

Agenda
Sacramento Suburban Water District
Regular Board Meeting

3701 Marconi Avenue, Suite 100
Sacramento, California 95821

Monday, March 15, 2021
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/83311646303?pwd=ZEtncmgvd01WYkU1V0Q3UDFvbEQ5UT09>

Meeting ID: 833 1164 6303

Password: 013886

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

Pledge of Allegiance

Roll Call

Announcements

Public Comment

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

Consent Items

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

1. Minutes of the August 11, 2020, Employee Benefits Ad Hoc Committee Meeting
Recommendation: Approve subject minutes.
2. Minutes of the February 22, 2021, Special Board Meeting
Recommendation: Approve subject minutes.
3. Minutes of the February 22, 2021, Regular Board Meeting
Recommendation: Approve subject minutes.

Items for Discussion and/or Action

4. Resolution No. 21-02 Amending Regulation No. 7, of the Regulations Governing Water Service
Recommendation: Adopt Resolution No. 21-02 Amending Regulation No. 7, part H.5 of the Regulations Governing Water Service.
5. Regional Water Authority - Water Resilience Program
Recommendation: Approve participation in the Regional Water Authority's Water Resilience Program and authorize the General Manager to execute the agreement.

6. 2021 Long-Term Planning Session
Recommendation: Receive staff presentation and direct staff as appropriate.
- 6.5. Committee and Liaison Appointments
Recommendation: President Wichert will review the 2021 Committee and Liaison appointments.

General Manager's Report

7. General Manager's Report
 - a. Sacramento Suburban Water District Goals – 2021 Update

Department/Staff Reports

8. Financial Report
 - a. COVID-19 Financial Update
 - b. Cash Expenditures – February 2021
 - c. Purchase Card Expenditures – February 2021
 - d. Draft - Financial Statements
 - e. Draft – Financial Highlights
 - f. Draft – Statements of Net Position
 - g. Draft – Statements of Revenues, Expenses, and Changes in Net Position
 - h. Budgets
 - i. Debt – January 2021
 - j. Investments Outstanding and Activity – January 2021
 - k. Draft - District Reserve Balances – January 2021
 - l. Information Required by LOC Agreement
9. District Activity Report

10. 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)

11. a. Regional Water Authority (Director Jones)
Agenda for the March 3, 2021 meeting.

Regional Water Authority Executive Committee (General Manager York)
Agenda for the February 22, 2021 meeting.
- b. Sacramento Groundwater Authority (Director Wichert)
None.
- c. Director Reports – AB 1234

Committee Reports

12. a. Ad Hoc Water Banking and Transfer Committee Meeting (Director Thomas)
Draft notes from the February 17, 2021 meeting.
- b. Employee Benefits Ad Hoc Committee Meeting (Director Locke)
Draft notes from the February 17, 2021 meeting.

Information Items

13. ACWA/JPIA Liability, Property, and Workers' Compensation Risk Review
14. Legislative Report
15. Upcoming Water Industry Events
16. CEQA Notice of Exemption for Miscellaneous Water Facility Projects
17. Upcoming Policy Review
 - a. Legislative Response Policy (PL - Adm 004)

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.

Adjournment

Upcoming Meetings

Tuesday, March 23, 2021 at 4:00 p.m., Special Board Meeting
Monday, April 5, 2021, at 4:00 p.m., Regulatory Compliance Committee Meeting
Monday, April 19, 2021, at 6:00 p.m., Regular Board Meeting

I certify that the foregoing agenda for the March 15, 2021, meeting of the Sacramento Suburban Water District Board of Directors was posted by March 12, 2021, in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was freely available to the public.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Minutes

Sacramento Suburban Water District Employee Benefits Ad Hoc Committee Meeting Tuesday, August 11, 2020

Location:

Video and Audio Conference Only at 1-669-900-6833, or Zoom at Meeting Id #830 9259 3780

Call to Order – Videoconference/Audioconference Meeting

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

Roll Call

Directors Present: Kevin Thomas and Kathleen McPherson.

Directors Absent: None.

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

Public Present: Terri Ezaki and Katie Huddleston.

Announcements

None.

Public Comment

None.

Items for Discussion and Action

1. Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act for 2021 Benefit Plan Year and Medical Plan Analysis

Cassie Crittenden (Ms. Crittenden) presented the staff report and introduced Terri Ezaki (Ms. Ezaki) and Katie Huddleston (Ms. Huddleston) with Epic Consulting.

Ms. Huddleston presented the PowerPoint presentation and answered clarifying questions.

Director McPherson was not in favor of offering District employees a payment if they did not take advantage of the medical benefits offered by the District, as she believed it was not a cost savings to the District. She additionally expressed she believed there should be a cap placed on the payment for opting out.

General Manager Dan York (GM York) expressed the payment was an incentive for District employees, as it cost the District less for the medical program when employees choose to opt-out.

Ms. Huddleston continued presenting the PowerPoint presentation and answered clarifying questions.

The Committee requested a copy of the PowerPoint presentation be sent to them in color.

The Committee agreed to recommend continuing the health benefits with CalPERS for the 2021 benefit plan year for approval to the Board of Directors at the August 17, 2020, regular Board meeting.

Director McPherson expressed she was interested in reviewing some of the District Policies further as she disagreed with paying employees such a high amount to opt out of the District's medical benefits, noting she believed the cap should be a flat rate and it should not fluctuate based on medical plan rates. She requested to see how much the District was paying annually for employees to opt out. She recommended paying somewhere between the highest and lowest, and for the employees to contribute the rest.

GM York noted that staff has hired a consultant periodically to do a full analysis of the benefits package options to ensure the District was doing all it could to save money by selecting the best benefits package, as well as to provide justification for staying with CalPERS each year.

Director McPherson expressed she felt Epic did great work with explaining all of the options, noting the research provided clearly indicated the District should stay with CalPERS, but that she had concerns with some of the District Policies, which she noted should be looked at with the full Board.

2. Medical, Dental, Vision Benefits Analysis

Ms. Crittenden presented the staff report. Ms. Crittenden recommended the District to continue to utilize EPIC for consulting services related to analyzing the District's medical benefit plans.

Discussion ensued regarding cafeteria plans.

Ms. Ezaki noted that the Board should check with CalPERS before making any changes to ensure the changes are allowable based on prior resolutions.

The Committee agreed with staff's recommendation to utilize Epic to analyze the District's medical plans.

3. Merit Program

GM York presented the staff report.

Director McPherson expressed she was in favor of rewarding staff based on performance.

GM York expressed the District places a lot of effort into the performance evaluations for staff and noted that the District had one of the most robust performance evaluation programs in the region.

Director McPherson endorsed the annual Merit Program being set at 5%.

Chair Thomas expressed he was happy with the current rate of 4%.

Director McPherson expressed she believed that 5% was a more reasonable figure.

The Committee recommended that the annual Merit Program be set at 5% based on individual employee performance, which can be adjusted accordingly by the Board at budget time, and endorsed it being presented to the full Board with recommendation of approval.

Adjournment

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

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Minutes

**Sacramento Suburban Water District
Special Board Meeting – Closed Session
Monday, February 22, 2021**

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, and Video and Audio Conference at 1-669-900-6833, or Zoom at Meeting Id #899 8719 1271

Call to Order – Videoconference/Audioconference Meeting

President Wichert called the meeting to order at 5:00 p.m.

Roll Call

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

Directors Absent: None.

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

Public Present: Ryan Bezerra.

Announcements

None.

Public Comment

None.

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

The Board convened in Closed Session 5:02 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 with legal counsel – potential litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiating litigation involving the State Water Resources Control Board’s proceedings related to the California Water Fix and the Bay-Delta Water Quality Control Plan Update.
3. Common Interest and Cost-Share Agreement

Return to Open Session

The Board convened in Open Session at 5:49 p.m. There was no reportable action.

Adjournment

President Wichert adjourned the meeting at 5:50 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Minutes

Sacramento Suburban Water District Regular Board Meeting Monday, February 22, 2021

Location:

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, and Video and Audio Conference at 1-669-900-6833, or Zoom at Meeting Id #899 8719 1271

Call to Order – Videoconference/Audioconference Meeting

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

Pledge of Allegiance

President Wichert 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, Heather Hernandez-Fort, Jeff Ott, Julie Nemitz, Dana Dean, Matt Underwood, and Susan Schinnerer.

Public Present: William Eubanks, Dane Wadle, Josh Horowitz, Paul Olmstead, and Paul Helliker.

Announcements

None.

Public Comment

Public Comment

Dane Wadle, Field Coordinator for the California Special Districts Association, presented some legislative items regarding financial assistance for Special Districts and urged the Board to sign the coalition, expressing the District could either send a support letter, or sign the form online.

Discussion ensued over options for extending the possibility for Boards to hold public meetings both in person as well as virtually after the pandemic ends.

Consent Items

1. **Minutes of the January 25, 2021, Special Board Meeting**
2. **Minutes of the January 25, 2021, Regular Board Meeting**

Director Jones moved to approve all Consent Items; Director Locke seconded. The motion passed by unanimous vote.

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

Items for Discussion and/or Action

3. Placing Closed Session at the Beginning of the Regular Board Meeting Agendas

President Wichert presented the staff report, expressing he was in favor of holding Closed Session before the regular Board meetings.

Legal Counsel Josh Horowitz (Mr. Horowitz) explained the options available to the Board with regards to holding Closed Session meetings.

President Wichert moved to change to one single agenda, which would allow the Board to hold the regular Board meetings at the same time and having Closed Session at the beginning of the meeting.

Director McPherson expressed that she felt it was more clear for the public to hold separate meetings.

Director Locke seconded.

Director Jones expressed he was not in favor of the proposal as he had a personal issue that prevented him from attending an earlier meeting. He recommended either keeping the meeting at either the end of the regular Board meeting, or holding a separate Special Board meeting.

Director Thomas expressed he enjoyed the communication among Directors and public prior to the regular Board meetings, but was open to trying the new proposal.

Director Locke expressed he was in favor of holding the Closed Session an hour before the regular Board meeting as it limited long meetings, but he expressed, if Director Jones was not able to attend, than he was against it.

Mr. Eubanks commented that he was not in favor of the change as the public would not know what time to attend the open meeting.

The motion failed by a 4/1 vote. Director's Jones, Locke, McPherson and Thomas opposed.

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

4. **Regional Water Authority - Major Projects Program Agreement**

GM York presented the staff report and answered clarifying questions.

Director Locke inquired about the fee structure, as it indicated different costs for some of the water purveyors.

GM York expressed he was unaware of why there were different fees and would inquire and report back.

Director Jones moved to approve the staff recommendation, Director Thomas seconded.

Mr. Eubanks additionally did not understand why the fees were different for only two of the water purveyors.

The motion passed by a 3/2 vote. Director's Locke and McPherson opposed.

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

5. **Regional Water Authority - Water Resilience Program**

GM York presented the staff report.

President Wichert expressed he would like more information about the Item before it was voted on.

Director McPherson pointed out that the City of Sacramento was not mentioned in Exhibit 1, but was mentioned in Exhibit 2. She further expressed she was interested in seeing how some of the other agencies voted on the Item before the Board voted on it.

Director Locke inquired why Carmichael Water District and San Juan Water District were not listed on Exhibit 2.

President Wichert requested further explanation on what water resiliency was.

GM York expressed he would bring the Item back with further details.

President Wichert tabled the Item until next month.

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

President Wichert requested for the Directors to provide their comments to staff. He requested for staff to take those comments and incorporate them, then schedule a Special Board Meeting for the one Item to be further discussed.

GM York expressed that he could try to coordinate a meeting in two weeks.

President Wichert commented that he believed staff should reconsider using pipe miles when looking at the Capital Budget and additionally commented that the HR metrics needed improvement.

Director Jones commented that he would like to see more examples of why it might work.

Director McPherson expressed that a regional collaboration study of this nature should be looking at what the benefits would be to the ratepayers by reducing the amount of agencies. She expressed the report was more of a comparison of how the different agencies ran their business. She additionally pointed out the District's leak detection costs were much higher than the other agencies, and also noted the cost per call out for the District was much higher than other agencies. She noted that there were some areas where the District could improve and stated she expected more from a regional collaboration study.

Director Locke expressed he would provide his comments to the General Manager.

Mr. Eubanks expressed that the document was convoluted with lots of redundancies. He suggested placing the conclusion at the front of the report so anyone interested in details could look them up last.

Paul Helliker noted that the report was only the second of three reports, and that the third report would cover several of the comments expressed.

President Wichert tabled the Item until next month.

General Manager's Report

7. General Manager's Report

GM York presented the staff report.

a. *District Board Meeting Participation Outreach*
GM York presented the staff report.

b. *Ad Hoc Committee – Folsom Lake College*
GM York presented the staff report.

President Wichert suggested to see about including Engineering as a profession.

Director Locke expressed his support in this program.

c. *2020 Regional Water Management Award – Regional Groundwater Substitution Transfer Award*
GM York presented the staff report.

- d. *Sacramento Suburban Water District Goals - 2021 Update*
GM York presented the staff report.

Director Jones suggested to present this Item either every other month or quarterly as it was a lot of information to go over each month.

President Wichert expressed he wanted it presented monthly, and further recommended for staff to graph and/or chart every goal that they could for efficiency.

Discussion ensued over the Administrative Budget and the expenses within that budget.

Director Thomas requested Mr. Ott send him an email with the subcategories in the Administrative Budget.

Mr. Horowitz provided an updated to goal 10, pursuing water transfer opportunities.

Mr. Eubanks recommended including typical topics that are discussed at Board meetings in the bill inserts, to assist with getting interest from the public to attend meetings. He additionally asked several clarifying questions regarding the goals, including inquiring what “issue paper format” was.

Director McPherson explained issue paper format had to do with brevity, including access to background information but it was more used as a brief decision making document.

GM York answered clarifying questions about the water transfer opportunities report.

Director McPherson noted that she wanted to be sure staff highlighted the benefit of groundwater versus surface water transfers for ratepayers to see.

Department/Staff Reports

8. Financial Report

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

- a. *COVID-19 Financial Update*
A written report was provided.
- b. *Cash Expenditures – January 2021*
A written report was provided.
- c. *Purchase Card Expenditures – January 2021*
A written report was provided.

- d. *Draft - Financial Statements*
A written report was provided.
- e. *Draft – Financial Highlights*
A written report was provided.
- f. *Draft – Statements of Net Position*
A written report was provided.
- g. *Draft – Statements of Revenues, Expenses, and Changes in Net Position*
A written report was provided.
- h. *Budgets*
A written report was provided.
- i. *Debt – December 2020*
A written report was provided.
- j. *Investments Outstanding and Activity – December 2020*
A written report was provided.
- k. *Draft - District Reserve Balances – December 2020*
A written report was provided.
- l. *Information Required by LOC Agreement*
A written report was provided.

9. **District Activity Report**

Matt Underwood (Mr. Underwood) presented the staff report.

Director Locke requested to separate the valves and hydrants.

10. **Engineering Report**

Dana Dean presented the staff report.

- 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)

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

Regional Water Authority Executive Committee (General Manager York)
The agenda's for the January 27, 2021 and February 5, 2021 meetings were provided.

- b. Sacramento Groundwater Authority (Director Wichert)
The agenda for the February 11, 2021 meeting was provided.
- c. Director Reports – AB 1234
A written report was provided.

Director Thomas provided an oral report on the December 14, 2020, December 22, 2020, December 23, 2020, and January 5, 2021 meetings with the General Manager he had; the December 11, 2020 and January 3, 2021 meetings he had with Director Locke; the Webinar's he attended on December 17, 2020, December 18, 2020, January 11, 2021, January 19, 2021, and January 25, 2021; the RWA Board meeting he attended on January 14, 2021; the RWA Executive Committee meeting he attended on January 27, 2021; and the Collaboration Study meeting he attended on January 28, 2021.

Committee Reports

12. a. Finance and Audit Committee (Director Thomas)
Draft notes from the January 20, 2021 meeting were provided.

Information Items

13. **Winter Storm Impacts**
Mr. Underwood presented the staff report.

Present Wichert requested staff report back on details of the failure of the pressure reduction valve, why it happened, what staff is planning on doing to prevent it, and the cost of the leak repairs.

Director McPherson expressed that staff should look into how many faulty solenoids remained in the District infrastructure and inspect them to prevent future failures.

Director Locke expressed he was not too interested in spending a lot of time and effort testing the system, noting sometimes things just don't work as intended.

Mr. Eubanks inquired how the District planned on communicating with its customers in the event of a catastrophic failure.

President Wichert requested staff present the District's Disaster Recovery Plan to the Board.

14. **Municipal Service Review and Sphere of Influence Refresh**

GM York presented the staff report.

15. **ACWA/JPIA President's Special Recognition Awards**

A written report was provided.

16. **Correspondence Received by the District**

A written report was provided.

17. **Upcoming Water Industry Events**

A written report was provided.

18. **Upcoming Policy Review**

A written report was provided.

a. Improvement Standards and Technical Specifications (PL - Eng 001)

Director's Comments/Staff Statements and Requests

The Board thanked staff for all of their hard work preparing the Board packet.

Adjournment

President Wichert adjourned the meeting at 7:57 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 4

Date: March 15, 2021

Subject: Resolution No. 21-02 Amending Regulation No. 7 of the Regulations Governing Water Service

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

Recommended Board Action:

Adopt Resolution No. 21-02 Amending Regulation No. 7, part H.5 of the Regulations Governing Water Service as shown in Attachment 1, effective April 1, 2021.

Background:

The primary purpose for Facility Development Charges (FDCs) is to recoup from new customers the capital outlay necessary to buy-in to the District's existing system capacity at an equitable cost with current customers. The District updates its FDCs annually on April 1 in accordance with Regulation 7, Part H.5, to reflect cost changes in materials, labor, or real property applied to projects or project capacity. In addition, Regulation 7, Part H.5 states that a comprehensive review and update of the FDC methodology shall occur at least every five years. The last comprehensive review and update of the District's FDCs occurred in 2019. During the intervening years, the FDCs are updated annually by applying a specific cost index or periodic data source (Regulation 5, Part H.5). Since 2015, the District has utilized the Engineering News Record (ENR) 20-Cities Cost Index for the annual update.

Discussion:

Use of the ENR cost index as of December 31, 2020, will serve as the basis for public disclosure and discussion at the March 15, 2021, Board Meeting. If adopted by the Board, these FDCs will be effective April 1, 2021.

As described in District Policy PL – Fin 010 Facility Development Charge Setting Policy section 300.00, California Government Code sections 66013 and 66016 require that new or updated FDCs or similar charges be properly noticed. Under section 66016, the District must place consideration of the proposed new or increased fees on the agenda of at least one regular Board meeting and permit the public to present oral or written comments on the proposal. In addition, the District must mail written notice of the meeting at which the matter will be heard, including a “general explanation of the matter to be considered, and a statement that the data required by this section is available”, at least 14 days before the meeting to all parties that have filed a written request with the District for mailed notice of meetings at which new or increased fees and charges will be considered. Also, the District must make publicly available the FDC fee study and any related data

at least 10 days before the meeting at which the fee proposal will be considered. If the Board proposes to adopt the new or increased FDCs, with or without change, the Board may take that action only by ordinance or resolution. A formal Public Hearing on the issue is not required.

The District has no current record of any party requesting to be notified of meetings at which new or increased fees and charges will be considered. The 2019 FDC fee study and this staff report recommending approval of the new 2021 FDC amounts have been posted on the District's web site and are available at the customer service counter.

As described in Regulation 7, Part H.5 the annual cost adjustment shall be made applying one or more specific cost indexes or other periodic data sources. Utilizing the ENR 20-Cities Cost Index, the same Index used since 2015, the proposed 2021 FDC charges for new development are as follows:

Exhibit 1

Meter Size	2020 Facilities Development Charge	Proposed 2021 Facilities Development Charge	Change
5/8"	\$4,056	\$4,143	\$87
3/4"	\$6,085	\$6,216	\$131
1"	\$10,141	\$10,359	\$218
1 1/2"	\$20,282	\$20,719	\$437
2"	\$32,452	\$33,151	\$699
3"	\$64,903	\$66,300	\$1,397
4"	\$101,411	\$103,594	\$2,183
6"	\$202,823	\$207,189	\$4,366
8"	\$365,081	\$372,940	\$7,859
10"	\$486,775	\$497,254	\$10,479
12"	\$684,527	\$699,263	\$14,736

The new amounts represent an approximate 2.15% increase in the FDCs from 2020.

Additional changes made to Regulation 7 consist of updated references in Section H and K to related Regulations and minor structural changes to parts 1, 2, 3, 4, and 6 of Section H. See Attachment 2 for redline version.

Fiscal Impact:

Increases in FDC's will potentially increase District revenue. However, as the District is substantially built-out, increases are expected to be minimal. For example, in 2020 and 2019, FDC revenue totaled \$469,993 and \$287,209, respectively.

Strategic Plan Alignment:

Goal C: Ensure Fiscal Responsibility and Affordable Rates

Provide rates and connection fees that are fair, simple to understand, logical, and meet the revenue requirements, including bond rate covenants of the District.

Approval of this amendment to the Regulations Governing Water Service will improve staff's ability to operate efficiently and allow District customers to better understand the regulations upon which staff bases decisions while implementing Board policy.

Attachment:

- 1 – Resolution No. 21-02, A Resolution of the Board of Directors of the Sacramento Suburban Water District amending Regulation No. 7 of the Regulations Governing Water Service.
- 2 – Regulation No. 7 of the Regulations Governing Water Service. Redline

RESOLUTION NO. 21-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO SUBURBAN WATER DISTRICT AMENDING REGULATION NO. 7 OF THE REGULATIONS GOVERNING WATER SERVICE

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

WHEREAS, the Board now desires to amend Regulation No. 7 of the Regulations Governing Water Service as described in this Resolution; and

WHEREAS, none of the described amendments to Regulation No. 7 are subject to Proposition 218’s notice and hearing requirements as provided in Article XIII D, section 6 of the California Constitution.

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

1. Regulation No. 7 are hereby amended as shown in Attachment 1, which is attached to and made a part of this Resolution.
2. The Board authorizes and directs the General Manager and staff to take all actions necessary to amend Regulation No. 7 and to enforce such amended regulations in accordance with the authority granted by this Resolution.
3. Except as modified by the terms of this Resolution, the existing District Regulations Governing Water Service shall remain in full force and effect. Any provisions in the existing regulations that conflict with the amendments set forth in this Resolution are deemed superseded and of no further effect.
4. This Resolution shall take effect as of April 1, 2021.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on the 15th day of March 2021, by the following vote:

AYES:

NOES:

ABSENT:

By: _____

Robert M. Wichert
President, Board of Directors
Sacramento Suburban Water District

I hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Board of Directors of Sacramento Suburban Water District at a regular meeting hereof held on the 15th day of March 2021.

(SEAL)

By: _____
Daniel R. York
General Manager/Secretary
Sacramento Suburban Water District

Regulation No. 7 New or Additional Service Connections

Adopted: July 19, 2004
Amended: March 15, 2021

Water Service from Sacramento Suburban Water District is not transferable or assignable and is subject to full compliance with the District's Regulations Governing Water Service, including the following terms and conditions:

A. New or Additional Service Connections Generally

No New Service shall be connected to the District Water System unless there exists a District water main in a street or right-of-way fronting an Applicant's property accessible to the proposed location of the Applicant's service. A New Service will be located only in the front of a Parcel if an existing water main fronts a Customer's property. A New Service shall only be permitted in a backyard when no other viable option is available. A District water main available to serve a New Service shall have Adequate and Reserve Capacity and pressure to provide safe and reliable water service for domestic and fire protection use as solely and conclusively determined by the District. The District, in determining the adequacy of the existing facilities, will take into consideration all factors such as the water requirements of the project to be served by a New Service, the flows required for fire protection, and whether the use of the water will significantly impair service to existing Customers. If the District determines that the New Service will not be connected into the District Water System unless the Applicant provides such adequate extensions or additions as may be necessary in accordance with District Standards, regulations, and Master Plan, then the District shall determine the location, capacity, and design of such extensions or additions and provide its determination to the Applicant. In making this determination, the District may consider all factors, including but not limited to, anticipated future land uses, water requirements, the desirability of looping water mains to increase reliability and adequacy of service, required flows needed for fire protection, and the long range plans for capital improvements of the District Water System. The District's determination will be conclusive on the Applicant.

B. No Prior Service

1. Adequate Main Abuts Applicant's Parcel

A New Service will be connected provided the following conditions are fulfilled:

- (a) The Parcel to be served is within the District's geographical boundaries or is annexed to the District in accordance with an order of LAFCO;
- (b) The Applicant's Parcel is or has been made subject to applicable bonded indebtedness of the District, if any;

- (c) The District possesses adequate water supply to serve the Applicant's requested needs;
 - (d) A District water main of Adequate and Reserve Capacity exists in a public right-of-way fronting the Principal Boundary or Principal Boundaries of the Applicant's Parcel, where the public right-of-way is less than 80 feet wide. For public rights-of-way 80 feet or wider, a water main of Adequate and Reserve Capacity shall exist fronting the Applicant's Principal Boundary from within the area measured from the centerline of the public right-of-way to the Applicant's property line contiguous to the public right-of-way; and
 - (e) An Application for Water Service has been filed with the District in compliance with Section D, hereof.
2. No Adequate Main Abuts Applicant's Parcel

Service will be connected provided the following conditions are fulfilled:

- (a) The Parcel to be served is within the District's geographical boundaries or is annexed to the District in accordance with an order of LAFCO;
- (b) The Applicant's Parcel is or has been made subject to applicable bonded indebtedness of the District, if any;
- (c) The District possesses adequate water supply to serve the Applicant's requested needs;
- (d) The Applicant will provide a main of Adequate and Reserve Capacity at his/her own cost and expense, which main shall be constructed in a public right-of-way fronting the entire frontage of the Applicant's Parcel or an approved easement. Should the Applicant's Parcel front two or more rights-of-way, the Applicant shall be required to install the main along the Parcel's Principal Boundary as designated in the District's Master Plan as the right-of-way necessary to provide for future extension of the District Water System. Should the Applicant be required to service the Parcel from a right-of-way other than the principal right-of-way (service shall also mean fire service if required by the applicable fire agency), then the Applicant shall be required to install water mains of Adequate and Reserve Capacity along both the principal and the service frontage. All provisions for main extensions shall be in accordance with all applicable District Standards, Regulations, Master Plans; and
- (e) An Application for Water Service has been filed with the District in compliance with Section D, hereof.

C. Prior Service

1. A Parcel to which service has been discontinued will be re-connected upon the filing of a new application together with the payment of all fees and the upgrade of all District facilities affected by the re-connection as required by District Regulations.
2. If any one of the following, but not limited to, conditions exists on an Applicant's Parcel, the District will require an upgrade of the existing service before reconnection to the District Water System will be permitted:
 - (a) An improvement on the Parcel requires an increase in water pressure or quantity. The District's increase of water pressure or quantity determination shall be based on the quantity of added water use facilities to be installed as a result of the improvement. The Applicant's engineer shall submit to the District a record of all the plumbing fixtures and flows required to serve all existing and proposed improvements on the Applicant's Parcel. Based on this information, the District shall determine if the existing service is adequate to serve the Premises. The District shall use AWWA Standards to determine the adequacy of all services and the consequent need for upgrades.
 - (b) An improvement on the Parcel requires increased water pressure or quantity in order to meet fire demand as computed under the fire suppression rating schedule, published by the California Fire Code (Edition 2013, or latest edition).
 - (c) An improvement changes a multiple unit Premises from master-metered to individually-metered units.
3. In those cases when service has not been interrupted but the Parcel has been improved, the provisions and requirements of Regulations Nos. 7 and 9 hereof shall apply if any one of the conditions described above in subparagraph 2 exists.

D. Application for Service

1. The District will not provide or continue service to any Parcel unless the present Landowner has filed an Application for Water Service with the District.
2. Application for service shall be made in writing on forms provided by the District and signed by the Landowner.
3. Applications shall be supported by plat maps and a legal description of the Parcel, and a project description that includes construction type and number of living units, plan of water distribution, project approval by the appropriate fire service district, the planned service date, the name and billing address of the Landowner, the domestic water requirements in gallons per minute, and the total fire-flow

requirements, as well as the location of existing and/or proposed fire hydrants to meet applicable fire-flow requirements.

4. The failure of an Applicant to request the connection of his or her Parcel to the District Water System within one year of the District's Plan Approval shall automatically terminate the application and entitle the Applicant to the return of all fees paid except the plan check fee, any annexation fee, and other fees as described in Subsection G hereof. A request for refunding of fees shall be made in writing to the District.
5. The Applicant must deposit with the District, on or before the Plan Approval date, an amount equal to the cost of all Extension Facilities proposed to be constructed by the District, together with all service charges, fees, and Facilities Development Charges in effect on the date of the Final Approval.
6. Any decision by the District's staff concerning an application for service is appealable to the District Board of Directors or the Board's Facilities and Operations Committee. An Applicant's appeal must comply with the applicable requirements provided in Regulation 17, Procedures for Variance Application.
7. In situations where a retail municipal water supplier must allocate service connections due to supply limitations, Government Code section 65889.7 requires the District to provide a service priority to proposed residential developments that include units affordable to lower income households, as such are defined in Health & Safety Code sections 50052.5, 50053 and 50079.5. The District currently has sufficient supplies to serve all anticipated new demands and given its largely built-out condition, expects to have sufficient supplies to meet all future new demands. If, however, an allocation of new services becomes necessary, the following states the District's low income housing priority policy. An application for service to a proposed development that includes housing units affordable to lower income households, as defined by Government Code section 65589.7(d)(1), shall not be denied, conditionally approved, or the amount of service applied for reduced without specific written findings that the denial, condition, or reduction is necessary due to one or more of the following:
 - a. The District does not have "sufficient water supply," as defined in paragraph (2) of subdivision (a) of Section 66473.7, or is operating under a water shortage emergency or distribution capacity to serve the needs of the proposed development, as demonstrated by a written engineering analysis and report;
 - b. The District is subject to a compliance order issued by the State Department of Public Health that prohibits new water connections;
 - c. The Applicant has failed to agree to reasonable terms and conditions relating to the provisions of service generally applicable to development projects seeking service from the District, including, but not limited, the requirements of local, state, or federal laws and regulations or payment

of a connection fee or capacity charge imposed pursuant to Government Code section 66013.

In accordance with Water Code section 10631.1, the District will include in its Urban Water Management Plans projections of water use by single- and multiple-family housing needed for low income families.

E. Water Main Sizes

1. The size of water mains to be installed in accordance with this Regulation 7 shall be in compliance with District Standards, Section D - Design Standards.
2. Whenever Extension Facilities are required to be installed in accordance with this Regulation 7, the District may require, in accordance with its approved Master Plan and for the purposes of public convenience, necessity, and safety, the installation of an Up-Sized Line. Whenever the District requires the installation of an Up-Sized Line, the line shall be designed in accordance with one of the following procedures at the District's option:
 - (a) An Applicant, with approval from the District, shall have his or her engineer design the Up-Sized Line. The Applicant shall competitively bid and in accordance with the lowest responsive and responsible bid, construct the extension facility in accordance with the following conditions:
 - (1) The Applicant's engineer will prepare a spreadsheet detailing the Applicant's cost of installation of the line size required in accordance with provisions of District Standards, Section D - Design Standards.
 - (2) The Applicant's engineer will prepare a spreadsheet detailing the cost of the installation of the Up-Sized Line.
 - (3) The Applicant's engineer shall design plans and specifications for both the main size required in accordance with District Standards and Regulations and the Up-Sized Line. The design of the water mains shall be according to District Standards with plan review, revisions, and Plan Approval by District staff.
 - (4) The District shall pay to the Applicant, when the job is completed and accepted by the District, the difference in cost between the cost of the Up-Sized Line based on the lowest responsive and responsible bid and the cost of the installation of the line of the size required to adequately serve his or her Parcel, based on the average of the three lowest responsive and responsible bids. The District shall pay for the Up-Sized Line in accordance with Regulation 9, Section L.
 - (5) The Applicant shall pay to the contractor the full cost of the main installed.

- (6) The Applicant shall pay all of the District's fees, charges and costs required for the installation of the water main.
 - (7) The Applicant shall comply with all applicable regulations of the District and any amendments adopted from time to time by the Board of Directors.
- (b) The District shall design plans and call for separate bidding to construct the Extension Facilities as follows:
- (1) District staff will prepare spreadsheets detailing the cost of installing the line size required in accordance with District Standards, Section D - Design Standards.
 - (2) District staff will prepare spreadsheets detailing the cost of installing the Up-Sized Line.
 - (3) The Applicant shall pay to the District the full cost of the installation of the line of the size required to adequately serve his or her Parcel, based on the average of the three lowest responsive and responsible bids, and the District will pay the difference for the cost of the Up-Sized Line as contained in those bids. Applicant's payment to the District shall be no later than 30 calendar days after the District has awarded the project.
 - (4) The Applicant shall comply with all District Standards and Regulations and any amendments adopted from time to time by the Board of Directors.

F. District Final Plan Approval

The date of the District's final Plan Approval is defined as that date when the District shall, after receipt of all applicable fees, charges, applications and grants of easements, date and sign the Applicant's plans as approved for construction, or where no Extension Facilities are required, on that date when the District shall, after receipt of all applicable fees, charges, application and grants of easements, approve and date the said application. Should Applicant not obtain District's approval of his or her plans, the Applicant shall not be allowed to connect to the District Water System until he or she has obtained final Plan Approval. The District's Final Plan Approval is subject to all time limits and other restrictions provided in this Regulation 7 and such approval does not create any vested right in an Applicant except to the extent provided herein.

G. Expired Plans/Un-Built Projects

If construction of the required extension has not begun on the one-year anniversary date of Plan Approval or the District receives a written statement from an Applicant that the project will not be built, the District shall deem the plans void. The District will refund collected

fees upon the Applicant's written request, except for plan review, hydrant permit, construction water, annexation, and fire hydrant flow test fees. Should an Applicant resubmit plans for approval, the District will review the plans in accordance with District Standards, this Regulation 7 and Regulation 9. New and/or additional fees will be calculated and assessed for review of resubmitted plans. New Plan Approval shall be per Section F hereof.

H. Charges for New or Improved Service Connections

1. Plan Check Fee

A charge shall be assessed by the District for the review of the Applicant's construction plans for new or improved water service. The charge for plan check shall be in accordance with Regulation 3, Section Q.. In addition, the District may charge staff time or consultant fees at cost for any additional services required as part of the review, including but not limited to, hydraulic analyses, site verification, and research. The District shall estimate the cost of reviewing such plans and notify the Applicant of the estimated costs for the services required. The Applicant shall deposit with the District the estimated plan check costs as a condition precedent to plan review. In the event that the actual cost for plan checking incurred by the District exceeds the amount deposited, the Applicant shall pay the excess fees due to the District before final Plan Approval.

2. Service Line Charge

The District charge for the installation of a new metered water service line from the existing water main to an Applicant's Parcel shall equal the District's actual cost of materials, installation, labor, equipment, and normal overhead charges.

3. Service Line Relocation

The District charge for the relocation of a service line from the existing water main to an Applicant's Parcel (which will be relocated according to District Standards) shall equal the District's actual cost of materials, installation, labor, equipment, and normal overhead charges.

4. Water Meters

District charges for installing and setting water meters will consist of the District's actual cost of materials, labor, equipment, installation, and overhead. The installation of a metered New Service shall be charged according to Section H.2 of this Regulation 7, provided that all applicable conditions of the District's Regulations have been satisfied.

5. Facilities Development Charge

To cover a portion of the District's costs incurred for the installation of wells, pumps, and storage and treatment facilities, and to provide a fund for

reimbursement of a portion of Customers' costs of Extension Facilities pursuant to Regulation No. 9, Section A, a Facilities Development Charge will be imposed in accordance with the following schedule for each new or improved service:

Meter Size	Facilities Development Charge*
5/8"	\$4,143
3/4"	\$6,216
1"	\$10,359
1 1/2"	\$20,719
2"	\$33,151
3"	\$66,300
4"	\$103,594
6"	\$207,189
8"	\$372,940
10"	\$497,254
12"	\$699,263

* Each year the Facilities Development Charges will be adjusted to reflect cost changes in materials, labor or real property applied to projects or project capacity. This adjustment in cost is not considered a change in the Facilities Development Charge methodology. The cost adjustment shall be made by applying one or more specific cost indexes or other periodic data sources. A specific cost index or periodic data source must be:

1. A relevant measure of the average change in prices or cost over an identified time period for materials, labor, real property or a combination of the three;
2. Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the Facilities Development Charges methodology;
3. Publicly-available and generally recognized in the utility industry as an authoritative resource for calculating periodic cost adjustments; and
4. Shall be adopted from time to time by Resolution of the Board

The effective date of the recalculated Facilities Development Charges will be April 1st. A comprehensive review and update of Facility Development Charge methodology shall occur at least every five years.

- (a) In the event that the Facilities Development Charge assessed to the Applicant impose a financial burden on his or her project, the Applicant

may request that the District enter into a deferred payment plan on the all of following terms:

- (1) The written application includes a request for deferment of the payment of all or part of the Facilities Development Charge.
- (2) The District Board of Directors must approve the request.
- (3) The request is accompanied by a surety bond or an irrevocable letter of credit in an amount equal to the Facilities Development Charge imposed on the Applicant as specified above, and the specified security is issued by a surety or financial institution authorized to do business and in good standing with the appropriate agency of the State of California.
- (4) The deferment request is accompanied by an executed Contract on a form provided by the District, which Contract includes the provisions of this subsection and provides for the payment of such Facilities Development Charge as may be in effect on the date of payment, together with interest at the legal rate. The Contract also will provide that the Applicant will pay the Facilities Development Charge in full no later than a date that is no more than 12 months from the date of the filing of the Service Application with the District.
- (5) The written application and accompanying plans must comply with all applicable District Standards, Ordinances, and Regulations.
- (6) The deferment rights granted to an Applicant, if any, are not assignable except upon the District's written consent.

6. Supervision and Inspection Charges

A charge shall be assessed for District supervision and inspection of water system improvements. The charge for supervision and inspection shall be in accordance with Regulation 3, Section R.. At the time of service application, the District will estimate the minimum cost for District supervision and inspection of the proposed water system improvements, which the Applicant shall deposit with the District in advance of Plan Approval, in addition to all other charges owing under the District's regulations. In the event that actual supervision and inspection costs for supervision and inspection incurred by the District exceed the amount deposited, the Applicant will pay the excess fees due to the District as a condition precedent to final District acceptance of the water system improvements and connection of service. Should any additional costs be required due to damage to District facilities by Applicant's contractor during construction, the cost shall be billed separately to the contractor. The contractor's payment of billed damages shall be due as a condition of commencing water service and final District acceptance of the improvements.

Should the need for an inspection occur weekdays between 4:30 p.m. and 8:00 a.m. the following day, or on weekends or holidays, the requested inspection shall be scheduled through the District to ensure the availability of personnel for the time requested. Overtime costs for inspections outside of normal business hours by District personnel shall be calculated and paid by the Applicant in advance of scheduling the after-hours work. The overtime charge shall be at least one and one-half (1½) times the standard hourly rate for inspection.

7. Fire Hydrant Flow Test

When requested by the local fire agency having jurisdiction over a project within the District, a fire hydrant flow test will be performed to determine the flow available at the test date. The flow test will only demonstrate the pressure and distribution capabilities at the time and under the conditions existing when the test is performed. The District will not guarantee that the flow test results obtained will be consistent with flows available at all times and under all conditions.

Flow tests will be performed either in the field or using the District's water model. Tests will be performed by District staff as time allows but not to exceed 4 weeks after a request is made. For design purposes, fire flow tests using the water model will be run with the most conservative assumptions reasonable in order to establish the projected worst case conditions prevailing in the District's water system.

A charge will be assessed for the District to supervise and perform the test and to provide written results. The charge shall be in accordance with Regulation 3, Section S.

8. Bacteriological Testing

After installation and disinfection, the District will sample all new Extension Facilities and have the sample tested by a certified laboratory for bacteria. The Extension Facilities will be super-chlorinated and flushed using at least three times the volume of water in the facilities before bacteria testing is to begin. After flushing is complete, the first set of bacteria testing will be collected from the Extension Facilities. Twenty-four (24) hours after the first collection, a second set of bacteria testing will be collected. If the new Extension Facilities fail to meet applicable federal, state and local bacteriological standards, the Applicant will be responsible for re-disinfecting and re-testing those facilities until they pass. A charge for this test and any required retests will be assessed in accordance to Regulation 3, Section J.

9. Backflow Prevention Assembly Test Charge

A charge will be assessed for the District to test all Backflow Prevention Assemblies as part of a new development to verify the operating status of each such device. If a Backflow Prevention Assembly does not pass the first inspection, the Applicant will be required to repair the Backflow Prevention Assembly and re-test

it at the Applicant's expense. Each backflow test charge shall be in accordance with Regulation 3, Section D.

10. Environmental Document Charge

Whenever the District determines that an environmental impact report or other environmental document is required for a proposed Extension Facility necessary to serve an Applicant's Parcel, the District will estimate the cost of preparing such a document, including overhead expenses, preparation, and hearings. In addition to all other costs that may be due to the District for provision of service, the Applicant shall deposit with the District the estimated Environmental Document Charge as a condition precedent to the District's approval of an environmental document. In the event that the actual cost to prepare an environmental document exceeds the amount deposited, the Applicant will pay the excess amount before Final Approval. If the deposit exceeds the cost, the District will refund the balance.

In the event that the Applicant delivers to the District a certified copy of an environmental document duly approved and filed by the County of Sacramento relevant to the Applicant's Parcel, the District may determine, in its sole discretion, that the provisions of this paragraph do not apply.

11. Furnish-Only Fees

Meters, as shown on the standard detail drawing of the District Standards, are required on all new or improved Service Connections and shall be Furnish-Only Materials by the District. The District will charge fees for Furnish-Only Materials to an Applicant in accordance with the number, the cost, and the District's inventory and overhead cost for furnishing the required Meter(s).

I. Water Service

The District shall make water service available to an Applicant's new or improved Service Connection subject to the following terms and conditions:

1. No service shall be granted or continued unless an Applicant has filed an application for service on a District-furnished form.
 - (a) All new construction, improved Parcels, and replacement mains shall have a Meter installed on the Principal Boundary no more than one foot behind a sidewalk or curb.
 - (b) Monthly water billing shall be computed on actual consumption based on the Metered Rates in Regulation No. 3.
 - (c) A separate Service Connection and Meter shall be installed on each Parcel. A separate Service Connection may include multiple meters except as otherwise limited by this Regulation 7.

- (d) If a Parcel is found to be served by more than one Service Connection, it will be at the sole discretion of the District, in consultation with the Customer, to determine how the parcel will receive water through a metered connection(s). The owner of the parcel will be responsible for the cost of any changes to the service configuration, including the abandonment of any existing unused Service Connection or the upgrade to District current standards of additional Service Connections as determined necessary by the District.
 - (e) The minimum water service size for a new residential Service Connection shall be one inch in diameter.
 - (f) No more than one Service Connection per Single Family Residential Parcel will be permitted unless otherwise determined by the District.
 - (g) Each residential unit is required to have its own District-approved Service Connection.
 - (h) A separate metered irrigation service shall be required for all non-residential units.
 - (i) No credit will be allowed for vacancies in multiple family residential units.
 - (j) All non-residential services and multi-family residential structures containing 5 or more units fed from a single connection services shall have water meters with an approved Backflow Prevention Assembly.
2. Use of a 5/8" meter shall be limited to multi-family residential units fed by a single water service such as, but not limited to, duplexes, triplexes, fourplexes, apartment buildings with five or more residential units, and condominiums.
3. Voluntary Meter Installation on an Existing Residential Service
- (a) At a Customer's request, the District will install a permanent Meter on an existing un-metered Service Connection for a residential Parcel at no direct charge. However, should the Parcel be within a current main replacement project area that is scheduled for a new water service installation a new meter will be installed only after the installation of the new water main.
 - (b) Upon installation of a Meter, the District will compute and charge the Parcel's water bill based on actual consumption at the Metered Rates stated in Regulation No. 3.

J. Connection to Facilities Extended by District

1. If an Applicant for water service to a Parcel fronting Extension Facilities built with District funds desires to connect to such facilities, he or she shall deposit with the District, together with a New Service application, a portion of the total cost of designing

and installing the Extension Facilities. The Applicant's cost share shall be determined by comparing the length of the Applicant's frontage along the right-of-way in which the water service facilities will or have been located to the total combined frontage along said right-of-way of all Parcels served by the Extension Facilities. The District also will calculate and charge all other applicable fees and charges established by District Regulations.

2. If an Applicant chooses, payment of the costs and charges to connect to District-constructed Extension Facilities as defined in Regulation 9, Section A may be deferred for a period not to exceed 12 months from the date on which the District approves the Application for Water Service, provided:
 - (a) The Applicant requests the District defer the charges in writing before the date the application is approved, and
 - (b) The full amount of such fees and charges together with interest thereon at the legal rate is guaranteed by a surety bond issued by a surety company acceptable to the District, and the Applicant executes an agreement to make such payment together with interest at the legal rate within the 12-month deferment period, and
 - (c) The deferment is not transferable.
3. Reimbursement for eligible costs of Extension Facilities as defined by Regulation 9, Section A will not be made until all connection charges have been paid by the Applicant.

K. Abandonment of Service Line

The District charge for the abandonment of an existing water service from the existing water main to the Applicant's Parcel shall equal the District's actual cost of materials, labor, equipment and normal overhead charges. The charge for service abandonment shall be in accordance with Regulation 3, Section T.

L. Existing Services

All Service Connections that are not directly affected by an improvement, but which exist on a Parcel to be improved, shall be upgraded to current District Standards if the Landowner intends to use such service(s) in the future. If the unaffected Service Connection(s) will not be used, the Landowner shall be required to abandon such service(s) in accordance with District Standards. This requirement applies to all services that serve other buildings or appurtenances on the Parcel being improved.

District-required upgrades of existing Service Connection(s) shall include, but are not limited to, repair, upgrade and/or replacement of existing facilities to current District Standards.

Credit will be given for existing unused services on improvement projects affecting the Parcel. Credit will be given in the amount of the existing Facilities Development Charge on the Plan Approval date, subject to abandonment of the unused Service Connection(s) as required herein. Credit will only apply to new Facilities Development Charges and will not exceed the total for the project.

M. Existing Services on Split Parcels

After a parcel split, the existing service will serve only the Parcel on which it is installed. If any unserved portion of a split Parcel will be developed, the Landowner shall be required to install a New Service on such Parcel in accordance with all applicable District Standards, Ordinances, and Regulations.

Regulation No. 7 New or Additional Service Connections

Adopted: July 19, 2004

Amended: March ~~16~~15, ~~2020~~2021

Water Service from Sacramento Suburban Water District is not transferable or assignable and is subject to full compliance with the District's Regulations Governing Water Service, including the following terms and conditions:

A. New or Additional Service Connections Generally

No New Service shall be connected to the District Water System unless there exists a District water main in a street or right-of-way fronting an Applicant's property accessible to the proposed location of the Applicant's service. A New Service will be located only in the front of a Parcel if an existing water main fronts a Customer's property. A New Service shall only be permitted in a backyard when no other viable option is available. A District water main available to serve a New Service shall have Adequate and Reserve Capacity and pressure to provide safe and reliable water service for domestic and fire protection use as solely and conclusively determined by the District. The District, in determining the adequacy of the existing facilities, will take into consideration all factors such as the water requirements of the project to be served by a New Service, the flows required for fire protection, and whether the use of the water will significantly impair service to existing Customers. If the District determines that the New Service will not be connected into the District Water System unless the Applicant provides such adequate extensions or additions as may be necessary in accordance with District Standards, regulations, and Master Plan, then the District shall determine the location, capacity, and design of such extensions or additions and provide its determination to the Applicant. In making this determination, the District may consider all factors, including but not limited to, anticipated future land uses, water requirements, the desirability of looping water mains to increase reliability and adequacy of service, required flows needed for fire protection, and the long range plans for capital improvements of the District Water System. The District's determination will be conclusive on the Applicant.

B. No Prior Service

1. Adequate Main Abuts Applicant's Parcel

A New Service will be connected provided the following conditions are fulfilled:

- (a) The Parcel to be served is within the District's geographical boundaries or is annexed to the District in accordance with an order of LAFCO;
- (b) The Applicant's Parcel is or has been made subject to applicable bonded indebtedness of the District, if any;

- (c) The District possesses adequate water supply to serve the Applicant's requested needs;
- (d) A District water main of Adequate and Reserve Capacity exists in a public right-of-way fronting the Principal Boundary or Principal Boundaries of the Applicant's Parcel, where the public right-of-way is less than 80 feet wide. For public rights-of-way 80 feet or wider, a water main of Adequate and Reserve Capacity shall exist fronting the Applicant's Principal Boundary from within the area measured from the centerline of the public right-of-way to the Applicant's property line contiguous to the public right-of-way; and
- (e) An Application for Water Service has been filed with the District in compliance with Section D, hereof.

2. No Adequate Main Abuts Applicant's Parcel

Service will be connected provided the following conditions are fulfilled:

- (a) The Parcel to be served is within the District's geographical boundaries or is annexed to the District in accordance with an order of LAFCO;
- (b) The Applicant's Parcel is or has been made subject to applicable bonded indebtedness of the District, if any;
- (c) The District possesses adequate water supply to serve the Applicant's requested needs;
- (d) The Applicant will provide a main of Adequate and Reserve Capacity at his/her own cost and expense, which main shall be constructed in a public right-of-way fronting the entire frontage of the Applicant's Parcel or an approved easement. Should the Applicant's Parcel front two or more rights-of-way, the Applicant shall be required to install the main along the Parcel's Principal Boundary as designated in the District's Master Plan as the right-of-way necessary to provide for future extension of the District Water System. Should the Applicant be required to service the Parcel from a right-of-way other than the principal right-of-way (service shall also mean fire service if required by the applicable fire agency), then the Applicant shall be required to install water mains of Adequate and Reserve Capacity along both the principal and the service frontage. All provisions for main extensions shall be in accordance with all applicable District Standards, Regulations, Master Plans; and
- (e) An Application for Water Service has been filed with the District in compliance with Section D, hereof.

C. Prior Service

1. A Parcel to which service has been discontinued will be re-connected upon the filing of a new application together with the payment of all fees and the upgrade of all District facilities affected by the re-connection as required by District Regulations.
2. If any one of the following, but not limited to, conditions exists on an Applicant's Parcel, the District will require an upgrade of the existing service before reconnection to the District Water System will be permitted:
 - (a) An improvement on the Parcel requires an increase in water pressure or quantity. The District's increase of water pressure or quantity determination shall be based on the quantity of added water use facilities to be installed as a result of the improvement. The Applicant's engineer shall submit to the District a record of all the plumbing fixtures and flows required to serve all existing and proposed improvements on the Applicant's Parcel. Based on this information, the District shall determine if the existing service is adequate to serve the Premises. The District shall use AWWA Standards to determine the adequacy of all services and the consequent need for upgrades.
 - (b) An improvement on the Parcel requires increased water pressure or quantity in order to meet fire demand as computed under the fire suppression rating schedule, published by the California Fire Code (Edition 2013, or latest edition).
 - (c) An improvement changes a multiple unit Premises from master-metered to individually-metered units.
3. In those cases when service has not been interrupted but the Parcel has been improved, the provisions and requirements of Regulations Nos. 7 and 9 hereof shall apply if any one of the conditions described above in subparagraph 2 exists.

D. Application for Service

1. The District will not provide or continue service to any Parcel unless the present Landowner has filed an Application for Water Service with the District.
2. Application for service shall be made in writing on forms provided by the District and signed by the Landowner.
3. Applications shall be supported by plat maps and a legal description of the Parcel, and a project description that includes construction type and number of living units, plan of water distribution, project approval by the appropriate fire service district, the planned service date, the name and billing address of the Landowner, the domestic water requirements in gallons per minute, and the total fire-flow

requirements, as well as the location of existing and/or proposed fire hydrants to meet applicable fire-flow requirements.

4. The failure of an Applicant to request the connection of his or her Parcel to the District Water System within one year of the District's Plan Approval shall automatically terminate the application and entitle the Applicant to the return of all fees paid except the plan check fee, any annexation fee, and other fees as described in Subsection G hereof. A request for refunding of fees shall be made in writing to the District.
5. The Applicant must deposit with the District, on or before the Plan Approval date, an amount equal to the cost of all Extension Facilities proposed to be constructed by the District, together with all service charges, fees, and Facilities Development Charges in effect on the date of the Final Approval.
6. Any decision by the District's staff concerning an application for service is appealable to the District Board of Directors or the Board's Facilities and Operations Committee. An Applicant's appeal must comply with the applicable requirements provided in Regulation 17, Procedures for Variance Application.
7. In situations where a retail municipal water supplier must allocate service connections due to supply limitations, Government Code section 65889.7 requires the District to provide a service priority to proposed residential developments that include units affordable to lower income households, as such are defined in Health & Safety Code sections 50052.5, 50053 and 50079.5. The District currently has sufficient supplies to serve all anticipated new demands and given its largely built-out condition, expects to have sufficient supplies to meet all future new demands. If, however, an allocation of new services becomes necessary, the following states the District's low income housing priority policy. An application for service to a proposed development that includes housing units affordable to lower income households, as defined by Government Code section 65589.7(d)(1), shall not be denied, conditionally approved, or the amount of service applied for reduced without specific written findings that the denial, condition, or reduction is necessary due to one or more of the following:
 - a. The District does not have "sufficient water supply," as defined in paragraph (2) of subdivision (a) of Section 66473.7, or is operating under a water shortage emergency or distribution capacity to serve the needs of the proposed development, as demonstrated by a written engineering analysis and report;
 - b. The District is subject to a compliance order issued by the State Department of Public Health that prohibits new water connections;
 - c. The Applicant has failed to agree to reasonable terms and conditions relating to the provisions of service generally applicable to development projects seeking service from the District, including, but not limited, the requirements of local, state, or federal laws and regulations or payment

of a connection fee or capacity charge imposed pursuant to Government Code section 66013.

In accordance with Water Code section 10631.1, the District will include in its Urban Water Management Plans projections of water use by single- and multiple-family housing needed for low income families.

E. Water Main Sizes

1. The size of water mains to be installed in accordance with this Regulation 7 shall be in compliance with District Standards, Section D - Design Standards.
2. Whenever Extension Facilities are required to be installed in accordance with this Regulation 7, the District may require, in accordance with its approved Master Plan and for the purposes of public convenience, necessity, and safety, the installation of an Up-Sized Line. Whenever the District requires the installation of an Up-Sized Line, the line shall be designed in accordance with one of the following procedures at the District's option:
 - (a) An Applicant, with approval from the District, shall have his or her engineer design the Up-Sized Line. The Applicant shall competitively bid and in accordance with the lowest responsive and responsible bid, construct the extension facility in accordance with the following conditions:
 - (1) The Applicant's engineer will prepare a spreadsheet detailing the Applicant's cost of installation of the line size required in accordance with provisions of District Standards, Section D - Design Standards.
 - (2) The Applicant's engineer will prepare a spreadsheet detailing the cost of the installation of the Up-Sized Line.
 - (3) The Applicant's engineer shall design plans and specifications for both the main size required in accordance with District Standards and Regulations and the Up-Sized Line. The design of the water mains shall be according to District Standards with plan review, revisions, and Plan Approval by District staff.
 - (4) The District shall pay to the Applicant, when the job is completed and accepted by the District, the difference in cost between the cost of the Up-Sized Line based on the lowest responsive and responsible bid and the cost of the installation of the line of the size required to adequately serve his or her Parcel, based on the average of the three lowest responsive and responsible bids. The District shall pay for the Up-Sized Line in accordance with Regulation 9, Section L.
 - (5) The Applicant shall pay to the contractor the full cost of the main installed.

- (6) The Applicant shall pay all of the District's fees, charges and costs required for the installation of the water main.
 - (7) The Applicant shall comply with all applicable regulations of the District and any amendments adopted from time to time by the Board of Directors.
- (b) The District shall design plans and call for separate bidding to construct the Extension Facilities as follows:
- (1) District staff will prepare spreadsheets detailing the cost of installing the line size required in accordance with District Standards, Section D - Design Standards.
 - (2) District staff will prepare spreadsheets detailing the cost of installing the Up-Sized Line.
 - (3) The Applicant shall pay to the District the full cost of the installation of the line of the size required to adequately serve his or her Parcel, based on the average of the three lowest responsive and responsible bids, and the District will pay the difference for the cost of the Up-Sized Line as contained in those bids. Applicant's payment to the District shall be no later than 30 calendar days after the District has awarded the project.
 - (4) The Applicant shall comply with all District Standards and Regulations and any amendments adopted from time to time by the Board of Directors.

F. District Final Plan Approval

The date of the District's final Plan Approval is defined as that date when the District shall, after receipt of all applicable fees, charges, applications and grants of easements, date and sign the Applicant's plans as approved for construction, or where no Extension Facilities are required, on that date when the District shall, after receipt of all applicable fees, charges, application and grants of easements, approve and date the said application. Should Applicant not obtain District's approval of his or her plans, the Applicant shall not be allowed to connect to the District Water System until he or she has obtained final Plan Approval. The District's Final Plan Approval is subject to all time limits and other restrictions provided in this Regulation 7 and such approval does not create any vested right in an Applicant except to the extent provided herein.

G. Expired Plans/Un-Built Projects

If construction of the required extension has not begun on the one-year anniversary date of Plan Approval or the District receives a written statement from an Applicant that the project will not be built, the District shall deem the plans void. The District will refund collected

fees upon the Applicant's written request, except for plan review, hydrant permit, construction water, annexation, and fire hydrant flow test fees. Should an Applicant resubmit plans for approval, the District will review the plans in accordance with District Standards, this Regulation 7 and Regulation 9. New and/or additional fees will be calculated and assessed for review of resubmitted plans. New Plan Approval shall be per Section F hereof.

H. Charges for New or Improved Service Connections

1. Plan Check Fee

A charge shall be assessed by the District for the review of the Applicant's construction plans for new or improved water service. ~~The charge for plan check shall be in accordance with Regulation 3, Section Q. The charge will be assessed at the rate of \$90.00 per hour for each District employee assigned to the review.~~ In addition, the District may charge staff time or consultant fees at cost for any additional services required as part of the review, including but not limited to, hydraulic analyses, site verification, and research. The District shall estimate the cost of reviewing such plans and notify the Applicant of the estimated costs for the services required. The Applicant shall deposit with the District the estimated plan check costs as a condition precedent to plan review. In the event that the actual cost for plan checking incurred by the District exceeds the amount deposited, the Applicant shall pay the excess fees due to the District before final Plan Approval. ~~The charge for Plan Review shall be in accordance with Regulation 3, Section R.~~

2. Service Line Charge

The District charge for the installation of a new metered water service line from the existing water main to an Applicant's Parcel shall equal the District's actual cost of materials, installation, labor, equipment, and normal overhead charges. ~~The charge for the installation of a new service line shall be in accordance with Regulation 3, Section U.~~

3. Service Line Relocation

The District charge for the relocation of a service line from the existing water main to an Applicant's Parcel (which will be relocated according to District Standards) shall equal the District's actual cost of materials, installation, labor, equipment, and normal overhead charges. ~~The charge for relocation of a service line shall be in accordance with Regulation 3, Section V.~~

4. Water Meters

District charges for installing and setting water meters will consist of the District's actual cost of materials, labor, equipment, installation, and overhead. The installation of a metered New Service shall be charged according to Section H.2 of this Regulation 7, provided that all applicable conditions of the District's Regulations have been satisfied. ~~When the only service rendered is restoring water~~

~~service by reinstalling a Meter, a charge will be assessed in accordance to Regulation 3, Section I for each reinstallation.~~

5. Facilities Development Charge

To cover a portion of the District's costs incurred for the installation of wells, pumps, and storage and treatment facilities, and to provide a fund for reimbursement of a portion of Customers' costs of Extension Facilities pursuant to Regulation No. 9, Section A, a Facilities Development Charge will be imposed in accordance with the following schedule for each new or improved service:

Meter Size	Facilities Development Charge*
5/8"	\$4,056 <u>4,143</u>
3/4"	\$6,085 <u>6,216</u>
1"	\$10,141 <u>10,359</u>
1 1/2"	\$20,282 <u>20,719</u>
2"	\$32,452 <u>33,151</u>
3"	\$64,903 <u>66,300</u>
4"	\$101,411 <u>103,594</u>
6"	\$ 202,823 <u>207,189</u>
8"	\$365,081 <u>372,940</u>
10"	\$486,775 <u>497,254</u>
12"	\$684,527 <u>699,263</u>

* Each year the Facilities Development Charges will be adjusted to reflect cost changes in materials, labor or real property applied to projects or project capacity. This adjustment in cost is not considered a change in the Facilities Development Charge methodology. The cost adjustment shall be made by applying one or more specific cost indexes or other periodic data sources. A specific cost index or periodic data source must be:

1. A relevant measure of the average change in prices or cost over an identified time period for materials, labor, real property or a combination of the three;
2. Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the Facilities Development Charges methodology;
3. Publicly-available and generally recognized in the utility industry as an authoritative resource for calculating periodic cost adjustments; and
4. Shall be adopted from time to time by Resolution of the Board

The effective date of the recalculated Facilities Development Charges will be April 1st. A comprehensive review and update of Facility Development Charge methodology shall occur at least every five years.

- (a) In the event that the Facilities Development Charge assessed to the Applicant impose a financial burden on his or her project, the Applicant may request that the District enter into a deferred payment plan on the all of following terms:
- (1) The written application includes a request for deferment of the payment of all or part of the Facilities Development Charge.
 - (2) The District Board of Directors must approve the request.
 - (3) The request is accompanied by a surety bond or an irrevocable letter of credit in an amount equal to the Facilities Development Charge imposed on the Applicant as specified above, and the specified security is issued by a surety or financial institution authorized to do business and in good standing with the appropriate agency of the State of California.
 - (4) The deferment request is accompanied by an executed Contract on a form provided by the District, which Contract includes the provisions of this subsection and provides for the payment of such Facilities Development Charge as may be in effect on the date of payment, together with interest at the legal rate. The Contract also will provide that the Applicant will pay the Facilities Development Charge in full no later than a date that is no more than 12 months from the date of the filing of the Service Application with the District.
 - (5) The written application and accompanying plans must comply with all applicable District Standards, Ordinances, and Regulations.
 - (6) The deferment rights granted to an Applicant, if any, are not assignable except upon the District's written consent.

6. Supervision and Inspection Charges

A charge shall be assessed for District supervision and inspection of water system improvements. The charge for Ssupervision and Inspection shall be in accordance with Regulation 3, Section RS. ~~based upon hourly rate of \$75.00 per hour.~~ At the time of service application, the District will estimate the minimum cost for District supervision and inspection of the proposed water system improvements, which the Applicant shall deposit with the District in advance of Plan Approval, in addition to all other charges owing under the District's regulations. In the event that actual supervision and inspection costs for supervision and inspection incurred by the

District exceed the amount deposited, the Applicant will pay the excess fees due to the District as a condition precedent to final District acceptance of the water system improvements and connection of service. Should any additional costs be required due to damage to District facilities by Applicant's contractor during construction, the cost shall be billed separately to the contractor. The contractor's payment of billed damages shall be due as a condition of commencing water service and final District acceptance of the improvements. ~~The charge for Supervision and Inspection shall be in accordance with Regulation 3, Section S.~~

Should the need for an inspection occur weekdays between 4:30 p.m. and 8:00 a.m. the following day, or on weekends or holidays, the requested inspection shall be scheduled through the District to ensure the availability of personnel for the time requested. Overtime costs for inspections outside of normal business hours by District personnel shall be calculated and paid by the Applicant in advance of scheduling the after-hours work. The overtime charge shall be at least one and one-half (1½) times the standard hourly rate for inspection.

7. Fire Hydrant Flow Test

When requested by the local fire agency having jurisdiction over a project within the District, a fire hydrant flow test will be performed to determine the flow available at the test date. The flow test will only demonstrate the pressure and distribution capabilities at the time and under the conditions existing when the test is performed. The District will not guarantee that the flow test results obtained will be consistent with flows available at all times and under all conditions.

Flow tests will be performed either in the field or using the District's water model. Tests will be performed by District staff as time allows but not to exceed 4 weeks after a request is made. For design purposes, fire flow tests using the water model will be run with the most conservative assumptions reasonable in order to establish the projected worst case conditions prevailing in the District's water system.

A charge will be assessed for the District to supervise and perform the test and to provide written results. The charge shall be in accordance with Regulation 3, Section ~~FS~~.

8. Bacteriological Testing

After installation and disinfection, the District will sample all new Extension Facilities and have the sample tested by a certified laboratory for bacteria. The Extension Facilities will be super-chlorinated and flushed using at least three times the volume of water in the facilities before bacteria testing is to begin. After flushing is complete, the first set of bacteria testing will be collected from the Extension Facilities. Twenty-four (24) hours after the first collection, a second set of bacteria testing will be collected. If the new Extension Facilities fail to meet applicable federal, state and local bacteriological standards, the Applicant will be responsible for re-disinfecting and re-testing those facilities until they pass. A

charge for this test and any required retests will be assessed in accordance to Regulation 3, Section J.

9. Backflow Prevention Assembly Test Charge

A charge will be assessed for the District to test all Backflow Prevention Assemblies as part of a new development to verify the operating status of each such device. If a Backflow Prevention Assembly does not pass the first inspection, the Applicant will be required to repair the Backflow Prevention Assembly and re-test it at the Applicant's expense. Each backflow test charge shall be in accordance with Regulation 3, Section D.

10. Environmental Document Charge

Whenever the District determines that an environmental impact report or other environmental document is required for a proposed Extension Facility necessary to serve an Applicant's Parcel, the District will estimate the cost of preparing such a document, including overhead expenses, preparation, and hearings. In addition to all other costs that may be due to the District for provision of service, the Applicant shall deposit with the District the estimated Environmental Document Charge as a condition precedent to the District's approval of an environmental document. In the event that the actual cost to prepare an environmental document exceeds the amount deposited, the Applicant will pay the excess amount before Final Approval. If the deposit exceeds the cost, the District will refund the balance.

In the event that the Applicant delivers to the District a certified copy of an environmental document duly approved and filed by the County of Sacramento relevant to the Applicant's Parcel, the District may determine, in its sole discretion, that the provisions of this paragraph do not apply.

11. Furnish-Only Fees

Meters, as shown on the standard detail drawing of the District Standards, are required on all new or improved Service Connections and shall be Furnish-Only Materials by the District. The District will charge fees for Furnish-Only Materials to an Applicant in accordance with the number, the cost, and the District's inventory and overhead cost for furnishing the required Meter(s).

I. Water Service

The District shall make water service available to an Applicant's new or improved Service Connection subject to the following terms and conditions:

1. No service shall be granted or continued unless an Applicant has filed an application for service on a District-furnished form.
 - (a) All new construction, improved Parcels, and replacement mains shall have a Meter installed on the Principal Boundary no more than one foot behind a sidewalk or curb.

- (b) Monthly water billing shall be computed on actual consumption based on the Metered Rates in Regulation No. 3.
 - (c) A separate Service Connection and Meter shall be installed on each Parcel. A separate Service Connection may include multiple meters except as otherwise limited by this Regulation 7.
 - (d) If a Parcel is found to be served by more than one Service Connection, it will be at the sole discretion of the District, in consultation with the Customer, to determine how the parcel will receive water through a metered connection(s). The owner of the parcel will be responsible for the cost of any changes to the service configuration, including the abandonment of any existing unused Service Connection or the upgrade to District current standards of additional Service Connections as determined necessary by the District.
 - (e) The minimum water service size for a new residential Service Connection shall be one inch in diameter.
 - (f) No more than one Service Connection per Single Family Residential Parcel will be permitted unless otherwise determined by the District.
 - (g) Each residential unit is required to have its own District-approved Service Connection.
 - (h) A separate metered irrigation service shall be required for all non-residential units.
 - (i) No credit will be allowed for vacancies in multiple family residential units.
 - (j) All non-residential services and multi-family residential structures containing 5 or more units fed from a single connection services shall have water meters with an approved Backflow Prevention Assembly.
2. Use of a 5/8" meter shall be limited to multi-family residential units fed by a single water service such as, but not limited to, duplexes, triplexes, fourplexes, apartment buildings with five or more residential units, and condominiums.
3. Voluntary Meter Installation on an Existing Residential Service
- (a) At a Customer's request, the District will install a permanent Meter on an existing un-metered Service Connection for a residential Parcel at no direct charge. However, should the Parcel be within a current main replacement project area that is scheduled for a new water service installation a new meter will be installed only after the installation of the new water main.

- (b) Upon installation of a Meter, the District will compute and charge the Parcel's water bill based on actual consumption at the Metered Rates stated in Regulation No. 3.

J. Connection to Facilities Extended by District

1. If an Applicant for water service to a Parcel fronting Extension Facilities built with District funds desires to connect to such facilities, he or she shall deposit with the District, together with a New Service application, a portion of the total cost of designing and installing the Extension Facilities. The Applicant's cost share shall be determined by comparing the length of the Applicant's frontage along the right-of-way in which the water service facilities will or have been located to the total combined frontage along said right-of-way of all Parcels served by the Extension Facilities. The District also will calculate and charge all other applicable fees and charges established by District Regulations.
2. If an Applicant chooses, payment of the costs and charges to connect to District-constructed Extension Facilities as defined in Regulation 9, Section A may be deferred for a period not to exceed 12 months from the date on which the District approves the Application for Water Service, provided:
 - (a) The Applicant requests the District defer the charges in writing before the date the application is approved, and
 - (b) The full amount of such fees and charges together with interest thereon at the legal rate is guaranteed by a surety bond issued by a surety company acceptable to the District, and the Applicant executes an agreement to make such payment together with interest at the legal rate within the 12-month deferment period, and
 - (c) The deferment is not transferable.
3. Reimbursement for eligible costs of Extension Facilities as defined by Regulation 9, Section A will not be made until all connection charges have been paid by the Applicant.

K. Abandonment of Service Line

The District charge for the abandonment of an existing water service from the existing water main to the Applicant's Parcel shall equal the District's actual cost of materials, labor, equipment and normal overhead charges. The charge for service abandonment shall be in accordance with Regulation 3, Section ~~WT~~.

L. Existing Services

All Service Connections that are not directly affected by an improvement, but which exist on a Parcel to be improved, shall be upgraded to current District Standards if the Landowner intends to use such service(s) in the future. If the unaffected Service

Connection(s) will not be used, the Landowner shall be required to abandon such service(s) in accordance with District Standards. This requirement applies to all services that serve other buildings or appurtenances on the Parcel being improved.

District-required upgrades of existing Service Connection(s) shall include, but are not limited to, repair, upgrade and/or replacement of existing facilities to current District Standards.

Credit will be given for existing unused services on improvement projects affecting the Parcel. Credit will be given in the amount of the existing Facilities Development Charge on the Plan Approval date, subject to abandonment of the unused Service Connection(s) as required herein. Credit will only apply to new Facilities Development Charges and will not exceed the total for the project.

M. Existing Services on Split Parcels

After a parcel split, the existing service will serve only the Parcel on which it is installed. If any unserved portion of a split Parcel will be developed, the Landowner shall be required to install a New Service on such Parcel in accordance with all applicable District Standards, Ordinances, and Regulations.



Agenda Item: 5

Date: March 15, 2021

Subject: Regional Water Authority - Water Resilience Program

Staff Contact: Dan York, General Manager

Recommended Board Action:

Approve participation in the Regional Water Authority's Water Resilience Program and authorize the General Manager to execute the agreement, subject to legal review.

Discussion:

This item was brought to the Board at the February 22, 2021 regular Board meeting with a staff recommendation to approve the subject program. The Board requested a follow-up on four items, which are listed below:

1. How the fee schedule was developed: The proposed fee schedule is based solely on the program cost. Depending on how many agencies participate in the subject program, the cost is split equally between those agencies. There are currently nine agencies who voiced their participation verbally, pending approval from their respective board/council. The subject program is \$168,000 annually. Depending on the number of participants, the cost for the District to participate could range as high as \$24,000 for 2021.
2. Why was the word "resilience" utilized in the title of the program: Resilience is a measure of how much you want something and how much you are willing, and able, to overcome obstacles to get it. Knowing how to cope in spite of setbacks, barriers, or limited resources. The program is developed to help protect water supplies.
3. Participating agencies approved to participate in the program: As previously listed in the February 22nd staff report, the following agencies have obtained approval from their board/council; City of Roseville, City of Sacramento, County of Sacramento, El Dorado Irrigation District, Placer County Water Agency, and Golden State Water Company.
4. Inconsistencies in draft agreement: The attached agreement is draft and will be finalized once the list of agencies have obtained approval from their respective board/councils, which will also set the fee per participant.

Discussion:

Multiple Regional Water Authority (RWA) member agencies have requested that RWA provide support for important regional initiatives and have approached RWA to establish a subscription based staff position to provide this support. RWA staff proposed that a new position, Manager of Strategic Affairs, be created to coordinate the region's response to the Water Quality Control Plan Update process and other regulatory matters affecting the region's water supplies, and to engage on matters for the purpose of maintaining and improving the Sacramento region's access to water supplies. These responsibilities include coordinating the region's work engagement on regulatory matters that affect water management, increasing the opportunities for RWA's member agencies in obtaining funding for their programs and projects, and other related additional responsibilities. The RWA Executive Committee approved this item at its August 26, 2020 and the RWA Board approved the program, by a unanimous vote, at the September 10, 2020, RWA Board meeting.

As mentioned at the February 22, 2021 regular Board meeting, the recruitment for the Manager of Strategic Affairs was very successful, as Michelle Banonis accepted the subject position. Ms. Banonis was the Assistant Chief Deputy Director at the Department of Water Resources. Ms. Banonis' prior work includes Area Manager for the Bay Delta Office at the U.S. Bureau of Reclamation, along with several other key positions at Reclamation including: special assistant to the Regional Director, California WaterFix program manager, and restoration goal supervisor for the San Joaquin River Restoration Program.

The following agencies are still pending to obtain approval from their governing board/council; El Dorado County Water Agency, Sacramento Suburban Water District, and SMUD.

Fiscal Impact:

The Water Resilience Program is \$168,000 annually. Depending on the number of participants, currently the cost for the District to participate could be as high as \$24,000 for 2021. Funds are in the CY2021 Budget.

ATTACHMENT 1

REGIONAL WATER AUTHORITY PROGRAM AGREEMENT

WATER RESILIENCE PROGRAM

This Agreement is made and entered into as of the ____ day of _____, 2021, by and between the Regional Water Authority (“RWA”), a joint exercise of powers authority formed under California Government Code section 6500, and following, and the Members and Contracting Entities of RWA listed in Exhibit 1 to this Agreement, upon their execution of this Agreement (who are collectively referred to in this Agreement as “Participants”), to provide for carrying out a project or program that is within the authorized purposes of RWA, and sharing in the cost and benefits by the Participants.

RECITALS

A. RWA is a joint powers authority, formed to serve and represent regional water supply interests and to assist its members in protecting and enhancing the reliability, availability, affordability and quality of water resources.

B. The joint powers agreement (“RWA JPA”) pursuant to which RWA was formed and operates, and as was amended on October 8, 2013, authorizes RWA to enter into a “Project or Program Agreement,” which is defined in the RWA JPA as an agreement between RWA and two or more of its Members or Contracting Entities to provide for carrying out a project or program that is within the authorized purposes of RWA, and sharing in the cost and benefits by the parties to the Project or Program Agreement.

C. Article 21 of the RWA JPA states: “The Regional Authority’s projects are intended to facilitate and coordinate the development, design, construction, rehabilitation, acquisition or financing of water-related facilities (including sharing in the cost of federal, State or local projects) on behalf of Members and/or Contracting Entities. The Regional Authority may undertake the development, design, construction, rehabilitation, acquisition or funding of all or any portion of such projects on behalf of Members and/or Contracting Entities in the manner and to the extent authorized by such Members and/or Contracting Entities as provided in this Agreement, but shall not accomplish these functions, nor acquire or own water-related facilities in its own name.”

D. Article 22 of the RWA JPA states: “Prior to undertaking a project or program, the Members and/or Contracting Entities who elect to participate in a project or program shall enter into a Project or Program Agreement. Thereafter, all assets, benefits and obligations attributable to the project shall be assets, benefits and obligations of those Members and/or Contracting Entities that have entered into the Project or Program Agreement. Any debts, liabilities, obligations or indebtedness incurred by the Regional Authority in regard to a particular project or program,

including startup costs advanced by the Regional Authority, shall be obligations of the participating Members and/or Contracting Entities, and shall not be the debts, liabilities, obligations and indebtedness of those Members and/or Contracting Entities who have not executed the Project or Program Agreement.”

E. RWA and the Participants desire to carry out a program as more fully described below and share in the costs and benefits of the program, as a Project or Program Agreement as provided for in Articles 21 and 22 of the RWA JPA.

In consideration of the promises, terms, conditions and covenants contained herein, the parties to this Agreement hereby agree as follows:

1. Recitals Incorporated. The foregoing recitals are hereby incorporated by reference.

2. Defined Terms. Terms defined in the RWA JPA will have the same meaning in this Agreement.

3. Description of the Program. The RWA and the Participants desire to carry create and carry out a Water Resilience Program. The RWA Water Resilience Program will help support member agency efforts to improve water resilience in the greater Sacramento region and will include, but are not limited to, the tasks listed below:

- To work with the Bureau of Reclamation to promote mitigation measures need to adapt to the projected impacts of climate change to the American River basin and to ensure the Region’s interests are being taken into account by Reclamation.
- To provide support for grant applications and other funding requests that provide for reliability and resilient water supplies.
- To provide support to the Federal Affairs Standing Committee such as local implementation of project appropriations and grant processes, coordination with the Bureau of Reclamation Great Basin Office, Army Corp of Engineers locally and in Washington, DC (in a support role).
- To lead an evaluation and make recommendations for better integration of lower and upper watershed planning.
- To provide support in the completion of Federal recognition and implementation of the Sacramento Regional Water Bank.

Specific work activities will be identified in an annual Work Plan to be approved by the Program Committee as described in Article 5 below.

4. Program Committee. The Participants hereby form a Program Committee consisting of one representative (and alternates) designated by each Participant. The Program Committee will meet as necessary from time to time to administer and implement this Agreement on behalf of the Participants. The Program Committee will appoint a Chair and Vice-Chair from among its members. A majority of the total members of the Program Committee will constitute a quorum.

Each member of the Program Committee will have one vote, either by its representative or an alternate. To proceed with a vote to take action, a quorum must be present at a meeting, with a majority of the number present required for an affirmative vote.

5. Program Staffing and Resources. RWA will hire an employee to staff the program.

6. Work Products. Participants shall have full access to the work products of the Program.

7. Sharing in Program Costs and Benefits. The assessments for each Participant are further described and attached hereto as Exhibit 2 (“Financing Plan”). Each of the Participants will make one or more payments to RWA for completion of the Program. In accordance with the provisions of Articles 21 and 22 of the RWA JPA, any debts, liabilities, obligations or indebtedness incurred by RWA in regard to the Program will be the obligations of the Participants, and will not be the debts, liabilities, obligations and indebtedness of those Members and/or Contracting Entities who have not executed this Agreement. The initial total annual cost for the program is estimated to be \$168,000. Future annual costs and allocations will be determined through an annual Work Plan approved by the Program Committee.

This program will pay for one half of a full-time equivalent RWA employee and expenses. The other half of the costs for the employee and expenses will be paid for through the Major Projects Management Services Program subscription program.

8. Role of RWA. The RWA will (a) ensure that the interests of Members and Contracting Entities of RWA who do not participate in this Program are not adversely affected in performing this Agreement, (b) provide information to the Participants on the status of implementation of the Program, (c) assist the Program Committee in carrying out its activities under this Agreement, (d) secure consultant support services through a competitive selection process as identified in RWA Policy 300.2, where applicable; and (e) manage consultant support services in completion of the Program.

9. Authorization to Proceed with the Program. The Water Resilience Program is authorized to proceed upon the commitment of \$168,000 collectively through the Water Resilience Program and Major Projects Management Services Program from Participants to fund initial costs. Upon execution of this Agreement, the Participants agree to fund their portion of the Water Resilience Program costs in an amount and manner as described in Exhibit 3 (“Financing Plan”) to this Agreement.

10. Term. This Agreement will remain in effect for so long as any obligations under this Agreement and/or obligations from other sources of funding secured remain outstanding.

11. Withdrawal. A Participant may withdraw from this Agreement without requiring termination of this Agreement, effective upon ninety days’ notice to RWA and the other Participants, provided that, the withdrawing Participant will remain responsible for any

indebtedness incurred by the Participant under this Agreement prior to the effective date of withdrawal. If any surplus funds remain after the withdrawing Participant has met all of its financial obligations under this Agreement, then such funds will be returned to the withdrawing Participant in proportion to the total contribution made by each Participant.

12. Amendments. This Agreement may be amended from time to time with the approval of a simple majority vote of the Participants and RWA.

13. Privileges and Immunities. All of the privileges and immunities from liability; exemptions from laws, ordinances and rules; and all pension, relief, disability, worker's compensation and other benefits that apply to the activity of officers, agents or employees of RWA or the Participants when performing their respective functions for those agencies will, to the extent permitted by law, apply to them to the same degree and extent while engaged in the performance of any of the functions and other duties under this Agreement. It is further understood and agreed by RWA and the Participants that, notwithstanding anything contained herein, the employees of RWA and of each Participant shall continue to be entirely and exclusively under the direction, supervision and control of the employing party.

14. No Third Party Beneficiary. RWA and the Participants understand and agree that this Agreement creates rights and obligations solely between RWA and the Participants and is not intended to benefit any other party. No provision of this Agreement shall in any way inure to the benefit of any third person so as to constitute any such third person as a third-party beneficiary of this Agreement or any of its items of conditions, or otherwise give rise to any cause of action in any person not a party hereto.

15. Liabilities. With respect to this Agreement, RWA and the Participants expressly agree that the debts, liabilities and obligations of RWA and of each Participant shall remain the debts, liabilities and obligations of that party alone and shall not be the debts, liabilities and obligations of any other party to this Agreement, except as may be otherwise set forth herein or in an amendment to this Agreement.

16. Audits and Accounting. All funds provided under this Agreement shall be separately accounted for and maintained, with books and records of such funding open to inspection by the Participants. Funding under this Agreement shall be subject to and consistent with the audit and accounting procedures set forth in Articles 27 and 28 of the RWA JPA.

17. General Provisions. Any notice to be given under this Agreement shall be made by: (a) depositing in any United States Post Office, postage prepaid, and shall be deemed received at the expiration of 72 hours after its deposit; (b) transmission by facsimile copy; (c) transmission by electronic mail; or (d) personal delivery. This Agreement shall be governed by the laws of the State of California. The contact information for each Participant with respect to this section of the Agreement is set forth in Exhibit 3 ("Notice Information"). This Agreement may be executed by the parties in counterpart and by facsimile or PDF signatures, each of which when executed and delivered shall be an original and all of which together will constitute one and the same document.

18. Signatories' Authority. The signatories to this Agreement represent that they have authority to execute this Agreement and to bind the Participant on whose behalf they execute it.

The foregoing Water Resilience Program Agreement is hereby agreed to by RWA and the Participants.

Dated: _____, 2021

_____, 2021

James Peifer
Executive Director
Regional Water Authority

Signature

Name

Agency

List of Agreement Exhibits

Exhibit 1 – Program Participants

Exhibit 2 – Financing Plan

Exhibit 3 – Notice Information

EXHIBIT 1

PROGRAM PARTICIPANTS

REGIONAL WATER AUTHORITY

WATER RESILIENCE PROGRAM

Agency (Proposed)

City of Folsom

City of Roseville

Golden State Water Company

El Dorado Irrigation District

Placer County Water Agency

Sacramento County Water Agency

Sacramento Suburban Water District

El Dorado Water Agency

EXHIBIT 2

FINANCING PLAN

REGIONAL WATER AUTHORITY

WATER RESILIENCE PROGRAM

The fee for each Participant is shown in the table below. A Participant's fee will not be increased without the approval of that Participant.

Proposed Fee Table

Agency	Not-to-Exceed Fee
City of Roseville	\$ 24,000
City of Sacramento	\$ 24,000
El Dorado Irrigation District	\$ 24,000
Golden State Water Company	\$ 24,000
Placer County Water Agency	\$ 24,000
Sacramento County Water Agency	\$ 24,000
El Dorado Water Agency	\$ 24,000
Total	\$ 168,000

EXHIBIT 3

NOTICE INFORMATION

REGIONAL WATER AUTHORITY

WATER RESILIENCE PROGRAM

Golden State Water Company
Attn: Paul Schubert
3005 Gold Canal Drive
Rancho Cordova, CA, 95670
Phone: (916) 420-6879
Email: PSCHUBERT@gswater.com

City of Roseville
Attn: Sean Bigley
2005 Hilltop Circle
Roseville, CA 95747
Phone: (916) 774-5513
Email: sbigley@roseville.ca.us

City of Sacramento
Attn: Anne Sanger
1395 35th Avenue
Sacramento, CA 95822
Phone: (916) 808-1725
Email: asanger@cityofsacramento.org

El Dorado Irrigation District
Attn: Jim Abercrombie
2890 Mosquito Road
Placerville, CA, 95667
Phone: (530) 642-4041
Email: jmabercrombie@eid.org

Placer County Water Agency
Attn: Andy Fecko
144 Ferguson Road
Auburn, CA 95603
Phone: (530) 823-4965
Email: afecko@pcwa.net

Sacramento County Water Agency
Attn: Kerry Schmitz
827 7th Street, Room 301
Sacramento, CA 95814
Phone: (916) 874-4681
Fax: (916) 874-8693
Email: schmitzk@SacCounty.NET

El Dorado Water Agency
Attn: Ken Payne
4330 Golden Center Drive, Suite C
Placerville, CA 95667
Phone: (530) 621-5392
Fax: (530) 672-6721
Email: ken.payne@edcgov.us

San Juan Water District
Attn: Paul Helliker
P.O. Box 2157
Granite Bay, CA 95746
Phone: (916) 791-6933
Fax: (916) 791-6983
Email: phelliker@sjwd.org

Regional Water Authority
Attn: James Peifer
5620 Birdcage Street, Suite 180
Citrus Heights, CA 95610
Phone: (916)-967-7692
Email: jpeifer@rwah2o



Agenda Item: 6

Date: March 15, 2021

Subject: 2021 Long-Term Planning Session

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

Recommended Board Action:

Receive staff presentation and provide direction as appropriate.

Discussion:

The Board has indicated that, as a goal for the District, there should be an annual long-term planning session. The purpose of these sessions will be to review long-term strategy for District operations, as well as shorter near-term planning that will be designed to move the District toward the long-term objectives. The basis of the long-term planning session is the District's Strategic Plan, which was approved by the Board in 2019. This plan laid out five core Goals:

- A) Provide a high quality reliable water supply by ensuring it is sustainable, clean, and safe,
- B) Optimize operational and organizational efficiencies,
- C) Ensure fiscal responsibility and affordable rates,
- D) Maintain excellent customer service, and
- E) Retain and recruit a qualified and stable workforce.

Each goal has several strategic objectives that will be used to align planning activities with goals. Pursuant to the 2019 Strategic Plan, staff developed several shorter-term, foundational projects (Business Initiatives) to facilitate achievement of the long-term goals and objectives. Many of the Business Initiatives were initiated in 2020.

Staff will deliver a presentation to the Board covering these topics with the objective of receiving guidance from the Board on the strategic direction. Additional objectives will be discussed along with the current Business Initiatives that staff have developed.

Link to Strategic Plan: <http://www.sswd.org/home/showpublisheddocument?id=9075>

Strategic Plan Alignment:

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

2021 Long-Term Planning Session

March 15, 2021

Page 2 of 2

Goal B: Optimize Operational and Organizational Efficiencies

Goal C: Ensure Fiscal Responsibility and Affordable Rates

Goal D: Maintain Excellent Customer Service

Goal E: Retain and Recruit Qualified and Stable Workforce

Attachment:

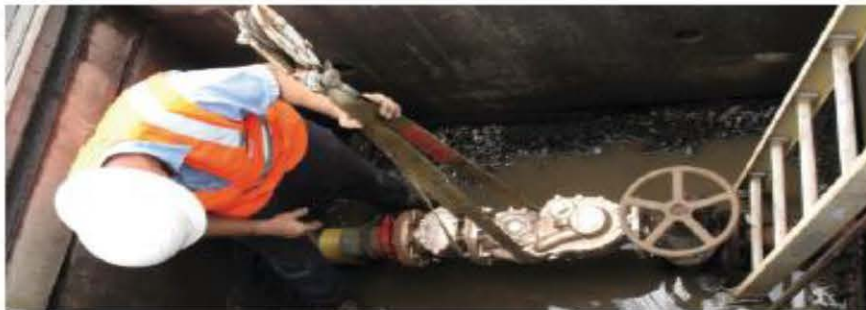
1 – PowerPoint Presentation

2021 Long-Term Planning Session

Regular Board Meeting
March 15, 2021



STRATEGIC PLAN 2019



Strategic Plan Goals

- **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
- **Goal E** Retain and Recruit a Qualified and Stable Workforce

Strategic Plan - Goal A:

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

- ▶ Ensure a lasting water supply for future generations by establishing multiple supply sources including conjunctive use, water banking, and water transfers.
- ▶ Optimize existing water supply and evaluate new water supply options including identifying, evaluating, and acquiring new water rights.
- ▶ Protect current water rights from external threats through internal oversight and collaboration on legislative actions.
- ▶ Improve conservation through enhanced customer education and incentive programs.
- ▶ Maintain or replace aging infrastructure based on condition assessment and planning documents to ensure equipment sustains its lifespan and is replaced at the optimal time.
- ▶ Evaluate new water supply options.
- ▶ Meet or exceed regulations for clean and safe water including developing a comprehensive groundwater contaminants and treatment plan.
- ▶ Improve water quality with such actions as determining fluoridation practices per California Division of Drinking Water; managing aquifer health through regional collaboration.

Strategic Plan Goal A - Business Initiatives:

- ▶ Water Demand and Supply Capacity
- ▶ Source of Supply - Protect and Enhance Sources
- ▶ Long-Term Well Program
- ▶ Regional Partnerships on Wells - Carmichael Water District and San Juan Water District
- ▶ Aquifer Storage and Recovery - Risks & Rewards
- ▶ Business Initiatives:
 - ▶ Evaluate Security at Production Facilities
 - ▶ Evaluate Benefits of Standardized Assets
 - ▶ Amend Agreement with Cal-Am Water Company

Strategic Plan - Goal B: Optimize Operational and Organizational Efficiencies

- ▶ Develop an annual Capital Improvement Program that is developed and prioritized based on risk, condition assessment, capital assets, and aligned with approved budget.
- ▶ Establish Standard Operating Procedures (SOPs) for operations and communications to improve efficiency within SSWD as well as within the region (e.g. Water Shortage Contingency Plan).
- ▶ Update Operations & Maintenance Programs and enhance technology that focuses on Prioritized, Predictive, and Preventative Maintenance.
- ▶ Enhance water conservation and use efficiency strategies through proven cost-effective measures.
- ▶ Use technology/innovation to improve staff efficiency of operations (e.g. GIS, SCADA, GPS, etc.).
- ▶ Optimize Equipment and Assets (e.g. create collective purchasing agreements and annual asset purchasing plans).
- ▶ Strive for a unified work force by streamlining internal processes and improving communication.
- ▶ Create stronger alignment among Board of Directors, Management, and Staff by aligning vision and goals.
- ▶ Develop resource (staffing/budget) plan for all projects to perform on appropriate levels of outsourcing.
- ▶ Increase knowledge of best management practices for asset management by interacting with other agencies and participating in educational venues.

Strategic Plan Goal B - Business Initiatives:

- ▶ Water System Master Plan
- ▶ Condition Assessment - Transmission & Distribution
- ▶ Regional Collaboration Study
- ▶ Business Initiatives:
 - ▶ Improve, Standardize, and Update Operational Processes
 - ▶ Cal-Am Agreement
 - ▶ Process of Development of Standard Operating Procedures
 - ▶ Optimize Organizational Efficiencies

Strategic Plan - Goal C

Ensure Fiscal Responsibility and Affordable Rates

- ▶ Continue updating established Fiscal/Funding management practices.
- ▶ Develop Annual Financial Plans that align CIP projects with the approved rate structure.
- ▶ Provide semi-annual forecasting of budget-to-actual financial data to the public and the Board of Directors.
- ▶ Seek opportunities for alternate funding sources to augment revenue.
- ▶ Review approved water rates annually in concert with the Budget setting process.

Strategic Plan Goal C - Business Initiatives: Ensure Fiscal Responsibility and Affordable Rates

- ▶ Negotiate Surface Water Cost with City of Sacramento
- ▶ Surface Water Purchases
- ▶ Business Initiatives:
 - ▶ New Water Agreement with City of Sacramento
 - ▶ Review Utilization of Net Water Transfer Sales
 - ▶ Evaluate Inventory Levels and Optimize for District Needs
 - ▶ Review Recurring Budgeted Expenditures for Potential Savings

Strategic Plan - Goal D

Maintain Excellent Customer Service

- ▶ Train all staff to be ambassadors of customer service to improve internal and external connectivity.
- ▶ Engage customers through a variety of venues/methods to create broader based outreach.
- ▶ Educate and Inform customers on relevant real time topics.
- ▶ Provide customers with expedient feedback by utilizing technology and engagement platforms (e.g. leak notification, water outages, and CIP project updates).
- ▶ Include language in subcontractors' contracts on customer service protocols and procedure expectations to provide seamless customer service and accountability (e.g. uphold standards when working in neighborhood streets).
- ▶ Conduct customer surveys.

Strategic Plan Goal D - Business Initiatives:

- ▶ Business Initiatives:
 - ▶ Customer Education
 - ▶ Language Translation Service
 - ▶ Customer Contact Data

Strategic Plan - Goal E

Retain and Recruit a Qualified and Stable Workforce

- ▶ Invest in future leaders through competitive compensation, rewarding good work through incentive compensation, training, and mentoring to ensure succession planning.
- ▶ Create an environment that encourages staff retention and recruitment to meet our mission.
- ▶ Create an annual staffing plan that anticipates retirements and maintains appropriate levels of expertise to ensure operational stability.
- ▶ Create future leaders by providing training, cross training, networking with other districts, and mentoring to ensure a high level of performance and succession planning.
- ▶ Develop an Internship Program utilizing a variety of district and regional resources to employ temporary workers through water education programs.
- ▶ Create professional advancement pathways for retention (e.g. consider additional classification levels for advancement within positions).
- ▶ Provide the opportunity to attend conferences and become members in organizations for professional development.

Strategic Plan Goal E - Business Initiatives:

- ▶ Succession Planning
- ▶ Compensation and Benefits
- ▶ Business Initiatives:
 - ▶ Develop Training Plan
 - ▶ Evaluate Youth Outreach for Potential Operators
 - ▶ Revise Employee Handbook

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QUESTIONS?



[Back to Agenda](#)

Agenda Item: 6.5

Date: March 15, 2021

Subject: Committee and Liaison Appointments

Staff Contact: Dan York, General Manager

Recommended Board Action:

None.

Discussion:

The Board President requested to review the 2021 Committee and Liaison appointments for discussion and potential changes.

Fiscal Impact:

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



Agenda Item: 7

Date: March 15, 2021

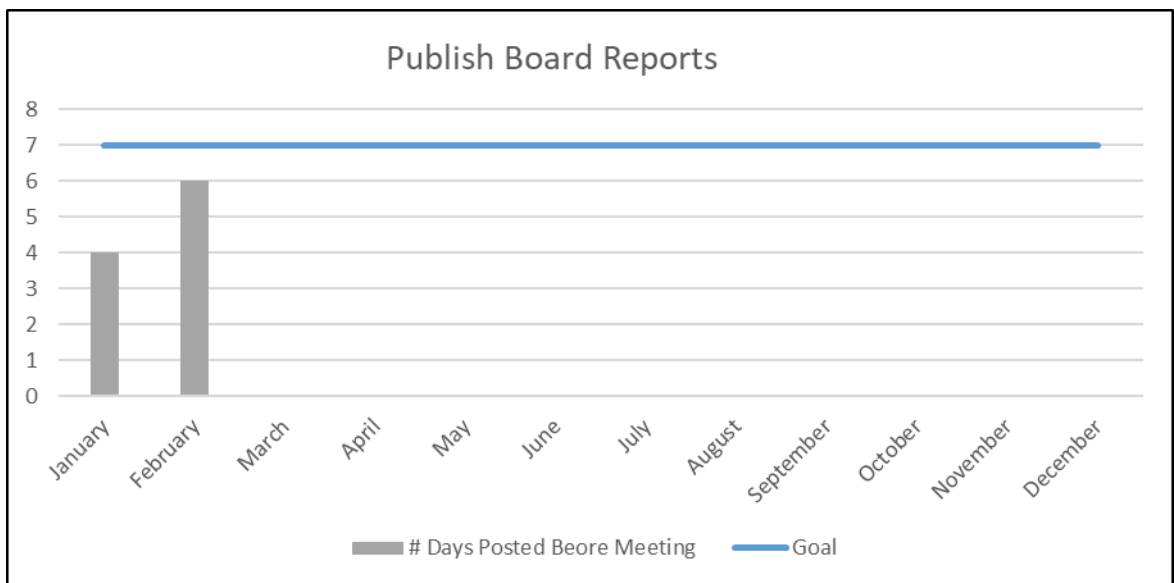
Subject: General Manager’s Report

Staff Contact: Dan York, General Manager

a. Sacramento Suburban Water District Goals – 2021 Update

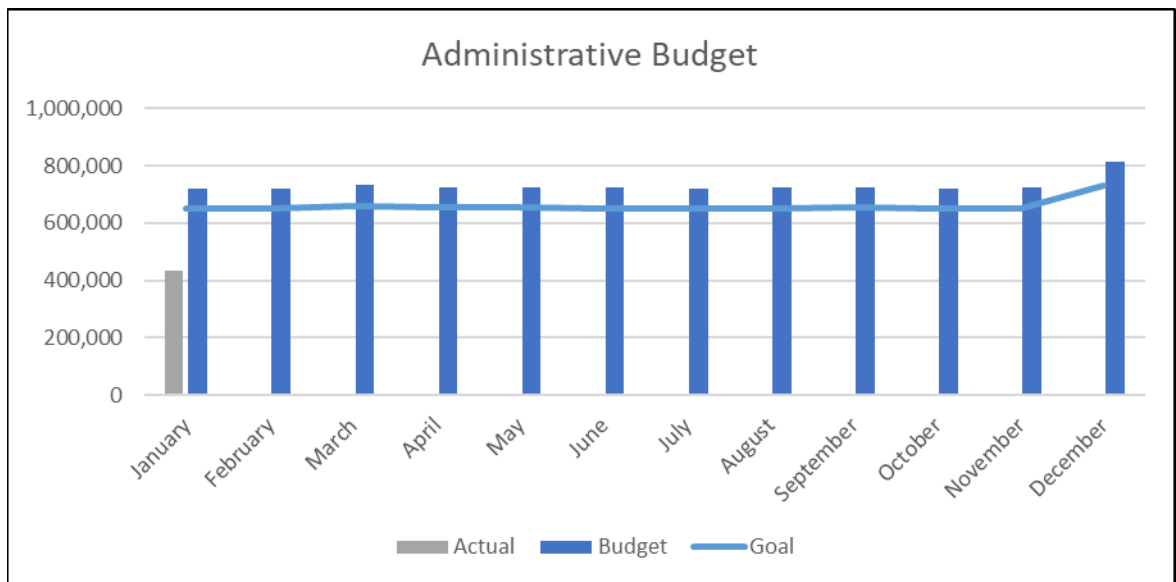
Each year the Board provides the General Manager a list of District goals to be achieved throughout the calendar year. Commencing in February 2021, the General Manager will provide a monthly update on the status of each goal. In no priority order, below are the goals for 2021:

1. Distribute and post the full Board agenda one week prior to a Regular/Special Board meeting. Status: See the graph below. The January Board packet was complete and ready to post one week in advance, however, it was not posted due to the General Manager and Board President finalizing the General Manager contract negotiations. The February Board packet was complete and ready to post one week in advance, however, it was posted one day late due to the February 15th being a recognized holiday.

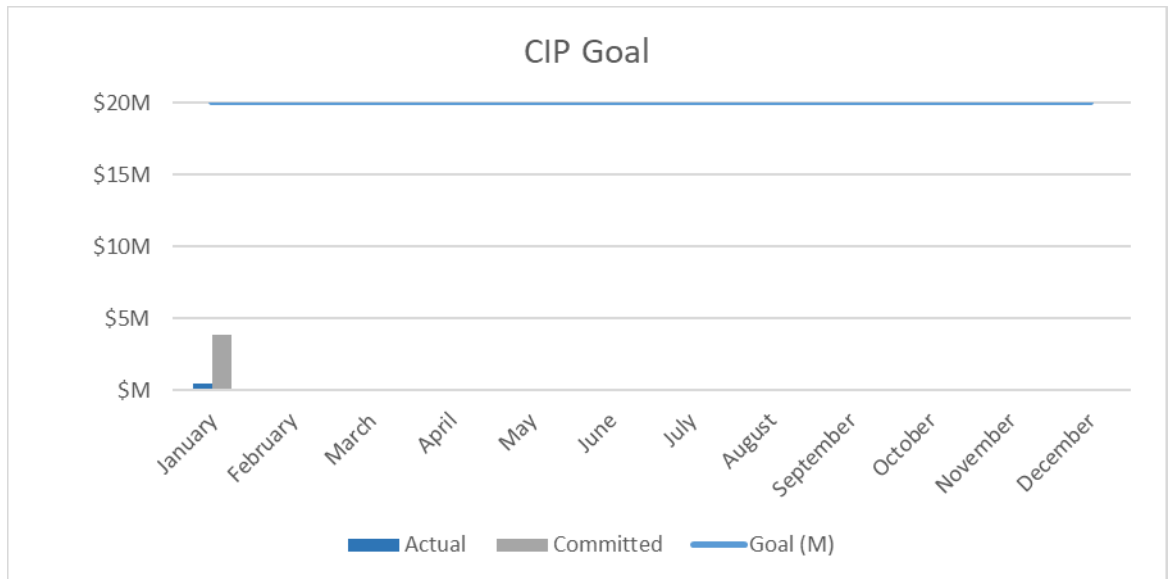


2. Meet with the Board in March 2021, and January thereafter, for an annual and long-term (5-10 yr) planning session, which will include goals from the Strategic Plan. Status: The General Manager will present the subject topic at the March 15th regular Board meeting, and January thereafter.

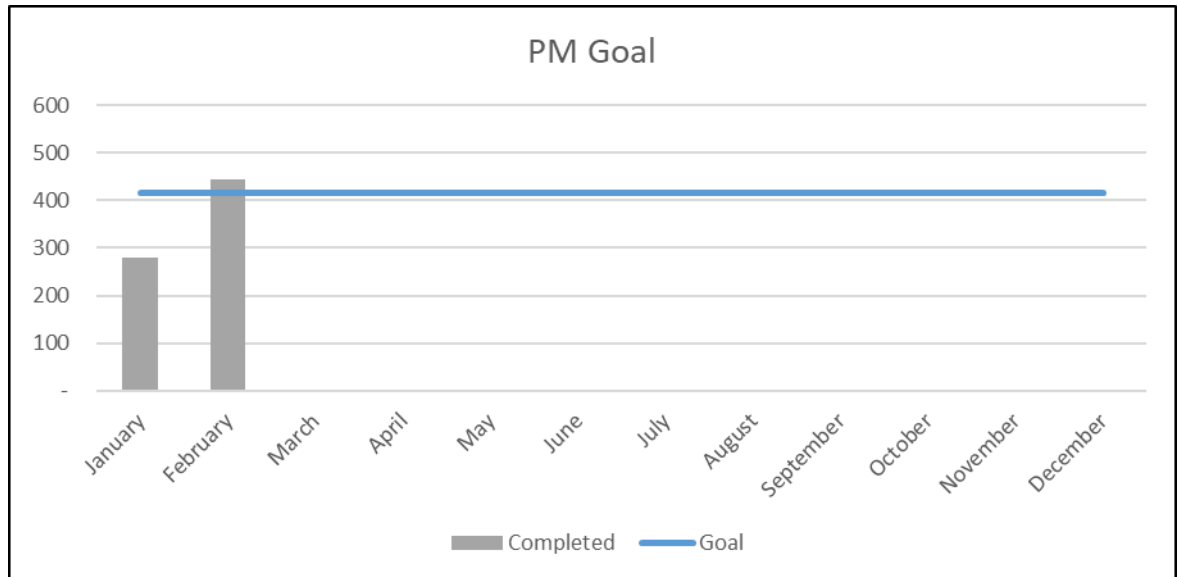
3. Improve the clarity and brevity of staff reports using an "Issue Paper" format to be developed with Board input. Status: The Facilities & Operations Committee is scheduled to meet on March 17, 2021, to develop a recommendation and then present to the full Board for approval at the April 19, 2021, regular Board meeting.
4. Achieve a 10% reduction in the administrative budget. Status: See the below graph. The January data shows a 40.0% reduction. However, expenses are not consistent from month to month and variations in the actual savings for each month will occur.



5. The 2022 budget shall include a full explanation of the proposed percentage for merit increases. Status: A staff presentation was conducted at the February 17th Employee Benefits Ad Hoc Committee. Staff was provided direction to conduct an analysis on a previous survey conducted by staff related to how salary increases, as well as the percentage, are implemented in both the public and private sector.
6. Complete the CIP program as defined by District planning documents to meet CIP objectives within 5% of budget expenditures. Provide semi-annual status of updates on the progress of major projects, such as the AMI failure repair, and status of meter installation and main replacement. Status: The below graph indicates the CIP Budget amount and funds spent/encumbered in January 2021. January saw \$0.49 million spent with \$3.86 million under commitment.



7. Complete the SCADA Asset Management Plan update by July 2021. Status: In preparation of the update, staff has diligently maintained two priorities, radio communications assessment and the progress on implementation of recommendations set forth in the 2012 SCADA Master Plan. These two priorities have been completed in preparation of an update.
8. Provide annual progress on acquired properties and new well development as defined in the planning documents. Status: Well 80 – Walnut/Auburn, this property was acquired in 2020. The District is in the process of well design and permitting, and CEQA for the overall development. Well construction is expected to be completed in 2021, and anticipated to be operational by 2023. Staff has been working with Fulton-El Camino Recreation and Park District (FECRPD) on the Seely Park Well 12 property exchange. FECRPD received outside funding to develop Seely Park, which imposed constraints on use and exchange of property. These constraints impact the land exchange with the District. The FECRPD is diligently working through the process to lift those constraints.
9. Complete PM operations on a minimum of 20% of District assets per year. Status: See the below graph that indicates the number of PM tasks conducted through February 2021.



10. Pursue water transfer opportunities to benefit the District. Status: The Sacramento Region is interested in a 2021 water transfer. Interested parties to date are Cities of Folsom and Sacramento, Carmichael Water District, County of Sacramento, San Juan Water District, and Sacramento Suburban Water District. The State Water Contractors are working with their buyers to prepare a term sheet. No quantities for 2021 transfer water have been identified, however, price for 2021 transfer water is currently in the range of \$400 per acre feet.

11. Provide key leadership on Regional issues. (i.e., RWA, SGA and cooperative agreements). Status: The District is involved in the following:

- Sacramento Region Meter Collaboration Effort
- Sacramento Region Collaboration Study
- RWA Federal Affairs Committee
- RWA Purchasing Committee
- SGA / SCGA - 3x3 Committee
- Sacramento Regional Water Bank
- RWA Executive Committee –Vice Chair



Agenda Item: 8

Date: March 15, 2021

Subject: Financial Report

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

Discussion:

Beginning February 2021 the monthly Financial Report will be structured as follows. Cash Expenditures (Warrants) and Credit Card Expenditures will be reported for the current month as is currently being performed. Financial Highlights, Financial Statements, Investments Outstanding and Activity, Reserve Balances, Information Required by LOC Agreement and the Financial Markets report will be reported as of the previous month. Please note the dates for the reports listed below as to the period covered.

COVID-19 Financial Update:

Calendar year 2021 budget has already factored in 6 months of COVID-19 related revenue reductions and expenses. The allowance for doubtful accounts has been increased \$500,000 to reflect potential uncollectable amounts from 2020 deferred payments related to Executive Order 20-42. As of January 31, 2021, there is no estimate of the deferred payments relating to 2021 water billings. Staff will continue to monitor and report the financial effects of the COVID-19 pandemic.

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

- Cash Expenditures – February 2021
- Credit Card Expenditures – February 2021
- Draft Financial Highlights – January 2021
- Draft Financial Statements – January 2021
- Investments Outstanding and Activity – January 2021
- Draft District Reserve Balances – January 2021
- Information Required by LOC Agreement
- Financial Markets Report – January 2021

Cash Expenditures – February 2021

During the month of January, the District made cash payments totaling \$2.3 million. The primary expenditures were – \$0.1 million for debt service, \$0.9 million for 2021 capital projects, \$0.1 million for operating supplies, \$0.7 million for payroll, pension and health benefits, \$0.1 million

for water costs including pumping and chemical costs, \$0.2 million for annual licenses and permit fees and \$0.2 million for all other O&M expenses.

Purchasing Card Expenditures – February 2021

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 \$9,102 for various purchases on the six District purchasing cards. Details by vendor and purpose are included in this report.

DRAFT - Financial Statements

These Financial Statements and certain other reports noted above are presented in Draft form and should not be relied upon for investment or other decision making purposes. As December 31 is the District's year-end for financial reporting purposes, amounts presented in this report will remain "Draft" until the external auditor's financial audit is complete and the Board accepts the audited 2020 annual report (CAFR). The results of the audit and the CAFR are expected to be complete and brought to the Board for approval at the May Board meeting.

Draft - 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 \$5.0 million more and investments are \$2.1 million more than on January 31, 2020; long term debt has decreased by \$5.4 million; and net position has increased by \$13.6 million in the last 12 months as the District continues to invest in capital infrastructure replacements while decreasing its outstanding debt. With the Governor of California's Executive Order 20-42 suspending the disconnection of water service for non-payment for residential and certain commercial customers, the District is closely monitoring payment activity and accounts receivable balances. Accounts receivable have increased \$0.8 million year to date compared to the same period last year. Operating revenues increased \$0.2 million while operating expenses decreased \$0.2 million year to date compared to the same period a year ago.

Draft - Financial Statements January 2021:

Draft - Statements of Net Position:

District cash and cash equivalents increased to \$9.6 million as of January 31, 2021, up \$1.2 million from \$8.4 million at December 31, 2020. Cash held in the District's bank accounts (\$5.7 million as of January 31) is held in accordance with state and federal regulations, which state that cash held in the District's bank accounts above the FDIC insured limits must be fully collateralized with government securities that are equal to or greater than 110% of the District's cash balance in the bank at any time.

Investments remained unchanged since December 31, 2020. Investment portfolio balances and activity are reported on subsequent pages.

Gross capital assets increased by \$0.5 million to \$504.5 million as of January 31, 2021, since December 31, 2020, 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 \$273.8 million as of January 31, 2021, compared to \$272.9 million at December 31, 2020, for an increase of \$0.9 million. This increase is primarily due to \$1.0 million in operating income, and \$0.1 million in net non-operating expense as of January 31, 2021.

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

The net position increase of \$0.9 million as of January 31, 2021, is \$0.1 million more than the same period of 2020. Net changes are mainly comprised of:

1. Water consumption sales increased by \$0.2 million compared to the same period of 2020 due to the 4.0% rate increase occurred on January 1, 2021.
2. Water Service Charges increased by \$0.1 million due to the 4.0% rate increase referred to above.
3. Other Charges for Services decreased by \$0.1 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.
4. Operating expenses decreased by \$0.2 million from the same period in 2020 due primarily to: 1) a decrease in surface water costs as no surface water was taken from both PCWA and the City of Sacramento due to suspension of surface water availability in the spring of 2020 which was offset by the water costs of surface water currently being delivered from SJWD (-\$0.1 million), 2) a decrease in transmission and distribution costs of \$0.1 million.
5. Non-operating income decreased by \$0.2 million compared to the same period a year ago, primarily due to a decrease in the FMV of the investment portfolio in January 2021 compared to the same period in 2020.

Budgets:

The District's operating and maintenance expenditures through January 2021 came in less than the approved budget by \$1.0 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 (\$0.5 million) and 2) timing differences.

There were no Operating Capital Program (OCP) expenditures in January 2021. The 2021 budget for the year is \$1.9 million plus \$0.1 million in roll-over funds from 2020 budget for a total of \$2.0 million.

The District's Capital Improvement Program (CIP) budget for 2021 is \$17.1 million plus \$3.9 million in roll-over funds from 2020 budget for a total of \$21.0 million. For the month of January, \$0.5 million has been spent while an additional \$7.3 million is under commitment. Expenditures continue to be primarily in new well construction, distribution system replacements, well rehabilitation, meter retrofit, and meter reading system projects.

Debt - January 2021

This report shows District activity in repaying its long-term debt obligations. Scheduled 2021 principal payments of 5.0 million are not due until the end of October. Total principal outstanding as of January 31, 2021, 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 month of January, the District has incurred interest expense of \$141,363 versus a forecast of \$213,887, or a \$72,524 positive variance. The last reset for the week of January 31 saw rates at 0.04% compared to 1.23%, the pre-pandemic level in the municipal VRDO market.

Investments Outstanding and Activity – January 2021

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 1.57% per annum, while LAIF is earning 0.46%. 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 January 2021, the District purchased one Asset-Backed Security for \$0.1 million (par) and one Municipal Bond for \$0.1 million (par). The District received principal pay downs on three Federal Agency Collateralized Mortgage Obligations for \$55,531, (par) and four Asset-Backed Security Obligations for \$79,315 (par). See "Investment Activity" section in the attached report for further details.

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

Draft - District Reserve Balances, January 2021

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 January 31, 2021, are \$42,195,283 compared to \$42,202,285 at December 31, 2020.

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.

**Cash Expenditures
February 2021**

AP Warrant List from 2/1/2021 to 2/28/2021

Group	Vendor Name	Amount	Description
Benefits			
	ACWA JPIA INSURANCE/EAP - Invoices:1	\$ 161.84	Miscellaneous Employee Benefits
	AMERITAS (VISION) - Invoices:2	\$ 3,853.32	Employee Benefit - Vision Insurance
	PAYROLL-2	\$ 486,922.56	Payroll
	PERS HEALTH - Invoices:2	\$ 111,537.96	Employee Benefit - Health Insurance
	PERS PENSION - Invoices:3	\$ 42,328.85	Employee Benefit - PERS Retirement
	UNUM - Invoices:2	\$ 8,344.72	Employee Benefit - LTD Insurance
CIP & OCB			
	A1 FABRICATION & WELDING - Invoices:2	\$ 6,112.83	Construction In Progress
	ACS CONSTRUCTION - Invoices:2	\$ 1,860.00	Construction In Progress
	AREA WEST ENGINEERS - Invoices:1	\$ 6,342.50	Construction In Progress
	ATLAS FENCE - Invoices:1	\$ 1,855.00	Construction In Progress
	BROWN & CALDWELL - Invoices:2	\$ 5,726.36	Construction In Progress
	CDWG - Invoices:8	\$ 56,938.37	Construction In Progress
	COUNTY OF SAC ENVIRO MGT DEPT -	\$ 25,162.10	Construction In Progress
	COUNTY OF SAC PUBLIC WORKS -	\$ 3,343.25	Construction In Progress
	DOUG VEERKAMP GENERAL ENGR -	\$ 72,304.50	Construction In Progress
	DOWNTOWN FORD - Invoices:3	\$ 88,698.80	Construction In Progress
	ERC CONTRACTING - Invoices:1	\$ 9,875.00	Construction In Progress
	FLOWLINE CONTRACTORS INC -	\$ 74,528.00	Construction In Progress
	GEOCON CONSULTANTS INC - Invoices:1	\$ 3,500.00	Construction In Progress
	GM CONSTRUCTION & DEVELOPERS -	\$ 41,562.40	Construction In Progress
	HYDROSCIENCE ENGINEERS INC -	\$ 12,070.00	Construction In Progress
	KIRBY PUMP AND MECHANICAL -	\$ 81,254.46	Construction In Progress
	LEONARD RICE ENGINEERS INC -	\$ 3,732.50	Construction In Progress
	ONE STOP TRUCK SHOP - Invoices:4	\$ 10,051.43	Construction In Progress
	PETERSON BRUSTAD INC - Invoices:2	\$ 6,536.25	Construction In Progress
	RAWLES ENGINEERING - Invoices:1	\$ 3,450.00	Construction In Progress
	S E AHLSTROM INSPECTION - Invoices:1	\$ 4,140.00	Construction In Progress
	SENSUS USA INC - Invoices:5	\$ 378,922.97	Construction In Progress
	WEST YOST & ASSOCIATES - Invoices:3	\$ 25,810.00	Construction In Progress
	WOOD RODGERS ENGINEERING -	\$ 23,948.00	Construction In Progress
Financial Services			
	BARTKIEWICZ KRONICK & SHANAHAN -	\$ 8,351.70	Legal Services
	ADP, INC - Invoices:2	\$ 2,818.00	Financial Services
	WESTAMERICA BANK ANALYSIS FEES -	\$ 6,386.08	Financial Services
	WESTAMERICA CARD PROCESSING STMT -	\$ 9,197.43	Financial Services
	WORLDPAY INTEGRATED PAYMENTS -	\$ 684.98	Financial Services
Debt Service			
	SUMITOMO MITSUI BANKING	\$ 2,022.05	2009A COP Interest Expense
	WELLS FARGO SWAP - Invoices:1	\$ 75,358.39	2009A COP Interest Expense

Other			
AFLAC - Invoices:1	\$	737.77	EE Supplemental Insurance
A.I. ELECTRIC - Invoices:1	\$	625.39	Contract Services
AIRGAS USA LLC - Invoices:1	\$	108.74	Operating Supplies
ALL PRO BACKFLOW - Invoices:2	\$	306.00	Backflow Services
ALLIED UNIVERSAL - Invoices:1	\$	694.38	Building Service Expense - Office &
AMERICAN TRUCK & TRAILER BODY CO	\$	154.98	Vehicle Maintenance Services
ANACONDA NETWORKS INC - Invoices:1	\$	24.00	Operating Supplies
ANSWERNET - Invoices:1	\$	773.70	Communication
ARMOUR PETROLEUM SERVICE &	\$	3,841.74	Building Maintenance - Office & Yard
AT&T - Invoices:3	\$	3,855.97	Communication
AT&T CALNET 3 - Invoices:1	\$	254.78	Communication
ATLAS DISPOSAL - Invoices:2	\$	266.32	Building Service Expense - Office &
BACKFLOW DISTRIBUTORS INC -	\$	544.42	Operating Supplies
BADGER METER INC - Invoices:5	\$	21,947.60	Operating Supplies
BARTEL ASSOCIATES LLC - Invoices:1	\$	526.00	Consulting Services
BASIC PACIFIC - Invoices:1	\$	495.00	Miscellaneous Services
BAY ALARM COMPANY - Invoices:1	\$	116.55	Building Service Expense - Office &
BENDER ROSENTHAL INC - Invoices:2	\$	376.25	Consulting Services
BROADRIDGE MAIL LLC - Invoices:12	\$	22,733.85	Contract Services
BROWER MECHANICAL - Invoices:1	\$	260.00	Building Maintenance - Office & Yard
BUD'S TRI COUNTY TREE SERVICE -	\$	2,900.00	Misc. Repairs
BURTON ROBB /BURT'S LAWN & GARDEN	\$	7,630.00	Contract Services
CALIFORNIA LABORATORY SERVICES -	\$	3,149.00	Inspection & Testing
CALIFORNIA WATER EFFICIENCY	\$	4,948.35	Membership & Dues
CAPITAL SWEEPER SERVICE - Invoices:1	\$	170.00	Building Service Expense - Office &
CECIL & CECIL ENTERPRISES INC -	\$	2,061.25	Consulting Services
CINTAS - Invoices:13	\$	2,704.06	Building Maintenance - Office & Yard
CITRUS HEIGHTS SAW & MOWER -	\$	603.12	Equipment Maintenance Services
CITY OF SACRAMENTO DEPT OF	\$	34.47	Utilities
CLEAR VISION WINDOW CLEANING -	\$	450.00	Building Service Expense - Office &
CLIFFORD AND CRUZ INC - Invoices:1	\$	1,864.59	Hydrant Permit Refund
COLLECTION PLUS - Invoices:2	\$	9,666.96	Employment Cost
COLLEGE OAK TOWING - Invoices:1	\$	288.75	Vehicle Maintenance Services
COMCAST - Invoices:1	\$	65.70	Communication
CONSOLIDATED COMMUNICATIONS -	\$	467.78	Communication
CONTINENTAL DEVELOPMENT	\$	2,290.69	Hydrant Permit Refund
COPART INC - Invoices:1	\$	648.43	Hydrant Permit Refund
COTTON SHOPPE - Invoices:2	\$	784.09	Uniforms
COUNTY OF SAC UTILITIES - Invoices:1	\$	106.43	Utilities
COUNTY OF SAC/Planning & Enviro -	\$	31.35	Licenses, Permits & Fees
CULLIGAN - Invoices:2	\$	126.25	Building Maintenance - Office & Yard
Customer Refunds: 165	\$	12,533.41	Refund Clearing Account

Other			
DAWSON OIL CO - Invoices:1	\$	5,351.00	Operating Supplies
DIG SMART LLC - Invoices:1	\$	9,000.00	Licenses, Permits & Fees
DIRECT TV - Invoices:2	\$	27.50	Communication
DOMCO PLUMBING - Invoices:2	\$	400.00	Building Maintenance - Office & Yard
DPR CONSTRUCTION - Invoices:1	\$	1,901.88	Hydrant Permit Refund
ELEVATOR TECHNOLOGY INC - Invoices:4	\$	420.00	Building Service Expense - Office &
EMCOR SERVICES - Invoices:1	\$	223.10	Contract Services
EMIGH ACE HARDWARE - Invoices:10	\$	336.95	Building Maintenance - Office & Yard
EMPLOYEE RELATIONS NETWORK -	\$	297.92	Miscellaneous Benefit Services
ERIC SHONTZ - Invoices:2	\$	433.48	BMP Rebates
ESRI - Invoices:1	\$	25,000.00	AnnualMembership Dues
FASTENAL COMPANY - Invoices:1	\$	321.37	Operating Supplies
FEDERAL EXPRESS CORPORATION -	\$	67.15	Postage/Shipping/UPS/Fed Ex
FLEETWASH INC - Invoices:3	\$	1,174.85	Vehicle Maintenance Services
FUTURE FORD - Invoices:1	\$	389.80	Vehicle Maintenance Services
GLADWELL GOVERNMENTAL SERVICES	\$	3,920.00	Consulting Services
GOVERNMENT FINANCE OFFICERS	\$	310.00	Membership & Dues
GRAINGER - Invoices:3	\$	407.53	Operating Supplies
H2H PROPERTIES - Invoices:2	\$	2,592.00	H&D WALNUT PARKING LOT LEASE
HACH COMPANY - Invoices:1	\$	1,308.22	Operating Supplies
HARRINGTON PLASTICS - Invoices:1	\$	7,387.74	Operating Supplies
HARROLD FORD - Invoices:2	\$	2,756.02	Vehicle Maintenance Services
HD Supply/WHITE CAP - Invoices:1	\$	1,059.19	Operating Supplies
ICONIX WATERWORKS (US) INC -	\$	14,979.06	Operating Supplies
INTEGRA CHEMICAL CO - Invoices:1	\$	7,697.99	Operating Supplies
IRON MOUNTAIN OFF SITE DATA	\$	498.53	Equipment Maintenance Services
JAMES S FISH - Invoices:1	\$	150.00	BMP Rebates
KAREN BRASHEARS - Invoices:1	\$	150.00	BMP Rebates
LES SCHWAB TIRE CENTER/MADISON -	\$	4,339.18	Equipment Maintenance Services
LIFEGUARD FIRST AID - Invoices:2	\$	184.20	Building Service Expense - Office &
LYNNETTE PURVIS - Invoices:1	\$	150.00	BMP Rebates
MARTIN GENERAL ENGINEERING INC -	\$	1,807.65	Hydrant Permit Refund
MICHAEL PHILLIPS LANDSCAPE CORP -	\$	3,080.00	Building Service Expense - Office &
MUNICIPAL CONSULTING GROUP -	\$	2,275.00	Consulting Services
NANCY SPORLEDER - Invoices:1	\$	650.00	BMP Rebates
NEKO INDUSTRIES INC - Invoices:1	\$	44,968.14	Licenses, Permits & Fees
NINJIO LLC - Invoices:1	\$	131.03	Equipment Maintenance Services
NORM LEE - Invoices:1	\$	300.00	BMP Rebates
OFFICE DEPOT INC - Invoices:1	\$	56.19	Office Supplies
PACE SUPPLY CORP - Invoices:3	\$	438.97	Operating Supplies
PACIFIC COPY & PRINT - Invoices:1	\$	300.15	Printing
PEOPLEREADY - Invoices:4	\$	5,342.30	Temporary Help
PEST PROS - Invoices:5	\$	422.90	Building Service Expense - Office &
PFM ASSET MANAGEMENT LLC -	\$	9,353.95	Consulting Services

Other		
PICOVALE SERVICES INC - Invoices:1	\$	2,640.00 Licenses, Permits & Fees
PITNEY BOWES LEASES - Invoices:1	\$	171.32 Equipment Rental/Lease
PV GURU - Invoices:1	\$	2,042.37 Hydrant Permit Refund
RAFTELIS - Invoices:1	\$	17,191.25 Consulting Services
RAMOS ENVIRONMENTAL - Invoices:4	\$	1,199.68 Operating Supplies
RAY MORGAN CO - Invoices:2	\$	392.21 Equipment Maintenance Services
RICHARDSON & CO LLP - Invoices:1	\$	1,000.00 Consulting Services
RIVER CITY PAINTING - Invoices:1	\$	400.00 Building Maintenance - Office & Yard
ROADRUNNER DRILLING & PUMP CO -	\$	2,272.07 Hydrant Permit Refund
RUE EQUIPMENT INC - Invoices:8	\$	1,298.87 Operating Supplies
SACRAMENTO METRO AIR QUALITY -	\$	44,278.00 Annual Air Quality Permits
SAIFULDEEN ALNEAMA - Invoices:1	\$	150.00 BMP Rebates
SANDRA BELMARES - Invoices:1	\$	75.00 BMP Rebates
SCOTT BLAKE - Invoices:1	\$	215.95 Uniforms
SELECT PROPERTY MANAGEMENT -	\$	750.00 Construction Services
SHAWN SHEDENHELM - Invoices:1	\$	240.00 Uniforms
SHRED-IT - Invoices:1	\$	83.59 Contract Services
SIERRA SAFETY COMPANY - Invoices:1	\$	287.69 Operating Supplies
SONITROL - Invoices:5	\$	5,910.16 Building Maintenance - Office & Yard
STATE WATER RESOURCES CONTROL	\$	90,908.18 Licenses, Permits & Fees
TEE JANITORIAL & MAINTENANCE -	\$	4,108.00 Building Service Expense - Office &
THOMPSONS COLLISION - Invoices:1	\$	571.57 Vehicle Maintenance Services
TINA LYNN DESIGN - Invoices:2	\$	550.00 Contract Services
USA BLUEBOOK - Invoices:1	\$	661.32 Operating Supplies
USA REPLACEMENT AUTO GLASS CO -	\$	261.63 Vehicle Maintenance Services
USPS - POC - Invoices:1	\$	3,000.00 Postage/Shipping/UPS/Fed Ex
UTILITY SERVICES ASSOCIATES -	\$	20,082.50 Consulting Services
VALLEY BATTERY - Invoices:2	\$	1,028.93 Operating Supplies
VERIZON WIRELESS/DALLAS TX -	\$	6,134.23 Communication
VOYAGER FLEET SYSTEMS - Invoices:1	\$	7,732.06 Operating Supplies
WASTE MANAGEMENT - Invoices:5	\$	845.65 Building Service Expense - Office &
WATER RESEARCH FOUNDATION AWWA -	\$	21,215.00 Annual Membership
WATERWISE CONSULTING, INC. -	\$	5,500.00 Consulting Services
WAYNE BELLERT - Invoices:1	\$	700.00 Required Training
WHOLESALE TRAILER SUPPLY - Invoices:2	\$	29.38 Equipment Maintenance Services
ZORO - Invoices:1	\$	198.29 Operating Supplies
Water Costs		
CITY OF SACRAMENTO WATER -	\$	32,074.68 Water Costs
PG&E - Invoices:5	\$	2,790.26 Utilities
SIERRA CHEMICAL COMPANY - Invoices:2	\$	11,746.52 HFA, Chemical & Delivery
SMUD - Invoices:1	\$	69,679.31 Electrical Charges
	\$	<u>2,340,637.33</u>

**Credit Card Expenditures
February 2021**

**Sacramento Suburban Water District
US Bank Purchasing Card Program
CalCard Expenditures
February 2021**

Vendor Name	Description	Amount	Proj/GLAcct
AMAZON.COM	STAMP - VICKI SPRAGUE	\$ 14.32	03-52108
AMAZON.COM	OFFICE SUPPLIES	\$ 38.70	03-52108
AMAZON.COM	WORK RULES! BOOK FOR AMY BULLOCK	\$ 22.38	02-52108
AMAZON.COM	ERGONOMIC FOOT REST - GREG BUNDESEN	\$ 106.67	03-52108
PAYPAL	2021 CA IRRIGATION VERTUAL CONFERENCE - GREG BUNDESEN	\$ 75.00	13-51406
AWWA.ORG	APPROACHES FOR DEVELOPING A WATER CONSERVATION PLAN WEBINAR-GREG BUNDESEN	\$ 75.00	13-51406
PAYPAL	2021 CA IRRIGATION VERTUAL CONFERENCE - VICKI SPRAGUE	\$ 75.00	13-51406
AWWA	TRAINING- MATT UNDERWOOD	\$ 150.00	05-51407
BUDCO	DISTRIBUTION SUPPLIES	\$ 84.49	07-52101
AMAZON	SAFETY PROGRAM ITEMS	\$ 53.86	02-51403
HOME DEPOT	WHEEL CHOCKS	\$ 3,486.14	05-52101
THAI HUT	INVENTORY LUNCH	\$ 129.81	03-55002
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 393.38	05-52101
HOME DEPOT	VEHICLE SUPPLIES	\$ 134.36	12-54006
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 129.26	05-52101
MYRON L COMPANY	ENVIROMENTAL COMPLIANCE SUPPLIES	\$ 46.07	14-52101
UC DAVIS EDUCATION	TRAINING- BEN HARRIS	\$ 225.00	05-51406
AMAZON	OFFICE SUPPLIES	\$ 26.92	03-52108
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 74.28	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$ 128.80	05-52101
AMAZON	ENVIRONMENTAL COMPLIANCE SUPPLIES	\$ 7.51	14-52101
AMAZON	COVID SUPPLIES- MASKS	\$ 295.24	05-52101
AMAZON	FIELD SERVICES SUPPLIES	\$ 582.00	08-52101
AWWA	TRAINING- TODD ARTRIP	\$ 150.00	08-51407
AWWA	TRAINING- TODD ARTRIP-	\$ 150.00	08-51407
AWWA	TRAINING- KPE CROCKETT	\$ 150.00	07-51406
AMAZON	ENVIRONMENTAL COMPLIANCE SUPPLIES	\$ 7.53	14-52101
BIG 5 SPORTING GOODS	SAFETY RECOGNITION PROGRAM	\$ 879.81	05-55001
COSTCO	SAFETY RECOGNITION PROGRAM	\$ 348.33	05-55001
SAFETYSIGN.COM	DIESEL FUEL DIAMONDS, FIRE EXTINGUISHER SIGNS	\$ 141.97	12-54008
AMAZON.COM	RECOIL FOR MQ PUMP #208	\$ 42.41	12-54004
CAPITAL AIR TOOL, LLC	REPAIR WAKER MODEL BS600 S/N#250196 EQUIP. #69	\$ 189.43	12-54003
FIVE STAR SIGNS	6 SETS OF CA# FOR VEHICLES	\$ 96.36	12-54006
O'REILLY AUTO PARTS	MISC. CRIMP CONNECTORS FOR VEHICLE/EQUIPMENT WIRING REPAIRS	\$ 22.60	12-52101
NEEC	BUILDING CERTIFICATE RENEWAL - MICHELLE HIRT	\$ 75.00	05-51406
THE HOME DEPOT	TOILET SEAT AND TANK REPAIR KIT - WALNUT - SINGLE STALL	\$ 52.78	12-54008
AMAZON MARKETPLACE	PHONE CASE FOR GM	\$ 12.92	18-52101
TERAMIND	WORK FROM HOME MONITORING SOFTWARE	\$ 168.00	18-54003
TERAMIND	WORK FROM HOME MONITORING SOFTWARE ADDL LICENSES	\$ 70.77	18-54003
TERAMIND	WORK FROM HOME MONITORING SOFTWARE ADDL LICENSE	\$ 10.04	18-54003
GOVERNMENT FINANCE OFFICE	ANNUAL GOVERNMENTAL GAAP UPDATE	\$ 180.00	03-51406
Totals:		\$ 9,102.14	

Financial Statements
DRAFT - January 31, 2021

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

STATEMENTS OF NET POSITION

	Year-To-Date	Year-To-Date
	1/31/2021	1/31/2020
LIQUIDITY		
Cash and cash equivalents	\$9,557,195.88	\$4,581,604.12
INVESTMENT		
Investments	41,193,190.18	39,117,060.02
ACCOUNTS RECEIVABLE		
Account Receivable	2,951,606.56	2,140,300.94
CAPITAL ASSETS		
Property, plant and equipment	504,463,883.31	493,926,580.16
Accumulated depreciation	(200,317,498.00)	(191,471,038.26)
	304,146,385.31	303,326,005.97
LIABILITIES		
Long Term Debt	(70,789,362.75)	(76,171,462.55)
NET POSITION		
Net Position	273,830,415.55	260,243,499.30

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Month	Year-To-Date	Month	Year-To-Date
	1/31/2021	1/31/2021	1/31/2020	1/31/2020
NET INCOME				
Operating Revenue	3,144,919.23	3,144,919.23	2,939,194.82	2,939,194.82
Operating Expense	(934,852.11)	(934,852.11)	(1,116,949.48)	(1,116,949.48)
Other, Net	(1,292,698.62)	(1,292,698.62)	(1,034,728.27)	(1,034,728.27)
Change in Net Position	\$917,368.50	\$917,368.50	\$787,517.07	\$787,517.07

**Sacramento Suburban Water District
Balance Sheet**

	As Of	Month End	Year End
		<u>1/31/2021</u>	<u>12/31/2020</u>
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents		\$9,557,195.88	\$8,442,657.93
Restricted Cash and cash equivalents		1.20	1.20
Accounts receivable, net of allowance for uncollectible accounts		2,951,606.56	3,308,831.98
Interest receivable		145,773.72	133,920.34
Grants receivables		7,296.94	7,296.94
Other receivables		1,298,510.17	1,309,442.20
Inventory		682,375.70	763,599.95
Prepaid expenses and other assets		766,095.18	829,382.39
TOTAL CURRENT ASSETS		<u>15,408,855.35</u>	<u>14,795,132.93</u>
NONCURRENT ASSETS			
Investments		41,193,190.18	41,212,045.33
TOTAL NONCURRENT ASSETS		<u>41,193,190.18</u>	<u>41,212,045.33</u>
Property, plant and equipment		504,463,883.31	503,966,119.11
Accumulated depreciation		(200,317,498.00)	(199,117,498.00)
TOTAL CAPITAL ASSETS		<u>304,146,385.31</u>	<u>304,848,621.11</u>
TOTAL ASSETS		<u>360,748,430.84</u>	<u>360,855,799.37</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred amount on long-term debt refunding		4,647,673.37	4,702,735.40
Deferred outflow of effective swaps		1,162,609.00	1,162,609.00
Pension contribution subsequent to measurement date		2,054,016.00	2,054,016.00
Other post-employment benefits		240,049.00	240,049.00
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		<u>368,852,778.21</u>	<u>369,015,208.77</u>
LIABILITIES			
CURRENT LIABILITIES			
Current portion of long-term debt and capital leases		4,965,000.00	4,965,000.00
Accounts payable		1,128,520.45	2,021,421.47
Accrued interest		233,421.72	169,438.88
Deferred revenue and other liabilities		3,601,066.75	3,655,954.59
Accrued expenses		627,523.12	784,159.36
TOTAL CURRENT LIABILITIES		<u>10,555,532.04</u>	<u>11,595,974.30</u>
NONCURRENT LIABILITIES			
Long-term debt		65,824,962.75	65,874,533.40
Compensated absences		1,256,353.87	1,246,140.02
Net pension liability		9,698,403.00	9,698,403.00
Net other post-employment benefits liability		4,642,228.00	4,642,228.00
Fair value of interest rate swaps		1,162,609.00	1,162,609.00
TOTAL NONCURRENT LIABILITIES		<u>82,584,556.62</u>	<u>82,623,913.42</u>
TOTAL LIABILITIES		<u>93,140,088.66</u>	<u>94,219,887.72</u>
DEFERRED INFLOWS OF RESOURCES			
Employee pensions		769,919.00	769,919.00
Other post-employment benefits		1,112,355.00	1,112,355.00
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		41,359,669.19	40,442,300.69
TOTAL NET POSITION		<u>273,830,415.55</u>	<u>272,913,047.05</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION		<u>368,852,778.21</u>	<u>369,015,208.77</u>

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

	Year-To-Date	Year-To-Date
	1/31/2021	1/31/2020
OPERATING REVENUES		
Water consumption sales	\$808,182.27	\$610,002.56
Water service charge	2,324,194.78	2,244,296.48
Wheeling water charge	319.85	15.00
Other charges for services	12,222.33	84,880.78
TOTAL OPERATING REVENUES	3,144,919.23	2,939,194.82
 OPERATING EXPENSES		
Source of supply	29,984.73	150,985.96
Pumping	139,424.11	106,327.32
Transmission and distribution	225,739.31	324,235.75
Water conservation	26,787.22	28,159.95
Customer accounts	82,647.36	99,114.70
Administrative and general	430,269.38	408,125.80
TOTAL OPERATING EXPENSES	934,852.11	1,116,949.48
 Operating income before depreciation	2,210,067.12	1,822,245.34
Depreciation and amortization	(1,200,000.00)	(1,143,650.93)
OPERATING INCOME	1,010,067.12	678,594.41
 NON-OPERATING REV. (EXP.)		
Rental income	28,718.17	22,640.57
Interest and investment income	19,558.47	288,429.71
Interest expense and debt related costs	(146,854.66)	(224,655.77)
Other non-operating revenues	579.40	14,263.15
Other non-operating expenses	5,300.00	
Gain(loss) on disposal of capital assets		8,245.00
NON-OPERATING REV. (EXP.)	(92,698.62)	108,922.66
 NET INCOME (LOSS) BEFORE CAPITAL	917,368.50	787,517.07
 CAPITAL CONTRIBUTIONS		
 CHANGE IN NET POSITION	917,368.50	787,517.07
 Net position at beginning of period	272,913,047.05	259,455,982.23
 NET POSITION AT END OF PERIOD	273,830,415.55	260,243,499.30

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

	2021 YTD		
	Actual	Budget	
BUDGETED OPERATING EXPENSES			
Board of Directors	\$1,364.59	\$4,326.02	\$2,961.43
Administrative	177,895.69	222,075.13	44,179.44
Finance	23,206.64	104,415.45	81,208.81
Customer Services	79,908.63	100,980.78	21,072.15
Field Operations	34,625.02	42,441.23	7,816.21
Production	148,535.39	657,131.26	508,595.87
Environmental Compliance	20,873.45	92,044.96	71,171.51
Distribution	133,710.96	195,089.02	61,378.06
Field Services	89,204.35	127,117.53	37,913.18
Maintenance	27,129.92	58,658.15	31,528.23
Water Conservation	26,787.22	33,145.72	6,358.50
Engineering	80,865.54	133,792.53	52,926.99
GIS/CAD	23,051.37	30,360.87	7,309.50
Human Resources	6,042.60	25,885.30	19,842.70
Information Technology	58,912.01	100,102.23	41,190.22
Community Outreach	2,738.73	17,587.00	14,848.27
TOTAL OPERATING EXPENSES	<u>934,852.11</u>	<u>1,945,153.18</u>	<u>1,010,301.07</u>

**SACRAMENTO SUBURBAN WATER DISTRICT
OPERATING CAPITAL BUDGET
1/31/2021**

Project Number	Project Name	2021 Original Budget	2021 Changes	2021 Amended Budget	Roll-Over From Prior Year Budget	Total Budget Available	Current Month Expenditures	Expenditures Year-To-Date	Committed Year- To-Date	Remaining Balance
SF20-485	OFF FURNITURE/WORKSTATIONS	\$ -	\$ -	\$ -	\$ 3,407.75	\$ 3,407.75	\$ -	\$ -	\$ -	\$ 3,407.75
SF20-493	BOARD ROOM WALL MAP	\$ -	-	-	4,000.00	4,000.00	-	-	-	\$ 4,000.00
SF21-500	PROPERTY ACQUISITION	\$ 700,000.00	(15,000.00)	\$ 685,000.00	-	685,000.00	\$ -	-	-	\$ 685,000.00
SF21-501	UPDATE URBAN WTR MGMT PLAN	\$ 175,000.00	-	175,000.00	-	175,000.00	-	-	77,119.00	\$ 97,881.00
SF21-502	CALIBRATION HYDROLIC MODEL	\$ 130,000.00	-	130,000.00	-	130,000.00	-	-	-	\$ 130,000.00
SF21-503	DEV PIPELINE CA GUIDELINE	\$ 75,000.00	-	75,000.00	-	75,000.00	-	-	-	\$ 75,000.00
SF21-504	WATT/ELKH TREE REPL/IRRIGA MOD	\$ 55,500.00	-	55,500.00	-	55,500.00	-	-	-	\$ 55,500.00
SF21-505	FENCE REPL - 3 SITES	\$ 24,000.00	-	24,000.00	-	24,000.00	-	-	-	\$ 24,000.00
SF20-487	VEHICLE REPL - TRUCK# 46	\$ -	-	-	32,000.00	32,000.00	-	-	27,617.00	\$ 4,383.00
SF20-488	VEHICLE REPL - TRUCK# 49	\$ -	-	-	6,285.52	6,285.52	-	-	6,250.00	\$ 38.52
SF20-489	VEHICLE REPL - TRUCK# 54	\$ -	-	-	1,987.04	1,987.04	-	-	1,879.00	\$ 108.04
SF20-490	VEHICLE REPL - TRUCK# 56	\$ -	-	-	6,188.52	6,188.52	-	-	6,124.00	\$ 64.52
SF20-491	VEHICLE REPL - TRUCK# 4	\$ -	-	-	30,800.00	30,800.00	-	-	30,800.00	\$ -
SF20-492	VEHICLE REPL - TRUCK# 16	\$ -	-	-	30,800.00	30,800.00	-	-	30,800.00	\$ -
SF21-506	VEHICLE REPL-TRUCK# 9	\$ 32,500.00	-	32,500.00	-	32,500.00	-	-	-	\$ 32,500.00
SF21-507	VEHICLE REPL - TRUCK# 42	\$ 32,500.00	-	32,500.00	-	32,500.00	-	-	-	\$ 32,500.00
SF21-508	VEHICLE REPL - TRUCK# 50	\$ 47,000.00	-	47,000.00	-	47,000.00	-	-	-	\$ 47,000.00
SF21-509	VEHICLE REPL - TRUCK# 57	\$ 47,000.00	-	47,000.00	-	47,000.00	-	-	-	\$ 47,000.00
SF21-510	2020 JOHN DEERE 320G SKID STE	\$ 100,000.00	-	100,000.00	-	100,000.00	-	-	-	\$ 100,000.00
SF21-511	VACUUM TRAILER REPL-METER PM	\$ 51,000.00	-	51,000.00	-	51,000.00	-	-	-	\$ 51,000.00
SF21-512	IT - HARDWARE REFESH	\$ 166,500.00	-	166,500.00	27,197.32	193,697.32	-	-	50,705.31	\$ 142,992.01
SF21-513	IT - SOFTWARE UPGRADE/ENHANCE	\$ 125,000.00	-	125,000.00	-	125,000.00	-	-	-	\$ 125,000.00
SF21-514	MARCONI OFFICE IMPRV/CUS SERV	\$ 100,000.00	15,000.00	115,000.00	-	115,000.00	-	-	-	\$ 115,000.00
SF21-515	HVAC/ROOF/BUILDING REPAIRS	\$ 20,000.00	-	20,000.00	-	20,000.00	-	-	19,480.00	\$ 520.00
TOTAL		\$ 1,881,000.00	\$0.00	\$1,881,000.00	\$142,669.15	\$2,023,669.15	\$0.00	\$0.00	\$250,774.31 #	\$1,772,894.84

**Sacramento Suburban Water District
Capital Improvement Project Budget
1/31/2021**

Project No.	Project Name	2021 Original Budget	Roll-Over From Prior Year Budget	Total Budget Available	Current Month Expenditures	Expenditures Year- To-Date	Committed Year-To- Date	Remaining Balance
SC21-009	WELL REHAB/PUMP ST IMPROVEMENT	\$1,890,000.00	\$779,093.99	\$2,669,093.99		\$ -	\$ 430,276.95	\$ 2,238,817.04
SC21-010	SCADA/COMMUNICATION IMPROVE	\$785,000.00	\$1,031,117.43	\$1,816,117.43		-	407,768.68	\$ 1,408,348.75
SC21-011	WELL DESTRUCTION/SITE DEMOLIT	\$152,000.00	\$81,697.28	\$233,697.28	1,492.00	1,492.00	129,506.18	\$ 102,699.10
SC21-012	WELL NEW CONSTRUCTION	\$4,620,000.00	\$953,062.47	\$5,573,062.47		-	3,695,019.62	\$ 1,878,042.85
SC21-018	DISTRIBUTION MAIN REPL/IMPROV	\$5,083,000.00	\$205,211.39	\$5,288,211.39		-	711,247.11	\$ 4,576,964.28
SC21-024	METER RETROFIT PROGRAM	\$2,000,000.00	\$68,405.96	\$2,068,405.96		-	1,495,825.89	\$ 572,580.07
SC21-034	RESERVIOR/TANK IMPROVEMENT	\$345,000.00	\$183,453.16	\$528,453.16		-	116,296.16	\$ 412,157.00
SC21-035	CORROSION CONTROL-TRAN MAIN	\$50,000.00	-	\$50,000.00		-	14,128.00	\$ 35,872.00
SC21-037	VALVE/HYDRANT/SERV REPL	\$300,000.00	-	\$300,000.00		-	86,829.66	\$ 213,170.34
SC21-038	LARGE METER REPLACEMENT	\$40,000.00	-	\$40,000.00		-	3,000.00	\$ 37,000.00
SC21-039	METER REPLACEMENT-PM	\$250,000.00	-	\$250,000.00	36,107.76	36,107.76	11,655.00	\$ 202,237.24
SC21-040	AMI ENDPOINTS	\$1,400,000.00	\$463,779.30	\$1,863,779.30	455,560.28	455,560.28	161,964.00	\$ 1,246,255.02
SC21-048	SPECIAL PROJECTS	\$5,000.00	\$77,042.17	\$82,042.17		-	60,237.17	\$ 21,805.00
SC21-049	WATER RELATED STREET IMPROV	\$200,000.00	\$50,000.00	\$250,000.00		-	2,954.00	\$ 247,046.00
		\$ 17,120,000.00	\$ 3,892,863.15	\$ 21,012,863.15	\$ 493,160.04	\$ 493,160.04	\$ 7,326,708.42	\$ 13,192,994.69

**Sacramento Suburban Water District
Debt
1/31/2021**

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	\$ 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>

Interest Expense

	Current Month Actual	Year-To-Date Actual	Budget	Variance
Interest Expense	<u>\$ 141,363</u>	<u>\$ 141,363</u>	<u>\$ 213,887</u>	<u>\$ 72,524</u>

**Investments Outstanding and Activity
January 2021**



Managed Account Detail of Securities Held

For the Month Ending **January 31, 2021**

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	1,038.46	300,740.74	301,875.00
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	3,190.61	375,316.85	379,101.56
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	1,525.38	472,980.57	479,082.05
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	1,830.46	568,392.43	574,898.47
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	650.29	134,507.68	137,974.21
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	4,576.14	940,542.62	970,929.64
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	5,057.84	1,039,923.57	1,073,132.76
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	3,753.40	491,831.10	511,640.60
US TREASURY NOTES	DTD 12/31/2015 2.125% 12/31/2022	912828N30	25,000.00	AA+	Aaa	01/07/19	01/10/19	24,639.65	2.51	46.96	24,826.65	25,957.03
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	2,582.87	1,364,355.92	1,427,636.65
US TREASURY 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	843.75	298,624.63	310,359.36
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	2,713.57	647,280.45	676,203.13
US TREASURY NOTES	DTD 10/31/2016 1.625% 10/31/2023	912828T91	2,050,000.00	AA+	Aaa	10/02/19	10/04/19	2,061,771.48	1.48	8,558.18	2,057,926.76	2,132,640.62
US TREASURY 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	662.98	382,897.15	397,617.19



Managed Account Detail of Securities Held

For the Month Ending **January 31, 2021**

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 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	839.78	493,266.61	503,648.44
US TREASURY 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	1,149.17	659,643.50	689,203.13
US TREASURY 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	1,635.36	935,366.43	980,789.06
US TREASURY 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	3,403.32	1,946,539.47	2,041,101.56
US TREASURY NOTES 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	850.83	583,662.39	581,281.25
US TREASURY NOTES 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	1,508.29	1,027,502.02	1,030,453.13
US TREASURY NOTES 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	1,546.96	1,056,944.21	1,056,875.00
Security Type Sub-Total		15,630,000.00					15,775,450.00	1.63	47,964.60	15,803,071.75	16,282,399.84
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	1,673.44	224,965.22	226,187.10
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	458.33	749,724.08	759,269.25
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	279.17	598,791.29	600,515.40
Security Type Sub-Total		1,575,000.00					1,571,460.00	1.86	2,410.94	1,573,480.59	1,585,971.75
Municipal Bond / Note											



Managed Account Detail of Securities Held

For the Month Ending **January 31, 2021**

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	104.62	85,000.00	86,767.15
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	1,050.50	100,000.00	105,030.00
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	358.80	200,000.00	199,388.00
NY ST URBAN DEV CORP TXBL REV BONDS DTD 12/23/2020 0.870% 03/15/2025	650036DT0	425,000.00	AA+	NR	12/16/20	12/23/20	425,000.00	0.87	390.29	425,000.00	427,962.25
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	186.41	100,000.00	101,864.00
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	78.63	75,488.41	77,133.00
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	110.08	105,641.22	107,986.20
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	209.67	200,000.00	205,688.00
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	354.90	130,000.00	131,192.10
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	304.37	175,000.00	175,719.25
NJ TPK AUTH -B-TXBL MUNICIPAL BONDS DTD 02/04/2021 1.047% 01/01/2026	646140DP5	90,000.00	A+	A2	01/22/21	02/04/21	90,000.00	1.05	0.00	90,000.00	90,908.10
Security Type Sub-Total		1,685,000.00					1,686,226.40	1.01	3,148.27	1,686,129.63	1,709,638.05
Federal Agency Collateralized Mortgage Obligation											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	35,637.00	AA+	Aaa	04/11/18	04/30/18	36,345.86	2.93	105.72	35,760.18	35,709.03



Managed Account Detail of Securities Held

For the Month Ending **January 31, 2021**

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											
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	200,590.42	205,347.72
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	27,361.44	AA+	Aaa	12/07/18	12/17/18	27,361.36	3.20	73.03	27,361.40	28,048.21
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	107,274.42	AA+	Aaa	11/20/19	11/26/19	107,271.83	2.09	187.02	107,272.50	110,085.30
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	286,130.79	300,155.08
Security Type Sub-Total		645,272.86					661,303.27	2.36	1,582.48	657,115.29	679,345.34
Federal Agency Bond / Note											
FHLB GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8Q55	975,000.00	AA+	Aaa	07/14/16	07/15/16	969,071.03	1.25	517.97	974,470.45	979,597.13
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	740.28	129,951.97	130,819.78
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	2,391.66	419,816.28	422,648.52
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	1,333.33	1,198,958.82	1,202,821.20
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	372.60	365,057.55	365,776.36
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	495.11	484,861.79	486,031.59
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	151.30	413,604.72	414,405.31
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	268.76	449,627.52	450,767.70
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	183.34	399,572.27	400,696.80



Managed Account Detail of Securities Held

For the Month Ending **January 31, 2021**

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 12/04/2020 0.250% 12/04/2023	3137EAF2	400,000.00	AA+	Aaa	12/02/20	12/04/20	399,604.00	0.28	158.33	399,625.34	400,588.40
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	668.75	448,124.09	452,400.30
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	773.44	449,216.83	454,768.65
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	52.08	497,773.47	499,182.00
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	721.88	448,076.43	448,639.20
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	291.67	199,447.17	199,392.00
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	590.63	448,741.30	448,616.25
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	493.75	448,460.66	450,805.95
Security Type Sub-Total			8,190,000.00					8,166,482.45	0.55	10,204.88	8,175,386.66	8,207,957.14
Corporate Note												
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	5,182.22	399,999.28	400,085.20
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	2,775.17	249,993.95	250,719.50
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	1,643.33	149,993.72	150,507.60
NATIONAL RURAL UTIL COOP NOTE	DTD 02/26/2018 2.900% 03/15/2021	63743HER9	225,000.00	A	A2	04/12/18	04/19/18	224,048.25	3.05	2,465.00	224,962.32	225,761.40



Managed Account Detail of Securities Held

For the Month Ending **January 31, 2021**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 02/19/2016 2.500% 04/15/2021	06406FAA1	225,000.00	A	A1	05/16/16	05/19/16	230,170.50	2.00	1,656.25	225,123.32	225,557.55
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	1,325.00	224,997.44	225,506.25
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	1,209.38	224,973.03	225,761.18
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	981.67	149,990.32	151,238.85
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	429.00	109,972.53	110,551.54
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	1,579.86	249,999.25	251,690.75
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	1,781.25	149,952.67	154,114.20
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	7,215.75	675,000.00	696,881.48
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	130.00	299,863.94	301,899.00
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	579.86	249,837.56	250,946.25
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	124.44	99,896.17	100,241.00
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	295.56	381,629.66	413,734.50



Managed Account Detail of Securities Held

For the Month Ending **January 31, 2021**

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											
MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDO6	375,000.00	BBB+	A1	07/19/19	07/23/19	396,483.75	2.59	3,713.54	389,589.71	413,938.50
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	850.00	373,722.99	397,929.38
GOLDMAN SACHS GROUP INC BONDS DTD 07/08/2014 3.850% 07/08/2024	38141EC23	375,000.00	BBB+	A2	07/08/19	07/11/19	392,467.50	2.84	922.40	386,999.33	410,749.88
BB&T CORPORATION CORP BONDS DTD 07/29/2019 2.500% 08/01/2024	05531FBH5	400,000.00	A-	A3	08/01/19	08/05/19	400,664.00	2.46	5,000.00	400,465.13	426,747.60
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	2,936.11	398,828.91	416,076.00
BANK OF NY MELLON CORP DTD 10/24/2019 2.100% 10/24/2024	06406RAL1	150,000.00	A	A1	01/21/20	01/28/20	150,660.00	2.00	848.75	150,518.93	158,830.50
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	2,369.58	302,513.39	302,680.13
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	5,328.13	310,449.30	310,599.30
Security Type Sub-Total		6,690,000.00					6,800,668.85	2.33	51,342.25	6,779,272.85	6,972,747.54
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	3,159.00	650,000.00	657,359.30
CREDIT SUISSE NEW YORK CERT DEPOS DTD 08/07/2020 0.520% 02/01/2022	22549L6F7	300,000.00	A+	Aa3	08/05/20	08/07/20	300,000.00	0.52	771.33	300,000.00	300,530.70
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	3,340.00	400,000.00	405,856.00
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	10,585.21	375,000.00	386,398.50
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	177.33	380,000.00	381,614.24



Managed Account Detail of Securities Held

For the Month Ending **January 31, 2021**

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											
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	3,268.33	400,000.00	410,437.60
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	3,286.00	400,000.00	410,500.00
DNB BANK ASA/NY LT CD DTD 12/06/2019 2.040% 12/02/2022	23341VZT1	400,000.00	AA-	Aa2	12/04/19	12/06/19	400,000.00	2.03	1,382.67	400,000.00	413,572.80
Security Type Sub-Total		3,305,000.00					3,305,000.00	2.02	25,969.87	3,305,000.00	3,366,269.14
Asset-Backed Security											
TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	133,164.38	AAA	Aaa	05/09/18	05/16/18	133,162.39	2.96	175.19	133,163.64	134,510.23
ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	136,045.93	AAA	Aaa	06/19/18	06/27/18	136,036.62	3.00	181.39	136,041.94	137,296.03
HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	204,452.79	AAA	Aaa	11/20/18	11/28/18	204,422.23	3.16	287.14	204,438.35	207,416.31
NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	265,270.37	AAA	Aaa	12/04/18	12/12/18	265,219.54	3.22	379.63	265,243.69	270,021.97
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	199,981.86	203,972.92
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	799,856.00	818,622.64
VWALT 2020-A A4 DTD 12/03/2020 0.450% 07/21/2025	92868VAD1	265,000.00	AAA	NR	11/24/20	12/03/20	264,945.20	0.45	36.44	264,947.14	265,986.29
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	149,968.92	150,684.38
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	134,972.94	135,315.35



Managed Account Detail of Securities Held

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SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security												
CARMX 2021-1 A3		14316NAC3	65,000.00	AAA	NR	01/20/21	01/27/21	64,987.16	0.34	2.46	64,987.20	65,035.26
DTD 01/27/2021 0.340% 12/15/2025												
Security Type Sub-Total			2,353,933.47					2,353,486.42	1.84	1,841.58	2,353,601.68	2,388,861.38
Managed Account Sub-Total			40,074,206.33					40,320,077.39	1.57	144,464.87	40,333,058.45	41,193,190.18
Securities Sub-Total			\$40,074,206.33					\$40,320,077.39	1.57%	\$144,464.87	\$40,333,058.45	\$41,193,190.18
Accrued Interest												\$144,464.87
Total Investments												\$41,337,655.05

Bolded items are forward settling trades.

**Investment Activity
January 2021**



Managed Account Security Transactions & Interest

For the Month Ending **January 31, 2021**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
BUY											
	01/20/21	01/27/21	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	65,000.00	(64,987.16)	0.00	(64,987.16)			
	01/22/21	02/04/21	NJ TPK AUTH -B-TXBL MUNICIPAL BONDS DTD 02/04/2021 1.047% 01/01/2026	646140DP5	90,000.00	(90,000.00)	0.00	(90,000.00)			
Transaction Type Sub-Total					155,000.00	(154,987.16)	0.00	(154,987.16)			
INTEREST											
	01/01/21	01/01/21	FL ST BOARD OF ADMIN TXBL REV BONDS DTD 09/16/2020 1.258% 07/01/2025	341271AD6	380,000.00	0.00	1,394.28	1,394.28			
	01/01/21	01/01/21	CA ST EARTHQUAKE AUTH TXBL REV BONDS DTD 11/24/2020 1.477% 07/01/2023	13017HAK2	85,000.00	0.00	129.03	129.03			
	01/01/21	01/25/21	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	27,398.38	0.00	73.13	73.13			
	01/01/21	01/25/21	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	90,937.27	0.00	269.78	269.78			
	01/01/21	01/25/21	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	107,468.23	0.00	187.35	187.35			
	01/01/21	01/25/21	FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	0.00	701.71	701.71			
	01/01/21	01/25/21	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	200,000.00	0.00	515.00	515.00			
	01/04/21	01/04/21	MONEY MARKET FUND	MONEY0002	0.00	0.00	12.18	12.18			
	01/07/21	01/07/21	CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 07/08/2020 0.650% 07/07/2023	14913R2D8	300,000.00	0.00	969.58	969.58			
	01/08/21	01/08/21	SUMITOMO MITSUI BANK NY CERT DEPOS DTD 07/14/2020 0.700% 07/08/2022	86565CKU2	380,000.00	0.00	1,315.22	1,315.22			
	01/08/21	01/08/21	GOLDMAN SACHS GROUP INC BONDS DTD 07/08/2014 3.850% 07/08/2024	38141EC23	375,000.00	0.00	7,218.75	7,218.75			



Managed Account Security Transactions & Interest

For the Month Ending **January 31, 2021**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
INTEREST											
	01/14/21	01/14/21	FHLB GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8QS5	975,000.00	0.00	5,484.38	5,484.38			
	01/15/21	01/15/21	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			
	01/15/21	01/15/21	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	150,000.00	0.00	62.50	62.50			
	01/15/21	01/15/21	ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	155,041.55	0.00	387.60	387.60			
	01/15/21	01/15/21	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	286,900.23	0.00	769.85	769.85			
	01/15/21	01/15/21	TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	151,535.60	0.00	373.79	373.79			
	01/15/21	01/15/21	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	224,771.73	0.00	591.90	591.90			
	01/16/21	01/16/21	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	135,000.00	0.00	42.75	42.75			
	01/20/21	01/20/21	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	200,000.00	0.00	308.33	308.33			
	01/20/21	01/20/21	VWALT 2020-A A4 DTD 12/03/2020 0.450% 07/21/2025	92868VAD1	265,000.00	0.00	99.38	99.38			
	01/21/21	01/21/21	FREDDIE MAC NOTES DTD 07/23/2020 0.375% 07/21/2025	3137EAEU9	500,000.00	0.00	927.08	927.08			
	01/23/21	01/23/21	INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	750,000.00	0.00	10,312.50	10,312.50			
	01/23/21	01/23/21	PNC BANK NA CORP NOTES DTD 01/23/2019 3.500% 01/23/2024	693475AV7	380,000.00	0.00	6,650.00	6,650.00			
Transaction Type Sub-Total					7,194,052.99	0.00	39,942.74	39,942.74			
PAYDOWNS											
	01/01/21	01/25/21	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	36.94	36.94	0.00	36.94	0.00	0.00	
	01/01/21	01/25/21	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	55,300.27	55,300.27	0.00	55,300.27	(1,099.99)	0.00	



Managed Account Security Transactions & Interest

For the Month Ending **January 31, 2021**

SACRAMENTO SUBURBAN WATER DISTRICT - 76850100

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
PAYDOWNS											
	01/01/21	01/25/21	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	193.81	193.81	0.00	193.81	0.00	0.00	
	01/15/21	01/15/21	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	20,318.94	20,318.94	0.00	20,318.94	3.04	0.00	
	01/15/21	01/15/21	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	21,629.86	21,629.86	0.00	21,629.86	4.15	0.00	
	01/15/21	01/15/21	TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	18,371.22	18,371.22	0.00	18,371.22	0.27	0.00	
	01/15/21	01/15/21	ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	18,995.62	18,995.62	0.00	18,995.62	1.30	0.00	
Transaction Type Sub-Total					134,846.66	134,846.66	0.00	134,846.66	(1,091.23)	0.00	
Managed Account Sub-Total						(20,140.50)	39,942.74	19,802.24	(1,091.23)	0.00	
Total Security Transactions						(20,140.50)	39,942.74	19,802.24	(1,091.23)	0.00	

Bolded items are forward settling trades.

**District Reserve Balances
DRAFT - January 31, 2021**

**Sacramento Suburban Water District
Reserve Fund Balance**

	<u>January 31, 2021</u>	<u>December 31, 2020</u>
Debt Service Reserve	\$ -	\$ -
Facilities Reimbursement	-	-
Emergency/Contingency	10,872,626	10,872,626
Operating	9,048,488	9,418,409
Rate Stabilization	5,217,769	4,854,850
Interest Rate Risk	-	-
Grant	500,000	500,000
Well Property Acquisition	350,000	350,000
Capital Asset	16,206,400	16,206,400
TOTAL	\$ <u>42,195,283</u>	\$ <u>42,202,285</u>

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

	<u>January 31, 2021</u>	<u>December 31, 2020</u>
Cash and Cash Equivalents	\$ 856,318	\$ 856,318
Investments	41,193,190	41,212,046
Interest Receivable	145,774	133,920
Restricted Cash	1	1
TOTAL	\$ <u>42,195,283</u>	\$ <u>42,202,285</u>

Information Required by LOC Agreement

**Sacramento Suburban Water District
6 - Months Debt Service Schedule
1/31/2021**

Total SSWD Debt Service						
Month	Principal	Interest Adjustable/Fixed/Swap	Facility Fee	Remarketing	Debt Service	
Feb-21	\$ -	\$ 85,394.81	\$ -	\$ -	\$ 85,394.81	
Mar-21	-	85,394.81	50,400.00	13,125.00	148,919.81	
Apr-21	-	552,238.19	-	-	552,238.19	
May-21	-	85,394.81	-	-	85,394.81	
June-21	-	85,394.81	50,400.00	13,125.00	148,919.81	
July-21	-	85,394.81	-	-	85,394.81	

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

Series 2009A Adjustable Rate COPs (\$42,000,000.00)						
Month	Principal	Interest, Adjustable 0.04%	Facility Fee 0.480%	Remarketing 0.125%	Debt Service	
Feb-21		\$ 1,400.00			\$ 1,400.00	
Mar-21		1,400.00	50,400.00	13,125.00	64,925.00	
Apr-21		1,400.00			1,400.00	
May-21		1,400.00			1,400.00	
June-21		1,400.00	50,400.00	13,125.00	64,925.00	
July-21		1,400.00			1,400.00	

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

2012 SWAP Interest, Net (\$33,000,000.00)						
Month	Principal	Interest, Swap Net 3.283%-(0.07616 +.18)%			Debt Service	
Feb-21		\$ 83,994.81	-	-	83,994.81	
Mar-21		83,994.81	-	-	83,994.81	
Apr-21		83,994.81	-	-	83,994.81	
May-21		83,994.81	-	-	83,994.81	
June-21		83,994.81	-	-	83,994.81	
July-21		83,994.81	-	-	83,994.81	

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

	Actual Year-To-Date 1/31/2021	Budget Year-To-Date 1/31/2021
REVENUES		
Water sales charges	\$3,144,919.23	\$3,108,509.00
Facility development charges		25,000.00
Interest and investment income	57,462.89	69,750.00
Rental & other income	29,297.57	25,416.00
TOTAL REVENUES	3,231,679.69	3,228,675.00
EXPENSES		
Source of supply	29,984.73	323,092.00
Pumping	139,424.11	426,084.22
Transmission and distribution	225,739.31	325,123.22
Water conservation	26,787.22	33,145.72
Customer accounts	82,647.36	118,567.78
Administrative and general	424,969.38	719,140.24
TOTAL EXPENSES	929,552.11	1,945,153.18
NET REVENUE	2,302,127.58	1,283,521.82

**Financial Markets Report
January 31, 2021**

Financial Markets Report January 31, 2021

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	\$ 19,615,000	\$ 12,275,000	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	0.65%
	Notional Amount	Counterparty	FMV	Receive Rate	Fixed Rate
Swap	\$33,300,000	Wells Fargo Bank, N.A.	(\$7,994,819)	0.26%	3.283%

Current Status of District's Investment Portfolio January 31, 2021):

Fair Market Value	Security Type	Yield
\$ 965,828.36	Money Market	0.03%
3,375,774.33	LAIF	0.46%
2,388,861.38	Asset-Backed Securities	1.84%
3,366,269.14	Certificates of Deposit	2.02%
6,972,747.54	Corporate Notes	2.33%
8,207,957.14	Federal Agency Securities Bonds/Notes	0.55%
679,345.34	Federal Agency Collateralized Mortgage Obligation	2.36%
1,709,638.05	Municipal Obligations	1.01%
1,585,971.75	Supra-National Agency Bond	1.86%
16,282,399.84	Treasury Bonds/Notes	1.63%
<u>\$ 45,534,792.87</u>		<u>1.46%</u>

Market:

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

Current Bond Markets

- The U.S. Treasury yield curve steepened modestly in December as rates on 10- and 30-year maturities rose by seven to eight basis points (bps), while shorter-term rates remained anchored near zero.
- As a result, muted returns of shorter-maturity U.S. Treasuries exceeded the negative returns of those U.S. Treasuries with longer maturities. In December, the 3-month and 2-year Treasury benchmarks generated returns of 0.01% and 0.07%, respectively, while the 10-year Treasury benchmark posted a return of -0.58%.
- Corporate, asset-backed and supranational issuance was quiet in December as issuers closed their books for the year. Nevertheless, corporate issuers enjoyed low borrowing rates during 2020, resulting in the largest issuance year on record.

PFM Strategy Recap

- The economic outlook remains uncertain, as the pace and efficacy of the global vaccine battles a major resurgence of virus cases headlining 2021 unknowns; political turmoil in the U.S. adds to the unpredictability. Remarkably, the markets have largely discounted the downside. Underlying the recent low market volatility is confidence in the Fed and global central banks that have supported economic stability and expansion.
- Our recent portfolio strategy themes are likely to roll over into the new year: maintain core allocations in most sectors, match benchmark durations and carefully manage risk.
- Yield spreads in all sectors – federal agencies, corporates, supranationals, asset- and mortgage-backed securities remain tight, in many cases at or tighter than pre-pandemic levels. After increasing allocations in most sectors at wider spreads throughout the second and third quarters, we will likely hold the bulk of these positions to earn their incremental income, and only add to positions selectively.
- New issue supply is expected to pick up in January across all fixed income sectors. New issues are likely to be the best opportunity to add corporates and asset-backed securities in the new year.
- In short-term markets, rates are expected to remain low for the next several years. In the near term, short-term rates may be affected by the scale of Treasury issuance necessary to fund the 2021 federal budget deficit. While the deficit will require trillions of dollars of new Treasury

Financial Markets Report
January 31, 2021

issuance, the focus will be on longer maturity securities and the Treasury bill supply is likely to decline, pressuring short-term rates lower.

(Source: PFM January 2021 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: 9

Date: March 15, 2021

Subject: District Activity Report

Staff Contact: Matt Underwood, Operations Manager

This report describes significant District Activities and milestones over the past month. Included in this report are the (1) Water Operations Activity Report, (2) District Claims Update Report, (3) Customer Service Monthly Activity Report, (4) Targeted Delinquency Mailing and (5) 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

February 2021	Monthly Avg CY 2021	Total CY 2021	Total # in System	Goal CY 2021	% of Goal Completed in CY 2021
---------------	---------------------	---------------	-------------------	--------------	--------------------------------

Production Department

Water Quality

Complaints	1	2	3	—	—
Taste & Odor Complaints	0	0	0	—	—

Distribution Department

Service Orders

Main Leaks	3	3	5	—	—
Service Line Leaks	7	7	13	—	—

Water Main Shutdown

-- Emergency	4	4	8	—	—
-- Scheduled	5	3	6	—	—

Preventive Maintenance Program

Fire Hydrants Inspected	120	100	200	6,173	1,235	16.2%
Fire Hydrant Valves Inspected	120	100	199	5,869	1,174	17.0%
Mainline Valves Inspected	189	152	304	11,023	2,205	13.8%
Blow Off Valves Inspected	14	11	21	1,049	210	10.0%
ARV/CARV Inspected	0	0	0	283	57	0.0%

Field Services Department

Meters

PM - Meters Tested (3 - 10 inch)	35	18	35	450	120	29.2%
PM - Meters Replaced (⁵ / ₈ - 1 inch)	1	96	192	41,167	1,000	19.2%
PM - Meter Re-Builds (1 ¹ / ₂ - 2 inch)	0	0	0	2,449	245	0.0%
Customer Pressure Inquiries	9	9	18	—	—	—

Field Operations Department

After Hours Activity (On-Call Technician)

Calls Received Distribution	46	39	77	—	—	—
Calls Responded Distribution	28	23	46	—	—	—
Calls Received Production	14	15	30	—	—	—
Calls Responded Production	2	2	4	—	—	—

2. District Claims Update Report

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

CLAIMS UNDER REVIEW/INVESTIGATION

7562 Event Way

Claim – On February 13, 2021, staff received a liability claim from Pacific Gas & Electric asserting that District employees had damaged a gas line while excavating a water leak.

District staff conducted a thorough investigation of the issue, and determined the claim was valid since staff had caused the damage by hitting a ¾" plastic gas service line with an excavator during an after-hours emergency water leak repair.

District staff provided a report and recommendation to the General Manager that the claim be handled by ACWA/JPIA (JPIA). The incident was reported to JPIA and they contacted Pacific Gas & Electric, and are settling the claim.

Claim Amount – \$6,107.50

Date of Loss – January 13, 2021

9631 Newton Road

Claim – On January 28, 2021, staff received an auto liability claim for damages to a gate owned by Glenn Thornton resulting from a District employee striking it.

The driver of the District vehicle had reported the single vehicle accident when it occurred. Staff conducted a thorough investigation and determined the accident was preventable and the employee was at fault.

District staff provided a report and recommendation to the General Manager that the claim be handled by JPIA. The General Manager concurred with the recommendation and the claim was reported to JPIA. JPIA contacted Mr. Thornton, and are settling the claim.

Claim Amount – Pending assessment

Date of Loss – January 19, 2021

3. Customer Service Monthly Activity Report

Customer Service Activity Report for the month of December 2020.

Total Calls	Calls Abandoned	% of Calls Abandoned	Average Wait on Queue	Max Wait on Queue	Average Talk Time
2,150	15	.7%	20s	6m, 55s	3m, 1s

4. Targeted Delinquency Mailing

On March 2, 2021, a letter was mailed to 1,638 delinquent customers updating them on their current account status and inviting them to contact the District to discuss their account. An assistance flyer issued by the Sacramento Housing and Redevelopment Agency was referenced and enclosed. A sample of the letter and flyer are shown below.

General Manager

Daniel R. York



Board of Directors

President - Robert P. Wichert
Vice President - Craig M. Locke
David A. Jones
Kathleen McPherson
Kevin M. Thomas

March 2, 2021

2 T8 P1 1637 *****AUTO**MIXED AADC 945

CUSTOMER

ADDRESS

ADDRESS



Dear CUSTOMER:

On April 2, 2020, Governor Newsom issued Executive Order N-42-20 directing all California water agencies to halt disconnection for delinquency for the duration of the COVID-19 pandemic for residential and critical infrastructure small businesses. In addition to complying with this direction, Sacramento Suburban Water District (SSWD) also elected to suspend shut-offs for all customers and suspend all penalties and late fees.

It is important to understand that these relief measures are temporary and will end when the governor rescinds the Executive Order. As a public agency, SSWD is required by law to charge each customer for their water service; we are not able to permanently waive any past due bills. This means that your water account has continued and will continue to be billed as usual and your balance owed will continue to accrue. The current status of your account is below:

NAME: CUSTOMER

SERVICE ADDRESS: SERVICE ADDRESS

AMOUNT DUE: \$747.91

DATE OF LAST PAYMENT: 2/1/2021

If you are a renter who needs help paying for rent and utility bills due to COVID-19, you may qualify for a new emergency relief program from the Sacramento Housing and Redevelopment Agency (SHRA). Enclosed is a flyer with more information, including eligibility requirements. To find out if this program can help your family, learn if you qualify, and submit an application, please visit www.shra.org/sera.

We understand the severe hardship that some customers may be facing, and we invite you to contact SSWD so that we can review your account. We do not know when the moratorium on disconnections for delinquency will end, but we are committed to working with every customer on a case-by-case basis as we move out of the pandemic, including arranging payment plans. Our customer service department is available Monday - Friday, from 8:00am until 4:30pm. Although our lobby remains closed to the public, we are available by phone at 916-972-7171 or by email at help@sswd.org.

Sincerely, Sacramento Suburban Water District



COVID-19 EMERGENCY RENT & UTILITIES ASSISTANCE PROGRAM

In response to the COVID-19 pandemic, the Sacramento Housing and Redevelopment Agency, in partnership with the City and the County of Sacramento, is offering

emergency rent and utilities assistance for renters impacted by COVID-19.

APPLICATION PERIOD

Feb. 25 – Mar. 19, 2021

www.shra.org/sera

ELIGIBILITY CRITERIA:

- Rent your home in the City or County of Sacramento
- Have experienced job loss or financial hardship due to COVID-19
- Behind in rent and/or utilities or inability to remain current on rent
- Current gross household income must be at or below low income limits

GROSS HOUSEHOLD LOW INCOME LIMITS								
Household of	1	2	3	4	5	6	7	8
Low Income	\$48,350	\$55,250	\$62,150	\$69,050	\$74,600	\$80,100	\$85,650	\$91,150

HOW TO APPLY:

- Apply online at www.shra.org/sera from Thursday, Feb. 25 through Friday, Mar. 19, 2021.
- Community organizations that can assist you with the application process will be listed on the SERA Program website.
- Both landlords and renters can apply.
- Households that previously applied for and/or received rental assistance through the SERA Program are eligible to apply again.

For program details, go to **www.shra.org/sera**. Email: **sera@shra.org**

5. Community Outreach Report

April Bill Insert

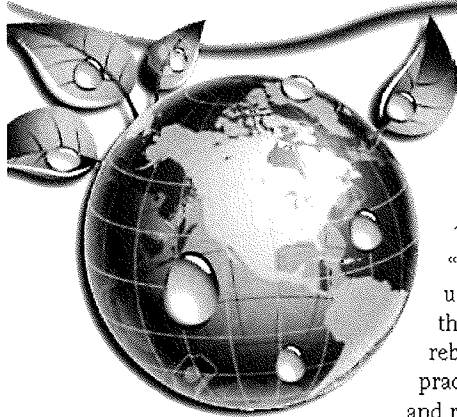
The April 2021 bill insert will begin on March 23, 2021, and will continue until, April 26, 2021. A sample of the bill insert is shown below.

00266818



H₂O on the Go

April 2021



Earth Day, April 22nd

Restore Our Earth

This year's Earth Day theme is "Restore Our Earth" and it calls upon people to work to restore the world's ecosystems and forests, rebuild soils, improve farming practices, restore wildlife populations, and reduce plastic waste.

SSWD has made the restoration of the local environment one of our central focuses, through our involvement in the Water Forum, the Sacramento Groundwater Authority (SGA), and our water-efficiency programs.

For over 20 years, the Water Forum has brought together a diverse group of stakeholders, including water providers, businesses, environmentalists, and city leaders to work together to protect and restore the Lower American River. The Water Forum has made great strides in helping to improve the river's environment and the spawning habitat of salmon and steelhead trout.

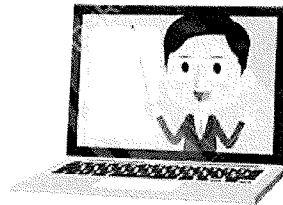
The SGA, which was formed in 1998 to help protect and restore the groundwater basin in Sacramento County, is one of the first groundwater management agencies of its kind in California. The SGA and its members have worked over the years to develop programs that have helped the basin recover to sustainable levels.

Earth Day | page 2

You're Invited to Attend SSWD Board Meetings

The SSWD Board of Directors is currently holding its monthly meetings via video-conference and teleconference. If you are interested in attending and providing comment, you may do so via Zoom or by calling into the meeting.

The meetings are held at 6:00 p.m. on the third Monday of each month. Complete details on how to attend and participate are at: <http://www.sswd.org/about/meeting-agendas-packets-minutes>.



The Faces of SSWD

Amy Bullock, Administrative Assistant

In honor of Administrative Professionals Day, we are profiling administrative assistant Amy Bullock. Amy works in the Human Resources department. Her responsibilities include organizing, coordinating and implementing HR programs and activities; assisting with recruitment efforts; helping manage the employee benefit and Workers' Compensation programs; coordinating staff training; and maintaining records and personnel files.

Work Experience before SSWD:
Marketing and Advertising

Faces of SSWD | page 2

sswd.org

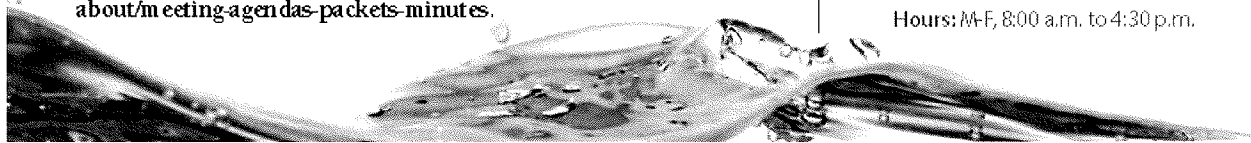
Phone: 916.972.7171

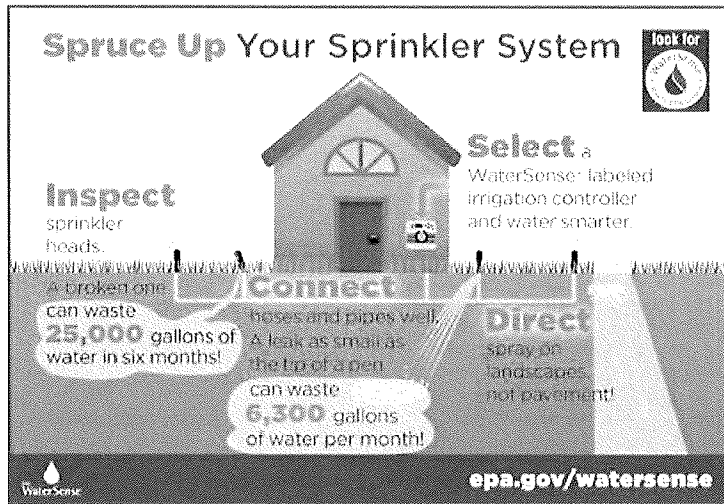
Fax: 916.972.7639

3701 Marconi Avenue, Suite 100

Sacramento, CA 95821-5346

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





Earth Day | from page 1

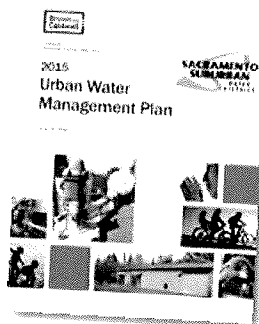
SSWD's water-efficiency programs have enabled our customers to become better stewards of this important resource by helping them find and fix leaks, incorporate WaterSense-labeled products into their homes and businesses, and save money on these improvements through our rebate program.

You can find ways to participate in this year's Earth Day at <https://www.earthday.org/>.

Urban Water Management Plan

Every five years, water suppliers in California are required by law to submit an Urban Water Management Plan to the Department of Water Resources. The plan must:

- Provide a detailed look at current and future water use
- Assess the reliability of our water supply over 20 years
- Describe measures to reduce customer demands and respond to drought
- Report progress toward meeting targeted reductions in per-person water consumption



SSWD will be holding a virtual public meeting to discuss its plan May 17th at 6:00 p.m. Complete details are available at sswd.org.

Faces of SSWD | from page 1

Typical workday:
 Every day is different; no two alike.

Best thing about your job:
 I'm given challenges that test my potential and allow me to make a valued contribution to the District's needs.

Greatest challenge at work:
 I have to be very flexible because I'm pulled in a lot of different directions for different tasks or staff needs.

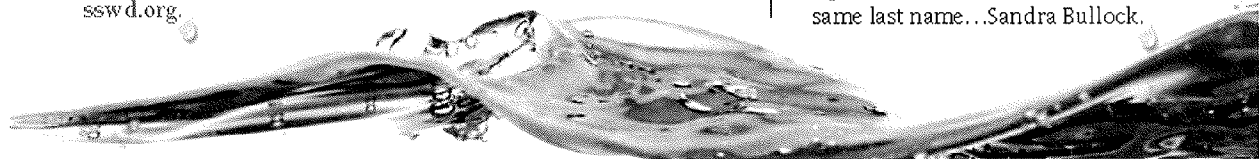
Most valuable lesson learned:
 To treat almost everything as a new learning experience. I like to think outside of the box on how to modify or improve what I already know with the goal of being more productive.

Secret talent:
 Juggling life, career, family, kids and everything else in between! I'm not one for tooting my own horn, but I'm pretty amazed at all the things I can do or accomplish in a given week.

What you like to do in your free time:
 Free time...what's that? I'm pretty busy when I'm not working at SSWD running a window covering business with my husband. I recently became an aunt for the first time of twin girls. I'm looking forward to our weekly Sunday dinners with my family and cute little nieces.

Three things always found in your refrigerator/freezer:
Fridge: Definitely coffee creamer!
Freezer: Mint chocolate chip ice cream and frozen cookie dough.

Who would play you in a movie:
 I get this a lot since we share the same last name...Sandra Bullock.





Agenda Item: 10

Date: March 15, 2021

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	Q1 2021	Q4 2021	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/improvement 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	Complete ²	N/A
U Street Loop (0.6 miles of main)	Q1 2021	Q3 2021	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 2021 project shown in the table below is on schedule.

Project	Approximate Completion		Change in Completion Status Since Last Report
	Design	Construction	
2021 Project (941 meters)	Complete	Q3 2021	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
2020 Urban Water Management Plan ³	2021	N/A
SCADA AMP	2021	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.

Adoption of an updated Urban Water Management Plan (UWMP) is required by the State of California to be completed by the District by July 1, 2021. Staff will bring a Public Hearing agenda item to the May 2021 regular Board meeting for consideration and anticipated adoption of the 2020 UWMP. Public notice of the Public Hearing will take place in late April 2021.

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	March 2021	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
N7 Rosebud	Pump Repair	Investigation	TBD	N/A
N9 Cameron	Electrical Investigation	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
N35 Antelope North	Pump Repair	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 project is expected to be complete in 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. This project is expected to be complete in Spring 2021.

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. This project is expected to be complete in Spring 2021.

**REGIONAL WATER AUTHORITY
REGIONAL DROUGHT PLANNING/COORDINATION MEETING
(SPECIAL MEETING OF THE BOARD OF DIRECTORS)
Wednesday, March 3, 2021, 10:30 a.m.**

AGENDA

The purpose of this meeting is to coordinate between the managers of the RWA member agencies on potential drought actions

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 847-7589. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Executive Committee may consider any agenda item at any time during the meeting.

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

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

Meeting Information:

Regional Drought Planning Coordination
Wed, Mar 3, 2021 10:30 AM - 1:00 PM (PST)

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

<https://global.gotomeeting.com/join/315727877>

You can also dial in using your phone.

United States: +1 (786) 535-3211

Access Code: 315-727-877

- 1. Public Comment**
- 2. Meeting purpose and objectives - Bigley/York/Law/Peifer**

Lead, Purpose and Objective: Bigley and York
Peifer and Law articulate other areas they are interested in exploring

3. Water supply outlook

- a. Middle Fork Project – Darin Reintjes, PCWA
- b. Other upper watershed facilities and systems – Ansel Lundberg, SMUD & Daniel Corcoran, El Dorado Irrigation District
- c. Folsom Reservoir and the lower American River – Jessica Law, Water Forum

4. Bureau of Reclamation Coordination – Kristin White

- a. Discussion with Reclamation and Water Agencies to highlight concerns with low water levels or low river flows
- b. Disclosure of water transfers and coordination of transfers with Reclamation

5. Key Coordination Matters – Bigley/Law

Key coordination questions to ask of the GM's to advise RWA Board - Feedback on key action triggers, consensus areas of regional coordination and pooling of resources beyond current efforts. Also gain understanding of operational considerations and nuances among GM's, explore areas of consensus or potential collaboration. Water Forum coordination and other considerations.

6. Agreed coordinated regional approaches - GM's/Peifer/Bigley/York/Law

7. Action Items – Law/Peifer/Bigley/York

8. Communication, programmatic and policy coordination action items

- a. Christine Kohn, RWA & Amy Talbot
- b. Ryan Ojakian, RWA & Michelle Banonis, RWA

9. Set next meeting (if needed)

10. Adjourn

**REGIONAL WATER AUTHORITY
EXECUTIVE COMMITTEE AGENDA
Monday, February 22, 2021; 8:30 a.m.**

AGENDA

The Committee will discuss all items on this agenda, and may take action on any of those items, including information items and continued items. The Committee 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 Committee on any item of interest before or during the Committee's consideration of that item. Public comment on items within the jurisdiction of the Committee 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 RWA'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 Committee members and participants to join the meeting 10 minutes early. Note that we will use GoToMeeting to share slides and other information during the meeting. Use the link below to join GoToMeeting. If you have a microphone that you can use with your computer, it should be possible to both listen to, and participate in, the meeting through GoToMeeting. If you do not have a microphone, or a headset with a microphone, that plugs into your computer via USB port, you will need to call into the conference line to listen and comment, although you still should be able to view the meeting materials on GoToMeeting. Please do not simultaneously use a microphone through GoToMeeting and the telephone conference line. That combination results in audio problems for all participants.

Meeting Information:

**Executive Committee Meeting
Mon, Feb 22, 2021 8:30 AM - 11:00 AM (PST)**

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/470973909>

You can also dial in using your phone.
United States: +1 (872) 240-3311

Access Code: **470-973-909**

- 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. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code § 54956.9, subdivision (d)(4):
One case, concerning Bay-Delta water quality control plan.

4. REPORT FROM CLOSED SESSION

5. CONSENT CALENDAR

a. Minutes of the January 27, 2021 Executive Committee Meeting

Action: Approve Consent Calendar

6. RWA DUES STRUCTURE AND ALLOCATION

Information and Presentation: Jim Peifer, Executive Director

Action: Recommend approval of the Dues Ad Hoc Committee's Proposed Dues Structure and Allocation to the Board of Directors

7. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY

Discussion: Jim Peifer, Executive Director

8. OFFICE SPACE

Discussion: Jim Peifer, Executive Director

9. LEGISLATIVE/REGULATORY UPDATE

Information and Presentation: Ryan Ojakian, Legislative and Regulatory Affairs Manager

Action: Take Positions on State Legislation

Action: Take Positions on Federal Legislation

10. MARCH 11, 2021 RWA BOARD MEETING AGENDA

Action: Approve March 11, 2021 proposed RWA Board Meeting agenda.

11. EXECUTIVE DIRECTOR'S REPORT

12. DIRECTORS' COMMENTS

ADJOURNMENT

Next Executive Committee Meeting – March 24, 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, March 11, 2021, 9:00 a.m., at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

The 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 Executive Committee meeting electronic packet is complete and posted on the RWA website.

Agenda Item 11 c.

AB 1234 Report
November 2020 - February 2021
Kathleen McPherson

11/24/20 - Special Board Meeting to discuss GM Evaluation and Contract

12/1/20 - Meeting with GM to discuss District issues

12/9/20 - Facilities & Operations Committee meeting to review Building and Structures Management Plan for recommendation to full board.

12/15/20 - Special Board Meeting to discuss GM Evaluation and Contract

12/21/20 - Regular Board Meeting

1/6/21 - Special Board Meeting to discuss GM Evaluation and Contract

1/20/21 - Listened in on Finance & Audit Committee meeting where the new Auditor was discussed.

1/25/21 - Regular Board Meeting

2/3/21 - Listened in on LAFCo meeting where District's Sphere of Influence plan was discussed and approved

2/17/21 - Listened in on Ad Hoc Benefits Committee meeting

2/17/21 - Participated in Water Banking and Transfer Committee meeting to discuss PCWA MOU and recommended approval by full board. Also received annual update about Water Transfer Program.

Director Locke's AB1234 Report

February 2

Del Paso Manor Water District Board Meeting

February 3

Meyers Nave Mandatory vs. Voluntary COVID-19 Vaccination Policies: What California Employers Need To Know

Now that COVID-19 vaccines are gradually rolling out, employers are asking if they can – and should – require employees to get vaccinated and are considering what they can do if employees refuse.

Q: Can employers require employees to obtain COVID-19 vaccinations?

A: Likely yes, but...

Q: Should employers mandate COVID-19 vaccinations?

A: Employers still need to carefully consider....

Q: What happens if many employees refuse to be vaccinated?

A: Employers may be reluctant to discipline or terminate...

Q: What other issues need to be considered?

A: Many important questions including will the vaccination policy....

February 5

AWWA Webinar - As we strive to increase diversity in the water industry

As we strive to increase diversity in the water industry, it is in our best interest to accept and appreciate people for who they are and to strive to ensure that the ways in which we communicate with each other are appropriate and respectful. This complimentary webinar will define what inclusive language is and how to use it and includes a discussion on how team members and leaders can interact with each other in a more respectful and healthy manner.

February 8

Development and collaboration between IRWM and SGMA

Maven's Notebook and The Groundwater Exchange are continuing their FREE WEBINARS on coordinating project development and collaboration between IRWM and SGMA. Monday, Feb. 8, Noon – 1:30 PM

Details here: <https://cadwr.app.box.com/s/evk3l82eyqyqi8m00w45dtsmlzu1npj>

February 10

U.S. Centers for Disease Control and Prevention - COVID-19 vaccination for water sector

The U.S. Centers for Disease Control and Prevention (CDC) is offering a free webinar on Wednesday, Feb. 10, 2021, at 1 p.m. ET, addressing COVID-19 vaccination in the water sector. The webinar will offer an overview of vaccine distribution and implementation and briefly discuss safety and efficacy to drinking water and wastewater treatment workforce, including engineers, sanitation workers and other administrative and professional staff. While the webinar is free,

February 11

SGA Board Meeting

February 17

SSWD Ad Hoc Benefits Committee Meeting

February 18

2021 Public Records Act Legislative Update

Last year, the California Legislature and courts gave further guidance in balancing the rights of the public with those of the individual, aiming to further transparency when appropriate. The bulk of the new California Public Records Act guidance comes from case law because most of the proposed CPRA-related legislation was sidelined by the COVID-19 crisis. Join BB&K's Director of PRA Services and E-Discovery Counsel Christine Wood as she discusses recent legislative updates involving the CPRA, as well as best practices for handling PRA requests during the COVID-19 pandemic.

February 22

Executive Committee Meeting

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

<https://global.gotomeeting.com/join/470973909>

February 23

DWR Water Wednesdays: Climate Resilient Watersheds

What does climate change mean for the health of California's watersheds? Join water resources engineer and climate change specialist Jamie Anderson to learn how DWR is working to help create climate resilient watersheds. Meeting ID:838 6787 6537

[https://ca-water-gov.zoom.us/j/83867876537?tk=msyBnGYRm118n6Ls2Hw-](https://ca-water-gov.zoom.us/j/83867876537?tk=msyBnGYRm118n6Ls2Hw-0UxBd8nBvBKZnPGnIYCX9hA.DQIAAAAThuo8uRYxTktZUVROa1JoaVVtUFU2TWt4NVNnAAAAAAAAAAAA)

[0UxBd8nBvBKZnPGnIYCX9hA.DQIAAAAThuo8uRYxTktZUVROa1JoaVVtUFU2TWt4NVNnAAAAAAAAAAAA&pwd=WkliODIxa2djUDRURVI3NVUrRnRPZz09](https://ca-water-gov.zoom.us/j/83867876537?tk=msyBnGYRm118n6Ls2Hw-0UxBd8nBvBKZnPGnIYCX9hA.DQIAAAAThuo8uRYxTktZUVROa1JoaVVtUFU2TWt4NVNnAAAAAAAAAAAA&pwd=WkliODIxa2djUDRURVI3NVUrRnRPZz09)

Minutes

Sacramento Suburban Water District
Ad Hoc Water Banking and Transfer Committee
Wednesday, February 17, 2021

Location:

Video and Audio Conference Only at 1-669-900-6833, or Zoom at Meeting Id #883 1671 8128

Call to Order – Videoconference/Audioconference Meeting

Chair Thomas called the meeting to order at 4:10 p.m.

Roll Call

Directors Present: Kevin Thomas and Kathleen McPherson.

Directors Absent: None.

Staff Present: General Manager Dan York, Dana Dean, Jeff Ott, and Heather Hernandez-Fort.

Public Present: William Eubanks, Jim Mulligan and Dave Jones.

Announcements

None.

Public Comment

William Eubanks (Mr. Eubanks) inquired what the purpose of the Committee was.

General Manager Dan York (GM York) provided reasons for the need of the Ad Hoc Water Banking and Transfer Committee.

Consent Items

1. Minutes of the September 28, 2020, Water Banking and Transfer Committee Meeting

The Committee approved the minutes of the September 28, 2020, Water Banking and Transfer Committee Meeting.

Items for Discussion and/or Action

2. Placer County Water Agency Memorandum of Understanding for Wheeling Capacity

GM York presented the staff report and answered clarifying questions.

Chair Thomas supported the staff recommendation and added that he supported continuing a relationship with Placer County Water Agency.

The Committee approved the staff recommendation and directed staff to present the Item on the Consent Agenda at the next regular Board meeting, with Committee support for approval, pending District counsel review.

3. 2021 Water Transfer Program Update

GM York presented the staff report and answered clarifying questions.

Director McPherson requested staff research ways this could benefit the rate payers, how it could keep rate increase from happening and provide ways the extra revenue could reduce current of rates, and report back their findings.

GM York provided some examples of the benefits of water transfers and expressed staff would report back.

Mr. Eubanks inquired what Director McPherson was asking for.

Director McPherson answered that she wanted specific information from staff on how the additional revenue could impact the current rates.

Mr. Eubanks expressed that the Board could impact the rate increase by voting against it.

GM York reminded the Committee that the revenue gained from water transfers was not guaranteed income, so it should not be used in calculation for future planning, but that the revenue gained could be used towards specific projects as those funds come in.

Jeff Ott expressed that there were lots of options and one is that the additional funds could be placed in reserves and the Board could make future decisions on those excess funds.

Director McPherson expressed that she would like to see the rate payers benefit from the efforts of these water transfers.

Discussion ensued regarding cost savings efforts.

Adjournment

Chair Thomas adjourned the meeting at 4:35 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District

Minutes

Sacramento Suburban Water District Employee Benefits Ad Hoc Committee Meeting

Wednesday, February 17, 2021

Location:

Video and Audio Conference Only at 1-669-900-6833, or Zoom at Meeting Id #889 5272 0125

Call to Order – Videoconference/Audioconference Meeting

Chair Locke called the meeting to order at 3:00 p.m.

Roll Call

Directors Present: Craig Locke and Robert Wichert.

Directors Absent: None.

Staff Present: General Manager Dan York, Jeff Ott, Susan Schinnerer, Amy Bullock, and, Heather Hernandez-Fort.

Public Present: William Eubanks, Dave Jones, and Kathleen McPherson.

Announcements

None.

Public Comment

None.

Consent Items

1. Minutes of the August 11, 2020, Employee Benefits Ad Hoc Committee Meeting

The Committee directed staff to place this item on the next regular Board meeting agenda as a Consent Item for the full Board to approve.

Items for Discussion and Action

2. Merit Program Review

General Manager Dan York (GM York) provided a brief history.

Jeff Ott (Mr. Ott) presented the staff report and PowerPoint presentation and answered clarifying questions.

Director Wichert suggested when doing wage comparisons that staff include both public and private companies.

GM York expressed that there were different factors with private agencies that make it more difficult to compare evenly.

Discussion ensued regarding the differences between public and private companies salaries.

Director Wichert requested that the District consultant investigate the pay rate and merit increases of private sector companies for comparison.

Chair Locke agreed that it validated the process, however he expressed that in his experience you will not get the same level of transparency with private companies as you do with public, noting it was difficult to obtain their salaries and bonuses.

GM York expressed that he had an upcoming meeting with the consulting firm and he would express the Committee's recommendation and get their input as well.

Director Wichert additionally requested to see the list of the 13 agencies surveyed, including what each of the companies listed as their merit increases.

Chair Locke requested for the Committee to get a copy of the Employee Handbook.

Mr. Ott walked through the evaluation form providing an explanation of the sections.

Chair Locke requested for the Committee to get a copy of the Evaluation Form.

Discussion ensued over the merit distributions and employee vacation hours.

Director Wichert stated that he would like for the Committee to review the Policy for employee vacation hours at an upcoming meeting.

Chair Locke requested the policy be sent to him and additionally be included for discussion at the next meeting of the Committee.

Director Wichert stated there was a lot of discussion over performance evaluations, however he wanted to continue the discussion over why there was a 5% merit increase.

GM York expressed staff conducted the analysis and that the Board has the sole discretion to reduce or increase the merit amount.

Director Wichert expressed that it was important for the Board to set a realistic and appropriate merit increase number.

Chair Locke agreed with Director Wichert adding there should be a criteria or index set. He additionally expressed that he wanted to look at other alternatives besides rewarding with vacation. Chair Locke added that he would like to see a list of the vacation accruals as well, and asked that the discussion be a part of the next meeting of the Committee.

William Eubanks expressed that he felt some members of the Board were only trying to cut employee benefits and salaries.

Chair Locke expressed he was not on record as cutting benefits or salaries, and that he was interested in looking into other ways of providing benefits to help cost the ratepayers less.

Adjournment

Chair Locke adjourned the meeting at 4:05 p.m.

Dan York
General Manager/Secretary
Sacramento Suburban Water District



Agenda Item: 13

Date: March 15, 2021

Subject: ACWA/JPIA Liability, Property, and Workers' Compensation Risk Review

Staff Contact: Matt Underwood, Operations Manager

The District's insurance carrier, Association of California Water Agencies/Joint Powers Insurance Authority (JPIA), conducts an annual Liability, Property, and Workers' Compensation Risk Review to review District operations, claims, and risk management programs. Upon completion of a Risk Review, recommendations, if warranted, are given to assist in minimizing the potential for claims. A commitment to good risk management practices helps strengthen the District's goal to provide employees with a safe working environment and reduces the District's potential for expensive claims.

On February 18, 2021, Thor Benzing, Senior Risk Control Advisor for JPIA, conducted a Risk Review of the District's Liability, Property, and Workers' compensation programs. Due to the ongoing COVID-19 pandemic, the meeting was conducted virtually. During the Risk Review, Mr. Benzing discussed with staff the downward trend in Workers' Compensation claims, with only one new claim since the previous year's visit; and Liability Program claims related to vehicle accidents and claims resulting in property damage due to water main breaks. Mr. Benzing commended the District for implementing a capital improvement project plan that is focused on main replacement, which will further reduce the risk of line breaks, one of the leading causes of past liability claims.

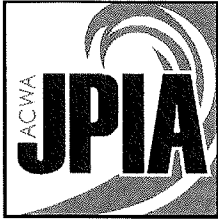
Also discussed at length during the assessment were available JPIA resources including the Professional Development Program; the Commitment to Excellence Program; and the Risk Control Manual.

On March 3, 2021, staff received a letter from Mr. Benzing (Attachment 1) noting a few of the topics that were discussed with staff during his visit. No recommendations for improvements were made during the visit, or in the letter, resulting in the District continuing to achieve its goal of zero correction recommendations.

The District has made great strides towards reducing liability, property, and workers' compensation risk over the past 18 years since coverage by ACWA/JPIA began, and continues to investigate new programs to increase the safety of our staff, customers, public, and to bolster efforts towards loss prevention in all categories.

Attachment:

1. Liability, Property, and Workers' Compensation Risk Review Letter



March 3, 2021

Mr. Daniel York, General Manager
Sacramento Suburban Water District
3701 Marconi Avenue, Suite 100
Sacramento, CA 95821-5303

Re: Liability, Property, and Workers' Compensation Risk Review

Dear Mr. York:

This letter is a follow-up to the virtual meeting on February 18, 2021, where I reviewed the District's claims and programs. Please thank Matt Underwood, Operation Manager; and Ben Harris, Safety Risk Officer; for their time and consideration. Hopefully, in the near future, I will be able to visit Sacramento Suburban Water District (SSWD) to conduct site visits and training.

Loss History

The District's loss history over the last five years was reviewed, with emphasis on claims that occurred in the previous policy year. These claims have the most impact on pooled coverage costs; and can assist with identifying trends, training, and best practices for risk reduction efforts.

Workers' Compensation

The District has experienced nine workers' compensation claims in the last five years. Claim frequency continues its downward trend, with only one new claim since the previous year's visit. Matt and Ben credited this success to the staff's openness to discuss and implement procedural changes to reduce operational risk. Additionally, SSWD encourages staff to develop controls to reduce risk and nominates them for the H.R. LaBounty Safety Award. Recent nominations include Josh Gagnon for his Portable Large Meter Tester Transport Dolly and Tom Dickinson for his Hydrant Backflow Meter Cart. Both nominations are related to implementing engineering controls to improve field ergonomics.

Property and Liability

The District experienced nine property claims and 21 liability claims in the last five years. SSWD should be commended for implementing a capital improvement project plan that is focused on replacing and updating its mains, which will further reduce the risk of line breaks, one of the leading causes of past liability claims.

Two of the recent liability claims were related to vehicle accidents. SSWD has implemented annual backing and a cone/chalking policy to reduce future vehicle incidents. We discussed ways to introduce awareness reminders for staff to further promote the safe driving message to staff during the meeting.

Mr. Daniel York, General Manager
Sacramento Suburban Water District
March 3, 2021
Page 2

Please note, there have been recent changes to the Property Program for the new program year. All existing and new assets the District wants to cover must be listed on the Property Schedule ***within 90 days of acquisition*** to ensure proper coverage. For detailed questions about coverage changes, please contact Nidia Watkins in Member Services at (916) 786-5742.

Professional Development Program

We discussed the JPIA's Professional Development Program (PDP). The PDP provides an opportunity for a member's staff to enhance their knowledge and perform their job safely, legally, and efficiently. SSWD has 18 staff currently enrolled in one of the three PDP areas: Operations, Supervisor Basics, and Human Resources. Additionally, 15 staff have completed at least one or more PDP areas.

Commitment to Excellence

This meeting provided an opportunity to review the JPIA's "Commitment to Excellence" Program (C2E). The C2E Program asks members to review its current risk control practices to see where improvements could be made related to loss history and exposures. Matt shared a past "Opportunity Review" the District had completed. In the coming months, I recommend conducting a review and update of the Opportunity Review. This will help identify areas the District can implement additional best practices to improve its loss control program.

Risk Control Manual (RCM)

Finally, we discussed that the RCM is a resource that members can use to develop or update their Safety and Loss Control Program policies. The manual has 27 specific sections where members can find sample programs, forms, and checklists tailored to meet specific needs. During our meeting, we reviewed the following sections:

- **Section 9 Accident and Incident Investigation** – contains Cal/OSHA and JPIA resources members can use to implement and update their investigation process.
- **Section 13 Emergency Action Plans** – contains links to developing emergency response plans and the EPA Emergency Incident Action Checklist.
- **Section 20 Lockout/Tagout (LOTO)** – provides resources for developing an effective LOTO program to safeguard employees from the release of pressure/hazardous energy during service or maintenance activities.

I want to thank Sacramento Suburban Water District for being a JPIA member. I look forward to seeing the District after the pandemic has concluded. In the meantime, if you have any questions or need assistance, please call me at (530) 400-5629, or contact me via email at tbenzing@acwajpia.com.

Sincerely,



Thor Benzing
Senior Risk Control Advisor

303:tl

c: Matt Underwood, Operation Manager
Ben Harris, Safety Risk Officer
JPIA Risk Management Committee
Kathleen McPherson, JPIA Board Member



Agenda Item: 14

Date: March 15, 2021

Subject: Legislative Update

Staff Contact: Greg Bundesen, Water Conservation Supervisor

During the Public Comment period at the February 22, 2021 regular Board meeting, a representative from the California Special Districts Association (CSDA) spoke on three pieces of pending legislation, (1) U.S. HR 535, (2) U.S. S. 91, and (3) California Assembly Bill 361.

U.S. HR 535 and U.S. S. 91 are bills that address the need for special districts to be eligible for access to the Coronavirus Relief Fund and the Municipal Liquidity Facility program. Both bills state: “Specifically, the bill makes special districts eligible for payments from amounts paid to states from any new appropriations to the fund.”

Assembly Bill 361 would allow a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Brown Act “when a legislative body of a local agency holds a meeting for the purpose of declaring or ratifying a local emergency, during a declared state or local emergency, when state or local health officials have imposed or recommended measures to promote social distancing, and during a declared local emergency provided the legislative body makes certain determinations by majority vote”.

The bill would also require various meeting notifications and conduct meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. Additionally, the bill would also declare the legislature’s intent to improve public access to local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options. The Association of California Water Agencies has reviewed this bill and recommends that this bill be favored by its member agencies.

Believing the bills will benefit both the District and its customers, the General Manager, in accordance with District policy, contacted the Board of Directors President for approval to support the three bills. The Board President approved of offering support for the aforementioned bills and the General Manager signed onto three support letters drafted by the CSDA.



Agenda Item: 15

Date: March 15, 2021

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
April 7, 2021
Virtual
<https://saclafoo.saccounty.net/Pages/default.aspx>
2. SGA Board Meeting
April 8, 2021
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>
3. ACWA 2021 Spring Conference & Exhibition
May 4 – 7, 2021
Monterey, CA
<https://www.acwa.com/events/>
4. RWA Board Meeting
May 13, 2021
Virtual
<https://rwah2o.org/meetings/board-meetings/>

Upcoming Water Industry Events

March 15, 2021

Page 2 of 4

5. LAFCo Board Meeting
June 2, 2021
Virtual
<https://saclafco.saccounty.net/Pages/default.aspx>
6. SGA Board Meeting
June 10, 2021
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>
7. 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
8. RWA Board Meeting
July 8, 2021
Virtual
<https://rwah2o.org/meetings/board-meetings/>
9. LAFCo Board Meeting
August 4, 2021
Virtual
<https://saclafco.saccounty.net/Pages/default.aspx>
10. SGA Board Meeting
August 12, 2021
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>
11. RWA Board Meeting
September 9, 2021
Virtual
<https://rwah2o.org/meetings/board-meetings/>
12. LAFCo Board Meeting
October 6, 2021
Virtual
<https://saclafco.saccounty.net/Pages/default.aspx>
13. SGA Board Meeting
October 14, 2021
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>

Upcoming Water Industry Events

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14. 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

15. RWA Board Meeting
November 4, 2021
Virtual
<https://rwah2o.org/meetings/board-meetings/>

16. ACWA 2021 Fall Conference & Exhibition
November 30 – December 3, 2021
Pasadena, CA
<https://www.acwa.com/events/>

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

18. SGA Board Meeting
December 9, 2021
Virtual
<https://www.sgah2o.org/meetings/board-meetings/>

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.



Agenda Item: 16

Date: March 15, 2021

Subject: CEQA Notice of Exemption for Miscellaneous Water Facility Projects

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

Discussion:

To comply with the California Environmental Quality Act (CEQA), the District has submitted a “Notice of Exemption” for each of the following projects:

- U Street Loop Project
- 2021 Meter Retrofit Project

Article 15301 of CEQA allows a “Class 1” Categorical Exemption for “Existing facilities of both investor and publicly-owned utilities used to provide electric power, natural gas, sewerage, or other public utility services.” For the listed projects no significant additional system capacity will be provided. Therefore, they meet the criteria of “Statutory Exemption”, which qualifies them as exempt under CEQA.

As required, a “Notice of Exemption” for each project was recorded with the Sacramento County Clerk/Recorder’s office.

Fiscal Impact:

Unless challenged, there is no significant cost in making these determinations and filing costs are nominal fees.

Strategic Plan Alignment:

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

Goal C – Ensure Fiscal Responsibility and Affordable Rates

Goal D – Maintain Excellent Customer Service

This item aligns with these goals because CEQA compliance is required for some capital projects necessary to maintain a reliable and cost-effective distribution system that ensures the District can provide a reliable water supply.



Agenda Item: 17

Date: March 15, 2020

Subject: Upcoming Policy Review – Legislative Response Policy (PL – Adm 004)

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

The subject Policy is scheduled for its biennial review. The Policy was adopted by the Board on September 14, 2003, and was last reviewed by the Board on May 20, 2019.

Staff has reviewed the Policy and has no recommended changes.

The Policy is scheduled for Board review and approval at the April 19, 2021, regular Board meeting. If a Director desires to comment on the policy, staff requests that they do so by March 29, 2021. If no comment is received, this policy will be placed as a Consent Item on the April 19, 2021 regular Board meeting agenda.

This Policy update was not reviewed by legal counsel for this update.

Attachment:

1 – Legislative Response Policy PL – Adm 004 – Policy

Sacramento Suburban Water District

Legislative Response Policy

Adopted: September 14, 2003

Ratified without changes: ~~May 20, 2019~~ April 19, 2021

100.00 Purpose of the Policy

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

200.00 Policy

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

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

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

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

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

300.00 Policy Review

This Policy shall be reviewed at least biennially.