

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, December 21, 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/82584665644?pwd=UTUxZDQ5dFU0SWpXeUVsMIRpOXRCQT09>

Meeting ID: 825 8466 5644

Password: 715425

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

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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

Election of District Officers

1. Election of District Officers

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.

2. Minutes of the November 16, 2020, Regular Board Meeting
Recommendation: Approve subject minutes.
3. Minutes of the November 24, 2020, Special Board Meeting
Recommendation: Approve subject minutes.
4. Minutes of the December 15, 2020, Special Board Meeting
Recommendation: Approve subject minutes.
5. Buildings and Structures Asset Management Plan
Recommendation: Approve the proposed updated Buildings and Structures Asset Management Plan as recommended by the Facilities and Operations Committee.

Items for Discussion and/or Action

6. Committee and Liaison Appointments for 2021
Recommendation: The Board President will consider committee and liaison appointments for 2021.
7. COVID-19 Update
Recommendation: Receive staff presentation and direct staff as appropriate.

General Manager's Report

8. General Manager's Report
 - a. Grant of Easement and Right of Way
 - b. Risk and Resilience Assessment and Emergency Response Plan
 - c. Aquifer Storage and Recovery Program Partnership
 - d. Voting Division Update

Assistant General Manager's Report

9. Assistant General Manager's Report
 - a. Water Transfers – United States Bureau of Reclamation Comment Letter

Department/Staff Reports

10. Financial Report
 - a. Financial Highlights – November 2020
 - b. Financial Statements – November 2020
 - c. Investments Outstanding and Activity – November 2020
 - d. Cash Expenditures – November 2020
 - e. Credit Card Expenditures – November 2020
 - f. District Reserve Balances – November 2020

- g. Information Required by LOC Agreement
- h. Financial Markets Report – November 2020
- 11. District Activity Report
- 12. Engineering Report
 - a. Major Capital Improvement Program (CIP) Projects
 - b. Planning Documents
 - c. Other

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

- 13. a. Regional Water Authority (Director Jones)
None.

Regional Water Authority Executive Committee (General Manager York)
The agenda for the December 8 and 14, 2020 meetings were provided.
- b. Sacramento Groundwater Authority (Director Wichert)
The agenda for the December 10, 2020 meeting was provided.
- c. Director Reports – AB 1234

Committee Reports

- 14. a. Facilities and Operations Committee (Director Jones)
Draft notes from the December 9, 2020 meeting.

Information Items

- 15. Correspondence received by the District
- 16. Upcoming Water Industry Events

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--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--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.
- 19. Public Employee Performance Evaluation Involving the General Manager Under Government Code Section 54954.5(e) and 54957.
- 20. Conference to provide the District's labor negotiator, Director Kevin Thomas, with direction concerning changes to the General Manager's compensation and benefits; Government Code sections 54954.5(f) and 54957.6.

Adjournment

Upcoming Meetings

Monday, January 25, 2020, at 5:45 p.m., Financing Corporation Meeting

Monday, January 25, 2020, at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the December 21, 2020, meeting of the Sacramento Suburban Water District Board of Directors was posted by December 18, 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



Agenda Item: 1

Date: December 21, 2020

Subject: Election of District Officers

Staff Contact: Dan York, General Manager

According to the Rules for Proceedings of the Board of Directors (PL - BOD 002), annually at the first regular meeting in December, the Board may select a President and/or Vice President to serve for the coming year. Attached as Attachment 1, is the Rule for proceedings of the Board of Directors Policy PL - BOD 002 that outlines the selection of officers and the duties of the President.

Sacramento Suburban Water District

**Rules for Proceedings of the
Board of Directors**

Adopted: February 20, 2002
Approved with Changes: October 21, 2019.

Introduction

These are the rules for proceedings of the Board of Directors of Sacramento Suburban Water District. (See Water Code section 30530.) The purposes of these rules are to facilitate public participation during meetings of the Board, protect the rights of all Directors and to provide a process for conducting Board meetings in an orderly and efficient manner. The provisions of the County Water District Law (see Water Code sections 30000, *et seq.*), Brown Act (Government Code section 54950, *et seq.*) and any other applicable law will control over any inconsistent provision contained in these rules.

Rule 1 – Selection of Officers

The President and Vice-President of the Board will be elected by the members of the Board for a one year term. The election will be held at the first regular meeting in December of each year or at any earlier special meeting called for the purpose of swearing in new members and organizing the Board. (See Water Code section 30520 and Elections Code section 10554.) The remaining provisions of this paragraph will be considered discretionary guidelines for the Board to follow in selecting its President and Vice-President, and will not be binding on the Board. The Board will normally follow a rotation for the election of President and Vice-President under which the Vice President will normally be elected President at the conclusion of the President's one year term. If the membership on the Board of the President is terminated before the expiration of his or her one year term of office, the Vice-President will automatically become the President for the balance of that term.

In the event of a contested election, the following is the recommended procedure for nominating and selecting the Board President or Vice President: (1) the then-presiding President should open nominations and ask if there are there any nominations for the contested office; (2) any Director then may make a nomination -- e.g., "I nominate Director X" -- no second is required for a nomination, although sometimes one or more Directors will second a nomination to indicate endorsement (a Director may nominate himself or herself, but nominations cannot be accepted from members of the public); (3) a Director may decline a nomination; (4) when it appears that no one else wishes to make a nomination, the President should ask if there are additional nominations -- if there is no response, the President then should declare that the nominations for the office are closed and state the names of the nominees (it is unnecessary to have a motion to close the nominations); (5) after nominations have been closed, nominations may be reopened only by a motion, second and majority vote to reopen them; (6) after

nominations have been closed and before the vote, the public should be provided an opportunity to comment on the agenda item; (7) the President then should call for votes on the nominees by a roll call vote on each nominee, and each Director should cast his or her yea or nay vote on each nominee, e.g., "For the first nominee for President, Director X, please state your vote by yea or nay;" (8) nominees should be voted on in the order in which they are nominated and the process should continue until there is a majority approval of one of the nominees; and (9) as soon as one of the nominees receives a majority vote, the President should declare that person elected to the office and no vote is taken on any remaining nominees.

The Board will by majority vote appoint a Secretary and Treasurer, who will serve at the pleasure of the Board. (See Water Code sections 30540-30543.)

Rule 2 – Duties of President of the Board

The President of the Board of Directors will be its presiding officer. (See Water Code section 30520.) The President's duties will include, but not be limited to, the following: acting as the liaison between the General Manager and the Board, calling special meetings of the Board, presiding over meetings of the Board, establishing and appointing committees of the Board, and appointing representatives of the District to associations of which the District is a member or in which it has a significant interest. The Board will appoint representatives of the District to joint powers authorities of which the District is a member. In the President's absence, the Vice-President of the Board will perform such duties. If both the President and Vice-President are absent from a noticed public meeting, the remaining three Board members will choose one of their number to preside.

Rule 3 – Time and Place for Regular Meetings

The regular monthly meeting of the Board of Directors will be held in the Boardroom at the District's administrative office (3701 Marconi Avenue, Suite 100, Sacramento, California) on the third Monday of each month, commencing at 6:30 p.m. (6:00 p.m. starting January 2018) except that the January regular Board meeting will be held on the fourth Monday of that month due to the Martin Luther King, Jr. Holiday and the February meeting will be held on the Monday following President's Day Holiday. The location, day and time for holding regular meetings may be changed by the Board of Directors from time to time by resolution. If a regular meeting falls on a different holiday (as listed in Government Code section 6700), the meeting will be held on the day designated by the Board by minute order. (See Government Code section 54954(a).)

Rule 4 – Quorum Requirements

The Board of Directors consists of five members. Three members of the Board will constitute a quorum for the transaction of business. (See Water Code section 30524 and Resolution 04-09, adopted April 19, 2004).

Rule 5 – Majority Vote

Three members of the Board will be required to approve any ordinance, resolution or motion, unless a different voting requirement to approve a particular action is specified under State law. (See Water Code section 30525.)

Rule 6 – What Constitutes an Affirmative Vote

Unless a Director is not voting because of a conflict of interest, a Director who is present for a vote on a matter before the Board will be deemed to have voted in the affirmative on a matter unless the Director votes against the measure by casting a "no" vote. An "abstain" vote will constitute an "aye" vote. (See *Dry Creek Valley Association, Inc. v. Board of Supervisors* (1977) 67 Cal.App.3d 839.) When calling for the vote on a motion, the President of the Board may (a) call for "aye" and "no" votes, or (b) ask if there are any "no" votes, since the remaining Directors present will be deemed to have voted in the affirmative unless they are not voting due to a conflict of interest.

Rule 7 – Conflicts of Interest

A member of the Board may not make, participate in making or in anyway attempt to use his or her official position to influence a decision of the Board of Directors in which he or she knows or has reason to know that he or she has a financial interest. (Government Code section 87100.) Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect, as defined and analyzed under the Fair Political Practices Commission's ["FPPC"] regulations, that is distinguishable from the effect on the public generally, involving the dollar amounts set by FPPC regulations from time to time, on (a) a business entity in which the Director has a direct or indirect investment, (b) real property in which the Director has a direct or indirect investment interest, (c) a source of income of the Director, within twelve months before the Board decision, (d) a source of gifts to the Director, within twelve months before the Board decision, or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent owns directly, indirectly or beneficially a ten percent interest or greater. (Government Code section 87103.)

If a member of the Board believes he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be used: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that

there is a disqualifying conflict of interest, the Director (1) will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, and (2) leave the Board room until after the discussion, vote and any other disposition of the matter has been concluded, unless the matter has been placed on the consent agenda, except that the Director may speak on the matter during the time that the general public speaks on the matter. In such a case, the Board minutes will state: "Due to a potential conflict of interest, Director _____ did not participate in the discussion, deliberation or vote on this matter."

A Board member also is prohibited from having a financial interest in a contract with the District, or be purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation is authorized under Government Code section 1090, 1091 or 1091.5, or other provisions of law. Any Director who has a prohibited interest in a contract proposed to be made by the District should declare the conflict as soon as it becomes known and the Board will not consider or take any further action in regard to such contract.

Rule 8 – Motions

The three steps for bringing a motion before the Board are: (a) a Director makes a motion, (b) another Director seconds the motion, and (c) the President states the motion. Once the motion has been stated by the President, it is open to formal discussion. While only one motion can be considered at a time, and a motion must be disposed of before any other question is considered, (a) a motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second, which is then approved by the Board, or (b) a motion may be tabled before it is voted on by motion made to table, which is then seconded and approved by the Board, or (c) a motion may be rejected without further discussion of or action on the motion by a motion of "objection to consideration," which is then seconded and approved by the Board, or (d) further discussion of a motion can be terminated by a motion "to call the question," which is then seconded and approved by the Board. Any Director, including the President, may make or second a motion.

Rule 9 – Protection of Rights of Directors

One of the primary purposes for these rules of procedure is to protect the rights of all Directors. The President will allow each Director a reasonable opportunity to discuss a motion, after it has been made and seconded, and before it has been voted on. The President can set reasonable time limits for discussion of a motion. A Director can object to a procedural ruling by the President by stating: "Mister/Madam President, I rise to a point of order." The President must then ask the Director to state the point of order. The President will then rule on the point of order. The President's ruling on a point of order may be appealed by a motion made and seconded to appeal the decision, which is then voted on by the Board.

Rule 10 – Record of Vote

Except where action is taken by the unanimous vote of all Board members present and voting, the ayes and noes taken upon the passage of all ordinances, resolutions or motions will be entered upon the minutes. (See Water Code section 30526.)

Rule 11 – Ordinances

The enacting clause of all ordinances passed by the Board will be: "Be it ordained by the Board of Directors of Sacramento Suburban Water District as follows:" (See Water Code section 30527.) All ordinances will be signed by the President and attested by the Secretary. (See Water Code section 30528.)

Rule 12 – Agenda and Agenda Materials

In consultation with the Board President, the General Manager will be responsible for preparing the agenda for regular Board meetings and meetings of standing and *ad hoc* committees (see Government Code section 54952 and Rule 22), and having the agenda for regular Board meetings and standing committee meetings posted at the District office in a location freely accessible to the public no later than seventy-two hours before a regular meeting and on the District's website. The agenda will specify the time and location of the meeting and contain a brief, general description of each item of business to be transacted or discussed at the meeting, including closed session items. (See Government Code section 54954.2.) Any member of the Board may request the General Manager to place an item for discussion or action on the agenda. In order to allow sufficient time to prepare the agenda and back-up materials, the deadline for adding items to the agenda for a regular meeting will be at 4 p.m., seven working days before the meeting. Any member of the public may make a request to the Board at any regular meeting to place an item for discussion on a future agenda, but such a request will be honored only if a majority of the Board approves by motion or consensus.

An agenda for a regular or special Board meeting will contain the following statements: (a) "The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item." (See Government Code section 54954.3(a).); (b) "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." (See Government Code section 54957.5(b)(2).); and (c) "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 [insert the name and telephone number of the person designated by the General Manager]. Requests must be made as early as possible, and at least one-full business day before the start of the meeting." (See Government Code section 54954.2(a).).

Rule 13 – Requests for Copies of Agendas and Agenda Materials

Any person may request the District to mail or electronically mail him or her a copy of the agenda or agenda packet for any meeting of the Board. When the District receives such a request, the General Manager or his/her designee will distribute copies of the requested materials (except for documents that are exempt from disclosure under the Public Records Act) to the requesting party at the time that the agenda is posted or when the agenda packets are distributed to a majority of the Board members, whichever occurs first. Any request for copies of agendas or agenda packets for all Board meetings in a given year will be valid for the calendar year in

which the request is submitted, and the request must be renewed after January 1 of each year in which it is to remain in effect. (Government Code section 54954.1.)

Documents that are distributed to all or a majority of the members of the Board by any person in connection with a matter subject to discussion or consideration at a regular or special meeting of the Board will be disclosable public records under the California Public Records Act (commencing with Government Code section 6250), and will be made available upon request by a member of public without delay, except as to documents that are exempt from disclosure under the Public Records Act. Any public documents related to an open session agenda item that are distributed to all or a majority of Board members by staff or any third party less than 72 hours before a regular Board meeting will be made available for public inspection at the same time. Such documents will be available for public inspection in the customer service area of the District's Administrative Office. Documents that are distributed during a regular or special Board meeting that are subject to disclosure under the Public Records Act will be made available for public inspection at the meeting, if prepared by the District or a member of the Board, or after the meeting, if prepared by some other person. The District may charge a fee for responding to requests for copies of agendas, agenda packets or other documents, which fee will be limited to the District's copying and postage costs as provided in the District's Records Inspection, Retention, and Disposal Policy (PL - Adm 002). (See Government Code section 54957.5(a) and (b).)

Upon request, the agenda and other documents referred to in this rule will be made available in an appropriate alternative format to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. section 12132) and the federal rules and regulations adopted in implementation thereof. (See Government Code sections 54954.1, 54954.2(a) and 54957.5(b).) The District will not charge a special surcharge to provide documents requested in an alternative format by a person with a disability in accordance with the Americans with Disabilities Act and its implementing regulations. (See Government Code section 54957.5(c).)

If the District records the meeting, it will retain the recording for at least thirty days following the meeting, after which it may be erased or destroyed. The public may inspect the recording on a computer made available by the District, without charge. (See Government Code section 54953.5(b).)

Rule 14 – Authority to Act on Matters Not on the Agenda

The Board will not take action on or discuss any item not appearing on the posted agenda, except under the following conditions, in which cases the item will be publicly identified before discussion begins: (a) upon a determination by a majority of the Board that an emergency situation exists, as further described in Rule 25 hereof; (b) upon a determination by a two-thirds vote of the Board members present at the meeting, or, if less than two-thirds of the members of the Board are present, a unanimous vote of those members present, that the need to take immediate action became apparent after the agenda was posted; or (c) the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action

is being taken. (See Government Code sections 54954.2 and 54956.5.)

Rule 15 – Consent Agenda

The General Manager may list on the agenda a “consent agenda,” which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent agenda items might include approval of minutes, financial reports and routine resolutions. Any matter may be removed from the consent agenda and placed on the regular agenda at the request of any member of the Board. The entire consent agenda may be approved by a single motion made, seconded and approved by the Board.

Rule 16 – Oral Informational Reports

Any member of the Board may make an oral report at a regular meeting for the purpose of informing the Board of any matter of interest to the District. Regular meeting agendas will include specific items for Directors’ reports and comments. The Board also may call on the General Manager, District staff or District legal counsel for oral informational reports on matters not on the agenda. Unless the Board makes the determinations required under Rule 14, there will be no more than limited discussion, and no action, on matters covered in such oral reports. (See Government Code section 54954.2(a).)

Rule 17 – Public Participation

Every agenda for a regular meeting will provide an opportunity for members of the public to directly address the Board on items of interest that are within the subject matter jurisdiction of the Board and that do not appear on the agenda. This agenda item will be described substantially as follows: “Opportunity for public comment on non-agenda items within the Board’s jurisdiction.” During the Public Forum, the Board may, at its discretion, not respond, briefly respond to statements made or questions posed by the public, or ask District staff for clarification, refer the matter to District staff or ask District staff to report back at a future meeting. (See Government Code sections 54954.2 and 54954.3.) The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determinations set forth in Rule 14. In order to facilitate public participation during the Public Forum session of the meeting, the Board may limit the total amount of time allocated for public comment on a particular issue (ten minutes or less normally will be standard), and may limit the time allocated for public comment by an individual speaker (three minutes or less normally will be standard). The President may declare any comment as out of order, irrelevant, repetitious or disruptive. (See Government Code section 54954.3.)

It is the general policy of the Board to refer to the General Manager for resolution complaints received from members of the public. If the complaint cannot be resolved, the General Manager will place it on a future meeting agenda for consideration by the Board.

The public may address the Board concerning an agenda item during a regular or special Board meeting, including commenting on the closed session agenda prior to the Board adjourning into closed session, either before or during the Board’s consideration of that agenda

item. (See Government Code section 54954.3(a).)

These rules are not intended to prohibit public criticism of policies, procedures, programs or services of the District, or of the acts or omissions of the Board. (See Government Code section 54954.3(c).)

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting infeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, will be allowed to attend any session held pursuant to this section. Nothing in this section will prohibit the Board from readmitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting. (See Government Code section 54957.9.)

Rule 18 – Public Hearings

The procedure for conducting public hearings during a meeting of the Board will be as follows: (a) no earlier than the time set for the public hearing, the President of the Board will declare the public hearing open; (b) the President will ask the General Manager whether notice of the public hearing has been given in the manner required by law; (c) the President will ask the General Manager whether written comments on the subject matter of the public hearing have been received; (d) the President will ask whether any member of the public wishes to present written or oral comments on the subject of the public hearing; (e) in its discretion, the Board may set time limits on the amount of time an individual speaker is allowed to comment orally during the public hearing; and (f) following the close of presentation of comments and before any Board discussion and action on the subject matter, the President will declare the public hearing closed. The Board may continue a public hearing from time to time in accordance with the procedures described in Rule 19. (See Government Code section 54955.1.)

Rule 19 – Adjournment

A meeting of the Board will be adjourned by (a) loss of a quorum, (b) by declaration of the President that the meeting is adjourned when the agenda has been completed and there is no further business to come before the Board, or (c) by motion made, seconded and approved to adjourn the meeting. A regular or special meeting of the Board may also be adjourned for the purpose of continuing it to a specific day and time (a) by motion made, seconded and approved by a majority of the Board, (b) by approval of less than a quorum if a quorum is not present, or (c) by the Secretary of the Board if all members are absent from any regular or adjourned regular meeting. A copy of the order or notice of adjournment to continue a meeting to another date will be conspicuously posted on or near the door of the District office where the meeting was held within twenty-four hours after the time of adjournment. (See Government Code section 54955.)

Rule 20 – Special Meetings

A special meeting may be called at any time by the President or by a majority of the members of the Board, by delivering personally or by any other means, including mail, facsimile and electronic mail, written notice to each member and to each newspaper, radio or television station requesting notice in writing. Such notice must be received at least twenty-four hours before the time of such meeting as specified in the notice to constitute notice of the special meeting (except as to emergency meetings, in which case, the notice requirements specified in Rule 25 will be followed). Electronic mail will constitute notice of a special meeting only if the recipient confirms receipt, and it will be deemed to be received at the time of such confirmation. The call and notice for a special meeting must specify the time and place of the special meeting and the business to be transacted, and must include the statements specified in Rule 12. No other business will be considered at such meeting. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the District Secretary a written waiver of notice. Waiver may be given in person or by mail, facsimile, electronic mail or telegram. Such written notice may also be dispensed with as to any member who was actually present at the meeting at the time it convenes. Notice of a special meeting must also be posted at least twenty-four hours before the meeting in a location freely accessible to the public and on the District's website. (See Government Code sections 54954.3(a) and 54956.)

Rule 21 – Board Workshop Meetings

From time to time, the Board may set a regular or special meeting to be conducted as a “workshop meeting,” during which the Board would have the opportunity to receive presentations on and discuss matters identified on the agenda, but the Board would not normally take action on those items. Nothing in this rule is intended to prevent the Board from taking action on a matter during a workshop session if it is identified as an item for possible action on the agenda for that meeting.

Rule 22 – Board Committees

Board committees will be composed of less than three Directors, and may be either standing committees or *ad hoc* advisory committees. A Board standing committee has continuing subject matter jurisdiction. (See Government Code section 54952.) In accordance with Rule 12, standing committee meetings will be open to the public (except for authorized closed sessions), and the agenda for those meetings will be posted in the same manner as the agenda for regular Board meetings. In addition, the President may from time to time establish, and appoint the members of, *ad hoc* advisory committees to serve a limited or single purpose, which committees are to be dissolved once their specific task is completed. The meetings of an *ad hoc* advisory committee are not required to be open to the public, and notice of such meetings is not required to be posted. (See Government Code sections 54951 and 54952.)

Directors who are not members of a standing committee may attend a standing committee meeting only as observers, and they may not participate in the committee meeting, ask questions or sit with the committee members at the Board table. (See subsection (c)(6) of Government Code section 54952.2.) Directors who are not members of an *ad hoc* committee may not attend

an *ad hoc* committee meeting.

Rule 23 – Closed Sessions

A closed session may be held on any subject authorized under the Brown Act. The agenda for a regular or special meeting will contain a brief, general description of the purpose of a closed session, in substantially the following form:

a. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); _____ v. _____ [insert name of case, e.g., *Jones v. District*].

b. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); case name unspecified because _____ [insert either “disclosure would jeopardize service of process” or “disclosure would jeopardize existing settlement negotiations”].

c. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(2) and (3); significant exposure to litigation involving _____ [describe].

d. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiation of litigation involving _____ [describe or specify only number of cases if confidentiality is required or deemed necessary].

e. Public employee appointment involving _____ [insert position(s) to be filled]; Government Code sections 54954.5(e) and 54957(b)(1).

f. Public employee performance evaluation involving _____ [insert position(s) being reviewed]; Government Code sections 54954.5(e) and 54957(b)(1).

g. Public employee discipline/dismissal/release; Government Code sections 54954.5(e) and 54957(b). [No additional information required.]

h. Conference with labor negotiator involving _____ [insert name of District negotiator] and _____ [insert name of employee organization involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

i. Conference with labor negotiator involving _____ [insert name of District negotiator] and unrepresented employee(s) in position(s) of _____ [insert position(s) of unrepresented employee(s) involved in negotiation]; Government Code sections 54954.5(f) and 54957.6.

j. Conference with real property negotiator involving the purchase, sale, lease or exchange of _____ [insert street address or other description of property],

_____ and ____ [insert name of District negotiator(s)], District negotiator(s), will negotiate with _____ [insert name of other party(ies)]. Instructions to the negotiator(s) may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

k. Closed session consultation [insert the name, if applicable, of a law enforcement agency, and the title of the officer, or the name of an applicable agency representative (legal counsel or security officer) and title] concerning a threat to public services or facilities, or for the assessment of the security vulnerability of public facilities. (See Government Code sections 54954.5(e) and 54957(a).)

The Board will not keep minutes of its closed sessions. (See Government Code section 54957.2.) In the closed session, the Board will consider only those matters covered in its statement of reasons for holding the closed session. (See Government Code section 54957.7.)

Before holding a closed session to consider complaints or charges against a particular employee (as distinguished from evaluation of performance unrelated to any specific complaint or charge), the District will provide twenty-four hours' advance written notice to the employee of his or her right to have the matter heard in open session. If the employee requests, the complaint or charges must be heard in open session. (See Government Code section 54957(b)(2).)

A closed session may be held to meet with the District's negotiator regarding the salary and benefits of District officers and employees, but not including elected officials, but the District's available funds, funding priorities or budget will not be discussed during the closed session except to the extent necessary to permit the Board to provide instructions to its designated labor negotiator(s). (See Government Code section 54957.6.)

Following every closed session, the Board will reconvene to open session and publicly report any action and vote during the closed session in accordance with the following guidelines:

a. For action concerning final approval of a real property purchase, sale or exchange agreement or lease, report in open session at the same meeting the action taken (including the substance of the agreement) and vote, except that, if final approval rests with another party, the report may be deferred until the other party's approval. (See Government Code section 54957.1(a)(1).)

b. Approval given to legal counsel to defend or initiate a lawsuit, or seek appellate review will be reported in open session at the public meeting during which the closed session was held. (See Government Code section 54957.1(a)(2).)

c. Approval given to legal counsel to settle pending litigation or action taken to dispose of a claim will be reported in open session as soon as the settlement or claim disposition becomes final. (See Government Code section 54957.1(a)(3) and (4).)

d. For action to appoint, employ or dismiss, accept the resignation of, or otherwise affect the employment status of an employee, the Board will report in open session at the same

meeting the action taken (including identity of employee or position and any change in compensation) and vote, except that, for any dismissal or non-renewal of a contract, the report back may be deferred until the first meeting after the exhaustion of administrative remedies. (See Government Code section 54957.1(a)(5).)

e. For action concerning a labor MOU, after the MOU has been approved by both parties, the Board will report in open session the action taken and vote. (See Government Code section 54957.1(a)(6).)

The District will make available after a closed session to anyone who has requested them in advance, agreements or other documents approved in closed session, unless the document needs to be revised, in which case it will be provided as soon as possible. After the closed session, changes to the agreement will be orally summarized if anyone present so requests. (See Government Code section 54957.1(b).)

A Director is not authorized, without prior approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required or authorized to be disclosed under the California Public Records Act.

A Director is not prohibited from taking the following actions in regard to a closed session of the Board: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the Board, (2) expressing an opinion concerning the propriety or legality of actions taken by the Board in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

A Director's violation of the duty to protect closed session confidences may be remedied as provided in Government Code section 54963(c). A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

(See Government Code section 54963, and 76 Ops.Cal.Atty.Gen. 289, 290 (1993) and 80 Ops.Cal.Atty.Gen. 231 (1997).)

Rule 24 – Meetings by Teleconference

The Board may hold meetings by teleconference. (See Government Code section 54953(b).) For purposes of this rule, "meetings by teleconference" include meetings at which one or more Board member attends and participates in the meeting by telephone, video

conferencing or any other electronic means using live audio or video, or both. For any meeting by teleconference conducted by the Board, the following requirements will apply:

a. At least a quorum of the Board must participate in the teleconference meeting from locations within the District's boundaries and each teleconference location (i.e., the location from which one or more Board members attends and participates in a meeting by teleconference) will be accessible to the public.

b. When meetings by teleconference are held by telephone, speaker phones that allow all persons attending the meeting to hear and be heard will be used at the main meeting location and at any teleconference location where there are members of the public in attendance.

c. All votes taken at a meeting by teleconference will be by roll call.

d. The Board will conduct the meeting by teleconference in a manner that protects the statutory and constitutional rights of parties and the public to attend and participate in the meeting.

e. Each teleconference location will be identified in the regular meeting agenda or special meeting notice, and the agenda or notice will state that members of the public will have the opportunity to address the Board from any teleconference location.

f. Notice of any meeting by teleconference will be included in the meeting agenda or special meeting notice in substantially the following form:

“All or portions of this meeting will be conducted by teleconference in accordance with Government Code section 54953(b). The teleconference location(s) for the meeting are as follows: _____.
Each teleconference location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location.”

g. In addition to the usual notice and agenda requirements, the regular meeting agenda or special meeting notice will be posted at all teleconference locations at least seventy-two hours before regular meetings or twenty-four hours before special meetings.

Rule 25 – Emergency Meetings

Under Government Code section 54956.5, a meeting to address an emergency may be held if a majority of the Board determines that a situation exists which involves matters upon which prompt action is necessary. An emergency situation is defined as: (1) a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both; or (2) a dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both.

As a condition of holding an emergency meeting, the Board President or his/her designee shall provide notice of the meeting by telephone to each local newspaper of general circulation, radio station and television station that has requested notice of special meetings. For a meeting for a “non-dire emergency” (Definition 1, above), the telephone notice must be provided at least one hour prior to the emergency meeting. In the case of a meeting for a “dire emergency” (Definition 2, above), the telephone notice must be provided to the media at or near the same time as notice is given to the members of the Board. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

The Board may meet in closed session upon approval by a two-thirds vote of the Board (or the unanimous vote of the Board if less than two-thirds are present) to discuss security or employment matters related to the emergency situation. (See Government Code sections 54956.5(c) and 54957.)

With the exception of the 24-hour notice and posting requirements and any other exceptions provided in herein, all special meeting requirements described in Rule 20 shall be applicable to an emergency meeting called pursuant to this Rule.

The draft minutes of an emergency meeting called under this Rule must be posted in a public place for a minimum of 10 days as soon after the meeting as possible, and include a list of persons who the Board President or his/her designee notified or attempted to notify of the meeting, if applicable, any actions taken at the meeting, and a recording of any votes taken by roll call. (See Government Code section 54956.5(e).)

Rule 26 – Amendment of Rules

By motion made, seconded and approved, the Board in its discretion may at any meeting (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both, as long as any amendment or suspension is otherwise consistent with the Brown Act and other applicable laws. Unless amended earlier, District staff will review these Rules for Proceedings biennially and recommend changes for Board consideration and action.

Minutes

Sacramento Suburban Water District Regular Board Meeting Monday, November 16, 2020

Location:

Video and Audio Conference Only at 1-669-900-6833, or Zoom at Meeting Id #843 3458 2199

Call to Order – Videoconference/Audioconference Meeting

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

Pledge of Allegiance

President Thomas led the Pledge of Allegiance.

Roll Call

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

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Mike Huot, Heather Hernandez-Fort, Jeff Ott, Dana Dean, Matt Underwood, Julie Nemitz, Doug Cater, and James Arenz.

Public Present: William Eubanks, Sierra Summers, Paul Helliker, and Alan Driscoll.

Announcements

General Manager Dan York (GM York) announced:

- Facilities and Operations Committee Meeting is on Wednesday, December 9, 2020, at 5:00 p.m.
- ACWA Fall Conference would be held virtually December 2-3, 2020.

Public Comment

None.

Consent Items

1. **Minutes of the October 19, 2020, Regular Board Meeting**
2. **Debt Obligation Continuing Disclosure Policy (PL - Fin 013)**
3. **Employee Compensation Policy (PL - HR 002)**
4. **Water Service Rates, Fees, and Charges Setting Policy (PL – Fin 009)**

5. **Groundwater Well Asset Management Plan**

Director Wichert moved to approve all Consent Items; 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

6. **State of the District Presentation**

GM York presented the staff report, PowerPoint presentation and answered clarifying questions.

Director Wichert inquired where the 230,000 banked water appeared.

GM York expressed he would like to request that Rob Swartz conduct a presentation to the Board on the topic, as there was a calculation to provide credits for groundwater banking when Sacramento Groundwater Authority was created.

William Eubanks (Mr. Eubanks) inquired what the banked water was worth.

GM York expressed that it would be a combination of factors that he would have to calculate and get back to him.

Mr. Eubanks and President Thomas both commended staff on an outstanding year.

Paul Helliker (Mr. Helliker) expressed that San Juan Water District SJWD and their wholesale agencies supported water transfers with the District. He stated that it was a great partnership and the districts had a great working relationship, and that water supplies were available for future transfers.

7. **Sacramento Region Water Utility Collaboration Study Update**

GM York presented the staff report.

General Manager’s Report

8. **General Manager’s Report**

GM York presented the staff report.

- a. *Local Agency Formation Commission – Municipal Service Review Refresh*
GM York presented the staff report.

Director McPherson expressed interest in getting further information about when LAFCo meetings were scheduled.

b. *Regional Water Authority – Major Projects Management Subscription Program*
GM York presented the staff report.

c. *Regional Water Authority – Executive Committee Election Process*
GM York presented the staff report.

The Board endorsed GM York pursuing the Vice-Chair Position with the Executive Committee of the Regional Water Authority.

d. *Drinking Water COVID-19 Financial Impacts Survey*
GM York presented the staff report.

Department/Staff Reports

9. Financial Report

Mr. Ott presented the staff report

a. *Financial Highlights – October 2020*
A written report was provided.

b. *Financial Statements – October 2020*
A written report was provided.

c. *Investments Outstanding and Activity – October 2020*
A written report was provided.

d. *Cash Expenditures – October 2020*
A written report was provided.

e. *Credit Card Expenditures – October 2020*
A written report was provided.

f. *District Reserve Balances – October 2020*
A written report was provided.

g. *Information Required by LOC Agreement*
A written report was provided.

h. *Financial Markets Report – October 2020*
A written report was provided.

10. District Activity Report

A written report was provided.

11. Engineering Report

A written report was provided.

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

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

- 12. a. Regional Water Authority (Director Jones)
The agenda for the November 12, 2020 meeting was provided.

Regional Water Authority Executive Committee (General Manager York)
The agenda for the October 28, 2020 meeting was provided.

- b. Sacramento Groundwater Authority (Director Wichert)
None.
- c. Director Reports – AB 1234

President Thomas provided oral reports on the meetings he had with the General Manager on October 22, and November 13, 2020; the SJWD Board meeting on October 28, 2020; the DPMWD Board meeting he attended on November 3, 2020; and the RWA Board meeting he attended on November 12, 2020.

Director Jones provided an oral report of the AWWA Conference he attended October 28 through 29, 2020.

Committee Reports

- 13. a. Facilities and Operations Committee (Director Jones)
Draft notes from the October 27, 2020 meeting were provided.

Information Items

- 14. **Biannual Groundwater Elevations Report**
A written report was provided.

Discussion ensued over Federal groundwater banking. GM York expressed he would provide a presentation to the Board on groundwater banking and possibly invite Rob Swartz and Jim Peifer from the Sacramento Groundwater Authority to assist with the presentation.

15. **Correspondence Received by the District**

A written report was provided.

16. **Legislative and Regulatory Update**

A written report was provided.

17. **Upcoming Water Industry Events**

A written report was provided.

Director's Comments/Staff Statements and Requests

None.

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

The Board convened in Closed Session 7:04 p.m. to discuss the following:

18. Conference with real property negotiator involving the purchase, sale, lease or exchange of APN 219-0042-016-0000, Sacramento, CA. Dan York, District negotiator, will negotiate with Pham Family Trust. Instructions to the negotiator may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)
19. Public Employee Performance Evaluation Involving the General Manager Under Government Code Section 54954.5(e) and 54957.
20. Conference with Board negotiating committee involving Director Thomas and the General Manager under Government Code sections 54954.5(f) and 54957.6.

Return to Open Session

The Board convened in Open Session at 8:03 p.m. President Thomas expressed that the Board approved staff continuing negotiations with the Pham Family Trust for the purchase of the property at APN 219-0042-016-0000.

Adjournment

President Thomas adjourned the meeting at 8:04 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Minutes

Sacramento Suburban Water District
Special Board Meeting – Closed Session
Tuesday, November 24, 2020

Location:

Video and Audio Conference Only at 1-669-900-6833, or Zoom at Meeting Id #819 6340 7165

Call to Order – Videoconference/Audioconference Meeting

President Thomas called the meeting to order at 5:30 p.m.

Roll Call

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

Directors Absent: None.

Staff Present: General Manager Dan York and Heather Hernandez-Fort.

Public Present: William Eubanks.

Announcements

General Manager Dan York (GM York) announced:

- That he wished everyone a Happy Thanksgiving.

Public Comment

None.

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

The Board convened in Closed Session 5:35 p.m. to discuss the following:

1. Public Employee Performance Evaluation Involving the General Manager Under Government Code Section 54954.5(e) and 54957.
2. Conference to provide the District's labor negotiator, Director Kevin Thomas, with direction concerning changes to the General Manager's compensation and benefits; Government Code sections 54954.5(f) and 54957.6.

Return to Open Session

The Board convened in Open Session at 6:53 p.m. There was no reportable action.

GM York requested to speak with the Board in Closed Session when the General Manager's Performance Evaluation is completed.

Adjournment

President Thomas adjourned the meeting at 6:54 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Minutes

Sacramento Suburban Water District
Special Board Meeting – Closed Session
Tuesday, December 15, 2020

Location:

Video and Audio Conference Only at 1-669-900-6833, or Zoom at Meeting Id #882 2002 7214

Call to Order – Videoconference/Audioconference Meeting

President Thomas called the meeting to order at 3:05 p.m.

Roll Call

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

Directors Absent: Dave Jones.

Staff Present: General Manager Dan York and Heather Hernandez-Fort.

Public Present: William Eubanks.

Announcements

General Manager Dan York (GM York) announced:

- A link to the District website with the Draft Buildings and Structure Asset Management Plan was sent to all Directors to review prior to the December regular Board meeting.

Public Comment

None.

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

The Board convened in Closed Session 3:08 p.m. to discuss the following:

1. Public Employee Performance Evaluation Involving the General Manager Under Government Code Section 54954.5(e) and 54957.
2. Conference to provide the District’s labor negotiator, Director Kevin Thomas, with direction concerning changes to the General Manager’s compensation and benefits; Government Code sections 54954.5(f) and 54957.6.

Return to Open Session

The Board convened in Open Session at 4:06 p.m. There was no reportable action.

Adjournment

President Thomas adjourned the meeting at 4:08 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 5

Date: December 21, 2020

Subject: Buildings and Structures Asset Management Plan

Staff Contact: David Morrow, P.E., Senior Engineer

Recommended Board Action:

Approve the proposed updated Buildings and Structures Asset Management Plan. The Buildings and Structures Asset Management Plan was presented to the Facilities and Operations Committee on December 9, 2020. The Facilities and Operations Committee supported the Buildings and Structures Asset Management Plan and recommended it to be a Consent Item at the December 21, 2020, regular Board meeting.

Background:

The Sacramento Suburban Water District (District) Board of Directors adopted the first Buildings and Structures Asset Management Plan (BSAMP) on November 15, 2011. The 2011 BSAMP focused primarily on roofing membranes and building painting in order to maintain the assets.

On December 9, 2020, staff presented the proposed updated 2020 BSAMP (Attachment 1) to the Facilities and Operations Committee (Committee). Following discussion of the item, the Committee recommended the item be brought to the Board of Directors as a Consent Item. A copy of the presentation is attached to this staff report as Attachment 2.

Discussion:

The proposed BSAMP is more than an update of the 2011 BSAMP, it has been revised to focus on managing the District buildings and structures, and associated system components related to maintenance, repair, and replacement decisions. The BSAMP includes the District's building and structure inventory, building system risk and reliability, maintenance plan requirements, and replacement recommendations.

The 2020 BSAMP updates the 2011 BSAMP and includes an expanded list of critical system components and Condition Assessment (CA) strategies:

- Alignment with District Strategic Goals and Objectives
- Service life estimates
- Expanded assessment of the following system components:
 - Buildings
 - Foundations
 - Roofing

- Flooring
- Interior construction and finishes
- Heating, ventilation, and air conditioning
- Building electrical
- Building utilities

Because of the broad expertise required to complete CAs for the expanded list of building systems, the District hired AECOM who provided expertise in each system component, as well as expertise in the development of BSAMPs and project identification.

The purpose and goals of the BSAMP are to provide:

- Develop a comprehensive buildings and structures inventory including data on the state of assets
- Conduct regular CA and develop strategies for effective lifecycle maintenance
- Identify projects and priorities for decision making
- Develop high-level Capitol and Maintenance long-range planning

This BSAMP provides an inventory of the District's existing buildings and structures related to size, type, and age. The BSAMP evaluates improvements and maintenance requirements to identify projects for O&M and CIP improvements, and provides a methodology to maintain these facilities. A total of 40 buildings and/or structures were included in this inventory.

This BSAMP is intended to be a tool for ongoing communication between District staff and the Board with regard to capital and maintenance projects for buildings and structures, and does not represent a financial commitment by the Board. Furthermore, the BSAMP is a planning tool for use during annual Capital Improvement Program (CIP) and Operations and Maintenance budget discussions with the Board. Similar to the District's other asset management plans, it is anticipated that the BSAMP will be updated periodically. A link to the BSAMP is attached to this staff report as Attachment 1.

Fiscal Impact:

No fiscal impact at this time.

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

The updated BSAMP benefits District customers as an additional tool to be used by staff to prioritize allocation of District funds through planning for the continued maintenance of District facilities.

Attachments:

1. Link to Buildings and Structures Asset Management Plan
2. Buildings and Structures Asset Management Plan Presentation

Attachment 1

[Link to the Buildings and Structures Asset Management Plan](#)



December 9, 2020

Buildings and Structures Asset Management Plan (BSAMP)



Project Background and Introduction

- The first Buildings and Structures Asset Management Plan (BSAMP) was adopted by the Board of Directors in 2011.
- The 2011 BSAMP focused primarily on building roofing and painting related to maintenance.
- The proposed 2020 BSAMP is a complete revision focusing on the management of District building and structure assets at the system level.
- Recognizing a need for outside expertise in this effort, SSWD issued an RFP for engineering services and AECOM was selected.
- AECOM's expertise includes in-depth experience and knowledge with asset management planning, risk assessment for building systems, and managing building and structure asset inventory.

Project Overview

- Develop comprehensive buildings and structures inventory data.
- Identify project and priorities for a sound basis for future decision making.
- Improve the effective lifecycle of an asset through maintenance.
- Develop long-range Capital and Maintenance planning.
 - Not intended to be a funding commitment by the Board of Directors.

How will SSWD use the BSAMP?

The BSAMP will provide staff with tools to manage building and structure assets for maintenance, repair, and replacement over the asset lifetime.

The tools include:

- A comprehensive inventory of the existing buildings and structures and systems to optimize preventive maintenance.
- A standardized checklist for condition assessment to provide decision makers with essential information to manage assets.
- Improved maintenance management focused on scheduled preventive maintenance and future planning.

Levels of Service (LOS) are tied to SSWD Strategic Plan

- **LOS A** - Provide a High-Quality Reliable Water Supply by Ensuring it is Sustainable, Clean, and Safe
- **LOS B** - Optimize Operational and Organizational Efficiencies



Asset and System Inventory

Why do you need an asset and system inventory?

- Centralized repository of asset and system information
- Used to track and organize information, including:
 - Condition
 - Maintenance
 - Renewal/Replacement

What are the benefits?

- Builds a solid foundation for asset management
 - More effective scheduling of preventive maintenance activities
 - Able to analyze failures to prevent future ones

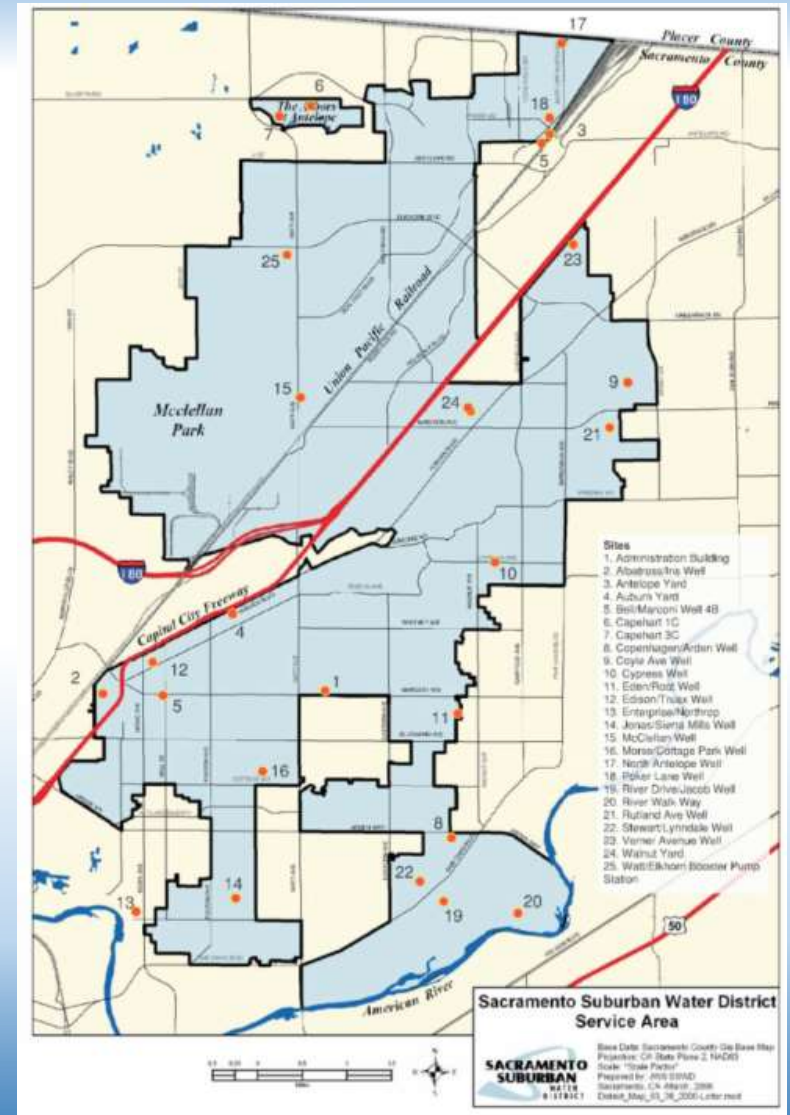
Building Standards

- ASCE-31-02 for Structural Assessment
- International Organization for Standardization (ISO) 55000
- BEA Standards for Calculating Building Obsolescence
- CBECS Classification
- BOMA Preventive Maintenance Guidebook
- The Land-Based Classification System (LBCS)

List of Buildings and Structures

Site - Building/Structure
Marconi - Administration Building
Albatross/Iris Well 41
Antelope PRV Station
Antelope Pump Back
Antelope Booster Pump Station
Antelope Yard Awning
Auburn Yard - Awning 1
Auburn Yard - Awning 2
Auburn Yard - Old AWD Admin. Building
Auburn Yard - Office Building
Auburn Yard - Storage Building
Auburn Yard Well 40A
Bell/Marconi Well 4B
Capehart Well MC-C1 - Engine House
Capehart Well MC-C1 - Chemical Building
Capehart Well MC-C3 - Engine House
Capehart Well MC-C3 - Chemical Bldg.
Copenhagen/Arden Well 47
Coyle-Well N38
Cypress Well N20

Site - Building/Structure
Eden/Root Well 32A
Edison/Truax Well 43
Enterprise/Northrop Booster Pump Station
Enterprise/Northrop Well 75
Jonas/Sierra Mills Well 46
McClellan Well MC10
Morse/Cottage Park Well 37
North Antelope Well N35
Poker Lane Well N32A, B and C
River Drive/Jacob Well 71
River Walk/NETP Well 72
River Walk/NETP East Well 73
River Walk/NETP South Well 74
Rutland Well N39
Stewart/Lynndale Well 55A
Verner Well N36
Walnut Yard - Office Building
Walnut Yard - Storage Garage
Walnut Yard - Awning
Watt/Elkhorn Booster Pump Station



Maintenance – Inspection Checklist

- For use in the field by SSWD staff to review buildings/structures on a regular schedule.
- This is intended to maximize asset useful life.
- The checklist provides a generalized list of tasks for inspecting each building system.
- The inspection tasks and their cycles provided are based on recommendations by manufacturers.

Example Section of Report - Checklist

Uniformat Entry	System Name	Inspection Task	Good	Fair	Poor	N/A	Follow Up Actions	Follow Up Action Complete Date	Inspection Cycle
A1010	Standard foundations	1. Walk the perimeter of the building on the exterior and interior where possible. 2. Look for evidences of settlement, cracking, and/or water intrusion. 3. Verify storm water is draining away from the building and not ponding next to the foundation. 4. Inspect paint/sealer and joint sealants.							Annual
A20	Substructure – Subgrade Enclosures	1. Walk the perimeter of the building on the exterior and interior where possible. 2. Look for evidences of settlement, cracking, and/or water intrusion. 3. Verify storm water is draining away from the building and not ponding next to the foundation. 4. Touch up paint/sealer and joint sealants where damaged/deteriorated. 5. Check ventilation openings for blockages.							Annual
A40	Slab on grade	1. Review floor slab for damage and cracking. Make repairs where needed.							Annual

Assessment Results and Recommendations

Results

- High-level Capital and Maintenance projects for long-range planning.
 - Not intended to be a funding commitment by the Board of Directors.

Recommendations

These are aimed at the sustainable management of SSWD's buildings and structures:

- Conduct regular facility Condition Assessments.
- Identify Capital and Maintenance projects necessary to maintain assets.
- Enhance existing SSWD Asset Management framework.

Staff Recommendation

Staff recommends that the Committee recommend approval of the updated plan by Consent to the full Board at the December 21, 2020, regular Board meeting.



Agenda Item: 6

Date: December 21, 2020

Subject: Committee and Liaison Appointments for 2021

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:

The Board President appoints Directors to various committees. Typically, there is an annual review of committee assignments.

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

Note that some assignments are to establish the District's voting representative with outside entities and others are to assign liaison interests for the purposes of establishing compensable attendance per District policies on Director Compensation.

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.

Attachments:

1. 2020 Committee and Liaison Assignments

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
.....	Dave Jones, Alternate
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
.....	Dave Jones, Alternate
Employee Benefits Ad Hoc Committee (04/15/20).....	Kevin Thomas, Chair
(Ad Hoc: no regularly assigned meeting time)	Kathleen McPherson
.....	Dave Jones, Alternate
Ad Hoc General Manager Performance Review Committee (10/19/20).....	Craig Locke, 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
.....	Dave Jones, Alternate
DPMWD/SSWD 2x2 Ad Hoc Committee (01/27/2020).....	Craig Locke
(Ad Hoc: no regularly assigned meeting time)	Bob Wichert
.....	Dave Jones, Alternate

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: December 21, 2020

Subject: COVID-19 Update

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

Recommended Board Action:

Receive staff presentation and direct staff as appropriate.

Background:

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic. At the March 16, 2020 regular Board meeting, the Board requested staff to analyze approaches to assist customers financially affected by the COVID-19 pandemic. On April 2, 2020, the Governor of California (Governor) issued Executive Order N-42-20 (Executive Order), which imposed a moratorium on the disconnection of water services to residential and critical infrastructure sector small businesses for non-payment. At the April 17, 2020 regular Board meeting, the Board approved Resolution 20-07 (Resolution) that temporarily suspended disconnections for non-payment in compliance with the Governor's Executive Order, but expanded the relief to include all customer classes and also temporarily suspended the imposition of late fees and collection charges. Staff implemented the Resolution and immediately halted the imposition of late fees, collection charges, and shut-offs.

Discussion:

Realizing that this Resolution would have an impact on District finances, Finance Department staff began to include in the monthly financial report a summary of the COVID-19 financial impacts. Staff utilized actual late and collection fee revenues from 2019 as the estimated lost revenues for 2020. Under normal circumstances, the process of shutting off water service for non-payment has the effect of convincing delinquent customers to pay their water charges. The District is, generally, able to collect approximately 99% of water charges. However, the moratorium on disconnections allowed customers to avoid being shut off. Staff began to monitor payment trends to ascertain what effect not being able to shut off water service would have on payments. Staff developed reports to help analyze payment trends and customers who have continually not remitted payment for water bills since the Executive Order went into effect. This estimated deferred amount of payments has also been reported in the District's monthly financial report. Staff have also been collecting and reporting on the amount for expenses not incurred due to the various restrictions placed on gatherings, travel, and additional expenses related to mandates and safety. All conferences and training that required travel were cancelled. Not processing and sending collection notices has

saved District funds. Cigna refunded the District one month's premium as people were not able to go to their dentists. In addition, staff have been collecting the amounts the District has spent on complying with mask and social distancing requirements as well as other safety measures to ensure the safety of District staff and the public. All of these fiscal impacts have been, and will continue to be, reported in the monthly financial report submitted to the Board.

The 2020 Budget has been impacted by COVID-19. The lost revenues and additional expenses related to mandates and general safety have surpassed the savings from cancelled activities and processes. However, there has been an increase in water consumption that has made up for the lost revenues and additional expenses incurred. Water sales and related service charges are net approximately \$1.7 million over budget through November 30, 2020. District reserves are adequate enough to cover the cash flow shortage due to deferred payments. There was a short, two week, period in March 2020 when rates for variable rate municipal debt spiked upwards of 5% due to liquidity issues. This subsided and rates have generally been lower than the pre-pandemic levels. The 2021 Budget may also be impacted by COVID-19. Revenues for collection and late fees have been reduced by 50% in anticipation of COVID-19 lasting until the summer of 2021.

In November 2020, the State Water Board (SWB) initiated a survey to collect financial and demographic data related to the shut off moratorium. The District was chosen as a survey participant and the District provided the survey data to the SWB on November 24, 2020. The SWB is collecting this data to inform policymakers of options for financial assistance and emergency response for water systems and households experiencing economic hardship due to COVID-19.

The concern staff has presently relates to the large amount of debt that a small minority of customers are accruing and how that debt will be satisfied. The Customer Service Manager will begin a program in January 2021 to proactively notify customers who are more than two billing periods past due as to the amount of the delinquent balance and to encourage customers to communicate with the District regarding past due amounts and the eventual collection process of those balances. When the moratorium is lifted, staff is hopeful the State will have guidelines on the methods available to collect deferred amounts from customers. The District currently offers payment arrangements (scheduled payments) for customers with delinquent balances. The term of the arrangement is generally weeks to months. This as well could be mandated by the State. When the District is allowed to resume disconnections of water service for non-payment, staff is again hopeful that there will be State guidelines on how this can be re-established

The District's Administrative Office remains closed to the public due to the continual increase in COVID-19 positive tests. The District has done an outstanding job providing service to the District's customers. With the many challenges faced this year due to COVID-19, staff ensured the District met its commitments and obligations to provide a high quality, reliable supply of water and superior customer service. Staff will continue to keep the Board updated on the effects of COVID-19 mandates and safety measures on customers, staff and the budget.

Fiscal Impact:

As of November 30, 2020, the District has lost approximately \$648,000 in collection, late fees and rental charges and has incurred approximately \$63,000 in additional COVID-19 related expenses. It is estimated as of November 30, 2020, that the District will not incur approximately \$224,000 in budgeted expenditures mostly related to canceled conferences and training and the discontinuance of mailing collection notices. Approximately \$764,000 is estimated as the deferred payments related to suspending disconnections per Governor of California's Executive Order 20-42 and Resolution 20-07.

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

Goal D: Maintain Excellent Customer Service

Attachments:

1 – COVID-19 Update Presentation.


COVID-19 UPDATE

December 21, 2020

TIMELINE

- ▶ March 11, 2020 – WHO declares COVID-19 a Pandemic
- ▶ March 16, 2020 – Board directs staff to develop alternatives for rate payer relief
- ▶ April 2, 2020 – Governor issues Executive Order N-42-20
- ▶ April 20, 2020 – First Zoom Board Meeting; Board approves Res 20-07
- ▶ November 2020 – State Water Board survey on COVID-19 impacts

CUSTOMER IMPACTS

- ▶ Executive Order N-20-42 effectively allowed customers to defer paying their water bills.
 - ▶ Most customers continue to pay their water bill
 - ▶ A small number of customers (556) are more than 3 billing cycles behind in payments
 - ▶ State Water Board survey on customer/District impacts
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.

CUSTOMER IMPACT

State Water Board Survey:

Survey Question	Single Family	Multi Family	Total Residential
Total number of delinquent accounts as of March 4, 2020	173	24	197
Number of delinquent accounts as of the end of the last billing period (10/31/2020)	1,502	66	1,568
Dollar amount of delinquent accounts (this includes all bill debt, e.g. water, power, etc.)	559,400	107,935	667,335

CUSTOMER IMPACT

State Water Board Survey:

How many accounts have been delinquent for	Single Family	Multi Family	Total Residential
1 billing cycle	460	50	510
2 billing cycles	289	2	291
3 billing cycles	211	0	211
4 billing cycles	34	0	34
5 billing cycles	68	0	68
More than 5 billing cycles	440	14	454

CUSTOMER IMPACT

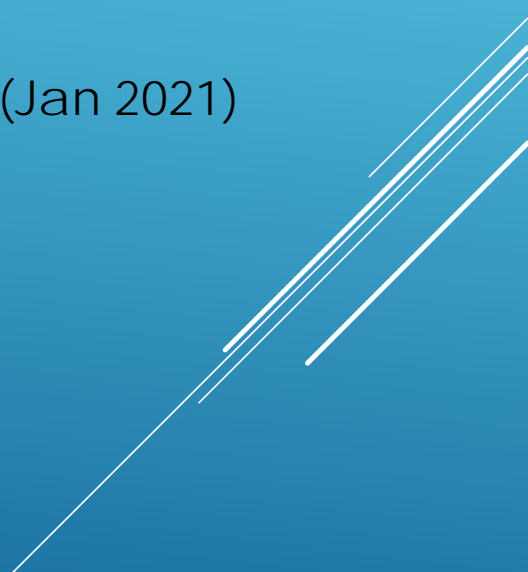
State Water Board Survey:

Less than \$100	\$100-\$200	\$200-\$300	\$300-\$400	\$400-\$500	\$500-\$600	\$600-\$700	\$700-\$800	\$800-\$900	\$900-\$1000	More than \$1000
13	335	385	249	208	144	103	56	21	13	41

More than 1,000: 19 Single Family, 22 Multi Family

CUSTOMER IMPACTS

▶ Steps being taken

- ▶ Monthly bill inserts to delinquent customers
 - ▶ Direct outreach to customers with multiple delinquent bills (Jan 2021)
 - ▶ Monthly analysis of fiscal impacts
 - ▶ Continue to report to Board
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

BUDGET IMPACTS

▶ Expenditures:

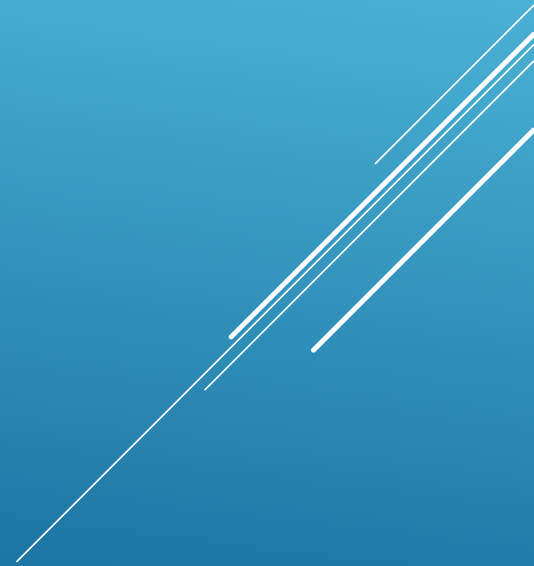
- ▶ The District has spent approximately \$63,350 related to COVID-19
 - ▶ Masks, signs/markings, barriers, cleaning, HVAC improvements, supplies
- ▶ The District has not spent approximately \$223,643 due to COVID-19
 - ▶ Conferences, training, collection notices, dental insurance, fuel

BUDGET IMPACTS

▶ Revenues:

- ▶ The District has lost approximately \$647,700 in revenue from COVID-19 impacts
 - ▶ \$326,386 in Penalty Charges
 - ▶ \$303,814 in Collection Fees
 - ▶ \$ 17,505 in Rental Fees
- ▶ Estimated deferred payments of approximately \$763,789

QUESTIONS





Agenda Item: 8

Date: December 21, 2020

Subject: General Manager's Report

Staff Contact: Dan York, General Manager

a. Grant of Easement and Right of Way

Pursuant to Policy Adm 003, the General Manager has relinquished a Grant of Easement and Right of Way for the below listed parcels to allow Sacramento County to create a replacement Ultimate Right of Way and Public Utility and Public Facility Easement as part of a development project:

- APNs 228-0710-0111-0000 thru 228-0710-020-0000.

b. Risk and Resilience Assessment and Emergency Response Plan

Completing a Risk and Resilience Assessment (RRA) and development of an Emergency Response Plan (ERP) for the District's water system was required by the America's Water Infrastructure Act of 2018. Each is summarized below:

- The purpose of the RRA is to assess the risk and resilience of a community's water system to malevolent acts and natural hazards. The District completed the RRA in March 2020, meeting the deadline.
- The purpose of the ERP is to provide the District with standardized response and recovery protocol to prevent, minimize, and mitigate injury and damage resulting from emergencies or disasters of man-made or natural origin. The District completed the ERP in September 2020, meeting the deadline.

c. Aquifer Storage and Recovery Program Partnership

On December 2, 2020, staff received a letter from Paul Helliker, General Manager with San Juan Water District (SJWD), relaying a message from the SJWD Board that they would like to explore opportunities to expand groundwater banking / transfer opportunities with agencies in the Sacramento region.

There are currently several pieces in place now, with the Cooperative Transmission Pipeline, the Antelope Pump Station, and SJWDs treatment and wheeling of surface water supplies to the District. SJWD would like to work with the District to explore a better-defined partnership. The goal would be to identify and implement actions that would allow the two agencies to use and enhance the water systems, for both surface and groundwater resources, for the purpose of improved drought supply reliability, as well as water transfers.

SJWD sent letters to Fair Oaks Water District, Citrus Heights Water District, Orange Vale Water Company, Carmichael Water District, Del Paso Manor Water District, Rio Linda Water District, and Cal-Am Water Company.

District and SJWD staff will be meeting on December 18, 2020, to initiate discussions. The SJWD letter is attached to this report.

d. Voting Division Update

Sacramento County Voter Registrar's Office (County) initiates conversations with districts who may need to conduct a redistricting process due to results of the Census Data conducted every ten years. The Census Data was last collected in 2010. The District's Voting Divisions (Divisions) were adjusted in 2011 due to changes in the population shown in the 2010 Census Data.

The County's plan is to initiate conversations with districts on this topic in January, 2021, which will be a formal letter. The 2020 Census Data for this process is not going to be released until March, 2021.

At that point, the County will conduct a quick analysis of what the population of the District's five internal Divisions are, and at that point the District can decide whether it wants to realign the Divisions. Generally, if the most populated Division is within 10% of the least populated Division, then the District may not need to realign a Division. However, the goal is to have the District's five Divisions be as equally populated as possible. When the District addresses the analysis, it is totally up to the District and its constituents whether or not the realignment needs to be conducted.

If realigning the Divisions is conducted, the changes will be made in the County's Election Management System in October/November, 2021, in preparation for the 2022 Primary Election. If the District chooses to realign the Divisions, it needs to be conducted between April-September, 2021.



December 2, 2020

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

Directors
Edward J. "Ted" Costa
Marty Hanneman
Kenneth H. Miller
Dan Rich
Pamela Tobin
General Manager
Paul Helliker

Dear Dan:

As we have been discussing with you and your team for the past few years, San Juan Water District is interested in exploring opportunities to expand groundwater banking and transfer opportunities with partners in our region. In 2018, we served as the seller's representative for your agency and our other partners in the groundwater substitution transfer, and your agency conducted a similar transfer this year, using water that SSWD has banked in the groundwater basin in the years since the Water Accounting Framework has been in place. A related element is the review that GEI conducted for our agencies and other Regional Water Authority members of aquifer storage and recovery (ASR) technology, which will help inform decisions about the viability of an ASR program in our area. Portions of the Sacramento Groundwater Authority's Groundwater Sustainability Plan have also been completed, with the remaining chapters expected in the next few months.

We would like to build on these conversations and actions and proceed to take the discussion to the next level of specificity, if you and your District are interested in doing so. Although many pieces are in place now, with the Cooperative Transmission Pipeline, the Antelope Pump Station and our agreement on its operations, and our treatment and wheeling of surface water supplies to your District, we would like to work with your District to explore a better-defined partnership. Our goal would be to identify and implement actions by each of our organizations, which would allow us to use and enhance our water systems and our surface and groundwater resources for the purpose of improved drought supply reliability, and for water transfers within our region and to other parts of the state.

Another aspect of this partnership would be to develop a common approach to any issues that arise during the completion of the GSP that could affect our use of surface and groundwater resources, and to address any changes that need to be made to the Water Accounting Framework adopted by the Sacramento Groundwater Authority.

I will be in touch with you shortly to discuss next steps.

Sincerely,

Paul Helliker
General Manager



Agenda Item: 9

Date: December 21, 2020
Subject: Assistant General Manager’s Report
Staff Contact: Mike Huot, Assistant General Manager

a. Water Transfers - United States Bureau of Reclamation Comment Letter

As part of the 2020 Regional Water Transfer, the City of Sacramento (City) submitted a petition to State Water Resources Control Board (SWRCB) requesting a Temporary Change Involving Water Transfer on April 30, 2020. The United States Bureau of Reclamation (USBR) issued a comment letter dated June 8, 2020, requesting six conditions for the transfer. The City supported five of requested conditions; however, one of the conditions is a misinterpretation of the City’s water rights permit and directly impacts the District’s groundwater substitution transfers with the City. The provision that USBR cited in their letter was the following:

“If flow at the City’s Fairbairn Water Treatment Plant is less than the applicable Hodge Flow Criterion, no water will be delivered to the State Water Contractors.”

The City’s water rights permit allows various agencies to use surface water within the American River Place of Use. The permit does contain language from the Hodge Flow court decision concerning diversions from the lower American River, but the language in the permit is meant to reduce intake diversion rates (not eliminate) at the Fairbairn Water Treatment Plant when certain flow levels in the American River are triggered.

The language does not limit the City from diverting water up to its permitted amount of American River water, but requires that some of the diversion come from downstream at the Sacramento River Treatment Plant, or elsewhere, instead of the Fairbairn Water Treatment Plant.

Impacts to the District –Unfortunately, as a result of previously cited comments from USBR, and irrespective of the District’s legal access to surface water, SWRCB denies credit to the City and District for use of groundwater within the District’s service area that is substituted for surface water when Hodge is occurring, even though prior use of surface water has been demonstrated.

Actions to Date – The City and District staff have been working closely to address the Hodge Flow language. On August 15, 2020, the City drafted a letter to USBR requesting to rescind the Hodge Flow Criterion in the USBR comment letter. Most recently, on December 9, 2020, the City, District, and USBR staff met and discussed the Hodge Flow Criterion. USBR staff committed to modifying the Hodge Flow Criterion language in future comment letters.

Next Steps – The City is looking into setting up a meeting with the SWRCB to discuss the Hodge Flow limitations in future permits. The scope and timing of the meeting is under evaluation. Additional future steps may include discussions with the Water Forum and revising the City/District wholesale agreement that include Hodge Flow references.



Agenda Item: 10

Date: December 21, 2020

Subject: Financial Report

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

COVID-19 Financial Update:

Refer to separate staff report submitted to the Board at the December 21, 2020 Board meeting (agenda item 6).

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

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

Financial Highlights

Highlights from the Statements of Net Position and Statements of Revenues, Expenses, and Changes in Net Position are presented in this report. They are gleaned from the financial statements presented on subsequent pages. Key information from this report indicates the District's cash balance is \$0.6 million less, while investments are \$2.2 million more than on November 30, 2019; long term debt has decreased by \$5.4 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 \$0.7 million year to date compared to the same period last year. Operating revenues increased \$2.8 million while operating expenses decreased \$0.2 million year to date compared to the same period a year ago.

Financial Statements:

Statements of Net Position:

District cash and cash equivalents increased to \$8.2 million as of November 30, 2020, up \$0.2 million from \$8.0 million at December 31, 2019. Cash held in the District's bank accounts (\$4.5 million as of November 30) is held in accordance with state and federal regulations, which state that cash held in the District's bank accounts above the FDIC insured limits must be fully collateralized with government securities that are equal to or greater than 110% of the District's cash balance in the bank at any time.

Investments increased since December 31, 2019, by \$1.9 million to a total of \$41.3 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 \$13.5 million to \$507.2 million as of November 30, 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 \$273.7 million as of November 30, 2020, compared to \$259.5 million at December 31, 2019, for an increase of \$14.2 million. This increase is primarily due to \$13.6 million in operating income, \$0.4 million in net non-operating expense, and \$1.0 million in capital contributions as of November 30, 2020.

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

The net position increase of \$14.2 million as of November 30, 2020, is \$2.3 million more than the first eleven months of 2019. Net changes are mainly comprised of:

1. Water consumption sales increased by \$2.4 million compared to the same period of 2019 due to increased water deliveries as 31,418 acre-feet of water has been delivered in 2020 compared to 29,117 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 increased by \$1.3 million in line with the 5.0% rate increase referred to above.
3. Wheeling water charge decreased by \$0.5 million due to unavailability of Placer County Water Agency (PCWA) water to sell to Cal-American Water Company.
4. Other Charges for Services decreased by \$0.5 million primarily as Collection Charges and Penalty Charges have not been levied since March 2020 to comply with the Governor's Executive Order relating to the COVID-19 pandemic.

5. Operating expenses decreased by \$0.2 million from the same period in 2019 due primarily to: 1) a decrease in surface water costs as less surface water was taken from both PCWA and the City of Sacramento due to suspension of surface water availability in the spring which was offset by the water costs of surface water currently being delivered from SJWD (-\$2.1 million), 2) the increase in groundwater pumping costs (\$1.3 million) as more groundwater is being pumped to City of Sacramento for the water transfer, 3) an increase in distribution replacement and repair costs (\$0.1 million), 4) a decrease in customer accounts expenses (-\$0.1 million), and 5) an increase in administrative and general expenses (\$0.6 million).
6. Non-operating income decreased by \$0.6 million compared to the same period a year ago, primarily due to a decrease in the FMV of the investment portfolio in 2020 compared to 2019, and a decrease in other non-operating revenues related to the Citibank Settlement (.4 million) received in November 2019.
7. Facility Development Charges increased by \$0.2 million compared to the same period a year ago, primarily due to the increase in number of developer projects submitted.
8. Developer Contributions increased by \$0.4 million compared to the same period a year ago, primarily due to the increase in number of developer projects completed.

Budgets:

The District's operating and maintenance expenditures through November 2020 came in less than the approved budget by \$2.6 million. Most of this positive variance is due to: 1) water cost savings from not purchasing PCWA surface water due to PCWA surface water unavailability (\$1.5 million) and 2) expenditure timing differences (\$1.1 million).

Operating capital project expenditures through November was \$0.8 million and \$0.2 million was committed. The total budget for the year is \$1.2 million.

The District's Capital Improvement Program (CIP) budget for 2020 is \$19.6 million. Through November, \$12.5 million has been spent while an additional \$4.9 million is under commitment. Expenditures continue to be primarily in distribution system replacements, new well construction, and meter retrofit projects.

Debt - November 2020

This report shows District activity in repaying its long-term debt obligations. Scheduled 2020 principal payments of \$4.8 million were made at the end of October. Total principal outstanding as of November 30, 2020, is now \$65.3 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 eleven months of 2020, the District has incurred interest expense of \$2,284,142 versus a forecast of \$2,416,144, or a \$132,002 positive variance. Since the initial spike in rates during

week of March 16, 2020, 5.75%, rates have decreased significantly reducing interest expense on the naked portion of the District's variable rate debt. The last reset for the week of November 30 saw rates at 0.09% compared to 1.23%, the pre-pandemic level in the municipal VRDO market.

Investments Outstanding and Activity – November 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 1.62% per annum, while LAIF is earning 0.58%. 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 November 2020, the District purchased one Municipal Bond for \$0.1 million (par), one Asset-Back Security for \$0.3 million (par), one Supra-National Agency Bond for \$0.6 million, and three Federal Agency Notes for \$1.3 million (par). One Supra-National Agency Bond was matured at \$0.8 million (par), one Corporate Note for \$0.4 million and one Certificate of Deposit for \$0.7 million. The District received principal pay downs on three Federal Agency Collateralized Mortgage Obligations for \$4,082, (par) and four Asset-Backed Security Obligations for \$84,783 (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 – November 2020

During the month of November, the District made cash payments totaling \$2.8 million. The primary expenditures were – \$0.1 million for debt service, \$0.9 million for 2020 capital improvement projects, \$0.7 million for payroll, pension and health benefits, \$0.6 million for water costs including pumping and chemical costs, \$0.1 million for inventory materials & supplies, and \$0.4 million for all other O&M expenses.

Purchasing Card Expenditures – November 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 \$16,261 for various purchases on the six District purchasing cards. Details by vendor and purpose are included in this report.

District Reserve Balances

The District's Reserve Policy, PL – Fin 004, requires the District to maintain a certain level of cash and investments on hand at any one time, as determined by the Board annually. Balances as of November 30, 2020, are \$41,226,158 compared to \$39,873,637 at December 31, 2019. In September 2020, staff have made a change to the method of recording and reporting reserve balances. In the past, reserve balances contained funds set aside in managed investment accounts as well as on-hand operating cash and LAIF funds. This created a situation where reserve balances fluctuated dramatically during the year as operating cash fluctuated based on timing of receipts and payments as well as funds being set aside for the large debt service payments that occur in October of each year. To bring stability to the reserve numbers, staff will record and report reserve balances without operating cash balances being included. In addition, as part of the year-end closing process, reserve balances will be rebalanced and reconciled taking into consideration the financial results of the year being closed.

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.

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

STATEMENTS OF NET POSITION

	Year-To-Date	Year-To-Date
	11/30/2020	11/30/2019
LIQUIDITY		
Cash and cash equivalents	\$8,198,321.11	\$7,609,556.18
INVESTMENT		
Investments	41,337,463.01	39,149,538.32
ACCOUNTS RECEIVABLE		
Account Receivable	3,971,140.12	3,234,478.40
CAPITAL ASSETS		
Property, plant and equipment	507,154,237.41	492,285,443.68
Accumulated depreciation	(202,901,058.11)	(192,134,549.64)
	304,253,179.30	300,150,894.04
LIABILITIES		
Long Term Debt	(70,889,053.05)	(76,269,341.85)
NET POSITION		
Net Position	273,680,238.54	263,204,087.02

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Month	Year-To-Date	Month	Year-To-Date
	11/30/2020	11/30/2020	11/30/2019	11/30/2019
NET INCOME				
Operating Revenue	4,297,139.22	44,528,562.53	4,032,638.63	41,763,250.28
Operating Expense	(1,553,388.92)	(18,358,043.85)	(2,132,913.59)	(18,528,407.73)
Other, Net	(1,200,305.42)	(11,946,262.37)	(845,985.01)	(11,304,766.22)
Change in Net Position	\$1,543,444.88	\$14,224,256.31	\$1,053,740.03	\$11,930,076.33

**Financial Statements
November 30, 2020**

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

	As Of	Month End	Year End
		<u>11/30/2020</u>	<u>12/31/2019</u>
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents		\$8,198,717.26	\$8,011,078.56
Restricted Cash and cash equivalents		1.20	1,687.83
Accounts receivable, net of allowance for uncollectible accounts		3,786,337.26	2,901,672.06
Interest receivable		186,832.13	215,053.00
Grants receivables		7,296.94	351,969.29
Other receivables		14,102.64	97,320.57
Inventory		946,886.60	553,991.25
Prepaid expenses and other assets		1,146,988.31	1,249,069.53
TOTAL CURRENT ASSETS		14,287,162.34	13,381,842.09
NONCURRENT ASSETS			
Investments		41,337,463.01	39,040,578.27
Fair value of interest rate swaps		56,545.00	56,545.00
TOTAL NONCURRENT ASSETS		41,394,008.01	39,097,123.27
Property, plant and equipment		507,154,237.41	493,653,393.30
Accumulated depreciation		(202,901,058.11)	(190,327,387.33)
TOTAL CAPITAL ASSETS		304,253,179.30	303,326,005.97
TOTAL ASSETS		359,934,349.65	355,804,971.33
DEFERRED OUTFLOWS OF RESOURCES			
Deferred amount on long-term debt refunding		4,757,797.43	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		367,089,390.08	363,565,694.09
LIABILITIES			
CURRENT LIABILITIES			
Current portion of long-term debt and capital leases			4,790,000.00
Accounts payable		579,672.14	3,769,360.97
Accrued interest		77,807.26	297,075.42
Deferred revenue and other liabilities		3,541,544.97	1,867,586.59
Accrued expenses		449,771.88	4,194,921.54
TOTAL CURRENT LIABILITIES		4,648,796.25	14,918,944.52
NONCURRENT LIABILITIES			
Long-term debt		70,889,053.05	71,430,427.20
Compensated absences		1,232,633.24	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		87,921,501.29	88,351,913.34
TOTAL LIABILITIES		92,570,297.54	103,270,857.86
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		41,209,492.18	26,985,235.87
TOTAL NET POSITION		273,680,238.54	259,455,982.23
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION		367,089,390.08	363,565,694.09

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

	Month	Year-To-Date	Month	Year-To-Date
	11/30/2020	11/30/2020	11/30/2019	11/30/2019
OPERATING REVENUES				
Water consumption sales	\$1,615,884.10	\$14,889,042.52	\$1,369,766.87	\$12,464,639.69
Water service charge	2,661,697.79	29,062,062.39	2,526,303.05	27,749,780.82
Wheeling water charge	1,252.60	82,455.86	33,658.82	563,953.54
Other charges for services	18,304.73	495,001.76	102,909.89	984,876.23
TOTAL OPERATING REVENUES	4,297,139.22	44,528,562.53	4,032,638.63	41,763,250.28
OPERATING EXPENSES				
Source of supply	109,980.07	976,895.35	347,731.03	3,044,525.51
Pumping	477,099.88	4,833,989.03	317,388.49	3,493,377.64
Transmission and distribution	272,081.93	3,824,938.14	452,909.97	3,754,327.99
Water conservation	39,767.13	371,199.53	31,885.95	375,976.62
Customer accounts	84,782.87	1,107,397.52	95,636.26	1,200,385.82
Administrative and general	569,677.04	7,243,624.28	887,361.89	6,659,814.15
TOTAL OPERATING EXPENSES	1,553,388.92	18,358,043.85	2,132,913.59	18,528,407.73
Operating income before depreciation	2,743,750.30	26,170,518.68	1,899,725.04	23,234,842.55
Depreciation and amortization	(1,141,528.92)	(12,573,670.78)	(1,081,571.50)	(11,912,113.02)
OPERATING INCOME	1,602,221.38	13,596,847.90	818,153.54	11,322,729.53
NON-OPERATING REV. (EXP.)				
Rental income	30,906.54	271,359.82	25,869.79	351,429.86
Interest and investment income	55,705.09	1,543,377.53	13,222.01	1,682,987.76
Interest expense and debt related costs	(164,858.13)	(2,348,450.06)	(230,506.33)	(2,420,991.86)
Other non-operating revenues		101,166.66	399,450.02	538,335.68
Other non-operating expenses		7.66		(244.96)
Gain(loss) on disposal of capital assets		9,255.00		30,820.00
NON-OPERATING REV. (EXP.)	(78,246.50)	(423,283.39)	208,035.49	182,336.48
NET INCOME (LOSS) BEFORE CAPITAL	1,523,974.88	13,173,564.51	1,026,189.03	11,505,066.01
CAPITAL CONTRIBUTIONS				
Facility development charges	19,470.00	451,271.00	26,296.00	265,400.00
Developer contributions		569,061.17		144,664.30
Federal, state and local capital grants		30,359.63	1,255.00	14,946.02
TOTAL CAPITAL CONTRIBUTIONS	19,470.00	1,050,691.80	27,551.00	425,010.32
CHANGE IN NET POSITION	1,543,444.88	14,224,256.31	1,053,740.03	11,930,076.33
Net position at beginning of period	272,136,793.66	259,455,982.23	262,150,346.99	251,274,010.69
NET POSITION AT END OF PERIOD	273,680,238.54	273,680,238.54	263,204,087.02	263,204,087.02

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

	Month Of November			2020 YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
BUDGETED OPERATING EXPENSES						
Board of Directors	\$2,485.98	\$11,186.34	\$8,700.36	\$28,180.99	\$64,049.74	\$35,868.75
Administrative	185,913.09	208,700.71	22,787.62	2,257,964.06	2,340,157.81	82,193.75
Finance	79,858.20	90,956.85	11,098.65	988,398.88	1,129,429.11	141,030.23
Customer Services	75,993.44	93,285.24	17,291.80	945,860.77	1,028,705.64	82,844.87
Field Operations	39,454.90	46,289.62	6,834.72	480,888.44	509,135.82	28,247.38
Production	549,034.77	814,601.74	265,566.97	5,308,955.69	6,898,134.14	1,589,178.45
Environmental Compliance	38,045.18	49,726.35	11,681.17	501,928.69	577,797.85	75,869.16
Distribution	142,814.89	200,343.20	57,528.31	2,373,131.31	2,343,875.20	(29,256.11)
Field Services	125,794.34	130,643.26	4,848.92	1,345,771.69	1,452,860.86	107,089.17
Maintenance	53,110.49	63,645.06	10,534.57	617,454.93	651,695.14	34,240.21
Water Conservation	39,767.13	54,635.34	14,868.21	371,199.53	515,418.74	144,219.21
Engineering	110,595.13	119,471.89	8,876.76	1,534,570.84	1,677,230.79	142,659.95
GIS/CAD	24,734.23	29,277.18	4,542.95	293,780.18	333,249.18	39,469.00
Human Resources	10,518.88	18,620.32	8,101.44	181,462.46	216,833.52	35,371.06
Information Technology	66,478.84	91,893.59	25,414.75	966,958.64	1,010,829.45	43,870.81
Community Outreach	8,789.43	14,425.00	5,635.57	161,536.75	218,691.00	57,154.25
TOTAL OPERATING EXPENSES	1,553,388.92	2,037,701.69	484,312.77	18,358,043.85	20,968,093.99	2,610,050.14

**SACRAMENTO SUBURBAN WATER DISTRICT
OPERATING CAPITAL BUDGET
11/30/2020**

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	\$ 45,891.00	\$ 610,891.00	\$ 14,615.25	\$ 520,303.87	\$ 84,531.48	\$ 6,055.65
SF20-483	FENCE REPLACE - 2 WELL SITES	14,000.00	12,025.00	26,025.00	22,875.00	26,025.00	-	\$ -
SF20-484	MARCONI CUST SERV AREA IMPRV	75,000.00	(75,000.00)	-	-	-	-	\$ -
SF20-485	OFF FURNITURE/WORKSTATIONS	5,000.00	7,000.00	12,000.00	-	-	2,700.00	\$ 9,300.00
SF20-486	HVA/ROOF/BUILD REPAIRS	30,000.00	7,365.00	37,365.00	12,200.00	25,597.00	-	\$ 11,768.00
SF20-487	VEHICLE REPL - TRUCK# 46	32,000.00	-	32,000.00	-	-	28,201.00	\$ 3,799.00
SF20-488	VEHICLE REPL - TRUCK# 49	47,000.00	-	47,000.00	41,311.48	41,311.48	500.52	\$ 5,188.00
SF20-489	VEHICLE REPL - TRUCK# 54	47,000.00	-	47,000.00	40,265.21	40,265.21	1,547.04	\$ 5,187.75
SF20-490	VEHICLE REPL - TRUCK# 56	47,000.00	-	47,000.00	-	-	41,812.00	\$ 5,188.00
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	34,428.62	110,099.36	3,580.39	\$ 53,320.25
SF20-495	SOFTWARE ENHANCEMENTS/MODULES	110,000.00	(46,281.00)	63,719.00	-	-	-	\$ 63,719.00
SF20-496	BOARD PACKAGE SOFTWARE	25,000.00	(25,000.00)	-	-	-	-	\$ -
SF20-497	SKYLIGHT GUARDS INSTALLATION	-	51,000.00	51,000.00	-	50,675.00	-	\$ 325.00
SF20-498	LED-HALO AIR PURIFICATION SYSTEM	-	23,000.00	23,000.00	-	22,173.00	652.00	\$ 175.00
TOTAL		\$ 1,230,000.00	\$ -	\$ 1,230,000.00	\$ 165,695.56	\$ 836,449.92	\$ 225,524.43	\$ 168,025.65

**Sacramento Suburban Water District
Capital Improvement Project Budget
11/30/2020**

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	(200,000)	\$1,753,000.00	\$ 64,044.48	\$ 745,162.06	\$ 694,587.90	\$ 313,250.04
SC20-010	SCADA RTU/COMMUN IMPROVEMENT	615,000.00	660,000	1,275,000.00	9,737.50	140,656.51	416,387.49	\$ 717,956.00
SC20-011	WELL DESTRUCTION/SITE DEMOLITI	300,000.00		300,000.00	-	40,722.99	225,966.01	\$ 33,311.00
SC20-012	WELL NEW CONST/REPLACEMENTS	3,300,000.00	(1,361,000)	1,939,000.00	15,290.43	561,980.24	893,144.43	\$ 483,875.33
SC20-018	DISTRIBUTION MAIN REPL/IMPRV	9,414,000.00	600,000	10,014,000.00	235,450.86	7,166,402.94	2,202,256.82	\$ 645,340.24
SC20-022	WTR RELATED STREET IMPRV	200,000.00	25,000	225,000.00	-	140,008.00	2,954.00	\$ 82,038.00
SC20-024	METER RETROFIT PROGRAM	1,888,000.00	(40,000)	1,848,000.00	-	1,725,046.44	99,670.89	\$ 23,282.67
SC20-034	RESERVIOR/TANK IMPROVMENT	210,000.00	76,000	286,000.00	6,203.56	36,846.46	135,067.54	\$ 114,086.00
SC20-035	CORROSION CONTROL-TRAN MAINS	50,000.00	5,000	55,000.00	-	36,000.00	17,135.00	\$ 1,865.00
SC20-038	LARGE WTR METER >3" REPL	80,000.00		80,000.00	11,800.00	30,677.44	18,832.00	\$ 30,490.56
SC20-039	PM METER REPLACEMENT	250,000.00		250,000.00	59,632.96	59,632.96	-	\$ 190,367.04
SC20-040	AMI ENDPOINTS REPL	1,300,000.00		1,300,000.00	91,612.68	1,228,666.52	70,832.94	\$ 500.54
SC20-048	RIGHT OF WAY/EASEMENT ACQUISIT	5,000.00	235,000	240,000.00	48,573.75	139,055.33	83,179.67	\$ 17,765.00
		\$ 19,565,000.00	-	\$ 19,565,000.00	\$ 542,346.22	\$ 12,050,857.89	\$ 4,860,014.69	\$ 2,654,127.42

**Sacramento Suburban Water District
Debt
11/30/2020**

Principal Current Month

	Series 2009A COP	Series 2012A	Series 2018A	Total
Beginning Balance	\$ 42,000,000	\$ 10,990,000	\$ 12,275,000	\$ 65,265,000
Additions:				-
Reductions: Payment	-	-	-	-
Ending Balance	<u>\$ 42,000,000</u>	<u>\$ 10,990,000</u>	<u>\$ 12,275,000</u>	<u>\$ 65,265,000</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	-	(2,235,000)	(2,555,000)	(4,790,000)
Ending Balance	<u>\$ 42,000,000</u>	<u>\$ 10,990,000</u>	<u>\$ 12,275,000</u>	<u>\$ 65,265,000</u>

Interest Expense

	Current Month Actual	Year-To-Date Actual	Budget	Variance
Interest Expense	<u>\$ 159,265</u>	<u>\$ 2,284,142</u>	<u>\$ 2,416,144</u>	<u>\$ 132,002</u>

**Investments Outstanding and Activity
November 2020**



Managed Account Detail of Securities Held

For the Month Ending **November 30, 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 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	16.48	301,126.68	302,812.50
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	1,906.08	375,409.95	380,214.83
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	508.46	472,520.26	479,824.20
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021		912828T67	570,000.00	AA+	Aaa	08/30/17	08/31/17	561,004.69	1.64	610.15	568,026.00	575,789.03
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	216.76	134,440.30	138,311.71
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	1,525.38	939,248.23	973,304.64
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	1,685.95	1,038,544.46	1,075,757.76
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	2,384.51	490,926.69	512,578.10
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	1,111.58	124,056.28	130,097.65
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	12,227.41	1,363,410.46	1,431,074.15
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023		912828R69	300,000.00	AA+	Aaa	06/03/19	06/07/19	297,644.53	1.83	13.39	298,524.19	310,828.14
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	904.52	647,112.18	677,218.75
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	2,852.73	2,058,417.24	2,135,843.75
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	3,138.59	383,290.42	398,554.69



Managed Account Detail of Securities Held

For the Month Ending **November 30, 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 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	3,975.54	494,176.27	504,835.94
US TREASURY N/B NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	650,000.00	AA+	Aaa	11/01/19	11/06/19	663,152.34	1.55	5,440.22	660,123.74	690,828.13
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	7,741.85	935,882.67	983,101.56
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	16,111.41	1,947,612.12	2,045,914.06
US TREASURY N/B DTD 12/31/2019 1.750% 12/31/2024	912828YY0	550,000.00	AA+	Aaa	08/05/20	08/07/20	587,855.47	0.18	4,027.85	585,122.90	582,656.25
US TREASURY N/B DTD 12/31/2019 1.750% 12/31/2024	912828YY0	975,000.00	AA+	Aaa	06/03/20	06/05/20	1,036,356.45	0.36	7,140.29	1,029,779.92	1,032,890.63
US TREASURY N/B DTD 12/31/2019 1.750% 12/31/2024	912828YY0	1,000,000.00	AA+	Aaa	07/01/20	07/06/20	1,065,312.50	0.28	7,323.37	1,059,414.85	1,059,375.00
Security Type Sub-Total		15,730,000.00					15,874,008.59	1.64	80,862.52	15,907,165.81	16,421,811.47

Supra-National Agency Bond / Note											
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	224,937.22	227,059.88
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	749,624.62	762,273.75
INTL BK RECON & DEVELOP CORPORATE NOTES DTD 11/24/2020 0.250% 11/24/2023	459058JM6	600,000.00	AAA	Aaa	11/17/20	11/24/20	598,710.00	0.32	29.17	598,718.25	599,970.60
Security Type Sub-Total		1,575,000.00					1,571,460.00	1.87	8,051.56	1,573,280.09	1,589,304.23

Municipal Bond / Note											
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Managed Account Detail of Securities Held

For the Month Ending **November 30, 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
Municipal Bond / Note											
CA ST EARTHQUAKE AUTH TXBL REV BONDS DTD 11/24/2020 1.477% 07/01/2023	13017HAK2	85,000.00	NR	NR	11/13/20	11/24/20	85,000.00	1.48	24.41	85,000.00	85,567.80
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	105,025.00
SAN JUAN USD, CA TXBL GO BONDS DTD 10/29/2020 0.702% 08/01/2024	798306WN2	200,000.00	NR	Aa2	10/16/20	10/29/20	200,000.00	0.70	124.80	200,000.00	198,840.00
UNIV OF CAL TXBL REV BONDS DTD 07/16/2020 0.883% 05/15/2025	91412HGE7	100,000.00	AA	Aa2	07/10/20	07/16/20	100,000.00	0.88	39.24	100,000.00	100,920.00
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	75,000.00	AA	Aa3	09/03/20	09/16/20	75,530.25	1.11	196.56	75,507.21	76,511.25
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	105,000.00	AA	Aa3	09/03/20	09/16/20	105,696.15	1.12	275.19	105,665.90	107,115.75
FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	200,000.00	AA	Aa3	09/03/20	09/16/20	200,000.00	1.26	524.17	200,000.00	204,030.00
MN ST TXBL GO BONDS DTD 08/25/2020 0.630% 08/01/2025	60412AVJ9	130,000.00	AAA	Aa1	08/11/20	08/25/20	130,000.00	0.63	218.40	130,000.00	130,898.30
LOS ANGELES CCD, CA TXBL GO BONDS DTD 11/10/2020 0.773% 08/01/2025	54438CYK2	175,000.00	AA+	Aaa	10/30/20	11/10/20	175,000.00	0.77	78.91	175,000.00	177,427.25

Security Type Sub-Total **1,170,000.00** **1,171,226.40** **1.06** **2,182.01** **1,171,173.11** **1,186,335.35**

Federal Agency Collateralized Mortgage Obligation											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	98,350.73	AA+	Aaa	04/11/18	04/30/18	100,307.04	2.93	291.77	98,790.10	98,570.30
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	200,657.46	205,800.24
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	54,983.63	AA+	Aaa	12/07/18	12/17/18	54,983.46	3.20	146.76	54,983.53	56,757.71



Managed Account Detail of Securities Held

For the Month Ending **November 30, 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 Collateralized Mortgage Obligation											
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	110,943.83	AA+	Aaa	11/20/19	11/26/19	110,941.16	2.09	193.41	110,941.75	114,463.67
FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	AA+	Aaa	03/19/20	03/25/20	288,621.09	1.95	701.71	286,624.07	300,043.11

Security Type Sub-Total **739,278.19** **756,555.88** **2.44** **1,848.65** **751,996.91** **775,635.03**

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	974,269.03	981,035.25
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	129,936.85	131,034.28
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	419,758.47	423,341.52
FREDDIE MAC NOTES DTD 08/21/2020 0.250% 08/24/2023	3137EAEV7	1,200,000.00	AA+	Aaa	08/19/20	08/21/20	1,198,776.00	0.28	833.33	1,198,889.70	1,200,925.20
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	365,000.00	AA+	Aaa	09/02/20	09/04/20	365,066.65	0.24	220.52	365,061.31	365,184.69
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	485,000.00	AA+	Aaa	09/02/20	09/04/20	484,839.95	0.26	293.02	484,852.77	485,245.41
FREDDIE MAC NOTES DTD 10/16/2020 0.125% 10/16/2023	3137EAEY1	415,000.00	AA+	Aaa	10/14/20	10/16/20	413,452.05	0.25	64.84	413,517.08	413,613.90
FREDDIE MAC NOTES DTD 11/05/2020 0.250% 11/06/2023	3137EAEZ8	450,000.00	AA+	Aaa	11/03/20	11/05/20	449,595.00	0.28	81.26	449,604.61	449,978.40
FANNIE MAE NOTES DTD 11/25/2020 0.250% 11/27/2023	3135G06H1	400,000.00	AA+	Aaa	11/23/20	11/25/20	399,544.00	0.29	16.67	399,546.49	399,980.40
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	293.75	448,048.22	452,034.45
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	304.69	449,185.32	454,491.00



Managed Account Detail of Securities Held

For the Month Ending **November 30, 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											
FREDDIE MAC NOTES DTD 07/23/2020 0.375% 07/21/2025	3137EAEU9	500,000.00	AA+	Aaa	07/21/20	07/23/20	497,510.00	0.48	666.67	497,688.83	498,611.50
FANNIE MAE NOTES DTD 08/27/2020 0.375% 08/25/2025	3135G05X7	450,000.00	AA+	Aaa	08/25/20	08/27/20	447,894.00	0.47	440.63	448,004.84	448,304.85
FEDERAL HOME LOAN BANK NOTES DTD 09/11/2020 0.375% 09/04/2025	3130AK5E2	200,000.00	AA+	Aaa	09/10/20	09/11/20	199,400.00	0.44	166.67	199,426.72	199,712.40
FREDDIE MAC NOTES DTD 09/25/2020 0.375% 09/23/2025	3137EAEX3	450,000.00	AA+	Aaa	09/23/20	09/25/20	448,645.50	0.44	309.38	448,695.25	448,064.10
FANNIE MAE NOTES DTD 11/12/2020 0.500% 11/07/2025	3135G06G3	450,000.00	AA+	Aaa	11/09/20	11/12/20	448,389.00	0.57	118.75	448,405.81	451,414.35

Security Type Sub-Total		7,790,000.00					7,766,878.45	0.57	9,970.51	7,774,891.30	7,802,971.70
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Corporate Note											
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	374,993.39	375,235.50
US BANCORP CORP NOTES (CALLABLE) DTD 01/29/2016 2.350% 01/29/2021	91159HHL7	350,000.00	A+	A1	12/11/17	12/13/17	350,983.50	2.26	2,787.36	350,021.25	350,420.70
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	399,988.19	401,774.80
JOHN DEERE CAPITAL CORP NOTES DTD 03/13/2018 2.875% 03/12/2021	24422EUD9	250,000.00	A	A2	03/08/18	03/13/18	249,830.00	2.90	1,577.26	249,984.32	251,750.50
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	149,984.44	151,140.00
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	224,906.71	226,710.00
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	225,305.36	226,685.93



Managed Account Detail of Securities Held

For the Month Ending **November 30, 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
Corporate Note											
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	224,995.27	226,154.93
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	224,955.05	226,515.83
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	149,984.49	151,888.95
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	109,956.61	110,879.45
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	249,998.83	252,810.25
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	149,945.20	154,625.85
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	699,862.28
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 07/08/2020 0.650% 07/07/2023	14913R2D8	300,000.00	A	A3	07/06/20	07/08/20	299,832.00	0.67	774.58	299,854.42	302,078.40
TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 08/14/2020 0.500% 08/14/2023	89236THF5	250,000.00	A+	A1	08/11/20	08/14/20	249,807.50	0.53	371.53	249,826.66	250,730.00
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 10/09/2020 0.400% 10/10/2023	24422EVJ5	100,000.00	A	A2	10/06/20	10/09/20	99,884.00	0.44	57.78	99,889.61	100,161.40
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	381,722.70	413,331.70
MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDO6	375,000.00	BBB+	A2	07/19/19	07/23/19	396,483.75	2.59	1,291.67	390,354.34	414,358.50
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	373,659.24	397,176.38



Managed Account Detail of Securities Held

For the Month Ending **November 30, 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											
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	387,593.07	411,487.50
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	400,487.71	425,071.60
WALT DISNEY COMPANY/THE DTD 09/06/2019 1.750% 08/30/2024	254687FK7	400,000.00	BBB+	A2	09/03/19	09/06/19	398,368.00	1.84	1,769.44	398,773.31	414,243.20
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	150,542.56	158,817.60
CITIGROUP INC CORP NOTES DTD 04/27/2015 3.300% 04/27/2025	172967JP7	275,000.00	BBB+	A3	08/28/20	09/01/20	305,236.25	0.88	857.08	303,616.77	304,871.88
BANK OF AMERICA CORP NOTES DTD 07/30/2015 3.875% 08/01/2025	06051GFS3	275,000.00	A-	A2	08/18/20	08/20/20	314,011.50	0.93	3,552.08	311,787.82	312,458.30
Security Type Sub-Total		7,415,000.00					7,526,108.60	2.31	46,846.33	7,508,127.32	7,711,241.43
Certificate of Deposit											
ROYAL BANK OF CANADA NY CD DTD 06/08/2018 3.240% 06/07/2021	78012UEE1	650,000.00	A-1+	P-1	06/07/18	06/08/18	650,000.00	3.24	10,179.00	650,000.00	660,559.25
CREDIT SUISSE NEW YORK CERT DEPOS DTD 08/07/2020 0.520% 02/01/2022	22549L6F7	300,000.00	A+	A1	08/05/20	08/07/20	300,000.00	0.52	502.67	300,000.00	300,366.90
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	2,140.00	400,000.00	404,636.00
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	8,660.63	375,000.00	387,618.38
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 07/14/2020 0.700% 07/08/2022	86565CKU2	380,000.00	A	A1	07/10/20	07/14/20	380,000.00	0.70	1,034.44	380,000.00	380,805.60
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	1,993.89	400,000.00	410,696.40



Managed Account Detail of Securities Held

For the Month Ending **November 30, 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											
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	2,004.67	400,000.00	410,765.60
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	4,125.33	400,000.00	413,743.20
Security Type Sub-Total		3,305,000.00					3,305,000.00	2.02	30,640.63	3,305,000.00	3,369,191.33
Asset-Backed Security											
TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	169,518.78	AAA	Aaa	05/09/18	05/16/18	169,516.25	2.96	223.01	169,517.74	171,512.91
ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	173,932.14	AAA	Aaa	06/19/18	06/27/18	173,920.24	3.00	231.91	173,926.59	175,728.67
HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	244,247.55	AAA	Aaa	11/20/18	11/28/18	244,211.04	3.16	343.03	244,228.80	248,185.53
NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	308,112.58	AAA	Aaa	12/04/18	12/12/18	308,053.54	3.22	440.94	308,079.37	313,910.15
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	199,980.97	204,489.84
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	799,849.09	817,242.40
VWALT 2020-A A4 DTD 12/03/2020 0.820% 07/21/2025	92868VAD1	265,000.00	AAA	NR	11/24/20	12/03/20	264,945.20	0.82	0.00	264,945.20	265,266.59
CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	150,000.00	AAA	NR	10/14/20	10/21/20	149,966.99	0.50	33.33	149,967.76	149,924.73
GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	135,000.00	AAA	NR	10/06/20	10/14/20	134,971.15	0.38	21.38	134,971.93	134,711.65
Security Type Sub-Total		2,445,811.05					2,445,359.55	2.00	2,018.22	2,445,467.45	2,480,972.47
Managed Account Sub-Total		40,170,089.24					40,416,597.47	1.62	182,420.43	40,437,101.99	41,337,463.01



Managed Account Detail of Securities Held

For the Month Ending **November 30, 2020**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Securities Sub-Total	\$40,170,089.24	\$40,416,597.47	1.62%	\$182,420.43	\$40,437,101.99	\$41,337,463.01
Accrued Interest						\$182,420.43
Total Investments						\$41,519,883.44

Bolded items are forward settling trades.

**Investment Activity
November 2020**



Managed Account Security Transactions & Interest

For the Month Ending **November 30, 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									
BUY										
10/30/20	11/10/20	LOS ANGELES CCD, CA TXBL GO BONDS DTD 11/10/2020 0.773% 08/01/2025	54438CYK2	175,000.00	(175,000.00)	0.00	(175,000.00)			
11/03/20	11/05/20	FREDDIE MAC NOTES DTD 11/05/2020 0.250% 11/06/2023	3137EAEZ8	450,000.00	(449,595.00)	0.00	(449,595.00)			
11/09/20	11/12/20	FANNIE MAE NOTES DTD 11/12/2020 0.500% 11/07/2025	3135G06G3	450,000.00	(448,389.00)	0.00	(448,389.00)			
11/13/20	11/24/20	CA ST EARTHQUAKE AUTH TXBL REV BONDS DTD 11/24/2020 1.477% 07/01/2023	13017HAK2	85,000.00	(85,000.00)	0.00	(85,000.00)			
11/17/20	11/24/20	INTL BK RECON & DEVELOP CORPORATE NOTES DTD 11/24/2020 0.250% 11/24/2023	459058JM6	600,000.00	(598,710.00)	0.00	(598,710.00)			
11/23/20	11/25/20	FANNIE MAE NOTES DTD 11/25/2020 0.250% 11/27/2023	3135G06H1	400,000.00	(399,544.00)	0.00	(399,544.00)			
11/24/20	12/03/20	VWALT 2020-A A4 DTD 12/03/2020 0.820% 07/21/2025	92868VAD1	265,000.00	(264,945.20)	0.00	(264,945.20)			
Transaction Type Sub-Total				2,425,000.00	(2,421,183.20)	0.00	(2,421,183.20)			
INTEREST										
11/01/20	11/25/20	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	200,000.00	0.00	515.00	515.00			
11/01/20	11/25/20	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	102,141.52	0.00	303.76	303.76			
11/01/20	11/25/20	FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	0.00	701.71	701.71			
11/01/20	11/25/20	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	55,080.19	0.00	147.02	147.02			
11/01/20	11/25/20	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	111,138.92	0.00	193.75	193.75			
11/02/20	11/02/20	MONEY MARKET FUND	MONEY0002	0.00	0.00	25.26	25.26			
11/05/20	11/05/20	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			



Managed Account Security Transactions & Interest

For the Month Ending **November 30, 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										
11/15/20	11/15/20	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			
11/15/20	11/15/20	ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	195,381.21	0.00	488.45	488.45			
11/15/20	11/15/20	TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	188,971.59	0.00	466.13	466.13			
11/15/20	11/15/20	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	265,461.62	0.00	699.05	699.05			
11/15/20	11/15/20	UNIV OF CAL TXBL REV BONDS DTD 07/16/2020 0.883% 05/15/2025	91412HGE7	100,000.00	0.00	291.88	291.88			
11/15/20	11/15/20	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	330,779.26	0.00	887.59	887.59			
11/15/20	11/15/20	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	150,000.00	0.00	50.00	50.00			
11/15/20	11/15/20	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			
11/16/20	11/16/20	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	135,000.00	0.00	45.60	45.60			
11/19/20	11/19/20	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			
11/20/20	11/20/20	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	200,000.00	0.00	308.33	308.33			
11/21/20	11/21/20	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			
11/30/20	11/30/20	US TREASURY NOTES DTD 05/31/2014 2.000% 05/31/2021	912828WN6	300,000.00	0.00	3,000.00	3,000.00			
11/30/20	11/30/20	US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	300,000.00	0.00	2,437.50	2,437.50			
Transaction Type Sub-Total				4,443,954.31	0.00	21,698.95	21,698.95			
MATURITY										
11/09/20	11/09/20	INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	700,000.00	700,000.00	7,437.50	707,437.50	(6,488.37)	0.00	



Managed Account Security Transactions & Interest

For the Month Ending **November 30, 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									
MATURITY										
11/13/20	11/13/20	APPLE INC CORP NOTES DTD 11/13/2017 2.000% 11/13/2020	037833DJ6	400,000.00	400,000.00	4,000.00	404,000.00	336.00	0.00	
11/16/20	11/16/20	SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	700,000.00	700,000.00	8,033.28	708,033.28	0.00	0.00	
Transaction Type Sub-Total				1,800,000.00	1,800,000.00	19,470.78	1,819,470.78	(6,152.37)	0.00	
PAYDOWNS										
11/01/20	11/25/20	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	195.09	195.09	0.00	195.09	0.00	0.00	
11/01/20	11/25/20	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	96.56	96.56	0.00	96.56	0.00	0.00	
11/01/20	11/25/20	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	3,790.79	3,790.79	0.00	3,790.79	(75.40)	0.00	
11/15/20	11/15/20	ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	21,449.07	21,449.07	0.00	21,449.07	1.47	0.00	
11/15/20	11/15/20	TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	19,452.81	19,452.81	0.00	19,452.81	0.29	0.00	
11/15/20	11/15/20	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	22,666.68	22,666.68	0.00	22,666.68	4.34	0.00	
11/15/20	11/15/20	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	21,214.07	21,214.07	0.00	21,214.07	3.17	0.00	
Transaction Type Sub-Total				88,865.07	88,865.07	0.00	88,865.07	(66.13)	0.00	
Managed Account Sub-Total					(532,318.13)	41,169.73	(491,148.40)	(6,218.50)	0.00	
Total Security Transactions					(532,318.13)	\$41,169.73	(\$491,148.40)	(\$6,218.50)	\$0.00	

Bolded items are forward settling trades.

**Cash Expenditures
November 2020**

APWarrantList from 11/1/2020 to 11/30/2020

Group	Vendor Name	Amount	Description
Benefits			
	AFLAC - Invoices:1	\$746.34	Supplemental Insurance
	CIGNA GROUP INS LIFE/LTD - Invoices:1	\$4,740.82	Employee Benefit - LTD Insurance
	CIGNA-DENTAL INS - Invoices:1	\$13,875.10	Employee Benefit - Dental Insurance
	PAYROLL - 2	\$521,959.15	Employee Payroll
	PERS HEALTH - Invoices:2	\$115,429.55	Miscellaneous Employee Benefits
	PERS LONG TERM CARE PROGRAM -	\$2,657.04	Miscellaneous Employee Benefits
	PERS PENSION - Invoices:4	\$43,473.97	Employee Benefit - PERS
CIP & OCB			
	AECOM TECHNICAL SERVICES INC -	\$32,621.38	Construction In Progress
	ATLAS FENCE - Invoices:2	\$23,155.00	Construction In Progress
	BROWN & CALDWELL - Invoices:2	\$13,491.00	Construction In Progress
	BSK ASSOCIATES - Invoices:1	\$3,592.50	Construction In Progress
	CAROLLO ENGINEERS - Invoices:1	\$3,761.50	Construction In Progress
	COUNTY OF SAC PUBLIC WORKS -	\$7,225.50	Construction In Progress
	DOMENICHELLI & ASSOCIATES -	\$13,740.01	Construction In Progress
	DOWNTOWN FORD - Invoices:1	\$40,265.21	Construction In Progress
	ERC CONTRACTING - Invoices:1	\$12,875.00	Construction In Progress
	ERROL L MONTGOMERY & ASSOCIATES	\$11,168.84	Construction In Progress
	FLOWLINE CONTRACTORS INC -	\$141,350.78	Construction In Progress
	GEOCON CONSULTANTS INC - Invoices:1	\$540.00	Construction In Progress
	GM CONSTRUCTION & DEVELOPERS -	\$13,360.00	Construction In Progress
	KIRBY PUMP AND MECHANICAL -	\$26,669.00	Construction In Progress
	PACE SUPPLY CORP - Invoices:21	\$58,068.93	Construction In Progress
	PSOMAS - Invoices:2	\$82,529.25	Construction In Progress
	RAY MORGAN CO - Invoices:2	\$34,531.16	Construction In Progress
	S E AHLSTROM INSPECTION - Invoices:1	\$17,100.00	Construction In Progress
	SENSUS USA INC - Invoices:5	\$343,890.88	Construction In Progress
	SIMAS FLOOR AND DESIGN - Invoices:1	\$12,200.00	Construction In Progress
	SMUD NEW SERVICES DIVISION -	\$5,000.00	Construction In Progress
	SYBLON REID - Invoices:1	\$13,324.19	Construction In Progress
	WOOD RODGERS ENGINEERING -	\$9,440.00	Construction In Progress
Debt Service			
	SUMITOMO MITSUI BANKING	\$3,784.22	2009A COP Interest Expense
	WELLS FARGO SWAP - Invoices:1	\$94,560.90	2009A COP Interest Expense
Financial Services			
	ADP, INC - Invoices:1	\$2,311.58	Financial Services
	BARTKIEWICZ KRONICK & SHANAHAN -	\$5,890.50	Legal Services
	WESTAMERICA BANK ANALYSIS FEES -	\$6,827.25	Financial Services
	WESTAMERICA CARD PROCESSING STMT	\$9,663.21	Financial Services
	WORLDPAY INTEGRATED PAYMENTS -	\$669.63	Financial Services
Other			
	AIRGAS USA LLC - Invoices:1	\$108.74	Operating Supplies
	ALL PRO BACKFLOW - Invoices:6	\$5,139.00	Backflow Services

Other			
	ALLIED UNIVERSAL - Invoices:1	\$674.16	Building Service Expense - Office &
	AM CONSERVATION GROUP INC -	\$4,313.95	Operating Supplies
	ANSWERNET - Invoices:1	\$721.00	Communication
	ARC BEST/ABF FREIGHT SYSTEMS -	\$8,210.00	Hazardous Waste Disposal
	ARMORCAST PRODUCTS COMPANY -	\$26,412.00	Inventory Supplies
	AT&T - Invoices:1	\$155.23	Communication
	ATLAS DISPOSAL - Invoices:2	\$432.23	Building Service Expense - Office &
	AWWA - Invoices:1	\$7,059.00	Membership & Dues
	BADGER METER INC - Invoices:3	\$52,174.95	Inventory Supplies
	BARTEL ASSOCIATES LLC - Invoices:1	\$8,546.00	Consulting Services
	BASIC PACIFIC - Invoices:1	\$2,168.80	OPEB - Retiree Benefits Premium
	BENDER ROSENTHAL INC - Invoices:1	\$921.43	Consulting Services
	BIONDI PAVING AND ENGINEERING -	\$2,276.06	Hydrant Permit Refund
	BRIAN PATTERSON - Invoices:1	\$215.95	Uniforms
	BROADRIDGE MAIL LLC - Invoices:14	\$23,997.94	Contract Services
	BROWER MECHANICAL - Invoices:3	\$983.00	Building Maintenance - Office & Yard
	BRYCE CONSULTING INC - Invoices:1	\$160.00	Consulting Services
	BURTON ROBB /BURT'S LAWN & GARDEN	\$7,020.00	Contract Services
	CAPITAL SWEEPER SERVICE - Invoices:1	\$170.00	Building Service Expense - Office &
	CATHARINE A LEPPERT - Invoices:1	\$150.00	BMP Rebates
	CINTAS - Invoices:13	\$3,618.00	Building Maintenance - Office & Yard
	CITRUS HEIGHTS SAW & MOWER -	\$286.09	Equipment Maintenance Services
	CITY OF SACRAMENTO DEPT OF	\$34.47	Utilities
	COLLEEN WINK - Invoices:1	\$150.00	BMP Rebates
	COLLEGE OAK TOWING - Invoices:2	\$250.00	Vehicle Maintenance Services
	COMCAST - Invoices:1	\$45.68	Communication
	CONSOLIDATED COMMUNICATIONS -	\$459.59	Communication
	COUGHRAN MECHANICAL SERVICE -	\$1,822.14	Contract Services
	COUNTY OF SAC ENVIRO MGT -	\$6,611.00	Licenses, Permits & Fees
	COUNTY OF SAC MUNICIPAL SERVICES -	\$25.00	Building Service Expense - Office &
	COUNTY OF SAC UTILITIES - Invoices:5	\$781.60	Utilities
	Customer Refunds: 76	\$6,120.47	Refund Clearing Account
	DAN YORK - Invoices:1	\$20.93	Local Travel Cost
	DIRECT TV - Invoices:1	\$5.00	Communication
	DITCH WITCH EQUIPMENT CO -	\$10,500.34	Equipment Maintenance Services
	DOUG CATER - Invoices:1	\$34.53	Uniforms
	ELEVATOR TECHNOLOGY INC - Invoices:2	\$200.00	Building Service Expense - Office &
	EMIGH ACE HARDWARE - Invoices:1	\$25.39	Operating Supplies
	EMPLOYEE RELATIONS NETWORK -	\$198.64	Employment Cost
	ERIC AVELAR - Invoices:1	\$117.45	BMP Rebates
	ERIK FLAA - Invoices:1	\$320.95	Uniforms
	EUROFINS EATON ANALYTICAL -	\$6,050.00	Inspection & Testing
	FASTENAL COMPANY - Invoices:9	\$2,352.07	Operating Supplies
	FERGUSON WATERWORKS - Invoices:1	\$353.96	Operating Supplies
	FIVE STAR SIGNS, WRAPS & DETAILING -	\$807.05	Building Maintenance - Office & Yard

Other			
	FLEETWASH INC - Invoices:3	\$913.77	Vehicle Maintenance Services
	GARY GIBSON - Invoices:1	\$150.00	BMP Rebates
	GASB - Invoices:1	\$254.00	Publication
	GRAINGER - Invoices:4	\$308.77	Operating Supplies
	GWEN OWENS - Invoices:1	\$80.80	BMP Rebates
	H2H PROPERTIES - Invoices:1	\$1,296.00	H&D Walnut Parking Lot Lease
	HACH COMPANY - Invoices:1	\$857.01	Operating Supplies
	HANNAH DUNRUD - Invoices:1	\$162.87	Uniforms
	HARRINGTON PLASTICS - Invoices:1	\$10,526.23	Purchase Price Variance
	HARROLD FORD - Invoices:6	\$2,764.44	Claims & Insurance Reimb.
	HD Supply/WHITE CAP - Invoices:1	\$120.26	Operating Supplies
	HEATHER HERNANDEZ-FORT - Invoices:1	\$16.96	Local Travel Cost
	IN COMMUNICATIONS - Invoices:1	\$5,234.07	Public Relations
	INTERNATIONAL MAILING EQUIPMENT	\$163.78	Equipment Maintenance Supplies
	IPMA-HR SACRAMENTO MOTHER LODGE	\$50.00	Publication
	IRON MOUNTAIN OFF SITE DATA	\$552.47	Equipment Maintenance Services
	JOAN HURLOCK - Invoices:1	\$322.85	BMP Rebates
	KEITH BOWYER - Invoices:1	\$75.00	BMP Rebates
	KNUTSEN PUMP TESTING - Invoices:1	\$10,400.00	Contract Services
	KONSTANTIN GRIGORYAN - Invoices:1	\$113.12	BMP Rebates
	LES SCHWAB TIRE CENTER/MADISON -	\$1,246.88	Equipment Maintenance Services
	LIFEGUARD FIRST AID - Invoices:2	\$269.00	Building Service Expense - Office &
	MESSENGER PUBLISHING GROUP -	\$834.00	Public Relations
	MICHAEL NEUMANN - Invoices:1	\$500.00	BMP Rebates
	MICHAEL PHILLIPS LANDSCAPE CORP -	\$5,130.00	Building Service Expense - Office &
	MUHAMMAD WAHDY - Invoices:1	\$75.00	BMP Rebates
	MUNICIPAL CONSULTING GROUP -	\$7,262.00	Consulting Services
	NINJIO LLC - Invoices:1	\$137.89	Equipment Maintenance Services
	NORMAC - Invoices:2	\$73.09	Operating Supplies
	OFFICE DEPOT INC - Invoices:1	\$281.66	Office Supplies
	PAPE MACHINERY - Invoices:2	\$4,004.92	Equipment Maintenance Services
	PATRICK DO - Invoices:1	\$80.80	BMP Rebates
	PEOPLEREADY - Invoices:1	\$1,312.85	Temporary Help
	PEST PROS - Invoices:8	\$676.30	Building Service Expense - Office &
	RAFTELIS - Invoices:1	\$19,590.00	Consulting Services
	RAUL PALOMAR - Invoices:1	\$250.00	Uniforms
	REGIONAL WATER AUTHORITY -	\$11,812.50	Consulting Services
	RUE EQUIPMENT INC - Invoices:8	\$4,423.45	Equipment Maintenance Services
	SAN JUAN WATER DISTRICT - Invoices:1	\$11,311.19	Miscellaneous Repairs &
	SARAH RUSSO - Invoices:1	\$75.00	BMP Rebates
	SARDJ BARDEWA - Invoices:1	\$75.00	BMP Rebates
	SECUREWORKS - Invoices:1	\$15,280.00	Licenses, Permits & Fees
	SHARON HOUSE - Invoices:1	\$150.00	BMP Rebates
	SHAWN CHANEY - Invoices:1	\$225.21	Uniforms
	SHRED-IT - Invoices:1	\$395.79	Contract Services

Other		
SILICON VALLEY SHELVING AND EQUIP -	\$2,313.60	Building Maintenance - Office & Yard
SONITROL - Invoices:2	\$2,857.58	Building Service Expense - Office &
SUSIE WONG - Invoices:1	\$150.00	BMP Rebates
TEE JANITORIAL & MAINTENANCE -	\$4,108.00	Building Service Expense - Office &
TESCO - Invoices:1	\$138.46	Operating Supplies
TINA LYNN DESIGN - Invoices:1	\$260.00	Public Relations
US BANK CORPORATE PAYMENT SYSTEM -	\$16,260.94	Miscellaneous O&M Supplies
VALLEY BATTERY - Invoices:1	\$141.02	Operating Supplies
VERIZON WIRELESS/DALLAS TX -	\$5,357.13	Communication
VICKI SPRAGUE - Invoices:2	\$329.98	Required Training
VOYAGER FLEET SYSTEMS - Invoices:1	\$10,099.45	Operating Supplies
WASTE MANAGEMENT - Invoices:3	\$452.46	Building Service Expense - Office &
WATERWISE CONSULTING, INC. -	\$7,350.00	BMP Rebates
WAYNE BELLERT - Invoices:1	\$114.70	Uniforms
WILLIAM LINN - Invoices:1	\$360.04	BMP Rebates
WILLIAM MILLARD - Invoices:1	\$150.00	BMP Rebates
WILLIAM P DUNPHY - Invoices:1	\$330.00	BMP Rebates
WOLF CONSULTING - Invoices:1	\$750.00	Consulting Services
Water Costs		
CITY OF SACRAMENTO WATER -	\$500.68	Purchased Water-City of Sacramento
PG&E - Invoices:3	\$190.13	Utilities
SAN JUAN WATER DISTRICT - Invoices:1	\$361,958.00	Purchased Water-SJWD
SIERRA CHEMICAL COMPANY - Invoices:1	\$18,087.30	Hypo, Chemical & Delivery
SMUD - Invoices:2	\$263,870.21	Electrical Charges
	<u>\$2,755,653.79</u>	

**Credit Card Expenditures
November 2020**

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

Vendor Name	Description	Amount	Project/ Acct
SSL.COM	5 YEAR WILDCARD CERTIFICATE FOR SSWD.ORG	\$ 1,121.25	18-54509
AMAZON MARKETPLACE	OTTER BOX CASES FOR PHONES FOR FIELD STAFF	\$ 174.60	18-52101
TECHSMITH	SNAGIT SOFTWARE FOR CUSTOMER SERVICE	\$ 349.90	18-54509
MICROSOFT	INCREASE STORAGE SPACE FOR LARGE FILE TRANSFER	\$ 1.99	18-54509
TERAMIND	COVID19 - WORKSTATION MONITORING MONTHLY FEE	\$ 168.00	18-54003
ZOOM	ADDITIONAL ZOOM LICENSE	\$ 71.05	18-54003
SMARTNET NA	GPS REALTIME CORRECTION LICENSE (4)	\$ 7,680.00	18-54509
ACWA	DAN YORK REGISTRATION	\$ 100.00	02-55001
SMART AND FINAL	WATER PROFESSIONAL'S WEEK DRINKS	\$ 61.13	02-51403
COSTCO	WATER PROFESSIONAL'S WEEK COOKIES	\$ 99.09	02-51403
COSTCO	COSTCO MEMBERSHIP RENEWAL	\$ 300.00	02-52501
TEXAS WEST BBQ	WATER PROFESSIONAL'S WEEK LUNCH FOR STAFF	\$ 1,130.56	02-51403
AMAZON.COM	GENERAL OFFICE SUPPLIES - GREEN SHARPIE HIGHLIGHTERS	\$ 6.13	03-52108
AMAZON.COM	GENERAL OFFICE SUPPLIES - AVERY DIVIDERS	\$ 218.10	03-52108
PMA ONLINE	PROJECT MANAGMENT FOR WATER & WASTEWATER UTILITIES - WAYNE SCHERFFIUS	\$ 1,195.00	16-51407
ASCE PURCHASING	ASCE 2021 MEMBERSHIP - MITCHELL MCCARTHY	\$ 175.00	15-52501
SKLILLPATH	MASTERING THE ART OF TECHNICAL WRITING - TOMMY MOULTON / MITCHELL MCCARTHY / DAVID ESPINOZA	\$ 447.00	15-51407
TRANSITALENT.COM	ACCOUNTANT I/II POSITION ADVERTISEMENT	\$ 145.00	17-51402
CSDA CAREER	ACCOUNTANT I/II POSITION ADVERTISEMENT	\$ 105.00	17-51402
NEOGOV	ACCOUNTANT I/II POSITION ADVERTISEMENT	\$ 175.00	17-51402
PAYPAL - CWEA	ACCOUNTANT I/II POSITION ADVERTISEMENT	\$ 290.00	17-51402
INTERNATION	ACCOUNTANT I/II POSITION ADVERTISEMENT	\$ 100.00	17-51402
BROWN AND CALDWELL	ACCOUNTANT I/II POSITION ADVERTISEMENT	\$ 200.00	17-51402
ASSOC OF CALIFORNIA WATER	ACCOUNTANT I/II POSITION ADVERTISEMENT	\$ 475.00	17-51402
HARBOR FREIGHT TOOLS	GAS CANS, WASTE OIL STORAGE, TRANSFER PUMP TO DECOMMISSION EQUIP	\$ 71.92	12-52101
PEP BOYS	POWER STEERING FLUID	\$ 15.06	12-54006
HARBOR FREIGHT TOOLS	GAS CAN TO REMOVE OLD FUEL FROM EQUIPMENT	\$ 43.08	12-52101
O'REILLY AUTO PARTS	SIPHON PUMP	\$ 6.45	12-52101
PEP BOYS	LARGE OIL DRAIN PAN	\$ 37.70	12-52101
AMAZON.COM	CELL PHONE CHARGIN ACCESSORIES	\$ 149.52	12-53503
BATTERIES & BULBS	6 VOLT BATTERIES FOR A FRAME SAFETY BEACONS	\$ 35.13	12-54004
BATTERIES & BULBS	6 VOLT BATTERIES FOR A FRAME SAFETY BEACONS	\$ 35.13	12-54004
AMAZON.COM	ANTI FATIGUE COMFORT FLOOR MAT FOR AMY'S OFFICE	\$ 48.46	12-54008
THE HOME DEPOT	VINYL TUBE AND PUMP	\$ 17.46	12-52101
UPS	SHIPPING FREEZE MACHINE, S/N#2003754 IN FOR REPAIR	\$ 152.88	12-53003
SCHOOLSIN.COM	REFUND SNEEZE GUARDS DUE TO DELAYED SHIPPING	\$ (981.13)	12-52108

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

Vendor Name	Description	Amount	Project/ Acct
AWWA	TRAINING-HECTOR SEGOVIANO	\$ 275.00	08-55001
ADALBERTOS MEXICAN FOOD	REFRESHMENTS- TRAINING/DEMO	\$ 57.38	05-56000
TARGET	WAREHOUSE SUPPLIES	\$ 6.50	05-52101
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 238.26	05-52101
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 25.80	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$ 13.89	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$ 64.60	05-52101
AMAZON	OFFICE SUPPLIES- WALNUT	\$ 21.54	03-52108
AMAZON	FIELD SERVICES SUPPLIES	\$ 366.40	08-52101
AWWA	TRAINING- JOSH GAGNON	\$ 325.00	08-55001
COSTCO	KITCHEN SUPPLIES-WALNUT	\$ 44.68	03-52108
AMAZON	KITCHEN SUPPLIES-WALNUT	\$ 19.38	03-52108
CHIPOTLE	LUNCH-INTERVIEW PANEL	\$ 32.99	17-56000
HOME DEPOT	WAREHOUSE SUPPLIES-CREDIT	\$ (25.80)	05-52101
HOME DEPOT	DISTRIBUTION SUPPLIES	\$ 22.60	07-52101
AMAZON	OFFICE SUPPLIES- WALNUT	\$ 20.86	03-52108
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 34.39	05-52101
FRED PRYOR	TRAINING- CODY SCOTT	\$ 119.00	07-51407
AMAZON	WAREHOUSE SUPPLIES	\$ 58.39	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$ 47.70	05-52101
SMART & FINAL	KITCHEN SUPPLIES-WALNUT	\$ 71.92	03-52108
Totals:		\$ 16,260.94	

**District Reserve Balances
November 30, 2020**

**Sacramento Suburban Water District
Reserve Fund Balance**

	<u>November 30, 2020</u>	<u>December 31, 2019</u>
Debt Service Reserve	\$ -	\$ -
Facilities Reimbursement	-	-
Emergency/Contingency	12,275,211	11,194,277
Operating	6,318,619	6,512,432
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	<u>\$ 41,226,158</u>	<u>\$ 39,873,637</u>

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

	<u>November 30, 2020</u>	<u>December 31, 2019</u>
Cash and Cash Equivalents	\$ 622,728	\$ 616,318
Investments	40,416,597	39,040,578
Interest Receivable	186,832	215,053
Restricted Cash	1	1,688
TOTAL	<u>\$ 41,226,158</u>	<u>\$ 39,873,637</u>

Information Required by Bond Agreement

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

	Actual Year-To-Date <u>11/30/2020</u>	Budget Year-To-Date <u>11/30/2020</u>
REVENUES		
Water sales charges	\$44,528,562.53	\$43,435,000.00
Facility development charges	451,271.00	275,000.00
Interest and investment income	1,012,025.68	889,163.00
Rental & other income	381,781.48	412,500.00
TOTAL REVENUES	<u>46,373,640.69</u>	<u>45,011,663.00</u>
EXPENSES		
Source of supply	976,895.35	2,473,322.00
Pumping	4,833,989.03	5,002,609.99
Transmission and distribution	3,804,337.50	3,891,323.06
Water conservation	371,199.53	515,418.74
Customer accounts	1,107,397.52	1,247,396.64
Administrative and general	7,243,616.62	7,810,523.56
TOTAL EXPENSES	<u>18,337,435.55</u>	<u>20,940,593.99</u>
NET REVENUE	<u>28,036,205.14</u>	<u>24,071,069.01</u>

**Sacramento Suburban Water District
6 - Months Debt Service Schedule
11/30/2020**

Total SSWD Debt Service					
Month	Principal	Interest Adjustable/Fixed/Swap	Facility Fee	Remarketing	Debt Service
Dec-20	-	86,887.57	50,400.00	13,125.00	150,412.57
Jan-21	-	86,887.57	-	-	86,887.57
Feb-21	-	86,887.57	-	-	86,887.57
Mar-21	-	86,887.57	50,400.00	13,125.00	150,412.57
Apr-21	-	553,730.95	-	-	553,730.95
May-21	-	86,887.57	-	-	86,887.57

Series 2012A Fixed Rate Bonds (\$23,440,000.00)					
Month	Principal	Interest - Fixed 4.25%			Debt Service
Dec-20	\$ -	\$ -	\$ -	\$ -	\$ -
Jan-21	-	-	-	-	-
Feb-21	-	-	-	-	-
Mar-21	-	-	-	-	-
Apr-21	-	259,118.75	-	-	259,118.75
May-21	-	-	-	-	-

Series 2009A Adjustable Rate COPs (\$42,000,000.00)					
Month	Principal	Interest, Adjustable 0.09%	Facility Fee 0.480%	Remarketing 0.125%	Debt Service
Dec-20		\$ 3,150.00	\$ 50,400.00	\$ 13,125.00	\$ 66,675.00
Jan-21		3,150.00			3,150.00
Feb-21		3,150.00			3,150.00
Mar-21		3,150.00	50,400.00	13,125.00	66,675.00
Apr-21		3,150.00			3,150.00
May-21		3,150.00			3,150.00

Series 2018A Fixed Rate COPs (\$27,915,000)					
Month	Principal	Interest - Fixed 3.17%			Debt Service
Dec-20	\$ -	\$ -	\$ -	\$ -	\$ -
Jan-21	-	-	-	-	-
Feb-21	-	-	-	-	-
Mar-21	-	-	-	-	-
Apr-21	-	207,724.63	-	-	207,724.63
May-21	-	-	-	-	-

2012 SWAP Interest, Net (\$33,000,000.00)					
Month	Principal	Interest, Swap Net 3.283%-(0.08543 +.18)%			Debt Service
Dec-20		\$ 83,737.57	-	-	83,737.57
Jan-21		83,737.57	-	-	83,737.57
Feb-21		83,737.57	-	-	83,737.57
Mar-21		83,737.57	-	-	83,737.57
Apr-21		83,737.57	-	-	83,737.57
May-21		83,737.57	-	-	83,737.57

**Financial Markets Report
November 30, 2020**

Financial Markets Report November 30, 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	\$ 10,990,000	Fixed Rate Revenue Bond		11/1/2027
2018A	<u>\$ 19,615,000</u>	<u>\$ 12,275,000</u>	Fixed Rate Revenue Bond		11/1/2028
	<u>\$ 90,105,000</u>	<u>\$ 65,265,000</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	0.70%
	Notional Amount	Counterparty	FMV	Receive Rate	Fixed Rate
Swap	\$33,300,000	Wells Fargo Bank, N.A.	(\$8,724,155)	0.2654%	3.283%

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

Fair Market Value	Security Type	Yield
\$ 887,672.70	Money Market	0.03%
3,368,129.49	LAIF	0.58%
2,480,972.47	Asset-Backed Securities	2.00%
3,369,191.33	Certificates of Deposit	2.02%
7,711,241.43	Corporate Notes	2.31%
7,802,971.70	Federal Agency Securities Bonds/Notes	0.57%
775,635.03	Federal Agency Collateralized Mortgage Obligation	2.44%
1,186,335.35	Municipal Obligations	1.06%
1,589,304.23	Supra-National Agency Bond	1.87%
16,421,811.47	Treasury Bonds/Notes	1.64%
\$ 45,593,265.20		1.51%

Market:

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

Current Bond Markets

- Very low rates mean even small moves have notable effects on returns. In October, 10-year Treasury yields rose nearly 20 basis points (bps) and continued to move higher post-election in response to looming Treasury supply and better-than-projected economic data. The yields on shorter maturities were relatively unchanged and anchored near zero. Bond market volatility also rose.
- As a result of the steeper Treasury curve, longer-duration bonds underperformed their shorter counterparts. The return on the 3-month Treasury Index was 0.01% for the month, while the 5- and 10-year Treasury Indices returned -0.48% and -1.64%, respectively.
- Corporate issuance cooled in October, as expected. The slowdown contributed to tighter credit spreads, with many high-quality issuers now back to pre-COVID-19 levels. Returns on corporate bonds exceeded those on like-maturity Treasuries.

PFM Strategy Recap

- Economic uncertainty is driven by the pandemic, and central banks in the U.S. and Europe determined to keep rates low provide good reason to maintain neutral durations. Meanwhile, with narrow bond spreads, there is no strong incentive to extend risk by expanding allocations to non-Treasury sectors.
- Federal agency spreads are now back to low single digits out to maturities inside five years. As a result, we will likely reduce future allocations.
- Corporate spreads retraced lower, driven by low supply and strong investor appetite. We will continue to be selective while maintaining core corporate allocations.
- AAA-rated asset-backed securities (ABS) spreads also reverted to pre-pandemic levels. Here too, we will exercise caution and seek to maintain but not expand allocations.
- Mortgage-backed securities (MBS) are suffering headwinds with forbearance rates at their lowest levels since April, and elevated refinancing activity is limiting their value at current prices.

(Source: PFM November 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: 11

Date: December 21, 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) Customer Service Monthly Activity Report, and (3) 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

	November 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	6	—	—	—
Taste & Odor Complaints	0	0	0	—	—	—

Distribution Department

Service Orders

Main Leaks	2	4	45	—	—	—
Service Line Leaks	9	5	59	—	—	—

Water Main Shutdown

-- Emergency	3	3	30	—	—	—
-- Scheduled	5	5	54	—	—	—

Preventive Maintenance Program

Fire Hydrants Inspected	64	75	827	6,173	1,235	67.0%
Fire Hydrant Valves Inspected	60	72	789	5,869	1,174	67.2%
Fire Hydrant Valves Exercised	52	64	709	5,869	1,174	60.4%
Mainline Valves Inspected	139	138	1,522	11,023	2,205	69.0%
Mainline Valves Exercised	110	102	1,125	11,023	2,205	51.0%
Blow Off Valves Inspected	10	13	139	1,049	210	66.3%
ARV/CARV Inspected	0	2	25	283	57	44.2%

Field Services Department

Meters

PM - Meters Tested (3 - 10 inch)	3	11	122	450	120	101.7%
PM - Meters Replaced (5/8 - 1 inch)	178	29	320	41,167	1,000	32.0%
PM - Meter Re-Builds (1 1/2 - 2 inch)	0	23	253	2,449	245	103.3%
Customer Pressure Inquiries	7	11	119	—	—	—

Field Operations Department

After Hours Activity (On-Call Technician)

Calls Received Distribution	44	45	497	—	—	—
Calls Responded Distribution	28	27	293	—	—	—
Calls Received Production	16	24	260	—	—	—
Calls Responded Production	2	6	67	—	—	—

2. Customer Service Monthly Activity Report

Customer Service Activity Report for the month of November 2020.

Total Calls	Calls Abandoned	% of Calls Abandoned	Average Wait on Queue	Max Wait on Queue	Average Talk Time
2,384	25	1.05%	27s	6m, 9s	2m, 49s

3. Community Outreach Report

January Bill Insert

The January 2021 bill insert will begin on December 28, 2020, and will continue until, January 25, 2021. A sample of the bill insert is shown below.

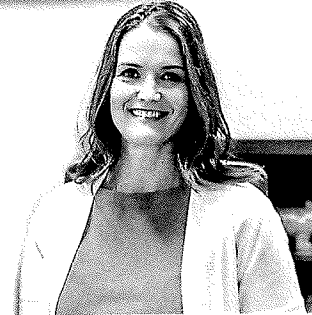
January 2021 Bill Insert

00255815



H₂O on the Go

January 2021



Julie Nemitz

The Importance of Preventive Maintenance

Just like it's important to regularly maintain your car and home, Sacramento Suburban Water District (SSWD) has an ongoing program of proactive preventive maintenance to make sure our water system continues to operate efficiently, to minimize problems before they occur, and make sure we are ready for any emergency situation.

This effort includes the regular maintenance and tune up of our fleet of 45 vehicles at specific intervals as designated by the vehicle manufacturer, as well as a preventive maintenance program focused on the District's valves, fire hydrants, meters, and pump stations.

One of SSWD's preventive maintenance programs involves the necessary maintenance of the over 44,000 water meters that are part of the water system. The primary reason for this effort is to ensure meters are accurately recording the amount of water that passes through them, thus ensuring the cost of water service is equitable for all District ratepayers.

SSWD's water meters are defined in three categories: large, intermediate, and small.

Large meters range in size from three to ten inches and serve commercial, institutional, industrial, and multifamily properties. There are approximately 460 large meters in the system. In order to maintain these meters, Operations staff performs onsite meter testing on a predetermined schedule. Three to four inch meters are tested on a five-year rotation and six to ten inch meters are tested annually.

The most common finding that comes from meter testing is under registration, which is a typical problem when mechanical meters wear with age. When these meters fail accuracy testing, staff will replace the worn parts and then perform a retest to confirm the meter is operating within industry standards.

Intermediate Meters range in sizes from one and 1/2 to two inches and typically serve small commercial and multifamily properties. There

Preventive Maintenance | page 2

The Faces of SSWD

SSWD is launching a new series of articles profiling some of the hardworking staff who help keep the water flowing each and every day. The focus this month is Julie Nemitz, SSWD's Customer Services Manager. Julie joined SSWD in the spring of 2019.

Educational background:

Associate's degree in Administration of Justice from Sacramento City College. I am currently finishing up a bachelor's degree in Organizational Leadership from the University of Wyoming.

Work experience before SSWD:
In law enforcement, serving as a

Faces of SSWD | page 2

sswd.org

Phone: 916.972.7171

Fax: 916.972.7639

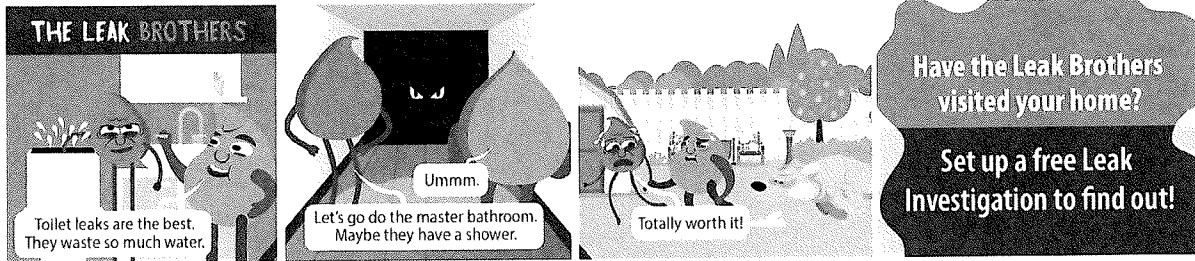
3701 Marconi Avenue, Suite 100

Sacramento, CA 95821-5346

Hours: M-F, 8:00 a.m. to 4:30 p.m.



January 2021 Bill Insert



Faces of SSWD | from page 1

911 dispatcher, supervisor and trainer.

Typical day at SSWD:

Lots of interaction with customers, staff and internal partners to help care for customers. I also review and prepare financial material, including billing, as well as manage a great crew of five Customer Service Representatives and our wonderful Conservation Department.

Best thing about your job:

Fantastic staff and partners, and being part of an organization that takes excellent care of its customers.

Greatest challenge at work:

Learning the many systems I use on a daily basis was a challenge, and keeping up with all of the integrations and updates to the various systems. This challenge I really enjoy!

Most valuable lesson learned:

It doesn't matter how much you know until people know how much you care. The best leadership looks a lot like service.

Your secret talent:

Car repair!

Who would play you in a movie:

Jennifer Garner, if she's willing!

Preventive Maintenance | from page 1

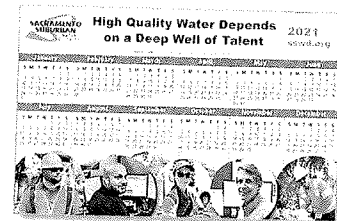
are approximately 2,400 intermediate meters in the system and each year Operations staff rebuilds approximately 240 meters. The meters are rebuilt in place and this process has proven to be much more cost effective in comparison to replacing the entire meter.

Small meters are sizes five eighths to one inch and they typically serve single-family residences. When fully metered SSWD will have approximately 42,000 small meters installed. Staff replaces approximately 1,000 small meters each year that have outlived their useful life.

The meter preventive maintenance program will become even more important when the District becomes fully metered in 2022.

2021 Calendar Magnets Going Fast!

There is still time to request a 2021 SSWD calendar magnet so you can keep up to date on when SSWD will be closed and important holidays throughout the year. Don't delay! Call 916.972.7171, or send an email to help@sswd.org.



Water is a Very Deep

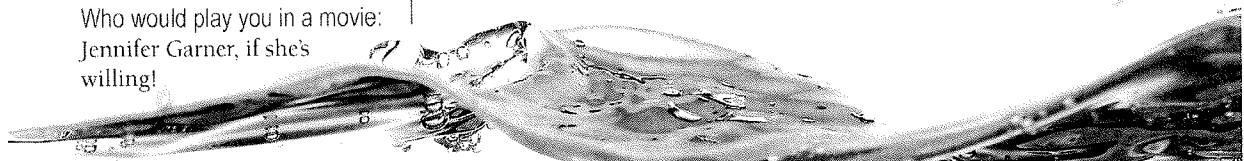
Subject | Perfect for the Classroom

SSWD's expert staff is available to talk virtually to elementary, middle and high school classes about a wide variety of water-related subjects, including the water cycle, the benefits of low-water landscaping, the groundwater basin, water conservation, water quality, household leak detection, and more.

For more information on arranging a speaker for your classroom or school, please contact Greg Bundesen, Water Conservation Supervisor, at 916.972.7171, or via email at gbundesen@sswd.org.

WaterSense | Take the "I'm for Water" Pledge

Make a commitment to be water-wise in 2021 by taking WaterSense's "I'm for Water" pledge. They've put together a handy, easy to follow, monthly checklist to help you do your part to protect this precious resource for future generations. <https://www.epa.gov/watersense/im-water-pledge>.





Agenda Item: 12

Date: December 21, 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 Completion Status Since Last Report
	Design	Construction	
78 Butano / Cottage Pumping Station	Complete	Q3 2021	N/A
79 Verner / Panorama ¹ Pumping Station	Q4 2020	Q1 2022	N/A
80 Walnut/Auburn Production Well	Q2 2021	Q4 2021	N/A

¹ Funding 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 Completion Status Since Last Report
	Design	Construction	
Thor (3.3 miles of main)	Complete	Q4 2020 ²	N/A

² Paving to be completed in spring 2021.

Meter Retrofit Program

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

Project	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
2020 Project (796 meters)	Complete	Q4 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.

Below are the approximate completion time frames.

Plan	Approximate Completion	Change in Completion Status Since Last Report
Buildings and Structures AMP	Q4 2020	N/A
2020 Urban Water Management Plan ³	2021	N/A
SCADA AMP	2022	N/A
Reservoir and Booster Pump Station AMP	2022	N/A
Meter AMP	2022	N/A

³ 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 Completion Status Since Last Report
None	N/A	N/A

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

Well	Activity	Status	Approximate Completion	Change in Completion Status Since Last Report
N32B Poker	Well Casing Repair; Pump Replacement	Construction	December 2020	N/A
41 Albatross/ Iris	Electrical Repair	Construction	June 2021	N/A
52 Weddigen/ Gothberg	Electrical Repair	Construction	June 2021	N/A
N8 Field	Electrical Repair	Construction	June 2021	N/A
N6A Palm	Water Quality Assessment	Investigation	TBD	N/A
N20 Cypress	Water Quality Assessment	Investigation	TBD	N/A
N33 Walerga	Water Quality Assessment	Investigation	TBD	N/A
N34 Cottage	Electrical Investigation	Investigation	TBD	N/A
N9 Cameron	Electrical Investigation	Planning	TBD	N/A
N7 Rosebud	Pump Repair	Planning	TBD	N/A
68 Northrop/ Dornajo	Water Quality Assessment	Planning	TBD	N/A
72 River Walk/NETP	Water Quality Assessment	Planning	TBD	N/A

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 design and construction schedule is to complete the design in Winter 2020 and complete construction by end of Summer 2021.

Operational Upgrades to Reservoirs and Booster Pump Stations (BPS)

Antelope & Watt/Elkhorn Reservoir and BPS:

This project will provide an Operations Plan and an operational retrofit of these two facilities to make them fully functional, and to allow for optimized energy efficiency during peak-hour demand periods.

Enterprise Reservoir and BPS:

This project will allow turnover of the reservoir during groundwater deliveries to City of Sacramento, and optimized energy efficiency during peak-hour demand periods.

Completion of both projects anticipated in Q1 2021.

**REGIONAL WATER AUTHORITY
SPECIAL MEETING OF THE EXECUTIVE COMMITTEE
December 8, 2020; 1:30 p.m.**

AGENDA

The purpose of this meeting is to convene the RWA Dues Ad Hoc Committee.

Since a quorum of the RWA Executive Committee members may be present at the meeting, it is being conducted as an RWA Special Executive Committee meeting.

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 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/554535005>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 554-535-005

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. **RWA Membership Dues**
Presentation: Josette Reina-Luken, Financial and Administrative Services Manager
Discussion: RWA Dues Ad Hoc Committee
4. **ADJOURNMENT**

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

**REGIONAL WATER AUTHORITY
SPECIAL EXECUTIVE COMMITTEE AGENDA
Monday, December 14, 2020; 8:00 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:

**Special Executive Committee meeting
Mon, Dec 14, 2020 8:00 AM - 12:00 PM (PST)**

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

<https://global.gotomeeting.com/join/348192629>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Access Code: **348-192-629**

1. CALL TO ORDER AND ROLL CALL

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

3. CONSENT CALENDAR

Minutes of October 28, 2020 meeting

Action: Approve October 28, 2020 meeting minutes

4. RWA 2020 AUDIT REPORT

Presentation: Peggy Vande Vooren, Gilbert Associates, Inc.

Action: Recommend RWA Board acceptance of 2020 RWA financial audit report

5. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY STAFFING

Information and Discussion: Jim Peifer, Executive Director

6. POLICY 500.3 REVISIONS – SUBSCRIPTIONS PROGRAM FEE POLICY

Discussion: Jim Peifer, Executive Director

Action: Recommend approval of Policy 500.3 revisions to the Board of Directors

7. SACRAMENTO REGIONAL WATER BANK PROJECT, PHASE 2

Information Update: Rob Swartz, Manager of Technical Services

Action: Approve Sacramento Regional Water Bank Project, Phase 2 Program Agreement

8. 2021 POLICY PRINCIPLES

Information Presentation: Ryan Ojakian, Legislative/Regulatory Affairs Manager

Action: Recommend approval of the 2021 Policy Principles to the Board of Directors

9. 2021 FEDERAL LEGISLATIVE PLATFORM

Information Presentation: Jim Peifer, Executive Director

Action: Recommend approval of the 2021 Federal Legislative Platform to the Board of Directors

10. MEETING MINUTE FORMAT

Discussion: Jim Peifer, Executive Director

11. JANUARY 14, 2021 RWA BOARD AGENDA

Action: Approve January 14, 2021 proposed RWA Board meeting agenda

12. EXECUTIVE DIRECTOR'S REPORT

13. DIRECTORS' COMMENTS

ADJOURNMENT

Next Executive Committee Meeting – January 27, 2021, 8:30 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

Next Regular RWA Board Meeting: Thursday, January 14, 2021, 9:00 a.m., at the RWA Office. The location is subject to change depending on the COVID-19 emergency.

The Special Executive Committee Meeting electronic packet will be available on the RWA website at <https://rwah2o.org/meetings/board-meetings/> to access and print the packet. Notification will be emailed when the Special Executive Committee meeting electronic packet is complete and posted on the RWA website.

**SACRAMENTO GROUNDWATER AUTHORITY
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, December 10, 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.

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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:

**SGA Regular Board Meeting
Thu, Dec 10, 2020 9:00 AM - 12:00 PM (PST)**

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

<https://global.gotomeeting.com/join/644047781>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: **644-047-781**

1. CALL TO ORDER AND ROLL CALL

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

3. CONSENT CALENDAR

Minutes of October 8, 2020 meeting

Action: Approve October 8, 2020 meeting minutes

4. 2020 AUDIT REPORT

Presentation: Peggy Vande Vooren, Gilbert Associates, Inc.

Action: Accept 2020 SGA financial audit report

5. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY (SCGA) STAFFING PRESENTATION

Presentation and Discussion: Jim Peifer, Executive Director

6. SUSTAINABLE GROUNDWATER MANAGEMENT ACT (SGMA) AND GROUNDWATER MANAGEMENT PROGRAM UPDATE

Information Update: Rob Swartz, Manager of Technical Services

7. ELECTION OF SGA 2021 OFFICERS

Information Update: SGA Ad Hoc Nominating Committee

Action: Elect 2021 SGA Chair and Vice Chair

8. EXECUTIVE DIRECTOR'S REPORT

9. DIRECTORS' COMMENTS

ADJOURNMENT

Next SGA Board of Director's Meeting – February 11, 2021, 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/>.

Director Locke's meetings attended with descriptions

November 2

Region 9: Module 1 - AWIA Section 2013 Requirements, Certification, and Section 2018 Basics.

<https://global.gotowebinar.com/join/5951946022847144203/295402070>

Thank you for your interest in registering for the Risk and Resilience Assessment and Emergency Response Plan Training Workshop! On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law. AWIA Section 2013 requires community (drinking) water systems serving more than 3,300 people to develop or update risk and resilience assessments (RRAs) and emergency response plans (ERPs). The law specifies the components that the RRAs and ERPs must address and establishes deadlines by which water systems must certify to EPA completion of the RRA and ERP.

November 4

Region 9: Module 2 - AWIA Risk and Resilience Assessments: Malevolent Acts, Natural Hazards, and the Small Systems Checklist

<https://attendee.gototraining.com/r/2008755377541850882>

November 5

Region 9: Module 3 - AWIA Emergency Response Plan Template and Guidance

<https://global.gotowebinar.com/join/6891749188642567947/938938520>

November 10

AWWA/SWAN Virtual Smart Water Symposium

<https://events.thepulsenetwork.com/Attendee/HtmlAttendee.aspx?Step=Address&C=70003547&M=30002119&Mode=HTML&Onsite=False>

Water 2025, The Water Utility of the Future Roundtable, Sponsored by Badger Meter, Inc.

November 11

AWWA/SWAN Virtual Smart Water Symposium

Using Meter IoT Data in Smart Water Systems Roundtable, Sponsored by Sensus

<https://events.thepulsenetwork.com/Attendee/HtmlAttendee.aspx?Step=Address&C=70003547&M=30002119&Mode=HTML&Onsite=False>

November 12

RWA Board Meeting

November 16

SSWD Board Meeting

November 17

EPA's Small Drinking Water Systems Webinar on AWIA and Creating Resilient Water Utilities

<https://register.gotowebinar.com/register/5706906662722463244>

This presentation will discuss the American Water Infrastructure Act (AWIA) which requires community water systems serving a population greater than 3,300 persons to assess the risks to, and resilience of, their systems. The presentation will provide information on the tools and resources to assist utilities in the development of a Risk and Resilience Assessment and Emergency Response Plan in accordance with AWIA. Information will also be provided on how to certify completion of Risk and Resilience Assessments and Emergency Response Plans by the applicable deadlines.

Attend the free roundtable webinar, **Resilient Facility Design for the Water Utility Industry** presented by **Enchanted Rock, LLC** on **Tuesday, November 17**, from 11:00 a.m.—12:00 p.m. MT.

Our panel of industry leaders will share what steps they are taking to safeguard water facilities and ensure operational resiliency. Topics that will be addressed included:

- What unique facility challenges are the industry facing in 2020?
- What are the risks associated with power outages due to severe weather or other events?
- What are cost-effective options that provide power resiliency?
- What can we learn from other industries?

November 17

Internet of Water That's so Meta! Technical Workshop Part 1

<https://internetofwater.org/events/thats-so-metadata-technical-workshop/>

The objectives of this workshop are to provide participants increased understanding of water-related metadata and application of water metadata tools. This workshop will offer a short introduction to metadata and why metadata are important, followed by an in-depth conversation and hands-on exercises on water-related metadata. This workshop is a partnership among the Internet of Water (IoW), Water Data Exchange (WaDE) of the Western Water States Council, and the Consortium of Universities for the Advancement of Hydrologic Sciences, Inc. (CUAHSI).

Background: All too often, decision-makers are unable to answer fundamental questions about our water systems in a timely way. Even basic questions like: How much water is there? What is its quality? How is it used (i.e., withdrawn, consumed, or returned for reuse)? The data needed to answer these questions often exist. However, water data are scattered across multiple platforms at different organizations (both government and non-governmental) with different standards, so that it is difficult to find the data and to reuse them beyond the primary purpose for which they were collected. Moreover, it is difficult and time-consuming to transform these data into information that supports decision-making at local or regional scales. We will present options for sharing water data, and we will practice creating and applying metadata to maximize the potential value of shared data and ensure data are findable, accessible, interoperable, and reusable (FAIR), thereby advancing the concept of an Internet of Water.

During part 1 of the workshop we will discuss the following topics:

What are metadata and why are they important?

Metadata for dataset description and administration

This discussion will be accompanied by a hands-on activity and tool demonstration.

November 18

Comments, Likes and Emojis, Oh My! An Update on Evolving Social Media Law for Public Officials and Agencies

More and more, public officials and their agencies are turning to social media to communicate with constituents and provide public information. Slowly but surely, the law is catching up with technology. In this comprehensive webinar, Best Best & Krieger LLP attorneys examine social media and the laws that apply to public officials and agencies, including the Brown Act (with recent changes made by AB 992), the Public Records Act, the First Amendment, due process issues, records retention and more.

November 18

EPA Safe and Sustainable webinar Property Values and Water Quality

Although there is well-established body of literature examining how water quality impacts home values, it has yet to be used in analyses of regional and nationwide water quality regulations. Property

value studies combine housing choices with data on water quality to estimate benefits in a statistical model. This webinar will present an overview of the hedonic property value method, synthesize the literature to estimate a set of unit values and transfer functions to support decisions affecting water quality, and identify approaches to move beyond the limitations identified in the synthesis.

November 18

Public Private Partnerships (P3) Fundamentals (League of CA Cities)

This webinar will broadly explore public private partnership trends and the associated demands for alternative delivery solutions. The American Society of Civil Engineers scorecard provides a deep analysis of our existing infrastructure deficit. As we move from stabilizing our economic decline to economic recovery and growth, government investments in infrastructure are expected to play a critical role. Infrastructure investments are inherently complex, requiring broad stakeholder inputs from local communities coupled with a wide range of expert inputs necessary to reach solutions. Public private partnerships are expected to play a significant role in the next wave of infrastructure development; as we leverage equity investment efficiencies, debt risk structuring and adaptive regulatory oversight. This approach, when done right, provides a platform to enhance and accelerate delivery of these complex projects with collaborative incentives.

November 23

Met with Director Jones to discuss GM review

November 24

Sacramento Suburban Water District special board meeting for GM review and contract

Kathleen McPherson meetings Attended with descriptions - July through November 2020

7/28/20 Del Paso Manor Water District Special Board Meeting with presentation by Jeff Nelson on the condition of their wells.

8/11/2020 Employee Ad Hoc Benefits subcommittee meeting to discuss health benefits and retirement, with presentation from Brown & Caldwell

8/17/2020 Regular Board Meeting

8/19/2020 Meeting with GM Dan York, to discuss consolidation study

9/21/2020 Regular Board Meeting

10/12/2020 Annual Board Budget Workshop

10/14/2020 PCWA Water Forum online

10/19/2020 Regular Board Meeting

10/27/2020 Facilities and Operations subcommittee meeting to discuss Asset Management Plan

11/16/2020 Regular Board Meeting

Minutes

Sacramento Suburban Water District
Facilities and Operations Committee
 Wednesday, December 9, 2020

Location:

Video and Audio Conference Only at 1-669-900-6833, or Zoom at Meeting Id # 825 8795 4640

Call to Order – Videoconference/Audioconference Meeting

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

Roll Call

Directors Present: Dave Jones and Kathleen McPherson.

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Mike Huot, Amy Bullock, Matt Underwood, and Dana Dean.

Public Present: Luke Schwedler, Catherine Mullen, Kevin Thomas, and Bill Eubanks.

Announcements

General Manager, Dan York (GM York) reminded Directors of a Special Board Meeting, Tuesday, December 15, 2020, to finalize the General Manager’s Performance Review.

Public Comment

None.

Consent Items

1. Minutes of the October 27, 2020, Facilities and Operations Committee Meeting

Chair Jones moved to approve Consent Item 1; Director McPherson seconded the motion. The motion passed by unanimous vote.

AYES:	Jones, McPherson.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Items for Discussion and/or Action

2. Buildings and Structures Asset Management Plan

Engineering Manager, Dana Dean (Mr. Dean) and Operations Manager, Matt Underwood (Mr. Underwood) presented the staff report and went through a PowerPoint presentation.

Chair Jones stated that it was a large report with a lot of detail.

Chair Jones asked how the list of Buildings and Structures Asset Management Plan (BSAMP) 2/3 of its wells sites integrates with the Groundwater Well Asset Management Plan (GWAMP).

Mr. Underwood noted the GWAMP focused on wells and all of the components, but not on the structures itself. The two plans do not overlap.

Chair Jones noted that these Asset Management Plans are used as a tool, not so much as a set procedure or schedule.

Director McPherson inquired when was it decided to use a consultant verses doing it in-house. Director McPherson further inquired how much the plan cost with the selected consultant and what is the longevity of the plan.

Mr. Underwood and Mr. Dean stated that staff realized early on that the existing plan was more of a coating schedule and that there are so many more components of a structure than coating and roofing. The District had done what they could with the in-house BSAMP and it was time to hire a consultant to guide the District to a better document from a professional that does this for a living. The cost was about \$300,000 and is considered a 5 year document.

Chair Jones inquired if the production crew would be taking over more of the maintenance inspections.

Mr. Underwood stated that the maintenance inspections fall under the Facilities and Fleet's Specialist staff member.

Director McPherson inquired if the dollar figure on the Marconi Administrative Building was the value of the building or the replacement cost.

Mr. Dean stated that the figure is the cost to replace the building with a new one.

Director McPherson inquired if the plan identifies the individual assets and what maintenance needs to be conducted to those assets.

Mr. Dean stated that it is a very thorough report and does break down the maintenance needed on the assets.

Director McPherson inquired if the report evaluated selling a property like either the Walnut facility or Marconi facility to then determine if it would be better to have one property that all staff and equipment can be located at.

Mr. Dean stated that this report only looked at what assets we own and what maintenance needs to be made to those assets.

GM York stated that back in 2007 or 2008 the District did a study to evaluate if purchasing a property to house all staff, equipment, vehicles, and even add a potential well, but the real estate market was really high at the time and it did not warrant spending that much money to do so.

Public comment from Bill Eubanks (Mr. Eubanks) inquired that the figures listed from the consultant stated that the replacement cost for the Marconi building came out to 23 million dollars, but the District has not done any analysis of what the value is of the building on the open market.

Mr. Dean stated that the property valuations were not made for this report.

GM York stated that back in 2007 the Marconi building was appraised at \$1.5 million.

Chair Jones stated that it was a good report and he feels this is a tool that will make the District better. Chair Jones further noted that he does not feel like the cost estimates are accurate and seem high, but the District will be using this plan as a tool not a funding plan.

Chair Jones stated that he wants noted to the Board that this plan is not a funding plan document and costs shown are not verified; it's a planning document only.

Chair Jones commended staff and consultant efforts and stated he appreciated the detail that went into the report. He further recommended he would like staff to provide the plan to the full Board at least one week prior to the next regular Board meeting should the item end up as a Consent Item.

Director McPherson recommends taking the item to the full Board as a Consent Item, with direction to provide the plan to all Board members one week prior to the regular board meeting with language to the full board stating that this plan is not a funding plan document and costs shown are not verified. The plan is a planning document only. Chair Jones second the motion. The motion passed unanimously.

AYES:	Jones, McPherson.	ABSTAINED:	
NOES:		RECUSED:	
ABSENT:			

Adjournment

Chair Jones adjourned the meeting at 5:34 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Del Paso Manor Water District



1817 Maryal Dr Suite 300 • Sacramento Ca. 95864 • (916) 487-0419

November 11th 2020

Sacramento Suburban Water District

3701 Marconi Ave.

Sacramento, Ca. 95821

Dear Dan York and SSWD Board,

I speak for the district, the board and myself in expressing our deep appreciation for helping Del Paso Manor Water District during our time of need. We recognize that the help you provided came at a cost to your own district in the form of having to forego duties in your district. Del Paso Manor Water District extends gratitude toward the SSWD rate payers, SSWD Board, Dan York and SSWD staff for being patient and understanding during this time.

By stepping into the void and helping us during our time of need you have allowed us to remain independent and transition into a new time for DPMWD. We wish continued success for SSWD, we also hope to have future collaboration regarding a surface water wheeling agreement and pressure reducing valves that will open to our system in the event of an emergency.

You have our respect, appreciation and thanks.

Sincerely,

A handwritten signature in black ink that reads "Adam Coyan".

Adam Coyan

General Manager



Agenda Item: 16

Date: December 21, 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.

*Due to the current pandemic, until further notice, all meetings listed will be virtual.

Below is a list of upcoming water industry events:

Upcoming Events

1. LAFCo Board Meeting
February 3, 2021
Virtual
<https://saclafco.saccounty.net/Pages/default.aspx>
2. LAFCo Board Meeting
April 7, 2021
Virtual
<https://saclafco.saccounty.net/Pages/default.aspx>
3. ACWA 2021 Spring Conference & Exhibition
May 4 – 7, 2021
Monterey, CA
<https://www.acwa.com/events/>
4. LAFCo Board Meeting
June 2, 2021
Virtual
<https://saclafco.saccounty.net/Pages/default.aspx>

Upcoming Water Industry Events

December 21, 2020

Page 2 of 3

5. Cal-Nev AWWA ACE 21
June 13-16, 2021
San Diego, CA
https://www.ca-nv-awwa.org/canv/CNS/Events_Classes/Future_Events/CNS/EventsandClasses/Copy_of_events.aspx?hkey=40976128-710b-4097-b27b-e35fe6133849

6. LAFCo Board Meeting
August 4, 2021
Virtual
<https://saclafoo.saccounty.net/Pages/default.aspx>

7. LAFCo Board Meeting
October 6, 2021
Virtual
<https://saclafoo.saccounty.net/Pages/default.aspx>

8. Cal-Nev AWWA Annual Fall Conference
October 18-21, 2021
Atlantis Casino Resort & Spa, Reno, 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. ACWA 2021 Fall Conference & Exhibition
November 30 – December 3, 2021
Pasadena, CA
<https://www.acwa.com/events/>

10. LAFCo Board Meeting
December 1, 2021
Virtual
<https://saclafoo.saccounty.net/Pages/default.aspx>

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

- Carmichael Water District: <http://carmichaelwd.org/> - Every 3rd Tuesday 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.