

**SAN JUAN WATER DISTRICT  
BOARD MEETING AGENDA  
February 28, 2018  
6:00 p.m.  
9935 Auburn Folsom Road  
Granite Bay, CA 95746**

The Board may take action on any item on the agenda, including items listed on the agenda as information items. The Board may add an item to the agenda (1) upon a determination by at least three Board members that an emergency situation exists, or (2) upon a determination by at least four Board members (or by three Board members if there are only three Board members present) that the need to take action became apparent after the agenda was posted.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Public comment on items within the jurisdiction of the Board is welcome, subject to reasonable time limitations for each speaker. Upon request, agenda items may be moved up to accommodate those in attendance wishing to address that item. Please inform the General Manager.

Documents and materials that are related to an open session agenda item that are provided to the District Board less than 72 hours prior to a regular meeting will be made available for public inspection and copying at the District office during normal District business hours.

In compliance with the American's with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Board Secretary at 916-791-0115. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

***Please silence cell phones and refrain from side conversations during the meeting.***

**I. ROLL CALL**

**II. PUBLIC FORUM**

During the Public Forum, the Board may briefly respond to statements made or questions posed by the public, or ask District staff for clarification, refer the matter to District staff or ask District staff to report back at a future meeting. The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determinations to add the matter to the agenda.

**III. CONSENT CALENDAR**

All items under the Consent Calendar are considered to be routine and will be 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, January 24, 2018 (W & R)  
*Recommendation: Approve draft minutes*
2. SMUD SolarShares Program Agreement (R)  
*Recommendation: Approve SMUD SolarShares Program Agreement*
3. WaterSmart Grant Application (W & R)  
*Recommendation: Adopt Resolution 18-02 Authorizing Application for Funding Assistance through the Bureau of Reclamation's WaterSmart Drought Response Program*
4. Treasurers Report - Quarter Ending December 31, 2017 (W & R)  
*Recommendation: Receive & File*
5. Annual Investment Policy Review (W & R)  
*Recommendation: Approve updates to the San Juan Water District Investment Policy*

#### IV. OLD BUSINESS

1. Meter Replacement Program Planning Study (R)  
*Discuss*
2. Treatment Plant Upgrade Project (W)  
*Information*
3. Board Compensation & Expense Reimbursement Policy (W & R)  
**Action: Consider motion to approve revisions to Board Policies 2300 and 2500**
4. SSWD Merger Discussions (W & R)  
*Discuss letter to SSWD regarding status of merger planning*

#### V. NEW BUSINESS

1. 2018 Water Bonds (W & R)  
**Action: Consider a motion to adopt Resolution 18-03 in support of Prop. 68 concerning the 2018 Water Bonds**
2. 2x2 Ad Hoc Committee with PCWA (W & R)  
*Discuss potential committee to meet with PCWA*
3. CSDA Board of Directors Call for Nominations Seat A (W & R)  
*Consider nomination*

#### VI. INFORMATION ITEMS

1. General Manager's Report
  - 1.1 General Manager's Monthly Report (W & R)  
*Staff Report on District Operations*
  - 1.2 Miscellaneous District Issues and Correspondence
2. Director of Finance's Report
  - 2.1 Miscellaneous District Issues and Correspondence
3. Operation Manager's Report
  - 3.1 Miscellaneous District Issues and Correspondence
4. Legal Counsel's Report
  - 4.1 Legal Matters

#### VII. DIRECTORS' REPORTS

1. SGA
2. RWA
3. ACWA
  - 3.1 Local Government/Federal Affairs/Region 4 - Pam Tobin
  - 3.2 JPIA – Pam Tobin

- 3.3 Energy Committee - Ted Costa
- 4. CVP Water Users Association
- 5. Other Reports, Correspondence, and Comments

**VIII. COMMITTEE MEETINGS**

- 1. Personnel Committee – January 25, 2018
- 2. Public Information Committee – January 29, 2018
- 3. Personnel Committee – February 14, 2018
- 4. Finance Committee – February 27, 2018

**IX. UPCOMING EVENTS**

- 1. 2018 ACWA DC Conference  
February 27 - March 1, 2018  
Washington, DC
- 2. 2018 ACWA Legislative Symposium  
March 14, 2018  
Sacramento, CA
- 3. 2018 Cap To Cap – Metro Chamber  
April 14-18, 2018  
Washington DC

**President Hanneman to call for Closed Session**

**X. CLOSED SESSION**

- 1. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(b); significant exposure to litigation involving state and federal administrative proceedings and programs affecting District water rights

**XI. OPEN SESSION**

Report from Closed Session

**XII. ADJOURN**

**UPCOMING MEETING DATES**

March 28, 2018

April 25, 2018

I declare under penalty of perjury that the foregoing agenda for the February 28, 2018 regular meeting of the Board of Directors of San Juan Water District was posted by February 23, 2018, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and was freely accessible to the public.

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Teri Grant, Board Secretary

## **SAN JUAN WATER DISTRICT**

Board of Director's Meeting Minutes

January 24, 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
Rob Watson	Engineering Services Manager
Greg Zlotnick	Water Resources Specialist
Teri Grant	Board Secretary/Administrative Assistant
Joshua Horowitz	Legal Counsel

### **OTHER ATTENDEES**

Misha Sarkovich	Fair Oaks Water District
Kristi More	The Ferguson Group
Damien Waples	SMUD
Ellen Cross	Strategy Drivers, 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. 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, Ken Miller, Dan Rich and Pam Tobin.



## II. PUBLIC FORUM

Mr. Misha Sarkovich, FOWD Board member, addressed the Board and informed them that the FOWD Board meeting was held on January 23, 2018, and thanked the SJWD representatives who attended. He provided the draft agreement that was presented to the FOWD Board and endorsed by the FOWD Board. He requested that the Board appoint a 2x2 Ad Hoc Committee tasked with discussing the wholesale water supply agreement. President Hanneman thanked Mr. Sarkovich and informed him that the Board would discuss the request.

In response to Vice President Rich's question, Mr. Sarkovich explained that the groundwater plan is being discussed by the general managers. Mr. Helliker commented that this will be discussed under the Water Transfers agenda item and that a separate groundwater agreement would be discussed.

## 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, December 13, 2017 (W & R)**

*Recommendation: Approve draft minutes*

**2. Minutes of the Board of Directors Meeting, January 10, 2018 (W & R)**

*Recommendation: Approve draft minutes*

**3. Ratification of Action taken under Emergency Situation (R)**

*Recommendation: Approve contract with Central Valley Engineering & Asphalt, Inc. for the Tomlinson Dr. Grading and Paving Restoration Project in the amount of \$59,000 with a 10% contingency of \$5,900 not to exceed a total of \$64,900*

**4. 2018 Fees, Charges and Deposits (W & R)**

*Information*

**5. 2018 Committee Assignments (W & R)**

*President's appointment of committee assignments*

President Hanneman removed Consent Calendar items 4 and 5 for discussion.

Ms. Lisa Brown informed the Board that she reviewed the 2018 Fees, Charges and Deposit changes with the Finance Committee on January 23, 2018, as required on an annual basis per Resolution 17-02. She provided the Board with some examples of the 2018 Fees, Charges and Deposits changes such as the increased fee for inspection of new services and the decreased fee for water service disconnections. The comprehensive list of fees was provided in the staff report which will be attached to the meeting minutes.

In response to Vice President Rich's question, Ms. Silva informed the Board that, in August 2007, the financial plans included the wholesale connection fees for the first time. She explained that, prior to 2007, there was no wholesale connection fee (capital facilities fee) as the improvements had been financed with debt secured by property tax revenues, not rate revenue. In addition, staff explained that customers of the wholesale customer agencies, including San Juan Retail, pay connection fees for water service which include the SJWD wholesale capital facilities fee. The wholesale customer agency collects the entire connection fee from their customers and then pays San Juan the capital facilities fee. Mr. Helliker commented that the capital facilities fee should be reviewed since significant future improvements to the wholesale water system were not planned for in 2007. Mr. Helliker will bring this topic to the Engineering Committee.

Mr. Helliker informed the Board that the 2018 Committee Assignments include a vacant position for the Alternate member to RWA, which was previously held by Director Walters. Mr. Helliker informed the Board that President Hanneman expressed interest in being the Alternate member.

***Director Miller moved to appoint Marty Hanneman as the Alternate member to RWA. Director Costa seconded the motion and it carried unanimously.***

Mr. Helliker informed the Board that there was a 2x2 Ad Hoc Committee which was tasked with meeting with FOWD. Mr. Helliker explained that Director Dan Rich and Director Bob Walters were the members and the committee was disbanded in Fall 2017. Mr. Helliker recommends that the Board establish another 2x2 Ad Hoc Committee to meet with FOWD Directors Randy Marx and Misha Sarkovich as requested by FOWD Board. President Hanneman appointed himself and Director Dan Rich to serve on the committee.

***Director Tobin moved to approve Consent Calendar items 1-3. Vice President Rich seconded the motion and it carried with 5 Aye votes.***

#### **IV. OLD BUSINESS**

President Hanneman moved agenda item IV-4 to the beginning of the agenda items. The meeting minutes will remain in the original agenda order.

##### **1. R3/Washington Update (W & R)**

Ms. Kristi More provided an update to the Board regarding the recent federal government shutdown. She provided an update on issues affecting the District, such as Folsom operations and the control manual, water rights, and the California WaterFix. She informed the Board that there are three advocacy trips planned for Washington DC – the end of February with the ACWA conference, in April with the Cap-to-Cap event, and a R3 specific advocacy trip with the cities of Roseville and Folsom and San Juan in mid-March. Mr. Helliker informed the Board that the R3 Group is working on a priorities document and he will send it to the Board once it is finalized.

## **2. Strategic Planning (W & R)**

Mr. Helliker reported that the draft Strategic Plan was provided in the Board packet. Ms. Ellen Cross reviewed the process to date and explained that she is looking for Board feedback regarding the Core Values, Objectives, and Performance Metrics, which staff has been working on based on feedback provided by the Board at the October Board Workshop.

Director Costa voiced concern regarding the time period provided to receive the Board's input on the final draft. Mr. Helliker offered to set up a workshop or special meeting to discuss the Strategic Plan if the Board so desired. Director Costa would like to meet with Mr. Helliker prior to the next Board meeting to discuss the Strategic Plan. In addition, Director Costa voiced concern regarding the correlation between the Strategic Plan and the budget. Ms. Cross explained that the Strategic Plan should be a high level plan and that the operational plan and budget would define the details of projects that need funding.

In response to Director Tobin's question, Mr. Helliker explained that the list of items that were provided by Mr. Keith Durkin, prior to his retirement, are all covered in the objectives of the Strategic Plan. He explained that the objectives that relate to each goal define what we need to accomplish in the near term. Then each year, District staff will prepare a budget and operational plan for approval by the Board, which allocate the resources and specify the tasks necessary to achieve the objectives.

In response the Director Rich's comments, Ms. Silva will make sure that the Performance Metrics indicate the large capital projects funded through debt and that it's the District's goal to fund future projects without incurring debt.

The Board agreed to the format of the Strategic Plan. Ms. Cross explained that the Strategic Plan is the Board's communication not only to staff but to the public and should not be as detailed as the operational plan or budget. She suggested that the Board review the Objectives and identify any items that should be added to, removed from, or changed in the Strategic Plan which covers the next five years.

Mr. Helliker will follow-up with the Board to determine if they prefer to provide written comments directly on the document or to meet with him to discuss. The Board reviewed the Core Values and did not make any changes.

## **3. Water Transfers (W)**

Mr. Helliker reminded the Board that work began on water transfers in 2015; however, an actual water transfer did not occur. He commented that in 2016 one of the major activities identified by the Board under the strategic planning was water transfers; therefore, he tasked Mr. Greg Zlotnick to map out what needs to be completed in order to make water transfers happen. Mr. Helliker reported that Mr. Zlotnick created, and Legal Counsel reviewed, the *Water Transfers: An Options Assessment* document, which will be attached to the meeting minutes

along with the adjoining staff report. In addition, the document was reviewed by the Water Supply & Reliability Committee.

Mr. Zlotnick reviewed the staff report and options assessment document. He explained the District's water supply assets, limitations on transferable water and collaboration with other agencies. In addition, he explained the process which is taking place regarding conserved water transfers and the discussions regarding groundwater substitution transfers with other agencies. Mr. Zlotnick explained that the transfers that the District are discussing currently have a place in the Babbitt process, which is facilitating settlement agreements on various tributaries as an alternative to the State Water Board's water quality control plan and the regulatory process and potential water rights hearing process.

Mr. Zlotnick informed the Board that the document is for informational purposes only and staff will keep the Board and/or Water Supply & Reliability Committee updated as the water transfers move forward. He explained that staff hopes to complete a groundwater substitution transfer this year and possibly a conserved water transfer if the process can be set. He informed the Board that it's important to recognize the various sources of water and the amount available for transferring.

Mr. Helliker informed the Board that staff has been discussing water transfers with several agencies (potential buyers) and believes that there will be more buyers than there will be available water to transfer. Mr. Horowitz explained that capacity is limited at the pumps to move the water so there is really no advantage to join with other sellers, such as PCWA, to market or facilitate transfers.

Mr. Zlotnick confirmed that the next steps are to continue discussions with the water agencies regarding groundwater substitution transfers and with the state agencies regarding conserved water transfers. Mr. Helliker explained that the methodology for conserved water transfers is being worked on with DWR. Mr. Helliker informed the Board that it might be another year or so before groundwater banking can be considered as there are several variables that need to be in place prior to conducting groundwater banking.

#### **4. Water Resources Specialist Job Title & Description (W & R)**

Mr. Helliker reminded the Board that they deferred this topic from the December 13<sup>th</sup> Board meeting. He explained that there was a staff report with attachments provided in the Board packet which include the position description. He explained that the position has been expanded and the salary range should also be expanded to fit the job duties that are currently being completed.

***Director Rich moved to change the title of Water Resources Specialist to Water Resources Manager, change the job description, and change the salary range to \$100,000 - \$124,000. Director Miller seconded the motion and it carried unanimously.***

## **V. NEW BUSINESS**

### **1. Board Compensation Policy (W & R)**

President Hanneman informed the Board that he requested that this be on the agenda as he wanted more clarification on the policy. He reported that the Personnel Committee will be reviewing the Board Compensation Policy at their meeting on January 25, 2018. He explained that the Sacramento Suburban Water District director compensation policy will be reviewed alongside the District's policy. Mr. Helliker commented that SSWD's policy is more detailed than the District's policy and he is recommending that the District revise the policy and possibly combine the Director's expense policy with the compensation policy. Mr. Horowitz commented that he recommends combining the two policies and including some of SSWD's policy to the extent that it fits the District's needs.

### **2. RWA March 15 Symposium on Affordable and Accessible Water (W & R)**

Mr. Helliker informed the Board that RWA is looking for sponsorships for their March 15 Symposium on Affordable and Accessible Water. The Board discussed the sponsorship and agreed to do the Presenting sponsorship at \$2,000.

### **3. SMUD SolarShares Contract (R)**

Mr. Tony Barela provided the Board with a staff report which will be attached to the meeting minutes. He informed the Board that the Engineering Committee reviewed the SMUD SolarShares Program. He explained that the SolarShare Program would only be used on the Bacon Pump Station (BPS), which is the District's largest power consumer within SMUD's service area. He explained that the program would allow the District to lock in rates for 54% of the power to the BPS for 20 years.

Mr. Barela informed the Board that there are some early termination fees which are rather steep should the District decide to back out of the program. Director Costa commented that the program would save the District approximately \$10,000 per year for 20 years; however, the early termination penalty could cost the District approximately \$250,000. Mr. Damien Waples explained that the District would be locked into an electric charge of \$.0950 per kWh for the term of the contract and there is a \$0.0154 per kWh delivery service charge which is subject to change at the standard commercial rate. Mr. Barela explained that the projected savings of \$197,000 over the 20-year term is based on SMUD rates increasing 2% per year. Mr. Barela commented that SMUD's rates have averaged 2.5% increases over the last ten years. In addition, Mr. Barela explained that if there were no SMUD rate increases over the 20-year term then the program would cost the District approximately \$8,000.

Mr. Waples explained that if the BPS were to be moved or closed down and the SolarShares couldn't be moved, then there is language in the agreement that would terminate the agreement with no termination fee. In addition, he explained that if the BPS uses more or less energy than SMUD would work with the District to adjust the contracted energy amount.

President Hanneman stated that staff has Board concurrence to move forward with participating in the SMUD SolarShares Program. At Director Costa's request, Mr. Helliker will bring the contract back to the Board for approval.

## **VI. INFORMATION ITEMS**

### **1. GENERAL MANAGER'S REPORT**

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

Mr. Helliker provided the Board with written reports for November and December which will be attached to the meeting minutes.

#### **1.2 Miscellaneous District Issues and Correspondence**

Mr. Helliker reported on Folsom Reservoir levels and water storage, precipitation amounts, and temperature and precipitation projections through April. He reported that the water quality control plan is being negotiated and the region is discussing water that is available for the settlement.

Mr. Helliker reported that position on water conservation legislation is still opposed unless amended. He commented that it is likely that there will be a trailer bill for the water tax legislation.

Mr. Helliker reported that the Personnel Committee will be discussing the Board Compensation Policy and the proposed revisions to the General Manager's performance appraisal form. The Public Information Committee will be discussing public outreach activities and the wholesale communications plan. He reported that the February Board meeting agenda will include updates on the meter replacement program and the improvements at the water treatment plant, as well as bringing back the Strategic Plan.

Mr. Helliker informed the Board that PCWA approved the amendments to the water supply contract in December and the District will start seeing a savings each year on this expense. In addition, he reported that the Strategic Communication contract with Hermocillo-Azevedo was terminated and a refund of \$14,573.38 was received in December. Mr. Zlotnick reported that a refund from the Bureau is expected based on the email print out that was provided to the Board – a copy of the email will be attached to the meeting minutes.

### **2. DIRECTOR OF FINANCE'S REPORT**

#### **2.1 Miscellaneous District Issues and Correspondence**

No report

### **3. OPERATION MANAGER'S REPORT**

#### **3.1 Miscellaneous District Issues and Correspondence**

No report.

### **4. LEGAL COUNSEL'S REPORT**

#### **4.1 Legal Matters**

Mr. Horowitz reported that there have been some developments in the Bay-Delta water right hearings involving the tunnels project. He explained that the proceedings in part two have been delayed due to a motion filed challenging the process as unfair. He reported that the motion is under advisement by the State Water Board and the hearings are delayed until February 2, 2018.

## **VII. DIRECTORS' REPORTS**

### **1. SGA**

A written report was provided to the Board and will be attached to the meeting minutes.

### **2. RWA**

A written report was provided to the Board and will be attached to the meeting minutes.

### **3. ACWA**

#### **3.1 Local/Federal Government/Region 4 - Pam Tobin**

A written report was provided to the Board and will be attached to the meeting minutes.

#### **3.2 JPIA - Pam Tobin**

A written report was provided to the Board and will be attached to the meeting minutes.

#### **3.3 Energy Committee - Ted Costa**

No report.

### **4. CVP WATER USERS ASSOCIATION**

No report.

### **5. OTHER REPORTS, CORRESPONDENCE AND COMMENTS**

There were no other items discussed.

## **VIII. COMMITTEE MEETINGS**

### **1. Public Information Committee – December 15, 2017**

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

**2. Water Supply & Reliability Committee – January 9, 2018**

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

**3. Engineering Committee – January 16, 2018**

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

**4. Finance Committee – January 23, 2018**

Director Miller reported that the Finance Committee received the Comprehensive Annual Finance Report. He informed the Board that the auditors informed the committee that there were no audit adjustments, which was remarkable, and that there were no difficulties in performing the audit and no unusual accounting practices. He and the Board commended the Finance Department for doing a great job. He inquired if the Board wanted the auditors to conduct a presentation to the Board. The Board did not desire to have the auditors make a presentation to the Board and were satisfied with their presentation to the Finance Committee. The committee meeting minutes will be attached to the original board minutes.

**IX. UPCOMING EVENTS**

1. 2018 ACWA DC Conference  
February 27 - March 1, 2018  
Washington, DC
2. 2018 ACWA Legislative Symposium  
March 14, 2018  
Sacramento, CA
3. 2018 Cap To Cap – Metro Chamber  
April 14-18, 2018  
Washington DC

**X. ADJOURN**

**The meeting was adjourned at 8:13 p.m.**

ATTEST:

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MARTIN HANNEMAN, President  
Board of Directors  
San Juan Water District

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TERI GRANT, Board Secretary



The meeting minute attachments are located under Meeting Minutes – *Draft* on the webpage.



**COMMERCIAL SOLARSHARES® PROGRAM –  
SOLARSHARES® AGREEMENT**

This SolarShares® Agreement (“SSA”), entered into and made effective on the 26<sup>th</sup> Day of January, 2018 (“Agreement Date”), by and between San Juan Water District (“Customer”), and the Sacramento Municipal Utility District (“SMUD”) – each a “Party” and, collectively, the “Parties” – states the nature and extent of the agreement between the Parties.

**RECITALS**

This SSA is entered into with reference to the following facts:

- A. WHEREAS, SMUD is an electric utility serving customer load in Sacramento County and small adjoining portions of Placer and Yolo Counties that owns and operates an electric power system; and
- B. WHEREAS, Customer is a commercial customer of SMUD; and
- C. WHEREAS, SMUD and Customer wish to develop a strategic partnership to facilitate renewable power for Customer’s facilities; and
- D. WHEREAS, SMUD has an innovative SolarShares® program whereby a portion of its solar power will be allocated to meet the electricity needs of Customer’s facilities; and
- E. WHEREAS, Customer wishes to purchase solar power from SMUD’s commercial SolarShares® program.

NOW, THEREFORE, in consideration of the above-mentioned recitals and the covenants herein, the Parties mutually agree as follows:

## AGREEMENT

1. Purpose. The purpose of this SSA and the intent of the Parties, is for SMUD to sell Customer, and Customer to purchase from SMUD, solar power under SMUD's Commercial SolarShares<sup>®</sup> Program to be allocated to Customer Account Number(s) listed in Exhibit A, attached and incorporated herein. This SSA is required as a condition of taking service under SMUD's Commercial SolarShares<sup>®</sup> Program Pilot Schedule CSS, attached and incorporated herein as Exhibit B. In addition to this SSA, Customer is subject to the terms and conditions of Pilot Schedule CSS. In the event of any conflict or inconsistency between this SSA and the Pilot Schedule CSS, this SSA shall control.
2. SolarShares<sup>®</sup> Allocation. Under its Commercial SolarShares<sup>®</sup> Program, SMUD will allocate to Customer a kilowatt hour (kWh) portion of solar energy from photovoltaic energy facilities in the amount of 661,356 kWh/year, hereinafter referred to as "SolarShares<sup>®</sup> Allocation." The SolarShares<sup>®</sup> Allocation is distributed to Customer according to the production periods in Exhibit C, attached and incorporated herein, subject to fluctuations in each period. These periods may adjust in the future with changes to the standard retail rate adopted by SMUD's Board of Directors from time to time. If SMUD's Board of Directors changes these periods, SMUD will issue a new Exhibit C, which shall then become part of this SSA without formal amendment.
3. Renewable Energy Credits. The SolarShares<sup>®</sup> Allocation includes the Renewable Energy Credits (RECs) associated with the production of the solar energy, and Customer may make all claims to renewable and environmental attributes in the RECs, including that Customer uses solar power. The RECs associated with SolarShares<sup>®</sup> production will be retired by SMUD on Customer's behalf.
4. Price. SMUD shall sell and Customer shall purchase the SolarShares<sup>®</sup> Allocation effective on the first available billing period of the Customer Account Number(s) up to ninety (90) calendar days after the Agreement Date. Customer's SolarShares<sup>®</sup> Allocation is subject to the following pricing:
  - A. SolarShares<sup>®</sup> Price – the price for the SolarShares<sup>®</sup> Allocation under this SSA consists of the pricing components below, referred to collectively as "SolarShares<sup>®</sup> Price."

i. Energy Cost Component - \$.0950 /kWh (fixed)

- This Energy Cost Component replaces Customer's energy-only charges under its applicable standard SMUD rate, attached and incorporated herein as Exhibit E. SMUD will calculate this component on a time-of-use basis depending on when Customer's kWh usage at its facilities occurs, and apply the generation according to Exhibit C which is attached and incorporated herein. The Energy Cost Component is fixed and will not adjust in the future. The Energy Cost Component includes the RECs associated with SolarShares<sup>®</sup> production pursuant to Section 3.

ii. Delivery Service Charge (DSC) (variable)

- The initial price of the DSC is \$0.0154/kWh. This non-bypassable DSC is based on the delivery costs normally included in the customer's standard SMUD rate. This represents the cost to recover fixed charges not recovered in the System Infrastructure Fixed Charge. These charges are not fixed and may adjust with changes to the standard retail rate adopted by SMUD's Board of Directors from time-to-time.

B. SMUD's Standard Rates (Non-SolarShares<sup>®</sup> energy) - For energy that Customer uses that exceeds the Customer's SolarShares<sup>®</sup> Allocation, the price for the other components of SMUD's electric service shall apply to customers under the applicable SMUD retail rate schedule (see Exhibit E). The additional rate components are referred to collectively as "SMUD's Standard Rates" and are subject to changes adopted by SMUD's Board of Directors from time-to-time. These charges may include:

- i. Electricity Usage Charges
- ii. System Infrastructure Fixed Charge
- iii. Site Infrastructure Charge
- iv. Summer Super Peak Demand Charge
- v. Power Factor Adjustment or Waiver Price
- vi. Campus Meter Charges (customers under Campus Bill option) Data Service Meter Rental (customers under Campus Bill option)

5. Billing. SMUD shall apply the SolarShares<sup>®</sup> Price to the monthly bills for Customer's Account Number(s) listed in Exhibit A. As outlined in section 4 above, the SolarShares<sup>®</sup> billing will start within ninety (90) calendar days after the Agreement Date.

6. SMUD's Rates, Rules and Regulations. As a customer of SMUD, and except as otherwise addressed in this SSA, Customer is subject to SMUD's Rates, Rules and Regulations and nothing in this SSA shall change, amend or affect the rights, conditions and obligations established in SMUD's Rates, Rules and Regulations, which are amended from time to time.
  - A. In the event that an account rate category is amended for a participating account and the amended rate category does not qualify for the same SolarShares<sup>®</sup> participation level, SMUD will inform Customer of the availability of SolarShares<sup>®</sup> at the new rate for the affected account. Transitioning the rate and any SolarShares<sup>®</sup> allocation may take up to ninety (90) days.
  - B. In the event of any inconsistency or conflict between this SSA and SMUD's Rates, Rules and Regulations, the terms and provisions of this SSA, shall control.
  
7. Resizing and Transferring. During the Term of this SSA, SMUD may, at its sole discretion, resize Customer's SolarShares<sup>®</sup> Allocation according to the guidelines below. Customer's resizing shall not affect or change the Term under section 9 and the Energy Cost Component under section 4(A)(i).:
  - A. Downsizing: Subject to the limitations in section 8 below, if the Customer carries a negative balance for three consecutive months as a result of over-generation, then an evaluation of Customer's SolarShares<sup>®</sup> participation will be performed that may result in a recalculation of the allocation. SMUD may reduce the SolarShares<sup>®</sup> Allocation proportionate to the over-generation.
  - B. Upsizing: Subject to the limitations in section 8 below, upon request by Customer to SMUD to increase its SolarShares<sup>®</sup> Allocation, SMUD may upsize the allocation. Upsizing is contingent upon availability of SolarShares<sup>®</sup> product, other customer subscriptions, and Customer usage.
  - C. Transferring: Transferring of SolarShares<sup>®</sup> participation from Customer Account Number(s) listed in Exhibit A to a new Customer Account(s) will only be allowed under the following conditions:
    - i. Customer notifies SMUD with at least ninety (90) calendar days notice that it will close the existing Customer Account Number(s) in Exhibit A with the intent to open a new Customer account at another location inside SMUD electrical service boundaries
    - ii. If the Customer's newly established electrical service account does not meet the same load demand as the previously closed account, SMUD may, at its sole discretion modify the SolarShares allocation kWh.

iii. The new Customer account must open within 12 months of the closure of the Customer Account Number(s) listed in Exhibit A.

8. Behind-the-meter Generation. During the Term of this SSA, if Customer elects to install behind-the-meter generation for the Customer Account Number(s) listed in Exhibit A, or relocates to a facility that has behind-the-meter generation, Customer is subject to the following provisions:
- A. Resizing adjustments, as provided in section 7 above, are not available to Customer Account Number(s) listed in Exhibit A that install behind-the-meter generation, or relocates to a facility that has behind-the-meter generation.
  - B. Behind-the-meter generation shall be credited by SMUD as primary and SolarShares® generation credits shall be secondary.
    - i. **Primary** = Behind-the-meter kWh generation shall be credited first, before SolarShares® kWh generation credit.
    - ii. **Secondary** = SolarShares® kWh generation shall be credited second, after behind-the-meter generation.
  - C. SolarShares® kWh over-generation shall be credited at the applicable time-of-use (TOU) wholesale rate as listed on SMUD's website ([www.smud.org](http://www.smud.org)) when the SolarShares® kWh Allocation and behind-the-meter generation are in excess of Customer usage, resulting in negative electrical usage. The wholesale rate is updated annually and posted on the website.
  - D. Behind-the-meter generation shall be sized per SMUD's applicable Net Energy Metering (NEM) rules and guidelines.
  - E. In no event will SMUD adjust the SolarShares® Allocation for the Customer Account Number(s) listed in Exhibit A when behind-the-meter generation is installed (or relocates to a facility with behind-the-meter generation) that applies to the account(s). The SolarShares® Allocation shall remain in full for the Term of this SSA regardless of behind-the-meter kWh generation or onsite electrical load changes.
9. Term and Termination.
- A. The SSA shall commence on the Agreement Date, and expire 20 years after the SolarShares® Agreement Date (Term). Customer may terminate for convenience at any time during the Term with at least a ninety (90) calendar day advance notice to SMUD. Early termination by Customer on an individual account basis will result in an early termination fee per account according to the schedule outlined in Exhibit D, attached and incorporated herein. The early termination fee is calculated based on the SolarShares® Annual Production of kWhs in Exhibit C, multiplied by the termination multiplier corresponding to the number of full years remaining under the SSA.
    - i. In the event a Customer closes an Account Number(s) in Exhibit A, SMUD will reasonably attempt to redistribute the

kWh's from the closed account to the other account(s) listed on Exhibit A provided the reallocation does not cause a singular account to carry a negative balance for 3 consecutive months causing the remaining account(s) in Exhibit A to over-generate per section 7A. The reallocation of kWhs is subject to the sole discretion of SMUD and in certain circumstances all kWhs will not be redistributed. If all kWhs are not redistributed, Customer is subject to the termination fee applied on the remaining non-redistributed kWhs for the closed account.

- B. Notwithstanding subsection A above, Customer is not subject to the early termination fee as outlined above if at least one of the following conditions is satisfied:
- i. Customer becomes bankrupt or insolvent, and demonstrates such occurrence to SMUD's satisfaction;
  - ii. Customer closes Account Number(s) in Exhibit A with SMUD and does not open new SMUD account number(s) for a period of at least twelve (12) consecutive months; or
  - iii. Customer closes Account Number(s) listed in Exhibit A and at the sole discretion of SMUD, SMUD is able to reallocate the kWhs from the closed account to the remaining accounts listed in Exhibit A without a singular account carrying a negative balance for three (3) consecutive months causing the account(s) to over-generate.

10. Economic Performance. Customer financial outcomes due to participation in the SolarShares® program may differ from those anticipated by Customer, as Customer on-site usage patterns, behind-the-meter generation (if applicable), and SMUD's Standard Rates may vary over time. SMUD disclaims, and Customer waives, any warranty with respect to any cost savings from the SolarShares® Allocation and Customer's participation in the SolarShares® program.
11. Limitation of Liability. In no event shall one Party be liable to the other Party for any indirect, special, consequential or incidental damages, regardless of whether the Party has been informed of the possibility of such damages or is negligent, and whether or not such damages were reasonably foreseeable. The foregoing limitation on liability shall not apply in the case of a breach of this Agreement by a Party due to its willful default or gross negligence.
12. Relationship of the Parties. This SSA does not constitute, create nor give effect to a partnership, joint venture, or any agency between the Parties.
13. Applicable Law. Each Party shall comply with all applicable federal, state and local laws, regulations or ordinances in effect or hereafter adopted. This SSA shall be governed by and construed and interpreted in

accordance with the substantive laws of the State of California, and federal rules and regulations as applicable.

14. Assignment. This SSA, or any interest herein, shall not be transferred or assigned – in whole or in part-by either Party without the prior written consent of the other.
15. Changes. No modification or amendment to this SSA shall be binding upon the Parties unless made in writing and signed by a duly authorized official of both Parties.
16. Severability. In the event any portion of this SSA is deemed invalid or unenforceable for any reason by a court of competent jurisdiction, the remaining portions of this SSA shall remain in full force and effect.
17. Ambiguities. This SSA is a product of negotiation and the Parties have agreed to each term of it, and as such, ambiguities, if any, in the terms of this SSA shall not be construed against any Party.
18. Counterparts/Electronic Delivery. This SSA may be signed in counterparts, each of which shall be deemed an original but all or which together shall constitute one and the same instrument. This SSA may be executed and delivered by facsimile or electronic transmission and the Parties agree that such facsimile or electronic (e.g., .pdf) execution and delivery shall have the same force and effect as delivery of an original document with original signatures, and that each Party may use such facsimile or electronic signatures as evidence of the execution and delivery of this SSA by the Parties to the same extent that an original signature could be used.
19. Entire Agreement. This SSA constitutes the entire understanding between the Parties with regard to SolarShares®. Each Party covenants that there is no agreement between itself and any other person, firm, or corporation which would impair the full force and effect of this SSA.



**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed on the dates indicated below.

**SACRAMENTO MUNICIPAL UTILITY DISTRICT**

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

Name:

Title:

Date: \_\_\_\_\_

**SAN JUAN WATER DISTRICT**

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

Name:

Title:

Date: \_\_\_\_\_

**Exhibit A**

**A.1. Account Numbers and kWh Allocation**

<b>Customer Account Number included in SSA</b>	<b>Annual Allocation in kWh</b>
<b>6237420</b>	<b>661,356</b>

**A.2 Effective Date**

Upon issuance of a new Exhibit A, the Parties will insert a new effective date for this Exhibit A, which will replace the prior Exhibit A.

\_\_\_\_\_  
**Month, Day, Year**

**A.3 Changes to Exhibit A.** The Parties, upon mutual agreement, may revise this Exhibit A as appropriate to add or remove Accounts and/or change annual kWh allocation, and issue a new Exhibit A which shall then become part of the SSA to reflect the addition or removal of City Accounts. No formal amendment of the SSA is required to update this Exhibit A.

\_\_\_\_\_  
**Signature of Customer**

\_\_\_\_\_  
**Signature of SMUD**

## Exhibit B

### I. Applicability

The Large Commercial SolarShares® Program applies to general service customers with monthly maximum demand of at least 21 kW for three consecutive months as defined in rate schedules GS-TOU3, GS-TOU2, and GS-TOU1. Campus billed customers are eligible for this SolarShares® program.

This schedule CSS will terminate December 31, 2017 or when a permanent SolarShares® rate schedule is available. Customers that subscribe prior to termination will continue in the program under the terms and conditions of their SolarShares® Agreement (SSA).

Service under this schedule is on a first come, first served basis, depending on the availability of SolarShares® generation.

### II. Commercial SolarShares® Price

The price for this SolarShares® program will consist of three components:

#### A. SolarShares® Energy Cost Component – for energy produced and used by the SolarShares® program

This energy cost component has different pricing options available based on the SSA term and the customer's rate category. This component will not be adjusted for the duration of the contract. The renewable energy credits (RECs) associated with the SolarShares® generation will be retired on the customers' behalf.

<b>Energy Cost Component (SolarShares® Electricity Charge)</b>		
<b>Contract Term</b>	<b>Rate Categories: GSS_T; GUS_S; GUP_S; GUS_M; GUP_M; GUT_M; GUS_L</b>	<b>Rate Categories: GUP_L; GUT_L</b>
Five Years	\$0.1150/kWh	\$0.1100/kWh
Ten Years	\$0.1050/kWh	\$0.1000/kWh
Twenty Years	\$0.0950/kWh	\$0.0900/kWh

SolarShares® energy will be allocated based on the time-of-use period pricing values of the expected energy production of the solar arrays for the program, which is based on an estimated annual generation profile. The monthly and annual SolarShares® energy production will remain fixed for the duration of the contract term, unless subject to resizing under Section III.

#### B. SolarShares® Delivery Service Charge Component – for the non-bypassable fixed cost components of the SolarShares® generation

This non-bypassable delivery service charge is based on the delivery costs normally included in the customer's standard rate. These charges are not fixed and may adjust with changes to the standard retail rate adopted by SMUD's Board of Directors from time to time. These charges may include the following elements:

- Generation capacity
- Ancillary services
- Delivery services (transmission and distribution)
- Public goods
- Fixed distribution facilities recovered in energy
- Power factor adjustments
- Program administration

The initial pricing is \$0.0154/kWh in 2017.

**C. Standard Retail Rate – for energy used that exceeds the customer’s SolarShares® purchase (non- SolarShares® energy)**

The price for the other components of SMUD’s electric service shall apply to customers under the applicable SMUD rate schedule. The additional rate components are referred to collectively as “SMUD’s Standard Rates” and are subject to changes adopted by SMUD’s Board of Directors from time to time. These charges include, but are not limited to:

- Electricity Usage Charges
- System Infrastructure Fixed Charge
- Site Infrastructure Charge
- Summer Super Peak Demand Charge
- Power Factor Adjustment or Waiver
- Campus Meter Charges (customers under Campus Bill option)
- Data Service Meter Rental (customers under Campus Bill option)

**III. SolarShares® Sizing**

The sizing of the SolarShares® allocation will be based on the customer’s usage to avoid over-sizing. SolarShares® kWh Credited is intended to supply customer’s own electric usage only. SolarShares® allocation may be re-sized in the future to account for over generation or if usage patterns change.

**IV. Billing**

The following is the description of the line items related to the SolarShares® program:

- SolarShares® kWh Credited – represents the number of cumulative kWh generated from the SolarShares® program.
- SolarShares® Credit – represents the cumulative time-of-use pricing value of the kWh generated from the SolarShares® program generation and is applied as a credit to the standard rate charges.
- SolarShares® Electricity Charge – represents the fixed SolarShares® energy cost multiplied by the total kWh of SolarShares® supplied.
- SolarShares® Delivery Service Charge – represents non-bypassable cost multiplied by the total SolarShares® kWh supplied.

In the event that a participant’s SolarShares® generation exceeds the energy usage during the same billing period, the excess generation will create a monetary credit that shall be applied against all other charges on the same monthly bill. If there is a remaining credit after application to the monthly bill, the credit balance will be carried over to the next monthly bill as a credit.

If a credit balance persists for three consecutive months, SMUD, at its sole discretion, may downsize the participant’s SolarShares® participation level, effective the following billing period.

**V. Term and Termination**

The customer shall execute a SSA with SMUD for the purchase of the SolarShares® generation. The SSA contract term period shall be for five, ten, or twenty years, at customer’s option. Early termination will result in an exit fee.

As a customer of SMUD, and except as otherwise addressed in the SolarShares® Pilot SSA, the SolarShares® program participant is subject to SMUD's Rates, Rules and Regulations (and which are amended from time to time) and nothing in the SolarShares® SSA shall change, amend or affect the rights, conditions and obligations established in SMUD's Rates, Rules and Regulations.

## **VI. Electricity Usage Surcharges**

The SolarShares® kWh generated from the SolarShares® program participation will have no effect on electricity usage surcharges.

Refer to the following rate schedules for details on these surcharges.

- A. **Solar Surcharge.** Refer to Rate Schedule 1-SB1.
- B. **Hydro Generation Adjustment (HGA).** Refer to Rate Schedule 1-HGA.

## **VII. Conditions of Service**

### **A. General Eligibility Requirements**

The following rate categories are eligible for participation: GSS\_T, GUS\_S, GUP\_S, GUS\_M, GUP\_M, GUT\_M, GUS\_L, GUP\_L, and GUT\_L. This schedule is not available to customers on the net energy metering (NEM) rate. Participants shall not install any solar system for net energy metering during the term of the contract.

### **B. Duration**

Upon conclusion of the contract term, the customer will continue to receive electric service under its standard applicable rate category.

## Exhibit C

### C.1. SolarShares® Annual Production

The SolarShares® kWhs listed below in each time period may vary from the actual kWh amount allocated in the respective time-of-use periods due to variability in billing cycles (e.g. weekends and holidays) over the term of the Agreement. The allocations listed per period below are best estimates based on Customer's recent annual usage activity.

Billing Period		SolarShares® kWhs: Account #6237420				
		Winter Off	Winter On	Summer Off	Summer On	Summer Super
12/13/2016	1/12/2017	17,738 KWH	9,897 KWH	0 KWH	0 KWH	0 KWH
1/13/2017	2/13/2017	20,383 KWH	12,568 KWH	0 KWH	0 KWH	0 KWH
2/14/2017	3/15/2017	28,535 KWH	17,467 KWH	0 KWH	0 KWH	0 KWH
3/16/2017	4/13/2017	30,788 KWH	26,043 KWH	0 KWH	0 KWH	0 KWH
4/14/2017	5/15/2017	44,055 KWH	32,784 KWH	0 KWH	0 KWH	0 KWH
5/16/2017	6/14/2017	22,375 KWH	17,015 KWH	21,051 KWH	5,068 KWH	10,438 KWH
6/15/2017	7/14/2017	0 KWH	0 KWH	44,384 KWH	10,817 KWH	24,391 KWH
7/15/2017	8/14/2017	0 KWH	0 KWH	44,142 KWH	10,323 KWH	22,326 KWH
8/15/2017	9/13/2017	0 KWH	0 KWH	37,676 KWH	10,000 KWH	19,559 KWH
9/14/2017	10/12/2017	14,157 KWH	7,943 KWH	16,681 KWH	5,356 KWH	9,009 KWH
10/13/2017	11/10/2017	22,621 KWH	16,920 KWH	0 KWH	0 KWH	0 KWH
11/11/2017	12/13/2017	19,582 KWH	9,262 KWH	0 KWH	0 KWH	0 KWH

### C.2 Effective Date

Upon issuance of a new Exhibit C, SMUD will insert a new effective date for this Exhibit C, which will replace the prior Exhibit C.

\_\_\_\_\_  
**Month, Day, Year**

Exhibit D

SolarShares® Early Termination Fee Schedule

Full Years Remaining	Early Termination Fee annual schedule (in the event of early termination multiply the total number of kWhs remaining in contract term)
20	\$0.04900
19	\$0.05093
18	\$0.05253
17	\$0.05385
16	\$0.05489
15	\$0.05040
14	\$0.05073
13	\$0.05107
12	\$0.05141
11	\$0.05177
10	\$0.05212
09	\$0.05249
08	\$0.05286
07	\$0.05324
06	\$0.05363
05	\$0.05403
04	\$0.05443
03	\$0.05484
02	\$0.05526
01	\$0.05569

Formula: (SolarShares® Allocation remaining kWh) x (\$0.0XXXX in year of termination) x (full years remaining under contract term) = Early Termination Fee

**Exhibit E**

	<b>Voltage Level</b>	<b>Medium C&amp;I</b>
	<b>Rate Category</b>	<b>Secondary</b>
		<b>GUS_M</b>
<b>Winter Season – October 1 through May 31</b>		
System Infrastructure Fixed Charge – per month per meter		\$107.95
Site Infrastructure Charge ( <i>\$ per 12 month max kW or contract capacity</i> )		\$2.85
<b>Electricity Usage Charge</b>		
On-Peak \$/kWh		\$0.1028
Off-Peak \$/kWh		\$0.0814
<b>Summer Season – June 1 through September 30</b>		
System Infrastructure Fixed Charge – per month per meter		\$107.95
Site Infrastructure Charge ( <i>\$ per 12 month max kW or contract capacity</i> )		\$2.85
Summer Super Peak Demand Charge ( <i>\$ per monthly super-peak max kW</i> )		\$6.98
<b>Electricity Usage Charge</b>		
Super-Peak \$/kWh		\$0.1949
On-Peak \$/kWh		\$0.1342
Off-Peak \$/kWh		\$0.1033

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## STAFF REPORT

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To: Board of Directors  
From: Tony Barela, Operations Manager  
Date: February 28, 2018  
Subject: WaterSMART Grant Application

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### **RECOMMENDED ACTION**

Approve resolution authorizing WaterSMART grant application.

### **BACKGROUND**

In November 2017, the Bureau of Reclamation released a funding opportunity under the WaterSMART Drought Response Program for projects to improve resiliency to drought. The grant program has a preference for projects that are supported by a Drought Contingency Plan, such as the North American Basin Regional Drought Contingency Plan (RDCP) completed through the Regional Water Authority (RWA) in October 2017. San Juan Water District (SJWD) was a partner in that effort. Projects such as interties were identified as key mitigation measures to improve resilience to drought in the RDCP.

When the current funding announcement was released, RWA inquired among the RDCP partners as to who had intertie projects that were ready to proceed within the next two years. SJWD had a proposed intertie (described below) with Placer County Water Agency (PCWA) and Sacramento County Water Agency (SCWA) had a proposed intertie with the City of Sacramento that were planned consistent with this timeframe. Given the limited amount of funding available through the grant program, RWA suggested combining the two projects into a single application. RWA is not eligible to apply for Reclamation funds, so SJWD offered to act as the applicant.

RWA prepared the application with assistance from SJWD and SCWA staff. A successful application will provide an award of \$300,000, which is proposed to be distributed as follows: \$207,000 to SJWD; \$90,000 to SCWA; \$3,000 to Reclamation to complete a NEPA analysis prior to commencement of construction. There is a minimum 50% local cost-share requirement.

The Board's approval of a Resolution authorizing management to submit the application is a requirement of the program.

The proposed Kokila Intertie Project is an emergency water supply intertie between SJWD and PCWA. The proposed intertie would allow emergency potable water supplies of up to 2 million gallons per day (MGD) to be delivered to SJWD's Kokila Water Storage Reservoir from PCWA's Zone 1 Service Area (PCWA-Zone-1). The proposed project is located at the northern boundary of SJWD's Retail Service Area (SJWD-RSA). During emergency shutdowns or drought conditions, SJWD will have the

ability to receive emergency supplies across water service boundaries in the public's interest.

The proposed project includes the installation of approximately 800-linear-feet of 12-inch diameter Ductile Iron Pipe, a control valve station, a 12-inch flow meter, and electrical improvements.

The project is scheduled for design in fiscal year (FY) 18/19, with completion of the construction phase by the beginning of FY19/20. This project is not included in the 5-year financial plan; therefore, other CIP projects may be rescheduled to complete this intertie project.

Rob Swartz at RWA did a stellar job in pulling the application together and submitting it on deadline.

## **RESOLUTION NO. 18-02**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT AUTHORIZING AN APPLICATION FOR FUNDING ASSISTANCE THROUGH THE BUREAU OF RECLAMATION'S WATERSMART DROUGHT RESPONSE GRANT PROGRAM**

WHEREAS, the United States Bureau of Reclamation ("Reclamation") has implemented the WaterSMART Program to provide eligible agencies and organizations with grants to encourage water conservation and water use efficiency, increase the use of renewable energy and improve energy efficiency, benefit endangered and threatened species, facilitate water markets, and carry out activities to address climate-related impacts on water or prevent any water-related crisis or conflict;

WHEREAS, Reclamation has solicited proposals from public water suppliers and other water users for a new round of grant funding under the WaterSMART Program to construct drought resiliency projects, which proposals were due on or before February 13, 2018;

WHEREAS, the Board of Directors of the San Juan Water District ("SJWD") has identified itself as an eligible applicant under Reclamation's WaterSMART Drought Response Program; and

WHEREAS, SJWD is pursuing grant funding assistance under the WaterSMART Program in an amount of up to \$300,000 for a regionally-collaborated effort to expand intertie capacities as a priority drought response mitigation measure.

NOW, THEREFORE, be it resolved by the Board of Directors as follows:

1. The General Manager of the SJWD has reviewed and supports submission of the application. Furthermore, the Board has been briefed on the scope and purpose of SJWD's funding application, and, on that basis, supports staff's submittal of the financial assistance application to Reclamation.
2. SJWD is capable of funding the minimum 50-percent cost share required to obtain grant funding under the WaterSMART Drought Contingency Planning Grant Program. Collaborating agencies have verified their funding capabilities through letters of commitment included with the application.
3. The Board hereby ratifies the action of its General Manager or his designee of SJWD in applying for financial assistance from Reclamation's WaterSMART Program as part of a regional collaborative effort and authorizes the General Manager or his designee to execute any related documents, including a cooperative financial assistance agreement with Reclamation.

4. The General Manager and staff are directed to take all other actions necessary to secure funding for the Project under the WaterSMART Drought Response Program, including working with Reclamation to meet established deadlines for entering into a cooperative financial assistance agreement.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 28th day of February 2018, by the following vote:

AYES:

NOES:

ABSENT:

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

MARTIN HANNEMAN  
President, Board of Directors  
San Juan Water District

ATTEST:

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

TERI GRANT  
Board Secretary  
San Juan Water District

**STAFF REPORT**

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To: Board of Directors  
 From: Donna Silva, Director of Finance  
 Date: February 21, 2018  
 Subject: Treasurer’s Report – Quarter Ending December 31, 2017

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**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 second quarter of fiscal year 2017-2018, ending December 31, 2017.

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:

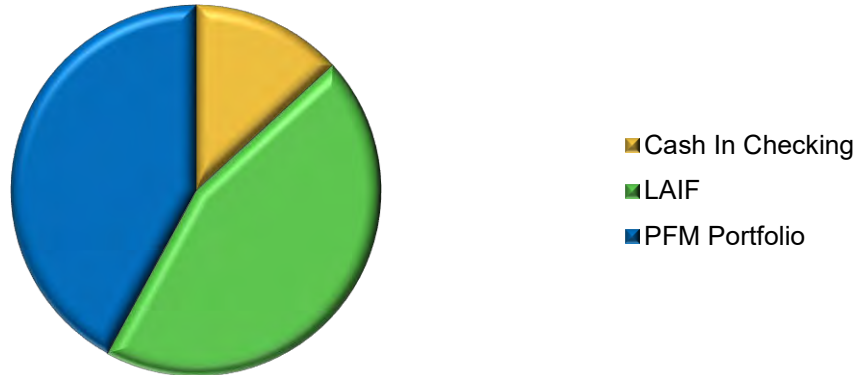
- 1. Safety
- 2. Liquidity
- 3. Yield

Attached is the quarterly Treasurer’s Report for the three months ended December 31, 2017.

At September 30, 2017, the end of the previous quarter, the value of the District’s total portfolio was \$19.36 million. Since that time, the value of the District’s portfolio increased by \$2 million for an ending balance of \$21.37 million as of December 31, 2017. Cash and short-term investments increased by \$2.26 million, due to a combination of increased wholesale revenues and decreased capital spending due to the completion of the Floc/Sed project. Medium term investments decreased by \$45,000 and long-term investments decreased by \$208,000. The funds are currently held as follows:

Cash at Banking Institutions	\$ 2,819,862
Local Agency Investment Fund (LAIF)	9,565,049
PFM Managed Investment Portfolio	<u>8,983,302</u>
	<u>\$ 21,368,213</u>

### Distribution of Investments - San Juan Water District

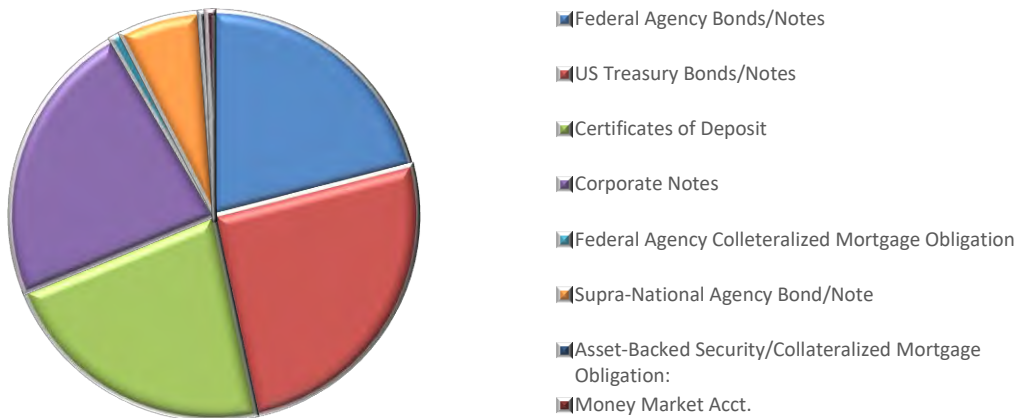


The overall portfolio is diversified with 42% invested in marketable securities (PFM Portfolio), 45% invested in short-term investments that are considered liquid (LAIF) and 13% on deposit with US Bank. Staff, in conjunction with your financial advisors, periodically review the mix of liquid and long-term investments and adjusts the portfolio according to the market conditions and the District's short term cash needs. During the quarter staff transferred \$2 million out of the checking account into LAIF.

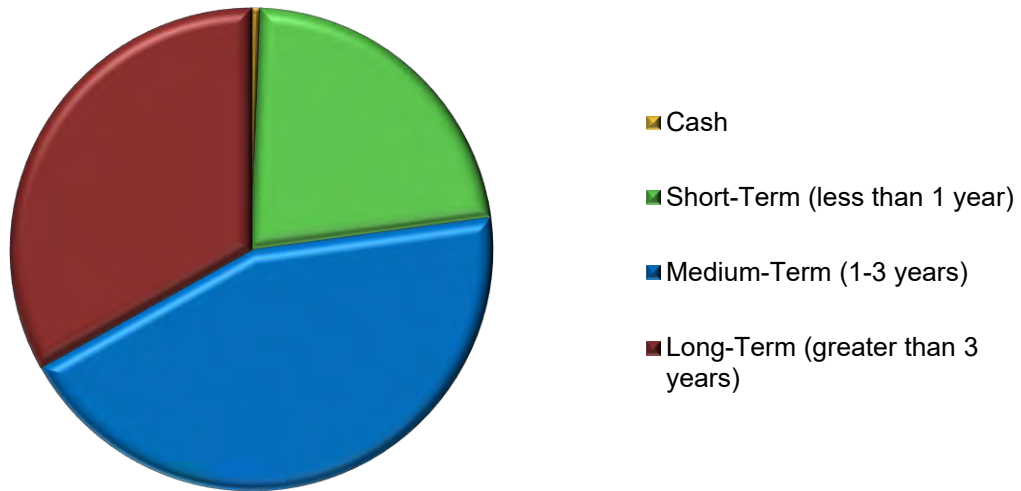
All securities held are in conformance with those permitted by the District's Investment Policy. There are sufficient funds to meet the District's expenditure requirements for the next six months.

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

### Mix of Investments - PFM Portfolio



### Duration of PFM Portfolio



While interest rates continue to rise, they are still at very low levels. The Federal Open Market committee (FOMC) raised the federal funds target range by .25% in December 2017, representing the third increase in calendar year 2017 and causing an increase in short term yields. As a result, last quarter the District continued to move more investments into the Short-term category to capture those increased yields. Since we are in an environment of rising interest rates the District is trying to slowly decrease its lower yielding long term investments and replace them with investments at a higher interest rate.

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 December 31, 2017

	Duration (years)	Quarter Ending 12/31/2017	Past Year	Since Inception
San Juan Water District	2.16	-.18%	1.03%	1.20%
BAML 0-5 Year Treasury Index	2.28	-.25%	.09%	.87%

**San Juan Water District  
Treasurer's Report  
December 31, 2017**

	<b>Yield %</b>	<b>Par Value</b>	<b>Cost</b>	<b>Current Market Value</b>	<b>Maturity Date</b>
CASH & DEMAND DEPOSITS - US Bank:	na	\$ 2,819,861.80	\$ 2,819,861.80	\$ 2,819,861.80	na
LOCAL AGENCY INVESTMENT FUND (LAIF)	1.111%	\$ 9,565,049.31	\$ 9,565,049.31	\$ 9,565,049.31	na
PFM MONEY MARKET ACCOUNT	na	\$ 54,001.61	\$ 54,001.61	\$ 54,001.61	na
LONG-TERM INVESTMENTS (PFM Investment Portfolio):					
<i>U.S. Treasury Bonds/Notes:</i>					
US Treasury Notes	1.23%	\$ 140,000.00	\$ 142,324.22	\$ 138,922.70	7/31/2020
US Treasury Notes	1.42%	130,000.00	137,261.72	132,269.93	8/15/2020
US Treasury Notes	1.15%	250,000.00	259,101.56	249,853.50	2/28/2021
<i>US Treasury Notes</i>	1.85%	155,000.00	151,918.16	151,645.65	4/30/2021
US Treasury Notes	1.81%	110,000.00	108,225.39	107,525.00	5/31/2021
US Treasury Notes	1.67%	400,000.00	395,671.88	391,000.00	5/31/2021
US Treasury Notes	1.78%	105,000.00	107,231.25	105,611.10	7/31/2021
US Treasury Notes	1.71%	150,000.00	146,642.58	145,054.65	7/31/2021
US Treasury Notes	1.75%	150,000.00	146,947.27	145,312.50	10/31/2021
US Treasury Notes	1.78%	150,000.00	150,591.80	148,441.35	1/31/2022
US Treasury Notes	2.10%	190,000.00	188,226.17	187,855.09	3/31/2022
US Treasury Notes	1.83%	150,000.00	152,044.92	149,724.60	6/30/2022
US Treasury Notes	1.84%	250,000.00	253,095.70	248,095.75	7/31/2022
<i>Supra-National Agency Bond/Note</i>					
Inter-American Development Bank	1.10%	125,000.00	124,625.00	123,416.75	5/13/2019
Int'l Bank of Reconstruction & Dev Notes	1.60%	100,000.00	100,540.00	99,782.80	10/7/2019
Int'l Bank of Reconstruction & Dev Notes	1.64%	180,000.00	179,568.00	176,790.60	9/12/2020
Inter-American Development Bank	1.81%	175,000.00	176,622.09	175,147.88	11/9/2020
<i>Federal Agency Collateralized Mortgage Obligation</i>					
FHLMC Series KP03 A2	1.10%	41,152.25	41,562.78	40,968.67	7/1/2019
Fannie Mae Series 2015-M13 ASQ2	1.08%	39,833.17	40,232.05	39,700.50	9/1/2019
<i>Federal Agency Bonds/Notes:</i>					
Federal Home Loan Bank Agency Notes	1.40%	150,000.00	149,931.00	148,979.70	5/28/2019
FNMA Notes	1.69%	470,000.00	471,193.80	469,220.27	6/20/2019
FNMA Benchmark Notes	0.93%	260,000.00	259,563.20	255,832.98	8/2/2019
FHLB Global Note	0.94%	240,000.00	239,539.20	236,097.36	8/5/2019
FNMA Notes	1.05%	100,000.00	99,844.00	98,524.90	8/28/2019
FHLB Notes	1.38%	190,000.00	189,956.30	188,094.68	11/15/2019
FNMA Notes	1.52%	50,000.00	49,968.00	49,481.15	2/28/2020
FNMA Notes	1.60%	170,000.00	169,484.90	167,897.10	7/30/2020
FNMA Notes	1.33%	120,000.00	119,514.00	116,283.12	8/17/2021
FNMA Notes	1.32%	60,000.00	59,794.74	58,141.56	8/17/2021
FNMA Notes	1.38%	100,000.00	99,388.00	96,902.60	8/17/2021

continued next page...



...continued

	Yield %	Par Value	Cost	Current Market Value	Maturity Date
<i>Corporate Notes:</i>					
Wells Fargo & Company Global Notes	1.52%	1,000,000.00	999,000.00	999,893.00	1/16/2018
CISCO Systems Inc Corp Note	1.66%	185,000.00	184,968.55	184,841.83	6/15/2018
Toyota Motor Credit Corp	1.58%	100,000.00	99,915.00	99,831.70	7/13/2018
Apple Inc Bonds	1.92%	130,000.00	129,936.30	129,608.96	2/7/2020
Bank of New York Mellon Corp	1.99%	175,000.00	178,101.00	175,394.10	4/15/2021
PEPSICO Inc. Corp (Callable) Note	2.01%	55,000.00	54,989.00	54,374.38	4/15/2021
Bank of America Corp Note	2.40%	90,000.00	90,674.10	90,459.18	4/19/2021
continued next page.....					
<i>Corporate Notes Continued:</i>					
Goldman Sachs Group Corp Notes	2.53%	80,000.00	87,671.20	86,703.28	7/27/2021
American Honda Finance Corp Notes	1.84%	130,000.00	129,112.10	126,617.01	9/9/2021
Citigroup Inc Corp (Callable) Note	2.72%	90,000.00	90,614.70	90,592.29	12/8/2021
<i>Certificate of Deposit:</i>					
Canadian Imperial Bank NY YCD	1.78%	250,000.00	249,805.00	249,472.25	11/30/2018
Nordea Bank Finland NY CD	1.74%	250,000.00	250,000.00	250,155.00	11/30/2018
Svenska Handelsbanken NY LT CD	1.91%	215,000.00	215,000.00	214,049.49	1/10/2019
Bank of Montreal Chicago Cert Depos	1.90%	215,000.00	215,000.00	215,265.96	2/7/2019
Bank of Nova Scotia Houston LT CD	1.91%	215,000.00	215,000.00	214,221.70	4/15/2019
Sumitomo Mitsui Bank NT CD	2.05%	170,000.00	170,000.00	169,883.72	5/3/2019
Skandinav Enskilda Banken NY CD	1.85%	215,000.00	214,916.15	212,239.31	8/2/2019
Bank Tokyo Mitsubishi UFJ LTD LT CD	2.07%	100,000.00	100,000.00	99,532.10	9/25/2019
Westpac Banking Corp NY CD	2.05%	195,000.00	195,000.00	194,676.30	8/3/2020
Swedbank (New York) Cert Depos	2.30%	180,000.00	180,000.00	179,027.64	11/16/2020
<i>Asset-Backed Security/Collateralized Mortgage Obligation:</i>					
Harot 2017-4 A3	2.06%	50,000.00	49,992.96	49,887.08	11/21/2021
TOTAL LONG TERM INVESTMENTS			\$ 8,990,985.42	\$ 9,010,305.74	\$ 8,929,300.72
<b>TOTAL CASH &amp; INVESTMENTS AT 12/31/2017</b>			<b>\$ 21,429,898.14</b>	<b>\$ 21,449,218.46</b>	<b>\$ 21,368,213.44</b>

## STAFF REPORT

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To: Board of Directors  
From: Donna Silva, Director of Finance  
Date: February 8, 2018  
Subject: Annual Review and Update to the Investment Policy for the San Juan Water District

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### RECOMMENDED ACTION

Approve a motion authorizing updates to the San Juan Water District Investment Policy.

### BACKGROUND

The San Juan Water District's Investment Policy communicates the Board's investment objectives, delegation of authority, investment procedures and defines authorized and suitable investments for the District. While no longer required by state law, best practices require an annual review with updates as needed or desired on an annual basis. The policy was last reviewed and updated on February 8, 2017.

Staff and your Investment Advisors at PFM Asset Management, Inc. have reviewed the Investment Policy and are recommending changes to the policy to maintain consistency with the California Government Code.

The San Juan Water District Investment Policy is guided and constrained by the California Government Code, which prevents the District from taking on too much risk in its investment portfolio. However, "safe" investments have lower returns. In order to maximize investment returns, the District's permitted investments should include all investments permitted under the Government Code. The district's policy currently excludes repurchase and reverse repurchase agreements, as described and allowed in California Government Code Section 53601 (j). Repurchase agreements are a form of short-term borrowing where a dealer sells securities to investors, usually on an overnight basis, and buys them back the following day. Repurchase agreements are generally considered safe investments because of the collateral and Code requirements. Because the Code allows investment in this security type, the District may want to add it to the Policy so that it has access to all investment types permitted by the Code. However, it is unlikely the District would utilize this investment type as the vast majority of investors that utilize repurchase agreements are pools, such as LAIF, CAMP or other local government investments pools (investors that require more liquidity than others).

Staff recommends adding language concerning "Review of Investment Portfolio" and "Investment Pools" in conformance with the sample investment policy from the California Municipal Treasurer's Association.

The proposed Investment Policy has been reviewed by the Finance Committee. A red-lined copy of the investment policy is provided, in addition to a clean copy, for ease of review.



# San Juan Water District

## Investment Policy

Prepared by  
Donna Silva  
Finance Director/Treasurer

Approved by a motion of the Board of Directors on \_\_\_\_\_, 2018

9935 Auburn-Folsom Road  
Granite Bay, California 9576  
(916) 791-0115

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## **1 Policy**

The purpose of this document is to convey the Investment Policy of the San Juan Water District (“District”). Though no longer required by the California Government Code, this policy will be updated annually in order to maintain currency with legal and District requirements. It is the District’s policy to invest all funds in such a way as to achieve the highest investment return possible consistent with maximum security of District funds while meeting the daily cash flow demands of the District. All investments must conform to pertinent state and local statutes governing the investment of public funds.

In 2006, the District submitted this Investment Policy for the first time to the Association of Public Treasurer’s of the United States and Canada (“APT-US&C”) Investment Policy Certification Committee. This certification program is comprised of a committee that reviews submitted investment policies to ensure that all components of a model investment policy are met. The District was awarded the APT-US&C Investment Policy Certificate of Excellence Award in August 2007.

The most significant benefit to receipt of this award is the trust and confidence of the Board of Directors and customers that the District is abiding by professional standards which have been established to ensure prudent management of public funds. In addition, certifications and awards such as these can enhance the District’s underlying credit rating (an important consideration factor when issuing debt). It is recommended that the District have the Investment Policy certified every three years.

## **2 Scope**

The District currently has one fund type, an enterprise fund, in which all transactions are accounted and reported in. Activities for both Wholesale and Retail include: Non-Operating, Operations, and Capital Improvements. This investment policy applies to all fund and activity types. In addition, this policy will apply to any new fund created, unless that fund is specifically exempted.

### **2.1 Exceptions**

Two exceptions exist regarding the investment of bond reserve funds and grant funds. Acceptable investments for bond reserve funds are specified in the bond documents, and may not necessarily be the same as those listed later in this document (e.g. Guaranteed Investment Contract).

Bond funds will be invested in accordance with the statutory provisions governing the issuance of the bonds or the bond documents, as applicable.

Grant funds will be invested according to the statutory provisions applicable to the investment of the grant funds or the grant itself, as applicable.

## **2.2 Pooling of Funds**

With the exception of cash in restricted and special funds, the District will consolidate cash balances from all funds to the extent practicable in order to maximize investment earnings and minimize fees.

## **3 Prudence**

### **3.1 Standard of Prudence**

The standard of prudence will be the “prudent investor” standard.

*When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.*

The District’s Investment Officer and other individuals assigned to managing the investment portfolio acting in accordance with written procedures and the investment policy and exercising due diligence will be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided that such deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

## **4 Objectives**

The primary objectives, listed in order of priority, of the District’s investment activities are:

### **4.1 Safety**

Safety of principal is the foremost objective of the District’s investment program. Investments will be executed in a manner that seeks to ensure preservation of capital in the overall portfolio, whether from institutional default, broker/dealer default or erosion of market value of securities. In attaining this objective, the District will strive to mitigate credit risk and interest rate risk.

#### **4.1.1 Credit Risk**

The District will minimize credit risk, the risk of loss due to the failure of the security issuer/backer, by:

- Limiting investments to the safest types of securities;
- Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the District will do business; and
- Diversifying the investment portfolio by sector and issuer.

#### **4.1.2 Interest Rate Risk**

The District will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities meet the cash flow requirements, thereby avoiding, to the extent possible, the need to sell securities on the open market prior to maturity; and
- Investing operating funds in shorter-term securities.

#### **4.2 Liquidity**

The District's investment portfolio will remain sufficiently liquid to meet all cash flow requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash flow requirements (static liquidity). Since all possible cash flow requirements cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). As mentioned earlier, a portion of the portfolio should also be invested in short-term securities, which offer same-day liquidity.

#### **4.3 Return on Investment**

The District's investment portfolio will be designed to attain an acceptable rate of return, taking into account the investment risk constraints and cash flow requirements.

### **5 Standards of Care**

#### **5.1 Delegation of Authority**

Authority to manage the District's investment program is derived from the District's Code of Ordinances 06-002, Ordinance No. 3000.05. Under that ordinance, management responsibility for the investment program is delegated to the General Manager. The Finance Director is hereby designated as the "Investment Officer" in charge of operational management. The Investment Officer may delegate the day-to-day placement of investments to a registered investment advisor. The investment advisor shall make all investment decisions and transactions in strict accordance with State law and this Policy. The Investment Officer shall establish a system of written internal controls to regulate the District's investment activities, including the activities of the investment advisor and any subordinate officials acting on behalf of the District.

#### **5.2 Investment Procedures**

The Investment Officer will establish written investment procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the established procedures.



### **5.3 Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials and employees will disclose to the General Manager any material financial interests in financial institutions that conduct business within their jurisdiction, and they will further disclose any large personal financial/investment positions that could be related to the performance of the District.

## **6 Safekeeping and Custody**

### **6.1 Authorized Financial Dealers and Institutions**

The District will conduct investment transactions with authorized financial dealers and institutions. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Investment Officer with the following: proof of National Association of Security Dealers certification, completed broker/dealer questionnaire, certification of having read the District's investment policy and depository contracts.

An annual review of the registrations of qualified bidders will be conducted by the Investment Officer. A current broker dealer questionnaire is required to be on file for each financial institution and broker/dealer in which the District invests. The Investment Officer will maintain a list of authorized financial dealers and institutions.

If the District utilizes an investment advisor to conduct investment transactions on the District's behalf, the investment advisor may use its own list of approved broker/dealers and financial institutions for investment purposes. The investment advisor's approved list must be made available to District upon request.

As an additional source for investing, the District may utilize services designed for government agencies seeking competitive investment rates (e.g. GFOA Yield Advantage).

### **6.2 Internal Control**

The Investment Officer will facilitate an annual process of independent review by the District's external audit firm as part of the annual audit. This review will provide internal control by assuring compliance with policies and procedures.

### **6.3 Delivery vs. Payment**

All investment transactions, including collateral for repurchase agreements, entered into by the District shall be conducted on a delivery-versus payment (DVP) basis. Investments will be held in safekeeping by a third party custodian and evidenced by safekeeping receipts. The custodian will be competitively selected by the Investment Officer and will act under the terms of a custody agreement.

## 7 Authorized and Suitable Investments

### 7.1 Investment Types

Investment of District funds is governed by the California Government Code Sections 53600, *et seq.* Within the context of these limitations, the following investments are authorized:

- United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- U.S. Instrumentalities, United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a category of "AA," its equivalent, or better by a nationally recognized statistical rating organization (NRSRO) and shall not exceed 30 percent of the District's moneys that may be invested pursuant to this section.
- Registered state warrants or Treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state. Securities eligible for investment under this subdivision shall be rated in a category of "A," its equivalent, or better by a NRSRO.
- Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. Securities eligible for investment under this subdivision shall be rated in a rating category of "A," its equivalent, or better by a NRSRO.
- Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the

local agency, or by a department, board, agency, or authority of the local agency. Securities eligible for investment under this subdivision shall be rated in a rating category of “A,” its equivalent, or better by a NRSRO.

- Bankers’ acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank.
  - The maximum maturity may not exceed 180 days;
  - No more than 40 percent of the District’s portfolio may be invested in bankers’ acceptances; and
  - Rated in a rating category of “A-1,” its equivalent, or better by at NRSRO.
  
- Commercial paper of “prime” quality of the highest ranking or of the highest letter and number rating as provided by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or (2):
  - (1) is organized and operating in the United States as a general corporation with total assets >\$500 million with other debt rated in a rating category of “A,” its equivalent, or better by a NRSRO, or
  - (2) is organized within the U.S. as a special purpose corporation, trust or limited liability company with program-wide credit enhancements and its commercial paper is rated in a rating category of “A-1,” its equivalent, or higher by a NRSRO.

The maximum maturity will be 270 days or less. No more than 25 percent of the District’s funds will be invested in eligible commercial paper. The District may purchase no more than 10 percent of the outstanding commercial paper of any single corporate issue.

- Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank. Negotiable certificates of deposit eligible for investment under this subdivision shall be rated in a rating category of “A,” its equivalent, or better for long term certificates, or rated in a rating category of “A-1,” its equivalent, or better for short term certificates by a NRSRO. Purchases of negotiable certificates of deposit may not exceed 30 percent of the District's portfolio, which may be invested pursuant to this section.
  
- Local Agency Investment Fund (LAIF), the State of California managed investment pool may be used up to the maximum permitted by California law.
  
- Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings

and loan associations. No more than 5% of the investment portfolio may be invested in this investment type. A maturity limitation of two years is applicable.

- Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of “A,” its equivalent, or better by a NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the District's money that may be invested pursuant to this section.
- Money Market Funds invested in U.S. Government securities are permitted under this policy and under the California Government Code Section 53601. In order to be eligible for investment under this section, an investment objective of such a fund must be the maintenance of a price per share of \$1.00. The following criteria must also be met:
  - The fund shall have a minimum of \$500 million in total portfolio value.
  - The fund shall be registered with the Securities and Exchange Commission, and shall have achieved a rating of Aaa by Moody's and AAA by S&P.
  - The fund shall have retained an advisor which is registered with the SEC, or which is exempt from such registration.
  - Investment in such funds shall not exceed 20% of the District's total portfolio.
  - No more than 10% of the District's total portfolio may be invested in any one mutual fund.
- Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
- Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer in

a rating category of “A,” its equivalent, or better for the issuer's debt as provided by a NRSRO and rated in a rating category of “AA,” its equivalent, or better by a NRSRO. Purchase of securities authorized by this subdivision may not exceed 20 percent of the District's surplus money that may be invested pursuant to this section.

- Local Government Investment Pools (LGIPs), shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in Section 56301 subdivisions (a) to (q), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:
  - (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.
  - (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive.
  - (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

- Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements of securities authorized by California Government Code 53601, as long as the agreements are subject to this subdivision, including the delivery requirements specified in this section. Investments in repurchase agreements may be made, on an investment authorized in California Government Code 53601, when the term of the agreement does not exceed one year. The market value of securities that underlie a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.

Reverse repurchase agreements or securities lending agreements may be utilized only when all of the following conditions are met: The security to be sold using a reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the District for a minimum of 30 days prior to sale. The total of all reverse repurchase agreements and securities lending agreements on investments owned by the District does not exceed 20 percent of the base value of the portfolio. The agreement does not exceed a term of 92 days, unless the agreement includes a written codicil

guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security. Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty using a reverse repurchase agreement or securities lending agreement shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement or securities lending agreement, unless the reverse repurchase agreement or securities lending agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

Investments in reverse repurchase agreements, securities lending agreements, or similar investments in which the District sells securities prior to purchase with a simultaneous agreement to repurchase the security may be made only upon prior approval of the governing body of the District and shall be made only with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with a local agency.

For purposes of this section, "significant banking relationship" means any of the following activities of a bank: Involvement in the creation, sale, purchase, or retirement of a local agency's bonds, warrants, notes, or other evidence of indebtedness. Financing of a local agency's activities. Acceptance of a local agency's securities or funds as deposits.

"Repurchase agreement" means a purchase of securities by the local agency pursuant to an agreement by which the counterparty seller will repurchase the securities on or before a specified date and for a specified amount and the counterparty will deliver the underlying securities to the local agency by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank's customer book-entry account may be used for book-entry delivery.

"Securities," for purposes of repurchase under this subdivision, means securities of the same issuer, description, issue date, and maturity.

"Reverse repurchase agreement" means a sale of securities by the local agency pursuant to an agreement by which the local agency will repurchase the securities on or before a specified date and includes other comparable agreements.

"Securities lending agreement" means an agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the

conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.

For purposes of this section, the base value of the local agency's pool portfolio shall be that dollar amount obtained by totaling all cash balances placed in the pool by all pool participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods.

For purposes of this section, the spread is the difference between the cost of funds obtained using the reverse repurchase agreement and the earnings obtained on the reinvestment of the funds.

## **7.2 Ineligible Investments**

Ineligible investments are those that are not described herein, including but not limited to, common stocks, reverse repurchase agreements, inverse floaters, range notes, mortgage derived interest only strips, derivatives securities, or any security that could result in zero interest accrual.

## **8 Investment Parameters**

### **8.1 Diversification**

The District will diversify its investments by security type and institution. With the exception of U. S. Treasury securities, U. S. Agency Obligations and authorized pools (e.g. LAIF), no more than 5% of the District's total investment portfolio will be invested in a single issuer. The diversification requirements of the portfolio apply at time of purchase.

### **8.2 Maximum Maturities**

To the extent possible, the District will strive to match its investments with anticipated cash flow requirements. Where this Policy does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security that—at the time of the investment—has a term remaining to maturity in excess of five years, unless the legislative body has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment.

### **8.3 Investment Earnings**

Investment earnings that are collected from investments authorized in this policy will be allocated monthly to the various program areas based upon their respective participation and in accordance with generally accepted accounting principles.

#### **8.4 Investment Pools**

A thorough investigation of the pool/fund is required prior to investing, and on a continual basis.

#### **8.5 Review of Investment Portfolio**

The securities held by the District must be in compliance with Section 7.0 Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with Section 7.0 Authorized and Suitable Investments subsequent to the date of purchase, the Investment Officer shall at least quarterly review the portfolio to identify those securities that do not comply. The Investment Officer shall establish procedures to report to the Board, should one exist, major and critical incidences of noncompliance identified through the review of the portfolio.

### **9 Policy Considerations**

#### **9.1 Legislative Changes**

Further restrictions on allowable maturities, investment type or percentage allocations imposed by any State of California legislative action, will be incorporated into the District's Investment Policy and supersede any and all previous applicable language.

#### **9.2 Investment Policy Adoption**

The District's Investment Policy will be adopted by resolution of the District's Board of Directors. The policy will be reviewed and updated annually for approval by the Board.

### **10 Reporting**

#### **10.1 Methods**

The Investment Officer will provide investment reports to the Board. Such reports will provide a status of the current portfolio, along with economic conditions, potential future changes and investment strategies. The reports will include:

- A listing of the securities held by category;
- Maturity date of all investments;
- Coupon, discount or earnings rate;
- Par Value, Amortized Book Value and Market Value; and
- Percentage of the portfolio by category.

#### **10.2 Performance Standards**

The investment portfolio will be developed with the objective of attaining a rate of return commensurate with the District's investment risk constraints, cash flow requirements and the economic environment. An appropriate benchmark will be established against which portfolio performance can be compared on a regular basis.



### **10.3 Marking to Market**

The market value of the portfolio will be calculated monthly, with a statement of market value issued. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on “Mark-To-Market Practices for State and Local Government Investment Portfolios and Investment Pools.”

## Glossary of Cash Management Terms

**Accrued Interest:** Interest earned but not yet received.

**Agencies:** Federal agency securities and/or Government-sponsored enterprises.

**Amortization:** An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

**Arbitrage:** Transactions by which securities are bought and sold in different markets at the same time for the sake of the profit arising from a yield difference in the two markets.

**Asked:** The price at which securities are offered.

**Banker's Acceptance (BA):** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**Basis Point:** One basis point is one hundredth of one percent (.01).

**Bid:** The price offered by a buyer of securities.

**Bond:** A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

**Book Value:** The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

**Broker:** A person who brings buyers and sellers together for a commission.

**California Local Agency Obligations:** Bonds that are issued by a California county, city, city and county, including a chartered city or county, school district, community college district, public district, county board of education, county superintendent of schools, or any public or municipal corporation.

**Certificate of Deposit (CD):** A time deposit with a specific maturity evidenced by a certificate. Large-denomination CDs are typically negotiable.

**Collateral:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public monies.

**Commercial Paper:** Short-term, negotiable unsecured promissory notes of corporations.

**Comprehensive Annual Financial Report (CAFR):** The official annual financial report for the San Juan Water District. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with Generally Accepted Accounting Principals (GAAP). It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**Coupon:** The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

**Credit Analysis:** A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

**Current Yield:** The interest paid on an investment expressed as a percentage of the current price of the security.

**Custodian:** A bank or other financial institution that keeps custody of stock certificates and other assets.

**Defeased Bond Issues:** Issues that have sufficient money to retire outstanding debt when due so that the agency is released from the contracts and covenants in the bond document.

**Delivery vs. Payment (DVP):** Delivery of securities with a simultaneous exchange of money for the securities.

**Derivative:** Securities that are based on, or derived from, some underlying asset, reference date, or index.

**Discount:** The difference between the cost of a security and its value at maturity when quoted at lower than face value.

**Diversification:** Dividing investment funds among a variety of securities offering independent returns and risk profiles.

**Duration:** A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**Fannie Mae:** Trade name for the Federal National Mortgage Association (FNMA), a U.S. sponsored corporation.

**Federal Reserve System:** The central bank of the U.S. which consists of a seven member Board of Governors, 12 regional banks, and 5,700 commercial banks that are members.

**Federal Deposit Insurance Corporation (FDIC):** Insurance provided to customers of a subscribing bank, which guarantees deposits to a set limit (currently \$100,000) per account.

**Fed Wire:** A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

**Freddie Mac:** Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

**Ginnie Mae:** Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U.S. Government.

**Government Accounting Standards Board (GASB):** A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

**Government Finance Officers' Association (GFOA):** GFOA is the professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906.

**Guaranteed Investment Contracts (GICS):** An agreement acknowledging receipt of funds, for deposit, specifying terms for withdrawal, and guaranteeing a rate of interest to be paid.

**Inactive Deposits:** Funds not immediately needed for disbursement.

**Interest Rate:** The annual yield earned on an investment, expressed as a percentage.

**Investment Agreements:** An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

**Liquidity:** An asset that can easily and rapidly be converted into cash without significant loss of value.

**Local Agency Bonds:** These bonds are issued by a county, city, city and county, including a chartered city or county, school district, community college district, public

district, county board of education, county superintendent of schools, or any public or municipal corporation.

**Local Agency Investment Fund (LAIF):** A pooled investment vehicle for local agencies in California sponsored by the State of California and administered by the State Treasurer.

**Market Value:** The price at which a security is trading and could presumably be purchased or sold.

**Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.

**Modified Duration:** A measure of exposure to market risk of a security or a portfolio. It is the percent change in the price of a security (portfolio) or a 100 basis point change in the security's (portfolio's) yield.

**Mutual Funds:** An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

**Negotiable Certificate of Deposit:** A large denomination certificate of deposit, which can be sold in the open market prior to maturity.

**New Issue:** Term used when a security is originally "brought" to market.

**Note:** A written promise to pay a specified amount to a certain entity on demand or on a specified date.

**Par Value:** The amount of principal, which must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

**Perfected Delivery:** Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.

**Portfolio:** Combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset. The purpose of a portfolio is to reduce risk by diversification.

**Primary Dealer:** A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

**Principal:** The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**Prudent Investor Standard:** A person empowered to invest for the District is a fiduciary. He or she will act as a trustee with the care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the district, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

**Prospectus:** A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC that typically includes information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements (also known as an "official statement").

**Prudent Investor Standard:** A standard of conduct where a person acts with care, skill, prudence, and diligence when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing funds. The test of whether the standard is being met is if a prudent person acting in a similar situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

**Purchase Date:** The date in which a security is purchased for settlement on that or a later date.

**Rate of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**Repurchase Agreement (REPO):** A transaction where the seller agrees to buy back from the buyer (District) the securities at an agreed upon price on demand or at a specified date.

**Risk:** Degree of uncertainty of return on an asset.

**Rule G-37 of the Securities Rulemaking Board:** Federal regulations to sever any connection between the making of political contributions and the awarding of municipal securities business.

**Safekeeping Service:** Offers storage and protection of assets provided by an institution serving as an agent.

**Sallie Mae:** Trade name for the Student Loan Marketing Association (SLMA), a U.S. sponsored corporation.

**Secondary Market:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**Securities and Exchange Commission (SEC):** The federal agency responsible for supervising and regulating the securities industry.

**Settlement Date:** The date on which a trade is cleared by delivery of securities against funds.

**State Obligations:** Registered Treasury notes or bonds of the 50 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the 50 United States.

**Tax and Revenue Anticipation Notes (TRANS):** Notes issued in anticipation of receiving tax proceeds or other revenues at a future date.

**Time Certificate of Deposit:** A non-negotiable certificate of deposit, which cannot be sold prior to maturity.

**Treasury Bills:** U.S. Treasury Bills which are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks; sold in minimum amounts of \$10,000 in multiples of \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

**Trustee or trust company or trust department of a bank:** A financial institution with trust powers, which acts in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract.

**Underwriter:** A dealer, which purchases a new issue of municipal securities for resale.

**U.S. Government Agencies:** Instruments issued by various US Government Agencies most of which are secured only by the credit worthiness of the particular agency.

**U.S. Treasury Obligations:** Debt obligations of the United States Government sold by the Treasury Department in the forms of Bills, Notes, and Bonds. Bills are short-term obligations that mature in 1 year or less and are sold on the basis of a rate of discount. Notes are obligations, which mature between 1 year and 10 years. Bonds are long-term obligations, which generally mature in 10 years or more.

**U.S. Instrumentality:** An organization that serves a public purpose and is closely tied to the U.S. government, but is not a government agency. Many instrumentalities are private companies, and some are chartered directly by state or federal government. Instrumentalities are subject to a unique set of laws that shape their activities.

**Weighted Average Maturity (WAM):** The average maturity of all the securities that comprise a portfolio that is typically expressed in days or years.

*Glossary (continued)*

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**Yield:** The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

**Yield to Maturity:** The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

**Yield Curve:** A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.





# San Juan Water District

## Investment Policy

Prepared by  
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Finance Director/Treasurer

Approved by a motion of the Board of Directors on \_\_\_\_\_, 2018

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## **1 Policy**

The purpose of this document is to convey the Investment Policy of the San Juan Water District (“District”). Though no longer required by the California Government Code, this policy will be updated annually in order to maintain currency with legal and District requirements. It is the District’s policy to invest all funds in such a way as to achieve the highest investment return possible consistent with maximum security of District funds while meeting the daily cash flow demands of the District. All investments must conform to pertinent state and local statutes governing the investment of public funds.

In 2006, the District submitted this Investment Policy for the first time to the Association of Public Treasurer’s of the United States and Canada (“APT-US&C”) Investment Policy Certification Committee. This certification program is comprised of a committee that reviews submitted investment policies to ensure that all components of a model investment policy are met. The District was awarded the APT-US&C Investment Policy Certificate of Excellence Award in August 2007.

The most significant benefit to receipt of this award is the trust and confidence of the Board of Directors and customers that the District is abiding by professional standards which have been established to ensure prudent management of public funds. In addition, certifications and awards such as these can enhance the District’s underlying credit rating (an important consideration factor when issuing debt). It is recommended that the District have the Investment Policy certified every three years.

## **2 Scope**

The District currently has one fund type, an enterprise fund, in which all transactions are accounted and reported in. Activities for both Wholesale and Retail include: Non-Operating, Operations, and Capital Improvements. This investment policy applies to all fund and activity types. In addition, this policy will apply to any new fund created, unless that fund is specifically exempted.

### **2.1 Exceptions**

Two exceptions exist regarding the investment of bond reserve funds and grant funds. Acceptable investments for bond reserve funds are specified in the bond documents, and may not necessarily be the same as those listed later in this document (e.g. Guaranteed Investment Contract).

Bond funds will be invested in accordance with the statutory provisions governing the issuance of the bonds or the bond documents, as applicable.

Grant funds will be invested according to the statutory provisions applicable to the investment of the grant funds or the grant itself, as applicable.

## **2.2 Pooling of Funds**

With the exception of cash in restricted and special funds, the District will consolidate cash balances from all funds to the extent practicable in order to maximize investment earnings and minimize fees.

## **3 Prudence**

### **3.1 Standard of Prudence**

The standard of prudence will be the “prudent investor” standard.

*When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.*

The District’s Investment Officer and other individuals assigned to managing the investment portfolio acting in accordance with written procedures and the investment policy and exercising due diligence will be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided that such deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

## **4 Objectives**

The primary objectives, listed in order of priority, of the District’s investment activities are:

### **4.1 Safety**

Safety of principal is the foremost objective of the District’s investment program. Investments will be executed in a manner that seeks to ensure preservation of capital in the overall portfolio, whether from institutional default, broker/dealer default or erosion of market value of securities. In attaining this objective, the District will strive to mitigate credit risk and interest rate risk.

#### **4.1.1 Credit Risk**

The District will minimize credit risk, the risk of loss due to the failure of the security issuer/backer, by:

- Limiting investments to the safest types of securities;
- Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the District will do business; and
- Diversifying the investment portfolio by sector and issuer.

#### **4.1.2 Interest Rate Risk**

The District will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities meet the cash flow requirements, thereby avoiding, to the extent possible, the need to sell securities on the open market prior to maturity; and
- Investing operating funds in shorter-term securities.

#### **4.2 Liquidity**

The District's investment portfolio will remain sufficiently liquid to meet all cash flow requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash flow requirements (static liquidity). Since all possible cash flow requirements cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). As mentioned earlier, a portion of the portfolio should also be invested in short-term securities, which offer same-day liquidity.

#### **4.3 Return on Investment**

The District's investment portfolio will be designed to attain an acceptable rate of return, taking into account the investment risk constraints and cash flow requirements.

### **5 Standards of Care**

#### **5.1 Delegation of Authority**

Authority to manage the District's investment program is derived from the District's Code of Ordinances 06-002, Ordinance No. 3000.05. Under that ordinance, management responsibility for the investment program is delegated to the General Manager. The Finance Director is hereby designated as the "Investment Officer" in charge of operational management. The Investment Officer may delegate the day-to-day placement of investments to a registered investment advisor. The investment advisor shall make all investment decisions and transactions in strict accordance with State law and this Policy. The Investment Officer shall establish a system of written internal controls to regulate the District's investment activities, including the activities of the investment advisor and any subordinate officials acting on behalf of the District.

#### **5.2 Investment Procedures**

The Investment Officer will establish written investment procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the established procedures.

### **5.3 Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials and employees will disclose to the General Manager any material financial interests in financial institutions that conduct business within their jurisdiction, and they will further disclose any large personal financial/investment positions that could be related to the performance of the District.

## **6 Safekeeping and Custody**

### **6.1 Authorized Financial Dealers and Institutions**

The District will conduct investment transactions with authorized financial dealers and institutions. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Investment Officer with the following: proof of National Association of Security Dealers certification, completed broker/dealer questionnaire, certification of having read the District's investment policy and depository contracts.

An annual review of the registrations of qualified bidders will be conducted by the Investment Officer. A current broker dealer questionnaire is required to be on file for each financial institution and broker/dealer in which the District invests. The Investment Officer will maintain a list of authorized financial dealers and institutions.

If the District utilizes an investment advisor to conduct investment transactions on the District's behalf, the investment advisor may use its own list of approved broker/dealers and financial institutions for investment purposes. The investment advisor's approved list must be made available to District upon request.

As an additional source for investing, the District may utilize services designed for government agencies seeking competitive investment rates (e.g. GFOA Yield Advantage).

### **6.2 Internal Control**

The Investment Officer will facilitate an annual process of independent review by the District's external audit firm as part of the annual audit. This review will provide internal control by assuring compliance with policies and procedures.

### **6.3 Delivery vs. Payment**

All investment transactions, including collateral for repurchase agreements, entered into by the District shall be conducted on a delivery-versus payment (DVP) basis. Investments will be held in safekeeping by a third party custodian and evidenced by safekeeping receipts. The custodian will be competitively selected by the Investment Officer and will act under the terms of a custody agreement.

## 7 Authorized and Suitable Investments

### 7.1 Investment Types

Investment of District funds is governed by the California Government Code Sections 53600, *et seq.* Within the context of these limitations, the following investments are authorized:

- United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- U.S. Instrumentalities, United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a category of “AA,” its equivalent, or better by a nationally recognized statistical rating organization (NRSRO) and shall not exceed 30 percent of the District's moneys that may be invested pursuant to this section.
- Registered state warrants or Treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state. Securities eligible for investment under this subdivision shall be rated in a category of “A,” its equivalent, or better by a NRSRO.
- Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. Securities eligible for investment under this subdivision shall be rated in a rating category of “A,” its equivalent, or better by a NRSRO.
- Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the



local agency, or by a department, board, agency, or authority of the local agency. Securities eligible for investment under this subdivision shall be rated in a rating category of “A,” its equivalent, or better by a NRSRO.

- Bankers’ acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank.
  - The maximum maturity may not exceed 180 days;
  - No more than 40 percent of the District’s portfolio may be invested in bankers’ acceptances; and
  - Rated in a rating category of “A-1,” its equivalent, or better by at NRSRO.
  
- Commercial paper of “prime” quality of the highest ranking or of the highest letter and number rating as provided by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or (2):
  - (1) is organized and operating in the United States as a general corporation with total assets >\$500 million with other debt rated in a rating category of “A,” its equivalent, or better by a NRSRO, or
  - (2) is organized within the U.S. as a special purpose corporation, trust or limited liability company with program-wide credit enhancements and its commercial paper is rated in a rating category of “A-1,” its equivalent, or higher by a NRSRO.

The maximum maturity will be 270 days or less. No more than 25 percent of the District’s funds will be invested in eligible commercial paper. The District may purchase no more than 10 percent of the outstanding commercial paper of any single corporate issue.

- Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank. Negotiable certificates of deposit eligible for investment under this subdivision shall be rated in a rating category of “A,” its equivalent, or better for long term certificates, or rated in a rating category of “A-1,” its equivalent, or better for short term certificates by a NRSRO. Purchases of negotiable certificates of deposit may not exceed 30 percent of the District's portfolio, which may be invested pursuant to this section.
  
- Local Agency Investment Fund (LAIF), the State of California managed investment pool may be used up to the maximum permitted by California law.
  
- Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings

and loan associations. No more than 5% of the investment portfolio may be invested in this investment type. A maturity limitation of two years is applicable.

- Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of “A,” its equivalent, or better by a NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this section and may not exceed 30 percent of the District's money that may be invested pursuant to this section.
- Money Market Funds invested in U.S. Government securities are permitted under this policy and under the California Government Code Section 53601. In order to be eligible for investment under this section, an investment objective of such a fund must be the maintenance of a price per share of \$1.00. The following criteria must also be met:
  - The fund shall have a minimum of \$500 million in total portfolio value.
  - The fund shall be registered with the Securities and Exchange Commission, and shall have achieved a rating of Aaa by Moody's and AAA by S&P.
  - The fund shall have retained an advisor which is registered with the SEC, or which is exempt from such registration.
  - Investment in such funds shall not exceed 20% of the District's total portfolio.
  - No more than 10% of the District's total portfolio may be invested in any one mutual fund.
- Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
- Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer in

a rating category of “A,” its equivalent, or better for the issuer's debt as provided by a NRSRO and rated in a rating category of “AA,” its equivalent, or better by a NRSRO. Purchase of securities authorized by this subdivision may not exceed 20 percent of the District's surplus money that may be invested pursuant to this section.

- Local Government Investment Pools (LGIPs), shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in Section 56301 subdivisions (a) to (q), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:
  - (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.
  - (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive.
  - (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).
- Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements of securities authorized by California Government Code 53601, as long as the agreements are subject to this subdivision, including the delivery requirements specified in this section. Investments in repurchase agreements may be made, on an investment authorized in California Government Code 53601, when the term of the agreement does not exceed one year. The market value of securities that underlie a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.

Reverse repurchase agreements or securities lending agreements may be utilized only when all of the following conditions are met: The security to be sold using a reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the District for a minimum of 30 days prior to sale. The total of all reverse repurchase agreements and securities lending agreements on investments owned by the District does not exceed 20 percent of the base value of the portfolio. The agreement does not exceed a term of 92 days, unless the agreement includes a written codicil

guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security. Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty using a reverse repurchase agreement or securities lending agreement shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement or securities lending agreement, unless the reverse repurchase agreement or securities lending agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

Investments in reverse repurchase agreements, securities lending agreements, or similar investments in which the District sells securities prior to purchase with a simultaneous agreement to repurchase the security may be made only upon prior approval of the governing body of the District and shall be made only with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with a local agency.

For purposes of this section, “significant banking relationship” means any of the following activities of a bank: Involvement in the creation, sale, purchase, or retirement of a local agency’s bonds, warrants, notes, or other evidence of indebtedness. Financing of a local agency’s activities. Acceptance of a local agency’s securities or funds as deposits.

“Repurchase agreement” means a purchase of securities by the local agency pursuant to an agreement by which the counterparty seller will repurchase the securities on or before a specified date and for a specified amount and the counterparty will deliver the underlying securities to the local agency by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank’s customer book-entry account may be used for book-entry delivery.

“Securities,” for purposes of repurchase under this subdivision, means securities of the same issuer, description, issue date, and maturity.

“Reverse repurchase agreement” means a sale of securities by the local agency pursuant to an agreement by which the local agency will repurchase the securities on or before a specified date and includes other comparable agreements.

“Securities lending agreement” means an agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the

conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.

For purposes of this section, the base value of the local agency's pool portfolio shall be that dollar amount obtained by totaling all cash balances placed in the pool by all pool participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods.

For purposes of this section, the spread is the difference between the cost of funds obtained using the reverse repurchase agreement and the earnings obtained on the reinvestment of the funds.

## **7.2 Ineligible Investments**

Ineligible investments are those that are not described herein, including but not limited to, common stocks, reverse repurchase agreements, inverse floaters, range notes, mortgage derived interest only strips, derivatives securities, or any security that could result in zero interest accrual.

# **8 Investment Parameters**

## **8.1 Diversification**

The District will diversify its investments by security type and institution. With the exception of U. S. Treasury securities, U. S. Agency Obligations and authorized pools (e.g. LAIF), no more than 5% of the District's total investment portfolio will be invested in a single issuer. The diversification requirements of the portfolio apply at time of purchase.

## **8.2 Maximum Maturities**

To the extent possible, the District will strive to match its investments with anticipated cash flow requirements. Where this Policy does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security that—at the time of the investment—has a term remaining to maturity in excess of five years, unless the legislative body has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment.

## **8.3 Investment Earnings**

Investment earnings that are collected from investments authorized in this policy will be allocated monthly to the various program areas based upon their respective participation and in accordance with generally accepted accounting principles.

#### **8.4 Investment Pools**

A thorough investigation of the pool/fund is required prior to investing, and on a continual basis.

#### **8.5 Review of Investment Portfolio**

The securities held by the District must be in compliance with Section 7.0 Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with Section 7.0 Authorized and Suitable Investments subsequent to the date of purchase, the Investment Officer shall at least quarterly review the portfolio to identify those securities that do not comply. The Investment Officer shall establish procedures to report to the Board, should one exist, major and critical incidences of noncompliance identified through the review of the portfolio.

### **9 Policy Considerations**

#### **9.1 Legislative Changes**

Further restrictions on allowable maturities, investment type or percentage allocations imposed by any State of California legislative action, will be incorporated into the District's Investment Policy and supersede any and all previous applicable language.

#### **9.2 Investment Policy Adoption**

The District's Investment Policy will be adopted by resolution of the District's Board of Directors. The policy will be reviewed and updated annually for approval by the Board.

### **10 Reporting**

#### **10.1 Methods**

The Investment Officer will provide investment reports to the Board. Such reports will provide a status of the current portfolio, along with economic conditions, potential future changes and investment strategies. The reports will include:

- A listing of the securities held by category;
- Maturity date of all investments;
- Coupon, discount or earnings rate;
- Par Value, Amortized Book Value and Market Value; and
- Percentage of the portfolio by category.

#### **10.2 Performance Standards**

The investment portfolio will be developed with the objective of attaining a rate of return commensurate with the District's investment risk constraints, cash flow requirements and the economic environment. An appropriate benchmark will be established against which portfolio performance can be compared on a regular basis.

### **10.3 Marking to Market**

The market value of the portfolio will be calculated monthly, with a statement of market value issued. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on “Mark-To-Market Practices for State and Local Government Investment Portfolios and Investment Pools.”

## Glossary of Cash Management Terms

**Accrued Interest:** Interest earned but not yet received.

**Agencies:** Federal agency securities and/or Government-sponsored enterprises.

**Amortization:** An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

**Arbitrage:** Transactions by which securities are bought and sold in different markets at the same time for the sake of the profit arising from a yield difference in the two markets.

**Asked:** The price at which securities are offered.

**Banker's Acceptance (BA):** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**Basis Point:** One basis point is one hundredth of one percent (.01).

**Bid:** The price offered by a buyer of securities.

**Bond:** A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

**Book Value:** The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

**Broker:** A person who brings buyers and sellers together for a commission.

**California Local Agency Obligations:** Bonds that are issued by a California county, city, city and county, including a chartered city or county, school district, community college district, public district, county board of education, county superintendent of schools, or any public or municipal corporation.

**Certificate of Deposit (CD):** A time deposit with a specific maturity evidenced by a certificate. Large-denomination CDs are typically negotiable.

**Collateral:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public monies.



**Commercial Paper:** Short-term, negotiable unsecured promissory notes of corporations.

**Comprehensive Annual Financial Report (CAFR):** The official annual financial report for the San Juan Water District. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with Generally Accepted Accounting Principals (GAAP). It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**Coupon:** The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

**Credit Analysis:** A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

**Current Yield:** The interest paid on an investment expressed as a percentage of the current price of the security.

**Custodian:** A bank or other financial institution that keeps custody of stock certificates and other assets.

**Defeased Bond Issues:** Issues that have sufficient money to retire outstanding debt when due so that the agency is released from the contracts and covenants in the bond document.

**Delivery vs. Payment (DVP):** Delivery of securities with a simultaneous exchange of money for the securities.

**Derivative:** Securities that are based on, or derived from, some underlying asset, reference date, or index.

**Discount:** The difference between the cost of a security and its value at maturity when quoted at lower than face value.

**Diversification:** Dividing investment funds among a variety of securities offering independent returns and risk profiles.

**Duration:** A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**Fannie Mae:** Trade name for the Federal National Mortgage Association (FNMA), a U.S. sponsored corporation.

**Federal Reserve System:** The central bank of the U.S. which consists of a seven member Board of Governors, 12 regional banks, and 5,700 commercial banks that are members.

**Federal Deposit Insurance Corporation (FDIC):** Insurance provided to customers of a subscribing bank, which guarantees deposits to a set limit (currently \$100,000) per account.

**Fed Wire:** A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

**Freddie Mac:** Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

**Ginnie Mae:** Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U.S. Government.

**Government Accounting Standards Board (GASB):** A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

**Government Finance Officers' Association (GFOA):** GFOA is the professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906.

**Guaranteed Investment Contracts (GICS):** An agreement acknowledging receipt of funds, for deposit, specifying terms for withdrawal, and guaranteeing a rate of interest to be paid.

**Inactive Deposits:** Funds not immediately needed for disbursement.

**Interest Rate:** The annual yield earned on an investment, expressed as a percentage.

**Investment Agreements:** An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

**Liquidity:** An asset that can easily and rapidly be converted into cash without significant loss of value.

**Local Agency Bonds:** These bonds are issued by a county, city, city and county, including a chartered city or county, school district, community college district, public

district, county board of education, county superintendent of schools, or any public or municipal corporation.

**Local Agency Investment Fund (LAIF):** A pooled investment vehicle for local agencies in California sponsored by the State of California and administered by the State Treasurer.

**Market Value:** The price at which a security is trading and could presumably be purchased or sold.

**Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.

**Modified Duration:** A measure of exposure to market risk of a security or a portfolio. It is the percent change in the price of a security (portfolio) or a 100 basis point change in the security's (portfolio's) yield.

**Mutual Funds:** An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

**Negotiable Certificate of Deposit:** A large denomination certificate of deposit, which can be sold in the open market prior to maturity.

**New Issue:** Term used when a security is originally "brought" to market.

**Note:** A written promise to pay a specified amount to a certain entity on demand or on a specified date.

**Par Value:** The amount of principal, which must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

**Perfected Delivery:** Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.

**Portfolio:** Combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset. The purpose of a portfolio is to reduce risk by diversification.

**Primary Dealer:** A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

**Principal:** The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**Prudent Investor Standard:** A person empowered to invest for the District is a fiduciary. He or she will act as a trustee with the care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the district, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

**Prospectus:** A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC that typically includes information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements (also known as an "official statement").

**Prudent Investor Standard:** A standard of conduct where a person acts with care, skill, prudence, and diligence when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing funds. The test of whether the standard is being met is if a prudent person acting in a similar situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

**Purchase Date:** The date in which a security is purchased for settlement on that or a later date.

**Rate of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**Repurchase Agreement (REPO):** A transaction where the seller agrees to buy back from the buyer (District) the securities at an agreed upon price on demand or at a specified date.

**Risk:** Degree of uncertainty of return on an asset.

**Rule G-37 of the Securities Rulemaking Board:** Federal regulations to sever any connection between the making of political contributions and the awarding of municipal securities business.

**Safekeeping Service:** Offers storage and protection of assets provided by an institution serving as an agent.

**Sallie Mae:** Trade name for the Student Loan Marketing Association (SLMA), a U.S. sponsored corporation.

**Secondary Market:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**Securities and Exchange Commission (SEC):** The federal agency responsible for supervising and regulating the securities industry.

**Settlement Date:** The date on which a trade is cleared by delivery of securities against funds.

**State Obligations:** Registered Treasury notes or bonds of the 50 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the 50 United States.

**Tax and Revenue Anticipation Notes (TRANS):** Notes issued in anticipation of receiving tax proceeds or other revenues at a future date.

**Time Certificate of Deposit:** A non-negotiable certificate of deposit, which cannot be sold prior to maturity.

**Treasury Bills:** U.S. Treasury Bills which are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks; sold in minimum amounts of \$10,000 in multiples of \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

**Trustee or trust company or trust department of a bank:** A financial institution with trust powers, which acts in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract.

**Underwriter:** A dealer, which purchases a new issue of municipal securities for resale.

**U.S. Government Agencies:** Instruments issued by various US Government Agencies most of which are secured only by the credit worthiness of the particular agency.

**U.S. Treasury Obligations:** Debt obligations of the United States Government sold by the Treasury Department in the forms of Bills, Notes, and Bonds. Bills are short-term obligations that mature in 1 year or less and are sold on the basis of a rate of discount. Notes are obligations, which mature between 1 year and 10 years. Bonds are long-term obligations, which generally mature in 10 years or more.

**U.S. Instrumentality:** An organization that serves a public purpose and is closely tied to the U.S. government, but is not a government agency. Many instrumentalities are private companies, and some are chartered directly by state or federal government. Instrumentalities are subject to a unique set of laws that shape their activities.

**Weighted Average Maturity (WAM):** The average maturity of all the securities that comprise a portfolio that is typically expressed in days or years.

*Glossary (continued)*

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**Yield:** The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

**Yield to Maturity:** The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

**Yield Curve:** A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: February 28, 2018  
Subject: Board Compensation and Travel Reimbursement Policies

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### **RECOMMENDED ACTION**

Review and discuss potential changes to the District's existing director compensation and travel reimbursement policies, Policies No. 2300 and 2500.

### **BACKGROUND**

Under Policy No. 2300, San Juan Water District Board members receive compensation for each day of service rendered to the District, up to a maximum of ten compensated days per month. This compensation applies to regular and special meetings of the San Juan Board and committees, meetings of joint powers agencies or associations in which the District is a member, attendance at conferences or seminars of interest to the District, meetings or office visits as requested by the General Manager, etc. However, as currently written, there is some ambiguity in the policy and to assist Board members and management in applying the policy, the General Manager and legal counsel proposed, and the Personnel Committee approved draft changes to the policy at its meeting of January 25, 2018.

Also at that meeting, the Committee reviewed and approved recommended changes to Policy No. 2500, Director Travel and Reimbursement Policy. These changes would eliminate provisions that are no longer implemented and would clarify the reimbursement rate for meals.

Policy No. 2500 has been incorporated into Policy No. 2300, eliminating Policy No. 2500. The recommended changes are noted in mark-up. A clean version is also provided. Staff recommends approval of the new policy.

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SAN JUAN WATER DISTRICT  
POLICIES

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POLICY TYPE: Board Policies  
POLICY TITLE: Compensation and Reimbursement for ~~Board and~~  
~~Committee Meetings~~Directors  
POLICY NUMBER: 2300  
DATE ADOPTED: October 23, 2003  
DATES AMENDED: February 28, 2018

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2300.00     Compensation and Reimbursement for Board and Committee Meetings

Members of the Board of Directors of the District will be entitled to receive \$125 per day for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, as provided for in this policy.

Applicable law provides that a Director can be compensated for up to 10 days per calendar month for each day's attendance at meetings of the Board, or for each day's service rendered as a Director. The District encourages Directors to take advantage of opportunities to be informed concerning matters of interest to the District, and to inform others of the activities and interests of the District. The General Manager will provide to the Board on a quarterly basis a list of meetings attended by each Director for which the Director was compensated under this policy. Directors will be compensated (for up to 10 days per calendar month) for attending the following types of meetings:

- Meetings of the Board of Directors of the District;
- Meetings of committees of the Board of Directors of the District, as a committee member or alternate committee member;
- Meetings of joint powers authorities, associations and other organizations of which the District is a member or participant, as the liaison representative of the Board and/or the liaison representative alternate who has been appointed to represent the District on the governmental entity or committee;
- Meetings of a County Board of Supervisors, Local Agency Formation Commission or a special district or legislative or regulatory body that has on its agenda a matter that is of interest to the District;



- Meetings or office visits as requested by the General Manager;
- Meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President; and
- Conferences, seminars, meetings, and other events dealing with matters of interest to the District.

When making any trips on official business of the Board, or in attending any conferences, Directors will be compensated for each day sessions are attended. If the conference is of sufficient distance that travel on the same day is unreasonable, then Directors will be compensated for up to one travel day before and one travel day after the meeting or conference. For out of state events, attendance at the event will be discussed in advance with the Board of Directors.

25002300.0001      Director Travel and Reimbursement Policy

It is the policy of the San Juan Water District to reimburse Directors for any expenses incurred in the performance of his/her duties required or authorized by the Board, and that expenses be reimbursed in a manner that conforms to an "accountable plan" under Internal Revenue Service regulations . Such expenses will be reported on the District's "Statement of Reimbursable Expenses", which includes the following information: (a.) cost of each separate expense (incidental expenses may be totaled by category); (b.) date expense was incurred; (c.) destination (for travel and transportation); (d.) business purpose and/or benefit gained; and (e) receipts confirming the expense. This form must be submitted to the Director of Finance or Board Secretary within 60 days of incurring the expense, who will have authority to provide reimbursement of expenses that conforms to the requirements under this policy.

The District's annual budget will set an appropriate level of funding for reimbursement of Board member's travel expenses. A Board member will not be entitled to receive in excess of the budgeted amount per fiscal year for reimbursement of travel expenses, unless the Board of Directors approves a Board member's request to increase this amount for the Board member for the applicable fiscal year. The General Manager will be responsible for identifying when a travel request would cause the budgeted amount to be exceeded, and discuss whether the Board member would like to request approval of the Board for additional funds.

- a. Each Board member will be reimbursed for travel, lodging, and other expenses actually and reasonably incurred in the performance of service rendered. All activities for which expense

reimbursement is sought must be in accordance with approved policies of the Board.

- b. Normally, travel will be arranged through the Board secretary. If a Board member has personal travel that will occur on either end of the District travel, the Director may coordinate personal travel plans with the Board secretary. In any case, the incremental cost of personal travel will be at the Board member's own expense.
- c. Airline travel will be based on the least expensive coach tickets at the time of purchase.
- d. If personal vehicle is used, the reimbursement will be based on the mileage reimbursement rates as set by the IRS. The reimbursement will be limited to either the amount of automobile mileage reimbursement; or regular coach airfare plus transfers (or cost of rental car if it would have been necessary), fees, tips, etc; whichever is less. If alternative transportation is used, the limiting airfare for reimbursement will be determined by the Board secretary, and will generally be based on the fares paid for other attendees, if any, or the 21-day advance purchase coach airfare.
- e. Rental cars will be limited to the intermediate size, unless there are multiple people requiring a larger vehicle.
- f. Lodging will be at the standard conference hotel room, or as assigned in the conference registration process, or of similar cost. Lodging reimbursed by the District is limited to the night before the conference through the night after the conclusion of the conference. In the case where the cost of the airfare for a Saturday night stay plus the additional lodging cost is less than the coach airfare for the conference nights, the Board member may choose this option. If the conference or meeting is local, no lodging will be provided.
- g. Meals will be reimbursed for actual expenses with receipts provided ~~and/or at~~, with a cost not to exceed the rate that would be approved for the applicable city under the IRS accountable plan.
- h. Receipts will be required to be provided for all reimbursable expenses, except minor travel incidentals.
- i. If a spouse or other family member/s attend/s a conference, seminar or meeting with a Board member, the cost for travel, meals, registration and any other incremental expenses related to such spouse or family member will be paid by the Board member.

~~Reimbursement of expenses incurred by a Board member for attendance at the following meetings will be considered service rendered at the request of the Board, and will not require specific pre-approval by the Board:~~

- ~~• Association of California Water Agencies (ACWA) semi-annual statewide conferences,~~

- ~~• Representative designated by the Board to the ACWA Utility Services Authority Joint Powers Authority,~~
- ~~• ACWA Region 4 meetings,~~
- ~~• ACWA committee meetings to which a Board member has been appointed, or ACWA Region 4 Council meetings if a Board member is an elected member or officer of the Region 4 Council,~~
- ~~• ACWA's annual Continuing Legal Education Workshop for Water Attorneys Conference,~~
- ~~• American Water Works Association (AWWA) semi-annual California/Nevada section conferences,~~
- ~~• AWWA's annual conference,~~
- ~~• AWWA committee meetings to which a Board member has been appointed, or AWWA meetings if a Board member is an elected member or officer.~~
- ~~• Meetings, events or functions, including meetings of local, regional, statewide or federal public officials, public agencies or regulatory bodies, by the Board President and/or Vice President, as may be required by their roles as Board Officers, or by another board member/s who may be designated to attend such a meeting,~~
- ~~• District-sanctioned orientation activities for a new Board member.~~

~~Notwithstanding the foregoing rules, if an unexpected circumstance arises and a Board member is required to incur travel, lodging, or other expenses to engage in District business, a Board member may incur such expenses upon the approval of the President of the Board or, if the President is unavailable, the Vice President or, if the Vice President is unavailable, another Board member. Such approval will be subject to ratification by the full Board at the next regularly-scheduled Board meeting. An "unexpected circumstance" will constitute a meeting, hearing, event or function (1) at which the Board member's attendance is deemed essential to further the interests of the District, and (2) which takes place prior to the next regularly-scheduled Board meeting.~~

Travel advances are available to Board members upon request. Receipts must be provided and expenses documented on an expense reimbursement form, with any remaining advanced funds returned to the District.

Board members returning from conferences or seminars for which expenses have been reimbursed may submit a brief oral or written report to the Board.

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SAN JUAN WATER DISTRICT  
POLICIES

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POLICY TYPE: Board Policies  
POLICY TITLE: Compensation and Reimbursement for Directors  
POLICY NUMBER: 2300  
DATE ADOPTED: October 23, 2003  
DATES AMENDED: February 28, 2018

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2300.00     Compensation and Reimbursement for Board and Committee Meetings

Members of the Board of Directors of the District will be entitled to receive \$125 per day for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, as provided for in this policy.

Applicable law provides that a Director can be compensated for up to 10 days per calendar month for each day's attendance at meetings of the Board, or for each day's service rendered as a Director. The District encourages Directors to take advantage of opportunities to be informed concerning matters of interest to the District, and to inform others of the activities and interests of the District. The General Manager will provide to the Board on a quarterly basis a list of meetings attended by each Director for which the Director was compensated under this policy. Directors will be compensated (for up to 10 days per calendar month) for attending the following types of meetings:

- Meetings of the Board of Directors of the District;
- Meetings of committees of the Board of Directors of the District, as a committee member or alternate committee member;
- Meetings of joint powers authorities, associations and other organizations of which the District is a member or participant, as the liaison representative of the Board and/or the liaison representative alternate who has been appointed to represent the District on the governmental entity or committee;
- Meetings of a County Board of Supervisors, Local Agency Formation Commission or a special district or legislative or regulatory body that has on its agenda a matter that is of interest to the District;
- Meetings or office visits as requested by the General Manager;

- Meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President; and
- Conferences, seminars, meetings, and other events dealing with matters of interest to the District.

When making any trips on official business of the Board, or in attending any conferences, Directors will be compensated for each day sessions are attended. If the conference is of sufficient distance that travel on the same day is unreasonable, then Directors will be compensated for up to one travel day before and one travel day after the meeting or conference. For out of state events, attendance at the event will be discussed in advance with the Board of Directors.

#### 2300.01 Director Travel and Reimbursement Policy

It is the policy of the San Juan Water District to reimburse Directors for any expenses incurred in the performance of his/her duties required or authorized by the Board, and that expenses be reimbursed in a manner that conforms to an "accountable plan" under Internal Revenue Service regulations . Such expenses will be reported on the District's "Statement of Reimbursable Expenses", which includes the following information: (a.) cost of each separate expense (incidental expenses may be totaled by category); (b.) date expense was incurred; (c.) destination (for travel and transportation); (d.) business purpose and/or benefit gained; and (e) receipts confirming the expense. This form must be submitted to the Director of Finance or Board Secretary within 60 days of incurring the expense, who will have authority to provide reimbursement of expenses that conforms to the requirements under this policy.

The District's annual budget will set an appropriate level of funding for reimbursement of Board member's travel expenses. A Board member will not be entitled to receive in excess of the budgeted amount per fiscal year for reimbursement of travel expenses, unless the Board of Directors approves a Board member's request to increase this amount for the Board member for the applicable fiscal year. The General Manager will be responsible for identifying when a travel request would cause the budgeted amount to be exceeded, and discuss whether the Board member would like to request approval of the Board for additional funds.

- a. Each Board member will be reimbursed for travel, lodging, and other expenses actually and reasonably incurred in the performance of service rendered. All activities for which expense reimbursement is sought must be in accordance with approved

- policies of the Board.
- b. Normally, travel will be arranged through the Board secretary. If a Board member has personal travel that will occur on either end of the District travel, the Director may coordinate personal travel plans with the Board secretary. In any case, the incremental cost of personal travel will be at the Board member's own expense.
  - c. Airline travel will be based on the least expensive coach tickets at the time of purchase.
  - d. If personal vehicle is used, the reimbursement will be based on the mileage reimbursement rates as set by the IRS. The reimbursement will be limited to either the amount of automobile mileage reimbursement; or regular coach airfare plus transfers (or cost of rental car if it would have been necessary), fees, tips, etc; whichever is less. If alternative transportation is used, the limiting airfare for reimbursement will be determined by the Board secretary, and will generally be based on the fares paid for other attendees, if any, or the 21-day advance purchase coach airfare.
  - e. Rental cars will be limited to the intermediate size, unless there are multiple people requiring a larger vehicle.
  - f. Lodging will be at the standard conference hotel room, or as assigned in the conference registration process, or of similar cost. Lodging reimbursed by the District is limited to the night before the conference through the night after the conclusion of the conference. In the case where the cost of the airfare for a Saturday night stay plus the additional lodging cost is less than the coach airfare for the conference nights, the Board member may choose this option. If the conference or meeting is local, no lodging will be provided.
  - g. Meals will be reimbursed for actual expenses with receipts provided or at a cost not to exceed the rate that would be approved for the applicable city under the IRS accountable plan.
  - h. Receipts will be required to be provided for all reimbursable expenses, except minor travel incidentals.
  - i. If a spouse or other family member/s attend/s a conference, seminar or meeting with a Board member, the cost for travel, meals, registration and any other incremental expenses related to such spouse or family member will be paid by the Board member.

Travel advances are available to Board members upon request. Receipts must be provided and expenses documented on an expense reimbursement form, with any remaining advanced funds returned to the District.

Board members returning from conferences or seminars for which expenses have been reimbursed may submit a brief oral or written report to the Board.

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: February 28, 2018  
Subject: Status of Deliberations on Merger with Sacramento Suburban Water District

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### RECOMMENDED ACTION

Discuss

### BACKGROUND

Director Costa recently requested that we send a letter to the Sacramento Suburban Water District, to inquire about the status of deliberations on a potential merger between SSWD and San Juan.

At the June 25, 2015, joint Board meeting with SSWD and San Juan Boards of Directors, the Phase 2A study report was presented and discussed. The SSWD Board voted 4-1 to pay for their share of the costs of the study, but did not accept the report (due to their commentary that the report contained “numerous errors and omissions, misstatements, misleading statements, and did not achieve consensus amongst the wholesale customer agencies of SJWD and did not take an unbiased approach to evaluating the situation as it went in with the foregone conclusion that the merger was the right move.”) The SJWD Board voted 4-0 to accept the Phase 2A report. The SSWD Board then acted further on a 4-1 vote to suspend all work on the consolidation until SSWD can coordinate with the wholesale customers to ensure that this would be smooth and SSWD can evaluate the independent research that SSWD commissioned.

It is unclear what activity has occurred since this 2015 meeting to fulfill the conditions of the second SSWD motion noted above. A letter could inquire about the status of these activities, as well as provide a more general inquiry about what the potential next steps could be.

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: February 28, 2018  
Subject: Proposition 68

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### **RECOMMENDED ACTION**

Approve Resolution 18-03, supporting Proposition 68.

### **BACKGROUND**

During the 2017 legislative session, the legislature approved, and the Governor signed, Senate Bill 5. This bill created a ballot measure for the California Drought, Water, Parks, Coastal Protection, and Outdoor Access for All Act of 2018, which will be on the June, 2018 ballot.

Proposition 68 would issue \$4.1 billion in General Obligation bonds to pay for a variety of parks, conservancy and water-related programs. Most of the funding would be dedicated to various park and conservancy projects, but the proposition does include the following items that might provide funding to San Juan projects and programs:

- \$200 million to implement voluntary settlement agreements for the Bay-Delta Water Quality Control Plan, including habitat restoration and water acquisition
- \$250 million for clean drinking water and drought programs
- \$290 million for conjunctive use, water recycling and stormwater recharge projects

The Proposition also includes funding for habitat restoration and flood control programs, both of which can be beneficial to the Sacramento area.

Staff recommends approval of Resolution 18-03.



**RESOLUTION NO. 18-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN JUAN WATER DISTRICT  
IN SUPPORT OF PROPOSITION 68 OF 2018**

WHEREAS, California faces a new climate reality and a growing list of challenges associated with aging infrastructure, natural disasters, climate change, population growth and other factors; and

WHEREAS, the water community agrees that funding is needed to improve water supply reliability and ecosystem health in California; and

WHEREAS, the Legislature passed SB 5 (de León) which will be on the June 2018 ballot as Proposition 68 and which would set forth The California Drought, Water, Parks, Coastal Protection, and Outdoor Access for All Act of 2018; and

WHEREAS, if approved by voters, this measure would provide \$4.1 billion in General Obligation bond funding for drought preparedness projects, flood protection, safe drinking water, implementation of the Sustainable Groundwater Management Act, and other projects that will improve water supply reliability and ecosystem health; and

WHEREAS, projects funded through these bonds would provide substantial benefits for California communities and help ensure safe and reliable water for California's future.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of San Juan Water District formally supports Proposition 68 of 2018.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 28th day of February 2018, by the following vote:

AYES:           DIRECTORS:  
NOES:           DIRECTORS:  
ABSENT:        DIRECTORS:

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MARTIN HANNEMAN  
President, Board of Directors

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TERI GRANT  
Secretary, Board of Directors

## STAFF REPORT

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To: Board of Directors  
From: Paul Helliker, General Manager  
Date: February 28, 2018  
Subject: PCWA 2x2 Committee

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### RECOMMENDED ACTION

Discuss

### BACKGROUND

In the spring of 2017, Einar Maisch, the General Manager of Placer County Water Agency, broached the subject with me of setting up an ad hoc Board committee composed of two members each from the Boards of Directors of PCWA and San Juan. Einar did not have any specific topics to be addressed by the committee, and they were in the process of re-evaluating their existing 2x2 committees, to determine whether or not they would maintain them. We were in a similar process with the Fair Oaks water District 2x2 committee, which was disbanded a few months later. Given that PCWA and San Juan staff and management work together regularly on a variety of topics, Einar and I agreed that we would recommend establishing a 2x2 committee for PCWA and San Juan Board members if there were any significant policy issues that needed resolution or if we had a topic on which it would be helpful to have one or more Board members knowledgeable about the details, such as a potential modification to our water supply contract.

Since that time, we have successfully modified our water supply contract, and have participated with PCWA in addressing a variety of significant legal and policy issues, such as CEQA litigation on WaterFix, negotiations on the Water Quality Control Plan, CVP contract modifications, etc. We have each kept our respective Boards apprised of the progress of these topics, and have sought their direction when appropriate.

We have recently been approached by PCWA to consider establishing a 2x2 committee. We do not currently have any policy issues with PCWA that need joint resolution or any joint projects that require in-depth knowledge of documents or details. However, the Board may want to consider establishing a 2x2 committee to meet from time to time to discuss topics of mutual interest.

# AGENDA ITEM V-3



**California Special  
Districts Association**

*Districts Stronger Together*

**DATE:** February 16, 2018

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT A**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2019 - 2021 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).*

(over)

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors.

- **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination.**
- **Deadline for receiving nominations is April 18, 2018. Nominations and supporting documentation may be mailed or emailed to Beth Hummel. No faxes please.**

Mail: CSDA Attention: Beth Hummel  
1112 I Street, Suite 200, Sacramento, CA 95814  
E-mail: [bethh@csda.net](mailto:bethh@csda.net)

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

**Northern Network** Seat A-Ralph Emerson, GM, Garberville Sanitary District\*  
**Sierra Network** Seat A-Noelle Mattock, Director, El Dorado Hills CSD\*  
**Bay Area Network** Seat A-Robert Silano, Director, Menlo Park Fire Protection District\*  
**Central Network** Seat A-Joel Bauer, GM, West Side Cemetery District\*  
**Coastal Network** Seat A-Elaine Magner, Director, Pleasant Valley Recreation & Park District\*  
**Southern Network** Seat A-Jo MacKenzie, Director, Vista Irrigation District\*  
(\* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-CSDA or [bethh@csda.net](mailto:bethh@csda.net).

#### **NEW THIS YEAR!**

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district June 18, 2018. All votes must be received through the system no later than 5:00 p.m. August 10, 2018.*

*Districts can opt to cast a paper ballot instead; but you must contact Beth by e-mail [Bethh@csda.net](mailto:Bethh@csda.net) by **April 18, 2018** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 10, 2018.

The successful candidates will be notified no later than August 14, 2018. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2018.



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2018 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Network: \_\_\_\_\_ (see map on back)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

**Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail, or email to:**

CSDA  
Attn: Beth Hummel  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732 (916) 442-7889 fax

[bethh@csda.net](mailto:bethh@csda.net)

***DEADLINE FOR RECEIVING NOMINATIONS – April 18, 2018***



California Special Districts Association

# DISTRICT NETWORKS





## 2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**

# STAFF REPORT

To: Board of Directors  
 From: Paul Helliker, General Manager  
 Date: February 28, 2018  
 Subject: General Manager's Monthly Report (January)

## RECOMMENDED ACTION

For information only, no action requested.

## TREATMENT PLANT OPERATIONS

### *Water Production for January*

Item	2018	2017	Difference
Monthly Production AF	1,181.62	1,933.56	-38.9%
Daily Average MG	12.42	20.32	-38.9%
Annual Production AF	1,181.62	1,933.56	-38.9%

### *Water Turbidity*

Item	January 2018	December 2017	Difference
Raw Water Turbidity NTU	2.31	2.84	-19%
Treated Water Turbidity NTU	0.022	0.022	0%
Monthly Turbidity Percentage Reduction	99.06%	99.22%	

### *Folsom Lake Reservoir Storage Level AF\**

Item	2018	2017	Difference
Lake Volume AF	540,702	615,892	-12%

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

### *Other Items of Interest:*

- SCADA Programming Improvements - updating of reports and display of flow data for WS Agencies.
- CIP – completion of Lime Grit Containment Cover project.
- Maintenance – installation of pallet racking system for improved storage at Solids Handling Building.



**SYSTEM OPERATIONS**

*Distribution Operations:*

Item	January 2018	December 2017	Difference
Leaks and Repairs	8	6	+2
Mains Flushed	11	8	+3
Valves Exercised	41	23	+18
Back Flows Tested	0	0	0
Customer Service Calls	44	25	+19

*Distribution System Water Quality:*

Water Quality Samples Taken	# Failed Samples	Supporting Information
40 Lab	0	No additional information at this time.
12 In-House	0	

*Other Items of Interest:*

- Backflow testing began February.

**CUSTOMER SERVICE ACTIVITIES**

*Billing Information for Month of January*

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5444	759	244	23

*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)
3	42	7	N/A

*Other Activities*

- The 2018 workshop schedule was developed and distributed to Wholesale Customer Service agencies and announced via e-blast.
- The Retail Customer Satisfaction Survey kickoff meeting was held January 29<sup>th</sup>.
- The website has been updated with information regarding how to start/stop water service. This can be found under the "How Do I..." section.
- The 2018 rate adjustment went into effect January 1<sup>st</sup>. Customers were notified via bill message, e-blast, social media and website. Customers will also see the message in the Mar/Apr WaterGram as it will impact the March bill.

**ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)**

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues</b>
Ali Minor Subdivision	3-Lot Subdivision	Approved for Construction	
Barton Ranch	10-Lot Subdivision	In Design Review. Ready to approve.	
Chula Acres	4-Lot Minor Subdivision	Design has been approved	
Colina Estates	10-Lot Subdivision	In Design Review	
Eureka at GB (former Micherra Place Proj.)	28 Condominium Units	In Design Review	
GB Memory Care	Commercial Business	In Design Review	
Granite Rock Estates	16-Lot Subdivision	In Design Review	Annexation from PCWA in Progress
Greyhawk III	44 high-density, and 28 single family Lots	In Design Review	
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	
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
Rolling Greens	9 Lot Subdivision	Construction is complete	Closing out
Self Parcel Split (3600 & 3630 Allison Ave)	4 Lot Minor Subdivision (Laura Lane, off Allison Dr.)	In Construction	Waiting for contract and submittals.
The Park at Granite Bay	56 lot Subdivision	In Design Review	Two west side distribution system tie-ins needed
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*

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues</b>
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 Design	None
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 Design	None
Main Ave Main Replacement	Replacement of ±900-LF and on Main Ave between Lake Natoma Dr and Twin Lakes Ave. The new 12-in pipe will be sliplined into the old existing 20-in and 16-in pipe.	Construction Complete	Pavement slurry seal to be done in spring when the weather permits.
Oak Ave Main Replacement	Replacement of ±1,465-LF of aged steel pipeline with new 12-in C900 pipeline between Filbert Ave and address 9219 Oak Ave. The new 12-in pipe will be sliplined into the old existing 24-in pipe.	Construction Complete	None
ARC North/South PRS	Construction of a new Pressure Reducing Station (PRV) located at the intersection of American River Canyon Dr. and Oak Ave.	Construction Complete	None
Cavitt Stallman PRS	Construction of a new Pressure Reducing Station (PRV) located, on Cavitt Stallman Rd west of Hidden Valley Place.	Construction Complete	None
Olive Ranch PRS	Construction of a new Pressure Reducing Station (PRV) located near the intersection of Ramsgate Dr. and Olive Ranch Rd.	Construction Complete	None

*Retail CIP - Project Specifics*

- None to Report

*Current Wholesale Projects*

<b>Project Title</b>	<b>Description</b>	<b>Status (% Complete)</b>	<b>Issues</b>
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 is being recorded with Placer Co.	None. (In closeout.)
FO-40 T-Main Relining	Relining of the existing ±11,000 foot long steel pipeline.	In design phase	Project postponed to FY 18/19.
Hinkle Res. Cleaning & Repairs	Cleaning, maintenance, and repairs of the covers on the Hinkle and Kokila Reservoirs.	Contractor is working on cleaning. Should be done by Mid-February.	None.
Alum Feed Pumps Replacement	Replace the alum feed system pumping equipment and install VFD's on the pumps to enhance control.	In Design	None
Lime System Improvements	Improvements for the WTP's lime system control and feeder system.	In Design	None
Hinkle Res. Monitoring Level Probes	Installation of level probes into the monitoring wells to provide consistent monitoring data for DSOD reporting.	In Design	None

*Wholesale CIP - Project Specifics*

- Notice of Completion for the WTP Floc/Sed Basins 2016 Improvements Project is being filed for recordation in January 2018 with Placer County.

**SAFETY & REGULATORY TRAINING – JANUARY 2018**

<b>Training Course</b>	<b>Staff</b>
Confined Space Rescue Training	Select Staff
Respiratory Medical Evaluations	Treatment
Respiratory Fit Testing	Treatment
Backhoe Safety	Field Services/Maintenance

**FINANCE/BUDGET**

*See attached.*



San Juan Water District, CA

# Wholesale Operating Income Statement

## Group Summary

For Fiscal: 2017-2018 Period Ending: 01/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - WHOLESALE</b>					
<b>Revenue</b>					
41000 - Water Sales	10,385,100.00	10,385,100.00	1,598,708.00	7,156,114.97	3,228,985.03
43000 - Rebate	1,100.00	1,100.00	0.00	634.11	465.89
45000 - Other Operating Revenue	0.00	0.00	27.50	-13,063.98	13,063.98
49000 - Other Non-Operating Revenue	149,400.00	149,400.00	0.00	26,985.45	122,414.55
<b>Revenue Total:</b>	<b>10,535,600.00</b>	<b>10,535,600.00</b>	<b>1,598,735.50</b>	<b>7,170,670.55</b>	<b>3,364,929.45</b>
<b>Expense</b>					
51000 - Salaries and Benefits	4,615,900.00	4,615,900.00	228,882.09	1,725,211.52	2,890,688.48
52000 - Debt Service Expense	939,800.00	939,800.00	493,714.65	578,613.49	361,186.51
53000 - Source of Supply	1,296,300.00	1,296,300.00	128,092.88	732,606.63	563,693.37
54000 - Professional Services	638,400.00	638,400.00	8,048.68	311,663.28	326,736.72
55000 - Maintenance	508,500.00	508,500.00	27,375.19	232,330.85	276,169.15
56000 - Utilities	79,400.00	79,400.00	356.15	84,030.84	-4,630.84
57000 - Materials and Supplies	569,500.00	569,500.00	5,258.32	253,353.89	316,146.11
58000 - Public Outreach	38,900.00	38,900.00	0.00	10,883.79	28,016.21
59000 - Other Operating Expenses	385,000.00	385,000.00	20,144.14	225,697.26	159,302.74
69000 - Other Non-Operating Expenses	2,800.00	2,800.00	0.00	387.20	2,412.80
69900 - Transfers Out	169,300.00	169,300.00	0.00	0.00	169,300.00
<b>Expense Total:</b>	<b>9,243,800.00</b>	<b>9,243,800.00</b>	<b>911,872.10</b>	<b>4,154,778.75</b>	<b>5,089,021.25</b>
<b>Fund: 010 - WHOLESALE Surplus (Deficit):</b>	<b>1,291,800.00</b>	<b>1,291,800.00</b>	<b>686,863.40</b>	<b>3,015,891.80</b>	<b>-1,724,091.80</b>
<b>Total Surplus (Deficit):</b>	<b>1,291,800.00</b>	<b>1,291,800.00</b>	<b>686,863.40</b>	<b>3,015,891.80</b>	<b>-1,724,091.80</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	1,291,800.00	1,291,800.00	686,863.40	3,015,891.80	-1,724,091.80
<b>Total Surplus (Deficit):</b>	<b>1,291,800.00</b>	<b>1,291,800.00</b>	<b>686,863.40</b>	<b>3,015,891.80</b>	<b>-1,557,835.52</b>



San Juan Water District, CA

# Wholesale Capital Income Statement

## Group Summary

For Fiscal: 2017-2018 Period Ending: 01/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 011 - Wholesale Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,090,000.00	1,090,000.00	0.00	15,300.15	1,074,699.85
44000 - Connection Fees	35,000.00	35,000.00	11,061.00	130,399.33	-95,399.33
44500 - Capital Contributions - Revenue	2,172,400.00	2,172,400.00	10,925.00	369,777.00	1,802,623.00
49000 - Other Non-Operating Revenue	60,000.00	60,000.00	0.00	-1,358.53	61,358.53
49990 - Transfer In	169,300.00	169,300.00	0.00	0.00	169,300.00
<b>Revenue Total:</b>	<b>3,526,700.00</b>	<b>3,526,700.00</b>	<b>21,986.00</b>	<b>514,117.95</b>	<b>3,012,582.05</b>
<b>Expense</b>					
55000 - Maintenance	2,253,500.00	2,253,500.00	0.00	87,658.28	2,165,841.72
61000 - Capital Outlay	1,018,600.00	1,018,600.00	603.01	163,938.46	854,661.54
63000 - Contributions to Others	0.00	0.00	-23,477.00	-23,477.00	23,477.00
<b>Expense Total:</b>	<b>3,272,100.00</b>	<b>3,272,100.00</b>	<b>-22,873.99</b>	<b>228,119.74</b>	<b>3,043,980.26</b>
<b>Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):</b>	<b>254,600.00</b>	<b>254,600.00</b>	<b>44,859.99</b>	<b>285,998.21</b>	<b>-31,398.21</b>
<b>Total Surplus (Deficit):</b>	<b>254,600.00</b>	<b>254,600.00</b>	<b>44,859.99</b>	<b>285,998.21</b>	<b>-31,398.21</b>

**Fund Summary**

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
011 - Wholesale Capital Outlay	254,600.00	254,600.00	44,859.99	285,998.21	-31,398.21
<b>Total Surplus (Deficit):</b>	<b>254,600.00</b>	<b>254,600.00</b>	<b>44,859.99</b>	<b>285,998.21</b>	<b>164,117.37</b>





San Juan Water District, CA

# Retail Operating Income Statement

## Group Summary

For Fiscal: 2017-2018 Period Ending: 01/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 050 - RETAIL</b>					
<b>Revenue</b>					
41000 - Water Sales	10,716,800.00	10,716,800.00	-262.75	5,261,132.34	5,455,667.66
44000 - Connection Fees	0.00	0.00	0.00	12,512.00	-12,512.00
45000 - Other Operating Revenue	427,100.00	427,100.00	10,548.33	148,735.68	278,364.32
49000 - Other Non-Operating Revenue	112,300.00	112,300.00	22,377.79	63,889.10	48,410.90
49990 - Transfer In	1,394,700.00	1,394,700.00	0.00	0.00	1,394,700.00
<b>Revenue Total:</b>	<b>12,650,900.00</b>	<b>12,650,900.00</b>	<b>32,663.37</b>	<b>5,486,269.12</b>	<b>7,164,630.88</b>
<b>Expense</b>					
51000 - Salaries and Benefits	6,021,200.00	6,021,200.00	294,710.93	2,318,085.25	3,703,114.75
52000 - Debt Service Expense	522,300.00	522,300.00	274,500.44	321,720.26	200,579.74
53000 - Source of Supply	3,080,600.00	3,080,600.00	501,997.00	2,173,757.03	906,842.97
54000 - Professional Services	717,800.00	717,800.00	40,263.62	343,068.85	374,731.15
55000 - Maintenance	255,100.00	255,100.00	48,402.14	125,376.78	129,723.22
56000 - Utilities	254,200.00	254,200.00	2,262.84	179,958.70	74,241.30
57000 - Materials and Supplies	279,300.00	279,300.00	20,949.83	162,241.01	117,058.99
58000 - Public Outreach	163,100.00	163,100.00	0.00	26,791.22	136,308.78
59000 - Other Operating Expenses	535,800.00	535,800.00	9,231.77	260,513.09	275,286.91
69000 - Other Non-Operating Expenses	3,400.00	3,400.00	0.00	217.80	3,182.20
<b>Expense Total:</b>	<b>11,832,800.00</b>	<b>11,832,800.00</b>	<b>1,192,318.57</b>	<b>5,911,729.99</b>	<b>5,921,070.01</b>
<b>Fund: 050 - RETAIL Surplus (Deficit):</b>	<b>818,100.00</b>	<b>818,100.00</b>	<b>-1,159,655.20</b>	<b>-425,460.87</b>	<b>1,243,560.87</b>
<b>Total Surplus (Deficit):</b>	<b>818,100.00</b>	<b>818,100.00</b>	<b>-1,159,655.20</b>	<b>-425,460.87</b>	<b>1,243,560.87</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
050 - RETAIL	818,100.00	818,100.00	-1,159,655.20	-425,460.87	1,243,560.87
<b>Total Surplus (Deficit):</b>	<b>818,100.00</b>	<b>818,100.00</b>	<b>-1,159,655.20</b>	<b>-425,460.87</b>	<b>1,528,332.34</b>



San Juan Water District, CA

# Retail Capital Income Statement

## Group Summary

For Fiscal: 2017-2018 Period Ending: 01/31/2018

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 055 - Retail Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,090,000.00	1,090,000.00	0.00	15,300.14	1,074,699.86
44000 - Connection Fees	450,000.00	450,000.00	11,458.05	125,043.69	324,956.31
44500 - Capital Contributions - Revenue	0.00	0.00	0.00	-3,750.00	3,750.00
49000 - Other Non-Operating Revenue	60,000.00	60,000.00	0.00	15,062.25	44,937.75
<b>Revenue Total:</b>	<b>1,600,000.00</b>	<b>1,600,000.00</b>	<b>11,458.05</b>	<b>151,656.08</b>	<b>1,448,343.92</b>
<b>Expense</b>					
54000 - Professional Services	66,000.00	66,000.00	0.00	0.00	66,000.00
55000 - Maintenance	155,000.00	155,000.00	0.00	9,903.01	145,096.99
61000 - Capital Outlay	5,428,000.00	5,428,000.00	3,007.50	979,879.65	4,448,120.35
69900 - Transfers Out	1,394,700.00	1,394,700.00	0.00	0.00	1,394,700.00
<b>Expense Total:</b>	<b>7,043,700.00</b>	<b>7,043,700.00</b>	<b>3,007.50</b>	<b>989,782.66</b>	<b>6,053,917.34</b>
<b>Fund: 055 - Retail Capital Outlay Surplus (Deficit):</b>	<b>-5,443,700.00</b>	<b>-5,443,700.00</b>	<b>8,450.55</b>	<b>-838,126.58</b>	<b>-4,605,573.42</b>
<b>Total Surplus (Deficit):</b>	<b>-5,443,700.00</b>	<b>-5,443,700.00</b>	<b>8,450.55</b>	<b>-838,126.58</b>	<b>-4,605,573.42</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
055 - Retail Capital Outlay	-5,443,700.00	-5,443,700.00	8,450.55	-838,126.58	-4,605,573.42
<b>Total Surplus (Deficit):</b>	<b>-5,443,700.00</b>	<b>-5,443,700.00</b>	<b>8,450.55</b>	<b>-838,126.58</b>	<b>-5,434,009.05</b>

## Summary

## Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
<a href="#">121965</a>	Oak Avenue - American River Canyon I	0.00	98,384.50	-98,384.50
<a href="#">141043</a>	2014 Drought Response - SSWD Antel	0.00	-23,477.00	23,477.00
<a href="#">161100</a>	Floc-Sed Basins & Settle Water Chann	0.00	106,309.70	-106,309.70
<a href="#">161502</a>	ARC Flash Assessment and Improveme	0.00	126.00	-126.00
<a href="#">165508</a>	Los Lagos Tank Recoating	0.00	17,811.40	-17,811.40
<a href="#">171101</a>	In-Plant Pump Station Improvements	0.00	232.98	-232.98
<a href="#">171105</a>	Baldwin Reservoir Raw Water Supply I	0.00	7,305.66	-7,305.66
<a href="#">171107</a>	FO 40 Transmission Pipeline Re-Lining	0.00	62,662.50	-62,662.50
<a href="#">171109</a>	GIS Assessment and Implementation	0.00	7,600.00	-7,600.00
<a href="#">175107</a>	5700-5708 & 5640-5682 Main Avenue	0.00	265,313.10	-265,313.10
<a href="#">175109</a>	9151-9219 Oak Avenue Main Replacer	0.00	289,962.57	-289,962.57
<a href="#">175111</a>	Orangevale Avenue Bridge	0.00	-45,400.00	45,400.00
<a href="#">175115</a>	Bacon Pump Station Intrusion Alarm	0.00	208.14	-208.14
<a href="#">175117</a>	Bacon Pressure Zone - Olive Ranch PR	0.00	94,673.74	-94,673.74
<a href="#">175119</a>	Bacon Pressure Zone - Cavitt Stallman	0.00	91,586.24	-91,586.24
<a href="#">181105</a>	Lime System Control & Feeder System	0.00	484.51	-484.51
<a href="#">181110</a>	Alum Feed Pumps Replacement	0.00	24,301.81	-24,301.81
<a href="#">181115</a>	Flocculator Mix Motor Disconnect	0.00	7,273.27	-7,273.27
<a href="#">181120</a>	Lime Grit Containment - Curbing and C	0.00	3,998.89	-3,998.89
<a href="#">181130</a>	Hinkle Reservoir Monitoring Wells Lev	0.00	663.15	-663.15
<a href="#">185115</a>	Lou Place 8" Tray Way to Crown Point	0.00	1,125.00	-1,125.00
<a href="#">185135</a>	Upper & Lower GB Pump Stn Low Flov	0.00	3,978.49	-3,978.49
<a href="#">185150</a>	Utility Billing Software Replacement	0.00	42,833.25	-42,833.25
<a href="#">185180</a>	Cavitt Stallman Main - Mystery Crk to	0.00	4,560.00	-4,560.00
<a href="#">185185</a>	Edward Court Mainline - South of Lou	0.00	1,125.00	-1,125.00
<b>Project Totals:</b>		<b>0.00</b>	<b>1,063,642.90</b>	<b>-1,063,642.90</b>

## Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	1,016,792.76	-1,016,792.76
CIP - Capital Contribution	0.00	-23,477.00	23,477.00
CIP - Expense	0.00	63,021.48	-63,021.48
Unplanned CIP	0.00	7,305.66	-7,305.66
<b>Group Totals:</b>	<b>0.00</b>	<b>1,063,642.90</b>	<b>-1,063,642.90</b>

## Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Administration	0.00	82,832.70	-82,832.70
Engineering	0.00	831,509.19	-831,509.19
Field Services	0.00	208.14	-208.14
Information Technology	0.00	42,833.25	-42,833.25
Water Treatment Plant	0.00	106,259.62	-106,259.62
<b>Type Totals:</b>	<b>0.00</b>	<b>1,063,642.90</b>	<b>-1,063,642.90</b>

## GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-20030	Retentions Payable	0.00	-4,557.71	-4,557.71
011-700-57120	Maintenance - Facility	0.00	63,245.22	63,245.22
011-700-61145	Capital Outlay - WTP & Improv...	0.00	146,702.15	146,702.15
011-700-61150	Capital Outlay - Mains/Pipeline...	0.00	7,305.66	7,305.66
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	663.15	663.15
011-700-61180	Capital Outlay - Software	0.00	3,040.00	3,040.00
011-700-74090	Contributions to Others	0.00	-23,477.00	-23,477.00

**GL Account Summary**

<b>GL Account Number</b>	<b>GL Account Name</b>	<b>Total Revenue</b>	<b>Total Expense</b>	<b>Revenue Over/ (Under) Expenses</b>
050-300-56310	Reg Compliance / Sampling / I...	0.00	12.00	12.00
055-20030	Retentions Payable	0.00	-26,034.10	-26,034.10
055-700-61135	Capital Outlay - Pump Stations...	0.00	205,419.11	205,419.11
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	643,931.17	643,931.17
055-700-61180	Capital Outlay - Software	0.00	47,393.25	47,393.25
	<b>GL Account Totals:</b>	<b>0.00</b>	<b>1,063,642.90</b>	<b>1,063,642.90</b>



San Juan Water District, CA

# Balance Sheet

## Account Summary

As Of 01/31/2018

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
<b>Asset</b>					
<b>Type: 1000 - Assets</b>					
10010 - Cash and Investments	3,274,564.90	7,298,170.14	2,918,194.96	5,659,342.24	19,150,272.24
10510 - Accounts Receivable	1,745,662.48	2,295.60	104,082.95	0.82	1,852,041.85
11000 - Inventory	0.00	0.00	119,669.79	0.00	119,669.79
12000 - Prepaid Expense	29,920.00	0.00	29,920.00	0.00	59,840.00
14010 - Deferred Outflows	3,807,198.73	0.00	4,338,875.61	0.00	8,146,074.34
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	-617,056.22	0.00	-335,044.10	0.00	-952,100.32
<b>Total Type 1000 - Assets:</b>	<b>66,688,810.82</b>	<b>7,300,465.74</b>	<b>33,345,687.92</b>	<b>5,659,343.06</b>	<b>112,994,307.54</b>
<b>Total Asset:</b>	<b>66,688,810.82</b>	<b>7,300,465.74</b>	<b>33,345,687.92</b>	<b>5,659,343.06</b>	<b>112,994,307.54</b>
<b>Liability</b>					
<b>Type: 2000 - Liabilities</b>					
20010 - Accounts Payable	-83,007.91	380.00	48,927.62	5,473.00	-28,227.29
20100 - Retentions Payable	0.00	305,733.56	0.00	47,743.61	353,477.17
21200 - Salaries & Benefits Payable	29,101.90	0.00	45,525.00	0.00	74,626.90
21300 - Compensated Absences	261,729.13	0.00	418,831.09	0.00	680,560.22
21500 - Premium on Issuance of Bonds Series 2017	1,450,091.81	0.00	815,676.64	0.00	2,265,768.45
21600 - OPEB Liability	100,396.44	0.00	127,509.04	0.00	227,905.48
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	58,493.50	0.00	58,493.50
22050 - Deferred Inflows	260,874.00	0.00	360,252.00	0.00	621,126.00
24000 - Current Bonds Payables	301,366.50	0.00	163,633.50	0.00	465,000.00
24200 - 2012 Bonds Payable	6,095,921.23	0.00	3,309,913.11	0.00	9,405,834.34

**Balance Sheet**

**As Of 01/31/2018**

<b>Account</b>	<b>010 - WHOLESALE</b>	<b>011 - Wholesale Capital Outlay</b>	<b>050 - RETAIL</b>	<b>055 - Retail Capital Outlay</b>	<b>Total</b>
24250 - Bonds Payable 2017 Refunding	16,115,200.00	0.00	9,064,800.00	0.00	25,180,000.00
<b>Total Type 2000 - Liabilities:</b>	<b>27,878,244.75</b>	<b>306,113.56</b>	<b>19,035,019.15</b>	<b>53,216.61</b>	<b>47,272,594.07</b>
<b>Total Liability:</b>	<b>27,878,244.75</b>	<b>306,113.56</b>	<b>19,035,019.15</b>	<b>53,216.61</b>	<b>47,272,594.07</b>
<b>Equity</b>					
<b>Type: 3000 - Equity</b>					
30100 - Investment in Capital Assets	34,085,186.41	0.00	12,608,477.99	0.00	46,693,664.40
30500 - Designated Reserves	1,709,487.86	6,708,353.97	2,127,651.65	6,444,253.03	16,989,746.51
<b>Total Type 3000 - Equity:</b>	<b>35,794,674.27</b>	<b>6,708,353.97</b>	<b>14,736,129.64</b>	<b>6,444,253.03</b>	<b>63,683,410.91</b>
<b>Total Total Beginning Equity:</b>	<b>35,794,674.27</b>	<b>6,708,353.97</b>	<b>14,736,129.64</b>	<b>6,444,253.03</b>	<b>63,683,410.91</b>
Total Revenue	7,170,670.55	514,117.95	5,486,269.12	151,656.08	13,322,713.70
Total Expense	4,154,778.75	228,119.74	5,911,729.99	989,782.66	11,284,411.14
<b>Revenues Over/Under Expenses</b>	<b>3,015,891.80</b>	<b>285,998.21</b>	<b>-425,460.87</b>	<b>-838,126.58</b>	<b>2,038,302.56</b>
<b>Total Equity and Current Surplus (Deficit):</b>	<b>38,810,566.07</b>	<b>6,994,352.18</b>	<b>14,310,668.77</b>	<b>5,606,126.45</b>	<b>65,721,713.47</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>66,688,810.82</b>	<b>7,300,465.74</b>	<b>33,345,687.92</b>	<b>5,659,343.06</b>	<b>112,994,307.54</b>





San Juan Water District, CA

# Check Report

By Check Number

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

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
03517	Martone, Francesca	01/11/2018	Regular	0.00	-150.00	51636
01373	City of Roseville	01/04/2018	Regular	0.00	-3,017.20	52193
01073	Amarjeet Singh Garcha	01/05/2018	Regular	0.00	1,500.00	52220
01138	AT&T Mobility II LLC	01/05/2018	Regular	0.00	62.01	52221
01182	Bartkiewicz, Kronick & Shanahan	01/05/2018	Regular	0.00	24,426.57	52222
03226	Capitol Sand and Gravel Co.	01/05/2018	Regular	0.00	2,776.30	52223
01373	City of Roseville	01/05/2018	Regular	0.00	3,017.20	52224
01423	County of Sacramento	01/05/2018	Regular	0.00	365.75	52225
01609	Federal Express Corporation	01/05/2018	Regular	0.00	54.94	52226
01068	Glenn C. Walker	01/05/2018	Regular	0.00	993.00	52227
03091	Granite Bay Ace Hardware	01/05/2018	Regular	0.00	62.61	52228
01741	HDR Engineering, Inc.	01/05/2018	Regular	0.00	1,512.99	52229
03072	HUNT & SONS INC.	01/05/2018	Regular	0.00	390.96	52230
03606	Keshavarz, Amir	01/05/2018	Regular	0.00	20.00	52231
03607	McCaleb, Brent OR Anne	01/05/2018	Regular	0.00	3.24	52232
02119	Northern California Water Association	01/05/2018	Regular	0.00	8,349.58	52233
02131	Office Depot, Inc.	01/05/2018	Regular	0.00	596.42	52234
02150	Pace Supply Corp	01/05/2018	Regular	0.00	3,020.35	52235
03026	PFM Asset Management	01/05/2018	Regular	0.00	896.26	52236
02146	PG&E	01/05/2018	Regular	0.00	1,827.14	52237
02216	Placer County Public Works	01/05/2018	Regular	0.00	75.00	52238
02281	Ray A Morgan Company Inc	01/05/2018	Regular	0.00	259.65	52239
03092	Rich, Dan	01/05/2018	Regular	0.00	70.27	52240
02328	Rocklin Windustrial Co	01/05/2018	Regular	0.00	231.66	52241
02395	SAFETY KLEEN SYSTEMS INC.	01/05/2018	Regular	0.00	790.11	52242
01411	SureWest Telephone	01/05/2018	Regular	0.00	1,611.75	52243
01372	City of Folsom	01/10/2018	Regular	0.00	2,417.00	52244
01112	ACS (US), Inc.	01/16/2018	Regular	0.00	4,274.75	52245
01073	Amarjeet Singh Garcha	01/16/2018	Regular	0.00	360.00	52246
01026	American River Ace Hardware, Inc.	01/16/2018	Regular	0.00	9.68	52247
01164	Backflow Distributors Inc	01/16/2018	Regular	0.00	170.00	52248
03594	Borges & Mahoney, Inc.	01/16/2018	Regular	0.00	1,192.56	52249
03608	BRCO Constructors Inc	01/16/2018	Regular	0.00	1,636.72	52250
01372	City of Folsom	01/16/2018	Regular	0.00	29.12	52251
01378	Clark Pest Control of Stockton	01/16/2018	Regular	0.00	150.00	52252
01416	Corix Water Products (US) Inc.	01/16/2018	Regular	0.00	79.74	52253
03609	Cram, Maria	01/16/2018	Regular	0.00	120.58	52254
03610	Dayton, William	01/16/2018	Regular	0.00	136.80	52255
01494	Dewey Services Inc.	01/16/2018	Regular	0.00	85.00	52256
03548	Digital Deployment, Inc.	01/16/2018	Regular	0.00	400.00	52257
03091	Granite Bay Ace Hardware	01/16/2018	Regular	0.00	158.40	52258
01706	Graymont Western US Inc.	01/16/2018	Regular	0.00	6,180.84	52259
01733	Harris Industrial Gases	01/16/2018	Regular	0.00	113.58	52260
03383	Inferrera Construction Management Group, Inc.	01/16/2018	Regular	0.00	7,867.50	52261
01796	Insomniac Productions Inc.	01/16/2018	Regular	0.00	32.18	52262
01775	International Student Tours, Inc.	01/16/2018	Regular	0.00	4,550.00	52263
03574	Johnson and Fanger Painting & Decorating	01/16/2018	Regular	0.00	11,036.98	52264
02649	MUFG Union Bank, N.A.	01/16/2018	Regular	0.00	2,178,215.09	52265
02131	Office Depot, Inc.	01/16/2018	Regular	0.00	569.68	52266
02150	Pace Supply Corp	01/16/2018	Regular	0.00	3,271.81	52267
02283	Recology Auburn Placer	01/16/2018	Regular	0.00	640.70	52268
03611	Reeves, David OR Monica	01/16/2018	Regular	0.00	287.18	52269
02223	Rexel Inc (Platt - Rancho Cordova)	01/16/2018	Regular	0.00	10,170.49	52270
02292	Rexel, Inc.	01/16/2018	Regular	0.00	4,418.32	52271

Check Report

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

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02293	RFI Enterprises, Inc	01/16/2018	Regular	0.00	970.09	52272
03086	Sierra Saw Power Equipment Center	01/16/2018	Regular	0.00	40.00	52273
03554	Strategy Driver, Inc.	01/16/2018	Regular	0.00	5,028.50	52274
02572	Thatcher Company of California, Inc.	01/16/2018	Regular	0.00	4,225.40	52275
02580	The Eidam Corporation	01/16/2018	Regular	0.00	9,361.85	52276
02463	The New AnswerNet	01/16/2018	Regular	0.00	270.00	52277
02624	Trace Analytics LLC	01/16/2018	Regular	0.00	674.72	52278
02638	Tyler Technologies, Inc.	01/16/2018	Regular	0.00	3,125.00	52279
02651	United Parcel Service Inc	01/16/2018	Regular	0.00	118.49	52280
03600	Valley Masonry	01/16/2018	Regular	0.00	1,465.00	52281
03612	Vargo, Karen	01/16/2018	Regular	0.00	80.70	52282
03284	Vavrinek, Trine, Day & Co, LLP	01/16/2018	Regular	0.00	2,765.00	52283
02690	Verizon Wireless	01/16/2018	Regular	0.00	1,060.83	52284
02700	Viking Shred LLC	01/16/2018	Regular	0.00	50.00	52285
01687	W. W. Grainger, Inc.	01/16/2018	Regular	0.00	192.84	52286
02743	Wienhoff & Associates, Inc.	01/16/2018	Regular	0.00	70.00	52287
03445	Zlotnick, Greg	01/16/2018	Regular	0.00	42.80	52288
01041	Afman, Todd R	01/23/2018	Regular	0.00	432.65	52289
03614	Alpha Fund Joint Power Agency	01/23/2018	Regular	0.00	3.69	52290
01026	American River Ace Hardware, Inc.	01/23/2018	Regular	0.00	65.54	52291
01164	Backflow Distributors Inc	01/23/2018	Regular	0.00	85.00	52292
01182	Bartkiewicz, Kronick & Shanahan	01/23/2018	Regular	0.00	17,782.53	52293
03594	Borges & Mahoney, Inc.	01/23/2018	Regular	0.00	415.81	52294
01234	Bryce Consulting, Inc.	01/23/2018	Regular	0.00	2,469.00	52295
03172	Cosens, Eric	01/23/2018	Regular	0.00	120.00	52296
01423	County of Sacramento	01/23/2018	Regular	0.00	336.00	52297
03376	Del Paso Pipe & Steel Inc.	01/23/2018	Regular	0.00	198.48	52298
03618	Franco, Raquel	01/23/2018	Regular	0.00	100.00	52299
01659	Gary Webb Trucking	01/23/2018	Regular	0.00	585.00	52300
03091	Granite Bay Ace Hardware	01/23/2018	Regular	0.00	50.25	52301
03615	Granite Bay Investment Group	01/23/2018	Regular	0.00	6.12	52302
01733	Harris Industrial Gases	01/23/2018	Regular	0.00	29.89	52303
01818	J. D. Pasquetti	01/23/2018	Regular	0.00	1,575.19	52304
03619	Jaimes, Ginger	01/23/2018	Regular	0.00	3,589.17	52305
03386	Myers & Sons Construction, LP	01/23/2018	Regular	0.00	86,596.54	52306
02131	Office Depot, Inc.	01/23/2018	Regular	0.00	1,200.98	52307
02150	Pace Supply Corp	01/23/2018	Regular	0.00	4,034.38	52308
	**Void**	01/23/2018	Regular	0.00	0.00	52309
02146	PG&E	01/23/2018	Regular	0.00	10.00	52310
03532	Quincy Engineering Inc	01/23/2018	Regular	0.00	6,735.00	52311
02223	Rexel Inc (Platt - Rancho Cordova)	01/23/2018	Regular	0.00	991.93	52312
02302	Riebes Auto Parts, LLC	01/23/2018	Regular	0.00	19.36	52313
03604	Ross Clark Material Handling & Ergonomic Solutio	01/23/2018	Regular	0.00	2,960.48	52314
02357	Sacramento Municipal Utility District (SMUD)	01/23/2018	Regular	0.00	8,590.76	52315
03616	Sierra Oaks - Madison L.P.	01/23/2018	Regular	0.00	11.90	52316
03617	Solomon Jr., Frank	01/23/2018	Regular	0.00	16.89	52317
02540	Sutter Medical Foundation	01/23/2018	Regular	0.00	464.00	52318
02572	Thatcher Company of California, Inc.	01/23/2018	Regular	0.00	4,104.42	52319
02667	US Bank Corporate Payments Sys (CalCard)	01/23/2018	Regular	0.00	14,507.25	52320
	**Void**	01/23/2018	Regular	0.00	0.00	52321
	**Void**	01/23/2018	Regular	0.00	0.00	52322
	**Void**	01/23/2018	Regular	0.00	0.00	52323
	**Void**	01/23/2018	Regular	0.00	0.00	52324
	**Void**	01/23/2018	Regular	0.00	0.00	52325
	**Void**	01/23/2018	Regular	0.00	0.00	52326
	**Void**	01/23/2018	Regular	0.00	0.00	52327
	**Void**	01/23/2018	Regular	0.00	0.00	52328
01687	W. W. Grainger, Inc.	01/23/2018	Regular	0.00	115.35	52329
01138	AT&T Mobility II LLC	01/29/2018	Regular	0.00	62.01	52330
03548	Digital Deployment, Inc.	01/29/2018	Regular	0.00	400.00	52331
01609	Federal Express Corporation	01/29/2018	Regular	0.00	24.53	52332

## Check Report

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

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01634	Folsom Lake Ford, Inc.	01/29/2018	Regular	0.00	1,236.26	52333
01068	Glenn C. Walker	01/29/2018	Regular	0.00	1,010.40	52334
01681	Golden State Flow Measurements, Inc.	01/29/2018	Regular	0.00	2,603.66	52335
03091	Granite Bay Ace Hardware	01/29/2018	Regular	0.00	35.06	52336
01710	Greenback Equipment Rentals, Inc.	01/29/2018	Regular	0.00	278.00	52337
01733	Harris Industrial Gases	01/29/2018	Regular	0.00	56.79	52338
03574	Johnson and Fanger Painting & Decorating	01/29/2018	Regular	0.00	2,850.00	52339
03402	Normac, Inc	01/29/2018	Regular	0.00	294.77	52340
03613	Northern California Backflow Prevention Associati	01/29/2018	Regular	0.00	350.00	52341
03613	Northern California Backflow Prevention Associati	01/29/2018	Regular	0.00	350.00	52342
03613	Northern California Backflow Prevention Associati	01/29/2018	Regular	0.00	350.00	52343
02131	Office Depot, Inc.	01/29/2018	Regular	0.00	331.10	52344
03026	PFM Asset Management	01/29/2018	Regular	0.00	927.05	52345
02298	Richardson & Company, LLP	01/29/2018	Regular	0.00	27,900.00	52346
02452	Sierra National Construction, Inc.	01/29/2018	Regular	0.00	18,206.08	52347
02514	State Water Resources Control Board - SWRCB	01/29/2018	Regular	0.00	31,200.00	52348
02638	Tyler Technologies, Inc.	01/29/2018	Regular	0.00	750.00	52349
02700	Viking Shred LLC	01/29/2018	Regular	0.00	50.00	52350
01687	W. W. Grainger, Inc.	01/29/2018	Regular	0.00	67.77	52351
03620	Western Care Construction Co, Inc.	01/29/2018	Regular	0.00	40.00	52352
03387	WageWorks, Inc	01/04/2018	EFT	0.00	290.00	405213
01330	CDW Government LLC	01/05/2018	EFT	0.00	564.88	405214
01486	Department of Energy	01/05/2018	EFT	0.00	1,164.88	405215
01589	Eurofins Eaton Analytical, Inc	01/05/2018	EFT	0.00	195.00	405216
01611	Ferguson Enterprises, Inc	01/05/2018	EFT	0.00	180.69	405217
01790	Industrial Safety Supply Corp of California	01/05/2018	EFT	0.00	1,234.80	405218
03553	Mallory Safety and Supply LLC	01/05/2018	EFT	0.00	11,550.69	405219
02308	River City Staffing, Inc.	01/05/2018	EFT	0.00	1,931.55	405220
02730	Western Area Power Administration	01/05/2018	EFT	0.00	3,091.00	405221
01898	Association of California Water Agencies / JPIA	01/12/2018	EFT	0.00	22,581.95	405222
	**Void**	01/12/2018	EFT	0.00	0.00	405223
03221	Chemtrade Chemicals Corporation	01/16/2018	EFT	0.00	4,000.34	405224
01521	DataProse, LLC	01/16/2018	EFT	0.00	11,100.55	405225
01486	Department of Energy	01/16/2018	EFT	0.00	3,495.37	405226
03097	E.S West Coast, LLC.	01/16/2018	EFT	0.00	1,448.53	405227
03523	Eckersall, Scott V.	01/16/2018	EFT	0.00	1,320.00	405228
01589	Eurofins Eaton Analytical, Inc	01/16/2018	EFT	0.00	885.00	405229
01604	Fastenal Company	01/16/2018	EFT	0.00	326.40	405230
01611	Ferguson Enterprises, Inc	01/16/2018	EFT	0.00	1,340.63	405231
03237	GM Construction & Developers, Inc	01/16/2018	EFT	0.00	22,416.80	405232
03593	Hanneman, Martin W	01/16/2018	EFT	0.00	23.54	405233
01790	Industrial Safety Supply Corp of California	01/16/2018	EFT	0.00	743.03	405234
02027	Mcmaster-Carr Supply Company	01/16/2018	EFT	0.00	124.09	405235
01472	Mel Dawson, Inc.	01/16/2018	EFT	0.00	3,554.99	405236
02275	Ramos Oil Recyclers, Inc.	01/16/2018	EFT	0.00	79.50	405237
02286	Regional Water Authority	01/16/2018	EFT	0.00	3,000.00	405238
02308	River City Staffing, Inc.	01/16/2018	EFT	0.00	782.40	405239
02162	Tobin, Pamela	01/16/2018	EFT	0.00	91.26	405240
03387	WageWorks, Inc	01/16/2018	EFT	0.00	351.15	405241
03573	Architectural Nexus, Inc.	01/23/2018	EFT	0.00	1,000.00	405242
01330	CDW Government LLC	01/23/2018	EFT	0.00	10,536.61	405243
01055	Divers, Alan Richard	01/23/2018	EFT	0.00	6,810.00	405244
03237	GM Construction & Developers, Inc	01/23/2018	EFT	0.00	7,824.48	405245
02091	Navajo Pipelines, Inc.	01/23/2018	EFT	0.00	185,212.00	405246
02158	Pacific Storage Company	01/23/2018	EFT	0.00	26.33	405247
02308	River City Staffing, Inc.	01/23/2018	EFT	0.00	782.40	405248
02730	Western Area Power Administration	01/23/2018	EFT	0.00	3,078.00	405249
01328	Association of California Water Agencies / Joint P	01/29/2018	EFT	0.00	6,992.15	405250
	**Void**	01/29/2018	EFT	0.00	0.00	405251
01199	Bentley Systems, Incorporated	01/29/2018	EFT	0.00	295.00	405252
01486	Department of Energy	01/29/2018	EFT	0.00	1,164.88	405253

Check Report

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

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01589	Eurofins Eaton Analytical, Inc	01/29/2018	EFT	0.00	499.00	405254
01938	Kyle Yates, Inc.	01/29/2018	EFT	0.00	125.00	405255
01976	Lubrication Engineers, Inc.	01/29/2018	EFT	0.00	131.50	405256
03188	Pacific Material Handling Systems	01/29/2018	EFT	0.00	550.00	405257
03474	Paco Ventures, LLC	01/29/2018	EFT	0.00	209.15	405258
03278	Quincy Compressor	01/29/2018	EFT	0.00	673.76	405259
02308	River City Staffing, Inc.	01/29/2018	EFT	0.00	1,760.40	405260
03387	WageWorks, Inc	01/29/2018	EFT	0.00	351.15	405261
03077	VALIC	01/26/2018	Bank Draft	0.00	4,234.70	0007346072
03078	CalPERS Health	01/02/2018	Bank Draft	0.00	-0.19	1000990422
03078	CalPERS Health	01/02/2018	Bank Draft	0.00	70.40	1000990422
03078	CalPERS Health	01/02/2018	Bank Draft	0.00	-70.40	1000990422
03078	CalPERS Health	01/02/2018	Bank Draft	0.00	38,114.68	1000990422
03078	CalPERS Health	01/02/2018	Bank Draft	0.00	131.04	1000990422
03078	CalPERS Health	01/02/2018	Bank Draft	0.00	37,524.65	1000990422
03078	CalPERS Health	01/02/2018	Bank Draft	0.00	246.27	1000990422
03078	CalPERS Health	01/02/2018	Bank Draft	0.00	37,102.27	1000990422
03130	CalPERS Retirement	01/12/2018	Bank Draft	0.00	30,129.82	1000999403
03130	CalPERS Retirement	01/26/2018	Bank Draft	0.00	30,129.82	1001007084
01366	Citistreet/CalPERS 457	01/26/2018	Bank Draft	0.00	3,062.80	1001007090
01366	Citistreet/CalPERS 457	01/12/2018	Bank Draft	0.00	3,042.75	DFT0002637
03077	VALIC	01/12/2018	Bank Draft	0.00	4,231.76	DFT0002638
03080	California State Disbursement Unit	01/26/2018	Bank Draft	0.00	750.92	GBNYUFC6658
03080	California State Disbursement Unit	01/11/2018	Bank Draft	0.00	750.92	H6CRVJM6657
03163	Economic Development Department	01/26/2018	Bank Draft	0.00	9,302.52	0-914-099-264
03163	Economic Development Department	01/12/2018	Bank Draft	0.00	10,743.58	1-922-794-560
01039	American Family Life Assurance Company of Colu	01/25/2018	Bank Draft	0.00	567.83	Q3869 01-25-18
03164	Internal Revenue Service	01/12/2018	Bank Draft	0.00	46,388.42	2708412824950
03164	Internal Revenue Service	01/26/2018	Bank Draft	0.00	45,162.01	2708426439705
01039	American Family Life Assurance Company of Colu	01/25/2018	Bank Draft	0.00	0.02	Q3869 01-25-20
01039	American Family Life Assurance Company of Colu	01/25/2018	Bank Draft	0.00	567.83	Q3869 01-25-20

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	188	124	0.00	2,568,606.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	-3,167.20
Bank Drafts	23	23	0.00	302,184.42
EFT's	91	49	0.00	325,890.83
	<b>302</b>	<b>207</b>	<b>0.00</b>	<b>3,193,514.77</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	188	124	0.00	2,568,606.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	11	0.00	-3,167.20
Bank Drafts	23	23	0.00	302,184.42
EFT's	91	49	0.00	325,890.83
	<b>302</b>	<b>207</b>	<b>0.00</b>	<b>3,193,514.77</b>

### Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	1/2018	3,193,514.77
			<b>3,193,514.77</b>



San Juan Water District, CA

# Detail vs Budget Report

## Account Detail

Date Range: 07/01/2017 - 01/31/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>010 - WHOLESALE</b>								
<b>Expense</b>								
<a href="#">010-010-50310</a>	Payroll Taxes - Government and Deductions	0.00	2,400.00	0.00	777.07	777.07	1,622.93	67.62 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - MC Payrol...			-4.99	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - SS Payroll...			-21.32	
07/14/2017	PYPKT00565	PYPKT00565 - 2017-07-14...		PYPKT00565 - 2017-07-07 Payroll Process - ...			52.61	
07/28/2017	PYPKT00573	PYPKT00573 - 2017-07-28...		PYPKT00573 - 2017-07-21 Payroll Process - ...			52.60	
08/11/2017	PYPKT00582	PYPKT00582 - 2017-08-11...		PYPKT00582 - 2017-08-04 Payroll Process - ...			43.04	
08/25/2017	PYPKT00586	PYPKT00586 - 2017-08-25...		PYPKT00586 - 2017-08-18 Payroll Process - ...			23.91	
09/08/2017	PYPKT00594	PYPKT00594 - 2017-09-08...		PYPKT00594 - 2017-09-01 Payroll Process - ...			71.73	
09/22/2017	PYPKT00599	PYPKT00599 - 2017-09-22...		PYPKT00599 - 2017-09-15 Payroll Process - ...			23.91	
10/20/2017	PYPKT00614	PYPKT00614 - 2017-10-20...		PYPKT00614 - 2017-10-13 Payroll Process - ...			157.80	
11/03/2017	PYPKT00618	PYPKT00618 - 2017-11-03...		PYPKT00618 - 2017-10-27 Payroll Process - ...			38.25	
11/17/2017	PYPKT00622	PYPKT00622 - 2017-11-17...		PYPKT00622 - 2017-11-10 Payroll Process - ...			57.39	
12/15/2017	PYPKT00629	PYPKT00629 - 2017-12-15...		PYPKT00629 - 2017-12-08 Payroll Process - ...			176.93	
12/29/2017	PYPKT00631	PYPKT00631 - 2017-12-29...		PYPKT00631 - 2017-12-22 Payroll Process - ...			62.16	
01/12/2018	PYPKT00636	PYPKT00636 - 2018-01-12...		PYPKT00636 - 2018-01-05 Payroll Process - ...			43.05	
<a href="#">010-010-50440</a>	Workers Compensation	0.00	200.00	0.00	159.41	159.41	40.59	20.30 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
09/30/2017	APPKT01673	07-01-17 to 09-30-17	405106	Workers Comp Program 07-01-17 to 09-30-17	01898 - Association of California Water Agencies..		21.28	
12/31/2017	APPKT01765	10-01-17 to 12-31-17	405222	Workers Comp Program 10-01-17 to 12-31-17	01898 - Association of California Water Agencies..		138.13	
<a href="#">010-010-52050</a>	Materials and Supplies - Office and Printing	0.00	200.00	0.00	92.35	92.35	107.65	53.83 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
09/22/2017	APPKT01667	09-22-2017	51960	Calendar- K.Miller-Acco Brands Direct - 4563...	02667 - US Bank Corporate Payments Sys (CalCa...		10.02	
10/23/2017	APPKT01705	10-23-2017	52054	Name Plate M. Hanneman- Classic Impres-4...	02667 - US Bank Corporate Payments Sys (CalCa...		7.48	
11/03/2017	APPKT01720	976972770001	52116	Folders	02131 - Office Depot, Inc.		16.07	
12/01/2017	APPKT01747	985695679001	52198	Document Cover	02131 - Office Depot, Inc.		4.76	
01/24/2018	APPKT01793	19543	52369	Business Cards-M. Hanneman	02022 - Morgan, Daren P.		54.02	
<a href="#">010-010-52110</a>	Training - Meetings, Education & Training	0.00	12,300.00	0.00	6,422.79	6,422.79	5,877.21	47.78 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
07/17/2017	APPKT01567	Exp Reimb 07-2017	51593	Exp Reimb 07-2017-Supplies for P. Tobin B-D...	03303 - Paulson, Rachael		10.09	
07/31/2017	APPKT01626	Mileage & Parking 07-2017	405072	Mileage&Prkng07-2017-CapitolHearingRubi...	02162 - Tobin, Pamela		20.66	

Detail vs Budget Report

Date Range: 07/01/2017 - 01/31/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">010-010-52110</a>	Training - Meetings, Education & Training - Continued	0.00	12,300.00	0.00	6,422.79	6,422.79	5,877.21	47.78 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
08/22/2017	APPKT01627	08-22-2017	51747	Refund B.Walters-Southwest - Grant 4563	02667 - US Bank Corporate Payments Sys (CalCa...		-140.98	
08/22/2017	APPKT01627	08-22-2017	51747	Region 3&4 Mtng P. Tobin-AssocOfCalif-Gran...	02667 - US Bank Corporate Payments Sys (CalCa...		30.00	
08/23/2017	GLPKT03411	JN03375		Clear Dave Peterson Vendor #01466 EFT Pa...			-9.80	
08/23/2017	GLPKT03514	JN03461		Clear Dave Peterson Vendor #01466 EFT Pa...			9.80	
08/31/2017	APPKT01626	Exp Reimb 08-2017	405072	Exp Reimb 08-2017-Lunch w/M. Hanneman ...	02162 - Tobin, Pamela		27.52	
09/13/2017	CLPKT00302	R160635		Ted Costa Payment for P. Tobin birthday cak...			-10.00	
09/22/2017	APPKT01667	09-22-2017	51960	ACWA Conf.-P. Tobin-Assoc Of Calif-4563 Gr...	02667 - US Bank Corporate Payments Sys (CalCa...		349.50	
09/22/2017	APPKT01667	09-22-2017	51960	ACWA Conf.-K. Miller-Assoc Of Calif-4563 Gr...	02667 - US Bank Corporate Payments Sys (CalCa...		349.50	
09/22/2017	APPKT01667	09-22-2017	51960	ACWA Air Fare&EarlyChk -D.RichSouthwest-...	02667 - US Bank Corporate Payments Sys (CalCa...		148.98	
09/22/2017	APPKT01667	09-22-2017	51960	Refreshments-Board Wrksp-Raley's-4563 Gr...	02667 - US Bank Corporate Payments Sys (CalCa...		8.62	
09/30/2017	APPKT01679	Exp Reimb 09-2017	405125	Mileage&Meal Reimbursement 09-2017	02162 - Tobin, Pamela		50.28	
10/23/2017	APPKT01705	10-23-2017	52054	ACWA Fall Conf D. Riich-ACWA-4563Grant	02667 - US Bank Corporate Payments Sys (CalCa...		349.50	
10/23/2017	APPKT01705	10-23-2017	52054	Lunch Boad Workshop - Mr Pickles - 4563Gr...	02667 - US Bank Corporate Payments Sys (CalCa...		126.06	
10/23/2017	APPKT01705	10-23-2017	52054	Refreshments Board Workshop- Raleys - 456...	02667 - US Bank Corporate Payments Sys (CalCa...		4.49	
10/23/2017	APPKT01705	10-23-2017	52054	ACWA Event P.Tobin- Brownpapertickets 45...	02667 - US Bank Corporate Payments Sys (CalCa...		22.50	
10/23/2017	APPKT01705	10-23-2017	52054	ACWA Fall Conf M. Hanneman- ACWA - 456...	02667 - US Bank Corporate Payments Sys (CalCa...		335.00	
10/30/2017	APPKT01694	Mileage Reimb 10-2017	405144	Mileage-M. Emerson Mtng& RWA	02162 - Tobin, Pamela		22.74	
10/31/2017	APPKT01707	Exp Reimb 10-2017	405151	Mileage-RWA Meeting	03593 - Hanneman, Martin W		4.28	
11/13/2017	CLPKT00324	R160677		Martin Hanneman Cost Recvr Split - Whlsle...			-35.00	
11/13/2017	APPKT01715	17th Annual Holiday Social	405162	Holiday Social Reservations 2017-PH,GZ,PT,...	02286 - Regional Water Authority		210.00	
11/22/2017	APPKT01733	11-22-2017	52208	ACWA Fall Conf P. Tobin - Swa*Earlybrd - 45...	02667 - US Bank Corporate Payments Sys (CalCa...		7.50	
11/22/2017	APPKT01733	11-22-2017	52208	ACWA Fall Conf T. Costa - ACWA - 4563Grant	02667 - US Bank Corporate Payments Sys (CalCa...		349.50	
11/22/2017	APPKT01733	11-22-2017	52208	ACWA Fall Conf P. Tobin - Swa*Earlybrd - 45...	02667 - US Bank Corporate Payments Sys (CalCa...		7.50	
11/30/2017	APPKT01736	Exp Reimb 11-2017	405195	Mileage&ExpenseReimb-ACWA Fall Confere...	02162 - Tobin, Pamela		170.13	
11/30/2017	APPKT01736	Exp Reimb-11-2017	405186	ACWA Fall Conference-Uber Transportation	03593 - Hanneman, Martin W		67.47	
11/30/2017	APPKT01736	Mileage Reimb 11-2017	52153	Mileage-ACWA Fall Conferemce	01916 - Miller, Ken		234.33	
11/30/2017	APPKT01737	Mileage Reimb 11-2017	52171	ACWA Fall Conference-Mileage Reimburse...	02556 - Costa, Ted		227.91	
12/04/2017	APPKT01759	Exp Reimb 11-2017	52240	ACWA Fall Conference-Uber Expense Reimb	03092 - Rich, Dan		35.14	
12/13/2017	CLPKT00335	R160689		Pamela Tobin Cost Recover Split - whl/rtl - ...			-35.00	
12/13/2017	CLPKT00335	R160690		Edward Costa Cost Recover Split - Whlsl/Rtl -...			-35.00	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf Room KM-Marriott Anaheim...	02667 - US Bank Corporate Payments Sys (CalCa...		604.08	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf D.Rich-Marriott Anaheim - G...	02667 - US Bank Corporate Payments Sys (CalCa...		27.70	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf P. Tobin-Marriott Anaheim-...	02667 - US Bank Corporate Payments Sys (CalCa...		11.66	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf Room MH-Marriott Anaheim..	02667 - US Bank Corporate Payments Sys (CalCa...		252.63	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf Room DR-Marriott Anaheim-...	02667 - US Bank Corporate Payments Sys (CalCa...		378.94	
12/22/2017	APPKT01755	12-22-2017	52320	ACWAFallConf Room PT-Marriott Anaheim -...	02667 - US Bank Corporate Payments Sys (CalCa...		343.84	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf Room TC-Clarion Anaheim-...	02667 - US Bank Corporate Payments Sys (CalCa...		222.50	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA FallConf M.Hanneman-MarriottAnahe...	02667 - US Bank Corporate Payments Sys (CalCa...		41.70	
12/29/2017	APPKT01766	Exp Reimb 12-2017	405240	ACWA Fall Conf-Mileage & Parking Reimburs...	02162 - Tobin, Pamela		45.63	
12/29/2017	APPKT01766	Mileage Reimb 12-2017	405233	Mileage Water Forum Meeting 12/14/17	03593 - Hanneman, Martin W		11.77	
12/31/2017	APPKT01766	Exp Reimb 12-2017	52288	Mileage Reim12-2017-BayDelta/ARG/Water...	03445 - Zlotnick, Greg		38.52	

Detail vs Budget Report

Date Range: 07/01/2017 - 01/31/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">010-010-52110</a>	Training - Meetings, Education & Training - Continued	0.00	12,300.00	0.00	6,422.79	6,422.79	5,877.21	47.78 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
01/05/2018	APPKT01766	2095914-106357824	52263	CAP-TO CAP 2018 Registration -4/14-4/18 P...	01775 - International Student Tours, Inc.		1,427.50	
01/30/2018	APPKT01793	Exp Reimb-01-2018	405265	Mileage & Meals-Variou Meetings	03593 - Hanneman, Martin W		61.54	
01/31/2018	APPKT01798	Exp Reimb 01-2018	405275	ACWA, RWA,Mtng w/M.Hanneman-Mileag...	02162 - Tobin, Pamela		41.56	
<a href="#">010-010-53210</a>	Public Notices	0.00	0.00	0.00	834.92	834.92	-834.92	0.00 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
08/27/2017	APPKT01650	339375 08-27-17	405092	Notice of Vacancy-Board Application Req 8/...	02367 - McClatchy Newspapers, Inc.		683.64	
08/29/2017	APPKT01674	339375 08-29-17	405113	Public Notice-Ordinance No2100&4100 Purc...	02367 - McClatchy Newspapers, Inc.		151.28	
<a href="#">010-010-54120</a>	Professional Services - Other	2,455.65	12,500.00	0.00	10,044.35	10,044.35	0.00	0.00 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
08/31/2017	POPKT01936	414	51820	Strategic Planning for District August	03554 - Strategy Driver, Inc.		3,388.75	
09/30/2017	POPKT01948	418	51843	Strategic Planning for District-September	03554 - Strategy Driver, Inc.		2,775.63	
11/30/2017	POPKT02019	428	52274	Strategic Planning for District-October & No...	03554 - Strategy Driver, Inc.		1,506.87	
12/31/2017	POPKT02019	436	52274	Strategic Planning for District-December	03554 - Strategy Driver, Inc.		1,007.37	
01/31/2018	POPKT02035	441	52397	Strategic Planning for District-January	03554 - Strategy Driver, Inc.		1,365.73	
<a href="#">010-010-58110</a>	Director - Stipend	0.00	31,300.00	0.00	9,595.75	9,595.75	21,704.25	69.34 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - PYEXP Sal...			-343.75	
07/14/2017	PYPKT00565	PYPKT00565 - 2017-07-14...		PYPKT00565 - 2017-07-07 Payroll Process - ...			687.50	
07/28/2017	PYPKT00573	PYPKT00573 - 2017-07-28...		PYPKT00573 - 2017-07-21 Payroll Process - ...			687.50	
08/11/2017	PYPKT00582	PYPKT00582 - 2017-08-11...		PYPKT00582 - 2017-08-04 Payroll Process - ...			562.50	
08/23/2017	GLPKT03411	JN03375		Clear Dave Peterson Vendor #01466 EFT Pa...			-560.50	
08/23/2017	GLPKT03514	JN03461		Clear Dave Peterson Vendor #01466 EFT Pa...			560.50	
08/23/2017	GLPKT03514	JN03462		Clear Dave Peterson Vendor #01466 EFT Pa...			-560.50	
08/25/2017	PYPKT00586	PYPKT00586 - 2017-08-25...		PYPKT00586 - 2017-08-18 Payroll Process - ...			312.50	
09/08/2017	PYPKT00594	PYPKT00594 - 2017-09-08...		PYPKT00594 - 2017-09-01 Payroll Process - ...			937.50	
09/22/2017	PYPKT00599	PYPKT00599 - 2017-09-22...		PYPKT00599 - 2017-09-15 Payroll Process - ...			312.50	
10/20/2017	PYPKT00614	PYPKT00614 - 2017-10-20...		PYPKT00614 - 2017-10-13 Payroll Process - ...			2,062.50	
11/03/2017	PYPKT00618	PYPKT00618 - 2017-11-03...		PYPKT00618 - 2017-10-27 Payroll Process - ...			500.00	
11/17/2017	PYPKT00622	PYPKT00622 - 2017-11-17...		PYPKT00622 - 2017-11-10 Payroll Process - ...			750.00	
12/15/2017	PYPKT00629	PYPKT00629 - 2017-12-15...		PYPKT00629 - 2017-12-08 Payroll Process - ...			2,312.50	
12/29/2017	PYPKT00631	PYPKT00631 - 2017-12-29...		PYPKT00631 - 2017-12-22 Payroll Process - ...			812.50	
01/12/2018	PYPKT00636	PYPKT00636 - 2018-01-12...		PYPKT00636 - 2018-01-05 Payroll Process - ...			562.50	
<b>Expense Totals:</b>		<b>2,455.65</b>	<b>58,900.00</b>	<b>0.00</b>	<b>27,926.64</b>	<b>27,926.64</b>	<b>28,517.71</b>	<b>48.42 %</b>
<b>010 - WHOLESALE Totals:</b>		<b>2,455.65</b>	<b>58,900.00</b>	<b>0.00</b>	<b>27,926.64</b>	<b>27,926.64</b>	<b>28,517.71</b>	<b>48.42 %</b>



Detail vs Budget Report

Date Range: 07/01/2017 - 01/31/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>050 - RETAIL</b>								
<b>Expense</b>								
<a href="#">050-010-50310</a>	Payroll Taxes - Government and Deductions	0.00	2,400.00	0.00	776.85	776.85	1,623.15	67.63 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - MC Payroll...			-4.98	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - SS Payroll...			-21.31	
07/14/2017	PYPKT00565	PYPKT00565 - 2017-07-14...		PYPKT00565 - 2017-07-07 Payroll Process - ...			52.58	
07/28/2017	PYPKT00573	PYPKT00573 - 2017-07-28...		PYPKT00573 - 2017-07-21 Payroll Process - ...			52.59	
08/11/2017	PYPKT00582	PYPKT00582 - 2017-08-11...		PYPKT00582 - 2017-08-04 Payroll Process - ...			43.02	
08/25/2017	PYPKT00586	PYPKT00586 - 2017-08-25...		PYPKT00586 - 2017-08-18 Payroll Process - ...			23.90	
09/08/2017	PYPKT00594	PYPKT00594 - 2017-09-08...		PYPKT00594 - 2017-09-01 Payroll Process - ...			71.71	
09/22/2017	PYPKT00599	PYPKT00599 - 2017-09-22...		PYPKT00599 - 2017-09-15 Payroll Process - ...			23.90	
10/20/2017	PYPKT00614	PYPKT00614 - 2017-10-20...		PYPKT00614 - 2017-10-13 Payroll Process - ...			157.77	
11/03/2017	PYPKT00618	PYPKT00618 - 2017-11-03...		PYPKT00618 - 2017-10-27 Payroll Process - ...			38.25	
11/17/2017	PYPKT00622	PYPKT00622 - 2017-11-17...		PYPKT00622 - 2017-11-10 Payroll Process - ...			57.36	
12/15/2017	PYPKT00629	PYPKT00629 - 2017-12-15...		PYPKT00629 - 2017-12-08 Payroll Process - ...			176.89	
12/29/2017	PYPKT00631	PYPKT00631 - 2017-12-29...		PYPKT00631 - 2017-12-22 Payroll Process - ...			62.15	
01/12/2018	PYPKT00636	PYPKT00636 - 2018-01-12...		PYPKT00636 - 2018-01-05 Payroll Process - ...			43.02	
<a href="#">050-010-50440</a>	Workers Compensation	0.00	200.00	0.00	159.37	159.37	40.63	20.32 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
09/30/2017	APPKT01673	07-01-17 to 09-30-17	405106	Workers Comp Program 07-01-17 to 09-30-17	01898 - Association of California Water Agencies..		21.28	
12/31/2017	APPKT01765	10-01-17 to 12-31-17	405222	Workers Comp Program 10-01-17 to 12-31-17	01898 - Association of California Water Agencies..		138.09	
<a href="#">050-010-52050</a>	Materials and Supplies - Office and Printing	0.00	200.00	0.00	92.34	92.34	107.66	53.83 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
09/22/2017	APPKT01667	09-22-2017	51960	Calendar- K.Miller-Acco Brands Direct - 4563...	02667 - US Bank Corporate Payments Sys (CalCa...		10.01	
10/23/2017	APPKT01705	10-23-2017	52054	Name Plate M. Hanneman- Classic Impres-4...	02667 - US Bank Corporate Payments Sys (CalCa...		7.48	
11/03/2017	APPKT01720	976972770001	52116	Folders	02131 - Office Depot, Inc.		16.07	
12/01/2017	APPKT01747	985695679001	52198	Document Cover	02131 - Office Depot, Inc.		4.76	
01/24/2018	APPKT01793	19543	52369	Business Cards-M. Hanneman	02022 - Morgan, Daren P.		54.02	
<a href="#">050-010-52110</a>	Training - Meetings, Education & Training	0.00	12,300.00	0.00	6,611.85	6,611.85	5,688.15	46.25 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
07/17/2017	APPKT01567	Exp Reimb 07-2017	51593	Exp Reimb 07-2017-Supplies for P. Tobin B-D...	03303 - Paulson, Rachael		10.09	
07/31/2017	APPKT01626	Mileage & Parking 07-2017	405072	Mileage&Prkng07-2017-CapitolHearingRubi...	02162 - Tobin, Pamela		20.65	
08/22/2017	APPKT01627	08-22-2017	51747	Refund B.Walters-Southwest - Grant 4563	02667 - US Bank Corporate Payments Sys (CalCa...		-140.98	
08/22/2017	APPKT01627	08-22-2017	51747	Region 3&4 Mtng P. Tobin-AssocOfCalif-Gran...	02667 - US Bank Corporate Payments Sys (CalCa...		30.00	
08/23/2017	GLPKT03411	JN03375		Clear Dave Peterson Vendor #01466 EFT Pa...			-9.80	
08/23/2017	GLPKT03514	JN03461		Clear Dave Peterson Vendor #01466 EFT Pa...			9.80	
08/31/2017	APPKT01626	Exp Reimb 08-2017	405072	Exp Reimb 08-2017-Lunch w/M. Hanneman ...	02162 - Tobin, Pamela		27.52	
09/13/2017	CLPKT00302	R160635		Ted Costa Payment for P. Tobin birthday cak...			-10.00	

Detail vs Budget Report

Date Range: 07/01/2017 - 01/31/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">050-010-52110</a>	Training - Meetings, Education & Training - Continued	0.00	12,300.00	0.00	6,611.85	6,611.85	5,688.15	46.25 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
09/22/2017	APPKT01667	09-22-2017	51960	ACWA Conf.-K. Miller-Assoc Of Calif-4563 Gr...	02667 - US Bank Corporate Payments Sys (CalCa...		349.50	
09/22/2017	APPKT01667	09-22-2017	51960	ACWA Conf.-P. Tobin-Assoc Of Calif-4563 Gr...	02667 - US Bank Corporate Payments Sys (CalCa...		349.50	
09/22/2017	APPKT01667	09-22-2017	51960	Refreshments-Board Wrksp-Raley's-4563 Gr...	02667 - US Bank Corporate Payments Sys (CalCa...		8.63	
09/22/2017	APPKT01667	09-22-2017	51960	ACWA Air Fare&EarlyChk -D.RichSouthwest-...	02667 - US Bank Corporate Payments Sys (CalCa...		148.97	
09/30/2017	APPKT01679	Exp Reimb 09-2017	405125	Mileage&Meal Reimbursement 09-2017	02162 - Tobin, Pamela		50.27	
10/23/2017	APPKT01705	10-23-2017	52054	ACWA Fall Conf D. Riich-ACWA-4563Grant	02667 - US Bank Corporate Payments Sys (CalCa...		349.50	
10/23/2017	APPKT01705	10-23-2017	52054	ACWA Fall Conf M. Hanneman- ACWA - 456...	02667 - US Bank Corporate Payments Sys (CalCa...		335.00	
10/23/2017	APPKT01705	10-23-2017	52054	Lunch Boad Workshop - Mr Pickles - 4563Gr...	02667 - US Bank Corporate Payments Sys (CalCa...		126.07	
10/23/2017	APPKT01705	10-23-2017	52054	Refreshments Board Workshop- Raleys - 456...	02667 - US Bank Corporate Payments Sys (CalCa...		4.49	
10/23/2017	APPKT01705	10-23-2017	52054	ACWA Event P. Tobin- Brownpapertickets 45...	02667 - US Bank Corporate Payments Sys (CalCa...		22.50	
10/30/2017	APPKT01694	Mileage Reimb 10-2017	405144	Mileage-M. Emerson Mtng& RWA	02162 - Tobin, Pamela		22.74	
10/31/2017	APPKT01707	Exp Reimb 10-2017	405151	Mileage-RWA Meeting	03593 - Hanneman, Martin W		4.28	
11/13/2017	CLPKT00324	R160677		Martin Hanneman Cost Recvr Split - Whlsle...			-35.00	
11/13/2017	APPKT01715	17th Annual Holiday Social	405162	Holiday Social Reservations 2017-PH,GZ,PT,...	02286 - Regional Water Authority		210.00	
11/22/2017	APPKT01733	11-22-2017	52208	ACWA Fall Conf T. Costa - ACWA - 4563Grant	02667 - US Bank Corporate Payments Sys (CalCa...		349.50	
11/22/2017	APPKT01733	11-22-2017	52208	ACWA Fall Conf P. Tobin - Swa*Earlybrd - 45...	02667 - US Bank Corporate Payments Sys (CalCa...		7.50	
11/22/2017	APPKT01733	11-22-2017	52208	ACWA Fall Conf P. Tobin - Swa*Earlybrd - 45...	02667 - US Bank Corporate Payments Sys (CalCa...		7.50	
11/30/2017	APPKT01736	Exp Reimb 11-2017	405195	Mileage&ExpenseReimb-ACWA Fall Confere...	02162 - Tobin, Pamela		170.13	
11/30/2017	APPKT01736	Exp Reimb 11-2017 #1	52166	Exp Reimb 11/30/17-Mileage Var Mtng-,Exp...	03445 - Zlotnick, Greg		223.28	
11/30/2017	APPKT01736	Exp Reimb-11-2017	405186	ACWA Fall Conference-Uber Transportation	03593 - Hanneman, Martin W		67.47	
11/30/2017	APPKT01736	Mileage Reimb 11-2017	52153	Mileage-ACWA Fall Conferemce	01916 - Miller, Ken		234.33	
11/30/2017	APPKT01737	Mileage Reimb 11-2017	52171	ACWA Fall Conference-Mileage Reimbursem...	02556 - Costa, Ted		227.91	
12/04/2017	APPKT01759	Exp Reimb 11-2017	52240	ACWA Fall Conference-Uber Expense Reimb	03092 - Rich, Dan		35.13	
12/13/2017	CLPKT00335	R160689		Pamela Tobin Cost Recover Split - whl/rtl - ...			-35.00	
12/13/2017	CLPKT00335	R160690		Edward Costa Cost Recover Split - Whlsl/Rtl -...			-35.00	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf Room KM-Marriott Anaheim...	02667 - US Bank Corporate Payments Sys (CalCa...		604.07	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf Room TC-Clarion Anaheim-...	02667 - US Bank Corporate Payments Sys (CalCa...		222.51	
12/22/2017	APPKT01755	12-22-2017	52320	ACWAFallConf Room PT-Marriott Anaheim -...	02667 - US Bank Corporate Payments Sys (CalCa...		343.85	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf Room DR-Marriott Anaheim-...	02667 - US Bank Corporate Payments Sys (CalCa...		378.95	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf Room MH-Marriott Anaheim...	02667 - US Bank Corporate Payments Sys (CalCa...		252.63	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf P. Tobin-Marriott Anaheim-...	02667 - US Bank Corporate Payments Sys (CalCa...		11.66	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA Fall Conf D.Rich-Marriott Anaheim - G...	02667 - US Bank Corporate Payments Sys (CalCa...		27.71	
12/22/2017	APPKT01755	12-22-2017	52320	ACWA FallConf M.Hanneman-MarriottAnahe...	02667 - US Bank Corporate Payments Sys (CalCa...		41.70	
12/29/2017	APPKT01766	Exp Reimb 12-2017	405240	ACWA Fall Conf-Mileage & Parking Reimburs...	02162 - Tobin, Pamela		45.63	
12/29/2017	APPKT01766	Mileage Reimb 12-2017	405233	Mileage Water Forum Meeting 12/14/17	03593 - Hanneman, Martin W		11.77	
12/31/2017	APPKT01766	Exp Reimb 12-2017	52288	Mileage Reim12-2017-BayDelta/ARG/Water...	03445 - Zlotnick, Greg		4.28	
01/05/2018	APPKT01766	2095914-106357824	52263	CAP-TO CAP 2018 Registration -4/14-4/18 P...	01775 - International Student Tours, Inc.		1,427.50	
01/30/2018	APPKT01793	Exp Reimb-01-2018	405265	Mileage & Meals-Variou Meetings	03593 - Hanneman, Martin W		61.55	
01/31/2018	APPKT01798	Exp Reimb 01-2018	405275	ACWA, RWA,Mtng w/M.Hanneman-Mileag...	02162 - Tobin, Pamela		41.56	

**Detail vs Budget Report**

Date Range: 07/01/2017 - 01/31/2018

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">050-010-53210</a>	Public Notices	0.00	0.00	0.00	834.92	834.92	-834.92	0.00 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
08/27/2017	APPKT01650	339375 08-27-17	405092	Notice of Vacancy-Board Application Req 8/...	02367 - McClatchy Newspapers, Inc.		683.64	
08/29/2017	APPKT01674	339375 08-29-17	405113	Public Notice-Ordinance No2100&4100 Purc...	02367 - McClatchy Newspapers, Inc.		151.28	
<a href="#">050-010-54120</a>	Professional Services - Other	2,455.65	12,500.00	0.00	10,044.35	10,044.35	0.00	0.00 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
08/31/2017	POPKT01936	414	51820	Strategic Planning for District August	03554 - Strategy Driver, Inc.		3,388.75	
09/30/2017	POPKT01948	418	51843	Strategic Planning for District-September	03554 - Strategy Driver, Inc.		2,775.62	
11/30/2017	POPKT02019	428	52274	Strategic Planning for District-October & No...	03554 - Strategy Driver, Inc.		1,506.88	
12/31/2017	POPKT02019	436	52274	Strategic Planning for District-December	03554 - Strategy Driver, Inc.		1,007.38	
01/31/2018	POPKT02035	441	52397	Strategic Planning for District-January	03554 - Strategy Driver, Inc.		1,365.72	
<a href="#">050-010-58110</a>	Director - Stipend	0.00	31,300.00	0.00	9,595.75	9,595.75	21,704.25	69.34 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
07/01/2017	GLPKT03351	JN03326		Accrue 06-30-17 Payroll Expense - PYEXP Sal...			-343.75	
07/14/2017	PYPKT00565	PYPKT00565 - 2017-07-14...		PYPKT00565 - 2017-07-07 Payroll Process - ...			687.50	
07/28/2017	PYPKT00573	PYPKT00573 - 2017-07-28...		PYPKT00573 - 2017-07-21 Payroll Process - ...			687.50	
08/11/2017	PYPKT00582	PYPKT00582 - 2017-08-11...		PYPKT00582 - 2017-08-04 Payroll Process - ...			562.50	
08/23/2017	GLPKT03411	JN03375		Clear Dave Peterson Vendor #01466 EFT Pa...			-560.50	
08/23/2017	GLPKT03514	JN03461		Clear Dave Peterson Vendor #01466 EFT Pa...			560.50	
08/23/2017	GLPKT03514	JN03462		Clear Dave Peterson Vendor #01466 EFT Pa...			-560.50	
08/25/2017	PYPKT00586	PYPKT00586 - 2017-08-25...		PYPKT00586 - 2017-08-18 Payroll Process - ...			312.50	
09/08/2017	PYPKT00594	PYPKT00594 - 2017-09-08...		PYPKT00594 - 2017-09-01 Payroll Process - ...			937.50	
09/22/2017	PYPKT00599	PYPKT00599 - 2017-09-22...		PYPKT00599 - 2017-09-15 Payroll Process - ...			312.50	
10/20/2017	PYPKT00614	PYPKT00614 - 2017-10-20...		PYPKT00614 - 2017-10-13 Payroll Process - ...			2,062.50	
11/03/2017	PYPKT00618	PYPKT00618 - 2017-11-03...		PYPKT00618 - 2017-10-27 Payroll Process - ...			500.00	
11/17/2017	PYPKT00622	PYPKT00622 - 2017-11-17...		PYPKT00622 - 2017-11-10 Payroll Process - ...			750.00	
12/15/2017	PYPKT00629	PYPKT00629 - 2017-12-15...		PYPKT00629 - 2017-12-08 Payroll Process - ...			2,312.50	
12/29/2017	PYPKT00631	PYPKT00631 - 2017-12-29...		PYPKT00631 - 2017-12-22 Payroll Process - ...			812.50	
01/12/2018	PYPKT00636	PYPKT00636 - 2018-01-12...		PYPKT00636 - 2018-01-05 Payroll Process - ...			562.50	
<b>Expense Totals:</b>		<b>2,455.65</b>	<b>58,900.00</b>	<b>0.00</b>	<b>28,115.43</b>	<b>28,115.43</b>	<b>28,328.92</b>	<b>48.10 %</b>
<b>050 - RETAIL Totals:</b>		<b>2,455.65</b>	<b>58,900.00</b>	<b>0.00</b>	<b>28,115.43</b>	<b>28,115.43</b>	<b>28,328.92</b>	<b>48.10 %</b>
<b>Report Total:</b>		<b>4,911.30</b>	<b>117,800.00</b>	<b>0.00</b>	<b>56,042.07</b>	<b>56,042.07</b>	<b>56,846.63</b>	<b>48.26 %</b>

### Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
010 - WHOLESALE	2,455.65	58,900.00	0.00	27,926.64	27,926.64	28,517.71	48.42 %
050 - RETAIL	2,455.65	58,900.00	0.00	28,115.43	28,115.43	28,328.92	48.10 %
<b>Report Total:</b>	<b>4,911.30</b>	<b>117,800.00</b>	<b>0.00</b>	<b>56,042.07</b>	<b>56,042.07</b>	<b>56,846.63</b>	<b>48.26 %</b>



San Juan Water District, CA

# Vendor History Report

By Vendor Name

Posting Date Range 07/01/2017 - 01/31/2018

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					
<b>Vendor Set: 01 - Vendor Set 01</b>											
<b>02556 - Costa, Ted</b>											
Mileage Reimb 11-2017	ACWA Fall Conference-Mileage Reimburse	11/30/2017		52171	12/18/2017	455.82	0.00	0.00	0.00	455.82	455.82
ACWA Fall Conference-M	0.00	0.00	455.82	010-010-52110	Training - Meetings, Education & Trai	227.91					
				050-010-52110	Training - Meetings, Education & Trai	227.91					
<b>01916 - Miller, Ken</b>											
Mileage Reimb 11-2017	Mileage-ACWA Fall Conferemce	11/30/2017		52153	12/12/2017	468.66	0.00	0.00	0.00	468.66	468.66
Mileage-ACWA Fall Confe	0.00	0.00	468.66	010-010-52110	Training - Meetings, Education & Trai	234.33					
				050-010-52110	Training - Meetings, Education & Trai	234.33					
<b>03092 - Rich, Dan</b>											
Exp Reimb 11-2017	ACWA Fall Conference-Uber Expense Reimb	12/4/2017		52240	1/5/2018	70.27	0.00	0.00	0.00	70.27	70.27
ACWA Fall Conference-U	0.00	0.00	70.27	010-010-52110	Training - Meetings, Education & Trai	35.14					
				050-010-52110	Training - Meetings, Education & Trai	35.13					
<b>02162 - Tobin, Pamela</b>											
Exp Reimb 01-2018	ACWA, RWA,Mtng w/M.Hanneman-Mileage	1/31/2018		405275	2/12/2018	83.12	0.00	0.00	0.00	83.12	83.12
ACWA, RWA,Mtng w/M.H	0.00	0.00	83.12	010-010-52110	Training - Meetings, Education & Trai	41.56					
				050-010-52110	Training - Meetings, Education & Trai	41.56					
Exp Reimb 08-2017	Exp Reimb 08-2017-Lunch w/M. Hanneman	8/31/2017		405072	9/14/2017	55.04	0.00	0.00	0.00	55.04	55.04
Exp Reimb 08-2017-Lunch	0.00	0.00	55.04	010-010-52110	Training - Meetings, Education & Trai	27.52					
				050-010-52110	Training - Meetings, Education & Trai	27.52					
Exp Reimb 09-2017	Mileage&Meal Reimbursement 09-2017	9/30/2017		405125	10/20/2017	100.55	0.00	0.00	0.00	100.55	100.55
Mileage&Meal Reimburs	0.00	0.00	100.55	010-010-52110	Training - Meetings, Education & Trai	50.28					
				050-010-52110	Training - Meetings, Education & Trai	50.27					
Exp Reimb 11-2017	Mileage&ExpenseReimb-ACWA Fall Conferen	11/30/2017		405195	12/12/2017	340.26	0.00	0.00	0.00	340.26	340.26
Mileage&ExpenseReimb-	0.00	0.00	340.26	010-010-52110	Training - Meetings, Education & Trai	170.13					
				050-010-52110	Training - Meetings, Education & Trai	170.13					
Exp Reimb 12-2017	ACWA Fall Conf-Mileage & Parking Reimburs	12/29/2017		405240	1/16/2018	91.26	0.00	0.00	0.00	91.26	91.26
ACWA Fall Conf-Mileage	0.00	0.00	91.26	010-010-52110	Training - Meetings, Education & Trai	45.63					
				050-010-52110	Training - Meetings, Education & Trai	45.63					
Mileage & Parking 07-2017	Mileage&Prkng07-2017-CapitolHearingRubio	7/31/2017		405072	9/14/2017	41.31	0.00	0.00	0.00	41.31	41.31
Mileage&Prkng07-2017-C	0.00	0.00	41.31	010-010-52110	Training - Meetings, Education & Trai	20.66					
				050-010-52110	Training - Meetings, Education & Trai	20.65					
Mileage Reimb 10-2017	Mileage Reimbursement 10-2017	10/30/2017		405144	11/6/2017	45.48	0.00	0.00	0.00	45.48	45.48

**Vendor History Report**

**Posting Date Range 07/01/2017 - 01/31/2018**

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							
Mileage-M. Emerson Mtr	0.00	0.00	45.48	010-010-52110	Training - Meetings, Education & Trai	22.74							
				050-010-52110	Training - Meetings, Education & Trai	22.74							
<b>Vendors: (4)</b>						<b>Total 01 - Vendor Set 01:</b>	<b>1,751.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,751.77</b>	<b>1,751.77</b>	
						<b>Vendors: (4)</b>	<b>Report Total:</b>	<b>1,751.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,751.77</b>	<b>1,751.77</b>



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>
<a href="#">0690</a>	Costa,Ted	Reg - Regular Hours	5	36.00	4,500.00
			<b>0690 - Costa Total:</b>	<b>36.00</b>	<b>4,500.00</b>
<a href="#">1028</a>	Hanneman,Martin W	Reg - Regular Hours	3	10.00	1,250.00
			<b>1028 - Hanneman Total:</b>	<b>10.00</b>	<b>1,250.00</b>
<a href="#">0670</a>	Miller,Ken	Reg - Regular Hours	7	43.00	5,375.00
			<b>0670 - Miller Total:</b>	<b>43.00</b>	<b>5,375.00</b>
<a href="#">1003</a>	Rich,Daniel T	Reg - Regular Hours	3	27.00	3,375.00
			<b>1003 - Rich Total:</b>	<b>27.00</b>	<b>3,375.00</b>
<a href="#">0650</a>	Tobin,Pamela	Reg - Regular Hours	7	52.00	6,500.00
			<b>0650 - Tobin Total:</b>	<b>52.00</b>	<b>6,500.00</b>
			<b>Report Total:</b>	<b>168.00</b>	<b>21,000.00</b>



Payroll Set: 01-San Juan Water District

<u>Account</u>	<u>Account Description</u>	<u>Units</u>	<u>Pay Amount</u>
<a href="#">010-010-58110</a>	Director - Stipend	84.00	10,500.00
	<b>010 - WHOLESALE Total:</b>	<b>84.00</b>	<b>10,500.00</b>
<a href="#">050-010-58110</a>	Director - Stipend	84.00	10,500.00
	<b>050 - RETAIL Total:</b>	<b>84.00</b>	<b>10,500.00</b>
	<b>Report Total:</b>	<b>168.00</b>	<b>21,000.00</b>





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	25	168.00	21,000.00
		<b>Report Total:</b>	<b>168.00</b>	<b>21,000.00</b>

**2017/18 Actual Deliveries and Revenue - By Wholesale Customer Agency**

July 2017 - January 2018								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	8,067.51	1,662,829	7,615.03	\$ 1,626,115	(452.48)	-5.6%	\$ (36,714)	-2.2%
Citrus Heights Water District	6,788.98	\$ 1,609,649	7,200.56	\$ 1,643,045	411.58	6.1%	\$ 33,396	2.1%
Fair Oaks Water District	5,870.71	\$ 1,234,260	3,773.41	\$ 1,064,085	(2,097.30)	-35.7%	\$ (170,175)	-13.8%
Orange Vale Water Co.	2,663.41	\$ 558,059	2,560.29	\$ 549,692	(103.12)	-3.9%	\$ (8,367)	-1.5%
City of Folsom	670.01	\$ 153,571	733.37	\$ 158,712	63.36	9.5%	\$ 5,141	3.3%
Granite Bay Golf Course	214.07	\$ 8,424	215.54	\$ 8,481	1.47	0.7%	\$ 58	0.7%
Sac Suburban Water District	6,900.00	\$ 1,228,890	7,143.91	\$ 1,156,742	243.91	3.5%	\$ (72,148)	-5.9%
<b>TOTAL</b>	<b>31,174.69</b>	<b>\$ 6,455,682</b>	<b>29,242.11</b>	<b>\$ 6,206,873</b>	<b>(1,932.58)</b>	<b>-6.2%</b>	<b>\$ (248,810)</b>	<b>-3.9%</b>

Budgeted Deliveries	31,174.69
Actual Deliveries	29,242.11
Difference	(1,932.58)
	-6.2%

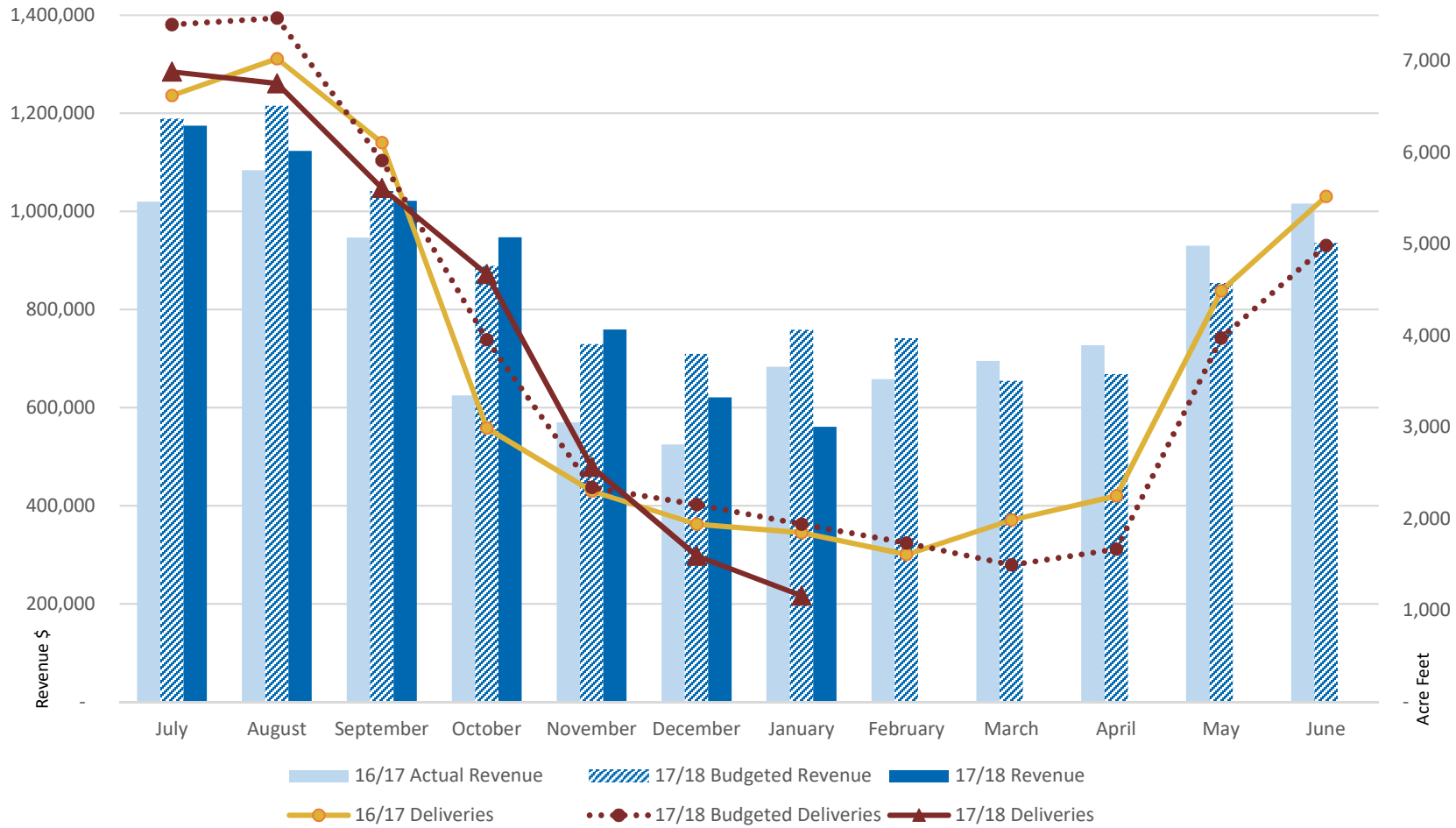
Budgeted Water Sale Revenue	\$6,455,682
Actual Water Sale Revenue	\$6,206,873
Difference	\$ (248,810)
	-3.9%

**Conclusion:**

January deliveries were lower than both the budget and the prior year. Total deliveries over the first half of the fiscal year were below expectations by 1,932.58 acre feet, or -6.2%, resulting in a revenue shortfall of \$248,810. The variance is due primarily to lower than budgeted deliveries for the Fair Oaks Water District. Due to SSWD's broken pipe, the District did not treat any water for SSWD, which also contributed to less than anticipated revenues.

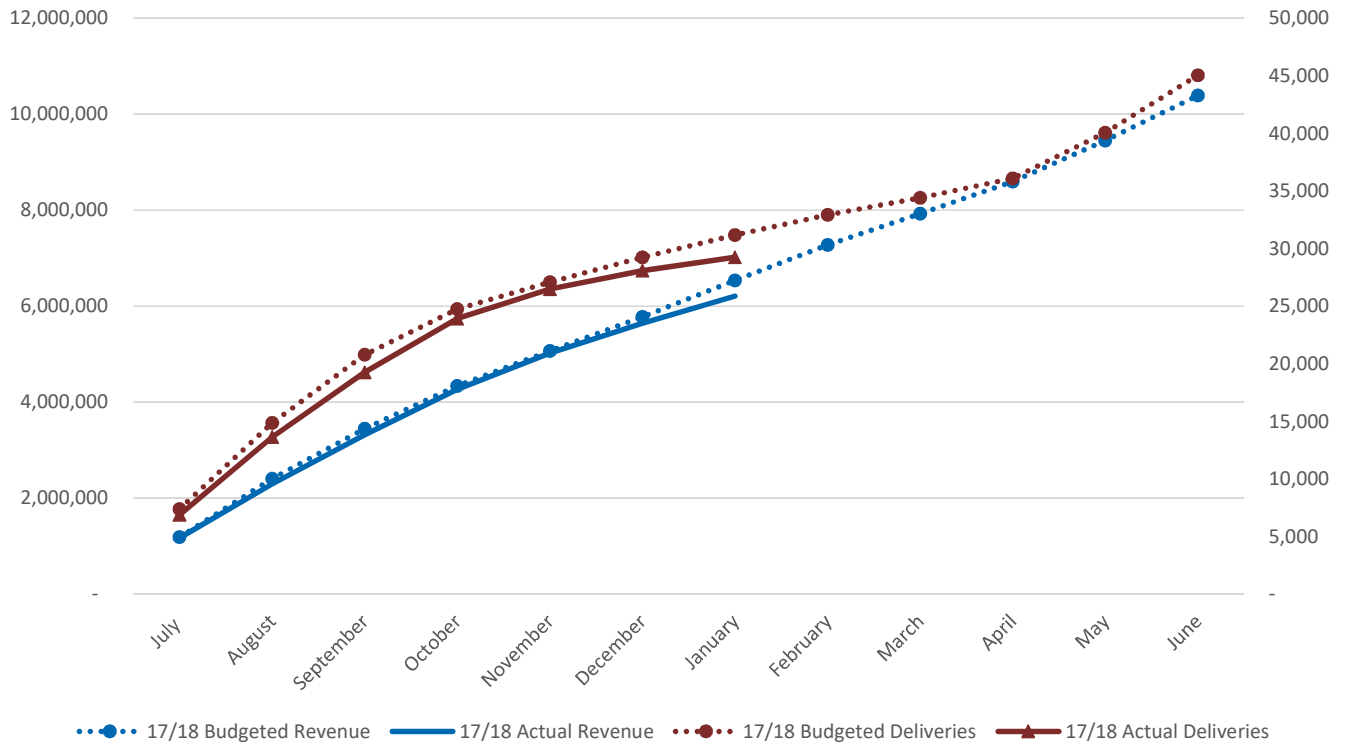
Due to the change in the rate structure, the 6.2% decline in deliveries produces revenues that are just 3.9% lower than the budget for the period.

### Comparison of Fiscal Year 2016/2017 Actual to 2017/2018 Projections of Deliveries and Revenue

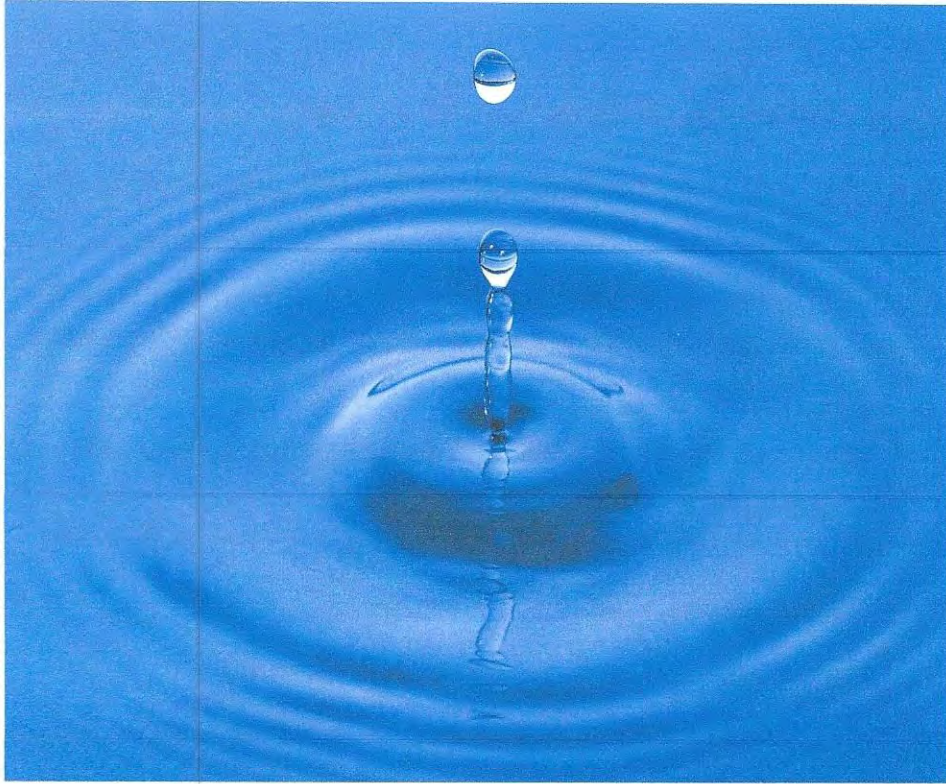


	Deliveries		Revenues	
FY 17-18 Budget	45,030		\$ 10,384,580	
FY 16/17	44,697		\$ 9,477,538	
Difference	333	0.7%	\$ 907,042	10%

### Cumulative Water Deliveries and Revenues FY 2017-18



# AGENDA ITEMS VII-1, 2, 3.1 and 3.2



## Report from Director Tobin

ACWA/JPIA/RWA/SGA

San Juan Board Meeting | February 28, 2018

## ACWA

### Region 4 Board Meeting, Monday, January 29, 2018

There was a board orientation and the committee went over the rules and regulations.

Appointments for Alternate Chair is Dan York for Sacramento Suburban WD, Vice Chair to Tom McGurk of Stockton East WD. Bryan Busch of Reclamation Dist. No. 2068 is Alternate Vice Chair.

Committee Reporters were determined and discussion for ACWA 2018-2019 Strategic Plan were opened up for input. The Region 4 Work Plan was updated and discussion for potential 2018 Regional Activates are moving forward.

### Federal Affairs January 31, 2018

Dave Eggerton is the New Chair of the Federal Affairs Committee

- Tim Quinn gave an ACWA update saying he was concerned over water storage projects because he believes they are being kicked back because they are not having acceptable "public benefit" in the eyes of the State. ACWA has worked over a decade on these projects so it will continue to push this as far as we can.
- There will be a Water Bond in June & November. ACWA wants to educate the public early as well as see what the Governor does. ACWA hopes that if he doesn't support ACWA's position, we hope that he will remain neutral on the subject. Cindy Tuck reported that work on a "Toolkit" is being done for the various member agency boards to use in their public outreach.

Washington Update: David Reynolds stated that in the infrastructure bill could have another funding resolution in March or April to last year's appropriations. The deal caps the budget, but the bill raises military funding. If sequestration happens and/or the government shuts down this would not move our Water Title projects forward well. We are working towards recycled water, and WIFIA AND RIFIA funding as well as the "Repair Act" which has 100% financing (for 40 yrs) with \$1.5 million in the president's package.

### Bill Position

**SB623-disadvantaged communities bill is a tax on water.** Some of the language in the trailer bill is split between the two bills. The two bills consist on one being statutory and the other being regulatory. ACWA is already leading the coalition of lobbyists. Loss of the supermajority mean that Democrats are down and opponents are trying to flip Republicans.



The State Board has 23 new positions to implement the fund. This funding is essentially funds to be used to create a bureaucracy with no other benefit to water agencies.

The ACWA State Leg Committee developed the Ag Committee which will charge fees on fertilizer. ACWA proposing "Ag package" which includes funding and enforcements but doesn't not support a water tax.

ACWA is asking members to take specific actions to oppose a budget trailer bill that is proposing a state tax on drinking water and to continue to oppose SB 623 (Monning). The budget trailer bill is very similar to SB 623. ACWA member action in this area is critical.

Please read below for the immediate actions ACWA is requesting all member agencies take.

For complete information on background, including hearing dates and legislator contact information, please see ACWA's Feb. 14 Outreach Alert "ACWA Requests Members to Oppose State Tax on Drinking Water in Budget Trailer Bill and SB 623."

ACWA also has updated its No Water Tax Toolkit to help members reinforce key opposition messages.

1. **Join ACWA's Coalition.** Sign onto the ACWA-led oppose-unless-amended coalition letter, if you have not already done so. The coalition's Feb. 6 letter and a draft letter are available on ACWA's website here. Please contact ACWA State Relations Analyst Melissa Sparks to add your agency's name to ACWA's coalition letter. Coalition members will be listed on coalition letters related to the budget trailer bill and SB 623.
2. **Send Separate Oppose-Unless-Amended Letters on Behalf of Your Agency.** In addition to signing onto the coalition letter, please send letters that your agency strongly opposes any effort to establish a state drinking water tax as follows:

**Budget Subcommittee Letters (Letter 1)** – Using this sample letter, please send a letter to the senators on the Senate Budget Subcommittee No. 2 and the assembly members of the Budget Subcommittee No. 3. Please cc Sen. William Monning and Kim Craig, a representative from the Governor's Office. The contact information for the Assembly and Senate Budget Subcommittees and cc list is provided below.

**Local Legislator Letters (Letter 2)** – Using this sample letter, please send letters to the senators and assembly members from your district. Your local legislators' contact information can be found online here.

Please send a copy of your agency's final letters to ACWA Senior Regional Affairs Representative Brandon Ida.

3. **Provide Testimony at Two Upcoming Hearings.** Please send a representative from your agency to provide basic testimony (i.e. name, agency, and position) in opposition at the following upcoming hearings:

**The Assembly Budget Subcommittee #3 (Resources & Transportation) on Wednesday, March 14, 2018 at 9:30 a.m. in Capitol Room 447.**

**The Senate Budget Subcommittee #2 (Resources, Environmental Protection, Energy & Transportation) on Thursday, March 15, 2018 at 9:30 a.m. in Capitol Room 112.**

Please confirm if your agency plans to attend the hearings by emailing ACWA State Relations Analyst Melissa Sparks. More information will be provided to agencies that confirm participation.

4. **Call Your Legislators.** Please call your local assembly members and senators and alert them to the proposed tax on drinking water in the budget trailer bill and ask them to vote against the budget trailer bill (or SB 623). Your legislators' contact information can be found online here. Suggested talking points are included in this toolkit.

For questions about the budget trailer bill, SB 623 or ACWA's advocacy on these measures, please contact ACWA Deputy Executive Director for Government Relations Cindy Tuck at (916) 441-4545.

For questions about ACWA's No Water Tax Toolkit, please contact ACWA Director of Communications Heather Engel at (916) 441-4545.

### **ACWA Board of Directors Workshop February 1, 2018**

A workshop was conducted at the Hyatt Regency in Sacramento. Topic covered were director's roles and responsibilities followed by a team building session.

### **ACWA Board of Directors Meeting February 2, 2018**

ACWA's 2018-'19 Board of Directors: 2018-2019 Roster attached. Executive committee was selected and the 3-at large people voted onto the executive committee were Larry McKinney, Brad Sherwood and Bill Dietrich.

The Executive Director, Tim Quinn gave an update on advancing policy related goals, like the Bay-Delta Solutions, Long-Term Conservation and Drought Policy, Storage, Groundwater Replenishment, Headwaters, Water Rates Policy and the DAC (SB 623) Drinking Water Initiative.

Committee updates reports were given. And priority Goals for 2018-2019 are being established and will be worked through at the workshop on 3.9/2018.



**Federal Regulatory Issues  
January 2018 Update**

<b>Environmental Protection Agency</b>		
<b>Issue</b>	<b>Summary</b>	<b>Status</b>
<b>Clean Water Act Rule</b>	The rule was designed to “provide clarity for determining where the Clean Water Act applies and where it does not.” However, ACWA believes the rule expands the number of water bodies falling under the law’s jurisdiction. ACWA’s comment letter requested water conveyance systems and water infrastructure adjacent to “navigable waters” be excluded from the proposed rule.	President Trump issued an executive order remanding the rule back to the Agencies for review and revision on 2/28/2017. EPA and the Corps are holding teleconferences this fall to hear stakeholder recommendations on revisions to the rule. ACWA participated in the meeting for water agencies on 11/14/2017 and provided written recommendations on revisions to the definition of “waters of the United States” on 11/17/2017.
<b>WIFIA Implementation Rules on Credit Assistance and Fees</b>	This new source of funding can be used to finance water infrastructure projects that cost at least \$20 million for large communities and \$5 million for small communities (population of 25,000 or less). WIFIA assistance may not exceed 49% of a project’s eligible costs and total federal assistance may not exceed 80% of a project’s eligible costs.	Congress provided \$20 million in funding for FY 2017. EPA issued a notice of funding availability on 1/10/2017. EPA selected 12 projects to move forward in the loan application process on 7/19/2017, four of them are located in California.
<b>Evaluation of Existing Regulations</b>	EPA is seeking input on regulations that may be appropriate for repeal, replacement, or modification	Comments due 5/15/2017. EPA received over 400,000 letters.
<b>Technical Report on Protecting Aquatic Life From the Effects of Hydrologic Alteration</b>	Technical report “was developed because hydrologic alteration can be a contributor of impairment for water bodies that are designated to support aquatic life.” It has both legal and policy implications as states are encouraged to set flow targets for every river. The report touches on everything from dam operations to water diversions and groundwater regulations and fails to recognize state sovereignty.	Water community united in opposition to this report and requested the policy and legal sections of the document be removed. ACWA participated in a variety of coalitions that provided comment. Final document released 12/21/2016 and is more technically focused than the draft but concerns remain.
<b>Revised Lead and Copper Rule</b>	EPA is currently evaluating and developing supporting materials for proposal and seeking more stakeholder input on how to set partial line replacement requirements. Also examining how water utility customers will pay for replacements.	EPA held a federalist consultation meeting on proposed updates to the rule on 1/8/2018. ACWA is working with AWWA and AMWA to provide comments. Comments due 3/8/2018.

<b>Environmental Protection Agency</b>		
<b>Issue</b>	<b>Summary</b>	<b>Status</b>
<b>Perchlorate</b>	EPA made a determination to regulate perchlorate on 2/2/11. SAB submitted final report to EPA using novel method for assessing risk to children 5/29/2013.	NRDC sued EPA to force them to establish a national standard last February. Judge ruled in favor of NRDC 9/19/2016. EPA was unable to meet its 10/18/2017 deadline to complete the study that will be the foundation for the drinking water standard. EPA released a draft report on the science that will be used to determine the perchlorate drinking water standard on 9/14/2017 and comments are due 11/21/2017.

<b>Council on Environmental Quality</b>		
<b>Issue</b>	<b>Summary</b>	<b>Status</b>
<b>Principles, Requirements, and Guidelines for Water and Land Related Resources Implementation</b>	Permits for all federal water projects will require an environmental, economic, and social benefits analysis.	CEQ released final interagency implementing guidelines on 12/17/2014. Since FY 2012, appropriations bills have included language preventing the Army Corps from working on this and or using this document. This rider was not included in the FY 2017 appropriations process. Implementation on hold pending review by Trump administration.



<b>Army Corps of Engineers</b>		
<b>Issue</b>	<b>Summary</b>	<b>Status</b>
<b>7001 Project Requests</b>	Section 7001 of WRRDA 2014 requires that the Secretary of the Army to submit an annual report to Congress that identifies, for potential congressional authorization, completed feasibility reports, proposed feasibility studies, and proposed modifications to authorized projects or studies that meet specific criteria. The Annual Report is to be based, in part, upon requests for proposals submitted by non-Federal interests	Proposals by non-Federal interests for feasibility studies and modifications to an authorized USACE water resources development project or feasibility study are due 8/9/2017. Report to Congress is scheduled to be released on February 1, 2018.
<b>Water Supply Rule</b>	The proposed rule is intended to update policies to enhance the Corps' "ability to cooperate with state and local interests in the development of water supplies." Topic areas addressed by the proposal include explanation of the purpose and scope of Corps authority to include storage for water supply; the definition of "surplus water"; and pricing methodologies for surplus water contracts and water supply storage agreements.	Proposed on 12/16/2016. Comments period extended to 11/16/2017. ACWA, along with NWRA and the Texas Water Conservation Association, asked for the rule to be held in abeyance.
<b>Clean Water Act Rule</b>	See information under EPA.	ACWA submitted comments on EPA's proposal to revise the rule on 6/19/2017. EPA and the Corps are holding teleconferences this fall to hear stakeholder recommendations on revisions to the rule. ACWA participated in the meeting for water agencies on 11/14/2017 and provided written recommendations on revisions to the definition of "waters of the United States" on 11/17/2017.
<b>Evaluation of Existing Regulations</b>	The Corps seeking input on regulations that may be appropriate for repeal, replacement, or modification.	Comments due 10/18/2017. ACWA worked with the Texas Water Conservation Association to provide comments.

<b>Endangered Species Act Implementation</b>		
<b>Issue</b>	<b>Summary</b>	<b>Status</b>
<b>Mitigation Policy Executive Order 3349</b>	Directs the Department of Interior to suspend, revise, or rescind existing agency actions on the recently updated mitigation policies including the FWS Mitigation Policy and Compensatory Mitigation Policy described below.	Issued on 3/28/2017. By April 28, the Deputy Secretary shall determine whether to proceed with reconsideration, modification, or rescission. If actions require modification, the heads of each bureau must submit draft revisions or substitutions to the Deputy Secretary for review by June 27.
<b>Mitigation Policy Review</b>	Per E.O. 3349, FWS is soliciting public review of and comment on its Mitigation Policy and its Endangered Species Act - Compensatory Mitigation Policy. Specifically, FWS is looking for input on whether to retain or remove "net conservation gain" as a mitigation planning goal.	ACWA, working with NESARC, provided comments on due 1/5/2018.
<b>Evaluation of Existing Regulations: ESA</b>	The Department of Interior seeking input on regulations that may be appropriate for repeal, replacement, or modification.	ACWA, working through NESARC, provided input on how Fish and Wildlife Service could improve implementation of the ESA on 11/1/2017.
<b>National Marine Fisheries Service listing and recovery priority guidelines</b>	NMFS states that it is "revising the guidelines to better prioritize limited agency resources to advance the recovery of threatened and endangered species guided by the immediacy of the species' overall extinction risk, extent of information regarding major threats, and certainty that management or protective actions can be implemented successfully."	Issued on 5/31/2017, comment period extended to 8/28/2017. ACWA worked with NESARC to provide comments.
<b>Revisions to FWS Mitigation Policy</b>	Updates FWS 1981 mitigation policy and applies it to the ESA for the first time. The proposed mitigation framework uses a landscape scale approach to achieve mitigation that takes into account climate change. It sets a goal of a "net conservation gain" for proposed mitigation projects and establishes a floor of "no net loss".	Proposed 3/8/2016. ACWA worked with NESARC to provide comments on ESA implications on 6/13/2016. Final policy released on 11/21/2016.



<b>Endangered Species Act Implementation</b>		
<b>Issue</b>	<b>Summary</b>	<b>Status</b>
<b>Compensatory Mitigation Policy</b>	Intended to be used in conjunction with the revised mitigation policy (see above). It covers all compensatory mitigation mechanisms and establishes a landscape-level approach to mitigation planning and implementation. Like the mitigation policy above it sets policy it sets an absolute floor of "no net loss".	Proposed on 9/2/2016. NESARC requested an extension of the comment period until 12/1/2016. Request for extension denied, NESARC submitted comments on 10/17/2016. Final policy released 12/27/2016 and went into effect immediately.
<b>Habitat Conservation Planning Handbook Revisions (Joint with NOAA)</b>	Significantly revises a handbook that was first issued in 1996 and last updated in 2000. The draft handbook describes requirements, procedure, and guidance for the development of habitat conservation plans supporting the issuance of incidental take permits. Updates reflect advances in data gathering techniques (e.g. GIS, other tools), as well as, new federal initiatives related to climate change and landscape conservation, etc.	Proposed on 6/28/2016. ACWA, working with NESARC provided comments on 8/29/2016. Final handbook released 12/23/2016 and went into effect immediately.
<b>Revisions to Candidate Conservation Agreements with Assurances (Joint with NOAA)</b>	Proposal would add and define the term "net conservation benefit" to FWS policy and eliminate the consideration of "other necessary properties" when determining the benefits of CCAAs. It is designed to clarify the level of conservation effort each agreement needs to include in order for the Service to approve an agreement.	ACWA, working with NESARC, submitted comments on 7/5/2016. Final policy released 12/27/2016. Trump administration is conducting a review of this policy.



High Interest Bill Chart  
January 2018

Legislation	Summary and ACWA's position	Status
<b>Infrastructure Financing</b>		
<b>State Revolving Fund</b>	EPA low interest loan and grant program funds clean water and drinking water infrastructure projects. 2017 omnibus included \$1.39 billion for the clean water SRF and \$863 million for the drinking water SRF. <b>Support increased funding for both SRF programs.</b>	Continuing resolution funds these programs at FY 2017 levels.
<b>WIFIA</b>	EPA program to provide low interest loans for large water projects costing > \$20 million. WIFIA funding can be used for 49% of project costs and municipal bonds can be used to fund the project sponsors 51% share of the costs. <b>Support</b>	Funded for the first time in FY 2017. EPA selected 12 projects to move forward in the loan application process on 7/19/2017, four of them are located in California.
<b>Municipal Bonds</b>	Proposal calling for taxing municipal bonds for individuals in the top 3 tax brackets circulating on Capitol Hill. <b>ACWA opposes this change.</b>	Tax status of municipal bonds protected in tax bill.
<b>S 1464/HR 448: Water Conservation Tax Parity Act</b>	Clarifies that water conservation rebates are not subject to federal income tax. <b>Support</b>	HR 448 Introduced 1/11/2017 S 1464 Introduced 6/28/2017
<b>Reclamation Issues</b>		
<b>HR 875: Bureau of Reclamation Streamlining Act</b>	Facilitates and streamlines the Bureau of Reclamation process for creating or expanding surface water storage projects. <b>Support</b>	Introduced 2/06/2017
<b>HR 434: New WATER Act</b>	Creates a Bureau of Reclamation financing program, similar to WIFIA, to provide low interest loans and/or loan guarantees for water recycling projects, water infrastructure projects, hydropower projects, and desalination projects. <b>Support</b>	Introduced 1/11/2017
<b>HR 1654/S 677: Water Supply Permitting Coordination Act</b>	Authorizes the Secretary of the Interior to coordinate Federal and State permitting processes related to the construction of new surface water storage projects. <b>Support</b>	HR 1654: Passed house 6/22/2017 S 677: Introduced 3/21/2017
<b>HR 660/S 216: Bureau of Reclamation Transparency Act</b>	Requires the secretary of the Interior to submit to Congress a report on the efforts of the Bureau of Reclamation to manage its infrastructure assets. <b>Support if Amended</b>	HR 660 Introduced 1/24/2017. Passed Natural Resources Committee 06/02/2017. S 216 Introduced 1/24/2017. Passed Energy and Natural Resources Committee 6/08/2017.





<b>Clean Water Act</b>		
<b>HR 2693:</b> CWA Litigation	Amends the Clean Water Act to limit attorney fees and penalties in citizen suits. <b>Support</b>	Introduced 5/25/2017
<b>Safe Drinking Water Act</b>		
<b>HR 3387:</b> Drinking Water System Improvement Act	Authorizes \$8 billion over five years for the drinking water SRF, opens the dwsRF to cover costs replacing or rehabilitating aging systems; authorizes additional funds to disadvantaged communities; changes consumer confidence report distribution frequency and solidifies electronic distribution requirements. <b>Support</b>	Introduced 7/25/2017. Passed Energy and Commerce Committee 7/27/2017.
<b>Forestry/Headwaters Issues</b>		
<b>HR 2936:</b> Resilient Federal Forests Act	Expands the amount of land that can be included in NEPA categorical exclusions for forest management projects, fixes the “fire borrowing” problem, and establishes an arbitration pilot program to handle objections to forest management projects. <b>Support</b>	Passed House 11/1/2017
<b>HR 865:</b> Emergency Forest Restoration Act	Allows the Department of Agriculture or the Department of the Interior to develop and carry out a forest management activity to address an insect or disease infestation that has been declared an emergency by the state governor. <b>Support</b>	Introduced 2/3/2017
<b>HR 2862:</b> Wildfire Disaster Funding Act	Provides funding for wildfire suppression operations. <b>Support</b>	Introduced 6/8/2017
<b>S 879:</b> National Forest Ecosystem Improvement Act	Amends the Endangered Species Act of 1973 to require publication on the Internet of the basis for determinations that species are endangered species or threatened species. <b>Support if Amended</b>	Introduced 4/06/2017
<b>Endangered Species Act</b>		
<b>HR 1273/HR 3608/S 376:</b> 21st Century Endangered Species Transparency Act	Amends the ESA to require publication on the Internet of the basis for determinations that species are endangered or threatened. <b>Support</b>	HR 1273 passed House Natural Resource Committee 10/4/2016 S 376 Introduced 2/14/2017
<b>S 375:</b> ESA Settlements Act	Amends the ESA to establish a procedure for approval of settlements to certain actions. <b>Watch</b>	Introduced 2/14/2017
<b>HR 1274/S 735:</b> State, Tribal, and Local Species Transparency and Recovery Act	Amends the ESA to require disclosure to States of the basis of determinations under such Act. <b>Support</b>	HR 1274 Passed House Natural Resources Committee 10/4/2017 S 735 Introduced 3/27/2017
<b>HR 3131:</b> Endangered Species Litigation Reasonableness Act	Amends the ESA to conform citizen suits under that Act to other existing law. <b>Support</b>	Passed House Natural Resource Committee Hearing 10/4/2017
<b>HR 2134/ S 935:</b> Endangered Species Management Self-Determination Act	Creates an opt-out mechanism for states wishing to regulate endangered species within their borders. Ensures that, once a state elects to regulate its species, it has the exclusive. <b>Watch</b>	HR 2134 Introduced 4/25/2017 S 935 Introduced 4/25/2017



<b>Drought Policy</b>		
<b>HR 23:</b> Gaining Responsibility on Water Act	Key elements: CVPIA Reforms including contract reforms, ESA protection to Bay Delta Accords, SJ settlement changes, and storage project authorizations. <b>Watch</b>	Passed House 7/12/2017

ACWA's Federal Legislative Matrix  
115<sup>th</sup> Congress

Bill	Summary & Info	Latest Action
<b>Drinking Water and Energy</b>		
HR 1653 Latta (R-OH)	<p><b>Drinking Water Affordability Act</b> Amends certain provisions of the Safe Drinking Water Act to allow disadvantage communities to repay SRF loads over a 40 year period. Exempts SRF funds from federal cross cutting requirements if applicable state laws are at least as stringent as federal law (eg. NEPA, ESA). Requires EPA to conduct a study on best practices for administering SRF loans.</p> <p><b>Position:</b> <i>Support</i></p>	<ul style="list-style-type: none"> <li>• Introduced 03/21/2017</li> <li>• To HOUSE Committee on ENERGY and COMMERCE</li> </ul>
HR 1579 Peters (D-CA)	<p><b>Secure and Resilient Water Systems Act</b> Requires drinking water systems to assess and address their vulnerabilities to climate change, source water degradation, and intentional acts. Includes language requiring water systems to evaluate "inherently safer technology".</p> <p><b>Position:</b> <i>Watch</i></p>	<ul style="list-style-type: none"> <li>• Introduced 03/16/2017</li> <li>• To HOUSE Committee on ENERGY and COMMERCE</li> <li>• Related to HR 1068</li> </ul>
HR 1068 Pallone (D-NJ)	<p><b>Safe Drinking Water Act Amendments of 2017</b> Accelerates EPA's process for establishing MCLs by requiring EPA to make a determination to regulate ten contaminants every three years and relaxes the criteria required for a regulatory determination. Establishes a 9 month deadline for revising the lead and copper rule, a 12 month deadline for perchlorate, and a 2 year deadline for perfluorinated compounds and microcystin toxins. Also includes numerous other titles including a grant program to help schools replace lead service lines and water fountains and text of HR 1579 and two bill's ACWA supported last Congress the Assistance, Quality, and Affordability Act of 2016 and Risks of Drought to Drinking Water Act.</p> <p><b>Position:</b> <i>Oppose</i></p>	<ul style="list-style-type: none"> <li>• Introduced 02/15/2017</li> <li>• To HOUSE Committee on ENERGY and COMMERCE</li> <li>• Related to HR 1579</li> </ul>
HR 939 Bustos (D-IL)	<p><b>Buy America for Drinking Water Extension Act of 2017</b> Amends the Safe Drinking Water Act to extend and expand the provision requiring the use of iron and steel products that are produced in the United States in projects funded through SRF loans.</p> <p><b>Position:</b> <i>Watch</i></p>	<ul style="list-style-type: none"> <li>• Introduced 02/17/2017</li> <li>• To HOUSE Committee on ENERGY and COMMERCE</li> <li>• Related to HR 904</li> </ul>
HR 904 Lipinsky (D-IL)	<p><b>Buy American Improvement Act of 2017</b> Amends chapter 83 of title 41, United States Code, to increase the requirement for American-made content, to strengthen the waiver provisions.</p> <p><b>Position:</b> <i>Watch</i></p>	<ul style="list-style-type: none"> <li>• Introduced 02/17/2017</li> <li>• HOUSE Committees on ENERGY and COMMERCE; TRANSPORTATION and INFRASTRUCTURE; NATURAL RESOURCES; OVERSIGHT and</li> </ul>

**ACWA**  
**STATEMENT OF NET POSITION**  
**AS OF SEPTEMBER 30, 2017 and 2016**  
**(Unaudited)**

	2017	2016
<b>ASSETS</b>		
<b>CURRENT ASSETS:</b>		
Cash and equivalents	\$ 3,910,298	\$ 4,011,269
Member and other receivables	441,717	325,718
Deposits and prepaid expenses	613,452	525,286
Total current assets	<u>4,965,467</u>	<u>4,862,273</u>
<b>CAPITAL ASSETS, Net</b>	<u>1,753,939</u>	<u>1,968,946</u>
<b>TOTAL ASSETS</b>	<u>6,719,406</u>	<u>6,831,219</u>
<b>DEFERRED OUTFLOWS</b>	<u>2,287,397</u>	<u>1,149,945</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES:</b>		
Accounts payable	165,665	167,656
Accrued vacation payable	252,629	267,401
Accrued wages	70,476	68,477
Other accrued liabilities	172,038	227,775
Current portion of deposit on dues	-	65,748
Current portion of long term debt	20,636	31,658
Deferred revenue	2,329,353	2,127,805
Funds held in trust for third parties	29,580	33,991
Total current liabilities	<u>3,040,377</u>	<u>2,990,511</u>
<b>NON-CURRENT LIABILITIES:</b>		
Deposit on dues, 7th program	935,593	963,416
Lease payable	43,266	55,262
Net pension liability	7,530,984	6,305,272
Net OPEB obligation	1,531,833	1,672,897
Total non-current liabilities	<u>10,041,676</u>	<u>8,996,847</u>
<b>TOTAL LIABILITIES</b>	<u>13,082,053</u>	<u>11,987,358</u>
<b>DEFERRED INFLOWS</b>	<u>266,952</u>	<u>1,471,283</u>
<b>NET POSITION:</b>		
Invested in capital assets, net of debt	754,444	852,862
Restricted	252,753	194,117
Unrestricted	<u>(5,349,399)</u>	<u>(6,524,456)</u>
<b>TOTAL NET POSITION</b>	<u>\$ (4,342,202)</u>	<u>\$ (5,477,477)</u>



**ACWA**  
**STATEMENT OF REVENUES AND EXPENSES**  
**FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2017 and 2016**  
**(Unaudited)**

	2017	2017	Variance		2016	Variance		2017
	Actual	Budget	\$	%	Actual	\$	%	Full YR
<b>OPERATING REVENUES:</b>								
Membership dues	\$ 4,343,041	\$ 4,307,238	\$ 35,803	0.8%	\$ 4,102,354	\$ 240,687	5.9%	\$ 5,784,000
Events	1,060,798	1,106,347	(45,549)	-4.1%	1,113,160	(52,362)	-4.7%	2,112,846
Support - Associates/Affiliates	220,537	240,003	(19,466)	-8.1%	236,894	(16,357)	-6.9%	320,000
Product and subscription sales	60,248	37,503	22,745	60.6%	37,835	22,413	59.2%	50,000
Other income	35,541	33,750	1,791	5.3%	69,934	(34,393)	-49.2%	45,000
Total operating revenues	5,720,165	5,724,841	(4,676)	-0.1%	5,560,177	159,988	2.9%	8,311,846
<b>OPERATING EXPENSES:</b>								
Salaries and wages	2,925,483	2,994,442	(68,959)	-2.3%	2,782,338	143,145	5.1%	3,998,476
Employee benefits	1,130,840	1,153,470	(22,630)	-2.0%	1,035,015	95,825	9.3%	1,545,123
OPEB expense	354,762	354,762	-	0.0%	346,045	8,717	2.5%	473,011
Events	396,143	428,635	(32,492)	-7.6%	422,289	(26,146)	-6.2%	760,986
Staff expense	189,958	242,459	(52,501)	-21.7%	196,865	(6,907)	-3.5%	340,150
Rent	43,716	46,503	(2,787)	-6.0%	44,249	(533)	-1.2%	62,004
Telephone	27,526	28,728	(1,202)	-4.2%	36,634	(9,108)	-24.9%	38,304
Office supplies & expense	107,706	121,334	(13,628)	-11.2%	105,282	2,424	2.3%	174,866
Repairs and maintenance	90,109	83,250	6,859	8.2%	85,670	4,439	5.2%	111,000
Printing	59,411	66,119	(6,708)	-10.1%	54,611	4,800	8.8%	103,500
Insurance	13,733	14,753	(1,020)	-6.9%	14,523	(790)	-5.4%	21,000
Depreciation	268,247	280,281	(12,034)	-4.3%	313,582	(45,335)	-14.5%	371,618
Professional fees	246,442	229,698	16,744	7.3%	184,681	61,761	33.4%	306,264
Dues and subscriptions	122,114	125,721	(3,607)	-2.9%	106,910	15,204	14.2%	167,618
Scholarships	6,000	5,247	753	14.4%	6,000	-	-100.0%	7,000
Miscellaneous	726	-	726	100.0%	307	419	136.5%	-
Executive director contingency	19,918	36,000	(16,082)	-44.7%	21,278	(1,360)	-6.4%	48,000
Taxes and licenses	36,999	37,503	(504)	-1.3%	38,007	(1,008)	-2.7%	50,000
Utilities	48,261	48,753	(492)	-1.0%	47,851	410	0.9%	65,000
Total operating expenses	6,088,094	6,297,658	(209,564)	-3.3%	5,842,137	245,957	4.2%	8,643,920
Operating income (loss)	(367,929)	(572,817)	204,888	35.8%	(281,960)	(85,969)	-30.5%	(332,074)
<b>NON-OPERATING INC (EXP):</b>								
Grant revenue	1,154,490	536,247	618,243	115.3%	1,205,624	(51,134)	-4.2%	715,000
Interest income	59,219	27,000	32,219	119.3%	38,393	20,826	54.2%	36,000
Rental income	98,278	101,941	(3,663)	-3.6%	103,033	(4,755)	-4.6%	136,192
Grant expense	(1,129,342)	(532,494)	(596,848)	-112.1%	(1,170,778)	41,436	3.5%	(710,000)
Program Income (expense)	(1,503)	(3,375)	1,872	-55.5%	(8,769)	7,266	82.9%	(4,500)
Interest expense	(21,095)	(22,995)	1,900	8.3%	(40,374)	19,279	47.8%	(30,656)
Total non-op income (exp)	160,047	106,324	53,723	50.5%	127,129	32,918	25.9%	142,036
<b>INC (DEC) IN NET POSITION</b>	<b>\$ (207,882)</b>	<b>\$ (466,493)</b>	<b>\$ 258,611</b>	<b>55.4%</b>	<b>\$ (154,831)</b>	<b>\$ (53,051)</b>	<b>-34.3%</b>	<b>\$ (190,038)</b>

**ACWA**  
**Balance Sheet & Statement of Revenues and Expenses**  
**Schedule of Significant Variances**  
**For the Nine Months Ended September 30, 2017**

**Balance Sheet**

	9/30/17	9/30/16	Variance
1) Member and other receivables	\$ 441,717	\$ 325,718	\$ 115,999
2) Other accrued liabilities	\$ (172,038)	\$ (227,775)	\$ 55,737

- 1) The increase in receivables due to the increased activity on the Save Our Water Grant.
- 2) Other accrued liabilities decreased due to payments made to MBK Engineering on the Water Storage Task Force project. In 2016, \$162k was received for this project as prepayment for work to be performed by MBK. As of 9/30/17, there remains a balance of \$69k yet to be paid out.

**Statement of Revenues and Expenses**

Product and Subscription Sales \$ 22,745

The positive variance reflects better than planned sales of employment ads.

Salaries and Benefits \$ (91,589)

As of Q3 2017, we are under budget for salaries and benefits as a result of various staff vacancies.

Staff Expense \$ (52,501)

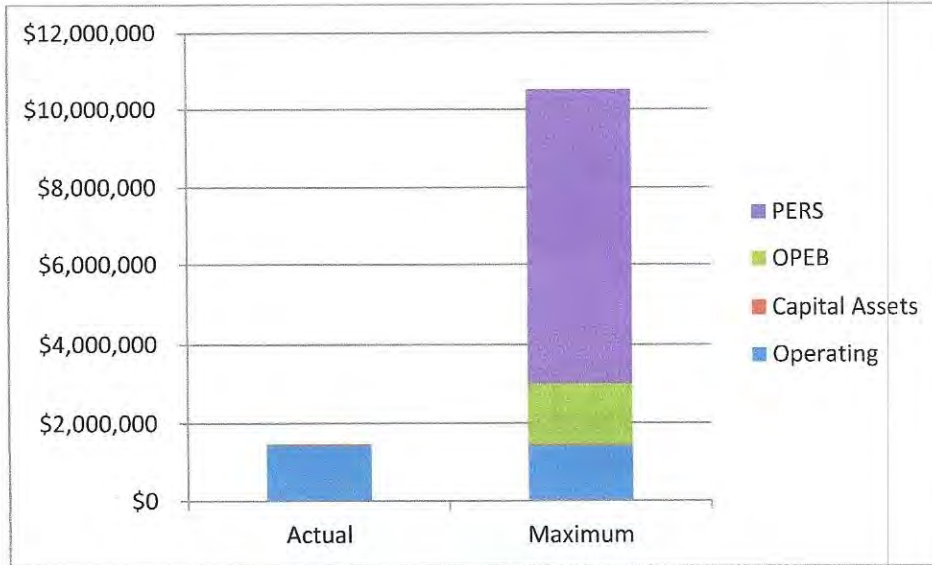
Included in staff expenses and the major contributors to the variance are:

Timing of expenses	22,000	(budgeted yet not incurred)
DC conference	10,000	(rooms were complimentary)
Professional Development	19,000	(not yet used)

Interest Income \$ 32,219

The positive variance reflects increased investments with CalTRUST after amending the Investment policy in 2016.

## ACWA Reserves as of September 30, 2017



	Actual	Maximum
Operating	\$ 1,438,987	\$ 1,438,987
Capital assets	25,657	25,657
OPEB	28,519	1,531,833
Deposit on dues	-	935,593
PERS	-	7,530,984
<b>Total Reserves</b>	<b>\$ 1,493,163</b>	<b>\$ 11,463,054</b>
Cash and investments	\$ 3,910,298	
Deferred revenue	(2,329,353)	
Regions	(58,202)	
Restricted	(29,580)	
<b>Available Funds</b>	<b>\$ 1,493,163</b>	



**ACWA**  
**Investment Report**  
**For the Quarter Ended September 30, 2017**

Institution	Investment	Historical Balances									
		9/30/17	6/30/17	3/31/17	12/31/16	9/30/16	6/30/16	3/31/16	12/31/15	9/30/15	
WFB	Municipal Cking - net of uncleared cks	\$ 4,823	\$ (256,866)	\$ (3,072)	\$ (93,228)	\$ 39,036	\$ (30,272)	\$ (35,389)	\$ 13,891	\$ 126,693	
WFB	Savings (1)	-	-	-	-	-	241,708	491,530	890,938		
CalTrust	Short Term Fund	474,042	871,643	1,567,516	1,064,493	514,014	513,057	511,643	510,388	510,232	
CalTrust	Medium Term Fund	3,161,019	4,147,769	4,134,849	3,620,607	1,331,602	1,332,199	1,323,627	1,312,672	1,316,328	
LAIF	Pooled fund	270,414	1,037,794	1,584,081	2,030,584	2,126,617	3,720,555	4,864,964	4,613,501	13,490	
	Total Investments at cost	3,910,298	5,800,340	7,283,374	6,622,456	4,011,269	5,535,539	6,906,553	6,941,982	2,857,681	
	Unrealized Gain/(Loss)	2,925	(87)	1,104	(4,380)	9,839	15,846	9,613	(3,039)	9,613	
	<b>Market Value</b>	<b>\$ 3,913,223</b>	<b>\$ 5,800,253</b>	<b>\$ 7,284,478</b>	<b>\$ 6,618,076</b>	<b>\$ 4,021,108</b>	<b>\$ 5,551,385</b>	<b>\$ 6,916,166</b>	<b>\$ 6,938,943</b>	<b>\$ 2,867,294</b>	

Institution	Investment	Historical Yields									
		9/30/17	6/30/17	3/31/17	12/31/16	9/30/16	6/30/16	3/31/16	12/31/15	9/30/15	
WFB	Savings (1)	-	-	-	-	-	-	0.30%	0.30%	0.30%	
CalTrust	Short Term Fund	1.23%	1.10%	1.03%	0.92%	0.81%	0.73%	0.69%	0.56%	0.52%	
CalTrust	Medium Term Fund	1.48%	1.28%	1.24%	1.11%	1.01%	1.01%	1.00%	0.92%	0.88%	
LAIF	Pooled fund	1.07%	0.98%	0.78%	0.68%	0.64%	0.55%	0.51%	0.37%	0.32%	
	<b>Weighted Average Yield</b>	<b>1.42%</b>	<b>1.20%</b>	<b>1.09%</b>	<b>0.95%</b>	<b>0.79%</b>	<b>0.68%</b>	<b>0.61%</b>	<b>0.48%</b>	<b>0.62%</b>	

**Note (1):** On June 13, 2016, the savings account at Wells Fargo Bank was closed to avoid paying minimum balance fees.

**Communications Committee Recommendation:  
Increase Amount for Stephen K. Hall Water Law and Policy Scholarship**

Meeting Date: February 2, 2018	Item No.: V.C.3.	
Board Action Required: YES	Chairperson: Sue Stephenson	
Fiscal/Budgetary Impact: NO	Prepared By: Heather Engel	

**BACKGROUND**

The Stephen K. Hall Water Law and Policy Scholarship was created in 2007 to honor former ACWA Executive Director Steve Hall upon his retirement. The \$7,000 scholarship is presented annually to a qualified graduate student majoring in law, policy or public administration with a focus or concentration in California water resources.

Each year, ACWA awards two ACWA Scholarships, the Clair A. Hill Scholarship and the Stephen K. Hall Scholarship, which is the only one for graduate students. Starting this year, ACWA will also award two Ted and Nancy Way Scholarships for The Next Generation of Water Leaders.

The Awards & Scholarships Subcommittee of the Communications Committee noted that successful fund-raising efforts for this scholarship have resulted in a substantial fund balance of \$67,334, as of December 31, 2016. Expressing concern for rising tuition prices, the subcommittee believes that money is better utilized in the hands of students than in the bank.

**RECOMMENDATION**

The Communications Committee recommends that the Board of Directors approve raising the scholarship amount from \$7,000 to \$10,000.

Note: If approved, staff is presenting revised Board Policy language for Board Policy AR-6.7 to implement the revised scholarship amount.



Brent Hastey, ACWA President, 2  
 Steven LaMar, ACWA Vice President, 10  
 Kathleen J. Tiegs, Immediate Past President, 9  
 Joshua Alpine, Region 3 Chair  
 Steven Blois, Region 8 Chair  
 Jennifer Buckman, Legal Affairs Cmte. Chair, 2  
 Shannon Cotulla, Region 3 Vice Chair  
 David Coxey, Region 2 Vice Chair  
 Thomas A. Cuquet, ACWA JPIA Vice President, 2  
 Terri Daly, Local Government Cmte. Chair, 2  
 Bill Diedrich, Agriculture Cmte. Chair  
 Edgar Dymally, Water Quality Cmte. Chair, 8  
 Dave Eggerton, Federal Affairs Cmte. Chair, 3  
 Mark Emmerson, Region 4 Vice Chair  
 Gloria Gray, Region 8 Vice Chair  
 Cathy Green, Region 10 Chair  
 J. Paul Hendrix, Region 7 Vice Chair  
 David Hodgins, Region 5 Vice Chair  
 Joseph Kuebler, Region 9 Chair  
 Eric Larrabee, Region 2 Chair  
 Joone Lopez, Membership Cmte. Chair, 10  
 Dennis Mayo, Region 1 Vice Chair  
 Palmer McCoy, Region 6 Chair  
 Larry McKenney, Business Development Cmte. Chair, 10  
 G. Patrick O'Dowd, Region 9 Vice Chair  
 Brian Poulsen, State Legislative Cmte. Chair  
 William Rosen, Region 5 Chair  
 Tom Scaglione, Finance Cmte. Chair, 10  
 Brad Sherwood, Region 1 Chair  
 Paul Shoenberger, Water Management Cmte. Chair, 10  
 Sue Stephenson, Communications Cmte. Chair, 5  
 William Taube, Region 7 Chair  
 Pamela Tobin, Region 4 Chair  
 DeAna Verbeke, Region 10 Vice Chair  
 Charley Wilson, Energy Cmte. Chair, 10  
 John Woodling, Groundwater Cmte. Chair, 4  
 Vacant, Region 6 Vice Chair

Yuba County WA, Director  
 Irvine Ranch WD, Director  
 Cucamonga Valley WD, Director  
 Placer County WA, Director  
 Calleguas MWD, Director  
 Yuba County Water Agency, Outside Counsel  
 South Tahoe PUD, Assistant General Manager  
 Bella Vista WD, General Manager  
 South Sutter WD, Director  
 Yuba County WA, Administrative Manager  
 San Luis WD, Director  
 MWD of Southern California, Senior Environmental Specialist  
 Calaveras County WD, General Manager  
 Carmichael WD, Director  
 West Basin MWD, Director  
 Orange County WD, Director  
 Tulare ID, General Manager  
 Scotts Valley WD, Director  
 Eastern MWD, Director  
 Western Canal WD, Director  
 Moulton Niguel WD, General Manager  
 McKinleyville Community Services District, Director  
 Henry Miller Reclamation District #2131, Executive Assistant  
 Municipal Water District of Orange County, MWD Representative, Director  
 Coachella Valley WD, Director  
 El Dorado ID, Sr. Deputy General Counsel  
 Goleta WD, Director  
 Vallecitos WD, Assistant General Manager  
 Sonoma County WA, Government Affairs Manager  
 Mesa WD, General Manager  
 Dublin San Ramon SD, Community Affairs Supervisor  
 Wheeler-Ridge-Maricopa WSD, Outside Consultant  
 San Juan WD, Director  
 Helix WD, Director  
 Santa Margarita WD, Director  
 Carmichael WD, Outside Representative

## COUNCIL OF PAST PRESIDENTS

James H. Blake  
 Bette Boatman  
 John A. Coleman  
 Randy Fiorini

E.G. "Jerry" Gladbach  
 Gene C. Harris  
 Paul Kelley  
 John E. Kidd

Glen D. Peterson  
 Randy Record  
 Kathleen J. Tiegs

**Changes throughout the term:**

1/10/2018

Region 6 Board met via conference call. They moved Palmer McCoy into Chair position since Bill Diedrich was appointed as Ag Committee Chair. They are waiting for Call for Candidates is complete on 2/16/2018 to name Vice Chair.



# ACWA LEGISLATIVE SYMPOSIUM

MARCH 14, 2018 • SACRAMENTO CONVENTION CENTER 2018

ACWA's one-day legislative symposium has been an annual event engaging water district directors, general managers, attorneys, and staff from across California with up-to-date information on critical water policy issues.

## REGISTER ONLINE

[www.acwa.com](http://www.acwa.com)  
by March 2, 2018

## ADVANTAGE PRICING\*

Regular: \$245  
Onsite: \$265

## STANDARD PRICING

Regular: \$370  
Onsite: \$390

Continental breakfast, lunch, and program materials are included.

\*To be eligible for 'Advantage Pricing', you MUST be an ACWA Public Agency Member, Associate, or Affiliate

## TOPICS COVERED

- Legislation to fund safe drinking water
- Water conservation
- ACWA Outreach Program update
- Outreach opportunity with State Senator and/or State Assembly member

## WHO SHOULD ATTEND

- Directors
- General Managers
- Attorneys
- Water Industry Professionals

## QUESTIONS?

Please contact ACWA's Business Development and Events Department at [events@acwa.com](mailto:events@acwa.com) or (916) 441-4545.



## HOTEL

Hyatt Regency Sacramento  
1209 L Street, Sacramento, CA  
(800) 223-1234

Group Rates  
\$249/night + taxes & fees

The cut-off date to receive this special rate is February 27, 2018.

Make your reservation online at:  
[aws.passkey.com/go/2ACW](http://aws.passkey.com/go/2ACW)



## SPONSORSHIP

We are looking for organizations to sponsor this workshop. Your sponsorship shows your organization's support of ACWA and its members while gaining visibility among the state's water leaders. Please contact **Ashley Kravchuk** at (916) 441-4545 or [ashleyk@acwa.com](mailto:ashleyk@acwa.com).

*Attendance at this event by a public official will constitute acceptance of a reportable gift.*





# ACWA 2018 Spring Conference & Exhibition

## PRELIMINARY AGENDA

May 8-11, 2018 • Sacramento

### ACWA JPIA - MONDAY, MAY 7

- 8:30 - 10:00 AM
- ACWA JPIA Program Committee
- 10:15 - 11:15 AM
- ACWA JPIA Executive Committee
- 1:30 - 4:00 PM
- ACWA JPIA Board of Directors
- 4:00 - 5:00 PM
- ACWA JPIA Town Hall
- 5:00 - 6:00 PM
- ACWA JPIA Reception

### TUESDAY, MAY 8

- 8:00 AM - 9:45 AM
- Agriculture Committee
- 8:00 AM - 6:00 PM
- Registration
- 8:30 AM - Noon
- ACWA JPIA Seminars
- 10:00 - 11:45 AM
- Groundwater Committee
  - Local Government Committee
- 11:00 AM - Noon
- Outreach Task Force
- Noon - 2:00 PM
- ACWA 101 & Luncheon
  - Committee Lunch Break
- 1:00 - 2:45 PM
- Energy Committee
  - Finance Committee
  - Scholarship & Awards Subcommittee
  - Water Management Committee
- 1:30 - 3:30 PM
- ACWA JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)
- 3:00 - 4:45 PM
- Communications Committee
  - Federal Affairs Committee
  - Membership Committee
  - Water Quality Committee
- 5:00 - 6:30 PM
- Welcome Reception in the Exhibit Hall

### WEDNESDAY, MAY 9

- 7:30 AM - 5 PM
- Registration
- 8:00 - 9:45 AM
- Opening Breakfast (*Ticket Required*)

- 8:30 AM - Noon & 1:30 - 5:00 PM
- Exhibit Hall
- 10:00 - 11:30 AM
- Attorneys Program
  - Energy Committee Program
  - Exhibitor Demos
  - Finance Program
  - Region Issue Forum
  - Statewide Issue Forum
  - Water Industry Trends Program

- 11:30 - 11:45 AM
- Networking in the Exhibit Hall

- 11:45 AM - 1:45 PM
- General Session Luncheon (*Ticket Required*)

- 2:00 - 3:15 PM
- Attorneys Program
  - Communications Committee Program
  - Energy Committee Program
  - Exhibitor Case Study
  - Region Program
  - Statewide Issue Forum
  - Water Industry Trends Program

- 3:30 - 4:45 PM
- Aquatic Resources Subcommittee
  - Exhibitor Case Study
  - Finance Program
  - Local Government Committee Program
  - Statewide Issue Forum
  - Water Industry Trends Program

- 3:30 - 5:30 PM
- Legal Affairs Committee

- 5:00 - 6:00 PM
- Prize Drawing Fiesta Night in the Exhibit Hall

- 5:30 - 7:00 PM
- CalDesal Hosted Mixer
  - CH2M Hosted Reception

### THURSDAY, MAY 10

- 7:30 AM - 4 PM
- Registration
- 8:00 AM - Noon
- Exhibit Hall
- 8:00 - 9:15 AM
- Networking Continental Breakfast, Exhibit Hall (*Ticket Required*)

- 9:30 - 11:00 AM
- Attorneys Program
  - Exhibitor Demos
  - Finance Program
  - Region Issue Forum
  - Town Hall
  - Water Industry Trends Program

- 9:30 - 11:45 AM
- Ethics Training (AB 1234) - *Limited Seating*

- 11:00 - 11:30 AM
- Prize Drawings in the Exhibit Hall

- 11:45 AM - 1:45 PM
- General Session Luncheon (*Ticket Required*)

- 2:00 - 3:15 PM
- Attorneys Program
  - Exhibitor Case Studies
  - Federal Issues Forum
  - Statewide Issue Forum
  - Water Industry Trends Program

- 3:30 - 5 PM
- Regions 1-10 Membership Meetings

- 6:00 - 7:00 PM
- Gen Jam Reception

- 7:00 - 10:00 PM
- Dinner & Entertainment (*Ticket Required*)

### FRIDAY, MAY 11

- 8:00 - 9:30 AM
- Registration
- 8:30 - 10:00 AM
- ACWA's Hans Doe Past Presidents' Breakfast in Partnership with ACWA JPIA (*Ticket Required*)

### OTHER EVENTS

#### TUESDAY, MAY 8

- 7:00 AM - 4 PM
- ACWA Spring Conference Golf Tournament

#### THURSDAY, MAY 10

- 6:45 - 8:30 AM
- San Joaquin Valley Agricultural Water Committee

All conference programs are subject to change.

Last modified: January 24, 2018



Discussion items included policy related goals such as:

- 1) Providing leadership on Bay-Delta Solutions
- 2) Developing long term conservation and drought policy
- 3) Advance water storage investments
- 4) Provide leadership on strategies to increase groundwater replenishment
- 5) Promote policy advances on headwaters
- 6) Provide sound water rates policy
  1. Senate constitutional amendment 4 (Hertzberg)
  2. Drinking water affordability (AB 401, 2015) effort
- 7) Provide leadership on drinking water solutions for
  1. SB 623 (Monning)

Organization related goals discussion items were:

- 1) Develop Long range plan for financial sustainability & staff resources
- 2) Assist ACWA members with recruiting and engaging next generation
- 3) Improve involvement by ACWA's Agricultural Member
  - a. San Juan is sponsoring Mick DeWitt (Farms) to be on the Ag Committee
- 4) Implement the integrated marketing, communication outreach plan
- 5) Save our water update
- 6) Clean water & jobs for California update
  - a. In 2011 a non-profit corporation known as The Clean Water & Jobs for California Coalition (CWJC). Its intent is to bring together business, labor, agriculture and water interests to advance and support investment in water infrastructure. Activities are focused on research and educating key audiences about the role that water infrastructure plays in the CA economy. The Exec Dir., Tim Quinn serves as the president of the coalition, Michael Quigley of CA Alliance for Jobs as Vice President; and Richard Lyon, CA Business Industry Assoc., as Treasurer. They are presently developing a comprehensive education piece (election materials) on water issues for gubernatorial candidates.
- 7) State & Federal Regulatory issues
- 8) National Water Resources Assoc. (NWRA) update

A review and approval of the Executive Director's 2017 Performance Evaluation and a 4% raise in compensation was recommended by the Executive Committee and passed. Under Tim Quinn's direction ACWA had a stellar year for its membership.

Further Executive Committee discussion and action will be taken with regards to succession planning for the Executive Director who may retire at the end of 2018. The Executive Committee will also be setting forth a policy or policies related to complaints and grievances from staff. HR management may have some deficiencies in handling staff and more work needs to be done to look at the culture of internal staffing.



## **RWA Executive Committee Meeting January 24, 2018**

### **Year 2019-2018 Budget**

Staff is preparing a draft budget for fiscal year 2018-19. The time line for the draft budget is Feb.28, 2018, with an updated draft on 3/8/2018 and either at the March/April meeting bring the draft budget back to the executive committee.

“IT” costs have increased because of iCloud back up fees. GASBY 75 has a 258-page implementation guide to their funding and OPEB report. Attached is a sample allocation of members’ dues and pension and OPEB allocations/liabilities

**POLICY 500.16 Allocating Liabilities to Withdrawing Members:** Says that members of RWA operate under a joint exercise of powers agreement that outlines powers and responsibilities of RWA and of its members. The Amended and Restated Joint Exercise of Powers Agreement of the RWA, dated October 8, 2013, provides for the voluntary withdrawal from membership subsequent to 90 days’ notice. Withdrawal is subject to the provision that the withdrawing member “shall remain responsible for any indebtedness incurred by the Member under any Project or Program Agreement to which the member is a party, and further provided that the withdrawing member pays or agrees to pay its share of debts, liabilities and obligation of the RWA incurred by the member under the agreement prior to the effective date of the withdrawal.

Since membership is voluntary a policy is being developed to clarify how obligations and Liabilities would be allocated if a member chooses to withdraw from membership. RWA’s obligations are budgeted for on an annual basis and incorporated in the annual budget. While some obligations are incurred during the membership, but the payment is made over several future periods. Some types of delayed payments for past services included unfunded pension and other post-employment benefit liabilities.

The draft policy would outline the framework to allocate debts, liabilities and obligations of the RWA that are not budgeted for on an annual basis. Some changes were made to the draft policy since the last discussion occurred at the May 24, 2017 Exec. Comm. Meeting. The liability allocation methodology for the unfunded pension plan obligation was changed to simplify the calculations and to also account for how a membership may change over time (i.e. increasing dues because of changes to members’ size).

**Strategic Plan update:** RWA has 13 members who are paying for the lobbyist’s contract. RWA wants to move this to the CORE program in one year as outlined by the strategic plan with supplementation funds to get all members on board. The lobbyist should be paid through RWA so that all members receive equal representation for their investment. See attached for amendments to RWA Strategic Plan 2018+

**Legislative/Regulatory Update:** As part of the 2018 Advocacy Program Plan, the Executive Committee reviews the process for adopting positions on legislation.

Sample allocation to all Members

Source: CalPERS Valuation date June 30, 2016  
 Source: Bickmore Actuarial Valuation report dated July 1, 2015

California American Water	Large
Carrichael Water District	Medium
Citrus Heights Water District	Medium
City of Folsom	Medium
City of Lincoln	Medium
City of Roseville	Large
City of Sacramento/Dept. of Utilities	Large
City of West Sacramento	Medium
City of Yuba City	Medium
Del Paso Manor Water District	Small
El Dorado Irrigation District	Large
Elk Grove Water District	Medium
Fair Oaks Water District	Medium
Golden State Water Company	Medium
Orange Vale Water Company	Small
Placer County Water Agency	Large
Rancho Murrieta CSD	Small
Rio Linda/Eliverta Water District	Small
Sacramento County Water Agency	Large
Sacramento Suburban Water District	Large
San Juan Water District	Large

Totals

# of years in membership
RWA 2016-2017 Annual Dues

Total Dues FY02-FY17
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UHTL Pension allocated at 6/30/16
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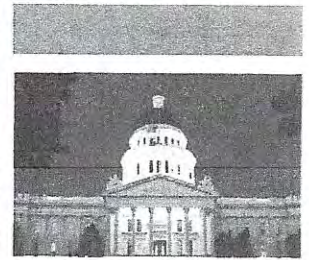
OPEB Unfunded Liability 6/30/17
---------------------------------

16	\$	61,646	\$	578,524	\$	107,312	\$	6,623
16	\$	21,288	\$	214,388	\$	39,768	\$	2,455
16	\$	35,422	\$	367,502	\$	68,169	\$	4,208
16	\$	36,559	\$	345,278	\$	64,047	\$	3,953
15	\$	32,190	\$	194,703	\$	36,116	\$	2,229
16	\$	61,646	\$	578,524	\$	107,313	\$	6,623
16	\$	61,646	\$	578,524	\$	107,313	\$	6,623
12	\$	27,419	\$	189,112	\$	35,079	\$	2,165
2	\$	33,387	\$	63,087	\$	11,702	\$	722
16	\$	5,300	\$	52,707	\$	9,777	\$	603
14	\$	61,646	\$	519,922	\$	96,442	\$	5,953
8	\$	22,019	\$	112,659	\$	20,898	\$	1,290
16	\$	24,870	\$	253,619	\$	47,045	\$	2,904
16	\$	29,580	\$	282,294	\$	52,364	\$	3,232
16	\$	7,903	\$	74,170	\$	13,758	\$	849
16	\$	61,646	\$	578,524	\$	107,313	\$	6,623
16	\$	7,903	\$	73,495	\$	13,633	\$	841
16	\$	7,903	\$	74,170	\$	13,758	\$	849
7	\$	61,646	\$	313,138	\$	58,085	\$	3,585
16	\$	61,646	\$	578,524	\$	107,313	\$	6,623
16	\$	61,646	\$	578,524	\$	107,313	\$	6,623
Totals	\$	784,913	\$	6,601,389	\$	1,224,518	\$	75,576





# PLEASE JOIN US FOR A SYMPOSIUM ON Making Safe, Clean, Affordable and Accessible Water a Reality



## Thursday, March 15, 2018

8:30 to 9:00 a.m.	Registration and continental breakfast	Capitol Event Center at the MAY Building 1020 11th St Sacramento, CA 95814
9:15 to 10:30 a.m.	Panel One	
10:30 to 11:45 a.m.	Panel Two	

*Leaders from state government, local agencies and the non-profit sector will explore the challenges and potential solutions that can help make safe, clean, affordable and accessible water a reality in California.*



Featuring Introductory Remarks By  
**Sacramento Mayor**  
**Darrell Steinberg**

### PANEL DISCUSSIONS

#### Identifying the Challenges

**Darrin Polhemus** - Deputy Director, State Water Resources Control Board, Division of Drinking Water

**Katie Porter** - Staff Engineer, California Urban Water Agencies

**Maria Herrera** - Community Development Specialist, Self-Help Enterprises and Member of the California Water Commission

**Denise England** - Water Policy Manager, County of Tulare *(invited)*

#### Exploring Potential Solutions

**Max Gomberg** - Water Conservation and Climate Change Manager, State Water Resources Control Board

**Paul D Jones II** - General Manager, Eastern Municipal Water District

**Cindy Tuck** - Deputy Executive Director for Government Relations, Association of California Water Agencies

**Laurel Firestone** - Co-Founder and Co-Executive Director, Community Water Center

Hosted by



**Purchase tickets by March 9, 2018**

at <https://wateraffordabilityevent.eventbrite.com>

Questions? Contact Cecilia Partridge,  
Regional Water Authority, (916) 967-7692



## **AMENDMENTS TO REGIONAL WATER AUTHORITY STRATEGIC PLAN 2018+**

**PLANNING GOAL – Continuously improve an Integrated Regional Water Management Plan that is comprehensive in scope and guides effective water resources management in the region.**

**Objective A. Develop a Regional Water Reliability Plan to identify the most promising regional opportunities to improve water supply reliability.**

1. Identify most promising opportunities for intra- and interregional transfers and exchanges to meet demands or environmental needs.
2. Evaluate regional opportunities to reduce water use.
3. Support interregional groundwater management and conjunctive use planning.
4. Support recycled water planning
5. Identify most promising opportunities for shared infrastructure and resources.

**Objective B. Evaluate and respond to external impacts on the region's water suppliers and operations.**

1. Evaluate climate as a regional vulnerability and consider climate adaptation strategies.
2. Promote Delta solutions that protect the region's water supplies.
3. Promote forecast informed reservoir operations that enhance water supplies while maintaining flood protection.
4. Update a regional hydrologic model, in coordination with groundwater sustainability agencies, to support regional planning and groundwater management.

**Objective C. Complete a comprehensive update to the American River Basin Integrated Regional Water Management Plan.**

1. Coordinate completion of a Regional Stormwater Plan for incorporation into the IRWM Plan.
2. Ensure compliance with state standards for eligibility and competitiveness for future funding.
3. Develop MOUs with adjacent IRWM groups for coordination in areas served by RWA members.

## **AMENDMENTS TO REGIONAL WATER AUTHORITY STRATEGIC PLAN 2018+**

**IMPLEMENTATION GOAL– Assist members with implementing successful water resources management strategies and related programs. This includes identifying, acquiring and administering external sources of funding.**

**Objective A. Promote implementation of the American River Basin Integrated Regional Water Management Plan.**

1. Seek funding for projects included in the IRWM Plan and support efforts of individual entities to leverage the IRWM Plan for funding.
2. Assist with acquiring and managing grant funding for regional projects including infrastructure, water conservation, and water reliability.
3. Maintain the IRWM database and make appropriate updates to the IRWM Plan on a quarterly basis.

**Objective B. Promote improvements in water use efficiency in the region to meet future water needs and ensure compliance with applicable requirements.**

1. Continue to cost effectively implement a clearly defined water efficiency program that allows members to satisfy public outreach and school education requirements for a number of purposes, including the Central Valley Improvement Act and Urban Water Management Plans.
2. Continue to track and report progress in attaining compliance with metering requirements.
3. Track individual member agency water use and assist in developing a strategy for regional compliance with state standards.
4. Lead the Water Forum water caucus in development of modifications to the Water Conservation element.

**Objective C. Support a lower American River Flow Management Standard that is consistent with the Water Forum co-equal goals.**

**Objective D. Support water transfers among agencies (intra- and interregional) that are beneficial to the region.**

**Objective E. Support programs to benefit from economies of scale in purchasing and resource sharing as opportunities present themselves.**



## AMENDMENTS TO REGIONAL WATER AUTHORITY STRATEGIC PLAN 2018+

**INFORMATION/EDUCATION GOAL – Inform and educate members and interested parties by providing a forum for discussion of issues and outreach to stakeholders. DRAFT – for consideration by the RWA Board**

**Objective A. Educate and inform members and other interested parties on water management issues affecting the region.**

1. Educate members through periodic RWA Water Workshops and updates on relevant topics.
2. Maintain a subcommittee to solicit and prioritize topics and assist in planning workshops.

**Objective B. Raise RWA's profile and credibility to external audiences through outreach efforts.**

1. Inform the media on water management successes in the region.
2. Inform federal, state and local elected officials on water issues and water management successes.
3. Inform the public about water supply conditions by developing talking points and compiling water shortage information throughout the year.

**Objective C. Develop and maintain strong partnerships to advance RWA member interests.**

1. Represent the Water Caucus in the Water Forum Successor Effort.
2. Develop and maintain partnerships with other northern California water interests and water agencies outside the RWA region.
3. Maintain partnerships with business organizations including Metro Chamber and local chambers.
4. Expand involvement in statewide organizations to convey the region's views.

**Objective D. Maintain communication among members to create and implement a consistent message for RWA and the region that supports other strategic plan elements (planning, implementation and advocacy).**

## AMENDMENTS TO REGIONAL WATER AUTHORITY STRATEGIC PLAN 2018+

**ADVOCACY GOAL - REPRESENT REGIONAL NEEDS AND CONCERNS TO POSITIVELY INFLUENCE LEGISLATIVE AND REGULATORY POLICIES AND ACTIONS. THIS INCLUDES WORKING TO PRESERVE THE WATER RIGHTS AND ENTITLEMENTS OF MEMBERS, MAINTAIN AREA OF ORIGIN PROTECTIONS, AND PROTECT AND ENSURE WATER SUPPLY RELIABILITY**

**Objective A. Engage state and federal legislators representing the region and legislators on relevant committees to discuss an agenda for legislative action that represents a collective RWA member vision on items of regional importance**

1. Annually, develop a state legislative agenda and outreach plan for the region to guide advocacy efforts.
2. Maintain a tracking system of significant water related state legislation and make the information and a summary readily available electronically to members.
3. Using priorities identified through regional planning efforts, develop and advocate for positions on federal and state funding programs.
4. Monitor and actively engage on actions of the ACWA State Legislative Committee and coordinate with other external organizations.
5. Support RWA member agency activities on federal legislation and coordinate with external organizations including ACWA, NWRA, and the Metro Chamber.

*add California Water Assoc.*

**Objective B. Evaluate, comment and advocate on statewide water regulatory issues that may impact the region and its water supply reliability**

1. Track, evaluate and respond to water quality, water conservation, water affordability and other regulatory issues that may affect members.
2. Track, evaluate and respond to the ongoing regulatory implementation of the Sustainable Groundwater Management Act.
3. Participate and coordinate with efforts of partner organizations with similar interests.



## RWA ADVOCACY PROGRAM

### 2018 Policy Priorities and Organizational Goals

The Regional Water Authority (RWA) Legislative and Regulatory Advocacy Program (Advocacy Program) was created to advance RWA member agencies' shared commitment to regional collaboration and unity in pursuit of the region's common goals identified in the *RWA 2018+ Strategic Plan*. The intent of the Advocacy Program is to positively influence legislative and regulatory actions to protect, preserve and improve the region's water supply reliability.

Consistent with the Priority Issues and Policy Principles adopted by the RWA Board of Directors, this document identifies legislative and regulatory "**Policy Priorities**" for 2018. While the dynamic nature of California's legislative and regulatory processes may result in a periodic need to re-assess and re-focus the Advocacy Program's priorities over the coming year, the Policy Priorities identified below are anticipated to be the highest priorities of the Advocacy program in 2018. This document also identifies "**Organizational Goals**" for 2018 that are intended to help advance the Advocacy Program's long-term effectiveness through capacity development and other steps to continue positive organizational growth.

#### 2018 Policy Priorities

1. **Long-Term Water Use Efficiency Legislation.** RWA should engage in the development of legislation in this policy area to ensure that bills account for the need to:
  - a. Ensure that any new water use standards or targets account for unique local conditions.
  - b. Protect and promote investments in a diverse, resilient, and reliable water supply.
  - c. Ensure that requirements are technically and economically feasible for RWA member agencies to implement.
  - d. Enhance drought planning and reporting requirements, while ensuring that any state agency oversight and enforcement roles are appropriate and respect local control.
  - e. Maintain existing water rights protections.
  
2. **Water Tax/Funding Solutions for Safe and Affordable Drinking Water.** RWA recognizes the need for sensible, long-term funding solutions to assist disadvantaged communities that do not have safe drinking water, as well as to address water affordability issues for low-income ratepayers. A tax on Californians' water bills, however, is not an acceptable funding source to address these problems. A water tax would hamper efforts to maintain safe and reliable water infrastructure at a reasonable cost for local ratepayers, including local low-income ratepayers.

In addition to opposing a Water Tax, RWA should seek to engage in the development of viable and sustainable solutions to address these issues. These solutions may include proposals to address governance issues that contribute to or result in the inability of some water systems to provide safe drinking water, as well as innovative policy approaches that would enhance water suppliers' abilities and authorities to design and implement locally-appropriate low-income ratepayer assistance programs.

3. **Drinking Water Issues.** RWA should engage in the development of legislative and regulatory proposals related to drinking water that have the potential to impact RWA member agencies, including the potential establishment of new maximum contaminant levels for hexavalent chromium and perchlorate.

**2018 Organizational Goals**

1. Continue building RWA's reputation as a respected, trusted and recognized leader in California water.
2. Stand prepared to assist RWA members and coordinate efforts in response to developments related to the Bay-Delta Water Quality Control Plan.
3. Demonstrate how Sacramento region water suppliers have been responsible stewards of local water resources, including the lower American River, over time and during drought.
4. Promote the Sacramento region's success with groundwater management, water efficiency and other accomplishments.
5. Highlight the Sacramento region's previous investments made to assure water supply reliability and drought resiliency.



# RWA Legislative and Regulatory Advocacy Program

(Approved by the Board on September 10, 2015)

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## Introduction

The Regional Water Authority (RWA) Legislative and Regulatory Advocacy Program (Advocacy Program) has been created as part of the commitment to regional collaboration and unity in pursuit of the region's common goals as acknowledged by the "RWA 2018+ Strategic Plan". The intent of the Advocacy Program is to positively influence legislative and regulatory actions to protect, preserve and improve the region's water supply reliability.

This advocacy effort takes on many forms including high level commitment to increasing the region's profile in California water politics; a focused and agreed upon set of priorities; a clear and resolute set of Policy Principles to guide advocacy positions and decisions; and fostering beneficial coalitions with allied organizations. The success of these advocacy efforts will be directly linked to maintaining the level of excellence this region has demonstrated in the stewardship of our water resources. This stewardship has resulted in the preservation and enhancement of our local watersheds; protection of a federally designated Wild and Scenic River running through a metropolitan area of over 2 million people (the lower American River); and a reliable and diverse water supply supporting the growth of the local economy.

The Priority Issues and companion Policy Principles that are adopted by the RWA Board and included herein serve as the foundation for RWA's Advocacy Program. The Priority Issues are the long-standing, foundational issues that are at the core of RWA's mission and stand the test of time. An example of a Priority Issue adopted as part of the Advocacy Program is the "protection of the water rights and entitlements of RWA member agencies". Vigilant protection of these valuable, local assets will be a perpetual priority for RWA and its member agencies. The Policy Principles that support each of the Priority Issues are also long-term in nature though the RWA Advocacy Program should carefully consider and modify these on a regular basis to stay abreast of the ever-changing politics of California's water resources management.

Combined, the Priority Issues and Policy Principles adopted by the Board serve as the Advocacy Platform that will guide development of annual legislative and regulatory work plans. The advocacy platform allows RWA staff and member agencies to operate within an agreed upon set of guidelines when advocating for the region's common goals. *(Currently, a contract lobbyist paid for by 10 RWA member agencies supports the Advocacy Program, and the program is staffed on a half-time basis. Consistent with the Strategic Plan, it is a goal of RWA to eventually support full-time staffing and expand participation in funding the lobbyist.)*

# **RWA Legislative and Regulatory Advocacy Program**

(Approved by the Board on September 10, 2015)

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Following the Priority Issues and Policy Principles are the guidelines the Advocacy Program will use for determining recommended positions and prioritizing legislation that is introduced as part of each legislative session.

Finally, this document includes an overview of the California legislative process and calendar, as well as an overview of key state agencies in which we engage.

## **Priority Issues**

- **Ensure a Diverse, Resilient, and Reliable Water Supply**

Conjunctive use of surface and groundwater resources along with cost-effective investments in recycled water, stormwater capture, water efficiency, and water conservation can significantly drought proof the region's water supply, protect the region's water resources and environment, and assure the continued growth of the region's economy.

## **Policy Principles**

- Promote legislative and regulatory measures that enhance local agencies ability to share regional water resources.
- Support and participate in Folsom Reservoir and Central Valley Project operational improvements to assure a reliable surface water supply to RWA agencies.
- Develop infrastructure necessary to access surface water entitlements.
- Advance efforts to streamline CEQA compliance for water resource projects that diversify or strengthen this regions water supply reliability.
- Promote and support amendments to SGMA and development of regulations that enhance water supply reliability and protect groundwater resources.
- Support measures that help expedite and cost-effectively integrate new water resources such as stormwater reuse and recycled water into the regions water supply portfolio.
- Continue to increase conjunctive use capabilities within the region.
- Sponsor and/or support legislation that guarantees investments made in regional water supply reliability and drought resilience are available for their intended purposes.
- Support cost-effective surface water and groundwater storage projects.



# RWA Legislative and Regulatory Advocacy Program

(Approved by the Board on September 10, 2015)

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## Priority Issues (Continued)

- **Protect the Water Rights and Entitlements of RWA Member Agencies**

Water rights issues are complex and contentious. This region's surface water rights and entitlements and long-standing management of groundwater resources have been critical in the shaping of the local economy and are vital for the future. Our reasonable use of water has and will continue to assure the region's water rights and entitlements provide the region with abundant, affordable and high quality water while maintaining and protecting the environmental resources of the Lower American River and the region's watersheds.

### **Policy Principles**

- Support and defend the existing water rights priority system.
- Support enforcement of the existing water rights laws.
- Maintain area-of-origin protections.
- Oppose any unreasonable curtailments of our area's water rights that impact our beneficial use of water.
- Promote legislation that supports and clarifies the multiple beneficial uses of water.
- Support legislation and regulatory action that allows for retaining groundwater rights.
- Support new laws, policies, and regulations embracing the concept that recognize inherent regional differences that drive water use efficiency and conservation.
- Ensure that water rights are preserved in the context of conserving water.
- Promote system operations that ensure delivery of water supplies based on water rights and contract obligations.
- Proactively engage with the SWRCB on the Delta tributary flow process.

# **RWA Legislative and Regulatory Advocacy Program**

(Approved by the Board on September 10, 2015)

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## **Priority Issues (Continued)**

- **Maximize Funding Opportunities Beneficial to RWA Member Agencies**

The region is prepared to make and support investments that will improve water supply reliability and protect the environment, including the Lower American River. Large-scale infrastructure projects such as improvements at Folsom Reservoir, increased or new storage capacity, additional facilities on the Sacramento River, and expanded groundwater, recycled water, transmission and distribution facilities will help prepare the region for the future while protecting the environment and increasing water supply reliability.

### **Policy Principles**

- Actively engage in legislative and regulatory initiatives that consider the development of a public goods charge.
  - Develop RWA policy on public goods charges.
- Assure that any funding that is extracted from this region be returned to this region for the benefit of this region.
- Support policies that provide funding allocations based on merit of the project and the impact or benefit.
- Promote the statewide benefits that our actions provide due to our unique location within the State's water system.
- Support Proposition 218 reform that improves water agencies ability to fund programs that help diversify the region's water supply portfolio.
  - Develop RWA policy on Proposition 218 reforms.
- Promote statewide funding to increase flexibility for the CVP.
- Support legislation that provides funding for local and regional water resources infrastructure projects.
- Support funding for agencies to develop and utilize storm water capture projects.
- Ensure state funding is available for state imposed mandates.

# RWA Legislative and Regulatory Advocacy Program

(Approved by the Board on September 10, 2015)

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## Priority Issues (Continued)

- **Promote Balanced Statewide Water Management Solutions Beneficial to the Greater Sacramento Region**

RWA recognizes the need for a statewide water plan that assures a reliable water supply for all regions in the state. RWA supports a statewide solution, including protection of the Delta that is balanced and beneficial to the Sacramento region's water supply reliability.

### Policy Principles

- Ensure improvements or modifications to the statewide water system are protective of this region's water supply.
- Support statewide water plans and policies that recognize and honor previous investments made to assure this region's water supply reliability.
- Promote a statewide drought action plan that acknowledges this region's investment in drought resiliency.
- Encourage revisions to policies and operations that streamline water transfers.
- Support statewide water storage solutions that provide benefit or are neutral to the region's water supply reliability and flood protection.
- Encourage statewide water planning efforts that recognizes water management differs based on climate, population density, return flows, and other regional geographic and hydrologic factors.
- Promote modifications to state and federal operations that protect the region's ability to use regional resources.



# **RWA Legislative and Regulatory Advocacy Program**

(Approved by the Board on September 10, 2015)

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## **Priority Issues (Continued)**

- **Promote Water Efficiency and Water Conservation**

Our region invests in water efficiency and water conservation that are locally cost effective, feasible, and improve the water supply reliability of the region. Water efficiency makes good business sense and is key to assuring we continue our reasonable use of water consistent with our water rights and contracts.

### **Policy Principles**

- Unique factors such as climate, land use, and return flows must be taken into consideration when developing statewide laws and regulations.
- Promote policies that recognized the differences between water efficiency and water conservation.
- Promote a better understanding of water use efficiency based on local supplies and site-specific factors.
- Define appropriate water conservation requirements that consider local supplies.
- Develop partnerships with other local agencies on public affairs campaigns/messaging.
- Promote public-private partnerships with local businesses that lead to greater water efficiency and benefit the local economy.
- Support a state led effort to establish rate stabilization funds programs that are consistent with state laws.
- Assure that the region receives the benefit of its water conservation efforts.

# RWA Legislative and Regulatory Advocacy Program

(Approved by the Board on September 10, 2015)

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## Priority Issues (Continued)

- **Support Stewardship of the Region's Environmental Resources**

The region's management of water resources is committed to the preservation of the Lower American River (LAR) and tributary watersheds as demonstrated by the historic Water Forum Agreement enacted in 2000. The LAR is a federally designated Wild and Scenic River running through a metropolitan area of over 2 million people that still supports one of the prime cold water fisheries in the State and is home to Chinook Salmon and threatened Central Valley Steelhead.

### Policy Principles

- Support flow management standards that protect the ecosystem of the Lower American River, prevent dead pool conditions in Folsom Reservoir, and improve flood safety.
- Promote legislative and regulatory initiatives supporting conjunctive use that will make more surface water available for the Lower American River in dry years.
- Implement infrastructure projects that will improve temperature control and access to cold water at Folsom Reservoir.

## RWA Legislative Analysis Process

- **Process for Adopting Positions on Introduced Legislation**

The Priority Issues and Policy Principles will be adopted by the RWA Board and serve as the Advocacy Platform, for which RWA works from in the legislative and regulatory arenas.

Each new legislative session, RWA staff and the contract lobbyist will screen newly introduced legislation using the adopted Advocacy Platform as a guide. Bills that are relative to RWA's platform or are otherwise considered noteworthy to RWA interests are presented to the Lobbyist Subscription Program (LSP) Committee for analysis and consideration.

Through this collaborative process, the LSP Committee determines a recommended position on each bill and then assigns a priority (see the list of formal positions and priorities below). During this process, bills may be removed from further consideration and additional bills may be added to RWA's list based on input from the LSP Committee or other factors. The Committee's



# RWA Legislative and Regulatory Advocacy Program

(Approved by the Board on September 10, 2015)

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## RWA Legislative Analysis Process (Continued)

recommendations are taken to the RWA Executive Committee for further discussion and approval, consistent with RWA Policy 100.5.

Many of these initial positions and priorities will change as bills are amended throughout the course of the legislative process. The LSP Committee will be routinely updated on the status of bills as they move through the legislative process and will decide upon changes in position and priority as the process dictates. In time sensitive situations, RWA staff may change a current position and/or priority with the approval of the RWA Executive Director and concurrence of general counsel. Such changes will be done using the adopted Advocacy Platform as guidance. The LSP Committee will be updated of changes as soon as possible and the Executive Committee will be asked to ratify such changes at its first meeting following the changes.

- **Formal Positions**

**Support** - A bill that would benefit RWA or one or more RWA members (without detriment to others), and/or is generally good public policy

**Support if Amended** - A bill that could benefit RWA, or one or more RWA members, if amended. This position implies that RWA is ready to offer specific amendments.

**Oppose** - A bill detrimental to RWA or one or more RWA members.

**Oppose Unless Amended** - A bill that is detrimental to RWA or one or more RWA members, that could be amended to remove the detrimental provisions. This position implies that RWA is ready to offer specific amendments, and will move to a neutral position if accepted.

**Watch** - A bill of interest to RWA and its members that does not affect RWA directly, or for other reasons does not yet merit a position. May be a "spot" or "intent" bill that does not yet have meaningful language.

**Neutral** - Generally a bill from which we have removed an Oppose or Oppose Unless Amended position due to amendments or other factors.

## RWA Legislative Analysis Process (Continued)

# RWA Legislative and Regulatory Advocacy Program

(Approved by the Board on September 10, 2015)

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- **Bill Priorities**

High Priority - A bill of major significance with direct impact to RWA or a number of RWA members. RWA has a formal position and is actively lobbying, writing letters, offering amendments, testifying in committee, and taking other direct actions as necessary. "Watch" bills can be considered high priority, especially early in the legislative process, depending on the topic, the author, or other factors that warrant heightened monitoring.

Medium Priority - A bill of interest but not anticipated to have major significance to RWA or more than a few of its members. RWA has a formal position but is not actively lobbying legislators. RWA and/or RWA members may submit letters, provide testimony or take other actions as part of other groups or coalition or, in some situations, directly. Individual RWA members may be more active depending on the topic of the bill.

Low Priority - A bill in an area of interest to RWA, but with little potential impact. RWA will only have a Watch position on such bills. No immediate action is planned but these bills will be monitored to assure they don't evolve into a high priority status. Individual RWA members may be more active depending on the nature of the bill.



# **RWA Legislative and Regulatory Advocacy Program**

(Approved by the Board on September 10, 2015)

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## **The California Legislative Process Calendar**

### January – February

- Bills are introduced in their houses of origin. Most bills first go to the Legislative Counsel's Office where they are drafted into formal legislative language.
- Deadline for introducing bills to be heard that year is the end of the third week of February.
- Bill is given a "first reading" in its house of origin.

### March – April

- Bills are heard in their respective policy committees.
  - Bills with a fiscal impact must be out by the beginning of May.
  - Bills without fiscal impact must be out by the beginning of the second week of May

### May

- Fiscal committees in house of origin hear bills
- Bills go to the "floor" for vote by full house by last week of May.

### June – August

- Process is repeated in the other house.
  - June through mid- August in policy committees
  - Second half of August considered by fiscal committees.

### September

- Floor sessions held in both houses.
- All bills must be out of the legislature and to the Governor's desk by end of second week of September.
- Governor has until the end of September to act on bills.

# **RWA Legislative and Regulatory Advocacy Program**

(Approved by the Board on September 10, 2015)

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## **State Regulatory Agencies and Processes**

- **State Water Resources Control Board**
  - Water Rights
  - Water Conservation
  - Drinking Water Program
  - Grants
  - Discharge Programs (through the Regional Water Quality Control Boards)
  
- **Department of Water Resources**
  - Sustainable Groundwater Management Act Regulations
  - Water Efficiency
  - State Water Project
  - Grants - IRWM

Priority #1 is the Long-Term Urban Water Use Efficiency Legislation (AB 1668 & SB 606)

Priority #2 is the Water Tax Proposal (SB 623) is the public good charge. The Governor wants a bill to move forward with a trailer bill through the budget. It will require a 2/3'rds vote. ACWA is lobbying and putting together a PR campaign on this topic.

This bill subsidizes small water systems and is not goods. There are 329 systems that serve contaminated water and some of the contaminants are natural and some are manmade. These smaller agencies have a small rate base which is insufficient use of rate revenues. They can't repair the infrastructure or extend funding and can't comply to get funding for a variety of reasons.

There is a Legislative policy called the Small System Water Authority. It would make it possible for these smaller water systems to mere under one entity and develop and independent special district. It could start at the State Board Level and filter down through the Dept of Business Oversight, (LAFCO) and then have a Local Agency Formation. This would give them access to grant funding for infrastructure and repair and the ability to secure loans as a group.

Priority #3 is the SWRCB Permanent Prohibitions on Wasteful and Unreasonable Water Use. AB 746 also address Lead Testing in Schools

### **Water Efficiency-Landscape Imagery Project**

Several Water Agencies have expressed an interest in purchasing aerial imagery for their service area. This would be helpful with the evaluation of AB 1668 & SB 606. It would provide aerial imagery data on landscape material type and irrigable/irrigated designation to help estimate residential landscape irrigation budgets combined with evapotranspiration data that is associated with the proposed legislation. Staff researched several options for the regional purchase.

The most cost-effective option is to partner with the Sac Area Council of Governments (SACOG). SACOG is under contract with Sanborn, Inc. to purchase the package that would coverage approx. half of the region's service areas (primarily Sac County). SACOG has offered us use of the imagery. RWA was approved to collect the additional funding to cover the remaining areas which include parts of the City of Yuba, Placer County Water Agency, CA Amer Water, El Dorado Irrigation Dist., SJWD, and the City of Roseville. The Map attached shows the proposed project areas. The imagery will provide enough details to identify different types of vegetation and irrigable versus irrigated areas of residential and commercial parcels. The costs to the agencies are outlined in Table 1 of the map that's attached.

### **SGA Meeting February 8, 2018**

A budget subcommittee for fiscal year 2018-19 was appointed



The CalPERS office of Audit Services issued a draft report finding that 5 out of 6 RWA employees work only part time for RWA on the basis that those employees also provide services to SGA. SGA's membership to CalPERS was approved and now participates in the social security program. This process took a year to complete, finalize the contract and have the SGA Board approve the certified copy of the Resolution of Intention, Form CON-12, Certification of Governing Body's Action and Form CON-12A, Certification of Compliance with Government Code Section 8507.

### **Sustainable Groundwater Management Act (SGMA)**

The States final version of the sustainable management criteria as well as the release of grand funding for development of groundwater sustainability plans is what SGA is waiting for. The Assembly Bill 1944 (Garcia) would do two things related to SGMA. 1) it would divide the San Luis Rey Valley Groundwater Basin into an upper and lower sub basin and would designate the sub basins as medium priority until the department reassesses basin prioritizations and 2) amends the definition of "groundwater" to include water flowing in known and definite channels in the San Luis Rey Valley. The bill would have no impact on other areas of the state, but the legislative actions on these issues could be precedent setting for the implementation of SGMA. The release of recommendations for funding is \$994K.

### **Groundwater Management Program Update**

Staff reports that in late spring will begin the process of data gathering. There will be 2 requests for qualifications 1) data - drilling contractors, water quality sampling which is projected to cost \$100K for support and \$400K for implementation and 2) \$500K for modeling.

March 9<sup>th</sup>, 2018 is the deadline for the RFQ. The 5 GSA's will review all the RFQ submissions and on March 26<sup>th</sup> they will interview the different firms and on April 12<sup>th</sup> they will be back for board approval. The GSA will prepare funding agreements for local cost sharing. Brent with PCWA and Rob from SGA will be planning as the other 3 GSA's don't have staffing, so they are happy to get the extra help. SGA purchased 2 transducers on wells at Aerojet wells. Aerojet will be doing the monitoring and the maintenance on the wells at no charge to SGA.

Figure 1: Proposed Landscape Imagery Project Areas

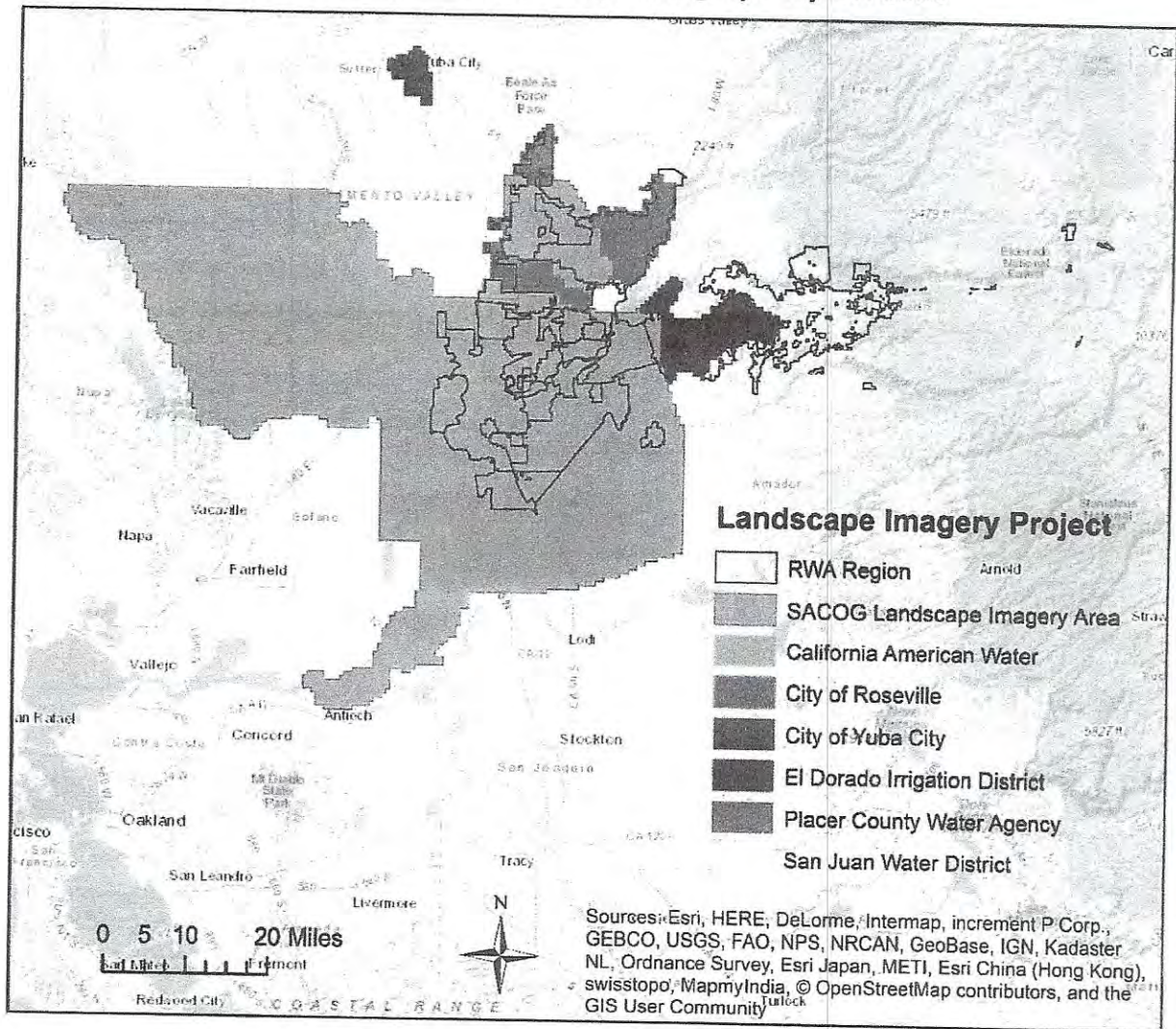


Table 1: Landscape Imagery Project Estimated Costs

Participating Agency	Number of Miles	Imagery Cost (\$282/sq. mile)	Ground Control	5% SACOG Admin Fee	Total Cost
Placer County Water Agency	118	\$33,276	\$0	\$0	\$33,276
El Dorado Irrigation District	100	\$28,200	\$0	\$0	\$28,200
City of Roseville	30	\$8,460	\$0	\$0	\$8,460
San Juan Water District	15	\$4,230	\$0	\$0	\$4,230
California American Water	11	\$3,102	\$0	\$0	\$3,102
City of Yuba City	25	\$7,050	\$0	\$0	\$7,050
Regional Water Authority	N/A	N/A	\$7,500	\$4,216	\$11,716
<b>TOTALS</b>	<b>299</b>	<b>\$84,318</b>	<b>\$7,500</b>	<b>\$4,216</b>	<b>\$96,034</b>



# AGENDA ITEM VIII-1 DRAFT

## Special Personnel Committee Meeting San Juan Water District January 25, 2018 9:00 a.m.

**Committee Members:** Marty Hanneman, Chair  
Ted Costa, Director

**District Staff:** Paul Helliker, General Manager  
Teri Grant, Board Secretary/Administrative Assistant

**Members of the Public:** Kim Silvers, Silvers HR, LLC

**Topics:** Board Compensation Policy (W & R)  
Public Comment  
Other Personnel Matters  
Closed Session  
Open Session

The committee chair changed the agenda order to start with the Closed Session first.

**President Hanneman called for the Closed Session at 9:00 am.**

### **1. Closed Session**

Public employee performance evaluation involving the General Manager; Government Code sections 54954.5(e) and 54957.

**President Hanneman returned to Open Session at 9:34 am.**

### **2. Open Session**

There was no reportable action from the closed session.

### **3. Board Compensation Policy (W & R)**

Mr. Paul Helliker informed the committee that the District's Board Compensation Policy should be reviewed and that excerpts from Sacramento Suburban Water District's (SSWD) Directors' Compensation and Expense Reimbursement Policy should be considered to be incorporated into the District's policy. In addition, he suggested that the District's Compensation and Reimbursement for Board and Committee Meeting Policy (2300) and the District's Director Travel and Reimbursement Policy (2500) be combined.

The committee reviewed the Compensation and Reimbursement for Board and Committee Meeting Policy 2300 and provided direction to staff for revisions which include adding the Financing Corporation meeting into the policy provided there is no liability issue (Ms. Silva will confirm this with Legal Counsel); adding "meetings" to the 6<sup>th</sup> bullet under 2300.00; specifying that only committee members and/or alternate



committee members can receive compensation for attending committee meetings; incorporate SSWD's policy 200.20 section D language regarding the liaison representative and liaison representative alternate attending other meetings; incorporate SSWD's policy 200.20 section G; and incorporate SSWD's policy 200.20 section E regarding out of state events only to the extent that the event will be discussed in advance with the Board of Directors.

The committee also reviewed the Director Travel and Reimbursement Policy 2500 and provided direction to staff for revisions which include removing the paragraphs starting with "Reimbursement of expenses..." and ending with the paragraph starting with "Notwithstanding the foregoing..."; and revising 2500.00 section G to be "and/or" regarding submitting receipts and/or not exceeding the IRS accountable plan. The committee agreed that Directors could either submit the original receipt or use the per diem amount for the city in which the event occurred.

The committee agreed that the two District policies should be combined into one policy with the recommended changes.

#### **4. Public Comment**

Ms. Silvers commented that she was pleased with the committee's attention to being fiscally responsible.

#### **5. Other Personnel Matters**

There were no other items discussed

The meeting was adjourned at 10:20 a.m.

**Public Information Committee Meeting Minutes  
San Juan Water District  
January 29, 2018  
1:00 p.m.**

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

**District Staff & Consultants:** Paul Helliker, General Manager  
Lisa Brown, Customer Service Manager  
Teri Grant, Board Secretary/Administrative Assistant  
Lucy Eidam-Crocker, Crocker & Crocker  
Lori Denaro, Crocker & Crocker

**Topics:** Strategic Outreach Public Messaging (W & R)  
Update on Wholesale Outreach Strategy (W)  
Other Public Information Matters  
Public Comment

**1. Strategic Outreach Public Messaging (W & R)**

Director Tobin commented that she would like to see the District's messaging be more consistent on social media on sites such as Nextdoor, Facebook and Twitter. She stressed that the District needs to be more pro-active instead of re-active when educating the public with the correct information in a timely manner. She suggested that the District produce articles on cost-savings measures and include pictures. Mr. Helliker commented that it is planned to have staff post the Facebook posts on the Nextdoor website periodically.

Ms. Eidam-Crocker mentioned that the District will be conducting the customer satisfaction survey which should help the District obtain the overall measure of how the District is doing from the customer's perspective. Director Tobin suggested that a link to the survey be posted on Nextdoor. Ms. Brown informed the committee that this was already suggested to the survey developer and can be accomplished but will only be used as supplemental information and will not be included in the telephone survey results.

Mr. Helliker informed the committee that information on the rate increase will be included in the March/April WaterGram. Ms. Brown explained that information on the January 1<sup>st</sup> rate increase was previously communicated; however, the first bill that customers will receive with the rate increase reflected will be either March or April. In addition, an eblast and bill messages were sent with the rate increase information.

President Hanneman suggested that the District send positive messaging out but don't respond to specific posts. Ms. Brown agreed and commented that unfortunately even positive messaging can result in a negative comment.

Mr. Helliker informed the committee that, as part of the Speakers' Bureau engagements, he will be conducting a presentation at next week's Fair Oaks Lions Club meeting. In addition, he discussed the recently created 2x2 Ad Hoc Committee with Fair Oaks Water District general manager and will getting those meetings set up.

Mr. Helliker mentioned that there will be an Open House in the fall and he will be posting an RFP for an event planner. President Hanneman suggested that the District utilize Croker & Crocker as the meeting planner. Ms. Eidam-Crocker will provide a quote for event planning services.

## **2. Update on Wholesale Outreach Strategy (W)**

Ms. Eidam-Crocker reviewed the SJWD Wholesale Public Outreach Plan. A copy of the plan will be attached to the meeting minutes. She informed the committee that she interviewed the wholesale customer agency general managers and provided their feedback at the last committee meeting. She reviewed the Plan Goals, Objectives, and Target Audiences.

Ms. Eidam-Crocker reviewed the Strategies, Tasks and Activities. She stated that if the same format was used for the next wholesale mailer, then it will help reduce costs for the design work. Mr. Helliker informed the committee that the Open House would be in October and the wholesale mailer would go out in September and would include advertisement of the Open House. Mr. Helliker mentioned that the wholesale customer agencies are willing to include SJWD-provided information in their customer billing statements.

Mr. Helliker informed the committee that the outreach plan would include an annual wholesale mailer, a quarterly electronic communication, an updated Speakers' Bureau program, and twice a year comprehensive packet of information (toolkit) to the wholesale customer agencies.

## **3. Other Public Information Matters**

There were no other matters discussed.

## **4. Public Comment**

There was no public comment.

The meeting adjourned at 1:58 pm.

San Juan  
Water District  
Wholesale

Public Outreach  
Plan

PO  
PUBLIC OUTREACH



## **Introduction**

San Juan Water District is developing a five-year strategic plan. This effort also includes the development of a wholesale communications plan. As part of its goal to collaborate with the retail agencies it serves, San Juan recently engaged Crocker & Crocker to conduct interviews with each agency general manager and key staff. The goal was to uncover insights from the retail agencies to develop the communications plan.

Through the interviews, San Juan learned about each retail agency's public outreach methods, upcoming priorities and opportunities to collaborate with them in the coming years. Overall, the retail agencies want to see and support enhanced communications from San Juan to their customers – with the caveat they see the copy prior to distribution. Additionally, they see the value of their customers understanding San Juan's role and their connection to San Juan Water District.

The retail agencies expressed interest in San Juan providing updates, content and materials to inform their customers about topics such as the following:

- Capital improvement projects such as Hinkle Reservoir upgrades
- Wholesale rate increases and how they are spent
- Legislative updates/advocacy efforts
- Water treatment plant projects
- Water supply planning
- Water quality and water supply management

Working in partnership with San Juan management and the Public Information Committee, Crocker & Crocker developed the following plan to guide public outreach activities within the wholesale service area. The plan reflects specific suggestions as summarized in the San Juan Retail Research Report and recommendations based on an understanding of past/current wholesale public outreach activities.

Once San Juan completes its five-year strategic plan, Crocker & Crocker recommends an evaluation of the wholesale public outreach plan to ensure it supports the updated vision, mission, goals and objectives as specified in the strategic plan. It is also important to note that this is a fluid plan that San Juan can adjust as necessary moving forward.

## Goals

- Position San Juan Water District as a leading, customer-service oriented water provider providing high-quality drinking water to retail agencies and their customers.
- Collaborate with retail agencies to demonstrate a united front to ensure reliable, high-quality water supplies.
- Reinforce San Juan's commitment to maintain innovative, transparent and fiscally responsible operations as a community services district.

## Objectives

- Raise awareness about San Juan's role and connection to the retail agencies and their customers as measured by reach, materials distribution, customer touch points and customer inquiries.
- Reinforce value of capital improvement projects, why they are necessary and why it is important to invest in them as measured by reach, materials distribution, customer touch points and customer inquiries.
- Communicate information about rate adjustments in a transparent, forthright manner as measured by timeliness of and distribution of content.
- Promote workshops and events to engage and build relationships with customers on a personal level as measured by the number of customers who attend and interact with San Juan and participating retail agency staff.

## Internal Target Audiences

- San Juan Board of Directors
- San Juan management and staff
- Retail agency Boards of Directors
- Retail agency management and staff

## External Target Audiences

### **Retail agency customers**

- Homeowners/customers
- Business customers
- Multifamily property owners, renters and managers
- Schools, parks, cemeteries

## **Key Influencers**

- Media
- Public officials
- Civic leaders



Strategies, Tasks and Activities

<p>Continue to build on foundation to support wholesale public outreach activities. Overall, the retail agency general managers feel San Juan’s communications with them is sufficient. As San Juan embarks on focused outreach initiatives with customers and stakeholders, the agencies requested advance time to review information prior to it being distributed.</p>		
<b>Task/Responsibility</b>	<b>Activities</b>	<b>Frequency</b>
<p><b>Internal Alignment</b> (San Juan staff)</p>	<p>Keep retail agencies informed about and engaged in project planning, activities and initiatives that target the retail service areas, as appropriate.</p> <ul style="list-style-type: none"> <li>- Note: copy the City of Folsom Environmental and Water Resources Director on all communications and/or activities taking place in American River Canyon</li> </ul> <p>Provide retail agencies with opportunities to review and provide input on outreach materials prior to distribution to their customers.</p> <p>Keep retail agencies informed about external feedback, input and/or other outcomes following communications with their target audiences.</p> <p>Add retail logos to all wholesale-focused outreach materials and WEL Garden sign.</p>	<p>Ongoing</p>
<p><b>Key Messages</b> (San Juan staff)</p>	<p>Update and provide retail agencies with high-level key messages to help the agencies speak with one voice about collaborative projects, rate adjustments, water supply planning, legislative priorities, etc.</p> <p>Encourage retail agencies to use key messages in their outreach materials, customer relations and online engagements such as Nextdoor.</p>	<p>One to two times per year</p>
<p><b>Stakeholder Contact List</b> (San Juan staff)</p>	<p>Continue to build on stakeholder contact list for use in wholesale public outreach.</p>	<p>Ongoing</p>
<p><b>Electronic Communications</b> (Potential contract)</p>	<p>Distribute e-blasts to retail agencies and to the stakeholder contact list about topics such as capital improvement projects,</p>	<p>Quarterly</p>

	<p>water quality, rate adjustments and state water issues.</p> <p>Encourage retail agencies to promote e-blasts across their communications platforms (email distribution lists, online, social, newsletters, etc.).</p>	
<p>Collaborate with the retail agencies to inform their customers about projects, activities and planning to protect and ensure a reliable water supply.</p> <p>Overall, the retail agencies want to see and support enhanced communications from San Juan to their retail customers. This again comes with the caveat to understand the planned activities and the opportunity to review the content.</p>		
<b>Task</b>	<b>Activities</b>	<b>Frequency</b>
<p><b>Annual Newsletter</b> (Contract – current option)</p>	<p>Develop and distribute an annual newsletter to provide update on capital improvement projects, legislative advocacy, regional water supply planning, etc.</p> <p>Cross promote availability of newsletter across websites, social media and other communications channels.</p>	<p>October/November 2018 timeframe (annually)</p>
<p><b>Semi-annual Toolkit</b> (Potential contract)</p>	<p>Develop and provide a semi-annual “toolkit” with information about capital improvement projects, wholesale rate adjustments, how San Juan uses wholesale rates, legislative updates, upcoming events, etc. The toolkit will feature the following ready-to-use content for each agency’s use according to their needs:</p> <ul style="list-style-type: none"> <li>- Website copy</li> <li>- Newsletter articles for use in newsletters and/or bill inserts</li> <li>- Social media</li> <li>- Speakers Bureau presentation material</li> <li>- Graphic and/or photo assets to support the content as appropriate</li> </ul>	<p>Semi-annual (fall/spring timeframes)</p>
<p><b>Speakers Bureau</b> (San Juan staff)</p>	<p>Continue to offer and promote presentations at civic meetings, community meetings, chamber events, etc.</p> <p>Partner with retail agency general managers to conduct meetings in their service areas to reinforce partnership and support retail agencies on their specific projects.</p>	<p>Ongoing</p>

	<ul style="list-style-type: none"> <li>- Consider participation in a chamber lunch event with each retail general manager in their service area.</li> <li>- Create a presentation theme that applies to the chamber members and each specific retail agency community.</li> </ul> <p>Promote through newsletters, websites and direct stakeholder outreach.</p> <p>Keep retail agencies informed of any scheduled presentations in their service area.</p>	
<p>Continue to advocate for and weigh in on legislation and policy planning to protect water rights and customer water supplies.</p> <p>The retail agencies look to San Juan to update them on legislation, policy planning and regulations that may affect them. Retail agencies expressed interest in San Juan's updates about state water issues, legislation, mandates, etc. adding that it will assist them with informing their customers.</p>		
<b>Task</b>	<b>Activities</b>	<b>Frequency</b>
<p><b>Legislative/Regulatory Updates</b> (San Juan staff)</p>	<p>Continue to keep retail agencies informed of participation in regional advocacy efforts to protect water supplies and influence water-related legislation.</p>	<p>As applicable</p>
<p>Partner on community outreach activities to connect with customers and target audiences on a personal level.</p> <p>Community outreach events provide an opportunity to reinforce the connection between San Juan the wholesale and retail agencies.</p>		
<p><b>Water Treatment Plant Tours, WEL Garden Events, Open House Events</b> (potential contract)</p>	<p>Partner with interested retail agencies to host WEL Garden events, water treatment plant tours and/or a potential open house; promote them to their customers.</p>	<p>At least one annually</p>
<p>Keep customers informed about their water source and water quality.</p> <p>Continue to educate customers about their water source and water quality through the distribution of the annual Consumer Confidence Report.</p>		
<p><b>Consumer Confidence Report</b> (Contract)</p>	<p>Continue to develop and distribute the annual consumer confidence report.</p> <p>Develop and distribute e-blast to announce availability of CCR.</p> <p>Provide retail agencies with content to announce the availability of the CCR on their website, electronic communications and through other communications methods.</p>	<p>Annually</p>

<p>Conduct and expand media relations as newsworthy opportunities arise. Continue to position San Juan as a leading resource for information about regional water supplies, issues and/or innovative projects. Keep directors and retail agency management informed in advance of media outreach that may affect or relate to them.</p>		
<p>Media Relations (San Juan staff/contract)</p>	<p>Develop, distribute and facilitate interviews around topics such as:</p> <ul style="list-style-type: none"> <li>- Statewide water issues/calls to action</li> <li>- Innovative capital improvement projects</li> <li>- Significant workshops/events/plant tours, etc.</li> <li>- Regional water supply planning</li> </ul>	<p>As necessary</p>

### Monitoring and Measurement

Crocker & Crocker recommends San Juan evaluate activities on an annual or every other year basis to determine the plan's effectiveness. This includes:

- Satisfaction levels among retail agencies about internal communications
- Use of and perceived value of content provided to the retail agencies
- Ease of disseminating content through their communications channels
- Board, management and customer feedback (primary themes)
- Recommendations for improvement
- Discovery of additional opportunities or areas of need

# AGENDA ITEM VIII-3 DRAFT

## Personnel Committee Meeting San Juan Water District February 14, 2018 9:00 a.m.

**Committee Members:** Marty Hanneman, Chair  
Ted Costa, Director

**District Staff:** Paul Helliker, General Manager  
Teri Grant, Board Secretary/Administrative Assistant  
Donna Silva, Director of Finance  
Tony Barela, Operations Manager  
George Machado, Field Services Manager

**Topics:** New Staff Position – Customer Service Technician II/III (R)  
Public Comment  
Other Personnel Matters

### **1. New Staff Position – Customer Service Technician II/III (W & R)**

Ms. Silva reported that the Board received information regarding the need for an additional Customer Service position at workshops in February and May 2016. She explained that in reviewing the Human Resource position and the Customer Service position, staff determined that the Customer Service position took priority. She explained that the auditors, again this year, documented their concern for internal controls with the customer billing and accounts receivable process.

Ms. Silva commented that it is a fiduciary duty of the District to put proper internal controls in place. She commented that the conversion of the current billing software to the Tyler system will allow for segregation of duties, whereas the existing system does not. . The new system has the ability to restrict access to customer accounts from the employee processing payments. Therefore, the addition of a staff person in the department would allow for the implementation of segregation of the billings, receipting and account adjustment processes. She provided the committee with a staff report which will be attached to the meeting minutes.

Mr. Helliker commented that once the Customer Service Manager is removed from some of the duties that a new Customer Service Technician could accomplish, then the Customer Service Manager can be utilized in other areas such as public outreach in the retail service area, additional focus on District media activities, etc.

Director Costa commented that he feels the work can be completed without the addition of a new position. Ms. Silva reviewed the current organization chart with the committee. The committee discussed the options of contracting the work out or hiring part-time staff to fill the position. The committee would like more information such as what is not being completed by the Customer Service Manager and the Conservation

Technician (who also performs customer service duties as needed), research on part-time position option and contracting the position, and how customers are being impacted. In addition, Director Costa would like to know how much the billing of customer statements costs the District per piece and how much the District is charged for each check deposited.

Mr. Helliker suggested that staff prepare a flow chart showing the processes of the Customer Service Department. The committee will meet again in March and staff will bring this item back for review.

## **2. Public Comment**

There were no public comments

## **3. Other Personnel Matters**

Mr. Helliker informed the committee that the Field Services Department conducted an analysis over the past year. Mr. Barela conducted a brief presentation on the Field Services Department Evaluation. A copy of the presentation will be attached to the meeting minutes.

Mr. Barela reviewed the staffing history of the Field Service Department which showed that staffing has remained at approximately 14 employees since 1995. He explained that Field Services operations have changed with the addition of pump station duties, backflow testing duties, water quality reporting, and CMMS implementation. He explained that Distribution Operators were moved into positions to cover the pump station duties and the CMMS duties; however, the vacant positions within distribution operations were not filled and additional staff was not requested. He explained that in 2005 the pump station duties were transferred from WTP to Field Services, in 2006 the District implemented CMMS for the retail service area, in 2007 the Field Services took over the backflow testing from customers, and in 2011 the water quality reporting was moved to Field Services. Mr. Barela explained that in addition to all of this, safety and regulatory compliance has increased significantly.

President Hanneman would like to know how much the backflow testing costs per connection. Mr. Barela will provide that information to the committee. In response to President Hanneman's comment regarding contracting services, Mr. Machado explained that SJWD employees should be first responders for emergency situations and would contract other work to outside sources when needed.

Mr. Barela informed the committee that as part of the evaluation of the Field Services Department, the 2017 Distribution Program Tracking was implemented. This program tracked the department's goals and progress, and time allocation. While the department did not reach some of the goals, critical goals such as backflow testing and valve exercising were completed. In addition, the evaluation showed that staff spent 63% of their time in the field, 14% on non-operational duties such as mandatory training, 12% managing duties such as CMMS data input, and 11% for time-off work.



Mr. Barela showed that the impacts which affected the Field Services Department in 2017 were:

- Department short 1.5 Operators on medical leave
- Utilized conservation staff for meter testing & register replacement
- Utilized temporary services for approximately 5 months
- Number and timing of leaks affected ability to complete Program goals
- Increased on-call participation
- Added contract services for backflow testing

Mr. Barela informed the committee that the staffing level in the Field Services Department was insufficient in 2017 to ensure completion of goals without outside assistance; however, at this time, he is not requesting additional staffing as he wants to continue the program tracking this year since the department is no longer short on operators due to medical leave. In addition, he explained that the plan for 2018 is to use data to refine operations; increase on-call contract to address leaks and specialty projects; increase backflow testing contract; and continue tracking goal accomplishments and time allocations.

The meeting was adjourned at 10:00 a.m.

# STAFF REPORT

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To: Personnel Committee

From: Donna Silva, Director of Finance  
Lisa Brown, Customer Service Manager

Date: February 14, 2018

Subject: New Staff Position – Customer Service Technician II/III

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## RECOMMENDED ACTION

Staff recommends that SJWD hire an additional Customer Service Technician II/III.

## BACKGROUND

The Customer Service Department performs retail water billings, receives all payments, maintains and adjusts customer accounts as needed and is the main point of contact for the Districts approximate 10,600 accounts. The existing staff has been inadequate to perform the basic services for years and has been utilizing the assistance of the Conservation Technician. Additionally the Customer Service Manager has to serve in the capacity of customer service technician in order to handle the group's workload, instead of being able to fully serve as the group's manager. With the existing staff in this Department, plus assistance from conservation, the Department is not able to design and implement an effective system of internal controls, resulting in a high fraud risk environment.

In order to properly minimize the District's fraud exposure, any employee with the ability to receive a payment should not have the ability to make an adjustment to the customer's account. An employee that receives payments and has access to make an adjustment to the customer's account, can easily pocket all or part of a customer's payment, and waive or delete the amount from the customer's account, resulting in undetectable fraud. Furthermore, the Customer Service Manager should be reviewing and approving transactions, but if the Customer Service Manager is processing routine transactions, there is no one to review the Manager's transactions. This is a severe lack of segregation and had been highlighted by the District's independent auditors for a number of years.

If the District were to implement the proper segregation of duties with existing staff, one technician and the Manager would have to be pulled off the phones and not have the ability to process payments. The workload would be unmanageable for the remaining staff.

In order to implement the proper segregation of duties an additional position is needed. With an additional technician, the Department could have two full time people answering phones and processing payments, one full time person doing the billing and customer account adjustments (without the ability to receive or process payments) and the Customer Service Manager would be able to provide review, oversight and approval of

transactions. The Conservation Technician would be able to process her existing conservation workload and could provide back-up support to Customer Service when needed due to staff illness or vacation.

The existing customer billing software system, CIS, does not have the ability to implement user specific security controls, but the new system, Tyler, does have the capabilities and actually requires review and approvals of the various steps in the billing and payment receipt process.

The proposed new position would be a full-time Customer Service Technician II/III position. The job description for this position is attached (Attachment 1). The starting salary for a Customer Service Technician II starts at \$50,586 and the top step of a Customer Service Technician III ends at \$66,934. It is staff's estimate that a well-qualified employee would begin mid-range of a Customer Service Technician II.

The total cost of this position, at the maximum salary plus benefits, would be approximately \$107,011.



San Juan Water District  
9935 Auburn-Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Customer Service Technician II Position Description

**Status:** Non-Exempt  
**Supervisor:** Customer Service Manager  
**Effective Date:** December 1, 2013

### **Distinguishing Characteristics**

To provide customer service and assistance to the public; to respond to inquiries and complaints from customers and the general public; to receive and process payments and fees; to process new connection and permit applications; to perform utility billing functions, to perform a variety of clerical tasks relative to assigned area of responsibility with minimal supervision and instruction. Positions in this class are normally filled by advancement from the Customer Service Technician I position. Individuals may advance to the Customer Service Technician III level after gaining one or more years of experience, completing job-related training courses, and demonstrating on the job performance, proficiency and competency.

### **Supervision Received and Exercised**

Receives general supervision from the Customer Service Manager and receives technical and functional assistance from the Customer Service Technician III. Does not provide supervision to others.

### **Essential Duties** - *Duties may include, but are not limited to, the following:*

- Provide customer service to customers and the general public in person and over the phone; respond to inquiries and complaints regarding utility services, rate structures, billing, payments, hydrant permits, service orders and new connections.
- Receive, process and document customer utility payments, fees and rebate reimbursements from partnering agencies. Payments and fees may be received by mail, phone, in person, and electronically.
- Reconcile and maintain cash drawer daily.
- Record payments and revenue monthly into a cash receipts journal.
- Coordinate monthly meter readings with meter reading staff. Review reads for accuracy and obtain re-reads prior to billing.
- Prepare high usage reports for follow-up by Conservation staff.
- Prepare, generate and update utility bills and delinquent notices.
- Direct and coordinate delivery of door hanger notices and shut-offs for non-payment.
- Prepare and process monthly billing for capital improvement fee payment plans.

- Establish and maintain customer accounts; monitor and ensure the accuracy of account information on a continuing basis; process requests for the start and/or cancellation of service.
- Respond to questions from customers on rates and billing practices, District policies, and water efficiency measures.
- Notify customers regarding delinquent accounts, non-payments, and returned checks; apply late fees and penalties to customer accounts; evaluate customer requests for payment arrangements and follow up on payment arrangements.
- Research and investigate billing and payment inquiries; analyze water use patterns; follow up with customers and apply billing adjustments as appropriate.
- Respond to, document, and assist in resolving water-related complaints.
- Prepare, track and assign work orders related to water leaks, main and service line breaks, intract leaks, water quality, pressure, meter and register replacement, services requiring time and material tracking, and delivery of notices.
- Prepare Will Serve letters and applications and assign meters. Assist applicants with application process and respond to related inquiries.
- Prepare hydrant use permits by meter and load count and invoicing for construction water. Coordinate hydrant use with Field personnel. Maintain log of hydrant permits and water usage.
- Attend and participate in various meetings, seminars and training courses as assigned.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Maintain, operate, and activate District's emergency notification system
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Advanced principles and practices of effective customer service.
- Methods and techniques of cash handling and reconciliation.
- Mathematical and general accounting principles
- English usage, grammar, spelling and punctuation.
- Modern office methods, procedures and computer equipment, including Microsoft Office programs.
- District's customer information software application.
- Departmental and District policies and operating procedures; pertinent Federal, State and local code, laws and regulations.

#### *Ability to:*

- Review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Perform complex duties related to the District's customer service functions.
- Understand the organization and operation of the Customer Service department.
- Meet and assist the public effectively.
- Organize and prioritize work activities.
- Interpret and apply administrative, departmental and District policies.
- Compile and maintain records and files.
- Perform accurate mathematical calculations.
- Efficiently operate computers and applicable software and 10 key.
- Initiate and maintain effective safety practices.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

***Education, Experience, Licenses and Certifications:***

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Required:**

- High school diploma or equivalent
- Two semesters of college level accounting courses.
- One to two (1-2) years of responsible experience equivalent to Customer Service Technician I or Account Technician I with San Juan Water District.
- Possession of, or the ability to obtain and maintain, a California Driver's License with proof of a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Desirable:**

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- One to two (1-2) years of business or customer service support experience with a public agency, preferably in a municipal water district, is desirable.
- One to two (1-2) years of college level coursework in accounting, computer operations or customer service is desirable.

**Physical Capabilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking		√		
Climbing/Stooping/Kneeling		√		
Lifting/Pulling/Pushing		√		
Sitting				√
Approximate Maximum Weight to Lift	50 Pounds	20 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	100 Percent Indoors; frequently sit at a desk for long periods of time; frequently twist to reach equipment and perform simple grasping and fine manipulation to write and use keyboard and other office equipment.			





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## Customer Service Technician III Position Description

**Status:** Non-Exempt  
**Supervisor:** Customer Service Manager  
**Effective Date:** December 1, 2013

### **Distinguishing Characteristics**

To provide customer service and assistance to the public; to respond to inquiries and complaints from customers and the general public; to receive and process payments and fees; to process new connection and permit applications; to perform utility billing functions, to perform a variety of clerical tasks relative to assigned area of responsibility with minimal supervision and instruction; and to provide administrative support to the Customer Service Manager. Positions in this class are normally filled by advancement from the Customer Service Technician II position after obtaining one or more years of experience and job-related training courses, and having demonstrated on the job performance, proficiency and competency.

### **Supervision Received and Exercised:**

Receives general supervision from the Customer Service Manager. May provide technical and functional assistance to individuals at the Customer Service Technician I and II levels.

### **Essential Duties -** *Duties may include, but are not limited to, the following:*

- Provide customer service to customers and the general public in person and over the phone; respond to inquiries and complaints regarding utility services, rate structures, billing, payments, hydrant permits, service orders and new connections.
- Provide technical and functional supervision to individuals at the Customer Service Technician I and II levels.
- Receive, process and document customer utility payments, fees and rebate reimbursements from partnering agencies. Payments and fees may be received by mail, phone, in person, and electronically.
- Reconcile and maintain cash drawer daily.
- Record payments and revenue monthly into a cash receipts journal.
- Coordinate monthly meter readings with meter reading staff. Review reads for accuracy and obtain re-reads prior to billing.
- Prepare high usage reports for follow-up by Conservation staff.
- Prepare, generate and update utility bills and delinquent notices.
- Direct and coordinate delivery of door hanger notices and shut-offs for non-payment.
- Prepare and process monthly billing for capital improvement fee payment plans.

- Establish and maintain customer accounts; monitor and ensure the accuracy of account information on a continuing basis; process requests for the start and/or cancellation of service.
- Respond to questions from customers on rates and billing practices, District policies, and water efficiency measures.
- Notify customers regarding delinquent accounts, non-payments, and returned checks; apply late fees and penalties to customer accounts; evaluate customer requests for payment arrangements and follow up on payment arrangements.
- Assign delinquent customers to collection service; recommend and write-off unpaid balances as approved.
- Research and investigate billing and payment inquiries; analyze water use patterns; follow up with customers and apply billing adjustments as appropriate.
- Respond to, document, and assist in resolving water-related complaints.
- Prepare, track and assign work orders related to water leaks, main and service line breaks, intract leaks, water quality, pressure, meter and register replacement, services requiring time and material tracking, and delivery of notices.
- Prepare Will Serve letters and applications and assign meters. Assist applicants with application process and respond to related inquiries.
- Prepare hydrant use permits by meter and load count and invoicing for construction water. Coordinate hydrant use with Field personnel. Maintain log of hydrant permits and water usage.
- Maintain customer and employee contact database and regularly upload changing data to the Emergency Notification System.
- Attend and participate in various meetings, seminars and training courses as assigned.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Advanced principles and practices of effective customer service.
- Methods and techniques of cash handling and reconciliation.
- Mathematical and general accounting principles
- English usage, grammar, spelling and punctuation.
- Modern office methods, procedures and computer equipment, including Microsoft Office programs.
- District's customer information software application and ability to train others.
- Departmental and District policies and operating procedures; pertinent Federal, State and local code, laws and regulations.

#### *Ability to:*

- Review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Perform the most complex duties related to the District's customer service functions.
- Understand the organization and operation of the Customer Service department.
- Meet and assist the public effectively.
- Organize and prioritize work activities.
- Interpret and apply administrative, departmental and District policies.
- Compile and maintain records and files.

- Perform accurate mathematical calculations.
- Efficiently operate computers and applicable software and 10 key.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

***Education, Experience, Licenses and Certifications:***

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Required:**

- High school diploma or equivalent
- Two semesters of college level accounting courses.
- One to two (1-2) years of responsible experience equivalent to Customer Service Technician II or Account Technician II with San Juan Water District.
- Possession of, or the ability to obtain and maintain, a California Driver's License with proof of a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Desirable:**

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- One to two (1-2) years of business or customer service support experience with a public agency, preferably in a municipal water district, is desirable.
- Completion of an Associate's Degree from an accredited college with major course work in accounting, computer operations, or customer service is desirable.

**Physical Capabilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

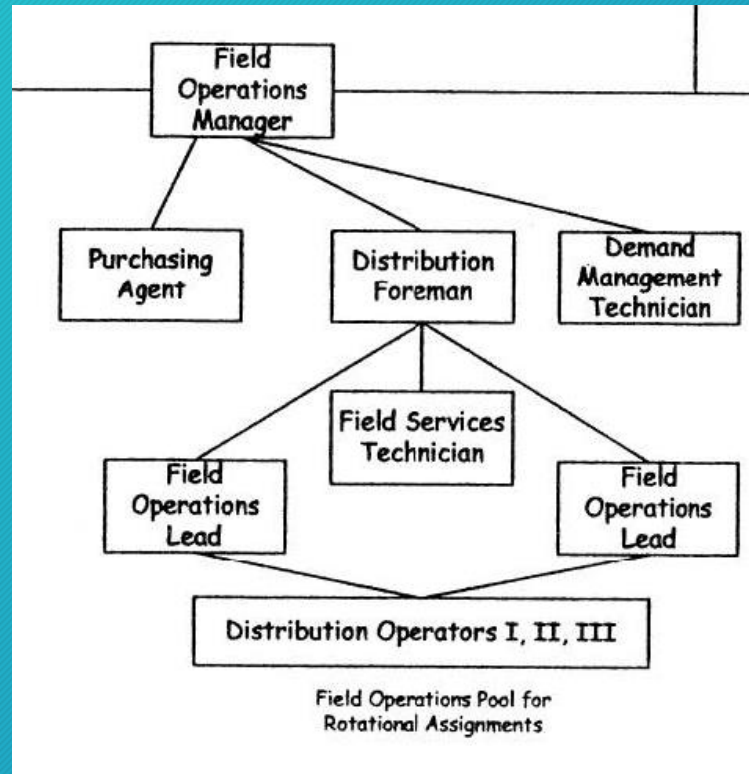
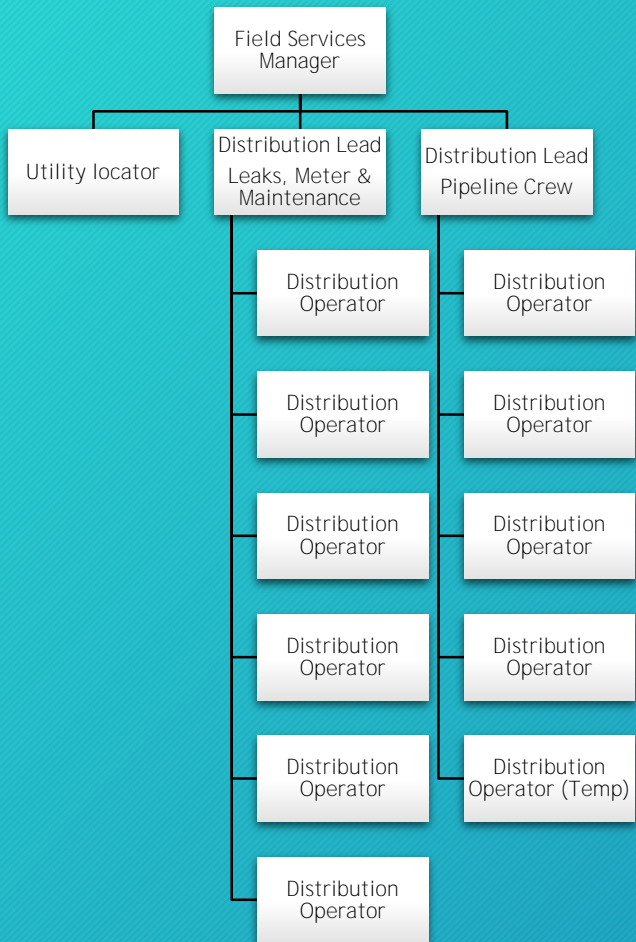
<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking		√		
Climbing/Stooping/Kneeling		√		
Lifting/Pulling/Pushing		√		
Sitting				√
Approximate Maximum Weight to Lift	50 Pounds	20 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	100 Percent Indoors; frequently sit at a desk for long periods of time; frequently twist to reach equipment and perform simple grasping and fine manipulation to write and use keyboard and other office equipment.			

# Personnel Committee Field Services Department Evaluation

February 14, 2018



# Field Services History, 1995-2000

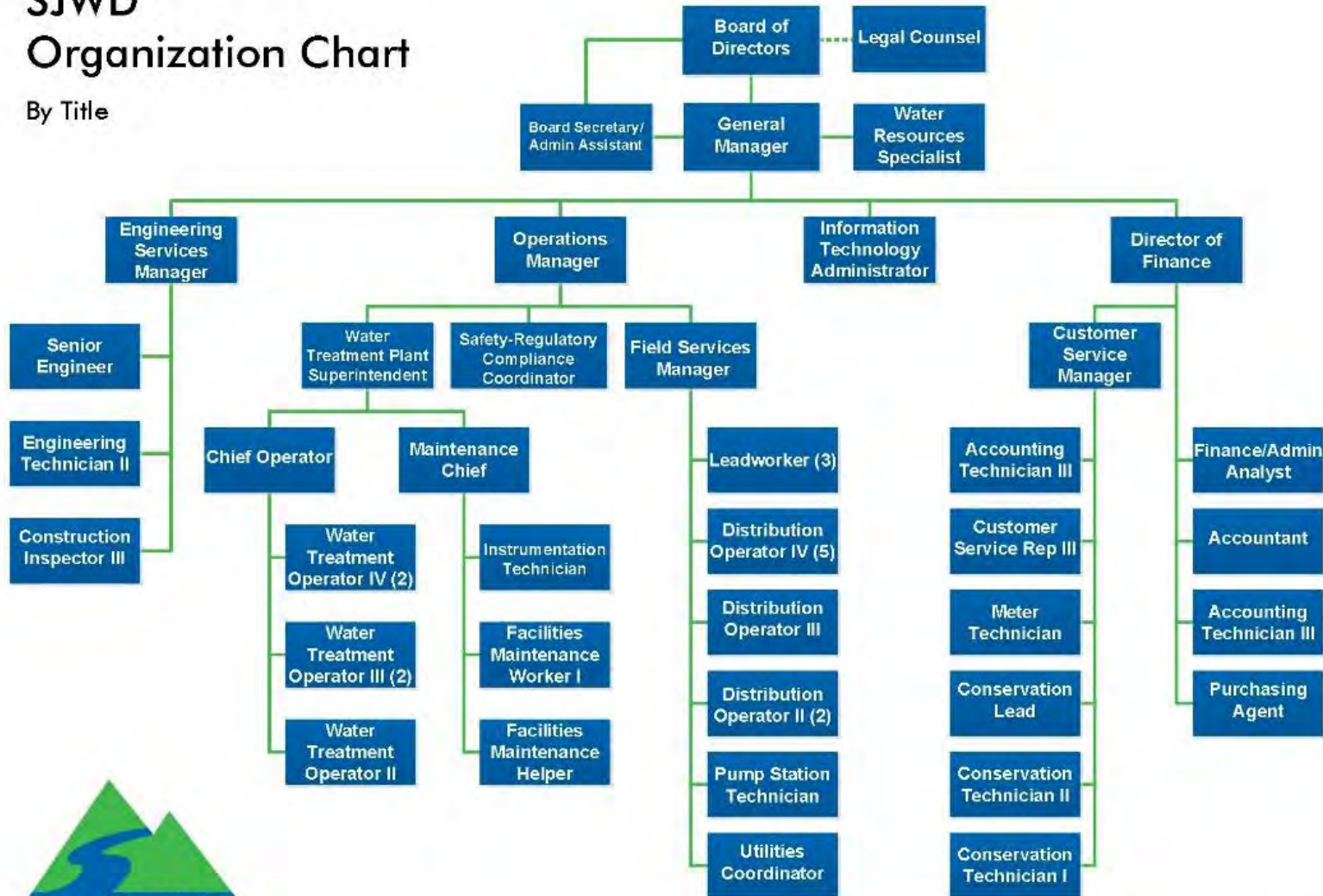


- 2 Distribution Teams
- 14 Staff Total + 1 Temp



# SJWD Organization Chart

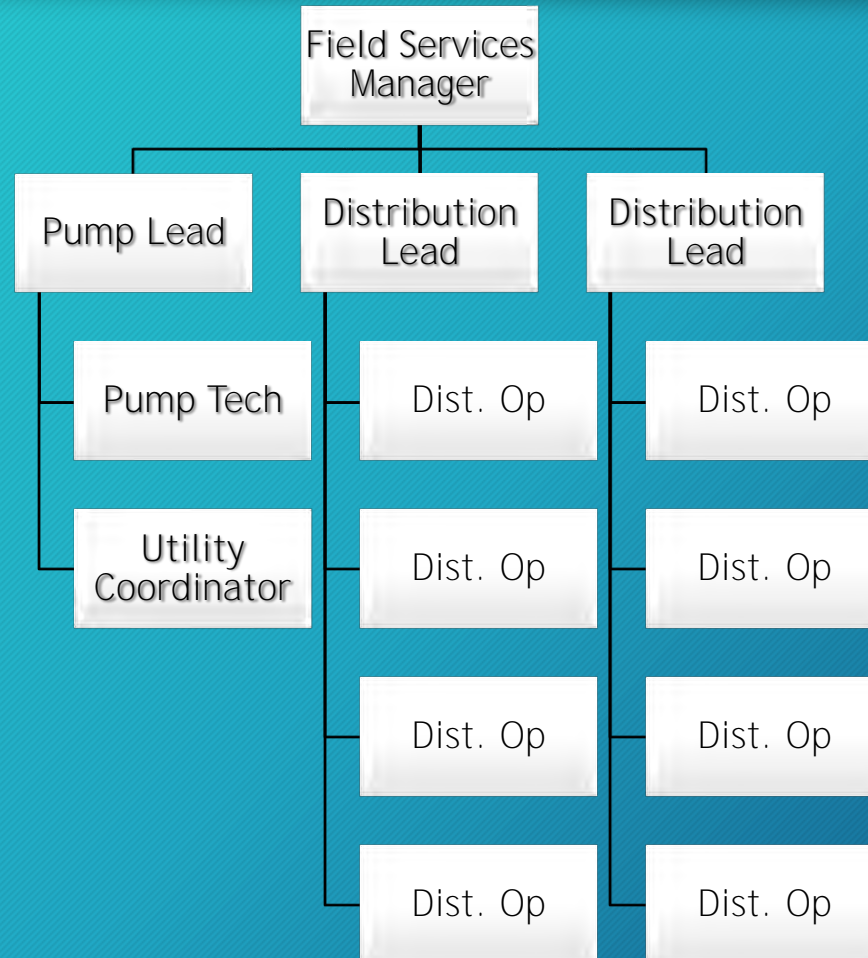
By Title



As of 1/10/18

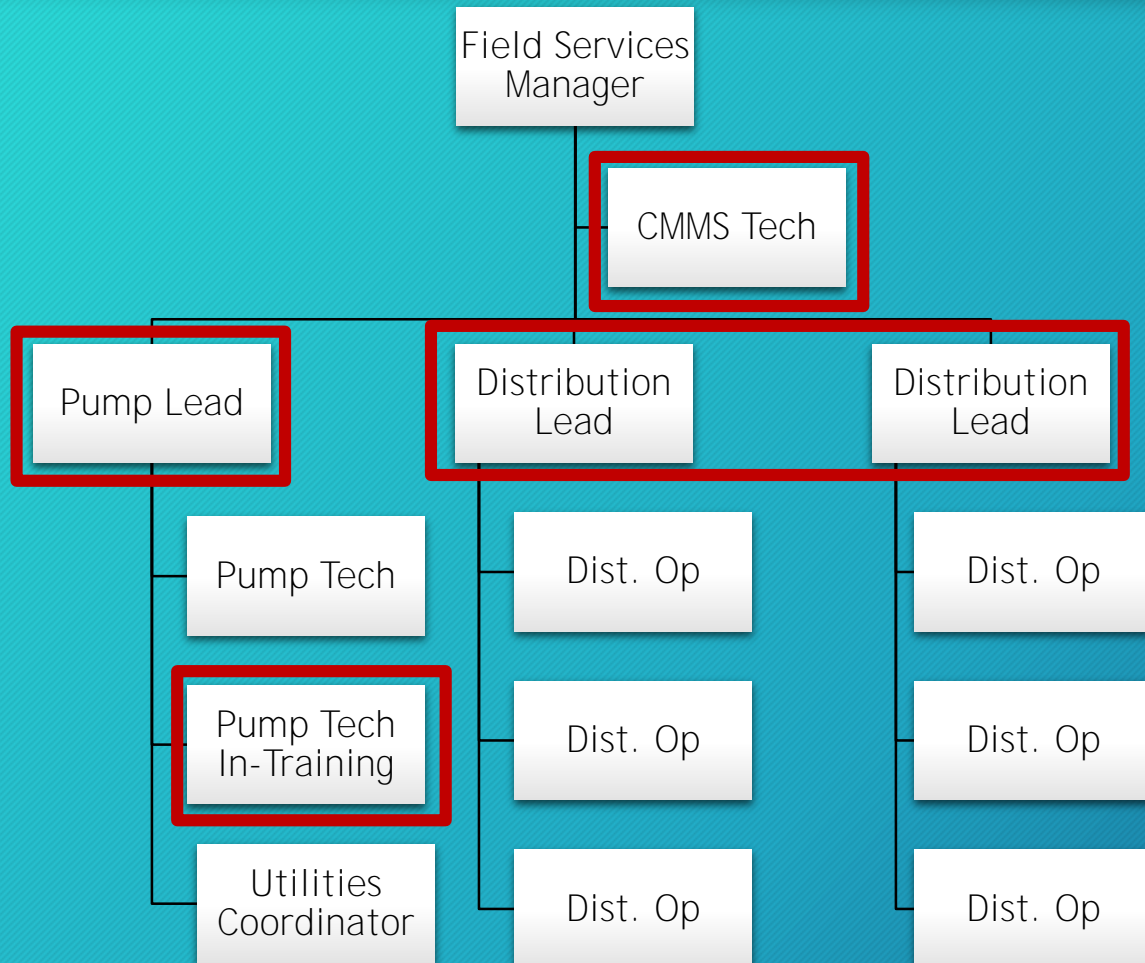


# Current Org Chart



- Org Chart hasn't changed since at least 2000 (14 Staff)
- Pump Stations Moved from WTP to FS in 2005
- Pump Lead & Pump Tech On-Call Every Other Week
- Asset Management System (CMMS) Implemented in 2006
- WQ Reporting Moved to FS in 2011
- Backflow Testing In-House 2007

# Org Chart Per Current Operation



- Pump Lead Also Manages
  - Water Quality Reporting
  - Backflow Testing Program
    - Approx. 450 BFs 2010
    - Approx. 900 BFs 2018
- Distribution Leads 50/50 in Field/Office
- CMMS Tech Position Reallocated in 2006 with Implementation of CMMS Program
- Pump Tech In-Training Position Reallocated in 2015 for coverage of Pump Station Operations
  - 3 Person On-Call Rotation
- Safety and Regulatory Compliance has increased significantly
- Typical Leak in the Road Requires 6 Operators to Repair



# 2017 Distribution Program Tracking

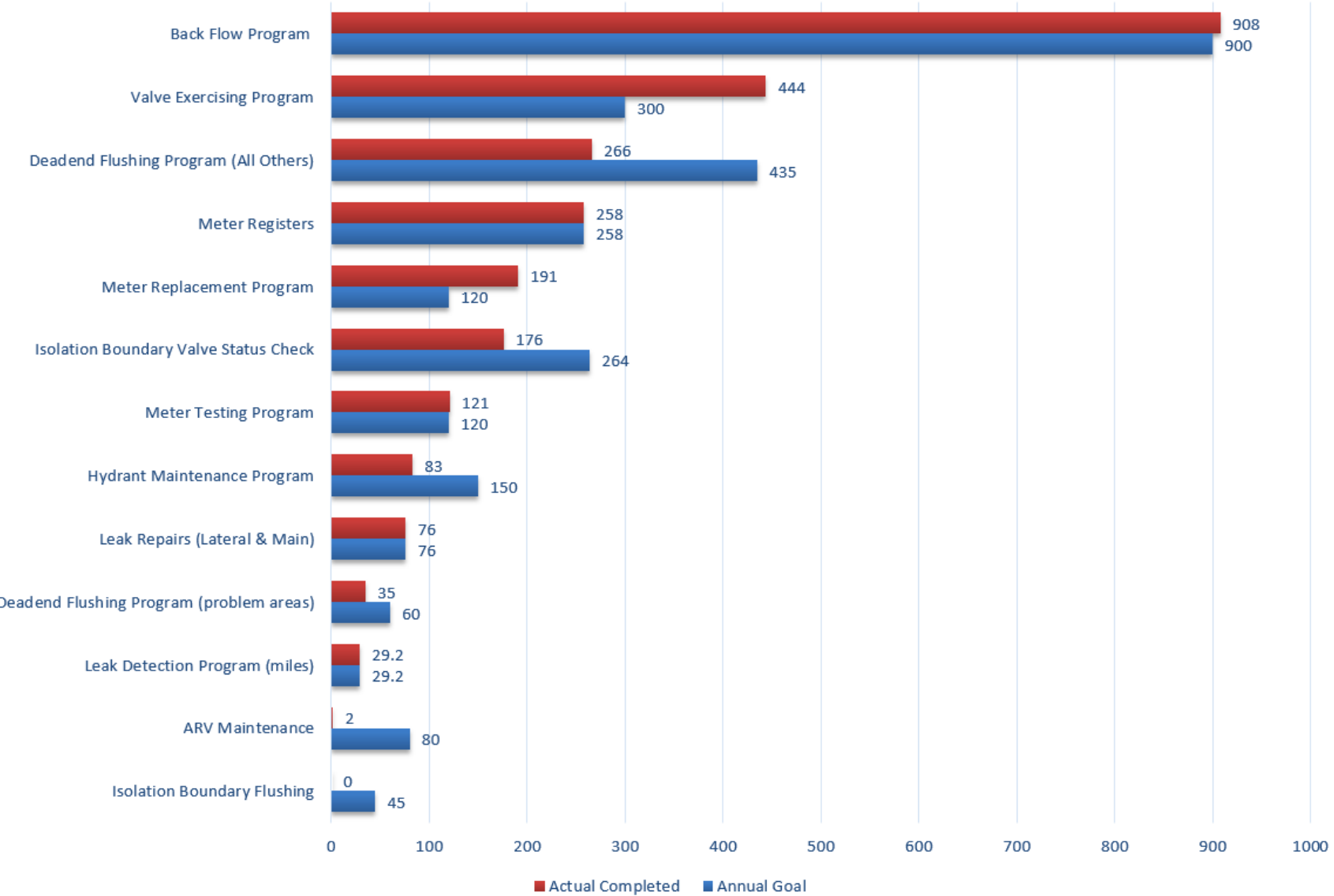
- 2017 Department Implemented Time and Goal Tracking
- Critical Programs were Identified & Tracked
- Objectives for Program Tracking
  - Are System Maintenance Goals being accomplished?
  - What is the time allocation for goals and District Operations?
  - Are there operational improvements to achieve the Department Goals?
  - Is the Department Staffed sufficiently to achieve the goals?

PROGRAM	Annual Goal	Actual Complete	Total FS Hours	Hours Per Item	Difference in Hours if Goal is met for the Year	Field & Maintenance Work (Programs, Leaks, Maintenance, Etc.)	Non-Operational Duties (Training, Safety/Regulatory, Meter Management (Lead Testing, Interdepartment Time, Strategic Planning, and CMMS Data Input) Tasks)	Time Off
Isolation Boundary Flushing	45	0	0	0	0	0	0	
ARV Maintenance	80	2	3	1.50	117	3		
Meter Testing Program	120	121	34	0.28	0		34	
Isolation Boundary Valve Status Check	264	176	114	0.65	57	114		
Deadend Flushing Program (problem areas)	60	35	117	3.34	84	117		
Hydrant Maintenance Program	150	83	120	1.44	96	119.5		
Leak Detection Program (miles)	29.2	29.2	236	8.08	0	236		
Valve Exercising Program	300	444	242	0.55	-78	242		
Deadend Flushing Program (All Others)	435	266	283	1.06	179	282.5		
OT On-Call Hours			310.5		0	310.5		
CO-Op Maintenance			406		0	405.5		
CIP/Development Projects			459		0			
Strategic Planning Meetings			490		0	459		490
Interdepartmental Tasks			555		0		554.5	
Meter Registers	258	258	627	2.43	0	626.5		
Meter Replacement Program	120	191	869	4.55	-323	869		
CMMS (Data Entry)			1117		0			1117
Back Flow Program	900	908	1242	1.37	-11	1241.5		
Service Area Maintenance			1250		0	1250		
Training			1279		0		1278.5	
Misc. Work Task (Outside work)			1366		0	1366		

PROGRAM	Annual Goal	Actual Completed	Not Completed	Est. Hours per Task	Hours to Complete	# Staff to Complete Each	# Hours per Person
Isolation Boundary Flushing	45	0	45	3	135	2	67.5
ARV Maintenance	80	2	78	2	156	2	78
Leak Detection Program (miles)	29.2	29.2	0		0		
Deadend Flushing Program (problem areas)	60	35	25	3	75	2	37.5
Leak Repairs (Lateral & Main)	76	76	0		0		
Hydrant Maintenance Program	150	83	67	2.5	167.5	2	83.75
Meter Testing Program	120	121	-1		0		
Isolation Boundary Valve Status Check	264	176					
Meter Replacement Program	120	191	-71	4.6	-326.6	2	-163.3
Meter Registers	258	258	0		0	1	0
Deadend Flushing Program (All Others)	435	266					
Valve Exercising Program	300	444	-144	0.5	-72	2	-36
Back Flow Program	900	908	-8		0		
Standard Employee Working Hours:	63%	1,315			699		350

## Performance Evaluation

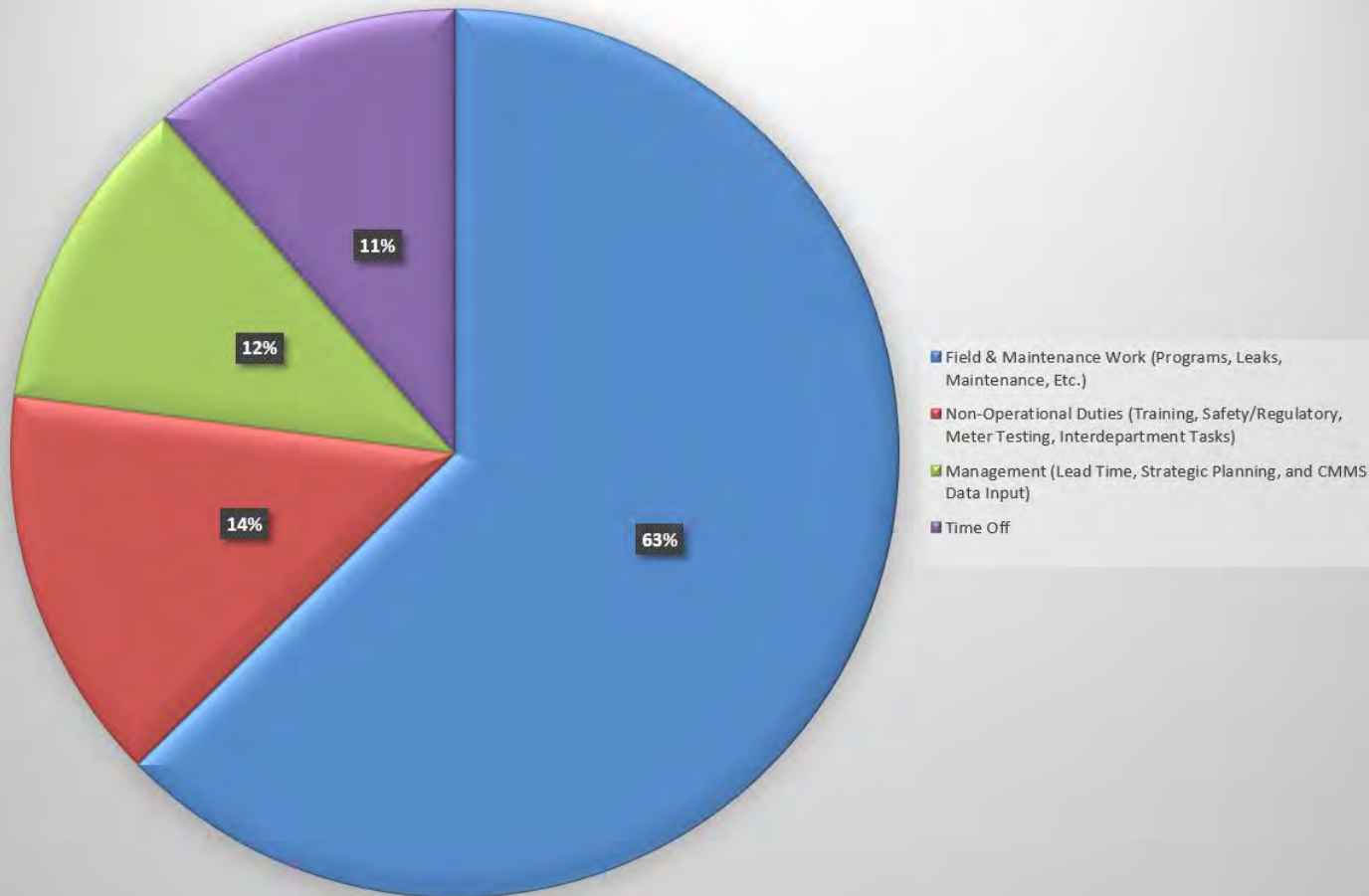


- Not all Goals Accomplished
- Critical Goals Accomplished
  - Backflow Testing
  - Valve Exercising



# Time Allocation

Field Services 2017 Time Allocation (FS Tracking)



- 63% Field & Maintenance Work
  - Programs, Leaks, Maintenance, Etc.
- 14% Non-Operational Duties
  - Training, Continuing Education, Safety/Regulatory, Meter Testing, Interdepartment Tasks
- 12% Management
  - Lead Time, Strategic Planning, and CMMS Data Input
- 11% Time Off
  - Sick, Holiday, Vacation, Etc.

# Conclusions

- Last Year Impacts on Programs
  - Short 1.5 Operators Last Year on Medical Leave
  - Utilized Conservation Staff for Meter Testing & Register Replacement
  - Temp Services Approx. 5 Month
  - Number and Timing of Leaks affects ability to complete Program Goals
  - Increased On-Call Participation
  - Added Contract Services for Backflow Testing
- Staff Level Insufficient to ensure completion of Goals without outside assistance.





# 2018 FS Operational Plan

- Use Data to Refine Operations
- Increase On-Call Contract to Address Leaks and Specialty Projects
- Increase Backflow Testing Contract
- Continue Tracking Goal Accomplishments and Time Allocations

