAFCo's Special District Advisory Committee and on a working group focusing on protest thresholds with California LAFCo and the California Special Districts Association. I value the opportunity to participate in larger industry groups, while representing my small rural district. Through these collaborations, I am not only able to expand my own understanding of the challenges facing our Districts, but also discover how we can further partner on issues affecting all of us. These collaborations are key to developing strong working relationships and I look forward to continuing to expand my participation in these areas.

Special District representation on LAFCo is critical, as our District's services are vital to our communities. Whether we are focusing on fire prevention and suppression, recreational access, cemetery services or water service and delivery, our work is critical to the success and sustainability of our local communities and our larger network countywide. We each are an important component in our county, regardless of our size or influence, and our unique needs should be recognized and celebrated as an essential part of each of our communities.

I am available to meet with your Board and/or staff, should you have any questions about me, my background, or my commitment to representing special districts. I sincerely appreciate your consideration for this position and value the work you do in your community.

Sincerely,

A handwritten signature in cursive script that reads "Lindsey Liebzig".

Lindsey Liebzig, Chairman of Board of Directors
Herald Fire Protection District



Agenda Item: 7

Date: November 8, 2019

Subject: 2020 Budget – Review and Consider Second Draft of Budget

Staff Contact: Daniel A. Bills, Director of Finance and Administration

Recommended Board Action:

Adopt the proposed 2020 Budget (Attachment 1) by way of the following actions:

1. With respect to the Operations and Maintenance Budget (O&M Budget):
 - a. Approve the O&M Budget for 2020, as per Attachment 1, or as amended by the Board.
 - b. Authorize the General Manager spending and delegation authority up to the total O&M budgeted amount.
 - c. Authorize the General Manager to adjust and/or reallocate various line item costs as necessary within the total O&M Budget amount.
 - d. Approve the employee position list as shown in Attachment 2
 - e. Approve a direct labor budget of \$6.35 million (\$9.9 million with benefits and taxes) including a 2.9% COLA and a 4.0% Merit increase.
 - f. Approve the Other Post-Employment Benefits (OPEB) portion of the O&M budget (\$908,433), and direct the General Manager to fully fund the Actuarial Determined Contribution.

2. With respect to the Capital Improvement Program Budget (CIP Budget):
 - a. Approve the CIP Budget for 2020 as per Attachment 1, or as amended by the Board.
 - b. Approve each project and project category as listed for 2020 and 2021, as per Attachment 1.
 - c. Authorize the General Manager spending and delegation authority up to the total budgeted CIP amount.
 - d. Authorize the General Manager to adjust and/or reallocate amongst the project type cost categories as necessary during the budget year within the total CIP Budget amount.

3. With respect to the Operating Capital Budget (OCB Budget):
 - a. Approve the OCB Budget for 2020 as per Attachment 1 or as amended by the Board.
 - b. Approve each project and project category as listed for 2020 as per Attachment 1.
 - c. Authorize the General Manager spending authority up to the total OCB budgeted amount.

- d. Authorize 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.
4. Due to a projected shortfall in 2019 O&M actual expenditures relative to the 2019 budget, approve fully funding the 2019 OPEB Actuarial Determined Contribution (ADC) of \$892,480, representing a \$312,480 increase from the previously approved amount of \$580,000. Direct the General Manager to fund the ADC prior to December 31, 2019.
5. Direct the District Treasurer to make required debt service payments.
6. Direct the General Manager to request Board approval prior to any inter-budget transfers, e.g., O&M budget to CIP budget transfers, with subsequent reporting to the Board.
7. Direct the District Treasurer to report the Budget status at regular monthly Board meetings and to report any intra-budget reallocations as necessary.

Discussion:

The District's Budget Policy (PL Fin-012), requires a balanced Budget. The proposed 2020 Budget does not balance (expenses exceed projected revenues) to the tune of \$1.4 million. This shortfall was discussed and accepted as part of the recently adopted 2020 Rate Study. A five percent rate increase has been used in the 2020 Budget as adopted by the Board.

Discussions on the Budget to-date have included a presentation to the full Board at the October regularly scheduled Board meeting and more generally throughout the year as part of the Water Rate Study.

The 2020 Budget includes \$23.0 million for O&M expenses and presumes water production of 32,000 Acre-Feet, 2,000 of which is to be wholesaled to a neighboring water purveyor. Total water production estimates also presume the purchase of 12,000 acre-feet of surface water in the North Service Area and 7,700 acre-feet in the South Service Area. Staffing levels are to remain unchanged in 2020 from 2019. A COLA of 2.9% published by the Bureau of Labor Statistics Western A Index is proposed and a merit increase of 4.0%.

The 2020 Budget includes \$19.6 million for CIP projects. Major projects are listed on Attachment 1 and Attachment 3, slides 24 – 29.

The 2020 Budget includes \$1.23 million for OCB projects. OCB projects comprise fleet purchases, computer hardware/software purchases, building maintenance and operating equipment purchases. All OCB projects are listed on Attachment 1 and Attachment 3, slides 31 – 33.

District debt service payments are forecast to be \$7.4 million in 2020. See Attachment 3, slide 35.

The 2020 Budget is presented in the following order in the attached PowerPoint presentation (Attachment 3):

1. District Goals and Budget Process
2. 2019 Key Assumptions
3. Total Revenue, Expense and Reserve Balance Analysis
4. Operation & Maintenance (O&M) Budget
5. Capital Improvement Program (CIP) Budget
6. Operating Capital Budget (OCB)
7. Debt Service Forecast

Fiscal Impact:

If adopted as presented, the 2020 O&M budget would be \$23.0 million, including funding other post-employment benefits of \$0.91 million; the 2020 CIP budget would be \$19.6 million; the 2020 OCB budget would be \$1.23 million, and the 2020 debt service forecast would be \$7.43 million. The total of all four budgets would be \$51.3 million. Revenues are projected to be \$49.9 million resulting in a planned drawdown of reserves of \$1.36 million. Projected reserve level at the end of 2020 is expected to be \$41.5 million.

Strategic Plan Alignment:

Goal C – Ensure Fiscal Responsibility and Affordable Rates.

District customers benefit by ensuring that planned expenditures of ratepayer funds are open and transparent.

ATTACHMENT 1

2020 Budget

Operations and Maintenance Budget	2020 Budget
Water Costs	\$5,949,000
Salaries	6,352,000
Employee Benefits	2,970,000
Employer Taxes and Insurance	585,000
OPEB	908,000
Consulting, Construction & Contract Services	2,056,000
Financial, Insurance & Legal	750,000
Supplies	743,000
Licenses, Permits & Fees	647,000
Membership & Dues	334,000
Building, Equipment & Vehicle O&M Expenses	598,000
Public Outreach & Conservation	540,000
Other	607,000
Total	\$23,039,000

Capital Improvement Program Budget	2020 Budget
Meter Retrofit AMP	\$1,888,000
Meter Replacement & Repair AMP	330,000
Dist. Main Replacement AMP	9,414,000
Well Replacement AMP	3,300,000
Transmission Main AMP	50,000
Reservoir and Booster P.S. AMP	210,000
SCADA AMP	615,000
Other Recurring Annual Capital Costs	2,253,000
Other Capitalized Projects	1,505,000
Total	\$19,565,000

Operating Capital Budget	2020 Budget
Information Technology	\$302,000
Maintenance	105,000
Operations	579,000
Vehicles and Fleet	235,000
Office Furniture and Equipment	9,000
Total	\$1,230,000

Debt Service Forecast	\$7,426,000
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Total 2020 Budget	\$51,260,000
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ATTACHMENT 1 (continued)

Capital Improvement Program (CIP) Projects for 2020 & 2021
Replace Obsolete Large Meters (>3")
Replace Small Meters that Have Outlived Their Useful Life
Thor Distribution Project
Albatross Distribution Project
ODS Main Replacements
Arcade Creek Crossing Repair
McClellan Line Improvements
Main Replacements Based on Condition Assessments
Condition Assessments
Miscellaneous Improvement/Replacement Projects
Well Property Acquisitions
Well Replacement Projects 78, 79 and 80 – Drilling and Pump Stations
Reservoir Operations Retrofit
Fluoride Analyzers – 10 Each Year
Destroy 5 Abandoned Wells Per Year
Hydropneumatic Tanks Interior Coating
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 Surveying Work; Lowering/Raising Valve Boxes; Meter Replacement/Repair

Operating Capital Projects for 2020
Fence Replacement – 2 Well Sites
Update Urban Water Management Plan
Office Furniture New staff and replacements
Risk & Resiliency Assessment & ERP
Vehicle Replacement/Right Size - Truck #46, 49, 54, 56, 4 and 16
Calibration of District's Hydraulic Model
Update 2 AMPs
Computer Hardware Refresh Program Purchases
Software Enhancements/Modules
Board Package Software
Office Furniture/Workstations/Board Room Map

Non-Exempt Positions

TITLE	NO. OF POSITIONS
Administrative Assistant I	0
Administrative Assistant II	1
Assistant Engineer	2
Cross Connection Control Specialist	1
Customer Service Representative I	1
Customer Service Representative II	4
Distribution Operator I	7
Distribution Operator II	10
Engineering Drafter	1
Engineering Project Coordinator	1
Environmental Compliance Technician	1
Facilities & Fleet Specialist	1
Field Operations Coordinator	1
Foreman (Distribution, Production)	5
GIS Coordinator	1
GIS/IT Technician	1
Instrumentation & Electrical Technician	1
Production Operator I	5
Production Operator II	2
Purchasing Specialist	1
Senior Inspector	1
Water Conservation Technician I	0
Water Conservation Technician II	1

Exempt Positions

TITLE	NO. OF POSITIONS
Accountant	1
Assistant General Manager	1
Associate Engineer	0
Customer Services Manager	1
Engineering Manager	1
Environmental Compliance Supervisor	1
Executive Assistant to the General Manager	1
Director of Finance and Administration	1
Financial Analyst	1

Human Resources Coordinator	1
Information Technology Analyst	1
Information Technology Manager	1
Operations Manager	1
Project Manager	0
Safety/Risk Officer	1
Senior Engineer	2
Senior Project Manager	1
Superintendent (Distribution, Field Services, Production)	3
Water Conservation Supervisor	1

2020 Budget Final Version

November 18, 2019

2020 Budget Development Process

- July Board Meeting – 07/15/19, 6:00 pm
 - Budget Preparation Timeline Approved
- August Board Meeting – 08/19/19, 6:00 pm
 - Approve Budget Assumptions; Provide Direction to Staff
- October Board Meeting – 10/21/19, 6:00 pm
 - First Draft Presentation; Provide Direction to Staff
- November Board Meeting – 11/18/19, 6:00 pm
 - Budget Approval or Provide Direction to Staff

2020 Budget Assumptions

Key Assumptions	2018		2019		2020	
1Rate Increase (D)		4.00%		0.00%	Approved	5.00%
2No Change in SSWD Service Boundaries						
3New Service Connections (Growth)		Increase 0.52%	Increase 0.52%	Increase 0.52%	Increase 0.52%	Increase 0.52%
4Water Production: (A)		<u>Cost/AF</u>	<u>Cost/AF</u>	<u>Cost/AF</u>	<u>Cost/AF</u>	<u>AF</u>
a. Water Supply Forecast Based on 5 Year Average						
b. SSA Surface Water (City) (F)	\$ 483.50	0 AF	\$ 505.55	0 AF	\$ 120.00	7,700 AF
c. SSA Surface Water (City)			\$ -	3,800 AF		
d. SSA Groundwater (Variable costs)	\$ 121.24	13,300 AF	\$ 126.99	9,200 AF	\$ 148.31	6,250 AF
e. NSA Surface Water (PCWA)	\$ 36.65	12,000 AF	\$ 40.67	12,000 AF	\$ 42.70	12,000 AF
f. NSA Surface Water (Bureau)	\$ 21.26	12,000 AF	\$ 23.40	12,000 AF	\$ 24.57	12,000 AF
g. NSA Surface Water (SJWD Treatment)	\$ 176.49	12,150 AF	\$ 192.37	12,150 AF	\$ 209.68	12,000 AF
h. NSA Groundwater (Variable costs)	\$ 108.76	7,350 AF	\$ 107.59	7,100 AF	\$ 114.84	6,050 AF
i. NSA Bureau 215 Water	\$ 251.04	150 AF	\$ 265.40	150 AF	\$ 290.01	0
j. NSA Wheel Water to Cal-AM, RLEVWD (Revenue)	\$ (356.14)	2,000 AF	\$ (371.26)	2,000 AF	\$ (395.70)	2,000 AF
5Anticipated Outside Water Sales, Net	\$ 684,000	4,000 AF	None	None	Unknown	Unknown
6Investment Yield		2.00%		2.00%		2.15%
7Variable Debt Interest Rate		3.86%		3.86%		3.86%
8Electrical Cost Increase		2.50%		2.00%		3.75%
9COLA (E)		3.00%		(E)		2.90%
10Merit Program (E)		3.00%		(E)		4.00%
11Construction Inflation (B)		3.00%		8.00%		1.70%
12Health Care Cost (C)		2.33%		2.00%		6.40%
13Tier 1 Pension Cost (% of Salaries)	\$ 470,000	22.37%	\$ 582,000	23.00%	\$ 654,000	23.65%
14Tier 2 Pension Cost (% of Salaries)	\$ 12,500	16.64%	\$ 18,000	17.10%	\$ 23,000	17.66%
15Tier 3 Pension Cost (% of Salaries)	\$ 500	7.30%	\$ 900	7.30%	\$ 1,900	7.34%
16New Hires		-		3		-
17Funding of Post Retirement Benefits (G)		\$ 560,000		* \$892,480		\$ 908,433
Footnotes:						
(A) SSA = South Service Area; NSA = North Service Area						
(B) 20 Cities CCI Index, Source: ENR						
(C) From UnitedHealthcare to HealthNet Smart Care HMO						
(D) Approved Rate Increase						
(E) Adjusted to Market Median in 2019						
(F) City Rate at \$120/AF on a trial basis of 9,500 AF from Oct -2019 to Sept 2020 (Estimate 1,800 AF in 2019 & 7,700 AF in 2020)						
(G) Actuarial - \$909,000 in 2020; Additional \$312,000 for 2019						

2019 Projected Actual and Highlights

	Approved 2019 Budget (\$ Millions)	Projected 2019 Actual (\$ Millions)	Projected Unspent (%)
Operations & Maintenance Budget	\$23.2	\$21.6	(7)
Capital Improvement Program Budget	18.3	17.8	(3)
Operating Capital Program Budget	1.0	1.0	-
Debt Service Budget	<u>7.4</u>	<u>7.2</u>	<u>(3)</u>
Total	<u>\$49.9</u>	<u>\$47.6</u>	<u>(5)</u>

2019 Projected Results:

- Water Deliveries of 31,550 AF:
 - Comprised of 30,130 AF to Customers and Wheeled Water Deliveries of 1,420 AF
- Water infrastructure asset replacements include:
 - Replace 4.7 miles of Distribution Main Lines, including approximately 322 Water Meters
 - Install (Retrofit) an additional 1,580 Water Meters
 - Replace 1,000 Old Water Meters that have outlived their useful life
 - Replace 8,700 Endpoints that have outlived their useful life or failed
 - Complete Palm Well – Site Work and Pumping Facility Construction
 - Continue Design and Construction of Butano and Verner Wells
 - Destroy 4 Abandoned Well Sites
 - Begin Multi-Year Process to Acquire Property for Future Well Sites

2020 Goals

Budget Will Allow the District to Accomplish the Following:

- Water Deliveries of 32,000 AF
 - 30,000 AF to Customers
 - 2,000 AF Wheeled to Cal-American
- Review and assess modified asset management plans
- Water infrastructure asset replacements include:
 - Replace up to 4.4 miles of Distribution Main Lines, including approximately 246 Water Meters
 - Install (Retrofit) an Additional 1,030 Water Meters
 - Replace 1,000 Old Water Meters that have outlived their useful life
 - Replace 7,500 Endpoints that have outlived their useful life or failed
 - Continue work on Butano and Verner Well; Begin work on Walnut Well
 - Destroy 5 Abandoned Well Sites
 - Continue Multi-Year Process to Acquire Property for Future Well Sites

2020 Budget

	<u>2018 Actual</u>	<u>2018 Approved Budget</u>	<u>9 Month Actual As Of 9/30/19</u>	<u>2019 Projected</u>	<u>2019 Approved Budget</u>	<u>2020 Proposed Budget</u>
Water Sales Charge	\$ 13,272,095	\$ 12,489,000	\$ 9,802,335	\$ 12,989,955	\$ 13,304,000	\$ 13,598,000
Water Service Charge	6,370,582	6,752,000	4,642,365	6,368,283	6,492,000	6,666,000
Capital Facilities/Debt Repayment	24,448,810	24,557,000	18,017,129	24,502,658	24,571,000	25,650,000
Wheeling Water Charge	510,168	175,000	504,048	621,461	730,000	651,000
Other Charges for Services	1,054,182	1,047,000	795,976	1,054,288	1,074,000	1,104,000
Income From Customers	45,655,837	45,020,000	33,761,853	45,536,645	46,171,000	47,669,000
Water Transfers	1,760,900	-	-	-	-	-
Interest Income	766,708	899,000	733,248	975,000	932,000	970,000
Other Income (Leases, Cells, Etc.)	448,684	266,000	516,554	560,000	400,000	450,000
Facility Development Charges	158,001	300,000	239,104	300,000	300,000	300,000
Grant Income	24,899	-	13,691	275,000	275,000	500,000
Total Other Income	3,159,192	1,465,000	1,502,597	2,110,000	1,907,000	2,220,000
Total Revenue	<u>\$ 48,815,029</u>	<u>\$ 46,485,000</u>	<u>\$ 35,264,450</u>	<u>\$ 47,646,645</u>	<u>\$ 48,078,000</u>	<u>\$ 49,889,000</u>
Budgets:						
Operations and Maintenance	21,066,806	21,860,000	14,579,636	21,595,000	23,241,000	23,039,000
Capital Improvement Program	18,519,624	19,160,000	9,877,440	17,805,000	18,260,000	19,565,000
Operating Capital Program	955,936	1,161,000	259,467	950,000	950,000	1,230,000
Debt Service (Forecast)	7,462,249	7,700,000	1,918,781	7,220,000	7,420,000	7,426,000
Total Costs	<u>48,004,615</u>	<u>49,881,000</u>	<u>26,635,324</u>	<u>47,570,000</u>	<u>49,871,000</u>	<u>51,260,000</u>
Change in Reserve Balance	810,414	(3,396,000)	8,629,126	76,645	(1,793,000)	(1,371,000)
Reserve (Cash) Balance	<u>\$ 48,600,278</u>	<u>\$ 42,273,205</u>	<u>\$ 51,283,667</u>	<u>\$ 45,128,753</u>	<u>\$ 41,566,409</u>	<u>\$ 44,119,993</u>
Refunding 2009B	\$ (3,548,170)					
Citibank Settlement				\$ 362,240		
McClellan Settlement						\$ (2,600,000)
Net Reserve (Cash) Balance	<u>\$ 45,052,108</u>	<u>\$ 42,273,205</u>	<u>\$ 51,283,667</u>	<u>\$ 45,490,993</u>	<u>\$ 41,235,205</u>	<u>\$ 41,519,993</u>

Note: Bolded lines are the Budgets – O&M, CIP, OCB, and Debt Service Forecast

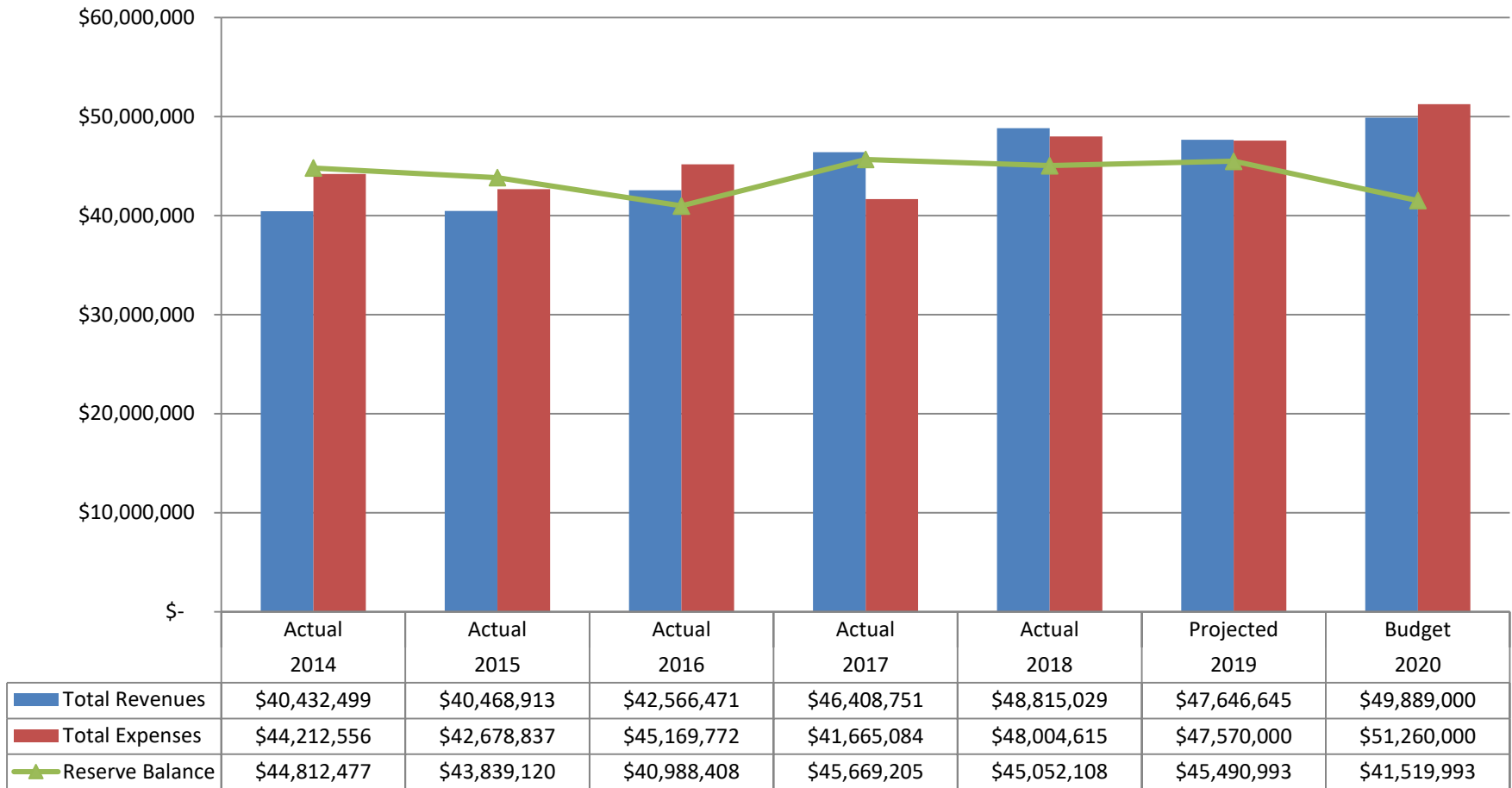
2020 Budget Changes

Comparison of 2020 Budget with 2019 Projected

- Operations and Maintenance (O&M) – Increasing by \$1.4 Million
 - NSA Surface Water (SW) Treatment Costs increasing by \$21/AF (\$595,000)
 - SSA SW cost increasing due to volume increase. Cost remains at \$120/AF
 - GW related electrical/chemical costs decreasing due to reduction in GW pumped (\$45,000)
 - Salaries increasing due to Merit & COLA (\$359,000); No new positions
 - Employee Benefits increasing – Medical (\$27,000) and Pension (\$164,000)
- Capital Improvement Program (CIP) – Increasing by \$1.8 million
 - Increase is primarily in Well Replacements & Rehabilitations Projects
 - Property acquisitions for future well sites
- Operating Capital Budget (OCB) – Increasing by \$280,000
 - Increase is primarily due to updating Asset Management Plans

Total Revenues Vs Total Expenditures

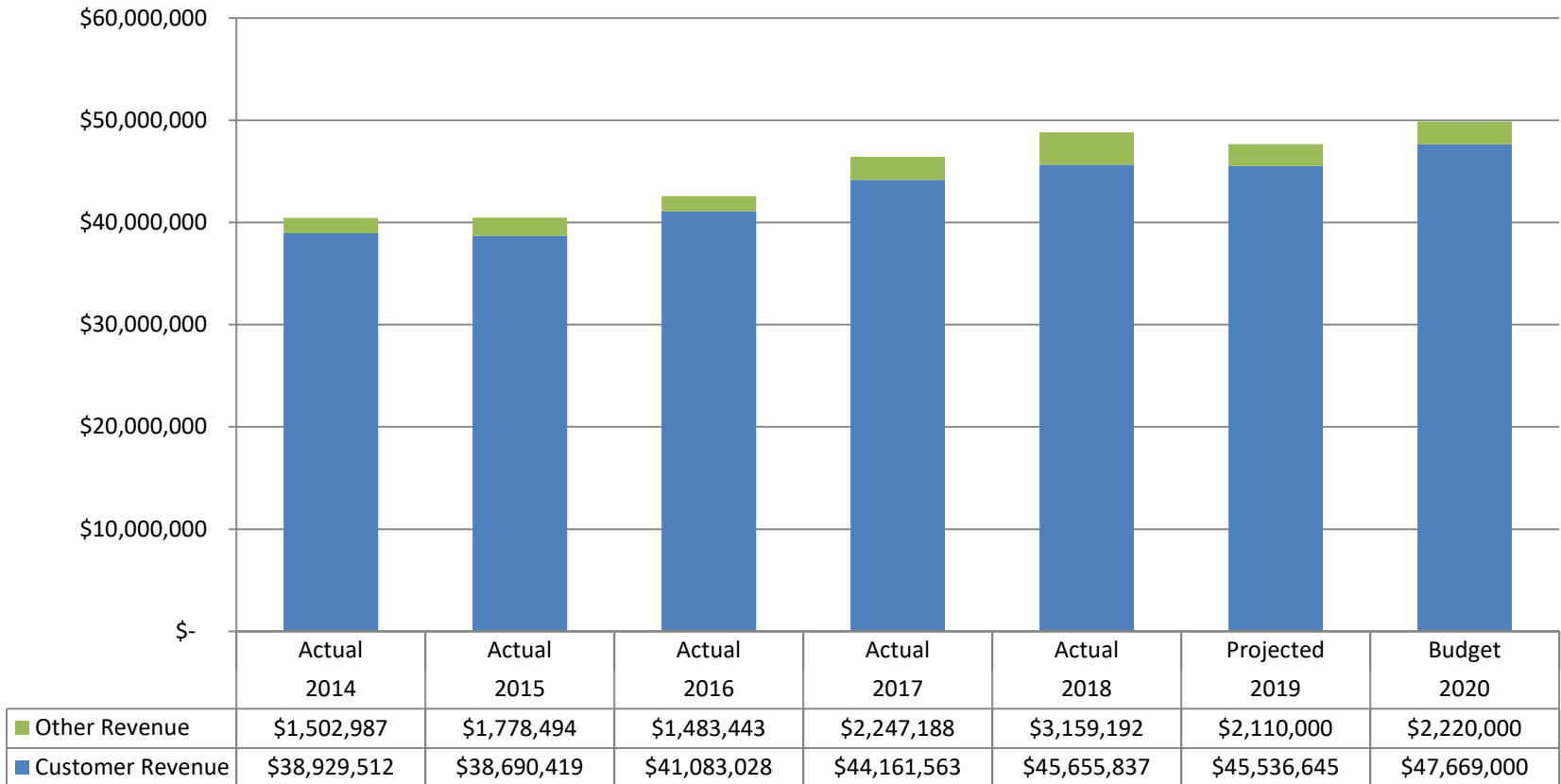
2014-2018 Actual with 2019 Projected & 2020 Budget



Reserves projected to decrease in 2020 and 2021 before turning around as discussed in the 2019 Water Rate Study. 8

Total Revenues

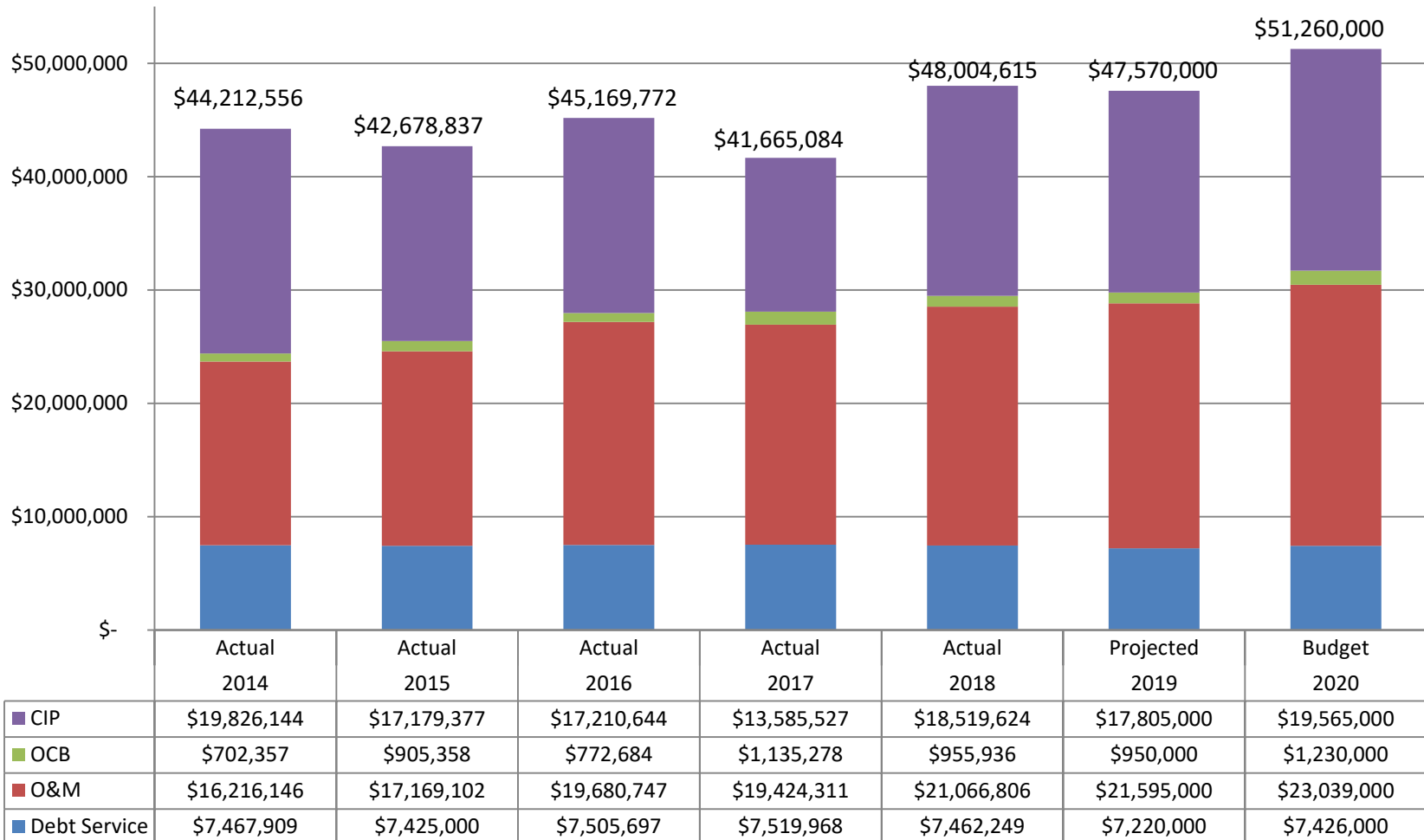
2014-2018 Actual with 2019 Projected & 2020 Budget



Notable Items: 2018 includes \$1.8 million for water transfer and 4.0% rate increase; 2019 no rate increase; 2020 5.0% rate increase.

Total Expenditures

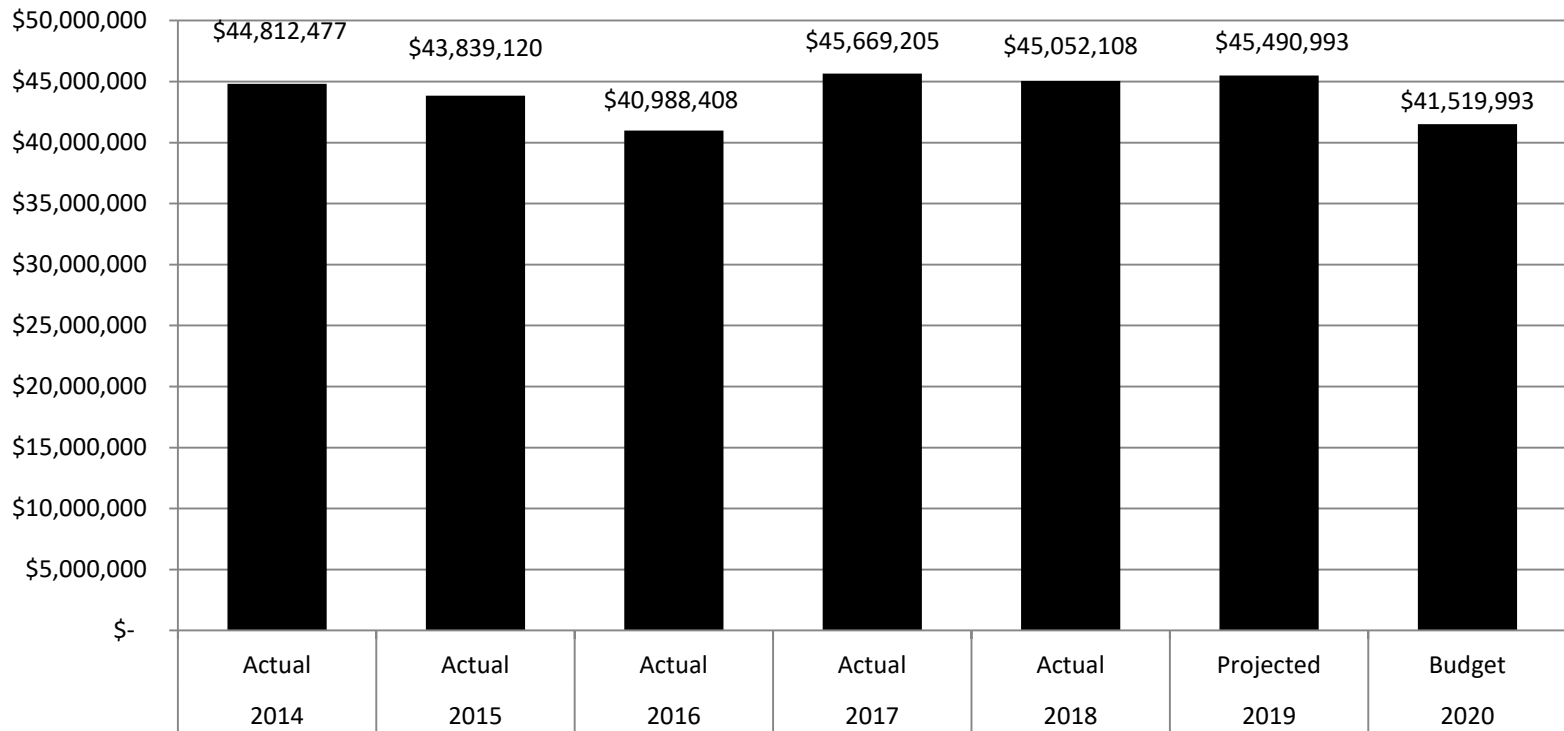
2014-2018 Actual with 2019 Projected & 2020 Budget



The 2020 increase is primarily due to increase in south area SW volume and north area SW cost per AF – \$1.2 million. 2020 CIP Projects increasing by \$2.4 million.

Reserve Balance

2014-2018 Actual with 2019 Projected & 2020 Budget



From a high of \$57.7 million at the end of 2009, the Board has strategically lowered the reserve balance to roughly \$40 million.

Reserve Balance Detail

2014-2018 Actual with 2019 Projected & 2020 Budget

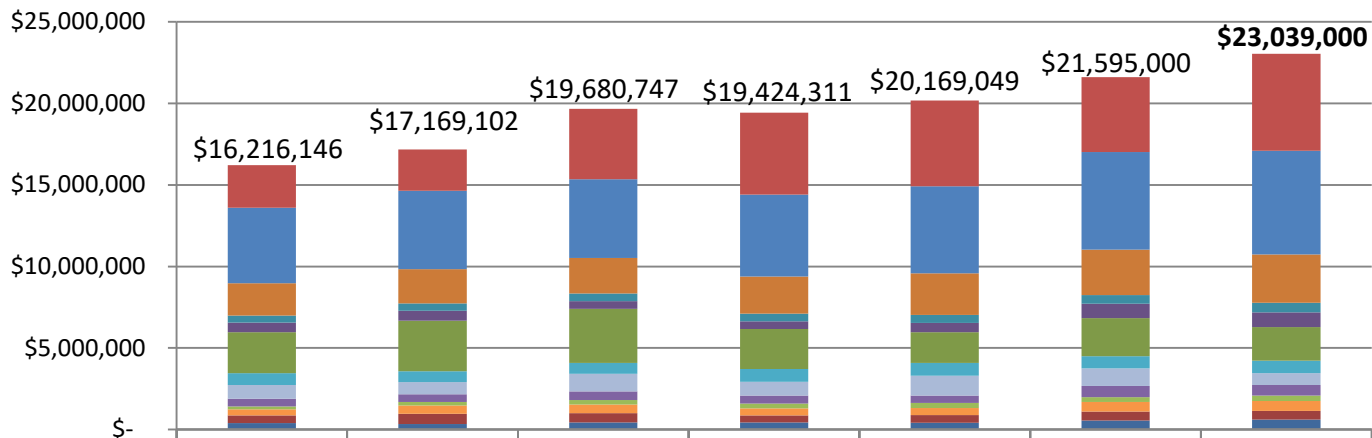
	Actual	Actual	Actual	Actual	Actual	Projected	Budget
	<u>12/31/2014</u>	<u>12/31/2015</u>	<u>12/31/2016</u>	<u>12/31/2017</u>	<u>12/31/2018</u>	<u>12/31/2019</u>	<u>12/31/2020</u>
Debt Service Reserve	\$ 3,540,082	\$ 3,523,427	\$ 3,540,038	\$ 3,548,170	\$ -	\$ -	\$ -
Facilities Reimbursement	21,873	21,873	-	-	-	-	-
Emergency/Contingency	10,758,000	10,758,000	10,387,000	10,931,500	11,255,000	11,905,048	11,782,415
Operating	6,468,857	6,468,857	6,490,750	7,270,250	7,390,000	11,556,517	7,605,250
Rate Stabilization	5,870,000	5,870,000	5,630,000	5,976,000	5,044,500	4,656,400	4,759,300
Grant Projects Reserve	654,000	654,000	1,068,000	210,000	-	-	610,000
Capital Asset	17,499,665	16,542,963	13,872,620	17,733,285	21,362,608	17,373,028	16,763,028
TOTAL	\$ 44,812,477	\$ 43,839,120	\$ 40,988,408	\$ 45,669,205	\$ 45,052,108	\$ 45,490,993	\$ 41,519,993

Individual reserve account changes for 2019 and 2020 based on Reserve Policy approved on June 17, 2019. Actual fluctuations (2014 to 2017) are due to changes in CIP costs and/or Consumption Revenues. Reduction in 2018 due to pay-off of 2009B COP and liquidation of DSRF - \$3.5 million.

O&M Budget

O&M Expenses

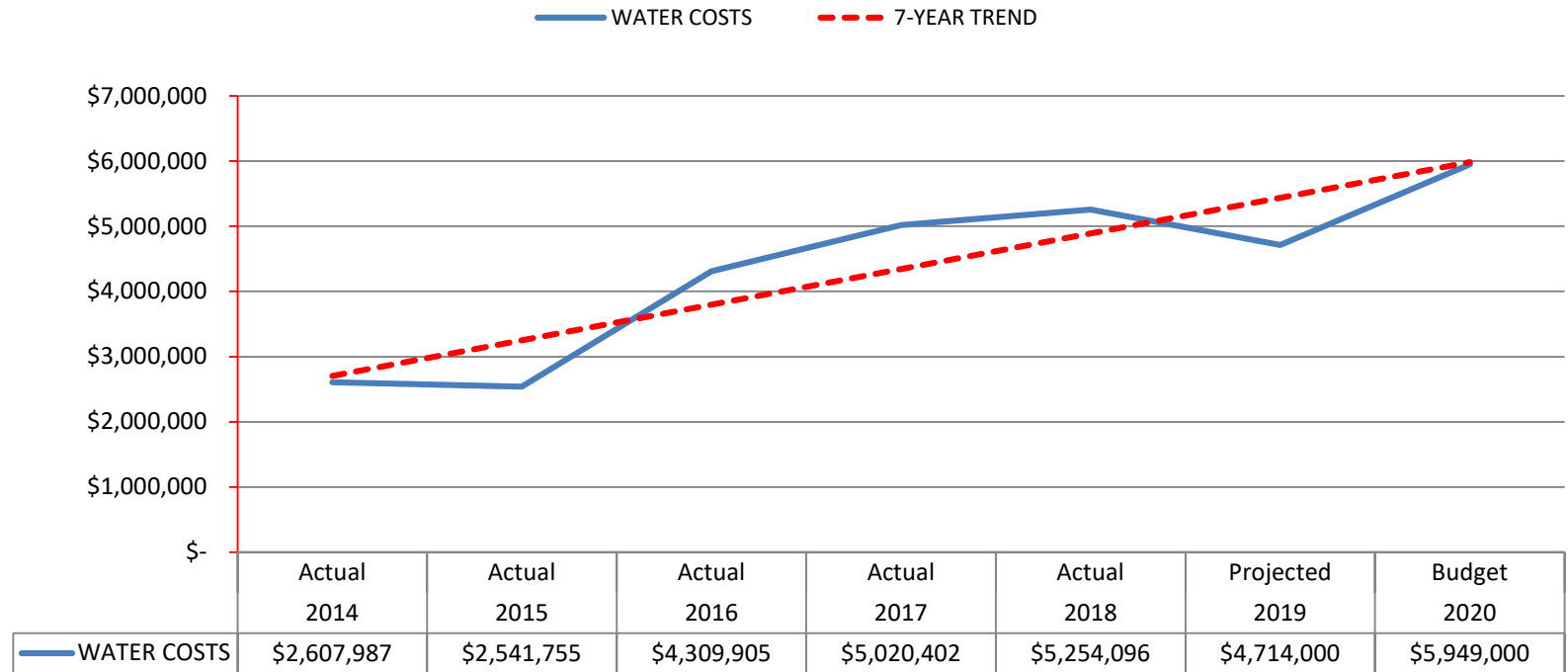
2014-2018 Actual with 2019 Projected & 2020 Budget



	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Projected 2019	Budget 2020
■ WATER COSTS	\$2,607,987	\$2,541,755	\$4,309,905	\$5,020,402	\$5,254,096	\$4,589,000	\$5,949,000
■ SALARIES	\$4,633,287	\$4,795,894	\$4,833,627	\$5,031,276	\$5,320,890	\$5,978,000	\$6,352,000
■ EMPLOYEE BENEFITS	\$1,980,390	\$2,097,572	\$2,187,134	\$2,267,113	\$2,559,284	\$2,780,000	\$2,970,000
■ EMPLOYER TAXES & INSURANCE	\$439,159	\$460,746	\$458,614	\$476,780	\$495,982	\$529,000	\$585,000
■ OPEB	\$592,700	\$591,000	\$470,000	\$472,200	\$557,934	\$892,000	\$908,000
■ CONSTRUCTION/CONTRACT SERVICES & ADMIN. CONSULTING	\$2,501,575	\$3,102,132	\$3,314,420	\$2,449,179	\$1,884,291	\$2,326,000	\$2,056,000
■ FINANCIAL, INSURANCE & LEGAL	\$731,735	\$666,679	\$674,154	\$781,310	\$793,104	\$757,000	\$750,000
■ SUPPLIES	\$843,427	\$756,151	\$1,067,053	\$843,684	\$1,200,453	\$1,064,000	\$743,000
■ LICENSES, PERMITS & FEES	\$457,611	\$456,489	\$528,517	\$481,479	\$449,784	\$687,000	\$647,000
■ MEMBERSHIP & DUES	\$175,408	\$232,783	\$281,937	\$294,441	\$320,385	\$309,000	\$334,000
■ BUILDING, EQUIPMENT & VEHICLE OPERATING & MAINTENANCE	\$385,337	\$495,820	\$534,445	\$432,469	\$436,503	\$581,000	\$598,000
■ PUBLIC OUTREACH & CONSERVATION	\$469,571	\$641,111	\$565,157	\$427,633	\$464,092	\$540,000	\$540,000
■ OTHER (Communication, Property Taxes & Leases, Election, Training & Conference, HR cost, Uniform, etc.)	\$397,959	\$333,634	\$439,150	\$446,345	\$424,219	\$564,000	\$607,000

O&M Expense Detail

Water Costs

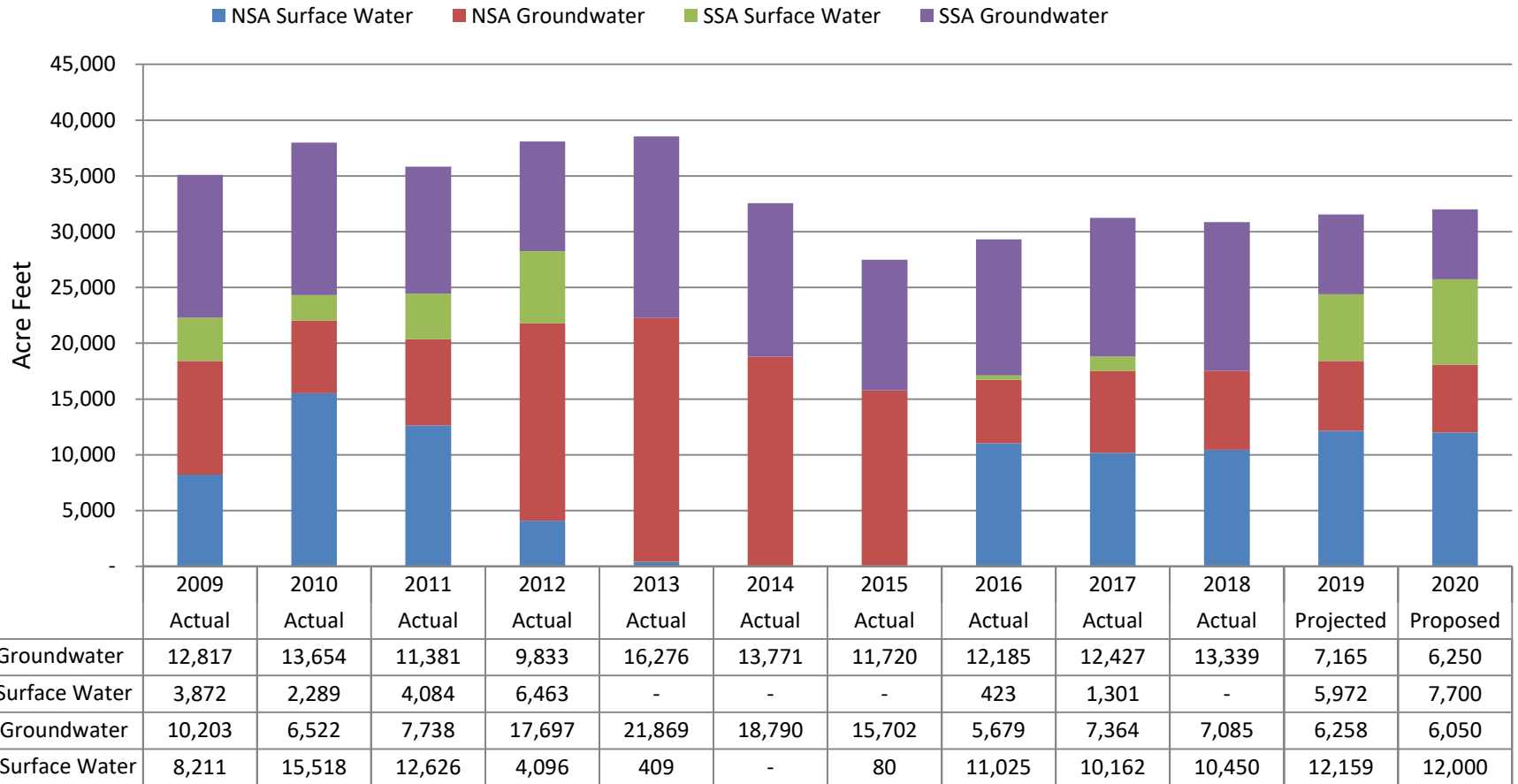


Water costs fluctuate based on hydrological conditions. Due to the conditions in 2014 - 2015, SW was unavailable. 2019 water costs are less than 2018 and 2020 primarily due to 1) 2019 is a wet year and is expected to use 1,000 AF less than 2018, 2) in 2019, 3,800 AF will be supplied by City at no cost (credit from water transfer in 2018), 3) SW cost increases \$21 per AF in 2020. 2020 assumes the purchase of 19,700 AF of SW (SSA - 7,700 AF and NSA 12,000 AF). GW pumping is expected to produce 12,300 AF, (SSA - 6,250 AF and NSA - 6,050 AF).

SW = Surface Water; GW = Groundwater

O&M Expense Detail

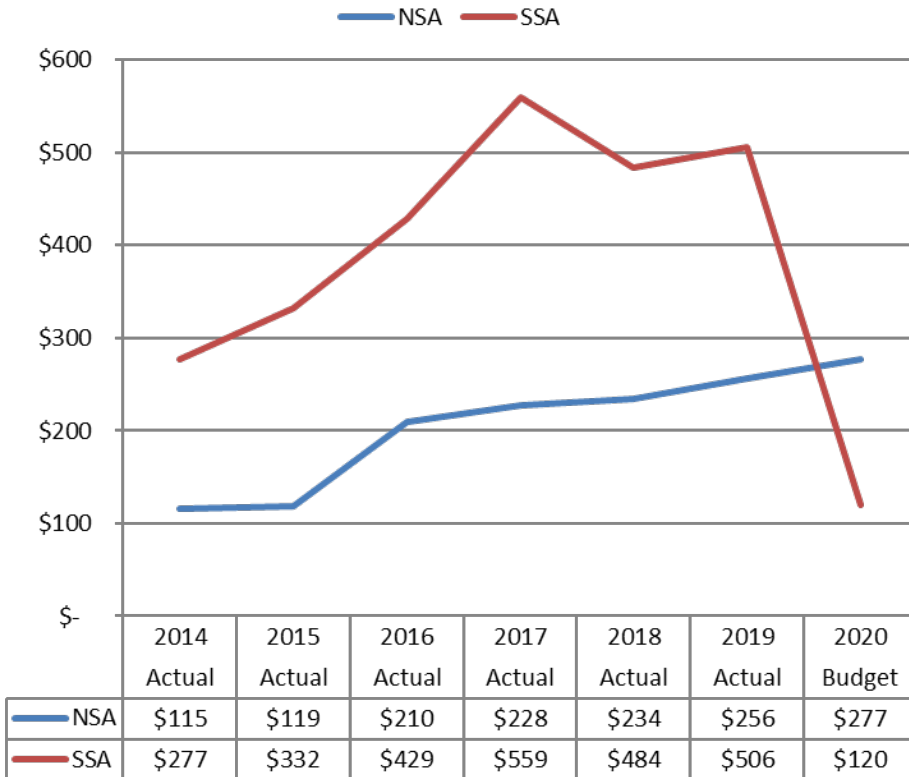
Water Production



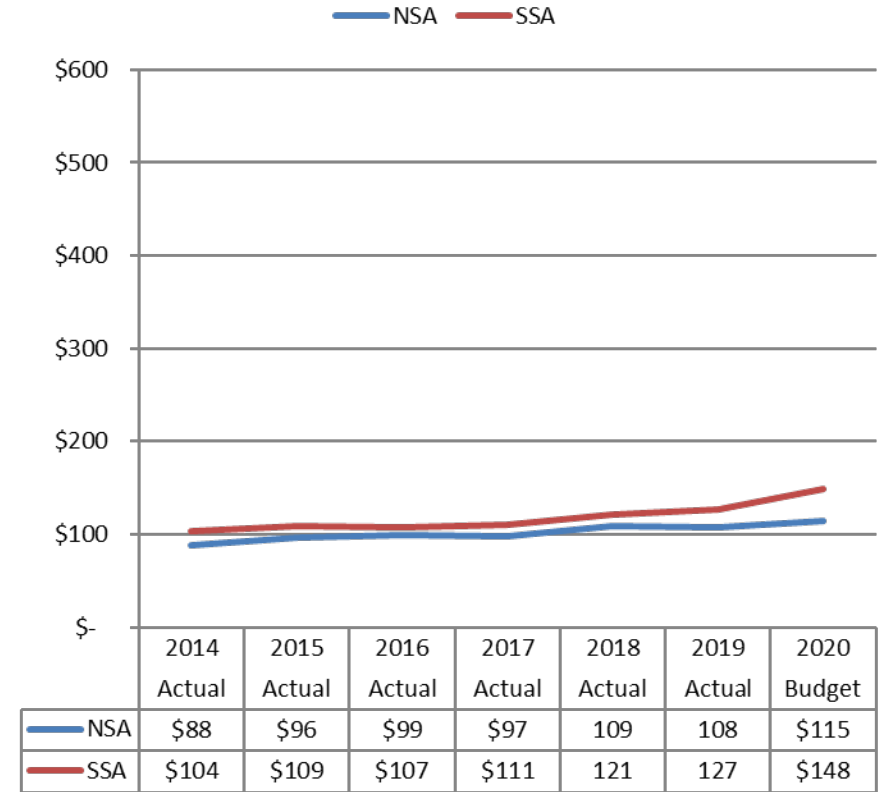
2018 Actual Production – 30,874 AF;
 2019 Budget Production – 33,000 AF; Projected Actual – 31,540 AF.
 2020 Estimated Production – 32,000 AF.

Surface Water vs Groundwater Costs

Variable Surface Water Costs



Variable Groundwater Costs



SSA - SW cost is \$120/AF with City of Sacramento for 1 year trial basis (Oct. 2019 – Sept. 2020) up to 9,500 AF.

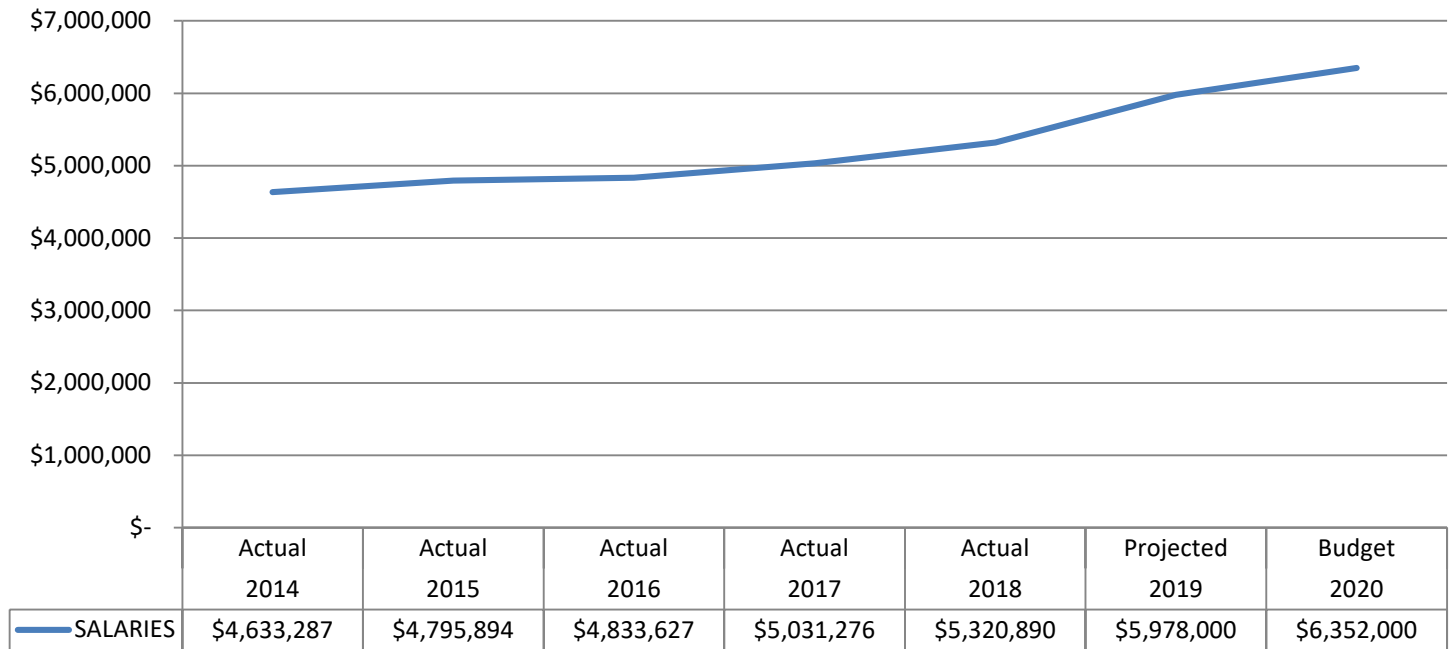
NSA –SW cost for 2020 expected to be \$277/AF, compared to \$256/AF in 2019.

SSA/NSA - GW costs increasing due to - 3.75% electricity cost increases.

SW = Surface Water; GW = Groundwater

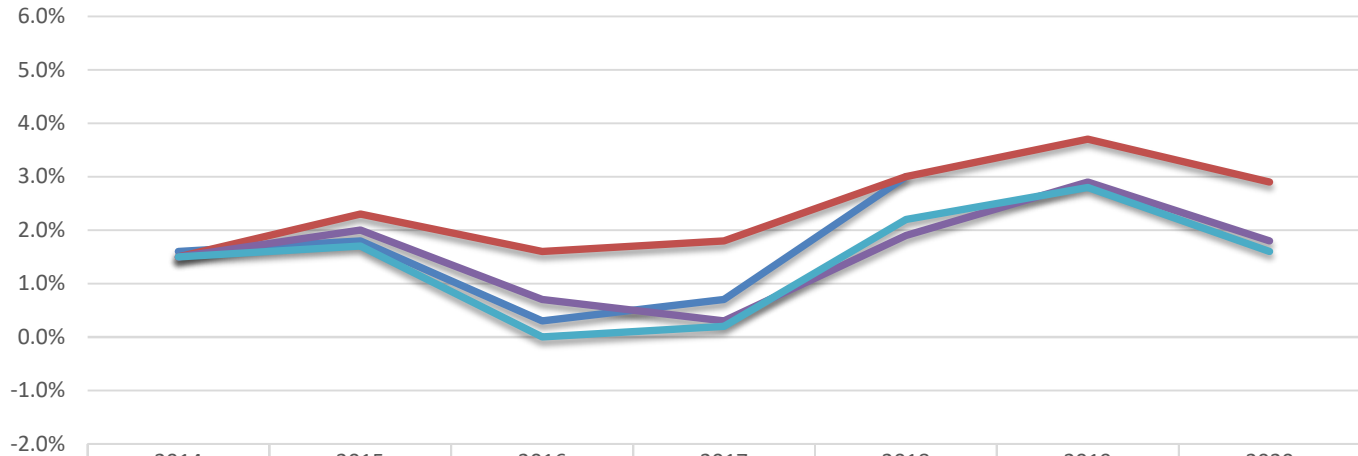
O&M Expense Detail

Salaries



O&M Expense Detail

COLA



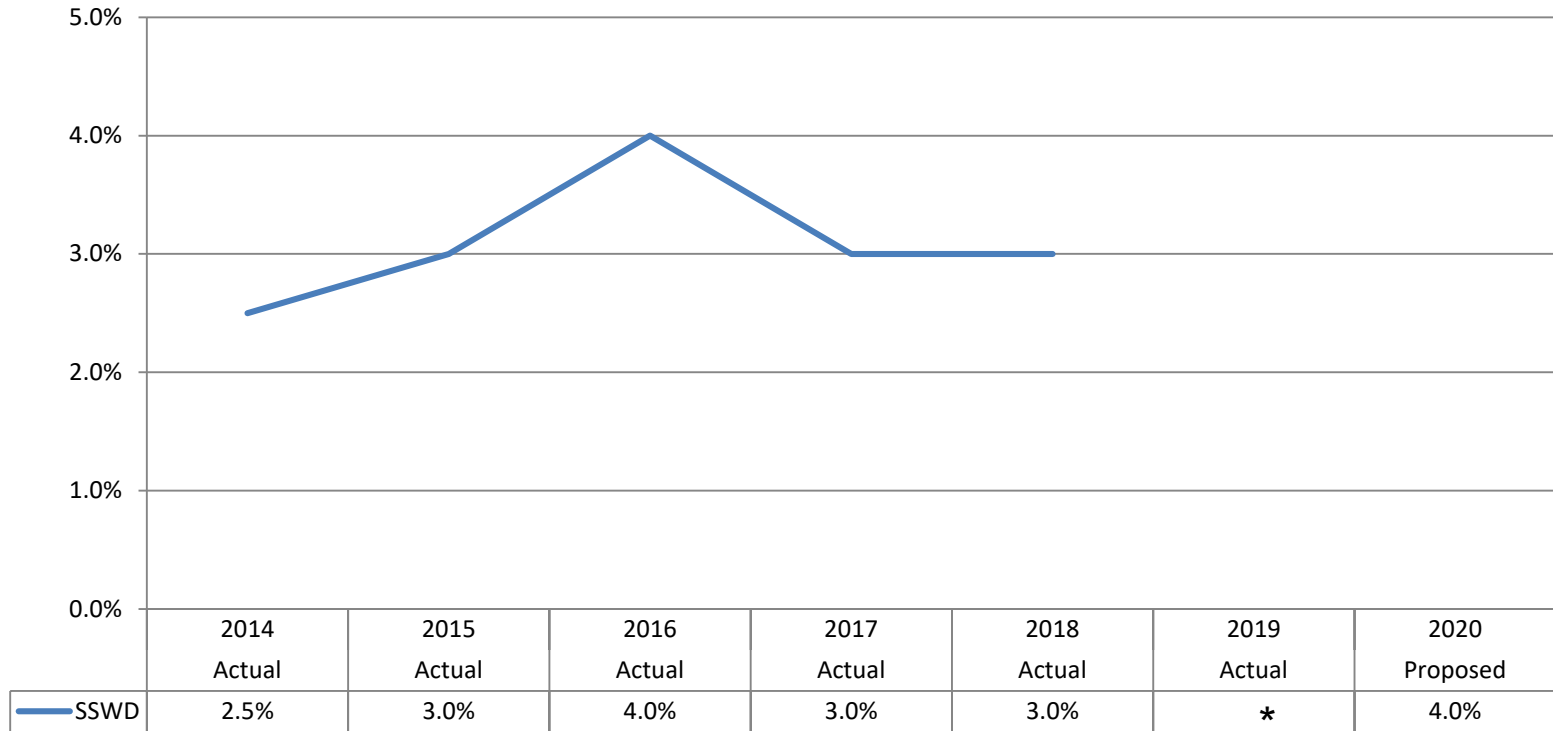
	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Proposed
SSWD	1.6%	1.8%	0.3%	0.7%	3.0%	*	2.9%
Western Region-Class A	1.5%	2.3%	1.6%	1.8%	3.0%	3.7%	2.9%
U.S. Cities	1.5%	2.0%	0.7%	0.3%	1.9%	2.9%	1.8%
Social Security	1.5%	1.7%	0.0%	0.2%	2.2%	2.8%	1.6%

As was done prior to 2019, SSWD COLA is proposed to equal the Western Cities – A Index as published by the US Bureau of Labor Statistics.

* 2019 increase based on market median as per compensation study.

O&M Expense Detail

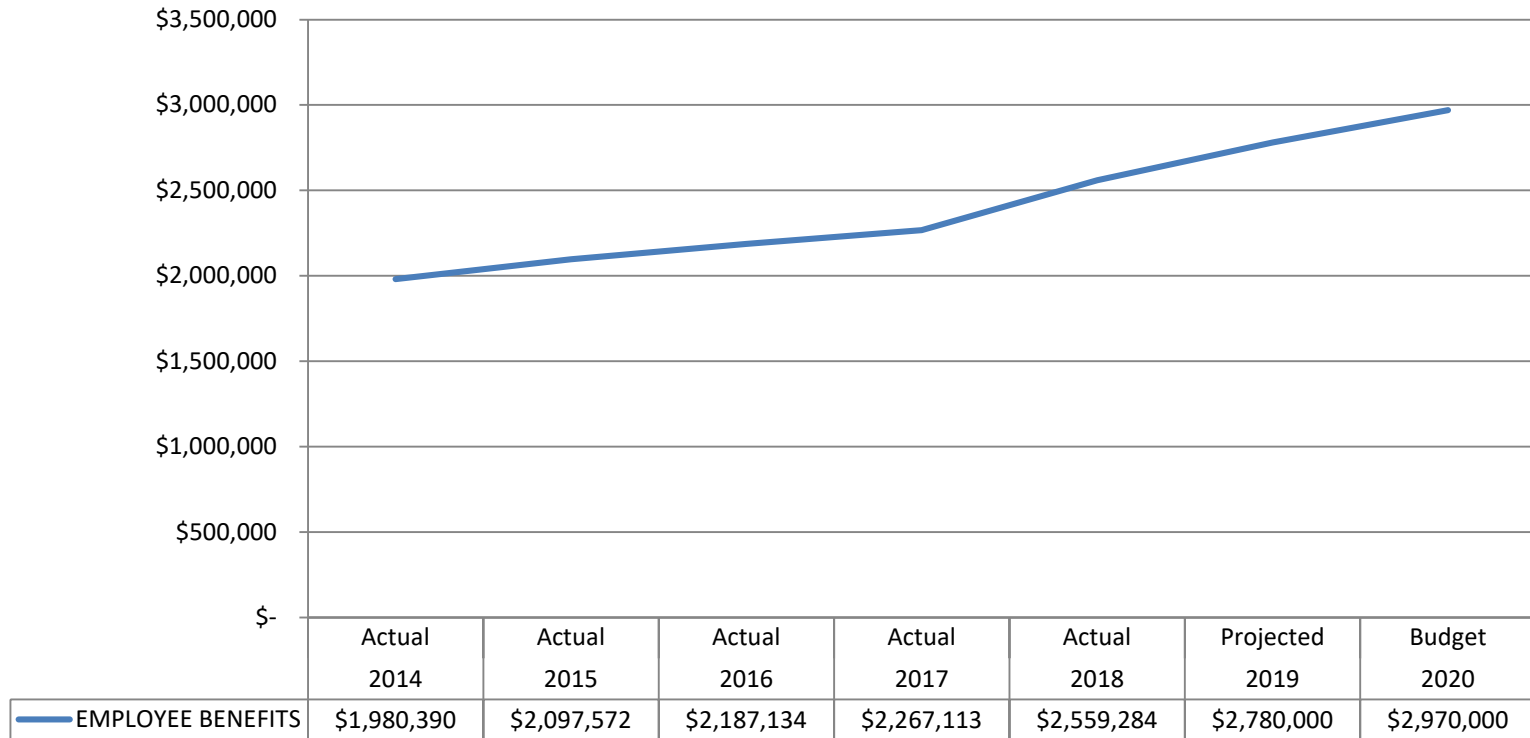
Merit



* 2019 increase based on market median as per compensation study.

O&M Expense Detail

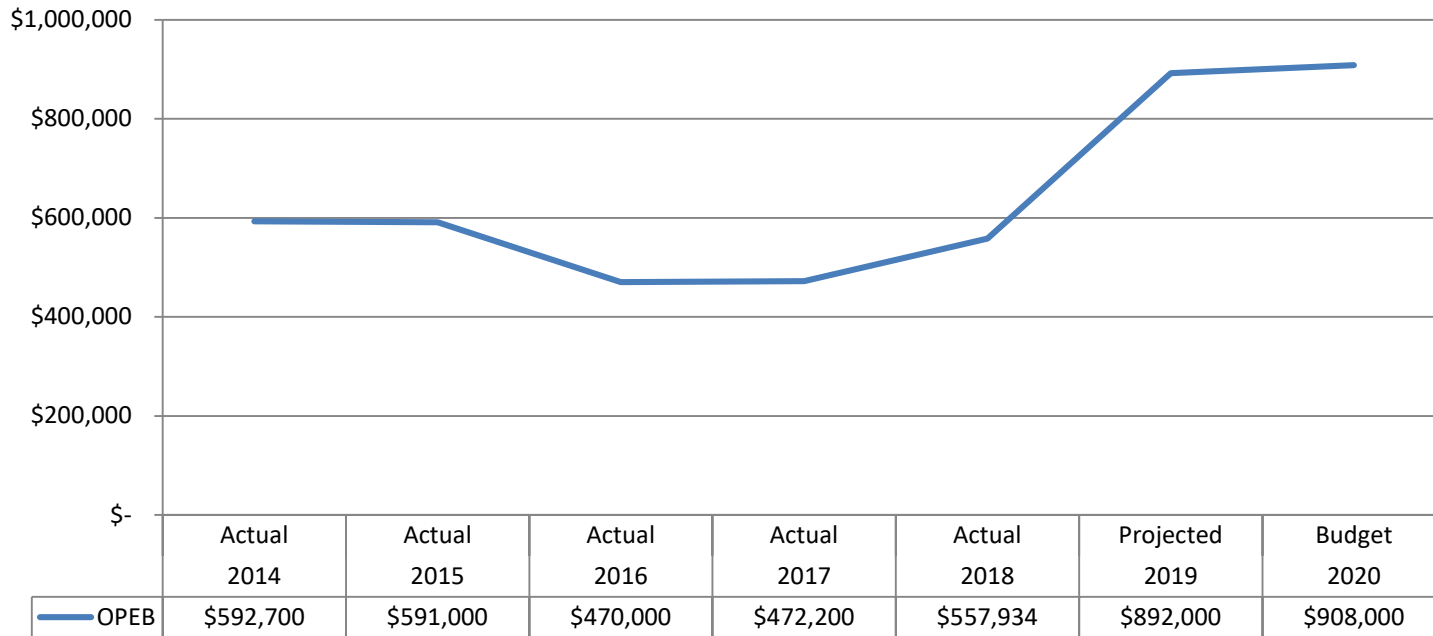
Employee Benefits



2020 increase due primarily to full year of staffing and increased pension costs and health care costs.

O&M Expense Detail

OPEB

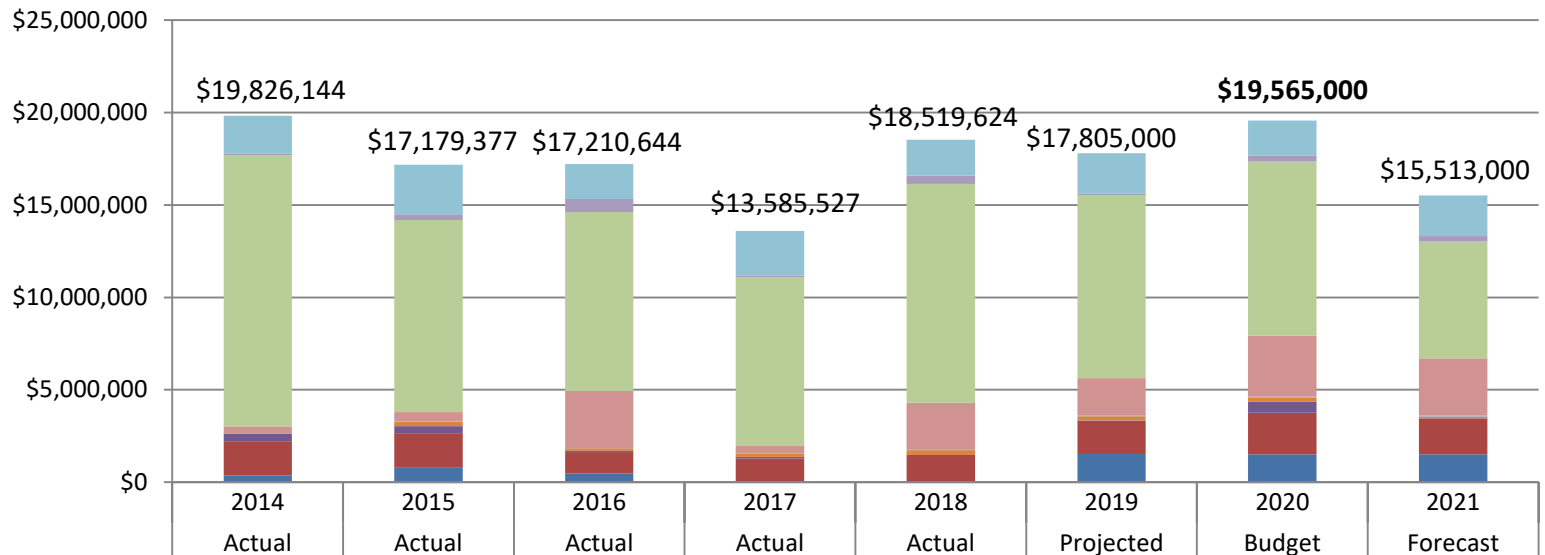


2016 - 2017 reduction due to a combination of – reduced projected liability and higher earnings inception-to-date; offset by a reduced UAAL amortization from 22 years down to 10 years. 2018 increase due to a reduced discount rate (7.0% in 2015, 6.5% in 2018); 2019 and 2020 increase due to implementation of GASB 75 and new actuarial analysis; increased health care costs; increased participants, and a change in demographic assumptions.

CIP Budget

CIP Project Costs

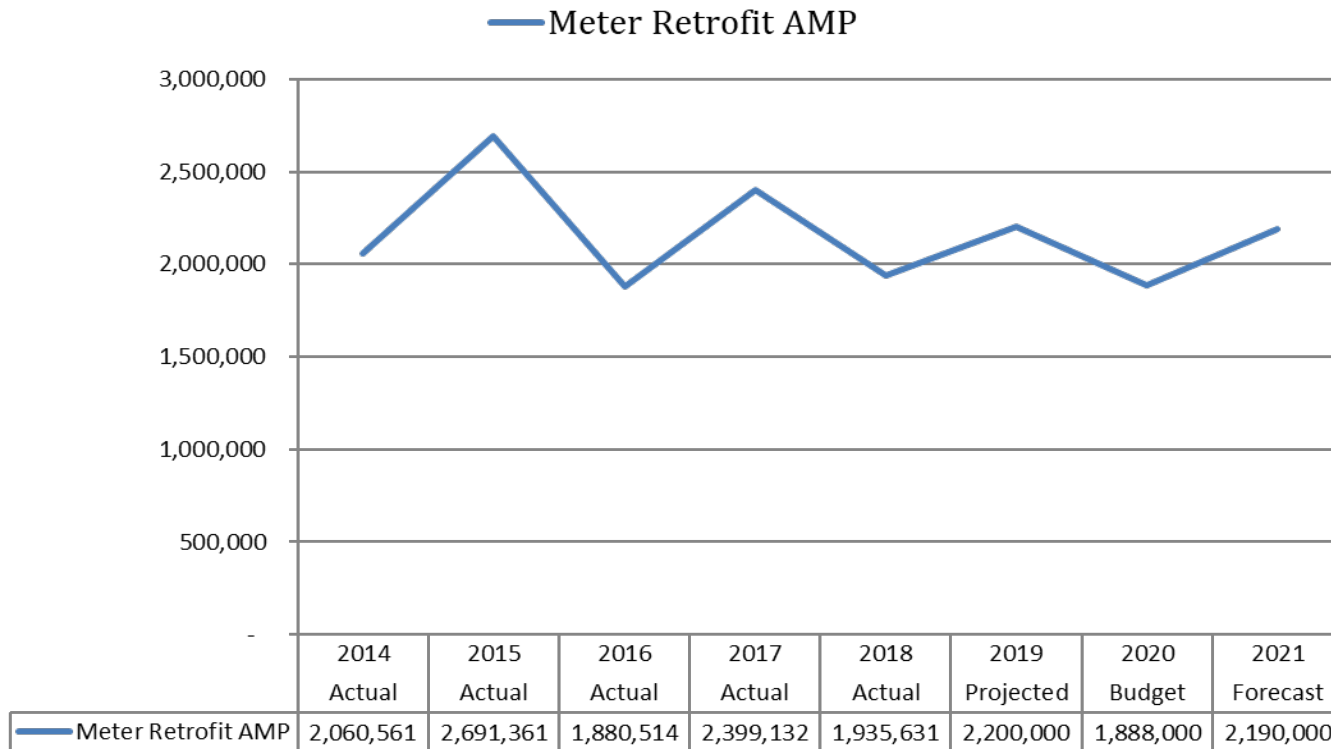
2014-2018 Actual with 2019 Projected, 2020 Budget & 2021 Forecast



	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2020 Budget	2021 Forecast
Meter Retrofit AMP	2,060,561	2,691,361	1,880,514	2,399,132	1,935,631	2,200,000	1,888,000	2,190,000
Meter Replacement & Repair AMP	80,975	307,870	715,337	107,278	439,174	80,000	330,000	300,000
Dist. Main Replacement AMP	14,672,460	10,381,851	9,674,096	9,077,465	11,839,880	9,900,000	9,414,000	6,318,000
Well Replacement AMP	377,974	507,393	3,099,875	460,816	2,546,339	2,000,000	3,300,000	3,100,000
Transmission Main AMP	-	31,866	-	-	17,831	60,000	50,000	50,000
Reservoir and Booster P.S. AMP	-	221,300	116,901	160,494	255,892	220,000	210,000	90,000
SCADA AMP	404,802	378,687	94,243	85,495	-	20,000	615,000	10,000
Other Re-Occurring Annual Capital Costs	1,859,724	1,878,704	1,149,924	1,241,934	1,443,073	1,800,000	2,253,000	1,950,000
Other Capitalized Projects	369,648	780,345	479,754	52,913	41,804	1,525,000	1,505,000	1,505,000

CIP Budget

2014-2018 Actual with 2019 Projected, 2020 Budget & 2021 Forecast



Meter retrofits installed in 2019 are expected to be 1,580. Meters expected to be installed in 2020 and 2021 are 1,030 and 1,100, respectively. Retrofit project to be substantially complete in or before 2022.

CIP Project Detail

Distribution Main Replacement Costs

5-Year Low	5-Year High	5-Year Average	AMP 2020	Budget 2020	Forecast 2021
\$ 9,077,465	\$ 14,672,460	\$ 11,129,200	\$ 12,802,101	\$ 9,414,000	\$ 6,318,000

2020/21 Projects

Thor (Area 90B/C/D, SSA)	6,073,000	-
Albatross (Area 42B, SSA)	1,817,000	-
ODS Main Remnants Replacement	460,000	-
Arcade Creek Cross Repair	260,000	-
McClellan line replacements	49,000	1,614,000
Area X Main Replacement (contingent on Condition Assessment)	70,000	1,537,000
Area Y Main Rehab (contingent on Condition Assessment)	25,000	955,000
U Street Improvement Project	55,000	941,000
Other Miscellaneous Main Replacement Projects	105,000	771,000
Condition Assessment of Main Replacement Areas	500,000	500,000
	\$ 9,414,000	\$ 6,318,000

CIP Project Detail

Well Replacement Costs

5-Year Low	5-Year High	5-Year Average	AMP 2020	Budget 2020	Forecast 2021
\$ 377,974	\$ 3,099,875	\$ 1,398,500	\$ 1,047,445	\$ 3,300,000	\$ 3,100,000

2020/21 Projects

Well #78 - Butano/Cottage (SSA)	\$ 1,290,000	\$ 600,000
Well #79 - Verner/Panorama (NSA)	610,000	2,000,000
Well #80 - Walnut/Auburn (NSA)	700,000	500,000
Property Acquisition (TBD)	350,000	-
Property Acquisition (TBD)	350,000	-
	\$ 3,300,000	\$ 3,100,000

CIP Project Detail

Other Re-Occurring Capital Costs

5-Year Low	5-Year High	5-Year Average	Estimate 2020	Budget 2020	Forecast 2021
\$ 1,149,924	\$ 1,878,704	\$ 1,514,700	\$ 3,654,418	\$ 2,253,000	\$ 1,950,000

2020/21 Projects

Well Rehabilitation - Rehab well 68, 70, N5, N38 & N22 in 2020 and well 18, 20A, N3 & N24 in 2021; Remove natural gas engines at well 47 & N20 in 2020

\$ **1,453,000** \$ 1,150,000

Fouride Analyzers - 10 wells each year

500,000 500,000

Destroy 5 abandoned wells each year

300,000 300,000

\$ 2,253,000 **\$ 1,950,000**

CIP Project Detail

Other Capitalized Project Costs

5-Year Low	5-Year High	5-Year Average	Estimate 2020	Budget 2020	Forecast 2021
\$ 41,804	\$ 780,345	\$ 344,900	\$ 2,909,568	\$ 1,505,000	\$ 1,505,000

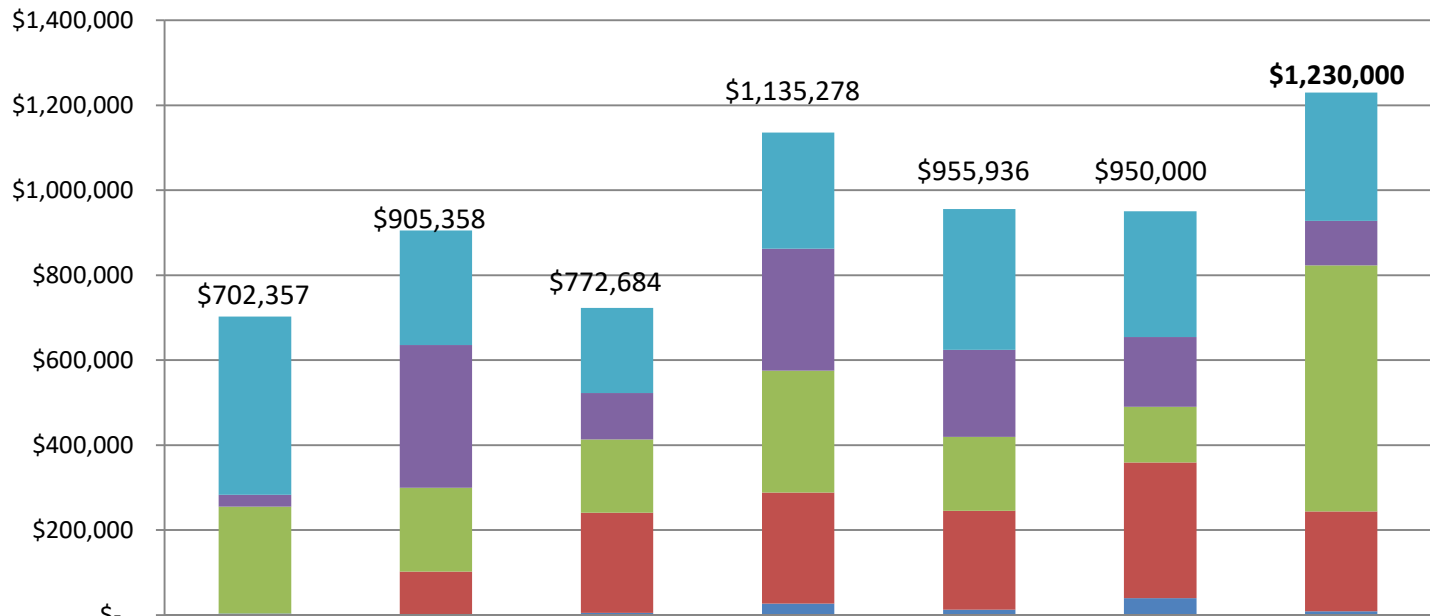
2020/21 Projects

Adjust valves boxes for county paving projects	\$ 200,000	\$ 200,000
Right of way/easement acquisitions	5,000	5,000
AMI Endpoints Replacements	1,300,000	1,300,000
	\$ 1,505,000	\$ 1,505,000

OCB Budget

OCB Project Costs

2014-2018 Actual with 2019 Projected & 2020 Budget



	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2020 Budget
Information Technology	\$419,552	\$269,607	\$200,060	\$273,286	\$331,331	\$296,000	\$302,000
Maintenance	\$27,660	\$336,293	\$109,647	\$286,800	\$205,428	\$164,000	\$105,000
Operations	\$251,745	\$197,310	\$171,914	\$287,120	\$173,674	\$131,000	\$579,000
Vehicles/Fleet	\$-	\$99,729	\$235,576	\$260,890	\$232,721	\$319,000	\$235,000
Office Furniture/Equipment	\$3,400	\$2,419	\$5,487	\$27,182	\$12,782	\$40,000	\$9,000

Discussion of individual line items appear on subsequent pages.

OCB Project Detail

Operations Project Costs

	Budget
	2020
	<hr/>
	\$ 579,000
<u>2020 Projects</u>	
Fence Replacement - 2 Well Sites	\$ 14,000
Upgrade SCADA Master Plan to the Asset Management	150,000
Update Urban Water Management Plan	100,000
Update Building & Structure Asset Management Plan	60,000
Update Ground Water Well Asset Management Plan	22,000
Risk & Resiliency Assessment and Emergency Response Plan	83,000
Calibration of District's Hydraulic Model	150,000
	<hr/>
	\$ 579,000 <hr/> <hr/>

OCB Project Detail

Vehicles/Fleet

	Budget
	2020
	<hr/>
	\$ 235,000
<u>2020 Projects</u>	
Vehicle Replacement - Truck #46	32,000
Vehicle Replacement - Truck #49	47,000
Vehicle Replacement - Truck # 54	47,000
Vehicle Replacement - Truck # 56	47,000
Vehicle Replacement - Truck # 4	31,000
Vehicle Replacement - Truck # 16	31,000
	<hr/>
	\$ 235,000
	<hr/> <hr/>

Debt Service Forecast

Debt Service Forecast

	5-Year Low	5-Year High	5-Year Average	Budget			
				2020			
	\$ 7,425,000	\$ 7,509,550	\$ 7,474,081	\$ 7,426,000			
	2014	2015	2016	2017	2018	2019	2020
Principal	\$ 3,675,000	\$ 3,795,000	\$ 3,945,000	\$ 4,060,000	\$ 4,425,000	\$ 4,570,000	\$ 4,790,000
Interest	3,792,909	3,630,000	3,560,697	3,449,550	3,037,249	2,650,000	2,636,000
Total Debt Service	<u>\$ 7,467,909</u>	<u>\$ 7,425,000</u>	<u>\$ 7,505,697</u>	<u>\$ 7,509,550</u>	<u>\$ 7,462,249</u>	<u>\$ 7,220,000</u>	<u>\$ 7,426,000</u>

2020 forecast assumes a variable interest rate of 3.86%.

2018 and 2019 reflect the refunding of the 2009B COP and the issuance of the 2018A Bond.

2020 Budget Summary

	2018 Actual	2018 Approved Budget	9 Month Actual As Of 9/30/19	2019 Projected	2019 Approved Budget	2020 Proposed Budget
Income From Customers	\$ 45,655,837	\$ 45,020,000	\$ 33,761,853	\$ 45,536,645	\$ 46,171,000	\$ 47,669,000
Water Transfers	1,760,900	-	-	-	-	-
Total Other Income	1,398,292	1,465,000	1,502,597	2,110,000	1,907,000	2,220,000
Total Revenue	\$ 48,815,029	\$ 46,485,000	\$ 35,264,450	\$ 47,646,645	\$ 48,078,000	\$ 49,889,000
Budgets:						
Operations and Maintenance	21,066,806	21,860,000	14,579,636	21,595,000	23,241,000	23,039,000
Capital Improvement Program	18,519,624	19,160,000	9,877,440	17,805,000	18,260,000	19,565,000
Operating Capital Program	955,936	1,161,000	259,467	950,000	950,000	1,230,000
Debt Service (Forecast)	7,462,249	7,700,000	1,918,781	7,220,000	7,420,000	7,426,000
Total Costs	48,004,615	49,881,000	26,635,324	47,570,000	49,871,000	51,260,000
Change in Reserve Balance	810,414	(3,396,000)	8,629,126	76,645	(1,793,000)	(1,371,000)
Reserve (Cash) Balance	\$ 48,600,278	\$ 42,273,205	\$ 51,283,667	\$ 45,128,753	\$ 41,566,409	\$ 44,119,993
Refunding 2009B	\$ (3,548,170)					
Citibank Settlement				\$ 362,240		
McClellan Settlement						\$ (2,600,000)
Net Reserve (Cash) Balance	\$ 45,052,108	\$ 42,273,205	\$ 51,283,667	\$ 45,490,993	\$ 41,235,205	\$ 41,519,993



Agenda Item: 8

Date: November 11, 2019

Subject: General Manager's Report

Staff Contact: Dan York, General Manager

a. Del Paso Manor Water District Update

On May 31, 2019, all but one employee of Del Paso Manor Water District (DPMWD) resigned/retired. In discussions between SSWD's General Manager and DPMWD'S Board President, DPMWD requested to activate the Mutual Aid Agreement (MAA) that exists between the two districts. The MAA was activated on June 6, 2019, for a period of 60 days, unless an extension is requested. The DPMWD has submitted an extension to to the MAA. Based on the most recent request, the MAA will expire on December 6, 2019.

At the September 16, 2019 regular Board meeting, the Board approved an Operational Service Agreement (OSA) be developed in place of the MAA. The MAA was developed to cover emergency services (e.g., emergency water, labor, vehicles/equipment and inventory supplies) for a short duration. The services currently being provided to DPMWD is staffing (which includes vehicles), due to them only having one operator for their water system. An OSA can cover a majority of what is in the MAA, however, it would be more directed towards actual services being provided.

The OSA will be brought before the DPMWD Board for approval on December 3, 2019. At the September 16th Board meeting the District's Board authorized the General Manager to sign the OSA, upon legal review and approval.

b. Sacramento Region Collaboration Study Update

The Request for Proposals (RFP) were sent to eleven consulting firms on October 4, 2019. The deadline for submitting an RFP was November 7, 2019. Five consultants submitted RFPs by the set deadline.

The RFPs have been distributed to the General Managers of the participating agencies. The General Managers are scheduled to meet on November 19th to discuss the RFPs, with potential consultant interviews on November 22nd.

The participating agencies anticipate selecting a consultant in December 2019. Once the consultant is selected all of the prospective participating agencies will be approving a cost allocation and Memorandum of Understanding in January/February 2020.

c. McClellan Business Park/County of Sacramento Agreement Update

As reported at the October 16, 2019 regular Board meeting, the General Manager was authorized at the April 2019, regular Board meeting to execute the Successor Agreement

with McClellan Business Park (MBP) and issue a check for \$2.6 Million upon execution of the Successor Agreement. In order for the Successor Agreement to become effective, the County of Sacramento (County) needs to terminate the 1999 agreement. The County has been working on their own successor agreements with SSWD and MBP. Once all the Successor Agreements are in final form, the County is planning on bringing the 1999 agreement to the County Board for termination, and at the same time, make the Successor Agreements effective.

The County informed staff on November 8, 2019 that the Successor Agreements are now in final draft form. The County stated the final draft Successor Agreement is on the County's December 17, 2019 agenda for approval. The County also informed staff that MBP will be meeting independently with County Supervisors prior to the December 17th County meeting to discuss and answer any questions to potentially ensure the item passes.

d. Groundwater Substitution Transfer – San Juan Water District

The District and San Juan Water District (SJWD) have recently discussed a potential groundwater substitution transfer utilizing the Antelope Pump-Back facility. The subject transfer would be similar to the one the District and City of Sacramento conducted in 2018. The only difference would be the District utilizing the Antelope Pump-Back facility to deliver approximately 1,500 acre feet of groundwater supplies to SJWD in 2020, only if it is deemed a dry year.

The initial plan was to bring the subject transfer before each of the District's Board of Directors in November/December 2019 to answer any questions, receive additional direction, or approval to proceed with the transfer. However, the District has been informed that numerous email communications between Fair Oaks Water District (FOWD) and SJWD, which included copying various Board of Directors of each agency. The FOWD informed SJWD that they do not agree/approve with such a water transfer as they have potential to receive the District's groundwater, which is true, however, it would be blended with surface water.

Based on the current discussion between FOWD and SJWD, the District has chosen to refrain from bringing this particular item to the Board until those agencies have come to an agreement on such a transfer.



Agenda Item: 9

Date: November 12, 2019

Subject: Assistant General Manager's Report

Staff Contact: Mike Huot, Assistant General Manager

a. Regional Water Supply Opportunities

Regional water supply opportunities discussions and coordination are continuing with Carmichael Water District (CWD), City of Sacramento (COS), Placer County Water Agency (PCWA), and San Juan Water District (SJWD). The status and next steps are as follows:

CWD

1. Urban Water Conservation Transfer between CWD and SSWD

Status – Coordinated with SWRCB staff and reviewed CWD water use data.

Next Steps – Complete water transfer documentation for SWRCB.

2. Temporary Surface Water Permit for SSWD

Status – Coordinated with SWRCB on the criteria and opportunity for a 5-year temporary permit. Analyzed fishery and habitat issues, Delta Boundary and Flow conditions, examined American River flow information at Nimbus, Fair Oaks gage, and calculated flows from Reclamation, analyzed CWD's conveyance capacity in the CWD's Water Treatment Plant, and in the process of reviewing fully appropriated stream documents for the American River.

Next Steps – Finalizing the availability analysis, meeting with SWRCB staff about that analysis, then submitting petition.

3. Groundwater Banking Alternative (inverse groundwater substitution transfer)

Status – Coordinated with SWRCB staff on potential for groundwater banking as an affirmative use of water. Looking at decisions recommended by SWRCB related to groundwater banking actions taken by EBMUD in San Joaquin County.

Next Steps – Preparing to re-engage SWRCB staff on key issues in order to demonstrate similarities between SSWD/CWD and groundwater banking opportunities previously approved by SWRCB.

COS

Status - Reviewed letter sent by COS addressing water agreements between COS and SSWD. Prepared and sent a response letter recommending COS and SSWD set up a new agreement that incorporates concepts in existing agreement and allows for additional items desired by COS and SSWD.

Next Steps – Meet with COS to begin discussing the recommended new agreement.

PCWA

Status – Received a Proposed Amendment No. 3 from PCWA. Key components include reducing the Take-Or-Pay from 12,000 Acre-feet to 8,000 Acre-feet, modifying the invoice cycle from quarterly to semi-annual, reducing the share of revenue PCWA receives from 95% to 50% when water is transferred out of the service area, and providing up to 15 MGD of capacity in the Cooperative Pipeline that PCWA could purchase.

Next Steps – SSWD is in the process of reviewing and returning comments to PCWA.

SJWD

Status – In discussion with SJWD about surface water and groundwater transfers (details provided in GM report).

Next Steps – Continue to meet and discuss water sharing opportunities.

SMUD and Rio Linda

Status – Held preliminary discussions about water opportunities.

Next Steps – Resume discussion in early 2020.



Agenda Item: 10

Date: November 8, 2019

Subject: Financial Report

Staff Contact: Daniel A. Bills, Director of Finance and Administration

Eight reports are attached for your information. Please note formatting changes and additional reports:

- Financial Highlights – October 2019
- Financial Statements – October 2019
- Investments Outstanding and Activity – October 2019
- Cash Expenditures – October 2019
- Credit Card Expenditures – October 2019
- District Reserve Balances – October 2019
- Information Required by LOC Agreement
- Financial Markets Report – October 2019

Financial Statements

Financial Highlights

The Statements of Net Position and Statements of Revenues, Expenses and Changes in Net Position are presented in this report. They are gleaned from the financial statements presented on subsequent pages. Key information from this report indicates the District's cash balance is \$1.0 million more than its prior year balance at the same date; investments are \$2.2 million more than on October 31, 2018; liabilities have decreased by \$5.2 million due to the payment of scheduled bond principal made this month; and net position has increased by \$10.9 million in the last 12 months as the District continues to replace its capital infrastructure without incurring additional debt. Operating revenues is about the same compared to the same period a year ago. There is no rate increase for 2019. Operating expenses increased \$0.2 million compared to the same period a year ago due to: 1) the increase in surface water purchasing costs as no surface water was taken in the first quarter of 2018, and 2) increased administrative costs due to addition of three new approved positions during 2019.

Statements of Net Position:

District cash and cash equivalents increased to \$8.5 million as of October 31, 2019, up \$0.9 million from \$7.6 million at December 31, 2018. Cash held in the District's bank accounts (\$3.1 million as of October 31) 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 increased since December 31, 2018 by \$2.2 million to a total of \$38.6 million, reflecting the reinvestment of interest received and unrealized market value gains. Investment portfolio balances and activity are reported on subsequent pages.

Capital assets increased by \$13.4 million to \$490.8 million as of October 31, 2019, resulting from expenditures on distribution main replacement projects, well improvement projects and meter retrofit costs. 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 \$262.2 million as of October 31, 2019, compared to \$251.3 million at December 31, 2018 for an increase of \$10.9 million.

Statements of Revenues, Expenses and Changes in Net Position:

The net position increase of \$10.9 million in 2019 is \$1.0 million more than the first ten months of 2018. Net changes are comprised of:

1. Water Consumption Sales decreased by \$0.2 million compared to the same period in 2018 due primarily to cooler temperatures and Spring rains in 2019 that resulted in a corresponding reduction in demand. Wheeling water charges increased by \$0.2 million compared to the same period in 2018 as surface was not available for wholesale wheeling in the first three months of 2018.
2. Operating expenses increased by \$0.2 million from the same period in 2018 due to the net effect of: 1) the increase of \$0.3 million in surface water costs as no surface water was taken in first quarter of 2018 due to the shutdown of the Antelope Transmission Pipeline (ATP) and availability of PCWA water; 2) a decrease of \$0.6 million in groundwater pumping costs; and increase of \$0.3 million in transmission and distribution costs and 4) an increase of \$0.1 million in administrative costs due to addition of three new positions approved for 2019.
3. Investment income increased by \$1.4 million compared to the same period a year ago primarily due to unrealized holding gains in the first ten months of 2019.
4. Interest expense and debt related costs decreased \$0.4 million compared to the same period a year ago primarily due to the savings from refunding the 2009B COP to a lower interest rate with the issuance of the 2018A Revenue Bond.

Budgets:

The District's operating and maintenance expenditures through October 2019 came in less than the approved budget by \$2.8 million primarily due to savings in the production and cost of water. Other positive variances are due to timing differences. As requested by the Board at the February

2019 Regular Board meeting, the 2019 Employee Morale Budget (Operations and Maintenance Expense Budget) has been reduced from \$18,500 to \$12,000.

Operating capital project expenditures in October were \$52,789; \$312,256 year-to-date. The total budget for the year is \$0.95 million.

The District's capital improvement project (CIP) budget for 2019 is \$18.3 million. For the first ten months of 2019, \$12.9 million has been spent while \$5.0 million is under contract. Expenditures continue to be primarily in distribution system replacements, meter retrofit projects and meter reading end-point replacements.

Debt – October 2019

This report shows district activity in repaying its long-term debt obligations. Scheduled 2019 principal payments of \$4.6 million were made at the end of October. Total principal outstanding as of October 31, 2019 is now \$70.1 million.

Interest expense consists of: 1) interest paid to bondholders, 2) letter-of-credit facility fees, 3) remarketing fees, 4) arbitrage rebate liabilities, and 5) net SWAP interest.

For the first ten months of 2019, the District has incurred interest expense of \$1,839,529 versus a forecast of \$2,375,000 or a \$535,408 positive variance. This is primarily due to expected Federal Reserve interest rate increases not occurring as anticipated.

Investments Outstanding and Activity – October 2019

Reserve funds are invested in diverse investments that consist of corporate notes, Federal Agency bonds and discount notes, U.S. Treasury bonds, notes and bills, Supra-National Agency notes, commercial paper, municipal bonds, negotiable certificates of deposit, asset-backed securities, collateralized mortgage obligations and LAIF (Local Agency Investment Fund). The District's investments are under the day-to-day management of PFM Asset Management, LLC (PFM). PFM manages the portfolio in compliance with the District's Investment Policy, provides monthly and quarterly reporting, analytics, and proposes strategies for the District. The market portfolio is currently earned a rate of 2.35% per annum, while LAIF is earning 2.19% per annum. District staff monitors investment assets quarterly and reviews/approves the effective duration of the District's portfolio against its benchmark index on a quarterly basis as well.

During the month of October, the District purchased one U.S. Treasury Note for \$2.1 million (par). The District received principal paydowns on two Federal Agency Collateralized Mortgage Obligations of \$45,090 (par) and four Asset-Backed Security Obligations of \$64,701 (par). The District sold two U.S. Treasury Notes for \$1.9 million. See "Investment Activity" section in the attached report for further details.

All investments are invested and accounted for in accordance with the District Investment Policy (PL - FIN 003) and Government Code.

Cash Expenditures – October 2019

During the month of October, the District made cash payments totaling \$8.9 million. The primary expenditures were – \$5.3 million for debt service, \$1.9 million for 2019 capital improvement projects, \$0.3 million for water costs including pumping and chemical costs, \$0.3 for property and workers' compensation insurance, \$0.1 million for customer billing, printing and postage, and \$0.8 million for payroll, pension and health benefits.

Purchasing Card Expenditures – October 2019

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 \$15,547 for various purchases on the six District purchasing cards. Details by vendor and purpose are included in this report.

District Reserve 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 October 31, 2019 are \$47,300,028 compared to \$45,050,155 at December 31, 2018.

Information Required by LOC Agreement

Per Article 5.2 (b) of the 2009A COP Reimbursement Agreement with Sumitomo Mitsui Banking Corporation (LOC Provider), 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
October 31, 2019

**Sacramento Suburban Water District
Financial Highlights
Period Ended**

STATEMENTS OF NET POSITION

	<u>Year-To-Date</u> <u>10/31/2019</u>	<u>Year-To-Date</u> <u>10/31/2018</u>
LIQUIDITY		
Cash and cash equivalents	\$8,521,302.14	\$8,897,025.48
INVESTMENT		
Investments	38,570,861.43	35,837,797.85
CAPITAL ASSETS		
Property, plant and equipment	490,768,355.47	471,300,812.88
Accumulated depreciation	<u>(191,052,978.14)</u>	<u>(178,609,747.74)</u>
	299,715,377.33	292,691,065.14
LIABILITIES		
Long Term Debt	(76,318,206.50)	(81,525,728.30)
NET POSITION		
Net Position	<u>262,150,170.04</u>	<u>255,157,451.45</u>

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	<u>Month</u> <u>10/31/2019</u>	<u>Year-To-Date</u> <u>10/31/2019</u>	<u>Month</u> <u>10/31/2018</u>	<u>Year-To-Date</u> <u>10/31/2018</u>
NET INCOME				
Operating Revenue	3,969,190.40	37,730,592.89	4,092,532.92	37,777,691.15
Operating Expense	(1,815,599.55)	(16,393,247.67)	(2,079,529.87)	(16,214,617.57)
Other, Net	<u>(1,129,138.32)</u>	<u>(10,461,185.87)</u>	<u>(1,196,940.62)</u>	<u>(11,837,074.43)</u>
Change in Net Position	<u>\$1,024,452.53</u>	<u>\$10,876,159.35</u>	<u>\$816,062.43</u>	<u>\$9,725,999.15</u>

**Sacramento Suburban Water District
Statements of Net Position**

	<i>As Of</i>	<u>Month End</u>	<u>Year End</u>
		<u>10/31/2019</u>	<u>12/31/18</u>
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents		\$8,521,300.93	\$7,585,118.00
Restricted Cash and cash equivalents		1.21	9,767.92
Accounts receivable, net of allowance for uncollectible accounts		2,433,453.02	2,841,401.63
Interest receivable		208,209.33	215,917.07
Grants receivables		0.01	0.01
Other receivables			945,572.10
Inventory		694,029.35	495,142.20
Prepaid expenses and other assets		1,430,932.57	924,083.21
TOTAL CURRENT ASSETS		<u>13,287,926.42</u>	<u>13,017,002.14</u>
NONCURRENT ASSETS			
Investments		38,570,861.43	36,369,025.38
Fair value of interest rate swaps		1,564,723.00	1,564,723.00
TOTAL NONCURRENT ASSETS		<u>40,135,584.43</u>	<u>37,933,748.38</u>
Property, plant and equipment		490,768,355.47	477,342,701.03
Accumulated depreciation		<u>(191,052,978.14)</u>	<u>(180,222,436.62)</u>
TOTAL CAPITAL ASSETS		<u>299,715,377.33</u>	<u>297,120,264.41</u>
TOTAL ASSETS		<u>353,138,888.18</u>	<u>348,071,014.93</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred amount on long-term debt refunding		5,473,603.82	6,024,224.12
Pension contribution subsequent to measurement date		2,223,442.00	2,223,442.00
Other post-employment benefits		24,450.00	24,450.00
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		<u>360,860,384.00</u>	<u>356,343,131.05</u>
LIABILITIES			
CURRENT LIABILITIES			
Current portion of long-term debt and capital leases			4,625,000.00
Accounts payable		1,068,855.93	3,411,438.20
Accrued interest		0.01	269,683.50
Deferred revenue and other liabilities		2,132,086.69	1,165,830.41
Accrued expenses		1,256,635.78	840,578.24
TOTAL CURRENT LIABILITIES		<u>4,457,578.41</u>	<u>10,312,530.35</u>
NONCURRENT LIABILITIES			
Long-term debt		76,318,206.50	76,804,132.00
Compensated absences		932,922.05	950,951.01
Net pension liability		8,812,373.00	8,812,373.00
Net other post-employment benefits liability		5,856,340.00	5,856,340.00
TOTAL NONCURRENT LIABILITIES		<u>91,919,841.55</u>	<u>92,423,796.01</u>
TOTAL LIABILITIES		<u>96,377,419.96</u>	<u>102,736,326.36</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflow of effective swaps		1,564,723.00	1,564,723.00
Employee pensions		741,595.00	741,595.00
Other post-employment benefits		26,476.00	26,476.00
NET POSITION			
Invested in capital assets, net of related debt		221,715,356.53	221,715,356.53
Restricted		9,767.92	9,767.92
Unrestricted		40,425,045.59	29,548,886.24
TOTAL NET POSITION		<u>262,150,170.04</u>	<u>251,274,010.69</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION		<u>360,860,384.00</u>	<u>356,343,131.05</u>

Sacramento Suburban Water District
Statements of Revenues, Expenses and Changes in Net Position

Period Ended

	<u>Month</u> <u>10/31/2019</u>	<u>Year-To-Date</u> <u>10/31/2019</u>	<u>Month</u> <u>10/31/2018</u>	<u>Year-To-Date</u> <u>10/31/2018</u>
OPERATING REVENUES				
Water consumption sales	\$1,292,537.75	\$11,094,872.82	\$1,343,811.14	\$11,233,049.21
Water service charge	524,181.53	5,166,546.70	536,378.60	5,280,169.86
Capital facilities charge	2,039,783.61	20,056,912.31	2,037,818.38	20,067,221.45
Wheeling water charge	26,246.68	530,294.72	67,054.66	329,835.30
Other charges for services	86,440.83	881,966.34	107,470.14	867,415.33
TOTAL OPERATING REVENUES	3,969,190.40	37,730,592.89	4,092,532.92	37,777,691.15
OPERATING EXPENSES				
Source of supply	378,620.73	2,696,794.48	250,594.64	2,409,046.17
Pumping	343,094.04	3,175,366.01	718,942.31	3,741,897.00
Transmission and distribution	439,580.86	3,301,418.02	370,803.29	3,013,713.10
Water conservation	28,682.23	344,090.67	40,638.80	339,571.67
Customer accounts	96,362.87	1,104,749.56	95,087.98	1,021,930.30
Administrative and general	529,258.82	5,773,075.40	603,437.99	5,678,834.57
TOTAL OPERATING EXPENSES	1,815,599.55	16,395,494.14	2,079,505.01	16,204,992.81
Operating income before depreciation	2,153,590.85	21,335,098.75	2,013,027.91	21,572,698.34
Depreciation and amortization	(1,081,630.11)	(10,830,541.52)	(1,036,680.57)	(10,387,727.74)
OPERATING INCOME	1,071,960.74	10,504,557.23	976,347.34	11,184,970.60
NON-OPERATING REV. (EXP.)				
Rental income	37,262.45	325,560.07	20,843.49	200,458.66
Interest and investment income	124,211.31	1,669,765.73	43,597.72	288,066.29
Interest expense and debt related costs	(213,257.53)	(2,190,485.53)	(228,621.61)	(2,625,864.04)
Other non-operating revenues	4,275.56	138,727.49	3,889.14	155,805.18
Other non-operating expenses		(244.96)	6.35	12,093.07
Gain(loss) on disposal of capital assets		30,820.00		27,030.00
NON-OPERATING REV. (EXP.)	(47,508.21)	(25,857.20)	(160,284.91)	(1,942,410.84)
NET INCOME (LOSS) BEFORE CAPITAL	1,024,452.53	10,478,700.03	816,062.43	9,242,559.76
CAPITAL CONTRIBUTIONS				
Facility development charges		239,104.00		116,284.00
Developer contributions		144,664.30		350,101.99
Federal, state and local capital grants		13,691.02		17,053.40
TOTAL CAPITAL CONTRIBUTIONS		397,459.32		483,439.39
CHANGE IN NET POSITION	1,024,452.53	10,876,159.35	816,062.43	9,725,999.15
Net position at beginning of period	261,125,717.51	251,274,010.69	254,341,389.02	245,431,452.30
NET POSITION AT END OF PERIOD	<u>262,150,170.04</u>	<u>262,150,170.04</u>	<u>255,157,451.45</u>	<u>255,157,451.45</u>

Sacramento Suburban Water District
Operations and Maintenance Budget
Period Ended

	<i>Month Of October</i>			<i>2019 YTD</i>		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
BUDGETED OPERATING EXPENSES						
Board of Directors	\$4,354.30	\$5,961.16	\$1,606.86	\$34,505.55	\$59,611.60	\$25,106.05
Administrative	135,869.85	197,412.47	61,542.62	1,728,845.51	1,974,124.70	245,279.19
Finance	79,577.76	98,292.90	18,715.14	836,834.34	986,935.00	150,100.66
Customer Services	96,362.87	116,601.93	20,239.06	1,104,749.56	1,165,138.34	60,388.78
Field Operations	37,829.53	46,253.00	8,423.47	427,047.66	636,930.00	209,882.34
Production	721,714.77	960,560.50	238,845.73	5,872,160.49	7,100,395.00	1,228,234.51
Distribution	204,384.05	208,912.04	4,527.99	1,892,023.66	2,089,120.40	197,096.74
Field Services	232,602.81	232,890.39	287.58	1,340,761.88	1,388,689.90	47,928.02
Maintenance	40,828.97	58,068.48	17,239.51	511,536.18	580,685.20	69,149.02
Water Conservation	28,682.23	34,697.94	6,015.71	344,090.67	433,204.40	89,113.73
Engineering	141,620.86	147,735.19	6,114.33	1,146,525.13	1,199,647.90	53,122.77
GIS/CAD	22,970.18	26,777.28	3,807.10	246,501.01	265,972.80	19,471.79
Human Resources	18,125.12	18,403.29	278.17	148,062.05	254,909.77	106,847.72
Information Technology	50,676.25	82,107.89	31,431.64	761,850.45	1,015,724.90	253,874.45
TOTAL OPERATING EXPENSES	<u>1,815,599.55</u>	<u>2,234,674.46</u>	<u>419,074.91</u>	<u>16,395,494.14</u>	<u>19,151,089.91</u>	<u>2,755,595.77</u>

SACRAMENTO SUBURBAN WATER DISTRICT
OPERATING CAPITAL AMENDED BUDGET
10/31/2019

Project Number	Project Name	Original Budget	Amended Budget	Current Month Expenditures	Expenditures Year-To-Date	Committed Year-To-Date	Remaining Balance
SF19-453	FENCE REPLACE - 3 WELL SITES	\$ 21,000.00	\$ 21,000.00	\$ 6,400.00	\$ 6,400.00	\$ 500.00	\$ 14,100.00
SF19-454	UCMR 4 MONITORING	\$ 70,000.00	70,000.00		-	-	\$ 70,000.00
SF19-455	WELL SITE PAVING	\$ 40,000.00	40,000.00		-	-	\$ 40,000.00
SF19-456	ALUMINUM PIPE TRAILER REPLACEMENT	\$ 9,000.00	9,000.00		-	10,200.00	\$ (1,200.00)
SF19-457	LARGE VOL DECHLORIN TRAILER UPGRADE	\$ 12,000.00	12,000.00		-	7,700.00	\$ 4,300.00
SF19-458	LARGE VOL SUPER CHLORIN TRAILER	\$ 9,000.00	9,000.00		-	-	\$ 9,000.00
SF19-459	VEHICLE ADD - PRODUCTION FORMAN	\$ 45,000.00	45,000.00		-	40,766.00	\$ 4,234.00
SF19-460	VEHICLE REPL - TRUCK# 3	\$ 30,000.00	30,000.00		-	28,685.00	\$ 1,315.00
SF19-461	VEHICLE REPL - TRUCK # 21	\$ 34,000.00	34,000.00	36,165.00	36,165.00	-	\$ (2,165.00)
SF19-462	VEHICLE REPL - TRUCK #12	\$ 31,000.00	31,000.00		31,307.00	475.00	\$ (782.00)
SF19-463	VEHICLE REPL - TRUCK #45	\$ 31,000.00	31,000.00		30,646.00	-	\$ 354.00
SF19-464	VEHICLE REPL - TRUCK #51	\$ 45,000.00	45,000.00		-	40,766.00	\$ 4,234.00
SF19-465	VEHICLE REPL - TRUCK #6	\$ 42,000.00	42,000.00		-	40,350.00	\$ 1,650.00
SF19-466	VEHICLE ADD - SAFETY OFFICER	\$ 31,000.00	31,000.00		-	28,685.00	\$ 2,315.00
SF19-467	OFFICE FURNITURE/WORKSTATIONS	\$ 40,000.00	40,000.00		43,023.00	-	\$ (3,023.00)
SF19-468	WELL SITE/BUILD STRUCTURE MAINT	\$ 60,000.00	60,000.00		3,840.00	5,900.00	\$ 50,260.00
SF19-469	HVAC/ROOF/BUILD REPAIRS	\$ 50,000.00	50,000.00	10,224.00	49,607.00	-	\$ 393.00
SF19-470	REMOVING ANTELOPE GARDEN	\$ 54,000.00	54,000.00		3,835.00	24,480.00	\$ 25,685.00
SF19-471	HARDWARE REFESH PROGRAM	\$ 107,000.00	107,000.00		71,450.00	20,677.00	\$ 14,873.00
SF19-472	SOFTWARE ENHANCEMENTS/MODULES	\$ 55,000.00	55,000.00		-	-	\$ 55,000.00
SF19-473	BOARD LAPTOPS	\$ 5,000.00	5,000.00		-	-	\$ 5,000.00
SF19-474	BOARD ROOM MONITORS	\$ 35,000.00	35,000.00		3,170.00	-	\$ 31,830.00
SF19-475	REWIRE/MOVE SWITCH - WALNUT	\$ 30,000.00	30,000.00		15,299.00	-	\$ 14,701.00
SF19-476	PC/PHONES/LIC-NEW EMPLOYEES	\$ 9,000.00	9,000.00		-	-	\$ 9,000.00
SF19-477	PROJECT/PDF SOFTWARE-ENG DEPT	\$ 13,000.00	13,000.00		3,115.00	-	\$ 9,885.00
SF19-478	SERVER ROOMS - WALNUT/MARCONI	\$ 42,000.00	42,000.00		14,399.00	-	\$ 27,601.00
SF19-482	UPDATING ASSETS MANAGEMENT PLANS	\$ -	-		1,717.00	620,057.00	\$ (621,774.00)
TOTAL		\$ 950,000.00	\$ 950,000.00	\$ 52,789.00	\$ 312,256.00	\$ 869,241.00	# \$ 388,560.00

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**Sacramento Suburban Water District
Capital Improvement Project Amended Budget
10/31/2019**

Project No.	Project Name	Original Budget	Changes	Amended Budget	Current Month Expenditures	Expenditures Year-To-Date	Committed Year-To-Date	Remaining Balance
SC19-009	WELL REHAB/PUMP ST IMPROVEMENT	\$ 790,000.00	1,000,000 ¹	\$1,790,000.00	\$ 24,295.00	\$ 466,107.00	\$993,015.00	\$ 330,878.00
SC19-010	SCADA RTU/COMMUN IMPROVEMENT	\$ 60,000.00		60,000.00		-	-	\$ 60,000.00
SC19-012	WELL REPLACEMENTS	\$ 2,800,000.00		2,800,000.00	445,233.00	1,241,206.00	1,143,957.00	\$ 414,837.00
SC19-013	ELECTRICAL IMPROV @WELL SITES	\$ 220,000.00		220,000.00		-	-	\$ 220,000.00
SC19-018	DISTRIBUTION MAIN REPLACEMENTS	\$ 9,300,000.00	(100,000) ^{1,2}	9,200,000.00	959,406.00	7,772,735.80	644,556.00	\$ 782,708.20
SC19-019	DIST MAIN IMPRV/EXT/INTERTIES	\$ 1,400,000.00	- ^{1,2}	1,400,000.00	27,206.00	97,234.00	1,099,182.00	\$ 203,584.00
SC19-020	MCCLELLAN LINE REPL	\$ 80,000.00		80,000.00	-	-	-	\$ 80,000.00
SC19-022	WTR RELATED STREET IMPRV	\$ 220,000.00	(100,000) ¹	120,000.00	30,000.00	129,057.00	7,050.00	\$ (16,107.00)
SC19-024	METER RETROFIT PROGRAM	\$ 2,500,000.00	(300,000) ¹	2,200,000.00	338,717.00	1,769,508.00	907,607.00	\$ (477,115.00)
SC19-034	RESERVIOR/TANK IMPROVMENT	\$ 685,000.00	(500,000) ²	185,000.00		80,457.00	102,895.00	\$ 1,648.00
SC19-035	CORROSION CONTROL-TRAN MAINS	\$ 50,000.00		50,000.00		-	23,500.00	\$ 26,500.00
SC19-038	LARGE WTR METER >3" REPL	\$ 100,000.00		100,000.00		53,870.00	22,795.00	\$ 23,335.00
SC19-046	TANK INSPECTION & REPAIRS	\$ 50,000.00		50,000.00		92,122.00	5,400.00	\$ (47,522.00)
SC19-048	RIGHT OF WAY/EASEMENT ACQUISIT	\$ 5,000.00		5,000.00		-	-	\$ 5,000.00
SF19-480	AMI REPLACEMENTS	-		-	100,868.00	1,179,596.00	18,786.00	\$ (1,198,382.00)
SF19-481	AMI SENSUS FLEXNET	-		-		-		\$ -
		\$ 18,260,000.00	-	\$ 18,260,000.00	\$ 1,925,725.00	\$ 12,881,892.80	\$4,968,743.00	\$ 409,364.20

**Sacramento Suburban Water District
Debt
10/31/2019**

Principal Current Month

	Series 2009A COP	Series 2012A	Series 2018A	Total
Beginning Balance	\$ 42,000,000	\$ 15,385,000	\$ 17,295,000	\$ 74,680,000
Additions:				-
Reductions: Payment	-	(2,160,000)	(2,465,000)	(4,625,000)
Ending Balance	<u>\$ 42,000,000</u>	<u>\$ 13,225,000</u>	<u>\$ 14,830,000</u>	<u>\$ 70,055,000</u>

Principal Year-To-Date

	Series 2009A COP	Series 2012A	Series 2018A	Total
Beginning Balance	\$ 42,000,000	\$ 15,385,000	\$ 17,295,000	\$ 74,680,000
Additions:				-
Reductions: Payment	-	(2,160,000)	(2,465,000)	(4,625,000)
Ending Balance	<u>\$ 42,000,000</u>	<u>\$ 13,225,000</u>	<u>\$ 14,830,000</u>	<u>\$ 70,055,000</u>

Interest Expense

	Current Month Actual	Year-To-Date Actual	Budget	Variance
Interest Expense	<u>\$ 178,168</u>	<u>\$ 1,839,592</u>	<u>\$ 2,375,000</u>	<u>\$ 535,408</u>

**Investments Outstanding and Activity
October 2019**



Managed Account Detail of Securities Held

For the Month Ending October 31, 2019

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 02/28/2014 2.000% 02/28/2021	912828B90	75,000.00	AA+	Aaa	07/06/16	07/08/16	78,667.97	0.92	255.49	76,065.56	75,407.25
US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828O78	175,000.00	AA+	Aaa	01/03/17	01/05/17	171,527.34	1.86	6.61	173,764.76	174,432.65
US TREASURY NOTES DTD 05/31/2016 1.375% 05/31/2021	912828R77	100,000.00	AA+	Aaa	03/15/17	03/17/17	97,402.34	2.02	578.55	98,999.33	99,656.20
US TREASURY NOTES DTD 06/02/2014 2.000% 05/31/2021	912828WN6	300,000.00	AA+	Aaa	09/01/16	09/02/16	310,781.25	1.22	2,524.59	303,659.08	301,886.70
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	375,000.00	AA+	Aaa	07/06/17	07/11/17	377,270.51	1.85	1,277.47	376,026.40	377,900.25
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	250,000.00	AA+	Aaa	08/01/17	08/03/17	245,205.08	1.72	8.59	247,699.72	248,457.00
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	475,000.00	AA+	Aaa	10/05/17	10/10/17	463,997.07	1.85	16.31	469,481.63	472,068.30
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	1,200,000.00	AA+	Aaa	08/30/17	08/31/17	1,181,062.50	1.64	41.21	1,190,762.71	1,192,593.60
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	135,000.00	AA+	Aaa	01/03/18	01/04/18	133,286.13	2.18	6.95	133,990.74	136,128.47
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	950,000.00	AA+	Aaa	05/03/18	05/07/18	919,644.53	2.73	48.94	930,578.84	957,941.05
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	1,050,000.00	AA+	Aaa	07/03/18	07/06/18	1,018,992.19	2.69	54.09	1,029,372.14	1,058,776.95
US TREASURY NOTES DTD 08/15/2012 1.625% 08/15/2022	912828TJ9	500,000.00	AA+	Aaa	09/05/18	09/07/18	479,023.44	2.76	1,722.15	484,921.66	501,523.50
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	800,000.00	AA+	Aaa	11/02/18	11/06/18	772,718.75	3.00	5,728.26	778,917.03	814,937.60
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	800,000.00	AA+	Aaa	12/12/18	12/13/18	780,187.50	2.78	5,728.26	784,343.02	814,937.60



Managed Account Detail of Securities Held

For the Month Ending October 31, 2019

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,375,000.00	AA+	Aaa	01/30/19	01/31/19	1,353,193.36	2.55	9,845.45	1,357,227.19	1,400,674.00
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,800,000.00	AA+	Aaa	01/07/19	01/10/19	1,774,054.69	2.51	12,888.59	1,779,143.80	1,833,609.60
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	400,000.00	AA+	Aaa	04/01/19	04/05/19	389,109.38	2.32	2,734.97	390,558.97	401,406.40
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	575,000.00	AA+	Aaa	03/04/19	03/06/19	554,133.79	2.53	3,931.52	557,234.28	577,021.70
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	700,000.00	AA+	Aaa	06/03/19	06/07/19	694,503.91	1.83	4,786.20	695,041.61	702,461.20
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	725,000.00	AA+	Aaa	05/01/19	05/03/19	707,554.69	2.25	4,957.14	709,605.50	727,549.10
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	650,000.00	AA+	Aaa	07/01/19	07/03/19	645,708.98	1.78	29.02	646,028.64	652,640.30
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	2,050,000.00	AA+	Aaa	10/02/19	10/04/19	2,061,771.48	1.48	91.52	2,061,565.46	2,058,327.10
Security Type Sub-Total		15,460,000.00					15,209,796.88	2.21	57,261.88	15,274,988.07	15,580,336.52
Supra-National Agency Bond / Note											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 09/19/2017 1.561% 09/12/2020	45905UP32	900,000.00	AAA	Aaa	09/12/17	09/19/17	897,840.00	1.64	1,912.23	899,363.04	899,852.40
INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	700,000.00	AAA	Aaa	10/02/17	10/10/17	706,488.37	1.81	7,106.94	702,194.51	702,761.50
INTER-AMERICAN DEVELOPMENT BANK NOTE DTD 04/19/2018 2.625% 04/19/2021	4581X0DB1	225,000.00	AAA	Aaa	04/12/18	04/19/18	224,505.00	2.70	196.88	224,753.05	228,001.28



Managed Account Detail of Securities Held

For the Month Ending **October 31, 2019**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Supra-National Agency Bond / Note											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	750,000.00	AAA	Aaa	07/18/18	07/25/18	748,245.00	2.83	5,614.58	748,969.43	764,362.50
Security Type Sub-Total		2,575,000.00					2,577,078.37	2.13	14,830.63	2,575,280.03	2,594,977.68
Federal Agency Collateralized Mortgage Obligation											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	170,480.26	AA+	Aaa	04/11/18	04/30/18	173,871.30	2.27	505.76	172,320.27	173,650.37
FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	200,000.00	AA+	Aaa	04/04/18	04/09/18	201,703.13	2.61	515.00	200,988.76	204,338.02
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	130,431.89	AA+	Aaa	12/07/18	12/17/18	130,431.49	3.11	348.14	130,431.50	133,658.54
Security Type Sub-Total		500,912.15					506,005.92	2.63	1,368.90	503,740.53	511,646.93
Federal Agency Bond / Note											
FHLB GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8OS5	975,000.00	AA+	Aaa	07/14/16	07/15/16	969,071.03	1.25	3,260.16	972,938.59	968,142.83
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	130,000.00	AA+	Aaa	08/17/16	08/19/16	129,555.27	1.32	334.03	129,836.86	129,231.83
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	420,000.00	AA+	Aaa	08/17/16	08/19/16	418,299.00	1.33	1,079.17	419,375.91	417,518.22
Security Type Sub-Total		1,525,000.00					1,516,925.30	1.28	4,673.36	1,522,151.36	1,514,892.88
Corporate Note											
CITIGROUP INC (CALLABLE) CORP NOTE DTD 01/10/2017 2.450% 01/10/2020	172967LF6	400,000.00	BBB+	A3	01/04/17	01/10/17	399,840.00	2.46	3,021.67	399,989.46	400,204.00
WELLS FARGO & CO CORP BONDS DTD 02/02/2015 2.150% 01/30/2020	94974BGF1	400,000.00	A-	A2	02/02/15	02/05/15	402,796.00	2.00	2,173.89	400,144.91	400,251.60



Managed Account Detail of Securities Held

For the Month Ending October 31, 2019

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
AMERICAN EXPRESS CREDIT (CALLABLE) NOTE DTD 03/03/2017 2.200% 03/03/2020	0258M0EE5	215,000.00	A-	A2	02/28/17	03/03/17	214,776.40	2.24	762.06	214,974.03	215,119.11
TOYOTA MOTOR CORP NOTES DTD 03/12/2015 2.150% 03/12/2020	89236TCF0	250,000.00	AA-	Aa3	03/23/15	03/27/15	252,220.00	1.96	731.60	250,170.18	250,248.25
TOYOTA MOTOR CREDIT CORP DTD 04/17/2017 1.950% 04/17/2020	89236TDU6	275,000.00	AA-	Aa3	04/11/17	04/17/17	274,873.50	1.97	208.54	274,980.08	275,136.68
HOME DEPOT INC CORP NOTES DTD 06/05/2017 1.800% 06/05/2020	437076B04	175,000.00	A	A2	05/24/17	06/05/17	174,898.50	1.82	1,277.50	174,979.46	174,951.35
WELLS FARGO & COMPANY NOTES DTD 07/22/2015 2.600% 07/22/2020	94974BGM6	375,000.00	A-	A2	09/01/15	09/04/15	377,103.75	2.48	2,681.25	375,329.04	376,885.50
CATERPILLAR FINL SERVICE NOTE DTD 09/07/2017 1.850% 09/04/2020	1491302A6	275,000.00	A	A3	09/05/17	09/07/17	274,769.00	1.88	805.52	274,933.68	274,887.53
APPLE INC CORP NOTES DTD 11/13/2017 2.000% 11/13/2020	037833DJ6	400,000.00	AA+	Aa1	11/06/17	11/13/17	399,664.00	2.03	3,733.33	399,881.98	401,234.00
WAL-MART STORES INC CORP NOTE DTD 10/20/2017 1.900% 12/15/2020	931142EA7	375,000.00	AA	Aa2	10/11/17	10/20/17	374,456.25	1.95	2,691.67	374,801.39	375,886.50
US BANCORP CORP NOTES (CALLABLE) DTD 01/29/2016 2.350% 01/29/2021	91159HHL7	350,000.00	A+	A1	12/11/17	12/13/17	350,983.50	2.26	2,101.94	350,386.47	352,236.15
IBM CORP CORP NOTES DTD 02/06/2018 2.650% 02/05/2021	44932HAG8	400,000.00	A	A2	02/01/18	02/06/18	399,804.00	2.67	2,532.22	399,915.60	403,602.40
JOHN DEERE CAPITAL CORP NOTES DTD 03/13/2018 2.875% 03/12/2021	24422EUD9	375,000.00	A	A2	03/08/18	03/13/18	374,745.00	2.90	1,467.45	374,881.19	379,977.00
NATIONAL RURAL UTIL COOP NOTE DTD 02/26/2018 2.900% 03/15/2021	63743HER9	150,000.00	A	A2	02/21/18	02/26/18	149,833.50	2.94	555.83	149,922.67	152,029.20
NATIONAL RURAL UTIL COOP NOTE DTD 02/26/2018 2.900% 03/15/2021	63743HER9	225,000.00	A	A2	04/12/18	04/19/18	224,048.25	3.05	833.75	224,542.13	228,043.80
PEPSICO INC CORP (CALLABLE) NOTE DTD 10/10/2017 2.000% 04/15/2021	713448DX3	225,000.00	A+	A1	10/05/17	10/10/17	224,955.00	2.01	200.00	224,980.85	225,892.13



Managed Account Detail of Securities Held

For the Month Ending October 31, 2019

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 02/19/2016 2.500% 04/15/2021	06406FAA1	375,000.00	A	A1	05/16/16	05/19/16	383,617.50	2.00	416.67	377,539.83	378,428.25
BANK OF AMERICA CORP NOTE DTD 04/19/2016 2.625% 04/19/2021	06051GFW4	35,000.00	A-	A2	11/01/17	11/03/17	35,271.60	2.39	30.63	35,117.89	35,374.36
AMERICAN EXPRESS CREDIT (CALLABLE) NOTES DTD 05/05/2016 2.250% 05/05/2021	0258M0EB1	225,000.00	A-	A2	05/25/16	05/31/16	224,478.00	2.30	2,475.00	224,834.21	226,230.30
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	150,000.00	A	A1	05/03/18	05/10/18	149,896.50	3.12	2,144.17	149,945.70	152,745.15
STATE STREET CORP NOTES DTD 05/19/2016 1.950% 05/19/2021	857477AV5	110,000.00	A	A1	05/19/16	05/24/16	109,532.50	2.04	965.25	109,849.64	110,169.29
CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	250,000.00	A	A2	05/17/18	05/22/18	249,992.50	3.25	3,611.11	249,995.92	255,358.50
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	240,000.00	A-	A2	09/13/17	09/18/17	240,000.00	2.33	465.60	240,000.00	240,565.20
PACCAR FINANCIAL CORP NOTE DTD 03/01/2019 2.850% 03/01/2022	69371RP75	150,000.00	A+	A1	02/22/19	03/01/19	149,868.00	2.88	712.50	149,896.40	152,936.70
BANK OF AMERICA CORP NOTES DTD 05/17/2018 3.499% 05/17/2022	06051GHH5	90,000.00	A-	A2	05/14/18	05/17/18	90,000.00	3.50	1,434.59	90,000.00	91,894.23
JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	675,000.00	A-	A2	03/15/19	03/22/19	675,000.00	3.21	1,803.94	675,000.00	691,224.98
PNC BANK NA CORP NOTES DTD 01/23/2019 3.500% 01/23/2024	693475AV7	380,000.00	A-	A3	02/12/19	02/15/19	382,705.60	3.34	3,620.56	382,347.37	401,967.42
MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDO6	375,000.00	BBB+	A3	07/19/19	07/23/19	396,483.75	2.59	80.73	395,337.31	399,730.13
AMERICAN HONDA FINANCE CORP NOTE DTD 06/27/2019 2.400% 06/27/2024	02665WCZ2	375,000.00	A	A2	07/11/19	07/15/19	373,140.00	2.51	3,100.00	373,246.05	380,587.13



Managed Account Detail of Securities Held

For the Month Ending **October 31, 2019**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
GOLDMAN SACHS GROUP INC BONDS DTD 07/08/2014 3.850% 07/08/2024	38141EC23	375,000.00	BBB+	A3	07/08/19	07/11/19	392,467.50	2.84	4,531.77	391,465.34	397,710.38
BB&T CORPORATION CORP BONDS DTD 07/29/2019 2.500% 08/01/2024	05531FBH5	400,000.00	A-	A2	08/01/19	08/05/19	400,664.00	2.46	2,555.56	400,634.52	405,265.20
WALT DISNEY COMPANY/THE DTD 09/06/2019 1.750% 08/30/2024	254687FK7	400,000.00	A	A2	09/03/19	09/06/19	398,368.00	1.84	1,069.44	398,415.86	396,791.60
Security Type Sub-Total		9,470,000.00					9,521,252.10	2.48	54,795.74	9,508,439.16	9,603,564.02
Commercial Paper											
NATIXIS NY BRANCH COMM PAPER DTD 05/08/2019 0.000% 11/04/2019	63873KY43	400,000.00	A-1	P-1	05/08/19	05/09/19	394,908.44	2.59	0.00	399,914.67	399,921.60
MUFG BANK LTD/NY COMM PAPER DTD 04/18/2019 0.000% 01/13/2020	62479LAD7	800,000.00	A-1	P-1	04/18/19	04/18/19	784,280.00	2.67	0.00	795,749.78	796,834.40
MUFG BANK LTD/NY COMM PAPER DTD 05/06/2019 0.000% 01/31/2020	62479LAX3	375,000.00	A-1	P-1	05/07/19	05/07/19	367,714.58	2.65	0.00	372,535.42	373,150.50
Security Type Sub-Total		1,575,000.00					1,546,903.02	2.65	0.00	1,568,199.87	1,569,906.50
Certificate of Deposit											
CREDIT SUISSE NEW YORK CERT DEPOS DTD 02/08/2018 2.670% 02/07/2020	22549LFR1	375,000.00	A-1	P-1	02/07/18	02/08/18	375,000.00	2.67	17,327.19	375,000.00	376,070.25
UBS AG STAMFORD CT LT CD DTD 03/06/2018 2.900% 03/02/2020	90275DHG8	400,000.00	A-1	P-1	03/02/18	03/06/18	400,000.00	2.93	1,901.11	400,000.00	401,706.00
BANK OF NOVA SCOTIA HOUSTON CD DTD 06/07/2018 3.080% 06/05/2020	06417GU22	375,000.00	A-1	P-1	06/05/18	06/07/18	374,857.50	3.10	4,684.17	374,956.50	378,282.00
WESTPAC BANKING CORP NY CD DTD 08/07/2017 2.050% 08/03/2020	96121T4A3	625,000.00	A-1+	P-1	08/03/17	08/07/17	625,000.00	2.05	2,989.58	625,000.00	627,104.38
BANK OF MONTREAL CHICAGO CERT DEPOS DTD 08/03/2018 3.190% 08/03/2020	06370REU9	670,000.00	A-1	P-1	08/01/18	08/03/18	670,000.00	3.23	5,224.51	670,000.00	676,131.17



Managed Account Detail of Securities Held

For the Month Ending **October 31, 2019**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 10/18/2018 3.390% 10/16/2020	86565BPC9	380,000.00	A-1	P-1	10/16/18	10/18/18	379,483.20	3.46	572.53	379,929.13	386,186.78
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	700,000.00	AA-	Aa2	11/16/17	11/17/17	700,000.00	2.30	7,459.47	700,000.00	701,918.70
ROYAL BANK OF CANADA NY CD DTD 06/08/2018 3.240% 06/07/2021	78012UEE1	650,000.00	AA-	Aa2	06/07/18	06/08/18	650,000.00	3.24	8,424.00	650,000.00	665,368.60
MUFG BANK LTD/NY CERT DEPOS DTD 02/28/2019 2.980% 02/25/2022	55379WZU3	375,000.00	A	A1	02/27/19	02/28/19	375,000.00	3.01	7,636.25	375,000.00	384,921.38
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	400,000.00	AA-	Aa3	08/27/19	08/29/19	400,000.00	1.87	1,315.56	400,000.00	399,705.20
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	400,000.00	A+	Aa2	08/29/19	09/03/19	400,000.00	1.88	1,219.33	400,000.00	399,815.20
Security Type Sub-Total		5,350,000.00					5,349,340.70	2.70	58,753.70	5,349,885.63	5,397,209.66
Asset-Backed Security											
HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	39,843.44	AAA	Aaa	09/14/16	09/21/16	39,838.08	1.30	22.84	39,842.02	39,795.99
ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	36,790.06	NR	Aaa	01/24/17	01/31/17	36,786.85	1.70	27.80	36,788.98	36,761.44
FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	152,317.59	NR	Aaa	01/18/17	01/25/17	152,317.03	1.67	113.05	152,317.42	152,165.42
ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	164,622.60	NR	Aaa	03/21/17	03/29/17	164,603.19	1.79	130.23	164,615.30	164,513.36
TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	325,000.00	AAA	Aaa	05/09/18	05/16/18	324,995.16	2.96	427.56	324,996.75	328,943.32
HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	325,000.00	AAA	Aaa	11/20/18	11/28/18	324,951.41	3.17	456.44	324,961.80	331,260.12
ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	400,000.00	AAA	Aaa	06/19/18	06/27/18	399,972.64	3.09	533.33	399,980.53	403,687.96



Managed Account Detail of Securities Held

For the Month Ending **October 31, 2019**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100												
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security												
CCCIT 2018-A1 A1	DTD 01/31/2018 2.490% 01/20/2023	17305EGK5	750,000.00	NR	Aaa	01/25/18	01/31/18	749,896.20	2.54	5,239.38	749,930.81	756,197.78
NAROT 2018-C A3	DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	350,000.00	AAA	Aaa	12/04/18	12/12/18	349,932.94	3.53	500.89	349,945.80	356,841.66
COMET 2019-A2 A2	DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	800,000.00	AAA	NR	08/28/19	09/05/19	799,798.56	1.73	611.56	799,805.91	798,066.72
Security Type Sub-Total			3,343,573.69					3,343,092.06	2.52	8,063.08	3,343,185.32	3,368,233.77
Managed Account Sub-Total			39,799,485.84					39,570,394.35	2.35	199,747.29	39,645,869.97	40,140,767.96
Securities Sub-Total			\$39,799,485.84					\$39,570,394.35	2.35%	\$199,747.29	\$39,645,869.97	\$40,140,767.96
Accrued Interest												\$199,747.29
Total Investments												\$40,340,515.25

**Investment Activity
October 2019**



Managed Account Security Transactions & Interest

For the Month Ending October 31, 2019

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
BUY											
	10/02/19	10/04/19	US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	2,050,000.00	(2,061,771.48)	(14,212.13)	(2,075,983.61)			
Transaction Type Sub-Total					2,050,000.00	(2,061,771.48)	(14,212.13)	(2,075,983.61)			
INTEREST											
	10/01/19	10/01/19	BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	240,000.00	0.00	2,793.60	2,793.60			
	10/01/19	10/01/19	MONEY MARKET FUND	MONEY0002	0.00	0.00	182.64	182.64			
	10/01/19	10/01/19	JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	675,000.00	0.00	11,364.81	11,364.81			
	10/01/19	10/25/19	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	169,568.62	0.00	452.61	452.61			
	10/01/19	10/25/19	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	176,433.18	0.00	534.82	534.82			
	10/01/19	10/25/19	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	200,000.00	0.00	515.00	515.00			
	10/15/19	10/15/19	FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	176,735.77	0.00	245.96	245.96			
	10/15/19	10/15/19	ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	43,574.79	0.00	61.73	61.73			
	10/15/19	10/15/19	TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	325,000.00	0.00	801.67	801.67			
	10/15/19	10/15/19	ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	400,000.00	0.00	1,000.00	1,000.00			
	10/15/19	10/15/19	ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	188,795.20	0.00	280.05	280.05			
	10/15/19	10/15/19	BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 02/19/2016 2.500% 04/15/2021	06406FAA1	375,000.00	0.00	4,687.50	4,687.50			
	10/15/19	10/15/19	PEPSICO INC CORP (CALLABLE) NOTE DTD 10/10/2017 2.000% 04/15/2021	713448DX3	225,000.00	0.00	2,250.00	2,250.00			
	10/15/19	10/15/19	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	350,000.00	0.00	939.17	939.17			



Managed Account Security Transactions & Interest

For the Month Ending October 31, 2019

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
INTEREST											
	10/15/19	10/15/19	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	325,000.00	0.00	855.83	855.83			
	10/15/19	10/15/19	COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	800,000.00	0.00	1,528.89	1,528.89			
	10/15/19	10/15/19	HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	49,168.79	0.00	52.86	52.86			
	10/16/19	10/16/19	SUMITOMO MITSUI BANK NY CERT DEPOS DTD 10/18/2018 3.390% 10/16/2020	86565BPC9	380,000.00	0.00	6,548.35	6,548.35			
	10/17/19	10/17/19	TOYOTA MOTOR CREDIT CORP DTD 04/17/2017 1.950% 04/17/2020	89236TDU6	275,000.00	0.00	2,681.25	2,681.25			
	10/19/19	10/19/19	INTER-AMERICAN DEVELOPMENT BANK NOTE DTD 04/19/2018 2.625% 04/19/2021	4581X0DB1	225,000.00	0.00	2,953.13	2,953.13			
	10/19/19	10/19/19	BANK OF AMERICA CORP NOTE DTD 04/19/2016 2.625% 04/19/2021	06051GFW4	35,000.00	0.00	459.38	459.38			
	10/29/19	10/29/19	MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDO6	375,000.00	0.00	7,265.63	7,265.63			
	10/31/19	10/31/19	US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	475,000.00	0.00	2,968.75	2,968.75			
	10/31/19	10/31/19	US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828O78	175,000.00	0.00	1,203.13	1,203.13			
	10/31/19	10/31/19	US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	135,000.00	0.00	1,265.63	1,265.63			
	10/31/19	10/31/19	US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	1,050,000.00	0.00	9,843.75	9,843.75			
	10/31/19	10/31/19	US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	2,050,000.00	0.00	16,656.25	16,656.25			
	10/31/19	10/31/19	US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	1,200,000.00	0.00	7,500.00	7,500.00			
	10/31/19	10/31/19	US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	950,000.00	0.00	8,906.25	8,906.25			
	10/31/19	10/31/19	US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	650,000.00	0.00	5,281.25	5,281.25			



Managed Account Security Transactions & Interest

For the Month Ending October 31, 2019

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
INTEREST											
	10/31/19	10/31/19	US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	250,000.00	0.00	1,562.50	1,562.50			
Transaction Type Sub-Total					12,944,276.35	0.00	103,642.39	103,642.39			
PAYDOWNS											
	10/01/19	10/25/19	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	5,952.92	5,952.92	0.00	5,952.92	(118.41)	0.00	
	10/01/19	10/25/19	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	39,136.73	39,136.73	0.00	39,136.73	0.12	0.00	
	10/15/19	10/15/19	HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	9,325.35	9,325.35	0.00	9,325.35	1.26	0.00	
	10/15/19	10/15/19	ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	6,784.73	6,784.73	0.00	6,784.73	0.59	0.00	
	10/25/19	10/15/19	FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	24,418.18	24,418.18	0.00	24,418.18	0.09	0.00	
	10/15/19	10/15/19	ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	24,172.60	24,172.60	0.00	24,172.60	2.85	0.00	
Transaction Type Sub-Total					109,790.51	109,790.51	0.00	109,790.51	(113.50)	0.00	
SELL											
	10/02/19	10/04/19	US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	1,375,000.00	1,386,440.43	2,568.68	1,389,009.11	(3,544.92)	4,452.25	FIFO
	10/02/19	10/04/19	US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	525,000.00	529,368.16	980.77	530,348.93	1,189.45	2,871.69	FIFO
Transaction Type Sub-Total					1,900,000.00	1,915,808.59	3,549.45	1,919,358.04	(2,355.47)	7,323.94	
Managed Account Sub-Total						(36,172.38)	92,979.71	56,807.33	(2,468.97)	7,323.94	
Total Security Transactions						(\$36,172.38)	\$92,979.71	\$56,807.33	(\$2,468.97)	\$7,323.94	

**Cash Expenditures
October 2019**

AP Warrant List from 10/1/2019 to 10/31/2019

Group	Vendor Name	Amount	Description
Benefits	ACWA JPIA INSURANCE/EAP - Invoices:2	\$317.25	Miscellaneous Employee Benefits
	AFLAC - Invoices:1	\$749.20	Supplemental Insurance
	CIGNA-DENTAL INS - Invoices:1	\$14,027.64	Employee Benefit - Dental
	COLLECTION PLUS - Invoices:1	\$141.96	Miscellaneous Employee Benefits
	EMPLOYEE RELATIONS NETWORK - PAYROLL	\$143.15	Miscellaneous Employee Benefits
		\$508,256.81	Payroll
	PERS HEALTH - Invoices:2	\$105,768.40	OPEB - Retiree Benefits Premium
	PERS LONG TERM CARE PROGRAM - PERS PENSION - Invoices:9	\$2,657.04	Miscellaneous Employee Benefits
		\$118,205.82	Employee Benefit - PERS
	SUTTER MEDICAL FOUNDATION - WIENHOFF DRUG TESTING - Invoices:1	\$510.00	Miscellaneous Employee Benefits
		\$140.00	Miscellaneous Employee Benefits
Construction	ADLER TANK RENTALS - Invoices:1	\$725.00	Construction In Progress
	ATLAS FENCE - Invoices:2	\$6,650.00	Construction In Progress
	BENNETT ENGINEERING SERVICES - BROWER MECHANICAL - Invoices:1	\$17,433.81	Construction In Progress
		\$10,224.00	Construction In Progress
	BROWN & CALDWELL - Invoices:1	\$1,717.00	Construction In Progress
	CDWG - Invoices:2	\$3,308.03	Construction In Progress
	COUNTY OF SAC PUBLIC WORKS - DOMENCHELLI & ASSOCIATES - Invoices:3	\$5,770.25	Construction In Progress
		\$61,247.98	Construction In Progress
	DOUG VEERKAMP GENERAL ENGR - ELK GROVE AUTO/WINNER CHEVY - ERC CONTRACTING - Invoices:3	\$625,149.98	Construction In Progress
		\$36,164.67	Construction In Progress
		\$25,406.25	Construction In Progress
	FERGUSON WATERWORKS - Invoices:1	\$470.24	Construction In Progress
	FLOWLINE CONTRACTORS INC - Invoices:6	\$441,311.97	Construction In Progress
	GEOCON CONSULTANTS INC - Invoices:1	\$4,415.00	Construction In Progress
	GM CONSTRUCTION & DEVELOPERS - GRANITE CONSTRUCTION COMPANY - KLEINFELDER - Invoices:1	\$46,075.60	Construction In Progress
		\$32,289.74	Construction In Progress
		\$1,077.00	Construction In Progress
	LOEWEN PUMP MAINTENANCE - Invoices:1	\$4,425.00	Construction In Progress
	LUHDORFF & SCALMANINI - Invoices:3	\$12,582.79	Construction In Progress
	MURRAYSMITH INC - Invoices:1	\$5,742.50	Construction In Progress
	NATIONAL METER AND AUTOMATION INC - PACE SUPPLY CORP - Invoices:23	\$79,413.62	Construction In Progress
		\$19,295.53	Construction In Progress
	RIVER CITY PAINTING - Invoices:1	\$6,900.00	Construction In Progress
	S E AHLSTROM INSPECTION - Invoices:3	\$15,300.00	Construction In Progress
	SILICON VALLEY SHELVING AND EQUIP - SMUD NEW SERVICES DIVISION - SYBLON REID - Invoices:2	\$1,982.52	Construction In Progress
	\$10,000.00	Construction In Progress	
	\$395,892.08	Construction In Progress	
WOOD RODGERS ENGINEERING -	\$25,357.30	Construction In Progress	
Credit Services	CITIGROUP GLOBAL MARKETS INC - MUFJ UNION BANK NA - Invoices:3	\$13,232.88	2009A COP Interest Expense
		\$5,241,270.19	Accrued Interest - 2012A Revenue
	SUMITOMO MITSUI BANKING	\$37,382.60	2009A COP Interest Expense
	WELLS FARGO SWAP - Invoices:1	\$48,545.66	2009A COP Interest Expense
Financial Services	ADP, INC - Invoices:1	\$898.28	Financial Services
	BARTKIEWICZ KRONICK & SHANAHAN - NATIONAL ANALYTICAL LABORATORIES - PFM ASSET MANAGEMENT LLC - Invoices:1	\$12,173.95	Legal Services
		\$70.00	Insurance Services
		\$3,694.19	Financial Services
	STANDARD AND POORS - Invoices:1	\$3,500.00	Financial Services
	US BANK CORPORATE PAYMENT SYSTEM - WESTAMERICA BANK ANALYSIS FEES - WESTAMERICA CARD PROCESSING STMT - WORLDPAY INTEGRATED PAYMENTS -	\$15,563.92	Financial Services
		\$6,131.69	Financial Services
		\$6,422.18	Financial Services
	\$592.48	Financial Services	
Other	ACWA - Invoices:1	\$24,005.00	Workers Compensation
	ACWA JPIA INSURANCE AUTHORITY - ADAM GREENSPAN - Invoices:1	\$239,153.83	Property Policy Renewal
		\$150.00	BMP Rebates
	ADT - Invoices:1	\$565.53	Building Service Expense - Office &
	AIRGAS USA LLC - Invoices:1	\$27.89	Operating Supplies

ALL PRO BACKFLOW - Invoices:3	\$6,984.00 Backflow Services
ALYSSA VARGAS - Invoices:1	\$160.00 BMP Rebates
AMERICAN ASPHALT - Invoices:1	\$2,204.40 Hydrant Deposit Refund
ANSWERNET - Invoices:1	\$704.75 Communication
AT&T - Invoices:5	\$7,612.84 Communication
ATLAS DISPOSAL - Invoices:2	\$380.70 Building Service Expense - Office &
BADGER METER INC - Invoices:1	\$22.25 Communication
BASIC PACIFIC - Invoices:2	\$677.62 OPEB - Retiree Benefits Premium
BAY CITIES PAVING & GRADING -	\$3,450.00 Paving Services
BENDER ROSENTHAL INC - Invoices:7	\$7,358.75 Consulting Services
BRIAN PATTERSON - Invoices:1	\$250.00 Uniforms
BROADRIDGE MAIL LLC - Invoices:17	\$43,332.89 Contract Services
BRYCE CONSULTING INC - Invoices:1	\$640.00 Consulting Services
BUD'S TRI COUNTY TREE SERVICE -	\$950.00 Misc. Repairs
BURTON ROB /BURT'S LAWN & GARDEN	\$8,210.00 Contract Services
CALIF SPECIAL DISTRICTS ASSOCIATION -	\$7,615.00 Annual Dues/Membership
CALIFORNIA LABORATORY SERVICES -	\$9,370.00 Inspection & Testing
CAPITAL RUBBER CO LTD - Invoices:1	\$205.23 Equipment Maintenance Services
CECIL & CECIL ENTERPRISES INC -	\$9,923.75 Consulting Services
CELL ENERGY INC - Invoices:3	\$510.19 Equipment Maintenance Services
CENTRAL VALLEY ENG & ASPHALT -	\$31,270.00 Misc. Repairs
CERTIFIED ADA CONSULTANTS INC -	\$1,265.00 Licenses, Permits & Fees
CHAD JIVIDEN - Invoices:1	\$215.95 Uniforms
CINTAS - Invoices:6	\$2,585.64 Building Maintenance - Office &
CITRUS HEIGHTS SAW & MOWER -	\$263.93 Equipment Maintenance Services
CITY OF SACRAMENTO DEPT OF UTILITIES -	\$46.70 Electrical Charges
CLARK SULLIVAN - Invoices:1	\$2,178.18 Hydrant Deposit Refund
CLEAR VISION WINDOW CLEANING -	\$225.00 Building Service Expense - Office &
COMCAST - Invoices:1	\$40.33 Communication
CONSOLIDATED COMMUNICATIONS -	\$408.15 Communication
COUGHRAN MECHANICAL SERVICE -	\$519.50 Contract Services
COUNTY OF SAC ENVIRO MGT DEPT -	\$601.00 Licenses, Permits & Fees
COUNTY OF SAC MUNICIPAL SERVICES -	\$52.85 Building Service Expense - Office &
COUNTY OF SAC UTILITIES - Invoices:2	\$394.41 Utilities
CRAIG LOCKE - Invoices:1	\$36.89 Local Travel Cost
CRUSADER FENCE CO INC - Invoices:1	\$1,015.75 Building Maintenance - Office &
CULLIGAN - Invoices:1	\$170.25 Building Maintenance - Office &
Customer Refunds: 69	\$7,785.51 Refund Clearing Account
DAN YORK - Invoices:2	\$636.50 Local Travel Cost
DATABANK IMX - Invoices:1	\$53,609.71 Annual Maintenance Renewal
DAVID BECKER - Invoices:1	\$75.00 BMP Rebates
DAVID JONES - Invoices:1	\$1,352.70 Travel Conferences
DIANE B KAUFFMAN - Invoices:1	\$75.00 BMP Rebates
DIRECT TV - Invoices:1	\$5.00 Communication
DITCH WITCH EQUIPMENT CO - Invoices:1	\$66.28 Equipment Maintenance Services
DOMCO PLUMBING - Invoices:1	\$375.00 Construction Services
E&M ELECTRIC AND	\$495.00 Licenses, Permits & Fees
ELEVATOR TECHNOLOGY INC - Invoices:2	\$200.00 Building Service Expense - Office &
EMIGH ACE HARDWARE - Invoices:7	\$280.60 Operating Supplies
FASTENAL COMPANY - Invoices:3	\$1,990.46 Operating Supplies
FIRST ALARM SECURITY SERVICES -	\$1,348.32 Building Service Expense - Office &
FLEETWASH INC - Invoices:4	\$1,452.43 Vehicle Maintenance Services
FUTURE FORD - Invoices:3	\$157.16 Vehicle Maintenance Services
GRAINGER - Invoices:3	\$523.76 Operating Supplies
GRANICUS - Invoices:1	\$787.50 Contract Services
GRASSROOTS EROSION CONTROL INC -	\$2,036.32 Hydrant Deposit Refund
GREG BUNDESEN - Invoices:2	\$138.70 Employee Retention/Morale
H2H PROPERTIES - Invoices:2	\$2,540.00 H&D WALNUT PARKING LOT LEASE
HACH COMPANY - Invoices:3	\$3,053.16 Operating Supplies
HANNAH DUNRUD - Invoices:1	\$200.20 Uniforms
HARROLD FORD - Invoices:5	\$1,393.47 Vehicle Maintenance Services
HD Supply/WHITE CAP - Invoices:2	\$1,717.26 Operating Supplies
HERBURGER PUBLICATIONS INC -	\$625.00 Public Relations
ICONIX WATERWORKS (US) INC -	\$4,529.85 Operating Supplies

IN COMMUNICATIONS - Invoices:1	\$7,818.56 Public Relations
IRON MOUNTAIN OFF SITE DATA	\$462.40 Equipment Maintenance Services
J&J LOCKSMITH - Invoices:1	\$107.50 Contract Services
JOAN M LOEFORSTIER - Invoices:1	\$385.00 BMP Rebates
JULIE PALMER - Invoices:1	\$500.00 BMP Rebates
KATRINA L OWENS - Invoices:1	\$75.00 BMP Rebates
KEITH E JOHNSON - Invoices:1	\$75.00 BMP Rebates
LEICA GEOSYSTEMS INC - Invoices:1	\$767.15 Operating Supplies
LES SCHWAB TIRE CENTER/MADISON -	\$333.71 Vehicle Maintenance Services
LIFEGUARD FIRST AID - Invoices:1	\$90.08 Building Service Expense - Office &
MICHAEL I MOSLEY - Invoices:1	\$650.00 BMP Rebates
MICHAEL PHILLIPS LANDSCAPE CORP -	\$7,528.51 Building Service Expense - Office &
MIKE HUOT - Invoices:1	\$477.00 Travel Conferences
NINJIO LLC - Invoices:1	\$134.46 Equipment Maintenance Services
OFFICE DEPOT INC - Invoices:7	\$1,111.78 Office Supplies
ONE STOP TRUCK SHOP - Invoices:1	\$133.68 Vehicle Maintenance Services
PANATRACK INC - Invoices:1	\$3,256.00 Annual Maintenance Renewal
PEOPLEREADY - Invoices:3	\$2,594.00 Temporary Help
PEST PROS - Invoices:3	\$288.15 Building Service Expense - Office &
PITNEY BOWES POSTAGE - Invoices:1	\$1,169.36 Postage/Shipping/UPS/Fed Ex
POWERS ELECTRIC PRODUCTS CO -	\$646.15 Operating Supplies
RAWLES ENGINEERING - Invoices:2	\$7,510.00 Construction Services
RAY MORGAN CO - Invoices:3	\$1,488.28 Equipment Maintenance Services
REGIONAL GOVERNMENT SERVICES -	\$2,951.45 Consulting Services
RESOURCE TELECOM LLC - Invoices:1	\$652.50 Equipment Maintenance Services
RIVERVIEW INTERNATIONAL TRUCKS INC -	\$809.75 Equipment Maintenance Services
RUE EQUIPMENT INC - Invoices:2	\$1,575.08 Equipment Maintenance Services
SACRAMENTO BEE - Invoices:1	\$547.23 Public Relations
SACRAMENTO CO TAX COLLECTOR -	\$2,274.10 Property Taxes
SACRAMENTO SUBURBAN WATER	\$343.95 Other Training
SCOTT W SPRINGER - Invoices:1	\$150.00 BMP Rebates
SEAN NAPIER - Invoices:1	\$175.00 BMP Rebates
SERVPRO - Invoices:1	\$1,500.00 Contract Services
SERVPRO - Invoices:3	\$7,621.62 Contract Services
SHRED-IT - Invoices:1	\$74.40 Contract Services
SIERRA SAFETY COMPANY - Invoices:1	\$9,260.02 Operating Supplies
SONITROL - Invoices:3	\$3,263.11 Building Service Expense - Office &
TEE JANITORIAL & MAINTENANCE -	\$3,223.50 Building Service Expense - Office &
TETRA TECH INC - Invoices:1	\$2,695.00 Construction Services
THOMAS G CURTO - Invoices:1	\$75.00 BMP Rebates
TINA LYNN DESIGN - Invoices:8	\$1,169.27 Contract Services
TOM DICKINSON - Invoices:1	\$60.00 Required Training
TULLY & YOUNG - Invoices:1	\$3,190.00 Consulting Services
USA REPLACEMENT AUTO GLASS CO -	\$250.85 Vehicle Maintenance Services
VALLEY BATTERY - Invoices:1	\$53.85 Operating Supplies
VALLEY POWER SYSTEMS - Invoices:5	\$3,850.00 Contract Services
VAULT ACCESS SOLUTIONS - Invoices:2	\$10,525.00 Construction Services
VERIZON WIRELESS/DALLAS TX -	\$9,848.09 Communication
VERNON MACDONALD - Invoices:1	\$148.00 BMP Rebates
VOYAGER FLEET SYSTEMS - Invoices:1	\$8,768.90 Operating Supplies
WASTE MANAGEMENT - Invoices:3	\$633.55 Building Service Expense - Office &
WATERWISE CONSULTING, INC. -	\$1,225.00 Consulting Services
WESTON R WOOLSEY - Invoices:1	\$373.00 BMP Rebates
WILLIAM BRUCE PITMAN - Invoices:1	\$150.00 BMP Rebates
WOLF CONSULTING - Invoices:1	\$875.00 Consulting Services

Water & Sewer

PG&E - Invoices:3	\$223.69 Utilities
CITY OF SACRAMENTO WATER - Invoices:1	\$455.17 Purchased Water-City of
PLACER COUNTY WATER AGENCY -	\$122,010.00 Water
SIERRA CHEMICAL COMPANY - Invoices:6	\$17,097.90 HFA, Chemical & Delivery
SMUD - Invoices:4	\$146,615.00 Electrical Charges
	<u>\$8,942,242.94</u>

**Credit Card Expenditures
October 2019**

Sacramento Suburban Water District
 US Bank Purchasing Card Program
 CalCard Expenditures
 October 2019

Vendor Name	Description	Amount	Proj/GLAcct
CAJPA	ECT RECRUITMENT	\$ 100.00	17-51402
AMAZON	SPACE HEATER	\$ 26.99	02-52108
SAC STATE	RECRUITMENT FAIR AT SAC STATE	\$ 425.00	17-51402
ASSOC OF CALIFORNIA	OPERATOR RECRUITMENT	\$ 475.00	17-51402
ASSOC OF CALIFORNIA	ECT RECRUITMENT	\$ 475.00	17-51402
ASCE	ASCE MEMBERSHIP DUES & SACRAMENTO SECTION CAPITAL BRANCH DUES	\$ 165.00	15-52501
GRAC.ORG	GRAC MEMBERSHIP FOR TOMMY MOULTON	\$ 115.00	15-52501
AWWA.ORG	GROUP WEBINAR ACCESS FOR ENGINEERING STAFF	\$ 255.00	15-51406
GRAC.ORG	REGISTRATION FOR ENGINEERING STAFF TO 2ND ANNUAL WESTERN GROUNDWATER CONFERENCE	\$ 2,635.00	15-51407
CSDA CAREER CENTER	CUSTOMER SERVICE RECRUITMENT	\$ 105.00	17-51402
NEOGO	CUSTOMER SERVICE RECRUITMENT	\$ 175.00	17-51402
PAYPAL - CWEA	CUSTOMER SERVICE RECRUITMENT	\$ 290.00	17-51402
COSTCO	ALL HANDS BREAKFAST	\$ 85.37	02-51403
COSTCO	COFFEE - GENERAL OFFICE SUPPLIES	\$ 53.34	03-52108
CAJPA	CUSTOMER SERVICE RECRUITMENT	\$ 100.00	17-51402
BROWN & CALDWELL	CUSTOMER SERVICE RECRUITMENT	\$ 200.00	17-51402
SAMSCLUB.COM	GENERAL OFFICE SUPPLIES- CUPS, PLATES, CREAMER, HOT COCOA	\$ 220.66	03-52108
TRANSITALENT.COM	CUSTOMER SERVICE RECRUITMENT	\$ 145.00	17-51402
MOOSEJAW	THOMAS SAWYER AND JOEPH COLORADO CARHART JACKET	\$ 275.57	12-51408
SACRAMENTO COUNTY BUILDING	PERMIT FEE FOR VEHICLE CHARGING STATION AT MARCONI	\$ 97.81	12-54509
COUNTY OF SACRAMENTO	PARKING FOR PERMIT DEPARTMENT	\$ 1.75	12-52101
MOOSEJAW	PAUL WHITE CARHART JACKET	\$ 132.90	12-51408
THE HOME DEPOT	REPLACEMENT TOILET - WOMEN'S RESTROOM AT ANTELOPE	\$ 187.46	12-54008
J&J LOCKSMITH	KEYS FOR FILE CABINT IN IT OFFICE AND IAN'S DESK	\$ 10.78	12-52101
TOGNOTTIS AUTO WORLD	JUMPER CABLES FOR VEHICLE #73	\$ 52.79	12-52101
CAPITAL AIR TOOL, LLC.	REPAIR BACKFILL TAMPER S/N 500A00621	\$ 197.02	12-54003
PEP BOYS	STOP/TURN LAMPS - 3157	\$ 8.07	12-54006
AMAZON.COM	STOP/TURN LAMPS - 3157 - 10 PACK	\$ 10.75	12-54006
PEP BOYS	5W20 ENGINE OIL - STOCK	\$ 30.27	12-54006
MOOSEJAW	WILLIAM SADLER CARHART JACKET	\$ 139.40	12-51408
GRAND HYATT	MIKE HUOT HOTEL FOR ACWA CONFERENCE	\$ 382.03	02-55001
GRAND HYATT	CRAIG LOCKE HOTEL FOR ACWA CONFERENCE	\$ 382.03	01-55001
GRAND HYATT	DAN YORK HOTEL FOR ACWA CONFERENCE	\$ 382.03	02-55001
SOUTHWEST	DAN YORK FLIGHT TO ACWA	\$ 281.96	02-55001
ACWA	CRAIG LOCKE CONFERENCE REGISTRATION	\$ 60.00	01-55001
MARRIOTT ANAHEIM	DAVE JONES CONFERENCE HOTEL	\$ 211.68	01-55001
RALEY'S	REFRESHMENTS FOR LUNCHEON MEETING	\$ 14.26	02-55002
RALEY'S	REFRESHMENTS FOR APPRECIATION LUNCH	\$ 19.70	02-51403
ROUND TABLE PIZZA	REFRESHMENTS FOR APPRECIATION LUNCH	\$ 185.64	02-51403

ACWA	DAN YORK CONFERENCE REGISTRATION	\$	45.00	02-55001
RALEY'S	LUNCH WITH THE GM FOOD	\$	15.79	02-51403
ROUND TABLE PIZZA	LUNCH WITH THE GM FOOD	\$	120.00	02-51403
ACWA	ACWA REGISTRATION FOR KATHLEEN MCPHERSON	\$	725.00	01-55001
HILTON HOTEL	KATHLEEN MCPHERSON HOTEL FOR ACWA CONFERENCE	\$	297.60	01-55001
ACWA	REFUND FOR DAN YORK RESERVATION	\$	(60.00)	02-55001
MARK & MONICAS PIZZA	PIZZA, SODA FOR 2020 BUDGET KICK OFF MARCONI	\$	96.95	03-51407
MARK & MONICAS PIZZA	PIZZA, SODA FOR 2020 BUDGET KICK OFF WALNUT	\$	64.63	03-51407
AMAZON MARKETPLACE	WIRELESS KEYBOARD AND MOUSE FOR KYLE JIVIDEN VEHICLE	\$	14.99	18-52101
AMAZON MARKETPLACE	PHONE CASES FOR ENGINEERING DEPARTMENT DISTRICT PHONES	\$	238.35	18-52101
AMAZON MARKETPLACE	PHONE CASES FOR MATT WINANS AND DAN YORK S10 PHONES	\$	21.98	18-52101
AMAZON MARKETPLACE	SCREEN PROTECTOR FOR MIKE HUOTS DISTRICT PHONE	\$	16.99	18-52101
AMAZON	STEEL TOE RAIN BOOTS	\$	134.63	05-52101
HANNA INSTRUMENTS	MANGANESE EQUIPMENT KIT	\$	721.94	06-52101
AMAZON	STEEL TOE RAIN BOOTS	\$	100.97	05-52101
SETON IDENTIFICATION	CHAINS FOR SAMPLE PORTS	\$	41.36	06-52101
SETON IDENTIFICATION	TAGS FOR SAMPLE PORTS	\$	118.84	06-52101
AMAZON	WAREHOUSE SUPPLIES	\$	11.07	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$	12.99	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$	107.70	05-52101
AMAZON	PRODUCTION SUPPLIES	\$	20.99	06-52101
SURGENT MCCOY SELF STUDY	TRAINING- LYNN PHAM	\$	1,899.00	03-51407
AMAZON	WAREHOUSE SUPPLIES	\$	71.55	05-52101
ACADEMY X	TRAINING- TODD ARTRIP	\$	200.00	08-51407
ACADEMY X	TRAINING- SHAWN CHANEY	\$	200.00	07-51407
HOME DEPOT	LUMBER	\$	33.51	07-52101
AMAZON	WAREHOUSE SUPPLIES	\$	15.47	05-52101
SAMS CLUB	SAFETY BBQ	\$	93.54	02-51403
ACADEMY X	TRAINING- RODNEY LEE	\$	200.00	08-51407
AMAZON	SAFETY BBQ	\$	14.93	02-51403
AMAZON	SMALL TOOLS	\$	101.86	07-52101
AMAZON	SMALL TOOLS	\$	50.93	07-52101
PAY PAL	CREDIT (TRAINING)	\$	(155.00)	08-51407
AMAZON	WAREHOUSE SUPPLIES	\$	99.95	05-52101
COSTCO	SAFETY BBQ	\$	432.60	02-51403
COSTCO	KITCHEN SUPPLIES	\$	64.06	03-52108
BEL AIR	SAFETY BBQ	\$	44.32	02-51403
AMAZON	STEEL TOE RAIN BOOTS 2	\$	100.97	05-52101
AMAZON	STEEL TOE RAIN BOOTS 3	\$	100.97	05-52101
		Totals:	\$ 15,546.69	

**District Reserve Balances
October 31, 2019**

**Sacramento Suburban Water District
Reserve Fund Balance**

	<u>October 31, 2019</u>	<u>December 31, 2018</u>
Debt Service Reserve	\$ -	\$ -
Facilities Reimbursement	-	-
Emergency/Contingency	11,194,277	11,255,000
Operating	13,939,167	7,390,000
Rate Stabilization	4,656,400	6,244,500
Interest Rate Risk	-	-
Grant	137,500	-
Capital Asset	17,373,028	20,160,655
TOTAL	\$ 47,300,372	\$ 45,050,155

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

	<u>October 31, 2019</u>	<u>December 31, 2018</u>
Cash and Cash Equivalents	\$ 8,521,301	\$ 7,585,118
Water Transfer Fund Receivable ¹	-	872,280
Investments	38,570,861	36,369,025
Interest Receivable	208,209	215,917
Restricted Cash	1	7,814
TOTAL	\$ 47,300,372	\$ 45,050,155

Information Required by Bond Agreement

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

As Of

	<i>Actual</i> <i>Year-To-Date</i> <i>10/31/2019</i>	<i>Budget</i> <i>Year-To-Date</i> <i>10/31/2019</i>
REVENUES		
Water sales charges	\$17,673,680.58	\$17,985,273.00
Capital facilities charge	20,056,912.31	20,145,332.00
Facility development charges	239,104.00	250,000.00
Interest and investment income	809,297.50	776,670.00
Rental & other income	495,107.56	333,330.00
TOTAL REVENUES	39,274,101.95	39,490,605.00
EXPENSES		
Source of supply	2,696,794.48	3,141,732.50
Pumping	3,175,366.01	3,958,662.50
Transmission and distribution	3,233,355.54	3,481,976.30
Water conservation	344,090.67	433,204.40
Customer accounts	1,104,749.56	1,165,138.34
Administrative and general	5,841,382.84	6,970,375.87
TOTAL EXPENSES	16,395,739.10	19,151,089.91
NET REVENUE	22,878,362.85	20,339,515.09

Sacramento Suburban Water District
 6 - Months Debt Service Schedule
 10/31/2019

Month	Total SSWD Debt Service					Debt Service
	Principal	Interest Adjustable/Fixed/Swap	Facility Fee	Remarketing		
Nov-19	\$ -	\$ 85,935.44	\$ -	\$ -	\$ 85,935.44	
Dec-19	-	85,935.44	50,400.00	13,125.00	149,460.44	
Jan-20	-	85,935.44	-	-	85,935.44	
Feb-20	-	85,935.44	-	-	85,935.44	
Mar-20	-	85,935.44	50,400.00	13,125.00	149,460.44	
April-20	-	616,835.44	-	-	616,835.44	

Month	Series 2012A Fixed Rate Bonds (\$23,440,000.00)					Debt Service
	Principal	Interest - Fixed 4.25%	Facility Fee	Remarketing		
Nov-19	\$ -	\$ -	\$ -	\$ -	\$ -	
Dec-19	-	-	-	-	-	
Jan-20	-	-	-	-	-	
Feb-20	-	-	-	-	-	
Mar-20	-	-	-	-	-	
April-20	-	306,613.00	-	-	306,613.00	

Month	Series 2009A Adjustable Rate COPs (\$42,000,000.00)					Debt Service
	Principal	Interest, Adjustable 0.89%	Facility Fee 0.480%	Remarketing 0.125%		
Nov-19	\$ -	\$ 31,150.00	\$ -	\$ -	\$ 31,150.00	
Dec-19	-	31,150.00	50,400.00	13,125.00	94,675.00	
Jan-20	-	31,150.00	-	-	31,150.00	
Feb-20	-	31,150.00	-	-	31,150.00	
Mar-20	-	31,150.00	50,400.00	13,125.00	94,675.00	
April-20	-	31,150.00	-	-	31,150.00	

Month	Series 2018A Fixed Rate COPs (\$27,915,000)					Debt Service
	Principal	Interest - Fixed 3.45%	Facility Fee	Remarketing		
Nov-19	\$ -	\$ -	\$ -	\$ -	\$ -	
Dec-19	-	-	-	-	-	
Jan-20	-	-	-	-	-	
Feb-20	-	-	-	-	-	
Mar-20	-	-	-	-	-	
April-20	-	224,287.00	-	-	224,287.00	

Month	2012 SWAP Interest, Net (\$33,000,000.00)					Debt Service
	Principal	Interest, Swap Net (3.283-1.12875-.18)%	Facility Fee	Remarketing		
Nov-19	\$ -	\$ 54,785.44	\$ -	\$ -	\$ 54,785.44	
Dec-19	-	54,785.44	-	-	54,785.44	
Jan-20	-	54,785.44	-	-	54,785.44	
Feb-20	-	54,785.44	-	-	54,785.44	
Mar-20	-	54,785.44	-	-	54,785.44	
April-20	-	54,785.44	-	-	54,785.44	

Financial Markets Report October 31, 2019

Summary of District's Debt Portfolio:

Debt	Original Par	Outstanding	Issuance	Credit Enhancement	Final Maturity
2009A	\$ 42,000,000	\$ 42,000,000	Adjustable Rate Revenue COP's	Sumitomo Bank*	11/1/2034
2012A	\$ 29,200,000	\$ 13,225,000	Fixed Rate Revenue Bond		11/1/2027
2018A	\$ 19,615,000	\$ 14,830,000	Fixed Rate Revenue Bond		11/1/2028
	<u>\$ 90,105,000</u>	<u>\$ 70,055,000</u>			

* Credit enhancement expires 6/30/2023

Current Status of District's Variable-Rate Debt Portfolio:

Debt	Outstanding	Credit Enhancement	Bank Owned	Sold in Market	Market Rate
2009A	\$42,000,000	Sumitomo Bank LOC	None	\$42,000,000	1.50%
	Notional Amount	Counterparty	FMV	Receive Rate	Fixed Rate
Swap	\$33,300,000	Wells Fargo Bank, N.A.	(\$7,611,012)	1.3099%	3.283%

Current Status of District's Investment Portfolio (October 31, 2019):

Fair Market Value	Security Type	Yield
\$ 223,956	Money Market	1.85%
3,812,918	LAIF	2.19%
1,569,907	commercial paper	2.65%
3,368,234	Asset-Backed Securities/CMOs	2.52%
5,397,210	Certificates of Deposit	2.70%
9,603,564	Corporate Notes	2.48%
1,512,893	Federal Agency Securities Bonds/Notes	1.28%
511,647	Federal Agency Collateralized Mortgage Obligation	2.63%
2,594,978	Supra-National Agency Bond	2.13%
15,580,336	Treasury Bonds/Notes	2.21%
<u>\$ 44,175,642</u>		<u>2.33%</u>

Market:

Listed below is the most recent market summary provided by the District's Investment Portfolio Advisor (PFM Asset Management):

Current Bond Markets

- U.S. Treasury yields reversed their year-long decline in September as rates on Treasuries with maturities greater than one year rose. Longer-term yields rose 10 to 20 basis points (bps) over the month. Meanwhile, shorter-term yields (less than six months) declined by 15 to 25 bps as the curve adjusted to the two recent Fed rate cuts.
- After eight months of strong outperformance, rising rates led longer maturities to underperform their shorter duration counterparts in September. For example, the three-month and one-year constant maturity U.S. Treasuries returned 0.17% and 0.11%, respectively, while two-year, five-year and 10-year Treasuries generated total returns of -0.13%, -0.62% and -1.41%, respectively, for the month.
- Broadly diversified portfolios that included allocations to corporate and mortgage-related securities generally outperformed government-only portfolios as yield spreads narrowed modestly over the month.

PFM Outlook

- For some months we have maintained a portfolio strategy built on an outlook that the economy would grow slowly but avoid recession. As a result, we maintained a neutral duration strategy to reduce the potential for interest rate generated tracking error versus benchmarks. This strategy remains in place.
- Where permitted, a solid allocation to investment-grade (IG) credit continues. This sector continues to be a top performer YTD by a wide margin and returns in September added to that out performance relative to Treasuries. We expect to generally maintain allocations in the sector, but may selectively book profits on holdings we view as overly expensive.
- The issuance of municipal debt surged in the third quarter as borrowers took advantage of low yields and refinancing opportunities. While valuations are largely deal-dependent, we continue to view taxable munis as a high-quality potential alternative to corporates.
- We continue to build positions in mortgage-backed securities (MBS). The sector rebounded in September, as spreads snapped back, generating positive excess returns. Good performance for the month belied significant month-to-month volatility, but the broad MBS sector was still positive for the quarter and even for the year. MBS spreads remain elevated from earlier in the year and support increased allocations.
- Asset-backed securities (ABS) performed well over the past several months, but spreads are now just above five-year lows. We may seek opportunities to take gains in ABS as well and redeploy assets into other sectors.
- Federal agency and supranational yield spreads remain tight and generally unattractive.

- Money market investors enjoyed a mid-September spike in repurchase agreement yields which forced the Fed to calm short-term markets by providing liquidity through open market repo operations. Yield spreads on short-term commercial paper and bank CDs widened during the month providing good opportunities for ultra-short-term investors.

(Source: PFMAM October 2019 Monthly Market Review).

Debt Portfolio:

The District's debt portfolio is evenly divided between fixed-rate debt and variable-rate debt. While the District's exposure to variable market rate increases has been reduced via the interest rate swap, the District is exposed to interest rate risk primarily on the un-hedged portion of its variable-rate COP, representing \$8.7 million. Such risk is managed by the District through adherence to the District's Reserve Policy that addresses the management of interest rate risk through prudent investing of reserves in short-term variable-rate securities in an amount at least equal to the un-hedged debt exposure.

Investment Portfolio:

In this market environment, the investment objective is to position portfolio durations modestly short of benchmarks while emphasizing intermediate maturities and underweighting longer maturities thus shortening the portfolio.



Agenda Item: 11

Date: November 5, 2019

Subject: District Activity Report

Staff Contact: Matt Underwood, Operations Manager

This report describes significant District Activities and milestones over the past month. Included in this report are (1) the Monthly Water Production, (2) the Water Operations Activity Report, (3) District Claims Update Report, (4) Water Quality Report, (5) Customers Service Monthly Activity, and (6) Community Outreach.

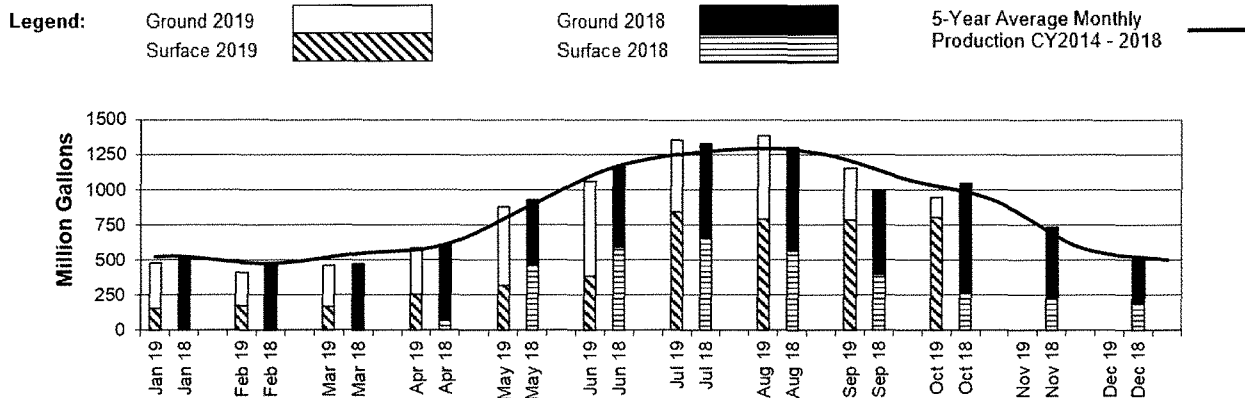
1. Monthly Water Production - Surface Water and Groundwater

Figure 1 shows tabulated data for 2019 and Figure 2 shows total water production graphically for 2018 and 2019.

Figure 1. Monthly Water Production – 2019

Month	North Service Area *			South Service Area **			Total North & South Service Areas (MG)	Average MG/Day
	Surface (MG)***	Ground (MG)	Sub Total (MG)	Surface (MG)	Ground (MG)	Sub Total (MG)		
Jan	158.366	118.459	276.825	0.000	200.316	200.316	477.141	15.392
Feb	175.760	69.922	245.682	0.000	166.040	166.040	411.722	14.704
Mar	170.371	108.115	278.486	0.000	183.788	183.788	462.274	14.912
Apr	255.292	79.591	334.883	0.000	253.755	253.755	588.638	19.621
May	317.319	174.190	491.509	0.000	388.650	388.650	880.159	28.392
Jun	385.637	209.202	594.839	0.000	465.198	465.198	1,060.037	34.195
July	360.015	342.203	702.218	479.681	174.040	653.721	1,355.939	43.740
Aug	313.507	467.511	781.018	480.183	126.389	606.572	1,387.590	44.761
Sep	410.005	233.933	643.938	375.772	133.478	509.250	1,153.188	37.200
Oct	461.397	64.103	525.500	343.935	77.450	421.385	946.885	30.545
Nov								
Dec								
MG	3,007.669	1,867.229	4,874.898	1679.571	2,169.104	3,848.675	8,723.573	28.696
AF	9,230.197	5,730.315	14,960.513	5,154.414	6,656.736	11,811.150	26,771.663	88.065

Figure 2. Monthly Water Production (2018-2019)



* North Service Area (North Highlands, Antelope, McClellan Park and The Arbors)
 ** South Service Area (Town and Country and Arden-Arcade)
 ***The surface water delivery quantities are reported from SJWD's monthly records. Notes: Reported production values do not include water wheeled/sold to other purveyors. The reporting periods for groundwater production may differ from the calendar month beginning/end dates and will vary year-to-year. The previously reported value of 176.172 MG for the North Service Area surface

2. Water Operations Activity Report

This shows the types and number of activities that are in the Production, Distribution, and Field Services Departments.

October 2019	Monthly Avg CY 2019	Total CY 2019	Total # in System	Goal CY 2019	% of Goal Completed in CY 2019
--------------	---------------------	---------------	-------------------	--------------	--------------------------------

Production Department

Water Quality

Complaints	2	1	12	—	—	—
Taste & Odor Complaints	1	0	1	—	—	—

Distribution Department

Service Orders

Main Leaks	3	4	43	—	—	—
Service Line Leaks	2	6	56	—	—	—

Water Main Shutdown

-- Emergency	1	3	27	—	—	—
-- Scheduled	1	1	12	—	—	—

Preventive Maintenance Program

Fire Hydrants Inspected	132	70	701	6,200	1,240	56.5%
Fire Hydrant Valves Inspected	134	68	676	5,450	1,090	62.0%
Fire Hydrant Valves Exercised	121	61	609	5,450	1,090	55.9%
Mainline Valves Inspected	234	160	1,597	12,435	2,487	64.2%
Mainline Valves Exercised	178	119	1,186	12,435	2,487	47.7%
Blow Off Valves Inspected	22	5	45	1,045	209	21.5%
ARV/CARV Inspected	1	1	9	280	56	16.1%

Field Services Department

Meters

PM - Meters Tested (3 - 10 inch)	2	12	124	455	120	103.3%
PM - Meters Replaced (⁵ / ₈ - 1 inch)	241	47	471	39,050	1,000	47.1%
PM - Meter Re-Builds (1 ¹ / ₂ - 2 inch)	3	25	245	2,453	245	100.0%
Customer Pressure Inquiries	13	12	117	—	—	—

Field Operations Department

After Hours Activity (On-Call Technician)

Calls Received Distribution	58	42	419	—	—	—
Calls Responded Distribution	28	29	287	—	—	—
Calls Received Production	12	15	153	—	—	—
Calls Responded Production	5	6	58	—	—	—

3. District Claims Update Report

This summarizes claims received that are less than \$10,000. The District's Claims Processing Policy requires claims in excess of \$10,000 be brought to the Board for approval or rejection. 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.

Claims Status: No claims under investigation or approved by the General Manager in October 2019.

4. Water Quality Report

Nothing to report on water quality for the month of October 2019.

5. Customer Service Monthly Activity Report

Customer Service Activity Report for the month of October 2019.

Total Calls	Calls Abandoned	% of Calls Abandoned	Average Wait on Queue	Max Wait on Queue	Average Talk Time
3,265	46	1.41%	41s	12m, 7s	2m, 54s

6. Community Outreach Report

December Envelope Message

The December envelope is a seasonal message extending Best Holiday Wishes to the District's customers. The envelope will begin on November 25, 2019, and will continue until December 22, 2019.

December Envelope Message



December Bill Insert

The December bill insert will begin on November 25, 2019, and will continue until December 22, 2019. A sample of the bill insert is shown below.


December Bill Insert

00228712



H₂O on the Go

December 2019



Delivering With Every Turn | The Spirit of Giving

Each year during holiday season, SSWD employees hold an annual Holiday Toy Drive. The toys donated by staff are given to a local non-profit organization dedicated to providing help to children in need. For the past two years, we have donated the collected toys to Mustard Seed.

Mustard Seed is a free private school for homeless children ages 3 to 15 years. The non-profit Loaves & Fishes established it in 1989 as a way to provide a safe, nurturing, structured environment and learning experience for children in need. The school offers medical and dental screenings, immunization updates, food, clothing, shelter referrals, and assistance for entering or reentering public schools.

You can learn more about Mustard Seed and their important work at <http://www.sacloaves.org/programs/mustardseedschool>.

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.

Deck the Halls With Savings and Rebates

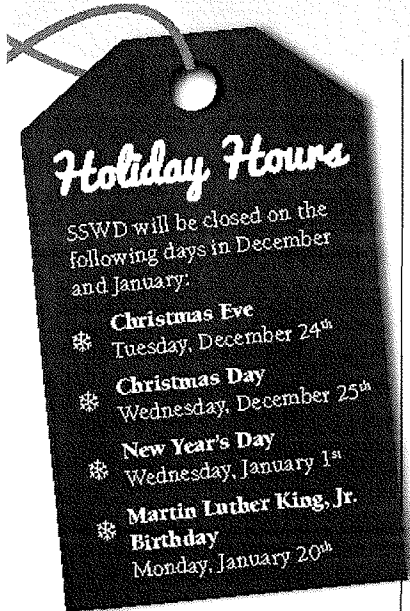
Still looking for that special gift? Not sure what to give someone who is impossible to shop for? Consider giving the gift of water efficiency, which keeps giving all year long and can pay off in savings for years to come. Even better, SSWD has rebates available to help:

- \$500 for upgrading your sprinkler system**
Installing efficient drip irrigation or rotator sprinklers can reduce water use by 30 percent or more and lead to healthier plants.
- \$150 for a WaterSense-labeled weather sprinkler timer**
These use local weather conditions to precisely control how long sprinklers run and can save you thousands of gallons of water a year.
- \$150 for a high efficiency toilet**
Upgrading your pre-1992 toilet that uses 3.5 gallons or more per flush can reduce water used by more than 20 percent and save hundreds of gallons of water per month.
- \$100 for a new pool cover**
A pool cover can reduce water lost to evaporation by 90 percent and save you money on heating.
- \$100 for a rain sensor**
Rain sensors turn off sprinklers when they detect rainfall so you don't have to.
- \$75 for a new clothes washer**
It must be listed on Energy Star's most efficient list. These washers use 25 percent less energy and 33 less water than traditional models.

You can find complete details at sswd.org/rebates.



December Bill Insert



2020 Calendar Magnets

Stop by the District office to pick up the new 2020 calendar magnet. You'll have easy access to days and dates for planning ahead and you'll stay up to date on when the office will be open.

Accidents Will Happen | SSWD Is Ready When They Do

This past July, a driver lost control of their vehicle while heading west on Antelope Road and crashed into an air release valve on a major transmission pipeline causing the release of thousands of gallons of water per minute. Fortunately, the driver was not injured, and SSWD was prepared to act.

This particular pipeline is used by SSWD to move Folsom Lake water from San Juan Water District into our area. At the time of the accident, the pipeline was providing the primary source of water for our North Service Area (NSA).

The air release valves are enclosed in steel housings behind the sidewalk and are protected by four-inch-diameter steel bollards filled with concrete. The vehicle was moving so quickly and with such force that the protective enclosure was destroyed.

SSWD's Distribution Foreman was at the scene in less than 30 minutes and quickly determined that the air release valve was blocked, and the pipeline needed to be shutdown in order to begin repair work.

SSWD then began the complex switch from surface water to groundwater to ensure there were no interruptions of water service to the NSA. At the same time, the SSWD Distribution Team arrived on site and began working to excavate and replace the damaged valve. They worked through the night and by 10 a.m. the next morning the pipeline was back in service.

The Distribution Team's diligent response ensured that water service was not disrupted. The damage was quickly repaired and there was no impact to water availability or quality.

Annual Water Spots Video Contest Now Open for Entries

Do you have a middle or high school student who likes to create videos? The Water Spots video contest is now open. The contest invites students to create a 30-second video on being a leak detective for a chance to win cash prizes and see their entry appear in local movie theatres. The contest is sponsored by SSWD, the Regional Water Authority and local water providers. Find out more at bewatersmart.info/waterspots.

REGIONAL WATER AUTHORITY
WATER SPOTS
VIDEO CONTEST





Agenda Item: 12

Date: October 29, 2019

Subject: Engineering Report

Staff Contact: Dana Dean, P.E., Engineering Manager

Summarized below are significant Engineering Department activities. The report is separated into the following sections: a) Major Capital Improvement Program (CIP) Projects; b) Planning Documents; and c) Other.

a. Major Capital Improvement Program (CIP) Projects

The District continues to deliver CIP projects consistent with the Board’s approved funding program.

1) Supply – New Production Wells

The table below shows stages of the current projects. Overall, projects are on-track for completion consistent with planning.

Well	Completion Target	
	Design	Construction
N6A Palm	Complete	Complete
78 Butano / Cottage	Fall 2019	Fall 2020
79 Verner / Panorama ¹	Spring 2020	Fall 2021

¹Funding is being pursued with Regional Water Authority via the *2019 Proposition 1 Integrated Regional Water Management Implementation Grant*.

2) Distribution

Main Replacement Program

The table below shows stages of the current major main replacement projects. Overall, projects are on-track for completion consistent with planning.

Project	Completion Target	
	Design	Construction
Jonas	Complete	Fall 2019
Thor	Winter 2019	Fall 2020

Meter Retrofit Program

The Meter Retrofit Program is on track to be complete by 2022 before the State deadline of January 2025. Projects through 2020 are shown in the table below and are on schedule.

Project	Completion Target	
	Design	Construction
2019 Project – Grant Funded	Complete	Complete
2019 Project	Complete	Fall 2019
2020 Project	Fall 2019	Fall 2020

b. Planning Documents

The District has planning documents (e.g. Asset Management Plans – AMPs and Master Plans – MPs) for all of its infrastructure categories. Plans are generally updated on a staggered schedule and the update frequencies range from 3 to 7 years. The table below lists the plans scheduled for updates in the near future:

Plan	Completion Target
Distribution Main AMP	Complete
Fleet & Facilities AMP	Q4 2019
Transmission Main AMP	Draft – January 2020 Final – March 2020
Buildings and Structures AMP	Draft – Q1 2020 Final – Q2 2020
Groundwater Wells AMP	Draft – Q4 2019 Final – Q1 2020
SCADA MP	Q3 2020
2020 Urban Water Management Plan ¹	2021
Meter AMP	

¹ Schedule is set by the California Department of Water Resources.

c. Other**Major Activities Related to Existing Active Wells**

The table below shows the active wells undergoing work this year.

Well	Activity	Completion Target
N10 Walnut	Condition Assessment & Pump Repair	Fall 2019
N20 Cypress	Condition Assessment & Pump Repair	Fall 2019
59A Bainbridge	Condition Assessment	Fall 2019
N34 Cottage	Condition Assessment & Pump Repair	Spring 2020
69 Hillsdale / Cooper	Condition Assessment & Pump Repair	Spring 2020
N33 Walerga	Condition Assessment	Spring 2020

Engineering Report

October 29, 2019

Page 3 of 3

Safety Upgrades for the Administration Building's Backup Electrical System

This project will provide the District an electrical distribution panel compliant with National Fire Protection Association's Standard 70E (*Standard for Electrical Safety in the Workplace*).

The preliminary schedule is to have design completed in early 2020 and construction completed by the end of 2020.

**REGIONAL WATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, November 14, 2019, 9:00 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. The Board of Directors may consider any agenda item at any time during the meeting.

1. **CALL TO ORDER AND ROLL CALL**
2. **PUBLIC COMMENT**
3. **CONSENT CALENDAR**
 - a. Minutes from the September 12, 2019 RWA regular board meeting
Action: Approve September 12, 2019 RWA Board meeting minutes
4. **EXECUTIVE COMMITTEE REPORT AND RECOMMENDATIONS**
 - a. Information: Final minutes of the August 28, 2019 and September 25, 2019 Executive Committee meetings
5. **APPOINTMENT OF JOSETTE REINA-LUKEN TO RWA BOARD SECRETARY AND TREASURER**
Action: Appoint Josette Reina-Luken to become the RWA Board Secretary and Treasurer
6. **LEGISLATIVE/REGULATORY UPDATE**
Information Presentation: Ryan Ojakian, Legislative and Regulatory Affairs Manager
7. **AGENCY AWARD**
Information and Discussion: Jim Peifer, Executive Director
Action: Recommend adoption of revisions to Policy 100.4 (RWA Awards) by the RWA Board
8. **PROPOSITION 1 INTEGRATED REGIONAL WATER MANAGEMENT GRANT**
Information and Update: Rob Swartz, Manager of Technical Services
Action: Adopt Resolution 2019-11 authorizing Submittal of a Proposal to the California Department of Water Resources for an Integrated Regional Water Management Implementation Grant and Execution of a Funding Agreement Upon Award

9. WATER MANAGEMENT OPTIONS PILOT

Information Update: Rob Swartz, Manager of Technical Services

Action: Authorize the Executive Director to enter into a Water Management Options Pilot Memorandum of Agreement with the United States Bureau of Reclamation and the Sacramento Groundwater Authority

10. BAY DELTA VOLUNTARY AGREEMENT UPDATE

Information Update and Discussion: Kerry Schmitz, Ad Hoc Committee Chair

Presentation: Andy Fecko, Placer County Water Agency

11. FEDERAL AFFAIRS AD HOC COMMITTEE UPDATE

Information Update and Discussion: Sean Bigley, Ad Hoc Committee Chair

12. EXECUTIVE DIRECTOR'S REPORT

13. DIRECTORS' COMMENTS

ADJOURNMENT

Upcoming meetings:

Next Executive Committee Meetings – Wednesday, December 11, 2019 at 8:30 a.m. and January 22, 2020 at 8:30 a.m. at the RWA office.

Next RWA Board of Directors' Meetings – January 9, 2020 at 9:00 a.m. and March 12, 2020 at the RWA office.

The RWA Board Meeting electronic packet is available on the RWA website at <https://rwah2o.org/meetings/board-meetings/> to access and print the RWA Board electronic packet.

REGIONAL WATER AUTHORITY EXECUTIVE COMMITTEE AGENDA

October 23, 2019; 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. The Executive Committee may consider any agenda item at any time during 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**
 - a. Minutes of the September 25, 2019 Executive Committee meeting
Action: Approve the September 25, 2019 Executive Committee meeting minutes
 - b. Adopt Resolution 2019-11
Action: Recommend RWA Board adoption of Resolution 2019-11 authorizing Submittal of a Proposal to the California Department of Water Resources for an Integrated Regional Water Management Implementation Grant and Execution of a Funding Agreement
4. **RWA STRATEGIC PLAN UPDATE**
Information and Discussion: Jim Peifer, Executive Director
5. **OTHER POST-EMPLOYMENT BENEFITS (OPEB) FUNDING REPORT**
Information and Discussion: Nicole Krotoski, RWA Financial and Accounting Consultant and Josette Reina-Luken, Financial and Administrative Services Manager
Action: Executive Committee input requested regarding OPEB cash flow and liability analysis and funding strategies.
6. **VOLUNTARY AGREEMENT AD HOC COMMITTEE UPDATE**
Information Update and Discussion: Led by Kerry Schmitz, Ad Hoc Committee Chair
7. **VOLUNTARY AGREEMENT PROGRAM AGREEMENT**
Information Update and Discussion: Kerry Schmitz, Ad Hoc Committee Chair

8. **FEDERAL AFFAIRS AD HOC COMMITTEE UPDATE**
Information Update and Discussion: Sean Bigley, Ad Hoc Committee Chair
9. **DISPOSAL OF SURPLUS PROPERTY**
Information Update: Jim Peifer, Executive Director
Action: Approve sale of 2012 Dell desktop to the outgoing Finance and Administrative Services Manager consistent with RWA Policy 300.3
10. **WATER MANAGEMENT OPTIONS PILOT**
Information Update: Rob Swartz, Manager of Technical Services
Action: Recommend to RWA Board to Authorize the Executive Director to enter into a Water Management Options Pilot Memorandum of Agreement with the United States Bureau of Reclamation and the Sacramento Groundwater Authority
11. **RWA NOVEMBER 14, 2019 BOARD OF DIRECTORS MEETING AGENDA**
Action: Approve November 14, 2019 Board of Directors Meeting Agenda
12. **EXECUTIVE DIRECTOR'S REPORT.**
13. **DIRECTORS' COMMENTS**

ADJOURNMENT

Upcoming meetings:

Upcoming Executive Committee Meetings – Wednesday, December 11, 2019 at 8:30 a.m. at the RWA office

Next RWA Board of Directors' Meeting – Thursday, November 14, 2019, at 9:00 a.m. at the RWA office

The RWA Executive Committee Meeting electronic packet is available on the RWA website at <https://rwah2o.org/meetings/board-meetings/> to access and print the RWA Board electronic packet.

AGENDA ITEM: 13. d.

WATER FORUM SUCCESSOR EFFORT

Thursday, November 14, 2019

5:30 PM – 7:45 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

American River Study Assessing Climate Change Challenges
- Darin Reintjes – Placer County Water Agency

6:45 PRESENTATION

2019 Restoration Project Recap
- Lilly Allen, Water Forum

7:15 UPDATES

FMS and VA – Tom Gohring
Groundwater Facilitation – John Lowrie
River and Water Supply Conditions – Lilly Allen
Habitat Management – Lilly Allen

7:45 ADJOURN

Water Forum office: located on the corner of 21st and N streets in midtown Sacramento.

Notes

Sacramento Suburban Water District Employee Benefits Ad Hoc Committee Thursday, November 7, 2019

Call to Order

Chair Locke called the meeting to order at 4:00 p.m.

Pledge of Allegiance

Chair Locke led the Pledge of Allegiance.

Roll Call

Directors Present: Craig Locke and Robert Wichert.

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Mike Huot, Director of Finance and Administration Dan Bills, Heather Hernandez-Fort and Cassie Crittenden.

Public Present: William Eubanks and Lynne Yost.

Announcements

None.

Items for Discussion and Action

1. 2020 Merit and COLA Evaluation of Comparable Agencies' Handling of Merit and Cost of Living Adjustments

General Manager Dan York (GM York) presented the staff report and clarified the staff recommendation on merit and COLA and how they are calculated and dispersed.

Director Wichert recommended staff look outside the water industry to see what other agencies do for their merit and COLA. He suggested to look into confidential surveys which would allow you to see what the private sector in the area gives, and additionally suggested looking into organizations such as Kaiser or SMUD to compare what those industries are giving. He further commented that Dan Bills (Mr. Bills) was correct when stating that the ratepayer's wage increases in the surrounding area were less than the District's rate increases, which could be unsustainable.

Director Locke commented that the City of Woodland provided 5% increases on an annual basis, until they reach the top of the pay band, noting that he thought it was admirable that the District is on a performance based merit system.

Mr. Bills provided clarification regarding how the merit system worked once an employee reached the top of their pay band.

GM York provided information on which agencies were unionized.

The Committee agreed to move forward with the 2020 budget recommendations to the full Board, and the Committee would continue to gather information on merit and COLA options.

Director Wichert requested for the graph to show what the staff recommend for the 2019 and 2020 merit and COLA.

Mr. Bills recommended for the Committee to direct staff to define a basis and reason for the merit and COLA actions, such as what to base the merit and COLA on and why, so there was support for the decisions.

Mr. Bills explained that the recommendation of 2.9% for the COLA was from the Western Cities Index and further explained the rationale for using the B and C Index as he stated it was more appropriate for our region.

GM York explained the basis for the recommended 4% merit, stating the average range was typically around 4 or 5 percent.

Chair Locke recommended that staff develop a policy on how to award COLA going forward, and bring it to the Board for consideration.

The Committee requested staff bring back further justification for the recommended 4% merit.

Director Wichert provided some suggestions on ways to get justification for merit increases such as: looking at other agencies in the area, find out what a salaries and benefits consultant would recommend, look at scholarly or business administration studies, and/or read a business administration book. He suggested staff take a research approach and then have a peer review it.

The recommendation from the Committee was to provide a justification for the COLA and merit going forward, something that can be easy to quantify and used on an annual basis, with an anticipation of it being used starting with the 2021 budget.

Mr. Eubanks commented that the District was not a large organization with only 68 staff members and urged the Committee to just make a decision. He additionally expressed that at a Finance and Audit Committee meeting recently, the Committee made a recommendation to go with Richardson and Company, then one of the same Committee members voted against it at the regular Board meeting.

Director Wichert requested to review the minutes of the meetings Mr. Eubanks was referring to.

2. CalPERS Pension – Employer Paid Member Contribution (EPMC) – Options for District to Change Its Existing Obligation to Pay the EPMC

GM York presented the staff report and explained the history and potential risks involved with changing the EPMC.

Director Wichert requested staff bring this item back with the different options and figures associated with those options.

Chair Locke expressed his frustration with the inequality of Classic employees not paying and PEPRAs employees paying into the EPMC. He suggested a phasing option, where a portion of Classic employee's raises would go into paying towards the contribution, until there was an internal equity.

GM York reminded the Committee that there were risks involved in that, such as the commitment from the LAFCo resolution, which no other agencies have who have conducted a phasing option.

Mr. Bills recommended for staff to prepare a list of options including figures which also include quid pro quo options.

The committee agreed with Mr. Bills.

Mr. Eubanks provided his comments expressing he was not in favor of the 3% at 60 retirement option, however, he understood that it was a decision made at the time of consolidation and there was nothing that could be done about it without legal risks involved.

3. Health Benefits – Options for Competitive Benefits for Active Employees and Retirees

Chair Locke inquired if the Committee was really interested in evaluating retiree's benefits, as he was not in favor of that.

Director Wichert commented that his goal was to see if there were better plans for less cost.

Chair Locke commented that when a person accepted their offer at the District and were promised a retirement medical benefit at the time of that offer, he was not interested in revising or changing it, as he felt that would be poor integrity and there could additionally be a legal risk involved.

Director Wichert commented that there were other choices available than just CalPERS and suggested to investigate other providers.

Director Wichert inquired if the District could get a better deal for medical, dental and vision for retirees, and additionally inquired if the District needed to provide medical, dental and vision to retirees and/or to all employees going forward, and asked what the cost savings would be.

The Committee agreed to schedule the next meeting in late January at around 4:00 p.m., on a Thursday, if possible.

Adjournment

Chair Locke adjourned the meeting at 5:26 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

DRAFT



Agenda Item: 15

Date: November 1, 2019

Subject: Biannual Groundwater Level Report

Staff Contact: Matt Underwood, Operations Manager

Groundwater levels are monitored as part of a regional water management program designed to help local purveyors implement water sustainability practices. Static (standing) and dynamic (pumping) water level data also assist staff in the placement of the well pump in relation to these levels. Furthermore, drawdown, the difference between the static and dynamic levels, in conjunction with well yield, provides important information about the performance and efficiency of District wells. Drawdown measurements can also be used to help detect other problems in their early stages, such as plugging of well screens by encrustation.

The data tables in Attachment 1 provide a summary of the standing water levels collected at all active District wells for the past 6 years. The standing water levels are measured in the spring and fall of each year. The fall data generally indicates a reduction in the groundwater levels as a result of reduced recharge and higher pumping demands throughout the summer months; and the spring data generally indicates a replenishment of the groundwater aquifer levels throughout the winter months from reduced demand and aquifer recharge from precipitation. At the bottom of each table are the Fall Average, Spring Average, and Overall Average for the last 6 years from 2014 to 2019.

Surface water was not available to the District from January 2013 through January 2016 due to drought conditions. However, since then precipitation has substantially increased the flows into Folsom Lake allowing the District to take surface water in the North Service Area (NSA).

The use of surface water this year has resulted in an increase in the average standing water level for fall in the NSA when compared to the fall levels from 2013 – 2016. The average standing water level for fall in the SSA has significantly increased due in large part to the use of surface water throughout the summer and fall. The groundwater levels District-wide indicate a general trend toward a replenishing aquifer over the past 16 years as shown on the linear trend line on the SSWD System Wide Average Biannual Static Water Level Graph from October 2003 through October 2019 (Attachment 2).

The stability of the aquifer in both the NSA and the SSA is a direct result of customers doing their part to reduce water use during drought periods combined with the District's utilization of surface water when available during wet years through the Conjunctive Use Program. These combined efforts result in the District banking water in the aquifer. These reserves allow the District to use its groundwater sources in drought years without sustaining substantial negative effects on the long-term health of the aquifer.

Attachments:

1. Biannual Static Groundwater Level Measurements
2. Average Biannual Static Groundwater Levels



Biannual Static Groundwater Level Measurements

North Service Area Biannual Static Groundwater Level Measurements

(Depth to Groundwater, feet)

Well Name	Well #	Oct 2014	Apr 2015	Oct 2015	Apr 2016	Oct 2016	Apr 2017	Oct 2017	Apr 2018	Oct 2018	Apr 2019	Oct 2019
Melrose / Channing	27	126	121	127	117	124	114	124	116	123	112	114
Watt / Elkhorn	31A	122	116	121	112	118	110	116	111	118	108	110
La Cienega / Melrose	34	130	123	127	118	124	115	N/A	117	124	113	115
Thomas / Elkhorn	39	142	135	138	128	134	N/A	N/A	127	N/A	NA	NA
Weddigen / Gothberg	52	145	137	143	132	140	130	139	133	141	132	139
Fairbairn / Karl	56A	126	121	127	119	124	116	125	116	124	112	116
32nd Street / Elkhorn	58	116	110	115	106	114	108	113	107	114	103	106
Bainbridge / Holmes School	59A	162	155	160	152	157	149	161	150	154	146	147
Galbrath / Antelope Woods	64	142	137	142	131	140	131	138	134	135	128	131
McClellan Park	MC10	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	N/A	N/A
Capehart 1C	MC-C1	120	114	120	112	116	110	111	110	111	105	109
Capehart 3C	MC-C3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA
Evergreen	N1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA
Engle	N3	132	123	N/A	N/A	N/A	N/A	N/A	NA	N/A	NA	NA
Hillsdale	N5	176	168	172	163	169	162	171	163	164	157	159
Palm	N6A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	116
Rosebud	N7	122	115	118	113	116	113	118	114	120	109	114
Field	N8	131	124	130	122	N/A	N/A	129	125	126	126	125
Cameron	N9	130	121	128	120	122	121	129	122	128	114	120
Walnut	N10	154	143	N/A	141	149	N/A	148	N/A	N/A	N/A	140
St. John	N12	143	134	142	134	136	134	141	135	140	133	136
Orange Grove	N14	120	113	118	115	115	115	120	103	120	117	114
Cabana	N15	179	161	164	N/A	130	127	N/A	NA	N/A	N/A	N/A
Oakdale	N17	168	159	164	156	117	115	121	112	126	113	114
Cypress	N20	141	130	140	130	133	132	131	131	131	N/A	131
River College	N22	131	123	129	120	123	119	126	120	126	117	119
Freeway	N23A	135	128	132	124	124	124	130	135	136	121	123
Don Julio	N24	183	165	177	157	170	162	162	162	167	155	158
Sutter	N25	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	142	N/A
Monument	N26	212	205	209	190	202	190	193	195	196	186	189
Jamestown	N27	143	140	N/A	137	138	136	137	137	138	135	137
Merrihill	N29	144	135	140	134	137	134	137	134	141	132	136
Parkoaks	N30	141	135	138	134	132	131	129	134	136	129	134
Barrett Meadows	N31	158	151	157	151	154	152	156	151	156	145	152
Poker	N32A	N/A	N/A	173	164	172	164	166	165	N/A	158	162
Poker	N32B	176	177	173	164	171	162	166	165	166	167	162
Poker	N32C	N/A	N/A	N/A	168	169	164	164	N/A	N/A	160	162
Walerga	N33	174	167	171	162	168	160	162	161	164	155	158
Cottage	N34	153	N/A	N/A	142	N/A	N/A	N/A	N/A	N/A	N/A	139
North Antelope	N35	157	152	156	145	150	146	145	146	146	139	142
Verner	N36	161	155	159	152	153	151	153	N/A	N/A	N/A	151
Coyle	N38	N/A	150	N/A	147	148	N/A	151	148	147	148	N/A
Rutland	N39	N/A	N/A	N/A	N/A	145	141	147	145	145	140	146
Average Static Water Level		147	139	146	137	141	136	141	135	139	133	135

Fall Average 2014 - 2019:

141

Spring Average 2015 - 2019:

136

Overall Average 2014 - 2019:

139

Updated: October 31, 2019



Biannual Static Groundwater Level Measurements

South Service Area Biannual Static Groundwater Level Measurements

(Depth to Groundwater, feet)

Well Name	Well #	Oct 2014	Apr 2015	Oct 2015	Apr 2016	Oct 2016	Apr 2017	Oct 2017	Apr 2018	Oct 2018	Apr 2019	Oct 2019
El Prado / Park Estates	2A	86	81	84	80	N/A	88	95	90	86	89	86
Kubel / Armstrong	3A	97	94	73	68	76	70	75	73	78	72	72
Bell / Marconi	4B	100	94	97	88	99	90	101	92	99	91	91
Bell / El Camino	5	93	89	92	89	91	87	92	89	92	88	93
Ravenwood / Eastern	9	106	N/A	108	102	108	101	105	101	109	102	103
Hernando / Santa Anita Park	12	81	77	76	74	79	75	82	77	81	76	80
Calderwood / Marconi	13	99	95	95	94	94	84	90	94	100	94	95
Marconi South / Fulton	14	100	97	99	91	98	93	98	95	100	94	99
Riding Club / Ladino	18	99	93	98	92	99	88	96	90	NA	90	92
Watt / Arden	20A	109	101	104	101	105	97	104	100	108	100	102
West / Becerra	22	118	112	114	111	117	N/A	121	112	121	111	112
Marconi North / Fulton	23	118	122	123	N/A	93	95	96	92	99	92	93
Beccerra / Woodcrest	24	110	105	110	104	111	104	110	105	111	104	104
Thor / Mercury	25	112	109	111	106	111	102	110	102	116	106	105
Greenwood / Marconi	26	123	119	125	119	123	116	121	114	127	120	NA
Red Robin / Darwin	28	101	98	98	96	102	98	102	99	102	98	98
Rockbridge / Keith	30	60	65	67	64	66	61	68	65	69	64	66
Eden / Root	32A	127	117	124	116	121	116	120	112	NA	118	117
Auburn / Norris	33A	106	103	103	99	105	100	108	102	106	101	100
Ulysses / Mercury	35	108	105	107	101	107	99	104	99	109	101	101
Morse / Cottage Park	37	79	73	78	72	78	71	79	73	78	73	75
Watt / Auburn	38	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	NA
Auburn Yard	40	107	100	110	112	110	111	113	112	N/A	111	97
Auburn Yard	40A	103	100	99	99	104	102	104	100	108	99	100
Albatros / Iris	41	100	97	93.7	96	101	98.4	101	99	103	NA	NA
Edison / Truax	43	92	89	87	84	93	87	94	88	92	87	86
Jamestown / Middleberry	45	67	64	64	61	65	58	67	65	69	63	65
Jonas / Sierra Mills	46	70	67	68	65	71	63	67	64	70	63	66
Copenhagen / Arden	47	117	114	118	111	119	109	112	110	117	109	109
Stewart / Lynndale	55A	145	137	143	132	140	130	96	89	99	87	90
Whitney / Concetta	60	99	96	97	93	98	86	132	125	133	126	126
Merrily / Annadale	65	118	115	115	109	114	112	121	114	NA	110	NA
Eastern / Woodside Church	66	135	127	135	128	133	128	142	128	136	127	128
Northrop / Dornajo	68	51	49	48	48	51	42	50	46	50	46	49
Hilldale / Cooper	69	68	65	67	63	68	62	67	66	67	63	65
Sierra / Blackmer	70	49	48	50	46	48	39	48	44	50	43	49
Rodney T. Franz	71	78	73	71	72	74	64	74	69	74	65	67
River Walk / NETP	72	81	73	78	72	77	68	77	68	77	66	70
River Walk / NETP East	73	83	73	78	73	78	71	83	69	78	68	72
River Walk / NETP South	74	80	73	78	72	76	70	79	68	77	70	70
Enterprise / Northrop	75	65	48	65	52	56	48	57	48	57	50	50
Fulton / Fair Oaks	76	52	50	51	48	52	42	51	46	52	47	50
Larch / Northrop	77	79	74	73	72	76	69	76	70	N/A	69	73
Average Static Water Level		95	90	92	87	92	85	93	87	92	87	86

Fall Average 2014 - 2019:

92

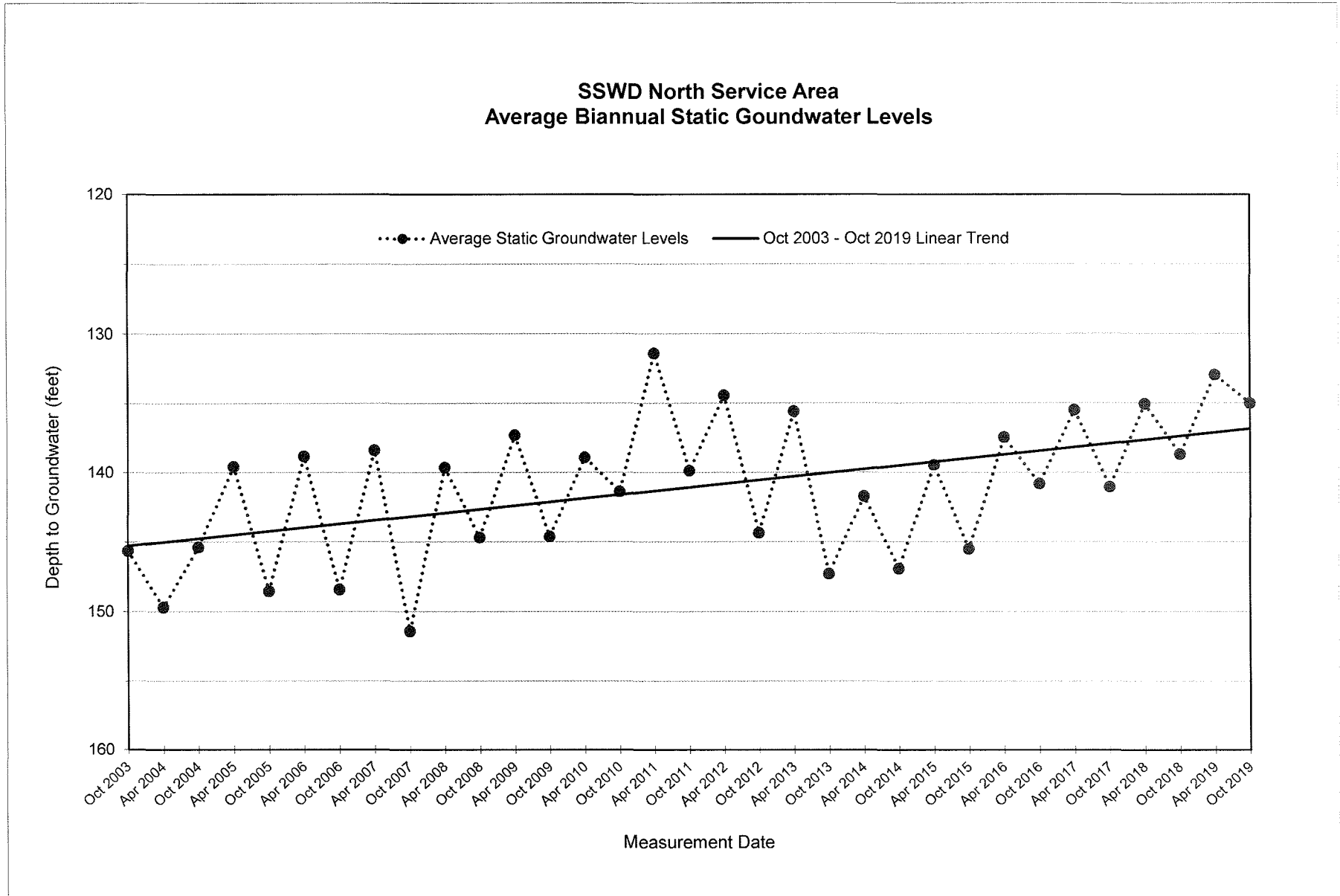
Spring Average 2015 - 2019:

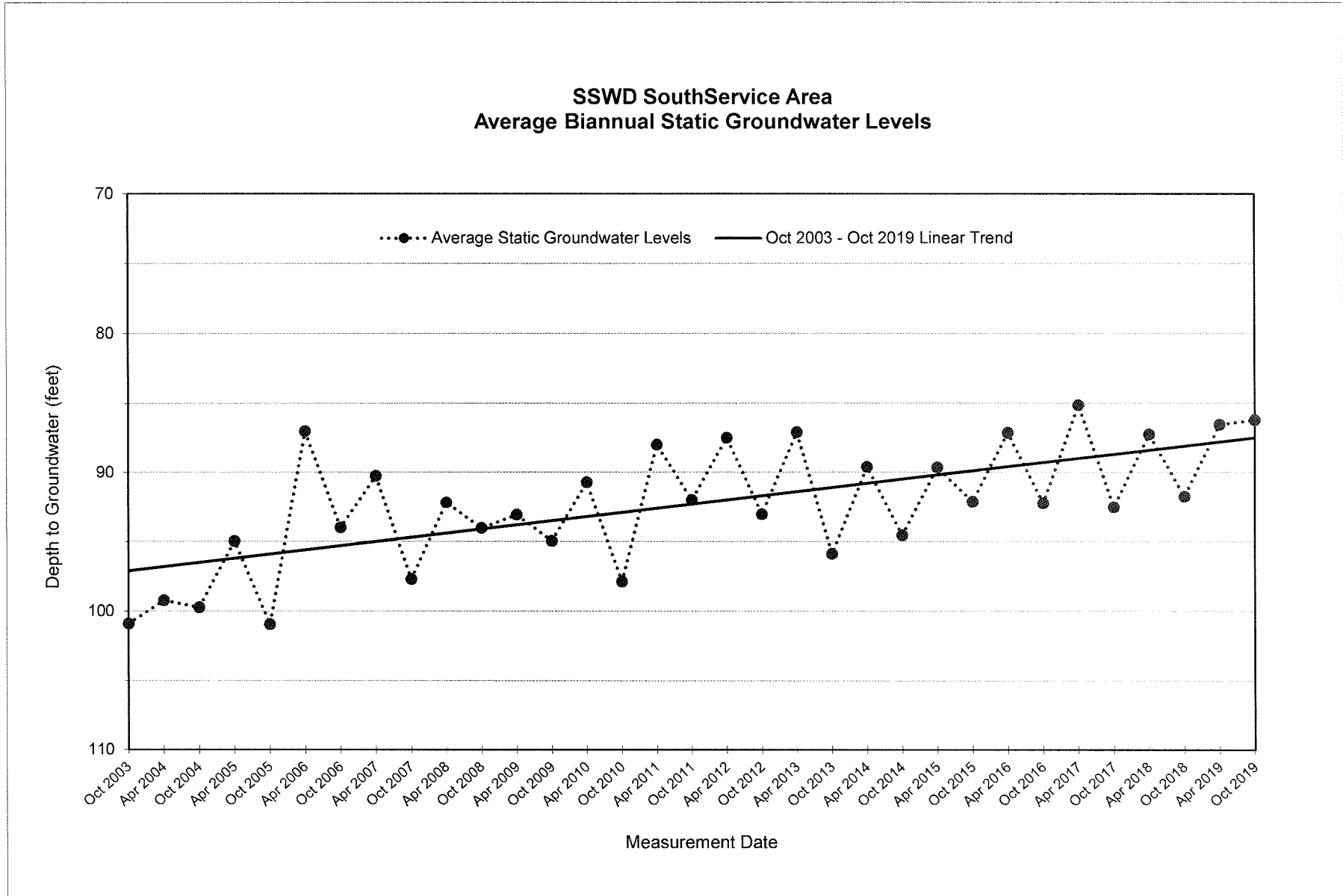
87

Overall Average 2014 - 2019:

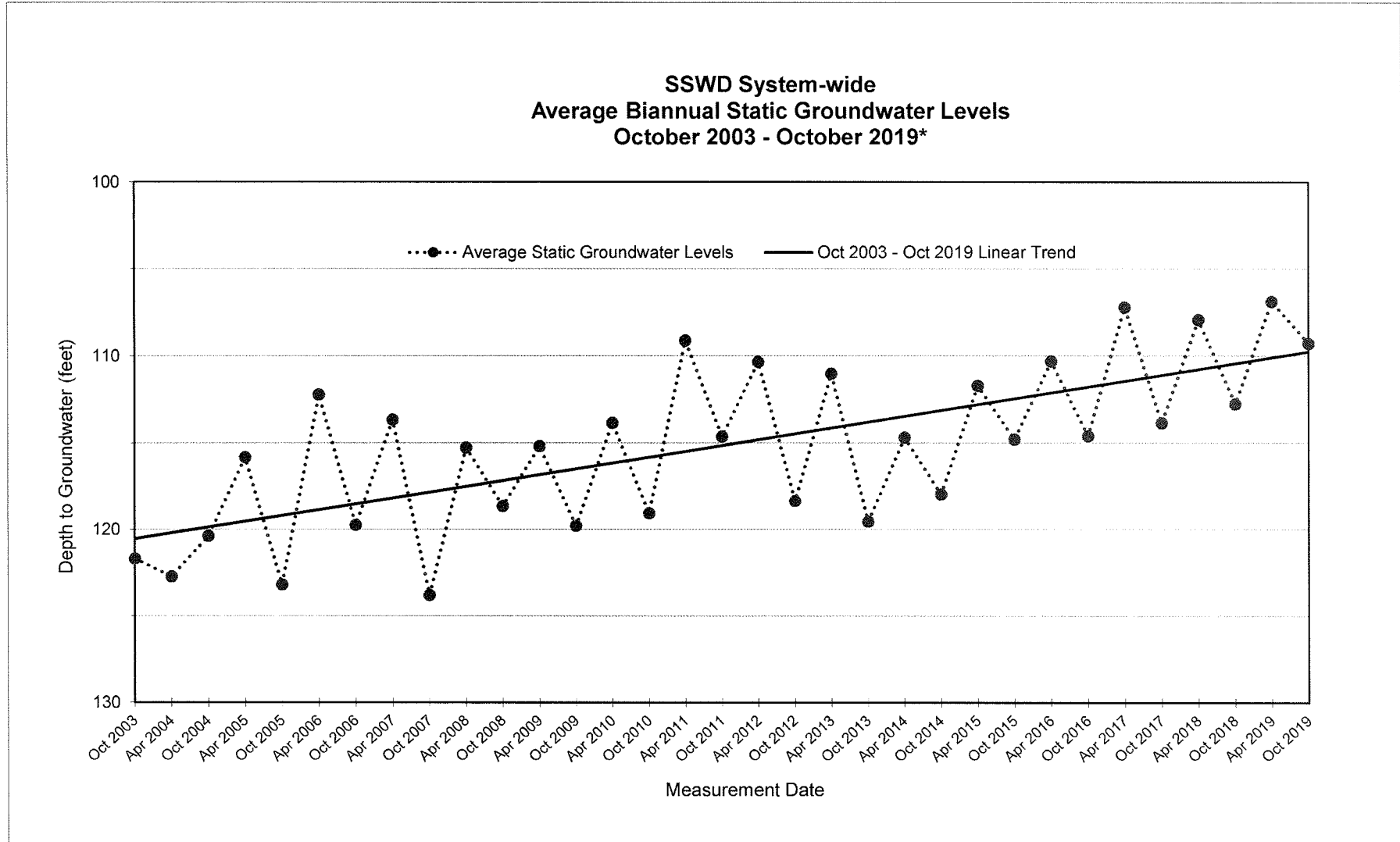
90

Updated: October 31, 2019





Average Biannual Static Groundwater Levels



*Graph represents data from a separate table (not depicted in Attachment 1) that contains the combined data from both the North Service Area and the South Service Area from October 2003 - October 2019.



Agenda Item: 16

Date: November 11, 2019

Subject: ACWA/JPIA President's Special Recognition Award

Staff Contact: Matt Underwood, Operations Manager

Property, liability and workers' compensation insurance can be very costly if measures are not taken to provide a safe and healthy work place for employees. This is a goal the District is committed to accomplishing. It is also important that an insurance carrier recognizes this type of commitment.

On October 15, 2019, ACWA/JPIA approved two special recognition, President's Special Recognition Awards, for achieving low ratio's of "Paid Claims and Case Reserves" to "Deposit Premiums" in the Workers' Compensation Program (see Attachment 1). A member district must have a loss ratio of 20% or less to receive the President's Special Recognition Award. Loss ratios are calculated by dividing incurred losses by the total premiums in a three year period.

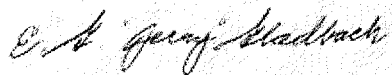
Based on the type of work water utilities conduct on a daily basis, District staff believes these are significant awards.

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Sacramento Suburban Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Property Program for the period 04/01/2015 - 03/31/2018
announced at the Board of Directors' Meeting in San Diego.*



E. G. "Jerry" Gladbach, President



December 02, 2019

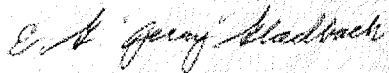
Attachment 1

President's Special Recognition Award

*The President of the
ACWA JPIA
hereby gives Special Recognition to*

Sacramento Suburban Water District

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"
in the Workers' Compensation Program for the period 07/01/2015 - 06/30/2018
announced at the Board of Directors' Meeting in San Diego.*



E. G. "Jerry" Gladbach, President



December 02, 2019

Attachment 1

Agenda Item: 17

Date: November 2, 2019

Subject: Legislative and Regulatory Update

Staff Contact: Greg Bundesen, Water Conservation Supervisor

1. RWA Government Affairs Committee

The 2019 legislative session has come to a close. Table 1 below shows the Assembly Bills (AB) and Senate Bills (SB) staff tracked throughout the year. The table is organized to show the bill number, name, voting results, District's recommended position regarding the bill (favor, not favor, watch), the Sacramento Regional Water Authority's (RWA) position, and the Association of California Water Agencies' (ACWA) position. Staff worked with RWA and ACWA to follow each bill and update Table 1 during the legislative session. A summary of each bill can be provided upon request. Due to the high number of bills, staff has updated the table to track only the bills tracked by RWA's Advocacy Committee, ACWA's Legislative Committee, and other bills that could impact SSWD

2. Notable Updates

- a. AB 1204 - The October 23, 2019, deadline to sign bills into law has closed. With the legislature out of session until January 6, 2020, the District is only tracking 1 bill, AB 1204. AB 1204 is a bill sponsored by ACWA and proposes to establish compliance periods for water utilities when a Maximum Compliance Level (MCL) for a substance is changed or newly set. Currently, if an MCL is changed or newly set, water utilities would be held out of compliance for having a MCL above the new or changed MCL level immediately. This bill would establish a criteria for establishing a process to give water utilities time to come into compliance before being held out of compliance. AB 1204 is a two year bill and is expected to move quickly through the legislative process. The Legislature has until January 31, 2020 to move the bill out of the House Committee and to the Senate for the bill to move forward.
- b. AB 658 – On October 9, 2019, AB 658 was signed into law. AB 658 allows the State Water Resources Control Board (SWRCB) to consider the underground banking of surface water a beneficial use of water. This bill would authorize a groundwater sustainability agency or local agency to petition for, and the SWRCB to issue, a conditional temporary change order that authorizes the diversion of surface water to underground storage for beneficial use that advances the sustainability goal of a groundwater basin. Staff will continue to monitor the next steps of this bill as it has the potential to impact District conjunctive use operations.

3. Correspondence

- a. The District signed on to a letter to the SWRCB regarding the implementation of the water loss legislation. The letter was sent by a coalition of water utilities and interested parties and contained recommendations for evaluating water loss programs. The

District also sent out its own letter with similar recommendations. A copy of the letter can be provided upon request.

4. **Ongoing Bill Implementation**

- a. **SB 998**: Discontinuing Residential Water Service implementation continues. Staff has been meeting with regional stakeholders to determine the best course for implementing this bill. The District has until February 1, 2020, to comply. This bill establishes exemptions of discontinuing water service for non-payment and requires information regarding the discontinuation to be made available to the public.
- b. **AB 1668 and SB 606**: Requires the SWRCB and the Department of Water Resources (DWR) to adopt long-term standards for the efficient use of water on or before June 30, 2022. The long-term standards estimate indoor water use (55 gallons per person per day), outdoor water use (measured by satellite), water loss (validated in accordance with SB 555), and Commercial, Industrial, and Institutional water use (yet to be determined). SWRCB and DWR are currently in the rule making process of the legislation. Recommendations for performance standards are due by October 1, 2021. Staff is engaged in the rule making process. DWR has published a primer of how the indoor and outdoor water use standard will be calculated. The next step is to calculate the outdoor standards by taking landscape measurements via satellite.

DWR has created several workgroups to help develop the water conservation framework regulations over the next several years. The various groups include:

1. Wholesale Water Loss;
2. Water Use Studies;
3. Standards and Methodologies;
4. Urban Water Management Plan Guidebook;
5. Annual Water Supply and Demand Assessment; and,
6. Data Streamlining

Staff will continue to engage DWR and these workgroups regarding Framework implementation and report back to the Board regarding any progress or significant updates.

Bill Number	Name	District Position	RWA Position	ACWA Position	Result
AB 533	Income Tax: Water Conservation or Efficiency Programs	Favor	Favor	Watch	Held In Committee
AB 510	Records Retention Requirements	Favor	Favor	Favor	Two Year Bill
AB 933	Ecosystem Resilience Program	Favor	Favor	Favor	Held In Committee
AB 1204	MCL Compliance Notifications	Favor	Favor	Favor	Two Year Bill
AB 60	Water Meter Accuracy	Favor if Amended	Favor if Amended	Favor if Amended	Held In Committee
SB 414	Failing Public Water System Requirements	Watch	Watch	Watch	Held In Committee
SB 402	Local Funding Stabilization Program	Watch	Watch	Watch	Held in Committee



Agenda Item: 18

Date: November 11, 2019

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. ACWA Fall Conference
December 3-6, 2019
San Diego, CA
<https://www.acwa.com/events/2019-fall-conference-exhibition/>

2. SGA Board Meeting
December 12, 2019
RWA Office
<http://www.sgah2o.org/meetings/board-meetings/>

3. RWA Annual Holiday Social
December 12, 2019
Fair Oaks, CA

4. RWA Board Meeting
January 10, 2020
RWA Office
<http://rwah2o.org/>

5. RWA Special Board Meeting
February 15, 2020
RWA Office
<http://rwah2o.org/>

Upcoming Water Industry Events

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6. ACWA Legislative Symposium
March 12, 2020
Sacramento, CA
<https://www.acwa.com/events/>
7. RWA Board Meeting
March 14, 2020
RWA Office
<http://rwah2o.org/>
8. Cal-Neva AWWA Spring conference
April 6-9, 2020
Anaheim, CA
https://www.ca-nv-awwa.org/canv/CNS/Events_Classes/Future_Events/Annual_Spring_Conference_2020/CNS/EventsandClasses/conf/SC20/SC2020.aspx?hkey=d049e7ba-a5ef-4007-8940-7dbfce971ae8
9. Sacramento Metro Chamber of Commerce Capitol to Capitol
April 25 – 29, 2020
Washington DC
<https://metrochamber.org/>
10. RWA Board Meeting
May 2, 2020
RWA Office
<http://rwah2o.org/>
11. ACWA Spring Conference
May 5-8, 2019
Monterey, CA
<https://www.acwa.com/events/2020-spring-conference-exhibition/>
12. American Water Works Association Annual Conference & Exposition
June 14-17, 2020
Orlando, FL
<https://www.awwa.org/Events-Education/Exhibitors-Sponsors>

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 at 7:00 p.m.
- Citrus Heights Water District: <http://chwd.org/> - Every 3rd Wednesday of the month at 6:30 p.m.
- Del Paso Manor Water District: <https://www.delpasomanorwd.org/> (916)487-0419 - Every 1st Tuesday of the month at 6:30 p.m.

Upcoming Water Industry Events

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- El Dorado County Water Agency - <http://www.edlafco.us/> - Every 4th Wednesday of the month at 5:30 p.m.
- El Dorado Irrigation District - <http://www.eid.org/> - Every 2nd and 4th Monday's of the month at 9:00 a.m.
- Fair Oaks Water District: <http://www.fowd.com/> - Every 2nd Monday of the month at 6:30 p.m.
- Natomas Mutual Water Company - <http://natomaswater.com/> - Every 2nd Tuesday of the month at 9:00 a.m.
- Orangevale Water Company - <https://orangevalewater.com/> - Every 1st Tuesday of the month at 4:00 p.m.
- Placer County Water Agency: <https://pcwa.net/> - Every 1st and 3rd Thursdays of the month at 2:00 p.m.
- Rio Linda/Elverta Community WD: <http://www.rlecwd.com/> - Every 3rd Monday of the month at 6:30 p.m.
- San Juan Water District: <http://www.sjwd.org/> - Every 4th Wednesday of the month at 6:00 p.m.



Agenda Item: 19 a.

Date: November 6, 2019

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

Staff Contact: Daniel A. Bills, Director of Finance and Administration

Discussion:

Included with this report is the updated Water Service Charges and Rate Setting Policy (PL - Fin 009) for the Board’s review and comment. The Water Service Charges and Rate Setting Policy was last reviewed in July 2017. Staff has one recommended change – In Section 200.00, it is recommended water service charges and rates be assessed annually instead of biennially.

This Policy will come before the Board for consideration at the December 2019 regular Board meeting. All Director comments received by the end of business on Monday, December 2, 2019, will be included in the draft version for the December Board meeting.

Sacramento Suburban Water District

Water Service Charges and Rate Setting Policy

Adopted: September 15, 2014; ~~September 19, 2016~~
Approved with Changes; Revised: July 17, 2017 December XX, 2019

100.00 Purpose of the Policy

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

200.00 Policy

The District's water service charges and rates will be assessed ~~biennially~~annually by staff, to confirm sufficient funding, and to assess needed adjustments to reflect inflation, construction needs, maintain bond covenants, and/or to avoid immediate or major rate adjustments. This does not imply that rates will be adjusted ~~biennially~~annually, simply that the rates are reviewed and a determination is made of their adequacy in funding the District.

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

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

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

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

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

1. When possible, a cost of service study will be utilized to equitably allocate the District costs to the customer classifications of service.
2. The cost allocation methodology will utilize techniques that are “generally accepted” by the industry (e.g. American Water Works Association) including conservation-based methodologies. The cost of service for the District will consider the specific circumstances and unique characteristics of the District in the cost allocation methodology.
3. A cost of service analysis will be conducted at least once every five years to determine if rates remain equitable between different customer classes of service.

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

1. Rate designs will be reflective of system needs, and also reflect the greater public purpose and policy goals of the District Board.
2. Rate structures will be developed to promote understanding by the District’s customers (e.g. bills that are easy to understand).

3. Rates will be set at a level that recovers necessary costs, by customer classification, yet flexible enough to accomplish the District's objectives. As deemed appropriate, rate structures will be designed to reward the preservation of valuable resources (conservation), the efficient use of resources, while discouraging excessive or wasteful usage. (e.g. public purpose programs).
4. Rates will be designed to be equitable, and detailed to a level to reflect the service provided (e.g., private fire protection, multi-family services, etc).
5. Rates will balance the overall goals and objectives of the rate design process with any administrative or District billing issues. Providing rates that are easy to understand and administer is beneficial to both the customer and the District.
6. It shall be the-a policy of the District to set rates at the lowest responsible rate.

300.00 Revenue Diversification

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

400.00 Reviews and Updates

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

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

500.00 Authority

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

600.00 Policy Review

This Policy will be reviewed at least biennially.



Agenda Item: 19 b.

Date: November 6, 2019

Subject: Upcoming Policy Review - Capital Asset Policy (PL - Fin 002)

Staff Contact: Daniel A. Bills, Director of Finance and Administration

Discussion:

Included with this report is the updated Capital Asset Policy (PL - Fin 002) for the Board's review and comment. The Capital Asset Policy was last reviewed in November 2017. The Auditors have reviewed the Policy. Both the Auditors and staff recommend no changes.

This Policy will come before the Board for consideration at the December 2019 regular Board meeting. All Director comments received by the end of business on Monday, December 2, 2019, will be included in the draft version for the December Board meeting.

Sacramento Suburban Water District

Capital Asset Policy

Adopted: November 17, 2003

Revised: ~~September 17, 2007, February 25, 2008, February 22, 2010, August 20, 2012, January 27, 2014, January 25, 2016; December 18, 2017~~ Approved with Changes: December XX, 2019

100.00 Purpose of the Policy

The purpose of this policy is to establish guidance in identifying, capitalizing, depreciating, and accounting for District capital assets.

100.10 Definitions

A capital asset is defined under this Policy as an asset owned by the District that – 1) is acquired for use in District operations, 2) is long-term in nature (i.e., useful life exceeds 2 years), 3) is subject to depreciation, and 4) has a minimum value of \$5,000 (see section 200.20).

200.00 Policy

It is the policy of the District that the following types of assets will be considered Capital Assets of the District. If an asset does not meet the capitalization requirements listed in this policy, then it is to be expensed in the year acquired.

200.05 Capital Assets

The District operations program will be maintained at a level that assures system reliability and efficiency. A well thought out maintenance program will extend the life of the water production and distribution system and in turn reduce infrastructure costs in the long-term.

- A. Funding to Meet Regulations and Standards - The District will adequately fund costs to meet current industry standards and regulations (e.g. Safe Drinking Water Act, etc.) in the annual budgeting process.
- B. Capital Improvement Plan - The District, as part of its routine planning process, will develop a 5-year Water System Master Plan and update it. Further, the District will update its Asset Management Plans.
- C. Adopted Capital Plan - The District will undertake all capital improvements approved by the Board annually at budget adoption according to the District's Asset Management Plans.

- D. Types of Capital Projects - The District's capital improvement program will consider mandated capital, growth related capital and renewal and replacement capital.
- E. Financing of Growth-Related Projects - The financing of growth-related capital projects may be funded from any of the available funding resources of the District. However, to better meet the District's needs, the use of long-term debt to finance growth-related projects will be minimized. When necessary, long-term debt will be issued to allow the District to better match the financing of these facilities to the timing of the customers as they connect to the system.

200.10 Capital Asset Categories

Capital assets shall be segregated into the following categories:

- A. Land and Land Improvements with a limited life, such as driveways, walks, fences, landscaping, and parking areas.
- B. Buildings and Building Improvements, such as HVAC equipment, interior remodeling features, and landscaping.
- C. Hydrants, pressure modulating facilities, Valves and related appurtenances.
- D. Transmission and Distribution pipelines.
- E. Water Storage Facilities.
- F. Groundwater Wells, Flow Meters, Etc.
- G. Pumps, Motors and Water Treatment Facilities
- H. Water Meters and Appurtenances.
- I. Machinery and Equipment, such as generators, compressors, jackhammers, tools, trimmers, etc.
- J. Fleet Equipment, such as cars, trucks, trailers and backhoes.
- K. Office Equipment such as furniture and fixtures.
- L. Computer Systems, Purchased Software and Telephones.
- M. Intangible Assets, such as easements and internally generated computer software.
- N. SCADA, including location and mapping features.

200.20 Capitalization Thresholds

Capital assets eligible for capitalization, must have:

- 1) an estimated useful life of at least two years from the date of acquisition
- 2) and a minimum value of \$5,000, and
- 3) Such criteria shall be applied to individual assets and not to groups of assets.

200.30 Valuation of Capital Assets

The value assigned to capital assets shall be determined as follows:

200.32 Purchased Capital Assets

The capitalized value of purchased Capital assets shall be determined using the original cost of the asset. Specific costs eligible for capitalization are identified

under section 200.40. If the original cost of an asset is not available or cannot be reasonably determined, an estimated current cost may be utilized.

200.34 District-Constructed Capital Assets

District-constructed water system infrastructure assets intended to be used in District operations or internally generated computer software are eligible for capitalization. The capitalized value of such assets shall be determined using direct costs and material costs associated with the construction up until the time the asset is complete and ready for use.

200.36 Donated Capital Assets

The capitalized value of donated assets shall be determined using the fair market value at the time of donation. If the fair market value of the asset is not available or cannot be reasonably determined, an estimated cost may be determined using the best available information. The value of donated intangible assets shall be accounted for separate from donated tangible capital assets.

200.40 Capitalizable Costs

Costs eligible for capitalization under this policy are:

For land:

- Purchase price or appraised value, whichever is more readily determinable;
- Closing costs, such as title fees, attorneys fees, environmental assessments, appraisals, taxes and recording fees;
- Costs necessary to get the land ready for its intended use, such as grading, clearing, filling, draining, surveying, and demolition of existing structures;
- Assumptions of liens, encumbrances or mortgages;

For purchased assets other than land:

- Purchase price, including all taxes
- Freight, handling and in-transit insurance charges
- Assembling and installation charges
- Professional fees of engineers, inspectors, attorneys, consultants, etc.;
- Applicable purchase discounts or rebates

For District-constructed assets:

- Direct labor costs (to include wages and benefits);
- Direct materials cost;
- Professional fees of engineers, inspectors, attorneys, consultants, etc.;
- Insurance premiums and related costs incurred during construction;
- Costs necessary to get the site ready for its intended use, such as grading, clearing, filling, draining, surveying, and demolition of existing structures;
- Costs for intangible assets as determined in accordance with Governmental Accounting Standards Board, Statement No. 51 "Accounting and Financial

Reporting for Intangible Assets.”

For donated Capital assets:

- Fair Market or Appraised Value at date of donation;
- Installation costs;
- Professional fees of engineers, inspectors, attorneys, consultants, etc.;
- Other normal or necessary costs required to place the asset in its intended location and condition for use.

200.50 Capitalization of Costs Subsequent to Acquisition

Additional costs incurred after a capital asset is placed in use shall be accounted for as follows:

200.52 Additions

An “Addition” is defined as an expenditure that either significantly extends the useful life or productivity of the existing capital asset or creates a new capital asset. All “Additions” to existing capital assets should be capitalized as long as the asset meets the criteria of section 200.20 above.

200.54 Improvements and Replacements

“Improvements and Replacements” are defined as expenditures that involve substituting a similar capital asset, or portion thereof, for an existing one. All “Improvements and Replacements” to existing capital assets should be capitalized as long as the asset meets the criteria of section 200.20 above. If the existing asset’s book value is determinable, then the existing asset should be removed from the books at the time the replacement is recorded. If the existing asset is not separately identifiable, then the replacement should still be capitalized as the existing asset’s book value is assumed to be negligible.

200.56 Rearrangement or Reinstallation

“Rearrangement or Reinstallation” costs are defined as expenditures that involve moving an existing asset to a new location or reinstalling a similar asset in place of an existing asset. All “Rearrangement or Reinstallation” costs should be expensed in the period incurred.

200.58 Repairs and Maintenance

“Repairs and Maintenance” costs are defined as expenditures that involve maintaining the asset in good or ordinary repair. All “Repairs and Maintenance” costs should be expensed in the period incurred.

200.60 Depreciation or Amortization of Capital Assets

Capital assets shall be depreciated or amortized on a straight-line basis beginning the first day of the month following acquisition in accordance with the following schedule:

Category	Depreciation/Amortization Period
Land	None
Land Improvements	15 Years
Buildings	40 Years
Building Improvements	10 Years
Hydrants, PRV Stations, Valves and similar assets	30 Years
Transmission and Distribution pipelines	80 Years
Storage Facilities (reservoirs)	40 Years
Pumping and Wells (wells, pumps, flowmeters, treatment facilities and related equipment)	25 years
Water Meters and Appurtenances	10-20 Years
Machinery and Equipment (generators, compressors, jackhammers, tools and equipment)	5-10 Years
Fleet Equipment (cars, trucks, backhoes, other mobile motorized equipment)	5-10 Years
Office Furniture and Fixtures	7 Years
Computer Equipment, Purchased Software and Telephones	4 Years
Intangible Assets, such as easements and internally generated computer software	Permanent Easements – None; Software – 4 Years

200.70 Physical Inventory of Capital Assets

A physical inventory of the following categories of capital assets shall be performed at least annually:

Inventory Items

Machinery and Equipment
Fleet Equipment
Office Furniture and Fixtures
Computer Equipment, Purchased Software and Telephones

The results of the physical inventory shall be reconciled with the District's asset inventory system. Differences will be reported, along with explanations, to the Board of Directors.

200.80 Disposal of Capital Assets

Capital assets that have become obsolete shall be disposed in accordance with District's Policy on "Disposing of Surplus District Real Property, Vehicles and Large Equipment and Other Personal Property (PL - Adm 003)."

300.00 Policy Review

This policy shall be reviewed at least biennially.

AGENDA ITEM: 20

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November 7, 2019

Submitted via email: HR2W@OEHHA.CA.GOV

Attn: Dr. Carolina Balazs
Office of Environmental Health Hazard Assessment
1515 Clay Street, 16th Floor
Oakland, CA 94612

Subject: Comments on the Public Review Draft Mapping Tool and Draft Report,
*Achieving the Human Right to Water in California:
An Assessment of the State's Community Water Systems*

Dear Dr. Balazs:

Thank you for this opportunity to comment on the Office of Environmental Health Hazard Assessment (OEHHA) Public Review Draft Mapping Tool (Draft Tool) and Draft Report (Report) entitled, *Achieving the Human Right to Water in California: An Assessment of the State's Community Water Systems*.

We recognize the importance of achieving the Human Right to Water in California, and we appreciate OEHHA staff's efforts over the past several months to develop the Draft Tool and Report to attempt to measure the state's progress. Nonetheless, we see important opportunities for improving both the Draft Tool and the process for its further development.

The undersigned community water systems and associations share the concerns and comments expressed in the joint letter from the Association of California Water Agencies (ACWA) and the California Municipal Utilities Association (CMUA), as well as the letter from the Regional Water Authority (RSA) letter, submitted to OEHAA regarding the Draft Tool and Report.

Furthermore, we have additional policy, technical, and process concerns, as outlined below, specific to "Component 3: Water Affordability":

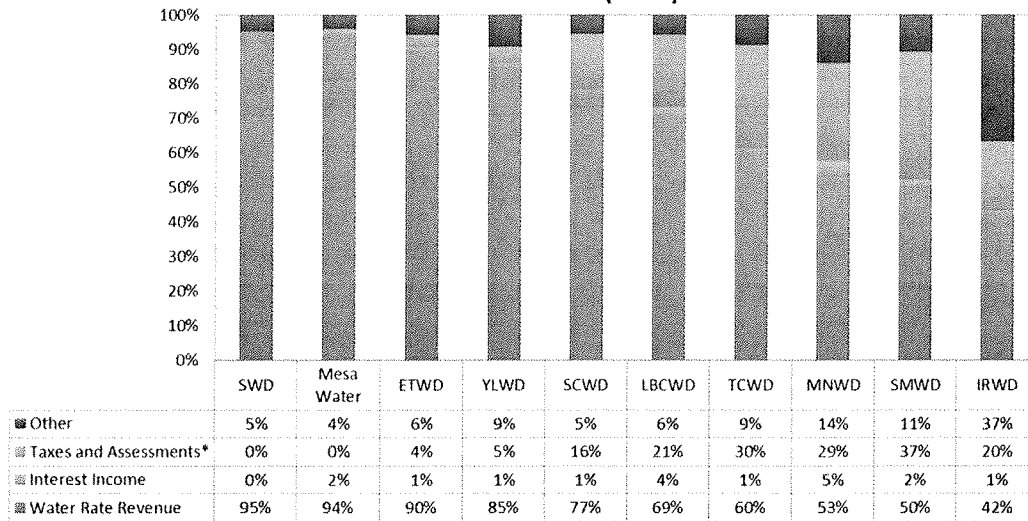
- **Rates Do Not Accurately Reflect the Full, True Cost of Water.**

Many community water systems receive considerable amounts of non-water-sales revenues -- such as assessments and property taxes, interest and investment income, rental income from cellular antennas, etc. -- which are added costs paid by customers to the water system...these are hidden costs of water service because they are not included in the water rates, yet these costs are real and they can be substantial.

The graphic at the top of Page 2 provides an example of differing income sources for 10 water districts located in Orange County, CA. Significantly, the ad valorem portion of property taxes, paid by customers and received by many special district water agencies, can be a sizeable added, hidden cost of water service to the customer that is not included in the water rates.

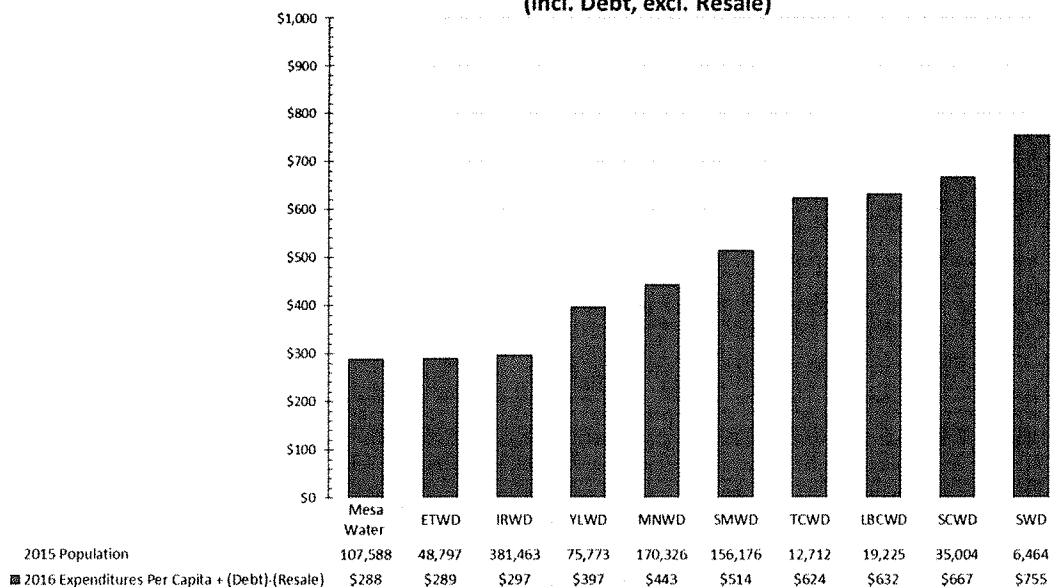
Thus, water rates are an inferior affordability indicator and do not provide an accurate representation of the full, true cost of water service to customers served by a community water system.

OC Water Districts' Sources of Income Comparison (2016)



- Rates Data Verification is Time-Consuming and Challenging.** As recognized in OEHHA's Report, serious data gaps exist for the "Affordability" component¹. Per the Report, the rates data source is the electronic annual report, whereby a limited number (53%) of the state's community water systems provided water rates information. However, to ensure completeness and accuracy, it would take substantial effort and time to achieve third-party verification of water rates data, with varying degrees of complexity, for community water systems statewide.
- A Better Affordability Metric: Total Expenditures Per Capita.** A more accurate, accessible, and equitable way to compare the full, true cost of a system's water service to its community is Total Expenditures Per Capita (see below graphic as an example):

**FY 2016 Comparisons for Total Expenditures Per Capita
(incl. Debt, excl. Resale)**



Total Expenditures Per Capita is a better affordability metric because:

1. **It more accurately reflects the full, true cost of water service.** As mentioned earlier, due to substantial revenue source disparities, water rates alone do not provide an accurate “apples to apples” comparison of a community water system’s real cost of water service to its customers.
2. **The source data is easy to access, recent, and third-party verified.** Total Annual Expenditures for community water systems is publicly available on the State Controller’s website -- ByTheNumbers.SCO.CA.gov -- with the data source being each agency’s Certified Annual Financial Reports (third-party verified). The data is also relatively recent as it is just 2 years in arrears (the currently posted data is for Fiscal Year 2017-18). The source for Per Capita data is the most recent U.S. Census or American Community Survey, which is also easily accessible and third-party verified. This data represents all permanent full-time residents in the community, including renters.
3. **It is more equitable than looking at water rates only.** Per Article XIII D of the California Constitution, water service must be cost-based and set at a level such that total revenues meet the water system’s total expenditures. However, some water systems’ revenues from water sales are a percentage of total income, and water rates vary depending on a water system’s other income sources. Looking at Total Expenditures Per Capita better reflects the full, true cost of the system’s water service to its community members.
4. **It is simple to calculate:**

$$\text{Total Expenditures} \div \text{Total Population} = \text{Expenditures Per Capita}$$

- **“Affordability” Comparisons, Relativity, and Relevance...Context is Key!** We suggest including a contextual explanation with each water system’s “Affordability” score. Cost differences between community water systems can be influenced by many factors including, but not limited to, the system’s location and water supply sources. Taken out of context, a community water system’s water may seem to be less affordable -- in comparison to another system -- simply because, due to its location, the system has no local water and thus must purchase (higher cost) imported water to serve its customers. **That said, the same water system’s water is relatively very affordable when compared to the cost of bottled water or vending machine water in the area.**

In considering the “Affordability” and “Quality” components, an unintended consequence of OEHHA’s Draft Tool and Report is the potential of increasing the public’s distrust of tap water, particularly among individuals who may be least able to afford the added cost of purchasing bottled water or vending machine water, despite the fact that their tap water is clean and safe.

Also with respect to “Affordability” and “Quality”, some community water systems may need to use costlier treatment technologies to ensure compliance with stringent state and federal drinking water standards.

Regarding “Affordability” and “Accessibility”, some systems may have higher infrastructure maintenance costs to ensure water reliability and/or water loss prevention in compliance with the new water conservation laws. Again, water from these systems may appear to be relatively less affordable, but these costs are necessary for the provision of safe, reliable, and efficient tap water service. Another possible unintended consequence of the “Affordability” component is that it could dis-incentivize “Accessibility” investments in water system infrastructure and/or treatment technologies.

Other considerations relevant to the “Affordability” component are population density, as well as the service area’s geography and employment levels, three factors that are not within a water system’s control which can impact the cost of water service provision.

Additionally, while providing accessible, high-quality tap water service is a top priority for community water systems, these are not the only priorities. Another high priority is providing fire protection.

Furthermore, operating an effective water system includes compliance with other legislative and regulatory mandates, such as encouraging water use efficiency, and ensuring environmental health and safety and financial responsibility, as well as possibly implementing best management practices with respect to: community outreach; customer service; staffing; transparency; and more. Each water system determines the most appropriate level of investment needed to perform these other operational functions as appropriate for serving the unique needs of customers and community members. A community water system that performs these functions may appear less affordable in comparison to a system that considers one or more of these functions to be a lower priority for its service area.

Thank you for contemplating our concerns regarding OEHHA’s Draft Tool and Report, specifically related to “Component 3: Water Affordability”. Being that there is no mandated deadline for finalization, we suggest that additional time is essential for further analysis and development of this consequential component.

To that end, prior to finalization of the Draft Tool and Report, we would welcome working with OEHHA staff on this effort via:

- A conference call with OEHHA to review the comments in this letter; and,
- The formation of a collaborative advisory group comprised of diverse water utilities, academia, community advocates, and other interested stakeholders to meet with OEHHA and discuss this component with the goal of developing an accurate and appropriate “Affordability” metric that is both effective and meaningful.

In the interim, if you have any questions or feedback regarding this letter, please contact Mesa Water District’s External Affairs Manager, Stacy Taylor, at StacyT@MesaWater.org or 714.791.0848. Again, we are grateful for your time and consideration.

Sincerely,

Paul E. Shoenberger, P.E.
General Manager
Mesa Water District

Marc Marcantonio
General Manager
Yorba Linda Water District

Jerry Vilander
General Manager
Serrano Water District

Adan Ortega
Executive Director
CalMutuals

Ray Kolisz
Chairman
Community Water Systems Alliance

David Coxe
General Manager
Bella Vista Water District

Brian Ragland
Utilities Manager
City of Huntington Beach

Mark Vukojevic
Utilities Director
City of Newport Beach

Dennis D. LaMoreaux
General Manager
Palmdale Water District

Cary Keaten
General Manager
Solano Irrigation District

Dan York
General Manager
Sacramento Suburban Water District

Matthew Litchfield
General Manager
Three Valleys Municipal Water District

Mike Davies
General Manager
Town of Discovery Bay

Erik Hitchman
General Manager
Walnut Valley Water District

- c: The Honorable Lauren Zeise, Ph.D., Director, OEHHA
The Honorable Jared Blumenfeld, Secretary, CalEPA
The Honorable Joaquin Esquivel, Chair, State Water Resources Control Board
Mr. Allan Hirsch, Chief Deputy Director, OEHHA
Dr. John Faust, Ph.D., Branch Chief of Community & Environmental Epidemiology
Research, OEHHA
Christine Hironaka, Deputy Cabinet Secretary, Office of the Governor
The Association of California Water Agencies
California Municipal Utilities Association
CalMutuals
The Community Water Systems Alliance
Regional Water Authority

ⁱ Appendix B of the Report (page B-1) states that "To date, no comprehensive database on water rates, water usage, average water costs, or average water bills exists in the state of California."