

Agenda

Sacramento Suburban Water District Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, June 15, 2020
6:00 p.m.

In accordance with the California Department of Public Health's and the Governor's Executive Orders N-29-20 and N-33-20, the District's boardroom is closed and this meeting will take place solely by videoconference and teleconference. The public is invited to listen, observe, and provide comments during the meeting by either method provided below. The Chairperson will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.

For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following login information for videoconferencing or teleconferencing:

Join the meeting from a computer, tablet or smartphone:

<https://us02web.zoom.us/j/85244401226?pwd=eVhQY2QwNlpGK2hsWldsV0UzTEpBUT09>

Meeting ID: 852 4440 1226

Password: 391070

You can also dial in using your phone: 1 (669) 900-6833

New to Zoom? Get the app now and be ready when your first meeting starts: <https://zoom.us/>
Zoom uses encryption of data during Zoom meetings. The District uses a secure password to restrict access to scheduled meetings. The meeting host has control of content sharing, recording, and chat.

Please mute your line.

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 May 18, 2020, Regular Board Meeting
Recommendation: Approve subject minutes.
2. Discrimination and Harassment Prevention Policy (PL – HR 012)
Recommendation: Approve subject policy with changes.
3. Workplace Violence Policy (PL - HR 013)
Recommendation: Approve subject policy with changes.

Items for Discussion and/or Action

4. CalPERS Pension – Employer Paid Member Contribution
Recommendation: The Board will discuss options related to the Employer Paid Member Contribution of CalPERS Retirement Plan.
5. San Juan Water District Water Transfer Update
Recommendation: Recommend approving a pilot project to purchase up to 4,000 acre-

feet of Surface Water from San Juan Water District and authorize the General Manager to sign the necessary agreements.

6. Committee and Liaison Appointments
Recommendation: The Board President will consider amending committee and liaison appointments for 2020.

General Manager's Report

7. General Manager's Report
 - a. Sacramento Region Collaboration/Integration Study Update
 - b. COVID-19 Update
 - c. Del Paso Manor Water District Operational Service Agreement Status

Assistant General Manager's Report

8. Assistant General Manager's Report
 - a. Regional Water Supply/Wheeling Opportunities Update
 - b. 2020 Water Transfer Update

Department/Staff Reports

9. Financial Report
 - a. Financial Highlights – May 2020
 - b. Financial Statements – May 2020
 - c. Investments Outstanding and Activity – May 2020
 - d. Cash Expenditures – May 2020
 - e. Credit Card Expenditures – May 2020
 - f. District Reserve Balances – May 2020
 - g. Information Required by LOC Agreement
 - h. Financial Markets Report – May 2020

10. District Activity Report
11. 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)

12. a. Regional Water Authority (Director Jones)
None.

Regional Water Authority Executive Committee (General Manager York)
Agenda for the May 27, 2020 meeting.
- b. Sacramento Groundwater Authority (Director Wichert)
Agenda for the June 11, 2020 meeting.
- c. Water Caucus Meeting (General Manager York)
None.
- d. Water Forum Successor Effort (General Manager York)
Agenda for the June 11, 2020 meeting.
- e. Director Reports – AB 1234

Committee Reports

13. a. Finance and Audit Committee (Director Thomas)
Draft minutes from the May 21, 2020 meeting.
- b. Ad Hoc Water Banking and Transfer Committee (Director Thomas)
Draft minutes from the June 8, 2020 meeting.
- c. DPMWD/SSWD 2x2 Ad Hoc Committee (Director Locke)
Draft minutes from the June 1, 2020 meeting.

Information Items

14. Legislative and Regulatory Update

- 15. Upcoming Water Industry Events
- 16. Upcoming Policy Review
 - a. Return to Work Policy (PL - HR 007)
 - b. Environmental Sustainability Policy (PL - Adm 005)

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)

- 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 the State Water Resources Control Board’s proceedings related to the California Water Fix and the Bay-Delta Water Quality Control Plan Update.
- 18. Conference with real property negotiator involving the purchase, sale, lease or exchange of 5334 Walnut Avenue, Sacramento, CA. Dan York, District negotiator, will negotiate with Robert Jacobs. Instructions to the negotiator(s) may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

Adjournment

Upcoming Meetings

Tuesday, June 16, 2020, at 5:00 p.m., Finance and Audit Committee Meeting
Monday, July 6, 2020, at 5:00 p.m., SSWD/DPMWD 2x2 Ad Hoc Committee
Monday, July 20, 2020, at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the June 15, 2020, meeting of the Sacramento Suburban Water District Board of Directors was posted by June 12, 2020, 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

Minutes

Sacramento Suburban Water District Regular Board Meeting Monday, May 18, 2020

Location:

Video and Audio Conference Only at 1-669-900-6833, or Zoom at Meeting Id #819 5741 5703

Call to Order – Videoconference/Audioconference Meeting

President Thomas called the meeting to order at 6:01 p.m.

Pledge of Allegiance

President Thomas led the Pledge of Allegiance.

Roll Call

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

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Mike Huot, Heather Hernandez-Fort, Jeff Ott, Dana Dean, Matt Underwood, Julie Nemitz, Ted Costa and Cassie Crittenden.

Public Present: William Eubanks, Paul Olmstead, Alan Driscoll and Ingrid Shepline.

Announcements

General Manager Dan York (GM York) announced:

- Conferences in general are on hold until we have a better idea of the future due to COVID 19, and Directors should hold off on making reservations until things are officially noticed.
- ACWA Virtual Summer Conference will be held “virtually” July 29-30, 2020.
- Thursday, May 21, 2020, at 4:00 p.m., Finance and Audit Committee Meeting.
- Monday, June 1, 2020, at 5:00 p.m., SSWD/DPMWD 2x2 Ad Hoc Committee Meeting.
- Regional Water Authority American River Basin Integrated Regional Water Management round one grant solicitation has received \$7.5 million dollars in funding for various projects in the region.
- Monday, May 25, 2020, is Memorial Day.

Public Comment

None.

Consent Items

1. **Minutes of the April 20, 2020, Regular Board Meeting**

2. **Employee Recruitment, Hiring, and Promotion Policy (PL – HR 009)**

William Eubanks (Mr. Eubanks) requested to pull Item 1 for discussion.

Director McPherson requested to pull Item 2 for discussion.

Regarding Item 2, Director McPherson inquired if the language being removed from the Policy regarding “at will” in the first paragraph under section 200, would be located in another other Policy of the Board. She expressed that it was important language to have somewhere in another Policy.

Cassie Crittenden expressed that it was in the Employee Standards of Conduct and Discipline Policy (PL - HR 011) as well as the Employee Handbook.

President Thomas moved to approve Item 2; Director Wichert seconded. The motion passed by unanimous vote.

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

Regarding Item 1, Mr. Eubanks expressed he was unhappy with how the Minutes of the April 20, 2020, regular Board Meeting reflected his comment about the Zoom Meeting platform rollout.

Director Wichert moved to approve Item 1; Director Jones seconded. The motion passed by unanimous vote.

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

Items for Discussion and/or Action

3. **2019 Comprehensive Annual Financial Report and Annual Audit Results**

Jeff Ott (Mr. Ott) presented the staff report and introduced Ingrid Shepline (Ms. Shepline) of Richardson & Company, for any questions from the Board.

Mr. Ott presented the 2019 Comprehensive Annual Financial Report.

GM York and Director Jones congratulated staff and the Finance Department for their outstanding job with their work on the audit.

President Thomas thanked Ms. Shepline for her terrific work performing the audit.

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

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

4. **Consider Changing the Regular Board Meeting Time**

GM York presented the staff report.

Director Wichert expressed he was not in favor of changing the time of the regular Board meeting and was in favor of leaving it at 6:00 p.m.

Mr. Eubanks commented that changing the time of the regular Board meeting to an earlier start time would eliminate public input, but as a retired member of the public he personally did not care when the time of the meeting was.

Director Jones expressed he was in favor of leaving the 6:00 p.m. start time, but was interested in moving the January and February regular Board meeting days to the third Tuesday of those months, due to the holidays being on Monday of those months.

Paul Olmstead (Mr. Olmstead) expressed he was ok with changing the time and additionally expressed he was more concerned with the impact the late workdays had on District staff.

Director Locke expressed that a 5:00 p.m. start time would be better for staff and Directors. He additionally expressed that most of the members of the public that attended the Board meetings on a regular basis were ok with changing the time to an earlier start time. He additionally expressed that moving the January and February regular Board meetings to Tuesday's would not work for his work schedule.

Director McPherson expressed that continuity was easier for the public, and that she was ok with whatever the Board decided.

Director Wichert moved to take no action, President Thomas seconded. The motion passed by 4/1 vote, Director Locke opposed.

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

General Manager's Report

5. **General Manager's Report**

GM York presented the staff report.

a. *Sacramento Region Collaboration/Integration Study Update*

GM York presented the staff report.

President Thomas and Director Wichert requested a copy of the questions Citrus Heights Water District submitted to the committee.

GM York stated he would send them.

Director Locke inquired about the status of the sub-committee, which included an elected official from each entity.

GM York expressed the meeting, which included an elected official from each entity was in the process of being scheduled.

b. *COVID-19 Update*

GM York presented the staff report.

Director McPherson expressed she didn't feel like she was getting enough information in regards to staff productivity while the work from home orders were in place, explaining she was concerned that staff was not functioning at the productivity level that warranted the salaries staff made. She stated that she suggested for the General Manager to provide ideas of ways staff could give back to the community, such as providing the community with donated Personal Protection Equipment. She further expressed that she didn't feel ethically comfortable supporting an entity that was not willing to provide any gestures of sacrifice for those impacted by the Coronavirus.

GM York responded that the highest priority when the pandemic struck was to ensure the safety of the staff as well as the community. He described the details of how he operated the District to ensure safety first, followed by coordinating with the management team, as well as each department to guarantee a successful transition to teleworking, in order to comply with the shelter in place order issued by the Governor. He noted that although there were minor changes to how the District operated, staff at all levels were well prepared to continue to provide District customers with the reliable and safe water supply that they are used to. He explained that the managers were monitoring the efficiency and productivity of each workgroup and that all operations were continuing as expected. He stated that in regards to Director McPherson's request for PPE to be donated to the community, the District was limited with their PPE and what inventory they had was for District staff. He stated he also encouraged staff to donate whenever possible, but that it was not the responsibility of the General Manger to implement a donation program at the District, unless he received that direction from the full Board.

Director Wichert noted that he appreciated the communication he has received from the General Manager regarding District operations and was satisfied with the General Manager's performance. He expressed that he was unaware of any

proposals from Director McPherson and recommended she provide any suggestions she had for topics on the agenda for full Board discussion.

Director McPherson stated she proposed that the District make a donation of PPE to the community. She conveyed that she was only receiving emails from the General Manager with updated information from the Governor, and said it would be more helpful to receive information on how District business was being conducted. She further noted that it would be nice for the District to have some kind of gesture of sacrifice or donation to the community given the terrible situation.

Mr. Eubanks expressed that Director McPherson's remarks were not pertaining to any item on the agenda. He additionally expressed that he had no issues with getting through to the customer service department during this time, and stated that unless there was evidence supporting her accusation of not trusting staff, she should consider other options to try to ensure staff was working.

Director Locke expressed that the day to day operations of the District and staff were the responsibility of the General Manager to monitor, and that he was in charge of making sure there was productivity among staff. He further noted that the Board's responsibility was to set policies, noting there was not a policy set that prevented staff from working from home, further stating that it was not the responsibility of the Board to manage staff.

Mr. Eubanks commented that he felt the staff and GM York were all doing a fantastic job, expressing the current circumstances were not something the District had any control over.

GM York stated he provided updates to the Directors via email between Board meetings to keep them apprised of current events and District operations.

Assistant General Manager's Report

6. Assistant General Manager's Report

Assistant General Manager Mike Huot (AGM Huot) presented the staff report.

a. 2020 Water Transfer Update

AGM Huot presented the staff report.

Director Locke requested the list of buyers for the 2020 Water Transfer and suggested to send it to all Directors.

Mr. Olmstead congratulated AGM Huot on his hard work and further recommended AGM Huot obtain something in writing from the Department of Water Resources stating that the process would go through as scheduled.

7. Financial Report

Mr. Ott presented the staff report.

Director Wichert inquired if Mr. Ott would provide the Board with an accounting of the current net position as impacted by the Coronavirus crisis.

Director McPherson requested to include the amount of customers defaulting compared to historical trends.

Director Wichert further requested an analysis of the financial impacts of the Coronavirus pandemic and how it has affected the District financially, noting that if the District was financially ahead, he suggested that some sort of give back to the customers would be appropriate.

Director Locke stated every time there was a drought year, there were financial impacts. He inquired how you would be able to distinguish between impacts based on this Coronavirus pandemic versus impacts based on standard variation in the weather.

GM York noted that it would be based on assumptions.

Director Locke recommended not using staff time to try to figure those assumptions out.

Director McPherson suggested to look at cost impacts to determine what we as a District could be able to give back to the ratepayers as a gesture of good faith, noting the rates should be based on the cost of delivering the water.

Director Locke suggested that if we were going to look at what Director McPherson was suggesting, then we should also look at the loss in revenue from not collecting fees from defaulted customers during this time as well.

Mr. Ott expressed the District has lost approximately \$100,000 from not assessing any collection fees during this time.

GM York expressed he would place an item on the agenda for Board consideration, and inquired what timeframe the Board wanted staff to evaluate.

Director McPherson recommended to start when the Governors orders were put into place on March 17, 2020.

- a. *Financial Highlights – April 2020*
A written report was provided.
- b. *Financial Statements – April 2020*
A written report was provided.
- c. *Investments Outstanding and Activity – April 2020*
A written report was provided.

- d. *Cash Expenditures – April 2020*
A written report was provided.
 - e. *Credit Card Expenditures – April 2020*
A written report was provided.
 - f. *District Reserve Balances – April 2020*
A written report was provided.
 - g. *Information Required by LOC Agreement*
A written report was provided.
 - h. *Financial Markets Report – April 2020*
A written report was provided.
8. **District Activity Report**
A written report was provided.
9. **Engineering Report**
A written report was provided.

Director Locke inquired about the 6 wells up for assessment in Spring 2020, requesting an update on them at the next regular Board meeting.

- 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.

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

- 10. a. Regional Water Authority (Director Jones)
The agenda for the May 14, 2020, meeting was provided.

Regional Water Authority Executive Committee (General Manager York)
None.
- b. Sacramento Groundwater Authority (Director Wichert)
None.
- c. Water Caucus Meeting (General Manager York)
None.

- d. Water Forum Successor Effort (General Manager York)
None.
- e. Director Reports – AB 1234

Director Locke provided an oral report on the AWWA webinar he attended on May 1, 2020; the DPMWD Board meeting he attended on May 5, 2020; the Business as Usual webinar he attended on May 8, 2020; and the COVID 19 Financial Impact on Water Districts webinar he attended on May 15, 2020.

Director Thomas provided an oral report on the RWA meeting he attended on May 14, 2020; his meeting with the General Manager on April 30, 2020; and the SJWD Board meeting that he attended on April 22, 2020.

Director Jones provided an oral report on the RWA meeting he attended on May 14, 2020.

Committee Reports

- 11. a. Finance and Audit Committee (Director Thomas)
The agenda for the May 21, 2020, meeting was provided.
- b. DPMWD/SSWD 2x2 Ad Hoc Committee (Director Locke)
The Draft Notes from the May 4, 2020, meeting was provided.

GM York and Director Locke provided a summary of the meeting.

Mr. Eubanks and Mr. Olmstead additionally provided summaries of the meeting.

Information Items

- 12. **Biannual Groundwater Level Report**
Matt Underwood presented the staff report.
- 13. **Legislative and Regulatory Update**
A written report was provided.
- 14. **Upcoming Water Industry Events**
A written report was provided.
- 15. **Upcoming Policy Review**
A written report was provided.
 - a. Discrimination and Harassment Prevention Policy (PL – HR 012)
 - b. Workplace Violence Policy (PL - HR 013)

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 7:55 p.m. to discuss the following:

16. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiating litigation involving claims related to TCP contamination.
17. 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.
18. Conference with legal counsel – potential litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiating litigation involving the State Water Resources Control Board's proceedings related to the California Water Fix and the Bay-Delta Water Quality Control Plan Update.

Return to Open Session

The Board convened in Open Session at 8:10 p.m. There was no reportable action.

Adjournment

President Thomas adjourned the meeting at 8:11 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 2

Date: June 5, 2020

Subject: Discrimination and Harassment Prevention Policy (PL – HR 012)

Staff Contact: Cassie Crittenden, Human Resources Coordinator

Recommended Board Action:

Approve the updated Discrimination and Harassment Prevention Policy (PL – HR 012) with changes.

Background:

On May 18, 2020, the Discrimination and Harassment Prevention Policy (PL – HR 012) was brought to the Board for review. To date, no comments from the Board have been received.

Discussion:

Staff recommends approving the updated Discrimination and Harassment Prevention Policy (PL – HR 012). Both, a redlined version (Attachment 1) and a clean version (Attachment 2) are included for your reference. In summary, edits were made to the following sections:

Section 200.00 – Revised to include all employees will receive training on sexual harassment prevention and not just supervisors and other key personnel.

Fiscal Impact:

Approving the policy updates have no fiscal impact.

Strategic Plan Alignment:

Goal E: Retain and Recruit a Qualified and Stable Workforce.

District customers benefit from the District’s commitment to provide a work environment that is free of unlawful discrimination and harassment.

Attachments:

- 1 – Discrimination and Harassment Prevention Policy (PL – HR 012) - redlined
- 2 - Discrimination and Harassment Prevention Policy (PL – HR 012) - clean

Sacramento Suburban Water District

Discrimination and Harassment Prevention Policy

Adopted: July 21, 2003

Approved with changes on: ~~May 21, 2018~~ June 15, 2020

100.00 Purpose of the Policy

The purpose of this policy is to confirm the District's commitment to provide a work environment free of unlawful discrimination and harassment.

200.00 Policy

The District strictly prohibits unlawful discrimination and harassment on the basis of an employee's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status. Discrimination and harassment in the workplace or in the course and scope of employment by any person in any form that is in violation of this policy is prohibited.

Prohibited unlawful discrimination and harassment includes, but is not limited to, the following:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on the person's race, religion, color, national origin, ancestry, gender (including gender identity and gender expression, sex, age, marital status, actual or perceived sexual orientation (including gay, lesbian, bisexual or transgender), physical or mental disability or condition, military or veteran status, or genetic information;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons, or drawings based on one of the categories above. Also included are e-mails that may be inappropriate, offensive, harassing, ~~and~~ or that create a hostile work environment.
- Sexual harassment (see below).

This policy applies to all persons involved in functions of the District including directors, supervisors, managers, employees, contractors, consultants, vendors, and other third parties. This policy applies to all areas of employment including recruitment, hiring, training, promotion, transfer, disciplinary action including termination, reduction in force, compensation, and other benefits.

Sexual harassment by any person in or from the work environment is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, regardless of whether the conduct is motivated by sexual desire, when:

- Submission to such conduct is made either expressly or by implication of a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development.

Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint. Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; e-mails that may be inappropriate, offensive, harassing, ~~and~~ or create a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations. The District will comply with laws requiring sexual harassment prevention training for all ~~supervisors and other key personnel~~ employees.

The District encourages all employees to report immediately any incidents of discrimination ~~and~~ or harassment forbidden by this policy so that complaints can be resolved quickly and fairly. The District will promptly and thoroughly investigate any complaint of discrimination ~~and~~ or harassment of any type and will take whatever corrective and remedial action is deemed necessary, including disciplining or discharging any individual who is believed to have violated this policy. All complaints and investigations will be designated as confidential to the extent possible and permitted by law.

If the employee chooses, s/he may file a complaint with the State of California Department of Fair Employment and Housing and/or with the United States Equal Employment Opportunity Commission. These agencies are charged with the responsibility of accepting and reviewing all complaints.

The District will not retaliate against an employee for reporting an allegation of discrimination ~~and~~ or harassment and it will not tolerate or permit retaliation by other employees against the reporting employee or any employees interviewed during the investigative phase. Any employee who believes s/he has been retaliated against because of a claim of discrimination ~~and~~ or harassment, or being involved in the investigative phase of a discrimination ~~and~~ or harassment complaint, may file a claim of retaliation with the District, the State of California Department of Fair

Employment and Housing, and/or the United States Equal Employment Opportunity Commission.

300.00 Authority and Responsibility

The General Manager and each supervisor/manager will be responsible for maintaining a workplace free of discrimination and harassment. This responsibility includes discussing this policy with all employees and assuring them they are not required to endure insulting, degrading, or exploitative treatment or any other form of discrimination or harassment. The District will distribute a copy of this policy to all new employees and will periodically remind all employees of their rights and duties regarding discrimination and harassment, at minimum on an annual basis. Management and supervisory employees must also comply with the legal requirement to receive supervisor sexual harassment training every two years. The District will post the federal/state anti-discrimination and harassment poster on the employee bulletin board.

The General Manager is responsible for ensuring that all reports and complaints of discrimination and/or harassment are investigated promptly, thoroughly and fairly, regardless of the manner in which they are made or the individuals involved, and confidentiality shall be maintained to the extent possible. The person who receives the complaint, if other than the General Manager, shall refer the complaint to the General Manager. The General Manager will review every case, including all investigation findings and recommendations. The General Manager has established a timely and thorough process for investigating all reports or complaints of unlawful discrimination and/or harassment as set forth in the Discrimination and Harassment Prevention Procedure (PR – HR 008). If a complaint is substantiated, appropriate corrective and remedial action will be taken, up to and including termination of employment.

If the person alleged to have engaged in discrimination and/or harassment is the General Manager, then the person who received the complaint shall refer it to the President of the District's Board of Directors and the President, in consultation with District counsel, shall be responsible for investigating the complaint. As with all other complaints and investigations, it will be designated as confidential to the extent possible.

If the person alleged to have engaged in discrimination and/or harassment is a member of the Board of Directors, the General Manager shall consult with District counsel prior to and during the investigative process.

400.00 Policy Review

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

Discrimination and Harassment Prevention Policy

Adopted: July 21, 2003
Approved with changes on: June 15, 2020

100.00 Purpose of the Policy

The purpose of this policy is to confirm the District's commitment to provide a work environment free of unlawful discrimination and harassment.

200.00 Policy

The District strictly prohibits unlawful discrimination and harassment on the basis of an employee's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status. Discrimination and harassment in the workplace or in the course and scope of employment by any person in any form that is in violation of this policy is prohibited.

Prohibited unlawful discrimination and harassment includes, but is not limited to, the following:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on the person's race, religion, color, national origin, ancestry, gender (including gender identity and gender expression, sex, age, marital status, actual or perceived sexual orientation (including gay, lesbian, bisexual or transgender), physical or mental disability or condition, military or veteran status, or genetic information;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons, or drawings based on one of the categories above. Also included are e-mails that may be inappropriate, offensive, harassing, or that create a hostile work environment.
- Sexual harassment (see below).

This policy applies to all persons involved in functions of the District including directors, supervisors, managers, employees, contractors, consultants, vendors, and other third parties. This policy applies to all areas of employment including recruitment, hiring, training, promotion, transfer, disciplinary action including termination, reduction in force, compensation, and other benefits.

Sexual harassment by any person in or from the work environment is strictly

prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, regardless of whether the conduct is motivated by sexual desire, when:

- Submission to such conduct is made either expressly or by implication of a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development.

Sexual harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint. Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; e-mails that may be inappropriate, offensive, harassing, or create a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations. The District will comply with laws requiring sexual harassment prevention training for all employees.

The District encourages all employees to report immediately any incidents of discrimination or harassment forbidden by this policy so that complaints can be resolved quickly and fairly. The District will promptly and thoroughly investigate any complaint of discrimination or harassment of any type and will take whatever corrective and remedial action is deemed necessary, including disciplining or discharging any individual who is believed to have violated this policy. All complaints and investigations will be designated as confidential to the extent possible and permitted by law.

If the employee chooses, s/he may file a complaint with the State of California Department of Fair Employment and Housing and/or with the United States Equal Employment Opportunity Commission. These agencies are charged with the responsibility of accepting and reviewing all complaints.

The District will not retaliate against an employee for reporting an allegation of discrimination or harassment and it will not tolerate or permit retaliation by other employees against the reporting employee or any employees interviewed during the investigative phase. Any employee who believes s/he has been retaliated against because of a claim of discrimination or harassment, or being involved in the investigative phase of a discrimination or harassment complaint, may file a claim of retaliation with the District, the State of California Department of Fair Employment and Housing and/or the United States Equal Employment Opportunity Commission.

300.00 Authority and Responsibility

The General Manager and each supervisor/manager will be responsible for maintaining a workplace free of discrimination and harassment. This responsibility includes discussing this policy with all employees and assuring them they are not required to endure insulting, degrading, or exploitative treatment or any other form of discrimination or harassment. The District will distribute a copy of this policy to all new employees and will periodically remind all employees of their rights and duties regarding discrimination and harassment, at minimum on an annual basis. Management and supervisory employees must also comply with the legal requirement to receive supervisor sexual harassment training every two years. The District will post the federal/state anti-discrimination and harassment poster on the employee bulletin board.

The General Manager is responsible for ensuring that all reports and complaints of discrimination or harassment are investigated promptly, thoroughly and fairly, regardless of the manner in which they are made or the individuals involved, and confidentiality shall be maintained to the extent possible. The person who receives the complaint, if other than the General Manager, shall refer the complaint to the General Manager. The General Manager will review every case, including all investigation findings and recommendations. The General Manager has established a timely and thorough process for investigating all reports or complaints of unlawful discrimination and harassment as set forth in the Discrimination and Harassment Prevention Procedure (PR – HR 008). If a complaint is substantiated, appropriate corrective and remedial action will be taken, up to and including termination of employment.

If the person alleged to have engaged in discrimination or harassment is the General Manager, then the person who received the complaint shall refer it to the President of the District's Board of Directors and the President, in consultation with District counsel, shall be responsible for investigating the complaint. As with all other complaints and investigations, it will be designated as confidential to the extent possible.

If the person alleged to have engaged in discrimination or harassment is a member of the Board of Directors, the General Manager shall consult with District counsel prior to and during the investigative process.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 3

Date: May 27, 2020

Subject: Workplace Violence Policy (PL – HR 013)

Staff Contact: Cassie Crittenden, Human Resources Coordinator

Recommended Board Action:

Approve the updated Workplace Violence Policy (PL – HR 013) with changes.

Background:

On May 18, 2020, the Workplace Violence Policy (PL – HR 013) was brought to the Board for review. To date, no comments from the Board have been received.

Discussion:

Staff recommends approving the updated Workplace Violence Policy (PL – HR 013). Both, a redlined version (Attachment 1) and clean version (Attachment 2) are included for your reference. In summary, edits were made to the following sections:

Section 100.10 – Deleted this section titled “Definitions” and moved the examples of workplace violence and dangerous weapons to section 200.00 as they should be included in this policy section.

Section 200.00 – Removed redundant language that is captured in section 100.00. Reorganized the existing content for clarity and added the examples of workplace violence and dangerous weapons originally captured in section 100.10

Section 300.00 – Removed redundant language.

Fiscal Impact:

Adopting the policy updates have no fiscal impact.

Strategic Plan Alignment:

Goal E: Retain and Recruit a Qualified and Stable Workforce.

District customers benefit from the District having and maintaining a policy that confirms the District’s commitment to providing a safe and violence-free workplace for all employees and customers.

Attachments:

- 1 – Workplace Violence Policy (PL – HR 013)- redlined
- 2 - Workplace Violence Policy (PL – HR 013)- clean

Sacramento Suburban Water District

Workplace Violence Policy

Adopted: July 21, 2003
Approved with changes on: ~~July 16, 2018~~ June 15, 2020

100.00 Purpose of the Policy

The purpose of this policy is to confirm the District's commitment to providing a safe and violence-free workplace since the safety and security of employees and customers are very important to the District. Threats, threatening behavior, acts of violence, or any related conduct that interferes with a director's's, ~~officer's,~~ employee's, ~~customer,~~ 's or ~~contractors~~ ~~sultant~~'s work performance or security, a customer's or visitor's safety, or the District's operations will not be tolerated.

200.00 Policy

~~Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation.~~ Threats, threatening behavior, or other acts of violence off District property, but directed at District employees or the public while conducting District business, is a violation of this policy. As part of this policy, the District seeks to prevent workplace violence before it begins and reserves the right to address behavior that suggests a propensity toward violence before any violent behavior occurs. The District believes that prevention of workplace violence begins with recognition of potential early warning signs and has established training programs to address situations that may present the possibility of violence.

Conduct under this policy includes, but is not limited to:

1. Fighting, hitting, striking, pushing, or other physical contact of any kind;
2. Threats of any kind, including threats made via telephone, fax, electronic or conventional mail, or any other communication medium, regardless of whether made on District property site or off District property site;
3. Threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others;
4. Other behavior that suggests a propensity towards violence, including belligerent speech, excessive arguing or swearing, sabotage, or threats to sabotage District property, or a demonstrated pattern of refusal to follow District policies and procedures;
5. Defacing District property or causing physical damage to the facilities; and
6. Carrying, displaying, threatening to use or using weapons or firearms of any kind.

Dangerous weapon is a device or instrument that is capable of causing death or great bodily harm including, but not limited to, the following:

1. A firearm of any type, whether loaded or unloaded;
2. Any type of bomb, grenade, or other incendiary or explosive device;
3. Any type of knife, dirk, dagger, sword, or stiletto having a blade longer than three inches;
4. Any razor with an unguarded blade;
5. Any wood or metal pipe or bar used or intended to be used as a club;
6. Any hand-operated instrument or device such as a crossbow, slingshot, brass or composite knuckles, or shuriken (throwing stars); and
7. Any instrument or device capable of releasing or injecting any poisonous substance capable of causing death or great bodily harm.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation.

To ensure the District maintains a workplace that is safe and free of violence for all employees and customers, the District prohibits the possession or use of dangerous weapons on District property. A license issued by a law enforcement agency to carry a dangerous weapon does not supersede this policy. District property is defined as all District owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under District ownership or control. This policy also applies to all vehicles that come onto District property. Notwithstanding the above, this prohibition does not apply to a dangerous weapon carried by an authorized law enforcement official who is on duty at the time he or she is on District premises for any purpose.

As part of this policy, the District seeks to prevent workplace violence before it begins and reserves the right to address behavior that suggests a propensity toward violence before any violent behavior occurs. The District believes that prevention of workplace violence begins with recognition of potential early warning signs and has established training programs to address situations that may present the possibility of violence.**100.10—Definitions**

Workplace violence includes, but is not limited to, the following:

1. Fighting, hitting, striking, pushing or other physical contact of any kind;
2. Threats of any kind, including threats made via telephone, fax, electronic or conventional mail, or any other communication medium, regardless of whether made on site or off site;
3. Threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others;
4. Other behavior that suggests a propensity towards violence, including belligerent speech, excessive arguing or swearing, sabotage, or threats to sabotage District property, or a demonstrated pattern of refusal to follow District policies and procedures;

- ~~5. Defacing District property or causing physical damage to the facilities; and~~
- ~~6. Carrying, displaying, threatening to use or using weapons or firearms of any kind.~~

~~Dangerous weapon is a device or instrument that is capable of causing death or great bodily harm including, but not limited to, the following:~~

- ~~8. A firearm of any type, whether loaded or unloaded;~~
- ~~9. Any type of bomb, grenade, or other incendiary or explosive device;~~
- ~~10. Any type of knife, dirk, dagger, sword, or stiletto having a blade longer than three inches;~~
- ~~11. Any razor with an unguarded blade;~~
- ~~12. Any wood or metal pipe or bar used or intended to be used as a club;~~
- ~~13. Any hand-operated instrument or device such as a crossbow, slingshot, brass or composite knuckles, or shuriken (throwing stars); and~~
- ~~14. Any instrument or device capable of releasing or injecting any poisonous substance capable of causing death or great bodily harm.~~

~~definition does not apply to a dangerous weapon carried by an authorized law enforcement official who is on duty at the time he or she is on District premises for any purpose~~**200.00 — Policy**

~~The District strictly prohibits directors, employees, officers, consultants, contractors, vendors, customers, visitors or anyone else on District premises or engaging in a District-related activity off District premises from behaving in a violent or threatening manner. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence off District property, but directed at District employees or the public while conducting District business, is a violation of this policy.~~

~~Workplace violence is prohibited whether it might occur on District premises, in District parking lots, or while conducting District business. All workplace violence that occurs off District premises but is directed at District employees or the public while conducting business for the District is a violation of this policy.~~

~~To insure the District maintains a workplace that is safe and free of violence for all employees and customers, the District prohibits the possession or use of dangerous weapons on District property. A license issued by a law enforcement agency to carry a dangerous weapon does not supersede this policy. District property is defined as all District owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under District ownership or control. This policy also applies to all vehicles that come onto District property.~~

~~As part of this policy, the District seeks to prevent workplace violence before it begins and reserves the right to address behavior that suggests a propensity toward violence before any violent behavior occurs. The District believes that prevention of workplace violence begins with recognition of potential early warning signs and has established training programs to address situations that may present the possibility of violence.~~

300.00 Authority and Remedies

Employees are responsible for immediately notifying the General Manager, Assistant General Manager, or any other manager of any threats or violent behavior they have witnessed, received, or have been told that another person witnessed or received; or whenever they witness any display, use, or threat to use any dangerous weapon on District property or in connection with performance of District business off premises. ~~Employees should also immediately report any behavior they have witnessed, which they regard as threatening or violent when that behavior is job related or might be carried out on District property or in connection with employment.~~

An employee ~~shall~~ also notify the General Manager if a restraining order is in effect either protecting or restraining the employee, or if an employee is in any way involved in or connected to a violent or potentially violent non-work-related situation that could result in workplace violence. Any employee that receives a protective or restraining order that lists District premises as a protected area also is required to provide a copy of the order to the General Manager.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly by the General Manager or his/her designee. If warranted, a written report of any investigation ~~and/or~~ immediate discipline or other corrective action will be prepared concerning the incident or conduct involving workplace violence. ~~—~~A report involving a District employee will become a part of that employee's personnel file and may be used in any further proceedings involving the employee to the extent permitted by law. ~~In~~ appropriate circumstances, the District will inform the reporting individual and any actual or alleged perpetrator of the results of the investigation. ~~To~~ the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation. The District may, ~~however,~~ need to disclose results in appropriate circumstances; for example, in order to protect individual safety. ~~The~~ District will not tolerate retaliation against any employee who reports actual or suspected workplace violence.

Violations of this policy will lead to disciplinary action that may include termination of employment, arrest, and prosecution. ~~In~~ addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring that person from District property, termination of business relationships with the person, ~~and/or~~ preferring filing charges or seeking a restraining order against the person.

400.00 Policy Review

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

Workplace Violence Policy

Adopted: July 21, 2003
Approved with changes on: June 15, 2020

100.00 Purpose of the Policy

The purpose of this policy is to confirm the District's commitment to providing a safe and violence-free workplace since the safety and security of employees and customers are very important to the District. Threats, threatening behavior, acts of violence, or any related conduct that interferes with a director's, employee's, or contractor's work performance or security, a customer's or visitor's safety, or the District's operations will not be tolerated.

200.00 Policy

Threats, threatening behavior, or other acts of violence off District property, but directed at District employees or the public while conducting District business, is a violation of this policy. As part of this policy, the District seeks to prevent workplace violence before it begins and reserves the right to address behavior that suggests a propensity toward violence before any violent behavior occurs. The District believes that prevention of workplace violence begins with recognition of potential early warning signs and has established training programs to address situations that may present the possibility of violence.

Conduct under this policy includes, but is not limited to:

1. Fighting, hitting, striking, pushing, or other physical contact of any kind;
2. Threats of any kind, including threats made via telephone, fax, electronic or conventional mail, or any other communication medium, regardless of whether made on District property or off District property;
3. Threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others;
4. Other behavior that suggests a propensity towards violence, including belligerent speech, excessive arguing or swearing, sabotage, or threats to sabotage District property, or a demonstrated pattern of refusal to follow District policies and procedures;
5. Defacing District property or causing physical damage to the facilities; and
6. Carrying, displaying, threatening to use or using weapons or firearms of any kind.

Dangerous weapon is a device or instrument that is capable of causing death or great bodily harm including, but not limited to, the following:

1. A firearm of any type, whether loaded or unloaded;
2. Any type of bomb, grenade, or other incendiary or explosive device;
3. Any type of knife, dirk, dagger, sword, or stiletto having a blade longer than three inches;
4. Any razor with an unguarded blade;
5. Any wood or metal pipe or bar used or intended to be used as a club;
6. Any hand-operated instrument or device such as a crossbow, slingshot, brass or composite knuckles, or shuriken (throwing stars); and
7. Any instrument or device capable of releasing or injecting any poisonous substance capable of causing death or great bodily harm.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an investigation.

To ensure the District maintains a workplace that is safe and free of violence for all employees and customers, the District prohibits the possession or use of dangerous weapons on District property. A license issued by a law enforcement agency to carry a dangerous weapon does not supersede this policy. District property is defined as all District owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under District ownership or control. This policy also applies to all vehicles that come onto District property. Notwithstanding the above, this prohibition does not apply to a dangerous weapon carried by an authorized law enforcement official who is on duty at the time he or she is on District premises for any purpose.

300.00 Authority and Remedies

Employees are responsible for immediately notifying the General Manager, Assistant General Manager, or any other manager of any threats or violent behavior they have witnessed, received, or have been told that another person witnessed or received; or whenever they witness any display, use, or threat to use any dangerous weapon on District property or in connection with performance of District business off premises.

An employee shall also notify the General Manager if a restraining order is in effect either protecting or restraining the employee, or if an employee is in any way involved in or connected to a violent or potentially violent non-work-related situation that could result in workplace violence. Any employee that receives a protective or restraining order that lists District premises as a protected area also is required to provide a copy of the order to the General Manager.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly by the General Manager or his/her designee. If warranted, a written report of any investigation or immediate discipline or other corrective action

will be prepared concerning the incident or conduct involving workplace violence. A report involving a District employee will become a part of that employee's personnel file and may be used in any further proceedings involving the employee to the extent permitted by law. In appropriate circumstances, the District will inform the reporting individual and any actual or alleged perpetrator of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation. The District may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports actual or suspected workplace violence.

Violations of this policy will lead to disciplinary action that may include termination of employment, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring that person from District property, termination of business relationships with the person, and filing charges or seeking a restraining order against the person.

400.00 Policy Review

This Policy shall be reviewed at least biennially.



Agenda Item: 4

Date: June 12, 2020

Subject: CalPERS Pension – Employer Paid Member Contribution

Staff Contact: Dan York, General Manager

Recommended Board Action:

Discuss options to have employees in the 3% at Age 60 and the 2% at Age 55 pension plans begin paying the Employer Paid Member Contribution (EPMC).

Background:

Staff and the Board have discussed modifying the Employer Paid Member Contribution (EPMC) numerous times since 2011. Below is a summary of those discussions:

November 4, 2011: The District held a Board Workshop (Workshop) to discuss the employee share of the District's pension EPMC. Board President Schild asked to discuss the results of the analysis during the Workshop. In this Workshop it was discussed that providing matching salary increases in exchange for employees paying a similar percentage in EPMC would cost the District more, approximately \$10,000 more per year. This included pension costs, employer paid social security and Medicare taxes, and workers' compensation insurance premiums. Also discussed was the issue of pre-merger employees having certain protections by a LAFCo resolution, and suggesting to consider making changes prospectively.

Stemming from the Board Workshop in November 2011, a suggestion was made in January 2012 to discuss the EPMC. Therefore, the District continued looking into a change to its practice of the District paying the full amount of the EPMC, which is made on a tax deferred basis in accordance with the requisite provisions of the Internal Revenue Code. The Board supported putting this topic on the March, 2012 agenda for discussion.

March 19, 2012: The Board continued contemplating a change to its practice of paying the full amount of the EPMC. The District posed a list of questions for a CalPERS actuarial office representative, Ms. Fritzie Archuleta, to answer. It was decided to submit the questions to CalPERS in advance so CalPERS staff could have more time in preparing appropriate responses. No questions were received from the Directors, therefore, staff provided questions to CalPERS for discussion at the April, 2012 meeting.

April 16, 2012: The Board met to discuss EPMC and staff asked for Board direction. Ms. Archuleta was present to answer questions posed by the District to CalPERS. Questions were

related to scenarios for employees paying pension contributions, savings to the District, liabilities to the District, steps needed to make changes to the EPMC, and the optimal time to make changes to EPMC. The public commented and felt the topic was put to rest and that pensions are less than 3% of the budget. The public commented that the review was appreciated, but there were no real savings to be realized. The General Manager asked the Board for direction, and Director Schild stated he has nothing more to discuss at this time. The Board took no action, had no additional information requests, and provided no additional direction to staff.

January 1, 2013: The California Public Employee Retirement Reform Act (PEPRA) went into effect. The new law set limits on pension benefits for public employees, established minimum contributions by employees to their pension plans, and defined pensionable compensation among other requirements. PEPRA does not affect the pension plans of employees who are members of any public retirement system prior to January 2013, unless that system does not have reciprocity with CalPERS, or the member joins after a break in service exceeding 6 months.

August 19, 2013: Staff sought Board direction regarding EPMC and equitable compensation treatment amongst its employees in the differing District pension plans. At that time, all but one employee fell under either the 3% at 60 or the 2% at 55 pension plan. Per District legal counsel, EPMC paid on behalf of staff employed as of the date of merger (February 1, 2002) is a vested right. Legal counsel concluded that the District cannot require such employees to make the necessary member contributions without offering in turn a “comparable benefit”. In addition, while categorically separate, but nevertheless closely related, employees hired subsequent to merger were hired with an understanding, including a District resolution on file with CalPERS, stating the District will pay 8% of the normal member contributions as EPMC to all employees effective September 30, 2002. The Board voted unanimously to leave the District’s current practice of paying EPMC unchanged.

December 15, 2014: At the request of the Board, staff brought information regarding EPMC. Key aspects of EPMC brought to the Board included legal counsel’s conclusion that the District cannot require such employees to make the EPMC contribution without offering a “comparable benefit”, the understanding the EPMC would be paid by the District at the time of hire for staff hired subsequent to the merger, and as an option, the financial impact to the District for offsetting paying the EPMC with matching salary increases would cost the District about \$96,000 more per year. This was an information item, so there was no action or direction provided by the Board.

In addition to the discussions regarding the District paying the EPMC, legal constraints have been discussed many times over the years. The law states the Board has full authority over employee benefits. The Board has constrained itself by entering into benefit contracts and formally stating their intent through written policies. The Board has formally stated their intent by 1) entering into contracts with CalPERS for retirement and health benefits and with other providers for additional health benefits, 2) formally amending the contracts through the years with resolutions, and 3) enacting policies and procedures regarding the offering and terms of employee benefits.

Discussion:

As summarized above, this topic has been discussed at length with the Board beginning in 2010 when the Board expressed concern about controlling the District's employee and retiree benefit costs. Staff was directed to obtain a legal opinion on the Board's authority to change various types of pension and health care benefits (see Attachment 1). The Board has discussed the subject issue publicly from November 2011 through December 2014, of which the Board has unanimously concluded to leave the District's practice regarding the EPMC unchanged. Staff continually asked that if the District wished to change the practice of paying for the EPMC, do so prospectively. This request is related to honoring the offer letter that each employee signs when an offer of employment with the District is extended, which outlines the current retirement and health benefit plans being offered by the District (see Attachment 2).

Below is an overview of retirement pension plans:

1. For staff employed as of the date of merger (February 1, 2002) the EPMC is a vested right and District legal counsel has concluded that the District cannot require such employees to make the EPMC contribution without offering a "comparable benefit."
2. For staff hired subsequent to the merger, at the time of hire, were hired with an understanding that the EPMC was to be paid by the District.
3. Since 2002, the District has had two resolutions, which are on file with CalPERS, stating that the District will pay the member contribution for all its employees (see Attachment 3 and Attachment 4)
4. While the legal issue surrounding whether or not changes to pension plans can be done retroactively, it's important to note that under PEPR, retirement plan changes were made prospectively to apply only to future hires.
5. All District employees are in a single, non-represented "miscellaneous" class under CalPERS.
6. Based on hire date and the corresponding "open" pension plan offered by the District at the time of hire, employees are in either the 3% at 60 Plan (hired prior to 09/2006), the 2% at 55 Plan or the 2% at 62 Plan. The 3% at 60 Plan is no longer open.
7. The 2% at 62 Plan, as provided under PEPR, does not allow the EPMC to be picked up by the District.
8. The maximum limit of the EPMC is 8.0% of employee pensionable wages, to include base salary for all pension plans and for the 3% at 60 and 2% at 55 Plans.

Staff has been directed by the Board to present options to have employees in the 3% at Age 60 and the 2% at Age 55 pension plans begin paying the EPMC of 8% and 7%, respectively. There have been a few agencies in the region who have made the change to no longer pay the EPMC for their employees. Below is a summary of how each agency phased out paying the EPMC:

San Juan Water District (SJWD):

SJWD is not represented by a union. SJWD had previously paid the 8% CalPERS employee share of the EPMC. In 2011, SJWD chose to discontinue paying the 8% EPMC. In doing so, they chose to immediately increase all salary bands by 8%.

Placer County Water Agency (PCWA):

PCWA is represented by a union. PCWA had previously paid the 8% CalPERS employee share of the EPMC. At the bargaining table in 2015, PCWA negotiated a phase out of EPMC over a 5-year period of time. Beginning in January 2016, PCWA increased employee salary ranges an additional 1.5% each year through 2019, with a final salary increase of 2% in 2020.

Elk Grove Water Agency (EGWA):

EGWA is not represented by a union. EGWA had previously paid the 8% CalPERS employee share of the EPMC. The EGWA Board chose to continue to issue Cost of Living Adjustments (COLA's) each year, assuming it is an average of 2% per year. EGWA deducted the equivalent COLA percentage from each employee's salary on a pre-tax basis and applied that deduction towards the employee's contribution towards PERS. The deductions continued until the combined COLA percentages equaled 8%. In exchange for their employees to agree with the EGWA's Board to discontinue paying for the EPMC by the above mentioned process, the EGWA Board approved a 9/80 work schedule by closing the office every other Friday.

City of Roseville (City):

The City is represented by a union. The cost sharing for their Classic employees was negotiated separately with each bargaining unit in 2013. Staff was informed that the phasing out process was completed in 2016, which was similar to PCWAs phase out program.

The District is in a different situation than the above agencies due to the LAFCo resolution, along with the continued practice of paying the EPMC for post-merger 3% @ 60 and 2% @ 55 employees since 2002.

Currently, below are the number of staff under each pension plan:

- Tier 1 Pre-Merger 3% @ 60 Plan = 14 employees
- Tier 1 Post-Merger 3% @ 60 Plan = 11 employees
- Tier 2 Post Merger 2% @ 55 Plan = 12 employees
- Tier 3 PEPR 2% @ 62 Plan = 32 employees

Complications arise with existing employees as the District, per legal counsel, has made the EPMC paid on behalf of staff employed as of the date of merger (February 2, 2002) a vested right. Legal counsel has concluded that the District cannot require the pre-merger employees to make the necessary member contributions without offering in turn a "comparable benefit." In addition, while categorically separate, but nevertheless closely related, employees hired subsequent to merger were hired with an understanding and an outstanding District resolution on file with CalPERS stating that the District will "pick-up" the member contribution for all its employees (See Resolutions 02-30 and 02-32 attached).

Phasing out the EPMC has the potential to cost the District more money due to the requirement that the District offer an equal, offsetting benefit to employees, which staff recommends to be a salary increase, and commensurate increases to pension expense and employer taxes. Phasing

out the EPMC prospectively is the most cost effective, followed closely with the Do-Nothing alternative.

As discussed at prior Board meetings, staff has sought Board direction regarding EPMC treatment between and amongst District staff. The Board may recall, despite the District having a single, non-represented “miscellaneous” class of employees under CalPERS, employees are differentiated based on their respective hire dates and the corresponding “open” pension plan offered by the District at the time of hire. As each of these pension plans has different member contribution amounts and limits and as the District now has a new pension plan that requires an employee to pay his or her share of the member contribution, staff seeks Board direction regarding equitable compensation treatment amongst its employees in the differing District pension plans.

Below are options for consideration and discussion:

1. Hire special legal counsel to determine the liability the District has in terms of the LAFCo resolutions for pre-merger employees as well as paying for post-merger and classic employees.
2. Prospectively require all new employees in the 2% @ 55 Plan to begin paying EPMC.
3. Phase in Employees Paying EPMC:

Tier 1 Pre-Merger 3% @ 60 Plan (pre-2003)

- Employees pay 2%, via COLA, of their EPMC beginning January 1, 2021, and annually thereafter until the full EPMC of 8% is met in 2024. To meet the “comparable benefit” clause in the LAFCo resolution, increase salary by 2% beginning January 1, 2021, through 2024.
- 2% of 2020 salaries equates to \$26,018 in increased salary, \$11,017 in increased pension cost and \$1,990 in increased taxes for a total cost of \$39,026. Less the employee contribution to EPMC of 2% of new salary of \$26,539. Total cost to District of \$12,488 per year cumulative. This number will increase each year based on CalPERS actuarial valuations and additional employee salary increases.

Tier 1 Post-Merger 3% @ 60 Plan (2003 – 2006)

- Employees pay 2%, via COLA, of their EPMC beginning January 1, 2021, and annually thereafter until the full EPMC of 8% is met in 2024. This option has no additional cost to the District; OR
- Employees pay 2%, via COLA, of their EPMC beginning January 1, 2021, and annually thereafter until the full EPMC of 8% is met in 2024. To offset the District paying the EPMC since 2002, increase salary by 2% beginning January 1, 2021, through 2024. 2% of 2020 salaries equates to \$17,695 in increased salary, \$7,493 in increased pension costs and \$1,354 in increased taxes for a total cost of \$26,541. Less the employee contribution to EPMC of 2% of new salary of \$18,049. Total cost to District of \$8,493 per year cumulative. This number will

increase each year based on CalPERS actuarial valuations and additional employee salary increases.

Tier 2 2% @ 55 Plan (2007-2012)

- Employees pay 2%, via COLA, of their EPMC beginning January 1, 2021, and annually thereafter through 2023, and by 1% in 2024 until the full EPMC of 7% is met. This option has no additional cost to the District.
- Employees pay 2%, via COLA, of their EPMC beginning January 1, 2021, and annually thereafter until the full EPMC of 7% is met in 2024. To offset the District paying the EPMC since 2007, increase salary by 2% beginning January 1, 2021, through 2023, and a 1% salary increase in 2024. 2% of 2020 salaries equates to \$26,345 in increased salary, \$5,067 in increased pension costs and \$2,015 in increased taxes for a total cost of \$33,427. Less the employee contribution to EPMC of 2% of new salary of \$26,872. Total cost to District of \$6,555 per year cumulative. This number will increase each year based on CalPERS actuarial valuations and additional employee salary increases.

Discuss the District implementing a 9/80 business schedule by closing the office every other Friday to offset employees paying the EPMC. This is similar to what EGWA implemented in 2011.

Several of the above options is based on an approach of minimizing impacts to District operating costs within the legal constraints imposed by the LAFCo resolutions and Board decisions made at the time of consolidation and PEPRAs.

If the Board chooses to proceed with the phasing aspect listed above, staff will need to prepare resolution(s) to this affect to be brought back at a subsequent Board meeting and, if adopted, file such resolution(s) with CalPERS.

Fiscal Impact:

No fiscal impact at this time.

Strategic Plan Alignment:

Goal C – Ensure Fiscal Responsibility and Affordable Rate

Goal E – Retain and Recruit a Qualified and Stable Workforce

Attachments:

1. Legal Opinion
2. District Offer Letter
3. Resolution 2-30
4. Resolution 2-32



Bartkiewicz, Kronick & Shanahan

A Professional Corporation

MEMORANDUM

TO: BOARD OF DIRECTORS, SACRAMENTO SUBURBAN WATER DISTRICT

CC: ROB ROSCOE, GENERAL MANAGER

FROM: JOSHUA M. HOROWITZ

DATE: AUGUST 11, 2010 [With 10-2-18 Notes for 10/8/18 F&A Committee Meeting]

RE: DISTRICT'S LEGAL AUTHORITY TO ALTER EMPLOYEE BENEFITS

Several Board members have expressed concern about controlling the District's employee and retiree benefits costs and have asked what legal authority the Board has to change existing benefits. This memorandum discusses the Board's authority to change the various types of pension and health care benefits offered by the District to employees and retirees. This memorandum also briefly addresses other types of benefits that the District offers to active employees. Because the District has different legal obligations to active employees and retirees, and because the District has different legal obligations to active employees depending on date of hire, this memorandum addresses the District's obligations to each class of employees and retirees separately.

I. EXISTING EMPLOYEES FORMERLY EMPLOYED BY AWD AND NWD

A. Summary of SSWD Obligations to Employees at Consolidation

The first class of existing District employees are those who were first employed by Arcade Water District ("AWD") or Northridge Water District ("NWD") and who remained employed by the District when it was formed on February 1, 2002 by consolidation of the former districts. Under Sacramento LAFCO Resolution No. LAFC 1237 approving the consolidation and Board Resolution No. 02-02, all "pre-consolidation" employees are vested in the compensation, benefits and other terms and conditions of their respective employment with AWD or NWD as of January 31, 2002. As a result, the Board cannot reduce the level of pension, health care and other employment benefits that such employees were entitled to on the consolidation date. All pre-consolidation employees are vested in the "3 at 60, final 12 months compensation" pension formula, fully paid employment and retiree health benefits and in the other employment benefits that were offered by AWD and NWD to their respective employees at consolidation. There are 27 active employees in this class.

B. Discussion

1. Pension Benefits:

Technically, all pre-consolidation employees are only entitled to the level of pension benefits that were in effect as of January 31, 2002. AWD employees were entitled to a District contribution of 20 percent of salary to a purchase money (defined contribution) plan. For NWD employees, the District was required to contribute both the employer's and the 7 percent employees' share of contributions to a "2 at 55, final 12 months compensation" CalPERS defined benefit pension plan. Because pension benefits are considered a vested right when earned under California law, when the District adopted the CalPERS "3 at 60, 12 months final compensation" pension formula in September 2002, all active District employees at that time were deemed to have become vested in the "3 at 60" plan.

Under current vested rights law, the Board does not have the authority to reduce pre-consolidation employees' 3 at 60 pension formula to the 2 at 55 formula/purchase money plan contribution unless the Board provides a comparable benefit to make up for the reduction. Note, however, that the issue of retroactive increases in pension benefits is being litigated in a case involving the City of San Diego and its police and fire employees. If a final court judgment is issued in favor of the city, the Board may be able to require that CalPERS apply the 2 at 55 formula to each employee's pre-consolidation years of service and the 3 at 60 formula for all post-consolidation years of service.¹

2. Health Care Benefits:

All pre-consolidation employees are vested in a right to District-paid health care premiums because of the vesting of existing benefits provided in the LAFCo Resolution No. LAFC 1237 and Board Resolution No. 02-02. This applies both to full payment of premiums while such employees are active and when retired from District service. As we have previously advised the Board, however, we believe that the District may reasonably limit the amount paid for pre-consolidation employees' health care premiums by limiting the number of fully funded health plans. For example, the District could, as for active employees, fully fund only the lowest cost available HMO and PPO plans for such employees and their dependents and require them to pick up a portion of the premiums if they desire to enroll in a higher-cost HMO or PPO plan. The Board has already capped health benefit premium payments for all active employees based on this advice.

Also, in accordance with Section 1.5 (p. 2) of the Employee Policy and Procedures Manual ("Manual") ["The District reserves full discretion to add to, modify, or delete provisions of this Manual and other employment policies, procedures, work rules, or benefits, at any time and without advance notice."], and Section 4.1 (p. 14) of the Manual ["The District and its benefit providers reserve the right to reduce or terminate any of these benefits at any time and for any

¹ As a practical matter, it also would be difficult to quantify the value of former AWD employees' benefits under the purchase money plan. The District would need to hire an actuary to calculate the appropriate valuation. The District also would have to negotiate with CalPERS to terminate the participation of former AWD employees from the District pension plan or to apply the appropriate PERS pension formula to the accounts of former AWD employees.

reason. . . . Except as required by law, employees will not become entitled to any vested rights under any of the benefits provided the District.”], the Board has the right to reduce or change any upgraded or additional health care benefits provided to pre-consolidation employees that were granted after consolidation occurred.

3. Other Benefits:

Pre-consolidation employees also are vested in other types of employment benefits that were offered by AWD or NWD to active employees at the time of consolidation, subject to any then-existing limitations and exclusions. For example, AWD and NWD employees have greater vacation accrual rights than post-consolidation employees. (See Manual, Section 5.1.2, p. 20.) Again, however, if the Board has provided any new or increased benefits to employees since consolidation, it has the right to change or reduce those new or increased benefits for all employees as long as pre-consolidation employees’ vested benefits are protected.

II. EXISTING EMPLOYEES EMPLOYED BY SSWD AFTER CONSOLIDATION BUT BEFORE THE 2006 CHANGE IN PENSION PLAN

A. Summary of SSWD Obligations to Employees Hired After Consolidation But Before the Change in Pension Plan

The second class of existing District employees are those who were first employed by the District after consolidation, but before the Board adopted the existing “second tier” 2 at 55 pension plan adopted effective September 25, 2006. This class of employees is vested in the 3 at 60 pension formula. They are not vested in any employment-related health care benefits and are only vested in any retiree health care benefits to the extent that they already have been earned. Under the Board’s policies, these employees also are not vested in other types of employment benefits. There are 18 active employees in this class.

B. Discussion

1. Pension Benefits:

Employees hired after consolidation but before the September 25, 2006 adoption of the second tier pension plan have the same pension rights as those described for pre-consolidation employees in Section I.B.1., page 2. of this memorandum. Also see Part V, page 6 of this memorandum for a discussion of the Board’s authority to require employees to begin paying a portion of the employees’ share of CalPERS pension contributions.

2. Health Care Benefits:

The Board may change the health benefits plan design for existing and new active employees, including changing health plan providers, the plans offered, and the employee contribution levels for such benefits. (See Section I.B.2. above quoting Sections 1.5 and 4.1 of the Manual.) This authority includes terminating the District’s participation in CalPERS’ health care programs administered under the Public Employees Medical and Hospital Care Act (“PEMHCA”), and

obtaining health care benefits from another provider. The Board already has instituted such a change when it adopted a cap on health care premiums effective January 1, 2007. Under that cap, the District pays the entire premium for the lowest cost HMO or PPO plan offered by CalPERS for each employee and his or her dependents, but any employee wishing to enroll in a higher cost plan must pay the difference in premiums.

All employees who were hired after January 1, 2003 (this includes all 33 employees hired post-consolidation) are subject to the “10/20” retiree health care vesting schedule provided in PEMHCA. The 10/20 vesting schedule requires an employee to work a minimum of 10 years in CalPERS service, with at least five years at the District, before they vest in any right to District-paid retiree health care. At year 10, qualified employees become vested in a right to District payment of 50 percent of their retiree health care premiums and earn an additional 5 percent right to District pick-up of premiums annually until vested in a right to fully-paid health care premiums after 20 years of service. Regardless of the 10/20 vesting schedule, the Board also has limited discretion to change active employees’ retiree health care benefits. While active employees probably are vested in any retiree health care benefits that they have already earned, the Board may alter future benefits by changing plan design or by reducing or eliminating such benefits as long as any rights in which employees have vested are protected. Other than any vested employee rights in healthcare benefits already earned, the only limits on the Board’s discretion to change active employees’ retiree health care benefits would be any limitations imposed by CalPERS’ regulations and policies under PEMHCA.

If the Board is interested in altering current health care benefits provided under PEMHCA, the Human Resources Coordinator should consult with CalPERS health benefits staff to determine if CalPERS has adopted any regulations or policies that may limit or impact the District’s authority to change the existing health benefits plan for active employees.

3. Other Benefits:

Under Sections 1.5 and 4.1 of the Manual (See discussion in Section I.B.2. above), the Board has full authority to reduce or eliminate other types of employment benefits offered to employees hired post-consolidation. The Board’s policy is consistent with existing law, which provides the Board with complete discretion to alter other employment benefits absent a clear written policy promising employees a certain, stated level of benefits.

III. EXISTING EMPLOYEES EMPLOYED BY SSWD AFTER CONSOLIDATION AND AFTER 2006 CHANGE IN PENSION PLAN

A. Summary of SSWD Obligations to Employees Hired After Consolidation and After Change in Pension Plan

The third class of existing District employees are those who were first employed by the District after consolidation and after the Board adopted the “second tier” 2 at 55 pension plan effective September 25, 2006. These employees are vested in the 2 at 55, average last three years compensation pension formula adopted by the Board in July 2006. They are not vested in any employment-related health care benefits and are only vested in any retiree health care benefits to

the extent they already have been earned. Under the Board's policies, these employees also are not vested in any other employment benefits. There are 15 active employees in this class.

B. Discussion

1. Pension Benefits:

Employees hired after consolidation and after the September 25, 2006 adoption of the second tier pension plan are vested in the second tier 2 at 55, average final 3 years of compensation and 7 percent EPMC pension formula. These employees cannot vest in the previous 3 at 60 plan unless the Board decides to discontinue the second tier pension plan and consolidate all employees into the first tier pension plan. Also see Part V, page 6 of this memorandum for a discussion of the Board's authority to require active employees in this class to begin paying a portion of the employees' share of CalPERS pension contributions.

2. Health Care Benefits:

Employees in this class are subject to the same health care benefits rules described in Section II.B.2., page 3, of this memorandum.

3. Other Benefits:

Employees in this class are subject to the same other employment benefits rules described in Section II.B.3., page 4, of this memorandum.

IV. DISTRICT RETIREES

A. Summary of SSWD's Obligations to Retirees

Under the California vested rights doctrine, District retirees are vested in their pensions upon retirement and such benefits cannot be altered by the District. The extent to which the vested rights doctrine protects retiree health care benefits is less clear – it appears that retirees who have earned a right to District-paid health care are vested in a continued right to some reasonable level of paid benefits, although the majority of appellate cases indicate that the Board has limited discretion to change retiree health plan design, for example by limiting the number of plans offered or by capping premiums. The District currently has 25 retirees receiving pension and health benefits.

B. Discussion

1. Pension Benefits:

Retirees are vested in a right to the pension formula under which they retired. Because retirees are no longer employed by the District and because retiree pension benefits are administered and paid by CalPERS, the District has no right to change retiree pension benefits in any way.

2. Health Care Benefits:

Retirees are vested in the health care benefits that they had accrued upon retirement from the District. While CalPERS administers retirees' health care benefits, the administration of those benefits is coordinated with the District, which continues to pay the costs of those benefits. In addition, as discussed in this memorandum, the weight of legal authority appears to provide some authority for the District to alter plan design and to cap premiums for existing retirees' health care benefits. However, CalPERS may have adopted regulations or policies that limit any authority of contracting agencies to alter retiree health plan design or to cap premiums. If the Board is interested in trying to limit its exposure for retiree health care costs (in addition to its previous action to pre-fund OPEB obligations), the Human Resources Coordinator should contact CalPERS health care staff to discuss these issues.

3. Other Benefits:

Retirees are not considered District employees and therefore do not have any rights to other types of benefits offered to active District employees.

V. A COMMENT ON CHANGING RESPONSIBILITY FOR PAYMENT OF EMPLOYEE CONTRIBUTIONS TO CALPERS PENSION PLAN

To date, the District has "picked-up" the entire EPMC for its employees. This also was the practice at AWD and NWD. One unresolved issue in public employment law is whether a public agency that does not have an employee union may begin requiring its employees to pay a portion or the entire employees' share of contributions to that agency's CalPERS defined benefit retirement plan (the "EPMC"). Because of the promises made to pre-consolidation employees not to change their benefits as they existed at consolidation, the Board probably cannot require those employees to pay all or most of the EPMC.² The current trend in the courts indicates that the District may be able to require employees hired post-consolidation to begin paying some or all of the EPMC.

Recent California Supreme Court and court of appeal cases support an argument that the Board may require employees to begin paying some or all of the EPMC because it is an element of compensation that can be changed. Some older cases support the argument that the EPMC is a vested right that the District cannot alter without either providing an equivalent benefit, for example a salary increase in the same percentage as the reduction in EPMC payments, or by negotiating the change with employees and obtaining their consent. The California Supreme Court has not settled this question, so the answer is unclear. In fact, a 1945 Supreme Court case ruled that once a public agency agrees to pick up the EPMC, that pick-up becomes a vested right and cannot be changed unless the agency provides a compensating benefit in exchange for reducing its pick-up of the EPMC. More recent decisions indicate that the California Supreme Court might overturn its 1945 decision but no case is pending before the court that would present an opportunity to revisit that earlier case.

² Because the existing NWD pension formula was 2 at 55 with a 7 percent EPMC, the Board arguably could require former NWD employees pick up 1 percent of the EPMC under the current 3 at 60 with 8 percent EPMC plan. Former AWD employees probably cannot be required to pick up any EPMC because that district fully paid all purchase money plan costs.

Because of the uncertain state of the law, a decision to reduce or eliminate the EPMC is a risk management and policy issue that the Board should consider carefully before implementing. In contrast, the law is clear that the Board may require all new hires to pay some or all of the EPMC. If the Board is interested in investigating whether to require existing or new employees to begin paying a portion or all of the EPMC, the District's Human Resources Coordinator should consult with CalPERS to determine if it has adopted any regulations or policies concerning the payment of the EPMC that might impact or limit the Board's authority to require such contributions.

DATE

NAME
ADDRESS

RE: Offer of Employment—POSITION TITLE

Dear NAME:

We are pleased to extend an offer of employment with the Sacramento Suburban Water District (“SSWD”) in the position of XXX. Your starting pay will be \$XXX per hour, or \$XXX per month, which will be paid on a biweekly basis (every two weeks) on Friday. Since your position is classified as non-exempt, you will be entitled to overtime pay for applicable hours worked at 1-1/2 times your hourly rate.

Since SSWD is an at-will employer, either you or SSWD can terminate your employment at any time with or without notice and with or without cause.

Since you are not a CalPERS member, you will be enrolled in the CalPERS 2% @ Age 62 retirement plan and required to pay the employee/member’s contribution for that plan, which is currently 7.25% of gross wages, as required under the Public Employees’ Pension Reform Act of 2013 (“PEPRA”). The employee/member’s contribution percentage is subject to change per CalPERS. SSWD will fully pay for medical (at least one HMO and one PPO plan), dental, vision, life and disability insurance plans for you and your dependents. Current benefit levels are subject to change as determined and authorized by the District’s Board of Directors and allowed by law.

As required for this position, you must have and maintain a valid California Driver’s License. Your failure to maintain a valid California Driver’s License during your employment, could result in disciplinary action up to and including termination.

You will also be required to successfully complete a six-month introductory period so you and SSWD can better evaluate the employment relationship.

This offer of employment is contingent upon an acceptable background check that will include a reference check, DMV driving record review, and a pre-employment physical that will include drug and alcohol tests. The pre-employment physical will be at SSWD expense and conducted at the Sutter Occupational Health Clinic in Roseville. Further details will be provided prior to your appointment, which will be scheduled by Cassie Crittenden, SSWD’s Human Resources Coordinator.

NAME
DATE
Page Two

RE: Offer of Employment

If you accept this offer, please sign and date this letter along with the Applicant Certification and Social Security Authorization forms (enclosed with this letter) to start the background check. Also enclosed for your records are the following documents: 1) Applicant Notification, 2) Summary of Your Rights under the FCRA, and 3) Summary of Your Rights under Civil Code Section 1786.22.

Finally, as required by law, this offer of employment includes the following information:

1. The District maintains Workers' Compensation Insurance through ACWA/JPIA, located at 2100 Professional Drive in Roseville, California 95661-9082; phone number 916.786.5742.
2. All full-time employees, and all other employees effective July 15, 2015, may accrue and use sick leave, have the right to request and use accrued paid sick leave, may not be terminated or retaliated against for using or requesting the use of accrued paid sick leave, and have the right to file a complaint against an employer who retaliates.

We are pleased at the prospect of having you join the Sacramento Suburban Water District. If you need assistance or have any questions, please do not hesitate to contact Cassie at any time.

Sincerely,

NAME
POSITION TITLE

I accept this conditional offer of employment.

Signature

Dated

Copy: Name, HR Coordinator

RESOLUTION NO. 02 - 30

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
SACRAMENTO SUBURBAN WATER DISTRICT
FOR EMPLOYER PAID MEMBER CONTRIBUTIONS**

WHEREAS, the governing body of the Sacramento Suburban Water District has the authority to implement Government Code Section 20691;

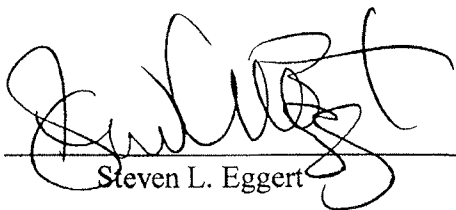
WHEREAS, the governing body of the Sacramento Suburban Water District has a policy which specifically provides for the normal member contributions to be paid by the employer;


WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Sacramento Suburban Water District of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Sacramento Suburban Water District has identified the following conditions for the purpose of its election to pay EPMC:

- **This benefit shall apply to all employees of Sacramento Suburban Water District.**
- **This benefit shall consist of paying 8% of the normal member contributions as EPMC.**
- **The effective date of this Resolution shall be September 30, 2002.**

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Sacramento Suburban Water District elects to pay EPMC, as set forth above.


By: 
Steven L. Eggert


President

November 25, 2002
Date adopted and approved

*original
went to
PERS*

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 25th day of November 2002.

By: 
Dewight F. Kramer, Sr.
Secretary, Board of Directors
Sacramento Suburban Water District

RESOLUTION NO. 02 - 32

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
SACRAMENTO SUBURBAN WATER DISTRICT
FOR EMPLOYER PICKUP RESOLUTION
PRE-TAX PAYROLL DEDUCTION PLAN
FOR SERVICE CREDIT PURCHASES
(CONTRIBUTION CODE 14)**

WHEREAS, the Board of Administration of the California Public Employees' Retirement System (CalPERS) at the April 1996 meeting approved a pre-tax payroll deduction plan for service credit purchases under Internal Revenue Code (IRC) section 414(h)(2); and

WHEREAS, the Sacramento Suburban Water District has the authority to implement the provisions of IRC section 414(h)(2) and has determined that even though implementation is not required by law, the tax benefit offered by this section should be provided to those employees who are members of CalPERS; and

WHEREAS, the Sacramento Suburban Water District elects to participate in the pre-tax payroll deduction plan for all employees in the following CalPERS coverage group(s):

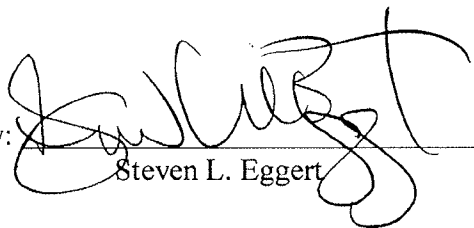
Miscellaneous

NOW, THEREFORE, BE IT RESOLVED:

- I. That the Sacramento Suburban Water District will implement the provisions of IRC section 414(h)(2) by making employee contributions for service credit purchases pursuant to the California State Government Code on behalf of its employees who are members of CalPERS and who have made a binding irrevocable election to participate in the pre-tax payroll deduction plan. "Employee contributions" shall mean those contributions reported to CalPERS which are deducted from the salary of employees and are credited to individual employee accounts for service credit purchases, thereby resulting in tax deferral of employee contributions.
- II. That the contributions made by the Sacramento Suburban Water District to CalPERS, although designated as employee contributions, are being paid by the Sacramento Suburban Water District in lieu of contributions by the employees who are members of CalPERS.
- III. That the employees shall not have the option of choosing to receive the contribution amounts directly instead of having them paid by the Sacramento Suburban Water District to CalPERS.

- IV. That the Sacramento Suburban Water District shall pay to CalPERS the contributions designated as employee contributions from the same source of funds as used in paying salary, thereby resulting in tax deferral of employee contributions.
- V. That the effective date for commencement of the pre-tax payroll deduction plan cannot be any earlier than July 1, 1996, or the date the completed resolution is received and approved in CalPERS, whichever is later.
- VI. That the governing body of the Sacramento Suburban Water District shall participate in and adhere to requirements and restrictions of the pre-tax payroll deduction plan by reporting pre-tax payroll deductions when authorized by CalPERS for those employees of the above stated Coverage Group(s) who have elected to participate in this plan.

PASSED AND ADOPTED by the governing body of the Sacramento Suburban Water District this 25th day of November 2002.

By: 
 Steven L. Eggert

 President of the Board

RETURN ADDRESS:

Sacramento Suburban Water District
 3701 Marconi Avenue, Suite 100
 Sacramento, CA 95821



FOR CAL PER USE ONLY	
Pre-tax Payroll Deduction Plan Effective Date:	_____, 2002
Approved By: _____	Title: _____
MEMBER SERVICES DIVISION, Service Credit Section – Unit 830	

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 25th of November 2002.

By: 

Dewight F. Kramer, Sr..
Secretary, Board of Directors
Sacramento Suburban Water District



Agenda Item: 5

Date: June 9, 2020

Subject: San Juan Water District Water Transfer Update

Staff Contact: Mike Huot, Assistant General Manager

Recommended Board Action:

As recommended by the Facilities and Operations Committee, approve a pilot project to purchase up to 4,000 acre-feet of surface water from San Juan Water District and authorize the General Manager to execute and sign agreements necessary to implement the pilot project, subject to review and approval by District legal counsel.

Background:

The District has a long-term Agreement with Placer County Water Agency (PCWA) to purchase Middle Fork Project water in years when the March-November Unimpaired Inflow to Folsom Reservoir (UIFR) is 1.6 million AF or more. That contract originally committed the District to 29,000 AF of take-or-pay water when the UIFR trigger is met. In 2008, the District and PCWA amended the Agreement to reduce the take-or-pay quantity to 12,000 AF. The District is currently working with PCWA to revise the agreement, which tentatively includes reducing the take-or-pay down from 12,000 AF to 8,000 AF. The District still has language in the Agreement that allows a maximum of 29,000 AF if available.

San Juan Water District (SJWD) approached staff with a proposal to sell their surface water that would be available on a more reliable basis than the surface water sold by PCWA. While there would be years when the District would not be able to access water from SJWD, it would be available more often than is available through the PCWA Agreement, and in those years it would not be available from SJWD, it also wouldn't be available from PCWA.

Moreover, the District would be able to purchase water from SJWD at a lower price than what is stipulated in the PCWA Agreement. Excluding treatment, the cost of PCWA water is \$58.39/AF and SJWD water is being offered at \$50.48/AF.

On June 8, 2020, the Facilities and Operations (F&O) Committee met. Staff presented the recommended pilot project to purchase up to 4,000 AF of surface water from SJWD. The F&O Committee approved and recommended bringing this item to the full Board for approval.

Discussion:

Establishing a relationship with SJWD to purchase surface water has the potential to provide multiple benefits to the District: (1) increased access to groundwater stabilization supplies; (2) reduced costs for the purchase of groundwater stabilization supplies; (3) enhanced conjunctive

use management of the District's North Service Area (NSA); and, (4) improved capability to undertake future groundwater substitution transfers with SJWD with reduced regulatory uncertainty.

The proposal before the Board is to enter into a pilot purchase agreement with SJWD for up to 4,000 AF. PCWA water is not available to the District this year. While 2016-2019 were wetter years that allowed the District to access PCWA water because the UIFR 1.6 MAF trigger was satisfied, 2007-2015 presented a different story, during which time the trigger was only met in 2010 and 2011. However, the District would likely have been able to access water from SJWD in five of those years – 2007-2009, and 2012-2013, when the UIFR trigger was not met for the PCWA water.

Depending upon hydrology, and particularly SJWD's Central Valley Project contract allocation, the amount of water available to the District from SJWD in any year will vary from approximately 4,000 to 8,000 AF per year. However, the high-end of the range would be available in those years when the UIFR was 1.6 MAF or above, and the low end of the range would be available in some years when PCWA water would not be available, like the current year.

While the District successfully reduced its PCWA take-or-pay obligation down to 12,000 AF in 2008, it remains an operational challenge to be able to take advantage of all of that water in the wet and wetter years when it is available. SJWD's ability to provide water in more years, and at a more manageable level, is attractive to staff and will be helpful in improving conjunctive management of the District's NSA as there will be dry and drier year supplies available for use when PCWA water would not be available.

In addition, if the pilot project is successful and a long-term agreement is pursued, it could facilitate increased opportunities to undertake future groundwater substitution transfers utilizing the NSA with SJWD as a partner, similar to the partnership the District has with the City of Sacramento in the South Service Area.

It is important to note that undertaking this pilot project, and a potential longer-term agreement in the future, would not impact the supply or reliability of water available to SJWD's Wholesale Customer Agencies (WCAs). As with the District's agreement with PCWA, if supplies cannot be sold to the District because they are needed by SJWD to meet its demands, then they will be retained by SJWD and the District will not be charged.

SJWD will always meet its contractual obligations to its WCAs when the District is purchasing water from SJWD under this proposed pilot and any potential future long-term agreement.

SJWD's Wholesale Water Supply Agreements with its WCAs states: "San Juan may transfer water under San Juan's Water Rights and Entitlements for use outside the boundaries of San Juan that San Juan determines is surplus to the water supply needs of the member agencies [WCAs] during the term of the water transfer." Based upon current and forecasted use by its WCAs, SJWD has determined the water it is offering to the District is "surplus to the needs" of the WCAs. In addition, per its agreements, SJWD's carrying out such a transfer cannot result in

raised rates. Since SJWD, like the District, will financially benefit from this project, such revenue will actually help reduce upward pressure on its Wholesale rates.

Fiscal Impact:

When the District develops its budget, funding is always included to cover the estimated costs of paying the 12,000 AF PCWA take-or-pay supplies in case the UIFR reaches the 1.6 MAF threshold. So, funding is available in the budget to cover the costs of purchasing water from San Juan if the proposed pilot project is approved.

Subject to finalizing an agreement, the proposed pilot project with SJWD will cost the District approximately \$50.48/AF (exclusive of treatment). The current PCWA charge rate is \$58.39/AF. So, purchasing 4,000 AF this year from SJWD will cost the District \$31,640 less than the cost of 4,000 AF of PCWA water if the UIFR trigger was met.

Strategic Plan Alignment:

Goal A - Provide a High Quality Reliable Water Supply by Ensuring it is Sustainable, Clean, and Safe

Goal B – Optimize Operational and Organizational Efficiencies

Goal C - Ensure Fiscal Responsibility and Affordable Rates

The District's ratepayers will benefit because it enhances the District's conjunctive use program, provides more water transfer options in the future, and provides lower cost surface water for the District.



Agenda Item: 6

Date: May 27, 2020

Subject: Committee and Liaison Appointments

Staff Contact: Dan York, General Manager

Recommended Board Action:

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

Discussion:

At the Finance and Audit Committee meeting on May 21, 2020, the Board President requested to review this item at the June regular Board meeting to add alternates to each committee.

Included with this report is the most recent list of the 2020 Committee and Liaison Assignments indicating the most current appointments (Attachment 1).

Fiscal Impact:

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

Strategic Plan Alignment:

Goal B - Optimize Operational and Organizational Efficiencies.

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

Sacramento Suburban Water District 2020 Committee and Liaison Assignments

Committees (date of last appointment)

Facilities and Operations Committee (12/16/19)	Dave Jones, Chair
(Standing: no regularly assigned meeting time)	Kathleen McPherson
Finance and Audit Committee (12/16/19)	Kevin Thomas, Chair
(Standing: no regularly assigned meeting time)	Bob Wichert
SJWD/SSWD Water Management/Re-organization Committee (12/16/19)..	Kevin Thomas, Chair
(Ad Hoc: no regularly assigned meeting time)	Craig Locke
.....	Bob Wichert, Alternate
Employee Benefits Ad Hoc Committee (04-15-20)	Kevin Thomas, Chair
(Ad Hoc: no regularly assigned meeting time)	Kathleen McPherson
Ad Hoc General Manager Performance Review Committee (12/16/19).....	Kevin Thomas, Chair
(Ad Hoc: no regularly assigned meeting time)	Dave Jones
Ad Hoc Water Banking and Transfer Committee (12/16/19).....	Kevin Thomas
(Ad Hoc: no regularly assigned meeting time)	Bob Wichert
DPMWD/SSWD 2x2 Ad Hoc Committee (01/27/2020)	Craig Locke
(Ad Hoc: no regularly assigned meeting time)	Bob Wichert

Liaison Assignments (date of last appointment)

ACWA/JPIA (12/16/19)	Kathleen McPherson
.....	Staff Position: Dan York
ACWA General Election Voting Delegate (12/16/19)	Kathleen McPherson
ACWA Groundwater Committee (12/16/19).....	Dave Jones
.....	Kevin Thomas
.....	Craig Locke
.....	Kathleen McPherson
.....	Dan York
ACWA Water Quality Committee (12/16/19)	Kathleen McPherson
.....	Dave Jones
ACWA Energy Committee (12/16/19)	Kevin Thomas
ACWA Communications Committee (12/16/19)	Kevin Thomas
ACWA Legal Affairs Committee (12/16/19)	Ryan Bezerra

California Special Districts Association (12/16/19) Kathleen McPherson
..... Dave Jones

CSDA Transparency and Formation Expert Feedback Teams (12/16/19) Kevin Thomas

CSDA Fiscal and Education Committees (12/16/19) Dave Jones

LAFCo Special District Advisory Committee (12/16/19) Kathleen McPherson

Regional Water Authority (12/16/19) Dave Jones
..... Dan York

Regional Water Authority Executive Committee (12/16/19) Staff Rep: Dan York

Sacramento Groundwater Authority (12/16/19) Bob Wichert, Board Rep.
..... Dan York, Staff Rep.
..... Kevin Thomas, Alternate
..... Craig Locke, Alternate
..... Dave Jones, Alternate
..... K. McPherson, Alternate

Sacramento Water Forum Successor Effort (12/16/19) Staff Rep: Dan York
..... Kevin Thomas
..... Craig Locke, Alternate
..... Bob Wichert, Alternate
..... Dave Jones, Alternate



Agenda Item: 7

Date: June 10, 2020

Subject: General Manager's Report

Staff Contact: Dan York, General Manager

a. Sacramento Region Collaboration/Integration Study Update

As previously reported, Citrus Heights Water District (CHWD) had several questions/comments related to the Study during the Kick-off Meeting. In order to get through the agenda in an efficient manner, CHWD was asked to submit a memorandum containing their questions/issues related to the Study. On May 12th, CHWD provided an eight-page memorandum. A meeting with representatives of CHWD was held on May 29th to address their questions/issues related to the Study. Prior to the meeting, answers to the questions/issues were provided to CHWD to assist in making the meeting as efficient as possible. The meeting was productive as many of the questions were clarified for all CHWD representatives.

The consultant is in the process of conducting interviews with each participating agency related to communications, operations and capital improvement programs. The District completed those particular interviews on June 1st. To date, the consultant has invoiced approximately \$35,000. The "not to exceed" contract amount is \$200,000.

b. COVID-19 Update

On May 26, 2020, the Sacramento County Public Health Officer, Dr. Olivia Kasirye, revised the Public Health Order's Appendix B that became effective at 11:59 p.m., May 26, 2020, and will be in effect until it is rescinded or amended by the Health Officer. This Order supersedes the May 1, 2020 Orders. The intent of the Order remains to ensure that the maximum number of people stay home as much as possible while enabling essential services to continue in order to reduce the spread of COVID-19 in Sacramento County.

The District has completed implementing safety measures at facilities where staff report to work and drafted a return to work schedule. The schedule includes steps to transition staff back to the office facilities. The safety measures and return to work schedule are part of an overall Return to Work Plan, which will include a final Phase of returning back to normal operations. It is unknown at this time what normal operations will look like, but social distancing measures, sanitization supplies, and Plexiglas recently installed in the customer service lobby are examples of new measures that were put into place and will be re-evaluated once COVID-19 is under control and operations return to normal.

On June 4, 2020, designated Operations staff began reporting to the Antelope facility to assist in the social distancing protocol. COVID-19 Training has been provided to all staff. The Training covered the newly implemented safety measures, such as self-screening before coming to work and social distancing protocols, tips on good hygiene practices, and answers to frequently asked questions. There will be additional trainings provided as to reiterate key points and provide new tips that come up pertaining to COVID 19.

c. Del Paso Manor Water District Operational Service Agreement Status

The District continues to assist/oversee Del Paso Manor Water District's (DPMWD) operational activities. The District and DPMWD are coordinating efforts to extend the existing Operational Services Agreement, which expires on July 31, 2020.

In regards to staffing plans per DPMWD's organizational structure, which is a total of four staff members, they now have three full time employees. DPMWD is currently in the process of contract negotiations with a new General Manager. It is anticipated the new General Manager will be reporting to the office in mid to late July.

For the period January-April 2020, the District has invoiced DPMWD in the amount of \$33,212.62. DPMWD has paid in full all processed invoices. The May invoice is in the process of review and approval by District staff. Work includes emergencies that are called in after hours (stand-by) and business hour work. There are many operational items the District has supported, which include environmental, operations (well runs, etc.), condition and facility assessments, and sampling to name a few. SSWD staff includes operators, administrative, and management.



Agenda Item: 8

Date: June 9, 2020

Subject: Assistant General Manager's Report

Staff Contact: Mike Huot, Assistant General Manager

a. Regional Water Supply/Wheeling Opportunities Update

Temporary Urban Water Conservation Transfer - Numerous water agencies in the region are discussing their diffused efforts related to conservation-based water transfers. The District helped organize and facilitate this collaborative effort among the regional agencies, which includes the City of Folsom, San Juan Water District, El Dorado Irrigation District, and Carmichael Water District. The group is developing a regional approach to quantifying conserved water for indoor water use, outdoor water use, and system losses in order to better influence the regulatory agencies' ongoing activities related to urban water conservation.

Temporary Surface Water Permit – The temporary permit is being considered in the broad regional context for capturing surplus flows on the American River as well as groundwater banking. The District has discussed this opportunity with San Juan Water District as well as the Sacramento Groundwater Authority (SGA) in order to refine the approach of acquiring the temporary permit.

b. 2020 Water Transfer Update

The Regional 2020 Water Transfer continues making progress and reaching important milestones. Comments on the Water Transfer Petitions have been received by Department of Fish and Wildlife, Elk Grove Water District, the United States Bureau of Reclamation, and private citizens. Responses to comments have been drafted and have been sent or will be sent soon. The comment period ends in June 2020.

Applications to permit exporting water out of Sacramento County were submitted by Golden State Water Company, Carmichael Water District, and the City of Sacramento. All three applications were approved and signed by the Director of Water Resources and Sacramento County Agency Engineer on May 19, 2020.

The buyers/sellers agreement is complete and ready for signatures. Signatures are required by the sellers of the surface water, which includes Golden State Water Company, Carmichael Water Company, and the City of Sacramento. The sellers anticipate having signatures by June 16, 2020, and the buyers will follow with their signatures.

Outreach efforts continue occurring. Water Transfer Updates were provided at the Water Forum Plenary and the SGA on June 11, 2020. A Water Transfer Update will also be

provided to the Sacramento Central Groundwater Authority at their next Board meeting that is expected to occur in July 2020.

The Conveyance Agreement with the State Department of Water Resources (DWR) is progressing. DWR will review the water transfer proposal, including the technical information. Rob Swartz, with the Regional Water Authority, and Tully and Young staff are having ongoing discussions with DWR about the depletion factor and other technical information. It is unknown at this time when the Conveyance Agreement will be complete. Similar to 2018, we expect to get an email from the DWR authorizing the 2020 Water Transfer Proposal if the Conveyance Agreement is not complete before the expected Water Transfer start date of July 1, 2020.



Agenda Item: 9

Date: June 9, 2020

Subject: Financial Report

Staff Contact: Jeffery S. Ott, Director of Finance and Administration

COVID-19 Financial Update:

As of May 31, 2020, the District has lost \$171 thousand in collection and late fees and has incurred an additional \$17 thousand in COVID-19 related expenses. It is estimated as of May 31, 2020, that the District will not incur \$100 thousand in budgeted expenditures mostly related to canceled conferences and the discontinuance of mailing collection notices. As of May 31, 2020, approximately \$300 thousand is estimated as the deferred payments related to suspending disconnections per Governor of California's Executive Order 20-42.

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

- Financial Highlights – May 2020
- Financial Statements – May 2020
- Investments Outstanding and Activity – May 2020
- Cash Expenditures – May 2020
- Credit Card Expenditures – May 2020
- District Reserve Balances – May 2020
- Information Required by LOC Agreement
- Financial Markets Report – May 2020

Financial Highlights

The Statements of Net Position and Statements of Revenues, Expenses, and Changes in Net Position are presented in this report. It is gleaned from the financial statements presented on subsequent pages. Key information from this report indicates the District's cash balance is \$2.8 million less, while investments are \$3.3 million more than on May 31, 2019; long term debt has decreased by \$5.2 million; and net position has increased by \$10.5 million in the last 12 months as the District continues to invest in capital infrastructure replacements while decreasing its outstanding debt. With the Governor of California's Executive Order 20-42 suspending the disconnection of water service for non-payment for residential and certain commercial customers, the District is closely monitoring payment activity and accounts receivable balances. Accounts receivable have increased \$0.8 million year to date compared to the same period last year. Of this

amount, approximately \$0.3 million is estimated as the effect of suspending disconnections. Operating revenues increased \$1.3 million while operating expenses decreased \$0.9 million year to date compared to the same period a year ago.

Financial Statements:

Statements of Net Position:

District cash and cash equivalents decreased to \$6.7 million as of May 31, 2020, down \$1.3 million from \$8.0 million at December 31, 2019, due primarily to settlement payment of \$2.6 million to McClellan Business Park (MCBP) to satisfy an agreement between MCBP and SSWD. Cash held in the District's bank accounts (\$2.1 million as of May 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, 2019, by \$1.4 million to a total of \$40.4 million, reflecting the reinvestment of interest received and unrealized market value gains. Investment portfolio balances and activity are reported on subsequent pages.

Gross capital assets increased by \$5.1 million to \$498.7 million as of May 31, 2020, since December 31, 2019, resulting from expenditures on CIP, which includes distribution main replacement projects, well improvement projects, and meter retrofits costs. Capital assets are primarily funded by monthly remuneration from customers through rates, facility development fees, developer contributions, as well as grant funds, when available, and District reserves when necessary.

Net position stands at \$265.0 million as of May 31, 2020, compared to \$259.5 million at December 31, 2019, for an increase of \$5.5 million. This increase is primarily due to \$4.9 million in operating income, \$0.3 million in net non-operating income, and \$0.3 million in capital contributions as of May 31, 2020.

Statements of Revenues, Expenses, and Changes in Net Position:

The net position increase of \$5.8 million as of May 31, 2020, is \$2.3 million more than the first five months of 2019. Net changes are mainly comprised of:

1. Water consumption sales increased by \$1.2 million compared to the same period of 2019 due to increased water deliveries as 9,795 acre-feet of water was delivered in 2020 compared to 8,654 acre-feet in 2019. In addition to the increase in water consumption, a 5.0% rate increase also occurred on January 1, 2020.
2. Water Service Charges increasing by \$0.6 million in line with the 5.0% rate increase referred to above.

3. Wheeling water charge decreased by \$0.3 million due to unavailability of Placer County Water Agency (PCWA) water to sell to Cal-American Water Company.
4. Other Charge for Services decreased by \$0.1 million as Collection Charges and Penalty Charges were not collected during the month of May to comply with the Governor's Executive Order due to the COVID-19 pandemic.
5. Operating expenses decreased by \$0.9 million from the same period in 2019 due primarily to: 1) the decrease of surface water costs as less surface water was taken from both PCWA and the City of Sacramento due to suspension of surface water availability (\$0.8 million) and 2) the decrease in operating inventory costs as endpoint replacing costs are now budgeted and accounted for in the CIP program (\$0.5 million).
6. Investment income increased by \$0.4 million compared to the same period a year ago, primarily due to unrealized holding gains in the first four months of 2020.
7. Facility Development Charges increased by \$0.1 million compared to the same period a year ago, primarily due to the increase in number of developer projects submitted.

Budgets:

The District's operating and maintenance expenditures through May 2020 came in less than the approved budget by \$2.4 million. Most of this positive variance is due to 1) water cost savings from not purchasing surface water due to surface water unavailability (\$1.2 million) and 2) expenditure timing differences (\$1.2 million).

Operating capital project expenditures through May was \$0.23 million. The total budget for the year is \$1.2 million. Spending on operating capital projects was curtailed until the impacts of the COVID-19 epidemic could be more fully evaluated.

The District's Capital Improvement Program (CIP) budget for 2020 is \$19.6 million. For 2020, \$4.8 million has been spent while \$8.1 million has been committed. Expenditures continue to be primarily in distribution system replacements, new well construction, well improvements, and meter retrofit projects.

Debt - May 2020

This report also shows District activity in repaying its long-term debt obligations. Scheduled 2020 principal payments of \$4.8 million are not due until the end of October 2020. Total principal outstanding as of May 31, 2020, remains at \$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 five months of 2020, the District has incurred interest expense of \$1,095,334 versus a forecast of \$1,098,248, or a \$2,914 positive variance. Since the initial spike in rates during week

of March 16, 2020, 5.75%, due to a liquidity issue in the Municipal Variable Rate Debt Obligation (VRDO) market, rates have decreased significantly. The last reset for the week of May 27 saw rates drop to 0.11% compared to 1.23% of their normal, pre-pandemic levels in the municipal VRDO market.

Investments Outstanding and Activity – May 2020

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 Local Agency Investment Fund (LAIF). 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 and provides monthly and quarterly reporting, analytics, and proposes strategies for the District. The market portfolio is currently earning a rate of 2.14% per annum, while LAIF is earning 1.65%. 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 May 2020, the District received principal pay downs on three Federal Agency Collateralized Mortgage Obligations of \$15,275, (par) and five Asset-Backed Security Obligations of \$78,075 (par). See "Investment Activity" section in the attached report for further details.

The District's investment manager has been instructed to continue with the pre-COVID-19 investment strategy. The financial impact of COVID-19 pandemic on cash flow at this time has been minimal. Staff will continue to monitor cash flow and adjust investment strategy as conditions warrant.

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

Cash Expenditures – May 2020

During the month of May, the District made cash payments totaling \$2.6 million. The primary expenditures were – \$1.2 million for 2020 capital improvement projects, \$0.7 million for payroll, pension and health benefits, \$0.3 million for water costs including pumping and chemical costs, \$0.1 million for debt service, and \$0.3 million for all other O&M expenses.

Purchasing Card Expenditures – May 2020

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 \$3,256 for various purchases on the six District purchasing cards. The District also received total credits of \$2,280 for cancelled conferences. 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 May 31, 2020, are \$47,285,532 compared to \$47,268,398 at December 31, 2019.

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
May 31, 2020

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

STATEMENTS OF NET POSITION

	<u>Year-To-Date</u> <u>5/31/2020</u>	<u>Year-To-Date</u> <u>5/31/2019</u>
LIQUIDITY		
Cash and cash equivalents	\$6,650,987.47	\$9,458,571.14
INVESTMENT		
Investments	40,428,979.65	37,104,376.19
ACCOUNTS RECEIVABLE		
	3,183,280.72	2,333,605.11
CAPITAL ASSETS		
Property, plant and equipment	498,726,396.32	481,939,212.96
Accumulated depreciation	<u>(196,045,007.45)</u>	<u>(185,639,953.51)</u>
	302,681,388.87	296,299,259.45
LIABILITIES		
Long Term Debt	(75,975,103.95)	(81,186,785.75)
NET POSITION		
Net Position	<u>264,992,433.38</u>	<u>254,465,687.67</u>

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	<u>Month</u> <u>5/31/2020</u>	<u>Year-To-Date</u> <u>5/31/2020</u>	<u>Month</u> <u>5/31/2019</u>	<u>Year-To-Date</u> <u>5/31/2019</u>
NET INCOME				
Operating Revenue	4,033,112.29	17,530,065.24	3,502,801.04	16,225,959.53
Operating Expense	(1,355,413.54)	(6,868,569.81)	(1,631,155.75)	(7,771,281.59)
Other, Net	(1,069,115.96)	(5,125,044.28)	(946,949.97)	(5,263,000.96)
Change in Net Position	<u>\$1,608,582.79</u>	<u>\$5,536,451.15</u>	<u>\$924,695.32</u>	<u>\$3,191,676.98</u>

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

	As Of	Month End	Year End
		<u>5/31/2020</u>	<u>12/31/2019</u>
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents		\$6,650,907.02	\$8,011,078.56
Restricted Cash and cash equivalents		80.45	1,687.83
Accounts receivable, net of allowance for uncollectible accounts		2,999,011.66	2,901,672.06
Interest receivable		205,565.45	215,053.00
Grants receivables		7,296.94	351,969.29
Other receivables		10,632.91	97,320.57
Inventory		896,627.42	553,991.25
Prepaid expenses and other assets		1,130,757.72	1,249,069.53
TOTAL CURRENT ASSETS		<u>11,900,879.57</u>	<u>13,381,842.09</u>
NONCURRENT ASSETS			
Investments		40,428,979.65	39,040,578.27
Fair value of interest rate swaps		56,545.00	56,545.00
TOTAL NONCURRENT ASSETS		<u>40,485,524.65</u>	<u>39,097,123.27</u>
Property, plant and equipment		498,726,396.32	493,653,393.30
Accumulated depreciation		(196,045,007.45)	(190,327,387.33)
TOTAL CAPITAL ASSETS		<u>302,681,388.87</u>	<u>303,326,005.97</u>
TOTAL ASSETS		<u>355,067,793.09</u>	<u>355,804,971.33</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred amount on long-term debt refunding		5,088,169.61	5,363,479.76
Pension contribution subsequent to measurement date		2,054,016.00	2,054,016.00
Other post-employment benefits		343,227.00	343,227.00
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		<u>362,553,205.70</u>	<u>363,565,694.09</u>
LIABILITIES			
CURRENT LIABILITIES			
Current portion of long-term debt and capital leases		4,790,000.00	4,790,000.00
Accounts payable		1,044,297.99	3,769,360.97
Accrued interest		91,816.55	297,075.42
Deferred revenue and other liabilities		2,054,364.14	1,867,586.59
Accrued expenses		552,480.39	4,194,921.54
TOTAL CURRENT LIABILITIES		<u>8,532,959.07</u>	<u>14,918,944.52</u>
NONCURRENT LIABILITIES			
Long-term debt		71,185,103.95	71,430,427.20
Compensated absences		1,204,040.30	1,121,671.14
Net pension liability		9,698,403.00	9,698,403.00
Net other post-employment benefits liability		6,101,412.00	6,101,412.00
TOTAL NONCURRENT LIABILITIES		<u>88,188,959.25</u>	<u>88,351,913.34</u>
TOTAL LIABILITIES		<u>96,721,918.32</u>	<u>103,270,857.86</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflow of effective swaps		56,545.00	56,545.00
Employee pensions		769,919.00	769,919.00
Other post-employment benefits		12,390.00	12,390.00
NET POSITION			
Invested in capital assets, net of related debt		232,469,058.53	232,469,058.53
Restricted		1,687.83	1,687.83
Unrestricted		32,521,687.02	26,985,235.87
TOTAL NET POSITION		<u>264,992,433.38</u>	<u>259,455,982.23</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION		<u>362,553,205.70</u>	<u>363,565,694.09</u>

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

	Month	Year-To-Date	Month	Year-To-Date
	5/31/2020	5/31/2020	5/31/2019	5/31/2019
OPERATING REVENUES				
Water consumption sales	\$1,272,506.46	\$4,249,656.40	\$849,594.72	\$3,068,829.43
Water service charge	2,682,757.07	12,972,539.58	2,561,498.15	12,406,290.59
Wheeling water charge	23,676.07	29,731.15	28,036.17	333,411.64
Other charges for services	54,172.69	278,138.11	63,672.00	417,427.87
TOTAL OPERATING REVENUES	4,033,112.29	17,530,065.24	3,502,801.04	16,225,959.53
OPERATING EXPENSES				
Source of supply	5,646.99	268,222.00	288,613.92	1,035,654.32
Pumping	345,416.21	1,398,689.87	337,904.87	1,393,170.51
Transmission and distribution	351,342.82	1,635,361.59	428,241.36	2,023,146.55
Water conservation	26,721.81	154,508.10	33,915.77	165,424.04
Customer accounts	68,450.53	448,259.62	100,884.55	504,852.49
Administrative and general	558,765.18	2,964,497.56	441,595.28	2,651,243.62
TOTAL OPERATING EXPENSES	1,356,343.54	6,869,538.74	1,631,155.75	7,773,491.53
Operating income before depreciation	2,676,768.75	10,660,526.50	1,871,645.29	8,452,468.00
Depreciation and amortization	(1,143,422.32)	(5,717,620.12)	(1,083,353.54)	(5,417,516.89)
OPERATING INCOME	1,533,346.43	4,942,906.38	788,291.75	3,034,951.11
NON-OPERATING REV. (EXP.)				
Rental income	16,467.37	105,135.74	27,353.48	123,039.46
Interest and investment income	199,262.55	1,312,569.10	318,560.23	939,532.09
Interest expense and debt related costs	(176,470.56)	(1,125,321.09)	(210,621.04)	(1,111,379.22)
Other non-operating revenues		24,043.46	118.38	75,896.58
Other non-operating expenses		2.93	(261.48)	(242.04)
Gain(loss) on disposal of capital assets		9,255.00		30,820.00
NON-OPERATING REV. (EXP.)	39,259.36	325,685.14	135,149.57	57,666.87
NET INCOME (LOSS) BEFORE CAPITAL	1,572,605.79	5,268,591.52	923,441.32	3,092,617.98
CAPITAL CONTRIBUTIONS				
Facility development charges	35,977.00	237,500.00		91,615.00
Federal, state and local capital grants		30,359.63	1254	7,444.00
TOTAL CAPITAL CONTRIBUTIONS	35,977.00	267,859.63	1,254.00	99,059.00
CHANGE IN NET POSITION	1,608,582.79	5,536,451.15	924,695.32	3,191,676.98
Net position at beginning of period	263,383,850.59	259,455,982.23	253,540,992.35	251,274,010.69
NET POSITION AT END OF PERIOD	264,992,433.38	264,992,433.38	254,465,687.67	254,465,687.67

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

	Month Of May			2020 YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
BUDGETED OPERATING EXPENSES						
Board of Directors	\$3,350.91	\$13,526.34	\$10,175.43	\$34,258.39	\$67,631.70	\$33,373.31
Administrative	208,152.08	208,700.71	548.63	884,182.09	1,043,853.55	159,671.46
Finance	78,844.30	90,956.85	12,112.55	483,044.72	597,188.01	114,143.29
Customer Services	68,450.53	111,586.24	43,135.71	448,259.62	557,931.20	109,671.58
Field Operations	33,923.65	43,789.62	9,865.97	200,861.82	237,398.10	36,536.28
Production	313,629.99	874,007.74	560,377.75	1,493,513.80	2,854,841.70	1,361,327.90
Environmental Compliance	37,433.21	51,544.35	14,111.14	173,398.07	262,221.75	88,823.68
Distribution	198,211.19	210,543.20	12,332.01	994,479.13	1,068,716.00	74,236.87
Field Services	152,905.31	183,645.26	30,739.95	623,754.52	667,142.30	43,387.78
Maintenance	46,348.38	61,245.02	14,896.64	246,083.49	302,224.90	56,141.41
Water Conservation	26,721.81	44,302.34	17,580.53	154,508.10	241,536.70	87,028.60
Engineering	100,705.87	109,475.89	8,770.02	606,481.74	641,379.45	34,897.71
GIS/CAD	24,528.90	29,277.20	4,748.30	127,202.88	153,586.00	26,383.12
Human Resources	16,609.87	18,620.32	2,010.45	78,178.53	105,101.60	26,923.07
Information Technology	46,527.54	91,893.55	45,366.01	321,331.84	459,467.91	138,136.07
TOTAL OPERATING EXPENSES	1,356,343.54	2,143,114.63	786,771.09	6,869,538.74	9,260,220.87	2,390,682.13

SACRAMENTO SUBURBAN WATER DISTRICT
OPERATING CAPITAL BUDGET
5/31/2020

Project Number	Project Name	Original Budget	Changes	Amended Budget	Current Month Expenditures	Expenditures Year-To-Date	Committed Year-To-Date	Remaining Balance
SF20-482	UPDATING ASSET MGMT PLANS	\$ 565,000.00		\$ 565,000.00	\$ 81,044.02	\$ 222,194.73	\$ 77,461.02	\$ 265,344.25
SF20-483	FENCE REPLACE - 2 WELL SITES	14,000.00	12,025.00 ²	26,025.00 ²	3,150.00	3,150.00	250.00	\$ 22,625.00
SF20-484	MARCONI CUST SERV AREA IMPRV	75,000.00	(63,025.00) ^{1, 2}	11,975.00 ^{1, 2}		-		\$ 11,975.00
SF20-485	OFF FURNITURE/WORKSTATIONS	5,000.00		5,000.00		-		\$ 5,000.00
SF20-486	HVA/ROOF/BUILD REPAIRS	30,000.00		30,000.00		-		\$ 30,000.00
SF20-487	VEHICLE REPL - TRUCK# 46	32,000.00		32,000.00		-		\$ 32,000.00
SF20-488	VEHICLE REPL - TRUCK# 49	47,000.00		47,000.00		-		\$ 47,000.00
SF20-489	VEHICLE REPL - TRUCK# 54	47,000.00		47,000.00		-		\$ 47,000.00
SF20-490	VEHICLE REPL - TRUCK# 56	47,000.00		47,000.00		-		\$ 47,000.00
SF20-491	VEHICLE REPL - TRUCK# 4	31,000.00		31,000.00		-		\$ 31,000.00
SF20-492	VEHICLE REPL - TRUCK# 16	31,000.00		31,000.00		-		\$ 31,000.00
SF20-493	BOARD ROOM WALL MAP	4,000.00		4,000.00		-		\$ 4,000.00
SF20-494	HARDWARE REFRESH PROGRAM	167,000.00		167,000.00		-	5,000.00	\$ 162,000.00
SF20-495	SOFTWARE ENHANCEMENTS/MODULES	110,000.00		110,000.00		-		\$ 110,000.00
SF20-496	BOARD PACKAGE SOFTWARE	25,000.00		25,000.00		-		\$ 25,000.00
SF20-497	SKYLIGHT GUARDS INSTALLATION	-	51,000.00 ¹	51,000.00 ¹		-	50,675.00	\$ 325.00
TOTAL		\$ 1,230,000.00	\$ -	\$ 1,230,000.00	\$ 84,194.02	\$ 225,344.73	\$ 133,386.02	\$ 871,269.25

**Sacramento Suburban Water District
Capital Improvement Project Budget
5/31/2020**

Project No.	Project Name	Original Budget	Changes	Amended Budget	Current Month Expenditures	Expenditures Year-To-Date	Committed Year-To-Date	Remaining Balance
SC20-009	WELL REHAB/PUMP ST IMPROVEMENT	\$ 1,953,000.00		\$1,953,000.00	\$ 18,988.18	\$ 184,081.71	\$ 671,446.61	\$ 1,097,471.68
SC20-010	SCADA RTU/COMMUN IMPROVEMENT	615,000.00		615,000.00	9,300.00	12,187.50	52,219.50	\$ 550,593.00
SC20-011	WELL DESTRUCTION/SITE DEMOLITI	300,000.00		300,000.00	-	1,948.00	-	\$ 298,052.00
SC20-012	WELL NEW CONST/REPLACEMENTS	3,300,000.00		3,300,000.00	28,593.00	88,339.85	844,860.73	\$ 2,366,799.42
SC20-018	DISTRIBUTION MAIN REPL/IMPRV	9,414,000.00	(200,000) ¹	9,214,000.00	678,617.62	2,604,917.71	5,592,845.51	\$ 1,016,236.78
SC20-022	WTR RELATED STREET IMPRV	200,000.00		200,000.00	21,243.00	94,713.00	465.00	\$ 104,822.00
SC20-024	METER RETROFIT PROGRAM	1,888,000.00		1,888,000.00	201,607.06	1,298,832.04	518,785.86	\$ 70,382.10
SC20-034	RESERVIOR/TANK IMPROVMENT	210,000.00		210,000.00		664.00	96,275.00	\$ 113,061.00
SC20-035	CORROSION CONTROL-TRAN MAINS	50,000.00		50,000.00		21,000.00	32,135.00	\$ (3,135.00)
SC20-038	LARGE WTR METER >3" REPL	80,000.00		80,000.00		2,743.93	6,884.00	\$ 70,372.07
SC20-039	PM METER REPLACEMENT	250,000.00		250,000.00		-	-	\$ 250,000.00
SC20-040	AMI ENDPOINTS REPL	1,300,000.00		1,300,000.00	103,735.80	528,832.54	304,604.39	\$ 466,563.07
SC20-048	RIGHT OF WAY/EASEMENT ACQUISIT	5,000.00	200,000 ¹	205,000.00		-	-	\$ 205,000.00
		\$ 19,565,000.00	-	\$ 19,565,000.00	\$ 1,062,084.66	\$ 4,838,260.28	\$ 8,120,521.60	\$ 6,606,218.12

**Sacramento Suburban Water District
Debt
5/31/2020**

Principal Current Month

	Series 2009A COP	Series 2012A	Series 2018A	Total
Beginning Balance	\$ 42,000,000	\$ 13,225,000	\$ 14,830,000	\$ 70,055,000
Additions:				-
Reductions: Payment	-	-	-	-
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	\$ 13,225,000	\$ 14,830,000	\$ 70,055,000
Additions:				-
Reductions: Payment	-	-	-	-
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>\$ 170,573</u>	<u>\$ 1,095,334</u>	<u>\$ 1,098,248</u>	<u>\$ 2,914</u>

**Investments Outstanding and Activity
May 2020**



Managed Account Detail of Securities Held

For the Month Ending **May 31, 2020**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description	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 05/02/2016 1.375% 04/30/2021	912828Q78	175,000.00	AA+	Aaa	01/03/17	01/05/17	171,527.34	1.86	209.24	174,266.25	176,886.71
US TREASURY NOTES DTD 05/31/2014 2.000% 05/31/2021	912828WN6	300,000.00	AA+	Aaa	09/01/16	09/02/16	310,781.25	1.22	16.39	302,265.81	305,343.75
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	1,895.38	375,684.76	383,437.50
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	271.74	248,400.66	253,789.05
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	516.30	471,161.60	482,199.20
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	1,304.35	1,193,567.22	1,218,187.44
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	220.11	134,241.42	139,366.41
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	1,548.91	935,427.70	980,726.61
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	1,711.96	1,034,473.85	1,083,960.99
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	2,388.39	488,257.21	515,937.50
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	125,000.00	AA+	Aaa	01/07/19	01/10/19	123,198.24	2.51	1,116.50	123,829.04	131,250.00
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	12,281.51	1,360,619.82	1,443,750.00
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	17.76	392,146.12	417,062.48
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	25.53	560,243.93	599,527.32



Managed Account Detail of Securities Held

For the Month Ending **May 31, 2020**

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 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	31.08	695,864.70	729,859.34
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	32.19	712,182.56	755,925.74
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	918.48	646,615.50	681,078.13
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	2,896.74	2,059,864.94	2,148,015.62
US TREASURY N/B NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	375,000.00	AA+	Aaa	02/03/20	02/07/20	385,180.66	1.36	3,152.47	384,451.20	401,484.38
US TREASURY N/B NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	475,000.00	AA+	Aaa	03/02/20	03/06/20	498,137.70	0.85	3,993.13	496,861.24	508,546.87
US TREASURY N/B NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	925,000.00	AA+	Aaa	01/02/20	01/07/20	938,622.07	1.66	7,776.10	937,406.41	990,328.12
US TREASURY N/B NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	1,150,000.00	AA+	Aaa	11/01/19	11/06/19	1,173,269.53	1.55	9,667.58	1,170,419.08	1,231,218.75
US TREASURY N/B NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	1,925,000.00	AA+	Aaa	12/02/19	12/05/19	1,953,875.00	1.66	16,182.69	1,950,778.16	2,060,953.13

Security Type Sub-Total		16,860,000.00					16,779,048.83	1.92	68,174.53	16,849,029.18	17,638,835.04
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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	3,082.98	899,795.70	902,511.00
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	909.03	700,927.73	705,522.30
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	689.06	224,854.57	229,591.35



Managed Account Detail of Securities Held

For the Month Ending **May 31, 2020**

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	7,333.33	749,331.05	770,956.50
Security Type Sub-Total		2,575,000.00					2,577,078.37	2.13	12,014.40	2,574,909.05	2,608,581.15
Municipal Bond / Note											
CHAFFEY UHSD, CA TXBL GO BONDS DTD 12/05/2019 2.101% 08/01/2024	157411TK5	100,000.00	AA-	Aa1	11/06/19	12/05/19	100,000.00	2.10	700.33	100,000.00	103,681.00
Security Type Sub-Total		100,000.00					100,000.00	2.10	700.33	100,000.00	103,681.00
Federal Agency Collateralized Mortgage Obligation											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	140,005.98	AA+	Aaa	04/11/18	04/30/18	142,790.85	2.93	415.35	141,049.16	141,204.22
FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	200,000.00	AA+	Aaa	04/04/18	04/09/18	201,703.13	2.88	515.00	200,855.35	208,039.11
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	113,134.32	AA+	Aaa	12/07/18	12/17/18	113,133.98	3.20	301.97	113,134.09	115,804.29
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/25/2024	3137FQ3V3	115,014.32	AA+	Aaa	11/20/19	11/26/19	115,011.56	2.09	200.51	115,011.86	118,035.34
FHMS K043 A2 DTD 03/01/2015 3.062% 12/25/2024	3137BGK24	275,000.00	AA+	Aaa	03/19/20	03/25/20	288,621.09	1.97	701.71	288,087.55	301,059.92
Security Type Sub-Total		843,154.62					861,260.61	2.52	2,134.54	858,138.01	884,142.88
Federal Agency Bond / Note											
FHLB GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8QS5	975,000.00	AA+	Aaa	07/14/16	07/15/16	969,071.03	1.25	4,174.22	973,674.51	985,119.53
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	469.44	129,892.23	131,656.07



Managed Account Detail of Securities Held

For the Month Ending **May 31, 2020**

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
Federal Agency Bond / Note											
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	1,516.67	419,587.81	425,350.38
FEDERAL HOME LOAN BANK NOTES DTD 04/16/2020 0.500% 04/14/2025	3130AJHU6	450,000.00	AA+	Aaa	04/15/20	04/16/20	447,768.00	0.60	281.25	447,824.29	449,774.10
FANNIE MAE NOTES DTD 04/24/2020 0.625% 04/22/2025	3135G03U5	450,000.00	AA+	Aaa	04/22/20	04/24/20	449,073.00	0.67	289.06	449,092.31	452,487.15
Security Type Sub-Total		2,425,000.00					2,413,766.30	1.04	6,730.64	2,420,071.15	2,444,387.23
Corporate Note											
HOME DEPOT INC CORP NOTES DTD 06/05/2017 1.800% 06/05/2020	437076BQ4	175,000.00	A	A2	05/24/17	06/05/17	174,898.50	1.82	1,540.00	174,999.63	175,020.13
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	3,493.75	375,052.89	375,933.75
CATERPILLAR FINL SERVICE NOTE DTD 09/07/2017 1.850% 09/04/2020	14913Q2A6	275,000.00	A	A3	09/05/17	09/07/17	274,769.00	1.88	1,229.48	274,979.92	275,978.73
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	400.00	399,949.42	402,993.20
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	3,285.42	374,907.01	378,353.25
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	2,787.36	350,190.24	353,925.95
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	3,415.56	399,955.43	406,356.40
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	2,365.89	374,933.86	381,547.50
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	918.33	149,957.07	152,628.60
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	1,377.50	224,742.55	228,942.90



Managed Account Detail of Securities Held

For the Month Ending **May 31, 2020**

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	225,000.00	A	A1	05/16/16	05/19/16	230,170.50	2.00	718.75	225,842.67	228,541.95
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	575.00	224,988.85	228,116.03
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	107.19	35,069.24	35,653.00
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	365.63	224,901.98	228,267.68
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	206.67	149,967.29	154,014.00
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	71.50	109,909.63	111,785.74
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	225.69	249,997.58	256,560.00
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	931.20	240,000.00	239,410.80
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	1,068.75	149,923.16	154,898.40
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	122.47	90,000.00	92,109.87
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	3,607.88	675,000.00	699,523.43
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	4,728.89	381,997.31	413,008.32
MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDQ6	375,000.00	BBB+	A3	07/19/19	07/23/19	396,483.75	2.59	1,291.67	392,611.25	410,122.50



Managed Account Detail of Securities Held

For the Month Ending **May 31, 2020**

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 HONDA FINANCE CORP NOTE DTD 06/27/2019 2.400% 06/27/2024	02665WCZ2	375,000.00	A-	A3	07/11/19	07/15/19	373,140.00	2.51	3,850.00	373,471.08	385,113.38
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	5,734.90	389,345.57	407,314.88
BB&T CORPORATION CORP BONDS DTD 07/29/2019 2.500% 08/01/2024	05531FBH5	400,000.00	A-	A3	08/01/19	08/05/19	400,664.00	2.46	3,333.33	400,554.37	422,612.80
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	1.83	1,808.33	398,609.21	412,766.00
BANK OF NY MELLON CORP DTD 10/24/2019 2.100% 10/24/2024	06406RAL1	150,000.00	A	A1	01/21/20	01/28/20	150,660.00	2.00	323.75	150,612.34	157,149.60
Security Type Sub-Total		7,930,000.00					7,973,959.20	2.54	49,884.89	7,962,469.55	8,168,648.79
Commercial Paper											
MUFG BANK LTD/NY COMM PAPER DTD 01/13/2020 0.000% 10/06/2020	62479LK61	800,000.00	A-1	P-1	01/10/20	01/13/20	789,320.00	1.82	0.00	794,920.00	799,015.20
Security Type Sub-Total		800,000.00					789,320.00	1.82	0.00	794,920.00	799,015.20
Certificate of Deposit											
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	5,646.67	374,997.23	375,120.75
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	4,057.29	625,000.00	627,163.75
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	3.19	17,870.20	670,000.00	673,852.50
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	3.45	1,646.03	379,902.88	384,647.02
SWEDBANK (NEW YORK) CERT DEPOS DTD 05/16/2019 2.270% 11/16/2020	87019U6D6	700,000.00	A-1	P-1	11/16/17	11/17/17	700,000.00	2.24	617.94	700,000.00	706,062.00



Managed Account Detail of Securities Held

For the Month Ending **May 31, 2020**

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											
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	10,179.00	650,000.00	669,165.25
SOCIETE GENERALE NY CERT DEPOS DTD 02/19/2020 1.800% 02/14/2022	83369XDL9	400,000.00	A	A1	02/14/20	02/19/20	400,000.00	1.80	2,040.00	400,000.00	401,364.00
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	2.96	2,980.00	375,000.00	391,724.63
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	1.84	1,973.33	400,000.00	412,282.80
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	1.85	1,984.00	400,000.00	412,372.00
DNB BANK ASA/NY LT CD DTD 12/06/2019 2.040% 12/02/2022	23341VZT1	400,000.00	AA-	Aa2	12/04/19	12/06/19	400,000.00	2.03	4,034.67	400,000.00	414,741.20
Security Type Sub-Total		5,375,000.00					5,374,340.70	2.55	53,029.13	5,374,900.11	5,468,495.90
Asset-Backed Security											
FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	3,960.19	NR	Aaa	01/18/17	01/25/17	3,960.18	1.67	2.94	3,960.19	3,961.76
ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	23,631.50	NR	Aaa	03/21/17	03/29/17	23,628.71	1.78	18.70	23,630.70	23,641.80
TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	295,226.88	AAA	Aaa	05/09/18	05/16/18	295,222.48	2.96	388.39	295,224.56	299,982.69
ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	303,731.24	AAA	Aaa	06/19/18	06/27/18	303,710.46	3.00	404.97	303,719.27	307,444.60
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	3.16	456.44	324,969.15	333,394.13
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	2.49	6,795.63	749,944.93	760,023.45
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	3.22	500.89	349,954.82	360,446.17



Managed Account Detail of Securities Held

For the Month Ending **May 31, 2020**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100											
Security Type/Description			S&P	Moody's	Trade	Settle	Original	YTM	Accrued	Amortized	Market
Dated Date/Coupon/Maturity	CUSIP	Par	Rating	Rating	Date	Date	Cost	at Cost	Interest	Cost	Value
Asset-Backed Security											
VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	200,000.00	AAA	Aaa	01/21/20	01/29/20	199,976.58	1.85	113.06	199,978.36	204,867.70
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	799,828.68	818,445.36
Security Type Sub-Total		3,051,549.81					3,051,077.52	2.49	9,292.58	3,051,210.66	3,112,207.66
Managed Account Sub-Total		39,959,704.43					39,919,851.53	2.14	201,961.04	39,985,647.71	41,227,994.85
Securities Sub-Total		\$39,959,704.43					\$39,919,851.53	2.14%	\$201,961.04	\$39,985,647.71	\$41,227,994.85
Accrued Interest											\$201,961.04
Total Investments											\$41,429,955.89

**Investment Activity
May 2020**



Managed Account Security Transactions & Interest

For the Month Ending **May 31, 2020**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
INTEREST										
05/01/20	05/25/20	FHMS K043 A2 DTD 03/01/2015 3.062% 12/25/2024	3137BGK24	275,000.00	0.00	701.71	701.71			
05/01/20	05/25/20	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	120,499.15	0.00	302.54	302.54			
05/01/20	05/25/20	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	154,796.40	0.00	482.05	482.05			
05/01/20	05/25/20	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/25/2024	3137FQ3V3	117,920.75	0.00	268.70	268.70			
05/01/20	05/25/20	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	200,000.00	0.00	515.00	515.00			
05/05/20	05/05/20	AMERICAN EXPRESS CREDIT (CALLABLE) NOTES DTD 05/05/2016 2.250% 05/05/2021	0258M0EB1	225,000.00	0.00	2,531.25	2,531.25			
05/09/20	05/09/20	INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	700,000.00	0.00	7,437.50	7,437.50			
05/13/20	05/13/20	APPLE INC CORP NOTES DTD 11/13/2017 2.000% 11/13/2020	037833DJ6	400,000.00	0.00	4,000.00	4,000.00			
05/15/20	05/15/20	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	325,000.00	0.00	855.83	855.83			
05/15/20	05/15/20	ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	78,753.42	0.00	59.14	59.14			
05/15/20	05/15/20	COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	800,000.00	0.00	1,146.67	1,146.67			
05/15/20	05/15/20	ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	13,358.28	0.00	4.06	4.06			
05/15/20	05/15/20	FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	60,787.81	0.00	29.87	29.87			
05/15/20	05/15/20	ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	375,510.59	0.00	812.85	812.85			
05/15/20	05/15/20	TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	325,000.00	0.00	777.72	777.72			
05/15/20	05/15/20	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 **May 31, 2020**

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											
	05/15/20	05/15/20	HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	150,000.00	0.00	2,325.00	2,325.00			
	05/17/20	05/17/20	BANK OF AMERICA CORP NOTES DTD 05/17/2018 3.499% 05/17/2022	06051GHH5	90,000.00	0.00	1,574.55	1,574.55			
	05/18/20	05/18/20	SWEDBANK (NEW YORK) CERT DEPOS DTD 05/16/2019 2.270% 11/16/2020	87019U6D6	700,000.00	0.00	8,033.28	8,033.28			
	05/19/20	05/19/20	STATE STREET CORP NOTES DTD 05/19/2016 1.950% 05/19/2021	857477AV5	110,000.00	0.00	1,072.50	1,072.50			
	05/20/20	05/20/20	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	200,000.00	0.00	308.33	308.33			
	05/21/20	05/21/20	CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	250,000.00	0.00	4,062.50	4,062.50			
	05/31/20	05/31/20	US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	2,400,000.00	0.00	19,500.00	19,500.00			
	05/31/20	05/31/20	US TREASURY NOTES DTD 05/31/2014 2.000% 05/31/2021	912828WN6	300,000.00	0.00	3,000.00	3,000.00			
Transaction Type Sub-Total					8,721,626.40	0.00	60,740.22	60,740.22			

PAYDOWNS											
	05/01/20	05/25/20	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	12,346.65	12,346.65	0.00	12,346.65	(245.59)	0.00	
	05/01/20	05/25/20	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/25/2024	3137FQ3V3	2,717.74	2,717.74	0.00	2,717.74	0.07	0.00	
	05/01/20	05/25/20	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	210.97	210.97	0.00	210.97	0.00	0.00	
	05/15/20	05/15/20	ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	2,865.22	2,865.22	0.00	2,865.22	0.25	0.00	
	05/15/20	05/15/20	ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	16,239.21	16,239.21	0.00	16,239.21	1.91	0.00	
	05/15/20	05/15/20	TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	20,062.99	20,062.99	0.00	20,062.99	0.30	0.00	
	05/15/20	05/15/20	FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	17,499.78	17,499.78	0.00	17,499.78	0.07	0.00	



Managed Account Security Transactions & Interest

For the Month Ending **May 31, 2020**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
PAYDOWNS										
05/15/20	05/15/20	ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	21,408.14	21,408.14	0.00	21,408.14	1.46	0.00	
Transaction Type Sub-Total				93,350.70	93,350.70	0.00	93,350.70	(241.53)	0.00	
Managed Account Sub-Total					93,350.70	60,740.22	154,090.92	(241.53)	0.00	
Total Security Transactions					\$93,350.70	\$60,740.22	\$154,090.92	(\$241.53)	\$0.00	

**Cash Expenditures
May 2020**

AP Warrant List from 5/1/2020 to 5/31/2020

Group	Vendor Name	Amount	Description
Payroll & Benefits			
	ACWA JPIA INSURANCE/EAP - Invoices:1	\$ 177.33	Miscellaneous Employee Benefits
	ADP PAYROLL - 2	\$ 473,064.13	Payroll
	AMERITAS (VISION) - Invoices:1	\$ 2,073.36	Employee Benefit - Vision Insurance
	CIGNA GROUP INS LIFE/LTD - Invoices:1	\$ 4,827.20	Employee Benefit - LTD Insurance
	CIGNA DENTAL - Invoices:1	\$ 14,137.13	Employee Benefit - Dental Insurance
	PERS HEALTH - Invoices:2	\$ 112,985.05	Employee Benefit - Health Insurance
	PERS Pension - 2	\$ 82,279.24	Pension
CIP & OCS			
	AECOM TECHNICAL SERVICES INC - Invoices:1	\$ 49,727.51	Construction In Progress
	ARMORCAST PRODUCTS COMPANY - Invoices:2	\$ 11,530.06	Construction In Progress
	ATLAS FENCE - Invoices:1	\$ 3,150.00	Construction In Progress
	BADGER METER INC - Invoices:4	\$ 105,965.68	Construction In Progress
	BENNETT ENGINEERING SERVICES - Invoices:1	\$ 2,562.00	Construction In Progress
	BROWN & CALDWELL - Invoices:2	\$ 51,784.51	Construction In Progress
	CITY OF SACRAMENTO/ ENCROACHMENT -	\$ 1,860.00	Construction In Progress
	DOUG VEERKAMP GENERAL ENGR - Invoices:2	\$ 403,875.22	Construction In Progress
	ERC CONTRACTING - Invoices:1	\$ 21,378.90	Construction In Progress
	FLOWLINE CONTRACTORS INC - Invoices:13	\$ 306,485.10	Construction In Progress
	GM CONSTRUCTION & DEVELOPERS - Invoices:2	\$ 19,980.78	Construction In Progress
	LEONARD RICE ENGINEERS INC - Invoices:2	\$ 10,625.00	Construction In Progress
	LUHDORFF & SCALMANINI - Invoices:1	\$ 315.00	Construction In Progress
	MBP MASTER ASSOCIATION INC - Invoices:1	\$ 2,250.00	Construction In Progress
	PACE SUPPLY CORP - Invoices:13	\$ 157,461.88	Construction In Progress
	ROADRUNNER DRILLING & PUMP CO - Invoices:1	\$ 10,219.00	Construction In Progress
	S E AHLSTROM INSPECTION - Invoices:1	\$ 15,840.00	Construction In Progress
	SENSUS USA INC - Invoices:1	\$ 18,300.00	Construction In Progress
	WEST YOST & ASSOCIATES - Invoices:1	\$ 6,415.43	Construction In Progress
	WOOD RODGERS ENGINEERING - Invoices:2	\$ 11,338.75	Construction In Progress
Debt Service			
	SUMITOMO MITSUI BANKING CORPORATION -	\$ 20,090.98	2009A COP Interest Expense
	WELLS FARGO SWAP - Invoices:1	\$ 86,723.24	2009A COP Interest Expense
Financial Services			
	BARTKIEWICZ KRONICK & SHANAHAN - Invoices:1	\$ 16,049.17	Legal Services
	ADP, INC - Invoices:2	\$ 2,204.56	Financial Services
	WESTAMERICA BANK ANALYSIS FEES - Invoices:1	\$ 7,984.47	Financial Services
	WESTAMERICA CARD PROCESSING STMT -	\$ 8,652.63	Financial Services
	WORLDPAY INTEGRATED PAYMENTS - Invoices:1	\$ 630.87	Financial Services
Other			
	A.I. ELECTRIC - Invoices:1	\$ 400.00	Contract Services
	A1 FABRICATION & WELDING - Invoices:1	\$ 40.00	Operating Supplies
	ADT - Invoices:1	\$ 199.00	Building Service Expense - Office &
	AFFORDA-TEST - Invoices:1	\$ 320.00	Equipment Maintenance Services
	AIRGAS USA LLC - Invoices:1	\$ 105.59	Operating Supplies

Other

ALCON GENERAL ENGINEERING - Invoices:1	\$	2,053.68	Hydrant Permit Refund
ALL PRO BACKFLOW - Invoices:2	\$	3,972.00	Backflow Services
ANDREGG PSOMAS - Invoices:1	\$	4,169.50	Consulting Services
ANSWERNET - Invoices:1	\$	726.00	Communication
APPLIED BEST PRACTICES - Invoices:1	\$	204.50	Consulting Services
AREA WEST ENGINEERS - Invoices:1	\$	750.00	Consulting Services
AT&T - Invoices:2	\$	435.60	Communication
ATLAS DISPOSAL - Invoices:2	\$	380.70	Building Service Expense - Office &
BASIC PACIFIC - Invoices:1	\$	1,084.40	OPEB - Retiree Benefits Premium
BROADRIDGE MAIL LLC - Invoices:11	\$	16,938.48	Postage/Shipping/UPS/Fed Ex
BURTON ROBB /BURT'S LAWN & GARDEN SERVICE -	\$	7,670.00	Contract Services
CALIFORNIA DEPT OF TAX AND FEE	\$	4,100.00	Property Taxes
CALIFORNIA LABORATORY SERVICES - Invoices:1	\$	2,740.00	Inspection & Testing
CALIFORNIA UTILITIES EMERG ASSOCIATION -	\$	500.00	Membership & Dues
CAPITAL SWEEPER SERVICE - Invoices:1	\$	170.00	Building Service Expense - Office &
CENTRAL VALLEY ENG & ASPHALT - Invoices:1	\$	19,662.00	Misc. Repairs
CINTAS - Invoices:5	\$	2,345.77	Building Maintenance - Office & Yard
CITY OF SACRAMENTO DEPT OF UTILITIES -	\$	34.19	Utilities
COMCAST - Invoices:1	\$	50.43	Communication
CONSOLIDATED COMMUNICATIONS - Invoices:1	\$	426.83	Communication
COUNTY OF SAC UTILITIES - Invoices:3	\$	746.52	Utilities
CRAIG LOCKE - Invoices:1	\$	80.80	BMP Rebates
CRUSADER FENCE CO INC - Invoices:1	\$	2,840.00	Building Maintenance - Office & Yard
Customer Refunds: 11	\$	811.98	Refund Clearing Account
DAVID ESPINOZA - Invoices:1	\$	60.00	Required Training
ELEVATOR TECHNOLOGY INC - Invoices:2	\$	200.00	Building Service Expense - Office &
EMCOR SERVICES - Invoices:1	\$	477.50	Contract Services
EMIGH ACE HARDWARE - Invoices:4	\$	116.47	Operating Supplies
EUROFINS EATON ANALYTICAL - Invoices:1	\$	6,163.00	Inspection & Testing
FASTENAL COMPANY - Invoices:3	\$	951.15	Operating Supplies
FIRST SECURITY SERVICES - Invoices:1	\$	674.16	Building Service Expense - Office &
FLEETWASH INC - Invoices:2	\$	728.84	Vehicle Maintenance Services
GRAINGER - Invoices:1	\$	63.19	Operating Supplies
HACHI KAWAKAMI - Invoices:1	\$	87.81	BMP Rebates
HARROLD FORD - Invoices:3	\$	240.83	Vehicle Maintenance Services
HD Supply/WHITE CAP - Invoices:3	\$	945.13	Operating Supplies
HEATHER HERNANDEZ-FORT - Invoices:1	\$	70.00	Other Training
HOLLIS POLK - Invoices:1	\$	146.00	BMP Rebates
ICONIX WATERWORKS (US) INC - Invoices:1	\$	1,117.37	Operation Supplies
INDUSTRIAL ELECTRICAL CO - Invoices:1	\$	1,140.00	Contract Services
IRON MOUNTAIN OFF SITE DATA PROTECTION -	\$	302.40	Equipment Maintenance Services
JEFF OTT - Invoices:1	\$	995.00	Required Training
JOHN CRANDLEY - Invoices:1	\$	150.00	BMP Rebates
LAKE VUE ELECTRIC INC - Invoices:1	\$	402.00	Building Maintenance - Office & Yard
LOEWEN PUMP MAINTENANCE - Invoices:1	\$	2,800.00	Contract Services

Other		
MANAGEMENT PARTNERS - Invoices:1	\$ 7,000.00	Consulting Services
MARC BROWN - Invoices:1	\$ 107.00	BMP Rebates
MARY WILLETT - Invoices:1	\$ 150.00	BMP Rebates
MAURICIO BUCHNER - Invoices:1	\$ 68.00	BMP Rebates
MICHAEL PHILLIPS LANDSCAPE CORP - Invoices:9	\$ 5,110.00	Building Service Expense - Office &
MICHAEL SCATENA - Invoices:1	\$ 109.00	BMP Rebates
MICHELLE HIRT - Invoices:1	\$ 478.58	Building Maintenance - Office & Yard
MILTON GOUVEIA - Invoices:1	\$ 100.00	BMP Rebates
MITCHELL MCCARTHY - Invoices:1	\$ 110.00	Required Training
MITCHELL RANCH - Invoices:1	\$ 90.80	BMP Rebates
NIC KONS - Invoices:1	\$ 500.00	BMP Rebates
NICOLE ALYANAKIAN - Invoices:1	\$ 97.00	BMP Rebates
NINJIO LLC - Invoices:1	\$ 131.03	Equipment Maintenance Services
PEOPLEREADY - Invoices:1	\$ 226.32	Temporary Help
PEST PROS - Invoices:3	\$ 288.15	Building Service Expense - Office &
PETERSON BRUSTAD INC - Invoices:3	\$ 8,092.88	Consulting Services
PITNEY BOWES LEASES - Invoices:1	\$ 538.95	Equipment Rental/Lease
RAVI NANDIGUM - Invoices:1	\$ 150.00	BMP Rebates
RAWLES ENGINEERING - Invoices:1	\$ 7,885.00	Service Laterals
RAY MORGAN CO - Invoices:2	\$ 395.59	Equipment Maintenance Services
SHELLEY PAUL - Invoices:1	\$ 150.00	BMP Rebates
SHRED-IT - Invoices:1	\$ 157.68	Contract Services
SIGNS IN 1 DAY - Invoices:2	\$ 111.63	Building Maintenance - Office & Yard
SONITROL - Invoices:5	\$ 14,810.40	Building Maintenance - Office & Yard
THINK, INC - Invoices:1	\$ 8,798.81	Printing
TINA HARTMAN - Invoices:1	\$ 100.00	BMP Rebates
TULLY & YOUNG - Invoices:2	\$ 20,750.00	Consulting Services
ULINE SHIPPING SUPPLY SPECIALISTS - Invoices:1	\$ 102.27	Operating Supplies
VALLEY REDWOOD & YARD SUPPLY - Invoices:2	\$ 73.45	Misc. Repairs
VERIZON WIRELESS/DALLAS TX - Invoices:2	\$ 7,657.16	Communication
VOYAGER FLEET SYSTEMS - Invoices:1	\$ 5,165.32	Operating Supplies
WASTE MANAGEMENT - Invoices:2	\$ 268.82	Building Service Expense - Office &
Water Costs		
CITY OF SACRAMENTO WATER - Invoices:1	\$ 500.68	Purchased Water-City of Sacramento
PG&E - Invoices:4	\$ 709.36	Gas Service
PLACER COUNTY WATER AGENCY - Invoices:1	\$ 24,454.28	Purchased Water
RUE EQUIPMENT INC - Invoices:9	\$ 1,700.06	Equipment Maintenance Services
SAN JUAN WATER DISTRICT - Invoices:1	\$ 138,640.42	Purchased Water
SIERRA CHEMICAL COMPANY - Invoices:4	\$ 19,293.28	HFA, Chemical & Delivery
SMUD - Invoices:2	\$ 144,237.08	Electrical Charges
Total:	<u>\$ 2,554,042.00</u>	

**Credit Card Expenditures
May 2020**

Sacramento Suburban Water District
 US Bank Purchasing Card Program
 CalCard Expenditures
 May 2020

Vendor Name	Description	Amount	Proj/GLAcct
PAYPAL - STERGERONLL	HAPPY RETIREMENT E-CARD FOR DAN BILLS	\$4.99	17-52108
SOCIETY FOR HUMAN RESOURCE	CASSIE CRITTENDEN - MEMBERSHIP TO SHRM	\$219.00	17-52501
RAIN BIRD TRAINING	VICKI SPRAGUE- RAIN BIRD ACADAMY IRRIGATION ONLINE TRAINING	\$49.00	13-51406
HGN LIFTPARTS	NEW SEAT BELT FOR FORKLIFT #128 - WALNUT YARD	\$61.11	12-54003
THE HOME DEPOT	WIRELESS DOOR BELL FOR MARCONI	\$51.38	12-54008
THE HOME DEPOT	REPLACE NON-OPERATIONAL SHOP VAC (WALNUT) - TRASH CANS FOR RESTROOMS AT ANTELOPE	\$118.43	12-52101
SAFETYSIGN.COM	SAFET SIGNS FOR VEHICLE GATE AT AUBURN	\$94.33	12-54008
RIDGE TOOL COMPANY	REPAIR SF2500 FREEZE MACHINE - S/N#2003781 - EQUIP. #348	\$618.75	12-54003
THE HOME DEPOT	SHOP VAC FOR ANTELOPE	\$84.38	12-52101
THE HOME DEPOT	REPLACE DEFECTIVE SUPPLY LINE ANTELOPE MEN'S LARGE STALL	\$5.37	12-54008
AMAZON MARKETPLACE	BLUETOOTH MOUSE FOR DIRECTOR OF FINANCE	\$72.72	18-52101
AMAZON MARKETPLACE	HDMI TO HDMI CABLES FOR TELECOMMUTING SETUP	\$44.34	18-52101
ZOOM.US	1 YEAR SUBSCRIPTION TO ZOOM MEETINGS	\$149.90	18-54509
AMAZON MARKETPLACE	5 WIRELESS MICE FOR USE IN VEHICLES	\$129.25	18-52101
AMAZON MARKETPLACE	SURFACE REPLACEMENT KEYBOARD FOR GREG BUNDESEN	\$106.67	18-52101
AMAZON MARKETPLACE	MINI DISPLAY PORT TO DISPLAY PORT CABLES FOR TELECOMMUTING SETUP	\$83.92	18-52101
AMAZON MARKETPLACE	DISPLAY PORT TO HDMI CABLES FOR TELECOMMUTING SETUP	\$80.75	18-52101
AMAZON	XXL NITRILE GLOVE, COVID19 SUPPLIES	\$286.05	05-52101
YRC FREIGHT	SHIPPING, TRADE IN UNITS TO SENSUS	\$535.47	SC20-040B
AMAZON	WAREHOUSE SUPPLIES	\$66.18	05-52101
AMAZON	HAND SANITIZER, LARGE PUMPS- COVID19 SUPPLIES	\$31.46	05-52101
AMAZON	OFFICE SUPPLIES, WALNUT	\$7.27	03-52108
AMAZON	SAFETY FACE SHIELDS, COVID19 SUPPLIES	\$355.13	05-52101
Total Expenditures		\$3,255.85	
ACWA	CREDIT SHASTA DAM TOUR - LOCKE	(\$35.00)	01-55002
ACWA	CREDIT SHASTA DAM TOUR - HUOT	(\$35.00)	02-55002
ACWA	CREDIT SHASTA DAM TOUR - JONES	(\$35.00)	01-55002
ACWA	CREDIT SPRING CONFERENCE - JONES	(\$725.00)	01-55001
ACWA	CREDIT SPRING CONFERENCE - LOCKE	(\$725.00)	01-55001
ACWA	CREDIT SPRING CONFERECE - YORK	(\$725.00)	02-55001
Totals Credits:		(\$2,280.00)	

**District Reserve Balances
May 31, 2020**

**Sacramento Suburban Water District
Reserve Fund Balance**

	<u>May 31, 2020</u>		<u>December 31, 2019</u>
Debt Service Reserve	\$ -		\$ -
Facilities Reimbursement	-		-
Emergency/Contingency	12,275,211		11,194,277
Operating	12,377,993		13,907,193
Rate Stabilization	4,759,300		4,656,400
Interest Rate Risk	-		-
Grant	500,000		137,500
Capital Asset	17,373,028		17,373,028
TOTAL	\$ 47,285,532		\$ 47,268,398

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

	<u>May 31, 2020</u>		<u>December 31, 2019</u>
Cash and Cash Equivalents	\$ 6,650,907		\$ 8,011,079
Investments	40,428,980		39,040,578
Interest Receivable	205,565		215,053
Restricted Cash	80		1,688
TOTAL	\$ 47,285,532		\$ 47,268,398

Information Required by Bond Agreement

Sacramento Suburban Water District
6 - Months Debt Service Schedule
5/31/2020

Month	Total SSWD Debt Service					Debt Service
	Principal	Interest Adjustable/Fixed/Swap	Facility Fee	Remarketing		
June-20	\$ -	\$ 86,828.61	\$ 50,400.00	\$ 13,125.00	\$ 150,353.61	
July-20	-	86,828.61	-	-	86,828.61	
August-20	-	86,828.61	-	-	86,828.61	
Sept-20	-	86,828.61	50,400.00	13,125.00	150,353.61	
Oct-20	4,790,000.00	617,728.61	-	-	5,407,728.61	
Nov-20	-	86,828.61	-	-	86,828.61	

Month	Series 2012A Fixed Rate Bonds (\$23,440,000.00)					Debt Service
	Principal	Interest - Fixed 4.25%				
June-20		\$ -	\$ -	\$ -	\$ -	
July-20		-	-	-	-	
August-20		-	-	-	-	
Sept-20		-	-	-	-	
Oct-20	2,235,000.00	306,613.00	-	-	2,541,613.00	
Nov-20	-	-	-	-	-	

Month	Series 2009A Adjustable Rate COPs (\$42,000,000.00)					Debt Service
	Principal	Interest, Adjustable 0.11%	Facility Fee 0.480%	Remarketing 0.125%		
June-20		\$ 3,850.00	\$ 50,400.00	\$ 13,125.00	\$ 67,375.00	
July-20		3,850.00	-	-	3,850.00	
August-20		3,850.00	-	-	3,850.00	
Sept-20		3,850.00	50,400.00	13,125.00	67,375.00	
Oct-20		3,850.00	-	-	3,850.00	
Nov-20		3,850.00	-	-	3,850.00	

Month	Series 2018A Fixed Rate COPs (\$27,915,000)					Debt Service
	Principal	Interest - Fixed 3.17%				
June-20		\$ -	\$ -	\$ -	\$ -	
July-20		-	-	-	-	
August-20		-	-	-	-	
Sept-20		-	-	-	-	
Oct-20	2,555,000.00	224,287.00	-	-	2,779,287.00	
Nov-20	-	-	-	-	-	

Month	2012 SWAP Interest, Net (\$33,000,000.00)					Debt Service
	Principal	Interest, Swap Net (3.283-0.11278 -.18)%				
June-20		\$ 82,978.61	-	-	82,978.61	
July-20		\$ 82,978.61	-	-	82,978.61	
August-20		\$ 82,978.61	-	-	82,978.61	
Sept-20		\$ 82,978.61	-	-	82,978.61	
Oct-20		\$ 82,978.61	-	-	82,978.61	
Nov-20		\$ 82,978.61	-	-	82,978.61	

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

	Actual Year-To-Date 5/31/2020	Budget Year-To-Date 5/31/2020
REVENUES		
Water sales charges	\$17,530,065.24	\$16,876,000.00
Facility development charges	237,500.00	125,000.00
Interest and investment income	393,939.47	404,165.00
Rental & other income	138,434.20	187,500.00
TOTAL REVENUES	18,299,938.91	17,592,665.00
EXPENSES		
Source of supply	268,222.00	1,494,818.00
Pumping	1,225,291.80	1,360,023.70
Transmission and distribution	1,618,233.65	1,737,943.30
Water conservation	154,508.10	241,536.70
Customer accounts	448,259.62	557,931.20
Administrative and general	3,155,020.64	3,867,967.97
TOTAL EXPENSES	6,869,535.81	9,260,220.87
NET REVENUE	11,430,403.10	8,332,444.13

**Financial Markets Report
May 31, 2020**

Financial Markets Report May 31, 2020

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	0.715%
	Notional Amount	Counterparty	FMV	Receive Rate	Fixed Rate
Swap	\$33,300,000	Wells Fargo Bank, N.A.	(\$9,620,789)	0.293%	3.283%

Current Status of District's Investment Portfolio (May 31, 2020):

Fair Market Value	Security Type	Yield
\$ 481,258.00	Money Market	0.01%
3,348,898.63	LAIF	1.65%
790,015.20	commercial paper	1.82%
3,112,207.66	Asset-Backed Securities	2.49%
5,468,495.90	Certificates of Deposit	2.55%
8,168,648.79	Corporate Notes	2.54%
2,444,387.23	Federal Agency Securities Bonds/Notes	1.04%
884,142.88	Federal Agency Collateralized Mortgage Obligation	2.52%
103,681.00	Municipal Obligations	2.10%
2,608,581.15	Supra-National Agency Bond	2.13%
17,638,835.04	Treasury Bonds/Notes	1.92%
<u>\$ 45,049,151.48</u>		<u>2.08%</u>

Market:

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

Current Bond Markets

- After extreme market volatility in March, the fixed income markets gradually moved back toward more normal conditions. Movements in U.S. Treasury yields were relatively tame. Short-term yields inched higher off briefly negative yields, fueled in part by the massive increase in short-term Treasury borrowings to fund the CARES Act, while long-term yields moved lower by three to five basis points. The federal deficit — expected to total \$3.7 trillion this fiscal year — barely made headlines.
- Treasury benchmark returns for April were generally muted. The 3-month and 2-year U.S. Treasury indices returned just 0.01% and 0.03%, respectively. The 5-year and 10-year indices returned 0.18% and 0.70%, respectively.
- Corporate bond and other non-government sectors produced strong returns, as the Fed's lending and liquidity support programs helped push yield spreads sharply lower. For example, the 1-5 year index of investment-grade corporate bonds had excess returns over Treasuries of 2.97% in April. Compared to March, where the return on this index lagged the Treasury benchmark by 5.83%, this was strong evidence of the effectiveness of the central bank's actions

PFM Outlook

- With markets across the globe moving on a tentative path created by the coronavirus and the course of the economy highly uncertain, we believe a duration position that is neutral to benchmarks is the appropriate strategy to mitigate risk. The delay in index re-balancing at the end of March makes this more challenging because it made the April 30 gap wider than usual, but nevertheless, believe it is the right course.
- The strong value offered by federal agency and supranational bonds in late March weakened steadily through April as markets stabilized and spreads narrowed. Yet, some value remains, especially on longer maturities. We will continue to add both new issues and secondary offerings to portfolios.
- Corporate bond prices are now being essentially backstopped by the Fed. Although spreads have narrowed, selective issues still offer good risk-adjusted return potential. PFM has begun to cautiously add back to corporate allocations, but only after assessing how each issuer will emerge from the current economic downturn.
- Mortgage-backed securities (MBS) benefitted from the Fed's intervention. Volatility subsided, and yield spreads have retraced some of the widening from the first quarter. We view the current valuations of agency MBS as an opportunity to increase allocations at attractive levels.
- We remain cautious about asset-backed securities (ABS) due to the uncertainty created by wide-scale forbearance and the expected increase in delinquencies in underlying assets.

(Source: PFMAM May 2020 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: 10

Date: June 3, 2020

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 the (1) Water Operations Activity Report, (2) District Claims Update Report, (3) Customer Service Monthly Activity Report, and (4) Community Outreach Report.

1. Water Operations Activity Report

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

Water Operations Activity

May 2020	Monthly Avg CY 2020	Total CY 2020	Total # in System	Goal CY 2020	% of Goal Completed in CY 2020
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Production Department

Water Quality

Complaints	0	1	4	—	—
Taste & Odor Complaints	0	0	0	—	—

Distribution Department

Service Orders

Main Leaks	6	4	20	—	—
Service Line Leaks	2	4	22	—	—

Water Main Shutdown

– Emergency	8	3	16	—	—
– Scheduled	3	5	23	—	—

Preventive Maintenance Program

Fire Hydrants Inspected	0	33	166	6,173	1,235	13.4%
Fire Hydrant Valves Inspected	0	32	161	5,869	1,174	13.7%
Fire Hydrant Valves Exercised	0	29	147	5,869	1,174	12.5%
Mainline Valves Inspected	0	64	322	11,023	2,205	14.6%
Mainline Valves Exercised	0	46	228	11,023	2,205	10.3%
Blow Off Valves Inspected	0	7	37	1,049	210	17.6%
ARV/CARV Inspected	0	4	19	283	57	33.6%

Field Services Department

Meters

PM - Meters Tested (3 - 10 inch)	1	9	43	450	120	35.8%
PM - Meters Replaced (⁵ / ₈ - 1 inch)	0	10	52	41,167	1,000	5.2%
PM - Meter Re-Builds (1 ¹ / ₂ - 2 inch)	0	19	94	2,449	245	38.4%
Customer Pressure Inquiries	11	10	49	—	—	—

Field Operations Department

After Hours Activity (On-Call Technician)

Calls Received Distribution	51	37	187	—	—	—
Calls Responded Distribution	32	23	117	—	—	—
Calls Received Production	21	23	113	—	—	—
Calls Responded Production	9	7	33	—	—	—

2. District Claims Update Report

This summarizes claims received by the District. Under the District's Claims Processing Policy, the Board of Directors grants the General Manager, or his or her designee, the authority to review and to approve or reject a claim. The processing of all claims will be conducted in accordance with the Government Claims Act and Ordinance 02-02, including the time limits on claims processing and requirements for presenting claims. All claims will be presented as information to the Board of Directors at a regularly scheduled Board Meeting.

Claims Status: CLAIMS UNDER REVIEW/INVESTIGATION BY JPIA

2125 Carlotta Drive

Claim – On May 20, 2020, staff received a property claim from Daniel Takata regarding water damage that is alleged to have occurred from flooding as a result of District staff restoring water service to the property.

The General Manager has authorized ACWA/JPIA to work directly with the customer to investigate the claim on behalf of the District.

Claim Amount – \$6,700

Date of loss – May 14, 2020

3. Customer Service Monthly Activity Report

Customer Service Activity Report for the month of May 2020.

Total Calls	Calls Abandoned	% of Calls Abandoned	Average Wait on Queue	Max Wait on Queue	Average Talk Time
2,042	30	1.47%	20s	6m, 29s	3m,0s

4. Community Outreach Report

July Bill Insert

The July bill insert will begin on June 23, 2020, and will continue until, July 27, 2020. A sample of the bill insert is shown below.

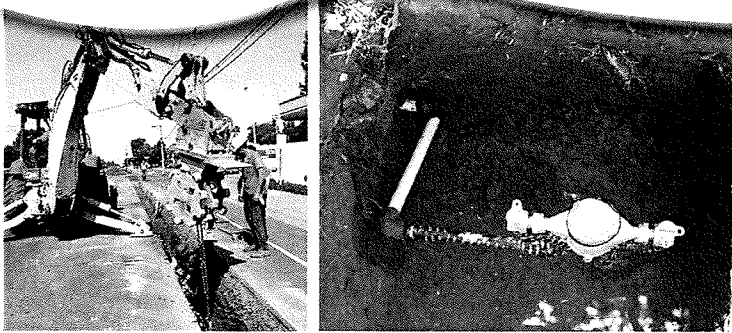
July Bill Insert

00239918



H₂O on the Go

July 2020



Tap Talk

Tap Talk | SSWD's Participation In Regional Water Transfers

SSWD has invested considerable resources into developing its conjunctive use program, which allows the District to access surface water supplies from neighboring water providers such as the City of Sacramento.

Conjunctive use has helped the groundwater basin recover from historic lows, establish stronger connections with regional water providers and also offer other beneficial opportunities.

In years when there is excess supply in our region yet water is needed elsewhere, the SSWD's Board of Directors authorizes the transfer of some of this water. These transfers provide SSWD

Tap Talk | page 2

Water Meter Progress Update

SSWD is on target to retrofit over 1,000 flat rate services with water meters this year, bringing the District that much closer to meeting the state-mandated deadline for having all water services metered by 2025.

The cost for the meter installation is already included in your water bill and spread among all SSWD customers. In addition, SSWD has received grant funding to help with program costs.

Customers with a new water meter are offered a transition period of at least a year before metered billing begins. During that time, customers receive consumption data on their bill so that they can track their water use and compare their current flat rate to the projected metered rate. Customers with a newly installed meter may transfer over to the metered rate at any point during the transition by contacting Customer Service.

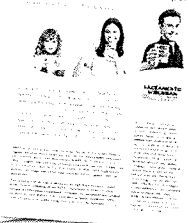
If you are interested in finding ways to lower your water use, schedule a complimentary Water-Wise House Call by calling 916.972.7171 or online at: <http://www.sswd.org/departments/conservation/water-wise-house-call>.

Consumer Confidence Report Now Available

SSWD's 2019 Consumer Confidence Report (CCR) is now available. The CCR is an annual report SSWD produces that contains detailed information about the quality of water we provide, its sources, and other required information.

The CCR is based on samples of the water supply SSWD takes throughout the year. You can view the new CCR as well as previous reports online at <http://www.sswd.org/departments/water-quality/consumer-confidence-reports>.

2019 Consumer Confidence Report



sswd.org

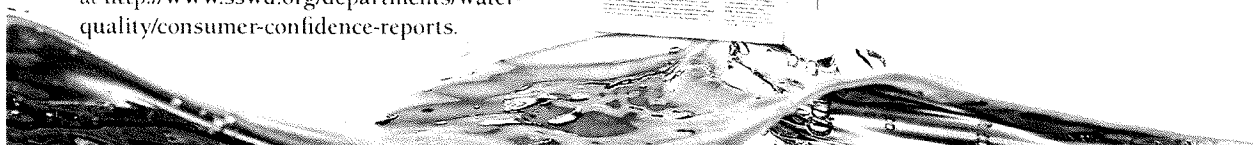
Phone: 916.972.7171

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.



July Bill Insert



Free Weather-Based Sprinkler Timers
 Installation Included for SSWD Customers

Up your sprinkler game this summer with a free B-hyve Wi-Fi weather-based sprinkler timer courtesy of SSWD, WaterWise Consulting and HydroRain.

The U.S. Environmental Protection Agency estimates the average homeowner can save nearly 7,600 gallons of water annually by replacing a standard sprinkler timer with a weather-based one. A weather-based sprinkler timer not only can help you water more efficiently, it can also help you have a healthier yard.

These “smart” sprinkler timers are available at no charge to SSWD customers who have a standard sprinkler timer and a Wi-Fi connection. Installation is also included at no charge.

This offer is available on a first-come, first-served basis while supplies last. To review the terms and conditions and to apply for the program, please visit our website, sswd.org.

Other Ways To “Smarten” Up Your Yard

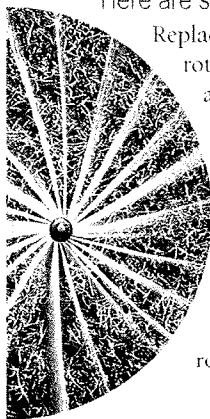
Adding a “smart” weather-based sprinkler timer isn’t the only way to be more water-efficient in your yard.

Here are some additional easy upgrades and actions to take:

Replace your old pop-up sprinklers with high-efficiency rotator sprinklers. They deliver heavier water droplets at a slower rate more easily absorbed by the soil so less water is lost to evaporation or run-off.

Install drip irrigation around your plants and trees to deliver water slowly and directly to their roots.

Give the lawn mower and yourself a break and let the grass grow a little longer this summer. The longer blades of grass will shade the soil reducing evaporation and help the grass develop a deeper root system.



Tap Talk | from page 1

with an additional source of revenue.

In 2018, the District participated in a regional pilot project that transferred 7,000 acre-feet of water to farmers in the Central Valley. Rather than use surface water from lakes and rivers, SSWD and other participating water providers used more groundwater. This freed up surface water for farmlands that otherwise might be fallowed and generated \$750,000 in net revenue.

The pilot demonstrated how SSWD and other water providers in the region could sustainably make a transfer to benefit both our customers and others in need.

Tap Talk Live

July Tap Talk Live!

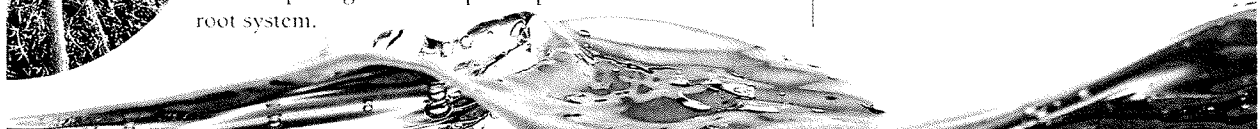
Please join us on Friday, July 24th from 12:00 to 1:00 p.m. for SSWD’s first virtual Tap Talk Live!

JULY 2020						
SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

The Tap Talk will cover the impact of COVID 19 on capital improvement projects, meter installs and other aspects

of SSWD’s operations.

Complete details on how to sign up for the virtual Tap Talk Live are available at sswd.org.





Agenda Item: 11

Date: May 27, 2020

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	Approximate Completion		Change in Status
	Design	Construction	
78 Butano / Cottage	Spring 2020	Summer 2021	N/A
79 Verner / Panorama ¹	Summer 2020	Winter 2021	N/A

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	Approximate Completion		Change in Status
	Design	Construction	
Thor (3.6 miles of main)	Complete	Fall 2020	N/A

Meter Retrofit Program

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

Project	Approximate Completion		Change in Status
	Design	Construction	
2020 Project (796 meters)	Complete	Summer/Fall 2020	N/A

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.

Presently there is uncertainty with estimating completion schedules due to effects of COVID-19. Below are the current estimates for completion time frames. Some of the AMP estimation completion dates have moved until later this year and the SCADA AMP to early next year.

Plan	Approximate Completion	Change in Status
Fleet AMP	Draft – June 2020 Final – July 2020	N/A
Transmission Main AMP	Draft – June 2020 Final – August 2020	N/A
Buildings and Structures AMP	Draft – Q3 2020 Final – Q4 2020	Target extended two months: consultant requested more time (mainly COVID-19 related)
Groundwater Wells AMP	Draft – Q3 2020 Final – Q3 2020	Target extended two months: COVID-19 delayed site visits.
SCADA AMP	Draft – Q4 2020 Final – Q1 2021	N/A
2020 Urban Water Management Plan ¹	2021	N/A
Meter AMP		N/A

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

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

The table below shows current Condition Assessment (CA) work. A CA is the initial step in determining whether: 1) a well requires rehabilitation or repair; and 2) a pump requires repair or replacement.

Well	Approximate Completion	Change in Status
N20 Cypress	Summer 2020	N/A
70 Sierra/Blackmer	Summer 2020	N/A
69 Hillsdale/Cooper	Summer 2020	N/A
N33 Walerga	Summer 2020	N/A

The table below shows the current work for well casing repair or rehabilitation, pump repair or replacement, and other facility activities.

Well	Activity	Status	Approximate Completion	Change in Status
N10 Walnut	Well Casing Repair; Pump Repair	Construction	July 2020	N/A
59A Bainbridge/ Holmes School	Well Casing Repair; Pump Repair	Construction	July 2020	N/A
40A Auburn/Yard	Motor Repair	Construction	July 2020	Delayed two months: parts availability (COVID-19)
N32B Poker	Pump Replacement	Construction	August 2020	Delayed one month: parts availability
N34 Cottage	Pump Replacement	Construction	August 2020	Delayed three months: parts availability (COVID-19)
41 Albatross/ Iris	Electrical Repair	Design	June 2021	Project will need to go out to bbid
52 Weddigen/ Gothberg	Electrical Repair	Design	June 2021	Project will need to go out to bbid
N8 Field	Electrical Repair	Design	June 2021	Project will need to go out to bbid

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 summer 2020 and construction completed in December 2020.

**REGIONAL WATER AUTHORITY
EXECUTIVE COMMITTEE AGENDA
May 27, 2020; 8:30 a.m.**

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) 847-7589. 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.

Note: Pursuant to the Governor's Executive Order N-29-20, and given the state of emergency regarding the threat of COVID-19, the meeting will be held via teleconference.

We encourage Committee members and participants to join the meeting 10 minutes early. Note that we will use GoToMeeting to share slides and other information during the meeting. Use the link below to join GoToMeeting. If you have a microphone that you can use with your computer, it should be possible to both listen to, and participate in, the meeting through GoToMeeting. If you do not have a microphone, or a headset with a microphone, that plugs into your computer via USB port, you will need to call into the conference line to listen and comment, although you still should be able to view the meeting materials on GoToMeeting. Please do not simultaneously use a microphone through GoToMeeting and the telephone conference line. That combination results in audio problems for all participants.

Meeting Information:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/438266245>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 438-266-245

- 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 April 22, 2020 Executive Committee meetings
Action: Approve the April 22, 2020 Executive Committee meeting minutes.
4. **STRATEGIC PLAN**
Discussion: Jim Peifer, Executive Director
5. **METER COLLABORATIVE**
Presentation and Discussion: Jim Peifer, Executive Director and David Gordon, Citrus Heights Water District
6. **SACRAMENTO CENTRAL GROUNDWATER AUTHORITY**
Discussion: Jim Peifer, Executive Director
7. **LEGISLATIVE/REGULATORY UPDATE**
Information Presentation: Ryan Ojikian, Legislative and Regulatory Affairs Manager
Action: Adopt positions on legislation
8. **EXECUTIVE DIRECTOR'S REPORT**
9. **DIRECTORS' COMMENTS**

ADJOURNMENT

Upcoming meetings:

Executive Committee Meetings: Wednesday, June 24, 2020 at 8:30 a.m. and July 22, 2020 at 8:30 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency

Regular Board Meeting: Thursday, July 9, 2020, 9:00 a.m., at the RWA Office, the location is subject to change depending on the COVID-19 emergency

Special Board Meetings - Strategic Planning Workshops: Friday, June 19, 2020 and Friday, June 26, 2020. Location and times are yet to be determined

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

**SACRAMENTO GROUNDWATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, June 11, 2020; 9:00 a.m.**

AGENDA

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

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection on SGA's website. 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 cpartridge@rwah2o.org. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Note: Pursuant to the Governor's Executive Order N-29-20, and given the state of emergency regarding the threat of COVID-19, the meeting will be held via teleconference.

We encourage Board members and participants to join the meeting 10 minutes early. Note that we will use GoToMeeting to share slides and other information during the meeting. Use the link below to join GoToMeeting. If you have a microphone that you can use with your computer, it should be possible to both listen to, and participate in, the meeting through GoToMeeting. If you do not have a microphone, or a headset with a microphone, that plugs into your computer via USB port, you will need to call into the conference line to listen and comment, although you still should be able to view the meeting materials on GoToMeeting. Please do not simultaneously use a microphone through GoToMeeting and the telephone conference line. That combination results in audio problems for all participants.

Meeting Information:

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/399801453>

You can also dial in using your phone.
United States: +1 (224) 501-3412

Access Code: 399-801-453

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.

3. CONSENT CALENDAR

Minutes of December 12, 2019 and April 9, 2020 meeting

Action: Approve December 12, 2019 and April 9, 2020 meeting minutes

4. LEGISLATIVE UPDATE

Information Update: Ryan Ojakian, Legislative/Regulatory Affairs Manager

5. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY

Discussion: Caryl Sheehan, Chair, Brett Ewart, Vice Chair and Jim Peifer, Executive Director

Action: Approve Memorandum of Understanding for Development of a Strategy for Shared Operations of the RWA, SGA and SCGA

6. SUSTAINABLE GROUNDWATER MANAGEMENT ACT (SGMA)-RELATED AND GROUNDWATER MANAGEMENT PROGRAM UPDATES

Information Update: Rob Swartz, Manager of Technical Services

7. 2020 GROUNDWATER SUBSTITUTION TRANSFERS

Information Update: Rob Swartz, Manager of Technical Services

8. EXECUTIVE DIRECTOR'S REPORT

9. DIRECTORS' COMMENTS

ADJOURNMENT

Next SGA Board of Director's Meeting – August 13, 2020, 9:00 a.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights, the location is subject to change depending on the COVID-19 emergency

Notification will be emailed when the SGA electronic packet is complete and posted on the SGA website at <http://www.sgah2o.org/meetings/board-meetings/>.

Agenda Item 12.d.

WATER FORUM SUCCESSOR EFFORT

Thursday, June 11, 2020

5:30 PM – 7:45 PM

WATER FORUM

Join Zoom Meeting

<https://cbuilding.zoom.us/j/99346835705>

One tap mobile

+16699006833,,99346835705

Dial by phone:

+1 669 900 6833

Meeting ID: 993 4683 5705

Agenda

- 5:30 **Extended INTRODUCTIONS** Please introduce yourself and your organization
- 6:00 **DISCLOSURES/ REPORT BACKS / ANNOUNCEMENTS**
- 6:15 **PRESENTATION** Background on the Water Forum Agreement of 2000
(7 Elements + Assurances & Caveats)
- Tom Gohring, Water Forum
- 6:45 **UPDATE** Water Forum II Process
- Presentation: Bennett Brooks, CBI
- Discussion: All
- 7:25 **UPDATES** FMS and VA – Tom Gohring
Groundwater Facilitation – Tom Gohring
River and Water Supply Conditions – Lilly Allen
Habitat Management – Lilly Allen
- 7:45 **ADJOURN**



Agenda Item: 12 e.

Date: June 12, 2020

Subject: Director's Reports – AB 1234

Staff Contact: Dan York, General Manager

In accordance with Directors' Compensation and Expense Reimbursement Policy (PL – BOD 003) section 300.50, "To comply with reporting requirements of Government Code section 53232.3, the District will prepare a list of the meetings attended by each Director for which the District provided compensation, and a list of the amount and purpose of each expense reimbursement paid by the District to each Director. This information will be included with the agenda materials for each regular monthly Board of Directors meeting. At the next regular Board meeting, Directors also must provide either an oral or written report of meetings and other authorized events attended for which they were compensated by the District. If multiple officials attended the same event, a joint report may be made."

Minutes

Sacramento Suburban Water District
Finance and Audit Committee
Thursday, May 21, 2020

Location:

Video and Audio Conference Only at 1-669-900-6833, or Zoom at Meeting Id #898 2132 2450

Call to Order – Videoconference/Audioconference Meeting

Chair Thomas called the meeting to order at 4:04 p.m.

Roll Call

Directors Present: Kevin Thomas.

Directors Absent: Robert Wichert.

Staff Present: General Manager Dan York, Director of Finance and Administration Jeff Ott, Assistant General Manager Mike Huot, Heather Hernandez-Fort, and Lynn Pham.

Public Present: William Eubanks.

Announcements

None.

Public Comment

None.

Consent Items

1. Minutes of the April 16, 2020 Finance and Audit Committee Meeting

Chair Thomas tabled this item until Director Wichert was able to join the meeting.

Items for Discussion and/or Action

2. Review and Approve Request for Proposal for Audit Services

Jeff Ott (Mr. Ott) presented the staff report.

Chair Thomas commented that although he was happy with the work Richardson and Co. did with the audit over the years, he recommended going with another firm for a fresh set of eyes.

3. Annual Update Process for FDC's

Mr. Ott presented the staff report.

Chair Thomas supported the staff recommendation and further recommended to present the item to the full Board when appropriate.

William Eubanks (Mr. Eubanks) suggested to present the item to the full Board soon if possible.

Consent Items

1. Minutes of the April 16, 2020 Finance and Audit Committee Meeting

Chair Thomas approved the minutes of the April 16, 2020, Finance and Audit Committee meeting.

AYES:	Thomas.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:	Wichert.		

Adjournment

Chair Thomas adjourned the meeting at 4:31 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Minutes

Sacramento Suburban Water District
Ad Hoc Water Banking and Transfer Committee
Monday, June 8, 2020

Location:

Video and Audio Conference Only at 1-669-900-6833, or Zoom at Meeting Id #834 1547 0631

Call to Order – Videoconference/Audioconference Meeting

Chair Thomas called the meeting to order at 6:01 p.m.

Roll Call

Directors Present: Kevin Thomas and Robert Wichert.

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Mike Huot, and Heather Hernandez-Fort.

Public Present: William Eubanks, Greg Zlotnick, and Paul Helliker.

Announcements

None.

Public Comment

None.

Items for Discussion and/or Action

1. San Juan Water District Water Transfer Update

Assistant General Manager Mike Huot (AGM Huot) presented the staff report.

Greg Zlotnick further explained San Juan Water District water rights.

William Eubanks (Mr. Eubanks) asked clarifying questions.

The Committee endorsed presenting the report to the full Board with a recommendation of approval.

2. Aquifer Storage and Recovery Program Update

AGM Huot presented the staff report.

The Committee inquired when the ASR Well Economic Assessment report would be ready to review.

AGM Huot expressed that the report would ready around July 2020.

Director Wichert encouraged that a good economic analysis be included in the report made final by Leonard Rice Engineers.

Chair Thomas suggested presenting the report to the Water Banking and Transfer Committee, if time allowed.

Adjournment

Chair Thomas adjourned the meeting at 6:27 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Notes

**Sacramento Suburban Water District/Del Paso Manor Water District
2x2 Ad Hoc Committee**

Monday, June 1, 2020 at 5:00 P.M.

Location:

Videoconference or Teleconference Only at 1 (669) 900-6833, or <https://zoom.us/>
Meeting ID: 892 4985 0951

Call to Order – Videoconference/Audioconference Meeting

Chair Lenahan called the meeting to order at 5:00 p.m.

Roll Call

Committee Members: Robert Wichert, Marissa Burt, and John Lenahan.

Directors Absent: Craig Locke (joined at 5:09 p.m.)

SSWD Staff: General Manager Dan York, Assistant General Manager Mike Huot, Heather Hernandez-Fort, Todd Artrip, and Matt Underwood.

DPMWD Staff: Consulting Manager Jeff Nelson.

Public Present: William Eubanks and Paul Olmstead.

Consent Items

- Notes of the May 4, 2020, Sacramento Suburban Water District/Del Paso Manor Water District 2x2 Ad Hoc Committee**

Robert Wichert (Director Wichert) apologized for missing the last meeting, noting he had a work conflict.

Marissa Burt (Director Burt) moved to approve Item 1, John Lenahan (Chair Lenahan) seconded. The motion passed by unanimous vote, Wichert abstained.

AYES:	Burt and Lenahan.	ABSTAINED:	Wichert.
NOES:		RECUSED:	
ABSENT:	Locke.		

Items for Discussion and/or Action

- Condition Assessment Update**

Sacramento Suburban Water District (SSWD) General Manager Dan York (Mr. York) provided an update to the Condition Assessments.

Del Paso Manor Water District (DPMWD) Consulting Manager Jeff Nelson (Mr. Nelson) provided additional information and expressed he was working on a priority list to present to the DPMWD Board.

Craig Locke (Director Locke) joined the meeting at 5:09 p.m.

Further discussion ensued regarding the condition of the DPMWD wells.

Chair Lenahan expressed he was planning on holding a Special Board Meeting for the DPMWD Board to review the information.

Director Wichert requested Mr. York provide the cost and staff time spent toward DPMWD assistance at the next SSWD regular Board meeting.

3. **Training Opportunities**

Director Wichert commented that at the last meeting, William Eubanks suggested DPMWD hire outside consultants for some of their projects. Director Wichert recommended the use of SSWD staff for some of those trainings, such as mentoring or trading of labor hours.

Mr. Nelson expressed that the districts were non-formally doing some of that already and that he supported the recommendation.

Director Wichert suggested possibly having DPMWD staff attend SSWD training exercises and that it should be a more formalized program.

Mr. York expressed he would work with Mr. Nelson to try to put some language into the current operational service agreement then bring it to both Boards for approval.

Chair Lenahan further recommended group training and supported the suggestions.

Mr. York suggested additionally including DPMWD in SSWD's safety trainings.

4. **Interconnection Status and Establish a Price for Water**

Mr. York provided an update expressing he and Mr. Nelson were working on the status of the DPMWD groundwater wells, and that Mr. Nelson was additionally working on options to present to the DPMWD Board.

Director Wichert recommended making it formalized.

Paul Olmstead (Mr. Olmstead) inquired if it would be surface water only or a combination of groundwater and surface water, and additionally inquired if there would be a limit on how much water would be sold.

Mr. York expressed that it could be a combination of both water sources and further expressed that the intent would be to provide water for peak demands.

Mr. Nelson noted that no decisions have been made yet on purchasing water from SSWD and that those questions would be addressed at a later time.

5. Next Meeting Date, Time, and Topics for Discussion

Chair Lenahan recommended holding the next meeting on the first Monday of July at 5:00 p.m.

Director Wichert requested that any agreements come to this committee before they are presented to both full Boards.

Director Wichert requested bringing all items on the agenda forward to the July meeting for updating.

Director Burt expressed her frustration that the DPMWD Consumer Confidence Report information was not provided to SSWD staff on time as previously directed.

Mr. Nelson expressed he would look into it as it was a priority for him as well. He expressed he would have it to SSWD staff by the next day.

Director Locke noted that Mr. Nelson was only in the office one day a week and recommended looking into additional management staff for a more comprehensive program.

6. Public Comment

None.

Adjournment

Chair Lenahan adjourned the meeting at 5:47 p.m.

Agenda Item: 14

Date: May 27, 2020

Subject: Legislative and Regulatory Update

Staff Contact: Greg Bundesen, Water Conservation Supervisor

1. **RWA Government Affairs Committee**

The 2019/20 legislative session reconvened on January 6, 2020. Table 1 on the next page shows the Assembly Bills (AB) and Senate Bills (SB) staff will track throughout the year. Table 1 shows the bill number, name, voting results, District's recommended position regarding the bill (favor, not favor, watch), the Regional Water Authority's (RWA) position, and the Association of California Water Agency's (ACWA) position. Staff works with RWA and ACWA to follow each bill. A summary of each bill can be provided upon request. Due to the high number of bills, staff only tracks the bills tracked by RWA's Advocacy Committee, ACWA's Legislative Committee, and other bills that could impact the District.

2. **Notable Updates**

- a. The State Legislature has undergone many changes due to the COVID-19 virus. The following are notes about the measures taken, or that can be taken, by the Legislature:
 - i. The legislative session reconvened on May 4, 2020.
 - ii. There were many bills that have been revised or abandoned since the beginning of the legislative session.
 - iii. California is experiencing a major budget shortfall and the Legislature has been focused on presenting a balanced budget by June 16th.
- b. SWRCB made public the Water Loss standards as part of SB 555. Staff is in the process of reviewing the standards and will present its findings at the July Board Meeting.

3. **Correspondence**

- a. The District signed on to an Alliance for Water Efficiency letter to the Environmental Protection Agency (EPA) in support of the WaterSense Program. The WaterSense Program has come under review by the EPA and staff feels strongly that the WaterSense Program should continue to be funded as it has help save billions of gallons of water across the nation.
- b. The District submitted a letter of support for AB 2182, which provides additional flexibility for the use of backup power generation during a public safety power shutoff.

Table 1: Assembly and Senate Bill Tracking				
Bill Number	Name	District Position	RWA Position	ACWA Position
AB 2182	Emergency Backup Generators: Water and Wastewater Facilities: Exemption	Favor	Favor	Bill Sponsor
AB 2705	Electricity: Deenergizing Events	TBD	TBD	Favor if Amended
AB 2720	California Environmental Quality Act (CEQA): Negative Declaration and Mitigated Negative Declarations: Groundwater Recharge Projects	TBD	Support	TBD
AB 2887	Statewide Emergencies: Mitigation	TBD	TBD	Watch
AB 2968	County Emergency Plans: Best Practices	TBD	TBD	Favor if Amended
AB 3279	CEQA: Administrative and Judicial Procedures	TBD	TBD	Not Favor Unless Amended
SB 950	CEQA: Housing and Land Use	TBD	Support if Amended	Watch
SB 974	CEQA: Small Community Water System: Exemption	TBD	TBD	Watch
SB 971	Small Water Supplier and Countywide Water Shortage Contingency Planning	TBD	TBD	Watch
SB 1312	Electrical Corporations: Deenergization: Prudency Standards	TBD	TBD	Favor
SB 1313	Electrical Corporations: Deenergization	TBD	TBD	Favor
SB 1386	Local Government: Assessments, Fees, and Charges: Water	TBD	TBD	Support



Agenda Item: 15

Date: June 4, 2020

Subject: Upcoming Water Industry Events

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

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

Below is a list of upcoming water industry events:

Upcoming Events

1. RWA Board Meeting
July 9, 2020
RWA Office, Sacramento
<http://rwah2o.org/>
2. SSWD Virtual Tap Talk
July 24, 2020
Virtual
www.sswd.org
3. ACWA Virtual Summer Conference
July 28-31, 2020
Monterey, CA
<https://www.acwa.com/events/2020-spring-conference-exhibition/>
4. SGA Board Meeting
August 13, 2020
SGA Office, Sacramento
<https://www.sgah2o.org>

Upcoming Water Industry Events

June 4, 2020

Page 2 of 3

5. Sacramento Metro Chamber of Commerce Capitol to Capitol – Board Approved Conference
September 8-12, 2020
Washington, D.C.
<https://metrochamber.org/>
6. RWA Board Meeting
September 10, 2020
RWA Office, Sacramento
<http://rwah2o.org/>
7. SGA Board Meeting
October 8, 2020
SGA Office, Sacramento
<https://www.sgah2o.org>
8. American Water Works Association Annual Fall Conference & Exposition
October 26-29, 2020
Las Vegas, NV
https://www.ca-nv-awwa.org/canv/CNS/Events_Classes/Future_Events/CNS/EventsandClasses/Copy_of_events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849
9. RWA Board Meeting
November 12, 2020
RWA Office, Sacramento
<http://rwah2o.org/>
10. ACWA Fall Conference
December 1-4, 2020
Indial Wells, CA
<https://www.acwa.com/events/2020-fall-conference-exhibition/>
11. SGA Board Meeting
December 10, 2020
SGA Office, Sacramento
<https://www.sgah2o.org>

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 6:00 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.
- El Dorado County Water Agency - <http://www.edlafco.us/> - Every 2nd Wednesday of the month at 10:00 a.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: 16 a.

Date: May 27, 2020

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

Staff Contact: Cassie Crittenden, Human Resources Coordinator

The Return to Work Policy (PL – HR 007) is scheduled for its biennial review. The subject policy was originally adopted by the Board on December 15, 2003, and last reviewed on August 20, 2018.

Staff has no recommended changes.

The policy is scheduled for Board review and approval at the July 20, 2020, regular Board meeting. If a Director wishes to comment on the policy, please provide those comments to staff by June 22, 2020. If no comments are received by any Director, this policy will be placed on the consent agenda.

Attachments:

1 – Return to Work Policy (PL – HR 007) - Redline

Sacramento Suburban Water District

Return to Work Policy

Effective: December 15, 2003

~~Approved with~~Ratified without Changes on: ~~August 20, 2018~~July 20, 2020

100.00 Purpose of the Policy

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

200.00 Policy

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

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

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

300.00 Authority and Responsibility

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

400.00 Policy Review

This Policy will be reviewed at least biennially.



Agenda Item: 16. b.

Date: June 4, 2020

Subject: Upcoming Policy Review – Environmental Sustainability Policy (PL – Adm 005)

Staff Contact: Mike Huot, Assistant General Manager

The Environmental Sustainability Policy (PL – Adm 005) was originally adopted by the Board in January 2003 and last revised in October 2017. This policy is to be reviewed biannually.

Attachment 1 is a redline version of the Environmental Sustainability Policy. There are only a couple minor edits and formatting changes, but no substantive changes.

The updated Environmental Sustainability Policy is scheduled for the Board to adopt at the July Board meeting. If a Director wishes to comment, please provide them to staff by June 22, 2020.

Attachment:

1. Environmental Sustainability Policy - Redlined (PL – Adm 005)

Sacramento Suburban Water District

Environmental Sustainability Policy

Adopted: November 12, 2007
Approved with changes on: July ~~16~~20, ~~2018~~2020

100.00 Purpose of the Policy

The primary purpose of this policy is to establish Sustainability as a guiding principle for daily operations and as a framework for ~~longer~~long term business decisions for the District. The Board of Directors of the Sacramento Suburban Water District recognizes and accepts its responsibility to support a sustainable community through plans, policies, and procedures that promote clean air and water, reduce energy consumption and air pollution, promote water use efficiency, the use of alternative energy sources, recycling and solid waste management, and provide awareness in these areas to its employees, customers, and the community.

100.10 Definitions

Sustainability is defined as “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” (United Nations, 1987)

200.00 Policy

It shall be the Policy of the District to consider the financial, environmental, and social benefits of business practices, to make decisions that are cost effective to ratepayers and responsive to the environment. To support this policy the District will, when practical and prudent, make best efforts to:

1. Encourage and develop connections between environmental quality and operational efficiency.
2. Include long term and cumulative impacts in decision making and work to protect environmental quality in our community.
3. Ensure commitment to equity so environmental impacts and the costs of protecting the environment do not unfairly burden the District’s ratepayers.
4. Ensure environmental quality and understand environmental linkages when decisions are made regarding project development and implementation, District owned facility use, transportation needs, energy use, water conservation, and air quality impacts.

5. Use resources efficiently and, when possible, reduce demand for natural resources.
6. Use cost effective measures to mitigate additional pollution through planned, proactive measures rather than only corrective action.
7. Act locally to reduce adverse global impacts by supporting and implementing innovative programs that maintain and promote the District as a sustainable business.
8. Purchase products based on long term environmental and operating costs and find ways to include environmental and social costs in short term prices. Purchase products that are durable, reusable, biodegradable, made of recycled materials, and are non-toxic.
9. Educate customers and employees about the District's sustainable programs. Work with other entities, not directly related to water, to implement Best Management Practices if opportunities exist and take advantage of community resources.
- ~~10. Solicit customer input on solutions.~~ Encourage customer participation in District policy decisions.
- ~~10.11.~~ Encourage individuals and businesses to take responsibility for their actions that impact water and the environment.

300.00 Policy Review

This Policy shall be reviewed at least biennially.