

SAN JUAN WATER DISTRICT

Board of Director's Special Meeting Minutes

August 22, 2018 – 6:00 p.m.

BOARD OF DIRECTORS

Marty Hanneman	President
Dan Rich	Vice President
Ted Costa	Director
Ken Miller	Director
Pam Tobin	Director

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

Paul Helliker	General Manager
Donna Silva	Director of Finance
Tony Barela	Operations Manager
Lisa Brown	Customer Service Manager
Greg Turner	Water Treatment Plant Superintendent
Greg Zlotnick	Water Resources Manager
Teri Grant	Board Secretary/Administrative Assistant
Joshua Horowitz	Legal Counsel

OTHER ATTENDEES

Lucy Eidam-Crocker	Crocker & Crocker
Sandy Harris	Customer
Curt Below	FM3 Research, Inc.

AGENDA ITEMS

- I. Roll Call**
- II. Public Forum**
- III. Consent Calendar**
- IV. Old Business**
- V. New Business**
- VI. Information Items**
- VII. Directors' Reports**
- VIII. Committee Meetings**
- IX. Upcoming Events**
- X. Closed Session**
- XI. Open Session**
- XII. Adjourn**

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

I. ROLL CALL

The Board Secretary took a roll call of the Board. The following directors were present: Ted Costa, Marty Hanneman and Ken Miller. Directors Dan Rich and Pam Tobin arrived at 6:04 pm.

II. PUBLIC FORUM

There were no public comments.

III. CONSENT CALENDAR

All items under the consent calendar are considered to be routine and are approved by one motion. There will be no separate discussion of these items unless a member of the Board, audience, or staff request a specific item removed after the motion to approve the Consent Calendar.

1. Minutes of the Board of Directors Meeting, July 25, 2018 (W & R)

Recommendation: Approve draft minutes

2. Fair Oaks 40-Inch Pipeline Relining Project, Quincy Engineering Contract Amendment No. 2 (W & R)

Recommendation: Approve Contract Amendment No. 2 for Quincy Engineering, Inc. related to Engineering Services during Construction in the amount of \$49,068 for a total authorized budget of \$243,100

3. Treasurer's Report - Quarter Ending June 30, 2018 (W & R)

Recommendation: Receive & File

Director Costa moved to approve the Consent Calendar. President Hanneman seconded the motion and it carried with 3 Aye votes (Directors Rich and Tobin absent).

IV. OLD BUSINESS

1. Legal Affairs Committee Charter (W & R)

Mr. Helliker informed the Board that he worked with Legal Counsel to draft the Legal Affairs Committee Charter. A staff report was included in the Board packet and will be attached to the meeting minutes. In response to Director Costa's questions, Mr. Helliker informed the Board that staff works with Legal Counsel at his direction as standard operating procedure and Mr. Horowitz commented that the committee chair may call a meeting at any time that is convenient to the committee members.

Directors Rich and Tobin arrived at approximately 6:04 pm.

Director Costa moved to approve the Legal Affairs Committee charter. Director Miller seconded the motion and it carried unanimously.

2. ADA Transition Plan & Option B Predesign Proposal Update (W & R)

Mr. Helliker informed the Board that this topic was discussed with the Engineering Committee but a final cost was not provided at the committee meeting. Mr. Barela provided the Board with a staff report which will be attached to the meeting minutes. Mr. Barela explained that the project is the accessibility

transition plan and the predesign for Option B from the facility needs assessment study. Mr. Barela explained that only one proposal was received and was a little high; therefore, he discussed the scope of work and cost with the contractor, MFDB Architects, Inc., and was able to negotiate the proposal down.

In response to Director Costa's question, Mr. Helliker informed the Board that the primary need is the ADA Transition Plan and, along with that plan, the contractor will provide the Board with an estimate for Option B of the facility needs assessment. Staff had estimated that Option B would cost approximately \$4 million and Mr. Helliker explained that this cost will need to be considered in the next five-year financial plan in 2022. In addition, Mr. Helliker commented that any plans with SSWD would hopefully be under consideration at that time.

In response to Director Costa's comments, President Hanneman explained that the first step is the ADA Transition Plan and then an implementation plan which puts the District in compliance going forward.

Director Miller moved to award the Accessibility Transition Plan & Facilities Expansion Predesign contract to MFDB Architects, Inc. (MFDB) for the amount of \$104,167 and authorizing a total budget of \$115,000 (includes a 10% contingency). Director Rich seconded the motion and it carried unanimously.

V. NEW BUSINESS

1. Customer Satisfaction Survey Results (R)

President Hanneman introduced Curt Below from FM3 Research. Mr. Below conducted a presentation on the results of the Retail Customer Satisfaction Survey. A copy of the presentation will be attached to the meeting minutes. Mr. Below informed the Board that there were some key takeaways which included: 88% satisfied with the overall services provided by the San Juan Water District; 89% satisfied with their customer service interactions; 75% feel well-informed about capital improvement projects; and 45% do not feel the amount they pay for their water service is "reasonable".

Mr. Below reviewed the methodology and findings with the Board, which included: General Perceptions of the District; Specific Service Elements; Satisfaction with Billing; Perceptions of the Water Quality; Experiences with Customer Service; and Communications and Messengers.

Mr. Below reported that customers are widely familiar with the San Juan Water District and view it favorably. In addition, customers point to the reliable water and customer service as sources of satisfaction. He reported that the survey results suggest a strong positive perception in the community, with room for growth in communicating rate changes, and their justification, to the public.

President Hanneman inquired what the next steps are for the District based on the survey results in order to increase and enhance communication to customers. Ms. Eidam-Crocker addressed the Board and stated that a strategic plan has been used in the past in order to make sure the tactical elements are included on any deliverables that Crocker & Crocker is working on for the District. In addition, she stated that communication regarding why rates are needed in advance of rate increases is recommended, along with communicating that large CIP projects are paying for rates. She commented that all of the positive elements need to be included in communications to customers.

Mr. Helliker summarized that customers have a good opinion of the District, there are some communication tools that the District is using that are pretty effective, and the communication going forward needs to include more regarding the value to the customer. He informed the Board that staff has already started to implement that type of information into the most recent billing insert and e-blasts. Ms. Brown commented that the capital projects are being tied back to the benefits to customers, and she recommends that the Speakers' Bureau be utilized more in order to speak directly to customers. Ms. Silva commented that the WaterGram will also include information regarding the money that the District has saved, which helps reduce future water rate increases.

Director Costa commented that press releases should be submitted to various news channels when there is information that the public should be made aware of such as the current CIP project on Douglas Boulevard. In response to Director Miller's question, Ms. Brown informed the Board that the survey was completed right after the billing conversion and associated issues. Mr. Below commented that there were no customer complaints in the survey regarding the billing issues.

In response to Mr. Greg Zlotnick's question, Mr. Below informed the Board that he does not have an example of any best practices from former clients that had high numbers regarding value of water. Director Rich commented that the public outreach budget is one of the most discretionary budgets for the District and he commented that the survey validates that expenditure. President Hanneman would like the Public Information Committee to discuss the next steps.

2. New Conservation Regulatory Program (AB 1668/SB 606) (W & R)

Mr. Helliker informed the Board that AB 1668 and SB 606 were passed and are now law. He stated that the Department of Water Resources and the State Water Board developed their overview last week which Ms. Brown will discuss. Ms. Brown conducted a presentation to the Board which will be attached to the meeting minutes. She explained that AB 1668 and SB 606 was signed by the Governor to make long-term improvements in water conservation and drought planning after the 20/2020 reduction goal.

Ms. Brown reviewed the Four Primary Goals of Legislation, the Implementation Schedule, and the Impacts on District. The four goals are:

- Use Water More Wisely

- Eliminate Water Waste
- Strengthen Local Drought Resilience
- Improve Agricultural Water Use Efficiency and Drought Planning

Ms. Brown reviewed each goal and explained that the fourth goal does not pertain to the District. She reviewed the Implementation Schedule and noted the specific meetings that District staff will need to attend and the items that the District will have to be involved with through 2030. She explained the impact to the District which includes increased staff time, affecting Mr. Zlotnick, Mr. Helliker and herself, and resources to help direct DWR implementation strategy. In addition, she explained that there will be frequent meetings, calls, and webinars (RWA, ACWA, DWR, SWRCB) to attend, and land use and water use analysis that will need to be completed.

Ms. Brown reviewed the best and worst case scenarios as it pertains to DWR potentially considering all developed land irrigable allowing the District a more generous budget and able to comply with State requirements versus DWR potentially considering only irrigated land thereby restricting the District's aggregate budget and putting the District at risk of being out of compliance. She explained that the District may eventually have to compare our data with the state's data to determine the variance and may have to make a better argument for the District's data to be used. She stressed the impact that this will have on staff, customers, and resources.

Mr. Helliker informed the Board that, after the regulations are put in place, the District's target will be defined, then annual reporting will need to be completed; however, if the District is not in compliance by 2027, then there may be a fine. He commented that the proposed methodology of factoring in lot size and house size will help the District as compared to the 2009 program that was based on gallons per capita per day. Mr. Zlotnick commented that the District will continue to push and pursue assurances that the District does not lose access to its rights and entitlements.

3. Position on Proposition 3, Water Infrastructure and Watershed Conservation Bond Initiative (2018) (W & R)

Mr. Helliker provided the Board with a staff report which will be attached to the meeting minutes. He explained that Prop. 3 would issue close to \$9 billion in general obligation bonds for water related infrastructure projects if passed in the November elections. He provided a breakdown of the proposed allocation of the bond funds. The Board discussed the bond initiative and decided not to take a position on Proposition 3.

4. Proposed Amendment to Financial Audit Policy (W & R)

Ms. Silva provided the Board with a staff report which will be attached to the meeting minutes. She reminded the Board that she reviewed Ordinance 3000 – District Banking and Other Financial Matters – at the finance workshop a couple years ago. She explained that the ordinance contains the District's reserve policy and 32 reserves were identified at that time. She explained that, after consulting

with District Legal Counsel, staff recommends rescinding the ordinance and moving many of the items to the current Financial Audit Policy.

Ms. Silva informed the Board that the first step would be to include the items from the ordinance into the Board policy then in September the Board would begin the process to rescind Ordinance 3000. She reviewed the ordinance and the proposed edits to the Board's Financial Audit Policy.

Director Tobin moved to approve the amended Financial Audit Policy. Director Costa seconded the motion and it carried unanimously.

VI. INFORMATION ITEMS

1. GENERAL MANAGER'S REPORT

1.1 General Manager's Monthly Report (W & R)

Mr. Helliker provided the Board with a written report for July which will be attached to the meeting minutes.

1.2 Miscellaneous District Issues and Correspondence

Mr. Helliker reported that Folsom Reservoir is 53% full and at 82% of average. He reported that precipitation is at 81% of normal and temperatures are projected to be above normal for the next three months. In addition, he reviewed a graph on Folsom Reservoir's storage trend, the flow releases out of Folsom, and the temperature of the reservoir.

Mr. Helliker reported that the agreement on the water transfer was finalized regarding the administrative costs and the conveyance agreement was signed last week with DWR. He explained that Sacramento needs to sign the conveyance agreement then billings for the transferred water can be initiated.

Mr. Helliker reported that he sent the Board members the latest information on the Water Tax bill, which was modified last Friday. He informed the Board that the revisions to the bill will make it a mandatory voluntary contribution opportunity. He reported that an opposition letter was sent last Friday and other agencies also submitted their letters of opposition.

Mr. Helliker reported that the water right hearing continues regarding WaterFix (Delta tunnels) and the region has submitted comments and rebuttal comments. The State Water Board still plans to issue an order by the end of the year.

Mr. Helliker informed the Board that he has been having discussions with RWA and other colleagues regarding the data summary that RWA compiles and distributes monthly. He explained that the issue that he has is with the table regarding the Residential Gallons Per Capita Per Day since it is not required for any regulatory program at this time and does not

measure efficiency. He commented that he just received an email from Amy Talbot from RWA that suggests that the monthly summary be revised to remove that table.

Director Tobin commented that this subject was brought up at the RWA meeting today and she feels that the information should be provided to RWA. She read an email from Rob Swartz regarding the value of the monthly production data by source where he states that RWA uses the data from the monthly reporting. Mr. Helliker commented that the graph in the email that Mr. Swartz references pertains to groundwater and not the table that he is questioning, so he plans to have a discussion with Mr. Swartz and John Woodling to decipher what information that they actually need.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Staff Recognition (W & R)

Ms. Silva shared the accomplishments of a few employees, based on the examples noted in their performance evaluation. She shared information on April Naatz, Kendall Smith and Greg Zlotnick.

2.2 Miscellaneous District Issues and Correspondence

Ms. Silva informed the Board that there is a kick-off meeting next week regarding the capital facility fee study with Bob Reed.

3. OPERATION MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela conducted a brief presentation on *WTP Staff Update*. A copy of the presentation will be attached to the meeting minutes. He informed the Board that the WTP Operator II position was filled in April 2017 and 2005 staffing levels were achieved at that time. He explained that this provided the District with decreased operational vulnerabilities to staff due to sickness and illness; the ability to participate, execute and comply with current and future safety standards; and the ability to assist maintenance staff in maintenance and repair of plant equipment. In addition, he reported that the WTP Operator II just passed the T3 exam, but will not be certified as a WTP Operator III until after April 2019. Once certified, there will be full coverage for shift operators.

Mr. Barela conducted a brief presentation on *Distribution Leak Update*. A copy of the presentation will be attached to the meeting minutes. He explained that the information pertains to retail service lateral leaks, not mainline leaks. He explained that staff conducts a leak detection program and during those times there will be slight increases in leaks; however, for July and August 2018, staff has not initiated a leak detection program and there have been more leaks than all months over the last four years. He explained that the increase in leaks has required all staff to focus on those

leaks which delays other tasks and programs, such as the flushing program.

Mr. Barela explained that the District does not have a GIS system so he manually tracked the location of the leaks. He stated that many of the leaks have been saddle failures and there has been no pattern as to where the leaks are happening. He informed the Board that GM Construction does help with some of the repairs. In addition, he explained that staff is evaluating the distribution system to determine the extent of where the older saddles are located then make a plan to replace services in the retail service area.

4. LEGAL COUNSEL'S REPORT

4.1 Legal Matters

Mr. Horowitz reported that there is legislation that may come forward in the next few days addressing the State Water Board's flow proceedings in an attempt to apply some constraints – details are not known at this time. He believes if the legislation does come forward it will include provisions to provide more water for consumptive use and less for the environment based on existing water rights and arrangements.

Mr. Horowitz informed the Board that he has discussed with President Hanneman his attendance at Board meetings. He explained that it is not common practice to have a district's Legal Counsel attend every board meeting. He explained that he, President Hanneman, and Mr. Helliker would review the Board agenda to determine if there is a need for Legal Counsel to attend the Board meeting. The Board discussed this topic and the consensus was to have Legal Counsel only attend those meetings as determined by the Board President, the General Manager and Legal Counsel. Director Costa commented that staff should work through the General Manager prior to contacting Legal Counsel for any issues at the District.

VII. DIRECTORS' REPORTS

1. SGA

Director Tobin provided a written report which will be attached to the meeting minutes. She mentioned the invitation to SGA's 20th Anniversary event.

2. RWA

Director Tobin provided a written report which will be attached to the meeting minutes.

3. ACWA

3.1 Local/Federal Government/Region 4 - Pam Tobin

Director Tobin provided a written report which will be attached to the meeting minutes.

3.2 JPIA - Pam Tobin

No report.

3.3 Energy Committee - Ted Costa

No report.

4. CVP WATER USERS ASSOCIATION

No report.

5. OTHER REPORTS, CORRESPONDENCE AND COMMENTS

Director Tobin reported that the 2x2 PCWA Ad Hoc Committee met and they discussed different ways to collaborate and then the committee toured the Middle Fork American River Pump Station Facility.

VIII. COMMITTEE MEETINGS

1. Engineering Committee – August 13, 2018

The committee meeting minutes will be attached to the original board minutes.

2. Public Information Committee – August 14, 2018

The committee meeting minutes will be attached to the original board minutes.

3. Finance Committee – August 21, 2018

The committee meeting minutes will be attached to the original board minutes.

IX. UPCOMING EVENTS

1. Water Education Foundation – 2018 Water Summit

September 20, 2018
Sacramento, CA

President Hanneman announced that ACWA Fall Conference will be at the end of November. Director Tobin announced that the Region 4 Folsom Dam Tour is scheduled for September 26th and requested that the Board meeting be moved to Tuesday, September 25th. The Board agreed to move the meeting to September 25th. The Board Secretary will work with the Finance Committee to reschedule the September 25th committee meeting.

President Hanneman announced that there would be no Closed Session.

X. CLOSED SESSION

1. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(d)(4); potential for 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.

XI. OPEN SESSION

There was no Closed Session.

XII. ADJOURN

The meeting was adjourned at 8:45 p.m.

ATTEST:

MARTIN HANNEMAN, President
Board of Directors
San Juan Water District

TERI GRANT, Board Secretary

STAFF REPORT

To: Board of Directors
From: Tony Barela, Operations Manager
Date: August 22, 2018
Subject: Fair Oaks 40" Pipeline Relining Project – Engineering Services during Construction – Contract Amendment

RECOMMENDED ACTION

Staff recommends a motion to approve Contract Amendment No. 2 for Quincy Engineering, Inc. (Quincy) related to Engineering Services during Construction for the Fair Oaks 40" Pipeline Relining Project in the amount of \$49,068.00. This change increases Quincy's authorized budget from \$179,540 to \$228,608. Including contingency, this increases the total Board approved budget from \$194,000 to \$243,100.

The recommendation was reviewed by the Engineering Committee on August 13, 2018, and the Committee recommended the contract Amendment be approved by the Board of Directors.

BACKGROUND

The Fair Oaks 40" (FO-40") Relining Project is considered Phase 2 of the overall rehabilitation of the FO-40" Transmission Pipeline. Phase 1 of the overall rehab included ARC Crossing Replacement Project, Cathodic Protection Project, and the Pipeline Rehabilitation Project.

Quincy is currently under contract for the design of the FO-40" Pipeline Relining Project. Quincy completed their contractual obligations related to design and bidding services in July, 2018. Under this proposed amendment, Quincy will provide engineering services during construction, including submittal, RFI and Change Order review and specialty inspection.

FINANCIAL CONSIDERATIONS

Adequate funds are available in wholesale capital reserves. Construction Management and Inspections Services was budgeted for in the Fiscal Year 2018-2019 Budget.

**AMENDMENT TO THE CONSULTING AGREEMENT
BETWEEN THE SAN JUAN WATER DISTRICT AND QUINCY ENGINEERING, INC.**

This is the second Amendment to the Consulting Agreement ("Agreement") that is made between the San Juan Water District ("District") and **Quincy Engineering, Inc.** ("Consultant") as of **August 22, 2018**. The District and Consultant are hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, The Parties entered into a Consulting Agreement dated May 25, 2017 for Engineering Services, for the District's **Fair Oak 40" Pipeline Relining Project**.

WHEREAS, this Amendment will cover Engineering services during construction of the Fair Oaks 40" Pipeline Relining Project.

WHEREAS, the Parties agree that changes to the term and services provided for the agreement are necessary in order for the District to continue receiving services by Consultant.

NOW, THEREFORE, the Parties hereto agree as follows:

AGREEMENT

1. Section 2.b of the Agreement, "Compensation," provides for the District to pay Consultant a sum not to exceed **\$179,540**. The Parties agree to amend Section 2.b of the Agreement in order to increase the compensation amount to pay Consultant for additional services. The first sentence of Section 2.b of the Agreement is amended to read as follows:

The total fee for the Work shall not exceed **\$228,608**. There shall be no compensation for extra or additional work or services by Consultant unless approved in advance in writing by District. Consultant's fee shall include all of Consultant's costs and expenses related to the Work.

2. The document entitled "Construction Services Scope of Work," attached hereto as **Exhibit A1**, shall be added to the Agreement **Exhibit A**.
3. The document entitled "Construction Services Compensation Schedule," attached hereto as **Exhibit B1**, shall be added to the Agreement **Exhibit B**.
4. All other terms and conditions in the Agreement shall remain in full force and effect to the extent they are not in conflict with this Amendment.
5. The signatures of the Parties to this Amendment may be executed and acknowledged on separate pages or in counterparts which, when attached to this Amendment, shall constitute one complete Amendment.

IN WITNESS WHEREOF, the parties execute this Amendment on the day and year first above written.

SAN JUAN WATER DISTRICT

By: _____
Paul Helliker
General Manager

QUINCY ENGINEERING, INC.

By: _____
[Name] _____
[Title] _____

EXHIBIT A1 - CONSTRUCTION SERVICES SCOPE OF WORK

Task 7 (Optional Additive) Construction Management, Engineering Services and Inspection Services

The Quincy Team understands the importance of providing quality inspection and construction oversight to ensure a completely functional and long-lasting result, as well as cost control.

~~Our optional scope assumes full-time construction inspection and part-time specialty inspection (for welding and coating) and contract administration and construction management.~~

The Quincy Team will perform the following tasks during the construction period:

- ~~• Provide project management and supplement District staff with administrative services.~~
- Review contractor submittals for conformance with the design drawings and specifications.
- ~~• Coordinate, attend, and distribute the minutes of the pre-construction meeting. The meeting will be attended by both the Project Manager and Construction Manager.~~
- ~~• Coordinate, attend and distribute the minutes of weekly construction meetings.~~
- ~~• Provide full-time construction inspection and QA/QC testing as needed.~~
- ~~• Take preconstruction photographs of all work areas.~~
- ~~• Verify that the lining material is installed properly and enter the pipeline to document the new lining condition. We will take mortar samples to verify the mortar has proper strength.~~
- ~~• Coordinate special inspections, materials testing, and special testing. Special inspections will include CWI welding inspection, NACE-certified coatings inspection. Material testing will include mortar strength testing.~~
- ~~• Monitor compliance with permit conditions on behalf of the District.~~
- Provide specialty inspection for the SWPPP/WPCP and NPDES. Periodic inspections including storm event visual inspections will be performed by the QSD, whereas daily visual inspections will be performed by the contractor under guidance and supervision of the QSD.
- Review contractor requests for information (RFI's), and provide written responses.
- Assist the District with the review and negotiation of change order requests with the contractor and provide recommendation to District staff for change order disposition.
- ~~• Resolve conflicts caused by varying site conditions or discrepancies in contract documents.~~
- ~~• The inspector will maintain a set of as-built drawings. At the time of each progress payment application, the inspector will verify the contractor is maintaining their set of as-built drawings.~~
- Prepare record drawings of the final project depicting as-constructed conditions. Provide one full size set, two half size sets, and an electronic AutoCAD copy and Adobe Acrobat (pdf) copy of the record drawings to the District.
- ~~• Assist in the coordination of the work with in and around homeowners and other agencies. We will take preconstruction photographs of the work areas and verify that site features are restored to preconstruction conditions. We will notify the District immediately of owner issues and contact with other agencies.~~

ASSUMPTIONS AND NOTES:

- ~~• Full-time inspection, with 10% time allocated to overtime.~~
- ~~• NTP November 20, 2017~~
- ~~• Assume end of construction on April 30, 2018 (historically, this date is when District water flows start to increase dramatically).~~

- ~~Inspection complies with prevailing wage requirements.~~
- The budget assumes up to 10 contractor RFIs will be submitted for review and comment.
- The budget assumes up to 10 contractor submittals will be submitted, reviewed and returned to the contractor.
- ~~The District will coordinate with the homeowners.~~

EXCLUSIONS:

- An apprentice inspector is not included in the budget
- An inspector field office not included
- Surveying is not included.
- Public Relations Professionals are not included in the scope of services
- Disinfection and dechlorination testing not included
- ICM will not operate District valves

Deliverables:

- ~~Photos~~
- ~~Final Inspection Report~~

Cost Proposal

EXHIBIT B1 - CONSTRUCTION SERVICES COMPENSATION SCHEDULE

No.	TASKS	Principal Eng.	Senior PM	Senior Eng.	Senior Eng.	Environmental Mgr.	Senior Eng. Tech	Assist Eng. I	PM Asst	Quincy Total Hours	Quincy Total Net Labor Fees	Quincy Total Labor Dollars incl Escalation	ICM	KASL	Subconsultant Subtotal
		TK	LSc	SJ	Dca	RW	CP	MH	ER		Direct Labor	Escalation Multiplier			
	Initial Hourly Rate	\$250	\$230	\$215	\$215	\$190	\$150	\$125	\$125						
												2.0%			

OPTIONAL TASK															
7.0	Construction Management, Engineering Services and Inspection Services														\$212,738
7.1	Project Management and Coordination	14		14					4		32	\$7,010	\$7,150		
7.2	Pre-construction Meeting	4									4	\$1,000	\$1,020		
7.3	Submittal Review	10		40					10		60	\$12,350	\$12,597		
7.4	Specialty Inspection for SWPPP and NPDES			12				64			76	\$10,580	\$10,792		
7.5	Drawing and Specification Clarification	10		40					10		60	\$12,350	\$12,597		
7.6	Record Drawings	2		8			16				26	\$4,620	\$4,712		
	Subtotal- Hours	40	0	114	0	0	16	64	24		258				
	Other Direct Costs												\$200	\$24,404	\$24,404
	Total Cost	\$10,000	\$0	\$24,510	\$0	\$0	\$2,400	\$8,000	\$3,000		\$47,910	\$47,910	\$49,068	\$237,142	\$0

STAFF REPORT

To: Board of Directors
 From: Donna Silva, Director of Finance
 Date: August 22, 2018
 Subject: Treasurer’s Report – Quarter Ending June 30, 2018

RECOMMENDED ACTION

This report is for information only and will be filed with the meeting minutes.

BACKGROUND

The purpose of the treasurer’s report is to update the Board and the public on the status of the District’s cash balances and investments, and highlight material changes from one period to another. The scope of this report covers the fourth quarter of fiscal year 2017-2018, ending June 30, 2018.

The District’s investment objectives are established by the Board approved Investment Policy. The Investment Policy is guided and constrained by the California Government Code. The Board periodically reviews and adjusts the Investment Policy to ensure ongoing compliance with the government code and to maximize investment flexibility as permitted. The current Investment Policy has the following objectives for the portfolio:

1. Safety
2. Liquidity
3. Yield

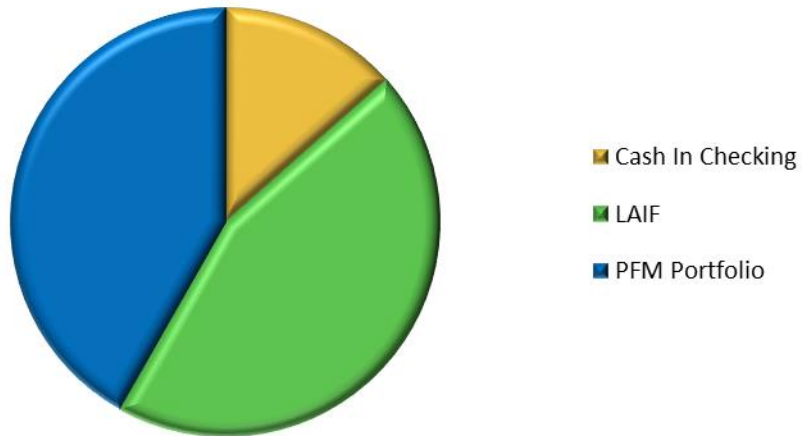
Attached is the quarterly Treasurer’s Report for the three months ended June 30, 2018.

At March 31, 2017, the end of the previous quarter, the value of the District’s total portfolio was \$21.44 million. Since that time, the value of the District’s portfolio decreased by \$1.38 million for an ending balance of \$20.06 million as of June 30, 2018, due in large part to the remittance to the trustee of the debt service payment due in early August (\$750,743.75). Cash and short-term investments decreased by \$739,900. Medium term investments decreased by \$664,300 and long-term investments increased by \$22,800.

The funds are currently held as follows:

Cash at Banking Institutions	\$ 2,150,258
Local Agency Investment Fund (LAIF)	8,925,812
PFM Managed Investment Portfolio	8,988,401
	<u>\$ 20,064,472</u>

Distribution of Investments - San Juan Water District

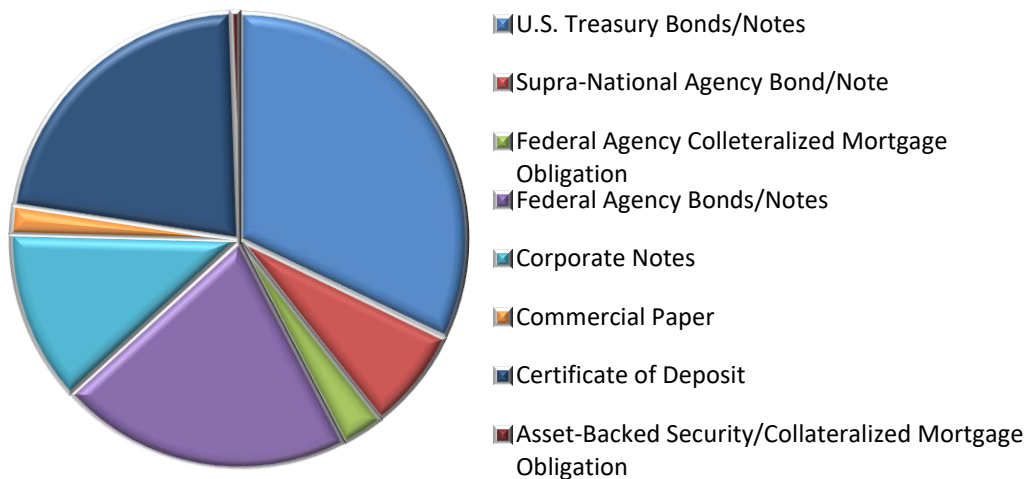


The overall portfolio is diversified with 45% invested in marketable securities (PFM Portfolio), 44% invested in short-term investments that are considered liquid (LAIF) and 11% on deposit with US Bank. Staff, in conjunction with your financial advisors, periodically review the mix of liquid and long-term investments and adjusts the portfolio according to the market conditions and the District’s short term cash needs. The distribution of investments is relatively unchanged from the last quarter.

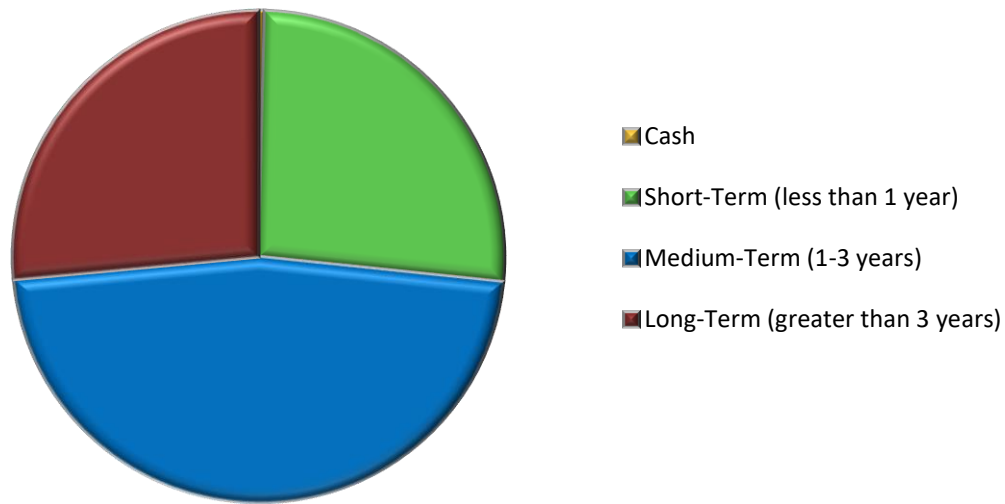
All securities held are in conformance with those permitted by the District’s Investment Policy. There are sufficient funds to meet the District’s expenditure requirements for the next six months.

The mix and duration of investments are displayed in the following charts:

Mix of Investments - PFM Portfolio



Duration of PFM Portfolio



With the economy experiencing strong growth, interest rates continued to rise over the quarter, they are still at very low levels. The Federal Open Market committee (FOMC) continued its steady rate hike plan by raising the federal funds target range another .25% in June 2018, following a similar increase in March 2018. Two more rate hikes are expected in the second half of 2018 and three more in 2019. The District's portfolio managers will continue to strategically position the portfolio with a modestly defensive duration bias relative to the benchmark. With rates near multi-year highs they will selectively capture higher yields when rebalancing the portfolio to model the benchmark portfolio.

The portfolio is performing well and continues to outperform the benchmark (Bank of America Merrill Lynch "BAML" 0-5 year Treasury Index) on a current and historical basis.

Total Returns – period ending June 30, 2018

	Duration (years)	Quarter Ending 06/30/2018	Past Year	Since Inception
San Juan Water District	2.01	.36%	.22%	1.07%
BAML 0-5 Year Treasury Index	2.10	.20%	.01%	.75%

**San Juan Water District
Treasurer's Report
June 30, 2018**

	Yield %	Par Value	Cost	Current Market Value	Maturity Date
CASH & DEMAND DEPOSITS - US Bank:	na	2,150,258.50	2,150,258.50	2,150,258.50	na
LOCAL AGENCY INVESTMENT FUND (LAIF)	1.111%	8,925,812.11	8,925,812.11	8,925,812.11	na
PFM MONEY MARKET ACCOUNT	na	35,131.51	35,131.51	35,131.51	na
LONG-TERM INVESTMENTS (PFM Investment Portfolio):					
<i>U.S. Treasury Bonds/Notes:</i>					
US Treasury Notes	1.91%	435,000.00	432,909.96	432,519.20	3/31/2019
US Treasury Notes	1.23%	140,000.00	142,324.20	137,364.08	7/31/2020
US Treasury Notes	1.42%	130,000.00	137,261.72	130,167.57	8/15/2020
US Treasury Notes	1.15%	170,000.00	176,189.06	167,350.38	2/28/2021
US Treasury Notes	1.85%	50,000.00	49,005.86	48,314.45	4/30/2021
US Treasury Notes	1.81%	110,000.00	108,225.37	106,154.29	5/31/2021
US Treasury Notes	1.67%	400,000.00	395,671.88	386,015.60	5/31/2021
US Treasury Notes	1.71%	150,000.00	146,642.58	143,332.05	7/31/2021
US Treasury Notes	1.75%	150,000.00	146,947.27	143,308.65	10/31/2021
US Treasury Notes	1.78%	150,000.00	150,591.80	145,921.80	1/31/2022
US Treasury Notes	2.10%	190,000.00	188,226.70	184,544.91	3/31/2022
US Treasury Notes	1.83%	150,000.00	152,044.92	146,759.70	6/30/2022
US Treasury Notes	1.74%	250,000.00	253,095.70	243,222.75	7/31/2022
US Treasury Notes	2.76%	225,000.00	215,815.43	216,413.10	9/30/2022
US Treasury Notes	2.80%	250,000.00	241,660.16	242,744.25	10/31/2022
Subtotal		2,950,000.00	2,936,612.61	2,874,132.78	
<i>Supra-National Agency Bond/Note</i>					
Inter-American Development Bank	1.10%	125,000.00	124,625.00	123,378.13	5/13/2019
Int'l Bank of Reconstruction & Dev Notes	1.60%	100,000.00	100,540.00	99,154.00	10/7/2019
Int'l Bank of Reconstruction & Dev Notes	1.64%	180,000.00	179,568.00	175,527.00	9/12/2020
Inter-American Development Bank	1.81%	175,000.00	176,622.09	172,646.25	11/9/2020
International Finance Corp Note	2.35%	80,000.00	79,764.80	79,050.96	1/25/2021
Subtotal		660,000.00	661,119.89	649,756.34	
<i>Federal Agency Collateralized Mortgage Obligation</i>					
FHLMC Series KP03 A2	1.10%	39,322.57	39,714.86	38,994.93	7/1/2019
Fannie Mae Series 2015-M13 ASQ2	1.08%	26,650.46	26,917.33	26,513.88	9/1/2019
FNA 2018-M5 A2	2.27%	100,000.00	101,989.10	101,414.01	9/25/2021
FHLMC Multifamily Structured P Pool	2.61%	100,000.00	100,851.56	100,038.83	8/25/2022
Subtotal		265,973.03	269,472.85	266,961.65	
<i>Federal Agency Bonds/Notes:</i>					
Federal Home Loan Bank Agency Notes	1.40%	150,000.00	149,931.00	148,672.80	5/28/2019
FNMA Notes	1.69%	470,000.00	471,193.80	467,098.69	6/20/2019
FNMA Benchmark Notes	0.93%	260,000.00	259,563.20	255,678.54	8/2/2019
FHLB Global Note	0.94%	240,000.00	239,539.20	235,963.92	8/5/2019
FNMA Notes	1.05%	100,000.00	99,844.00	98,364.50	8/28/2019
FJLB Notes	1.38%	135,000.00	134,968.95	132,990.93	11/15/2019
FNMA Notes	1.60%	170,000.00	169,484.90	166,138.28	7/30/2020
Fannie Mae Notes	2.55%	100,000.00	99,851.00	99,470.80	4/13/2021
FNMA Notes	1.32%	60,000.00	59,794.74	57,406.80	8/17/2021
FNMA Notes	1.38%	100,000.00	99,388.00	95,678.00	8/17/2021
FNMA Notes	1.33%	120,000.00	119,514.00	114,813.60	8/17/2021
Subtotal		1,905,000.00	1,903,072.79	1,872,276.86	

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...continued	Yield %	Par Value	Cost	Current Market Value	Maturity Date
<i>Corporate Notes:</i>					
Toyota Motor Credit Corp	1.58%	100,000.00	99,915.00	99,970.20	7/13/2018
Apple Inc Bonds	1.92%	130,000.00	129,936.30	128,357.45	2/7/2020
Cisco Systems Inc Corp Notes	2.81%	155,000.00	152,327.80	152,070.50	2/28/2021
PEPSICO Inc. Corp (Callable) Note	2.01%	55,000.00	54,989.00	53,622.75	4/15/2021
Bank of New Year Mellon Corp	1.99%	175,000.00	178,101.00	171,779.48	4/15/2021
Bank of America Corp Note	2.40%	90,000.00	90,674.10	88,413.93	4/19/2021
Goldman Sachs Group Corp Notes	2.53%	80,000.00	87,671.20	84,074.40	7/27/2021
American Honda Finance Corp Notes	1.84%	130,000.00	129,112.10	124,547.54	9/9/2021
Citigroup Inc Corp (Callable) Note	2.72%	90,000.00	90,614.70	88,166.25	12/8/2021
American Express Credit (Callable) Notes	3.29%	100,000.00	97,840.00	97,629.20	3/3/2022
Subtotal		1,105,000.00	1,111,181.20	1,088,631.70	
<i>Commercial Paper</i>					
MUFG Bank LTD/NY Comm Paper	1.90%	180,000.00	178,298.60	179,831.16	7/16/2018
Subtotal		180,000.00	178,298.60	179,831.16	
<i>Certificate of Deposit:</i>					
Canadian Imperial Bank NY YCD	1.78%	250,000.00	249,805.00	249,346.50	11/30/2018
Svenska Handelsbanken NY LT CD	1.91%	215,000.00	215,000.00	214,066.26	1/10/2019
Bank of Montreal Chicago Cert Depos	1.90%	215,000.00	215,000.00	214,599.46	2/7/2019
Bank of Nova Scotia Houstand LT CD	1.91%	60,000.00	60,000.00	59,651.52	4/5/2019
Somitomo Mitsui Bank NY CD	2.05%	170,000.00	170,000.00	169,277.16	5/3/2019
Skandinav Enskilda Banken NY CD	1.85%	215,000.00	214,916.15	213,145.20	8/2/2019
MUFG Bank LTD/NY Cert Depos	2.07%	100,000.00	100,000.00	99,000.10	9/25/2019
Credit Issue New York Cert Depos	2.67%	100,000.00	100,000.00	99,996.30	2/7/2020
Nordea Bank AB NY CD	2.72%	135,000.00	135,000.00	134,287.88	2/20/2020
Bank of Nova Scottia Houston CD	3.10%	150,000.00	149,943.00	150,832.35	6/5/2020
Westpac Banking Corp NY CD	2.05%	195,000.00	195,000.00	191,913.93	8/3/2020
Swedbank (New York) Cert Depos	2.30%	180,000.00	180,000.00	176,241.24	11/16/2020
Subtotal		1,985,000.00	1,984,664.15	1,972,357.90	
<i>Asset-Backed Security/Collateralized Mortgage Obligation:</i>					
Harot 2017-4 A3	2.06%	50,000.00	49,992.96	49,321.60	11/21/2021
Subtotal		50,000.00	49,992.96	49,321.60	
TOTAL LONG TERM INVESTMENTS		9,100,973.03	9,094,415.05	8,953,269.99	
TOTAL CASH & INVESTMENTS AT 03/31/2018		20,212,175.15	20,205,617.17	20,064,472.11	

STAFF REPORT

To: Board of Directors
From: Paul Helliker, General Manager
Date: August 22, 2018
Subject: Legal Affairs Committee Charter

RECOMMENDED ACTION

Approve Committee Charter

BACKGROUND

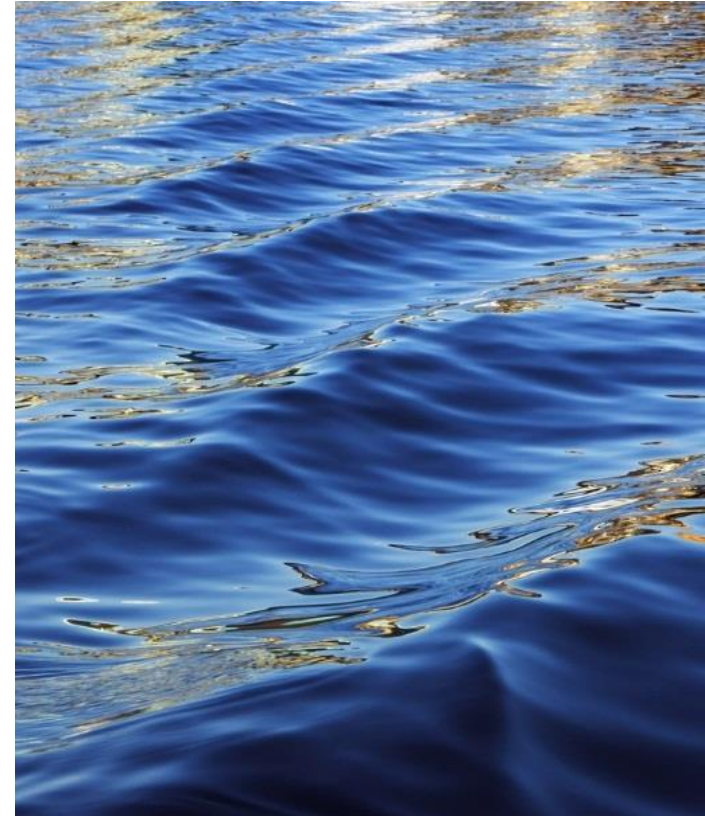
At the July 25, 2018 Board meeting charters for all committees except for the Legal Affairs Committee were adopted by the Board. The Legal Affairs Committee has not met since January 2017. Nevertheless, the Board decided to maintain the Legal Affairs Committee, and requested that a charter be developed for the committee.

Staff recommends that the Board approve the following charter for the Legal Affairs Committee:

“The purpose of the Legal Affairs Committee is to discuss and make recommendations to the Board on matters related to legal issues such as Board policies required by law or desired to improve District governance, proposed legislation or other state or federal actions impacting the District, key contracts and other legal documents affecting the District’s substantive legal rights or governance, and litigation in which the District is involved. The Board President may assign additional topics as needed. This committee generally meets only as needed.”

Making Water Conservation a California Way of Life

Impacts of AB1668/SB606



AGENDA ITEM V-2

AB 1668 & SB 606 signed by the Governor to make long-term improvements in water conservation and drought planning after the 20/2020 reduction goal.

Presentation focus:

- Four Primary Goals of Legislation
- Implementation Schedule
- Impacts on District

Four Primary Goals

- Use Water More Wisely
- Eliminate Water Waste
- Strengthen Local Drought Resilience
- Improve Agricultural Water Use Efficiency and Drought Planning

Use Water More Wisely

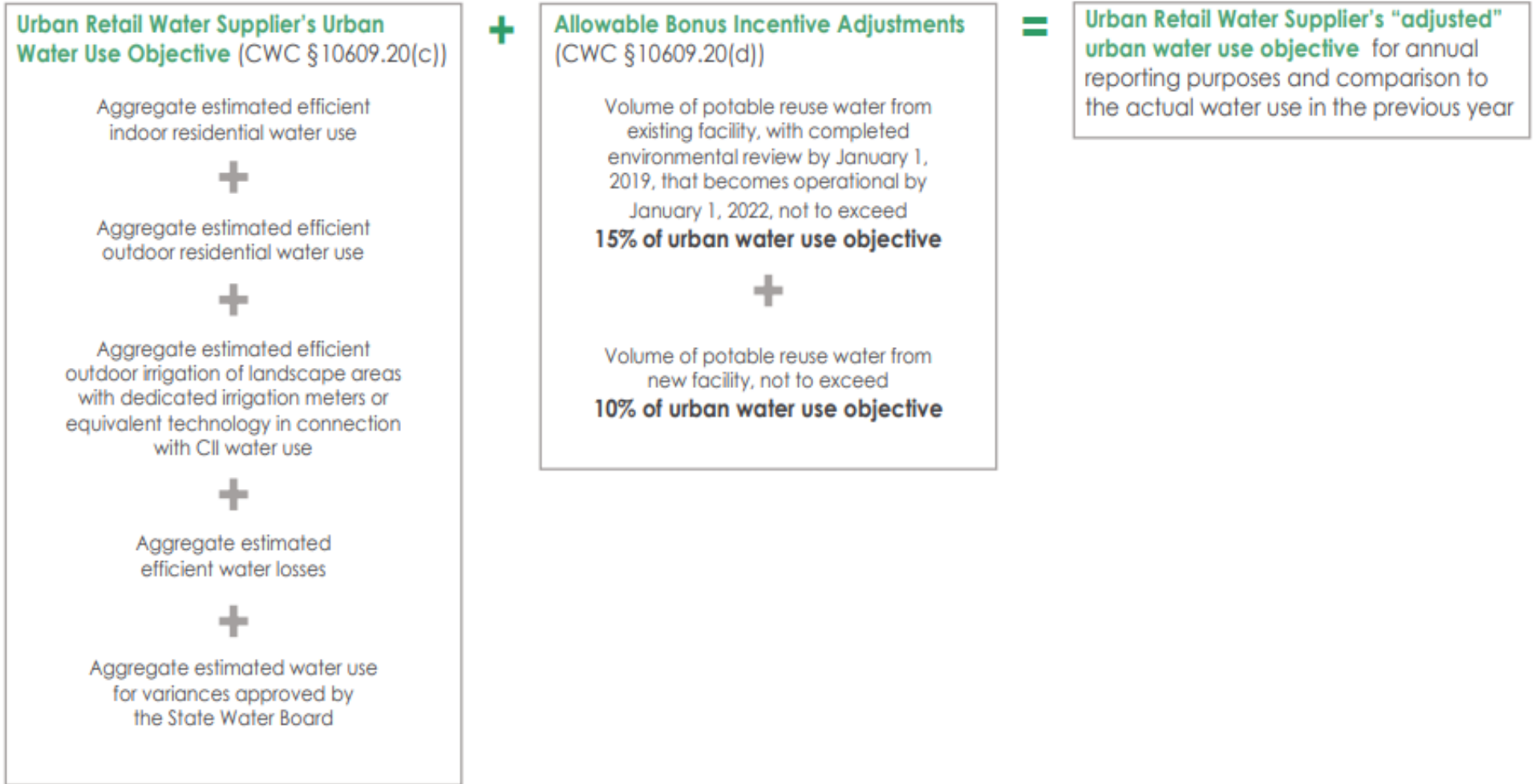
State to establish standards and practices for:

- Indoor residential water use
- Outdoor residential use
- Commercial, Industrial and Institutional use
- Water loss
- Appropriate variances for unique uses

Methodology: Establish aggregate water budget approach

The amount of water an urban water supplier would have delivered in the previous year if all that water had been used in compliance with adopted efficiency standards.

Summary of Urban Retail Water Supplier's Urban Water Use Objective Calculation



Eliminate Water Waste

SB 555 requires annual submission of system wide water loss report to DWR each October using the AWWA water loss software.

DWR to develop a water loss standard between 1/1/19 and 7/1/20.

Milestone Schedule: Eliminate Water Waste

2020	Jan 1 – DWR submits to Legislature recommendation on feasibility of developing and enacting water loss reporting requirements for urban wholesale water suppliers. July 1 – State Water Board adopts rules requiring urban retail water suppliers to meet performance standards for the volume of water loss.
2021	July 1 – Water Suppliers adopt their 2020 UWMPs and show if they have met adopted water loss standard.
2022	June 30 – State Water Board adopts long-term standards for volume of water loss (satisfied by meeting existing requirement for adopting water loss standard in 2020).



Strengthen Local Drought Resilience





- Requires supplier to prepare a Water Shortage Contingency Plan as part of the Urban Water Management Plan.
- Supplier to conduct a Drought Risk Assessment every 5 years in addition to an annual water supply and demand assessment.

Improve Agricultural Water Use Efficiency and Drought Planning




Required submission of Agricultural Water Management Plans

Note: This does not impact the District

SB 606 and AB 1668 Implementation Deadlines

When	Who	What	Code Section
Beginning April 1, 2019, and annually thereafter	Agricultural water suppliers	Submit annual aggregated farm-gate delivery data reports for the prior year to DWR.	§531.10 (a)(1)
 June 1, 2019, and annually thereafter	Urban Water Supplier	Submit an annual water supply and demand (water shortage) assessment report to DWR.	§10632.1
No later than January 1, 2020	Department of Water Resources (DWR)	Coordinate with the State Water Resources Control Board (State Water Board) to identify small water suppliers and rural communities that may be at risk of drought and water shortage vulnerability.	§10609.42(a)
 By January 1, 2020	DWR	Consult with the State Water Board to propose recommendations and guidance to the Governor and the Legislature relating to the development and implementation of countywide drought and water shortage contingency plans to address the planning needs of small water suppliers and rural communities.	§10609.42(b)
 By January 1, 2020	DWR	Coordinate with the State Water Board to recommend to the Legislature the feasibility of developing and enacting water loss reporting requirements for urban wholesale water suppliers.	§10608.35(a)
 By January 1, 2021	DWR	Coordinate with the State Water Board to conduct studies and investigations to report and recommend to the Legislature an alternative standard for indoor residential water use that more appropriately reflects best practices for indoor residential water use than the standard described in §10609.4(a).	§10609.4(b)(1)
By January 1, 2021	DWR	Provide each urban retail water supplier with data regarding the area of residential irrigable lands.	§10609.6(C)(b)

	When	Who	What	Code Section
	On or before April 1, 2021	Agricultural water suppliers	Update agricultural water management plan (AWMP) and submit the AWMP to DWR every five years on or before April 1.	§10820(2)(A)
	No later than October 1, 2021	State Water Board and DWR	Jointly conduct studies and investigations and recommend standards for outdoor residential use for adoption by the State Water Board.	§10609.6(a)(1)
★	No later than October 1, 2021	DWR	Coordinate with the State Water Board to conduct studies and investigations and recommend standards for outdoor irrigation of landscape areas with dedicated irrigation meters or other means of calculating outdoor irrigation use in connection with CII water use for adoption by the State Water Board.	§10609.8(a)
★	No later than October 1, 2021	DWR	Coordinate with the State Water Board to conduct studies and investigations and recommend performance measures for commercial, industrial, institutional (CII) and large landscape water use for adoption by the State Water Board.	§10609.10(a)
★	No later than October 1, 2021	DWR	Coordinate with the State Water Board to conduct studies and investigations and recommend appropriate variances for unique uses for adoption by the State Water Board.	§10609.14(a)
★	No later than October 1, 2021	DWR	Coordinate with the State Water Board to conduct studies and investigations and recommend guidelines and methodologies for the board to adopt that identify how an urban retail water supplier calculates its urban water use objective for adoption by the State Water Board.	§10609.16
	On or before April 30, 2022	DWR	Submit a report every five years that summarizes the status and evaluation of AWMP of agricultural water suppliers.	§10845(a)
	By May 30, 2022	State Water Board	Identify the standards and potential effects on local wastewater management, developed and natural parklands, and urban tree health.	§10609.2(c)
★	On or before June 30, 2022*	State Water Board	Coordinate with DWR to adopt variances, guidelines, and methodologies pertaining to the calculation of an urban retail water supplier's urban water use objective.	§10609.2(e)

When	Who	What	Code Section
On or before June 30, 2022	State Water Board	Coordinate with DWR to adopt long-term standards for the efficient use of water.	§10609.2 (a)
On or before June 30, 2022	State Water Board	Coordinate with DWR and adopt performance measures for CII water use.	§10609.10(d)(1)
July 1, 2022, and every five years thereafter	DWR	Submit a report summarizing the status of 2020 plans and water shortage contingency plans (WSCPs) to the Legislature.	§10644(c)(1)(A)
 By November 1, 2023, and annually thereafter	Urban Retail Water Suppliers	Deadline to calculate urban water use objective and report to DWR.	§10609.20(a)
 By November 1, 2023, and annually thereafter	Urban Retail Water Suppliers	Deadline to calculate the previous years' actual urban water use and report to DWR.	§10609.22(a)
On and after November 1, 2023	State Water Board	Issue informational orders for water production, water use, and water conservation to urban retail water suppliers that do not meet their urban water use objectives.	§10609.26(a)(1)
On or before January 10, 2024	Legislative Analyst's Office	Provide to the appropriate policy committees of both houses of the Legislature and the public a report evaluating the implementation of the water use efficiency standards and water use reporting.	§10609.30
On and after November 1, 2024	State Water Board	Issue written notices to urban retail water suppliers that do not meet their urban water use objectives.	§10609.26(b)
 By January 1, 2024	Urban Retail Water Suppliers	Submit to DWR a supplement to the adopted 2020 plan with a narrative that describes the water demand management measures that the supplier plans to implement to achieve its urban water use objective by January 1, 2027.	§10621(f)(2)



When	Who	What	Code Section
Beginning January 1, 2025	Urban Retail Water Suppliers	Abide by a standard for indoor residential water use of 52.5 gpcd.	§10609.4(a)(2)
On and after November 1, 2025	State Water Board	Issue conservation orders to urban retail water suppliers that do not meet their urban water use objectives.	§10609.26(c)(1)
On or around January 1, 2026	Chair, State Water Board & Director, DWR	Appear before the appropriate policy committees of both houses of the Legislature to report on the implementation of the water use efficiency standards and water use reporting.	§10609.32
After November 1, 2027	State Water Board	Impose fines for violations of long-term standards for efficient water use (from a minimum of \$1,000/day to a maximum of \$10,000/day in a drought emergency or critically dry year).	§1846.5(a)(1) & §1846.5(a)(2)
Beginning January 1, 2030	Urban Retail Water Suppliers	Abide by a standard for indoor residential water use of 50 gpcd.	§10609.4(a)(3)



*Presumed due date or action based on statute

District Impacts

Immediate Impacts

Staff time/resources to help direct DWR implementation strategy

(Greg, Paul, Lisa)

- Frequent meetings, calls, webinars (RWA, ACWA, DWR, SWRCB)
- Land use analysis
- Water use analysis

District Impacts

Best Case Scenario

DWR considers all developed land irrigable allowing the District a more generous budget able to comply with State requirements.

District action:

Create aggregate water budget using the following to calculate:

- Indoor use target of 55 gpp/day
- Outdoor use target following 1992, 2010, 2015 and 2020 WELO standards (GIS to inventory all developed irrigable land)
- CII water use standards (target to be created by DWR)
- Agency water loss standards (target to be created by DWR)

Submit annual report

District Impacts

Worst Case Scenario

DWR considers only irrigated land restricting the District's aggregate budget throwing the District out of compliance.

District action:

Create aggregate water budget using the following to calculate:

- Indoor use target of 55 gpp/day
- Outdoor use target following 1992, 2010, 2015 and 2020 WELO standards (GIS to inventory all developed irrigable land)
- CII water use standards (target to be created by DWR)
- Agency water loss standards (target to be created by DWR)

District Impacts

Worst Case Scenario

District action, continued:

Develop compliance plan which could contain:

- Individual water budgets
- Modified rate structure
- Monthly meter reading

Increased District effort to minimize water loss which could include:

- Advanced meter replacement program
- Proactive leak detection
- Annual meter testing program (meeting AWWA guidelines)

Submit annual report

STAFF REPORT

To: Board of Directors
From: Paul Helliker, General Manager
Date: August 22, 2018
Subject: Proposition 3 – Water Bond

RECOMMENDED ACTION

Approve a position on the Proposition

BACKGROUND

Proposition 3 on the November 2018 ballot would issue \$8.877 billion in general obligation bonds for water-related infrastructure and environmental projects. The state fiscal analyst said the bond would generate about \$8.4 billion in interest over a 40-year period, meaning the bond would cost the state a total of \$17.3 billion.

The largest amount of bond revenue - \$2.355 billion - would go toward conservancies and state parks to restore and protect watershed lands and nonprofits and local agencies for river parkways. The measure would also allocate \$640 million to groundwater sustainability agencies to implement their plans and \$500 million for public water system infrastructure improvements to meet safe drinking water standards, including the treatment of contaminants, or ensure affordable drinking water. The ballot initiative would require that \$1.398 billion be spent on projects benefitting what the state defines as disadvantaged communities and an additional \$2.637 billion be prioritized for disadvantaged communities.

A breakdown of the proposition is attached, and items that would provide potential funding to District programs is highlighted in yellow, while items that could provide funding for water-related projects in the American River watershed are highlighted in blue.

Water Infrastructure and Watershed Conservation Bond (2018)

Amount	Dedication
\$750,000,000	Grant to Friant Water Authority for water conveyance improvements, including the Madera and Friant-Kern canals and water conservation
\$640,000,000	Groundwater sustainability agencies to implement plans
\$500,000,000	Grants and loans for public water system infrastructure improvements to meet safe drinking water standards or ensure affordable drinking water, including treatment of contaminants
\$400,000,000	Grants and loans for wastewater recycling projects
\$400,000,000	Grants for desalination of brackish water (removing salt and other contaminants from groundwater or inland sources of water)
\$400,000,000	Grants to counties and cities to capture and use urban dry weather runoff and stormwater runoff
\$400,000,000	Restoration of Central Valley population of native fish, including salmon, and fish habitat
\$300,000,000	Programs including residential turf removal, leak detection, toilet replacement, and water meters
\$300,000,000	"Restoration and protection of watersheds of the Sacramento, Smith, Eel, and Klamath rivers and other rivers of Marin, Sonoma, Mendocino, Humboldt, and Del Norte counties, and the Carrizo Plain; protection of oak

Water Infrastructure and Watershed Conservation Bond (2018)

Amount	Dedication
	woodlands and rangelands; restoration of riparian habitat and fisheries; and assistance to farmers in integrating agricultural activities with watershed projects"
\$300,000,000	Wildlife Conservation Board to acquire water from willing sellers and to acquire storage and delivery rights to improve stream, river, wetland, estuary, and wildlife refuge habitats
\$300,000,000	Wildlife Conservation Board for coastal and Central Valley salmon and steelhead fisheries restoration projects
\$280,000,000	Wildlife Conservation Board for projects to protect migratory birds
\$250,000,000	Grants and loans for wastewater treatment projects
\$250,000,000	Bay Area Regional Reliability Partnership for new facilities to provide surface water storage
\$200,000,000	Central Valley Flood Protection Board for enlargement and environmental enhancement of existing floodways and improvement of flood control facilities, including \$50 million for existing dams in the Sacramento Valley
\$200,000,000	San Francisco Bay Restoration Authority for flood management and wetlands restoration
\$200,000,000	Sierra Nevada Conservancy for watershed conservation projects and research

Water Infrastructure and Watershed Conservation Bond (2018)

Amount	Dedication
\$200,000,000	Salton Sea ecosystem restoration, air quality improvement, and economic development for severely disadvantaged communities
\$200,000,000	Repair and reconstruction of Oroville Dam
\$180,000,000	Conservancies in Los Angeles, Ventura, and Orange counties for watershed conservation projects
\$170,000,000	Grants to nonprofits and local agencies for river parkways that provide habitat restoration, recreation, and water quality improvements (\$70 million general)
\$150,000,000	Conservancies in watersheds of Sacramento and San Joaquin Rivers for watershed conservation projects (\$30 million to Lower American River Conservancy)
\$150,000,000	Conservancies for projects to restore and protect the Los Angeles river and its tributaries
\$150,000,000	Restoration and protection of watersheds within state parks
\$135,000,000	State Coastal Conservancy for coastal watershed conservation projects

Water Infrastructure and Watershed Conservation Bond (2018)

Amount	Dedication
\$100,000,000	Grants to local agencies to repair or reoperate reservoirs that provide flood control
\$100,000,000	San Francisco Bay Area Conservancy Program for watershed conservation projects
\$100,000,000	California Ocean Protection Council for projects to (a) reduce amount of pollutants that flow to beaches, bays, coastal estuaries, and near-shore ecosystems, and (b) protect coastal and near-shore resources from impact of rising sea levels and ocean acidification
\$100,000,000	Grants to improve quality of rangelands, wildlands, meadows, wetlands, riparian areas, and aquatic areas to increase groundwater recharge
\$100,000,000	Projects in the San Joaquin River settlement agreement
\$80,000,000	Removal of Matilija Dam and related projects along the Ventura River
\$60,000,000	California Tahoe Conservancy for watershed conservation projects
\$60,000,000	Restoration of watersheds and other conservation projects on agricultural lands, rangelands, managed wetlands, and forested lands

Water Infrastructure and Watershed Conservation Bond (2018)

Amount	Dedication
\$50,000,000	Grants to local agencies for agricultural water conservation projects
\$50,000,000	Urban Streams Restoration Program, with 65 percent of funds to disadvantaged communities
\$50,000,000	Sierra Nevada Conservancy for grants to reduce threat of wildfires which would negatively impact watersheds
\$50,000,000	Department of Forestry and Fire Protection for grants to reduce threat of wildfires which would negatively impact watersheds
\$50,000,000	Improving water quality conditions on private lands for fish and wildlife
\$40,000,000	Santa Monica Mountains Conservancy to capture and use urban dry weather runoff and stormwater runoff
\$40,000,000	San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy to capture and use urban dry weather runoff and stormwater runoff
\$40,000,000	State Coastal Conservancy to capture and use urban dry weather runoff and stormwater runoff

Water Infrastructure and Watershed Conservation Bond (2018)

Amount	Dedication
\$40,000,000	San Diego River Conservancy for watershed conservation projects
\$40,000,000	Conservation Corps. to restore and protect watershed lands
\$35,000,000	Borrego Water District to acquire land for groundwater
\$30,000,000	California Tahoe Conservancy to capture and use urban dry weather runoff and stormwater runoff
\$25,000,000	Coachella Valley Mountains Conservancy for restoration and protection of Coachella Valley watershed
\$25,000,000	University of California for the Natural Reserve System to acquire land for research and training in aquatic ecosystems and conservation of wildlife resources
\$20,000,000	Development and installation of water measuring equipment to improve estimates of water budgets, water allocations, drought management, groundwater management, and water rights
\$20,000,000	Institutions of higher education for water resources and supplies development and research

Water Infrastructure and Watershed Conservation Bond (2018)

Amount	Dedication
\$20,000,000	Urban forestry projects to capture stormwater, recharge local groundwater supplies, and manage erosion and water sediments
\$20,000,000	Construction of Pacific Flyway Center near the Suisun Marsh
\$20,000,000	Projects to provide river access for non-motorized recreation
\$15,000,000	Deployment of innovative water and energy saving technologies
\$15,000,000	Grants and loans for improving wastewater treatment in Delta legacy communities and at recreational facilities in the Delta
\$15,000,000	Removing sediment from the Feather River between Live Oak and Verona
\$10,000,000	Development of information systems, technologies, and data to improve the management of water rights
\$10,000,000	Making water information interoperable

Water Infrastructure and Watershed Conservation Bond (2018)

Amount	Dedication
\$10,000,000	Office of Sustainable Water Solutions to provide technical assistance to disadvantaged communities in developing groundwater sustainability plans
\$10,000,000	Grants for American River basin projects to improve flow and temperature conditions, increase water use efficiency, and improve surface water and groundwater supplies
\$6,000,000	Sutter Butte Flood Control Agency for projects at Oroville Wildlife Area to provide downstream flood control and ecosystem restoration
\$5,000,000	Integrated Regional Water Management (IRWM) regional water management groups
\$5,000,000	Delta Science Program
\$5,000,000	Develop a plan for the diversion of water from the Sacramento River to the North Bay Aqueduct
\$1,000,000	Butte County for emergency preparedness equipment

STAFF REPORT

To: Board of Directors
From: Donna Silva, Finance Director
Date: August 22, 2018
Subject: Proposed Amendment to Financial Audit Policy

RECOMMENDED ACTION

Approve amended Financial Audit Policy.

BACKGROUND

The current Financial Audit Policy, attached, was approved by the Board on October 23, 2003.

Staff is currently in the process of reviewing ordinances and policies. After reviewing Ordinance 3000 “District Banking and Other Financial Matters”, in consultation with the Board’s legal counsel, it was determined that the Ordinance is unnecessary as it consists entirely of matters that are already covered under state law, are already covered by Board Policy and/or are better addressed in a policy.

In place of Ordinance 3000, staff will be proposing two new policies and amendments to the existing Financial Audit Policy. This staff report addresses the proposed amendments to the Financial Audit Policy. The proposal to rescind Ordinance 3000 and the proposed new policies will be brought to the Board in September and October 2018.

The proposed policy amendments are attached to this staff report. The recommended changes are as follows:

- Add the fiscal year to the policy as it need not be in an ordinance.
- Extend the time period for audit completion. The existing policy requires audit completion within 90 days of the end of the fiscal year. Given the complexity of District operations and new accounting policies, 90 days is not a reasonable time period for the District to finish its year end accounting work and have an audit completed. Staff suggests extending this requirement to 180 days (December 31st), which is the deadline for submittal of the audited financial statements to the Government Finance Officers Association for the Excellence in Financial Reporting award.
- Staff recommends the addition of a requirement to enter into a multi-year contract with the auditor of at least five years. A multi-year contract results in better outcomes as the auditors have a longer time period to gain a deep understanding of the District, improving the quality of their audits. Multi-year contracts also result in lower costs as the auditors are able to recover certain “startup” costs over several years, rather than over a single year.

- Staff recommends a requirement to conduct a procurement for auditing firms at the end of each multi-year contract.
- The proposed policy clarifies that while price is a consideration, it shall not serve as the sole criterion for the selection of an independent audit. The principal factor in the selection of an auditor should be the auditor's ability to perform a quality audit. Upon completion of the procurement, the Board may or may not chose to change audit firms.

Attachments:

Current Financial Audit Policy with proposed edits

Proposed Financial Audit Policy – clean version

Ordinance 3000

SAN JUAN WATER DISTRICT
POLICIES

POLICY TYPE: General Policies
POLICY TITLE: Financial Audit
POLICY NUMBER: 3800
DATE ADOPTED: October 23, 2003
DATES AMENDED:

3800.00 Financial Audit Policy

The fiscal year of the District shall be the period beginning July 1 of each calendar year through June 30 of the next calendar year.

An audit of the District's financial records will be made annually by a certified public accountant appointed by the Board of Directors. The Board desires the audit to be completed within 180 days of the District's fiscal year-end. The auditor will submit the annual audit within 90 days after the end of each fiscal year.

The purpose of the independent audit is to provide an objective, impartial assessment of the District's financial records. The audit will be conducted in accordance with generally-accepted accounting and financial auditing standards. The audit will serve to determine if, in the opinion of the auditor, the District's financial statements are free of material misstatement. The auditor will also examine evidence supporting the amounts and disclosures in the District's financial statements, annually review and report to the Board on the adequacy of the District's internal financial controls and assess the accounting principles used and significant financial estimates made by District management. The financial audit will be submitted to the County Auditor, and an annual report of financial transactions will be submitted to the State Controller.

The District will enter into a multi-year agreement of at least five years in duration when obtaining the services of independent auditors. Such agreements allow for great continuity and help to minimize the potential for disruption in connection with the independent audit. Multi-year agreements can also help to reduce audit costs by allowing auditors to recover certain "startup" costs over several years, rather than over a single year.

At the end of each five year contract the District will issue a Request for Proposals for independent auditing services. The current auditing firm will be invited to participate in the procurement. The audit procurement process will be structured so that the principal factor in the selection of an independent auditor is the auditor's ability to perform a quality audit. While price is a consideration, it shall not serve as the sole criterion for the selection of an independent auditor. Upon completion of the procurement, the Board may or may not choose to change audit firms at that time.

SAN JUAN WATER DISTRICT
POLICIES

POLICY TYPE: General Policies
POLICY TITLE: Financial Audit
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DATE ADOPTED: October 23, 2003
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SAN JUAN WATER DISTRICT
CODE OF ORDINANCES

CODE TYPE : District Financial Matters
CODE SECTION : District Banking and Other Financial Matters
CODE NUMBER : 3000
DATE ADOPTED : July 28, 2006
DATES AMENDED :

3000.00 District Banking and Other Financial Matters

3000.01 Designation of Depository

The District has adopted the alternative depository of District money in accordance with Government Code Sections 61737.01-61737.09. The Board of Directors by resolution shall designate a depository or depositories to have custody of District funds, which depositories shall give the District sufficient bond to secure the District against possible loss as required by law. Only such Person or Persons authorized by the Board may sign checks to withdraw funds from any of such depositories.

The General Manager, Assistant General Manager, Secretary, Finance and Administrative Manager, Customer Service Manager and all other employees or assistants of the District who may be required to do so by the Board of Directors, shall give such fidelity or performance bonds to the District as the Board may from time to time require. The premium for such bonds shall be paid by the District.

3000.02 Deposit of Cash Receipts

All funds received by the District from any source whatsoever shall be promptly deposited in one of the time or demand bank accounts established by resolution of the Board of Directors. It shall be the responsibility of the General Manager of the District and Staff who have been or may be appointed by the Board, to assure such prompt deposit of funds.

3000.03 Types of Accounts and Investment Accounts

The following types of bank accounts and investment accounts shall be established and maintained for District funds as directed or approved by the Board of Directors.

3000.03.1 Demand-Deposit Accounts

All funds, when first received, shall be deposited in one of the demand deposit accounts established under Section 3000.02. However, the General Manager, or the designated agent, shall cause those funds for which an early demand is not foreseen to be transferred to a time-deposit account or to an investment account to produce an interest return as soon as practicable.

3000.03.2 Time-deposit Accounts

Funds for which an early demand is not foreseen shall be transferred from a demand-deposit account to a time-deposit account or invested in an investment authorized under 3000.03.3 of this Section.

3000.03.3 Investments

As an alternative to placing funds in a time-deposit account, funds may be invested in the form of securities authorized by the laws of the State of California. Such investments shall be held in safe keeping by the bank through which the District arranged for the investment.

3000.04 Classes of Bank Accounts

The following classes of accounts shall be established and maintained for the District.

3000.04.1 General Accounts

All District funds shall be placed in one or more of the types of accounts or investments listed under Section 3000.03. Such funds shall be designated "San Juan Water District, General Fund Account" except for funds that are to be placed in special accounts as may be directed by the Board of Directors or as otherwise authorized in the Section 3000.04. Such special accounts may be any one of the types listed in Section 3000.03.

3000.04.2 Payroll Account

One special demand-deposit account, designated "San Juan Water District, Payroll Account," shall be maintained at one bank for the sole purpose of paying wages and salaries to District employees. No funds shall be deposited in this account except funds withdrawn by check from a General Fund Account.

3000.04.3 Trust Account

Funds held in trust by the District for other Persons may be deposited in special Trust Accounts, which shall be established by resolution of the Board of Directors. Such accounts will include, but not be limited to, special accounts for Employee Funds, Improvement Act of 1911 bond collections, and similar funds.

3000.05 Transfer of Funds from One Account to Another

The General Manager of the District, or his designated agent, is authorized and is delegated the responsibility of directing banking institutions to transfer funds from one type of account to another type in a financial institution that has been approved by the Board of Directors. For the purpose of such transfers, the types of accounts designated "Demand Deposits," "Time-deposits," and "Investment Accounts" shall be interchangeable at the direction of the General Manager, or the designated agent, with after-the-fact approval of the Board. The transfer of funds from one "class" of account, as differentiated from "type" of account, however, is not authorized without prior approval of the Board.

3000.06 Withdrawal of Funds

3000.06.1 Funds may be withdrawn from any class of demand deposit only by issuance of a check or duly authorized electronic funds transfer.

3000.06.2 No check shall be issued until it shall have been signed by at least two Persons who have been authorized by the Board to sign such checks. In certain conditions, checks may be signed with a facsimile signature, the use of which has been authorized by the Board of Directors. The emergency checking account shall require only one signature.

3000.07 Directions Pertaining to Demand Deposits

Each demand-deposit account shall be established only by resolution, which shall contain directions therein as to the Persons who may sign checks on the account.

3000.08 Fiscal Year

The fiscal year of the District shall be the period beginning July 1 of each calendar year through June 30 of the next calendar year.

3000.09 Closing of Books of Account

Within 45 days after the last day of each fiscal year, the Finance and Administrative Manager shall cause all final entries for such fiscal year to be made in the District books of account, prepare them for examination by the external auditor, and notify the auditor that the books of account are ready for audit.

3000.10 Appointment of an Auditor for Annual Audit of Books of Account

The auditor for the District shall be appointed by the Board of Directors and shall serve thereafter until such time as the auditor may resign, the appointment may be revoked by the Board, or a successor has been appointed by the Board.

Within 90 days after the books of account have been prepared for the auditor's use, as provided in Section 3000.09, the auditor shall perform and submit the annual audit of said books of account to the District.

3000.11 Allocated Fund Policy

The District's net worth is invested in its physical assets and its ability to provide reliable water service to the public. These assets must be properly maintained and replaced over time to maintain the level and quality of service provided to the public. The District will consider future needs for all capital facilities, equipment and operations, and set aside appropriate funds to meet these needs. Additional reserve funds may be included as future circumstances warrant. All reserves should be retained for their original intended purpose. In this manner, funds will be available for future capital and equipment requirements in addition to provide funds to continue operations.

3000.11.1 Wholesale

Operating Fund

The operating reserve fund should provide sufficient funds for temporary operations of the District in the events of unforeseen events or irregular working capital needs.

The District will maintain in its Wholesale Operation Reserve Fund an amount equal to at least twenty percent of the annual operating expenditures.

Rate-Stabilization Fund

The rate-stabilization reserve fund should provide sufficient funds to ensure financial and rate stability for wholesale Customers in the event of fluctuating changes in wholesale water deliveries and reduced water supplies.

Capital-Improvement Fund

The capital-improvement reserve fund consists of a number of different reserve funds for different purposes. The different reserve funds are described as follows:

1. Hinkle Reservoir Lining Replacement Fund – a fund established to accumulate funds for the planned replacement of the lining and cover of Hinkle Reservoir. The replacement fund is funded annually in the amount of \$50,000.00 plus accrued interest earned on the existing fund balance. The life expectancy of the cover and lining (installed in July 1981) is 30 years.

2. Capital-Improvement Fund – a fund established to accumulate sufficient funds for use due to unexpected emergency expenditures for repair, replacement or rehabilitation of the water treatment plant facilities.

A fund established to fund capital projects to replace or rehabilitate and upgrade pumping stations, buildings, treatment plant facilities, equipment, water pipeline systems and other water-related system components.

3. Vehicle and Equipment Fund – a fund established to accumulate sufficient funds to replace vehicles and equipment on an annual basis, and larger equipment on an as-need basis.

The primary sources of revenue for the reserves are property taxes, interests, and revenues in excess of expenditures from wholesale Customers.

Restricted COP Debt Fund

A fund established to accumulate funds held in reserve by Union Bank of California for the final principal and interest payment on the 1993 Revenue Certificates of Participation. The final payment of principal and interest is due February 2014. The funds accumulated and held in reserve by Bank of America is for the semi-annual payments of principal and interest due in February and August, and debt service coverage paid by participating agencies.

Restricted-Employee Fund

A fund established to accumulate employee's pre-taxed monies will be held in trust by the District. A second party pays claims submitted by enrolled employees.

A fund established to accumulate funds for accrued employees vacation and sick leave time.

3000.11.2 Retail

Operating Fund

The operating reserve fund should provide sufficient funds for temporary operations of the District in the event of unforeseen events or irregular working capital needs.

The District will maintain in its Retail Operation Reserve Fund an amount equal to at least twenty percent of the annual operating expenditures.

Capital-Improvement Fund

The capital-improvement reserve fund consists of a number of different reserve funds for different purposes. The different reserve funds are described as follows:

1. Kokila Reservoir Lining Replacement Fund – a fund established to accumulate funds for eventual replacement of the lining and cover of Kokila Reservoir. The replacement fund is funded annually in the amount of \$10,000.00 plus accrued interest earned on the existing fund balance. The life expectancy of the cover and lining (installed in July 1984) is 30 years
2. Capital-Improvement Fund – a fund established to accumulate sufficient funds for use due to unforeseen and unexpected emergency expenditures for repair, replacement or rehabilitation of the District's water pipeline systems and pumping stations.
3. Capital Facilities Fees Fund – a separate fund established to accumulate Capital Facilities Fees collected to fund capital projects to replace, rehabilitate and upgrade District pumping stations, buildings, water pipeline systems and other water related systems components in the retail service area resulting from additional water services.
4. Vehicle and Equipment Fund - a fund established to accumulate sufficient funds to replace vehicles and equipment on an annual basis and larger equipment on an as need basis.

The primary sources of revenue for the allocated funds are property taxes, interest, capital facilities fees and revenues in excess of expenditures from retail Customers.

Restricted COP Debt Reserve

A fund established to accumulate funds held in reserve for the semi-annual payment of principal and interest on the 1993 Revenue Certificates of Participation. Annual debt service payments of principal and interest are made in February and August.

Restricted E.D.A. Loan Debt Reserve

A fund established to accumulate funds held in reserve for the annual payment of principal and interest on the E.D.A. Loan. Annual debt service payment is made in June.

Restricted-Employee Fund

A fund established to accumulate employee's pre-taxed monies held in trust by the District. A second party pays payments to enrolled employees.

A fund established to accumulate funds for accrued employees' vacation and sick leave time.

STAFF REPORT

To: Board of Directors
 From: Paul Helliker, General Manager
 Date: August 22, 2018
 Subject: General Manager's Monthly Report (July)

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production for July

Item	2018	2017	Difference
Monthly Production AF	7,203.28	7,095.86	1.5%
Daily Average MG	75.72	74.59	1.5%
Annual Production AF	25,151.62	25,409.42	-1.0%

Water Turbidity

Item	July 2018	June 2018	Difference
Raw Water Turbidity NTU	1.66	2.25	-26%
Treated Water Turbidity NTU	0.023	0.026	-12%
Monthly Turbidity Percentage Reduction	98.64%	99.32%	

*Folsom Lake Reservoir Storage Level AF**

Item	2018	2017	Difference
Lake Volume AF	836,113	953,497	-12%

AF – Acre Feet
 MG – Million Gallons
 NTU – Nephelometric Turbidity Unit
 * Total Reservoir Capacity: 977,000 AF

Other Items of Interest:

- None to Report

SYSTEM OPERATIONS

Distribution Operations:

Item	July 2018	June 2018	Difference
Leaks and Repairs	16	7	+9
Mains Flushed	37	89	-52
Valves Exercised	31	54	-23
Back Flows Tested	4	12	-8
Customer Service Calls	72	44	+28

Distribution System Water Quality:

Water Quality Samples Taken	# Failed Samples	Supporting Information
40 Lab	0	
11 In-House	0	

Other Items of Interest:

- Back flow program is nearly completed, 3 devices left for retesting. Waiting on customers to finish repairs.
- July had the highest number of leaks for any month in the last four years. Leaks had a big impact on FS in July causing distribution maintenance items to be pushed.
- Experienced a 40% increase in customer service calls, 50% of which were after hours to the on-call operator.

CUSTOMER SERVICE ACTIVITIES

Billing Information for Month of July

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5611	857	334	28

Conservation Activities

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
9	1114*	14	N/A

Other Activities

- Staff has processed 1,042 payment transactions since April and 3,393 customers have self-enrolled using the District's website to pay their bills.
- Staff processed 62 manual bills to be included in the title company escrow process.
- Draft Customer Satisfaction Survey results are available and 88% were satisfied with the overall services provided by the District.
- *The process was modified from comparing the current bill to the last bill to comparing the current bill to the same bill cycle one year ago resulting in a significant rise in contacts made.

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

Project Title	Description	Status	Issues
Ali Minor Subdivision	3-Lot Subdivision	Approved for Construction	
Barton Ranch	10-Lot Subdivision	Approved for Construction	
Chula Acres	4-Lot Minor Subdivision	Approved for Construction	
Colina Estates	10-Lot Subdivision	In Design Review	
Eureka at GB (former Micherra Place Proj.)	28 Condominium Units	In Design Review	DDW Waiver for SD proximity is req'd
GB Memory Care	Commercial Business	In Design Review	
Granite Rock Estates	16-Lot Subdivision	In Design Review	Annexation process will be required for SJWD to supply
Greyhawk III	44 high-density, and 28 single family Lots	In Design Review	Dry Utilities conflict being resolved
Ovation Senior Living	Commercial Business (114-Unit 2-story Assisted Living Facility)	In Design Review	
Placer County Retirement Residence	Commercial Business (145-Unit Multi-story Assisted Living Facility)	In Design Review	
Pond View	Commercial Business	Approved for Construction	
SPFD Station 15	Fire Station Bldg Improvements, with water service upgrades	In Construction	
Quarry Ridge Prof. Office Park	Commercial Business (4 parcels to develop four general/medical office buildings)	In Design Review	
Rancho Del Oro	89 Lot Subdivision	Approved for Construction	On hold pending County Approvals
Self Parcel Split (3600 & 3630 Allison Ave)	4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.)	In Construction	Waiting for contract and submittals.
The Park at Granite Bay	56 lot Subdivision	Approved for Construction	Processing Conveyance Agreement
The Residences at GB	4-Lot Minor Subdivision	In Design Review	
Ventura of GB	33-Lot Subdivision	In Design Review	
Whitehawk I	24-Lot Subdivision	In Design Review	
Whitehawk II	56-Lot Subdivision	In Design Review	

ENGINEERING - CAPITAL PROJECTS

Current Retail Projects

Project Title	Description	Status	Issues
Douglas Blvd Main Replacement	Replacement of ±4,125-LF of old steel main with new 16-in and 12-in pipeline between Auburn Folsom Rd and Hidden Lakes Dr.	In Construction Phase	Public Outreach and notification is being maintained
Dambacher Drive Services Replacement	Replacement of ±19 aged, corroded steel service taps with new bronze saddle taps to reduce potential for failures and leaks	In Construction Phase	None
Lou Place Main Replacement	Replacement of approximately 460-LF of aged main and 4 services on Lou Place between Troy Way and Crown Point Vista	In Design	
Edward Ct Main Replacement	Replacement of approximately 300-LF of aged main and 3 services on between Lou Place and the south end of Edward Court	In Design	
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network.	In Design	
Cavitt Stallman 12" (Oak Pines to Sierra Ponds)	Install new pipeline on Cavitt Stallman between Oak Pines Lane and Sierra Ponds Lane.	In Design	
Cavitt Stallman 12" (Mystery Cr to Oak Pines)	Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln.	In Design	
Woodminister Services Replacements	Replace 18 aged services.	In Design	
Redbud/Lupin/Meadowlark Services Replmts	Replace 43 aged services.	In Design	
Sandstone & Auberry to Hill Rd 8" Ext & Serv	Replace pipeline and services.	In Design	
6-In Walnut Ave to Madison Abandonment	Excavate and install a restrained pipe cap as necessary to properly abandon an old pipeline.	In Design	

Project Title	Description	Status	Issues
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA.	In Design	
Mooney Tank Building New Roof	Replace the existing aged roof before failure.	In Design	
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	In Design	
UGB & LGB Low Flow Pumps and LGB/CP MOV	Installation of two new low flow pumps, one each at the Lower and Upper Granite Bay pump stations	In Design	

Retail CIP - Project Specifics

- None to Report

Current Wholesale Projects

Project Title	Description	Status (% Complete)	Issues
WTP Improvements	Replacement of aged mechanical flocculators and sludge collection equipment, construction of a new settled water channel and a new overflow weir structure, electrical and piping improvements, and other miscellaneous work	Construction is Complete. NOC was recorded with Placer Co.	In Closeout
WTP Thickeners Lining	Clean, repair and line the interior walls and floor of the three thickeners to eliminate leakage and protect the concrete and reinforcing from damage	In Design	
FO-40 T-Main Relining	Relining of the existing ±11,000 foot long steel pipeline	In Construction	
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Construction	
Hinkle Res. Monitoring Level Probes	Installation of level probes into the monitoring wells to provide consistent monitoring data for DSOD reporting	In Construction	

Wholesale CIP - Project Specifics

- None to Report

SAFETY & REGULATORY TRAINING – JULY 2018

Training Course	Staff
Overhead Crane Safety	Treatment
Access to Medical Records	All Staff

FINANCE/BUDGET

See attached.



San Juan Water District, CA

Wholesale Operating Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 07/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESALE					
Revenue					
41000 - Water Sales	12,666,300.00	12,666,300.00	1,620,695.00	1,620,695.00	11,045,605.00
43000 - Rebate	1,500.00	1,500.00	0.00	0.00	1,500.00
49000 - Other Non-Operating Revenue	151,900.00	151,900.00	0.00	0.00	151,900.00
Revenue Total:	12,819,700.00	12,819,700.00	1,620,695.00	1,620,695.00	11,199,005.00
Expense					
51000 - Salaries and Benefits	3,514,900.00	3,514,900.00	254,300.19	254,300.19	3,260,599.81
52000 - Debt Service Expense	955,000.00	955,000.00	0.00	0.00	955,000.00
53000 - Source of Supply	2,006,800.00	2,006,800.00	210,337.66	210,337.66	1,796,462.34
54000 - Professional Services	887,400.00	887,400.00	4,234.58	4,234.58	883,165.42
55000 - Maintenance	450,900.00	450,900.00	22,141.76	22,141.76	428,758.24
56000 - Utilities	90,500.00	90,500.00	1,748.00	1,748.00	88,752.00
57000 - Materials and Supplies	478,300.00	478,300.00	36,773.25	36,773.25	441,526.75
58000 - Public Outreach	88,500.00	88,500.00	0.00	0.00	88,500.00
59000 - Other Operating Expenses	470,300.00	470,300.00	94,472.92	94,472.92	375,827.08
69000 - Other Non-Operating Expenses	2,700.00	2,700.00	0.00	0.00	2,700.00
69900 - Transfers Out	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Expense Total:	11,722,200.00	11,722,200.00	624,008.36	624,008.36	11,098,191.64
Fund: 010 - WHOLESALE Surplus (Deficit):	1,097,500.00	1,097,500.00	996,686.64	996,686.64	100,813.36
Total Surplus (Deficit):	1,097,500.00	1,097,500.00	996,686.64	996,686.64	100,813.36

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	1,097,500.00	1,097,500.00	996,686.64	996,686.64	100,813.36
Total Surplus (Deficit):	1,097,500.00	1,097,500.00	996,686.64	996,686.64	100,813.36



San Juan Water District, CA

Wholesale Capital Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 07/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	0.00	0.00	1,094,700.00
44000 - Connection Fees	75,000.00	75,000.00	4,116.00	4,116.00	70,884.00
44500 - Capital Contributions - Revenue	2,285,400.00	2,285,400.00	10,925.00	10,925.00	2,274,475.00
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	0.00	65,000.00
49990 - Transfer In	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Revenue Total:	6,297,000.00	6,297,000.00	15,041.00	15,041.00	6,281,959.00
Expense					
55000 - Maintenance	3,101,000.00	3,101,000.00	0.00	0.00	3,101,000.00
61000 - Capital Outlay	1,755,700.00	1,755,700.00	392.53	392.53	1,755,307.47
Expense Total:	4,856,700.00	4,856,700.00	392.53	392.53	4,856,307.47
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):	1,440,300.00	1,440,300.00	14,648.47	14,648.47	1,425,651.53
Total Surplus (Deficit):	1,440,300.00	1,440,300.00	14,648.47	14,648.47	1,425,651.53

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
011 - Wholesale Capital Outlay	1,440,300.00	1,440,300.00	14,648.47	14,648.47	1,425,651.53
Total Surplus (Deficit):	1,440,300.00	1,440,300.00	14,648.47	14,648.47	1,425,651.53



San Juan Water District, CA

Retail Operating Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 07/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	11,479,700.00	11,479,700.00	1,065,939.98	1,065,939.98	10,413,760.02
45000 - Other Operating Revenue	379,600.00	379,600.00	13,457.01	13,457.01	366,142.99
49000 - Other Non-Operating Revenue	116,200.00	116,200.00	21,388.00	21,388.00	94,812.00
Revenue Total:	11,975,500.00	11,975,500.00	1,100,784.99	1,100,784.99	10,874,715.01
Expense					
51000 - Salaries and Benefits	4,720,300.00	4,720,300.00	347,425.52	347,425.52	4,372,874.48
52000 - Debt Service Expense	531,000.00	531,000.00	0.00	0.00	531,000.00
53000 - Source of Supply	3,095,300.00	3,095,300.00	501,997.00	501,997.00	2,593,303.00
54000 - Professional Services	1,213,400.00	1,213,400.00	27,323.82	27,323.82	1,186,076.18
55000 - Maintenance	345,800.00	345,800.00	8,328.91	8,328.91	337,471.09
56000 - Utilities	246,200.00	246,200.00	3,292.03	3,292.03	242,907.97
57000 - Materials and Supplies	292,800.00	292,800.00	4,606.34	4,606.34	288,193.66
58000 - Public Outreach	65,000.00	65,000.00	0.00	0.00	65,000.00
59000 - Other Operating Expenses	577,600.00	577,600.00	56,398.50	56,398.50	521,201.50
69000 - Other Non-Operating Expenses	2,200.00	2,200.00	0.00	0.00	2,200.00
69900 - Transfers Out	275,300.00	275,300.00	0.00	0.00	275,300.00
Expense Total:	11,364,900.00	11,364,900.00	949,372.12	949,372.12	10,415,527.88
Fund: 050 - RETAIL Surplus (Deficit):	610,600.00	610,600.00	151,412.87	151,412.87	459,187.13
Total Surplus (Deficit):	610,600.00	610,600.00	151,412.87	151,412.87	459,187.13

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	610,600.00	610,600.00	151,412.87	151,412.87	459,187.13
Total Surplus (Deficit):	610,600.00	610,600.00	151,412.87	151,412.87	459,187.13



San Juan Water District, CA

Retail Capital Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 07/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	0.00	0.00	1,094,700.00
44000 - Connection Fees	100,000.00	100,000.00	0.00	0.00	100,000.00
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	0.00	65,000.00
49990 - Transfer In	275,300.00	275,300.00	0.00	0.00	275,300.00
Revenue Total:	1,535,000.00	1,535,000.00	0.00	0.00	1,535,000.00
Expense					
54000 - Professional Services	358,000.00	358,000.00	0.00	0.00	358,000.00
55000 - Maintenance	150,800.00	150,800.00	0.00	0.00	150,800.00
61000 - Capital Outlay	5,505,300.00	5,505,300.00	3,434.99	3,434.99	5,501,865.01
Expense Total:	6,014,100.00	6,014,100.00	3,434.99	3,434.99	6,010,665.01
Fund: 055 - Retail Capital Outlay Surplus (Deficit):	-4,479,100.00	-4,479,100.00	-3,434.99	-3,434.99	-4,475,665.01
Total Surplus (Deficit):	-4,479,100.00	-4,479,100.00	-3,434.99	-3,434.99	-4,475,665.01

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-4,479,100.00	-4,479,100.00	-3,434.99	-3,434.99	-4,475,665.01
Total Surplus (Deficit):	-4,479,100.00	-4,479,100.00	-3,434.99	-3,434.99	-4,475,665.01

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
175105	6690-7767 Douglas Boulevard & Assoc	0.00	3,434.99	-3,434.99
181110	Alum Feed Pumps Replacement	0.00	392.53	-392.53
Project Totals:		0.00	3,827.52	-3,827.52

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	3,827.52	-3,827.52
Group Totals:	0.00	3,827.52	-3,827.52

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Engineering	0.00	3,434.99	-3,434.99
Water Treatment Plant	0.00	392.53	-392.53
Type Totals:	0.00	3,827.52	-3,827.52

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-700-61145	Capital Outlay - WTP & Improv...	0.00	392.53	392.53
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	3,434.99	3,434.99
GL Account Totals:		0.00	3,827.52	3,827.52



Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
Asset					
Type: 1000 - Assets					
10010 - Cash and Investments	4,686,735.01	7,797,013.68	1,418,517.03	6,489,887.17	20,392,152.89
10510 - Accounts Receivable	1,654,570.99	13,406.09	285,615.73	11,111.32	1,964,704.13
11000 - Inventory	0.00	0.00	125,979.30	0.00	125,979.30
12000 - Prepaid Expense	29,920.00	0.00	29,920.00	0.00	59,840.00
14010 - Deferred Outflows	3,755,191.14	0.00	4,309,621.23	0.00	8,064,812.37
17010 - Capital Assets - Work in Progress	7,215,473.32	0.00	180,843.87	0.00	7,396,317.19
17150 - Capital Assets - Land Non-depreciable	98,212.00	0.00	166,272.00	0.00	264,484.00
17160 - Capital Assets - Land Improvements	814,105.59	0.00	75,884.80	0.00	889,990.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	5,527,475.04	0.00	12,574,653.04
17300 - Capital Assets - Buildings & Improvements	1,296,460.92	0.00	55,440.68	0.00	1,351,901.60
17350 - Capital Assets - Water Treatment Plant & Imp	28,346,992.84	0.00	16,000.00	0.00	28,362,992.84
17400 - Capital Assets - Mains/Pipelines & Improvements	29,233,857.10	0.00	42,354,004.73	0.00	71,587,861.83
17500 - Capital Assets - Reservoirs & Improvements	2,862,601.82	0.00	2,492,422.47	0.00	5,355,024.29
17700 - Capital Assets - Equipment & Furniture	13,612,154.78	0.00	1,041,601.61	0.00	14,653,756.39
17750 - Capital Assets - Vehicles	331,446.00	0.00	461,103.88	0.00	792,549.88
17800 - Capital Assets - Software	434,195.88	0.00	549,200.37	0.00	983,396.25
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-33,510,353.32	0.00	-26,750,260.74	0.00	-60,260,614.06
19015 - 2012 Premiums on Refunding Bonds	-552,686.28	0.00	-300,093.04	0.00	-852,779.32
Total Type 1000 - Assets:	68,022,251.79	7,810,419.77	32,039,548.96	6,500,998.49	114,373,219.01
Total Asset:	68,022,251.79	7,810,419.77	32,039,548.96	6,500,998.49	114,373,219.01
Liability					
Type: 1000 - Assets					
10510 - Accounts Receivable	119,556.54	0.00	65,639.71	0.00	185,196.25
Total Type 1000 - Assets:	119,556.54	0.00	65,639.71	0.00	185,196.25
Type: 2000 - Liabilities					
20010 - Accounts Payable	20,184.52	59.20	41,315.82	434.99	61,994.53
20100 - Retentions Payable	0.00	0.10	0.00	54,920.96	54,921.06
21200 - Salaries & Benefits Payable	31,061.94	0.00	49,377.06	0.00	80,439.00
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	261,729.13	0.00	418,831.09	0.00	680,560.22
21500 - Premium on Issuance of Bonds Series 2017	1,382,904.36	0.00	777,883.70	0.00	2,160,788.06
21600 - OPEB Liability	100,396.44	0.00	127,509.04	0.00	227,905.48

Balance Sheet

As Of 07/31/2018

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21700 - Pension Liability	3,346,571.65	0.00	4,621,457.65	0.00	7,968,029.30
22010 - Deferred Income	0.00	0.00	60,046.96	0.00	60,046.96
22050 - Deferred Inflows	260,874.00	0.00	360,252.00	0.00	621,126.00
23000 - Loans Payable	402,040.54	0.00	223,579.26	0.00	625,619.80
24200 - 2012 Bonds Payable	6,414,133.42	0.00	3,482,693.34	0.00	9,896,826.76
24250 - Bonds Payable 2017 Refunding	16,115,200.00	0.00	9,064,800.00	0.00	25,180,000.00
Total Type 2000 - Liabilities:	28,335,096.01	59.30	19,227,745.91	55,355.95	47,618,257.17
Total Liability:	28,454,652.55	59.30	19,293,385.62	55,355.95	47,803,453.42
Equity					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	34,085,186.41	0.00	12,608,477.99	0.00	46,693,664.40
30500 - Designated Reserves	4,485,726.19	7,795,712.00	-13,727.52	6,449,077.53	18,716,788.20
Total Type 3000 - Equity:	38,570,912.60	7,795,712.00	12,594,750.47	6,449,077.53	65,410,452.60
Total Total Beginning Equity:	38,570,912.60	7,795,712.00	12,594,750.47	6,449,077.53	65,410,452.60
Total Revenue	1,620,695.00	15,041.00	1,100,784.99	0.00	2,736,520.99
Total Expense	624,008.36	392.53	949,372.12	3,434.99	1,577,208.00
Revenues Over/Under Expenses	996,686.64	14,648.47	151,412.87	-3,434.99	1,159,312.99
Total Equity and Current Surplus (Deficit):	39,567,599.24	7,810,360.47	12,746,163.34	6,445,642.54	66,569,765.59
Total Liabilities, Equity and Current Surplus (Deficit):	68,022,251.79	7,810,419.77	32,039,548.96	6,500,998.49	114,373,219.01



San Juan Water District, CA

Check Report

By Check Number

Date Range: 07/01/2018 - 07/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
01041	Afman, Todd R	07/02/2018	Regular	0.00	443.11	52923
03406	Alpha Analytical Laboratories Inc.	07/02/2018	Regular	0.00	3.00	52924
01138	AT&T Mobility II LLC	07/02/2018	Regular	0.00	63.24	52925
03226	Capitol Sand and Gravel Co.	07/02/2018	Regular	0.00	3,681.29	52926
01337	Central Valley Project Water Association	07/02/2018	Regular	0.00	440.67	52927
01423	County of Sacramento	07/02/2018	Regular	0.00	477.75	52928
03641	Double B Demolition, Inc.	07/02/2018	Regular	0.00	6,500.00	52929
03350	Firecode Safety Equipment, Inc.	07/02/2018	Regular	0.00	1,790.53	52930
01068	Glenn C. Walker	07/02/2018	Regular	0.00	1,010.40	52931
03091	Granite Bay Ace Hardware	07/02/2018	Regular	0.00	107.85	52932
01706	Graymont Western US Inc.	07/02/2018	Regular	0.00	6,218.60	52933
01733	Harris Industrial Gases	07/02/2018	Regular	0.00	56.79	52934
01768	Hopkins Technical Products, Inc.	07/02/2018	Regular	0.00	1,056.07	52935
03072	HUNT & SONS INC.	07/02/2018	Regular	0.00	384.57	52936
03533	M&C Bliss Enterprises Inc	07/02/2018	Regular	0.00	85.79	52937
03360	Nathaniel Lee Medlar	07/02/2018	Regular	0.00	3,000.00	52938
02131	Office Depot, Inc.	07/02/2018	Regular	0.00	2,171.50	52939
	Void	07/02/2018	Regular	0.00	0.00	52940
	Void	07/02/2018	Regular	0.00	0.00	52941
02150	Pace Supply Corp	07/02/2018	Regular	0.00	221.32	52942
03026	PFM Asset Management	07/02/2018	Regular	0.00	932.54	52943
02223	Rexel Inc (Platt - Rancho Cordova)	07/02/2018	Regular	0.00	14,205.16	52944
	Void	07/02/2018	Regular	0.00	0.00	52945
02293	RFI Enterprises, Inc	07/02/2018	Regular	0.00	49.86	52946
02328	Rocklin Windustrial Co	07/02/2018	Regular	0.00	7.06	52947
02392	Safeguard Business Systems, Inc.	07/02/2018	Regular	0.00	53.86	52948
02452	Sierra National Construction, Inc.	07/02/2018	Regular	0.00	8,606.55	52949
02464	Signs in 1 Day, Inc	07/02/2018	Regular	0.00	161.63	52950
02675	VWR Funding, Inc	07/02/2018	Regular	0.00	2,069.00	52951
01687	W. W. Grainger, Inc.	07/02/2018	Regular	0.00	455.25	52952
03406	Alpha Analytical Laboratories Inc.	07/09/2018	Regular	0.00	1,023.00	52953
01073	Amarjeet Singh Garcha	07/09/2018	Regular	0.00	1,560.00	52954
01027	Association of California Water Agencies	07/09/2018	Regular	0.00	2,000.00	52955
03594	Borges & Mahoney, Inc.	07/09/2018	Regular	0.00	1,596.27	52956
03649	Caggiano General Engineering, Inc.	07/09/2018	Regular	0.00	57,950.00	52957
01554	Electrical Equipment Co	07/09/2018	Regular	0.00	1,779.80	52958
01630	FM Graphics, Inc.	07/09/2018	Regular	0.00	754.83	52959
03091	Granite Bay Ace Hardware	07/09/2018	Regular	0.00	80.01	52960
03650	Kapahi, Raman	07/09/2018	Regular	0.00	3,700.00	52961
02093	NDS Solutions, Inc	07/09/2018	Regular	0.00	2,198.77	52962
03402	Normac, Inc	07/09/2018	Regular	0.00	173.53	52963
02131	Office Depot, Inc.	07/09/2018	Regular	0.00	565.20	52964
02150	Pace Supply Corp	07/09/2018	Regular	0.00	394.68	52965
02281	Ray A Morgan Company Inc	07/09/2018	Regular	0.00	441.75	52966
02223	Rexel Inc (Platt - Rancho Cordova)	07/09/2018	Regular	0.00	1,284.59	52967
02292	Rexel, Inc.	07/09/2018	Regular	0.00	4,387.48	52968
02328	Rocklin Windustrial Co	07/09/2018	Regular	0.00	1,960.53	52969
02464	Signs in 1 Day, Inc	07/09/2018	Regular	0.00	96.98	52970
02514	State Water Resources Control Board - SWRCB	07/09/2018	Regular	0.00	105.00	52971
01687	W. W. Grainger, Inc.	07/09/2018	Regular	0.00	149.27	52972
03445	Zlotnick, Greg	07/09/2018	Regular	0.00	140.63	52973
03406	Alpha Analytical Laboratories Inc.	07/16/2018	Regular	0.00	188.00	52974
01073	Amarjeet Singh Garcha	07/16/2018	Regular	0.00	1,700.00	52975
03534	Barrett, Devon	07/16/2018	Regular	0.00	301.69	52976

Check Report

Date Range: 07/01/2018 - 07/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01182	Bartkiewicz, Kronick & Shanahan	07/16/2018	Regular	0.00	20,063.00	52977
01370	Citrus Heights Chamber of Commerce	07/16/2018	Regular	0.00	695.00	52978
01372	City of Folsom	07/16/2018	Regular	0.00	42,233.34	52979
01372	City of Folsom	07/16/2018	Regular	0.00	32.48	52980
01378	Clark Pest Control of Stockton	07/16/2018	Regular	0.00	150.00	52981
02613	Clark, Tom	07/16/2018	Regular	0.00	60.00	52982
02214	County of Placer Engineering & Surveying	07/16/2018	Regular	0.00	204.00	52983
01494	Dewey Services Inc.	07/16/2018	Regular	0.00	85.00	52984
01554	Electrical Equipment Co	07/16/2018	Regular	0.00	112.70	52985
01575	Engineering Supply Company, Inc	07/16/2018	Regular	0.00	12,410.87	52986
03089	Fulton, Jonathan	07/16/2018	Regular	0.00	28.39	52987
01733	Harris Industrial Gases	07/16/2018	Regular	0.00	56.79	52988
03652	Kastner, Donald	07/16/2018	Regular	0.00	75.07	52989
02024	MCI WORLDCOM	07/16/2018	Regular	0.00	103.28	52990
03522	Moss, Jeffrey	07/16/2018	Regular	0.00	297.95	52991
02649	MUFG Union Bank, N.A.	07/16/2018	Regular	0.00	1,530.85	52992
02146	PG&E	07/16/2018	Regular	0.00	2,515.03	52993
	Void	07/16/2018	Regular	0.00	0.00	52994
02210	Placer County Water Agency	07/16/2018	Regular	0.00	65,437.50	52995
02283	Recology Auburn Placer	07/16/2018	Regular	0.00	724.49	52996
02223	Rexel Inc (Platt - Rancho Cordova)	07/16/2018	Regular	0.00	1,396.09	52997
02293	RFI Enterprises, Inc	07/16/2018	Regular	0.00	49.86	52998
02328	Rocklin Windustrial Co	07/16/2018	Regular	0.00	70.28	52999
02357	Sacramento Municipal Utility District (SMUD)	07/16/2018	Regular	0.00	18,840.29	53000
01411	SureWest Telephone	07/16/2018	Regular	0.00	1,617.77	53001
02540	Sutter Medical Foundation	07/16/2018	Regular	0.00	142.00	53002
02638	Tyler Technologies, Inc.	07/16/2018	Regular	0.00	3,762.70	53003
02651	United Parcel Service Inc	07/16/2018	Regular	0.00	92.03	53004
02690	Verizon Wireless	07/16/2018	Regular	0.00	1,086.66	53005
02700	Viking Shred LLC	07/16/2018	Regular	0.00	50.00	53006
02667	US Bank Corporate Payments Sys (CalCard)	07/18/2018	Regular	0.00	10,093.40	53007
	Void	07/18/2018	Regular	0.00	0.00	53008
	Void	07/18/2018	Regular	0.00	0.00	53009
	Void	07/18/2018	Regular	0.00	0.00	53010
	Void	07/18/2018	Regular	0.00	0.00	53011
	Void	07/18/2018	Regular	0.00	0.00	53012
	Void	07/18/2018	Regular	0.00	0.00	53013
	Void	07/18/2018	Regular	0.00	0.00	53014
03406	Alpha Analytical Laboratories Inc.	07/23/2018	Regular	0.00	448.00	53015
01027	Association of California Water Agencies	07/23/2018	Regular	0.00	10,000.00	53016
01165	Backflow Technologies	07/23/2018	Regular	0.00	7,280.00	53017
01189	Bay Area Coating Consultants, Inc.	07/23/2018	Regular	0.00	7,528.40	53018
01375	City of Sacramento	07/23/2018	Regular	0.00	3,654.69	53019
03091	Granite Bay Ace Hardware	07/23/2018	Regular	0.00	138.76	53020
01741	HDR Engineering, Inc.	07/23/2018	Regular	0.00	1,960.28	53021
03651	National Analytical Laboratories, Inc.	07/23/2018	Regular	0.00	1,500.00	53022
02131	Office Depot, Inc.	07/23/2018	Regular	0.00	818.11	53023
02150	Pace Supply Corp	07/23/2018	Regular	0.00	193.05	53024
03178	Paul, Scott	07/23/2018	Regular	0.00	4.84	53025
02146	PG&E	07/23/2018	Regular	0.00	10.00	53026
02223	Rexel Inc (Platt - Rancho Cordova)	07/23/2018	Regular	0.00	898.81	53027
01391	Sinnock, Cody	07/23/2018	Regular	0.00	199.99	53028
02580	The Eidam Corporation	07/23/2018	Regular	0.00	9,378.75	53029
02463	The New AnswerNet	07/23/2018	Regular	0.00	275.00	53030
03644	Tully & Young, Inc.	07/23/2018	Regular	0.00	4,840.00	53031
02638	Tyler Technologies, Inc.	07/23/2018	Regular	0.00	3,000.00	53032
02651	United Parcel Service Inc	07/23/2018	Regular	0.00	28.26	53033
01687	W. W. Grainger, Inc.	07/23/2018	Regular	0.00	112.55	53034
02717	Water Research Foundation	07/23/2018	Regular	0.00	26,896.00	53035
03406	Alpha Analytical Laboratories Inc.	07/30/2018	Regular	0.00	516.00	53040
01026	American River Ace Hardware, Inc.	07/30/2018	Regular	0.00	65.48	53041

Check Report

Date Range: 07/01/2018 - 07/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01090	American Water Works Association	07/30/2018	Regular	0.00	105.00	53042
01138	AT&T Mobility II LLC	07/30/2018	Regular	0.00	63.24	53043
03653	Baird, Kelly	07/30/2018	Regular	0.00	26.18	53044
03594	Borges & Mahoney, Inc.	07/30/2018	Regular	0.00	581.93	53045
01234	Bryce Consulting, Inc.	07/30/2018	Regular	0.00	800.00	53046
01423	County of Sacramento	07/30/2018	Regular	0.00	224.00	53047
03548	Digital Deployment, Inc.	07/30/2018	Regular	0.00	400.00	53048
02516	Ehnat, Stephen	07/30/2018	Regular	0.00	80.00	53049
01554	Electrical Equipment Co	07/30/2018	Regular	0.00	6,004.64	53050
01068	Glenn C. Walker	07/30/2018	Regular	0.00	1,010.40	53051
03091	Granite Bay Ace Hardware	07/30/2018	Regular	0.00	92.82	53052
02131	Office Depot, Inc.	07/30/2018	Regular	0.00	2,120.09	53053
03150	Professional Id Cards Inc	07/30/2018	Regular	0.00	12.50	53054
02223	Rexel Inc (Platt - Rancho Cordova)	07/30/2018	Regular	0.00	1,462.30	53055
02293	RFI Enterprises, Inc	07/30/2018	Regular	0.00	382.08	53056
02302	Riebes Auto Parts, LLC	07/30/2018	Regular	0.00	8.92	53057
02395	SAFETY KLEEN SYSTEMS INC.	07/30/2018	Regular	0.00	890.01	53058
03656	Skillsoft Corporation	07/30/2018	Regular	0.00	3,940.00	53059
03309	Sorum, Mark	07/30/2018	Regular	0.00	3,000.00	53060
03221	Chemtrade Chemicals Corporation	07/02/2018	EFT	0.00	8,047.99	405487
03237	GM Construction & Developers, Inc	07/02/2018	EFT	0.00	6,268.48	405488
01721	Hach Company	07/02/2018	EFT	0.00	261.75	405489
03553	Mallory Safety and Supply LLC	07/02/2018	EFT	0.00	388.67	405490
03535	McLaughlin, Stacey	07/02/2018	EFT	0.00	1,975.00	405491
02027	Mcmaster-Carr Supply Company	07/02/2018	EFT	0.00	781.80	405492
01472	Mel Dawson, Inc.	07/02/2018	EFT	0.00	81.41	405493
02275	Ramos Oil Recyclers, Inc.	07/02/2018	EFT	0.00	420.60	405494
02674	Utility Services Associates, LLC	07/02/2018	EFT	0.00	2,662.80	405495
02710	WageWorks, Inc	07/02/2018	EFT	0.00	172.00	405496
03387	WageWorks, Inc	07/02/2018	EFT	0.00	351.15	405497
03221	Chemtrade Chemicals Corporation	07/09/2018	EFT	0.00	11,955.38	405498
01365	Cisco Air Systems, Inc.	07/09/2018	EFT	0.00	377.09	405499
01721	Hach Company	07/09/2018	EFT	0.00	727.76	405500
03593	Hanneman, Martin W	07/09/2018	EFT	0.00	10.90	405501
02027	Mcmaster-Carr Supply Company	07/09/2018	EFT	0.00	1,135.84	405502
01472	Mel Dawson, Inc.	07/09/2018	EFT	0.00	6,579.74	405503
03385	S.J. Electro Systems, Inc	07/09/2018	EFT	0.00	7,230.00	405504
02572	Thatcher Company of California, Inc.	07/09/2018	EFT	0.00	4,104.00	405505
02162	Tobin, Pamela	07/09/2018	EFT	0.00	55.59	405506
03298	United Rentals (North America), Inc.	07/09/2018	EFT	0.00	3,240.64	405507
01898	Association of California Water Agencies / JPIA	07/16/2018	EFT	0.00	23,447.13	405508
	Void	07/16/2018	EFT	0.00	0.00	405509
01232	Brower Mechanical, Inc.	07/16/2018	EFT	0.00	1,183.50	405510
03221	Chemtrade Chemicals Corporation	07/16/2018	EFT	0.00	11,938.47	405511
01521	DataProse, LLC	07/16/2018	EFT	0.00	28,173.62	405512
01486	Department of Energy	07/16/2018	EFT	0.00	902.17	405513
03097	E.S West Coast, LLC.	07/16/2018	EFT	0.00	2,002.53	405514
01574	Endress + Huaser, Inc.	07/16/2018	EFT	0.00	713.28	405515
01589	Eurofins Eaton Analytical, Inc	07/16/2018	EFT	0.00	100.00	405516
02027	Mcmaster-Carr Supply Company	07/16/2018	EFT	0.00	490.99	405517
01472	Mel Dawson, Inc.	07/16/2018	EFT	0.00	2,346.58	405518
02286	Regional Water Authority	07/16/2018	EFT	0.00	72,256.00	405519
02286	Regional Water Authority	07/16/2018	EFT	0.00	15,246.00	405520
02308	River City Staffing, Inc.	07/16/2018	EFT	0.00	917.20	405521
02376	Sacramento Ground Water Authority	07/16/2018	EFT	0.00	10,100.00	405522
02572	Thatcher Company of California, Inc.	07/16/2018	EFT	0.00	4,104.00	405523
03387	WageWorks, Inc	07/16/2018	EFT	0.00	351.15	405524
02752	WIN-911 Software	07/16/2018	EFT	0.00	495.00	405525
01232	Brower Mechanical, Inc.	07/23/2018	EFT	0.00	895.00	405526
03628	Lees Automotive Repair Inc.	07/23/2018	EFT	0.00	918.89	405527
02367	McClatchy Newspapers, Inc.	07/23/2018	EFT	0.00	331.38	405528

Check Report

Date Range: 07/01/2018 - 07/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02158	Pacific Storage Company	07/23/2018	EFT	0.00	53.28	405529
02308	River City Staffing, Inc.	07/23/2018	EFT	0.00	1,559.24	405530
02572	Thatcher Company of California, Inc.	07/23/2018	EFT	0.00	4,104.00	405531
01328	Association of California Water Agencies / Joint P	07/30/2018	EFT	0.00	7,480.13	405532
	Void	07/30/2018	EFT	0.00	0.00	405533
03514	Beckman Coulter, Inc.	07/30/2018	EFT	0.00	416.27	405534
03221	Chemtrade Chemicals Corporation	07/30/2018	EFT	0.00	12,256.21	405535
01611	Ferguson Enterprises, Inc	07/30/2018	EFT	0.00	470.83	405536
03237	GM Construction & Developers, Inc	07/30/2018	EFT	0.00	6,005.85	405537
02027	Mcmaster-Carr Supply Company	07/30/2018	EFT	0.00	564.94	405538
02091	Navajo Pipelines, Inc.	07/30/2018	EFT	0.00	19,678.68	405539
02308	River City Staffing, Inc.	07/30/2018	EFT	0.00	917.20	405540
03220	Solenis LLP	07/30/2018	EFT	0.00	7,508.47	405541
01958	Stommel Inc	07/30/2018	EFT	0.00	331.37	405542
02572	Thatcher Company of California, Inc.	07/30/2018	EFT	0.00	4,104.00	405543
02643	Underground Service Alert of Northern California	07/30/2018	EFT	0.00	3,059.58	405544
02710	WageWorks, Inc	07/30/2018	EFT	0.00	86.00	405545
03077	VALIC	07/13/2018	Bank Draft	0.00	4,735.67	0007507846
03077	VALIC	07/27/2018	Bank Draft	0.00	4,737.81	0007519003
01641	Sun Life Assurance Company of Canada	07/02/2018	Bank Draft	0.00	9,712.47	100426393
03078	CalPERS Health	07/06/2018	Bank Draft	0.00	37,256.43	1001111688
03078	CalPERS Health	07/06/2018	Bank Draft	0.00	39,341.95	1001111688
03078	CalPERS Health	07/06/2018	Bank Draft	0.00	125.58	1001111688
03078	CalPERS Health	07/06/2018	Bank Draft	0.00	39,341.95	1001111688
03078	CalPERS Health	07/06/2018	Bank Draft	0.00	259.66	1001111688
03078	CalPERS Health	07/06/2018	Bank Draft	0.00	191.55	1001111688
03078	CalPERS Health	07/06/2018	Bank Draft	0.00	-0.20	1001111688
03078	CalPERS Health	07/06/2018	Bank Draft	0.00	-191.55	1001111688
03130	CalPERS Retirement	07/12/2018	Bank Draft	0.00	631.00	1001115269
03130	CalPERS Retirement	07/12/2018	Bank Draft	0.00	3,531.00	1001115270
03130	CalPERS Retirement	07/12/2018	Bank Draft	0.00	134,193.00	1001115271
03130	CalPERS Retirement	07/16/2018	Bank Draft	0.00	32,292.51	1001118807
01366	Citistreet/CalPERS 457	07/16/2018	Bank Draft	0.00	2,771.63	1001118831
03130	CalPERS Retirement	07/27/2018	Bank Draft	0.00	33,960.98	1001128943
01366	Citistreet/CalPERS 457	07/27/2018	Bank Draft	0.00	2,828.51	1001128947
03080	California State Disbursement Unit	07/27/2018	Bank Draft	0.00	750.92	7HWD0BF6657
03080	California State Disbursement Unit	07/12/2018	Bank Draft	0.00	750.92	XW03C926658
03130	CalPERS Retirement	07/16/2018	Bank Draft	0.00	1,080.11	1001118807 B
03163	Economic Development Department	07/30/2018	Bank Draft	0.00	8,258.10	0-352-258-368
03163	Economic Development Department	07/30/2018	Bank Draft	0.00	28.77	0-352-258-368
03163	Economic Development Department	07/02/2018	Bank Draft	0.00	7,928.78	1-209-884-224
03163	Economic Development Department	07/02/2018	Bank Draft	0.00	7.90	1-209-884-224
03163	Economic Development Department	07/02/2018	Bank Draft	0.00	280.70	1-209-884-224
03163	Economic Development Department	07/13/2018	Bank Draft	0.00	3,824.51	1-398-980-928
03163	Economic Development Department	07/13/2018	Bank Draft	0.00	7,923.11	1-398-980-928
01039	American Family Life Assurance Company of Colu	07/27/2018	Bank Draft	0.00	567.84	Q3869 07-27-18
01039	American Family Life Assurance Company of Colu	07/27/2018	Bank Draft	0.00	567.84	Q3869 07-27-18
03164	Internal Revenue Service	07/02/2018	Bank Draft	0.00	161.28	2708583230810
03164	Internal Revenue Service	07/02/2018	Bank Draft	0.00	1,114.77	2708583230810
03164	Internal Revenue Service	07/02/2018	Bank Draft	0.00	46,180.25	2708583230810
03164	Internal Revenue Service	07/13/2018	Bank Draft	0.00	46,451.68	2708594220584
03164	Internal Revenue Service	07/13/2018	Bank Draft	0.00	17,626.24	2708594220584
03164	Internal Revenue Service	07/30/2018	Bank Draft	0.00	135.03	2708611533110
03164	Internal Revenue Service	07/30/2018	Bank Draft	0.00	47,312.74	2708611533110
03164	Internal Revenue Service	07/30/2018	Bank Draft	0.00	135.04	2708611533110

Check Report

Date Range: 07/01/2018 - 07/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03164	Internal Revenue Service	07/30/2018	Bank Draft	0.00	467.68	2708611533110

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	203	123	0.00	423,753.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	0.00
Bank Drafts	39	39	0.00	537,274.16
EFT's	99	59	0.00	302,337.53
	341	232	0.00	1,263,364.99

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	203	123	0.00	423,753.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	0.00
Bank Drafts	39	39	0.00	537,274.16
EFT's	99	59	0.00	302,337.53
	341	232	0.00	1,263,364.99

Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	7/2018	1,263,364.99
			1,263,364.99



San Juan Water District, CA

Vendor History Report

By Vendor Name

Posting Date Range 07/01/2018 - 07/31/2018

Payment Date Range -

Payable Number	Description	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment
Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount					
Vendor Set: 01 - Vendor Set 01											
02162 - Tobin, Pamela											
Exp Reimb 07-2018	Mileage Exp Reimb-Various Meetings& ACW/7/30/2018			405547	8/7/2018	105.75	0.00	0.00	0.00	105.75	105.75
Mileage Exp Reimb-Vario	0.00	0.00	105.75	010-010-52110	Training - Meetings, Education & Trai	52.88					
				050-010-52110	Training - Meetings, Education & Trai	52.87					
Vendors: (1) Total 01 - Vendor Set 01:						105.75	0.00	0.00	0.00	105.75	105.75
Vendors: (1) Report Total:						105.75	0.00	0.00	0.00	105.75	105.75



Payroll Set: 01-San Juan Water District

<u>Employee Number</u>	<u>Employee Name</u>	<u>Pay Code</u>	<u># of Payments</u>	<u>Units</u>	<u>Pay Amount</u>
0690	Costa, Ted	Reg - Regular Hours	1	3.00	375.00
			0690 - Costa Total:	3.00	375.00
1028	Hanneman, Martin	Reg - Regular Hours	1	5.00	625.00
			1028 - Hanneman Total:	5.00	625.00
0670	Miller, Ken	Reg - Regular Hours	1	3.00	375.00
			0670 - Miller Total:	3.00	375.00
1003	Rich, Daniel	Reg - Regular Hours	1	2.00	250.00
			1003 - Rich Total:	2.00	250.00
0650	Tobin, Pamela	Reg - Regular Hours	1	4.00	500.00
			0650 - Tobin Total:	4.00	500.00
			Report Total:	17.00	2,125.00



Payroll Set: 01-San Juan Water District

<u>Account</u>	<u>Account Description</u>	<u>Units</u>	<u>Pay Amount</u>
010-010-58110	Director - Stipend	8.50	1,062.50
	010 - WHOLESALE Total:	8.50	1,062.50
050-010-58110	Director - Stipend	8.50	1,062.50
	050 - RETAIL Total:	8.50	1,062.50
	Report Total:	17.00	2,125.00



Payroll Set: 01-San Juan Water District

<u>Pay Code</u>	<u>Description</u>	<u># of Payments</u>	<u>Units</u>	<u>Pay Amount</u>
Reg	Regular Hours	5	17.00	2,125.00
		Report Total:	17.00	2,125.00

2018/19 Actual Deliveries and Revenue - By Wholesale Customer Agency

July 2018								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	1,863.14	\$ 315,630	1,824.91	\$ 312,529	(38.23)	-2.1%	\$ (3,102)	-1.0%
Citrus Heights Water District	1,515.99	\$ 295,183	1,367.09	\$ 283,101	(148.90)	-9.8%	\$ (12,082)	-4.1%
Fair Oaks Water District	1,073.68	\$ 211,065	758.61	\$ 185,500	(315.07)	-29.3%	\$ (25,565)	-12.1%
Orange Vale Water Co.	590.54	\$ 103,988	612.02	\$ 105,731	21.48	3.6%	\$ 1,743	1.7%
City of Folsom	160.70	\$ 29,294	161.51	\$ 29,359	0.81	0.5%	\$ 66	0.2%
Granite Bay Golf Course	68.47	\$ 2,960	61.60	\$ 2,663	(6.87)	-10.0%	\$ (297)	-10.0%
Sac Suburban Water District	2,250.00	\$ 397,103	2,256.58	\$ 398,264	6.58	0.3%	\$ 1,161	0.3%
Water Transfer	1,280.00	\$ 512,000	833.02	\$ 333,208	(446.98)	-34.9%	\$ (178,792)	-34.9%
TOTAL	8,802.52	\$ 1,867,222	7,875.34	\$ 1,650,354	(927.18)	-10.5%	\$ (216,868)	-11.6%

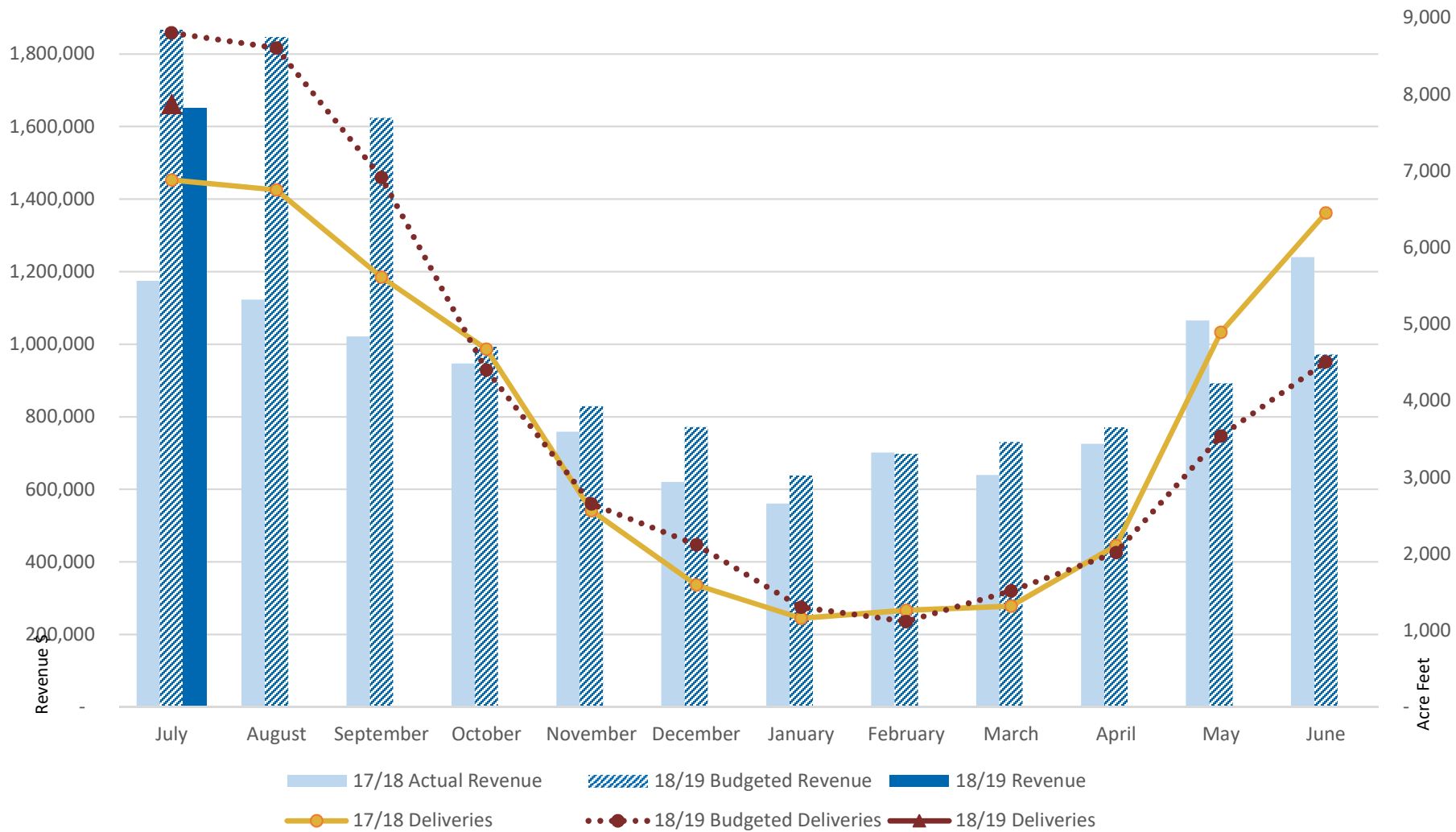
Budgeted Deliveries	8,802.52
Actual Deliveries	<u>7,875.34</u>
Difference	(927.18)
	-11%

Budgeted Water Sale Revenue	\$ 1,867,222
Actual Water Sale Revenue	\$ 1,650,354
Difference	\$ (216,868)
	-11.6%

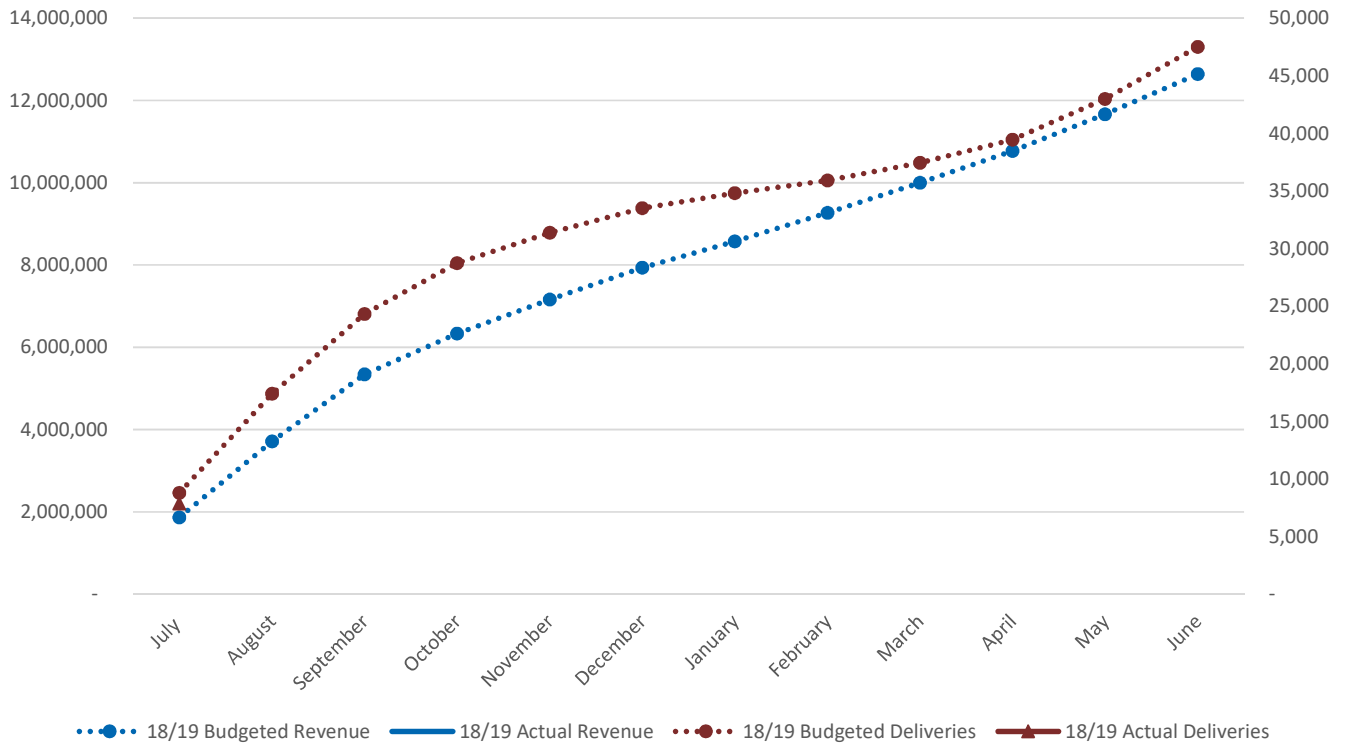
Conclusion:

Citrus Heights Fair Oaks took less water in July than anticipated in the budget, even after accounting for the water transfer. Due to issues with wells, both Citrus Heights and Fair Oaks were unable to pump the expected amount of groundwater in July, resulting in less surface water being transferred. There will be a corresponding decrease in expenses for groundwater reimbursement. Water deliveries to the Retail Service Area, Orange Vale, City of Folsom and SSWD tracked fairly close to the budget.

Comparison of Fiscal Year 2017/2018 Actual to 2018/2019 Projections of Deliveries and Revenue



Cumulative Water Deliveries and Revenues FY 2017-18



**Engineering Committee Meeting Minutes
San Juan Water District
August 13, 2018
3:30 p.m.**

Committee Members: Dan Rich, Chair
Ted Costa, Director

District Staff: Paul Helliker, General Manager
Tony Barela, Operations Manager
Rob Watson, Engineering Services Manager
Teri Grant, Board Secretary/Administrative Assistant

Topics: Fair Oaks 40-Inch Pipeline Relining Project, Quincy Engineering Contract Amendment No. 2 (W & R)
ADA Transition Plan & Option B Predesign Proposal Update (W & R)
Douglas Main Replacement Project Status Update (R)
Other Engineering Matters
Public Comment

1. Fair Oaks 40-Inch Pipeline Relining Project, Quincy Engineering Contract Amendment No. 2 (W & R)

Mr. Barela provided the committee with a staff report which will be attached to the meeting minutes. He explained that Quincy is currently under contract for the design of the FO-40" Pipeline Relining Project. Quincy completed their contractual obligations related to design and bidding services in July 2018. Under this proposed amendment, Quincy will provide engineering services during construction, including submittal, RFI and Change Order review and specialty inspection. Mr. Barela explained that this portion of the scope of work was purposely left out of the design contract; he does not expect any other change orders related to this contract at this time.

The Engineering Committee recommends consideration of a motion to approve the Contract Amendment No. 2 for Quincy Engineering, Inc. related to Engineering Services during Construction in the amount of \$49,068 for a total authorized budget of \$243,100

2. ADA Transition Plan & Option B Predesign Proposal Update (W & R)

Mr. Barela informed the committee that after the facility needs assessment was performed, the Board directed staff to move forward with an ADA Transition Plan and the Option B Predesign for facility needs. He explained that two firms attended the pre-bid conference and only one firm submitted a proposal. The proposal was \$48,000 over the anticipated budget; therefore, he is reviewing the proposal with the contractor to see if reductions can be identified. He will report back to the committee once the discussions are completed.

Mr. Helliker informed the committee that the purpose of the predesign is to give the District choices for addressing facility needs and any recommendations to the Board would not be put into action until the next five-year financial plan is developed.

For information only; no action requested.

3. Douglas Main Replacement Project Status Update (R)

Mr. Watson provided an update of the Douglas Main Replacement Project and informed the committee that the contractor is finishing up Phase 2 of the project. He explained that staff has been researching the most cost-effective option for addressing the issues found during construction for Phase 1 of the project. The options being considered: re-connecting the old pipeline and leave this section for later; open trench construction across the intersection; or implementing another type of trenchless technology.

Mr. Watson reported that, after internal inspection of the pipeline via camera, two bends (one 10° and one 15° bend) were discovered, along with corrosion in the old pipeline section under the intersection. He reported that a test will be performed using a 10-foot section of PVC pipe to see if this type of pipe material can be inserted into the old pipe through the two bends.

Mr. Watson reported that the apparent cost-effective option at this point, should the testing work, will be to insert (slipline) a new 6" PVC pipe through the old pipeline under the roadway intersection that will then connect to the new 10" replacement pipeline on either side of the intersection. He explained that the roadway on the east side of Auburn Folsom Road at Douglas might need to be opened with a small pit excavation to connect the pipelines where one of the angles is located. If this excavation is required then repaving that section to match the existing paving per the County standards will be needed, and that this plan has been presented to the County for their review.

Mr. Watson explained that reducing the pipe size for the relatively short segment across the roadway intersection is anticipated to result in a pressure loss of about 6 psi; however, this is a relatively short pipe length in the overall pipeline length, and the discharge pressure at the pump station can be set higher to compensate. Therefore, installation of this smaller pipeline section across the intersection should not affect customers. This solution option for resolving the Phase I constructability issues will also not result in a major impact on traffic through this busy intersection, nor significantly restrict the public access to nearby businesses.

For information only; no action requested.

4. Other Engineering Matters

Mr. Barela reported that July had the highest number of distribution leaks in the last four years with 16 leaks in the retail service area. He informed the committee that

staff is working to track the leaks and input the age of the service lines throughout the District in CMMS.

Mr. Barela informed the committee that the FO-40 project contractor is now under contract with the District and construction is expected to begin in early October with Andrew Pierson overseeing the project for the District.

The committee scheduled the next committee meeting for Tuesday, September 18th at 4:00 pm.

5. Public Comment

There were no public comments.

The meeting was adjourned at 4:10 p.m.

**Public Information Committee Meeting Minutes
San Juan Water District
August 14, 2018
10:00 a.m.**

Committee Members: Marty Hanneman (Chair)
Pam Tobin, Member (absent)

District Staff & Consultants: Paul Helliker, General Manager
Lisa Brown, Customer Service Manager
Teri Grant, Board Secretary/Administrative Assistant
Lucy Eidam-Crocker, Crocker & Crocker
Curt Below, FM3 Research

Topics: Customer Satisfaction Survey Results (R)
Water Utility Open House 2018 Update (W & R)
Other Public Information Matters
Public Comment

1. Customer Satisfaction Survey Results (R)

Mr. Helliker informed the committee that the presentation today would be longer than the presentation to the Board next week. He introduced Mr. Curt Below from FM3 Research who conducted the presentation on the Retail Customer Survey. Mr. Below informed the committee that there were some key takeaways which included: 88% satisfied with the overall services provided by the San Juan Water District; 89% satisfied with their customer service interactions; 75% feel well-informed about capital improvement projects; and 45% do not feel the amount they pay for their water service is "reasonable".

Mr. Below reviewed the methodology and findings with the committee, which included: General Perceptions of the District; Specific Service Elements; Satisfaction with Billing; Perceptions of the Water Quality; Experiences with Customer Service; and Communications and Messengers. Two areas tracked below the trend with regard to satisfaction and importance, which were Good Value and Justification for Rate Increases. In addition, the study showed that customers are more likely to prioritize efficient water use over conservation.

Mr. Below reported that customers are widely familiar with the San Juan Water District and view it favorably. In addition, customers point to the reliable water and customer service as sources of satisfaction. He reported that the survey results suggest a strong positive perception in the community, with room for growth in communicating rate changes, and their justification, to the public. Mr. Helliker will work with Mr. Below to condense the presentation for the Board.

2. Water Utility Open House 2018 Update (W & R)

Ms. Grant informed the committee that the Water Utility Open House 2018 will be held in the WEL Garden on Saturday, October 6th from 11am to 3pm. She informed the committee that there will be six water agencies participating in the event – Citrus Heights Water District, Fair Oaks Water District, Orange Vale Water Company, City of Folsom, Sacramento Suburban Water District, and San Juan Retail. She explained that there are currently five exhibitors from the region confirmed and there are another 10-11 exhibitors that she is following up on.

Ms. Grant informed the committee that the Open House will include exhibitor booths located throughout the WEL Garden, mini-workshops on the deck, demonstrations, an area for kids' activities, a Welcome Table, and refreshments. The event will be communicated to the public via each agencies' websites, social media accounts, e-blasts, flyers to area businesses, billing inserts, and two banner locations outside the District office – one at the main gate and one on Auburn Folsom Road by the old entrance gate. In addition, staff will be inviting the media to the event and will work with Crocker & Crocker to provide press releases and contact the media.

3. Other Public Information Matters

Mr. Helliker provided the committee with information from the monthly RWA report regarding water production in the region. He informed the committee that this report was started during the drought period and he will be suggesting to John Woodling and Amy Talbot of the RWA that this report needs to either be discontinued or changed to reflect a more accurate view of water usage in the area. He explained that the current report uses residential gallons per capita per day which does not take into account the outdoor watering for larger lot areas such as Granite Bay.

Director Hanneman inquired if there would be any announcement of the savings that the District will incur as a result of not having an election this year. Mr. Helliker will include the information with the other items of savings that will be communicated to customers.

Ms. Eidam-Crocker informed the committee that ACWA featured Donna Silva, SJWD Finance Director, in their Faces of Water section of their newsletter last month.

4. Public Comment

There was no public comment.

The meeting adjourned at 11:14 am.

**Finance Committee Meeting Minutes
San Juan Water District
August 21, 2018
4:00 p.m.**

Committee Members: Ken Miller, Director (Chair)
Marty Hanneman, President (Absent)

District Staff: Paul Helliker, General Manager
Donna Silva, Director of Finance
Teri Grant, Board Secretary/Administrative Assistant

- 1. Review General Manager Reimbursements (W & R)**
There was no reimbursement request from the General Manager.
- 2. Review Check Register from July 2018 (W & R)**
The committee reviewed the July 2018 check register from the August 22nd Board meeting packet and found it to be in order. Director Miller requested a four-year comparison of the RWA fees, broken down between wholesale and retail with retail showing a per customer cost. Ms. Silva will provide the information requested.
- 3. Review Treasurer's Report for the Quarter Ending June 30, 2018 (W & R)**
Ms. Silva provided a staff report which was included in the Board packet. She explained that the purpose of the treasurer's report is to update the Board and the public on the status of the District's cash balances and investments. She informed the committee that the investment portfolio is adhering to the investment policy and interest rates are starting to rise.
- 4. Review and Discuss Proposed Policy Amendments – Financial Audit Policy (W & R)**
Ms. Silva provided a staff report which was included in the Board packet. She explained that staff is reviewing policies and ordinances and will be bringing recommendations to the Board for their consideration. She informed the committee that it is staff's recommendation to rescind Ordinance 3000 - District Banking and Other Financial Matters and move some of the language into Board Policy 3800 – Financial Audit. In order to accomplish this recommendation, staff is recommending revisions to Board Policy 3800 at this time, and then will bring the ordinance recommendation in September. She reviewed the proposed revisions with the committee and they are attached to the staff report as well. In addition, she explained that she reviewed staff's recommendation with Legal Counsel.
- 5. Other Finance Matters (W & R)**
Director Miller voiced concern regarding administering a program for SB 845 which is the proposed Drinking Water Tax. He commented that the District should not become a tax collector for the government. Mr. Helliker informed the committee that there is a lot of opposition and controversy regarding the bill.
- 6. Public Comment**
There were no public comments.

The meeting was adjourned at 4:37 p.m.