

Agenda  
Sacramento Suburban Water District  
**Regular Board Meeting**

3701 Marconi Avenue, Suite 100  
Sacramento, California 95821

Monday, June 21, 2021  
6:00 p.m.

**This meeting will be conducted both in-person in the District’s Boardroom at the address above, and by videoconference and teleconference using the information provided below. The public is invited to listen, observe, and provide comments during the meeting by any method provided. The President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.**

**Due to State guidelines on physical distancing in public gatherings, the Boardroom can accommodate a maximum occupancy of 16 members of the public at one time. Members of the public shall be admitted on a first-come basis with no reservations. When the occupancy maximum of 16 is reached, any remaining individuals will be directed to attend via video/teleconference remotely. Although the Boardroom will be setup to maintain required physical distancing, attendees must follow current State and County requirements. Prior to entry into the building, attendees will be asked to answer COVID-related health questions. Based on the answers, or if attendee refuses to answer questions, entry may be denied. Face masks are required to be worn at all times. Hand sanitizer and masks will be available at the entrance for attendees to use. Additionally, eating and drinking while in the building is prohibited, as it is not possible to maintain face coverings while eating and/or drinking.**

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**Join the meeting from a computer, tablet or smartphone:**

<https://us02web.zoom.us/j/87494443673?pwd=bnQ4OXVtdTVlQm5XRFdTTGxwSWFkZz09>

**Meeting ID:** 874 9444 3673

**Password:** 536982

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

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**Please mute your line.**

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the address listed above.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Persons who wish to comment on either agenda or non-agenda items should fill out a Comment Card and give it to the General Manager. The President will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Sacramento Suburban Water District Human Resources at 916.679.3972. Requests must be made as early as possible and at least one full business day before the start of the meeting.

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Announcements**

**Public Comment**

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

**Consent Items**

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

1. Minutes of the May 17, 2021, Regular Board Meeting  
*Recommendation: Approve subject minutes.*

2. Policy Review - Catastrophic Leave Policy (PL – HR 008)  
*Recommendation: Approve subject policy with changes.*
3. Resolution No. 21-06 A Resolution of the Board of Directors of the Sacramento Suburban Water District Authorizing Bank Account Signatories  
*Recommendation: Adopt Resolution No. 21-06 authorizing a change in bank account signatories.*

#### **Items for Discussion and/or Action**

4. Resolution No. 21-07 A Resolution of the Sacramento Suburban Water District Amending Regulation No. 15 of the Regulations Governing Water Service  
*Recommendation: Adopt Resolution No. 21-07 updating Regulation No. 15 – Water Conservation Water Shortage Contingency Plan.*
5. Sacramento Region Water Utility Collaboration Study  
*Recommendation: Accept final Activity 3 Report resulting from the Sacramento Region Water Utility Collaboration Study and direct the General Manager to continue opportunities for collaboration/reorganization where appropriate.*

#### **General Manager's Report**

6. General Manager's Report
  - a. Accepting Grant of Easement and Right of Way
  - b. Arden Park Vista Service Area Consolidation Update

#### **Department/Staff Reports**

7. Financial Report
  - a. COVID-19 Financial Update
  - b. Cash Expenditures – May 2021
  - c. Purchase Card Expenditures – May 2021
  - d. Financial Highlights
  - e. Statements of Net Position
  - f. Statements of Revenues, Expenses, and Changes in Net Position

- g. Budgets – April 2021
  - h. Debt – April 2021
  - i. Investments Outstanding and Activity – April 2021
  - j. District Reserve Balances – April 2021
  - k. Information Required by LOC Agreement
8. District Activity Report
9. Engineering Report
- a. Major Capital Improvement Program (CIP) Projects
  - b. Planning Documents
  - c. Other

**Information Items**

- 10. Sacramento Suburban Water District Goals – 2021 Update
- 11. Environmental Review for the Well 80 Walnut/Auburn Project
- 12. Customer Service Area Security Upgrade Project
- 13. ACWA/JPIA H.R. LaBounty Safety Award
- 14. Water System Sanitary and Compliance Inspection
- 15. Upcoming Water Industry Events
- 16. Upcoming Policy Review
  - a. Communication and Team Building Policy (PL - Adm 008)

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

- 17. a. Regional Water Authority (Director Jones)  
Agendas for the June 7, 2021, and June 11, 2021, meetings.

Regional Water Authority Executive Committee (General Manager York)  
None.

- b. Sacramento Groundwater Authority (Director Wichert)  
Agenda for the June 7, 2021 and June 10, 2021 meetings.
- c. Director Reports – AB 1234

**Committee Reports**

- 18. a. Employee Benefits Ad Hoc Committee Meeting (Director McPherson)  
Agenda for the June 16, 2021, meeting.

**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**

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**Upcoming Meetings**

- Wednesday, June 28, 2021, at 3:30 p.m., Finance and Audit Committee Meeting
- Wednesday, July 7, 2021, at 3:00 p.m., Carmichael Water District/Sacramento Suburban Water District 2x2 Ad Hoc Committee Meeting
- Monday, July 19, 2021, at 6:00 p.m., Regular Board Meeting

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I certify that the foregoing agenda for the June 21, 2021, meeting of the Sacramento Suburban Water District Board of Directors was posted by June 14, 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.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District



## Agenda Item: 1

**Date:** June 21, 2021

**Subject:** Minutes of the May 17, 2021, Regular Board Meeting

**Staff Contact:** Dan York, General Manager

**Recommended Board Action:**

Approve the draft minutes of the May 17, 2021, Regular Board Meeting.

**Attachment:**

1 – Draft Minutes

## Minutes

Sacramento Suburban Water District  
**Regular Board Meeting**  
Monday, May 17, 2021

**Location:**

3701 Marconi Avenue, Suite 100, Sacramento, CA 95821, and Audio Conference at 1-669-900-6833, and Video Conference using Zoom at Meeting Id #862 8501 6959

**Call to Order – Videoconference/Audioconference Meeting**

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

**Roll Call**

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

Directors Absent: None.

Staff Present: General Manager Dan York, Assistant General Manager Matt Underwood, Heather Hernandez-Fort, Jeff Ott, Dana Dean, Julie Nemitz, Greg Bundesen, Dave Morrow, Robin Geiger, Jim Arenz, Erik Flaa, Todd Artrip, and Susan Schinnerer.

Public Present: William Eubanks, Patricia Olson, Melanie Holton, Andrew Ramos, David Alvey, Preston Romero, Alice Tully, Barbara Evoy, Jeni Buckman, and Paul Helliker.

**Pledge of Allegiance**

President Wichert led the Pledge of Allegiance.

**Announcements**

General Manager Dan York (GM York) announced:

- The RWA Executive Committee meeting was canceled.
- Congratulations to Matt Underwood, for accepting his new position of Assistant General Manager.

President Wichert announced that there was a long agenda for the evenings' meeting, and offered for any Directors to pull items to place them on the June regular Board meeting agenda.

Director Jones pointed out that there was a customer comment for Item 11.

**Public Comment**

None.

## Consent Items

1. **Minutes of the April 19, 2021, Regular Board Meeting**
2. **Policy Review - Unclaimed Check Policy (PL - Fin 007)**
3. **Policy Review - Drug and Alcohol Program Policy (PL - HR 010)**
4. **Policy Review - Electronic Mail Management and Retention Policy (PL – IT 003)**
5. **Memorandum of Understanding with Placer County Water Agency for the Right to Convey up to 15 Million Gallons Per Day of Wheeling Capacity through the Cooperative Transmission Pipeline and Antelope Transmission Pipeline**

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

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

William Eubanks (Mr. Eubanks) requested to speak on Item 5, asking for clarification on the item. He asked if any of the questions raised at the April Board meeting had been addressed. He additionally expressed his opposition for the Item, noting he was not interested in selling any of the District's capacity.

GM York stated that based on the minutes of that meeting, all questions were addressed in the current staff report. GM York also commented that this document was not committing any part of capacity or infrastructure.

President Wichert noted he didn't believe many of the Directors were interested in selling the Districts capacity, but also that nothing was decided on yet.

## Public Hearing

6. **2020 Urban Water Management Plan and Water Shortage Contingency Plan – Public Hearing**

President Wichert opened the Public Hearing and asked GM York to provide a summary of the circumstances that brought forth the need for the Public Hearing.

GM York provided a timeline from the Board action calling for the Public Hearing through legal notices provided to the public. He explained the order of the proceeding for the Public Hearing. After all public comment has been received, the Public Hearing would be closed and the Board would then deliberate.



Dave Morrow (Mr. Morrow) presented the PowerPoint presentation on the 2020 Urban Water Management Plan and answered clarifying questions.

Greg Bundesen (Mr. Bundesen) presented the PowerPoint presentation on the Water Shortage Contingency Plan and answered clarifying questions.

Barbara Evoy (Ms. Evoy) asked clarifying questions.

Patricia Olson (Ms. Olson) additionally asked clarifying questions.

Paul Helliker (Mr. Helliker) provided responses to some clarifying questions.

GM York provided a summary of the written comment received from the public up to the opening of the Public Hearing and stated that there was a total of 2 comments submitted.

President Wichert then called for public comment.

Mr. Helliker clarified that the 6,000 acre feet surface water transfer agreement has been placed on hold to ensure retention of water supplies in the Folsom reservoir. He expressed that 4,000 acre feet per year was a reasonable number to include in the Urban Water Management Plan and additionally stated that he supported the Urban Water Management Plan and recommended the Board approve it.

Ms. Olson requested a 2 week extension to allow more time to review the document due to the number of pages and to allow the alternative population data to be released. She expressed she felt there were several issues that required follow-up and requested additional time.

Mr. Eubanks urged the Board to approve the staff recommendation.

Dana Dean (Mr. Dean) expressed that if a 2 week extension was granted, the state deadline would not be met.

Director McPherson expressed she wanted to allow the public sufficient time to review the document, and wanted to try to accommodate the 2 week extension request.

Ms. Evoy additionally requested a 2 week extension to allow more time to allow public comments.

Mr. Helliker expressed that the purpose of the Urban Water Management Plan was to provide a worst case scenario, noting the District's projected demands up to 2045 is less than current demand, additionally noting he felt the projections were reasonable, and that staff has done a good job.

Ms. Olson expressed there was an over-projection with regards to demand, and she felt the Board should consider her comments on the Urban Water Management Plan before approving it.

President Wichert acknowledged Ms. Olson's request for 2 additional weeks.

President Wichert closed the public comment portion of the Public Hearing.

President Wichert closed the Public Hearing.

### Items for Discussion and/or Action

7. **Resolution No. 21-04 Adopting an Urban Water Management Plan and Resolution No. 21-05 Adopting a Water Shortage Contingency Plan**

Mr. Morrow presented the staff report.

Mr. Eubanks withdrew his comment.

Director Jones moved to approve the staff recommendation; Director Locke seconded.

President Wichert expressed that he welcomed any suggested edits to the plans, and reminded the Board that the plans can be changed after approved. He additionally stated he was not in favor of delaying the plans at this time.

Director McPherson expressed that she felt two additional weeks would allow for members of the public to feel more comfortable with the plans, noting she didn't want to discourage members of the public from attending meetings and participating.

GM York commended staff and the consultant on a job well done on putting such a large document together, and on time.

Andrew Ramos (Mr. Ramos) echoed President Wichert, noting that the plans can be updated at any time as necessary, as noted in the resolutions.

President Wichert encouraged any members of the public to review the plans and provide staff with any suggested changes, and that he would consider those suggestions, but that he was not interested in extending the due date at this time.

The motion passed by a 4/1 vote, Director McPherson opposed.

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

8. **2021 Water Conservation Stage Declaration**

Mr. Bundesen presented the staff report and answered clarifying questions.

Ms. Evoy encouraged the Board to consider utilizing outreach to solicit public participation in these topics.

Mr. Helliker emphasized that San Juan Water District's (SJWD) water supplies were reliable and were still on track to deliver the 6,000 acre feet as previously agreed upon, whenever needed. He added that SJWD was looking forward to working with the District on the Hinkle Reservoir project as well.

Mr. Eubanks commended staff on a great presentation.

Ms. Olson expressed that she was surprised that with the drought conditions throughout the state, that the District was going to allow customers to water up to 3 days or more per week.

President Wichert expressed he was not comfortable using the term "normal water year."

Director McPherson expressed she was concerned with declaring a drought, as in the past, customers were really great about conserving, thus causing revenue to drop significantly.

President Wichert noted that he felt the rate setting policy supported revenue fluctuations such as those, and would be ok with it.

Director Jones promoted a "normal water year" with emphasis on water efficiencies.

Director Locke stated that he was uncomfortable characterizing the current condition as a "normal water supply," however, he noted, due to the conservation measures the District had taken over the years, the District was in a better position than most. He inquired what would be the point in taking those extra measures, if as soon as there was a drought, you were unable to use the water saved.

Director McPherson expressed that the District should be commended for its conservation efforts, however, she was concerned over the potential for needing to raise rates due to loss in revenue.

Mr. Bundesen expressed he was not suggesting that the water conditions in the state were "normal," he noted that it was only defined in the water shortage contingency plan so staff knows what actions to follow for the year. He expressed that technically the District had a normal water supply because it can meet the customer demand without negatively impacting the long term sustainability of the groundwater basin.

Director Thomas noted he was in favor of declaring a "normal water year," and suggested adding funding to conservation and education.

President Wichert supported Director Thomas’s suggestion, however, he noted he was not comfortable with calling it a “normal water year.” He suggested the Board not declare a “normal water year,” but rather in appreciation of the situation in California, list supplemental conditions, including allowing for watering 3 or 4 days per week.

Director McPherson did not want to push customers to the extremes, but she expressed that the message to customers should be honest and clear, as the ratepayers would appreciate that.

Director Jones moved to go forward carefully in a normal water year, and increase the budget to \$50,000 for increased water conservation outreach efforts. Director Locke seconded.

Ms. Olson expressed concern with allowing customers to water so much, noting there was potential in endangering salmon and steelhead due to warmer temperatures in the river.

President Wichert expressed he was not in favor of calling it a “normal water year,” therefore, he planned on voting against the motion, but suggested to amend the motion to include a mandatory 3 day per week watering schedule.

Directors Jones and Locke agreed with the amendment to the motion.

Director McPherson inquired if there was a way to call it an “adequate supply for what we anticipate will be the demand” instead of using the term “normal water year.”

President Wichert expressed he was in favor of Director McPherson’s suggestion.

President Wichert called the question. The motion failed on a 3/2 vote. Directors Wichert, McPherson and Thomas opposed.

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

President Wichert moved to not declare a Stage 1, and not declare a normal water year, instead, make a statement that in appreciation of the California water emergency we will increase the conservation budget to \$50,000, and require a mandatory 3 day per week watering schedule.

Discussion ensued regarding normal water supply language versus a modified stage 1 declaration.

The Board recommended staff change the language in Regulation 15 to state an “adequate supply” in place of “normal water supply.”

President Wichert moved to call the water conditions to be an “adequate water supply,” with a suggestion of 3 day per week watering schedule, and increasing the conservation budget to \$50,000; Director McPherson seconded. The motion passed by unanimous vote.

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

9. **2020 Comprehensive Annual Financial Report and Annual Audit Results**

Mr. Ott presented the staff report and answered clarifying questions.

Director Thomas noted it was a very clean audit.

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

Mr. Eubanks commented that the financial auditing was one of the strengths of the District, noting that staff should be commended for continuing to do such a great job.

The motion passed by unanimous vote.

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

10. **Employee Handbook Overview**

Director McPherson presented the staff report.

GM York expressed that SJWD recently revised their Employee Handbook and that he believed it took them a year to complete the process. He additionally requested for Board approval to start the process.

Director Jones expressed that with staff time as well as legal counsel time working on the Employee Handbook, there could be a significant cost involved.

Director McPherson pointed out that it was long overdue, but that once it got started, it should go quickly.

Director Jones inquired if there was a deadline for completion.

Director McPherson expressed that there was not a date selected, however the Employee Benefits Ad Hoc Committee was arranged to meet monthly to review the progress.

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

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

**11. Employee Handbook Review**

Director McPherson introduced the Item.

Susan Schinnerer (Ms. Schinnerer) presented the staff report.

Jim Arenz (Mr. Arenz) expressed the Health Insurance Coverage Program (HICP) was mutually beneficial, as it is a cost savings to the District.

Erik Flaa (Mr. Flaa) provided a handout and echoed Mr. Arenz, noting he advocated for the current amount in the HICP, as any decrease could jeopardize employee’s participation, resulting in a higher cost to the District.

Director Jones inquired if staff has provided any additional feedback on the proposed changes.

Mr. Flaa stated he believed most employees would leave the program, and enroll in full coverage based on the financial impact of the changes.

Director McPherson expressed this was a very generous program, noting the rate increased each year as the cost of health care increased.

Director Jones stated it would cost the ratepayers more by terminating or lowering the amount of the program. He added it was an additional incentive to retain employees, stating the District was only as good as the staff it has. He expressed he was not in favor of changing either one of the programs.

President Wichert strongly urged staff to take their vacation, as opposed to cashing it out.

Director McPherson agreed the employees were very valuable to the District, but expressed she didn’t feel it was a good look to be paying so much money for a program like this.

Director Locke expressed that everywhere he had worked, these were standard benefits. He expressed that the HICP was a savings to the District and a good partnership with staff, and he was not in favor of changing it.

Director Thomas expressed that it was an old benefits that had not been reviewed, noting he thought there was a moral obligation to review it.

President Wichert noted he believed the HICP program was a savings to the District, and he felt it would be wise for other companies to consider the same program.

Director McPherson moved to approve Option 1, with a \$300 cap on the HICP.

Mr. Eubanks supported Director McPherson's position.

Director Thomas seconded Director McPherson's motion.

The motion failed on 2/3 vote, Directors Wichert, Locke and Jones opposed.

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

Director Locke moved to leave the HICP exactly how it is; Director Jones seconded. The motion passed on a 3/2 vote. Director McPherson and Thomas opposed.

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

Director Jones moved the keep the vacation accrual the same as it is.

The motion failed for lack of a second.

Director Thomas moved the staff recommendation, to initiate a cap of 400 hours on District employee vacation hours (remove the "unlimited" clause for employees 55 and older) and update the Employee Handbook accordingly.

Director McPherson seconded.

Director Locke inquired for those employees that have more than 400 vacation hours, if the District then buys out the hours over the 400 hours.

Ms. Schinnerer expressed Director Locke was correct, that any employee that was over the cap of 400 hours, there would be a cash payout of the overage.

Jeff Ott (Mr. Ott) noted there was no cap on how many hours could be cashed out, the only requirement was that an employee needed to take 40 hours of vacation in the previous 12 months prior to having any vacation cashed out.

President Wichert expressed he supported the 400 cap on vacation, noting he was more in favor of employees taking vacation time off, rather than a payout.

Director Locke inquired how it would be implemented, asking if there would be a transitions period for those over the 400 hours now. He additionally noted he wanted to ensure the employees were still able to earn their vacation as well.

Mr. Ott expressed staff would implement it the same way they do on the other accrual balances, by cashing out those above the cap once a year, usually in November.

Director Thomas moved to approve the staff recommendation; Director McPherson seconded. The motion passed on a 3/2 vote. Directors' Locke and Jones opposed.

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

Director Locke inquired when it would be effective.

Ms. Schinnerer expressed there was no effective date noted in the staff report.

Mr. Ott expressed that staff would implement it the same way they do the other accrual balances, once a year around November.

**12. 2021 Committee and Liaison Appointments**

President Wichert presented the staff report.

President Wichert requested for Director Jones to take his place as a committee member on the Finance and Audit Committee.

Director Jones agreed to take his place.

President Wichert appointed a new Carmichael Water District/Sacramento Suburban Water District 2x2 Ad Hoc Committee, which would discuss mutually beneficial projects of any kind, up to and including consolidation. He inquired who would be interested in being on that committee.

Director's Locke and Jones expressed interest.

President Wichert appointed Director Locke as Chair, and Director Jones to be on the Committee, with Director Thomas as an alternate.

**General Manager's Report**

**13. General Manager's Report**

GM York presented the staff report and answered clarifying questions.

*a. 2021 Water Transfer Update*

A written report was provided.



## Department/Staff Reports

### 14. Financial Report

Mr. Ott presented the staff report and answered clarifying questions.

Mr. Ott additionally offered to place a table in the report of the COVID-19 tracking information.

- a. *COVID-19 Financial Update*  
A written report was provided.
- b. *Cash Expenditures – April 2021*  
A written report was provided.
- c. *Purchase Card Expenditures – April 2021*  
A written report was provided.
- d. *Directors Compensation and Expense Accounting – First Quarter 2021*  
A written report was provided.
- e. *Financial Highlights*  
A written report was provided.
- f. *Statements of Net Position*  
A written report was provided.
- g. *Statements of Revenues, Expenses, and Changes in Net Position*  
A written report was provided.
- h. *Budgets*  
A written report was provided.
- i. *Debt – March 2021*  
A written report was provided.
- j. *Investments Outstanding and Activity – March 2021*  
A written report was provided.
- k. *District Reserve Balances – March 2021*  
A written report was provided.
- l. *Information Required by LOC Agreement*  
A written report was provided.

### 15. District Activity Report

AGM Underwood presented the staff report.

**16. Engineering Report**

Mr. 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)**

17. a. Regional Water Authority (Director Jones)

The agendas for the May 6, 2021, and May 10, 2021, meetings were provided.

Regional Water Authority Executive Committee (General Manager York)

The agenda for the April 28, 2021 meeting was provided.

b. Sacramento Groundwater Authority (Director Wichert)

None.

c. Director Reports – AB 1234

Director Thomas provided an oral report on the Webinar he attended on April 14, 2021; the Water Forum meeting he attended on April 22, 2021; the RWA Executive Committee Meeting that he attended on April 28, 2021; the Webinar he attended on April 27, 2021; the harassment training he did on April 30, 2021; and the meeting he had with Director Locke on April 25, 2021.

**Committee Reports**

18. a. Facilities and Operations Committee (Director Wichert)

Draft notes from the April 27, 2021 meeting were provided.

b. Employee Benefits Ad Hoc Committee (Director McPherson)

Draft notes from the May 3, 2021 meeting were provided.

c. Finance and Audit Committee (Director Thomas)

Draft notes from the May 5, 2021 meeting were provided.

**Information Items**

19. **Sacramento Suburban Water District Goals – 2021 Update**

A written report was provided.

20. **Winter Storm Impacts Follow-up**

A written report was provided.

21. **Upcoming Water Industry Events**

A written report was provided.

22. **Upcoming Policy Review**

A written report was provided.

a. Catastrophic Leave Policy (PL – HR 008)

**Director’s Comments/Staff Statements and Requests**

Mr. Eubanks expressed the meeting was a disaster as the members of the public that were attending via videoconference were able to provide comments through chat, which he was unaware was an option.

Director McPherson inquired if all Directors could attend the meeting next month in-person, as she felt the meeting was very dysfunctional.

Director Jones expressed that all Directors should be required to attend the meeting in-person.

President Wichert announced that the Directors were required to be in-person at the next regular Board meeting.

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

The Board convened in Closed Session 9:42 p.m. to discuss the following:

23. Conference with real property negotiator involving the purchase, sale, lease or exchange of APN 219-0042-016-0000, Sacramento, CA. Dan York, District negotiator, will negotiate with Pham Family Trust. Instructions to the negotiator may include price, terms of payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)
24. Conference with legal counsel--existing litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(1); *Sacramento Suburban Water District v. United States*, United States Court of Federal Claims case no. 1:17-cv-00860-RHH, and *Sacramento Suburban Water District v. United States, et al.*, United States District Court for the Eastern District of California, case no. 2:17-cv-01353-TLN-AC.
25. 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.
26. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(a) and (d)(4); consideration of initiating litigation involving claims related to TCP contamination.

**Return to Open Session**

The Board convened in Open Session at 9:57 p.m. There was no reportable action.

**Adjournment**

President Wichert adjourned the meeting at 9:58 p.m.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District

DRAFT



## Agenda Item: 2

**Date:** June 21, 2021

**Subject:** Policy Review - Catastrophic Leave Policy (PL – HR 008)

**Staff Contact:** Susan Schinnerer, Human Resources Administrator

### **Recommended Board Action:**

Approve Catastrophic Leave Policy (PL – HR 008) with changes.

### **Background:**

The Catastrophic Leave Policy (PL – HR 008) was adopted by the Board of Directors on July 18, 2005 and was last reviewed by the Board on February 25, 2019. On May 17, 2021, the Catastrophic Leave Policy (PL – HR 008) was brought to the Board for its biennial review. No comments from Directors have been received to date. This policy was not reviewed by legal counsel for this update due to the minor recommended edits.

### **Discussion:**

Staff recommends approving Catastrophic Leave Policy (PL – HR 008). A redline version (Attachment 1) and clean version (Attachment 2) are included for your reference. In summary, edits by staff were made to the following section:

Section 300.00 – Staff recommends updating the title to Human Resources Administrator and minor typographical corrections.

### **Fiscal Impact:**

None.

### **Strategic Plan Alignment:**

**Goal B** Optimize Operational and Organizational Efficiencies

**Goal C** Ensure Fiscal Responsibility and Affordable Rates

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

This policy is a benefit for District customers because it provides an overview of a program available to District employees as part of transparency efforts.

### **Attachments:**

1 – Redline - Catastrophic Leave Policy

2 – Clean Version – Catastrophic Leave Policy

## Sacramento Suburban Water District

**Catastrophic Leave Policy**

Adopted: July 18, 2005

Approved with Changes: ~~February 25, 2019~~ June 21~~XX~~, 2021**100.00 Purpose of the Policy**

The purpose of this policy is to assist employees who have exhausted accrued leave balances due to a serious or catastrophic illness, injury, or condition of the employee or his/her extended family.

**200.00 Policy**

The District provides a program where employees may voluntarily donate accrued vacation, sick leave, or compensatory time off ~~for~~ another employee who: 1) has a serious or catastrophic non-industrial illness or injury; 2) must provide necessary full-time care for a spouse or domestic partner, dependent child, or parent; 3) experiences the death of a spouse or child; or 4) experiences a catastrophic event, as approved by the General Manager.

**300.00 Authority and Responsibility**

The Human Resources ~~Coordinator-Administrator~~ and General Manager, or designee, will be responsible for administering this policy. This will include establishing employee eligibility criteria; length of time Catastrophic Leave may be received; the donation process; and development of a District Procedure.

**400.00 Policy Review**

This Policy shall be reviewed at least biennially.

Sacramento Suburban Water District

**Catastrophic Leave Policy**

Adopted: July 18, 2005  
Approved with Changes: June 21, 2021

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**100.00 Purpose of the Policy**

The purpose of this policy is to assist employees who have exhausted accrued leave balances due to a serious or catastrophic illness, injury, or condition of the employee or his/her extended family.

**200.00 Policy**

The District provides a program where employees may voluntarily donate accrued vacation, sick leave, or compensatory time off for another employee who: 1) has a serious or catastrophic non-industrial illness or injury; 2) must provide necessary full-time care for a spouse or domestic partner, dependent child, or parent; 3) experiences the death of a spouse or child; or 4) experiences a catastrophic event, as approved by the General Manager.

**300.00 Authority and Responsibility**

The Human Resources Administrator and General Manager or designee will be responsible for administering this policy. This will include establishing employee eligibility criteria; length of time Catastrophic Leave may be received; the donation process; and development of a District Procedure.

**400.00 Policy Review**

This Policy shall be reviewed at least biennially.



## Agenda Item: 3

**Date:** June 21, 2021

**Subject:** Resolution No. 21-06 A Resolution of the Board of Directors of the Sacramento Suburban Water District Authorizing Bank Account Signatories

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

### **Recommended Board Action:**

Adopt Resolution No. 21-06 authorizing a change in bank account signatories.

### **Discussion:**

Resolution 21-06 will add Matthew T. Underwood, Assistant General Manager, as a signatory to the District financial accounts with the various commercial financial institutions used to conduct District business. With this addition, District financial account signatories will be General Manager Daniel R. York, Assistant General Manager Matthew T. Underwood and Director of Finance and Administration Jeffery S. Ott.

### **Fiscal Impact:**

None.

### **Strategic Plan Alignment:**

Goal B – Optimize Operational and Organizational Efficiencies.



## **RESOLUTION 21-06**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO SUBURBAN WATER DISTRICT AUTHORIZING BANK ACCOUNT SIGNATORIES**

WHEREAS, the Sacramento Suburban Water District is a depositor into various deposit accounts with different commercial financial institutions, and the Board of Directors desires to continue maintaining such deposit accounts;

WHEREAS, such commercial financial institutions require that the Board of Directors of the Sacramento Suburban Water District designate the District's deposit account signatories and authorize them to withdraw funds, initiate payment orders and otherwise give instructions on behalf of the District with respect to its deposit accounts by a duly adopted resolution;

WHEREAS, Matthew T. Underwood was promoted to the position of Assistant General Manager; and

WHEREAS, it therefore is necessary for the Board to add Mr. Underwood as a signatory on the District's deposit accounts, and to retain signatories General Manager, Daniel R. York and Director of Finance and Administration, Jeffery S. Ott.

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

1. The Board of Directors authorizes the General Manager and/or the Assistant General Manager and/or the Director of Finance and Administration to enter into deposit account, funds transfer, investment, cash management, and deposit service agreements with WestAmerica Bank, MUFG Union Bank, US Bank, State of California Local Agency Investment Fund, CalPERS, PFM Group, Wells Fargo Bank and Sumitomo Mitsui Banking Corporation, and other approved financial institutions as necessary for conducting District financial affairs, and designates the following officers as the District's authorized signatories for withdrawing funds, initiating payment orders, and otherwise giving instructions on behalf of the District with respect to its deposit and other financial accounts.

(a) Daniel R. York  
General Manager

(b) Matthew T. Underwood  
Assistant General Manager

(c) Jeffery S. Ott  
Director of Finance  
and Administration

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

2. This authorization shall remain in effect until the District provides written notice of its revocation to the appropriate financial institution.

3. This Resolution shall be made effective and any and all prior resolutions relating to District deposit and other financial accounts, including Resolution 21-01, shall be rescinded and rendered invalid on June 21, 2021.

PASSED AND ADOPTED by the Board of Directors of Sacramento Suburban Water District, Sacramento County, California at a meeting on the 21<sup>st</sup> day of June 2021 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

By: \_\_\_\_\_  
Robert 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 21<sup>st</sup> day of June 2021.

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



## Agenda Item: 4

**Date:** June 21, 2021

**Subject:** Resolution No. 21-07 A Resolution of the Sacramento Suburban Water District Amending Regulation No. 15 of the Regulations Governing Water Service

**Staff Contact:** Greg Bundesen, Water Conservation Supervisor

### Recommended Board Action:

Adopt Resolution No. 21-07 updating Regulation No. 15 – Water Conservation Water Shortage Contingency Plan.

### Summary:

The Urban Water Management Planning Act (UWMPA) requires the development and adoption of a Water Shortage Contingency Plan (WSCP). The WSCP was combined with Regulation No. 15 (Water Conservation) in 2016. Staff is recommending to remove the WSCP from Regulation No. 15 as the plan has substantially increased in size and refer to it by reference only. Regulation No. 15 will remain focused on the District’s Conservation activities and initiatives and refer to the WSCP where appropriate.

### Discussion:

On May 17, 2021, the Board of Directors passed Resolution No. 21-05 adopting the District’s WSCP as part of the Urban Water Management Plan. Since 2016, Regulation No. 15 – Water Conservation Water Shortage Contingency Plan has served as the District’s WSCP. The most recent updates to the UWMPA have substantially increased the content of the WSCP. Including the entire WSCP as part of Regulation No. 15 would not be appropriate. Therefore, Regulation No. 15 will no longer serve as the WSCP and will revert back to its original role to regulate the District’s Water Conservation activities and initiatives. The UWMPA has added additional requirements for assessing and reporting on the District’s water demand and supplies. Staff has updated Regulation No. 15 as follows:

1. Removed Water Shortage Contingency Plan from the title.
2. Added language regarding the annual Water Supply and Demand Assessment as required by the UWMPA.
3. Updated language for the Water Conservation Stage Declaration.
4. Changed “Normal Water Supply” to “Adequate Water Supply”.
5. Updated language in the Adequate Water Supply section.

6. Removed all actions for Water Conservation Stages 1 through 4 as they are maintained in the Water Shortage Contingency Plan.
7. Added language regarding customer water use prohibition records.
8. Added a section regarding water conservation program Demand Management Measures.
9. Added a section regarding the Water Shortage Contingency Plan.

A redline version of Regulation No. 15 has been provided as Attachment 1 along with a clean version as Attachment 2.

**Fiscal Impact:**

There is no fiscal impact to adopting Resolution No. 21-07

**Strategic Plan Alignment:**

Goal A: Provide a high quality reliable water supply by ensuring it is sustainable, clean and safe.

Goal B: Optimize Operational and Organizational Efficiencies.

Updating Regulation No. 15 will ensure the District continues to maintain a sustainable water supply and enhance water conservation and use efficiency strategies through cost-effective demand management measures.

**Attachments:**

1. Resolution 21-07 Amending Regulation No. 15 of the Regulations Governing Water Service
2. Regulation No. 15 – redlined
3. Regulation No. 15 - clean

## **RESOLUTION NO. 21-07**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO SUBURBAN WATER DISTRICT AMENDING REGULATION NO. 15 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. 15 of the Regulations Governing Water Service as described in this Resolution; and

WHEREAS, none of the described amendments to Regulation No. 15 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. 15 is 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. 15 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 June 21, 2021.

PASSED AND ADOPTED by the Board of Directors of the Sacramento Suburban Water District on the 21<sup>st</sup> day of June 2021, by the following vote:

AYES:

NOES:

ABSENT:

By: \_\_\_\_\_

Robert 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 21<sup>st</sup> day of June 2021.

(SEAL)

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

**Regulation No. 15**  
**Water Conservation**  
~~**Water Shortage Contingency Plan**~~

Adopted: July 19, 2004

Amended:

June 21, 2021

**A. Water Supply and Demand Assessment**

Each year, the District’s Board of Directors (Board), in accordance with the California Water Code, shall prepare an annual water supply and demand assessment (Annual Assessment) to determine the adequacy of the Distirct’s water supply to provide 100% of water demands. The steps for the Annual Assesemnt shall be maintained in the Urban Water Management Plan’s (UWMP) Water Shortage Contingency Plan (WSCP) (UWMP 2020 Update, Appendix E). The Board shall declare a water conservation stage based on the results of the Annual Assessment.

**A.B. Water Conservation Stage Declaration**

Each year, the District Board of Directors shall ~~determine, based on data in the California Department of Water Resource’s (DWR) Bulletin #120 and present water conditions, declare~~ the water stage applicable to the District. The declaration shall consist of “~~normal adequate~~ water supply”, or one of the four (4) stages of varying mandated water conservation measures. The applicable stage determined by the District shall be effective upon adoption by the Board ~~of Directors e~~ach water year and shall remain in effect until changed by the Board. ~~based on updated data from DWR, past water usage within the District, and existing water supply and use conditions.~~ The water year shall be defined as the period starting October 1 and lasting until September 30 of the following year.

Regardless of water supply availability or service conditions within the District, the Board of Directors reserves the right to set water conservation goals and modify stage declarations as necessary to align with regional or state water conservation policies, agreements or declarations, or legal requirements. All wasteful practices or unreasonable uses of District water, whether willful or negligent, are always prohibited. The General Manager, following the guidelines set forth in this Regulation and other relevant Board policies, state laws and regulations, shall determine what constitutes a wasteful practice or unreasonable use of water.

~~In addition to Normal Water Supply Conditions, the following four stages, including their conservation requirements, shall be observed by all water users within the District:~~

**WATER USE PERMITTED**

Water used for the following purposes is considered essential for public health and safety and is therefore permitted during all stage declarations:

1. Water use for firefighting, routine inspection of fire hydrants, or for fire training activities;
2. Water applied to abate spills of flammable or other hazardous materials, where water is an appropriate abatement methodology; and,
3. Water applied to prevent or abate imminent health, safety, or accident hazards when alternate methods are not available.

### **NORMAL-ADEQUATE WATER SUPPLY**

Water supply conditions are ~~adequate~~ considered “adequate” when there are adequate supplies of water to meet 100% of the water demands of the District’s Customers. The goal of this stage is the use of water efficiently in conformance with the water conservation ~~Best Management Practices (BMPs)~~ Demand Management Measures (DMM) specified in the District’s ~~Urban Water Management Plan~~ UWMP. Requirements specified in this stage are applicable to and in force at all times and in all other stages of this regulation and the WSCP. The following requirements shall be in force during Normal-Adequate Water Supply and in all subsequent stage declarations unless the Board modifies or adds to these restrictions:

1. Water must not be permitted to discharge, flow, or run to waste into any gutter, sanitary sewer, water course, or storm drain, or to any adjacent lot, from any tap, hose, faucet, pipe, sprinkler, or nozzle. In the case of irrigation, “discharge,” “flow,” or “run to waste” means that the earth intended to be irrigated has been saturated with water to the point that excess water flows over the earth to waste. In the case of washing, “discharge,” “flow,” or “run to waste” means the water in excess of that which is necessary to wash, wet or clean the dirty or dusty object, such as an automobile or boat, flows to waste;
2. The washing of vehicles is permitted only with the use of a water saver hose end nozzle equipped with automatic shut-off and bucket, provided minimal runoff occurs on sidewalks or street;
3. The use of water for washing down sidewalks, walkways, driveways, parking lots, homes or buildings is prohibited except as necessary for health, sanitary, or fire protection purposes. A Customer desiring a variance may submit a written request to the District which will be reviewed by the Water Conservation Supervisor and submitted to the General Manager or his designee for approval or denial;
4. Customers watering food grown for personal consumption are exempt from any watering day restrictions in all Water Conservation Stages;
5. All water hoses or filling apparatus shall be equipped with a control water saver hose end nozzle capable of completely shutting off the flow of water except when positive pressure to the water saver hose end nozzle is applied;



6. All water fixtures or heating or cooling devices must not be allowed to leak or discharge. All known leaks must be repaired within seven (7) days or less depending on the severity of the leak.
7. The operation of an irrigation system that applies water to an impervious surface (example: concrete or asphalt) or that is in disrepair is prohibited;
8. Water during cooler morning and evening hours to reduce evaporation and avoid peak energy demand times. Outdoor watering from 12:00 noon to 8:00 p.m. during the months of May - August is prohibited; & watering from 12:00 noon to 6:00 p.m. during the months of September – April is prohibited;
9. Irrigation of landscaping within 48 hours of measurable rainfall is prohibited. Measurable rainfall shall be defined as any rainfall equal to or greater than 1/8 of an inch;
10. Backwashing or overfilling, so as to discharge water to waste, swimming pools, decorative basins, or ponds in excess of the frequency reasonably necessary to maintain the clarity or cleanliness of the water is prohibited;
11. All pools, spas, decorative or ornamental fountains, ponds and waterways must be equipped with a recirculation pump and must be constructed to be leak-proof;
12. The use of water from a fire hydrant without the expressed written permission from the District is prohibited;
13. The use of water in new conveyer car washes and new commercial laundry systems that do not use a recirculation system shall be prohibited;
14. Customers enrolled in the Large Irrigation Services Customer (LISC) program shall adhere to the LISC Agreement, as signed by both the customer and the District;
15. The serving of water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased is prohibited;
16. The irrigation of any ornamental turf located in a street median is prohibited;
17. The irrigation of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development is prohibited;
18. To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language;
19. Customers may register their Weather Based Irrigation Controllers (WBIC) with the District for consideration in subsequent Water Conservation Stages. Customers with a registered WBIC shall be exempt from any watering schedule in any subsequent Water Conservation Stage, provided the WBIC is in good repair and set to operate off of its intended weather based operating instructions. Customers with a registered

WBIC can allow the controller to operate with 100% of evapotranspiration (ET) settings for the Sacramento area in ~~Normal Adequate~~ Water Supply conditions; and,

20. Customers utilizing a drip irrigation system to irrigate their landscape (including subsurface drip irrigation systems for turf/lawn areas) are exempt from any watering day restrictions listed or determined by the Board in all subsequent Water Conservation Stages.

The following are recommended practices for ~~Normal Adequate~~ Water Supply conditions:

1. Watering three (3) days or less per week is encouraged;
  - a. Customers whose address ends with an odd number are encouraged to only water on Tuesdays, Thursdays and Saturdays.
  - b. Customers whose address ends with an even number are encouraged to only water on Sundays, Wednesdays and Fridays.
  - c. Watering on Mondays is not recommended.
2. Pool covers for swimming pools and spas are recommended to reduce evaporation;
3. Customers are encouraged to wash only full loads of laundry and dishes;
4. District Customers are encouraged to take advantage of the District's conservation programs and rebates; and,
5. Customers with WBIC are recommended to operate their controller using 80% of ET for the Sacramento region.

When water supply conditions are not adequate to meet 100% of water demands, one of the following four (4) stages, including their water use prohibitions and water conservation requirements as listed in the WSCP, shall be declared by the Board and observed by all water users within the District.

#### **STAGE 1 – WATER ALERT**

Water supply conditions may be impeded by lack of available sources including surface water supplies conjunctively used by the District, regional circumstances or statewide climate influences. The goal of this stage is to reduce District-wide consumption of water by up to 20% in order to meet the needs of District Customers, comply with State mandates, cooperate with regional programs and/or comply with County regulations declaring water shortages. ~~The following requirements shall be in force during Stage 1 and all subsequent increases in Stage Declarations~~ The requirements for Stage 1 can be found in the WSCP table 4.

~~All requirements of Normal Water Supply Conditions shall continue to be enforced unless modified below.~~

~~The District will make mandatory and will enforce the following watering schedule:~~

~~Three (3) day per week Odd/Even outdoor watering shall be followed.~~

~~Odd addresses water on Tuesday, Thursday, and Saturday.~~

~~Even addresses water on Wednesday, Friday, and Sunday.~~

~~Watering on Monday is prohibited.~~

~~Customers with registered WBIC shall set their controllers to operate at 80% of ET for the Sacramento Region.~~

~~Pool draining and refilling will be allowed only for structural maintenance/repair considerations upon submittal of a written report by a health official or pool professional and approved by the Water Conservation Supervisor unless an immediate health or safety condition exists.~~

~~The following are recommended practices for Stage 1—Water Alert:~~

~~All recommendations of Normal Water Supply Conditions unless modified to mandatory requirements listed above; and,~~

~~New or expanded landscaping should be limited to drought tolerant trees, shrubs and ground cover. The planting of new turf or grass, whether hydro-seeded or laid, is discouraged.~~

### **STAGE 2 – WATER WARNING**

Water supply conditions may be impeded by lack of available sources including surface water supplies conjunctively used by the District, regional circumstances or statewide climate influences. The goal of this stage is to reduce District-wide consumption of water by up to 30% in order to meet the needs of District Customers, comply with State mandates, cooperate with regional programs and/or comply with County regulations declaring water shortages.

[The requirements for Stage 2 can be found in the WSCP table 4.](#)~~The following requirements shall be in force during Stage 2 and all subsequent increases in stage declarations.~~

~~All requirements of the previous stages unless further modified below;~~

~~Outdoor watering shall be limited to no more than two days per week, as determined by the Board of Directors at the time of a Stage 2 declaration;~~

~~Hydrant permits for construction water will be issued only with the approval of the General Manager. A construction water use plan must be submitted to the District for review that addresses how impacts to existing water users will be mitigated (such as dust control);~~

~~Customers with a registered WBIC shall set their controller to operate at 70% of the ET rate for the Sacramento region; and,~~

~~New or expanded landscaping shall be limited to drought tolerant trees, shrubs and ground cover. No new turf or grass shall be planted, hydro-seeded or laid without prior approval of the General Manager via written request.~~

~~The following are recommended practices for Stage 2—Water Warning:~~

~~All recommendations of the previous stages unless modified to requirements.~~

~~Washing of vehicles and other mobile equipment are recommended to be conducted at commercial establishments that use recycled water.~~

### **STAGE 3 – WATER CRISIS**

Water supply conditions are significantly impeded by interruption of available sources, a regional emergency, a county emergency or state mandates. The goal of this stage is to

reduce District-wide consumption of water by up to 40% in order to meet the needs of District Customers. A declaration of this stage will be in conformance with the activation of the District's Emergency Response Plan and/or Water Shortage Contingency Plan. [The requirements for Stage 3 can be found in the WSCP table 4.](#)~~The following requirements shall be in force during Stage 3 and any subsequent increase in stage declaration.~~

~~All requirements of the previous stages unless further modified below;~~

~~Outdoor landscape irrigation shall be limited to one day per week, as determined by the Board of Directors at the time of a Stage 3 declaration;~~

~~Customer with a registered WBIC shall set their controller to operate at 60% of the ET rate for the Sacramento region;~~

~~Watering day variances for the planting of new or expanded landscaping shall be considered if the project can demonstrate that the new or expanded landscaping will result in a decrease in water use. Variance requests are subject to the approval of the General Manager via written request; and,~~

~~Except where non-potable water is used, all Large Landscape Irrigation Customers (Commercial Industrial, and Institutional) must cease all ornamental turf irrigation. Non-ornamental turf areas, such as the active playing surfaces of sports fields or outdoor classrooms may be irrigated and maintained to a level that will ensure the safety of those using it, provided the overall system water use is reduced by 40%. Customers irrigating non-ornamental turf areas for the purposes outlined above shall be exempt from the watering day schedule unless a 40% reduction in overall water use is not achieved.~~

~~The following are recommended practices for Stage 3—Water Crisis:~~

~~All recommendations of the previous stages unless modified to requirements.~~

~~Washing of vehicles and other mobile equipment is recommended to be conducted at commercial establishments that use recycled water.~~

#### **STAGE 4 – WATER EMERGENCY (Public Health and Safety Only)**

Water supply conditions are significantly impeded by interruption of available sources, a regional emergency, a county emergency or state mandates. The goal of this stage is to reduce District-wide consumption of water by greater than 50% in order to meet the needs of District Customers. A declaration of this stage will be in conformance with the activation of the District's Emergency Response Plan. [The requirements for Stage 4 can be found in the WSCP table 4.](#)~~The following requirements shall be in force during Stage 4.~~

~~1. All requirements of the previous stages unless further modified below;~~

~~2. Use of District water for filling pools, ponds, or spas is prohibited;~~

~~3. Outdoor landscape irrigation is prohibited;~~

~~4. All washing of vehicles and other mobile equipment is prohibited unless conducted at a commercial establishment that utilizes recycled water;~~

- ~~5. All metered services will be subject to additional tiered rates approved by the District Board of Directors; and,~~
- ~~6. No commitments will be provided for new water service connections until the District has returned, at a minimum, to Stage 3 restrictions. The District reserves the right to limit or refuse new service connections until Stage 2 conditions exist.~~
- ~~7. Recommended practices identified in previous stages are not applicable in Stage 4.~~

#### **WATER USE PERMITTED**

- ~~1. Water used for the following purposes is considered essential for public health and safety and is therefore permitted during all stage declarations:~~
- ~~2. Water use for firefighting or routine inspection of fire hydrants or from fire training activities;~~
- ~~3. Water applied to abate spills of flammable or other hazardous materials, where water is an appropriate abatement methodology; and,~~
- ~~4. Water applied to prevent or abate imminent health, safety, or accident hazards when alternate methods are not available.~~

#### **B.C. ENFORCEMENT**

Enforcement of any violation of the water conservation requirements ~~provided outlined~~ in this Regulation No. 15, ~~as they may be amended from time to time by the District Board of Directors,~~ is provided in this section. Service charges will be assessed for a violation of the District's conservation rules in accordance with the following provisions. A Customer will be notified when violations may result in service charges. The service charges that may be assessed are provided in Section L of Regulation No. 3. In cases of tenant occupancy, landowners retain full responsibility for the use of water by their tenants, including payment of any service charges imposed for violations of this Regulation No. 15.

Enforcement of the requirements of each water conservation stage will be conducted in a progressive manner and may ultimately lead to termination of service in cases where a violator refuses to discontinue activities constituting water waste. The enforcement steps are as follows:

**Notice of Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of a violation, the District shall request Customer compliance with this Regulation via a notice of violation delivered in person.

**Warning Notice of Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of a violation, the District shall

request Customer compliance with this Regulation via a Warning Notice of Violation delivered in person.

**First Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of the next violation after a Warning was issued, the District shall request Customer compliance with this Regulation via a notice delivered in person by District personnel; and/or by certified mail to the billing address of the Parcel upon which the 1st violation has occurred.

The first violation charged to a Parcel will begin the District's monitoring of that Parcel for water waste. Should there be no additional violations on the Parcel prior to the conclusion of the current water year, then that Parcel's violation from the previous year will be expunged and the Parcel will be deemed to be free of violations and the counting of any violations incurred in the new water year will begin on a clean record. The District shall keep on file copies of all violations of the District's water conservation requirements that were incurred in the same water year.

For one time only, and upon customer request, a customer may participate in a Water-Wise House Call to remove a First Violation from the customer's record for the current water year.

**Second Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a second water conservation violation of any kind on the same Parcel, the Customer and Landowner shall be notified of the 2nd violation in writing at the established billing address by District personnel and/or via certified mail. The District will assess a service charge for the violation, which will be added to the Customer's next bill. The second violation service charge will be billed in accordance with Regulation No. 3, Section L.1.

If a second violation occurs at a Stage 2 or higher Water Conservation Stage in this Regulation on any non-metered service, the District shall install a permanent water meter on any existing Service Connection on the Parcel where the violation occurred and/or the District may impose an additional service charge as approved by the District Board of Directors. Metered rate billing will be initiated on the account at the next billing period following the meter installation.

A Customer may avoid paying a service charge for a Second Violation by attending a water conservation awareness workshop at the customer's expense and participating in a Water-Wise House Call if not completed following the first violation.

**Third Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a third water conservation violation of any kind on the same Parcel, the Customer and Landowner shall be notified of the violation in writing at the established billing address by District personnel and/or via certified mail. The District will assess a

service charge for the violation, which will be added to Customer's next bill in accordance to Regulation 3, Section L.2. The notice of violation also will state that a subsequent violation may result in disconnection or reduction of service.

**Fourth Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a fourth water conservation violation of any kind on the same Parcel, the Customer and Landowner shall be notified of the violation in writing at the established billing address by District personnel and/or via certified mail. The District will assess a charge for the fourth violation as follows:

Flat Rate Services: Upon the fourth water conservation violation of a non-metered account, the District may discontinue or reduce the water supply to the Parcel where the violation occurred. The District shall, in its sole discretion, decide whether to terminate or reduce service based on all of the facts and circumstances of the violation and the Customer's past water use history. The Landowner shall be notified in writing by District personnel and/or via certified mail of the violation that a water meter shall be installed on that Parcel. The Landowner shall bear the cost of installing the meter, which shall be based on the cost of the District's time and materials. The installation of this meter shall cause the billing for the Parcel to be changed from a flat rate to a metered rate. The monthly charge for a metered service will be computed on the current metered rate as more specifically set forth in the District's Regulation No. 3 and any additional tiered water conservation rates adopted by the Board. The installation of this Meter shall be deemed permanent.

Metered Services: Upon the fourth water conservation violation on an existing metered service, the District will notify the Landowner of the violation in writing at the established billing address by District personnel and/or via certified mail. The Landowner will be informed that an additional charge for servicing the violation will be included in his/her next billing. The amount of the charge is as follows:

1-inch or smaller service: 25% of the amount of the water bill for the month in which the violation occurs.

1½ inch or larger service: 50% of the amount of the water bill for the month in which the violation occurs.

In addition, the District may discontinue or reduce the water supply to the Parcel where the violation occurred. The District shall, in its sole discretion, decide whether to terminate or reduce service based on all of the facts and circumstances of the violation and the Customer's past water use history. To restore service or full flow capabilities, the affected Customer will be required to request a hearing of the District Board of Directors, where the Customer may present evidence to the Board concerning the violation and request the restoration of water service. At its next regular meeting after the hearing, the District Board shall enter into the record its findings and decision concerning the service restoration request

and each issue there under. The Board's decision will be final. The Secretary of the Board will mail the Board's written findings and decision to the Customer within thirty days (30) after the date that the Board renders its decision.

Where compliance with the requirements of this Regulation No. 15 are beyond the control of the Customer or Landowner and written justification and supporting evidence has been provided by the Customer or Landowner and verified by a District representative, the General Manager may excuse the violation. Approval of such a variance by the General Manager shall be conditioned on the Customer's or Landowner's cooperation with the District in resolving the violation.

Where a water conservation violation occurs on a Parcel improved with multiple family units, and it is not practical to determine which unit is responsible for the violation, the District will assess the service charge described above for existing metered rates.

Where water is wastefully or negligently used on a water user's premises to the extent that the violation seriously affects the District's general service capability, the District may discontinue service to the premises if the water waste conditions causing the general service disruption are not corrected within twenty-four (24) hours after the District provides the water user with the violation notice. A door hanger (notice) shall be deemed sufficient written notice for this purpose.

When encountered in the course of routine daily activity, District personnel have the responsibility and authority to control leaks on any Premises at the point of connection or at the valve controlling the Customer's System. When water is shut off for control of a leak, the District will provide the Customer with notice of the condition.

When a leak is discovered on a customer's property and it is verified that the leak is occurring from the customer's side of the Point of Connection, the District shall require the following:

1. The District will provide written notification via mail and/or notice left at the location that the customer has 7 days to make the repairs necessary to abate the leak in question.
  - a. The District will offer the customer a Water-Wise House Call to evaluate the water use at the location. The location's water use will be surveyed and evaluated; however, the District will not perform any kind in-depth water leak detection services.
  - b. The customer can extend the 7 day period by providing a written verification that the leak has been scheduled to be repaired.
2. If the leak in question is not repaired at the end of the 7 day period, the District shall issue the customer a 48 hour (business hours) notice to repair by either mail and/or notice left at the location.



- a. The customer can extend the 48 hour period by providing a written verification that the leak has been scheduled to be repaired within the 48-hour extension.
3. If the leak in question had not been repaired at the end of the 48 hour period, the District shall issue a 24 hour (business hours) to repair by either mail or notice left at the location.
  - a. The customer can extend the 24 hour period by providing a written verification that the leak has been scheduled to be repaired.
4. If the leak in question has not been repaired at the end of the 24 hour period, and the customer has not provided the District with a written verification that the leak is scheduled for immediate repair, the District may discontinue service to the location until all necessary repairs to abate the leak have been demonstrated as complete or scheduled to be completed.

Each year on October 1<sup>st</sup>, all District customers shall have their water use violation records expunged. Each customer will start anew on October 1<sup>st</sup>, with zero water waste violations

#### **D. Water Use Efficiency and Conservation Program**

In accordance with the Urban Water Management Planning Act, the District shall maintain, at a minimum, a Water Use Efficiency and Conservation Program consisting of DMM as defined in the Urban Water Management Plan. The DMMs shall include, but will not be limited to, the following:

1. Water Loss Management;
2. Community Outreach;
3. Public Education;
4. Residential;
5. Commercial, Industrial, Institutional; and,
6. Landscape Irrigation

The District shall provide all of the materials necessary to implement and maintain the DMMs. DMM implementation shall be tracked in accordance with the Urban Water Management Planning Act.

#### **E. Water Shortage Contingency Plan**

In accordance with the Urban Water Management Planning Act, the District shall prepare and maintain a WSCP. The Plan shall consist of the following sections: Water Supply Reliability Analysis, Water Use Permitted, Water Shortage Stages, Emergency Response Plan, Seismic Risk Assessment and Mitigation Plan, Communication Protocols, Compliance and Enforcement, Legal Authorities, Financial Consequences, Monitoring and Reporting, and the procedures for refinement, adoption, submittal and availability. The WSCP shall outline the

water conservation stages and actions to ensure water is used in a beneficial fashion and, when necessary, reduce water use in response to a water shortage. The WSCP shall be included in the District's UWMP and be made available on the District website and for public review at the District's administration office.

**Regulation No. 15**  
**Water Conservation**

Adopted: July 19, 2004  
Amended: June 21, 2021

**A. Water Supply and Demand Assessment**

Each year, the District's Board of Directors (Board), in accordance with the California Water Code, shall prepare an annual water supply and demand assessment (Annual Assessment) to determine the adequacy of the District's water supply to provide 100% of water demands. The steps for the Annual Assessment shall be maintained in the Urban Water Management Plan's (UWMP) Water Shortage Contingency Plan (WSCP) (UWMP 2020 Update, Appendix E). The Board shall declare a water conservation stage based on the results of the Annual Assessment.

**B. Water Conservation Stage Declaration**

Each year, the District Board of Directors shall declare the water stage applicable to the District. The declaration shall consist of "adequate water supply", or one of the four (4) stages of varying mandated water conservation measures. The applicable stage determined by the District shall be effective upon adoption by the Board each water year and shall remain in effect until changed by the Board. The water year shall be defined as the period starting October 1 and lasting until September 30 of the following year.

Regardless of water supply availability or service conditions within the District, the Board of Directors reserves the right to set water conservation goals and modify stage declarations as necessary to align with regional or state water conservation policies, agreements or declarations, or legal requirements. All wasteful practices or unreasonable uses of District water, whether willful or negligent, are always prohibited. The General Manager, following the guidelines set forth in this Regulation and other relevant Board policies, state laws and regulations, shall determine what constitutes a wasteful practice or unreasonable use of water.

**WATER USE PERMITTED**

Water used for the following purposes is considered essential for public health and safety and is therefore permitted during all stage declarations:

1. Water use for firefighting, routine inspection of fire hydrants, or for fire training activities;
2. Water applied to abate spills of flammable or other hazardous materials, where water is an appropriate abatement methodology; and,

3. Water applied to prevent or abate imminent health, safety, or accident hazards when alternate methods are not available.

### **ADEQUATE WATER SUPPLY**

Water supply conditions are considered “adequate” when there are adequate supplies of water to meet 100% of water demand. The goal of this stage is the use of water efficiently in conformance with the water conservation Demand Management Measures (DMM) specified in the District’s UWMP. Requirements specified in this stage are applicable to and in force at all times and in all other stages of this regulation and the WSCP. The following requirements shall be in force during Adequate Water Supply and in all subsequent stage declarations unless the Board modifies or adds to these restrictions:

1. Water must not be permitted to discharge, flow, or run to waste into any gutter, sanitary sewer, water course, or storm drain, or to any adjacent lot, from any tap, hose, faucet, pipe, sprinkler, or nozzle. In the case of irrigation, “discharge,” “flow,” or “run to waste” means that the earth intended to be irrigated has been saturated with water to the point that excess water flows over the earth to waste. In the case of washing, “discharge,” “flow,” or “run to waste” means the water in excess of that which is necessary to wash, wet or clean the dirty or dusty object, such as an automobile or boat, flows to waste;
2. The washing of vehicles is permitted only with the use of a water saver hose end nozzle equipped with automatic shut-off and bucket, provided minimal runoff occurs on sidewalks or street;
3. The use of water for washing down sidewalks, walkways, driveways, parking lots, homes or buildings is prohibited except as necessary for health, sanitary, or fire protection purposes. A Customer desiring a variance may submit a written request to the District which will be reviewed by the Water Conservation Supervisor and submitted to the General Manager or his designee for approval or denial;
4. Customers watering food grown for personal consumption are exempt from any watering day restrictions in all Water Conservation Stages;
5. All water hoses or filling apparatus shall be equipped with a control water saver hose end nozzle capable of completely shutting off the flow of water except when positive pressure to the water saver hose end nozzle is applied;
6. All water fixtures or heating or cooling devices must not be allowed to leak or discharge. All known leaks must be repaired within seven (7) days or less depending on the severity of the leak.
7. The operation of an irrigation system that applies water to an impervious surface (example: concrete or asphalt) or that is in disrepair is prohibited;
8. Water during cooler morning and evening hours to reduce evaporation and avoid peak energy demand times. Outdoor watering from 12:00 noon to 8:00 p.m. during the

- months of May - August is prohibited; & watering from 12:00 noon to 6:00 p.m. during the months of September – April is prohibited;
9. Irrigation of landscaping within 48 hours of measurable rainfall is prohibited. Measurable rainfall shall be defined as any rainfall equal to or greater than 1/8 of an inch;
  10. Backwashing or overfilling, so as to discharge water to waste, swimming pools, decorative basins, or ponds in excess of the frequency reasonably necessary to maintain the clarity or cleanliness of the water is prohibited;
  11. All pools, spas, decorative or ornamental fountains, ponds and waterways must be equipped with a recirculation pump and must be constructed to be leak-proof;
  12. The use of water from a fire hydrant without the expressed written permission from the District is prohibited;
  13. The use of water in new conveyer car washes and new commercial laundry systems that do not use a recirculation system shall be prohibited;
  14. Customers enrolled in the Large Irrigation Services Customer (LISC) program shall adhere to the LISC Agreement, as signed by both the customer and the District;
  15. The serving of water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased is prohibited;
  16. The irrigation of any ornamental turf located in a street median is prohibited;
  17. The irrigation of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development is prohibited;
  18. To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language;
  19. Customers may register their Weather Based Irrigation Controllers (WBIC) with the District for consideration in subsequent Water Conservation Stages. Customers with a registered WBIC shall be exempt from any watering schedule in any subsequent Water Conservation Stage, provided the WBIC is in good repair and set to operate off of its intended weather based operating instructions. Customers with a registered WBIC can allow the controller to operate with 100% of evapotranspiration (ET) settings for the Sacramento area in Adequate Water Supply conditions; and,
  20. Customers utilizing a drip irrigation system to irrigate their landscape (including subsurface drip irrigation systems for turf/lawn areas) are exempt from any watering day restrictions listed or determined by the Board in all subsequent Water Conservation Stages.

The following are recommended practices for Adequate Water Supply conditions:

1. Watering three (3) days or less per week is encouraged;
  - a. Customers whose address ends with an odd number are encouraged to only water on Tuesdays, Thursdays and Saturdays.
  - b. Customers whose address ends with an even number are encouraged to only water on Sundays, Wednesdays and Fridays.
  - c. Watering on Mondays is not recommended.
2. Pool covers for swimming pools and spas are recommended to reduce evaporation;
3. Customers are encouraged to wash only full loads of laundry and dishes;
4. District Customers are encouraged to take advantage of the District's conservation programs and rebates; and,
5. Customers with WBIC are recommended to operate their controller using 80% of ET for the Sacramento region.

When water supply conditions are not adequate to meet 100% of water demands, one of the following four (4) stages, including their water use prohibitions and water conservation requirements as listed in the WSCP, shall be declared by the Board and observed by all water users within the District.

#### **STAGE 1 – WATER ALERT**

Water supply conditions may be impeded by lack of available sources including surface water supplies conjunctively used by the District, regional circumstances or statewide climate influences. The goal of this stage is to reduce District-wide consumption of water by up to 20% in order to meet the needs of District Customers, comply with State mandates, cooperate with regional programs and/or comply with County regulations declaring water shortages. The requirements for Stage 1 can be found in the WSCP table 4.

#### **STAGE 2 – WATER WARNING**

Water supply conditions may be impeded by lack of available sources including surface water supplies conjunctively used by the District, regional circumstances or statewide climate influences. The goal of this stage is to reduce District-wide consumption of water by up to 30% in order to meet the needs of District Customers, comply with State mandates, cooperate with regional programs and/or comply with County regulations declaring water shortages. The requirements for Stage 2 can be found in the WSCP table 4.

#### **STAGE 3 – WATER CRISIS**

Water supply conditions are significantly impeded by interruption of available sources, a regional emergency, a county emergency or state mandates. The goal of this stage is to reduce District-wide consumption of water by up to 40% in order to meet the needs of District Customers. A declaration of this stage will be in conformance with the activation of

the District's Emergency Response Plan and/or Water Shortage Contingency Plan. The requirements for Stage 3 can be found in the WSCP table 4.

#### **STAGE 4 – WATER EMERGENCY (Public Health and Safety Only)**

Water supply conditions are significantly impeded by interruption of available sources, a regional emergency, a county emergency or state mandates. The goal of this stage is to reduce District-wide consumption of water by greater than 50% in order to meet the needs of District Customers. A declaration of this stage will be in conformance with the activation of the District's Emergency Response Plan. The requirements for Stage 4 can be found in the WSCP table 4.

### **C. ENFORCEMENT**

Enforcement of any violation of the water conservation requirements outlined in this Regulation No. 15 is provided in this section. Service charges will be assessed for a violation of the District's conservation rules in accordance with the following provisions. A Customer will be notified when violations may result in service charges. The service charges that may be assessed are provided in Section L of Regulation No. 3. In cases of tenant occupancy, landowners retain full responsibility for the use of water by their tenants, including payment of any service charges imposed for violations of this Regulation No. 15.

Enforcement of the requirements of each water conservation stage will be conducted in a progressive manner and may ultimately lead to termination of service in cases where a violator refuses to discontinue activities constituting water waste. The enforcement steps are as follows:

**Notice of Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of a violation, the District shall request Customer compliance with this Regulation via a notice of violation delivered in person.

**Warning Notice of Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of a violation, the District shall request Customer compliance with this Regulation via a Warning Notice of Violation delivered in person.

**First Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of the existence of the next violation after a Warning was issued, the District shall request Customer compliance with this Regulation via a notice delivered in person by District personnel and/or by certified mail to the billing address of the Parcel upon which the 1st violation has occurred.

The first violation charged to a Parcel will begin the District's monitoring of that Parcel for water waste. Should there be no additional violations on the Parcel prior to the conclusion of

the current water year, then that Parcel's violation from the previous year will be expunged and the Parcel will be deemed to be free of violations and the counting of any violations incurred in the new water year will begin on a clean record. The District shall keep on file copies of all violations of the District's water conservation requirements that were incurred in the same water year.

For one time only, and upon customer request, a customer may participate in a Water-Wise House Call to remove a First Violation from the customer's record for the current water year.

**Second Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a second water conservation violation of any kind on the same Parcel, the Customer and Landowner shall be notified of the 2nd violation in writing at the established billing address by District personnel and/or via certified mail. The District will assess a service charge for the violation, which will be added to the Customer's next bill. The second violation service charge will be billed in accordance with Regulation No. 3, Section L.1.

If a second violation occurs at a Stage 2 or higher Water Conservation Stage in this Regulation on any non-metered service, the District shall install a permanent water meter on any existing Service Connection on the Parcel where the violation occurred and/or the District may impose an additional service charge as approved by the District Board of Directors. Metered rate billing will be initiated on the account at the next billing period following the meter installation.

A Customer may avoid paying a service charge for a Second Violation by attending a water conservation awareness workshop at the customer's expense and participating in a Water-Wise House Call if not completed following the first violation.

**Third Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a third water conservation violation of any kind on the same Parcel, the Customer and Landowner shall be notified of the violation in writing at the established billing address by District personnel and/or via certified mail. The District will assess a service charge for the violation, which will be added to Customer's next bill in accordance to Regulation 3, Section L.2. The notice of violation also will state that a subsequent violation may result in disconnection or reduction of service.

**Fourth Violation:** Upon observation by authorized District personnel, or demonstrated to the District's satisfaction, of a fourth water conservation violation of any kind on the same Parcel, the Customer and Landowner shall be notified of the violation in writing at the established billing address by District personnel and/or via certified mail. The District will assess a charge for the fourth violation as follows:



Flat Rate Services: Upon the fourth water conservation violation of a non-metered account, the District may discontinue or reduce the water supply to the Parcel where the violation occurred. The District shall, in its sole discretion, decide whether to terminate or reduce service based on all of the facts and circumstances of the violation and the Customer's past water use history. The Landowner shall be notified in writing by District personnel and/or via certified mail of the violation that a water meter shall be installed on that Parcel. The Landowner shall bear the cost of installing the meter, which shall be based on the cost of the District's time and materials. The installation of this meter shall cause the billing for the Parcel to be changed from a flat rate to a metered rate. The monthly charge for a metered service will be computed on the current metered rate as more specifically set forth in the District's Regulation No. 3 and any additional tiered water conservation rates adopted by the Board. The installation of this Meter shall be deemed permanent.

Metered Services: Upon the fourth water conservation violation on an existing metered service, the District will notify the Landowner of the violation in writing at the established billing address by District personnel and/or via certified mail. The Landowner will be informed that an additional charge for servicing the violation will be included in his/her next billing. The amount of the charge is as follows:

1-inch or smaller service: 25% of the amount of the water bill for the month in which the violation occurs.

1½ inch or larger service: 50% of the amount of the water bill for the month in which the violation occurs.

In addition, the District may discontinue or reduce the water supply to the Parcel where the violation occurred. The District shall, in its sole discretion, decide whether to terminate or reduce service based on all of the facts and circumstances of the violation and the Customer's past water use history. To restore service or full flow capabilities, the affected Customer will be required to request a hearing of the District Board of Directors, where the Customer may present evidence to the Board concerning the violation and request the restoration of water service. At its next regular meeting after the hearing, the District Board shall enter into the record its findings and decision concerning the service restoration request and each issue there under. The Board's decision will be final. The Secretary of the Board will mail the Board's written findings and decision to the Customer within thirty days (30) after the date that the Board renders its decision.

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Manager shall be conditioned on the Customer's or Landowner's cooperation with the District in resolving the violation.

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1. The District will provide written notification via mail and/or notice left at the location that the customer has 7 days to make the repairs necessary to abate the leak in question.
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  - b. The customer can extend the 7 day period by providing a written verification that the leak has been scheduled to be repaired.
2. If the leak in question is not repaired at the end of the 7 day period, the District shall issue the customer a 48 hour (business hours) notice to repair by either mail and/or notice left at the location.
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3. If the leak in question had not been repaired at the end of the 48 hour period, the District shall issue a 24 hour (business hours) to repair by either mail or notice left at the location.
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4. If the leak in question has not been repaired at the end of the 24 hour period, and the customer has not provided the District with a written verification that the leak is scheduled for immediate repair, the District may discontinue service to the location until all necessary repairs to abate the leak have been demonstrated as complete or scheduled to be completed.

Each year on October 1<sup>st</sup>, all District customers shall have their water use violation records expunged. Each customer will start anew on October 1<sup>st</sup>, with zero water waste violations

#### **D. Water Use Efficiency and Conservation Program**

In accordance with the Urban Water Management Planning Act, the District shall maintain, at a minimum, a Water Use Efficiency and Conservation Program consisting of DMM as defined in the Urban Water Management Plan. The DMMs shall include, but will not be limited to, the following:

1. Water Loss Management;
2. Community Outreach;
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The District shall provide all of the materials necessary to implement and maintain the DMMs. DMM implementation shall be tracked in accordance with the Urban Water Management Planning Act.

#### **E. Water Shortage Contingency Plan**

In accordance with the Urban Water Management Planning Act, the District shall prepare and maintain a WSCP. The Plan shall consist of the following sections: Water Supply Reliability Analysis, Water Use Permitted, Water Shortage Stages, Emergency Response Plan, Seismic Risk Assessment and Mitigation Plan, Communication Protocols, Compliance and Enforcement, Legal Authorities, Financial Consequences, Monitoring and Reporting, and the procedures for refinement, adoption, submittal and availability. The WSCP shall outline the water conservation stages and actions to ensure water is used in a beneficial fashion and, when necessary, reduce water use in response to a water shortage. The WSCP shall be included in the District's UWMP and be made available on the District website and for public review at the District's administration office.



## Agenda Item: 5

**Date:** June 21, 2021

**Subject:** Sacramento Region Water Utility Collaboration Study

**Staff Contact:** Dan York, General Manager

### **Recommended Board Action:**

Accept final Activity 3 Report resulting from the Sacramento Region Water Utility Collaboration Study and direct the General Manager to continue opportunities for collaboration/reorganization where appropriate.

### **Summary:**

Raftelis has finalized the report for Activity 3, which is the third of three project deliverables. Activity 3 encompasses the activities for Business Case Evaluations (BCE). In the document, Raftelis assesses a range of delivery options for seven prioritized collaboration opportunities, jointly identified by the participating agencies for study and analyzed using a BCE approach. An Ad Hoc Committee meeting was held on May 21, 2021, to summarize the Activity 3 report (see Attachment 1).

### **Discussion:**

The range of delivery options in the study encompasses the current or status quo approach, which consists of each of the participating entities delivering the service independently or making their own arrangements for outside contract support, through the full spectrum of collaborative delivery options such as joint contracting, resource sharing, and consolidated delivery. The BCE approach provides an overview of the advantages and disadvantages of the delivery alternatives for each priority opportunity.

The analyses are based on data and information obtained from the participating agencies through virtual interviews with senior representatives of each participating agency, project Steering Committee sessions, and submitted documents. Where possible, the estimated financial impacts of alternatives are also evaluated.

Studying every aspect of each participating agency's operation is infeasible, so Raftelis worked with the participating agencies to focus on a list of common areas that presented viable opportunities for potential collaboration. The group reviewed and narrowed a list of over 80 potential opportunities for further study. The participating agencies prioritized seven of those opportunities for investigation during a workshop on September 24, 2020. Note that while the

full list of opportunities may be explored at any time by any collection of agencies, the seven priority opportunities are the focus of Activity 3 – Business Case Evaluations

The seven areas analyzed is listed below:

- Distribution System Preventive Maintenance
- Human Resources
- Leak Detection
- Paving
- Stand-by / Emergency Operations
- Water Conservation Programs
- Water Supply

The link to the final Activity 3 report is located below, and a PowerPoint presentation is provided as Attachment 1.

Link to Activity 3 report: <https://www.sswd.org/about/sacramento-regional-water-utility-collaboration-study-reports>

**Fiscal Impact:**

An amount not to exceed of \$200,000 was set for the Study among the participating agencies, of which the Study did not exceed that amount.

**Attachment:**

1 – Region of Sacramento PowerPoint presentation

A man in a dark sweater stands in a meeting room, pointing at a whiteboard with a yellow pencil. He is addressing a group of people seated around a table. One person is using a laptop. The room has large windows in the background.

# REGION OF SACRAMENTO

Water Utility Collaboration Study  
Ad-Hoc Committee Meeting – Activity 3:  
Business Case Assessments

May 21, 2021



RAFTELIS

# Agenda

1. Review Project
  - › How we got here...
2. Activity 3 Results – Opportunities for Collaboration
  - › Options for Collaboration
  - › 7 Prioritized Areas
  - › Reorganization Opportunities
3. Next Steps
  - › Interview discussion on where to carry momentum
  - › Communications with FOWD, OVWC, and other potential collaborators
  - › Communication with the public

***Meeting focus: Activity 3: Business Case Assessments***

# Agencies can choose their own path

Awareness >>

<< Questions & Concerns

 RAFTELIS



Objective facilitator  
and guide through  
the process

Desire & Opportunity >>

Collaboration can be a helpful step for those seeking further integration, but can equally benefit communities determined to maintain independence



Reorganization

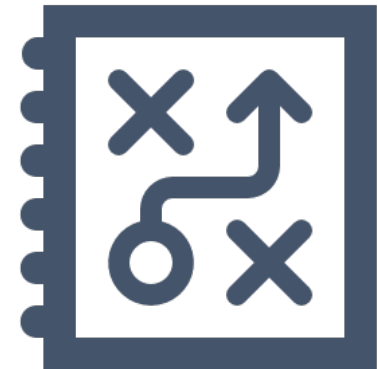
Centralization

Independent  
Activities



# Task 3 Process

1. The focus of Activity 3 is refinement of opportunities:
  - › Advantages and disadvantages of alternatives for each opportunity
  - › Risks
  - › Potential stakeholder impacts
  - › Financialization of opportunities
  - › Viability considerations
2. Range of collaboration options
  - › Status Quo
  - › Joint Contract – External
  - › Joint Contract – Internal
  - › Outside Organization Support
  - › Consolidated Provision



# Prioritized Opportunity Areas



# Distribution System PM

## Summary

- Participating agencies provide varying levels of service and prioritize different Preventative Maintenance (PM) activities
  - › Cost to provide PM vary because of these factors
  - › Service levels equalized for apples-to-apples comparison
- Up to 26% of PM could be contracted; if all agencies contracted at this level, the 10-year savings is estimated at \$714,498
  - › Assumption of a 10% savings with joint contracting
  - › Savings with internal contracting may be significantly higher, estimated at over \$1M per year
- Lack of PM consistency and levels of service an impediment to collaboration

# Distribution System PM

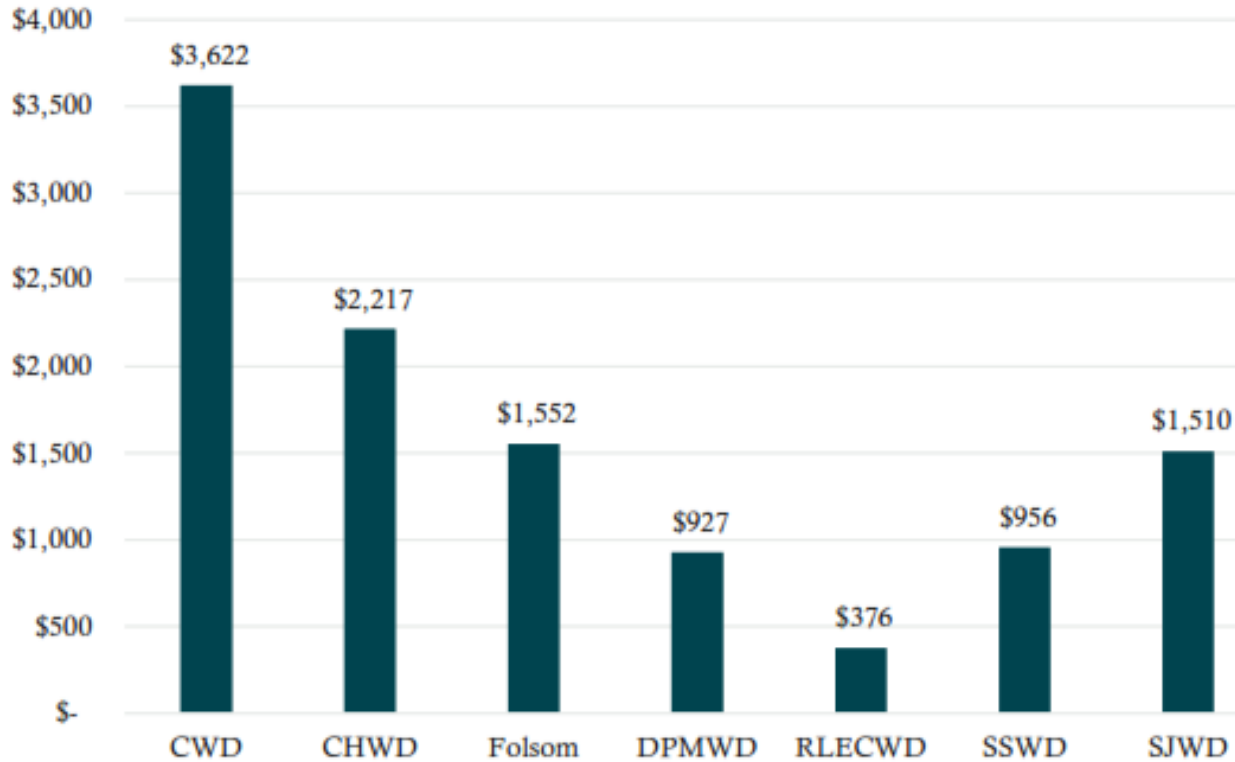
**Table 1: Current Distribution System Preventative Maintenance Activities and Frequency**

Activities	CWD	CHWD	Folsom	DPMWD	RLECWD	SSWD	SJWD
Infrastructure PM / inspection (general PM / other)	X	X	X	X	X	X	X
Dead-end or groundwater area flushing when quality issue	X	X	X			X	X
Hydrant maintenance / painting / flushing / greasing / inspecting <sup>1</sup>	X (N/A)	X (7.2)	X (5)	X (1)	X (3)	X (5)	X (5)
System-wide flushing			X		X		X
Valve exercising (mainline, blow off, hydrant valve, ARV/CARV) <sup>1</sup>	X (N/A)	X (11.9)	X (5)	(N/A)	X (3)	X (5)	X (5)
Tank / storage reservoir inspections			X			X	
Large meter testing			X			X	X
Cathodic protection program						X	X

The frequency interval in years for system-wide coverage for a given PM activity is shown in Table 1 in parentheses for each participating agency.

# Distribution System PM

Figure 1: Annual Preventative Maintenance Expenditure per Mile of Pipe





# Distribution System PM

## Recommendations

- Use a phased approach to achieve higher and more uniform levels of service, and optimize services/resourcing
- Develop an Information Clearinghouse
- Move toward aligned SOPs, assets, practices, policies, etc.
- Discuss SJWD's contractor experiences to identify support options
- Consider a joint bid for select (common) services
- Keep data on costs and service provision to support analysis of the pros and cons of collaborative service delivery approaches
- Discuss information with stakeholders to raise awareness of service level differences across agencies.
- Consider inter-agency resource contracting or shared regional resources and associated agreements
- Consider consolidated service provision of activity if inter-agency resource contracting or provision through shared regional resources is efficient, beneficial, and equitable to all parties.

# Human Resources

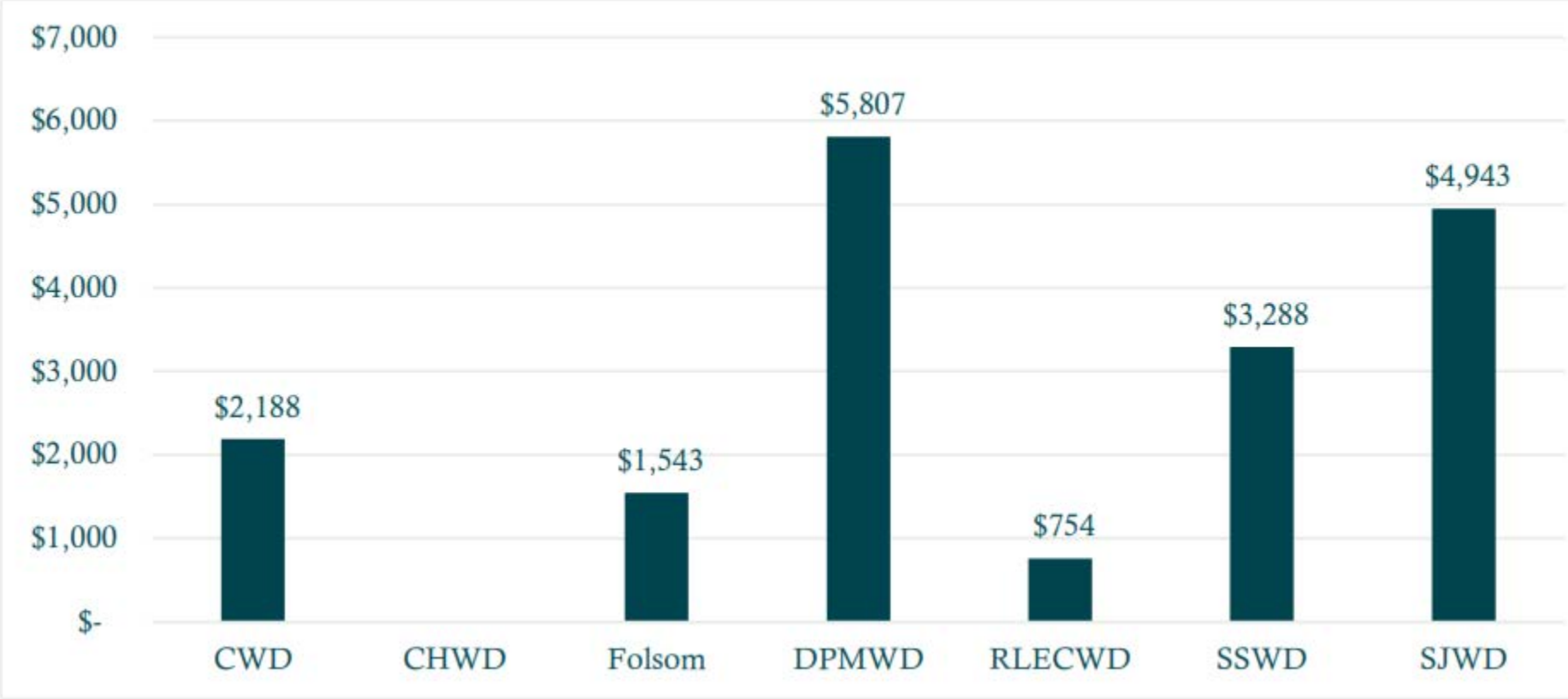
## Summary

- Struggles with demands of HR function, specific opportunities in:
  - › Training
  - › Recruitment
  - › Legal consultation services
- Smaller agencies may not have dedicated HR staff
- Bryce Consulting contracts with multiple agencies separately.
- Need for half of an FTE (~\$75,000 per year) for regional HR support
  - › Possible consolidated position to fulfill select functions regionally
- ACWA-JPIA and California JPIA have online training module resources that can be utilized
- SSWD costs and service levels would cost the participating agencies an additional \$137,155 a year in HR costs in total, if applied collectively



# Human Resources

Figure 4: Annual HR Cost per Utility FTE Served



# Human Resources

**Table 6: Collaborative HR Cost Analysis**

	CWD	CHWD	Folsom	DPMWD	RLECWD	SSWD	SJWD
<b>Total HR Cost</b>	\$70,000	Unknown	\$53,865	\$23,228	\$7,540	\$233,453	\$237,263
<b>High level of service - Total HR programming cost at \$3,288 per FTE served</b>	\$105,218	\$118,371	\$114,754	\$13,152	\$32,881	\$233,453	\$157,827
<i>Difference in programming cost (line 2 minus line 1)</i>	\$35,218	<i>Unknown</i>	\$60,888	<i>\$(10,075)</i>	\$25,341	\$-	<i>\$(79,435)</i>

# Human Resources

## Recommendations

- Jointly contract to achieve savings and also elevate service levels of multiple agencies
- Consider a shared regional HR resource, perhaps on a part-time basis
  - › Requires agreement to clarify role description, inform hiring, chargeback process, and to ensure equitable utilization.
- Add more value by coordinating training programs with ACWA JPIA & California JPIA, and SSWD's training facility.
- Perform a deep dive on costs and service provision to support pros and cons of fully collaborative service delivery approaches for HR
  - › If agencies are largely doing the same things, they can likely do more together

# Leak Detection

## Summary

- Regular system-wide leak detection is considered a best practice.
- Joint contracting for system-wide work, or sharing of equipment and expertise for ad-hoc leak detection, present collaborative opportunities.
  - › The frequency of system-wide leak detection, and cost for this service vary by participating agency.
- A high level of service could be achieved throughout the Region for an additional \$78,536 above current aggregate costs assuming a 10% discount could be achieved through a joint contract.
  - › A lean level of service could be achieved throughout the Region for a reduction of \$145,226 below current aggregate costs assuming a 10% discount could be achieved through a joint contract.
  - › A joint contract could accommodate preferences for lean and high level of service among the participants.
- New satellite/radar technology may present alternative opportunities for remote leak detection that offer cost savings.

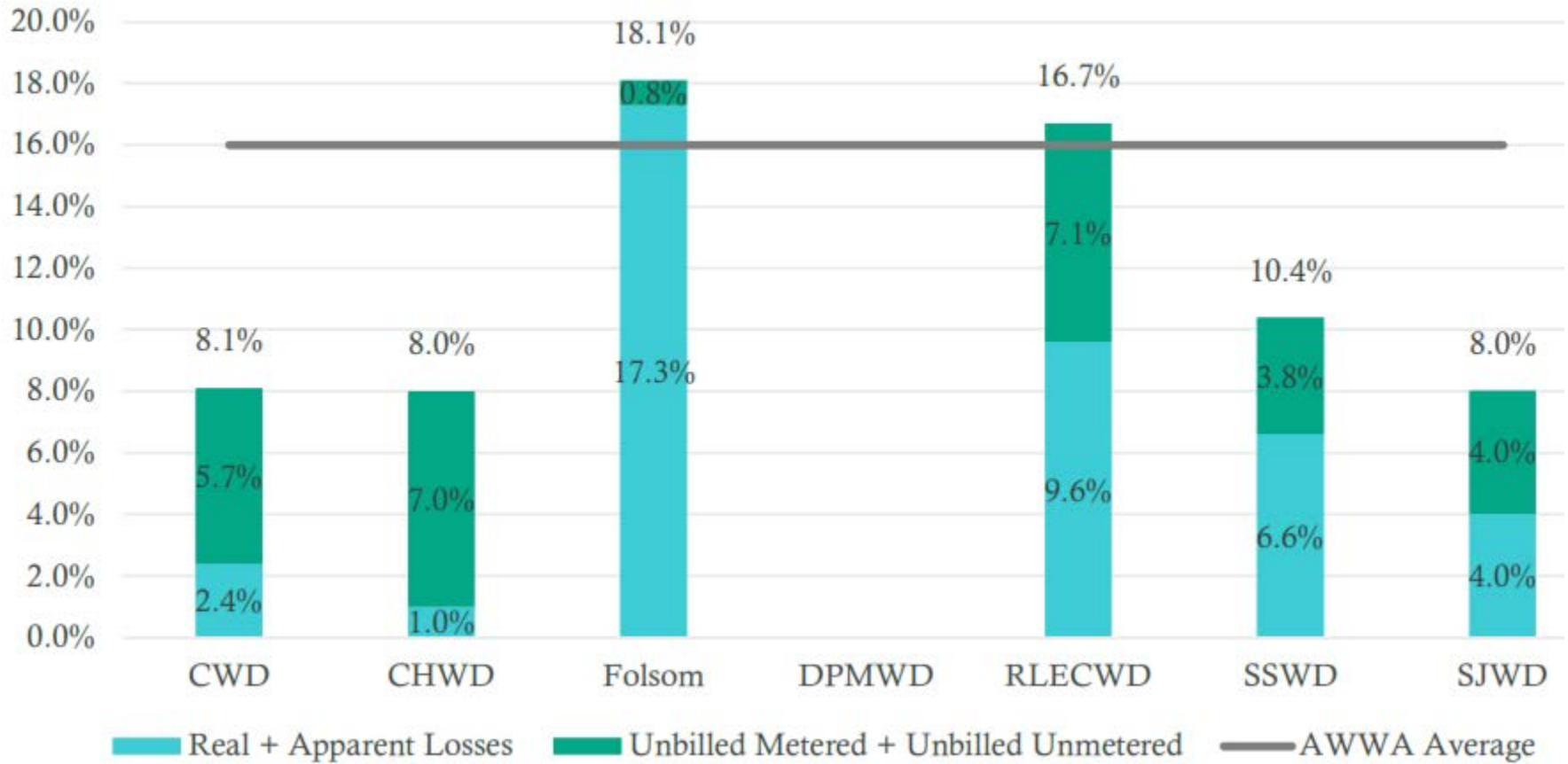
# Leak Detection

Table 7: Leaks and Breaks

	CWD	CHWD	Folsom	DPMWD	RLECWD	SSWD	SJWD	AWWA Median
Total system miles of pipe reported <sup>8</sup>	160	249.6	367	21	62.66	698	222	-
Leaks and breaks per 100 total system miles of pipe reported (service line breaks)	59.1	35.3	31.4	53.5	121.9	10.9	36.8	-
Leaks and breaks per 100 total system miles of pipe reported (main breaks)	27.9	4.5	0.4	11.1	4.8	7.4	1.9	9.2
Frequency of a single system-wide leak detection cycle	6.4 <sup>9</sup>	N/A	4 <sup>10</sup>	N/A	N/A	5	5	

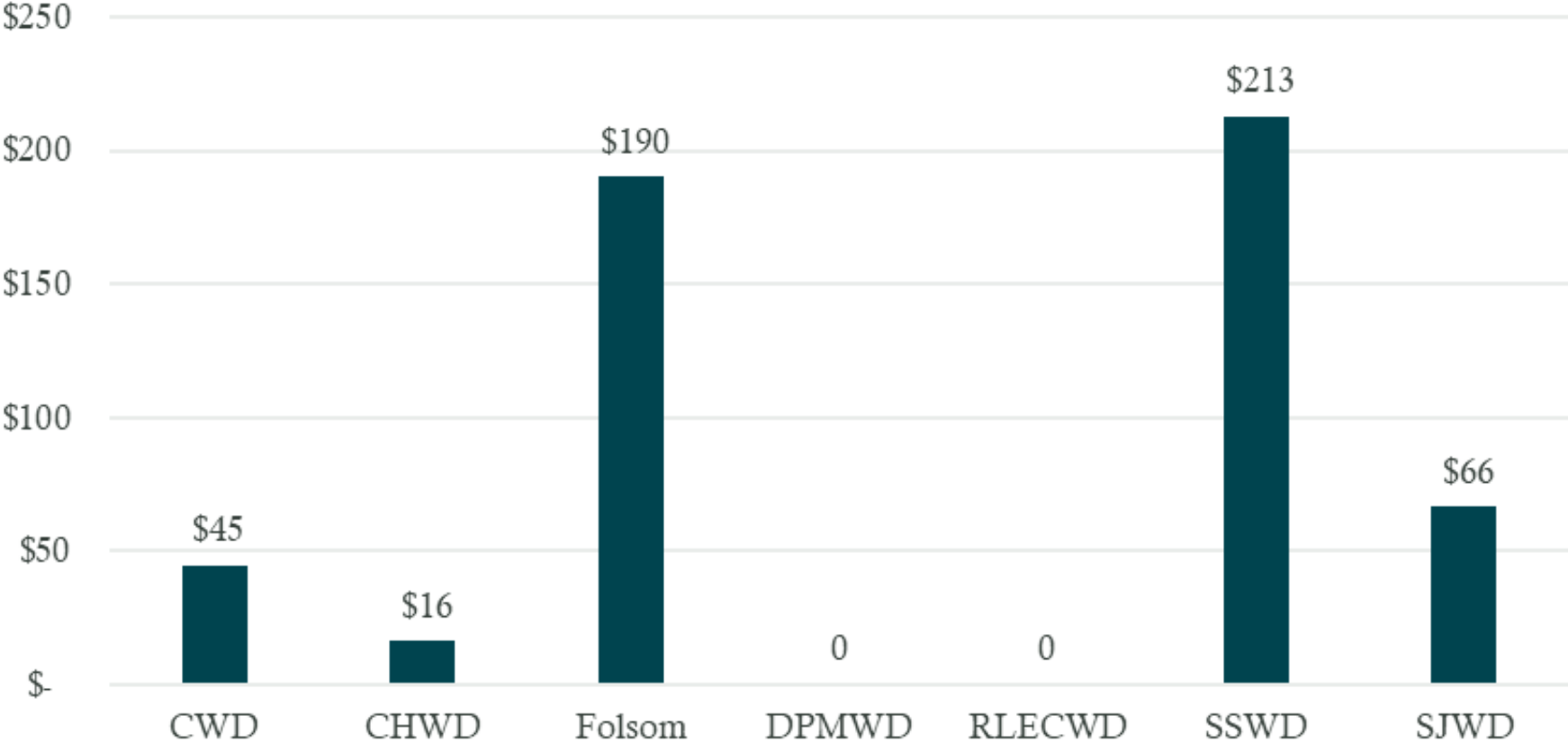
# Leak Detection

Figure 5: Reported Non-Revenue Water Percentages



# Leak Detection

Figure 5: Leak Detection Costs per Mile of Pipe



# Leak Detection

## Recommendations

- Leverage an information sharing clearinghouse to clarify differences between programs and activities at each agency.
- Carefully evaluate costs and benefits of different service levels to reconcile differences in activities
- Investigate joint contracting, equipment sharing, and shared resources in support of line locates or contractor management
- Investigate new satellite/radar technology alternatives.



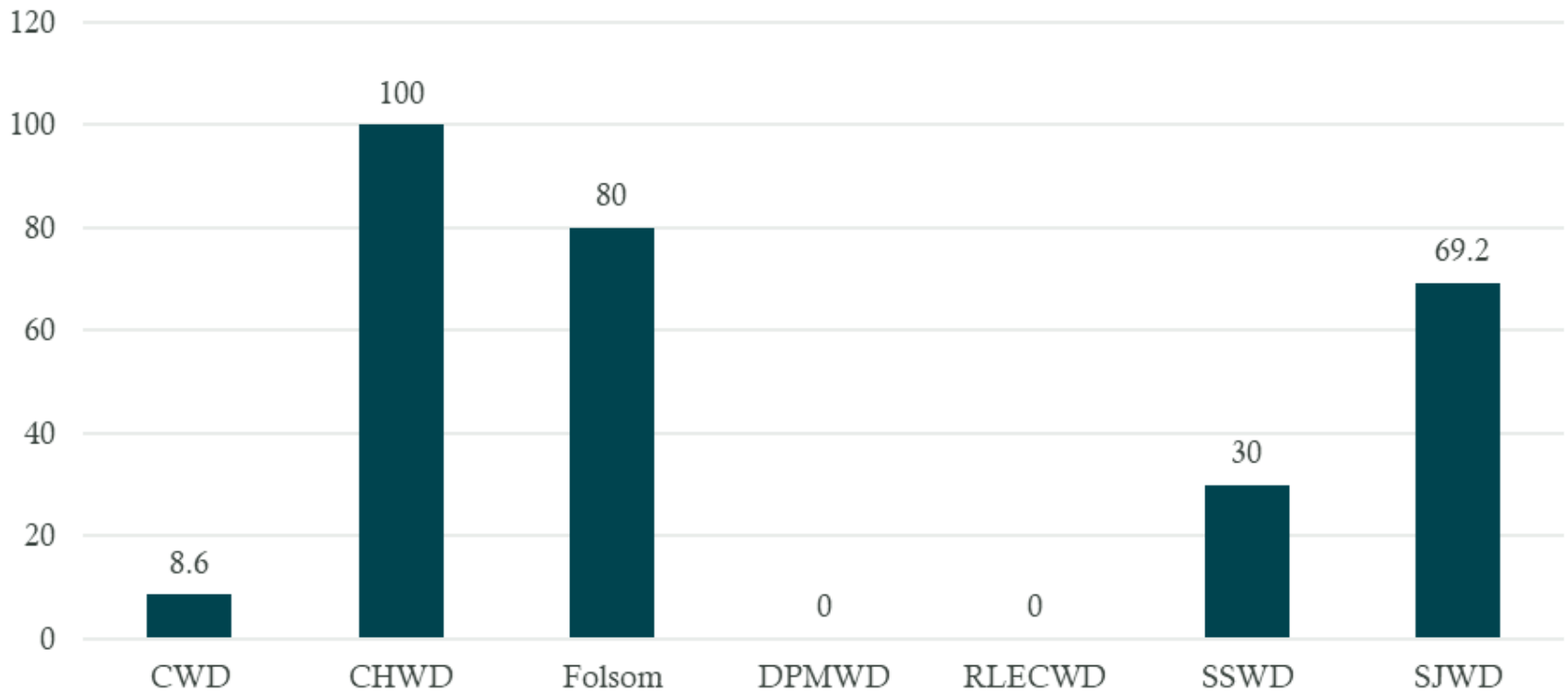
# Paving

## Summary

- Several contractors compete for patch paving work in the region; some appear to be large enough to handle multiple agencies.
- Opportunity for a joint contract to achieve savings of \$110,000 as a region based on pricing data.
- SSWD has found efficiencies beyond price by working with the County
  - › No additional inspection, familiar with needs, administrative simplicity).

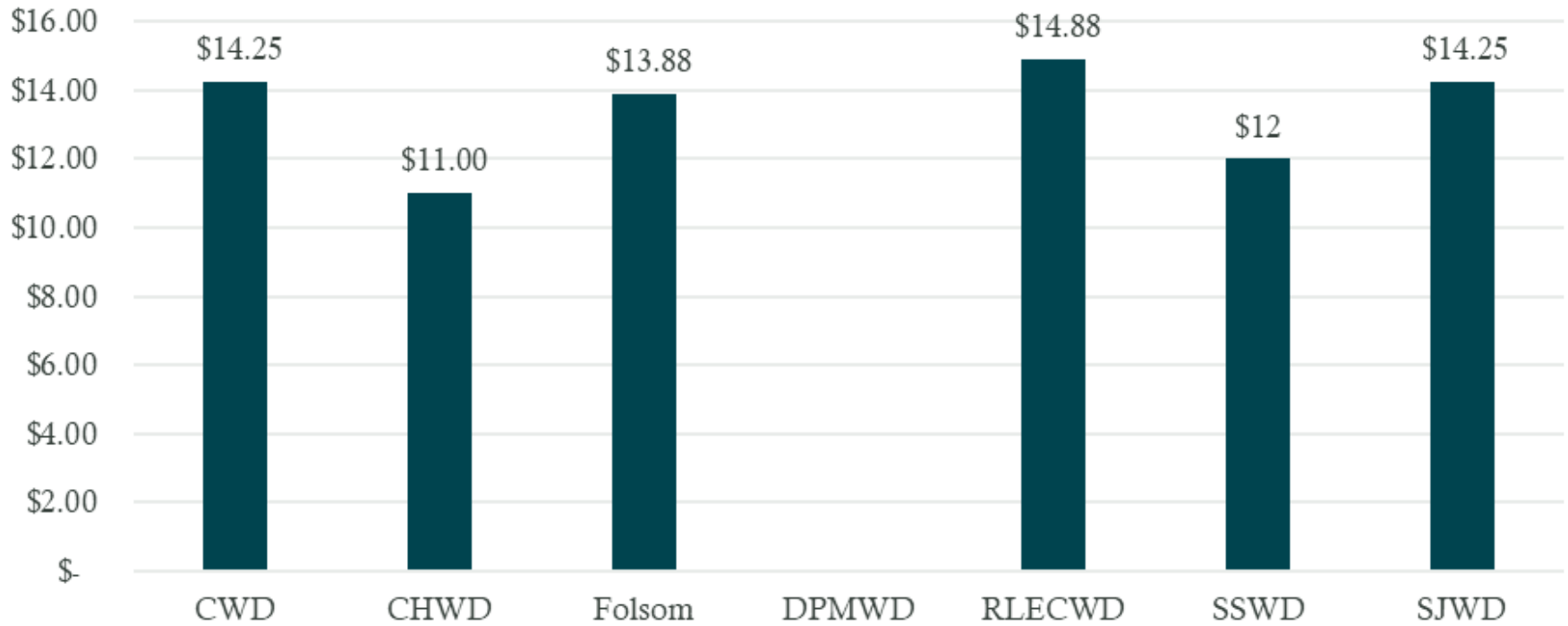
# Paving

Figure 6: Volume of Annual Paving Work Orders



# Paving

Figure 7: Cost per Square Foot Paved



# Paving

## Recommendations

- Joint contract presents an opportunity for a quick win to build momentum
- Aligning standards may not be necessary (but is helpful) as contractors are likely accustomed to differences
  - › Areas of alignment as SOPs are reviewed
- Exploring opportunities with the County could present administrative efficiencies beyond price based on SSWD experience.

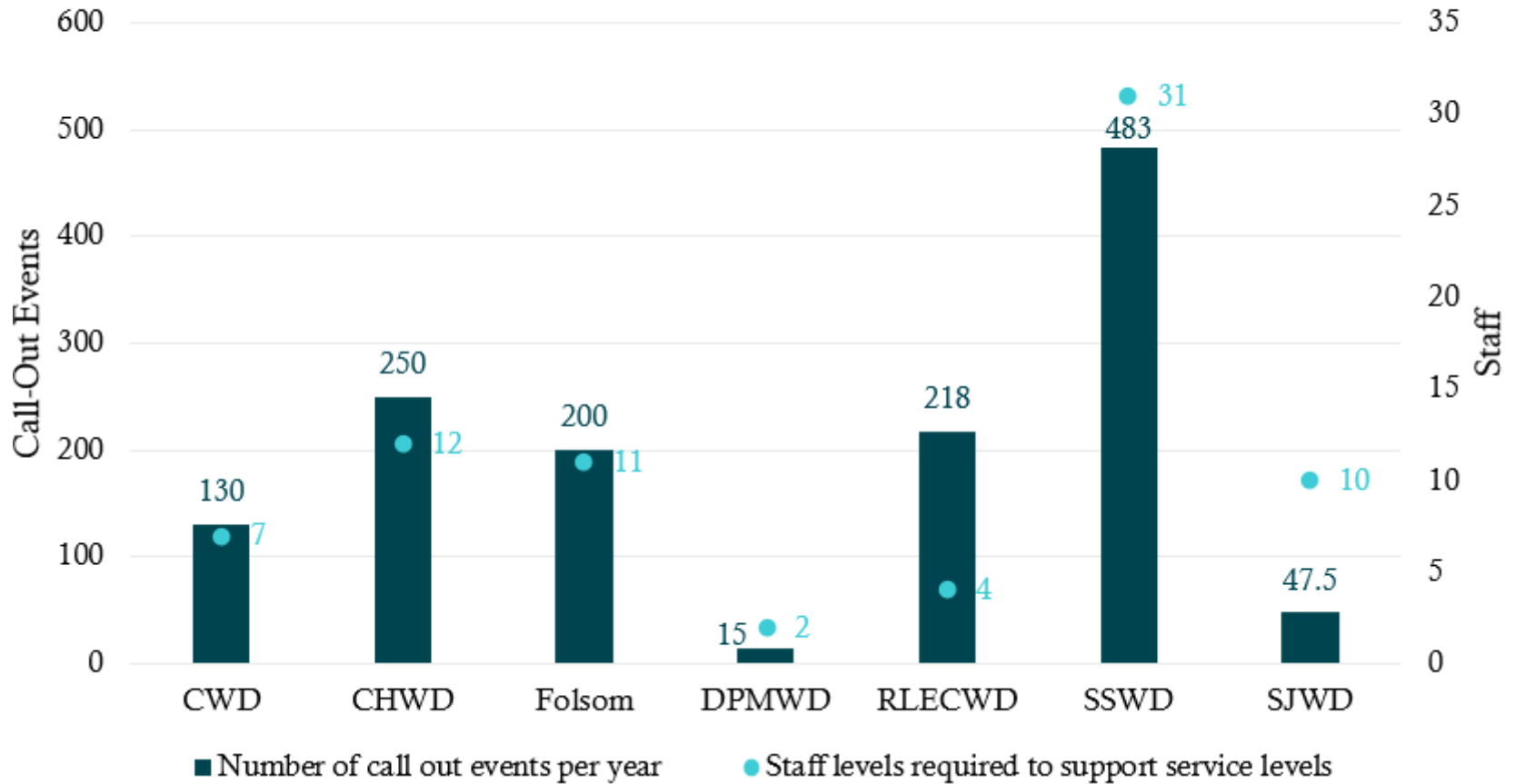
# Stand-by Emergency Operations

## Summary

- Larger agencies have more staff rotating through stand-by / emergency on-call; opportunity to collaborate with smaller agencies.
- Answering service costs might also present an opportunity for sharing; costs range from just to \$2,000 to as high as \$36,000.
- If staff were shared equally across the Region, staff would spend about 5 weeks per year on-call; currently, some may be on-call 26 weeks a year.
- Collaboration could lead to \$30k per year increase or decrease for some agencies, depending on implementation and who participates

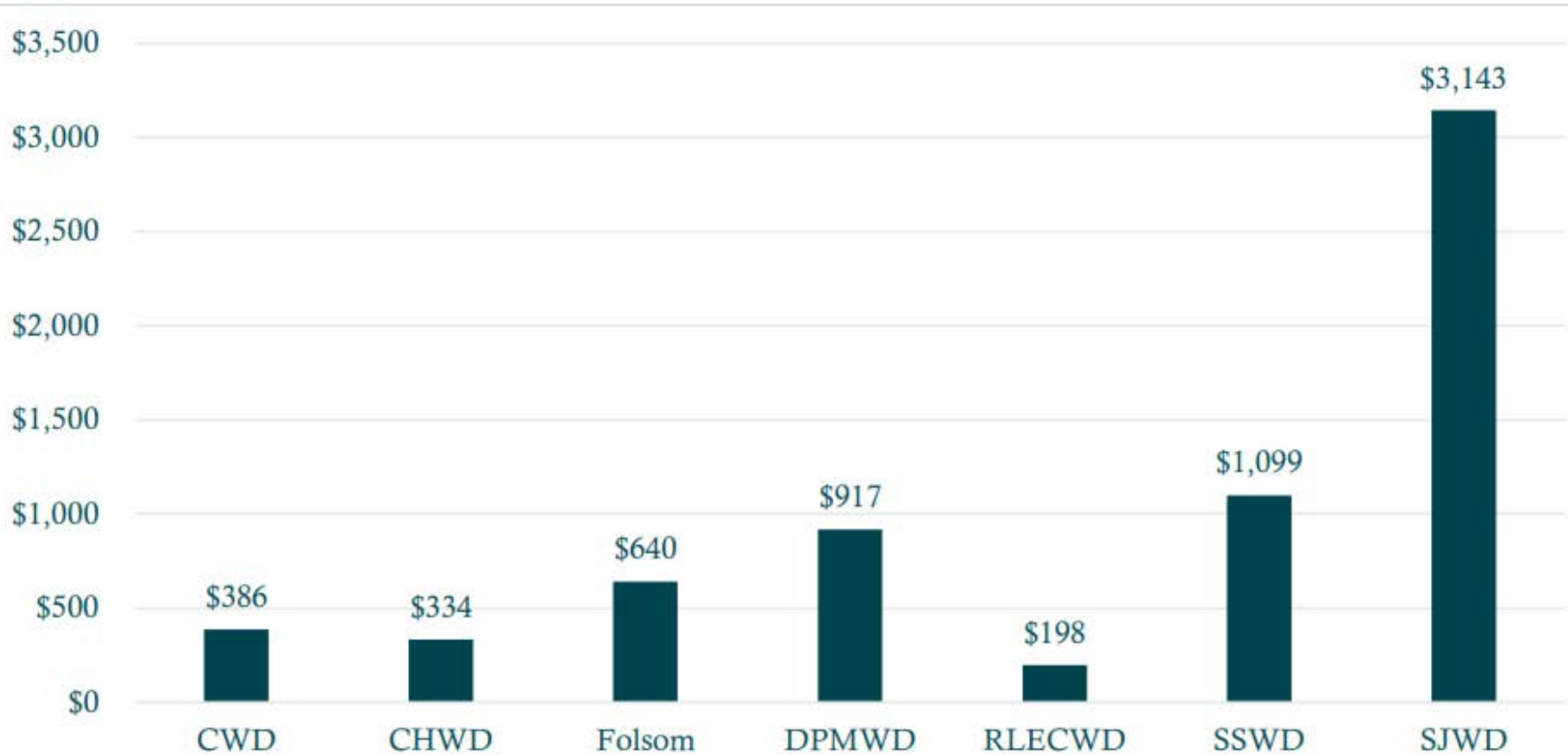
# Stand-by Emergency Operations

Figure 9: Call Out Events per Year and Staff Levels Required



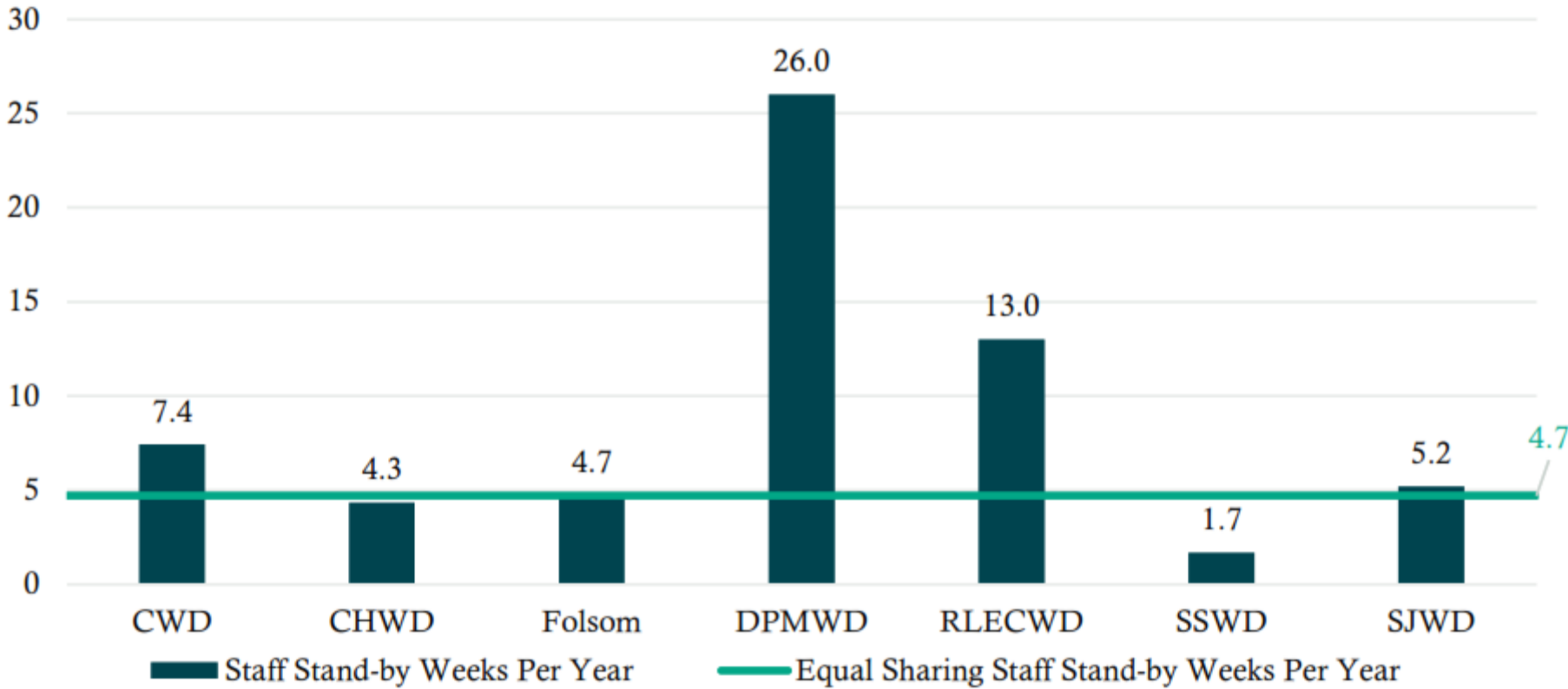
# Stand-by Emergency Operations

Figure 10: Labor and Equipment Costs Per Call Out Event



# Stand-by Emergency Operations

Figure 11: Staff Stand-by Weeks Per Year





# Stand-by Emergency Operations

## Recommendations

- Review Mutual Aid Agreements for typical after-hours emergency support; consider changes to accommodate more regional shared services after hours.
- Review the availability of larger system staff for after-hours support in neighboring communities that are stretched.
- Review the capabilities of the varying answering services and how the technologies differ.
- Discuss with answering service providers the possibility of a regional system or deployment of IVR technologies to reduce the number of calls handled by staff and improve dispatch efficiency.

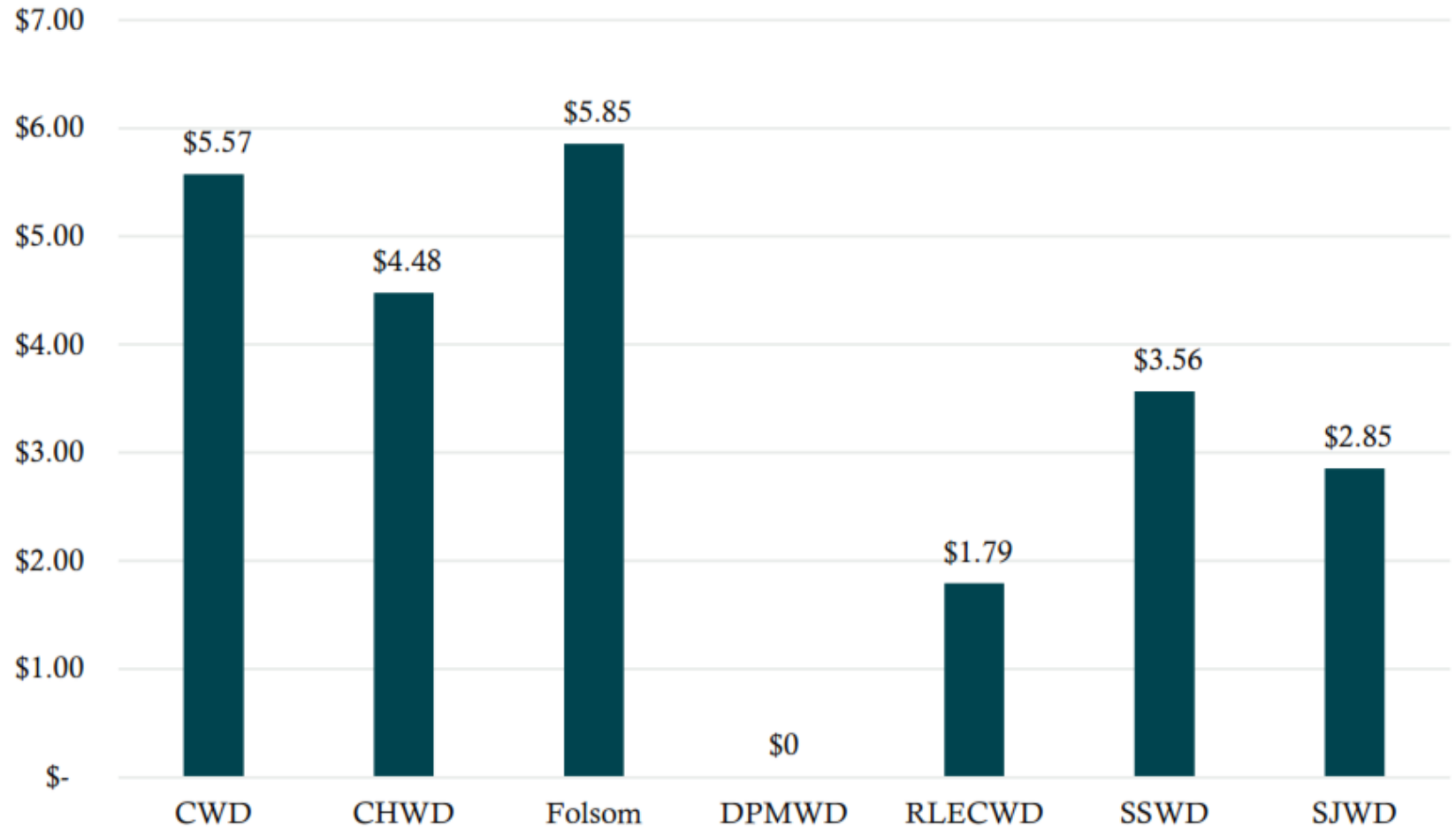
# Water Conservation Programs

## Summary

- Given water resources, messaging to consumers about water conservation should be very similar across organizations to eliminate stakeholder confusion
- Programming can involve up to 71 different actions.
- Any utility can benefit from more conservation, through lower system operating costs, and better drought resilience, but rate design must adjust to reduce downside revenue risk.
- Quantification of savings is challenging as currently the agencies provide different levels of service.
- If all agencies invested in programming at Folsom's level per capita, regional costs would increase by nearly \$1.07M.
- Adding contractor support for design of materials and printing based on SJWD contractor costs per capita and a 10% discount is estimated to save \$776,335 over 10 years as compared with current contractor costs.
- Maximizing materials development and utilization through RWA may present an opportunity to raise service levels at low costs.

# Water Conservation Programs

Figure 13: Costs of Water Conservation Programming Per Capita



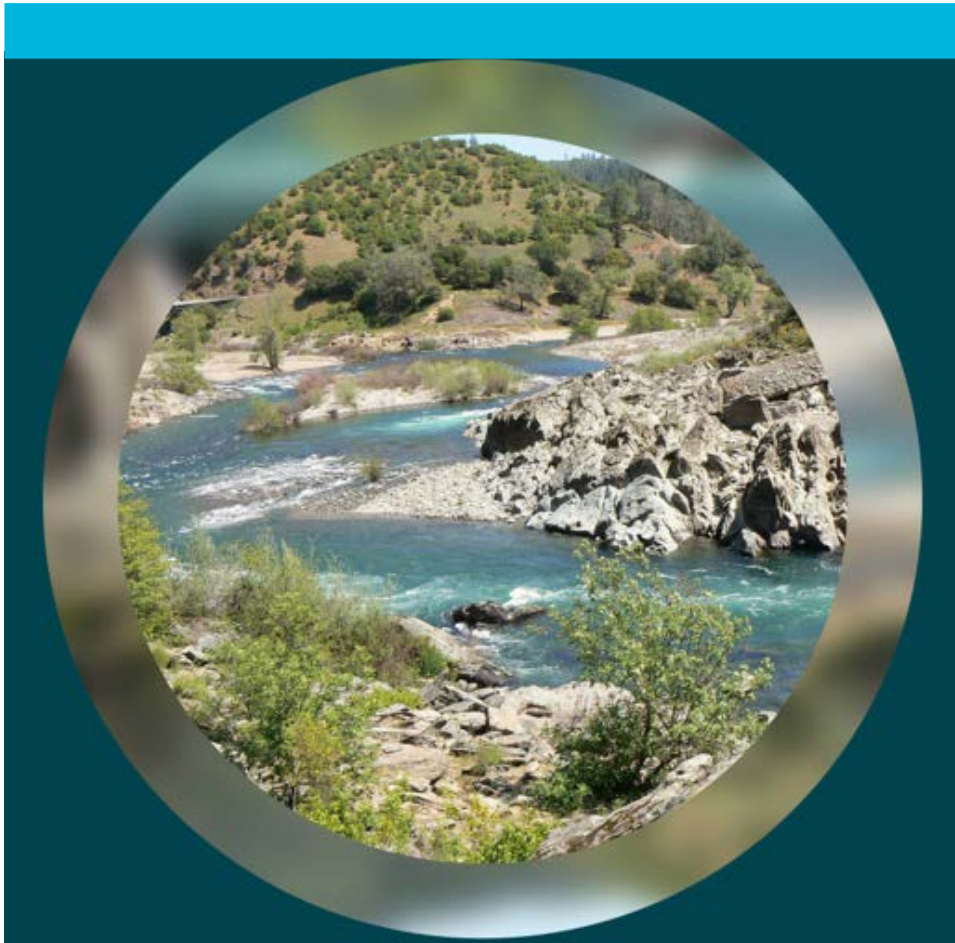
# Water Conservation Programs

## Recommendations

- Using water resources wisely should be the goal.
- Every agency can realize benefits from using water resources wisely
  - › lower capital and operations costs associated with pumping and distributing less water per capita
- While there may be some short-term challenges associated with rate design and funding conservation programs, the value should more than offset any drawbacks.
- The core utility messaging to consumers about water conservation should be very similar across organizations to eliminate stakeholder confusion.
- By leveraging the similarities, the participating agencies can use common communications tools and leverage many similar program elements.
- Existing vehicles such as RWA can help build alignment.

# Water Supply

- Regional water sources extend across and outside service area boundaries.



Reliability enhancement and monetization of idle assets through optimization of water banking, transfers, and/or wheeling have the potential to benefit all in the Region.

# Water Supply

## Summary

- The current water asset value of surplus water in the region approximates \$250 million and the future value will likely be much higher.
- Collaboration can result in monetizing surplus water assets.
- There are a range of opportunities and methodologies:

### Opportunities

Water Code section 1011 Water Conservation

Water Code Section 1011.5 Groundwater Use

Water Code Section 1010 Polluted Water Use

Engage in Water Supply Deliveries Permitted Under Rights and Contracts (not transfers)

Water Transfers for Water Supply Reliability and Water Asset Monetization

Expand Place of Use of Water Assets

Engage in Specific Regulatory Processes

### Methodologies

Contract

Option Contract

Regional Venues like RWA, SGA, and the Water Forum

Regulatory and Legal Action

Reorganization

# Water Supply

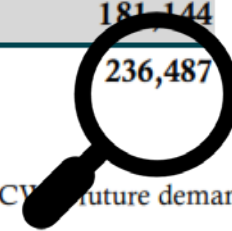
Table 17: Participating Agencies Water Demands and Supplies (AFY)

Agency*	1 Current Demand (Annual)	2 Future Demand	3 Own Surface Supply	4 Contract Surface Supply	5 Own Reasonable GW Capacity**	6 Future Surplus / Deficit w/ GW = (3+4+5)-2
SJWD	12,000	13,000			0	
CHWD	12,400	13,100			5,000	
FOWD	8,800	9,600	33,000	49,200	8,343	55,343
OVWC	3,500	3,900			500	
Ashland	1,100	1,100			0	
<b>San Juan Family Totals</b>	<b>37,800</b>	<b>40,700</b>	<b>33,000</b>	<b>49,200</b>	<b>13,843</b>	<b>55,343</b>
DPMWD	1,700	1,700	0	0	2,460	760
CWD	10,000	10,000	32,627	0	2,200	24,827
SSWD	29,000	39,567	0	55,064	135,493	150,990
Folsom	19,000	28,200	34,000	0	0	5,800
RLECWD***	2,500	17,000	0	0	15,767	-1,233
<b>Other Agency Totals</b>	<b>62,200</b>	<b>96,467</b>	<b>66,627</b>	<b>55,064</b>	<b>155,920</b>	<b>181,144</b>
<b>All Agency Totals</b>	<b>100,000</b>	<b>137,167</b>	<b>99,627</b>	<b>104,264</b>	<b>169,763</b>	<b>236,487</b>

\*Agencies include portions of service areas and retail entities

\*\*Capacity determined from recent published planning documents

\*\*\*Future contract supplies that have not been secured, such as those noted in other reporting in support of the RLECWD future demand in excess of current supplies, are not included in the table



# Reorganization

- Reorganization can yield operational benefits ranging from 8-20% budget-wide, vs the 5-15% expected for individual activities
  - › Ignores any possible capital efficiencies that may present
  - › Includes consolidation of management
- The higher benefits are achieved through reduced redundancy and scale efficiency, while providing higher service levels.
- A larger ratepayer base reduces credit risk and leads to more favorable borrowing and funding opportunities
- Greater voice/influence at the state level may also be possible as it would unify messaging at scale.
- Collaboration can be a bridge to reorganization by building trust, or simply an opportunity to achieve savings and improve service levels.



**QUESTIONS?**

# Communications

- **Reminder** - Communications Plan has several items that should be implemented to build momentum beyond Study participants:
  - › Presentation with one voice outlining scope (Repurposed Steering Committee slides)
  - › Shared template for updating Boards on progress
  - › Communication of Activity 1 and 2 materials to FQWD and OVWC (others)





## Agenda Item: 6

**Date:** June 21, 2021

**Subject:** General Manager's Report

**Staff Contact:** Dan York, General Manager

**a. Accepting Grant of Easement and Right of Way**

Pursuant to Resolution 16-21, the General Manager has accepted a Grant of Easement and Right of Way for each of the below listed properties for the purposes of operation and maintenance of distribution system pipeline and related appurtenances for the listed projects:

- 3936 Dudley Boulevard, California (Development Services); and
- 4455 Winters Street, California (Development Services)

**b. Arden Park Vista Service Area Consolidation Update**

As reported in 2020, the County of Sacramento (County) and District discussed a potential consolidation of the County's Arden Park Vista (APV) service area. The County is in the process of exploring any and all options to potentially consolidate the APV service area with another water purveyor. The County contacted the District as it is adjacent to the APV service area and has two interconnections between the agencies. Ironically, the County and former Arcade Water District discussed a similar proposal in 1989 and 1998.

This particular discussion is currently only at the County staff level. There is a substantial amount of analysis that needs to be conducted in order to present this item to their County Council. The analysis revolves around finance, debt, rates, operations, etc. It is anticipated that this would be at least a two year process, at a minimum. However, currently there is a desire by the County to wait until some regional issues, such as the drought and groundwater initiatives, are not priorities.



## Agenda Item: 7

**Date:** June 21, 2021

**Subject:** Financial Report

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

### COVID-19 Financial Update:

Calendar year 2021 budget has 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 May 31, 2021, there are approximately 1,616 accounts that would move to the collections two-day notice (Shut-off) with a balance of \$983,104. Staff will continue to monitor and report the financial effects of the COVID-19 pandemic. The table below shows the history of the delinquent customer count and amount since March 2021.

Month	Accounts	Amount	Month to Month Change
March 2021	1,550	\$ 912,985	
April 2021	1,487	858,633	-63: -54,352
May 2021	1,616	983,104	129: 124,471

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

- Cash Expenditures – May 2021
- Credit Card Expenditures – May 2021
- Directors Compensation and Expense Accounting – First Quarter 2021
- Draft Financial Information – April 2021
- Investments Outstanding and Activity – April 2021
- Draft District Reserve Balances – April 2021
- Information Required by LOC Agreement – April 2021
- Financial Markets Report – April 2021

### Cash Expenditures – May 2021

During the month of May, the District made cash payments totaling \$2.7 million. The primary expenditures were –\$1.4 million for 2021 capital projects, \$0.1 million for debt service, \$0.7 million for payroll, pension and health benefits, and \$0.4 million for all other O&M expenses.

### **Purchasing Card Expenditures – May 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 \$7,089 for various purchases on the five District purchasing cards. Details by vendor and purpose are included in this report.

### **Financial Information – April 2021**

#### **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 \$8.4 million more while investments are \$0.6 million less than on April 30, 2020; long term debt has decreased by \$4.5 million; and net position has increased by \$14.3 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 \$1.4 million year to date compared to the same period last year. Operating revenues increased \$0.7 million while operating expenses increased \$0.1 million, year to date compared to the same period a year ago.

#### **Statements of Net Position:**

District cash and cash equivalents increased to \$14.2 million as of April 30, 2021, up \$5.8 million from \$8.4 million at December 31, 2020. Cash held in the District's bank accounts (\$4.9 million as of April 30) is held in accordance with state and federal regulations, which state that cash held in the District's bank accounts above the FDIC insured limits must be fully collateralized with government securities that are equal to or greater than 110% of the District's cash balance in the bank at any time.

Investments decreased since December 31, 2020 by \$1.4 million to total of \$39.8 million due to the unrealized market value losses and matured proceeds in money market funds waiting for reinvesting opportunities. Investment portfolio balances and activity are reported on subsequent pages.

Gross capital assets increased by \$4.8 million to \$507 million as of April 30, 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 \$277.8 million as of April 30, 2021, compared to \$272.1 million at December 31, 2020, for an increase of \$5.7 million. This increase is primarily due to \$4.0 million in operating income, \$0.5 million in net non-operating expense, and \$2.2 million in capital contributions as of April 30, 2021.

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

The net position increase of \$5.7 million as of April 30, 2021, is \$1.7 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 primarily due to: 1) the 4.0% rate increase that occurred on January 1, 2021 and 2) the increase in demand due to the dry winter. 7,287 acre-feet of water has been delivered in 2021 compared to 6,711 acre-feet for the same period in 2020.
2. Water Service Charges increased by \$0.5 million due to the 4.0% rate increase referred to above.
3. Other Charges for Services decreased by \$49,000 primarily as Collection Charges and Penalty Charges have not been levied since April 2020 to comply with the District Resolutions relating to the COVID-19 pandemic.
4. Operating expenses increased by \$0.1 million from the same period in 2020 due primarily to: 1) an increase on \$0.2 million in surface water costs as SJWD's surface water was taken in 2021 while no surface water was taken from both PCWA and the City of Sacramento because of the suspension of surface water availability in the spring of 2020, and 2) an increase in pumping costs of \$0.1 due to the increase of 4% in water production due to the increasing in water demand through April 2021.
5. Non-operating income decreased by \$0.8 million compared to the same period a year ago, primarily due to the net of 1) a decrease in the FMV of the investment portfolio in April 2021 compared to the same period in 2020 and 2) a lower interest expense compared to the same period in 2020.
6. Facility Development Charges increased by \$0.7 million compared to the same period a year ago primarily due to the increase in number and size of developer projects completed.
7. Developer Contributions increased by \$1.3 million compared to the same period a year ago primarily due to the increase in number and size of developer projects completed.

**Budgets – April 2021:**

The District's operating and maintenance expenditures through April 2021 came in less than the approved budget by \$2.0 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 (\$0.8 million) and 2) timing differences.

Operating Capital Program (OCP) expenditures through April 2021 were \$0.3 million while \$0.3 million were committed. 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 2021, \$3.2 million has been spent while an additional \$7.6 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 - April 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 April 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 first four months of 2021, the District has incurred interest expense of \$610,658 versus a forecast of \$855,549, or a \$244,891 positive variance. The last reset for the week of April 30 saw rates at 0.05% compared to 1.23% the pre-pandemic level in the municipal VRDO market.

### **Investments Outstanding and Activity – April 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 1.46% per annum, while LAIF is earning 0.34%. 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 April 2021, the District purchased one Corporate Note for \$0.4 million (par) and one Certificate of Deposit for \$0.3 million (par), one Supra-National Agency note for \$0.3 million (par), two Asset-Backed Securities for \$0.2 million (par), and one Commercial Paper for \$0.8 million (par). The District received principal pay downs on four Federal Agency Collateralized Mortgage Obligations for \$18,081 (par), and four Asset-Backed Security Obligations for \$82,517 (par). The District sold one Certificate of Deposit for \$0.3 million (par). Three Corporate Notes were matured for \$0.7 million (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. The District is able to meet its pool's expenditure requirements for the next six months.

**District Reserve Balances – April 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 April 30, 2021, are \$42,120,510 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  
May 2021**

## AP Warrant List from 5/1/2021 to 5/31/2021

Group	Vendor Name	Amount	Description
<b>Benefits</b>			
	PAYROLL - 2	\$497,288.13	Payroll
	ACWA JPIA INSURANCE/EAP - Invoices:1	\$161.84	Employee Benefit - EAP
	PERS PENSION - Invoices:6	\$87,337.19	Employee Benefit - PERS
	PERS HEALTH - Invoices:2	\$114,474.09	Employee Benefit - Medical
	BASIC PACIFIC - Invoices:2	\$335.50	Employee Benefit - Medical
	PERS LONG TERM CARE PROGRAM -	\$2,657.04	Employee Benefit - LT Care
	UNUM - Invoices:1	\$4,531.49	Employee Benefit - LTD Insurance
<b>CIP &amp; OCB</b>			
	APPLIED TECHNOLOGY GROUP INC -	\$17,587.25	Construction In Progress
	ARMORCAST PRODUCTS COMPANY -	\$25,143.97	Construction In Progress
	AUBURN CONSTRUCTORS - Invoices:3	\$39,852.50	Construction In Progress
	BROWN & CALDWELL - Invoices:3	\$57,111.44	Construction In Progress
	CAROLLO ENGINEERS - Invoices:2	\$64,851.73	Construction In Progress
	CITY OF CITRUS HEIGHTS - Invoices:1	\$7,182.00	Construction In Progress
	COUNTY OF SAC/Planning & Enviro -	\$31.35	Construction In Progress
	DOMENICHELLI & ASSOCIATES -	\$27,435.00	Construction In Progress
	DOUG VEERKAMP GENERAL ENGR -	\$351,327.08	Construction In Progress
	ERC CONTRACTING - Invoices:3	\$16,500.00	Construction In Progress
	ERROL L MONTGOMERY & ASSOCIATES	\$7,423.50	Construction In Progress
	FLOWLINE CONTRACTORS INC -	\$323,240.20	Construction In Progress
	GM CONSTRUCTION & DEVELOPERS -	\$39,206.55	Construction In Progress
	KIRBY PUMP AND MECHANICAL -	\$22,210.00	Construction In Progress
	LOEWEN PUMP MAINTENANCE -	\$12,800.00	Construction In Progress
	MID AMERICA METER INC - Invoices:1	\$2,757.76	Construction In Progress
	PACE SUPPLY CORP - Invoices:8	\$4,365.07	Construction In Progress
	PACIFIC SURVEYS - Invoices:1	\$3,835.00	Construction In Progress
	PETERSON BRUSTAD INC - Invoices:5	\$13,611.83	Construction In Progress
	RAY MORGAN CO - Invoices:4	\$11,520.99	Construction In Progress
	RIVER CITY PAINTING - Invoices:1	\$42,910.00	Construction In Progress
	SACRAMENTO TREE FOUNDATION	\$23,400.00	Construction In Progress
	S E AHLSTROM INSPECTION - Invoices:3	\$13,192.50	Construction In Progress
	SYBLON REID - Invoices:1	\$134,641.64	Construction Retention Release
	T&S CONSTRUCTION COMPANY INC -	\$86,526.00	Construction In Progress
	WEST YOST & ASSOCIATES - Invoices:6	\$33,522.00	Construction In Progress
	WOOD RODGERS ENGINEERING -	\$55,401.25	Construction In Progress
<b>Debt Service</b>			
	SUMITOMO MITSUI BANKING	\$2,102.60	2009A COP Interest Expense
	WELLS FARGO SWAP - Invoices:1	\$98,273.35	2009A COP Interest Expense
<b>Financial Services</b>			
	ADP, INC - Invoices:1	\$2,287.22	Financial Services
	MAZE & ASSOCIATES ACCOUNTANCY	\$20,547.00	Audit Services
	PFM ASSET MANAGEMENT LLC -	\$3,943.33	Financial Services
	WESTAMERICA BANK ANALYSIS FEES -	\$6,004.08	Financial Services

Financial Services			
	WESTAMERICA CARD PROCESSING STMT -	\$7,810.63	Financial Services
	WORLDPAY INTEGRATED PAYMENTS -	\$679.66	Financial Services
Other			
	3430 FP DRIVE HOLDINGS LLC -	\$1,000.00	BMP Rebates
	AFLAC - Invoices:1	\$737.77	EE Paid Supplemental Insurance
	ABA DABA RENTAL - Invoices:1	\$113.42	Operating Supplies
	ABEL RAMIREZ - Invoices:1	\$60.00	Required Training
	ACWA JPIA INSURANCE AUTHORITY -	\$20,693.48	Workers Compensation
	AIRGAS USA LLC - Invoices:1	\$113.37	Operating Supplies
	ALL PRO BACKFLOW - Invoices:1	\$4,017.00	Backflow Services
	ALLTECH GATES - Invoices:1	\$165.00	Building Maintenance - Office &
	ANNA M MCKEEL - Invoices:1	\$150.00	BMP Rebates
	ANSWERNET - Invoices:1	\$721.00	Communication
	ARMSTRONG REMEDIATION - Invoices:1	\$763.70	Contract Services
	AT&T - Invoices:4	\$4,150.13	Communication
	AT&T CALNET 3 - Invoices:1	\$133.88	Communication
	ATLAS DISPOSAL - Invoices:2	\$266.32	Building Service Expense - Office
	ATLAS FENCE - Invoices:2	\$6,865.00	Construction Services
	AVILES SIGN AND ELECTRICAL REPAIR -	\$275.75	Building Maintenance - Office &
	BADGER METER INC - Invoices:3	\$15,885.14	Materials & Supplies
	BARTKIEWICZ KRONICK & SHANAHAN -	\$30,474.90	Legal Services
	BENDER ROSENTHAL INC - Invoices:3	\$3,897.50	Consulting Services
	BRANDON RAYNER - Invoices:1	\$150.00	BMP Rebates
	BROADRIDGE MAIL LLC - Invoices:15	\$23,502.52	Contract Services
	BROWER MECHANICAL - Invoices:1	\$349.00	Building Service Expense - Office
	BRUCE YOSHIDA - Invoices:1	\$427.00	BMP Rebates
	BURTON ROBB /BURT'S LAWN & GARDEN	\$7,750.00	Contract Services
	CALIFORNIA DEPT OF TAX AND FEE	\$2,400.00	Property Taxes
	CALIFORNIA LABORATORY SERVICES -	\$4,713.70	Inspection & Testing
	CAM PIINI - Invoices:1	\$64.64	BMP Rebates
	CAPITAL SWEEPER SERVICE - Invoices:1	\$170.00	Building Service Expense - Office
	CDWG - Invoices:2	\$3,057.94	Licenses, Permits & Fees
	CELL ENERGY INC - Invoices:3	\$421.88	Equipment Maintenance Services
	CENTRAL VALLEY ENG & ASPHALT -	\$18,240.00	Construction Services
	CINTAS - Invoices:5	\$2,220.47	Uniforms
	CITRUS HEIGHTS SAW & MOWER -	\$926.65	Equipment Maintenance Services
	CITY OF SACRAMENTO DEPT OF	\$42.86	Utilities
	CLARA J HAMMER - Invoices:1	\$150.00	BMP Rebates
	CLEAR VISION WINDOW CLEANING -	\$225.00	Building Service Expense - Office
	COLLECTION PLUS - Invoices:2	\$757.98	Employment Cost
	COMCAST - Invoices:1	\$65.71	Communication
	CONSOLIDATED COMMUNICATIONS -	\$498.86	Communication
	COUNTY OF SAC PUBLIC WORKS -	\$484.00	Licenses, Permits & Fees
	COUNTY OF SAC UTILITIES - Invoices:4	\$865.77	Utilities
	Customer Refunds: 254	\$9,563.35	Refund Clearing Account
	DOMCO PLUMBING - Invoices:1	\$375.00	Building Maintenance - Office &

Other			
	EDINA COLE - Invoices:1	\$150.00	BMP Rebates
	EMPLOYMENT DEVELOPMENT - Invoices:1	\$3,150.00	Miscellaneous Employee Benefits
	ELEVATOR TECHNOLOGY INC - Invoices:2	\$210.00	Building Service Expense - Office
	EMCOR SERVICES - Invoices:1	\$10,535.00	Contract Services
	EMIGH ACE HARDWARE - Invoices:1	\$10.76	Building Maintenance - Office &
	EUROFINS EATON ANALYTICAL -	\$290.00	Inspection & Testing
	FASTENAL COMPANY - Invoices:2	\$888.88	Operating Supplies
	FLEETWASH INC - Invoices:2	\$950.39	Vehicle Maintenance Services
	GEREMY MOODY - Invoices:1	\$90.00	Required Training
	GRAINGER - Invoices:4	\$556.80	Equipment Maintenance Supplies
	H2H PROPERTIES - Invoices:1	\$1,322.00	H&D WALNUT PARKING LOT
	HACH COMPANY - Invoices:2	\$5,073.16	Operating Supplies
	HARRIS INDUSTRIAL GASES - Invoices:1	\$350.19	Operating Supplies
	HARROLD FORD - Invoices:7	\$3,402.40	Vehicle Maintenance Services
	HOLT OF CALIFORNIA - Invoices:3	\$3,100.70	Contract Services
	HOPKINS TECHNICAL PRODUCT -	\$8,802.96	Operating Supplies
	HSI WORKPLACE COMPLIANCE	\$5,440.00	Required Training
	ICONIX WATERWORKS (US) INC -	\$9,505.27	Operating Supplies
	IN COMMUNICATIONS - Invoices:1	\$3,570.48	Public Relations
	INFERRERA CONSTRUCTION	\$675.00	Consulting Services
	IPMA-HR SACRAMENTO MOTHER LODE	\$50.00	Membership & Dues
	IRON MOUNTAIN OFF SITE DATA	\$503.83	Equipment Maintenance Services
	J&J LOCKSMITH - Invoices:1	\$258.60	Building Maintenance - Office &
	KELLEN CHAMBERLAIN - Invoices:1	\$144.49	BMP Rebates
	LES SCHWAB TIRE CENTER/MADISON -	\$656.38	Equipment Maintenance Services
	LIFEGUARD FIRST AID - Invoices:1	\$101.77	Building Service Expense - Office
	MACELL MILLARD - Invoices:1	\$150.00	BMP Rebates
	MATT UNDERWOOD - Invoices:1	\$105.00	Required Training
	MCCOY FAMILY LLC - Invoices:1	\$1,000.00	BMP Rebates
	MICHAEL PHILLIPS LANDSCAPE CORP -	\$4,075.00	Building Service Expense - Office
	MUNICIPAL CONSULTING GROUP -	\$3,850.00	Consulting Services
	NINJIO LLC - Invoices:1	\$136.18	Equipment Maintenance Services
	OCCU-MED LTD - Invoices:1	\$559.00	Employment Cost
	OFFICE DEPOT INC - Invoices:2	\$172.59	Operating Supplies
	PACIFIC COPY & PRINT - Invoices:1	\$579.09	Printing
	PAUL JOHNSON - Invoices:1	\$215.95	Uniforms
	PEOPLEREADY - Invoices:4	\$5,259.70	Temporary Help
	PEST PROS - Invoices:4	\$338.15	Building Service Expense - Office
	PG&E - Invoices:4	\$2,458.96	Utilities
	POLLARD WATER - Invoices:2	\$474.05	Operating Supplies
	POWERLOGICS - Invoices:2	\$443.35	Operating Supplies
	R & B COMPANY - Invoices:1	\$239.46	Operating Supplies
	R&S OVERHEAD DOORS AND GATES -	\$280.00	Building Maintenance - Office &
	RAFTELIS - Invoices:1	\$11,926.50	Consulting Services
	RUE EQUIPMENT INC - Invoices:8	\$1,266.37	Equipment Maintenance Services
	SENSUS USA INC - Invoices:1	\$2,143.79	Equipment Maintenance Services
	SHRED-IT - Invoices:1	\$83.59	Contract Services

Other		
	ST FRANCIS ELECTRIC - Invoices:1	\$1,911.55 Hydrant Permit Refund
	TEE JANITORIAL & MAINTENANCE -	\$4,108.00 Building Service Expense - Office
	TELSTAR INSTRUMENTS - Invoices:3	\$49,195.27 Staff Augmentation Services
	TESCO - Invoices:1	\$1,020.00 Contract Services
	THOMPSONS COLLISION - Invoices:1	\$1,368.54 Vehicle Maintenance Services
	TINA LYNN DESIGN - Invoices:2	\$2,097.04 Contract Services
	TULLY & YOUNG - Invoices:1	\$5,170.00 Consulting Services
	ULINE SHIPPING SUPPLY SPECIALISTS -	\$163.14 Operating Supplies
	VERIZON WIRELESS/DALLAS TX -	\$6,157.18 Communication
	VOYAGER FLEET SYSTEMS - Invoices:1	\$11,553.89 Operating Supplies
	WASTE MANAGEMENT - Invoices:3	\$572.91 Building Service Expense - Office
	WATERWISE CONSULTING, INC. -	\$3,000.00 Consulting Services
	WAYNE BELLERT - Invoices:1	\$213.99 Uniforms
	WCP SOLUTIONS - Invoices:1	\$431.00 Building Maintenance - Office &
	WHITE CAP - Invoices:2	\$340.74 Operating Supplies
	WHOLESALE TRAILER SUPPLY - Invoices:1	\$20.42 Vehicle Maintenance Services
	WYATT LUSSIER - Invoices:1	\$86.96 BMP Rebates
Water Costs		
	CITY OF SACRAMENTO WATER -	\$500.68 Purchased Water-City of
	SIERRA CHEMICAL COMPANY - Invoices:4	\$17,160.98 HFA, Chemical & Delivery
	SMUD - Invoices:1	\$61,524.42 Electrical Charges
		<u>\$2,716,067.95</u>

**Credit Card Expenditures  
May 2021**

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

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Proj/GLAcct</b>
AMAZON	OFFICE STAMP - GENERAL OFFICE SUPPLES	\$ 26.88	03-52108
CSDA CAREER CENTER	EXTEND PRODUCTION OPERATOR I/II JOB POSTING	\$ 105.00	17-51402
BROWN & CALDWELL	EXTEND PRODUCTION OPERATOR I/II JOB POSTING	\$ 100.00	17-51402
TRANSITTALENT.COM	EXTEND PRODUCTION OPERATOR I/II JOB POSTING	\$ 145.00	17-51402
ASTM FEES/PUBLICATIONS	STANDARD TEST METHODS FOR ASBESTOS-CEMENT PIPE , PDF FOR ENGINEERING DEPT.	\$ 52.00	15-52108
SAMSClub.COM	GENERAL OFFICE SUPPLIES	\$ 71.24	03-52108
COSTCO.COM	GENERAL OFFICE SUPPLIES	\$ 152.96	03-52108
COSTCO.COM	GENERAL OFFICE SUPPLIES	\$ 129.28	03-52108
COSTCO.COM	GENERAL OFFICE SUPPLIES	\$ 216.06	03-52108
HOME DEPOT	WAREHOUSE SUPPLIES- REFUND	\$ (128.09)	05-52101
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 323.11	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$ 98.32	05-52101
HOME DEPOT	WAREHOUSE SUPPLIES	\$ 16.13	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$ 60.96	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$ 56.60	05-52101
SMART & FINAL	REFRESHMENTS FOR STAFF COMMUNICATIONS & TEAM BUILDING	\$ 44.38	02-51403
COSTCO	REFRESHMENTS FOR STAFF COMMUNICATIONS & TEAM BUILDING	\$ 36.95	02-51403
COSTCO	WAREHOUSE SUPPLIES	\$ 15.61	05-52101
LUCILLE'S	REFRESHMENTS FOR STAFF COMMUNICATIONS & TEAM BUILDING	\$ 352.05	02-51403
LUCILLE'S	REFRESHMENTS FOR STAFF COMMUNICATIONS & TEAM BUILDING	\$ 586.21	02-51403
AMAZON	WAREHOUSE SUPPLIES-REFUND	\$ (70.03)	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$ 43.08	05-52101
LUCILLE'S	REFRESHMENTS FOR STAFF COMMUNICATIONS & TEAM BUILDING	\$ 70.00	02-51403
LUCILLE'S	REFRESHMENTS FOR STAFF COMMUNICATIONS & TEAM BUILDING	\$ 100.00	02-51403
ALLIED ELECTRONICS	PRODUCTION SUPPLIES	\$ 161.71	06-52101
TARGET	WAREHOUSE SUPPLIES	\$ 76.53	05-52101
GLOBAL INDUSTRIAL	WELDING CART	\$ 774.62	07-52101
PAYPAL-MITCH'S CLASSES	TRAINING-SHAWN CHANEY	\$ 700.00	07-51406
AMAZON	WAREHOUSE SUPPLIES	\$ 100.65	05-52101
AMAZON	WAREHOUSE SUPPLIES	\$ 61.79	05-52101
HOME DEPOT	PRODUCTION SUPPLIES	\$ 64.08	06-52101
AMAZON	OFFICE SUPPLIES-MARCONI	\$ 59.53	03-52108
US BANK	LATE FEE	\$ 15.26	03-54503
COSTCO	EMPLOYEE COMMUNICATION AND TEAMBUILDING LUNCHEON	\$ 66.57	02-51403
GROUPGREETING	GREETING CARD FOR EMPLOYEE FATHER PASSING AWAY	\$ 4.99	17-51309
ROYAL TRUCK BODY	REPLACE BROKEN ROTARY LATCH LEFT HAND	\$ 44.45	12-54005
THE HOME DEPOT	BAND BOARD FOR VEHICLE #74	\$ 29.47	12-54005
THE HOME DEPOT	SUPPLIES TO MOUNT MIRROR TO FORKLIFT	\$ 20.39	12-54003

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

<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	<b>Proj/GLAcct</b>
MY PARKING SIGN	CHARGING STATION FOR ELECTRIC VEHICLES ONLY STENCIL	\$ 116.81	12-52101
NORTH AREA RECOVERY STATION	UNIVERSAL WASTE DISPOSAL	\$ 238.00	12-54010
SIGNAZON.COM	REPLACEMENT CAUTION SIGN FOR REAR OF PM TRAILER #146	\$ 56.96	12-54003
MOOSEJAW	DISTRICT CARHART JACKET FOR MONICA VAZQUEZ	\$ 112.05	12-51408
AMAZON.COM	BACK UP ALARMS FOR VEHICLES	\$ 40.92	12-54006
IVES TRAINING & COMPLIANCE	COUNTERBALANCED FORKLIFT RECERT PACKAGE	\$ 429.28	12-52101
THE HOME DEPOT	WHITE STRIPING PAINT FOR ELECTRIC VEHICLE PARKING	\$ 19.33	12-52101
THE HOME DEPOT	MAINTENANCE DEPT - 11 PC SAE RATCHET WRENCH SET	\$ 64.62	12-52101
THE HOME DEPOT	REPALCE RIGID SUCTION TUBE ON DITCH WITCH FX20 #119	\$ 46.68	12-54003
AMAZON MARKETPLACE	MICRO USB TO 3.5 MM ADAPTER	\$ 75.35	18-52101
ZOOM.US	ANNUAL FEE FOR ZOOM MEETINGS	\$ 699.80	18-54509
TERAMIND	MONTHLY FEE FOR WORK FROM HOME MONITORING	\$ 264.00	18-54003
AMAZON MARKETPLACE	BATPOWER USB C LAPTOP CAR CHARGER	\$ 64.64	18-52101
AMAZON MARKETPLACE	MAGNETIC USB C ADAPTER	\$ 23.69	18-52101
AMAZON MARKETPLACE	DELL ADAPTER 7.4 MM BARREL TO USB-C	\$ 37.16	18-52101
AMAZON MARKETPLACE	POWER ADAPTER FOR USB-C	\$ 16.30	18-52101
	<b>Totals:</b>	<b>\$ 7,089.33</b>	



**Financial Statements**  
**April 31, 2021**

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

**STATEMENTS OF NET POSITION**

	<u>Year-To-Date</u> <u>4/30/2021</u>	<u>Year-To-Date</u> <u>4/30/2020</u>
<b>LIQUIDITY</b>		
Cash and cash equivalents	\$14,216,164.13	\$5,847,295.54
<b>INVESTMENT</b>		
Investments	39,817,785.22	40,396,935.64
<b>ACCOUNTS RECEIVABLE</b>		
Account Receivable	3,779,754.32	2,400,461.54
<b>CAPITAL ASSETS</b>		
Property, plant and equipment	508,726,860.38	497,579,175.25
Accumulated depreciation	(203,643,575.14)	(194,901,585.13)
	<u>305,083,285.24</u>	<u>302,677,590.12</u>
<b>LIABILITIES</b>		
Long Term Debt	(71,520,943.80)	(76,024,268.60)
<b>NET POSITION</b>		
Net Position	<u>277,768,151.36</u>	<u>263,435,671.11</u>

**STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

	<u>Year-To-Date</u> <u>4/30/2021</u>	<u>Year-To-Date</u> <u>4/30/2020</u>
<b>NET INCOME</b>		
Operating Revenue	14,200,567.55	13,548,768.77
Operating Expense	(5,637,015.17)	(5,513,195.20)
Other, Net	(2,900,044.60)	(4,055,884.69)
<b>Change in Net Position</b>	<u>\$5,663,507.78</u>	<u>\$3,979,688.88</u>

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

	As Of	<u>Month End</u> <u>4/30/2021</u>	<u>Year End</u> <u>12/31/2020</u>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents		\$14,216,154.29	\$8,442,657.93
Restricted Cash and cash equivalents		9.84	39.69
Accounts receivable, net of allowance for uncollectible accounts		3,076,684.95	3,308,831.98
Interest receivable		134,010.36	133,920.34
Grants receivables		7,296.94	7,296.94
Other receivables		47,532.56	1,309,442.20
Inventory		726,213.60	763,599.95
Prepaid expenses and other assets		766,544.35	829,833.39
<b>TOTAL CURRENT ASSETS</b>		<b>\$18,974,446.89</b>	<b>14,795,622.42</b>
<b>NONCURRENT ASSETS</b>			
Investments		39,817,785.22	41,212,045.33
<b>TOTAL NONCURRENT ASSETS</b>		<b>39,817,785.22</b>	<b>41,212,045.33</b>
Property, plant and equipment		508,726,860.38	503,966,119.11
Accumulated depreciation		(203,643,575.14)	(199,117,498.00)
<b>TOTAL CAPITAL ASSETS</b>		<b>305,083,285.24</b>	<b>304,848,621.11</b>
<b>TOTAL ASSETS</b>		<b>363,875,517.35</b>	<b>360,856,288.86</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred amount on long-term debt refunding		4,482,487.28	4,702,735.40
Deferred outflow of effective swaps		1,162,609.00	1,162,609.00
Pension contribution subsequent to measurement date		1,960,128.00	1,960,128.00
Other post-employment benefits		240,049.00	240,049.00
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>		<b>371,720,790.63</b>	<b>368,921,810.26</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Current portion of long-term debt and capital leases		4,965,000.00	4,965,000.00
Current portion of Compensated Absences		880,000.00	880,000.00
Accounts payable		695,500.74	1,920,986.96
Accrued interest		0.04	210,326.61
Deferred revenue and other liabilities		2,858,548.83	3,658,254.59
Accrued expenses		484,322.82	943,346.10
<b>TOTAL CURRENT LIABILITIES</b>		<b>9,883,372.43</b>	<b>12,577,914.26</b>
<b>NONCURRENT LIABILITIES</b>			
Long-term debt		65,675,943.80	65,874,532.40
Compensated absences		394,743.04	366,140.02
Net pension liability		10,600,173.00	10,600,173.00
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
<b>TOTAL NONCURRENT LIABILITIES</b>		<b>82,475,696.84</b>	<b>82,645,682.42</b>
<b>TOTAL LIABILITIES</b>		<b>92,359,069.27</b>	<b>95,223,596.68</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Employee pensions		481,215.00	481,215.00
Other post-employment benefits		1,112,355.00	1,112,355.00
<b>NET POSITION</b>			
Invested in capital assets, net of related debt		238,711,824.11	238,711,824.11
Restricted		39.69	39.69
Unrestricted		39,056,287.56	33,392,779.78
<b>TOTAL NET POSITION</b>		<b>277,768,151.36</b>	<b>272,104,643.58</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>		<b>371,720,790.63</b>	<b>368,921,810.26</b>

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

	<u>Year-To-Date</u> <u>4/30/2021</u>	<u>Year-To-Date</u> <u>4/30/2020</u>
<b>OPERATING REVENUES</b>		
Water consumption sales	\$3,222,961.08	\$2,977,149.94
Water service charge	10,798,987.54	10,289,782.51
Wheeling water charge	1,314.89	55,291.88
Other charges for services	177,304.04	226,544.44
<b>TOTAL OPERATING REVENUES</b>	<b>14,200,567.55</b>	<b>13,548,768.77</b>
<b>OPERATING EXPENSES</b>		
Source of supply	443,817.55	262,575.01
Pumping	1,183,712.96	1,053,273.66
Transmission and distribution	1,136,501.54	1,284,018.77
Water conservation	137,312.68	127,786.29
Customer accounts	380,808.25	379,809.09
Administrative and general	2,354,862.19	2,405,732.38
<b>TOTAL OPERATING EXPENSES</b>	<b>5,637,015.17</b>	<b>5,513,195.20</b>
Operating income before depreciation	8,563,552.38	8,035,573.57
Depreciation and amortization	(4,526,077.14)	(4,574,197.80)
<b>OPERATING INCOME</b>	<b>4,037,475.24</b>	<b>3,461,375.77</b>
<b>NON-OPERATING REV. (EXP.)</b>		
Rental income	107,253.60	88,668.37
Interest and investment income	(68,333.59)	1,113,306.55
Interest expense and debt related costs	(632,317.89)	(948,850.53)
Other non-operating revenues	32,194.42	24,043.46
Other non-operating expenses	5,300.00	7.63
Gain(loss) on disposal of capital assets	21,680.00	9,255.00
<b>NON-OPERATING REV. (EXP.)</b>	<b>(534,223.46)</b>	<b>286,430.48</b>
<b>NET INCOME (LOSS) BEFORE CAPITAL</b>	<b>3,503,251.78</b>	<b>3,747,806.25</b>
<b>CAPITAL CONTRIBUTIONS</b>		
Facility development charges	867,146.00	201,523.00
Developer contributions	1,293,110.00	
Federal, state and local capital grants		30,359.63
<b>TOTAL CAPITAL CONTRIBUTIONS</b>	<b>2,160,256.00</b>	<b>231,882.63</b>
<b>CHANGE IN NET POSITION</b>	<b>5,663,507.78</b>	<b>3,979,688.88</b>
Net position at beginning of period	272,104,643.58	259,455,982.23
<b>NET POSITION AT END OF PERIOD</b>	<b>277,768,151.36</b>	<b>263,435,671.11</b>

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

	April 30, 2021 - YTD		
	Actual	Budget	Variance
<b>BUDGETED OPERATING EXPENSES</b>			
<b>Board of Directors</b>	\$9,037.43	\$17,304.08	\$8,266.65
<b>Administrative</b>	672,850.79	888,300.52	215,449.73
<b>Finance</b>	286,503.03	417,661.80	131,158.77
<b>Customer Services</b>	363,595.60	394,203.12	30,607.52
<b>Field Operations</b>	208,237.90	208,052.92	(184.98)
<b>Production</b>	1,454,223.44	2,620,200.04	1,165,976.60
<b>Environmental Compliance</b>	173,307.07	244,864.84	71,557.77
<b>Distribution</b>	702,974.10	780,541.08	77,566.98
<b>Field Services</b>	422,890.14	508,650.12	85,759.98
<b>Maintenance</b>	192,060.34	234,632.60	42,572.26
<b>Water Conservation</b>	137,312.68	141,759.88	4,447.20
<b>Engineering</b>	459,764.57	517,670.12	57,905.55
<b>GIS/CAD</b>	108,659.48	128,943.48	20,284.00
<b>Human Resources</b>	86,269.44	103,541.20	17,271.76
<b>Information Technology</b>	342,116.51	400,408.92	58,292.41
<b>Community Outreach</b>	17,212.65	70,348.00	53,135.35
<b>TOTAL OPERATING EXPENSES</b>	<b>5,637,015.17</b>	<b>7,677,082.72</b>	<b>2,040,067.55</b>

**SACRAMENTO SUBURBAN WATER DISTRICT  
OPERATING CAPITAL BUDGET  
4/30/2021**

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		-	\$ 4,500.00	\$ 680,500.00
SF21-501	UPDATE URBAN WTR MGMT PLAN	\$ 175,000.00	(90,000.00)	85,000.00		85,000.00	56,688.25	56,688.25	18,375.75	\$ 9,936.00
SF21-502	CALIBRATION HYDROLIC MODEL	\$ 130,000.00	(32,000.00)	98,000.00		98,000.00		-		\$ 98,000.00
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		31,634.68	-	\$ 365.32
SF20-488	VEHICLE REPL - TRUCK# 49	\$ -		-	6,288.52	6,288.52		6,249.52	-	\$ 39.00
SF20-489	VEHICLE REPL - TRUCK# 54	\$ -		-	1,987.04	1,987.04		1,878.57	-	\$ 108.47
SF20-490	VEHICLE REPL - TRUCK# 56	\$ -		-	6,188.52	6,188.52		6,123.07	-	\$ 65.45
SF20-491	VEHICLE REPL - TRUCK# 4	\$ -		-	30,800.00	30,800.00		30,791.17	-	\$ 8.83
SF20-492	VEHICLE REPL - TRUCK# 16	\$ -		-	30,800.00	30,800.00		30,791.17	-	\$ 8.83
SF21-506	VEHICLE REPL-TRUCK# 9	\$ 32,500.00		32,500.00		32,500.00		-	27,993.00	\$ 4,507.00
SF21-507	VEHICLE REPL - TRUCK# 42	\$ 32,500.00		32,500.00		32,500.00		-	27,993.00	\$ 4,507.00
SF21-508	VEHICLE REPL - TRUCK# 50	\$ 47,000.00		47,000.00		47,000.00		-	42,944.00	\$ 4,056.00
SF21-509	VEHICLE REPL - TRUCK# 57	\$ 47,000.00		47,000.00		47,000.00		-	42,944.00	\$ 4,056.00
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		-	50,830.00	\$ 170.00
SF21-512	IT - HARDWARE REFESH	\$ 166,500.00		166,500.00	27,197.32	193,697.32	39,204.04	89,295.53	-	\$ 104,401.79
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		13,958.00	5,964.00	\$ 78.00
SF21-516	2021 MASTER CIP SCHEDULE	\$ -	32,000.00	32,000.00		32,000.00		-	32,000.00	\$ -
SF21-517	SCADA ASSET MGMT PLAN	\$ -	90,000.00	90,000.00		90,000.00		-	87,708.00	\$ 2,292.00
<b>TOTAL</b>		<b>\$ 1,881,000.00</b>	<b>\$0.00</b>	<b>\$1,881,000.00</b>	<b>\$142,669.15</b>	<b>\$2,023,669.15</b>	<b>\$95,892.29</b>	<b>\$267,409.96</b>	<b>\$341,251.75 #</b>	<b>\$1,415,007.44</b>

**Sacramento Suburban Water District  
Capital Improvement Project Budget  
4/30/2021**

Project No.	Project Name	2021 Original Budget	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
SC21-009	WELL REHAB/PUMP ST IMPROVEMENT	\$1,890,000.00	\$1,890,000.00	\$737,876.57	\$2,627,876.57	\$ 188,968.54	\$ 328,696.74	\$ 1,019,164.55	\$ 1,280,015.28
SC21-010	SCADA/COMMUNICATION IMPROVE	\$785,000.00	\$860,000.00	\$1,031,117.43	\$1,891,117.43	34,116.65	202,315.03	510,271.40	\$ 1,178,531.00
SC21-011	WELL DESTRUCTION/SITE DEMOLIT	\$152,000.00	\$152,000.00	\$81,697.28	\$233,697.28	8,885.00	19,375.60	192,768.38	\$ 21,553.30
SC21-012	WELL NEW CONSTRUCTION	\$4,620,000.00	\$6,020,000.00	\$955,531.81	\$6,975,531.81	115,814.38	156,420.53	3,193,813.34	\$ 3,625,297.94
SC21-018	DISTRIBUTION MAIN REPL/IMPROV	\$5,083,000.00	\$4,383,000.00	\$205,211.39	\$4,588,211.39	551,985.80	728,712.21	1,312,157.38	\$ 2,547,341.80
SC21-024	METER RETROFIT PROGRAM	\$2,000,000.00	\$1,450,000.00	\$88,078.56	\$1,538,078.56	436,825.36	623,769.96	873,878.65	\$ 40,429.95
SC21-034	RESERVIOR/TANK IMPROVEMENT	\$345,000.00	\$345,000.00	\$160,903.16	\$505,903.16	54,240.00	69,147.85	252,948.31	\$ 183,807.00
SC21-035	CORROSION CONTROL-TRAN MAIN	\$50,000.00	\$50,000.00	-	\$50,000.00	-	-	-	\$ 50,000.00
SC21-037	VALVE/HYDRANT/SERV REPL	\$300,000.00	\$300,000.00	-	\$300,000.00	-	111,625.11	77,220.23	\$ 111,154.66
SC21-038	LARGE METER REPLACEMENT	\$40,000.00	\$40,000.00	-	\$40,000.00	-	-	-	\$ 40,000.00
SC21-039	METER REPLACEMENT-PM	\$250,000.00	\$250,000.00	-	\$250,000.00	15,456.92	62,596.70	8,897.24	\$ 178,506.06
SC21-040	AMI ENDPOINTS	\$1,400,000.00	\$1,175,000.00	\$463,779.30	\$1,638,779.30	99,718.36	828,227.13	58,960.00	\$ 751,592.17
SC21-048	SPECIAL PROJECTS	\$5,000.00	\$5,000.00	\$77,042.17	\$82,042.17	61,399.75	61,399.75	3,837.42	\$ 16,805.00
SC21-049	WATER RELATED STREET IMPROV	\$200,000.00	\$200,000.00	\$50,000.00	\$250,000.00	-	-	73,860.00	\$ 176,140.00
		<b>\$ 17,120,000.00</b>	<b>\$ 17,120,000.00</b>	<b>\$ 3,851,237.67</b>	<b>\$ 20,971,237.67</b>	<b>\$ 1,567,410.76</b>	<b>\$ 3,192,286.61</b>	<b>\$ 7,577,776.90</b>	<b>\$ 10,201,174.16</b>

**Sacramento Suburban Water District  
Debt  
4/30/2021**

**Principal Current Month**

	<b>Series 2009A COP</b>	<b>Series 2012A</b>	<b>Series 2018A</b>	<b>Total</b>
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**

	<b>Series 2009A COP</b>	<b>Series 2012A</b>	<b>Series 2018A</b>	<b>Total</b>
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**

	<b>Current Month Actual</b>	<b>Year-To-Date Actual</b>	<b>Budget</b>	<b>Variance</b>
Interest Expense	<u>\$ 191,128</u>	<u>\$ 610,658</u>	<u>\$ 855,549</u>	<u>\$ 244,891</u>



**Investments Outstanding and Activity  
April 2021**



**Managed Account Detail of Securities Held**

For the Month Ending **April 30, 2021**

**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

<b>Security Type/Description</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>U.S. Treasury Bond / Note</b>											
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	2,505.49	300,186.74	300,421.86
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	375,000.00	AA+	Aaa	07/06/17	07/11/17	377,270.51	1.85	1,263.59	375,183.20	377,402.33
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	475,000.00	AA+	Aaa	10/05/17	10/10/17	463,997.07	1.85	16.14	473,641.34	477,820.31
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	19.36	568,918.44	573,384.38
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	135,000.00	AA+	Aaa	01/03/18	01/04/18	133,286.13	2.18	6.88	134,604.41	137,404.69
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	950,000.00	AA+	Aaa	05/03/18	05/07/18	919,644.53	2.73	48.40	942,400.69	966,921.88
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	53.50	1,041,903.27	1,068,703.12
US TREASURY NOTES DTD 08/15/2012 1.625% 08/15/2022	912828TJ9	500,000.00	AA+	Aaa	09/05/18	09/07/18	479,023.44	2.76	1,683.36	493,129.37	509,843.75
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	177.57	24,848.76	25,820.31
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,375,000.00	AA+	Aaa	01/30/19	01/31/19	1,353,193.36	2.55	9,766.49	1,365,713.12	1,420,117.19
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	2,035.71	298,768.81	308,953.14
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	650,000.00	AA+	Aaa	07/01/19	07/03/19	645,708.98	1.78	28.70	647,522.01	672,343.75
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	2,050,000.00	AA+	Aaa	10/02/19	10/04/19	2,061,771.48	1.48	90.53	2,057,222.69	2,120,468.75
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	2,506.91	382,332.61	394,101.56



**Managed Account Detail of Securities Held**

For the Month Ending **April 30, 2021**

**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>U.S. Treasury Bond / Note</b>											
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	3,175.41	491,960.80	499,195.31
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	4,345.30	658,954.13	683,109.38
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	6,183.70	934,625.37	972,117.19
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	12,868.78	1,944,999.70	2,023,054.69
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	3,217.20	581,565.86	574,578.13
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	5,703.21	1,024,232.12	1,018,570.31
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	5,849.45	1,053,397.65	1,044,687.50
<b>Security Type Sub-Total</b>		<b>15,630,000.00</b>					<b>15,775,450.00</b>	<b>1.64</b>	<b>61,545.68</b>	<b>15,796,111.09</b>	<b>16,169,019.53</b>
<b>Supra-National Agency Bond / Note</b>											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	750,000.00	AAA	Aaa	07/18/18	07/25/18	748,245.00	2.83	5,614.58	749,866.85	754,308.00
INTL BK OF RECON AND DEV NOTE DTD 04/20/2021 0.125% 04/20/2023	459058JV6	315,000.00	AAA	Aaa	04/13/21	04/20/21	314,347.95	0.23	12.03	314,357.78	314,511.44
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	654.17	598,896.14	598,866.00
<b>Security Type Sub-Total</b>		<b>1,665,000.00</b>					<b>1,661,302.95</b>	<b>1.44</b>	<b>6,280.78</b>	<b>1,663,120.77</b>	<b>1,667,685.44</b>
<b>Municipal Bond / Note</b>											



**Managed Account Detail of Securities Held**

For the Month Ending **April 30, 2021**

**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Municipal Bond / Note</b>											
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	418.48	85,000.00	87,096.95
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	525.25	100,000.00	104,187.00
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	351.00	200,000.00	200,738.00
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	472.46	425,000.00	424,723.75
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	407.16	100,000.00	100,236.00
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	314.50	75,461.43	75,795.00
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	440.30	105,605.80	106,113.00
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	838.67	200,000.00	202,120.00
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	204.75	130,000.00	129,918.10
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	338.19	175,000.00	173,607.00
NJ TURNPIKE AUTHORITY TXBL REV 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	227.72	90,000.00	89,661.60
<b>Security Type Sub-Total</b>		<b>1,685,000.00</b>					<b>1,686,226.40</b>	<b>1.01</b>	<b>4,538.48</b>	<b>1,686,067.23</b>	<b>1,694,196.40</b>
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	17,556.77	AA+	Aaa	04/11/18	04/30/18	17,905.99	2.93	52.09	17,591.98	17,556.77



**Managed Account Detail of Securities Held**

For the Month Ending **April 30, 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
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	198,530.27	AA+	Aaa	04/04/18	04/09/18	200,220.89	2.88	511.22	199,020.82	203,424.10
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	27,244.93	AA+	Aaa	12/07/18	12/17/18	27,244.85	3.20	72.72	27,244.89	27,782.38
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FO3V3	104,669.81	AA+	Aaa	11/20/19	11/26/19	104,667.28	2.09	182.47	104,668.07	106,962.13
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	285,422.68	296,162.36
<b>Security Type Sub-Total</b>		<b>623,001.78</b>					<b>638,660.10</b>	<b>2.35</b>	<b>1,520.21</b>	<b>633,948.44</b>	<b>651,887.74</b>

<b>Federal Agency Bond / Note</b>											
FHLB GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8QS5	975,000.00	AA+	Aaa	07/14/16	07/15/16	969,071.03	1.25	3,260.16	974,759.59	977,111.85
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	130,000.00	AA+	Aaa	08/17/16	08/19/16	129,555.27	1.32	334.03	129,973.67	130,455.65
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	420,000.00	AA+	Aaa	08/17/16	08/19/16	418,299.00	1.33	1,079.16	419,899.28	421,472.10
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	558.33	1,199,058.03	1,200,486.00
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	134.34	365,052.16	365,064.97
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	178.51	484,874.76	485,086.33
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	21.61	413,730.54	413,708.11
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	550.01	449,660.41	450,085.50
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	433.34	399,609.26	399,873.20



**Managed Account Detail of Securities Held**

For the Month Ending **April 30, 2021**

**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Federal Agency Bond / Note</b>											
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	408.33	399,657.52	399,872.40
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	106.25	448,233.00	448,030.35
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	70.31	449,262.06	450,045.90
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	520.83	497,894.97	493,134.00
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	309.38	448,179.19	443,494.80
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	118.75	199,476.53	197,092.40
FREDDIE MAC NOTES DTD 09/25/2020 0.375% 09/23/2025	3137EAEX3	450,000.00	AA+	Aaa	09/23/20	09/25/20	448,645.50	0.44	178.13	448,807.39	443,379.60
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	1,056.25	448,539.40	445,096.35
<b>Security Type Sub-Total</b>		<b>8,190,000.00</b>					<b>8,166,482.45</b>	<b>0.55</b>	<b>9,317.72</b>	<b>8,176,667.76</b>	<b>8,163,489.51</b>
<b>Corporate Note</b>											
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	150,000.00	A	A1	05/03/18	05/10/18	149,896.50	3.12	2,144.17	149,998.68	150,134.25
STATE STREET CORP NOTES DTD 05/19/2016 1.950% 05/19/2021	857477AV5	110,000.00	A	A1	05/19/16	05/24/16	109,532.50	2.04	965.25	109,995.38	109,999.67
CHARLES SCHWAB (CALLABLE) CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	250,000.00	A	A2	05/17/18	05/22/18	249,992.50	3.25	3,611.11	249,999.86	250,000.25
PACCAR FINANCIAL CORP NOTE DTD 03/01/2019 2.850% 03/01/2022	69371RP75	150,000.00	A+	A1	02/22/19	03/01/19	149,868.00	2.88	712.50	149,963.39	153,274.50



**Managed Account Detail of Securities Held**

For the Month Ending **April 30, 2021**

**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Corporate Note</b>											
JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	675,000.00	A-	A2	03/15/19	03/22/19	675,000.00	3.21	1,803.94	675,000.00	691,995.83
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 07/08/2020 0.650% 07/07/2023	14913R2D8	300,000.00	A	A2	07/06/20	07/08/20	299,832.00	0.67	617.50	299,877.61	300,891.60
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	267.36	249,853.21	250,940.25
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	23.33	99,905.59	100,098.20
PNC BANK NA CORP NOTES DTD 01/23/2019 3.500% 01/23/2024	693475AV7	380,000.00	A-	A3	02/12/19	02/15/19	382,705.60	3.34	3,620.56	381,496.11	409,445.82
CHARLES SCHWAB CORP NOTES (CALLABLE) DTD 03/18/2021 0.750% 03/18/2024	808513BN4	135,000.00	A	A2	03/16/21	03/18/21	134,932.50	0.77	120.94	134,935.21	135,839.30
BANK OF NY MELLON CORP NOTES (CALLABLE) DTD 04/26/2021 0.500% 04/26/2024	06406RAS6	365,000.00	A	A1	04/19/21	04/26/21	364,609.45	0.54	25.35	364,611.23	364,578.06
MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDQ6	375,000.00	BBB+	A1	07/19/19	07/23/19	396,483.75	2.59	80.73	388,492.09	409,315.88
AMERICAN HONDA FINANCE CORP NOTE DTD 06/27/2019 2.400% 06/27/2024	02665WCZ2	375,000.00	A-	A3	07/11/19	07/15/19	373,140.00	2.51	3,100.00	373,814.49	393,348.00
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	4,531.77	386,147.02	407,856.38
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	2,500.00	400,432.71	422,696.80
WALT DISNEY COMPANY/THE DTD 09/06/2019 1.750% 08/30/2024	254687FK7	400,000.00	BBB+	A2	09/03/19	09/06/19	398,368.00	1.84	1,225.00	398,908.71	413,474.80



**Managed Account Detail of Securities Held**

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**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Corporate Note</b>												
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	61.25	150,484.99	157,383.30
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	100.83	300,929.50	299,146.65
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	2,664.06	308,527.87	306,691.28
<b>Security Type Sub-Total</b>			<b>5,490,000.00</b>					<b>5,597,091.55</b>	<b>2.11</b>	<b>28,175.65</b>	<b>5,573,373.65</b>	<b>5,727,110.82</b>
<b>Commercial Paper</b>												
CREDIT SUISSE NEW YORK COMM PAPER DTD 04/29/2021 0.000% 01/24/2022		2254EBAQ4	800,000.00	A-1	P-1	04/29/21	04/30/21	798,386.00	0.27	0.00	798,392.00	798,545.60
<b>Security Type Sub-Total</b>			<b>800,000.00</b>					<b>798,386.00</b>	<b>0.27</b>	<b>0.00</b>	<b>798,392.00</b>	<b>798,545.60</b>
<b>Certificate of Deposit</b>												
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	8,424.00	650,000.00	652,085.20
SOCIETE GENERALE NY CERT DEPOS DTD 02/19/2020 1.800% 02/14/2022		83369XDL9	400,000.00	A-1	P-1	02/14/20	02/19/20	400,000.00	1.80	1,540.00	400,000.00	404,392.00
MUFG BANK LTD/NY CERT DEPOS DTD 02/28/2019 2.980% 02/25/2022		55379WZU3	375,000.00	A-1	P-1	02/27/19	02/28/19	375,000.00	2.96	1,986.67	375,000.00	383,877.00
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	834.94	380,000.00	381,936.86
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022		65558TLL7	400,000.00	AA-	Aa3	08/27/19	08/29/19	400,000.00	1.84	1,315.56	400,000.00	408,726.40
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022		83050PDR7	400,000.00	A+	Aa2	08/29/19	09/03/19	400,000.00	1.85	1,322.67	400,000.00	408,779.20
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	3,400.00	400,000.00	411,450.40





**Managed Account Detail of Securities Held**

For the Month Ending **April 30, 2021**

**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Certificate of Deposit</b>											
CREDIT SUISSE NEW YORK CERT DEPOS DTD 03/23/2021 0.590% 03/17/2023	22552G3C2	300,000.00	A+	Aa3	03/19/21	03/23/21	300,000.00	0.59	191.75	300,000.00	299,953.80
<b>Security Type Sub-Total</b>		<b>3,305,000.00</b>					<b>3,305,000.00</b>	<b>2.02</b>	<b>19,015.59</b>	<b>3,305,000.00</b>	<b>3,351,200.86</b>
<b>Asset-Backed Security</b>											
TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	81,382.14	AAA	Aaa	05/09/18	05/16/18	81,380.92	2.96	107.06	81,381.75	81,924.24
ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	80,816.03	AAA	Aaa	06/19/18	06/27/18	80,810.50	3.00	107.75	80,813.96	81,221.45
HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	147,519.12	AAA	Aaa	11/20/18	11/28/18	147,497.08	3.16	207.18	147,510.01	149,335.17
NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	203,300.23	AAA	Aaa	12/04/18	12/12/18	203,261.27	3.22	290.95	203,281.89	206,277.30
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	199,983.14	203,744.82
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	799,865.93	815,691.60
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	264,950.03	265,075.79
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	149,970.59	150,052.32
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	134,974.40	134,999.88
HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	95,000.00	AAA	NR	04/20/21	04/28/21	94,990.01	0.38	3.01	94,990.03	94,968.21
CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	65,000.00	AAA	NR	01/20/21	01/27/21	64,987.16	0.34	9.82	64,987.84	64,850.66
CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	145,000.00	AAA	NR	04/13/21	04/21/21	144,968.75	0.52	20.94	144,968.93	145,053.48



**Managed Account Detail of Securities Held**

For the Month Ending **April 30, 2021**

**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Asset-Backed Security</b>												
<b>Security Type Sub-Total</b>			<b>2,368,017.52</b>					<b>2,367,554.17</b>	<b>1.58</b>	<b>1,562.48</b>	<b>2,367,678.50</b>	<b>2,393,194.92</b>
<b>Managed Account Sub-Total</b>			<b>39,756,019.30</b>					<b>39,996,153.62</b>	<b>1.46</b>	<b>131,956.59</b>	<b>40,000,359.44</b>	<b>40,616,330.82</b>
<b>Securities Sub-Total</b>			<b>\$39,756,019.30</b>					<b>\$39,996,153.62</b>	<b>1.46%</b>	<b>\$131,956.59</b>	<b>\$40,000,359.44</b>	<b>\$40,616,330.82</b>
<b>Accrued Interest</b>												<b>\$131,956.59</b>
<b>Total Investments</b>												<b>\$40,748,287.41</b>

**Investment Activity  
April 2021**



**Managed Account Security Transactions & Interest**

For the Month Ending **April 30, 2021**

**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>BUY</b>										
04/13/21	04/20/21	INTL BK OF RECON AND DEV NOTE DTD 04/20/2021 0.125% 04/20/2023	459058JV6	315,000.00	(314,347.95)	0.00	(314,347.95)			
04/13/21	04/21/21	CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	145,000.00	(144,968.75)	0.00	(144,968.75)			
04/19/21	04/26/21	BANK OF NY MELLON CORP NOTES (CALLABLE) DTD 04/26/2021 0.500% 04/26/2024	06406RAS6	365,000.00	(364,609.45)	0.00	(364,609.45)			
04/20/21	04/28/21	HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	95,000.00	(94,990.01)	0.00	(94,990.01)			
04/29/21	04/30/21	CREDIT SUISSE NEW YORK COMM PAPER DTD 04/29/2021 0.000% 01/24/2022	2254EBAQ4	800,000.00	(798,386.00)	0.00	(798,386.00)			
<b>Transaction Type Sub-Total</b>				<b>1,720,000.00</b>	<b>(1,717,302.16)</b>	<b>0.00</b>	<b>(1,717,302.16)</b>			

<b>INTEREST</b>										
04/01/21	04/01/21	MONEY MARKET FUND	MONEY0002	0.00	0.00	40.67	40.67			
04/01/21	04/01/21	SOCIETE GENERALE NY CERT DEPOS DTD 02/19/2020 1.800% 02/14/2022	83369XDL9	0.00	0.00	(40.00)	(40.00)			
04/01/21	04/01/21	JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	675,000.00	0.00	10,823.63	10,823.63			
04/01/21	04/25/21	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	33,144.15	0.00	98.33	98.33			
04/01/21	04/25/21	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	27,282.50	0.00	72.82	72.82			
04/01/21	04/25/21	FHMS K043 A2 DTD 03/01/2015 3.062% 12/01/2024	3137BGK24	275,000.00	0.00	701.71	701.71			
04/01/21	04/25/21	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	106,808.30	0.00	231.71	231.71			
04/01/21	04/25/21	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	198,847.41	0.00	512.03	512.03			
04/10/21	04/10/21	JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 10/09/2020 0.400% 10/10/2023	24422EVJ5	100,000.00	0.00	201.11	201.11			



**Managed Account Security Transactions & Interest**

For the Month Ending **April 30, 2021**

**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>INTEREST</b>										
04/14/21	04/14/21	FEDERAL HOME LOAN BANK NOTES DTD 04/16/2020 0.500% 04/14/2025	3130AJHU6	450,000.00	0.00	1,125.00	1,125.00			
04/15/21	04/15/21	ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	100,229.51	0.00	250.57	250.57			
04/15/21	04/15/21	CARMX 2020-4 A3 DTD 10/21/2020 0.500% 08/15/2025	14316HAC6	150,000.00	0.00	62.50	62.50			
04/15/21	04/15/21	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	167,843.29	0.00	441.99	441.99			
04/15/21	04/15/21	TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	100,793.82	0.00	248.62	248.62			
04/15/21	04/15/21	CARMX 2021-1 A3 DTD 01/27/2021 0.340% 12/15/2025	14316NAC3	65,000.00	0.00	18.42	18.42			
04/15/21	04/15/21	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	226,667.45	0.00	608.22	608.22			
04/15/21	04/15/21	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			
04/16/21	04/16/21	FREDDIE MAC NOTES DTD 10/16/2020 0.125% 10/16/2023	3137EAAY1	415,000.00	0.00	259.38	259.38			
04/16/21	04/16/21	GMCAR 2020-4 A3 DTD 10/14/2020 0.380% 08/18/2025	36260KAC8	135,000.00	0.00	42.75	42.75			
04/20/21	04/20/21	VWALT 2020-A A4 DTD 12/03/2020 0.450% 07/21/2025	92868VAD1	265,000.00	0.00	99.38	99.38			
04/20/21	04/20/21	VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	200,000.00	0.00	308.33	308.33			
04/22/21	04/22/21	FANNIE MAE NOTES DTD 04/24/2020 0.625% 04/22/2025	3135G03U5	450,000.00	0.00	1,406.25	1,406.25			
04/24/21	04/24/21	BANK OF NY MELLON CORP DTD 10/24/2019 2.100% 10/24/2024	06406RAL1	150,000.00	0.00	1,575.00	1,575.00			
04/27/21	04/27/21	CITIGROUP INC CORP NOTES DTD 04/27/2015 3.300% 04/27/2025	172967JP7	275,000.00	0.00	4,537.50	4,537.50			
04/29/21	04/29/21	MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDQ6	375,000.00	0.00	7,265.63	7,265.63			
04/30/21	04/30/21	US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	1,045,000.00	0.00	6,531.25	6,531.25			



**Managed Account Security Transactions & Interest**

For the Month Ending **April 30, 2021**

**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>INTEREST</b>										
04/30/21	04/30/21	US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	2,700,000.00	0.00	21,937.50	21,937.50			
04/30/21	04/30/21	US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	2,135,000.00	0.00	20,015.63	20,015.63			
<b>Transaction Type Sub-Total</b>				<b>11,621,616.43</b>	<b>0.00</b>	<b>80,522.60</b>	<b>80,522.60</b>			
<b>MATURITY</b>										
04/05/21	04/05/21	AMERICAN EXPRESS CREDIT (CALLED, OMD 05/ DTD 05/05/2016 2.250% 04/05/2021	0258M0EB1	225,000.00	225,000.00	2,095.43	227,095.43	522.00	0.00	
04/15/21	04/15/21	PEPSICO INC CORP (CALLABLE) NOTE DTD 10/10/2017 2.000% 04/15/2021	713448DX3	225,000.00	225,000.00	2,250.00	227,250.00	45.00	0.00	
04/19/21	04/19/21	INTER-AMERICAN DEVELOPMENT BANK NOTE DTD 04/19/2018 2.625% 04/19/2021	4581X0DB1	225,000.00	225,000.00	2,953.13	227,953.13	495.00	0.00	
<b>Transaction Type Sub-Total</b>				<b>675,000.00</b>	<b>675,000.00</b>	<b>7,298.56</b>	<b>682,298.56</b>	<b>1,062.00</b>	<b>0.00</b>	
<b>PAYDOWNS</b>										
04/01/21	04/25/21	FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	317.14	317.14	0.00	317.14	(2.70)	0.00	
04/01/21	04/25/21	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	15,587.38	15,587.38	0.00	15,587.38	(310.05)	0.00	
04/01/21	04/25/21	FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	2,138.49	2,138.49	0.00	2,138.49	0.05	0.00	
04/01/21	04/25/21	FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	37.57	37.57	0.00	37.57	0.00	0.00	
04/15/21	04/15/21	ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	19,413.48	19,413.48	0.00	19,413.48	1.33	0.00	
04/15/21	04/15/21	NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	23,367.22	23,367.22	0.00	23,367.22	4.48	0.00	
04/15/21	04/15/21	TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	19,411.68	19,411.68	0.00	19,411.68	0.29	0.00	



**Managed Account Security Transactions & Interest**

For the Month Ending **April 30, 2021**

**SACRAMENTO SUBURBAN WATER DISTRICT - 76850100**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>PAYDOWNS</b>										
04/15/21	04/15/21	HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	20,324.17	20,324.17	0.00	20,324.17	3.04	0.00	
<b>Transaction Type Sub-Total</b>				<b>100,597.13</b>	<b>100,597.13</b>	<b>0.00</b>	<b>100,597.13</b>	<b>(303.56)</b>	<b>0.00</b>	
<b>Managed Account Sub-Total</b>					<b>(941,705.03)</b>	<b>87,821.16</b>	<b>(853,883.87)</b>	<b>758.44</b>	<b>0.00</b>	
<b>Total Security Transactions</b>					<b>(941,705.03)</b>	<b>\$87,821.16</b>	<b>(\$853,883.87)</b>	<b>\$758.44</b>	<b>\$0.00</b>	

**District Reserve Balances  
April 31, 2021**



**Sacramento Suburban Water District  
Reserve Fund Balance**

	<u>April 30, 2021</u>	<u>December 31, 2020</u>
Debt Service Reserve	\$ -	\$ -
Facilities Reimbursement	-	-
Emergency/Contingency	10,872,626	10,872,626
Operating	8,973,715	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
<b>TOTAL</b>	<b>\$ 42,120,510</b>	<b>\$ 42,202,285</b>

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

	<u>April 30, 2021</u>	<u>December 31, 2020</u>
Cash and Cash Equivalents	\$ 2,168,705	\$ 856,318
Investments	39,817,785	41,212,046
Interest Receivable	134,010	133,920
Restricted Cash	10	1
<b>TOTAL</b>	<b>\$ 42,120,510</b>	<b>\$ 42,202,285</b>

## **Information Required by Bond Agreement**

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

	<b>Actual Year-To-Date 4/30/2021</b>	<b>Budget Year-To-Date 4/30/2021</b>
<b>REVENUES</b>		
Water sales charges	\$14,201,127.85	\$13,634,036.00
Facility development charges	867,146.00	100,000.00
Interest and investment income	222,506.42	279,000.00
Rental & other income	161,128.02	101,664.00
<b>TOTAL REVENUES</b>	<b>15,451,908.29</b>	<b>14,114,700.00</b>
<b>EXPENSES</b>		
Source of supply	443,817.55	1,292,368.00
Pumping	1,183,712.96	1,572,696.88
Transmission and distribution	1,136,501.54	1,300,857.88
Water conservation	137,312.68	141,759.88
Customer accounts	380,808.25	464,551.12
Administrative and general	2,349,562.19	2,904,848.96
<b>TOTAL EXPENSES</b>	<b>5,631,715.17</b>	<b>7,677,082.72</b>
<b>NET REVENUE</b>	<b>9,820,193.12</b>	<b>6,437,617.28</b>

**Sacramento Suburban Water District  
6 - Months Debt Service Schedule  
4/30/2021**

<b>Total SSWD Debt Service</b>						
Month	Principal	Interest Adjustable/Fixed/Swap	Facility Fee	Remarketing	Debt Service	
May-21	\$ -	\$ 85,984.29	\$ -	\$ -	\$ 85,984.29	
June-21	-	85,984.29	50,400.00	13,125.00	149,509.29	
July-21	-	85,984.29	-	-	85,984.29	
August-21	-	85,984.29	-	-	85,984.29	
September-21	-	85,984.29	50,400.00	13,125.00	149,509.29	
October - 21	4,965,000.00	552,828.29			5,517,828.29	

<b>Series 2012A Fixed Rate Bonds (\$23,440,000.00)</b>						
Month	Principal	Interest - Fixed 4.25%			Debt Service	
May-21	\$ -	\$ -	\$ -	\$ -	\$ -	
June-21	-	-	-	-	-	
July-21	-	-	-	-	-	
August-21	-	-	-	-	-	
September-21	-	-	-	-	-	
October - 21	2,320,000.00	259,119.00	-	-	2,579,119.00	

<b>Series 2009A Adjustable Rate COPs (\$42,000,000.00)</b>						
Month	Principal	Interest, Adjustable 0.05%	Facility Fee 0.480%	Remarketing 0.125%	Debt Service	
May-21		\$ 1,750.00			\$ 1,750.00	
June-21		1,750.00	50,400.00	13,125.00	65,275.00	
July-21		1,750.00			1,750.00	
August-21		1,750.00			1,750.00	
September-21		1,750.00	50,400.00	13,125.00	65,275.00	
October - 21		1,750.00			1,750.00	

<b>Series 2018A Fixed Rate COPs (\$27,915,000)</b>						
Month	Principal	Interest - Fixed 3.17%			Debt Service	
May-21	\$ -	\$ -	\$ -	\$ -	\$ -	
June-21	-	-	-	-	-	
July-21	-	-	-	-	-	
August-21	-	-	-	-	-	
September-21	-	-	-	-	-	
October - 21	2,645,000.00	207,725.00	-	-	2,852,725.00	

<b>2012 SWAP Interest, Net (\$33,000,000.00)</b>						
Month	Principal	Interest, Swap Net 3.283%-(0.06753 +.18)%			Debt Service	
May-21		\$ 84,234.29	-	-	84,234.29	
June-21		\$ 84,234.29	-	-	84,234.29	
July-21		\$ 84,234.29	-	-	84,234.29	
August-21		\$ 84,234.29	-	-	84,234.29	
September-21		\$ 84,234.29	-	-	84,234.29	
October - 21		\$ 84,234.29	-	-	84,234.29	

**Financial Markets Report  
April 31, 2021**

## Financial Markets Report April 30, 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	<u>\$ 19,615,000</u>	<u>\$ 12,275,000</u>	Fixed Rate Revenue Bond		11/1/2028
	<u>\$ 90,105,000</u>	<u>\$ 65,265,000</u>			

\* Credit enhancement expires 6/30/2023

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

Debt	Outstanding	Credit Enhancement	Bank Owned	Sold in Market	Market Rate
2009A	\$42,000,000	Sumitomo Bank LOC	None	\$42,000,000	0.66%
	Notional Amount	Counterparty	FMV	Receive Rate	Fixed Rate
Swap	\$33,300,000	Wells Fargo Bank, N.A.	(\$6,812,7936)	0.248%	3.283%

### Current Status of District's Investment Portfolio April 30 2021):

Fair Market Value	Security Type	Yield
\$ 1,370,159.07	Money Market	0.02%
7,378,536.81	LAIF	0.34%
798,545.60	Commercial Paper	0.27%
2,393,194.92	Asset-Backed Securities	1.58%
3,351,200.86	Certificates of Deposit	2.02%
5,727,110.82	Corporate Notes	2.11%
8,163,489.51	Federal Agency Securities Bonds/Notes	0.55%
651,887.74	Federal Agency Collateralized Mortgage Obligation	2.35%
1,694,196.40	Municipal Obligations	1.01%
1,667,685.44	Supra-National Agency Bond	1.44%
16,169,019.53	Treasury Bonds/Notes	1.64%
<b>\$ 49,365,026.70</b>		<b>1.26%</b>

**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 significantly in March. The yield on the benchmark 3-month Treasury bill fell two basis points (bps) to 0.02%, while economic optimism and rising inflation expectations continued to push long-term Treasury yields higher. The yield on the benchmark 10-year Treasury note rose 34 bps during March to end at 1.74%. The 2- to 10-year Treasury yield spread reached its steepest level since 2015.
- Rising rates hurt fixed-income performance for the month, especially for longer duration indices. The 3-month Treasury index generated marginal returns of 0.02% for the month. The 5- and 10-year indices recorded losses of 0.60% and 2.50%, respectively

**PFM Strategy Recap**

- The outlook for the U.S. economy brightened over the quarter on rising vaccinations, fiscal support and a supportive Fed. We expect very strong growth for the balance of 2021 and beyond with a gradual trend of rising intermediate and long-term bond yields.
- With the back door of rising rates, focus will be on a modestly defensive approach to duration and yield curve placement that seeks the opportunity for a "roll-down" while limiting risk from out-of-benchmark maturities.
- We favor utilizing Treasuries to manage duration and yield curve exposure since Federal agency spreads remain near-zero in most shorter maturities. We note that supranational spreads have widened, creating an attractive investment alternative in the government space.
- Investment-grade (IG) corporate spreads widened modestly from their extreme tightness earlier in the year amid rising Treasury yields and surprisingly large new issue supply. Wider spreads are welcomed, and the steeper yield curve makes trades extend the maturity of corporate holdings more attractive. We do not favor increasing allocations to corporate debt; rather we seek to extend corporate sector durations as a response to the steeper yield curve.
- Mortgage-backed security (MBS) spreads are tight and prepayments remain elevated. We view MBS risks as too high to pursue the limited amount of incremental yield generally available in the sector at this time. • In money markets, yield spreads on short-term commercial paper and bank CDs increased, offering better opportunities as Treasury bill yields approached zero.

(Source: PFM April 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

Financial Markets Report  
April 30, 2021

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: 8

**Date:** June 21, 2021

**Subject:** District Activity Report

**Staff Contact:** Todd Artrip, 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) Water Quality Report, (4) Customer Service Monthly Activity Report, (5) Targeted Delinquency Mailing, and (6) 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

	January 2021	February 2021	March 2021	April 2021	May 2021	Monthly Avg CY 2021	Total CY 2021	Total # in System	Goal CY 2021	% of Goal Completed in CY 2021
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### Production Department

#### Water Quality

Complaints	2	1	1	0	2	1	6	—	—	—
Taste & Odor Complaints	0	0	0	0	0	0	0	—	—	—

### Distribution Department

#### Service Orders

Main Leaks	2	3	12	3	3	5	23	—	—	—
Service Line Leaks	6	7	11	4	3	6	31	—	—	—

#### Water Main Shutdown

-- Emergency	4	4	2	0	1	2	11	—	—	—
-- Scheduled	1	5	9	2	2	4	19	—	—	—

#### Preventive Maintenance Program

Fire Hydrants Inspected	80	120	115	101	118	107	534	6,173	1,235	43.3%
Fire Hydrant Valves Inspected	79	120	105	99	120	105	523	5,869	1,174	44.6%
Mainline Valves Inspected	115	189	209	238	225	195	976	11,023	2,205	44.3%
Blow Off Valves Inspected	7	14	24	20	6	14	71	1,049	210	33.8%
ARV/CARV Inspected	0	0	0	2	0	0	2	283	57	3.5%

### Field Services Department

#### Meters

PM - Meters Tested (3 - 10 inch)	0	35	25	1	1	12	62	450	120	51.7%
PM - Meters Replaced ( <sup>5</sup> / <sub>8</sub> - 1 inch)	191	1	36	65	70	73	363	41,167	1,000	36.3%
PM - Meter Re-Builds (1 <sup>1</sup> / <sub>2</sub> - 2 inch)	0	0	2	74	27	21	103	2,449	245	42.0%
Customer Pressure Inquiries	9	9	11	8	7	9	44	—	—	—

### Field Operations Department

#### After Hours Activity (On-Call Technician)

Calls Received Distribution	31	46	46	45	50	44	218	—	—	—
Calls Responded Distribution	18	28	33	24	26	26	129	—	—	—
Calls Received Production	16	14	17	16	25	18	88	—	—	—
Calls Responded Production	2	2	1	2	2	2	9	—	—	—

## **2. District Claims Update Report**

No Claims to report.

## **3. Water Quality Report**

### PERFLUOROALKYL AND POLYFLUOROALKYL SUBSTANCES MONITORING

As reported at the April 2021 Board meeting, the State Water Resources Control Board, Division of Drinking Water (DDW) issued a Monitoring Order (Order) for perfluoroalkyl and polyfluoroalkyl substances (collectively “PFAS”). The Order required the District to begin quarterly monitoring by June 30, 2021, at 24 District wells.

On May 28, 2021, the District’s contract laboratory reported that perfluorooctanesulfonic acid (PFOA) was detected at a concentration of 12 parts per trillion (ppt) in a sample collected from Well N1. Well N1 was sampled on May 19, 2021. Subsequently, Confirmation Sampling was performed. The Confirmation Sample results came back quite a bit lower than the initial sample collected on May 19, 2021. For compliance purposes, the original result for PFOA (12 ppt) is averaged with the two Confirmation Sample results (3.8 ppt and 3.6 ppt). That value (6.5 ppt), is considered the result for the quarter.

The Response Level for PFOA is 10 ppt and the Notification Level is 5.1 ppt. The level of PFOA detected in Well N1 (6.5 ppt) exceeds the Notification Level for that compound. Notification Levels are health-based advisory levels established by DDW for chemicals in drinking water that lack Maximum Contaminant Levels.

When a Notification Level is exceeded in drinking water provided to customers, the California Health and Safety Code Section 116455 requires retail water systems to notify their governing bodies and the governing bodies of any local agencies (i.e., city or county, or a city and county) whose jurisdictions include areas supplied with their drinking water. SSWD staff are in the process of providing the requisite notifications.

According to USEPA’s Fact Sheet for Assessment Monitoring (List 1 Contaminants), industrial uses for PFOA include production of one or more of the following: fire-fighting foam, circuit board etching acids, alkaline cleaners, floor polish, pesticide for insect bait traps, fluoropolymers (i.e. Teflon), cosmetics, greases, lubricants, paints, adhesives, and photographic films.

PFOA is readily absorbed but not readily eliminated from the human body. Health effects associated with long-term exposure include harmful effects to a developing fetus or infant; harmful effects to the immune system, thyroid, and liver; and cancer.

The District will continue its commitment to adhering to the operational, monitoring, and reporting requirements prescribed by DDW designed to protect public health and safety. The District will

also continue to work closely with DDW and other stakeholders to ensure that customers are supplied with a continuous supply of clean and healthful drinking water.

A full report on the results of sampling associated with the DDW Order will be provided at the next Regulatory Compliance Committee meeting.

#### **4. Customer Service Monthly Activity Report**

Customer Service Activity Report for the month of May 2021.

<b>Total Calls</b>	<b>Calls Abandoned</b>	<b>% of Calls Abandoned</b>	<b>Average Wait on Queue</b>	<b>Max Wait on Queue</b>	<b>Average Talk Time</b>
2,375	24	1.01%	16s	6m, 19s	2m, 48s

#### **5. Targeted Delinquency Mailing**

On June 1, 2021, a letter was mailed to 1,620 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 is 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

0 T7 P1 1620 \*\*\*\*\*SNGLP

Customer

Customer Address

Sacramento, CA 95842



RE: Sacramento Suburban Water District Account **Number**

Dear Customer:

We are writing to inform you of your current account status, and to make you aware of an assistance program that may be able to help you with your past due bill.

Service Location: **Service Address**

Amount Due: **\$Amount**

Date of Last Payment: **Date**

If you are a renter who needs help paying for rent and utility bills due to COVID-19, you may qualify for an emergency relief program from the Sacramento Housing and Redevelopment Agency (SHRA). Please see the reverse of this letter for a flyer with more information, including eligibility requirements.

We understand the severe hardship that some of our customers are facing, and we encourage you to contact SSWD so that we can review your individual situation. 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. Our lobby remains closed to the public, but we are available by phone at 916-972-7171 or by email at [help@sswd.org](mailto:help@sswd.org).



## **6. Community Outreach Report**

### **July Bill Insert**

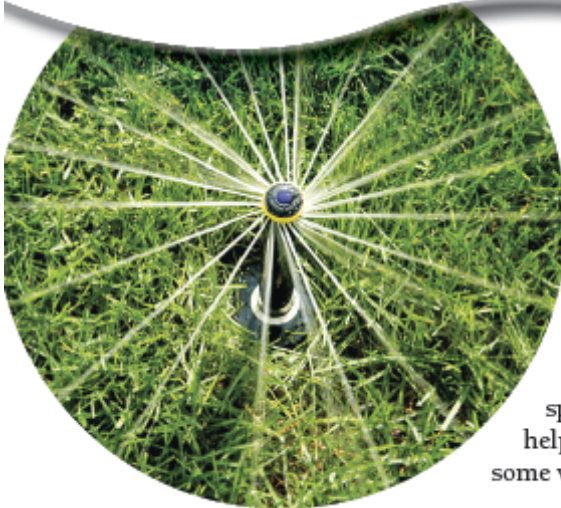
The July 2021 bill insert will begin on June 29, 2021, and will continue until, July 26, 2021. A sample of the bill insert is shown below.

00255821



# H<sub>2</sub>O on the Go

July 2021



## Water Wiser for Smart Irrigation Month

July is Smart Irrigation Month and it's the perfect time to up the I.Q. of your sprinkler system with help from SSWD. Here are some ways we can help:

### Weather-Based Sprinkler Timers –

The U.S. EPA estimates that installing a weather-based sprinkler timer can help the average homeowner save around 15,000 gallons of water per year and take the guesswork out of watering your yard. Rebates up to \$150 are available.

**Sprinkler System Upgrades** – Swapping out your old pop-up sprinklers for high-efficiency rotator sprinklers will not only help you use water more efficiently, they will also help your yard be healthier and happier. Rebates up to \$500 are available.

**Water-Wise House Calls** – SSWD's complimentary Water-Wise House Calls can help you make sure your sprinkler system is operating at its best. One of our water efficiency experts will check your sprinkler system for problems, set up a custom sprinkler schedule, check to see if you have any leaks, and tell you about available rebates.

## Consumer Confidence Report Now Available

SSWD's 2020 Consumer Confidence Report (CCR) is now available. The CCR is a required annual report SSWD produces that contains detailed information about the quality of water we provide, its sources, and other information. You can view the new CCR, as well as previous reports, at <http://www.sswd.org/departments/water-quality/consumer-confidence-reports>.



## Faces of SSWD | Jim Arenz, Senior Project Manager, Engineering Department

For July, we are spotlighting Jim Arenz of the Engineering Department. The Engineering Department is responsible for providing professional and technical expertise to plan for the future and help the District meet its mission of delivering reliable water service to its customers. The Department oversees the capital improvement program, provides water resources planning, project management, facilities planning and design, construction management, and inspection. Staff members also review plans for new developments, process requests for new water services, check and inspect developer-funded projects,

*Faces of SSWD | page 2*

[sswd.org](http://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.

## SSWD Water Supplies Remain Strong

### Voluntary Conservation is Requested

While SSWD is in a strong position to meet the water supply needs of its customers, the dry conditions are looking increasingly dire for the environment of the Lower American River. Reducing water use at home can help preserve our groundwater resources.

To help, in May the SSWD Board of Directors approved a new suite of rebate programs for both residential and commercial customers. New items now covered under the rebate program include soil moisture monitors for residential customers, and conductivity controllers and high-efficiency urinals for commercial customers. The rebate for upgrading sprinkler systems has also been increased from \$500 to \$1,000 for irrigation customers (multi-family, commercial, industrial, or institutional).

Complete details on the enhanced rebate program are available at [sswd.org/rebates](http://sswd.org/rebates).

### Take The 15-Gallon Challenge

The average person in the Sacramento region uses 127 gallons of water per day and most of that is used outdoors. Help make a difference during this dry year by taking the 15 Gallon Challenge and reducing your daily water use.

- Checking the soil moisture with a moisture meter before turning on your sprinklers will help you save 80 gallons of water per day. Request a free moisture meter, while supplies last, at [BeWaterSmart.info](http://BeWaterSmart.info).
- Installing a WaterSense-labeled weather based irrigation controller can help you save 10 gallons of water per day. SSWD has rebates available.
- Fixing household leaks can help you save 30 to 50 gallons of water per day. You can request a complimentary leak investigation if you need help.

Find more ways to participate at [sswd.org/challenge](http://sswd.org/challenge).

## July Tap Talk | Every Drop Counts During a Dry Year

On Thursday, July 29th from 12:00 to 1:00 p.m., SSWD Water Conservation Supervisor Greg Bundesen will discuss the importance of water efficiency during a dry year. He will cover the current state of the region's water supply and how you can be more water-efficient inside and outside of your home.



### Faces of SSWD | from page 1

perform fire hydrant flow tests, and coordinate with other utility companies.

#### Educational background:

Associate's degree in Environmental Sciences with a concentration in water and wastewater technologies from Pima Community College in Tucson.

#### Special certifications:

Distribution Operator Grade D4, Treatment Operator Grade T3, Cross Connection Control Specialist, Backflow Prevention Assembly Tester.

#### Work experience before SSWD:

I began my career in the water industry working as an operator for a small water district in Southern California, and then in the mid-'90s, I worked as a field technician for a private water treatment company in Tucson.

#### Best thing about your job:

My coworkers.

#### Greatest challenge at work:

Juggling priorities.

#### Most valuable lesson learned:

Patience.

#### Secret talent:

Problem solving.

#### Three things always in your refrigerator:

Cheese, wine, and beer.

#### What you like to do in your free time:

My hobbies include biking, kayaking, hiking, woodworking, and scuba diving. I am most happy when I have time to work on a project in my garage. I always seem to have several projects going at once.

#### Who would play you in a movie:

I'd like to think Paul Rudd, but it would likely be Seth Rogan.







## Agenda Item: 9

**Date:** June 21, 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	Q4 2021	N/A
79 Verner / Panorama <sup>1</sup> Pumping Station	Complete	Q4 2021	N/A
80 Walnut/Auburn Production Well	Q2 2021	Q4 2021	N/A

<sup>1</sup> 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	N/A
U Street Loop (0.6 miles of main)	Complete	Q3 2021	N/A

Meter Retrofit Program

The Meter Retrofit Program is on track to be complete in 2022, before the State deadline of January 2025.

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 <sup>3</sup>	June 2021	Complete
SCADA AMP	July 2021	N/A
Reservoir and Booster Pump Station AMP	2022	N/A
Meter AMP	2022	N/A

<sup>3</sup> 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, Department of Water Resources, to be completed by July 1, 2021. The following summarizes the final steps of the 2020 UWMP update.

- Adopted by the Board of Directors (May 17, 2021)
- Will be submitted to California Department of Water Resources when their web site portal is back up and accepting submissions again.

**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
N7 Rosebud	June	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
41 Albatross/ Iris	Electrical Repair	Construction	August	N/A
52 Weddigen/ Gothberg	Electrical Repair	Construction	July	N/A
N8 Field	Electrical Repair	Construction	June	N/A
N32B Poker	Well Casing Repair; Pump Replacement	Construction	July	N/A
N34 Cottage	Motor Repair	Construction	June	N/A
N35 Antelope North	Pump Repair	Construction	July	N/A
69 Hilldale/ Cooper	Water Quality Assessment	Investigation	TBD	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
68 Northrop/ Dornajo	Water Quality Assessment	Planning	TBD	N/A
72 River Walk/ NETP	Water Quality Assessment	Planning	TBD	N/A

### **Safety Upgrades for the Administration Building’s Backup Electrical System**

This project will provide the District an electrical distribution panel compliant with National Fire Protection Association’s Standard 70E (*Standard for Electrical Safety in the Workplace*). The project is expected to be complete in Q3 2021.

### **Operational Upgrades to Reservoirs and Booster Pump Stations (BPS)**

#### Antelope & Watt/Elkhorn Reservoir and BPS:

This project will provide 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 Q4 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 Q4 2021. Expected completion delayed to Q4 to shift priority

Engineering Report

June 21, 2021

Page 4 of 4

towards completion of the Antelope Reservoir project in time for the start of SJWD's Hinkle Reservoir Relining project.



## Agenda Item: 10

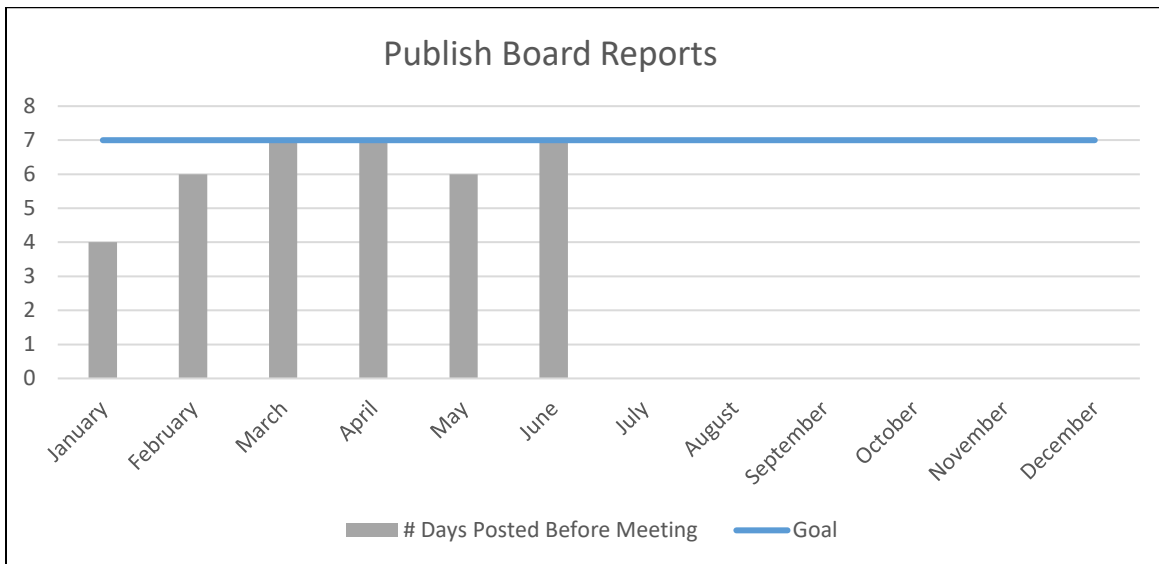
**Date:** June 21, 2021

**Subject:** Sacramento Suburban Water District Goals – 2021 Update

**Staff Contact:** Dan York, General Manager

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:

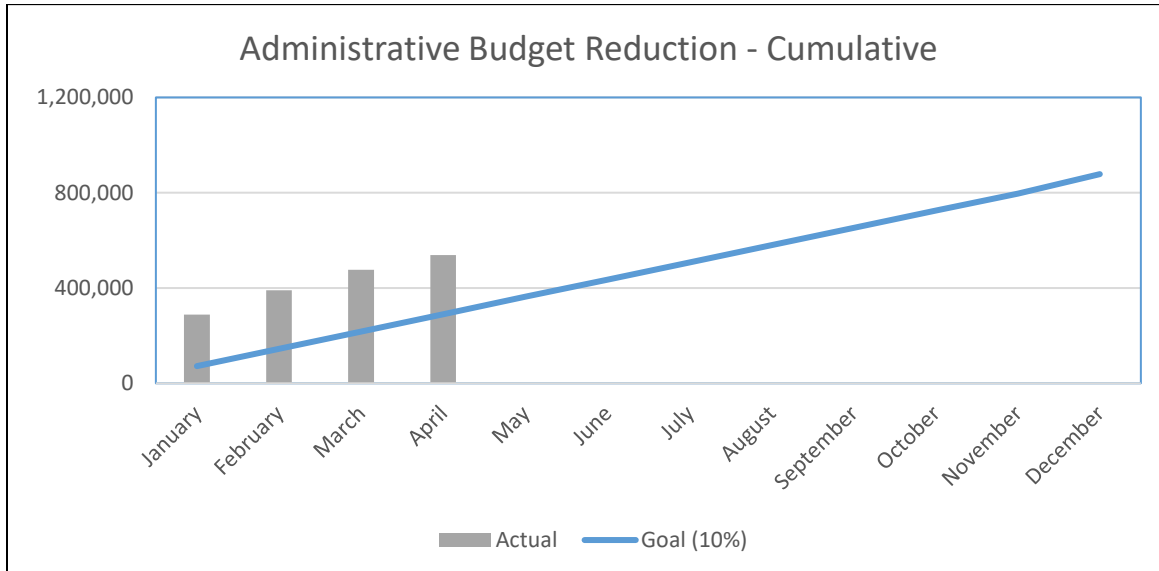
1. Distribute and post the full Board agenda one week prior to a Regular/Special Board meeting. Status: See the graph below. The January Board packet was complete and ready to post one week in advance, however, it was not posted due to the General Manager and Board President finalizing the General Manager’s 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 February 15<sup>th</sup> being a recognized holiday. The March and April Board packets were completed and posted on target. The May Board packet was completed on Tuesday, May 11<sup>th</sup> as the Governor’s Drought Declaration was not announced until late Monday, May 10<sup>th</sup>. The June Board packet was completed and posted on target.



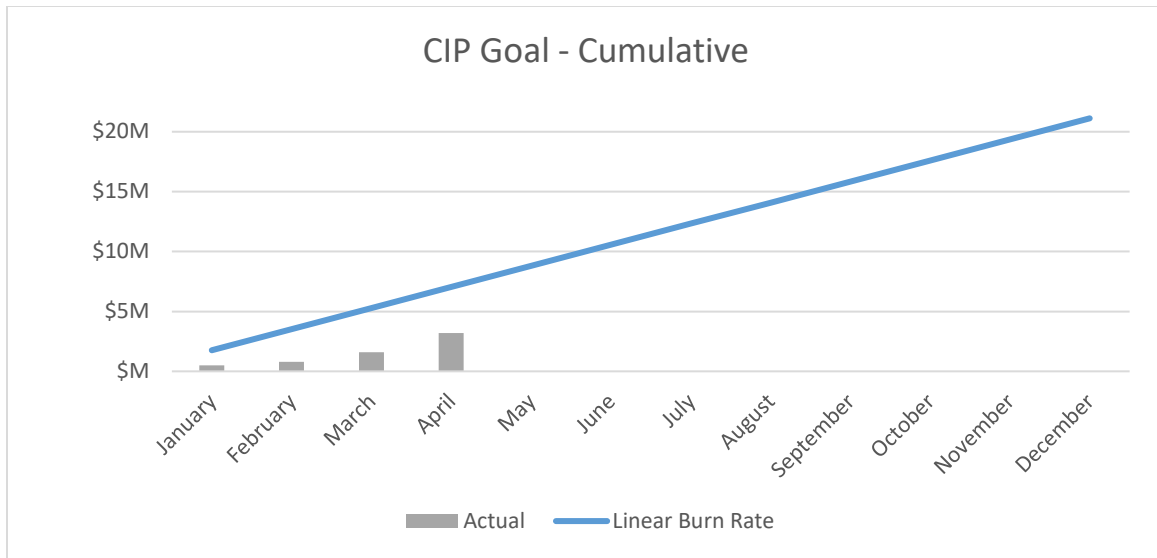
2. Meet with the Board in March 2021, and January thereafter, for an annual and long-term (5-10 year) planning session, which will include goals from the Strategic Plan. Status: The subject planning session was presented at the March 15<sup>th</sup> regular Board meeting. Staff was directed to bring back at a future Board meeting an update on Business Initiatives related to

the Strategic Plan. Staff is planning on presenting the Business Initiatives report at the August regular Board meeting.

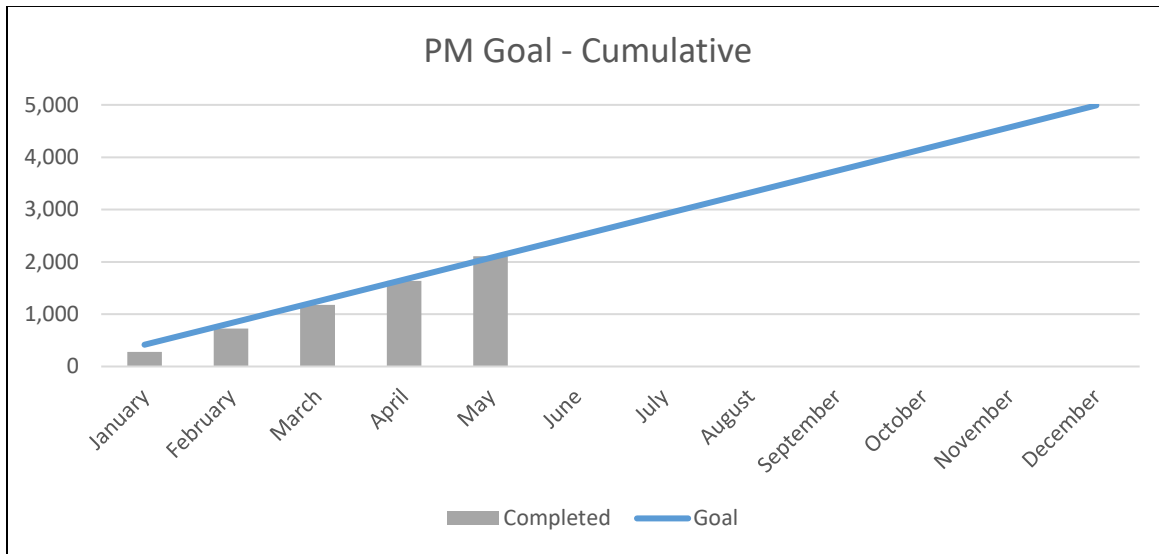
3. Improve the clarity and brevity of staff reports using an “Issue Paper” format to be developed with Board input. Status: Staff met with Director McPherson on March 16<sup>th</sup> to discuss the process of altering the staff reports to provide clarity and brevity for the Board. Staff will begin utilizing the new process beginning at the May 17<sup>th</sup> Regular Board meeting and request Board feedback.
4. Achieve a 10% reduction in the administrative budget. Status: See the below graph. The April cumulative data shows a 19% reduction year to date, 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: At the February 17<sup>th</sup> Employee Benefits Ad Hoc Committee, staff was provided direction to bring back the 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. Analysis will be presented to the Committee at an upcoming meeting.
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 meter installation and main replacement. Status: The below graph indicates the CIP Budget spent through April 2021. Also shown is a straight-line burn rate for reference. Note that historical burn rate is not linear and generally lags well below the linear line in the first part of the calendar year. Additionally, CIP amounts spent typically fluctuate non-linearly during the year. Through April 2021, \$3.20 million has been spent with \$11.64 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. This project is on track for completion in July.
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. Construction of the groundwater well is expected to be completed in late 2021, and the pump station is anticipated to be operational in 2023.
  - Well 7 / Seely Park – Staff continues to work 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. FECRPD is diligently working through the process to lift those constraints and no roadblocks have been identified, however, an estimate of when this process will be resolved is not possible at this time.
  - Walerga site – Staff has entered purchase negotiations with the owners for this site that was approved for purchase by the Board at the May 2021 regular meeting.
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 May 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. The 2021 transfer water quantities are approximately 14,000 acre feet (af). The price for 2021 transfer water is currently at approximately \$625 per af.

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
- RWA Executive Director Performance Evaluation Committee





## Agenda Item: 11

**Date:** June 21, 2021

**Subject:** Environmental Review for the Well 80 Walnut/Auburn Project

**Staff Contact:** David Espinoza, P.E., Senior Engineer

To comply with the California Environmental Quality Act (CEQA), an Initial Study/Mitigated Negative Declaration (IS/MND) has been prepared by the District's consultant. Based on the evaluation of the Initial Study, a Mitigated Negative Declaration (MND) is proposed because the proposed project would not have significant impacts on the environment.

A CEQA public review period is required in advance of adopting an IS/MND. To comply with this requirement a Notice of Intent to Adopt (NOI) a MND has been prepared (Exhibit 1) and made available for the public as follows:

- The NOI was filed with the State Clearinghouse on May 28, 2021, and recorded at the Sacramento County Recorder's office for circulation to various State agencies and public review.
- The NOI was also posted both electronically on the District's website ([www.wsswd.org](http://www.wsswd.org)) and a physical copy at the project site.

A 30-day public review period began on May 28, 2021, and will end on June 28, 2021. A Public Hearing will be held at the July 19, 2021, regular Board meeting. Following the Public Hearing, a separate Board item will be presented by staff recommending the Board consider adoption of a MND for the subject project.

**Attachments:**

1. Notice of Intent to Adopt a Mitigated Negative Declaration – Well 80 Walnut/Auburn Project

# NOTICE OF INTENT TO ADOPT A MITIGATED NEGATIVE DECLARATION

## Well 80 Walnut/Auburn Project

**Date:** May 28, 2021

**To:** Responsible Agencies, Trustee Agencies, and Interested Persons

**Lead Agency and Project Proponent:** Sacramento Suburban Water District

**Subject:** Well 80 Walnut/Auburn Project

**Review Period:** May 28, 2021 – June 28, 2021

**Purpose of Notice:** Notice is hereby given that the Sacramento Suburban Water District (SSWD) intends to adopt a Mitigated Negative Declaration (MND) in compliance with the California Environmental Quality Act (CEQA) for the Well 80 Walnut/Auburn Project (project).

**Background:** SSWD is a publicly owned and operated water utility regulated by California Division of Drinking Water and State Water Code laws. SSWD provides water to its customers from 70 operational groundwater production wells. SSWD has contractual rights to 26,064 acre-feet per year from the City of Sacramento water entitlement, and a contract to purchase up to 29,000 acre-feet of surface water per year from Placer County Water Agency. The service area of SSWD includes Arden/Arcade, Foothill Farms between I-80 and the Union Pacific Railroad; and portions of Citrus Heights, Carmichael, North Highlands, the City of Sacramento, Antelope, and McClellan Business Park (SSWD 2020). SSWD holds a water system permit administered by the California Division of Drinking Water for operation of the water supply and distribution system.

**Project Location:** The 1.1-acre project site is located at 5334 Walnut Avenue, in unincorporated Sacramento County. The project site is undeveloped and includes ruderal vegetation, various mature trees, and a drainage ditch at the eastern end of the parcel. The project site is bordered by Walnut Avenue to the west, an undeveloped residentially zoned parcel to the north, and developed light commercially zoned parcels to the northeast, southeast, and south. Surrounding land uses include various residential and commercial uses.

**Project Description:** SSWD needs to construct a new groundwater production well in its North Service Area well field as a replacement for supplies and source capacity that have been lost due to aging infrastructure and water quality impacts. Well 80 would not increase SSWD's groundwater extraction; rather, it is needed to maintain groundwater extraction capability to meet existing demand and water quality requirements as older wells reach the end of their useful life and are taken out of service.

The Well 80 Project would include: construction and operation of one groundwater well, anticipated to be capable of producing approximately 1,500 gallons per minute; construction and operation of a chlorination system for the pumped groundwater, and associated site infrastructure for general construction and maintenance activities, and access to the well and treatment facilities.

**Findings:** An Initial Study (IS) has been prepared to assess the project’s potential effects on the environment and the significance of those effects. Based on the Initial Study, it has been determined that the project would not result in a potentially significant impact and would not require an environmental impact report.

The project would result in no impact or less-than-significant impacts for the following issue areas:

- ▶ Aesthetics
- ▶ Agriculture and Forest Resources
- ▶ Air Quality
- ▶ Energy
- ▶ Geology / Soils
- ▶ Greenhouse Gas Emissions and Climate Change
- ▶ Hazards and Hazardous Materials
- ▶ Hydrology and Water Quality
- ▶ Land Use / Planning
- ▶ Mineral Resources
- ▶ Population / Housing
- ▶ Public Services
- ▶ Recreation
- ▶ Transportation
- ▶ Tribal Cultural Resources
- ▶ Utilities / Service Systems; and
- ▶ Wildfire Hazard.

Potentially significant impacts were identified for biological resources, cultural resources, and noise; however, mitigation measures included in the IS/MND would reduce all impacts to a less-than-significant level.

**Public Review:** This IS/MND is a disclosure document that is being made available to the public for review and comment. The public comment period is 30-days from May 28, 2021 – June 28, 2021.

Hard-copy review of the IS/MND will not be provided. However, the IS/MND is available for review online:

- ▶ <https://www.sswd.org/departments/engineering/capital-improvement-program/current-projects/well-80-walnut-auburn>

In addition, the supporting documents are available upon request from SSWD.

Comments should be addressed to:

Sacramento Suburban Water District  
Attn.: David Espinoza, P.E., Senior Engineer  
3701 Marconi Avenue, Suite 100  
Sacramento, CA 95821

E-mail comments may be addressed to: [despinoza@sswd.org](mailto:despinoza@sswd.org)

If you have questions regarding the IS/MND, please call David Espinoza at: (916) 679-2886. If you wish to send written comments (including via e-mail), they must be postmarked (or received via email) by **June 28, 2021**.

After public and agency comments are received and considered, SSWD may (1) adopt the MND and approve the project; (2) undertake additional environmental studies; or (3) decide not to approve the project. If the MND is adopted and the project is approved, SSWD may proceed with the project.



## Agenda Item: 12

**Date:** June 21, 2021

**Subject:** Customer Service Area Security Upgrade Project

**Staff Contact:** Julie Nemitz, Customer Services Manager

As presented in the CY2021 Budget justification process, and approved in the CY2021 Budget, the Customer Service workspace area has factors that pose risk for staff from workplace violence. The factors include, per the National Institute for Occupational Safety and Health (NIOSH) <sup>1</sup>, contact with the public, the exchange of money, working with unstable or volatile persons, and working in a community-based setting. The Customer Service Area Security Upgrade project is intended to provide a level of security consistent with the industry standard for workplaces with such risk factors, which includes Level II ballistic protection similar to that seen in a banking environment.

This project's Level II protection will consist mainly of the installation of new ballistic wall paneling components and clear plexiglass "windows" to provide industry-standard protection for staff. A primary goal of the project is to maintain the "open and welcoming" atmosphere that currently exists in the Customer Service area. The project also includes replacement of the glass walls and doors located between the Customer Service area and the Board Room to eliminate the ability of unauthorized persons to easily access the facility from the Customer Service lobby. Remaining improvements include minor electrical and network cabling.

As required by this project's County permit, Americans with Disabilities Act (ADA) improvements will be made to the exterior of the building, primarily in the parking lot and public access areas.

The project is still in the final phase of permitting. The construction phase is expected to begin in early July and be completed within about six weeks. Staff is working hard to complete this project while the Customer Service area is closed to the public due to the COVID-19 pandemic. Customer Service operations are not anticipated to be affected by the project.

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<sup>1</sup> NIOSH [2014]. Violence in the Workplace. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 96-100



## Agenda Item: 13

**Date:** June 21, 2021

**Subject:** ACWA/JPIA H.R. LaBounty Safety Award

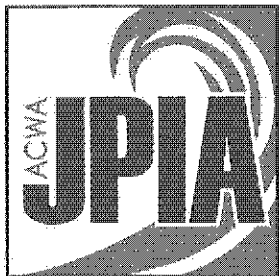
**Staff Contact:** Todd Artrip, Operations Manager

The District's insurance carrier, the Association of California Water Agencies Joint Powers Insurance Authority (JPIA) encourages all member agencies and their staff to not only practice good safety, but to actively seek improvements to further reduce risk and protect workers. The H.R. LaBounty Safety Award Program is designed for all JPIA members as a way to promote safe workplace behavior and operations practices while rewarding those employees who demonstrate safe behavior, take part in recognizable proactive activities, or participate in risk-reducing actions. It gives members another way to foster a safety culture that reduces the potential for losses.

JPIA staff receives nominations for safety awards from member agencies who choose to participate in the safety program, and twice a year, select nominees who have made contributions to their respective agencies through some significant action or behavior. JPIA staff, the chairpersons of the Executive Committee, Risk Management Subcommittee, and Workers' Compensation Subcommittee then evaluate each of the nominations. Monetary awards ranging from \$50 to \$500 may be awarded to selected nominees.

In 2020, the District submitted one safety award nomination. The nomination was recently selected for an award (Attachment 1). Listed below is the award winner, dollar amount, and description of nomination:

Tom Dickinson, \$250.00 – The District requires contractors to use Fire Hydrant Meter Backflow Assemblies (Hydrant Meters) for construction water (e.g., dust control, etc.) at construction sites within the District's service area. Hydrant Meters are transported back and forth from the Walnut Corporation Yard warehouse to the reception area where contractors pick them up. The Hydrant Meters are also transported from the warehouse to fire hydrants at the Walnut Corporation Yard where they are periodically tested for accuracy. Historically, the Hydrant Meters were either hand carried or hand-trucked by a single staff person. Their weight (Approximately 50 pounds) and bulky nature made both methods of moving the Hydrant Meters put staff at risk of musculoskeletal injuries. To mitigate that risk, Mr. Dickinson designed and built a cart to safely and ergonomically transport and test up to two Hydrant Meters.



YOUR BEST PROTECTION

ACWA JPIA

May 11, 2021

P. O. Box 619082  
Roseville, CA 95661-9082

phone  
916.786.5742  
800.231.5742

www.acwajpia.com

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

**Re: H.R. LaBounty Safety Awards Program**

Dear Dan:

President  
E.G. "Jerry" Gladbach

Vice President  
Tom Cuquet

Chief Executive Officer  
Walter "Andy" Sells

Executive Committee  
Fred Bockmüller  
Tom Cuquet  
David Drake  
E.G. "Jerry" Gladbach  
Brent Haste  
Melody A. McDonald  
Randall Reed  
J. Bruce Rupp  
Pamela Tobin

On behalf of the ACWA JPIA, I am pleased to enclose a check, thank you letter, and award certificate for:

**Tom Dickinson, Cross-Connection Control Specialist     \$250**

I am sure you will be proud to present this award to Tom for his outstanding contribution to your District's health and safety programs.

Your District's participation in this ongoing program is deeply appreciated. Continued involvement by Sacramento Suburban Water District's employees is always welcomed.

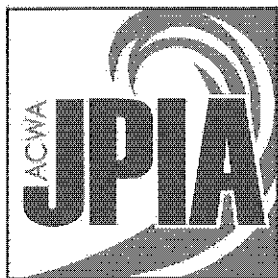
Sincerely,

Walter "Andy" Sells  
Chief Executive Officer

519:0

Enc.

- Core Values
- People
  - Service
  - Integrity
  - Innovation



YOUR BEST PROTECTION

May 11, 2021

## ACWA JPIA

P. O. Box 619082  
Roseville, CA 95661-9082

phone  
916.786.5742  
800.231.5742

[www.acwajpia.com](http://www.acwajpia.com)

Tom Dickson, Cross-Connection Control Specialist/  
Environmental Compliance  
Sacramento Suburban Water District  
3701 Marconi Avenue, Ste. 100  
Sacramento, CA 95821-5303

### Re: H.R. LaBounty Safety Awards Program

Dear Tom:

President  
E.G. "Jerry" Gladbach

On behalf of the ACWA JPIA, we would like to thank you for your recent safety award submission.

Vice President  
Tom Cuquet

We greatly appreciate that you contributed your time and efforts to promote safe workplace behavior and improve existing operational practices. It is individuals like you who demonstrate safe behavior, take part in training, and participate in risk-reducing actions that foster a positive safety culture.

Chief Executive Officer  
Walter "Andy" Sells

Enclosed is a certificate in honor of your achievement. The entire JPIA membership is successful because of individuals like you. *We encourage you to cash the enclosed check promptly.*

Executive Committee  
Fred Bockmiller  
Tom Cuquet  
David Drake  
E.G. "Jerry" Gladbach  
Brent Hastey  
Melody A. McDonald  
Randall Reed  
J. Bruce Rupp  
Pamela Tobin

Please continue your risk management practices. We look forward to future safety award submissions from you.

Sincerely,

Walter "Andy" Sells  
Chief Executive Officer

Core Values  
• People  
• Service  
• Integrity  
• Innovation

Enc. Certificate

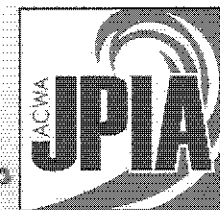
**The JPIA Proudly Presents the  
H.R. LaBounty Safety Award**

**to**

**Tom Dickinson**

**Sacramento Suburban Water District**

**May 2021**







# H.R. LaBounty Safety Awards Nomination Form

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## **Nomination Deadlines:**

**Spring Awards: February 1, 2021**

**Fall Awards: September 1, 2021**

**Agency:** Sacramento Suburban Water District

**Project/Initiative Title:** Hydrant Backflow Meter Cart

Implementation Date: 03/18/2020

Cost to Implement: \$350.00

Staff Time Required: 20-hrs

Number of Employees/Facilities Impacted: 7-8

## **Employee/Department/Committee Nominated:**

Name(s): Tom Dickinson

Job Title/Department: Cross-Connection Control Specialist/Environmental

Compliance

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## Nomination Summary

*Write a brief summary of your project/initiative. Clearly state the problem/hazard recognized by the nominee and the specific reasons that they initiated corrective action.*

As part of Sacramento Suburban Water District's (SSWD) ongoing policy to involve staff in promoting a safe work environment, Tom Dickinson, Cross-Connection Control Specialist, proposed a safer method to transport and test Fire Hydrant Backflow Meter Assemblies (Hydrant Meters) at the Walnut Corporation Yard. SSWD requires contractors to use Hydrant Meters for construction water (e.g., dust control etc.) at construction sites within SSWD's service area. Hydrant Meters are transported back and forth from the warehouse to the reception area where contractors pick them up. The Hydrant Meters are also transported from the warehouse to fire hydrants at the Walnut facility where they are periodically tested. Historically, the Hydrant Meters were either hand carried or hand-trucked by a single staff person. Their weight and bulky nature made both methods of moving the Hydrant Meters undesirable and put staff at risk to injury. To mitigate that risk, Tom designed and built a cart to safely and ergonomically transport and test up to two Hydrant Meters.

*Describe the specific actions taken to resolve the problem(s) or challenge(s). Share the best practices that made this initiative successful for the agency and its impact.*

Following design of the Hydrant Meter cart, Tom began transforming a generic, flat-topped material cart into a Hydrant Meter transport and testing cart. He solicited input from other colleagues and made minor design adjustments during fabrication. Once the initial fabrication was complete, the cart was sent to a welding contractor for final fabrication. The finished product provided a safer and more efficient way to transport and test Hydrant Meters at the Walnut Corporation Yard.

*State whether the hazard was reduced with engineering controls, introduced a new administrative or work procedure, or relied on personal protective equipment to solve the problem.*

The hazard was reduced by designing an improved method to transport and test Hydrant Meters at the Walnut facility. Once constructed, this new method of transport and testing Hydrant Meters was put in place. This method has significantly reduced the number of times a Hydrant Meters must be physically picked up from the floor. Two assemblies can be handled at one time making the process not only safer, but also more efficient.

*Describe any extraordinary circumstances that made this nominee's safety accomplishments significant. Describe whether the nominee influenced safety in the workplace, encouraged employee participation in safety efforts, obtained organizational "buy in" to implement the solution.*

Because the cart was designed specifically to transport and test Hydrant Meters, the potential for back strains, trip hazards, finger injuries, etc. has been significantly reduced. "Buy-in" by all involved staff was immediate and automatic because it made the task of moving the Hydrant Meters easier without requiring any additional effort..

*Describe whether the project/initiative addressed a hazard or exposure included in the JPIA Commitment to Excellence Program.*

This project addressed a hazard that had the potential to cause injury and lost time to an employee.

Office/Field Ergonomics

Vehicle Operations

Slip/trip/falls – falls from heights

Other: Equipment Transportation

*List and attach any supporting materials that you feel are important for the reviewers to gain a complete picture of the nomination. Digital photos, supporting documentation, sample forms, etc.*

Please see the attached Job Hazard Analysis (JHA) & associated photos.

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**Nominated by:** Doug Cater

**Date:** 01/06/2021

**General Manager:** Dan York

**Date:**

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Please email this form with supporting documents and digital photos (jpg) to [tlofing@acwajpia.com](mailto:tlofing@acwajpia.com).

Previous Procedure to Transport



Putting on Handtruck



New Hydrant Meter Transportation Cart



Hydrant Meter Cart with Two Assemblies



Loading New Hydrant Meter Cart



Previous Backflow Testing Setup



New Backflow Testing Setup



## Sacramento Suburban Water District

### JOB HAZARD ANALYSIS

Department: Environmental Compliance Department		Location: Walnut Office	
Job or Activity: Issuance and Testing of Hydrant Meter Backflow Prevention Assembly (Assembly)		Date: December 12, 2020	
STEPS Sequence of Basic Job Steps	HAZARDS <i>Potential Job Hazards</i>	CONTROLS <i>Recommended Actions and/or Procedures</i>	
1. Remove Assembly from lower shelf and place onto the hand-truck. (Fig. #1)	1. The location of the Assembly on the lower shelf and their weight could pose a threat for back injury.	1. Create a storage location for the Assembly that would not pose a threat for back injuries. Use proper lifting practices (e.g. bend legs).	
2. Transport Assembly from storage location to deliver to Senior Engineering Technician and to testing hydrant (Fig. #2)	2. Placing on the hand-truck is unstable - potential of falling on someone or something. (Fig. #3)	2. Create a transportation cart that can easily support the Assembly and use for easy testing of Assembly on the cart. (Fig. #4)	
3. Deliver the Assembly to Senior Engineering Technician.	3. None.	3. None.	
4. Place the Assemblies in storage drawer in the Senior Engineering Technician's office.	4. The location of the storage drawer and the weight of the Assembly may pose a threat for back injury	4. Assemblies can remain on storage cart until transfer is complete this would eliminate potential injury. Use proper lifting practices (Fig. #5).	
5. Return the hand-truck to warehouse.	5. None.	5. None.	
6. Place returned Assembly on hand-truck.	6. The placement of the Assembly on hand-truck could pose a threat for back injuries.	6. Use created storage cart and proper lifting practices (e.g. bend legs).	
7. Deliver the Assembly to the fire hydrant located in the back of the Walnut Yard (Southwest area of Walnut Yard).	7. None.	7. The storage cart can be used as a testing bench – does not require removal from cart while testing.	



<p>8. Attach the Assembly to the fire hydrant for testing.</p>	<p>8. Lifting the Assembly and attaching it to the fire hydrant could pose a threat for back injury. If the Assembly falls, the weight of the Assembly could cause physical harm to staff. (Fig. #3)</p>	<p>8. Connecting a water hose directly to the cart that is tested at the establish dedicated area for the testing of Assemblies, complete with supports that hold the Assembly in place and stable during the installation, testing, and removal.</p>
<p>9. Perform test on the Assembly.</p>	<p>9. Old Style Setup required lifting Assembly manually attaching to hydrant. Lifting could pose a threat for back injuries (Fig. #6)</p>	<p>9. Assemblies now remain on the storage cart for testing eliminating the threat of a possible back injury. * could pose a threat for back injurie could pose a threat for back injuries. (Fig. #7)</p>
<p>10. Return the Assembly to the "ready" location on the shelf.</p>	<p>10. The location of the Assemblies on the lower shelf and their weight could pose a threat for back injury.</p>	<p>10. Created a storage location for the Assemblies that would not pose a threat for back injury. Use proper lifting practices (e.g. bend legs).</p>



## Agenda Item: 14

**Date:** June 21, 2021

**Subject:** Water System Sanitary and Compliance Inspection

**Staff Contact:** Matt Underwood, Assistant General Manager

In March 2021, The State Water Resources Control Board, Division of Drinking Water (DDW) conducted a Water System Sanitary and Compliance Inspection (Inspection) of the District's water system. The Inspection began on March 17<sup>th</sup>, concluded on March 24<sup>th</sup>, and included all District groundwater production facilities, elevated storage tanks, ground level reservoirs, booster pump stations, and pressure reduction facilities. No significant findings were reported to District staff by DDW personnel during the Inspection.

On May 7, 2021, the District received a Water System Sanitary Survey and Compliance Inspection Report (Report) from DDW for the March 2021 Inspection. DDW's overall assessment, as provided in the Report, is as follows:

*"Sacramento Suburban Water District has demonstrated their competency in delivering safe, reliable, and clean drinking water. Personnel representing the District were prepared and educated in the practice of owning and operating a water system. The District is proactively managing their sources to ensure a reliable supply that meets drinking water standards. The system infrastructure ranged in condition from old to new. The District maintained a balance between pre-maturely replacing and maximizing the life-span of infrastructure. Management and operator certifications appeared to be satisfactory."*

The cover letter for the Report directed District staff to review the document and provide a response to items listed in the Report and its appendices. Items identified as requiring a response by the District included the following:

- Well site specific comments
- ANSI/NSF 61 certification for chemical feed tubing
- Water quality monitoring

The Report includes some minor action items and discrepancies that have already been addressed by staff, including the majority of the well site specific findings and the verification of monitoring data. Other items will be addressed when possible, such as overdue monitoring for offline wells.

District staff is currently drafting a response letter to address each of the findings and discrepancies.



## Agenda Item: 15

**Date:** June 21, 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. ACWA Managing CA’s Groundwater: Drinking Water Needs & Disadvantaged Community Engagement  
June 28, 2021  
Virtual  
<https://www.acwa.com/events/>
2. ACWA Drought Messaging Webinar  
June 30, 2021  
Virtual  
<https://www.acwa.com/events/>
3. RWA Board Meeting  
July 8, 2021  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
4. LAFCo Board Meeting  
August 4, 2021  
Virtual  
<https://saclafco.saccounty.net/Pages/default.aspx>

## Upcoming Water Industry Events

June 21, 2021

Page 2 of 3

5. SGA Board Meeting  
August 12, 2021  
Virtual  
<https://www.sgah2o.org/meetings/board-meetings/>
6. ACWA – CA-NV AWWA Water Education Seminare  
August 18, 2021  
Online  
<https://www.acwa.com/events/>
7. CSDA Annual Conference & Exhibitor Showcase  
August 30 – September 2, 2021  
Monterey, CA  
<https://members.cstda.net/imis1/EventDetail?EventKey=21ANNCONF>
8. RWA Board Meeting  
September 9, 2021  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
9. LAFCo Board Meeting  
October 6, 2021  
Virtual  
<https://saclafco.saccounty.net/Pages/default.aspx>
10. SGA Board Meeting  
October 14, 2021  
Virtual  
<https://www.sgah2o.org/meetings/board-meetings/>
11. Cal-Nev AWWA Annual Fall Conference  
October 18-21, 2021  
Virtual  
<https://www.awwa.org/ace/>
12. RWA Board Meeting  
November 4, 2021  
Virtual  
<https://rwah2o.org/meetings/board-meetings/>
13. ACWA 2021 Fall Conference & Exhibition  
November 30 – December 3, 2021  
Pasadena, CA  
<https://www.acwa.com/events/>

## Upcoming Water Industry Events

June 21, 2021

Page 3 of 3

### 14. LAFCo Board Meeting

December 1, 2021

Virtual

<https://sac.lafco.saccounty.net/Pages/default.aspx>

### 15. 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 3<sup>rd</sup> Tuesday of the month at 6:00 p.m.
- Citrus Heights Water District: <http://chwd.org/> - Every 3<sup>rd</sup> Wednesday of the month at 6:30 p.m.
- Del Paso Manor Water District: <https://www.delpasomanorwd.org/> (916)487-0419 - Every 1<sup>st</sup> Tuesday of the month at 6:30 p.m.
- El Dorado County Water Agency - <http://www.edlafco.us/> - Every 2<sup>nd</sup> Wednesday of the month at 10:00 a.m.
- El Dorado Irrigation District - <http://www.eid.org/> - Every 2<sup>nd</sup> and 4<sup>th</sup> Monday's of the month at 9:00 a.m.
- Fair Oaks Water District: <http://www.fowd.com/> - Every 2<sup>nd</sup> Monday of the month at 6:30 p.m.
- Natomas Mutual Water Company - <http://natomaswater.com/> - Every 2<sup>nd</sup> Tuesday of the month at 9:00 a.m.
- Orangevale Water Company - <https://orangevalewater.com/> - Every 1<sup>st</sup> Tuesday of the month at 4:00 p.m.
- Placer County Water Agency: <https://pcwa.net/> - Every 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month at 2:00 p.m.
- Rio Linda/Elverta Community WD: <http://www.rlecwd.com/> - Every 3<sup>rd</sup> Monday of the month at 6:30 p.m.
- San Juan Water District: <http://www.sjwd.org/> - Every 4<sup>th</sup> Wednesday of the month at 6:00 p.m.



## Agenda Item: 16 a.

**Date:** June 21, 2021

**Subject:** Upcoming Policy Review – Communication and Team Building Policy (PL – Adm 008)

**Staff Contact:** Matt Underwood, Assistant General Manager

### **Background:**

The Communication and Team Building Policy (PL – Adm 008) (Policy) is scheduled for its biennial review. The Policy was adopted by the Board on September 15, 2003, and was last reviewed by the Board on May 20, 2019. Staff have reviewed the Policy and are recommending only minor changes to the Policy.

### **Discussion:**

The Policy update includes some minor language and structure changes. Staff is recommending the following change:

Section 200.00 was changed to allow safety/hazard recognition programs and events to the list of allowed purposes.

The Policy is scheduled for Board review and approval at the July 19, 2021, regular Board meeting. If a Director desires to comment on the policy, staff requests that they do so by June 28, 2021. If no comment is received, this policy will be placed as a Consent Item on the July 19, 2021 regular Board meeting agenda.

This Policy update was not reviewed by legal counsel.

### **Attachment:**

1 – Communication and Team Building Policy (PL – Adm 008) – Redline

Sacramento Suburban Water District

**Communication and Team Building Policy**

Adopted: September 15, 2003

Approved with Changes: ~~May 20, 2019~~ July 19, 2021

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**100.00 Purpose of the Policy**

The purpose of this policy is to enhance communications among District staff that are located in two offices ~~—~~ Walnut and Marconi, and support team building events to build relationships, share information and improve transparency, ~~and~~ enhance employee morale and teamwork, improve job performance, promote safety, enhance teamwork, and maintain a positive work environment.

**200.00 Policy**

The Board of Directors authorizes the General Manager to ~~spend monies~~ utilize funds decided upon at the final approved in the annual budget for the following purposes:

1. District-wide staff meetings (ex. Monthly All Hands Meetings).
2. District ~~t~~Team ~~b~~Building ~~f~~Functions (ex. Annual Achievement).
3. Project events that are District-wide (ex. Strategic Planning).
- ~~3-4.~~ Safety/Hazard recognition programs and events.

The District will implement procedures to conform to the requirements of this Policy. Specific events planned for the calendar year, including costs, ~~are~~ shall be included in the annual Budget.

**300.00 Policy Review**

This policy is consistent with State law and will be reviewed by the Board of Directors at least biennially. Further, this policy will be utilized in the District's annual budgeting process.

**REGIONAL WATER AUTHORITY  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
Monday, June 7, 2021; 8:30 a.m.**

**AGENDA**

**This is a joint board meeting between the Regional Water Authority (RWA), Sacramento Central Groundwater Authority (SCGA), and the Sacramento Groundwater Authority (SGA). The purpose of this meeting is to have a facilitated workshop regarding the potential staffing and integration of the SGA and Sacramento Central Groundwater Authority SCGA**

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 Board of Directors 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:**

Mon., June 7, 2021 8:30 AM – 10:30 AM (PST)

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

<https://global.gotomeeting.com/join/948333381>

**You can also dial in using your phone.**

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

**Access Code: 948-333-381**

**1. CALL TO ORDER AND ROLL CALL**



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

**3. WORKSHOP TOPIC: POTENTIAL INTEGRATION AND STAFFING OF SGA AND SCGA**

Information, Presentation and Discussion: John Woodling, SCGA Interim Executive Director, Jim Peifer, RWA and SGA Executive Director, and Gina Bartlett, Consensus Building Institute

**4. ADJOURNMENT**

**REGIONAL WATER AUTHORITY  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
Friday, June 11, 2021; 1:00 p.m.**

**AGENDA**

**The purpose of this meeting is to brief RWA board members, water managers and local elected leaders on projected drought impacts on the region's water supplies and environment, and the drought-related actions underway by local water providers**

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 Board of Directors may consider any agenda item at any time during the meeting.

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**Meeting Information:**

Briefing on Drought Impacts to Water Supplies and the Environment  
Fri, Jun 11, 2021 1:00 PM - 2:30 PM (PDT)

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

<https://global.gotomeeting.com/join/947864477>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code: 947-864-477**

**1. CALL TO ORDER AND ROLL CALL**

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

**3. DROUGHT BRIEFING**

Information and Presentation: RWA and Water Forum Staff

**4. ADJOURNMENT**

Agenda Item 17 b.

**SACRAMENTO GROUNDWATER AUTHORITY  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
Monday, June 7, 2021; 8:30 a.m.**

**AGENDA**

**This is a joint board meeting between the Regional Water Authority (RWA), Sacramento Central Groundwater Authority (SCGA), and the Sacramento Groundwater Authority (SGA). The purpose of this meeting is to have a facilitated workshop regarding the potential staffing and integration of the SGA and Sacramento Central Groundwater Authority SCGA**

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 Board of Directors 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:**

Mon., June 7, 2021 8:30 AM – 10:30 AM (PST)

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

<https://global.gotomeeting.com/join/948333381>

**You can also dial in using your phone.**

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

**Access Code: 948-333-381**

**1. CALL TO ORDER AND ROLL CALL**

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

**3. WORKSHOP TOPIC: POTENTIAL INTEGRATION AND STAFFING OF SGA AND SCGA**

Information, Presentation and Discussion: John Woodling, SCGA Interim Executive Director, Jim Peifer, RWA and SGA Executive Director, and Gina Bartlett, Consensus Building Institute

**4. ADJOURNMENT**

**SACRAMENTO GROUNDWATER AUTHORITY  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
Thursday, June 10, 2021; 9:00 a.m.**

**AGENDA**

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

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection on SGA's website. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact [cpartridge@rwah2o.org](mailto:cpartridge@rwah2o.org). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

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

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

**Meeting Information:**

**SGA Board Meeting  
Thu, Jun 10, 2021 9:00 AM - 11:00 AM (PDT)**

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

<https://global.gotomeeting.com/join/502815029>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: **502-815-029**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.
- 3. CONSENT CALENDAR**
  - 3A. Minutes of April 8, 2021 meeting
  - 3B. Fiscal Year 2020 - 2021 Budget Carryover Request

**Action: Approve All Consent Items**

- 4. SACRAMENTO CENTRAL GROUNDWATER AUTHORITY UPDATE**  
Discussion: Jim Peifer, Executive Director
- 5. SUSTAINABLE GROUNDWATER MANAGEMENT ACT (SGMA) AND GROUNDWATER MANAGEMENT PROGRAM UPDATE**  
Discussion: Rob Swartz, Manager of Technical Services
- 6. LEGISLATIVE UPDATE**  
Discussion: Ryan Ojakian, Legislative and Regulatory Affairs Manager
- 7. EXECUTIVE DIRECTOR'S REPORT**
- 8. DIRECTORS' COMMENTS**

**ADJOURNMENT**

**Next SGA Board of Director's Meeting** – August 12, 2021, 9:00 a.m. at the RWA/SGA office, 5620 Birdcage Street, Ste. 110, Citrus Heights. The location is subject to change depending on the COVID-19 emergency.

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

**AB1234 Director Locke Meeting Notifications**

**May 3**

**Employee Benefits Ad Hoc Committee Meeting**

**May 4**

**Writing your utility's digital playbook – California Data Collaborative**

Featuring Klir CEO and co-founder David Lynch, and moderated by our own Christopher Tull, this webinar will highlight frameworks for improving your agency's digital playbook and converting data into meaningful improvements. David Lynch is the co-founder and CEO of Klir, software built specifically for water to reduce the pain of administration and data management. David has worked with water utilities and regulators in Europe and the US for over 15 years and is an expert in regulation and compliance. He specializes in defining policy and building software for water users

**May 5**

**DWR Water Wednesday: Clean Water for California**

Did you know that in California, every person has a right to safe, clean, affordable water for drinking, washing, and cooking? For Drinking Water Awareness Week join special guest speaker, Samantha Bishop, to learn about how we know our drinking water is safe and the role of the United States Environmental Protection Agency in helping to ensure that all Californians have access to clean, safe water.

**May 6**

**RWA Meeting**

**May 7**

**The California Systems and Rate Payers: A Guide to Communication in 2021 webinar series RCAC**

Whether you are a board member, administrator, or operator, communication between you, your water system, and community is critical for successful management, as well as long-term stability.

In this training you will learn:

- How to build a functional communication structure
- How to maintain financial and operational transparency
- Community involvement best practices
- Maintain good customer correspondence
- Ways to keep customer confidence

**2 California Drinking Water Contact Hours will be awarded.**

**May 12**

**SSWD Board Meeting**

**DWR Water Wednesday: California's Human Right to Water**

In 2012, California became the first state in the nation to establish water as a basic human right. Join DWR environmental scientist, Jordi Vasquez, to learn about this groundbreaking legislation and how DWR is working to improve access to clean, safe, affordable water throughout California.

**May 17**

**SSWD Board Meeting**



## Agenda Item 17 c.

**May 19**

**Aerojet CAG**

**May 21**

### **Collaboration Study Ad-Hoc Committee Meeting**

This meeting will review the Study findings and provide an opportunity for discussion as a group. While we understand that not everyone is available on this day and at this time, the majority of the group is. Materials to follow. We look forward to meeting with you all.

**May 27**

### **Building a Utility of the Future**

A utility of the future needs to be resilient efficient, analytical, economical and risk-averse all while keeping the focus on the health, safety and happiness of the community it serves. With so many current challenges like population growth, climate change, and budget constraints it's hard to...

A utility of the future needs to be resilient efficient, analytical, economical and risk-averse all while keeping the focus on the health, safety and happiness of the community it serves. With so many current challenges like population growth, climate change, and budget constraints it's hard to know where to begin. And what about the unknown or future challenges?

During this webinar we will share key focus areas to help you address immediate concerns and set you up for future challenges. We will also highlight innovative technology available and share data usage scenarios so you can implement new business practices and allow you to adjust age old policies. The result will be a modernized approach that will take your utility from sufficient to resilient.

Key takeaways from this webinar:

Build a list of tangible actions and potential outcomes of modernizing your water utility.

Understand the areas of focus for implementation for remote and proactive solutions.

Avoid the typical pitfalls that come from system integration and inter-dependency of issues across the water system.

AB 1234 Report  
February - May 2021  
Kathleen McPherson Meeting Notifications

2/22/21 Regular Board Meeting (Zoom)

3/3/21 1:30p phone call with GM to discuss current issues, specifically the Ad Hoc Benefits Committee work

3/12/21 10:30a phone call with GM to discuss Board Agenda

3/15/21 Regular Board Meeting

3/16/21 Meeting with GM to discuss Issue Paper Format for use by staff in preparing board reports

4/7/21 Meeting with GM and Director Kevin Thomas to discuss status, direction and goals for Ad Hoc Benefits Committee

4/7/21 Listened in on SGA Regular meeting

4/19/21 Regular Board Meeting

5/3/21 Ad Hoc Benefits Committee Meeting

5/17/21 Regular Board Meeting

# Agenda

## Sacramento Suburban Water District

### Employee Benefits Ad Hoc Committee Meeting

3701 Marconi Avenue, Suite 100  
Sacramento, CA 95821

Wednesday, June 16, 2021  
3:30 p.m.

**This meeting will be conducted both in-person in the District’s Boardroom at the address above, and by videoconference and teleconference using the information provided below. The public is invited to listen, observe, and provide comments during the meeting by any method provided. The Chairperson will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.**

**Due to State guidelines on physical distancing in public gatherings, the Boardroom can accommodate a maximum occupancy of 16 members of the public at one time. Members of the public shall be admitted on a first-come basis with no reservations. When the occupancy maximum of 16 is reached, any remaining individuals will be directed to attend via video/teleconference remotely. Although the Boardroom will be setup to maintain required physical distancing, attendees must follow current State and County requirements. Prior to entry into the building, attendees will be asked to answer COVID-related health questions. Based on the answers, or if attendee refuses to answer questions, entry may be denied. Face masks are required to be worn at all times. Hand sanitizer and masks will be available at the entrance for attendees to use. Additionally, eating and drinking while in the building is prohibited, as it is not possible to maintain face coverings while eating and/or drinking.**

**The District recommends that members of the public participate in public meetings via videoconference and/or teleconference per the instructions below.**

**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/83509593613?pwd=ZGVCTkpKNjhrMndaODhIOHNZVCtwdz09>

**Meeting ID:** 835 0959 3613

**Password:** 243236

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

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

**Please mute your line.**

Where appropriate or deemed necessary, the Committee 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 Committee concerning an agenda item either before or during the Committee'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**

**Roll Call**

**Announcements**

**Public Comment**

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

**Consent Items**

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

**1. Minutes of the May 3, 2021 Employee Benefits Ad Hoc Committee Meeting**

*Recommendation: Approve subject minutes.*

**Items for Discussion and Action**

**2. Employee Handbook Review**

*Recommendation: Agree with the timeline to complete the Employee Handbook update by December 31, 2021, and complete the process of updating the Employee Handbook before addressing any changes to the content of the Employee Handbook.*

**3. Employee Handbook Review - Sick Leave**

*Recommendation: Receive information from District staff regarding Sick Leave and direct staff appropriately.*

**Adjournment**

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**Upcoming Meetings:**

Monday, June 21, 2021, at 5:45 p.m., Financing Corporation Board Meeting

Monday, June 21, 2021, at 6:00 p.m., Regular Board Meeting

Wednesday, June 28, 2021, at 3:30 p.m., Finance and Audit Committee Meeting

Wednesday, July 7, 2021, at 3:00 p.m., Carmichael Water District/Sacramento Suburban Water District 2x2 Ad Hoc Committee Meeting

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I certify that the foregoing agenda for the June 16, 2021, meeting of the Sacramento Suburban Water District Employee Benefits Ad Hoc Committee was posted by June 11, 2021 in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California, and was made available to the public during normal business hours.

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Dan York  
General Manager/Secretary  
Sacramento Suburban Water District